



*Where Expertise and Compassion Meet*

## WE SEEK MEDICAL RECEPTIONISTS TO JOIN OUR TEAM

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Be the face of Hope! Our receptionists are responsible for providing outstanding customer service to our patients in our busy, fast-paced clinic. They ensure the overall management of the entire patient workflow process; from greeting patients to accepting co-payments to proper maintenance of patient medical records and everything in between.

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

- Demonstrated outstanding customer service;
- Great attention to detail, compassion, empathy and strong interpersonal skills to communicate with patients in-person and over the telephone;
- Strong communication and team member skills;
- Proven ability to maintain patience and composure when faced with challenging situations; and
- Ability to pass background check.

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

- Prior medical receptionist experience;
- NextGen® or comparable EMR experience; and
- Bilingual language abilities – Spanish.

**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](http://hopeorthopedics.com)