



Texas Health Care Information Council

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

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TO: Chief Executive Officers of Texas Hospitals

FROM: Jim Loyd, Executive Director

THCIC Hospital Numbered Letter - Volume 2 Number 6

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- 1** Certification Process Orientation and Training Classes

THCIC will be presenting orientation sessions on the data certification process and on the submission and data correction processes. Hospital representatives are encouraged to sign-up for the data certification orientation. The application form is included in this numbered letter (see last page). Registration form must be completed and return to Dee Shaw by fax (512-424-6491) by February 24. Manuals will be provided at the orientation. TABLE GOES HERE

2 Certification Pilot Project is in progress

The Texas Health Care Information Council appreciates the participation of the following hospitals in the certification pilot test program: Austin State Hospital - Austin Baylor/Richardson Medical Center - Richardson Baylor University Medical Center - Dallas BHC Millwood Hospital - Arlington Healthcare Rehabilitation Center of Austin - Austin Henderson Memorial Hospital - Henderson Nix Health Care System - San Antonio Parkland Memorial Hospital - Dallas Presbyterian Hospital of Kaufman - Kaufman San Marcos Treatment Center - San Marcos University Hospital - San Antonio

3 Corrections at Time of Certification

We all hope that all errors will be corrected prior to the time when hospitals are asked to certify a given quarter's data. However, we feel certain that a few systematic errors will surely be discovered late in the game.

Submission of systematic error corrections will be allowed at the time of certification. In fact, systematic error corrections will be accepted until the scheduled deadline for the next quarter's certification. (For example, systematic error corrections for Q1 will be accepted until the scheduled deadline for the certification of Q2 data.)

Publication dates of systematic corrections submitted in conjunction with data certification will be determined on a case-by-case basis. Systematic corrections will be included within a current quarter's published data file when possible. However, if systematic corrections at the time of certification are extensive enough to delay publication of the quarter's data files, the hospital's data will be deleted from the public and research files for that quarter. In such cases, a comment describing the circumstances will be appended to the data files and the hospital's corrected data will be published as a supplementary file when the next public use data file (PUDF) is created.

4 2000 Census

Non-reporting hospitals are reminded that they might be required to begin reporting data according to Chapter 108, Texas Health & Safety Code, if the 2000 census defines their county's population as being in excess of 35,000.

Reminder: Hospitals must renew their exemptions on an annual basis. Questions should be directed to Dee Shaw at 512/424-6490.

5 1600 Format

Reminder: The HCIA 1600 format does not currently include all data elements that are required by Council rule. Currently these data elements are not edited in the THCIC audit process, but these data elements are required to be submitted under Section 1301.12 (b)(4) "For all patients for which the hospital

prepares one or more bills for inpatient services, the hospital shall submit a discharge file corresponding to each bill containing the required data elements required by §1301.19 of this title (relating to Discharge Reports - Records, Data Fields and Codes) and all other data elements included on the bill whether included because of the requirements of third party payers or because of hospital policy. For all patients for which the hospital does not prepare a bill for inpatient services, the hospital shall submit a discharge file containing the required minimum data set."

The Council is currently reviewing the Hospital discharge data rules in response to comment received and in regards to clarifying the language. These rules are scheduled for discussion at the Hospital Discharge Data Committee meeting on December 2nd and 3rd. The Council meetings are open to public and public comment is encouraged at these meetings.

If there is any doubt as to whether your hospital is relying on this format for purposes of reporting to THCIC, call your vendor ASAP.

6 THCIC Technical Advisory Committees

Several of the Council's technical advisory committees (TACs) have vacancies. Vacancies exist or are soon anticipated on the Health Information Systems, Health Maintenance Organizations, Quality Methods, and Consumer Education TACs. If you know of someone who would like to participate on a TAC, please encourage them to download the application form from the THCIC web site and fax (512/424-6491) or mail it to Dee Shaw. The next Appointments Committee will meet on December 2nd to consider all applications.

7 Hospital Primary Contact Update

THCIC communicates essentially with hospitals' primary contacts, who are appointed by the respective hospital administrators. Names of designated contact individuals can be found on the Internet at [www.thcic.state.tx.us/Hospitals/Hospitals Name_and_Address.xls](http://www.thcic.state.tx.us/Hospitals/Hospitals_Name_and_Address.xls). When a primary contact leaves or is reassigned, a new primary contact should be appointed. Notification to THCIC (signed by the administrator or the previous contact person) should be made on hospital letterhead by mail or fax. **If this Numbered Letter is addressed to a person that is no longer at your facility or that is no longer the primary contact, please contact Dee Shaw at 512-424-6490 or dshaw@thcic.state.tx.us.**