DSHS THCIC Training
on the [HHS Learning Portal](https://learningportal.hhs.texas.gov/) (Webpage address: https://learningportal.hhs.texas.gov/)

You will find, once you've logged into the HHS Learning Portal and started a course, that a path is provided at the top of the screen that shows exactly where you are on the HHS Learning Portal. You can use this path to navigate while training.

On the right side of the screen, the Course Categories block can help you navigate to the group of courses you need. Select *Department of Health Services Courses*.

After selecting *Department of State Health Services*, click **Texas Health Care Information Collection (THCIC)** to see a list of training courses.

1. Select the course name to see the menu for that course.
2. Launch the training by clicking the link below *Step 1: Presentation*.

Step 1: Presentation

Training presentation on uploading electronic files into the THCIC system.

📄 **Outpatient Submitter Training**

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3. When the training is complete, close the window (click the red X on the top right corner). When you return to the menu, if you do not see a blue checkmark display in the checkbox for Step 1, refresh the screen by clicking the course name in the top navigation and you should see the checkmark display.

4. *Step 2: Quiz* becomes available.

Step 2: Quiz

Please complete the training before taking this Quiz. You must achieve a grade of 70% or higher to move to the next step in the training.

📋 Outpatient Submitter Quiz

Restricted Not available unless: The activity **Outpatient Submitter Training** is marked complete

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5. After completing the quiz and selecting **Submit all and finish**, the quiz displays on screen with feedback showing whether each question was answered correctly.
6. At the bottom of the screen, a Finish review link displays. Click that link to close the quiz.
7. Then, confirm you passed the quiz and click the menu link to return to the course menu.

Summary of your previous attempts

Attempt	State	Grade / 15.00	Review	Feedback
1	Finished Submitted Friday, April 16, 2021, 3:56 PM	12.00	Review	Good job! Please return to the course menu and go to the next Step.

Highest grade: 12.00 / 15.00.
Overall feedback

Good job! Please return to the course menu and go to the next Step.

Re-attempt quiz

« PREVIOUS ACTIVITY
Outpatient Submitter Training

NEXT ACTIVITY
THCIC Training Survey »

8. Select *Step 3: THCIC Training Survey* to complete the THCIC questionnaire. This is required before your certificate will become available.

Step 3: THCIC Training Survey

Please help us improve our training by completing this survey and providing your feedback. THCIC training appreciates your help!

THCIC Training Survey

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9. Select *Step 4: Certificate* to view and print certificate of completion.

10. Print or save a copy of the certificate for your records, then use the top navigation menu to return to the course menu.

11. The Resources from each course have been provided as a courtesy in *Step 5: Resources.* Step 5 is not required.

Step 5: Resources

Copy and save the important Resources referenced in this training.

Outpatient Submitter Resources