



Module 14

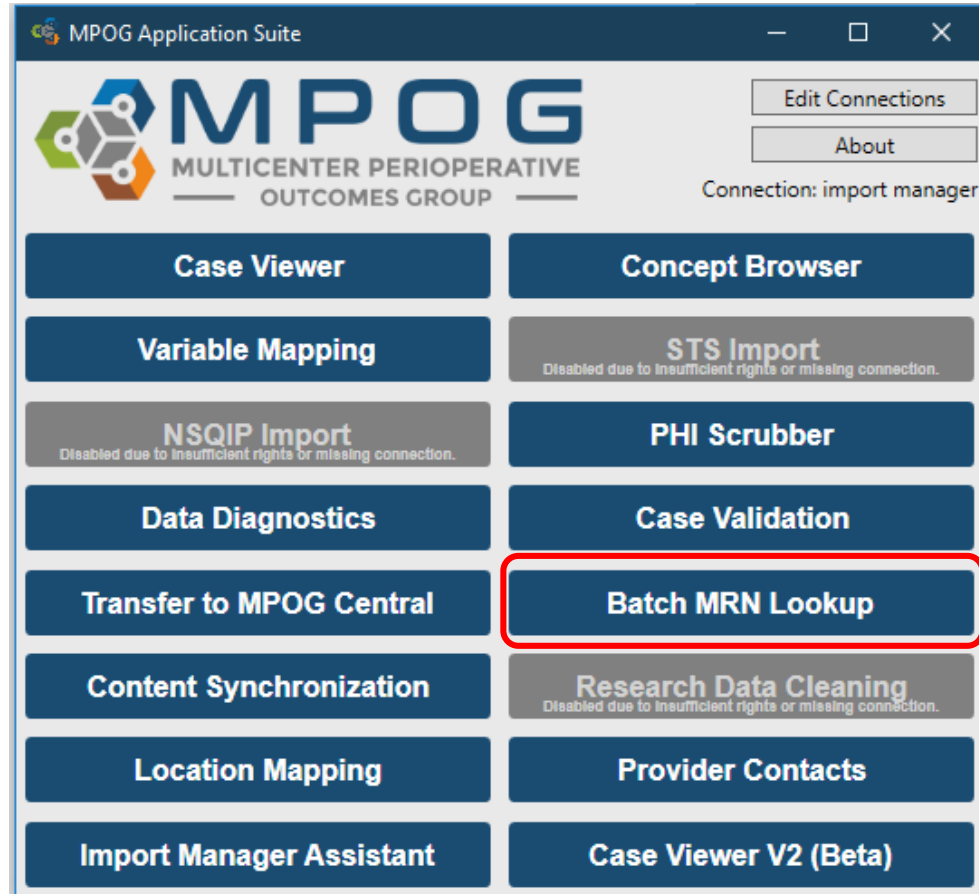
Batch MRN Lookup



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

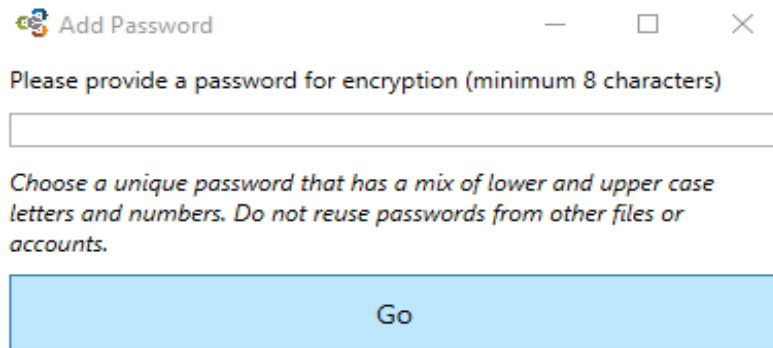
Browse

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.



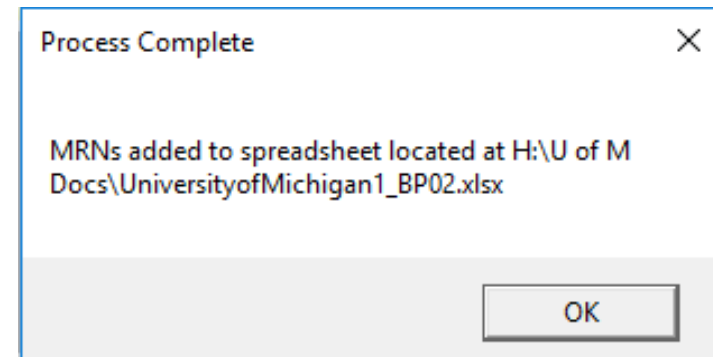
Add Password

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.

Go

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

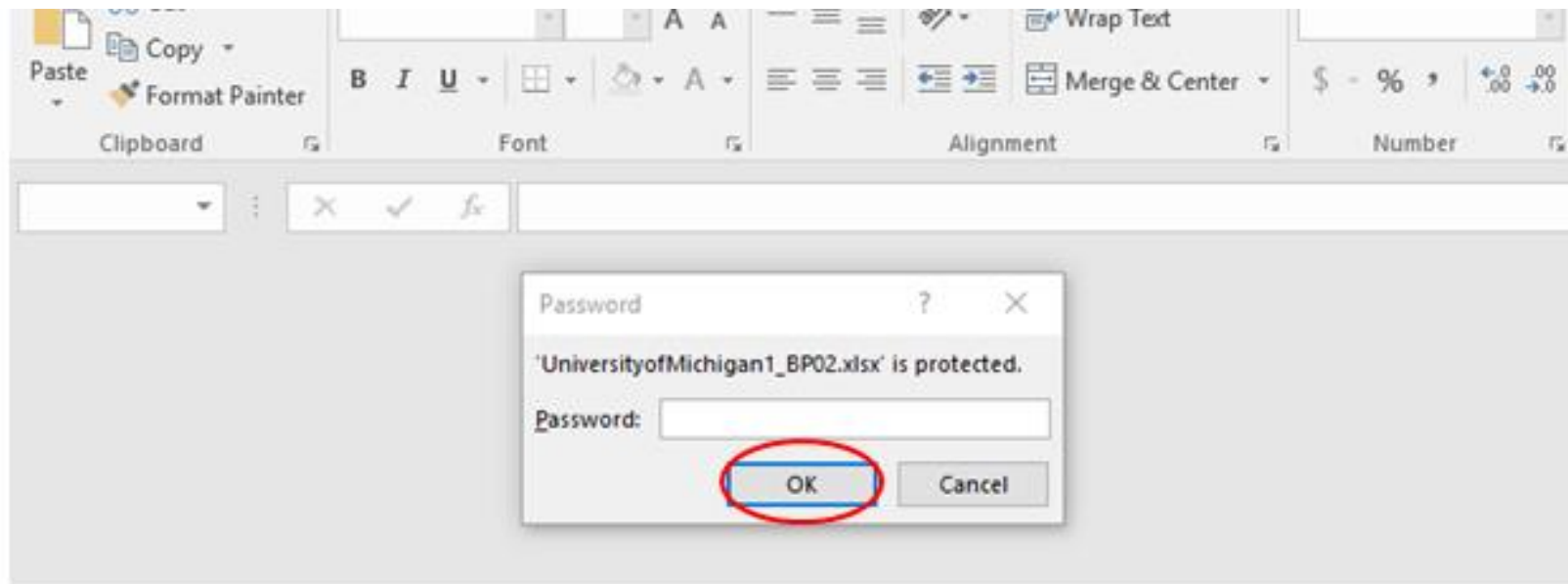


Process Complete

MRNs added to spreadsheet located at H:\U of M Docs\UniversityofMichigan1_BP02.xlsx

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.

