



Where Expertise and Compassion Meet

WE SEEK AN EXPERIENCED MEDICAL CODING SPECIALIST TO JOIN OUR TEAM

Hope Orthopedics of Oregon seeks an experienced, quality-focused Medical Coding Specialist skilled in superior customer service. This position is full-time, Monday-Friday, 8am – 5pm.

Responsibilities include:

- Review and code clinical documentation (chart notes and procedures);
- Review and code surgeries and procedures (hospital and ASC);
- Assist A/R team with claim denials;
- Communicate regularly with providers regarding current coding issues, procedures, and rules;
- Responsible to educate business office teams and management regarding coding regulations; and
- Maintain knowledge and skills of coding regulations and changes.

Our ideal candidate has:

- Certified coding credentials, or previous experience coding in a medical office;
- Thorough knowledge of medical terminology, anatomy, and physiology;
- Demonstrated knowledge of CPT-4 and ICD-10CM coding;
- Knowledge of the medical billing process;
- Superior customer service skills with the ability to express compassion and empathy;
- Flexible team player;
- Strong written and verbal communication skills (including telephone etiquette); and
- Ability to pass background check.

Preference given for:

- Bilingual in Spanish
- Prior NextGen® experience or comparable EMR experience

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