



## Adjunct Instructor Job Description

DATE	POSITION #	POSITION TITLE
9/19/2019	PFCHSE	Adjunct Instructor – Medical Insurance Billing & Coding

DIVISION	DEPARTMENT	PAY TABLE/LEVEL/GRADE	REPORTS TO:
Health & Human Services	Community Health Services Education	Pay Based on PT Salary Schedule	FA9820

**STATUS:** Please select the appropriate boxes that apply.

Regular/Continuing: <input checked="" type="checkbox"/>	Bargaining Unit: MAHE	Non-Bargaining: <input type="checkbox"/>	Provisional/Grant Funded: <input type="checkbox"/>	Temporary/Limited Duration: <input type="checkbox"/>
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Individual Position: <input type="checkbox"/>	Full-Time (40 hrs/wk): <input type="checkbox"/>	Part-Time: <input checked="" type="checkbox"/> <u>12+</u> Hrs/Week	Pooled Position: <input checked="" type="checkbox"/>	1-50 # of Employees if this position is pooled.
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**JOB SUMMARY:** This section should summarize the overall purpose (“mission”) of this job in 1-4 sentences. Briefly describe the primary reason the job exists at LCC.

This position exists to instruct students on the medical insurance billing and coding policies that are required by insurance companies for the reimbursement to physicians and hospitals treating patients. Students will learn coding language for all diagnoses and treatment in a medical setting as well as the billing procedures. Medical billers/coders are hired by hospitals, physician practices, and private insurance billing companies.

### Part-time Teaching Faculty Assignments/Workload

Teaching Load Limits. Except as otherwise provided in this Agreement, each part-time Teaching Faculty member shall be accountable for teaching workload subject to the following limits:

- a. Adjunct Instructors shall not exceed twelve (12) workload hours of teaching during Fall Semester and twelve (12) workload hours of teaching during Spring Semester, together with all associated preparation (including customary updates/maintenance of assigned courses), assessment and evaluation, and student consultation/office hours; and
- b. Adjunct Instructors shall not exceed ten (10) workload hours of teaching during Summer Semester, together with all associated preparation (including customary updates/maintenance of assigned courses), assessment and evaluation, and student consultation/office hours.
- c. Increases in workload will not change the part-time status of bargaining unit members.

### Professional Activities and Duties

In addition to or in lieu of teaching assignments, part-time Teaching Faculty may be given non-teaching assignments such as course development or revision, curriculum development, student advising, leadership assignments, etc.,

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provided their workload does not regularly exceed the nominal equivalent of thirty (30) clock hours per week or 1560 clock hours in an academic year.

Nothing contained in this section is intended to modify the minimum workload opportunities or obligations of part-time Teaching Faculty as set forth in Article XIII. Employment Practices.

**DIRECT REPORTS:** If this is a supervisory position (authority to hire, assign, discipline, approve timesheets), list position #s of those supervised).

Type here

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Identify and describe the essential duties and responsibilities, i.e., what actions are done and what are the expected results. Most jobs can be described using 5-10 statements. List in priority order, beginning with top priority/must get done, with approximate percent for each (e.g. 20% 1. Reconciles grant fund expenditures to balance monthly budget). “Other duties, as assigned,” are implicit in all position descriptions.

%	NO.	Essential Duties and Responsibilities
90	1	Teach courses in Medical Insurance Billing and Coding, including planning, preparation and delivery of lecture/lab instruction materials at all levels of training. Prepare course syllabi, grade student work, and submit grades per college policy.
10	2	Participate in curriculum development, student advising, and community service and student recruitment activities. Engage in personal, ongoing professional development.
	3	Type here
	4	Type here
	5	Type here
	6	Type here
	7	Type here
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	9	Type here
	10	Type here

**TEACHING FACULTY STUDENT CONSULTATION/OFFICE HOURS:**

Teaching Faculty student consultation/office hours will be a minimum of one-quarter ( $\frac{1}{4}$ ) hour consultation per week per one (1) teaching workload hour of assigned classes. Scheduling will be the responsibility of the individual teaching faculty, while taking into account the needs of the students, the department, and the College.

Teaching Faculty with face-to-face teaching assignments must be available for face-to-face student consultation/office hours at or near the location where the course is taught provided suitable space is available.

Teaching Faculty with online teaching assignments must be available online for student consultation/office hours for those courses.

Teaching Faculty with hybrid teaching assignments must be available face-to-face at or near the location where the course is taught, provided suitable space is available, and/or online for student consultation/office hours, as determined by student preferences.



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### TEACHING FACULTY STUDENT CONSULTATION/OFFICE HOURS:

#### All course section syllabi will contain:

LCC contact information (phone number and/or e-mail address) where students may contact the faculty member and

Times, modes, and/or locations available for student consultation/ office hours.

Student consultation/office hours will be posted and regularly maintained by each faculty member in the manner established by their program/department pursuant to Article IX. Participation in Governance, and will not be changed without prior written or electronic notice to the supervisor and students.

**CORE COMPETENCIES:** Record the knowledge, skills and abilities necessary to perform the essential functions of this position. Provide descriptions of core competencies below (e.g. communication, customer service, decision-making, leadership, problem-solving, etc.). An incumbent or applicant must be able to demonstrate and results must be measurable.

#### **Knowledge**

- Knowledge of LCC instructional software systems
- Knowledge of instructional procedures and processes
- Knowledge of medical billing and coding procedures and processes for inpatient, outpatient, and professional (physician side)

#### **Communication**

- Mediation and conflict resolution skills
- Excellent communication and interpersonal skills
- Ability to interpret and translate information and communicate it to others
- Ability to communicate effectively verbally and in writing
- Ability to coordinate groups and work in a team environment

#### **Problem Solving**

- Ability to analyze data to develop new techniques and processes
- Ability to evaluate program needs and formulate solutions that can be implemented within college systems
- Ability to find creative solutions

#### **Leadership**

- Model concepts of customer service
- Model ethical and professional behavior

#### **Other**

- Ability to work in a team environment.
- Work well independently.
- Self-starter.

**EDUCATIONAL/EXPERIENCE REQUIREMENTS:** Identify the education and/or equivalent combination of education and experience, plus additional specific years of experience, certifications, licenses and/or special training required to perform the essential functions of this job.

**Required**

- Associate's Degree from a regionally accredited college or university.
- Certified Coder.
- Significant medical insurance billing and coding experience.
- Demonstrated proficiency with computers and technology.
- Excellent communication and interpersonal skills.
- Utilize a variety of teaching methodologies, including online strategies.

**Preferred**

- Bachelor's Degree.
- Teaching experience.
- Advanced computer skills/knowledge.

**General Adjunct Instructor Requirements:**

Primary duty and responsibility of teaching students in instructional settings;

Functioning as the principal source of instruction and the faculty of record in the instructional setting for a course, class, workshop, etc., offered for academic credit (i.e., designated by the College as responsible for the course, class, workshop, etc., including assigning the grade); and

Being responsible for curriculum planning and development; preparation and delivery of course content in accordance with student needs; comprehensive assessment and grading in the assigned course, class, workshop, etc., offered for academic credit.

**PHYSICAL AND MENTAL REQUIREMENTS:** Complete the physical and mental demands on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Mobility around the LCC campus is a normal part of the position's functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Go to the ADA Checklist

**WORK ENVIRONMENT:** Complete the work environment characteristic on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Go to the ADA Checklist

**SIGNATURES**

Supervisor's Name: Mary Pacitto

Supervisor's Signature: Mary A. Pacitto Date: 9/19/19

Dean/ELT's Name: Margherita Clark

Dean/ELT's Signature:  Date: 9/20/19

HR Rep: Sydney Glasscoe

HR Rep Signature:  Date: 9/26/19



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**ADA COMPLIANCE JOB DESCRIPTION CHECKLIST** *(The immediate supervisor is responsible for completion of this form. Fill in more information as need that apply to the essential job duties for the attached job description.)*

**Position #:** PFCHSE

**Date:** 9/19/2019

**Supervisor's Position #:** FA9820

### Materials Used:

- Computer keyboard, mouse, screen
- Various software
- Telephone, cell phone, mobile device
- Paper and pencil/pen
- Projector or other audiovisual equipment
- Copier, scanner, fax
- Carpentry equipment
- Electrical equipment
- Plumbing equipment
- Other: Click or tap here to enter text.

### Mental Functions:

- Comparing (compare/contrast data, people, other data)
- Synthesizing (combine data, concepts, interpretations)
- Computing (math calculations or carrying out formula operations)
- Compiling (gathering, classifying, evaluating data, people, other data)
- Copying (entering, posting, transcribing data)
- Analyzing (examining, testing data, presenting alternatives)

### Audio/Visual/Aural Functions:

- Talking (expressing ideas, thoughts, language, conveying details accurately and clearly)
- Hearing (receive details through oral communication, make fine differences in sound with other sound interference)
- Near acuity (at 20 inches or less when accuracy is essential)
- Far acuity (more than 20 inches when day and night/dark conditions are essential)

- Depth perception (3 dimensional vision, judge distances, space)
- Color vision (distinguish colors)
- Field of vision (up/down and right/left)
- Flavors & odors (distinguish similarities, differences, intensities, qualities using tongue & nose)

#### Movement, Strength, Repetition Functions:

- Climbing
- Kneeling
- Reaching
- Balancing
- Crouching
- Grasping
- Stooping
- Crawling
- Picking/Typing/Keyboarding
- Sedentary (exert up to 10 lbs of force to lift, carry, push, pull, move objects; sit most of time)
- Light (exert up to 20 lbs of force to lift, carry, push, pull, move objects; walk/stand occasionally)
- Medium (exert 21-50 lbs of force, walk/stand frequently)
- Heavy (exert 51-100 lbs of force, walk/stand routinely)
- Very Heavy (exert over 100 lbs of force, walk/stand routinely)

#### Environmental Conditions

- Weather (rain, snow, wind)
- Extreme cold (inside, outside)
- Extreme heat (inside, outside)
- Confined/restricted spaces
- Hazards (fumes, odors, dust, toxic chemicals, allergens, poor ventilation)
- Vibrations
- Extreme noises