



Island Home Insurance
Company

CAREER OPPORTUNITY

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

Special Projects Manager

Under the direct supervision of the Vice President for Medical Management (VPMM), this full-time position is responsible for overseeing the projects and tasks related to the Medical Management Section. This involves providing direct assistance to the VPMM for projects related to Medical Care Management, Claims Department, Contracts/Provider Relations Department and the StayWell Information Systems Inc. office. This also includes coordinating the various efforts in fully implementing the Medical Management section's special projects consisting of activities that will develop products, improve quality and help the Company in complying with federal and state insurance requirements. Based on need and priority, the position may focus on a specific department, identify intra-departmental and cross-functional team problems, evaluate what is needed by the Medical Management departments for optimal and problem-free functioning, develop recommendations, evaluate performance and update the VPMM.

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

- ✓ Bachelor of Science Degree from a college or university with major course work in Business Administration AND Project Management OR Health Plan Administration. Master's degree or Master's units is a plus.
- ✓ At least three (3) years applicable experience in administrative work related to Health Insurance Medical Management or Managed Care Organizations catering to the need of Plan beneficiaries and Plan providers.
- ✓ Excellent communication skills including public speaking and written discourse. Organizational, interpersonal, and problem-solving skills a must.
- ✓ It is an advantage to have completed training on Medical Terminology, Intermediate Medical Billing and Coding and to have passed the certification exam.
- ✓ A strong knowledge of Microsoft Office Suite (in particular Outlook, Word, Power Point (or equivalent software) and Excel) is essential.

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