

Working the MiPCT List:

- I. **Prior to making any changes, save your document in another name.** (this keeps your original document intact for future reference) {Suggestion: keep the date of your MiPCT list in the name in which you save your document}
- II. Discuss available fields
 - a. How to manipulate columns and rows for visibility
 - i. Widen column width when data is looks like: “#####”
- III. Freeze Panes
 - a. Keeps heading rows visible as you scroll through your document
 - b. Go to “View” tab at top of page
 - c. Right click on drop-down arrow, select “Freeze top row.”
 - d. If you have an empty row in the first row, this needs to be deleted.
 - i. Left click on the number to the far left of the page to highlight the row
 - ii. Right click and select “Delete”
- IV. Manipulate the list by Payer group, # ED visits, Risk scores, Diseases → Demonstrate Asthma
 - a. Highlight column you want to filter – “Asthma”
 - b. Go to the top of the page and click on “Data” tab, click on “Filter” (looks like a funnel)
 - c. Click on the “drop down arrow” for menu to choose filter options from, click “ok” (This should generate a list of only those pts with Asthma – if this is the column you chose)
- V. Sort by Risk Score
 - a. Highlight column “L”
 - b. Go to “Data” tab, click on Z-A
 - c. Pop-up: Extend the selection → Choose and click “Sort”