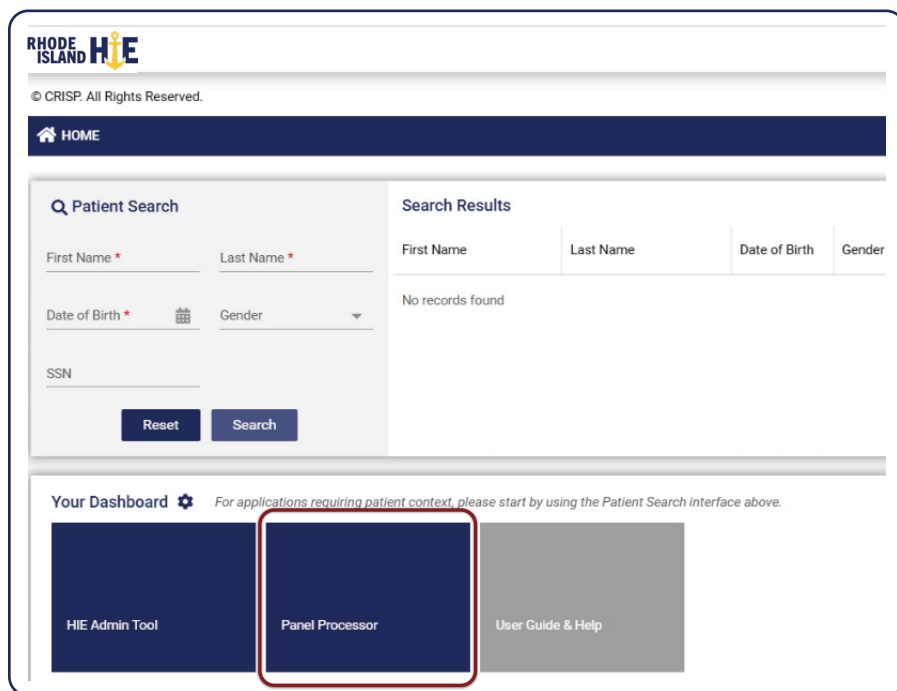


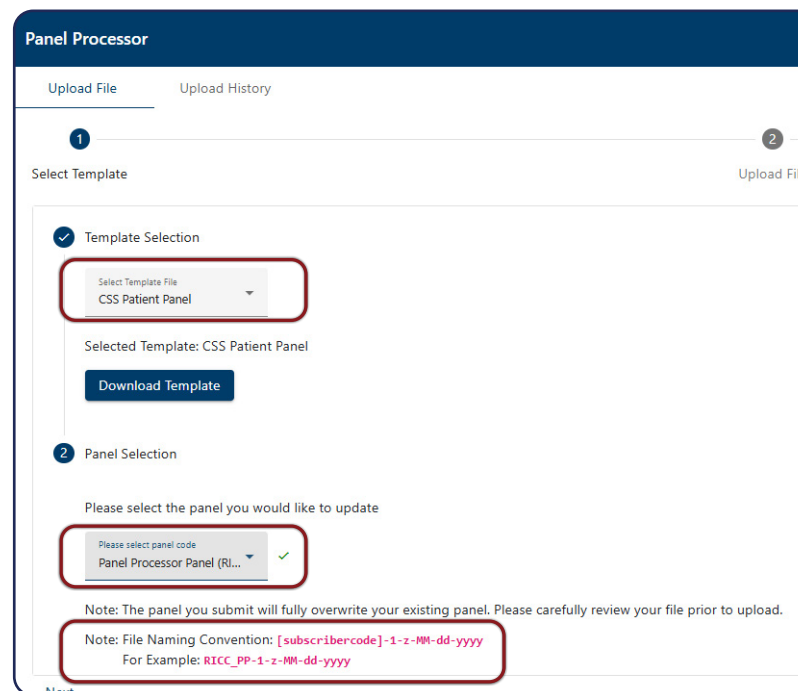


Panel Processor

Here are quick tips for RI HIE Panel Processor. Learn more at: RIHIE.org/PanelManagement



1a. Select the **Panel Processor** tile in the Portal



2a. Select the **Template File**

2b. Select the **Panel Name**

2c. File must be in .CSV format and named as:
subscribercode1zMMddyyyy



Panel Processor

Here are quick tips for RI HIE Panel Processor. Learn more at: RIHIE.org/PanelManagement

Group	Member_Status	Patient_ID	First_Name	Middle_Name	Last_Name	Name_Suffix	Address_1	Address_2	City	State	Zip	Birthdate	Gender	SSN	Home_Phone
ADD		999999	John	K	Doe		33 main st	apt 45	baltimore	MD	21230	12/31/1900	M	999-99-9999	3025551212
UPDATE		1000000	Jane	K	Doe		34 main st	apt 46	baltimore	MD	21230	12/31/1900	F	999-99-9999	3025551212
DELETE		1000001	Jim	K	Doe	Jr	35 main st	apt 47	baltimore	MD	21230	12/31/1900	M	999-99-9999	3025551212

All panels are required to have these columns headers, be named the same, and be in this order. All files must be saved as CSV (Comma delimited).

Values always required

Values optional - these fields will appear on your ENS alerts if you include them in the panel

Values required for delta panels only

Provide these values if available

Values required for care alert panels

- The highlighted blue values **must** be included in your patient panel. Verify all cells in these columns are complete (not blank) to ensure successful upload.

Panel Processor					
Upload File	Upload History				
Template	Date/Time Added ↓	Source Code	File Name	Total Rows	Status
CSSPatientPanel	04/03/25 03:55 PM	RICC_PP	RICC_PP-1-z-04-03-2025.csv	3	Upload completed; awaiting validation
CSSPatientPanel	04/02/25 10:21 AM	RICC_PP	RICC_PP-1-z-04-02-2025.csv	-	Error

- '**Upload History**' shows one row for each file upload attempt, including date and time of attempted upload, source code, file name, number of rows in the file, and file status.