Job Title: Electronic Health Records 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
- Incorporate practical hands on learning activities
- Develop and maintain a professional relationship with learners
- Provide applied learning experience through industry recognized E.H.R software
- Knowledge of chart review, workflow, and end user’s responsibilities
- Maintain records on student performance able to assess student’s outcomes

Responsibilities:
- Provide didactic instructions as it relates to work flow, data entry and managing records and running reports
- Provide hands on experience via use of scenarios
- Provide feedback on EHR users competencies
- Able to assess students using written exams and hands on skills exams
- Submit weekly attendance and test outcomes to program manager

Desired Competencies:

Qualifications:
- Degree in Electronic Health records, Medical records or related field
- Minimum Bachelor’s degree. Preferably Health Information Technology Concentration
- Four or more years working as health records specialist or related field
- Four or more years teaching experience
**Requirements:**
- Ability to teach both In-person and Hybrid classes
- Provide hands on experience via simulation application software
- 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.