

CONVERTING MEDITECH REPORT TO MICROSOFT (MS) EXCEL

When: When the Meditech report has the description DOWNLOAD in the title, converting to Excel is the only way to view the content.

What: The following AHS DOWNLOAD reports are intended to be viewed by converting to Excel.

SCR OR Operations Log Download
Download Preop Antibiotic/Primary Procedure Detail
Download Procedure Dictionary Detail
Download Procedure Dictionary CCI
Download Primary Procedure/Case Detail

****Download Primary Procedure/Case Detail**** can further be converted into a table format that can be sorted or calculations added and thus meet various reporting needs not available in an existing report. (Other reports may be developed in the future)



Occasionally there may added value to take an existing report (not originally created for download conversion) and convert it to Excel allowing you more options such as sorting, adding columns and formulas to meet additional reporting needs.

Keep in mind, this will only work on reports where the printed content has each item/event listed across one single line and spaced so it can be divided into columns.

You will also need to sort it once converted, save/edit the header line and there will be some minor clean up to remove duplicate headers/page numbers, etc. that will show up since this report was not developed for excel format. See screen shots below to show the layout of a Meditech printed report that could be converted to excel format and one that will not work in excel format.

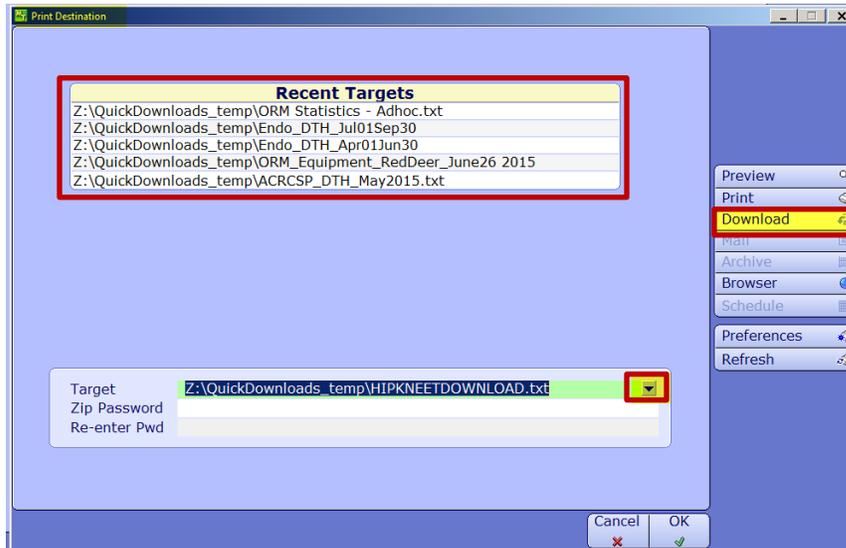
From 19/11/15 To 19/11/15		Include/Exclude/Only Deferred Cases: INCLUDE		DATE: 20/11/15 @ 0836	David Thompson Health SCH **LIVE**					
Procedure Group DOLORGN - OLDS GENERAL SURGERY				USER: 435186	PROCEDURE COUNT					
Procedure	Total Cases	Scrub		Circu	From Date: 18/11/15		From Proc Group: BEGINNING		Room Group	
		*Avg Mins	Avg Mins		Avg M	Thru Date: 18/11/15	Thru Proc Group: END	ALL		
				Include/Exclude/Only Deferred Cases: INCLUDE						
				Date	Procedure Group	Procedure	Single	Bilateral		
OGNHNKLP - EXCISION LIPOMA HEAD NECK	1	45.0		9	18/11/15					
OGNINAPH - REPAIR HERNIA INGUINAL	1	67.0	67.0	13		DDRORED DRUMHELLER ENDO				
OGNLGEX - LAPAROSCOPIC CHOLECYSTECTOMY	1	65.0	65.0	13		DDCOLO COLONOSCOPY	2			
						DDGTO GASTROSCOPY	1			
						PROCEDURE GROUP TOTAL	3			
OGNDEVM - HEMORRHOIDECTOMY	1	55.0	55.0	16		DDROGN DRUMHELLER GENERAL SURGERY				
	1	68.0	68.0	20		DONARRPH REPAIR HERNIA INCISIONAL	1			
	1	51.0	51.0	10		DONLGEK LAPAROSCOPIC CHOLECYSTECTOMY	1			
	1	62.0	62.0	18		PROCEDURE GROUP TOTAL	2			
						DGYYTCS CESAREAN SECTION	1			
						DGYVPSA COLPOSCROPEXY ANTERIOR	2			
						PROCEDURE GROUP TOTAL	3			

This report could be converted to excel since the information per item is on one line and you can separate the entire page into columns

This report CANNOT convert since overlapping information and event details on multiple lines

How: Follow the steps below to download and convert the report to Excel format

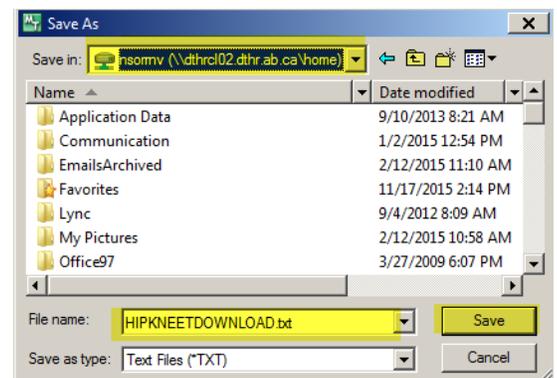
- 1) Access the report and enter all the selection criteria and **SAVE (F12)**
- 2) Print Destination Screen appears – click **Download** side button



- If you have previously saved a report the **Recent Targets** will appear on the top.
- If you want to change the file name, click the inverted triangle at the **Target** field and the **Save As** screen appears.

- 3) The **Save As** screen gives you the option to find a folder, pick an existing file to over-write, or create a new file.

Click **Save** then



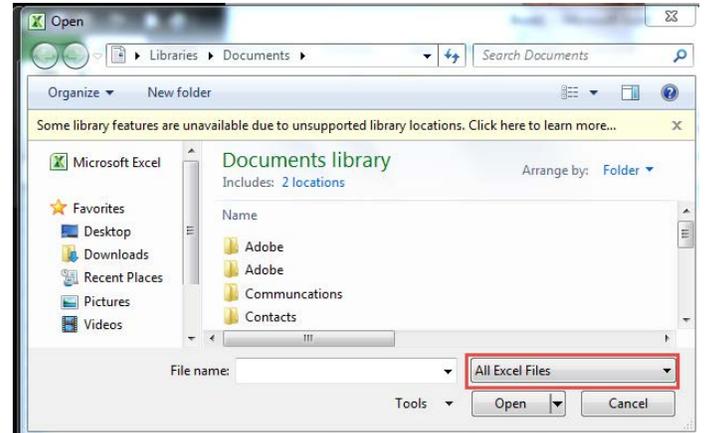
- 4) End of report screen appears once it is complete. Click **Close**.



- 5) Open **Microsoft Excel**
 - Within Excel select **File**
 - Then **Open**

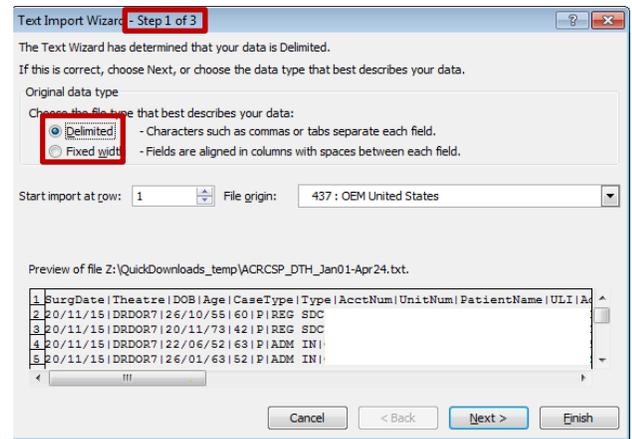


6) It defaults to only show **All Excel Files**, so you must change this to show **ALL FILES** and find the saved report



7) **Text Import Wizard** box appears and you have two options. **Delimited** or **Fixed Width**.

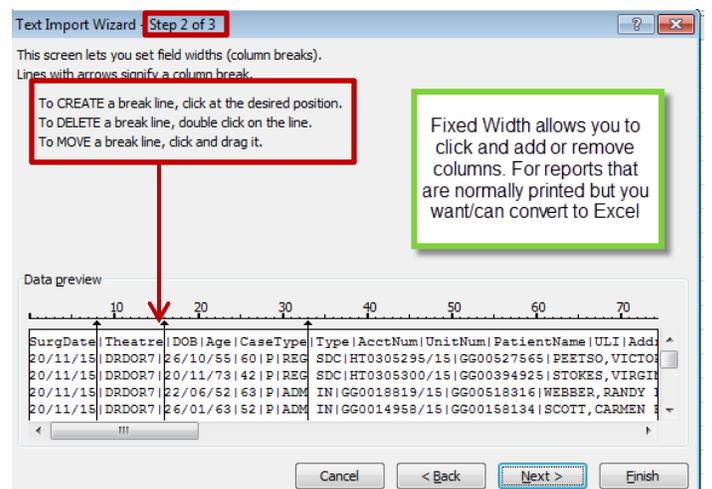
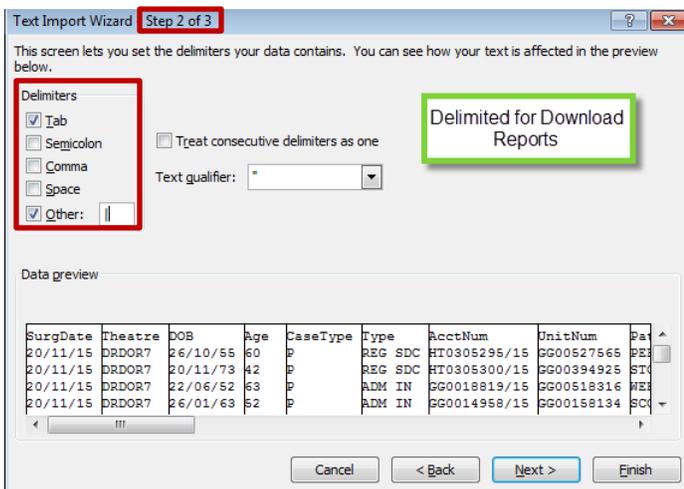
- Step 1: For downloaded reports, pick **Delimited** and a symbol such as a comma “,” or a pipe/vertical line “|” will automatically create columns. (You can usually see the symbol on the preview window between each field) (For other reports pick **Fixed Width**)



Select **Next**

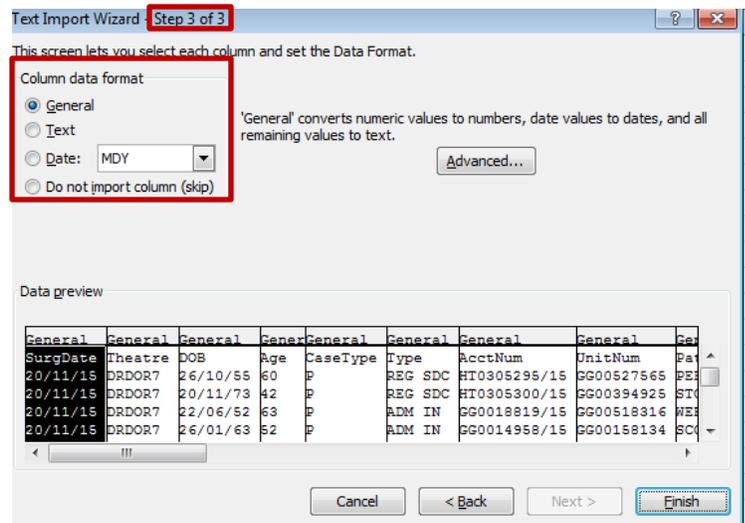
- Step 2: Determine the delimiter that will trigger the columns (shows where you want your columns to be). Usually a pipe (vertical line) symbol “|” entered in **Other** is the setting for ORM reports. (For **Fixed Width** you can manually click to add or remove columns)

Select **Next**

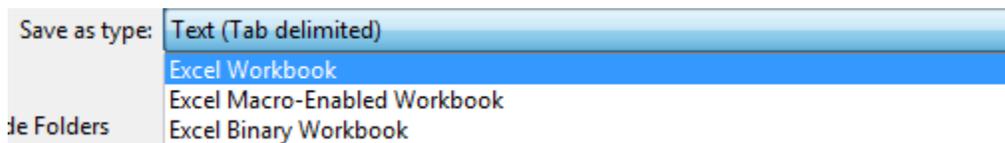


- Step 3: Is important if there are date, time and number fields. This section gives you the option to change the date format to dd/mm/yy (Meditech format) and change all time and number fields to Text so you retain 0600 instead of 600.

Highlight the column you need to change then click the correct format above. Keep repeating this to adjust any applicable columns

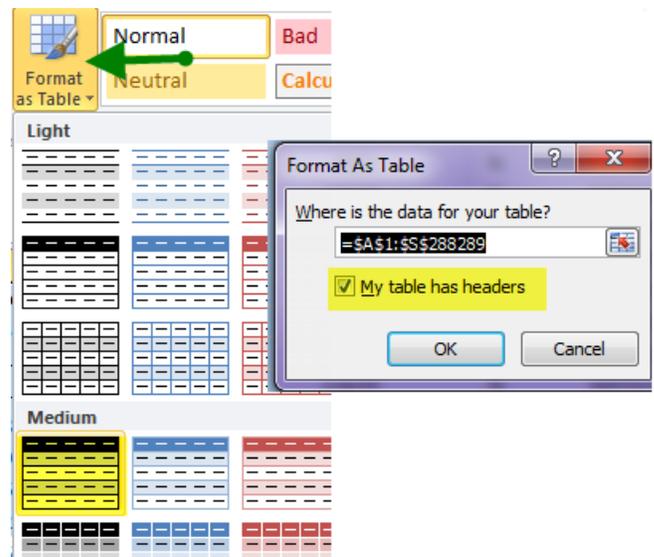


- 8) Click **Finish** and your document will appear in column format in Excel.
- 9) Final step is to save the document (currently still written as a text file) by clicking **Save As**. Determine the location and rename, if required, and most importantly, change the **Save As type** to **Excel Workbook**.



Converting the new spreadsheet to a table format:

- 1) CTRL + A (highlight all the cells on the spreadsheet)
- 2) From the Home tab, select **Format as Table**
 - Pick a table style
 - Ensure "My table has headers" is checked
 - Click **OK**



3) Remove columns not applicable

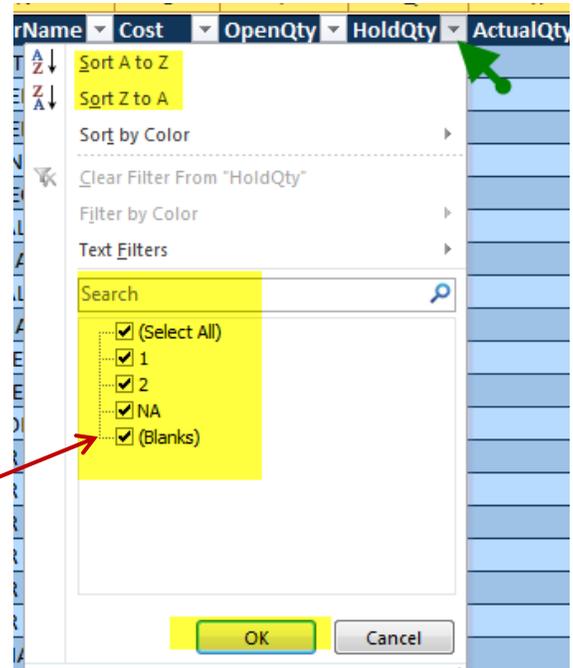
4) Select  to customize how the data is displayed

- Alphabetically by headers (**Sort A to Z**)
- **Custom Sort** to select which column sorts the data to make is easier to analyze
- **Filter**  allows specific data user to only display the specified data.

A symbol displays in a column that has filters added for sorting.



Once the symbol is selected in a column, the user can check/uncheck the values to display



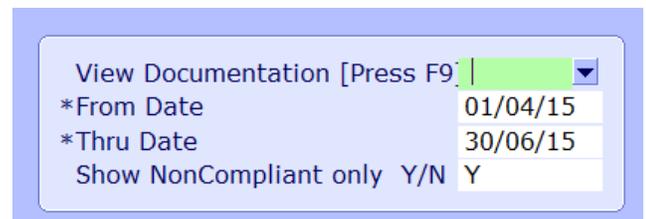
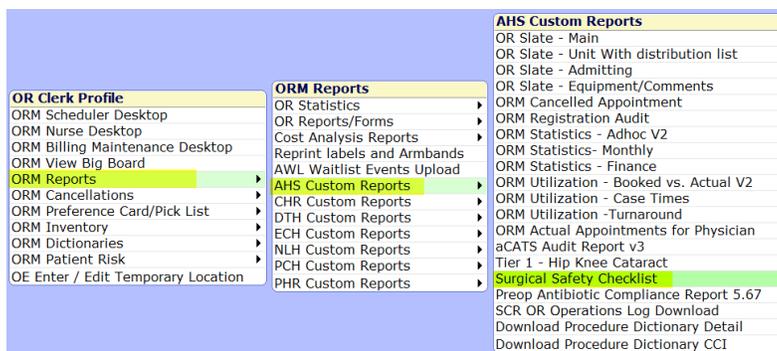
CONVERTING A MEDITECH REPORT TO MICROSOFT (MS) WORD OR TEXT FORMAT

When: To save and/or email a copy without the printing and scanning it first and/or to have the ability to edit or highlight content in that report.

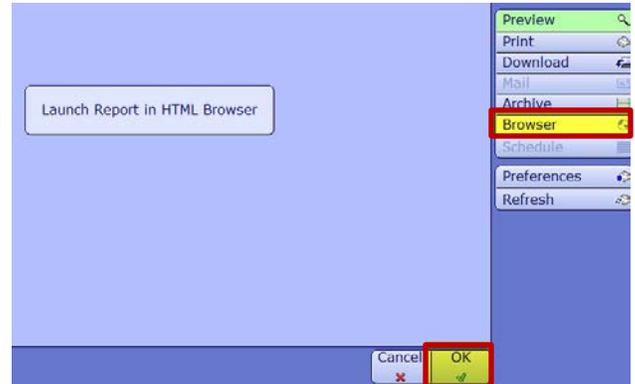
What: Can only be used if the report is letter size, portrait layout and not too many columns. When you convert it to MS Word, if the columns are not laid out in original format, discontinue attempting to save as MS Word format. Occasionally a report has too much detail and thus it will push the last column over to the next line and thus distort the layout.

How: Follow the steps below to save the report as a WORD or TEXT document then send via email.

1) Access the report on your Meditech Menu and enter the selection criteria.



- 2) **Save** it and then **Print Destination** box appears.
- 3) Click on **BROWSER** then **OK (or F12)**

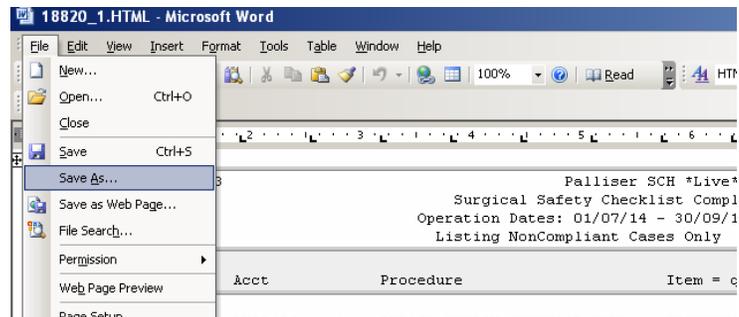


- 4) Report will open via Internet Explorer (or another defaulting web browser)
- 5) Select **File**

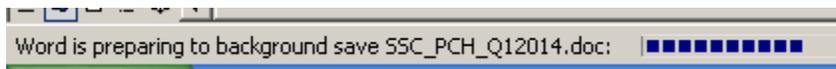
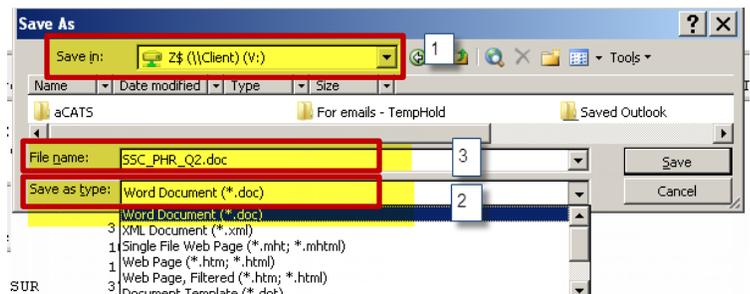
- **Edit with Microsoft Office Word**
- **(Some users won't have this option and thus cannot proceed)**



- Word Document opens
- Click **SAVE AS**



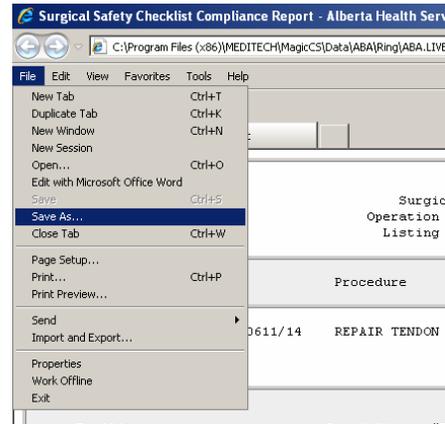
- Box appears and you must do the following changes:
 - **SAVE IN** needs to point to a drive or folder
 - **SAVE as TYPE** must be **Word Document**
 - Change **File name** to something meaningful.
 - Select **Save** (May take a few seconds for file to save)



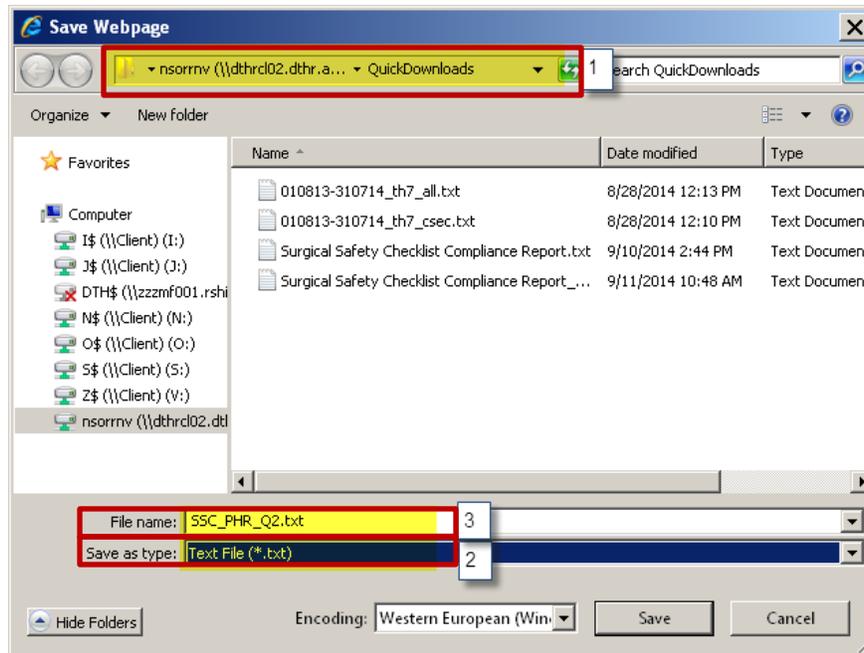
- Document is now saved on your computer in MS Word format

Save as a Text Document (only if MS Word does not work)

- Complete steps 1-4 above
- Within the Web browser click **File**
- **Save As**



- Box appears and you must do the following changes:



- 1) **Change or make note** of the drive/folder the document will save in
- 2) **SAVE as TYPE** must be changed to **TEXT FILE**
- 3) Change **file name** to something meaning full such as SSC_PHR_Q2

- Document is now saved on your computer as text only.

CONVERTING A MEDITECH REPORT TO A PDF

When: To save and/or email a copy without the printing and scanning it first.

What: A Meditech Report

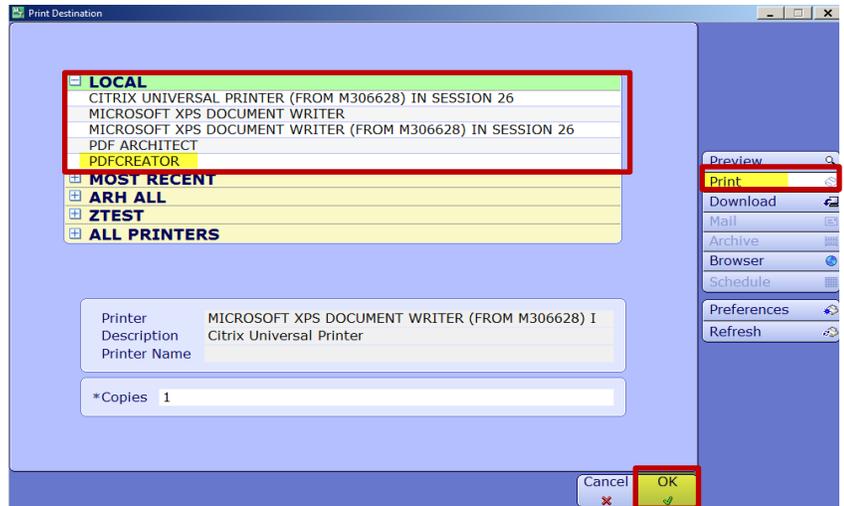
How: Follow the steps below to save the report as a PDF.

1) Access the report on your and enter the selection criteria

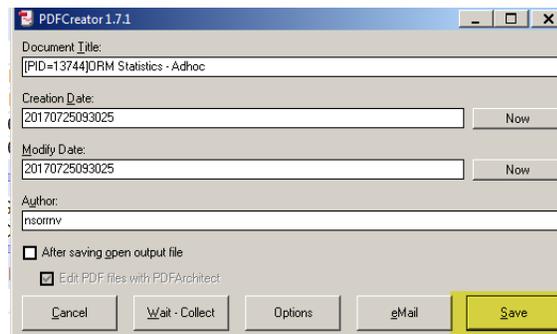
2) Select **Print**

3) From the list of **Local** options, select
PDF Creator

4) Select **OK**

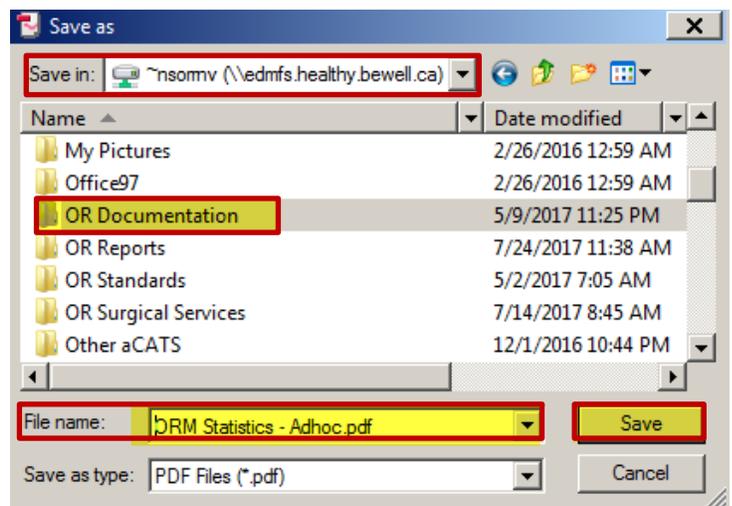


5) Pop up appears (PDF Creator), click **Save**



6) **Save as** pop up appears

- **Save In** needs to point to a drive or folder
- Change **File name** to something meaningful
- **Save as Type** must be **PDF Files**
- Select **Save**



CONVERTING A MEDITECH REPORT TO AN XPS FILE

When: To save and/or email a copy without the printing and scanning it first.

What: A Meditech Report

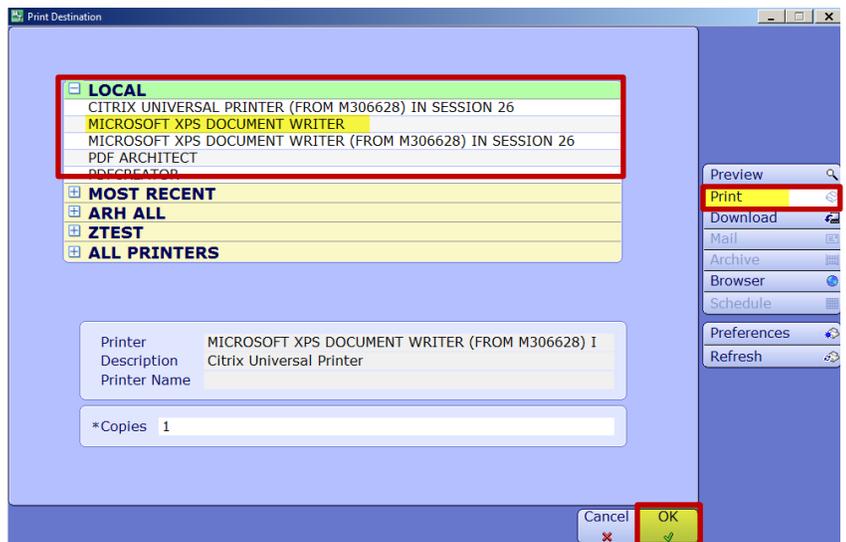
How: Follow the steps below to save the report as an XPS file.

1) Access the report on your and enter the selection criteria

2) Select **Print**

3) From the list of **Local** options, select **Microsoft XPS Document Writer**

4) Select **OK**



5) **Save the file as** pop up appears

- **Save In** needs to point to a drive or folder
- Change **File name** to something meaningful
- **Save as Type** must be **XPS Document**
- Select **Save**

