**Job Title:** Electronic Health Records 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
* 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.**