

Part-Time Adjunct Instructor - Medical Billing and Coding
Specialist Program
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=225254>

Downloaded On: Jul. 27, 2024 10:45am

Posted Nov. 7, 2023, set to expire Aug. 4, 2024

Job Title	Part-Time Adjunct Instructor - Medical Billing and Coding Specialist Program
Department	Educational Opportunity Center
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Nov. 7, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Lecturer/Instructor
Academic Field(s)	Allied Health Professions
Job Website	https://www.ubjobs.buffalo.edu/postings/46366

Apply By Email

Job Description

The Buffalo Educational Opportunity Center (BEOC) invites candidates who can enthusiastically inspire and engage students as a Part-Time Adjunct Instructor for the Medical Billing and Coding Specialist Program. Candidates should have the ability to teach seated, remote, and online courses.

Academic Responsibilities and Essential Functions:

- Demonstrates appropriate knowledge of subject matter.
- Provides students with appropriate learning materials and expertise in assigned subject(s).
- Evaluates students' performance and provides effective and timely feedback to guide student learning and success.
- Responsible for contributing and maintaining an inclusive and collaborative environment.
- Enter grades and attendance into software used by Center.

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- Engages in the classroom, replies to emails and voicemails, and holds on-campus or online office hours.
- Maintains knowledge in one's own discipline-related area by participating in professional development.
- Delivers tests and certifications following all procedures.
- Provides competencies assessment regarding Current Procedural Terminology, ICD-10-CM (International Classification of Diseases) and Healthcare Common Procedure Coding System.
- Provides hands-on clinical training as it relates to patient registration.
- Assists with activities of the Allied Health Programs including curriculum, facilities, equipment, student applications and orientation, program promotion, Advisory Board, externship partnerships and placements, and compliance with national accrediting agencies.
- Prepares students to take the National Healthcare Association Certification Exam.
- Assists with the National Certification Testing application process.

Outstanding Benefits Package

Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit - all in an effort to support your work-life effectiveness.

Visit our benefits website to learn about our [benefit packages](#).

About The Buffalo Educational Opportunity Center

The Buffalo Educational Opportunity Center (BEOC), an adult education enterprise, of the State University of New York, University Center for Academic and Workforce Development (UCAWD), with an annual enrollment of 1,940 students, is seeking applications for a Part-Time Adjunct Instructor for the Medical Billing and Coding Specialist Program. The mission of BEOC is to produce lifelong learners who are self-directed, empowered, and committed to excellence. Residents of the surrounding Buffalo community are provided a range of services designed to develop the academic and workforce development skills necessary to become self-sufficient. Programs and services are structured to adapt to the needs of our students — as well as to the demands of our community — and serve as first steps toward the attainment of long-term educational and employment skills. To learn more about the Buffalo Educational Opportunity Center, visit us online at <http://www.buffalo.edu/eoc.html>.

University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

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Contact Information

Please reference Academickeys in your cover letter when
applying for or inquiring about this job announcement.

Contact

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