



CAPITAL HEALTH PLAN (CHP)

Last Updated: September 1, 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>							
9/1/21	Part-time RN (Urgent Care)	Urgent Care	Metropolitan Blvd	Two 12- hour rotating shifts (including every other weekend, evenings and 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
8/25/21	Individual Sales Representative	Sales & Account Services	Metropolitan Blvd	As required	Promotes and sells Capital Health Plan Marketplace Individual plans to individual and families through face-to-face benefit events, in person appointments and/or over the phone. Assists the Individual Sales & Retention Manager in coordinating, tracking, and monitoring a variety of time sensitive materials, projects, and reports related to Capital Health Plan Individual plans.	Bachelor's degree (B. A.) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience. A minimum of two years of related experience is preferred. Must obtain a State of Florida Health Insurance License within three months of employment date.	None
8/24/21	Member Services Representative (10 am–7 pm)	Member Services	Metropolitan Blvd	M-F, 10 am–7 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	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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					resolving problems concerning CHP membership and services.		
8/24/21	Member Services Representative (9 am–6 pm)	Member Services	Metropolitan Blvd	M-F, 9 am–6 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
8/24/21	Member Services Representative (8:30 am–5:30 pm)	Member Services	Metropolitan Blvd	M-F, 8:30 am–5:30 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
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 one health settings. Ensures appropriate care level and setting, facilitates discharge planning, and follow up medical services for patients assigned for care management. Directs patient	Licensed Medical Professional in the State of Florida. Experience with MS Office software required.	None



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					and family to resources for services not covered by insurance.		
8/11/21	Enrollment Representative	Enrollment	Metropolitan Blvd	M – F, 8:00 am – 5:00 pm	Responsible for processing member enrollments/terminations/updates, educating group administrators about eligibility, and performing various reconciliation activities.	High school diploma or general education degree (GED). Six months experience preferred. Must occasionally lift and/or move up to 25 pounds. Able to work evenings and Saturdays as directed.	None
8/11/21	Premium Billing Analyst	Premium Billing	Raymond Diehl	M-F, 8 am – 5 pm	Performs timely, accurate production of bill runs for Members and Groups enrollment. Performs analytical review to ensure data integrity. Provides consistent and accurate reconciliation of premium records.	High school diploma or equivalent (GED). Must occasionally lift and/or move up to 25 pounds. Skilled in use of MSWord, Excel and a calculator. A minimum of two years of related experience is preferred.	None
8/6/21	Accounting Clerk I	Finance – 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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8/6/21	Optical Laboratory Specialist	Eye Care	Governors Square	Based upon the company's needs, weekly work schedule may vary between M-F, 8am – 5:30 pm or four 10-hour rotating shifts.	Responsible for directing and providing optical fabrication services within the Eye Care Department. Manages the optical laboratory inventories and trains the Optical Technicians.	Bachelor's degree (BS/BA) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience. At least five years experience preferred.	None
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 operations, (2) developing HR	None



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						practices and initiative, and (3) implementing HRIS.	
7/19/21	RN (NVV CHA) THERE IS A CANDIDATE PENDING	NVV Center for Healthy Aging	Metropolitan Blvd	Mon – Fri, 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.	Florida RN License and Basic Life Support Certification. 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.	None
7/16/21	Receptionist (Radiology – part-time 5 - 9)	Radiology	Metropolitan Blvd	M-F, 5 pm – 9 pm, and some holidays as needed.	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). Regularly lift and/move up to 10 pounds, frequently lift and/move up to 15 pounds and occasionally lift and/or move more than 25 pounds.	None
7/16/21	LPN or GPN (Nursing)	Nursing	Governors Square*	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 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



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7/16/21	Receptionist (Eye Care)	Eye Care	Centerville Road*	Based upon the company's needs, weekly work schedule may vary between M-F, 8am – 5:30 pm.	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.	None
6/25/21	Ultrasonographer (part-time) THERE IS A CANDIDATE PENDING	Radiology	Metropolitan Blvd	M-F, 6 pm – 10 pm	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
5/26/21	Internal Auditor or Senior Internal Auditor THERE IS A CANDIDATE PENDING	Internal Audit	Raymond Diehl	As required	Performs internal audit activities in accordance with the approved Internal Audit Plan as assigned by the Director of Internal Audit.	Bachelor's degree (BA/BS) from four-year college or university. Preference will be given to candidates experienced with one or more of the following: (1) ACL, (2) SQL, (3) automated work papers, preferably AutoAudit, and (4) control self-assessments. IA: A minimum of three years of related experience is preferred.	None



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						SrIA: A minimum of five years of related experience is preferred. At least one of the following is required: Certified Public Accountant (CPA), Certified Internal Auditor (CIA), Certified Information Systems Auditor (CISA), or Certified Fraud Examiner (CFE).	
5/17/21	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
5/17/21	Care Coordination Specialist	Care Coordination	Centerville Road	M-F, 8:00 am – 5:00 pm	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,	None



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						weekends and holidays as directed, and to travel locally.	
5/17/21	Medical Assistant	Nursing	Centerville Road or Governors Square*	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.	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.	None
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	Applications Configuration Analyst THERE IS A CANDIDATE PENDING	Information Systems	Centerville	As required	Supports the core managed care system software (benefits, claims, enrollment, premium billing, provider/contract pricing, utilization management and security) and integrated	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	None

*Based upon company needs, work location may be reassigned at any time.



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					third-party applications. Responsible for the configuration of group benefit additions, terms and changes. Serves as a team resource for questions, concerns and remediation that require technical research and/or changes to configuration. Designs and create reports utilizing SQL type reporting tools, to troubleshoot issues and verify data integrity. Applies knowledge of process-flow analysis and major business automation functions to evaluate such needs. Provides communication between end users and the IS staff. Prepares project status reports.	experience. Five years experience preferred. Must occasionally lift and/or move up to 25 pounds.	
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	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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					installation and maintenance. Facilitates existing processes, standards, policies, procedures, guidelines, and/or equipment and makes process improvement recommendations 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	High School diploma or equivalent required. Associate's degree or equivalent from two-year college or technical school preferred.	None



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					accuracy. The minimum productivity goal is set by project with an expectation of minimum 95% accuracy rate.		
1/29/21	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
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	High school diploma or equivalent (GED). Microsoft Windows experience helpful. Must occasionally lift and/or move up to 10 pounds.	None



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					and administrative support services.	Preference will be given to candidates with prior medical office experience and a working knowledge of medical terminology.	
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.	
7/16/19	Actuarial Services Manager – Commercial	Finance	Raymond Diehl	As required	Interprets and evaluates federal and state regulations affecting payment parameters and pricing	Bachelor's degree (BA/BS) from four-year college or university; four to five years	None



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					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.	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) certification and/or (3) 7 years of related experience. CHP does not sponsor individuals for the purpose of obtaining or maintaining H-1B, O-1, or other	



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						nonimmigrant work authorizing status for this role.	
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 (AA) 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