

# SCAN Health Plan

## Steps to Accessing the SCAN Career Center

1. Access the SCAN Health Plan career page <http://www.scanhealthplan.com/careers/>  
Click **“View all Current Opportunities”**



### Life at SCAN

Become part of a mission-driven team that makes a difference in the lives of seniors every day.

SCAN has a long history of finding and investing in ways to meet seniors' needs. This focus is what attracts employees to SCAN. For each and every one of us, the SCAN mission is personal. *Keeping Seniors Healthy and Independent* is both our mission and our passion.

That same commitment carries over to our employees. We provide the training, tools and support necessary to do your work. We reward effort and celebrate success. SCAN both develops and attracts people who are leading experts in their respective fields.

If the SCAN mission is one you believe in too, we invite you to explore the career opportunities at SCAN.

Why consider a career at SCAN?

- A competitive compensation and [benefits](#) program;
- An annual employee bonus program;
- Generous paid-time-off (PTO);
- Ten paid holidays per year;
- Excellent Retirement Savings program;
- A work-life balance; and
- An opportunity to become part of a team that makes a difference to our members and our community every day!

[> Equal Employment Opportunity & Affirmative Action Statement](#)



2. You can **“Search Open Jobs”** which returns specific positions based upon the criteria you search or you can **“Browse Open Jobs”** which returns a listing of all open positions.

scan HEALTH PLAN.

[Browse Open Jobs](#) [Search Open Jobs](#) [Edit Your Profile](#) [View Submitted Applications](#)

### Search Open Jobs

Keywords

Title

Location

City   Starts With

State

Postal Code

Within   miles  km

Records Per Page

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3. Click on the desired title for a complete description of that position.

scan  
HEALTH PLANS

Browse Open Jobs   Search Open Jobs   Edit Your Profile   View Submitted Applications

### Browse Open Jobs

Showing Records: 1 - 20  
Total Records: 20

Post Date	Requisition Number	Title	City	State
11/2/2015	15-0098	Administrative Assistant	Long Beach	CA
11/3/2015	15-0103	Administrative Assistant	Long Beach	CA
11/5/2015	15-0110	Broker Rep	Long Beach	CA
11/2/2015	15-0091	Claims Analyst	Long Beach	CA
11/2/2015	15-0092	Claims Examiner	Long Beach	CA
11/2/2015	15-0097	Encounter Data Specialist Sr-Tech	Long Beach	CA
11/9/2015	15-0120	Grievance & Appeals Coordinator	Long Beach	CA
11/3/2015	15-0100	Health Care Analyst Sr	Long Beach	CA
10/30/2015	15-0085	Member Services Trainer	Long Beach	CA
11/9/2015	15-0122	Nurse Practitioner (NP)	Stockton	CA
11/3/2015	15-0105	Pharmacy Analyst	Long Beach	CA
11/3/2015	15-0104	Pharmacy Coordinator	Long Beach	CA
11/4/2015	15-0109	Pharmacy Relations Coordinator	Long Beach	CA
11/6/2015	15-0118	Premium Billing Analyst	Long Beach	CA
11/3/2015	15-0101	Project Manager	Long Beach	CA
11/2/2015	15-0095	Reconciliation Spec	Long Beach	CA
11/3/2015	15-0102	SQL Database Admin	Long Beach	CA
11/2/2015	15-0090	Sup Claims - Customer Svc	Long Beach	CA
11/2/2015	15-0093	Sup Claims - Production	Long Beach	CA
11/5/2015	15-0099	Clinical Review Auditor	Long Beach	CA

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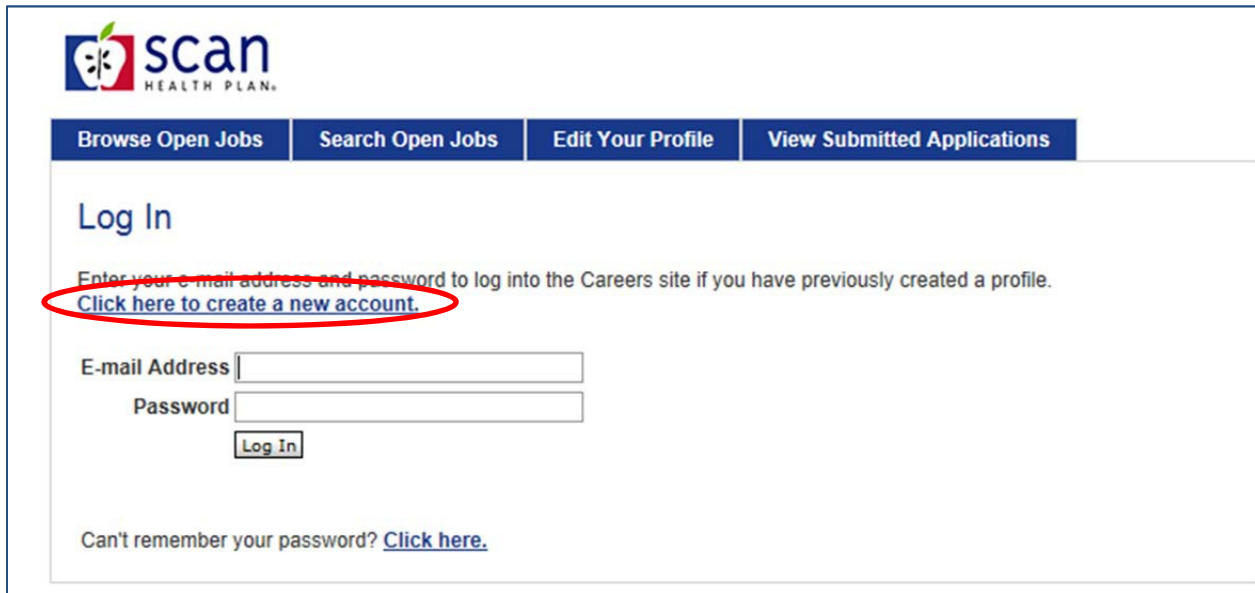
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4. Review the job posting. To apply for a position, click “**Apply Online**”.



5. **For new users:** you will be prompted to create a new profile. Complete the fields as indicated and submit your information.

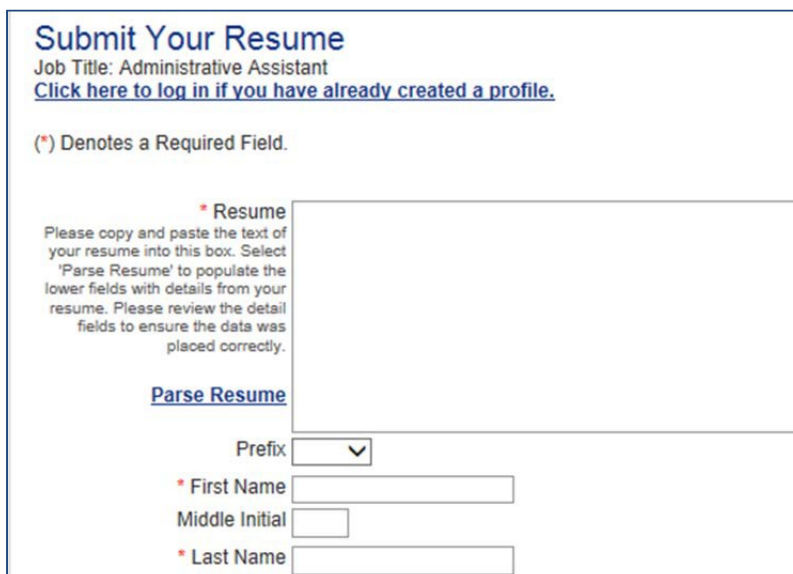
**Note: this login will be required for future access to the SCAN Career Center.**



The screenshot shows the SCAN Health Plan website's login page. At the top left is the SCAN logo. Below it are four navigation tabs: "Browse Open Jobs", "Search Open Jobs", "Edit Your Profile", and "View Submitted Applications". The main heading is "Log In". Below the heading is a text prompt: "Enter your e-mail address and password to log into the Careers site if you have previously created a profile." A link "Click here to create a new account." is circled in red. Below this are two input fields: "E-mail Address" and "Password", followed by a "Log In" button. At the bottom, there is a link: "Can't remember your password? [Click here.](#)"

**For existing/registered users:** login using the credentials you previously established in the system. If you do not remember your password, you can utilize the password retrieval link.

6. **New users only:** You will be asked a series of questions and have the ability to upload and parse your resume.
- When you parse your resume, the system will pre-populate details from your resume into the appropriate fields.
- If you were referred by a current SCAN employee, please be sure to indicate the person's name.



The screenshot shows the "Submit Your Resume" form. The title is "Submit Your Resume" in blue. Below it is the job title "Administrative Assistant" and a link: "Click here to log in if you have already created a profile." A note says "(\*) Denotes a Required Field." The main section is titled "\* Resume" and contains instructions: "Please copy and paste the text of your resume into this box. Select 'Parse Resume' to populate the lower fields with details from your resume. Please review the detail fields to ensure the data was placed correctly." Below the instructions is a "Parse Resume" button. Underneath are several input fields: "Prefix" with a dropdown arrow, "\* First Name", "Middle Initial", and "\* Last Name".

7. **New users only:** You will also be prompted to create a password and choose a security question. This information should be returned for future reference, should you visit the site again.

\* E-mail

[Why do I need e-mail?](#)

\* Password (minimum 6 characters)

\* Confirm Password

E-mail me new jobs matching my resume


\* Secret Question and Answer

Secret Question

Secret Answer

The secret question allows you to access your account even if you cannot remember your password. Be sure to answer the question with a simple answer that you will remember later.

8. You will be asked to Voluntarily Identify **Race/Ethnicity** and **Veteran Status**:



[Browse Open Jobs](#) [Search Open Jobs](#) [Edit Your Profile](#) [View Submitted Applications](#) [Log Out](#)

### Voluntary Self Identification

We are an employer subject to certain government recordkeeping and reporting requirements in accordance with civil rights law and regulations. We are also subject to the Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, which requires government contractors to take affirmative action to employ and advance in employment protected veterans. To comply with these laws, we invite applicants to voluntarily self-identify their gender, race/ethnicity, and veteran status. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information provided will be used in ways that are not inconsistent with the above-mentioned laws and regulations. The information you submit will be kept confidential and may only be used in accordance with applicable federal, state, and local laws and regulations. When reported, the data will not identify any specific individual.

Gender

Diversity

Are you a Protected Veteran?

In which branch of the U.S. military did you serve?

### Race/Ethnicity Categories:

**Hispanic or Latino** - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

**White (Not Hispanic or Latino)** - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

**Black or African American (Not Hispanic or Latino)** - A person having origins in any of the black racial groups of Africa.

**Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)** - A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.


**Asian (Not Hispanic or Latino)** - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

**American Indian or Alaska Native (Not Hispanic or Latino)** - A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

**Two or More Races (Not Hispanic or Latino)** - All persons who identify with more than one of the above five races.

### Protected Veterans Definitions:

9. You will be asked to **Voluntarily Self-Identify Disability**:



[Browse Open Jobs](#) [Search Open Jobs](#) [Edit Your Profile](#) [View Submitted Applications](#) [Log Out](#)

Form CC-305  
OMB Control Number 1250-0005  
Expires 1/31/2017  
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## Voluntary Self-Identification of Disability

**Why are you being asked to complete this form?**

Because we do business with the government, we must reach out to, hire, and provide equal opportunity to qualified people with disabilities.<sup>1</sup> To help us measure how well we are doing, we are asking you to tell us if you have a disability or if you ever had a disability. Completing this form is voluntary, but we hope that you will choose to fill it out. If you are applying for a job, any answer you give will be kept private and will not be used against you in any way.

If you already work for us, your answer will not be used against you in any way. Because a person may become disabled at any time, we are required to ask all of our employees to update their information every five years. You may voluntarily self-identify as having a disability on this form without fear of any punishment because you did not identify as having a disability earlier.

10. Your profile is complete and has been submitted for review.



The screenshot displays the SCAN Health Plan user interface. At the top left is the SCAN logo, which consists of a stylized apple icon with a green leaf and the text "scan HEALTH PLAN". Below the logo is a horizontal navigation bar with five blue buttons: "Browse Open Jobs", "Search Open Jobs", "Edit Your Profile", "View Submitted Applications", and "Log Out". Below the navigation bar, a message reads: "Thank you, [blue square] for updating your profile." The blue square is a placeholder for the user's name.

Once your resume is received, it will be carefully reviewed against the requirements of the position. If your experience and skills match our needs, you will be contacted by our Human Resources Department.

SCAN is an equal opportunity employer. All qualified applicants will receive consideration for employment.