



Data Submission Format Issues

Character sets and Line control

1. **Data must be in ASCII** (*American Standard Code for Information Interchange*) **format**. EBCDIC (*Extended Binary Coded Decimal Interchange Code*) and Hex (*hexadecimal*) codes cannot and will not be processed.
2. **Data files should only contain the following control characters:**
 - a. **CR** (*Carriage Return - The ASCII character moves the cursor to the left margin. It is often used to begin a new line of output on the line below*), and
 - b. **LF** (*Line Feed-The ASCII character which moves the cursor down to the same column on the next line*)

ZIP Files

3. **DO NOT PASSWORD PROTECT ZIPPED FILES FOR DIAL-UP AND UPLOAD**. All zipped files uploaded by the dial up process (HyperTerminal, Kermit, etc...) should not be password protected.
4. **PASSWORD PROTECT ZIPPED FILES THAT ARE SENT BY MAIL ON CD OR DISKETTE**. Use your submitter password that was assigned by CCS. Make sure the password is in lower case letters.

HELPDESK Preferences for troubleshooting errant files

5. For 837 format submissions, have each segment on its own line. This requires that each segment separator (e.g. "~") be followed by a CR or LF.

For UB92T format submissions, have each record of 192 bytes/characters on its own line. THCIC recommends that a CR and a LF (not just a line feed) follow each segment separator (e.g. "~").

45% of Enrolled Submitters Still Need to Test

THCIC has enrolled 135 submitters and 61 have not submitted a test file as of August 31st. It is very important for submitters to test their submission process as soon as possible, as it takes approximately 3-5 days for THCIC to review the test submission. Submitters will have an acknowledgement (of the receipt of the file submission) in their submitter mailbox within 24- 48 hours. A second notice will available in the submitter's mailbox once submission has been reviewed.

If you have further questions on the enrollment or data submission process check with the THCIC HelpDesk at (888) 308-4952 or by E-mail at thcichelp@comclin.net. Additional information can be found on the Web site: www.THCIChelp.com.

New E-mail Addresses for THCIC Staff

Effective September 1, 2004, THCIC staff (and all Texas Department of Health (TDH) staff) will have new E-mail addresses. The new format is “firstname.lastname@dshs.state.tx.us.

Important Phone Numbers

Commonwealth Clinical Systems (CCS)

THCIC Helpdesk – 888-308-4953 or THCICHelp@comclin.net

CCS web site – www.thcichelp.com (Please note that this is a new Web site for the THCIC help desk.)

HyperTerminal Phone Number – (434) 297-0367 (For Data Submission)

DSHS-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