



*Where Expertise and Compassion Meet*

## WE SEEK AN EXPERIENCED MEDICAL RECORDS SPECIALIST TO JOIN OUR TEAM

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Hope Orthopedics of Oregon seeks an experienced Medical Records Specialist to work in a fast-paced, high volume orthopedic clinic. Our medical records specialists are responsible for gathering, scanning, filing, processing, maintaining, and distributing patient medical records according to company guidelines. They provide outstanding customer service to our internal and external customers as they assist with requests for medical records. Other duties including filing faxes, processing mail, and answering phone calls regarding releases of patient information. Candidate must maintain strict confidentiality of all medical records.

### **Our ideal candidate has:**

- Superior customer service skills with the ability to express compassion and empathy;
- Flexible team player;
- Strong interpersonal skills;
- Great attention to detail;
- Ability to effectively communicate over the phone and in-person with internal colleagues and external customers (patients, referring providers, attorneys, etc.); and
- Ability to pass background check.

### **Preference given for:**

- NextGen® or comparable EMR experience;
- Prior experience in medical records; and
- Bilingual in Spanish.

**To Apply:** This position requires a resume, cover letter, and application. Apply online and attach corresponding documents by visiting <http://www.hopeorthopedics.com/careers> and clicking the application link.

*Hope Orthopedics is an Equal Opportunity Employer*

Hope Orthopedics of Oregon | 1600 State Street, Salem, OR 97301 | [hopeorthopedics.com](http://hopeorthopedics.com)