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Health Facilities Numbered Letter, Volume 13 Number 1  
January 14, 2010

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**2Q09 Certification Report Issue** (Hospitals Only)

System13 discovered certain issues with each of the THCIC WebCert certification reports. Generally, the issues were with the charges and the sorting. Corrections have been made to all nine reports (C01 through C09). Please run your reports again and disregard any previous reports.

The issues involved the last column on the report: Over 74 discharges. This column counted 74 year old patients and they were also counted in the 65-74 age column. Thus the Over 74 column's counts and charges were overstated. It did not affect the totals column; the totals column was correct. This has been corrected and implemented with version 3.9.2.

Additionally, the physician reports C08 and C09 were incorrectly including the admitting diagnosis code as the first "other diagnosis code". This has been corrected with version 3.9.2.

**In This Issue**

2q09 Certification Report Issue  
Submitter ID vs Provider ID  
Submitter Outpatient Testing  
Inpatient/Outpatient Data Files  
Frequency of Error Report (FER)  
E-Coding Link from CDC  
\*\*Facility Training Sign-Up

**Downloadable certification data**

For those that request it, System13 will provide the Certification data in downloadable data sets so that providers may use their in-house tools for certification data validation. Please contact the help desk at 888-308-4953 if you wish a downloadable file for your quarterly data set.

**Submitter ID vs Provider ID**

THCIC is detecting some confusion from Ambulatory Surgery Centers concerning the Submitter ID and Provider ID. The two IDs are VERY different and have very different functions.

A **Provider ID** is the provider's (hospital or ASC) assigned THCIC ID number (e.g., th000116). When using this ID to login to the THCIC<sub>System</sub>, it permits the hospital or ASC to:

1. See the data that was submitted by the Submitter
2. Manually enter new or additional data via WebClaim
3. Correct or change data that has already been entered or submitted via WebCorrect
4. Certify the data for completeness and accuracy via WebCert.

A **Submitter ID** (e.g., SUB000) is provided to those that request it through System13. It is assigned by System13. A Submitter ID permits the user to:

1. Upload an 837 electronic data file containing Inpatient or Outpatient data.
2. Nothing Else!

Hospitals and ASCs that intend to submit their 837 electronic data files directly to System13 must request a Submitter ID. If the hospital or ASC will be using a vendor/corporate office to submit on their behalf, the vendor/corporate office would be required to request the Submitter ID and the hospital/ASC would not have access to the Submitter login.

### **Testing for Outpatient 837 Data File Submission**

#### **Required!**

Some “Inpatient Submitters” seem to be unaware that they must go through the Outpatient 837 electronic **Submitter Approval/ testing** process before acquiring authorization to submit outpatient “production” data to System13.

\*WebClaim users that key in **ALL** of their claims, rather than sending an electronic file, do not need to obtain a Submitter ID nor send test files.

**Note:** ALL data Submitters **MUST** go through the Outpatient 837 Electronic File Submitter Approval/testing process if they intend to submit outpatient data. This should be completed prior to the cutoff for submitting production data (check the schedule for data submission at <http://www.dshs.state.tx.us/THCIC/OutpatientFacilities/schedule.shtm>), or the PROVIDER will be fined for each quarterly data submission missed.

#### **Congratulations!!**

The following submitters have PASSED the Outpatient 837 Electronic Data file testing:

Bay Area Surgicare Center	Webster
Baylor Surgicare at Oakmont	Fort Worth
Citizens Medical Center	Victoria
Doctors' Hospital	Bridgeport
High Plains Surgery Center LP	Lubbock
Mission Regional Medical Center	Mission
North Austin Surgery Center	Austin
Pediatric Surgery Center	Plano
River Oaks Endoscopy	Conroe
The Methodist Hospital	Houston

### **837 Inpatient and Outpatient Electronic Files** (Hospitals Only)

**Reminder:** Data files containing mixed inpatient and outpatient data will go to only the one system specified by the button on the submission upload screen, which is specified when submitting data. This may result in rejected claims, or claims processed in error and being attributed to the wrong data set.

### Frequency of Error Report (FER)

Many facilities DO NOT review their Frequency of Error Report. The FER is the facility’s confirmation and ONLY guarantee that the intended quarterly data were received at System13.

All hospital primary contacts, should receive by E-mail attachment the Frequency of Error Report for every electronic data submission, if the data were submitted in an electronic file and accepted.

**NOTE: The FER will not be emailed for data entered via WebClaim. Providers will need to generate the FER for data entered via WebClaim.**

The FER confirms to the facility that System13 received your data, the quarter and year that was received, and a claim count by month. This ensures that what was sent to System13 was what System13 received.

	2008	2009	2010
Jan	0	0	0
Feb	0	0	0
Mar	0	0	0
Apr	0	0	0
May	0	0	0
Jun	0	0	0
Jul	0	0	0
Aug	0	0	0
Sep	0	0	0
Oct	0	95	0
Nov	0	93	0
Dec	0	103	0

IF the primary contact DID NOT receive the FER, this is an indicator that something may have gone wrong with your data submission.

System13 sends out the FER within TWO DAYS of each electronic data submission received to the provider primary contact. If data were not received, then System13 WOULD NOT generate a FER.

If your facility believes data were submitted to System13 AND the provider primary contact DID NOT get the FER within two days, you should contact your Submission Contact/Vendor or the THCIC Helpdesk at System13 at 888-308-4953.

All providers may also generate the FER themselves by logging in to the THCIC<sub>System</sub> using their Provider username, click on the “Reports” tab, select “Frequency of Error”, filter by “Quarter”, select dates for the period you want to check, and click the “Generate” button.

If “zero” claims are indicated on the FER, then data for “dates selected” were not received.

This will also apply to the ASCs when they begin reporting the 4<sup>th</sup> quarter 2009 data.

**Have you checked your facility’s FER today?**

### Improve External-Cause-of-Injury Coding

*Recommended Actions to Improve External-Cause-of-Injury Coding in State-Based Hospital Discharge and Emergency Department Data Systems* is a publication of the National Center for Injury Prevention and Control, Centers for Disease Control and Prevention (CDC).

<http://www.cdc.gov/injury/pdfs/ecode-a.pdf>

## Facility Training

Texas Health Care Information Collection (THCIC) is offering training on the new THCIC<sub>System</sub> for inpatient and outpatient facilities. Training will be provided online. The requirements to receive the training on-line include a telephone and a computer with high speed Internet access. Space is limited to the first 30 respondents for online training. We are only offering online training at this time.

### Trainings Offered

**WebClaim** – Component for manually entering data

**WebCorrect** – Component for correcting data

**Upload/ Download** - Upload 837 batch files

**WebCert (Certification)** – Certifying your facility information.

Training sessions are being scheduled and are posted at <http://www.dshs.state.tx.us/thcic/hospitals/Training.shtm>.

If you would like to attend the training sessions, please e-mail Tiffany Overton at [thcichelp@dshs.state.tx.us](mailto:thcichelp@dshs.state.tx.us) and include your preferred training Date and Time in the “Subject” section plus the following information:

To...	thcichelp@dshs.state.tx.us
Cc...	
Subject:	Training Request for Training Date and Time

THCIC ID \_\_\_\_\_  
Hospital/Organization \_\_\_\_\_  
City \_\_\_\_\_  
Registrant Name \_\_\_\_\_  
Title \_\_\_\_\_  
Phone Number \_\_\_\_\_  
E-mail Address \_\_\_\_\_

## Important Phone Numbers

### Virginia:

System13 web site – <https://thcic.system13.com>

Helpdesk – 888-308-4953

### Austin:

THCIC web site – [www.dshs.state.tx.us/thcic](http://www.dshs.state.tx.us/thcic)

DSHS-Center for Health Statistics-THCIC – 512-458-7261

January 14, 2010

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**THCIC Staff – 512-458-7111**

Bruce Burns, D.C.	extension 6431	Rules and policy issues, 837 format issues
Miren Carranza	extension 3287	Project Manager
Sylvia Cook	extension 6438	Facility reports, data use
Sheila Molina	extension 6546	PUDF requests
Wang-Shu Lu	extension 6453	Facility reports and analysis
Dee Roes	extension 3374	Facility compliance, research files request
Tiffany Overton	extension 2352	Facility training (submission, correction, and certification)

**THCIC fax – 512-458-7740**

**Has your facility begun the Outpatient Submitter Approval process by submitting the Outpatient 837 test Data file?**



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

*Health Facilities Numbered Letter, Volume 13 Number 2*  
*February 12, 2010*

**Outpatient Data Submission Questions from Facilities**

THCIC has received numerous calls from facilities asking questions regarding the requirements of the revenue codes and what data should be submitted. Some of the frequently asked questions are:

1. Does a facility need to submit the other revenue codes (charges) on the claim or do they only submit the charges associated with the revenue codes listed in the rules or Outpatient Technical Specifications Manual?
2. We have only one third-party payer which requires revenue codes. Do we send only those payer claims?
3. Do we need to submit data if our patients are self-pay/cash only patients and we do not submit a bill to a third-party payer?

The first sentence of [§421.62\(a\)](#) states (emphasis added) “**Each facility** in operation for all or any of the reporting periods described in §421.63 of this title (relating to Schedule for Filing Event Files) **shall submit to DSHS event claims** as specified in §421.67 of this title (relating to Event Files--Records, Data Fields and Codes) **on all patient events in which the patient received one or more of the surgical procedures or radiological services covered by the revenue codes** specified in §421.67(f) of this title.” Therefore the department expects to receive outpatient visit (event) claim data from the required hospitals and ambulatory surgical centers on all (including self-pay/cash or charity) outpatients that received a surgical procedure **or** one or more radiological/imaging procedures (regardless of what a third party payer requires).

So a general rule of thumb to use in whether an outpatient’s data should be submitted is “Did the patient have a surgical procedure **or** a radiological/imaging procedure done?”

**ALL Submitters to TEST Outpatient Data**

Of the 517 enrolled Submitters, 465 Submitters are still in “TEST” status for submitting electronic Outpatient data. Of the 465 Submitters, it appears that over 230 are “hospital” Submitters that **HAVE NOT** tested for the electronic outpatient data submission. **EVERY** submitter intending to submit electronic outpatient data **MUST** go through the test and approval process. Until the electronic outpatient data have been tested and approved for production, all of your outpatient files will be processed as tests; no data will be loaded in the production data base, which will deem the Provider out-of-compliance with 4q09 outpatient data submission.

In This Issue
Outpatient Questions
Testing Outpatient Files
4q09 Data Due
OP Procedures Required
Physician NPI Error
Radiologist NPI Issue
Certifier Name in WebCert
Helpdesk Responsibilities
Provider Listing
**Facility Training Sign-Up

\*Information on how to convert from Test status to Production status for electronic submission are included with every “testing result” provided to the Submitter Contact.

## **March 1, 2010**

### **First Due Date for Outpatient Reporting**

Hospitals and ASCs should be ready to submit, or have already submitted, all surgical and/or radiological outpatient data to THCIC. To stay “in compliance” with state law, the October, November, and December 2009 outpatient surgical/radiological patient data must be submitted no later than March 1, 2010. All hospitals and ASCs are expected to begin reporting with 4q09 data, unless they were not yet open for business.

\*Hospitals and ASCs that did not have any surgical or radiological outpatient events for the 4q09 must complete the “No Data To Report” form at <http://www.dshs.state.tx.us/THCIC/hospitals/NoDataToReport.doc> and fax it to THCIC at 512-458-7740 prior to the 4q09 data submission due date.

\*\*Reminder: Inpatient data is due also on March 1, 2010.

### **Outpatient Surgical and Radiological Procedures Required**

Chapter 108, Texas Health and Safety Code, requires hospitals and ambulatory surgery centers to report outpatient data on patients having a surgical and/or radiological procedure performed at the facility.

HCPCS (includes CPT) codes used for billing purposes on patient procedures performed are categorized under a variety of Revenue Codes. THCIC only requires the reporting of outpatient data if a patient’s procedure(s) code fall under one or more of the specified “Revenue Codes” posted on the THCIC website.

For example: Code #44388, which is “Colonoscopy through stoma; diagnostic, with or without collection of specimen(s) by brushing or washing (separate procedure)” is covered under “Revenue Code” 0360, 0361 or 0490. Therefore, this data would be required to be reported to THCIC.

Another example: Code #65855, which is “Trabeculoplasty by laser surgery, 1 or more sessions (defined treatment series)” is also covered under “Revenue Code” 0360, 0361 or 0490.

Facilities should insure that any surgical and/or radiological patient with codes that are covered by the Revenue Codes listed on the THCIC website are reported to THCIC to stay compliant with Chapter 108, Texas Health and Safety Code.

## Physician NPI Error

Many physicians may have more than one physician NPI (National Provider Identification) number. If a physician owns a business or works for an organization (for example, a physicians specialty group); the physician may have both “organizational” NPI and “individual” NPI.

System13 runs audits to verify a match on the “individual” NPI and the physician’s name. If you are submitting the physician’s “organizational” NPI, it will result in an error and should be corrected.

THCIC will accept a physician’s State License Number or a physician’s INDIVIDUAL NPI number.

## Radiological Technologist/Technician NPI Issue

The administrative rules for the collection of outpatient data from hospitals and ambulatory surgery centers require the reporting of the name and NPI or state license number of the healthcare practitioners providing the service of surgical and or radiological procedures. This healthcare practitioner information is used to create a uniform identifier for the practitioner that can be used for longitudinal studies. The name and NPI or state license number are confidential. THCIC will accept a physician’s State License Number or physician’s INDIVIDUAL NPI number.

The technical specifications for the collection of outpatient data require the submission of the name and NPI or state license number of the “Other Provider” (if applicable) if the record of the radiological/imaging procedure is submitted in the 837I format, or the “Rendering Provider” if the record is submitted in the 837P format. Some radiological/imaging procedures are performed by radiological technologists or technicians, employees of the facility, who do not have individual NPI numbers. The earlier recommendation from THCIC in that situation was for those facilities to report the name of the radiological technologist or technician and the facility NPI. It has since become apparent that this will create an error on the record when the name and NPI do not match. It would also result in the creation of a uniform identifier that had no value.

**THCIC recommends the following if a radiological technologist or technician or facility employee performs a radiological/imaging procedure:**

- 1. If the person providing the radiological/imaging services is a health practitioner (physician, radiological technologist or technician, nurse, physician's assistant, dentist etc.) with an individual NPI (not an organizational NPI), that person’s name and *individual* NPI should be submitted. As long as the name and NPI number are correctly reported no error will result.**
- 2. If the facility performs the service (i.e. an employee of the facility) and the facility is listed as the Billing Provider (Loop 2010AA) or the Pay-to Provider (Loop 2010AB) then leave the field blank. According to the ANSI 837 Institutional Guide and the THCIC manual, nothing is required to be submitted in Loop 2310C. This will not cause an error on the record.**



If facilities or submitters (vendors) have made changes to their system to submit the name of the employee who provides the imaging service along with an organizational NPI (either the facility's or a contractor's), this will generate an error for the fields, but the CLAIM WILL BE RETAINED (not rejected). These errors will show in the Claim Correction list. If facilities or submitters (vendors) leave Loop 2310C blank no errors will be assigned to the claim.

These errors are for facility and department review to address problems and are not carried forward to the public use data files or used for public reporting. The Department is focused on collecting correct and accurate data and currently has no plans to release the error flags or error rates.

### **Modification to WebCert “Certifier Name”**

WebCert will be modified in the near future to not allow changing of the “Certifier” name on the screen. If a “Certifier” name is incorrect, the Provider will need to update this information with THCIC using the form at <http://www.dshs.state.tx.us/THCIC/hospitals/FacilityInformationRequest.pdf>. Once received by THCIC, this information will update the “Certifier” name in WebCert in 7 to 10 days.

### **THCIC Helpdesk Responsibilities**

The purpose of the helpdesk is for basic information. This includes:

- ❖ Help with Provider and/or Submitter passwords
- ❖ Acquiring a Submitter ID if one is not received within two days of enrollment
- ❖ Changing the Submitter ID contact information
- ❖ Contracting for regeneration of a certification file

Contact the THCIC helpdesk at 888-308-4953.

The THCIC helpdesk should **NOT** be contacted for the following:

- ❖ Facility IT issues, this should be address by your IT department

All training is provided by Tiffany Overton at DSHS. Facilities that have questions concerning the submission, correction, or certification of data, or use of 837 Submission or WebClaim, WebCorrect, or WebCert should contact Tiffany Overton at 512-458-7111 ext.2352 or [thcichelp@dshs.state.tx.us](mailto:thcichelp@dshs.state.tx.us) for training. The training schedule is listed at <http://www.dshs.state.tx.us/thcic/hospitals/Training.shtm>.

Contact Dee Roes at 512-458-7111 ext.3374 or [dee.roes@dshs.state.tx.us](mailto:dee.roes@dshs.state.tx.us) if submitter test/production files reject due to a Submission Address or EIN/NPI number.

### Updated Provider Listing

THCIC has updated the Provider Listing on our web site at [http://www.dshs.state.tx.us/THCIC/hospitals/FacilitiesList\\_02112010.xls](http://www.dshs.state.tx.us/THCIC/hospitals/FacilitiesList_02112010.xls). Provider names highlighted in yellow indicates that THCIC is missing critical information on your facility. To update this information with THCIC, please use the form located at <http://www.dshs.state.tx.us/THCIC/hospitals/FacilityInformationRequest.pdf>. The form may be faxed to THCIC at 512-458-7740.

### Facility Training

Texas Health Care Information Collection (THCIC) is offering training on the new THCIC<sub>System</sub> for inpatient and outpatient facilities. Training will be provided online. The requirements to receive the training on-line include a telephone and a computer with high speed Internet access. Space is limited to the first 30 respondents for online training. We are only offering online training at this time.

#### Trainings Offered

- WebClaim** – Component for manually entering data
- WebCorrect** – Component for correcting data
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- WebCert (Certification)** – Certifying your facility information.

Training sessions are being scheduled and are posted at <http://www.dshs.state.tx.us/thcic/hospitals/Training.shtm>.

If you would like to attend the training sessions, please e-mail Tiffany Overton at [thcichelp@dshs.state.tx.us](mailto:thcichelp@dshs.state.tx.us) and include your preferred training Date and Time in the “Subject” section plus the following information:

To...	<a href="mailto:thcichelp@dshs.state.tx.us">thcichelp@dshs.state.tx.us</a>
Cc...	
Subject:	Training Request for Training Date and Time

THCIC ID \_\_\_\_\_  
Hospital/Organization \_\_\_\_\_  
City \_\_\_\_\_  
Registrant Name \_\_\_\_\_  
Title \_\_\_\_\_  
Phone Number \_\_\_\_\_  
E-mail Address \_\_\_\_\_

## Important Phone Numbers

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Helpdesk – 888-308-4953

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DSHS-Center for Health Statistics-THCIC – 512-458-7261

### THCIC Staff – 512-458-7111

Bruce Burns, D.C.	extension 6431	Rules and policy issues, 837 format issues
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Wang-Shu Lu	extension 6453	Facility reports and analysis
Dee Roes	extension 3374	Facility compliance, research files request
Tiffany Overton	extension 2352	Facility training (submission, correction, and certification)

THCIC fax – 512-458-7740

**All Submitter and Provider Primary  
Contacts should ensure their email  
settings will accept email notices from:**

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



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

Health Facilities Numbered Letter, Volume 13 Number 3  
April 2, 2010

**Testing Process for Electronic Data Submission**

**Purpose:** The purpose of testing the electronic data files is to ensure the file format is compatible with the THCIC System and includes all required data fields.

This information is only for providers that submit data electronically.

Additional information on the testing process may be found at [THCIC 837 Electronic File Processing – Tests and Production Information](#).

**Files with a Large Claim Count**

If your quarterly submission files contain a large number of claims or are of a significant size, you may find that the upload will not complete. If this is the case, we suggest that you re-create your quarterly file and send your data in monthly files.

**Frequency of Error Report (FER)**

Many providers DO NOT review their Frequency of Error Report. The FER is the facility’s confirmation and ONLY guarantee that the intended quarterly data were received and processed at System13.

All provider primary contacts, should receive by E-mail attachment the Frequency of Error Report for every electronic data submission, if the data were submitted in an electronic file and accepted.

**NOTE: The FER will not be emailed for data entered via WebClaim. Providers will need to generate the FER for data entered via WebClaim.**

The FER confirms to the provider that System13 received and processed your data, the quarter and year that was received, and a claim count by month. This confirms that what was uploaded to System13 was what System13 received.

**In This Issue**

- Testing Process
- Large Data Files
- FER – A critical document
- Revenue Codes Not Collected
- Statement through Date – OP Data
- Present on Admission (POA)
- Source of Admission - Newborn
- Race and Ethnicity
- Physician NPI
- Certifier Name in WebCert
- \*\*Facility Training Sign-Up

Claims By Month

	2008	2009	2010
Jan	0	0	0
Feb	0	0	0
Mar	0	0	0
Apr	0	0	0
May	0	0	0
Jun	0	0	0
Jul	0	0	0
Aug	0	0	0
Sep	0	0	0
Oct	0	95	0
Nov	0	93	0
Dec	0	103	0

IF the primary contact DID NOT receive the FER, this is an indicator that something may have gone wrong with your data submission.

System13 sends out the FER within TWO DAYS of each electronic data submission received to the provider primary contact. If data were not received, then System13 WOULD NOT generate a FER.

If your facility believes data were submitted to System13 AND the provider primary contact DID NOT get the FER within two days, you should contact **your** Submission Contact/Vendor or the THCIC Helpdesk at System13 at 888-308-4953.

All providers may also generate the FER themselves by logging in to the THCIC<sub>System</sub> using their **Provider username**, click on the “Reports” tab, select “Frequency of Error”, filter by “Quarter”, select dates for the period you want to check, and click the “Generate” button.

If “zero” claims are indicated on the FER, then data for “dates selected” were not received.

This applies to both inpatient and outpatient data.

**Have you checked your facility’s FER today?**

### **Outpatient Reporting of Revenue Codes Not Collected by THCIC**

Providers submitting outpatient claims that DO NOT contain at least one of the Required Revenue codes or HCPCS codes collected by THCIC will not be processed or used by THCIC. These providers will not receive the FER on those data submissions or, if the FER is received, the claim count may be less than what was submitted.

\*When this occurs, the Submitter is notified in the Pre-Processing report if any claims are excluded and the count of excluded claims.

The outpatient FER will only provide a claim count of data submitted containing a required/collected revenue code or HCPCS code.

Those providers that do not have ANY patient events covered by the Required Revenue codes or HCPCS codes must notify THCIC by completing the “No Data To Report” form for each reporting period.

The form may be located at <http://www.dshs.state.tx.us/THCIC/hospitals/NoDataToReport.doc>.

### **Outpatient Surgical and Radiological Procedures Required**

Chapter 108, Texas Health and Safety Code, requires hospitals and ambulatory surgery centers to report outpatient data on patients having a surgical and/or radiological procedure performed at the facility.

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HCPCS/CPT codes used for billing purposes on patient procedures performed are categorized under a variety of Revenue Codes. THCIC only requires the reporting of outpatient data if a patient's procedure code(s) fall under one or more of the specified "Revenue Codes" posted on the THCIC website.

For example: Code #44388, which is "Colonoscopy through stoma; diagnostic, with or without collection of specimen(s) by brushing or washing (separate procedure)" is covered under "Revenue Code" 0360, 0361 or 0490. Therefore, this data would be required to be reported to THCIC.

Another example: Code #65855, which is "Trabeculoplasty by laser surgery, 1 or more sessions (defined treatment series)" is also covered under "Revenue Code" 0360, 0361 or 0490. Facilities should insure that any surgical and/or radiological patient with codes that are covered by the Revenue Codes listed on the THCIC website are reported to THCIC to stay compliant with Chapter 108, Texas Health and Safety Code.

### **Statement through Date on Outpatient Data**

Some outpatient data that have been received for a quarterly submission contain claims whose statement through date is prior to or later than the quarter. An example is that we are receiving outpatient claims with the statement through date of August and September of 2009, but we want outpatient data starting from October 1, 2009.

In our past experience, these claims outside of the specified time period were sent in the provider's extract file because of an error in the provider's extraction software. The software should be selecting claims based on the "statement through date". Instead, some vendors' software may be selecting the claims based on "posting date". This will cause claims from the previous quarter posted in this quarter to be sent with this quarter and claims for this quarter that are posted after this quarter's end to be sent with the next quarter.

\*Please check with your vendor to ensure that they are selecting claims for THCIC based on the statement through date. Additionally, if they need to make a correction, please ensure that no claims are lost when switching to the proper selection criteria.

### **Present On Admission**

Rules on Present on Admission (POA) are expected to be posted in the *Texas Register* on April 23<sup>rd</sup> or April 30<sup>th</sup>.

THCIC will require POA indicators from Acute Care Hospitals upon adoption of rules beginning with 1<sup>st</sup> Quarter 2011 data.

The following hospital types are exempted from POA submission requirements, but may submit POA as this provides better information about the severity of illness of the patients, thereby affecting how the facility is reported in quality of care reports:

(1) Critical Access Hospitals (certified by the Secretary of the United States Department of Health and Human Services as a critical access hospital under Title 42 United States Code §1395i-4).

(2) Inpatient Rehabilitation Hospitals (a majority of the patients are inpatients being rehabilitated).

(3) Inpatient Psychiatric Hospitals (a majority of the patients are inpatients being treated for psychiatric diseases or associated conditions).

(4) Cancer Hospitals (a majority of the patients are inpatients being treated for cancer or associated cancerous conditions).

(5) Children's or Pediatric Hospitals (a majority of the patients are under the age of 18 and admitted as inpatients).

(6) Long Term Care Hospitals (a majority of the patients are inpatients being treated for chronic conditions or associated diseases that require extended stays in a hospital).

**Source of Admission Codes for Newborns** (Hospital Inpatient Only)

In the inpatient discharge Public Use Data File (PUDF), Source of Admission has been suppressed if the Type of Admission is '4' (newborn). Beginning with data released for 1<sup>st</sup> quarter 2009, these values will no longer be suppressed.

The valid codes for Source of Admission, if Type of Admission is '4' (newborn), are:

- 5 Born inside this hospital
- 6 Born outside this hospital

No other Source of Admission codes where Type of Admission is '4' (newborn) are valid.

**Race and Ethnicity**

Race and Ethnicity are two separate required data fields which must be reported to THCIC on each patient. The guidelines are:

**Ethnicity** (Only two choices)

- 1 = Hispanic/Latino
- 2 = Non-Hispanic/Latino

**Race** (Only five choices)

- 1 = American Indian/Eskimo/Aleut
- 2 = Asian or Pacific Islander
- 3 = Black
- 4 = White
- 5 = Other - *Includes all other responses not listed under Race. Patients who consider themselves as multiracial or mixed should choose this category.*

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The **Appendices document**, located on the THCIC website, contains a **Race and Ethnicity questionnaire** (English and Spanish versions) for facility use if you choose to use it. This is available at:

<http://www.dshs.state.tx.us/THCIC/hospitals/TechReq&Spec-InpatientandOutpatientAppendices.pdf>

There is a general information page (pg. 10) and a facility instruction page (pg. 11). Pages 12 and 13 are the English and Spanish versions of the questionnaires, which you may use as is.

You may also create your own form, or ask the patient directly for the information. If you are unable to retrieve this information from the patient or from someone speaking for the patient, facility staff would be required to make an educated guess to the ethnicity and race of the patient.

### **Physician NPI Error**

Many physicians may have more than one physician NPI (National Provider Identification) number. If a physician owns a business or works for an organization (for example, a physicians specialty group); the physician may have both “organizational” NPI and “individual” NPI.

System13 runs audits to verify a match on the “individual” NPI and the physician’s name. If you are submitting the physician’s “organizational” NPI, it will result in an error and should be corrected.

THCIC will accept a physician’s State License Number or a physician’s INDIVIDUAL NPI number.

Physician individual NPI’s may be verified at [NPI Registry Search](#).

### **Modification to WebCert “Certifier Name”**

WebCert has been modified to not allow changing of the “Certifier” name on the screen. If a “Certifier” name is incorrect, the Provider will need to update this information with THCIC using the form at <http://www.dshs.state.tx.us/THCIC/hospitals/FacilityInformationRequest.pdf>. Once received by THCIC, this information will update the “Certifier” name in WebCert in 7 to 10 days.

### **Facility Training**

Texas Health Care Information Collection (THCIC) is offering training on the new THCIC<sub>System</sub> for inpatient and outpatient facilities. Training will be provided online. The requirements to receive the training on-line include a telephone and a computer with high speed Internet access. Space is limited to the first 30 respondents for online training. We are only offering online training at this time.

### **Trainings Offered**



- WebClaim** – Component for manually entering data
- WebCorrect** – Component for correcting data
- Upload/ Download** - Upload 837 batch files
- WebCert (Certification)** – Certifying your facility information.

Training sessions are being scheduled and are posted at <http://www.dshs.state.tx.us/thcic/hospitals/Training.shtm>.

If you would like to attend the training sessions, please e-mail Tiffany Overton at [thcichelp@dshs.state.tx.us](mailto:thcichelp@dshs.state.tx.us) and include your preferred training Date and Time in the “Subject” section plus the following information:

To...	<a href="mailto:thcichelp@dshs.state.tx.us">thcichelp@dshs.state.tx.us</a>
Cc...	
Subject:	Training Request for Training Date and Time
THCIC ID _____ Hospital/Organization _____ City _____ Registrant Name _____ Title _____ Phone Number _____ E-mail Address _____	

**Important Phone Numbers**

**Virginia:**  
 System13 web site – <https://thcic.system13.com>  
 Helpdesk – 888-308-4953

**Austin:**  
 THCIC web site – [www.dshs.state.tx.us/thcic](http://www.dshs.state.tx.us/thcic)  
 DSHS-Center for Health Statistics-THCIC – 512-458-7261

**THCIC Staff – 512-458-7111**

Bruce Burns, D.C.	extension 6431	Rules and policy issues, 837 format issues
Miren Carranza	extension 3287	Project Manager
Sylvia Cook	extension 6438	Facility reports, data use
Sheila Molina	extension 6546	PUDF requests
Wang-Shu Lu	extension 6453	Facility reports and analysis
Dee Roes	extension 3374	Facility compliance, research files request
Tiffany Overton	extension 2352	Facility training (submission, correction, and certification)

**THCIC fax – 512-458-7740**



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

Health Facilities Numbered Letter, Volume 13 Number 4  
May 27, 2010

**Kudos** (Hospitals and ASCs)

For the very first time, Texas began collecting outpatient data from hospitals and ambulatory surgery centers.

THCIC is honored to announce that 92% of all hospitals and ASCs submitted the 4<sup>th</sup> quarter 2009 outpatient data by the scheduled timeline. **Congratulations!!**

**2008 IQI and PDI Reports Available for Hospital Review** (Hospitals Only)

Letters were mailed out to hospital primary contacts on May 18, 2010 providing information on the review of the 2008 *Indicators of Inpatient Care in Texas Hospitals* and *Quality of Children's Care in Texas Hospitals*. The hospital review and comment period will begin on June 1, 2010 and end on July 30, 2010. These reports will be released to the public in August 2010.

Only hospitals that submitted 2008 data may gain access to reports during the review and comment period. If your hospital's primary contact did not receive this letter, please contact Dee Roes by E-mail at [Dee.Roes@dshs.state.tx.us](mailto:Dee.Roes@dshs.state.tx.us).

Questions concerning the report should be directed to Wang-Shu Lu at [Wang-Shu.Lu@dshs.state.tx.us](mailto:Wang-Shu.Lu@dshs.state.tx.us).

**No Quarterly Data To Report**

First quarter 2010 (1q10) inpatient and outpatient data is due to THCIC no later than June 1, 2010 for providers to be in-compliance with state reporting.

Hospitals that had no inpatient discharges and hospitals or ASCs that had no outpatient surgical or radiological services to report are required to notify THCIC in writing using the form posted at <http://www.dshs.state.tx.us/THCIC/hospitals/NoDataToReport.doc> and fax it to THCIC at 512-458-7740. To avoid a penalty, this notification form is due no later than June 1, 2010 for the 1q10 reporting period. This must be reported each quarter.

In This Issue
Kudos
2008 IQI and PDI Review
No 1q10 Data to Report?
4q09 Inpatient Certification Review
4q09 Outpatient Certification Review <b>Delayed</b>
Certification Comment Guidelines
Upcoming Reporting Timelines
Reports from the THCIC Data
**Facility Training Sign-Up
Contact Information

**4q09 Certification of Inpatient Data** (Hospitals Only)

System13 will release the 4Q09 Certification Data by June 1<sup>st</sup> to all providers that submitted 4q09 Inpatient data by May 3, 2010.

The 4Q09 certification data may be reviewed by clicking on the WebCert tab after logging in as a Provider.

- All providers are required to review this data and certify it or “elect not to certify”.
- If corrections are needed to the 4Q09 certification data, the correction period ends on July 15<sup>th</sup>.
- There is a fee for correcting certification data.
- Certification of the 4Q09 data must be completed no later than September 1, 2010.
- If your facility submitted 4Q09 inpatient data and you do not have 4Q09 certification data, please contact the helpdesk at 888-308-4953.

**4q09 Certification of Outpatient Data Delayed** (Hospitals and ASCs)

Originally scheduled to begin on June 1<sup>st</sup>, the 4q09 Outpatient Certification has been delayed. The projected start date is between June 15<sup>th</sup> and July 1<sup>st</sup>.

THCIC will be providing WebCert (Outpatient) training; however, we are waiting for the final product from System13 to test it internally before we begin to provide the training to ASCs.

Once WebCert (Outpatient) is ready for release, the 4q09 Outpatient Certification data may be released in small provider groupings initially. As it is released, the provider primary contact will receive an E-mail notification from System13.

The 4q09 OP Certification schedule will be modified to allow for this delay.

**Certification Comments** (Hospitals and ASCs)

Providers that certify the data with “comment”, please remember that the comments SHOULD NOT contain any information that could identify a physician or patient or contain information that is not intended for the public.

All comments are released to the public exactly as submitted by the facility. THCIC does not modify any comments unless it is discovered by staff that physician or patient identifying information is included in the comment.

Comments should be written as if the facility is speaking to the public about the facility’s data. Many comments contain the author’s E-mail address and phone number. If your facility does not want that published, do not include it in the comment.

**Upcoming Data Events** (Hospitals and ASCs)

Activity	4Q09 IP	4Q09 OP	1Q10 IP and OP	2Q10 IP and OP
Data due	3/1/2010	3/1/2010	6/1/2010	9/1/2010
Corrections completed	5/3/2010	5/3/2010	8/2/2010	11/1/2010
Certification data available for review	6/1/2010	To be announced	9/1/2010	12/1/2010
Corrections of certification data (optional)*	7/15/2010	To be announced	10/15/2010	1/15/2011
Corrected certification data available*	8/2/2010	To be announced	11/1/2010	2/1/2011
Certification completed by provider	9/1/2010	To be announced	12/1/2010	3/1/2011

IP – Inpatient  
 OP – Outpatient

**Reports from the THCIC Data**

THCIC uses the Inpatient Data to report the *Indicators of Inpatient Care in Texas Hospitals* on the performance by Texas hospitals on measures of quality from 2002 – 2007. The reports include:

**VOLUME & MORTALITY INDICATORS FOR INPATIENT PROCEDURES  
 MORTALITY INDICATORS FOR INPATIENT CONDITIONS  
 UTILIZATION INDICATORS**

These reports are available for public review at <http://www.dshs.state.tx.us/THCIC/Publications/Hospitals/IQIRreport/IQIRreport.shtm>.

The 2008 reports are expected to be released in August 2010.

THCIC also provides indicators on the *Quality of Children’s Care in Texas Hospitals*, which includes information on the performance by Texas hospitals on 5 measures of quality in 2006 and includes a searchable database of hospital performance.

The *Quality of Children’s Care in Texas Hospitals* is available for public review at: <http://www.dshs.state.tx.us/THCIC/Publications/Hospitals/PDIRreport/PDIRreport.shtm>

The 2008 reports are expected to be released in August 2010.

**Additional Reports Released by THCIC**

Located at [www.dshs.state.tx.us/thcic](http://www.dshs.state.tx.us/thcic)

**Utilization Review: Specific Inpatient Procedures by Texas Hospital Referral Region, 2007 Facts and Figures: Statistics on Hospital-Based Care in Texas, 2006**

**Preventable Hospitalizations, 2005** (2008 report to be released later this year)

**Published Articles using the Texas Hospital Inpatient Data**

Located at <http://www.dshs.state.tx.us/thcic/GeneralInfo/AppliedResearch.shtm>

**Facility Training** (Hospitals and ASCs)

Texas Health Care Information Collection (THCIC) is offering web-based training on the new THCIC<sub>System</sub> for inpatient and outpatient facilities. Training will be provided online. The requirements to receive the training on-line include a telephone and a computer with high speed Internet access. Space is limited to the first 30 respondents for online training. We are only offering online training at this time.

**Trainings Offered**

**WebClaim** – Component for manually entering data

**WebCorrect** – Component for correcting data

**Upload/ Download** - Upload 837 batch files

**WebCert (Inpatient Certification)** – Certifying your facility information.

**WebCert (Outpatient Certification)** – To be announced.

Training sessions are being scheduled and are posted at <http://www.dshs.state.tx.us/thcic/hospitals/Training.shtm>.

If you would like to attend the training sessions, please e-mail Tiffany Overton at [thcichelp@dshs.state.tx.us](mailto:thcichelp@dshs.state.tx.us) and include your preferred training Date and Time in the “Subject” section plus the following information:

To...	<a href="mailto:thcichelp@dshs.state.tx.us">thcichelp@dshs.state.tx.us</a>
Cc...	
Subject:	Training Request for Training Date and Time

THCIC ID \_\_\_\_\_  
Hospital/Organization \_\_\_\_\_  
City \_\_\_\_\_  
Registrant Name \_\_\_\_\_  
Title \_\_\_\_\_  
Phone Number \_\_\_\_\_  
E-mail Address \_\_\_\_\_

**Important Phone Numbers** (Hospitals and ASCs)

**Virginia:**

System13 web site – <https://thcic.system13.com>

Helpdesk – 888-308-4953

May 27, 2010

Vol 13 Num 4

**Austin:**

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**THCIC fax** – 512-458-7740



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

Health Facilities Numbered Letter, Volume 13 Number 5  
June 25, 2010

**Security of Patient and Physician Confidentiality** (Hospitals, ASCs, and Submitters)

Patient and physician data submitted to THCIC must be kept confidential and secure throughout the process.

Data is submitted to THCIC by only two (2) methods:

- Electronic file upload to System13 via the secured server
- Data entry into WebClaim to System13 via the secured server

Data submissions to THCIC should only be made to System13 and:

- Data files should NEVER be E-mailed to THCIC or System13
- Hard copies of patient records should NEVER be mailed or faxed to THCIC or System13

Providers that use a third-party vendor for the submission of data to THCIC may wish to periodically review your processes for “security of data transmission” with your vendor.

Passwords for accessing the System13 secured server should be protected, as anyone having access to a Provider password will have access to the facility’s confidential patient and physician information.

Let’s keep data safe and secure!

**4q09 Certification of Outpatient Data** (Hospitals and ASCs)

System13 began releasing the Outpatient Data for 4q09 Certification on June 18<sup>th</sup>. All facilities that reported 4q09 Outpatient data have been notified of the certification data release. System13 has sent out an E-mail notification as each facility’s certification data were generated.

When your facility’s certification data is loaded into the WebCert component by System13, the facility’s primary contact and certifier contact will receive an E-mail similar to this:

In This Issue
Data Security
4q09 Outpatient Certification Review
Certification Comment Guidelines
4q09 Inpatient Certification Review
4q09 Certification Report Issue
Production File Size Limitation
2008 IQI and PDI Review
Providing Physician Information
Upcoming Reporting Timelines
**Training Sign-Up
Contact Information

-----Original Message-----

From: DSHS - Center for Health Statistics [[mailto:dshs\\_cert\\_mail@system13.com](mailto:dshs_cert_mail@system13.com)]

Sent: Friday, June 18, 2010 4:24 PM

To: John Doe

Subject: THCIC Outpatient Data for Q4 has been generated for 000116

Texas Health Care Information Collection THCIC

4Q2009 Data Set

The above listed data set is ready for certification.

Thank you.

The certification process for outpatient data works the same as for *inpatient*. For those facilities that wish to review and certify the data without going through THCIC WebCert training, there is a PowerPoint presentation on the outpatient WebCert process posted at <http://www.dshs.state.tx.us/THCIC/hospitals/WebCert.pdf> that may be helpful.

THCIC will be providing Outpatient WebCert training and expects this to begin on July 7<sup>th</sup>. Training dates are posted at <http://www.dshs.state.tx.us/thcic/hospitals/Training.shtm>.

Questions concerning the Outpatient WebCert component should be E-mailed to Tiffany Overton at [THCIChelp@dshs.state.tx.us](mailto:THCIChelp@dshs.state.tx.us).

The 4q09 Outpatient Certification schedule has been modified to allow for this delay.

\*The purpose of the certification process is for the provider to:

- Be provided the opportunity for a final review of the quarterly data that was submitted
- Certify the data as being “complete and accurate”
- Be given the opportunity to make a comment to the public about the data

If your facility submitted 4Q09 outpatient data and the Provider Primary Contact has not receive an E-mail notification for certification (example above), please contact the helpdesk at 888-308-4953.

## **Certification Comments** (Hospitals and ASCs)

Providers that certify the data with “comment”, please remember that the comments SHOULD NOT contain any information that could identify a physician or patient or contain information that is not intended for the public.

All comments are released to the public exactly as written by the facility. THCIC does not modify any comments unless it is discovered by staff that physician or patient identifying information is included in the comment.

Comments should be written as if the facility is speaking to the public about the facility’s data. Many comments contain the author’s E-mail address and phone number. If your facility does not want that published, do not include it in the comment.



June 25, 2010

Vol 13 Num 5

**4q09 Certification of Inpatient Data** (Hospitals Only)

System13 will release the 4Q09 Certification Data by June 1<sup>st</sup> to all providers that submitted 4q09 Inpatient data by May 3, 2010.

The 4Q09 certification data may be reviewed by clicking on the WebCert tab after logging in as a Provider.

- All providers are required to review this data and certify it or “elect not to certify”.
- If corrections are needed to the 4Q09 certification data, the correction period ends on July 15<sup>th</sup>.
- There is a fee for correcting certification data.
- Certification of the 4Q09 data must be completed no later than September 1, 2010.
- If your facility submitted 4Q09 inpatient data and you do not have 4Q09 certification data, please contact the helpdesk at 888-308-4953.

**Certification Report Issue**

To: Providers that submit **both** Inpatient and Outpatient Data

If you opened and saved your certification reports for outpatient data between Thursday, June 17 4:00p.m. (e.d.t.) and Thursday, June 24 12:20 p.m. (e.d.t.), please re-open and re-save your reports. In some cases, and only for providers that submitted both types of data (inpatient and outpatient), the Inpatient data was appearing in the outpatient reports.

**Production File Size Limitation** (Hospitals, ASCs, and Submitters)

In the THCIC Technical specifications, it is recommended that 837 production file submissions be limited to 5,000 claims, for each inpatient or outpatient data submission. System13 has allowed files of much larger sizes in the past and will continue to do so in the future. System13 currently processes the one file as one batch.

Starting immediately, if a file contains more than 5,000 claims, the file will be segmented into multiple batches containing no more than 5,000 claims each. Providers will also receive multiple emails, with the associated Frequency of Errors Report (FER), one for each batch that is loaded.

**2008 IQI and PDI Reports Available for Hospital Review** (Hospitals Only)

Letters were mailed out to hospital primary contacts on May 18, 2010 providing information on the review of the 2008 *Indicators of Inpatient Care in Texas Hospitals* and *Quality of Children’s Care in Texas Hospitals*. The hospital review and comment period will begin on June 1, 2010 and end on July 30, 2010. Revised calculations for 2006 and 2007 can be reviewed until August 16. These reports will be released to the public in August 2010.

Only hospitals that submitted 2008 data may gain access to reports during the review and comment period. Login at: <https://webds.dshs.state.tx.us/hospitalreview/login.asp>.

Questions concerning the report should be directed to Wang-Shu Lu at [Wang-Shu.Lu@dshs.state.tx.us](mailto:Wang-Shu.Lu@dshs.state.tx.us). If your hospital's primary contact did not receive this letter, please contact Dee Roes by E-mail at [Dee.Roes@dshs.state.tx.us](mailto:Dee.Roes@dshs.state.tx.us).

## **Revenue Codes for Outpatient Data Collection** (Hospitals and ASCs)

### Error Code 762

When a claim does not have either a THCIC required revenue code or a THCIC required HCPCS code, the error number, 762, and associated message, "The Claim must have either a THCIC required revenue code or a THCIC required HCPCS code", is displayed on the Patient Control Number field. This will only happen with claims submitted with WebClaim, not with claims submitted in an 837 file.

Providers submitting outpatient data:

- a. Should only enter claims that have at least one of the THCIC required codes.
- b. Should review the charges tab if they get this error, and determine why they do not have at least one of the required revenue codes or required HCPCS codes.

## **Providing Physician Information** (Hospitals and ASCs)

At some outpatient/ASC providers a referring physician may perform a surgery. Some of the providers may be leaving the operating/rendering physician field blank since the physician is not on staff. In that instance, the facility should report the referring physician who actually performed the procedure as the operating/rendering physician.

Some providers have questioned whether only fields that THCIC specifies as required are the only data that needs to be reported. Providers should report all data, whether required or not, if the data is captured by the provider and/or reported on the electronic claim submission if THCIC has the associated field in the THCIC data set. Please reference the THCIC specifications manual, located at [http://www.dshs.state.tx.us/THCIC/OutpatientFacilities/Outpatient\\_THCIC837.pdf](http://www.dshs.state.tx.us/THCIC/OutpatientFacilities/Outpatient_THCIC837.pdf), if you are unsure whether the field should be reported. You may also review the WebClaim and WebCorrect screens to see what fields, besides the required fields, should be reported if you capture them in your internal system. THCIC wants a complete data set and at the highest level of accuracy possible.

**Upcoming Data Events** (Hospitals, ASCs, and Submitters)

Activity	4Q09 IP	4Q09 OP	1Q10 IP and OP	2Q10 IP and OP
Data due	3/1/2010	3/1/2010	6/1/2010	9/1/2010
Corrections completed	5/3/2010	5/3/2010	8/2/2010	11/1/2010
Certification data released for review	6/1/2010	6/18/2010 to 6/24/2010	9/1/2010	12/1/2010
Corrections of certification data (optional)*	7/15/2010	8/16/2010	10/15/2010	1/15/2011
Corrected certification data available*	8/2/2010	9/1/2010	11/1/2010	2/1/2011
Certification completed by provider	9/1/2010	10/1/2010	12/1/2010	3/1/2011

IP – Inpatient  
 OP – Outpatient  
 \* - Fee for this service

**Facility Training** (Hospitals, ASCs, and Submitters)

Texas Health Care Information Collection (THCIC) is offering web-based training on the THCIC<sub>System</sub> for inpatient and outpatient facilities. Training will be provided online. The requirements to receive the training on-line include a telephone and a computer with high speed Internet access. Space is limited to the first 30 respondents for online training. We are only offering online training at this time.

**Trainings Offered**

- WebClaim** – Component for manually entering data
- WebCorrect** – Component for correcting data
- Upload/ Download** - Upload 837 batch files
- WebCert (Inpatient Certification)** – Certifying your facility Inpatient Data
- WebCert (Outpatient Certification)** – Certifying your facility Outpatient Data

Training sessions are being scheduled and are posted at <http://www.dshs.state.tx.us/thcic/hospitals/Training.shtm>.

If you would like to attend the training sessions, please e-mail Tiffany Overton at [thcichelp@dshs.state.tx.us](mailto:thcichelp@dshs.state.tx.us) and include your preferred training Date and Time in the “Subject” section plus the following information:

To: thcichelp@dshs.state.tx.us  
 Cc:  
 Subject: Training Request for Training Date and Time

---

THCIC ID \_\_\_\_\_  
 Hospital/Organization \_\_\_\_\_  
 City \_\_\_\_\_  
 Registrant Name \_\_\_\_\_  
 Title \_\_\_\_\_  
 Phone Number \_\_\_\_\_  
 E-mail Address \_\_\_\_\_

**Important Phone Numbers** (Hospitals, ASCs, and Submitters)

**Virginia:**

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Tiffany Overton	extension 2352	Facility training (submission, correction, and certification)

**THCIC fax** – 512-458-7740



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Texas Health Care Information Collection - THCIC  
 Health Facilities Numbered Letter, Volume 13 Number 6  
 August 16, 2010

**Great Job!** (Hospitals and ASCs)

Hospitals have achieved 99% compliance for the reporting of 1q10 Inpatient Data and 99.5% compliance for the reporting of 1q10 Outpatient Data.

Ambulatory Surgery Centers achieved 97% compliance for the reporting of 1q10 Outpatient Data.

Well Done!

**2<sup>nd</sup> Qtr 2010 Reporting** (Hospitals and ASCs)

Keep up the good work. The reporting of 2<sup>nd</sup> quarter 2010 (April, May, and June 2010) data is due no later than September 1, 2010. The reporting schedule for quarterly data is posted at

<http://www.dshs.state.tx.us/THCIC/OutpatientFacilities/schedule.shtm>.

**4q09 Certification of Inpatient and Outpatient Data** (Hospitals and ASCs)

All providers that submitted the 4<sup>th</sup> quarter 2009 data should be in the process of certifying the data. The 4q09 certification must be completed by October 1, 2010 for both Inpatient and Outpatient data.

The 4q09 certification schedule for Inpatient and Outpatient has been revised as follows:

Activity	4Q09 IP	4Q09 OP
Certification data released for review	6/1/2010	6/18/2010 to 6/24/2010
Corrections of certification data (optional)*	8/16/2010	8/16/2010
Corrected certification data available*	9/1/2010	9/1/2010
Certification completed by provider	10/1/2010	10/1/2010

**In This Issue**

- Great Job
- 2q10 Reporting
- 4q09 IP & OP Certification Review
- Certification Comment Guidelines
- Operating Physician Suppression
- Choosing the Correct Claim Type
- Provider-generating Certification
- FER
- Production File Size Limitation
- \*\*Training Sign-Up
- Contact Information

IP – Inpatient  
 OP – Outpatient  
 \* - Fee for this service

Training on the certification process is available through THCIC. The training schedule and sign up information is posted at <http://www.dshs.state.tx.us/thcic/hospitals/Training.shtm>.

### **Certification Comments** (Hospitals and ASCs)

Providers that certify the data with “comment”, please remember that the comments SHOULD NOT contain any information that could identify a physician or patient or contain information that is not intended for the public.

All comments are released to the public exactly as written by the facility. THCIC does not modify any comments unless it is discovered by staff that physician or patient identifying information is included in the comment.

Comments should be written as if the facility is speaking to the public about the facility’s data. Many comments contain the author’s E-mail address and phone number. If your facility does not want that published, do not include it in the comment.

### **Data on Operating Physician to be Suppressed for 3<sup>rd</sup> and 4<sup>th</sup> Quarter 2009** (Hospitals)

A problem has been discovered in the processing of the operating physician data submitted for 3<sup>rd</sup> and 4<sup>th</sup> quarter of 2009. The problem occurred if a third physician was submitted on inpatient claims in the “other provider” field. Data on this third provider field overwrote the data on the second, or operating, physician. Not all hospitals were affected. The certification data files for the affected hospitals were corrected, but still contained errors. Therefore, data on the operating physician will be suppressed for all inpatient facilities for 3<sup>rd</sup> and 4<sup>th</sup> quarter 2009 and will not be released. Inpatient facilities do not need to correct data on the operating physician for 3<sup>rd</sup> and 4<sup>th</sup> quarter 2009.

### **Choosing the Correct Claim Type in WebClaim** (Hospitals and ASCs)

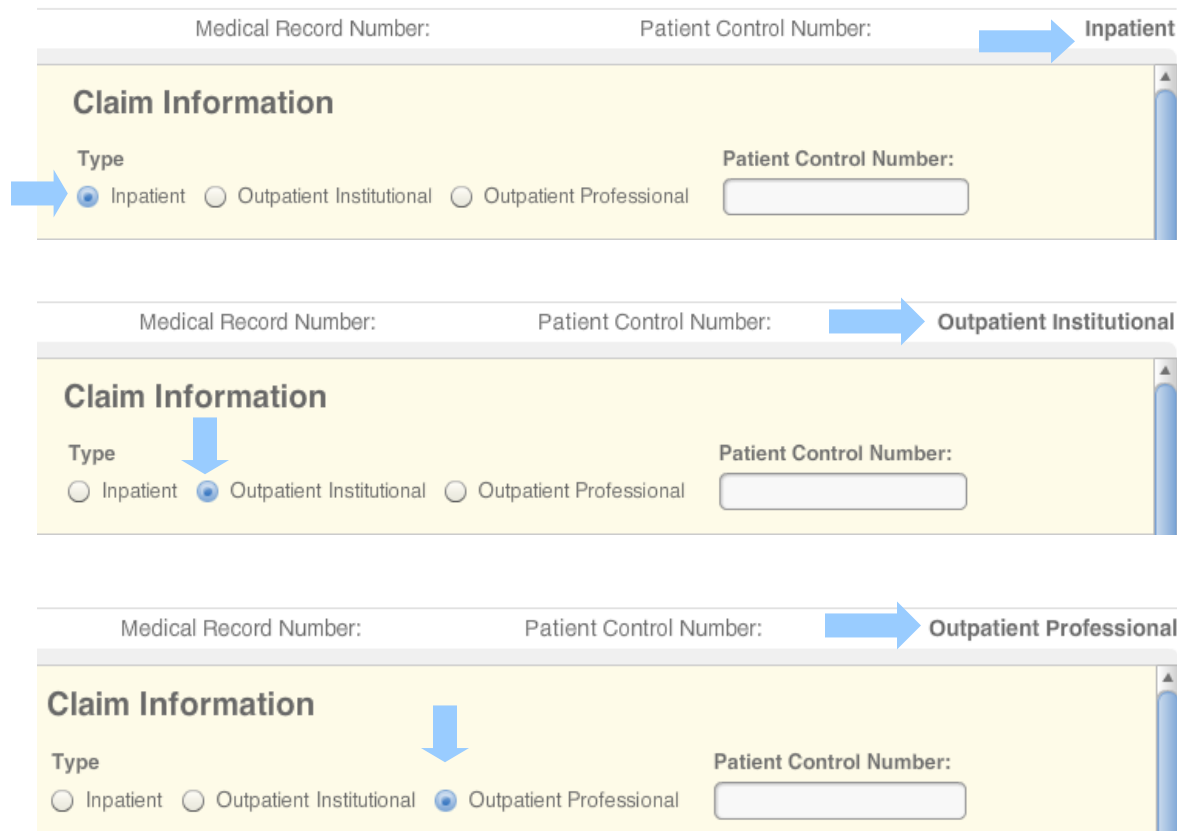
WebClaim is the manual data entry system for entering all types of claim data. There are three types of claim forms to choose from:

- Inpatient (used for all inpatient claims)
- Outpatient Institutional (may be used for all outpatient claims including Medicare)
- Outpatient Professional (may be used for outpatient Medicare claims)

When entering data into WebClaim, please ensure that the correct form is selected before entering data. The default is “inpatient”.

The image shows a screenshot of a web form titled "Claim Information". Under the heading "Type", there are three radio button options: "Inpatient" (which is selected), "Outpatient Institutional", and "Outpatient Professional".

If an incorrect form is selected, completed, and submitted, the user will have to delete the claim and re-enter all data using the correct form. Verification of the form type you have selected is shown in the top right corner, as pictured below.



If data are entered using the incorrect form, the claim should be deleted and reentered using the correct form. To delete a claim, the user will access the claims listing by clicking the claims tab. “Choose the claim to delete” by checking the box next to the claim. The “delete” option will become available in the lower right corner.

**Coming Soon! Generate Certification Data “Button” – Provider Controlled** (Hospitals and ASCs)

For providers wishing to begin the certification process EARLIER than the regularly scheduled certification timeline, THCIC will be implementing a “Generate Certification Data” button. Once available, it will allow providers to begin the certification process as early as the day after a calendar quarter ends, as soon as all data for the quarter have been submitted.

For example, 3<sup>rd</sup> quarter 2010 (3q10) represents July, August, and September 2010 data. If a provider has submitted and corrected (if needed) all 3q10 data (inpatient discharges and/or outpatient events), the provider could begin the certification process as early as **October 1<sup>st</sup>** (but

not later than February 1, 2011), if the “Generate Certification Data” process is begun by the provider. The regularly scheduled timeline for generating 3q10 certification data begins on February 1, 2011 and are then released to providers by System13 on March 1, 2011.

“Generate Certification Data” is a new expansion within the WebCert component and is expected to be activated within the next few months. Training on “Generate Certification Data” will be incorporated into the WebCert training sessions prior to activation.

Once implemented, providers may begin the quarterly certification process after ALL data for that quarter has been submitted and corrected and the provider is ready to certify the quarterly data earlier than the regular schedule. This will allow the providers to complete a quarter up to 6 months earlier (or faster or sooner).

For those providers that do not choose to use the “Generate Certification Data” method when it becomes available, System13 will continue to generate the data for certification on the regularly scheduled dates posted in the schedule.

**Frequency of Error Report (FER)** (Hospitals and ASCs)

Many facilities DO NOT review their Frequency of Error Report. The FER is the facility’s confirmation and ONLY guarantee that the intended quarterly data were received at System13.

All PROVIDER primary contacts, should receive by E-mail attachment the Frequency of Error Report for every electronic data submission, if the data were submitted in an electronic file and accepted.

**NOTE: The FER is not generated automatically or emailed for data entered via WebClaim, but can be generated by the provider for confirmation of data submission.** See manual generation below.

The FER confirms to the facility that System13 received your data, the quarter and year that was received, and a claim count by month. This ensures that what was sent to System13 was what System13 received.

IF the primary contact DID NOT receive the FER for an electronic data submission, this is an indicator that something may have gone wrong with your data submission.

System13 sends out the FER within TWO DAYS of each electronic data submission received to the provider primary contact. If data were not received, then System13 WOULD NOT generate a FER.

	2008	2009	2010
Jan	0	0	0
Feb	0	0	0
Mar	0	0	0
Apr	0	0	0
May	0	0	0
Jun	0	0	0
Jul	0	0	0
Aug	0	0	0
Sep	0	0	0
Oct	0	95	0
Nov	0	93	0
Dec	0	103	0

If your facility believes data were submitted to System13 AND the provider primary contact DID NOT get the FER within two days, you should contact your Submitter Contact/Vendor or the THCIC Helpdesk at System13 at 888-308-4953.

Manual Generation of the FER



All providers may also generate the FER themselves by logging in to the **THCIC<sub>System</sub>** using their Provider username, click on the “Reports” tab, select “Frequency of Error”, filter by “Quarter”, select dates for the period you want to check, and click the “Generate” button.

If “zero” claims are indicated on the FER, then data for “dates selected” were not received.

**Have you checked your facility’s FER today?**

**Production File Size Limitation** (Hospitals, ASCs, and Submitters)

In the **THCIC** Technical specifications, it is recommended that 837 production file submissions be limited to 5,000 claims, for each inpatient or outpatient data submission. **System13** has allowed files of much larger sizes in the past and will continue to do so in the future. **System13** currently processes the one file as one batch.

Starting immediately, if a file contains more than 5,000 claims, the file will be segmented into multiple batches containing no more than 5,000 claims each. Providers will also receive multiple emails, with the associated Frequency of Errors Report (FER), one for each batch that is loaded.

**Facility Training** (Hospitals, ASCs, and Submitters)

Texas Health Care Information Collection (**THCIC**) is offering web-based training on the **THCIC<sub>System</sub>** for inpatient and outpatient facilities. Training will be provided online. The requirements to receive the training on-line include a telephone and a computer with high speed Internet access.

**Trainings Offered**

**WebClaim** – Component for manually entering data

**WebCorrect** – Component for correcting data

**Upload/ Download** - Upload 837 batch files

**WebCert (Inpatient Certification)** – Certifying your facility Inpatient Data

**WebCert (Outpatient Certification)** – Certifying your facility Outpatient Data

Training sessions are being scheduled and are posted at <http://www.dshs.state.tx.us/thcic/hospitals/Training.shtm>.

If you would like to attend the training sessions, please e-mail Tiffany Overton at [thcichelp@dshs.state.tx.us](mailto:thcichelp@dshs.state.tx.us) and include your preferred training Date and Time in the “Subject” section plus the following information:

To: [thcichelp@dshs.state.tx.us](mailto:thcichelp@dshs.state.tx.us)  
 Cc:  
 Subject: Training Request for Training Date and Time

THCIC ID \_\_\_\_\_  
 Hospital/Organization \_\_\_\_\_  
 City \_\_\_\_\_  
 Registrant Name \_\_\_\_\_  
 Title \_\_\_\_\_  
 Phone Number \_\_\_\_\_  
 E-mail Address \_\_\_\_\_

**Important Phone Numbers** (Hospitals, ASCs, and Submitters)

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DSHS-Center for Health Statistics-THCIC – 512-458-7261

**THCIC Staff – 512-458-7111**

Bruce Burns, D.C.	extension 6431	Rules and policy issues, 837 format issues
Miren Carranza	extension 3287	Project Manager
Sylvia Cook	extension 6438	Facility reports, data use
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Tiffany Overton	extension 2352	Facility training (submission, correction, and certification)

**THCIC fax – 512-458-7740**



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

Texas Health Care Information Collection - THCIC  
 Health Facilities Numbered Letter, Volume 13 Number 7  
 October 26, 2010

**2q10 Data Corrections Due by Monday** (Hospitals and ASCs)

Monday, **November 1<sup>st</sup>** is the final day to correct the 2q10 data without a charge to the facility. All 2q10 data that has been “submitted” is held in the WebCorrect component through the correction period. 2q10 claims indicating an error should be corrected by November 1<sup>st</sup>. Critical data fields that contain errors will prohibit the data from being generated for certification.

Data fields that must be available for certification files to be created include but are not limited to: Statement From Date, Statement Thru Date, Procedure Code, Facility Type Code.

Data field errors are found on the Frequency of Error Report (FER). See below on how to print the FER.

The required Outpatient data fields to be reported are posted at:

[http://info.sos.state.tx.us/pls/pub/readtac\\$ext.TacPage?sl=R&app=9&p\\_dir=&p\\_rloc=&p\\_tloc=&p\\_ploc=&pg=1&p\\_tac=&ti=25&pt=1&ch=421&rl=67](http://info.sos.state.tx.us/pls/pub/readtac$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=25&pt=1&ch=421&rl=67).

Section 421.67 (d) lists the required outpatient data fields when reporting in the Institutional Guide format. Section 421.67 (e) lists the required outpatient data fields when reporting in the Professional Guide format.

On November 2<sup>nd</sup> System13 will remove all 2q10 data from WebCorrect to begin generating the data for certification. At that time, free corrections are no longer permitted. The 2q10 certification data will be ready for review and comment in WebCert beginning December 1<sup>st</sup>. The certification of 2q10 data must be completed no later than March 1, 2011.

**Certification of Data** (Hospitals and ASCs)

All providers that submitted the 4<sup>th</sup> quarter 2009 and 1<sup>st</sup> quarter 2010 data should be in the process of certifying the data. The 4q09 certification must be completed by November 1, 2010. The 1q10 data must be certified by December 1, 2010.

Activity	4Q2009	1Q2010	2Q2010
Certification data released to providers for review			12/1/2010
Corrections of certification data (optional)*			1/15/2011
Corrected certification data available*			2/1/2011
Certification completed by provider	11/1/2010	12/1/2010	3/1/2011

IP – Inpatient  
 OP – Outpatient  
 \* - Fee for this service

Training on the certification process is available through THCIC. The training schedule and sign up information is posted at <http://www.dshs.state.tx.us/thcic/hospitals/Training.shtm>.

**Certification Comments** (Hospitals and ASCs)

Providers that certify the data with “comment”, please remember that the comments SHOULD NOT contain any information that could identify a physician or patient or contain information that is not intended for the public.

All comments are released to the public exactly as written by the facility. THCIC does not modify any comments unless it is discovered by staff that physician or patient identifying information is included in the comment.

Comments should be written as if the facility is speaking to the public about the facility’s data. Many comments contain the author’s E-mail address and phone number. If your facility does not want that published, do not include it in the comment.

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Feb	0	0	0
Mar	0	0	0
Apr	0	0	0
May	0	0	0
Jun	0	0	0
Jul	0	0	0
Aug	0	0	0
Sep	0	0	0
Oct	0	95	0
Nov	0	93	0
Dec	0	103	0

October 26, 2010

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To...	THCICHELP@dshs.state.tx.us
Cc...	
Subject:	Training Date/ Time Requested

THCIC ID: \_\_\_\_\_  
Hospital Name: \_\_\_\_\_  
Registrant Name: \_\_\_\_\_  
Registrant Title: \_\_\_\_\_  
Registrant E-Mail Address: \_\_\_\_\_  
Registrant Phone Number: \_\_\_\_\_

**Important Phone Numbers** (Hospitals, ASCs, and Submitters)

**Virginia:**

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Helpdesk – 888-308-4953

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Texas Health Care Information Collection - THCIC  
 Health Facilities Numbered Letter, Volume 13 Number 8  
 December 6, 2010

**Extension for Data Submission**

Facilities periodically contact THCIC to request an extension to a data submission due date.

All data submission due dates, as well as data correction and data certification due dates, are mandated by “rule” (Texas Administrative Code, Chapter 421). **Extensions are not permitted and cannot be approved.**

Providers have approximately 6 months from the beginning of a quarter until the due date to submit the data. For example, the 3<sup>rd</sup> quarter 2010 data represents discharges and events occurring during July, August, and September 2010. The submission due date for the 3<sup>rd</sup> quarter 2010 is December 1<sup>st</sup> for the provider to be in compliance with state law.

The “rule” permits providers to submit quarterly data earlier than the submission due date. Using the 3<sup>rd</sup> quarter 2010 data as an example, many providers elect to submit all July claims in August; all August claims in September; and all September claims in October. By submitting the data in this manner, it allows the provider leeway in the event “something goes wrong” with their internal system “the day before a submission due date”.

Facilities that fail to submit data by the submission due date should continue working toward submitting the data for “acceptance”. Providers that **do** submit the data up to 30 days after the submission due date will not be assessed a penalty.

THCIC will continue to send out weekly E-mail “reminders” to the Provider Primary Contact if the quarterly data is not submitted within 30 days of the due date.

In This Issue
Extension for Data Submission
Provider & Submitter Login Passwords
How is the Provider Contacts Updated/Changed?
How is the Submitter Contacts Updated/Changed?
Refresher Training
4q2009 PUDF Release
Upcoming Due Dates
**Training Sign-Up
Contact Information

**Communication**

Don't forget to include your THCIC ID number when sending an E-mail or leaving a phone message with THCIC or System13.

## Provider and Submitter Login Passwords

In order to maintain security of the THCIC system at System13, all Provider and Submitter login passwords must be reset every **60 days**.

To verify when your password(s) is set to “expire”, once you have logged in, click on “MY ACCOUNT” in the top right-hand corner of the screen. There it will indicate when the password will expire. You may change the password anytime prior to it expiring in order to receive uninterrupted access to the system.

If the password “expires”, the Submitter Primary Contact (on file with System13 and updated/changed through the helpdesk) and the Provider Primary Contact (on file with THCIC and updated/changed via the contact form) are the only contacts that the “system” will allow to “reset” a password. The system recognizes the “contacts” by their E-mail address and will send an E-mail to the primary contact(s) when the “password recovery page” is initiated.

To reset a Provider password, the Primary Contact (**only the Provider Primary Contact can reset the Provider password**) should go to <https://thcic.system13.com> and:

- Choose the 'Problems Logging In' link on the screen in the upper right corner to request/reset your password.
- Scroll down to the bottom of the next page and choose the password recovery page “link”.
- On the next screen, type in the Provider “username”, which is “th#####” (# = 6-digit THCIC ID number) then click on “reset my password”.
- The “System” sends an **IMMEDIATE** email notice to the **Provider Primary Contact** once the “reset my password” is selected. If you do not receive an email, you may need to verify that your email account will accept emails from “system13.com” and “dshs.state.tx.us” so that it doesn't end up in your “JUNK/SPAM” mail.
- Click on the “link” in the email (do not forward the email as the “link” will break); it will take you back to the System13 website and to a page that will permit you to type in a password and then retype it for confirmation.
- Then click on the “log me in now” button. This will take you to the MAIN login screen. At the main screen, type in your “Provider” username (th#####), type in the password you just created and then click “sign in”.
- If the Provider password cannot be created, you must call the System13 helpdesk at 888-308-4953 and have them set up your Provider password.

Only the **Submitter Primary Contact** can set up the Submitter password. Go to <https://thcic.system13.com> and:

- Choose the 'Problems Logging In' link on the screen in the upper right corner to request/reset your password.
- Scroll down to the bottom of the next page and choose the password recovery page “link”.



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- On the next screen, type in the Submitter “username”, which is “thsub####” (# = 3 digits assigned by System13), then click on “reset my password”.
- The “System” sends an IMMEDIATE email notice to the **Submitter Primary Contact** once the “reset my password” is selected. If you do not receive an email, you may need to verify that your email account will accept emails from “system13.com” and “dshs.state.tx.us” so that it doesn’t end up in your “JUNK/SPAM” mail.
- Click on the “link” in the email (do not forward the email as the “link” will break); it will take you back to the System13 website and to a page that will permit you to type in a password and then retype it for confirmation.
- Then click on the “log me in now” button. This will take you to the MAIN login screen. At the main screen, type in your “Submitter” username (thsub####), type in the password you just created and then click “sign in”.
- If the Submitter password cannot be created, you must call the System13 helpdesk at 888-308-4953 and have them set up your Submitter password.

### **How are Provider Contacts Updated/Changed?**

**Provider** Contacts must be changed on a form provided by THCIC. The form is located at <http://www.dshs.state.tx.us/THCIC/hospitals/FacilityInformationRequest.pdf> and must be completed, signed by the facility administrator/CEO, and faxed to THCIC at 512-458-7740.

The information is updated in the “system” each Monday **IF** the completed form is received at THCIC by NOON the previous Thursday.

### **How is the Submitter Contacts Updated/Changed?**

Call the System13 helpdesk at 888-308-4953.

### **Refresher Training**

For those that participated in the THCIC training on the “new” system *ages ago*, you may wish to sign up again now that you may have a better understanding of what was being discussed in your earlier sessions.

There is no limit on how many times you can sign up for the free on-line training.

### **4Q2009 Public Use Data File (PUDF) Inpatient Data Release**

The Texas Hospital Discharge Public Use Data File has now been released through the 4<sup>th</sup> quarter. That means that the full 2009 Inpatient Public Use Data File (PUDF) is available for purchase. Additionally, the 2004 data will be made available to the public via free download online.

If you would like to purchase the data, please send in an [Order Form](#), [Data Use Agreement](#), and a [check](#) to the address on the order form. For any other questions regarding the PUDF, please contact Sheila Molina at [sheila.molina@dshs.state.tx.us](mailto:sheila.molina@dshs.state.tx.us).

## Upcoming Due Dates

### Key Activity Due Dates by Quarter

Activity	Q1 2010	Q2 2010	Q3 2010
Cutoff for submission	6-1-10	9-1-10	12-1-10
Cutoff for corrections	8-2-10	11-1-10	2-1-11
Facilities begin review of certification files	9-1-10	12-1-10	3-1-11
Cutoff for corrections at time of certification	10-15-10	1-15-11	4-15-11
Final certification available to facilities (if corrected)	11-1-10	2-1-11	5-1-11
Certification/comments due	12-1-10	3-1-11	6-1-11

\*Note: 12/1/2010: 1q10 certification is due; providers begin review of 2q10 certification; 3q10 data submission is due.

## Training

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Include your preferred training Date and Time in the “Subject” line;

1) THCIC ID Number; 2) Facility Name; 3) Participant(s) Name and Title; 4) E-mail Address; and 5) Phone Number in the message area.

December 6, 2010

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