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Health Facilities Numbered Letter, Volume 13 Number 5
June 25, 2010

Security of Patient and Physician Confidentiality (Hospitals, ASCs, and Submitters)

Patient and physician data submitted to THCIC must be kept confidential and secure throughout the process.

Data is submitted to THCIC by only two (2) methods:

- Electronic file upload to System13 via the secured server
- Data entry into WebClaim to System13 via the secured server

Data submissions to THCIC should only be made to System13 and:

- Data files should NEVER be E-mailed to THCIC or System13
- Hard copies of patient records should NEVER be mailed or faxed to THCIC or System13

Providers that use a third-party vendor for the submission of data to THCIC may wish to periodically review your processes for “security of data transmission” with your vendor.

Passwords for accessing the System13 secured server should be protected, as anyone having access to a Provider password will have access to the facility’s confidential patient and physician information.

Let’s keep data safe and secure!

4q09 Certification of Outpatient Data (Hospitals and ASCs)

System13 began releasing the Outpatient Data for 4q09 Certification on June 18th. All facilities that reported 4q09 Outpatient data have been notified of the certification data release. System13 has sent out an E-mail notification as each facility’s certification data were generated.

When your facility’s certification data is loaded into the WebCert component by System13, the facility’s primary contact and certifier contact will receive an E-mail similar to this:

In This Issue
Data Security
4q09 Outpatient Certification Review
Certification Comment Guidelines
4q09 Inpatient Certification Review
4q09 Certification Report Issue
Production File Size Limitation
2008 IQI and PDI Review
Providing Physician Information
Upcoming Reporting Timelines
**Training Sign-Up
Contact Information

-----Original Message-----

From: DSHS - Center for Health Statistics [mailto:dshs_cert_mail@system13.com]

Sent: Friday, June 18, 2010 4:24 PM

To: John Doe

Subject: THCIC Outpatient Data for Q4 has been generated for 000116

Texas Health Care Information Collection THCIC

4Q2009 Data Set

The above listed data set is ready for certification.

Thank you.

The certification process for outpatient data works the same as for *inpatient*. For those facilities that wish to review and certify the data without going through THCIC WebCert training, there is a PowerPoint presentation on the outpatient WebCert process posted at <http://www.dshs.state.tx.us/THCIC/hospitals/WebCert.pdf> that may be helpful.

THCIC will be providing Outpatient WebCert training and expects this to begin on July 7th. Training dates are posted at <http://www.dshs.state.tx.us/thcic/hospitals/Training.shtm>.

Questions concerning the Outpatient WebCert component should be E-mailed to Tiffany Overton at THCIChelp@dshs.state.tx.us.

The 4q09 Outpatient Certification schedule has been modified to allow for this delay.

*The purpose of the certification process is for the provider to:

- Be provided the opportunity for a final review of the quarterly data that was submitted
- Certify the data as being “complete and accurate”
- Be given the opportunity to make a comment to the public about the data

If your facility submitted 4Q09 outpatient data and the Provider Primary Contact has not receive an E-mail notification for certification (example above), please contact the helpdesk at 888-308-4953.

Certification Comments (Hospitals and ASCs)

Providers that certify the data with “comment”, please remember that the comments SHOULD NOT contain any information that could identify a physician or patient or contain information that is not intended for the public.

All comments are released to the public exactly as written by the facility. THCIC does not modify any comments unless it is discovered by staff that physician or patient identifying information is included in the comment.

Comments should be written as if the facility is speaking to the public about the facility’s data. Many comments contain the author’s E-mail address and phone number. If your facility does not want that published, do not include it in the comment.

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4q09 Certification of Inpatient Data (Hospitals Only)

System13 will release the 4Q09 Certification Data by June 1st to all providers that submitted 4q09 Inpatient data by May 3, 2010.

The 4Q09 certification data may be reviewed by clicking on the WebCert tab after logging in as a Provider.

- All providers are required to review this data and certify it or “elect not to certify”.
- If corrections are needed to the 4Q09 certification data, the correction period ends on July 15th.
- There is a fee for correcting certification data.
- Certification of the 4Q09 data must be completed no later than September 1, 2010.
- If your facility submitted 4Q09 inpatient data and you do not have 4Q09 certification data, please contact the helpdesk at 888-308-4953.

Certification Report Issue

To: Providers that submit **both** Inpatient and Outpatient Data

If you opened and saved your certification reports for outpatient data between Thursday, June 17 4:00p.m. (e.d.t.) and Thursday, June 24 12:20 p.m. (e.d.t.), please re-open and re-save your reports. In some cases, and only for providers that submitted both types of data (inpatient and outpatient), the Inpatient data was appearing in the outpatient reports.

Production File Size Limitation (Hospitals, ASCs, and Submitters)

In the THCIC Technical specifications, it is recommended that 837 production file submissions be limited to 5,000 claims, for each inpatient or outpatient data submission. System13 has allowed files of much larger sizes in the past and will continue to do so in the future. System13 currently processes the one file as one batch.

Starting immediately, if a file contains more than 5,000 claims, the file will be segmented into multiple batches containing no more than 5,000 claims each. Providers will also receive multiple emails, with the associated Frequency of Errors Report (FER), one for each batch that is loaded.

2008 IQI and PDI Reports Available for Hospital Review (Hospitals Only)

Letters were mailed out to hospital primary contacts on May 18, 2010 providing information on the review of the 2008 *Indicators of Inpatient Care in Texas Hospitals* and *Quality of Children’s Care in Texas Hospitals*. The hospital review and comment period will begin on June 1, 2010 and end on July 30, 2010. Revised calculations for 2006 and 2007 can be reviewed until August 16. These reports will be released to the public in August 2010.

Only hospitals that submitted 2008 data may gain access to reports during the review and comment period. Login at: <https://webds.dshs.state.tx.us/hospitalreview/login.asp>.

Questions concerning the report should be directed to Wang-Shu Lu at Wang-Shu.Lu@dshs.state.tx.us. If your hospital's primary contact did not receive this letter, please contact Dee Roes by E-mail at Dee.Roes@dshs.state.tx.us.

Revenue Codes for Outpatient Data Collection (Hospitals and ASCs)

Error Code 762

When a claim does not have either a THCIC required revenue code or a THCIC required HCPCS code, the error number, 762, and associated message, "The Claim must have either a THCIC required revenue code or a THCIC required HCPCS code", is displayed on the Patient Control Number field. This will only happen with claims submitted with WebClaim, not with claims submitted in an 837 file.

Providers submitting outpatient data:

- a. Should only enter claims that have at least one of the THCIC required codes.
- b. Should review the charges tab if they get this error, and determine why they do not have at least one of the required revenue codes or required HCPCS codes.

Providing Physician Information (Hospitals and ASCs)

At some outpatient/ASC providers a referring physician may perform a surgery. Some of the providers may be leaving the operating/rendering physician field blank since the physician is not on staff. In that instance, the facility should report the referring physician who actually performed the procedure as the operating/rendering physician.

Some providers have questioned whether only fields that THCIC specifies as required are the only data that needs to be reported. Providers should report all data, whether required or not, if the data is captured by the provider and/or reported on the electronic claim submission if THCIC has the associated field in the THCIC data set. Please reference the THCIC specifications manual, located at http://www.dshs.state.tx.us/THCIC/OutpatientFacilities/Outpatient_THCIC837.pdf, if you are unsure whether the field should be reported. You may also review the WebClaim and WebCorrect screens to see what fields, besides the required fields, should be reported if you capture them in your internal system. THCIC wants a complete data set and at the highest level of accuracy possible.

Upcoming Data Events (Hospitals, ASCs, and Submitters)

Activity	4Q09 IP	4Q09 OP	1Q10 IP and OP	2Q10 IP and OP
Data due	3/1/2010	3/1/2010	6/1/2010	9/1/2010
Corrections completed	5/3/2010	5/3/2010	8/2/2010	11/1/2010
Certification data released for review	6/1/2010	6/18/2010 to 6/24/2010	9/1/2010	12/1/2010
Corrections of certification data (optional)*	7/15/2010	8/16/2010	10/15/2010	1/15/2011
Corrected certification data available*	8/2/2010	9/1/2010	11/1/2010	2/1/2011
Certification completed by provider	9/1/2010	10/1/2010	12/1/2010	3/1/2011

IP – Inpatient
 OP – Outpatient
 * - Fee for this service

Facility Training (Hospitals, ASCs, and Submitters)

Texas Health Care Information Collection (THCIC) is offering web-based training on the THCIC_{System} for inpatient and outpatient facilities. Training will be provided online. The requirements to receive the training on-line include a telephone and a computer with high speed Internet access. Space is limited to the first 30 respondents for online training. We are only offering online training at this time.

Trainings Offered

- WebClaim** – Component for manually entering data
- WebCorrect** – Component for correcting data
- Upload/ Download** - Upload 837 batch files
- WebCert (Inpatient Certification)** – Certifying your facility Inpatient Data
- WebCert (Outpatient Certification)** – Certifying your facility Outpatient Data

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

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

To: thcichelp@dshs.state.tx.us
 Cc:
 Subject: Training Request for Training Date and Time

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

Important Phone Numbers (Hospitals, ASCs, and Submitters)

Virginia:

System13 web site – <https://thcic.system13.com>

Helpdesk – 888-308-4953

Austin:

THCIC web site – www.dshs.state.tx.us/thcic

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

THCIC Staff – 512-458-7111

Bruce Burns, D.C.	extension 6431	Rules and policy issues, 837 format issues
Miren Carranza	extension 3287	Project Manager
Sylvia Cook	extension 6438	Facility reports, data use
Sheila Molina	extension 6546	PUDF requests
Wang-Shu Lu	extension 6453	Facility reports and analysis
Dee Roes	extension 3374	Facility compliance, research files request
Tiffany Overton	extension 2352	Facility training (submission, correction, and certification)

THCIC fax – 512-458-7740