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

Outpatient WebClaim

Revised January 23, 2015

Background Information

- Chapter 108 of the Texas Health and Safety Code established and authorizes THCIC to collect and report on outpatient/inpatient discharge data.
  - http://www.statutes.legis.state.tx.us/Docs/HS/word/HS.108.doc
  - http://www.statutes.legis.state.tx.us/Docs/HS/pdf/HS.108.pdf

THCIC Rules

- **Title 25. Health Services**

  - **Subchapter A** – Collection and Release of Hospital Discharge Data

  - **Subchapter D** – Collection and Release of Outpatient Surgical and Radiological Procedures at Hospitals and Ambulatory Surgical Centers

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

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.state.tx.us

Web site: http//:www.dshs.state.tx.us/THCIC

THCIC Contact

- Contact Dee Roes at 512-776-3374 or Dee.Roes@dshs.state.tx.us 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.state.tx.us 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.state.tx.us.

system13
Formerly Commonwealth Clinical Systems and Computer Services

Contact

Address:
System13, Inc
1648 State Farm Blvd.
Charlottesville, VA 22911

Phone: 1-888-308-4953
Fax: 434-979-1047
E-mail: THCIChelp@system13.com
Web site: https://thcic.system13.com

Data Reporting Schedule

When are my submissions due?

http://www.dshs.state.tx.us/THCIC/datareportingschedule.shtm

THCIC - Inpatient and Outp...

The complete data reporting schedule is available at http://www.dshs.state.tx.us/THCIC/datareportingschedule.shtm

TEXAS Department of State Health Services

- THCIC
- Reports
- Data
- Facility Reporting Requirements
- Training
- Calendars
- Statutes And Rules
- Resources
- Contact Us
- Center for Health Statistics (CHS) and other DSHS Data

Home > Texas Health Care Information Collection Home > Inpatient and Outpatient Data Reporting Schedule

Inpatient and Outpatient Data Reporting Schedule

Texas Health Care Information Collection
Center for Health Statistics

Key Activity Due Dates by Quarter

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

Quarterly Activities by Due Date

Date	Activity	Quarter
9-2-14	Cutoff for initial submission	Q2 2014
11-3-14	Cutoff for corrections	Q2 2014
12-1-14	Facilities receive certification files	Q2 2014
12-1-14	Cutoff for initial submission	Q3 2014

THCIC System

Log into the System13 system at https://thcic.system13.com

System13, Inc. / THCIC Web - Windows Internet Explorer

https://thcic.system13.com/user_session/new

File Edit View Favorites Tools Help

Favorites System13, Inc. / THCIC Web

THCIC Support Center

system13 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

Favorites System13, Inc. / THCIC Web

THCIC Support Center

system13 Making technology your best friend.

Home

Problems Logging In?

Username th63751142

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

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

Favorites System13, Inc. / THCIC Web

THCIC Support Center

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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 Decline

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

This is the provider home page the data administrator/primary contact will see when they log in the system. The following pages is what the other data users/data certifier will see.

Data Management/Primary Contact Provider Home Page

Data 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 Ac

Login successful!

Other Features

Reports

WebCorrect
Claim Correction

WebCert
Certification

WebClaim
New Claim

New Claims in Progress

Batches

Provider Dashboard

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

Data Certifier Provider Home Page

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

Provider Tabs

system13

THCIC Support Center

MB - THCIC Acceptance Outpatient Pro 000004 | My Account | Logout

Other Features

Login successful!

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

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

Home

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

Claims

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

Claim Correction

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

Reports

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

Data Mgmt

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.

Certification

**Facilities can view current and historical certification data.

Batches

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

Help

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.

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.

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.

Provider Tab Claims Claims

System13, Inc. / THCIC WebClaim - Windows Internet Explorer

https://thcictrainer.system13.com/claimmanager#claim

File Edit View Favorites Tools Help

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

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THCIC Trainer 000005 User Management My Account | Logout

THCIC Support Center

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

New Claims in Progress Create New Claim

Patient Control #	Medical Record #	Claim #	Processed Date	Patient Name	In/Out	Errors
1855992035	M515931986	2011011800170001	01/18/2011	TAYLOR, JEAN	Out-I	-
17265937	M0675101060250	2011011800130000	01/18/2011	SANDOVAL, TRACE	Out-I	-
153666524	M76707529	2011011800150000	01/18/2011	MAYO, MAXIM	Out-I	-
1969993490	M59614788624	2011011800130000	01/18/2011	GARRISON, MO	Out-I	-
13661107	M8222819180590	2011011800130000	01/18/2011	HUNTER, QUINN	Out-I	-
987654321	987654321	201501069998999!	01/06/2015	SELFIE, ELIZA	Out-I	-
17944932	M67846826	2011011800150000	01/18/2011	LANCASTER, ANDY	Out-I	4A
123456789	123456789	201501069998999!	01/06/2015	DOE, JANE	Out-I	-
11560896	M69125305182	2011011800130000	01/18/2011	MORIN, TRACE	Out-I	-
1234	1234	201404249998999!	04/24/2014	DOE, YOLANDA	Out-I	-
1826207	M1878872811374	2011011800150000	01/18/2011	MONROE, NEVADA	Out-I	-
1228913196	M9585819999	2011011800130000	01/18/2011	DURAN, NEVADA	Out-I	-
152525	1574585	201307119998999!	07/11/2013	DOE, JOURNEE	Out-I	3
13493017	M8137730805	2011011800130000	01/18/2011	WHITNEY, CARY	Out-I	-
9876654321	987654321	201306129998999!	06/12/2013	DOE, JOSEPH	Out-I	-
1620633	M76071956409	2011011800150000	01/18/2011	MAYER, DEE	Out-I	-

Select All 2189 claims Delete

No Correction Needed

Accepted As Is

Errors

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 Data Management

Data Mgmt

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

Data Management Actions on Quarterly Data

Modify/Replace/Remove Process (MRR)	Duplicate Remove Process (DR)
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)	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.

Provider Tab Help

Help

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

https://thcictrainer.system13.com/help

File Edit View Favorites Tools Help

Favorites System13, Inc. / THCIC Web Help

Page Safety Tools

Help

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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, requesting an account reset.

I forgot my username. How can I recover it?

Send email to 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 Other Features

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

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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

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

No users

Delete

User Management – To Add User

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

system13

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…

Home | Claims | Claim Correction | Reports | Certification | Batches | Help

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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. <u>The data administrator is the only one who can add a user to the system</u>.

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

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

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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: JACK Middle: Last Name: DOE

Phone: (123)456-7890

Email: JDOE@YOURFACILITY.COM

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 – Adding a User

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

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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 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

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

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 – Adding a User

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

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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
☐		DOE, JACK	(123) 456-7890	jdoe@yourfacility.com	th000002n	✓	
☐		OVERTON, TIFFANY	(512)776-2352	tiffany.overton@dshs.state.tx.u	th000002o	✓	✓

2 users

Delete

User Management – Lock Features

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

system13

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

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: JACK Middle: Last Name: DOE

Phone: (123)456-7890

Email: JDOE@YOURFACILITY.COM

UserID: th000002o

Email Schemes: Data Administrator

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

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THCIC Support Center

THCIC | User Management | My Account | Logout

Current password

Change password

Password confirmation

Update Cancel

The user will put in the current password, then a new password and confirm the new password. The password perimeters are listed above when changing your password. Click Update to change the password. Log back into the system with the new password.

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:

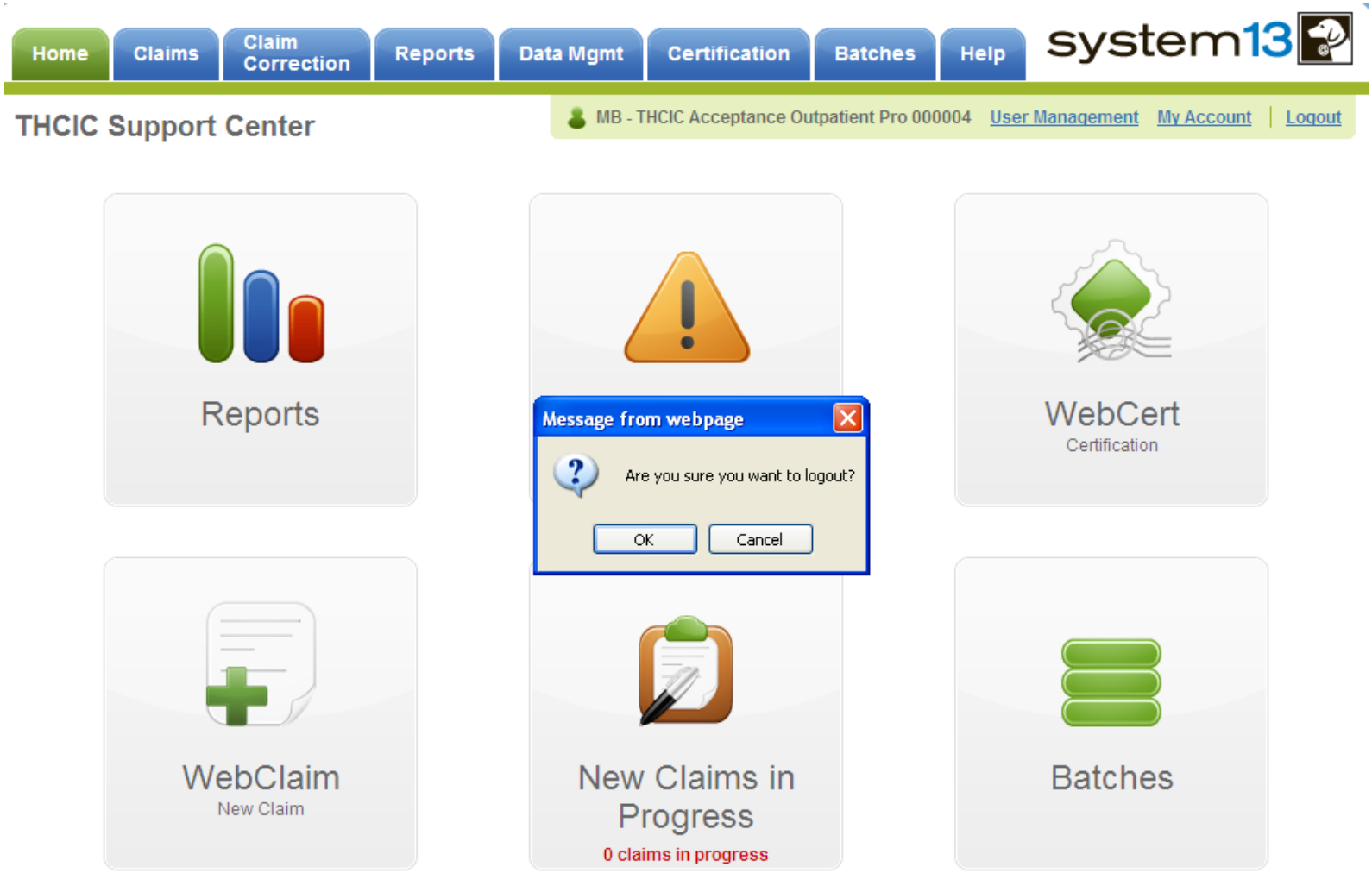
1. Within this application, the following is defined as the set of Special Characters: ! @ # $ % ^ & * ? _ ~ -
2. Here are some examples of a letter or number sequence greater than 2: 'abc', '123', '4567', 'ghijk'
3. Here are some examples of a letter, number, or sequence that is repeated more than twice: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

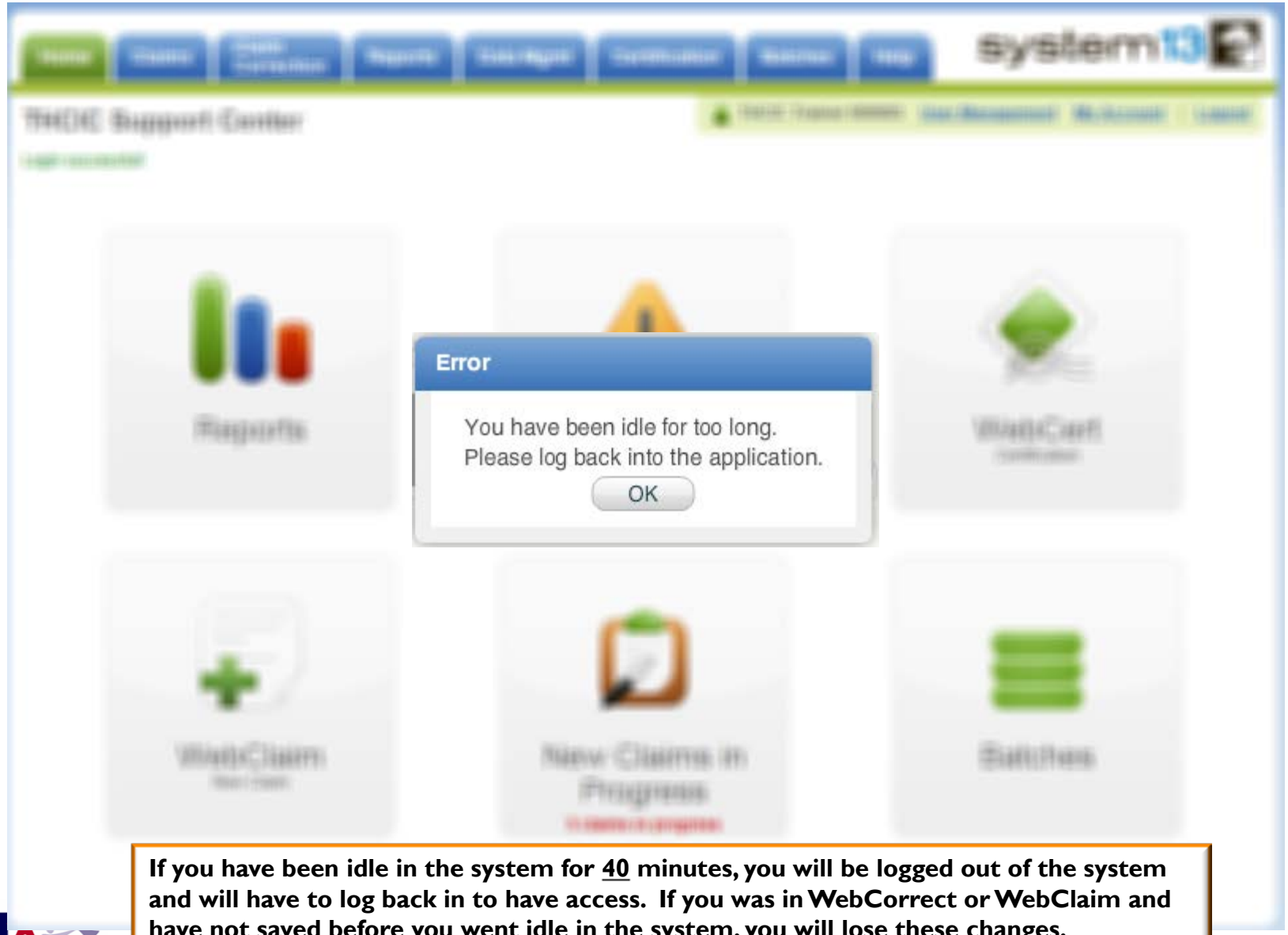
Password Process

- Passwords Must:
  - Expire and be changed every sixty (60) days
  - Be at least eight (8) Characters long
  - Contain at least one (1) alpha, one (1) numeric and one (1) special character
  - Contain uppercase and lowercase letters
- Passwords Must Not:
  - Be reused for one (1) year.
  - Begin or end with non-alpha characters
  - Contain username
  - Contain letter or number sequences greater than two (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 sequences greater than two (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), '333' (2-number repetition). 'abcabc' (letter sequence repetition), '123123' (number sequence repetition)

Other Feature Logout



Inactivity



If you have been idle in the system for <u>40</u> 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

Provider Dashboard

Reports

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 Reports by the provider tab Reports **or by the provider dashboard icon**

Reports

Reports

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

Filter By:

- Quarter (by discharge date from and thru)
- Timeframe (by processing date)
- Batch Number

Patients:

- (•) Inpatient
- ( ) Outpatient - Institutional
- ( ) Outpatient - Professional

Generate

Reports allows the user to get their frequency of error report, hardcopy report, summary report and data analysis report on data that is <u>currently</u> in the system. The data currently in the systems includes data that has been submitted and not removed due to the cutoff for corrections.

WebCorrect/ Claim Correction

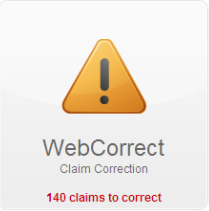
The user can go to data corrections by provider tab the tab

Claim Correction

or the dashboard icon

WebCorrect/ Claim Correction

Claim Correction



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

system13

THCIC Test Hospital/Facility 000002 | User Management | My Account | Logout

THCIC Support Center

Enter Control #, Medical Record #, Patient or Claim # | Search | Advanced Search | Start Corrections

	Patient Control #	Medical Record #	Claim #	Processed Date	Patient Name	In/Out	Errors
☐	067655	M1828181868131	2012062100040002	07/03/2012	PUGH, ASHLEY	Out-P	1
☐	11996583	M037380482073	2011100700130000	07/03/2012	HERRING, ADDISON	Out-P	1
☐	1894505363	M1634727577247	2011100700130000	07/03/2012	FUENTES, JAEL	Out-P	1
☐	14288297	M0906689185461	2011100700130000	07/03/2012	WILCOX, FRAN	Out-P	1
☐	068258	M4038756213	2012062100040002	07/03/2012	BARRY, HARPER	Out-P	1
☐	068082	M1354146136241	2012062100040002	07/03/2012	DALTON, BRODY	Out-P	1
☐	1363206894	M28411079	2012061800390000	07/03/2012	FREDERICK, EMERY	Out-P	1
☐	111425751	M88464884878	2012061800390000	07/03/2012	MURPHY, XIANG	Out-P	1
☐	067265	M57743970	2012062100040000	07/03/2012	WILKINS, NUR	Out-P	1
☐	068428	M38863886	2012062100040002	07/03/2012	JENSEN, SASCHA	Out-P	1
☐	068094	M60939799	2012062100040000	07/03/2012	SIMS, UTAH	Out-P	1
☐	067268	M4255210791449	2012062100040000	07/03/2012	RICH, JORY	Out-P	1
☐	17186669	M818829103569	2011100700130000	07/03/2012	SLOAN, JAIME	Out-P	1
☐	067914	M10651053	2012062100040003	07/03/2012	WORKMAN, UMBER	Out-P	1
☐	067757	M362254192509	2012062100040003	07/03/2012	SCHNEIDER, ODELL	Out-P	1
☐	067514	M18358810868	2012062100040003	07/03/2012	LANGLEY, NEVADA	Out-P	1

Select | Delete

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

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 Certification by the provider tab Certification or by the Certification provider dashboard icon

WebCert/Certification

Certification

WebCert
Certification

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

system13

THCIC | User Management | My Account | Logout

THCIC Support Center
Outpatient

2015

2nd Quarter

Eligible Claims — Generate Quarter Cert. Data (EOD)

1st Quarter

224 Events — Start Certification

2014

4th Quarter

430 Events — Start Certification

3rd Quarter

321 Events - Certified

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.

WebClaim

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

Medical Record Number: Patient Control Number:

- Patient
- Payer
- Charges
- Diagnosis
- Practitioners

Claim Information

Please Select a Claim Type

○ 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.

LOADING 0% | Submit Claim | Save Claim | Next Section

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

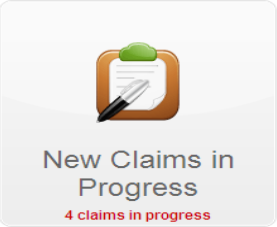
New Claims in Progress

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



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

system13

THCIC Test Hospital/Facility 000002 User Management My Account | Logout

THCIC Support Center

Enter Control #, Medical Record #, Patient or Claim # Search Advanced Search Add new claim

Patient	In/Out	Started on	Progress
DOE, JANICE	In	07/06/2012	48% complete
DOE, JAY	In	07/06/2012	20% complete
DOE, JAYLA	Out-I	07/06/2012	44% complete
DOE, JAI	Out-P	07/06/2012	36% complete

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

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

system13

THCIC Support Center

MB - THCIC 000004 User Management My Account | Logout

Login successful!

eports

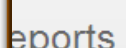
WebCorrect
Claim Correction

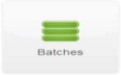
WebCert
Certification

WebClaim
New Claim

New Claims in Progress

Batches

The user can go to Batches 

by the provider tab or the dashboard icon 

Batches

Batches

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

system13

THCIC Support Center

THCIC Test Hospital/Facility 000002 User Management My Account | Logout

Enter Batch # Search

Batch Number	Processed Date	Total Claims	Claims with Errors	In/Out	
201110070013	07/03/2012	28	4	Out	☐
201112300010	07/03/2012	60	9	Out	☐
201201260019	07/03/2012	57	13	In	☐
201202010001	07/03/2012	60	41	In	☐
201202010006	07/03/2012	60	6	Out	☐
201206180039	07/03/2012	18	3	Out	☐
201206210001	07/03/2012	31	7	In	☐
201206210003	07/03/2012	42	1	Out	☐
201206210004	07/03/2012	411	56	Out	☐

Batches is a list of files sent in by 5010 upload. This listing is only for batches currently in the system. ***Only the system administrator can delete batches**.*

Select All 9 batches Delete

WebClaim

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.

Outpatient WebClaim Training

- Data Reporting Schedule
- WebClaim
  - Submitting claims manually using WebClaim
  - New Claims in Progress
- Outpatient Institutional
- Outpatient Professional

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.**

Data Submission

Texas Health Care Information Collection
Center for Health Statistics

Inpatient and Outpatient Data Reporting Schedule

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

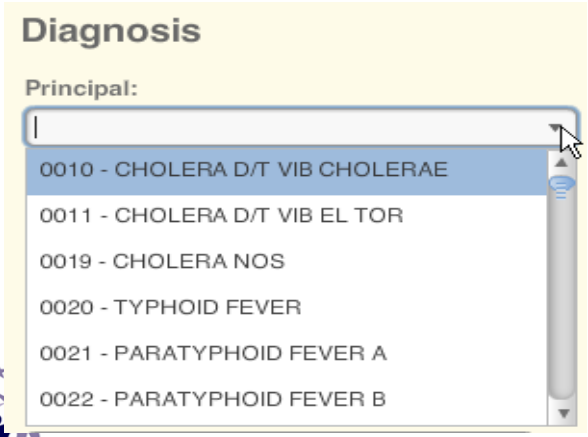
Various Options for Entering WebClaim

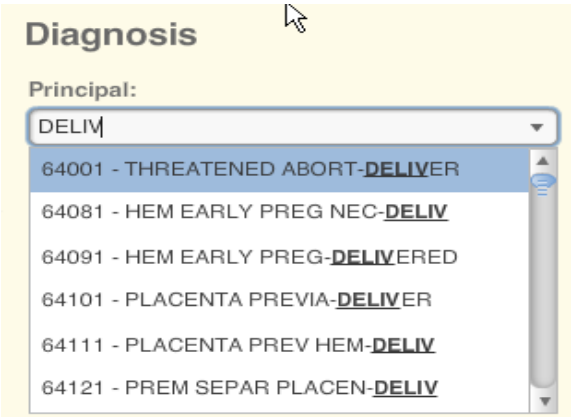
- You can enter WebClaim from:
  - Claims Listing – click Create New Claim
  - New Claims in– click Add new claim

  - Provider Home page – click

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 Enter when the highlighted selection is on the correct choice.
- Press Tab to move to the next field on the screen.





Opening WebClaim for Inpatient/Outpatient Facilities

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

Medical Record Number: Patient Control Number:

- Patient
- Payer
- Charges
- Diagnosis
- Practitioners

Claim Information

Please Select a Claim Type

Inpatient Outpatient Institutional

If the facility submits inpatient and outpatient data, the only options available for WebClaim will be an inpatient claim or an outpatient institutional claim as pictured.

Opening WebClaim Through Provider Home Page

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

system13

THCIC Support Center

THCIC Trainee 1 000006 User Management My Account | Logout

Back to list of claims

Medical Record Number: Patient Control Number:

- Patient
- Payer
- Charges
- Diagnosis
- Practitioners

Claim Information

Please Select a Claim Type

Outpatient Institutional Outpatient Professional

Loading Tables

When the system is loading tables it's loading drop down menus that are available to you to look up data. This process can take up to a few minutes to load. When WebClaim first opens, 'Loading Tables' will appear. The system loads tables for the look up menus available. If you go back to the home page before another tab is chosen the tables will have to reload.

LOADING 0% Submit Claim Save Claim Next Section

Patient Tab

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

system13

THCIC Support Center

THCIC Trainee 1 000006 User Management My Account | Logout

Back to list of claims

Medical Record Number: Patient Control Number:

- Patient
- Payer
- Charges
- Diagnosis
- Practitioners

Claim Information

Please Select a Claim Type

Outpatient Institutional Outpatient Professional

The type of claim will have to be selected before the entry screen will be shown.

LOADING 0% Submit Claim Save Claim Next Section

Patient Tab

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

system13

THCIC Support Center

THCIC Trainee 1 000006 User Management My Account | Logout

Back to list of claims

Medical Record Number: Patient Control Number: Outpatient Institutional

- Patient
- Payer
- Charges
- Diagnosis
- Practitioners
- Situational Codes

Claim Information

Type

Outpatient Institutional Outpatient Professional

Patient Control Number:

Personal Information

Medical Record Number:

First Name: Middle: (Initial) Last Name:

Address:

City: State: Zip Code:

Country:

Social Security Number:

Sex:

Ethnicity:

Birth Date: MM/DD/YYYY

Race:

LOADING 4%

Submit Claim | Save Claim | Next Section

Patient Tab
Outpatient Institutional

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

system13

THCIC Support Center

THCIC Test Hospital/Facility 000002 User Management My Account | Logout

Back to list of claims

Medical Record Number: Patient Control Number: **Outpatient Institutional**

- Patient
- Payer
- Charges
- Diagnosis
- Practitioners
- Situational Codes

Bill Type

Facility Type Code:

Claim Frequency Type Code:

Statement:

From: MM/DD/YYYY

Through: MM/DD/YYYY

LOADING 0%

Submit Claim | Save Claim | Next Section

Patient Tab
Outpatient Professional

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

system13

THCIC Support Center

THCIC Test Hospital/Facility 000002 User Management My Account | Logout

Back to list of claims

Medical Record Number: Patient Control Number: Outpatient Professional

- Patient
- Payer
- Charges
- Diagnosis
- Practitioners

Bill Type

Facility Type Code:

Claim Frequency Type Code:

Related Causes 1:

Related Causes 2:

Related Causes 3:

Statement:

Earliest Service Date: MM/DD/YYYY

Latest Service Date: MM/DD/YYYY

LOADING 0% Submit Claim Save Claim Next Section

Payer Tab

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

system13

THCIC Support Center

THCIC Test Hospital/Facility 000002 User Management My Account | Logout

Back to list of claims

Medical Record Number: Patient Control Number: Outpatient Institutional

- Patient
- Payer
- Charges
- Diagnosis
- Practitioners
- Situational Codes

Primary Payer

Source Code: ID:

Name:

Secondary Payer

Source Code: ID:

Name:

LOADING 4% Submit Claim Save Claim Next Section

Charges Tab
Outpatient Institutional

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

system13

THCIC Support Center

THCIC Test Hospital/Facility 000002 User Management My Account | Logout

Back to list of claims

Medical Record Number: Patient Control Number: Outpatient Institutional

- Patient
- Payer
- Charges
- Diagnosis
- Practitioners
- Situational Codes

1

Revenue Code: Qualifier:

Procedure Code:

Modifiers:

Procedure Date: MM/DD/YYYY Procedure Thru Date: MM/DD/YYYY

Rate: $ x Qty: Unit: = Charge: Calculate

Non covered charge: $

Total Charges: $0.00 Add Charge

LOADING 4% Submit Claim Save Claim Next Section

Charges Tab
Outpatient Professional

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

system13

THCIC Support Center

THCIC Test Hospital/Facility 000002 User Management My Account | Logout

Back to list of claims

Medical Record Number: Patient Control Number: Outpatient Professional

- Patient
- Payer
- Charges
- Diagnosis
- Practitioners

1

Qualifier:

Procedure Code:

Modifiers:

Procedure Date: MM/DD/YYYY

Procedure Thru Date: MM/DD/YYYY

Service Facility Code:

Qty: Unit: = Charge:

Total Charges: $0.00

Add Charge

LOADING 4%

Submit Claim | Save Claim | Next Section

Diagnosis Tab Outpatient

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

system13

THCIC Support Center

THCIC Test Hospital/Facility 000002 User Management My Account | Logout

Back to list of claims

Medical Record Number: Patient Control Number: Outpatient Institutional

- Patient
- Payer
- Charges
- Diagnosis
- Practitioners
- Situational Codes

Diagnosis

Principal:

Reason for Visit:

E-Codes:

Other Diagnosis Codes:

LOADING 4% Submit Claim Save Claim Next Section

Practitioners Tab
Outpatient Institutional

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

system13

THCIC Support Center

THCIC Trainee 1 000006 User Management My Account | Logout

Back to list of claims

Medical Record Number: Patient Control Number: Outpatient Institutional

- Patient
- Payer
- Charges
- Diagnosis
- Practitioners
- Situational Codes

Physician 1 (Operating)

ID Type: ID Number:

First Name: Middle: (Initial) Last Name:

Physician 2 (Other/ED Attending)

ID Type: ID Number:

First Name: Middle: (Initial) Last Name:

LOADING 4% Submit Claim Save Claim Next Section

Practitioners Tab
Outpatient Professional

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

system13

THCIC Support Center

THCIC Test Hospital/Facility 000002 User Management My Account | Logout

Back to list of claims

Medical Record Number: Patient Control Number: **Outpatient Professional**

- Patient
- Payer
- Charges
- Diagnosis
- Practitioners

Rendering1 Physician

ID Type: ID Number:

First Name: Middle: (Initial) Last Name:

Rendering2 Physician

ID Type: ID Number:

First Name: Middle: (Initial) Last Name:

LOADING 4% Submit Claim Save Claim Next Section

Situational Codes Tab
Outpatient Institutional

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

system13

THCIC Support Center

THCIC Test Hospital/Facility 000002 User Management My Account | Logout

Back to list of claims

Medical Record Number: Patient Control Number: Outpatient Institutional

- Patient
- Payer
- Charges
- Diagnosis
- Practitioners
- Situational Codes

Conditions

Code:

Values

Code: Amount:

Occurrence Spans

Code: From: To:

MM/DD/YYYY MM/DD/YYYY

Occurrences by Date

Code: Date:

MM/DD/YYYY

LOADING 4% Submit Claim Save Claim Next Section

Outpatient professional does not provide situational codes.

Saving Your Claim

- If the user needs to start over or clear the screen you can Logout of the system without saving the claim.
- The user can save a partial completed claim by clicking Save Claim . This claim will be saved under New Claims In Progress.
- Moving through tabs without explicitly saving will preserve modifications while the user remains within the currently loaded claim. The user must Save and/or Submit before moving to the next claim.
- Pressing **ENTER**

when the focus is on a button will generate the same effect as **clicking on the button.**

Date Fields

- If you highlight a date field you must press delete to remove the current contents before modifying the date.

- If you just start typing in a date field the data will overstrike the current contents of the field (preferred method to modify dates.)

WebClaim Data Input
Patient Tab

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

system13

THCIC Support Center

THCIC Trainee 1 000006 User Management My Account | Logout

Back to list of claims

Medical Record Number: Patient Control Number: Outpatient Institutional

- Patient
- Payer
- Charges
- Diagnosis
- Practitioners
- Situational Codes

Claim Information

Type

Outpatient Institutional Outpatient Professional

Patient Control Number:

1st Choose Claim Type

2nd Patient control /medical record number. The patient control and medical record number can be the same number.

Personal Information

Medical Record Number:

Then enter patient's personal Information

Social Security Number:

First Name: Middle: (Initial) Last Name:

Sex:

Ethnicity:

Address:

Birth Date: MM/DD/YYYY

City: State: Zip Code:

Race:

Country:

All navigation of the application should be confined to the TAB

(not ENTER) key or via mouse selections.

LOADING 4% Submit Claim Save Claim Next Section

Completion Status Bar

Entering Claim Information

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

system13

THCIC Support Center

THCIC Test Hospital/Facility 000002 User Management My Account | Logout

Back to list of claims

THCIC TEST FILE Medical Record Number: 787774 Patient Control Number: 78978778 Outpatient Institutional

- Patient
- Payer
- Charges
- Diagnosis
- Practitioners
- Situational Codes

Type: Outpatient Institutional / Outpatient Professional

Patient Control Number: 78978778

Personal Information

Medical Record Number: 787774

First Name: THCIC

Middle: (Initial)

Last Name: TEST FILE

Address:

UA - UKRAINE
UG - UGANDA
UM - UNITED STATES MINOR OUTLYING ISLANDS
US - UNITED STATES
UY - URUGUAY
UZ - UZBEKISTAN

U

Social Security Number: - -

Sex:

Ethnicity:

Birth Date: MM/DD/YYYY

Race:

LOADING 36% Submit Claim Save Claim Next Section

If the field has a down arrow that indicates that the field has a look up menu as indicated.

Entering Claim Information

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

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THCIC Support Center

THCIC Test Hospital/Facility 000002 User Management My Account | Logout

Back to list of claims

THCIC TEST FILE Medical Record Number: 787774 Patient Control Number: 78978778 Outpatient Institutional

- Patient
- Payer
- Charges
- Diagnosis
- Practitioners
- Situational Codes

Type: Outpatient Institutional / Outpatient Professional

Patient Control Number: 78978778

Personal Information

Medical Record Number: 787774

Social Security Number: 123-45-6789

First Name: THCIC

Middle: (Initial)

Last Name: TEST FILE

Sex: M - MALE

Ethnicity: 2 - NOT OF HISPANIC ORIGIN

Address: 1815 TEST FILE DRIVE

Birth Date: 01/01/1981

City: AUSTIN

Race - This field is required.

Race:

Country: US - UNITED STATES

LOADING 52% Submit Claim Save Claim Next Section

If the field is a required field and no information is provided, the field will appear with a pink tint.

Correcting Claim Information

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THCIC TEST FILE Medical Record Number: 787774 Patient Control Number: 78978778 Outpatient Institutional

- Patient
- Payer
- Charges
- Diagnosis
- Practitioners
- Situational Codes

Type: Outpatient Institutional / Outpatient Professional

Patient Control Number: 78978778

Personal Information

Medical Record Number: 787774

First Name: THCIC

Middle: (Initial)

Last Name: TEST FILE

Address: 1815 TEST FILE DRIVE

City: AUSTIN

State: TX

Zip Code: 78741

Country: US - UNITED STATES

Social Security Number: 123-45-6789

Sex: M - MALE

Ethnicity: 2 - NOT OF HISPANIC ORIGIN

Birth Date: 01/01/1981

Race: 2 - Asian, Native Hawaiian or Pacific Isla

LOADING 56% Submit Claim Save Claim Next Section

Once the field is updated it will have a green tint.

Entering Claim Information

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THCIC TEST FILE Medical Record Number: 787774 Patient Control Number: 78978778 Outpatient Institutional

- Patient
- Payer
- Charges
- Diagnosis
- Practitioners
- Situational Codes

Primary Payer

Source Code:

09 - Self-pay
10 - Central Certification
11 - Other Non-Federal Programs
12 - Preferred Provider Organization (PPO)
13 - Point of Service (POS)
14 - Exclusive Provider Organization (EPO)

ID:

Insurance ID number. Put the first 10 characters of the insurance ID number.

Choose the type of insurance.

Name:

Name of insurance. Do not identify your patient's name. If the patient is self pay. Choose self pay as the name also.

Secondary Payer

Source Code:

ID:

Name:

If the claimant has secondary insurance provide the information accordingly to the guidelines indicated above.

LOADING 72% Submit Claim Save Claim Next Section

Entering Claim Information
Charges Outpatient Institutional

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THCIC Support Center

THCIC Test Hospital/Facility 000002 User Management My Account | Logout

Back to list of claims

THCIC TEST FILE Medical Record Number: 787774 Patient Control Number: 78978778 Outpatient Institutional

- Patient
- Payer
- Charges
- Diagnosis
- Practitioners
- Situational Codes

1 0321 HC

0 0490 HC
Ambulance arr by provider

Revenue Code: 0490
Qualifier: HC - HCPCS CODING SYSTEM
Procedure Code: 0052T - REPLACE COMPONENT HEART S
Modifiers: QM
Procedure Date: 11/05/2009
Procedure Thru Date: 11/05/2009
Rate: $ 545.56 x Qty: 1 Unit: UN - Units = Charge: 545.56 Calculate
Non covered charge: $

Total Charges: $681.31
Add Charge

LOADING 80% Submit Claim Save Claim Next Section

Entering Claim Information
Charges Outpatient Professional

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

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THCIC Support Center

THCIC Test Hospital/Facility 000002 User Management My Account | Logout

Back to list of claims

THCIC TEST FILE Medical Record Number: 787774 Patient Control Number: 78978778 Outpatient Professional

- Patient
- Payer
- Charges
- Diagnosis
- Practitioners

1 0321 HC

0 0490 HC
Ambulance arr by provider

Qualifier: HC - HCPCS CODING SYSTEM

Procedure Code: 0052T - REPLACE COMPONENT HEART S

Modifiers: QM

Procedure Date: 11/05/2009 Procedure Thru Date: 11/05/2009

Service Facility Code:

Qty: 1 Unit: UN - Units = Charge: 545.56

Total Charges: $681.31 Add Charge

LOADING 80% Submit Claim Save Claim Next Section

Entering Claim Information Diagnosis

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

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THCIC Support Center

THCIC Test Hospital/Facility 000002 User Management My Account | Logout

Back to list of claims

THCIC TEST FILE Medical Record Number: 787774 Patient Control Number: 78978778 Outpatient Institutional

- Patient
- Payer
- Charges
- Diagnosis
- Practitioners
- Situational Codes

Diagnosis

Principal:
0021 - PARATYPHOID FEVER A

Reason for Visit:
0020 - TYPHOID FEVER

E-Codes:
E8009 - RR COLL NOS-PERSON NOS

Other Diagnosis Codes:
0022 - PARATYPHOID FEVER B

LOADING 80% Submit Claim Save Claim Next Section

Entering Claim Information Outpatient Institutional

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

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THCIC Support Center

THCIC Test Hospital/Facility 000002 User Management My Account | Logout

Back to list of claims

THCIC TEST FILE Medical Record Number: 787774 Patient Control Number: 78978778 Outpatient Institutional

- Patient
- Payer
- Charges
- Diagnosis
- Practitioners
- Situational Codes

Operating Physician

ID Type: XX - NPI - National Provider Identifier

ID Number: 125363896696

First Name: FAKE

Middle: (Initial)

Last Name: DOCTOR

Other Physician

ID Type:

ID Number:

First Name:

Middle: (Initial)

Last Name:

LOADING 96% Submit Claim Save Claim Next Section

Entering Claim Information Outpatient Professional

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

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THCIC Trainer 000005 | My Account | Logout

THCIC Support Center

Back to list of claims

THCIC TEST FILE | Medical Record Number: 787774 | Patient Control Number: 78978778 | Outpatient Professional

- Patient
- Payer
- Charges
- Diagnosis
- Practitioners

Rendering1 Physician

ID Type: XX - NPI - National Provider Identifier

ID Number: 125363896696

First Name: FAKE

Middle: (Initial)

Last Name: DOCTOR

Rendering2 Physician

ID Type:

ID Number:

First Name:

Middle: (Initial)

Last Name:

LOADING 96% | Submit Claim | Save Claim | Next Section

Entering Claim Information Situational Codes

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

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THCIC Support Center

THCIC Trainer 000005 | My Account | Logout

Back to list of claims

THCIC TEST FILE | Medical Record Number: 787774 | Patient Control Number: 78978778 | Outpatient Institutional

- Patient
- Payer
- Charges
- Diagnosis
- Practitioners
- Situational Codes

Conditions

Code: 04 - Information only bill

Values

Code: | Amount:

Occurrence Spans

Code:	From:	To:
73 - Benefit Eligibility Period	11/05/2009	11/05/2009
	/ /	/ /

Occurrences by Date

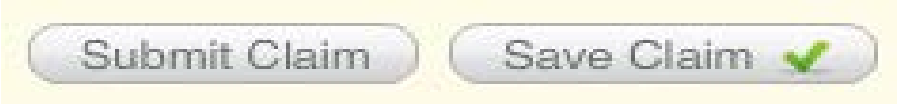
Code:	Date:
	MM/DD/YYYY

LOADING 96% | Submit Claim | Save Claim | Next Section

Outpatient professional does not provide situational codes.

Submit / Save WebClaim

- Once you've completed all the fields in the WebClaim you have 2 options:



-

Will allow you to save your partially entered claim and complete it through 'New Claims in Progress.'
-

Will allow you to submit your claim and audit will run on this claim.

Submit Claim

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

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THCIC Support Center

THCIC Test Hospital/Facility 000002 User Management My Account | Logout

Back to list of claims

THCIC TEST FILE Medical Record Number: 787774 Patient Control Number: 78978778 Outpatient Institutional

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

Conditions

Code: 04 - Information only bill

Values

Code: Amount:

Occurrence Spans

Code: From: To:

73 - Benefit Eligibility Period 11/05/2009 11/05/2009

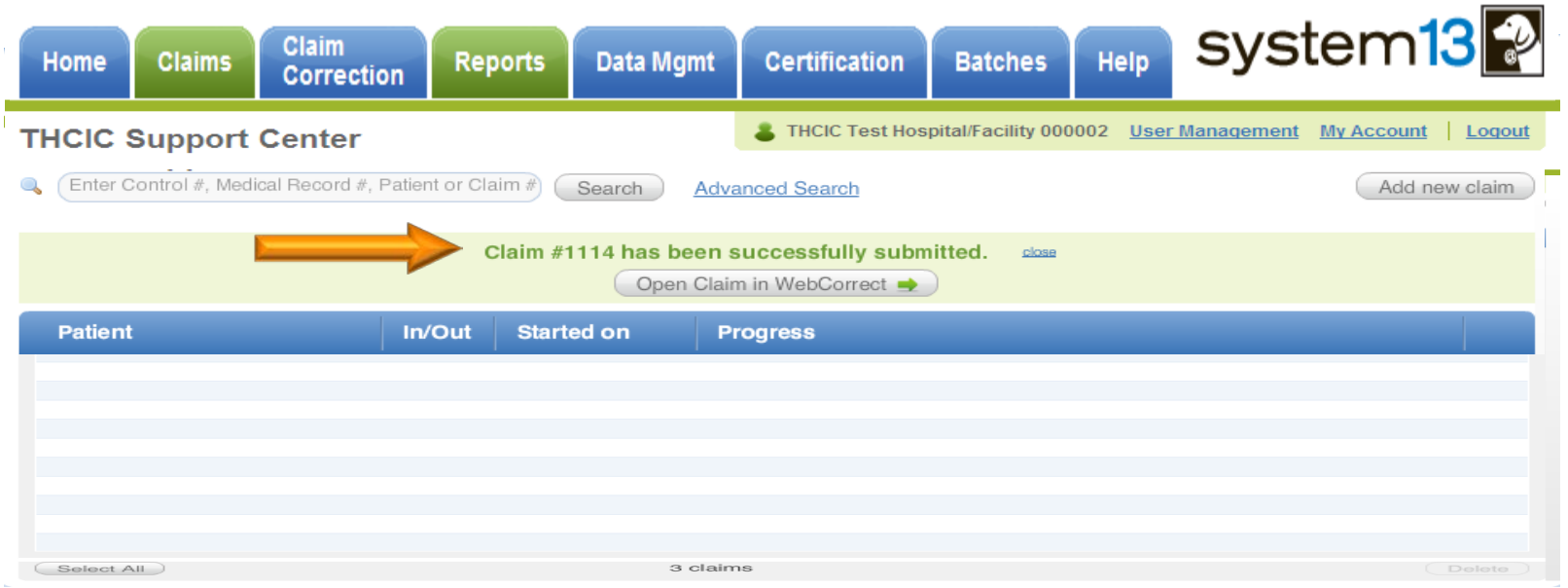
Submitting Claim

Occurrences by Date

Code: Date: MM/DD/YYYY

LOADING 96% Submit Claim Save Claim Next Section

Claim Successfully Submitted …Claim Submitted with Errors



When a claim has been successfully submitted, but contains errors the user can choose to review and correct this claim in WebCorrect.

Other Options

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

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THCIC Support Center

THCIC Test Hospital/Facility 000002 User Management My Account | Logout

Enter Control #, Medical Record #, Patient or Claim # Search Advanced Search Add new claim

Claim #1114 has been successfully submitted. close

Open Claim in WebCorrect

Patient	In/Out	Started on	Progress
DOE, JOE	Out-I	05/11/2011	72% complete
DOE, KANDIS	Out-I	05/11/2011	44% complete
FAKER, ETHYL	Out-P	05/11/2011	68% complete

This listing is also the new claims in progress listing the user will get if the user has saved claims, without submitting the claims.

The user can add new claim by clicking the Add new claim button.

Choose one of the claims to complete by double clicking the claim.

Delete previously partly completed claim from listing above.

Search to locate a claim. (If you have more claims on the listing.)

Select All 3 claims Delete

Options…Add New Claim

Home | Claims | Claim Correction | Reports | Certification | Batches | Help

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THCIC Support Center

THCIC Test Hospital/Facility 000002 User Management My Account | Logout

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

Add new claim

Claim #1114 has been successfully submitted. close

Open Claim in WebCorrect

Patient	In/Out	Started on	Progress
DOE, KANDIS	Out-I	05/11/2011	44% complete
FAKER, ETHYL	Out-P	05/11/2011	68% complete

You can choose Add new claim . If you choose to add a new claim you will go back to a blank claim page.

Select All 3 claims Delete

Add New Claim

Home | Claims | Claim Correction | Reports | Certification | Batches | Help

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THCIC Support Center

THCIC Test Hospital/Facility 000002 User Management My Account | Logout

Back to list of claims

Medical Record Number: Patient Control Number: Outpatient Institutional

- Patient
- Payer
- Charges
- Diagnosis
- Practitioners
- Situational Codes

Claim Information

Type

Outpatient Institutional Outpatient Professional

Patient Control Number:

Personal Information

Medical Record Number:

Social Security Number:

First Name: Middle: (Initial) Last Name:

Sex:

Please be advised when the user adds a new claim, whatever the last claim type the user entered will be selected automatically. If you want to choose another type of claim you will choose the other type of claim to enter. If you go back to the home page and choose WebClaim you will have to choose the type of claim to enter, as pictured below.

Claim Information

Please Select a Claim Type

Inpatient Outpatient Institutional Outpatient Professional

Options…Delete Claim(s)

Home | Claims | Claim Correction | Reports | Certification | Batches | Help

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THCIC Support Center

THCIC Test Hospital/Facility 000002 | User Management | My Account | Logout

Enter Control #, Medical Record #, Patient or Claim # | Search | Advanced Search | Add new claim

Patient	In/Out	Started on	Progress
DOE, JOE	Out-I	05/11/2011	72% complete
DOE, KANDIS	Out-I	05/11/2011	44% complete
FAKER, ETHYL	Out-P	05/11/2011	68% complete

- Delete claim from listing.
- Select the claim you want to delete.
- After selecting claim the delete option will become available in the lower right corner.

Select All | 3 claims | Delete

Home | Claims | Claim Correction | Reports | Certification | Batches | Help

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THCIC Support Center

THCIC Test Hospital/Facility 000002 | User Management | My Account | Logout

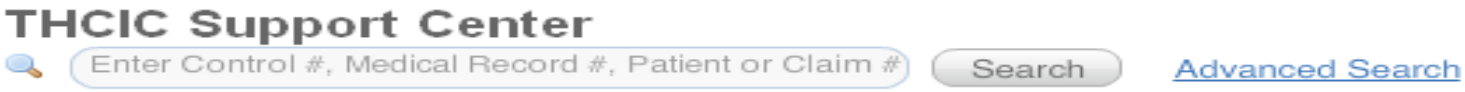
Enter Control #, Medical Record #, Patient or Claim # | Search | Advanced Search | Add new claim

Patient	In/Out	Started on	Progress
DOE, JOE	Out-I	05/11/2011	72% complete
DOE, KANDIS	Out-I	05/11/2011	44% complete
FAKER, ETHYL	Out-P	05/11/2011	68% complete

Select All | 3 claims | Delete

Options…Search for Claims

- You can search by Control #, Medical Record #, Patient or Claim #



- Type in your search request.

- Click Search to sort your listing by search criteria requested.
- Click clear to return to the unfiltered list of claims.

Incomplete (Saved) Claims
New Claims in Progress

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

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THCIC Support Center

THCIC Test Hospital/Facility 000002 User Management My Account | Logout

Reports

WebCorrect
Claim Correction

WebCert
Certification

WebClaim
New Claim

New Claims in Progress
2 claims in progress

Batches

If the user chooses to 'Save' without submitting the claim it will be on your 'New Claims in Progress' listing. Please be advised if the user saves the claim, then enters more information and close WebClaim, without saving again, only the information before the last 'save' will be 'saved.' The number of claims that have been saved, but not submitted will be shown on the 'New Claims in Progress' icon as indicated above.

Saved Claims…New Claims in Progress

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

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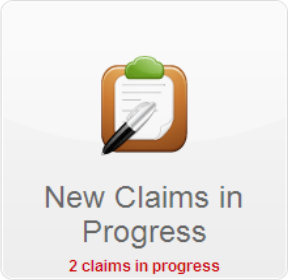
THCIC Support Center

THCIC Test Hospital/Facility 000002 User Management My Account | Logout

Enter Control #, Medical Record #, Patient or Claim # Search Advanced Search Add new claim

Patient	In/Out	Started on	Progress
DOE, JOE	Out-I	05/11/2011	72% complete
FAKER, ETHYL	Out-P	05/11/2011	68% complete

You can also click one the saved claims and complete this claim. You will have to submit the claim in order for the claim to show entered into the system. Saved claims are not submitted claims. This is also the claim in progress listing.



Claims in progress are claims that have been entered via WebClaim, but were only saved claims and not submitted. On the provider home page you will get a number of how many claims are on this list.

WebClaim

Questions/ Comments

Questions, comments or need clarification please e-mail
thcichelp@dshs.state.tx.us
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.state.tx.us

Web site: http//:www.dshs.state.tx.us/THCIC

THCIC Contact

- Contact Dee Roes at 512-776-3374 or Dee.Roes@dshs.state.tx.us 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.state.tx.us 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.state.tx.us.

system13
Formerly Commonwealth Clinical Systems and Computer Services

Contact

Address:
System13, Inc
1648 State Farm Blvd.
Charlottesville, VA 22911

Phone: 1-888-308-4953
Fax: 434-979-1047
E-mail: THCIChelp@system13.com
Web site: https://thcic.system13.com