

IAC Careers

IAC is a great place to work. We offer competitive pay, great benefits and the opportunity for advancement. IAC is currently accepting applications for the following positions in our Edmond office. To be considered for any of the following positions, please send a cover letter indicating the position you wish to apply for and a current resume to resumes@iaclife.com.

Medicare Claims Customer Service Representative

Responsible for answering insured and provider claim inquiries. Previous customer service experience preferred but not required.

Requirements

- High school diploma or equivalent
- Basic computer skills
- Professional, articulate voice

Medicare Claims Processor I

Responsible for processing Medicare Supplement Claims with standard of quality as set forth by the company. Previous insurance experience or knowledge of medical coding preferred but not required.

Requirements

- High school diploma or equivalent
- Basic computer and 10 key skills
- Good communication and time management skills
- Ability to understand and follow established policies and procedures
- Ability to meet and exceed production and quality service standards

Medicare Claims Processor II

Responsible for processing Medicare Supplement Claims with standard of quality as set forth by the company.

Requirements

- Minimum of 2 years Medicare Claims Processing experience required.
- High school diploma or equivalent
- Basic computer, 10 key skills and Microsoft office
- Good communication and time management skills
- Ability to understand and follow established policies and procedures
- Ability to meet and exceed production and quality service standards

Medicare Claims Auditor

Responsible for auditing Medicare Supplement Claims with standard of quality as set forth by the company. Insurance experience of 2-4 years and knowledge of medical coding required.

Requirements

- Minimum of 2 years Medicare Claims Processing experience required
- High school diploma or equivalent
- Knowledge of practice and procedures within Medicare field
- Basic computer, 10 key skills and Microsoft office
- Possess good analytical skills and judgment