PPEC Scheduling

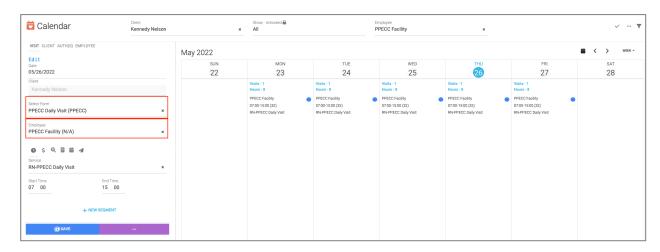Main Calendar: assignments are created for billing & clinical
PPEC Calendar: used by employees for facility check-in & clock in/out for payroll

CubHub has created a Facility Client and a Facility Employee in the background to allow for proper scheduling from the main calendar.

From the main calendar, a client gets scheduled at the facility as follows:

1. Select Client in the Client Filter
2. Client will automatically be scheduled with the 'facility' employee
3. Form should be the Daily Visit
4. The service line will be a billable code, if it is a billable assignment.
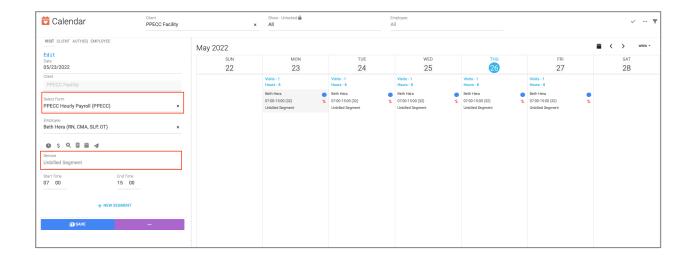
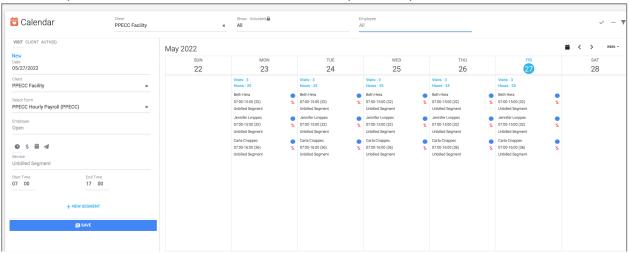This is the assignment that multiple employees will be charting against.

From the main calendar, an employee is scheduled at the facility as follows:

1. Select the Facility in the Client Filter (because the employee will be working for the day)
2. Select the employee who will be working that day
3. Form should be the PPEC Payroll form
4. The service line will be an Unbilled Segment

   (Pictures Below)

Multiple clinicians will be scheduled at the facility each day:

From the PPEC Calendar:

- Users may view the employees scheduled at the facility every day
- Employees may clock into the facility each day
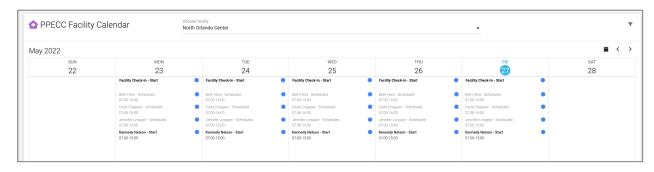- Employees may clinically chart and clock out of the facility

The filter below is View by Schedule: it will show the clients scheduled at facility and the Facility check in:

The page may also be filtered by Employees only:

or All (Employees & Clients)

Note that all the employee assignments they are grayed out because they may only be accessed by the employee who is scheduled to clock in/out of the facility

Only a user who is logged in as an employee and schedule at the facility on current date can access the clinical for a patient. The calendar is view only for all other users

Employee at the Facility:

Employees must clock in before completing facility check-in form or beginning to see clients.

Once clocked-in, users will see:

- User's name at the top of each day where scheduled
- the facility check-in form
- the assignment(s) for any client who is at that facility

TO CLOCK IN & COMPLETE CHECK-IN FORM:

1. User will click on name
2. Pops up will confirm clock in time
   Time will default to what is scheduled in the main calendar, but user can change this time and it will update the main calendar.

3. Once clocked in it will show 'Clocked In' next to the employee's name
4. Now that the employee is clocked-in, the user may complete the facility check in
   This is a generic form that the employee completes signaling to Cubhub that the safety checks have been made and it is now appropriate to accept clients in the facility and clinically chart.

When a client arrives at the facility, any employee who is already clocked into the facility may start the client's assignment and clock them into the facility ***THIS IS WHERE THE BILLING BEGINS FOR THE CLIENT***