

Health Facilities Numbered Letter, Volume 12 Number 5

July 31, 2009

Separate Reporting of Outpatient Data

Each facility (hospital and ASC) is required to report outpatient data separately under its uniquely issued THCIC ID number.

There may be ASCs that are associated with a hospital, in which the hospital provides billing services for the ASC. When reporting the outpatient data to THCIC, the outpatient surgical/radiological/imaging procedures performed at the ASC facility must be reported under the ASC THCIC ID number and the outpatient surgical/radiological/imaging procedures performed at the hospital must be reported under the Hospital THCIC ID number.

This reporting guideline would also be the same for hospitals that currently report inpatient data for other hospitals under one THCIC ID; the outpatient data must be reported separately under each hospitals unique THCIC ID number.

The exception to this guideline is if the facility wishing to report outpatient surgical/radiological/imaging data under another facility's THCIC ID number does not duplicate ANY outpatient surgical/radiological/imaging services of the other facility. This exception must be requested in writing from the facility and approved by THCIC.

What is My Facility's THCIC ID?

Hospitals and Ambulatory Surgery Centers may find its assigned THCIC ID number on the THCIC web site at:

<http://www.dshs.state.tx.us/THCIC/hospitals/FacilitiesList.xls>

Provider Contact Information

Other facility information may also be viewed on the "Facilities List" as well, including provider contact names. THCIC updates this listing quarterly. If information is incorrect or has changed, please use the "Health Facility Request" form for updating this information located at:

<http://www.dshs.state.tx.us/THCIC/hospitals/FacilityInformationRequest.pdf>

This form may be faxed to THCIC at 512-458-7740.

Assigning a Provider Primary Contact

What is the role of a provider primary contact?

THCIC sends information and notifications to the assigned Provider Primary Contact (PC) by e-mail. Once the data are submitted, the PC will receive e-mail notification to check on potential errors for correction. This e-mail notification may be sent multiple times to the PC depending on the circumstances. The PC will receive e-mail notifications for the certification of each quarterly data file. The PC would be responsible for either completing the corrections and certification or notifying the proper staff within the facility to have it completed and returned to THCIC. The majority of these e-mail notifications come from the THCIC vendor, *System13* (aka THCIC helpdesk).

Compliance issues (failure to submit data, failure to certify data) will be e-mailed to the PC directly from THCIC.

*Penalties for non-compliance will be faxed to the attention of the facility administrator.

Note: If the assigned PC leaves a facility’s employment, it is most important for the facility to assign a new PC as soon as possible. Important timelines for the facility may be missed if information and notifications from THCIC are e-mailed to a PC that is no longer employed at the facility.

Important Phone Numbers

Virginia location:

System13 web site – www.thcichelp.com

THCIC/System13 Helpdesk – 888-308-4953

Austin location:

THCIC web site – www.dshs.state.tx.us/thcic

DSHS-Center for Health Statistics-THCIC – 512-458-7261

THCIC Staff – 512-458-7111

Bruce Burns	extension 6431	Rules and policy issues, 837 format issues
Miren Carranza	extension 3287	Project Manager
Sylvia Cook	extension 6438	Hospital/ASC reports, data use
Sheila Molina	extension 6546	PUDF requests
Wang-Shu Lu	extension 6453	Hospital/ASC reports and analysis
Dee Roes	extension 3374	Hospital/ASC compliance, research files request
Tiffany Overton	extension 2352	Hospital/ASC training (submission, correction, and certification)

THCIC fax – 512-458-7740

Questions may be submitted via E-mail to THCIChelp@dshs.state.tx.us