



### **Job Description**

**Job Title: Medical Billing and Coding Instructor**  
**Reports To: Director of Medical Billing and Coding Program**

#### **Position Responsibilities:**

- Monitor record and report attendance daily to the Registrar's office.
- Administer test appropriate for the course.
- Record and submit grades within five days of modules end to the Registrar's office.
- Maintain notes and submit appropriate disciplinary action forms to Registrar's office.
- Must follow class schedule and make necessary adjustments as needed.
- Make follow-up calls to students when they are absent from class.
- Set-up a schedule for tutoring students.
- Prepare homework assignments.
- Must motivate students to do their best.
- Monitor students' conduct and dress code as indicated in the Student Catalog.
- Stimulate class discussion
- Be a role model for students
- Other duties as assigned.

#### **Qualifications:**

- Medical Billing and Coding experience
- At least 2 year experience
- Adept at contract interpretation
- Knowledge of medical and dental claims
- Knowledge of CPT, ICD-9, HCPCS, and CMS-1500 form
- Ability to adjudicate medical and dental claims
- Must be computer literate
- Must have knowledge of medical insurance terminology
- Must have excellent written and oral communication skills

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Print Name

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Signature

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Date