



CAPITAL HEALTH PLAN (CHP)

Last Updated: October 25, 2018

**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>							
10/25/18	RN (Urgent Care)	Urgent Care	Centerville Road	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
10/25/18	Optical Specialist	Eye Care	Governors Square*	Based upon the company's needs, weekly work schedule may vary between M-F 8 am – 6 pm.	Assists the Optical Manager by training the Optical Technicians and monitoring the optical staff while providing optical ordering and dispensing services to CHP members as a Florida Licensed Optician.	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. ABO/ NCLE certification. Florida Opticians License. (*Based upon the company's needs, work location may be reassigned (to Centerville or Governors' Square) at any time.)	None
10/03/18	Office Clerk	Member Services	Raymond Diehl	M – F, 8 am – 5 pm	Assists with administrative and information management duties for the Member Services, Sales and Medicare Sales departments. Serves as backup to Member Services Receptionist during designated time periods.	High school diploma or equivalent (GED). Strong verbal and written communication skills. Occasionally lift and/or move up to 10 pounds.	None



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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 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
09/07/18	Ophthalmic Technician	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



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08/01/18	Receptionist (Eye Care)	Eye Care	Governor's Square*	Based upon the company's needs, weekly work schedule may vary between M-F 8 am – 6 pm or four 10-hour rotating shifts.	Serves as initial contact with CHP members in the Eye Care Dept and for direction of members through the system. Maintains appointment schedules, collects fees, manages medical records, telephone messages and patient flow.	High school diploma or equivalent (GED). Preference will be given to candidates with prior medical office experience. (*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
07/06/18	Receptionist – Urgent Care	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	None



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						experience helpful.	
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
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	None



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						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.	
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 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



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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 candidates with prior medical office experience and a working knowledge of medical terminology.	None



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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
03/23/18	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. Working knowledge of industry standard procedures and diagnosis codes 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	None



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						managing the coordination of care for complex medical cases, including catastrophic and /or chronic conditions (2) Experience in Medical Coding.	
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.	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. 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.	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.		
09/23/16	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