



CAPITAL HEALTH PLAN (CHP)

Last Updated: January 07, 2019

**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>							
12/11/18	Director, Enterprise Content & Medical Records Management	Enterprise Content & Medical Records Management	Centerville Road	As required	Direct and manage the organizational and administrative operation of the Enterprise Content and Medical Records Management department. Partner with Physician, Executive, and Director-level professionals across the organization to formalize the means for organizing and storing medical and administrative documents that relate to the organization's processes. Responsible for designing, developing, testing, implementing and supporting solutions using industry leading Enterprise Content Management, Business Process Management and advanced capture technologies.	Bachelor's degree (BA/BS) from a four-year college or university; or ten years related experience and/or training; or equivalent combination of education and experience. A minimum of eight years of related experience is preferred.	None
12/10/18	Facilities Technician	Facilities	Centerville Road	M-F, 8 am – 5 pm *	Performs basic repair and maintenance tasks at company owned facilities.	High school diploma or equivalent (GED). Prefer a minimum of 5 years of experience in one or more skilled trades including electrical, plumbing, carpentry, HVAC and /or construction. Local travel in company vehicle to all locations on short notice is required. Good driving record	None



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						<p>required. Basic Microsoft Office product skill, especially Word, Excel, and Outlook. *Must be available on short notice for emergency response after-hours, weekends and holidays as requested.</p> <p>Regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. Frequently required to taste or smell. Occasionally required to sit. Must frequently lift and/or move up to 100 pounds and occasionally lift and/or move more than 100 pounds. Occasionally exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat; risk of radiation or vibration. Specific vision abilities required by this job include close vision, distance vision,</p>	



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						color vision, peripheral vision, depth perception and ability to adjust focus.	
12/10/18	Premium Billing Analyst	Premium Billing	Raymond Diehl	M-F, 8 am – 5 pm	Performs timely, accurate production of bill runs for Members and Groups enrollment. Performs analytical review to ensure data integrity. Provides consistent and accurate reconciliation of premium records.	High school diploma or equivalent (GED). Must occasionally lift and/or move up to 25 pounds. Skilled in use of MSWord, Excel and calculator. A minimum of two years of related experience is preferred.	None
11/29/18	PA or APRN	Primary Care	Centerville Road	As required	To provide medical care in a primary care practice at CHP.	Licensed certified physician assistant or certified advanced practice registered nurse in the State of Florida. Basic Life Support Certification. Ability to perform typical procedures needed in a Primary Care setting. Primary Care experience is preferred. Must occasionally lift and/or move up to 100 pounds.	None
11/29/18	Pharmacy Services Director	Pharmacy Services	Governors Square	As required	Responsible for activities and services provided by the Pharmacy Services Department including supervising staff.	Doctor of Pharmacy with at least 3 years experience or Bachelors degree in Pharmacy degree with at least 5 years experience in the PBM, retail, or Managed Care setting. Registered Pharmacist license in the state of Florida and Consultant Pharmacist	None



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						designation are required. Must possess a valid driver license to allow travel within the service area.	
11/27/18	Receptionist (Urgent Care – part-time)	Urgent Care	Centerville	Rotating shifts (including every other weekend, some evenings and holidays) Up to 24 hours per week	Interviews incoming patient or representative and enters information required for admission into computer. Collects, records, and reconciles payments for services.	High school diploma or equivalent (GED). Preference will be given to candidates with prior medical experience and a working knowledge of medical terminology. Microsoft Windows experience helpful.	None
11/16/18	Healthcare Economics Analyst I, II or Senior Healthcare Economics Analyst	Finance – Decision Support	Raymond Diehl	As required	<p>HEA I or II: Develops and implements medical economics analysis for operational and finance support. Position works in close collaboration with various departments on a variety of business support functions to evaluate and monitor operational and financial results.</p> <p>SrHEA: Responsible for medical economics for operational and financial analysis and support. Works with senior management, department heads and other staff on a variety of business support functions to evaluate and monitor operational and financial results.</p>	<p>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. Must occasionally lift and/or move more than 10 pounds. Strong PC and financial modeling skills required. Intermediate data mining and reporting skills and excellent writing and research skills required. A strong understanding of relational databases is necessary. Skilled in the use of various technical tools (e.g. SQL, Excel, DxCg, VB).</p> <p>HEA I: One to two years</p>	None



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						<p>related experience preferred. HEA II: Three to four years related experience preferred. SrHEA: Five years related experience preferred.</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>	
09/11/18	Utilization Management Nurse I	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	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



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					determinations.		
09/07/18	Ophthalmic Technician THERE IS A CANDIDATE PENDING FOR THIS POSITION	Eye Care	Centerville Road*	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 Governors Square) at any time.)	None
07/11/18	Medication Management Services Manager	Medication Management Services	Governors Square	As required	Analyzes and evaluates current regulatory and accreditation requirements related to pharmacy services and member materials. Provides Pharmacy Benefit Manager oversight for delegated services for CHP's Commercial and Medicare book of business. Supervises Medication Management Services Staff.	Bachelor's degree or equivalent from a four-year college or university in a related field; or at least seven years of related experience or training; or an equivalent combination of education and experience. Preference will be given to candidates with at least three years of related experience in a Medicare Advantage and commercial managed care environment.	None



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07/06/18	Receptionist – Urgent Care THERE IS A CANDIDATE PENDING FOR THIS POSITION	Urgent Care	Centerville Road	Three 12 hour rotating shifts (including every other weekend and some holidays).	Interviews incoming patient or representative and enters information required for admission into computer. Collects, records, and reconciles payments for services.	High school diploma or equivalent (GED). Preference will be given to candidates with prior medical experience and a working knowledge of medical terminology. Microsoft Windows experience helpful.	None
06/28/18	Medical Assistant (CSR)	Central Supply	Centerville Road	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). Florida Medical Assistant Certificate, Certified or Registered National Certification 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 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



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06/18/18	LPN or GPN (Nursing)	Nursing	Varies	M-F, 8 am – 5 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 more than 100 pounds. Must be able to navigate a software program with a keyboard and mouse.	None
06/18/18	Medical Assistant (Wound Care)	Wound Care Center	Centerville Road	M-F, 8 am – 5 pm	Provides direct patient care and assists with the delivery of patient care area under the supervision of the Lead Wound Care Nurse.	High school diploma or general education degree (GED). Basic Life Support Certification required. Certified or Registered Medical Assistant Certificate required. Must be able to navigate a software program with a keyboard and mouse. Must frequently lift and/or move up to 10 pounds and occasionally lift and/or move more than 100 pounds.	None
06/18/18	Member Services Representative (9 am - 6 pm)	Member Services	Raymond Diehl	M-F, 9:00 am – 6:00 pm (Hours during initial 6-week training are 8am – 5 pm)	Answers calls, regarding inquiries from insurance plan members and the community at-large. Provides verbal and/or written responses to inquiries, or refers contact to appropriate party. Provides assistance for resolving problems	High school diploma or equivalent (GED). A minimum of one year of job related experience (call center, medical office) is preferred.	None



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					concerning CHP membership and services.		
05/08/18	Risk Adjustment Program Supervisor	Claims PIT	Raymond Diehl	As required	Supervises staff in the collection/assessment of risk adjustment information. Establishes and maintains risk adjustment workflows and schedules to ensure compliance.	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. Must regularly 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 experience in industry standard coding formats and CMS requirements for Medicare Advantage plans. Must be skilled in the use of word processing, spreadsheet, and database software such as Microsoft Word, Excel, and SQL programs.	None
05/08/18	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	None



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						candidates with prior medical office experience and a working knowledge of medical terminology.	
04/25/18	Member Services Representative (12 pm - 9 pm)	Member Services	Raymond Diehl	M – F, 12 pm – 9 pm (Hours during initial 6-week training are 8am – 5 pm)	Answers calls, regarding inquiries from insurance plan members and the community at-large. Provides verbal and/or written responses to inquiries, or refers contact to appropriate party. Provides assistance for resolving problems concerning CHP membership and services.	High school diploma or equivalent (GED). A minimum of one year of job related experience (call center, medical office) is preferred.	None
03/22/18	Clinical Case Manager	Care Coordination	Centerville Road	M – F, 8:00 am – 5:00 pm	Provides oversight and coordination of care for members across the continuum of care while adhering to professional standards of case management practice and meeting regulatory standards.	Licensed Medical Professional in the State of Florida. Must have or obtain Case Management certification within 12 months of hire. Skill in MS Office. Must occasionally lift and/or move up to 10 pounds. Local travel is required. Preference may be given to candidates with one or more of the following: (1) Experience managing the coordination of care for complex medical cases, including catastrophic and /or chronic conditions (2) Experience in Medical Coding.	None



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03/19/18	Actuarial Analyst I or II	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.	<p>Bachelor's Degree in Accounting, Finance, Statistics, Economics, Business Administration or Mathematical Science. AA I: One to two years related experience preferred. AA II: Three to four years related experience preferred.</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>	None
02/26/18	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 family to resources for services not covered by insurance.	Licensed Medical Professional in the State of Florida. Experience with MS Office software required.	None