

**User Guide to the  
Shortage Areas  
Batch Processing Tool**

## Document Version History

Version #	Updated By	Revision Date	Reason
1.0		4/1/2020	Initial Draft
2.0	L. Santos	7/15/2024	Updated document to include enhancements for the automation of the Shortage Area Batch Processing Tool token management.

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## Overview

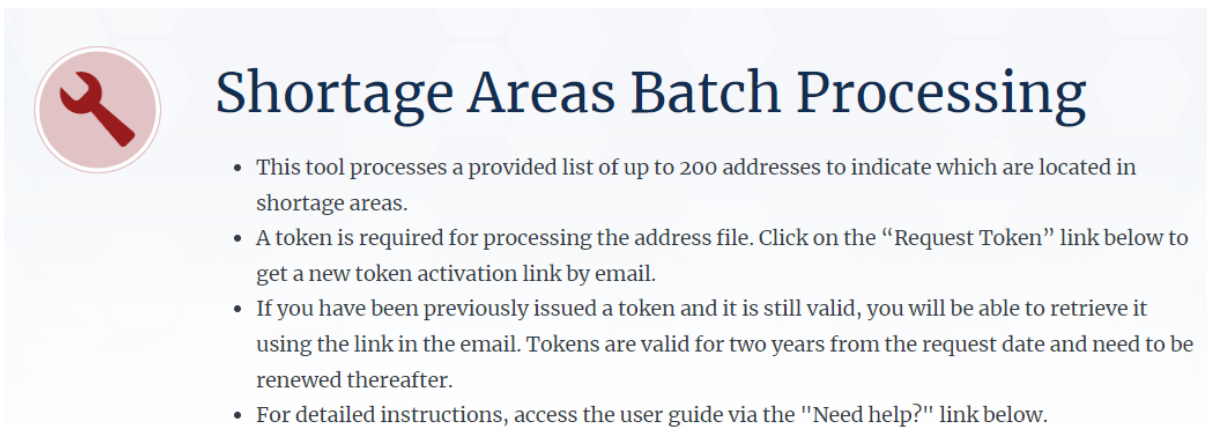
The [Shortage Area Batch Processing Tool](#) allows users to upload an input file with addresses. The tool processes this file and provides an output file in Excel format with HPSA, MUA/P details for these addresses.


## How to process input addresses

### 1. Request a Token

This tool processes a user-provided list of up to 200 addresses. The tool will indicate in the output file which of these addresses are in shortage areas.

A token is required for processing the address file. Click on the “Request Token” link below to get a new token activation link by email.



 **Shortage Areas Batch Processing**

- This tool processes a provided list of up to 200 addresses to indicate which are located in shortage areas.
- A token is required for processing the address file. Click on the “Request Token” link below to get a new token activation link by email.
- If you have been previously issued a token and it is still valid, you will be able to retrieve it using the link in the email. Tokens are valid for two years from the request date and need to be renewed thereafter.
- For detailed instructions, access the user guide via the “Need help?” link below.

### File Upload


Please provide a token and input csv file

\* Token:  [Request Token](#)

Include geographic (FIPS) codes [?](#)

\* Specify the file to process: [Need Help? PDF](#)

No file chosen

I'm not a robot  [Privacy - Terms](#)

\*For security reasons, please complete the captcha box above.

## 2. Complete the Token Request Form

Enter the required information in the form and click on the “Submit” button.



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Home > Tools > Find Shortage Areas > Batch Processing Token Request

# Request Token for Batch Processing

## Request Token for Shortage Area Batch Process Access:

Please complete the form below. All fields are required.

\* First Name

\* Last Name

\* Email Address

I'm not a robot  reCAPTCHA Privacy - Terms

\*For security reasons, please complete the captcha box above.




After successful submission of this form, you should receive an email that includes a link to confirm and activate your access token. This User Guide contains instructions for the use of the Shortage Area Batch processing services.

After clicking on “Submit”, you will be redirected to a confirmation page indicating that a notification was sent to your email address.

## Token Requires Activation

We have sent a confirmation email to john.doe@mycompany.com containing a link to activate your requested Shortage Areas Batch Processing token.

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If you have never been issued a token for this email address, or all previous tokens have already expired, you will need to activate this token before it can be used with the Shortage Area Batch Processing tool. Otherwise, a similar notification will be sent to your email address to allow you to retrieve your active token (in case you need to use the tool and do not have your token on hand).

### 3. Check your Email and Activate the Token

Below is an example of the email notification sent to a user that contains the token activation link. Activation or retrieval links expire after 72 hours from the time of the token request.

**Subject: data.HRSA.gov Shortage Areas Batch Processing Tool Token Request**

**To: [john.doe@mycompany.com](mailto:john.doe@mycompany.com)**

**CC: [data@hrsa.gov](mailto:data@hrsa.gov)**

Hello John Doe,

As per your request, here is the link to activate your token for the Shortage Areas Batch Processing Tool. It will expire on 7/18/2024 1:23:20 PM EST.

[Activate Shortage Area Batch Processing Services Token](#) ←

Thank you.

The HRSA Data Warehouse Team

## 4. Activate the Token

Click the activation link in the notification email. You will be redirected next to a page like the one shown below. The sequence of 32 alphanumeric characters is your token that should be entered in the “Token” input field in Step 1. Please take note too of the expiration date and usage limits that are associated with your token.

The screenshot shows the data.HRSA.gov website. The header includes the HRSA logo and the text "Health Resources & Services Administration" and "U.S. Department of Health & Human Services". The main navigation bar contains links for Home, Find Health Care, Data, Maps, Tools, Topics, and Help. A search bar is located on the right side of the header. The breadcrumb trail reads "Home > Tools > Find Shortage Areas". The main heading is "Token Activation/Retrieval Completed". Below the heading, it states: "Here is the token you requested for the Shortage Areas Batch Processing Tool:" followed by the token "9308ED74FF9F4549887CAD98FCD9C17B" with a red arrow pointing to it. A note below the token says: "Please note that this token will expire on 7/15/2026 1:23:20 PM EST. Each transaction can batch process up to 200 addresses. Your daily processing limit is up to 1,000 addresses." The page concludes with "Thank you." and "The HRSA Data Warehouse Team". The footer contains a list of links: About Us, About the Data, A to Z Index, Site Map, What's New, HRSA Health Resources & Services Administration logo, HRSA Data Warehouse logo, social media icons for Facebook, Twitter, YouTube, LinkedIn, and Instagram, and a Feedback link. The bottom-most footer contains a list of legal and policy links: Ask Questions, Viewers & Players, Privacy Policy, Disclaimers, Vulnerability Disclosure Policy, Accessibility, Freedom of Information Act, USA.gov, and WhiteHouse.gov.

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Home > Tools > Find Shortage Areas

## Token Activation/Retrieval Completed

Here is the token you requested for the Shortage Areas Batch Processing Tool:

9308ED74FF9F4549887CAD98FCD9C17B ←

Please note that this token will expire on 7/15/2026 1:23:20 PM EST. Each transaction can batch process up to 200 addresses. Your daily processing limit is up to 1,000 addresses.

Thank you.

The HRSA Data Warehouse Team

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## 5. Populate the Input Address File

Input addresses should follow the template below:


```
Street Address, City, State/Territory, ZIP Code, Unique ID  
508 PRINCETON RD STE 303, Johnson City, TN, 37601, 1  
66 Brown Rd, , NY, 13795,  
2604 STEELE RD, BALTIMORE, MD, 21209, 34  
1600 S Eads Street, Arlington, VA, 22202
```

The following table provides more information about column names and accepted values:

Column Name	Valid Values
Street Address	Cannot be blank or empty
City	Allows blank or empty
State/Territory	2-digit abbreviation Ex: MD for Maryland Cannot be blank or empty
ZIP Code	Valid 5-digit code Cannot be empty
Unique ID	Can be blank or empty Max limit 100 characters

In some cases where there are addresses with comma (,) in street address, they should be enclosed in double quotes (""), see sample address below:

```
Street Address, City, State/Territory, ZIP Code, Unique ID  
508 PRINCETON RD STE 303, Johnson City, TN, 37601, 1  
66 Brown Rd, , NY, 13795,  
2604 STEELE RD, BALTIMORE, MD, 21209, 34  
1600 S Eads Street, Arlington, VA, 22202  
"SUNY STONY BRK HSC L2, ROOM 152", Stony Brook, NY, 11794
```



**Please note:** Input file extension should be .csv (comma separated value) for the tool to process them. Naming standard and file structure should be followed for successful file processing. Data items should be separated using commas (,).

Ex: Abc.csv is a valid file name

## 6. Input the Address File



# Shortage Areas Batch Processing

- This tool processes a provided list of up to 200 addresses to indicate which are located in shortage areas.
- A token is required for processing the address file. Click on the “Request Token” link below to get a new token activation link by email.
- If you have been previously issued a token and it is still valid, you will be able to retrieve it using the link in the email. Tokens are valid for two years from the request date and need to be renewed thereafter.
- For detailed instructions, access the user guide via the "Need help?" link below.

### File Upload


Please provide a token and input csv file

\* Token: [Request Token](#)

Include geographic (FIPS) codes ⓘ

\* Specify the file to process: [Need Help?](#) [PDF](#)

No file chosen

I'm not a robot  [Privacy](#) [Terms](#)

\*For security reasons, please complete the captcha box above.

Input files can have a maximum of 200 address (the default) records in the file. Files with more than this number of records will not be processed.

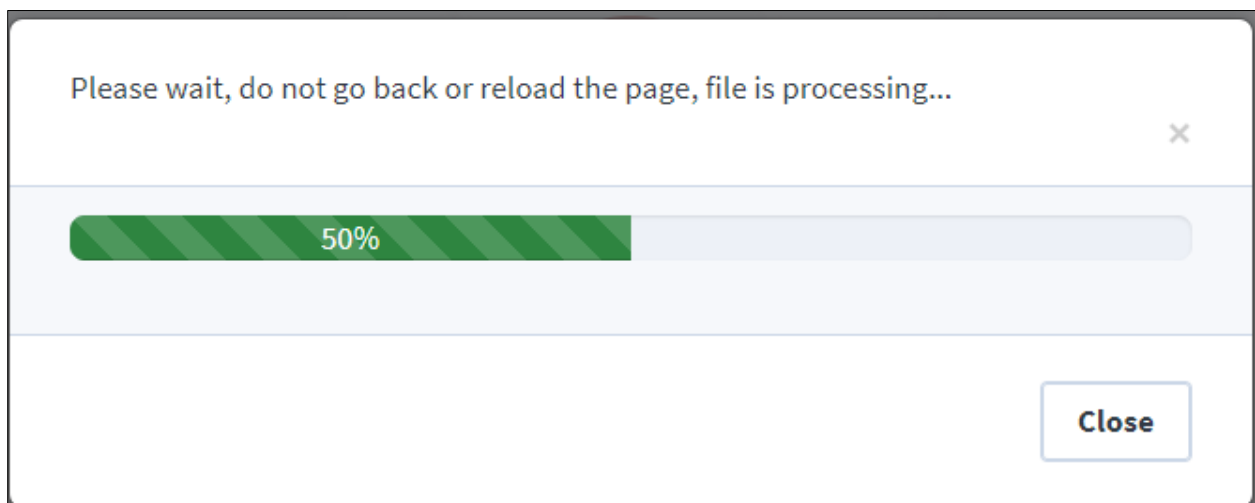
**Please note:** Duplicate address records are counted as separate records. For example, a file with 190 unique addresses and 11 duplicate addresses will not be processed as the address count will total 201.

## 7. Process the Input Address File

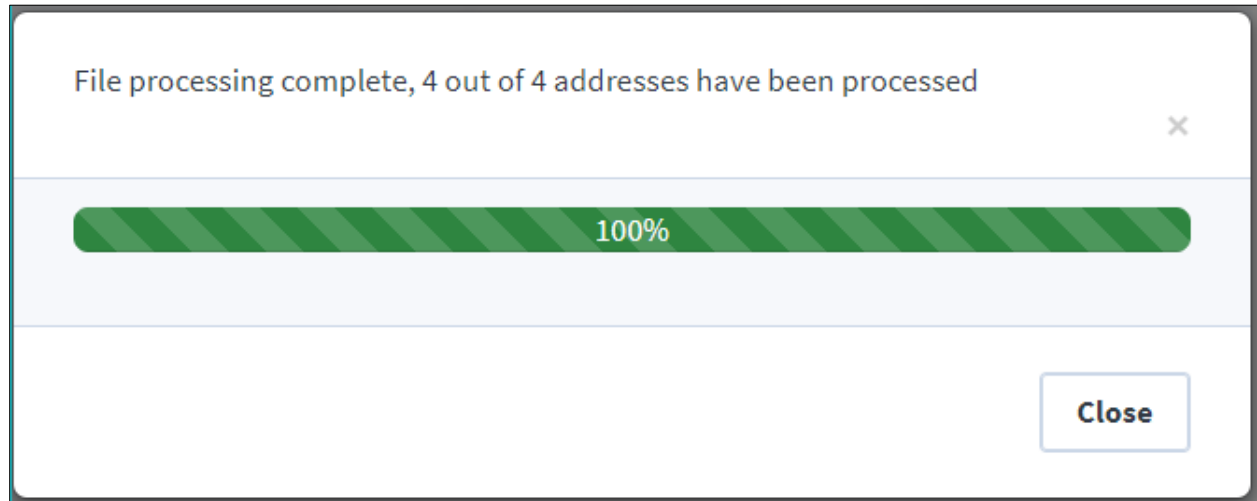
- Enter the valid **token** provided by HRSA/HDW.
- **Include Geographic (FIPS) Codes** - checked by default and is applicable to all the input addresses, users can uncheck this for their addresses as needed.
- **Choose File** – select this to upload the input csv file
- **reCAPTCHA** – Click on the check box (follow the instructions as indicated, if any)
- **Submit** – to begin processing the input file or **Cancel** to cancel processing of the input file

## 8. Input File Process Progress

While the input file is being processed, a progress bar will be displayed and updated as shown below:



After input file processing is complete, the progress bar displays the status similar to the one shown below:



When the output file is ready it will be automatically downloaded and a 'Save As' dialogue box on the user machine will pop up (per user's browser settings).

**Please note:** For ease of use the output file is generated in '.xlsx' format.