

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

Inpatient WebClaim

Revised January 7, 2015



Background Information

✓ Chapter 108 of the Texas Health and Safety Code established and authorizes THCIC to collect and report on outpatient/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 Outpatient 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.state.tx.us



Web site: <http://www.dshs.state.tx.us/THCIC>



THCIC Contact

- ✓ Contact Tiffany Overton at  512-776-2352 or  Tiffany.Overton@dshs.state.tx.us if a facility has questions concerning the submission, correction, or certification of data.
- ✓ Contact Dee Roes at  512-776-3374 or  Dee.Roes@dshs.state.tx.us 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.state.tx.us.





Contact



Address:

System I 3, Inc

1648 State Farm Blvd.

Charlottesville, VA 22911



Phone: 1-888-308-4953



Fax: 434-979-1047



E-mail: THCIChelp@system13.com



Web site: <https://thci.system13.com>



Data Reporting Schedule



When are my submissions due?

<http://www.dshs.state.tx.us/THCIC/datareportingschedule.shtm>
 THCIC - Inpatient and Outp... x
 File Edit View Favorites Tools Help

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

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

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

Mailing Address

THCIC
 Dept. of State Health Services
 Center for Health Statistics, MC 1898
 PO Box 149347
 Austin, Texas 78714-9347

Location

Moreton Building, M-660
 1100 West 49th Street
 Austin, TX 78756

512-776-7261
 512-776-7740 (fax)
 Email:
thcichelp@dshs.state.tx.us

Key Activity Due Dates by Quarter

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

Quarterly Activities by Due Date

Date	Activity	Quarter
7-15-14	Cutoff for corrections at time of certification	Q4 2013
8-1-14	Cutoff for corrections	Q1 2014
9-2-14	Facilities receive certification files	Q1 2014



THCIC System

System13, Inc. / THCIC Web - Windows Internet Explorer
https://thcic.system13.com/user_session/new
File Edit View Favorites Tools Help
Convert Select
Favorites System13, Inc. / THCIC Web

Log into the System I3 system at <https://thcic.system13.com>

THCIC Support Center  *Making technology your best friend.*

[Home](#)

[Problems Logging In?](#)

Username

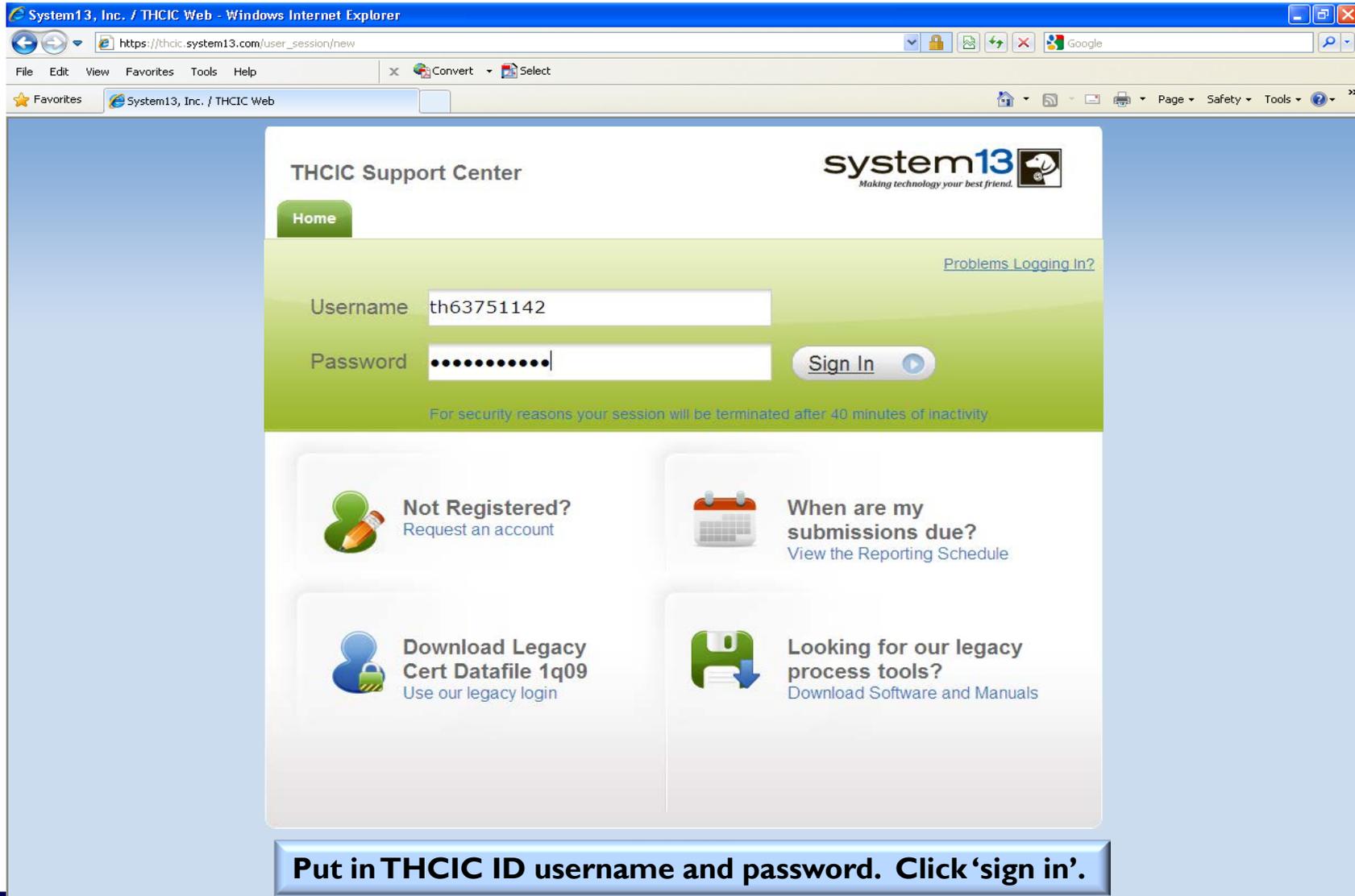
Password [Sign In](#)

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

 <p>Not Registered? Request an account</p>	 <p>When are my submissions due? View the Reporting Schedule</p>
 <p>Download Legacy Cert Datafile 1q09 Use our legacy login</p>	 <p>Looking for our legacy process tools? Download Software and Manuals</p>



Log In the System as a Provider



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

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](#)

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



Security Notice

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
Formerly Commonwealth Clinical Systems
and Computer Services

Home Help

Problems Logging In?

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](#)

Version 3.16.2.7
Copyright 2008 - 2012 © www.system13.com All rights reserved
1648 State Farm Boulevard • Charlottesville, VA 22911 • (888) 308-4953 • (434) 977-0000

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.



Provider Home Page

Home Claims Claim Correction Reports Data Mgmt Certification Batches Help system13 

THCIC Support Center MB - THCIC 000004 [User Management](#) [My Account](#) | [Logout](#)

Login successful!



Reports



WebCorrect
Claim Correction



WebCert
Certification



WebClaim
New Claim



New Claims in Progress



Batches

This is the provider home page the data administrator/primary contact will see when they log in the system. The following pages is what the other data users/data certifier will see.



Data Management/Primary Contact Provider Home Page

Provider
Tabs

- Home
- Claims
- Claim Correction
- Reports
- Data Mgmt
- Certification
- Batches
- Help



THCIC Support Center

MB - THCIC 000004

[User Management](#) | [My Account](#) | [Logout](#)

Login successful!

Other
Features

 Reports	 WebCorrect Claim Correction	 WebCert Certification
 WebClaim New Claim	 New Claims in Progress	 Batches

Provider
Dashboard



User Provider Home Page

Provider
Tabs

Home Claims Claim Correction Reports Data Mgmt Certification Batches Help system13 

THCIC Support Center

MB - THCIC Acceptance Outpatient Pro 000004

[My Account](#)

[Logout](#)

Login successful!

Other
Features

 Reports	 WebCorrect Claim Correction	 WebCert Certification
 WebClaim New Claim	 New Claims in Progress	 Batches

Data users do not have access to the data management tab and certification tab and WebCert desktop icon.

Provider
Dashboard



Certifier Provider Home Page

Provider
Tabs

- Home
- Claims
- Claim Correction
- Reports
- Data Mgmt
- Certification
- Batches
- Help

system13 

THCIC Support Center

 MB - THCIC Acceptance Outpatient Pro 000004

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

Login successful!

Data certifier do not have access to the data management tab.

Other
Features

 Reports	 WebCorrect Claim Correction	 WebCert Certification
 WebClaim New Claim	 New Claims in Progress	 Batches

Provider
Dashboard



Provider Tabs



Navigate to the 'main' page of the provider home page.



This tab is only available to the data administrator/primary contact of the facility. It allows the provider to remove duplicate claims or replace certain bill types.



View all the claims submitted by their facility. This claim listing includes claims that need correction.



**Facilities can view current and historical certification data.



**Provides a listing of all claims that need correction.



**Allows to locate the batch numbers of batches sent in for processing.



**Various reports available for facility to view and documentation.



View various help topics to facilitate better access to the system.



**Indicates these tabs also have desktop icons.



Tabs without Desktop Icons



Claims

The user is able to view all claims submitted for their facility, even if they need data correction or have been accepted as is. The user will only be able to see claims that are currently in the system, which includes data that has been submitted and not removed due to the cutoff for corrections.

Help

Help gives the user various help topics. The user will be able to get training materials, search and lookups, supporting documents and frequency asked questions.

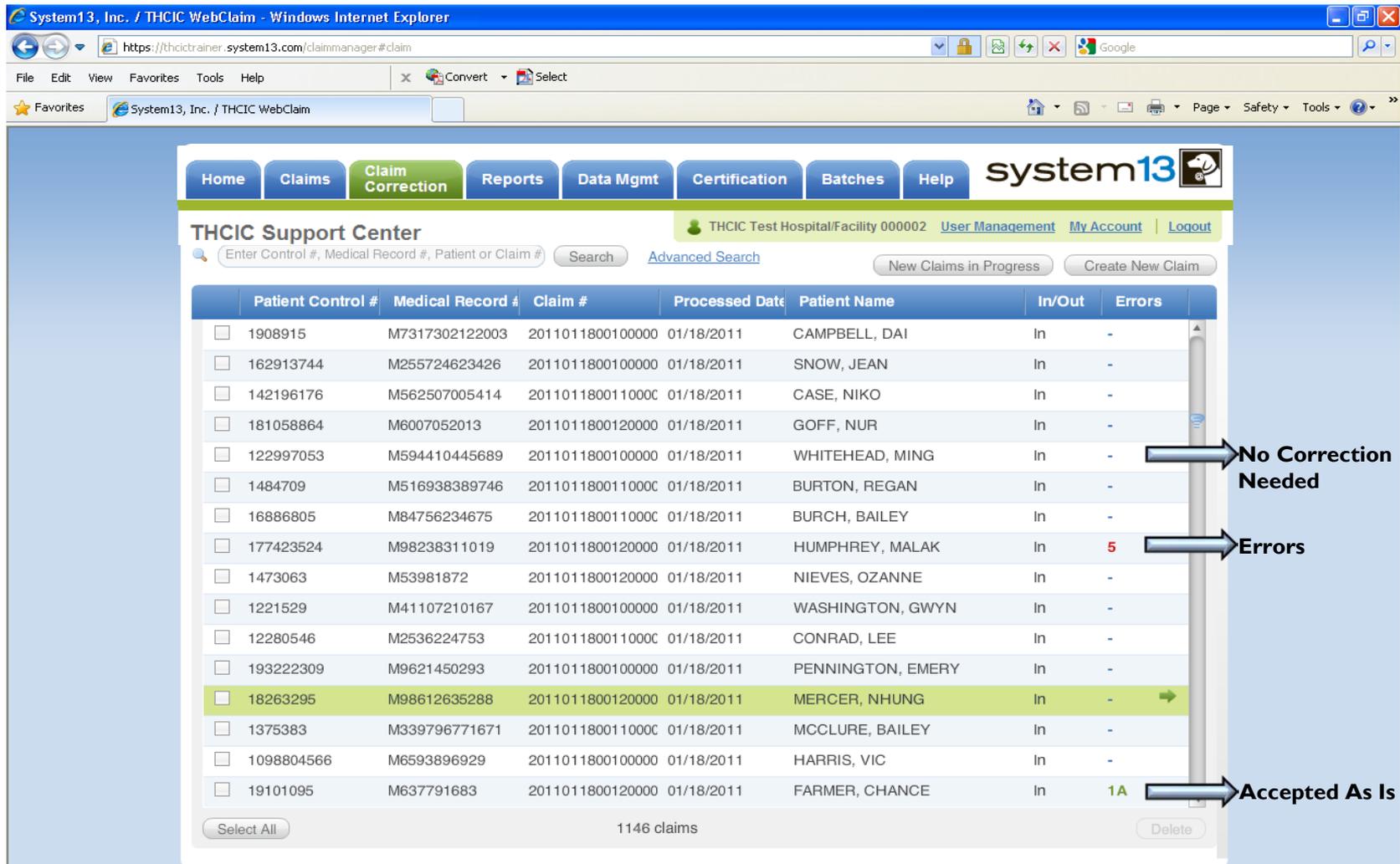
Data Mgmt

This tab is only available to the data administrator/primary contact of the facility. It allows the provider to remove duplicate claims or replace certain bill types. Removal and replace functions are part of the normal encounter and event building processes that create the certification data.



Provider Tab Claims

Claims



System13, Inc. / THIC WebClaim - Windows Internet Explorer
https://thictrainer.system13.com/claimmanager#claim

Home Claims **Claim Correction** Reports Data Mgmt Certification Batches Help system13

THIC Support Center THIC Test Hospital/Facility 000002 User Management My Account Logout

Enter Control #, Medical Record #, Patient or Claim # Search Advanced Search New Claims in Progress Create New Claim

	Patient Control #	Medical Record #	Claim #	Processed Date	Patient Name	In/Out	Errors
<input type="checkbox"/>	1908915	M7317302122003	2011011800100000	01/18/2011	CAMPBELL, DAI	In	-
<input type="checkbox"/>	162913744	M255724623426	2011011800100000	01/18/2011	SNOW, JEAN	In	-
<input type="checkbox"/>	142196176	M562507005414	2011011800110000	01/18/2011	CASE, NIKO	In	-
<input type="checkbox"/>	181058864	M6007052013	2011011800120000	01/18/2011	GOFF, NUR	In	-
<input type="checkbox"/>	122997053	M594410445689	2011011800100000	01/18/2011	WHITEHEAD, MING	In	-
<input type="checkbox"/>	1484709	M516938389746	2011011800110000	01/18/2011	BURTON, REGAN	In	-
<input type="checkbox"/>	16886805	M84756234675	2011011800110000	01/18/2011	BURCH, BAILEY	In	-
<input type="checkbox"/>	177423524	M98238311019	2011011800120000	01/18/2011	HUMPHREY, MALAK	In	5
<input type="checkbox"/>	1473063	M53981872	2011011800120000	01/18/2011	NIEVES, OZANNE	In	-
<input type="checkbox"/>	1221529	M41107210167	2011011800100000	01/18/2011	WASHINGTON, GWYN	In	-
<input type="checkbox"/>	12280546	M2536224753	2011011800110000	01/18/2011	CONRAD, LEE	In	-
<input type="checkbox"/>	193222309	M9621450293	2011011800100000	01/18/2011	PENNINGTON, EMERY	In	-
<input type="checkbox"/>	18263295	M98612635288	2011011800120000	01/18/2011	MERCER, NHUNG	In	GREEN A
<input type="checkbox"/>	1375383	M339796771671	2011011800110000	01/18/2011	MCCLURE, BAILEY	In	-
<input type="checkbox"/>	1098804566	M6593896929	2011011800100000	01/18/2011	HARRIS, VIC	In	-
<input type="checkbox"/>	19101095	M637791683	2011011800120000	01/18/2011	FARMER, CHANCE	In	1A

Select All 1146 claims Delete

Annotations:
- No Correction Needed (points to rows with 0 errors)
- Errors (points to row with 5 errors)
- Accepted As Is (points to row with 1A errors)

The **Claims** tab allows a facility to view a listing of all claims submitted, that are currently in the system. Under the **Errors** heading (-) are claims that are submitted and need no correction. If a claim has a number and a **GREEN A** these claims have been accepted as is. The claims with a **RED** number, indicates a claim with the errors, the number is how many errors are on this claim.

Provider Tab Help

Help

System13, Inc. / THCIC Web Help - Windows Internet Explorer

https://thcictrainer.system13.com/help

File Edit View Favorites Tools Help

System13, Inc. / THCIC Web Help

Help

system13

THCIC Support Center

Training Materials

[WebClaim Help](#)

[WebCorrect Help](#)

[WebCert 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



Provider Tab Data Management

Data Mgmt

THCIC Support Center

 MB - THCIC Acceptance Outpatient Pro 000004 [User Management](#) [My Account](#) [Logout](#)

Data Management Actions on Quarterly Data

Modify/Replace/Remove Process (MRR)

- The MRR function will:
- Match claims with the same key values:
Patient Control Number
Medical Record Number
Admission Start of Care
Admission Hour
 - Eliminate duplicate claims in the correct order of processing
 - Apply late charges (xx5 bill types)
 - Apply corrections to claims (xx6 bill types - outpatient professional only)
 - Apply the replacement information (xx7 bill types)
 - Remove claims that match a Void/Cancel of a prior claim (xx8 bill types)

Duplicate Remove Process (DR)

- The DR function will:
- Match claims with the same key values:
Patient Control Number
Medical Record Number
Admission Start of Care
Admission Hour
Bill Type
 - Retain the most recently submitted claim

Select Claim Type	Select Action
<input type="radio"/> Inpatient	Modify/Replace/Remove (MRR)
<input type="radio"/> Outpatient	Remove Duplicates (DR)

This tab is only available to the data administrator/primary contact of the facility. Before the modify/replace/remove and duplicate removal is ran, it is recommended that the data analysis report is ran through the reports tab.



Provider Other Features

The screenshot displays the 'system13' web application interface. At the top, there is a navigation bar with tabs for Home, Claims, Claim Correction, Reports, Data Mgmt, Certification, Batches, and Help. The 'system13' logo is on the right. Below the navigation bar, the user is logged in as 'MB - THCIC 000004'. A box on the right contains links for 'User Management', 'My Account', and 'Logout'. The main content area is titled 'THCIC Support Center' and shows a 'Login successful!' message. A box labeled 'Other Features' highlights six feature tiles: Reports (bar chart icon), WebCorrect (warning triangle icon, Claim Correction), WebCert (gears icon, Certification), WebClaim (document with plus icon, New Claim), New Claims in Progress (clipboard icon), and Batches (stack of papers icon). A blue callout box at the bottom explains that 'User Management' is only visible to provider primary contact/data administrators. The bottom right shows the user 'THCIC Test Hospital/Facility 000002' with 'My Account' and 'Logout' links.

Home Claims Claim Correction Reports Data Mgmt Certification Batches Help system13

THCIC Support Center MB - THCIC 000004 User Management My Account Logout

Login successful!

Other Features

- Reports
- WebCorrect
Claim Correction
- WebCert
Certification
- WebClaim
New Claim
- New Claims in Progress
- Batches

The 'User Management' option will only be visible to provider primary contact/data administrator for the facility. Otherwise other user will only have the 'My Account' and 'Logout' features pictured below.

THCIC Test Hospital/Facility 000002 My Account Logout



User Management



THCIC Support Center

THCIC Test Hospital/Facility 000002 [User Management](#) [My Account](#) [Logout](#)

Create New User

User Management

Locked	Name	Phone	Email	UserID	Data Certifier	Data User
--------	------	-------	-------	--------	----------------	-----------

User management is a new feature will allow providers/facilities to have multiple login user IDs for access to the System, if it is desired.

The assigned Provider Primary Contact/Data Administrator will be authorized to access the “User Management” option, which is on the System dashboard screen. Only the person listed as the Provider Primary Contact/ Data Administrator will be able to access the User Management screen, which allows them to add or delete user(s) from the system. Each facility can allow for the addition of up to six (6) individual users for the facility. The individual users are assigned specific accesses to the System by the Provider Primary Contact/Data Administrator under the User Management link. There will be two types of user “roles”: Data User and Data Certifier.

A complete overview of this process is available in the Volume 15 Number 3 numbered letter available at <http://www.dshs.state.tx.us/thcic/hospitals/numberedletters/2012/Vol15No3.pdf>



User Management – To Add User



THCIC Support Center

THCIC Test Hospital/Facility 000002 [User Management](#) [My Account](#) [Logout](#)

To add a user click 'create new user'

Create New User

User Management

Locked	Name	Phone	Email	UserID	Data Certifier	Data User
--------	------	-------	-------	--------	----------------	-----------

The screen below will open...



THCIC Support Center

THCIC Test Hospital/Facility 000002 [User Management](#) [My Account](#) [Logout](#)

User Management

Facility Role Descriptions

Data User

- Authorized to Add new claims (WebClaim)
- Authorized to correct claims (WebCorrect)
- Authorized to delete claims
- Authorized to view batch submissions
- Authorized to perform advance searches
- Authorized to generate a Pre-Certification Data Report

DataCertifier

- Authorized to perform all functions as a Data User
- Authorized to generate Certification Data (Encounter on Demand(EOD))
- Authorized to download Certification File
- Authorized to download Certification Reports
- Authorized to Certify quarterly data (WebCert)
- Authorized to request free regen

Email Schemes

Data User

- Scheme Name 'Data User'
- FER (Frequency of Errors Report)
- Count of Excluded/Rejected Claims

Data Certifier

- Scheme Name 'Data Certifier'
- All Notifications received by the Data User
- Certification Download File Availability
- Certified
- Rejected - Elected Not to Certify
- EOD (Encounter on Demand) Generated

Data Administrator

- Scheme Name 'Data Administrator'
- All Notifications received by the Data Certifier and Data User
- MRR (Merge, Remove, Replace)
- DR (Duplicate Removal)

Intrusion Lock

Account Lock

First Name:

Middle:

Last Name:

Phone:

Email:

UserID:

Email Schemes

Data Certifier

Data User

Cancel

Save

To add user, you must fill out the information accordingly and choose the type of user ID and/or email scheme for this user. The data administrator is the only one who can add a user to the system.



User Management – Adding a User

Home Claims Claim Correction Reports Data Mgmt Certification Batches Help system13 

THCIC Support Center THCIC Test Hospital/Facility 000002 [User Management](#) [My Account](#) [Logout](#)

User Management

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Email Schemes

Data User

Scheme Name 'Data User'

- FER (Frequency of Errors Report)
- Count of Excluded/Rejected Claims

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Scheme Name 'Data Certifier'

- All Notifications received by the Data User
- Certification Download File Availability
- Certified
- Rejected - Elected Not to Certify
- EOD (Encounter on Demand) Generated

Data Administrator

Scheme Name 'Data Administrator'

- All Notifications received by the Data Certifier and Data User
- MRR (Merge, Remove, Replace)
- DR (Duplicate Removal)

Intrusion Lock

Account Lock

First Name: Middle: Last Name:

JACK DOE

Phone:

Email:

UserID:

Email Schemes:

Data Certifier

Data User

Cancel Save

From the role descriptions listed above, add the user as to how the user will have access to the system. An e-mail will be sent the user that indicates they have been added to the system and will also give them their userID and a link to change their password to access the system.

User Management – Adding a User

THCIC Support Center

User Management

Facility Role Descriptions

Data User

- Authorized to Add new claims (WebClaim)
- Authorized to correct claims (WebCorrect)
- Authorized to delete claims
- Authorized to view batch submissions
- Authorized to perform advance searches
- Authorized to generate a Pre-Certification Data Report

DataCertifier

- Authorized to download Certification Reports
- Authorized to Certify quarterly data (WebCert)
- Authorized to request free regen

Email Schemes

Data User

- Scheme Name 'Data User'
- FER (Frequency of Errors Report)
- Count of Excluded/Rejected Claims

Data Certifier

- Scheme Name 'Data Certifier'
- All Notifications received by the Data User
- Certification Download File Availability
- Certified

Choose what type of UserID to be assigned and/or the e-mail scheme to assign to the user.



Intrusion Lock

Account Lock

First Name: JACK Middle: Last Name: DOE

Phone: (123)456-7890

Email: JDOE@YOURFACILITY.COM

UserID: Data Certifier Data User

Email Schemes:

- None
- Data User
- Data Certifier
- Data Administrator

Cancel Save



User Management – User Roles / Email Schemes

User Management - User Roles

- ✘ Data User
 - ✘ Authorized to add new claims (WebClaim)
 - ✘ Authorized to correct claims (WebCorrect)
 - ✘ Authorized to delete claims
 - ✘ Authorized to view batch submissions
 - ✘ Authorized to perform advance searches
 - ✘ Authorized to generate a Pre-Certification Data Report
- ✘ Data Certifier
 - ✘ Authorized to perform all functions as a Data User
 - ✘ Authorized to generate Certification Data (Encounter on Demand(EOD))
 - ✘ Authorized to download Certification File
 - ✘ Authorized to download Certification Reports
 - ✘ Authorized to Certify quarterly data (WebCert)
 - ✘ Authorized to request free regeneration (regen) of Certification data

User Management - Email Schemes

- ✘ Data User (Scheme Name 'Data User')
 - ✘ FER (Frequency of Errors Report)
 - ✘ Count of Excluded/Rejected Claims
- ✘ Data Certifier (Scheme Name 'Data Certifier')
 - ✘ All Notifications received by the Data User
 - ✘ Certification Download File Availability
 - ✘ Certified
 - ✘ Rejected - Elected Not to Certify
 - ✘ EOD (Encounter on Demand) Generated
- ✘ Data Administrator (Scheme Name 'Data Administrator')
 - ✘ All Notifications received by the Data Certifier and Data User
 - ✘ MRR (Merge, Remove, Replace)
 - ✘ DR (Duplicate Removal)

Choose what type of access the user will have in the system and also which emails they will receive, an option of no emails is available also.



User Management – Lock Features

THCIC Support Center

THCIC Test Hospital/Facility 000002 [User Management](#) [My Account](#) [Logout](#)

User Management

Facility Role Descriptions

Data User

- Authorized to Add new claims (WebClaim)
- Authorized to correct claims (WebCorrect)
- Authorized to delete claims
- Authorized to view batch submissions
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DataCertifier

- Authorized to perform all functions as a Data User
- Authorized to generate Certification Data (Encounter on Demand(EOD))
- Authorized to download Certification File
- Authorized to download Certification Reports
- Authorized to Certify quarterly data

Email Schemes

Data User

Scheme Name 'Data User'

- FER (Frequency of Errors Report)
- Count of Excluded/Rejected Claims

Data Certifier

Scheme Name 'Data Certifier'

- All Notifications received by the Data User
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- Certified
- Rejected - Elected Not to Certify
- EOD (Encounter on Demand) Generated

Data Administrator

Scheme Name 'Data Administrator'

- All Notifications received by the Data Certifier and Data User
- MRR (Merge, Remove, Replace)

Intrusion Lock

Account Lock

First Name: JACK Middle: Last Name: DOE

Phone: (123)456-7890

Email: JDOE@YOURFACILITY.COM

UserID: th000002o Email Schemes

Data Certifier Data Administrator

Data User

The administrator can clear intrusion or account lock(s). A user will get locked out of the system if they have more than three (3) failed login attempts. The administrator can clear the 'intrusion lock' by unchecking the box above. The administrator can put an 'account lock' on a user's account to prevent a user's account from being used. (i.e. employee was on an extended leave.)



Other Features My Account

Home Claims Claim Correction Reports Data Mgmt Certification Batches Help **system13** 

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

Current password

Change password

Password confirmation

[Cancel](#)

THCIC Support Center

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), 'abcbcb' (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.

NEW FEATURE - When a user's account has been disabled due to three failed login attempts, the user currently receives the message "Consecutive failed login limit exceeded, account has been disabled". The System has been modified to display a new message, "Contact the help desk or <data administrator's actual name>", if the user is not the provider's Data Administrator.



Other Feature Logout

THCIC Support Center

 MB - THCIC Acceptance Outpatient Pro 000004 [User Management](#) [My Account](#) | [Logout](#)



Reports



Message from webpage 
 Are you sure you want to logout?



WebCert
Certification



WebClaim
New Claim



New Claims in Progress
0 claims in progress



Batches



Inactivity

The screenshot shows a web application interface with a navigation bar at the top containing the 'system13' logo and several menu items. Below the navigation bar, there is a main content area with a grid of dashboard tiles. An error dialog box is overlaid on the center of the screen, displaying the message: 'Error: You have been idle for too long. Please log back into the application.' with an 'OK' button. The dashboard tiles include 'Reports', 'WebCorrect', 'WebClaim', 'New Claims in Progress', and 'Statistics'.

If you have been idle in the system for 40 minutes, you will be logged out of the system and will have to log back in to have access. If you was in WebCorrect or WebClaim and have not saved before you went idle in the system, you will lose these changes.



Provider Dashboard

Home Claims Claim Correction Reports Data Mgmt Certification Batches Help **system13** 

THCIC Support Center

 MB - THCIC 000004 [User Management](#) [My Account](#) | [Logout](#)

Login successful!

 Reports	 WebCorrect Claim Correction	 WebCert Certification
 WebClaim New Claim	 New Claims in Progress	 Batches

**Provider
Dashboard**



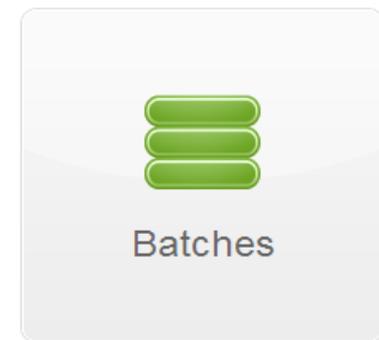
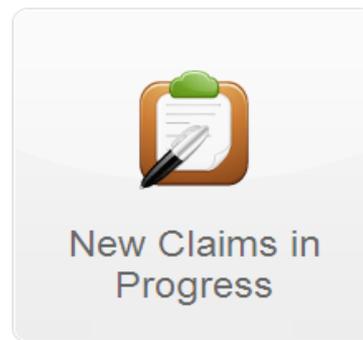
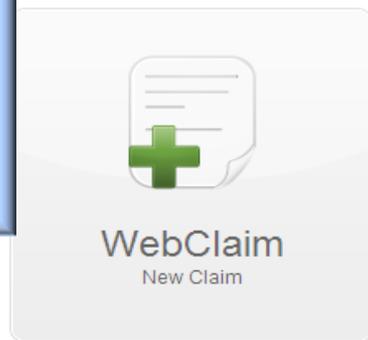
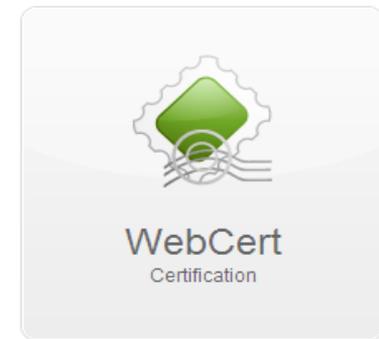
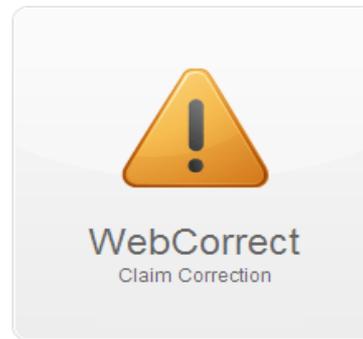
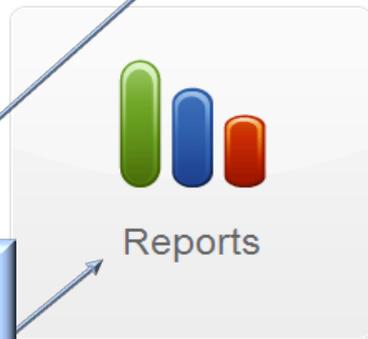
Reports



THCIC Support Center

Login successful!

MB - THCIC 000004 [User Management](#) [My Account](#) | [Logout](#)



The user can go to Reports by the provider tab **Reports** or by the provider dashboard icon 



Reports Menu

Reports



Home Claims Claim Correction **Reports** Data Mgmt Certification Batches Help **system13**

THCIC Support Center THCIC Trainer 000005 [User Management](#) [My Account](#) | [Logout](#)

Reports

Select Report:

- Frequency of Errors
- Hardcopy Report
- Summary Report
- Data Analysis Report
- Claim Count for First Physician
- Claim Count for Second Physician
- Error Type List

The only data a facility can run seven reports on is data that is currently in the system, this excludes certification data. Data for previous quarters will remain in the system until the last day for cutoff for corrections. Other options will become available once the type of report is selected.



Type of Reports

The screenshot displays the System13 web application interface. At the top, there is a navigation bar with buttons for Home, Claims, Claim Correction, Reports (highlighted in green), Data Mgmt, Certification, Batches, and Help. The System13 logo is on the right. Below the navigation bar, the page title is "THCIC Support Center". On the right side of this header, there is a user profile for "THCIC Trainer 000005" with links for "User Management", "My Account", and "Logout".

The main content area is titled "Reports". Under "Select Report:", there is a dropdown menu with the following options: "Frequency of Errors", "Hardcopy Report", "Summary Report", "Data Analysis Report", "Claim Count for First Physician", "Claim Count for Second Physician", and "Error Type List". A "Generate" button is located below the dropdown.

Frequency of Errors - Allows the user to verify the number of claims System13 received and verify that the dates are the same as the user submitted for the quarter. Frequency of Error Report provides the user information on the number of claims processed, number of claims in error, number of fields in error, error summary and accuracy rate.

Hardcopy Report - shows every error and warning on each claim.

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.

Data Analysis Report - shows counts per month, types of bills, and other data items, and makes suggestions for continuing, such as removing duplicates, correcting invalid data, etc.

Claim Count for First Physician - 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 - 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 second physician name, sorted by name. It will also include the physician ID, but will not include patient information.

Error Type List - use this to determine if you have made all possible corrections to your data, if needed.



WebCorrect/ Claim Correction



THCIC Support Center

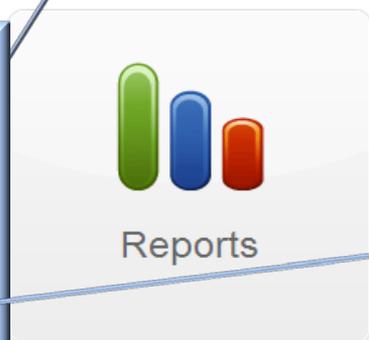
Login successful!

MB - THCIC 000004 [User Management](#) [My Account](#) | [Logout](#)

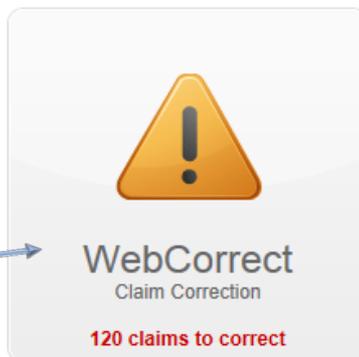
The user can go to data corrections by provider tab the tab

[Claim Correction](#)

or the dashboard icon

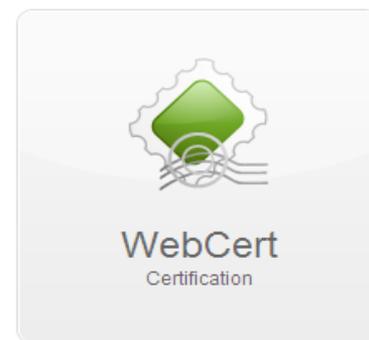


Reports

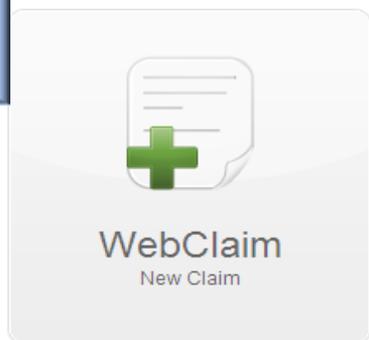


WebCorrect
Claim Correction

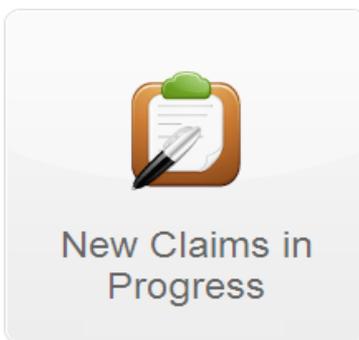
120 claims to correct



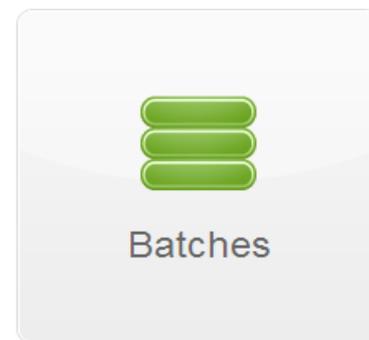
WebCert
Certification



WebClaim
New Claim



New Claims in
Progress



Batches



WebCorrect/ Claim Correction

Claim Correction



WebCorrect
Claim Correction
120 claims to correct

Home

Claims

Claim Correction

Reports

Data Mgmt

Certification

Batches

Help

system13

THCIC Support Center

THCIC Trainer 000005 [User Management](#) [My Account](#) | [Logout](#)

Enter Control #, Medical Record #, Patient or Claim #

Search

[Advanced Search](#)

Start Corrections

	Patient Control #	Medical Record #	Claim #	Processed Date	Patient Name	In/Out	Errors
<input type="checkbox"/>	6509524	6728987	2015071400420002	07/14/2015	Wilkinson, Paolo	In	1
<input type="checkbox"/>	7095325	6262241	2015071400420000	07/14/2015	DOE, Angie	In	1
<input type="checkbox"/>	8669928	7101000	2015071400420000	07/14/2015	DOE, Christian	In	2
<input type="checkbox"/>	5525739	7527230	2015071400420000	07/14/2015	O'Kon, Mara	In	1
<input type="checkbox"/>	8443928	8605265	2015071400420000	07/14/2015	Erdman, Alyson	In	1
<input type="checkbox"/>	5676918	7080609	2015071400420000	07/14/2015	Marquardt, Kane	In	1
<input type="checkbox"/>	6268192	8312242	2015071400420000	07/14/2015	Ziemann, Marcelina	In	1
<input type="checkbox"/>	6452853	5791765	2015071400420000	07/14/2015	Ankunding, Edgar	In	1
<input type="checkbox"/>	8711428	7020028	2015071400420000	07/14/2015	Reichert, Heaven	In	1
<input type="checkbox"/>	5970885	5776112	2015071400420000	07/14/2015	Torphy, Clifford	In	1
<input type="checkbox"/>	8787790	7707449	2015071400420000	07/14/2015	Pollich, Korbin	In	1
<input type="checkbox"/>	8499808	7288434	2015071400420000	07/14/2015	Erdman, Devan	In	1
<input type="checkbox"/>	7179519	8209565	2015071400420000	07/14/2015	Rau, Koby	In	1
<input type="checkbox"/>	5538287	8283870	2015071400420000	07/14/2015	Moen, Myra	In	1
<input type="checkbox"/>	5918017	6236018	2015071400420000	07/14/2015	Sipes, Ashley	In	1

Before the system opens up to the WebCorrect listing, it will load tables. Loading tables allows the system to provide drop down menus that are available to look up data in certain data fields. This process can take up to a few minutes to load, but once loaded the user will get this WebCorrect listing that list all the claims in the system with errors.

WebCert/Certification

Home Claims Claim Correction Reports Data Mgmt Certification Batches Help **system13** 

THCIC Support Center

 MB - THCIC 000004 [User Management](#) [My Account](#) | [Logout](#)

Login successful!



Reports



WebCorrect
Claim Correction



WebCert
Certification



WebClaim
New Claim



New Claims in Progress



Batches

The user can go to Certification by the provider tab Certification or by the provider dashboard icon



WebCert/Certification

Certification



- Home
- Claims
- Claim Correction
- Reports
- Data Mgmt
- Certification
- Batches
- Help

system13

THCIC Trainer 000005 [User Management](#) [My Account](#) | [Logout](#)

THCIC Support Center Inpatient

2015

2nd Quarter

Eligible Claims

[Generate Quarter Cert. Data \(EOD\)](#) ➔

1st Quarter

63 Encounters

[Start Certification](#) ➔

2014

4th Quarter

212 Encounters

[Start Certification](#) ➔

3rd Quarter

201 Encounters

Older Quarters

Select Quarter

WebCert (certification) is the data certification process. It will allow facilities to view their previously submitted data and certify that the data was accurately submitted. If the user has inpatient and outpatient claims, their WebCert page will show both inpatient and outpatient data. If the facility only submits outpatient data, it will only show outpatient data, as indicated here.



WebClaim

Home Claims Claim Correction Reports Data Mgmt Certification Batches Help **system13** 

THCIC Support Center

 MB - THCIC 000004 [User Management](#) [My Account](#) | [Logout](#)

Login successful!



Reports



WebCorrect
Claim Correction



WebCert
Certification



WebClaim
New Claim



New Claims in
Progress



Batches

The user can go to WebClaim by the provider dashboard icon



WebClaim is a desktop icon that allows the user to manually enter claims into the system one by one.



WebClaim



The screenshot shows the WebClaim system interface. At the top, there is a navigation bar with buttons for Home, Claims (highlighted in green), Claim Correction, Reports, Data Mgmt, Certification, Batches, and Help. To the right of the navigation bar is the "system13" logo and a small dog icon. Below the navigation bar, the user is logged in as "THCIC Trainer 000005" with links for "User Management", "My Account", and "Logout". The main content area is titled "THCIC Support Center" and includes a "Back to list of claims" link. There are input fields for "Medical Record Number:" and "Patient Control Number:". A left-hand menu has several options: Patient (selected), Payer, Charges, Diagnosis, and Practitioners. The main content area is titled "Claim Information" and contains the text "Please Select a Claim Type" followed by two radio button options: "Inpatient" and "Outpatient Institutional". A blue callout box is overlaid on the bottom right of the screenshot, containing text about loading tables.

Before the system opens up to the WebClaim, which allows facilities to manually enter claims, it will load tables. Loading tables allows the system to provide drop down menus that are available to look up data in certain data fields. This process can take up to a few minutes to load, but once loaded the user will have to choose the type of claim to enter as pictured above.



New Claims in Progress



New Claims in Progress
4 claims in progress

Home Claims Claim Correction Reports Data Mgmt Certification Batches Help **system13** 

THCIC Support Center

MB - THCIC 000004 [User Management](#) [My Account](#) | [Logout](#)

Login successful!



Reports



WebCorrect
Claim Correction



WebCert
Certification



WebClaim
New Claim



New Claims in Progress
4 claims in progress



Batches

The user can go to New Claims in progress by the provider dashboard icon



New Claims in Progress allows the user to complete claims saved via WebClaim.



New Claims in Progress



Navigation: Home | **Claims** | Claim Correction | Reports | Data Mgmt | Certification | Batches | Help

system13

THCIC Support Center

THCIC Trainer 000005 | [User Management](#) | [My Account](#) | [Logout](#)

Enter Control #, Medical Record #, Patient or Claim # [Advanced Search](#)

Patient	In/Out	Started on	Progress	
DOE, JESSICA	In	07/22/2015	65% complete	<input type="checkbox"/>
HARRIS, KENDRA	In	08/19/2015	73% complete	<input type="checkbox"/>
BROWN, KAYLYN	Out-I	08/19/2015	58% complete	<input type="checkbox"/>
WILLIAMSON, ROBBIE	Out-I	08/19/2015	19% complete	<input type="checkbox"/>

Select All 4 claims

Before the system opens up to the New Claims in Progress from the home page, it will load tables. Loading tables allows the system to provide drop down menus that are available to look up data in certain data fields. This process can take up to a few minutes to load. Once loaded the user will get this New Claims in Progress listing that lists WebClaim submissions that have been saved, but not submitted.



Batches

THCIC Support Center

Login successful!

MB - THCIC 000004 [User Management](#) [My Account](#) | [Logout](#)

The user can go to Batches by the provider tab or the dashboard icon



Reports



WebCorrect
Claim Correction



WebCert
Certification



WebClaim
New Claim



New Claims in Progress



Batches



WebClaim

Home Claims Claim Correction Reports Data Mgmt Certification Batches Help **system13** 

THCIC Support Center

 MB - THCIC 000004 [User Management](#) [My Account](#) | [Logout](#)

Login successful!



Reports



WebCorrect
Claim Correction



WebCert
Certification



WebClaim
New Claim



New Claims in
Progress



Batches

The user can go to WebClaim by the provider dashboard icon



WebClaim is a desktop icon that allows the user to manually enter claims into the system one by one.



Inpatient WebClaim Training



WebClaim

- Reporting Schedule
- New System Feature
- Submitting claims manually using WebClaim
- Saving / Submitting Claims
- New claims in progress



Data Reporting Schedule

Cutoff for initial submission

Inpatient and Outpatient Data Reporting Schedule

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



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.**

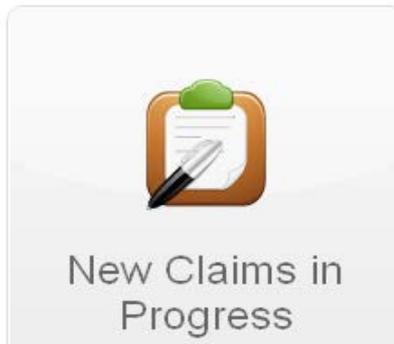


Various Options for Entering WebClaim

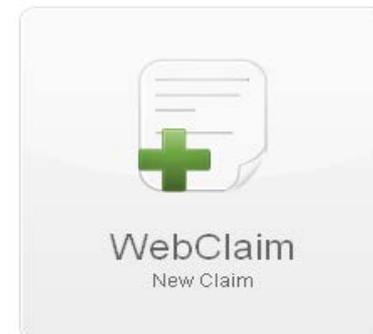
 You can enter WebClaim from:

  Listing – click 

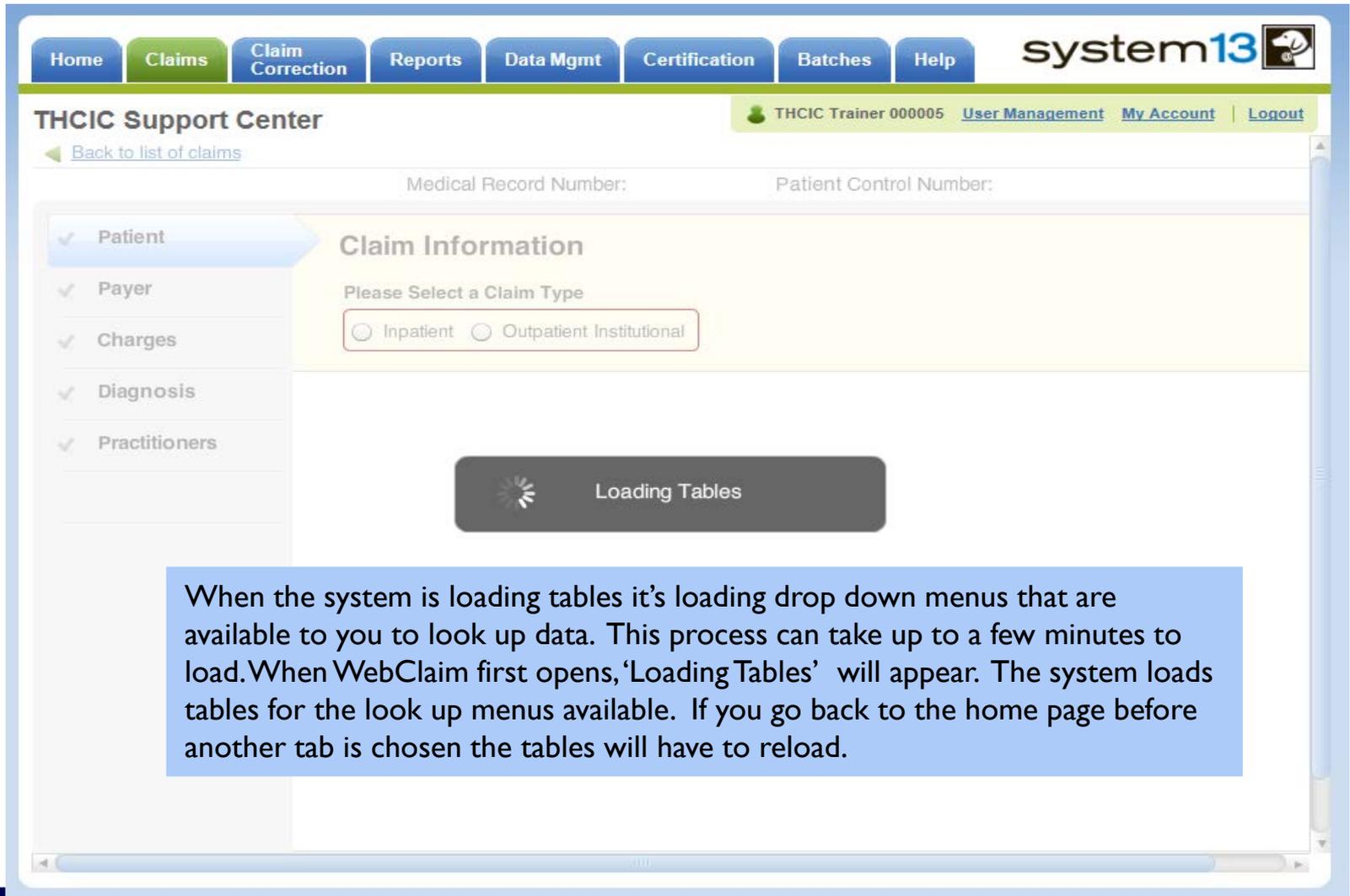
 New Claims in– click 



 Provider Home page –



Opening WebClaim Through Provider Home Page



The screenshot displays the 'system13' web application interface. At the top, there is a navigation menu with buttons for 'Home', 'Claims', 'Claim Correction', 'Reports', 'Data Mgmt', 'Certification', 'Batches', and 'Help'. The 'Claims' button is highlighted. Below the navigation menu, the page title is 'THCIC Support Center'. On the right side of the header, there is a user profile for 'THCIC Trainer 000005' with links for 'User Management', 'My Account', and 'Logout'. The main content area is titled 'Claim Information' and includes a 'Please Select a Claim Type' section with radio buttons for 'Inpatient' and 'Outpatient Institutional'. A large grey button with a loading icon and the text 'Loading Tables' is centered on the page. On the left side, there is a sidebar menu with options: 'Patient', 'Payer', 'Charges', 'Diagnosis', and 'Practitioners', each with a checkmark. A blue text box is overlaid on the bottom right of the screenshot, providing instructions about the 'Loading Tables' message.

When the system is loading tables it's loading drop down menus that are available to you to look up data. This process can take up to a few minutes to load. When WebClaim first opens, 'Loading Tables' will appear. The system loads tables for the look up menus available. If you go back to the home page before another tab is chosen the tables will have to reload.



Patient Tab

The screenshot displays the 'system13' web application interface. At the top, there is a navigation bar with buttons for Home, Claims (highlighted in green), Claim Correction, Reports, Data Mgmt, Certification, Batches, and Help. The user is logged in as 'THCIC Trainer 000005' and has access to User Management, My Account, and Logout options. The main content area is titled 'THCIC Support Center' and includes a 'Back to list of claims' link. Below this, there are input fields for 'Medical Record Number:' and 'Patient Control Number:'. The 'Patient' tab is selected in the left-hand menu, and the 'Claim Information' section is active. A callout box points to the 'Charges' menu item. The 'Claim Information' section contains the text 'Please Select a Claim Type' and two radio button options: 'Inpatient' and 'Outpatient Institutional'. A red box highlights these options, and a blue callout box explains that a claim type must be selected before the entry screen is shown.

Home Claims Claim Correction Reports Data Mgmt Certification Batches Help system13

THCIC Support Center

THCIC Trainer 000005 User Management My Account Logout

Back to list of claims

Medical Record Number: Patient Control Number:

✓ Patient **Claim Information**

✓ Payer

✓ Charges → Please Select a Claim Type

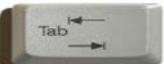
✓ Diagnosis

✓ Practitioners

Inpatient Outpatient Institutional

The type of claim will have to be selected before the entry screen will be shown.

Dropdown Lists

- ✕ The user can tell if a field has a drop down list by the arrow on the field.
- ✕ Typing into a text box with a dropdown list will search the list for matches and display the list to the user.
- ✕ Use the up and down arrow keys to move to the value.
- ✕ Press  when the highlighted selection is on the correct choice.
- ✕ Press  to move to the next field on the screen.

Diagnosis

Principal:

- 0010 - CHOLERA D/T VIB CHOLERAE
- 0011 - CHOLERA D/T VIB EL TOR
- 0019 - CHOLERA NOS
- 0020 - TYPHOID FEVER
- 0021 - PARATYPHOID FEVER A
- 0022 - PARATYPHOID FEVER B

Diagnosis

Principal:

- 64001 - THREATENED ABORT-DELIVER
- 64081 - HEM EARLY PREG NEC-DELIV
- 64091 - HEM EARLY PREG-DELIVERED
- 64101 - PLACENTA PREVIA-DELIVER
- 64111 - PLACENTA PREV HEM-DELIV
- 64121 - PREM SEPAR PLACEN-DELIV



Patient Tab

Home Claims **Claim Correction** Reports Data Mgmt Certification Batches Help **system13**

THCIC Support Center THCIC Trainer 000005 [User Management](#) [My Account](#) | [Logout](#)

[Back to list of claims](#)

Medical Record Number: Patient Control Number: **Inpatient**

Patient **Claim Information**

Payer

Charges

Diagnosis & Proc

Practitioners

Situational Codes

Type Patient Control Number:

Inpatient Outpatient Institutional

Personal Information

Medical Record Number:

First Name: Middle: Last Name:

(Initial)

Address:

City: State: Zip Code:

Country:

Social Security Number:

Sex:

Ethnicity:

Birth Date:

MM/DD/YYYY

Race:



Patient Tab

Home Claims Claim Correction Reports Data Mgmt Certification Batches Help **system13**

THCIC Support Center THCIC Trainer 000005 [User Management](#) [My Account](#) [Logout](#)

[Back to list of claims](#)

Medical Record Number: Patient Control Number: **Inpatient**

- ✓ Patient
- ✓ Payer
- ✓ Charges
- ✓ Diagnosis & Proc
- ✓ Practitioners
- ✓ Situational Codes

Bill Type

Statement:

From: Through:

Facility Type Code:

Claim Frequency Type Code:

Admission Information

Admission Date: Admission Hour: hr (0-23) Admission Type:

Point of Origin (Admission Source): Discharge Hour: hr (0-23) Patient Status:



Patient Tab

[Back to list of claims](#)

Medical Record Number:

Patient Control Number:

Inpatient

- ✓ Patient
- ✓ Payer**
- ✓ Charges
- ✓ Diagnosis & Proc
- ✓ Practitioners
- ✓ Situational Codes

Primary Payer

Source Code: ID:

Name:

Secondary Payer

Source Code: ID:

Name:



Charges Tab

- Home
- Claims**
- Claim Correction
- Reports
- Data Mgmt
- Certification
- Batches
- Help

THCIC Support Center

THCIC Test Hospital/Facility 000002 [User Management](#) [My Account](#) [Logout](#)

[Back to list of claims](#)

Medical Record Number:

Patient Control Number:

Inpatient

- ✓ Patient
- ✓ Payer
- ✓ Charges**
- ✓ Diagnosis & Proc
- ✓ Practitioners
- ✓ Situational Codes

1	

Revenue Code: Qualifier:

Procedure Code:

Modifiers:

Rate: \$ x Qty: Unit: = Charge:

Non covered charge: \$

Total Charges: \$0



Present on Admission (POA)

POA data is required on inpatient data for acute care facilities as determined by the facility type. The list for Hospitals to verify POA status, either yes (required) or no (not required) can be found at

<http://www.dshs.state.tx.us/thcic/hospitals/FacilitesList.xls>

If a non-exempt hospital doesn't send POA indicators for the corresponding diagnosis fields, the claim will be marked as an error.

Exempt hospitals can also send POA data. Please be advised if an exempt facility sends POA data the POA data must be valid, otherwise, the claim(s) will show the corresponding field(s) in error.

Specifications for POA data can be found in the Technical Specifications for Inpatient Data in

http://www.dshs.state.tx.us/THCIC/hospitals/Inpatient_THCIC837.pdf



POA data is NOT required for outpatient data.

Diagnosis & Procedure Tab

- Home
- Claims**
- Claim Correction
- Reports
- Data Mgmt
- Certification
- Batches
- Help



THCIC Support Center

THCIC Test Hospital/Facility 000002 [User Management](#) [My Account](#) | [Logout](#)

[Back to list of claims](#)

Medical Record Number:

Patient Control Number:

Inpatient

<ul style="list-style-type: none">✓ Patient✓ Payer✓ Charges✓ Diagnosis & Proc✓ Practitioners✓ Situational Codes	<h3>Diagnosis</h3> <p>Principal: <input type="text"/></p> <p>POA: <input type="text"/></p> <p>Admitting: <input type="text"/></p> <p>E-Codes: <input type="text"/></p> <p>Other Diagnosis Codes: <input type="text"/></p> <p>POA: <input type="text"/></p>	<h3>Procedures</h3> <p>Qualifier: <input type="text"/></p> <p>Principal: <input type="text"/> Date: <input type="text" value="MM/DD/YYYY"/></p> <p>Other Procedure Codes:</p> <p>Qualifier: <input type="text"/></p> <p>Date: <input type="text" value="MM/DD/YYYY"/></p>
	<p>LOADING 0%</p> <p><input type="button" value="Submit Claim"/> <input type="button" value="Save Claim"/> <input checked="" type="button" value="Next Section"/></p>	



Practitioners Tab

- Home
- Claims
- Claim Correction
- Reports
- Data Mgmt
- Certification
- Batches
- Help



THCIC Support Center

THCIC Test Hospital/Facility 000002 [User Management](#) [My Account](#) [Logout](#)

[Back to list of claims](#)

Medical Record Number:

Patient Control Number:

Inpatient

- ✓ Patient
- ✓ Payer
- ✓ Charges
- ✓ Diagnosis & Proc
- ✓ Practitioners
- ✓ Situational Codes

Attending Physician

ID Type:

ID Number:

First Name:

Middle:

(Initial)

Last Name:

Operating Physician

ID Type:

ID Number:

First Name:

Middle:

(Initial)

Last Name:

LOADING 0%

Submit Claim

Save Claim ✓

Next Section →



Situational Codes Tab

- Home
- Claims
- Claim Correction
- Reports
- Data Mgmt
- Certification
- Batches
- Help



THCIC Support Center

THCIC Test Hospital/Facility 000002 [User Management](#) [My Account](#) | [Logout](#)

[Back to list of claims](#)

Medical Record Number: Patient Control Number: Inpatient

- ✓ Patient
- ✓ Payer
- ✓ Charges
- ✓ Diagnosis & Proc
- ✓ Practitioners
- ✓ Situational Codes

Conditions	Values
Code: <input type="text"/>	Code: <input type="text"/> Amount: <input type="text"/>

Occurrence Spans

Code: From: To:

MM/DD/YYYY MM/DD/YYYY

Occurrences by Date

Code: Date:

MM/DD/YYYY

LOADING 0%



Saving Your Claim

- ✕ If the user needs to start over or clear the screen you can **Logout** of the system without saving the claim.
- ✕ The user can save a partial completed claim by clicking . This claim will be saved under New Claims In Progress.
- ✕ Moving through tabs without explicitly saving will preserve modifications while the user remains within the currently loaded claim. The user must Save and/or Submit before moving to the next claim.
- ✕ Pressing **ENTER** when the focus is on a button will generate the same effect as **clicking on the button**.



Date Fields

- ✕ If you highlight a date field you must press delete to remove the current contents before modifying the date.
- ✕ If you just start typing in a date field the data will overstrike the current contents of the field (preferred method to modify dates.)



WebClaim Data Input Patient Tab

The screenshot shows the 'Patient Tab' in the WebClaim Data Input application. The interface includes a navigation menu at the top with buttons for Home, Claims, Claim Correction, Reports, Data Mgmt, Certification, Batches, and Help. The 'system13' logo is in the top right. Below the menu, the 'THCIC Support Center' header is visible, along with user information: 'THCIC Trainer 000005' and links for 'User Management', 'My Account', and 'Logout'. A 'Back to list of claims' link is also present.

The main content area is titled 'Claim Information' and includes a sidebar with navigation options: Patient (selected), Payer, Charges, Diagnosis & Proc, Practitioners, and Situational Codes. The 'Claim Information' section has a 'Type' dropdown set to 'Inpatient' and a 'Patient Control Number' input field. A callout box labeled '1st Choose Claim Type' points to the 'Inpatient' radio button.

The 'Personal Information' section contains several input fields: 'Medical Record Number' (with callout '3rd Medical Record Number'), 'Social Security Number', 'Sex', 'Ethnicity', 'Birth Date' (format MM/DD/YYYY), and 'Race'. The 'First Name', 'Middle', and 'Last Name' fields are grouped together, with a callout 'Then enter Patient's Personal Information' pointing to the 'Address' field.

At the bottom of the page, a 'Completion Status Bar' is visible, showing 'LOADING 0%'. A callout box at the bottom left explains that this bar will appear at the bottom of the tab when scrolled down.

All navigation of the application should be confined to the Tab or via mouse selections. Enter key does not work to move field to field

1st Choose Claim Type

2nd Patient Control Number

3rd Medical Record Number

Then enter Patient's Personal Information

Completion Status Bar will be at the bottom of the tab, when you scroll down.

LOADING 0%

WebClaim Data Input

Patient Tab

Home Claims Claim Correction Reports Data Mgmt Certification Batches Help **system13**

THCIC Support Center THCIC Trainer 00005 [User Management](#) [My Account](#) | [Logout](#)

Patient Payer Charges Diagnosis & Proc Practitioners Situational Codes

Type: Inpatient Outpatient Institutional Patient Control Number: 7896969

Personal Information

Medical Record Number: 884823947 Social Security Number: - -

First Name: JACK Middle: (Initial) Last Name: TERRIER Sex:

Address: 1313 MOCKING CHICKEN LANE Ethnicity:

City: AUSTIN State: TX Zip Code: 78753 Birth Date: MM/DD/YYYY

Country: Race:

LOADING 36%



Entering Claim Information

Home Claims Claim Correction Reports Data Mgmt Certification Batches Help system13

THCIC Support Center THCIC Trainer 000005 User Management My Account Logout

✓ Patient Type Patient Control Number:
 Inpatient Outpatient Institutional 7896969

✓ Payer

✓ Charges

✓ Diagnosis & Proc

✓ Practitioners

✓ Situational Codes

Personal Information

Medical Record Number: 884823947

First Name: JACK Middle: (Initial) Last Name: TERRIER

Social Security Number: - - -

Sex: - - -

Ethnicity: - - -

Birth Date: MM/DD/YYYY

Race: - - -

Address:
UA - UKRAINE
UG - UGANDA
UM - UNITED STATES MINOR OUTLYING ISLANDS
US - UNITED STATES
UY - URUGUAY
UZ - UZBEKISTAN

LOADING 36% Submit Claim Save Claim ✓ Next Section

If the field has a down arrow ▼ that indicates that the field has a look up menu. To choose something from the look up menu you must highlight your choice and hit enter or highlight and click the mouse.



Entering Claim Information

JACK TERRIER Medical Record Number: 884823947 Patient Control Number: 7896969 Inpatient

- Patient
- Payer
- Charges
- Diagnosis & Proc
- Practitioners
- Situational Codes

Claim Information

Type Patient Control Number:

Inpatient Outpatient Institutional 7896969

Personal Information

Medical Record Number: 884823947

Social Security Number: 235-68-9596

First Name: JACK Middle: (Initial) Last Name: TERRIER

Address: 1313 MOCKING CHICKEN LANE

City: AUSTIN State: TX

Race: |

Race - This field is required.

If the field is a required field and no information is provided, the field will appear with a pink tint.



Correcting Claim Information

THCIC Support Center

 THCIC Test Hospital/Facility 000002 [User Management](#) [My Account](#) | [Logout](#)

[Back to list of claims](#)

JACK TERRIER

Medical Record Number: 884823947

Patient Control Number: 7896969

Inpatient

Patient

Payer

Charges

Diagnosis & Proc

Practitioners

Situational Codes

Claim Information

Type

Inpatient Outpatient Institutional

Patient Control Number:

7896969

Personal Information

Medical Record Number:

884823947

Social Security Number:

235-68-9596

First Name:

JACK

Middle:

(Initial)

Last Name:

TERRIER

Sex:

M - MALE

Address:

1313 MOCKING CHICKEN LANE

Ethnicity:

2 - NOT OF HISPANIC ORIGIN

City:

AUSTIN

State:

TX

Zip Code:

78741

Birth Date:

12/12/1964

Race:

4 - White

Country:

LOADING 72%

Submit Claim

Save Claim

Next Section 



Once the field is updated it will have a **green tint.**

Entering Claim Information

THCIC Support Center

THCIC Test Hospital/Facility 000002 [User Management](#) [My Account](#) [Logout](#)

[Back to list of claims](#)

JACK TERRIER

Medical Record Number: 7878787987

Patient Control Number: 0582058859

Inpatient

- ✓ Patient
- ✓ Payer
- ✓ Charges
- ✓ Diagnosis & Proc
- ✓ Practitioners
- ✓ Situational Codes

Primary Payer

Source Code:

- 11 - Other NonFederal Programs
- 12 - Preferred Provider Organization (PPO)
- 13 - Point of Service (POS)
- 14 - Exclusive Provider Organization (EPO)
- 15 - Indemnity Insurance
- 16 - Health Maintenance Organization (HMO) Medicare Ris

ID:

ID: Put in the first 10 characters of the insurance ID number.

Source Code: Choose the type of insurance.

Name:

Name: Do not identify the patient's name. If the payer source is 'ZZ - Mutually defined, or Self Pay, or Unknown, or Charity' as the payer, do not identify the payer's name as the 'payer name'. Payer name should also be Self Pay, as pictured below.

If the claim has a secondary payer, use the guidelines specified for the primary payer.

Secondary Payer

Source Code:

Name:

Primary Payer

Source Code:

Name:

701-Primary Payer Name is required



Entering Claim Information

Charges

- Home
- Claims**
- Claim Correction
- Reports
- Data Mgmt
- Certification
- Batches
- Help



THCIC Support Center

THCIC Test Hospital/Facility 000002 [User Management](#) [My Account](#) | [Logout](#)

[Back to list of claims](#)

JACK TERRIER

Medical Record Number: 884823947

Patient Control Number: 7896969

Inpatient

✓ Patient

✓ Payer

✓ **Charges**

✓ Diagnosis & Proc

✓ Practitioners

✓ Situational Codes

1 0100
HC
URR reading of 65 to 69.9
Distinct procedural service



Revenue Code:

0100

Qualifier:

HC - HCPCS Coding System

Procedure Code:

0001F - HEART FAILURE COMPOSITE

Modifiers:

G3 -

59 -

Rate:

\$ 4500

x 1

Unit: DA - Days

= Charge: 4500.00

Calculate

Non covered charge: \$

Total Charges:

\$4,500

Add Charge

LOADING 80%

Submit Claim

Save Claim ✓

Next Section →



Entering Claim Information Diagnosis & Procedure

[Back to list of claims](#)

Medical Record Number:

Patient Control Number:

Inpatient

- ✓ Patient
- ✓ Payer
- ✓ Charges
- ✓ **Diagnosis & Proc**
- ✓ Practitioners
- ✓ Situational Codes

Diagnosis

Principal:

42982 - HYPERKINETIC HEART DIS

POA:

Admitting:

E-Codes:

Other Diagnosis Codes:

POA:

Procedures

Qualifier:

Principal:

Date:

MM/DD/YYYY

Other Procedure Codes:

Qualifier:

Date:

MM/DD/YYYY

POA data is required on Inpatient data for acute care facilities as determined by the facility type.

LOADING 20%



A list of hospitals that are required to submit POA data can be found at <http://www.dshs.state.tx.us/thcic/hospitals/FacilitiesList.xls>

Entering Claim Information Practitioners

- Home
- Claims**
- Claim Correction
- Reports
- Data Mgmt
- Certification
- Batches
- Help



THCIC Support Center

THCIC Test Hospital/Facility 00002 [User Management](#) [My Account](#) [Logout](#)

[Back to list of claims](#)

JACK TERRIER

Medical Record Number: 884823947

Patient Control Number: 7896969

Inpatient

✓ Patient

✓ Payer

✓ Charges

✓ Diagnosis & Proc

✓ **Practitioners**

✓ Situational Codes

Attending Physician

ID Type:

XX - NPI - National Provider Identifier

ID Number:

17878744740

First Name:

JOHN

Middle:

(Initial)

Last Name:

JONES

Operating Physician

ID Type:

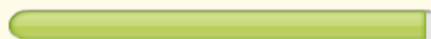
ID Number:

First Name:

Middle:

(Initial)

Last Name:



LOADING 96%

Submit Claim

Save Claim ✓

Next Section →



Entering Claim Information

Situational Codes

[Back to list of claims](#)

JACK TERRIER

Medical Record Number: 884823947

Patient Control Number: 7896969

Inpatient

✓ Patient

✓ Payer

✓ Charges

✓ Diagnosis & Proc

✓ Practitioners

✓ Situational Codes

Conditions

Code:

03 - Patient covered by insurance not reflected



04 - Information only bill



Values

Code:

Amount:

Occurrence Spans

Code:

From:

MM/DD/YYYY

To:

MM/DD/YYYY

Occurrences by Date

Code:

Date:

MM/DD/YYYY

LOADING 96%

Submit Claim

Save Claim ✓

Next Section ➔



Save in WebCorrect

- Once the user has made recommended changes in the WebCorrect there are 2 options:



-   will allow the user to save a claim and audit will run on this claim when it's submitted.

-   will allow the user to save and move to the next error in the claim.



Submit Claim

- Home
- Claims
- Claim Correction
- Reports
- Data Mgmt
- Certification
- Batches
- Help

THCIC Support Center

THCIC Test Hospital/Facility 000002 [User Management](#) [My Account](#) [Logout](#)

[Back to list of claims](#)

JACK TERRIER

Medical Record Number: 884823947

Patient Control Number: 7896969

Inpatient

- ✓ Patient
- ✓ Payer
- ✓ Charges
- ✓ Diagnosis & Proc
- ✓ Practitioners
- ✓ Situational Codes

Conditions

Code:

03 - Patient covered by insurance not reflected



04 - Information only bill



Values

Code:

Amount:

Occurrence Spans

Code:

From:

MM/DD/YYYY

To:

MM/DD/YYYY

Occurrences by Date

Code:

Date:

MM/DD/YYYY



LOADING 96%

Submit Claim

Save Claim ✓

Next Section →



Claim Successfully Submitted ...Claim Submitted with Errors

The screenshot displays the 'system13' web application interface. At the top, there is a navigation menu with buttons for Home, Claims, Claim Correction, Reports, Data Mgmt, Certification, Batches, and Help. The 'Claims' button is highlighted in green. To the right of the menu is the 'system13' logo with a small icon of a person's head.

Below the navigation menu, the page title is 'THCIC Support Center'. On the right side of this header, there is a user profile section showing 'THCIC Test Hospital/Facility 000002' and links for 'User Management', 'My Account', and 'Logout'. Below this is a search bar with the placeholder text 'Enter Control #, Medical Record #, Patient or Claim #' and buttons for 'Search' and 'Advanced Search'. A button labeled 'Add new claim' is located on the far right.

The main content area features a green notification banner with a blue arrow pointing to the text: 'Claim #1114 has been successfully submitted.' Below this text is a button that says 'Open Claim in WebCorrect' with a green arrow icon. A 'close' link is also present.

Below the notification is a table with the following columns: Patient, In/Out, Started on, and Progress. The table is currently empty. At the bottom of the table area, there are buttons for 'Select All', '3 claims', and 'Delete'.

Below the table is another green notification banner with a blue arrow pointing to the text: 'Claim #8509 has been successfully submitted, But still contains errors.' Below this text is a button that says 'Open Claim in WebCorrect' with a green arrow icon. A 'close' link is also present.

When a claim has been successfully submitted, but contains errors the user can choose to review and correct this claim in WebCorrect.



Other Options

Home Claims Claim Correction Reports Data Mgmt Certification Batches Help system13 

THCIC Support Center THCIC Test Hospital/Facility 000002 [User Management](#) [My Account](#) | [Logout](#)

Enter Control #, Medical Record #, Patient or Claim # [Advanced Search](#)

Claim #1114 has been successfully submitted. [close](#)

Patient	In/Out	Started on	Progress	
DIGGS, KANDIS	In	05/27/2011	32% complete 	<input type="checkbox"/>
DOE, LAURA	In	05/27/2011	28% complete 	<input type="checkbox"/>

previously partly completed claim from listing above.
 to locate a claim. (If you have more claims on the listing.)

Select All 2 claims



Options...Add New Claim

Home Claims Claim Correction Reports Data Mgmt Certification Batches Help system13 

THCIC Support Center THCIC Test Hospital/Facility 000002 [User Management](#) [My Account](#) | [Logout](#)

Enter Control #, Medical Record #, Patient or Claim # [Advanced Search](#)

Claim #1114 has been successfully submitted. [close](#)

Patient	In/Out	Started on	Progress	
DIGGS, KANDIS	In	05/27/2011	32% complete 	<input type="checkbox"/>
DOE, LAURA	In	05/27/2011	28% complete 	<input type="checkbox"/>

2 claims

You can choose . If you choose to add a new claim you will go back to a blank claim page.



Add New Claim

The screenshot shows the 'Add New Claim' page in the 'system13' application. The top navigation bar includes 'Home', 'Claims', 'Claim Correction', 'Reports', 'Data Mgmt', 'Certification', 'Batches', and 'Help'. The 'Claims' tab is active. The page title is 'THCIC Support Center'. A user profile for 'THCIC Trainer 000005' is visible, along with links for 'User Management', 'My Account', and 'Logout'. A 'Back to list of claims' link is on the left. The main form area is divided into 'Claim Information' and 'Personal Information' sections. The 'Claim Information' section has a 'Type' field with radio buttons for 'Inpatient' (selected) and 'Outpatient Institutional', and a 'Patient Control Number' text box. The 'Personal Information' section includes 'Medical Record Number', 'Social Security Number', 'First Name', 'Middle' (with an '(Initial)' label), 'Last Name', and 'Sex' (a dropdown menu). A blue arrow points to the 'Inpatient' radio button.

Please be advised when the user adds a new claim, whatever the last claim type the user entered will be selected automatically. If you want to choose another type of claim you will choose the other type of claim to enter. If you go back to the home page and choose WebClaim you will have to choose the type of claim to enter, as pictured below.

Type

Inpatient Outpatient Institutional



Options...Delete Claim(s)

Home Claims Claim Correction Reports Data Mgmt Certification Batches Help **system13** 

THCIC Support Center THCIC Test Hospital/Facility 000002 [User Management](#) [My Account](#) | [Logout](#)

Enter Control #, Medical Record #, Patient or Claim # [Advanced Search](#)

Patient	In/Out	Started on	Progress	
DIGGS, KANDIS	In	05/27/2011	32% complete <div style="width: 32%; background-color: green; display: inline-block;"></div>	<input type="checkbox"/>
DOE, LAURA	In	05/27/2011	28% complete <div style="width: 28%; background-color: green; display: inline-block;"></div>	<input type="checkbox"/>

Select All 2 claims

- claim from listing.
- Select the claim you want to delete.
- After selecting claim the delete option will become available in the lower right corner.

Home Claims Claim Correction Reports Data Mgmt Certification Batches Help **system13** 

THCIC Support Center THCIC Test Hospital/Facility 000002 [User Management](#) [My Account](#) | [Logout](#)

Enter Control #, Medical Record #, Patient or Claim # [Advanced Search](#)

Patient	In/Out	Started on	Progress	
DIGGS, KANDIS	In	05/27/2011	32% complete <div style="width: 32%; background-color: green; display: inline-block;"></div>	<input type="checkbox"/>
DOE, LAURA	In	05/27/2011	28% complete <div style="width: 28%; background-color: green; display: inline-block;"></div>	<input checked="" type="checkbox"/>

Select All 2 claims

Options...Search for Claims

- ✓ You can search by Control #, Medical Record #, Patient or Claim #

THCIC Support Center

 [Advanced Search](#)

- ✓ Type in your search request.



- ✓ Click search to sort your listing by criteria requested.
- ✓ Click clear to return to the unfiltered list of claims.

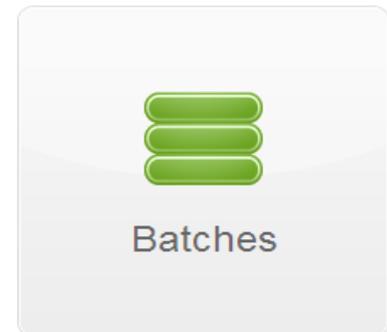
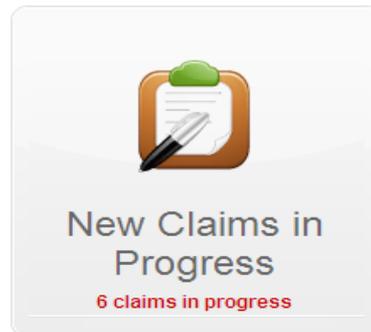
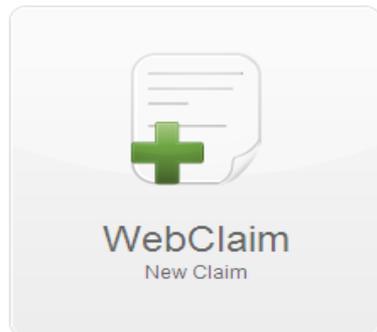
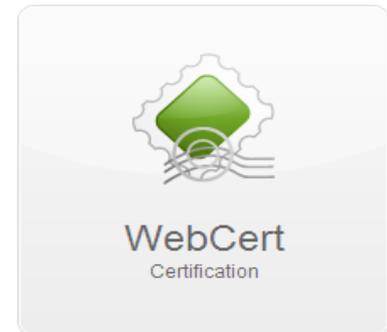
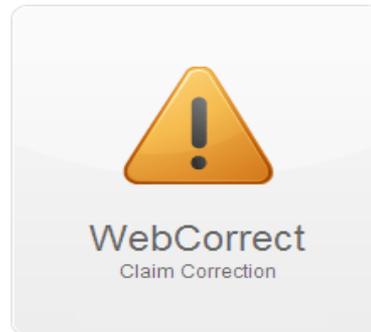
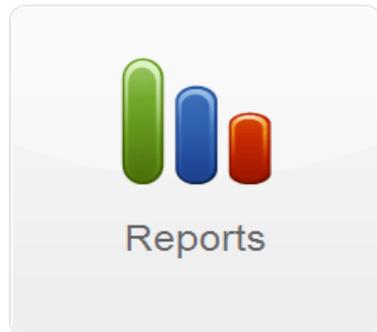


Incomplete (Saved) Claims

New Claims in Progress

Home Claims Claim Correction Reports Data Mgmt Certification Batches Help system13 

THCIC Support Center THCIC Test Hospital/Facility 000002 [User Management](#) [My Account](#) [Logout](#)



If the user chooses to 'Save' without submitting the claim it will be on your 'New Claims in Progress' listing. Please be advised if the user saves the claim, then enters more information and close WebClaim, without saving again, only the information before the last 'save' will be 'saved.' The number of claims that have been saved, but not submitted will be shown on the 'New Claims in Progress' icon as indicated above.



Saved Claims...New Claims in Progress

Home Claims Claim Correction Reports Data Mgmt Certification Batches Help system13 

THCIC Support Center

THCIC Test Hospital/Facility 000002 [User Management](#) [My Account](#) [Logout](#)

Enter Control #, Medical Record #, Patient or Claim #

Search

[Advanced Search](#)

[Add new claim](#)

Patient	In/Out	Started on	Progress	
DOE, JANICE	In	07/06/2012	48% complete	<input type="checkbox"/>
DOE, JAY	In	07/06/2012	20% complete	<input type="checkbox"/>
DOE, JAYLA	In	07/06/2012	44% complete	<input type="checkbox"/>
DOE, JAI	In	07/06/2012	36% complete	<input type="checkbox"/>
DOE, TONYA	In	07/09/2012	20% complete	<input type="checkbox"/>
DOE, JAMES	In	07/09/2012	20% complete	<input type="checkbox"/>

You can also click one the saved claims and complete this claim. You will have to submit the claim in order for the claim to show entered into the system. Saved claims are not submitted claims. This is also the claim in progress listing.



New Claims in Progress
6 claims in progress

Claims in progress are claims that have been entered via WebClaim, but were only saved claims and not submitted. On the provider home page you will get a number of how many claims are on this list.



Inpatient WebClaim

Questions/ Comments

Questions, comments or need clarification please e-mail

thcichelp@dshs.state.tx.us

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



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.state.tx.us



Web site: <http://www.dshs.state.tx.us/THCIC>



THCIC Contact

- ✓ Contact Tiffany Overton at  512-776-2352 or  Tiffany.Overton@dshs.state.tx.us if a facility has questions concerning the submission, correction, or certification of data.
- ✓ Contact Dee Roes at  512-776-3374 or  Dee.Roes@dshs.state.tx.us 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.state.tx.us.





Contact



Address:

System I 3, Inc

1648 State Farm Blvd.

Charlottesville, VA 22911



Phone: 1-888-308-4953



Fax: 434-979-1047



E-mail: THCIChelp@system13.com



Web site: <https://thci.system13.com>

