



*Where Expertise and Compassion Meet*

## WE SEEK AN EXPERIENCED SURGERY COORDINATOR TO JOIN OUR TEAM

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Our surgery coordinators are responsible for ensuring that everything is in place for a surgery to occur for our orthopedic patients. Responsibilities include scheduling and coordinating all required preoperative activities and appointments. In a fast-paced environment, our surgery coordinators provide outstanding customer service to our surgical patients guiding them through the preoperative and admission process, as well as educating and serving as a resource to them.

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

- Medical assistant credentialing;
- One (1) year minimum surgery scheduling experience;
- Demonstrated high-level attention to detail, accuracy and strong organizational skills;
- Able to work closely in person and on the telephone with patients, surgeons, and staff at the hospital, surgery center, PCP offices and specialty provider offices;
- Demonstrated excellent time-management skills and the ability to frequently switch multiple tasks in a fast-paced environment;
- Exceptional compassionate and empathetic interpersonal communication skills;
- Ability to maintain patience and composure when faced with challenging situations; and
- Ability to pass background check.

### **Preference is given for:**

- NextGen® or comparable EMR experience;
- Orthopedic experience; and
- Bilingual language skills.

**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*

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