



# CAPITAL HEALTH PLAN (CHP)

Last Updated: November 29, 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
<b><u>TO APPLY, PLEASE SUBMIT A SEPARATE EMPLOYMENT APPLICATION AND/OR RESUME PER JOB VACANCY</u></b>							
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 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 designation are required. Must possess a valid driver license to allow travel within the service area.	None
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	None



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						experience helpful.	
11/16/18	Healthcare Economics Analyst I, II or Senior Healthcare Economics Analyst	Finance – Decision Support	Raymond Diehl	As required	<p><b>HEA I or II:</b> 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><b>SrHEA:</b> 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><b>HEA I:</b> One to two years related experience preferred.  <b>HEA II:</b> Three to four years related experience preferred.  <b>SrHEA:</b> 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.	
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
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	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	None



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					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.	evenings, weekends and holidays as directed, and to travel locally.	
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
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	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	None



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					Manager oversight for delegated services for CHP's Commercial and Medicare book of business. Supervises Medication Management Services Staff.	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.	
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 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,	None



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						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.	
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	None



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						more than 100 pounds.	
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
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	None



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						Microsoft Word, Excel, and SQL programs.	
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
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 <b>THERE IS A CANDIDATE PENDING FOR THIS POSITION</b>	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	None





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						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.	
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. <b>AA I:</b> One to two years related experience preferred. <b>AA II:</b> 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	Licensed Medical Professional in the State of Florida. Experience with MS Office software required.	None



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					follow up medical services for patients assigned for care management. Directs patient and family to resources for services not covered by insurance.		