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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**

System13 Support  
DCW Teams Meeting  
THCIC Training  
Upcoming Due Dates  
Videos for Troubleshooting  
Did You Know?  
How to Reach Us  
Past Newsletters  
Links to Forms and Documents

## **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>

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

[Allowed File Upload formats](#)

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[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.

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

### System13 Helpdesk

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

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

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### THCIC (in Austin)

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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

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### **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 -**

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

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#### **Appendices Document –**

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#### **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>

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**Texas Health Care Information Collection - THCIC**  
Health Facilities Numbered Letter, Volume 26 Number 2  
April 27, 2023

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1. Certification comments are only required if the quarterly data contain **uncorrected errors**.

**NOTE:** You do not have to cut and paste the statute requirements into the Certification Comments.

2. If the data are 100% accurate, a Certification Comment is not required. It is not necessary to type in "No Comment".
3. Certification comments are publicly released as written by the facility. Use proper spelling and grammar.
4. Certification comments shall **never** include PII/PHI of a patient, physician, or facility staff names.
5. The Certification comment section should **not** be utilized as a "marketing tool" by the facility and should only reflect information specific to that quarter's data.
6. Certification comments are utilized as a tool for data researchers when analyzing the data.

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Certification Comment  
Tips

Data Error Help

Default Codes

THCIC Training

Upcoming Due Dates

Videos for Troubleshooting

Did You Know?

How to Reach Us

Past Newsletters

Links to Forms and  
Documents

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## **Default Codes**

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<b>Error corrections completed - no later than (Free)</b>	<b>5/1/2023</b>	8/1/2023
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- All Data Manager and Data Certifier login passwords **MUST** be reset every 60 days in our system and must never be shared.
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**Texas Health Care Information Collection - THCIC**  
Health Facilities Numbered Letter, Volume 26 Number 3  
July 21, 2023

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**Important Notifications Below:**

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

**Starting Certification Early**

**Alert:** Facilities that have not self-generated a **new** Frequency of Error Report (FER) and Summary Report for the current reporting quarter should **never** select the "Start Certification" button.

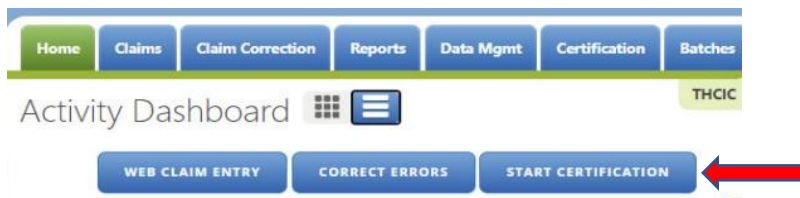
Only after a **new** FER and Summary Report have been generated, reviewed, and verified by the facility verifying that their quarterly data are 100% accurate and all monthly data have been submitted, may the facility choose to select the "Start Certification" button for the current reporting quarter.

Facilities are not required to "Start Certification" as this will be done automatically the day after the quarterly correction period ends.

Facilities should also save their FER and Summary Reports for the current quarter for at least 6 months as a security/verification measure and as proof that the data were corrected.

**In This Issue**

- Starting Certification Early
- Certification Comments
- Data Error Help
- Default Codes
- THCIC Training
- Upcoming Due Dates
- Videos for Troubleshooting
- Did You Know?
- How to Reach Us
- Past Newsletters
- Links to Forms and Documents



**Warning:** Once the "Start Certification" button is selected, the facility can no longer make any Free data corrections or add any missing data for that quarter. Additional corrects or adding missing claims may be requested through System13 for a fee.

## Certification Comments

1. Certification comments are only required if the quarterly data contains **uncorrected** errors.

**NOTE: Please Do Not** cut and paste the statute requirements into the Certification Comments.

2. Certification comments are now limited to 500 characters/spaces and should only be used to explain uncorrected errors.
3. If the data are 100% accurate, a Certification Comment is not required. It is not necessary to type in "No Comment".
4. Certification comments are publicly released as written by the facility. Use proper spelling and grammar.
5. Certification comments shall **never** include PII/PHI of a patient, physician, facility staff names, or any other proper name.
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<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>

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**Texas Health Care Information Collection - THCIC**  
Health Facilities Numbered Letter, Volume 26 Number 4  
August 17, 2023

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**Important Notifications Below:**

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

**Upcoming System Enhancements**

THCIC will be implementing new system enhancements. **Starting 9/1/2023:**

- Encounter on Demand (EOD), also referred to as “starting **early** certification”, cannot be utilized unless the data for that quarter has **100%** data accuracy (no errors). Facilities must generate a new Frequency of Error Report (FER) to verify 100% data accuracy.

Certification will begin as usual for the regularly scheduled certification period; at which time any remaining uncorrected errors should be addressed by the facility.

Questions regarding this enhancement may be emailed to [THCICHelp@dshs.texas.gov](mailto:THCICHelp@dshs.texas.gov)

- **Audit 786** will generate an error if the “Statement Period Thru Date” is later than the date the data is submitted and processed. This is applicable to all inpatient and outpatient claims.
- Certification Comments will be limited to **500 characters**. Comments over that length will be cut off at 500 characters. **Reminder:** You do not have to cut and paste the statute into the Certification Comments.

**In This Issue**

System Enhancements

Data Error Help

THCIC Training

Upcoming Due Dates

Videos for Troubleshooting

Did You Know?

How to Reach Us

Past Newsletters

Links to Forms and Documents

### Data Error Help

Are you having issues with correcting data errors in our system? Send an email to [thcichelp@dshs.texas.gov](mailto:thcichelp@dshs.texas.gov) for assistance.

THCIC produces an **Appendices Document** that contains default codes for unknown SSN, unknown address, country codes, payer source codes, audit list, race/ethnicity documents, and other helpful information.

[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)

### 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. **Please feel free to request customized training for you and your staff at no cost!**

To attend the Webinar training(s) **or order a customized training**, 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	Q1 2023	Q2 2023
Quarterly data submission due no later than	6/1/2023	9/1/2023
<b>Free Error corrections ends</b>	8/1/2023	11/1/2023
Facility certification files available by	9/1/2023	12/1/2023
Certification/comments due no later than	10/16/2023	1/16/2024

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 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 properly 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

Meredith Arrison - Program Specialist

Pragya Bhattarai – Medical Research Specialist/Team Lead

Shan Gao – Research Analyst



Sarah Houghton – Research Analyst

Adrianna Jackson – FEMC Data Compliance, IRB Research Data

Tiffany Overton – Training, PUDF Orders

Dee Roes – Quality Assurance Specialist

Seema Saraswathi – Research Analyst

All 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>

#### **Submitter Contact Update Form –**

<https://www.dshs.texas.gov/sites/default/files/thcic/SubmitterUpdateForm.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 –**

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