



Protecting, Maintaining and Improving the Health of All Minnesotans

January 6, 2025

Administrator

Company Name **(Health Plan ID XXXXX)**

Multiple Unit

Address

City State Zip5-Zip4

Dear Administrator:

The Minnesota Department of Health (MDH) monitors health care expenditures by collecting data from health plan companies, including commercial insurers, HMOs, and other payers. Companies that are authorized to write health insurance for Minnesota residents must submit the annual Health Plan Financial and Statistical Report (HPFSR) to MDH, as required under Minnesota Statutes 62J.38.

The 2024 HPFSR is due to MDH on or before **April 1, 2025**. The 2024 HPFSR reporting form, report instructions and upload process instructions are on the [MDH website](https://www.health.state.mn.us/hpfsr) at www.health.state.mn.us/hpfsr. The 2024 HPFSR must be filed electronically by uploading the completed **2024** HPFSR Excel workbook file (with any additional attachments) to <https://hepdataportalui.web.health.state.mn.us>. **Do not** encrypt or password protect your file. **Do not** use a prior year's form. The data portal includes the facility and contact fields for updates or additions.

If your health plan company does not currently write health insurance for Minnesota residents, please complete sections one through three of the report and follow submission instructions provided on the [MDH website](https://www.health.state.mn.us/hpfsr) at www.health.state.mn.us/hpfsr.

We strongly recommend review of the formset, instructions, and all definitions prior to completion. If you have any questions about HPFSR reporting, please contact Tracy Johnson, Health Economics Program, at 651-201-3572 or health.drmreport@state.mn.us.

Sincerely,

/s/ Cara L. Bailey

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