

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 (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:	\$25.00 per hour
APPLY TO:	Send resume to Associate Director of Health Programs, Sarah Delong at <u>delongs@butlertech.org</u> . Only qualified candidates whose employment interests align with the position will be contacted.

Butler Tech is an equal opportunity employer. Applications will be accepted without regard to age, race, color, national origin, sex, religion, military status, genetic information, or disability. The regulations of Title VI, Title VII, the Equal Pay Act, the Americans with Disabilities Act, Title IX and other applicable state and federal laws are followed. (If you need an accommodation to interview, contact Human Resources.)