

Chapter 14: Batch MRN Lookup

Batch MRN Lookup Overview

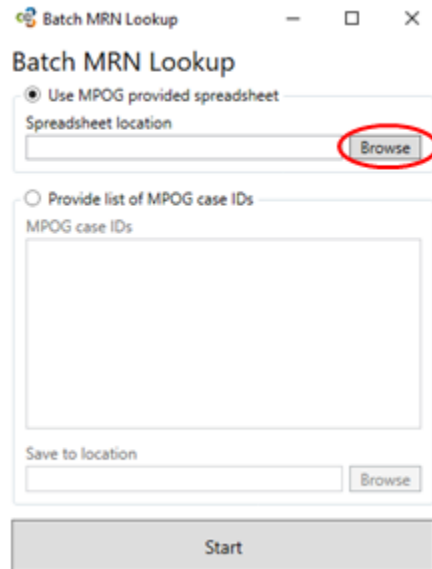
1. The MPOG Batch MRN Lookup Tool is used to retrieve the MRN associated with an MPOG Case ID for multiple cases at a time. There are two methods for adding the MRN column to the existing Failed Case Grid for each measure:
 - a. Load the saved Case Grids into the Batch MRN Lookup Tool. If using this method, save the Case Grid Excel document first before loading into the MRN Lookup Tool. For more information about how to access the [Measure Case Report](#), see Chapter 15 of the MPOG Training Manual.

OR

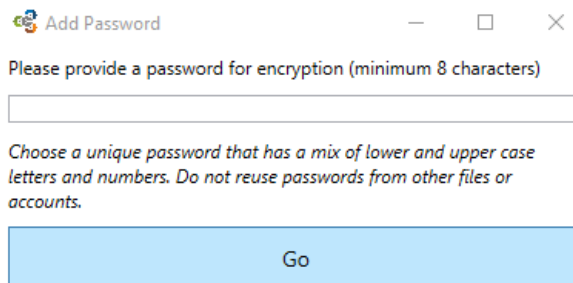
 - b. Copy MPOG IDs and paste them into the designated field in the Batch MRN Lookup Tool.
2. Access the Batch MRN Lookup utility in the MPOG Suite:



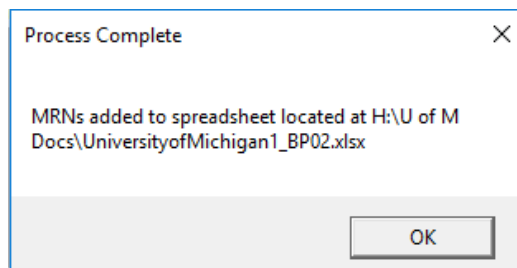
3. If using the Case Grid method, this step will guide you through loading the saved Case Grid file into the Batch MRN Lookup Tool. This will automatically add a column of MRNs to the saved Case Grid file that was exported and saved from step 1a. If using the second method, skip to step 4 of this user guide.
 - a. First, locate the file by selecting 'Browse' in the Batch MRN Lookup Tool.
 - b. Once you locate the desired Case Grid, simply double click on the file to load it into the 'Spreadsheet location field.' Click 'Start.'**Note the spreadsheet you are uploading cannot be opened on your computer during upload.



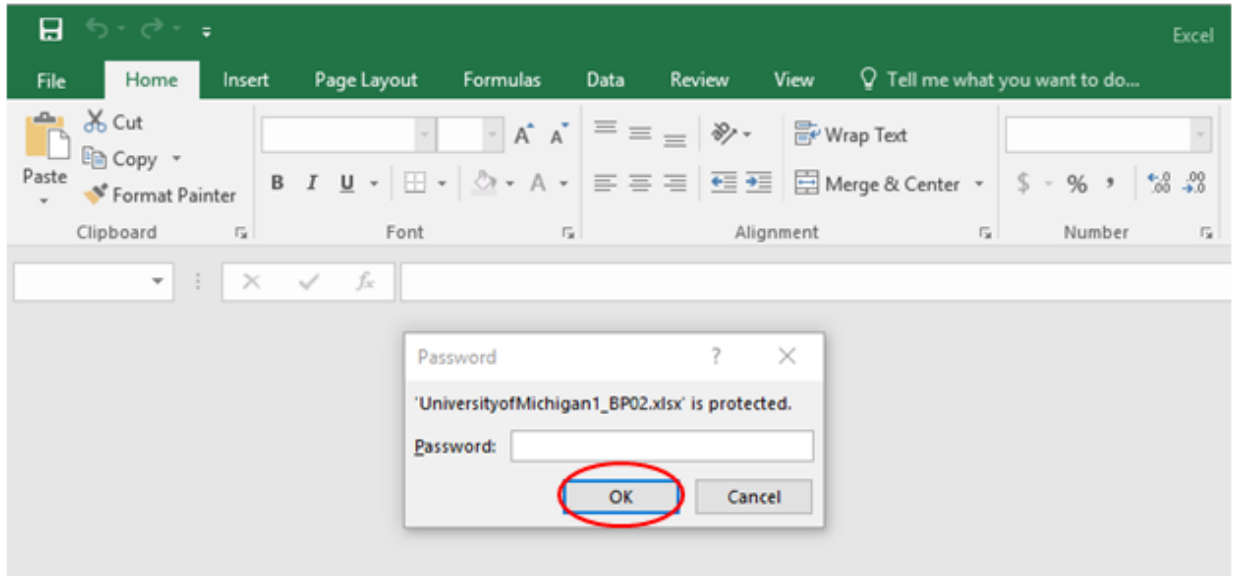
- c. Follow the prompt and enter a password with at least 8 characters for encryption purposes. Click 'Go' to continue.



- d. Once the MRN column has been successfully added to that file you will receive a notification. Click 'OK'



- e. 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.'



- f. 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.

4. If opting to use the second method to load MPOG Case IDs into the Batch MRN Lookup Tool, this step will guide you through this process.
 - a. Select the second radio dial: 'Provide list of MPOG case IDs'
 - b. 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'

Batch MRN Lookup

Use MPOG provided spreadsheet

Spreadsheet location

Provide list of MPOG case IDs

MPOG case IDs

57bd11b9-daee-e711-bece-00215a9b0a8c
d027ade5-a3ef-e711-bece-00215a9b0a8c
ba27ade5-a3ef-e711-bece-00215a9b0a8c
59bd11b9-daee-e711-bece-00215a9b0a8c
5dbd11b9-daee-e711-bece-00215a9b0a8c
63bd11b9-daee-e711-bece-00215a9b0a8c
41bd11b9-daee-e711-bece-00215a9b0a8c
47bd11b9-daee-e711-bece-00215a9b0a8c
c227ade5-a3ef-e711-bece-00215a9b0a8c

Save to location

H:\U of M Docs\New.xlsx

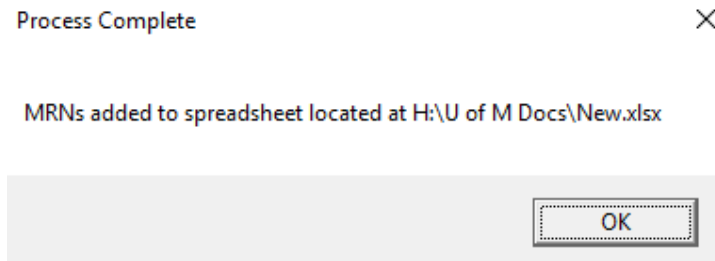
- c. You will be prompted to enter a password.

Add Password

Please provide a password for encryption (minimum 8 characters)

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.

- d. After clicking 'Go' you will receive a message saying the process is complete. Go to the saved file and open.



- e. 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.