



Position Title: Medical Billing & Coding Instructor

Job Summary:

Teaching opportunity! We are a nationally accredited private career college looking for an instructor to teach a variety of online medical billing, coding, and terminology courses. Full time and part time positions available. Full benefit package available to all full time positions.

Requirements:

- 4 year degree in related field
- 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

Advanced knowledge in the following areas a must:

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

Job Tasks and Responsibilities:

- Lead instruction within the Medical Billing program
- Implement prepared lesson plans that lead to student comprehension of curriculum concepts
- Work hands-on with students in a variety of courses and applications
- Assess student progress and maintain accurate student records
- Keep current with industry trends and update course materials as needed
- Communicate frequently with students and colleagues

Job Perks:

- Full benefit package
- Paid time off and paid holidays
- Some flexibility in scheduling hours
- Professional environment with a family atmosphere

Company Overview and Description:

Laurus College strives to make our learning environment a place where caring and excellence thrives and provides a comprehensive training approach which enables students to apply what they have learned in the classroom to real life situations. We are a career college that is a wholly owned subsidiary of QE2 Systems Inc., developed to offer a quality education and a quality experience for students seeking a unique college experience.

To Apply:

- Serious candidates only
- Specify the position you are applying for in the subject line of your email
- Attach all documents in either Word or PDF format
- Email your resume, cover letter, and salary requirements to the Human Resources Department at: hr@lauruscollege.edu
- No phone calls please; please note, meeting the basic requirements of the job posting does not guarantee an interview. Thank you for your interest in career opportunities with Laurus College!