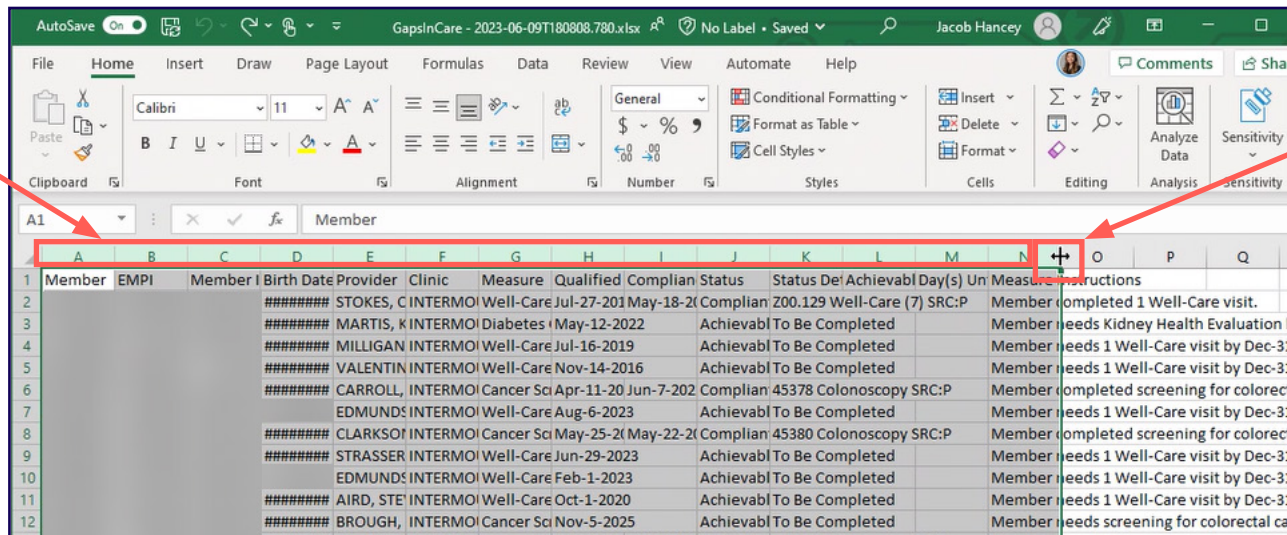


# Select Health Quality Provider Program

## Formatting a Gaps List in Excel

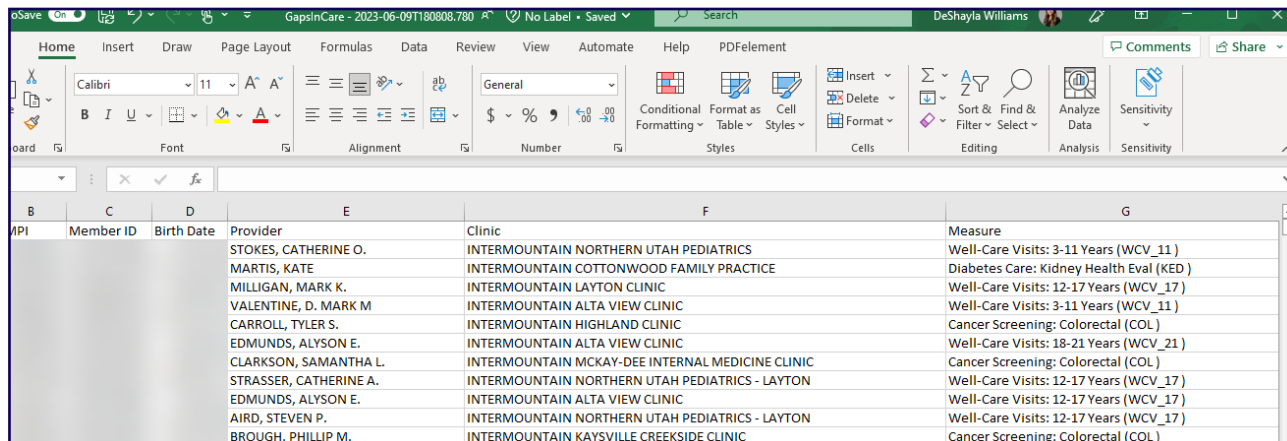
Once you have downloaded and saved the Gaps List in Excel, open the file and follow the formatting tips in this section. These tips will help you manage the data in the Gaps List more efficiently. For more information on these functions and other common Excel formatting tips, access Microsoft's [Excel Training Page](#). The examples on this page indicate how to widen rows in the Excel spreadsheet, making it easier to read the data.

Select columns with information by holding down your mouse, starting at the top of column A and dragging to the last column with data.



Next, hover between any column divider that is highlighted until the column resize pointer appears. Double click on the pointer to resize the selected columns.

This is the resulting view once the columns have resized.



# Formatting a Gaps List in Excel, Continued

## Widen a Column and Wrap Text

Provider	Clinic	Measure	Qualified Date
STOKES, CATHERINE O.	INTERMOUNTAIN NORTHERN UTAH PEDIATRICS	Well-Care Visits: 3-11 Years (WCV_11)	Jul-27-2019
MARTIS, KATE	INTERMOUNTAIN COTTONWOOD FAMILY PRACTICE	Diabetes Care: Kidney Health Eval (KED)	May-12-2022
MILLIGAN, MARK K.	INTERMOUNTAIN LAYTON CLINIC	Well-Care Visits: 12-17 Years (WCV_17)	Jul-16-2019
VALENTINE, D. MARK M	INTERMOUNTAIN ALTA VIEW CLINIC	Well-Care Visits: 3-11 Years (WCV_11)	Nov-14-2016
CARROLL, TYLER S.	INTERMOUNTAIN HIGHLAND CLINIC	Cancer Screening: Colorectal (COL)	Apr-11-2027
EDMUNDS, ALYSON E.	INTERMOUNTAIN ALTA VIEW CLINIC	Well-Care Visits: 18-21 Years (WCV_21)	Aug-6-2023
CLARKSON, SAMANTHA L.	INTERMOUNTAIN MCKAY-DEE INTERNAL MEDICINE CLINIC	Cancer Screening: Colorectal (COL)	May-25-2025
STRASSER, CATHERINE A.	INTERMOUNTAIN NORTHERN UTAH PEDIATRICS - LAYTON	Well-Care Visits: 12-17 Years (WCV_17)	Jun-29-2023
EDMUNDS, ALYSON E.	INTERMOUNTAIN ALTA VIEW CLINIC	Well-Care Visits: 12-17 Years (WCV_17)	Feb-1-2023
AIRD, STEVEN P.	INTERMOUNTAIN NORTHERN UTAH PEDIATRICS - LAYTON	Well-Care Visits: 12-17 Years (WCV_17)	Oct-1-2020

Select any column perceived as large. Hover over the column divider of the selected column until the column resize pointer appears. Drag and resize the column as needed.

For readability of the resized columns, make sure all columns are still selected. Then, click on "Wrap Text" to fit the content in the columns to the new width.

Measure	Qualified Date	Compliance Date	Status	Status Detail	Achievab
Well-Care Visits: 3-11 Years (WCV_11)	Jul-27-2019	May-18-2023	Compliant	200.129 Well-Care (7) SRC:P	
Diabetes Care: Kidney Health Eval (KED)	May-12-2022		Achievable	To Be Completed	
Well-Care Visits: 12-17 Years (WCV_17)	Jul-16-2019		Achievable	To Be Completed	
Well-Care Visits: 3-11 Years (WCV_11)	Nov-14-2016		Achievable	To Be Completed	
Cancer Screening: Colorectal (COL)	Apr-11-2027	Jun-7-2022	Compliant	45378 Colonoscopy SRC:P	
Well-Care Visits: 18-21 Years (WCV_21)	Aug-6-2023		Achievable	To Be Completed	
Cancer Screening: Colorectal (COL)	May-25-2025	May-22-2018	Compliant	45380 Colonoscopy SRC:P	
Well-Care Visits: 12-17 Years (WCV_17)	Jun-29-2023		Achievable	To Be Completed	

This is the resulting view once the text wraps.

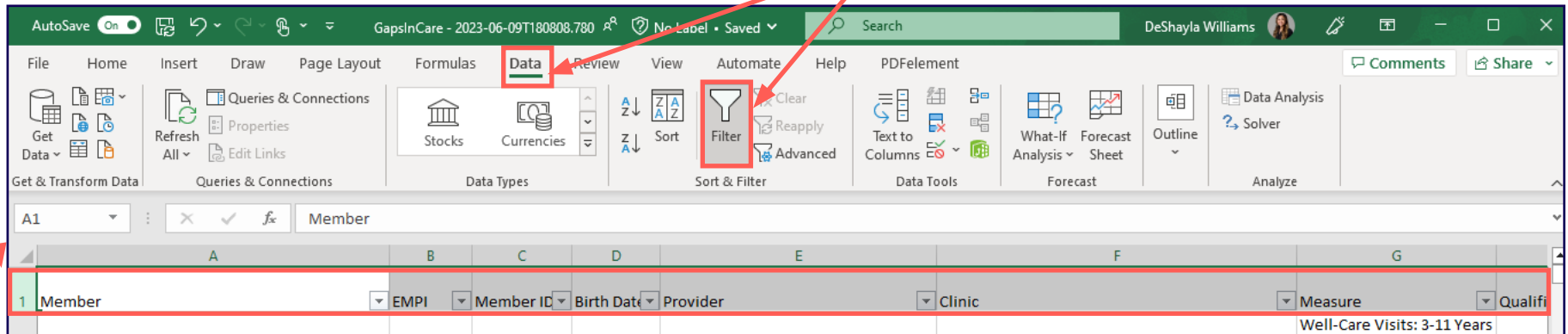
Measure	Qualified Date	Compliance Date	Status	Status Detail	Achievable Date	Day(s) Until Noncomp	Measur
Well-Care Visits: 3-11 Years (WCV_11)	Jul-27-2019	May-18-2023	Compliant	200.129 Well-Care (7) SRC:P			Membe
Diabetes Care: Kidney Health Eval (KED)	May-12-2022		Achievable	To Be Completed			Membe
Well-Care Visits: 12-17 Years (WCV_17)	Jul-16-2019		Achievable	To Be Completed			Membe
Well-Care Visits: 3-11 Years (WCV_11)	Nov-14-2016		Achievable	To Be Completed			Membe
Cancer Screening: Colorecta	Apr-11-2027	Jun-7-2022	Compliant	45378 Colonoscopy SRC:P			Membe
Well-Care Visits: 18-21 Years (WCV_21)	Aug-6-2023		Achievable	To Be Completed			Membe
Cancer Screening: Colorecta	May-25-2025	May-22-2018	Compliant	45380 Colonoscopy SRC:P			Membe
Well-Care Visits: 12-17 Years (WCV_17)	Jun-29-2023		Achievable	To Be Completed			Membe
Well-Care Visits: 12-17 Years (WCV_17)	Feb-1-2023		Achievable	To Be Completed			Membe
Well-Care Visits: 12-17 Years (WCV_17)	Oct-1-2020		Achievable	To Be Completed			Membe
Cancer Screening: Colorecta	Nov-5-2025		Achievable	To Be Completed			Membe
Cancer Screening: Colorecta	Mar-16-2024	Feb-2-2022	Compliant	45380 Colonoscopy SRC:P			Membe
Well-Care Visits: 12-17 Years (WCV_17)	Oct-8-2019	Feb-16-2023	Compliant	200.121 Well-Care (16) SRC:P			Membe
Well-Care Visits: 12-17 Years (WCV_17)	Nov-29-2018		Achievable	To Be Completed			Membe
Well-Care Visits: 3-11 Years (WCV_11)	Jul-11-2017		Achievable	To Be Completed			Membe
Cancer Screening: Colorecta	Jun-29-2018	Apr-29-2019	Compliant	45385 Colonoscopy SRC:P			Membe
Well-Care Visits: 3-11 Years (WCV_11)	Jul-18-2021		Achievable	To Be Completed			Membe

# Formatting a Gaps List in Excel, Continued

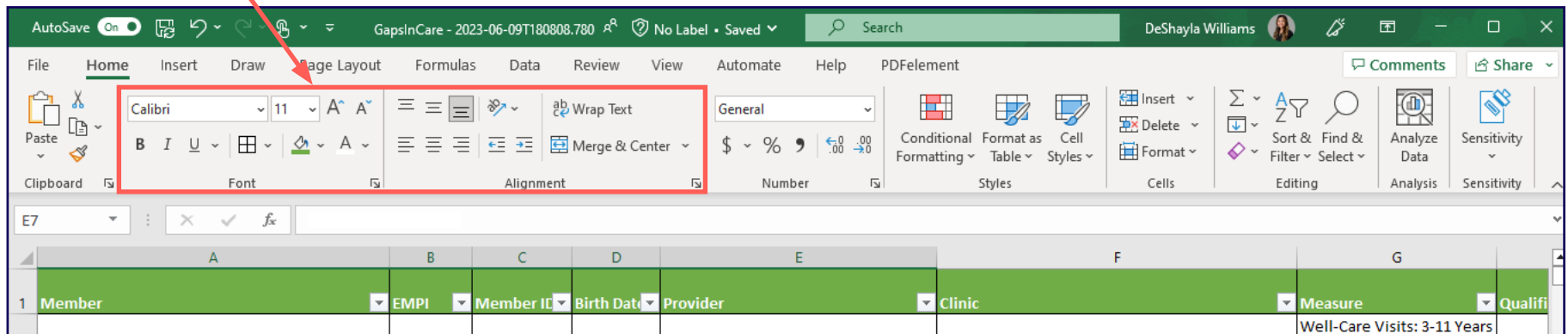
## Filter Data and Apply Custom Formatting

Select row 1 (or any combination of rows that you want to filter).

Then, select "Data" and "Filter." This will create drop-down filters to organize the data in row 1.



Use the "Font" and "Alignment" sections of the tool bar to custom format cells (e.g., to distinguish table headings).

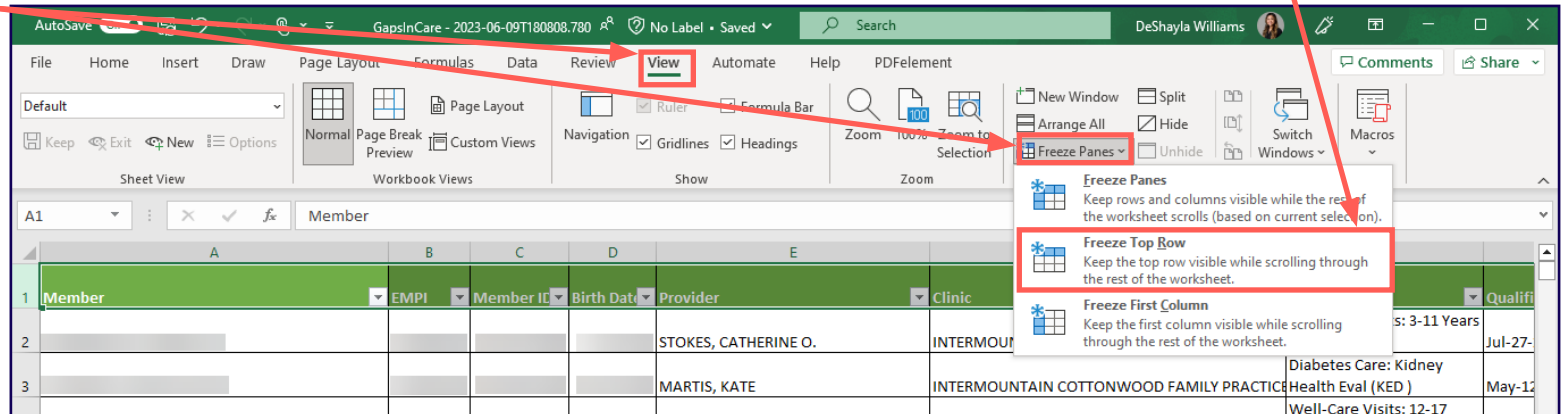


# Formatting a Gaps List in Excel, Continued

## Freeze Panes to Make Scrolling and Comparing Data Easier

To scroll through the data and still have the headers visible, you can freeze rows by selecting "View" and "Freeze Panes."

Select "Freeze Top row" to scroll with visible headers.



If you want to freeze a row (e.g., row 1) and a column (e.g., column A), select the cell BELOW the row and to the RIGHT of the column you want to freeze.

Then, select "Freeze Panes."

