



Texas Health Care Information Collection - THCIC

Health Facilities Numbered Letter, Volume 29 Number 3

July 24, 2026

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

Important Notifications Below:

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

Submitter ID Enrollments

New reporting facilities wishing to self-submit data by electronic batch files should enroll for a Submitter ID at least 30 days prior to a data due date. You must provide your software vendor with the assigned Submitter ID.

Once the Submitter ID is assigned and received by the Primary Submitter, test files must be uploaded into System13. The purpose of testing is to ensure the file format is compatible with our system and includes all required data fields.

Test results must be reviewed by the Primary Submitter and are located in the "Download" icon on the Submitter dashboard screen.

More information on the testing process for new submitters may be found at [Testing-Process.pdf](#).

Data Reporting TIP for Batch Files

Report quarterly data **monthly**. This allows for early detection of any issues rather than finding out on the due date that your data was rejected for a problem.

THCIC suggests reporting 2q2026 data as follows:

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April data – Submit by mid-June
May data – Submit by mid-July
June data – Submit by mid-August

Reporting monthly allows for smaller claim counts and quicker error corrections. This could also assist in discovering mapping issues in your software sooner than the due date.

Contacting THCIC or System13

When leaving a voice message or sending an email to THCIC or System13, it is crucial that you provide the following information:

- Facility THCIC ID Number
- Your Name
- Phone number provided on the contact form
- Description of the issue or question

2026 HCPCS Codes

List of outpatient procedure codes that, if performed by a hospital or ASC between January 1 and December 31 2026, indicates the patient procedure requires submission under 25 TAC §§ 421.61- 421.68.

[2026 HCPC Codes](#)

Self-Pay and Charity Reporting

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

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

Troubleshooting Password Reset

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

Starting Certification Early (EOD)?

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

Starting Certification prevents adding forgotten or unreported quarterly claims and/or correcting data errors unless a fee is paid (aka "regen") to System13.

Who are your Assigned Contacts?

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

THCIC Training

THCIC provides free online training on the data reporting processes that are recommended for all Texas hospitals, ASCs, and FEMCs.

Postings for online training dates are available 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	Q1 2026	Q2 2026	Q3 2026
Quarterly data submission due no later than 9:00 PM CT	6-1-26	9-1-26	12-1-26
Free Error correction ends at 9:00 PM CT	8-3-26	11-2-26	2-1-27
Facility certification files available by	9-1-26	12-1-26	3-1-27
Certification/comments due no later than 9:00 PM CT	10-15-26	1-15-27	4-15-27

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 are overlooked.
- **Warnings on the FER:** Warnings do not require corrections at this time; however, they will be required in the future. The “warning” is intended to give you time to update your system and talk with your vendor to correct the warnings before they become mandatory.
- A **Summary Report** should always be generated and reviewed each time data is submitted, and again after data corrections and before the certification phase begins.
- **Facility Primary Contacts/Data Managers** must always keep their Logins active. Failure to log in at least **every 60 days to change your password** may cause a temporary deactivation of your account for security purposes. **Data Manager Logins may never be shared.**
- All Data User, Data Certifier, and Submitter login passwords **MUST** be changed every 60 days in our system. Failure to change login passwords will result in the disabling of the account.
- Your quarterly **certification “comments”** are **PUBLICLY** released as written. Use caution. You should **never** provide physician or patient identifying information in a certification comment.
- **Emailing of Personal Identifying Information (PII) or Sensitive Personal Information (SPI)**, even when the email is encrypted, it may not be protected by all systems the data may pass through.

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

- The **"Accept as is"** function in the data correction functionality **does not** correct an error. It only clears the notification of all the errors in the claim itself. The errors still count against the total accuracy rate in the **FER** unless they are 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

Chris Webb – THCIC Director

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

Links to Forms and Documents

Past Newsletters

[THCIC Newsletters](#)

Patient Notification of Data Collection Form

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

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

Facility Contact Update Form

[Facility Contact Form](#)

Who are the Facility Contacts?

[Current Reporting Facilities](#)

Submitter Contact Update Form

[Submitter Contact Update Form](#)

No Quarterly Data to Report Form

[No Quarterly Data to Report Form](#)

Appendices Document

[Inpatient and Outpatient Appendices](#)

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

Data Reporting Schedule

[Reporting Schedule](#)

Inpatient Reporting Requirements (Hospitals)

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

[Inpatient Technical Specifications](#)

Outpatient Reporting Requirements (Hospitals and ASCs)

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

[Outpatient Institutional Technical Specifications](#)

[Outpatient Professional Technical Specifications](#)

Emergency Data Reporting (Hospital, FEMC)

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

[Outpatient Institutional Technical Specifications](#)

HCPCS Codes

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

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