

# Epic Revenue Cycle Credentialed Instructor

Emory Healthcare

Job Location: Atlanta, GA

Full Time/Days

## JOB SUMMARY:

The Epic Revenue Cycle Credentialed Instructor delivers high-quality training to Revenue Cycle team members across Emory Healthcare to ensure staff are equipped to perform their roles effectively and consistently using Epic and related systems. This role facilitates instructor-led training (virtual and in person), supports hands-on system practice, and reinforces standardized workflows aligned with operational expectations and system design. The instructor partners closely with Instructional Designers and operational leaders to remain current on workflow updates, system changes, and Epic upgrades, while contributing feedback to continuously improve training effectiveness.

## MINIMUM REQUIREMENTS:

- Strong understanding of Revenue Cycle workflows or ability to learn complex systems quickly
- Proven facilitation and communication skills
- Ability to adapt instructional approach to varied learner skill levels
- Strong collaboration and customer-service mindset
- Detail-oriented with strong documentation skills Knowledge, Skills, and Ability Requirements

## EDUCATION/LICENSES/CERTIFICATIONS:

- High school diploma or GED required Experience: 1-2 years in Revenue Cycle, Patient Access, billing, coding, or healthcare operations Must complete credentialed exam within 3 months of hire. Knowledge, Skills, and Abilities (Required).

## PREFERRED QUALIFICATIONS:

- **Education:** Associate's degree
- **Experience:** Familiarity with adult learning theory and instructional best practices Intermediate Excel skills for tracking attendance and basic reporting Experience developing job aids, tip sheets, and workflow checklists experience supporting remediation and follow-up training plans.

## FOR MORE INFORMATION/TO APPLY:

[https://non-clinical-emory.icims.com/jobs/161835/epic-revenue-cycle-credentialed-instructor/job?hub=14& gl=1\\*36hlqo\\* ga\\*MTM2MjlxMzc3LjE3NTk5MzMzMyOTY.\\* ga 5Y2BYGL910\\*czE3Nzl2NDI2NzckbzE3JGcxJHQxNzcyNjQyNzA2JGozMSRsMCRoMA..](https://non-clinical-emory.icims.com/jobs/161835/epic-revenue-cycle-credentialed-instructor/job?hub=14& gl=1*36hlqo* ga*MTM2MjlxMzc3LjE3NTk5MzMzMyOTY.* ga 5Y2BYGL910*czE3Nzl2NDI2NzckbzE3JGcxJHQxNzcyNjQyNzA2JGozMSRsMCRoMA..)