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Texas Health Care Information Collection - THCIC  
 Health Facilities Numbered Letter, Volume 13 Number 6  
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**Great Job!** (Hospitals and ASCs)

Hospitals have achieved 99% compliance for the reporting of 1q10 Inpatient Data and 99.5% compliance for the reporting of 1q10 Outpatient Data.

Ambulatory Surgery Centers achieved 97% compliance for the reporting of 1q10 Outpatient Data.

Well Done!

**2<sup>nd</sup> Qtr 2010 Reporting** (Hospitals and ASCs)

Keep up the good work. The reporting of 2<sup>nd</sup> quarter 2010 (April, May, and June 2010) data is due no later than September 1, 2010. The reporting schedule for quarterly data is posted at <http://www.dshs.state.tx.us/THCIC/OutpatientFacilities/schedule.shtm>.

**4q09 Certification of Inpatient and Outpatient Data** (Hospitals and ASCs)

All providers that submitted the 4<sup>th</sup> quarter 2009 data should be in the process of certifying the data. The 4q09 certification must be completed by October 1, 2010 for both Inpatient and Outpatient data.

The 4q09 certification schedule for Inpatient and Outpatient has been revised as follows:

Activity	4Q09 IP	4Q09 OP
Certification data released for review	6/1/2010	6/18/2010 to 6/24/2010
Corrections of certification data (optional)*	8/16/2010	8/16/2010
Corrected certification data available*	9/1/2010	9/1/2010
Certification completed by provider	10/1/2010	10/1/2010

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

Training on the certification process is available through THCIC. The training schedule and sign up information is posted at <http://www.dshs.state.tx.us/thcic/hospitals/Training.shtm>.

### **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.

### **Data on Operating Physician to be Suppressed for 3<sup>rd</sup> and 4<sup>th</sup> Quarter 2009** (Hospitals)

A problem has been discovered in the processing of the operating physician data submitted for 3<sup>rd</sup> and 4<sup>th</sup> quarter of 2009. The problem occurred if a third physician was submitted on inpatient claims in the “other provider” field. Data on this third provider field overwrote the data on the second, or operating, physician. Not all hospitals were affected. The certification data files for the affected hospitals were corrected, but still contained errors. Therefore, data on the operating physician will be suppressed for all inpatient facilities for 3<sup>rd</sup> and 4<sup>th</sup> quarter 2009 and will not be released. Inpatient facilities do not need to correct data on the operating physician for 3<sup>rd</sup> and 4<sup>th</sup> quarter 2009.

### **Choosing the Correct Claim Type in WebClaim** (Hospitals and ASCs)

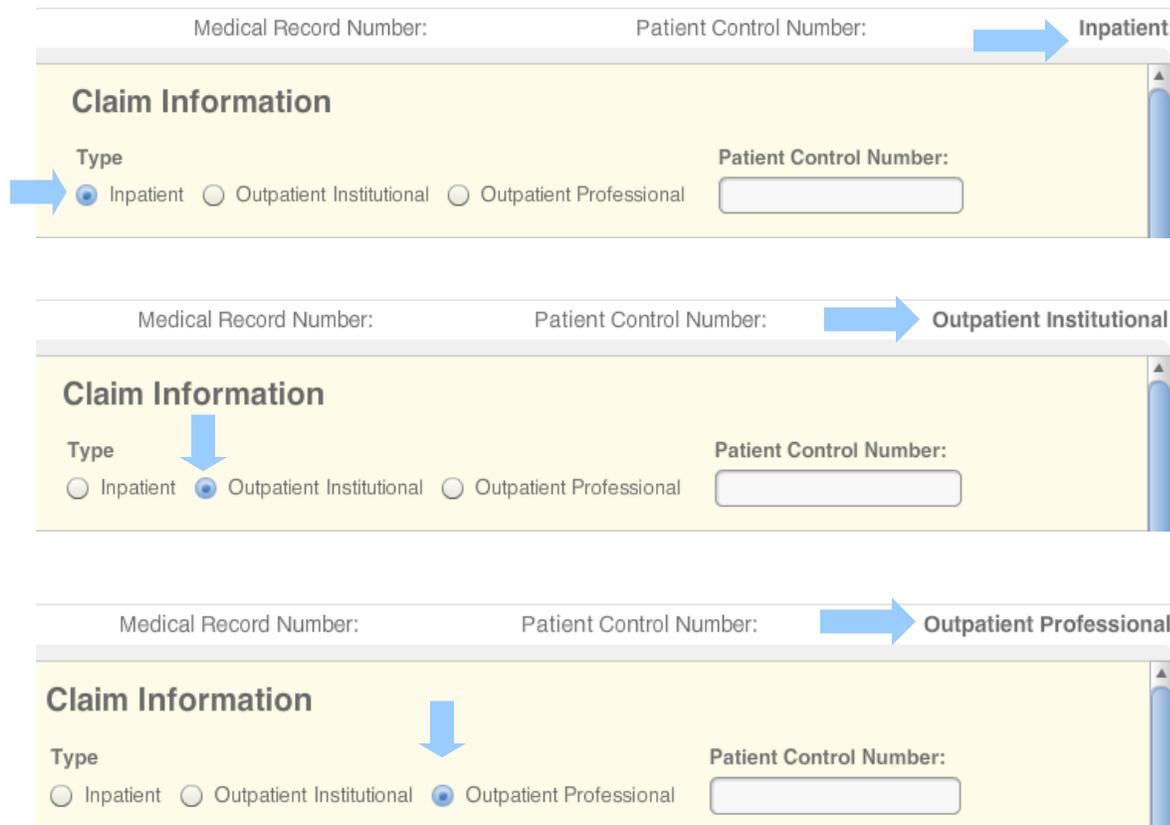
WebClaim is the manual data entry system for entering all types of claim data. There are three types of claim forms to choose from:

- Inpatient (used for all inpatient claims)
- Outpatient Institutional (may be used for all outpatient claims including Medicare)
- Outpatient Professional (may be used for outpatient Medicare claims)

When entering data into WebClaim, please ensure that the correct form is selected before entering data. The default is “inpatient”.

The image shows a screenshot of a web form titled "Claim Information". Under the heading "Type", there are three radio button options: "Inpatient" (which is selected), "Outpatient Institutional", and "Outpatient Professional".

If an incorrect form is selected, completed, and submitted, the user will have to delete the claim and re-enter all data using the correct form. Verification of the form type you have selected is shown in the top right corner, as pictured below.



If data are entered using the incorrect form, the claim should be deleted and reentered using the correct form. To delete a claim, the user will access the claims listing by clicking the claims tab. “Choose the claim to delete” by checking the box next to the claim. The “delete” option will become available in the lower right corner.

**Coming Soon! Generate Certification Data “Button” – Provider Controlled** (Hospitals and ASCs)

For providers wishing to begin the certification process EARLIER than the regularly scheduled certification timeline, THCIC will be implementing a “Generate Certification Data” button. Once available, it will allow providers to begin the certification process as early as the day after a calendar quarter ends, as soon as all data for the quarter have been submitted.

For example, 3<sup>rd</sup> quarter 2010 (3q10) represents July, August, and September 2010 data. If a provider has submitted and corrected (if needed) all 3q10 data (inpatient discharges and/or outpatient events), the provider could begin the certification process as early as **October 1<sup>st</sup>** (but

not later than February 1, 2011), if the “Generate Certification Data” process is begun by the provider. The regularly scheduled timeline for generating 3q10 certification data begins on February 1, 2011 and are then released to providers by System13 on March 1, 2011.

“Generate Certification Data” is a new expansion within the WebCert component and is expected to be activated within the next few months. Training on “Generate Certification Data” will be incorporated into the WebCert training sessions prior to activation.

Once implemented, providers may begin the quarterly certification process after ALL data for that quarter has been submitted and corrected and the provider is ready to certify the quarterly data earlier than the regular schedule. This will allow the providers to complete a quarter up to 6 months earlier (or faster or sooner).

For those providers that do not choose to use the “Generate Certification Data” method when it becomes available, System13 will continue to generate the data for certification on the regularly scheduled dates posted in the schedule.

**Frequency of Error Report (FER)** (Hospitals and ASCs)

Many facilities DO NOT review their Frequency of Error Report. The FER is the facility’s confirmation and ONLY guarantee that the intended quarterly data were received at System13.

All PROVIDER primary contacts, should receive by E-mail attachment the Frequency of Error Report for every electronic data submission, if the data were submitted in an electronic file and accepted.

**NOTE: The FER is not generated automatically or emailed for data entered via WebClaim, but can be generated by the provider for confirmation of data submission.** See manual generation below.

The FER confirms to the facility that System13 received your data, the quarter and year that was received, and a claim count by month. This ensures that what was sent to System13 was what System13 received.

IF the primary contact DID NOT receive the FER for an electronic data submission, this is an indicator that something may have gone wrong with your data submission.

System13 sends out the FER within TWO DAYS of each electronic data submission received to the provider primary contact. If data were not received, then System13 WOULD NOT generate a FER.

	2008	2009	2010
Jan	0	0	0
Feb	0	0	0
Mar	0	0	0
Apr	0	0	0
May	0	0	0
Jun	0	0	0
Jul	0	0	0
Aug	0	0	0
Sep	0	0	0
Oct	0	95	0
Nov	0	93	0
Dec	0	103	0

If your facility believes data were submitted to System13 AND the provider primary contact DID NOT get the FER within two days, you should contact your Submitter Contact/Vendor or the THCIC Helpdesk at System13 at 888-308-4953.

Manual Generation of the FER

All providers may also generate the FER themselves by logging in to the **THCIC<sub>System</sub>** using their Provider username, click on the “Reports” tab, select “Frequency of Error”, filter by “Quarter”, select dates for the period you want to check, and click the “Generate” button.

If “zero” claims are indicated on the FER, then data for “dates selected” were not received.

**Have you checked your facility’s FER today?**

**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.

**Facility Training** (Hospitals, ASCs, and Submitters)

Texas Health Care Information Collection (**THCIC**) is offering web-based training on the **THCIC<sub>System</sub>** 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.

**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](mailto: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](mailto: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](http://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**