EIHub Helpdesk:
877-522-1065
INFirstSteps@pcgus.com
Weekdays 8 a.m. – 5 p.m. ET

EIHub Evaluation and Assessment Authorizations
Creating Evaluation and Assessment Authorizations in the
Case Management Module

To enter an Evaluation/Assessment Authorization you must first open the child's record in the case management module of EIHub (www.hub.prod.ineihub.com).

1. Navigate to the "Assessment" tab
2. Select the "Evaluation Information" panel
3. Click "Add"
   a. System will automatically open to the "Evaluation Information" panel
   b. Only enter information required (as outlined below) in this panel
4. Select "State" as the "Pay Source"
5. Click the "binoculars" icon in the "Program" field
   a. System will open a pop-up to select the program
6. Select the most appropriate activity from the "Program" pop-up
   a. e.g., Assessment/Evaluation
7. Click "Save"
8. Select the type of service being authorized as the "Service Type"
   a. e.g., Physical Therapy
9. Select "Inactive" as the "Authorization Status"
10. Enter the start date of the activity as "Dates of Evaluation From"
11. Enter the end date of the activity as "Dates of Evaluation To"
12. Select the agency/independent provider that provided the service as "Agency"
    a. This is the payee name
13. Select the "Location Type" where the activity occurred
    a. E.g., Home
14. Click "Submit"
    a. System will automatically generate an authorization number

Adding a Diagnosis Code to an Evaluation/Assessment Authorization

15. Navigate to the "ICD-10 Diagnoses for Evaluation" panel
16. Click "Add"
    a. The system will open a pop-up to select the ICD10 code
17. Select the most appropriate evaluation/assessment ICD10 code from the "ICD10" pop-up
    a. The first field is the front of the ICD code (e.g., Z13)
    b. The second field is the description of the end of the ICD code (e.g., ".4" of Z13.4 is screening for certain developmental disorders in childhood)
    c. This is required in case management to transfer to service logging for billing purposes
18. Click "Submit"

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Assigning Providers to an Evaluation/Assessment Authorization

19. Navigate to the "Evaluator Assignment" panel
20. Click the "binoculars" icon in the "Primary Evaluator" field
    a. The system will open a pop-up to select the provider
21. Select the appropriate provider's name in the "Therapist" field from the "Primary Evaluator" pop-up
22. Click "Save"
23. If needed, click the "binoculars" icon in the "Secondary Evaluator" field
    a. The system will open a pop-up to select the provider
24. Select the appropriate provider's name in the "Therapist" field from the "Secondary Evaluator" pop-up
25. Click "Save"

Activating the Evaluation/Assessment Authorization

26. Navigate to the "Evaluation Information" panel
27. Select "Active" as the "Authorization Status"
28. Click "Submit"

Viewing the Authorized Evaluation/Assessment Activity

29. Navigate to the "Assessment" tab
30. View the newly authorized evaluation/assessment activity in the grid

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