

Freestanding Outpatient Surgical Center Reporting User Guide

**FOR THE MINNESOTA DEPARTMENT OF HEALTH, HEALTH
ECONOMICS PROGRAM (HEP) DATA PORTAL**

December 2025

Freestanding Outpatient Surgical Center Reporting User Guide

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To obtain this information in a different format, call: 612-201-4520.

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Purpose

The purpose of this document is to guide reporting entities on the process for registering and managing a reporting entity account and submitting Annual Reports on the Minnesota Department of Health (MDH) website for the Health Economics Program (HEP).

Technical requirements

The [HEP Data Portal](#) functions on the following browsers: Google Chrome, Microsoft Edge, and Mozilla Firefox.

Register

Prior to filing a data set, reporting organizations must register a primary contact on the MDH website using the [HEP Data Portal](#). Once a request to register has been submitted, MDH reviews and approves requests. Only the first user registration needs to be approved by MDH. Subsequent users can be added on demand with no approval required. Approved registrants will receive an email through which they can activate their account and set their passwords. Successful activation of an account completes the registration process for a primary contact.

Refer to the [Registration and Account Management Guide \(PDF\)](#) for more information.

Background on Freestanding Outpatient Surgical Center (FOSC) reporting

The Minnesota Department of Health is required by Minnesota Statutes 144.695-144.703 and Minnesota Rules, chapter 4650, to collect accurate and reliable information about the financial and utilization characteristics of freestanding outpatient surgical centers in Minnesota, and to provide this information to public policymakers, purchasers of health care services, and to the public.

[Minnesota Statutes 62J.17](#) was modified during the 2007 legislative session to require the **annual** submission of major capital expenditure commitments. This reporting is included with the FOSC reporting.

General requirements

Each freestanding outpatient surgical center licensed under [Minnesota Statutes 144.50-144.56](#) and [Minnesota Rules, chapter 4675](#) must submit for the prior Fiscal Year:

- Financial, Utilization and Services data
- Copy of Audited Annual Financial Statements or internal financial documents
- Copy of Medicare Cost Reports (if submitted to CMS)
- Copy of your facility's Charity Care policy per Section 9
- Copy of your facility's Ownership Relationships per Section 10

- Additional information sufficient to allow MDH to complete a retrospective review of each major capital spending commitment in the Capital Expend Project Specific section.

All reports for the prior fiscal year are due on **March 1**.

[Minnesota Rules, part 4650.0167](#) requires each freestanding outpatient surgical center to pay a filing fee of \$200 to the Commissioner of Health (payable to: **Treasurer, State of Minnesota**) upon submission of the reports listed above. **You will be invoiced separately for this fee.**

Filing fee of \$200.00 due upon receipt of invoice payable to: Treasurer, State of Minnesota (**U.S. Mail** to address below) – Please **identify your facility name and include your invoice number on your check and include a copy of the invoice with payment** when you send in the filing fee.

Note new remit address:

Minnesota Department of Health
Financial Management
P.O. Box 64975
St. Paul, MN 55164-0975

Please review [FOSC Financial, Utilization, and Services Data Report Instructions \(PDF\)](#) summarizing requirements for freestanding outpatient surgical centers' data reporting under the rules. The instructions are intended as a general reference guide only and should not be substituted for the actual text of [Minnesota Rules, chapter 4650](#).

Annual Freestanding Outpatient Surgical Center (FOSC) reports

Create an annual report

- From the Home Page, click on the drop-down “Menu” located in the upper-right of the window and click “Annual Reports” or from the Dashboard under ‘Pending Reports’ locate a new report and click the “Create” annual report button.

PENDING REPORTS			
Actions	Report Type	Report Year	ID
⊕ Create	DIFUR	Fiscal Year 2025	2022

Note: Annual reports will be available for each affiliate that has been added under the organization for the designated report year. Refer to the [Registration and Account Management Guide \(PDF\)](#) for information on adding and managing affiliates.

- Select a role for report access, then click the “View Report” button. The **Administrator** role will allow the report contact to review and update data values, as well as certify final values. The **Preparer** role will allow the report contact to review and update values; however, the report contact will not be able to certify the report. The **Courtesy Contact** role will allow the report contact to review report data; however, the report contact will not be able to update information or certify the report.

Report Access											
Only report contacts may access this report. If you would like to add yourself as a report contact, please select a role and select 'View Report'											
<table border="1"> <thead> <tr> <th>Role</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/> Administrator</td> <td>Administrators have the ability to review and update data values and should be authorized to certify final values as complete and accurate on behalf of the reporting organization.</td> </tr> <tr> <td><input type="radio"/> Preparer</td> <td>Preparers have the ability to review and update report data values but may not certify final values as complete and accurate on behalf of the reporting organization.</td> </tr> <tr> <td><input type="radio"/> Capital Expenditure Contact</td> <td>Capital Expenditure Contacts have the ability to review and update report data values but may not certify final values as complete and accurate on behalf of the reporting organization.</td> </tr> <tr> <td><input type="radio"/> Courtesy Contact</td> <td>Courtesy Contacts have the ability to review report data values but may not update information or certify final values as complete and accurate on behalf of the reporting organization.</td> </tr> </tbody> </table>	Role	Description	<input type="radio"/> Administrator	Administrators have the ability to review and update data values and should be authorized to certify final values as complete and accurate on behalf of the reporting organization.	<input type="radio"/> Preparer	Preparers have the ability to review and update report data values but may not certify final values as complete and accurate on behalf of the reporting organization.	<input type="radio"/> Capital Expenditure Contact	Capital Expenditure Contacts have the ability to review and update report data values but may not certify final values as complete and accurate on behalf of the reporting organization.	<input type="radio"/> Courtesy Contact	Courtesy Contacts have the ability to review report data values but may not update information or certify final values as complete and accurate on behalf of the reporting organization.	<div>View Report</div> <div>No</div>
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Note: Roles can be updated after the original designation by returning to ‘Section 1 – Contacts’ and editing the role by clicking the ‘Edit Role’ pencil icon. Only Administrators and Preparers can make updates to report contact roles. Refer to the [Registration and Account Management Guide \(PDF\)](#) for information on report access.

3. Under the Surgical Center Facility Information section, options are available to view organization details by clicking the ‘View Organization’ button. Users can also edit the number of reporting months and CFO’s name by clicking the ‘Edit Reporting Months / CFO Name’ button. Update information, then click the ‘Save Changes’ button.

The screenshot shows the 'REPORT INFORMATION' section of the application. A modal titled 'Report Information' is open, allowing users to edit the 'Number of Months in Reporting Year' (currently 11) and the 'CFO's Name' (currently John Smith). The modal has 'Cancel' and 'Save Changes' buttons. In the background, the 'SURGICAL CENTER FACILITY INFORMATION' section is visible, showing fields for 'HEALTH PLAN ID' (441), 'ORGANIZATION NAME' (Scott Test Affiliate for User Test), 'CFO'S NAME' (John Smith), 'NPI' (1235461010), and 'FISCAL YEAR END' (12/30/2023). Buttons for 'View Organization' and 'Edit Reporting Months / CFO Name' are highlighted with yellow boxes.

Note: Data should be provided for the prior fiscal year. The number of months should only be updated if the reporting organization operated for less than 12 months during the prior fiscal year.

4. Section 1 – Contacts

- a. For the “Contacts” section, click the “View Section” button to start. Add additional report contacts if needed by clicking the “Add Contact” button.

The screenshot shows the '1 Contacts' section of the application. It includes a sub-header 'Provide contact information.' and a button labeled 'Add Contact'.

- b. For each contact to be added to the report, select a role from the drop-down menu, then click the “Add Selected” button.

The screenshot shows the 'Add Report Contact' form. It includes a table with columns for 'Name', 'Title', and 'Role'. The table contains three rows of data: Jane Smith (manager), John Jones (manager), and Steve Your (Chief). Each row has a 'Select Role' dropdown menu. At the bottom of the form, there is a 'New Contact' button, an 'Add Selected' button, and a 'Cancel' button.

- c. If the desired contact is not available, click the “New Contact” button, enter required information marked “(required)” in green font, then click the “Save Contact” button. Users by default will be ‘Active.’ To add a contact that will have portal access, click on the “Portal Access” status to switch to “Has Access.”

- d. Enter optional Comments/Explanation, then click the “Right Arrow” button to proceed to the next section.

Note: Each section of the annual report data entry screen includes a “Definitions” button at the bottom of the page. Click the “Definitions” button to review information relevant to the current screen. Additionally, validation warnings may be displayed as data is entered. Users should review validation warnings and correct data or include an explanation verifying data as entered.

5. Section 2 – Facility Affiliations

- Click the ‘Add Facility Affiliate’ button. Next, enter the affiliate name and select the affiliation type, click the ‘Save’ button.
- Click the “Right Arrow” button to proceed to the next section.

6. Section 3 – Services and Procedures

- Enter values. Under Procedure Summary, procedures entered in error can be removed by clicking the ‘Trash Can’ icon.

3

Services and Procedures

Provide services and procedures for the report.

Services and Capacity

Number of Surgical Patient Registrations

Number of Operating Rooms

Number of Procedure Rooms

Average Number of Hours Open Per Week

Non-Surgical Procedures or Services

Does your facility provide the following services?

Radiology Procedures (CPT codes 70000-79999)

☐ Yes ☐ No

Laboratory or Pathology Procedures (CPT codes 80000-89999)

☐ Yes ☐ No

Medical procedures such as check-ups, immunizations, minor injury repair, etc. (CPT codes 90000-99199)

☐ Yes ☐ No

Other - Document in Comment/Explanation box below.

☐ Yes ☐ No

Procedure Summary

State the procedure name, CPT code, and frequency of the ten procedures that were performed most frequently at the facility during the fiscal year. List procedures in descending order from most to least frequent. surgical procedure code.

Remove

Procedure Name

CPT Code

new procedure

12345

- Click the “Right Arrow” button to proceed to the next section.

7. Section 4 - Employee Classification

- Enter values.
- Click the “Right Arrow” button to proceed to the next section.

4

Employee Classification

Provide employee classification for the report.

Employee Classification of FTEs

Full-time equivalent employee (FTE) means an employee or any combination of employees that are paid by the facility for 2,080 hours of employment per year.

Total Physician FTEs

Total RN FTEs

Total LPN FTEs

Total Nurse Anesthetist FTEs

Total Imaging FTEs

Total Lab Technologists/Technician FTEs

Total All Other Personnel FTEs (health and non-health related)

Total Outpatient Surgical Center FTEs

0

Physicians with Staff Privileges

Total Number of Physicians with Staff Privileges

Comment / Explanation

<

Save

Index

Definitions

Jump To

>

8. Section 5 - Natural Expense Summary

- Enter values.
- Click the “Right Arrow” button to proceed to the next section.

5

Natural Expense Summary
 Provide natural expense summary for the report.

Expenses

If FTE's are not employed by the facility, then the salaries/contract amount is to be reported under Purchased Services. Round all financial data to the nearest dollar.

Salaries and Wages	\$	<input type="text"/>
Employee Benefits	\$	<input type="text"/>
Purchased Services	\$	<input type="text"/>
Supplies	\$	<input type="text"/>
Interest Expense	\$	<input type="text"/>
Depreciation	\$	<input type="text"/>
Property Taxes	\$	<input type="text"/>
Malpractice Expenses	\$	<input type="text"/>
MinnesotaCare Tax	\$	<input type="text"/>
Other Expenses	\$	<input type="text" value="0"/>
Total Operating Expenses	\$	<input type="text"/>

Comment / Explanation

[<](#)
[Save](#)
[Index](#)
[Definitions](#)
[Jump To](#)
[>](#)

9. Section 6 - Charges and Adjustments

- Enter values.
- Click the “Right Arrow” button to proceed to the next section.

6

Charges and Adjustments
 Provide charges and adjustments for the report.

Patient Care Charges

Total Charges from Patient Care	\$	<input type="text"/>
---------------------------------	----	----------------------

Primary Payer Charge Summary

This section now includes both Managed and Non-Managed Care charges to be reported on the same payer lines. Round all financial data to the nearest dollar.

Medicare Patient Charges	\$	<input type="text"/>
MA and MinnesotaCare Patient Charges	\$	<input type="text"/>
MA Patient Charges	\$	<input type="text"/>
MinnesotaCare Charges	\$	<input type="text"/>
Commercial Patient Charges	\$	<input type="text"/>
Individual (Self-Pay) Patient Charges	\$	<input type="text"/>
Other Payer Patient Charges	\$	<input type="text" value="0"/>
Total Patient Charges	\$	<input type="text"/>

Primary Payer Adjustments and Uncollectibles

This section now includes both Managed and Non-Managed Care charges to be reported on the same payer lines. Round all financial data to the nearest dollar.

Medicare Adjustments	\$	<input type="text"/>
MA and MinnesotaCare Adjustments	\$	<input type="text"/>

[<](#)
[Save](#)
[Index](#)
[Definitions](#)
[Jump To](#)
[>](#)

10. Section 7 – Revenue

- a. Enter values.
- b. Click the “Right Arrow” button to proceed to the next section.

7 Revenue

Provide revenue for the report.

Net Patient Revenue

Net Patient Revenue \$ 0

Other Operating Revenue - Optional

Other Operating Revenue - Optional \$

Operating Income - Optional

Total Operating Revenue \$ 0

Total Operating Expenses \$ 0

Income/Loss from Facility Operations \$ 0

Non-Operating Revenue - Optional

Although this section is optional, this data gives a more accurate picture with which to analyze the industry.

Total Non-Operating Revenue \$

Non-Operating Expense - Optional

Although this section is optional, this data gives a more accurate picture with which to analyze the industry.

Total Non-Operating Expense \$

Revenue in Excess of Expense - Optional

< Save Index Definitions Jump To >

11. Section 8 – Expenses

- a. Enter values.
- b. Click the “Right Arrow” button to proceed to the next section.

8 Expenses

Completion and submission of this page is required by Minnesota Rules, Chapter 4650.0112, subpart 3.

Pursuant to Minnesota Statutes, section 62J.321, subdivision 5, the information provided in the sections on this page is classified as non-public.

Administrative Expenses

Record all direct and indirect expenses in the following category. Include portions of Total Cost of Regulatory and Compliance Reporting, Total Management Information Systems Expenses, and Total Plant Equipment and Occupancy Expenses where applicable.

Total Administrative Expenses \$

Cost of Regulatory and Compliance Reporting

Total Cost of Regulatory and Compliance Reporting \$

MIS and Occupancy Expenses

Total Management Information Systems Expenses \$

Total Plant, Equipment, and Occupancy Expenses \$

Comment / Explanation

< Save Index Definitions Jump To >

12. Section 9 – Charity

- a. Indicate whether your facility has a Charity Care policy. If so:
 - i. Click the “Attach” button, locate the file from the file directory, then click “Open” to attach the document(s).
 1. To delete a document, click the “Trash Can” icon.
 - ii. Click the “Right Arrow” button to proceed to the next section.

The screenshot shows the 'Charity' section of the reporting form. At the top, there is a green circle with the number '9' and the title 'Charity'. Below the title is the instruction 'Provide charity for the report.' The main content area contains the question 'Does your Surgical Center have a Charity Care Policy? If yes, please attach.' followed by radio buttons for 'Yes' and 'No'. Below this is a text area labeled 'Comment / Explanation'. At the bottom left is a 'Submit Report' button. At the bottom right, a navigation bar is highlighted with a yellow box, containing buttons for '< Save Index Definitions Jump To >'. The 'Jump To' button is the rightmost arrow in this bar.

13. Section 10 - Ownership Relationships

- a. Click the “Attach” button, locate the file from the file directory, then click “Open” to attach the document(s).
 - i. To delete a document, click the “Trash Can” icon.
- b. Enter Comment / Explanation.
- c. Click the “Right Arrow” button to proceed to the next section.

The screenshot shows the 'Ownership Relationships' section of the reporting form. At the top, there is a green circle with the number '10' and the title 'Ownership Relationships'. Below the title is the instruction 'Provide ownership relationships for the report.' The main content area contains a list of bullet points: 'Corporations that your facility now owns all or part of, and all those corporations' parents and subsidiaries;', 'Corporations that now own all or part of your facility, and all of those corporations' parents and subsidiaries;', and 'It is not necessary to include ownership relationships of less than 5 percent, or to identify non-corporate owners by name.' Below the list is an 'Attach' button. Underneath, there is a table with the header 'Ownership Relationship Document'. The table has two columns: 'Action' and 'test.docx'. The 'Action' column contains two icons: a download icon and a trash can icon. Below the table is a text area labeled 'Comment / Explanation'. At the bottom right, a navigation bar is highlighted with a yellow box, containing buttons for '< Save Index Definitions Jump To >'. The 'Jump To' button is the rightmost arrow in this bar.

14. Section 11 - Capital Expenditures

- Indicate whether your facility made any spending **commitments** in excess of \$1M dollars in the prior fiscal year.
- If there was a commitment for a new facility, not yet assigned an ID, please navigate to My Organization and click the Add Affiliate button to add a new Health Care System / Provider. Once added, a Capital Expenditure Retrospective Review Report (CERRR) will be available for the new facility under the Annual Reports page.
- Click the “Right Arrow” button to proceed to the next section.

11 Capital Expenditures
Provide capital expenditures for the report.

Commitment Summary

Did your reporting entity have any Major Capital Expenditure Commitments in the reporting year that were over \$1 million dollars each? ☒ Yes ☐ No

Total number of Capital Expenditure projects over \$1 million dollars each: Missing value

Total Major Capital Expenditure Commitments: \$ Missing value

Commitment Details
For all projects that are over 1 million, report the detail in this section. Note that parts of any project can be reported in more than one category, but should not be double counted. Reporting this information is required by Minnesota Statutes 621.17, subdivision 2 and 144.006, subdivision 1.

Patient Care Services	Medical Equipment	Building and Space	Other Capital Expenditures	Total Capital Expenditures
Cardiac Care	\$	\$	\$	\$
Chemical Dependency	\$	\$	\$	\$
Emergency / Urgent Care	\$	\$	\$	\$
Intensive Care (ICU or IMCU)	\$	\$	\$	\$
Mental Health	\$	\$	\$	\$
Neurology	\$	\$	\$	\$
Oncology	\$	\$	\$	\$
Orthopedics	\$	\$	\$	\$
Radiation Therapy	\$	\$	\$	\$
Rehabilitation	\$	\$	\$	\$
Surgery	\$	\$	\$	\$
Other Patient Care Services	\$	\$	\$	\$

Navigation: [Save](#) [Index](#) [Definitions](#) [Jump To](#) [Next](#)

15. Section 12 - Capital Expenditures Projects

- Click the “Add Project” button, enter data and click the “Save Project” button. To delete a project, click the ‘Delete Project’ button and ‘Confirm’ to complete the deletion.
- Click the “Right Arrow” button to proceed to the next section.

12 Capital Expenditures Projects
Provide capital expenditures projects for the report.

Project 1 of 1 [Add Project](#) [Delete Project](#)

General Information
Please provide general information about the project.

Title and General Description of the Project (required)
New project

General Purpose of the Project

Navigation: [Save](#) [Index](#) [Definitions](#) [Jump To](#) [Next](#)

16. Section 13 - Audit Checks

- Review any audit findings. If necessary, return to previous sections of the report to update data by clicking the “View” button.
- Otherwise, click the “Right Arrow” button to proceed to the next section.

13 Audit Checks
View the audit checks for the report.

Administrative Expense percentage of Total Operating Expense	
Administrative Expense	\$0 View
Total Operating Expense	\$0 View
% of Total	0%

• This is required data.

[Submit Report](#)

[<](#) [Save](#) [Index](#) [Definitions](#) [Jump To](#) [>](#)

17. Section 14 - Supporting Documents

- Click the “Attach” button to optionally provide additional supporting documentation for the report.

14 Supporting Documents
Attach supporting documents for the report. Minnesota Statutes 144.696 and Minnesota Rules Chapter 4056.0115 require all licensed Outpatient Surgical Centers to provide an Audit Information Statement sheet detailing assets, liabilities, and net worth, detailed statement of income and expenses. Minnesota Rules, part 4056.0111 requires the submission of a copy requirements of the Social Security Act. If an MCR is not filed with CMS, this requirement may be disregarded.

[Attach](#)

Action	Document	Document Type
+ -	test.docx	Ownership Diagram Document

- Click the “Document Type” from the drop-down menu, then click the “Select” button to locate files from the file directory, then click the “Open” button. Click the “Attach Documents” button to attach documents.

Attach Documents
Select one or more documents to attach.

Document Type
Facility Financial Document [+ Select](#)

Select the files to upload and attach to the report.

[Attach Documents](#) [Close](#)

- Proceed to the ‘**Certify and Submit Annual Report**’ instructions below.

Certify and submit annual report

1. Annual Reports must be certified by an administrator user. If the user is a ‘Preparer’ or ‘Courtesy Contact’ the Annual Report cannot be certified and submitted. If the user is an Administrator, return to the index page, by clicking the “Back to Index” button. Next, scroll to the bottom of the page and click the certification checkbox.

Certification Statement

Before a report may be submitted, an administrator must certify that the values and explanations provided in the report are consistent with the company's audited financial statements.

☒ As an actuary or financial officer of the company, by checking this box I certify that the financial values reported in the 2023 Freestanding Outpatient Surgical Center Report (FOSCR) are consistent with the company's 2023 audited financial statements. Where necessary, additional information to reconcile data to financial statements has been included in the Explanations / Comments for the applicable reporting section.

Report Certified

By Fosc User on 12/09/2025

2. Click the “Submit Report” button to submit to the Annual Report to MDH for review, then click the “Confirm” button to finalize.

?

Confirm Submission

Are you sure you want to submit the report for review?

Confirm

No

3. Once the report is submitted, it will be available under the “Completed” tab of the Annual Reports page. Reports can be modified until MDH has completed their review as indicated by a status of “Review Complete.”

Outstanding			Completed		
View		Report Type		Report Year	
<div>View</div>		UROPAR		Calendar Year 2024	

4. If MDH requires additional information, the report will appear under the “Outstanding” tab of the Annual Reports page with a status of “Information Required”. Reports requiring additional information should be updated and resubmitted for MDH review.

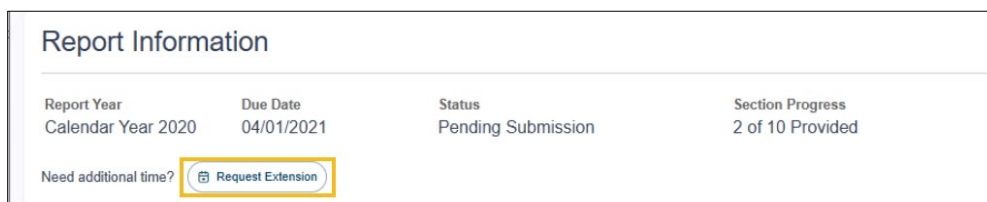
Outstanding		Completed			
Actions	Report Type	Report Year	ID	Organization	Report Status
View	UROPAR	Calendar Year 2024		NM URO	Information Required

Note: Once MDH completes their review of the report, the status will reflect “Review Complete.” After this time, no updates can be made. To update a report that has been submitted but not reviewed by MDH, access the “Completed” tab, locate the report, and click the “View” button.

Request extension

FOSCs have the option to request additional time to complete their Annual Report(s). Below are instructions for requesting a reporting extension.

1. From the Home Page Dashboard, under Pending Reports select an Annual Report by clicking the “View” or “Create” button. If “Create” is selected, a role must be selected before proceeding.
2. Under the Report Information section of the page, click “Request Extension” for ‘Need additional time?’

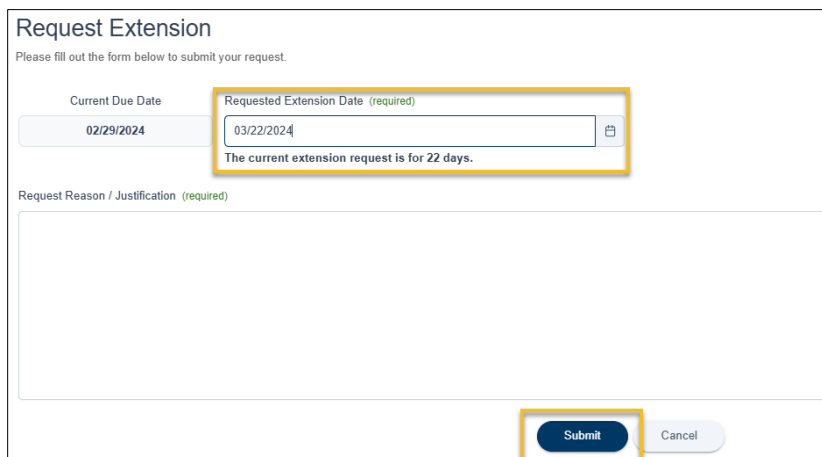


The screenshot shows the 'Report Information' section with the following details:

Report Year	Due Date	Status	Section Progress
Calendar Year 2020	04/01/2021	Pending Submission	2 of 10 Provided

Below the table, there is a section titled 'Need additional time?' with a button labeled 'Request Extension' highlighted by a yellow box.

3. Enter “Requested Extension Date” and provide a request reason/justification, then click the “Submit” button. MDH will be notified of the request and will respond with their decision.



The screenshot shows the 'Request Extension' form with the following details:

Please fill out the form below to submit your request.

Current Due Date: 02/29/2024

Requested Extension Date (required): 03/22/2024

The current extension request is for 22 days.

Request Reason / Justification (required):

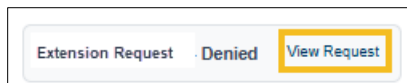
At the bottom right, there is a 'Submit' button highlighted by a yellow box and a 'Cancel' button.

4. Decisions can be accessed under the Conversations section of the Home Page. Proceed to the ‘**Conversations**’ instructions below.

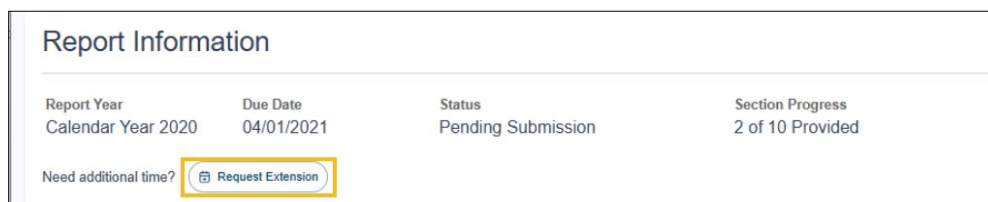
Denied / resubmitted extension requests

Requests that are denied can be accessed and reviewed. To resubmit an extension request, follow the instructions below.

1. Access the denied request from the Home Page Dashboard under Conversations or under Pending Reports.
2. Under the Report Information section of the page, click “View Request” to view the details of the denied request, then click the “Close” button.



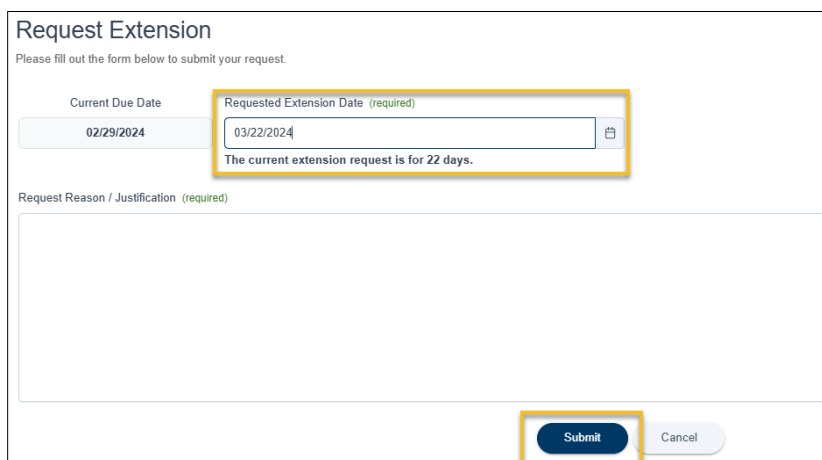
3. To resubmit a new extension request, click the “Request Extension” button under the Report Information section of the page.



Report Year	Due Date	Status	Section Progress
Calendar Year 2020	04/01/2021	Pending Submission	2 of 10 Provided

Need additional time? [Request Extension](#)

4. Enter “Requested Extension Date” and provide a request reason/justification, then click the “Submit” button. MDH will be notified of the request and will respond with their decision.



Request Extension

Please fill out the form below to submit your request.

Current Due Date	Requested Extension Date (required)
02/29/2024	03/22/2024

The current extension request is for 22 days.

Request Reason / Justification (required)

[Submit](#) [Cancel](#)

Conversations

FOSC registered users will receive email notifications when new messages are available in the portal. Messages will be available under the Conversations section of the Home Page Dashboard.

1. From the Home Page Dashboard, under “Conversations” click the “View” button for a conversation.

CONVERSATIONS						
Actions	Subject	Last Message Date	Last Message From	Create Date	Created By	
View	Exception Request - Fiscal Year 2023 New	12/04/2025 02:15 PM	MDH Staff	12/04/2025 02:15 PM	MDH Staff	
View	FOSC Testing Notice	12/02/2025 05:08 PM	Fosc User	11/28/2025 12:00 PM	MDH Staff	

[Go To Conversations](#)

2. To reply, click the “Add Message” button, enter message reply, then click the “Submit” button.

Conversation

Below are the details for the selected conversation.

CONVERSATION DETAILS

SUBJECT
Exception Request - Fiscal Year 2023

ORGANIZATION
Scott Test Affiliate for User Test

MESSAGES

Fosc User created initial message on 12/02/2025 05:38 PM

Extension request for period Fiscal Year 2023 with excepti

MDH Staff commented on 12/04/2025 02:15 PM

The exception request for Fiscal Year 2023 for Scott Test A
Approved for 3/11/2024 not the requested date of 3/2/2024

Add Conversation Message

Use the form below to add a message to the conversation.

Message Reply (required)

B I U

Thank you for the reply. We have another follow up question...

NOTE: All participants will receive a notification.

[Submit](#) [Cancel](#)

[Add Message](#)

3. To access all conversations, click the “Go to Conversations” button from the Home Page Dashboard. Conversations can be filtered by date range as well as Open / Closed by clicking the “Open Conversations” and “All Conversations” buttons.

Select Date Range: 09/10/202512/09/2025Load Conversations

Open ConversationsAll Conversations

Open Conversations for 9/10/2025 to 12/9/2025

Actions	Organization T1	Subject T1	Last Message Date T1	Messages T1	Status T1
View	Scott Test Affiliate for User Test	Exception Request - Fiscal Year 2023	12/04/2025 02:15 PM	1	Open
View		Test	12/04/2025 01:12 PM	1	Open
View	Test FOSC.	FOSC Testing Notice	12/02/2025 05:08 PM	1	Open

References

- [HEP Data Portal \(https://hepdataportalui.web.health.state.mn.us/signinregister\)](https://hepdataportalui.web.health.state.mn.us/signinregister)
- [Registration and Account Management Guide \(PDF\) \(https://www.health.state.mn.us/data/economics/uror/docs/regguide.pdf\)](https://www.health.state.mn.us/data/economics/uror/docs/regguide.pdf)
- [Freestanding Outpatient Surgical Center Reporting Instructions \(PDF\) \(https://www.health.state.mn.us/data/economics/hccis/docs/foscinst25.pdf\)](https://www.health.state.mn.us/data/economics/hccis/docs/foscinst25.pdf)
- [Minnesota Statutes 62J.17 \(https://www.revisor.mn.gov/statutes/cite/62J.17#:~:text=Each%20hospital%2C%20outpatient%20surgical%20center%2C%20diagnostic%20imaging%20center%2C,the%20form%20and%20manner%20specified%20by%20the%20commissioner.\)](https://www.revisor.mn.gov/statutes/cite/62J.17#:~:text=Each%20hospital%2C%20outpatient%20surgical%20center%2C%20diagnostic%20imaging%20center%2C,the%20form%20and%20manner%20specified%20by%20the%20commissioner.)
- [Minnesota Statutes 144.50-144.56 \(https://www.revisor.mn.gov/statutes/cite/144.50#:~:text=Hospital%2C%20sanitarium%20or%20other%20institution%20for%20the%20hospitalization,hospital%3B%20or%20the%20institutional%20care%20of%20human%20beings.\)](https://www.revisor.mn.gov/statutes/cite/144.50#:~:text=Hospital%2C%20sanitarium%20or%20other%20institution%20for%20the%20hospitalization,hospital%3B%20or%20the%20institutional%20care%20of%20human%20beings.)
- [Minnesota Rules, chapter 4675 \(https://www.revisor.mn.gov/rules/4675/\)](https://www.revisor.mn.gov/rules/4675/)
- [Minnesota Rules, part 4650.0167 \(https://www.revisor.mn.gov/rules/4650.0167/\)](https://www.revisor.mn.gov/rules/4650.0167/)