

- | 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 (NCMOA);
  - 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](mailto:delongs@butlertech.org). Only qualified candidates whose employment interests align with the position will be contacted.