

Texas Health Care Information Council

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March 29, 2001

Hospital Numbered Letter Volume 4 Number 6

Identification of Hospital Data

Operations

Once hospitals submit data to THCIC, the hospital's identity is determined from information submitted in the "10 Record". The best method for identification is the "THCIC Code", which is a unique alphanumeric (one (1) alpha, two (2) numeric) character issued to each licensed hospital, multi-location hospital, and state hospital. The "THCIC Code" is inserted in Record 10. Field 20. Positions 190-192.

When the "THCIC Code" is not inserted into the 10 Record, THCIC primarily identifies the hospital data by the Tax ID (EIN) number, inserted in Record 10, Field 4, Positions 8-17, the Medicare number, inserted in Record 10, Field 6, Positions 22-34, **AND** the hospital's physical address, inserted in Record 10, Field 13, Positions 122-146.

Even though a hospital may submit data to THCIC using the "THCIC Code", it is also required that the correct hospital physical address be submitted. Hospitals not submitting all four fields ("THCIC Code", Tax ID, Medicare, Physical Address) run the risk of not being identified or being identified incorrectly.

If your facility has changed Tax ID numbers or Medicare numbers, notification should be made immediately to Dee Shaw or Terry Salazar at THCIC.

If you do not know your hospital's THCIC Code, please contact Dee Shaw or Terry

Salazar at 512-482-3312 or the THCIC Helpdesk at 888-308-4953.

THCIC Helpdesk (CCS)

Information

There are several ways to contact the THCIC Helpdesk when you need assistance. Hospitals may call the Helpdesk at 888-308-4953, fax them at 804-979-1047, or send an e-mail to THCICHelp@comclin.net. According to the staff at the Helpdesk, e-mail is the best way of contacting them.

Remember, when faxing or e-mailing the Helpdesk, the first line of text MUST be the hospital's THCIC ID # preceded by "THCIC ID:". If this header is not used (THCIC ID: ######) your message may be returned and possibly not answered depending on the confidentiality of the question asked.

Dial-in Password

Information

The THCIC Helpdesk receives many phone calls requesting the "Router" dial-in password for dialing into the hospital's mailbox. This information can be received by using the automated phone message at CCS. Call the Helpdesk phone number at 888-308-4953; press "1" to access automated options; press "1" for dial-in information, and press "1" again for the dial-in password.

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THCIC Practitioner Reference File

Information/Operations

Data that THCIC uses to maintain its Practitioner Reference File is compiled from the Texas state licensing boards by Wishlist, a private company located in Austin. While THCIC does augment some of its data from the federal UPIN files, all state license information comes from Wishlist. Wishlist is available for purchase by the public.

THCIC has received requests for contact information for this company. While THCIC does obtain its data from this company, furnishing of the contact information is not intended as an endorsement nor as a recommendation.

Wishlist can be contacted as follows:

Wishlist 1016 La Posada Drive Austin, Texas 78752

Phone: 512 452-8121 Fax: 512 452-1238

CertView Software v.2001a

Operations

A new version of the certification software, CertView 2001a, will be released concurrently with distribution of your 2nd Quarter 2000 certification files this week. This new version contains changes that will improve the use of the software. You can recognize the new software program by its **green** background.

The CertView software is available for download from the THCIC web site in two

formats for hospitals that have access to the Internet. A self-installing file is available at http://www.thcic.state.tx.us/certification/certview2001a.exe. A zipped file is available at http://www.thcic.state.tx.us/certification/certview2001a.zip. Hospitals that do not have access to the Internet may request a copy of the software (CD only) by sending a fax to Terry Salazar at 512-453-2757.

Charges for Making Changes During Certification

Information

The charges for correcting hospital data *during certification* will change effective with the distribution of certification data for 2nd quarter 2000 data. Attached is the pricing guide THCIC has negotiated with Commonwealth and options available to hospitals. While we intend the guide to be self-explanatory, please do not hesitate to contact us at 512-482-3312 if you have questions.

The new pricing structure includes an increase in the base charge. However, an "internal process charge" has been eliminated which means that most hospitals will incur an increase of only \$4.00 per correction work order.

Commonwealth will continue the current practice of quoting a cost for the work via a "work order". Commonwealth must receive approval from THCIC on the work order in order to begin work. As before, this charge will be billed by and is payable directly to Commonwealth.

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Charge Structure for Corrections at Certification

Effective with release of 2nd quarter 2000 certification data to hospitals, the following charge structure for accomplishing corrections at certification for hospitals will be in effect¹.

The charge structure is represented in a linear fashion. The following matrix identifies each component in the structure and the associated charge or formula used to develop the charge.

Component	Description	Charge
Recreate certification files	A base charge will be billed for each "recreation of certification files and reports" ² .	\$ 275.00
Assistance with corrections (optional)	If the hospital chooses not to submit corrections through THIN using standard transactions, the hospital may request assistance from Commonwealth in making corrections. The request may be in writing or verbal. The hospital will receive a written detailed price quote (work order). The hospital must approve the work order before work can commence.	Formula: \$ 71.00 * Hrs ³
Distribution media	The charge for the distribution of the certification files depends on the media. Charges for distribution are as follows: In Electronic Mailbox – no charge On Diskette - \$ 8.25 On CD - \$ 42.00 NOTE: The media to be used is maintained by THCIC and can be changed by contacting THCIC.	Free \$ 8.25 \$ 42.00
Shipping	For hospitals that receive their data on CD or diskette, the shipping charge of the carrier is passed directly to the hospital.	Pass-thru from shipping carrier
Rush order (Optional)	Certification files will be recreated and distributed based on the THCIC schedule. If hospitals want to obtain the certification files sooner than scheduled, they may request a "rush" be placed on processing and the data will be processed and mailed such that the hospital receives the new files within one to three days of acceptance of the rush order.	\$ 200.00

¹ Any corrections done for 1st Quarter 2000 and prior will be at the current pricing structure.

² "Recreation of certification files and reports" is defined as: all activities required for receiving corrections submitted through THIN in standard UB transaction format, processing through the Edits subsystem, recreating certification files and reports, and distributing the files into the hospital's mailbox.

³ Hrs – Number of person hours required to perform the tasks comprising this request.

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Reminder

First quarter 2000 certification letters are due no later than April 2, 2001 to THCIC. Letters may be faxed to 512-453-2757.

Upcoming Meetings or Training

- Executive Committee meeting: March 29, 2001
- Consumer Education TAC meeting: March 30, 2001
- Public Forum to receive comments on proposed HDD rule changes: April 3, 2001
- HIS TAC meeting: May 17, 2001
- HIS TAC meeting: May 24, 2001
- **THCIC Hospital Training**: June 5, 2001 in Austin
- QM TAC meeting: June 18, 2001

Agendas for all Technical Advisory Committee, Committee, and Council meetings are posted on the THCIC web site and the Texas Register seven days prior to the meeting date.

Reminders and Deadlines

- All claims submitted with discharges after April 2, 2001 must be in version 6.0
- Certification letters for 1q00 due April 2, 2001
- Hospitals receive 2q00 certification file April 2, 2001
- Cutoff for submission of 3q00 claims corrections April 28, 2001
- Last day to submit changes for 2q00 certification May 9, 2001

THCIC Training for Data Submission, Correction, and Certification

June 5, 2001 9:00a – 4:00p

Travis Building, Room 1-104 1701 N. Congress Austin

Please contact Sandra Martin at 512-482-3312 to register.

Questions?

Phone: (888) 308-4953 Fax (804) 979-1047 Email: THClChelp@comclin.net