Texas Health Care Information Collection - THCIC
Health Facilities Numbered Letter, Volume 27 Number 2
May 8, 2024

Important Notifications Below:
Please share with all staff supporting the THCIC data collection efforts.

Data Administrator Logins
Data Administrator Login Usernames are issued to the assigned Facility Primary Contact for each facility.

Data Administrator Login passwords expire every 60 days and are required to be reset before it expires.

THCIC policy will **lock** a Facility's account in System13 if the Data Administrator Login Username has an expired login password.

All account lockouts will disable all user logins and will reject all uploads of data files by your submitter.

If the facility account is locked, the facility CEO will be required to submit a new THCIC Facility Information Request form to THCIC.

(https://www.dshs.texas.gov/sites/default/files/thcic/hospitals/FacilityInformationRequest.pdf). Wait times to recover access vary from 2-10 business days.

Updated Audits for Physician and Practitioner Fields
(Share with your software vendor, IT Department, and/or Submission Vendor)
Physician and Practitioner fields in Inpatient and Outpatient claims have always been required (see Texas Administrative Code Chapter 421). Audits have been in place to check for the submission of some of the physician/practitioner fields, and we are now updating the audits to check for the rest.

We plan for the audits to be updated after a **June 2024** system update. Missing and invalid Physician and Practitioner fields in all Inpatient and Outpatient claims will generate Errors for claims dated in or after 3rd quarter 2024.

Description of Audit Changes:
- For Outpatient Institutional Claims, excluding Emergency Department, make the following fields required for Physician 1 (Operating):
  - Qualifier
  - Practitioner ID
  - First Name
  - Last Name
- For Outpatient Professional Claims, make the following fields required for Rendering 1 Provider:
  - Qualifier
  - Practitioner ID
  - First Name
  - Last Name
- Ensure the 'Attending' Practitioner is required for Inpatient Claims.
- Ensure the 'Attending' Practitioner is required for Outpatient Institutional/Emergency Department Claims.

Physician 1 (Operating) Practitioner Audits
The following audits will be updated as shown in the table below.

Audit ID	Status	Audit Message	Audit Description	Audit Severity
692	Out/I	Invalid Physician 1 (Operating) Qualifier	The Physician 1 (Operating) Qualifier field identifies the type of license contained in the Physician 1 Identifier field and the field must contain "XX" or "OB".	Error

693	Out/I	Invalid Physician 1 (Operating) Qualifier	The Physician 1 (Operating) Identifier field does not contain a valid NPI, a valid state license number (number does not match THCIC Practitioner Reference File), or is not a recognized temporary number ("TXTnnn"*I* "OTHnnn"*I* "RESnnn","TEMnnn").	Error
696	Out/I	Invalid Physician 1 (Operating) Name Match	The 1st three characters of the Physician 1 (Operating) Last Name field and the first character of the Physician 1 First Name field does not match an entry in the THCIC Practitioner Reference File.	Warning
707	Out/I	Missing Physician 1 (Operating) Identifier	The Physician 1 (Operating) Identifier field is required. The Physician 1 (Operating) Identifier field must contain the practitioner's NPI, state license number, or a recognized temporary license number.	Error
708	Out/I	Missing Physician 1 (Operating) First Name	The Physician 1 (Operating) First Name is a required field.	Error
730	Out/I	Missing Physician 1 (Operating) Last Name	The Physician 1 (Operating) Last Name is a required field.	Error

Rendering 1 Practitioner Audits
The following audits will be updated as shown in the table below.

Audit ID	Status	Audit Message	Audit Description	Audit Severity
742	Out/P	Invalid Rendering 1 Provider Qualifier	The Rendering 1 Provider Qualifier field identifies the type of license contained in the Rendering 1 Provider Identifier field and the field must contain "XX" or "OB".	Error
743	Out/P	Missing Rendering 1 Provider Identifier	The Rendering 1 Provider Identifier field is required. The Rendering 1 Provider Identifier field must contain the practitioner's NPI or state license number.	Error
744	Out/P	Invalid Rendering 1 Provider Identifier	The Rendering 1 Provider Identifier field does not contain a valid NPI, a valid state license number (number does not match THCIC Practitioner Reference File), or is not a recognized temporary number ("TXTnnn"*I* "OTHnnn"*I* "RESnnn","TEMnnn").	Error
745	Out/P	Missing Rendering 1 Provider First Name	The Rendering 1 Provider First Name is a required field.	Error
746	Out/P	Missing Rendering 1 Provider Last Name	The Rendering 1 Provider Last Name is a required field.	Error
747	Out/P	Invalid Rendering 1 Provider Name Match	The 1st three characters of the Rendering 1 Provider's Last Name field and the first character of the Rendering Provider's First	Warning

			Name field does not match an entry in the THCIC Practitioner Reference File.	

Upcoming System Enhancements

We plan for the enhancements (described below) to be added during a **June 2024** system update. One of the enhancements is for improved system security and the others are to improve your user experience with the data collection system.

- For improved security, we will disable Data Manager and Data certifier user accounts with passwords expired over 60 days, and we will resend the New Facility Data Administrator (FDA) Email if the new FDA hasn't set their password within 24 hours of account creation.
- We will begin allowing Individual Taxpayer Identification Numbers (ITINs) to be submitted in the Patient Social Security Number field. We are not requiring ITINs to be sent, but the system audits will no longer flag them as an Error if they are sent. More information about ITINs can be found at https://www.irs.gov/individuals/individual-taxpayer-identification-number.
- We will sort the following tables in reports so that the fields with the most errors are at the top (making them faster to identify): the Frequency of Errors report (FER) field breakdown, the FER error count summary, and the Error Type List (ETL) error count summary.
- In System13's online site, the Claims tab and Corrections tab will default to sorting the claims by total number of errors. You will still be able to change how claims are sorted by clicking on the column header of the column you want to sort by.
- We will make minor updates to the content and format of the welcome email sent to new system users.

Hospital Emergency Room Reporting

All hospitals (acute, psych, rehab, critical access, or rural) providing outpatient emergency services as determined by federal or state law, regardless of payment, are required to report Outpatient Emergency Department data to THCIC.

Chapter 421.71 defines an Emergency Department (ED) as: (16) Emergency Department - Department or room within a hospital or freestanding emergency medical care facility as determined by federal or state law for the provision of emergency health care services.

All outpatient ED visits provided for emergency health care services must be reported.

The type of Outpatient ED services collected by THCIC are categorized by specific Revenue Codes listed on the THCIC website at https://www.dshs.texas.gov/texas-health-care-information-collection/facility-reporting-requirements/outpatient-data-reporting-requirements/revenue-codes

Outpatient ED Revenue Codes include the following codes:

*0450 ER -- General Classification
*0451 ER -- Emergency Medical Screening -- EMTALA
*0452 ER -- Beyond EMTALA
*0456 ER -- Urgent Care
*0459 ER -- Other

You may contact THCIC at thcichelp@dshs.texas.gov for information on reporting this type of ED visit or the System13 Helpdesk at 888-308-4953.

Emails

As a general rule, free and Internet-based web mail services (Gmail, Hotmail, Yahoo, AOL) are not secure for the transmission of PHI.

If your facility has provided THCIC with an email address that is not HIPAA compliant, it should complete a new THCIC Facility Information (Contact) form and send it to thcichelp@dshs.texas.gov immediately.

All facility staff with a THCIC Login must utilize a HIPAA compliant email address.

The form may be downloaded at: https://www.dshs.texas.gov/sites/default/files/thcic/hospitals/FacilityInformationRequest.pdf

Data Error Help

Are you having issues with correcting data errors in our system? Send an email to thcichelp@dshs.texas.gov for assistance.
THCIC produces an **Appendices Document** that contains default codes for unknown SSN, unknown address, country codes, payer source codes, audit list, race/ethnicity documents, and other helpful information.

https://www.dshs.texas.gov/sites/default/files/thcic/hospitals/5010_InpatientandOutpatientAppendices.pdf

THCIC Training

THCIC provides free Webinar trainings on the data reporting processes that are required of all Texas hospitals, ASCs, and FEMCs.

Postings for Webinar dates may be viewed at:
http://www.dshs.texas.gov/thcic/Training.shtm

Signing up for training is limitless and refresher training is encouraged.

THCIC highly recommends and encourages all facility staff involved with the THCIC state data reporting to sign up for training. Please feel free to request customized training for you and your staff at no cost!

To attend the Webinar training(s) or order a customized training, please send inquiries to: thcichelp@dshs.texas.gov.

For help or general questions on Submission, Correction, and Certification please contact THCIC at: thcichelp@dshs.texas.gov

Upcoming Due Dates

Activity	Q4 2023	Q1 2024	Q2 2024
Quarterly data submission due no later than	~~3/1/2024~~	6/3/2024	9/2/2024
Free Error corrections ends	~~5/1/2024~~	8/1/2024	11/1/2024
Facility certification files available by	6/3/2024	9/2/2024	12/2/2024
Certification/comments due no later than	7/15/2024	10/15/2024	1/15/2025

A schedule of **all** due dates may be found at:
http://www.dshs.texas.gov/THCIC/datareportingschedule.shtm

Videos for Troubleshooting

System13 has created several "You Tube" videos covering several topics on THCIC data reporting and data errors.

Allowed File Upload formats

Claim Entry (Manual Data Entry) - How to enter claims

Claim Correction - How to correct errors

Explaining the THCIC Required Codes List

Institutional -vs- Professional format

Social Security Number (SSN), Race, And Ethnicity issues

Did You Know?

- A new **FER** (Frequency of Error Report) should always be generated after data corrections have been made to ensure no errors were overlooked.

- A **Summary Report** should always be generated and reviewed each time data are submitted, and again after data corrections and before the certification phase begins.

- **Provider Primary Contacts** must always keep their Logins active. Failure to log in at least **every 60 days to reset your password** may cause a temporary deactivation of your account for security purposes.

- Your quarterly **certification "comments"** are **PUBLICLY** released as written. Use caution. You should **never** provide physician or patient identifying information in a certification comment.

- All Data Manager and Data Certifier login passwords MUST be reset every 60 days in our system and must never be shared.

- **Emailing** of **Personal Identifying Information (PII)** or **Sensitive Personal Information (SPI)**, even if the email is encrypted, may not be protected by all systems the data may pass through.

  Always contact the recipient first to inquire if emailing this type of information is acceptable.

- The **"Accept as is"** function in the data correction functionality **does not** correct an error. It only clears the notification of all the errors in the claim itself. The errors still count against the total accuracy rate in the **FER** unless it is properly corrected through the Correction Tab, or by submitting a corrected claim batch file through the system.

How to Reach Us

System13, Inc. (in Virginia)
Web site: https://thcic.system13.com

System13 Helpdesk
Monday-Friday, 8:00a – 5:00p (Central Time)
Phone: (888) 308-4953 or (434) 977-0000
Email: thcichelp@system13.com

THCIC (in Austin)
Web site: www.dshs.texas.gov/thcic

Email: thcichelp@dshs.texas.gov (Best way to contact THCIC)
Main phone: (512) 776-7261 (must leave a message)

THCIC Staff
Tarik Brown - Director
Andy Alegria – Business Analyst
Meredith Arrison - Program Specialist
Pragya Bhattarai – Medical Research Specialist/Team Lead
Shan Gao – Research Analyst
Adrianna Jackson – FEMC Data Compliance, IRB Research Data
Tiffany Overton – Training, PUDF Orders
Dee Roes – Quality Assurance Specialist
Seema Saraswathi – Research Analyst
Sneha Talla – Research Analyst

All THCIC staff may be contacted by email at thcichelp@dshs.texas.gov

Past Newsletters
https://www.dshs.texas.gov/texas-health-care-information-collection/health-data-researcher-information/texas-health-care-information

Links to Forms and Documents
    Patient Notification of Data Collection Form –
    https://www.dshs.texas.gov/sites/default/files/thcic/PatientNotificationofDataCollection.pdf

    Provider Contact Update Form -
    https://www.dshs.texas.gov/sites/default/files/thcic/hospitals/Facility_InformationRequest.pdf

Submitter Contact Update Form –
https://www.dshs.texas.gov/sites/default/files/thcic/SubmitterUpdateForm.pdf

No Quarterly Data to Report Form -
https://www.dshs.texas.gov/sites/default/files/thcic/hospitals/NoDataToReport.pdf

Current Provider Contact List –
https://www.dshs.texas.gov/sites/default/files/thcic/hospitals/FacilityList.xlsx

Appendices Document –
https://www.dshs.texas.gov/sites/default/files/thcic/hospitals/5010_InpatientandOutpatientAppendices.pdf

    Contains:
- Country Codes
- Default Values
- Race and Ethnicity documents
- Revenue Code Groupings used for Encounter File and PUDF
- Audit IDs and Audit Messages
- Payer Source Coding Guide
- Key Data Elements for matching INPATIENT claims
- Key Data Elements for matching OUTPATIENT claims

Data Reporting Schedule –
https://www.dshs.texas.gov/THCIC/datareportingschedule.shtm

Inpatient Reporting Requirements -
https://www.dshs.texas.gov/texas-health-care-information-collection/facility-reporting-requirements/inpatient-data-reporting-requirements

Outpatient and Emergency Department Reporting Requirements -
https://www.dshs.texas.gov/texas-health-care-information-collection/facility-reporting-requirements/outpatient-data-reporting-requirements

HCPCS Codes -
https://www.dshs.texas.gov/sites/default/files/thcic/OutpatientFacilities/HCPCS-Code-worksheet-for-2024.xlsx