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**Texas Health Care Information Collection - THCIC**  
Health Facilities Numbered Letter, Volume 26 Number 1  
March 8, 2023

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Please share with all staff supporting the THCIC data collection efforts.

## System13 Support

System13 provides support for:

- THCIC reporting schedule questions
- Provider and Submitter accounts, logins, resets
- Customized claim data conversions
- Batch submissions and file formatting analysis
- Manual claim data entry (the WebClaim system)
- THCIC claim audits and processing results
- Lookup tables for all THCIC captured claim fields
- Corrections of claim errors
- Claim reports
- Quarter-end encounter processing
- Quarter-end certification of final data
- Certification data reports
- Certification issues and regeneration needs

System13 does **NOT** provide support for:

- Deadline extension requests
- Selection of diagnosis, revenue, or procedure codes
- Specific certification comments
- Vendor selection
- Your in-house EMR or EHR system
- Claim payments

The System13 Helpdesk may be contacted at 888-308-4953 for support they do provide.

### In This Issue

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## **Invitation to the Data Collection Workgroup Meeting**

The next Data Collection Workgroup Meeting will be **Thursday, March 30, 2023, from 10:00 a.m. to 11:00 a.m.** Central Standard Time. The Teams video meeting link (recommended) and non-video call-in phone number (if you cannot get Teams to work) are provided below.

The purpose of the Data Collection Workgroup is to discuss THCIC events and projects; hear from stakeholders; and answer stakeholder questions about THCIC data submission, collection, analysis, and reporting.

### **Microsoft Teams Data Collection Workgroup Meeting**

Join on your computer, mobile app or room device (recommended)

[Click here to join the meeting](#)

Meeting ID: 292 742 223 834

Passcode: CfMyhs

[Download Teams](#) | [Join on the web](#)

Or call in (audio only)

[+1 512-580-4366,,17809107#](#) United States, Austin

Phone Conference ID: 178 091 07#

## **THCIC Training**

THCIC provides free Webinar trainings on the data reporting processes that are required of all Texas hospitals, ASCs, and FEMCs.

Postings for Webinar dates may be viewed at:

<http://www.dshs.texas.gov/thcic/Training.shtm>

Signing up for training is limitless and refresher training is encouraged.

THCIC highly recommends and encourages all facility staff involved with the THCIC state data reporting to sign up for training.

To attend the Webinar training(s), please send inquiries to:

[thcichelp@dshs.texas.gov](mailto:thcichelp@dshs.texas.gov).

For help or general questions on Submission, Correction, and Certification please contact THCIC at: [thcichelp@dshs.texas.gov](mailto:thcichelp@dshs.texas.gov)

## Upcoming Due Dates

Activity	Q3 2022	Q4 2022	Q1 2023
Quarterly data submission - no later than	<del>12/1/2022</del>	<del>3/1/2023</del>	6/1/2023
Error corrections completed - no later than (Free)	<del>2/1/2023</del>	5/1/2023	8/1/2023
Facility certification files available	<del>3/1/2023</del>	6/1/2023	9/1/2023
Certification/comments due - no later than	4/17/2023	7/17/2023	10/16/2023

A schedule of **all** due dates may be found at:

<http://www.dshs.texas.gov/THCIC/datareportingschedule.shtm>

## Videos for Troubleshooting

System13 has created several You Tube videos covering several topics on THCIC data reporting and data errors.

[Allowed File Upload formats](#)

[Claim Entry \(Manual Data Entry\)](#) - How to enter claims

[Claim Correction](#) - How to correct errors

[Explaining the THCIC Required Codes List](#)

[Institutional -vs- Professional format](#)

[Social Security Number \(SSN\), Race, And Ethnicity issues](#)

[Troubleshooting 837 Submission Files](#)

[Correcting Physician Errors](#)

[Diagnosis \(manifest\) codes, E-Code, and POA Errors](#)

[Patient Control Number Errors](#)

[How To Certify](#)

## Did You Know?

- A new **FER** (Frequency of Error Report) should always be generated after data corrections have been made to ensure no errors were overlooked.
- A **Summary Report** should always be generated and reviewed each time data are submitted, and again after data corrections and before the certification phase begins.

- **Provider Primary Contacts** must always keep their Logins active. Failure to log in at least every 60 days to reset your password may cause a temporary deactivation of your account for security purposes.
- Your quarterly **certification "comments"** are **PUBLICLY** released as written. Use caution. You should **never** provide physician or patient identifying information in a certification comment.
- All Data Manager and Data Certifier login passwords MUST be reset every 60 days in our system and must never be shared.
- **Emailing of Personal Identifying Information (PII) or Sensitive Personal Information (SPI)**, even if the email is encrypted, may not be adequately protected by all systems the data may pass through.

Always contact the recipient first to inquire if emailing this type of information is acceptable.

- The **"Accept as is"** function in the data correction functionality **does not** correct an error. It only clears the notification of all the errors in the claim itself. The errors still count against the total accuracy rate in the **FER** unless it is corrected through the Correction Tab, or by submitting a corrected claim batch file through the system.

## How to Reach Us

### System13, Inc. (in Virginia)

Web site: <https://thcic.system13.com>

### System13 Helpdesk

Monday-Friday, 8:00a – 5:00p (Central Time)

Phone: (888) 308-4953 or (434) 977-0000

Email: [thcichelp@system13.com](mailto:thcichelp@system13.com)

### THCIC (in Austin)

Web site: [www.dshs.texas.gov/thcic](http://www.dshs.texas.gov/thcic)

Email: [thcichelp@dshs.texas.gov](mailto:thcichelp@dshs.texas.gov) (Best way to contact THCIC)

Main phone: (512) 776-7261 (must leave a message)

### THCIC Staff

Tarik Brown - Director

Andy Alegria – Business Analyst

Pragya Bhattarai – Medical Research Specialist/Team Lead

Shan Gao – Research Analyst

Seema Saraswathi – Research Analyst

Adrianna Jackson – FEMC Data Compliance, IRB Research Data

Tiffany Overton – Training, PUDF Orders

Dee Roes – Data Compliance Officer

THCIC staff may be contacted by email at [thcichelp@dshs.texas.gov](mailto:thcichelp@dshs.texas.gov)

### **Past Newsletters**

<https://www.dshs.texas.gov/texas-health-care-information-collection/health-data-researcher-information/texas-health-care-information>

### **Links to Forms and Documents**

#### **Patient Notification of Data Collection Form –**

<https://www.dshs.texas.gov/sites/default/files/thcic/PatientNotificationofDataCollection.pdf>

#### **Provider Contact Update Form -**

<https://www.dshs.texas.gov/sites/default/files/thcic/hospitals/FacilityInformationRequest.pdf>

#### **No Quarterly Data to Report Form -**

<https://www.dshs.texas.gov/sites/default/files/thcic/hospitals/NoDataToReport.pdf>

#### **Current Provider Contact List –**

<https://www.dshs.texas.gov/sites/default/files/thcic/hospitals/FacilityList.xlsx>

#### **Appendices Document –**

[https://www.dshs.texas.gov/sites/default/files/thcic/hospitals/5010\\_InpatientandOutpatientAppendices.pdf](https://www.dshs.texas.gov/sites/default/files/thcic/hospitals/5010_InpatientandOutpatientAppendices.pdf)

#### **Contains:**

- Country Codes
- Default Values
- Race and Ethnicity documents
- Revenue Code Groupings used for Encounter File and PUDF
- Audit IDs and Audit Messages

- Payer Source Coding Guide
- Key Data Elements for matching INPATIENT claims
- Key Data Elements for matching OUTPATIENT claims

**Data Reporting Schedule –**

<https://www.dshs.texas.gov/THCIC/datareportingschedule.shtm>

**Inpatient Reporting Requirements -**

<https://www.dshs.texas.gov/texas-health-care-information-collection/facility-reporting-requirements/inpatient-data-reporting-requirements>

**Outpatient and Emergency Department Reporting Requirements -**

<https://www.dshs.texas.gov/texas-health-care-information-collection/facility-reporting-requirements/outpatient-data-reporting-requirements>

**HCPCS Codes -**

<https://www.dshs.texas.gov/sites/default/files/thcic/OutpatientFacilities/HPCS-Code-worksheet-for-2022.xlsx>

<https://www.dshs.texas.gov/sites/default/files/thcic/OutpatientFacilities/HPCS-Code-worksheet-for-2023.xlsx>