



v2.5.6

Section	Feature	Details
Payroll	Split at Midnight*	Payroll now splits at 12a to match billing; visible in calendar & payroll
Payroll	OT Blended Rate*	Overtime calculation based on blended rate
Payroll	Daylight Savings*	If setting active, clinicians working 11/3 at 2am will auto be paid additional hour (reverse in spring)
Payroll	Late Notes*	Payroll preview includes visual notification for late clinical notes (non-submitted)
Payroll	CA Rules	California payroll rules
Payroll	Patient Team	Payroll is pulled by patient's team; labor assigned to each team for shared nurses based on schedule
Payroll	Paychex	Updates to Paychex export file
Payroll	Non-Visit Activity*	Allows for non-visit activity to be scheduled while excluding from patient reporting
Billing	Invoices	Invoice page now includes all filter options
Billing	A/R	A/R page new filter: all, invoices, claims
Billing	Eligibility*	Waystar compatible eligibility file may now be generated from billing reports

*\*see attached details*

## Payroll: Split at Midnight

		Oct 13 – 19 2019					month	week	day
		Sun 10/13	Mon 10/14	Tue 10/15	Wed 10/16	Thu 10/17	Fri 10/18	Sat 10/19	
			Kai Brier 22:00-00:00 (8) RN-Cigna	Kai Brier 00:00-06:00 (24) RN-Cigna	Kai Brier 00:00-06:00 (24) RN-Cigna	Kai Brier 00:00-06:00 (24) RN-Cigna	Kai Brier 00:00-06:00 (24) RN-Cigna	Opal Smith 00:00-06:00 (24) RN-Cigna	
				Kai Brier 22:00-00:00 (8) RN-Cigna	Kai Brier 22:00-00:00 (8) RN-Cigna	Kai Brier 22:00-00:00 (8) RN-Cigna	Opal Smith 22:00-00:00 (8) RN-Cigna		

- Overnight visits now automatically split at 12a for both billing & payroll
- They are identified by the chain icon signifying the shift is connected to another
- To verify the overnight you may use the check box, which will verify both or click on either part & click verify
- To edit an overnight click on either part of the overnight which will show entire visit & edit times upon save both get updated
- This does not change how night nurses utilize the mobile app, they will continue to clock in to a single overnight visit
- Drag & drop function to move an overnight to a different day will move both parts

## Payroll: Split at Midnight & New Layout

<b>Clinician: Kai Brier</b>		<b>Employee Number: 000386</b>					<b>Scheduled Hours: 52</b>			
<b>Patient</b>	<b>Date</b>	<b>Start</b>	<b>End</b>	<b>Hours/Visits</b>	<b>Pay Type</b>	<b>Pay Rate</b>	<b>Multiplier</b>	<b>Total Rate</b>	<b>Paid Amt.</b>	
Opal Smith	10/20/2019	10:00	14:00	4.00	Orientation - Regular	15.00	1	15.00	\$60.00	
Opal Smith	10/21/2019	19:00	00:00	5.00	Hourly Regular - Regular	30.00	1	30.00	\$150.00	
Opal Smith	10/22/2019	00:00	07:00	7.00	Hourly Regular - Regular	30.00	1	30.00	\$210.00	
Opal Smith	10/23/2019	19:00	00:00	5.00	Hourly Regular - Regular	30.00	1	30.00	\$150.00	
Opal Smith	10/24/2019	00:00	07:00	7.00	Hourly Regular - Regular	30.00	1	30.00	\$210.00	
Opal Smith	10/24/2019	19:00	00:00	5.00	Hourly Regular - Regular	30.00	1	30.00	\$150.00	
Opal Smith	10/25/2019	00:00	07:00	7.00	Hourly Regular - Regular	30.00	1	30.00	\$210.00	
Opal Smith	10/25/2019	19:00	00:00	5.00	Hourly Regular - Overtime	28.85	1.5	43.28	\$216.38	
Opal Smith	10/26/2019	00:00	07:00	7.00	Hourly Regular - Overtime	28.85	1.5	43.28	\$302.93	
				<b>52.00</b>					<b>\$1,659.31</b>	

- Payroll preview will now show overnight visits as two separate lines
- Page updated left to right including Pay Type which is rate name and pay indicator: Regular, OT, Holiday
- Payrate is the base pay rate for that line
- Multiplier indicates if the rate includes overtime calculation
- Total Rate: Pay Rate x Multiplier
- Paid Amount: Total Rate x Hours/Visits

## Blended OT

Clinician: Kai Brier		Employee Number: 000386				Scheduled Hours: 52			
Patient	Date	Start	End	Hours/Visits	Pay Type	Pay Rate	Multiplier	Total Rate	Paid Amt.
Opal Smith	10/20/2019	10:00	14:00	4.00	Orientation - Regular	15.00	1	15.00	\$60.00
Opal Smith	10/21/2019	19:00	00:00	5.00	Hourly Regular - Regular	30.00	1	30.00	\$150.00
Opal Smith	10/22/2019	00:00	07:00	7.00	Hourly Regular - Regular	30.00	1	30.00	\$210.00
Opal Smith	10/23/2019	19:00	00:00	5.00	Hourly Regular - Regular	30.00	1	30.00	\$150.00
Opal Smith	10/24/2019	00:00	07:00	7.00	Hourly Regular - Regular	30.00	1	30.00	\$210.00
Opal Smith	10/24/2019	19:00	00:00	5.00	Hourly Regular - Regular	30.00	1	30.00	\$150.00
Opal Smith	10/25/2019	00:00	07:00	7.00	Hourly Regular - Regular	30.00	1	30.00	\$210.00
Opal Smith	10/25/2019	19:00	00:00	5.00	Hourly Regular - Overtime	28.85	1.5	43.28	\$216.38
Opal Smith	10/26/2019	00:00	07:00	7.00	Hourly Regular - Overtime	28.85	1.5	43.28	\$302.93
				<b>52.00</b>					<b>\$1,659.31</b>

- Overtime pay rate calculated based on a blended rate for the week
- Blended OT rate: calculated weighted average of hours divided by total hours worked multiplied by 1.5

In example above: clinician worked a total of 52 hours:

4 hours x rate of 15 = 60

48 hours x rate of 30 = 1440

1440 + 60 = 1500

1500/52 = 28.85 x 1.5 = a blended OT rate of 43.28

## Daylight Savings

**Week of 11/03/2019 - 11/09/2019**

**Clinician: Kai Brier**

**Employee Number: 000386**

**Scheduled Hours: 30**

Patient	Date	Start	End	Hours/Visits	Pay Type	Pay Rate	Multiplier	Total Rate	Paid Amt.
Opal Smith	11/03/2019	00:00	● 06:00	7.00	Hourly Regular - Regular	30.00	1	30.00	\$210.00
Opal Smith	11/04/2019	22:00	00:00	2.00	Hourly Regular - Regular	30.00	1	30.00	\$60.00
Opal Smith	11/05/2019	00:00	06:00	6.00	Hourly Regular - Regular	30.00	1	30.00	\$180.00
Opal Smith	11/05/2019	22:00	00:00	2.00	Hourly Regular - Regular	30.00	1	30.00	\$60.00
Opal Smith	11/06/2019	00:00	06:00	6.00	Hourly Regular - Regular	30.00	1	30.00	\$180.00
Opal Smith	11/06/2019	22:00	00:00	2.00	Hourly Regular - Regular	30.00	1	30.00	\$60.00
Opal Smith	11/07/2019	00:00	06:00	6.00	Hourly Regular - Regular	30.00	1	30.00	\$180.00
<b>31.00</b>									<b>\$930.00</b>

- Payroll will auto-calculate +1 (fall back) and -1 (spring forward)
- In the example above, clinician worked overnight Nov 2-3 2200-0600 and hours cross 2am
- Billing will still reflect 6 hours
- Payroll will still reflect 0000-0600 but total hours being paid = 7
- Lines impacted by Daylight Savings will include a visual indicator as seen above
- This feature is live for all clients; if you wish to opt out please contact us immediately

## Late Notes

<b>Clinician: Kai Brier</b>		<b>Employee Number: 000386</b>				<b>Scheduled Hours: 40</b>			
<b>Patient</b>	<b>Date</b>	<b>Start</b>	<b>End</b>	<b>Hours/Visits</b>	<b>Pay Type</b>	<b>Pay Rate</b>	<b>Multiplier</b>	<b>Total Rate</b>	<b>Paid Amt.</b>
Opal Smith	10/14/2019	22:00	00:00	2.00	Hourly Regular - Regular	30.00	1	30.00	\$60.00
Opal Smith	10/15/2019	00:00	06:00	6.00	Hourly Regular - Regular	30.00	1	30.00	\$180.00
Opal Smith	10/15/2019	22:00	00:00	2.00	Hourly Regular - Regular	30.00	1	30.00	\$60.00
Opal Smith	10/16/2019	00:00	06:00	6.00	Hourly Regular - Regular	30.00	1	30.00	\$180.00
Opal Smith	10/16/2019	22:00	00:00	2.00	Hourly Regular - Regular	30.00	1	30.00	\$60.00
Opal Smith	10/17/2019	00:00	06:00	6.00	Hourly Regular - Regular	30.00	1	30.00	\$180.00
Opal Smith	10/17/2019	22:00	00:00	2.00	Hourly Regular - Regular	30.00	1	30.00	\$60.00
Opal Smith	10/18/2019	00:00	06:00	6.00	Hourly Regular - Regular	30.00	1	30.00	\$180.00
● Opal Smith	10/18/2019	22:00	00:00	2.00	Hourly Regular - Regular	30.00	1	30.00	\$60.00
Opal Smith	10/19/2019	00:00	06:00	6.00	Hourly Regular - Regular	30.00	1	30.00	\$180.00

- Payroll now includes an indicator when a visit is set to be paid but the clinical documentation has not been submitted
- This does not stop the visit from being paid or exclude from any payroll calculation rules
- The indicator only appears on first half of an overnight shift
- In example above all clinical has been submitted except for the 10/18 2200- 10/19 0600

## Non-Visit (clinical) Activity

Profile	<b>Contacts</b>	Chart	Calendar	Notes	Financial	Office Orientation ▾	
Patient Profile —							
First	Office			Gender	Male		
MI				Email	chris@cubhubsystems.com		
Last	Orientation			Medical Record Number (last used: 9098799)	FTW000000		
SSN				Primary Language	-- Select --		
Date of Birth	09/05/2019			Ethnicity:	-- Select --		
Patient Details:				<b>Exclude from Reports</b>	<input checked="" type="checkbox"/>		

- A patient may now be marked as Exclude from Reports to be utilized for non-visit activity
- Examples include scheduling and paying for office orientations; in-services, etc.
- Excluding removes this 'patient' from all clinical patient reporting

# Eligibility

## Billing Report

× Houston					
<b>Report</b>	× Eligibility Report	<b>Start</b>	10/01/2019	<b>End</b>	10/30/2019
<b>Patient</b>	None Selected	<b>Payer</b>	Payer Filter		
<b>Clinician</b>	None Selected	<b>Admin Service Type</b>	× PDN		
<b>Run Report</b>					

- From the Ops – Reports – Billing Reports menu select Eligibility Report
- May run for date range, specific payer, service type or patient(s)
- Clicking Run Report generate the Waystar compatible csv for upload in to their site
- *Please note eligibility is an account add-on with Waystar*