Mitchell E. Daniels, Jr.
Governor

Judith A. Monroe, M.D.
State Health Commissioner

Indiana State Department of Health

An Equal Opportunity Employer

ELECTRONIC REPORTING FOR AMBULATORY SURGERY CENTERS

To: Financial Staff:

This year the Indiana State Department of Health has reviewed data collection and the annual utilization report required of ambulatory surgery centers. We wanted to ensure that data collected is useful to the public, the ISDH, and ambulatory surgery centers. We also wanted to eliminate paper reporting of information because electronic reporting makes sense for everyone.

A new electronic reporting system through the ISDH Health Data Portal is now ready for the submission of the Annual Utilization Report. This replaces the paper version of State Form #49933.

To access the new electronic reporting system you must register to use the Acute Care portion of the ISDH Health Data Portal (the same location that Serious Adverse Events are reported). Once registered for use of this portal you can enter your required report, make changes to it whenever you wish, and print it for your records.

Instructions for registration are included with this notice. If you have problems with the registration or entering your report please contact Matt Doades at (317) 233-7364 or mdoades@isdh.in.gov or Burton Garten at (317) 233-7948 or bgarten@isdh.in.gov.

We believe that the new electronic reporting method through the ISDH Health Data Portal will be convenient and also provide you a way of confirming that your report has been submitted. In addition we both can save on the cost of paper and postage.

Thank you for your understanding and cooperation. If you have any questions please contact Matt Doades or Burton Garten.

Sincerely,

Terry Whitson
Assistant Commissioner
Health Care Regulatory Services

ISDH Health Data Center - Gateway
REGISTRATION

Note: These registration instructions are specific to Acute Care Hospital Forms.

For New Users
Registering your Account

1. **Access the ISDH Health Data Center - Gateway**
   From your web browser, open the Gateway at:
   https://gateway.isdh.in.gov/Gateway/RegisterUser.aspx

2. **General Demographic Information**
   - Enter required information marked with a blue asterisk.

   - The Acute Care Hospital Forms Security Code is AcuteCare2008

   - Choose your Organization Type and Organization you will be submitting for in the Acute Care Hospital Forms section.

   - If you would like a confirmation email sent to the email address registered, check "**Send me a confirmation email**".

3. **Submit**
   When finished, click "Submit".

You are now registered for the ISDH Health Data Center – Gateway, and can log into Gateway at https://gateway.isdh.in.gov/ using your registered username and password.

When logged in Gateway, you will see an "Hospital/ASC Reporting" link. It will be "pending verification" until ISDH verifies the user and organization submitting events. If verification has taken longer than 24hours, please send a message via "Contact Us" on the top right corner of the screen.

If any changes need to be made to your account, they can be modified within Gateway under "**MyProfile**".