



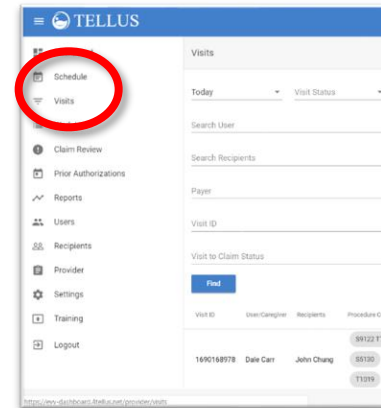
# Electronic Visit Verification (EVV)

## How to Manually Add Scheduled Visits into Tellus EVV

Ready to add scheduled visits to Tellus EVV for Medicaid Members receiving Personal Care Services? Use this guide to learn the basics.

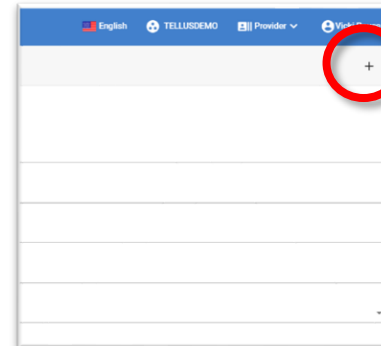
### Step 1

- In Tellus EVV, expand the **Main Menu** by clicking on the menu icon (three lines in the top left corner).
- Select **Visits** or **Schedule** from the menu.



### Step 2

- Access the **Add Visit** entry screen.
  - To add a visit, click on the “add visit” icon (“+”) at the top of the page.
  - When the **Add Visit** page opens, complete the information following the numbered steps on the screen.





### Step 3

- Add Recipient (Medicaid Member) information.
  - **Select Recipient.** Use the dropdown list to find and select the Medicaid Member who will receive the service.
  - **Select Payer.** This field populates automatically with the payer associated with the Medicaid Member. Additional payers can be selected from the dropdown list or the pre-populated payer can be deleted (click “X” next to the payer’s name and select a new one).
  - **Select Additional Recipients.** Use the dropdown list to add additional Medicaid Members, if applicable. For example, if the visit is for siblings, a group of children, or spouses that are receiving services at the same time, you would select additional recipients.

The screenshot shows a web form titled "Visits > Add new visit". It has several sections: "Select Recipients" with a dropdown menu showing "Alexis Ramirez (medicaid id:32514, date of birth:11/26/1991)", "Select Payer" with a dropdown menu showing "FLORIDA MEDICAD (AHCA)", and "Select Additional Recipients" with a table. The table has columns for Name, Member ID, Medicaid ID, Diagnosis Codes, and Referring Physician. A row is visible for Alexis Ramirez with Member ID 32514 and Diagnosis Codes A000 and A0101. There are also buttons for "Authorizations", "Edit Diagnosis Codes", and "Add Referring Physician".

### Step 4

- **Check Authorizations.** Click the submenu (click the vertical ellipsis / row of dots) and select **Authorizations** to confirm whether the service (diagnosis code) has been approved. The visit can be scheduled even if there is no authorization. Click **OK** to close the window.

The screenshot shows a table titled "Check authorizations" with the following data:

Full Name	Service	From Date	To Date	Authorization Number
Eric Reedy80	S5125	4/18/20	5/31/20	654321
Eric Reedy80	S5125	5/1/20	7/31/20	ABC123456

An "Ok" button is located at the bottom right of the table.



## Step 5

- **Edit Diagnosis Codes.** Click the submenu (click the vertical ellipsis / row of dots) and select **Edit Diagnosis Codes** to add or change diagnosis codes. Depending on the payer and the program, a diagnosis code may not be required.

When you click the field to enter a code, a list of available codes displays; select the one you need. To delete a code, click the “X” next to it.

## Step 6

- **Add Referring Physician.** If your agency requires a Referring Physician, click the submenu (click the vertical ellipsis / row of dots), and select **Add Referring Physician**. Use the dropdown list to find and select the referring physician. Click **Save**.

## Step 7

- **Select Caregiver.** Use the dropdown list to find and select the caregiver, or aide, performing the visit.



## Step 8

### • Select Services.

- Services associated with the diagnosis code are displayed. Check the ones required for the visit.
- If a service has multiple tasks, each task is checked when you check the service. You can uncheck any tasks that are not needed for this visit.
- Select a modifier, if needed.

## Step 9

### • Select Visit Location.

- **Select Start Address** and **Select End Address**. Both fields are populated by the recipient's primary address.
- If either address is different, click **Add Start Address** or **Add End Address** to update the address.

Note: If you make an **Add Start Address** or **Add End Address** entry, it will not be saved in the Recipient record.

(OPTIONAL) **Select Address Type**: Use the dropdown list to select an address type, such as residence. This helps the caregiver identify the location.



## Step 10

- **Select Date and Time.**
  - **Choose Start Date** defaults to today's date. Make a new selection by clicking the calendar icon to the right of the field and entering the date of the visit.
  - **Choose Start Time** defaults to the time you began creating the visit. Make a new selection by clicking the clock icon to the right of the field and entering the time of the visit.
  - **Duration hours.** Use the dropdown list to select the number of hours the service requires. If the service requires less than an hour, use the dropdown list in the **Duration minutes** field to select the number of minutes the service requires.

## Step 11

- **Select Visit Recurrence.**
  - **Repeat?** If this will be a recurring visit, slide the Repeat button to the right (on). Additional fields will be activated.
  - **Repeat:** Use the dropdown list to select the interval at which the visit repeats, such as daily or weekly.
  - **Repeat Every:** Use the dropdown list to select the number of intervals at which the visit repeats. For example, if you selected 'week' above and select



---

“2” in this field, the visit will be scheduled every two weeks.

- **Occurrences:** This field is turned on by default.  
**Enter Occurrence:** If this is a repeating visit, enter the total number of visits that should be scheduled.
  - **On Date:** If the visits should repeat until a certain date, slide this button to the right (on position). You must choose to schedule the visit(s) using the Occurrences button or the On Date button. You cannot choose both. The Occurrences button is automatically turned off when the On Date button is turned on.
  - **Enter Ends Date:** Enter the date of the last visit.
  - Click **Save** to save the visit information.
-