



# ASNUNTUCK COMMUNITY COLLEGE

170 Elm Street Enfield, CT 06082

860.253.3047

Fax 860.253.3069

Office of Human Resources

**POSITION:** Day Medical Coding Instructors

**MINIMUM QUALIFICATIONS:** Extensive knowledge of CPT coding, ICD-10 and ICD-10-PCS coding, and how codes are used in the outpatient and/or inpatient setting.

CPC, CCS, CIC, RHIT or RHIA certification.

At least 2 years of job or industry experience.

Applicants who do not meet the minimum requirements are encouraged to apply, stating in writing precisely how their skills and experience have prepared them for the responsibilities of this position and by providing appropriate references.

**RESPONSIBILITIES:** Preparation of syllabi and lesson plans. Support of student retention and employment efforts. Instructional areas include understanding health insurance, reimbursement procedures, ethics of healthcare, electronic health records, anatomy and physiology, pathophysiology and medical terminology. Computer skills necessary, including knowledge of MS Word and Medisoft.

**PREFERRED QUALIFICATIONS:** Teaching experience, Associates degree

**MINIMUM SALARY:** \$25- \$40 per hour

**TO APPLY:** Submit letter of intent, resume, Board Application (found at [www.asnuntuck.edu](http://www.asnuntuck.edu) – Employment tab) to:

Asnuntuck Community College  
Jennifer Brown, Director of Non-Credit Programs  
Workforce Development & Continuing Education

**JOB CODE: CODING**

170 Elm Street, Enfield, CT 06082

Email: [jbrown@asnuntuck.edu](mailto:jbrown@asnuntuck.edu)

Fax: (860) 253-3067

**APPLICATION DEADLINE:** When filled

**ASNUNTUCK COMMUNITY COLLEGE IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER, M/F. PROTECTED GROUP MEMBERS ARE STRONGLY ENCOURAGED TO APPLY.**

### Notice of Non-discrimination

Asnuntuck Community College does not discriminate on the basis of race, color, religious creed, age, sex, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, sexual orientation, gender identity and expression or genetic information in its programs and activities. In addition, the College does not discriminate in employment on the basis of veteran status or criminal record. The following individuals have been designated to handle inquiries regarding the non-discrimination policies: Yhara Zelinka, Title IX Coordinator, [yzelinka@asnuntuck.edu](mailto:yzelinka@asnuntuck.edu) (860) 253-3092 and Cheryl Cyr, 504/ADA Coordinator, [ccyr@asnuntuck.edu](mailto:ccyr@asnuntuck.edu) (860) 253-3045, Asnuntuck Community College, 170 Elm Street, Enfield, CT 06082.