

# Release v3.5

CubHub Systems

February 2022

# PPECC Facility

Team setting allows for a team to be identified as a PPECC facility for scheduling, payroll, & billing.

[Admin](#) > [Teams](#) > [Treat as Facility](#) > [Save](#)

☐ Patient Dashboard

☒ Treat as Facility

Facility Check In Form

Facility Check In ×

Assigned Service Type(s)

PPECC ×

Assigned Form Type(s)

PPECC Initial Assessment × PPECC Visit × PPECC Payroll ×

# PPECC Permission

New calendar permission: PPECC allows access to new PPECC page and functionality.

[Admin](#)> [Permissions](#)> [Calendar](#)> [PPECC](#)> [Check box](#)> [Save](#)

ADMIN	BILLING	CALENDAR	CLINICIAN	DASHBOARD	FAX	INBOX	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"/>	Clone
Assignments		<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
Audit		<input checked="" type="checkbox"/>									
Mark Completed					<input checked="" type="checkbox"/>						
PPECC		<input checked="" type="checkbox"/>									

# PPECC Calendar

Clinicians assigned to PPECC will have direct access to facility clock in and multi-patient charting on PPECC page.

## PPECC

- Home
- Inbox
- Clients
- Employees
- Calendar
- PPECC**
- Billing
- Payroll
- Clinical
- Faxes
- Admin

PPECC Facility Calendar						
Choose Facility NJ PPECC Facility						
February 2022						
MON 14	TUE 15	WED 16	THU 17	FRI 18	SAT 19	SUN 20
Facility Check-In - Start	Facility Check-In - Start	Facility Check-In - Start	Facility Check-In - Start	Facility Check-In - Start		
Cole Ballweg - Start 07:00-12:00	Cole Ballweg - Start 07:00-12:00	Cole Ballweg - Start 07:00-12:00	Cole Ballweg - Start 07:00-12:00	Cole Ballweg - Start 07:00-12:00		
Cole Ballweg - Start 07:00-12:00	Cole Ballweg - Start 07:00-12:00	Cole Ballweg - Start 07:00-12:00	Cole Ballweg - Start 07:00-12:00	Cole Ballweg - Start 07:00-12:00		
Todd Upchurch - Start 07:00-12:00	Todd Upchurch - Start 07:00-15:00	Todd Upchurch - Start 07:00-15:00	Todd Upchurch - Start 07:00-15:00	Todd Upchurch - Start 07:00-15:00		
Todd Upchurch - Start 07:00-12:00	Todd Upchurch - Start 07:00-15:00	Todd Upchurch - Start 07:00-15:00	Todd Upchurch - Start 07:00-15:00	Todd Upchurch - Start 07:00-15:00		

# PPECC Calendar

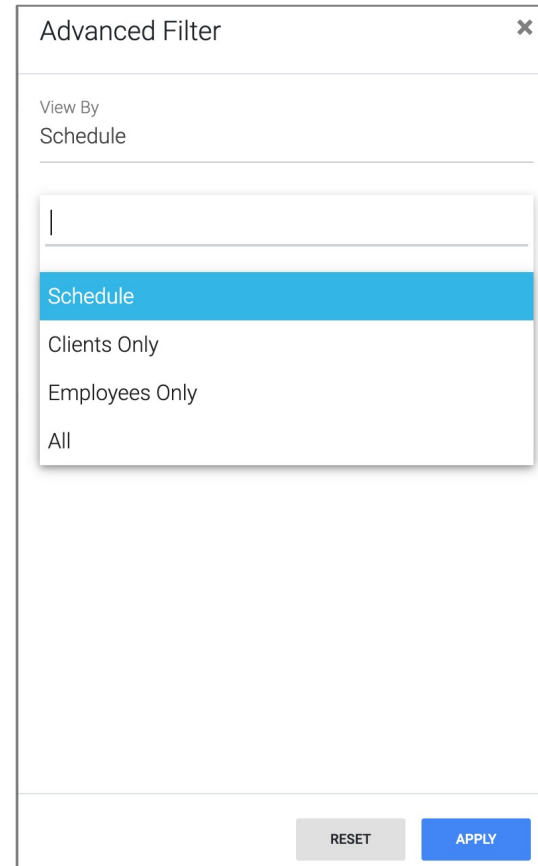
Users who are only assigned to PPECC facility team(s) will have their main calendar defaulted to see all clients in facility.

The advanced filter will allow clinicians to change the calendar view any of the following options:

**Schedule:** calendar defaults to this filter, shows entire schedule

**Clients Only:** shows only clients in facility

**Employees Only:** shows facility check-in




The screenshot shows a modal window titled "Advanced Filter" with a close button (X) in the top right corner. Inside the window, there is a section labeled "View By" with a dropdown menu. The dropdown menu is open, showing four options: "Schedule" (highlighted in blue), "Clients Only", "Employees Only", and "All". At the bottom of the modal, there are two buttons: "RESET" and "APPLY".


# QA Workflow

Multi-level QA workflow may be created for team(s) with notifications to specific groups; service and form specific.

[Admin](#)> [Teams](#)> [QA Workflow](#)> +

 Team - Galloway Inactive ☐ Active ☒ [SAVE](#)

[PROFILE](#) [BILLING/PAYROLL](#) [BILLING IDENTIFIERS](#) [EMPLOYEE TEMPLATES](#) [QA WORK FLOW](#)

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Service Type(s)	Form Type(s)	Effective Date	Deactivated Date	QA Steps
SNV	All	02/01/2022	--	1 - SNV STEP 1 (Clin Admin); 2 - SNV STEP 2 (Clin ...
PCA	HHA Shift	02/01/2022	--	1 - (Clin Admin); 2 - (Clin Sup); 3 - (Clin Info)
OT, PCA, PDN	OASIS Recert, OASIS SOC/ROC, OASIS Transfer/Discha...	02/01/2022	--	1 - OASIS Step 1 (Clin Admin); 2 - OASIS Step 2 (C...
PDN	PDN Shift	02/08/2022	--	1 - POC Review; 2 - Review Meds; 3 - Final Review

# QA Workflow

Multi-level QA workflow may be created for team(s) with notifications to specific groups; service and form specific.

QA Work Flow

Effective Date

02/08/2022

Deactivate Date

Service Type(s)

PDN

Form Type(s)

PDN Shift

QA Step	Permission Group		QA Step Name	
1	Client Admin	x	POC Review	
QA Step	Permission Group		QA Step Name	
2	Clinical Supervisor	x	Review Meds	

SAVE

**Effective Date:** Workflow process will be effective beginning on this date; can only be current or any future date.

**Service Type(s):** Select service type(s) for which this workflow is applicable.

**Form Types(s):** Select forms for which this workflow is applicable.

**Permission Group:** Users in selected permission group and access to QA will be able to complete this step.

**QA Step Name:** Label step with chosen name.

# Quality Assurance Status

QA page updated to display QA workflow status, when approval process is multi-level based on QA Workflow.

## Clinical> Quality Assurance

Status
Pending QA (Level 3 - (Clin Info))
Pending QA (Level 2 - (Clin Sup))
Pending QA (Level 2 - SNV STEP 2 (Clin Sup))
Pending QA
Pending QA

**If the reviewed note is declined, it will go back to the clinician for corrections.**

### Example Scenario 1

- 1) Shift is submitted and is in Pending QA (Level 1 – (Clin Admin) ) status.
- 2) This shift is reviewed and declined.
- 3) The shift goes to Pending Corrections status, back to the clinician who originally submitted it.

### Example Scenario 2

- 1) Shift is submitted and is in Pending QA (Level 1 – (Clin Admin) ) status.
- 2) This shift is approved at (Level 1 – Clin Admin)) status.
- 3) The shift is now in (Level 2 – (Clin Sup)) status.
- 4) The shift is reviewed and declined.
- 5) The shift returns to the clinician for corrections.



# Employee Hours Report

New report breaks down employee total hours for given time period; split by team.

[Employees](#)> [Reports](#)> [Total Hours Report](#)> [Select filters](#)> [Queue report](#)

First Name	Last Name	Team	Regular Hours	Overtime Hours	Holiday Hours	Double Time Hour	Total Hours
Nurse	One	Galloway	124	45	4	0	173
Nurse	Two	Galloway	32	0	0	0	32
Nurse	Three	Delaware	95.25	0	0	0	95.25
Nurse	Four	Galloway	70	0	0	0	70
Nurse	Five	Galloway	90	3	6	0	99
Nurse	Six	Galloway	123	39	4	0	166
Nurse	Seven	Galloway	128	33	0	0	161

# Payer Service Codes

Payer Service Codes may now be set up with multiple default forms.

[Billing](#)> [Payers](#)> [Service Codes](#)> [+New or select code](#)> [Enter details](#)> [Select default forms](#)> [Save](#)

Create 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)

TS OT Discharge Summary

TS OT Evaluation

TS OT Recert

TS OT Visit

Service Code

G0152 OT

x

Modifier (1)

---

Skill

Occupational Therapy

x

Modifier (2)

---

Description

OT-Medicaid

Modifier (3)

---

Display Name

Modifier (4)

---

SAVE

# Payroll Pay Rates

Pay Rates may now be set up with multiple default forms.

[Payroll](#)> [Pay Rates](#)> [Select default forms](#)> [Save](#)

Create Pay Rate

Description

Pay Type

Skill

Patient Orientation

Per Hour

---

Form Type(s)

Patient Orientation (PDN) ×

Patient Orientation (Unskilled) ×