



Where Expertise and Compassion Meet

WE SEEK AN EXPERIENCED BENEFITS & AUTHORIZATION SPECIALIST TO JOIN OUR TEAM

We seek a seasoned Benefits & Authorization Specialist for our therapy services department. Our benefit and authorization specialists assist patients by gathering and verifying patient demographic, financial data and insurance coverage as therapy orders are received. They also process insurance authorizations for our therapy patients. Part of a team, other duties will include cross-training in reception and scheduling.

Our ideal candidate has:

- Minimum 1-2 years experience working with medical insurance verification and/or medical insurance authorizations;
- Knowledge of Microsoft Office Word & Excel software, EMR experience;
- Effective communication skills (in-person and over the telephone);
- Ability to identify problems and recommend solutions;
- Great attention to detail with strong prioritization, organization and analysis abilities;
- Outstanding customer service and team member skills with compassion and empathy;
- Proven ability to maintain patience and composure when faced with challenging situations; and
- Ability to pass background check.

Preference give for:

- NextGen® experience
- Prior experience with insurance verification and/or authorizations for physical therapy

At Hope Orthopedics of Oregon, serving our community with the best possible care is our core mission. If your personal mission aligns with ours, and you're ready to start a rewarding career in orthopedics, we'd like to hear from you.

To Apply: 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