



Position Title: Medical Billing & Coding Instructor

Job Summary:

We are a nationally accredited career college looking for an instructor to teach a variety of medical billing, coding and terminology courses. Part-time and full-time positions are available. Full-time position comes with full benefit package, including medical, dental, life insurance, holiday pay, and paid time off.

Qualifications:

The ideal candidate will have a strong working knowledge of all areas of medical coding including:

- ICD9/ICD10
- HCPC's
- CPT
- UB04
- CMS1500
- CenCAL & MediCal,
- HIPAA regulations
- Fee schedules
- Medical software
- Terminology
- Current abbreviations
- CMS standards

Requirements:

- 2 years of on-the-job / industry experience
- MUST have working knowledge of accurate coding procedures, billing methods, electronic claims submission
- Proficiency with Microsoft Word and Powerpoint

Preferred:

- Certificates in medical billing & coding
- State Certifications
- AMA membership

Job Tasks, Responsibilities and Authorities:

Instructor will perform a full range of duties, including but not limited to:

- Leading instruction within the Medical Billing program
- Implementing prepared lesson plans that lead to student comprehension of curriculum concepts
- Working hands-on with students in a variety of courses and applications

- Assessing student progress and maintaining accurate student records
- Keeping current with industry trends and updating course materials as needed
- Communicating frequently with students and colleagues

To apply for one of our open positions, please:

1. Email your resume and cover letter to Human Resources: hr@lauruscollege.edu
2. Attach all documents in either Word or PDF format
- 3. Specify which position / program you are applying for!**
4. Please rest assured that every resume submitted will be reviewed; however, we may not be able to respond to every inquiry (all resumes will be kept on file for one year)

Thank you for your interest in Laurus College. We encourage you to check back with us often for career opportunities and openings!