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
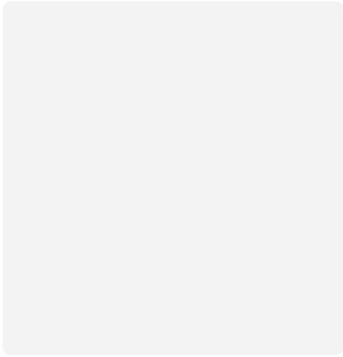
🏠 Client - Happy Friday

| PROFILE | CLIENT | SERVICE DETAILS/SKILLS | PHYSICIANS | CONTACTS |

PATIENT DATA

Team
Dallas ✕   ☐ Exclude From Reports

MRN (last: 00009993)   Medicaid ID
221122 ✕   **1842712096**

SELECT IMAGE

Referral Source   Referral Date
ABC Hospital ✕   **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: 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 for assistance with this step.

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	EDI Payer ID	Provider Number
Georgia Medicaid	GAMED	212121

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

Discount Type

Discount Amount

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

Evv State	Evv NPI Override	Evv Integration Code
GA ✕	—	GATELL

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 a
Example: RN-UHC-S where RN is the discipline, UHC is the abbr

Note: PA Tellus does not require Celltrak Code

Service Code
S9122 Unskilled   ✕

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

Skill
HHA   ✕

☑ EVV Enabled

🗑 DELETE   💾 SAVE

🗑 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.'

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.'

GENERAL

Form Type
HCFA 1500

Federal Tax ID
Send as Blank

Facility Address Option
Patient

Accept Assignments
Yes

Claim Filing Method
Send to EVV

Georgia Medicaid   Inactive ⬤ Active

INFO   E-FILE OPTIONS   CONTRACTS   DOCUMENTS

PAYER SETTINGS

Payer Name   EDI Payer ID   Provider Number
Georgia Medicaid   GAMED   212121

Evv Provider   Evv Claim Filing Method Override
CellTrak Tellus   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

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
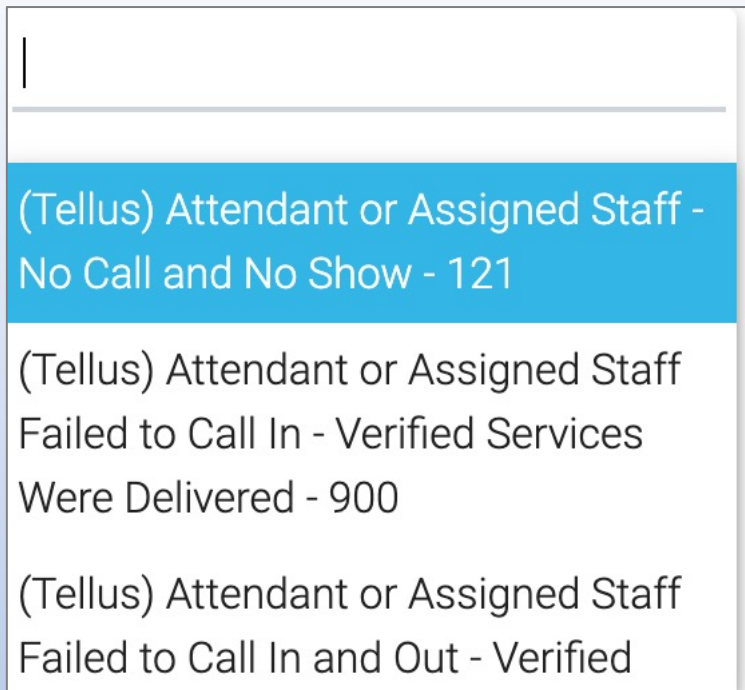
-actual start/end times

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

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 (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**

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

Billing 10-02-2021 (New)   ...   SUBMIT   − REMOVE   + ADD

TO SUBMIT (0)   COMPLETED (0)   HISTORY

Search   Showing 0 to 0 of 0 entries

Patient	DOS	Payer	Claim Filing Method	Authorization	Service Lines
		No data available in table			
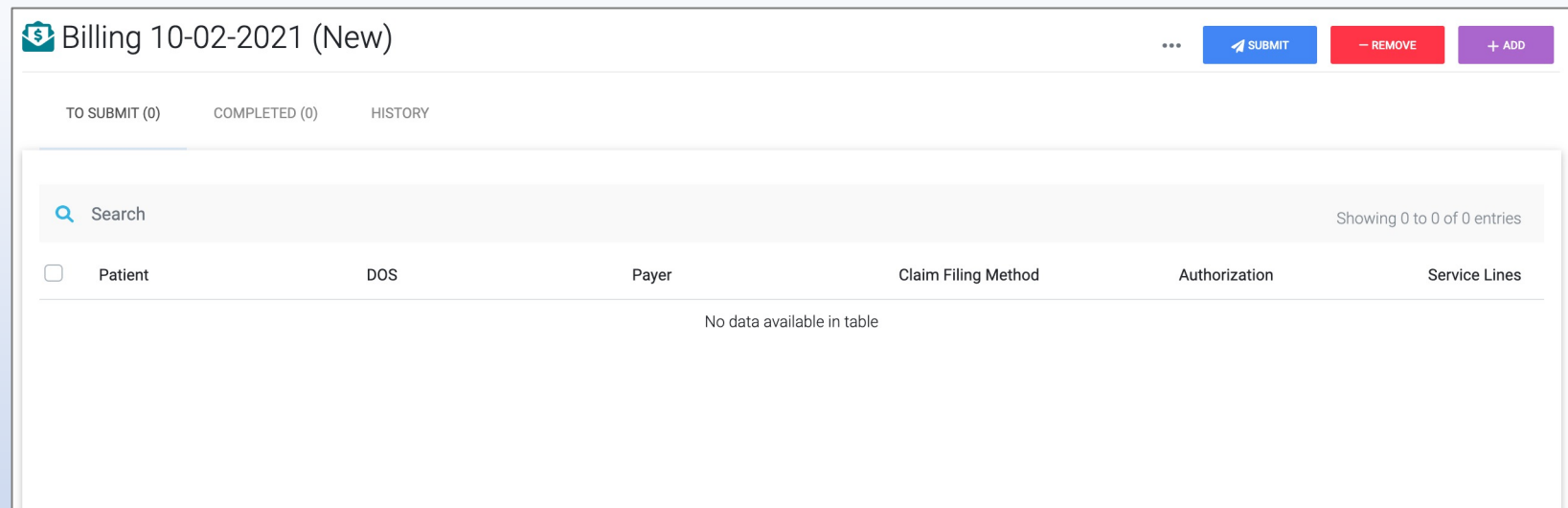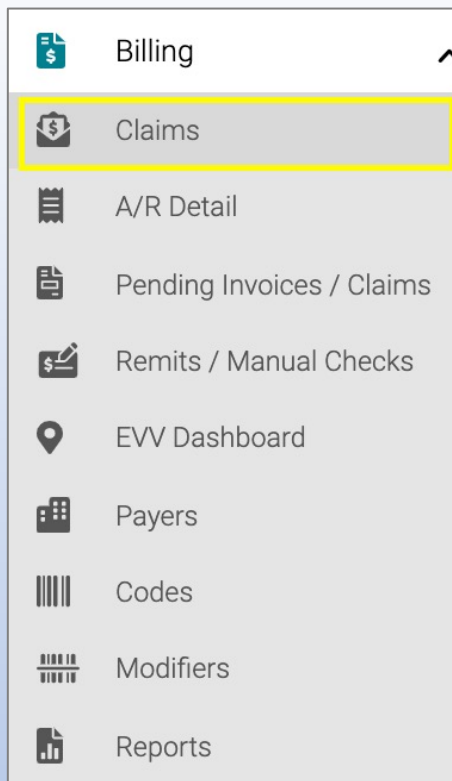
Claims automatically send to Tellus once submitted.

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

	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: 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: 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 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

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 empoyees

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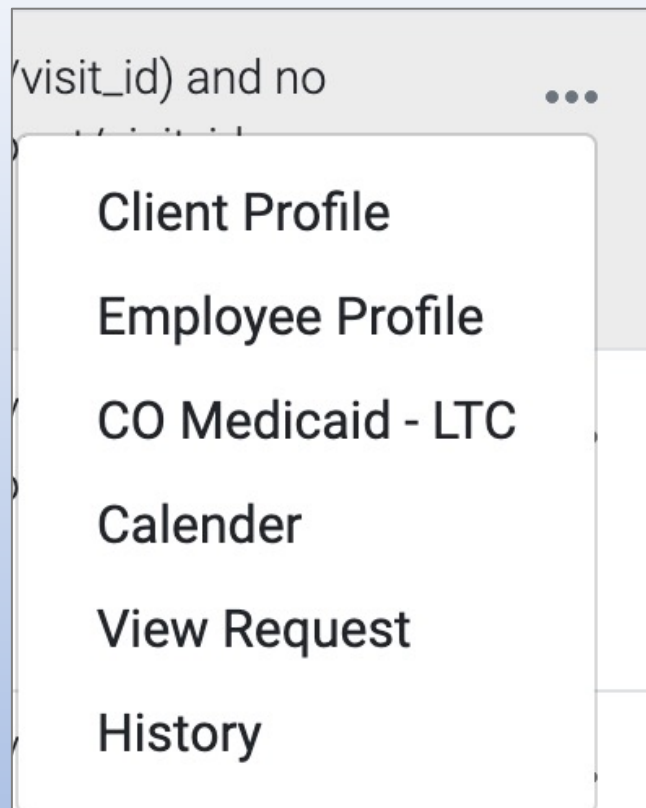
Note: Always click Apply after making updates to filter options.

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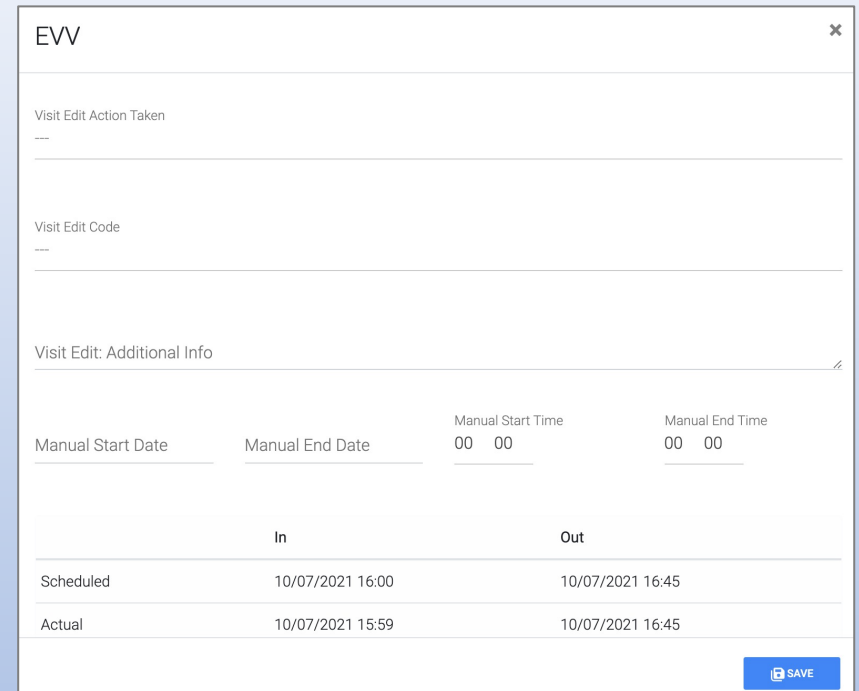
Billing> EVV Dashboard> Click on assignment line to access EVV section for a specific assignment> Save changes and assignment will automatically queue

/visit_id) and no

•••

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 for help in managing unknown errors.

EVV   ✕

Visit Edit Action Taken

Visit Edit Code

Visit Edit: Additional Info

| | | Manual Start Time | Manual End Time |
| Manual Start Date | Manual End Date | 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

💾 SAVE

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: 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.
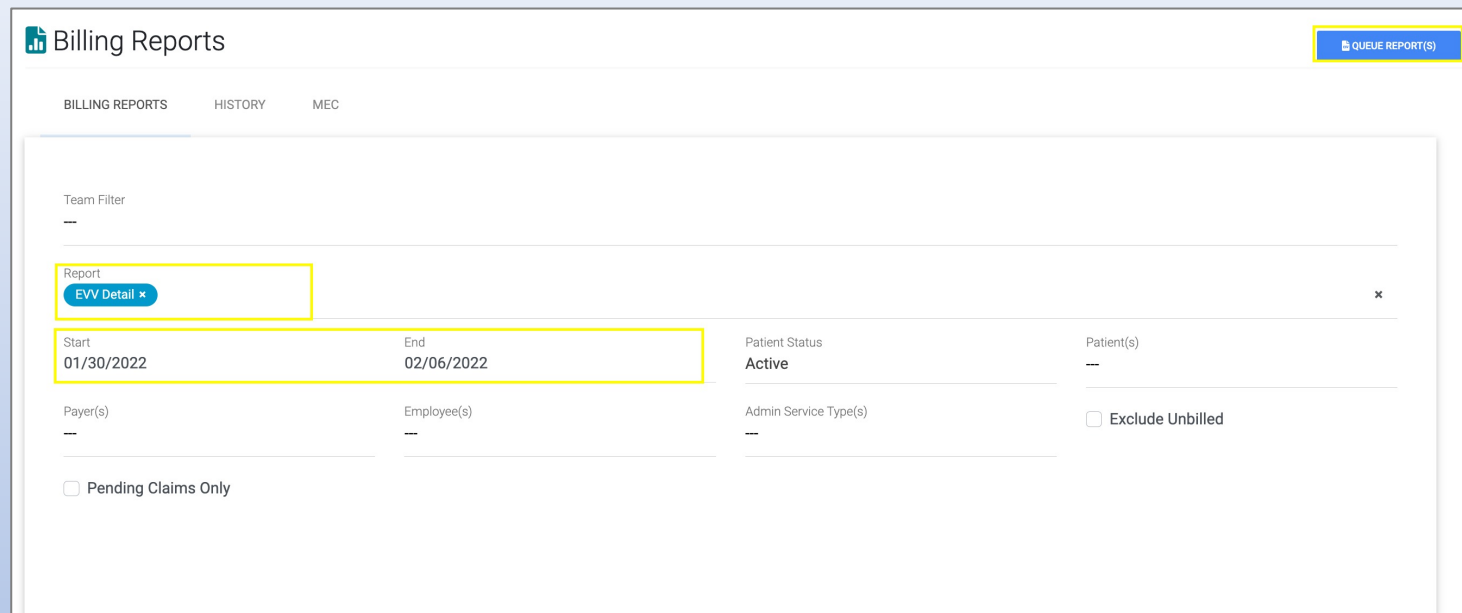
Billing> EVV Dashboard> Action ellipsis beside assignment> View Request
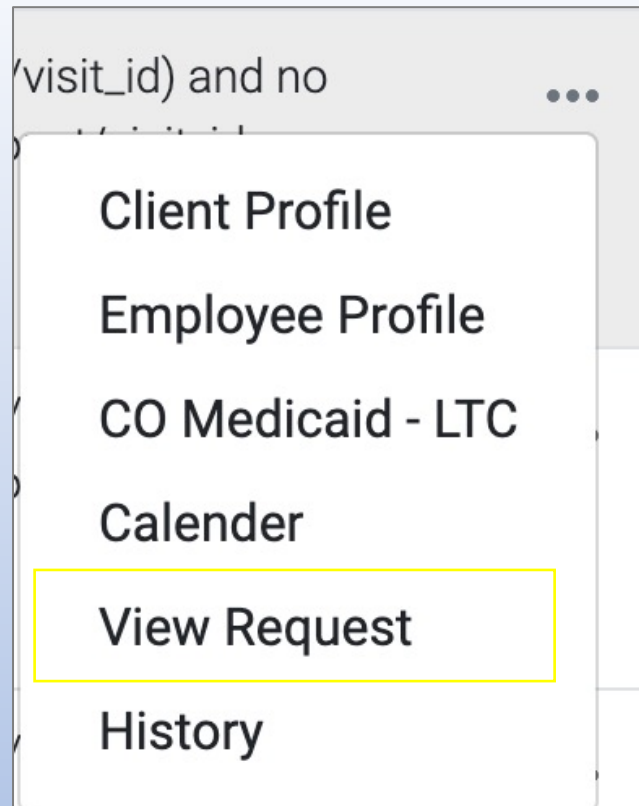
EVV Detail Report

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

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.

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