



CAPITAL HEALTH PLAN (CHP)

Last Updated: January 7, 2021

**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>							
1/7/21	Receptionist part-time	Radiology	Metropolitan Blvd	9 am – 8:30 pm every other weekend and some holidays	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
12/30/20	Senior Financial Analyst – Treasury and Financial Planning	Finance	Raymond Diehl	As required	Responsible for the operations of CHP’s treasury activities and treasury reporting. This position is also responsible for preparation of on-going financial forecasts and monitoring actual performance against forecasted projections.	Bachelor's degree from four-year college or university; or three (3) to five (5) years’ related experience and/or training; or equivalent combination of education and experience. Seven (7) years related experience preferred. Preference may be given to candidates with one or more of the following skills: PC and financial modeling, intermediate data mining and reporting, writing and research, and technical tools (e.g. VB, SQL, Crystal).	None
12/11/20	QI Information Manager	Clinical Quality & Performance Improvement	Metropolitan Blvd	As required	Implement and provide vendor oversight to all activities related HEDIS data submission and CAHPS survey requirements. Collect and analyze quality data, prepare reports that track	Bachelor's degree (BS/BA) in a health care related field or equivalent clinical licensure. Master degree preferred. Minimum of five years of health care related experience. Minimum of three years’	None



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					CHP's Commercial and Medicare quality and safety performance measures. Develop and maintain policies, procedures and reports related to quality improvement practices, HEDIS data submission and performance measures.	experience with NCQA HEDIS standards and quality improvement concepts and practices.	
12/10/20	Accounting Clerk II	Accounting Services	Raymond Diehl	M-F, 8 am – 5 pm	Coordinates and oversees all patient and insurance billings and collections.	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. A minimum of four years of related experience is preferred.	None
11/23/20	Accounting Clerk I	Accounting Services	Raymond Diehl	M-F, 8 am – 5 pm	Performs various Accounts Payable and Patient Accounting duties, including collections and assisting with billing involving other insurance carriers.	High school diploma or equivalent (GED). The employee must occasionally lift and/or move up to 25 pounds. A minimum of one year of related experience is preferred. Preference will be given to candidates with experience in one or more of the following: medical billing and/or accounts payable.	None



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11/10/20	HR Coordinator	Human Resources	Centerville Road	As required	Primary hands-on HR business partner and SME to all organizational levels with minimal supervision. Researches, analyzes and recommends policy and procedure changes based upon new legislation and regulations. Develops and supports the implementation of HR solutions, programs, and technology in an HRDOO environment. Propose HR solutions that support overall business objectives across multiple business lines.	<p>Bachelor's degree in Business Administration, Management, Finance or related field and a minimum of 5 years HR generalist experience preferably in a HRDOO environment or equivalent combination of training and experience. Regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. PHR/SPHR or SHRM-CP/SCP certification or obtain within 1 year of hire. Valid driver's license to allow travel to local CHP locations on short notice.</p> <p>Preference may be given to candidates skilled in one or more of the following: (1) HR operations, (2) implementing HRIS, and (3) developing HR practices and initiatives.</p>	None
11/10/20	LPN or GPN (Nursing)	Nursing	Varies*	Mon – Fri, 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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						<p>pounds and occasionally lift and/or move 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>	
10/27/20	Healthcare Economics Analyst I THERE IS A CANDIDATE PENDING FOR THIS POSITION	Decision Support	Raymond Diehl	M – F, 8 am – 5 pm	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.	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).	None



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						<p>One to two 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>	
10/12/20	Medical Assistant	Nursing	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 physician.	<p>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.</p> <p>(*Based upon the company's needs, work location may be reassigned to Centerville or Governors Square at any time).</p>	None



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10/12/20	LPN or GPN (Nursing)	Nursing	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 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. (*Based upon the company's needs, work location may be reassigned to Centerville or Governors Square at any time.)	None
9/29/20	Receptionist (Eye Care)	Eye Care	Governors Square*	Based upon the company's needs, weekly work schedule may vary between M-F, 8am – 6pm 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 at any time.)	None
9/24/20	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	Licensed Medical Professional in the State of Florida. Experience with MS Office software required.	None



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					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.		
9/17/20	Physician Services Specialist THERE IS A CANDIDATE PENDING FOR THIS POSITION	Clinical Quality & Performance Improvement	Metropolitan Blvd	M – F, 8 am – 5 pm	Participates in the development and implementation of a risk adjustment oversight program. Conducts provider education. Assists with providing data support for Medical Management.	At least two years experience in a healthcare setting required. High school diploma or equivalent required. Preference will be given to candidates with one or more of the following: (1) Bachelors (BA/BS) Degree, (2) experience with Medicare Risk Adjustment and CMS regulations, (3) working knowledge of chronic disease, medical terminology and diagnostic coding, and (4) current or prior coding certification through the American Academy of Professional Coders or American Health Information Management Association.	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	Florida LPN Nursing License and Basic Life Support Certification required. Must	None



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					area. Assists physician and/or Wound Care Nurse with patient treatment as directed.	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.	
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 more than 100 pounds. Must be able to navigate a software program with a keyboard and mouse. (*Based upon the company's needs, work location may be reassigned to Centerville or Governors Square at any time.)	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	None



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						working knowledge of medical terminology.	
11/22/19	Care Coordination Specialist THERE IS A CANDIDATE PENDING FOR THIS POSITION	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
10/14/19	Certified Nursing Assistant	Central Supply	Metropolitan Blvd* (*Based upon the company's needs, work location may be reassigned at any time.)	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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						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.	
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 occasionally lift and/or move	None



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						<p>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>	
7/11/19	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