



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

December 3, 2024

Administrator  
Facility Name, HCCIS ID  
Street Address  
City, State Zip

Dear «Admin\_First\_Name» «Admin\_Last\_Name»:

Minnesota Statutes 144.565 requires submission of annual diagnostic imaging utilization and services information to the Minnesota Department of Health (MDH). MDH collects this information through the Health Care Cost Information System (HCCIS) on the Diagnostic Imaging Facility Utilization and Services (DI) report. This letter outlines the reporting requirements for the 2024 report which is **due March 1, 2025**.

The requirement to submit diagnostic imaging utilization and services information pertains to **all** entities that **own or lease** equipment used for providing advanced diagnostic imaging services through the use of ionizing radiation or other imaging techniques using fixed, portable, or mobile equipment.

MDH **requires** the use of an electronic formset in completing the diagnostic imaging report. Many of the fields are automatically calculated and have built-in logic checks that will save time and reduce the possibility of errors. The 2024 formset and instructions can be downloaded from the [HCCIS website](http://www.health.state.mn.us/data/economics/hccis/forms.html#di) (www.health.state.mn.us/data/economics/hccis/forms.html#di).

The 2024 report includes the requirement to provide **documentation of accreditation** per Minnesota Statutes 144.1225. Also, note that Minnesota Statutes 62J.17 requires the **annual** submission of major capital expenditure commitments. Providers should include this information with the submission of each facility's DI report.

Please include your facility's HCCIS ID (assigned by MDH and found in the formset) on all correspondence **and** when you submit the following:

- Completed Excel 2024 formset (**e-mail** sent to [health.hccis@state.mn.us](mailto:health.hccis@state.mn.us))
- Accreditation Certifications as required (PDF attached to an e-mail)

Note that your report will not be considered complete until all components are received. Please contact Tracy Johnson at (651) 201-3572 or [Tracy.L.Johnson@state.mn.us](mailto:Tracy.L.Johnson@state.mn.us) with any questions.

Sincerely,

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