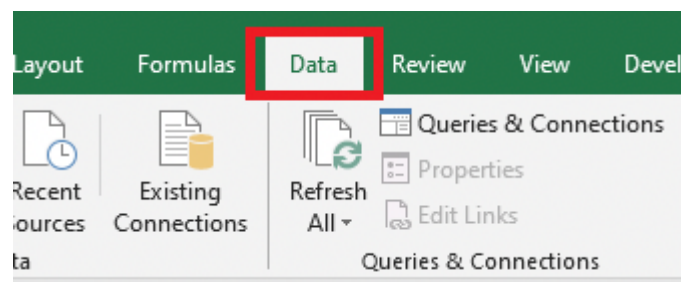


Importing data into Excel

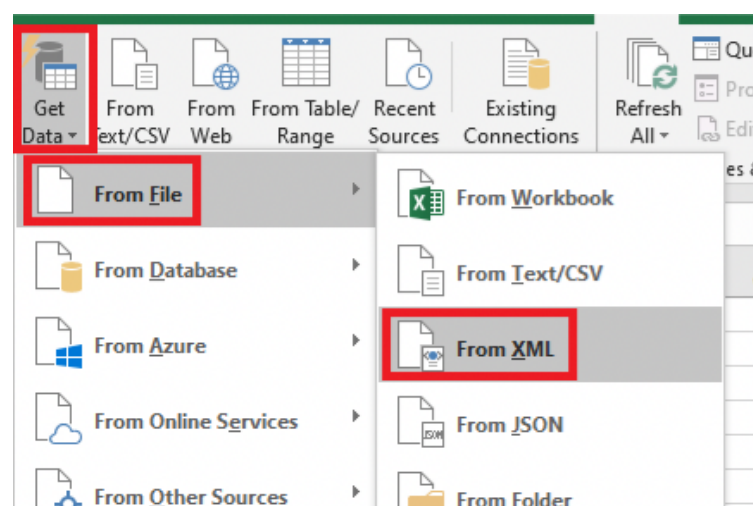
PrivateHealth.gov.au

Private Health data can be downloaded from data.gov.au and converted into an Excel file by following these steps.

1. Download the zip data file from:
<https://data.gov.au/data/dataset/private-health-insurance>
2. Open the zip file and extract the .xml file you want to browse.
3. Select which xml you want to load e.g.
Hospital Open 01-Jan-2020.xml
4. Open Excel and load a new blank workbook.
5. Click the 'Data' tab



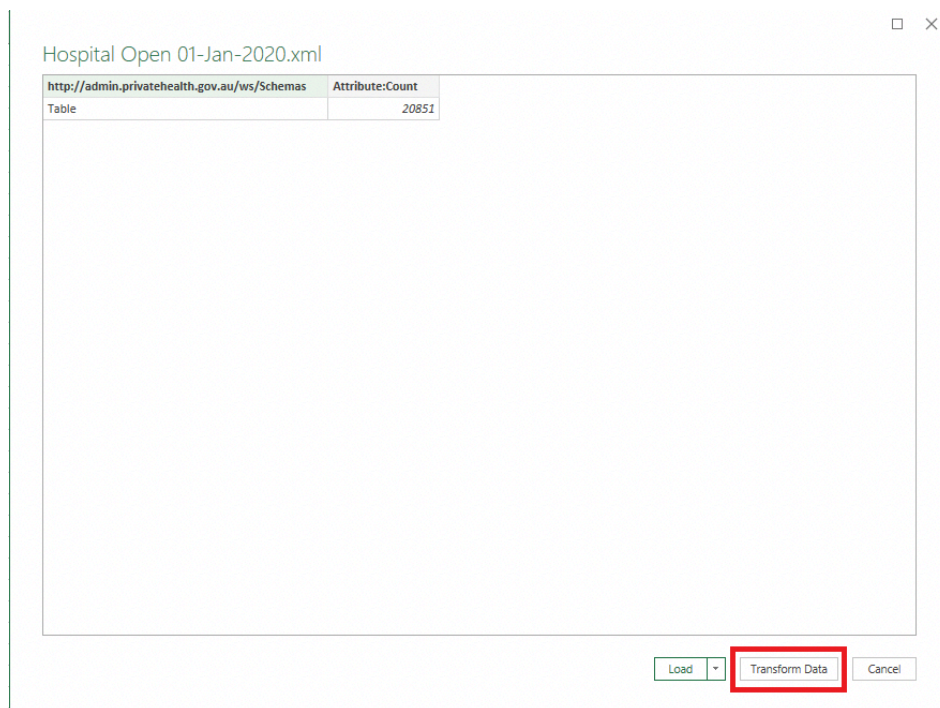
6. Click 'Get Data', From File, From XML



7. Select your .xml file and click 'Import'.

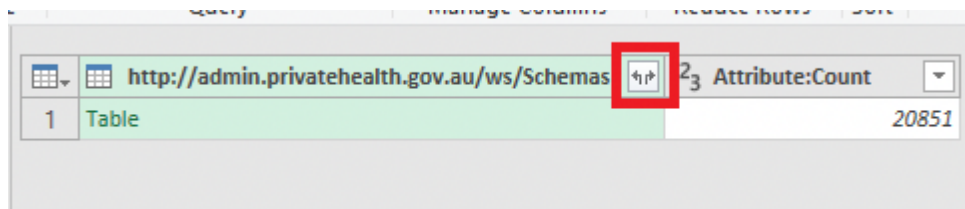
This process may take some time depending on your computer.

8. Once the file has loaded click 'Transform Data'.

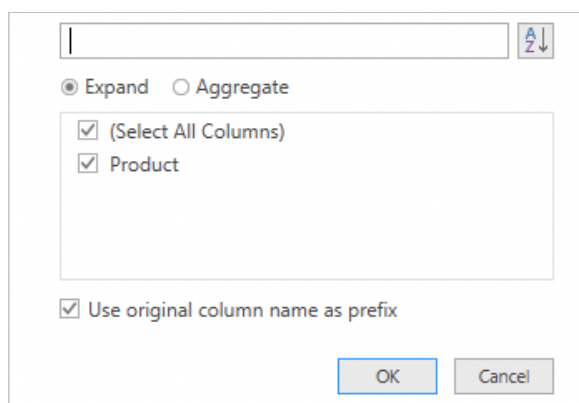


9. This will load an extra Excel window called 'Power Query Editor'.

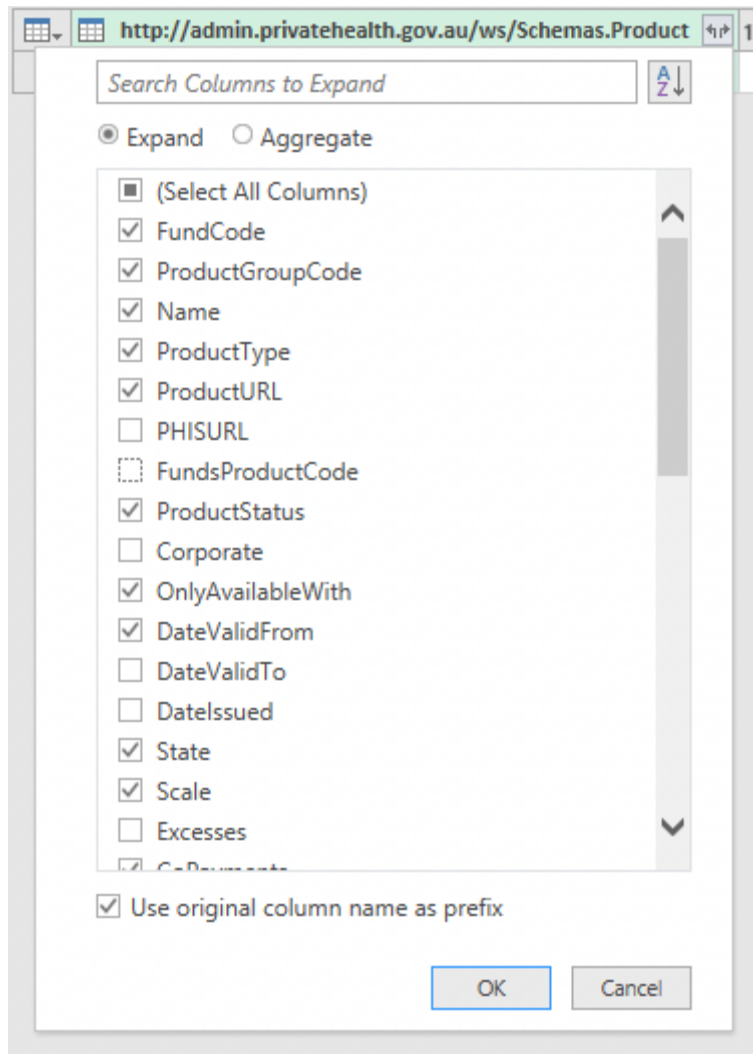
The most important button in this window is the 'Expand' button at the top of most columns which looks like two separating arrows.



10. Click this expand button, then click ok on the popup window.




11. Click the expand button again, now you can remove which columns of data you don't want to import. Once you have selected which columns you want to import click OK.



12. Beyond this step browse through the headings and find which are important to you, some may just say the word 'Table'. If so, click the expand button under that heading.

For example, the 'Product URL' heading, after you click expand goes from this:

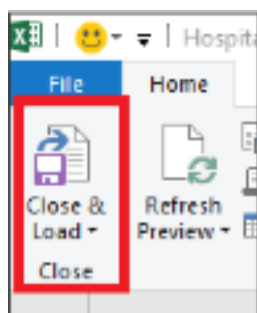
ABC 123	http://admin.privatehealth.gov.au/ws/Schemas.Product.ProductURL	
	Table	
	Table	
	Table	
	Table	
	Table	

To this:

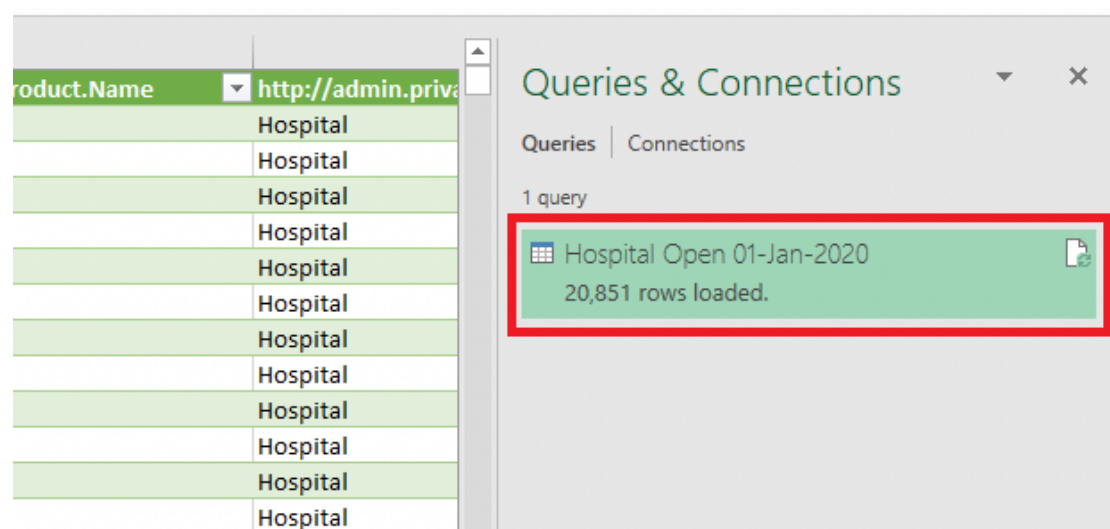
ABC 123	http://admin.privatehealth.gov.au/ws/Schemas.Product.ProductURL.Element:Text	
	http://www.cdhsbf.com.au/SilvHosp.html	
	http://www.cdhsbf.com.au/SilvHosp.html	
	http://www.cdhsbf.com.au/SilvHosp.html	
	http://www.cdhsbf.com.au/SilvHosp.html	
	http://www.cdhsbf.com.au/SilvHosp.html	

13. Continue this process until you have all of the data you require, the final step to load this data in Excel is click the 'Close & Load' button in the top left.

This process may take some time, but once this is done your data will be available to easily manage in Excel.



14. If you want to expand additional rows that show [table] after this, double click the connection on the right of your Excel window to go back to Power Query Editor to expand this data.



For any assistance with this task please call PrivateHealth.gov.au support on 1800 248 999.