



STATE OF TENNESSEE
DEPARTMENT OF HEALTH

Date: March 31, 2020

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)

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. **Please email the attached sheet to Healthcare.Statistics@tn.gov by or before April 30, 2020 – see attachment.**

All facilities are required to submit this information annually. 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, please 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 cooperation in this matter.

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