



# Texas Health Care Information Council

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## Commonwealth Now Accepting Data Submissions

THCIC has moved all claims collection activities to Commonwealth. This means that Commonwealth will perform the collection activities that had been done by THIN.

As part of the transition to Commonwealth, all submitting hospitals or vendors **must enroll** with Commonwealth as a submitting agent and submit a successful test.

Upon enrollment, a submitter will be assigned a **submitter ID and password** by Commonwealth. The Submitter ID and password are required for test submission. (The submitter ID will be “sub###” where the “###” are three numeric characters). Instructions for applying for a Submitter ID and submitting “test” and “production” data are on the Commonwealth web site at [www.thcichelp.com](http://www.thcichelp.com).

Hospitals that do not submit claims directly themselves to THCIC should give this notice to their submitting agent.

**Submitters that currently have test or production data at THIN will need to submit that data to Commonwealth.**

Submitters that encounter problems with enrollment and/or data submission should contact the helpdesk at 888-308-4953.

\* **Congratulations Guadalupe Valley Hospital!** Guadalupe Valley Hospital is the first to request permission to submit production data to CCS after testing. Currently, CCS has received test data representing 60% of the reporting hospitals.

### Change in Due Date for 1<sup>st</sup> and 2<sup>nd</sup> Quarter Data Submission

THCIC has extended the deadline by 30 days for the submission of 1<sup>st</sup> and 2<sup>nd</sup> quarter data. The no-later-than due date is now October 1, 2004; however, all submitters for 1&2Q2004 data **must** enroll and submit a “test” file by September 1, 2004.

#### Key Activity Due Dates by Quarter

Activity	Q1 2003	Q2 2003	Q3 2003	Q4 2003	Q1 2004	Q2 2004
Submitter enrollment and test file submission at CCS					9-1-04	9-01-04
Cutoff for initial submission	6-1-03	9-1-03	12-1-03	3-1-04	10-1-04	10-1-04
Cutoff for corrections	8-1-03	11-1-03	2-1-04	4-1-04	11-1-04	11-1-04
Hospitals retrieve certification files	9-1-03	12-1-03	3-1-04	5-1-04	12-1-04	12-1-04
Cutoff for corrections at time of certification	10-15-03	1-15-04	4-15-04	6-1-04	1-15-05	1-15-05
Final encounters available to hospitals	11-1-03	2-1-04	5-1-04	6-5-04	2-1-05	2-1-05
Certification letters/comments due	12-1-03	3-1-04	6-1-04	9-1-04	3-1-05	4-1-05

#### Use of Username and Submitter ID

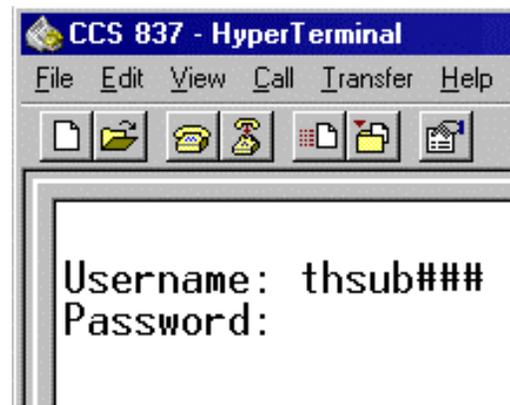
For those submitting data to Commonwealth, a “Submitter ID” and “password” assigned by Commonwealth are required on submissions that are sent using dial-up.

The “Submitter ID” and “Password” verifies that you are authorized to submit data to that electronic mailbox and then places the file submission in that submitter’s electronic mailbox. The Username is the submitter ID prefixed by “th”. (see picture two below)

Picture 1



Picture 2



The submitter ID (SUB###) will be placed in the following:

- 1) **THCIC 837** – ISA06, GS02 and Loop 1000A NM109
- 2) **UB92T** - Record 01, Field 21.3, Positions 172-177.

These link the file ID and transaction set/claim with the submitter ID for tracking of the data.

### Submitting Claims in the UB92T Format

Submitters using the UB92T format should fill the SSN field with all 9's (99999999) if there is no SSN. If this field is left blank, you will get error message "665" for each claim, which will require claims correction.

### Important Phone Numbers

#### Commonwealth Clinical Systems (CCS)

THCIC Helpdesk – 888-308-4953 or [THCICHelp@comclin.net](mailto:THCICHelp@comclin.net)

CCS web site – [www.thcichelp.com](http://www.thcichelp.com) (Please note that this is a new website for the THCIC help desk.)

#### TDH-Center for Health Statistics – 512-458-7261

#### THCIC Staff – 512-458-7111

Bruce Burns	extension 6431	Hospital data submission, 837 format issues
Sylvia Cook	extension 6438	Hospital reports, data use
Terry Salazar	extension 2352	Hospital data submission, correction and certification training
Dee Shaw	extension 3374	Hospital compliance, data sales
Ron Weiss	extension 6453	

#### THCIC fax – 512-458-7740

### Reminders and Deadlines

The hospital discharge data schedule may be downloaded from <http://www.thcic.state.tx.us/hospitals/schedule/schedule.htm>.

- 9/1/04 – Enrollment for submitter ID
- 9/1/04 – Submit "test" file to CCS
- 9/1/04 – 4q03 certification letter due. Fax it to 512-458-7740
- 9/1/04 – 40q3 certification comments due (if certifying with comment) to CCS in ASCII text format
- 10/1/04 – Cutoff for 1q04 and 2q04 initial submission