



## Position Summary: Medical Coder Instructor

Job Title:	AAPC Medical Coder Instructor
Employer:	Buffalo Center for Arts and Technology
Type:	Hourly part-time, flexible hours between 9:00am-3:30pm Mon-Fri
Skills:	Professional coder, teaching experience preferred
Required Certifications:	Licensed CPC or COC
Required Experience:	Minimum of 3 years' experience preferred

Are you an enthusiastic, experienced, detail-oriented medical insurance billing and coding professional, preferably with experience teaching adult learners, who believes in the power of sharing your knowledge? Do you enjoy motivating others and putting students first? If so, we want to hear from you!

Buffalo Center for Arts and Technology (BCAT) is looking for a talented **part-time medical coder and billing instructor** to join our team. This individual will report to the Director of Adult Workforce Programs.

This position is responsible for preparing adult students to be successful in their future careers by developing the requisite skills and knowledge necessary to be successful in the workplace by graduates of this certificate program.

### Essential Duties/Responsibilities:

- Teach ICD-10, CPT and HCPCS Courses (Part-time Days with flexible hours in a 9-month program).
- Educate and train students in medical coding/billing field of expertise using accepted and approved instructional methodologies for adult learners.
- Prepare lesson plans using industry-standard approaches (e.g., multimedia, adult learning methodology, internal guidelines, etc.).
- Teach courses as assigned, instruct and evaluate students, develop students' skills and encourage growth. Tracks attendance, performance, and grades.
- Participate in various administrative activities (e.g., attends faculty/staff meetings or in-service meetings).
- Participate regularly in continuing professional development activities.
- Perform other duties or special projects as assigned.
- Follow the prescribed syllabi and curriculum established and approved by the New York State Education Department and AAPC.
- Work in a team environment with the other instructors to coordinate classroom instruction.

### Position Requirements

- Associate's Degree from an accredited institution in allied health related area; AND holds a related certification or licensure CPC, COC and have a minimum of 3 yrs. of practical / field experience as a medical coder/administrator, or medical biller/coder or insurance reimbursement.
- Must have the credential to be licensed as an instructor and meet the requirements of the New York State Education Department Bureau of Proprietary School before acceptance.
- Must submit to a background check
- Willing to teach adults ages 18-60
- Willing and able to follow all internal prescribed policy and procedures
- Able to work up to 16 hours a week for approximately 28 weeks (January – September, day shift)
- Knowledge of medical billing, insurance and procedures, optional

### How to Apply

Interested candidates should submit a resume, cover letter and the names of three references to [eeisenhauer@bufcat.org](mailto:eeisenhauer@bufcat.org). Applications will be accepted through February 8, 2019. Incomplete applications will not be considered.