DEPARTMENT OF HEALTH

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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CONTENTS

Purpose 4
Technical requirements 4
Register 4
Background on Freestanding Outpatient Surgical Center (FOSC) reporting 4
General requirements 4
Annual Freestanding Outpatient Surgical Center (FOSC) reports 6
Create an annual report 6
Certify and submit annual report 15
Request extension 17
Denied / resubmitted extension requests 18
Conversations 19
References 20

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.

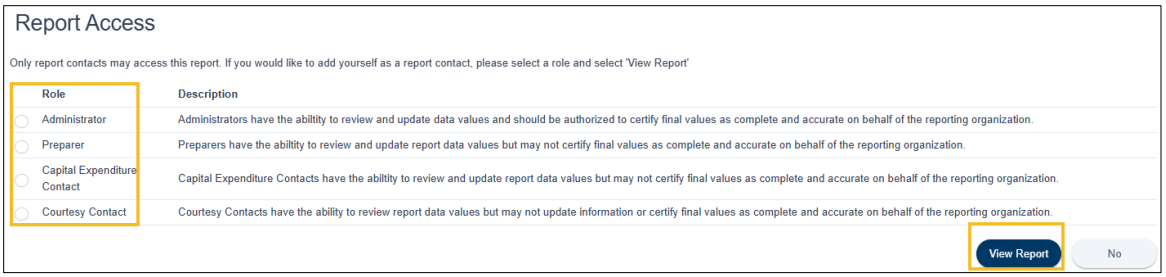
Annual Freestanding Outpatient Surgical Center (FOSC) reports

Create an annual report

1. 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.

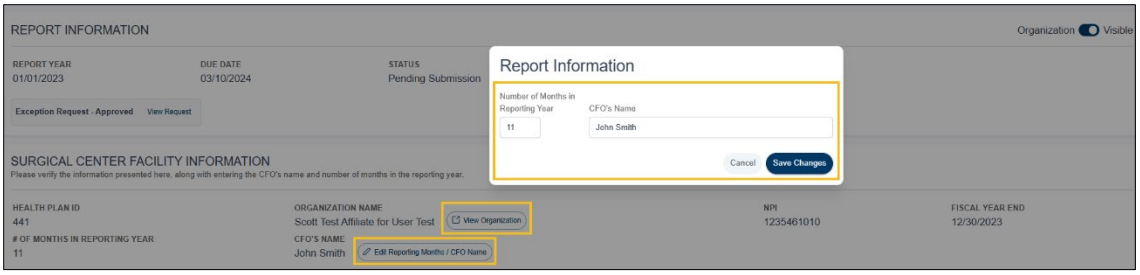
Note: Annual reports will be available for each affiliate that has been added under the organization for the designated report year. Refer to the **Registration and Account Management Guide (PDF)** for information on adding and managing affiliates.

2. 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.



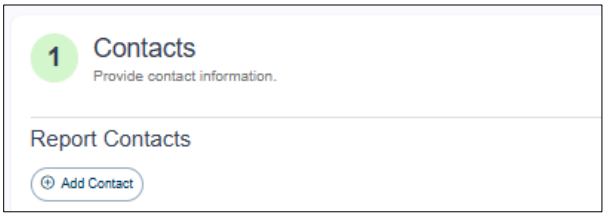
Note: Roles can be updated after the original designation by returning to ‘Section 1 – Contacts’ and editing the role by clicking the ‘Edit Role’ pencil icon. Only Administrators and Preparers can make updates to report contact roles. Refer to the **Registration and Account Management Guide (PDF)** for 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.



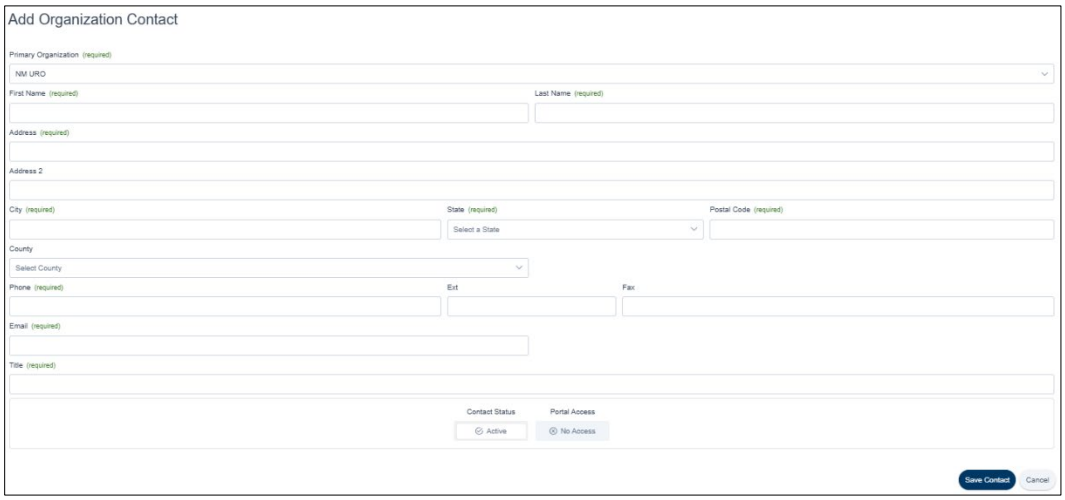
Note: Data should be provided for the prior fiscal year. The number of months should only be updated if the reporting organization operated for less than 12 months during the prior fiscal year.

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.



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

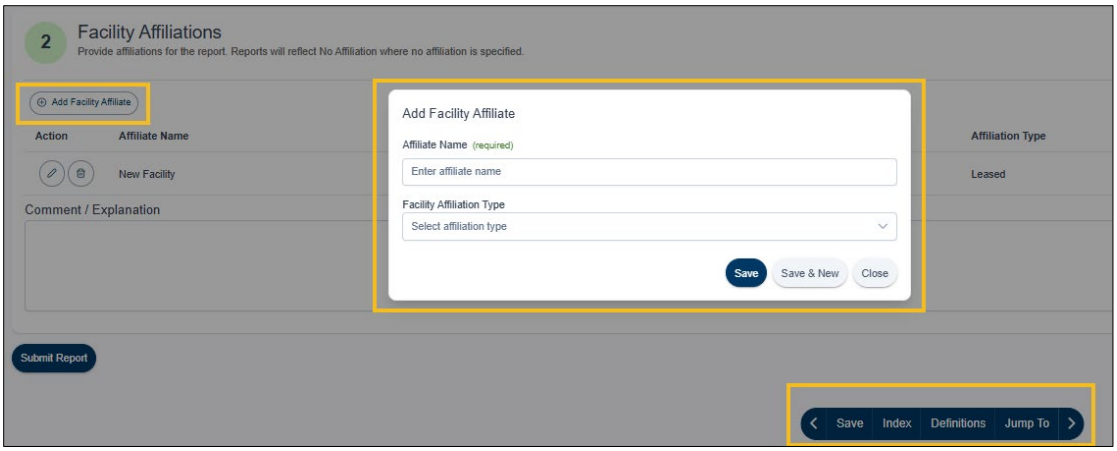
c. If the desired contact is not available, click the “New Contact” button, enter required information marked “(required)” in green font, then click the “Save Contact” button. Users by default will be ‘Active.’ To add a contact that will have portal access, click on the “Portal Access” status to switch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



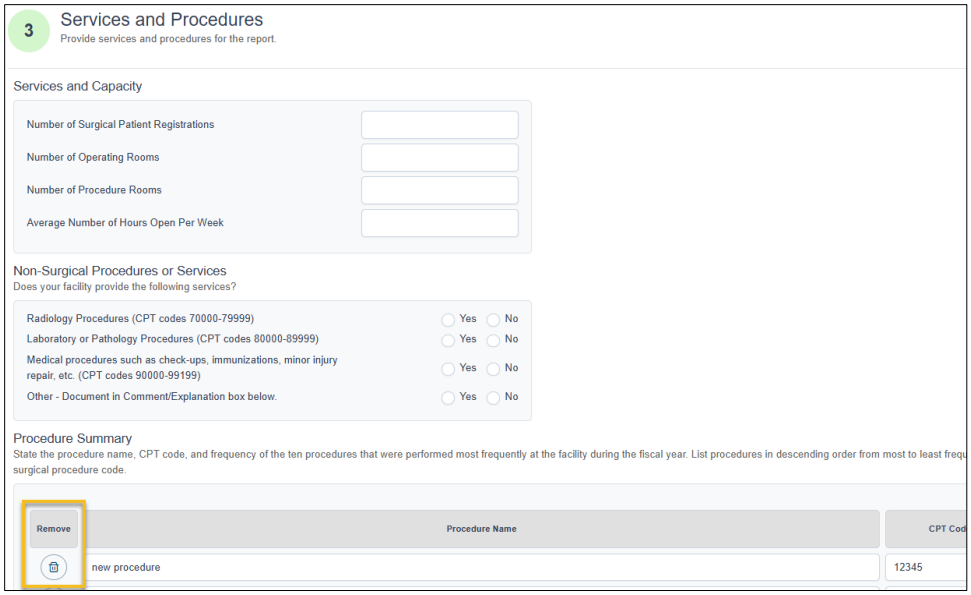
d. Enter optional Comments/Explanation, then click the “Right Arrow” button to proceed to the next section.

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

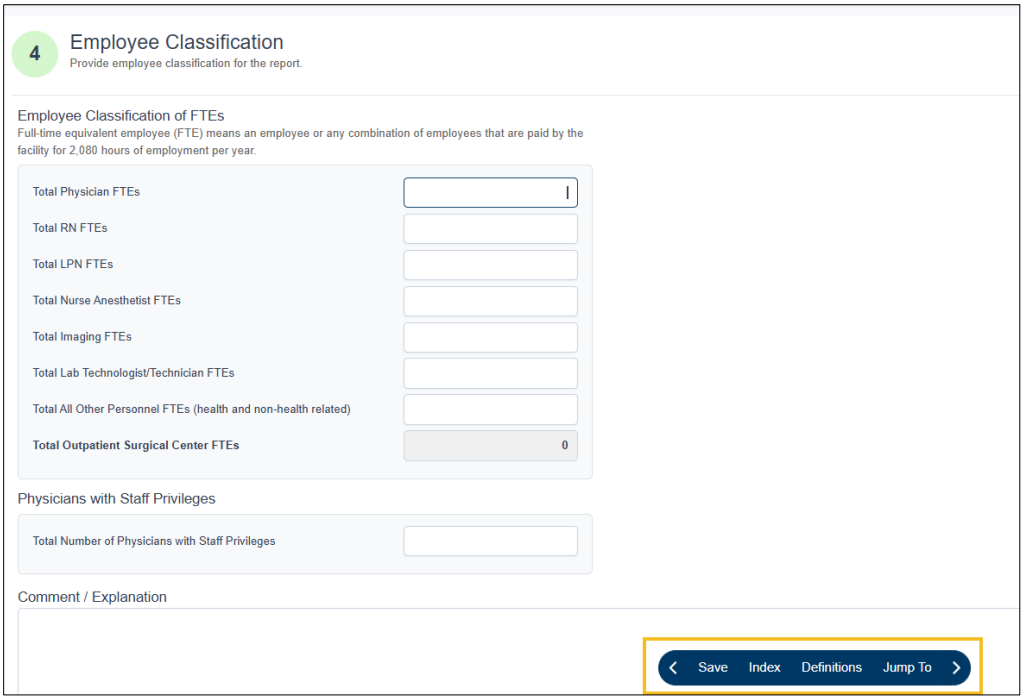


6. **Section 3 – Services and Procedures**
    a. Enter values. Under Procedure Summary, procedures entered in error can be removed by clicking the 'Trash Can' icon.

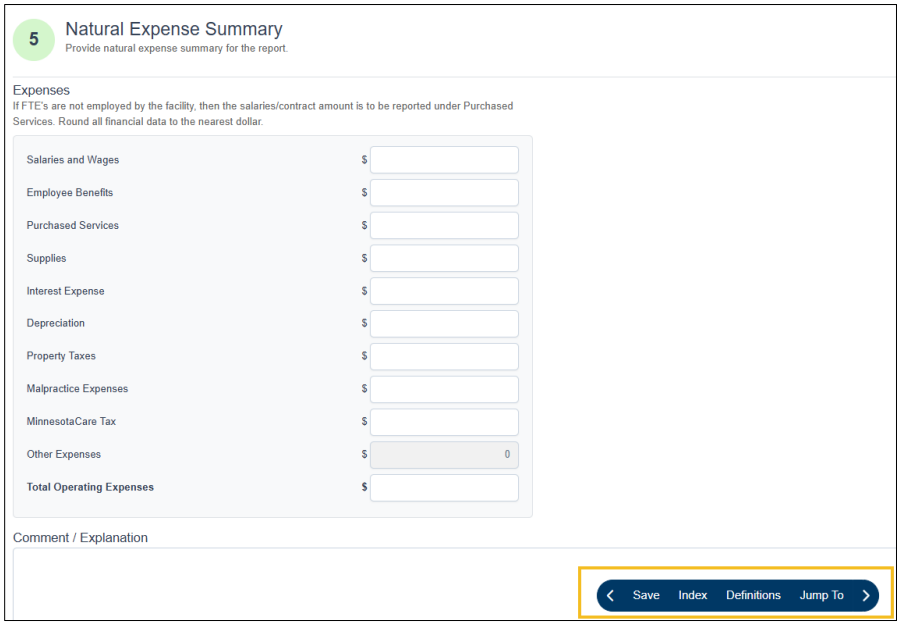


    b. Click the "Right Arrow" button to proceed to the next section.

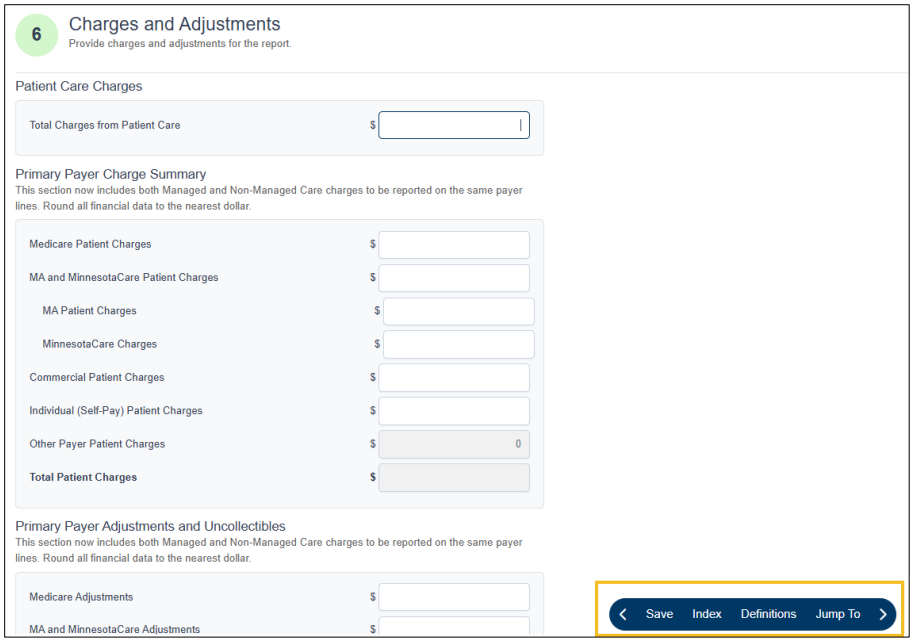
7. **Section 4 - Employee Classification**
    a. Enter values.
    b. Click the "Right Arrow" button to proceed to the next section.



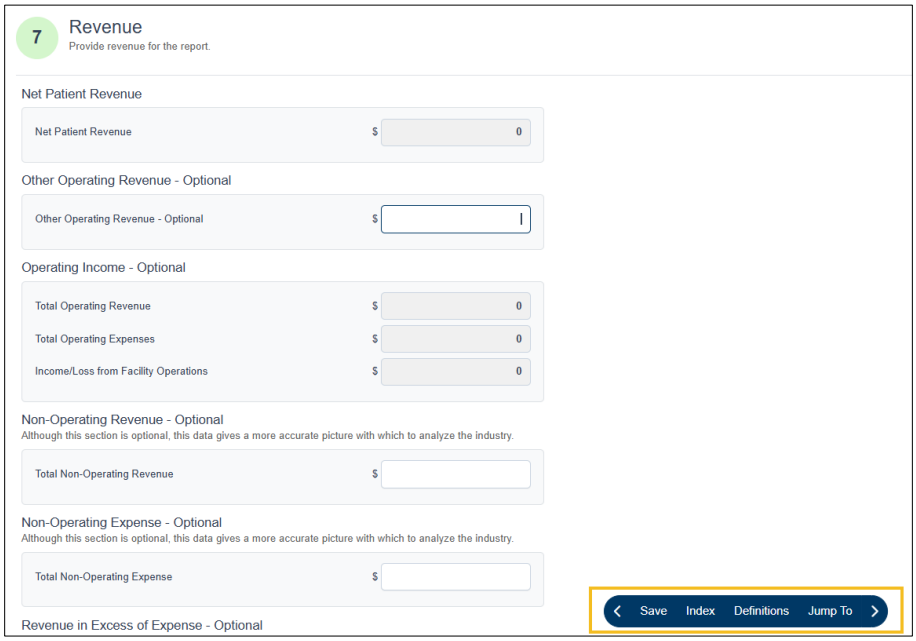
8. **Section 5 - Natural Expense Summary**
    a. Enter values.
    b. Click the “Right Arrow” button to proceed to the next section.



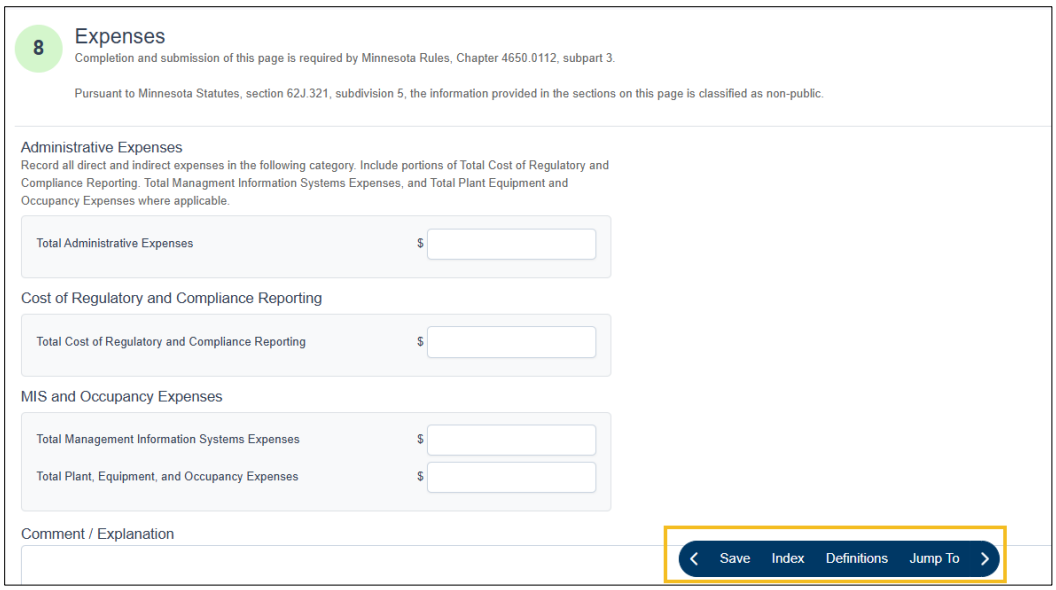
9. **Section 6 - Charges and Adjustments**
    a. Enter values.
    b. Click the “Right Arrow” button to proceed to the next section.



10. **Section 7 – Revenue**
    a. Enter values.
    b. Click the “Right Arrow” button to proceed to the next section.

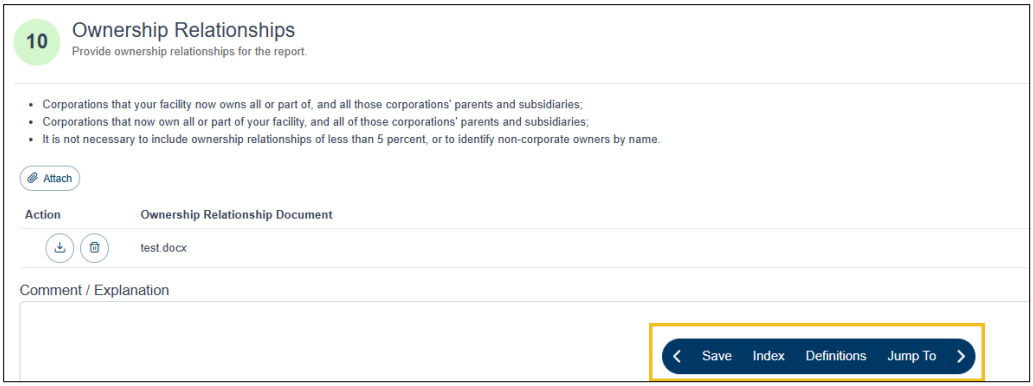


11. **Section 8 – Expenses**
    a. Enter values.
    b. Click the “Right Arrow” button to proceed to the next section.

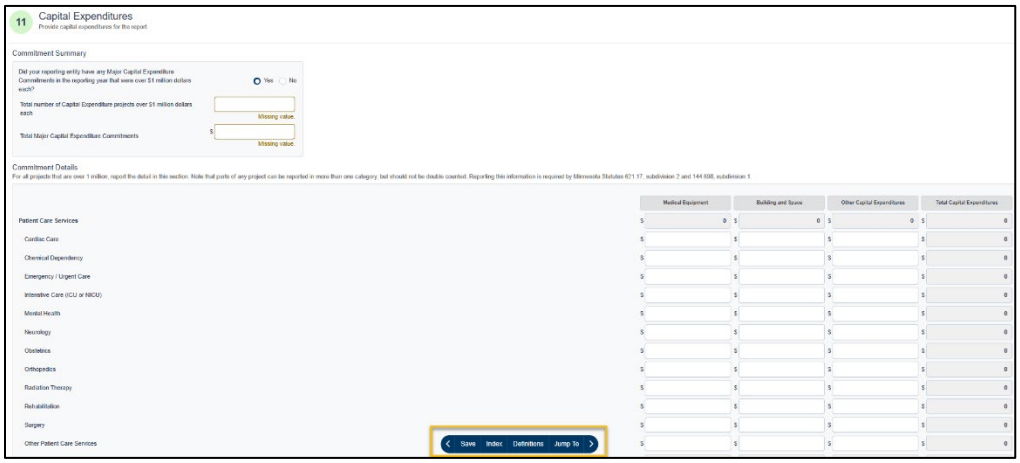


12. **Section 9 – Charity**
    a. Indicate whether your facility has a Charity Care policy. If so:
        i. Click the “Attach” button, locate the file from the file directory, then click “Open” to attach the document(s).
            1. To delete a document, click the “Trash Can” icon.
        ii. Click the “Right Arrow” button to proceed to the next section.

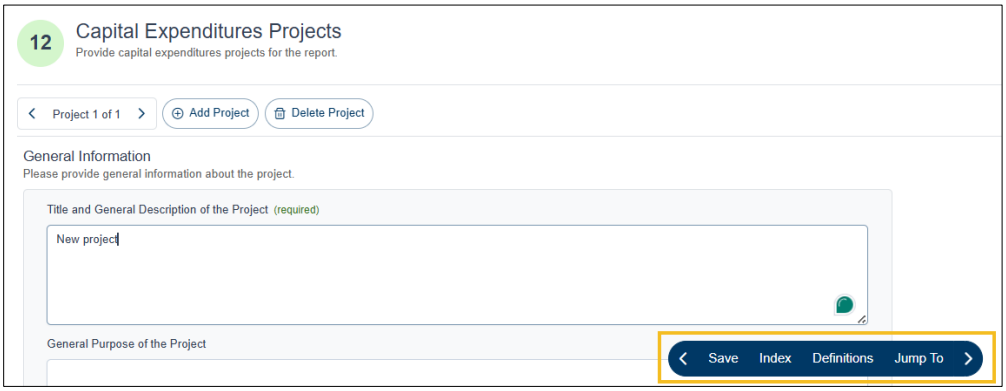
13. **Section 10 - Ownership Relationships**
    a. Click the “Attach” button, locate the file from the file directory, then click “Open” to attach the document(s).
        i. To delete a document, click the “Trash Can” icon.
    b. Enter Comment / Explanation.
    c. Click the “Right Arrow” button to proceed to the next section.



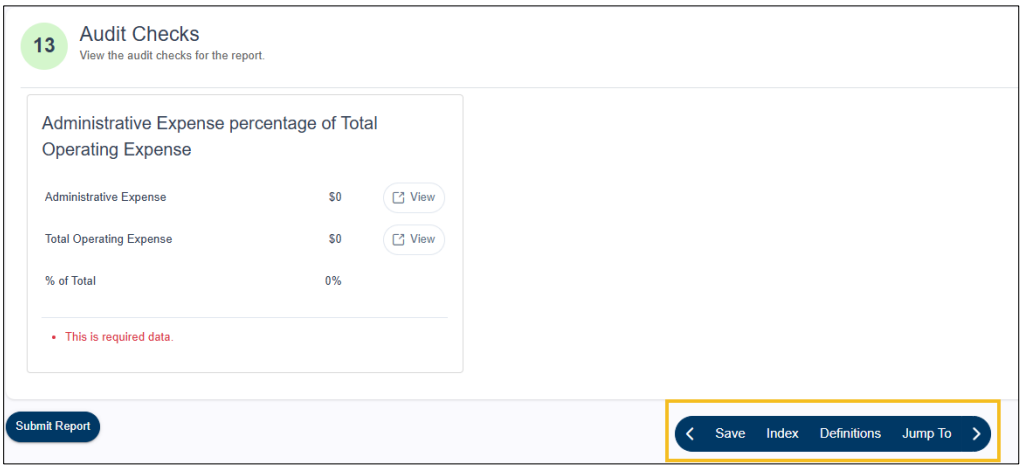
14. **Section 11 - Capital Expenditures**
    a. Indicate whether your facility made any spending ***commitments*** in excess of $1M dollars in the prior fiscal year.
    b. If there was a commitment for a new facility, not yet assigned an ID, please navigate to My Organization and click the Add Affiliate 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.
    c. Click the "Right Arrow" button to proceed to the next section.



15. **Section 12 - Capital Expenditures Projects**
    a. 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.
    b. Click the "Right Arrow" button to proceed to the next section.

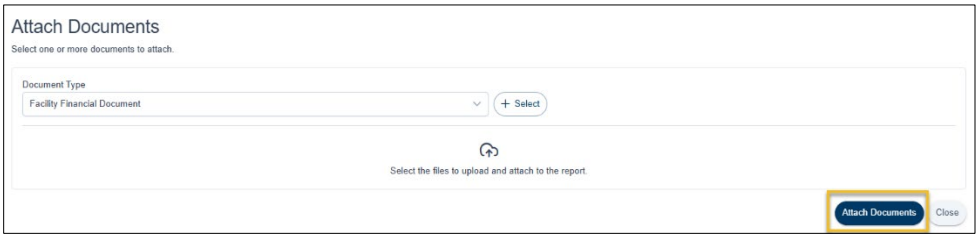


16. **Section 13 - Audit Checks**
    a. Review any audit findings. If necessary, return to previous sections of the report to update data by clicking the "View" button.
    b. Otherwise, click the "Right Arrow" button to proceed to the next section.



17. **Section 14 - Supporting Documents**
    a. Click the "Attach" button to optionally provide additional supporting documentation for the report.

    b. 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.

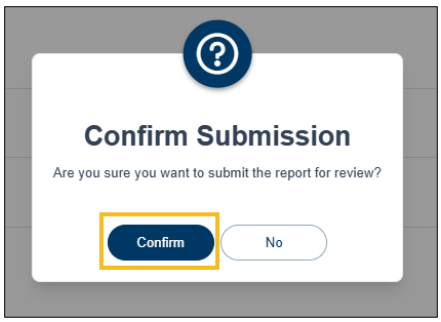


    c. Proceed to the '**Certify and Submit Annual Report**' instructions below.

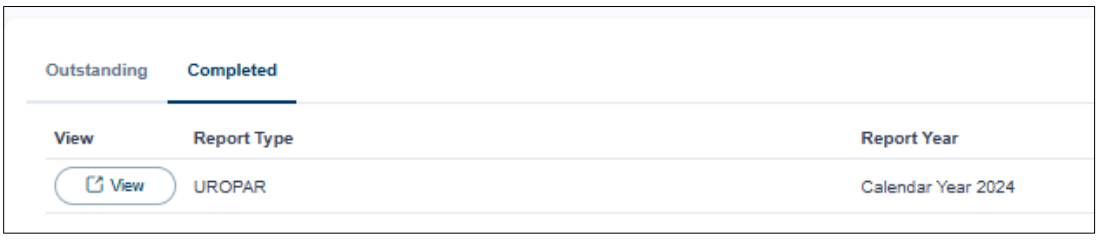
Certify and submit annual report

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.

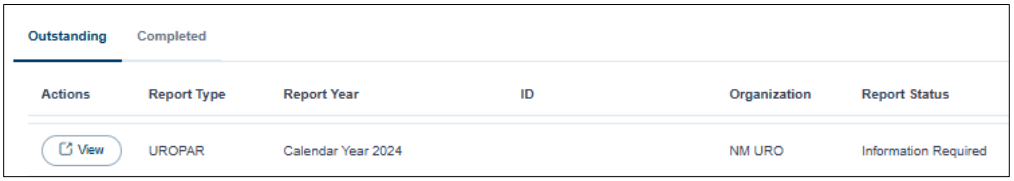
2. Click the "Submit Report" button to submit to the Annual Report to MDH for review, then click the "Confirm" button to finalize.



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."



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.

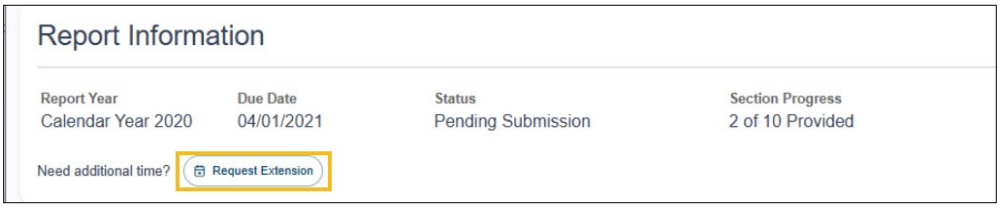


Note: Once MDH completes their review of the report, the status will reflect “Review Complete.” After this time, no updates can be made. To update a report that has been submitted but not reviewed by MDH, access the “Completed” tab, locate the report, and click the “View” button.

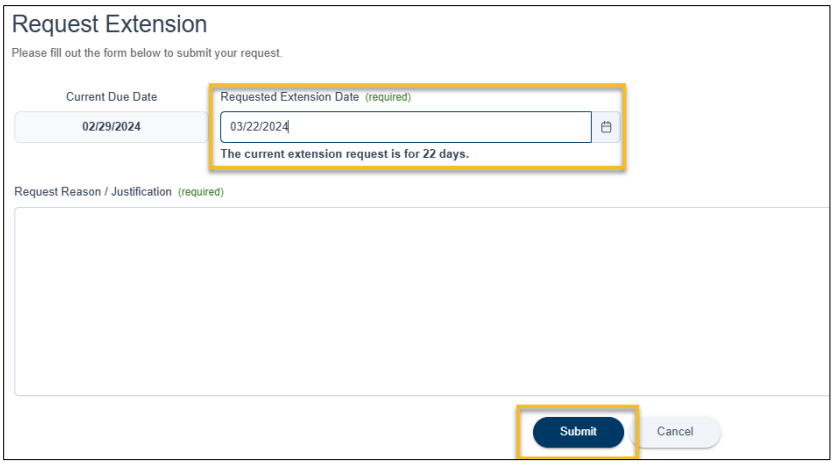
Request extension

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?’



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.

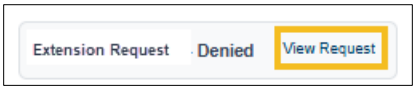


4. Decisions can be accessed under the Conversations section of the Home Page. Proceed to the ‘**Conversations**’ instructions below.

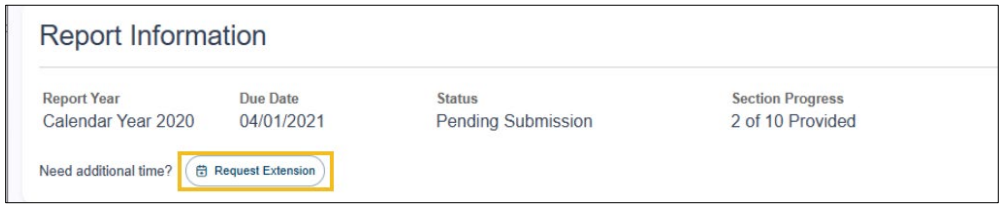
Denied / resubmitted extension requests

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

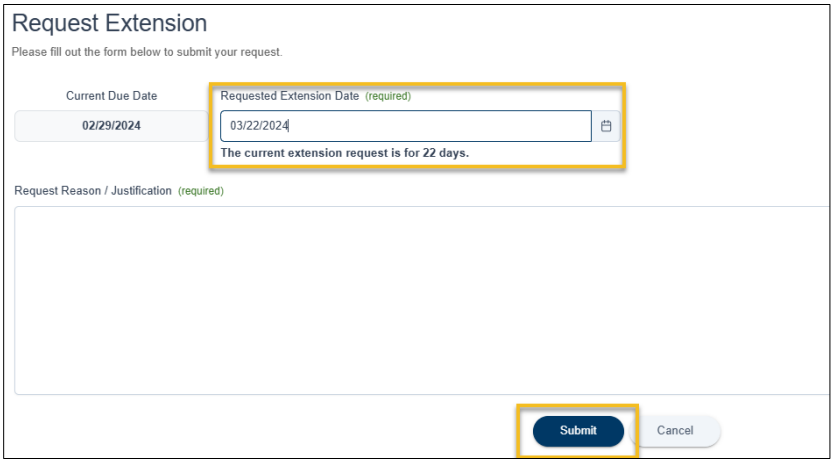
1. Access the denied request from the Home Page Dashboard under Conversations or under Pending Reports.
2. Under the Report Information section of the page, click “View Request” to view the details of the denied request, then click the “Close” button.



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



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.

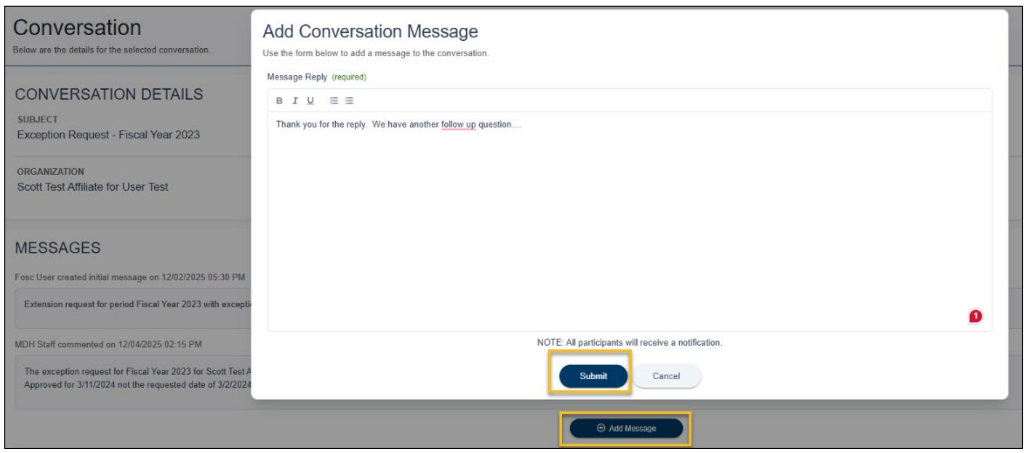


Conversations

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.

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



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.

References

- HEP Data Portal (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)
- Freestanding Outpatient Surgical Center Reporting Instructions (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.)
- 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.)
- Minnesota Rules, chapter 4675 (https://www.revisor.mn.gov/rules/4675/)
- Minnesota Rules, part 4650.0167 (https://www.revisor.mn.gov/rules/4650.0167/)