

CREATING THE PROVIDER DEFAULTS AD-HOC AS AN EXCEL REPORT

Introduction:

You must have CHCS Programmer and VMS level access to the system to create the report. There are several steps to creating the Provider Defaults Ad-Hoc:

- Step 1: Set your terminal characteristics at the VMS prompt.
- Step 2: Create Ad-Hoc Report from the MUMPS prompt (programmer level).
- Step 3: FTP Report to your Desktop
- Step 4: Bring Report into Excel
- Step 5: Format Report in Excel and add Formulas

Step 1: Set your terminal characteristics at the VMS prompt

At the \$ prompt, type in: SET TERM/NOLINE/NOESCAPE

Step 2: Create Ad-Hoc Report from the MUMPS prompt (programmer level)

```
$ DSM  
> D P^DI
```

Select OPTION: 3 SEARCH FILE ENTRIES

Output from what file: USER// (211 entries)

- A- Search for USER FIELD: PROVIDER PROVIDER
-A- Condition: -NULL

- B- Search for USER FIELD: PROVIDER: TERMINATION DATE
-B- Condition: NULL

- C- Search for USER FIELD: PROVIDER: INACTIVATION DATE
-C- Condition: NULL

- D- Search for USER FIELD:

If: AB PROVIDER NOT NULL and PROVIDER: TERMINATION DATE NULL
OR: AC Or PROVIDER NOT NULL and PROVIDER: INACTIVATION DATE NULL
OR:

Store results of search in Template:
Maximum number of Entries matching specification: UNLIMITED//

Sort by: NAME//
Start with NAME: FIRST//
First Print FIELD: PROVIDER:PROVIDER FLAG;C1;L4;X1
Then Print FIELD: NAME;C7;L30;X1 NAME
Then Print FIELD: NAME:CLINICAL USER:DEFAULT MEPRS;C38;L4;X1
By 'CLINICAL USER', do you mean the CLINICAL USER File,
pointing via its 'NAME' Field
to the USER File? YES// (YES)

By 'DEFAULT MEPRS', do you mean the CLINICAL USER 'DEFAULT MEPRS CODE' Field?
YES//
(YES)

Then Print FIELD: NAME:CLINICAL USER:DEFAULT MEPRS:DMIS ID;C48;L4;X1

By 'CLINICAL USER', do you mean the CLINICAL USER File,
pointing via its 'NAME' Field
to the USER File? YES// (YES)

By 'DEFAULT MEPRS', do you mean the CLINICAL USER 'DEFAULT MEPRS CODE' Field?
YES// (YES)

Then Print FIELD: NAME:CLINICAL USER:DEFAULT LOCATION:MEPRS;C57;L4;X1

By 'CLINICAL USER', do you mean the CLINICAL USER File,
pointing via its 'NAME' Field
to the USER File? YES// (YES)

By 'MEPRS', do you mean the HOSPITAL LOCATION 'MEPRS CODE' Field? YES// (YES)

Then Print FIELD: NAME:CLINICAL USER:DEFAULT LOCATION:MEPRS:DMIS ID;C65;L4;X1

By 'CLINICAL USER', do you mean the CLINICAL USER File, pointing via its 'NAME' Field
to the USER File? YES// (YES)

By 'MEPRS', do you mean the HOSPITAL LOCATION 'MEPRS CODE' Field? YES// (YES)

Then Print FIELD: PROVIDER:LOCATION:MEPRS;C91;L4;X1

By 'MEPRS', do you mean the HOSPITAL LOCATION 'MEPRS CODE' Field? YES// (YES)

Then Print FIELD: PROVIDER:LOCATION:MEPRS:DMIS ID;C101;L4;X1

By 'MEPRS', do you mean the HOSPITAL LOCATION 'MEPRS CODE' Field? YES// (YES)

Then Print FIELD: PROVIDER:CLINIC ID:MEPRS;C112;L4;X1

By 'MEPRS', do you mean the HOSPITAL LOCATION 'MEPRS CODE' Field? YES// (YES)

Then Print FIELD: PROVIDER:CLINIC ID:MEPRS:DMIS ID;C121;L4;X1

By 'MEPRS', do you mean the HOSPITAL LOCATION 'MEPRS CODE' Field? YES// (YES)

Then Print FIELD:

Heading: USER SEARCH//

Footnote:

Store Print logic in Template:

DEVICE: PROVIDERS.DAT **Enter a name for the report and give it a .DAT extension. This will print the report to your default VMS directory.**

Output will be to DISK\$CHCS_USER2:[SAGEF]PROVIDERS.DAT [Y/N] Y// ← **Your default VMS directory and file name. Make a note of this.**

Step 3: FTP Report to your Desktop

Just as a sanity check (not required) I like to verify the existence of the report in my VMS directory.

```
$ DIR PROVIDERS.DAT
```

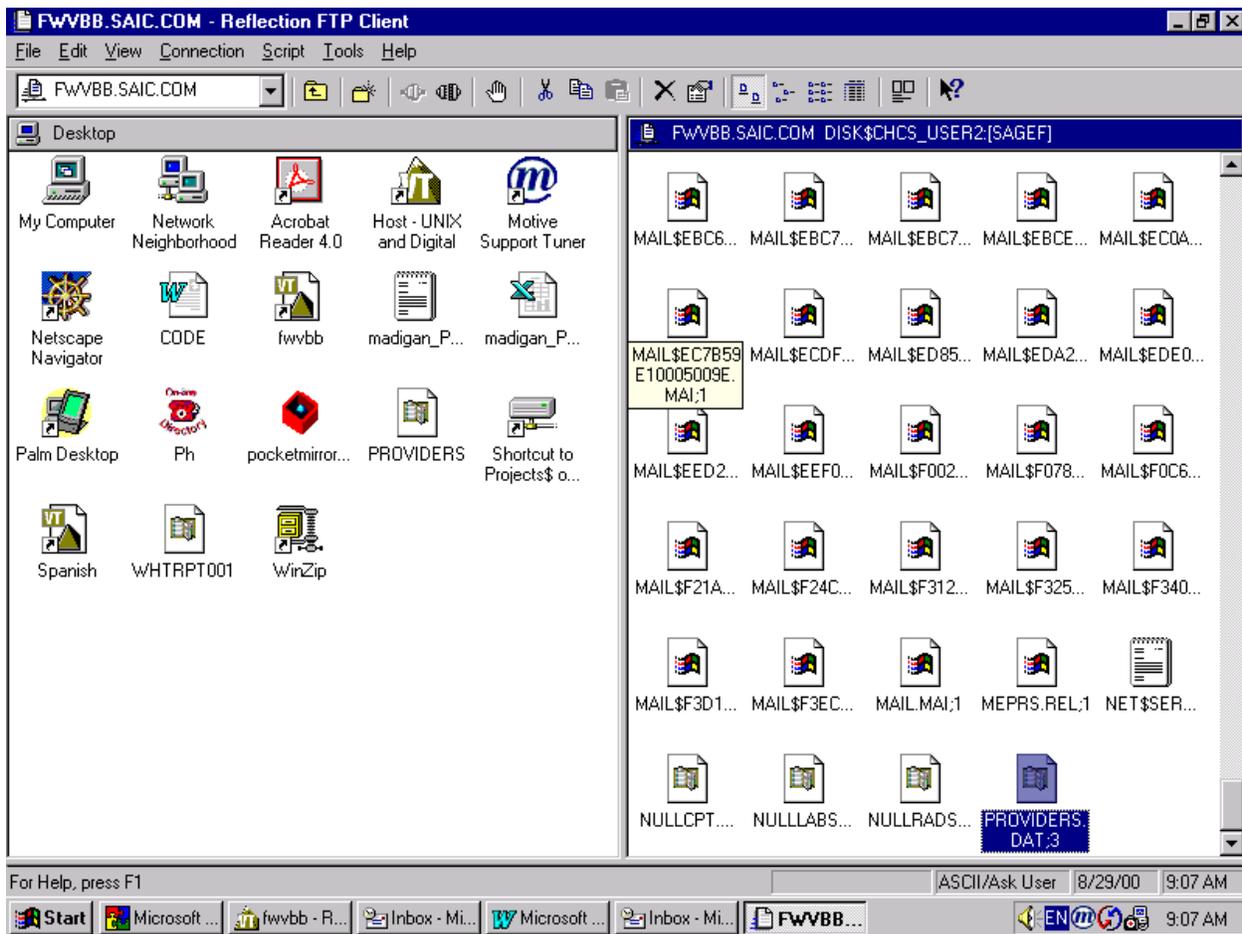
```
Directory DISK$CHCS_USER2:[SAGEF]
```

```
PROVIDERS.DAT;3 PROVIDERS.DAT;2 PROVIDERS.DAT;1
```

Total of 3 files.

The most recently created report in the resulting list is the one with the highest number after the file name;extension (in this case ;3).

Using Reflection's FTP Client, connect to your VMS account. You will see your PC directory (usually the desktop level unless you've changed it) on the left side of the window and the contents of your VMS directory in the right side of the window. (See picture below.)



Highlight your file name in the VMS (right) side (as shown). Right click and pick Copy. Then right click anywhere in the Left window (your PC) and select Paste.

Tip: I once tried to “click and drag” the VMS file (right) to the PC (left window). That proved to be a much slower way to copy the file. Since your ad-hoc report is quite large (Madigan’s was 1.3 Mb), it’s possible that you will time out during this process. Using the right click-Copy and Paste method seems to be much faster. If you “time out” while copying the file, in Reflections FTP Client, you can increase your “timeout” values. Under the Connection menu, pick Site Properties; click on the Advanced tab. In the middle of the window you will see a section called “Timeouts Values”. Increase those. Don’t mess around with middling values; enter 999 seconds for both “Connect” and “Session.”

Step 4: Bring Report into Excel

Open Excel.

Under the File Menu, pick Open. In the resulting menu, navigate to your Desktop (or wherever you put the report in Step 3). Be sure that Excel is looking for All Files and not just Excel files (at this point your report is in text, not Excel format).

Double click on your report name (Providers, in my example).

Excel will open the Text Import Wizard.

In the Import Wizard, the first screen is Step 1 of 3. Select the Fixed Width (middle of the window) and press Next.

In Step 2 or 3, the Import Wizard tries to anticipate where your columns are. Note that Excel always guesses wrong! You click where you want to add a column divider and double-click to remove one. Be sure to remove Excel's bad guesses. You may have to scroll down to see records with data values so that you know where to place the column dividers. Only place column dividers at the start of the next column. Don't worry about leaving white space at the end of the preceding column. When you are done establishing your column dividers, you will have 10 columns:

1. Provider Flag
2. Name
3. MEPRS (from Def MEPRS field in Clinical User File)
4. DMIS ID associated with the MEPRS Code above
5. MEPRS (from Def Location field in Clinical User File)
6. DMIS ID associated with the MEPRS Code above
7. MEPRS (from Location field in Provider File)
8. DMIS ID associated with the MEPRS Code above
9. MEPRS (from Clinic ID field in Provider File)
10. DMIS ID associated with the MEPRS Code above

Press Next.

In Step 3 or 3, select each of your 10 columns and **set the data type to Text. This is very important.** If not set to Text, then Excel will delete the leading zeroes in the DMIS ID's.

Press Finish.

Step 5: Format Report in Excel and add Formulas

Now Excel shows you your data, but it looks odd at this point. In this section, I am assuming that you know how to use Excel.

For Column B (Name) adjust the column width to show the complete name.

Delete extra rows. Anywhere you see extra rows, because of the FileMan-generated Headers in the original report, you can delete them. Check the top of the Excel sheet (first 2-4 rows) for possible rows to delete. Then, looking in Column B, you'll find a bunch of rows to delete that say NAME. Also, check to see if there are rows to delete where it says PROV in Column B. At the end, you'll find a bunch of rows to delete that have funny symbols in columns A or B.

Enter column headings for the report. You may need to add a row at the top of the sheet for the headings. Column headers to use:

- A. Provider Flag
- B. Name
- C. Clin User Def MEPRS
- D. Clin User Def MEPRS DMIS ID
- E. Clin User Def Loc MEPRS
- F. Clin User Def Loc MEPRS DMIS ID
- G. Prov File Location MEPRS

- H. Prov Loc MEPRS DMIS ID
- I. Prov Clinic ID MEPRS
- J. Prov Clinic ID MEPRS DMIS ID

Select all of your column header cells (or the entire row), Format menu, Cells, Alignment Tab and put a check in the Wrap Text choice near the bottom. Then, select the Font Tab and Bold the header cells.

Now, we do the fun part!

Column B

Click on Column B to select the entire column and Insert a Column (Edit Menu). This creates a new column B and moves everything else over to the right. Select the entire new column B. Under Format, Cells, Number tab, select General and click on OK. This sets up all the cells in this column to hold a formula.

Change the Provider Flag values to null and 1 where 1 = Provider and null = Not a Provider.

Click on the first data cell in column B (should be Row 2) and write in the following formula:

```
=IF(A2<>"PROV",0,1)
```

If your first entry (row 2) has PROV entered in cell A2, then a 1 will appear in Cell B2. Copy Cell B2 to all the cells in the B column. Now select the entire B column and Copy it. Click on A2, Edit Menu and pick Paste Special. In the Paste Special window, pick Values (only). This overwrites A2 with the data values from B2.

At this point, you can delete all of column B. Click on the entire column, Edit menu and Delete. The rest of this document assumes that you deleted column B. If you didn't, when I say column K, you will have to translate "K" to "L", etc. So, delete column B.

Now, more fun stuff:

At the top, place your cursor on column K. Column K should be blank because you deleted the old column B above.

Column K

I like to select the entire K column and fill with a nice color to make it stand out. Yellow is nice.

In cell K1, put in a Header called "Prov Loc MEPRS not equal to Prov Clinic ID MEPRS". This should line wrap within one cell. If not, go to Format, Cells, Alignment and select Wrap Text.

In cell K2, enter the following formula:

```
=IF(AND(J2<>"",J2<>H2),1,"")
```

Note: "" is two quote symbols.

What this does is compare the MEPRS Code associated with the Clinic ID field in the Provider file (if populated) with the MEPRS Code associated with the Location in the Provider file. If they're the same, nothing happens. If they're different, Excel puts a 1 in column K. This makes it easier for you to find "problem" providers.

Copy the contents of cell K2 to all the cells in column K (be sure to only copy to the last data row).

To create a Total, go to the bottom of the sheet and after the last data row, enter a “sum” formula. If the last data row, is row # 9345, then the formula would be:

```
=sum(K2:K9345)
```

That tells you the total # of problem providers in this category (Prov Loc MEPRS not equal to Prov Clinic ID MEPRS).

Column L:

In Column L, we will identify those providers whose primary Order Entry default MEPRS (which comes from the Default Location field in the Clinical User file) is not equal to the Location MEPRS in the Provider file.

I like to select the entire L column and fill with a nice color to make it stand out. Light Green is nice.

In cell L1, put in a Header called “Prov Loc MEPRS not equal to Clin User Def Loc MEPRS”. This should line wrap within one cell. If not, go to Format, Cells, Alignment and select Wrap Text.

In cell L2, enter the following formula:

```
=IF(AND(F2<>""),F2<>H2),1,"")
```

Note: "" is two quote symbols.

What this does is compare the MEPRS Code associated with the Default Location field in the Clinical User file (if populated) with the MEPRS Code associated with the Location in the Provider file. If they're the same, nothing happens. If they're different, Excel puts a 1 in column L. This makes it easier for you to find “problem” providers.

Copy the contents of cell L2 to all the cells in column L (be sure to only copy to the last data row).

To create a Total, go to the bottom of the sheet and after the last data row, enter a “sum” formula. If the last data row, is row # 9345, then the formula would be:

```
=sum(L2:L9345)
```

That tells you the total # of problem providers in this category (Prov Loc MEPRS not equal to Clinical User Default Location MEPRS).

Are We Done Yet?

Save your file and distribute to those responsible for correcting the data.

Remember, only the Provider in question can change the values in the Clinical User file!