



POSITION ANNOUNCEMENT

HEALTH INFORMATION MANAGEMENT TECHNOLOGY INSTRUCTOR – FULL-TIME

The Tennessee College of Applied Technology Crump is accepting applications for the full-time position of a Health Information Management Technology Instructor for our Henderson and Clifton, Tennessee locations.

Required Qualifications:

- Post-secondary education in Health Information Management, Medical Office Administration, or healthcare related field
- Certified Medical Coder, related certification 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

Preferred Qualifications

- Five years' work experience in the field of medical coding and billing and electronic health record systems or related experience, preferred
- 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 individual students' progress, maintain student records in the college's student records management software, maintain appropriate documentation, and submit timely reports.
- Maintain good public relations with related industry and an active advisory committee
- Cooperate with outside agencies and supervise and follow-up on students participating in cooperative education.
- Other duties include curriculum development, student recruitment, placement, follow-up of program graduates, participation in professional development activities, and participation in student organizations.

SALARY: Commensurate with Tennessee Colleges of Applied Technology salary guidelines.

WORKING CONDITIONS:

- Use of computer
- Normal standing, sitting, and walking
- Lift, carry, push and/or pull up to 40 lb.
- Operate a motor vehicle to travel within the college service area and in other areas as needed.

APPLICATION & RESUME SUBMISSION: Qualified applicants should submit a cover letter, resume, and application online at tcatcrump.edu For more information call Madelyn Keith at 731-632-3393. Applications with cover letters and resumes will be accepted until position is filled.

APPLICATION REVIEW: Review of complete application submittals will begin immediately.

Tennessee College of Applied Technology Crump is a TBR institution and is an AA/EEO employer and does not discriminate on the basis of race, color, national origin, sex, disability, age, status as a protected veteran, political affiliation, genetic information, or any other legally protected class with respect to all employment, programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Madelyn Keith, Financial & Administrative Services Coordinator, PO Box 89, Crump, TN 38327, Madelyn.keith@tcatcrump.edu See the full non-discrimination statement at tcatcrump.edu/about/non-discrimination-statement.38327. See the full non-discrimination statement at tcatcrump.edu/about/non-discrimination-statement.