



Island Home Insurance
Company

CAREER OPPORTUNITY

Island Home Insurance Company is seeking a qualified
Full-Time candidate to fill the position of

Informed Choice Representative

This position involves the initial and on-going coordination of the precertification process in the department. On-island processing involves intake from fax or walk in from members, making entries in the referral system and eventually sending back the determinations. Off-island referral is through intake of off-island service requests from members and providers, scheduling of appointments and/or procedures, preparation of pertinent referral documents for review by the Supervisor/Manager or Director of Medical Care Management and notification of members regarding their care options. This position calls for daily interaction and communication with members, providers, third party representatives and other personnel involved in a medical referral.

Any combination of education and experience providing the required skill and knowledge for successful performance would be qualifying. Typical qualifications would be equivalent to:

- High school diploma or its equivalent; college degree or units preferred;
- Minimum two (2) years' work experience in a health insurance or health care organization, including significant exposure to assisting clients and customers;
- Any equivalent combination of training and experience that will provide the required skill and knowledge for successful performance of the job;
- Proficient in the use of Microsoft Office (Word, Excel, PowerPoint, Outlook); and
- Computer literate (Windows).

Interested applicants are encouraged to email your employment application **AND** resume to hr@staywellguam.com. IHIC is an Equal Opportunity Employer.

staywellguam.com   