


# Celltrak Tellus 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

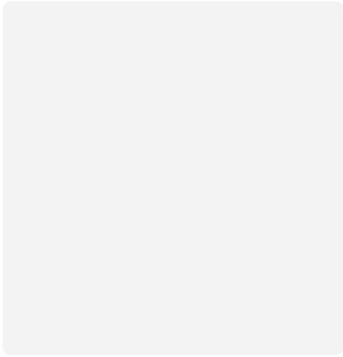
PROFILE

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: Payer Settings

The EVV Provider selected for EVV payers should be Celltrak Tellus. EVV State and EVV Integration Code fields must be included in payer set up, as well. The payer can provide the integration code, or, oftentimes it matches the EDI Payer ID.

**Billing> Payers> Click on payer>  
Select 'Celltrak Tellus' in EVV  
Provider field> Input the EVV State  
& EVV Integration Code> Save**

Note: The state selected in the payer's address must match the field designating EVV State.

Georgia Medicaid Inactive ☒ Active

INFO E-FILE OPTIONS CONTRACTS DOCUMENTS

**PAYER SETTINGS**

Payer Name Georgia Medicaid EDI Payer ID GAMED Provider Number 212121

EvV Provider CellTrak Tellus EvV Claim Filing Method Override Send to EVV

Discount Type Discount Amount

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

EvV State GA EvV NPI Override EvV Integration Code GATELL

Note: CubHub will allow users to designate only specific service codes go to Tellus and others to send on to the clearing house. These settings are controlled in the e-File Options and the EVV Claim Filing Override fields.

*Please contact [support@cubhubsystems.com](mailto:support@cubhubsystems.com) for assistance with this step.*

# Payer Set Up: Service Codes

Service Codes will need to be set up with Celltrak Codes for successful integration. [Billing> Payers> Action options beside payer> Service Codes> Check box 'EVV Enabled'> Celltrak Code> Select matching code specific to service code> Save](#)

Edit Service Code

*The service code description must start with the discipline followed by an abbreviation.*  
*Example: RN-UHC-S where RN is the discipline, UHC is the abbreviation.*

Service Code

S9122 Unskilled

×

Skill

HHA

×

☒ EVV Enabled

DELETE

SAVE

Note: PA Tellus does not require Celltrak Code

CellTrak Code

S9122 - Home Health Aide or Certified Nurse Assistant (590-CCS...

×

DELETE

SAVE

# Payer Set Up: Claim Filing Method

The Claim Filing Method for the payer will depend on if all service codes attached to the payer will or will not go to Tellus.

**Billing> Payers> Click on payer> E-File Options> Select correct method in the Claim Filing Method field>Save**

If **all** service codes attached to payer **DO go to Tellus**, set as 'Send to EVV.'

GENERAL

Form Type  
HCFA 1500

Federal Tax ID  
Send as Blank

Facility Address Option  
Patient

Accept Assignments  
Yes

Claim Filing Method  
Send to EVV

If all service codes attached to payer **DO NOT go to Tellus**, set as 'Go to Waystar' AND set EVV Claim Filing Override in the payer details to 'Send to EVV.'

Georgia Medicaid Inactive ☒ Active

INFO E-FILE OPTIONS CONTRACTS DOCUMENTS

PAYER SETTINGS

Payer Name Georgia Medicaid EDI Payer ID GAMED Provider Number 212121

Evv Provider CellTrak Tellus Evv Claim Filing Method Override Send to EVV

Georgia Medicaid Inactive ☒ Active

INFO E-FILE OPTIONS CONTRACTS DOCUMENTS

GENERAL

Form Type  
HCFA 1500

Federal Tax ID  
Team Tax Id

Facility Address Option  
Patient

Accept Assignments  
Yes

Claim Filing Method  
Send To Waystar

# Electronic Visit Verification

VISIT

CLIENT

AUTH(S)

EMPLOYEE

🕒

\$

🔍

☰

📅

📌

📅 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

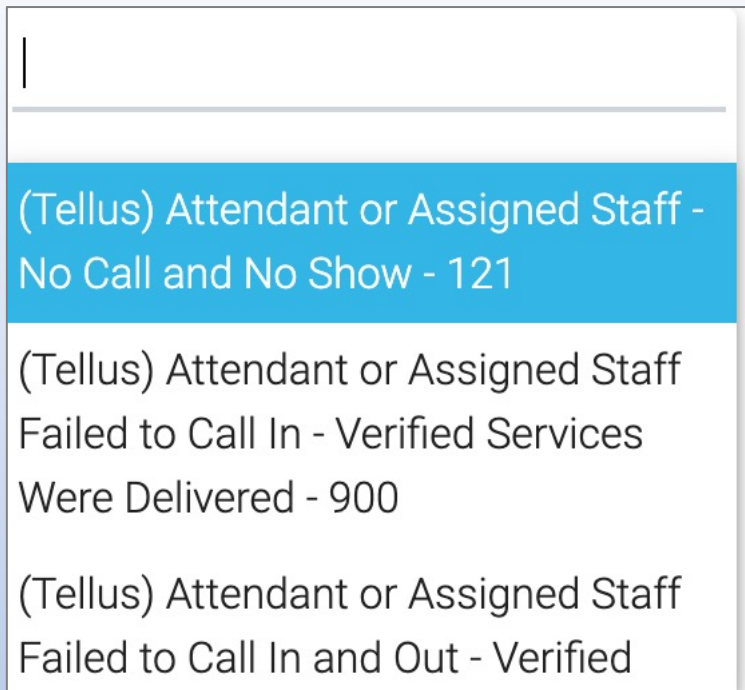
-actual start/end times

-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](#) .



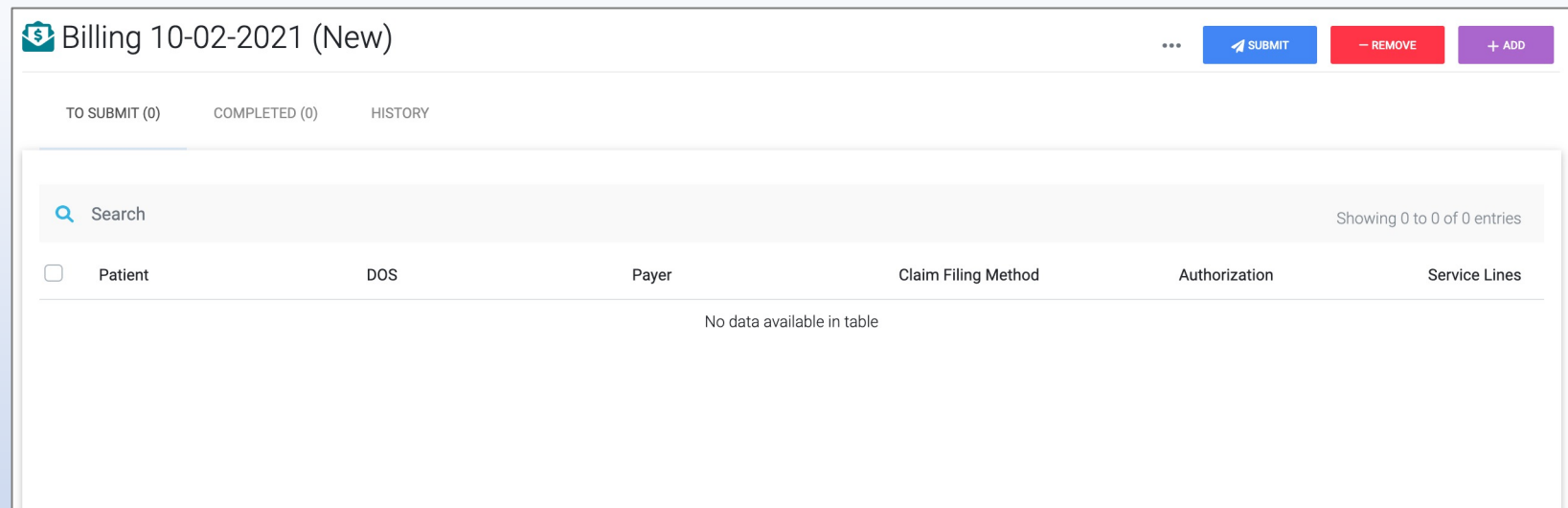
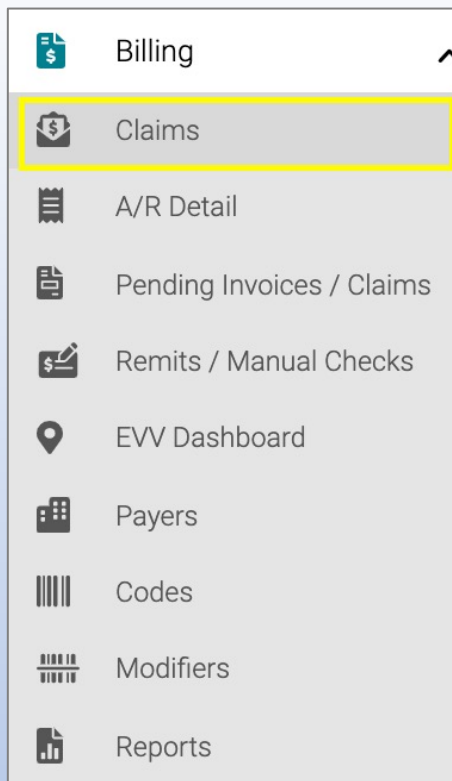
A screenshot of a web application's dropdown menu. The menu is open, showing a list of reason codes. The first option, "(Tellus) Attendant or Assigned Staff - No Call and No Show - 121", is highlighted in blue. The other options are "(Tellus) Attendant or Assigned Staff Failed to Call In - Verified Services Were Delivered - 900" and "(Tellus) Attendant or Assigned Staff Failed to Call In and Out - Verified".

- (Tellus) Attendant or Assigned Staff - No Call and No Show - 121
- (Tellus) Attendant or Assigned Staff Failed to Call In - Verified Services Were Delivered - 900
- (Tellus) Attendant or Assigned Staff Failed to Call In and Out - Verified

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

# Billing: Create Claims

Tellus claims should be added to billing batches and submitted with your other claims. [Billing> Claims> Create Batch> +Add> Add claims to batch> Submit](#)













Claims automatically send to Tellus once submitted.



# 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 Tellus.

[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

<

>


<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:** Should use status to gauge when to send to A/R based on your company's procedures.


# EVV Dashboard

To view an active or completed list of visits being sent to the EVV aggregator, users should use the EVV Dashboard. This page should be managed daily.

[Billing](#) > **EVV Dashboard**

 EVV Dashboard

...



QUEUE

Start

10/06/2021

End

10/20/2021


EVV Provider

CO (CellTrakSandata)

Status

Error

APPLY

 Search

51-64 of 64

<

>

☐

Id

Team

Patient

Employee

Payer

Schedule

Status

Last Action

Message

# EVV Dashboard: Overview

## Start/End Dates

Intended process will include using latest billing period to manage assignments

## EVV Provider

Able to view assignments for one provider at a time

## Status Options

**All:** view all statuses

**Completed:** shows list of completed assignments


**Error:** where most users will manage this screen to work through

**Not Sent:** missed or never sent data


**Processing:** currently being processed

**Queued:** ready to send, will send automatically from queued screen

**Note: Statuses that should be managed daily include Errors & Not Sent**

 EVV Dashboard

...



QUEUE

Start

End

EVV Provider

Status


10/06/2021

10/20/2021

CO (CellTrakSandata)

Error

APPLY

 Search

51-64 of 64

<

>

☐

Id

Team

Patient

Employee

Payer

Schedule

Status

Last Action


Message

Note: Always click Apply after making updates to filter options.

# EVV Dashboard: Overview

Advanced Filter Options: [Evv Dashboard](#)> [Filter Icon](#)

EVV Dashboard

...  [QUEUE](#)

Advanced Filter

Team Filter

Dallas

Greece, Inc

Austin

San Antonio

ABC Therapy Company

NURSING

Cali

Demo

PPECC

Colorado

Employee(s)

Client(s)

Payer(s)

☒ Exclude Unbilled

RESET

APPLY

**Team Filter:** will default to assigned teams; can add or remove teams

**Employee(s):** use to filter by one or multiple employees

**Client(s):** use to filter by one or multiple clients

**Payer(s):** use to filter by one or multiple payers

**Exclude Unbilled:** will be checked by default to only include billed assignments; can be unchecked to show unbilled assignments

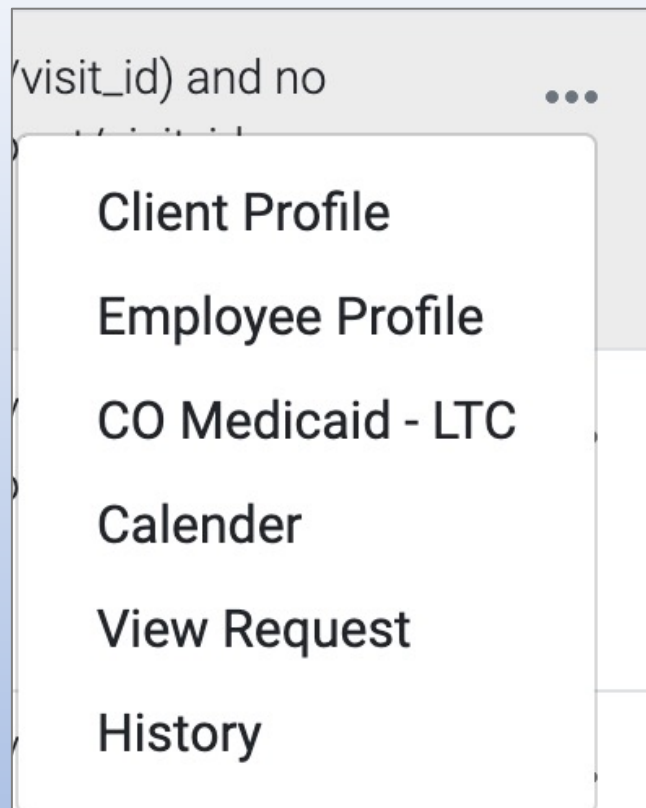
Note: Always click Apply after making updates to filter options.

Copyright © 2021 CubHub Systems Inc.

# EVV Dashboard: Errors

Quickly access profiles, payers, the calendar, etc. to make needed adjustments and fix the errors on assignments.

**Billing> EVV Dashboard> Action  
ellipsis beside assignment**

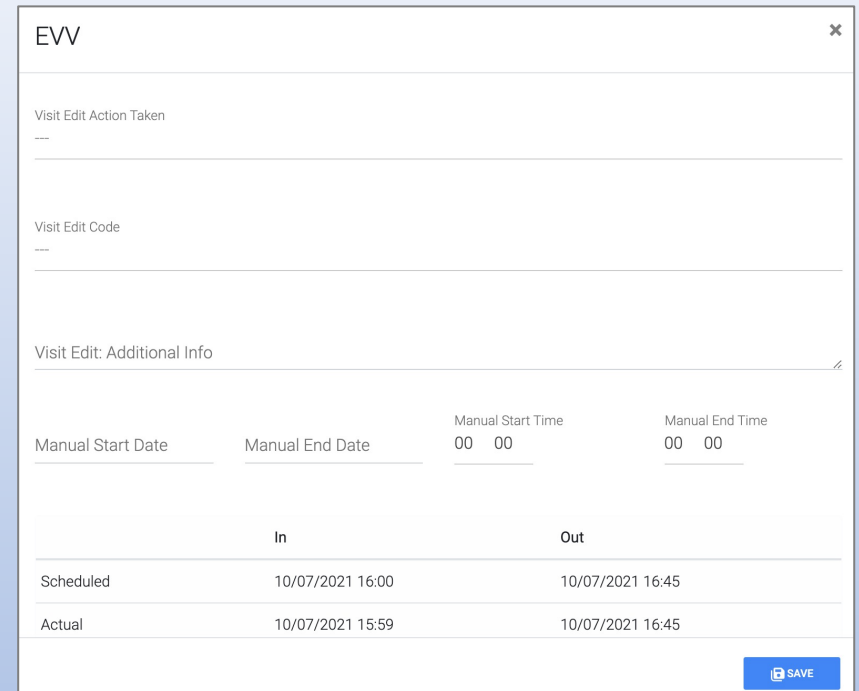
A screenshot of a web application showing a dropdown menu. The menu is open, displaying several options: 'Client Profile', 'Employee Profile', 'CO Medicaid - LTC', 'Calender', 'View Request', and 'History'. The background is slightly blurred, showing a table with a three-dot menu icon in the top right corner.

- Client Profile
- Employee Profile
- CO Medicaid - LTC
- Calender
- View Request
- History

Note: Search errors by keywords in search bar to filter to all assignments with a specific error.

Note: Errors will become more familiar as a user routinely begins to processes assignments. Reach out to [support@cubhubsystems.com](mailto:support@cubhubsystems.com) for help in managing unknown errors.

**Billing> EVV Dashboard> Click on  
assignment line to access EVV section for  
a specific assignment> Save changes and  
assignment will automatically queue**

A screenshot of a web application showing the 'EVV' section for a specific assignment. The section has a title bar with 'EVV' and a close button. Below the title bar, there are three sections: 'Visit Edit Action Taken', 'Visit Edit Code', and 'Visit Edit: Additional Info'. The 'Visit Edit: Additional Info' section contains a table with columns for 'Manual Start Date', 'Manual End Date', 'Manual Start Time', and 'Manual End Time'. The table has two rows: 'Scheduled' and 'Actual'. The 'Actual' row shows the start time as 15:59 and the end time as 16:45. A 'SAVE' button is located at the bottom right of the section.

Manual Start Date	Manual End Date	Manual Start Time	Manual End Time
		00 00	00 00
		In	Out
Scheduled	10/07/2021 16:00		10/07/2021 16:45
Actual	10/07/2021 15:59		10/07/2021 16:45

# EVV Dashboard: Queue Assignments

Once an assignment is ready to be sent again, it can be queued.

The queued list will include assignments manually added to the list and those CubHub auto-queues, as well.

The queued list will send to the EVV provider automatically.

[Select assignment](#) > [Queue](#)

Note: Using the select all box will select all assignments, not only those displayed on the first page.

EVV Dashboard

Start  
01/30/2022

End  
02/06/2022

EVV Provider  
PA (CellTrakTellus)

Status  
Error

SEARCH

Showing 0 to 0 of 0 entries

<input type="checkbox"/>	<div>Id ↑↓</div>	<div>Team ↑↓</div>	<div>Patient ↑↓</div>	<div>Employee ↑↓</div>	<div>Payer ↑↓</div>	<div>Schedule</div>	<div>Status ↑↓</div>	<div>Last Action ↑↓</div>	<div>Message</div>
No data available in table									

...

▼

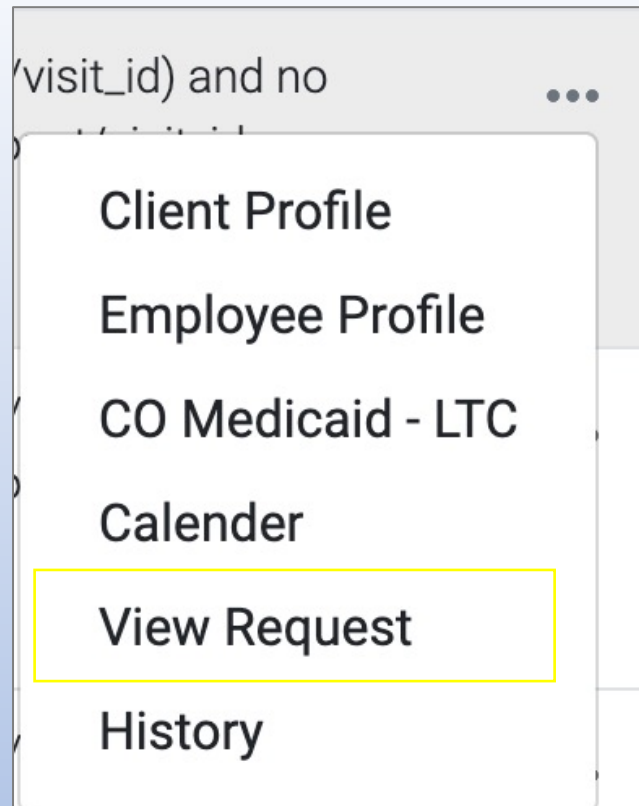
QUEUE

APPLY

# EVV Dashboard: JSON Request & Transaction ID

The JSON and the Transaction ID are code that reference what assignment info was sent to the EVV provider. Access and copy the Request beside each shift.

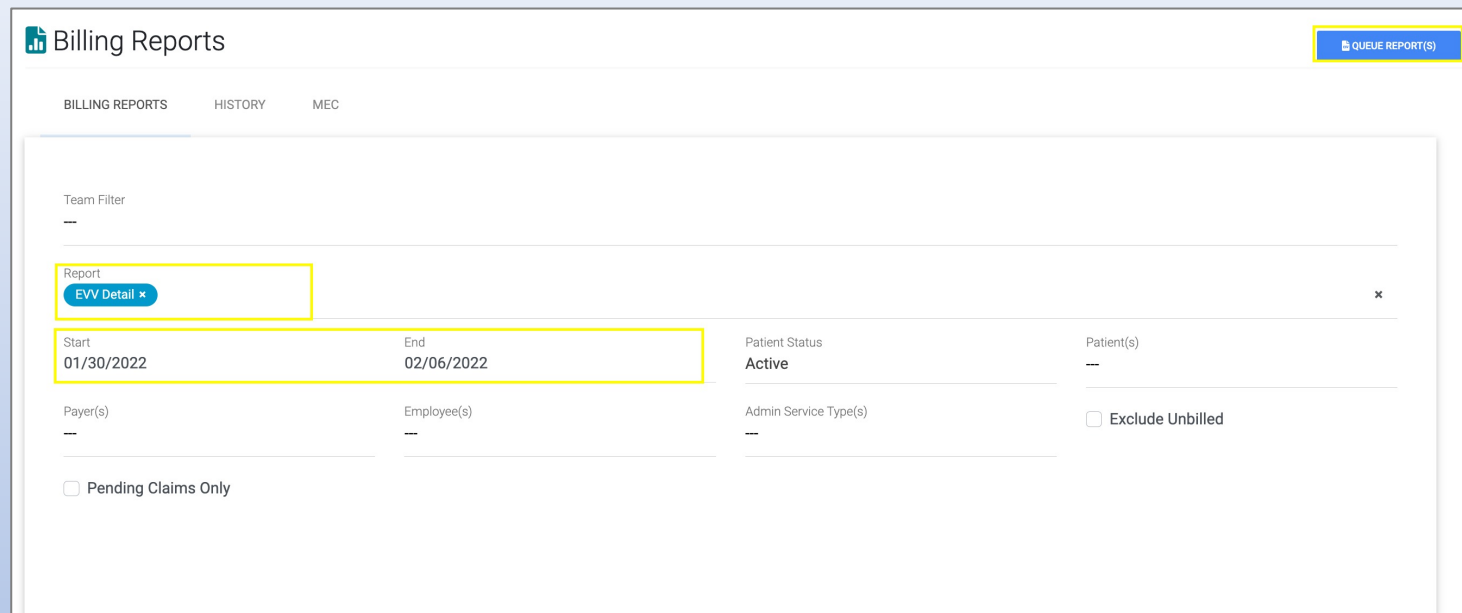
[Billing](#)> [EVV Dashboard](#)> [Action ellipsis beside assignment](#)> [View Request](#)



# 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](#)



The screenshot shows the 'Billing Reports' interface with a 'Filter' tab selected. A yellow box highlights the 'Report' dropdown menu, which is currently set to 'EVV Detail'. Another yellow box highlights the 'Start' and 'End' date fields, which are set to '01/30/2022' and '02/06/2022' respectively. The 'Patient Status' is set to 'Active'. The 'Patient(s)' field is empty. The 'Payer(s)' and 'Employee(s)' fields are empty. The 'Admin Service Type(s)' field is empty. The 'Exclude Unbilled' checkbox is unchecked. The 'Pending Claims Only' checkbox is also unchecked. A 'QUEUE REPORT(S)' button is visible in the top right corner.

Billing Reports

BILLING REPORTS HISTORY MEC

Team Filter

Report

EVV Detail x

Start 01/30/2022 End 02/06/2022

Patient Status Active

Patient(s)

Payer(s)

Employee(s)

Admin Service Type(s)

☐ Exclude Unbilled

☐ Pending Claims Only

QUEUE REPORT(S)



# 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