



# CAPITAL HEALTH PLAN (CHP)

Last Updated: May 26, 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
<b><u>TO APPLY, PLEASE SUBMIT A SEPARATE EMPLOYMENT APPLICATION AND/OR RESUME PER JOB VACANCY</u></b>							
5/26/21	Internal Auditor or Senior Internal Auditor	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.	<p>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.</p> <p><b>IA:</b> A minimum of three years of related experience is preferred.</p> <p><b>SrIA:</b> 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).</p>	None
5/26/21	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,	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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					or refers contact to appropriate party. Provides assistance for resolving problems concerning CHP membership and services.		
5/26/21	Optical Technician or Licensed Optician	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.	None
5/26/21	Receptionist (Eye Care)	Eye Care	Governors Square*	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
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	Associate's degree (AA/AS) or equivalent from two-year college or technical school; or six months to one year related	None



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					Department, including the utilization management process, the case management process, and the grievance and appeals process.	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.	
5/17/21	LPN or GPN (Nursing)	Nursing	Centerville Road*	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
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	None



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						move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move more than 100 pounds.	
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	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 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	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. Must occasionally lift and/or move up to 25 pounds.	None



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					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.		
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 to management ensuring compliance with laws, rules, and regulations while managing business risks.	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
3/24/21	Claims Supervisor <b>THERE IS A</b>	Claims	Raymond Diehl	As required	Supervises, trains, monitors, and coordinates in all activities of staff engaged in timely and	High school diploma or equivalent (GED). Bachelor's degree is preferred.	None



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	<b>CANDIDATE PENDING FOR THIS POSITION</b>				accurate processing of fee for service and capitated insurance claims for payment.		
3/24/21	Actuarial Analyst I, II or Senior Actuarial Analyst	Finance – Actuarial Services	Raymond Diehl	As required	<p><b>AA I or II:</b> Develops and implements underwriting and pricing rates for employer group accounts in accordance with the Plan's underwriting guidelines. Monitor and analyze the Plan's underwriting performance and report results to management.</p> <p><b>SAA:</b> Assists in evaluating government regulations regarding product pricing and financial reporting to the Centers for Medicare and Medicaid Services (CMS). Responsible for underwriting and actuarial analyses in support of the Plan's premium rates. Reports to senior management, department heads and other staff on a variety of business support functions to evaluate and monitor operational activity and financial results.</p>	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. One or two actuarial exams preferred. <b>SAA:</b> At least five years related experience preferred. Associate of Society of Actuaries (ASA) certification preferred.	None



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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 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
2/25/21	LPN (NVV CHA) <b>THERE IS A CANDIDATE PENDING FOR THIS POSITION</b>	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	None



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						and/or move more than 100 pounds.	
2/10/21	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 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.	None
2/10/21	Receptionist (Mammography – part-time) <b>THERE IS A CANDIDATE PENDING FOR THIS POSITION</b>	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





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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
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
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	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	None



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					technology in an HRDOO environment. Propose HR solutions that support overall business objectives across multiple business lines.	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.	
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 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
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	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.		
6/25/20	LPN (Wound Care) <b>THERE IS A CANDIDATE PENDING FOR THIS POSITION</b>	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
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
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	



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						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 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	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	None



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					monitor Commercial operational activity and financial results.	<p>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.</p> <p>CHP 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 (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	None



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						experience preferred. Must occasionally lift and/or move up to 50 pounds. Occasionally exposed to risk of electrical shock.	