

- | **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 delongs@butlertech.org. Only qualified candidates whose employment interests align with the position will be contacted.