**Job Title:** Billing and Coding Instructor

**Closing Date**: **03/03/2022**

**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, hand~~s~~ 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

**Desired Competencies**:

**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.**