

Medical Office Administration Adjunct Job Description:

Position Overview: We are looking for a dedicated and knowledgeable medical office administration adjunct instructor. The instructor will facilitate learning through weekly recorded lectures and personalized tutoring, ensuring students grasp the essential skills needed for success in their coursework.

Key Responsibilities:

- Record weekly lectures to cover weekly topics and learning outcomes.
- Provide 1.5 hours of availability for tutoring each week. Adjunct will be required to use Calendly for students to schedule tutoring time.
- Assist students in understanding and applying concepts such as electronic health systems (EHR's), medical office procedures, medical coding, insurance and billing, and transcription/scribe.
- Utilize various teaching methods and technologies to enhance the educational experience, including online learning platforms if applicable.
- Assess student performance through assignments, exams, and projects, providing timely feedback to support their learning.
- Utilize various teaching methods to engage students and foster a collaborative learning environment. Foster an engaging and supportive learning environment that encourages student participation and collaboration.
- Monitor student progress, identify areas of difficulty, and develop strategies to support improvement. Provide timely feedback and resources to students to enhance their learning experience and academic performance.

Qualifications:

- Master's in Business administration, Master's in Medical Administration (or similar discipline), or Bachelor's degree in the medical field with 5+ years of industry experience. CPC certification is preferred.
- 1-year direct patient care, 2+ years medical office administration experience required.
- Minimum of 2 years of previous asynchronous, online teaching experience in medical courses.
- Strong understanding of medical office procedures, medical terminology, electronic health records (EHR's), and clinical procedures.
- Excellent interpersonal and communication skills, with the ability to explain complex concepts easily.
- Ability to work independently and as part of a team, demonstrating flexibility and adaptability to meet student needs.
- Proficient in using online learning platforms and technology to facilitate tutoring sessions.
- Experience in developing thorough and relevant accounting course content for online modalities.