Release v3.3

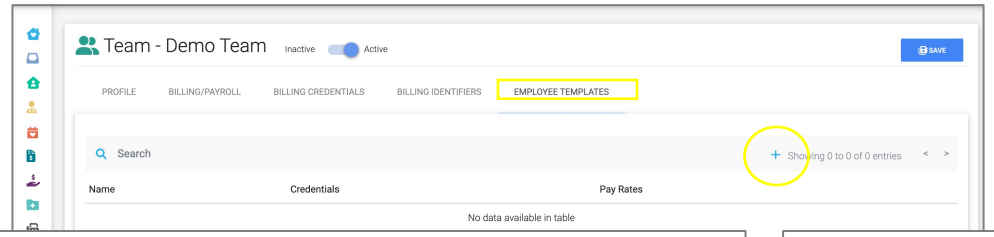
CubHub Systems

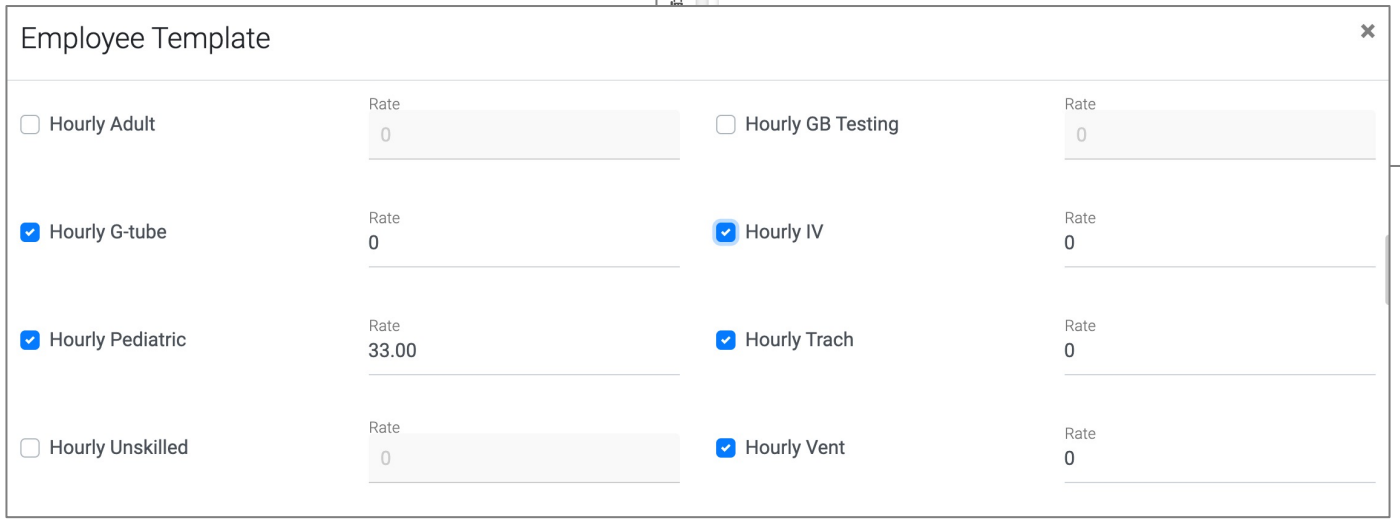
Copyright © 2021 CubHub Systems Inc.

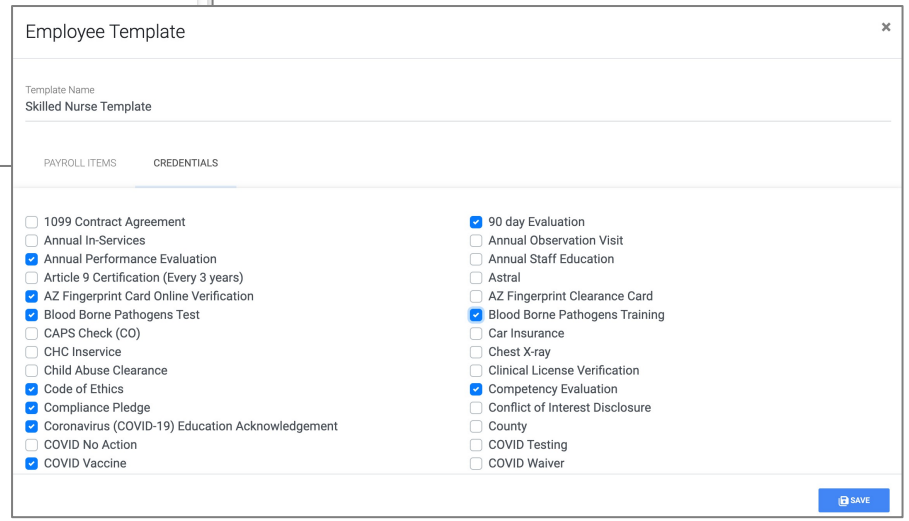
Employee Templates

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





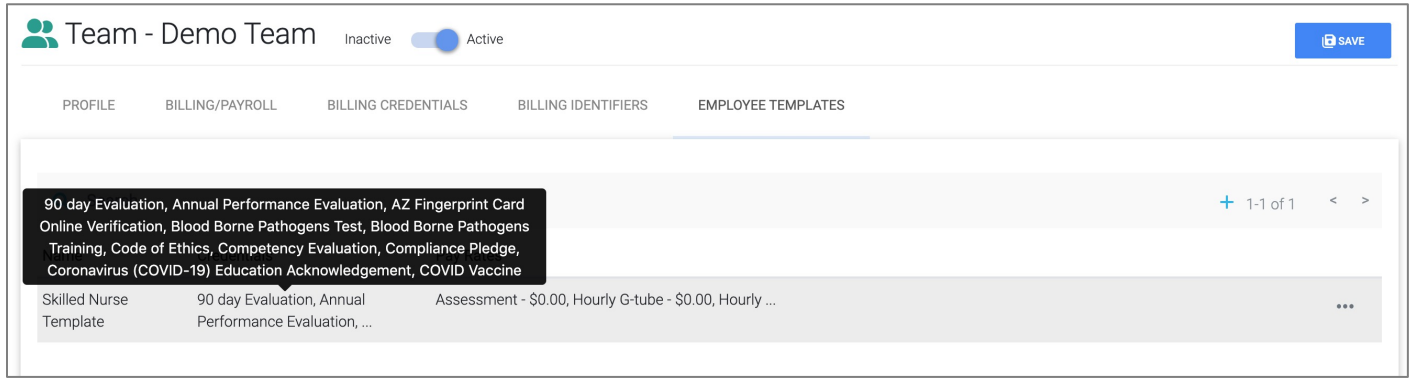


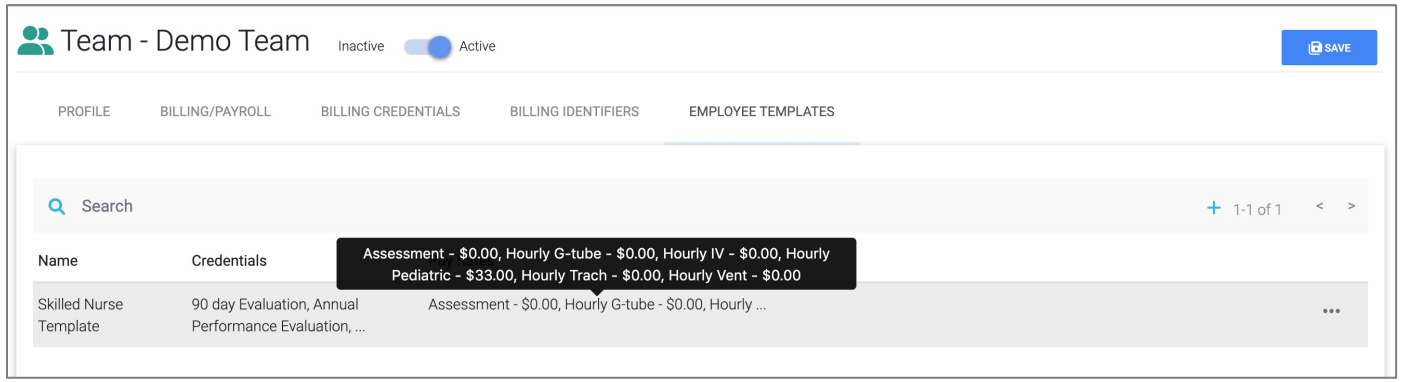
Optional Feature: Add rate to be applied to payroll item when using template. Can override in employee chart.

Copyright © 2021 CubHub Systems Inc.

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.

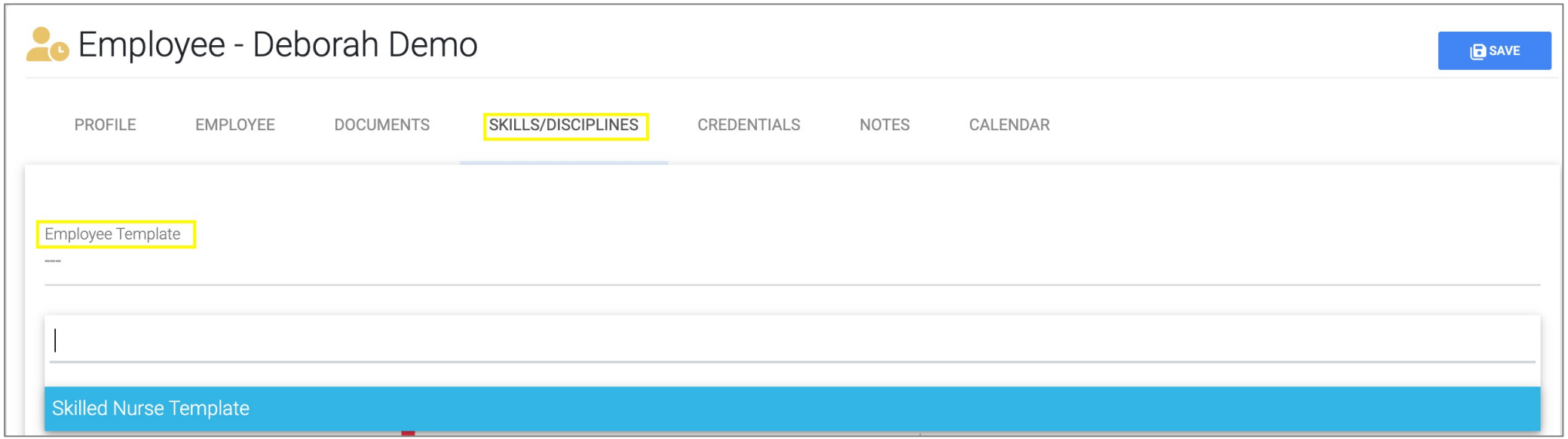




Copyright © 2021 CubHub Systems Inc.

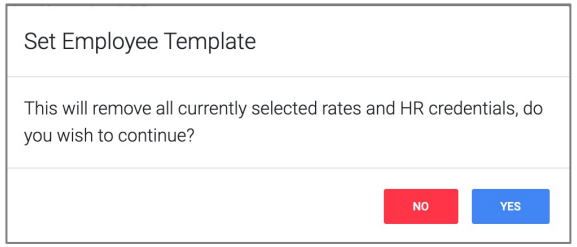
Employee Templates

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.



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

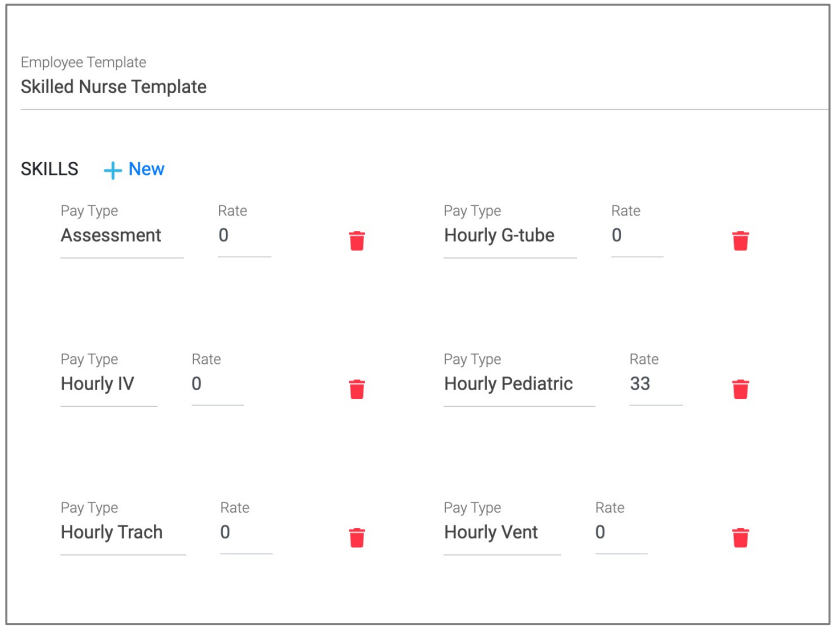
Note: Users will see this warning when applying a template to an employee.



Copyright © 2021 CubHub Systems Inc.

Employee Templates

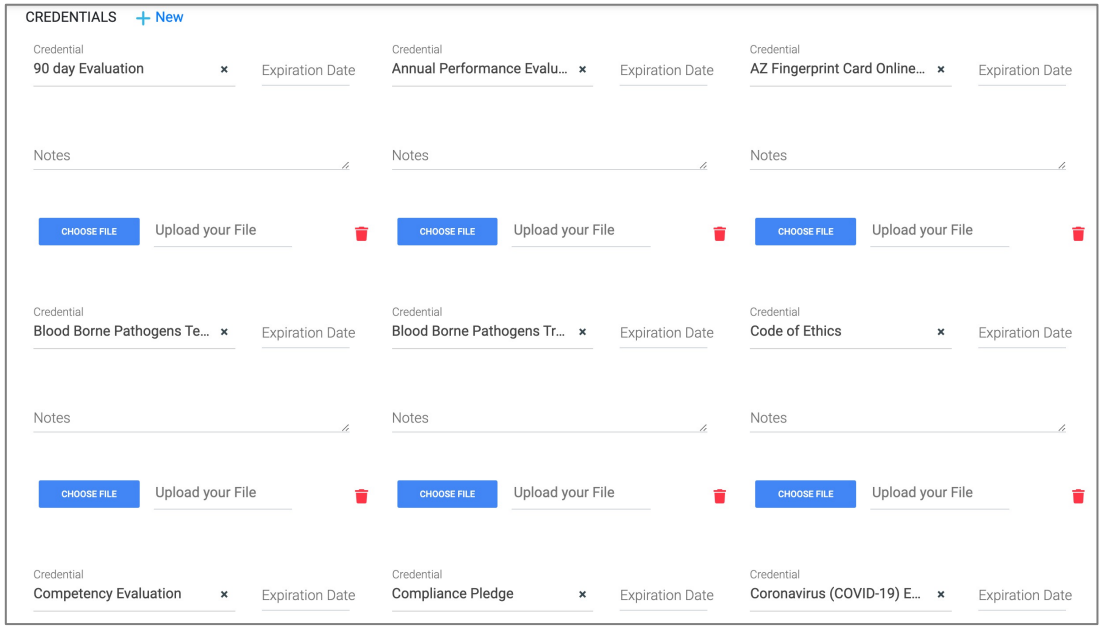
Once the template is applied, the pay rates/skills and credentials will automatically be added to the employee chart.



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.

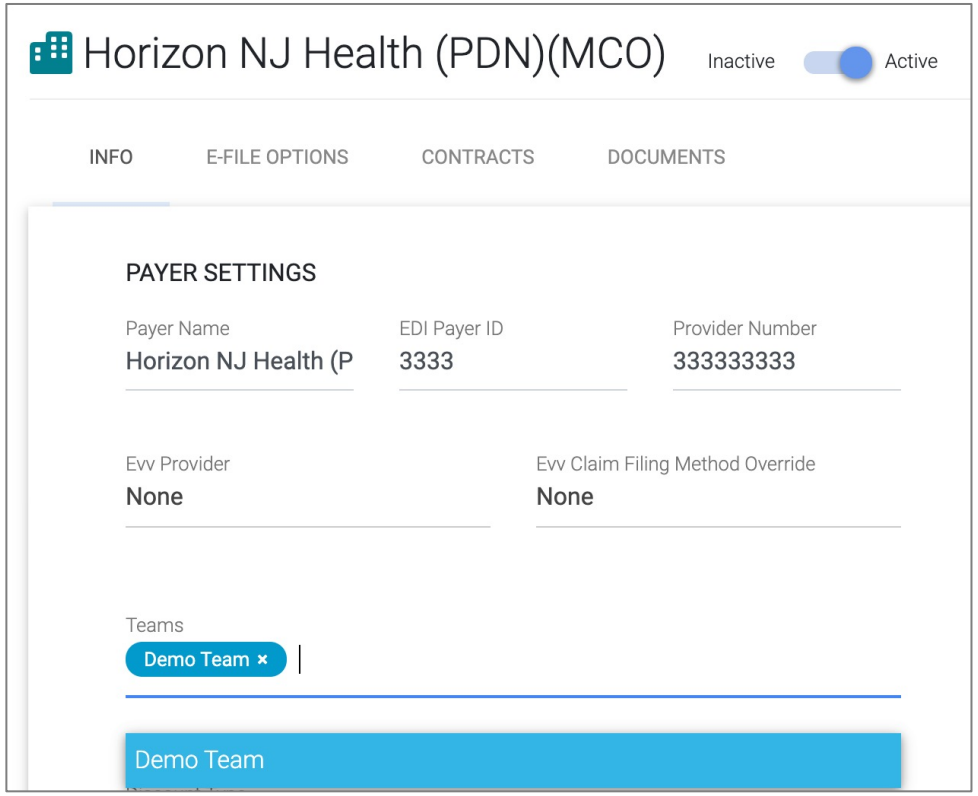


Copyright © 2021 CubHub Systems Inc.

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



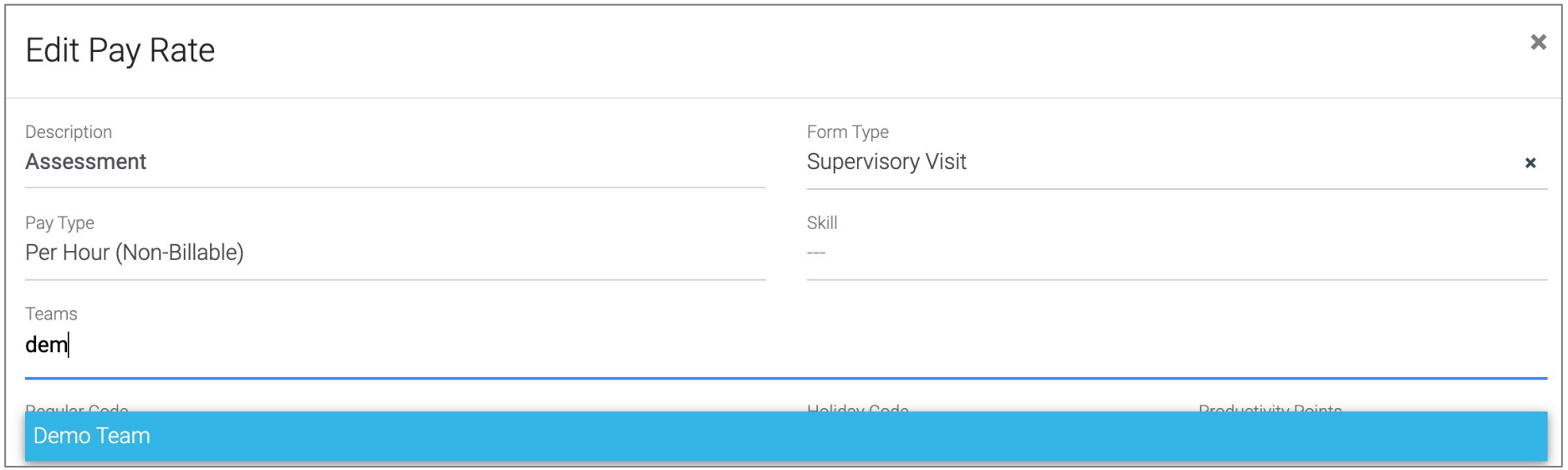
Note: Do not select any teams if the payer should show for all patients regardless of team.

Copyright © 2021 CubHub Systems Inc.

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



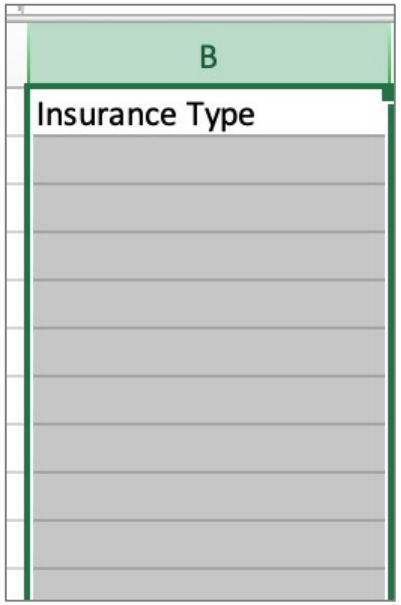
Note: Do not select any teams if the pay rate should show for all employees regardless of team.

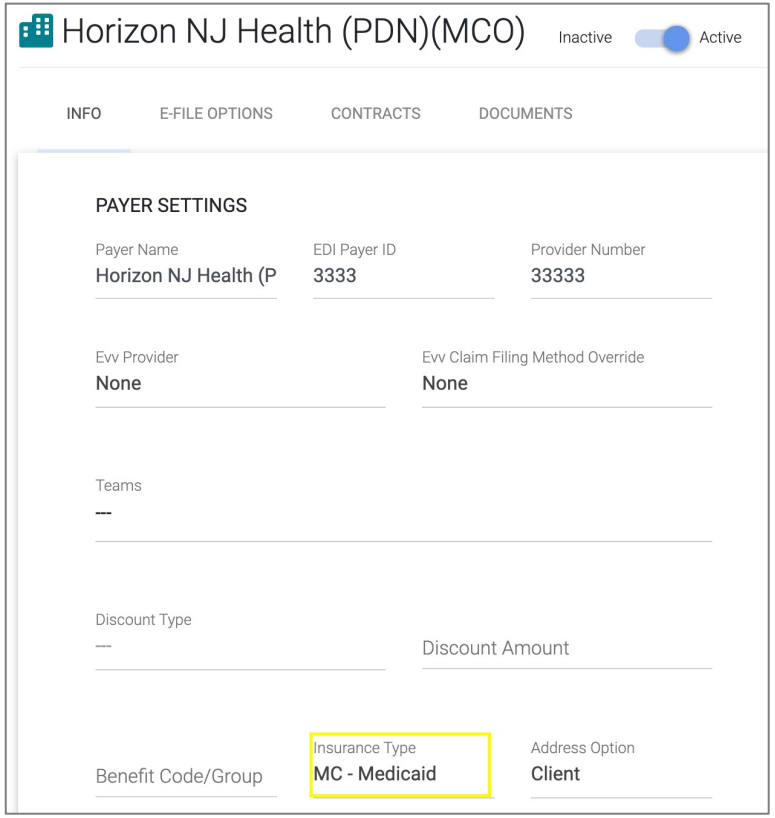
Copyright © 2021 CubHub Systems Inc.

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



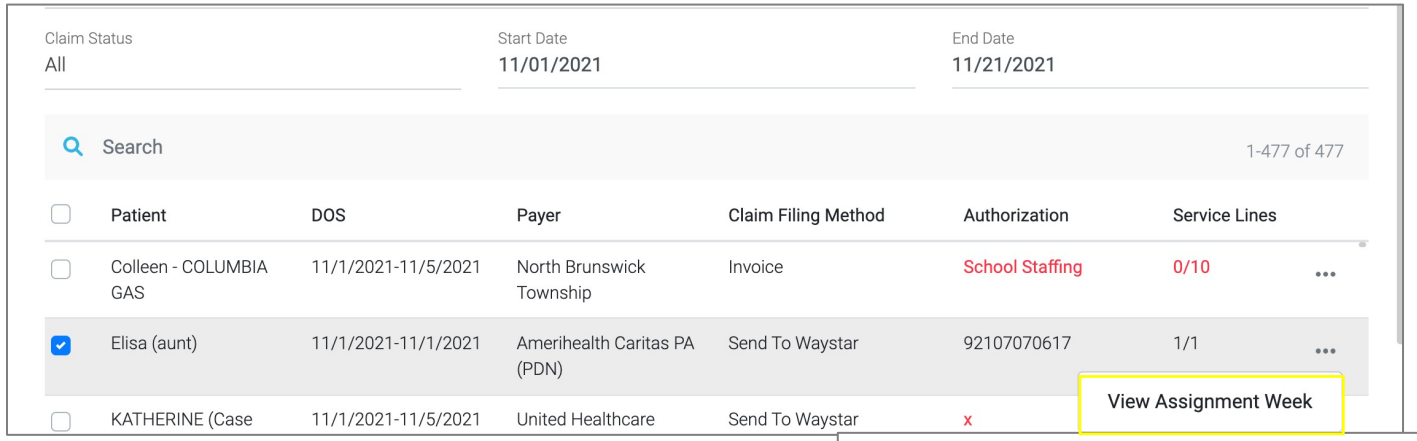


Copyright © 2021 CubHub Systems Inc.

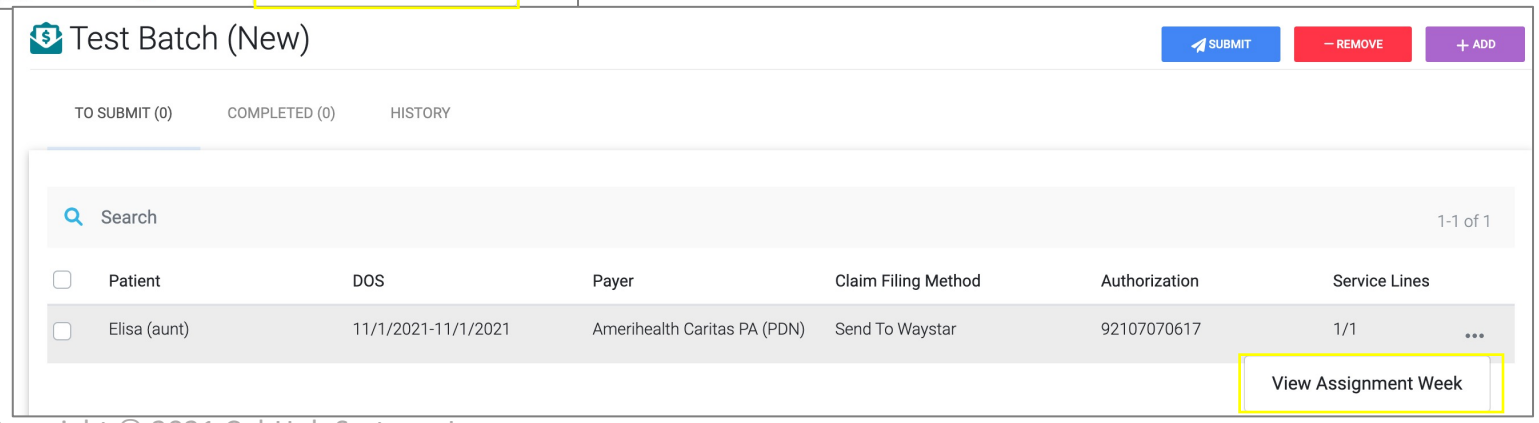
Access to Calendar from Claims

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 cliam> View Assignment Week



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

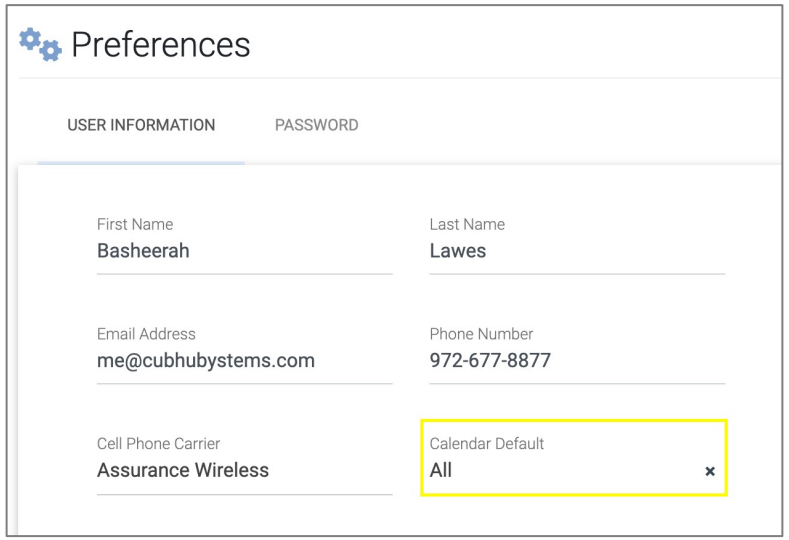


Copyright © 2021 CubHub Systems Inc.

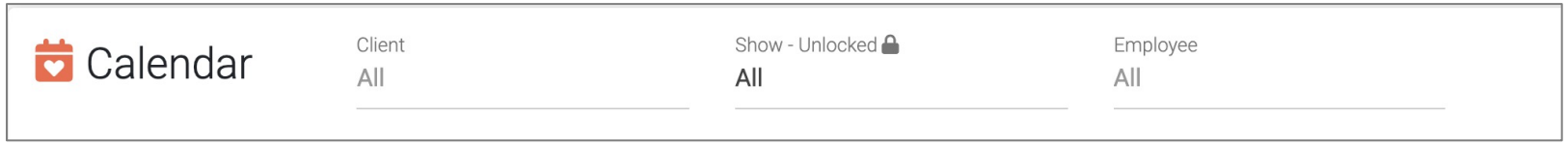
User Preferences: Calendar Default

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



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.



Copyright © 2021 CubHub Systems Inc.