

COVID-19 Provider Portal User Guide

UPDATED 4/25/2023

Introduction

The COVID-19 Provider Portal is a secure web survey that allows you to upload csv or excel files to fulfill your facility's COVID-19 reporting requirements to the Minnesota Department of Health. We prefer a daily batch file for all types of reporting. You do not need login credentials to submit a file.

The data provided is important to help Minnesota Department of Health and the State of Minnesota understand the impact and trajectory of the COVID-19 pandemic and how best to allocate resources to mitigate the impacts on the health and wellbeing of Minnesotans.

Directions for Submitting COVID-19 Reports

1. Open the survey: <https://redcap-c19.web.health.state.mn.us/redcap/surveys/?s=J3AH4M7W7D>
2. The following Method of COVID-19 Reporting options will display. Review the options and choose what best describes the file you are uploading by clicking the radio button.

Method of COVID-19 Reporting

Select what best describes your method of COVID-19 Case Reporting:

- ☐ Upload a daily batch of positive COVID-19 cases in a csv or excel file. (CASE reporting)
- ☐ Upload a daily batch of COVID-19 hospitalization information in a csv or excel file. (CASE reporting)
- ☐ Report positive COVID-19 case(s) individually. This option takes the form of a brief survey that allows you to directly report a new COVID-19 patient. (CASE reporting)
- ☐ Long-term care facilities: report individual cases in residents and staff. This option takes the form of a brief survey that allows you to directly report a new COVID-19 patient. (CASE reporting)

To help you identify the proper selection please review the following:

- a. If you are a provider or hospital submitting a daily batch file with more information on positive cases, select "Upload a daily batch of positive COVID-19 cases in csv or excel file". If you would like to provide information on positive cases individually, select "Reporting positive COVID-19 case(s) individually. This option takes the form of a brief survey that allows you to directly report a new COVID-19 patient."

- b. If you are a hospital submitting a daily batch file of hospitalization counts, select “Upload a daily batch of COVID-19 hospitalization information in a csv or excel file”.
 - c. If you are a long-term care facility submitting more information on positive cases, select “Long-term care facilities: report individual cases in residents and staff. This option takes the form of a brief survey that allows you to directly report a new COVID-19 patient.”
3. In the corresponding fields, please type the following contact information which may be used to notify facility with any follow-up regarding the submitted report:
 - a. **Facility Name** – Type in the name of the facility submitting results. Please include the name of the healthcare system and specific location.
 - b. **Reporter Name** – Type in your first and last name.
 - c. **Reporter Phone** – Type in a phone number where you can be reached. If we have questions about the data or formatting of the file, we will contact you.
 - d. **Report email** – Type in the email address where you can be reached. If we have questions about the data or formatting of the file, we will contact you.
4. An example template and reporting key will display. Please review the template and reporting key to make sure your file is formatted correctly. The file must be a csv or excel file type. Files will be rejected if submitting pdfs.

Provider Batch Case Reporting

Before uploading your file, review the COVID-19 Patient Reporting Import Template and COVID-19 Patient Reporting Form key for correct file formatting.

Attachment:  [COVID19PatientReporting_ImportTemplate_20201105.xlsm](#) (0.02 MB)


COVID-19 Patient Reporting Form Key

Attachment:  [COVID-19 Case Reporting File Key_20201105.pdf](#) (0.83 MB)

- Click **Upload file**. Locate the file by clicking **Browse** and searching for the file. Click **Upload file**.

Upload a csv or excel file

* must provide value

 [Upload file](#)

- Click **Submit**.

Submit

You will be brought to the final screen that says “Thank you for taking the survey.”

Close survey

Thank you for taking the survey.

Have a nice day!


- To retain a record of your submission, select **Download** at the bottom of the page, underneath “have a nice day!”.

Close survey

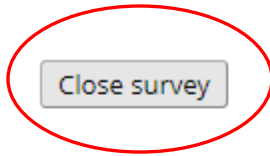
Thank you for taking the survey.

Have a nice day!

Download your survey response (PDF):

 Download

8. Click **Close survey**.



Thank you for taking the survey.

Have a nice day!

Checklist for Provider Portal Users

To reduce errors and the need to resubmit corrected data or format, please use this checklist:

- ☐ Use template provided
- ☐ Ensure all required fields with yellow headers are complete
- ☐ Dates are current

Directions for retaining a copy of your submission

Some facilities are required or want to retain a record of the submissions they send to the Minnesota Department of Health. For this reason, MDH has an option after your submission has been submitted to download your submission response, which includes a date and time stamp. Please retain a copy for your records.

The option will display on the second page, next to “download your survey response (PDF)”.

Questions on Submitting COVID-19 Reports?

Minnesota Department of Health
COVID Case Reporting and Surveillance
651-201-5414
Health.COVID-19.Case.Intake.Team@state.mn.us
www.health.state.mn.us

04/25/23



Minnesota Department of Health | health.mn.gov | 651-201-5000
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Contact health.communications@state.mn.us to request an alternate format.