

<b>Job Title</b>	<b>DEPARTMENT HEAD FOR MEDICAL CODING INSTRUCTOR – MEDICAL ASSISTING</b>
<b>Department</b>	ALLIED HEALTH AND NURSING
<b>Reports To</b>	DEAN

**EMPLOYMENT TERMS:**

*Full Time- Salaried*

**QUALIFICATIONS:**

<b>Education</b>	A minimum of an associate degree in Medical Assisting or a related field and previous instruction in educational theory and techniques. Certifications: Current certification as a Medical Assistant granted by a credentialing organization accredited by the National Commission for Certifying Agencies (NCCA) is required. Professional certification through the American Health Information Management Association (i.e. CCA, CCS) or the American Academy of Professional Coders (i.e. CPC) is preferred.
<b>Experience</b>	A minimum of three years of full-time work experience in healthcare, including a minimum of 40 hours of experience in an ambulatory healthcare setting performing or observing administrative and clinical procedures performed by medical assistants is required. Current work experience with ICD-9 and CPT codes and knowledge of various coding software is preferred. Experience processing medical insurance, billing and claims is a plus.
<b>Desirable Skills</b>	Teaching experience at the postsecondary level, active participation in appropriate professional;/occupational organizations, supervisory experience, and excellent human relations skills.

**TRANSCRIPT REQUIREMENTS**

Applications for this position are reviewed upon receiving all official transcripts. Official transcripts must be mailed directly from the educational institution to the Human Resource Office, 3200 Augusta Tech Drive, Augusta, GA 30906.

**PRE-EMPLOYMENT SCREENING**

Pre-Employment background checks are required

**APPLICATION DEADLINE: Until filled**

Applications can be obtained online at the Augusta Technical College website. The College web address is [www.augustatech.edu](http://www.augustatech.edu)

Please submit application, letter of interest, resume, and transcripts to the following address:

Human Resource Office  
3200 Augusta Tech Drive  
Augusta, GA 30906

**CONTACT**

Please contact Shirley Rouse, Human Resource Specialist for questions by telephone at (706) 771-4026 or e-mail [srouse@augustatech.edu](mailto:srouse@augustatech.edu)

**SALARY**

*Commensurate with education and work experience in placement on State Salary Schedule.*

EOE/MFDV