



WE SEEK EXPERIENCED MEDICAL RECEPTIONISTS TO JOIN OUR TEAM.

Our patients walk through the doors with great expectations... and hope. It will be your job to help us deliver it.

Be the face of Hope! Our receptionists are responsible for providing outstanding customer service to our patients in our busy, fast paced clinic. They ensure the overall management of the entire patient workflow process; from greeting patients to accepting co-payments to proper maintenance of patient medical records and everything in between.

Our ideal candidate has:

- Demonstrated outstanding customer service, communication and team member skills
- Great attention to detail, compassion, empathy and strong interpersonal skills to communicate with patients in-person and over the telephone
- Proven ability to maintain patience and composure when faced with challenging situations
- Ability to pass background check

Preference is given for:

- Prior medical receptionist experience
- NextGen® or comparable EMR experience
- Bilingual language abilities – Spanish

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

Hope Orthopedics of Oregon is an Equal Opportunity Employer

Our employees enjoy a competitive benefits package that includes health, dental, vision, disability, and retirement.

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