



**Texas Health Care Information Collection - THCIC**  
Health Facilities Numbered Letter, Volume 27 Number 1  
April 5, 2024

**Important Notifications Below:**

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

**Emails**

As a general rule, free and Internet-based web mail services (Gmail, Hotmail, Yahoo, AOL) are not secure for the transmission of PHI.

If your facility has provided THCIC with an email address that is **not** HIPAA compliant, it should complete a new THCIC Facility Information (Contact) form and send it to [thcichelp@dshs.texas.gov](mailto:thcichelp@dshs.texas.gov) immediately.

All facility staff with a THCIC Login must utilize a HIPAA compliant email address.

The form may be downloaded at:

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

**System13 Improves Error Message Display**

Previously, error messages for audited fields appeared in a popup box by that specific field.

Due to the inconsistent nature of how web browsers (Google Chrome, Firefox, Apple Safari, Microsoft Edge, etc...) display the elements of a web page, those popup boxes were often not in a location on the screen that was meaningful and helpful to users.

Version 11.9 now displays all audit error messages in a single location underneath the navigation tabs. This error message list gives users a quick

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and reliable location to view all error messages associated with the tab. The currently active error is highlighted in bold text for easy reference.

### Data Error Help

Are you having issues with correcting data errors in our system? Send an email to [thcichelp@dshs.texas.gov](mailto:thcichelp@dshs.texas.gov) for assistance.

THCIC produces an **Appendices Document** that contains default codes for unknown SSN, unknown address, country codes, payer source codes, audit list, race/ethnicity documents, and other helpful information.

[https://www.dshs.texas.gov/sites/default/files/thcic/hospitals/5010\\_InpatientandOutpatientAppendices.pdf](https://www.dshs.texas.gov/sites/default/files/thcic/hospitals/5010_InpatientandOutpatientAppendices.pdf)

### 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. **Please feel free to request customized training for you and your staff at no cost!**

To attend the Webinar training(s) **or order a customized training**, please send inquiries to: [thcichelp@dshs.texas.gov](mailto:thcichelp@dshs.texas.gov).

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

### Upcoming Due Dates

Activity	Q3 2023	Q4 2023	Q1 2024
Quarterly data submission due no later than	12/1/2023	3/1/2024	6/3/2024
<b>Free Error corrections ends</b>	2/1/2024	5/1/2024	8/1/2024
Facility certification files available by	3/1/2024	6/3/2024	9/2/2024
Certification/comments due no later than	4/15/2024	7/15/2024	10/15/2024

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 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 properly corrected through the Correction Tab, or by submitting a corrected claim batch file through the system.

## 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](mailto:thcichelp@system13.com)

### THCIC (in Austin)

Web site: [www.dshs.texas.gov/thcic](http://www.dshs.texas.gov/thcic)

Email: [thcichelp@dshs.texas.gov](mailto:thcichelp@dshs.texas.gov) (Best way to contact THCIC)

Main phone: (512) 776-7261 (must leave a message)

### THCIC Staff

Tarik Brown - Director

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All THCIC staff may be contacted by email at [thcichelp@dshs.texas.gov](mailto:thcichelp@dshs.texas.gov)

## **Past Newsletters**

<https://www.dshs.texas.gov/texas-health-care-information-collection/health-data-researcher-information/texas-health-care-information>

## **Links to Forms and Documents**

### **Patient Notification of Data Collection Form –**

<https://www.dshs.texas.gov/sites/default/files/thcic/PatientNotificationofDataCollection.pdf>

### **Provider Contact Update Form -**

[https://www.dshs.texas.gov/sites/default/files/thcic/hospitals/Facility\\_InformationRequest.pdf](https://www.dshs.texas.gov/sites/default/files/thcic/hospitals/Facility_InformationRequest.pdf)

### **Submitter Contact Update Form –**

<https://www.dshs.texas.gov/sites/default/files/thcic/SubmitterUpdateForm.pdf>

### **No Quarterly Data to Report Form -**

<https://www.dshs.texas.gov/sites/default/files/thcic/hospitals/NoDataToReport.pdf>

### **Current Provider Contact List –**

<https://www.dshs.texas.gov/sites/default/files/thcic/hospitals/FacilityList.xlsx>

### **Appendices Document –**

[https://www.dshs.texas.gov/sites/default/files/thcic/hospitals/5010\\_InpatientandOutpatientAppendices.pdf](https://www.dshs.texas.gov/sites/default/files/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/texas-health-care-information->

[collection/facility-reporting-requirements/inpatient-data-reporting-requirements](#)

**Outpatient and Emergency Department Reporting Requirements -**

<https://www.dshs.texas.gov/texas-health-care-information-collection/facility-reporting-requirements/outpatient-data-reporting-requirements>

**HCPCS Codes -**

<https://www.dshs.texas.gov/sites/default/files/thcic/OutpatientFacilities/HCPCS-Code-worksheet-for-2023.xlsx>