

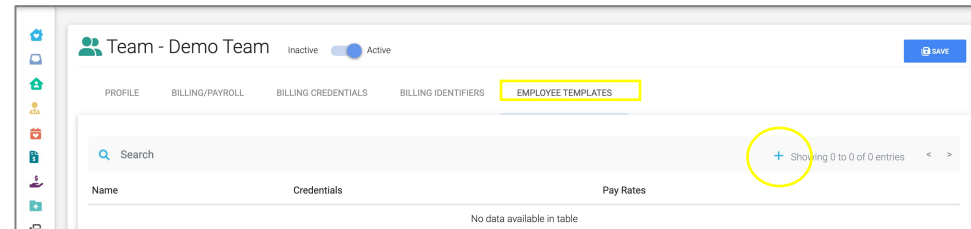
Release v3.3

CubHub Systems

Employee Templates

Create templates under each Team with chosen Payroll Items and HR Credentials. Templates can then be applied to new employees in the system.

Admin> Teams> Select team> Employee Templates> + to add new> make selections in Payroll Items and/or Credentials sections> Save



Employee Template

☐ Hourly Adult

Rate

0

☐ Hourly GB Testing

Rate

0

☒ Hourly G-tube

Rate

0

☒ Hourly IV

Rate

0

☒ Hourly Pediatric

Rate

33.00

☒ Hourly Trach

Rate

0

☐ Hourly Unskilled

Rate

0

☒ Hourly Vent

Rate

0

Employee Template

Template Name

Skilled Nurse Template

PAYROLL ITEMS

CREDENTIALS

☐ 1099 Contract Agreement

☒ 90 day Evaluation

☐ Annual In-Services

☐ Annual Observation Visit

☒ Annual Performance Evaluation

☐ Annual Staff Education

☐ Article 9 Certification (Every 3 years)

☐ Astral

☒ AZ Fingerprint Card Online Verification

☐ AZ Fingerprint Clearance Card

☒ Blood Borne Pathogens Test

☒ Blood Borne Pathogens Training

☐ CAPS Check (CO)

☐ Car Insurance

☐ CHC Inservice

☐ Chest X-ray

☐ Child Abuse Clearance

☐ Clinical License Verification

☒ Code of Ethics

☒ Competency Evaluation

☒ Compliance Pledge

☐ Conflict of Interest Disclosure

☒ Coronavirus (COVID-19) Education Acknowledgement

☐ County

☐ COVID No Action

☐ COVID Testing


☒ COVID Vaccine

☐ COVID Waiver

Optional Feature: Add rate to be applied to payroll item when using template. Can override in employee chart.

Employee Templates

Once created, users can hover over the template's Pay Rate and Credential columns to see what selections were made in the template.

 Team - Demo Team

Inactive ☒ Active


SAVE

PROFILEBILLING/PAYROLLBILLING CREDENTIALSBILLING IDENTIFIERSEMPLOYEE TEMPLATES

+ 1-1 of 1 < >

90 day Evaluation, Annual Performance Evaluation, AZ Fingerprint Card Online Verification, Blood Borne Pathogens Test, Blood Borne Pathogens Training, Code of Ethics, Competency Evaluation, Compliance Pledge, Coronavirus (COVID-19) Education Acknowledgement, COVID Vaccine

Name	Credentials	Pay Rates	
Skilled Nurse Template	90 day Evaluation, Annual Performance Evaluation, ...	Assessment - \$0.00, Hourly G-tube - \$0.00, Hourly

 Team - Demo Team

Inactive ☒ Active

SAVE

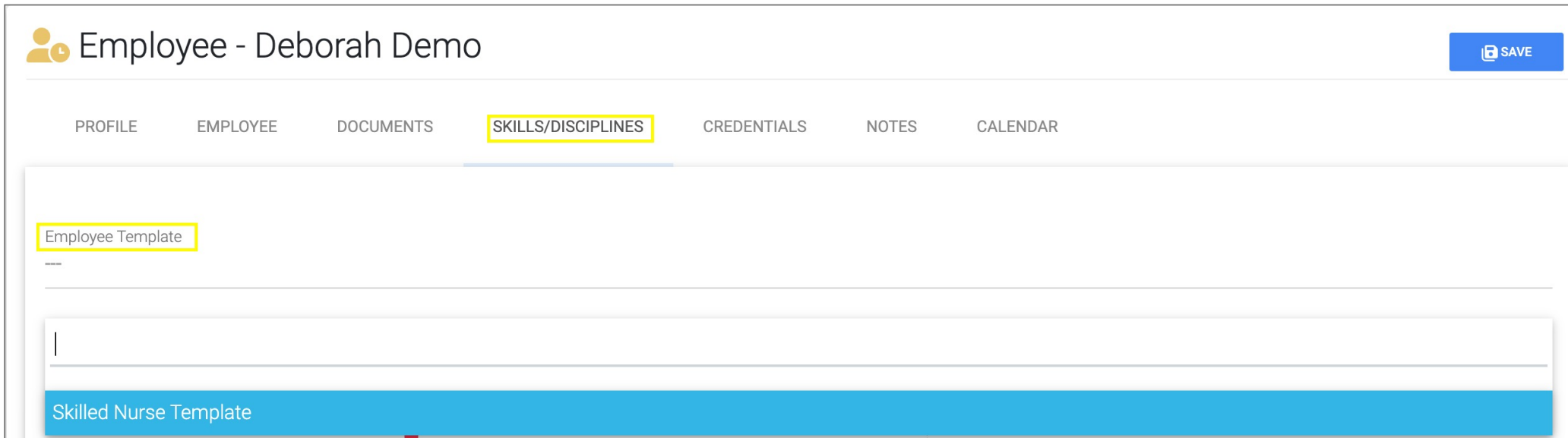
PROFILEBILLING/PAYROLLBILLING CREDENTIALSBILLING IDENTIFIERSEMPLOYEE TEMPLATES

Search + 1-1 of 1 < >

Name	Credentials	Pay Rates	
Skilled Nurse Template	90 day Evaluation, Annual Performance Evaluation, ...	Assessment - \$0.00, Hourly G-tube - \$0.00, Hourly IV - \$0.00, Hourly Pediatric - \$33.00, Hourly Trach - \$0.00, Hourly Vent - \$0.00	...

Employee Templates

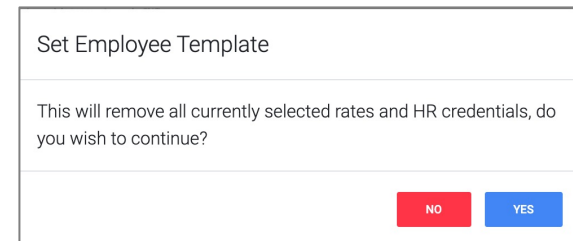
When adding a new employee to the system, apply the employee template under the Skills/Discipline section. The chosen Payroll and Credential items will be added to the employee chart.



The screenshot shows a web interface for an employee named 'Deborah Demo'. The top navigation bar includes a 'SAVE' button. Below it, a tabbed interface shows 'SKILLS/DISCIPLINES' as the active tab. A list of templates is displayed, with 'Employee Template' and 'Skilled Nurse Template' visible. The 'Skilled Nurse Template' is highlighted in blue.

Note: Templates may only be applied to new employees or those who do not have any skills or credentials already saved.

Note: Users will see this warning when applying a template to an employee.









A warning dialog box titled 'Set Employee Template'. It contains the text: 'This will remove all currently selected rates and HR credentials, do you wish to continue?'. At the bottom, there are two buttons: 'NO' (red) and 'YES' (blue).

Employee Templates

Once the template is applied, the pay rates/skills and credentials will automatically be added to the employee chart.

Employee Template
Skilled Nurse Template

SKILLS [+ New](#)







Pay Type Assessment	Rate 0		Pay Type Hourly G-tube	Rate 0	
Pay Type Hourly IV	Rate 0		Pay Type Hourly Pediatric	Rate 33	
Pay Type Hourly Trach	Rate 0		Pay Type Hourly Vent	Rate 0	

Skills and Credentials can be added or removed.

Specific pay rates can be applied to Skills.

Add in expiration dates or uploads to credentials, as needed.

CREDENTIALS [+ New](#)

Credential 90 day Evaluation x	Expiration Date	Credential Annual Performance Evalu... x	Expiration Date	Credential AZ Fingerprint Card Online... x	Expiration Date
Notes		Notes		Notes	
CHOOSE FILE Upload your File		CHOOSE FILE Upload your File		CHOOSE FILE Upload your File	
Credential Blood Borne Pathogens Te... x	Expiration Date	Credential Blood Borne Pathogens Tr... x	Expiration Date	Credential Code of Ethics x	Expiration Date
Notes		Notes		Notes	
CHOOSE FILE Upload your File		CHOOSE FILE Upload your File		CHOOSE FILE Upload your File	
Credential Competency Evaluation x	Expiration Date	Credential Compliance Pledge x	Expiration Date	Credential Coronavirus (COVID-19) E... x	Expiration Date

Payers: Assign Teams

To limit the Payer options that show in a patient's Financial section, assign teams to the Payer.

[Billing](#)> [Payers](#)> [Select Payer](#)> [Teams](#)> [Make team selections](#)> [Save](#)

Horizon NJ Health (PDN)(MCO) Inactive ☒ Active

INFO E-FILE OPTIONS CONTRACTS DOCUMENTS

PAYER SETTINGS

Payer Name	EDI Payer ID	Provider Number
Horizon NJ Health (P	3333	333333333

Evv Provider	Evv Claim Filing Method Override
None	None

Teams

Demo Team x |

Demo Team

Note: Do not select any teams if the payer should show for all patients regardless of team.

Pay Rates: Assign Teams

To limit the Pay Rate options that show in an employee's Skills section, assign teams to the Payer.

[Payroll](#)> [Pay Rates](#)> [Select pay rate](#)> [Team](#)> [Make selections](#)> [Save](#)

Edit Pay Rate

Description

Assessment

Form Type

Supervisory Visit

Pay Type

Per Hour (Non-Billable)

Skill

Teams

dem

Regular Code

Holiday Code

Productivity Points

Demo Team


Note: Do not select any teams if the pay rate should show for all employees regardless of team.

Payment Detail Report

The Insurance Type input to a payer's details will now pull to a column B in the Payment Detail Report.

[Billing](#)> [Reports](#)> [Payment Detail Report](#)> Queue

[illegible]



Horizon NJ Health (PDN)(MCO)

Inactive ☒ Active

INFO

E-FILE OPTIONS

CONTRACTS

DOCUMENTS

PAYER SETTINGS

Payer Name

Horizon NJ Health (P

EDI Payer ID

3333

Provider Number

33333

Env Provider

None

Env Claim Filing Method Override

None

Teams

Discount Type

Discount Amount

Benefit Code/Group

Insurance Type

MC - Medicaid

Address Option

Client

Access to Calendar from Claims

Access the calendar directly from claims to make necessary changes prior to billing.

Billing> Claims> Create new batch or open existing batch> Action Options beside claim> View Assignment Week

Claim Status

All

Start Date

11/01/2021

End Date

11/21/2021

Search

1-477 of 477

<input type="checkbox"/>	Patient	DOS	Payer	Claim Filing Method	Authorization	Service Lines	
<input type="checkbox"/>	Colleen - COLUMBIA GAS	11/1/2021-11/5/2021	North Brunswick Township	Invoice	School Staffing	0/10	...
<input checked="" type="checkbox"/>	Elisa (aunt)	11/1/2021-11/1/2021	Amerihealth Caritas PA (PDN)	Send To Waystar	92107070617	1/1	...
<input type="checkbox"/>	KATHERINE (Case	11/1/2021-11/5/2021	United Healthcare	Send To Waystar	x		

View Assignment Week

View Assignment Week

Once selected, a new tab will open with calendar assignment.


Test Batch (New)						SUBMIT	REMOVE	ADD
TO SUBMIT (0)COMPLETED (0)HISTORY								
<div>Search1-1 of 1</div>								
<input type="checkbox"/>	Patient	DOS	Payer	Claim Filing Method	Authorization	Service Lines		
<input type="checkbox"/>	Elisa (aunt)	11/1/2021-11/1/2021	Amerihealth Caritas PA (PDN)	Send To Waystar	92107070617	1/1		


View Assignment Week

User Preferences: Calendar Default


Users may set a preference to default the calendar's shift status filter (Open, All, Missed, Verified etc.). This does not limit a user's access to the other shift statuses.

[CubHub Bear](#) > [Preferences](#) > [Calendar Default](#) > [Make selection](#) > [Save](#)

 Basheerah Lawes

 Preferences

Sign Out

 Preferences

USER INFORMATION

PASSWORD

First Name

Basheerah

Last Name

Lawes

Email Address

me@cubhubsystems.com

Phone Number

972-677-8877

Cell Phone Carrier

Assurance Wireless

Calendar Default


All

x

Show - Locked 


All

Note: Use the lock icon to lock or unlock the statuses. This allows the selected status to hold (or not) as a user navigates between patients, employees, and other filters.

 Calendar

Client

All

Show - Unlocked 

All

Employee

All