



Where Expertise and Compassion Meet

**WE SEEK AN EXPERIENCED MEDICAL ACCOUNTS RECEIVABLE SPECIALIST
TO JOIN OUR TEAM**

Hope Orthopedics of Oregon seeks an experienced Medical Accounts Receivable Specialist to work in a fast-paced, high volume orthopedic clinic. Our specialist team is responsible for managing the receivables. Responsibilities include management of insurance A/R, paper and electronic claim submission, contacting insurance payors, filing appeals, resolving denials in a timely manner, underpayments and unpaid claims, as well as reviewing reports to identify and troubleshoot issues with accounts.

Our ideal candidate has:

- Detailed knowledge in reimbursement of health care accounts;
- Prior experience with workers' compensation and VA insurances;
- Knowledge of medical terminology;
- Outstanding customer service skills;
- Able to stay on task, work independently, and as part of a team; and
- Ability to pass a background check.

Preference given for:

- Bilingual in Spanish
- Prior orthopedic experience

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

Hope Orthopedics is an Equal Opportunity Employer

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