


HHAX File EVV

CubHub Systems

Patient Set Up

Users will need to ensure the Medicaid ID field, for each patient with an EVV payer, is input into the patient profile.

Click Steps: Clients> List> action options next to patient name> Profile> Demographics> input Medicaid ID> Save

 Client - Happy Friday

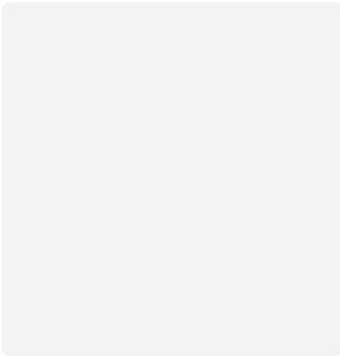
PROFILE

CLIENT

SERVICE DETAILS/SKILLS

PHYSICIANS

CONTACTS



SELECT IMAGE

PATIENT DATA

Team

Dallas

×

☐ Exclude From Reports

MRN (last: 00009993)

221122

×

Medicaid ID

1842712096

Referral Source

ABC Hospital

×

Referral Date

12/04/2020

Payer Set Up

Select HHAX v4 or HHAX v5 (state dependent) in the EVV Provider field. The EVV State and EVV Integration Code must be input, as well. The payer will provide the integration code, or, oftentimes it matches the EDI Payer ID.

Click Steps: Billing> Payers> Click on payer> Select 'HHA Exchange File ____' in EVV Provider field> Input EVV Integration Code> Select EVV State> Save

Note: Any payer requiring EVV should have a correlating EVV state address.

Note: If all service codes for the payer do not send to HHAX, the payer's E-file options and the EVV Claim Filing Method Override selections should be adjusted accordingly. Please contact support@cubhubsystems.com for help setting this up correctly.

HHA Exchange FL Inactive ☒ Active

INFO E-FILE OPTIONS CONTRACTS DOCUMENTS

PAYER SETTINGS

Payer Name HHA Exchange FL EDI Payer ID EVVFL Provider Number 78697698679

Evv Provider HHA eXchange File (v4) Evv Claim Filing Method Override None

Discount Type --- Discount Amount ---

Benefit Code/Group --- Insurance Type MC - Medicaid Address Option Client

Evv State FL Evv NPI Override --- Evv Integration Code EVVFL

Payer Set Up

The Claim Filing Method for the payer should be set to 'Handle Manually.'

Billing> Payers> Click on payer> E-File Options> Select 'Handle Manually' in the Claim Filing Method field>Save

The screenshot shows a web interface for 'HHA Exchange FL'. At the top, there is a toggle switch for 'Inactive' and 'Active', with the 'Active' option selected. Below this is a navigation bar with four tabs: 'INFO', 'E-FILE OPTIONS' (which is active), 'CONTRACTS', and 'DOCUMENTS'. The main content area is titled 'GENERAL' and contains several fields: 'Form Type' with the value 'HCFA 1500', 'Federal Tax ID' with the value 'Tax ID - 26-2929231', 'Facility Address Option' with the value 'Patient', and 'Accept Assignments' with the value 'Yes'. At the bottom, the 'Claim Filing Method' field is highlighted with a yellow border and contains the value 'Handle Manually'.

INFO	E-FILE OPTIONS	CONTRACTS	DOCUMENTS
GENERAL			
Form Type HCFA 1500			
Federal Tax ID Tax ID - 26-2929231			
Facility Address Option Patient			
Accept Assignments Yes			
Claim Filing Method Handle Manually			

Electronic Visit Verification

VISIT CLIENT AUTH(S) EMPLOYEE

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UPDATE EVV

Visit Edit Code

Visit Edit: Additional Info

Visit Edit Action Taken

Manual Start D... Manual End Date

Manual Start Ti... Manual End Ti...

00 00 00 00

EVV details are available to users in the calendar.

When users click on an assignment and into the EVV section of the shift, they will see the:

-options to add reason codes, actions, & notes, when needed

-options to override date & times with a manual override

-scheduled start/end times

-actual start/end times

-differences between scheduled and actual for clock in/out and distance

			In	Out
Scheduled				
Actual				
Manual				
Time Delta				
Distance	N/A	N/A		
Delta	(miles)	(miles)		

Manual Override

When a manual override is input for the date and/or time on an assignment, a reason code is required. Save changes by clicking [Update EVV](#).

UPDATE EVV

Visit Edit Code

(HHAX) Address did not link to the client (GPS). - 107

(HHAX) Agency unable to provide replacement coverage (no show, no replacement). - 120

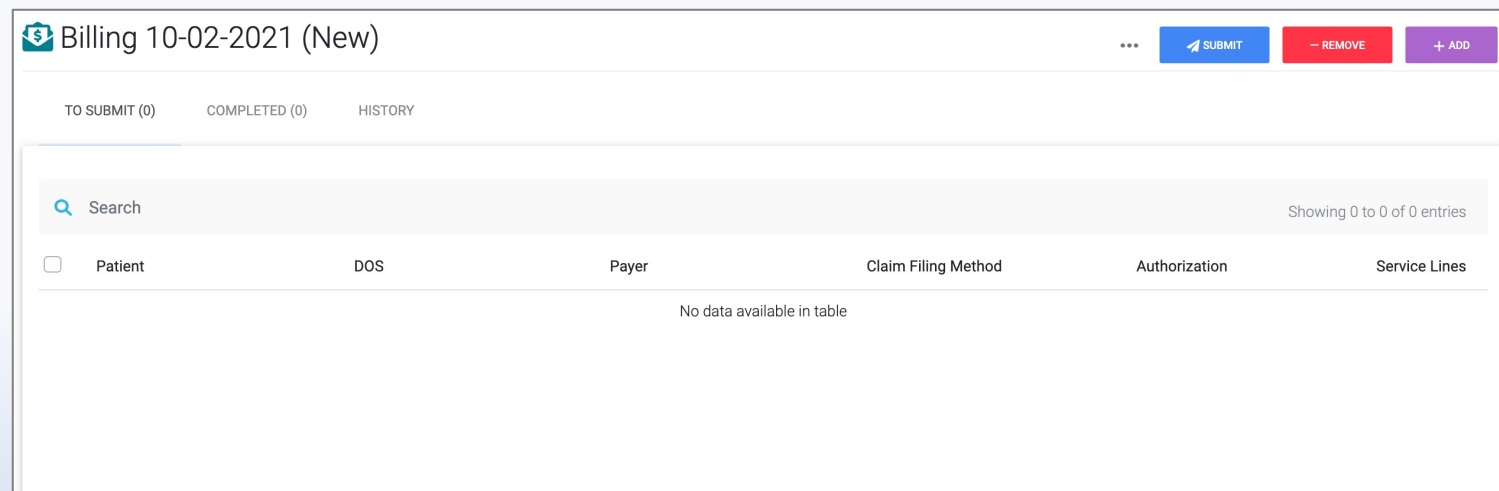
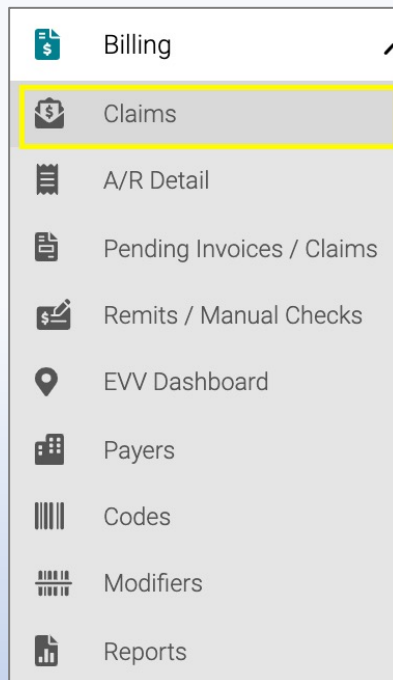
(HHAX) Attendant called in to or out of the EVV system early or late. - 111

Note: Add reason codes that include (HHAX) in front of them.

Billing: Create Claims

Even though your HHAX File payers are set to Handle Manually, the claims should be added to billing batches and submitted with your other claims.

Billing> Claims> Create Batch> +Add> Add claims to batch> Submit



AB
V Invoice Number
12789AH008
12789AH008
12789AH008
12789AH008
12789AH008
13129AI1023
13129AI1023
13129AI1023
13129AI1023
13129AI1023
13129AI1023
13522AI1016
13522AI1017
15427AJ1018
13522AI1018
13522AI1018
13915AI1018
13915AI1018
13915AI1018
13915AI1018
13915AI1018
14118AI1006
14118AI1006
14118AI1006
14118AI1006
14118AI1006
14577AI1008
14577AI1008
14577AI1008
14577AI1008
14577AI1008
14916AJ1034
14916AJ1034
14916AJ1034
14916AJ1035
14916AJ1035
15427AJ1018

Claim numbers will be created and generate to the HHAX file.

Billing: HHAX File

After claims are created, users will be able to access the HHAX File by going to Ops> Reports> Billing Reports> EVV -HHA eXchange (v4 or v5)> Input dates> Queue Report

The screenshot shows the 'Billing Reports' interface. At the top, there's a header with 'Billing Reports' and a 'QUEUE REPORT(S)' button. Below the header, there are tabs for 'BILLING REPORTS', 'HISTORY', and 'MEC'. The main content area has a 'Team Filter' section with buttons for 'Dallas', 'Austin', and 'Demo'. Below that is a 'Report' section with a dropdown menu showing 'EVV - HHA eXchange (v4)'. Further down, there are input fields for 'Start' (09/26/2021) and 'End' (10/02/2021). To the right of these is a 'Patient Status' dropdown set to 'Active'. Below the date fields are 'Payer(s)' and 'Employee(s)' fields, both currently empty. To the right of these is an 'Admin Service Type(s)' field. At the bottom left, there is a checkbox for 'Pending Claims Only'. At the bottom right, there is a checkbox for 'Exclude Unbilled' which is checked. A yellow box highlights the 'Report' dropdown, the 'Patient Status' dropdown, and the 'Exclude Unbilled' checkbox.











Note: Use 'Exclude Unbilled' to prevent assignments not yet billed from pulling to the HHAX File.

Note: The HHAX file should NOT be opened prior to sending it to HHAX. Users may choose to run it multiple times to check information prior to uploading it to HHAX.

Billing: Pending Invoices/Claims

Claims will be available in Pending Invoices/Manual Claims and can be moved to the A/R in CubHub AFTER they are processed by the Exchange.

[Billing](#)> [Pending Invoices/Claims](#)> [Select the claims](#)> [Action options](#)> [Send to the A/R](#)

 Billing	^
 Claims	
 A/R Detail	
 Pending Invoices / Claims	
 Remits / Manual Checks	
 EVV Dashboard	
 Payers	
 Codes	
 Modifiers	
 Reports	

Pending Invoices / Claims

ALL

...

Q

Search

1-2 of 2

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>

<input type="checkbox"/>	Type	Claim Number	Patient	Payer	DOS Start	DOS End	Service Lines	Billed Amount	Expected Payment	Paid Amount	Balance	EVV Status	
<input type="checkbox"/>	EVV	M-398BH1000	Calypso FL, C.	HHA Exchange FL	07/19/2021	07/21/2021	0 / 0	\$72.72	\$72.72	\$0.00	\$72.72	Unsent	...
<input type="checkbox"/>	EVV	M-398BH1001	Calypso FL, C.	HHA Exchange FL	08/02/2021	08/04/2021	0 / 0	\$72.72	\$72.72	\$0.00	\$72.72	Unsent	...

Type: EVV will designate claims that are being billed to HHAX or Tellus and need to be moved to the A/R
EVV Status: Not applicable for HHAX File claims at this time. That column can be ignored.

EVV Detail Report

The EVV Detail Report can be run to cross-check EVV data, pinpoint specifics on assignments and reason codes, and to quickly access all capture data for each assignment. Use filters to run the report for specific dates or only EVV payers, if needed, as this data is captured on all assignments for all patients.

[Billing](#)> [Reports](#)> [EVV Detail](#)> [Filter](#)> [Queue Report](#)

Billing Reports

QUEUE REPORT(S)

BILLING REPORTS HISTORY MEC

Team Filter

Dallas × Greece, Inc × Austin × San Antonio × ABC Therapy Company × NURSING × Call × Demo × PPECC × Colorado × ×

Report

EVV Detail ×

Start End

Patient Status

Active

Patient(s)

Payer(s)

Employee(s)

Admin Service Type(s)

☐ Exclude Unbilled

☐ Pending Claims Only

Edit EVV Times

Edit EVV Times is a permission that should be assigned to user groups who may need the ability to manually edit visit times in the calendar.

ADMIN				
BILLING				
CALENDAR				
CLINICIAN				
DASHBOARD				
FAX				
PATIENT				
PCG RESET				
PERSON				
PHYSICIANS				
SERVICE CODES AND RATES				
USER				
NOTIFICATIONS				
	<input checked="" type="checkbox"/> View	<input checked="" type="checkbox"/> Edit	<input checked="" type="checkbox"/> Delete	<input checked="" type="checkbox"/> Download
Billing Code Modifiers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Billing Codes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Branch	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Clinician	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Custom Fields	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Custom Medications	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Edit EVV Times		<input checked="" type="checkbox"/>		
Eligibility	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Favorite Medications	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Holiday	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Mobile Devices	<input checked="" type="checkbox"/>			
Mobile Instructions	<input checked="" type="checkbox"/>			
Note Attachments		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Notes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Orders	<input checked="" type="checkbox"/>			
Pay Rates	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Payers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Permissions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		

Admin> Permissions> Double click permission group> Admin> Check box for Edit EVV Times> Save

The permission allows users in this group to:

- receive notification of assignments kicked back from the aggregator
- go into the assignment and manually override the EVV time
- change the visit times after payroll and billing