



CAPITAL HEALTH PLAN (CHP)

Last Updated: July 23, 2020

**This list is updated as changes occur.
All positions are located in Tallahassee, Florida.**

Posting Date	Job Title	Department	CHP Location	Schedule/Hours	Job Summary	Minimum Qualifications	Closing Date
<u>TO APPLY, PLEASE SUBMIT A SEPARATE EMPLOYMENT APPLICATION AND/OR RESUME PER JOB VACANCY</u>							
7/13/20	LPN (Urgent Care)	Urgent Care	Metropolitan Blvd	Three 12 hour rotating shifts per week (including every other weekend, evenings and holidays)	Provides prescribed medical treatment and personal care services to patients seen in Urgent Care. Assists the Providers and RN with delivery of health care.	Florida LPN Nursing License and Basic Life Support Certification. Must occasionally lift and/or move more than 100 pounds. Ability to learn and use Windows-based software system to document care of members.	None
7/10/20	Mammography Technologist	Mammography	Governors Square	M-F, 8 am – 5 pm	Under the direction of a Radiologist, performs radiographic procedures.	Associate's degree (A. A.) or equivalent from two-year college or technical school in radiologic technology. American Registry of Radiologic Technologists (ARRT), Florida state license in General Radiologic Technology and Mammography. Must occasionally lift and/or move up to 50 pounds.	None
7/8/20	Optical Technician or Licensed Optician	Eye Care	Centerville Road*	Based upon the company's needs, weekly work schedule may vary between M-F 8 am – 6 pm or four 10-hour rotating shifts.	Provides optical ordering, dispensing and fabrication services within the Eye Care department.	High school diploma or equivalent (GED). Must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Preference will be given to candidates with prior medical office experience.	None



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						<p>Licensed Optician: Florida Optician License required. ABO/ NCLE certification preferred.</p> <p>(*Based upon the company's needs, work location may be reassigned (to Centerville or Governors' Square) at any time.)</p>	
7/8/20	Payroll Coordinator	Finance	Raymond Diehl	M-F, 8 am – 5 pm	Performs all payroll-related tasks including processing payroll for employees on a bi-weekly basis, payroll tax returns and employee SEP contributions.	High school diploma or equivalent (GED). Occasionally lift and/or move up to 25 pounds. Preference will be given to candidates with one or more of the following: (1) minimum of four years of related experience, (2) skilled in the use of Microsoft Suites program and other accounting software, and (3) working knowledge of payroll policies/procedures.	None
7/01/20	Clinical Improvement Nurse	Clinical Quality & Performance Improvement	Metropolitan Blvd	M – F, 8:00 am – 5:00 pm Evenings and Saturdays as needed	Proactively works to improve the health status of identified populations with chronic conditions. Implements, promotes and participates in wellness and health related activities.	Florida RN Nursing license. Must occasionally lift and/or move up to 200 pounds (pushing a patient in a wheelchair).	None



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6/26/20	RN (Urgent Care) THERE IS A CANDIDATE PENDING FOR THIS POSITION	Urgent Care	Metropolitan Blvd	Three 12-hour rotating shifts (including every other weekend, evenings and some holidays).	Formulates and implements plan of care for patients telephoning or visiting Urgent Care. Provides Urgent Care nursing services for CHP members.	Florida RN Nursing License. Basic Life Support Certification. Must occasionally lift and/or move more than 100 pounds. Ability to learn and use Windows-based software system to document care of members.	None
6/25/20	LPN (Wound Care)	Wound Care Center	Metropolitan Blvd	M-F, 8 am – 5 pm	Gives direct patient care and coordinates delivery of health care within the patient care area. Assists physician and/or Wound Care Nurse with patient treatment as directed.	Florida LPN Nursing License and Basic Life Support Certification required. Must frequently lift and/or move up to 10 pounds and occasionally lift and/or move more than 100 pounds. Must be able to navigate a software program with a keyboard and mouse.	None
6/24/20	Customer Service Representative	Network Services	Raymond Diehl	M-F, 8 am – 5 pm	Answer incoming calls, respond to written correspondence and email inquiries from providers. Provide follow up on inquiries, which includes faxing, documentation, mailing and/or liaising with other departments. Provides assistance for resolving problems concerning CHP membership and services.	High school diploma or equivalent (GED). Preference will be given to candidates with one or more of the following: (1) an Associate's degree (AA/AS), (2) a minimum of one year of call center or medical office experience, or (3) computer proficiency with MS Office products.	None



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6/19/20	Mail Clerk (part-time)	Purchasing	Centerville Road	M-F, 8 am – 1 pm	Retrieves mail from the Post Office each business day. Accurately sorts and delivers incoming mail to the appropriate departments within CHP. Retrieves all outgoing mail from assigned locations. Affixes correct postage and delivers to the Post Office.	High school diploma or equivalent (GED). Valid Florida driver's license and a good driving record required. Preference will be given to candidates with related experience and/or training and who have a working knowledge of MS Excel. Must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds.	None
06/17/20	Actuarial Analyst I	Finance – Actuarial Services	Raymond Diehl	As required	Develops and implements underwriting and pricing rates for employer group accounts in accordance with the Plan's underwriting guidelines. Additionally, the position will monitor and analyze the Plan's underwriting performance and report results to management.	Bachelor's Degree in Accounting, Finance, Statistics, Economics, business Administration or Mathematical Science. One to two years related experience preferred. Capital Health Plan does not sponsor individuals for the purpose of obtaining or maintaining H-1B, O-1, or other nonimmigrant status for this position.	None



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6/11/20	Sterilization Technician & Inventory Specialist	Central Supply	Centerville Road	M-F, 8 am – 5 pm	Oversees and coordinates the activities of the Central Supply Room in procuring and distributing medications, sterile and non-sterile medical supplies, and equipment to medical suites for use in the care and treatment of patients for each location. Manages daily operations and distribution of office and medical supplies.	Sterile processing experience is required. High school diploma or general education degree (GED). Basic Life Support Certification is required. Must have or obtain Certification in Sterile Processing within one year of hire. Must be able to navigate a software program with a keyboard and mouse. Able to work evenings, weekends and holidays as directed, and to travel locally. Must regularly lift and/or move up to 10 pounds, frequently move and/or lift 25 pounds and occasionally lift and/or move more than 100 pounds. The employee is occasionally exposed to fumes or airborne particles; toxic or caustic chemicals and risk of electrical shock.	None
5/5/20	LPN or GPN (Nursing)	Nursing	Varies*	M-F, 8:00 am – 5:00 pm	Gives direct patient care and coordinates delivery of health care within the patient care area. Assists physician with patient treatment as directed.	Florida LPN Nursing License or Florida Board of Nursing status as Graduate Practical Nurse. Basic Life Support Certification. Must frequently lift and/or move up to 10 pounds and occasionally lift and/or move	None



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						<p>more than 100 pounds. Must be able to navigate a software program with a keyboard and mouse.</p> <p>(*Based upon the company's needs, work location may be reassigned to Centerville or Governors Square at any time.)</p>	
4/9/20	Claims Supervisor	Claims	Raymond Diehl	As required	Supervises, trains, monitors, and coordinates in all activities of staff engaged in timely and accurate processing of fee for service and capitated insurance claims for payment.	High school diploma or equivalent (GED). Bachelor's degree is preferred. Skilled in MS Word and Excel. Previous supervisory experience and at least 5 years of claims processing experience are preferred.	None
4/09/20	Receptionist (NVV Center for Healthy Aging)	NVV Center for Healthy Aging	Metropolitan Blvd	M-F, 8:00 am – 5:00 pm	Receives patients with medical appointments, answers phones, schedules physician appointments, and performs clerical and administrative support services.	High school diploma or general education degree (GED). Preference will be given to candidates with prior medical office experience and a working knowledge of medical terminology. Microsoft Windows experience helpful. The employee must occasionally lift and/or move up to 10 pounds.	None



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3/10/20	Pharmacy Services Director	Medication Management	Governors Square	As required	Responsible for activities and services provided by the Pharmacy Services Department.	A bachelor's degree in pharmacy with at least five (5) years' experience in the PBM, retail, or Managed Care setting, or a Doctor of Pharmacy degree with at least three (3) years' experience in the PBM, retail, or Managed Care setting. A current license as a registered pharmacist in the State of Florida.	None
3/5/20	Receptionist (Primary Care)	Reception	Varies	M-F, 8:00 am – 5:00 pm	Receives patients with medical appointments, answers phone, schedules physician appointments, collects payments, and performs clerical and administrative support services.	High school diploma or equivalent (GED). Microsoft Windows experience helpful. Must occasionally lift and/or move up to 10 pounds. Preference will be given to candidates with prior medical office experience and a working knowledge of medical terminology.	None
2/24/20	Ophthalmic Technician THERE IS A CANDIDATE PENDING FOR THIS POSITION	Eye Care	Governors Square*	40-hour work week may vary between the hours of 8am-6pm, M-F based upon the company's needs.	Assists the optometrists with all aspects patient care, maintains exam rooms, instruments and supplies, and participates in the care and training of contact lens patients.	High school diploma or general education degree (GED). Knowledge of medical terminology. Must occasionally lift and/or move more than 100 pounds. (*Based upon the company's needs, work location may be reassigned (to Centerville or	None



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						Governors Square) at any time.)	
2/24/20	Licensed Practical Nurse	NVV Center for Healthy Aging	Metropolitan Blvd	M – F, 8:00 am – 5:00 pm	Responsible for processing member enrollments/terminations/updates, educating group administrators about eligibility, and performing various reconciliation activities.	LPN licensure in the State of Florida. Basic Life Support Certification. Must frequently lift and/or move up to 10 pounds and occasionally lift and/or move more than 100 pounds.	None
2/6/20	Provider and Contract Configuration Specialist	Contract Administration	Raymond Diehl	As required	Responsible for the system set-up, testing, implementation, and documentation of provider contracts and fee schedules in order to ensure accurate claims adjudication.	Bachelor's degree (BA/BS) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience preferred. A minimum of two years of related experience is preferred. Preference will be given to candidates with one or more of the following: (1) Coding certification through the American Academy of Professional Coders or American Health Information Management Association, (2) fee setting methodologies, (3) billing and claims adjudication, (4) industry	None



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						standard procedure and diagnosis codes.	
11/22/19	Care Coordination Specialist	Care Coordination	Centerville Road	M-F, 8:00 am – 5:00 pm	The Care Coordination Specialist assists in the investigation, documentation, and ensuring resolution in specialized areas within the Care Coordination Department, including the utilization management process, the case management process, and the grievance and appeals process.	Associate's degree (AA/AS) or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience. Prefer two years of relevant work experience in a clinical field. Must occasionally lift and/or move up to 25 pounds. Able to work evenings, weekends and holidays as directed, and to travel locally.	None
11/22/19	Switchboard Operator	Reception	Centerville Road	M-F, 8:00 am – 5:00 pm	Answers all incoming CHP telephone calls. Provides general information and/or routes calls to the appropriate department. May perform limited receptionist duties, which include scheduling appointments, answers phone, schedules physician appointments, collects payments, enter and send	High school diploma or general education degree (GED). Preference will be given to candidates who are skilled in handling a high volume of telephone calls using a telecommunication system.	None



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					tasks, and performs clerical and administrative support services.		
11/4/19	Receptionist (Primary Care)	Reception	Varies	M-F, 8:00 am – 5:00 pm	Receives patients with medical appointments, answers phone, schedules physician appointments, collects payments, and performs clerical and administrative support services.	High school diploma or equivalent (GED). Microsoft Windows experience helpful. Must occasionally lift and/or move up to 10 pounds. Preference will be given to candidates with prior medical office experience and a working knowledge of medical terminology.	None
10/17/19	Director, Analytics & Decision Support	Finance	Raymond Diehl	As required	Plans and directs the operations of the Analytics & Decision Support Department.	Bachelor’s degree. A minimum of ten years of related experience. A CPA or MBA is preferred.	None
10/14/19	Certified Nursing Assistant	Central Supply	Metropolitan Blvd*	M-F, 8 am – 5 pm	Assists with maintaining equipment and medical supplies within Central Supply and ensuring delivery of supplies to suites for patient care.	High school diploma or general education degree (GED). Certified Nursing Assistant, Licensed by the Florida Board of Nursing, and Basic Life Support Certification required. Must be able to navigate a software program with a keyboard and mouse. Able to work evenings, weekends and holidays as directed, and to travel locally. Must regularly lift and/or move up to 10	



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						<p>pounds, frequently move and/or lift 25 pounds and occasionally lift and/or move more than 100 pounds. The employee is occasionally exposed to fumes or airborne particles; toxic or caustic chemicals and risk of electrical shock.</p> <p>(*Based upon the company's needs, work location may be reassigned at any time.)</p>	
7/16/19	Actuarial Services Manager – Commercial	Finance	Raymond Diehl	As required	Interprets and evaluates federal and state regulations affecting payment parameters and pricing of Commercial lines of business. Plans, executes, and coordinates activities for actuarial and analytical financial management support for the Commercial line of business. Reports to senior management and other staff on a variety of business support functions to evaluate and monitor Commercial operational activity and financial results.	Bachelor's degree (BA/BS) from four-year college or university; four to five years related experience and/or training; or equivalent combination of education and experience. Associate of Society of Actuaries (ASA) certification required. Strong PC and financial modeling skills required. Intermediate data mining and reporting skills required. Excellent writing and research skills. Skill in the use of various technical tools (e.g., VB, SQL, Crystal, DxCG). Strong management and organizational skills. Must	None



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						<p>occasionally lift and/or move up to 10 pounds. Preference may be given to candidates with one or more of the following: (1) Experience supervising staff (2) Fellow of Society of Actuaries (FSA) certification and/or (3) seven years of related experience.</p> <p>Capital Health Plan does not sponsor individuals for the purpose of obtaining or maintaining H-1B, O-1, or other nonimmigrant work authorizing status for this position.</p>	
7/12/19	Business Intelligence Analyst	IS – Programming	Centerville Road	As required	Designs and develops complex computer solutions and applies technology to meet the unique needs of the organization. Analyzes requirements and develops programs. Writes, tests, documents, and maintains computer programs.	Bachelor's degree (B. A.) from four-year college or university; or five to eight years related experience and/or training; or equivalent combination of education and experience. A minimum of five years of related experience is preferred. Preference will be given to candidates with experience in Microsoft ETL/data integration tools	None



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						(SSIS, SSAS, SSRS, and T-SQL scripts).	
7/11/19	Technical Specialist	Information Systems	Centerville Road	M-F, 8 am – 5 pm	Provides hardware and software desktop and peripheral set up, maintenance, and troubleshooting for end users.	Associate's degree (A. A.) or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience. One year experience preferred. Must occasionally lift and/or move up to 50 pounds. Occasionally exposed to risk of electrical shock.	None
06/25/19	EDI Analyst	IS-EDI	Centerville Road	As required	Responsible for developing and implementing EDI requirements. Interacts with external partners and internal customers to define requirements for EDI solutions.	Bachelor's degree (BS/BA) from four-year college or university; or two to four years related experience and/or training; or equivalent combination of education and experience. A minimum of three years of related experience is preferred. Must occasionally lift and/or move up to 25 pounds. Preference will be given to candidates with one or more of the following: (1) skills in SQL, C# and other related	None



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						languages and/or (2) knowledge of mapping and translation software.	
2/07/19	Utilization Management Nurse I THERE IS A CANDIDATE PENDING FOR THIS POSITION	Care Coordination	Centerville Road	M-F, 8 am – 5 pm	Applies a multidisciplinary approach to organize, coordinate, monitor, evaluate and modify plans of care and/or service requests, focusing on selected complex medical and psychosocial needs of members and their families. Assures the coordination of evidence-based, cost efficient medical outcomes for the member and organization. Collaborates to perform first level reviews to authorize services, procedures and tests in accordance with CHP benefit criteria, applicable regulatory review criteria and nationally accepted criteria for medical necessity and benefit determinations.	Licensed Nurse in the State of Florida. Skilled in the use of MS office software. Must occasionally lift and/or move up to 10 pounds. Able to work evenings, weekends and holidays as directed, and to travel locally.	None
1/21/19	Care Manager I	Care Coordination	Centerville Road	M-F, 8 am – 5 pm	Reviews and manages care for Capital Health Plan members in hospital, skilled nursing, and home health settings. Ensures appropriate care level and setting, facilitates discharge planning, and follow up medical services for patients assigned for care management. Directs patient and	Licensed Medical Professional in the State of Florida. Experience with MS Office software required.	None



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					family to resources for services not covered by insurance.		
1/21/19	Grievance and Regulatory Manager THERE IS A CANDIDATE PENDING FOR THIS POSITION	Care Coordination	Centerville Road	As required	Provides oversight for grievance/appeal and organizational determinations which includes accountability within the department for monitoring compliance with all federal and state regulations including CMS, and NCQA accreditation standards. Actively participates in the daily activities related to grievance/appeals. Creates, maintains, and prepares required reports to meet company and regulatory requirements for grievance, appeals, and organizational determinations.	Licensed Medical Professional in the State of Florida. Bachelor's degree from four year college or university or one to two years' related experience and/or training; or equivalent combination of education and experience. Skilled in use of Microsoft office and database software. Must occasionally lift and/or move up to 25 pounds. Preference will be given to candidates with one or more of the following: (1) in-depth knowledge of regulatory and accreditation requirements for grievance, appeal and UM procedures, and (2) knowledge and understanding of clinical patient care.	None