



# Texas Health Care Information Council

TDH-CHS • 1100 W. 49<sup>th</sup> Street • M-660 • Austin Texas 78756 • Phone 512-458-7261 • [www.thcic.state.tx.us](http://www.thcic.state.tx.us)

January 5, 2004

Hospital Numbered Letter Volume 7 Number 1

## **Reminder to Submit 837 Transition Questions by Tomorrow, 1/6/2004**

Questions for the “Never Too Late” Questions and Answers session on the 837 Transition meeting are due by close of business tomorrow, January 6, 2004. In order for the meeting to be most productive for all, THCIC asks that you send questions via E-mail to Ron Weiss ([ron.weiss@tdh.state.tx.us](mailto:ron.weiss@tdh.state.tx.us)). Questions received by the 6<sup>th</sup> will be responded to at the meeting. THCIC will take questions at the meeting, but may not be able to answer all questions during the session.

If you will be attending, please send an e-mail of the names and contact e-mail addresses/phone numbers to Dee Shaw ([dee.shaw@tdh.state.tx.us](mailto:dee.shaw@tdh.state.tx.us)). The results of the Questions and Answers discussion will be posted to the THCIC website on or about January 16<sup>th</sup>.

The meeting will be held in Austin on January 13<sup>th</sup> at 10:00 am in the Texas Department of Health, Moreton building, Room 652. The Directions to the complex are available at <http://www.tdh.state.tx.us/visitor.htm>.

## **Important Phone Numbers**

Texas Health Information Network (THIN)

THIN Helpdesk – 972-766-5480

Sherri Kelly – 972-766-8706

Ann Shelton – 972-766-6311

Commonwealth Clinical Systems (CCS)

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

THCIC TDH- Center for Health Statistics (CHS) – 512-458-7261

Bruce Burns                      extension 6431

Sylvia Cook                      extension 6438

Dee Shaw                         extension 3374

Ron Weiss                         extension 6453

## **Data Sales**

Fourth quarter 2002 Public Use Data File (PUDF) will be ready for shipment by January 9, 2004. This completes data for year 2002 for which hospital discharge data are available. Purchase instructions can be found on the THCIC web site at <http://www.thcic.state.tx.us/Publications.htm#PUDF>.

## **Reminders and Deadlines**

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



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January 23, 2004

Hospital Numbered Letter Volume 7 Number 2

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## 2002 Indicators of Inpatient Care in Texas Hospitals

THCIC will release the 2002 Indicators of Inpatient Care report in May 2004. Hospitals will be given the opportunity to review and/or comment on the report prior to its release. THCIC will mail letters to the THCIC hospital primary contact on January 26<sup>th</sup> and will provide each hospital with information allowing access to a restricted website for viewing the data in the report. This site will be available for access beginning February 2, 2004 and ending April 1, 2004. Questions regarding access may be directed to Dee Shaw at 512-458-7261 ext 3374.

## Questions Answered

Some 20 individuals representing hospitals, vendors and trade associations attended a Questions and Answers session in Austin on January 13<sup>th</sup>. The purpose of the session was for THCIC to respond to questions on the transition to the THCIC 837 claim format. While most questions were technical in nature, the group discussed over fifty questions that had been submitted to THCIC. A PowerPoint presentation of the questions and responses is available on the THCIC website <http://www.thcic.state.tx.us/> under PowerPoint Presentation.

## Hospital Data Collection Workgroup

In September 2003, all THCIC Technical Advisory Committees were abolished by HB2292, which was a concern for stakeholders as well as THCIC. In order to continue with hospital/stakeholder input, THCIC is creating the **Hospital Data Collection Workgroup** (HDCW). HDCW is a workgroup of stakeholders, health data experts and other people interested in hospital data collected and reports disseminated by the Hospital Discharge Data Program.

HDCW meetings will be posted on the THCIC and the Center for Health Statistics Websites and will be held in Austin. The group will be consulted on changes in hospital data collection and reporting.

Persons interested in participating on the HDCW should send an e-mail by **February 6<sup>th</sup>** to [dee.shaw@tdh.state.tx.us](mailto:dee.shaw@tdh.state.tx.us) with the following information: Name, organization w/address, position, e-mail address, phone number, and a very brief description on your health data background. The e-mail "subject" line should indicate "**Hospital Data Collection Workgroup Applicant**".

Please note that applicants selected to serve as a member of the HDCW will be required to attend meetings held in Austin, and teleconferencing will not be an option. Members will be responsible for their travel expenses and will not be entitled to reimbursement from THCIC. The first HDCW meeting is targeted for early March 2004.

If you have further questions regarding the HDCW, Please contact Sylvia Cook, Ph. (512) 458-7261 or E-mail – [Sylvia.Cook@tdh.state.tx.us](mailto:Sylvia.Cook@tdh.state.tx.us)

### **Hospital Data Discussion Group**

Sign up on the THCIC website ([www.thcic.state.tx.us](http://www.thcic.state.tx.us)) to be included in a discussion group on the hospital discharge data submitted by hospitals to THCIC. This group will receive updates on the progress of the transition to the 837 format and will share information on lessons learned.

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### **Reminders and Deadlines**

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



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March 1, 2004

Hospital Numbered Letter Volume 7 Number 3

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## **4q2002 Public Use Data File (PUDF)**

Since the release of the 4q02 PUDF (dated December 2003) in January 2004, an error was discovered in the primary source of payment fields and a format change was discovered in the DRG fields. These errors have been corrected and THCIC is in the process of mailing out the corrected CDs to purchasers. The corrected 4q02 PUDF CD will be labeled with a date of February 2004 and will include a description of what was changed/corrected.

Purchasers of the 4q02 PUDF should contact Dee Shaw at [dee.shaw@tdh.state.tx.us](mailto:dee.shaw@tdh.state.tx.us) if they have not received the corrected CD by the 15<sup>th</sup> of March 2004.

## **UB92T To Be Accepted Through December 31, 2004 By THCIC**

As a result of the January 13 Questions and Answers session and subsequent discussions with hospitals, vendors, and trade associations, the transition to the THCIC 837 format has been revised to allow for the submission of the UB92 for claims through December 31, 2004. Because some hospitals are already submitting data in the THCIC 837 format, the UB92*Transition* format that is being accepted is a slightly revised version of the UB92 to allow for all claims to be processed as if submitted in the THCIC 837 format. These UB92T claims are UB92 version 6.0 with these two modifications:

1. The 6-digit THCIC ID **must** be placed in the data element “Other Insurer Provider #2” [record 10, field 10, columns 74-86].
2. The data element “Receiver Identification” [record 01, field 6, columns 32-36] **must** contain the value “TH837”.

These modifications must be made for the UB92T claims to be processed. Claims submitted in the UB92T format will be processed as follows:

1. *Claims Translation:*  
UB92T claims will be translated into THCIC 837 claims for processing.
2. *Data Translation:*  
Standard Source of Payment and Non-Standard Source of Payment code values will be translated into the Claim Indicator Source Code.
3. *Audit:*  
UB92T claims will be subjected to the THCIC 837 audits.

4. *Claims Correction:*

Hospitals may submit claims corrections using the UB92T claim or use the new THCIC 837 Data Correction Software.

5. *Certification:*

Hospitals will use the new THCIC 837 Certification Software.

Hospitals are encouraged to submit data in the THCIC 837 format as quickly as possible to take advantage of the expanded numbers of diagnosis, procedures, and e-codes. When data for year 2004 are released, each record will include an indicator of the format in which the data were submitted. Hospitals must continue to make a good faith effort to transition to the THCIC 837 format to not be penalized by THCIC. All claims must be submitted in the THCIC 837 format by January 1, 2005.

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Bruce Burns            extension 6431

Sylvia Cook            extension 6438

Dee Shaw                extension 3374

Ron Weiss                extension 6453

THCIC fax – 512-458-7740

### **Reminders and Deadlines**

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

- 3/1/04 – Cutoff for 4q03 data submission
- 3/1/04 – Certification letters (and comments) due for 2q03
- 3/1/04 – Hospitals to retrieve 3q03 Certification file
- 3/12/04 – THCIC Board meeting in Austin
- 3/23/04 – Hospital Data Collection Workgroup meeting in Austin
- 4/1/04 – Cutoff for 4q03 corrections
- 4/15/04 – Cutoff for 3q03 Certification corrections



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April 1, 2004

Hospital Numbered Letter Volume 7 Number 4

## **Certification of Data**

Effective November 1, 2003, THCIC no longer provides the Certification and/or Error files to hospitals on diskette or CD-ROM. Hospitals must dial in by modem to retrieve the files from an electronic mailbox located at Commonwealth Clinical Systems (CCS). Hospitals not wishing to use this method of retrieving the Certification and/or Error files, may contact CCS at 888-308-4953 to request the files on diskette or CD-ROM at the hospitals expense.

It is the hospitals responsibility to retrieve the Certification and/or Error files. Please note that not submitting a Certification Letter for each quarter/year is punishable by a civil penalty.

## **DO NOT SUBMIT YOUR 2004 SERVICES UNLESS YOU CAN SAY YES TO ONE OF THE FOLLOWING...**

You are submitting in the THCIC 837 claim format and have completed testing with THIN

Or

You have made the two changes to your UB92 claim format necessary to submit 2004 data.

\*Hospitals unable to submit in the UB92T or THCIC 837 for 2004 services must contact Dee Shaw at 512-458-7261 or [dee.shaw@tdh.state.tx.us](mailto:dee.shaw@tdh.state.tx.us).

(See the article below).

## **UB92T To Be Accepted Through December 31, 2004**

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### **Hospitals now have more time to prepare for submitting their claims in the THCIC 837 format**

In case you didn't get the previous Numbered Letter: The due date for submitting THCIC 837 claims has been extended to December 31, 2004. However, this is a drop-dead date and is fixed – not tied to the service date.

In order to continue to submit UB92 claims, hospitals **must modify their claims format to meet the UB92Transition requirements**. The UB92T format requires very minor changes to the existing UB92 version 6.0. The required changes allow for all claims to be processed as if submitted in the THCIC 837 format.

To create a valid UB92T claim, make the following two modifications to your UB92 version 6.0:

1. The 6-digit THCIC ID **must** be placed in the data element “Other Insurer Provider #2” [record 10, field 10, columns 74-86].
2. The data element “Receiver Identification” [record 01, field 6, columns 32-36] **must** contain the value “TH837”.

These modifications must be made for the UB92T claims to be processed. Claims submitted in the UB92T format will be processed as follows:

1. *Claims Translation:*  
UB92T claims will be translated into THCIC 837 claims for processing.
2. *Data Translation:*  
Standard Source of Payment and Non-Standard Source of Payment code values will be translated into the Claim Filing Indicator Code.
3. *Audit:*  
UB92T claims will be subjected to the THCIC 837 audits.
4. *Claims Correction:*  
Hospitals may submit claims corrections using the UB92T claim or use the new THCIC 837 Data Correction Software.
5. *Certification:*  
Hospitals will use the new THCIC 837 Certification Software.

### **Don't Be Left Behind in 2004**

Hospitals are encouraged to submit data in the THCIC 837 format as quickly as possible to take advantage of the expanded numbers of diagnosis, procedures, and E-codes for their 2004 data. When data for year 2004 are released, each record will include an indicator of the format in which the data were submitted.

### **Only 9 months to January 1, 2005**

All claims must be submitted in the THCIC 837 format beginning January 1, 2005, no exceptions. The date is fixed and not tied to the service period. So, in order to avoid the cutover pain, hospitals should begin submitting the THCIC 837 claim format in September to avoid hitting the wall.

### **Indicators of Inpatient Care in Texas Hospitals, 2002**

The review by hospitals of the data to be included in the *2002 Indicators of Inpatient Care in Texas Hospitals* ended on April 1. Comments were received from many hospitals and they will become part of the report. The report is expected to be released in May and hospitals will be notified of the release date when it has been determined.

## **First Quarter 2003 PUDF Release**

The Public Use Data File for 1<sup>st</sup> quarter 2003 will be mailed by April 9th to those who have already purchased the file. The file contains data from 445 hospitals on nearly 700,000 discharges. The cost of the file is \$1500 and the entire year can be purchased for \$5000. The cost of the file to reporting hospitals is \$750 and \$2500 for the entire year.

## **Important Phone Numbers**

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CCS web site – [www.comclin.net/diana](http://www.comclin.net/diana)

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

### **THCIC Staff – 512-458-7111**

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Sylvia Cook            extension 6438

Dee Shaw                extension 3374

Ron Weiss                extension 6453

**THCIC fax – 512-458-7740**

## **Reminders and Deadlines**

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

- 4/1/04 – Cutoff for 4q03 corrections
- 4/15/04 – Cutoff for 3q03 Certification corrections
- 5/1/04 – Hospital to retrieve 4q03 Certification file





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April 22, 2004

Hospital Numbered Letter Volume 7 Number 5

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## Submitting 2004 Claims

When you submit 2004 claims, the receiver ID must be “YTH837”. If you submit using “YTHCIC” and the services are for 2004, the claims will be rejected.

## Important Information for 837 Submitters

### Testing

For those that have submitted 837 tests to THIN:

THIN expects to complete review and approval of test submissions that it has received to date by the end of this month. You should either receive an “approved for production” notice or documentation regarding issues that need to be resolved.

For those that are scheduled to submit 837 tests to THIN:

- Make sure you notify them that you are sending a test submission. It has to be hand worked and with all of the data they receive it might fall through the crack.
- The turnaround on the initial review is 3 business days. If you don't hear anything contact the THIN EDI Helpline at (972) 766-5480.

### A New Acknowledgement Report from THIN

The acknowledgement reports from THIN include an additional report for 837 submissions. This report, the 997 acknowledgement, describes the results of the translator program that THIN uses to translate your 837 submission for further processing. This report is actually a data file that reports any status (and any errors) that the translator program encountered. You can identify the 997 report in that the file name ends in .997.

If the translator had serious problems, then most likely it did not release any data for processing. If this happens, there will be no other reports, such as a Claim Acceptance Response Report (\*.RSP).

If the translator didn't have serious problems, then there will be the RSP report.

As in the past, you should receive your RSP report within 24 hours.

To determine if you should receive a RSP report, you need to check the 997 report. It is relatively easy to determine if the translator rejected your submission.

The 997 report contains lines of numbers and letters. Look through the lines for AK5|. Immediately behind this is a one-character value that summarizes what the translator did. The codes are as follows:

- |            |   |
|------------|---|
| A, E       | The translation was successful.<br>There should be a RSP report.<br>If the report is not posted to your mailbox within 24 hours, call the THIN Helpline (972) 766-5480.   |
| M, R, W, X | The translator rejected your submission.<br>There will <u>not</u> be a RSP report.<br>Refer the 997 report to the person(s) responsible for your computer system, either the vendor or your IT people, so they can take appropriate action. |

An example of the 997 report (with the AK5 highlighted in red) follows:

```
ISA|00|  |00|  |ZZ|YTH837 |ZZ|SP5315 |031210121
0|U|00401|000102437|0|T|~^GS|FA|YTH837|SP5315|20031210|121059|12441|x|004010X096A1
^ST|997|102441001^AK1|HC|501^AK2|837|000050101^AK3|NM1|16||6^AK3|HL|17||6^AK3||1
11||6^AK5|A^AK9|A|1|1|1^SE|78|102441001^GE|1|102441001^GE|1|102441^IEA|1|000102437
^
```

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#### **THCIC Staff – 512-458-7111**

Bruce Burns	extension 6431
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Dee Shaw	extension 3374
Ron Weiss	extension 6453
Terry Salazar	extension 2352

**THCIC fax – 512-458-7740**

### **Reminders and Deadlines**

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

- 5/1/04 – Final encounters available to hospitals for 3q03 certification
- 5/1/04 – Hospital to retrieve 4q03 Certification file
- 6/1/04 – 3q03 certification letters/comments due
- 6/1/04 – Cutoff for 1q04 initial submission



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May 4, 2004

Hospital Numbered Letter Volume 7 Number 6

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## **NEW IMPORTANT INFORMATION**

### **Possible Delay in Processing 2004 Claims Submissions**

Acceptance and processing of 1<sup>st</sup> Quarter 2004 claims may be delayed. As of May 3<sup>rd</sup>, THIN had not completed their quality assurance of test submission as planned. THIN continues to work diligently to complete their efforts. However, in light that neither THCIC 837 nor UB92T claims can be accepted by THIN, THCIC will not issue any penalties if hospitals are unable to successfully submit 1<sup>st</sup> Quarter 2004 claims by June 1, 2004.

1<sup>st</sup> Quarter claims received after June 1, 2004 will be processed with the 2<sup>nd</sup> Quarter 2004 claims and both quarter of claims will be returned to hospitals for correction and review following the 2<sup>nd</sup> Quarter 2004 schedule.

As soon as THIN completes quality assurance, they will begin reviewing 837 test submissions and processing UB92T claims. So, the opportunity exists that some hospitals will have their claims processed into the 1<sup>st</sup> Quarter 2004 cycle.

THCIC regrets this late change, but HIPAA has required flexibility on the part of all of us.

### **Regional Hospital Trainings**

THCIC will be conducting regional trainings in Houston, Dallas, San Antonio, Lubbock, El Paso, and Austin on the Submission and Corrections of hospital data in the THCIC 837 format during the month of May and June. THCIC staff are looking for hospitals that are willing to provide a training room/facility for a day. If you have a facility where THCIC staff can conduct the training please respond to Terry Salazar at (512) 458-7111 ext 2352 or via e-mail at [terry.salazar@tdh.state.tx.us](mailto:terry.salazar@tdh.state.tx.us) not later than Thursday, May 6<sup>th</sup>. More information will follow once the meeting arrangements have been made.

### **New Release of Data Correction Software**

A new version of the Data Corrections Software application (DCS v1.0.3) has been developed by Commonwealth, and is available on the THCIC Web site for downloading at [http://www.thcic.state.tx.us/Reporting\\_Requirements.htm](http://www.thcic.state.tx.us/Reporting_Requirements.htm). The new version of the software is to be used starting with 1Q04 data corrections. Please contact the Commonwealth helpdesk at (888) 308-4953 if you have difficulty downloading the software.

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### **Reminders and Deadlines**

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- 5/1/04 – Final encounters available to hospitals for 3q03 certification
- 5/1/04 – 4q03 Certification file available for download by hospitals
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May 14, 2004

Hospital Numbered Letter Volume 7 Number 7

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## **NEW IMPORTANT INFORMATION**

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THCIC regrets this late change, but HIPAA has required flexibility on the part of all of us.

### **Hospital Trainings**

#### **Needed: Conference rooms**

THCIC is targeting regional trainings in Houston, Dallas, San Antonio, Lubbock, El Paso, and Austin on the Submission and Correction of hospital data in the THCIC 837 format during the month of June. There is no charge for the training! We are looking for hospitals willing to provide a conference/meeting room for a day. The meeting room should be able to accommodate 50 or more people. If you have a facility where THCIC staff can conduct the training please respond to Terry Salazar at (512) 458-7111 ext 2352 or via e-mail at [terry.salazar@tdh.state.tx.us](mailto:terry.salazar@tdh.state.tx.us) no later than Wednesday, May 19<sup>th</sup>. Unfortunately, if we do not have any volunteers, we will not be able to train in that city and individuals will need to attend training in Austin. We want to thank those of you that have already offered to host training in your facility. To date the following have offered facilities: Nacogdoches Memorial Hospital (Nacogdoches), Clear Lake Regional Medical Center (Webster), Houston Community Hospital (Houston), Baylor Medical Center (Dallas), and the Dallas-Fort Worth Hospital Council (Irving). Stay tuned, as more information regarding dates and times will follow once we have determined locations. Again, thank you hospitals that have volunteered facilities.

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May 21, 2004

Hospital Numbered Letter Volume 7 Number 8

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## **THCIC Mailing Address**

Please note that the correct mailing address for THCIC is:

Texas Health Care Information Council  
TDH-CHS  
1100 W. 49<sup>th</sup> Street, M-660  
Austin, TX 78756

## **Regional Hospital Trainings**

THCIC will be conducting regional trainings in the following cities on the Submission and Correction of hospital data in the THCIC 837 format.

### **June 11, 2004**

Texas Hospital Association  
6225 US Highway 290 East (Institute Room)  
Austin, TX 78723

### **June 15, 2004**

Texas Center for Infectious Disease  
2303 SE Military Dr  
San Antonio, TX 78223

### **June 25, 2004**

Clear Lake Regional Medical Center  
450 Medical Center Blvd, Ste 420 (Classroom)  
Webster, TX 77598

### **June 28, 2004**

Del Sol Medical Center  
10301 Gateway Blvd West (Classroom E)  
El Paso, TX 79925

### **June 30, 2004**

Covenant Medical Center  
3615 19th St (Knipling Education & Conference Center)  
Lubbock, TX 79408

Please contact Terry Salazar at (512) 458-7111 x 2352 or [terry.salazar@tdh.state.tx.us](mailto:terry.salazar@tdh.state.tx.us) to register for any of the trainings. The training is free, but seating will be limited to the first 50 registrants.

\*Note: THCIC has not yet confirmed a reservation for training in the Dallas/Fort Worth area.

### **Important Phone Numbers**

#### **Texas Health Information Network (THIN)**

THIN Helpline – 972-766-5480

Sherri Kelly – 972-766-8706

Ann Shelton – 972-766-6311

#### **Commonwealth Clinical Systems (CCS)**

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

CCS web site – [www.comclin.net/diana](http://www.comclin.net/diana)

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

#### **THCIC Staff – 512-458-7111**

Bruce Burns                extension 6431

Sylvia Cook                extension 6438

Dee Shaw                 extension 3374

Ron Weiss                 extension 6453

Terry Salazar              extension 2352

**THCIC fax – 512-458-7740**

### **Reminders and Deadlines**

A new hospital discharge data schedule may be downloaded from

<http://www.thcic.state.tx.us/hospitals/schedule/schedule.htm>.

- 6/1/04 – 3q03 certification letters/comments due
- 6/18/04 – THCIC Board meeting
- **9/1/04 – Cutoff for 1q04 and 2q04 initial submission**





# Texas Health Care Information Council

TDH-CHS • 1100 W. 49<sup>th</sup> Street • M-660 • Austin Texas 78756 • Phone 512-458-7261 • www.thcic.state.tx.us

June 1, 2004

Hospital Numbered Letter Volume 7 Number 9

## Delay in Processing 2004 Claims Submissions

Because THIN has not completed their quality assurance of test submission, THCIC will not issue any penalties if hospitals are unable to successfully submit 1<sup>st</sup> Quarter 2004 claims by June 1, 2004.

1<sup>st</sup> Quarter claims received after June 1, 2004 will be processed with the 2<sup>nd</sup> Quarter 2004 claims and both quarters of claims will be returned to hospitals for correction and review following the 2<sup>nd</sup> Quarter 2004 schedule.

As soon as THIN completes quality assurance, they will begin reviewing 837 test submissions and processing UB92T claims. So, the possibility exists that some hospitals will have their claims processed into the 1<sup>st</sup> Quarter 2004 cycle.

THCIC regrets this late change, but HIPAA has required flexibility on the part of all of us.

*The following article is a repeat from April 1, 2004*

### **Hospitals now have more time to prepare for submitting their claims in the THCIC 837 format**

In case you didn't get the previous Numbered Letter: The due date for submitting THCIC 837 claims has been extended to December 31, 2004. However, this is a drop-dead date and is fixed – not tied to the service date.

In order to continue to submit UB92 claims, hospitals **must modify their claims format to meet the UB92Transition requirements**. The UB92T format requires very minor changes to the existing UB92 version 6.0. The required changes allow for all claims to be processed as if submitted in the THCIC 837 format.

To create a valid UB92T claim, make the following two modifications to your UB92 version 6.0:

1. The 6-digit THCIC ID **must** be placed in the data element “Other Insurer Provider #2” [record 10, field 10, columns 74-86].
2. The data element “Receiver Identification” [record 01, field 6, columns 32-36] **must** contain the value “TH837”.

These modifications must be made for the UB92T claims to be processed. Claims submitted in the UB92T format will be processed as follows:

1. *Claims Translation:*  
UB92T claims will be translated into THCIC 837 claims for processing.
2. *Data Translation:*  
Standard Source of Payment and Non-Standard Source of Payment code values will be translated into the Claim Filing Indicator Code.
3. *Audit:*  
UB92T claims will be subjected to the THCIC 837 audits.
4. *Claims Correction:*  
Hospitals may submit claims corrections using the UB92T claim or use the new THCIC 837 Data Correction Software.
5. *Certification:*  
Hospitals will use the new THCIC 837 Certification Software.

### **THCIC Regional Hospital Trainings**

THCIC will be conducting regional trainings in the following cities on the Submission and Correction of hospital data in the THCIC 837 format:

**June 11, 2004 10:00 am**

Texas Hospital Association  
6225 US Highway 290 East (Institute Room)  
Austin, TX 78723

**June 25, 2004 10:00 am**

Clear Lake Regional Medical Center  
450 Medical Center Blvd, Ste 420 (Classroom)  
Webster, TX 77598

**June 14, 2004 10:00 am**

Texas Health Resources  
611 Ryan Plaza Dr (7<sup>th</sup> Floor Classroom)  
Arlington, TX 76011

**June 28, 2004 9:00 am**

Del Sol Medical Center  
10301 Gateway Blvd West (Classroom E)  
El Paso, TX 79925

**June 15, 2004 10:00 am**

Texas Center for Infectious Disease  
2303 SE Military Dr (Training Center, Bldg 523)  
San Antonio, TX 78223

**June 30, 2004 9:00 am**

Covenant Medical Center  
3615 19th St (Knipling Edu. & Conference Center)  
Lubbock, TX 79408

Please contact Terry Salazar at (512) 458-7111 x 2352 or [terry.salazar@tdh.state.tx.us](mailto:terry.salazar@tdh.state.tx.us) to register for any of the trainings. Please provide her with the following information: THCIC ID number, hospital name and city, your name, title, phone number, and e-mail address. The training is free, but seating will be limited to the first 50 registrants.

## **Important Phone Numbers**

### **Texas Health Information Network (THIN)**

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Sherri Kelly – 972-766-8706

Ann Shelton – 972-766-6311

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CCS web site – [www.comclin.net/diana](http://www.comclin.net/diana)

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

### **THCIC Staff – 512-458-7111**

Bruce Burns                extension 6431

Sylvia Cook                extension 6438

Dee Shaw                    extension 3374

Ron Weiss                    extension 6453

Terry Salazar                extension 2352

**THCIC fax – 512-458-7740**

## **Reminders and Deadlines**

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

- 6/1/04 – 3q03 certification letters/comments due
- 6/18/04 – THCIC Board meeting
- **9/1/04 – Cutoff for 1q04 and 2q04 initial submission**



# Texas Health Care Information Council

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June 25, 2004

Hospital Numbered Letter Volume 7 Number 10

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## Reduced Pricing Offer on the THCIC PUDF

Effective 06/28/04, THCIC is offering a 40% discounted price of the 1999, 2000, and 2001 Public Use Data File (PUDF) through 08/06/04. (Note: This discount does not apply to purchases by quarterly data or regional data.) The cost to “Reporting Hospitals” for this limited time is \$1500 for each year of data; to “All Others” is \$3000.

Interested parties may download the PUDF Data User Agreement and Order Form at <http://www.thcic.state.tx.us/Publications.htm#PUDF>. The user agreement, order form, and full payment for the data **must be received by 08/06/04** for the discount to apply.

For more information, please contact Dee Shaw at (512) 458-7111 ext 3374 or [dee.shaw@tdh.state.tx.us](mailto:dee.shaw@tdh.state.tx.us).

## THIN Now Accepting Test Submissions of THCIC 837

Effective immediately, THIN is accepting and reviewing 837 test submissions. Submitters should contact Sherri Kelly at [sherri\\_kelly@thinedi.com](mailto:sherri_kelly@thinedi.com) or (972) 766-8706 regarding questions on test submission requirements or for status on test submissions.

## Delay in Processing 2004 Claims Submissions

1<sup>st</sup> Quarter claims received after June 1, 2004 will be processed with the 2<sup>nd</sup> Quarter 2004 claims and both quarters of claims will be returned to hospitals for correction and review following the 2<sup>nd</sup> Quarter 2004 schedule.

## THCIC Regional Hospital Trainings

THCIC will be conducting regional trainings in the following cities on the Submission and Correction of hospital data in the THCIC 837 format:

**June 28, 2004 9:00 am**

Del Sol Medical Center  
10301 Gateway Blvd West (Classroom E)  
El Paso, TX 79925

**June 30, 2004 9:00 am**

Covenant Medical Center  
3615 19th St (Knipling Edu. & Conference Center)  
Lubbock, TX 79408

Please contact Terry Salazar at (512) 458-7111 x 2352 or [terry.salazar@tdh.state.tx.us](mailto:terry.salazar@tdh.state.tx.us) to register for any of the trainings. Please provide her with the following information: THCIC ID number, hospital name and city, your name, title, phone number, and e-mail address. The training is free, but seating will be limited to the first 50 registrants.

## Indicators of Inpatient Care in Texas Hospitals, 2002

The Texas Health Care Information Council will release to the public *Indicators of Inpatient Care in Texas Hospitals, 2002* on Wednesday, June 30, 2004. The report again uses Agency for Healthcare Research and Quality (AHRQ) Inpatient Quality Indicator (IQI) methodology to provide a window into the quality of care provided in Texas hospitals. The report will be available on the THCIC website, not in printed form. THCIC, through the Texas Department of Health, will issue a press release on the availability of the report.

The report will appear on THCIC's website much the same as it did for THCIC's release of 1999-2001 data last year. The report will include data for 2002 in tables and bar charts for each of the 25 indicators. The searchable database will include data for 1999-2002 and will allow users to see each hospital's performance for the entire four-year period.

## 2<sup>nd</sup> Quarter PUDF Release

The Public Use Data File for second quarter 2003 will be released next week and will be sent to those users who have requested it. The file can be purchased for \$750 by participating hospitals and for \$1500 by all other users. The file includes records for over 696,000 inpatients discharged by over 440 hospitals during April, May, and June of 2003.

## Important Phone Numbers

### **Texas Health Information Network (THIN)**

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Sherri Kelly – 972-766-8706

Ann Shelton – 972-766-6311

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**THCIC fax – 512-458-7740**

## Reminders and Deadlines

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

- **9/1/04 – Cutoff for 1q04 and 2q04 initial submission**



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July 21, 2004

Hospital Numbered Letter Volume 7 Number 11

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## New Contractor to Take Over Part 1 Data Collection

Commonwealth Clinical Systems has been selected as the new Part 1 Data Collection contractor. Commonwealth will take over the Part 1 data collection activities from the current contractor, THIN, on or before January 1, 2005.

THCIC, Commonwealth, and THIN are committed to making the transition as transparent as possible to submitters. A transition schedule will be released in the next 60 days.

In addition to assuming data collection services, Commonwealth is also providing a new data entry tool, KeyClaim, to replace the TX-ACE software provided by THIN. This software will be available August 1 (see article below).

## New Data Entry Tool Available August 1

A new data entry tool, KeyClaim, that will accommodate the data elements, lengths and values of the THCIC 837 claim format will be available beginning August 1. This tool replaces the TX-ACE data entry software provided by THIN. The tool runs on a PC with all Windows versions, and does not require *Access*. Use of the tool is available to all hospitals.

### Training

Training sessions on use of the new tool are scheduled for the end of this month in San Antonio and Dallas. The Dallas session is scheduled for July 26<sup>th</sup> at 10:00 a.m. at North Dallas Rehab Hospital, 8383 Meadow Rd (Dining Room). The San Antonio session is scheduled for July 30<sup>th</sup> at 10:00 a.m. at Warm Springs Rehab Hospital, 5101 Medical Dr (1<sup>st</sup> Floor – The Resource Center). THCIC would like to thank Pam Duhon and North Dallas Rehab Hospital, and Kathy Powell and Warm Springs Rehab Hospital, for arranging and hosting the training sessions!

To register for either session, please contact Terry Salazar at 458-7111, ext 2352 or [terry.salazar@tdh.state.tx.us](mailto:terry.salazar@tdh.state.tx.us). Please provide her with the following information: THCIC ID number, hospital name and city, participant name, title, phone number, and e-mail address. The training is free, but seating is limited.

## THIN Accepting Test Submissions of THCIC 837

THIN is accepting and reviewing 837 test submissions. Submitters should contact Sherri Kelly at [sherri\\_kelly@thinedi.com](mailto:sherri_kelly@thinedi.com) or (972) 766-8706 regarding questions on test submission requirements or for status on test submissions.

**Note: THIN has targeted August 9th to begin accepting 837 and UB92T production submissions.**

## Reminder: Delay in Processing 2004 Claims Submissions

1<sup>st</sup> Quarter claims received after June 1, 2004 will be processed with the 2<sup>nd</sup> Quarter 2004 claims and both quarters of claims will be returned to hospitals for correction and review following the 2<sup>nd</sup> Quarter 2004 schedule.

## New Name Same Initials

Effective September 1<sup>st</sup>, the Texas Health Care Information Council hospital discharge data collection efforts will become part of the new Department of State Health Services (DSHS) and will reside in the Center for Health Statistics, but the THCIC acronym will continue. Staff of the former Texas Health Care Information Council will become the new Texas Health Care Information Collection team within the Center for Health Statistics at the DSHS. So, THCIC is and will be alive and well.

## Reduced Pricing Offer on the THCIC PUDF

Effective 06/28/04, THCIC is offering a 40% discounted price of the 1999, 2000, and 2001 Public Use Data File (PUDF) through 08/06/04. (Note: This discount does not apply to purchases by quarterly data or regional data.) The cost to "Reporting Hospitals" for this limited time is \$1500 for each year of data; to "All Others" is \$3000.

Interested parties may download the PUDF Data User Agreement and Order Form at <http://www.thcic.state.tx.us/Publications.htm#PUDF>. The user agreement, order form, and full payment for the data **must be received by 08/06/04** for the discount to apply.

For more information, please contact Dee Shaw at (512) 458-7111 ext 3374 or [dee.shaw@tdh.state.tx.us](mailto:dee.shaw@tdh.state.tx.us).

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CCS web site – [www.comclin.net/thcic/default.htm](http://www.comclin.net/thcic/default.htm)

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

### **THCIC Staff – 512-458-7111**

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Sylvia Cook            extension 6438

Dee Shaw                extension 3374

Ron Weiss                extension 6453

Terry Salazar            extension 2352

**THCIC fax – 512-458-7740**

July 21, 2004

Vol 7 Num 11

### Reminders and Deadlines

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

- 9/1/04 – Cutoff for 1q04 and 2q04 initial submission





# Texas Health Care Information Council

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August 5, 2004

Hospital Numbered Letter Volume 7 Number 12

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## All Data Submissions To Be Submitted Directly to Commonwealth Effective Immediately

Effective immediately all THCIC data submissions are to be sent to Commonwealth. Commonwealth will accept test submissions in the THCIC 837 and UB92T format beginning August 9th.

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

As part of the transition to Commonwealth, all submitting hospitals/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. Instructions for applying for a Submitter ID and submitting “test” and “production” data are on the CCS web site at [www.thcichelp.com](http://www.thcichelp.com).

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

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

### 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>.

- 8/6/04 – THCIC Board meeting, 8:30a
- 9/1/04 – Cutoff for 1q04 and 2q04 initial submission



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August 11, 2004

Hospital Numbered Letter Volume 7 Number 13

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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

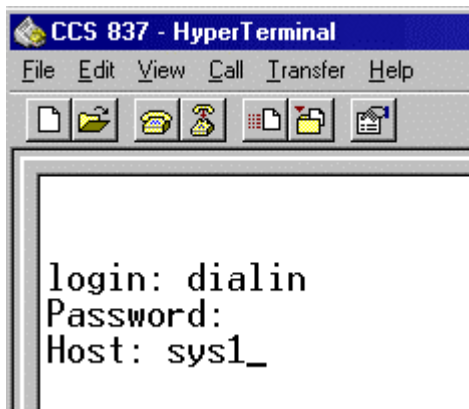
Activity	Q1 2003	Q2 2003	Q3 2003	Q4 2003	Q1 2004	Q2 2004
Submitter enrollment and test file submission at CCS					9-1-04	9-01-04
Cutoff for initial submission	6-1-03	9-1-03	12-1-03	3-1-04	10-1-04	10-1-04
Cutoff for corrections	8-1-03	11-1-03	2-1-04	4-1-04	11-1-04	11-1-04
Hospitals retrieve certification 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

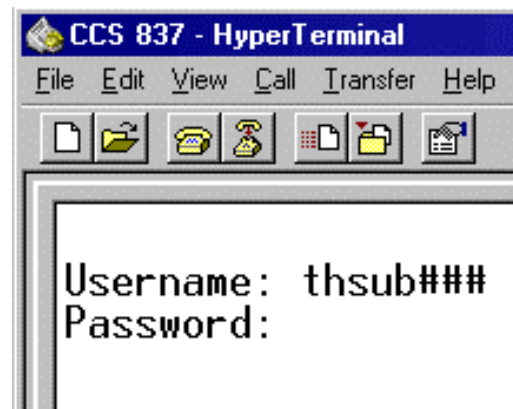
For those submitting data to Commonwealth, a “Submitter ID” and “password” assigned by Commonwealth are required on submissions that are sent using dial-up.

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 (999999999) 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

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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



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August 18, 2004

Hospital Numbered Letter Volume 7 Number 14

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## Social Security Number and UB92T Submissions

It has been brought to our attention that during the transition to the THCIC 837 claim format, the audit for a missing SSN on the UB92T may require additional software changes for those winding down from the UB92T. The intent is that there not be additional changes above those initially identified so that focus could remain on transitioning to the THCIC 837 claim format. Therefore, **spaces will be allowed in the SSN field when data is submitted in the UB92T format. When submitting in the THCIC 837 format, SSN's are required and all 9's should be used when no SSN is available.** Each SSN that is received will be checked for validity under the current guidelines and criteria previously established.

## UB92T Submission Address

The process for identifying hospitals' data by automation includes matching several data fields from the Record 10 (UB92T). The identifiers include the hospitals' **Tax ID Number**, **Submission Address**, and the **THCIC ID Number**. If these fields do not match, the data cannot be identified.

The majority of the test data (UB92T format only) that have been submitted are not matching for identification due to the **Submission Address**. A list of Submission Addresses for each submitting hospital has been posted on the THCIC web site at [http://www.thcic.state.tx.us/hospitals/Hospital\\_Liaison.PDF](http://www.thcic.state.tx.us/hospitals/Hospital_Liaison.PDF). Please verify your hospitals Submission Address and make the necessary corrections to your UB92T submission file; we strongly recommend you contact your IT department or vendor to verify what they are submitting on the file for your facility, sometimes it is abbreviated badly, has an old address, or is typed in differently than what THCIC has in the reference file. Any modification in these data elements on the file cause the file to be manually identified and may slow the processing of your data. If the Submission Address listed on the THCIC web site is incorrect, please contact Dee Shaw at [dee.shaw@tdh.state.tx.us](mailto:dee.shaw@tdh.state.tx.us).

## Submitter ID and Testing

**Reminder:** All reporting hospitals/vendors must apply for a Submitter ID and begin test submissions no later than September 1<sup>st</sup>. Applications for the Submitter ID and test instructions may be found at [www.thcichelp.com](http://www.thcichelp.com).

## Important Phone Numbers

### Commonwealth Clinical Systems (CCS)

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

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#### 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 – 4q03 certification comments due (if certifying with comment) to CCS in ASCII text format
- 10/1/04 – Cutoff for 1q04 and 2q04 initial submission



## 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 31<sup>st</sup>. 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](mailto:thcichelp@comclin.net). Additional information can be found on the Web site: [www.THCIChelp.com](http://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](mailto:THCICHelp@comclin.net)

CCS web site – [www.thcichelp.com](http://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**

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### 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



1<sup>st</sup> and 2<sup>nd</sup> Quarter 2004 Claims Due October 1, 2004

### **THCIC 837 Extension Offered**

Hospitals submitting claims using the **THCIC 837 claim format** that have not completed testing for 837 submission will be allowed to delay submission of 1st and 2nd quarters 2004 to the December 1<sup>st</sup> cutoff for 3<sup>rd</sup> quarter claims. However, hospitals and/or their submitters must submit all three quarters of 2004 no later than December 1, 2004.

To be eligible for this schedule extension, hospitals and/or their submitters/vendors must have submitted 837 claim tests prior to October 1<sup>st</sup> and must demonstrate progress toward a successful test.

If hospitals wish to request the schedule extension for **THCIC 837** format only, they should contact Dee Shaw via email at [dee.shaw@dshs.state.tx.us](mailto:dee.shaw@dshs.state.tx.us).

Hospitals submitting claims using the **UB92T claim format** that have submitted test claims prior to October 1<sup>st</sup> and are waiting for production approval will not be penalized as long as the production claims are submitted within 24 hours of receiving production approval from CCS.

Hospitals that have not submitted test files (THCIC 837 or UB92T) prior to October 1<sup>st</sup> will be considered out of compliance and may be subject to penalty.

### **CCS Ready to Accept Data by FTP**

Data can now be submitted to CCS and files can be retrieved from CCS using File Transfer Protocol (FTP). Go to <http://www.thcichelp.com/ftp.htm> for the procedures to follow.

Data submitters must use FTP software to connect to the computer at CCS via the Internet. FTP software can be found using Google or Yahoo search engines and downloaded. Choose one that works for you.

Data submitters must also use encryption software to transmit protected health information over the Internet. A Google or Yahoo search will find numerous sites where this software can be obtained free or for a reasonable price. A couple of strong encryption programs are Pretty Good Privacy (PGP) <http://www.pgp.com>, \$59 for a personal desktop license, and GNU Privacy Guard (GPG) <http://www.gnupg.org>, available for download free of charge. The encryption software will convert text (your data files) into ciphertext (encrypted data) so that only the intended receiver can read the data. This process requires that keys be passed between the data submitter

and the receiver (CCS) before data submission. The keys are needed by the submitter to encrypt the data and for CCS to decrypt the data after it is received.

## UB92T Claim Submission

The 3-character THCIC Code is NO LONGER VALID. It has been replaced by the 6-digit THCIC hospital Identifier in record 10, field 10.

## Hospital Procedures and Technical Specifications Manual Update

A new update, #12, of the THCIC Hospital Procedures and Technical Specifications manual is available on the THCIC website. To better accommodate the different users of the manual, the main manual has been separated into three parts - Hospital Procedures, THCIC 837 Technical Specifications, UB92T Technical Specifications.

The Hospital Procedures are still a work in progress as not all of the changes reflecting the switch from THIN and the new procedures at CCS are in place.

The THCIC 837 Technical Specifications manual reflects the submission specifications, as we know them today. More work is still needed to finalize copyright protections but the specifications are up-to-date. (All data submissions must be in the THCIC 837 format by January 1, 2005)

The UB92T Technical Specifications manual is complete and has been separated, as this manual will not be with us much longer. (UB92T format will not longer be accepted after December 31, 2004)

The Appendices are being finalized today to remove some references to THIN, but code sets are as up-to-date as we know them to be.

And finally, the updates section is being revised in light of the new manual format. This will happen over the next week or so.

If you see any issues or have suggestions, forward those to us at [thcichelp@dshs.state.tx.us](mailto:thcichelp@dshs.state.tx.us).

## Important Phone Numbers

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**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>.

- 10/1/04 – Cutoff for 1q04 and 2q04 initial submission



## THCIC Offers Option for Those that will not be Ready to Certify 1<sup>st</sup> and 2<sup>nd</sup> Quarter Encounters

To assist hospitals and their submitters/vendors with successful transition to the THCIC 837 claim format, THCIC is providing hospitals additional time to ensure that their 2004 submissions are correct and to meet the due date for transition to the THCIC 837.

THCIC is offering all hospitals, regardless of the claim submission format, an opportunity to submit and correct all first three quarters of 2004 data on the schedule for 3<sup>rd</sup> quarter. This means that if you choose this option, claims for quarters 1, 2, and 3 will be due 12/01/04 and corrections cutoff will be 02/01/2005.

If you want to delay submission, correction, and certification of 1<sup>st</sup> and 2<sup>nd</sup> quarter to third quarter, you must notify Commonwealth via email at [thcichelp@comclin.net](mailto:thcichelp@comclin.net) by 11/08.

### IMPORTANT DATES

Please read carefully

**The December 1<sup>st</sup> cutoff for 3<sup>rd</sup> quarter claims cannot and will not be extended. The third quarter schedule will not be adjusted**

Effective January 1, 2005, all claims must be submitted in the THCIC 837 claim format regardless of the service date of the claims. **UB92T claims will not be accepted after 12/31/2004.**

Decision table to help determine the option that will suit you best

*Will you complete submission and correction of 1<sup>st</sup> and 2<sup>nd</sup> quarter claims by 11/01/04 and want to receive your certification data on 12/15?*

**YES \*** Then you don't have to do anything. Your certification data will be ready for you on 12/15. (See YES below for schedule).

**NO \*** Send an email to [thcichelp@comclin.net](mailto:thcichelp@comclin.net) and request to submit, correct and certify 1<sup>st</sup> and 2<sup>nd</sup> quarters with your 3<sup>rd</sup> quarter data.

YES * Timeline for certifying 1 <sup>st</sup> and 2 <sup>nd</sup> quarter claims on schedule.	
11/01/04	Cutoff – Corrections for Q1-Q2
12/15/04	Hospitals retrieve Q1-Q2 certification files

01/01/05	All claims submissions must be in 837 format
01/30/05	Cutoff - corrections at certification Q1-Q2
02/15/05	Final Q1-Q2 encounters available to hospitals
03/15/05	Certification letters/comments due for Q1 - Q2

<b>NO * Timeline for certifying 1<sup>st</sup> and 2<sup>nd</sup> quarter claims with 3<sup>rd</sup> quarter claims.</b>	
11/08/04	Notify Commonwealth if you want to submit, correct and certify Q1-2 with Q3 data on the Q3 schedule.
12/01/04	Cutoff - Submission Q3 (and Q1-2)
01/01/05	All claims submissions must be in 837 format
02/01/05	Cutoff – Corrections for Q3 (and Q1-2)
03/01/05	Hospitals retrieve Q3 (and Q1-2) certification files
04/15/05	Cutoff - corrections at certification for Q3 (and Q1-2)
05/01/05	Final encounters available for Q3 (and Q1-2)
06/01/05	Certification letters/comments due for Q3 (and Q1-2)

### Hospitals May Face Penalties

Although THCIC has extended the timeline for the submission of 1<sup>st</sup> and 2<sup>nd</sup> quarter 2004, there are a few hospitals that have not begun “testing” for the submission of production data. Those hospitals will face a penalty for non-compliance. Non-compliance notices will be mailed out to those hospitals.

### HCPCS Revenue Procedure Codes Updated

During the testing and data submission process for the THCIC 837 format, error (#672 – Invalid Revenue Procedure Code) is being detected for a couple of known reasons.

1. Providers are using an incorrect qualifying code for Revenue Codes “0022” and “0024”, which are the revenue codes associated with prospective payment systems for SNF and IRF, in the SV201 location. The cause is the use of “HC” for HCPCS instead of “ZZ” for HIPPS codes in the SV202-1 segment. Since this is the incorrect qualifier for the code, error #672 is assigned to the data element, even though there is a valid HIPPS code.
2. The THCIC reference file was missing some HCPCS codes that were reinstated by CMS. These are listed in Hospital Numbered Letter; Volume 7 Number 17 dated October 14, 2004 and are listed again below. If you are using the THCIC Data Correction Software (DCS) you can contact the THCIC HelpDesk (888) 308-4953 or [www.thcichelp.com](http://www.thcichelp.com) and get the password and SQL statement to mark these errors as corrected and upload those data records/claims. After re-processing, any existing errors will be returned.

**Valid codes are as follows:**

A4631	C1757	C1789	C2617	C9403	C9433	K0027	K0648	S0160
A4644	C1758	C1813	C2619	C9404	C9434	K0029	K0649	S0161
A4645	C1759	C1815	C2620	C9405	C9438	K0031	K0650	S0162
A4646	C1760	C1816	C2621	C9408	C9704	K0032	K0651	S0163
C1713	C1762	C1817	C2622	C9410	C9712	K0033	K0652	S0164
C1714	C1763	C1874	C2625	C9411	C9713	K0101	K0653	S0165
C1715	C1764	C1875	C2626	C9412	C9714	K0627	K0654	S0166
C1717	C1766	C1876	C2627	C9413	C9715	K0628	K0655	S0167
C1721	C1767	C1877	C2628	C9414	C9716	K0629	K0656	S0168
C1722	C1768	C1878	C2629	C9415	C9717	K0630	K0657	S0194
C1724	C1769	C1879	C2630	C9416	E0165	K0631	K0658	S0515
C1725	C1770	C1880	C2631	C9417	E0975	K0632	K0659	S0618
C1726	C1771	C1881	C2633	C9418	E0976	K0633	K0660	S2082
C1727	C1772	C1882	C9124	C9419	E0979	K0634	K0661	S2083
C1728	C1773	C1883	C9125	C9420	E0991	K0635	K0662	S2131
C1729	C1776	C1885	C9205	C9421	E0993	K0636	K0663	S2152
C1730	C1777	C1887	C9213	C9422	E1066	K0637	K0664	S2215
C1731	C1778	C1891	C9214	C9423	E1069	K0638	K0665	S3890
C1732	C1779	C1892	C9215	C9424	G0110	K0639	K0666	S8093
C1733	C1780	C1893	C9216	C9425	G0111	K0640	K0667	S8301
C1750	C1781	C1894	C9217	C9426	G0112	K0641	K0668	S9097
C1751	C1782	C1895	C9218	C9427	G0113	K0642	K0669	S9976
C1752	C1784	C1896	C9219	C9428	G0114	K0643	S0109	S9977
C1753	C1785	C1897	C9399	C9429	G0115	K0644	S0116	S9988
C1754	C1786	C1898	C9400	C9430	G0116	K0645	S0117	T2049
C1755	C1787	C1899	C9401	C9431	G0329	K0646	S0158	
C1756	C1788	C2615	C9402	C9432	K0026	K0647	S0159	

Use Your Submitter ID and Password for Original Data Submission  
Commonwealth Clinical Systems, Inc. (CCS) is receiving a lot of correction files uploaded to submitter mailboxes, and even more submissions being uploaded to provider mailboxes. In order to eliminate liability, CCS will no longer manually relocate these files. Files uploaded to the incorrect mailbox will need to be retransmitted.

- **Original/first submissions** must be uploaded to the **Submitter mailbox (thsub###)**.
- **Corrections** (Error correction data from Data Correction Software) and **comments for Certification** must be uploaded to the **Provider mailbox (th#####)**.

*Naming of Files*

Many Submitters are uploading a file named 'Claims.dat', probably because this is the name of the extract produced by their software. CCS highly recommends that submitters use a unique file name for every upload. When all submission files are named the same, it can be difficult for the submitter to identify what file is referenced in the submission receipt. Make things easy for yourself by naming your file with the quarter and year plus your identifier (e.g. SUB###\_1Q2004.dat or (THCIC ID #) #####\_2Q2004.txt).

## Training

THCIC will be conducting a training session on the Submission and Correction of hospital discharge data:

### **November 19, 2004 10:00 am**

Brown-Heatly Building  
4900 N Lamar Blvd, Ste 3501  
Austin, TX

Please call Terry Salazar at (512) 458-7111 x 2352 to register for the training. Please provide the following information: THCIC ID number, hospital name and city, your name, title, phone number, and e-mail address. The training is free, but seating is limited.

## 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 Web site for the THCIC help desk.)

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**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>.

- 11/19/2004 - Hospital Training





### Training – Register Now

THCIC will be conducting a training session on the Submission and Correction of hospital discharge data in Austin. This training is targeted at staff that are new and that are responsible for submission and correction of the data.

**November 19, 2004 10:00 am**

Brown-Heatly Building  
4900 N Lamar Blvd, Ste 3501  
Austin, TX

Please call Terry Salazar at (512) 458-7111 x 2352 to register for the training. Please provide the following information: THCIC ID number, hospital name and city, your name, title, phone number, and e-mail address. The training is free, but seating is limited.

### Option to Delay Certification of 1<sup>st</sup> and 2<sup>nd</sup> Quarter Encounters Ends Monday, 11/8

**Monday, 11/08**, is the last day for hospitals to request to delay submission, correction and certification of first and second quarters to the schedule for third quarter 2004. This option is being provided to hospitals to help with a successful transition to the THCIC 837 claim format.

THCIC is offering all hospitals, regardless of the claim submission format, an opportunity to submit and correct the first three quarters of 2004 data on the schedule for 3<sup>rd</sup> quarter. This means that if you choose this option, claims for quarters 1, 2, and 3 will be due 12/01/04 and corrections cutoff will be 02/01/2005.

If you want to delay submission, correction, and certification of 1<sup>st</sup> and 2<sup>nd</sup> quarter to third quarter, you must notify Commonwealth via email at [thcichelp@comclin.net](mailto:thcichelp@comclin.net) by 11/08.

### All Claims Submissions must be in the THCIC 837 Format Beginning January 1, 2005

Effective January 1, 2005, all claims must be submitted in the THCIC 837 claim format regardless of the service date of the claims. **UB92T claims will not be accepted after 12/31/2004. If your vendor has not begun testing the THCIC 837 claim format, you should contact them because you, not your vendor, are responsible to THCIC for not submitting on time.**

## Hospitals May Face Penalties

Although THCIC has extended the timeline for the submission of 1<sup>st</sup> and 2<sup>nd</sup> quarter 2004, there are a few hospitals that have not begun “testing” for the submission of production data. Those hospitals will face a penalty for non-compliance. Non-compliance notices will be mailed out to those hospitals.

## Error Code 672

Are you receiving error code 672 on the audit response reports? This audit is being triggered in many submissions and indicates an invalid revenue procedure code. We find three main reasons for the error:

1. For Prospective Pay claims for SNF and IRF, where revenue codes 0022 and 0024 are used, an incorrect qualifier is being used for the HIPPS codes. The qualifier for Prospective Pay should be “ZZ”. In many cases, the qualifier that indicates a HCPCS code follows, “HC”, is being used. Since this is the incorrect qualifier for a HIPPS code, the audit fails, even though there is a valid HIPPS code.
2. The THCIC reference file was missing some HCPCS codes that were reinstated by CMS. These have been added and any future auditing runs will include those audits.
3. One or more codes used by the hospital are out-of-date. That is, they were but are no longer active.

If you receive a high volume of error 672 and you are using the THCIC Data Correction Software (DCS) you can contact the THCIC HelpDesk (888) 308-4953 or [www.thcichelp.com](http://www.thcichelp.com) and get the password and SQL statement to mark these errors as corrected and upload those data records/claims. After re-processing, any existing errors will be returned.

## Things That Will Help The Transition Go Smoother

If you are submitting for yourself ----

If your hospital is submitting claims for itself, then you have two IDs, one for submitting data and one for corrections and certification. The submitter ID (starts with SUB) must be used when you are submitting data in the 837 (or UB92T) format to Commonwealth. The hospital ID (6 numbers) is used with corrections and certification.

The reason for the two numbers is that the submitter ID can be used to submit data for one or more hospitals, while the hospital ID is particular to only one hospital.

When uploading data to Commonwealth, the mailbox name is either the submitter ID or the hospital ID preceded by “th” (thsubnnn or thnnnnnn). Either ID can be used.

In summary –

- **Submissions** (837 or UB92T claims) must be uploaded to the **Submitter mailbox (thsubnnn)**.
- **Corrections** (from Data Correction Software) and **comments for Certification** must be uploaded to the **Provider mailbox (thnnnnnn)**.

## File Names

Many submitters are uploading a file named 'Claims.dat', probably because this is the name of the extract produced by their software. Commonwealth requests that submitters use a unique file name for every upload. When all submission files are named the same, it can be difficult for the submitter to identify which file is referenced in the submission receipt. Make things easy for yourself by naming your file with the quarter and year plus your identifier (e.g. SUB###\_1Q2004.dat or (THCIC ID #) #####\_2Q2004.txt).

Schedule for 1<sup>st</sup> and 2<sup>nd</sup> Quarter 2004

<i>10/01/04</i>	Cutoff – Submission for Q1-Q2
<i>11/01/04</i>	Cutoff – Corrections for Q1-Q2
<i>12/15/04</i>	Hospitals retrieve Q1-Q2 certification files
<i>01/01/05</i>	All claims submissions must be in 837 format
<i>01/30/05</i>	Cutoff - corrections at certification Q1-Q2
<i>02/15/05</i>	Final Q1-Q2 encounters available to hospitals
<i>03/15/05</i>	Certification letters/comments due for Q1 - Q2

Timeline for 3<sup>rd</sup> Quarter  
(and 1<sup>st</sup> – 2<sup>nd</sup> Quarter delayed)

<i>11/08/04</i>	Notify Commonwealth if you want to submit, correct and certify Q1-2 with Q3 data on the Q3 schedule.
<i>12/01/04</i>	Cutoff - Submission Q3 (and Q1-2)
<i>01/01/05</i>	All claims submissions must be in 837 format
<i>02/01/05</i>	Cutoff – Corrections for Q3 (and Q1-2)
<i>03/01/05</i>	Hospitals retrieve Q3 (and Q1-2) certification files
<i>04/15/05</i>	Cutoff - corrections at certification for Q3 (and Q1-2)
<i>05/01/05</i>	Final encounters available for Q3 (and Q1-2)
<i>06/01/05</i>	Certification letters/comments due for Q3 (and Q1-2)

## Important Phone Numbers

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**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>.

- 11/08/2004 – Last day to request to certify Q1 & 2 with Q3 2004.
- 11/19/2004 - Hospital Training



## CERTIFICATION FOR 1<sup>st</sup> and 2<sup>nd</sup> QUARTER

### **Files Will be Late**

The certification files for 1<sup>st</sup> and 2<sup>nd</sup> quarter were not released on 12/15. Current target for release is January 7, 2005. THCIC is doing final quality assurance on the certification data and the new certification software at this time. Once the certification files and certification software is available, due dates for corrections at certification and certification letters will be adjusted as needed. 1<sup>st</sup> and 2<sup>nd</sup> quarter Certification letters will be due at the same time as the 3Q04 certification letter; early submission is encouraged and appreciated.

### **Quarters issued separately**

The certification files for 1<sup>st</sup> and 2<sup>nd</sup> quarter will be released separately so that hospitals will be able to certify each quarter independent of the other. Hospitals will send in two certification letters.

## REMINDER: ALL FILE SUBMISSIONS BEGINNING JANUARY 1 MUST BE IN THE THCIC 837 CLAIM FORMAT

Effective with the New Year, all claims submissions must be in the THCIC 837 format, regardless of the service date of the claim. If your submitter has not been approved for 837 production, they should be testing in earnest. Experience to-date shows that the new format may require several passes in order to get a valid submission. Turnaround for test reviews is around 5 days, which means that there are not many test turnarounds before January 1.

## Update of Hospital Procedures and Technical Specifications Manual

The "THCIC Hospital Procedures and Technical Specifications Manual" has been updated (version 13) and placed on the THCIC website at

[http://www.thcic.state.tx.us/Reporting\\_Requirements.htm#WhattoReport](http://www.thcic.state.tx.us/Reporting_Requirements.htm#WhattoReport)

The document has several parts, which must be downloaded separately:

- **THCIC Hospital Procedures Manual** - <http://www.thcic.state.tx.us/hospitals/procedures.doc>
- **THCIC 837 Technical Specifications** - <http://www.thcic.state.tx.us/hospitals/THCIC837.doc>
- **THCIC UB92T Technical Specifications** - <http://www.thcic.state.tx.us/hospitals/THCICUB92T.doc>
- **Appendices** - <http://www.thcic.state.tx.us/hospitals/appendices.doc>
- **Version Updates** - <http://www.thcic.state.tx.us/hospitals/Updates.doc>

Many of the codes are removed and language in the Technical Specifications tells you where to locate the information, such as National Uniform Billing Committee, American National Standards Institutes, Accredited Standards Committee X12, National Electronic Data

Interchange Transaction Set Implementation Guide, Health Care Claim: Institutional, 837, ASC X12N 837 (004010X096), May 2000 version, and the addenda published by the Washington Publishing Company in October 2002 (**ANSI 837 Institutional Guide**, 004010X096A1), the International Standards Organization, or Centers for Medicare and Medicaid Services.

The changes to the documents are presented in the [Version Updates](#) - <http://www.thcic.state.tx.us/hospitals/Updates.doc> document.

## Center for Health Statistics

The Center for Health Statistics (CHS) at the Texas Department of State Health Services (DSHS) is pleased to introduce its web homepage at [www.tdh.state.tx.us/chs](http://www.tdh.state.tx.us/chs). The goal of CHS is to provide a **portal for comprehensive health data/information in Texas** and to facilitate data access for all stakeholders. CHS is responsible for disseminating a variety of health data/information, which includes: vital statistics, health professions, hospital and behavioral risk data/information.

The CHS web portal provides direct access to such popular features as Texas Health Facts (“County Fact Sheets”), the Texas Health Data query system and all Texas workforce information from the Health Professions Resource Center, as well as a variety of on-line reports published by CHS.

For more information, please contact Mike Gilliam or Norma McNab at 512-458-7261.

## SUBMITTER TOPICS

*Articles for submitters and software vendors.*

### Provider Validation Automated

THCIC and Commonwealth have completed automation of what was previously a manual process, that being provider identification. With the transition to the UB92T and the 837, THCIC now has available the final piece of data that allows for completion of automation of the validation.

THCIC uses a combination of three data elements to ensure the validity of providers; those being the 6-digit THCIC hospital ID, the 1<sup>st</sup> fifteen characters of the Provider street address and the Provider’s EIN. If there is not a match on all three data elements, the submission will be rejected back to the submitter. New audits have been created for each of the possible data element mismatches.

Submitters that encounter a provider identification rejection should ensure that the provider data they are submitting is the same as recorded at THCIC. This can be validated by contacting Dee Shaw at [dee.shaw@dshs.state.tx.us](mailto:dee.shaw@dshs.state.tx.us).

### THCIC 837 Claims Submission Example

A PowerPoint based example for a THCIC 837 claim submission that describes a minimum submission is located on the THCIC website at [www.thcic.state.tx.us/hospitals/THCIC837technical.ppt](http://www.thcic.state.tx.us/hospitals/THCIC837technical.ppt).

4Q03 PUDF Release

THCIC anticipates the release of the 4Q03 Public Use Data File in early January 2005.

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 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>.

- 1/7/05 – Distribution of 1<sup>st</sup> and 2<sup>nd</sup> quarter 2004 certification files