



Education that works!

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BIR Training Center is seeking a part-time Allied Health Instructors to teach modules in the department of Health Career Professions and Medical Assisting Program. Qualified candidates must be able to meet all State and Accreditation requirements as a "qualified instructor" for the Medical Assistant Program and Health Information Technology Program. Part-time positions are available for day, evening, and weekends. To learn more about BIR, please visit www.birtraining.edu

Medical Assisting Instructor

To teaching courses in:

1. Medical Terminology
2. Phlebotomy
3. Pharmacology
4. Asepsis & Clinical Procedures

Job Requirements:

- Minimum Bachelor's degree in an allied health or related degree. **Physicians and Nurses highly preferred.**
- Strong practical experience as a medical assistant will be considered in lieu of a degree.
- A successful **minimum of 3 years** professional teaching experience **and clinical work** experience
- CPR Instructor Certification a plus.
- Medical Assistant Diploma/Certificate a plus.
- Experience with EKG, phlebotomy, and pharmacology is must
- Strong computer skills

Health Information Technology Instructor

To teach courses in:

1. Insurance billing
2. Coding
3. Health data content and structure
4. Legal and ethical aspects of health information management
5. Medical Office Procedures
6. Billing and/or Medical Software

Job Requirements:

- RHIA or RHIT or CCS or CCS-P certification with a minimum of 3 years strong documented experience in medical insurance billing/coding
- A successful **minimum of 3 years** professional teaching experience
- Experience in HCPCS/CPT and ICD-9 Coding and using practice and/or facility software
- Strong computer skills

Please e-mail your cover letter, resume, 3 references to contact@birtraining.edu . Only selected candidates will be contacted.