

TEXAS Health and Human Services

Texas Department of State Health Services

Outpatient Reports

Revised April 2024

Document #: 25-15004



THCIC System

System13, Inc. / THCIC Web - Windows Intel System13, Compared to the system13.com/user_sess File Edit View Favorites Tools Help Favorites System13, Inc. / THCIC Web	Log into the System I3 system at <u>x Convert</u> Select <u>https://thcic.systemI3.com</u>	• • • •
	system13 Making technology your best friend. THCIC Support Center	
	Problems Logging In? USERNAME: Jogin PASSWORD: password	
	SIGN IN For security reasons your session will be terminated after 40 minutes of inactivity.	
	ENROLLMENTS REPORTING SCHEDULE	



Log In the System as a Provider

	system13
Τŀ	HCIC Support Center
	Problems Logging In? USERNAME: th0000008 PASSWORD:
For security	SIGN IN reasons your session will be terminated after 40 minutes of inactivity.
	ENROLLMENTS REPORTING SCHEDULE

Put in THCIC ID username and password. Click 'sign in'.



Security Notice

🕽 🗢 🛛 🔊 🖉 🖉 🖉	V 🔒	🕅 😽 🗙 🎦 Google
dit View Favorites Tools Help	x Sconvert - Scelect	
tes 🏾 🏉 System13, Inc. / THCIC Web		🛐 🔹 🔝 🔹 🚍 🔹 Page 🗸 Safety 🕶 Tools
•	system13	
	THCIC Support Center	
	Problems Logging In? USERNAME: th000005	
 This information system is chapter 108, and Title 25 of Access requires the explicit All activities on this web s Anyone accessing this well pursue criminal prosecutio This web site uses a comp Texas and United States late. Authorized users of this system 	This is not a public use Web Site. operated under the direction of the Texas Health Care Information Council in accordance with the of the Texas Administrative Code, Chapter 421. t consent of the Texas Department of State Health Services. te, including attempted access, are monitored and recorded. o site expressly consents to such monitoring and recording. This information will be provided to lo on if monitoring reveals evidence of criminal activity. uter security system that is designed to prevent unauthorized access. Unauthorized use of the system ws. stem are reminded of their individual and organizational requirements to safeguard all confident	e Texas Health and Safety Code, aw enforcement agencies to stem or data is a violation of tial data.
	am an authorized user and I understand and accept the requirements stated in this notion ACCEPT DECLINE	ice.



- The new user dashboard for facility users that provides insights into the claim counts broken down by quarter and month as well as providing the accuracy percentage.
- A graph of historical clam counts and a section with helpful tips.
- The dashboard also provides key deadlines broken down by quarter as well as prominently displaying the next deadline.
- Two views. Activity Dashboard III 🗐



Reports





The user can go to Reports by the provider tab "Reports". Please be advised that the only data available in reports is the data listed on the claims menu.



Reports

- Reports Available
 - K Frequency of Error Report

AGE

- 🔏 Hardcopy Report
- 🕺 Summary Report
- 👗 Data Analysis Report
- Claim Count for First Physician
- 术 Claim Count for Second Physician
- K Error Type List
- All reports are written to a .pdf document and displayed in Adobe Acrobat Reader to be viewed and/or downloaded.
- $\stackrel{\times}{\sim}$ To return to the report view the user should click the browse \bigcirc Back button. (Only while in the report tab can you use the back button, to get out of a pdf file.)
- The only data that will be available in reports is data that is currently in the system. Data will not be available, after the cutoff for corrections deadline.





Home	Claims	Claim Correction	Reports	Data Mgmt	Certification	Batches	Help	system13
THCIC	Supp	ort Center				THCI	c	User Management My Account Logout
Repoi SELECT REPO	orts DRT: of Errors Report	۵.						
Summary R Data Analy Claim Cour Claim Cour Error Type	Report sis Report nt for First Pl nt for Second List	nysician d Physician						
					GENERATE)		

The only data a facility can run reports on is data that is currently in the system, this excludes certification data. Data for previous quarters will remain in the system until the last day for cutoff for corrections. Other options will become available once the type of report is selected.

Type of Reports



Home Claims Claim Correction	Reports	Data Mgmt	Certification	Batches	Help	system13			
THCIC Support Center				тнс	с	User Management My Account Logout			
Reports SELECT REPORT: Frequency of Error Report provides the user information on the number of claims processed, number of claims in error, number of fields in error, error summary and accuracy rate									
Hardcopy Report Summary Report	<u>Hardcopy Report</u> - shows every error and warning on each claim.								
Data Analysis Report Claim Count for First Physician Claim Count for Second Physician Error Type List	Summary Report - use this report to validate if the data for the period is correct, such as record counts, min/max/average charges, admission type and source, payer type, patient age, gender, race, and ethnicity.								

<u>Data Analysis Report</u> - shows counts per month, types of bills, and other data items, and makes suggestions for continuing, such as removing duplicates, correcting invalid data, etc.

<u>Claim Count for First Physician</u> - Use this to determine if the physicians (attending, operating, other) who utilize your facility are represented correctly. This report will give a claim count by physician name, sorted by name. It will also include the physician ID but will not include patient information.

<u>Claim Count for Second Physician</u> - Use this to determine if the second physicians (attending, operating, other) who utilize your facility are represented correctly. This report will give a claim count by second physician name, sorted by name. It will also include the physician ID but will not include patient information.

Error Type List - use this to determine if you have made all possible corrections to your data, if needed.



Reports Functionality

The GENERATE button will remain disabled until the user selects the report type, filter by and type of patients. Then GENERATE will become an option.

Home Claims	Claim Correction	Reports	Data Mgmt	Certification	Batches	Help	system13		
THCIC Suppo	rt Center				THCIC		User Management My Account Logout		
Reports									
SELECT REPORT:		FILTER	BY:			PAT	TENTS:		
Frequency of Errors	*	Timef	rame 🔺		O Inpatient				
Hardcopy Report Summary Report Data Analysis Report		Processed Date Batch Number 💌			O Outpatient - Institutional				
Claim Count for First Phy	sician					00	Outpatient - Professional		
Claim Count for Second F Error Type List	Physician •								
				GENERATE					

If no data matches your request, a message will be indicated on the top left corner.
 THCIC Support Center

No claims match selection criteria.



Type of Claims

PATIENTS:

 \bigcirc Inpatient

Outpatient - Institutional

Outpatient - Professional

Only one type of claim can be chosen to review patient data at a time. If batch number is chosen the type of claim within the batch is automatically selected, since it's already predetermined in the batch as to type of claims, type of patients is not an option.



Functionality of the Calendar Feature

🕺 Feature of the calendar 🗖



- The T icon will open choosing the current date.
 - $^{\times}$ \uparrow \downarrow will move the calendar back a month.
 - K Choosing the month's dropdown menu will change the month

April 202	24 -				
2024				2025	
Jan	Feb	Mar	Арг	2026	
May	Jun	Jul	Aug	2027	
			2	2028	
Sep	Oct	Nov	Dec		

K Choosing the sidebar will change the year



Filter Report By Timeframe

To create by timeframe.

FILTER BY:	PATIENTS:
Timeframe Processed Date	O Inpatient
Batch Number 👻	O Outpatient - Institutional
FROM:	O Outpatient - Professional
mm/dd/yyyy	
THROUGH:	
mm/dd/yyyy	
GENERATE	

- The 🗂 icon will open up a calendar to choose dates.
- X You can choose any dates, even through separate quarters.
- K Choose type of claims.



Filter Report By Processed Date

To create a report, filter by processed date.

FILTER BY:		PATIENTS:
Timeframe		O Inpatient
Batch Number		O Outpatient - Institutional
DATE:		O Outpatient - Professional
mm/dd/yyyy		
	GENERATE	

- To filter by the processed date, you have to choose a certain date.
- Choose the type of claims and click generate.



Filter Report By Batch Number

To create a report by batch number, you have to choose a batch from the batch listing in the system.

FILTER BY:	
Timeframe 🔺	
Processed Date	
Batch Number	
BATCH:	
Select Batch	à
202005040001	
202005060002	

If 'batch number' is chosen, it's automatically determined the type of claims, outpatient or inpatient. Choosing the type of patients is not an option.

Frequency of Error Report



Home Claims	Claim Correction	Reports	Data Mgmt	Certification	Batches	Help	system13	
THCIC Suppo	ort Center				тнсіс		User Management My Account Logout	
Reports								
SELECT REPORT: Frequency of Errors Hardcopy Report Summary Report Data Analysis Report Claim Count for First Ph Claim Count for Second Error Type List	FILTER BY: rdcopy Report mmary Report ta Analysis Report im Count for First Physician im Count for Second Physician or Type List				PATIENTS: Inpatient Outpatient - Institutional Outpatient - Professional			
		mm	IGH: /dd/yyyy	GENERATE				



Texas Department of State Health Services

Freq	uency	of	Error	Re	port	Page
		•••				

Frequency of Errors Report (Outpatient-Institutional) Report Date: Date Report Ran THCIC ID: 0000005 THCIC Trainer



Page 1 of

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Batch Information

Field	Value
Claims Period	01/01/2010 thru 12/31/2012
Service Period	10/01/2010 thru 12/30/2010
Claims Received	121
Claims Rejected	0
Claims Processed	121
Claims In Error w/o Race + Ethnicity Errors	20
Claims In Error	20
Fields In Error	46
Accuracy Rate w/o Race + Ethnicity Errors	83.47%
Accuracy Rate	83.47%

Claims By Month Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

Claims By Bill Type

System: Trainer

Bill Type	Count
xx0	0
xx1	121
xx2	0
xx3	0
xx4	0
xx5	0
xx6	0
xx7	0
xx8	0
xx?	0

Frequency of Error Report



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Frequency of Errors Report (Outpatient-Institutional) Report Date: Date Report Ran

Errors By Field

Field	Valid	Blank/Zero	Failed / Invalid	Passed
Patient control number	121	0	0	100.0%
Patient sex	121	0	0	100.0%
Patient birth date	121	0	0	100.0%
Statement from date	121	0	0	100.0%
Statement thru date	121	0	0	100.0%
Medical record number	121	0	0	100.0%
Total claim charges	121	0	0	100.0%
Facility type	121	0	0	100.0%
Claim frequency type	121	0	0	100.0%
Patient Last Name	121	0	0	100.0%
Patient First Name	121	0	0	100.0%
SSN	121	0	0	100.0%

This report will extend to pages 2 & 3. This report lists all errors by field.



Frequency of Error Report

	Report Date: 20-Jan-2012
	THCIC ID: 000005 THCIC Trainer
	The 637 format utilizes 'Qualifier' codes to identify or characterize various health information data elements invalid or missing Qualifier codes may cause data to be omitted from a claim or result in improper placement of the data.
	Error Summary
or Code	Error Message
18	Missing Principal Diagnosis
5	Patient Gender not consistent with the Principal Diagnosis
6	Missing Patient State
2	Missing Patient ZIP
0	Missing Patient Birth Cate
3	Missing Patient Gender
14	Missing Patient Raon
19	Missing Facility Type Code
10	Missing Claim Frequency Type Code
6	Missing Patient Social Security Number
3	Invalid Operating Practitioner Identifier
96	Invalid Operating Practitioner Name Match
17	Missing Claim Filing Indicator Code for Subscriber
19	Invalid Statement From Date
\$	Invalid Procedure Date
6	Procedure Date is more than 30 days before the Statement Date or after the Statement Thru Date.
0	Procedure Through Date is more than 3D days before the Statement From Date or after Statement Thru Date.
2	The Claim must have either a THCIC required HCPCS code, or the Claim must have a THCIC required revenue code and contain at least one procedure

Frequency of Errors Report (Outpatient-Institutional) Report Date: Date Report Ran THCIC ID: 0000005 THCIC Trainer

The 837 format utilizes 'Qualifier' codes to identify or characterize various health information data elements. Invalid or missing Qualifier codes may cause data to be omitted from a claim or result in improper placement of the data.

Error Summary

Count	Error Code	Error Message
6	W-696	Invalid Operating Practitioner Name Match
17	E-697	Missing Claim Filing Indicator Code for Subscriber
29	E-735	Invalid Procedure Date

Page 4 (*May extend to page 5 depends on number of errors on the report.)





Hardcopy Report

Reports Data Mgmt	Certification Batches	Help System13
	THCIC Trai	nee 19 000028 User Management My Account Logout
FILTER BY:		PATIENTS:
Timeframe Processed Date Batch Number		 Inpatient Outpatient - Institutional Outpatient - Professional
THROUGH:		
mm/dd/yyyy	GENERATE	
	Reports Data Mgmt FILTER BY:	Reports Data Mgmt Certification Batches THCIC Trai FILTER BY: Timeframe Processed Date Batch Number FROM: mm/dd/yyyy THROUGH: mm/dd/yyyy GENERATE



Hardcopy Report Error List

Hardcopy Claims Error Summary Report (Claim Report Ran) Report Date: Date Report Ran THCIC ID: 0000005 THCIC Trainer

Med. Rec. #	PCN	Discharge	Rec. #	Field	Value of field	Err #	EW
THM88891334786	THBG166232501	20081003		Practitioner Id	1538136486	696	Warning
THM2392706369	THWB12625907	20081005		Birth Date	380330	659	Error
THM199836292751	THEC1014741	20081006		Practitioner Id		707	Error
			0	Procedure	684	622	Error
				Source Code		697	Error
				State		626	Error
				Ssan		665	Error
				Race		634	Error
THM59933819	THY1124383628	20081008		Diagnosis Code		608	Error
THM8277816132015	THHB1961466	20081008		Type Of Admission		645	Error
THM364631883476	THGC1711757	20081009		Sex	R	661	Error
THM7587346610	THUC1418886004	20081011		Unit Measurement Code		685	Error
THM505048847	THZB13313454	20081013		Practitioner Id	1265437198	696	Warning
			0	Procedure		601	Error
				Name		701	Error
				Sex		633	Error
				Race		634	Error
				Ethnicity		635	Error
THM659813005	THCF16917399	20081013		Practitioner Id	1538136486	696	Warning
THM1941744933	THJB1535043	20081015		Patient Status		647	Error
THM3035857081031	THA4	20081016	0	Diagnosis Code	00	615	Error
				Name		701	Error
				Revenue Code		670	Error
				Charges Line Item	96000	679	Error
				Birth Date		630	Error
THM8638718718997	THU1660501290	20081017		Patient Status	10	666	Error
THM25638081662	THP1297987492	20081017		Practitioner Id		707	Error
	THZ182864815	20081018		Medical Record Number		638	Error
				Name		701	Error
THM779772382	THDD1445608	20081021		Practitioner Id	1821160938	696	Warning

The user may get multiple pages of the error list. It will depend on the number of errors. This listing will show all errors for the timeframe specified.

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Hardcopy Report Summary

Hardcopy Claims Error Summary Report (Claim Report Ran) Report Date: Date Report Ran THCIC ID: 0000005 THCIC Trainer

Field	Value
Total Errors	76
Total Warnings	7
Claims Processed	291



Summary Report

Home Claims	Claim Correction	Reports	Data Mgmt	Certification	Batches	Help	system13
THCIC Supp	ort Center				THCIC Tr	ainee 19 00	00028 User Management My Account Logout
Reports SELECT REPORT:		FILTER	BY:			PATI	ENTS:
Frequency of Errors Hardcopy Report Summary Report Data Analysis Repor Claim Count for Firs Claim Count for Sec	t t Physician ond Physician	Timefr Proces Batch FROM: mm,	rame for the seed Date with the seed Date with the seed of the set o				patient utpatient - Institutional utpatient - Professional
Error Type List	Ţ	THROU mm/	GH: /dd/уууу	GENERATE			



Summary Report - Outpatient Page I

THCIC Summary Report (Outpatient - Institutional) 05/01/2010 thru 05/16/2012 Report Date: 23-Jun-2014 THCIC ID: 000005 THCIC Trainer

Claim Timeline	Charges Summary	Claim Filing Indicator Code				
2013 2014 2015	Type Amount	Code	Primary	Percent	Second	Percent
Jan 0 0 0	Total Charges \$371,975.57	Central Certification - 10	0	0.00%	0	0.00%
Feb 0 0 0	Average Charge \$3,074.18	Other NonFederal Programs - 11	0	0.00%	0	0.00%
Mar 0 0	Minimum Charge \$204.46	Preferred Provider Organization (PPO) - 12	7	5.79%	5	4.13%
Apr 0 0 0	Maximum Charge \$22,402.41	Point of Service (POS) - 13	2	1.65%	0	0.00%
May 0 0 0	Standard Deviation \$3,923.16	Exclusive Provider Organization (EPO) - 14	1	0.83%	0	0.00%
Jun 0 0 0		Indemnity Insurance - 15	0	0.00%	0	0.00%
Jul 0 0 0	Lists total charges summary	Health Maintenance Organization (HMO) Medicare Ris - 16	0	0.00%	0	0.00%
Aug 0 0 0	for the encounters.	Dental Maintenance Organization - 17	0	0.00%	0	0.00%
Sep 0 0 0	_	Selfpay - 9	0	0.00%	0	0.00%
Oct 0 0		Automobile Medical - AM	0	0.00%	0	0.00%
Nov 0 0		Blue Cross/Blue Shield - BL	8	6.61%	8	6.61%
Dec 0 0	Provides a count of the	CHAMPUS - CH	0	0.00%	4	3.31%
	encounters by claim timeline.	Commercial Insurance Co CI	7	5.79%	11	9.09%
Charges Breakout		Disability - DS	0	0.00%	0	0.00%
Category Count		Federal Employees Program - FI	0	0.00%	0	0.00%
		Health Maintenance Organization - HM	0	0.00%	0	0.00%
> \$250,000 0		Liability - LI	0	0.00%	0	0.00%
\$1,000 - \$250,000 00		Liability Medical - LM	0	0.00%	0	0.00%
< \$1,000 55	Breaks down the	Medicare Part A - MA	64	52.89%	0	0.00%
	charges by category.	Medicare Part B - MB	0	0.00%	0	0.00%
		Medicaid - MC	19	15.70%	33	27.27%
		Other Federal Program - OF	0	0.00%	0	0.00%
		Title V - TV	0	0.00%	0	0.00%
		Veteran Administration Plan - VA	0	0.00%	0	0.00%
ovides counts and perce	integes by payment source both	Workers Compensation Health Claim - WC	0	0.00%	0	0.00%
imary and socondary	intages by payment source, both	Mutually Defined - ZZ	0	0.00%	0	0.00%
iniary and secondary.		Mutually Defined, Or SelfPay, Or Unknown, Or Charity - ZZ	0	0.00%	0	0.00%
		Missing/Invalid	13	10.74%	60	49.59%

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Summary Report - Outpatient Page 2

THCIC Summary Report (Outpatient - Institutional) 05/01/2010 thru 05/16/2012 Report Date: 23-Jun-2014 THCIC ID: 000005 THCIC Trainer













Data Analysis Report

Home Claims Claim Correction	Reports Data Mgmt	Certification	Batches	Help	system13
THCIC Support Center			THCIC		User Management My Account Logout
Reports					
SELECT REPORT: Frequency of Errors Hardcopy Report Summary Report Data Analysis Report Claim Count for First Physician Claim Count for Second Physician Error Type List	QUARTER: Select Quarter	GENERATE	V	PATIENTS: O Inpatient	t ent



Data Analysis Report

4Q2012 Data Analysis Report (Outpatient) Report Date: 18-Apr-2013 THCIC ID: 000004 MB - THCIC Acceptance Outpatient Pro

Month	Total	xx0	xx1	xx2	xx3	xx4	xx5	xx6	xx7	xx8	???
Jul	0	0	0	0	0	0	0	0	0	0	0
Aug	0	0	0	0	0	0	0	0	0	0	0
Sep	0	0	0	0	0	0	0	0	0	0	0
Oct	1	0	1	0	0	0	0	0	0	0	0
Nov	0	0	0	0	0	0	0	0	0	0	0
Dec	0	0	0	0	0	0	0	0	0	0	0

Quarter Analysis

Quarter Comparison

Qtr	Total				
4q12	1				
3q12	0				
2q12	0				

Messages

- * ONE OR MORE OF YOUR MONTHS IS MISSING DATA
- * Some claims still have errors. Please use Claim Correction to correct these claims. You may also review these errors with the Frequency of Errors Report and the Hardcopy Report, both of which are available on the Reports Tab.
- * You should use the Summary Report on the Reports tab to obtain a snapshot of your data. This report shows data distribution by month, charges, admission type, newborns, discharge status, payer (claim filing indicator), patient geographic origin, gender, age, race, ethnicity, length of stay and diagnosis and procedure counts per claim.



Claim Count for First Physician

Home Claims	Claim Correction	Reports	Data Mgmt	Certification	Batches	He	elp system13 Making technology your best friend.
THCIC Supp	ort Center				тнсіс		User Management My Account Logout
Reports SELECT REPORT:		QUART	ER:				PATIENTS:
Frequency of Error	rs *	Selec	t Quarter				○ Inpatient
Summary Report		20q2					○ Outpatient
Data Analysis Rep	ort	20q1					
Claim Count for Fi	rst Physician	19q4	i.				
Error Type List	econd Physician	19q3					
				GENERATE)		





Claim Count for First Physician

THCIC Claim Count for 1st Phys Report (Outpatient Institutional) /03/2015 thru 09/28/2015 Report Date: 27-Aug-2015 THCIC ID: 000004 MB - THCIC Acceptance Outpatient Pro

Claim Count for First Physician

Name	License Number	Count
Fake, Doctor 1	111111111	18
Fake, Doctor 2	1111111112	19
Fake, Doctor 3	1111111113	24
Fake, Doctor 4	1111111114	24
Fake, Doctor 5	1111111115	33
Fake, Doctor 6	1111111116	32
Total Claim Count		150



Claim Count for Second Physician

Home Claims	Claim Correction	Reports	Data Mgmt	Certification	Batches	Help		system13
THCIC Supp	ort Center				THCIC Tr	ainee 19 (00028	User Management My Account Logout
Reports								
		FILTER	BY:			PAT	IENTS:	1
Frequency of Errors Hardcopy Report Summary Report Data Analysis Report Claim Count for First Physician Claim Count for Second Physician Error Type List		Proce Batch	ssed Date Number 👻			0	Outpatie	ent - Institutional
		FROM:				0	Outpatie	ent - Professional
		mm	/dd/yyyy					
		THROU	THROUGH:					
		mm	/dd/yyyy					
				GENERATE				





Claim Count for Second Physician

THCIC Claim Count for 2nd Phys Report (Outpatient - Institutional) 07/02/2015 thru 09/28/2015 Report Date: 27-Aug-2015 THCIC ID: 000004 MB - THCIC Acceptance Outpatient Pro

Name	License Number	Count
Fake, Doctor 1	1111111111	18
Fake, Doctor 2	1111111112	19
Fake, Doctor 3	1111111113	24
Fake, Doctor 4	1111111114	24
Fake, Doctor 5	1111111115	33
Fake, Doctor 6	1111111116	32
Total Claim Count		150

Claim Count for First Physician



Error Type Code



TEXAS Health and Human

Services

Texas Department of State Health Services



Error Type Code

THCIC Error Type List Report (Outpatient - Institutional) Report Date: 27-Aug-2015 THCIC ID: 000004 MB - THCIC Acceptance Outpatient Pro

Error Summary

Count	Error Code	Error Message
8	E-610	Duplicate E-Codes
2	E-637	Invalid Patient SSN



Outpatient Reports

Questions/ Comments

Questions, comments or need clarification please e-mail

<u>thcichelp@dshs.texas.gov</u>

The e-mail should include the facility's THCIC ID.



THCIC Contact



Texas Health Care Information Collection Dept of State Health Services – Center for Health Statistics 1100 W 49th St, Ste M-660 Austin, TX 78756

Phone: 512- 776-7261

- E-mail: THCIChelp@dshs.texas.gov
- Web site: <u>https://www.dshs.texas.gov/texas-health-care-information-collection</u>



THCIC Contact

Contact Tiffany Overton at email <u>Tiffany.Overton@dshs.texas.gov</u> if a facility has questions concerning the submission, correction, or certification of data.

- Contact Dee Roes at email <u>Dee.Roes@dshs.texas.gov</u> if submitter test/production files reject due to a submission address or EIN/NPI number.
- For general questions or to request information about THCIC please e-mail to <u>thcichelp@dshs.texas.gov</u>.







Address: System I 3, Inc I 648 State Farm Blvd. Charlottesville, VA 22911

Phone: I-888-308-4953
 Fax: 434-979-1047
 E-mail: THClChelp@system13.com
 Web site: https://thcic.system13.com