



POSITION ANNOUNCEMENT

PART-TIME HEALTH INFORMATION MANAGEMENT TECHNOLOGY INSTRUCTOR

The Tennessee College of Applied Technology Crump is accepting applications for the position of a Part-Time Health Information Management Technology Instructor to work evenings and/or Saturdays with evenings being Tuesday/Thursday nights from 4 p.m. to 9 p.m. and Saturdays being one Saturday a month at Henderson, TN and one Saturday a month at Clifton, TN.

Minimum Qualifications:

- Post-secondary education in Health Information Management or related field.
- Certified Medical Coder, AAPC Certified Professional Coder preferred, or ability to obtain professional certification.
- Three years' work experience in the field of medical coding and billing and electronic health record systems or related experience.
- Must possess the organizational and communication skills necessary to be an effective instructor.
- Commitment to utilizing technology in the teaching/learning experience and willingness to stay up-to-date on current and upcoming technology.

General Duties:

- Teach all phases of the Health Information Management Technology Program including: customer service, business communications, medical insurance, electronic health records, medical coding and billing, medical terminology and basic anatomy.
- Monitor, grade, and evaluate student progress and attendance.
- Participate in professional development activities as needed to remain current in the field.
- Other duties include student recordkeeping, and student recruitment, placement.

Working Conditions:

- Use of computer
- Normal standing, sitting, and walking
- Lifting of boxes weighing approximately 40 lbs.
- Operating a motor vehicle to travel within the college service area and in other areas as needed.

Salary: Salary will be based on Tennessee Board of Regents Salary Guidelines. Review of application will begin immediately and will continue until the position is filled.

Qualified applicants should submit a cover letter, resume and application online at www.tccatcrump.edu. For more information, call Brian Harris at 731-632-3393. Applications with cover letters and resumes will be accepted until the position is filled.

Tennessee College of Applied Technology Crump does not discriminate on the basis of race, color, religion, creed, ethnicity or national origin, sex, disability, age, status as a protected veteran on any other class protected by the Federal or State laws and regulations and by Tennessee Board of Regents policies with respect to employment, programs, and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Brian Harris, Interim Vice President, PO Box 89, Crump, TN 38327, brian.harris@tcacrump.edu. See the full non-discrimination statement at tcacrump.edu/about/non-discrimination-statement.