

# **Release v4.7 & Mobile App 3.7.2**

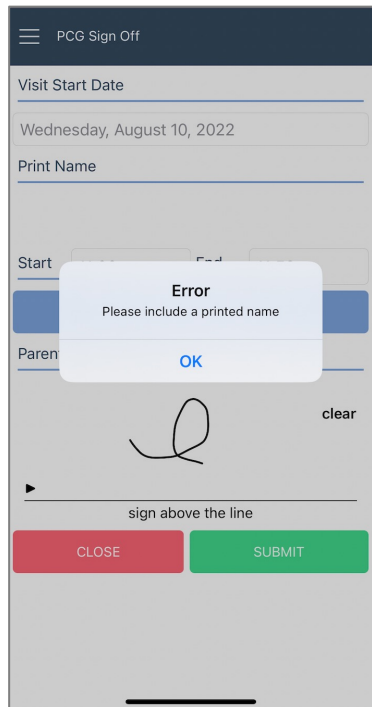
CubHub Systems, Inc.

August 2022

# Mobile App 3.7.2

## PCG Signature Page: Print Name Required

In addition to the signature field, the PCG signature clock out screen in the mobile app will now require the **printed name of PCG**.



PCG Sign Off

Visit Start Date

Wednesday, August 10, 2022

Print Name

Start

End

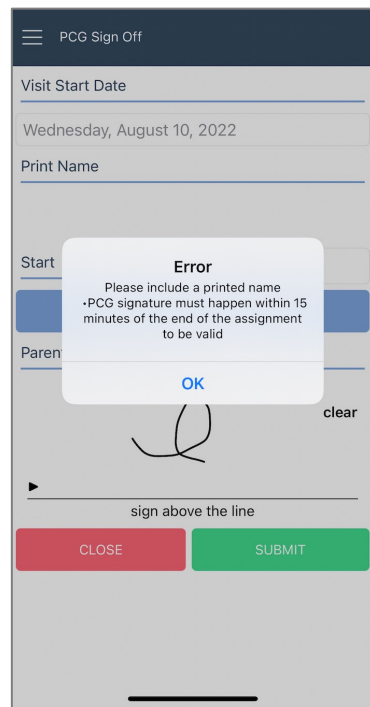
Parent/PCG Signature

sign above the line

CLOSE SUBMIT

**Error**  
Please include a printed name

OK



PCG Sign Off

Visit Start Date

Wednesday, August 10, 2022

Print Name

Start

End

Parent/PCG Signature

sign above the line

CLOSE SUBMIT

**Error**  
Please include a printed name  
•PCG signature must happen within 15 minutes of the end of the assignment to be valid

OK

Users will now encounter an error when attempting to submit without Printed Name.

Other errors are still possible at this point, as well, and all errors that apply will show in warning screen.



PCG Sign Off

Visit Start Date

Wednesday, August 3, 2022

Print Name

Start 10:45 End 11:15

NO PARENT/PCG SIGNATURE

Parent/PCG Signature

sign above the line

CLOSE SUBMIT

type name here

# Rule Sets

[Admin](#) > [Rule Sets](#) > [+New](#) > [Create Rule Set Name](#) > [Make Selections for Billing and/or Scheduling](#) > [Save](#)

**Create rule sets that may be applied to specific teams and/or service types creating warnings and/or hard stops in Billing and the Calendar.**

**Warnings and Hard Stops are based on the Client's Authorization Status.**

The image shows a screenshot of a web application interface. At the top, a modal dialog box titled 'Add Rule Set' is open. It contains a text input field for 'Rule Set Name' with the value 'Test Rule Set' and a blue 'SAVE' button. Below the dialog, the main form 'Rule Set - Test Rule Set' is visible. It has a header with a green icon and the title. Below the header, there is a section for 'Rule Set Name' with the value 'Test Rule Set'. To the right of this section is a checkbox labeled 'Is Default'. Below this, there are two tabs: 'BILLING' and 'SCHEDULING'. The 'BILLING' tab is active, showing a 'Hard Stop' section with an 'Authorization Status' dropdown menu and a 'Warning' section with an 'Authorization Status' dropdown menu. A blue 'SAVE' button is located at the bottom right of the form.

Note: CubHub System Default will be selected for all service types unless checkbox for 'Is Default' is selected. Any saved Rule Sets may still be applied at the team level.

# Rule Sets

[Admin](#)> [Rule Sets](#)> [+New](#)> [Create Rule Set Name](#)> [Make Selections for Billing and/or Scheduling](#)> [Save](#)

**Warnings and Hard Stops are based on the Client's Authorization Status.**

**Authorization status options available to users are displayed below.**

Authorization Status	Authorization Status
Auth Request Denied	New Referral
EVV: Waiting on Admission	Waiting on Patient Entry
EVV: Waiting on Auth Upload	Waitlist
Eval & Treat	Waiting on Pre-Authorization
Office Auth	Waiting on Eval/Treat Order
Pending Quote of Benefits	Waiting on Eval/ Assessment
Pending Client Payment	Waiting on QA
Pending Consents/Contracts	Ready to Send to MD
CPAN	Waiting on MD Signature
Pending Retainer	Ready to Send Auth Request
Pending Staff	Waiting on Auth Approval (can treat)
Pending Insurance Card	Authorized
Pending/Hold for New Therapist	No Auth on File
Pending CG Call back	Expired
Pending Clinical Info Request	Waiting on Re-Eval/Assessment
Pending MD Call Back	First Appeal
Hide in Workflow	Second Appeal

# Apply Rule Sets

[Admin](#)> [Teams](#)> [Services](#)> [Select Rule Set beside Service Type](#)> [Save](#)

The **Services** section of each Team now includes the **Service Types** and **Forms** assigned to the team.

Users may apply rule sets to each service type to apply the created billing and/or calendar warnings and/or hard stops needed for that service type.

Service Type	Rule Set
<input checked="" type="checkbox"/> Attendant Care	Cubhub System Defaults
<input checked="" type="checkbox"/> HHA	Cubhub System Defaults
<input type="checkbox"/> LHA	Cubhub System Defaults
<input checked="" type="checkbox"/> OT	Cubhub System Defaults
<input checked="" type="checkbox"/> PDN	Cubhub System Defaults
<input checked="" type="checkbox"/> PT	Cubhub System Defaults
<input checked="" type="checkbox"/> School - Staffing	Cubhub System Defaults
<input checked="" type="checkbox"/> CNA	Cubhub System Defaults
<input checked="" type="checkbox"/> Homemaker	Cubhub System Defaults
<input checked="" type="checkbox"/> MSW	Cubhub System Defaults
<input checked="" type="checkbox"/> PCA	Cubhub System Defaults
<input type="checkbox"/> PPECC	Cubhub System Defaults
<input checked="" type="checkbox"/> Respite HHA	Cubhub System Defaults
<input checked="" type="checkbox"/> SNV	Cubhub System Defaults

- Cubhub System Defaults
- Dev Testing Only
- 4.7 Test Arizona PDN
- AZ Therapy
- Test Rule Set

Users may select a rule set from the drop down for any active service type in the **Services** section.

# Permissions to Rule Sets

[Admin](#)> [Permissions](#)> [Select User Group](#)> [Admin](#)> Check boxes for Sched/Billing Rules> [Save](#)

**A new permission exists in Permissions to allow users the ability to view, create and edit, and delete rule sets.**

Sched/Billing Rules	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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User may view the Rule Sets

Sched/Billing Rules	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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User may view, create, and edit the Rule Sets

Sched/Billing Rules	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
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User may view, create and edit, and delete the Rule Sets

# Payer Setting: 'Require 485' to Bill and/or Schedule

[Billing](#)> [Payers](#)> [Click on Payer](#)> [Check 'Require 485' box\(es\)](#)> [Save](#)

**Payers may be marked to require a completed 485 to schedule and/or bill.**

**When this feature is applied, there will be a hard stop in billing preventing the claim from going through.**

☐ Signed 485 Req'd (Schedule)

☐ Signed 485 Req'd (Bill)

# Client Payer Setting: ‘Require 485’ to Bill and/or Schedule

[Client List](#)> [Action Options](#)> [Profile](#)> [Financial](#)> [Edit icon beside Client Payer](#)> [Check ‘Require 485’ box\(es\)](#)> [Save](#)

**Client Payers may be marked to require a completed 485 to schedule and/or bill.**

**When this feature is applied, there will be a hard stop in billing preventing the claim from going through.**

Signed 485 Req'd (Bill)
Not Required
Not Required
Payer Default
Required

Signed 485 Req'd (Schedule)
Not Required
Not Required
Payer Default
Required



# Warnings & Hard Stop Examples

## Calendar Warnings & Hard Stops

Warnings:

You are about to save an assignment with an authorization status of Waiting on MD Signature for Authorization x for Payer AZ DDD.

Do you want to continue?

CANCEL

OK

Warning in Calendar based on Rule Set

Hard stop Error in Calendar based on Rule Set

Errors:

The authorization status of Waiting on Auth Approval for Authorization x for Payer AZ DDD does not allow assignments to be saved.

OK

## Billing Warnings & Hard Stops

1-1 of 1 (filtered from 54 total entries)

DOS	Payer	Claim Filing Method	Authorization	Service Lines
8/8/2022-8/8/2022	AZ DDD	Handle Manually	x Authorization Status (Warning)	1/1 ...

+ ADD

Warning when adding claim to batch and once claim added to batch.

1-1 of 1

DOS	Payer	Claim Filing Method	Authorization	Service Lines
8/8/2022-8/8/2022	AZ DDD	Handle Manually	x Authorization Status (Warning)	1/1 ...

Hard Stop notice when adding claim to batch and once claim added to batch. If user still submits claim with batch, it will not go through successfully.

DOS	Payer	Claim Filing Method	Authorization	Service Lines
8/4/2022-8/4/2022	AZ DDD	Handle Manually	x Authorization Status (Hard Stop)	1/1 ...

Errors / Warnings

Severity	Message
Error	Could not bill for [redacted] DOS (08/01/2022-08/06/2022) because The authorization status of Waiting on Eval/Treat Order for Authorization x for Payer AZ DDD does not allow assignments to be billed.

# Automated Medical Record Number

[Admin](#)> [Teams](#)> Check box for 'Automate MR Number' & add Prefix> Save

Teams may now be set to use automated Medical Record Number with a pre-fix.  
first value = [pre-fix]0000000001

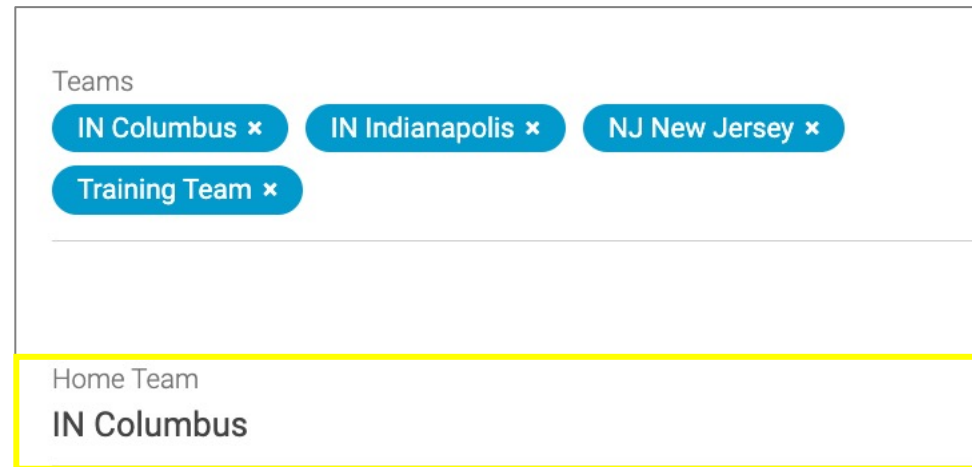
<input checked="" type="checkbox"/> Automate MR Numbers	MRN Prefix AZ
---	------------------

Team AZ Phoenix	×	MRN (last: AZ00003) AZ00003
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# Employee: Home Team

[Employee](#)> [Action Options](#)> [Demographics](#)> [Home Team](#)> [Save](#)

**A new field exists in the Employee's Demographic section called Home Team. The field will default to the first team added to an employee's profile.**



Teams

IN Columbus x IN Indianapolis x NJ New Jersey x

Training Team x

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Home Team

IN Columbus

Home Team column is included in the following Billing Reports:

MEC Home Team Report

Service Line Detail Report

# Notifications

Admin> Permissions OR Users> Select Permissions OR User> Notifications> Select option> Save

Administrative

Holidays Missing  
N/A

User Data Changed  
N/A

Clients

Assignment Screening Notice  
N/A

Client Status Change  
N/A

New Order  
N/A

QA Review  
N/A

Re-Eval Needed  
N/A

Infection Control Notice  
N/A

POC Recert Notice  
N/A

Vitals out of Range

485 Completed Notice  
Intake Coordinator

Authorization

New Referral  
N/A

No Auth on File  
N/A

Waiting on Eval/Assessment

Waiting on Re-Eval/Assessment

There is a new Administrative Notification available to users: '485 Complete Notice'

There is a new Authorization Notification available to users: 'Eval and Treatment'

Authorization			
New Referral N/A	No Auth on File N/A	Waiting on Patient Entry N/A	Waiting on Eval/Treat Order N/A
Waiting on Eval/Assessment N/A	Waiting on Re-Eval/Assessment N/A	Waiting on Pre-Authorization N/A	Auth Waiting on QA N/A
Auth Ready to Send to MD N/A	Auth Waiting on MD Signature N/A	Ready to Send Auth Request N/A	Waiting for Pre-Auth Approval N/A
Waiting for Auth Approval N/A	Auth Wait-list N/A	First Appeal N/A	Second Appeal N/A
Final Appeal N/A	Auth Denied N/A	Authorized N/A	Authorization Expired N/A
Authorization Hidden in Workflow N/A	Eval and Treatment All on Care Team	Office Auth N/A	

Read Notification ✕

**From:** [REDACTED]  
**Regarding:** [REDACTED]  
[REDACTED] (8/11/2022 3:43:01 PM):  
485 for [REDACTED] is in a status of Completed

[+ ADD RESOLUTION/COMMENTS](#) [↩ REPLY](#) [↩ REPLY ALL](#)

Notification is sent to users' CubHub Inbox.