



## Importing Healthcare Worker Data

The NHSN will allow importation of healthcare worker data in an ASCII comma delimited text file format. You can generate the import files from different external sources, such as databases or hospital information systems. You must have both Add and Edit HCW privileges for the facility you logged into.

### Notes:

1. Data in the import file must be in the same order as described in the table below, not as they appear on the Healthcare Worker Demographic Data form.
2. The comma delimited text file format defined in the below table requires commas between fields even if no data values exist (e.g., optional fields).
3. Work locations, department codes, supervisor's codes, and occupation codes must be set-up in NHSN prior to importing.
4. If the optional Comment field has text that contains commas you must place a double quote at the beginning and end of the string of text.
5. When creating comma delimited files, be careful to exclude non-printable characters as they may actually cause the data to be improperly imported and result in errors.
6. You must delete the header line from the CSV file prior to importing the data.

### **NHSN Healthcare Worker Import File Format:**

Field	Required/Optional	Values	Format
HCW ID #	Required		Character Length 15
Social Security #	Optional		Numeric - Omit the "-"s
Secondary ID #	Optional		Character Length



Field	Required/Optional	Values	Format
			12
First name	Optional		Character Length 30
Middle name	Optional		Character Length 15
Last name	Optional		Character Length 30
Street address, line 1	Optional		Character Length 30
Street address, line 2	Optional		Character Length 30
Street address, line 3	Optional		Character Length 30
City	Optional		Character Length 30
State	Optional		Character Length 2
Zip code	Optional		Numeric Length 10
Work phone	Optional		Character Length 15
Home phone	Optional		Character Length 15
Email address	Optional		Character Length 250
Gender	Required	M - Male F - Female	Character Length 1
Date of Birth	Required		mm/dd/yyyy
Born in US	Optional	Y - Yes N - No U - Unknown	Character Length 1
Start date	Required		mm/dd/yyyy
Work status	Required	ACTIVE - Active INACTIVE - Inactive NOAFF - No longer affiliated	Character Length 8
Work location	Required	Must be one of the codes already set up for this facility	Character Length 10



Field	Required/Optional	Values	Format
Department	Optional	Must be one of the codes already set up for this facility	Character Length 30
Supervisor	Optional	Must be one of the codes already set up for this facility	Character Length 30
Occupation	Required	Must be one of the codes already set up for this facility	Character Length 15
Clinical specialty	Required if the CDC Occupational Code associated with this facility occupation code is RES,FEL,PHY,PAS, or OMS	ANE = Anesthesiology CAR = Cardiology CTS = Cardiothoracic Surgery CRC = Critical Care DOS = Dental/Oral Surgery DER = Dermatology ENT = Ear, Nose, and Throat ERM = Emergency Medicine FAP = Family Practice GAS = Gastroenterology GEN = General Surgery/Trauma IND = Infectious Diseases INM = Internal Medicine MSU = Other Medical Subspecialty NEP = Nephrology NEU = Neurology	Character Length 3



Field	Required/Optional	Values	Format
		NRS = Neurosurgery  OBG = Obstetrics and Gynecology  OPT = Ophthalmology  ORT = Orthopedics  OSS = Other Surgical Specialty  OTH = Other Clinical Specialty  PAT = Pathology  PED = Pediatrics  PLS = Plastic Surgery  PMR = Physical Medicine/Rehab  PSC = Psychiatry  PUL = Pulmonology  RAD = Radiology  URO = Urology  VAS = Vascular Surgery	
Race	Optional	AMIN - American Indian/Alaskan Native  ASIAN - Asian  AAB - Black or African American  NH-PI - Native Hawaiian/Other	Character Length 5



Field	Required/Optional	Values	Format
		Pacific Islander	
		WHITE - White	
Ethnicity	Optional	HISP - Hispanic or Latino NOHISP - Not Hispanic or Not Latino	Character Length 6
Title	Optional		Character Length 20
Performs direct patient care	Optional	Y - Yes N - No	Character Length 1
Comment	Optional		Character Length 2000
Custom alpha value 1	Optional		Character Length 15
Custom alpha value 2	Optional		Character Length 15
Custom alpha value 3	Optional		Character Length 15
Custom alpha value 4	Optional		Character Length 15
Custom alpha value 5	Optional		Character Length 15
Custom alpha value 6	Optional		Character Length 15
Custom alpha value 7	Optional		Character Length 15
Custom alpha value 8	Optional		Character Length 15
Custom alpha value 9	Optional		Character Length 15
Custom alpha value 10	Optional		Character Length 15
Custom date value 1	Optional		mm/dd/yyyy
Custom date value 2	Optional		mm/dd/yyyy
Custom numeric value 1	Optional		Numeric - Length



Field	Required/Optional	Values	Format
			decimal(12,3)  999999999.999
Custom numeric value 2	Optional		Numeric - Length decimal(12,3)  999999999.999
Type of Employee	Required	FT - Full-time  PT - Part-time  CONTRACT - Contract employee  VOL - Volunteer  OTHER - Other	Character Length 10