



**Texas Health Care
Information Council**

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**Hospital Numbered Letter
Volume 3, Number 15**

October 18, 2000

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THCIC Hospital Training

Training will cover submission of discharge data, correction of discharge data, and certification.

October 23, 2000

9:00 – 4:00

in the Capitol Extension Auditorium (Austin). Use the Visitor Parking Garage at San Jacinto and 11th Street. To sign up for the training, please call Sandra Martin at 512-482-3312.

1. Outstanding Invoices to Commonwealth

Operational

Several hospitals have invoices that are outstanding to Commonwealth. Commonwealth will not be able to do any additional custom work for those hospitals until the invoices are paid in full. So, if your facility has bills outstanding, do not expect Commonwealth to assist with special changes to future data submissions. Commonwealth will continue to accept and process claims submitted through the normal process.

2. Charges for Assisting with Comments Submission

Operational

The comments submitted to Commonwealth that are to accompany your quarterly data files must contain the required header information. If you use the Certview software to create your comments, the header information is automatically inserted into the file. You may also create your comments in a word processing program and copy it into the Certview file for processing.

Commonwealth uses an automated process for identifying the owner of the comments and retrieving and storing the comments. If the comment file does not contain the header information, Commonwealth has to process the

comment file manually. If this happens there will be a charge to you for Commonwealth to assist with the correction. You will be notified before Commonwealth acts on your behalf.

3. Verification of Hospital Liaisons

Communications

THCIC sent out a hospital liaison update information form the week of October 9th to all Texas hospitals. Please verify that the information is correct and return it to Terry Salazar by mail or fax (512-453-2757). Also on the THCIC web site is a hospital/liaison change form that hospitals may use to update information at THCIC. It is located at www.thcic.state.tx.us/hospitals/liaison.pdf.

4. 3rd Quarter Certification Files

Communications

The 3rd quarter certification files have been distributed to ALL hospitals in Texas. If you have not received this certification file, contact the THCIC helpdesk at 888-308-4953. The certification of this file MUST be completed by the hospital by December 1, 2000.

5. Certification Status

Status as of October 16, 2000

| | 1 st Quarter 1999 390 expected to submit certification letters | 2 nd Quarter 1999 390 expected to submit certification letters |
|-------------|---|---|
| | Count Percentage | Count Percentage |
| Received | 373 96% | 380 97.5% |
| Outstanding | 17 4% | 10 2.5% |

Upcoming Meetings or Training

Data Submission, Correction, and Certification training: October 23. See page 1 of this newsletter.

THCIC Board: December 1, 2000. 1100 West 49th Street, Austin. Room M-739

Agendas for all Technical Advisory Committee, Committee, and Council meetings are posted on the THCIC web site and the Texas Register seven days prior to the meeting date.

Upcoming Deadlines

4th quarter 1999 corrections cut-off – October 20, 2000

3rd quarter 1999 changes on certification files cut-off – November 9, 2000

3rd quarter 1999 certification letters due – December 1, 2000

3rd quarter 2000 submission due – December 1, 2000

4th quarter 1999 certification files distributed – December 1, 2000

Questions?

Phone: (888) 308-4953 Fax (804) 979-1047

Email: THCIChelp@comclin.net

6. PUDF Ordering Information

Communications

The initial release of the Public Use Data File (PUDF) and associated reports will occur during December, 2000. The first data release will include data covering discharges from the first two calendar quarters of 1999 (1Q99 and 2Q99). Data for subsequent quarters will be released in three month intervals.

For hospitals that provided data during a given quarter, the cost of the statewide PUDF will be \$500 per quarter (that is, \$2000 for a full calendar year). All other purchasers will be charged \$1000 per quarter (\$4000 per full calendar year).

Prior to receiving any data, all purchasers must sign a Data User Agreement that stipulates, among other things, that the purchaser: (1) will make sure that all users of the data review the *User Manual* prior to accessing the data; (2) will not duplicate the data for transfer to outside parties; and, (3) understands that use of the data in any way that leads to the identification of a patient or physician can lead to both civil and criminal penalties.

Payment by check must be received before any data can be delivered. A signed Data User Agreement and completed shipping instructions **MUST** be included at the time of payment. The agreement and shipping instructions can be downloaded from the THCIC Web site (www.thcic.state.tx.us) or by calling Sandra Martin at 512/482-3312 and asking her to fax a copy of the same.

Instructions for ordering the Research File will appear in a forthcoming *Hospital Numbered Letter*.

Begin Your Purchasing Process Now

In order to prepare for a more efficient distribution of copies of the PUDF, THCIC is offering a discount for purchasers who send their order form, a signed User's Agreement, and payment by Wednesday, **November 22nd**. If payment is not received according to the Council's instructions by the close of business on **November 22nd**, purchasers will not be entitled to these discounts. Note that data for the first two quarters must be purchased together.

The following discounts will apply for hospitals that provided data during the corresponding quarters: **1Q99+2Q99**, \$900; **1Q99+2Q99+3Q99**, \$1275; and, **1Q99+2Q99+3Q99+4Q99** (entire calendar year), \$1600

The following discounts will apply for all other purchasers: **1Q99+2Q99**, \$1800; **1Q99+2Q99+3Q99**, \$2550; and, **1Q99+2Q99+3Q99+4Q99** (entire calendar year), \$3200

New Certview Software For 3rd Quarter

****Instruction on downloading software from the Internet.**

OVERVIEW:

This procedure will step you through archiving prior quarters certification data and preparing your PC to install the new CertView2000c. It is recommended that Providers backup each quarterly certification data set for future reference. Separating and archiving quarterly distributions will safeguard reports and data files against being overwritten by subsequent quarters.

*****VIP*****

Do not unzip your 3rd QTR 1999 Certification Data until you have completed the procedure below.

*****VIP*****

PROCEDURE:

1. Start Windows Explorer and, in the left pane, navigate to folder 'C:\Program Files\Certview'.
2. Right-click on the 'Certview' folder and select 'Copy' from the popup menu.
3. In the left pane of Windows Explorer, navigate back to folder 'C:\Program Files', right-click on the 'Program Files' folder, and select 'Paste' from the popup menu.
4. A new folder named 'Copy of Certview' will appear. Right-click on this folder and select 'Rename' from the popup menu. Enter the name 'Certview 2q99'.

You have completed saving current certview information to another folder. Next you will prepare for the new CertView2000c download and installation.

5. **Verify that there is no folder named C:\CertInst. If this folder exists, delete it.**
6. Download the new CertView2000c software from www.thcic.state.tx.us. Store the download on your local C:\ drive.
7. Double click the self-extracting download file to extract it to C:\CertInst.
8. Double-click the file c:\CertInst\Setup.exe. Follow the on-screen instructions to complete installation of CertView2000c.

You may now proceed with unzipping and importing the 3rd quarter 1999 certification data.