FEBRUARY 17, 2025

EXPORTING TO A CSV (EXCEL) FILE
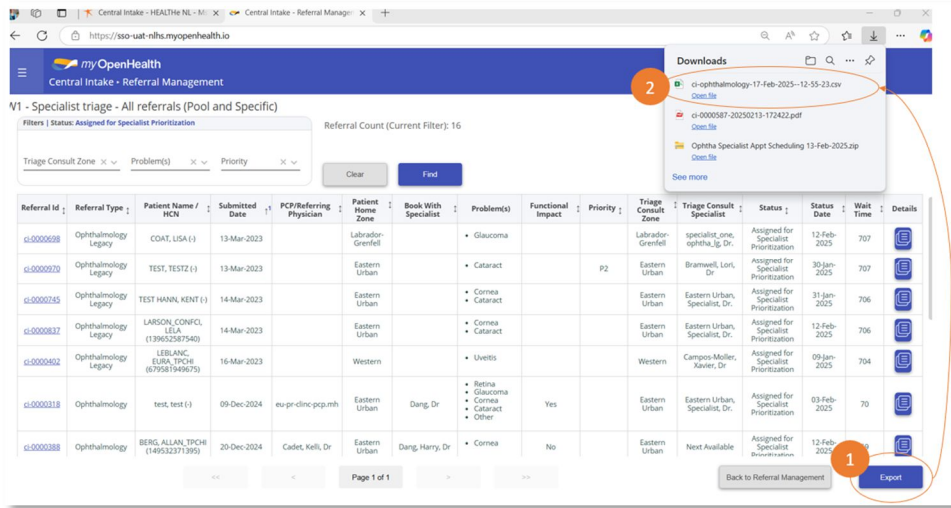
CENTRAL INTAKE

NL Health
Services

Exporting Patient Referral Management Lists to a CSV File

You may need to export the list of referrals to a CSV (comma separated file) file for use withing Microsoft Excel. Follow these steps to export the list of referrals.

1. From any of the Referral Management Lists (e.g., W1 – Specialist triage – All Referrals), click the Export button located in the bottom right corner of the screen (Step #1).
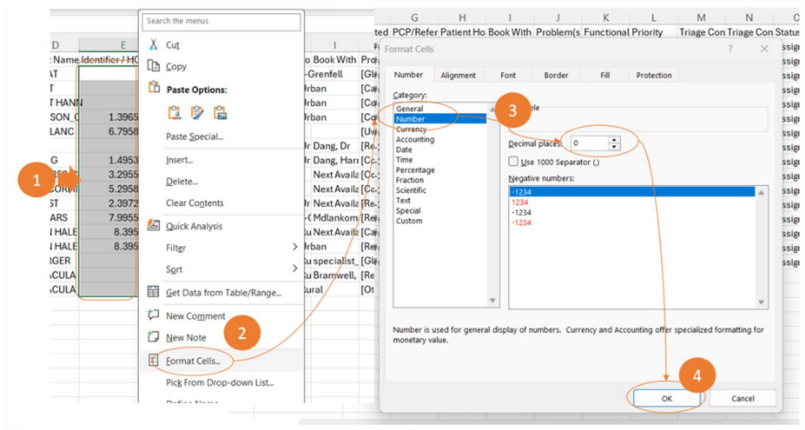

2. The **exported CSV file** will be placed in your **Downloads** folder. The export **includes up to 400 rows of data** from the current filtered and sorted Referral Management List, including all columns displayed on the screen.
   a. If the current Referral Management List includes more that 400 referrals, only the first 400 will be included in the extract, CSV file.

3. When the file is opened in MS Excel, the HCN identifier column may appear like an exponent. This is default behaviour in Excel. You can adjust the display by changing the format.

   a. Select (highlight) the **HCN Identifier** column in Excel. (Step 1)
   b. Right-mouse click to open a pop-up menu; select **Format Cells...**. (Step 2)
   c. Choose **Number** from the **Category** list. Adjust the **Decimal places** value to **0**. (Step 3)
   d. Click **OK**. (Step 4)

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4. The **HCN Identifier** numbers is now displayed correctly within Excel.

Referral Id	Referral Ty	First Name	Last Name	Identifier / HCN	Submitted	PCP/Refer	Patient Ho	Book With	Problem(s	Functional	Priority	Triage Con	Triage Con	Status	Status Date	Wait Time
ci-000069!	Ophthalmc	LISA	COAT		#######		Labrador-Grenfell		[Glaucoma]			Labrador-(	specialist_	Assigned fc	#######	707
ci-000097(	Ophthalmc	TESTZ	TEST		#######		Eastern Urban		[Cataract]		P2	Eastern Ur	Bramwell,	Assigned fc	30-Jan-25	707
ci-000074!	Ophthalmc	KENT	TEST HANN		#######		Eastern Urban		[Cornea, Cataract]			Eastern Ur	Eastern Ur	Assigned fc	31-Jan-25	706
ci-000083	Ophthalmc	LELA	LARSON_C	139652587540	#######		Eastern Urban		[Cornea, Cataract]			Eastern Ur	Eastern Ur	Assigned fc	#######	706
ci-000040.	Ophthalmc	EURA_TPC	LEBLANC	679581949675	#######		Western		[Uveitis]			Western	Campos-N	Assigned fc	09-Jan-25	704
ci-000031{	Ophthalmc	test	test		#######	eu-pr-clinc	Eastern Ur	Dang, Dr	[Retina, Gl	Yes		Eastern Ur	Eastern Ur	Assigned fc	#######	70
ci-000038{	Ophthalmc	ALLAN_TPC	BERG	149532371395	#######	Cadet, Kell	Eastern Ur	Dang, Harr	[Cornea]	No		Eastern Ur	Next Availa	Assigned fc	#######	59
ci-000045(	Ophthalmc	KIRK	FLORES	329550532389	09-Jan-25	Cadet, Kell	Western	Next Availa	[Cornea]	No		Western	Next Availa	Assigned fc	09-Jan-25	39
ci-000045:	Ophthalmc	MILTON_TH	MCCORMI	529581714605	09-Jan-25	Cadet, Kell	Western	Next Availa	[Cornea]	No		Western	Next Availa	Assigned fc	09-Jan-25	39
ci-000228{	Ophthalmc	TEST	ZTEST	239722011198	27-Jan-25		Eastern Ur	Next Availa	[Retina]	No		Eastern Ru	Next Availa	Assigned fc	#######	21
ci-000229:	Ophthalmc	DAISY	SPEARS	799551749739	27-Jan-25	Fowler, Eri	Labrador-(	Mdlankom	[Retina]	Yes		Labrador-(	specialist_	Assigned fc	27-Jan-25	21
ci-000232(	Ophthalmc	EDWARD	VAN HALE	839570010505	31-Jan-25	Brown-Mai	Eastern Ru	Next Availa	[Cataract]	No	P2	Eastern Ru	Next Availa	Assigned fc	31-Jan-25	17
ci-000238:	Ophthalmc	EDWARD	VAN HALE	839570010505			Eastern Urban		[Retina]			Eastern Ru	Next Availa	Assigned fc	#######	5
ci-000239!	Ophthalmc	HAM	BURGER		#######	eu-pr-clinc	Eastern Ru	specialist_	[Glaucoma	No		Eastern Ru	specialist_	Assigned fc	#######	4
ci-000239(	Ophthalmc	COUNT	DRACULA		#######	eu-pr-clinc	Eastern Ru	Bramwell,	[Retina]	Yes		Eastern Ru	Bramwell,	Assigned fc	#######	4
ci-000239!	Ophthalmc	COUNT	DRACULA		#######		Eastern Rural		[Other]			Eastern Ru	er-pr-clinc	Assigned fc	#######	4