



Insights for Healthcare

Formatting your downloaded areas and product lines for the new DataGen Planning Tool



Market Demographics, Data Exporter and Outpatient Dashboard Files

Service area

- 1. Open your downloaded service area.
- 2. Open a new blank Excel® file.
- 3. Copy your service area out of the downloaded file from the previous planning tool headers and data only.
 - a. To quickly select all, click the **Zip code** field title cell, click **ctrl + shift** and the **right arrow** then the **down arrow**.
 - b. While everything is highlighted click **ctrl + c** on your keyboard.

A	В	С	D	E	F	G	
			Demographic Area Listing				
	Area: A		enectady Rensselaer Saratoga				
			d by County(Asc), ZIPCode(Asc			/ =	
	Zip Code		County	CBSA	City	E	
	12110	NY	Albany	Albany-Schenectady-Tro	Latham		
	12110	NY	Albany	Albany-Schenectady-Tro			
	12120	NY	Albany	Albany-Schenectady-Tr	Medusa		
	12143	NY	Albany	Albany-Schenectady-Tro	Ravena		
	12147	NY	Albany	Albany-Schenectady-Tre	Renssela	erville	
	12158	NY	Albany	Albany-Schenectady-Tre	Selkirk		
	12159	NY	Albany	Albany-Schenectady-Tre			
	12159	NY	Albany	Albany-Schenectady-Tre	Slingerlar	ds	
	12183	NY	Albany	Albany-Schenectady-Tre	Troy		
	12186	NY	Albany	Albany-Schenectady-Tre	Voorhees	ville	
	12189	NY	Albany	Albany-Schenectady-Tro	Watervlie	t	
	12193	NY	Albany	Albany-Schenectady-Tre	Westerlo		
	12193	NY	Albany	Albany-Schenectady-Tre	Westerlo		
	12193	NY	Albany	Albany-Schenectady-Tro			
	12200	NY	Albany	Albany-Schenectady-Tro		° in Albany	
	12202	NY	Albany	Albany-Schenectady-Tro			
	12202	NY	Albany	Albany-Schenectady-Tro			
	12203	NY	Albany	Albany-Schenectady-Tr	Albany		

- 4. Paste into the blank Excel file in cell A1.
 - a. Delete CBSA column.
 - b. Add column(s) if needed (can have up to 10 in one file).

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	Α	В	С	D K
	Zip Code	County	City	Service Area
	12007	Albany	Alcove	PSA
	12009	Albany	Altamont	PSA
	12023	Albany	Berne	PSA
	12041	Albany	Clarksville	PSA
	12045	Albany	Coeymans	PSA
	12046	Albany	Coeymans Hollow	PSA
	12047	Albany	Cohoes	PSA
	12054	Albany	Delmar	PSA
	12059	Albany	East Berne	PSA
	12067	Albany	Feura Bush	PSA
	12077	Albany	Glenmont	PSA
	12084	Albany	Guilderland	PSA
	12110	Albany	Latham	PSA
	12120	Albany	Medusa	PSA
	12143	Albany	Ravena	PSA
	12147	Albany	Rensselaerville	PSA
	12158	Albany	Selkirk	PSA
	12159	Albany	Slingerlands	PSA
	12183	Albany	Troy	PSA
	12186	Albany	Voorheesville	PSA



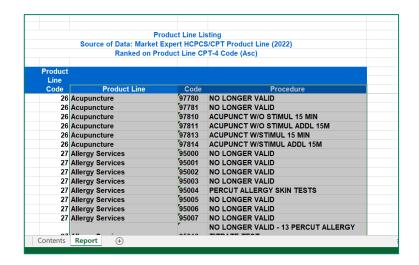
c. Remove duplicates.

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	A B	С		D	E F G H J
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5	12041 Albany	Clarksville		PSA	duplicates.
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8	12047 Albany	Cohoes		PSA	
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11	12067 Albany	Feura Bush		PSA	County
12	12077 Albany	Glenmont		PSA	City
13	12084 Albany	Guilderland		PSA	Service Area
14	12110 Albany	Latham		PSA	
15	12120 Albany	Medusa		PSA	
16	12143 Albany	Ravena		PSA	OK Cancel
17	12147 Albany	Rensselaerville		PSA	
				-	

- d. Change all data in column A to Number.
- e. Change all the rest of the data to Text.
- 5. Save file appropriately.

Service lines

- 1. Open your downloaded service area.
- 2. Open a new blank Excel file.
- 3. Copy your service line out of the downloaded file from the previous planning tool headers and data only starting from product line.
 - a. To quickly select all click the **product line** field title cell, click **ctrl + shift** and the **right arrow** then the **down arrow**.
 - b. While everything is highlighted click **ctrl + c** on your keyboard.



- Data Gen®
 - 4. Paste into the blank Excel file.
 - a. Cut Code and paste into column A by moving product line and description left
 - b. Rename Column A to Procedure/Diagnosis/DRG Code.
 - c. Remove any apostrophes, commas and periods.
 - i. Under Find & Select, choose Replace.
 - ii. Enter , ' or . in the **Find What** section and leave the **Replace With** section, then press **Replace All**.

	А	В		с	D	E	F
	Procedure Code 97780	Procedure Pro	oduct Line	Procedure Description			
		Acupuncture					
	97781	Acupuncture		NO LONGER VALID			
	97810	Acupuncture		ACUPUNCT W/O STIMUL 15 MIN			_
	97811	Acupuncture	Find and Replace			?	×
	97813	Acupuncture					
	97814	Acupuncture	Fin <u>d</u> Re <u>p</u> lao	e			
	95000	Allergy Services					_
	95001	Allergy Services	Find what:				~
)	95002	Allergy Services	Replace with:				~
	95003	Allergy Services					_
2	95004	Allergy Services				Op <u>t</u> ions >:	>
8	95005	Allergy Services					
ŀ	95006	Allergy Services	Replace <u>A</u> ll	Replace Find All Ei	nd Next	Close	
5	95007	Allergy Services		NO LONGER VALID			
5	95010	Allergy Services		NO LONGER VALID - 13 PERCUT	ALLERGY	TITRATE	TEST
7	95011	Allergy Services		NO LONGER VALID			
3	95014	Allergy Services		NO LONGER VALID			
)	95015	Allergy Services		NO LONGER VALID - 13 ID ALLER	GY TITRA	TE-DRUG	BUG
)	95016	Allergy Services		NO LONGER VALID			
	95017	Allergy Services		PERQ & ICUT ALLG TEST VENOR	/IS		

- d. Add column(s) if needed (can have up to 10 in one file).
- e. Change all data in Column A to Number.
- f. Change all the rest of the data to **Text**.
- 5. Save file appropriately.



Bulk filtering in the drill-down portion of the new DataGen Planning Tool

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 - b. While everything is highlighted click **ctrl + c** on your keyboard.

		× v	fx Zip Code				
А	В	С	D	E	F	G	н
			Demographic Area Listing				
	Area: A		nectady Rensselaer Saratoga				
			I by County(Asc), ZIPCode(Ase			(5)	
	Zip Code		County	CBSA	City	1	
	12110		Albany	Albany-Schenectady-Tr			
	12110	NY	Albany	Albany-Schenectady-Tr	Latham		
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	12158	NY	Albany	Albany-Schenectady-Tr	Selkirk		
	12159	NY	Albany	Albany-Schenectady-Tr	Slingerla	nds	
	12159	NY	Albany	Albany-Schenectady-Tr	Slingerla	nds	
	12183	NY	Albany	Albany-Schenectady-Tr	Troy		
	12186	NY	Albany	Albany-Schenectady-Tr	Voorhees	ville	
	12189	NY	Albany	Albany-Schenectady-Tr	Watervlie	t	
	12193	NY	Albany	Albany-Schenectady-Tr			
	12193	NY	Albany	Albany-Schenectady-Tr	Westerlo		
	12193	NY	Albany	Albany-Schenectady-Tr			
	12200	NY	Albany	Albany-Schenectady-Tr		in Albany	
	12202	NY	Albany	Albany-Schenectady-Tr	Albany		
	12202	NY	Albany	Albany-Schenectady-Tr			
	12203	NY	Albany	Albany-Schenectady-Tr			
	Contents	Banart					
P	Contents	Report	+				

- 4. Paste into the blank Excel file.
 - a. Delete everything except the Zip codes you want to filter on, including the header Zip code.
 - b. Remove duplicates.

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Save file as a text file with appropriate name.
 a. File – Save as – Text (Tab delimited).

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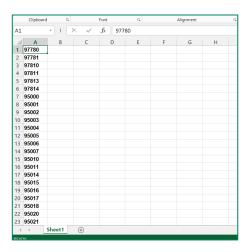
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 - b. While everything is highlighted click **ctrl + c** on your keyboard.

		oduct Line Li	
			S/CPT Product Line (2022)
	Ranked on Pr	oduct Line Cl	PT-4 Code (Asc)
Product			
Line			
Code	Product Line	Code	Procedure
	Acupuncture	97780	NO LONGER VALID
26	Acupuncture	97781	
26	Acupuncture	97810	ACUPUNCT W/O STIMUL 15 MIN
26	Acupuncture	97811	ACUPUNCT W/O STIMUL ADDL 15M
26	Acupuncture	97813	ACUPUNCT W/STIMUL 15 MIN
26	Acupuncture	97814	ACUPUNCT W/STIMUL ADDL 15M
27	Allergy Services	95000	NO LONGER VALID
27	Allergy Services	95001	NO LONGER VALID
	Allergy Services	95002	NO LONGER VALID
	Allergy Services	95003	NO LONGER VALID
	Allergy Services	95004	PERCUT ALLERGY SKIN TESTS
	Allergy Services	95005	NO LONGER VALID
	Allergy Services	95006	NO LONGER VALID
	Allergy Services	95007	NO LONGER VALID
21	Anorgy ocrances		
21	Allergy Services	95007	NO LONGER VALID



- 4. Paste into the blank Excel file.
 - a. Cut **Code** and paste into **Column A** by moving product line and description left.
 - b. Delete everything except the codes you want to filter on, including the header.



Save file as a text file with appropriate name.
 a. File – Save as – Text (Tab Delimited).

PLEASE NOTE: These directions can be followed for any files you already have saved in an Excel document by starting at step 4A.

SUPPORT:

Please email <u>planningsupport@datagen.info</u> with any questions.