



# Texas Health Care Information Council

4900 North Lamar, Room 3407 Austin, Texas 78751-2399 (512) 424-6492 (512) 424-6491 (fax)

*Visit our Web site at <http://www.thcic.state.tx.us>*

February 3, 2000

TO: Chief Executive Officers of Texas Hospitals

FROM: Jim Loyd, Executive Director

THCIC Hospital Numbered Letter - Volume 3 Number 1

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  - 2** Pilot Project Is In Progress
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  - 4** Replacement Of Key Field Information
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  - 8** HCFA Updates To UB-92 Electronic Version 06.0
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- 1** Certification Process Orientation and Training Classes

THCIC will be presenting orientation sessions on the data certification process and on the submission and data correction processes. Hospital representatives are encouraged to sign-up for the data certification orientation. The application form is included in this numbered letter (see last page). Registration form must be completed and return to Dee Shaw by fax (512-424-6491) by February 24. Manuals will be provided at the orientation.

***Submission/Corrections Orientation 9:00am - 12:30pm Certification Orientation 1:30pm - 4:00pm***

<b>DATE</b>	<b>CITY</b>	<b>LOCATION</b>	<b>Street Address</b>	<b>Ph. # of Hotel</b>
March 6, 2000	Houston	Howard Johnsons	9604 South Main	713-666-1411
March 7, 2000	Corpus Christi	Ramada Inn Bayfront	601 North Water Street	361-882-8100
March 8, 2000	Dallas	Best Western Dallas North	13333 North Stemmons Freeway	972-241-8521
March 9, 2000	Lubbock	Holiday Inn Park Plaza	3201 Loop 289 South	806-797-3241
March 13, 2000	Austin	TDH Boardroom, Moreton Building	1100 West 49th Street, M-739	

Please fax your registration to Dee Shaw at 512-424-6491 by February 24.

## **2 Certification Pilot Project is in progress**

The Texas Health Care Information Council appreciates the participation of the following hospitals in the certification pilot test program:

Austin State Hospital *Austin*  
 Baylor/Richardson Medical Center *Richardson*  
 Baylor University Medical Center *Dallas*  
 BHC Millwood Hospital *Arlington*  
 Healthcare Rehabilitation Center of Austin *Austin*  
 Henderson Memorial Hospital *Henderson*  
 Nix Health Care System *San Antonio*  
 Parkland Memorial Hospital *Dallas*  
 Presbyterian Hospital of Kaufman *Kaufman*  
 San Marcos Treatment Center *San Marcos*  
 University Hospital *San Antonio*

## **3 General Findings from Pilot study**

Approximately 1/3 of the pilot hospitals had few or no errors incurred by building the encounters using their data. Of those that received errors and warning from the encounter build, several had to void and resubmit some claims.

Some of the issues that have come to our attention include:

- a. UB-92 Records being out of sequence Two causes for this messages include:

1. Some claims contained an "0001" revenue code at the end of the "50 Record" and at the end of the "60 Record". Only one revenue code "0001" is allowed and should be at the end of the "60 Record" unless no revenue codes are placed in the "60 Record", such as having a revenue code of "100" -All-inclusive room and board plus ancillary charges.
2. Some claims had duplicate "60 Records".

Edits to check for these errors are being set-up to be put in place to allow for return of these errors at the time of corrections. The Council is working on temporary solutions to handle these situation until the edits can be installed (We anticipate this will be in place for discharges occurring after March 31, 2000).

- b. Number of "22 Records" is different than the number of "30 Records". Some claims did not contain a corresponding "22 Record" for each "30 Record"; therefore, the "non-standard source of payment codes" do not match up. This is one of the most common errors that has been encountered during the pilot test.

The Council anticipates an edit to be in place for discharges after June 30, 2000. The Council currently plans only to publish the primary payer codes in the public use data file.

- c. Missing sequence numbers. A missing sequence number in the "22 Records". Resulted in encounters that could not be built. Record sequence numbers (Field 2, positions 3 - 4) are standard requirements for UB-92 Electronic Claim records 10, 22-80 when those records appear.

An edit is being prepared and should be in place for discharges after March 31, 2000.

- d. Non-contiguous dates. Two hospitals had claims where the "statement covers period" dates did not match correctly in order accurately reflect the dates of service for the patients. These were identified in the encounter build process and will be marked on incomplete encounter reports.
- e. Void transactions. The Council recognized a problem with submitting "Void/ Cancel previous claims" (XX8), in that the claim must match exactly to be voided out. We are developing a solution for the problem.

## 4 Replacement of Primary Key Field Information

If a hospital discovers that one of the following data elements (Patient Control Number, Medical Record Number, Admission Date, Admission Hour, Statement Covers Period From Date, Statement Covers Period Through Date) needs to be changed for a previously submitted claim, you must use one of the following processes:

- a. To change any or all of the key data elements, the original record must be voided using the XX8 and a new claim (original bill type) resubmitted.
- b. Data Correction Software can be used to change to the following Key data elements: Medical Record Number, Admission Date, Admission Hour, Statement Covers Period From Date, Statement Covers Period Through Date. The data correction software cannot be used to change the patient control number (Changing PCN is covered in option "a").

## 5 Physician edits turned back on

**Reminder:** House Bill 1513 (76th Texas Legislature) requires the Council to edit the physician identifier fields beginning January 1, 2000. The uniform physician identifier must be included in the public use data

file minimum data sets for patients released on or after January 1, 2000. These edits were in place when Commonwealth Clinical Systems initially started processing data, but due to technical difficulty in obtaining physician and other health professional data files from the licensing agencies the edits were turned off. The following edits are reinstated for discharges after December 31, 1999:

- a. Physician qualifying code of "SL" or "UP" in Record 80 Field 04, *Error Message 922*
- b. License number must be in a valid format (Examples: UPIN - XNNNNN, MD/DO - XNNNN, DC - NNNN, DDS - NNNNN, DPM - NNNN, Psychologist - NNNNN, Nurses - NNNNNN and the License Number and Physician Name must match licensing boards License Number and Physician Name (Names must be in the format as specified below (THIN Implementation Guide Section 11, page 11.38). *Error Messages 915, 916, 918 and 919.*

The Edit List and Edit Logic are available on the THCIC website.

## **6 A Reminder about Physician Name format for HCFA UB-92 Electronic File version 05.0**

HCFA UB-92 Electronic File format requires the following format:

### 80-09 Attending Physician Name

Enter the attending physician's name using the following format.

Last name positions 91 - 106 (16 positions)

First name positions 107 - 114 (8 positions)

Middle initial position 115 (1 position)

### 80-10 Other or Operating Physician Name

Enter the other or operating physician's name using the following format.

Last name positions 116 - 131 (16 positions)

First name positions 132 - 139 (8 positions)

Middle initial position 140 (1 position)

### 80-11 Other Physician Name 1

Enter the other physician's name using the following format.

Last name positions 141 - 156 (16 positions)

First name positions 157 - 164 (8 positions)

Middle initial position 165 (1 position)

### 80-12 Other Physician Name 2

Enter the other physician's name using the following format.

Last name positions 166 - 181 (16 positions)

First name positions 182 - 189 (8 positions)

Middle initial position 190 (1 position)

## **7 Other New Edits That Go Into Effect For Discharges Dated After March 31, 2000 Or Have Been Implemented**

(a) THIN has implemented the following global edits:

- Check for valid date range for Birth Date (Record 20 Field 08) the age calculated from the current date (THIN process date) minus the Birth Date must not be greater than 115 or less than zero years (in the future). Implemented June 1999. *Error Message 340*
- Check for valid date range for Admit/Start of Care Date (Record 20 Field 17) the date calculated from current date (THIN process date) minus the Admit/Start of Care date must not be greater than 50 years and less than zero years (in the future). Implemented June 1999. *Error Message 340*

- Check for valid date range for Statement Covers Period From Date (Record 20 Field 19). The date calculated from current date (THIN process date) minus Statement Covers Period From Date must not be greater than 50 years and less than zero years (in the future). Implemented June 1999. *Error Message 340*
  - Check for valid date range for Occurrence Dates (Record 40 Fields 09, 11, 13, 15, 17, 19, 21) the date calculated from current date (THIN process date) minus the Occurrence Date must not be greater than 110 years and less than negative ten (-10) years. Implemented June 1999. *Error Message 340*
  - Check for sequence number in "30 Records" (Record 30 Field 02). The sequence number must match the sequence order of the record. *Error Messages 311, 312, 313*
  - Check for matching "Bill Types" (Record 40 Field 04) when multiple "40 Records" occur. *Error Message 325*
- (b) CCS will be implementing the following claim level edits (does not include the edits listed in section 3 or 5) of this numbered letter:
- Check valid state code in Record 20 Field 15.
  - Check for duplicate Standard Source of Payment Codes between different "30 Records" (Record 30 Field 04). Duplicates will be marked with a warning message code.

## **8 HCFA Updates To UB-92 Electronic Version 06.0**

In January, HCFA sent out transmittal letter 1788 which effects the following: Hospital Outpatient, Community Mental Health Centers, Skilled Nursing Facilities (SNF) and Home Health prospective payment billing, as well as SNF consolidated billing, Home Health 15 minute increment billing and outpatient therapies must now have HCPCs on every line. This new law could effect Skilled Nursing Units in hospitals and those facilities would be required to submit claims in version 060 beginning April 2000. Recent conversations with THIN suggest that HCFA has moved the deadline back to July 1, 2000. THCIC has been in conversation with HCFA and THIN in an attempt to clarify whether version 060 and 050 will be able to passed through THIN to CCS. THCIC will continue to consult with HCFA and THIN on the progress of this change.



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*Visit our Web site at <http://www.thcic.state.tx.us>*

March 1, 2000

TO: Chief Executive Officers of Texas Hospitals

FROM: Jim Loyd, Executive Director ([jloyd@thcic.state.tx.us](mailto:jloyd@thcic.state.tx.us)).

THCIC Hospital Numbered Letter - Volume 3 Number 2

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- 1** Hospital Data Committee to Recommend 3 Month Delay of Data Release
  - 2** THCIC Postpones March Certification Training
  - 3** Update on Pilot Findings
  - 4** THCIC Extends Data Certification Pilot
  - 5** Plans For Migration To UB92 Version 6.0
  - 6** TMA/THA March 3rd Event for Hospital CEOs
  - 7** Is This Going to the Person Who Needs the Information?
- 

## **1 Hospital Data Committee to Recommend 3 Month Delay of Data Release**

At the February 17, 2000 meeting of the Hospital Discharge Data (HDD) Committee of the Council, staff recommended to 1) delay public release of first quarter data, and 2) suppress some of the payor source and revenue-related data in the first public release of hospitalization data (the first 6 quarters of hospital discharge data [1st Q '99 through 2nd Q '00]). The HDD Committee supported staff on these

recommendations and will bring the recommendations to the full Council for a decision at its next meeting in Lubbock on March 18th. The completion of the pilot project and the start of data certification by all hospitals will each be delayed.

## **2 THCIC Postpones March Certification Training**

In light of HDD recommendations, THCIC is postponing the training sessions on "Claims Submission/Corrections and Certification" previously scheduled in cities around the state for March 6th-13th. A revised schedule will be forthcoming. We apologize for any inconvenience this may have caused you.

## **3 Update on Pilot Findings**

The certification pilot has been an extremely successful stage in THCIC's hospital discharge data project. While not as smooth and trouble free as one would like, it successfully uncovered some issues worthy of concern. Three issues surfaced during the pilot for which new edits have been put in place or for which revisions have been made in the certification process. Because these issues have been addressed, hospitals not in the pilot will have a process in place to resolve these problems if they are run across.

The issues found in the pilot are as follows:

1. Discrepancy with payor source data. The discrepancy occurs when the hospital has a different number of "22" (non-standard source of payment) records than "30" (standard source of payment code) records. There should be an equal number of "22" and "30" records... a "22" record for every "30" record.
2. Construction of revenue data records. Revenue codes in the "50" (accommodations), "60" (inpatient ancillary services) and "61" (outpatient services) records should be in sequential order. Some hospitals found they had not been submitted in order. Some hospitals also found that duplicate records had been submitted.
3. Mapping of data elements from hospital internal systems to UB92. Several hospitals found that the values in some data elements had been incorrectly submitted. All the codes submitted are valid, but are not correct. No edit can be built into the system to check for these kinds of errors. Data elements in which problems have been discovered include race, ethnicity, and admission type. Hospitals are encouraged to begin reviewing their systems for these problems.

Nevertheless, THCIC feels the data quality is very good overall, especially given the fact that the data being certified is over a year old.

## **4 THCIC Extends Pilot for Data Certification**

In response to these problems, THCIC has decided to extend the pilot an additional 30 days. Originally scheduled to be complete February 25, the pilot hospitals will be given the opportunity to complete the certification process and certify the data, and to provide physicians the opportunity to review the data and make comments. THCIC publicly thanks the pilot hospitals again for their willingness to serve as guinea pigs in this important and exciting project.

## **5 Plans for Migration to UB92 to Version 6.0**

HCFA has surprised all of us with the release of Transmittal 1788 (check our web site) that requires use of UB92 Version 6.0 for certain claim submissions beginning in July of 2000. THCIC staff have just learned

that HCFA may be releasing yet another bulletin in March requiring universal use of the version 6.0 for all claims submissions to be effective the end of this year.

THCIC has not completed analysis of the impact of this federal requirement on THCIC's hospital project. THCIC staff expects to present options and a recommendation to the HIS Technical Advisory Committee in March.

## **6 TMA/THA March 3rd Event for Hospital CEOs**

THCIC has been working with the Texas Medical Association and the Texas Hospital Association to make sure their members realize that the first release of hospital data is drawing near. We hope that this will help ensure that hospitals have devoted adequate resources to this part of the project and that physicians realize that the data will not include identification of physicians.

## **7 Is This Going to the Person Who Needs the Information?**

THCIC sends the Hospital Numbered Letter to the person listed as the hospital contact. It is assumed that the information in the newsletter is disseminated by the THCIC's contact to the appropriate people within the hospital.





# Texas Health Care Information Council

4900 North Lamar, Room 3407 Austin, Texas 78751-2399 (512) 424-6492 (512) 424-6491 (fax)  
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March 24, 2000

TO: Chief Executive Officers of Texas Hospitals

FROM: Jim Loyd, Executive Director ([jloyd@thcic.state.tx.us](mailto:jloyd@thcic.state.tx.us)).

THCIC Hospital Numbered Letter - Volume 3 Number 3

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- 1** Schedule Changes
  - 2** Certification Training Rescheduled for April
  - 3** Update on Certification Pilot
  - 4** Claim Corrections: Pay Now or Pay Later
  - 5** Update on Returning All Claims at Certification
  - 6** Delinquent Hospitals Penalized
  - 7** Membership Changes on the Council and Committees
  - 8** Proposed Change to Hospital Rules
- 

## **1** Schedule Changes

At the March 18, 2000 THCIC meeting, the Council unanimously approved the recommendation of its Hospital Discharge Data (HDD) Committee to 1) delay the first public release of data until December of

2000, and to 2) suppress certain financial-related data in the release(s) of the first six quarters of hospital data (1st Quarter 1999 through 2nd Quarter 2000). Specifically, the data suppressed will consist of revenue data and secondary and tertiary payer source data.

This action was taken in response to the knowledge gained through the pilot project. The revised schedule for the remainder of the calendar year follows:

<b>THCIC HOSPITAL DISCHARGE PROJECT</b>	
<b>KEY ACTIVITIES AND DUE DATES AS OF 3/18/2000</b>	
<u>Pilot</u> Complete cycle for pilot Review pilot results for final adjustments	Apr 07 Apr 21
<u>Certification Training</u> Complete documentation and training curriculum Conduct Training sessions - Lubbock (4/25), Dallas (4/26), Houston (4/27), Corpus Christi (4/28), Austin (5/2)	Apr 15 Apr 24 - May 02
<u>State-wide Certification - 1st Quarter '99</u> Certification data and reports distributed to all hospitals Hospitals certify data Hospitals' certification letter due	May 02 May 02 - Jul 31 Jul 31
<u>State-wide Certification - 2nd Quarter '99</u> Certification data and reports distributed to all hospitals Hospitals certify data Hospitals' certification letter due	July 31 Jul 31 - Sept 30 Sept 30
<u>Create Public Use Data File</u> 1st Quarter '99 Available for Internal Use 1st & 2nd Quarter '99 Available for Public Request	Sep 01 Dec 15

## 2 Certification Training Rescheduled for April

THCIC training sessions on the certification process have been scheduled in 5 cities around the state during April. This training provides instruction on the steps required of hospitals by THCIC when data is returned to the hospital for comments. It is not training on THCIC's submission and correction procedures. Please fax your [registration](#) to Dee Shaw at 512-424-6491 by April 14.

Due to the amount of time required for the certification training, the refresher training sessions on "Claims Submission and Corrections" previously planned for the same days will be conducted as a separate training held in Austin at a later date, most likely in May or June.

### Certification Training Schedule

*April 25*  
Lubbock

Holiday Inn Park  
3201 Loop 289 South  
Hotel Reservations: 806-797-3241

*April 26*  
Dallas  
Radisson Hotel Dallas  
1893 W Mockingbird Ln  
Hotel Reservations: 214-634-8850

*April 27*  
Houston  
Howard Johnson  
9604 S Main  
Hotel Reservations: 713-666-1411

*April 28*  
Corpus Christi  
Ramada Inn Bayfront  
601 N Water Street  
Hotel Reservations: 361-882-8100

*May 2*  
Austin  
Brown-Heatly Building  
4900 N Lamar, Rm 1410  
Hotel accommodations in Austin have not been arranged

Time: 9:00am - 4:00 pm  
Cost: Free

### **3 Update on Certification Pilot**

THCIC continues to feel the certification pilot was an extremely valuable exercise. It uncovered some needs for changes to the data correction process which the Council has already moved to implement. Perhaps more importantly, it increased awareness among hospitals regarding the critical nature of this project. The Council wishes again to express its gratitude to those hospitals that helped us test the effectiveness of the hospital discharge data collection system from start to finish.

The Certification Pilot will officially end on April 7th. At that time those pilot hospitals that have not gotten their data to the point that it can be certified will follow the schedule for all hospitals (with a due date of July 31st).

On March 20th, THCIC received its first "Certification Letter" from one of the pilots, the **San Marcos Treatment Center** (SMTC). Congratulations to Barbara Williamson and Jim McKee of the SMTC for leading the first hospital in Texas through the entire data collection process, from initial submission to final certification!

### **4 Claim Corrections: Pay Now or Pay Later**

The last issue of the Hospital Numbered Letter [Volume 3, Number 2](#) outlined the three main problem areas that were uncovered during certification by the pilot hospitals. Hospitals should review their data for problems before submission to THCIC (whether this is accomplished in-house or via a vendor), looking in particular for duplicate revenue data and missing payer codes, along with mapping problems.

The bottom line on the revenue and payer code problems is that the records must be constructed according to UB-92 format standards. The people in your hospital with the most experience working with the construction of UB-92s are undoubtedly working in Billing or Accounts Receivable. Get those people on your team NOW!

An effective method of uncovering mapping problems (the inadvertent programming of valid codes, but into the wrong field) is for a person familiar with the types of patients and services typically provided at that hospital to review the data. This is typically a Quality Assurance employee.

## **5 Update on Returning All Claims at Certification**

At the recommendation of the HIS TAC and the pilot hospitals, THCIC staff presented to the HDD Committee a proposal to return all claims to the hospitals at the time of certification and to provide a mechanism for hospitals to correct and return claims to Commonwealth for re-processing. THCIC staff estimated this to be a six month development effort with programming costs of \$45,000. Funding for this project is being sought; however the project cannot begin until funding is available. The HDD Committee asked THCIC staff to work with the HIS TAC to identify alternative solutions, both short and long term. Thus for at least the next two quarters, the corrections mechanism will continue to be follows:

- Submit changes on a case-by-case basis using the cancel and/or replacement transactions, OR
- Have Commonwealth delete claim groups (from batches to whole quarters of data) and resubmit the entire group of claims. This option has a cost to the hospital.

The first option is the option that is normal to UB-92 processing and claim re-submittal for the processing of claims for Medicare payment. The second option was requested by hospitals in relation to this project.

## **6 Delinquent Hospitals Penalized**

Beginning March 3, 2000, the Office of the Attorney General (OAG), as part of a THCIC initiative to improve reporting compliance by some hospitals in Texas, sent letters to 91 hospitals throughout the state that have either neglected to report or that did not meet reporting deadlines on 1st or 2nd Quarter 1999 data. Only hospitals deemed to be excessively late received letters from the OAG. The letters are directed to the Chief Executive Officer or Administrator of each delinquent hospital, and require that a settlement be concluded by that administrator with the Council's Executive Director within 30 days in order to avoid legal action being taken against the hospital.

## **7 Committee Membership Changes**

The Council has asked Ray Symons of Scott and White Hospital to assume the responsibility of providing leadership to the Health Information Systems (HIS) Technical Advisory Committee. The HIS TAC has been the principal TAC providing advice to the Council as it has moved to design and implement Texas' hospital discharge data collection system. The Council also increased the size of the committee by one, thereby assuring that the voice of the consumer is represented. Lisa McGiffert of Consumers Union was appointed to that position. Applications are solicited now for a vacant position on the HIS TAC, to be filled at the next Council meeting scheduled for June 2nd. An explanation of the TAC application process, an application form, and the missions of each [Technical Advisory Committee](#) can be found on the Council's web site.

In addition to hospital representation on the HIS TAC, hospital representatives also provide advice related to the Council's hospital discharge data system to the Consumer Education and the Quality Methods TACs. The Council welcomes two new hospital representatives to the Quality Methods TAC: Jackie Mutz of Parkland and Susan McBride of Presbyterian, both in Dallas.

Technical Advisory Committee members serve as advisors to THCIC staff, providing a vital connection to the issues that emerge on projects of this sort. Hospitals are encouraged to use these members as conduits for questions, suggestions and concerns.

## **8 Proposed Changes to Hospital Rules**

At the March 18, 2000 Council meeting, the Council unanimously approved the recommendation of its Hospital Discharge Data (HDD) Committee propose changes to the Rules which govern THCIC's hospital discharge data collection system (Texas Administrative Code Title 25, Part 16, Sections 1301.11-19). The changes can be summarized as follows:

- Composition of the Public Release Data File (PUDF)
- Changes to the Council's enabling legislation from the last session of the Texas Legislature (HB1513)
  - a. Definitions (Accurate and Consistent Data, Certification, Edit and Validation)
  - b. Minimum cell size (Protection of Physician Identity); and
  - c. Scientific Review Panel.
- Added language to include transition to ANSI X12N and HIPAA requirements.
- Certification Process.

The next step in the rule changing process is for THCIC to post the proposed new rules in the Texas Register, offering the general public (including hospitals of course!) to make comments on the proposed changes. We anticipate this to occur around the middle of April. The next issue of this newsletter will include a summary of the proposed changes, including a summarized list of the elements to be included in the PUDF.



Texas Health Care  
Information Council  
4900 North Lamar, Suite 3407  
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Telephone: (512) 424-6492

## Hospital Numbered Letter Volume 3, Number 4 April 14, 2000

1. Proposed Changes to Hospital Rules
2. Certification Training
3. Basic Training on Data Submission and Corrections
4. THCIC to move towards Web-based Communications
5. Delinquent Data Reporting
6. Security and Confidentiality Issue
7. Transmission of Data
8. Key Activities and Due Dates

### 1. Proposed Changes to Hospital Rules

#### *Operational and Policy*

Readers of the last THCIC *Hospital Numbered Letter* (V3 N3) were informed that THCIC is proposing changes to its hospital rules. The proposed rules will be published in the April 21 edition of the *Texas Register*. A copy of the proposed rules will also be available that same date on the Council's web site, [www.thcic.state.tx.us](http://www.thcic.state.tx.us). Click on **Council Rules**, then on **Proposed Amendments** under the hospital rule heading.

The changes primarily consist of

- Defining the elements included in the Public Use Data File (a summarized list follows)
- Legislatively mandated additions that add definitions, minimum cell size protection of physician identity, the creation of a Scientific Review Panel for data requests outside the PUDF, and the inclusion of a Certification Process for hospitals.

### Summary List of PUDF Data Elements

The following list is provided to facilitate communications regarding the PUDF. **A detailed, element by element list is provided in the proposed rules and should be referenced when programming decisions are considered.**

- ❖ Hospital/Facility Identifying Information
- ❖ Patient Demographics
- ❖ Patient Length of Stay, Admit Type, and Discharge Status
- ❖ Payment Source
- ❖ Diagnoses (Admit, Principal and 8 Others)
- ❖ Surgical Codes (Principal and Others)
- ❖ Diagnosis Groups (APR DRG, HCFA DRG, Mortality Risk, and Illness Severity)

The public (which includes hospitals) has until noon **May 22nd** (30 calendar days) to make comments on the proposed rules. Written comments should be directed to Jim Loyd, Executive Director, Texas Health Care Information Council, 4900 N. Lamar, Suite 3407, Austin, TX 78751. For those interested in

delivering their comments in person or hearing the comments of others, **a public forum to receive comments has been scheduled for Wednesday, May 10<sup>th</sup> at 9:30 a.m. in room 5501 at THCIC's headquarters in the Brown Heatly Building in Austin.** *It is strongly encouraged that comments be provided in writing and that comments reference specific sections or paragraphs in the proposed rules.*

## **2. Certification Training**

### *Operational*

If you have not yet done so, it is important that you sign up **today** for the upcoming certification training in the city closest to you. This training is an essential component of preparing you and your hospital to succeed in the immediately forthcoming Certification Process stage of THCIC's collection of hospital discharge data. The training includes valuable insight gained through the recent pilot project. The registration form is available on THCIC's web site [www.thcic.state.tx.us](http://www.thcic.state.tx.us). Click on **Reporting Guidelines and Edits**, then **Hospital Data Certification Information**. Dates for the upcoming training are April 25 in Lubbock, April 26 in Dallas, April 27 in Houston, April 28 in Corpus Christi, and May 2 in Austin. Additional sessions might be offered, but dates/cities are uncertain at this time.

## **3. Basic Training on Data Submission and Corrections**

### *Operational*

On May 31, 2000 THCIC will host a basic data submission and correction training session in Austin at 4900 North Lamar, Brown Heatly Building, room 1410. The training session will begin at 9 a.m. and is anticipated to finish around 3 p.m.

Designed for hospital staff new to THCIC's hospital discharge data collection project, the session will address the following topics: data flow, data submission requirements specific to THCIC, data acceptance or rejection responses by THCIC contractors (THIN and CCS), and use of THCIC's data correction software. Registration information will be posted on the web site soon.

## **4. THCIC to move towards Web-based Communications**

### *Policy and Operational*

Texas Comptroller Carole Rylander has emphasized that agencies should actively pursue the efficiencies of e-mail and the world wide web. THCIC adopted this approach for communicating with HMO contacts early last year.

THCIC is moving toward implementing this approach with hospitals. For this reason, it is essential that hospital contacts have access to THCIC's web site. Modifications and upgrades to the site occur weekly. The designated contacts at hospitals are strongly encouraged to obtain regular access to e-mail as well.

## **5. Delinquent Data Reporting**

### *Policy*

The Office of the Attorney General (OAG) is issuing penalty notices to hospitals concerning the delinquent reporting of 1Q99 and/or 2Q99 data at the rate of 10 per week. Institutions that were at least six months late received notices concerning 1Q99, and those at least three months late received notices about 2Q99. Letters will be sent soon to hospitals delinquent in reporting 3Q99 and/or 4Q99 data.

To take advantage of the lesser penalty that these letters offer, hospitals that have received letters from the OAG must contact THCIC's Executive Director within the specified time period. The Council has structured penalties to increase with continued noncompliance. The failure to submit data in time for inclusion in the Council's public use data file (PUDF) for that quarter will carry a substantially larger penalty. **The "no-later-than" date for submission for including 2<sup>nd</sup> Q99 data to be included in the Council's first PUDF is June 1, 2000.**

Hospitals should be aware that the issuing of a penalty in no way negates the hospital's continued obligation to report the missing data. If the missing data is not provided before the next deadline, the hospital will be assessed an additional penalty.

## 6. Security and Confidentiality Issue

### *Policy and Operations*

For security reasons, e-mail requests to THCIC's HelpDesk require that you supply the hospital's THCIC ID# (6 digit numeric) and THCIC Code (3 digits, 1 alpha followed by 2 numbers). E-mail requests not containing this information will get a return message asking for this information. These codes should be placed **IN THE SUBJECT LINE OF THE E-MAIL**. Hospital contacts wishing to verify that the codes they are

using are correct should contact Dee Shaw at (512) 424-6490, or [dshaw@thcic.state.tx.us](mailto:dshaw@thcic.state.tx.us).

## 7. Transmission of Data

### *Operational*

Remember to stay on-line and wait for a receipt when you transmit your hospital's data electronically. Read the receipt and keep a copy in your files. If the receipt indicates that any of your records were rejected, these records must be resubmitted as NEW submissions.

## 8.

### **THCIC HOSPITAL DISCHARGE PROJECT KEY ACTIVITIES AND DUE DATES AS OF 4/14/00 *Newly Added or Revised Activities/Dates in Italics***

<b><u>Training</u></b> Conduct Certification Training sessions - Lubbock (4/25), Dallas (4/26), Houston (4/27), Corpus Christi (4/28), Austin (5/2)  <i>Conduct Basic Training in Data Submission and Corrections -- Austin ONLY</i>	Apr 25 - May 02, '00  <i>May 31, '00</i>
<b><u>Submission and Certification</u></b> 1 <sup>st</sup> Quarter '99 certification data and reports distributed to all hospitals  <i>Last day for submitting 2<sup>nd</sup> Quarter '99 data to THIN</i>  Hospitals' 1 <sup>st</sup> Quarter '99 Certification Letter due  2 <sup>nd</sup> Quarter '99 certification data and reports distributed to all hospitals  <i>Last day for submitting 3<sup>rd</sup> Quarter '99 data to THIN</i>  Hospitals' 2 <sup>nd</sup> Quarter '99 Certification Letter due	May 02, '00  <i>May 31, '00</i>  Jul 31, '00  July 31, '00  <i>August 1, '00</i>  Sept 30, '00
<b><u>Create Public Use Data File</u></b> 1 <sup>st</sup> Quarter '99 Available for Internal Use  1 <sup>st</sup> & 2 <sup>nd</sup> Quarter '99 Available for Public Request	Sep 01, '00  Dec 15, '00

### **Questions?**

Phone: (888) 308-4953 Fax (804) 979-1047 Email: [THCIChelp@comclin.net](mailto:THCIChelp@comclin.net)

Web site: [www.thcic.state.tx.us](http://www.thcic.state.tx.us)





Texas Health Care  
Information Council  
4900 North Lamar, Suite 3407  
Austin, TX 78751-2399  
Telephone: (512) 424-6492

## Hospital Numbered Letter Volume 3, Number 5 May 5, 2000

1. Opportunities to Comment on Proposed Hospital Rules
2. Low Turnout for Statewide Certification Training
3. Basic Training on Data Submission and Corrections
4. THCIC plans for Version 6.0 of the UB92
5. Notice of Future Enforcement Actions
6. Hospital Contacts become Hospital Liaisons
7. THCIC Help Desk Now Sends Receipts
8. Resources to Aid Communications
9. Key Activities and Due Dates

### 1. Opportunities to Comment on Proposed Hospital Rules *Policy*

The comment period began April 21<sup>st</sup> on the proposed changes to THCIC's rules governing collection of hospital discharge data. The public has until May 22<sup>nd</sup> to submit written comments.

A copy of the proposed rules was published in the April 21, 2000 edition of the Texas Register, available [online @ http://www.sos.state.tx.us/texreg/pdf/backview/0421/0421prop.pdf](http://www.sos.state.tx.us/texreg/pdf/backview/0421/0421prop.pdf). Alternatively, a copy can be found on THCIC's web site at <http://www.thcic.state.tx.us/rules.htm>

Proposed changes primarily consist of

- Defining the elements included in the Public Use Data File (a summarized list was provided in the last Hospital Numbered Letter V3 N4)
- Legislatively mandated additions that add definitions, minimum cell size protection of

physician identity, the creation of a Scientific Review Panel for data requests outside the PUDF, and the inclusion of a Certification Process for hospitals.

Written comments should be directed to Jim Loyd, Executive Director, Texas Health Care Information Council, 4900 N. Lamar, Suite 3407, Austin, TX 78751. **A public forum to receive oral comments has been scheduled for Wednesday, May 10<sup>th</sup> at 9:00 a.m. in room 5501 at THCIC's headquarters in the Brown Heatley Building in Austin.** *It is strongly encouraged that oral comments also be provided in writing and that comments reference specific sections or paragraphs in the proposed rules.*

### 2. Low Turnout for Statewide Certification Training *Operational*

Council staff traveled to Lubbock, Dallas, Houston, and Corpus Christi the week of April 24<sup>th</sup>-28<sup>th</sup> to provide training to hospitals on the

specifics of the certification process. Training was also provided in Austin on May 1<sup>st</sup>. Attendance has been disappointingly low, despite repeated efforts to inform hospitals of the importance of receiving this training. To date, 41% of eligible hospitals have ensured that employees have attended certification training. Two more trainings are planned on this topic, one in San Antonio on May 5<sup>th</sup>, and one in Tyler on May 8<sup>th</sup>.

Hospital liaisons unable to attend training should familiarize themselves with written materials distributed at the certification trainings. These materials can be found on THCIC's web site @ [www.thcic.state.tx.us](http://www.thcic.state.tx.us), click on **Reporting Guideline and Edits**, then click on **Hospital Data Certification Information**.

### **3. Basic Training on Data Submission and Corrections**

*Operational*

On May 31, 2000 THCIC will host a data submission and correction training session in Austin at 4900 North Lamar, Brown Heatley Building, room 1410. The training session will begin at 9 a.m. and end at 3 p.m.

This training has been designed for hospital staff new to this responsibility. Topics covered will include: data submission requirements specific to THCIC, data flow, data acceptance or rejection responses by THCIC contractors (THIN and CCS), and use of THCIC's data correction software. **It will NOT include training on the certification process.** Registration forms are attached to the last page of this newsletter.

### **4. THCIC plans for Version 6.0 of the UB92**

*Operational*

THCIC will be prepared to accept UB-92 data submitted in version 6.0 effective July 1<sup>st</sup>. This date coincides with HCFA's reporting requirements for hospitals with skilled nursing facilities.

THCIC will continue to accept UB 92 data formatted to version 5.0 until it is no longer financially feasible to allow this practice to continue. Hospitals are assured that this will

NOT be before which time HCFA ceases to accept version 5.0, and that they will be given a 90 day warning before which time THCIC ceases to accept data in the version 5.0 format.

### **5. Notice of Future Enforcement Actions**

*Policy and Operational*

When HCFA requires acute care hospitals to submit ALL claims using the UB92 version 6.0, the Council will begin to enforce rules requiring all data elements. In other words, missing data elements will no longer be allowed and financial penalties might be invoked. Hospitals that use vendors to submit data to THCIC should inform them immediately of the Council's intention.

### **6. Hospital "Contacts" become Hospital "Liaisons"**

*Operational*

The Council has acted on a request to remove phone and fax numbers from the list of hospital contacts available on its web site. The intent of putting this list on our web site was twofold: to provide all hospital employees with a mechanism to identify their hospital's assignee to this project, and to provide contacts with a network of peers throughout the state.

We have renamed the list "THCIC Hospital Liaisons" since that is a more appropriate description of the role these individuals play for THCIC. Sharing solutions with peers is still encouraged. To this end, the Council has added a new WebBoard feature on its web site (see related article below).

### **7. THCIC Help Desk Now Sends Receipts**

*Operational*

To ensure that THCIC Hospital Liaisons (formerly called Hospital Contacts) know that their email inquiries to THCIC's Help Desk have not been lost, the Council has asked its contractor to begin sending email receipts. The receipt also serves as verification to the sender of the email, and also places the email into an issue tracking system. In the event that an inquiry is submitted by a hospital vendor, the applicable hospital's primary and alternate liaisons will also be sent email receipts.

## 8. Resources to Aid Communications

### *Operations*

As we informed you in the last issue of the Hospital Numbered Letter (V3N4) the Council is moving aggressively in the direction of electronic communications. This means that THCIC Hospital Liaisons will need to have access to the world wide web in order to efficiently obtain tools and information to fulfill their role. Hospitals with insufficient resources to ensure internet access may be eligible for funding assistance for hardware and software expenses. The Center for Rural Health Initiatives is accepting applications until June 30<sup>th</sup> for the Rural Health Facility Capitol Improvement Loan Fund. To explore eligibility or to obtain an application, contact Dave Pearson at (512) 479-8891.

Alternatively, hospitals might be eligible for grants and/or loans from the Texas Telecommunications Infrastructure Board. Call 1.999/533-8432 or visit their web site @ [www.tifb.state.tx.us](http://www.tifb.state.tx.us)

Last but not least, the Council is pleased to announce that it has kicked off its new WebBoard by creating a Hospital Data Certification Forum on its web site @ [www.thcic.state.tx.us](http://www.thcic.state.tx.us). Click on **Reporting Guidelines and Edits**, then click on **Hospital Certification**. You will need to assign yourself a password the first time you get into the forum. We STRONGLY encourage you to use this mechanism to communicate problems and solutions that emerge as your hospital goes through THCIC's certification process for the first time.

### **Questions?**

Phone: (888) 308-4953 Fax (804) 979-1047 Email: [THCIChelp@comclin.net](mailto:THCIChelp@comclin.net)

Web site: [www.thcic.state.tx.us](http://www.thcic.state.tx.us)

## Data Submission and Correction Orientation Registration

**\*\* This orientation will be held on May 31, 2000 in Austin at the Brown-Heatly building located at 4900 North Lamar in room 1410.**

### **Who Should Attend:**

This seminar addresses the submission and correction portions of discharge data. It is intended for the individuals who are responsible for the submission and correction process. This is a repeat of the sessions given by THCIC in August 1998.

Time: 9:00am - 4:00 pm.

Cost: Free

Materials needed: **Submission and Correction Manual** located on the THCIC web site at: [www.thcic.state.tx.us](http://www.thcic.state.tx.us)  
(Manual will be available effective May 26, 2000 on the web site.)

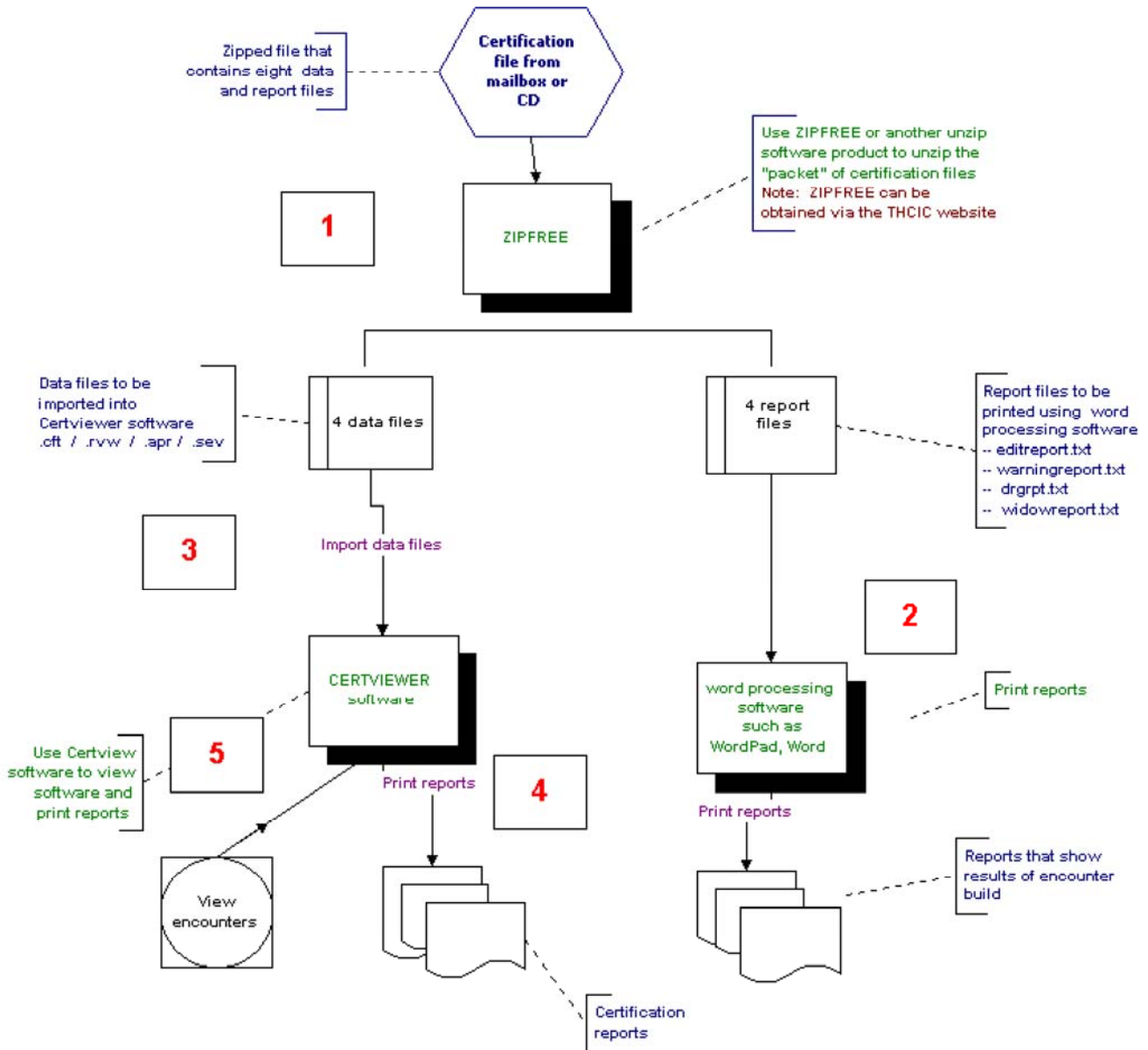
## Registration

Complete registration and return by fax **only** (512/424-6491) to the attention of Dee Shaw by noon May 30th. If you have any questions, please contact Ms. Shaw at 512-424-6492.

	<b>Registrant</b>
<b>Facility Name and THCIC #</b>	
<b>Name</b>	
<b>Title</b>	
<b>Mailing Address</b>	
<b>City, State, ZIP</b>	
<b>Phone number</b>	
<b>Fax number</b>	
<b>E-mail address</b>	

### Steps for printing certification reports and viewing encounters

1. Unzip certification data and report files
2. Print encounter reports
3. Import data files
4. Print certification reports
5. View encounters



05/19/00

**Steps for correcting data at certification**

- 1. Using the certification reports for reference, build replacement / void claims to correct data**
- 2. Submit correcting claims to THIN**
- 3. Download and import error data from CCS.**
- 4. Correct errors that exist and upload claims to CCS.**
- 5. CCS recreates encounters and certification data files and sends them to hospital.**

Create claims using:  
Hospital system,  
Vendor, or  
TX-ACE software

**Note: claims corrections software CANNOT be used to create these claims.**

Errors from certification  
**correction run are**  
imported into the Error  
Correction Software

Use corrections  
software to correct  
any errors  
submitted to THIN

Commonwealth:

1. processes corrections
2. recreates encounters and certification data package and sends to hospital

**1**

**2**

**3**

**4**

**5**

Create replacement (xx7) and void (xx8) claims

Send to THIN

THIN  
Commonwealth

Errors and reports in mailbox for correction

Download Error File

Claims Corrections Software

Corrections from claims corrections software

Return corrections to Commonwealth

Commonwealth

New certification file

Certification file of recreated encounters Zipped

THIN processes claims and forwards to Commonwealth

Commonwealth  
1. audits claims,  
2. creates reports and error file,  
3. places error and report files in mailbox



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## Hospital Numbered Letter Volume 3, Number 6 May 23, 2000

1. Proposed Hospital Rules
2. Certification Training
3. Revamped Web Site
4. Instructions for Unzipping Files
5. Progress Report on Certification Process
6. Basic Training on Data Submission and Corrections
7. Verifying Facility Type Indicators
8. A Reminder about Physician Name Format for HCFA UB-92
9. Late Notice: Problem With Physician Edit for UPIN
10. Charge for Making Corrections at Certification
11. Warning Code 967 has Changed!
12. Workflow for Making Corrections at the Time of Certification

### 1. Proposed Hospital Rules

#### *Policy*

The comment period on the proposed changes to the rules governing collection of hospital discharge data closed at 5 p.m., Central Standard Time on Monday, May 22<sup>nd</sup>.

The next steps prior to adoption of rules is as follows:

- Council staff will analyze comments and make recommendations on the final rules.
- The Health Information Systems Technical Advisory Committee discusses staff recommendations and makes recommendations to the Hospital Discharge Data Committee on 6/23/2000. The next meeting of the HIS TAC has not yet been set.
- The Hospital Discharge Data Committee reviews HIS TAC recommendations on 6/22/00 at 9 a.m.

- The Council determines whether to adopt the rules recommended by the HDD Committee beginning at 11 a.m. on 6/23/00.

### 2. Certification Training

#### *Operational*

The last of the currently scheduled training sessions concerning the Council's Certification Process had to be rescheduled in Tyler due to airline problems. The training has been rescheduled for Tuesday May 30<sup>th</sup> at the ETMC Pavilion at 801 Clinic Drive, Tyler, from 9:00am – 2:00pm. If you would like to attend this training, please contact Sandra Martin at (512) 424-6492. THCIC records indicate that to date **less than half** (46%) of eligible hospitals have ensured that employees have attended certification training. Written materials distributed at certification trainings can be found on the new web site under Reporting Requirements Hospital. Click on Certification, then click on Orientation Manual.

#### Questions?

Phone: (888) 308-4953 Fax (804) 979-1047 Email: [THCIChelp@comclin.net](mailto:THCIChelp@comclin.net)  
Web site: [www.thcic.state.tx.us](http://www.thcic.state.tx.us)



### 3. Revamped Web Site

*Operational*

Council staff has reorganized the materials on THCIC's web site. Effective yesterday, when you go to the THCIC address at [www.thcic.state.tx.us](http://www.thcic.state.tx.us), you will see some changes. We hope that you find the new site easier to navigate and welcome your suggestions concerning content and format. Email your comments to [thcichelp@thcic.state.tx.us](mailto:thcichelp@thcic.state.tx.us). Check your THCIC bookmarks so they find the new pages.

### 4. Instructions for Unzipping Files

*Operational*

Recently, Council staff has received several inquiries on how to unzip electronic files. Zipped files are files that have been compressed to facilitate speed of transport across the Internet. To unzip (uncompress) them, you will need to use special software. If your hospital does not have this loaded onto your network or personal computer (typical names include Winzip, Pkzip), you can download some free from the internet. ZipFree 2000! is freeware that can be used to unzip files, like the CertView software and data files you have received. ZipFree can be downloaded from <http://www.PEPSOFT.com>. A file, ZIPFREE.EXE, will be downloaded to your My Download Files folder. Go to the Start button, select Run and open the ZIPFREE.EXE file to install ZipFree. You may choose instead to find the ZIPFREE.EXE file in Windows Explorer and click on the file to install it. The installation process will let you choose where you want the utility installed.

To unzip a file using ZipFree, insert your CD in the CD reader and open the ZipFree software. Select the UNZIP option at the top of the window. Select the CD reader that holds your CD from the file box. When you select the drive, a list of the compressed files on the CD appears in the box below.

If you are unzipping the CertView CD, the CERTVIEW.EXE filename appears. When you select CERTVIEW.EXE, all of the files

contained within CERTVIEW.EXE appear in the large box to the right. Because the CertView CD includes a file called SETUP.EXE, a blue 'Install' button appears. Click on INSTALL and ZipFree will unzip the CertView files to a temporary directory and the CertView installation will begin. Follow the instructions on the screen to install CertView.

To unzip a data CD, follow the same procedure. The blue 'Install' button will not appear. Click on the EXTRACT ALL button, the file folder with several arrows extending from it. A directory window will pop up to ask where you want the files to be extracted.

### 5. Progress Report on Certification Process

*Operational*

All hospitals should have started the process of reviewing their data for certification by now. As of this posting, seven facilities, including three of the pilot hospitals, have certified their data. Congratulations to San Marcos Treatment Center, Baylor University Medical Center, Baylor/Richardson Medical Center, El Paso Psychiatric Center, Harris Continued Care Hospital Fort Worth, Harris Continued Care Hospital Dallas, and Harris Continued Care Hospital H.E.B.

**However, we are concerned that 130 hospitals have not yet downloaded their 1Q99 certification data files from their mailboxes.**

If you are the Hospital Liaison and have not yet obtained your 1Q99 certification data files, please take care of this right away. The clock is ticking. If you need technical assistance in order to obtain your hospital's data, call the THCIC HelpDesk at (888) 308-4953.

### 6. Basic Training on Data Submission and Corrections

*Operational*

Plenty of seats are still available at the May 31, 2000 data submission and correction training session in Austin. To date, only 1/4 of the 200 seats available have been reserved. Repeat attendees are welcome. The training will be held



at 4900 North Lamar, Brown Heatly Building, Room 1410 (9:00am-3:00pm). A registration form is attached to the last page of this newsletter. **This training does NOT include instructions on the certification process**

Attendees should bring their own copy of the Data Correction manual, as the Council will not

be able to provide copies at the training. The manual can be downloaded off of the Council's website at [www.thcic.state.tx.us](http://www.thcic.state.tx.us). Look under Reporting Requirements Hospital, click on Data Correction, then scroll to the first entry, Data Correction Manual.

## 7. Verifying Facility Type Indicators

### *Operational and Policy*

As a part of the certification process, each hospital should use Certview to verify that the facility codes used to describe the hospital are correct. THCIC obtains these codes from TDH Facility Licensing Division. The codes are:

- (1) Teaching facility
- (2) Psychiatric facility
- (3) Rehabilitation facility
- (4) Acute care facility
- (5) Skilled nursing facility
- (6) Other long term care facility
- (7) Pediatric facility

If, for example, your hospital/facility is both a teaching hospital and an acute care hospital/facility, then it should be coded "1" and "4". If you feel that your hospital type code is not correct, identify who at your hospital is the liaison with the TDH Facility Licensing Division. The hospital type code should be corrected with that division.

Patients that are treated in specialty units within the hospital are so indicated in the Certview file. The following revenue codes or bill types (see table below) will be coded as a stay in the corresponding specialty unit in the Certview file.

Specialty Code	Specialty Unit	Assigned from Revenue Codes
C	Coronary Care Unit	210, 211, 212, 213, 214, 219
D	Detoxification Unit	116, 126, 136, 146, 156
I	Intensive Care Unit	200, 201, 202, 203, 204, 206, 207, 208, 209
H	Hospice Unit	115, 125, 135, 145, 155
N	Nursery	170, 171, 172, 173, 174, 179
B	Obstetric Unit	112, 122, 132, 142, 152
O	Oncology Unit	117, 127, 137, 147, 157
P	Pediatric Unit	113, 123, 133, 143, 153
Y	Psychiatric Unit	114, 124, 134, 144, 154
R	Rehabilitation Unit	118, 128, 138, 148, 158
U	Subacute Care Unit	190, 191, 192, 193, 194, 199
		Assigned from Bill Type
S	Skilled Nursing Unit	Bill type 2XX

## **8. A Reminder about Physician Name Format for HCFA UB-92**

### *Operational*

Physician names must be placed in specific columns in the "80" record. Failure to place each part of the name in the appropriate column will result in an error beginning with claims submitted for the first quarter of 2000.

Correct columns are listed as follows:

### **Correct Placement of Physician Name in the "80" Record**

#### Attending Physician Name

Last name positions 91 - 106 (16 positions)

First name positions 107 - 114 (8 positions)

Middle initial position 115 (1 position)

#### Other or Operating Physician Name

Last name positions 116 - 131 (16 positions)

First name positions 132 - 139 (8 positions)

Middle initial position 140 (1 position)

#### Other Physician Name 1

Last name positions 141 - 156 (16 positions)

First name positions 157 - 164 (8 positions)

Middle initial position 165 (1 position)

#### Other Physician Name 2

Last name positions 166 - 181 (16 positions)

First name positions 182 - 189 (8 positions)

Middle initial position 190 (1 position)

## **9. Late Notice: Problem With Physician Edit for UPIN**

### *Operational*

The edit on physicians' I.D.'s put into place effective with January 1, 2000 discharges has not been working correctly when editing on UPIN numbers. All physicians that have been reported

using UPINs have been returned incorrectly as being in error. Soon, Commonwealth Clinical Systems (THCIC's data warehouse vendor) will contact hospitals that have received claims that were flagged as having a problem regarding resubmission of those claims.

## **10. Charge for Making Corrections at Certification**

### *Operational*

There will be a minimum charge of \$200.00 if a facility chooses to make corrections at time of certification. This charge applies whether one or many corrections are made. If Commonwealth is asked to delete batch(es) of data, the charge may be more. The minimum charge assessed by Commonwealth is for processing the corrections and recreating a new "package" of certification files.

## **11. Warning Code 967 has Changed!**

### *Operational*

Warning code 967 has been replaced by four codes (957, 958, 959, 960) that more specifically identify the problem with revenue records.

As discussed in the certification training sessions, you do not need to correct these claims because the revenue data will not be included in the public use data file for 1Q99 through 2Q00.

As a reminder, you also do not need to correct claims for warning code 970 for those same 6 quarters of data.

So, if you receive only warning codes 957-960 and 970, you can leave these claims as they are and not submit corrections.

## **12. Workflow for Making Corrections at the Time of Certification**

### *Operational*

Council staff is the first to admit that the entire hospital discharge data collection process is complex. The following diagrams visually depict 2 stages of the certification process: steps for printing certification reports and viewing encounters, and steps for correcting data at certification. We hope that this helps!



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## Hospital Numbered Letter Volume 3, Number 7 June 21, 2000

1. Cost to Hospitals for Making Changes at Certification
2. Last Chance to Submit Corrections on 1Q99 Data
3. Requesting Additional Copies of Data
4. HIS TAC Policy Recommendation re Converting to Version 6.0 of the UB-92
5. Hospital Data Certification Forum Update
6. Set-up of Data Correction Software for Multiple Providers on One PC
7. Set-up of CertView Software for Multiple Providers on One PC
8. Process to Request Delay in Certifying 1Q99 until 2Q99 is Due
9. Correction of THCIC's Initial Source for Facility Type Codes
10. Progress Report on Certification Process
11. Using Corrections Software to Correct Physician Errors
12. Found a Bug with Physician Audits
13. Help Desk Assistance for General PC Questions

### 1. Cost to Hospitals for Making Changes at Certification

#### *Operational and Policy*

The Council has received some complaints regarding the charge being imposed for making changes to data at the time of certification. This cost is tied to the work associated with rerunning audits on corrected claims, **recreating encounters based upon those corrections**, and rebuilding and distributing certification files. It cannot be absorbed by either Commonwealth or the Council.

We are sorry that we were unable to announce this to you personally at the initial Certification Training sessions (Houston and Dallas), but the cost requirement was not finalized at that point; hence, it was not presented. The \$200. amount is the MINIMUM charge. If hospitals ask Commonwealth to delete entire batches of claims, or if hospitals ask Commonwealth to make corrections on claims for them (as opposed to submitting replace and void claims), then the charge could be more.

For example, Hospital X has a batch of 500 claims and 50 need to be corrected. The hospital has 2 options for fixing the 50 claims: (1) make them itself using the replace and void mechanism or (2) provide Commonwealth with a list of what needs to be changed and pay \$60/hour to fix them. Regardless of which option is chosen for making final corrections, the hospital will still be charged \$200 (minimum) for reprocessing the encounter build (and associated steps as outlined above).

### 2. Last Chance to Submit Corrections on 1Q99 Data

#### *Operational*

**Wednesday June 21, 2000** is the deadline for submitting corrections to THIN for 1Q99 certification.

**Monday, July 31, 2000** is the date that certification letters are due to THCIC.

### 3. Requesting Additional Copies of Data

#### *Operational/Policy*

Due to the high volume of requests for replacement copies of data files, Commonwealth will begin charging hospitals a fee each time they have to make a replacement copy of data.

**Note:** It appears that, even though the data file is addressed to the designated THCIC liaison, sometimes someone else signs for receipt and fails to route it appropriately. Liaisons are encouraged to look into ways to ensure the data is not misrouted within the hospital.

### 4. HIS TAC Policy Recommendation re Converting to Version 6.0 of the UB-92

#### *Operational/Policy*

A motion was passed unanimously by the Health Information Systems Technical Advisory Committee (HIS TAC) to recommend that the Council adopt HCFA guidelines for data reporting by reference. HCFA now requires (see Transmittal R1796.A3) that all hospitals submit using UB-92 Electronic File Format Version 6.0 by December 31, 2000. **HCFA will no longer accept Version 5.0 as of January 1, 2001 and the same will be true of THCIC.** We fully expect this policy to get ratified at the HDD and Council meetings on June 23, 2000.

### 5. Hospital Data Certification Forum Update

#### *Operational*

If you prefer to receive E-mail notification of new messages posted to the Hospital Data Certification Forum rather than having to check regularly for new messages that have been posted, follow these steps:

- A. From the WebBoard menu bar, select 'More...'
- B. When the 'More Options' menu opens, select 'E-mail notify'.
- C. The E-mail Notification Status form, which lists the Hospital Data Certification conference, opens.
- D. Check the box next to the conference.
- E. Click 'Save'.

E-mail notification of new messages posted will be sent to you each day that a new message is posted. We encourage you to utilize this mechanism for posting your questions and

capitalize on the experience of hospitals who may be further along.

### 6. Set-up of Data Correction Software for Multiple Providers on One PC

#### *Operational*

Some facilities are correcting claim data for multiple providers on one PC. The Data Correction Software (DCS) by default installs into directory c:\Program Files\Thdc. DCS only allows correction of claims for one provider at a time. Thus, the DCS default installation must be modified for locations that correct data for multiple providers.

The DCS application is contained in only one folder, c:\Program Files\Thdc. Commonwealth makes one copy of this folder for each provider, named as the Provider Login ID. This naming convention makes it easier for providers to determine where error data is to be properly stored on the local C:\ drive.

#### **PROCEDURE:**

1. Install the DCS per instructions.
2. Start Windows Explorer (usually located under 'Start, Programs').
3. Make copies of the C:\Program Files\Thdc folder.
  - a. In the right pane, locate and '**RIGHT CLICK**' on folder C:\Program Files\Thdc.
  - b. Select '**COPY**' from the popup menu.
  - c. In the left pane, '**RIGHT CLICK**' on folder C:\Program Files.
  - d. Select '**PASTE**' from the popup menu.
  - e. In the left pane, '**RIGHT CLICK**' on folder C:\Program Files\Copy of Thdc.
  - f. Select '**RENAME**' from the popup menu.
  - g. Enter '**TH??????**' as the new folder name where ?????? is the six-digit Provider ID.
  - h. '**RIGHT CLICK**' on the desktop (blank area of screen when all windows are closed).
  - i. Select 'New, Shortcut' from the popup menu.
  - j. Click the 'browse' button.
  - k. Navigate to C:\Program Files\Th?????? where ?????? is the six-digit Provider ID.

- l. Double click on filename 'Thdc.exe'.
- m. Click the 'Next' button.
- n. Name the new shortcut TH?????? where ?????? is the six-digit Provider ID.
- o. Click the 'Finish' button.

4. Unzip all error claim files into their respective C:\Program Files\Th??????\Import directories.
5. Start DCS for one provider by clicking the shortcut icon created in Step 11.
6. Select menu option 'File, Settings' and enter the corresponding six-digit Provider ID.
7. Proceed with unzip and import operations per instructions in the DCS manual.

## 7. Set-up of CertView Software for Multiple Providers on One PC

### *Operational*

Some facilities are certifying the data for more than one provider on one PC. The CertView application by default installs, imports, and exports data in only one directory.

The entire CertView application is contained in only one file, CertView.mde. Commonwealth makes one copy of this file for each provider. Unzip data for all the providers into directory 'C:\Program Files\CertView' and import each providers' data into its respective copy of the CertView.mde file.

### **PROCEDURE:**

1. Install CertView per instructions.
2. Start Windows Explorer (usually located under 'Start, Programs').
3. In the left pane, locate and click on folder C:\Program Files\CertView.
4. Make copies of the CertView.mde file.
  - a. In the right pane, select (click once on) the file named 'CertView.mde'.
  - b. Select Explorer menu option 'Edit, Copy'.
  - c. Select Explorer menu option 'Edit, Paste'.
  - d. In the right pane, select (click once on) the file named 'Copy of CertView.mde'.
  - e. Select Explorer menu option 'File, Rename'.
  - f. Rename 'Copy of CertView.mde' to TH???????.mde where ?????? is the six-digit Provider ID for one of the providers.
5. Repeat steps 4-9 for all providers.
6. Unzip all Certification data per instructions into directory C:\Program Files\CertView.
7. Import Certification data into respective copies of the CertView application.
  - a. In the right pane of Windows Explorer (see steps 1-3) double click file TH???????.mde where ?????? is one of the six-digit Provider Ids. The CertViewer application will start.
  - b. Enter the same ?????? Provider ID in the CertViewer profile screen and click 'OK'.
  - c. Click the 'Import and aggregate' button.
  - d. You are ready to print reports for this provider. Repeat steps 12-14 for all providers.
8. Creating Desktop icons for each provider.
  - a. Right click on the desktop (blank area of screen when all windows are closed).
  - b. Select 'New, Shortcut' from the popup menu.
  - c. Click the 'Browse' button.
  - d. Navigate to C:\Program Files\CertView
  - e. In the 'Files of Type' box select 'All Files'.
  - f. Double click on the filename 'TH???????.mde' where ?????? is the six-digit Provider ID.
  - g. Click on the 'Next' button.
  - h. Click the 'Finish' button.
  - i. Repeat steps 16-23 for all providers.

### **Questions?**

Phone: (888) 308-4953 Fax (804) 979-1047 Email: [THCIChelp@comclin.net](mailto:THCIChelp@comclin.net)  
 Web site: [www.thcic.state.tx.us](http://www.thcic.state.tx.us)

**8. Process to Request Delay in Certifying 1Q99 until 2Q99 is Due**

*Operational/Policy*

Those of you who attended the Council's Certification Training have already been informed that hospitals have the option of certifying 1Q99 data during the time the 2Q99 certification is due. Delayed certification requires prior approval from THCIC, and will be allowed to aid hospitals in their efforts to resolve technical issues. Permission must be obtained for each quarter's data in question and will not be granted on an on-going basis.

**PROCEDURE**

1. All requests must be FAXED to the Council on hospital letterhead.
2. The request should describe a reason for the delay.
3. The request must be signed by the chief executive officer or the person who has been designated to correspond on behalf of the hospital.

**9. Correction of THCIC's Initial Source for Facility Type**

*Operational/Policy*

In the last Hospital Numbered Letter (V3N6), we mistakenly informed hospitals that the TDH Facility Licensing Division was the source for the facility types assigned to your hospital and requesting that corrections be communicated to them. The source was the *Annual Survey of Hospitals* administered by the Office of Planning and Policy at TDH; however, you do not need to contact TDH with corrections.

The facility types are:

Teaching facility	Yes/No
Psychiatric facility	Yes/No
Rehabilitation facility	Yes/No
Acute Care facility	Yes/No
Skilled nursing facility	Yes/No
Other long term care facility	Yes/No
Pediatric facility	Yes/No

Please verify how your hospital is categorized (there may be more than one) when you are looking at your certification data, and let us know if it is not current or correct.

**CORRECTION PROCEDURE:**

1. Submit a letter (preferably via FAX at (512-424-6491) signed by the primary THCIC hospital liaison or the certifying agent (CEO/Administrator or designee).
2. Again, you do not need to communicate this change to the Texas Department of Health.

**10. Progress Report on Certification Process**

To date, 13 hospitals have submitted certification letters, 7 with comments attached and 6 without.

**11. Using Corrections Software to Correct Physician Errors**

*Operational*

The audits for physician data include the following:

- A. Verifying the license number. If the Physician Qualifying Code is 'SL' then all license numbers must be State License Numbers; if the Physician Qualifying Code is 'UP' then all of the license numbers must be UPIN License Numbers.
  - o Attending Physician License Numbers cannot be temporary numbers.
  - o Operating, Other 1 and Other 2 License Numbers can be temporary numbers if the first three characters are 'TXT', 'RES', 'OTH' or 'TEM'.
  - o Temporary license numbers cannot have a TXB prefix.
- B. Matching the first three letters of the Physician last name on the claim to the Physician Last Name on the Physician License Name.
- C. Matching the first letter of the first name.
- D. Placement of data elements in the electronic record should be as follows:

Attending Physician Name

Last name positions 91 - 106 (16 positions)

First name positions 107 - 114 (8 positions)

Middle initial position 115 (1 position)

### Other or Operating Physician Name

Last name positions 116 - 131 (16 positions)

First name positions 132 - 139 (8 positions)

Middle initial position 140 (1 position)

### Other Physician Name 1

Last name positions 141 - 156 (16 positions)

First name positions 157 - 164 (8 positions)

Middle initial position 165 (1 position)

### Other Physician Name 2

Last name positions 166 - 181 (16 positions)

First name positions 182 - 189 (8 positions)

Middle initial position 190 (1 position)

If there is no match, you will receive Message 915. In the corrections software, the physician license number appears in red regardless of whether the problem lies with the number or the name. Correct only the field(s) that is incorrect. This may mean that the license number remains red. This is OK if the license number was not in error.

## **12. Found a Bug with Physician Audits**

### *Operational*

A bug has been uncovered (and corrected) in the audit of Operating, Other 1 and Other 2 Physician data.

This physician data was incorrectly flagged as being in error. The correction was implemented on 06/15/00.

### Procedure for determining if this problem affects you:

If you have errors on any of these data elements, you may need to return the claims to Commonwealth for reprocessing. When you download files for correction, please review your FER report for the following condition:

*If the date on the FER report is before 6/15/2000 and the claims to be corrected are dated on or after 1/1/2000, *then* return*

the claims to Commonwealth for reprocessing

### **CORRECTION PROCEDURE:**

You do not need to correct any of the physician errors. Mark the claims that have these errors to be returned for processing and upload them to Commonwealth for reprocessing.

If all of your claims are affected, you can mark all claims to be moved to an upload status in the DATA CORRECTIONS SOFTWARE by following the procedure below:

Go to the Data Corrections Software MAIN SCREEN

1. Call THCIC Helpdesk for the "Data Corrections Database Password for the Day"
2. SELECT <FILE>
3. SELECT <DATABASE>
4. SELECT <SQL STATEMENT>
5. INPUT <the password for the day>
6. SELECT third option <Mark all uncorrected claims - Ccc\_dc\_indicator>
7. SELECT <EXECUTE SQL>

At this point, all of your claims are READY FOR EXPORT to THCIC

Select FILE <EXPORT> and follow your normal upload routine

*There will be no charge to hospitals for correcting this error.*

## **13. Help Desk Assistance for General PC Questions**

### *Operational*

The THCIC Help Desk has reached a point where they can no longer assist hospitals with general PC issues on a regular basis. The Help Desk has, over the last years, gone way beyond what is required of them to assist with the submission, correction and certification of hospital data. But, the workload exceeds their capacity to respond to all issues.

The types of issues that are considered to be "above and beyond" include the following:

- o I haven't used a computer. What do I do first?

- I don't know how to use Windows Explorer. What is it?
- I don't know how to access the Internet.
- My computer crashed, what do I do?
- How do I print a text file?
- I haven't read any of the manuals, but could you tell me what to do anyway?

The Help Desk will only be able to provide support for “above and beyond” issues as a lower priority request. THCIC recommends that hospitals identify local resources to meet these staff training issues

**Questions?**

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Web site: [www.thcic.state.tx.us](http://www.thcic.state.tx.us)





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4900 North Lamar, Suite 3407  
Austin, TX 78751-2399  
Telephone: (512) 424-6492

## Hospital Numbered Letter Volume 3, Number 8 June 30, 2000

1. **New Location for THCIC Offices**
2. **Hospitals Must Submit Certification Comments Electronically**
3. **THCIC Withdraws Proposed Rules**
4. **Fee for Correcting Errors at Time of Certification**
5. **Certification Deadline is approaching!**
6. **Here Comes HIPAA**
7. **Commonwealth is closed July 3 and 4th**
8. **New Edits to be turned on for 4Q2000 data**

### 1. **New Location for THCIC Offices**

#### *Operational and Policy*

THCIC will be moving to a new location on Friday, July 7<sup>th</sup>. Our new address and main phone number effective July 7<sup>th</sup> will be:

Two Commodore Plaza  
206 East 9<sup>th</sup> Street, Suite 1900  
Austin, TX 78701  
(512) 482-3312

Our new fax number will be announced in the near future. You may experience some difficulty reaching staff on July 6<sup>th</sup>, 7<sup>th</sup>, and 10<sup>th</sup>. We appreciate your patience with this inconvenience.

### 2. **Hospitals Must Submit Certification Comments Electronically**

#### *Operational/Policy*

In order to achieve our legislative mandate, THCIC requires that those hospitals choosing to submit comments on their data upon certification submit them electronically. There is a place to capture comments built into the CertView software. Simply use that place as the vehicle for the creation and submission of comments through *HyperTerminal* to Commonwealth in the same way you submit corrections (either through the mailbox system, or via diskette). If you are using a diskette, please label the outside with

your hospital's name and THCIC-assigned number.

### 3. **THCIC Withdraws Proposed Rules**

#### *Operational and Policy*

On Friday, June 23<sup>rd</sup>, the Texas Health Care Information Council voted to withdraw recently proposed rules governing the agency's collection of hospital discharge data. New amendments will be proposed at the September 22<sup>nd</sup> meeting of the Council. The Council appreciates the time and thought that went into the comments received and will integrate many of those suggestions into the next round of proposed rules. Meanwhile, existing rules apply.

### 4. **Fee for Correcting Errors at Time of Certification**

#### *Policy*

Some hospitals have assumed that they can rely on the submission of error corrections at the time of data certification as their primary means of correcting data. Others have discovered new errors during the certification process that require correction. In either case, the Council's data warehouse vendor (Commonwealth Clinical Systems) must reprocess the data in order to incorporate the changes into an updated encounter file. Rebuilding the encounter file results in a cost that must be paid by the hospital.

Some hospital representatives have requested that the Council absorb this cost. Regrettably, due to resource limitations, the cost of rebuilding encounter files must be passed along to hospitals that use the service. Council staff was able to negotiate a reduced cost on behalf of the hospitals so that the cost to hospitals for the encounter rebuild alone in most cases is only \$200. Other services, (such as mass file deletion) will trigger additional costs.

Note to hospitals planning to use the certification process as their primary opportunity to correct data ... **the Council never intended for any hospitals to rely on the "error correction at time of certification" process to be used in lieu of the normal corrections process.** The certification process was not even part of the original data collection program! The Council anticipated that hospitals would submit data that would require few corrections, and that the hospital would be checking their data prior to submitting to the Council. Last but not least, failure to correct certain errors during the normal corrections period could result in the hospital's total number of encounters being underreported in the Public Use Data File.

## **5. Certification Deadline is approaching!**

### *Operational*

July 31<sup>st</sup> is the deadline for submission of certification letters pertaining to 1Q99 data. All faxes must be received by THCIC by close of day on Monday, July 31, 2000 in order to avoid penalties.

## **6. Here Comes HIPAA**

### *Policy/Operational*

The Administrative Simplification (AS) provisions of the national Health Insurance Portability and Accountability Act of 1996 (HIPAA) are intended to reduce the costs and administrative burdens of health care by making possible the standardized, electronic transmission of many administrative and financial transactions that are currently carried out manually on paper (or via regulator or payer specific electronic formats).

As of 9:00 p.m. on June 28, the final ANSI ASC X12N HIPAA implementation guides should be available on the Internet at this address – [www.wpc-edi.com/hipaa](http://www.wpc-edi.com/hipaa). They are dated "May 2000" and replace all previous 004010 HIPAA draft documents. To be placed on an e-mail list to receive notices of publications automatically, visit the following Web site — [www.wpc-edi.com/notify](http://www.wpc-edi.com/notify). For additional information on HIPAA, be sure to check the U.S. Department of Health & Human Services' primary HIPAA Web site at <http://aspe.os.dhhs.gov/admnsimp/>. This is the wave of the near-future folks!

## **7. Commonwealth is closed July 3-4th**

### *Operations*

Please be apprised that Commonwealth will be closed Monday July 3<sup>rd</sup> and Tuesday July 4<sup>th</sup>. While you may leave messages at the HELP Desk on these dates, you will not get response calls as quickly that week.

## **8. New Edits to be turned on for 4Q2000 data**

### *Operational (Requires Programming Changes)*

[Audit logic is posted on the Council web site at www.thcic.state.tx.us/Hospitals/accptsop.htm.](http://www.thcic.state.tx.us/Hospitals/accptsop.htm)

As you may recall, one of the more significant findings of the pilot project conducted last spring had to do with discrepancies in the payor source data. Because of this problem, the Council decided to SUPPRESS payor source data from the hospital discharge data released by the Council until edits are in place to correct the problem, AND to educate the hospitals on the importance of having the same number of "22 records" as "30 records" (See Hospital Numbered Letter, Volume 3 Number 2).

The next page of this numbered letter provides detailed information on the specific edits put in place to deal with this problem. These edits will be activated beginning with 4Q2000 data, and **it is strongly recommended that hospitals begin working to effect operational changes that prevent further errors in their payer data.**

A. Hospitals are required to submit a corresponding “22 record” with each “30 record” beginning with discharges dated on or after October 1, 2000. Hospitals must submit the following information for the secondary and tertiary “22 records” with the following fields:

<b>Record “22”</b>						
<b>Description</b>	<b>Field</b>	<b>Pos. Start</b>	<b>Pos. End</b>	<b>Acceptable Responses for each sequence #</b>		
				<b>01 (Primary Payer)</b>	<b>02 (Secondary Payer)</b>	<b>03 (Tertiary Payer)</b>
<b>Record Type</b>	01	01	02	22	22	22
<b>Sequence Number</b>	02	03	04	01	02	03
<b>Patient Control Number</b>	03	05	24	<i>Enter the patient’s unique ID number for all 3 payers, on each “22 Record” for this patient.</i>		
<b>State Code</b>	04	25	26	<b>TX</b>	<b>TX</b>	<b>TX</b>
<b>Social Security Number</b> Use first nine Positions (27-35) no hyphens	05	27	35	<i>Enter the SSN of the patient or default response of 999999999 (for patients covered by 42 USC 290dd-2 and 42 CFR Part 2.1) on each “22 Record” for this patient.</i>		
<b>Response for No Social Security Number</b>	06	56	56	<i>Enter the same code on each “22 Record” for this patient.</i> <b>F</b> - Foreign National <b>N</b> - Newborn <b>O</b> - Other <b>R</b> - Unable to respond <i>Use the default response of “O” for each “22” record on patients covered by 42 USC 290dd-2 and 42 CFR Part 2.1</i>		
<b>Patient Race</b>	07	86	86	<i>Enter the same code on each “22 Record” for this patient.</i> <b>1</b> American Indian/Eskimo/Aleut <b>2</b> Asian or Pacific Islander <b>3</b> Black <b>4</b> White <b>5</b> Other		
<b>Patient Ethnicity</b>	08	98	98	<i>Enter the same code on each “22 Record” for this patient.</i> <b>1</b> Hispanic Origin <b>2</b> Not of Hispanic Origin		
<b>Source of Payment Code, Non-Standard Codes</b> Codes must correspond with the standard source of payment codes as provided in the “30 Record”, field “04”.	09	111	111	<b>T</b> State or Local Government Programs <b>U</b> Commercial PPO <b>V</b> Medicare Managed Care <b>X</b> Medicaid Managed Care <b>Y</b> Commercial HMO <b>Z</b> Charity	Use code that corresponds to <b>secondary</b> payer source, “record 30”, sequence ‘02’, Field “04”	Use code that corresponds to <b>tertiary</b> payer source, “record 30”, sequence ‘03’, Field “04”
<b>Form Locator 56</b>	10	124	137	Blank	Blank	Blank
<b>Form Locator 56</b>	11	138	151	Blank	Blank	Blank
<b>Form Locator 56</b>	12	152	165	Blank	Blank	Blank
<b>Form Locator 56</b>	13	166	179	Blank	Blank	Blank
<b>Form Locator 78</b>	14	180	181	Blank	Blank	Blank
<b>Form Locator 78</b>	15	182	184	Blank	Blank	Blank
<b>Filler (Local Use)</b>	16	185	192	Blank	Blank	Blank

- B. Valid State Codes will be audited for in "Record 20", field "15" starting with fourth quarter 2000 data beginning October 1, 2000.
- C. The Council will audit for possible duplication of Standard Source of Payment codes. When matching codes are found in "Record 30", Field "04" in sequence number "01", "02" or "03", a warning message will be generated. Warning messages indicate a potential error may have occurred.
- D. Audits will be applied to identify revenue codes that are out of ascending sequence order for the "50, 60, and 61 Records".
- E. Audits will be applied to identify unequal amounts between the Total Accommodations Charges in "Record 90", field "13" and sum of Accommodations Record(s) Charges from "Record 50", Fields "07", "11.7", "12.7" and "13.7".
- F. Audits will be applied to identify unequal amounts between the Total Non-Covered Accommodations Charges in "Record 90", field "14" and sum of Accommodations Record(s) Non-Covered Charges from "Record 50", fields "08", "11.8", "12.8" and "13.8".
- G. Audits will be applied to identify unequal amounts between the Total Ancillary Charges in "Record 90", field "15" and sum of Ancillary Record(s) Charges from "Record 60", fields "09", "13.9" and "14.9".
- H. Audits will be applied to identify unequal amounts between the Total Non-Covered Ancillary Charges in "Record 90", field "16" and sum of ancillary record(s) non-covered charges from "Record 60", fields "10", "13.10" and "14.10".
- I. The Council will also audit for sequence numbers in field "02" in "Records 22, 30, 31, 34, 40, 41, 50, 60, 61, 70 and 80".

**Questions?**

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**Hospital Numbered Letter  
Volume 3, Number 9**

**July 18, 2000**

1. **New Audits to be turned on for 3Q2000 data (Correction to Numbered Letter Vol 3 Num 8)**
2. **THCIC staff change E-mail addresses**
3. **Upcoming Technical Advisory Committee meeting and proposed HDD Committee meeting**

**1. CORRECTION**

**New Audits to be turned on for  data**

*Operational (Requires Programming Changes)*

Audit logic is posted on the Council web site at [www.thcic.state.tx.us/Hospitals/acptsop.htm](http://www.thcic.state.tx.us/Hospitals/acptsop.htm).

As you may recall, one of the more significant findings of the pilot project conducted last spring had to do with discrepancies in the payor source data. Because of this problem, the Council decided to SUPPRESS payor source data from the hospital discharge data released by the Council until edits are in place to correct the problem, AND to educate the hospitals on the importance of having the same number of "22 records" as "30 records" (See Hospital Numbered Letter, Volume 3 Number 2).

Volume 3 Number 8 of the numbered letter series provides detailed information on the specific edits put in place to deal with this problem. These edits will be activated beginning with 3Q2000 data, and **it is strongly recommended that hospitals begin working to effect operational changes that prevent further errors in their payor data.**

**2. THCIC staff change E-mail addresses**

*Operational*

THCIC staff has a new format for E-mail. Staff addresses are:

[Firstname.Lastname@thcic.state.tx.us](mailto:Firstname.Lastname@thcic.state.tx.us)

Key contacts for hospitals at THCIC are:

[Bruce.Burns@thcic.state.tx.us](mailto:Bruce.Burns@thcic.state.tx.us)

[Dee.Shaw@thcic.state.tx.us](mailto:Dee.Shaw@thcic.state.tx.us)

[Terry.Salazar@thcic.state.tx.us](mailto:Terry.Salazar@thcic.state.tx.us)

**3. Upcoming Technical Advisory Committee meeting and proposed HDD Committee meeting**

*Policy/Operational/Technical*

The Health Information Systems Technical Advisory Committee will hold a meeting on August 15, 2000 at 9:00 a.m., room 19.126 at 206 East 9<sup>th</sup> Street in Austin.

The Hospital Discharge Data Committee will hold a meeting around the end of August. Watch for this posting of the open meeting in the Texas Register at [www.sos.state.tx.us/texreg/](http://www.sos.state.tx.us/texreg/), click on "Open Meetings". Also check the THCIC web site calendar at [www.thcic.state.tx.us](http://www.thcic.state.tx.us).

**Questions?**

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**Hospital Numbered Letter  
Volume 3, Number 10**

**August 4, 2000**

- 1. THCIC Staff Change E-mail Addresses**
- 2. Upcoming Technical Advisory Committee Meeting**
- 3. Cheers for Those Who've Certified**
- 4. No Consequence for Failing to Meet Certification Deadline for 1<sup>st</sup> Quarter 99 data**
- 5. Submitting Comments at Certification**
- 6. To Certify or Not to Certify**
- 7. 2<sup>nd</sup> Quarter 99 Data Has Been Distributed**
- 8. Deadlines**

**1. THCIC Staff Change E-mail Addresses**

*Operational*

THCIC has been assigned a new format for e-mail addressed to staff, as follows:

[Firstname.Lastname@thcic.state.tx.us](mailto:Firstname.Lastname@thcic.state.tx.us)

Key contacts for hospitals at THCIC are:

[Bruce.Burns@thcic.state.tx.us](mailto:Bruce.Burns@thcic.state.tx.us)

[Dee.Shaw@thcic.state.tx.us](mailto:Dee.Shaw@thcic.state.tx.us)

[Terry.Salazar@thcic.state.tx.us](mailto:Terry.Salazar@thcic.state.tx.us)

**REMINDER**

When corresponding with THCIC in writing, please include the six digit THCIC facility ID# that the correspondence references.

**2. Upcoming Technical Advisory Committee Meeting**

*Policy/Operational/Technical*

The Health Information Systems Technical Advisory Committee will hold its next meeting on August 15, 2000 at 9:00 a.m., room 19.126 at 206 East 9<sup>th</sup> Street in Austin. The agenda will be available on THCIC's web site or the Texas Register after August 7<sup>th</sup>.

**3. Cheers for Those Who've Completed the First Certification**

*Operational*

Of the 414 hospitals that are required to submit certification forms for 1<sup>st</sup> quarter '99 data, 53% have done so. Another 24% of eligible hospitals have requested to extend their 1<sup>st</sup> quarter certification into the next quarter.

THCIC staff and Council congratulate you on your efforts and success in this initial crack at certification. It's only going to get easier folks!

**4. Consequence of Failing to Submit the Certification Form for 1<sup>st</sup> Quarter 99 Data**

*Policy*

1<sup>st</sup> quarter 1999 certification forms (or written requests for an extension) were due to THCIC *no later than* July 31, 2000. Twenty-two percent of Texas reporting hospitals failed to meet this requirement. For this quarter's data, and for this quarter ONLY, THCIC has decided to assume that these hospitals intended to request an extension of the 1<sup>st</sup> Quarter 99 data certification deadline to coincide with the submission of the certification letter for 2<sup>nd</sup> Quarter 99 data due on October 2, 2000.

This decision will be communicated to hospital CEOs via a certified letter from THCIC's

Executive Director, Jim Loyd. Overlooking this infraction of the rules will be a one-time occurrence. It is imperative that 100% of reporting hospitals submit their certification forms for 1<sup>st</sup> and 2<sup>nd</sup> quarter 1999 data by October 2, 2000.

#### **5. Submitting Comments at Certification**

Comments made with certification (if certifying with comments) must be sent electronically using the "dial-in" method to Commonwealth (in Virginia) or mailed on diskette (ASCII format only). Hospitals that choose to NOT certify but who wish to submit comments on the data may do so following the same procedure. The Commonwealth address for mailing the "comment" diskette is:

Commonwealth Clinical System  
1650 State Farm Blvd.  
Charlottesville, VA 22911

\*Be sure to label your diskette with the 6 digit facility ID.

#### **6. To Certify or Not to Certify: That is the Question**

Please keep in mind that THCIC's certification process includes a certification form which gives the signer (hospital CEO) two options: to certify or to NOT certify. In other words, hospitals may exercise the choice of not certifying their data; however they must inform the Council via THCIC's certification form that they have made the choice to NOT certify their data. Choosing to NOT certify data does not mean that it won't be included in the Public Use Data File. The rules which govern THCIC's collection of hospital discharge data state that "A hospital's failure to execute the certification form shall not

prevent the executive director from releasing the hospital's data if the director believes the data submitted is reasonably accurate and complete".

#### **7. 2<sup>nd</sup> Quarter 99 Certification Data Has Been Distributed**

2<sup>nd</sup> Quarter 99 Certification files were either mailed out by 2 day service or placed in a hospital's electronic mailbox on July 31, 2000. Files that were sent by mail were sent to the attention of the THCIC hospital liaison.

THCIC hospital liaisons receiving the file by electronic download should have received a fax or e-mail that the file was in their electronic mailbox. If your facility has not received the 2<sup>nd</sup> Quarter 99 certification data file, please contact the Helpdesk at [THCIChelp@comclin.net](mailto:THCIChelp@comclin.net) or via telephone at 888-308-4953. Remember...the deadline for submitting the certification form for 2<sup>nd</sup> Quarter 99 data is October 2, 2000.

#### **8. Upcoming Deadlines**

*Policy/Operational*

Final day for corrections to 3q99 – August 18, 2000\*  
Submission of 2q00 data due – September 1, 2000  
Certification letters for 2q99 due – October 2, 2000  
Final day for corrections to 4q99 – October 2, 2000

A complete schedule showing deadlines for multiple quarters is posted on the THCIC web site. Go to "Reporting Requirements Hospitals" and click on "General Information".

\*Note -- Due to Commonwealth's smooth startup for processing certification data we have been able to extend this date from August 1<sup>st</sup>.

#### **Questions?**

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**Texas Health Care  
Information Council**

Two Commodore Plaza  
206 East 9<sup>th</sup> Street, Suite 19.140  
Austin, TX 78701  
512-482-3312  
512-453-2757 (fax)

**Hospital Numbered Letter  
Volume 3, Number 11  
August 17, 2000**

1. **New THIN Dial-in Phone Number for Data Submission**
2. **2<sup>nd</sup> Quarter 2000 Data Submission Due Date Change**
3. **HIPAA is Really Happening**
4. **Certification Letter Update**
5. **Deadline Reminder**
6. **Notice of Renewed Enforcement Actions**
7. **Upcoming Training**
8. **Attending Physician Identification Issues---Midwives**
9. **Upcoming Committee Meeting**

**1. New THIN Dial-in Phone Number for Data Submission**

Operational

Effective September 1, 2000, submitters to THIN using rEDI Link (the first step in reporting data to THCIC) must use the new transmission number (312) 297-7920 to submit claims. If you are in the area codes of 214, 972, or 469 you may continue to use the same number you are currently using: (972) 889-5465. This new number is an out-of-state number, which should result in lower transmission charges for many hospitals.

**2. 2<sup>nd</sup> quarter 2000 Data Submission Deadline Changed**

Operational

THCIC has extended the due date for 2<sup>nd</sup> Quarter 2000 Data Submission from September 1, 2000 to October 1, 2000. The deadline was extended to allow hospitals time to switch over to the new THIN data submission number, as well as to allow hospitals to focus on meeting deadlines for completing certification of 1<sup>st</sup> and 2<sup>nd</sup> quarter 1999 data.

**3. HIPAA is Really Happening!**

Operational/Policy

The first in a series of health care standards intended to simplify the processing and administration of health care claims was released on August 15<sup>th</sup> in the Federal Register. This proposed federal rule, published under the Administrative Simplification Subtitle of HIPAA, "Standards for Electronic Transactions," can be viewed on the Administrative Simplification web site at: <http://aspe.hhs.gov/admsimp/final/txfin00.htm>. The Office of the Federal Register will make minor editing changes before final publication, including insertion of actual effective and compliance dates.

The health care industry has been awaiting the publication of this standard and anticipates that it will result in better service for providers, insurers and patients, as well as saving the health care system billions of dollars in administrative costs over a period of time as it is implemented.



The Health Insurance Portability and Accountability Act of 1996 (HIPAA [P.L. 101-194]) mandates the development and implementation of standards for administrative simplification through the use of EDI. The new standards establish uniform formats for submitting electronic claims and other administrative health transactions. Currently, different insurers require the use of varied electronic and paper forms to be used by providers in filing claims. The new regulation requires that all electronic filings follow a single standardized format. While providers can still use paper forms, the simplified and cost-effective process will undoubtedly encourage increased electronic filing throughout the industry. The new standards may also increase the amount of time and other resources providers can direct toward patient care as opposed to record-keeping and other paperwork tasks.

Additional regulations are currently pending and will be published during the coming months. They include regulations dealing with making electronic data more secure, protecting the privacy of patient medical records and establishing national identification numbers for employers and health care providers. The planning and development of these HIPAA standard regulations has been the result of a successful national collaborative effort between HHS and the health care industry to thoughtfully craft and refine the regulatory language and requirements to effectively meet the needs of all key stakeholders including patients, providers and insurers.

#### **4. Certification Letter Update**

Operational

THCIC is in the process of having our address, phone and fax number listed on the Certification Letter updated. However, currently the letter lists an incorrect fax number and address. THCIC's **correct** fax number is 512-453-2757 and the correct mailing address is Two Commodore Plaza, 206 East 9<sup>th</sup> Street, Suite 19.140, Austin Texas 78701. Please make sure you are sending it to our current address! We apologize for this inconvenience.

#### **5. Deadline Reminder**

Operational

The deadline for making corrections to 3<sup>rd</sup> quarter 1999 discharge data is **TOMORROW**, August 18, 2000.

#### **6. Notice of Renewed Enforcement Actions**

Policy

The Office of the Attorney General (OAG) will be sending letters to hospitals that were delinquent or late in submitting 3<sup>rd</sup> quarter 1999 data, 4<sup>th</sup> quarter 1999 data, and 1<sup>st</sup> quarter 2000 data. Deadlines are listed below:

3<sup>rd</sup> quarter 1999 data – March 1, 2000

4<sup>th</sup> quarter 1999 data – June 1, 2000

1<sup>st</sup> quarter 2000 data – June 1, 2000

If your hospital did not submit by the deadlines, your hospital administrator should be warned to expect a letter from the OAG.

#### **7. Upcoming Training**

Operational

THCIC will be hosting a training on Submission, Correction and Certification of hospital data in October 2000. More information will follow once meeting rooms have been arranged.

#### **8. Attending Physician Identification Issues---Midwives**

Operational

Nurses who become midwives receive certificates indicating that they have completed training, however their original RN license number remains the same. Therefore, if a Nurse Midwife is in charge of the patient, the Nurse's state license number/UPIN and name can be placed in the attending physician fields. This is the Council's preference.

However, if it is the hospital's policy and/or a payer's requirement to use the supervising physician's name & number on hospitalizations involving nurse midwives, then the hospital may

place the supervising physician's license number/UPIN and name in the attending physician fields (80-05 & 80-09, respectively).

**9. Upcoming Committee Meeting**

*Policy/Operational/Technical*

The Hospital Discharge Data (HDD) Committee and Health Information Systems (HIS) Technical

Advisory Committee will hold a joint meeting on September 8, 2000 at 9:00 a.m., room 102 at 333 Guadalupe (Texas Department of Insurance Hobby Building) in Austin. The agenda will be available on THCIC's web site or the Texas Register after August 31<sup>st</sup>.

**Questions?**

Phone: (888) 308-4953 Fax (804) 979-1047 Email: [THCIChelp@comclin.net](mailto:THCIChelp@comclin.net)

Web site: [www.thcic.state.tx.us](http://www.thcic.state.tx.us)



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**Hospital Numbered Letter  
Volume 3, Number 12  
September 6, 2000**

- 1. Hospitals Not Represented in 1<sup>st</sup> PUDF**
- 2. Penalties**
- 3. Refinements to Audits for Physician License Data**
- 4. Council Plans for PUDF Pilot**
- 5. Protection of Patient Privacy in the PUDF**
- 6. Data Collection Contract Re-Bid**

**1. Hospitals Not Represented in 1<sup>st</sup> PUDF**

*Policy/communications*

The Public Use Data File (PUDF) will be released in December 2000. This first release will contain hospital discharge data for the first and second quarters of 1999. Some hospitals did not comply with reporting requirements by either failing to submit data for one or both of those quarters, or by reporting too late for inclusion in the PUDF. The Council plans to identify non-compliant hospitals in the User Manual made available with the PUDF. Formal letters of notification will be sent to the CEO of each non-compliant hospital prior to the December data release.

**2. Penalties**

*Policy*

The Office of the Attorney General (OAG) has recommended that hospitals who fail to get data into the PUDF be assessed additional penalties above and beyond those already assessed due to late submission of data. THCIC stresses to hospitals that the deadline for inclusion of 4<sup>th</sup> quarter 1999 data in the PUDF is October 2, 2000.

**3. Refinements to Audits for Physician License Data**

*Operational*

Refinements to the audits and procedures for physician data are being made at this time. These changes will address two situations where valid license numbers are being rejected as incorrect. Descriptions of the issues involved and the ensuing procedure and audit changes follows. Until these procedures and audit take effect, claims rejected due to one of the stated reasons should be marked "process as is" and resubmitted.

**Situation #1:** Using "temporary" license numbers for attending physicians.

Background:

Physicians new to Texas who have met application and testing requirements receive a paper certificate from the Texas State Board of Medical Examiners (TSBME) allowing them to practice before they receive their permanent license from the TSBME. These certificates do not include an identification number of any sort for that new physician. The length of time that physicians practice using a paper certificate

normally is two to three months (depending on when the TSBME board meets), but can be as long as one year.

Problem This Causes:

Currently, this group of physicians is not in the THCIC practitioner license file; thus, they cannot be validated and are being errored as having invalid license numbers when placed in the attending physician slot on the physician record.

Recommended Hospital Procedure Change:

For physicians that have temporary certificates from the TSBME, each hospital should assign a temporary number to each of these physicians until a permanent license number is received. The format for the temporary number is as follows: 'TXTnnn', 'RESnnn', 'TEMnnn', or 'OTHnnn' where nnn is three characters or numerical digits chosen by the hospital.

Once a permanent state license number has been received, the hospital should immediately begin **using that number and the name as it appears on the license**. All claims for the quarter in which the permanent number is assigned should contain that permanent number. The temporary number assigned by hospitals will not be mapped to permanent license numbers once they are assigned.

THCIC Audit Change:

The audit for 'attending physician' will be modified to accept a valid UPIN, a valid state license number, or a temporary number in the format noted above.

Implementation Date:

The effective date for this audit change will be September 1, 2000.

**Situation #2:** Allowing for the '80' (Physician) record to contain either State license numbers or UPINs.

Background:

THCIC's hospital discharge data collection system currently requires that all physician identifiers on each '80' record contain license numbers of the type designated in the Physician Qualifying Code field. While this is consistent with Medicare, it is not necessarily consistent with other payers.

Problem This Causes:

Claims that have physician identifiers that are not of the type indicated in the Physician Qualifying Code field are being rejected by the system as being invalid. These identifiers may be on the THCIC Practitioner license file but are not recognized because the physician identifiers are not "typed" correctly.

Recommended Hospital Procedure Change:

The '80' record may contain any physician identifiers that are valid. The Physician Qualifying Code should contain the qualifying code for the Attending Physician.

THCIC Audit Change:

The audit for all physician identifier validations will be modified to search the Practitioner reference files for either a State license number or a UPIN. Only if the identifier is not found on any of the reference files will the identifier be rejected with an error message (915, 916, 918, or 919).

Implementation Date:

Target date is for October 1, 2000.

**4. Council Plans for PUDF pilot**

*Communications*

Four hospitals (and/or hospital systems) have agreed to participate in a pilot testing of the Council's first Public Use Data File (PUDF). As part of this pilot, MD Anderson in Houston, Methodist in San Antonio, and both Presbyterian and Parkland in Dallas will receive a User Manual and a PUDF file that contains their own hospital's data. The purpose of this pilot is to

test data accessibility and ease of use of the PUDF. The PUDF pilot will be conducted in late September. A special "thanks" is extended from the Council to each of these institutions.

### **5. Protection of Patient Privacy in the PUDF**

#### *Policy/communications*

Council staff is preparing a proposal concerning how to handle patient privacy sensitive data elements (ZIP code, age, sex, race/ethnicity, and others). Staff will present their proposal to the

joint HIS/HDD committee meeting on September 8, 2000.

### **6. Data Collection Contract Re-Bid**

#### *Operational*

The contract for the initial phase of collecting hospital data, currently being done by THIN, expires at the end of the year and has been re-bid. THCIC received several proposals subsequent to its recent Request for Offers (RFO) and is now in the process of reviewing these proposals. Members of the evaluation committee include Ray Symons - HIS Technical Advisory Committee (TAC) chair, Eddie Cuellar - HIS TAC member, Dr. Bob Gracy, Hospital Discharge Data Committee member, Dr. Bruce Burns, THCIC staff, and Ron Weiss, THCIC staff. The successful bidder will be announced soon.

### **Upcoming Meetings or Training**

Joint meeting of the Hospital Discharge Data (HDD) Committee and the Health Information Systems (HIS) Technical Advisory Committee: September 8, 2000, 9:00 a.m., room 102 at 333 Guadalupe (Texas Department of Insurance Hobby Building) in Austin.

Joint meeting of the Quality Methods and Consumer Education Technical Advisory Committees: September 15, 2000, 9:30 a.m., room 19.126 at 206 East 9<sup>th</sup> Street (Two Commodore Plaza) in Austin.

THCIC Board: September 23, 2000 at 10:00 a.m. at 1100 W 49<sup>th</sup> Street (TDH Board Room) in Austin. Meetings of the Health Plan Data and Hospital Discharge Data committees will precede these meetings.

*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.*

### **Upcoming Deadlines**

4<sup>th</sup> quarter 1999 corrections - October 2, 2000

1<sup>st</sup> quarter 1999 certification – October 2, 2000

2<sup>nd</sup> quarter 1999 certification – October 2, 2000

2<sup>nd</sup> quarter 2000 initial submission – October 2, 2000 (extended from September 1, 2000)

**Questions?**

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**Hospital Numbered Letter  
Volume 3, Number 13  
September 19, 2000**

- 1. Recommended Changes to the PUDF**
- 2. Data Submission Alert**
- 3. What is the THCIC Facility Identifier Code?**
- 4. CCS Programming Charges Increased for Hospitals**
- 5. Certification Progress**
- 6. Foxhall Named Chair of Council**

**Correction**

Volume 3, Number 12 Hospital Newsletter

THCIC's next Board meeting will be held on Friday, September 22, 2000 at 10:00 a.m., not Saturday September 23 as published in the preceding Hospital

~~Numbered Letter.~~

**1. Recommended Changes to the PUDF**

Over the last few weeks, the Council has received recommendations from the Health Information System and the Quality Methods Technical Advisory Committees relating to data fields in the Public Use Data File (PUDF). The Hospital Discharge Data Committee and the Council (the Board) will make a final determination regarding the contents of the PUDF at their meeting(s) later this week. The complete list will be posted on the Council's web site after the September 22, 2000 Board meeting. The associated proposed amendments to the hospital discharge data rules will also be posted on the Council's web site when published in the *Texas Register*.

**2. Data Submission Alert**

The Council calls your attention to two issues regarding data submission:

- 1) The THIN edits do not validate sequence numbers in the 22 records. Thus, this problem is not recognized until Commonwealth processes your data. If you have more than one 22 record for a claim, please remember to enter sequential sequence numbers.
- 2) The TX-ACE software does not work well when claims from multiple provider numbers are entered interspersed. To submit claims for more than one provider number, enter and submit all claims for one provider number at a time.

### 3. What is the THCIC Facility Identifier Code and How is It Used?

The THCIC Facility Identifier Code is a 3 character, alpha-numeric code used to identify data by facility and is unique to each hospital. It was created in 1999. This code should be placed in the Electronic UB-92, Record 10, Field 20, position 190-192. This is the primary source THCIC uses to identify each hospital's data.

Creation of this additional hospital identifier was necessary to ensure that data are identified correctly where there is inconsistent formatting of hospital names and addresses (for example, "St.,"/ "Saint" or "Ave.,"/ "Ave,"/ "Avenue"), and when hospitals share addresses, employer identification numbers, and other common identifiers. Please help us get around these inconsistencies by using your THCIC-assigned unique identifying code.

If you do not know your THCIC code, please contact Terry Salazar or Dee Shaw at 512-482-3312.

### 4. CCS Programming Charges Increased for Hospitals

Beginning September 1<sup>st</sup> Commonwealth (CCS) charges for correcting and recreating encounters and certification data files are as follows:

Recreating encounters and certification data files, a flat charge of \$200.

Replacement of certification data on CD, a charge of \$67 (including shipping costs).

Requests for CCS to assist with making changes to your data, the charge is based on an hourly rate of \$71.

When you contact CCS about correcting and recreating certification data, please indicate if you want your data on CD or in your mailbox (no delivery charge on the latter). If you request CCS's assistance with changing your data, be sure that you know the charge and give approval for the work to be done.

### 5. Certification Progress

As you are aware, the deadline for certifying 1<sup>st</sup> and 2<sup>nd</sup> quarter 1999 discharge data is October 2, 2000. As of 9/6/00, hospitals' progress toward meeting this goal stood as follows:

#### Status as of September 6, 2000

	1 <sup>st</sup> Quarter 1999		2 <sup>nd</sup> Quarter 1999	
	392 expected to submit certification letters		386 expected to submit certification letters	
	Count	Percentage	Count	Percentage
Certified	254	65%	18	5%
Elected Not to Certify	7	2%	0	
Cert. Letters Outstanding	131	33%	368	95%

### 6. Dr. Foxhall named Chair of THCIC

THCIC announces the appointment of Lewis Emory Foxhall, MD as Chair of the Texas Health Care Information Council. Appointed by Gov. Bush, Dr. Foxhall works for M.D. Anderson Cancer Center as Associate Vice President for Health Policy. With a specialty in Family Practice, Dr. Foxhall has served in a variety of leadership positions in medical societies, public health, and academia during his career. He has practiced in the public and private sector, and is currently on staff at the M.D. Anderson Cancer Center. Please join staff in congratulating Dr. Foxhall on his appointment.



### Upcoming Meetings or Training

**Hospital Discharge Data Committee:** September 21, 2000 at 4 p.m. at the Radisson Hotel, Travis I Room, 111 E. First in Austin, and again at 8:30 a.m. on September 22, 2000 in the TDH Board Room (Room M736) at 1100 West 49<sup>th</sup> St. (TDH Moreton Bldg) in Austin.

**Health Plan Data Committee:** September 22, 2000 at 8:30 a.m. in Rm. M653 at 1100 W 49<sup>th</sup> Street (TDH Moreton Bldg) in Austin.

**THCIC Board:** September 22, 2000 at 10:00 a.m. at 1100 W 49<sup>th</sup> Street (TDH Board Room) in Austin.

*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.*

### Upcoming Deadlines

4<sup>th</sup> quarter 1999 corrections cut-off - October 2, 2000

1<sup>st</sup> quarter 1999 certification due – October 2, 2000

2<sup>nd</sup> quarter 1999 certification due– October 2, 2000

2<sup>nd</sup> quarter 2000 initial submission – October 2, 2000 (extended from September 1, 2000)

3<sup>rd</sup> quarter 1999 certification files distributed to hospitals -- October 2, 2000

### Questions?

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**Hospital Numbered Letter  
Volume 3, Number 14**

**October 4, 2000**

- 1. Updated Schedule Information for Hospitals**
- 2. New Release of Certview Software**
- 3. Submitting Comments on Certification Data**
- 4. Clarification on Process for Making Changes to Data at Certification**
- 5. Patient Data Confidentiality and Data Suppression**
- 6. Progress Report on Certification Process**
- 7. THCIC Officers Elected**
- 8. Data Collection Contract Awarded**
- 9. Council Plans to Discount Early Orders of the PUDF**

**THCIC Hospital Training**

Training will cover submission of data, correction of data, and certification of data.

October 23, 2000

9:00 – 4:00

at the Capitol Extension Auditorium (Austin) on the corner of San Jacinto and 11<sup>th</sup> Street.

To sign up for the training, please call Sandra Martin at 512-482-3312.

**1. Updated Schedule Information for  
Hospitals**

Operations

To reduce the confusion and congestion between completion of 1<sup>st</sup> and 2<sup>nd</sup> quarter certification and the release of the 3<sup>rd</sup> quarter certification files, distribution of the 3<sup>rd</sup> quarter certification files **on CD** has been scheduled for Oct 5 – 8.

Distribution to mailboxes is scheduled to be complete on Oct. 5<sup>th</sup>.

An updated schedule for submission, correction, and certification of data timelines has been updated on the THCIC web site at [www.thcic.state.tx.us](http://www.thcic.state.tx.us). The schedule details

due dates on the timelines through fourth quarter 1999 certification and lists the submission timelines for 3Q00, 4Q00, 1Q01, and 2Q01. Go to

<http://www.thcic.state.tx.us/hospitals/schedule/schedule.htm>.

**2. New Release of Certview Software**

Operations

A new version of the Certview software application has been developed by Commonwealth and will be placed on the THCIC website for downloading. The 3<sup>rd</sup> quarter data file names have been modified to work only with this new release of the software

in order to prevent inadvertent use of a prior version of the software. Please contact the Commonwealth helpdesk at (888) 308-4953 if you have difficulty downloading the software.

### **3. Submitting Comments on Certification Data**

Operational

Hospitals electing to comment on their data have two avenues for forwarding their comments:

(1) Transmitting them to Commonwealth via your hospital's designated electronic mailbox, or  
(2) Putting them on a diskette and mailing them to Commonwealth. Hardcopy (on paper) cannot be accepted.

The address for mailing diskettes to Commonwealth Clinical Systems is:  
1650 State Farm Blvd.  
Charlottesville, VA 22911

Comments for the first and second quarter 1999 must be submitted to CCS no later than October 6, 2000 in order to allow time for appending them to each hospital's data. If you are not sure comments were sent (if certifying with comments) to CCS, please contact the Helpdesk at (888) 308-4953.

### **4. Clarification on Process for Making Changes to Data at Certification**

Operational

We all hope that you will have fewer and fewer issues to resolve as you move through certification of the remaining quarters of 1999 data. But if you see that changes are needed during the certification process, you may contact Commonwealth directly about submitting the changes. You do not need to notify THCIC if you want to make changes during the certification time period. If you need Commonwealth's assistance with making changes, they will inform you of any charges before they begin processing your changes.

### **5. Patient Data Confidentiality and Data Suppression**

Policy/Communications

In order to better protect patient confidentiality and to prevent the release of data known to be erroneous, the Hospital Discharge Data Committee considered recommendations concerning data suppression from the Quality Methods and Hospital Information Systems Technical Advisory Committees at its meeting on September 22, 2000. The Committee's recommendations, adopted by the Council, are as follows:

- The last two digits of the patient ZIP code will be suppressed if there are fewer than thirty patients in the ZIP code.
- The entire ZIP code and the gender code are suppressed if the ICD-9-CM code indicates alcohol or drug use or an HIV diagnosis.
- Age is represented by 22 age group codes for the general patient population and 5 age group codes for the HIV and alcohol and drug use patient populations.
- Hospital charge data will not be released until data for the third quarter 2000 is released.
- Physician identifiers will be suppressed in the PUDF.
- Secondary source of payment data will not be released until data for the third quarter 2000 is released.
- Admission Source as reported by hospitals is suppressed when the Admission Type is 'newborn'. Data users can use ICD-9-CM codes to correctly identify the clinical status of newborns.

A complete list of data elements to be included in the PUDF to be released in December 2000 is on the THCIC web site at [http://www.thcic.state.tx.us/hospitals/data\\_elements.htm](http://www.thcic.state.tx.us/hospitals/data_elements.htm). A list of data elements that will not be released in December is at [http://www.thcic.state.tx.us/hospitals/data\\_elements\\_suppressed.htm](http://www.thcic.state.tx.us/hospitals/data_elements_suppressed.htm).

## 6. Progress Report on Certification Process

Operational

### Status as of October 2, 2000

	1 <sup>st</sup> Quarter 1999 393 expected to submit certification letters	2 <sup>nd</sup> Quarter 1999 389 expected to submit certification letters
	Count Percentage	Count Percentage
Received	348 89%	316 81%
Outstanding	45 11%	73 19%

## 7. THCIC Officers Elected

Policy

At the September 22, 2000 meeting of the Texas Health Care Information Council, Dr. Lewis Foxhall assumed leadership as the Chair. The Council expressed its gratitude to Jack Blaz for serving as Acting Chair in the months since Dr. Stephen Turner resigned. At the same meeting, officers elected were:

Vice-Chair: Dr. Robert Gracy, Ft. Worth, Health Data Expert (recent recipient of the International Achievement Award for Science and Medicine from the World Affairs Council of Greater Ft. Worth),

and

Secretary: Imogen Papadopolous, J.D., Houston, Consumer Representative

## 8. Data Collection Contract Awarded

Operational

The contract for collection of the hospital data has been awarded to THIN, the current data collection contractor. Thus no transition will be required of hospitals. The effective date of the new contract is January 1<sup>st</sup>, 2001.

## 9. Council Plans to Discount Early Orders of the PUDF

Operational/Communications

Council staff are working now on the system for submitting orders for the PUDF files. Included in that system will be a special pricing structure for early purchasers. PUDF-participating

hospitals who be offered the greater discounts. Look to the next edition of the Hospital Numbered Letter for details!

### Upcoming Meetings or Training

**THCIC Board:** December 1, 2000. Times and location to be announced.

*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.*

### Upcoming Deadlines

3<sup>rd</sup> quarter 1999 certification files distributed – October 8, 2000  
4<sup>th</sup> quarter 1999 corrections cut-off – October 20, 2000  
3<sup>rd</sup> quarter 1999 changes on certification files cut-off – November 9, 2000  
3<sup>rd</sup> quarter 1999 certification letters due – December 1, 2000  
**3<sup>rd</sup> quarter 2000** submission due – December 1, 2000  
4<sup>th</sup> quarter 1999 certification files distributed – December 1, 2000

### Questions?

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**Hospital Numbered Letter  
Volume 3, Number 15**

**October 18, 2000**

- 1. Outstanding Invoices to Commonwealth**
- 2. Charges for Assisting with Comments Submission**
- 3. Verification of Hospital Liaisons**
- 4. 3<sup>rd</sup> Quarter Certification Files**
- 5. Certification Status**
- 6. PUDF Ordering Information**

**THCIC Hospital Training**

Training will cover submission of discharge data, correction of discharge data, and certification.

October 23, 2000

9:00 – 4:00

in the Capitol Extension Auditorium (Austin). Use the Visitor Parking Garage at San Jacinto and 11<sup>th</sup> Street. To sign up for the training, please call Sandra Martin at 512-482-3312.

**1. Outstanding Invoices to Commonwealth**

*Operational*

Several hospitals have invoices that are outstanding to Commonwealth. Commonwealth will not be able to do any additional custom work for those hospitals until the invoices are paid in full. So, if your facility has bills outstanding, do not expect Commonwealth to assist with special changes to future data submissions. Commonwealth will continue to accept and process claims submitted through the normal process.

**2. Charges for Assisting with Comments Submission**

*Operational*

The comments submitted to Commonwealth that are to accompany your quarterly data files must contain the required header information. If you use the Certview software to create your comments, the header information is automatically inserted into the file. You may also create your comments in a word processing program and copy it into the Certview file for processing.

Commonwealth uses an automated process for identifying the owner of the comments and retrieving and storing the comments. If the comment file does not contain the header information, Commonwealth has to process the

comment file manually. If this happens there will be a charge to you for Commonwealth to assist with the correction. You will be notified before Commonwealth acts on your behalf.

### 3. Verification of Hospital Liaisons

#### Communications

THCIC sent out a hospital liaison update information form the week of October 9<sup>th</sup> to all Texas hospitals. Please verify that the information is correct and return it to Terry Salazar by mail or fax (512-453-2757). Also on the THCIC web site is a hospital/liaison change form that hospitals may use to update information at THCIC. It is located at [www.thcic.state.tx.us/hospitals/liaison.pdf](http://www.thcic.state.tx.us/hospitals/liaison.pdf).

### 4. 3<sup>rd</sup> Quarter Certification Files

#### Communications

The 3<sup>rd</sup> quarter certification files have been distributed to ALL hospitals in Texas. If you have not received this certification file, contact the THCIC helpdesk at 888-308-4953. The certification of this file MUST be completed by the hospital by December 1, 2000.

### 5. Certification Status

#### Status as of October 16, 2000

	1 <sup>st</sup> Quarter 1999 390 expected to submit certification letters	2 <sup>nd</sup> Quarter 1999 390 expected to submit certification letters
	Count Percentage	Count Percentage
Received	373 96%	380 97.5%
Outstanding	17 4%	10 2.5%

### Upcoming Meetings or Training

**Data Submission, Correction, and Certification training:** October 23. See page 1 of this newsletter.

**THCIC Board:** December 1, 2000. 1100 West 49<sup>th</sup> Street, Austin. Room M-739

*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.*

### Upcoming Deadlines

4<sup>th</sup> quarter 1999 corrections cut-off – October 20, 2000

3<sup>rd</sup> quarter 1999 changes on certification files cut-off – November 9, 2000

3<sup>rd</sup> quarter 1999 certification letters due – December 1, 2000

**3<sup>rd</sup> quarter 2000** submission due – December 1, 2000

4<sup>th</sup> quarter 1999 certification files distributed – December 1, 2000

### Questions?

Phone: (888) 308-4953 Fax (804) 979-1047

Email: [THCIChelp@comclin.net](mailto:THCIChelp@comclin.net)

## 6. PUDF Ordering Information

### *Communications*

The initial release of the Public Use Data File (PUDF) and associated reports will occur during December, 2000. The first data release will include data covering discharges from the first two calendar quarters of 1999 (1Q99 and 2Q99). Data for subsequent quarters will be released in three month intervals.

For hospitals that provided data during a given quarter, the cost of the statewide PUDF will be \$500 per quarter (that is, \$2000 for a full calendar year). All other purchasers will be charged \$1000 per quarter (\$4000 per full calendar year).

Prior to receiving any data, all purchasers must sign a Data User Agreement that stipulates, among other things, that the purchaser: (1) will make sure that all users of the data review the *User Manual* prior to accessing the data; (2) will not duplicate the data for transfer to outside parties; and, (3) understands that use of the data in any way that leads to the identification of a patient or physician can lead to both civil and criminal penalties.

Payment by check must be received before any data can be delivered. A signed Data User Agreement and completed shipping instructions **MUST** be included at the time of payment. The agreement and shipping instructions can be downloaded from the THCIC Web site ([www.thcic.state.tx.us](http://www.thcic.state.tx.us)) or by calling Sandra Martin at 512/482-3312 and asking her to fax a copy of the same.

Instructions for ordering the Research File will appear in a forthcoming *Hospital Numbered Letter*.

### **Begin Your Purchasing Process Now**

In order to prepare for a more efficient distribution of copies of the PUDF, THCIC is offering a discount for purchasers who send their order form, a signed User's Agreement, and payment by Wednesday, **November 22nd**. If payment is not received according to the Council's instructions by the close of business on **November 22nd**, purchasers will not be entitled to these discounts. Note that data for the first two quarters must be purchased together.

The following discounts will apply for hospitals that provided data during the corresponding quarters: **1Q99+2Q99**, \$900; **1Q99+2Q99+3Q99**, \$1275; and, **1Q99+2Q99+3Q99+4Q99** (entire calendar year), \$1600

The following discounts will apply for all other purchasers: **1Q99+2Q99**, \$1800; **1Q99+2Q99+3Q99**, \$2550; and, **1Q99+2Q99+3Q99+4Q99** (entire calendar year), \$3200

# New Certview Software For 3<sup>rd</sup> Quarter

**\*\*Instruction on downloading software from the Internet.**

## OVERVIEW:

This procedure will step you through archiving prior quarters certification data and preparing your PC to install the new CertView2000c. It is recommended that Providers backup each quarterly certification data set for future reference. Separating and archiving quarterly distributions will safeguard reports and data files against being overwritten by subsequent quarters.

\*\*\*\*\*VIP\*\*\*\*\*

**Do not unzip your 3<sup>rd</sup> QTR 1999 Certification Data until you have completed the procedure below.**

\*\*\*\*\*VIP\*\*\*\*\*

## PROCEDURE:

1. Start Windows Explorer and, in the left pane, navigate to folder 'C:\Program Files\Certview'.
2. Right-click on the 'Certview' folder and select 'Copy' from the popup menu.
3. In the left pane of Windows Explorer, navigate back to folder 'C:\Program Files', right-click on the 'Program Files' folder, and select 'Paste' from the popup menu.
4. A new folder named 'Copy of Certview' will appear. Right-click on this folder and select 'Rename' from the popup menu. Enter the name 'Certview 2q99'.

You have completed saving current certview information to another folder. Next you will prepare for the new CertView2000c download and installation.

5. **Verify that there is no folder named C:\CertInst. If this folder exists, delete it.**
6. Download the new CertView2000c software from [www.thcic.state.tx.us](http://www.thcic.state.tx.us). Store the download on your local C:\ drive.
7. Double click the self-extracting download file to extract it to C:\CertInst.
8. Double-click the file c:\CertInst\Setup.exe. Follow the on-screen instructions to complete installation of CertView2000c.

You may now proceed with unzipping and importing the 3<sup>rd</sup> quarter 1999 certification data.





# Texas Health Care Information Council

206 East 9<sup>th</sup> Street • Suite 19.140 • Austin Texas 78701 • Phone 512-482-3312 • Fax 512-453-2757 • [www.thcic.state.tx.us](http://www.thcic.state.tx.us)

November 2, 2000

Hospital Numbered Letter Volume 3 Number 16

## **THCIC and HIPAA Compliance**

### *Operations*

The new HIPAA electronic standards rule requires adherence by "covered" entities to new transaction standards requirements. THCIC is not a covered entity; however, THCIC will comply with the requirements laid out in the transaction standards rule in order to facilitate submission by hospitals in the 837 format.

THCIC is beginning a "gap" analysis to identify the variances between the current THCIC UB92 submission format and the 837 submission requirements. A schedule for implementation will be forthcoming no later than the summer of 2001. At that time, THCIC will also address the state specific data elements currently being collected.

THCIC has and will continue to take necessary measures to safeguard confidential data. THCIC intends to also meet the requirements of the federal security and privacy rules as adopted by the Department of Health and Human Services. THCIC is currently investigating the requirements proposed in the preliminary release of the security rules.

### **Data Elements Not Available in First PUDF**

#### *Communications*

Several data elements will not be available in the first release of the Public Use Data File (PUDF). These elements will be

released as processes are put in place to assure the quality of the data. Data elements that will be made available in future releases are as follows:

- Physician identifiers will be released beginning with first quarter 2000 data.
- Hospital charge data will be released beginning with third quarter 2000 data.
- Secondary source of payment data will be released beginning with third quarter 2000 data.
- County of residence will be calculated from the patient's address and will be available beginning with first quarter 2000 data.
- Admission source will be suppressed only if admission type is 'newborn', "4". Data users can use ICD-9-CM codes to correctly identify the clinical status of newborns.

#### Inside:

- |                                  |
|----------------------------------|
| • HIPAA Compliance               |
| • Elements not available in PUDF |
| • SNIP                           |
| • Training                       |
| • PUDF sales                     |

The following data elements are suppressed to protect patient confidentiality:

- The last two digits of the ZIP code are suppressed if there are fewer than thirty patients in the ZIP code.
- The entire ZIP code and gender code are suppressed if the ICD-9-CM code indicates alcohol or drug use or an HIV diagnosis.
- Age is represented by 21 age group codes for the general patient population and 5 age group codes for the HIV and alcohol and drug use patient populations.

### **Workgroup Established for Implementation of HIPAA Operations**

In June of this year, health industry members of the Workgroup for Electronic Data Interchange (WEDI) established a new workgroup to address the implementation aspects of the HIPAA administrative simplification. This new workgroup, aptly named the Strategic National Implementation Process (SNIP), is an industry-based voluntary solution to practical issues of interpretation and workflow consistencies surrounding implementation of HIPAA. More succinctly stated, the purpose of the group is to “SNIP cost and to SNIP chaos in the administrative simplification”.

SNIPs goals are as follows:

- Learn from others’ experiences
- Coordinate schedules
- Consistently implement standards and codes
- Document best practices
- Serve as a resource
- Identify next steps for ambiguous situations.

SNIP expects to provide the following deliverables to the health care industry:

- A schedule for addressing transactions to the new standards
- Issues, decision and rationale recommendations for the health care industry
- Education opportunities.

SNIP hit the ground running and has made good progress toward an implementation strategy that can be followed on a national level. It has released several white papers, including one on security and privacy. Their plan to address transactions is as follows:

- Define a deployment plan,
- Get industry consensus,
- Consider inter-transaction dependencies, code sets / business implications (i.e., implement claim and remittance at the same time),
- Address inconsistencies between transactions,
- Address ambiguities in data requirements,
- Identify gaps between the implementation guide and the real world,
- Identify testing method(s)
  - What to test
  - How to avoid unnecessary or redundant testing
  - Standardized test plan,
- Identify beta testers
  - Learn from experiences
  - Capture issues
  - Improve test plan,
- Develop best practices.

Currently SNIP is working on a schedule for implementation of the transactions that all of the health industry can follow. This would allow for sequencing of transaction development, testing and implementation. Unlike Y2K implementation where each

entity could implement when ready, an entity cannot implement compliant transactions unless their trading partners are ready to accept the new transactions.

THCIC is looking to follow the SNIP guidelines and will track SNIPs progress toward an industry usable implementation plan. SNIP can be found at the WEDI website, [www.wedi.org](http://www.wedi.org) and can be reached via email at [snip@wedi.org](mailto:snip@wedi.org).

### **Training Texas Wide** *Communications*

THCIC will be hosting a training on Submission, Correction, and Certification of hospital data in January 2001. More information will follow once the meeting arrangements have been made.

Hospitals have requested regional trainings outside of the Austin area. All THCIC sponsored training is held in Austin. THCIC staff are able to travel throughout the state to conduct trainings if the hospitals absorb

their travel expenses. Commonwealth representatives can also be available on a contract basis. At the last training, it was suggested that hospitals from a particular region pool together and charge attendees a fee in order to pay for related expenses.

The Council is also looking into the availability to provide net meetings, which would eliminate the need to travel for training sessions. The requirements for net meetings would be access to the Internet.

### **Public Use Data File Release** *Communications*

As noted in the last Numbered Letter, the Council's Public Use Data File (PUDF), including data from approximately 400 hospitals, will be available in December. Purchasing instructions and other information about the data is available as links from page one of the THCIC web site. If you do not have access to the web, staff will fax it to you upon request.

## **Upcoming Meetings or Training**

**Data Submission, Correction, and Certification training:** January 2001. See page 3 of this newsletter.

**THCIC Board:** December 1, 2000. 1100 West 49<sup>th</sup> Street, Austin. Room M-739

*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.*

## **Upcoming Deadlines**

3<sup>rd</sup> quarter 1999 changes on certification files cut-off – November 9, 2000

3<sup>rd</sup> quarter 1999 certification letters due – December 1, 2000

**3<sup>rd</sup> quarter 2000** submission due – December 1, 2000

4<sup>th</sup> quarter 1999 certification files distributed – December 1, 2000

### **Questions?**

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# Texas Health Care Information Council

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November 27, 2000

Hospital Numbered Letter Volume 3 Number 17

## **PUDF Comment Problems**

### *Operational*

THCIC has completed compilation of the comments from hospitals for 1<sup>st</sup> and 2<sup>nd</sup> quarter 1999 that will be published with the initial Public Use Data File (PUDF). After reviewing the comments, THCIC found that several hospitals had included “confidential” statements that could lead to the identity of patients. Those hospitals were notified and the comments have been replaced. THCIC would like to reemphasize the importance of confidentiality when making comments for the PUDF.

Approximately 50% of all reporting hospitals certified 1<sup>st</sup> and 2<sup>nd</sup> quarter 1999 with comments. However, not all comments were submitted as directed to Commonwealth. All hospitals with missing comments were contacted and a request was made for the comments to be sent directly to THCIC in order for it to accompany the data in the PUDF. If any comments were not received, THCIC will insert the statement “Comments not received by THCIC” in the comment file for each hospital that did not respond.

Most of the hospitals missing comments thought faxing the comments was an option. Directions for submitting comments to Commonwealth are as follows: 1) upload the comments using the CertView Software or 2) download comments onto a diskette in ACSII text format. The headers THCIC ID, QUARTER #, and YEAR ##### must proceed the comments. This header is created by the CertView Software.

## **Migration to UB-92 version 6.0**

### *Operational*

Effective with services after Dec. 31<sup>st</sup>, 2000 (yes, next month) all claims submitted to HCFA must be submitted in version 6.0. The current THCIC rules allow claims to be submitted in version 6.0 or version 5.0 after Dec. 31<sup>st</sup>. Thus hospitals may continue to submit in version 5.0 after Dec. 31<sup>st</sup>.

Planned rule changes will require hospitals to submit in the UB version that is acceptable to HCFA at the time of submission or in the UB version that was in effect at the time the service was rendered. This means that submissions of data for all of 2000 can be submitted and resubmitted in version 5.0. But all data for services in 2001 must be in version 6.0.

THCIC recommends that hospitals migrate to version 6.0 for submissions of data to THCIC and not wait for rule changes. THCIC rule changes require only a 90 day notification period prior to implementation. Hospitals may face a difficult challenge in making a migration on a short notice. 6.0 data is due June 1, 2001 for reporting 1<sup>st</sup> quarter 2001.

#### Inside:

- Certification Comments
- Version 5.0 to 6.0
- Upcoming deadlines
- Suppression of Data
- PUDF sales

## **Hospital Timelines**

### *Operational*

December 1<sup>st</sup> will be one of the hospitals' busiest day of the year.

The calendar of events is as follows:

### **3<sup>rd</sup> quarter 1999 certification letters and comments are due on Dec. 1<sup>st</sup>.**

Certification letters are to be faxed to THCIC in Austin. Comments are to be sent electronically to Commonwealth via the mailbox or as an email attachment.

### **Cutoff for initial claims submission for 3<sup>rd</sup> quarter 2000 is Dec. 1<sup>st</sup>.**

**4<sup>th</sup> quarter 1999 certification files will be available Dec. 1<sup>st</sup>.** Files will be placed in hospitals' electronic mailboxes or mailed on CD/diskette.

## **Data Elements Not Available in First PUDF**

### *Communications*

Several data elements will not be available in the first release of the Public Use Data File (PUDF). These elements will be released as processes are put in place to assure the quality of the data. Data elements that will be made available in future releases are as follows:

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## **Public Use Data File Release**

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### Upcoming Meetings or Training

**Data Submission, Correction, and Certification training:** January 2001

**THCIC Board:** December 1, 2000. 1100 West 49<sup>th</sup> Street, Austin. Room M-739, 10:00 am

**HDD Committee:** December 1, 2000. 1100 West 49<sup>th</sup> Street, Austin. Room M-736, 8:00 am

*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.*

### Upcoming Deadlines

3<sup>rd</sup> quarter 1999 certification letters due – December 1, 2000

**3<sup>rd</sup> quarter 2000** submission due – December 1, 2000

4<sup>th</sup> quarter 1999 certification files distributed – December 1, 2000

#### Questions?

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