

How To - Downloads

Last Updated: June 24, 2021

Downloads Page – License Agreement

- ❖ The Downloads Page provides users the option to download select data sets of the data available on the MCD for use in research endeavors.
- ❖ To access the Downloads Page, users must first agree to the AMA/ADA license agreement (partially shown to the right), because the Local Coverage data sets contain CPT/HCPCS coding information.

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Please review and accept the agreements in order to view Medicare Coverage documents, which may include licensed information and codes.

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Downloads Page – Data Sets

MCD Downloads

You can download local and national coverage document data sets. Each download zip package contains a Read Me file, a data set, and an associated Data Dictionary. Older versions of LCDs and Articles may exist but are not included in the MCD and Downloads; please see the [MCD Archive](#).

[Download All Data](#)

Current LCDs

A data set of the most current, in effect (or future effective), Local Coverage Determination (LCD) versions. CPT/HCPCS, ICD-10, Bill Type, and Revenue codes are now found in Articles, not LCDs (except for DME LCDs which may contain CPT/HCPCS codes). LCD attachments are not available in the download data sets, but may be accessed by viewing the individual LCDs in the MCD.

Data as of: **06/13/2021** Released: **06/17/2021**

[Download Data Dictionary](#) | [Download Data](#)

Current and Retired LCDs

A data set of the most current, in effect (or future effective) and retired, Local Coverage Determination (LCD) versions. CPT/HCPCS, ICD-10, Bill Type, and Revenue codes are now found in Articles, not LCDs (except for DME LCDs which may contain CPT/HCPCS codes). LCD attachments are not available in the download data sets, but may be accessed by viewing the individual LCDs in the MCD.

Data as of: **06/13/2021** Released: **06/17/2021**

[Download Data Dictionary](#) | [Download Data](#)

- ❖ On the Downloads page, there are five Data Sets available for download.
- ❖ Each download zip package contains a Read Me file, a Data Set, and a Data Dictionary.
- ❖ Only the most recent version of the documents are included in the Data Sets. Attachments are not included.
- ❖ You can also Download All Data at once or select the Download Data Dictionary Only.
- ❖ The Data As Of date indicates when the data was captured. The Released date indicates when the data was published on the MCD.

Downloads Page – Downloading a Data Set

- ❖ To download one of the Data Set ZIP files, simply click on the Download Data link next to the Data Set you want. The Current and Retired Articles Data Set is used for the following example.
- ❖ Depending on your browser settings, you may be prompted to Open or Save the file. Always choose to Save the file, so that you can unzip it at your leisure.

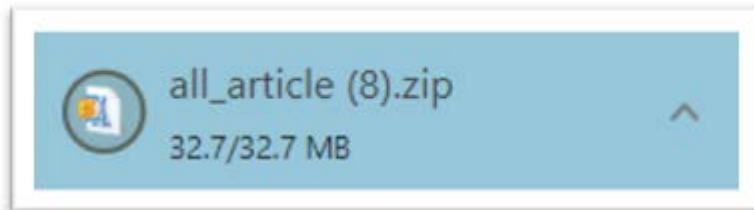
Current and Retired Articles

A data set of the most current, in effect (or future effective) and retired, Local Coverage Article versions.

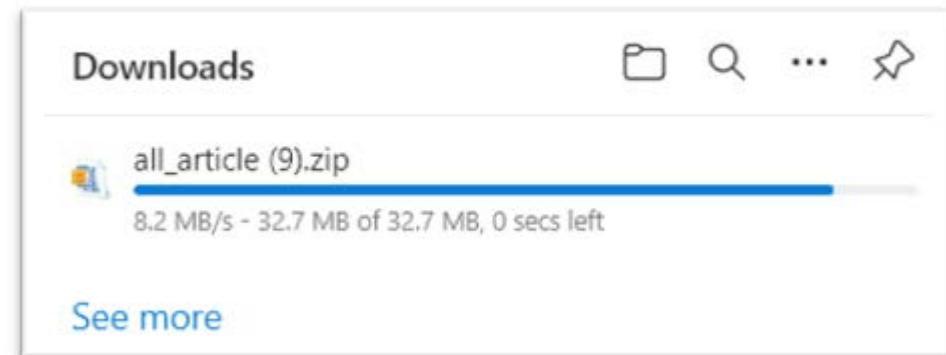
Data as of: **06/13/2021** Released: **06/17/2021**

[Download Data Dictionary](#) [Download Data](#)

In Chrome:

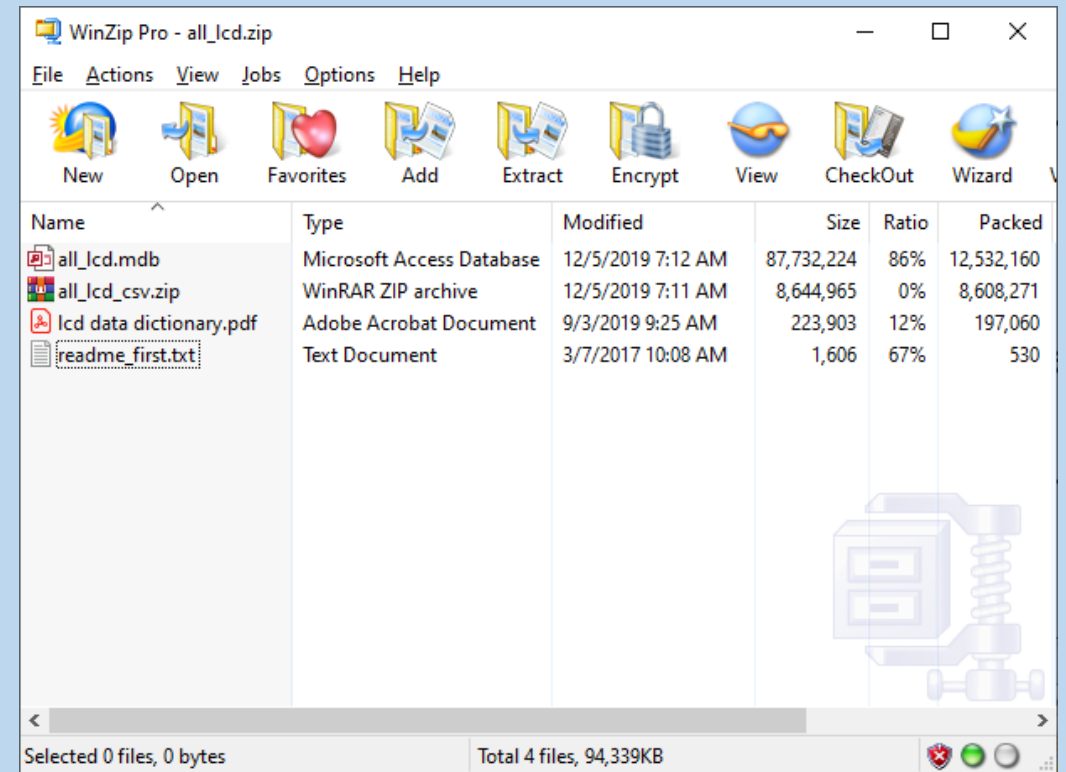


In Edge:



Downloads Page – Downloading a Data Set – Part 2

- ❖ Once you've downloaded the ZIP file, extract the contents using the tool of your choice (e.g., WinZIP, PKUNZIP, 7zip, etc.)
- ❖ Regardless of the file you've downloaded, there will be four files within the ZIP file:
 - ❖ A Microsoft Access file
 - ❖ Another ZIP file, containing CSV (comma separated values) files
 - ❖ A Data Dictionary file in PDF format
 - ❖ A Readme file (readme_first.txt)

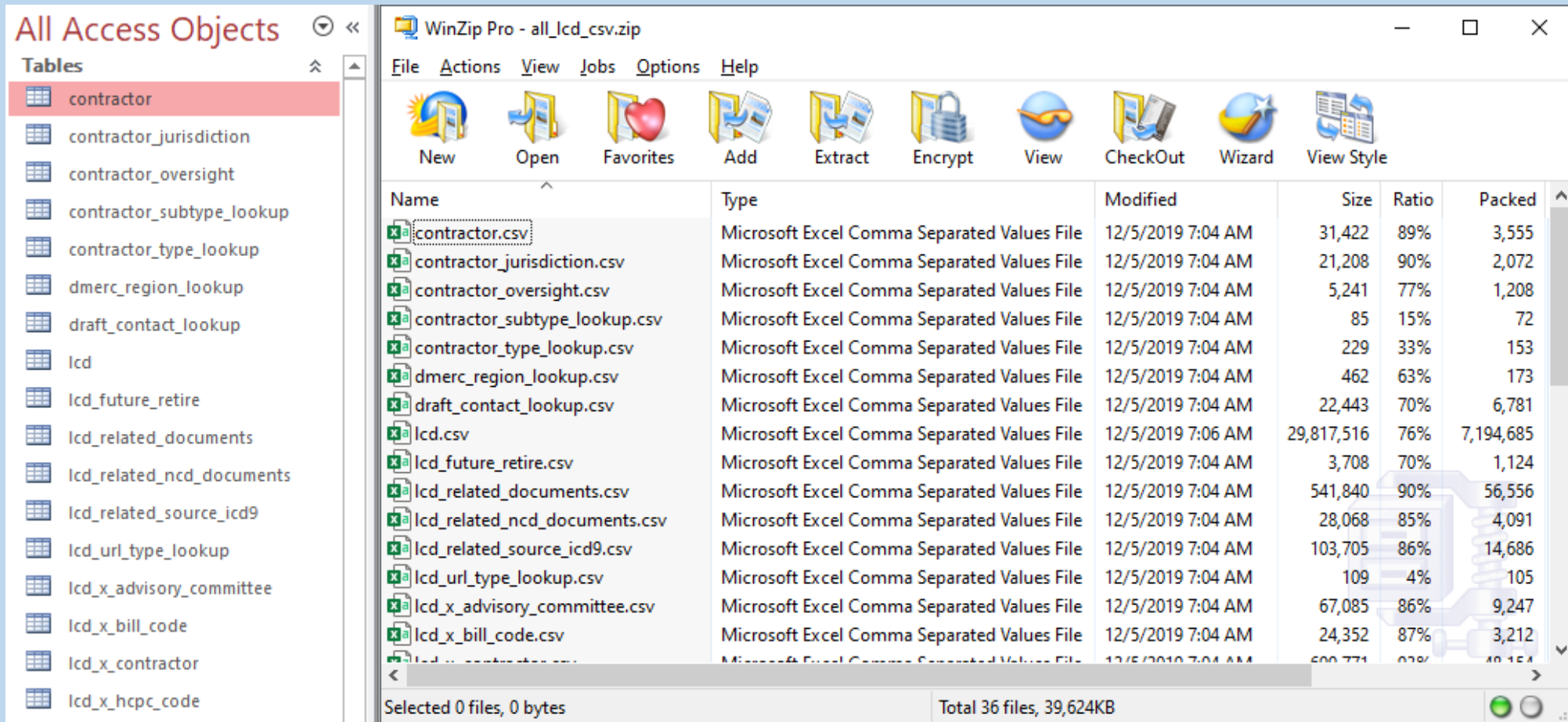


Downloads Page – Data Set File Details

- ❖ If this is the first time you've downloaded a Data Set, start with the Readme file (readme_first.txt), as it gives more information on obtaining the programs needed to view the PDF, Access, and CSV files.
- ❖ The Data Sets themselves are divided up into multiple data tables. Each Data Set has one primary table, and multiple crosswalk and lookup tables.
- ❖ The Data Dictionary PDF provides in-depth information on the data tables contained in the Data Sets and their relationships to one another.
- ❖ The Microsoft Access file (.MDB) is the best way to utilize the Data Sets, as all the tables are stored in one file, and can be queried using SQL (Structured Query Language).
- ❖ The CSV files are available for use, in the event you do not have Microsoft Access.
 - ❖ There is one CSV file per data table from the Access file.
 - ❖ To use them, unzip the “_CSV.ZIP” file from the main ZIP file you've downloaded.

Downloads Page – Data Set File Details – Part 2

❖ Example of the Current and Retired LCDs Access data tables, and CSV data table files:



The screenshot shows a WinZip Pro window titled "WinZip Pro - all_lcd_csv.zip". The interface includes a menu bar (File, Actions, View, Jobs, Options, Help) and a toolbar with icons for New, Open, Favorites, Add, Extract, Encrypt, View, CheckOut, Wizard, and View Style. A file list table is displayed with columns for Name, Type, Modified, Size, Ratio, and Packed. The status bar at the bottom indicates "Selected 0 files, 0 bytes" and "Total 36 files, 39,624KB".

Name	Type	Modified	Size	Ratio	Packed
contractor.csv	Microsoft Excel Comma Separated Values File	12/5/2019 7:04 AM	31,422	89%	3,555
contractor_jurisdiction.csv	Microsoft Excel Comma Separated Values File	12/5/2019 7:04 AM	21,208	90%	2,072
contractor_oversight.csv	Microsoft Excel Comma Separated Values File	12/5/2019 7:04 AM	5,241	77%	1,208
contractor_subtype_lookup.csv	Microsoft Excel Comma Separated Values File	12/5/2019 7:04 AM	85	15%	72
contractor_type_lookup.csv	Microsoft Excel Comma Separated Values File	12/5/2019 7:04 AM	229	33%	153
dmerc_region_lookup.csv	Microsoft Excel Comma Separated Values File	12/5/2019 7:04 AM	462	63%	173
draft_contact_lookup.csv	Microsoft Excel Comma Separated Values File	12/5/2019 7:04 AM	22,443	70%	6,781
lcd.csv	Microsoft Excel Comma Separated Values File	12/5/2019 7:06 AM	29,817,516	76%	7,194,685
lcd_future_retire.csv	Microsoft Excel Comma Separated Values File	12/5/2019 7:04 AM	3,708	70%	1,124
lcd_related_documents.csv	Microsoft Excel Comma Separated Values File	12/5/2019 7:04 AM	541,840	90%	56,556
lcd_related_ncd_documents.csv	Microsoft Excel Comma Separated Values File	12/5/2019 7:04 AM	28,068	85%	4,091
lcd_related_source_icd9.csv	Microsoft Excel Comma Separated Values File	12/5/2019 7:04 AM	103,705	86%	14,686
lcd_url_type_lookup.csv	Microsoft Excel Comma Separated Values File	12/5/2019 7:04 AM	109	4%	105
lcd_x_advisory_committee.csv	Microsoft Excel Comma Separated Values File	12/5/2019 7:04 AM	67,085	86%	9,247
lcd_x_bill_code.csv	Microsoft Excel Comma Separated Values File	12/5/2019 7:04 AM	24,352	87%	3,212
lcd_x_contractor.csv	Microsoft Excel Comma Separated Values File	12/5/2019 7:04 AM	600,771	82%	48,154

Downloads Page – Understanding the Data Sets

- ❖ To get the most out of the Data Sets for your research goals, it helps to have a basic understanding of relational databases.
- ❖ The main goal of a relational database is to reduce the amount of repeated data.
 - ❖ For example, let's say your Contract Number has 5 States associated to it. This would require one row of data for each State, for a total of five rows in a data table.
 - ❖ If we put everything into the same table, this would require five rows of every piece of information for that Contract Number, so things like the Contractor Name or the Address would be repeated verbatim five times in the data table, to support five different States.
 - ❖ However, if we put the pieces of information that would be the same for each of those five rows (Contractor Name, Address, etc.) into one table, and the five States in a separate table, then we would only need one row in the first table, and five rows in the second.

All Data

	B	C	D	F
1	Contract Number	Contractor Name	Address	State Abbreviation
2	55555	Sample Contract	555 N. Main St.	AK
3	55555	Sample Contract	555 N. Main St.	AL
4	55555	Sample Contract	555 N. Main St.	AR
5	55555	Sample Contract	555 N. Main St.	AS
6	55555	Sample Contract	555 N. Main St.	AZ

VS.

Contract Data

	B	C	D
1	Contract Number	Contractor Name	Address
2	55555	Sample Contract	555 N. Main St.

Contract/State Data

	A	C
1	Contract Number	State Abbreviation
2	55555	AK
3	55555	AL
4	55555	AR
5	55555	AS
6	55555	AZ

Downloads Page – Understanding the Data Sets – Part 2

- ❖ Taking a closer look at the two tables, notice that the State table also has the Contract Number column as well.

Contract Data

	B	C	D
1	Contract Number	Contractor Name	Address
2	55555	Sample Contract	555 N. Main St.

Contract/State Data

	A	C
1	Contract Number	State Abbreviation
2	55555	AK
3	55555	AL
4	55555	AR
5	55555	AS
6	55555	AZ

- ❖ Using this shared column, also called a Key Column, we can relate the data in different tables together (thus the term relational database).
- ❖ We can even recreate the single table by combining the two tables together using the Key Column to line up the rows.

- ❖ This is also known as a Table Join.

Joined Data

	B	C	D	F
1	Contract Number	Contractor Name	Address	State Abbreviation
2	55555	Sample Contract	555 N. Main St.	AK
3	55555	Sample Contract	555 N. Main St.	AL
4	55555	Sample Contract	555 N. Main St.	AR
5	55555	Sample Contract	555 N. Main St.	AS
6	55555	Sample Contract	555 N. Main St.	AZ

Downloads Page – Primary vs. Crosswalk vs. Lookup Tables

- ❖ Where are the actual State names?
- ❖ Remember the main goal is to reduce repeated information.
- ❖ The Contract/State table has to store the data for all Contracts, so the States could be repeated many times within that table.
- ❖ This leads us to create a third table, that has the States and their descriptions.

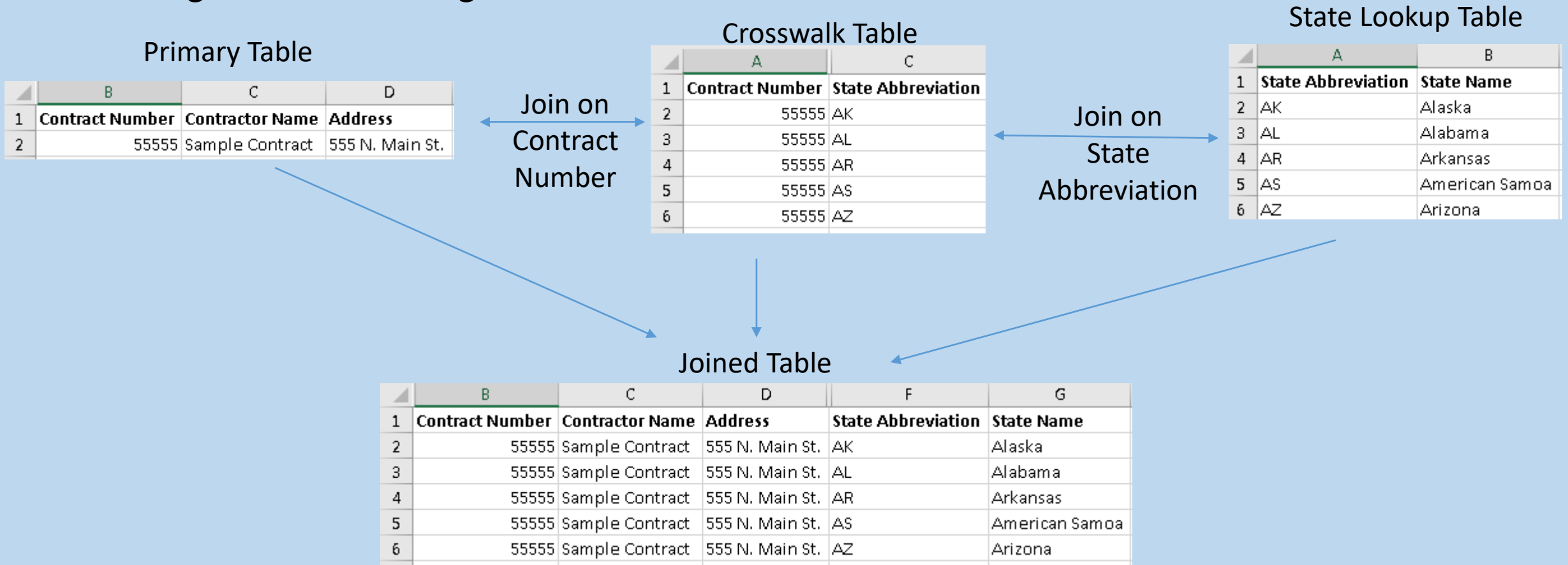
State Data

	A	B
1	State Abbreviation	State Name
2	AK	Alaska
3	AL	Alabama
4	AR	Arkansas
5	AS	American Samoa
6	AZ	Arizona

- ❖ Since our main focus is the Contract information, we refer to the Contract table as a Primary table.
- ❖ The State table with the descriptions is known as a Lookup table.
- ❖ Finally, the table that has both Contracts and States is known as Crosswalk table.

Downloads Page – Primary vs. Crosswalk vs. Lookup

- ❖ Using this concept of table separation and Key Columns, we can Join our three tables together into one big informative table.



Downloads Page – Primary vs. Crosswalk vs. Lookup – Part 2

- ❖ Why don't we just store this Joined table?
- ❖ Doing so would increase the file size incredibly, as all the text would be repeated over and over again.
- ❖ Some notes on naming conventions:
 - ❖ Primary tables are generally just the name of the object you're looking for:
 - ❖ LCD
 - ❖ ARTICLE
 - ❖ CONTRACTOR
 - ❖ NCD
 - ❖ Lookup tables generally end with “_LOOKUP” at the end:
 - ❖ STATE_LOOKUP
 - ❖ CONTRACTOR_TYPE_LOOKUP
 - ❖ Crosswalk tables generally have an “_X_” in them to denote the two tables that are being Cross-walked (X-walked):
 - ❖ CONTRACTOR_JURISDICTION
 - ❖ STATE_X_REGION

Downloads Page – Using the Data Dictionary

- ❖ The Data Dictionary included in your Data Set download, is your absolute best friend when it comes to using the data.
- ❖ Each Data Dictionary contains an in-depth description of every table within the Microsoft Access file (which corresponds to every file within the CSV ZIP file), as well as a Table of Contents showing where to find the table you’re looking for.
- ❖ Every table description has three parts, the list of columns in the table, the Primary Key Columns (a list of Key Columns that make each row unique), and the intended usage of the table.

Table Name	
LCD	
Table Structure	
Variable Name	Description
lcd_id	LCD system identifier. The LCD ID is derived from this identifier by adding the prefix “L”. The exception is Draft LCDs which use the DISPLAY_ID field explained below.
lcd_version	LCD version number. A new version is created for an LCD each time the LCD is edited, approved or reactivated.
display_id	The ID for Draft LCDs is derived from this field by adding the prefix “DL”. The LCD_ID field remains the system identifier for Draft LCDs.

Primary Keys
lcd_id lcd_version
Usage
This is the primary LCD table and contains one record for each LCD. The record included is the most recent version (i.e., the max version) of the LCD that existed at the time of the download; historical versions are not included. Historical versions can only be accessed directly through the Medicare Coverage Database (MCD).
Important! Please note that this table contains Draft policies. These Draft policies can be identified by using the DISPLAY_ID field.

Downloads Page – Using the Data Dictionary – Part 2

- ❖ The Usage section is the most important, as it includes information on what Key Columns to join to relate the tables together.
- ❖ For example, if you want to find the ICD-10 Codes that Support Medical Necessity for an Article, you would look in the ARTICLE_X_ICD10_COVERED table's usage section:

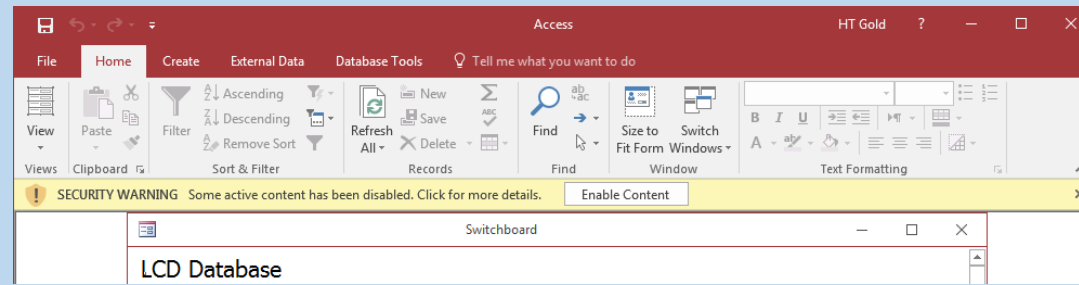
Usage

Join from table Article on article_id, article_version to retrieve the ICD-10 diagnosis codes that are covered for an Article.

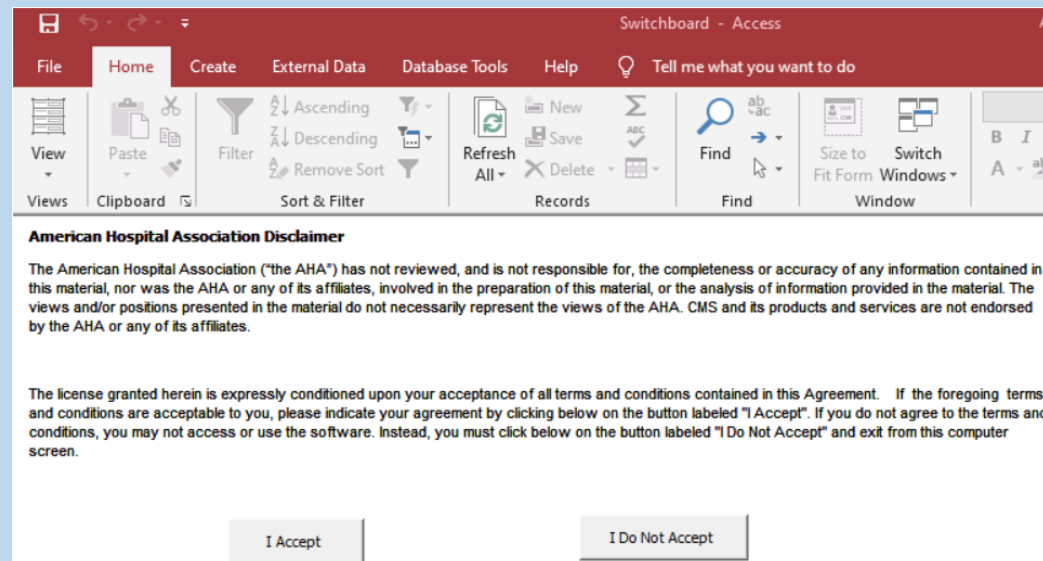
- ❖ Once you've found the tables you want to join together, you can then use the Microsoft Access file to accomplish this.

Downloads Page – Using the Microsoft Access File

- ❖ When you first open one of the Microsoft Access files, you'll first need to click the “Enable Content” button in the yellow ribbon near the top of the program:



- ❖ Once you've done that, you will then need to click the “I Accept” button on the resulting License page:



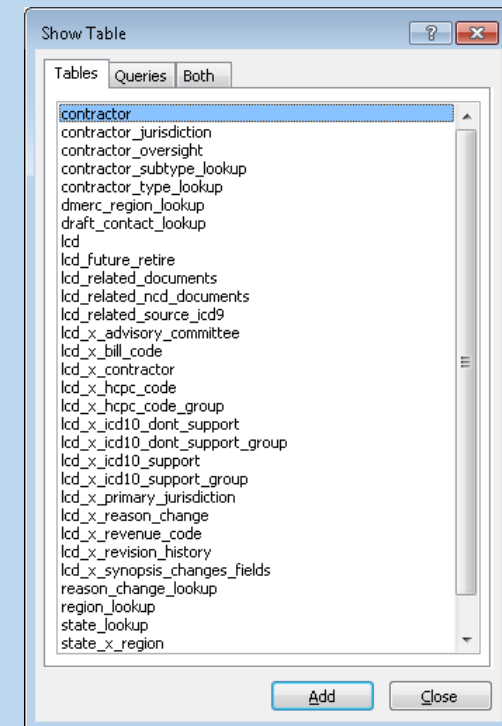
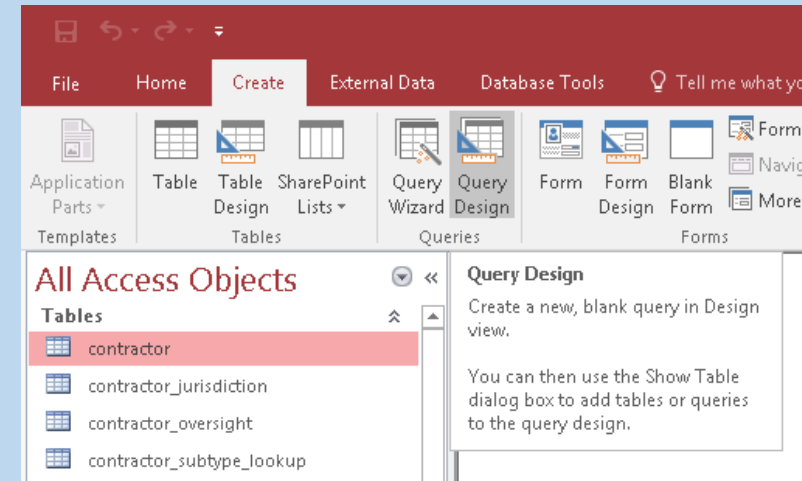
Downloads Page – Using the Microsoft Access File – Part 2

- ❖ Once you've accepted the license, you'll get the list of tables.
- ❖ You can always just open a table and start browsing, but the best method is to create Queries.

lcd_id	lcd_version	display_id	title	determinati	cms_cov_policy	org_det_eff	ent_det_eff	rev_eff_date	rev_end_date	indicatio
32553	8		Allergy Immunotherapy		Language quoted from Centers for Medicare and Medicaid Service	10/1/2015		10/1/2015		 Abstr
33252	13		Psychiatric Diagnostic Evaluation and Psychotherapy Services		Language quoted from CMS National Coverage Determination (NC	10/1/2015		10/1/2016		 <u> tr
33256	12		3D Interpretation and Reporting of Imaging Studies		Language quoted from CMS National Coverage Determination (NC	10/1/2015		10/1/2016		 Indici
33257	3		Abatacept		Language quoted from CMS National Coverage Determination (NC	10/1/2015				Abatacep
33261	9		Allergy Testing		Language quoted from CMS National Coverage Determination (NC	10/1/2015		1/1/2016		Allergy is
33262	4		Amifostine (Ethyol[®] ®</sup> </SUP>)		Language quoted from CMS National Coverage Determinations (NI	10/1/2015	7/5/2016			Amifostir
33263	5		Anorectal Manometry and EMG of the Urinary and Anal Sphincter		Language quoted from CMS National Coverage Determinations (NI	10/1/2015		10/1/2015		Fecal Inc
33266	6		Azacitidine (Vidaza[®])		Language quoted from CMS National Coverage Determination (NC	10/1/2015		10/1/2015		Azacitrid
33267	4		B-Type Natriuretic Peptide (BNP)		Language quoted from CMS National Coverage Determinations (NI	10/1/2015		10/1/2015		Congesth
33268	8		Bendamustine hydrochloride (Treanda[®], Bendeka[®]#482)		Language quoted from CMS National Coverage Determination (NC	10/1/2015		10/1/2016		Bendam
33270	11		Bisphosphonates (Intravenous [IV]) and Monoclonal Antibodies		Language quoted from CMS National Coverage Determination (NC	10/1/2015		3/10/2016		 Indici
33271	5		Biventricular Pacing/ Cardiac Resynchronization Therapy		Language quoted from CMS National Coverage Determination (NC	10/1/2015		10/1/2015		Heart fail
33272	3		Bone and/or Joint Imaging		Language quoted from CMS National Coverage Determination (NC	10/1/2015				Bone and
33273	8		Bortezomib (Velcade[®])		Language quoted from CMS National Coverage Determinations (NI	10/1/2015		10/1/2015		Bortezom
33274	9		Botulinum Toxins		Language quoted from CMS National Coverage Determination (NC	10/1/2015		6/9/2016		Clostridi
33275	5		Carboplatin (Paraplatin[®], Paraplatin-AQ[®])		Language quoted from CMS National Coverage Determinations (NI	10/1/2015		10/1/2015		<u> Carb
33278	3		Cetuximab (Erbix[®])		Language quoted from CMS National Coverage Determinations (NI	10/1/2015				Cetuxima
33279	5		Circulating Tumor Cell Testing		Language quoted from CMS National Coverage Determination (NC	10/1/2015		10/1/2015		Circulat
33280	6		Collagenase clostridium histolyticum (Xiaflex[®] ®</sup> </sup>)		Language quoted from CMS National Coverage Determination (NC	10/1/2015		10/1/2015		Dupuytre
33282	9		Computed Tomographic Angiography of the Chest, Heart and Cc		Language quoted from CMS National Coverage Determinations (NI	10/1/2015		9/6/2016		Multislic
33283	6		Computed Tomographic Colonography		Language quoted from CMS National Coverage Determination (NC	10/1/2015		10/1/2015		Compute
33284	6		Computed Tomography of the abdomen and Pelvis		Language quoted from CMS National Coverage Determinations (NI	10/1/2015		10/1/2015		CT of the
33285	5		Computed Tomography of the Thorax		Language quoted from CMS National Coverage Determinations (NI	10/1/2015		10/1/2015		A comput
33296	5		Noncovered Procedures - Endoscopic Treatment of Gastroesoph		Language quoted from CMS National Coverage Determination (NC	10/1/2015		1/1/2016		The inten
33312	10		Wheelchair Seating		Pub. 100-03 (Medicare National Coverage Determinations Manual)	10/1/2015		7/1/2016		For any it
33316	10		Dialysis (AV fistula and graft) Vascular Access Maintenance		Language quoted from CMS National Coverage Determination (NC	10/1/2015		10/1/2015		Arteriove
33317	11		External Breast Prostheses		None	10/1/2015		7/1/2016		For any it
33318	26		Knee Orthoses		None	10/1/2015		10/1/2016		For any it
33369	12		Therapeutic Shoes for Persons with Diabetes		Medicare Benefit Policy Manual (IOM 100-02), Chapter 15, Section	10/1/2015		7/1/2016		For any it
33370	11		Nebulizers		CMS Manual System, Pub. 100-03, Medicare National Coverage Def	10/1/2015		7/1/2016		For any it
33377	11		Implantable Miniature Telescope (IMT)		Language quoted from CMS National Coverage Determination (NC	10/1/2015		10/1/2016		The impli
33378	12		Intensity Modulated Radiation Therapy (IMRT)		Language quoted from CMS National Coverage Determinations (NI	10/1/2015	4/7/2016	10/1/2015	4/7/2016	Intensity
33379	3		Intraoperative Neurophysiology Monitoring		Language quoted from CMS National Coverage Determination (NC	10/1/2015				Intraoper
33380	3		Long-Term Wearable Electrocardiographic Monitoring (WEM)		Language quoted from CMS National Coverage Determinations (NI	10/1/2015				Long-terr
33381	6		Low Density Lipoprotein (LDL) Apheresis		Language quoted from CMS National Coverage Determination (NC	10/1/2015		10/1/2015		 Apher
33382	5		Lumbar Spinal Fusion for Instability and Degenerative Disc Conc		Language quoted from CMS National Coverage Determination (NC	10/1/2015		10/1/2015		Low back
33383	3		Non- Emergency Ground Ambulance Services		Language quoted from CMS National Coverage Determination (NC	10/1/2015				 INDI
33391	17		Biologic Products for Wound Treatment and Surgical Interventio		Language quoted from Centers for Medicare and Medicaid Service	10/1/2015		9/1/2016	6/1/2016	9/1/2016
33395	1		Chaperone (CPTR) Codes		Language quoted from Centers for Medicare and Medicaid Service	10/1/2016		10/1/2016		 Abstr

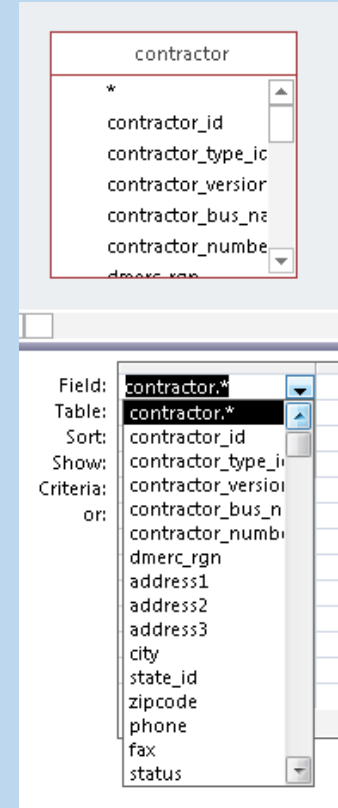
Downloads Page – Using the Microsoft Access File – Part 3

- ❖ Creating a Query allows us to utilize the information in the Data Dictionary.
- ❖ To create a Query, click on the Create->Query Design menu item.
- ❖ Let's start with a simple query to get used to the interface, selecting all the information in the Primary CONTRACTOR table for a particular Contract.
- ❖ To create a Query, click on the Create->Query Design menu item.
 - ❖ In this case, it's just the CONTRACTOR table .
- ❖ Then click Close.



Downloads Page – Using the Microsoft Access File – Part 4

- ❖ To start, select the fields you would like to see, we'll chose all of them, represented by an asterisk (*).
- ❖ Clicking the “View” button will just give you a list of all Contracts in the table, and all the columns.
- ❖ To get query results for one Contract in particular, we would select CONTRACTOR_ID (this is an internal, database value) as another field and then put a value in the “Criteria” line.
 - ❖ For these examples, we're going to be using NHIC, Corp., 16003 (which has an internal DB CONTRACTOR_ID of 137).



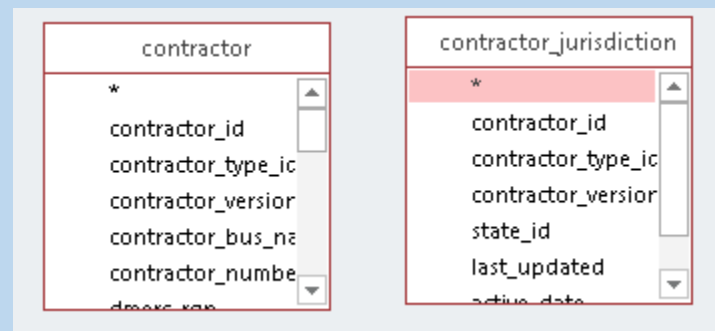
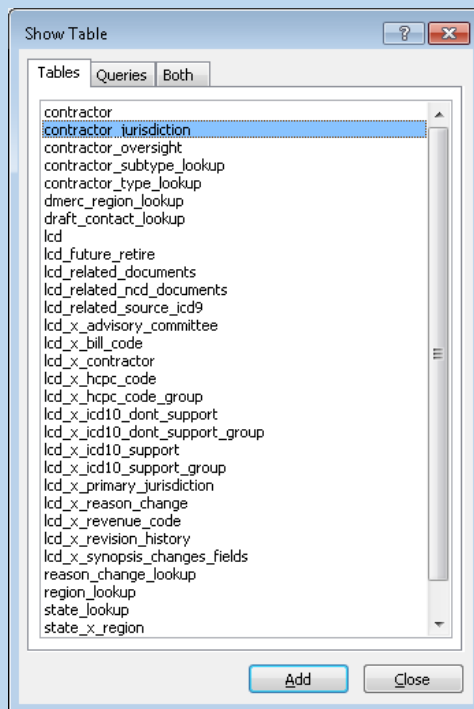
Field:	contractor.*	contractor_id
Table:	contractor	contractor
Sort:		
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Criteria:		137
or:		

Results of Filtered Query

contractor_id	contractor_t	contractor_v	contractor_k	contractor_r	dmerc_rgn	address1	address2	address3	city	state_id	zipcode	phone	fax	status	last_update	url
137	10	1	NHIC, Corp.	16003	1	75 Sgt. Williar			Hingham	24	02043-	8665906731		A	017 4:48:32 PM	www.me

Downloads Page – Using the Microsoft Access File – Part 5

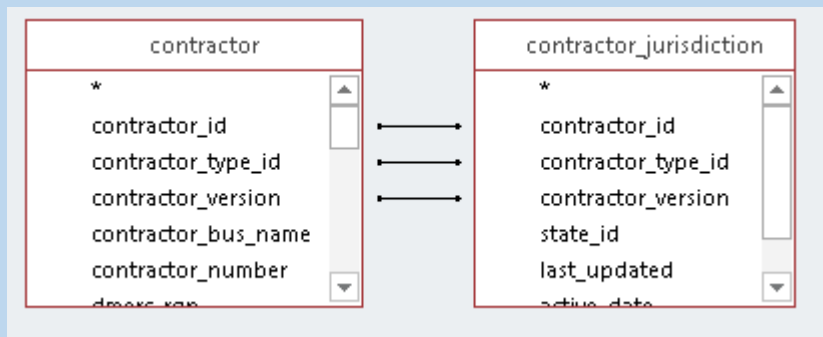
- ❖ Getting back to our first example, let's say we wanted to see all the States for 16003.
- ❖ We would start by selecting the CONTRACTOR_JURISDICTION table from the “Show Table” popup to our query design.
 - ❖ Please note: If you run the Query now (by clicking the “View” button), you will get many more rows than anticipated, because we have not established the relationship between the tables yet.



Downloads Page – Using the Microsoft Access File – Part 6

- ❖ First, we need to establish the relationship between (JOINing them) the Primary CONTRACTOR table, and the CONTRACTOR_JURISDICTION Crosswalk table.
- ❖ Going back to the Data Dictionary, we know that we need to use the CONTRACTOR_ID, CONTRACTOR_TYPE_ID, and CONTRACTOR_VERSION columns to JOIN them together.
- ❖ Drag the three columns over from one table to another to establish this.
- ❖ Then select the columns you'd like to see in the field list below.
 - ❖ Note that, similar to the internal CONTRACTOR_ID, the States use an internal STATE_ID

JOIN Relationship



Column List

Field:	contractor_id	state_id
Table:	contractor	contractor_jurisdiction
Sort:		
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Criteria:	137	
or:		

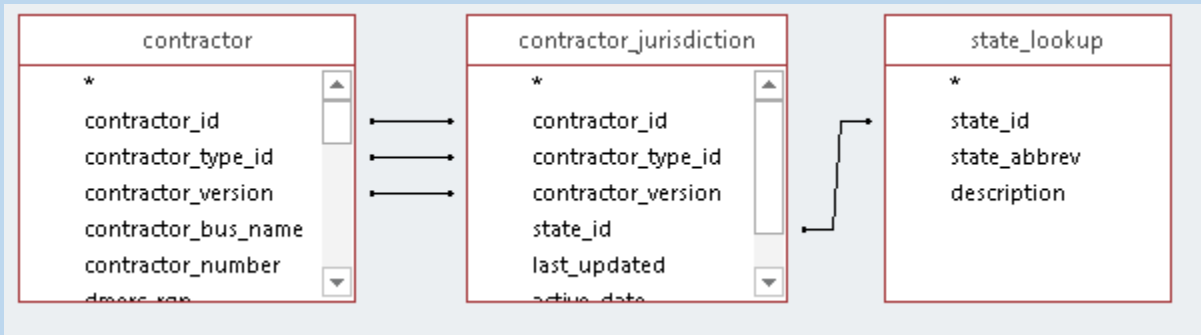
Results View

contractor_id	state_id
137	38
137	9
137	55
137	47
137	41
137	37
137	26
137	25
137	24
137	11
137	10
137	45

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- ❖ To then pull in the State names, add the STATE_LOOKUP table, and JOIN on the STATE_ID column (as noted in the Data Dictionary).

JOIN Relationship



Results View

contractor_id	contractor_number	state_id	description
137	16003	38	New Jersey
137	16003	9	Connecticut
137	16003	55	Vermont
137	16003	47	Rhode Island
137	16003	41	New York - Ent
137	16003	37	New Hampshir
137	16003	26	Maine
137	16003	25	Maryland
137	16003	24	Massachusetts
137	16003	11	Delaware
137	16003	10	District of Colu
137	16003	45	Pennsylvania

Column List

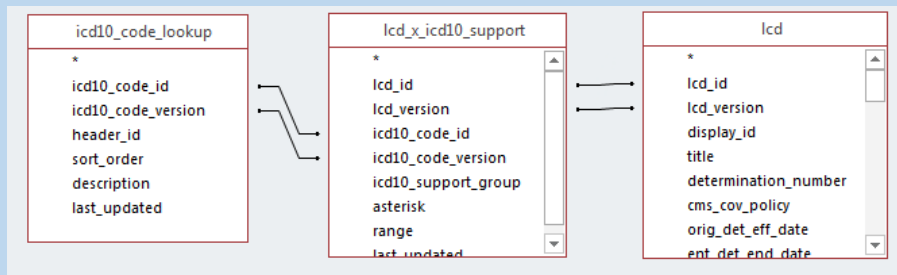
Field:	contractor_id	contractor_number	state_id	description
Table:	contractor	contractor	contractor_jurisdiction	state_lookup
Sort:				
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Criteria:	137			
or:				

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❖ Going in the reverse direction, another example is finding all the Contracts that have a particular State.

❖ Note the Sort added.

JOIN Relationship



Results View

state_id	description	contractor_id	contractor_number	contractor_bus_name
10	District of Columbia	236	15004	CGS Administrators, LLC
10	District of Columbia	236	15004	CIGNA Government Services
10	District of Columbia	137	16003	NHIC, Corp.
10	District of Columbia	389	16013	Noridian Healthcare Solutions, LLC
10	District of Columbia	320	12202	Novitas Solutions, Inc.
10	District of Columbia	315	12201	Novitas Solutions, Inc.
10	District of Columbia	324	12901	Novitas Solutions, Inc.

Column List

Field:	state_id	description	contractor_id	contractor_number	contractor_bus_name
Table:	state_lookup	state_lookup	contractor	contractor	contractor
Sort:					Ascending
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Criteria:	10				
or:					

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- ❖ That is the method used to get any of the data out of the Microsoft Access file.
- ❖ If you practice those two examples, you will be able to tailor any Query to meet your research needs, using the information in the Data Dictionaries.