

Removing Shifts in CubHub

Scheduled and Open Shifts

1. Go to Calendar and filter by week or month, clinician, patient, and/or date to find shift(s).
2. **Option 1:** Select shift(s) by clicking circle beside scheduled and/or open shifts> Go to action options in top right-hand corner> Select Delete> See pop up and confirm you want to remove the assignments by clicking OK.

MON 21	TUE 22
Visits - 1 Hours - 9	Visits - 2 Hours - 6
Karen Hecate 07:00-16:00 (36) RN-SandataCo SP	Open 21:00-00:00 (12) LVN-PPCC
	Alex Martinez 21:00-00:00 (12) LVN-school

Are you sure you want to delete all the selected assignments?

CANCEL

OK

2. **Option 2:** Open the individual shift> Go to the purple action options> Select Remove> See the pop up and click OK.

Edit

Date

02/23/2022

Client

Cora Arden

Select Form

PDN Shift (PDN)

Employee

Kare

Mark as Complete

Mark As Missed

Service

Remove

RN-S

Verify

Start

07

History (Updated by: Michelle Schneider)

SAVE

SUN 20	MON 21	TUE 22	WED 23
Visits - 1 Hours - 7			Visits - 2 Hours - 12
Alex Martinez 00:00-07:00 (28) LVN-PPCC			Karen Hecate 07:00-16:00 (36) RN-SandataCo SP
			Alex Martinez 21:00-00:00 (12) LVN-school

Are you sure you want to remove this event?

CANCEL

OK

Working Shifts

Clinical data will **not** be saved if shift is removed.

1. Go to Calendar and filter by week or month, clinician, patient, and/or date to find shift(s).
2. Open the individual shift> Go to the purple action options> Select Remove> See the pop up and click OK.

VISIT CLIENT AUTH(S) EMPLOYEE

Cora Arden

Select Form

PDN Shift (PDN)

Employee

Karen Hecate (RN | 01/01/2010-12/31...)

Open Assignment

Mark as Complete

Mark As Missed

Remove

Verify

History (Updated by: Karen Hecate)

SAVE

...

February 2022

SUN	MON
13	14

Visits - 1
Hours - 9

Karen Hecate
07:00-16:00 (36)
RN-SandataCo SP

Submitted - Pending QA – Shifts

Clinical data will **not** be saved if shift is removed.

A shift can only be removed from the system from either scheduled or working status. Follow the below steps to put a shift back in working status.

1. Go to Clinical> Quality Assurance> Filter by clinician, patient, and/or date to better identify correct shift> Select the shift and Preview or Approve. *If the shift is simply being deleted from the clinical record/calendar, user can Approve without previewing and without signature.*

QA Assignments								
Search							1-3 of 3 (filtered from 33 total entries)	< >
<input type="checkbox"/>	Date	Patient Name	Form	Clinician (Signee)	Care Manager	Status	Last Note	Alerts
<input checked="" type="checkbox"/>	01/18/2022	Granger, Hermione	T2K SLP Visit	Hera, Beth	Not Assigned	Pending QA	01/18/2022 19:03:16 CST	...

Approve Multiple

This will approve 1 assignments at one time, without reviewing.
You can continue to Approve with or without a Signature.

APPROVE WITH SIGNATURE

APPROVE W/O SIGNATURE

- Go to Client> Action options> Chart> Visits> Select action options beside 'Completed' visit> Select Re-Open Visit> Select 'Working' status and click OK in the pop up.

Client List

granger

1-1 of 1

Name	Team	Care Manager(s)	Service Type
Hermione Granger	Dallas		ST

Plan of Care

Assessments

Visits

Orders

Documents

Profile

Chart

ST Live Patient Record

Reset Assignment Status

Select your visit status type (this will delete the current PDF). You can reset it to working, or put it back into QA.

✓ Working

Pending QA

CANCEL

OK

- Once shift is in working status, follow the above steps for Working Shifts to remove from calendar

Submitted – Completed through QA – Shifts

Clinical data will **not** be saved if shift is removed.

- Go to Client> Action options> Chart> Visits> Select action options beside 'Completed' visit> Select Re-Open Visit> Select 'Working' status and click OK in the pop up.

Client List

granger

1-1 of 1

Name	Team	Care Manager(s)	Service Type
Hermione Granger	Dallas		ST

Plan of Care
Assessments
Visits
Orders
Documents

Profile
Chart
ST Live Patient Record

Reset Assignment Status

Select your visit status type (this will delete the current PDF). You can reset it to working, or put it back into QA.

✓ Working
Pending QA

CANCEL OK

- Once shift is in working status, follow the above steps for Working Shifts to remove from calendar

Verified Shifts

Once a shift is Verified (billed and/or paid) it is **not** possible for it to be removed.

If the shift has been verified, but has not been run through billing and payroll - Select box beside shift> Action options> Un-verify.

Follow steps for the Submitted Shifts to remove from the calendar – no clinical data will be saved.