**Weekly Provider Report Procedure**

* Find the report [Medicaid\_Provider\_Certification\_Application\_and\_Expiration](https://reports.dhss.alaska.gov/Reports/Pages/Report.aspx?ItemPath=/DSDS/Providers/Medicaid_Provider_Certification_Application_and_Expiration&SelectedTabId=PropertiesTab&SelectedSubTabId=GenericPropertiesTab&ViewMode=Detail) on the Report Manager
  + Input dates and status
* Download report to Excel
  + Delete top rows to headings
* Select data with Ctrl-Shift and arrows
  + Insert table with top row being headings
* Sort by newest to oldest and get rid of months that are not needed
* Delete extra columns not needed for report such as extra column 1. 2 etc., address and additional statuses. Keep only DSDSID, medicaid Code, certification Status, Provider Name, medicaid Code Start Date, medicaid Code End Date, Application Received Date, Denial Sanction Date, Record Location Date and Record Location Note
* Sort by Medicaid code Z-A
  + delete hab homes
* Sort by received date old to new
  + Delete obviously old record locations older than current year
* Sort A-Z by agency name
  + Conditional format looking for duplicate records
  + Check agencies with 2 or more numbers and mark PCA numbers, combine HC/RL, HC/CC etc. providers into one row
  + Delete extra rows
  + Remove conditional formatting from the sheet
* Custom sort by end date oldest to newest and provider name A-Z
* Change view
  + Page view
* Change layout
  + Landscape
  + Change margins to narrow
  + Scale to fit 1 page width
* For the header
  + In header insert page number of number of pages on left
  + Provider Recertification Report and the months it covers i.e. September to December in the center
  + Insert the current date and current time on the right
* Go to page setup
  + Sheet and repeat row 1 (headers)
* Insert page breaks at each month
* Save as Provider Recertification Report and the date it is done as an XLSX file (to keep fancier formatting) in the Reports >Weekly folder
* Send out to team