

THCIC Data Warehouse

Hosted by System13, Inc.
1648 State Farm Blvd.
Charlottesville Va, 22911
888-308-4953 Help Desk

Submitter Information Change Request Form

Description:

Contact personnel for all submitter accounts is maintained by System13, Inc. This information is used by System13 to assist users when resolving issues with data submissions or login accounts. This form facilitates updating **existing** submitter accounts with current information.

Please note:

- This form is **not** used to request a new submitter account at System13. For **new submitter** accounts, please visit <http://thcic.system13.com> and click the "Request an account" link.
- This form is **not** to be used to change **Provider Contact** information for the facility. To update **provider** contacts (primary, alternate, or certifier) please use the "THCIC Facility Contact Information Form":
<http://www.dshs.texas.gov/THCIC/hospitals/FacilityInformationRequest.pdf>

Please enter values for all fields. Any fields left blank will overwrite existing values. Email this form to thcichelp@system13.com or fax to **434-979-1047**.

* = Required

* Submitter ID: _____

Organization Name: _____

Primary Contact Name: _____

Primary Contact Email: _____

Primary Contact Phone: _____

Primary Contact Fax: _____

Alternate Contact Name: _____

Alternate Contact Email: _____

Alternate Contact Phone: _____

Contact Descriptions:

Submitter Primary Contact:

- Has the right to know all information about their own submissions.
- Is responsible for uploading new submission files to the THCIC Data Warehouse at System13 on behalf of the hospital(s) they have a relationship with. It is critical to ensure file submissions are uploaded according to the quarterly deadlines published in the **THCIC Reporting Schedule**:

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

- Receives receipt and/or error notices immediately via email.
- Interprets and resolves file submission issues, resubmitting files if necessary
- Coordinates with hospital personnel to resolve submission issues if necessary.

Submitter Alternate Contact:

- Has the right to know all information about their own submissions.
- Assumes the responsibilities of the Primary Contact in their absence.
- May be contacted by System13 if the Primary Contact is unreachable regarding submission or account issues.