Updated March 19, 2019

Utilization Review Specialist:
LVN or Certified MA with 5 years clinical experience to perform systematic review of medical information to determine medical appropriateness; must be able to handle intermittent high volume of inbound calls; applicant must have high degree of accountability with experience in multi-tasking and handling of multiple priorities; should possess better than average computer skills, including use of Microsoft systems; position may review clinical information to ensure services are medically appropriate in accordance with internal procedures; applicant must be familiar with standard concepts, practices, and procedures as they apply to inpatient hospital admissions, and certain outpatient services; applicant must possess understanding of medical terminology, and familiar with ICD 10, CPT and HCPC codes.

Customer Service Representative:
Qualifications or Skills Required: Excellent customer service skills, dependability, excellent written and verbal communication skills, excellent computer skills, strong attention to detail, knowledge of health benefits, medical terminology, ICD-9 and CPT coding. Bilingual applicants are a plus.
*All potential applicants may be required to take a data entry test.

Premium Administrator:
The job responsibility of a Premium Administrator is to maintain currently eligibility for our clients. This includes adding, terming, and making eligibility changes when requested, update internal and external systems for each assigned group as needed, as well as invoicing each client on a monthly basis. Experience in data entry, excel, access, Customer Service, AR/AP, COBRA, ACA, HIPAA, and Section 125 are preferred. This individual should be detail oriented, organized, and great at trouble shooting. Other responsibilities that could be added to this job as needed, such as audits, running reports, processing request from clients.

Send Resume or Application to HR Department
Or
Email to: HR.Department@imsm.net
Or
mail to: Human Resource Department
IMS (Insurance Management Services)
P.O. Box 15688
Amarillo, TX 79105
If you have any questions pertaining to the above positions please contact the IMS Human Resource Department at Contact IMS HR Department.

If you are interested in applying for any of the above positions please send a Resume or an Application to the IMS Human Resource Department at Using.