

# Iowa Department of Public Health Bureau of Emergency Medical Services EMS Provider List Instructions



The EMS Provider List is a comma-delimited text file that contains provider information including certification status and mailing address details.

## EMS Provider List File Layout

Position	Field Names
1	Last_Name
2	First_Name
3	Middle_Init
4	Gender
5	Cert_Number
6	Cert_Status
7	Addr_Line1
8	Addr_Line2
9	City
10	State (two character postal service abbreviation)
11	Zip
12	County
13	Region

## How to download the EMS Provider List

### Step 1

The Provider List Request page contains three drop-down lists that can be used to set the criteria for the list file.

At least one of criteria must be selected in order to successfully create and download the Provider List.

When the desired list criteria have been selected, click on the "Download" button to retrieve the list.

Welcome to the Bureau of EMS

Please select a page...

### EMS Provider List Request

**One or more of the following fields must be used to create a comma-delimited list of EMS Providers.**

The returned file can be used generate labels or other reports based on the information included in the file.

For more information on the file definition and how to use it, download and read the EMS Provider List description document.

County:

Certification Level:

Endorsement:

## How to download the EMS Provider List (continued)

### Step 2

A dialog will open that asks what should be done with the generated file.

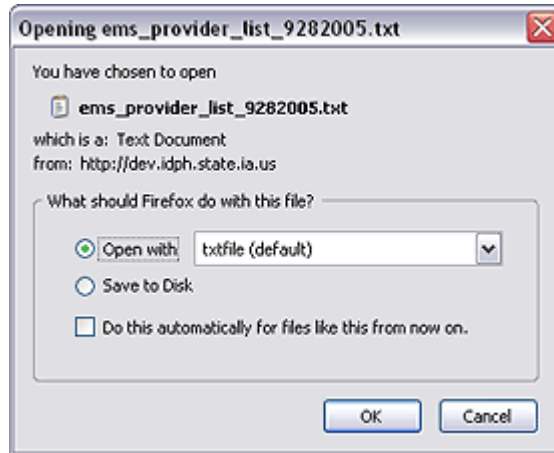
Depending on the operating system and browser that is being used, the dialog will be slightly different in appearance.

The options provided by the dialog are to open the file, to save the file, or to cancel the file request.

Save the file to a location where it can be opened later.



Windows XP and Internet Explorer example



Windows XP and Firefox example

## How to use the EMS Provider List

The EMS Provider List can be used to create “mail merge” business letters, envelopes, or mailing labels.

The first method described here will use Microsoft Excel to open the text file for viewing or editing.

The second method will use Microsoft Word to add merge fields to a document using the list.

Depending on the versions of Excel and Word that are being used, the screens may differ, but the general concepts described should be similar.

### Open the EMS Provider List in Excel

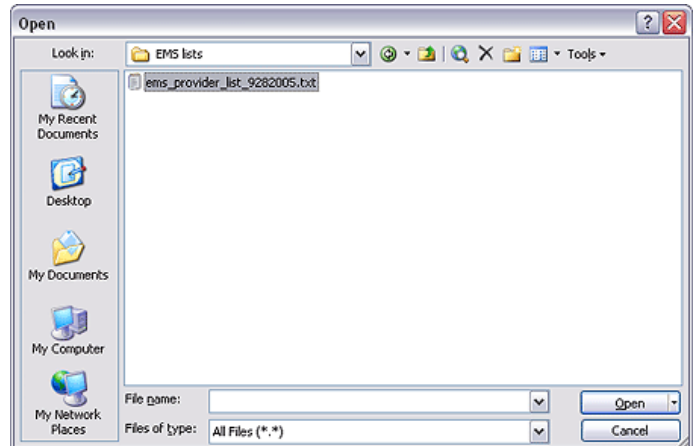
#### Step 1

Open Microsoft Excel

Select File | Open

In the Open dialog, change the “Files of type” drop-down to “All Files\*\*” or to “Text Files”.

Locate and open the file saved earlier.



#### Step 2

The first screen of the Text Import Wizard will open.

Make sure that the “Delimited” option is selected on this screen.

The other settings should be OK.

Click on the “Next” button to proceed.



#### Step 3

The second screen of the Text Import Wizard will open.

In the “Delimiters” section, choose the “Comma” option. Clear any other selected option.

Click on the “Next” button to proceed.



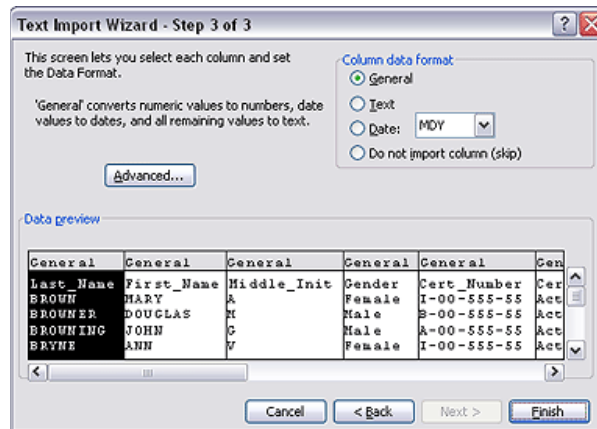
## Open the EMS Provider List in Excel (continued)

### Step 3

The third screen of the Text Import Wizard will open.

This screen can be used to change the data format of any of the columns. The “General” data format should be OK for this purpose.

Click on the “Finish” button to close the Wizard and display the file contents.



### Step 4

Once the file is open, the data can be viewed, filtered, or edited as necessary.

To use the edited file as the data source for mail merge activities, save the file as a “tab-delimited” text file.

	A	B	C	D	E	F	G
1	Last Name	First Name	Middle Init	Gender	Cert Number	Cert Status	Addr Line1
2	BROWN	MARY	A	Female	I-00-555-55	Active	555 West Main Street
3	BROWNER	DOUGLAS	M	Male	B-00-555-55	Active	666 State Street
4	BROWNING	JOHN	G	Male	A-00-555-55	Active	777 S First Street
5	BRYNE	ANN	V	Female	I-00-555-55	Active	888 N Second Street

## Use the EMS Provider List in Word

The EMS Provider List can be used for mail merge in Microsoft Word without having to open and save it in Excel, but if any data manipulation is necessary, follow the steps in the previous section.

Different versions of Microsoft Word will vary in how mail merge tasks are completed.

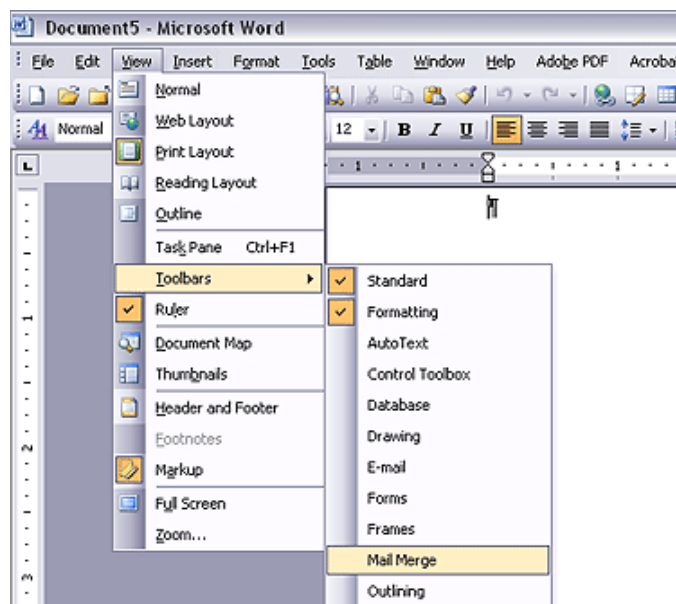
The following steps were completed using Word 2003. If these instructions do not match your version of Word, consult the help file to assist you in using the mail merge features.

### Step 1

Open Microsoft Word to a new document

If it is not already visible, add the Mail Merge toolbar to the screen.

1. Select View | Toolbars
2. Click on the Mail Merge item from the fly-out list.



## Use the EMS Provider List in Word (continued)

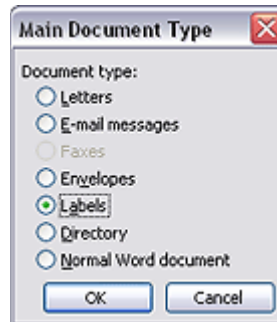
### Step 2

The first button in the Mail Merge toolbar is the Main document setup button.

Click on this button to open the Main Document Type selection dialog.

In this case, we will select the “Labels” option.

Click on the “OK” button to continue.



### Step 3

The Label Options dialog will open.

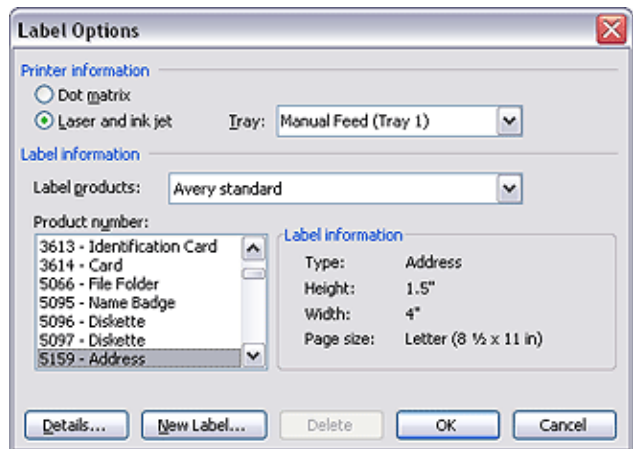
This screen is used to define the type of printer and label information that you are using.

Browse the Label products drop-down list to find and select the appropriate type or manufacturer of your labels.

If appropriate, select the Product number or your labels in the Product number list box.

Custom labels can be defined using the “New Label” button.

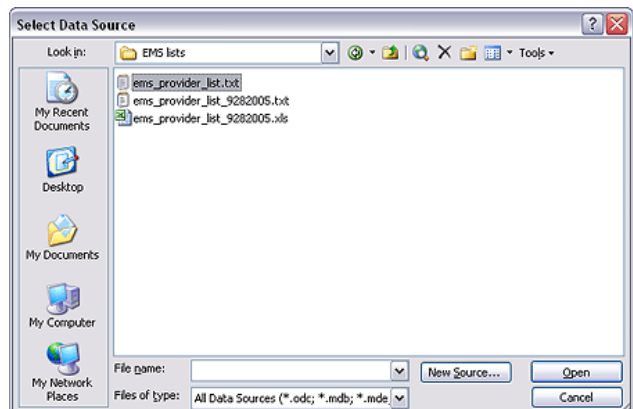
Once you have identified the product to be used, click on the “OK” button to return to the main document.



### Step 4

The second button on the Mail Merge toolbar is the “Open data source” button.

Click on this button to open the Select Data Source browser dialog to locate and open the EMS Provider List or the edited tab-delimited text file saved from Excel.

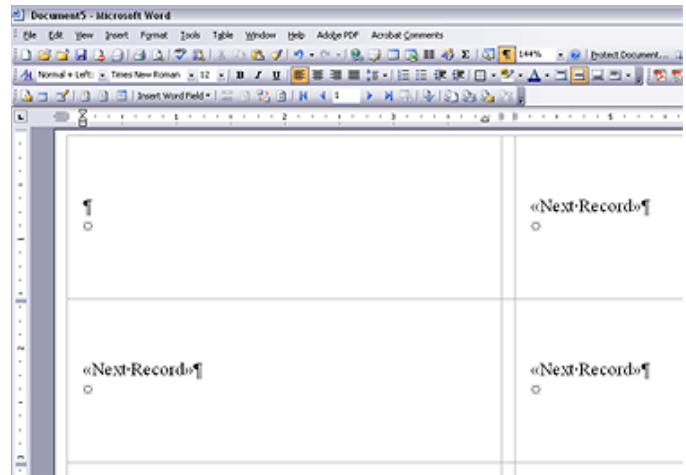


## Use the EMS Provider List in Word (continued)

### Step 5

The document should now show the label layout and after the first label, each label should now include a “<<Next Record>>” Word Field.

Click to place the cursor in the first address label.



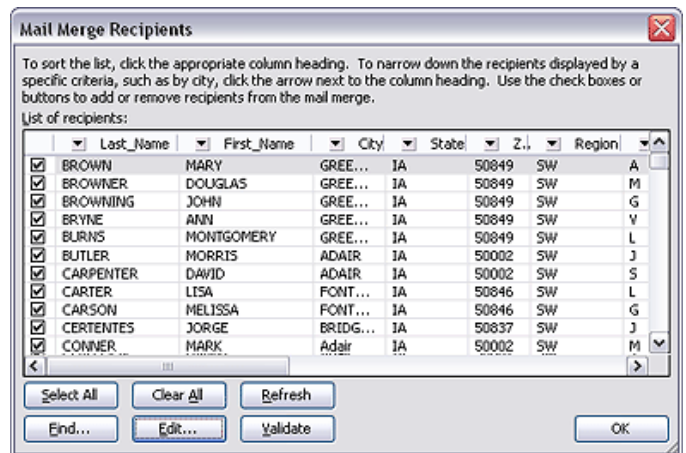
### Step 6

The third button on the Mail Merge toolbar is the Mail Merge Recipients button.

Click this button to review and select the recipients that will be included in the mail merge.

Additional onscreen instructions detail how to sort and select recipients from the data columns.

When the selection is complete, click on the “OK” button to continue.



### Step 7

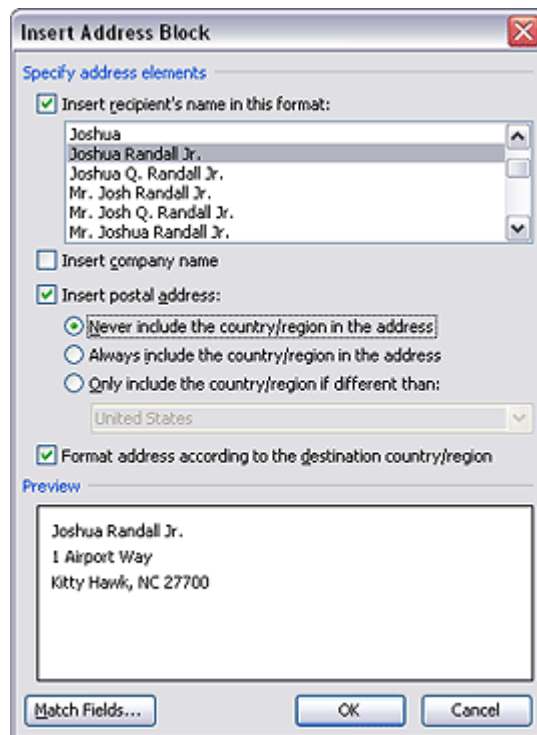
Microsoft Word 2003 has a helpful feature for dealing with addresses in Mail Merge.

Click on the fourth button on the Mail Merge toolbar to open the Insert Address Block dialog.

Select the desired recipient name format.

Decide whether to include the region in the address.

Before clicking on the “OK” button, click the “Match Fields” button.



## Use the EMS Provider List in Word (continued)

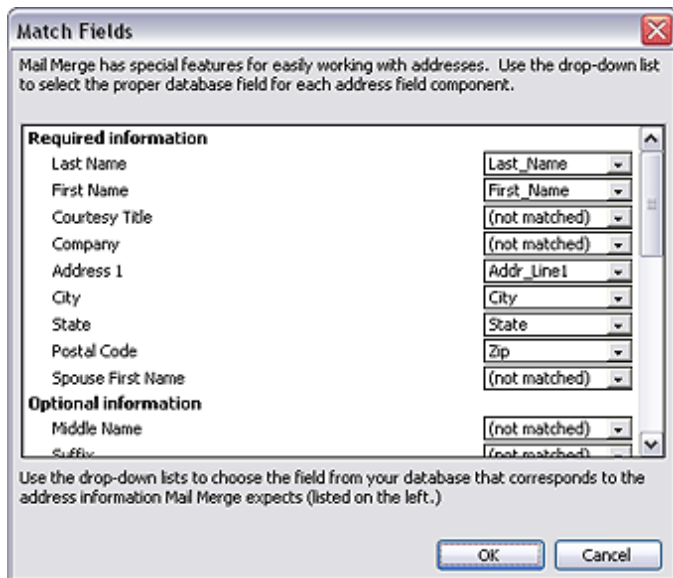
### Step 8

The Match Fields dialog allows the user to match typical address and mail merge fields with the data source columns.

If a merge field that is to be used is not matched, open the drop-down list for that field and select the matching data source column from the list.

When all are matched, click on the “OK” button to return to the Insert Address Block dialog.

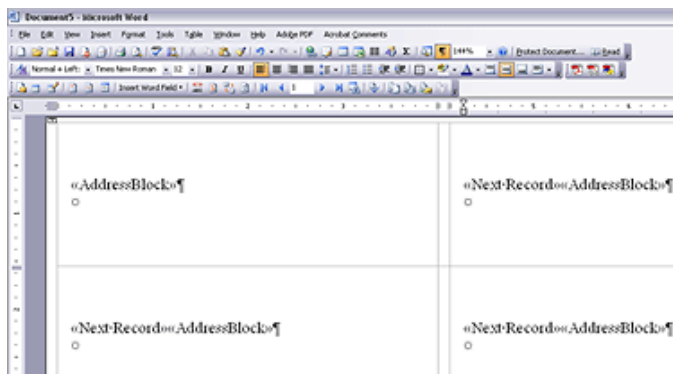
Click on the “OK” button again to save and close the Address Block definition.



### Step 9

The first address label should now contain an “<<Address Block>>” field.

Steps 7 and 8 can be repeated to add Address Block fields to the other labels **after** the Next Record fields, but it is easier to copy the first Address Block field and paste it into the other labels.



### Step 10

You can test your layout by locating and clicking on the “View Merged Data” button on the Mail Merge toolbar.

If you are satisfied with the results, the document layout can be saved or it can be merged to a new document. The document can also be merged directly to the printer using the Mail Merge toolbar buttons located near the end of the toolbar.

