



STATE OF TENNESSEE
DEPARTMENT OF HEALTH

Date: May 30, 2019

TO: Tennessee Hospital Contact Persons for Hospital Discharge Reporting (Form UB-04)

FROM: Glenn Baker, Manager
Hospital Discharge Data System

RE: **Annual Reminder of UB-04 Data Submission
Reporting Method Sheet (PH-3925)**

(NOTE: Dated response requested)

Each quarter hospitals are reminded of reporting their data either directly through the Hospital Discharge Data System (HDDS) or to its' vendor the Tennessee Hospital Association-Health Information Network (THA-HIN). *Starting with the 2019 data the Department requests that all facilities submit an annual Reporting Method Sheet (PH-3925) to Hospital Discharge Data System designating their reporting procedures – through whom they plan to report (HDDS or THA-HIN) for the entire year. **Attach and email all sheets to Healthcare.Statistics@tn.gov by or before June 15, 2019 – see attachment.***

All facilities are required to submit this sheet. However, if the reporting procedure changes during the year, submit another PH-3925 Reporting Method Sheet alerting the Department of this change immediately.

All data must be received by the Department or the THA-HIN vendor within 60 days following the close of the period during which the hospital discharge occurred according to the following quarterly schedule:

Quarter	Time Span	Submission Deadline
Q1	January 1 – March 31	May 30
Q2	April 1 – June 30	August 29
Q3	July 1 – September 30	November 29
Q4	October 1 – December 31	March 1

If your facility reports directly to HDDS (615-532-7889) OR if your facility reports directly to THA (615-401-7426) and you believe you may be late, you must notify us immediately.

Facilities failing to submit UB-04 discharge data to the Hospital Discharge Data System either through THA-HIN or directly to the Department will be subjected to the penalties as proscribed under T.C.A. 68-1-108.
Thank you for your cooperation in this matter.

Glenn Baker, Manager
Hospital Discharge Data System
Phone: 615-532-7861 | Glenn.Baker@tn.gov

The mission of the Department of Health is to protect, promote and improve the health and prosperity of people in Tennessee.