



Administration

Administration and System Support

- **Provider Profile**
 - **Email Alerts**
- **User Management**
 - Roles
 - Permissions
 - Restrictions
- **Coordinator Setup – *Must Add At Least 1 (Default)***
- **Provider Reference Table Management**
- **Rate Management**

Administration – Provider Profile

- Admin → Provider Profile
- General Section
- Address Section
- Automatic Email Section

The screenshot shows the HHAExchange administration interface. The 'Admin' menu is open, with 'Provider Profile' highlighted. The main page displays the 'Provider Profile' form, which is divided into three main sections: 'Provider Info', 'Address', and 'Automatic Email'. The 'Provider Info' section includes fields for 'Provider Name', 'Provider Code', 'Serviced Zip Codes', 'Languages', 'Provider Initials', 'Password Expires Within', 'Visit Creation Based on EVW Confirmations', 'Mobile GPS Visit Verification', and 'Tolerance Range (ft)'. The 'Address' section includes fields for 'Street 1', 'City', 'Zip', 'Street 2', 'State', and 'Home Phone'. The 'Automatic Email' section contains a table of recipients.

Common Notifications	Recipients	Status	Edit
Caregiver Mobile Opt-Out Notification		Active	Edit
Request for New Placement	JoeUser@hhaexchange.com, JaneUser@hhaexchange.com	Active	Edit
Confirmed Placement	a@hhaexchange.com	Active	Edit
Cancellation of Placement	a@hhaexchange.com	Active	Edit
Revoke Placement	a@hhaexchange.com	Active	Edit

The dialog box is titled 'Automatic Email Recipients - Request for New Placement'. It contains a form with the following fields:

- Email:** A checked checkbox and an information icon. Below it is a text area containing 'JoeUser@hhaexchange.com, JaneUser@hhaexchange.com'.
- Roles:** An unchecked checkbox and an information icon.
- Active:** A checked checkbox.
- Buttons:** 'Save' and 'Cancel' buttons.

Administration – User Management

- Admin → User Management → User Search → *Edit User*

Update User Account

Update User Account History

* First Name: <input type="text" value="Ryan"/>	<input type="checkbox"/> IP Restricted	IP1 : <input type="text"/>	IP2 : <input type="text"/>	IP3 : <input type="text"/>	
* Last Name: <input type="text" value="Rich"/>	<input type="checkbox"/> Hourly Restricted	Day	From	To	IP i
Login Name: <input type="text" value="RiverWood"/>		Mon :	<input type="text"/>	<input type="text"/>	<input type="text"/>
* E-mail: <input type="text" value="rri"/>		Tue :	<input type="text"/>	<input type="text"/>	<input type="text"/>
Assign Roles: <input type="text" value="Admin"/>		Wed :	<input type="text"/>	<input type="text"/>	<input type="text"/>
Member Team: <input type="text" value="All"/>		Thu :	<input type="text"/>	<input type="text"/>	<input type="text"/>
Status: <input type="text" value="Active"/>		Fri :	<input type="text"/>	<input type="text"/>	<input type="text"/>
Change Password Unlock		Sat :	<input type="text"/>	<input type="text"/>	<input type="text"/>
		Sun :	<input type="text"/>	<input type="text"/>	<input type="text"/>

Administration – Coordinator Setup

- Admin → Coordinator Setup
(*Note: Must be at least 1 created for Placements!*)

New Coordinator

Coordinator Details

*Coordinator Number:

*Coordinator Name:

Status:

Administration – Reference Tables

- Admin → Reference Table Management

The screenshot displays the 'Reference Table Management' interface. At the top, there is a search bar with the text '* Reference Table:' followed by a dropdown menu containing 'Member Team' and a 'Search' button. Below the search bar, the 'Search Results' section shows a table with the following data:

Member Team ID	Member Team	Description	Status
4152	Default	Default	Active
5215	Team 1	SW 01	Active
4151			Active

An 'Add' button is located to the right of the table, highlighted with a red box. A red arrow points from this button to a modal window titled 'HHAeXchange - Member Team Details'. The modal contains the following fields:

- * Member Team:
- Description:
- Status: Active

At the bottom of the modal are 'Save' and 'Cancel' buttons.

Administration – Rate Management

- Admin → Rate Management
 - Edit (*Future*)
 - Update Rate (*Retroactive*)

Rate Management

*MCO:

Billing Rates

Status: Discipline: Rate Type:

From Date: To Date:

Search Results (117)

Service Code	Category	Service Type	From Date	To Date	Rate	Rate Type	Status			
W1793	Home Health	PCA	01/01/2017	12/31/2017	17.52	Hourly	Active	Edit	<input type="button" value="Update Rate"/>	H
W1759	Home Health	Other (Non Skilled)	01/01/2017	09/01/2018	10.01	Hourly	Active	Edit	<input type="button" value="Update Rate"/>	H


Administration – Rate Management

- Admin → Rate Management

Edit Rates

Rates	History
* Service Category:	Home Health
* Service Type:	PCA
* Service Code:	W1793
Rate Type:	PCA Hourly
* From Date:	01/01/2017
* To Date:	12/31/2017
* Rate:	17.520000 \$
* Billing Units Per Hour:	4.00
Min Visit Hours For Daily:	0000 (HHMM)
Status:	Active
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

Update Rates

Update Rate	
Current Rate Details	
Discipline:	PCA
Service Code:	W1793
From Date:	01/01/2017
To Date:	12/31/2017
Rate:	17.520000 \$
New Rate Details	
* From Date:	
* To Date:	
* Rate:	
Update visits where billed rate amount does not match the previous Service Code rate amount: <input type="checkbox"/> 	
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	