



Texas Health Care Information Collection - THCIC
Health Facilities Numbered Letter, Volume 25 Number 3
May 4, 2022

IMPORTANT NOTIFICATION

Please share with all staff working with the THCIC data collection efforts.

Reason for Visit (Urgent)

It was announced in the THCIC December 21, 2021 Newsletter that **"Reason for Visit"** for Outpatient Institutional claims is still required and claims with a statement period thru date on or after January 1, 2022 would receive an error message if it was not submitted.

Beginning with 1q2022 claims with a statement period thru date on or after **January 1, 2022**, THCIC is enforcing the requirement to provide valid "Reason for Visit" coding on the Outpatient **Institutional** claims.

Facilities submitting 1q2022 Outpatient **Institutional** claims with invalid or missing "Reason for Visit" coding will receive an error code of 733 or 785. The facility is required to correct the errors.

If your facility is having issues correcting the error, you are encouraged to contact System13 directly to receive instruction on how to correct the error. THCIC and System13 are committed to assisting you with this change.

Contact System13 at 888-308-4953.

Facilities may wish to submit 1q2022 claims data **early** (or as a TEST File for verification) to ensure their Outpatient Institutional claims file has populated the "Reason for Visit" field.

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Additional information on the “Reason for Visit” requirement may be found in an earlier Numbered Letter at:

<https://dshs.texas.gov/thcic/hospitals/numberedletters/2021/Vol24no5.pdf>

Questions may be emailed to THCIC at thcichelp@dshs.texas.gov

SSN Unknown Value

Texas Administrative Code, Chapter 421, requires all reporting facilities to report each patient’s Social Security Number (SSN) to THCIC.

THCIC allows for the use of “999999999” for SSNs only in certain circumstances:

- newborns whose SSN is unknown
- foreigners who do not have social security numbers
- patients who cannot provide social security numbers.

Facilities are expected to report valid SSNs at all other times.

THCIC discovered an increase in the use of the social security number unknown value “999999999” instead of the required SSN.

Enforcement of patients social security numbers may be implimented by THCIC in the near future.

Upcoming Due Dates

Activity	Q4 2021	Q1 2022	Q2 2022
Cutoff for initial submission	3/1/2022	6/1/2022	9/1/2022
Cutoff for corrections (Free)	5/2/2022	8/1/2022	11/1/2022
Facilities retrieve certification files	6/1/2022	9/1/2022	12/1/2022
Cutoff for corrections at the time of certification (Associated Fees)	7/1/2022	10/3/2022	1/2/2023
Certification/comments due	7/15/2022	10/17/2022	1/17/2023

A schedule of **all** due dates may be found at:

<http://www.dshs.texas.gov/THCIC/datareportingschedule.shtm>

Videos for Troubleshooting

System13 has created several You Tube videos covering several topics on THCIC data reporting and data errors.

[Allowed File Upload formats](#)

[Claim Entry \(Manual Data Entry\)](#) - How to enter claims

[Claim Correction](#) - How to correct errors

[Explaining the THCIC Required Codes List](#)

[Institutional -vs- Professional format](#)

[Social Security Number \(SSN\), Race, And Ethnicity issues](#)

[Troubleshooting 837 Submission Files](#)

[Correcting Physician Errors](#)

[Diagnosis \(manifest\) codes, E-Code, and POA Errors](#)

[Patient Control Number Errors](#)

[How To Certify](#)

Did You Know?

- A new **FER** (Frequency of Error Report) should always be generated after data corrections have been made to ensure no errors were overlooked.
- A **Summary Report** should always be generated and reviewed each time data are submitted, and again after data corrections and before the certification phase begins.
- **Provider Primary Contacts** must always keep their Logins active. Failure to log in at least every 60 days to reset your password may cause a temporary deactivation of your account for security purposes.
- Your quarterly **certification “comments”** are **PUBLICLY** released as written. Use caution. You should **never** provide physician or patient identifying information in a certification comment.
- All Data Manager and Data Certifier login passwords **MUST** be reset every 60 days in our system and must never be shared.
- **Emailing of Personal Identifying Information (PII) or Sensitive Personal Information (SPI)**, even if the email is encrypted, may not be adequately protected by all systems the data may pass through.

Always contact the recipient first to inquire if emailing this type of information is acceptable.

- The **“Accept as is”** function in the data correction functionality **does not** correct an error. It only clears the notification of all the errors in the claim itself. The errors still count against the total accuracy rate in the **FER** unless it is corrected through the Correction Tab, or by submitting a corrected claim batch file through the system.

THCIC Training

THCIC provides free Webinar trainings on the data reporting processes that are required of all Texas hospitals, ASCs, and FEMCs.

Postings for Webinar dates may be viewed at:
<http://www.dshs.texas.gov/thcic/Training.shtm>

Signing up for training is limitless and refresher training is encouraged.

THCIC highly recommends and encourages all facility staff involved with the THCIC state data reporting to sign up for training.

To attend the Webinar training(s), please send inquiries to:
thcichelp@dshs.texas.gov.

For help or general questions on Submission, Correction, and Certification please contact THCIC at: thcichelp@dshs.texas.gov

How to Reach Us

System13, Inc. (in Virginia)

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

System13 Helpdesk

Monday-Friday, 8:00a – 5:00p (Central Time)

Phone: (888) 308-4953 or (434) 977-0000

Email: thcichelp@system13.com

THCIC (in Austin)

Web site: www.dshs.texas.gov/thcic

Main phone: (512) 776-7261

Email: thcichelp@dshs.texas.gov

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Past Newsletters

<https://dshs.texas.gov/thcic/Texas-Health-Care-Information-Collection-Numbered-Letters/>

Links to Forms and Documents

Patient Notification of Data Collection Form –

<http://www.dshs.texas.gov/thcic/Patient-Notification-of-Data-Collection.pdf>

Provider Contact Update Form -

<https://www.dshs.texas.gov/thcic/hospitals/FacilityInformationRequest.pdf>

No Quarterly Data to Report Form -

<https://dshs.texas.gov/thcic/hospitals/NoDataToReport.pdf>

Current Provider Contact List –

<https://dshs.texas.gov/thcic/hospitals/FacilityList.xls>

Appendices Document –

https://www.dshs.texas.gov/thcic/hospitals/5010_InpatientandOutpatientAppendices.pdf

Contains:

- Country Codes
- Default Values
- Race and Ethnicity documents
- Revenue Code Groupings used for Encounter File and PUDF
- Audit IDs and Audit Messages
- Payer Source Coding Guide
- Key Data Elements for matching INPATIENT claims
- Key Data Elements for matching OUTPATIENT claims

Data Reporting Schedule –

<https://www.dshs.texas.gov/THCIC/datareportingschedule.shtm>

Inpatient Reporting Requirements -

https://www.dshs.texas.gov/thcic/hospitals/TechReqSpec5010_Inpatient_THCIC837.pdf

Outpatient and Emergency Department Reporting Requirements -

https://www.dshs.texas.gov/thcic/OutpatientFacilities/TechReqSpec5010_Outpatient_THCIC837.pdf

HCPCS Codes -

<https://dshs.texas.gov/thcic/OutpatientFacilities/HCPCS-Code-worksheet-for-2021.xls>