



Texas Health Care Information Council

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April 27, 2001

Hospital Numbered Letter Volume 4 Number 8

Instruction On Creating and Sending Certification Comments

Information/Operations

1. Open up your **CERTVIEW SOFTWARE**
2. Press the button: **Certify Encounter Data**
3. Select the preferred certification method.
4. Type your comments in the white box (this little box holds 27 pages of text).
5. Press the 'Create Comments File' button to create your ASCII formatted upload file. The default location is C:\Program Files\Certview\XXXXXX.txt. (THIS WILL BE YOUR OWN THCIC 6 DIGIT NUMBER).

The comments file can be uploaded to your THCIC electronic mailbox in the exact same way that error claims are uploaded (modem number 804-297-0367). Any popular terminal emulation package can be used. Microsoft Hyper-terminal is a terminal package that is freely included with all versions of MS-Windows. This can also be copied and mailed on a diskette. **Do Not Send The Comments Written On Paper And Do Not Fax Them As We Cannot Retype Your Comments For You.**

Mail to:

Commonwealth Clinical Systems
Attn: THCIC Helpdesk
1650 State Farm Blvd.
Charlottesville, Virginia 22911

If you need assistance with getting connected, logging in, or uploading, contact the THCIC Help Desk at 888-308-4953.

3rd Quarter 2000 PUDF To Include Charge Data

Information

Certification files for 3rd quarter 2000 data will be available to hospitals June 1. Charge data, suppressed for the first six quarters, will be released beginning with this quarter. Hospitals can review the revenue data using the CertView software.

Update of Technical Specifications Manual and Edits

Information/Operations

A few discrepancies in the Technical Specifications Manual that is on the THCIC web site have been reported and corrected. The revised version (Release 3) is now available on the web site:

http://www.thcic.state.tx.us/hospitals/Tech_Requirements.doc

Modified documents are dated and contain a release version. Changes made to each new version are described on the "Updates to Manual" page.

The Council intends to provide complete and accurate documentation for all aspects of the hospital discharge data process. This includes, but is not limited to file specifications and edits for errors. In the event that you find discrepancies or if certain information is not available, please notify the Help Desk.

A new audit/edit list will come out in the near future. A few edits that were not on the list and generally are not readily apparent

will be updated. These are edits on date fields corresponding to EDIT 340 from THIN.



E-Mail Problems

Information

THCIC has been experiencing incoming E-mail delivery problems. If you have sent an E-mail to any staff at THCIC and not received a response (if the message warrants a response) or a “message undeliverable” response, please call us at 512-482-3312.

Upcoming Meetings or Training

- **HMO TAC meeting:** May 8, 2001
- **Appointments Committee meeting:** May 9, 2001
- **HIS TAC meeting:** May 17, 2001
- **HIS TAC meeting:** May 24, 2001
- **THCIC Hospital Training:** June 5, 2001 in Austin
- **CE TAC meeting:** June 6, 2001
- **QM TAC meeting:** June 18, 2001
- **Council meeting:** June 29, 2001

Agendas for all Technical Advisory Committee, Committee, and Council meetings are posted on the THCIC web site and the Texas Register seven days prior to the meeting date.

Reminders and Deadlines

- **All claims submitted with discharges after April 2, 2001 must be in version 6.0**
- Cutoff for submission of 3q00 claims corrections – April 28, 2001
- Last day to submit changes for 2q00 certification – May 9, 2001

