



Island Home Insurance
Company

CAREER OPPORTUNITY

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

Provider Network Credentialing Specialist

The primary responsibility of this position is to carry out the functions of credentialing and re-credentialing of individual healthcare practitioners, practice group and facility organization based on the company's established Credentialing Program; assist in the coordination and maintenance of the organization's provider contracting tasks as well as the company's provider, government and community relation activities; acts as company liaison with various entities.

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

- A Bachelor's or Associates degree in healthcare related field or equivalent;
- Minimum of two (2) years' experience in credentialing, contracting or health insurance is preferred;
- Proficient in the use of Adobe Acrobat and Microsoft Office (Excel, Word, PowerPoint, Outlook, Teams);
- Computer literate (Windows);

Other Requirements:

- Valid driver's license
- Use of personal vehicle

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

staywellguam.com   