



# Module 14

## Batch MRN Lookup



# Batch MRN Lookup Overview

- Used to retrieve the MRN associated with an MPOG Case ID for multiple cases at a time. There are two methods for adding a column of MRNs to an existing measure case report:
  1. **Spreadsheet method:** Upload a saved Excel document that has an MPOG Case ID column the saved Case Grids into the Batch MRN Lookup Tool. For more information about how to export cases from the [Measure Case Report](#), see Module 13 of the MPOG Training Manual.
  2. **List Method:** Copy MPOG IDs and paste them into the designated field in the Batch MRN Lookup Tool.

# Accessing Batch MRN Lookup



# Spreadsheet Method

Batch MRN Lookup

Use MPOG provided spreadsheet

Spreadsheet location

Browse

Provide list of MPOG case IDs

MPOG case IDs

Save to location

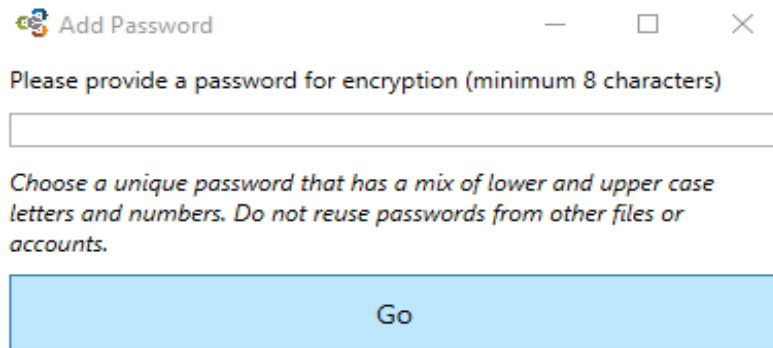
Browse

Start

- First, locate the file that was exported from the measure case report tool (and saved to your computer) by selecting ‘Browse’
- Next, simply double click on the file to load it into the ‘Spreadsheet location’. Click ‘Start.’

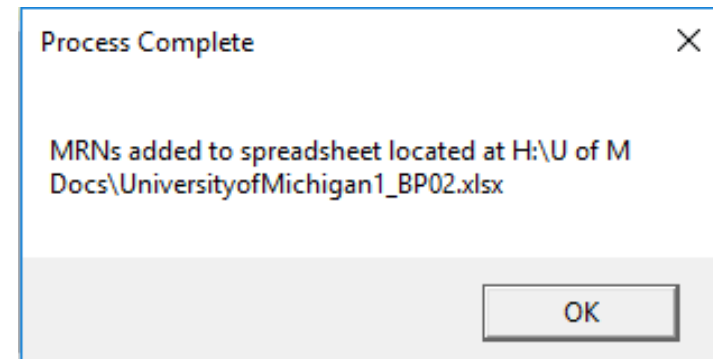
\*Note the spreadsheet you are uploading cannot be opened on your computer at the same time as upload

Follow the prompt and enter a password with at least 8 characters for encryption purposes. Click 'Go' to continue.



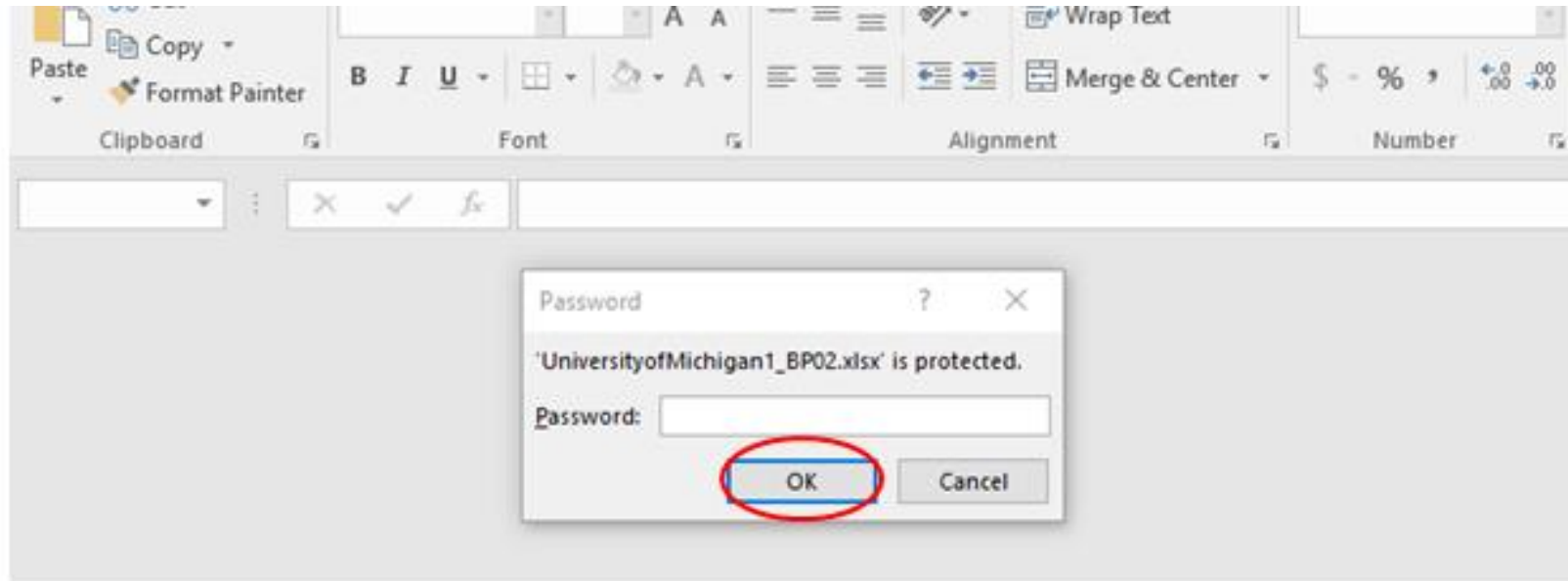
A screenshot of a dialog box titled "Add Password". The dialog box has a title bar with a close button (X) and a maximize button (square). The main text reads: "Please provide a password for encryption (minimum 8 characters)". Below this is a text input field. Underneath the input field, there is a note: "Choose a unique password that has a mix of lower and upper case letters and numbers. Do not reuse passwords from other files or accounts." At the bottom of the dialog box is a blue button labeled "Go".

Once a password is set and the MRN column has been successfully added to that file, you will receive a notification. Click 'OK'



A screenshot of a dialog box titled "Process Complete". The dialog box has a title bar with a close button (X). The main text reads: "MRNs added to spreadsheet located at H:\U of M Docs\UniversityofMichigan1\_BP02.xlsx". At the bottom right of the dialog box is a button labeled "OK".

- Go to the folder where the spreadsheet is saved and open in Excel.
- Upon opening, you will be prompted to enter the password you previously entered to view the modified Case Grid. Enter your password and click 'OK.'
- A new column titled MRN will appear to the left of the MPOG Case ID column in your existing spreadsheet. The encrypted file will automatically save



# Case ID List Method

Batch MRN Lookup

Use MPOG provided spreadsheet

Spreadsheet location

Browse

Provide list of MPOG case IDs

MPOG case IDs

Save to location

Browse

Start

- Select the second radio dial: 'Provide list of MPOG case IDs'
- Copy and Paste all MPOG Case IDs into the text box and click 'Browse' to select a location for the new spreadsheet to be saved. Click 'Start'

\*You will be prompted to set a password similar to spreadsheet mode.

- After clicking 'Go' you will receive a message saying the process is complete. Go to the saved file and open
- Enter your password when prompted and the MPOG Case IDs you submitted with their associated MRNs will be visible. Again, the encrypted file will automatically save.

