Now that we’ve learned about how to enroll in NHSN, we want to talk about the steps that you’ll need to take in order set up the application for your facility.
• In this session, we’ll review the basic design of the NHSN computer screens and look at the various elements
• Describe the process for adding new users to the Facility NHSN profile
• Identify the process for setting up facility-specific locations
• Adding or importing surgeon codes

http://www.cdc.gov/nhsn/index.html
NHSN Web site application vs. NHSN computer screens?
ano3, 12/9/2009
Before working in the NHSN application, the User must:

- Enroll
- Add Users
- Add Locations
- Add Surgeons
Let’s assume that I’ve chosen to work in a single facility. From this page, I must select a component that I want to work in. Currently, I am enrolled in both the Patient Safety Component of NHSN and the healthcare Personnel Safety component. Today, I’ll select the Patient Safety Component.
After you’ve chosen your facility and the component and click on “submit”, you’ll come to the Home Page. I’d like to point out just a few features of the Home Page.

First, it tells me at the top which facility I’m working in. It gives the name of the facility (DHQP Memorial Hospital) , the organization ID# (10018) and my user ID.
Next, the Assurance of Confidentiality that we’ve discussed previously is written boldly on this welcome page as a reminder that CDC will not disclose any information about your facility or about specific patients.
In the upper right corner of the screen, you'll see several useful links. The first is NHSN Home. Clicking here will take you back to the landing page. If you’re doing work with more than one facility or component during a session, you can go to NHSN Home and it will give you a choice of facilities and/or components. It saves you the trouble of logging all the way out and coming back in with your challenge phrase.
The next link in the upper right is “My Info”. By clicking here, you’ll get a quick snapshot of your own user information and rights.
This is the screen that I get when I click on “My Info”. If you wish to change any of your personal information, click “Edit”. Note that if you change your email address, you must also change your email address for your digital certificate.
The next helpful link is Contact Us. Clicking here will give you a contact phone number, email address and a website for NHSN.
Contact NHSN

Email
nhsn@cdc.gov

Website
http://www.cdc.gov/nhsn/contact.html

This is the contact information that’s always available from this link.
The next link is Help. Clicking here will take you to the help page for NHSN.
We’ll cover the Help manual in much more detail in a later session but now, at least, you know how to access them from the Home page.
The next important element of the screen in NHSN is the navigation bar, located in blue on the left side of the screen. Each of the main topics is listed on the navigation bar.
For example, I’ve selected Event, here and I see that I can either Add an event, Find and event, or look at a list of incomplete events.
After the enrollment process has been completed, the next step will be for the NHSN Facility Administrator to add other Users from your facility. If there are no other users, then you don’t need to worry about this step. We’ll walk through this process now.

- When Enrollment process is complete, NHSN Facility Administrator adds Users
- A person should not get a digital certificate until the Facility Administrator has added them as a user
From the navigation bar, under **Users**, select **Add**

The “Add User” screen will appear
The Add User screen will appear. The first field is the User ID. The User ID can be any combination of letters and/or numbers, but no spaces can be used.
Add User Page

Enter first and last name of the new user
The User Active Field defaults to “Yes”. The only time to choose “No” would be when you want to inactivate the user. Inactivating the user has the same effect as deleting the user. Once inactivated, the individual can no longer use NHSN until such time as the Facility Administrator changes this field back to “Yes”.
Choose a user type from the drop-down box. If this user qualifies in more than one of the categories listed (e.g., Hospital Epidemiologist and IC Committee Chair), choose the one that best describes what that user does most of the time.
Because this is the email address that will be used to send the user information about a digital certificate and that CDC will continue to use to communicate with the user, it’s really important to make sure its accurate.
Once you complete the information on the **Add User** screen and click on Save, you’ll see the **Edit User Rights** screen. A user will not be able to use the system until you’ve assigned him/her rights. The Facility Administrator may want the user to have all rights (e.g., view data, enter and edit data, and analyze data).
Or the admin can limit the rights to more specific NHSN activities. This might be the case for adding a higher level administrator (e.g., VP of Patient Care Services) at your facility. While you may want that user to be able to see the data and run analysis, you won’t want them to enter or edit data.
Or…the Facility Admin may want this user to be an Administrative User. This gives the new user the right to view, enter, and analyze data, but also to add locations, surgeons, and other users. This person would essentially be a back up for the Facility Administrator.
The Facility Administrator also has the option to Customize the rights of a user. This means that a user can be given rights only to a specific event. For example rights only to view, enter and analyze data on Procedure-associated events and denominators. We strongly suggest that you don’t customize your user rights at this time. If you’re interested in this option, please contact us at NHSN@cdc.gov and we’ll help you with it.

After you have selected the rights for the user, click on Save and you will get a message that the user rights have been saved successfully.

It’s important to note that you can add a user, but unless you confer them rights, they will not be able to actually do anything in the system.
After you’ve added users, if you’d like to take a look at a list of the users you’ve entered, from the blue navigation bar, under Users, select Find. If you want to find a specific user, type in one of the fields above and it will display the screen for the user you are looking for. This could be last name, or any of the fields.

If, on the other hand, you want to see a list of users, just click on the Find button.
...and your entire list of users will appear. By clicking on any one of the names that appear as links, you can see their individual information, rights, etc. Let's take a look at Daisy Ducks
This shows me the information that I entered for Daisy. If I want to edit any of this information, I can do so by clicking Edit from this screen.
When I do, I can change any of the information on the user or, if I click Effective Rights at the bottom, I can change their rights.
So, once you’ve added a user, NHSN will send an email to the email address you provided with a link to the “Agreement to Follow the Rules of Behavior” and instructions on obtaining a digital certificate. As we’ve said before, it’s very important to each user that they read this email very carefully and follow the instructions closely. I’ll also recommend that each user download and print the NHSN User Start-up Guide which is on the NHSN website.
Now that Users have been added to your NHSN profile, the next step will be to add your facility Locations.
The first step in adding locations, is to determine which locations you’ll monitor. You will want to include those patient care areas where you plan to monitor device-associated infections (e.g., CLABSI, VAP and CAUTI or CLIP). It’s important to note that a Monthly Reporting Plan cannot be generated for Device-associated events until you have added your facility-specific locations in NHSN.
Let's walk through the steps of adding a location in NHSN.
On the **Locations** page, you should first enter a code for your location. The code is sort of a shorthand for your unit. In the example on the screen, we’ve entered the code CRC which will represent our Cardiac Rehabilitation Center.
Next, we put in the Label. This can be exactly the same as the code, or you can use an expanded name. In this example, we entered CRC1.
Next, you must choose a CDC Location Description from the drop-down list. Choose the location type that most closely resembles your facility location. This is an important step because it directs CDC to put your data into a specific “bucket” for risk-adjusting. If you tell us this is a Cardiac Rehabilitation Center, for example, then your data for this unit will be used to compile the NHSN comparative rates for Cardiac Rehabilitation Center and your device-associated event rates will be compared to that type of unit in your output.
It’s important to follow the NHSN protocol for choosing a location type. A location in NHSN is defined as the specific patient care area to which a patient is assigned while receiving care in the healthcare facility. Please note here that there may be more than one type of patient on this unit – it may not be a homogeneous population. For this reason, we’ve established the 80% Rule. This rule says that if 80% of the patients in a patient care area (e.g., pediatric patients requiring orthopedic care) are of a certain type, then you should so designate that location (in this case, Inpatient Pediatric Orthopedic Ward).
You can find a list of CDC Location Labels, along with descriptions in the document NHSN Manual: Patient Safety Component Protocol on the NHSN website. We'll talk more about choosing locations in a few minutes.

<table>
<thead>
<tr>
<th>CDC Location Label</th>
<th>Location Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inpatient Adult Critical Care Burn</td>
<td>Critical care area specializing in the care of patients with significant burns.</td>
</tr>
<tr>
<td>Critical Care</td>
<td></td>
</tr>
<tr>
<td>Medical Cardiac Critical Care</td>
<td>Critical care area specializing in the care of patients with serious heart problems.</td>
</tr>
<tr>
<td>Cardiac Care</td>
<td>that do not require heart surgery.</td>
</tr>
<tr>
<td>Surgical Cardiopulmonary Critical</td>
<td>Critical care area specializing in the care of patients following cardiac and thoracic</td>
</tr>
<tr>
<td>Care</td>
<td>surgery.</td>
</tr>
<tr>
<td>Medical Critical Care</td>
<td>Critical care area for patients who are being treated for nonsurgical conditions.</td>
</tr>
<tr>
<td>Medical Intensive Care</td>
<td>An area where intensive care patients with medical and/or surgical conditions are</td>
</tr>
<tr>
<td>Neonatal Critical Care</td>
<td>managed.</td>
</tr>
<tr>
<td>Neurosurgical Critical Care</td>
<td>Critical care area specializing in treating life-threatening neurological diseases.</td>
</tr>
<tr>
<td>Preterm Critical Care</td>
<td>Critical care area specializing in the management of the pregnant patient with</td>
</tr>
<tr>
<td>Respiratory Critical Care</td>
<td>Complex medical or obstetric problems requiring a high level of care to prevent the</td>
</tr>
<tr>
<td>Surgical Critical Care</td>
<td>loss of the fetus and to protect the life of the mother.</td>
</tr>
<tr>
<td>Trauma Critical Care</td>
<td>Critical care area specializing in the care of patients who require a high level of</td>
</tr>
<tr>
<td>Trauma Intensive Care</td>
<td>monitoring and/or intervention following trauma or during critical illness related</td>
</tr>
<tr>
<td>Neonatal Intensive Care</td>
<td>to trauma.</td>
</tr>
<tr>
<td>Inpatient Nursery</td>
<td>Hospital area for normal newborns with no identified health problems.</td>
</tr>
</tbody>
</table>

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You can find a list of CDC Location Labels, along with descriptions in the document [CDC Location Labels and Location Descriptions](http://www.cdc.gov/nhsn/library.html) on the NHSN website. We’ll talk more about choosing locations in a few minutes.
The status for a location is active or inactive. The default is “Active” and you should not change it. If a location is ever closed, then you can change this to “inactive” – otherwise, don’t touch it.
And finally, when adding a location, you have to indicate a bed-size. This is the number of beds on the unit that are set up and staffed.

When all fields have been completed, click on **Add**.
The following message will appear, notifying you that your new location has been added:

The new location will appear in a list at the bottom of your screen:

<table>
<thead>
<tr>
<th>Status</th>
<th>Your Code</th>
<th>Your Label</th>
<th>CDC Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Active</td>
<td>CRC</td>
<td>CRC1</td>
<td>Cardiac Rehabilitation Center</td>
</tr>
</tbody>
</table>

After you click on Add, t
Let's move now to adding Surgeons. Surgeon codes and surgeon names are not required in NHSN and CDC does not use data that are entered into these fields. Many facilities, however, want to give feedback to their surgeons about their individual SSI rates because studies have shown that doing so is an important component of risk reduction in the surgical population.

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There are actually two methods of entering surgeon codes and names into NHSN. You can manually enter each of your surgeons or you can import surgeon information from a file.
We’ll talk about both methods. To add one or more surgeons to your facility, under Facility, click on Surgeons.
We’ll talk first about manual entry of surgeons. Choose an alphanumeric code for the surgeon. If you decide to add surgeons, surgeon code is the only required field. You can choose numbers or letters. Some facilities choose the surgeon’s last name which is fine unless you have two surgeons with the same last name in which case you’ll need to add a first initial. You can use a maximum of 20 characters for the surgeon code. More commonly, numbers are used for surgeon codes. When you choose the format for surgeon codes, keep in mind that they will appear in your drop down list in numero-alpha order with numbers first then alpha characters. I’ll show you an example in a minute
Enter Surgeon Search Criteria

Instructions:
- **Add** a record, fill in the form with the required fields and any desired optional values. Then click the Add button.
- **Find** a record, click on the Find button. One or more fields can be filled in to restrict the search to those values.
- **Edit** a record, perform a Find on the desired record. Click on the desired record to fill in its values into the form and replace the original record.
- **Delete** one or more records, perform a Find on the desired record(s). Check the corresponding box(es), then click the Clear button to start over with a new form.

Mandatory fields for "Add" or "Edit" a record marked with *

- **Surgeon Code** [A200]
- **Last Name** [John]
- **First Name** [Jan]
- **Middle Name**
- **Status** [Active]

Buttons: **Find**, **Add**, **Clear**, **Import Surgeon List**
Click Add when all info has been entered
First, the following message will appear, notifying you that the surgeon code has been added:

Then the new surgeon code will appear in a list at the bottom of your screen.
After the surgeon has been successfully added his/her code and name will appear in the drop-down list for surgeons on the Add Procedure screen. Notice that the surgeon codes appear in next to the name.
From the “Facility > Surgeons” screen, click on Import Surgeon Codes.
The type of file that you can import is called a comma delimited file and the format is shown here on the screen. It consists of the code comma, last name comma, first name comma, and middle name.

The two examples I’ve shown here demonstrate how they should look. The first example is pretty straightforward, the code is 200 comma last name Bond, comma, first name James comma Middle name L.

In the second example, there is no first name, but the field for first name must be included with a placeholder so, as you see here, we have the surgeon code (A200) comma, last name (Smith) comma, and since there is no first name used, another comma is inserted as a placeholder.
When you click on the Import Surgeon Data button you’ll get an import screen like this. You should click on your Browse button and navigate to the location on your computer where the comma delimited file of surgeon codes and names is listed.
Import Surgeon Code File Cont’d.

Click on Submit and the data will load into the Surgeon Table.

For information on the accepted file formats and content, click the Help link below.

Select file to import:

C:\Documents and Settings\da0\Desktop\Surgeon Code

Submit  Back
After you have entered your surgeons using either of the methods we discussed, you may want to look at a list of all the surgeons or find one particular surgeon. Going back to the Surgeons screen, if you’re looking for a specific Surgeon, you can enter the code or part of the name in the search criteria and click on Find. In this case, we want to find our surgeon James Bond, so I’ve typed Bond under last name and click on Find.
So now, at the bottom of the screen, I’m given the information about James Bond. If I click on his surgeon code, the screen will display the original fields that I entered about that surgeon.
So... let's say that I made a mistake when I first put this surgeon into the system. Let's say I just found out that his first name is actually Harry and that Jay is his middle name.
I can make these changes here and save the record.
Now the Surgeon Table is displayed again and the name change has been recorded.
If you want to just look at the list of all surgeons, from the same screen and without putting in any search criteria, you can click on Find and display the surgeon table list.
The first 10 surgeons will be displayed. As you can see in the lower right corner, this screen displays the first 10 of 18 surgeons. By clicking on Next at the bottom of the screen, I can look at the remaining 8 surgeons.
If, on the other hand, I want to look at all surgeons at the same time, I can select Display All.
And I'll get the entire list on the same screen.
So, we’ve not only talked about enrolling in NHSN, but now you’ve got the information you’ll need to add users, and add your facility-specific locations and surgeons.