Release v4.14

CubHub Systems February 2023

Feature	Details
Address Auto-Complete	Updated address fields to auto-complete to ensure accuracy
Billing: AR: Timely Filing	Days open will change color (orange 10 days/red 5 days) for timely filing; advanced filter updated
Billing: Occurrence Code Adjust	If UB04 payer occurrence code per date has a dollar amount an adjust misc income - occurrence code will auto apply to each DOS when billed
Billing: Payers: Auth Templates	Payers now include auth templates (by service) to create documents required for auth requests
Billing: Payers: F2F Requirement	Payers may now be marked to require F2F for billing scrub
Billing: Payers: Timely Filing	Payers pre-set with a 90 day timely filing deadline but may be removed or edited
Billing: Reports: Occurrence Code	Adjustment Detail Report & MEC reports updated to show new Misc Income - Occurrence Code
Claim Detail: Occurrence Code Adjust	New adjustment type added to drop down options: Misc Income: Occurrence Code
Claims & Remits: Attachments	New attachments tab added to Remits and Claim Details
Client: Agency SOC Date	New field in client profile: Agency SOC to default all subsequent services to follow original service cert periods
Client: Assess: Templates	Assessing clinicians will have access to/ be forced to use template if one exists for the initial assess/eval being started
Client: F2F Date & Orders	New Order Types: F2F & F2F/Eval & Treat; include date to set F2F date
Client: F2F Date & Orders	New field F2F in client profile; auto-fills based on F2F order or may be manually added w/o order
Client: Financial: Payer: Auth Templates	Patient Payer Auths now include auth templates to verify required docs are included in auth requests
Client: Payer: Eligibility & Benefits	New field in patient payer: benefits & direct link to eligibility page
Client: Multiple Address Labels	Client Profile: defaults to Home; additional Other with description may added
Clinical: OASIS Page	New system page dedictaed to OASIS assessment export management (no longer managed in orders)
Clinical: Templates	New Clinical Page: Templates to Create, View, Edit and Delete clinical templates for initial assess/eval
Company: Auto Recoup	Company Setting: Auto Recoupments (currently set to on for all companies)
Employee: PTO Countdown	Ops pay rate may now be marked as PTO, when added to an employee can add allowed and will count down
EVV: Auto Reason/Action Codes	New tab in EVV dashboard Auto Code: allows for payer specific reason/action codes to be applied
Payers: Lock Form(s) to Service Code	Payers may be set to lock form(s) to service codes ensuring Cubhub does not look for alternative if exact match does not exist
Payers: Occurrence Code	Updated UB04 occurrence code per date to allow for a dollar amount
Payroll: Preview by Service	Payroll Preview may now be run by service types (in addition to team)
Permissions: EVV Automation	New Permission: EVV Automation
Permissions: Templates	New Permission: Clinical Templates to View/Edit/Delete clinical templates
Remits: Mark As Deposited	Remits/Manual Checks may now be marked/unmarked as deposited (marked inidcated with check mark)
Scheduling: Clinician Availability	Users may now create employee availability in employee calendar (will display in ops - calendar)
Team: Discipline Selector	Team Service Tab updated to include discipline selector based on service(s) provided
Billing: Balance Bill	Payer setting patient balance bill creates payer with all service codes to forward balance claims to patients
EVV: HHA Exchange FL (v5)	HHA Ex v5 File assignments now in EVV dashboard to manage assignments and perform visit maintenance

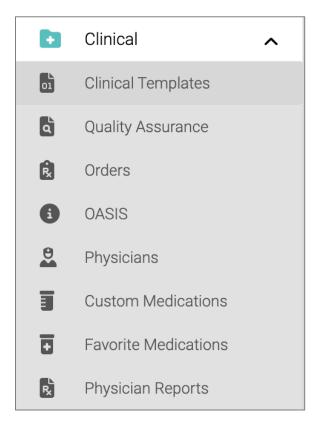


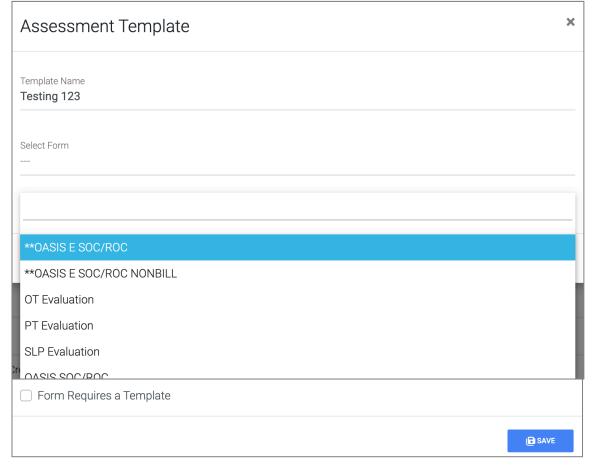
Clinical Templates



Create assessment templates in the new menu item, Clinical Templates.

Clinical > Clinical Templates > + New > Select Form > Save





Optional: Check box to require the template to be used for a specific initial assessment form.



Clinical Templates

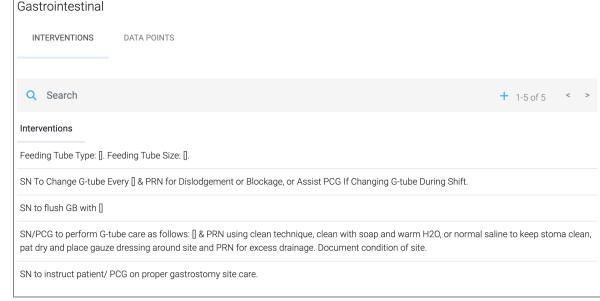


Clinicians performing an initial assessment may utilize a template from which to start. Interventions included in the template will automatically populate.

Clients> List> Ellipsis> Chart> Assessments> +> Select assessment> Verify> Select template> Save



- Click the + and select the form type for the initial assessment.
- Verify the client by checking the box for at least two of the identifying characteristics.
- 3. A modal will pop up and allow the user to choose from templates in the list.
- 4. The assessment may then be customized by clicking on the pre-populated interventions.





Permissions: Clinical Templates



Permissions to Clinical Templates are in the Admin section of a user group's permissions. User groups may be given access to:

View

Access to Clinical Templates menu item

Edit

Ability to create, edit, & rename clinical templates

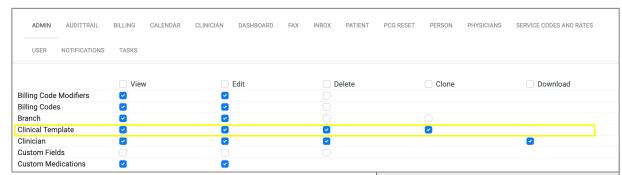
Delete

Ability to delete existing clinical templates

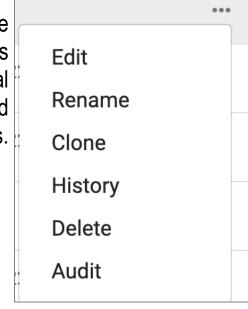
Clone

Ability to clone existing clinical templates

Admin> Permissions> Select user group> Check boxes> Save



Action options available to users in the ellipsis next to each clinical template will vary based on permissions.

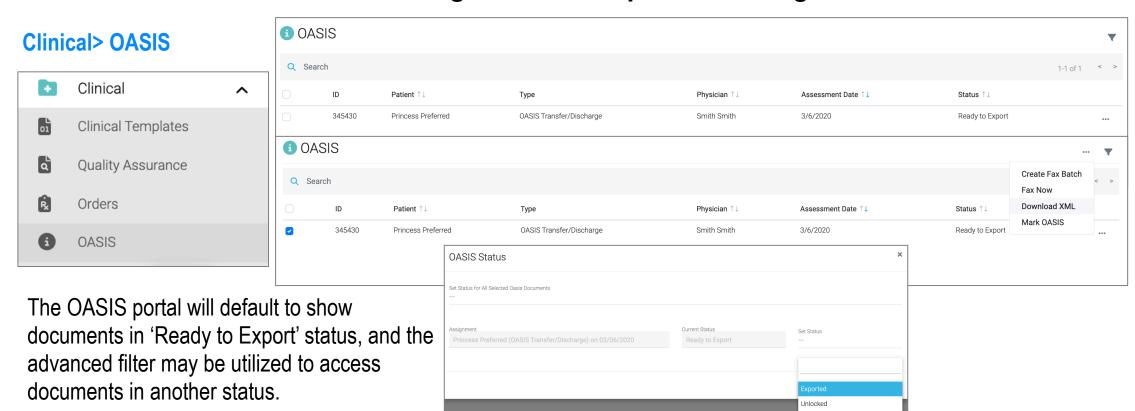




OASIS



OASIS documents will no longer flow through Clinical Orders and instead have their own menu line in the Clinical section. Users may still download the xml for uploading to CMS and mark/track the OASIS status given to the uploaded assignments.



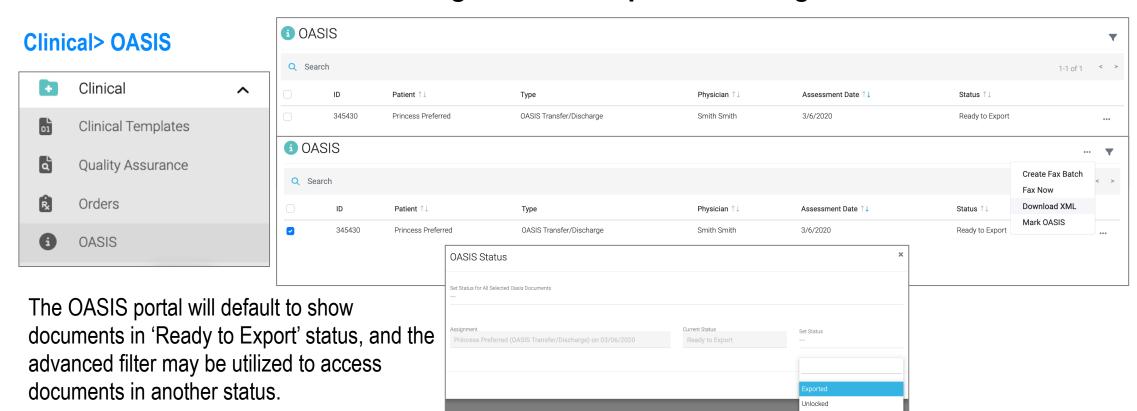


Delete OASIS

Permissions: OASIS



OASIS documents will no longer flow through Clinical Orders and instead have their own menu line in the Clinical section. Users may still download the xml for uploading to CMS and mark/track the OASIS status given to the uploaded assignments.





Delete OASIS

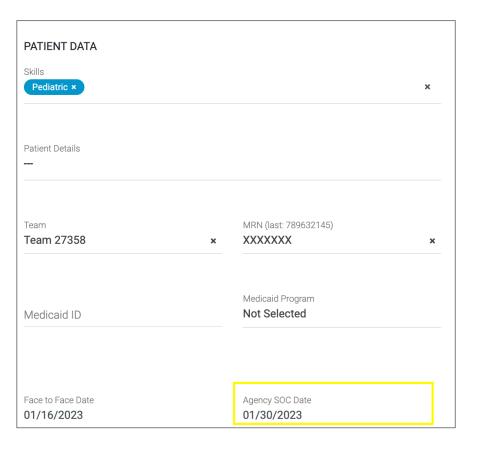
Agency SOC Date

Agency SOC is a new field available to users in the client profile.

Client List> Select Client> Client Data> Enter Agency SOC date> Save

The purpose of this field is to allow the SOC date to remain specific to the first service provided to a client by an agency, regardless of any subsequent service types added to the client after this initial start of care date.

By not using this optional field, states that require for the SOC date is differentiated for subsequent service types provided to a client by an agency can also appropriately manage the SOC date for clients via the assessment for the client.





F2F Order

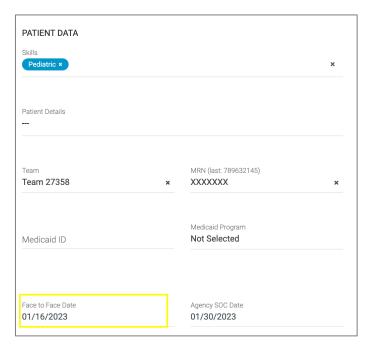


Face to face orders allow clients to have service's begin when

and F2F/Eval & Treat are two new order types available in the system. Additionally, in client profile, F2F is a new field that will auto-fill based on the date of a F2F order, or the filed may be filled manually without an order.

Completed F2F orders may be required prior to a claim being billed. Check the box available in the payer's settings to prevent billing to be possible when the

Client> Profile> F2F Date



Client> Chart> Orders



Billing> Payers> F2F Required

_	_
Single Line on Claims	Split Claim at Month
Signed 485 Req'd (Schedule)	Signed 485 Req'd (Bill)
Lock Form(s) to Service Code	Face to Face Required

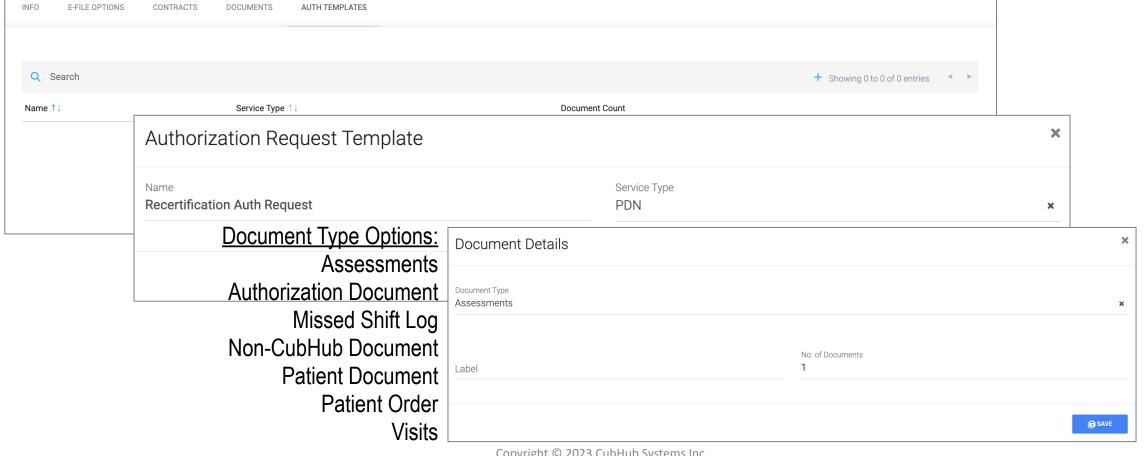


Auth Templates



Users may create auth templates (by service) to automatically acquire and/or require documents are included appropriately for authorization requests.

Billing> Payers> Auth Templates> +



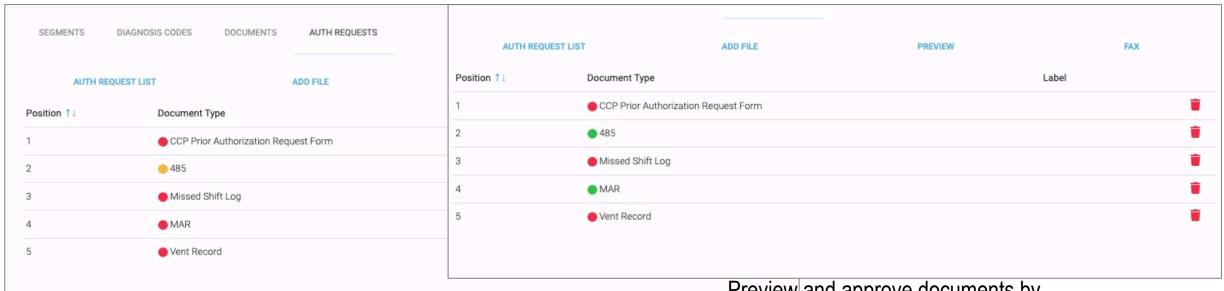


Auth Templates



Patient Payer Auths now include auth templates to verify required documents are included in authorization requests. Manage the status of documents in the authorization.

Client> Profile> Financial> Edit pencil beside authorization> Auth Requests



Preview and approve documents by clicking on the line item. Once approved, the document will show in green.

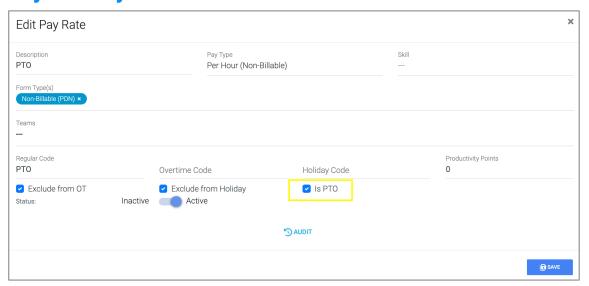


PTO Countdown

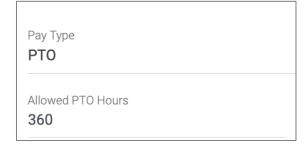


Pay Rates set as a PTO pay rate may be applied to an employee's rate and used to track PTO.

Payroll> Pay Rates> Select rate> Check box for 'Is PTO'> Save



Employees> Select Employee> Skills/Disciplines> +Skill/Rate> Enter 'Allowed PTO Hours'> Save

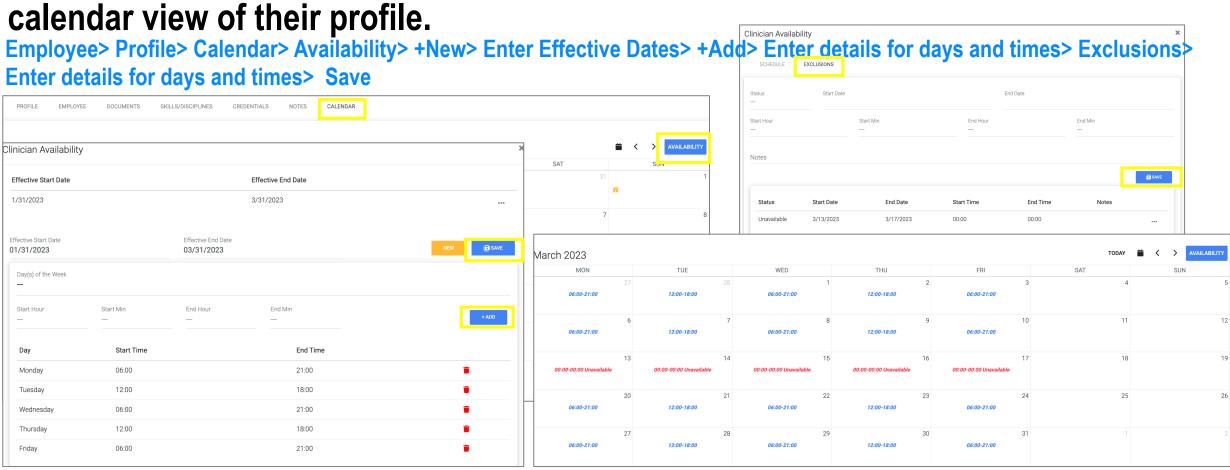






Clinician Availability

Users with permission may set availability in the employee calendar, allowing the timeframes for which an employee is available or unavailable to show in the calendar view of their profile.



Users with availability set will show in the pick list for assignments in either blue or red, depending on the availability set in the employee's profile.

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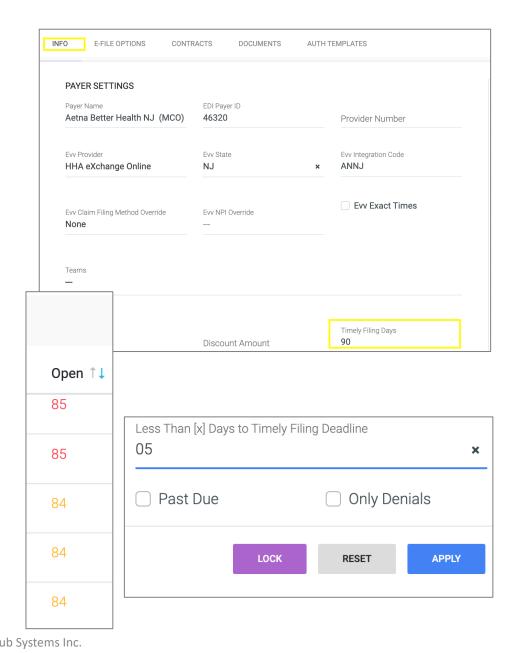
Payers: Timely Filing

Billing> Payers> Info> Edit timely filing field> Save

The new field allows users to set a timely filing deadline in a payer's settings, or users may allow the system to use the default of 90 days.

Billing> A/R> Days Open

The days open column in the A/R will change color (orange 10 days/red 5 days) for timely filing. The advanced filter has also been updated to include a timely filing selection field, so users' may limit what they're viewing in the A/R.





Billing> A/R> Advanced Filter> Less than [x] Days to Timely
Filing Deadline> Make selection> Apply

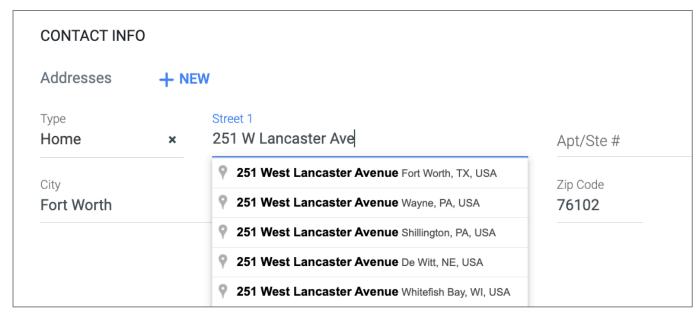
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Auto-Complete & Addresses Types



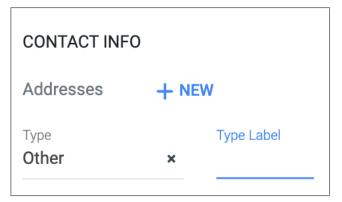
Addresses will now auto-complete to ensure accuracy. Address Types have been updated to Home, Billing, or Other.

Client> Profile> Contact Info



Begin typing address and select from options.

A free text field will populate to allow users to specify type of address when selecting 'Other.'



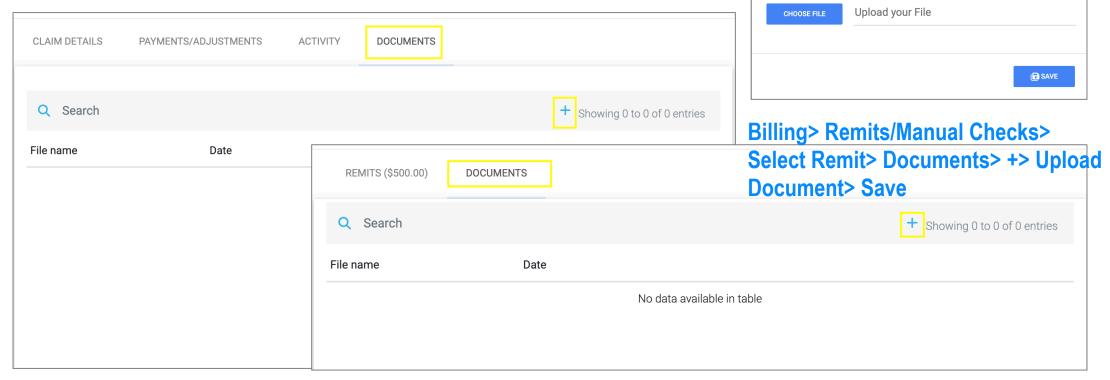


Claims & Remits: Attachments



Users may upload documents in the Documents section added to individual claims and payments.

Billing> A/R> Apply> Select claim> Documents> +> Upload Document> Save



Upload Document



Occurrence Code Type: Per Date: Amount



When a payer's claim form type is UBO4 and Occurrence Code Type is Per Date, users may set an amount for specific occurrence codes to apply to each DOS on a claim.

Billing> Payers> Select payer> E-File Options> Occurrence Code Type and Amount> Save

Occurrence Code Type		
Per Date		
Box 31 Occurrence	Code	
Box 31 Occurrence	Code Code	Amount

Example:

Payer set up has occurrence code per DOS value of 10.00 Claim line is billed for 50.00 CH automatically adds a miscellaneous income adjustment - occurrence code of 10.00 to each line

expected = 50.00 adjust = (10.00) balance on claim line = 60.00

This allows the payment to come in for 60.00 while preventing users from having to manually adjust off the remaining 10.00, and the balance for the claim will go to zero.

01/11/2023 16:57:03 CST	mkumar.dev	Miscellaneous Income - Occurrence Code created for (\$10.00)
01/11/2023 16:56:42 CST	mkumar.dev	Payment of type EFT was manually added from payment 12345 for amount \$10.00



Lock Forms to Service Codes



Check box in payer settings to lock forms to a specific service code. Only form(s) selected in service code will be able to have that service code applied in the calendar assignment.

Billing> Payers> Select payer> Check box 'Lock form(s) to Service Code'> Save

- ✓ Single Line on Claims
- Signed 485 Reg'd (Schedule)
- ✓ Lock Form(s) to Service Code
- Split Claim at Month
 - Signed 485 Req'd (Bill)
- Face to Face Required

Billing> Payers> Select payer or ellipsis beside payer name> Service Codes> Select code> Select forms in Form Type(s) field> Save

Edit	Service Code
	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.
	Form Type(s) OT Evaluation ×

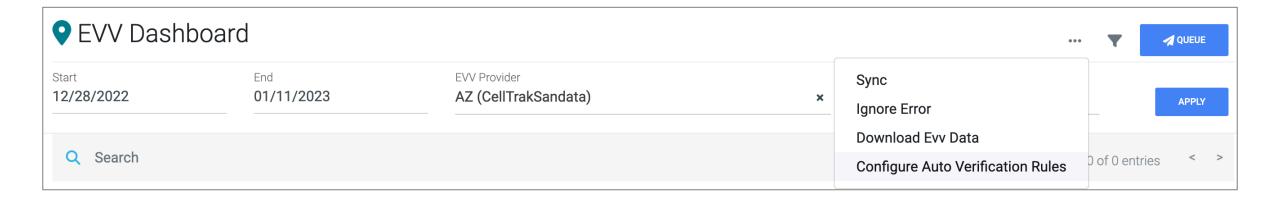


EVV: Configure Auto-Application of Reason Codes



Users may configure specific Reason Codes for each of the EVV Auto-Verification Rules, allowing reason codes to automatically apply when a shift is submitted.

Billing> EVV Dashboard> Select EVV Provider> Ellipsis> Configure EVV Auto-Verification Rules





EVV: Configure Auto-Application of Reason Codes



Billing> EVV Dashboard> Select EVV Provider> Ellipsis> Configure EVV Auto-Verification Rules

Actual units do not equal expected billable units	6. Evv times exceed 24 hours from schedule		
Visit Edit Reason Code	Visit Edit Reason Code	Visit Action Taken Code	
VISIT LUIT REASON COULE	_		Notes
2. Missing geo in	7. Evv end time outside of schedule		
Visit Edit Reason Code	Visit Edit Reason Code	Visit Action Taken Code	
			Notes
3. Missing clock in	8. Evv start time outside of schedule		
Visit Edit Reason Code	Visit Edit Reason Code	Visit Action Taken Code	
			Notes
4. Missing geo out	9. Geo exceeds distance		
Visit Edit Reason Code	Visit Edit Reason Code	Visit Action Taken Code	
			Notes
5. Missing clock out	10. All times missing		
Visit Edit Reason Code	Visit Edit Reason Code	Visit Action Taken Code	Mater
			Notes
Visit Edit Reason Code> Select	11. Visit started too late		
	Visit Edit Reason Code	Visit Action Taken Code	
Action Taken Code>			Notes
Input Notes> Save			
	12. Total evv time > 24 hours		
	Visit Edit Reason Code	Visit Action Taken Code	
	W 10 10 10 10 10 10 10 10 10 10 10 10 10		Notes



Permissions: Edit EVV Rules



Permissions> Select user/permission group> Admin> Edit EVV Rules> Save

ADMIN AUDITTRAI	L BILLING CALEN	DAR CLINICIAN	DASHBOARD	FAX INBOX	PATIENT
USER NOTIFICATIO	NS TASKS				
	☐ View		Edit)elete
Billing Code Modifiers					
Billing Codes		~			
Branch		~			
Clinical Template					
Clinician				~	
Custom Fields					
Custom Medications		✓			
Edit EVV Rules		✓			
Edit EVV Times		✓			
Eligibility					
Favorite Medications	~	✓			
Holiday	~	✓			
Importing					
Macros					
Mobile Devices					
Mobile Instructions					
Orders	2				

