



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

December 3, 2024

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

Dear Administrator,

Minnesota Statutes 144.695 - 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 2024 FOSC formset and instructions can be downloaded from the [HCCIS website](https://www.health.state.mn.us/data/economics/hccis/forms.html#surgcenters) (<https://www.health.state.mn.us/data/economics/hccis/forms.html#surgcenters>). The report is due **March 1, 2025**.

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

- Completed and **encrypted** 2024 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 due upon receipt of invoice and payable to: Treasurer, State of Minnesota (**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

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) 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