



**Provider Network
Export/Import Instructions
for
DSRIP PPS Network Tool**

**Delivery System Reform Incentive Payment (DSRIP) Program
Performing Provider System (PPS)**

Version 1.0

September 16, 2014

PPS Provider Network File Export/Import Instructions

As an added feature for finalizing your provider network information, the DSRIP Network Provider tool allows users to export, edit and import your entire provider network using the **Export/Import Network** function.

To use this function, you must export and save your file in a **Comma-Separated Values (.CSV)** format. This optional function enables editing of your entire provider network as a single file using either of the following methods:

Editing a Comma-Separated Values (CSV) File

1. Export your provider network information as a Comma-Separated Values (.CSV) file.
2. Edit and save the file.
3. Upload the .CSV file into the DSRIP Network Provider tool.

Editing a .CSV File in Excel

The Excel option features a custom-designed template formatted to highlight Errors, Warnings, and other information read on import.

	A	B	C	D	E	F	G	H	I	J
1	DSRIP Provider Name	NPI ID	MMIS ID	DSRIP Contact Name	DSRIP Contact Phone	Phone Extension	DSRIP Contact Email	DSRIP Provider Type	DSRIP Street	DSRIP City
2										
3										
4										
5										
6										
7										
8										
9										
10										

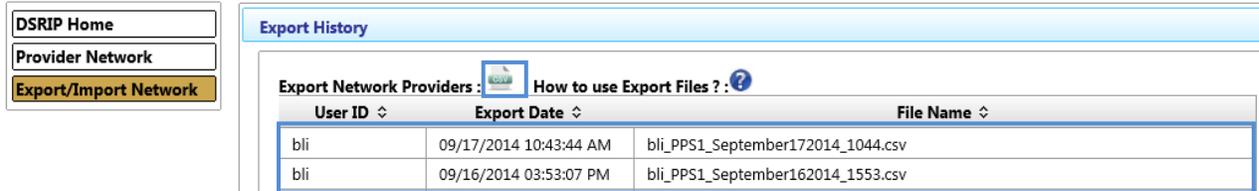
1. Export your provider network information as a Comma-Separated Values (.CSV) file.
2. Import the .CSV file into the provided Excel Template for editing.
3. Edit the Excel file and save as a .CSV file.
4. Upload the .CSV file into the DSRIP Network Provider tool.

WARNING: When using either of the above methods, you will be replacing your entire PPS Network Provider file. Any organizations not included in the upload file will be DELETED.

Ensure that your Lead Organization has not been removed from your upload file.

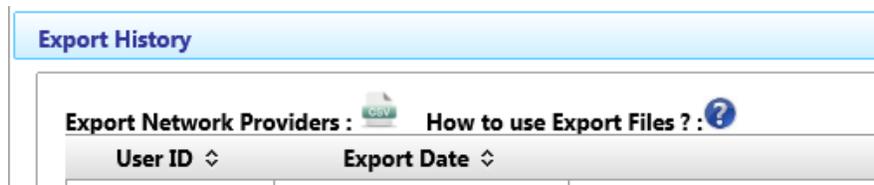
Exporting Network Provider Files

To use the Export/Import function, begin from the **Export/Import Network** page.



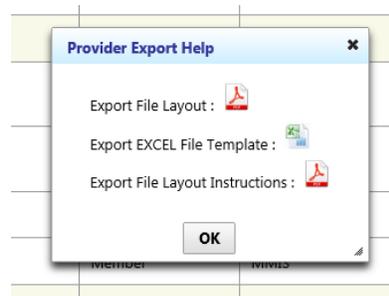
- Select the **Export Network Providers** icon to open a .CSV file containing your entire provider network.
- The user ID, time stamp, and file name of each exported file will appear in the Export History section of the screen.
- Edit and save the file.
- Import the .CSV file into the DSRIP Network Provider tool. Refer to the **Importing Network Provider Files** section of this guide.

Using the Excel Option



To use the Excel option to edit your file, select the **question mark** icon (?) to view the following documents containing detailed instructions on the **How to Use Export Files** function:

- Export File Layout
- Export Excel File Template
- Export File Layout Instructions



- Select the document icon to open or save the document. Select **OK** to close the window.
- To use the optional Excel File template, refer to the *Export File Layout Instructions* for instructions on editing and saving your .CSV file in Excel.



Importing Network Provider Files

Reminder: Your import file must be saved as a .CSV file before beginning the Import procedure.

- On the **Export/Import Network** page, select the **Choose a File** button and browse to select the saved .CSV file to be imported. When selected, the file name and size will appear on the screen.

- Select the **Upload** button to import the file into the Network Provider tool. To remove the selected file, select the **Cancel** or the **(X)** button and choose a new file.
- After selecting the **Upload** button, a progress bar will appear next to the file name indicating the status of the upload.

Import History

Warning : When you Choose a File and click on Upload button, you are about to replace your existing PPS Partner Network! This is a full file replacement. Any organizations not included in your upload file will be DELETED.

Please be sure that you have not removed your lead organization from your upload file.

Import Network Providers :

+ Choose a File ↗ Upload ⊗ Cancel

User ID	Import Date	File Name	Process Status	Error Message
mxs45	09/16/2014 09:06:51 AM	PPS1_Edits Validation.csv	COMPLETED	

- While the file is being uploaded, the **Process Status** field will display that the upload is processing.
- Upon completion of the upload, the file name will appear in the **Import History** and the **Process Status** field will display **Completed**.
- If the file fails to upload, the **Process Status** field will display **Error** and the associated error will be identified in the **Error Message** field.
- An email notification will be sent to the user performing the file upload when the upload has been successfully completed.

Note: While the file upload is in process, all other screens and functions will be locked for all users.

Additional Features

Import History

Warning : When you Choose a File and click on Upload button, you are about to replace your existing PPS Partner Network! This is a full file replacement. Any organizations not included in your upload file will be DELETED.

Please be sure that you have not removed your lead organization from your upload file.

Import Network Providers :

+ Choose a File ↗ Upload ⊗ Cancel

User ID	Import Date	File Name	Process Status	Error Message
anonymous	09/16/2014 02:34:59 PM	anonymous_PPS1_September162014_1409.csv	COMPLETED	
anonymous	09/16/2014 02:10:01 PM	anonymous_PPS1_September162014_1409.csv	COMPLETED	
mxs45	09/16/2014 09:06:51 AM	PPS1_Edits Validation.csv	COMPLETED	

The Import History section displays the following information:

- The user ID, time stamp, and file name of each imported file
- The actual imported file
- A Process Status message indicating whether the upload is In Process or Completed
- An Error message if the file failed to upload with the associated error identified in the Error Message field.