



---

Position: Medical Billing and Coding Instructor  
Department: Adult Programs  
Location: 4 Science Park, New Haven, Connecticut  
Hours: 8am-4:30pm  
Reports to: Director of Programs  
FLSA Status: Full Time –Exempt  
Salary Range: \$55k-\$60k/Annually

**To apply, please send resume with cover letter to [hr@conncat.org](mailto:hr@conncat.org)**

---

**OVERVIEW:**

The Connecticut Center for Arts and Technology (ConnCAT) is a 501c3 Nonprofit Organization based in New Haven, CT. Our mission is to inspire, motivate, and prepare youth and adults for educational and career advancement.

**POSITION SUMMARY:**

The Medical Billing & Coding (MBC) Instructor will provide instruction in a classroom setting as it pertains to the HIPAA, ICD10, HPCPS and medical terminology. Courses are taught in accordance with Office of Higher Education licensing regulations, accreditation standards, industry regulations and job market demands.

**Responsibilities:**

- Develop class work and instruction in accordance with ConnCAT catalog, course textbooks, syllabi and other instructional material under the guidance of the Program Director
- Organize, present and deliver instruction in classroom setting or virtual if necessary
- Work in tandem with Career Pathways Manager to assist students in problem resolution
- Assist in interview and selection of prospective students
- Conduct externship site visits when necessary
- Maintain records of student attendance, progress, and grade distributions
- Attend and participate in staff meetings and development trainings

- Stay abreast of current trends in related field
- Responsible for obtaining professional memberships and licenses as a part of development
- Monitor and evaluate student progress in a timely manner by providing written feedbacks for assignments, exams and projects
- Be familiar with and adhere to current Student Handbook
- Attend any scheduled advisory committee meetings when necessary
- Maintains professional instructor-student relationship
- Establish and maintain positive student interaction by restricting classroom time to relevant, subject-related information
- Provide non-discriminate, fair and equal treatment of all students
- Perform other duties as needed and assigned by the Director

**EDUCATION and EXPERIENCE:**

- Associate Degree in related field preferred
- Must be Certified Professional Coder through AAPC
- At least five years of experience in Medical Billing & Coding
- Management experience preferred but not required
- Prior experience teaching or training adults preferred
- Proficiency in presenting instruction in at least seven of the following subject areas: Medical Terminology, Human Anatomy and Physiology, Medical Insurance Models, Billing Cycles, HIPAA, Claim Forms, Insurance Claims Processing, Government Insurance Carriers, Blue Cross/ Blue Shield, Commercial Insurance Carriers, Workers' Compensation, Electronic Health Record Systems