



Texas Health Care Information Collection - THCIC
Health Facilities Numbered Letter, Volume 29 Number 1
April 10, 2026

Please email any questions to thcichelp@dshs.texas.gov.

Important Notifications Below:

Please share with all staff supporting the THCIC data collection efforts including your Submitter Contact or vendor.

2026 HCPCS Codes

List of outpatient procedure codes that, if performed by a hospital or ASC, indicates the patient procedure requires submission under 25 TAC §§ 421.61- 421.68.

[2026 HCPC Codes](#)

Self-Pay and Charity Reporting

Facilities are required to report all charity and self-pay, if the patient service or procedure is collected by THCIC as written in Rule.

Facilities must also report both Institutional and Professional claims data, if applicable.

Troubleshooting Password Reset

Login Usernames must be **typed in** and not copy and pasted when requesting to reset your passwords. Users will **not** receive the password reset email if the Login Username is copy and pasted.

Login Password TIP

Many Primary Contacts/Data Managers, Data Users, and Submitter Contacts have had their accounts locked or disabled due to an expired password.

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Passwords are required to be changed every 60-days.

THCIC suggests a reminder be placed on your work calendar for 59 or 60-days from the date your password is changed.

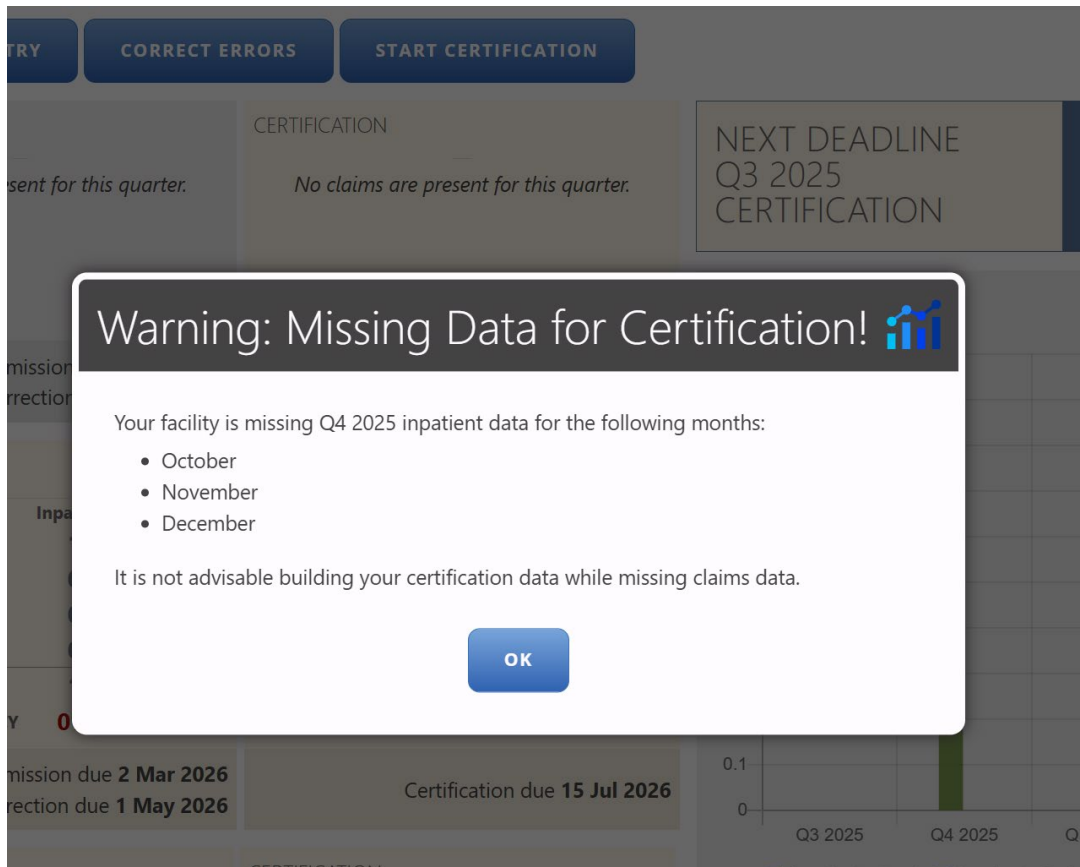
Facility Primary Contacts/Data Managers that do not wish to change their login passwords should have the facility CEO assign a new Primary Contact by completing and returning the THCIC Facility form available at [Facility Contact Form](#).

Submitter Contact updates should use [Submitter Contact Update Form](#).

Starting Certification Early (EOD)?

STOP! Before starting a quarterly Certification process, you MUST generate a [new](#) Frequency of Error Report (FER) to verify all claim counts for the quarter (all three months) have been submitted and are 100% error free. Only a new FER can verify this.

Starting Certification prevents adding forgotten or unreported quarterly claims and/or correcting data errors unless a fee is paid (aka "regen").



Certification Comment Caution

All certification comments written by your facility are released **publicly**. Comments should be written as if you are releasing a statement about your quarterly dataset to the **media**.

Certification comments are required if your C12 report indicates uncorrected errors.

Comments are not required if your data is 100% accurate according to the quarterly Certification Report.

The following phrases are **NOT** a certification comment:

- "Accept as is"
- "Certified" or "Certified Q# YYYY"
- "No comment" or "No comment needed"
- "Reviewed"
- "Certified by..."
- "Missed correction due date"

If your facility does not correct the certification errors, it MUST "Certify with a Comment" before the certification due date.

- 1) Certification Comments must include:
 - a. The type of uncorrected data errors; and
 - b. Why corrections were not completed.
- 2) The comment must be adequately written for public release (no Personal Identifiable Information (PII) written in the comment).
Note: Comments are released to the Public as written.
- 3) DO NOT list any patient or physician identifying information or facility staff names in the Certification Comment.

Who are your Assigned Contacts?

A listing of current assigned contact may be found at [Current Reporting Facilities](#).

Patient Sex Code Clarification

For THCIC data collection and research purposes, when reporting a patient **Sex Code**, it is defined as the patient's "biological sex assignment at birth".

THCIC Training

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

Postings for online training dates may be viewed at:

<https://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 at no cost!**

To attend the online 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

| Activity | Q3 2025 | Q4 2025 | Q1 2026 |
|---|--------------------|---------|----------|
| Quarterly data submission due no later than | 12-1-25 | 3-2-26 | 6-1-26 |
| Free Error correction ends | 2-2-26 | 5-1-26 | 8-3-26 |
| Facility certification files available by | 3-2-26 | 6-1-26 | 9-1-26 |
| Certification/comments due no later than | 4-15-26 | 7-15-26 | 10-15-26 |

The THCIC **Reporting Schedule** for **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 Frequency of Error Report (**FER**) 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.
- **Facility Primary Contacts/Data Managers** must always keep their Logins active. Failure to log in at least **every 60 days to change your password** may cause a temporary deactivation of your account for security purposes. **Data Manager Logins may never be shared.**
- All Data User, Data Certifier, and Submitter login passwords **MUST** be changed every 60 days in our system. Failure to change login passwords will result in the disabling of the account.
- Your quarterly **certification "comments"** are **PUBLICLY** released as written. Use caution. You should **never** provide physician or patient identifying information in a certification comment.
- **Emailing of Personal Identifying Information (PII) or Sensitive Personal Information (SPI)**, even if the email is encrypted, 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 Support Team

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

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

Links to Forms and Documents

Past Newsletters

[THCIC Newsletters](#)

Patient Notification of Data Collection Form

[Patient Notification of Data Collection \(English\)](#)

[Patient Notification of Data Collection \(Spanish\)](#)

Facility Contact Update Form

[Facility Contact Form](#)

Who are the Facility Contacts?

[Current Reporting Facilities](#)

Submitter Contact Update Form

[Submitter Contact Update Form](#)

No Quarterly Data to Report Form

[No Quarterly Data to Report Form](#)

Appendices Document

[Inpatient and Outpatient Appendices](#)

Contains default codes, payer source codes, audit list, race/ethnicity documents, and other helpful information.

Data Reporting Schedule

[Reporting Schedule](#)

Inpatient Reporting Requirements (Hospitals)

[Rule for Collection and Release of Hospital Discharge Data](#)

[Inpatient Technical Specifications](#)

Outpatient Reporting Requirements (Hospitals and ASCs)

[Rule for Collection and Release of Outpatient Surgical and Radiological Procedures at Hospitals and Ambulatory Surgical Centers](#)

[Outpatient Institutional Technical Specifications](#)

[Outpatient Professional Technical Specifications](#)

Emergency Data Reporting (Hospital, FEMC)

[Rule for Collection and Release of Hospital and Freestanding Emergency Medical Centers Outpatient Emergency Room Data](#)

[Outpatient Institutional Technical Specifications](#)

HCPCS Codes

[Service and Procedure Categories and related HCPCS Codes 2025](#) This is the list of outpatient procedure codes that, if performed by a hospital or ASC, indicates the patient claim requires submission for 2025 under 25 TAC §§ 421.61-421.68.

Please report any broken links to THCIC at thcichelp@dshs.texas.gov