



# CAPITAL HEALTH PLAN (CHP)

Last Updated: November 10, 2020

**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>							
11/10/20	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.	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.  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.	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	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.  (*Based upon the company's needs, work location may be reassigned to Centerville or Governors Square at any time.)	
10/27/20	Receptionist (Member Services)	Member Services	Raymond Diehl	M-F, 8 am – 5 pm	Receptionist for walk-in traffic at the Raymond Diehl facility. Directs members with questions to appropriate personnel.	High school diploma or equivalent (GED). Strong verbal and written communication skills. Occasionally lift and/or move up to 25 pounds. Preference may be given to candidates with prior data entry experience.	None
10/27/20	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	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.	None



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					operational and financial results.	<p>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>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</p>	None



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						<p>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>	
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.	<p>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.</p> <p>(*Based upon the company's needs, work location may be reassigned to Centerville or Governors Square at any time.)</p>	None
9/29/20	Receptionist (Eye Care)	Eye Care	Governors Square*	Based upon the company's needs, weekly work	Serves as initial contact with CHP members in the Eye Care Dept and for direction of	High school diploma or equivalent (GED). Preference will be given to candidates	None



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				schedule may vary between M-F, 8am – 6pm or four 10-hour rotating shifts.	members through the system. Maintains appointment schedules, collects fees, manages medical records, telephone messages and patient flow.	with prior medical office experience.  (*Based upon the company's needs, work location may be reassigned at any time.)	
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 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
9/17/20	Physician Services Specialist	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,	None



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						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.	
8/28/20	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 project with an expectation of minimum 95% accuracy rate.	High School diploma or equivalent required. Associate’s degree or equivalent from two-year college or technical school preferred.	None
7/30/20	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	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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					rules, guidelines and benefit plan determinations.		
7/10/20	Mammography Technologist  <b>THERE IS A CANDIDATE PENDING FOR THIS POSITION</b>	Mammography	Governors Square	M-F, 8 am – 5 pm	Under the direction of a Radiologist, performs radiographic procedures.	Associate's degree (A. A.) or equivalent from two-year college or technical school in radiologic technology. American Registry of Radiologic Technologists (ARRT), Florida state license in General Radiologic Technology and Mammography. Must occasionally lift and/or move up to 50 pounds.	None
7/8/20	Optical Technician or Licensed Optician	Eye Care	Centerville Road*	Based upon the company's needs, weekly work schedule may vary between M-F 8 am – 6 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.  (*Based upon the company's needs, work location may be reassigned (to Centerville or	None



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						Governors' Square) at any time.)	
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 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
5/5/20	LPN or GPN (Nursing)  <b>THERE IS A CANDIDATE PENDING FOR THIS POSITION</b>	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





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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
2/24/20	Ophthalmic Technician	Eye Care	Governors Square*	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
11/22/19	Care Coordination Specialist	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	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	None



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					grievance and appeals process.	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.	
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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						(*Based upon the company's needs, work location may be reassigned at any time.)	
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 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)	None



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						certification and/or (3) seven years of related experience.  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.	
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
06/25/19	EDI Analyst  <b>THERE IS A CANDIDATE PENDING FOR THIS POSITION</b>	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.	