



Texas Health Care Information Collection - THCIC
Health Facilities Numbered Letter, Volume 28 Number 3
October 27, 2025

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 Submission vendor.

Prohibited IP Addresses

Effective November 10, 2025, all login access from an IP address outside of the USA will be blocked from accessing System13 for security purposes, if it is not registered with the American Registry for Internet Numbers (ARIN).

Pursuant to the Health Insurance Portability and Accountability Act (HIPAA) of 1996, amended by the Health Information Technology for Economic and Clinical Health (HITECH) Act of 2009 and the 2013 Omnibus Final Rule, for the safeguarding and preventing disclosure of Protected Health Information (PHI) outside of the United States, System13, Inc. will block users attempting to access the THCIC Claims Collection website from a location not based in the United States. Please contact the THCIC Help Desk for assistance at thcichelp@dshs.texas.gov

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Prohibited Email Types

All THCIC contact emails must conform to HIPAA guidelines for accessing PHI/PII data in System13 and are Facility Business Administrated Email Accounts.

This includes Primary, Alternate, Certifier, CEO/Administrator, Data Users, and Data Certifiers contacts.

Personal emails are not permitted, as a facility would not have control over personal email accounts.

Any email account shared between users do not meet HIPAA requirements, to include facility email groups, which receive an email and sends it out to all the group members.

1. Generic/shared email accounts not specific to a single staff are prohibited. An email must contain the contact's name.
 - a. admin@
 - b. billing@
 - c. surgerycenter@
 - d. manager@
 - e. "facilityname"@
 - f. ceo@
 - g. HIM@
 - h. accounting@
 - i. er@

2. HIPAA prohibits the following type of emails, and are not limited to, accessing PHI PII data within the THCIC/System13 system:

yahoo.com	att.net	pm.me	juno.com
gmail.com	cox.net	tuta.com	windstream.net
hotmail.com	bellsouth.net	mailfence.com	mail.com
aol.com	charter.net	msn.com	email.com
mac.com	sky.com	live.com	inbox.com
icloud.com	earthlink.net	rediffmail.com	safe-mail.net
me.com	optonline.net	ymail.com	zoho.com
outlook.com	qq.com	bigpond.com	
proton.me	gmx.net	rocketmail.com	
protonmail.com	gmx.com	frontiernet.net	

If your facility has provided THCIC with any of the type of emails listed above, the facility CEO will be required to submit a new **THCIC Facility Information Request** form to THCIC.

The form may be downloaded here:

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

Login Password TIP

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

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 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](#).

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	Q2 2025	Q3 2025	Q4 2025
Quarterly data submission due no later than	9-2-25	12-1-25	3-2-26
Free Error correction ends	11-3-25	2-2-26	5-1-26
Facility certification files available by	12-1-25	3-2-26	6-1-26
Certification/comments due no later than	1-15-26	4-15-26	7-15-26

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 and Data Certifier login passwords **MUST** be changed every 60 days in our system and may never be shared. Failure to change login passwords will result in the disabling of the User's 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

THCIC Staff

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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](#)

Version 5.0 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.