



Texas Health Care Information Collection - THCIC
Health Facilities Numbered Letter, Volume 25 Number 1
February 2, 2022

Please share with all staff working with the THCIC data collection reporting, correction, and certification processes.

System13 Data Collection System Changes

Here are some changes that you will soon see when you log into the System13 Data Collection System (System).

Check for Errors Button

This change has already been implemented and announced, but as a reminder to ensure clarity, the "SUBMIT CLAIM" button is renamed to "CHECK FOR ERRORS". It performs the same function as before.

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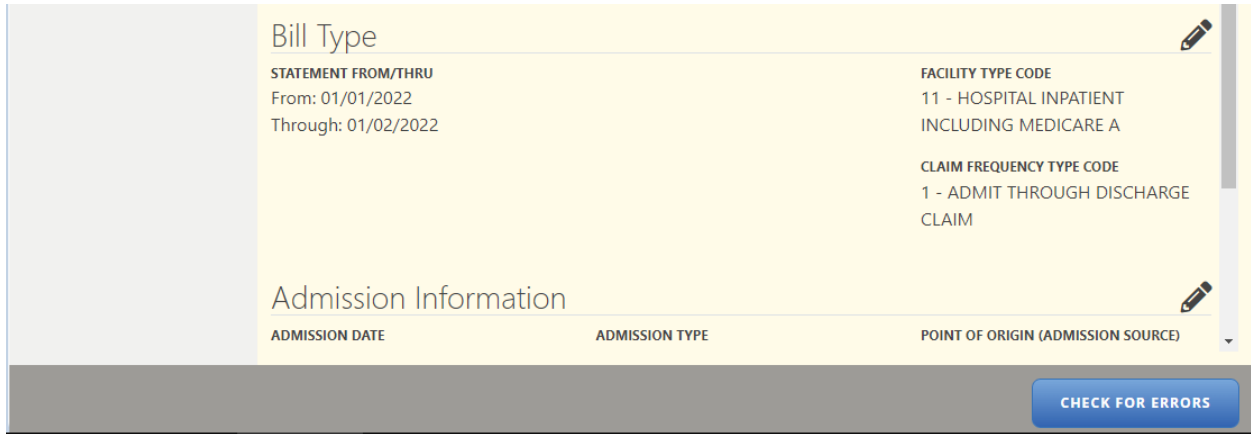
Links to Forms and Documents

History

Submit Button Before

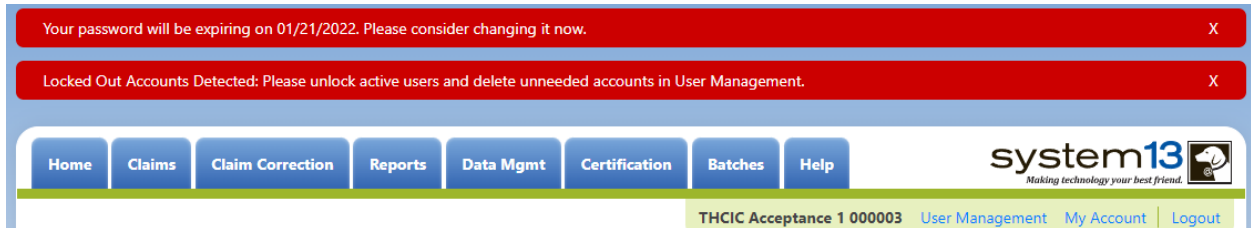
Bill Type		
STATEMENT FROM/THRU	FACILITY TYPE CODE	
From: 01/01/2022	11 - HOSPITAL INPATIENT INCLUDING MEDICARE A	
Through: 01/02/2022	CLAIM FREQUENCY TYPE CODE	
	1 - ADMIT THROUGH DISCHARGE CLAIM	
		SUBMIT CLAIM

Check for Errors Button After



Banner Messages and Locked Accounts

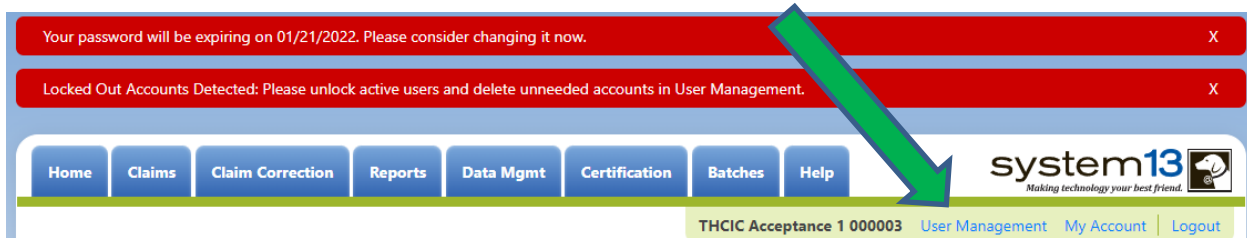
Red error messages and green success messages have moved to the top of the screen, and they will not disappear until you either click the X on the right side of the banner or click on one of the function tabs (Home, Claims, etc.).



Primary Contact users may see a new message that reads "Locked Out Accounts Detected: Please unlock active users and delete unneeded accounts in User Management." Users can get locked out for the following reasons:

- the user does not change their password when required (when the account is first created and 60 days after the last password change),
- the user enters the wrong password three times and does not follow the login reset procedure, or
- the Primary Contact temporarily locks a user's account for security reasons while the user is on extended leave, probation, etc.

THCIC asks that if you are a Primary Contact, and you receive the "Locked Out" banner message, please click on the User Management link and resolve the issue.



The Primary Contact should unlock active users and encourage them to log into the System successfully. The Primary Contact should delete unneeded accounts, such as employees who no longer work at the facility or have changed jobs. If the Primary Contact purposely and temporarily locked a user's account for security reasons, feel free to leave the user account locked until the user becomes active again or you delete the account.

Accept As Is

This article will explain what "Accept As Is" does, how it has worked in the past, and how it will work in the future. Submitted claims may contain errors; providers are expected to review and fix those errors. On rare occasion, a value may be correct but still receive an error. In that situation, the "Accept As Is" feature allows System users to remove a submitted claim with errors from the Claim Correction list as a cue to facility users that it has passed your facility's review.

To be clear, the errors in claims that have been "accepted as is" still exist and it will need to be commented on at the time of certification. Please contact THCIC at thcichelp@dshs.texas.gov for error help before using the "Accept As Is" feature since most errors can be corrected and the rest can be reviewed by THCIC for possible System improvement.

The System previously allowed "Accept As Is" to be applied to multiple claims at once on the Claim Correction screen (see "Before" graphic). The old "Accept As Is" button on the Claim Correction screen will no longer perform that function. A new "Accept As Is" button has been added to the Claim Error Summary screen that you see after clicking the "Check for Errors" button to submit a record and it will only affect that one claim (see "After" graphic).

"Accept as is" Before

system13
Making technology your best friend.

THCIC Support Center

THCIC Acceptance 1 000003 User Management My Account Logout

Enter Control #, Medical Record #, Patient or Claim # SEARCH ADVANCED SEARCH START CORRECTIONS

Patient Control #	Medical Record #	Claim #	Started On	Patient Name	In/Out	Errors
<input checked="" type="checkbox"/> ERR-600	NO-PRI-PX-DATE	202201200031000001000003	01/20/2022	DOE, JANE	IN	1
<input checked="" type="checkbox"/> ERR-601	NO-PX-WHEN-OTH-PX	202201200031000002000003	01/20/2022	DOE, JANE	IN	1
<input checked="" type="checkbox"/> ERR-602	BAD-PRI-PX	202201200031000003000003	01/20/2022	DOE, JANE	IN	1
<input type="checkbox"/> ERR-603	DUP-DX	202201200031000004000003	01/20/2022	DOE, JANE	IN	2
<input type="checkbox"/> ERR-604	INCONSISTENT-DX	202201200031000005000003	01/20/2022	DOE, JANE	IN	1
<input type="checkbox"/> ERR-605	BAD-OTH-DX	202201200031000006000003	01/20/2022	DOE, JANE	IN	1
<input type="checkbox"/> ERR-606	BAD-ECODE	202201200031000007000003	01/20/2022	DOE, JANE	IN	1
<input type="checkbox"/> ERR-607	BAD-PRI-DX	202201200031000008000003	01/20/2022	DOE, JANE	IN	1
<input type="checkbox"/> ERR-608	NO-PRI-DX	202201200031000009000003	01/20/2022	DOE, JANE	IN	1
<input type="checkbox"/> ERR-609	BAD-PRI-PX-DATE	202201200031000010000003	01/20/2022	DOE, JANE	IN	1

SELECT ALL 136 Claims (3 Selected) DELETE ACCEPT AS IS

"Accept as is" After

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THCIC Support Center

THCIC Acceptance 1 000003 User Management My Account Logout

Back to list of claims 20210930000100000003

BBRODERICK, SSUSAN Medical Record Number: MRN-1011 Patient Control Number: PCN-1011 Inpatient

✓ Patient
✓ Payers
✓ Charges
1 Diagnoses & Procs

Claim has been successfully submitted, but still has errors.
REVIEW ERRORS NEXT CLAIM → ACCEPT AS IS ✓

605 - Invalid Other Diagnosis

Upcoming Due Dates

Activity	Q3 2021	Q4 2021
Cutoff for initial submission	12-1-21	3-1-22
Cutoff for corrections (Free)	2-1-22	5-2-22
Facilities retrieve certification files	3-1-22	6-1-22
Cutoff for corrections at time of certification (Associated Fees)	4-1-22	7-1-22
Certification/ comments due	4-15-22	7-15-22

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?

- **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.
- 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.
- 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.

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.

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

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

THCIC (in Austin)

Web site: www.dshs.texas.gov/thcic

Main phone: (512) 776-7261

Email: thcichelp@dshs.texas.gov

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Dee Roes – Hospital & ASC Data Compliance, IRB Research Data

Past Newsletters

<https://dshs.texas.gov/thcic/Texas-Health-Care-Information-Collection-Numbered-Letters/>

Links to Forms and Documents

Patient Notification of Data Collection Form –

<http://www.dshs.texas.gov/thcic/Patient-Notification-of-Data-Collection.pdf>

Provider Contact Update Form -

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

No Quarterly Data to Report Form -

<https://dshs.texas.gov/thcic/hospitals/NoDataToReport.pdf>

Current Provider Contact List -

<https://dshs.texas.gov/thcic/hospitals/FacilityList.xls>

Appendices Document -

https://www.dshs.texas.gov/thcic/hospitals/5010_InpatientandOutpatient_Appendices.pdf

Contains:

- Country Codes
- Default Values
- Race and Ethnicity documents
- Revenue Code Groupings used for Encounter File and PUDF
- Audit IDs and Audit Messages
- Payer Source Coding Guide
- Key Data Elements for matching INPATIENT claims
- Key Data Elements for matching OUTPATIENT claims

Data Reporting Schedule -

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

Inpatient Reporting Requirements -

https://www.dshs.texas.gov/thcic/hospitals/TechReqSpec5010_Inpatient_THCIC837.pdf

Outpatient and Emergency Department Reporting Requirements -

https://www.dshs.texas.gov/thcic/OutpatientFacilities/TechReqSpec5010_Outpatient_THCIC837.pdf

HCPCS Codes -

<https://dshs.texas.gov/thcic/OutpatientFacilities/HCPCS-Code-worksheet-for-2021.xls>

History of the Texas Health Care Information Collection Program

On September 1, 2003, the legacy state agencies; Texas Health Care Information Council (THCIC), the Texas Department of Health (TDH), the Texas Commission on Alcohol and Drug Abuse (TCADA), and the Mental Health branch of the Texas Department of Mental Health and Mental Retardation were merged to form the Texas Department of State Health Services (DSHS) in response to the passage of HB 2292 (78th Texas Legislature). All functions of THCIC continue in the Center for Health Statistics within DSHS.

THCIC was created by **Chapter 108** of the Health and Safety Code by the 74th Texas Legislature in 1995.

<http://www.statutes.legis.state.tx.us/Docs/HS/htm/HS.108.htm>

Rules

Rules that apply to the Texas Health Care Information Collection are found in Chapter 421 of Title 25, Part 1 of the Texas Administrative Code.

[http://texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC?tac_view=4&ti=25&pt=1&ch=421](http://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=4&ti=25&pt=1&ch=421)

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www.dshs.texas.gov/thcic