



Course Designer/Adjunct Instructors

Associate of Science in Medical Coding & Billing

Point University is a private liberal arts institution that educates our students within a Christian worldview so they are equipped to take their faith into the marketplace and all of life while achieving their professional goals. We are training the next generation of Christian leaders to take the cross to more job sites, churches, industries, and nations than ever before.

Point University is seeking part-time course designers and adjunct instructors for our Associate of Science in Medical Coding & Billing program. Departmental meetings will be required, remote attendance is available. *Work from home.*

Courses available:

- Anatomy & Physiology for Health Professionals
- Medical Terminology
- Insurance Claim Procedures
- Medical Coding & Billing I - ICD
- Medical Coding & Billing I - CRT
- Medical Coding & Billing I – Hospital Coding

REQUIREMENTS:

- Associate Degree in Medical Coding and Billing; Bachelor's degree in related field preferred.
- Must be Certified by a nationally recognized accrediting body such as the American Academy of Professional Coders or the American Health Information Management Association
- Minimum of 2 years teaching asynchronous online courses at the collegiate level
- Excellent time management skills
- Experience with basic to intermediate computer literacy
- Experience with online education resources
- History of online course development or significant online course redesign
- Effective teaching ability with excellent communication skills
- Willingness to be a professional role model and mentor
- Commitment to undergraduate education, professional growth, service, and scholarship in a distinctively Christian setting, including agreement with the University's mission and goals, values, and doctrinal statement.

Please complete the online application.

1. In the position section, enter AMCB and the course(s) you are qualified/desire to develop and teach from the list above.
2. Please include three professional references with contact information.
3. Send copies of transcripts to Jobs@point.edu (unofficial will be accepted for application purposes with official required for hiring.)