

Scrubbing the Patient List

- 1) Most patient lists will need to be groomed to get into a format we can load into our system.
 - a. Take the original patient list and transpose all the data into the ResMed ReSupply template.
 - b. copy over the branch location for each line as well
 - b. Make sure to groom the list to get it in the correct format
 - i. Change date formats
 - ii. Remove duplicates of patient lines
 - iii. Use the Text to Columns steps to make sure patient names are listed as Patient First Name and Patient Last Name in separate columns
 - iv. Remove (non-address related) notes from the Address Line 2 column
 - v. Use the Text Filter steps to remove notes and fake emails from the Email
 - vi. Use the Text to Columns steps to remove the zip code extensions
 - vii. Sort and remove patients from list that do not have either an email address or phone number for us to contact them with

Follow any account specific steps as provided to you by your Solutions Operations Specialist as well.