# THCIC Data Warehouse

system13
*Making technology your best friend.*

## Submitter Information Change Request Form

Description:
Contact information for all submitter accounts is maintained by System13, Inc.  Submitters are also required to keep System13 updated with a current list of all THCIC_ID's they are submitting data for. This form is used to update **existing** submitter accounts with current contact and provider information.

Please note:

- This form is **not** used to request a new submitter account at System13.  For **new submitter** accounts, please visit http://thcic.system13.com and click the "**Enrollments**" button.

- This form is **not** to be used to change **Provider Contact** information for the facility.  To update **provider** contacts (primary, alternate, or certifier) please use the "THCIC Facility Contact Information Form": http://www.dshs.texas.gov/THCIC/hospitals/FacilityInformationRequest.pdf

Please enter values for all fields.  Any fields left blank will overwrite existing values.  Email this form to **thcichelp@system13.com**  or fax to **434-979-1047**.

\* = Required

\* Submitter ID:             **SUB_____**   <= 3 digit number

\* Organization Name:        _____

\* Primary Contact Name:     _____

\* Primary Contact Email:    _____

\* Primary Contact Phone:    _____

  Primary Contact Fax:      _____

  Alternate Contact Name:   _____

  Alternate Contact Email:  _____

  Alternate Contact Phone:  _____

\* THCIC_ID(s) (6 digit number):   _____,  _____,  _____,  _____

\* Software Vendor Company:  _____

\* Name of Software:         _____

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**Contact Descriptions:**

Submitter Primary Contact:

- Has the right to know all information about their own submissions.
- Must inform System13 of every provider (THCIC_ID) they submit data for.
- Is responsible for uploading new submission files to the THCIC Data Warehouse at System13 on behalf of the hospital(s) they have a relationship with.  It is critical to ensure file submissions are uploaded according to the quarterly deadlines published in the **THCIC Reporting Schedule:** http://www.dshs.texas.gov/THCIC/datareportingschedule.shtm

- Receives receipt and/or error notices immediately via email.
- Interprets and resolves file submission issues, resubmitting files if necessary
- Coordinates with hospital personnel to resolve submission issues if necessary.

Submitter Alternate Contact:

- Has the right to know all information about their own submissions.
- Assumes the responsibilities of the Primary Contact in their absence.
- May be contacted by System13 if the Primary Contact is unreachable regarding submission or account issues.