



*Protecting, Maintaining and Improving the Health of All Minnesotans*

December 4, 2020

Dear Surgical Center Administrator:

Minnesota Statutes, sections 144.695 to 144.703 require all licensed Freestanding Outpatient Surgical Centers (FOSC) to file data on an annual basis with the Minnesota Department of Health (MDH). MDH manages this process through the Health Care Cost Information System (HCCIS). The 2020 FOSC formset and instructions can be downloaded from the [HCCIS website](https://www.health.state.mn.us/data/economics/hccis/forms.html) (<https://www.health.state.mn.us/data/economics/hccis/forms.html>). The report is due **March 1, 2021**.

As indicated in the instructions, please include your facility's HCCIS ID on all correspondence and when you submit the following:

- Completed and **encrypted** 2020 FOSC formset by **email** to [health.hccis@state.mn.us](mailto:health.hccis@state.mn.us)
- Audited Financial Statement (PDF by email)
- Medicare Cost Report – if applicable (PDF by email)
- Ownership Relationship Diagram as required in Section 17 (PDF by email)
- Charity Care Policy, if applicable, as required in Section 16 (PDF by email)
- Additional information sufficient to allow MDH to complete a retrospective review of each major capital spending commitment (Capital Expend Project Specific tab in formset)
- Filing fee of \$200.00 payable to: Treasurer, State of Minnesota (**mail** to address below) – Please be sure to **identify your facility** when you send in the filing fee.

ATTN: Tracy Johnson / HCCIS  
Health Economics Program  
Minnesota Department of Health  
P.O. Box 64882  
St. Paul, MN 55164-0882

MDH requires the use of the electronic spreadsheet in completing the formset. Many of the fields are automatically calculated and have built-in logic checks that will save time and reduce the possibility of errors. Note that your report will not be considered complete until all components are received. Please contact Tracy Johnson at (651) 238-1968 or [Tracy.L.Johnson@state.mn.us](mailto:Tracy.L.Johnson@state.mn.us) with any questions.

Sincerely,

A handwritten signature in black ink, appearing to read 'Cara L. Bailey'.

Cara L. Bailey, Deputy Director  
Health Economics Program  
Division of Health Policy