Adjunct – Medical Coding

**Position Description:**

**Helena College University of Montana** is seeking qualified candidates interested in teaching one or two courses in Medical Coding for our Spring 2017 Semester.

**Medical Coding:** These courses will cover the basic levels of theory and application of the principles and guidelines for coding and sequencing medical procedures and services. Examples of patient records and coding exercises using the CPT and HCPCS coding manuals and simulation software will provide practice in coding procedures and services. This involves the application of CPT and HCPCS codes, knowledge of medical terminology and procedures, and the use of simulated patient case scenarios. Additionally, the basic levels of theory and application of ICD-10-CM principles and guidelines for coding and sequencing diagnoses and procedures. Examples of patient records and coding exercises using the ICD-10 coding manual and simulation software will provide practice in coding and sequencing diagnoses. The application of ICD-10 diagnosis codes, knowledge of medical terminology and procedures, and the use of simulated patient case scenarios.

This position provides instruction and will monitor teaching/learning effectiveness in courses assigned by the Division Chair and/or Associate Dean for Academic Affairs and in which the instructor has appropriate qualifications. Use up-to-date discipline and pedagogical skills to ensure active participation and learning by students.

**Qualifications:**

Bachelor’s degree and three (3) years full-time experience in the occupation being taught.

**Salary:**

This positions pays $600 per credit, most courses are 3 credits.

**Application Procedures:**

Please email your resume, cover letter, and transcripts to umh-hr@umhelena.edu

**Submission Deadline:**

Ongoing recruitment.

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**Background Investigation is Required Prior to Offer of Employment**

In accordance with The University of Montana regulations, finalists for this position will be subject to criminal background investigation.

**Reasonable Accommodations**

Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process. An applicant must request an accommodation when needed. If you need any such accommodation, contact the Helena College Director of Human Resources at 406-447-6925. TDD users may use the relay service by dialing 711.

**ADAA/EOE/AA/Veteran's Preference**

Qualified candidates must be able to meet minimum requirements and perform the primary functions of the position with or without reasonable accommodation. As an Equal opportunity/Affirmative Action employer, we encourage applications from minorities, Vietnam era veterans, and women. This material is available in an alternative format upon request. Qualified candidates may request veterans’ preference in accordance with state law.

**Testing**

Individual hiring departments at Helena College may elect to administer pre-employment tests, which are relevant to essential job functions.