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# Example of Education Instructor Job Description

Our growing company is looking for an education instructor. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for education instructor

* Assists with the certification program for coding staff
* Communicates coding changes to coding staff
* Conducts coding reviews and training programs to assure coding quality
* Develops all training materials and coding aids for both formal training and use by coders in daily work
* Develops coding curriculum and corresponding training Course manual
* Ensures billed service is being accurately coded
* Holds regular meetings to communicate new coding-related findings
* Identifies elements of a medical record's structure and content and code abstracting
* Leads training sessions on current coding information in the medical field
* Maintains knowledge of ICD10 and CPT classifications and coding of diagnoses and procedures

## Qualifications for education instructor

* 18 completed credit hours in composition (English)
* Bachelor's degree in education or related field from an accredited college or university
* Minimum three (3) years' of classroom instruction
* Licensed (or license eligible) as a professional school counselor in the state of Oregon
* Experience with CACREP accreditation
* Must be able to handle many discussions at once and effectively deal with people to achieve optimal outcomes