CAQH Roster Pipe Delimited Text File Instructions

If a roster file is created in Microsoft Excel it can easily be converted to a tab-delimited text file by using the "Save As" Function.

- 1. Open/Create the roster file in Excel.
- 2. Go to Save As and select where on your compute you'd like to save the document
- 3. When saving the document, use the proper naming convention

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	File name: POID_ProviderRoster_YYYY_MM_DD_HH_MM
	Save as type: Excel Workbook

- Under Save as type, save the document as a "CSV (Comma Delimited). Add_txt to the file's name

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6.	Click Save			
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- 8. Close your Excel File (save it or don't save, up to you!)
- 9. Find your .txt File and open it in Notepad. It will look a little crazy!
- 10. Type Ctrl+H.
- 11. Under the 'Find what' field insert a,

12. Under the 'Replace with' field insert a |

a. This is the Pipe key, it is located above the Enter key

13. Click the Replace All button; this will change all of the comma separators to a pipe.

14. Save the document.

15. Upload to CAQH ProView