



# Texas Health Care Information Council

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*Visit our Web site at <http://www.thcic.state.tx.us>*

February 21, 1999

TO: Chief Executive Officers of Texas Hospitals

FROM: Jim Loyd, Executive Director

THCIC Hospital Numbered Letter - Volume 2 Number 2.

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**1**Processing of Hospital Discharges is Under Way

Deadlines for data corrections have been extended. The Council wants to allow more time for hospitals to preform data corrections the first time around. See item in this numbered letter for the new deadlines.

March 1 is still the deadline for 4<sup>th</sup> quarter 1998 claims submission.

Discharge claims submitted to THCIC have been processed through the edit process. As of February 5<sup>th</sup>, files were being returned to hospitals for corrections. Handling of materials may have been somewhat slower for hospitals that are receiving diskettes through the US Mail.

Contacts have been notified according to the method they requested (e-mail or fax). By the time this numbered letter is received, all hospitals should have received notification of the status of 2<sup>nd</sup> and 3<sup>rd</sup> quarter 1998 data submissions and *error claims files* if there were claims to be corrected. If you have not received notification about data submitted for the 2<sup>nd</sup> or 3<sup>rd</sup> quarter of 1998, please contact THCICHelp.

Normally, hospitals have 30 days from the date of notification that they have claims in error to correct and return claims to the data warehouse. For 2<sup>nd</sup> and 3<sup>rd</sup> quarter claims hospitals have until March 21, and until April 15<sup>th</sup> for 4<sup>th</sup> quarter claims.

This process is new and we continue to encounter problems with notification of hospitals and distribution of the data.

Please let us know when you encounter problems. We know it is difficult. We think the process we have set up is a good although it obviously has flaws we didn't anticipate. Our goal is to produce quality hospital discharge data sets and we need your assistance to do so.

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## 2The Data Correction Process

Data correction and returning data to the data warehouse.

Corrections can be made using either by the THCIC Data Correction software or by submitting replacement claims. The easiest and fastest way to correct errors detected in the THCIC audit process is to use a modem to download from the data warehouse, make corrections using the Data Correction software, and then upload the corrected claims back to the data warehouse. Error claims files are being mailed on diskette to those hospitals that have requested to use this method to transmit data. Using the US Mail slows the process of getting the data corrected and the possibility of losing diskettes in the mail does exist. If you have a modem (or can buy one), THCIC recommends using electronic data transfer of data.

### **Corrected claims returned on diskette.**

For hospitals that have requested error claims files on diskette, diskettes have been mailed. These diskettes contain a **README.TXT** file that indicates the contents of the diskette. There is no hardcopy documentation with the diskette.

For hospitals transmitting data through the US Mail, corrected claims will exported from the **Data Correction** software to a diskette and mailed to Commonwealth at:

**Commonwealth Clinical Systems  
Attn: THCIC HelpDesk  
1650 State Farm Blvd.  
Charlottesville, VA 22911**

Hospitals *not* using the Data Correction software.

A processing notification will be sent by e-mail or fax. The Acceptance/Rejection, Frequency of Error, and Pull List reports will be sent as an executable zip file by electronic data transfer (EDT) download or diskette. You will need to copy the executable zipped file to a directory you specify on your micro-computer. Using the Windows Explorer you can unzip the file by double clicking on the filename. From a DOS prompt you can unzip the file by typing the file name and tapping enter. This will produce text (\*.txt) files that can be read and printed by any word processing program.

To view the files using your word processing program or the Windows Notepad, go to the file menu and click on open, go to the directory in which you placed files and open the desired file. (You may need to change the *type of file* (or *file types*) at the bottom of the "Open" or "OpenFile" screen to "All Files (\*.\*)" or Text (\*.txt)) You may find that adjusting margins and fonts will improve the readability of the files.

### **Corrections using replacement claims (XX7).**

If you are *not* using the **Data Correction** software (this includes hospitals that receive hardcopy error reports) corrections must be made by submitting replacement claims (XX7) through THIN (or to the hospital's data processing vendor that submits claims to THIN).

Some hospitals that use vendors for the original claims submission to THCIC are using the **Data Correction** software for correcting claims when errors located and are returned to the hospital.

The **Data Correction** software package was shipped to all hospitals the week of December 7, 1998. If you have not received the software you can contact THCICHelp for a copy. If you have Internet access, the **Data Correction** software is now available on the THCIC website for download. It is on the *Hospital Data* page under *Reporting Guidelines* or you can type in the direct URL (this is case sensitive):

[www.thcic.state.tx.us/software/THCIC\\_DATA\\_Correction.exe](http://www.thcic.state.tx.us/software/THCIC_DATA_Correction.exe)

The manual for the **Data Correction** software is also on the *Hospital Data* page. The direct URL is (this is case sensitive):

[www.thcic.state.tx.us/software/DCManual.exe](http://www.thcic.state.tx.us/software/DCManual.exe)

If you are downloading error claims files you will want the Data Corrections Manual even if you are not using the **Data Correction** software. THCIC staff have also developed directions to assist in using the Windows 95 HyperTerminal for electronic transfer of data. This is available from THCICHelp and is on our Website in Hospital Numbered Letter Volume 2 Number 1.

*Hint:* When accessing the data warehouse via modem, the first level passwords must be entered as lower case characters. At the second level case is not important.

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## **3**Change of Contact Information

It is important to THCIC that we have current information about how to contact you and how your hospital handles data. If you change any of the following: vendor, submitting agent, primary contact person, alternate contact person, the method in which you are notified of claims with errors, method in which you retrieve claims with errors or the method you transmit corrected data to the THCIC, please notify the Council as quickly as possible. Fax or mail changes, signed by the CEO/Administrator or the primary contact person, on hospital letterhead to:

**Texas Health Care Information Council  
4900 North Lamar Boulevard, Suite 3407  
Austin, TX 78751-2399**

**Fax (512)424-6491**

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## 4 Vendor Notification

Several vendors who prepare and submit data for Texas hospitals have requested to be notified when hospitals they represent receive data status reports. The Council believes that the relationship is between the hospital and the vendor. We are willing to notify these vendors if it is the desire of the hospital that the vendor be notified when status reports are sent. This notification to the vendor would be the data status report only. Information regarding the number of claims in error or the types of errors will be sent to hospitals only. Hospital that wish to share error information with their vendor may do so at their own discretion.

If your hospital **does not** want your vendor/submitter to be notified of the status of your data, please send a letter (by fax or mail) on hospital letterhead to the Council stating you do not want your vendor notified of the status of your data submissions. The Council will contact all vendors that submit discharge claims representing hospitals to determine which vendors desire this service. Unless it has been specified otherwise, vendors that request this service will be notified of the status of data they submit for hospitals.

We have been told by some hospitals that vendors they work with do not always respond to data requests made by the hospital in a timely fashion. You may want to review the contract you have with the vendor to ensure that they are responsive to your needs. **Remember, your hospital (not the vendor) is responsible for meeting deadlines for submitting, correcting and certifying it's data.**

However, if you are having trouble working with a vendor, THCIC is willing to assist in the limited ways we can. For example, we can, sometimes, let hospitals know whether a vendor has solved the same problem for another hospital. Also, there is bargaining strength in numbers. Texas is an important health information market.

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## 5 HelpDesk Information on Website

The HelpDesk phone number and e-mail address are now posted on the THCIC website at:

[www.thcic.state.tx.us/guidelines\\_hosp.htm](http://www.thcic.state.tx.us/guidelines_hosp.htm)

The information can be located by clicking on "Reporting Guidelines and Edits", then click on "Reporting Guidelines for and Edits for Hospitals", then page down to Help Desk Information and find the HelpDesk phone number. Both are on the bottom of each page of all numbered letters.

**Please leave name, rank, and serial number** (or hospital name, THCIC number and telephone number) when you contact us. Occasionally we receive questions at the HelpDesk and the caller does not tell us which hospital they are calling from. We need to know which hospital we are working with. When you send an e-mail to THCICHelp please put your THCIC number and hospital name in the subject line. For most hospitals the THCIC number is the Texas Department of Health License number with three zeros added to the end (XXX000). We have information about Texas hospitals, including the THCIC number, contacts, notification method, etc. on our website at:

[www.thcic.state.tx.us/hospitals/HospList990210.htm](http://www.thcic.state.tx.us/hospitals/HospList990210.htm)

(This file list Hospital Name, Address, THCIC # and Primary Contact), or;

[www.thcic.state.tx.us/hospitals/HospList990210.exe](http://www.thcic.state.tx.us/hospitals/HospList990210.exe)

(This executable Excel file includes alternate contact persons and contact notification method, retrieval method and correction submission method)

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## 6 Changes in Data Correction and Certification

The Texas hospital discharge data collection system is finally in motion. This has occurred later than originally planned by THCIC. After reviewing where we are and the demands being placed on hospitals the Council had decided to extend the time-line for data correction and certification of 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> quarter 1998 data. This will provide additional time for hospitals to deal with the large volume of 2<sup>nd</sup> and 3<sup>rd</sup> quarter claims and become accustomed to the process established by THCIC. This also allows us more time to finish development of the system and get the kinks out. The new time-line anticipates that by the time the data for the 1<sup>st</sup> quarter of 1999 has been certified we will be on the time-line established in Texas Administrative Code. The first release of THCIC public use data (2<sup>nd</sup> and 3<sup>rd</sup> Quarters 1998) has been rescheduled for August 1999. First Quarter data submission deadlines have not been altered. Fourth quarter 1998 data is due March 1, 1999.

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### ***The new 1998 time-line is as follows:***

#### **2<sup>nd</sup> and 3<sup>rd</sup> Quarter 1998 Data**

Data Submission Due (respectively) Oct. 1 and Dec. 1

Data Corrections due to THCIC March 21

Certification File due to Hospitals April 21

Signed Certification form and Comments due to THCIC July 1

Public Use File scheduled for release August 15

#### **4<sup>th</sup> Quarter 1998 Data**

Data Submission due to THCIC March 1

Data Corrections due to THCIC April 15

Certification File due to Hospitals May 15

Signed Certification form and Comments due to THCIC August 1

Public Use File scheduled for release October 1

#### **1<sup>st</sup> Quarter 1999 - Return to the original schedule.**

Data Submission due to THCIC June 1

Data Corrections due to THCIC July 1

Certification File due to Hospitals August 1

Signed Certification form and Comments due to THCIC October 1

Public Use File scheduled for release November 1

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## 7 Certification Reports

Since the Data Corrections Seminars held by THCIC, our staff have had requests for additional information about data certification and how it will be conducted.

Following the completion of the data correction process the data warehouse will process the claims to create an encounter file that will have one record per discharge for each quarter for each hospital. This quarter encounter file will be returned to the hospital. The designated *certifier* will be asked to certify that the file is a complete and accurate representation of the discharges from that facility for the quarter and that physicians and other health care providers have been afforded the *opportunity* to review the file. The certifier will have the opportunity to provide comments about the data that will be distributed with the public use data file that will be released by THCIC.

To assist hospitals with certification, THCIC will provide the hospitals' quarterly data file in a comma delimited flat file and a **Certification Data Browser** (sometimes referred to as certification software), and certification reports. The browser will have limited capabilities that include loading, viewing, and sorting the certification file by field. The browser will, also, print encounters and the certification document. The certifying agent will be able to view individual encounters in a *UB-92 like* format with the **Certification Data Browser**.

The certification file is being provided in a comma delimited ASCII file. This file can be loaded into data base management, statistical and other software packages to allow the certifier to run other analyses to assist in verifying the accuracy and completeness of the data.

A **Statistical Certification Report** will accompany the certification file to assist the certifier in verifying the data. The statistical report will include the 3M APR-DRG severity adjustments for severity and mortality. A contractual agreement with 3M prevents us from including these scores in the certification file at the claim level, but they will be included in the public use data file. A listing of tables to be included in the certification report follows:

| <b>Total Discharges</b> | <b>Total</b> | <b>%</b> | <b>Total Charges</b> | <b>Total</b> | <b>%</b> | <b>Discharge Summary</b> |
|-------------------------|--------------|----------|----------------------|--------------|----------|--------------------------|
| Reported                |              |          | Reported             |              |          |                          |
| Processed               |              |          | Processed            |              |          |                          |

  

| <b>Discharges</b>              | <b>Total LOS</b> | <b>Avg. LOS</b> |
|--------------------------------|------------------|-----------------|
| <b>Total Discharges</b>        |                  |                 |
| <b>Total excluding Newborn</b> |                  |                 |
| <b>Total Newborn and OB</b>    |                  |                 |

| <b>Category</b>                    | <b>Total</b> | <b>%</b> |
|------------------------------------|--------------|----------|
| <b>Discharges by Total Charges</b> |              |          |
| More than \$250,000                |              |          |
| \$1,000 to \$249,999               |              |          |
| Less than \$1,000                  |              |          |
| Missing                            |              |          |
| Invalid                            |              |          |

| <b>Std. Source of Payment</b>                         | <b>Total</b> | <b>%</b> | <b>Non-Std. Source of Payment Codes</b> | <b>Total</b> | <b>%</b> |
|---|--------------|----------|---|--------------|----------|
| A = Self pay  |              |          | T = State or Local Government Programs  |              |          |
| B = Workers' Compensation                             |              |          | U = Commercial PPO                      |              |          |
| C = Medicare  |              |          | V = Medicare Managed Care               |              |          |
| D = Medicaid  |              |          | X = Medicaid Managed Care               |              |          |
| E = Other Federal Programs (includes Veterans Admin.) |              |          | Y = Commercial HMO                      |              |          |
| F = Commercial  |              |          | Z = Charity                             |              |          |
| G = Blue Cross  |              |          | Missing                                 |              |          |
| H = Champus   |              |          | Invalid                                 |              |          |
| I = Other   |              |          |   |              |          |
| Missing   |              |          |   |              |          |
| Invalid   |              |          |   |              |          |

**ZIP Codes**    **Total**    **%**  
 In State  
 Out of State  
 Missing  
 Invalid

**Sex**    **Total**    **%**  
 Male  
 Female  
 Unknown  
 Missing  
 Invalid

**Admit Type**    **Total**    **%**  
 Emergency  
 Urgent  
 Elective  
 Newborn  
 Unknown  
 Missing  
 Invalid

**Admit Source** **Total** **%**  
 Physician Referral  
 Clinic Referral  
 HMO Referral  
 Transfer from a Hospital  
 Transfer from a SNF  
 Transfer from another Health Care Facility  
 Emergency Room  
 Court/Law Enforcement  
 Information Not Available  
 Transfer from Psych, Substance Abuse or Rehab Hospital  
 Transfer from a Critical Access Hospital

**Admit Source as Newborn**    **Total**    **%**  
 Normal Delivery  
 Premature Delivery  
 Sick Baby  
 Extramural Birth  
 Information Not Available

**LOS Greater than 60 Days (For Acute Care Hospitals)**

**Severity Index (APR - DRG) Total %**  
 Level 0 (minor)  
 Level 1 (moderate)  
 Level 2 (major)  
 Level 3 (catastrophic)

**Length of Stay**    **Total**    **%**  
 1 day  
 2 to 9 days  
 10 to 29 days  
 30 to 59 days  
 60 to 99 days  
 Over 100 days

**Age in Years**    **Total**    **%**  
 Less than 1  
 1 to 14  
 15 to 44  
 45 to 64  
 65 to 74  
 75 plus  
 Invalid  
 Missing

**Attending Physician**    **Total**    **%**  
 Texas License Number  
 UPIN Number  
 Other  
 Missing

Invalid

## Discharge Status

| Principal Diagnoses | Total | % |
|---------------------|-------|---|
| Valid               |       |   |
| Invalid             |       |   |
| Not Recorded        |       |   |

| Additional Diagnoses         | Total | % |
|------------------------------|-------|---|
| Average # DX per discharge   |       |   |
| Number with no additional DX |       |   |

| Principal Procedures | Total | % |
|----------------------|-------|---|
| Valid                |       |   |
| Invalid              |       |   |
| Not Recorded         |       |   |

| Additional Procedures        | Total | % |
|------------------------------|-------|---|
| Average # PX per discharge   |       |   |
| Number with no additional PX |       |   |

| Missing Admit Date | Total | % |
|--------------------|-------|---|
| Invalid Admit Date | Total | % |
| Missing Birth Date | Total | % |
| Invalid Birth Date | Total | % |

| Service      | Total | % |
|--------------|-------|---|
| Medical      |       |   |
| Surgical     |       |   |
| Obstetric    |       |   |
| Psychiatric  |       |   |
| Pediatric    |       |   |
| Newborn      |       |   |
| Unassignable |       |   |

Top 30 Diagnoses Related Groups by age and Average Charges  
Top 30 APR -Diagnoses Related Groups by age and Average Charges  
Top 30 Principal Diagnoses (ICD-9) by age and Average Charges  
Top 30 Principal Procedures by age and Average Charges  
Diagnoses Related Groups by age and Average Charges

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## 8 Correction to UB-92 File Specification Matrix on our Website

A correction was made to the UB-92 File Specification Matrix for HCFA UB-92 Version 5.0 that is on our website at:

[www.thcic.state.tx.us/hospitals/ub92\\_v50.htm](http://www.thcic.state.tx.us/hospitals/ub92_v50.htm)

THCIC has been informed that some hospitals and vendors have used this matrix chart to make their programming changes for their systems. These changes are significant and involve the Password and Submitter ID and two Filler (local use) fields. If these corrections are not made, your data will not be accepted by THIN or any other clearinghouse. Please make sure any vendors you use are aware of this correction.