Health Facilities Numbered Letter, Volume 12 Number 1
January 22, 2009

System Down

System13 is in the process of upgrading its power supply. The switchover to the upgraded power supply is planned for Friday, January 30, beginning at 8:00 p.m. (E.S.T.) and is expected to be completed by 8:00 a.m. (E.S.T.) on Saturday, January 31.

Although this timeframe does not interfere with any THCIC deadlines, hospitals and submitters should work around this 12 hour switchover if attempting to submit data or data corrections to System13.

Outpatient Collection Moving Forward

Collection of Outpatient Level Data
All hospitals and ambulatory surgery centers in the State of Texas, except most rural providers and other specifically exempted facilities, are required to report data on **outpatients** who had surgical or radiological procedures covered by specific revenue codes listed in the rules.

*Chapter 108, Texas Health and Safety Code charges DSHS/THCIC to collect patient level data, which include hospitals and ambulatory surgery centers.

*Chapter 421 of Title 25, Part 1 of the Texas Administrative Code, Subchapter D charges DSHS/THCIC to collect **outpatient** data from hospitals and ambulatory surgery centers and provides the **rule specific revenue codes**. These rules will become effective February 26, 2009, but practical implementation will begin July 1, 2009. The rules may be viewed at:
http://www.sos.state.tx.us/texreg/archive/November282008/adopted/25.HEALTH%20SERVICES.html#302.

Hospitals have been providing DSHS/THCIC with **inpatient** data (Chapter 421 of Title 25, Part 1 of the Texas Administrative Code, Subchapter A) since 1998 and THCIC was funded in the last legislative session (80th Legislature) to collect outpatient data.

Purpose
The agency's governing legislation charges THCIC to collect data and report on the quality performance and differences in charges of healthcare facilities that can include hospitals, ambulatory surgical centers, chemical dependency treatment facilities, renal dialysis facilities, birthing centers, rural health clinics, federally qualified health centers and free-standing imaging centers, and health maintenance organizations operating in Texas. The goal is to provide information to consumers on the quality of health care in Texas that will enable them to make informed health care decisions.

Patient/Physician Confidentiality
Once the patient data is collected, corrected, and certified, THCIC assigns a unique identifier to each patient and physician and then removes all identifying information so that patients and physicians cannot be identified in our public data files or in the research files. This protects the identification of patients and physicians, and allows researchers, hospitals, HMOs, marketers and many others to study and analyze trends across Texas.

Use of Data
If interested in what is made available to the public, THCIC has posted the 1999, 2000, and 2001 Public Use Data Files (PUDF) on our web site free of charge at: http://www.dshs.state.tx.us/thcic/Hospitals/HospitalData.shtm.

THCIC also uses the PUDF to create reports, which are published on the THCIC web site at: www.dshs.state.tx.us/thcic. The reports include:

> ➢ Indicators of Inpatient Care in Texas Hospitals
> ➢ Quality of Children's Care in Texas Hospitals
> ➢ Preventable Hospitalizations

Other published articles by users of the PUDF are posted at: http://www.dshs.state.tx.us/thcic/GeneralInfo/AppliedResearch.shtm.

Exemption from Reporting
The statute also provides an exemption to reporting for rural facilities. This is based on county population with counties under 35,000 populace qualifying for an exemption if other criteria are also met. All exemptions must be approved by THCIC.

Specific Revenue Codes Collected for Outpatient Only
There are specific revenue codes THCIC will collect from hospitals and ambulatory surgery centers for outpatient services only. If your facility does not have patients with one or more of these **specific revenue codes** for a given quarter, the facility will not be required to report any outpatient data for that quarter. *The facility will be required to notify THCIC if there were no outpatients with procedures covered under the rule specified revenue codes for that quarter. These revenue codes may be reviewed at http://www.dshs.state.tx.us/THCIC/OutpatientFacilities/RevenueCodes.shtm.

Training on Outpatient Submission
THCIC will provide training on the submission, correction, and certification of outpatient data beginning in the mid to late **spring 2009**. More information on training will be provided as it becomes available.

Schedule for Outpatient Data
THCIC will begin collecting outpatient data from hospitals and ambulatory surgery centers with July, August, and September 2009 (3q09) procedure dates. Data submission for the 3q09 outpatient data will be due to THCIC no later than December 1, 2009.

The schedule for outpatient submission, correction, and certification is posted at: http://www.dshs.state.tx.us/THCIC/OutpatientFacilities/schedule.shtm.

Outpatient THCIC 837 Technical Specifications Manual
The manual is intended for the hospital and ambulatory surgery center IT staff or software vendor that will create the electronic data submission.

Outpatient data are required to be submitted in the Outpatient THCIC 837 Institutional or Professional claim format, which is a modified ANSI ASC X12N 837 Institutional claim format or modified ANSI ASC X12N 837 Professional Guide format.

This manual is posted at: http://www.dshs.state.tx.us/THCIC/OutpatientFacilities/THCIC837.doc.

New System to go into Production July 1

A web-based data collection system is being developed by System13, Inc., the contractor who collects and processes data on behalf of THCIC. The system will be used by hospitals and outpatient facilities to submit, correct and certify data beginning July 1.

The system will replace the system now being used by hospitals. The most significant changes for facilities are:
1. Data entry, correction and certification software will no longer be available to hospitals for download. These processes will be available for use on the System13 website.
2. After data has been submitted, the data will remain on the System13 computers and can be accessed by facilities for correction and certification. Data will no longer need to be downloaded from System13.
3. Data submission, correction and certification must continue to be completed by the deadline dates, but these activities do not have to be completed during specified periods of time. These required activities can be completed much more quickly, when the facility is ready to complete them, but must be completed by the deadlines.

Training of hospitals and outpatient facilities will begin in May. Some facilities will be asked to participate in a pilot of the new system in June, before all functions move to the new system on July 1.

Suggested skill sets for personnel responsible for submitting data

THCIC suggests that personnel responsible for correcting and certifying inpatient or outpatient data have the following skills:

Experience with medical records
Basic computer literacy
Experience using the internet. This experience should include familiarity with using search tools such as Google and with using the internet for activities such as paying bills or making purchases.

Hospital Discharge Data Submission, Correction and Certification Training
(For Hospitals Only)
Texas Health Care Information Collection (THCIC) is offering on-line training. The requirements to receive this training on-line are a phone line and a computer with high speed Internet access. We are encouraging those who have access to a high speed Internet enabled computer to take advantage of the training on-line.

If you are interested in receiving the training on-line, please e-mail your sign up information to
tiffany.overton@dshs.state.tx.us

If your establishment cannot participate in on-line training, please contact Tiffany Overton by e-mail or call (512) 458-7111 ext.2352.

The on-line training schedule is as follows:

➢ February 6, 2009
➢ March 5, 2009
➢ April 10, 2009
➢ May 6, 2009

The times will be as follows:

9:00 AM	Upload and Download of Data Secured Server
9:45 AM	Recommended Payer Source
10:15 AM	Data Correction and Data Correction Software
11:00 AM	Data Certification and CertView Software
12:00 PM	KeyClaim Software

Please provide the following information when signing up for training:

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

Important Phone Numbers

Virginia location:
System13 web site – www.thcichelp.com
THCIC/System13 Helpdesk – 888-308-4953

Austin location:
THCIC web site – www.dshs.state.tx.us/thcic
DSHS-Center for Health Statistics-THCIC – 512-458-7261

THCIC Staff – 512-458-7111
Bruce Burns	extension 6431	Rules and policy issues, 837 format issues
Miren Carranza	extension 3287	Project Manager
Sylvia Cook	extension 6438	Hospital/ASC reports, data use
Wang-Shu Lu	extension 6453	Hospital/ASC reports and analysis
Dee Roes	extension 3374	Hospital/ASC compliance, research file requests
Tiffany Overton	extension 2352	Hospital/ASC training (submission, correction, and certification)

THCIC fax – 512-458-7740

CHS-THCIC • 1100 W. 49th Street • M-660 • Austin Texas 78756 • Phone 512-458-7261 • www.dshs.state.tx.us/thcic

Health Facilities Numbered Letter, Volume 12 Number 2
March 11, 2009

Implementation of New Data Collection System (Hospitals/ASCs)

The new online system is in development by System13. It will be used for collecting and processing both inpatient and outpatient data. The system will include these processes:

1. **Data submission**. Data can be submitted in two ways:
   a. Data in an electronic file can be uploaded to System13.
   b. Data can be entered in a tool called **WebClaim** being developed by System13.
2. **Data correction**. After the data is submitted it is audited. Fields that are missing or potentially in error are flagged. Records with fields either missing or in error can be corrected using an online tool called **WebCorrect**.
3. **Data certification**. After the data has been corrected final encounters are available to the facility for certification in a tool called **WebCert**. The facility will certify the data online as being correct.
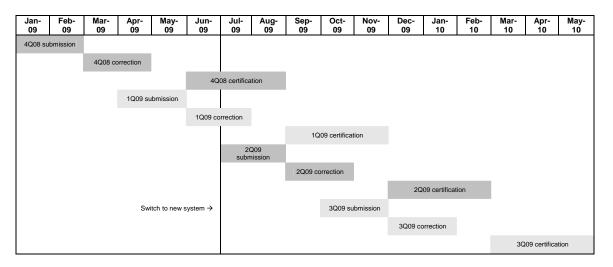
Schedule

Development will continue through April.

Testing of the new system by THCIC will be done during April and through mid May.

A *Pilot* of the system will be conducted in May with training for the pilot facilities before the pilot.

Training of hospitals and ambulatory surgery centers will begin in June. Training is expected to be by video and by directed training. Training will be by component (WebClaim, WebCorrect and WebCert). Intensive training will continue through the rest of the year.

Data collection and processing using the new online system will begin July 1. This date will affect the certification of 4th Quarter 2008 inpatient data and the correction of 1st Quarter 2009 inpatient data. If a hospital downloads 4th Quarter data for certification, the certification process must be completed using the old system. Similarly, if a hospital downloads 1st Quarter data for correction, the process must be completed using the old system. A hospital can choose not to download its data and complete the correction and certification process using the new online

system. This table shows the quarters affected by the move to the online system:

Jan-09	Feb-09	Mar-09	Apr-09	May-09	Jun-09	Jul-09	Aug-09	Sep-09	Oct-09	Nov-09	Dec-09	Jan-10	Feb-10	Mar-10	Apr-10	May-10
4Q08 submission																
	4Q08 correction															
			4Q08 certification													
	1Q09 submission															
			1Q09 correction													
					1Q09 certification											
				2Q09 submission												
					2Q09 correction											
							2Q09 certification									
Switch to new system →					3Q09 submission											
						3Q09 correction										
									3Q09 certification							

Inpatient data collection and processing will follow the current schedule. Outpatient data collection will begin with surgical and radiological procedures performed in 3rd quarter 2009. Data can be submitted any time after July 1 and must be submitted by December 1.

Outpatient Data Submission Requirements

Administrative Rules that establish the process for the collection of data from hospitals and ambulatory surgery centers on outpatient surgical and radiological procedures became final on February 26. They can be found from the THCIC website at http://www.dshs.state.tx.us/thcic/GeneralInfo.shtm.

Data must be submitted for patients having outpatient surgical or radiological procedures. These procedures are defined by Revenue Codes listed in the Administrative Rules. These Revenue Codes are:

    0321 Radiology--Diagnostic Angiocardiology
    0322 Radiology--Diagnostic Arthrography
    0323 Radiology--Diagnostic Arteriography
    0329 Radiology--Diagnostic Other Radiology – Diagnostic
    0330 Radiology--Therapeutic General Classification
    0333 Radiology--Therapeutic Radiation Therapy
    0339 Radiology--Therapeutic Other Radiology--Therapeutic
    0340 Nuclear Medicine General Classification
    0341 Nuclear Medicine Diagnostic
    0342 Nuclear Medicine Therapeutic
    0343 Nuclear Medicine Diagnostic Pharmaceuticals
    0344 Nuclear Medicine Therapeutic Pharmaceuticals

0349 Nuclear Medicine Other Nuclear Medicine

0350 Computed Tomography (CT)--Scan General Classification

0351 Computed Tomography (CT)--Head Scan

0352 Computed Tomography (CT)--Body Scan

0359 Computed Tomography (CT)--Other

0360 Operating Room Services General Classification

0361 Operating Room Services Minor Surgery

0369 Operating Room Services Other Operating Room Services

0400 Other Imaging Services General Classification

0401 Other Imaging Services Diagnostic Mammography

0403 Other Imaging Services Screening Mammography

0404 Other Imaging Services Positron Emission Tomography (PET)

0409 Other Imaging Services Other Imaging Services

0481 Cardiology Cardiac Catheterization Lab

0483 Cardiology Echocardiology

0489 Cardiology Other Cardiology Services

0490 Ambulatory Surgical Care General Classification

0499 Ambulatory Surgical Care Other Ambulatory Surgical

0500 Outpatient Services General Classification

0509 Outpatient Services Other Outpatient

0610 Magnetic Resonance Technology General Classification

0611 Magnetic Resonance Technology Magnetic Resonance Imaging (MRI)--
      Brain/Brainstem

0612 Magnetic Resonance Technology Magnetic Resonance Imaging (MRI)-- Spinal
      Cord/Spine

0614 Magnetic Resonance Technology Magnetic Resonance Imaging (MRI)-- Other

0615 Magnetic Resonance Technology Magnetic Resonance Angiography (MRA)--Head
      and Neck

0616 Magnetic Resonance Technology Magnetic Resonance Angiography (MRA)--
      Lower Extremities

0618 Magnetic Resonance Technology Magnetic Resonance Angiography (MRA)--Other

0619 Magnetic Resonance Technology Other Magnetic Resonance Technology

0760 Specialty Room--Treatment/Observation Room General Classification

0761 Specialty Room--Treatment Room

0762 Specialty Room--Observation Room; and

0769 Specialty Room--Other Specialty Room.

Hospital Inpatient Data Submission, Correction and Certification Training

(For Inpatient Only)

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If you are interested in receiving the training on-line, please e-mail your sign up information to tiffany.overton@dshs.state.tx.us

If your establishment cannot participate in on-line training, please contact Tiffany Overton by e-mail or call (512) 458-7111 ext.2352.

The on-line training schedule is as follows:

   ➢ April 10, 2009
   ➢ May 6, 2009

The times will be as follows:

9:00 AM	Upload and Download of Data Secured Server
9:45 AM	Recommended Payer Source
10:15 AM	Data Correction and Data Correction Software
11:00 AM	Data Certification and CertView Software
12:00 PM	KeyClaim Software

Please provide the following information when signing up for training:

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

Important Phone Numbers

Virginia location:
System13 web site – www.thcichelp.com
THCIC/System13 Helpdesk – 888-308-4953

Austin location:
THCIC web site – www.dshs.state.tx.us/thcic
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Tiffany Overton	extension 2352	Hospital/ASC training (submission, correction, and certification)

THCIC fax – 512-458-7740

TEXAS Department of State Health Services

Health Facilities Numbered Letter, Volume 12 Number 3
June 12, 2009

THCIC to Delay the Collection of Outpatient Data
(Hospital /ASC Outpatient Information)

In order to provide timely notifications to hospitals and ambulatory surgery centers, THCIC has elected to delay the collection of the outpatient data and begin the **initial** collection of data with the 4th quarter 2009 claims, which include October, November, and December 2009. The outpatient data for the 4q09 will be due to THCIC no later than March 1, 2010.

The 3rd quarter 2009 outpatient claims will not be collected.

Detailed information will be sent in the next newsletter.

Important Phone Numbers
Virginia location:
System13 web site – www.thcichelp.com
THCIC/System13 Helpdesk – 888-308-4953

Austin location:
THCIC web site – www.dshs.state.tx.us/thcic
DSHS-Center for Health Statistics-THCIC – 512-458-7261
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Sheila Molina	extension 6546	PUDF requests
Wang-Shu Lu	extension 6453	Hospital/ASC reports and analysis
Dee Roes	extension 3374	Hospital/ASC compliance, research file requests
Tiffany Overton	extension 2352	Hospital/ASC training (submission, correction, and certification)

THCIC fax – 512-458-7740

Health Facilities Numbered Letter, Volume 12 Number 4
July 1, 2009

THCIC to Delay the Collection of Outpatient Data
(Hospital /ASC Outpatient Information)

In order to provide timely notifications to hospitals and ambulatory surgery centers, THCIC has elected to delay the collection of the outpatient data and begin the **initial** collection of data with the 4th quarter 2009 claims, which include October, November, and December 2009. The outpatient data for the 4q09 will be due to THCIC no later than March 1, 2010.

The 3rd quarter 2009 outpatient claims will **not** be collected.

Pilot Testing of the New Web-based THCIC$_{System}$
(Hospital /ASC Outpatient Information)

THCIC will begin testing the new THCIC$_{System}$ on August 18, 2009. Selected facilities have already volunteered to assist THCIC with this testing phase. The new system is expected to go "live" on October 12, 2009.

Transition to New Web-based THCIC$_{System}$
(Hospital Inpatient Information)

Beginning October 1, **hospitals** will no longer be able to use the Data Correction Software (DCS) to correct inpatient data. Hospitals using KeyClaim to manually enter patient data will **no longer be able to use this software program**. These software programs will be replaced by programs on a new web-based data system referred to as the THCIC$_{System}$.

➢ The THCIC$_{System}$ will be down from October 1 through October 11 while the new data processes are migrated to the new web-based system.

Beginning October 12, Electronic 837 file Inpatient data submissions will resume for Submitters to System13 via a secure website.

- WebClaim will replace KeyClaim on October 12 as a web-based data entry tool.
- WebCorrect will replace DCS on October 12 and will be available on the THCIC$_{System}$ website to make corrections to the data.
- WebCert will replace CertView on December 1 and will allow a hospital to review reports and certify the data.

All three of these processes will be used on the THCIC$_{System}$ website and no software will need to be downloaded. Additionally, the data will no longer need to be downloaded. Instead, the data

will remain on the website and will be accessible via the website. The facility can, if it chooses, download the certification file to keep for its internal purposes.

How will this happen?

The familiar inpatient discharge data processes will be migrated to the new web-based THCIC$_{System}$ from October 1 through October 11. This transition will affect processes for 1st Quarter 2009 data and 2nd Quarter 2009 data.

Hospital Certification – 1q09

Hospitals will be able to download certification files for 1st Quarter 2009 on September 1 and will use CertView to review the data and reports. Corrections to these data files, if needed, are to be made by October 15. All 1st Quarter 2009 certification file re-generations will be available November 1. CertView will be used for the certification of 1st Quarter 2009.

- 1st Quarter 2009 certification comments should be sent to System13 via <u>online upload</u> by **October 1**. 1q09 Certification comments sent after October 1 must be sent via <u>CD or diskette</u> by the December 1st deadline to System13 by mail at:

    THCIC Project Manager
    System13
    1648 State Farm Blvd
    Charlottesville, VA 22911

- Effective December 1, 2009, beginning with the 2nd Quarter 2009 certification, facilities will begin using the new web-based **<u>WebCert</u>** when certifying the data. Hospitals may want to retain a copy of CertView to review prior certification data.

Warning: **CertView cannot be used for certification beginning with 2q09**

Hospital Corrections – 2q09

On October 1, hospitals will be in the midst of correcting data for 2nd Quarter 2009, with corrections to be completed by November 1. Hospitals can use their DCS software and submit those corrections on or before **September 30**.

- Corrections to the 2q09 data will resume on October 12 using WebCorrect. During the dates of October 1 through October 11, 2nd Quarter 2009 data will be migrated to the new web based system and any other corrections will need to be made using WebCorrect by November 1.

Warning: **DCS correction claim files will not be accepted after September 30th**

Hospital Inpatient Submission – 2q09 KeyClaim Only

- KeyClaim users should submit any claims entered into KeyClaim no later than September 30 for those claims to be processed.

- After September 30, if KeyClaim data was not submitted, those claims will be required to be manually reentered into WebClaim.

- WebClaim will be available for data entry on October 12.

Warning: **KeyClaim data claim files will not be accepted after September 30th**

Inpatient Data Training

Training on submitting inpatient data in the new system will be offered to hospitals beginning in mid-August. Training will be offered for components as deadlines approach, beginning with WebClaim and WebCorrect. There is no cost for this training.

Training and Critical Deadlines for Hospital Inpatient Data:

Data process:		Due:	Training:	Available:
2Q09	Corrections	11/1/2009	WebCorrect	Mid-August
2Q09	Certification	3/1/2010	WebCert	Beginning Fall
3Q09	Submission	12/1/2009	WebClaim	Mid-August

Inpatient training dates on the new components will be posted by late July.

Outpatient Web-Based THCIC_{System}
(Hospital /ASC Outpatient Information)

The web-based system for collecting and processing the 4th quarter 2009 outpatient data will be available after the inpatient data transition to the new system is complete.

- WebClaim will be available for data entry of outpatient data for 4th Quarter 2009 on October 12.

- WebCorrect will be available for making corrections to the 4q09 data on October 12.

- WebCert will be available to certify the 4q09 data in January 2010.

Outpatient Data Training

Training on the Outpatient data submission process and for each of the system components will be available in early September. Additional training will be available as deadlines approach. There is no cost for this training.

Data process:	Due:	Training:	Available:
4Q09 Submission	3/1/2010	WebClaim	Early September
		837 (Batch) File Submission	Early September
4Q09 Corrections	5/1/2010	WebCorrect	Early September
4Q09 Certification	6/1/2010	WebCert	Late Fall

Outpatient training dates on the new components will be posted by Mid-August.

Submitter IDs and Test Submissions

Before a facility can submit an electronic 837 file (Batch File or multiple claim file) of outpatient data, the facility or its data submitter must request a Submitter ID and Password (Hospitals may already have this), submit outpatient test data to System13, and have that test data submission pass.

The electronic 837 "test" submission files are recommended to range from 25 to 250 claims. Any file smaller than 25 claims does not provide a meaningful evaluation of the data submission processes; any file larger than 250 claims will not be processed promptly. After a facility or its data submitter is passed for production submission, the electronic 837 files (Batch Files or multiple claim files) of outpatient data may be submitted and the files will be processed.

- Submission of outpatient electronic 837 **test** files will be accepted beginning October 12.

Submitter ID enrollment
A Submitter ID and Password must be requested from System13 using the on-line application at http://www.thcichelp.com/Enrollment.htm.

- A Submitter ID is used only for submitting data (batch files) in the electronic 837 format.
- A Submitter may submit data for one or more providers.
- A Submitter can be a corporate office (usually submitting for more than one provider), vendor (usually submitting for more than one provider), or the provider (usually submitting only for itself).
- ASCs may begin the on-line application for a Submitter ID **now** if it will be submitting data in the Electronic 837 file format.

- ➤ Hospitals/Vendors that already have a Submitter ID and Password, **Please note**: the password will be "reset" on October 1 and System13 will call the Submitter Primary Contact to provide the new password by October 12.

*Note: Facilities using **WebClaim** do not need a Submitter ID and Password as they will submit data directly into the system using a "Provider login and password". WebClaim users will log in to the secured web site using the providers THCIC ID # and a password issued to the facility's THCIC primary contact by System13.

Provider ID and Password
System13 will contact ALL provider "primary contacts" by phone for notification of the
Provider ID and Password by October 12.

Submitter ID vs. Provider ID

Submitter Login	Provider (Facility) Login
Username: thsub000 Password: ● ● ● ● ● ●	Username: th000116 Password: ■ ■ ■ ■ ■ ■
*Access only for submitting Electronic 837 files	*Access to submit new data in WebClaim *Access to correct data in WebCorrect *Access to certify data in WebCert

- All facilities have a "Provider ID". It is the six-digit THCIC ID number that was issued
  to a facility when notification was initially sent about the state reporting requirements to
  THCIC.

- The THCIC ID, along with a password that will be issued by System13, will allow the
  facility to access the web based "provider" module.

- The Provider module allows for data submission using WebClaim, the correction of data
  using WebCorrect, and the certification of data using WebCert.

Providers that intend to submit data in the THCIC (modified ANSI) Electronic 837 file format
will also need a Submitter ID and password to access the Submitter module. If the provider
intends to use a vendor to submit the Electronic 837 file, the vendor needs to obtain a Submitter
ID and not the provider.

System Requirements for New System

The data submitted to THCIC will remain in databases at System13 and all of the required
processes will be performed on System13 computers. No System13 software for the processes
will need to be downloaded. However, there are requirements on the Operating Systems and
Browsers. Flash Player is required. If you don't have Flash Player installed you will be prompted
to install it when you try to use the system. See the tables below for the Operating System and
Browser requirements as well as for Adobe Flash Player http://get.adobe.com/flashplayer/).

Operating Systems and Browsers

Platform	Browser
Microsoft® Windows Vista®	Microsoft Internet Explorer 7.0 or later, Firefox 2.x, Firefox 3.x, Safari 3.x
Microsoft Windows XP	Microsoft Internet Explorer 6.0 or later, Firefox 2.x, Firefox 3.x, Safari 3.x

Microsoft Windows Server® 2003	Microsoft Internet Explorer 6.0 or later, Firefox 2.x, Firefox 3.x
Microsoft Windows Server 2008	Microsoft Internet Explorer 7.0 or later, Firefox 3.x
Microsoft Windows 2000	Microsoft Internet Explorer 6.0, Firefox 2.x, Firefox 3.x

Table 3 — Operating Systems and Browsers

A d o b e   F l a s h   P l a y e r   S y s t e m   R e q u i r e m e n t s

Platform	Browser	Player version
Windows	Internet Explorer (and other browsers that support Internet Explorer ActiveX controls and plug-ins)	10.0.12.36
Windows	Firefox, Mozilla, Netscape, Opera (and other plugin-based browsers)	10.0.12.36
Macintosh - OS X	Firefox, Opera, Safari	10.0.12.36
Linux	Mozilla, Firefox, SeaMonkey	10.0.12.36
Solaris	Mozilla	9.0.151.0

Table 4 — Flash Player Requirements

Key Transition Dates

Effective Date	Inpatient Data Hospital/Vendor	Outpatient Data Hospital/ASC/Vendor
Mid-August	Training begins for WebClaim, WebCorrect Inpatient data	
Early September		Training begins for WebClaim, WebCorrect Outpatient data
September 30	End of KeyClaim Use	
September 30	End of DCS Use	
October 1	Last day to upload electronic 1q09 certification comments	
October 1 – October 11	System13 /THCIC$_{System}$ down for Transition	
October 1	Current Submitter Passwords are reset	
October 1	Current Provider Passwords are reset	
October 12	All Submitter and Provider Passwords to be provided to the Primary Contact of each by System13	
October 12	THCIC$_{System}$ ready to accept electronic 837I Inpatient data	
October 12		THCIC$_{System}$ ready to accept electronic 837I/P Outpatient **TEST** data
October 12	THCIC$_{System}$ ready to accept WebClaim Inpatient data	
October 12	THCIC$_{System}$ ready to accept WebCorrect Inpatient corrections	
October 12		THCIC$_{System}$ ready to accept WebClaim 4q09 Outpatient data
October 12		THCIC$_{System}$ ready to accept WebCorrect 4q09 Outpatient corrections

Page 6 of 7

November 1	Training begins for WebCert 2q09 Inpatient data	
November 1		Training begins for WebCert Outpatient data
December 1	End of CertView Use for 1q09 certification. Submit comments by mail on CD or diskette	
December 1	THCIC_{System} ready to process WebCert 2q09 Inpatient data	

Frequently Asked Questions (FAQs)

Answers to a list of frequently asked questions have been posted on the THCIC website at http://www.dshs.state.tx.us/thcic/OutpatientFacilities/FAQs.shtm. The page will remain dynamic and change as additional questions are frequently asked.

Important Phone Numbers

Virginia location:
System13 web site – www.thcichelp.com
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Dee Roes	extension 3374	Hospital/ASC compliance, research files request
Tiffany Overton	extension 2352	Hospital/ASC training (submission, correction, and certification)

THCIC fax – 512-458-7740

*Note: All questions concerning the **Inpatient/Outpatient Web-Based THCIC_{System}** should be submitted via E-mail to **THCIChelp@dshs.state.tx.us**

Health Facilities Numbered Letter, Volume 12 Number 5
July 31, 2009

Separate Reporting of Outpatient Data

Each facility (hospital and ASC) is required to report outpatient data separately under its uniquely issued THCIC ID number.

There may be ASCs that are associated with a hospital, in which the hospital provides billing services for the ASC. When reporting the outpatient data to THCIC, the outpatient surgical/radiological/imaging procedures performed at the ASC facility must be reported under the ASC THCIC ID number and the outpatient surgical/radiological/imaging procedures performed at the hospital must be reported under the Hospital THCIC ID number.

This reporting guideline would also be the same for hospitals that currently report inpatient data for other hospitals under one THCIC ID; the outpatient data must be reported separately under each hospitals unique THCIC ID number.

The exception to this guideline is if the facility wishing to report outpatient surgical/radiological/imaging data under another facility's THCIC ID number does not duplicate **ANY** outpatient surgical/radiological/imaging services of the other facility. This exception must be requested in writing from the facility and approved by THCIC.

What is My Facility's THCIC ID?

Hospitals and Ambulatory Surgery Centers may find its assigned THCIC ID number on the THCIC web site at:

http://www.dshs.state.tx.us/THCIC/hospitals/FacilitiesList.xls

Provider Contact Information

Other facility information may also be viewed on the "Facilities List" as well, including provider contact names. THCIC updates this listing quarterly. If information is incorrect or has changed, please use the "Health Facility Request" form for updating this information located at:

http://www.dshs.state.tx.us/THCIC/hospitals/FacilityInformationRequest.pdf

This form may be faxed to THCIC at 512-458-7740.

Assigning a Provider Primary Contact

What is the role of a provider primary contact?

THCIC sends information and notifications to the assigned Provider Primary Contact (PC) by e-mail. Once the data are submitted, the PC will receive e-mail notification to check on potential errors for correction. This e-mail notification may be sent multiple times to the PC depending on the circumstances. The PC will receive e-mail notifications for the certification of each quarterly data file. The PC would be responsible for either completing the corrections and certification or notifying the proper staff within the facility to have it completed and returned to THCIC. The majority of these e-mail notifications come from the THCIC vendor, *System13* (aka THCIC helpdesk).

Compliance issues (failure to submit data, failure to certify data) will be e-mailed to the PC directly from THCIC.

*Penalties for non-compliance will be faxed to the attention of the facility administrator.

Note: If the assigned PC leaves a facility's employment, it is most important for the facility to assign a new PC as soon as possible. Important timelines for the facility may be missed if information and notifications from THCIC are e-mailed to a PC that is no longer employed at the facility.

Important Phone Numbers
Virginia location:
System13 web site – www.thcichelp.com
THCIC/System13 Helpdesk – 888-308-4953

Austin location:
THCIC web site – www.dshs.state.tx.us/thcic
DSHS-Center for Health Statistics-THCIC – 512-458-7261
THCIC Staff – 512-458-7111

Bruce Burns	extension 6431	Rules and policy issues, 837 format issues
Miren Carranza	extension 3287	Project Manager
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THCIC fax – 512-458-7740

Questions may be submitted via E-mail to **THCIChelp@dshs.state.tx.us**

Health Facilities Numbered Letter, Volume 12 Number 6
August 26, 2009

Did You Know

In 2006, Arthroplasty of knee (surgical reconstruction or replacement of knee) was the most frequent procedure for musculoskeletal treatments. It accounted for about 15 percent of the 240,534 all-listed orthopedic procedures in Texas hospitals.

Source: 2006 THCIC Public Use Data File

Creating a THCIC Outpatient 837 File for Outpatient Reporting

Definitions

Data Collected – All outpatient patient billing information plus race and ethnicity for all surgical and/or imaging/radiological claims, including "self-pay" and "charity"

Facility – A Hospital or Ambulatory Surgery Center

Medical Billing Software – A program acquired by the facility that allows for the input of patient data usually for billing purposes

Medical Billing Software Vendor – The company/organization where your facility acquired the medical billing software/program

Production File – A file submitted by the Submitter that has passed the "testing" phase for outpatient data submission

Submitter – A person that uploads a facility's THCIC 837 file into the THCIC$_{System}$. A submitter must acquire a Submitter ID and password from System13. A submitter may be a vendor, a facility, or a corporate office. A submitter may submit data for multiple facilities using a single Submitter ID.

System13 – The data warehouse vendor for THCIC where the data is collected, audited, and stored.

THCIC – Texas Health Care Information Collection program within the Texas Department of State Health Services designated to collect hospital and ASC inpatient and outpatient data.

THCIC$_{System}$ – A web-based system containing components for data submission, correction, and certification, designed by System13 and accessed on the System13 web site.

Where do I start?

Contact your billing software vendor

1. Facilities must have the ability to collect patient race and ethnicity in facility's medical billing software, in addition to the standard data collected for billing purposes. The complete list of required data fields collected are listed in the THCIC Outpatient 837

Specification Manual located on the THCIC web site at site
http://www.dshs.state.tx.us/THCIC/OutpatientFacilities/Outpatient_THCIC837.doc.

2. In order to collect race and ethnicity (and other required data fields), the facility should contact their <u>medical billing software vendor</u> for changes to the software/billing program or make other arrangements for collecting and storing the data.

3. Facilities should discuss changes to the medical billing software with their software vendor to allow for the submission of data in a THCIC Outpatient 837 file format.

4. The THCIC Outpatient 837 file format Specification Manual is located on the THCIC web site http://www.dshs.state.tx.us/THCIC/OutpatientFacilities/Outpatient_THCIC837.doc. Facilities should direct their Medical Billing Software Vendor to this manual.

What do I do once I have the capability to send data in the THCIC 837 file format?

1. If your facility plans to submit data into the THCIC$_{System}$ in the THCIC Outpatient 837 file format, the facility must first acquire a Submitter ID and password at http://www.thcichelp.com/SubmitData.htm.

2. If your facility plans to use an "outside source" to submit data into the THCIC$_{System}$ in the THCIC Outpatient 837 file format, the outside source must first acquire a Submitter ID and password at http://www.thcichelp.com/SubmitData.htm.

3. All Submitters must submit "test" files for THCIC Outpatient 837 file format.

4. Submission of THCIC Outpatient 837 "test" files may begin no earlier than October 12, 2009.

5. Submitters will login to the THCIC$_{System}$ at https://thcic.system13.com/user_session/new to submit "test" files.

6. "Test" files will be audited at System13 and test results will be e-mailed to the "Submitter".

7. "Test" results will indicate a "pass" or "fail".

8. If the "test" result is "fail", reasons for failure will be included.
    a. The Submitter should have the errors corrected, and resubmit another "test" file. This continues until the "test" file result comes back as a "pass".

9. Once a "test" file results in a "pass", the Submitter may begin submitting "production" (i.e., non-"test") 837 files.

10. Failure to achieve a "pass" status by the data's due date, which is March 1, 2010 for the 4th quarter 2009 claims, will prevent production data files from being submitted by the

due date, which puts the facility in an "Out of Compliance" status and will result in a penalty being assessed against the FACILITY.

<u>Alternative</u> to Submitting in the THCIC Outpatient 837 Electronic File Format: <u>WebClaim</u>

The web-based THCIC_{System} has a component called **<u>WebClaim</u>** that a facility can use for data submission.

<u>WebClaim</u> is a program created for facilities by System13 that choose to not make the necessary changes to their computer software or have their vendor make the changes to submit the required data in the THCIC Outpatient 837 Electronic File Format.

<u>WebClaim</u> is a manual data entry program that will become available on October 12, 2009.

<u>WebClaim</u> is a component in the THCIC_{System}, which does not require testing.

All Facilities will have access to **<u>WebClaim</u>**.

<u>WebClaim</u> may be used to submit "additional" data not initially submitted in the THCIC Outpatient 837 file format.

<u>WebClaim</u> is free.

Beginning October 12, 2009, facilities may login to the THCIC_{System} at https://thcic.system13.com/user_session/new to access **<u>WebClaim</u>** using the facilities THCIC ID number, which has already been issued to ALL facilities, and a password, which will be issued by System13 by October 11th.

All THCIC required patient claim data is entered manually into **<u>WebClaim</u>** by the facility. If an "outside source" is used to manually enter data into **<u>WebClaim</u>** on behalf of the facility, the facility would need to provide its THCIC ID and password to that entity.

Facility training on **<u>WebClaim</u>** will begin in late September and will be announced in the THCIC newsletters.

*Note: There are only **two methods** for submitting the required data to THCIC:

**THCIC Outpatient 837 Electronic File (facility or facility's vendor creates)
or WebClaim**

**Please contact THCIC if you have questions about the requirement to report outpatient data at 512-458-7261 or by E-mail at
THCIChelp@dshs.state.tx.us**

What is My Facility's THCIC ID?

Hospitals and Ambulatory Surgery Centers were provided a THCIC ID number previously and may find its assigned THCIC ID number on the THCIC web site at:

http://www.dshs.state.tx.us/THCIC/hospitals/FacilitiesList.xls

Provider Contact Information

Other facility information may also be viewed on the "Facilities List" as well, including provider contact names. THCIC updates this listing quarterly and the current list reflects information received as of July 14, 2009. If information is incorrect or has changed, please use the "Health Facility Request" form for updating this information located at:

http://www.dshs.state.tx.us/THCIC/hospitals/FacilityInformationRequest.pdf

This form may be faxed to THCIC at 512-458-7740.

Important Phone Numbers

Virginia location:
System13 web site – www.thcichelp.com
THCIC/System13 Helpdesk – 888-308-4953

Austin location:
THCIC web site – www.dshs.state.tx.us/thcic
DSHS-Center for Health Statistics-THCIC – 512-458-7261
THCIC Staff – 512-458-7111

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THCIC fax – 512-458-7740

Questions may be submitted via E-mail to **THCIChelp@dshs.state.tx.us**

Did You Know

In 2006, there were a total of 2,917,188 hospitalizations in the reporting hospitals or 124 hospital stays per 1,000 population in Texas.

The average charge per hospital stay was $25,668 and the aggregate charges for all stays were about $75 billion.

Source: 2006 THCIC Public Use Data File

Health Facilities Numbered Letter, Volume 12 Number 7
September 21, 2009

Did You Know?

Inpatient Discharges with Influenza Diagnosis in 2008 reported by Texas Hospitals

Patient Age	Jan-Mar 2008	Apr - June 2008	July - Sept 2008	Total
0-17	2,011	169	32	2,212
18-44	726	37	15	778
45-64	869	67	7	943
65+	1,834	74	17	1,925
All	5,440	347	71	5,858

Source: 2008 THCIC Public Use Data File

In This Issue

Urgent! Change in Schedule

Physician UPIN Discontinued

**Facility Training Sign-Up

Urgent! Change in Schedule (Hospitals)

Due to the migration to the new THCIC$_{System,}$ System13's computer system will be down from October 1st to October 11th. Please note the change in schedule for the following:

1st Quarter 2009 Certification

File download
1st Quarter 2009 certification files **MUST** be downloaded no later than **September 30th**. The 1q09 certification file has been ready for download since September 1st. To date, 35% have not yet downloaded this file.

Corrections
1st Quarter 2009 certification corrections **MUST** be completed and submitted no later than **September 30th** if your hospital needs to make corrections.

Comment upload
1st Quarter 2009 certification comments should be sent to System13 via online upload by **September 30th**. 1q09 Certification comments not uploaded by September 30th must be sent via CD or diskette by the December 1st deadline to System13 by mail at:

THCIC Project Manager
System13
1648 State Farm Blvd
Charlottesville, VA 22911

2<u>nd</u> Quarter 2009 data corrections

Beginning October 1st hospitals will no longer be able to use the <u>Data Correction Software</u> <u>(DCS)</u> to correct inpatient data. Hospitals should submit/upload any DCS corrected data to System13 by **September 30th**. Data corrections may resume on October 12th using **WebCorrect**. All 2q09 corrections must be completed by November 1st.

KeyClaim

Hospitals using <u>KeyClaim</u> to manually enter patient data for upload will no longer be able to use this software program effective October 1st. Data entered into KeyClaim should be uploaded by **September 30th.** WebClaim (KeyClaim's replacement) will become available on October 12th for manual data entry of the THCIC data.

Inpatient 837 file submissions

September 30th is the last day to upload an Inpatient 837 file to System13 until October 12th. Submitters may resume submitting Inpatient 837 files on October 12th in the new THCIC$_{System}$ at https://thcic.system13.com. <u>Notify your submitter</u>.

System Down

System13 and the THCIC$_{System}$ will be down from October 1st through October 11th while the new data processes are migrated to the new web-based system.

UPIN No Longer Accepted

The National Provider Identifier (NPI) has been required to be submitted for physicians or other health practitioners since third quarter 2008 discharges, unless a State License Number or UPIN is submitted. CMS has required that the National Provider Identifier be submitted for physicians and health practitioners since May 2007 and by small health plans since May 2008.

Beginning with first quarter 2010 discharges, <u>*only*</u> a State License Number or NPI will be accepted for physicians or other health practitioners. THCIC will no longer accept a UPIN for a physician or other health practitioner.

Facility Training (Hospital and ASC, Inpatient and Outpatient)

Texas Health Care Information Collection (THCIC) is offering training on the new THCIC$_{System}$ for inpatient and outpatient facilities. Training will be provided online and there will also be training opportunities at the Austin office.

The requirements to receive the training on-line include a working telephone and a computer with high speed Internet access. <u>Space is limited to the first 30 respondents for online training</u>

and 40 respondents for attending at the training in Austin. We are encouraging those who have access to a high speed Internet enabled computer to take advantage of the training on-line.

Trainings Offered

WebClaim – Component for manually entering data
WebCorrect – Component for correcting data
Upload/ Download - Upload 837 batch files

*Data certification training will be held at a later date.

Additional training sessions are being scheduled and will be announced through the THCIC newsletter and posted at http://www.dshs.state.tx.us/thcic/hospitals/Training.shtm.

The on-line training schedule is as follows:

- ❖ Tuesday, October 6, 2009 – 9 AM – WebClaim and WebCorrect (Hospital and ASC)
- ❖ Tuesday, October 6, 2009 – 1 PM - Upload/ Download and WebCorrect (Hospital and ASC)
- ❖ Wednesday, October 7, 2009 – For ASCs Only – 9 AM WebClaim and WebCorrect
- ❖ Wednesday, October 7, 2009 – For ASCs Only – 1 PM Upload/ Download and WebCorrect
- ❖ Thursday, October 8, 2009 – 9 AM – WebClaim and WebCorrect (Hospital and ASC)
- ❖ Thursday, October 8, 2009 – 1 PM - Upload/ Download and WebCorrect (Hospital and ASC)

There will be training sessions held in Austin at the Department of State Health Services, 1100 W 49th Street, Moreton Building room 652 & 653. The training in Austin will be as follows:

- ❖ Monday, October 5, 2009 – 9 AM - For ASCs Only WebClaim, WebCorrect
- ❖ Monday, October 5, 2009 – 1 PM - For ASCs Only Upload/ Download and WebCorrect
- ❖ Friday, October 9, 2009 – 9 AM - WebClaim, WebCorrect (Hospital and ASC)
- ❖ Friday, October 9, 2009 – 1 PM - Upload/ Download and WebCorrect (Hospital and ASC)

If you would like to attend the training sessions, please e-mail Tiffany Overton at 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 _____

cic

Statistics on 2008 Hospital Discharges

Taken from the 1st, 2nd, and 3rd quarter 2008 Public Use Data File (PUDF), THCIC has posted the number of inpatient discharges by hospital at:
http://www.dshs.state.tx.us/thcic/hospitals/HospitalData.shtm

Important Phone Numbers

Virginia:
System13 web site – www.thcichelp.com
THCIC/System13 Helpdesk – 888-308-4953

Austin:
THCIC web site – www.dshs.state.tx.us/thcic
DSHS-Center for Health Statistics-THCIC – 512-458-7261

THCIC Staff – 512-458-7111
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THCIC fax – 512-458-7740

Questions may be submitted via E-mail to **THCIChelp@dshs.state.tx.us**

CHS-THCIC • 1100 W. 49th Street • M-660 • Austin Texas 78756 • Phone 512-458-7261 • www.dshs.state.tx.us/thcic

Health Facilities Numbered Letter, Volume 12 Number 8
October 18, 2009

Center for Health Statistics

You will find statistics on vital events like birth and death, population and demographic information, geographic material and survey data on risk factors and disease prevalence.

CHS also provides information on supply trends for health professions, including nurses, as well as hospital discharge records, and surveys of Texas hospital facilities and charity and community benefits.

Check it out at www.dshs.state.tx.us/chs

In This Issue

Texas State Requirement

New THCIC_System Ready

IQI/PDI Review and Comment

Fee Increase at System13

Physician UPIN Discontinued

**Facility Training Sign-Up

Texas State Requirement

Texas Health and Safety Code, Chapter 108 requires all licensed **Texas Hospitals and Ambulatory Surgery Centers** to report inpatient and outpatient data to THCIC. See the THCIC web site for more information on this requirement at www.dshs.state.tx.us/thcic.

THCIC_System Is Now Available

The new THCIC_System is now available! In order to use this new system, you must reset your password by going to: https://thcic.system13.com.

Choose the 'Problems Logging In' link on the screen in the upper right corner to reset your password. After choosing that, choose the password recovery link. A password link will be e-mailed to the Primary Contact (only) for that Submitter or Provider login. Only the recipient of this e-mail may gain access to the password link. Forwarding the link to another person for access will break the link.

If you have multiple THCIC Provider and/or Submitter numbers, you must do this for each number.

If the provider Primary Contact person has changed, you must notify THCIC using the form located at http://www.dshs.state.tx.us/THCIC/hospitals/FacilityInformationRequest.pdf to update this information.

If the <u>submitter Primary Contact</u> person has changed, you must contact System13 at 888-308-4953 to update this information.

2007 IQI and PDI Reports Available for Hospital Review (Hospitals Only)

Letters were mailed out to hospital primary contacts on October 1st providing information on the review of the 2007 *Indicators of Inpatient Care in Texas Hospitals* and *Quality of Children's Care in Texas Hospitals*. The hospital review and comment period will end on December 3, 2009. These reports will be released to the public in late December 2009.

Only hospitals that submitted 2007 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.

Fees Charged by System13 for Special Services

Item	Effective 09/01/09
Charge to hospitals for data distribution on hard media	$30.00
Hourly programming charge	$95.00
Rate for corrections during certification	$95.00
Rate for recreating certification files	$373.00
Rate for rush order	$281.00

UPIN No Longer Accepted

The National Provider Identifier (NPI) has been required to be submitted for physicians or other health practitioners since third quarter 2008 discharges, unless a State License Number or UPIN is submitted. CMS has required that the National Provider Identifier be submitted for physicians and health practitioners since May 2007 and by small health plans since May 2008.

Beginning with first quarter 2010 discharges, <u>*only*</u> a State License Number or NPI will be accepted by THCIC for physicians or other health practitioners. THCIC will no longer accept a UPIN for a physician or other health practitioner.

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Texas Health Care Information Collection (THCIC) is offering training on the new THCIC$_{System}$ for inpatient and outpatient facilities. Training will be provided online.

The requirements to receive the training on-line include a working telephone and a computer with high speed Internet access. <u>Space is limited to the first 30 respondents for online training</u>.

We are encouraging those who have access to a high speed Internet enabled computer to take advantage of the training on-line.

Trainings Offered

WebClaim – Component for manually entering data
Training presentation may be reviewed at:
http://www.dshs.state.tx.us/THCIC/hospitals/WebClaim.pdf (Inpatient)
or
http://www.dshs.state.tx.us/THCIC/hospitals/WebClaim_ASC.pdf (Outpatient)

WebCorrect – Component for correcting data
Training presentation may be reviewed at:
http://www.dshs.state.tx.us/THCIC/hospitals/WebCorrect.pdf

Upload/ Download - Upload 837 batch files
Training presentation may be viewed at:
http://www.dshs.state.tx.us/THCIC/hospitals/submitter.pdf

*Data certification training will be held at a later date.

Additional training sessions are being scheduled and will be announced through the THCIC newsletter and posted at http://www.dshs.state.tx.us/thcic/hospitals/Training.shtm.

The on-line training schedule is as follows:

9:00a   Monday, October 26, 2009 - WebClaim & WebCorrect (Hospital and ASC)

1:00p   Monday, October 26, 2009 - Upload 837 Files (Submitter) & WebCorrect (Hospital and ASC)

9:00a   Tuesday, October 27, 2009 - WebClaim & WebCorrect (ASC Only)

1:00p   Tuesday, October 27, 2009 - Upload 837 Files (Submitter) & WebCorrect (ASC Only)

9:00a   Tuesday, November 3, 2009 - WebClaim & WebCorrect (Hospital and ASC)

1:00p   Tuesday, November 3, 2009 - Upload 837 Files (Submitter) & WebCorrect (Hospital and ASC)

9:00a   Wednesday, November 4, 2009 - WebClaim & WebCorrect (Hospital and ASC)

1:00p   Wednesday, November 4, 2009 - Upload 837 Files (Submitter) & WebCorrect (Hospital and ASC)

9:00a   Tuesday, November 10, 2009 - WebClaim & WebCorrect (Hospital and ASC)

1:00p   Tuesday, November 10, 2009 - Upload 837 Files (Submitter) & WebCorrect (Hospital and ASC)

9:00a   Wednesday, November 11, 2009 - WebClaim & WebCorrect (Hospital and ASC)

1:00p   Wednesday, November 11, 2009 - Upload 837 Files (Submitter) & WebCorrect (Hospital and ASC)

9:00a   Tuesday, November 18, 2009 - WebClaim & WebCorrect (Hospital and ASC)

1:00p   Tuesday, November 18, 2009 - Upload 837 Files (Submitter) & WebCorrect (Hospital and ASC)

9:00a   Wednesday, November 19, 2009 - WebClaim & WebCorrect (Hospital and ASC)

1:00p   Wednesday, November 19, 2009 - Upload 837 Files (Submitter) & WebCorrect (Hospital and ASC)

If you would like to attend the training sessions, please e-mail Tiffany Overton at 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

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

<u>Austin</u>:
THCIC web site – <u>www.dshs.state.tx.us/thcic</u>
DSHS-Center for Health Statistics-THCIC – 512-458-7261

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THCIC fax – 512-458-7740

Questions may be submitted via E-mail to **<u>THCIChelp@dshs.state.tx.us</u>**

Reminder

Inpatient and Outpatient data submissions are due quarterly. Facilities that do not provide any patient services for a particular quarter **MUST** notify THCIC in writing no later than the scheduled due date for each quarterly submission.

Health Facilities Numbered Letter, Volume 12 Number 9
November 4, 2009

In This Issue

2q09 Correction Timeline Extended

IQI/PDI Review Extension

Submitting Test Claims

No Data to Report?

Requesting Passwords

**Facility Training Sign-Up

Did You Know?

You can view "number of discharges" on the 2008 Inpatient Data by quarter for all Texas hospitals at http://www.dshs.state.tx.us/THCIC/Hospitals/HospitalStatistics2008.xls.

Source: First, second, and third quarter 2008 THCIC Public Use Data File (PUDF).

2q09 Corrections Timeline Extended (Hospitals Only)

THCIC has extended the 2q09 data corrections deadline to November 13, 2009. 2q09 corrections received at System13 after November 13, 2009 **will not** be processed with the 2q09 certification/encounter file unless the hospital pays for that service.

2007 IQI and PDI Review Extended (Hospitals Only)

Tables for the reports **Indicators of Inpatient Care in Texas Hospitals** and **Quality of Children's Care in Texas Hospitals** were released for hospital review on October 5. Questions were raised by some hospitals about some of the tables, Craniotomy Mortality in particular. We found that Version 3.2 of the Inpatient Quality Indicators and Pediatric Quality Indicators software used for developing the indicators, assumes that CMS-DRGs for 4th quarter 2007 were assigned using Version 25 of the CMS-DRG grouper. That was not the case since THCIC used Version 24 to assign CMS-DRGs for all of 2007. The result of this was that some discharges in 4th quarter 2007 were not included in the calculations.

The calculations have been corrected and the revised indicators are now available for your review. All indicators should be reviewed because they may have been affected by the recalculation. The review has been extended to January 2.

How to Submit Test Claims (Hospitals and ASCs)

Make sure your claim data is marked as **Test:**	
837 Data:	Insert the letter "**T**" in the 15th data element of the ISA segment, ISA15 (character position 103)
Test submission files should be from 25 to 250 claims. Anything smaller is not meaningful, anything larger will not be processed promptly.	
Fill out the Test Data Submission Request and fax prior to **every** test submission.	

To date, only <u>**17 Submitters**</u> have sent in 837 Outpatient test data. With the deadline for submitting 4th quarter 2009 outpatient procedures approaching, submitters waiting to go through the testing process may end up in a "bottle-neck" with other submitters also attempting to test at the last minute.

Submitters not passing the test phase by the March 1st, 2010 deadline for outpatient data submission will cause the provider (hospital/ASC) to be in an out-of-compliance status with state law.

Note: Of the 385 licensed ASCs, only 23 have requested a <u>Submitter ID</u>. ASCs that will use an approved System13 vendor/submitter for submitting data or that will only use WebClaim (THCIC's manual data entry component) do not need a Submitter ID.

Reminder: All hospital and ambulatory surgery center <u>submitters</u> MUST go through the testing process before 837 outpatient data files can be submitted. New reporting hospitals must also go through the testing process for 837 inpatient data files if they are not using an approved System13 vendor/submitter.

No Quarterly Data to Report (Hospitals and ASCs)

Inpatient and Outpatient (beginning 4q09) data submissions are due quarterly. Facilities that do not provide any patient services for a particular quarter **MUST** notify THCIC in writing by completing the **"No Data to Report"** form and fax it to 512-458-7740 no later than the scheduled due date <u>for each quarterly submission</u>. This form is available on the THCIC web site at: http://www.dshs.state.tx.us/THCIC/hospitals/NoDataToReport.doc.

Requesting your Submitter and Provider Login Password (Hospitals and ASCs)

In order to use the THCIC$_{System}$, you must request your password by going to: https://thcic.system13.com.

Choose the 'Problems Logging In' link on the screen in the upper right corner to request/reset your password. After choosing that, choose the password recovery link. A password link will be e-mailed to the Primary Contact (only) for that Submitter or Provider login. Only the recipient of this e-mail may gain access to the password link. Forwarding the link to another person for access will break the link.

If you have multiple THCIC Provider and/or Submitter numbers, you must do this for each number.

If the **provider** Primary Contact person has changed, you must notify THCIC using the form located at http://www.dshs.state.tx.us/THCIC/hospitals/FacilityInformationRequest.pdf to update this information.

If the **submitter** Primary Contact person has changed, you must contact System13 at 888-308-4953 to update this information.

Facility Training (Hospital and ASC, Inpatient and Outpatient)

Texas Health Care Information Collection (THCIC) is offering training on the new THCIC$_{System}$ for inpatient and outpatient facilities. Training will be provided online and there will also be training opportunities at the Austin office.

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

*Data certification training will be held at a later date.

Additional training sessions are being scheduled and will be announced through the THCIC newsletter and posted at http://www.dshs.state.tx.us/thcic/hospitals/Training.shtm.

The on-line training schedule is as follows:

- ❖ Tuesday, November 10, 2009 – 9 AM – WebClaim and WebCorrect For ASCs Only
- ❖ Tuesday, November 10 – 1 PM - Upload/ Download and WebCorrect For ASCs Only
- ❖ Thursday, November 12, 2009 - 9 AM WebClaim and WebCorrect (Hospital and ASC)
- ❖ Thursday, November 12, 2009 - 1 PM Upload/ Download and WebCorrect (Hospital and ASC)
- ❖ Tuesday, November 17, 2009 - 9 AM – WebClaim and WebCorrect For ASCs Only
- ❖ Tuesday, November 17 – 1 PM - Upload/ Download and WebCorrect For ASCs Only
- ❖ Wednesday, November 18, 2009 - 9 AM WebClaim and WebCorrect (Hospital and ASC)

> ❖ Wednesday, November 18, 2009 - 1 PM Upload/ Download and WebCorrect (Hospital and ASC)

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

Report Component Problems (Hospitals and ASCs)

Please report any problems detected when using WebClaim or WebCorrect to THCICHelp@dshs.state.tx.us.

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

THCIC Staff – 512-458-7111

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

THCIC fax – 512-458-7740

It's the Law!

Texas Health and Safety Code, Chapter 108 requires all licensed **Texas Hospitals and Ambulatory Surgery Centers** to report inpatient and outpatient data to THCIC. See the THCIC web site for more information on this requirement at www.dshs.state.tx.us/thcic.

Page 4 of 4

TEXAS
Department of State Health Services

Health Facilities Numbered Letter, Volume 12 Number 10
December 3, 2009

Congratulations!

Citizens Medical Center in Victoria is the first facility to pass the 837 Outpatient testing process at System13.

In This Issue

2q09 Certification Delayed

Race and Ethnicity

4q08 PUDF Release

No Data to Report?

Requesting Passwords

**Facility Training Sign-Up

2Q09 Certification Delayed (Hospitals Only)

The release of the new certification component WebCert, which replaces CertView, was originally set to be effective December 1, 2009 for the certification of 2q09 data. Due to the implementation of this new component, 2q09 certification review files have been delayed.

The 2q09 certification schedule will be modified to allow for this delay. Notification will be sent to hospitals once WebCert is ready. We anticipate about a 2 or 3 week delay.

Race and Ethnicity Questionnaire

Health and Safety Code, Chapter 108, requires the Department of State Health Services to collect data on the race and ethnicity of patients from the facilities required to submit data (Hospitals and Ambulatory Surgery Centers). Rules have been adopted requiring the facilities to gather this information about the patients. The federal Office of Management and Budget recommends that the best way to collect this information is to get it directly from the patient.

The Appendices document, located on the THCIC website, contains a Race and Ethnicity questionnaire (English and Spanish versions), which facilities may provide to their personnel to use as a guide for administering collection of this information. It is suggested that the patient be provided with a copy of page 12 or 13 from the Appendices document. 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, or, if approved by your legal counsel, you may create your own document or use other means for collecting this information.

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.

Helpful Hints
Other useful information may also be found in this document including country codes, default or missing data values, claim filing indicator codes, and Key Data Elements for Matching Outpatient Claims.

Key Data Elements for Matching Outpatient Claims is updated with the list of data elements that are necessary to accurately match an outpatient claim for deletion or replacement. If these data elements within the outpatient claims do not match up, then you will have multiple records of the patients' visit resulting in over reporting for your facility. However, the new web-based system does allow you to delete or modify claims online in the system, if needed.

4q08 PUDF Release

THCIC will begin mailing out the 4q08 Public Use Data File (PUDF) early next week for those who have pre-purchased it. Those interested in purchasing the PUDF may find the order form and Data Use Agreement on the THCIC website at www.dshs.state.tx.us/thcic.

No Quarterly Data to Report

Inpatient and Outpatient (beginning 4q09) data submissions are due quarterly. Facilities that do not provide any patient services for a particular quarter **MUST** notify THCIC in writing by completing the **"No Data to Report"** form and faxing it to 512-458-7740 no later than the scheduled due date for each quarterly submission. This form is available on the THCIC web site at: http://www.dshs.state.tx.us/THCIC/hospitals/NoDataToReport.doc.

Requesting Submitter and Provider Login Password

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If you have multiple THCIC Provider and/or Submitter numbers, you must do this for each number.

If the **provider** Primary Contact person has changed, you must notify THCIC using the form located at http://www.dshs.state.tx.us/THCIC/hospitals/FacilityInformationRequest.pdf to update this information.

If the **submitter** <u>Primary Contact</u> person has changed, you must contact System13 at 888-308-4953 to update this information.

Facility Training

Texas Health Care Information Collection (THCIC) is offering training on the new THCIC$_{System}$ for inpatient and outpatient facilities. Training will be provided online and there will also be training opportunities at the Austin office.

The requirements to receive the training on-line include a telephone and a computer with high speed Internet access. <u>Space is limited to the first 30 respondents for online training. We are only offering online training at this time.</u>

<u>Trainings Offered</u>

WebClaim – Component for manually entering data
WebCorrect – Component for correcting data
Upload/ Download - Upload 837 batch files

*<u>Data certification training will be held at a later date</u>.

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

If you would like to attend the training sessions, please e-mail Tiffany Overton at <u>thcichelp@dshs.state.tx.us</u> and include your preferred training <u>Date and Time</u> 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

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It's the Law!

Texas Health and Safety Code, Chapter 108 requires all licensed **Texas Hospitals and Ambulatory Surgery Centers** to report inpatient and outpatient data to THCIC. See the THCIC web site for more information on this requirement at www.dshs.state.tx.us/thcic.

Health Facilities Numbered Letter, Volume 12 Number 10
December 28, 2009

2Q09 Certification Ready (Hospitals Only)

The hospitals' 2q09 Certification data are ready for review
and certification through the **WebCert** component on the
System13 website at
https://thcic.system13.com/user_session/new. You must
login to access **WebCert** for reviewing the certification data.

CertView is no longer compatible.

The following modifications have been made to the schedule
for 2q09 certification:

29 Dec 2009 – Release of certification data to the hospital
9 Feb 2010 – Cut off for corrections to the 2q09 certification data
23 Feb 2010 – Hospital receives final certification data if corrections were submitted
23 Mar 2010 – Certification and comments due

*Note: The 3q09 certification timeline will not be modified.

In the new **WebCert** component, there is NO MORE **certification letter** to print or fax. After
reviewing the certification data and reports, **FIRST** type a comment (optional unless electing not
to certify), then click on the appropriate certification option (certify/elects not to certify). The
provider primary contact and the certifier will both receive an e-mail confirmation for
certification if an e-mail address has been provided.

In This Issue
2q09 Certification Ready
Login to the System
Frequency of Error Report (FER)
Race and Ethnicity Codes
No Data to Report?
**Facility Training Sign-Up

Logging In to the PROVIDER THCIC$_{System}$

All facilities (hospital and ASC) should now have access to the THCIC$_{System}$ at System13.
Remember, only the "current" provider primary contact may set up the password for access to
the THCIC$_{System}$.

All login "usernames" for a Provider are "th" followed by the facility's 6-digit THCIC ID
number (th000000). If the provider primary contact has not set up the password, they should do
this as soon as possible.

A current list of provider primary contacts may be found at
http://www.dshs.state.tx.us/THCIC/hospitals/FacilitiesList_110409.xls. Only the primary
contact can set up the password.

To set up the Provider password go to: https://thcic.system13.com.

Choose the 'Problems Logging In' link on the screen in the upper right corner to request/reset your password. After choosing that, choose the password recovery link. A password link will be e-mailed to the Primary Contact (only). Only the recipient of this e-mail may gain access to the password link. Forwarding the link to another person for access will break the link.

If you have multiple THCIC Provider IDs, you must do this for each THCIC ID number.

If the **provider** Primary Contact has changed, you must notify THCIC using the form located at http://www.dshs.state.tx.us/THCIC/hospitals/FacilityInformationRequest.pdf to update this information.

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 have received by E-mail attachment the Frequency of Error Report for the 3rd quarter 2009 (3q09) data submission, if the 3q09 data was submitted and accepted.

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, this is an indicator that something may have gone wrong with your data submission.

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

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 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.

*Note: The facility may also generate the FER themselves by logging in to the THCIC$_{System}$ 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 with the 4th quarter 2009 data.

Have you checked your facility's FER today?

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.*

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 do so. This is available at:

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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. NOW AVAILABLE!

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 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 _____

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THCIC fax – 512-458-7740

Has your facility begun testing the 837 Out Patient file format?