EMPLOYMENT OPPORTUNITY

POSITION: Adjunct Medical Billing & Coding Instructor

LOCATION: LeSourdsville Campus

GENERAL DESCRIPTION: The Medical Billing & Coding Instructor will provide specialized instruction to adult students in a multi-month program in which they prepare for their Certified Professional Coder (CPC), Certified Billing & Coding Specialist (CBCS), and Certified Medical Reimbursement Specialist (CMRS) credentials.

QUALIFICATIONS:

- Ability to secure an Ohio Department of Education Adult Education permit in the area of AWE Health Occupations (070000);
- One or more of the following certifications:
  - Certified Billing and Coding Specialist (CBCS) certification;
  - Certified Professional Coder (CPC) with ICD-10 certification;
  - Certified Medical Reimbursement Specialist (CMRS);
  - Certified Coding Specialist (CCS);
  - Medical Assistant (NCMA);
  - Insurance & Coding Specialist (NCICS);
  - Medical Office Assistant (NMOA);
- Associate’s degree from an accredited college or university;
- Minimum of three (3) years working in the medical billing and coding field;
- Previous instructor experience preferred;
- Student-oriented teaching style with ability to adjust approach to suit individual adult learner needs;
- Willingness and demonstrated ability to work with students, teachers, and administrators as a team member;
- Proficiency in email and Microsoft Office programs;
- Effective and demonstrated problem solving, critical thinking, analytical, oral and written communication, presentation, and organizational skills;
- History of strong work record, including good job attendance; and
- Documented evidence of acceptable criminal record as required by Ohio law and Board policy.

STARTING DATE: Based on class schedule

SALARY: $24.00 per hour

APPLY TO: Send resume to Associate Director of Health Programs, Sarah Delong at delongs@butlertech.org. Only qualified candidates whose employment interests align with the position will be contacted.