

Frequently Asked Questions: Clinical Document Architecture (CDA)

Date	Topic	Question	Response
Jan-14	User Rights	I am trying to import a CDA zip file, but I only have the option to import CSV files when I click on Import/Export in the NHSN navigation bar. What should I do?	Only users with administrative rights can import CDA files. Contact your Facility Administrator and ask them to edit your user profile and give you administrative rights. There is only one Facility Administrator for each facility in NHSN, but there can be multiple users with administrative rights.
Jan-14	Errors on import - general troubleshooting	When I import the CDA zip file that I obtained from my vendor system, some or all of the files were rejected. How can I import these files into NHSN successfully?	There are many potential explanations for CDA imports failing. Click on the Error Report button on the import results screen. This will display a PDF document with more descriptive error messages. Send the PDF document to your CDA vendor or to the NHSN CDA helpdesk at nhsncda@cdc.gov for additional troubleshooting.
Jan-14	Errors on import - "other facility"	When I import the CDA zip file that I obtained from my vendor system, I get an error message saying that I cannot import data for another facility. What does this mean?	Each facility reporting to NHSN via CDA imports needs to obtain an Object Identifier number, or OID. This is a unique number that is used only for your facility. The OID must be entered on your facility's NHSN Facility Information screen before you can import CDA zip files. If you receive this error message when you import a file, double check your Facility Information screen to be sure that there is an OID entered and that it belongs to your facility.
Jan-14	Errors on import - "not in plan"	When I import the CDA zip file that I obtained from my vendor system, I get an error message saying that the data is not in my plan. What do I do next?	For data from the Device-Associated Module, be sure that the location that you are trying to import data from is in your monthly plan for the month. For data from the Procedure-Associated Module, be sure that the Outpatient variable is the same on your plan, the procedure CDA record, and the SSI CDA record. For data from the MDRO/CDI Module, be sure that the specimen type that you are importing is in your monthly plan (if you only have MRSA blood LabID events in your plan, MRSA LabID events from other specimen sources will be rejected).
Jan-14	Errors on import - "location does not match"	When I import the CDA zip file that I obtained from my vendor system, I get an error message saying that my location code is not found or does not match the NHSN location code. What does this mean?	Location codes and mappings must be exactly the same in your vendor system and your NHSN location manager. If you have recently added, deleted, or updated locations and their mappings, you may receive this error message. Every time you add, delete, or update locations in NHSN, create a new location list to share with your vendor by clicking the Export Locations List button on the location manager screen.