



Texas Health Care Information Collection - THCIC
Health Facilities Numbered Letter, Volume 26 Number 3
July 21, 2023

Important Notifications Below:

Please share with all staff supporting the THCIC data collection efforts.

Starting Certification Early

Alert: Facilities that have not self-generated a **new** Frequency of Error Report (FER) and Summary Report for the current reporting quarter should **never** select the "Start Certification" button.

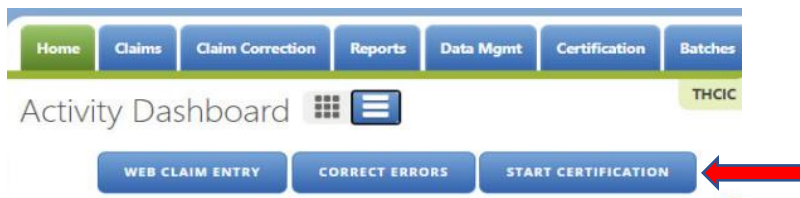
Only after a **new** FER and Summary Report have been generated, reviewed, and verified by the facility verifying that their quarterly data are 100% accurate and all monthly data have been submitted, may the facility choose to select the "Start Certification" button for the current reporting quarter.

Facilities are not required to "Start Certification" as this will be done automatically the day after the quarterly correction period ends.

Facilities should also save their FER and Summary Reports for the current quarter for at least 6 months as a security/verification measure and as proof that the data were corrected.

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Warning: Once the "Start Certification" button is selected, the facility can no longer make any Free data corrections or add any missing data for that quarter. Additional corrects or adding missing claims may be requested through System13 for a fee.

Certification Comments

1. Certification comments are only required if the quarterly data contains **uncorrected** errors.

NOTE: Please Do Not cut and paste the statute requirements into the Certification Comments.

2. Certification comments are now limited to 500 characters/spaces and should only be used to explain uncorrected errors.
3. If the data are 100% accurate, a Certification Comment is not required. It is not necessary to type in "No Comment".
4. Certification comments are publicly released as written by the facility. Use proper spelling and grammar.
5. Certification comments shall **never** include PII/PHI of a patient, physician, facility staff names, or any other proper name.
6. The Certification comment section should **not** be utilized as a "marketing tool" by the facility and should only reflect information specific to that quarter's data.
7. Certification comments are utilized as an instrument for data researchers when analyzing the data.

Quarterly Public **Inpatient** Certification Comments may be found at <https://www.dshs.texas.gov/texas-health-care-information-collection/health-data-researcher-information/texas-inpatient-public-use>

Quarterly Public **Outpatient** Certification Comments may be found at <https://www.dshs.texas.gov/texas-health-care-information-collection/health-data-researcher-information/texas-outpatient-public-use>

Data Error Help

Are you having issues with correcting data errors in our system? Send an email to thcichelp@dshs.texas.gov for assistance.

THCIC produces an **Appendices Document** that contains default codes for unknown SSN, unknown address, country codes, payer source codes, audit list, race/ethnicity documents, and other helpful information.

https://www.dshs.texas.gov/sites/default/files/thcic/hospitals/5010_InpatientandOutpatientAppendices.pdf

THCIC Training

THCIC provides free Webinar trainings on the data reporting processes that are required of all Texas hospitals, ASCs, and FEMCs.

Postings for Webinar dates may be viewed at:

<http://www.dshs.texas.gov/thcic/Training.shtm>

Signing up for training is limitless and refresher training is encouraged.

THCIC highly recommends and encourages all facility staff involved with the THCIC state data reporting to sign up for training. **Please feel free to request customized training for you and your staff!**

To attend the Webinar training(s) **or order a customized training**, please send inquiries to: thcichelp@dshs.texas.gov.

For help or general questions on Submission, Correction, and Certification please contact THCIC at: thcichelp@dshs.texas.gov

Upcoming Due Dates

Activity	Q1 2023	Q2 2023
Quarterly data submission - no later than	6/1/2023	9/1/2023
Error corrections completed - no later than (Free)	8/1/2023	11/1/2023
Facility certification files available	9/1/2023	12/1/2023
Certification/comments due - no later than	10/16/2023	1/16/2024

A schedule of **all** due dates may be found at:

<http://www.dshs.texas.gov/THCIC/datareportingschedule.shtm>

Videos for Troubleshooting

System13 has created several "You Tube" videos covering several topics on THCIC data reporting and data errors.

[Allowed File Upload formats](#)

[Claim Entry \(Manual Data Entry\) - How to enter claims](#)

[Claim Correction - How to correct errors](#)

[Explaining the THCIC Required Codes List](#)

[Institutional -vs- Professional format](#)

[Social Security Number \(SSN\), Race, And Ethnicity issues](#)

[Troubleshooting 837 Submission Files](#)

[Correcting Physician Errors](#)

[Diagnosis \(manifest\) codes, E-Code, and POA Errors](#)

[Patient Control Number Errors](#)

[How To Certify](#)

Did You Know?

- A new **FER** (Frequency of Error Report) should always be generated after data corrections have been made to ensure no errors were overlooked.
- A **Summary Report** should always be generated and reviewed each time data are submitted, and again after data corrections and before the certification phase begins.
- **Provider Primary Contacts** must always keep their Logins active. Failure to log in at least **every 60 days to reset your password** may cause a temporary deactivation of your account for security purposes.
- Your quarterly **certification "comments"** are **PUBLICLY** released as written. Use caution. You should **never** provide physician or patient identifying information in a certification comment.
- All Data Manager and Data Certifier login passwords MUST be reset every 60 days in our system and must never be shared.
- **Emailing of Personal Identifying Information (PII) or Sensitive Personal Information (SPI)**, even if the email is encrypted, it may not be protected by all systems the data may pass through.

Always contact the recipient first to inquire if emailing this type of information is acceptable.

- The **“Accept as is”** function in the data correction functionality **does not** correct an error. It only clears the notification of all the errors in the claim itself. The errors still count against the total accuracy rate in the **FER** unless it is properly corrected through the Correction Tab, or by submitting a corrected claim batch file through the system.

How to Reach Us

System13, Inc. (in Virginia)

Web site: <https://thcic.system13.com>

System13 Helpdesk

Monday-Friday, 8:00a – 5:00p (Central Time)

Phone: (888) 308-4953 or (434) 977-0000

Email: thcichelp@system13.com

THCIC (in Austin)

Web site: www.dshs.texas.gov/thcic

Email: thcichelp@dshs.texas.gov (Best way to contact THCIC)

Main phone: (512) 776-7261 (must leave a message)

THCIC Staff

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THCIC staff may be contacted by email at thcichelp@dshs.texas.gov

Past Newsletters

<https://www.dshs.texas.gov/texas-health-care-information-collection/health-data-researcher-information/texas-health-care-information>

Links to Forms and Documents

Patient Notification of Data Collection Form –

<https://www.dshs.texas.gov/sites/default/files/thcic/PatientNotificationofDataCollection.pdf>

Provider Contact Update Form -

<https://www.dshs.texas.gov/sites/default/files/thcic/hospitals/FacilityInformationRequest.pdf>

Submitter Contact Update Form –

<https://www.dshs.texas.gov/sites/default/files/thcic/SubmitterUpdateForm.pdf>

No Quarterly Data to Report Form -

<https://www.dshs.texas.gov/sites/default/files/thcic/hospitals/NoDataToReport.pdf>

Current Provider Contact List –

<https://www.dshs.texas.gov/sites/default/files/thcic/hospitals/FacilityList.xlsx>

Appendices Document –

https://www.dshs.texas.gov/sites/default/files/thcic/hospitals/5010_InpatientandOutpatientAppendices.pdf

Contains:

- Country Codes
- Default Values
- Race and Ethnicity documents
- Revenue Code Groupings used for Encounter File and PUDF
- Audit IDs and Audit Messages
- Payer Source Coding Guide
- Key Data Elements for matching INPATIENT claims
- Key Data Elements for matching OUTPATIENT claims

Data Reporting Schedule –

<https://www.dshs.texas.gov/THCIC/datareportingschedule.shtm>

Inpatient Reporting Requirements -

<https://www.dshs.texas.gov/texas-health-care-information-collection/facility-reporting-requirements/inpatient-data-reporting-requirements>

Outpatient and Emergency Department Reporting Requirements -

<https://www.dshs.texas.gov/texas-health-care-information-collection/facility-reporting-requirements/outpatient-data-reporting-requirements>

HCPCS Codes -

<https://www.dshs.texas.gov/sites/default/files/thcic/OutpatientFacilities/HPCS-Code-worksheet-for-2022.xlsx>

<https://www.dshs.texas.gov/sites/default/files/thcic/OutpatientFacilities/HPCS-Code-worksheet-for-2023.xlsx>