

CareHub Quick Start Guide

The **Actions** button on the top right of each module allows you to add New Tasks, SDRs, Grievances, Services, and Scheduling Requests from any module. Specific actions per module.



The screenshot shows the CareHub navigation sidebar. At the top, there is a 'CareHub' header with a plus icon, a calendar icon with a '17' notification badge, and a search icon. Below this is a 'Go To EMR' button with an external link icon. The main menu consists of several items: 'Tasks' with a '290' badge, 'IDT Meeting' with a dropdown arrow, 'Assessments', 'Care Plan', 'Quality Inbox' with a dropdown arrow, 'Enrollments' with a dropdown arrow, 'Service Tracking', 'Scheduling' with a dropdown arrow, 'Med. Administration', and 'Reports' with a dropdown arrow. At the bottom, there is a user profile card for 'Lucy Moore' from 'Intus Care', with a three-dot menu icon and a role indicator 'Center Manager Registered Nurse'.

Select the **Building icon** to set the Centers and Teams

Select the **Search icon** to search the participant

Select **Go To EMR** to access the Clinical EMR

Manage **Tasks**: Use filters to view, edit, and action. Filters by category, priority, status, due date, created by, and assigned to.

Manage **IDT Meeting** Huddle (agenda) and tasks by team. Toggle on Intus Suggestions to view auto-added reasons.

Manage **Assessments** by Type, Status, and Due Date; select Upcoming to assign, open In Progress, use **Actions** to add new assessments.

Manage **Care Plan** by Participant, Category, Status, and Due Date. Select from list on left to open on right.

Manage all **SDAGs** here. SDRs, Grievances, and Incidents. Each has its own dashboard with filters for status or type and dates.

Add referrals via **Actions**, manage **Enrollment** and **Disenrollment** records. Filter by status or referral date.

Manage Internal/External **Services** (Orders, Referrals, Unplanned, Other) and **Authorizations**. Action Scheduling. Filters for user workflows.

Select **Center Calendar** (all events) or **My Calendar** (user events). Process requests or add events directly. Use Views & Filters (Agenda prints)

View **MARs** and complete documentation. (Hint: MARs are created from Participant Profile > Medications.

Standard, HPMS, CMS Universe, and CMS MARx Enrollment **Reports**. Date and field filters and Export options.

Access the three-dot menu for **Settings** and to **Logout**

Note: Org admins will have access to all settings.