

Department of State Health Services
Center for Health Statistics
Texas Health Care Information Collection

Inpatient Submitter

Revised July 21, 2015



Background Information



- ☑ Chapter 108 of the Texas Health and Safety Code established and authorizes THCIC to collect and report on Inpatient/inpatient discharge data.

- ☑ <http://www.statutes.legis.state.tx.us/Docs/HS/word/HS.108.doc>

- ☑ <http://www.statutes.legis.state.tx.us/Docs/HS/pdf/HS.108.pdf>



THCIC Rules



Title 25. Health Services

 **Subchapter A** – Collection and Release of Hospital Discharge Data

 **Subchapter D** – Collection and Release of Inpatient Surgical and Radiological Procedures at Hospitals and Ambulatory Surgical Centers

 [http://texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC?tac_view=4&ti=25&pt=1&ch=421](http://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=4&ti=25&pt=1&ch=421)



THCIC Contact



Address:

Texas Health Care Information Collection
Dept of State Health Services – Center for Health
Statistics
1100 W 49th St, Ste M-660
Austin, TX 78756



Phone: 512- 776-7261



Fax: 512- 776-7740



E-mail: THCIChelp@dshs.texas.gov



Web site: <http://www.dshs.texas.gov/THCIC>



THCIC Contact

- ✓ Contact Tiffany Overton at  512-776-2352 or  Tiffany.Overton@dshs.texas.gov if a facility has questions concerning the submission, correction, or certification of data.
- ✓ Contact Dee Roes at  512-776-3374 or  Dee.Roes@dshs.texas.gov if submitter test/production files reject due to a submission address or EIN/NPI number.
- ✓ For general questions or to request information about THCIC please e-mail to  thcichelp@dshs.texas.gov.





Contact



Address:

System 13, Inc
1648 State Farm Blvd.
Charlottesville, VA 22911



Phone: 1-888-308-4953



Fax: 434-979-1047



E-mail: THCIChelp@system13.com



Web site: <http://www.thcichelp.com>



Inpatient Upload / Submitter

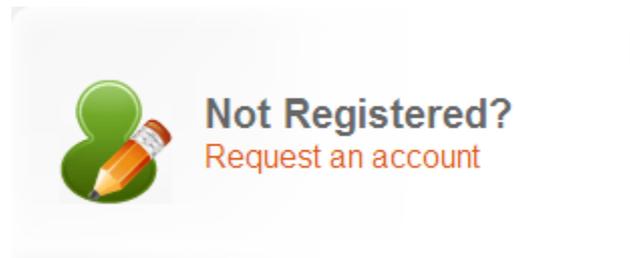


- Submitting Data Submitter/ Upload 5010
 - Getting a Submitter ID (SUB***)
 - Data Reporting Schedule
 - Logging into the System as a submitter
 - Submitting your data



Getting a Submitter ID

- ✓ Before a user can submit inpatient/ outpatient data via 5010 file format the user must be registered with System I3.
- ✓ Facilities must test their data submission with System I3 before data can be submitted.
- ✓ The user must register with System I3 at <https://thcic.systemI3.com/enrollments/new>



Requesting a Submitter ID

THCIC Support Center



[Home](#) [Help](#)

Request Access

ORGANIZATIONS WHO SUBMIT FOR MULTIPLE PROVIDERS:
Enroll as a submitter only once. List ALL providers that you submit for at the bottom of this page. If you submit for more than 15 hospitals please contact the THCIC Help Desk at 888-308-4953.

PROVIDERS WHO SUBMIT FOR THEMSELVES:
Enroll your facility as the submitter. List (as the Primary Contact) the person in your facility responsible for submitting claim data.



Not Registered?
Request an account

Submitter Information

Business Name	Alternate Contact
<input type="text"/>	<input type="text"/>
Street Address 1	Name
<input type="text"/>	<input type="text"/>
Street Address 2	Email Address
<input type="text"/>	<input type="text"/>
City	Phone Number
<input type="text"/>	<input type="text"/>
State	<input type="text"/>
<input type="text"/>	<input type="text"/>
Zipcode	<input type="text"/>
<input type="text"/>	<input type="text"/>

Primary Contact

Name	Provider 1
<input type="text"/>	THCIC ID
<input type="text"/>	<input type="text"/>
Email Address	Provider Name
<input type="text"/>	<input type="text"/>
<input type="text"/>	Provider City
<input type="text"/>	<input type="text"/>
Phone Number	Provider 2
<input type="text"/>	THCIC ID
<input type="text"/>	<input type="text"/>
Fax Number	Provider Name
<input type="text"/>	<input type="text"/>
<input type="text"/>	Provider City
<input type="text"/>	<input type="text"/>



Enroll as a submitter only once. A user can list up to 15 providers that the user will submit data for. If the user will submit for more than 15 providers, the user will have to contact System 13 directly to complete that request.

Providers that will submit for themselves using an 5010 file upload, must have a submitter ID.

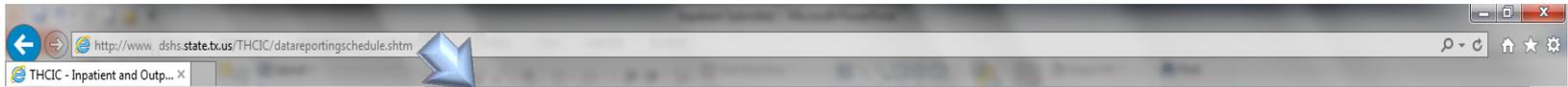
The user must contact System 13 before starting to test data.

If the submitter contact person needs to be updated, please contact System 13 directly.

Data Reporting Schedule



When are my submissions due?



The complete data reporting schedule is available at <http://www.dshs.state.tx.us/THCIC/datareportingschedule.shtm>



- Home
- About Us
- News
- I am a...
- I want to...
- Resources
- Find Services

- THCIC
- Reports
- Data
- Facility Reporting Requirements
- Training
- Calendars
- Statutes And Rules
- Resources
- Contact Us
- Center for Health Statistics (CHS) and other DSHS Data
- Mailing Address
- Location

Home > Texas Health Care Information Collection Home > Inpatient and Outpatient Data Reporting Schedule

Inpatient and Outpatient Data Reporting Schedule

Texas Health Care Information Collection
Center for Health Statistics

Activity	Q4 2014	Q1 2015	Q2 2015	Q3 2015	Q4 2015	Q1 2016	Q2 2016	Q3 2016
Cutoff for initial submission	3-2-15	6-1-15	9-1-15	12-1-15	3-1-16	6-1-16	9-1-16	12-1-16
Cutoff for corrections	5-1-15	8-3-15	11-2-15	2-1-16	5-2-16	8-1-16	11-1-16	2-1-17
Facilities retrieve certification files	6-1-15	9-1-15	12-1-15	3-1-16	6-1-16	9-1-16	12-1-16	3-1-17
Cutoff for corrections at time of certification	7-15-15	10-15-15	1-15-16	4-15-16	7-15-16	10-17-16	1-16-17	4-17-17
Final encounters available to facilities	8-3-15	11-2-15	2-1-16	5-2-16	8-1-16	11-1-16	2-1-17	5-1-17
Certification/comments due	9-1-15	12-1-15	3-1-16	6-1-16	9-1-16	12-1-16	3-1-17	6-1-17

Date	Activity	Quarter
3-2-15	Cutoff for initial submission	Q4 2014
5-1-15	Cutoff for corrections	Q4 2014
6-1-15	Certification/ comments due	Q3 2014
6-1-15	Facilities receive certification files	Q4 2014



Initial Submission Due Dates

Inpatient and Outpatient Data Reporting Schedule Texas Health Care Information Collection Center for Health Statistics

Key Activity Due Dates by Quarter

Activity	Q4 2014	Q1 2015	Q2 2015	Q3 2015	Q4 2015	Q1 2016	Q2 2016	Q3 2016
Cutoff for initial submission	3-2-15	6-1-15	9-1-15	12-1-15	3-1-16	6-1-16	9-1-16	12-1-16
Cutoff for corrections	5-1-15	8-3-15	11-2-15	2-1-16	5-2-16	8-1-16	11-1-14	2-1-17
Facilities retrieve certification files	6-1-15	9-1-15	12-1-15	3-1-16	6-1-16	9-1-16	12-1-16	3-1-17
Cutoff for corrections at time of certification	7-15-15	10-15-15	1-15-16	4-15-16	7-15-16	10-17-16	1-16-17	4-17-17
Final encounters available to facilities	8-3-15	11-2-15	2-1-16	5-2-16	8-1-16	11-1-16	2-1-17	5-1-17
Certification/comments due	9-1-15	12-1-15	3-1-16	6-1-16	9-1-16	12-1-16	3-1-17	6-1-17



THCIC System

Log into the System I 3 system at <https://thcic.system13.com>

System13, Inc. / THCIC Web - Windows Intern
https://thcic.system13.com
File Edit View Favorites Tools Help
Favorites THCIC Testing NPI Qwes
System13, Inc. / THCIC Web

THCIC Support Center **system13**
Making technology your best friend.

Home

[Problems Logging In?](#)

Username

Password **Sign In**

For security reasons your session will be terminated after 40 minutes of inactivity.

Not Registered?
Request an account

When are my submissions due?
View the Reporting Schedule

Download Legacy Cert Datafile 1q09
Use our legacy login

Looking for our legacy process tools?
Download Software and Manuals

Release 4.1.0
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1648 State Farm Boulevard • Charlottesville, VA 22911 • (888) 308-4953 • (434) 977-0000

Log In the System as a Submitter

System13, Inc. / THCIC Web - Windows Internet Explorer

https://thcic.system13.com/user_session/new

File Edit View Favorites Tools Help

System13, Inc. / THCIC Web

THCIC Support Center

system13
Making technology your best friend.

Home

Problems Logging In?

Username THSUB000

Password

Sign In

For security reasons your session will be terminated after 40 minutes of inactivity

Not Registered?
Request an account

When are my submissions due?
View the Reporting Schedule

Download Legacy Cert Datafile 1q09
Use our legacy login

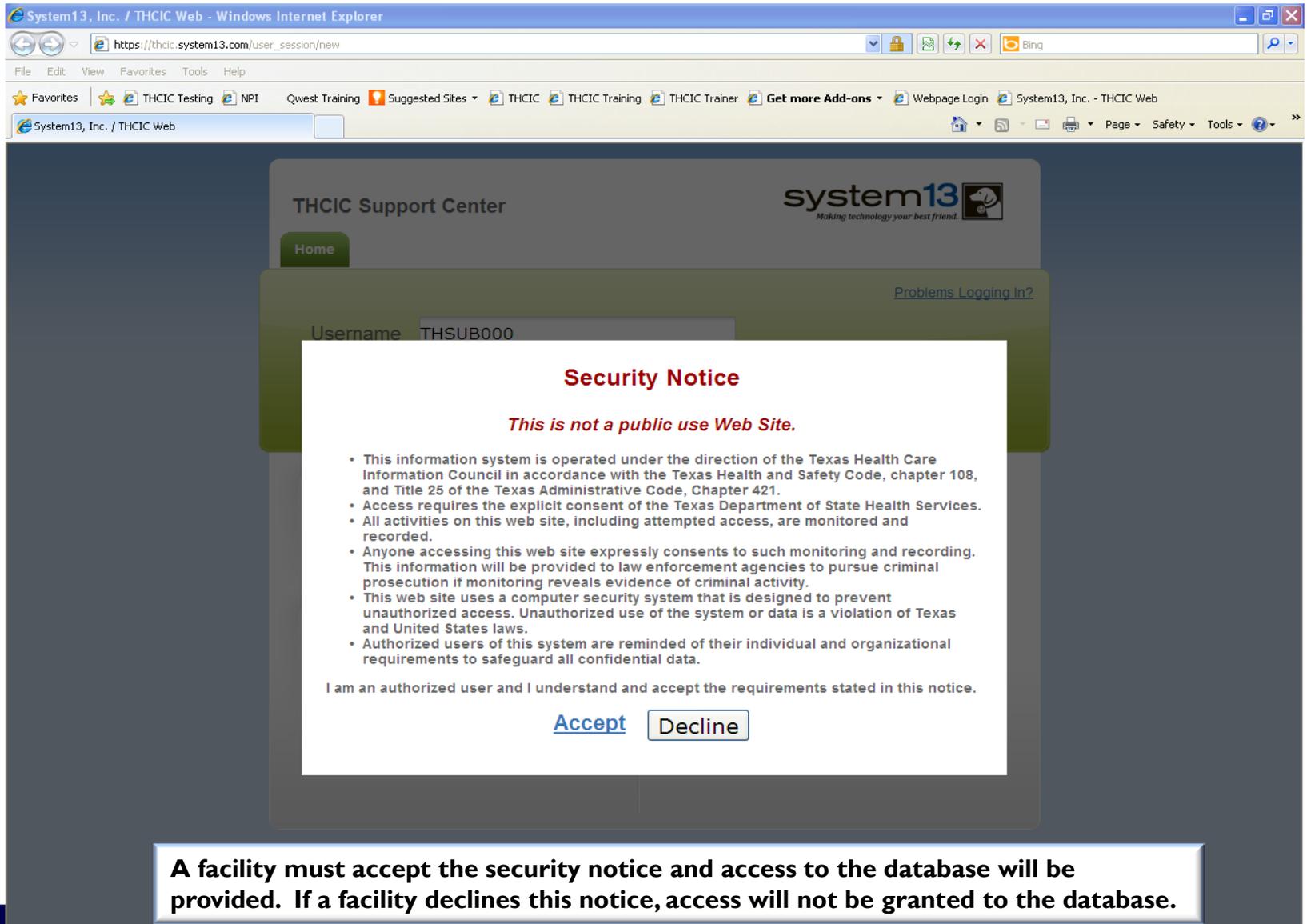
Looking for our legacy process tools?
Download Software and Manuals

Release 4.1.0
Copyright 2008 - 2012 © www.system13.com All rights reserved.

Put in THCIC Submitter username and password. Click 'sign in'.



Security Notice



The screenshot shows a Windows Internet Explorer browser window displaying the System13, Inc. / THCIC Web site. The address bar shows the URL https://thcic.system13.com/user_session/new. The browser's Favorites bar includes links for 'THCIC Testing', 'NPI', 'Qwest Training', 'Suggested Sites', 'THCIC', 'THCIC Training', 'THCIC Trainer', 'Get more Add-ons', 'Webpage Login', and 'System13, Inc. - THCIC Web'. The main content area of the page is titled 'THCIC Support Center' and features the 'system13' logo with the tagline 'Making technology your best friend.' A 'Home' button is visible. A login form is partially visible with the text 'Username THSUB000'. A prominent white security notice box is overlaid on the page, containing the following text:

Security Notice

This is not a public use Web Site.

- This information system is operated under the direction of the Texas Health Care Information Council in accordance with the Texas Health and Safety Code, chapter 108, and Title 25 of the Texas Administrative Code, Chapter 421.
- Access requires the explicit consent of the Texas Department of State Health Services.
- All activities on this web site, including attempted access, are monitored and recorded.
- Anyone accessing this web site expressly consents to such monitoring and recording. This information will be provided to law enforcement agencies to pursue criminal prosecution if monitoring reveals evidence of criminal activity.
- This web site uses a computer security system that is designed to prevent unauthorized access. Unauthorized use of the system or data is a violation of Texas and United States laws.
- Authorized users of this system are reminded of their individual and organizational requirements to safeguard all confidential data.

I am an authorized user and I understand and accept the requirements stated in this notice.

[Accept](#)

A facility must accept the security notice and access to the database will be provided. If a facility declines this notice, access will not be granted to the database.



Submitter Home Page

The screenshot shows a web application interface for a submitter. At the top left, there are two buttons: "Home" (green) and "Help" (blue). At the top right, the logo "system13" is displayed next to a small dog icon. Below the logo, the user's identity is shown as "THCIC Submitter 3 SUB990" with links for "My Account" and "Logout". The main content area is titled "THCIC Support Center" and contains two primary actions: "Upload" and "Download".

Home **Help** **system13** 

THCIC Submitter 3 SUB990 [My Account](#) | [Logout](#)

THCIC Support Center


Upload
Select a file containing 837-formatted claims and upload the batch.


Download
List and download error files.



Submitter Home Page – Tab

system13 

THCIC Support Center

Training Materials

[Reports Help](#)

[WebCert Help](#)

[WebClaim Help](#)

[WebCorrect Help](#)

Video Tutorials

[WebClaim: adding a new claim](#)

[WebCorrect: navigating through the errors](#)

Search and Lookups

[NPI Registry lookup](#)

[Board of Medical Examiners: \(Search for State License #\)](#)

[Podiatric Medical Examiners](#)

[Dental Examiners](#)

[Roster of documented midwives in Texas](#)

Supporting Documents

[Facility Reporting Schedule](#)

Regularly updated pages maintained by THCIC containing detailed technical information about 837 data and field formatting:

[Inpatient THCIC 837 Technical Specification](#)

[Outpatient THCIC 837 Technical Specification](#)

[Hospital Reporting Requirements and Numbered Letters](#): A regularly updated page maintained by THCIC to keep hospitals informed of the hospital discharge data collection process and requirements.

[THCIC Hospital information Request change](#)

[Submitter Test Files](#)

Frequently Asked Questions

I forgot my password. How can I recover it?

If you know your THCIC User Id, visit the [password recovery page](#).

If you don't know your THCIC User Id, send an email to thcichelp@system13.com, requesting an account reset.

I forgot my username. How can I recover it?

Send email to thcichelp@system13.com, requesting your username.

How do I update the Certifier Name?

You will need to fill out a [form](#).

Need more help? Contact Help Desk





Other Features - My Account

The screenshot shows the 'My Account' section of the system13 website. At the top, there are navigation buttons for 'Home' and 'Help'. The user is identified as 'THCIC Submitter' with links for 'My Account' and 'Logout'. A notification states: 'Your password will expire on: April 14, 2015 (approximately 48 days from today)'. The password change form includes three input fields: 'Current password', 'Change password', and 'Password confirmation', followed by 'Update' and 'Cancel' buttons. A blue callout box on the right lists password requirements and restrictions. A blue callout box on the left provides instructions for the user.

Home Help

system13

THCIC Support Center

THCIC Submitter [My Account](#) | [Logout](#)

Your password will expire on: April 14, 2015 (approximately 48 days from today)

Current password

Change password

Password confirmation

[Cancel](#)

Passwords must:

- expire and be changed every 60 days
- be at least 8 characters long
- contain at least 1 alpha, 1 numeric, and 1 special character
- contain uppercase and lowercase letters
- begin and end with a letter

Passwords must not:

- be reused for 1 year
- contain username
- contain letter or number sequences greater than 2
- repeat characters more than twice in a row

Password Notes:

1. Within this application, the following is defined as the set of Special Characters: ! @ # \$ % ^ & * ? _ ~ -
2. Here are some examples of a letter or number sequence greater than 2: 'abc', '123', '4567', 'ghijk'
3. Here are some examples of a letter, number, or sequence that is repeated more than twice: 'aaa' (2-letter repetition), '111' (2-number repetition), 'abcabc' (letter sequence repetition), '123123' (number sequence repetition)

The user will put in the current password, then a new password and confirm the new password. The password perimeters are listed above when changing your password. Click to change the password. Log back into the system with the new password.



Password Process

✕ Passwords Must:

- ✕ Expire and be changed every sixty (60) days
- ✕ Be at least eight (8) Characters long
- ✕ Contain at least one (1) alpha, one (1) numeric and one (1) special character
- ✕ Contain uppercase and lowercase letters

✕ Passwords Must Not:

- ✕ Be reused for one (1) year.
- ✕ Begin or end with non-alpha characters
- ✕ Contain username
- ✕ Contain letter or number sequences greater than two (2)
- ✕ Repeat characters more than twice in a row

✕ Password Notes:

- ✕ 1. Within this application the following is defined as the set of special characters:
! @ # \$ % ^ & * ? _ ~ -
- ✕ 2. Here are some examples of a letter or number sequences greater than two (2):
'abc', '123', '4567', 'ghijk'
- ✕ 3. Here are some examples of a letter, number, or sequence that is repeated more than twice:
'aaa' (2-letter repetition), '333' (2-number repetition), 'abcabc' (letter sequence repetition), '123123' (number sequence repetition)

Other Features - Logout

The screenshot displays the 'system13' web application interface. At the top right, the user is identified as 'THCIC Submitter 3 SUB990' with links for 'My Account' and 'Logout'. The main content area features two primary actions: 'Upload' (with a floppy disk icon and an upward arrow) and 'Download' (with a floppy disk icon and a downward arrow). A blue callout box on the right side of the screen points to the 'Logout' link with the text 'Click 'Logout''. In the center of the page, a 'Message from webpage' dialog box is open, displaying a question mark icon and the text 'Are you sure you want to logout?'. The dialog box includes 'OK' and 'Cancel' buttons.



Submitter Home Page

Home Help

system13 

THCIC Support Center

THCIC Submitter 3 SUB990 [My Account](#) | [Logout](#)

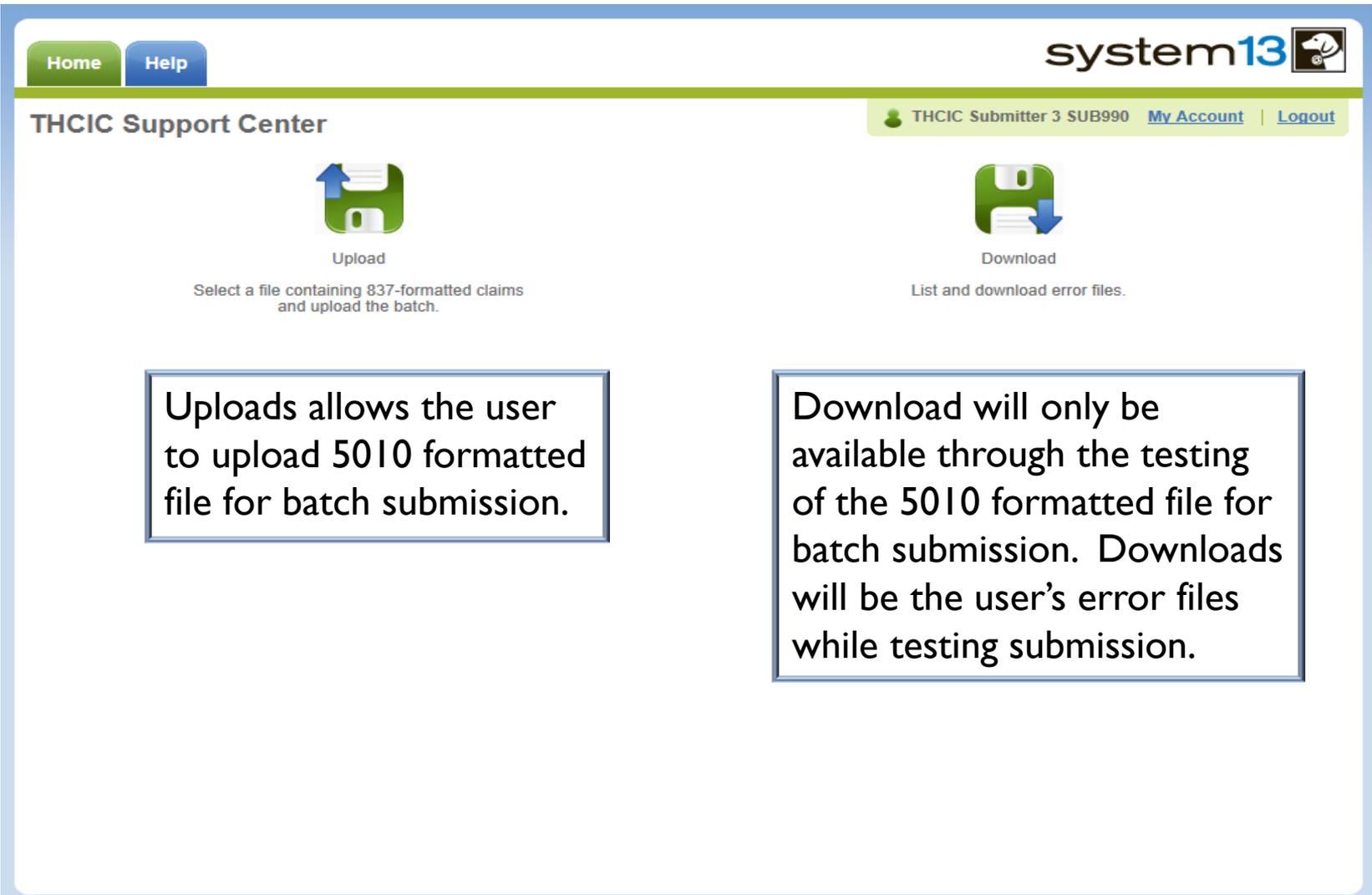

Upload
Select a file containing 837-formatted claims and upload the batch.


Download
List and download error files.



Submitter Home Page

Click Upload/Download



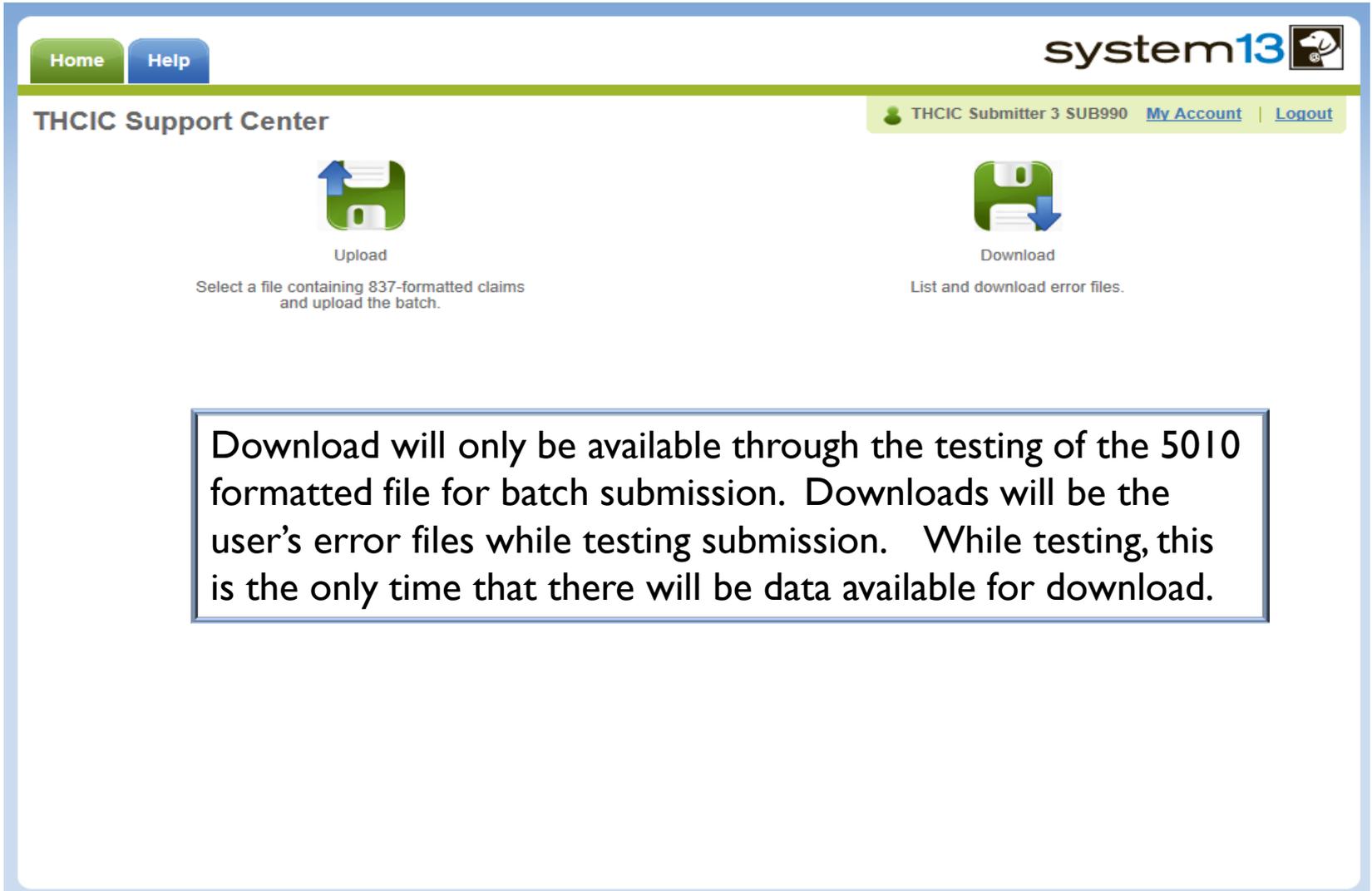
The screenshot shows the Submitter Home Page interface. At the top, there are navigation buttons for 'Home' and 'Help'. The main header area includes the 'system13' logo and a user profile section for 'THCIC Submitter 3 SUB990' with links for 'My Account' and 'Logout'. Below the header, there are two main sections: 'Upload' and 'Download'. The 'Upload' section features an icon of a floppy disk with an upward arrow and the text 'Upload' and 'Select a file containing 837-formatted claims and upload the batch.' The 'Download' section features an icon of a floppy disk with a downward arrow and the text 'Download' and 'List and download error files.'

Uploads allows the user to upload 5010 formatted file for batch submission.

Download will only be available through the testing of the 5010 formatted file for batch submission. Downloads will be the user's error files while testing submission.



Click Download

A screenshot of the THCIC Support Center web interface. The page has a blue header with 'Home' and 'Help' buttons. The main content area is white with a green border. It features two main sections: 'Upload' and 'Download'. The 'Upload' section has a green floppy disk icon with a blue arrow pointing up and the text 'Select a file containing 837-formatted claims and upload the batch.' The 'Download' section has a green floppy disk icon with a blue arrow pointing down and the text 'List and download error files.' In the top right corner, there is a user profile for 'THCIC Submitter 3 SUB990' with links for 'My Account' and 'Logout'. The 'system13' logo is in the top right corner.

Download will only be available through the testing of the 5010 formatted file for batch submission. Downloads will be the user's error files while testing submission. While testing, this is the only time that there will be data available for download.



Testing Downloads



Download

Home Help

system13 

THCIC Support Center THCIC Submitter [My Account](#) | [Logout](#)

Listing downloads

Filename

[Testing Data 02152014125625](#)

List of all downloads that were available through testing.



Click Upload

Upload

Home

Help

system13 

THCIC Support Center

 THCIC Submitter 3 SUB990 [My Account](#) | [Logout](#)



Upload

Select a file containing 837-formatted claims and upload the batch.



Download

List and download error files.



Batch Upload Claims

[Home](#) [Help](#) system13 

THCIC Support Center THCIC Submitter [My Account](#) | [Logout](#)

Batch Upload Claims

Claim File (837 format) [Browse...](#)

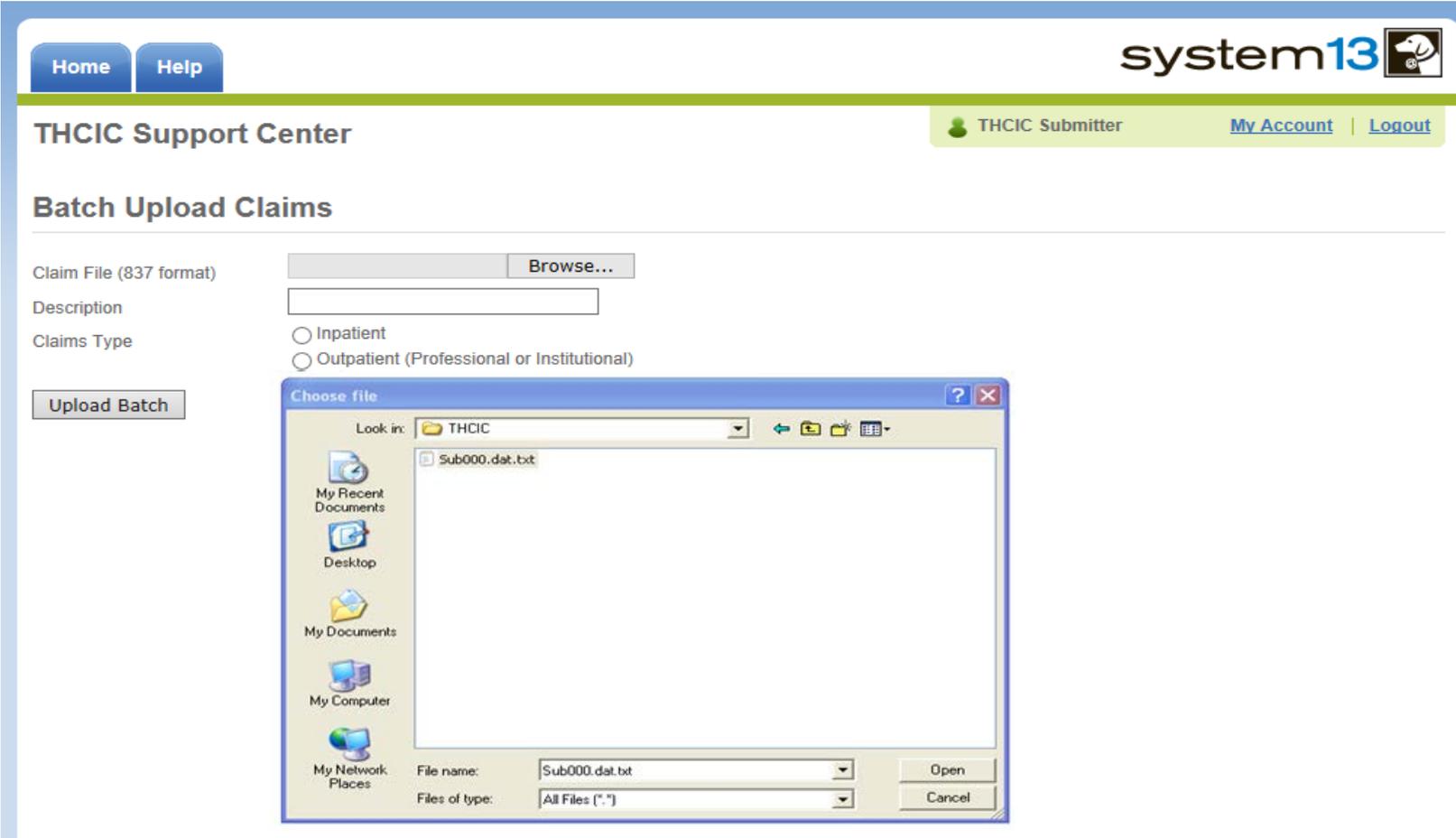
Description

Claims Type Inpatient
 Outpatient (Professional or Institutional)

[Upload Batch](#)



Choose File To Upload



The screenshot displays the 'system13' logo in the top right corner. Below it, the 'THCIC Support Center' header includes a user profile for 'THCIC Submitter' with links for 'My Account' and 'Logout'. The main section is titled 'Batch Upload Claims'. On the left, there are input fields for 'Claim File (837 format)', 'Description', and 'Claims Type' (with radio buttons for 'Inpatient' and 'Outpatient (Professional or Institutional)'). An 'Upload Batch' button is located below these fields. A 'Browse...' button is positioned next to the 'Claim File' field. Overlaid on the form is a 'Choose file' dialog box. The dialog shows the current directory as 'THCIC' and lists a single file, 'Sub000.dat.txt', which is highlighted. The 'File name' field at the bottom of the dialog contains 'Sub000.dat.txt' and the 'Files of type' dropdown is set to 'All Files (*.*)'. 'Open' and 'Cancel' buttons are visible at the bottom right of the dialog.

Choose the 5010 formatted file that the user wants to upload. Highlight file and click 'Open.'



Choose File To Upload

Home Help

system13 

THCIC Support Center THCIC Submitter [My Account](#) | [Logout](#)

Batch Upload Claims

Claim File (837 format)

Description

Claims Type
 Inpatient
 Outpatient

Description of data is optional.

Choose if it's Inpatient or Outpatient data being uploaded.



Choose File To Upload

Home Help

system13 

THCIC Support Center THCIC Submitter [My Account](#) | [Logout](#)

Batch Upload Claims

Claim File (837 format) Browse...

Description

Claims Type Inpatient Outpatient

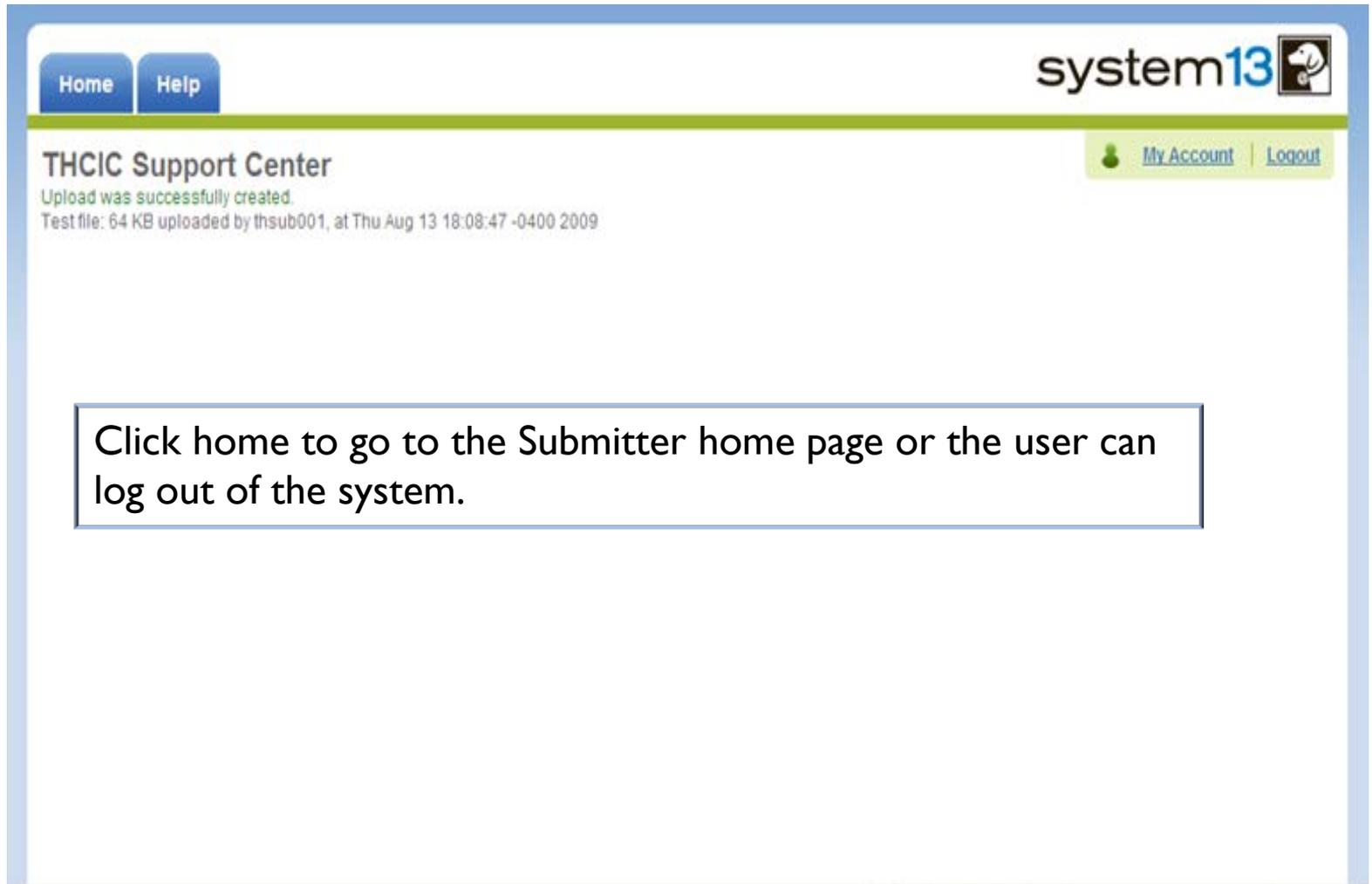
Description of data is optional.

Choose the claim type.

Click 'Upload Batch' and data will be submitted to System I 3.



System Upload Receipt



The screenshot displays the 'system13' interface. At the top left, there are 'Home' and 'Help' buttons. At the top right, the 'system13' logo is visible next to a small icon of a dog's head. Below the navigation bar, the page title is 'THCIC Support Center'. To the right of the title, there are links for 'My Account' and 'Logout'. The main content area shows a green message: 'Upload was successfully created.' followed by the details: 'Test file: 64 KB uploaded by thsub001, at Thu Aug 13 18:08:47 -0400 2009'. A text box at the bottom of the screenshot contains the instruction: 'Click home to go to the Submitter home page or the user can log out of the system.'



E-Mail Receipt to Submitter

From: th98oper@comlin.com
To: tiffany.overton@dshs.state.tx.us
Cc:
Subject: FW: SUB000 Receipt: 1-Accepted, 0-Rejected

Sent: Mon 12/14/2009 12:01 PM

DATA WAREHOUSE RECEIPT NOTICE:

THIS RECEIPT LOOKS BEST WHEN
VIEWED USING A COURIER FONT

System13, Inc
THCIC Data Warehouse, Support
888 308-4953 Help Desk
14-DEC-2009 13:00:02.92
www.THIChelp.com

Submitter: SUB000 - THCIC Submitter
Contact: Tiffany Overton
Email: tiffany.overton@dshs.state.tx.us
Phone: 512-458-7111
Fax: 512-458-7740

Submission File Name: o_th000002.
Receipt Processed: 12/14/09 13:00:
System13 Name: SUB000_T_o_837

File Information

Claim Format
T=test, P=prod P **
Claim Count 214

You must be approved for 'Production S
'Production Status Request' form.

Thank you for your data submission.

The submitter contact will get an E-mail receipt notice indicating the data file has been received within 30 minutes of the uploaded file. The E-mail will indicate if the file was “accepted” or “rejected”. The E-mail receipt notice will also indicate if the data file will be processed as “test” or “production” data and the claims count total contained in the file.

If the file was “accepted”, the submitter contact will get a second E-mail the following day, which will indicate if the file “passed” or “failed”. If the E-mail indicates the file “passed” and the file was processed as “production” data, the provider contact will receive an E-mail confirmation the same day.

Uploaded data files that are “rejected” or “failed” must be fixed and uploaded again by the submitter contact.



E-Mail Receipt to Provider

Extra line breaks in this message were removed.

From: System13 Flex Notifier [noreply@system13.com]

To: Overton, Tiffany

Cc:

Subject: THCIC/Web Frequency of Errors Report

Attachments:  FER.pdf (16 KB)

Claims have been added to your account. Please review the attached PDF document.

Thanks!

-- THCIC/Web Support Team

Frequency Of Errors Report
Report Date: 24-May-2011
THCIC ID: 000005 THCIC Trainer

Batch Information

Field	Value
Claims Period	01/01/2010 thru 12/31/2012
Service Period	02/01/2010 thru 08/30/2010
Claims Received	363
Claims Rejected	0
Claims Processed	363
Claims In Error w/o Race + Ethnicity Errors	58
Claims In Error	58
Fields In Error	148
Accuracy Rate w/o Race + Ethnicity Errors	84.02%
Accuracy Rate	84.02%

The provider contact will get an E-mail confirmation indicating data submitted the previous day has been added to their account, if the file was “accepted” and “passed” as production data.

The E-mail will include a frequency of error report (FER) to verify number of claims received by our system, accuracy rate, error summary and various other claims information.

New System Feature

After the *Cutoff for initial submission the Data Administrator (aka Provider Primary Contact) and Certifier will now receive an email a few days after the “Cutoff for Initial Submission. This email will be sent approximately sixty days after the end of each quarter. The email will have four reports attached to it:

- ✘ Summary Report – use this report to validate if the data for the period is correct, such as record counts, min/max/average charges, admission type and source, payer type, patient age, gender, race, and ethnicity
- ✘ Claim Count for First Physician Report - Use this to determine if the physicians (attending, operating, other) who utilize your facility are represented correctly. This report will give a claim count by physician name, sorted by name. It will also include the physician ID, but will not include patient information.
- ✘ Claim Count for Second Physician Report - Use this to determine if the second physicians (attending, operating, other) who utilize your facility are represented correctly. This report will give a claim count by physician name, sorted by name. It will also include the physician ID, but will not include patient information
- ✘ Error Type List Report - use this to determine if you have made all possible corrections to your data, if needed.

The email will suggest that if the Certifier determines that the data is complete and accurate after reviewing the reports, then they should consider choosing the Encounter or Event on Demand (EOD) option on their certification tab for that quarter. If you do not choose to start the EOD option, the certification process will start after the cutoff for corrections as it does now.

***Cutoff for initial submission is the date when the submission data is due in the system.**



Inpatient Submitter Upload

Questions/ Comments



Questions, comments or need clarification please e-mail



thcichelp@dshs.texas.gov

The e-mail should include the facility's THCIC ID.



THCIC Contact



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Web site: <http://www.dshs.texas.gov/THCIC>



THCIC Contact

- ✓ Contact Tiffany Overton at  512-776-2352 or  Tiffany.Overton@dshs.texas.gov if a facility has questions concerning the submission, correction, or certification of data.
- ✓ Contact Dee Roes at  512-776-3374 or  Dee.Roes@dshs.texas.gov if submitter test/production files reject due to a submission address or EIN/NPI number.
- ✓ For general questions or to request information about THCIC please e-mail to  thcichelp@dshs.texas.gov.





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