



Where Expertise and Compassion Meet

WE SEEK AN EXPERIENCED PATIENT REGISTRATION & REFERRALS SPECIALIST TO JOIN OUR TEAM

At Hope Orthopedics of Oregon, our Patient Registration & Referral Specialists assist patients to receive timely appointments by gathering and verifying all information required to register patients in the scheduling process.

General responsibilities include:

- Verify patient demographic, financial data, insurance coverage
- Process electronic referral files
- Contact payers/insurance companies for patient eligibility, benefits and referrals
- Document registration/referral information, notifies appropriate parties
- Follow-up until patient is ready for scheduling

Our ideal candidate has:

- Minimum 1-3 years current patient registration and referrals experience
- Outstanding customer service skills, with compassion and empathy
- A team-player with strong communication and telephone skills
- Great attention to detail
- Ability to handle fast pace and high volumes
- Ability to pass a background check

Preference is given for:

- NextGen® or comparable EMR experience
- Bilingual language abilities - Spanish

To Apply: Please visit <http://www.hopeorthopedics.com/careers> to download our application and for contact 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