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**Texas Health Care Information Collection - THCIC**  
Health Facilities Numbered Letter, Volume 21 Number 2  
July 30, 2018

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## Certification Timeline Change

Beginning with the **1q2018** data, the new THCIC timeline to **Certify** the THCIC Inpatient and Outpatient data will be reduced from 90 days to 45 days under Texas Administrative Code (TAC) Chapters 421.7 (Subchapter A) and 421.66 (Subchapter D).

Data corrections, if needed during the certification timeline, must be initiated through System13 and completed within the first 30 days of the certification timeline, which would provide a remaining 15-day window for the final certification review and comment period.

The 1q2018 Certification due date will be **October 15, 2018**. There are no extensions to this due date.

TAC Chapter 421 is available at:

[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)

THCIC Reporting Schedule is available at:

<http://www.dshs.texas.gov/THCIC/datareportingschedule.shtm>

**\*Note:** Your quarterly certification “comments” are PUBLICLY released as written. Use caution. You may **never** provide physician or patient identifying information in a certification comment. If physician or patient identifying information is discovered, THCIC will remove that information and notify the offending facility.

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## PPR PPC Review

The 2016 Potentially Preventable Complications (PPC) and Potentially Preventable Readmissions (PPR) report review and comment period are anticipated to start shortly after the completion of the review and comment period for the Hospital Quality Indicator reports are finished on August 7, 2018.

The facilities that are included in the reports will be contacted by email regarding the login, identifiers, passwords and time periods for reviewing and commenting on the reports.

## TIPS

1. Data may not be submitted until the discharge or procedure date has occurred.
  - a. A data claim may not be submitted "today" for a discharge, procedure, or ED visit that will take place "tomorrow" or "next week" or "next month".
  - b. The data claim will be rejected by our system and it will need to be resubmitted after the discharge, procedure, or ED visit date has occurred.
2. All data collected by THCIC on patients receiving Inpatient, Outpatient, and Emergency Department services at a state licensed hospital or ambulatory surgery center are required to be submitted. This includes **"Self-Pay" and "Charity"**.
3. When submitting data through **WEB CLAIM**, the facility should be generating a "Frequency of Error Report" (FER) at the end of each day, if data have been entered that day.
  - a. The FER verifies to the facility the number of claims accepted into our system and the claim accuracy rate.
  - b. For example, if your facility submitted 15 claims and the FER shows 11 claims, this should alert the facility to follow-up on the missing four (4) claims.
  - c. If the FER shows 98% accuracy, this should alert the facility of errors in some claims, which are required to be corrected.

- d. Instructions on generating a FER or other type of reports may be found at <http://www.dshs.texas.gov/thcic/hospitals/Outpatient-Reports.pdf>
4. After correcting data, the facility should generate a “new” FER to verify all errors have been corrected to 100% accuracy before the quarterly correction due date ends. See the reporting schedule for due dates at <http://www.dshs.texas.gov/THCIC/datareportingschedule.shtm>
5. Using Web Claim, “saving” data is not the same as “submitting” data.
  - a. Claims entered in Web Claim can be saved; however, for the claim to be processed into our system, it MUST also be “submitted”.

## Physician Name and Physician NPI Errors

Most errors regarding the physician information begin with the physician’s first name. The physician’s first name must match the name listed in the **NPI registry**.

For example: The physician’s name is “Robert” Smith in the registry; however, he is listed as “Bob” Smith in your facility’s system. Since Robert and Bob do not match, the submitted claim with “Bob” Smith will be flagged as an error and must be corrected by your facility every time in our system.

All physicians have their own individual NPI assignment, which must be included on the submitted THCIC claim. When an incorrect NPI is submitted, it is usually because the “organizational” NPI was submitted instead of the physician’s “individual” NPI.

When the physician’s name and individual NPI are listed correctly in the facility’s system, matching the information from the NPI registry, this should eliminate the physician name and NPI errors.

You can verify a physician name and individual NPI at <https://npiregistry.cms.hhs.gov/>

## Did You Know?

- Provider login username passwords may never be shared.

- All login passwords **MUST** be changed every 60 days in our system and must never be shared.
- When communicating with THCIC or System13, always provide the facility's assigned **THCIC ID Number** (not the facility name or a login username) for identification.
- The newsletter notifications are distributed by email to the assigned THCIC Primary Contact at each facility, who should then share the newsletter with internal staff.
- Your quarterly certification "comments" are **PUBLICLY** released as written. Use caution. You may **never** provide physician or patient identifying information in a certification comment.

## Upcoming Due Dates

### **August 1, 2018**

1q2018 free data correction ends

### **September 1, 2018**

4q2017 certification of data due

1q2018 begin certification data review

2q2018 reporting of data due

### **October 15, 2018**

1q2018 certification of data due

### **November 1, 2018**

2q2018 free data correction ends

### **December 3, 2018**

2q2018 begin certification data review

3q2018 reporting of data due

### **January 15, 2019**

2q2018 certification of data due

### **February 1, 2019**

3q2018 free data correction ends

A schedule of **all** due dates may be found at

<http://www.dshs.texas.gov/THCIC/datareportingschedule.shtm>

## Training Webinars

THCIC provides Webinar trainings, **at no cost**, on the data reporting processes required of all Texas hospital and ambulatory surgery centers. Postings for Webinar dates may be viewed at:

<http://www.dshs.texas.gov/thcic/Training.shtm>

Signing up for training is limitless and refresher training is encouraged.

THCIC encourages all staff involved with the THCIC state data reporting to sign up for training.

To attend the Webinar training(s), please send inquiries to:

[thcichelp@dshs.texas.gov](mailto:thcichelp@dshs.texas.gov).

For help or general questions on Submission, Correction, and Certification please contact:

Tiffany Overton, (512) 776-2352 or [thcichelp@dshs.texas.gov](mailto:thcichelp@dshs.texas.gov)

## How to Reach Us

### **System13, Inc. (in Virginia)**

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

Helpdesk

Monday-Friday, 8:00a – 5:00p (Central Time)

Phone: 888-308-4953 or (434) 977-0000

Email: [thcichelp@system13.com](mailto:thcichelp@system13.com)

### **THCIC (in Austin)**

Web site – [www.dshs.texas.gov/thcic](http://www.dshs.texas.gov/thcic)

Main phone: (512) 776-7261

Public Use Data File (PUDF) orders: (512) 776-7261

THCIC Staff

Main phone: (512) 776-7261

Email: [thcichelp@dshs.texas.gov](mailto:thcichelp@dshs.texas.gov)

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Past Newsletters

<http://www.dshs.texas.gov/thcic/Inpatient-and-Outpatient-Numbered-Letters/>

Links to Forms and Documents

**Patient Notification of Data Collection Form –**

<http://www.dshs.texas.gov/thcic/Patient-Notification-of-Data-Collection.pdf>

**Provider Contact Update Form -**

<http://www.dshs.texas.gov/thcic/hospitals/FacilityInformationRequest.pdf>

**No Quarterly Data to Report Form -**

[http://www.dshs.texas.gov/thcic/hospitals/NoDataToReport\(2\).pdf](http://www.dshs.texas.gov/thcic/hospitals/NoDataToReport(2).pdf)

**Current Provider Contact List –**

<http://www.dshs.texas.gov/thcic/hospitals/FacilitiesList.xls>

**Appendices Document –**

<http://www.dshs.texas.gov/thcic/hospitals/5010InpatientandOutpatientAppendicesVer3.pdf>

Contains:

Country Codes

Default Values

Race and Ethnicity documents

Revenue Code Groupings used for Encounter File and PUDF

Audit IDs and Audit Messages

Payer Source Coding Guide

Key Data Elements for matching INPATIENT claims

Key Data Elements for matching OUTPATIENT claims

**Data Reporting Schedule –**

<http://www.dshs.texas.gov/THCIC/datareportingschedule.shtm>

**Inpatient Reporting Requirements -**

[http://www.dshs.texas.gov/thcic/hospitals/Tech\\_Req\\_Spec\\_5010\\_ver\\_9-Inpatient\\_THCIC837.pdf](http://www.dshs.texas.gov/thcic/hospitals/Tech_Req_Spec_5010_ver_9-Inpatient_THCIC837.pdf)

**Outpatient and Emergency Department Reporting Requirements -**

[http://www.dshs.texas.gov/thcic/OutpatientFacilities/Tech\\_Req\\_Spec\\_5010\\_Ver\\_10-2\\_Outpatient\\_THCIC837.pdf](http://www.dshs.texas.gov/thcic/OutpatientFacilities/Tech_Req_Spec_5010_Ver_10-2_Outpatient_THCIC837.pdf)

**HCPCS Codes**

<http://www.dshs.texas.gov/thcic/OutpatientFacilities/HCPCS-Code-worksheet-for-2017.xls>

## History of the Texas Health Care Information Collection Program

On September 1, 2003 the legacy state agencies; Texas Health Care Information Council (THCIC), the Texas Department of Health (TDH), the Texas Commission on Alcohol and Drug Abuse (TCADA), and the Mental Health branch of the Texas Department of Mental Health and Mental Retardation were merged to form the Texas Department of State Health Services (DSHS) in response to the passage of HB 2292 (78th Texas Legislature). All functions of THCIC continue in the Center for Health Statistics within DSHS.

THCIC was created by **Chapter 108** of the Health and Safety Code by the 74th Texas Legislature in 1995.

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

### Rules

Rules that apply to the Texas Health Care Information Collection are found in Chapter 421 of Title 25, Part 1 of the Texas Administrative Code.

[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)

### Visit Us Online

[www.dshs.texas.gov/thcic](http://www.dshs.texas.gov/thcic)