



# CAPITAL HEALTH PLAN (CHP)

Last Updated: April 12, 2022

**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>							
4/12/22	Urgent Care Physician	Urgent Care	Metropolitan Blvd	Full time position with 11 hour shifts at an average of 33 hours per week. Hours include nights, weekends, and holidays.	Provides urgent care treatment to CHP members.	Licensed MD or DO in the State of Florida. Board certification in family medicine, med/peds, or emergency medicine required. Previous experience in an Urgent Care or Emergency Department setting is preferred.	None
4/11/22	Training and Documentation Specialist	Claims PIT	Raymond Diehl	M – F, 8am – 5pm; M must work evenings and weekends as directed	Researches, develops, and maintains a training curriculum and departmental workflows and work processes for Claims Operations staff. Provides training and performs quality reviews during training periods.	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. Preference may be given to candidates with one or more of the following: (1) industry standard coding formats experience, (2) medical claims processing/billing, and/or (3) skilled in the use of word processing and spreadsheet software such as Microsoft Word and Excel programs.	None

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4/5/22	Provider and Contract Configuration Specialist	Contract Administration	Raymond Diehl	As required	Responsible for the system setup, testing, implementation and documentation of provider contracts and fee schedules in order to ensure accurate claims adjudication.	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 preferred. A minimum of two years of related experience is preferred. Preference will be given to candidates with one or more of the following: (1) Coding certification through the American Academy of Professional Coders or American Health Information Management Association, (2) fee setting methodologies, (3) billing and claims adjudication, (4) industry standard procedure and diagnosis codes.	None
3/29/22	Accounting Clerk I	Accounting Services	Raymond Diehl	M-F, 8 am – 5 pm	Performs various patient account collection duties, including billing members for retroactive terminations and disbursements for Away from Home Care.	High school diploma or equivalent (GED). Must occasionally lift and/or move up to 25 pounds. A minimum of one year of related experience is preferred.	None



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						Preference may be given to candidates with experience in one or more of the following: medical billing and/or accounts payable.	
3/25/22	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
3/22/22	Accountant	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.	None
3/11/22	Customer Service Representative	Network Services	Raymond Diehl	M-F, 8 am – 5 pm	Answer incoming calls, respond to written correspondence and email inquiries from providers. Provide follow up on inquiries, which includes faxing, documentation, mailing and/or liaising with other departments.	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	None



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					Provides assistance for resolving problems concerning CHP membership and services.	experience, or (3) computer proficiency with MS Office products.	
3/11/22	LPN (Urgent Care)	Urgent Care	Metropolitan Blvd	Three 12 hour rotating shifts per week (including every other weekend, evenings and holidays)	Provides prescribed medical treatment and personal care services to patients seen in Urgent Care. Assists the Providers and RN with delivery of health care.	Florida LPN Nursing License and 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
2/28/22	Member Services Representative (8 am–5 pm)	Member Services	Metropolitan Blvd	M-F, 8 am– 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
2/1/22	Senior Compliance Analyst	Compliance	Centerville	As required	Ensures organizational compliance with all relevant laws and regulatory requirements on both state and federal levels. Assists with the oversight and direction of	Bachelor's degree (BA/BS) or equivalent from a four-year college or university; or one to two years of related experience or training; or an equivalent combination of	None



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					compliance functions through research, analysis, auditing and monitoring of internal and external stakeholders. Has primary responsibility for delegated entity oversight.	education and experience. A minimum of four years of related experience in a Medicare Advantage and commercial managed care environment is preferred. Must occasionally lift and/or move up to 25 pounds.	
1/27/22	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. Must be willing to work evenings, weekends, and overtime as directed. Working knowledge of industry standard procedures and diagnosis codes is preferred.	None
1/21/22	Accounting Clerk II	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	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

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					staff, management and other CHP departments.		
1/5/22	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
12/23/21	Optical Technician or Licensed Optician <b>THERE IS A CANDIDATE PENDING</b>	Eye Care	Governors Square*	Based upon the company's needs, weekly work schedule may vary between M-F 8 am – 5:30 pm or four 10-hour rotating shifts.	Provides optical ordering, dispensing and fabrication services within the Eye Care department.	High school diploma or equivalent (GED). Must frequently 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 prior medical office experience. <b>Licensed Optician:</b> Florida Optician License required. ABO/ NCLE certification preferred.	None
12/15/21	RN (Urgent Care)	Urgent Care	Metro	Three 12-hour rotating shifts (including every	Formulates and implements plan of care for patients telephoning or visiting Urgent	Florida RN Nursing License. Basic Life Support Certification. Must	None



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				other weekend, evenings and some holidays).	Care. Provides Urgent Care nursing services for CHP members.	occasionally lift and/or move more than 100 pounds. Ability to learn and use Windows-based software system to document care of members.	
12/15/21	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.	None
12/15/21	Receptionist (Urgent Care)	Urgent Care	Metropolitan Blvd	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 at discharge.	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
11/30/21	Ultrasonographer (part-time)	Radiology	Metropolitan Blvd	M-F, 9am – 10 pm (Two 12-hour rotating shifts)	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 more than 100 pounds.	None



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11/10/21	Enrollment Support Representative	Enrollment	Metropolitan Blvd	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
10/20/21	Member Services Representative (12 pm–9 pm)	Member Services	Metropolitan Blvd	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
10/11/21	Receptionist (NVV CHA)	NVV Center for Healthy Aging	Metropolitan Blvd	M-F, 8:00 am – 5:00 pm	Receives patients with medical appointments, answers phones, schedules physician appointments, and performs clerical and administrative support services.	High school diploma or general education degree (GED). Preference will be given to candidates with prior medical office experience and a working	None





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						knowledge of medical terminology. Microsoft Windows experience helpful. The employee must occasionally lift and/or move up to 10 pounds.	
10/11/21	Payroll Specialist <b>THERE IS A CANDIDATE PENDING</b>	Accounting	Raymond Diehl	M-F, 8 am – 5 pm	Performs job functions in both the payroll and accounting areas. Able to process bi-weekly payroll for 450+ employees. Performs general accounting functions in support of periodic reporting, budget and audit requirements.	High school diploma or equivalent (GED). Occasionally lift and/or move up to 25 pounds.	None
9/25/21	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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9/25/21	Healthcare Economics Analyst I	Finance – 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.	<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). 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>	None



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9/21/21	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 underwriting performance and report results to management.	Bachelor’s Degree in Accounting, Finance, Statistics, Economics, business Administration or Mathematical Science. One to two 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 status for this position.	None
9/21/21	Accountant	Finance	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.	None
8/14/21	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 ome health settings. Ensures appropriate care level and setting, facilitates discharge	Licensed Medical Professional in the State of Florida. Experience with MS Office software required.	None

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					planning, and follow up medical services for patients assigned for care management. Directs patient and family to resources for services not covered by insurance.		
7/23/21	Assistant HR Operations Manager	Human Resources	Centerville Road	As required	Assists Director in the operations of the HR department and substitutes in supervisor's absence. Acts as Director in supervisor's absence. Primary HR business partner and SME to all organizational levels in order to help maximize the performance, productivity and profitability of the company through its workforce.	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. PHR/SPHR or SHRM-CP/SCP certification or obtain within 1 year of hire. Regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Valid driver's license to allow travel to local CHP locations on short notice.  Preference may be given to candidates skilled in one or more of the following: (1) HR	None



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						operations, (2) developing HR practices and initiative, and (3) implementing HRIS.	
5/13/21	LPN (NVV CHA)	NVV Center for Health Aging	Metropolitan Blvd	M- F, 8 am – 5 pm	Provides direct patient care and coordinates delivery of health care within the patient care area. Assists physician with patient treatment as directed.	LPN licensure in the State of Florida. Basic Life Support Certification. Must frequently lift and/or move up to 10 pounds and occasionally lift and/or move more than 100 pounds.	None
3/26/21	Cybersecurity Engineer	Information Systems	Centerville	As required	Performs, implements, and recommends security solutions in IT environments including, but is not limited to, client/server platforms, networks, and associated software environments. Activities include site security administration, ethical hacking, system security monitoring, research, and security tools installation and maintenance. Facilitates existing processes, standards, policies, procedures, guidelines, and/or equipment and makes process improvement recommendations	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. Five years experience preferred. Information security certifications such as CISSP and/or CISM preferred.	None



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					to management ensuring compliance with laws, rules, and regulations while managing business risks.		
3/11/21	Utilization Management Nurse I	Care Coordination	Centerville Road	M-F, 8 am – 5 pm	Coordinates the utilization management decision-making process by conducting clinical reviews of proposed or completed services to determine medical appropriateness of services following evaluation of national standardized criteria, local plan rules, guidelines and benefit plan 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
3/11/21	HCC Coder	Finance	Raymond Diehl	M- F, 8 am – 5 pm	This role will provide coding quality auditing services and evaluate clinical documentation to ensure accurate coding. This position is responsible for timely communication of identified quality issues concerning documentation and coding. The ultimate goal is improvement in coding accuracy. The minimum productivity goal is set by	High School diploma or equivalent required. Associate's degree or equivalent from two-year college or technical school preferred. AAPC/AHIMA certification and at least 1 year of previous coding experience required. Certified Professional Coder (CPC) or Certified Risk Adjustment Coder (CRC) preferred.	None



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					project with an expectation of minimum 95% accuracy rate.		
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 ome 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
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 working knowledge of medical terminology.	None



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10/14/19	Certified Nursing Assistant	Central Supply	Metropolitan Blvd*	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 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.	

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