



TEXAS
Health and Human
Services

**Texas Department of State
Health Services**

Outpatient Submitter

Revised January 2025

Background Information



- ✓ Chapter 108 of the Texas Health and Safety Code established and authorizes THCIC to collect and report on Inpatient/inpatient discharge data.

✓ <http://www.statutes.legis.state.tx.us/Docs/HS/word/HS.108.doc>

✓ <http://www.statutes.legis.state.tx.us/Docs/HS/pdf/HS.108.pdf>



THCIC Rules



Title 25. Health Services



Subchapter A – Collection and Release of Hospital Discharge Data



Subchapter D – Collection and Release of Inpatient Surgical and Radiological Procedures at Hospitals and Ambulatory Surgical Centers









[http://texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC?tac_view=4&ti=25&pt=1&ch=421](http://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=4&ti=25&pt=1&ch=421)






Outpatient Upload / Submitter

AGENDA



-  Submitting Data Submitter/ Upload 5010
 -  Getting a Submitter ID (SUB***)
 -  Data Reporting Schedule
 -  Logging into the System as a submitter
 -  Submitting your data
 -  Encounter on Demand (EOD)

Getting a Submitter ID

-  Before a user can submit Outpatient/ inpatient data via 5010 file format the user must be registered with System I 3.
-  Facilities must test their data submission with System I 3 before data can be submitted.
-  The user must register with System I 3 at [https://thcic.system I 3.com/enrollments](https://thcic.systemI3.com/enrollments)

THCIC System

System13, Inc. / THCIC Web - Windows Internet Explorer


https://thcic.system13.com/user_session/new

File Edit View Favorites Tools Help

Convert Select

Favorites System13, Inc. / THCIC Web

Log into the System13 system at
<https://thcic.system13.com>

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THCIC Support Center

[Problems Logging In?](#)

USERNAME:

PASSWORD:

SIGN IN

For security reasons your session will be terminated after 40 minutes of inactivity.

ENROLLMENTS **REPORTING SCHEDULE**



Requesting a Submitter ID



Request Access



ORGANIZATIONS WHO SUBMIT FOR MULTIPLE PROVIDERS:

Enroll as a submitter only once. List ALL providers that you submit for at the bottom of this page. If you submit for more than 15 hospitals please contact the THCIC Help Desk at 888-308-4953.

ORGANIZATIONS WHO SUBMIT FOR THEMSELVES:

Enroll your facility as the submitter. List (as the Primary Contact) the person in your facility responsible for submitting claim data.

TO UPDATE EXISTING SUBMITTER INFORMATION:

If you already have a submitter id and would like to update the contact information, you should instead fill out the [Submitter Information Change Request Form](#).

Submitter Information

BUSINESS NAME *

STREET ADDRESS 1 *

STREET ADDRESS 2

CITY *

STATE *

ZIPCODE *

Primary Contact

NAME *

Enroll as a submitter only once. A user can list up to 15 providers that the user will submit data for. If the user will submit for more than 15 providers, the user will have to contact System 13 directly to complete that request.

Providers that will submit for themselves using a 5010-file upload, must have a submitter ID.

The user must contact System 13 before starting to test data.

If the submitter contact person needs to be updated, please contact System 13 directly.

PROVIDER NAME

Data Reporting Schedule



When are my submissions due?



Texas Department of State Health Services

The complete data reporting schedule is available at <https://www.dshs.texas.gov/texas-health-care-information-collection/facility-reporting-requirements/data-reporting-schedule>

Home / Texas Health Care Information Collection / Facility Reporting Requirements / Data Reporting Schedule

Data Reporting Schedule

Center for Health Statistics

Texas Health Care Information Collection Center for Health Statistics

Facility Reporting Requirements

Public Use Data File (PUDF) Inpatient
Free Download

Revenue Codes

Inpatient Data Reporting Requirements

Outpatient Data Reporting
Requirements

Activity	Q2 2024	Q3 2024	Q4 2024	Q1 2025	Q2 2025	Q3 2025	Q4 2025	Q1 2026
Cutoff for initial submission	9-3-24	12-2-24	3-3-25	6-2-25	9-2-25	12-1-25	3-2-26	6-1-26
Cutoff for corrections	11-1-24	2-3-25	5-1-25	8-1-2025	11-3-25	2-2-26	5-1-26	8-3-26
Facilities retrieve certification files	12-2-24	3-3-25	6-2-25	9-2-2025	12-1-25	3-2-26	6-1-26	9-1-26
Certification/ comments due	1-15-25	4-15-25	7-15-25	10-15-25	1-15-26	4-15-26	7-15-26	10-15-26

The reporting schedule is a rule driven schedule, under [Chapter 421](#), Title 25, Part 1 of the Texas Administrative Code, Subchapter D, [RULE §421.66](#). The due dates are either the 1st or the 15th of the month, if these dates are on a weekend or state observed holiday, the data is due the next business day.



Texas Department of State Health Services

Initial Submission Due Dates

Data Reporting Schedule

Texas Health Care Information Collection Center for Health Statistics

Activity	Q2 2024	Q3 2024	Q4 2024	Q1 2025	Q2 2025	Q3 2025	Q4 2025	Q1 2026
Cutoff for initial submission	9-3-24	12-2-24	3-3-25	6-2-25	9-2-25	12-1-25	3-2-26	6-1-26
Cutoff for corrections	11-1-24	2-3-25	5-1-25	8-1-2025	11-3-25	2-2-26	5-1-26	8-3-26
Facilities retrieve certification files	12-2-24	3-3-25	6-2-25	9-2-2025	12-1-25	3-2-26	6-1-26	9-1-26
Certification/ comments due	1-15-25	4-15-25	7-15-25	10-15-25	1-15-26	4-15-26	7-15-26	10-15-26

The reporting schedule is a rule driven schedule, under [Chapter 421](#), Title 25, Part 1 of the Texas Administrative Code, Subchapter D, [RULE §421.66](#). The due dates are either the 1st or the 15th of the month, if these dates are on a weekend or state observed holiday, the data is due the next business day.



THCIC System

Log into the System13 system at <https://thcic.system13.com>

system13
Making technology your best friend.

THCIC Support Center

[Problems Logging In?](#)

USERNAME:

PASSWORD:

SIGN IN

For security reasons your session will be terminated after 40 minutes of inactivity.

ENROLLMENTS **REPORTING SCHEDULE**



Log In the System as a Submitter


System13, Inc. / THCIC Web - Windows Internet Explorer

https://thcic.system13.com/user_session/new

File Edit View Favorites Tools Help

★ Favorites | ★ THCIC Testing | NPI | Qwest Training | Suggested Sites | THCIC | THCIC Training | THCIC Trainer | Get more Add-ons | Webpage Login | System13, Inc. - THCIC Web

System13, Inc. / THCIC Web

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THCIC Support Center

[Problems Logging In?](#)

USERNAME:

PASSWORD:

SIGN IN

For security reasons your session will be terminated after 40 minutes of inactivity.

ENROLLMENTS **REPORTING SCHEDULE**

Put in THCIC Submitter username and password. Click 'sign in'.



Security Notice

System13, Inc. / THCIC Web x +

thcic.system13.com/login#confirm

system13

Security Notice

This is not a public use Web Site.

- This information system is operated under the direction of the Texas Health Care Information Council in accordance with the Texas Health and Safety Code, chapter 108, and Title 25 of the Texas Administrative Code, Chapter 421.
- Access requires the explicit consent of the Texas Department of State Health Services.
- All activities on this web site, including attempted access, are monitored and recorded.
- Anyone accessing this web site expressly consents to such monitoring and recording. This information will be provided to law enforcement agencies to pursue criminal prosecution if monitoring reveals evidence of criminal activity.
- This web site uses a computer security system that is designed to prevent unauthorized access. Unauthorized use of the system or data is a violation of Texas and United States laws.
- Authorized users of this system are reminded of their individual and organizational requirements to safeguard all confidential data.

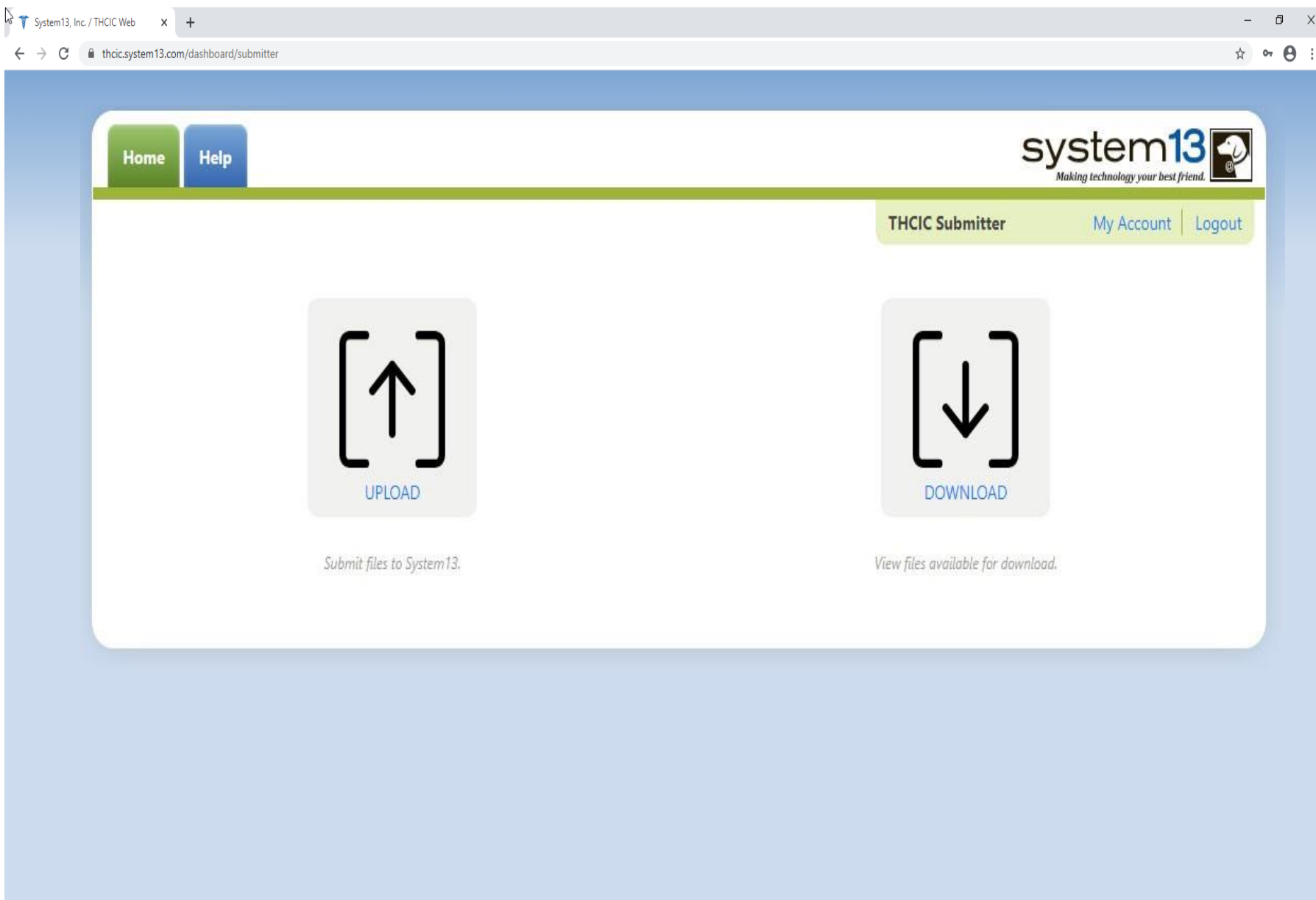
I am an authorized user and I understand and accept the requirements stated in this notice.

ACCEPT DECLINE

A facility must accept the security notice and access to the database will be provided. If a facility declines this notice, access will not be granted to the database.



Submitter Home Page



Submitter Home Page – Tab



TEXAS
Health and Human
Services

Texas Department of State
Health Services

[Home](#)[Help](#)

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THCIC Submitter [My Account](#) [Logout](#)

THCIC Support Center

Online Help & Resources

TRAINING MATERIALS

Claim Entry
[Inpatient](#)
[Outpatient](#)

Claim Correction
[Inpatient](#)
[Outpatient](#)

Submitter
[Inpatient](#)
[Outpatient](#)

Reports
[Inpatient](#)
[Outpatient](#)

Certification
[Inpatient](#)
[Outpatient](#)

LICENSED CONTENT

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SEARCH AND LOOKUPS

- [NPI Registry lookup](#)
- [Board of Medical Examiners: \(Search for State License #\)](#)
- [Podiatric Medical Examiners](#)
- [Dental Examiners](#)
- [Roster of documented midwives in Texas](#)

SUPPORT VIDEOS


- [What type of claim data files can be uploaded to System13?](#)
- [Understanding and troubleshooting 837 files](#)
- [Institutional -vs- Professional claim formats](#)
- [Common errors in SSN, Race, and Ethnicity](#)
- [Common errors in Diagnosis Codes, E-Codes and POA's](#)
- [Resolving PCN-Patient Control Number errors](#)
- [Explaining the THCIC Required Codes lists](#)
- [Common errors with Physician Information](#)
- [WebClaim - How to enter claims](#)
- [WebCorrect - How to correct claims](#)

FREQUENTLY ASKED QUESTIONS

How can I change my password?
If you want to change your password, visit your [user account page](#).

How do I update the Certifier Name?
You will need to fill out a form.

NEED MORE HELP? CONTACT HELP DESK



[Home](#)[Claims](#)[Claim Correction](#)[Reports](#)[Data Mgmt](#)[Certification](#)[Batches](#)[Help](#)

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THCIC Trainee 1 000006 [User Management](#) [My Account](#) [Logout](#)

THCIC Support Center

Online Help & Resources

CONTACT US

System13
Help Desk: 888-308-4953
Phone: 434-977-0000
Fax: 434-979-1047
Address:
1648 State Farm Blvd.
Charlottesville VA 22911

Preston Morris, Owner
Lynn Goyme, VP

THCIC
Phone: 512-776-7261 and ask for THCIC staff
Email: thcichelp@dshs.texas.gov
Site: <https://www.dshs.texas.gov/texas-health-care-information-collection>

Other Features - My Account Password Update/Change



The screenshot shows the 'system13' web application interface. At the top, there is a navigation bar with links: Home, Claims, Claim Correction, Reports, Data Mgmt, Certification, Batches, and Help. On the right, the 'system13' logo is displayed with the tagline 'Making technology your best friend.' Below the navigation bar, the user's name 'Joe Jamason (th999999z)' is shown, along with a password expiration notice: 'Your password will expire on: 01/13/2025 (approximately 2 months from today)'. A 'Configure MFA Settings' link is highlighted with a blue arrow. To the right of this link, a text box states: 'The user must use the Multi-Factor Authentication (MFA) settings to set their password. The following pages will discuss the new process.' Below the MFA link, there are three password update sections: 'CURRENT PASSWORD', 'CHANGE PASSWORD', and 'PASSWORD CONFIRMATION'. Each section has a text input field and a red error message: 'Current password cannot be blank.', 'New password cannot be blank.', and an empty field for confirmation. At the bottom left, there are 'UPDATE' and 'CANCEL' buttons. On the right side of the page, there is a 'My Account' link with an orange arrow pointing to it, and a 'Logout' link. Below these links, there are three sections: 'PASSWORDS MUST:', 'PASSWORDS MUST NOT:', and 'PASSWORD NOTES:'. The 'PASSWORDS MUST:' section lists requirements: expire and be changed every 60 days, be at least 8 characters long, contain at least 1 alpha, 1 numeric, and 1 special character, contain uppercase and lowercase letters, and begin and end with a letter. The 'PASSWORDS MUST NOT:' section lists restrictions: be reused for 1 year, contain username, contain letter or number sequences greater than 2, and repeat characters more than twice in a row. The 'PASSWORD NOTES:' section provides additional context: 1. Within this application, the following is defined as the set of Special Characters: ! @ # \$ % ^ & * ? _ ~ -; 2. Here are some examples of a letter or number sequence greater than 2: 'abc', '123', '4567', 'ghijk'; 3. Here are some examples of a letter, number, or sequence that is repeated more than twice: 'aaa' (2-letter repetition), '111' (2-number repetition), 'abcabc' (letter sequence repetition), '123123' (number sequence repetition).

Home Claims Claim Correction Reports Data Mgmt Certification Batches Help

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My Account Logout

Joe Jamason (th999999z)
Your password will expire on: 01/13/2025
(approximately 2 months from today)

Configure MFA Settings

CURRENT PASSWORD

Current password cannot be blank.

CHANGE PASSWORD

New password cannot be blank.

PASSWORD CONFIRMATION

UPDATE CANCEL

PASSWORDS MUST:

- expire and be changed every 60 days
- be at least 8 characters long
- contain at least 1 alpha, 1 numeric, and 1 special character
- contain uppercase and lowercase letters
- begin and end with a letter

PASSWORDS MUST NOT:

- be reused for 1 year
- contain username
- contain letter or number sequences greater than 2
- repeat characters more than twice in a row

PASSWORD NOTES:

1. Within this application, the following is defined as the set of Special Characters: ! @ # \$ % ^ & * ? _ ~ -
2. Here are some examples of a letter or number sequence greater than 2: 'abc', '123', '4567', 'ghijk'
3. Here are some examples of a letter, number, or sequence that is repeated more than twice: 'aaa' (2-letter repetition), '111' (2-number repetition), 'abcabc' (letter sequence repetition), '123123' (number sequence repetition)

Multi-Factor Authentication (MFA) Configuration

Multi-Factor Authentication Configuration

Joe Jamason (th999999z)

Select how you will obtain your 6-digit code:

☒ Email (default)

☐ Authenticator Application (recommended)

SAVE

CANCEL

The configuration page will be presented to all users upon the first time they login.

Email: Will send your code via Email, this is the easier option and does not require additional update.

Authenticator App: Requires an App where your 6-digit code will cycle every 30 seconds. This will help if your facilities email filter takes too long for email.

Details and Instructions for both settings are available to read under the "Instructions".

INSTRUCTIONS

You need to select by which means you will receive your 6-digit code when confirming your identity.

Email:

This is the default option, and easiest to manage. By selecting this method the application will send you a 6-digit code to the email address associated to your account: schambers@system13.com

With this option selected, click 'Save', and then check your Inbox. You should receive an email with your 6-digit code. This will be done every time you log into the application. On the next page, you will have an opportunity to enter the 6-digit code. For security purposes, the code in the email is only valid for 5 minutes. You will have the option to select 'Resend Code' to request a new code, if needed.

Authenticator Application:

This is the recommended option, but involves the use of another application, typically installed on your smartphone, to provide the 6-digit codes you will need when confirming your identity.

With this option selected, scan the QR Code on the next page in your Authenticator Application of choice. Once the new account is added in that application you will see a 6-digit code, and a count down; these codes are only valid for 30-seconds at a time.

Now, click 'Save' and enter the 6-digit code presented in the Authenticator application on the resulting page.

MFA Configuration – Email

Email: Is the default and is easier to manage. You will be sent a 6 -digit code to the email address associated to the user's account. Once the code is sent it will be valid for 5 minutes. You will have the option to resend a new code.

Multi-Factor Authentication Configuration

Joe Jamason (th999999z)

Select how you will obtain your 6-digit code:

- ☒ Email (default)
☐ Authenticator Application (recommended)

SAVE **CANCEL**

Upon logging in you will receive an email from System I 3 Production Notifier. The email will have your username as well as your one-time code. You will also be able to see the facility and it's ID number on the email.

You can either copy and paste the code from the email or type the code. Once the code is there you will need to “click” the verify button.

Once verified you will be presented with the homepage.

INSTRUCTIONS

You need to select by which means you will receive your 6-digit code when confirming your identity.

Email:

This is the default option, and easiest to manage. By selecting this method the application will send you a 6-digit code to the email address associated to your account: schambers@system13.com

With this option selected, click 'Save', and then check your inbox. You should receive an email with your 6-digit code. This will be done every time you log into the application. On the next page, you will have an opportunity to enter the 6-digit code. For security purposes, the code in the email is only valid for 5 minutes. You will have the option to select 'Resend Code' to request a new code, if needed.

Authenticator Application:

This is the recommended option, but involves the use of another application, typically installed on your smartphone, to provide the 6-digit codes you will need when confirming your identity.

With this option selected, scan the QR Code on the next page in your Authenticator Application of choice. Once the new account is added in that application you will see a 6-digit code, and a count down; these codes are only valid for 30-seconds at a time.

Now, click 'Save' and enter the 6-digit code presented in the Authenticator application on the resulting page.

Log In the System (Email)

Upon logging in you will receive an email from System13 Production Notifier.

The email will have your username as well as your one-time code. You will also be able to see the facility and it's ID number on the email.

You can either copy and paste the code from the email or type the code. Once the code is there you will need to “click” the verify button.

Once verified you will be presented with the homepage.

Confirm Your Identity

Joe Jamason (*th999999z*)

Enter your 6-digit code:

VERIFY

RESEND CODE

Release 12.2.0-alpha.mfa

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🗑️

⋮

THCIC HCDCS Account Sign In: Confirm Your Identity

Inbox x

No

System13 Acceptance Notifier

<noreply@system13.com>

to me ▾

Please Confirm Your Identity

Dear Joe Jamason:

To complete the login process for your **th999999z** account, enter this one-time code to confirm your identity:

839620

Please use caution and do not forward or share this information with any unknown third party. To help protect your privacy, this code will expire within 5 minutes.

Neither THCIC nor System13 will call you and ask you for this code, nor will we ask you for a password. Please report any suspicious activity.

Thank you.

-- THCIC/System13 Support

Organization Information:

- Facility Name: Big 'Ole Hospital
- Facility Identifier: 999999

↩ Reply

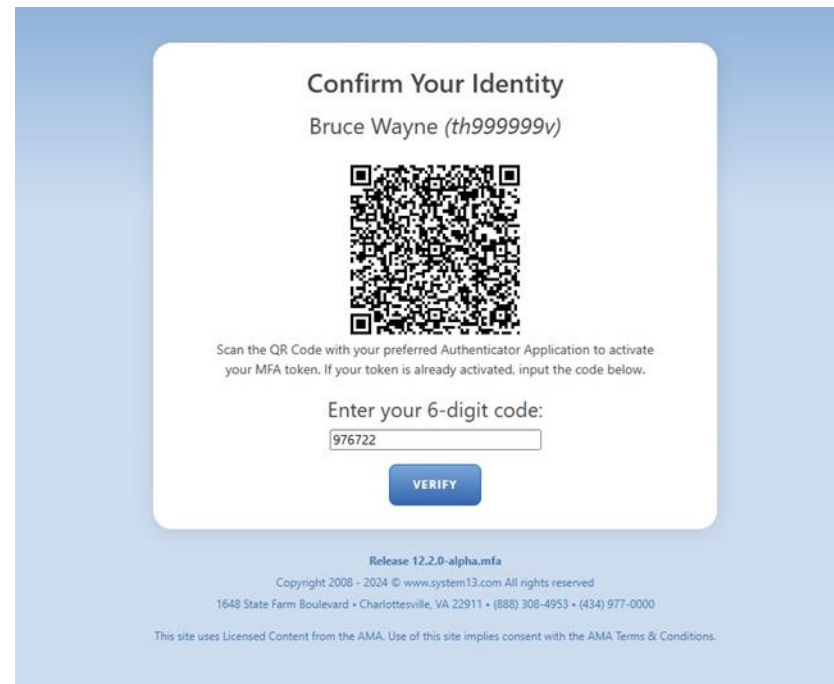
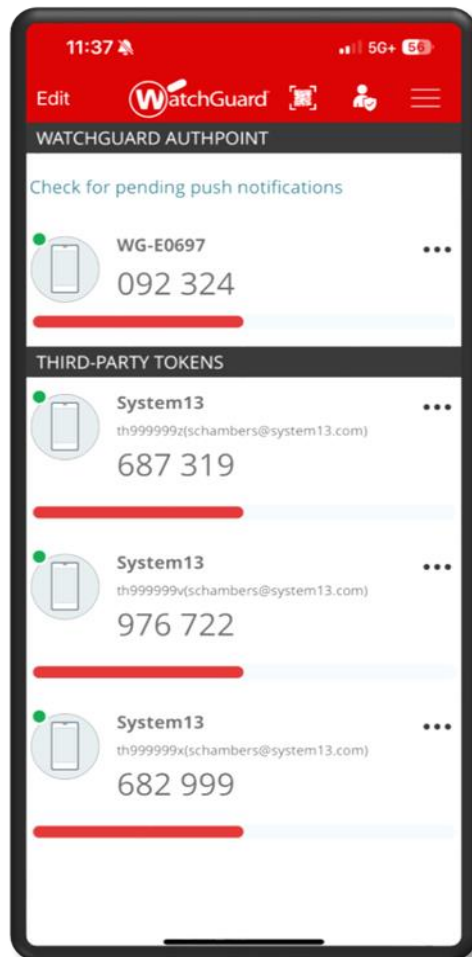
➡ Forward

Log In the System (Auth App)

When challenged for your 6-digit code, you will need to look for the code in your authenticator app.

(Remember this code changes every 30-seconds.)

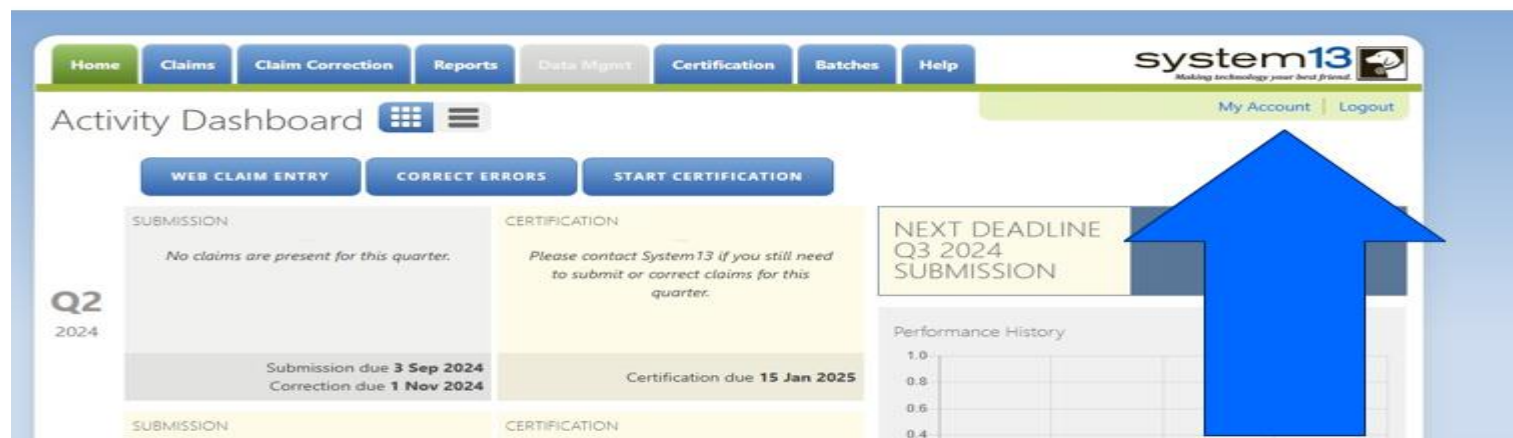
For users with multiple accounts your username will be over/under the code that you are looking for.





Updating MFA Settings

To change your MFA settings, you will need to go to “My account”.



Then click “Configure MFA Settings”.

For Authenticator Application you will need an Authenticator App on your smartphone to provide the 6-digit code. The codes on your app will only be valid for 30- seconds at a time.

Joe Jamason (th999999z)
Your password will expire on: 01/13/2025
(approximately 2 months from today)
[Configure MFA Settings](#)

CURRENT PASSWORD

Current password cannot be blank.

CHANGE PASSWORD

New password cannot be blank.

PASSWORD CONFIRMATION

PASSWORDS MUST:

- expire and be changed every 60 days
- be at least 8 characters long
- contain at least 1 alpha, 1 numeric, and 1 special character
- contain uppercase and lowercase letters
- begin and end with a letter

PASSWORDS MUST NOT:

- be reused for 1 year
- contain username
- contain letter or number sequences greater than 2
- repeat characters more than twice in a row

PASSWORD NOTES:

1. Within this application, the following is defined as the set of Special Characters: ! @ # \$ % ^ & * ? _ ~ -
2. Here are some examples of a letter or number sequence greater than 2: 'abc', '123', '4567', 'ghijk'
3. Here are some examples of a letter, number, or sequence that is repeated more than twice: 'aaa' (2-letter repetition), '111' (2-number repetition), 'abcabc' (letter sequence repetition), '123123' (number sequence repetition)



Updating MFA Settings

To update the MFA settings, click the preferred settings then click save.

Multi-Factor Authentication Configuration

Joe Jamason (th999999z)

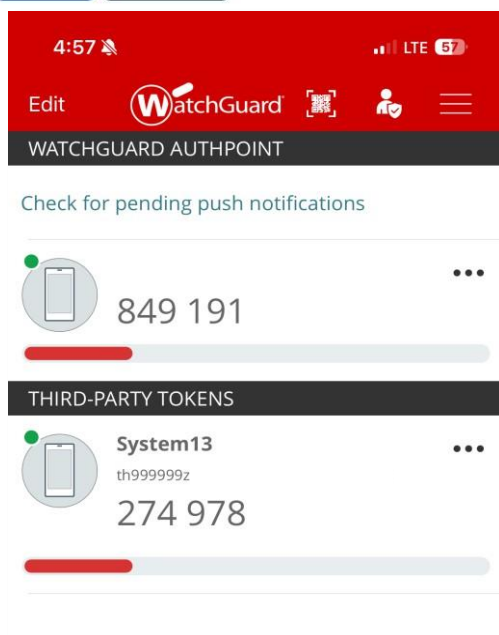
Select how you will obtain your 6-digit code:

☐ Email (default)

☒ Authenticator Application (recommended)

SAVE

CANCEL



INSTRUCTIONS

You need to select by which means you will receive your 6-digit code when confirming your identity.

Email:

This is the default option, and easiest to manage. By selecting this method the application will send you a 6-digit code to the email address associated to your account: *schambers@system13.com*

With this option selected, click 'Save', and then check your Inbox. You should receive an email with your 6-digit code. This will be done every time you log into the application. On the next page, you will have an opportunity to enter the 6-digit code. For security purposes, the code in the email is only valid for 5 minutes. You will have the option to select 'Resend Code' to request a new code, if needed.

Authenticator Application:

This is the recommended option, but involves the use of another application, typically installed on your smartphone, to provide the 6-digit codes you will need when confirming your identity.

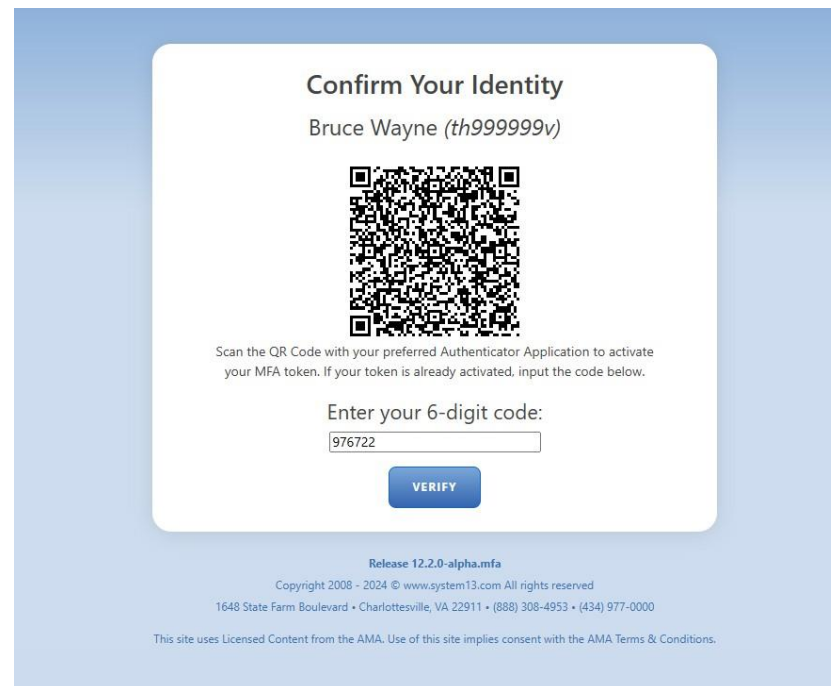
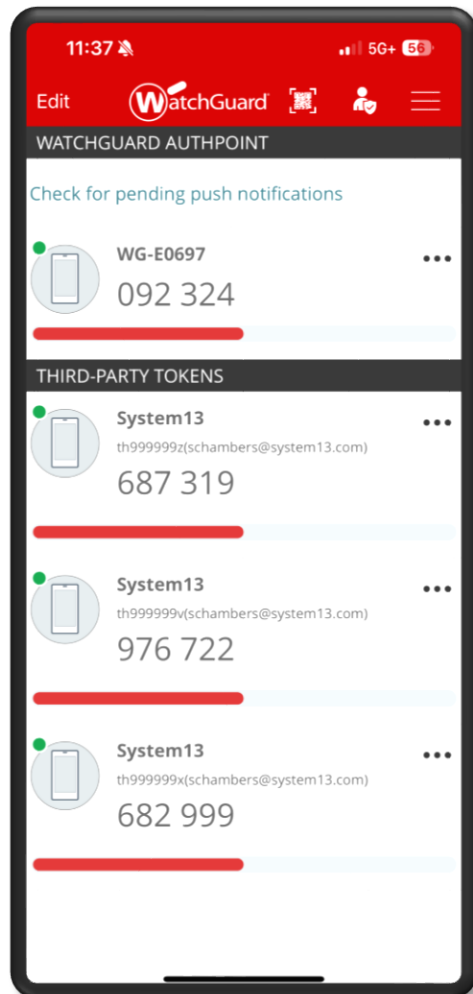
With this option selected, scan the QR Code on the next page in your Authenticator Application of choice. Once the new account is added in that application you will see a 6-digit code, and a count down; these codes are only valid for 30-seconds at a time.

Now, click 'Save' and enter the 6-digit code presented in the Authenticator application on the resulting page.

Log In the System (Auth APP)

When challenged for your 6-digit code, you will need to look for the code in your authenticator app. (Remember this code changes every 30-seconds.)

For users with multiple accounts your username will be over/under the code that you are looking for.



Troubleshooting the MFA Process

If the email code is not being received, double check that the email that was entered is correct.

Please only use one Authentication APP.

Make sure that you only have that specific login on your app once.

Double check the username on the app/email and the username for the site.

More information about this process can be in the THCIC numbered letter, Volume 27, number 5 available at

<https://www.dshs.texas.gov/sites/default/files/thcic/hospitals/numberedletters/2024/Vol27No5.pdf>

Issues with the MFA process, please contact System I 3 at 888-308-4953 or email thcichelp@system13.com.



Other Features - Logout

The screenshot shows a web browser window with the URL `thcic.system13.com/dashboard/submitter`. The page features a navigation bar with 'Home' and 'Help' buttons on the left, and 'THCIC Submitter', 'My Account', and 'Logout' links on the right. The 'Logout' link is highlighted with an orange arrow. Below the navigation bar, there are two large buttons: 'UPLOAD' (with an upward arrow icon) and 'DOWNLOAD' (with a downward arrow icon). Below these buttons are the instructions 'Submit files to System13.' and 'View files available for download.' respectively. At the bottom of the page, there is a link that says 'What data formats does System13 accept?'.

System13, Inc. / THCIC Web

thcic.system13.com/dashboard/submitter

Home Help

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THCIC Submitter My Account Logout

UPLOAD

Submit files to System13.

DOWNLOAD

View files available for download.

What data formats does System13 accept?


To logout the system click 'Logout'.



Other Features - Logout

System13, Inc. / THCIC Web x +

thcic.system13.com/dashboard/submitter

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Making technology your best friend.

THCIC Support Center

[Problems Logging In?](#)

USERNAME:

PASSWORD:

SIGN IN

For security reasons your session will be terminated after 40 minutes of inactivity.

ENROLLMENTS **REPORTING SCHEDULE**

You will be immediately logged out the system. There will be no verification to log you out of the system.



Inactivity

System13, Inc. / THCIC Web - Windows Internet Explorer


https://thcic.system13.com/user_session/new

File Edit View Favorites Tools Help

★ Favorites | ★ THCIC Testing | NPI | Qwest Training | Suggested Sites | THCIC | THCIC Training | THCIC Trainer | Get more Add-ons | Webpage Login | System13, Inc. - THCIC Web

System13, Inc. / THCIC Web

Your session has timed out. Please log back into the application. X

system13 
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THCIC Support Center

[Problems Logging In?](#)

USERNAME:

PASSWORD:

SIGN IN

For security reasons your session will be terminated after 40 minutes of inactivity.

ENROLLMENTS **REPORTING SCHEDULE**

Forty minutes of inactivity log you out of the system, You will be immediately returned to the login screen.



Submitter Home Page

System13, Inc. / THCIC Web x +

thcic.system13.com/dashboard/submitter

Home Help

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THCIC Submitter My Account Logout

UPLOAD

Submit files to System13.

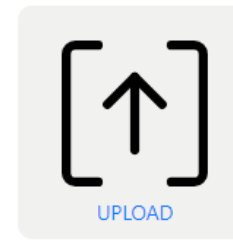
DOWNLOAD

View files available for download.

What data formats does System13 accept?

Submitter Home Page

Click Upload/Download



System13, Inc. / THCIC Web x +

thcic.system13.com/dashboard/submitter

Home

Uploads allows the user to upload 5010 formatted file for batch submission.

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Making technology your best friend.

THCIC Submitter My Account Logout

UPLOAD

Submit files to System13.

What data formats does System13 accept?

Link to a YouTube video regarding the formats accepted.

DOWNLOAD

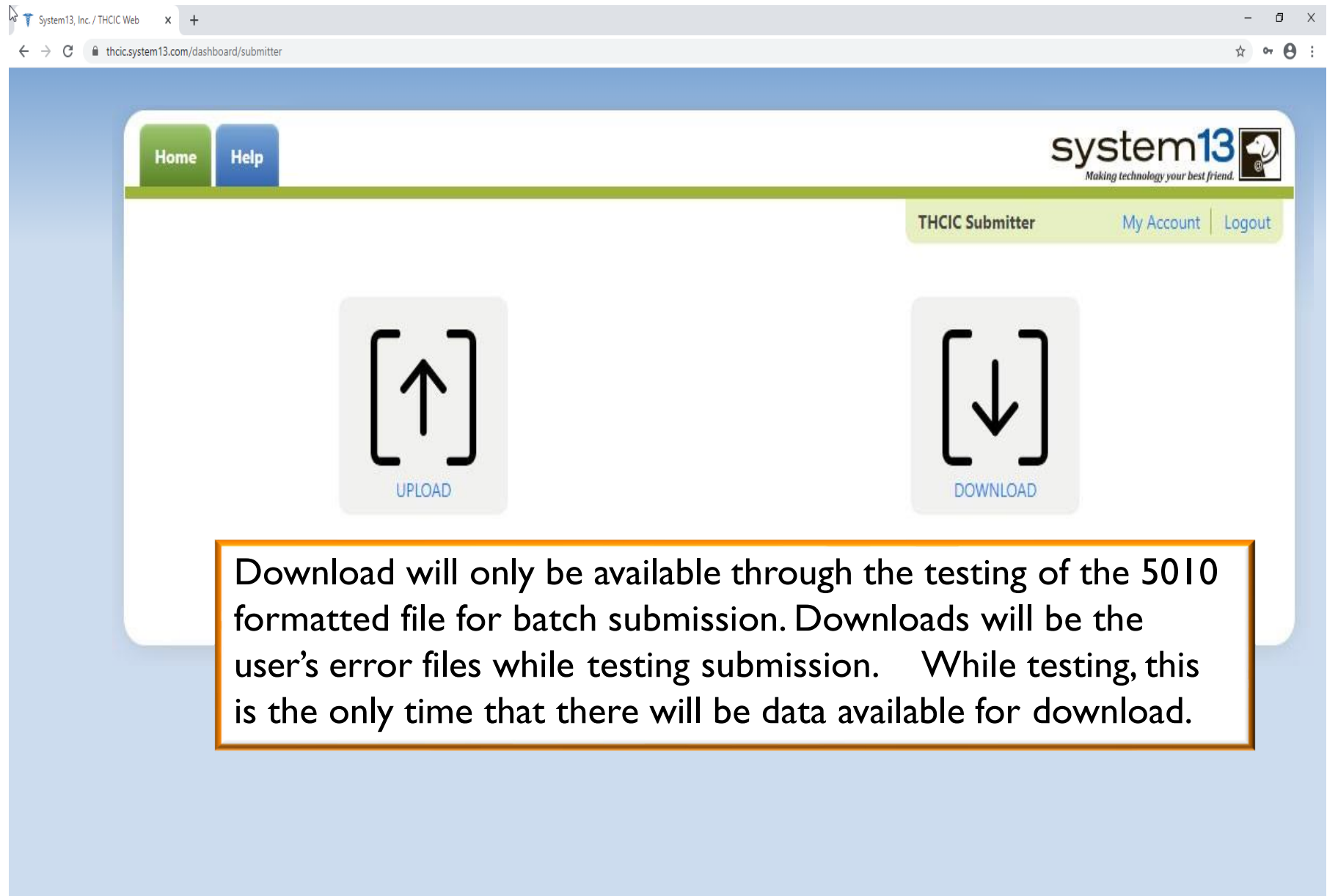
Download will only be available through the testing of the 5010 formatted file for batch submission. Downloads will be the user's error files while testing submission.

Click Download



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Home Help

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DOWNLOAD

Download will only be available through the testing of the 5010 formatted file for batch submission. Downloads will be the user's error files while testing submission. While testing, this is the only time that there will be data available for download.

List of Downloads



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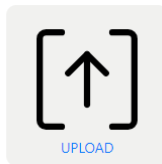
FILE DOWNLOADS

FILENAME	CREATED AT
Data_Submission_Status_Report_20q1_20200601.csv	2020-05-31
Data_Submission_Status_Report_19q4_20200601.csv	2020-05-31

Downloads will only be available through the testing of the 5010 formatted file for batch submission. Downloads will be the user's error files while testing submission.

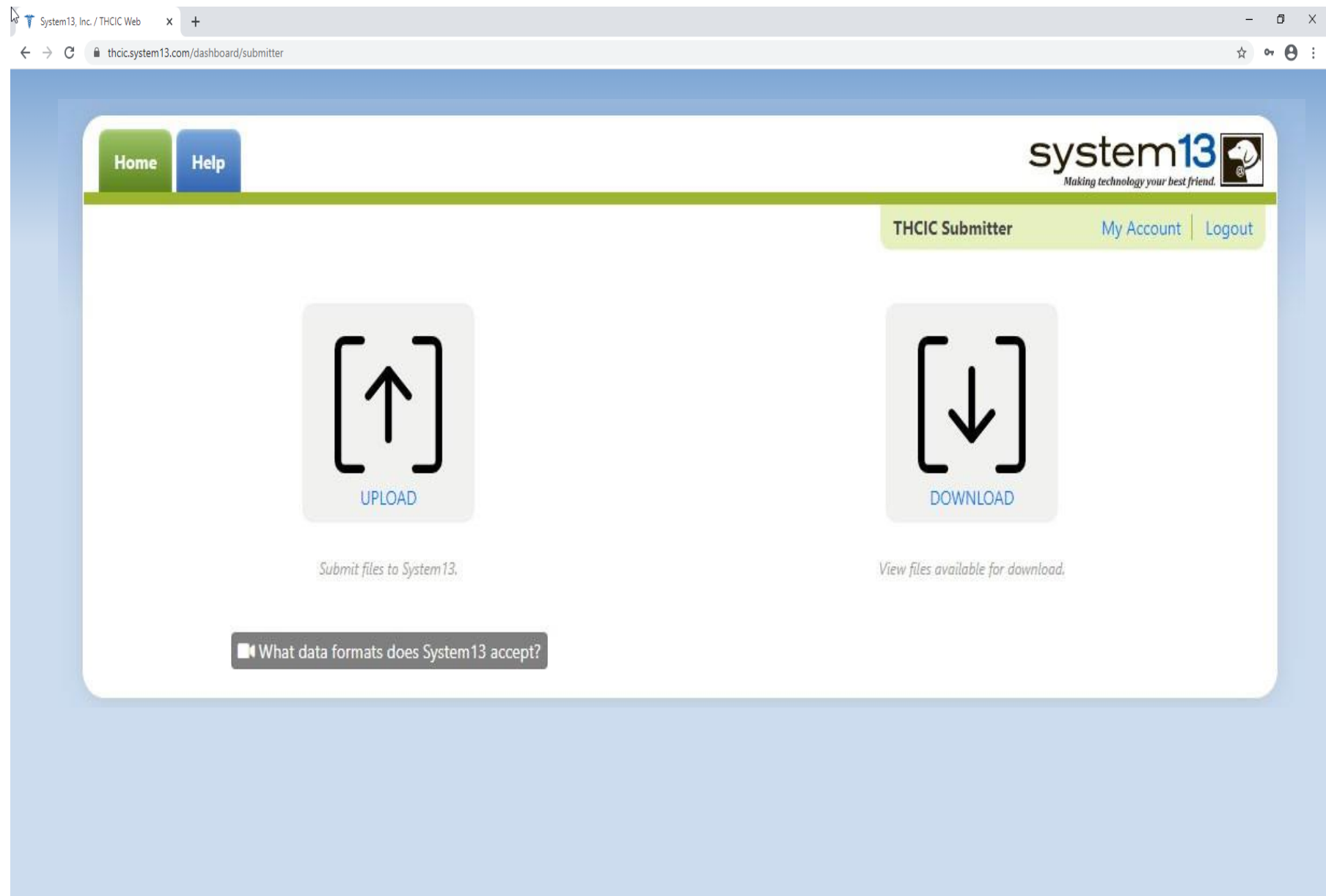
2 Files

Click Upload



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Batch Upload Claims



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FILE UPLOADS

UPLOAD FILE

BROWSE...

DESCRIPTION

UPLOAD FILE

What data formats does System13 accept?



Choose File To Upload

The screenshot shows the 'system13' web application interface for the 'THCIC Submitter'. The page has a header with 'Home' and 'Help' buttons, and a navigation bar with 'THCIC Submitter', 'My Account', and 'Logout' links. The main content area is titled 'THCIC Support Center' and 'FILE UPLOAD'. On the left, there is a 'UPLOAD FILE' section with a 'BROWSE...' button and a 'DESCRIPTION' text area. A large 'UPLOAD FILE' button is at the bottom of this section. A Windows file explorer window is open over the 'BROWSE...' button. The file explorer shows the path 'CCS-S... > ProviderFileUpdates'. The left sidebar lists various locations, including 'Apple iPhone', 'Desktop', 'Documents', 'Downloads', 'Music', 'Pictures', 'Tiffany's S21', 'Videos', 'Local Disk (C:)', 'CHSShare (\\ds)', 'toverton068 (\\', 'COO apps (\\ds', and 'CHS share (\\D:'. The main pane shows a table of files:


Name	Date modified	Type
Provider_20230405_1250.txt	4/5/2023 12:51 PM	Text Document

The 'File name' field at the bottom of the file explorer contains 'Provider_20230405_1250.txt' and the file type is set to 'All files (*.*)'. The 'Open' button is highlighted.

Choose the 5010 formatted file that the user wants to upload. Highlight file and click 'Open.'

Choose File To Upload

[Home](#)
[Help](#)

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[My Account](#) | [Logout](#)

THCIC Support Center

FILE UPLOADS


UPLOAD FILE

[BROWSE...](#)

Provider_20230406_1358.txt

DESCRIPTION

UPLOAD FILE

 What data formats does System13 accept?

Description of data is optional.

Upload file.

System Upload Receipt




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Health and Human
Services

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Health Services

Upload was successfully created. X

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THCIC Support Center

FILE UPLOADS

UPLOAD FILE

[BROWSE...](#)

DESCRIPTION

[UPLOAD FILE](#)

[What data formats does System13 accept?](#)

System Upload Receipt about Duplicate File Uploaded in the Same Day

The screenshot displays the System13 web interface. At the top, a red error banner states: "SUB' has already uploaded 'Provider_20230406_1358.txt' today. Duplicate filename uploads are not allowed within the same day." Below this, the navigation bar includes "Home" and "Help" buttons, the "system13" logo with the tagline "Making technology your best friend.", and a user profile section for "THCIC Submitter" with links for "My Account" and "Logout". The main content area is titled "THCIC Support Center" and "FILE UPLOADS". Under the "UPLOAD FILE" section, a "BROWSE..." button is next to a text field containing the filename "Provider_20230406_1358.txt". Below the filename is a "DESCRIPTION" label and an empty text input field. At the bottom of the form is a large blue "UPLOAD FILE" button. To the right of this button is a grey button with a video camera icon and the text "What data formats does System13 accept?".

A facility cannot upload a file with the same file name, on the same day. You will get the above message.



E-Mail Receipt to Submitter

From: th98oper@comlin.com
To: tiffany.overton@dshs.state.tx.us
Cc:
Subject: FW: SUB000 Receipt: 1-Accepted, 0-Rejected

Sent: Mon 12/14/2009 12:01 PM

DATA WAREHOUSE RECEIPT NOTICE:

THIS RECEIPT LOOKS BEST WHEN
VIEWED USING A COURIER FONT

System13, Inc
THCIC Data Warehouse, Support
888 308-4953 Help Desk
14-DEC-2009 13:00:02.92
www.THCIChelp.com

Submitter: SUB000 - THCIC Submitter
Contact: [Tiffany Overton](mailto:tiffany.overton@dshs.state.tx.us)
Email: tiffany.overton@dshs.state.tx.us
Phone: 512-458-7111
Fax: 512-458-7740

Submission File Name: o_th000002.
Receipt Processed: 12/14/09 13:00:
System13 Name: SUB000_T_o_837_

File Information

Claim Format
T=test, P=prod P **
Claim Count 214

You must be approved for 'Production S
'Production Status Request' form.

Thank you for your data submission.


The submitter contact will get an E-mail receipt notice indicating the data file has been received within 30 minutes of the uploaded file. The E-mail will indicate if the file was “accepted” or “rejected”. The E-mail receipt notice will also indicate if the data file will be processed as “test” or “production” data and the claims count total contained in the file.

If the file was “accepted”, the submitter contact will get a second E-mail within an hour, which will indicate if the file “passed” or “failed”. If the E-mail indicates the file “passed” and the file was processed as “production” data, the provider contact will receive an E-mail confirmation the same day.

Uploaded data files that are “rejected” or “failed” must be fixed and uploaded again by the submitter contact.

E-Mail Receipt to Provider

Extra line breaks in this message were removed.

From: System13 Flex Notifier [noreply@system13.com]
To: Overton, Tiffany
Cc:
Subject: THCIC/Web Frequency of Errors Report
Attachments:  FER.pdf (16 KB)

Claims have been added to your account. Please review the attached PDF document.

Thanks!

-- THCIC/Web Support Team

Frequency Of Errors Report
Report Date: 24-May-2011
THCIC ID: 000005 THCIC Trainer

Batch Information

Field	Value
Claims Period	01/01/2010 thru 12/31/2012
Service Period	02/01/2010 thru 08/30/2010
Claims Received	363
Claims Rejected	0
Claims Processed	363
Claims In Error w/o Race + Ethnicity Errors	58
Claims In Error	58
Fields In Error	148
Accuracy Rate w/o Race + Ethnicity Errors	84.02%
Accuracy Rate	84.02%

The provider contact will get an E-mail confirmation indicating data submitted the same day that the files has been added to their account, if the file was “accepted” and “passed” as production data.

The E-mail will include a frequency of error report (FER) to verify number of claims received by our system, accuracy rate, error summary and various other claims information.

Encounter on Demand

After the *Cutoff for initial submission the Data Administrator (aka Provider Primary Contact) and Certifier will now receive an email a few days after the “Cutoff for Initial Submission. This email will be sent approximately sixty days after the end of each quarter. The email will have four reports attached to it:

- ✕ Summary Report – use this report to validate if the data for the period is correct, such as record counts, min/max/average charges, admission type and source, payer type, patient age, gender, race, and ethnicity
- ✕ Claim Count for First Physician Report - Use this to determine if the physicians (attending, operating, other) who utilize your facility are represented correctly. This report will give a claim count by physician name, sorted by name. It will also include the physician ID, but will not include patient information.
- ✕ Claim Count for Second Physician Report - Use this to determine if the second physicians (attending, operating, other) who utilize your facility are represented correctly. This report will give a claim count by physician name, sorted by name. It will also include the physician ID, but will not include patient information
- ✕ Error Type List Report - use this to determine if you have made all possible corrections to your data, if needed.

The email will suggest that if the Certifier determines that the data is complete and accurate after reviewing the reports, then they should consider choosing the Encounter or Event on Demand (EOD) option on their certification tab for that quarter. If you do not choose to start the EOD option, the certification process will start after the cutoff for corrections as it does now.

***Cutoff for initial submission is the date when the submission data is due in the system.**

Generate Quarter Cert. Data (EOD) 

Outpatient Submitter Upload

Questions/ Comments



Questions, comments or need clarification please e-mail



thcichelp@dshs.texas.gov

The e-mail should include the facility's THCIC ID.

THCIC Contact



Address:

Texas Health Care Information Collection
Dept of State Health Services – Center for Health
Statistics
1100W 49th St, Ste M-660
Austin, TX 78756



Phone: 512-776-7261






E-mail: THCIChelp@dshs.texas.gov



Web site: <https://www.dshs.texas.gov/texas-health-care-information-collection>

THCIC Contact

- ✕ Contact Tiffany Overton email at  Tiffany.Overton@dshs.texas.gov if a facility has questions concerning the submission, correction, or certification of data.
- ✕ Contact Dee Roes email at  Dee.Roes@dshs.texas.gov if submitter test/production files reject due to a submission address or EIN/NPI number.
- ✕ For general questions or to request information about THCIC please e-mail to  thcichelp@dshs.texas.gov.



Contact



Address:

System I 3, Inc
1648 State Farm Blvd.
Charlottesville, VA 22911



Phone: 1-888-308-4953



Fax: 434-979-1047



E-mail: THCIChelp@system13.com



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