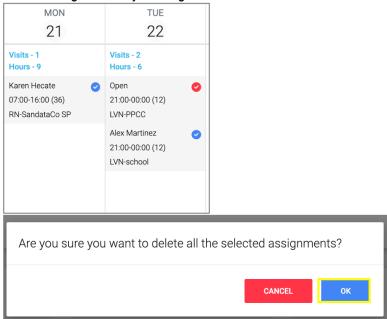
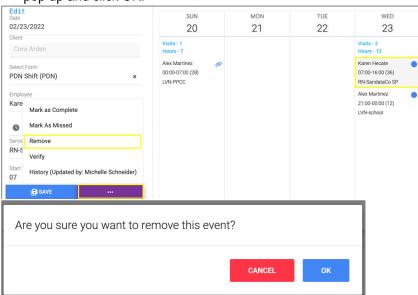
Removing Shifts in CubHub

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.



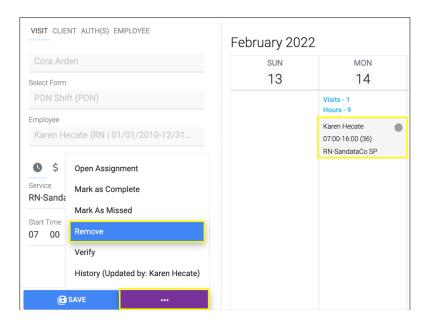
Option 2: Open the individual shift> Go to the purple action options> Select Remove> See the pop up and click OK.



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.



Submitted - Pending QA - Shifts

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

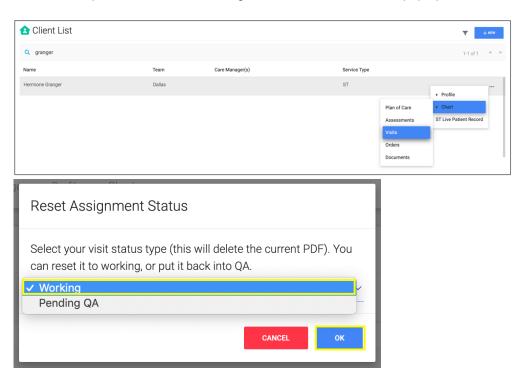
A shift can only be removed from the system from either scheduled or working status. Follow the below steps to put a shift back in working status.

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.





2. 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.

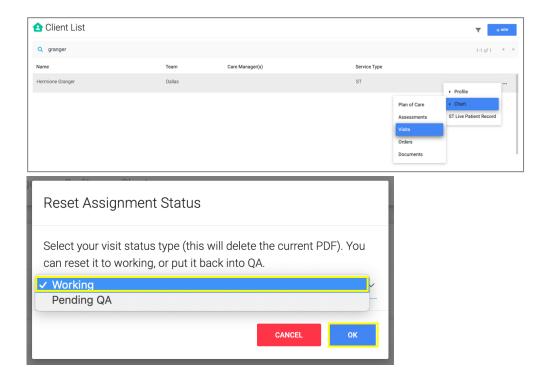


3. Once shift is in working status, follow the above steps for Working Shifts to remove from calendar

Submitted – Completed through QA – Shifts

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

1. 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.



2. 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.