



Montcalm Community College

Title: Part-Time Faculty – Medical Insurance Coding AHEA 113	Department: Health & Human Services
Employee Group: Faculty	Immediate Supervisor: Dean of Health & Human Services

General Description: Part-time faculty are responsible for teaching specific courses within their expertise and contribute to the educational mission of the college by delivering high-quality instruction, engaging with students, and supporting the overall learning environment.

Course Description: Insurance claim forms for a physician’s office, diagnostic and procedural coding, major sources of health insurance and their billing requirements, and the larger picture of health care financing will be covered in this course. Students will generate forms for Blue Shield, Medicare, Medicaid, and commercial carriers. Emphasis is placed on the use of billing reference manuals and coding books to accurately verify insurance company rules for billing.

Credit Hours: 2.5 Contact Hours: 3

Position Duties/Functions:

1. **Course Instruction:**

- Develop and deliver course content in accordance with the curriculum and learning objectives.
- Foster a positive and inclusive learning environment that encourages student participation and critical thinking.
- Utilize a variety of instructional methods, materials, and technologies to enhance student learning.

2. **Assessment and Evaluation:**

- Design assessments, such as exams, quizzes, and projects, to measure student understanding and progress.
- Provide timely and constructive feedback on student work to facilitate their academic growth.
- Participate in Montcalm Community College’s Standardized assessment practices.

3. **Availability and Communication:**

- Respond to student inquiries in a timely and professional manner.
- Collaborate with colleagues and attend department meetings as required.

4. **Professional Development:**

- Stay current in the field by attending relevant conferences, workshops, and training sessions.
- Engage in ongoing professional development to enhance teaching skills and stay informed about educational best practices.

5. **Adherence to Policies and Procedures:**

- Comply with college policies, procedures, and academic regulations.
- Complete required administrative tasks, such as grade submissions and attendance records, in a timely manner.
- Commitment to community college philosophy.

Required Qualifications:

- Associate degree in Medical Office Administration required from a regionally accredited college or university.
- Two years of recent experience in Medical Insurance Billing and Coding.
- Relevant industry certifications.
- Demonstrated expertise and professional experience in the subject area.
- Strong communication and interpersonal skills.
- Commitment to fostering a diverse and inclusive learning environment.

Preferred Qualifications:

- Bachelor’s degree in healthcare administration from a regionally accredited university.
- Certified Medical Assistant (AAMA).
- Teaching experience.

Working Conditions:

- Part-time, temporary position based on course offerings.
- Flexible schedule based on course requirements.
- May include evening, online, hybrid, or weekend classes.

REMUNERATION:	<p>Beginning pay rate for adjunct faculty is \$775.20 per contact hour taught (the equivalent of \$51.68 per hour).</p> <p>Part-time faculty may take one class per semester tuition free. This benefit is available to the part-time faculty person, spouses, or their dependents (age 25 and under). Only one class per semester (per faculty member) and must be used in the semester in which they teach, the one immediately following the teaching assignment, or the summer semester.</p> <p>During the semester part-time faculty are teaching they also have access to our pool, fitness, and recreation centers.</p> <p>MCC will pay adjunct instructors’ mileage up to 70 miles round trip at the current IRS mileage rate. This is based on 50 miles one-way, with no mileage being paid for the first 30 miles round trip.</p>
APPLICATION DEADLINE:	Until Filled
START DATE:	Future Semester
METHOD OF APPLICATION:	Online application at www.montcalm.edu/employment . Attach your cover letter, detailed resume, transcripts, and three reference letters.

It is the policy and practice of Montcalm Community College to provide equal educational and employment opportunities regardless of race, sex, pregnancy, color, religion, national origin or ancestry, age, marital status, height, weight, disability or veteran status, sexual orientation, gender identity or gender expression, genetics, or membership in any other protected class. This policy applies to all programs, activities, services, employment, and advancement including admissions to, access to, treatment in, or compensation in employment as required by state and federal law. In addition, no person, on the basis of any protected classification shall be discriminated against in educational programs, activities, or admissions. Arrangements can be made to ensure that the lack of English-language skills is not a barrier to admission or participation.