



Texas Health Care Information Collection - THCIC
Health Facilities Numbered Letter, Volume 28 Number 1
March 21, 2025

Important Notifications Below:

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

Prohibited Email Types

All THCIC contact emails must conform to HIPAA guidelines for accessing PHI/PII data in System13 and are Facility Business Administrated Email Accounts.

This includes Primary, Alternate, Certifier, CEO/Administrator, Data Users, and Data Certifiers contacts.

Personal emails are not permitted, as a facility would not have control of personal email accounts.

Any email account shared between users do not meet HIPAA requirements, to include facility email groups, which receive an email and sends it out to all the group members.

1. Generic/shared email accounts not specific to a single staff are prohibited. For example:
 - a. admin@
 - b. billing@
 - c. surgerycenter@
 - d. manager@
 - e. "facilityname"@
 - f. ceo@
 - g. HIM@
 - h. accounting@
 - i. er@

2. HIPAA prohibits the following type of emails, but not limited to, accessing PHI PII data within the THCIC/System13 system:

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yahoo.com	att.net
gmail.com	cox.net
hotmail.com	bellsouth.net
aol.com	charter.net
mac.com	sky.com
icloud.com	earthlink.net
me.com	optonline.net
outlook.com	qq.com
proton.me	gmx.net
protonmail.com	gmx.com
pm.me	frontiernet.net
tuta.com	juno.com
mailfence.com	windstream.net
msn.com	mail.com
live.com	email.com
rediffmail.com	inbox.com
ymail.com	safe-mail.net
bigpond.com	zoho.com
rocketmail.com	

If your facility has provided THCIC with any of the type of emails listed above, the facility CEO will be required to submit a new **THCIC Facility Information Request** form to THCIC.

The form may be downloaded here:

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

Patient Sex Code Clarification

For THCIC data collection and research purposes, when reporting a patient **Sex Code**, it is defined as the patient’s “biological sex assignment at birth”.

HCPCS Codes for 2025

System13 has updated the allowable 2025 HCPCS codes for **Outpatient surgical/radiological procedures** collected by THCIC.

The 2025 HCPCS codes went into effect on September 1, 2024, and audits will be applied for the 3q2024 September 2024 service date claims.

<https://dshs.texas.gov/sites/default/files/thcic/OutpatientFacilities/HPCSCodes2025.xlsx>

THCIC Training

THCIC provides free online trainings on the data reporting processes that are required of all Texas hospitals, ASCs, and FEMCs.

Postings for online training dates may be viewed at:

<https://dshs.texas.gov/thcic/Training.shtm>

Signing up for training is limitless and refresher training is encouraged.

THCIC highly recommends and encourages all facility staff involved with the THCIC state data reporting to sign up for training. **Please feel free to request customized training for you and your staff at no cost!**

To attend the online training(s) **or order a customized training**, 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

Activity	Q3 2024	Q4 2024
Quarterly data submission due no later than	12/2/2024	3/3/2025
Free Error corrections ends	2/3/2025	5/1/2025
Facility certification files available by	3/3/2025	6/2/2025
Certification/comments due no later than	4/15/2025	7/15/2025

The THCIC **Reporting Schedule** for **all** due dates may be found at: <http://www.dshs.texas.gov/THCIC/datareportingschedule.shtm>

Videos for Troubleshooting

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

[Allowed File Upload formats](#)

[Claim Entry \(Manual Data Entry\) - How to enter claims](#)

[Claim Correction - How to correct errors](#)

[Explaining the THCIC Required Codes List](#)

[Institutional -vs- Professional format](#)

[Social Security Number \(SSN\), Race, And Ethnicity issues](#)

[Troubleshooting 837 Submission Files](#)

[Correcting Physician Errors](#)

[Diagnosis \(manifest\) codes, E-Code, and POA Errors](#)

[Patient Control Number Errors](#)

[How To Certify](#)

Did You Know?

- A new Frequency of Error Report (**FER**) should always be generated after data corrections have been made to ensure no errors were overlooked.
- A **Summary Report** should always be generated and reviewed each time data are submitted, and again after data corrections and before the certification phase begins.
- **Provider Primary Contacts/Data Managers** 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. **Data Manager Logins may never be shared.**
- All Data User and Data Certifier login passwords MUST be reset every 60 days in our system and may never be shared.
- Your quarterly **certification “comments”** are **PUBLICLY** released as written. Use caution. You should **never** provide physician or patient identifying information in a certification comment.
- **Emailing of Personal Identifying Information (PII) or Sensitive Personal Information (SPI)**, even if the email is encrypted, may not be protected by all systems the data may pass through.

Always contact the recipient first to inquire if emailing this type of information is acceptable.

- The **“Accept as is”** function in the data correction functionality **does not** correct an error. It only clears the notification of all the errors in the claim itself. The errors still count against the total accuracy rate in the **FER** unless it is properly corrected through the Correction Tab, or by submitting a corrected claim batch file through the system.

How to Reach Us

System13, Inc. (in Virginia)

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

System13 Helpdesk Support Team

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

Email: thcichelp@dshs.texas.gov

THCIC Staff

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Dee Roes – Quality Assurance Specialist, Hospital & ASC Compliance

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All THCIC staff may be contacted by email at thcichelp@dshs.texas.gov

Past Newsletters

<https://www.dshs.texas.gov/texas-health-care-information-collection/health-data-researcher-information/texas-health-care-information>

Links to Forms and Documents

Patient Notification of Data Collection Form

<https://dshs.texas.gov/sites/default/files/thcic/PatientNotificationofDataCollection.pdf>

https://dshs.texas.gov/sites/default/files/thcic/PatientNotificationofDataCollection_Spanish.pdf

Facility Contact Update Form

[Facility Contact Form](#)

<https://dshs.texas.gov/sites/default/files/thcic/hospitals/FacilityInformationRequest.pdf>

Submitter Contact Update Form

[Submitter Contact Update Form](#)

<https://dshs.texas.gov/sites/default/files/thcic/SubmitterUpdateForm.pdf>

No Quarterly Data to Report Form

[No Quarterly Data to Report Form](#)

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

Current Provider Contact Information

[Current Facility Contact Information](#)

<https://dshs.texas.gov/sites/default/files/thcic/hospitals/FacilityList.xlsx>

Appendices Document

[5010 Inpatient and Outpatient Appendices](#)

Version 4.8 contains default codes, payer source codes, audit list, race/ethnicity documents, and other helpful information.

https://dshs.texas.gov/sites/default/files/thcic/hospitals/5010_InpatientandOutpatientAppendices.pdf

Data Reporting Schedule

[Reporting Schedule](#)

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

Inpatient Reporting Requirements

[Inpatient \(Hospital\)](#)

<https://dshs.texas.gov/thcic/hospitals/HospitalReportingRequirements.shtm>

Outpatient and Emergency Department Reporting Requirements

[Outpatient \(Hospital, ASC\)](#)

<https://dshs.texas.gov/thcic/OutpatientFacilities/OutpatientReportingRequirements.shtm>

[Emergency Department Reporting \(Hospital, FEMC\)](#)

<https://dshs.texas.gov/thcic/Emergency-Department/Emergency-Department-Data-Reporting-Requirements/>

HCPCS Codes

[Services and Procedures Categories and related HCPCS Codes 2025](#) This is the list of outpatient procedure codes that, if performed by a hospital or ASC, indicates the patient claim requires submission for 2025 under 25 TAC §§ 421.61- 421.68.

<https://dshs.texas.gov/sites/default/files/thcic/OutpatientFacilities/HCPCSCodes2025.xlsx>