DSHS THCIC Training

on the HHS Learning Portal (Webpage address: https://learningportal.hhs.texas.gov/)

You will find, once you've logged into the HHS Learning Portal and started a course, that a path is provided at the top of the screen that shows exactly where you are on the HHS Learning Portal. You can use this path to navigate while training.



On the right side of the screen, the Course Categories block can help you navigate to the group of courses you need. Select *Department of Health Services Courses*.



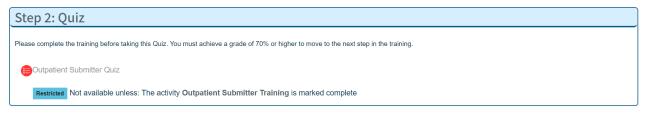
After selecting *Department of State Health Services*, click **Texas Health Care Information Collection (THCIC)** to see a list of training courses.

Welcome to the THCIC/System 13 Training Courses! Search courses Inpatient Claim Entry Training Training presentation for manual data entry of claims via THCIC system. Inpatient Claim Correction Training Training presentation for data correction via THCIC system. Inpatient Submitter Training Training presentation on uploading electronic files into the THCIC system. Inpatient Reports Training Training presentation on downloading reports (FER, Hardcopy, Summary, Data Analysis). These reports are available only on data that is currently in the THCIC system. Inpatient Certification Training Training presentation for inpatient data certification via THCIC system. Outpatient Claim Entry Training Training presentation for manual data entry of claims via THCIC system. Outpatient Claim Correction Training Training presentation for data correction via THCIC system. Outpatient Submitter Training Training presentation on uploading electronic files into the THCIC system. **Outpatient Reports Training** Training presentation on downloading reports (FER, Hardcopy, Summary, Data Analysis) these reports are available only on data that is currently in the THCIC system. Outpatient Certification Training ng presentation for outpatient data certification via THCIC system

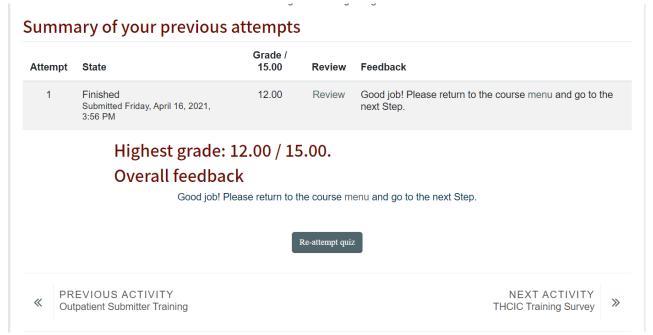
- 1. Select the course name to see the menu for that course.
- 2. Launch the training by clicking the link below Step 1: Presentation.



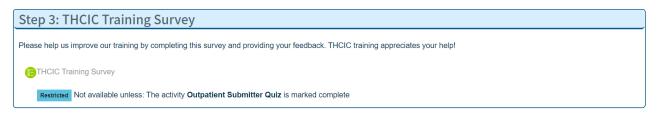
- 3. When the training is complete, close the window (click the red X on the top right corner). When you return to the menu, if you do not see a blue checkmark display in the checkbox for Step 1, refresh the screen by clicking the course name in the top navigation and you should see the checkmark display.
- 4. Step 2: Quiz becomes available.



- 5. After completing the quiz and selecting **Submit all and finish**, the quiz displays on screen with feedback showing whether each question was answered correctly.
- 6. At the bottom of the screen, a Finish review link displays. Click that link to close the quiz.
- 7. Then, confirm you passed the quiz and click the menu link to return to the course menu.



8. Select *Step 3: THCIC Training Survey* to complete the THCIC questionnaire. This is required before your certificate will become available.



- 9. Select Step 4: Certificate to view and print certificate of completion.
- 10. Print or save a copy of the certificate for your records, then use the top navigation menu to return to the course menu.
- 11. The Resources from each course have been provided as a courtesy in *Step 5: Resources.* Step 5 is not required.

