

Department of State Health Services  
Center for Health Statistics  
Texas Health Care Information Collection

# Inpatient WebCorrect

**Revised September 15, 2015**



# THCIC System

System13, Inc. / THCIC Web - Windows Internet Explorer  
https://thcic.system13.com/user\_session/new  
File Edit View Favorites Tools Help  
Convert Select  
Favorites System13, Inc. / THCIC Web

Log into the System I3 system at <https://thcic.system13.com>

**THCIC Support Center**  *Making technology your best friend.*

[Home](#)

[Problems Logging In?](#)

Username

Password  [Sign In](#)

For security reasons your session will be terminated after 40 minutes of inactivity

 **Not Registered?**  
Request an account

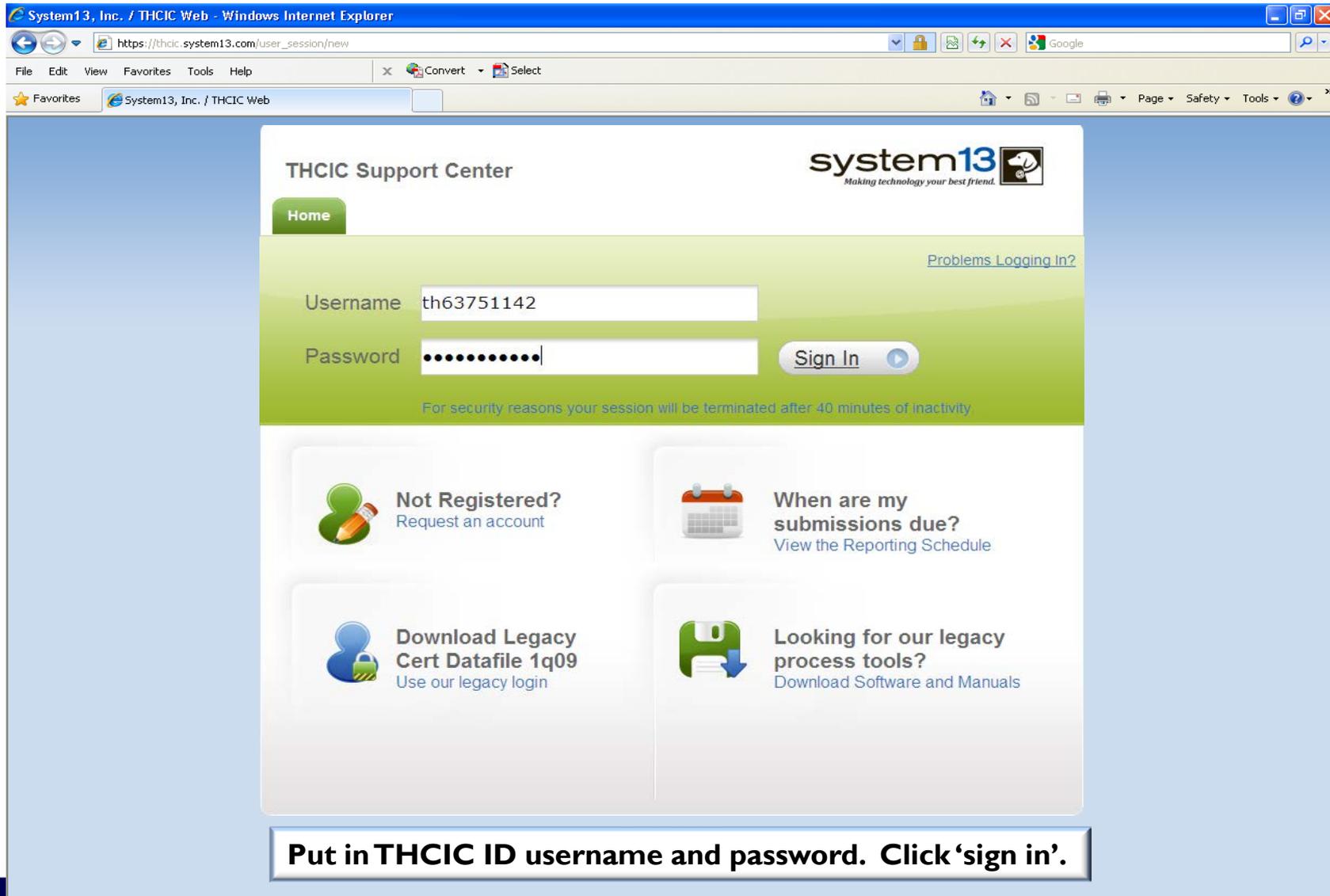
 **When are my submissions due?**  
View the Reporting Schedule

 **Download Legacy Cert Datafile 1q09**  
Use our legacy login

 **Looking for our legacy process tools?**  
Download Software and Manuals



# Log In the System as a Provider



System13, Inc. / THCIC Web - Windows Internet Explorer

https://thcic.system13.com/user\_session/new

File Edit View Favorites Tools Help

System13, Inc. / THCIC Web

THCIC Support Center

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Home

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[Use our legacy login](#)

 **Looking for our legacy process tools?**  
[Download Software and Manuals](#)

**Put in THCIC ID username and password. Click 'sign in'.**



# Security Notice

System13, Inc. / THCIC Web - Windows Internet Explorer

https://thcic.system13.com/user\_session/new

File Edit View Favorites Tools Help

System13, Inc. / THCIC Web

THCIC Support Center

system13  
Formerly Commonwealth Clinical Systems  
and Computer Services

Home Help

Problems Logging In?

### Security Notice

*This is not a public use Web Site.*

- This information system is operated under the direction of the Texas Health Care Information Council in accordance with the Texas Health and Safety Code, chapter 108, and Title 25 of the Texas Administrative Code, Chapter 421.
- Access requires the explicit consent of the Texas Department of State Health Services.
- All activities on this web site, including attempted access, are monitored and recorded.
- Anyone accessing this web site expressly consents to such monitoring and recording. This information will be provided to law enforcement agencies to pursue criminal prosecution if monitoring reveals evidence of criminal activity.
- This web site uses a computer security system that is designed to prevent unauthorized access. Unauthorized use of the system or data is a violation of Texas and United States laws.
- Authorized users of this system are reminded of their individual and organizational requirements to safeguard all confidential data.

I am an authorized user and I understand and accept the requirements stated in this notice.

[Accept](#)

Version 3.16.2.7  
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1648 State Farm Boulevard • Charlottesville, VA 22911 • (888) 308-4953 • (434) 977-0000

**A facility must accept the security notice and access to the database will be provided. If a facility declines this notice, access will not be granted to the database.**



# Provider Home Page

THCIC Support Center

 MB - THCIC 000004 [User Management](#) [My Account](#) | [Logout](#)

Login successful!



Reports



WebCorrect  
Claim Correction



WebCert  
Certification



WebClaim  
New Claim



New Claims in Progress



Batches



# User Provider Home Page

Provider  
Tabs

Home Claims Claim Correction Reports Data Mgmt Certification Batches Help system13 

THCIC Support Center

MB - THCIC Acceptance Outpatient Pro 000004

[My Account](#)

[Logout](#)

Login successful!

Other  
Features

 Reports	 WebCorrect Claim Correction	 WebCert Certification
 WebClaim New Claim	 New Claims in Progress	 Batches

Data users do not have access to the data management tab, certification tab and/or WebCert desktop icon.

Provider  
Dashboard



# Certifier Provider Home Page

Provider  
Tabs

- Home
- Claims
- Claim Correction
- Reports
- Data Mgmt
- Certification
- Batches
- Help



THCIC Support Center

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[My Account](#) | [Logout](#)

Login successful!

**Data certifier do not have access to the data management tab.**

Other  
Features

 Reports	 WebCorrect Claim Correction	 WebCert Certification
 WebClaim New Claim	 New Claims in Progress	 Batches

Provider  
Dashboard



# Data Management/Primary Contact Provider Home Page

Provider  
Tabs

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- Claims
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- Data Mgmt
- Certification
- Batches
- Help



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Login successful!

Other  
Features

 Reports	 WebCorrect Claim Correction	 WebCert Certification
 WebClaim New Claim	 New Claims in Progress	 Batches

Provider  
Dashboard



# Provider Tabs



Navigate to the 'main' page of the provider home page.



This tab is only available to the data administrator/primary contact of the facility. It allows the provider to remove duplicate claims or replace certain bill types.



View all the claims submitted by their facility. This claim listing includes claims that need correction.



\*\*Facilities can view current and historical certification data.



\*\*Provides a listing of all claims that need correction.



\*\*Allows to locate the batch numbers of batches sent in for processing.

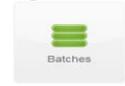


\*\*Various reports available for facility to view and documentation.



View various help topics to facilitate better access to the system.

\*\*Indicates these tabs also have desktop icons.



# Tabs without Desktop Icons



The user is able to view all claims submitted for their facility, even if they need data correction or have been accepted as is. The user will only be able to see claims that are currently in the system, which includes data that has been submitted and not removed due to the cutoff for corrections.



Help gives the user various help topics. The user will be able to get training materials, search and lookups, supporting documents and frequency asked questions.



This tab is only available to the data administrator/primary contact of the facility. It allows the provider to remove duplicate claims or replace certain bill types. Removal and replace functions are part of the normal encounter and event building processes that create the certification data.



# Provider Tab Claims

Claims

The screenshot shows the 'Claims' tab in the System13 web application. The interface includes a navigation menu with 'Home', 'Claims', 'Claim Correction', 'Reports', 'Data Mgmt', 'Certification', 'Batches', and 'Help'. The 'Claims' tab is active. Below the navigation is the 'THCIC Support Center' with a search bar and a table of claims. The table has columns for Patient Control #, Medical Record #, Claim #, Processed Date, Patient Name, In/Out, and Errors. Annotations with arrows point to specific rows: 'No Correction Needed' points to a row with a '-' in the Errors column; 'Accepted As Is' points to a row with '2A' in the Errors column; and 'Errors' points to a row with '1' in the Errors column. At the bottom of the table, it says '524 claims' and there are 'Select All' and 'Delete' buttons.

	Patient Control #	Medical Record #	Claim #	Processed Date	Patient Name	In/Out	Errors
<input type="checkbox"/>	9009697	6813085	2015071400420000	07/14/2015	Nikolaus, Frederic	In	-
<input type="checkbox"/>	6978369	7321818	2015071400420000	07/14/2015	Bartell, Marilou	In	1
<input type="checkbox"/>	7355786	5496293	2015071400420000	07/14/2015	DOE, Estelle	In	-
<input type="checkbox"/>	6678133	7660525	2015071400420000	07/14/2015	Homenick, Destany	In	-
<input type="checkbox"/>	8343672	6907276	2015071400420000	07/14/2015	Schaden, Seamus	In	-
<input type="checkbox"/>	7010030	6351776	2015071400420000	07/14/2015	Stark, Francisca	In	-
<input type="checkbox"/>	7400113	6403610	2015071400420000	07/14/2015	Bosco, Laron	In	-
<input type="checkbox"/>	8028242	8942304	2015071400420000	07/14/2015	Kutch, Katrine	In	-
<input type="checkbox"/>	6739380	5877357	2015071400420000	07/14/2015	Pouros, Jovani	In	-
<input type="checkbox"/>	8962172	6234512	2015071400420000	07/14/2015	Schaden, Cecelia	In	2A
<input type="checkbox"/>	7665106	8867637	2015071400420000	07/14/2015	Wisozk, Rashad	In	-
<input type="checkbox"/>	6026768	7298952	2015071400420000	07/14/2015	DOE, Gabriel	In	-
<input type="checkbox"/>	6065473	6071488	2015071400420000	07/14/2015	Nolan, Hayden	In	-
<input type="checkbox"/>	7095325	6262241	2015071400420000	07/14/2015	DOE, Angie	In	1
<input type="checkbox"/>	6723282	8397350	2015071400420000	07/14/2015	Bechtelar, Libby	In	-
<input type="checkbox"/>	8383869	6042271	2015071400420000	07/14/2015	Rempel, Patience	In	-

The **Claims** tab allows a facility to view a listing of all claims submitted, that are currently in the system. Under the **Errors** heading (-) are claims that are submitted and need no correction. If a claim has a number and a **GREEN A** these claims have been accepted as is. The claims with a **RED** number, indicates a claim with the errors, the number is how many errors are on this claim.

# Provider Tab Help

Help

System13, Inc. / THCIC Web Help - Windows Internet Explorer

https://thcictrainer.system13.com/help

File Edit View Favorites Tools Help

System13, Inc. / THCIC Web Help

Help

system13

## THCIC Support Center

### Training Materials

[WebClaim Help](#)

[WebCorrect Help](#)

[WebCert Help](#)

### Video Tutorials

[WebClaim: adding a new claim](#)

[WebCorrect: navigating through the errors](#)

### Search and Lookups

[NPI Registry lookup](#)

[Board of Medical Examiners: \(Search for State License #\)](#)

[Podiatric Medical Examiners](#)

[Dental Examiners](#)

[Roster of documented midwives in Texas](#)

### Supporting Documents

[Facility Reporting Schedule](#)

Regularly updated pages maintained by THCIC containing detailed technical information about 837 data and field formatting:

[Inpatient THCIC 837 Technical Specification](#)

[Outpatient THCIC 837 Technical Specification](#)

[Hospital Reporting Requirements and Numbered Letters](#): A regularly updated page maintained by THCIC to keep hospitals informed of the hospital discharge data collection process and requirements.

[THCIC Hospital information Request change](#)

[Submitter Test Files](#)

### Frequently Asked Questions

**I forgot my password. How can I recover it?**

If you know your THCIC User Id, visit the [password recovery page](#).

If you don't know your THCIC User Id, send an email to [thcichelp@system13.com](mailto:thcichelp@system13.com), requesting an account reset.

**I forgot my username. How can I recover it?**

Send email to [thcichelp@system13.com](mailto:thcichelp@system13.com), requesting your username.

**How do I update the Certifier Name?**

You will need to fill out a [form](#).



Need more help? Contact Help Desk



# Provider Tab Data Management

Data Mgmt

THCIC Support Center

 MB - THCIC Acceptance Outpatient Pro 000004 [User Management](#) [My Account](#) [Logout](#)

## Data Management Actions on Quarterly Data

### Modify/Replace/Remove Process (MRR)

The MRR function will:

- Match claims with the same key values:
  - Patient Control Number
  - Medical Record Number
  - Admission Start of Care
  - Admission Hour
- Eliminate duplicate claims in the correct order of processing
- Apply late charges (xx5 bill types)
- Apply corrections to claims (xx6 bill types - outpatient professional only)
- Apply the replacement information (xx7 bill types)
- Remove claims that match a Void/Cancel of a prior claim (xx8 bill types)

### Duplicate Remove Process (DR)

The DR function will:

- Match claims with the same key values:
  - Patient Control Number
  - Medical Record Number
  - Admission Start of Care
  - Admission Hour
  - Bill Type
- Retain the most recently submitted claim

#### Select Claim Type

- Inpatient
- Outpatient

#### Select Action

- Modify/Replace/Remove (MRR)
- Remove Duplicates (DR)

This tab is only available to the data administrator/primary contact of the facility. Before the modify/replace/remove and duplicate removal is ran, it is recommended that the data analysis report is ran through the reports tab.



# Data Analysis Report through the Reports Tab

Home Claims Claim Correction Reports Data Mgmt Certification Batches Help system13 

THCIC Support Center MB - THCIC Acceptance Outpatient Pro 000004 [User Management](#) [My Account](#) [Logout](#)

## Reports

Select Report:

- Frequency of Errors
- Hardcopy Report
- Summary Report
- Data Analysis Report
- Claim Count for First Physician

- Please select one
- 2q15
  - 1q15
  - 4q14
  - 3q14

Patients:

- Inpatient
- Outpatient

Data Analysis Report, makes suggestions concerning the MRR and DR functions. It is also recommended that when choosing to run the MRR and DR processes, other facility users should not be in the system to avoid undesired results if records are locked by users and those same records need to be removed by the MRR or DR process

## Reports

Select Report:

- Frequency of Errors
- Hardcopy Report
- Summary Report
- Data Analysis Report
- Claim Count for First Physician

Quarter:

1q15

Generate



# Data Analysis Report through the Reports Tab

4Q2012 Data Analysis Report (Inpatient)  
 Report Date: 18-Apr-2013  
 THCIC ID: 000004 MB - THCIC Acceptance Outpatient Pro

## Quarter Analysis

Month	Total	xx0	xx1	xx2	xx3	xx4	xx5	xx6	xx7	xx8	???
Jul	0	0	0	0	0	0	0	0	0	0	0
Aug	0	0	0	0	0	0	0	0	0	0	0
Sep	0	0	0	0	0	0	0	0	0	0	0
Oct	1	0	1	0	0	0	0	0	0	0	0
Nov	0	0	0	0	0	0	0	0	0	0	0
Dec	2	0	2	0	0	0	0	0	0	0	0

## Quarter Comparison

Qtr	Total
4q12	3
3q12	0
2q12	0

## Messages

*	ONE OR MORE OF YOUR MONTHS IS MISSING DATA
*	Some claims still have errors. Please use Claim Correction to correct these claims. You may also review these errors with the Frequency of Errors Report and the Hardcopy Report, both of which are available on the Reports Tab.
*	You should use the Summary Report on the Reports tab to obtain a snapshot of your data. This report shows data distribution by month, charges, admission type, newborns, discharge status, payer (claim filing indicator), patient geographic origin, gender, age, race, ethnicity, length of stay and diagnosis and procedure counts per claim.



# Provider Tab Data Management

Data Mgmt

## Modify/Replace/Remove Report

- ✘ Remove duplicate claims
- ✘ Replace certain bill types

Removal and replace functions are part of the normal encounter and event building processes that create the certification data. Providers may now run these processes ahead of time to have a better view of their actual data.

The **Modify/Replace/Remove process (MRR)** will match claims with the same key values except bill type (Patient Control Number, Medical Record Number, Admission Start of Care, and Admission Hour). It will then compare the bill types to see if any claims may be removed. The MRR process will:

- ✘ Eliminate duplicate claims in the correct order of processing
- ✘ Apply late charges (xx5 bill types)
- ✘ Apply corrections to claims (xx6 bill types – outpatient professional only)
- ✘ Apply the replacement information (xx7 bill types)
- ✘ Remove claims that match a Void/Cancel of a prior claim (xx8 bill types).

When a provider chooses one of these two functions, they are advised that they may wish to run the Data Analysis Report ahead of time, which makes suggestions concerning the MRR and DR functions. It is also recommended that when choosing to run the MRR and DR processes, other facility users should not be in the system to avoid undesired results if records are locked by users and those same records need to be removed by the MRR or DR process.

After the provider completes all of the prompts, the MRR or DR process is submitted to run in the background. When the process is completed, the data administrator is sent an email describing the number of records that were analyzed and any that fit each category of removal.



# Provider Tab Data Management

Data Mgmt

## Data Management Actions on Quarterly Data

<b>Modify/Replace/Remove Process (MRR)</b> <p>The MRR function will:</p> <ul style="list-style-type: none"><li>- Match claims with the same key values: Patient Control Number Medical Record Number Admission Start of Care Admission Hour</li><li>- Eliminate duplicate claims in the corrected data</li><li>- Apply late charges (xx5 bill types)</li><li>- Apply corrections to claims (xx6 bill types)</li><li>- Apply the replacement information (xx7 bill types)</li><li>- Remove claims that match a Void/Cancellation</li></ul>	<b>Duplicate Remove Process (DR)</b> <p>The DR function will: Match claims with the same key values: Patient Control Number Medical Record Number Admission Start of Care Admission Hour Admission Type</p> <p>Keep the most recently submitted claim</p>
--	--

Select Claim Type

Inpatient

Outpatient

Select Action

Modify/Replace

Remove Duplicates (DR)

**MRR DR Information**

You may wish to run the **Pre-Certification Data Analysis Report** prior to having this process applied to your data.

This report will display the bill type of the claims in your active claim data and make suggestions concerning the DR and MRR functions.

Please see above boxes for a full description of both the DR and MRR processes.

Do you wish to continue?



# Provider Tab Data Management

Data Mgmt

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## Data Management Actions on Quarterly Data

### Modify/Replace/Remove Process (MRR)

The MRR function will:

- Match claims with the same key values:
  - Patient Control Number
  - Medical Record Number
  - Admission Start of Care
  - Admission Hour
- Eliminate duplicate claims in the current quarter
- Apply late charges (xx5 bill types)
- Apply corrections to claims (xx6 bill types)
- Apply the replacement information (xx7 bill types)
- Remove claims that match a Void/Care

### Duplicate Remove Process (DR)

The DR function will:

- Match claims with the same key values:
  - Patient Control Number
  - Medical Record Number
  - Admission Start of Care
  - Admission Hour
  - Bill Type
- Remove the oldest claim in the most recently submitted claim

### MRR DR Information

You may wish to run the **Pre-Certification Data Analysis Report** prior to having this process applied to your data.

This report will display the bill type of the claims in your active claim data and make suggestions concerning the DR and MRR functions.

Please see above boxes for a full description of both the DR and MRR processes.

Do you wish to continue?

Yes

No

### Select Claim Type

- Inpatient
- Outpatient

### Select Action

- Modify/Replace
- Remove Duplicates (DR)



# Provider Tab Data Management

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## Data Management Actions on Quarterly Data

### Modify/Replace/Remove Process (MRR)

- The MRR function will:
- Match claims with the same key values:
    - Patient Control Number
    - Medical Record Number
    - Admission Start of Care
    - Admission Hour
  - Eliminate duplicate claims in the correction
  - Apply late charges (xx5 bill types)
  - Apply corrections to claims (xx6 bill types)
  - Apply the replacement information (xx7 bill types)
  - Remove claims that match a Void/Cancel

### Duplicate Remove Process (DR)

- The DR function will:
- Match claims with the same key values:
    - Patient Control Number
    - Medical Record Number
    - Admission Start of Care
    - Admission Hour
    - Bill type
  - Eliminate duplicate claims in the most recently submitted claim

### Process Submitted

Your request has been submitted. An email will be sent to the Provider Primary Contact (Data Administrator) upon completion.

OK

### Select Claim Type

- Inpatient
- Outpatient

### Select Action

- Modify/Replace/Remove (MRR)
- Remove Duplicates (DR)



# Provider Tab Data Management

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## Data Manager

### Modify/Replace/Remove

The MRR function will:

- Match claims with the Patient Control Number
- Match Medical Record Number
- Match Admission Start of Care
- Match Admission Hour

- Eliminate duplicate claims
- Apply late charges (xx)
- Apply corrections to claims
- Apply the replacement
- Remove claims that match

### Select Claim Type

- Inpatient
- Outpatient

## The Modify/Replace/Remove Claims (MRR) process has completed for provider 000004

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

To: To: Data Administrator/ Facility Primary Contact  
Subject: The Modify/Replace/Remove Claims (MRR) process has completed for provider 000004

The Modify/Replace/Remove Claims (MRR) process has completed for provider 000004. The process reviewed 7 active claims, eliminated 0 claims due to applying updates to an original claim, leaving 7 active claims.

Sincerely,

System13, Inc. Customer Support

Please do not reply directly to this email. System13, Inc. will not receive any reply message. For questions or comments, email [thcichelp@system13.com](mailto:thcichelp@system13.com)

DR)

key values:

mitted claim



# Provider Tab Data Management

Data Mgmt

## Duplicate Removal

- ✘ Remove duplicate claims
- ✘ Replace certain bill types

Removal and replace functions are part of the normal encounter and event building processes that create the certification data. Providers may now run these processes ahead of time to have a better view of their actual data.

The **Duplicate Removal process (DR)** will match claims with the same key values (Patient Control Number, Medical Record Number, Admission Start of Care, Admission Hour, and Bill Type). It will retain the most recently submitted claim.

When a provider chooses one of these two functions, they are advised that they may wish to run the Data Analysis Report ahead of time, which makes suggestions concerning the MRR and DR functions. It is also recommended that when choosing to run the MRR and DR processes, other facility users should not be in the system to avoid undesired results if records are locked by users and those same records need to be removed by the MRR or DR process.

After the provider completes all of the prompts, the MRR or DR process is submitted to run in the background. When the process is completed, the data administrator is sent an email describing the number of records that were analyzed and any that fit each category of removal.

If you have multiple bill types other than xx1 or xx0, you should use the MRR function. For example if you have other types such as xx8s, then removing duplicate xx1s and later applying the xx8s during encounter processing will possibly leave no claims. If you have only xx1s or xx0s and need to remove duplicate xx1s and xx0s, then the DR function should be the choice. The Data Analysis Report can help you decide.

Running the MRR or DR function is not a requirement and is only a recommendation. If a provider chooses not to run the MRR or DR function prior to the scheduled “Cutoff for corrections at time of certification”, System13 will run these functions as part of the normal encounter and event building process that create the certification data.

This report will open as a PDF as shown below.



# Provider Tab Data Management

Data Mgmt

THCIC Support Center

## Data Management Actions on Quarterly Data

<b>Modify/Replace/Remove Process (MRR)</b> The MRR function will: <ul style="list-style-type: none"><li>- Match claims with the same key values: Patient Control Number Medical Record Number Admission Start of Care Admission Hour</li><li>- Eliminate duplicate claims in the current quarter</li><li>- Apply late charges (xx5 bill types)</li><li>- Apply corrections to claims (xx6 bill types)</li><li>- Apply the replacement information (xx7 bill types)</li><li>- Remove claims that match a Void/Cancellation</li></ul>	<b>Duplicate Remove Process (DR)</b> The DR function will: <ul style="list-style-type: none"><li>- Match claims with the same key values: Patient Control Number Medical Record Number Admission Start of Care Admission Hour Admission Type</li><li>- Remove the duplicate claim in the most recently submitted claim</li></ul>
---	--

Select Claim Type

Inpatient

Outpatient

Select Action

Modify/Replace

Remove Duplicates (DR)

**MRR DR Information**

You may wish to run the **Pre-Certification Data Analysis Report** prior to having this process applied to your data.

This report will display the bill type of the claims in your active claim data and make suggestions concerning the DR and MRR functions.

Please see above boxes for a full description of both the DR and MRR processes.

Do you wish to continue?



# Provider Tab Data Management

Data Mgmt

THCIC Support Center

## Data Management Actions on Quarterly Data

<b>Modify/Replace/Remove Process (MRR)</b> <p>The MRR function will:</p> <ul style="list-style-type: none"><li>- Match claims with the same key values: Patient Control Number, Medical Record Number, Admission Start of Care, Admission Hour</li><li>- Eliminate duplicate claims in the current quarter</li><li>- Apply late charges (xx5 bill types)</li><li>- Apply corrections to claims (xx6 bill types)</li><li>- Apply the replacement information</li><li>- Remove claims that match a Void/Cancel</li></ul>	<b>Duplicate Remove Process (DR)</b> <p>The DR function will:</p> <ul style="list-style-type: none"><li>- Match claims with the same key values: Patient Control Number, Medical Record Number, Admission Start of Care, Admission Hour</li><li>- Eliminate duplicate claims in the current quarter</li></ul> <p>The most recently submitted claim</p>
---	---

Select Claim Type

Inpatient

Outpatient

Select Action

Modify/Replace

Remove

**Duplicate Removal Alert**

Be forewarned: The DR function should not be selected unless the only bill type in the currently active claims is (xx1).

To view your bill types go to the Reports Tab and run the **Pre-certification Data Analysis Report**.

If you have bill types other than final bill, type (xx1), you should choose the MRR Function. The MRR function removes duplicates as well as modifies claims with other bill types in the proper order.

Do you wish to continue?



# Provider Tab Data Management

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## Data Management Actions on Quarterly Data

<b>Modify/Replace/Remove Process (MRR)</b> <p>The MRR function will:</p> <ul style="list-style-type: none"><li>- Match claims with the same key values: Patient Control Number Medical Record Number Admission Start of Care Admission Hour</li><li>- Eliminate duplicate claims in the correction</li><li>- Apply late charges (xx5 bill types)</li><li>- Apply corrections to claims (xx6 bill types)</li><li>- Apply the replacement information (xx7 bill types)</li><li>- Remove claims that match a Void/Cancel</li></ul>	<b>Duplicate Remove Process (DR)</b> <p>The DR function will:</p> <ul style="list-style-type: none"><li>- Match claims with the same key values: Patient Control Number Medical Record Number Admission Start of Care Admission Hour Bill type</li><li>- Remove the most recently submitted claim</li></ul>
--	--

**Process Submitted**

Your request has been submitted. An email will be sent to the Provider Primary Contact (Data Administrator) upon completion.

OK

<b>Select Claim Type</b>	<b>Select Action</b>
<input type="radio"/> Inpatient	Modify/Replace/Remove (MRR)
<input type="radio"/> Outpatient	Remove Duplicates (DR)



# Provider Tab Data Management

Data Mgmt

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## Data Management: The Duplicate Claim Removal (DR) process has completed for provider 000004

Modify/Replace/Remove

The MRR function will:

- Match claims with the s Patient Control Number
- Match Medical Record Numbe
- Match Admission Start of Care
- Match Admission Hour
- Eliminate duplicate clai
- Apply late charges (xx)
- Apply corrections to cla
- Apply the replacement
- Remove claims that ma

From: DSHS - Center for Health Statistics  
[mailto:dshs\_cert\_mail@system13.com]  
To: Data Administrator/ Facility Primary Contact  
Subject: The Duplicate Claim Removal (DR) process has completed for provider 000004

The Duplicate Claim Removal (DR) process has completed for provider 000004. The DR reviewed 10 active claims, eliminated 3 duplicate claims, leaving 7 active claims.

Sincerely,

Select Claim Type

- Inpatient
- Outpatient

System13, Inc. Customer Support

Please do not reply directly to this email. System13, Inc. will not receive any reply message. For questions or comments, email [thcichelp@system13.com](mailto:thcichelp@system13.com)



# Provider Other Features

Home Claims Claim Correction Reports Data Mgmt Certification Batches Help **system13**

THCIC Support Center MB - THCIC 000004 [User Management](#) [My Account](#) [Logout](#)

Login successful!

**Other Features**

- Reports
- WebCorrect  
Claim Correction
- WebCert  
Certification
- WebClaim  
New Claim
- New Claims in Progress
- Batches

The 'User Management' option will only be visible to provider primary contact/data administrator for the facility. Otherwise other user will only have the 'My Account' and 'Logout' features pictured below.

THCIC Test Hospital/Facility 000002 [My Account](#) [Logout](#)



# User Management

Home Claims Claim Correction Reports Data Mgmt Certification Batches Help system13

THCIC Support Center

THCIC Test Hospital/Facility 000002 [User Management](#) [My Account](#) [Logout](#)

Create New User

### User Management

Locked	Name	Phone	Email	UserID	Data Certifier	Data User
No users						

Delete

User management is a new feature will allow providers/facilities to have multiple login user IDs for access to the System, if it is desired.

The assigned Provider Primary Contact/Data Administrator will be authorized to access the “User Management” option, which is on the System dashboard screen. Only the person listed as the Provider Primary Contact/ Data Administrator will be able to access the User Management screen, which allows them to add or delete user(s) from the system. Each facility can allow for the addition of up to six (6) individual users for the facility. The individual users are assigned specific accesses to the System by the Provider Primary Contact/Data Administrator under the User Management link. There will be two types of user “roles”: Data User and Data Certifier.

A complete overview of this process is available in the Volume 15 Number 3 numbered letter available at <http://www.dshs.state.tx.us/thcic/hospitals/numberedletters/2012/Vol15No3.pdf>



# User Management – To Add User



THCIC Support Center

THCIC Test Hospital/Facility 000002 [User Management](#) [My Account](#) [Logout](#)

To add a user click 'create new user'

Create New User

User Management

Locked	Name	Phone	Email	UserID	Data Certifier	Data User
--------	------	-------	-------	--------	----------------	-----------

The screen below will open...



THCIC Support Center

THCIC Test Hospital/Facility 000002 [User Management](#) [My Account](#) [Logout](#)

User Management

Facility Role Descriptions

#### Data User

- Authorized to Add new claims (WebClaim)
- Authorized to correct claims (WebCorrect)
- Authorized to delete claims
- Authorized to view batch submissions
- Authorized to perform advance searches
- Authorized to generate a Pre-Certification Data Report

#### DataCertifier

- Authorized to perform all functions as a Data User
- Authorized to generate Certification Data (Encounter on Demand(EOD))
- Authorized to download Certification File
- Authorized to download Certification Reports
- Authorized to Certify quarterly data (WebCert)
- Authorized to request free regen

#### Email Schemes

##### Data User

- Scheme Name 'Data User'
- FER (Frequency of Errors Report)
- Count of Excluded/Rejected Claims

##### Data Certifier

- Scheme Name 'Data Certifier'
- All Notifications received by the Data User
- Certification Download File Availability
- Certified
- Rejected - Elected Not to Certify
- EOD (Encounter on Demand) Generated

##### Data Administrator

- Scheme Name 'Data Administrator'
- All Notifications received by the Data Certifier and Data User
- MRR (Merge, Remove, Replace)
- DR (Duplicate Removal)

Intrusion Lock

Account Lock

First Name:

Middle:

Last Name:

Phone:

Email:

UserID:

Email Schemes

Data Certifier

Data User

Cancel

Save

To add user, you must fill out the information accordingly and choose the type of user ID and/or email scheme for this user. The data administrator is the only one who can add a user to the system.



# User Management – Adding a User

THCIC Support Center THCIC Test Hospital/Facility 000002 [User Management](#) [My Account](#) | [Logout](#)

## User Management

Facility Role Descriptions

<b>Data User</b> <ul style="list-style-type: none"><li>- Authorized to Add new claims (WebClaim)</li><li>- Authorized to correct claims (WebCorrect)</li><li>- Authorized to delete claims</li><li>- Authorized to view batch submissions</li><li>- Authorized to perform advance searches</li><li>- Authorized to generate a Pre-Certification Data Report</li></ul>	<b>Data User</b> <p>Email Schemes</p> <ul style="list-style-type: none"><li>Scheme Name 'Data User'<ul style="list-style-type: none"><li>- FER (Frequency of Errors Report)</li><li>- Count of Excluded/Rejected Claims</li></ul></li></ul>
<b>DataCertifier</b> <ul style="list-style-type: none"><li>- Authorized to perform all functions as a Data User</li><li>- Authorized to generate Certification Data (Encounter on Demand(EOD))</li><li>- Authorized to download Certification File</li><li>- Authorized to download Certification Reports</li><li>- Authorized to Certify quarterly data (WebCert)</li><li>- Authorized to request free regen</li></ul>	<b>Data Certifier</b> <p>Email Schemes</p> <ul style="list-style-type: none"><li>Scheme Name 'Data Certifier'<ul style="list-style-type: none"><li>- All Notifications received by the Data User</li><li>- Certification Download File Availability</li><li>- Certified</li><li>- Rejected - Elected Not to Certify</li><li>- EOD (Encounter on Demand) Generated</li></ul></li></ul>
	<b>Data Administrator</b> <p>Email Schemes</p> <ul style="list-style-type: none"><li>Scheme Name 'Data Administrator'<ul style="list-style-type: none"><li>- All Notifications received by the Data Certifier and Data User</li><li>- MRR (Merge, Remove, Replace)</li><li>- DR (Duplicate Removal)</li></ul></li></ul>

Intrusion Lock

Account Lock

First Name:  Middle:  Last Name:

Phone:

Email:

UserID:  Email Schemes:

Data Certifier

Data User

[Cancel](#) [Save](#)

From the role descriptions listed above, add the user as to how the user will have access to the system. An e-mail will be sent the user that indicates they have been added to the system and will also give them their userID and a link to change their password to access the system.

# User Management – User Roles / Email Schemes

## User Management - User Roles

- ✘ Data User
  - ✘ Authorized to add new claims (WebClaim)
  - ✘ Authorized to correct claims (WebCorrect)
  - ✘ Authorized to delete claims
  - ✘ Authorized to view batch submissions
  - ✘ Authorized to perform advance searches
  - ✘ Authorized to generate a Pre-Certification Data Report
- ✘ Data Certifier
  - ✘ Authorized to perform all functions as a Data User
  - ✘ Authorized to generate Certification Data (Encounter on Demand(EOD))
  - ✘ Authorized to download Certification File
  - ✘ Authorized to download Certification Reports
  - ✘ Authorized to Certify quarterly data (WebCert)
  - ✘ Authorized to request free regeneration (regen) of Certification data

## User Management - Email Schemes

- ✘ Data User (Scheme Name 'Data User')
  - ✘ FER (Frequency of Errors Report)
  - ✘ Count of Excluded/Rejected Claims
- ✘ Data Certifier (Scheme Name 'Data Certifier')
  - ✘ All Notifications received by the Data User
  - ✘ Certification Download File Availability
  - ✘ Certified
  - ✘ Rejected - Elected Not to Certify
  - ✘ EOD (Encounter on Demand) Generated
- ✘ Data Administrator (Scheme Name 'Data Administrator')
  - ✘ All Notifications received by the Data Certifier and Data User
  - ✘ MRR (Merge, Remove, Replace)
  - ✘ DR (Duplicate Removal)

Choose what type of access the user will have in the system and also which emails they will receive, an option of no emails is available also.



# User Management – Adding a User

## THCIC Support Center

### User Management

#### Facility Role Descriptions

##### Data User

- Authorized to Add new claims (WebClaim)
- Authorized to correct claims (WebCorrect)
- Authorized to delete claims
- Authorized to view batch submissions
- Authorized to perform advance searches
- Authorized to generate a Pre-Certification Data Report

##### DataCertifier

- Authorized to download Certification Reports
- Authorized to Certify quarterly data (WebCert)
- Authorized to request free regen

#### Email Schemes

##### Data User

- Scheme Name 'Data User'
- FER (Frequency of Errors Report)
- Count of Excluded/Rejected Claims

##### Data Certifier

- Scheme Name 'Data Certifier'
- All Notifications received by the Data User
- Certification Download File Availability
- Certified

Choose what type of UserID to be assigned and/or the e-mail scheme to assign to the user.



Intrusion Lock

Account Lock

First Name: JACK Middle: Last Name: DOE

Phone: (123)456-7890

Email: JDOE@YOURFACILITY.COM

UserID: Data Certifier  Data User

Email Schemes: 

- None
- Data User
- Data Certifier
- Data Administrator

Cancel Save





# User Management – Lock Features

## User Management

### Facility Role Descriptions

#### Data User

- Authorized to Add new claims (WebClaim)
- Authorized to correct claims (WebCorrect)
- Authorized to delete claims
- Authorized to view batch submissions
- Authorized to perform advance searches
- Authorized to generate a Pre-Certification Data Report

#### DataCertifier

- Authorized to perform all functions as a Data User
- Authorized to generate Certification Data (Encounter on Demand(EOD))
- Authorized to download Certification File
- Authorized to download Certification Reports

### Email Schemes

#### Data User

- Scheme Name 'Data User'
- FER (Frequency of Errors Report)
- Count of Excluded/Rejected Claims

#### Data Certifier

- Scheme Name 'Data Certifier'
- All Notifications received by the Data User
- Certification Download File Availability
- Certified
- Rejected - Elected Not to Certify
- EOD (Encounter on Demand) Generated

#### Data Administrator

- Scheme Name 'Data Administrator'
- All Notifications received by the Data Certifier and Data User

**Intrusion Lock**

**Account Lock**

First Name:  Middle:  Last Name:

Phone:

Email:

UserID: **th000002o** Email Schemes

**Data Certifier**

**Data User**

The administrator can clear intrusion or account lock(s). A user will get locked out of the system if they have more than three (3) failed login attempts. The administrator can clear the 'intrusion lock' by unchecking the box above. The administrator can put an 'account lock' on a user's account to prevent a user's account from being used. (i.e. employee was on an extended leave.)



# Other Features My Account

Home Claims Claim Correction Reports Data Mgmt Certification Batches Help **system13** 

THCIC Support Center THCIC [User Management](#) [My Account](#) | [Logout](#)

Current password

Change password

Password confirmation

[Cancel](#)

**THCIC Support Center**

**Current password**

**Change password**

**Password confirmation**

[Cancel](#)

**Passwords must:**

- expire and be changed every 60 days
- be at least 8 characters long
- contain at least 1 alpha, 1 numeric, and 1 special character
- contain uppercase and lowercase letters
- begin and end with a letter

**Passwords must not:**

- be reused for 1 year
- contain username
- contain letter or number sequences greater than 2
- repeat characters more than twice in a row

**Password Notes:**

1. Within this application, the following is defined as the set of Special Characters: ! @ # \$ % ^ & \* ? \_ ~ -
2. Here are some examples of a letter or number sequence greater than 2: 'abc', '123', '4567', 'ghijk'
3. Here are some examples of a letter, number, or sequence that is repeated more than twice: 'aaa' (2-letter repetition), '111' (2-number repetition), 'abcabc' (letter sequence repetition), '123123' (number sequence repetition)

**NEW FEATURE** - When a user's account has been disabled due to three failed login attempts, the user currently receives the message "Consecutive failed login limit exceeded, account has been disabled". The System has been modified to display a new message, "Contact the help desk or <data administrator's actual name>", if the user is not the provider's Data Administrator.



# Other Feature Logout

Home Claims Claim Correction Reports Data Mgmt Certification Batches Help **system13** 

THCIC Support Center MB - THCIC Acceptance Outpatient Pro 000004 [User Management](#) [My Account](#) | [Logout](#)



Reports



Message from webpage

? Are you sure you want to logout?



WebCert  
Certification



WebClaim  
New Claim



New Claims in Progress  
0 claims in progress



Batches



# Inactivity

The screenshot displays the 'system13' interface. At the top, there is a navigation bar with buttons for Home, Reports, WebCorrect, WebClaim, New Claims, Entities, and Settings. Below this, the 'THOMAS Support Center' is visible. The main area contains several dashboard tiles: 'Reports' (with a bar chart icon), 'WebCorrect' (with a green diamond icon), 'WebClaim' (with a green plus icon), 'New Claims in Progress' (with a clipboard icon), and 'Entities' (with a green list icon). An 'Error' dialog box is overlaid in the center, containing the text: 'You have been idle for too long. Please log back into the application.' and an 'OK' button.

If you have been idle in the system for 40 minutes, you will be logged out of the system and will have to log back in to have access. If you was in WebCorrect or WebClaim and have not saved before you went idle in the system, you will lose these changes.



# Provider Dashboard

Home Claims Claim Correction Reports Data Mgmt Certification Batches Help **system13** 

THCIC Support Center

 MB - THCIC 000004 [User Management](#) [My Account](#) | [Logout](#)

Login successful!

 Reports	 WebCorrect Claim Correction	 WebCert Certification
 WebClaim New Claim	 New Claims in Progress	 Batches

**Provider  
Dashboard**



# Reports

Home Claims Claim Correction Reports Data Mgmt Certification Batches Help **system13** 

THCIC Support Center

Login successful!

 MB - THCIC 000004 [User Management](#) [My Account](#) | [Logout](#)



Reports



WebCorrect  
Claim Correction



WebCert  
Certification



WebClaim  
New Claim



New Claims in Progress



Batches

The user can go to Reports by the provider tab **Reports** or by the provider dashboard icon 



# Reports Menu

Reports



Home Claims Claim Correction **Reports** Data Mgmt Certification Batches Help

system13

THCIC Trainer 000005 [User Management](#) [My Account](#) | [Logout](#)

## THCIC Support Center

### Reports

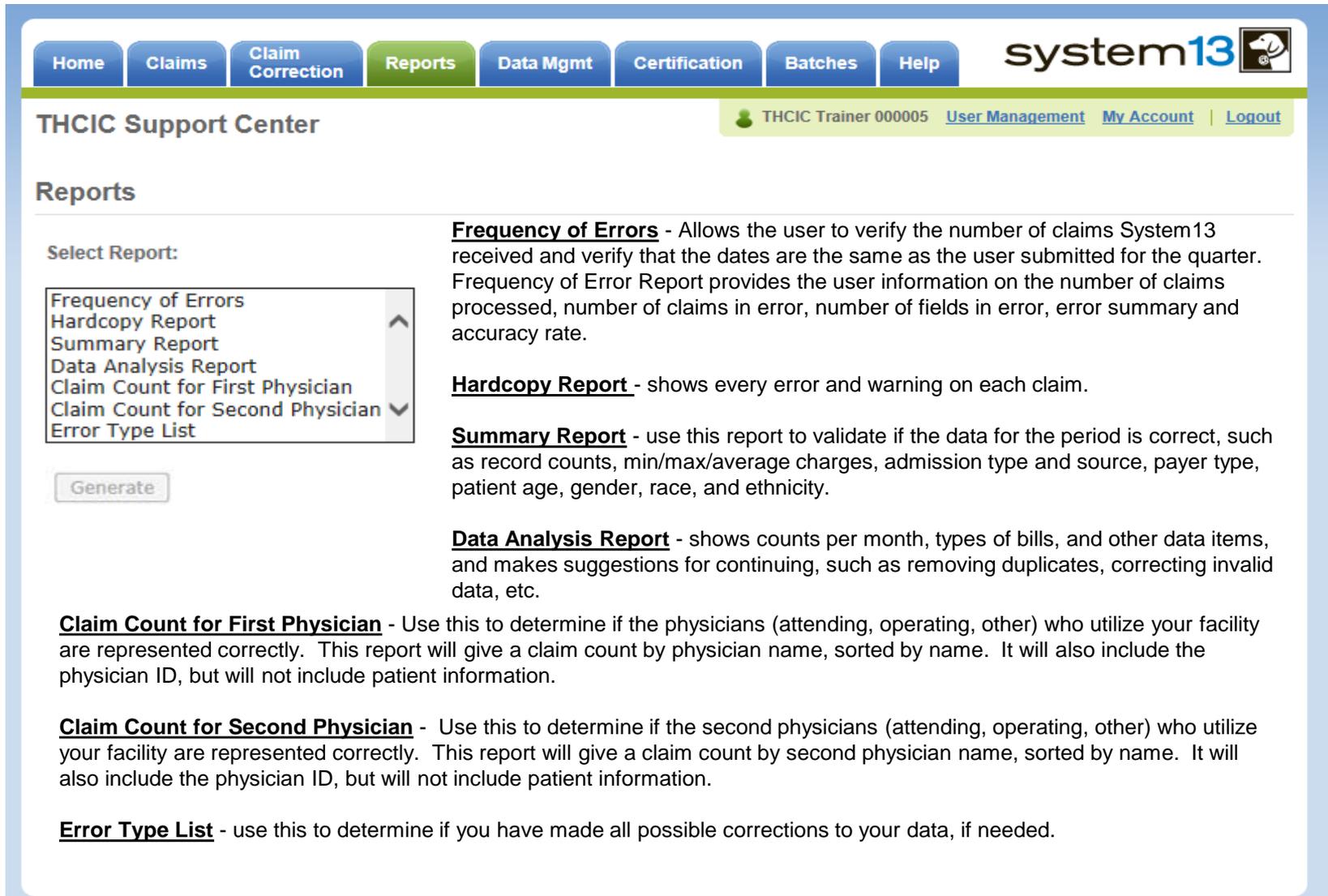
Select Report:

- Frequency of Errors
- Hardcopy Report
- Summary Report
- Data Analysis Report
- Claim Count for First Physician
- Claim Count for Second Physician
- Error Type List

The only data a facility can run seven reports on is data that is currently in the system, this excludes certification data. Data for previous quarters will remain in the system until the last day for cutoff for corrections. Other options will become available once the type of report is selected.



# Type of Reports



The screenshot shows the System13 web application interface. At the top, there is a navigation bar with buttons for Home, Claims, Claim Correction, Reports (highlighted in green), Data Mgmt, Certification, Batches, and Help. The System13 logo is on the right. Below the navigation bar, the page title is "THCIC Support Center". On the right side of the page, there is a user profile section for "THCIC Trainer 000005" with links for "User Management", "My Account", and "Logout". The main content area is titled "Reports" and contains a "Select Report:" section with a dropdown menu. The dropdown menu lists the following report types: Frequency of Errors, Hardcopy Report, Summary Report, Data Analysis Report, Claim Count for First Physician, Claim Count for Second Physician, and Error Type List. Below the dropdown menu is a "Generate" button. To the right of the dropdown menu, there are detailed descriptions for each report type.

**Frequency of Errors** - Allows the user to verify the number of claims System13 received and verify that the dates are the same as the user submitted for the quarter. Frequency of Error Report provides the user information on the number of claims processed, number of claims in error, number of fields in error, error summary and accuracy rate.

**Hardcopy Report** - shows every error and warning on each claim.

**Summary Report** - use this report to validate if the data for the period is correct, such as record counts, min/max/average charges, admission type and source, payer type, patient age, gender, race, and ethnicity.

**Data Analysis Report** - shows counts per month, types of bills, and other data items, and makes suggestions for continuing, such as removing duplicates, correcting invalid data, etc.

**Claim Count for First Physician** - Use this to determine if the physicians (attending, operating, other) who utilize your facility are represented correctly. This report will give a claim count by physician name, sorted by name. It will also include the physician ID, but will not include patient information.

**Claim Count for Second Physician** - Use this to determine if the second physicians (attending, operating, other) who utilize your facility are represented correctly. This report will give a claim count by second physician name, sorted by name. It will also include the physician ID, but will not include patient information.

**Error Type List** - use this to determine if you have made all possible corrections to your data, if needed.

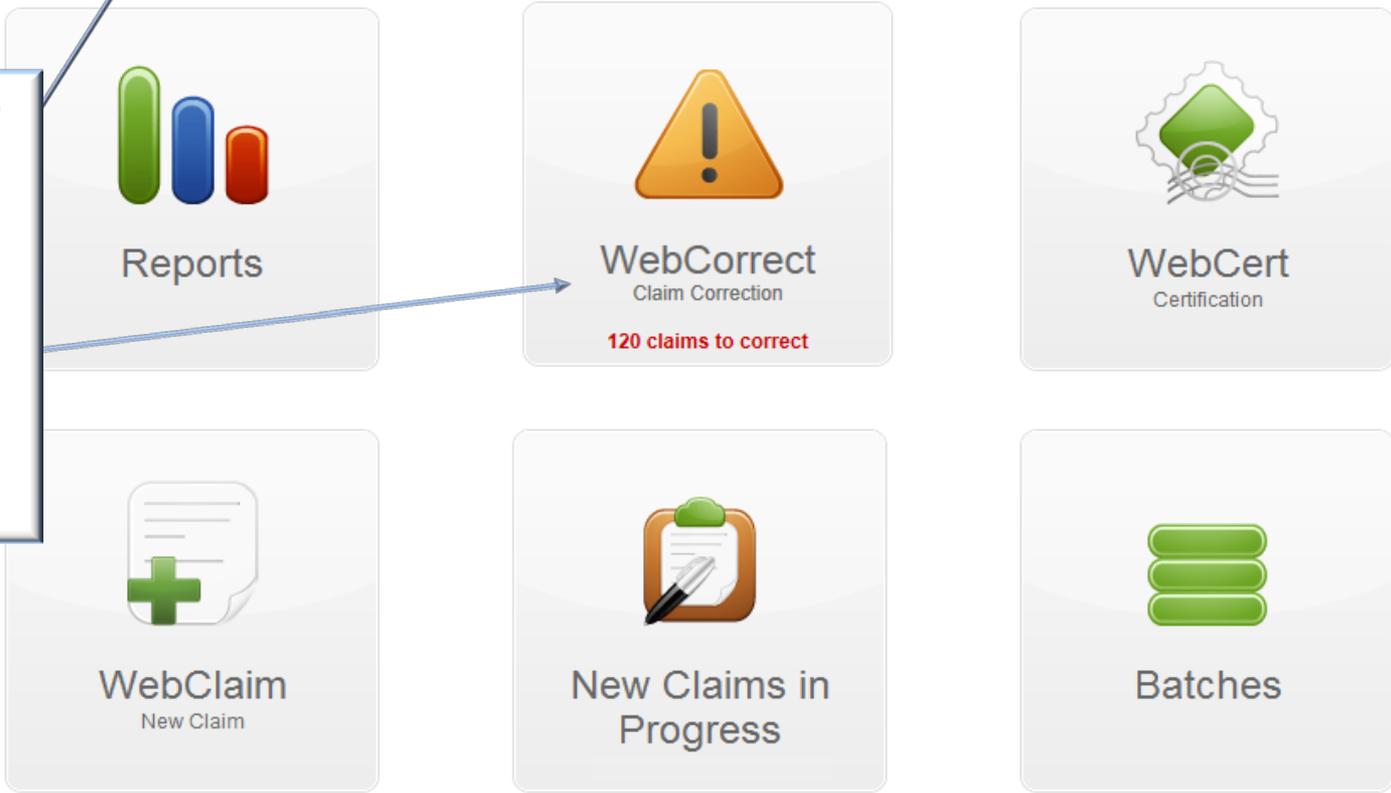


# WebCorrect/ Claim Correction

Home Claims **Claim Correction** Reports Data Mgmt Certification Batches Help **system13** 

THCIC Support Center THCIC Trainer 000005 [User Management](#) [My Account](#) | [Logout](#)

The user can go to data corrections by provider tab the tab **Claim Correction** or the dashboard icon 



Reports

WebCorrect Claim Correction  
120 claims to correct

WebCert Certification

WebClaim New Claim

New Claims in Progress

Batches

When there are errors in the system for the facility. The number of errors will be shown underneath WebCorrect as pictured above.



# WebCorrect/ Claim Correction

Claim Correction



WebCorrect  
Claim Correction  
120 claims to correct

- Home
- Claims
- Claim Correction
- Reports
- Data Mgmt
- Certification
- Batches
- Help

system13

## THCIC Support Center

THCIC Trainer 000005 [User Management](#) [My Account](#) | [Logout](#)

Enter Control #, Medical Record #, Patient or Claim #

Search

[Advanced Search](#)

Start Corrections

	Patient Control #	Medical Record #	Claim #	Processed Date	Patient Name	In/Out	Errors
<input type="checkbox"/>	6509524	6728987	2015071400420002	07/14/2015	Wilkinson, Paolo	In	1
<input type="checkbox"/>	7095325	6262241	2015071400420000	07/14/2015	DOE, Angie	In	1
<input type="checkbox"/>	8669928	7101000	2015071400420000	07/14/2015	DOE, Christian	In	2
<input type="checkbox"/>	5525739	7527230	2015071400420000	07/14/2015	O'Kon, Mara	In	1
<input type="checkbox"/>	8443928	8605265	2015071400420000	07/14/2015	Erdman, Alyson	In	1
<input type="checkbox"/>	5676918	7080609	2015071400420000	07/14/2015	Marquardt, Kane	In	1
<input type="checkbox"/>	6268192	8312242	2015071400420000	07/14/2015	Ziemann, Marcelina	In	1
<input type="checkbox"/>	6452853	5791765	2015071400420000	07/14/2015	Ankunding, Edgar	In	1
<input type="checkbox"/>	8711428	7020028	2015071400420000	07/14/2015	Reichert, Heaven	In	1
<input type="checkbox"/>	5970885	5776112	2015071400420000	07/14/2015	Torphy, Clifford	In	1
<input type="checkbox"/>	8787790	7707449	2015071400420000	07/14/2015	Pollich, Korbin	In	1
<input type="checkbox"/>	8499808	7288434	2015071400420000	07/14/2015	Erdman, Devan	In	1
<input type="checkbox"/>	7179519	8209565	2015071400420000	07/14/2015	Rau, Koby	In	1
<input type="checkbox"/>	5538287	8283870	2015071400420000	07/14/2015	Moen, Myra	In	1
<input type="checkbox"/>	5918017	6236018	2015071400420000	07/14/2015	Sipes, Ashley	In	1

**Before the system opens up to the WebCorrect listing, it will load tables. Loading tables allows the system to provide drop down menus that are available to look up data in certain data fields. This process can take up to a few minutes to load, but once loaded the user will get this WebCorrect listing that list all the claims in the system with errors.**

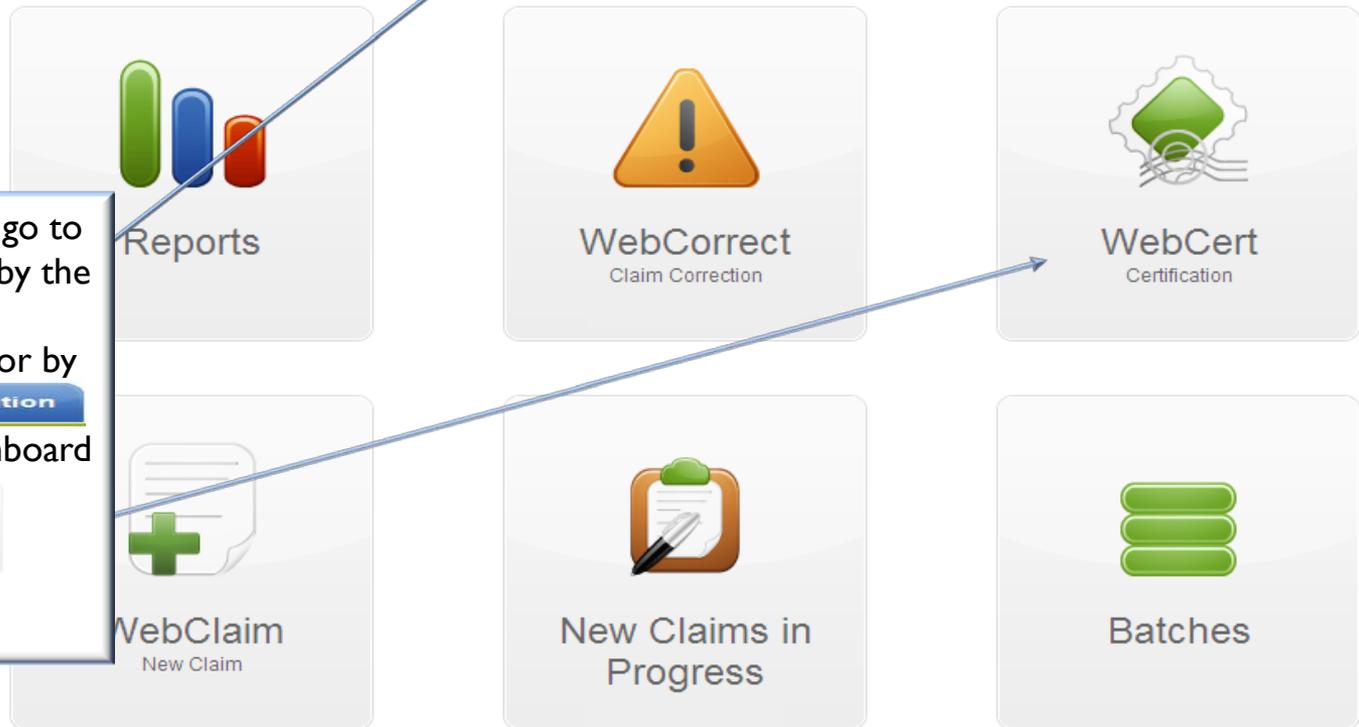
# WebCert/Certification

Home Claims Claim Correction Reports Data Mgmt Certification Batches Help **system13** 

THCIC Support Center

Login successful!

 MB - THCIC 000004 [User Management](#) [My Account](#) | [Logout](#)



The dashboard features six main tiles:

- Reports**: Represented by a bar chart icon.
- WebCorrect**: Claim Correction, represented by a warning triangle icon.
- WebCert**: Certification, represented by a gear and network icon.
- WebClaim**: New Claim, represented by a document with a green plus sign icon.
- New Claims in Progress**: Represented by a clipboard icon.
- Batches**: Represented by three stacked horizontal bars icon.

The user can go to Certification by the provider tab Certification or by the provider dashboard icon



# WebCert/Certification

Certification



- Home
- Claims
- Claim Correction
- Reports
- Data Mgmt
- Certification
- Batches
- Help

system13

THCIC Trainer 000005 [User Management](#) [My Account](#) | [Logout](#)

## THCIC Support Center Inpatient

2015

### 2nd Quarter

Eligible Claims

[Generate Quarter Cert. Data \(EOD\)](#) →

### 1st Quarter

63 Encounters

[Start Certification](#) →

2014

### 4th Quarter

212 Encounters

[Start Certification](#) →

### 3rd Quarter

201 Encounters

### Older Quarters

Select Quarter

**WebCert (certification) is the data certification process. It will allow facilities to view their previously submitted data and certify that the data was accurately submitted. If the user has inpatient and outpatient claims, their WebCert page will show both inpatient and outpatient data. If the facility only submits outpatient data, it will only show outpatient data, as indicated here.**

# WebClaim

Home Claims Claim Correction Reports Data Mgmt Certification Batches Help **system13** 

THCIC Support Center

 MB - THCIC 000004 [User Management](#) [My Account](#) | [Logout](#)

Login successful!



Reports



WebCorrect  
Claim Correction



WebCert  
Certification



WebClaim  
New Claim



New Claims in  
Progress



Batches

The user can go to WebClaim by the provider dashboard icon



WebClaim is a desktop icon that allows the user to manually enter claims into the system one by one.





## THCIC Support Center

 THCIC Test Hospital/Facility 000002 [My Account](#) | [Logout](#)

[Back to list of claims](#)

Medical Record Number: Patient Control Number: Outpatient Professional

- ✓ Patient
- ✓ Payer
- ✓ Charges
- ✓ Diagnosis
- ✓ Practitioners

### Claim Information

Please Select a Claim Type

Inpatient  Outpatient Institutional  Outpatient Professional

Before the system opens up to the WebClaim, which allows facilities to manually enter claims, it will load tables. Loading tables allows the system to provide drop down menus that are available to look up data in certain data fields. This process can take up to a few minutes to load, but once loaded the user will have to choose the type of claim to enter as pictured above.



# New Claims in Progress

Home Claims Claim Correction Reports Data Mgmt Certification Batches Help **system13** 

THCIC Support Center MB - THCIC 000004 [User Management](#) [My Account](#) | [Logout](#)

Login successful!



Reports



WebCorrect  
Claim Correction



WebCert  
Certification



WebClaim  
New Claim



New Claims in Progress  
4 claims in progress



Batches

The user can go to New Claims in progress by the provider dashboard icon



New Claims in Progress allows the user to complete claims saved via WebClaim.



# New Claims in Progress



Navigation: Home | **Claims** | Claim Correction | Reports | Data Mgmt | Certification | Batches | Help

system13

THCIC Support Center THCIC Trainer 000005 [User Management](#) [My Account](#) [Logout](#)

Enter Control #, Medical Record #, Patient or Claim #  [Advanced Search](#)

Patient	In/Out	Started on	Progress	
DOE, JESSICA	In	07/22/2015	65% complete	<input type="checkbox"/>
HARRIS, KENDRA	In	08/19/2015	73% complete	<input type="checkbox"/>
BROWN, KAYLYN	Out-I	08/19/2015	58% complete	<input type="checkbox"/>
WILLIAMSON, ROBBIE	Out-I	08/19/2015	19% complete	<input type="checkbox"/>

Select All 4 claims Delete

Before the system opens up to the New Claims in Progress from the home page, it will load tables. Loading tables allows the system to provide drop down menus that are available to look up data in certain data fields. This process can take up to a few minutes to load. Once loaded the user will get this New Claims in Progress listing that lists WebClaim submissions that have been saved, but not submitted.



# Batches

THCIC Support Center

Login successful!

MB - THCIC 000004 [User Management](#) [My Account](#) | [Logout](#)

The user can go to Batches  by the provider tab or the dashboard icon 



Reports



WebCorrect  
Claim Correction



WebCert  
Certification



WebClaim  
New Claim



New Claims in Progress



Batches





# WebCorrect/ Claim Correction

The screenshot shows the WebCorrect system interface. At the top, there is a navigation bar with tabs: Home, Claims, Claim Correction, Reports, Data Mgmt, Certification, Batches, and Help. The 'system13' logo is on the right. Below the navigation bar, the user is logged in as 'MB - THCIC 000004' with links for 'User Management', 'My Account', and 'Logout'. A message 'THCIC Support Center' and 'Login successful!' is displayed. The main dashboard area contains a grid of icons: Reports (bar chart), WebCorrect Claim Correction (warning triangle with '121 claims to correct'), WebCert Certification (gears), WebClaim New Claim (plus sign), New Claims in Progress (clipboard), and Batches (stack of papers). A callout box on the left points to the 'Claim Correction' tab and the WebCorrect icon.

The user can go to data corrections by provider tab the tab

[Claim Correction](#)

or the dashboard icon



When there are errors in the system for the facility. The number of errors will be shown underneath WebCorrect as pictured above.



# Inpatient WebCorrect



## WebCorrect

-  Reporting Schedule

-  Making corrections to your data by using WebCorrect

## Data Correction – Methods

-  Hospitals will use one of the following methods for correcting files or claims:

-  Hospital submits a corrected replacement claim (XX7) file or void/cancel (XX8) claim file and a corrected original bill type claim file to System 13 through the hospital's own information system (But an original XXI must be originally submitted.)

-  Data Analysis Report/Modify/Replace/Remove/Duplicate

-  Vendor's Correction Mechanism – Reload the file



# Correction Due Dates

## Inpatient and Outpatient Data Reporting Schedule

Texas Health Care Information Collection  
Center for Health Statistics

### Key Activity Due Dates by Quarter

Activity	Q4 2014	Q1 2015	Q2 2015	Q3 2015	Q4 2015	Q1 2016	Q2 2016	Q3 2016
Cutoff for initial submission	3-2-15	6-1-15	9-1-15	12-1-15	3-1-16	6-1-16	9-1-16	12-1-16
Cutoff for corrections	5-1-15	8-3-15	11-2-15	2-1-16	5-2-16	8-1-16	11-1-14	2-1-17
Facilities retrieve certification files	6-1-15	9-1-15	12-1-15	3-1-16	6-1-16	9-1-16	12-1-16	3-1-17
** Cutoff for corrections at time of certification	7-15-15	10-15-15	1-15-16	4-15-16	7-15-16	10-17-16	1-16-17	4-17-17
Final encounters available to facilities	8-3-15	11-2-15	2-1-16	5-2-16	8-1-16	11-1-16	2-1-17	5-1-17
Certification/comments due	9-1-15	12-1-15	3-1-16	6-1-16	9-1-16	12-1-16	3-1-17	6-1-17

'Cutoff for corrections' is the date when all corrections must be submitted via WebCorrect or uploading a new file data file. If changes are to be made to the data after the cutoff for corrections, System I3 will assess a fee. **\*\* Please note**, cutoff for corrections at the time of certification is for facilities that make changes to their data at the time of certification. A fee will be assessed through System I3 to make these changes to data at certification.

# New System Feature

**After the \*Cutoff for initial submission** the Data Administrator (aka Provider Primary Contact) and Certifier will now receive an email a few days after the “Cutoff for Initial Submission. This email will be sent approximately sixty days after the end of each quarter. The email will have four reports attached to it:

- ✘ Summary Report – use this report to validate if the data for the period is correct, such as record counts, min/max/average charges, admission type and source, payer type, patient age, gender, race, and ethnicity
- ✘ Claim Count for First Physician Report - Use this to determine if the physicians (attending, operating, other) who utilize your facility are represented correctly. This report will give a claim count by physician name, sorted by name. It will also include the physician ID, but will not include patient information.
- ✘ Claim Count for Second Physician Report - Use this to determine if the second physicians (attending, operating, other) who utilize your facility are represented correctly. This report will give a claim count by physician name, sorted by name. It will also include the physician ID, but will not include patient information
- ✘ Error Type List Report - use this to determine if you have made all possible corrections to your data, if needed.

The email will suggest that if the Certifier determines that the data is complete and accurate after reviewing the reports, then they should consider choosing the Encounter or Event on Demand (EOD) option on their certification tab for that quarter. If you do not choose to start the EOD option, the certification process will start after the cutoff for corrections as it does now.

**\*Cutoff for initial submission is the date when the submission data is due in the system.**



# Loading Lookup Tables

The screenshot shows the system13 THCIC Support Center interface. The navigation bar includes Home, Claims, Claim Correction, Reports, Data Mgmt, Certification, Batches, and Help. The user is logged in as THCIC Trainer 000005. A search bar is present with a search button and an advanced search link. A table displays claim data with columns for Patient Control #, Medical Record #, Claim #, Processed Date, Patient Name, In/Out, and Errors. A 'Loading Tables' overlay is visible over the table data.

	Patient Control #	Medical Record #	Claim #	Processed Date	Patient Name	In/Out	Errors
<input type="checkbox"/>	87654321	12345678	2015010699989999	01/06/2015	DOE, SELFIE	In	27
<input type="checkbox"/>	6978369	7321818	2015071400420000	07/14/2015	Bartell, Marilou	In	1
<input type="checkbox"/>	7095325	6262241	2015071400420000	07/14/2015	DOE, Angie	In	1
<input type="checkbox"/>	8669928	7101000	2015071400420000	07/14/2015	DOE, Christian	In	2
<input type="checkbox"/>	5525739	7527230	2015071400420000	07/14/2015	O'Kon, Mara	In	1
<input type="checkbox"/>	8443928	8605265	2015071400420000	07/14/2015	Erdman, Alyson	In	1
<input type="checkbox"/>	5676918	7080609	2015071400420000	07/14/2015	Marguardt, Kane	In	1
<input type="checkbox"/>	6268192	8312242	2015071400420000	07/14/2015	Ziemann, Marcelina	In	1
<input type="checkbox"/>	6452853	5791765	2015071400420000	07/14/2015	Ankunding, Edgar	In	1
<input type="checkbox"/>	8711428	7020028	2015071400420000	07/14/2015	Reichert, Heaven	In	1
<input type="checkbox"/>	5970885	5776112	2015071400420000	07/14/2015	Torphy, Clifford	In	1
<input type="checkbox"/>	8787790	7707449	2015071400420000	07/14/2015	Pollich, Korbin	In	1
<input type="checkbox"/>	8499808	7288434	2015071400420000	07/14/2015	Erdman, Devan	In	1
<input type="checkbox"/>	7179519	8209565	2015071400420000	07/14/2015	Rau, Koby	In	1

When the system is loading tables it's loading drop down menus that are available to look up data in certain data fields. This process can take up to a few minutes to load. 'Loading Tables...' will appear when the user is on the home page and click the claim tab, claim correction and when the user chooses data for data certification.

# WebCorrect Listing

[Home](#)
[Claims](#)
[Claim Correction](#)
[Reports](#)
[Data Mgmt](#)
[Certification](#)
[Batches](#)
[Help](#)
system13 

**THCIC Support Center**

 THCIC Trainer 000005
 [User Management](#)
[My Account](#)
[Logout](#)

[Advanced Search](#)

	Patient Control #	Medical Record #	Claim #	Processed Date	Patient Name	In/Out	Errors
<input type="checkbox"/>	87654321	12345678	2015010699989999	01/06/2015	DOE, SELFIE	In	27
<input type="checkbox"/>	6978369	7321818	2015071400420000	07/14/2015	Bartell, Marilou	In	1
<input type="checkbox"/>	7095325	6262241	2015071400420000	07/14/2015	DOE, Angie	In	1
<input type="checkbox"/>	8669928	7101000	2015071400420000	07/14/2015	DOE, Christian	In	2
<input type="checkbox"/>	5525739	7527230	2015071400420000	07/14/2015	O'Kon, Mara	In	1
<input type="checkbox"/>	8443928	8605265	2015071400420000	07/14/2015	Erdman, Alyson	In	1
<input type="checkbox"/>	5676918	7080609	2015071400420000	07/14/2015	Marquardt, Kane	In	1
<input type="checkbox"/>	6268192	8312242	2015071400420000	07/14/2015	Ziemann, Marcelina	In	1
<input type="checkbox"/>	6452853	5791765	2015071400420000	07/14/2015	Ankunding, Edgar	In	1
<input type="checkbox"/>	8711428	7020028	2015071400420000	07/14/2015	Reichert, Heaven	In	1
<input type="checkbox"/>	5970885	5776112	2015071400420000	07/14/2015	Torphy, Clifford	In	1
<input type="checkbox"/>	8787790	7707449	2015071400420000	07/14/2015	Pollich, Korbin	In	1
<input type="checkbox"/>	8499808	7288434	2015071400420000	07/14/2015	Erdman, Devan	In	1
<input type="checkbox"/>	7179519	8209565	2015071400420000	07/14/2015	Rau, Koby	In	1
<input type="checkbox"/>	5538287	8283870	2015071400420000	07/14/2015	Moen, Myra	In	1
<input type="checkbox"/>	5918017	6236018	2015071400420000	07/14/2015	Sipes, Ashley	In	1

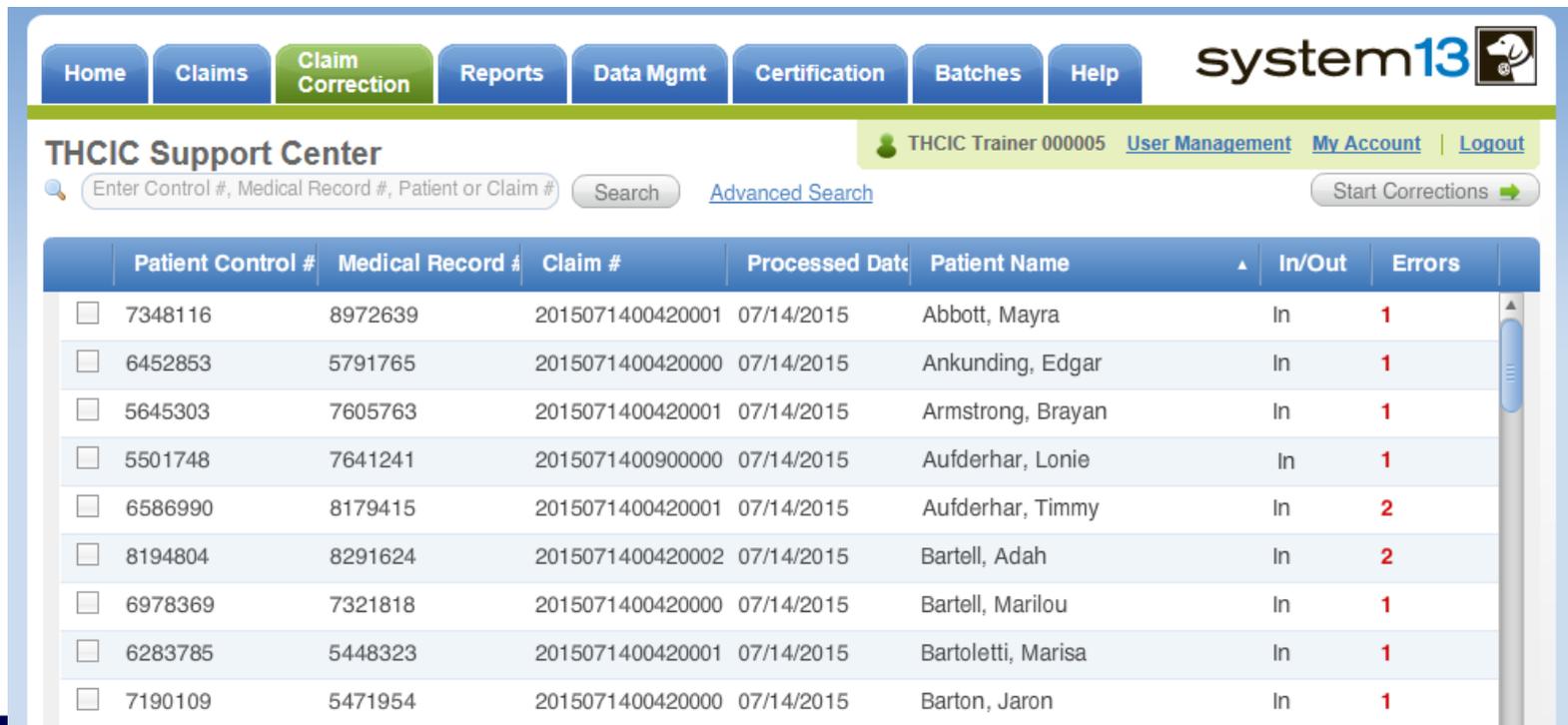
121 claims

List of all the claims that are in the system and needs corrections.



# Sorting WebCorrect Listing

The user can sort the WebCorrect listing by clicking on the title listings patient control #, medical record #, claim #, processed date, patient name, in/out and errors. Click the title tab to sort the tabs by. The list will sort by this tab. The arrow   direction will indicate will determine the direction of the listing. (Example below modified by patient name.)



The screenshot shows the 'system13' interface with a navigation bar containing 'Home', 'Claims', 'Claim Correction', 'Reports', 'Data Mgmt', 'Certification', 'Batches', and 'Help'. The 'Claim Correction' tab is active. Below the navigation bar, the user is identified as 'THCIC Trainer 000005' with links for 'User Management', 'My Account', and 'Logout'. A search bar is present with the text 'Enter Control #, Medical Record #, Patient or Claim #' and buttons for 'Search' and 'Advanced Search'. A 'Start Corrections' button is also visible.

	Patient Control #	Medical Record #	Claim #	Processed Date	Patient Name	In/Out	Errors
<input type="checkbox"/>	7348116	8972639	2015071400420001	07/14/2015	Abbott, Mayra	In	1
<input type="checkbox"/>	6452853	5791765	2015071400420000	07/14/2015	Ankunding, Edgar	In	1
<input type="checkbox"/>	5645303	7605763	2015071400420001	07/14/2015	Armstrong, Brayan	In	1
<input type="checkbox"/>	5501748	7641241	2015071400900000	07/14/2015	Aufderhar, Lonie	In	1
<input type="checkbox"/>	6586990	8179415	2015071400420001	07/14/2015	Aufderhar, Timmy	In	2
<input type="checkbox"/>	8194804	8291624	2015071400420002	07/14/2015	Bartell, Adah	In	2
<input type="checkbox"/>	6978369	7321818	2015071400420000	07/14/2015	Bartell, Marilou	In	1
<input type="checkbox"/>	6283785	5448323	2015071400420001	07/14/2015	Bartoletti, Marisa	In	1
<input type="checkbox"/>	7190109	5471954	2015071400420000	07/14/2015	Barton, Jaron	In	1



# Dropdown Lists

- ✕ The user can tell if a field has a drop down list by the arrow on the field.
- ✕ Typing into a text box with a dropdown list will search the list for matches and display the list to the user.
- ✕ Use the up and down arrow keys to move to the value.
- ✕ Press  when the highlighted selection is on the correct choice.
- ✕ Press  to move to the next field on the screen.

## Diagnosis

Principal:

- 0010 - CHOLERA D/T VIB CHOLERAE
- 0011 - CHOLERA D/T VIB EL TOR
- 0019 - CHOLERA NOS
- 0020 - TYPHOID FEVER
- 0021 - PARATYPHOID FEVER A
- 0022 - PARATYPHOID FEVER B

## Diagnosis

Principal:

- 64001 - THREATENED ABORT-DELIVER
- 64081 - HEM EARLY PREG NEC-DELIV
- 64091 - HEM EARLY PREG-DELIVERED
- 64101 - PLACENTA PREVIA-DELIVER
- 64111 - PLACENTA PREV HEM-DELIV
- 64121 - PREM SEPAR PLACEN-DELIV



# Search for Claims

## THCIC Support Center

[Advanced Search](#)

The user can search claims by:

- Control #
- Medical record #
- Patient or Claim #

The screenshot shows the 'system13' web application interface. At the top, there is a navigation menu with buttons for Home, Claims, Claim Correction (highlighted), Reports, Data Mgmt, Certification, Batches, and Help. The 'THCIC Support Center' header is visible, along with a search bar containing the text 'ebert' and a 'clear' button. A callout box points to the 'clear' button with the text: 'Pressing 'clear' will take user back to WebCorrect listing.' To the right of the search bar are buttons for 'Search', 'Advanced Search', and 'Start Corrections'. Below the search bar is a table with the following columns: Patient Control #, Medical Record #, Claim #, Processed Date, Patient Name, In/Out, and Errors. The table contains one row of data: Patient Control # 9035587, Medical Record # 6643802, Claim # 2015071400900000, Processed Date 07/14/2015, Patient Name Ebert, Modesta, In/Out In, and Errors 1. At the bottom of the table, there is a 'Select All' button, a summary '1 claim', and 'Accept as is' and 'Delete' buttons. The 'system13' logo and a dog icon are in the top right corner.



# Advanced Search for Claims

- ✕ **Advanced Search – The user can search by the search criteria below**

The screenshot shows the 'system13' web application interface. At the top, there is a navigation bar with buttons for 'Home', 'Claims', 'Claim Correction' (highlighted in green), 'Reports', 'Data Mgmt', 'Certification', 'Batches', and 'Help'. To the right of the navigation bar is the 'system13' logo and a small icon of a dog's head. Below the navigation bar, the user is logged in as 'THCIC Trainer 000005' with links for 'User Management', 'My Account', and 'Logout'. The main heading is 'THCIC Support Center'. Below this is a search bar with the placeholder text 'Enter Control #, Medical Record #, Patient or Claim #' and a 'Search' button. To the right of the search bar is a link for 'Advanced Search' and a button for 'Start Corrections' with a green arrow. The search criteria section includes several input fields: 'Patient Control #', 'Processing Date', 'Statement Thru Date', 'Batch', and 'Error Code' (a dropdown menu). Below these are 'Physician', 'Race', and 'Ethnicity' (with radio buttons for 'Hispanic origin' and 'Not of Hispanic Origin'). There is also a checkbox for 'Exclude Claims with this error?' and a 'reset' link. A red 'X' icon is located in the top right corner of the search criteria section. A 'Search' button is at the bottom right of the search criteria section.

- ✕ **Type in search request or choose search criteria.**
- ✕ **Click search to sort listing by search criteria requested.**
- ✕ **Click  to return to the unfiltered list of claims.**



# Advanced Search for Claims

Home Claims **Claim Correction** Reports Data Mgmt Certification Batches Help **system13** 

THCIC Support Center THCIC Trainer 000005 [User Management](#) [My Account](#) [Logout](#)

Enter Control #, Medical Record #, Patient or Claim #   [Advanced Search](#)

Patient Control # Processing Date Statement Thru Date Batch Error Code

Physician Race Ethnicity  Exclude Claims with this error?

Hispanic origin  Not of Hispanic Origin [reset](#)

**Choose Search criteria.**

THCIC Support Center THCIC Trainer 000005 [User Management](#) [My Account](#) [Logout](#)

Enter Control #, Medical Record #, Patient or Claim #   [Advanced Search](#)

Patient Control # Processing Date Statement Thru Date Batch Error Code

Physician Race Ethnicity  Exclude Claims with this error?

Hispanic origin  Not of Hispanic Origin [reset](#)

608 - Missing Principal Diagnosis  
625 - Patient Gender not consistent  
627 - Missing Patient ZIP

**The claim can be modified by error code for claims with this error code. The claim can also have the error code excluded.**

Error Code

Exclude Claims with this error?

[reset](#)

Error Code

Exclude Claims with this error?

[reset](#)

**Click Search. A listing with the modified search criteria will display. If no information matching the search criteria then a blank listing will be displayed. Click  to close this modified list, the listing can also be reset to exclude search criteria. To reset, click reset and click search again.**



# Accept As Is

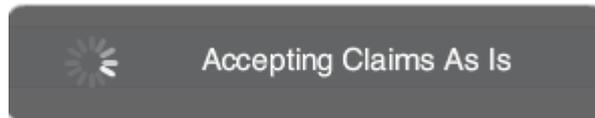
Home Claims **Claim Correction** Reports Data Mgmt Certification Batches Help system13

THCIC Support Center THCIC Test Hospital/Facility 000002 [User Management](#) [My Account](#) [Logout](#)

corey   [Advanced Search](#)

	Patient Control #	Medical Record #	Claim #	Processed Date	Patient Name	In/Out	Errors
<input checked="" type="checkbox"/>	5983592	7873997	2015071400900000	07/14/2015	FERRELL, COREY	In	1

1 claim



Claim(s) have been Accepted As Is. [close](#)

**When the user has a claim 'checked'  the user can 'Accept As Is' and this claim will be taken from the correction listing. Accept as is will not verify how many claim are checked. Please take a note of the number of claims on listing before and after, 'Accept As It.'**



# Delete Claims

Enter Control #, Medical Record #, Patient or Claim #  [Advanced Search](#)  

	Patient Control #	Medical Record #	Claim #	Processed Date	Patient Name	In/Out	Errors
<input checked="" type="checkbox"/>	7090563	6789911	2015071400900001	07/14/2015	MANN, PRICE	In	2

Select All 1 claim

**Confirm Delete**

Are you sure you want to delete the 1 selected claim(s)?

Claim(s) have been successfully deleted. [close](#)

**When the user has a claim(s) checked,  'Delete' will be an option. Delete will completely delete the claim(s) from the system. The count of claim(s) will be verified.**



# Errors in a Claim

- ✓ The errors in a claim will be identified by a **pink tint**  **Birth Date** 
- ✓ When changes are made to a claim's field the changes will be indicated by a **green tint**  **Birth Date** 
- ✓ On the tab that identifies that identifies the different tab of the claim, the number encircled in red will indicate how many errors are on the claim, as shown below. 
- ✓ Each claim gives an error count as to how many errors are on the claim at the lower left corner. 
- ✓ By clicking the  , this allows the user to open that part of the claim to make corrections.
- ✓ As a user modifies the data, the error count goes down. 

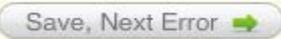


# Date Fields

- ✕ If a date field is highlighted the user must press delete to remove the current contents before modifying the date.
- ✕ If the user types in a date field the data will overstrike the current contents of the field (preferred method to modify dates.)



# Save, Save Next Error & Submit

- ✓ Moving through tabs without explicitly saving will not preserve modifications while the user remains within the currently loaded claim. The user should  and/or  before moving to next claim.
- ✓ Clicking  will save modified data. The user will be able to submit claim or just click another tab to modify it.
- ✓ Clicking  will save modification and take the user to the next error in the claim, if the claim has more than one error. After the user has gone through all errors or saves  will become an option.
- ✓ Always  before moving to the next claim so the error count and error status of the claim will be updated. If the claim is saved and not submitted the error status will not be accurate and the claim will stay on the WebCorrect listing. The claim may still have other errors also. Saving does not mean that the claim is now correct, the user has to  for the claim to be checked for errors.



  
**saves the  
modification  
to the claim  
that were  
made.**

  
**will save  
modifications  
and take user  
to next error.**

  
**submits the  
claim to be  
checked for  
other errors.**

# Submit Claim

## Review Errors button:

Claim has been successfully submitted, but still contains errors.

 Review Errors

 Next Claim 

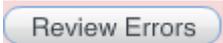
662 - Invalid Patient State

627 - Missing Patient ZIP

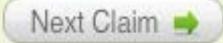
665 - Missing Patient Social Security Number

633 - Missing Patient Gender

630 - Missing Patient Birth Date

-  The user will get a list of all errors that are still on the claim.
-  Click  and the user will be taken back into the claims that was just submitted to review the error(s) on the claim.
-  Press ENTER to navigate on a tab to go through errors or click , which will save the modified data and take the user to the next error in the claim. Once all error has been reviewed or modified, 
-  If there are no more errors the user will get the following message.

Claim has been successfully submitted.

 Next Claim 



# Next Claim

Claim has been successfully submitted, but still contains errors.

Review Errors

Next Claim →

Claim has been successfully submitted.

Next Claim →



**Next Claim button:**

Next Claim →

Next Claim →

- ✓ Click to move to the next claim on the WebCorrect listing.
- ✓ **NOTE:** If the user has moved through all claims on the list the Next Claim button will be disabled.
- ✓ This button will load the next claim in the current list and open the next claim's first error.
- ✓ If the user is on a modified list, then the next claim will be the next claim on the modified listing.



# Look Up Menus

**Primary Payer**

**Source Code:**  **ID:**

**Name:**

697-Missing Claim Filing Indicator Code for Subscriber

The fields that have the drop down arrow ▼ have look up menus like listed below.

**Primary Payer**

**Source Code:**

- 11 - Other NonFederal Programs
- 12 - Preferred Provider Organization (PPO)
- 13 - Point of Service (POS)
- 14 - Exclusive Provider Organization (EPO)
- 15 - Indemnity Insurance
- 16 - Health Maintenance Organization (HMO) Medicare Ris



# WebCorrect Listing

Home

Claims

Claim Correction

Reports

Data Mgmt

Certification

Batches

Help



## THCIC Support Center

THCIC Trainer 000005 [User Management](#) [My Account](#) | [Logout](#)

Enter Control #, Medical Record #, Patient or Claim #

Search

[Advanced Search](#)

Start Corrections

	Patient Control #	Medical Record #	Claim #	Processed Date	Patient Name	In/Out	Errors
<input type="checkbox"/>	87654321	12345678	201501069998999	01/06/2015	DOE, SELFIE	In	27
<input type="checkbox"/>	6978369	7321818	201507140042000	07/14/2015	Bartell, Marilou	In	1
<input type="checkbox"/>	7095325	6262241	201507140042000	07/14/2015	DOE, Angie	In	1
<input type="checkbox"/>	8669928	7101000	201507140042000	07/14/2015	DOE, Christian	In	2
<input type="checkbox"/>	5525739	7527230	201507140042000	07/14/2015	O'Kon, Mara	In	1
<input type="checkbox"/>	8443928	8605265	201507140042000	07/14/2015	Erdman, Alyson	In	1
<input type="checkbox"/>	5676918	7080609	201507140042000	07/14/2015	Marquardt, Kane	In	1
<input type="checkbox"/>	6268192	8312242	201507140042000	07/14/2015	Ziemann, Marcelina	In	1
<input type="checkbox"/>	6452853	5791765	201507140042000	07/14/2015	Ankunding, Edgar	In	1
<input type="checkbox"/>	8711428	7020028	201507140042000	07/14/2015	Reichert, Heaven	In	1
<input type="checkbox"/>	5970885	5776112	201507140042000	07/14/2015	Torphy, Clifford	In	1
<input type="checkbox"/>	8787790	7707449	201507140042000	07/14/2015	Pollich, Korbin	In	1
<input type="checkbox"/>	8499808	7288434	201507140042000	07/14/2015	Erdman, Devan	In	1
<input type="checkbox"/>	7179519	8209565	201507140042000	07/14/2015	Rau, Koby	In	1
<input type="checkbox"/>	5538287	8283870	201507140042000	07/14/2015	Moen, Myra	In	1
<input type="checkbox"/>	5918017	6236018	201507140042000	07/14/2015	Sipes, Ashley	In	1

Select All

121 claims

Accept as is

Delete



# Start Corrections

Start Corrections →



When using start corrections the correction process will go through each claim as they are listed on the WebCorrect listing.



Start Corrections will move sequentially through all claims in the current claims correction list and open the edit screen focused on the first error in the claim. By using Start Corrections followed by SUBMIT and Next Claim all errors can be accessed in order.



The start correction will go through each claim as they are listed on the WebCorrect listing.



# Start Corrections

Home
Claims
Claim Correction
Reports
Data Mgmt
Certification
Batches
Help



**THCIC Support Center**

[Advanced Search](#)

● THCIC Trainer 000005
 [User Management](#)
[My Account](#)
[Logout](#)

	Patient Control #	Medical Record #	Claim #	Processed Date	Patient Name	In/Out	Errors
<input type="checkbox"/>	87654321	12345678	2015010699989999	01/06/2015	DOE, SELFIE	In	27
<input type="checkbox"/>	6978369	7321818	2015071400420000	07/14/2015	Bartell, Marilou	In	1
<input type="checkbox"/>	7095325	6262241	2015071400420000	07/14/2015	DOE, Angie	In	1
<input type="checkbox"/>	8669928	7101000	2015071400420000	07/14/2015	DOE, Christian	In	2
<input type="checkbox"/>	5525739	7527230	2015071400420000	07/14/2015	O'Kon, Mara	In	1
<input type="checkbox"/>	8443928	8605265	2015071400420000	07/14/2015	Erdman, Alyson	In	1
<input type="checkbox"/>	5676918	7080609	2015071400420000	07/14/2015	Marquardt, Kane	In	1
<input type="checkbox"/>	6268192	8312242	2015071400420000	07/14/2015	Ziemann, Marcelina	In	1
<input type="checkbox"/>	6452853	5791765	2015071400420000	07/14/2015	Ankunding, Edgar	In	1
<input type="checkbox"/>	8711428	7020028	2015071400420000	07/14/2015	Reichert, Heaven	In	1
<input type="checkbox"/>	5970885	5776112	2015071400420000	07/14/2015	Torphy, Clifford	In	1
<input type="checkbox"/>	8787790	7707449	2015071400420000	07/14/2015	Pollich, Korbin	In	1
<input type="checkbox"/>	8499808	7288434	2015071400420000	07/14/2015	Erdman, Devan	In	1
<input type="checkbox"/>	7179519	8209565	2015071400420000	07/14/2015	Rau, Koby	In	1
<input type="checkbox"/>	5538287	8283870	2015071400420000	07/14/2015	Moen, Myra	In	1
<input type="checkbox"/>	5918017	6236018	2015071400420000	07/14/2015	Sipes, Ashley	In	1

121 claims



To start corrections with WebCorrect, click

# WebCorrect...Errors in the Claim

Home Claims Claim Correction Reports Data Mgmt Certification Batches Help **system13**

THCIC Support Center THCIC Trainer 000005 [User Management](#) [My Account](#) | [Logout](#)

[Back to list of claims](#) 201501069998999891000005

SELFIE DOE Medical Record Number: 12345678 Patient Control Number: 87654321 Inpatient

- 18** Patient
- 2 Payer
- 1 Charges
- 2 Diagnosis & Proc
- 4 Practitioners
- ✓ Situational Codes

### Claim Information

**Patient Control Number**  
87654321

### Personal Information

<b>Name</b> SELFIE DOE	<b>Medical Record Number</b> 12345678	<b>Social Security Number</b>
<b>Address</b> -	<b>Birth Date</b>	<b>Race</b>
	<b>Sex</b>	<b>Ethnicity</b>

### Bill Type

<b>Statement From/Thru</b> From:	<b>Facility Type Code</b>
Through:	<b>Claim Frequency Type Code</b>

27 errors in this claim Submit Claim



# Errors in the Claim

system13

Home Claims Claim Correction Reports Data Mgmt Certification Batches Help

THCIC Support Center

THCIC Trainer 000005 User Management My Account Logout

201501069998999891000005

SELFIE DOE Medical Record Number: 12345678 Patient Control Number: 87654321

18 Patient  
2 Payer  
1 Charges  
2 Diagnosis & Proc  
4 Practitioners  
Situational Codes

The number of errors in a given tab is indicated by the number circled in red next to the tab name.

27 errors in this claim

Claim Information

Patient Control Number  
87654321

Personal Information

Name: SELFIE DOE  
Medical Record Number: 12345678  
Social Security Number  
Address  
Birth Date  
Sex  
Race  
Ethnicity

Bill Type

Statement From/Thru  
From:  
Through:  
Facility Type Code  
Claim Frequency Type Code

Click to edit tab information.

Submit Claim



Number of errors in the claim is 27.

# Open part of claim to make corrections...

Home Claims Claim Correction Reports Data Mgmt Certification Batches Help system13

THCIC Support Center

THCIC Trainer 000005 User Management My Account Logout

201501069998999891000005

SELFIE DOE Medical Record Number: 12345678 Patient Control Number: 87654321 Inpatient

18 Patient

2 Payer

1 Charges

2 Diagnosis & Proc

4 Practitioners

✓ Situational Codes

### Claim Information

Patient Control Number  
87654321

### Personal Information

Medical Record  
12345678

665-Missing Patient Social Security Number

Social Security Number:  
- - -

Sex:  
-

Ethnicity:  
-

Birth Date:  
MM/DD/YYYY

Race:  
-

First Name: SELFIE Middle: (Initial) Last Name: DOE

Address:  
-  
-

City: State: Zip Code:

Country:

27 errors in this claim

Cancel Save Save, Next Error

When you open up the part of the claim, the errors will be indicated by pink with red lettering. If you click in the field with the error, a brief description of what the error is.



# Click Save

The screenshot shows the 'system13' web application interface. At the top, there is a navigation bar with buttons for Home, Claims, Claim Correction, Reports, Data Mgmt, Certification, Batches, and Help. The user is logged in as 'THCIC Trainer 000005' and is in the 'THCIC Support Center'. The patient being viewed is 'SELFIE DOE' with Medical Record Number 12345678 and Patient Control Number 87654321. The 'Personal Information' form is partially visible, with fields for Medical Record Number, Social Security Number, Sex, Ethnicity, Birth Date, Race, City, State, and Zip Code. A modal dialog titled 'Saving Claim' is overlaid on the form, indicating that the system is saving the changes made.

After making corrections, clicking 'Save' only saves the changes made. The user will have to click 'submit claim' to have another audit ran. Once 'save' is chosen 'submit claim' will be an option.

# Error in the Claim

system13

Home Claims Claim Correction Reports Data Mgmt Certification Batches Help

THCIC Support Center

THCIC Trainer 000005 User Management My Account Logout

201501069998999891000005

SELFIE DOE Medical Record Number: 12345678 Patient Control Number: 87654321 Inpatient

Back to list of claims

**Claim Information**

Patient Control Number: 87654321

**Personal Information**

<b>Name</b> SELFIE DOE	<b>Medical Record Number</b> 12345678	<b>Social Security Number</b> 123456789
<b>Address</b> 2500 FAKE DRIVE AUSTIN, TX 78741 UNITED STATES	<b>Birth Date</b> 05/20/1974	<b>Race</b> 2 - Asian, Native Hawaiian or Pacific Islander
	<b>Sex</b> F - Female	<b>Ethnicity</b> 2 - Not of Hispanic Origin

**Bill Type**

<b>Statement From/Thru</b> From: 08/10/2015 Through: 08/15/2015	<b>Facility Type Code</b> 85 - Special Facility Critical Access Hospital
	<b>Claim Frequency Type Code</b> 1 - Admit through Discharge Claim

9 errors in this claim

Submit Claim

Which tabs the errors are on now.



Number of errors in the claim goes down from 27 to 9. When the user makes the change, this field will turn green.

# Next Error in the Claim Make Change

**Primary Payer**

**Source Code:**

**Name:**

697-Missing Claim Filing Indicator Code for Subscriber

**Primary Payer**

**Source Code:**

ZZ - Mutually Defined, Or SelfPay, Or Unknown, Or Charity

**Name:**

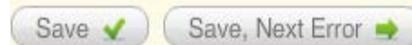
SELF PAY

701-Primary Payer Name is required

If the user clicks, the error field that has the error the user will be able to see what the error is. It'll have a **pink tint**.

Clicking a **red**  will close the tab.

Once a change has been made, it will show in a **green tint**. That indicates a change has been made. It does not mean that the claim is now correct. Click 'save' to save these changes or save next error, which will save the data and go to the next error.



If the user chooses **'ZZ – Mutually defined, or Self Pay, or Unknown, or Charity'** as the payer, do not identify the payer's name as the **'payer name'**. Payer name should also be Self Pay, as pictured above.



# Next Error in Claim

Home Claims **Claim Correction** Reports Data Mgmt Certification Batches Help **system13**

THCIC Support Center THCIC Trainer 000005 [User Management](#) [My Account](#) [Logout](#)

[Back to list of claims](#) 201501069998999891000005

SELFIE DOE Medical Record Number: 12345678 Patient Control Number: 87654321 Inpatient

- ✓ Patient
- ✓ Payer
- 1 Charges**
- 2 Diagnosis & Proc
- 3 Practitioners
- ✓ Situational Codes

Revenue Code:  Qualifier:  ✖

Procedure Code:

Modifiers:

Rate: \$  Qty:  Unit:  Charge:

Non covered charge: \$

**Total Charges:** \$0.00  **667-Missing Total Claim Charges**

7 errors in this claim



# Make changes to claim

Home Claims Claim Correction Reports Data Mgmt Certification Batches Help **system13**

THCIC Support Center THCIC Trainer 000005 User Management My Account Logout

Back to list of claims 201501069998999891000005

**SELFIE DOE** Medical Record Number: 12345678 Patient Control Number: 87654321 Inpatient

- ✓ Patient
- ✓ Payer
- 1 Charges**
- 2 Diagnosis & Proc
- 4 Practitioners
- ✓ Situational Codes

1	0490 HC	<b>X</b>	Revenue Code: 0490	Qualifier: HC - HCPCS CODING SYSTEM	<b>X</b>
			Procedure Code: 42804 - BIOPSY OF UPPER NOSE/THROAT		
			Modifiers:		
			Rate: \$ 1500	Qty: x 2	Unit: UN - Units
					Charge: = 3000.00
					<input type="button" value="Calculate"/>
			Non covered charge: \$ <input type="text"/>		

**Total Charges:** \$3,000.00

7 errors in this claim



# Charges Tab



Monetary amounts can be entered as partial dollar amounts by entering a decimal.



The user must select a qualifier to enable the Procedure Code List.



The modifiers are entered in sequence with the next modifier being activated as the user navigates from left to right.



If the Total Claim Charges are marked in error a Recalculate button will appear. Clicking will sum the charges in all the revenue line items present in the claim.



Click on the Add Charge button that is located next to Total Claim Charges to add a new charge to the claim.



Click on the line item on the left screen to display the detail charge record in right screen.



# Next Error in Claim

The screenshot shows the 'system13' web application interface. At the top, there are navigation tabs: Home, Claims, Claim Correction, Reports, Data Mgmt, Certification, Batches, and Help. The user is logged in as 'THCIC Trainer 000005'. The patient information is 'SELFIE DOE', Medical Record Number: 12345678, Patient Control Number: 87654321, and Inpatient status. The 'Diagnosis' section is active, showing a dropdown menu with the following options: 7841 - THROAT PAIN, 0010 - CHOLERA D/T VIB CHOLERAE, 0011 - CHOLERA D/T VIB EL TOR, 0019 - CHOLERA NOS, 0020 - TYPHOID FEVER, 0021 - PARATYPHOID FEVER A, and 0022 - PARATYPHOID FEVER B. Below the dropdown are fields for 'POA:' and 'Other Diagnosis Codes:'. The 'Procedures' section is also visible, with a 'Principal' field and 'Other Procedure Codes' section. A callout box at the bottom states: '7 Present On Admission (POA) for inpatient facilities required to submit this data will show an error if the data is not submitted on data on/after January 29, 2011.'



# Diagnosis & Procedure Tab and Situational Tab

- ✕ Selection of codes in the procedure code, value code, occurrence spans and Occurrences by dates fields without an accompanying entry of the associated field on the line item **will not be saved** when the user clicks Save.
- ✕ Enter all data prompted for on the line before saving.
- ✕ Tabbing out of the last field on the line will generate a new entry line for additional line item entry up to the maximum amount allowed for the type of data being entered.
- ✕ Present on Admission (POA) for inpatient facilities required to submit this data will show an error if the data is not submitted on data on/after January 29, 2011.



# Make Necessary Change

The screenshot shows the 'system13' web application interface. At the top, there is a navigation bar with buttons for Home, Claims, Claim Correction, Reports, Data Mgmt, Certification, Batches, and Help. The user is logged in as 'THCIC Trainer 000005' with options for User Management, My Account, and Logout. The main header identifies the user as 'SELFIE DOE' with Medical Record Number: 12345678 and Patient Control Number: 87654321, and the status is 'Inpatient'. A left sidebar contains a menu with options: Patient, Payer, Charges, Diagnosis & Proc (highlighted with a '2'), Practitioners, and Situational Codes. The main content area is divided into 'Diagnosis' and 'Procedures'. The 'Diagnosis' section shows a 'Principal' diagnosis of '7841 - THROAT PAIN' and an 'Admit' diagnosis of '7848 -'. A dropdown menu for the POA (Present at the time of injury) is open, showing options: 'Y - Yes = Present at the time of ir', 'N - No = Not present at the time of ir', 'U - Unknown = Documentation insuf', and 'W - Clinically Undetermined = Provic'. The 'Procedures' section shows a 'Principal' procedure field and a link for 'Other Procedure Codes'. At the bottom, a red message states '7 errors in this claim', and there are buttons for 'Cancel', 'Save' (with a green checkmark), and 'Save, Next Error' (with a green arrow).



# Save, Next Error

The screenshot displays the 'system13' interface for the 'THCIC Support Center'. The user is logged in as 'THCIC Trainer 000005'. The patient information is 'SELFIE DOE', Medical Record Number: 12345678, Patient Control Number: 87654321, and Inpatient status. The 'Practitioners' section is active, showing an 'Attending Physician' form with a red error message: '688-Invalid Attending Practitioner Qualifier'. Below it is an 'Operating Physician' form. At the bottom, there are buttons for 'Cancel', 'Save' (with a green checkmark), and 'Save, Next Error' (with a green arrow). A red text box at the bottom left indicates '4 errors in this claim'.

Home Claims Claim Correction Reports Data Mgmt Certification Batches Help system13

THCIC Support Center

THCIC Trainer 000005 User Management My Account Logout

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SELFIE DOE Medical Record Number: 12345678 Patient Control Number: 87654321 Inpatient

✓ Patient

✓ Payer

✓ Charges

✓ Diagnosis & Proc

4 Practitioners

✓ Situational Codes

### Attending Physician

ID Type: ID Number:

First Name: Middle: Last Name:

688-Invalid Attending Practitioner Qualifier

### Operating Physician

ID Type: ID Number:

First Name: Middle: Last Name:

(Initial)

4 errors in this claim

Cancel Save Save, Next Error

'Save, next error' will take the user to the next error in this claim. The user can make the necessary change.



# Make Changes

Home Claims Claim Correction Reports Data Mgmt Certification Batches Help **system13**

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SELFIE DOE Medical Record Number: 12345678 Patient Control Number: 87654321 Inpatient

- ✓ Patient
- ✓ Payer
- ✓ Charges
- ✓ Diagnosis & Proc
- 4** Practitioners
- ✓ Situational Codes

### Attending Physician

ID Type:  ID Number:

First Name:  Middle:  (Initial) Last Name:

### Operating Physician

ID Type:  ID Number:

First Name:  Middle:  (Initial) Last Name:

4 errors in this claim

Cancel Save  Save, Next Error

Click 'Save' to save this change.



# Submit Claim

Home Claims Claim Correction Reports Data Mgmt Certification Batches Help system13

THCIC Support Center

THCIC Trainer 000005 User Management My Account Logout

Back to list of claims 201501069998999891000005

SELFIE DOE Medical Record Number: 12345678 Patient Control Number: 87654321 Inpatient

- ✓ Patient
- ✓ Payer
- ✓ Charges
- ✓ Diagnosis & Proc
- ✓ Practitioners
- ✓ Situational Codes

### Attending Physician

Name	ID
PATRICK MORGAN	XX - NPI - National Provider Identifier: 123456789

### Operating Physician

Name	ID
------	----

Submitting Claim

Once the claim has been saved. The user will be able to  .



# Claim Submitted

Home Claims Claim Correction Reports Data Mgmt Certification Batches Help system13

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SELFIE DOE Medical Record Number: 12345678 Patient Control Number: 87654321 Inpatient

- ✓ Patient
- ✓ Payer
- ✓ Charges
- ✓ Diagnosis & Proc
- ✓ Practitioners
- ✓ Situational Codes

**Claim has been successfully submitted.**  
Next Claim →

If the claims was submitted and no longer has errors the user will get the message above. The user can click 'Back To List of Claims' to go back to the list of corrections or click 'Next Claim' and the user will go to the next claim for correction from the WebCorrect listing. If the claims still has errors, the user will get the message below, with a list of errors on that claim. The user can review the errors, go to the next claim or go back to the list of claims.

**Claim has been successfully submitted, but still contains errors.**  
Review Errors Next Claim →

633 - Missing Patient Gender  
635 - Missing Patient Ethnicity  
630 - Missing Patient Birth Date



# Inpatient WebCorrect

## Questions/ Comments

Questions, comments or need clarification please e-mail

[thcichelp@dshs.texas.gov](mailto:thcichelp@dshs.texas.gov)

The e-mail should include the facility's THCIC ID.



# THCIC Contact



Address:

Texas Health Care Information Collection  
Dept of State Health Services – Center for Health  
Statistics  
1100 W 49th St, Ste M-660  
Austin, TX 78756



Phone: 512- 776-7261



Fax: 512- 776-7740



E-mail: [THCIChelp@dshs.texas.gov](mailto:THCIChelp@dshs.texas.gov)



Web site: <http://www.dshs.texas.gov/THCIC>



# THCIC Contact

- ✓ Contact Dee Roes at  512-776-3374 or  [Dee.Roes@dshs.texas.gov](mailto:Dee.Roes@dshs.texas.gov) if submitter test/production files reject due to a submission address or EIN/NPI number.
- ✓ Contact Tiffany Overton at  512-776-2352 or  [Tiffany.Overton@dshs.texas.gov](mailto:Tiffany.Overton@dshs.texas.gov) if a facility has questions concerning the submission, correction, or certification of data.
- ✓ For general questions or to request information about THCIC please e-mail to  [thcichelp@dshs.texas.gov](mailto:thcichelp@dshs.texas.gov).





## Contact



Address:

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

