

MEMO

To: All Tennessee Hospitals reporting UB-04 Discharge Data
From: Daniel Merchant, Manager, Hospital Discharge Data System
Date: June 30, 2026
Subject: TDH Hospital Discharge Data System Procedure Manual Update

The Tennessee Department of Health (TDH) has prepared an updated Hospital Discharge Data System (HDDS) Procedure Manual, as required by HDDS Rules 1200-7-3-.02(1). Please find your updated copy attached. These revisions become effective one hundred and eighty (180) days following the date of this notification. At that time, failure to meet the amended requirements are subject to the penalties as prescribed by T.C.A. §68-1-108.

Please note some of our specific changes in Section I, pages 6 & 7.

The updated manual also outlines how the Policy Contact person for your facility—or group of facilities—needs to be **Signed On** to the [HDDS Portal](#) (page 13). This allows for submission of all required forms now directly to TDH through the Portal, including the **Annual Reporting Method, PH-3925**.

Please let us know by email at Healthcare.Statistics@tn.gov if you need any clarifications or if you have any questions.

Thank you for your compliance and cooperation.