2024

Health Care Transactions

(HCT)

Data Submission Instructions

Health Economics Program
Division of Health Policy
Minnesota Department of Health

Introduction

This document serves to provide data submission instructions to health care entities with transactions subject to Minnesota Statutes, section 144.552. It should be used by health care entities and their representatives together with the Formal Guidance MDH issued and a document with Frequently Asked Questions. All are available online at: https://www.health.state.mn.us/data/mrktoversight/notices.html.

The data submission process consists of:

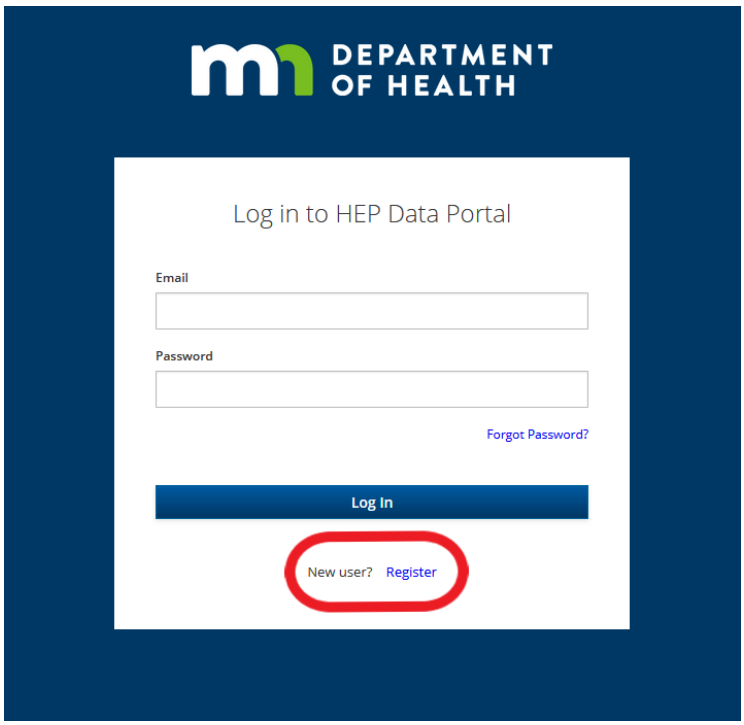
- Registering with the data submission portal – this is where entities obtain a tracking ID
- Submitting the required information in the portal
- Completing the health care transaction workbook, and
- Uploading workbook and applicable documents through the portal.

Questions on the process and technical issues can be sent to health.hctransactions@state.mn.us.

Data Submission Portal

The Minnesota Department of Health, Health Economics Program (HEP) provides a secure portal for submitting data and documentation related to certain health care transactions. Please follow these instructions for registering and/or logging into the portal to submit data to the Health Care Transactions (HCT) team. **NOTE: please use the most current version of your preferred web browser for best performance.**

1. Open the webpage at https://hepdataportalui.web.health.state.mn.us.
2. New users should click **Register** to create an account.

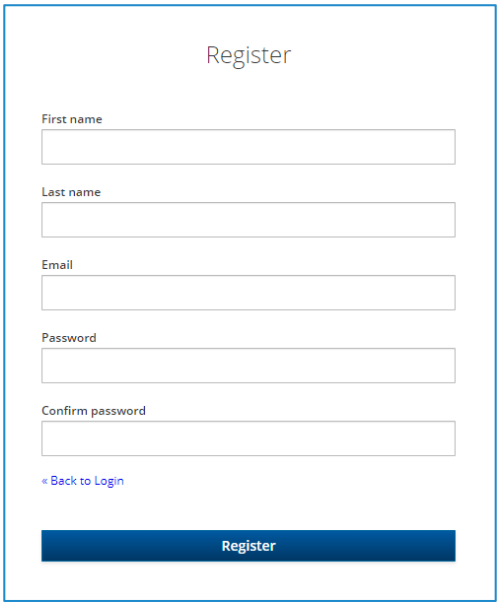


3. If registering a non-person email address, see the important tips below before proceeding.

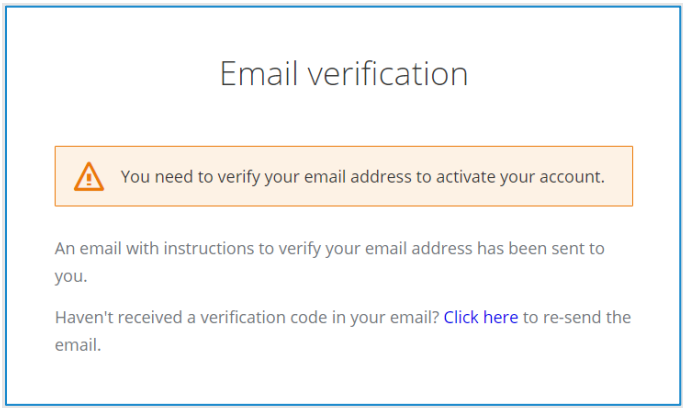
4. If you have logged into the portal before, enter your user ID (previously registered email address) and password then click **Log In**. Continue at step 14.
5. For new users, the following page will display after clicking the **Register** link. Enter First Name, Last Name, Email (user ID), Password and Confirm Password.

   Passwords should be at least 12 characters and contain the following:

   a. An upper case letter
   b. A lower case letter
   c. A number
   d. A special character (ex: & % * $!)

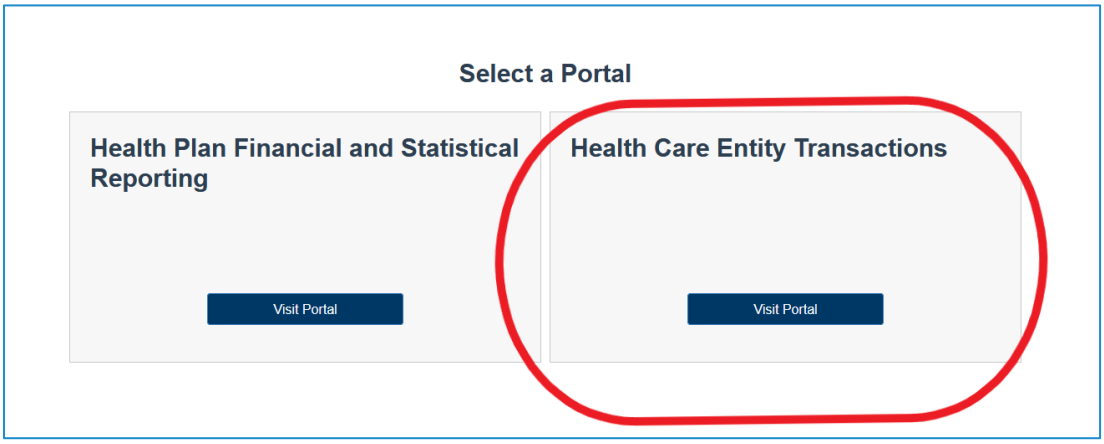


6. Click **Register**.
7. The initial registration will require a one-time email verification.

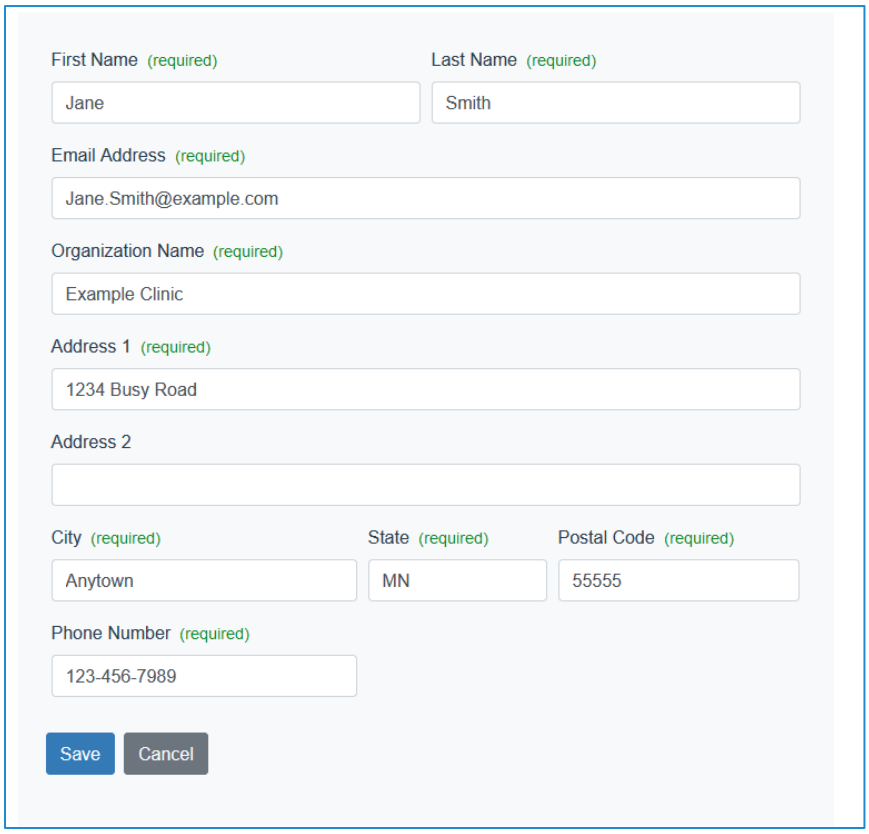


8. Navigate to the user ID email account and open the email with subject line **Verify Email**.
9. Click **Link to email address verification**.
10. At the window that says **Confirm validity of email address…** go to **Click here to proceed**.
11. At the **Your email address has been verified** window, click **Back to Application**.

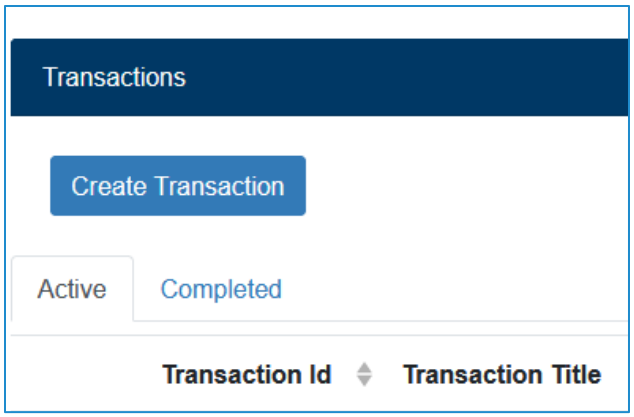
12. Enter your User ID Email and Password.
13. You will now be logged into your secure portal Dashboard. Select **Health Care Entity Transactions** portal.

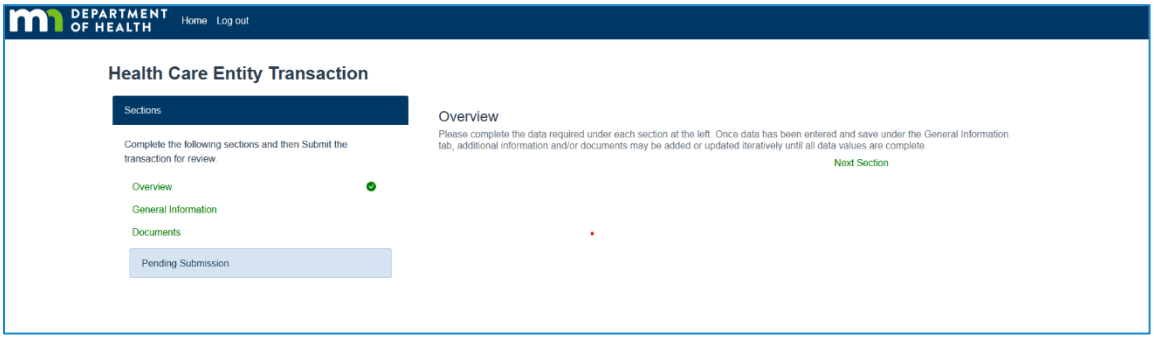


14. Enter your information in the User Profile page. Please note that all fields except **Address 2** are required**.** Information will not be saved if any of the required fields are left blank.

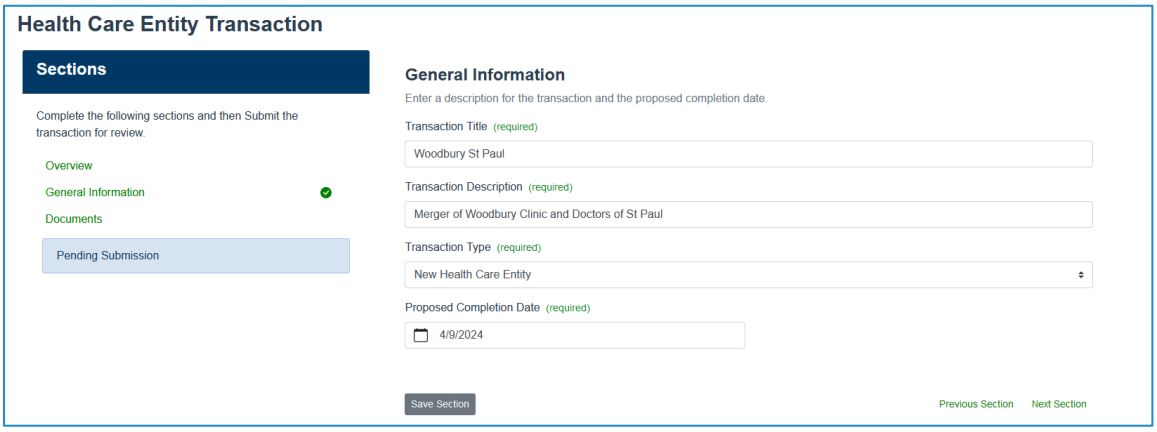


15. Once the profile information has been saved, you will be redirected to the home page.
16. To begin submitting information for a health care entity transaction, click on the **Create Transaction** button. This will bring you to the **Health Care Entity Transaction Overview** page.



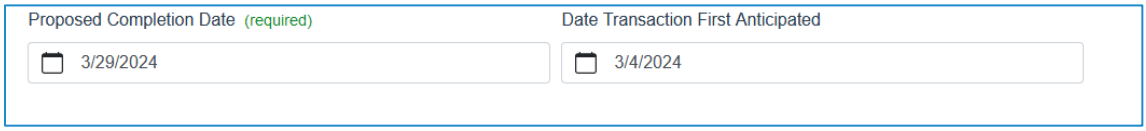


17. Click on **Next Section**. This will bring you to the **General Information** section where users can enter the information regarding the transaction.

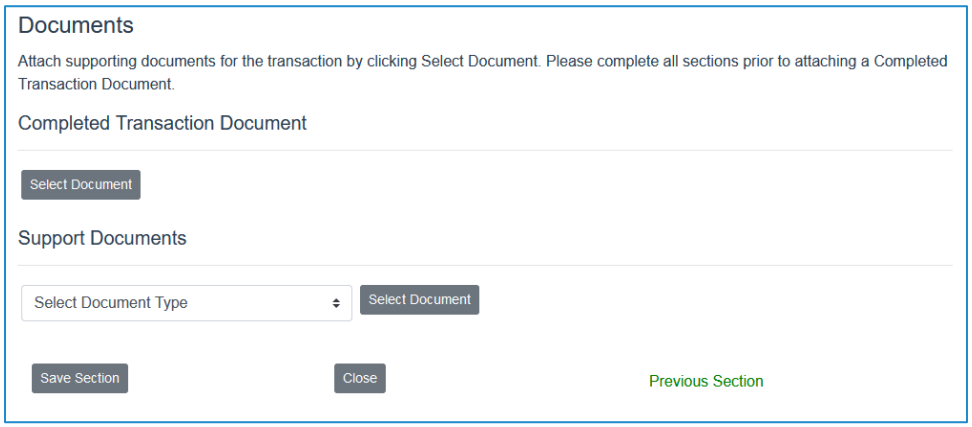


18. The transaction title should include the names of the health care entities involved in the transaction. The transaction description should include the names of the health care entities involved in the transaction and the type of transaction taking place. The **Proposed Completed Date** is the when the transaction is expected to be completed.

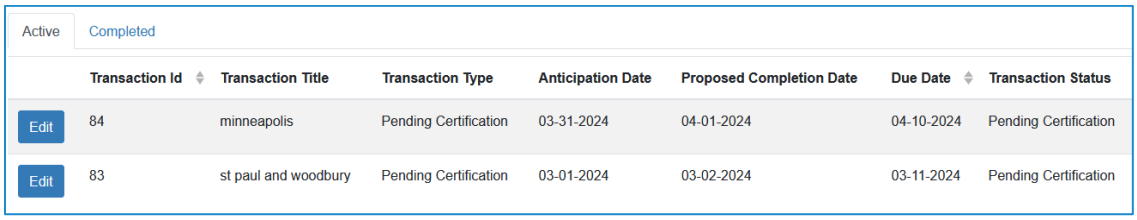
19. If the **Proposed Completed Date** is less than 30 days from when the data is being submitted to the portal, a second date box will appear. Please enter the date when the parties reasonably anticipated entering into the transaction.



20. To upload transaction documents, please select the document type from the dropdown menu, then click select document. Choose the document from your computer files and click **Select Document**. Once all the documents have been uploaded, click **Save Section** and then **Close**.



21. The **Transaction ID** and **Transaction Status** will be displayed on the Home page. If you have multiple transactions, each will have its own row showing the ID and status.



Active | Completed

	Transaction Id	Transaction Title	Transaction Type	Anticipation Date	Proposed Completion Date	Due Date	Transaction Status
Edit	84	minneapolis	Pending Certification	03-31-2024	04-01-2024	04-10-2024	Pending Certification
Edit	83	st paul and woodbury	Pending Certification	03-01-2024	03-02-2024	03-11-2024	Pending Certification

Uploading Transaction Workbook

1. Navigate back to the MDH Health Care Transaction Notices webpage to download the Health Care Transactions workbook.
2. Complete the workbook by using the instructions that can also be found on the MDH Health Care Transaction Notices webpage.
3. Save the completed workbook file(s) using the MDH assigned Transaction ID in the file name.
    a. Do NOT encrypt or password protect the Excel file.
    b. Do not use the company's NPI or other official identifier in the file name (such a tax ID).
    c. Contact MDH (see Tips below) if the company has not yet been assigned an MDH Transaction ID.
4. Once the workbook has been completed, log back into the portal to upload it in the "Documents" section. NOTE: Please save the Transaction ID in the file name of workbook. For example, use the following format: **Example-Sample Merger ID 17**

Data Submission Tips

- When registering a non-person email account that may be used by multiple staff or for multiple affiliated companies it is helpful to use generic registration information in lieu of one individual's information and document the login fields internally. For example:
    - First Name: *Example*
    - Last Name: *Clinic*
    - Email: *legal@exampleclinic.com*
    - Password: [document the password internally for access by multiple users]
- Forgotten passwords can be reset by following the prompts on the login in page.
- Files cannot be downloaded from this portal.
- For questions, please contact MDH staff at health.hctransactions@state.mn.us.

Minnesota Department of Health
625 Robert St
PO Box 64975
St. Paul, MN 55164-0975
health.hctransactions@state.mn.us
www.health.state.mn.us

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To obtain this information in a different format, call: 651-201-4520.