



We seek a Medical Scheduling Specialist to join our team.

Be the voice of Hope as the first point of contact for all incoming phone calls to our centralized phone system.

Provide phone call management:

Answer multiple incoming telephone lines, screen and transfer calls, answer various questions, and obtain the necessary information to properly assist our callers.

Schedule medical appointments:

Book patient appointments within parameters of our provider scheduling templates, availability and preferences; verify patient demographic and insurance; update patient eligibility and benefit information.

Must have:

- Minimum 2 years *relevant* medical telephone and medical scheduling experience
- Proven ability to work collaboratively in person and on the telephone with physicians, patients, co-workers and the public
- Exceptional interpersonal communication skills
- Outstanding customer service
- NextGen® or comparable EMR experience
- Ability to pass background check

Our ideal candidate has:

- Ability to maintain patience and composure when faced with challenging situations
- Ability to handle fast pace and high volumes
- Bilingual language abilities - Spanish

To Apply: Please visit <http://www.hopeorthopedics.com/careers> for our application and information on how to submit.

Hope Orthopedics is an Equal Opportunity Employer

Hope Orthopedics of Oregon | 1600 State Street, Salem, OR 97301 | hopeorthopedics.com