Job Title: Billing and Coding Instructor

Closing Date: Open until filled

Job Category: Instructor

Location: City University of New York

City/Cities: New York, NY

Position Type: Contract

Salary: Commensurate with Qualifications

Job Description:

- Able to teach a class size of 15
- Able to teach a diverse group of students with various different educational backgrounds and work experiences.
- Prepare lessons plans with clear learning objectives that meet industry standards
- Ability to incorporate various instructional tools in teaching delivery that will meet different learning styles.
- Conduct classes lessons via use of lectures, videos, hands outs, open resources, PowerPoint, assignments, use of scenarios, simulation software, etc.
- Able to teach an adult population ranging from young adult to older adult population
- Knowledge of ICD 10 and CPT

Responsibilities:

- Teach students about carious insurances and life cycle if medical billing claims
- Teach how to assign ICD 10, CPT and HCPC codes
- Teach how to complete and process medical claims (manual and computerized)
- Provide hands on exposure using case scenarios
- Provide hands on exposure how to post payments in health care systems
- Teach students how to resolve claim denials and submit appeals
- Teach the understanding of rules and regulation policies as it relates to claims

Qualifications:

- 5 years or more working experience in Health Information Technology
- Bachelor's Degree and above
- Current experience with Medical Billing & Coding

Requirements:

- Ability to teach both In-person and Hybrid classes
- Ability to teach at BMCC's Uptown CUNY in The Heights W 213th Location

How to Apply:

To be considered for this position candidates should email their resume and cover letter to ace@bmcc.cuny.edu by 03/03/2022.