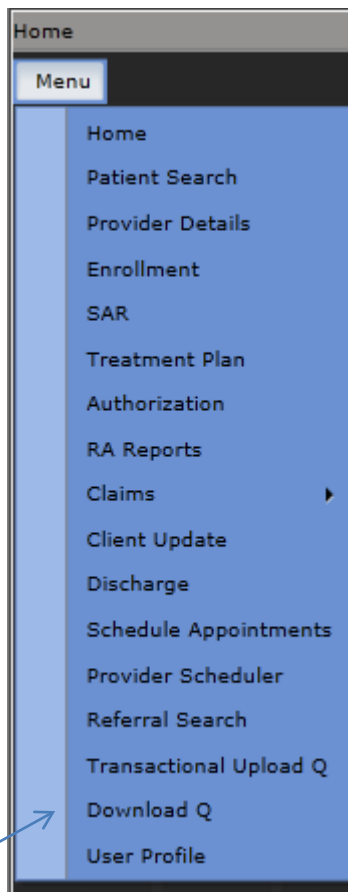
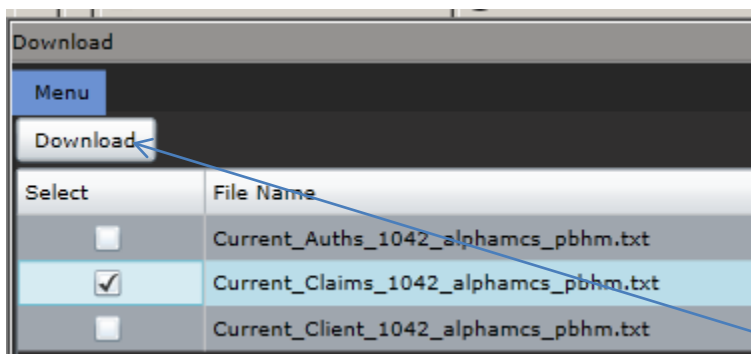


DOWNLOAD Q

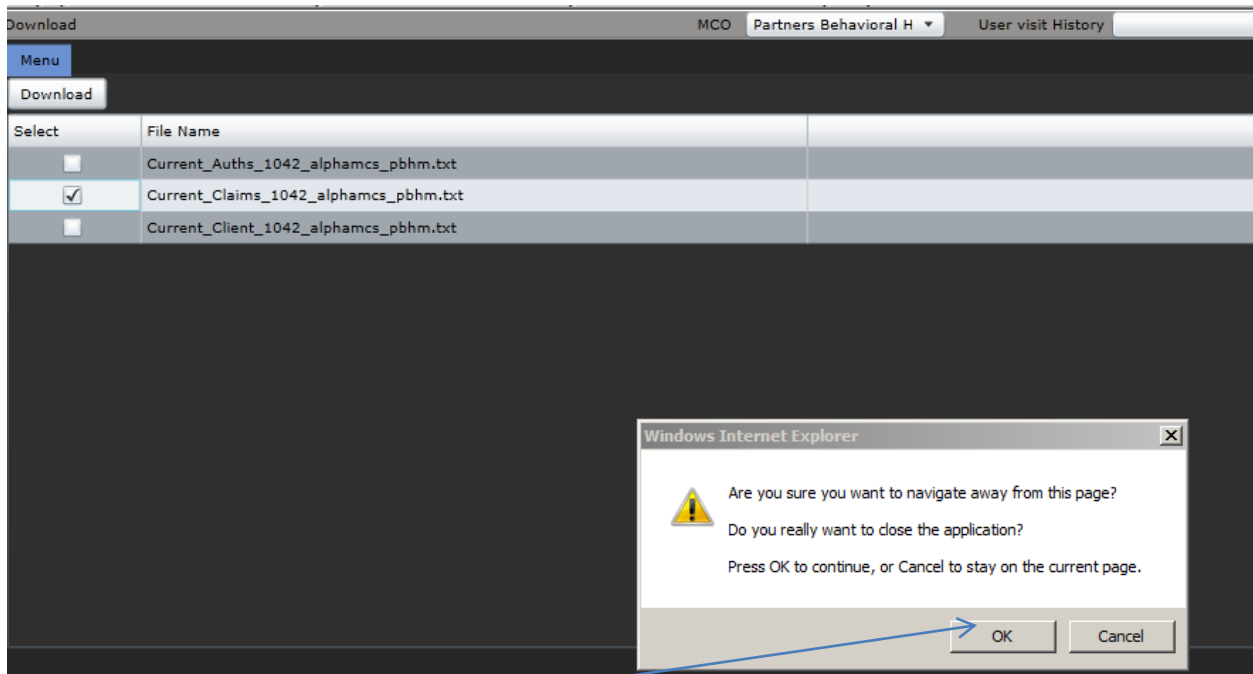


Select the Download Q from the menu

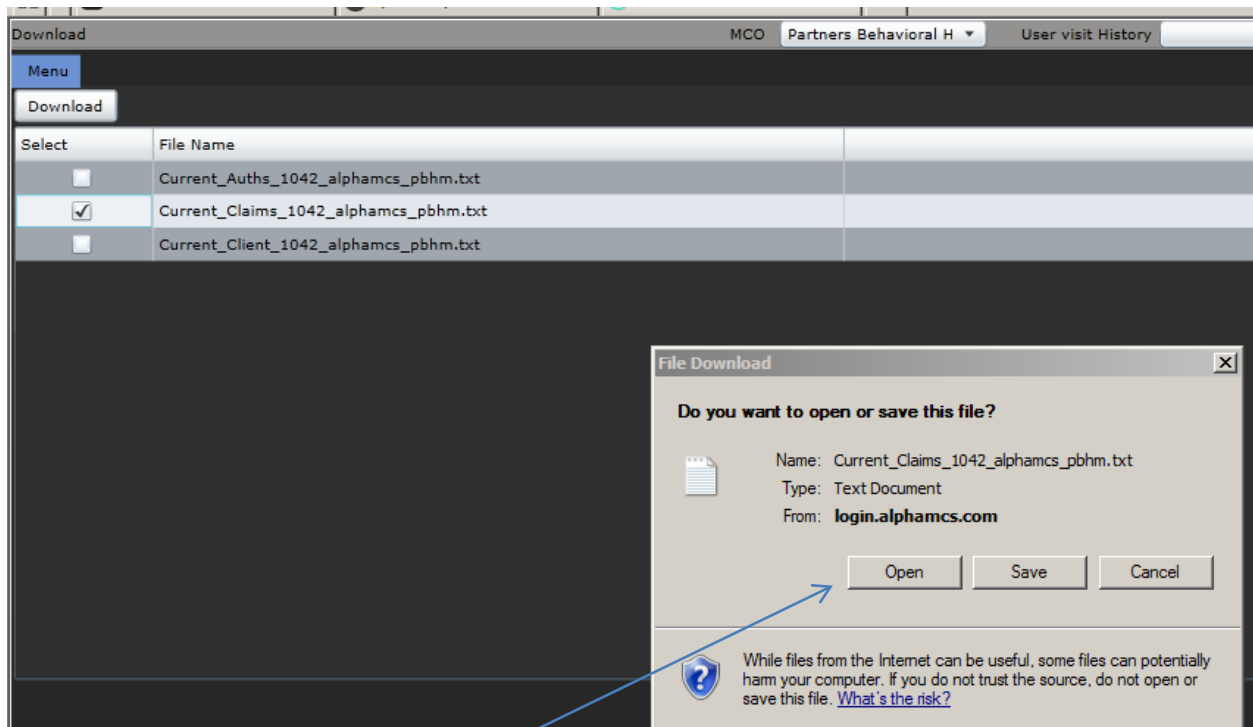


Put a check in the box of the file you want to open then click on the Download button.

If you do not see any files contact the help desk because Alpha does not have a mail box assigned to you.

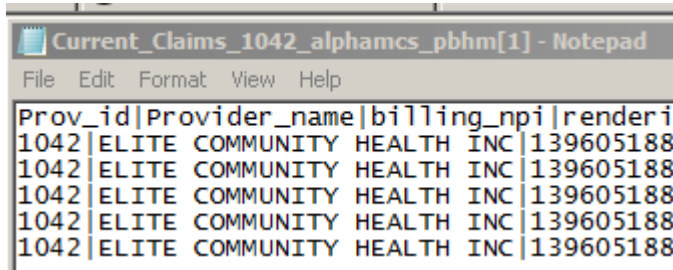


Click OK Button



Then click the Open Button

The file will open. If the file does not open then contact the help desk this is either an issue where the Silverlight needs to be updated or the trusted site need to be changed.



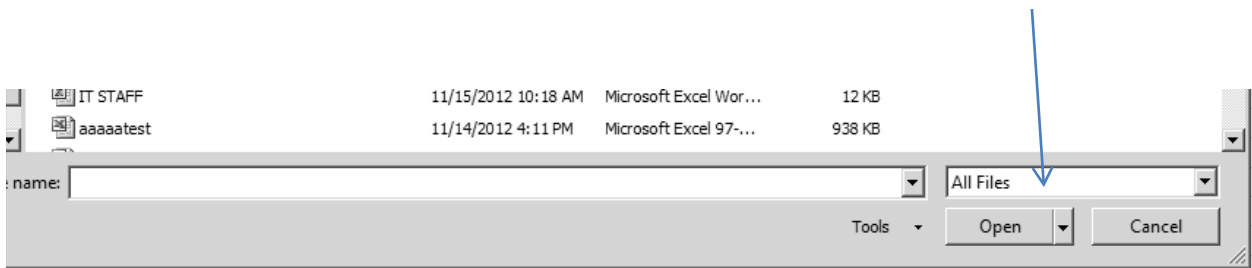
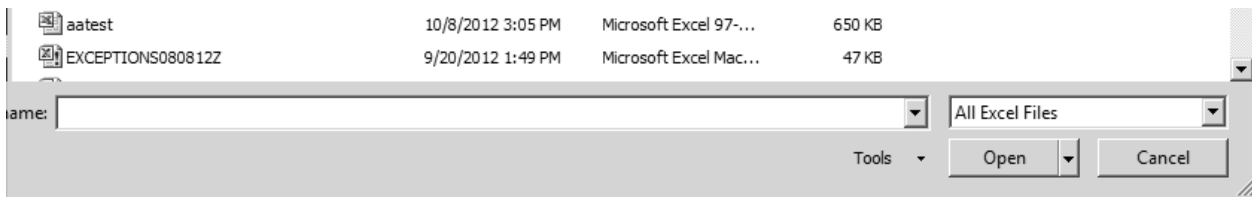
```
Current_Claims_1042_alphamcs_pbhm[1] - Notepad
File Edit Format View Help
Prov_id|Provider_name|billing_npi|renderi
1042|ELITE COMMUNITY HEALTH INC|139605188.
1042|ELITE COMMUNITY HEALTH INC|139605188.
1042|ELITE COMMUNITY HEALTH INC|139605188.
1042|ELITE COMMUNITY HEALTH INC|139605188.
1042|ELITE COMMUNITY HEALTH INC|139605188.
```

From the menu bar click File – Save AS and save the file to your computer.

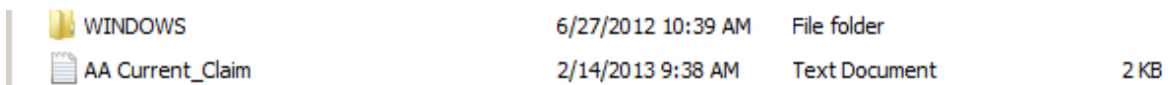
Open Excel and then

Select File open

Change the type to All Files



Double click on the file and the following screen opens.



Click on Delimited

Text Import Wizard - Step 1 of 3

The Text Wizard has determined that your data is Delimited.
If this is correct, choose Next, or choose the data type that best describes your data.

Original data type

Choose the file type that best describes your data:

- Delimited** - Characters such as commas or tabs separate each field.
- Fixed width** - Fields are aligned in columns with spaces between each field.

Start import at row: File origin:

Preview of file Z:\AA Current_Claim.txt.

| | Prov_id | Provider_name | billing_npi | rendering_npi | Patient_id | Pat |
|---|---------|----------------------------|-------------|---------------|------------|-----|
| 1 | 1042 | ELITE COMMUNITY HEALTH INC | 1396051884 | 1396051884 | 374984 | 0 |
| 2 | 1042 | ELITE COMMUNITY HEALTH INC | 1396051884 | 1396051884 | 386223 | 1 |
| 3 | 1042 | ELITE COMMUNITY HEALTH INC | 1396051884 | 1396051884 | 308730 | 2 |
| 4 | 1042 | ELITE COMMUNITY HEALTH INC | 1396051884 | 1396051884 | 27681 | K2 |
| 5 | | | | | | |

Then click the Next Button

Click on TAB and Other and enter the delimiter. In this case it is a pipe.

This is the shift \ which is just above the ENTER key.

Text Import Wizard - Step 2 of 3

This screen lets you set the delimiters your data contains. You can see how your text is affected below.

Delimiters

- Tab
- Semicolon
- Comma
- Space
- Other: |

Treat consecutive delimiters as one

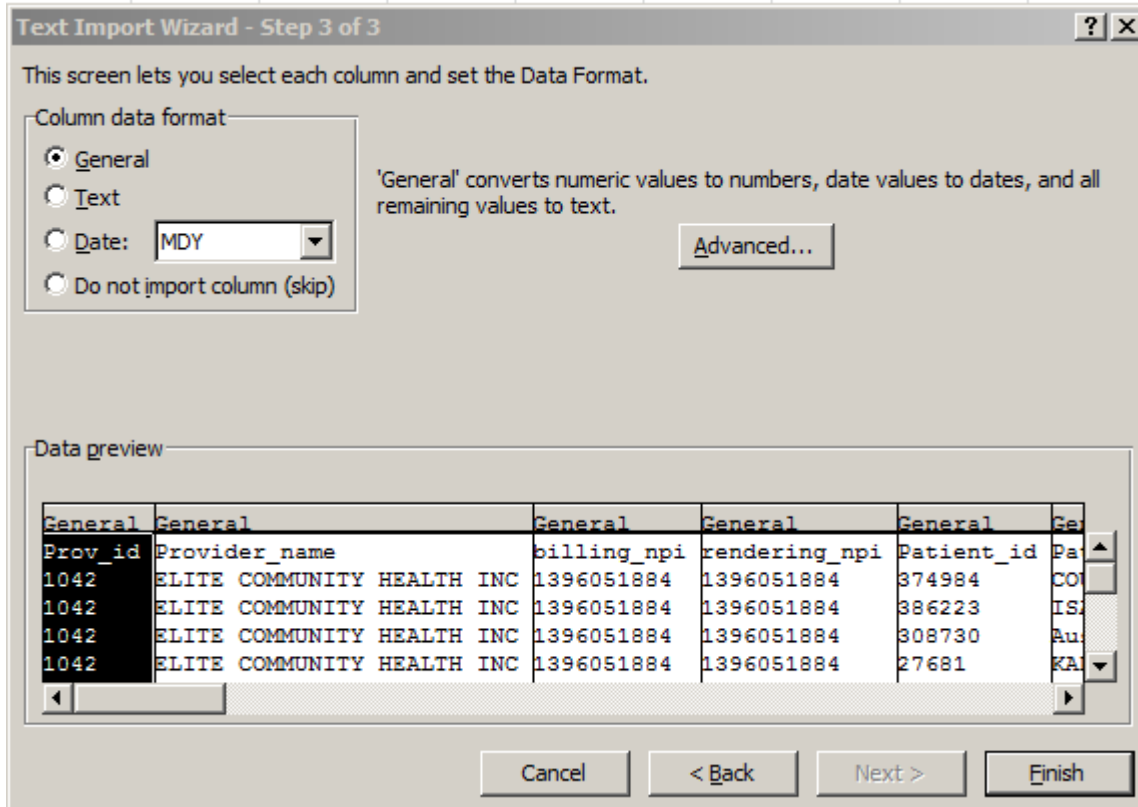
Text qualifier: " ▾

Data preview

| Prov_id | Provider_name | billing_npi | rendering_npi | P |
|---------|----------------------------|-------------|---------------|---|
| 1042 | ELITE COMMUNITY HEALTH INC | 1396051884 | 1396051884 | 3 |
| 1042 | ELITE COMMUNITY HEALTH INC | 1396051884 | 1396051884 | 3 |
| 1042 | ELITE COMMUNITY HEALTH INC | 1396051884 | 1396051884 | 3 |
| 1042 | ELITE COMMUNITY HEALTH INC | 1396051884 | 1396051884 | 2 |

Cancel < Back Next >

Then Click Next Button



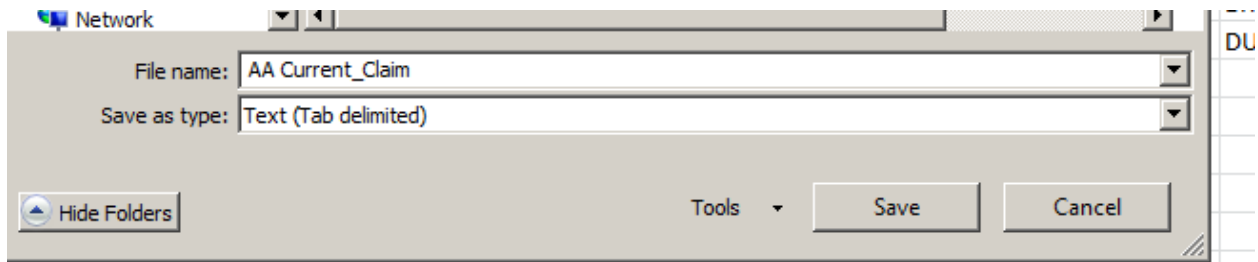
This screen will let you format columns if you need to.

Then click Finish

AA Current_Claim

| | A | B | C | D | E |
|---|---------|----------------------------|-------------|---------------|------------|
| 1 | Prov_id | Provider_name | billing_npi | rendering_npi | Patient_ic |
| 2 | 1042 | ELITE COMMUNITY HEALTH INC | 1396051884 | 1396051884 | 374984 |
| 3 | 1042 | ELITE COMMUNITY HEALTH INC | 1396051884 | 1396051884 | 386223 |
| 4 | 1042 | ELITE COMMUNITY HEALTH INC | 1396051884 | 1396051884 | 308730 |
| 5 | 1042 | ELITE COMMUNITY HEALTH INC | 1396051884 | 1396051884 | 27681 |
| 6 | 1042 | ELITE COMMUNITY HEALTH INC | 1396051884 | 1396051884 | 30445 |

The file will then open in Excel and you can save as Excel Format.



Change the SAVE AS TYPE to one of the Excel format and Click the SAVE Button.

