



CAPITAL HEALTH PLAN (CHP)

Last Updated: September 10, 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>							
09/10/19	Medical Assistant	Nursing	Varies	M-F, 8 am – 5 pm	Provides direct patient care and assists with the delivery of patient care area under the supervision of the physician.	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 regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move more than 100 pounds.	None
09/10/19	Part-time RN (Urgent Care)	Urgent Care	Centerville Road	Two 12- hour rotating shifts (including every other weekend, evenings and 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
09/10/19	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	Bachelor's Degree in Accounting, Finance, Statistics, Economics, Business Administration or Mathematical Science. One to two years related experience preferred.	None



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					underwriting performance and report results to management.	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.	
08/30/19	HR Coordinator	Human Resources	Centerville Road	M-F, 8 am – 5 pm	This position provides mid-level HR support with minimal supervision. Mid-level support may include, but is not limited to: primary accountability for HR processes, establishing/meeting deadlines, data entry, research, document/report generation, basic to mid-level troubleshooting, database management, answering questions, vendor contact and providing mid-level support.	High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience. Coursework or Degree in HR Management is preferred. At least 3 years of related experience is preferred. Regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Must possess a valid driver's license to allow travel to local CHP locations on short notice. Preference may be given to candidates with one or more of the following: (1) at least 5 years' Generalist or HRDOO experience, (2) HR certification, or (3) HRIS experience.	None



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08/15/19	LPN (Wound Care)	Wound Care Center	Centerville Road	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
08/15/19	Wound Care Nurse	Wound Care Center	Centerville Road	M-F, 8 am – 5 pm	Under general direction has authority, responsibility and accountability for assessment, planning, implementation and evaluation of wound and ostomy care. Functions as a consultant and also provides direct patient care and education to selected patients.	Bachelor's degree in Nursing (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. Registered Professional Nurse, Florida State Board of Nursing and a minimum of 5 years of clinical experience with wound care required. Wound care certification from acceptable Certification Board required within 6 months of hire or appointment. Must frequently lift and/or move up to 10 pounds and occasionally lift and/or move more than 100 pounds.	None



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08/14/19	Receptionist (Mammography – part-time)	Mammography	Governors Square	M-F, 10 am – 2 pm	Receives and checks in patients presenting for imaging procedures, answers phone, schedules physician appointments, and performs clerical and administrative support services.	High school diploma or equivalent (GED). Must occasionally lift and/or move up to 25 pounds.	None
08/09/19	Customer Service Representative	Network Services	Raymond Diehl	M-F, 8 am – 5 pm	Answer incoming calls, respond to written correspondence and email as well as face-to-face 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
08/09/19	Receptionist (Radiology – part-time 5 - 9) THERE IS A CANDIDATE PENDING FOR THIS POSITION	Radiology	Varies	M-F, 5 pm – 9 pm, and some holidays as needed.	Receives and checks in patients presenting for imaging procedures, answers phone, schedules physician appointments, and performs clerical and administrative support services.	High school diploma or equivalent (GED). Must occasionally lift and/or move up to 25 pounds.	None
08/01/19	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	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	None



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					correct postage and delivers to the Post Office.	<p>who have a working knowledge of MS Excel.</p> <p>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.</p>	
07/29/19	Senior Healthcare Economics Analyst	Finance – Decision Support	Raymond Diehl	As required	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>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). Five years related experience preferred.</p> <p>Capital Health Plan does not sponsor individuals for the</p>	None



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						purpose of obtaining or maintaining H-1B, O-1, or other nonimmigrant work authorizing status for this position.	
07/25/19	Radiologic Technologist (9am-6pm) THERE IS A CANDIDATE PENDING FOR THIS POSITION	Radiology	Varies	M-F, 9 am – 6 pm, and some weekends and holidays as needed.	Under the direction of a Radiologist, performs radiographic procedures.	ARRT certified and Florida licensed in General Radiologic Technology. Basic Life Support certification required. Must occasionally lift and/or move up to 50 pounds.	None
07/25/19	Radiologic Technologist (2pm-10:30pm) THERE IS A CANDIDATE PENDING FOR THIS POSITION	Radiology	Varies	M-F, 2 pm – 10:30 pm, and some weekends and holidays as needed.	Under the direction of a Radiologist, performs radiographic procedures.	ARRT certified and Florida licensed in General Radiologic Technology. Basic Life Support certification required. Must occasionally lift and/or move up to 50 pounds.	None
07/25/19	Ultrasonographer	Radiology	Varies	M-F, 9 am – 6 pm.	Under the direction of a Radiologist, performs diagnostic sonographic procedures.	American Registry for Diagnostic Medical Sonography (ARDMS) and Basic Life Support Certification required. Must occasionally lift and/or move up to 50 pounds.	None
07/25/19	Receptionist (Radiology – part-time 9:00 - 8:30) THERE IS A CANDIDATE PENDING FOR THIS POSITION	Radiology	Varies	Saturday and Sunday, 9 am – 8:30 pm, and some holidays as needed.	Receives and checks in patients presenting for imaging procedures, answers phone, schedules physician appointments, and performs	High school diploma or equivalent (GED). Must occasionally lift and/or move up to 25 pounds.	None



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					clerical and administrative support services.		
07/16/19	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 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.	None



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						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.	
07/16/19	Clinical Improvement Nurse THERE IS A CANDIDATE PENDING FOR THIS POSITION	Clinical Quality & Performance Improvement	Governors Square	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
07/12/19	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 (SSIS, SSAS, SSRS, and T-SQL scripts).	None



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07/11/19	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
07/09/19	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
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	None



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						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 languages and/or (2) knowledge of mapping and translation software.	
05/30/19	Accountant	Finance – Accounting	Raymond Diehl	As required	Applies principles of accounting to analyze financial information and prepare financial reports for management. Prepares required regulatory and compliance reports and tax returns for company.	Fifth year college or university program certificate; 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 preferred. Preference will be given to candidates with one or more of the following: (1) experience in healthcare or insurance, (2) database knowledge, (3) investment reporting, and (4) Lawson experience.	None
05/01/19	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	None



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						pounds and occasionally lift and/or move more than 100 pounds. Must be able to navigate a software program with a keyboard and mouse.	
03/27/19	Registered Nurse	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-licensed RN and 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
03/09/19	Member Services Representative (8 am - 5 pm)	Member Services	Raymond Diehl	M-F, 8:00 am – 5:00 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
03/01/19	Certified Nursing Assistant	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). Certified Nursing Assistant, Licensed by the Florida Board of Nursing, and Basic Life Support Certification required. Must be able to navigate a software	None



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						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.	
02/25/19	Accounting Clerk II	Finance - Accounting	Raymond Diehl	M-F, 8 am – 5 pm	Provides support services to Accounting Department by performing accounting and clerical functions and other duties as assigned. Constant coordinating with accounting staff, management and other CHP departments.	High school diploma or general education degree (GED). Must occasionally lift and/or move up to 25 pounds. A minimum of two years of related experience is preferred.	None
02/07/19	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,	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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					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.		
02/04/19	Enrollment Support Representative	Enrollment	Raymond Diehl	M-F, 8 am – 5 pm	Handles various mail-outs and fulfillment requests. Monitors inventory levels, acts as a backup to the Office Clerk, and performs other support duties for Enrollment.	High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience. Six months experience preferred. Must occasionally lift and/or move up to 25 pounds. Able to work evenings and Saturdays as directed. Frequently exposed to moving mechanical parts.	None
01/30/19	Claims Examiner I	Claims	Raymond Diehl	M-F, 8 am – 5 pm	Analyzes insurance claims of low to moderate levels of difficulty to determine extent of Capital Health Plan's liability. Adjudicates claims in accordance with departmental policy and provider agreements.	High school diploma or equivalent (GED). Able to meet and maintain state, federal and CHP guidelines and standards for timeliness and accuracy of claims processing.	None



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						Working knowledge of industry standard procedures and diagnosis codes is preferred.	
01/21/19	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 family to resources for services not covered by insurance.	Licensed Medical Professional in the State of Florida. Experience with MS Office software required.	None
01/21/19	Grievance and Regulatory Manager	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	None



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						accreditation requirements for grievance, appeal and UM procedures, and (2) knowledge and understanding of clinical patient care.	
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
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	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.		