

Adding modifiers, codes, and payers into CubHub



Add modifiers, then codes, and then payers to allow the system to pull the needed information into each field.

Billing> Modifiers> +New> Input code & description> Save

Modifiers added here will be available for selection, when adding service codes to payers.

Billing Code Modifier Details:

Code

Description

Billing Code Status:

Inactive

Active

SAVE

Billing> Codes> +New> Input code & description> Save

Billing codes added here will be available for selection, when adding service codes to payers.

Billing Code Details:

Code

Description

Billing Code Status:

Inactive

Active

SAVE

Billing> Payers> +New> Input payer settings & contact info> Save

Payers added here will be available for selection in patient charts.

Payer level discounts added will apply to all service codes added to that payer.

INFOE-FILE OPTIONS

PAYER SETTINGS

Payer Name

EDI Payer ID

Provider Number

Evx Provider

None

Evx Claim Filing Method Override

None

Discount Type

Discount Amount

Insurance Type

11 - Other Non-Federal

Address Option

Client

Evx State

Evx NPI Override

Evx Integration Code

Pre-Auth Required Prior to Eval/Assess

CONTACT INFO

Addresses

+ NEW

Type

Street 1

Apt/Site #

City

State

Zip C.

Phone Numbers

+ NEW

Type

Phone Number

Description

Adding Service Codes to Payers:

Billing> Payers> Open payer> Service Codes> +New> Input selections> Save

The service code description must start with the discipline followed by a unique identifier. We suggest using the insurance name/abbreviation. For Example: RN-UHC-S where RN is the discipline, UHC is the abbreviation for United Health Care and the S stands for Specialized.

Required fields include:

Code, Skill, Description, & Default Form Type

Add in all service codes that can be billed to a payer.

Once service codes are input, the rate schedule for each code may be added and additional discounts applied.
See below for additional information on rate schedules.

Create Service Code

Service Code

T1000 Private Duty/Independent Nursing

x

Skill

RN

x

Description

RN-UHC-S

Display Name

UB-04 Revenue Code

Default Form Type

PDN Shift

x

Acuity Level

Not Applicable

Modifier (1)

Modifier (2)

Modifier (3)

Modifier (4)

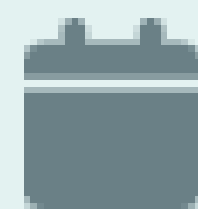
SAVE

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Rate Schedules



Click the calendar icon next to each service code to add in the rate schedule specific to that code.

Billing> Payers> Click into payer> Service Codes> Calendar icon> Input discounts> Input schedule> +Schedule (if needed)> Save

To create or change a service code schedule:

• Enter an End date for the current Service Code Schedule

• Click the plus (+) button to add new Service Code Schedule

• Enter a new service code Start date and Rate

• Dates cannot overlap, but must be continuous

Current Payer Discount 75%

Start	End	Rate	Rate Type
		207.2	Per Hour
Discount Amount	Discount Type	Calculated	
		\$51.80	

+ SCHEDULE

SAVE

Individual Service Code Discounts

When editing an individual service code the current payer level discount will show in top portion of modal.

To override an individual service code select the discount type: % or \$ enter the discount value.

Unless user overrides the payer level discount and type these two fields may remain blank.

When a new code is added this is automatically applied and the calculated rate shows in the grid.

Discount Amount	Discount Type	Calculated
50	%	\$103.60

In this example the payer level discount is 75% but this code has an override discount of 50%

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E-File Options

[Billing](#) > [Payers](#) > [Open payer](#) > [E-File Options](#) > [Input data](#) > [Save](#)

Check the payer's e-file options to ensure it is pulling to the correct form type with the correct information in each field.

INFO	E-FILE OPTIONS	CONTRACTS	DOCUMENTS
<div><div><div>GENERAL</div><div>Form Type HCFA 1500</div><div>Federal Tax ID Team Tax Id</div><div>Facility Address Option Team</div><div>Accept Assignments Yes</div><div>Claim Filing Method Send To Waystar</div></div><div><div>BOX CONFIGURATION</div><div>Box 4 Type of Service 12 - Home</div><div>Box 14 Date Date of Current Illness/Injury</div><div>Provider Signature on File Yes</div><div>Box 24 Qualifier and Identification G2 - Payer Provider Commercial Number</div><div>Box 24J NPI Team NPI</div></div><div><div>BOX CONFIGURATION (CONTD)</div><div>Box 31 Occurrence Co... Send Blank</div><div>Box 32 Date Type Send Blank</div><div>Box 33 Date Type Send Blank</div><div>Box 34 Date Type Send Blank</div><div>Box 31 Occurrence Co...</div><div>Box 32 Occurrence Co...</div><div>Box 33 Occurrence Co...</div><div>Box 34 Occurrence Co...</div><div>Rendering Provider State License</div></div></div>			

EVV Specific Options

The following fields are required to send successfully to EVV:

EVV Provider

EVV State

EVV Integration Code

EVV Claim Filing Override (optional field)

This allows for the payer's e-File options to be overridden based on the service code selected in a patient's authorization.

Please see EVV Provider specific guides for more information.

Cloning a Payer

[Billing](#) > [Payers](#) > [Action ellipsis on payer line](#) > [Clone](#) > [Input data](#) > [Save](#)

The clone feature can be used to duplicate payer information quickly, and adjustments can be made to payer details, as needed.

N/A

...

View Service Codes

Clone

Inactivating a Payer

[Billing](#) > [Payers](#) > [Open payer](#) > [Toggle to Inactive](#) > [Save](#)

Inactive payers will show when filtered to Inactive in the Payers List.

Inactive ☐ Active

User Group Permissions Needed

Admin:

Billing Code Modifiers

Billing Codes

Payers

Service Codes & Rates:

Payers