



Title: School Nurse/Health Practitioner ACCESS Program (Internal Staff)

Department: Office of Special Finance

Reports To: Program Manager, Access

For forward-thinking administrators and educators, opportunities abound in the School District of Philadelphia. The School District of Philadelphia is committed to transforming the education opportunities it offers the city's more than 203,000 school-aged children. The District seeks leaders who have a passion for working with schools, principals and communities who are committed to ensuring all students achieve. Serving a population as diverse as ours requires creativity, commitment and vision. Will you join us?

Job Summary

This is Medicaid reimbursement work coordinating the medical authorization activities of the School Based ACCESS Program. Individuals in this role certify that the health-related services in the Individualized Education Plan (IEP), the Permission to Evaluate (PTE) and Permission to Re-evaluate (PTRE) are medically necessary. Additionally, work involves participating in the monitoring the District's activities for compliance with federal and state Medicaid reimbursement guidelines.

Essential Functions

- Reviews documentation from providers and schools for completeness and accuracy; assists in the assurance that the recommendation for service as well as the provider and type of service for which reimbursement is being sought meets the eligibility requirements.
- Meets with administrators and field staff to review policies and procedures and other program requirements as needed.
- Provides medical authorization guidance to health care providers and school staff as needed.
- Participates in the examination of program records as required to provide medical authorization of services.
- Assists with the compilation of interdepartmental data pertaining to the program.
- Coordinates and assists with the exchange of data for the necessary parties to determine student eligibility for medical authorization of IEP health related services.
- Serves as a liaison with District employees and third-party providers.
- Attends scheduled meetings.

Other Functions

- Assists with special projects as needed.

Minimum Requirements

- Possession of a valid-license as a certified registered nurse practitioner (C.R.N.P.) issued by the State Board of Nursing, Commonwealth of Pennsylvania
- Possession of a valid School Nurse Certificate issued by the Commonwealth of

Pennsylvania

- Must be a permanently appointed nurse practitioner in the School District of Philadelphia for two or more years.
- Must be a Medicaid Referring Provider with a valid Medicaid number in good standing
- Provide proof of a Collaborative Agreement with a supervising physician
- Provide proof of professional insurance for their CRNP services

OR

- A combination of Health Claim experience determined to be acceptable by SDP to fill this school-based process.

• **All work experience related to the position must be included on the resume.**

Knowledge, Skills and Abilities

• **Demonstrated knowledge of:**

- CPT and ICD-10 coding.
- standard customer service practices and procedures.
- the methods and techniques for effective program administration.
- evaluation and therapeutic interventions provided to students in a school setting.
- medical terminology.
- the principles, practice and techniques of public health, pediatric nursing and the relationship of school health programs to other health and welfare agencies.
- community organizations and facilities as related to school health and related programs.
- Special Education programming and related forms

• **Ability to:**

- Work before and/or after school and weekends, as needed.
- Communicate effectively both orally and in writing.
- Establish and maintain effective working relationships with students, parents, school personnel and community agencies.

Other Requirements:

- Must have a record of good attendance, defined as no more than 18 occasions of personal illness and/or lateness over the last 3 years.
- No unsatisfactory documents currently on file.
- Must maintain current licensure, professional liability insurance and Medicaid status.

Compensation:

- **\$39.87** per hour.
- This work will be performed before/after school hours and weekends as needed.
- Required hours will be dependent upon the volume of IEP, PTE and PTRE submissions.

To be eligible for selection, candidates must:

Submit a letter of interest and resume which support the candidate's qualification, skills and knowledge of the position and supports the selection for criteria to:

Michelle Ovington

Director, Financial Services, ACCESS

Email: movington@philasd.org

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Nondiscrimination

The School District of Philadelphia provides to all persons equal access to all categories of employment in this District, regardless of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin or handicap/disability, gender identity, or genetic information. Please refer to Board Policy 104 for further information regarding the District's commitment to Nondiscrimination in Employment Practices.