EVV Readiness Checklist!

The HHAX EVV System is Live: Let's review more information on how to ensure EVV compliant visits

As we approach the LME hard-launch date on **Wednesday, September 1st, 2021** providers must continue to collaborate, test and operationalize the EVV process with their applicable LME-MCOs and their EVV vendor as part of their process.

Please review the checklist to ensure you are fully compliant. It is important to review this information ASAP and complete all the steps as required for your provider status. The checklist below will ensure you are on the right track to be prepared for the Go-Live and confirm EVV compliant visits based on your provider status.

- **Providers using the Free HHAX Solution & EVV Tools:**
    - Have you completed a survey to initiate your portal creation? If so, have you been able to access your HHAX provider portal?
    - Have you created username and passwords for all your agency staff to enable them to log in to the Provider Portal?
    - Have you completed all your training via the Learning Management System (LMS)?
    - **Action Item:** Have you registered for the upcoming training?
        - Please Click Here to Register

- Have you reviewed all your member and Authorization data in your Provider Portal?
- Have you started to enter all your caregivers and create visits using the Master Week functionality for your patients?
- Have you provided your caregivers with the resources they need to download the HHAeXchange Mobile App and use the IVR Phone Line?
- After caregivers have been entered into HHAX and members/authorizations have been verified as present in the system, have you created visits using the Mast Week functionality for your patients?
- Have you confirmed visits through EVV or manual confirmation?
- Have you reviewed any Prebilling exceptions and resolved prior to invoicing visit?
- Have you invoiced visits by creating an Invoice Batch, and completed the billing process by creating a Claims Batch?

- **EDI Providers (Using your own 3rd Party EVV system):**
  - Have you completed a survey to initiate your portal creation? If so, have you been able to access your HHAX provider portal?
  - Have you reached out to your third party EVV vendor to provide them with the specifications and documents needed?
  - Have you reached out to EDI Integration at EDISupport@hhaexchange.com?
  - Have you completed all your training via the Learning Management System (LMS), especially learning about resolving billing exceptions?

- o Have you trained all your staff on additions to your current workflows?

- o **Important Reference/Jobs Aids**
  - o [Provider Information Center page](#)
    - o Check this page for survey link, welcome packets, EDI specs documents, etc.
  - o [Scheduling Visits Process Guide](#)
  - o [Confirming Visits Playlist](#)
  - o [Billing Process Guide](#)

Have Other Questions?

Visit the North Carolina LME Provider Info Center for helpful resources and training materials or contact us through NCSupport@hhaexchange.com.

Visit the Info Center