



TEXAS
Health and Human
Services

**Texas Department of State
Health Services**

Inpatient Submitter

Revised October 2025

Background Information



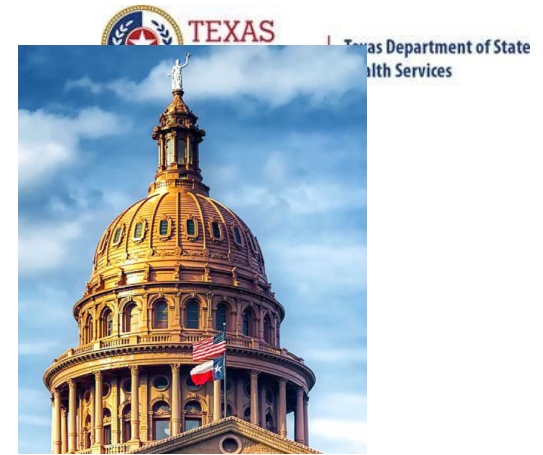
Chapter 108 of the Texas Health and Safety Code established and authorizes THCIC to collect and report on Inpatient/inpatient discharge data.



<https://statutes.capitol.texas.gov/Docs/HS/htm/HS.108.htm>



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



https://texas-sos.appianportalsgov.com/rules-and-meetings?chapter=421&interface=VIEW_TAC&part=1&title=25



Texas Secretary of State

Inpatient Upload / Submitter



-  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)



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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.systemI3.com/enrollments>

THCIC System

System13, Inc. / THCIC Web - Windows Internet Explorer

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

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

File Edit View Favorites Tools Help

System13, Inc. / THCIC Web

SYSTEM13

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 THIC 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.

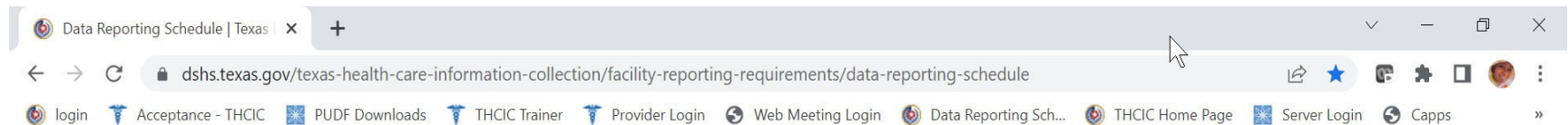
If the submitter contact person needs to be updated, please contact System 13 directly.

PROVIDER NAME

Data Reporting Schedule



When are my submissions due?



Texas Department of State Health Services

Home / Texas Health Care Information Collector

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



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>

Data Reporting Schedule

Texas Health Care Information Collection Center for Health Statistics

Activity	Q1 2025	Q2 2025	Q3 2025	Q4 2025	Q1 2026	Q2 2026	Q3 2026
Cutoff for initial submission	6-2-25	9-2-25	12-1-25	3-2-26	6-1-26	9-1-26	12-1-26
Cutoff for corrections	8-1-2025	11-3-25	2-2-26	5-1-26	8-3-26	11-2-26	2-1-27
Facilities retrieve certification files	9-2-2025	12-1-25	3-2-26	6-1-26	9-1-26	12-1-26	3-1-27
Certification/comments due	10-15-25	1-15-26	4-15-26	7-15-26	10-15-26	1-15-27	4-15-27

The reporting schedule is a rule driven schedule, under [Chapter 421](#), Title 25, Part 1 of the Texas Administrative Code, Subchapter D, [RULE 5421.66](#). 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.



Initial Submission Due Dates

Data Reporting Schedule

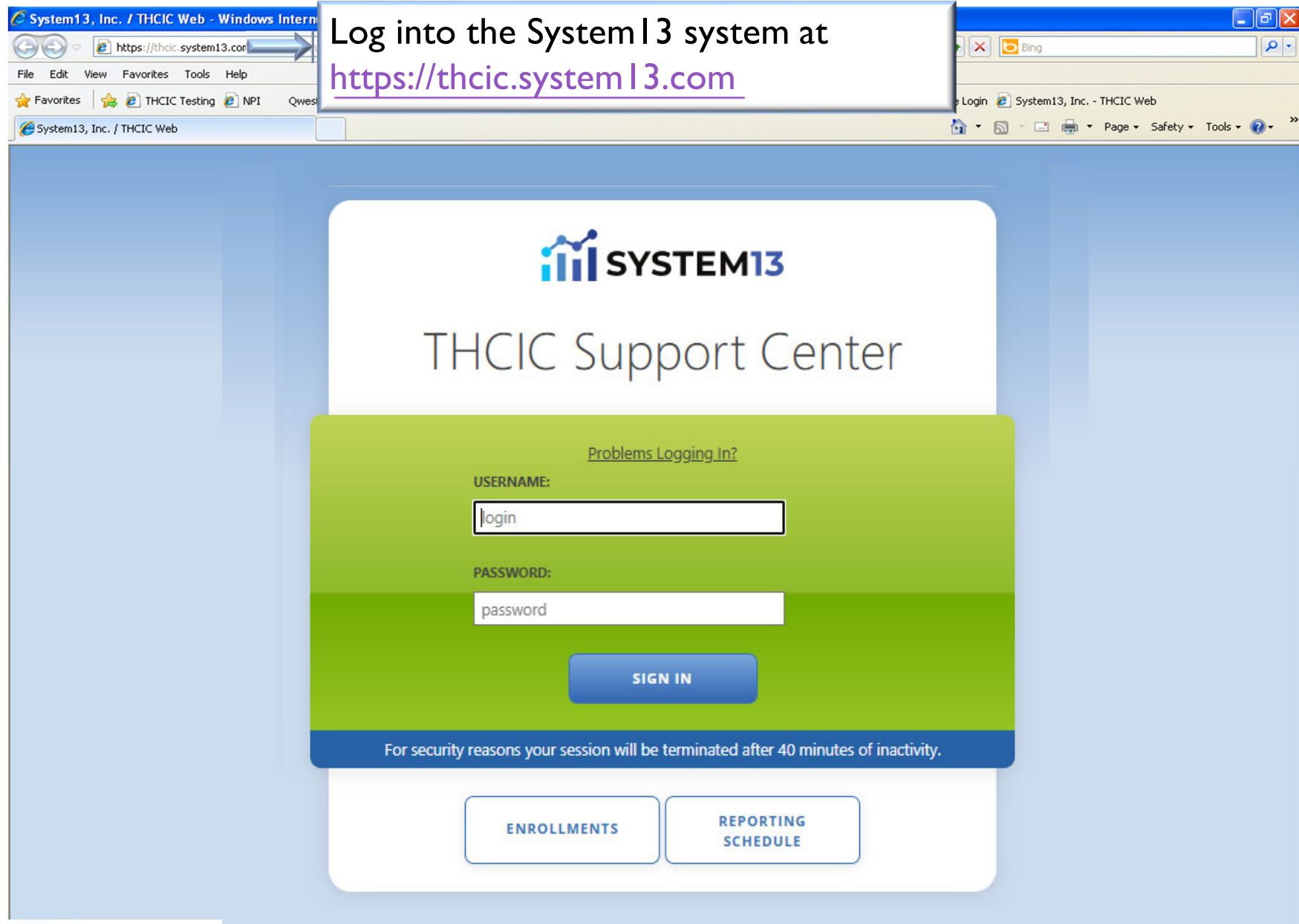
Texas Health Care Information Collection Center for Health Statistics

Activity	Q1 2025	Q2 2025	Q3 2025	Q4 2025	Q1 2026	Q2 2026	Q3 2026
Cutoff for initial submission	6-2-25	9-2-25	12-1-25	3-2-26	6-1-26	9-1-26	12-1-26
Cutoff for corrections	8-1-2025	11-3-25	2-2-26	5-1-26	8-3-26	11-2-26	2-1-27
Facilities retrieve certification files	9-2-2025	12-1-25	3-2-26	6-1-26	9-1-26	12-1-26	3-1-27
Certification/ comments due	10-15-25	1-15-26	4-15-26	7-15-26	10-15-26	1-15-27	4-15-27

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

THCIC Support Center

[Problems Logging In?](#)

USERNAME:

login

PASSWORD:

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

System13, Inc. / THCIC Web

System13, Inc. / THCIC Web

THCIC Support Center

[Problems Logging In?](#)

USERNAME:

thsub***

PASSWORD:

.....

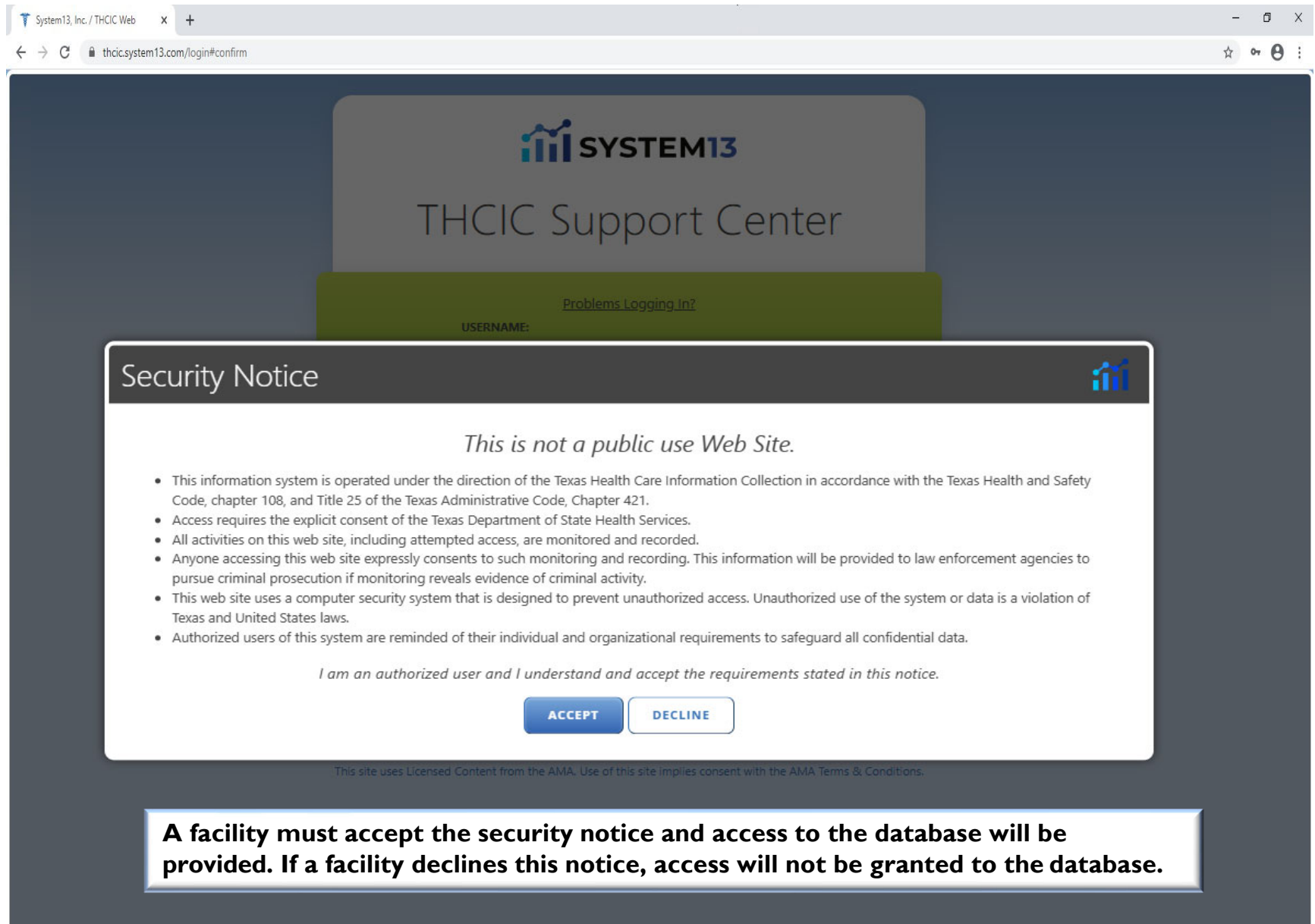
SIGN IN

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



The screenshot shows a web browser window with the address bar displaying "thcic.system13.com/login#confirm". The page content includes the "SYSTEM13" logo and "THCIC Support Center" text. A login form with a "USERNAME:" label and a "Problems Logging In?" link is visible. A large "Security Notice" modal is overlaid on the page. The notice states that the site is not for public use and lists several conditions of access. At the bottom of the notice are "ACCEPT" and "DECLINE" buttons. Below the notice, a small line of text reads: "This site uses Licensed Content from the AMA. Use of this site implies consent with the AMA Terms & Conditions." At the very bottom of the browser window, a white box with a blue border contains the following text: "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."

System13, Inc. / THCIC Web

thcic.system13.com/login#confirm

SYSTEM13

THCIC Support Center

[Problems Logging In?](#)

USERNAME:

Security Notice

This is not a public use Web Site.

- This information system is operated under the direction of the Texas Health Care Information Collection 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**

This site uses Licensed Content from the AMA. Use of this site implies consent with the AMA Terms & Conditions.

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.



TEXAS
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Multi-Factor Authentication (MFA)

Confirm Your Identity

A code has been sent to the email associated with your account.

Enter your 6-digit code:

VERIFYRESEND CODE

Code received via email.

From: [System13 Trainer Notifier](#)
To: [Your Email Address](#)
Subject: THCIC HCDCS Account Sign In: Confirm Your Identity
Date: Wednesday, April 16, 2025 12:54:16 PM

WARNING: This email is from outside the HHS system. Do not click on links or attachments unless you expect them from the sender and know the content is safe.

Please Confirm Your Identity

Dear THCIC Contact: (Your Name)

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

504057

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: THCIC Facility
- Facility Identifier: *****

Multi-Factor Authentication (MFA)

Confirm Your Identity



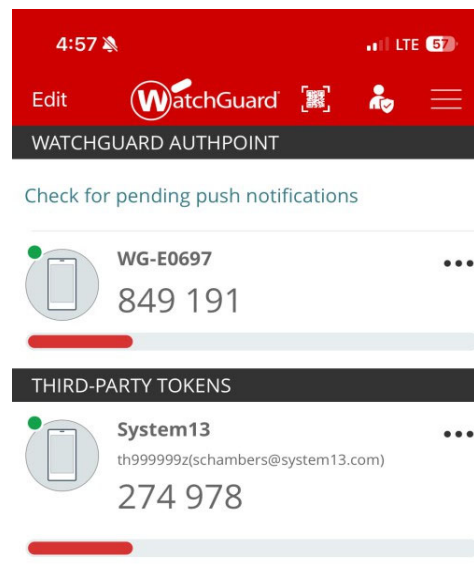
Scan the QR Code with your preferred Authenticator Application to activate your MFA token. If your token is already activated, input the code below.

Enter your 6-digit code:

6-digit code

VERIFY

Code by scanning the QR Code.



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Submitter Home Page



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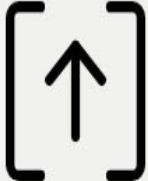
System13, Inc. / THCIC Web x +

thcic.system13.com/dashboard/submitter

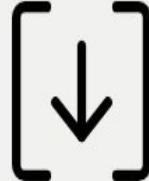
Home Help

SYSTEM13

THCIC Submitter My Account Logout

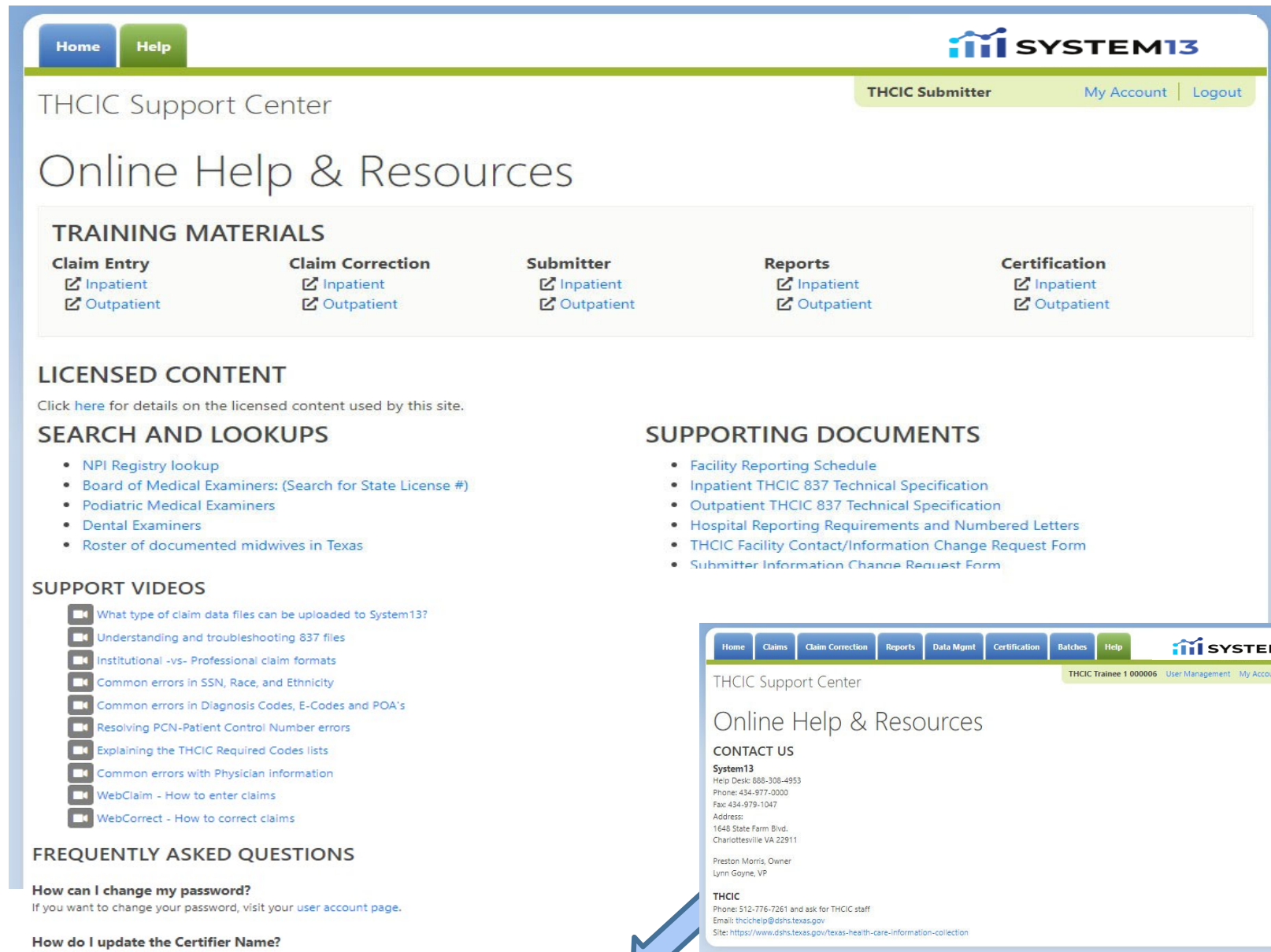

UPLOAD

Submit files to System13.


DOWNLOAD

View files available for download.

Submitter Home Page – Tab



The screenshot displays the 'Submitter Home Page' for the 'SYSTEM13' platform. The page features a top navigation bar with 'Home' and 'Help' tabs, and a 'THCIC Submitter' section with 'My Account' and 'Logout' links. The main content area is titled 'THCIC Support Center' and 'Online Help & Resources'. It includes a 'TRAINING MATERIALS' section with links for Claim Entry, Claim Correction, Submitter, Reports, and Certification, each with 'Inpatient' and 'Outpatient' options. Below this is a 'LICENSED CONTENT' section with a link to details. The 'SEARCH AND LOOKUPS' section lists links for NPI Registry, Board of Medical Examiners, Podiatric Medical Examiners, Dental Examiners, and a Roster of documented midwives in Texas. The 'SUPPORTING DOCUMENTS' section lists links for Facility Reporting Schedule, Inpatient and Outpatient THCIC 837 Technical Specifications, Hospital Reporting Requirements, and various Request Forms. The 'SUPPORT VIDEOS' section lists 10 video topics related to claim data, formats, errors, and claim entry/correction. The 'FREQUENTLY ASKED QUESTIONS' section includes questions about changing passwords and updating certifier names. A blue arrow points from the 'NEED MORE HELP? CONTACT HELP DESK' button to the 'Help' tab in the top navigation bar.

Home **Help** 

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

THCIC Support Center

Online Help & Resources

TRAINING MATERIALS

Claim Entry	Claim Correction	Submitter	Reports	Certification
Inpatient	Inpatient	Inpatient	Inpatient	Inpatient
Outpatient	Outpatient	Outpatient	Outpatient	Outpatient

LICENSED CONTENT

Click [here](#) for details on the licensed content used by this site.

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](#)

SUPPORTING DOCUMENTS

- [Facility Reporting Schedule](#)
- [Inpatient THCIC 837 Technical Specification](#)
- [Outpatient THCIC 837 Technical Specification](#)
- [Hospital Reporting Requirements and Numbered Letters](#)
- [THCIC Facility Contact/Information Change Request Form](#)
- [Submitter Information Change Request Form](#)

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](#).

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 Gayne, 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>

Home **Claims** **Claim Correction** **Reports** **Data Mgmt** **Certification** **Batches** **Help** 

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

Online Help & Resources

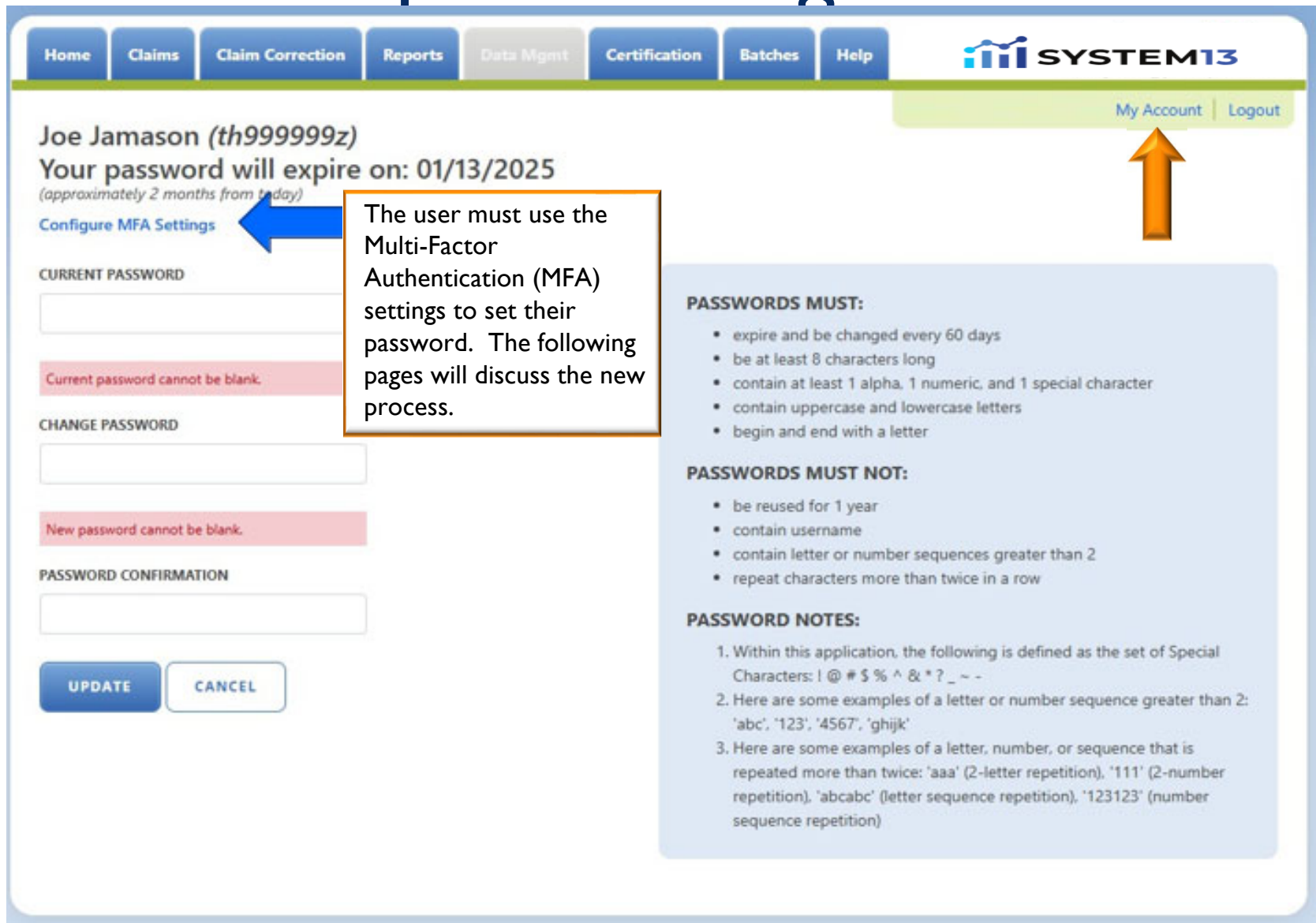


Services

Health Services

NEED MORE HELP? CONTACT HELP DESK

Other Features - MyAccount Password Update/Change



The screenshot shows the 'My Account' section of the SYSTEM13 portal. The user is Joe Jamason (th999999z) and their password expires on 01/13/2025. The page includes a 'Configure MFA Settings' link, a 'CURRENT PASSWORD' field with a validation error 'Current password cannot be blank.', a 'CHANGE PASSWORD' field with a validation error 'New password cannot be blank.', and a 'PASSWORD CONFIRMATION' field. There are 'UPDATE' and 'CANCEL' buttons at the bottom. A blue arrow points to the 'Configure MFA Settings' link, and an orange arrow points to the 'My Account' link in the top right navigation bar.

Home Claims Claim Correction Reports Data Mgmt Certification Batches Help

SYSTEM13

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.



Services

Health Services



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 its 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.



Texas Department of State
Health Services

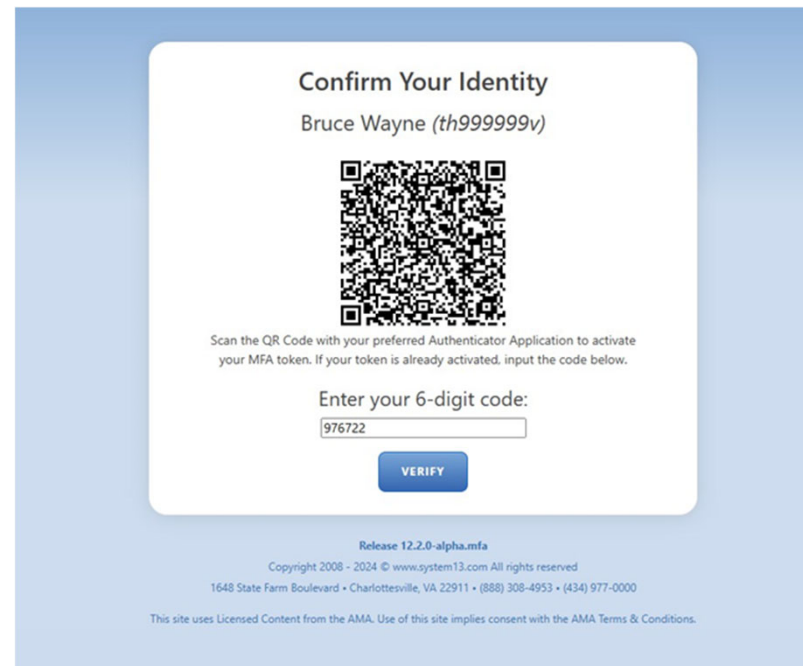
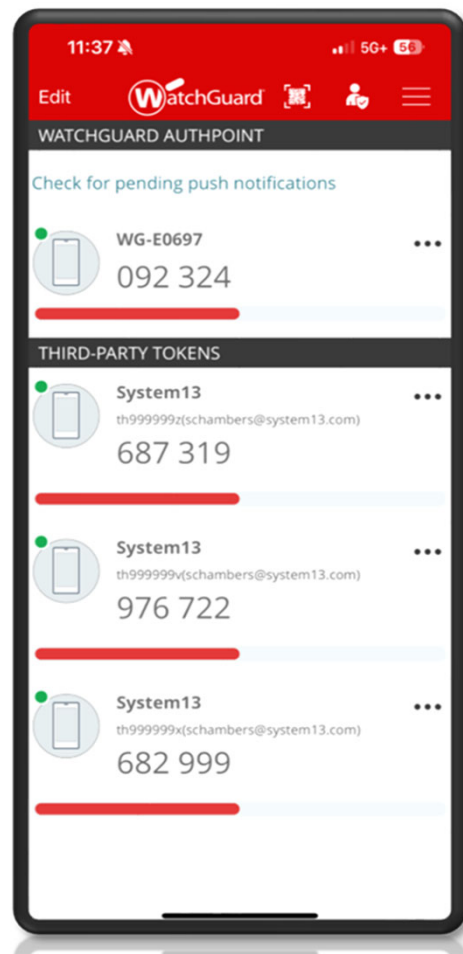
The image shows a simulated email interface. The top part is a preview of a web page titled "Confirm Your Identity" for Joe Jamason (th999999z). It prompts the user to enter a 6-digit code, which is shown as "839620". There are "VERIFY" and "RESEND CODE" buttons. Below this, it says "Release 12.2.0-alpha.mfa", "Copyright 2008 - 2024 © www.system13.com All rights reserved", and "1648 State Farm Boulevard • Charlottesville, VA 22911 • (888) 308-4953 • (434) 977-0000". At the bottom, it states "This site uses Licensed Content from the AMA. Use of this site implies consent with the AMA Terms & Conditions." The bottom part of the image shows the email header and body. The header includes a back arrow, a trash icon, a clock icon, a mail icon, a refresh icon, a print icon, and a share icon. The email title is "THCIC HCDCS Account Sign In: Confirm Your Identity" with an "Inbox x" label. The sender is "System13 Acceptance Notifier <noreply@system13.com>" with a "No" icon and "to me" text. The subject is "Please Confirm Your Identity". The body starts with "Dear Joe Jamason:", followed by "To complete the login process for your th999999z account, enter this one-time code to confirm your identity: 839620". It then includes a warning: "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." and a note: "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." The email ends with "Thank you." and "-- THCIC/System13 Support". The footer section is titled "Organization Information:" and lists "Facility Name: Big 'Ole Hospital" and "Facility Identifier: 999999". At the bottom, there are "Reply" and "Forward" buttons.

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”.

The screenshot shows the SYSTEM13 Activity Dashboard. At the top, there is a navigation bar with links: Home, Claims, Claim Correction, Reports, Data Mgmt, Certification, Batches, and Help. On the right, there is a 'My Account' link and a 'Logout' button. The main content area is titled 'Activity Dashboard' and contains several sections: 'WEB CLAIM ENTRY', 'CORRECT ERRORS', and 'START CERTIFICATION'. Below these are 'SUBMISSION' and 'CERTIFICATION' sections for Q2 2024. A 'NEXT DEADLINE Q3 2024 SUBMISSION' section is also present. A large blue arrow points to the 'My Account' link in the top right corner.

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.

The screenshot shows the 'Configure MFA Settings' page for Joe Jamason (th999999z). The page displays the user's name, email, and password expiration date (01/13/2025). A blue arrow points to the 'Configure MFA Settings' link. Below this, there are fields for 'CURRENT PASSWORD', 'CHANGE PASSWORD', and 'PASSWORD CONFIRMATION'. To the right, there are sections for 'PASSWORDS MUST:', 'PASSWORDS MUST NOT:', and 'PASSWORD NOTES:'. The 'CURRENT PASSWORD' field has a red error message: 'Current password cannot be blank.' The 'CHANGE PASSWORD' field has a red error message: 'New password cannot be blank.' 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 and examples.

Updating MFA Settings

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

Multi-Factor Authentication Configuration

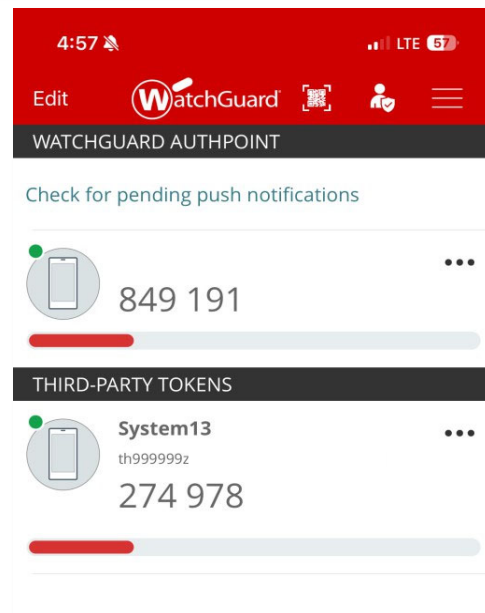
Joe Jamason (th999999z)

Select how you will obtain your 6-digit code:

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

SAVE

CANCEL



INSTRUCTIONS

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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.

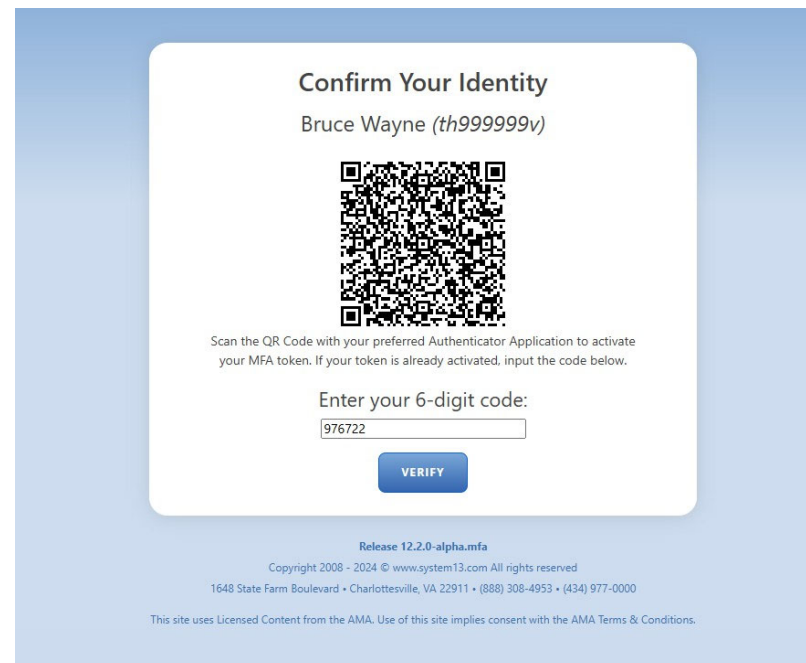
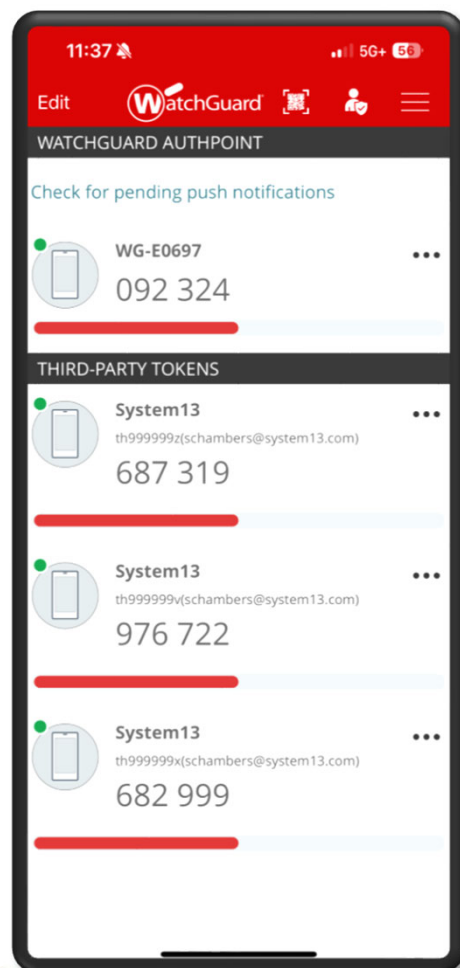
With this option selected, scan the QR Code on the next page in your Authenticator Application of choice. Once the new account is added in that application you will see a 6-digit code, and a count down; these codes are only valid for 30-seconds at a time.

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 I3 at 888-308-4953 or email thcichelp@systemi3.com.

Other Features - Logout

The screenshot shows a web browser window with the address bar displaying "thcic.system13.com/dashboard/submitter". The page features a navigation bar with "Home" and "Help" buttons on the left, and the "SYSTEM13" logo on the right. Below the logo, there are links for "THCIC Submitter", "My Account", and "Logout". A blue arrow points to the "Logout" link. The main content area contains two large buttons: "UPLOAD" with an upward arrow icon and "DOWNLOAD" with a downward arrow icon. Below the "UPLOAD" button is the text "Submit files to System13.", and below the "DOWNLOAD" button is the text "View files available for download.". At the bottom of the main content area, there is a video player icon and the text "What data formats does System13 accept?".

Home Help

SYSTEM13

THCIC Submitter My Account Logout

UPLOAD

Submit files to System13.

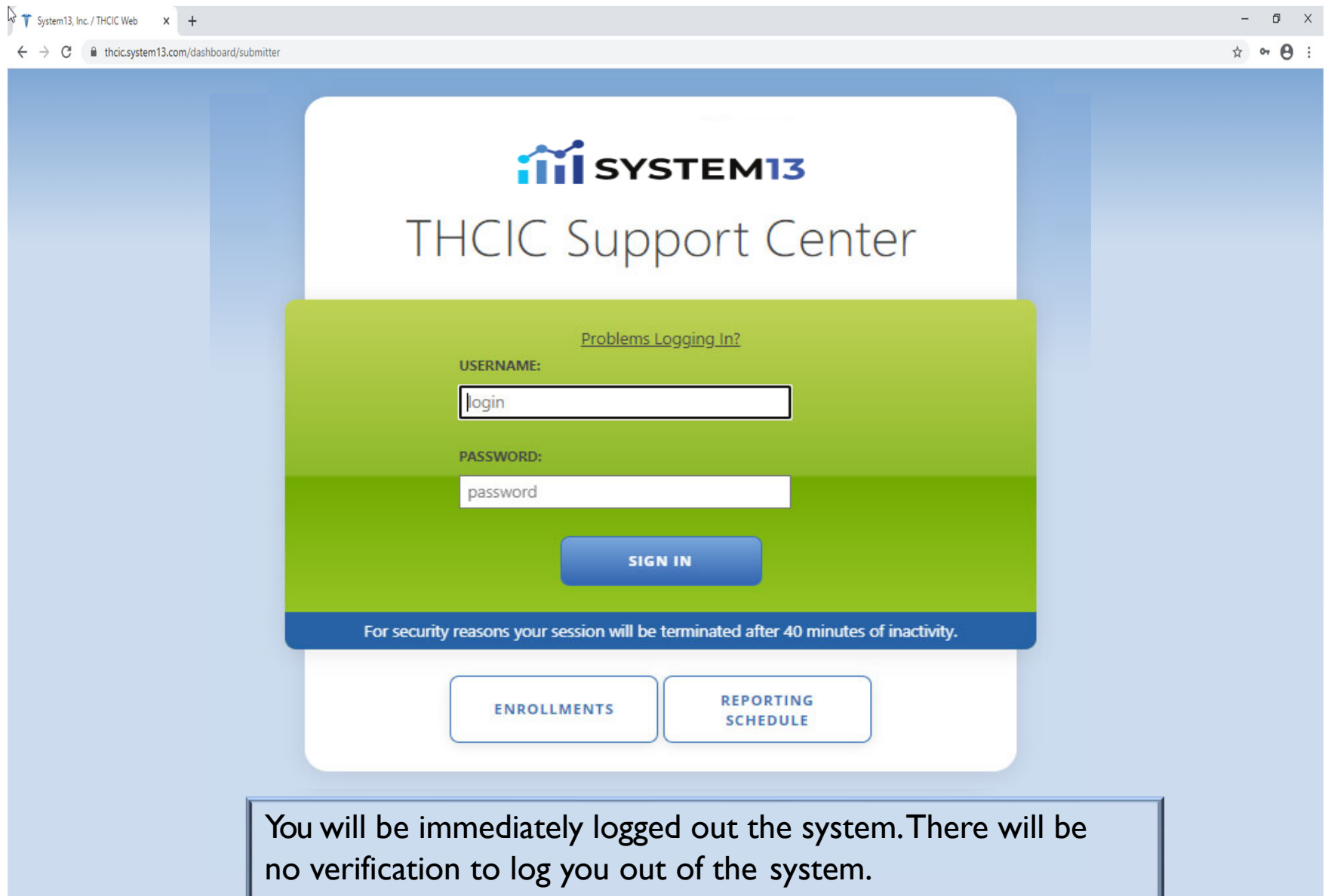
DOWNLOAD

View files available for download.

What data formats does System13 accept?

To logout the system click 'Logout'.

Other Features - Logout



System13, Inc. / THCIC Web

thcic.system13.com/dashboard/submitter

SYSTEM13

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

The screenshot shows a Windows Internet Explorer browser window displaying the System13, Inc. / THCIC Web application. The address bar shows the URL https://thcic.system13.com/user_session/new. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The Favorites bar contains links to THCIC Testing, NPI, Qwest Training, Suggested Sites, THCIC, THCIC Training, THCIC Trainer, Get more Add-ons, Webpage Login, and System13, Inc. - THCIC Web. The main content area features a red banner at the top stating "Your session has timed out. Please log back into the application." Below this is the SYSTEM13 logo and the text "THCIC Support Center". A green login box is centered on the page, containing a link for "Problems Logging In?", fields for "USERNAME:" (with the text "login") and "PASSWORD:" (with the text "password"), and a blue "SIGN IN" button. A blue footer bar within the login box states "For security reasons your session will be terminated after 40 minutes of inactivity." Below the login box are two buttons: "ENROLLMENTS" and "REPORTING SCHEDULE".

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

SYSTEM13

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

SYSTEM13

THCIC Submitter My Account Logout


UPLOAD

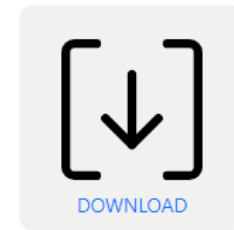
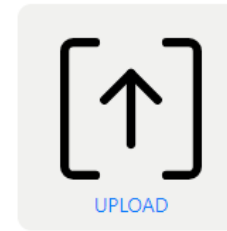
Submit files to System13.


DOWNLOAD

View files available for download.

What data formats does System13 accept?

Submitter Home Page Upload/Download



System13, Inc. / THCIC Web

thcic.system13.com/dashboard/submitter

Home

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

SYSTEM13

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.



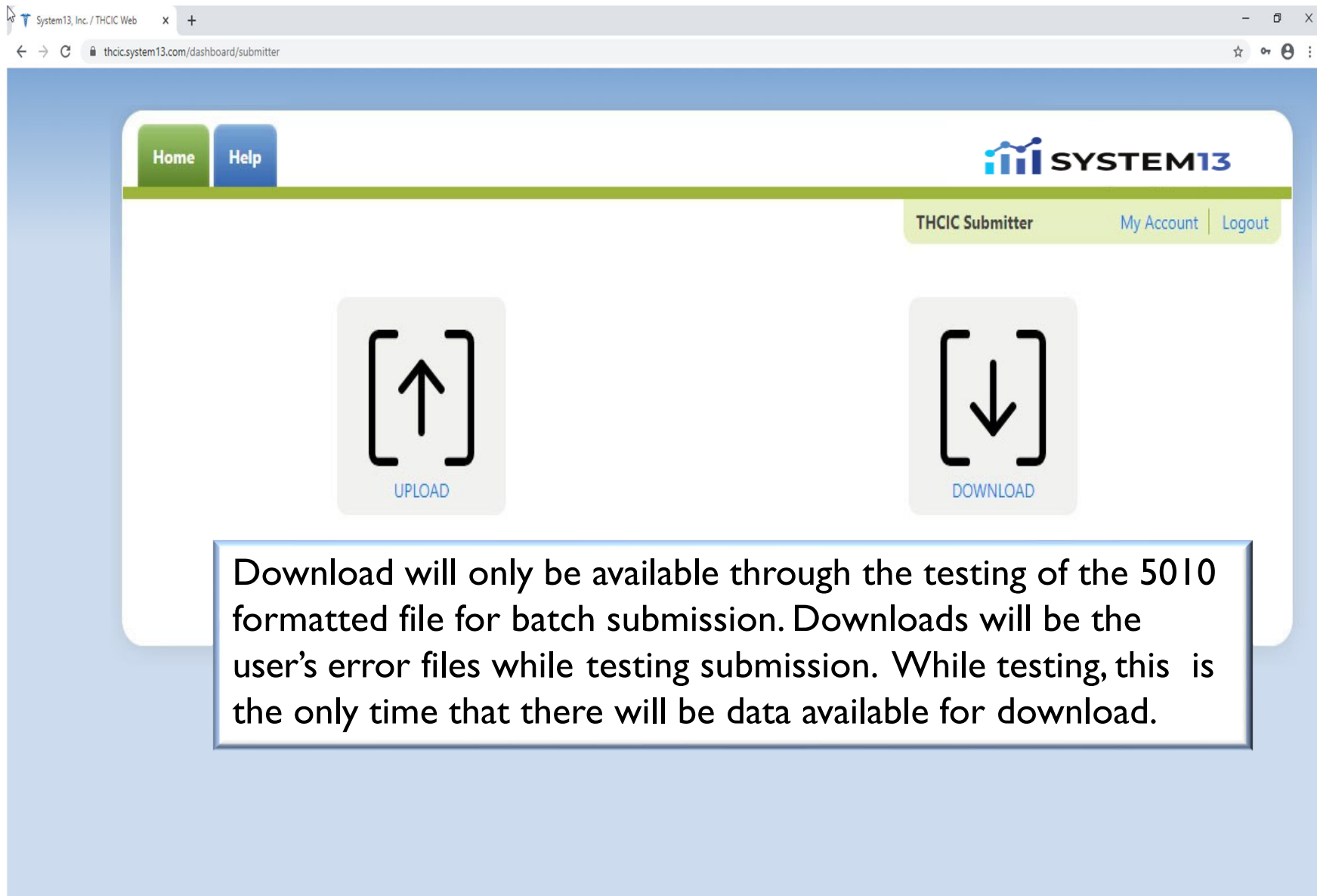
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Texas Department of State
Health Services

Click Download



DOWNLOAD



The screenshot shows a web browser window with the address bar displaying "thcic.system13.com/dashboard/submitter". The page has a blue header with "Home" and "Help" buttons. The "SYSTEM13" logo is in the top right. Below the header, there is a green bar with "THCIC Submitter", "My Account", and "Logout" links. The main content area features two large buttons: "UPLOAD" with an upward arrow icon and "DOWNLOAD" with a downward arrow icon. A text box at the bottom of the screenshot explains the download functionality.

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



System13, Inc. / THCIC Web

thcic.system13.com/dashboard/submitter

Home Help

SYSTEM13

THCIC Submitter My Account Logout

THCIC Support Center

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



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Click Upload



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Health Services

System13, Inc. / THCIC Web

thcic.system13.com/dashboard/submitter

Home Help

SYSTEM13

THCIC Submitter My Account Logout

 **UPLOAD**

Submit files to System13.

 **DOWNLOAD**

View files available for download.

What data formats does System13 accept?

Batch Upload Claims

The screenshot shows a web browser window with the address bar displaying "thcic.system13.com/upload". The page is titled "THCIC Support Center" and "FILE UPLOADS". It features a navigation bar with "Home" and "Help" buttons, and a "SYSTEM13" logo. Below the navigation bar, there is a "THCIC Submitter" section with links for "My Account" and "Logout". The main content area includes an "UPLOAD FILE" section with a "BROWSE..." button and a text input field. Below this is a "DESCRIPTION" section with a text input field. At the bottom, there is a blue "UPLOAD FILE" button and a link that says "What data formats does System13 accept?".

System13, Inc. / THCIC Web x +

thcic.system13.com/upload

Home Help

SYSTEM13

THCIC Submitter My Account Logout

THCIC Support Center

FILE UPLOADS

UPLOAD FILE

BROWSE...

DESCRIPTION

UPLOAD FILE

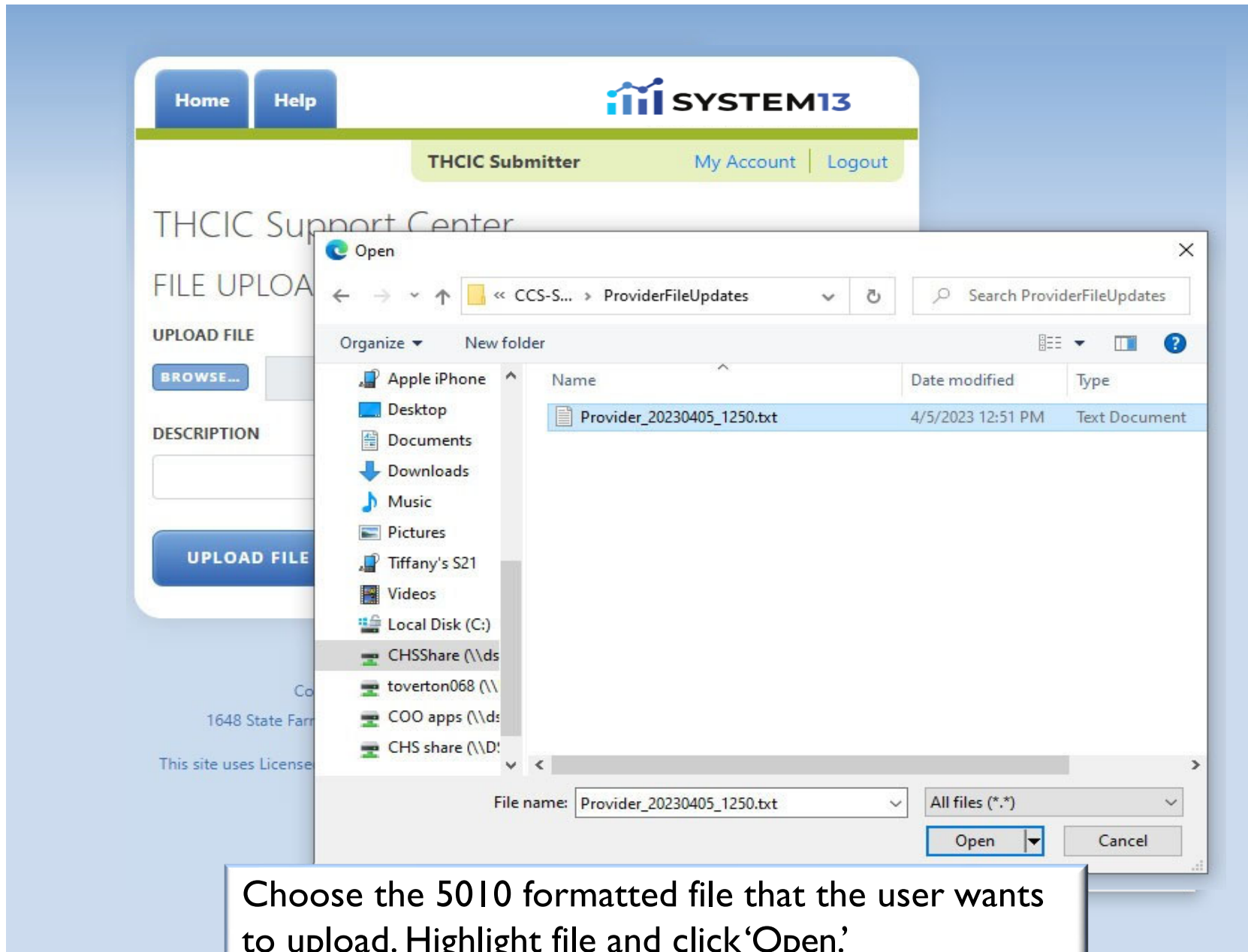
What data formats does System13 accept?



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Choose File To Upload



The screenshot shows the SYSTEM13 web application interface for the THCIC Support Center. The page has a header with 'Home' and 'Help' buttons, and a user menu for 'THCIC Submitter' with 'My Account' and 'Logout' links. The main content area is titled 'THCIC Support Center' and 'FILE UPLOAD'. On the left, there is a form with an 'UPLOAD FILE' section containing a 'BROWSE...' button, a 'DESCRIPTION' text area, and an 'UPLOAD FILE' button. A Windows file explorer window is open over the 'BROWSE...' button, showing the 'ProviderFileUpdates' folder. The file list contains one file, 'Provider_20230405_1250.txt', which is highlighted. The file's details are shown in the table below:

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

At the bottom of the file explorer, the 'File name' field 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

SYSTEM13

THCIC Submitter 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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Upload was successfully created. X

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

THCIC Submitter: [Account](#) | [Logout](#)

THCIC Support Center

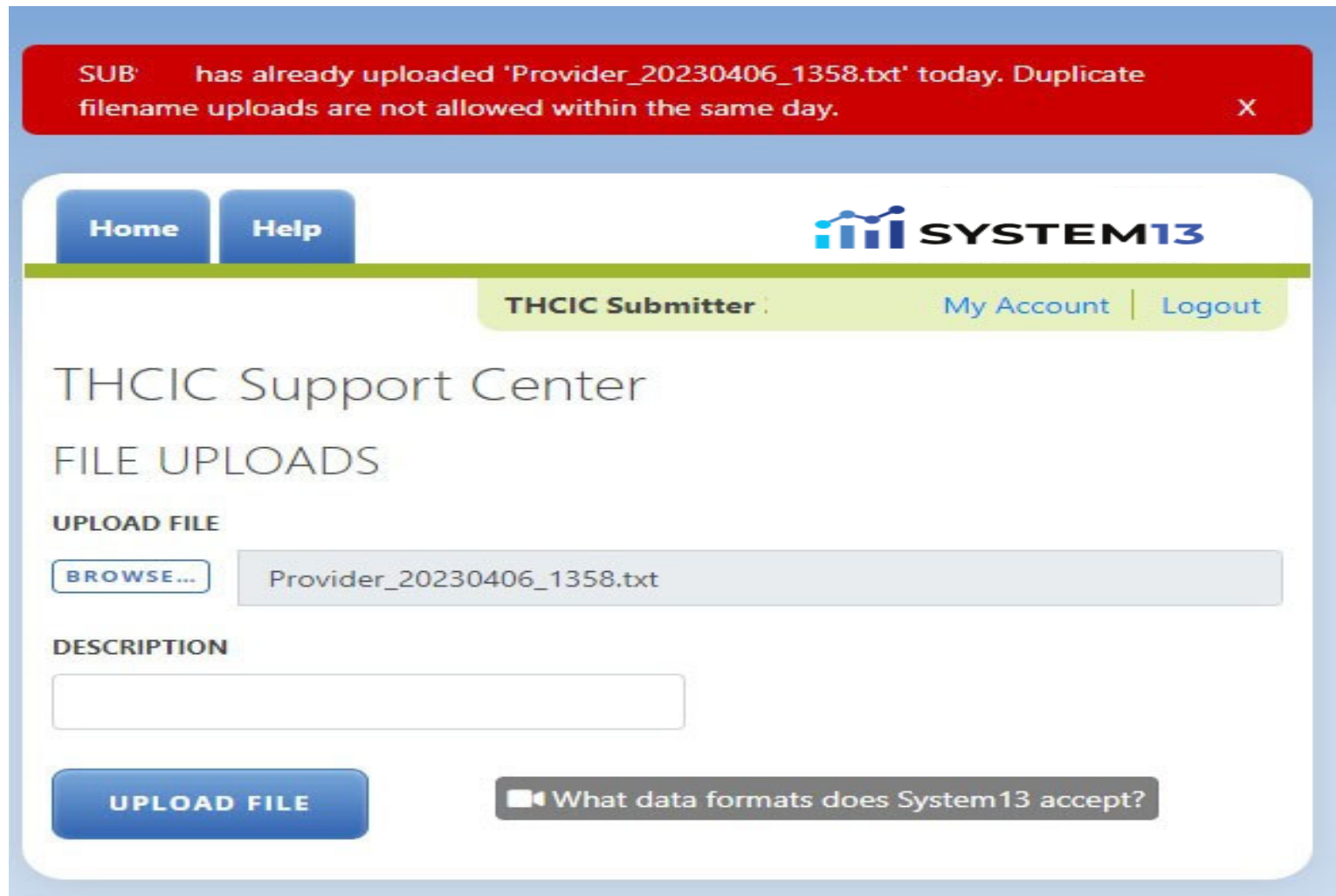
FILE UPLOADS

UPLOAD FILE

DESCRIPTION

 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, and user links for "THCIC Submitter", "My Account", and "Logout". The main heading is "THCIC Support Center" followed by "FILE UPLOADS". The "UPLOAD FILE" section contains a "BROWSE..." button, a text field with the filename "Provider_20230406_1358.txt", and a "DESCRIPTION" text area. At the bottom of this section is a blue "UPLOAD FILE" button and a link that says "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
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.



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Encounter on Demand

After the *Cutoff for initial submission the Data Manager (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. The facility must be 100 percent accurate to start this process. 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) 

Inpatient 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.



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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.

 SYSTEM13 Contact

Address:

System 13

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>