HHAX File EVV

CubHub Systems

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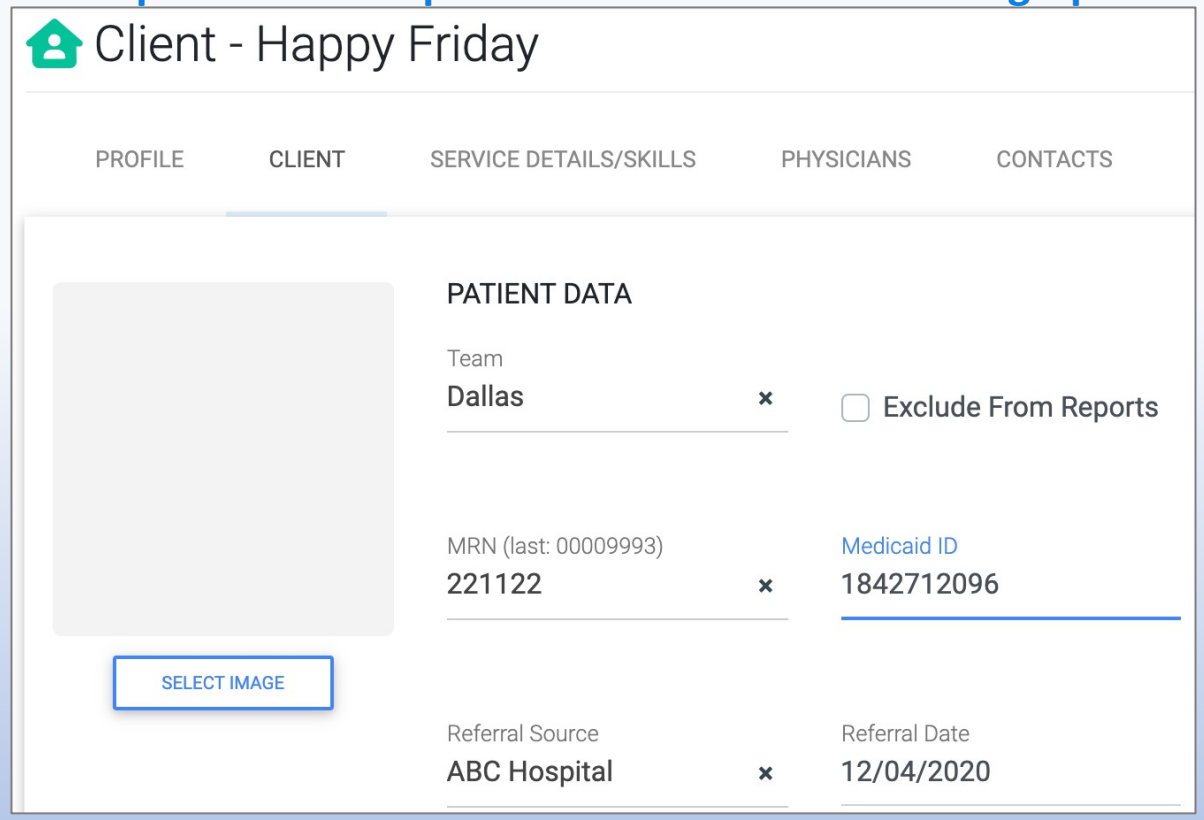
Patient Set Up

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



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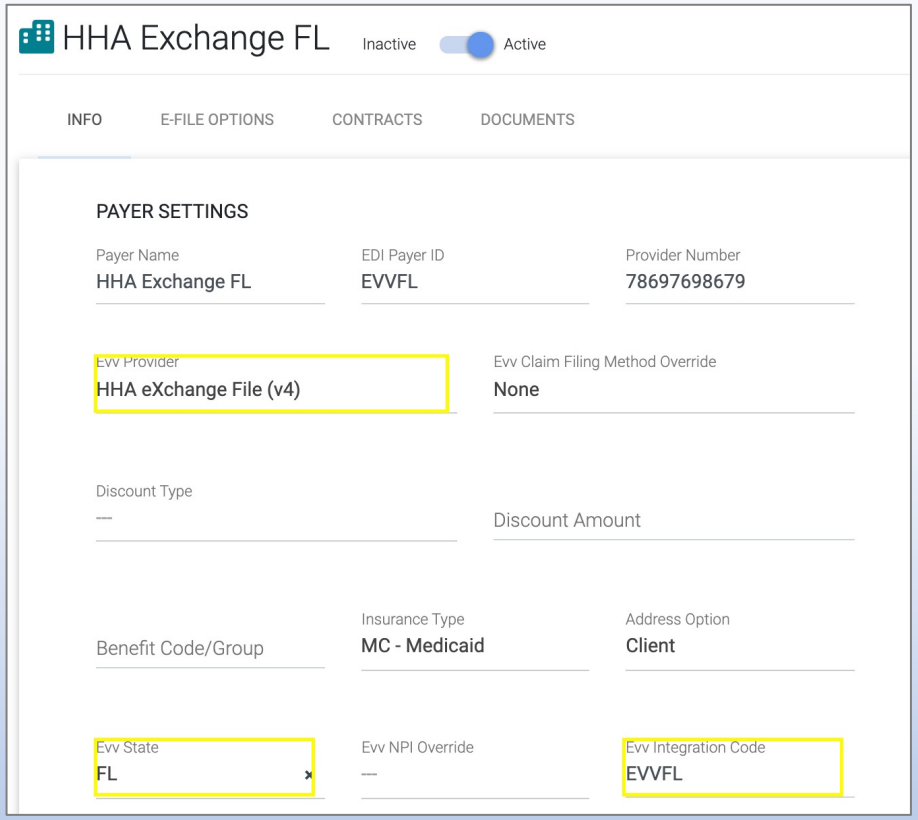
Payer Set Up

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.

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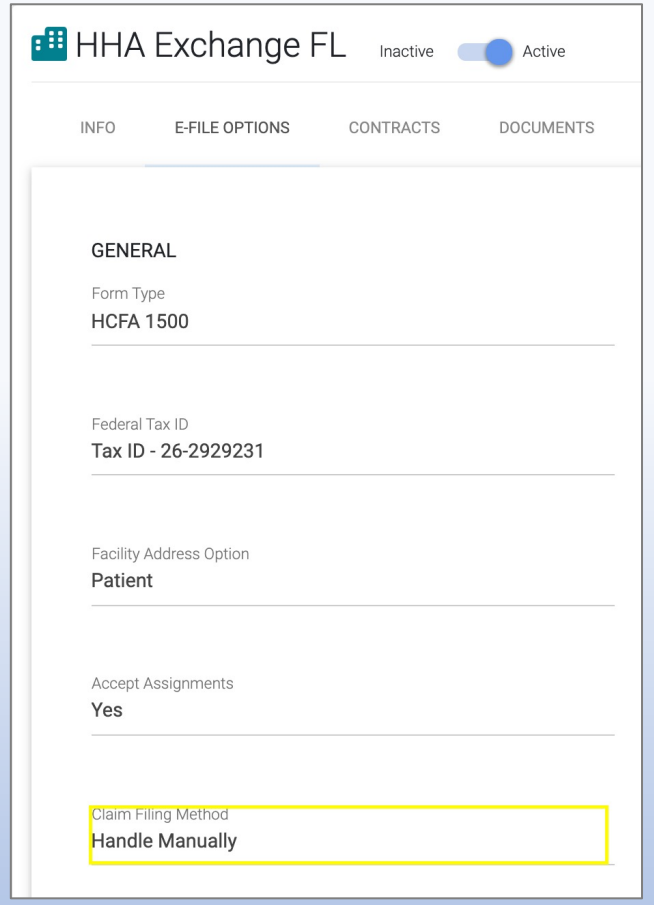
Payer Set Up

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



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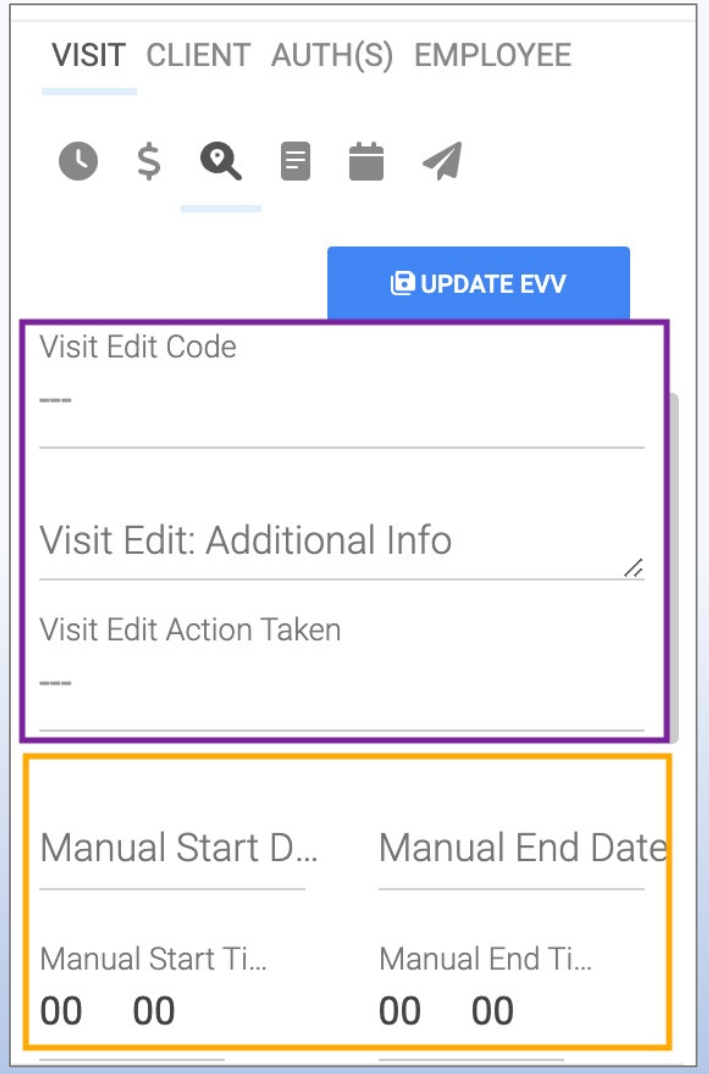
Electronic Visit Verification



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:

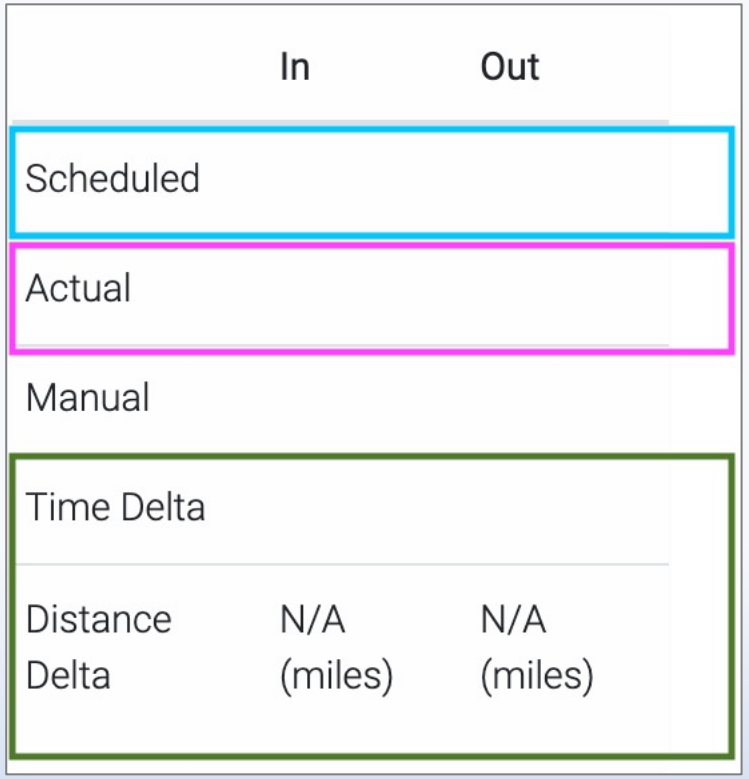
-options to add reason codes, actions, & notes, when needed

-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



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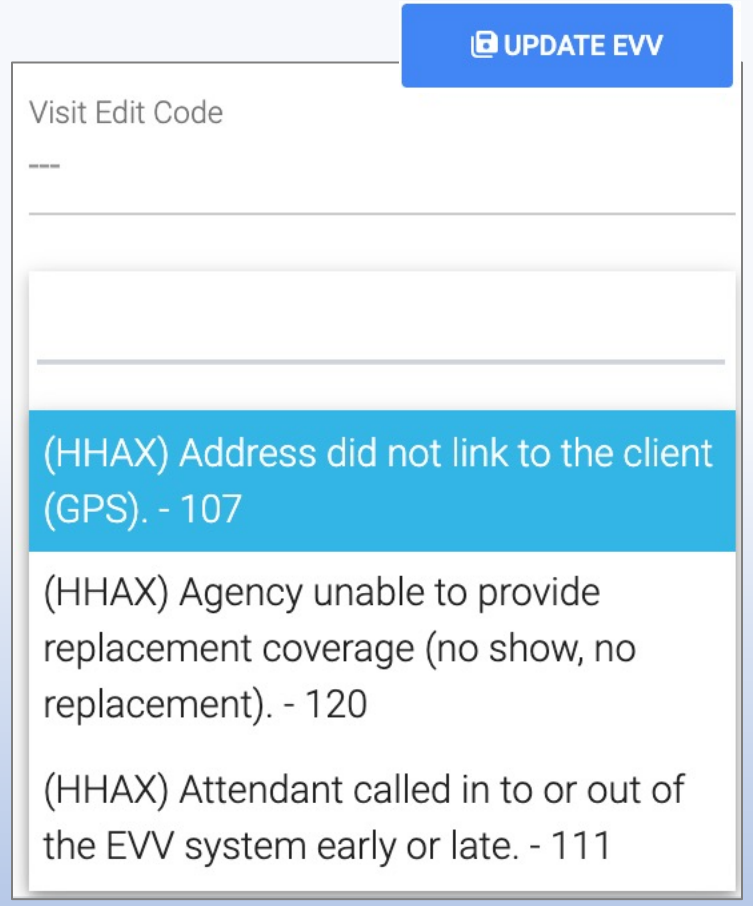
Manual Override

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 .



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

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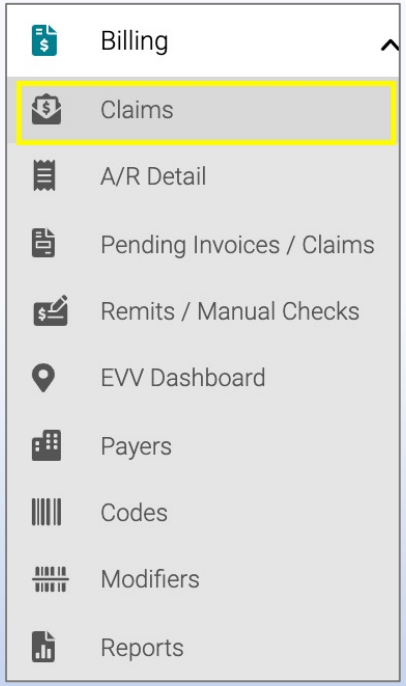
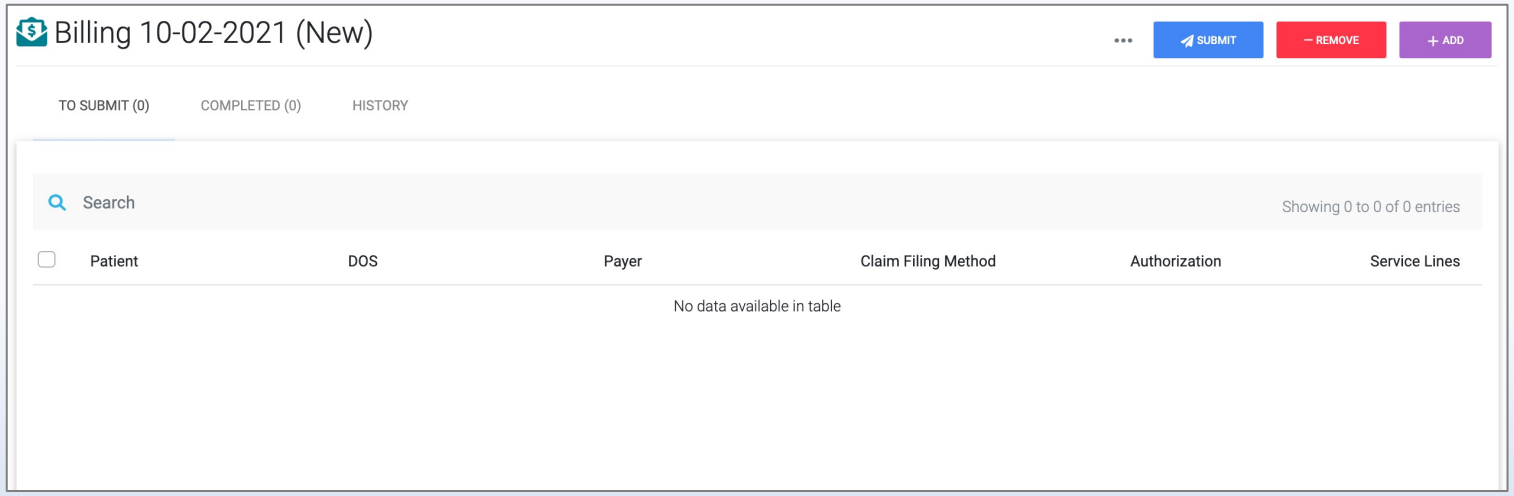
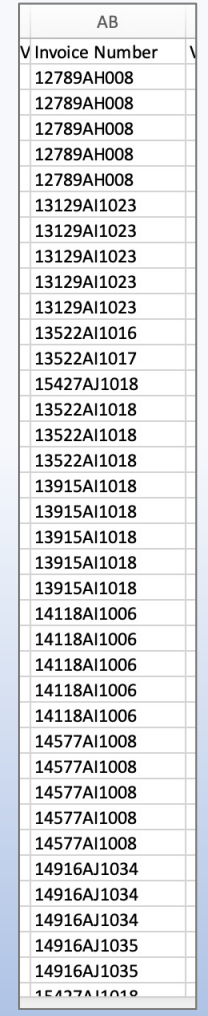
Billing: Create Claims

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







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

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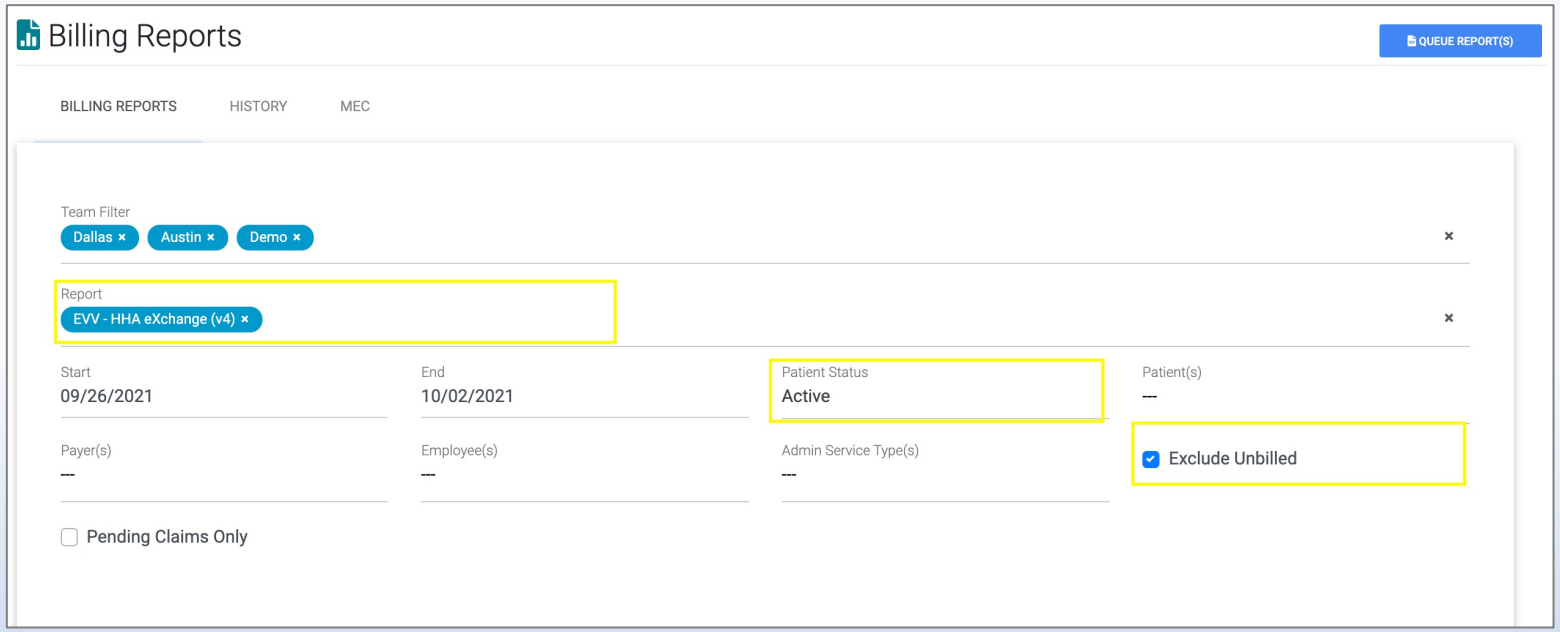
Billing: HHAX File

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



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.

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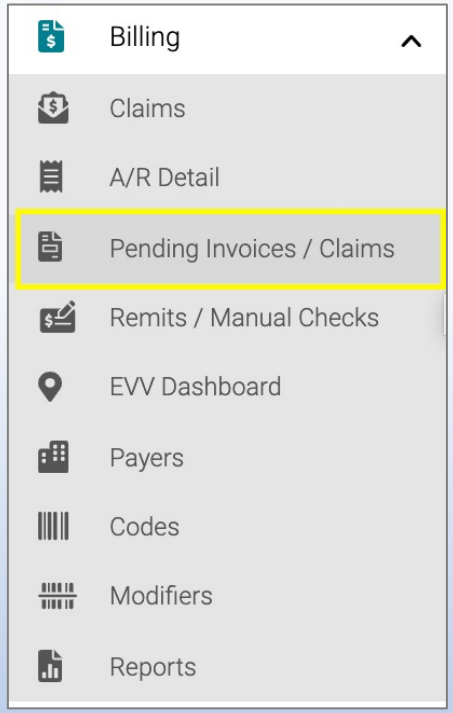
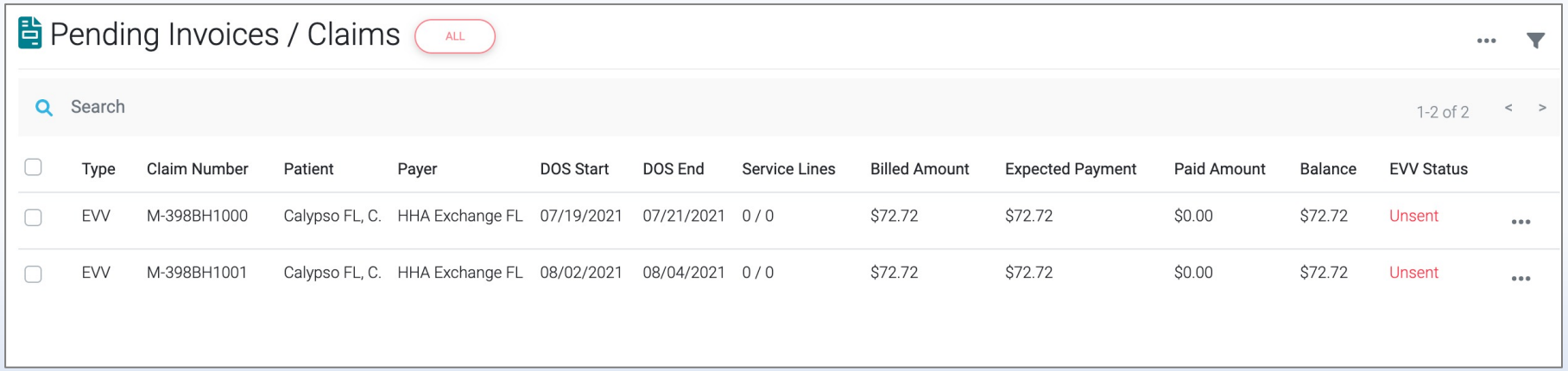
Billing: Pending Invoices/Claims

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





Type	Claim Number	Patient	Payer	DOS Start	DOS End	Service Lines	Billed Amount	Expected Payment	Paid Amount	Balance	EVV Status
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
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.

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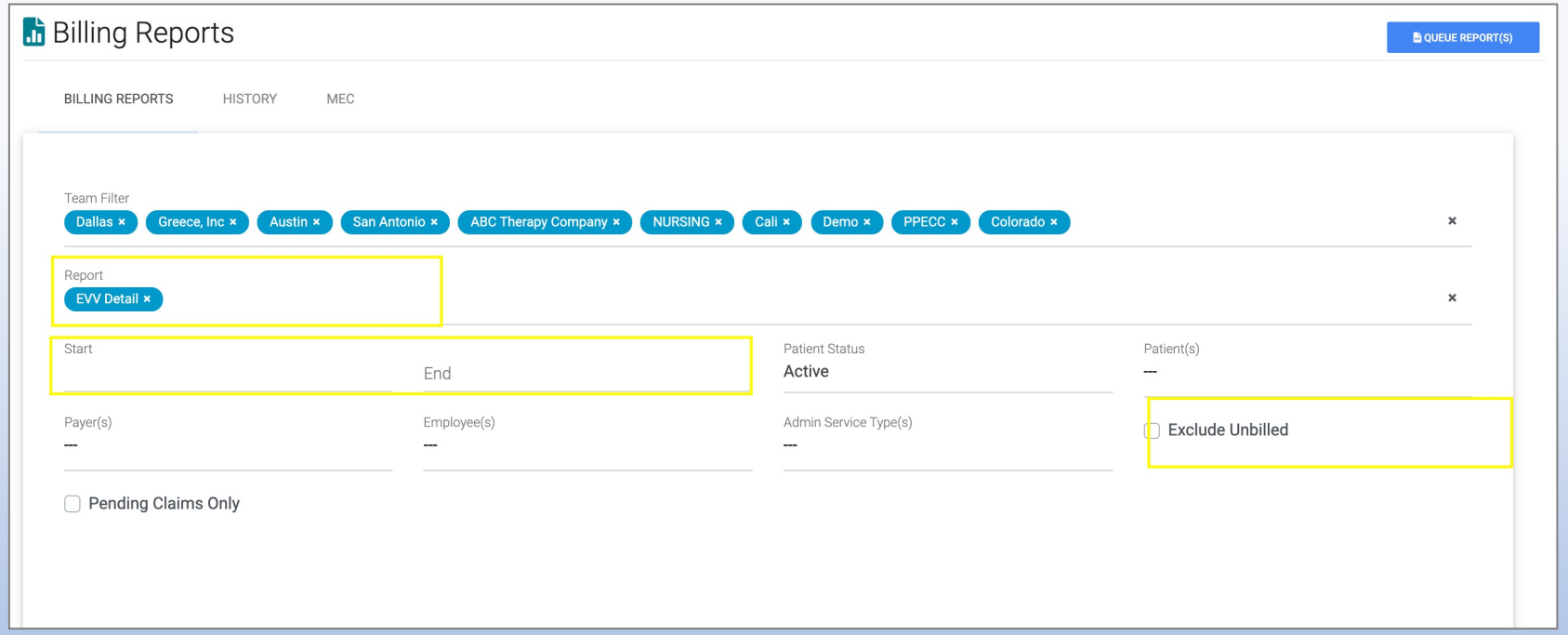
EVV Detail Report

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



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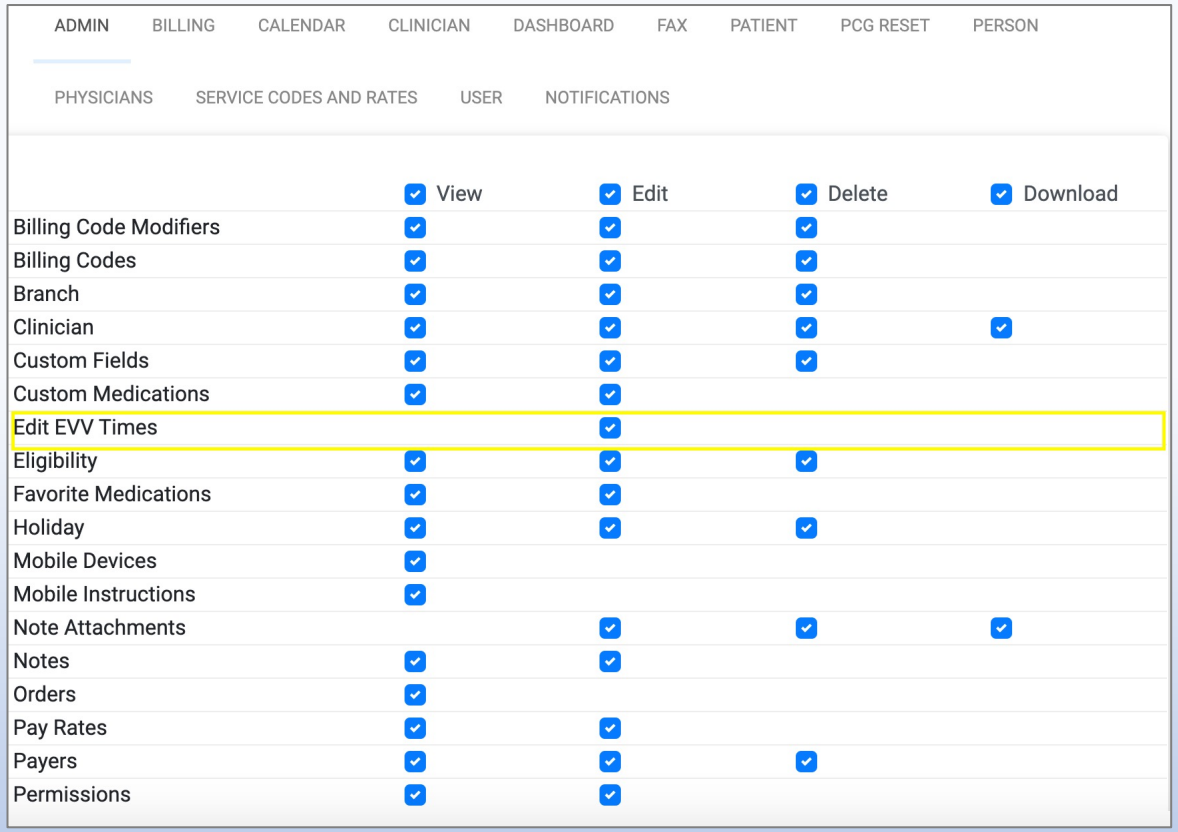
Edit EVV Times

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> 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

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