



Description

Buffalo Center for Arts and Technology (BCAT) is a not-for-profit whose mission is to inspire, motivate and prepare youth and adults for educational and career advancement through year-round arts programming and job training. BCAT is located at 1221 Main Street in Buffalo NY.

Position Summary

The Part-time Medical Billing & Insurance Instructor will teach billing & insurance in the classroom, online or via hybrid instruction to a maximum of 20 adult students, covering anatomy/physiology, medical terminology, billing & insurance with a refresher in ICD10, CPT & HCPCS. Class sessions are 3 hours each night (Tuesday & Thursday), meeting three days a week for 15-20 weeks. Training and support will be provided in delivering standardized curriculum and online training to support a hybrid curriculum.

Job Responsibilities

- Present facilitative, well prepared, organized, and clear lectures and classroom activities consistent with the course syllabus and Program policies. Prepare Lesson Plans as required.
- Promote students' development and effective use of skills in areas such as critical and analytical thinking evaluation, understanding medical billing guidelines & regulations, communication, professionalism, customer service, problem-solving, and decision-making.
- Must possess interpersonal communication skills with the ability to transfer information in a positive, clear, and concise manner with adult learners.
- Must be able to develop and maintain excellent relationships with a diverse staff and student population.

Job Requirements:

- Minimum 3 years' demonstrated experience in medical billing & insurance and use of CMS1500
- Must possess certification from an accredited program as a Certified Professional Coders (CPC), Certified Professional Billing (CPB), or Certified Billing Coding Specialist (CBCS)
- Proficient with the use of computers to enter grades and attendance electronically (Microsoft Word or Excel).
- Consistently demonstrate the highest levels of integrity.
- Keep education relevant by employing adult learners with real-world experience in the field, willingness to bring your career experiences into the classroom.
- Knowledge of Google Classroom helpful but will train.

Shared Values and Expectations

- Serve as an ambassador of BCAT, demonstrating our mission and values in a positive and professional manner and acting as a role model for our students

- Show a strong commitment to Diversity, Equity, Inclusion and to building a community whose values are to “respect, listen, embrace, shape, learn, influence.”
- Be committed to delivering high-quality, professional teaching and curriculum standards
- Demonstrate professionalism and accountability
- Take initiative to analyze and solve problems
- Maintain a high standard of ethics, integrity and confidentiality

How to apply:

Interested candidates should submit a resume and cover letter and the names of three references:

<https://jobs.ourcareerpages.com/jobapplication/589570?appsourc=BCAT>

Applications will be accepted until March 1, 2021.

Equal Opportunity Employer:

Individuals interested in employment at BCAT are considered without regard to race, color, religion, national origin, age, sex, marital status, ancestry, physical or mental disability, veteran status, gender identity, or sexual orientation. Diverse candidates encouraged to apply.