



Where Expertise and Compassion Meet

WE SEEK AN EXPERIENCED PHYSICAL THERAPY SCHEDULER TO JOIN OUR TEAM

Hope Orthopedics of Oregon seeks a seasoned medical scheduler for our physical therapy department. Our physical therapy schedulers are responsible for providing outstanding customer service and office support. They schedule patient appointments within parameters of our provider scheduling templates, update patient eligibility and benefit information, keep the schedule and patient flow organized, answer phone calls providing pertinent information, provide EMR management, and call missed appointments.

Our ideal candidate has:

- Minimum 1-2 years of experience medical scheduling;
- Great attention to detail, compassion, empathy and strong interpersonal skills to communicate in-person and over the telephone;
- Outstanding customer service, communication and team member skills; and
- Ability to pass background check.

Preference is given for:

- Prior experience scheduling physical therapy appointments;
- NextGen® or comparable EMR experience; and
- Bilingual in English and Spanish.

At Hope Orthopedics of Oregon, serving our community with the best possible care is our core mission. If your personal mission aligns with ours, and you're ready to start a rewarding career in orthopedics, we'd like to hear from you.

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

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