



Texas Health Care  
Information Council  
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## Hospital Numbered Letter Volume 3, Number 6

May 23, 2000

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### 1. Proposed Hospital Rules

#### *Policy*

The comment period on the proposed changes to the rules governing collection of hospital discharge data closed at 5 p.m., Central Standard Time on Monday, May 22<sup>nd</sup>.

The next steps prior to adoption of rules is as follows:

- Council staff will analyze comments and make recommendations on the final rules.
- The Health Information Systems Technical Advisory Committee discusses staff recommendations and makes recommendations to the Hospital Discharge Data Committee on 6/23/2000. The next meeting of the HIS TAC has not yet been set.
- The Hospital Discharge Data Committee reviews HIS TAC recommendations on 6/22/00 at 9 a.m.

- The Council determines whether to adopt the rules recommended by the HDD Committee beginning at 11 a.m. on 6/23/00.

### 2. Certification Training

#### *Operational*

The last of the currently scheduled training sessions concerning the Council's Certification Process had to be rescheduled in Tyler due to airline problems. The training has been rescheduled for Tuesday May 30<sup>th</sup> at the ETMC Pavilion at 801 Clinic Drive, Tyler, from 9:00am – 2:00pm. If you would like to attend this training, please contact Sandra Martin at (512) 424-6492. THCIC records indicate that to date **less than half** (46%) of eligible hospitals have ensured that employees have attended certification training. Written materials distributed at certification trainings can be found on the new web site under Reporting Requirements Hospital. Click on Certification, then click on Orientation Manual.

#### Questions?

Phone: (888) 308-4953 Fax (804) 979-1047 Email: [THCIChelp@comclin.net](mailto:THCIChelp@comclin.net)

Web site: [www.thcic.state.tx.us](http://www.thcic.state.tx.us)

### 3. Revamped Web Site

#### *Operational*

Council staff has reorganized the materials on THCIC's web site. Effective yesterday, when you go to the THCIC address at [www.thcic.state.tx.us](http://www.thcic.state.tx.us), you will see some changes. We hope that you find the new site easier to navigate and welcome your suggestions concerning content and format. Email your comments to [thcichelp@thcic.state.tx.us](mailto:thcichelp@thcic.state.tx.us). Check your THCIC bookmarks so they find the new pages.

### 4. Instructions for Unzipping Files

#### *Operational*

Recently, Council staff has received several inquiries on how to unzip electronic files. Zipped files are files that have been compressed to facilitate speed of transport across the Internet. To unzip (uncompress) them, you will need to use special software. If your hospital does not have this loaded onto your network or personal computer (typical names include Winzip, Pkzip), you can download some free from the internet. ZipFree 2000! is freeware that can be used to unzip files, like the CertView software and data files you have received. ZipFree can be downloaded from <http://www.PEPSOFT.com>. A file, ZIPFREE.EXE, will be downloaded to your My Download Files folder. Go to the Start button, select Run and open the ZIPFREE.EXE file to install ZipFree. You may choose instead to find the ZIPFREE.EXE file in Windows Explorer and click on the file to install it. The installation process will let you choose where you want the utility installed.

To unzip a file using ZipFree, insert your CD in the CD reader and open the ZipFree software. Select the UNZIP option at the top of the window. Select the CD reader that holds your CD from the file box. When you select the drive, a list of the compressed files on the CD appears in the box below.

If you are unzipping the CertView CD, the CERTVIEW.EXE filename appears. When you select CERTVIEW.EXE, all of the files

contained within CERTVIEW.EXE appear in the large box to the right. Because the CertView CD includes a file called SETUP.EXE, a blue 'Install' button appears. Click on INSTALL and ZipFree will unzip the CertView files to a temporary directory and the CertView installation will begin. Follow the instructions on the screen to install CertView.

To unzip a data CD, follow the same procedure. The blue 'Install' button will not appear. Click on the EXTRACT ALL button, the file folder with several arrows extending from it. A directory window will pop up to ask where you want the files to be extracted.

### 5. Progress Report on Certification Process

#### *Operational*

All hospitals should have started the process of reviewing their data for certification by now. As of this posting, seven facilities, including three of the pilot hospitals, have certified their data. Congratulations to San Marcos Treatment Center, Baylor University Medical Center, Baylor/Richardson Medical Center, El Paso Psychiatric Center, Harris Continued Care Hospital Fort Worth, Harris Continued Care Hospital Dallas, and Harris Continued Care Hospital H.E.B.

**However, we are concerned that 130 hospitals have not yet downloaded their 1Q99 certification data files from their mailboxes.**

If you are the Hospital Liaison and have not yet obtained your 1Q99 certification data files, please take care of this right away. The clock is ticking. If you need technical assistance in order to obtain your hospital's data, call the THCIC HelpDesk at (888) 308-4953.

### 6. Basic Training on Data Submission and Corrections

#### *Operational*

Plenty of seats are still available at the May 31, 2000 data submission and correction training session in Austin. To date, only 1/4 of the 200 seats available have been reserved. Repeat attendees are welcome. The training will be held

at 4900 North Lamar, Brown Heatly Building, Room 1410 (9:00am-3:00pm). A registration form is attached to the last page of this newsletter. **This training does NOT include instructions on the certification process**

Attendees should bring their own copy of the Data Correction manual, as the Council will not

be able to provide copies at the training. The manual can be downloaded off of the Council's website at [www.thcic.state.tx.us](http://www.thcic.state.tx.us). Look under Reporting Requirements Hospital, click on Data Correction, then scroll to the first entry, Data Correction Manual.

## 7. Verifying Facility Type Indicators

### *Operational and Policy*

As a part of the certification process, each hospital should use Certview to verify that the facility codes used to describe the hospital are correct. THCIC obtains these codes from TDH Facility Licensing Division. The codes are:

- (1) Teaching facility
- (2) Psychiatric facility
- (3) Rehabilitation facility
- (4) Acute care facility
- (5) Skilled nursing facility
- (6) Other long term care facility
- (7) Pediatric facility

If, for example, your hospital/facility is both a teaching hospital and an acute care hospital/facility, then it should be coded "1" and "4". If you feel that your hospital type code is not correct, identify who at your hospital is the liaison with the TDH Facility Licensing Division. The hospital type code should be corrected with that division.

Patients that are treated in specialty units within the hospital are so indicated in the Certview file. The following revenue codes or bill types (see table below) will be coded as a stay in the corresponding specialty unit in the Certview file.

Specialty Code	Specialty Unit	Assigned from Revenue Codes
C	Coronary Care Unit	210, 211, 212, 213, 214, 219
D	Detoxification Unit	116, 126, 136, 146, 156
I	Intensive Care Unit	200, 201, 202, 203, 204, 206, 207, 208, 209
H	Hospice Unit	115, 125, 135, 145, 155
N	Nursery	170, 171, 172, 173, 174, 179
B	Obstetric Unit	112, 122, 132, 142, 152
O	Oncology Unit	117, 127, 137, 147, 157
P	Pediatric Unit	113, 123, 133, 143, 153
Y	Psychiatric Unit	114, 124, 134, 144, 154
R	Rehabilitation Unit	118, 128, 138, 148, 158
U	Subacute Care Unit	190, 191, 192, 193, 194, 199
		Assigned from Bill Type
S	Skilled Nursing Unit	Bill type 2XX

## **8. A Reminder about Physician Name Format for HCFA UB-92**

### *Operational*

Physician names must be placed in specific columns in the "80" record. Failure to place each part of the name in the appropriate column will result in an error beginning with claims submitted for the first quarter of 2000.

Correct columns are listed as follows:

### **Correct Placement of Physician Name in the "80" Record**

#### Attending Physician Name

Last name positions 91 - 106 (16 positions)

First name positions 107 - 114 (8 positions)

Middle initial position 115 (1 position)

#### Other or Operating Physician Name

Last name positions 116 - 131 (16 positions)

First name positions 132 - 139 (8 positions)

Middle initial position 140 (1 position)

#### Other Physician Name 1

Last name positions 141 - 156 (16 positions)

First name positions 157 - 164 (8 positions)

Middle initial position 165 (1 position)

#### Other Physician Name 2

Last name positions 166 - 181 (16 positions)

First name positions 182 - 189 (8 positions)

Middle initial position 190 (1 position)

## **9. Late Notice: Problem With Physician Edit for UPIN**

### *Operational*

The edit on physicians' I.D.'s put into place effective with January 1, 2000 discharges has not been working correctly when editing on UPIN numbers. All physicians that have been reported

using UPINs have been returned incorrectly as being in error. Soon, Commonwealth Clinical Systems (THCIC's data warehouse vendor) will contact hospitals that have received claims that were flagged as having a problem regarding resubmission of those claims.

## **10. Charge for Making Corrections at Certification**

### *Operational*

There will be a minimum charge of \$200.00 if a facility chooses to make corrections at time of certification. This charge applies whether one or many corrections are made. If Commonwealth is asked to delete batch(es) of data, the charge may be more. The minimum charge assessed by Commonwealth is for processing the corrections and recreating a new "package" of certification files.

## **11. Warning Code 967 has Changed!**

### *Operational*

Warning code 967 has been replaced by four codes (957, 958, 959, 960) that more specifically identify the problem with revenue records.

As discussed in the certification training sessions, you do not need to correct these claims because the revenue data will not be included in the public use data file for 1Q99 through 2Q00.

As a reminder, you also do not need to correct claims for warning code 970 for those same 6 quarters of data.

So, if you receive only warning codes 957-960 and 970, you can leave these claims as they are and not submit corrections.

## **12. Workflow for Making Corrections at the Time of Certification**

### *Operational*

Council staff is the first to admit that the entire hospital discharge data collection process is complex. The following diagrams visually depict 2 stages of the certification process: steps for printing certification reports and viewing encounters, and steps for correcting data at certification. We hope that this helps!