



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.



## Objectives

- Review the basic design of the NHSN computer screens and identify the function of its elements <sup>a1</sup>
- 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>

- 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

## Slide 2

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- a1** 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

**Select a Component**  
**Example: Patient Safety**

Department of Health and Human Services  
Centers for Disease Control and Prevention

NHSN - National Healthcare Safety Network (ISD-CLFT-NHSN1)

**Welcome to the NHSN Landing Page**

Select a facility and component,  
then click Submit to go to the Home Page.

User: FA10 (ID 1282)

Select facility/group from dropdown list: Fac: DHQP MEMORIAL HOSPITAL (ID 10018)

Select facility within the above group: DHQP MEMORIAL HOSPITAL (10018)

Select component: Patient Safety

Submit  
Biovigilance  
Healthcare Personnel Safety  
Patient Safety

Get Adobe Reader

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

**Patient Safety Component: Home Page**

Department of Health and Human Services  
Centers for Disease Control and Prevention

NHSN - National Healthcare Safety Network (ISD-CLFT-NHSN1) | NHSN Home | My Info | Contact us | Help | Log Out

**NHSN Home**  
 Reporting Plan  
 Patient Event  
 Procedure  
 Summary Data  
 Import/Export  
 Analysis  
 Surveys  
 Users  
 Facility Group  
 Log Out

Logged into DHQP MEMORIAL HOSPITAL (ID 10018) as FA10.  
Facility DHQP MEMORIAL HOSPITAL (ID 10018) is following the PS component.

### NHSN Patient Safety Component Home Page

Use the Navigation bar on the left to access the features of the application.

**Assurance of Confidentiality:** The information obtained in this surveillance system that would permit identification of any individual or institution is collected with a guarantee that it will be held in strict confidence, will be used only for the purposes stated, and will not otherwise be disclosed or released without the consent of the individual, or the institution in accordance with Sections 304, 306 and 308(d) of the Public Health Service Act (42 USC 242b, 242k, and 242m(d)).

**NHSN maintenance may occur nightly between 12am and 6am Eastern time.**

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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.

**Home Page Confidentiality Assurance**

Department of Health and Human Services  
Centers for Disease Control and Prevention

NHSN - National Healthcare Safety Network (ISD-CLFT-NHSN1) | NHSN Home | My Info | Contact us | Help | Log Out

**NHSN Home**  
Reporting Plan  
Patient  
Event  
Procedure  
Summary Data  
Import/Export  
Analysis  
Surveys  
Users  
Facility  
Group  
Log Out

Logged into DHQP MEMORIAL HOSPITAL (ID 10018) as FA10.  
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### NHSN Patient Safety Component Home Page

Use the Navigation bar on the left to access the features of the application.

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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.

Home Page

CDC

Department of Health and Human Services  
Centers for Disease Control and Prevention

NHSN - National Healthcare Safety Network (ISD-CLFT-NHSN1) | **NHSN Home** | Info | Contact us | Help | Log Out

Logged into DHQP MEMORIAL HOSPITAL (ID 10018) as FA10.  
Facility DHQP MEMORIAL HOSPITAL (ID 10018) is following the PS component.

**NHSN Patient Safety Component Home Page**

Use the Navigation bar on the left to access the features of the application.

**Assurance of Confidentiality:** The information obtained in this surveillance system that would permit identification of any individual or institution is collected with a guarantee that it will be held in strict confidence, will be used only for the purposes stated, and will not otherwise be disclosed or released without the consent of the individual, or the institution in accordance with Sections 304, 306 and 308(d) of the Public Health Service Act (42 USC 242b, 242k, and 242m(d)).

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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.

**Home Page**

Department of Health and Human Services  
Centers for Disease Control and Prevention

NHSN - National Healthcare Safety Network (ISD-CLFT-NHSN1) | NHSN Home | **My Info** | Contact us | Help | Log Out

**NHSN Home**  
Reporting Plan  
Patient  
Event  
Procedure  
Summary Data  
Import/Export  
Analysis  
Surveys  
Users  
Facility  
Group  
Log Out

Logged into DHQP MEMORIAL HOSPITAL (ID 10018) as FA10.  
Facility DHQP MEMORIAL HOSPITAL (ID 10018) is following the PS component.

### NHSN Patient Safety Component Home Page

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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.

**My Info Screen**

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NHCN - National Healthcare Safety Network (ISD-CLFT-NHCN)

NHCN Home | My Info | Contact us | Help | Log Out

Logged into DHQP MEMORIAL HOSPITAL (ID 10018) as FA10.  
Facility DHQP MEMORIAL HOSPITAL (ID 10018) is following the PS component.

### View User

User ID: FA10

Contact Type:

Prefix:

First Name: Dennis

Middle Name:

Last Name: Fuller

Title:

User Type: HE - Hospital Epidemiologist

User Active: Y

Phone Number:

Extension:

E-mail Address: DFULLER@CDC.GOV

Fax Number:

User Group/Facility: DHQP MEMORIAL HOSPITAL (10018)

User Roles: ADMIN(BV) ADMIN(HCW) ADMIN(PS) ALLRIGHTS(BV) ALLRIGHTS(HCW) ALLRIGHTS(PS)

Edit Effective Rights Back

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.

Home Page

Department of Health and Human Services  
Centers for Disease Control and Prevention

NHSN - National Healthcare Safety Network (ISD-CLFT-NHSN1) | NHSN Home | My Info | **Contact us** | Help | Log Out

**NHSN Home**  
Logged into DHQP MEMORIAL HOSPITAL (ID 10018) as FA10.  
Facility DHQP MEMORIAL HOSPITAL (ID 10018) is following the PS component.

**NHSN Patient Safety Component Home Page**

Use the Navigation bar on the left to access the features of the application.

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The next helpful link is Contact Us. Clicking here will give you a contact phone number, email address and a website for NHSN.



This is the contact information that's always available from this link.

Home Page

Department of Health and Human Services  
Centers for Disease Control and Prevention

NHSN - National Healthcare Safety Network (ISD-CLFT-NHSN1) | NHSN Home | My Info | Contact us | **Help** | Log Out

**NHSN Home**  
Logged into DHQP MEMORIAL HOSPITAL (ID 10018) as FA10.  
Facility DHQP MEMORIAL HOSPITAL (ID 10018) is following the PS component.

**NHSN Patient Safety Component Home Page**

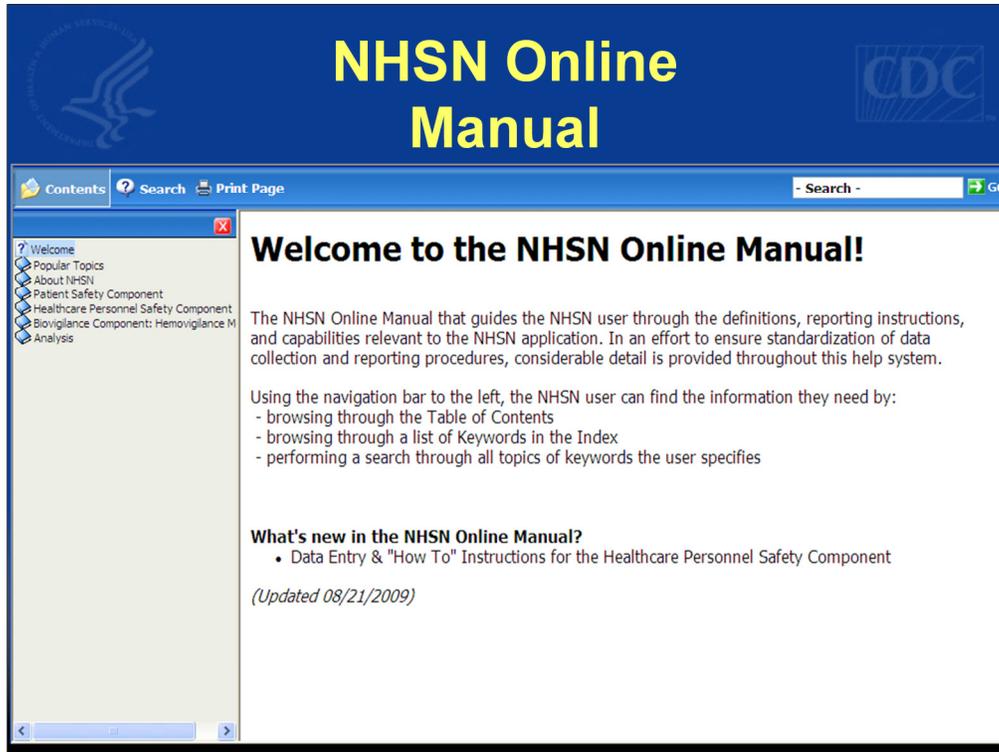
Use the Navigation bar on the left to access the features of the application.

**Assurance of Confidentiality:** The information obtained in this surveillance system that would permit identification of any individual or institution is collected with a guarantee that it will be held in strict confidence, will be used only for the purposes stated, and will not otherwise be disclosed or released without the consent of the individual, or the institution in accordance with Sections 304, 306 and 308(d) of the Public Health Service Act (42 USC 242b, 242k, and 242m(d)).

**NHSN maintenance may occur nightly between 12am and 6am Eastern time.**

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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.

**Navigation Bar**

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Centers for Disease Control and Prevention

NHSN - National Healthcare Safety Network (ISD-CLFT-NHSN1) | [NHSN Home](#) | [My Info](#) | [Contact us](#) | [Help](#) | [Log Out](#)

**NHSN Home**  
 Reporting Plan  
 Patient Event  
 Procedure  
 Summary Data  
 Import/Export  
 Analysis  
 Surveys  
 Users  
 Facility  
 Group  
 Log Out

Logged into DHQP MEMORIAL HOSPITAL (ID 10018) as FA10.  
Facility DHQP MEMORIAL HOSPITAL (ID 10018) is following the PS component.

### NHSN Patient Safety Component Home Page

Use the Navigation bar on the left to access the features of the application.

**Assurance of Confidentiality:** The information obtained in this surveillance system that would permit identification of any individual or institution is collected with a guarantee that it will be held in strict confidence, will be used only for the purposes stated, and will not otherwise be disclosed or released without the consent of the individual, or the institution in accordance with Sections 304, 306 and 308(d) of the Public Health Service Act (42 USC 242b, 242k, and 242m(d)).

**NHSN maintenance may occur nightly  
between 12am and 6am Eastern time.**

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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.

The screenshot shows the NHSN Patient Safety Component Home Page. At the top, there is a blue header with the text "Navigation Bar" in yellow. Below this is the CDC logo and the text "Department of Health and Human Services Centers for Disease Control and Prevention". The main content area is white and contains the following elements:

- Reporting Plan**: A section with a sub-menu for "Event".
- Event**: A sub-menu with options: "Add", "Find", and "Incomplete".
- Procedure**: A section with a sub-menu for "Summary Data".
- Import/Export**: A section with a sub-menu for "Analysis".
- Surveys**: A section with a sub-menu for "Users".
- Facility**: A section with a sub-menu for "Group".
- Log Out**: A link at the bottom of the navigation bar.

The main content area also includes a "NHSN Patient Safety Component Home Page" title, a message about using the navigation bar, an "Assurance of Confidentiality" statement, and a maintenance notice: "NHSN maintenance may occur nightly between 12am and 6am Eastern time." There is also a link to "Get Adobe Acrobat Reader for PDF files".

A callout box with a yellow background and black border points to the "Event" menu item. The text inside the callout box reads: "When you click on the topic, it expands to show the options that are available within that topic".

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.



## Adding a User

- 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

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.

**Adding a User Cont'd.**

Department of Health and Human Services  
Centers for Disease Control and Prevention

NHSN - National Healthcare Safety Network (15D-CLFT-NHS)

To add a new user to your facility, click on **Users**, then click on **Add**

NHSN Home  
Logged into DHQP MEMORIAL HOSPITAL (ID 10018) as Facility DHQP MEMORIAL HOSPITAL (ID 10018) is follow

**Reporting Plan**  
Patient  
Event  
Procedure  
Summary Data  
Import/Export  
Analysis  
Surveys  
**Users**  
Add  
Find  
Facility  
Group  
Log Out

**NHSN Patient Safety Component Home Page**

Use the Navigation bar on the left to access the features of the application.

**Assurance of Confidentiality:** The information obtained in this surveillance system that would permit identification of any individual or institution is collected with a guarantee that it will be held in strict confidence, will be used only for the purposes stated, and will not otherwise be disclosed or released without the consent of the individual, or the institution in accordance with Sections 304, 305 and 305(d) of the Public Health Service Act (42 USC 242b, 242k, and 242m(d)).

**NHSN maintenance may occur nightly between 12am and 6am Eastern time.**

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From the navigation bar, under **Users**, select **Add**  
The “Add User” screen will appear

**Add User Page**

Department of Health and Human Services  
Centers for Disease Control and Prevention

**NHSN - National Healthcare Safety Network (NHSN-CLPT-NHSN)**

Logged in as D:\GP\NHSN\DAL\_HOSPITAL (ID 10018) as PAO  
Facility: D:\GP\NHSN\DAL\_HOSPITAL (ID 10018) in following the PS component.

**Create a different User ID for each user you create. Use any combination of letters and/or numbers but spaces are not used**

Mandatory fields marked with \*

User ID\*: JS111

Prefix:

First Name\*:

Middle Name:

Last Name\*:

Title:

User Active: Y-Yes  No

User Type: ICP - Infection Control Professional

Phone Number:  Extension:

Fax Number:

E-mail Address\*:

Enter New Password\*:

Re-enter New Password\*:

Address, line 1:

Address, line 2:

Address, line 3:

City:

State:

County:

Zip Code:

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.

Department of Health and Human Services  
Centers for Disease Control and Prevention

# Add User Page

ADD - National Healthcare Safety Network (NHSN-CLUT-HHSN1)

Logged into DHSN MEMORIAL HOSPITAL (ID 10018) as PAID  
Facility: DHSN MEMORIAL HOSPITAL (ID 10018) in following the PR component.

Home | My Info | Contact us | Help | Log Out

## Add User

Help

Mandatory fields marked with \*

User ID\*: JS111 Up to 32 letters and/or numbers, no spaces or special characters

Prefix:

First Name \*: Jay

Middle Name:

Last Name \*: Smith

Title:

User Active: Y-Yes

User Type: ICP - Infection Control Professional

Phone Number:

Fax Number:

E-mail Address\*:

Enter New Password\*:

Re-enter New Password\*:

Address, line 1:

Address, line 2:

Address, line 3:

City:

State:

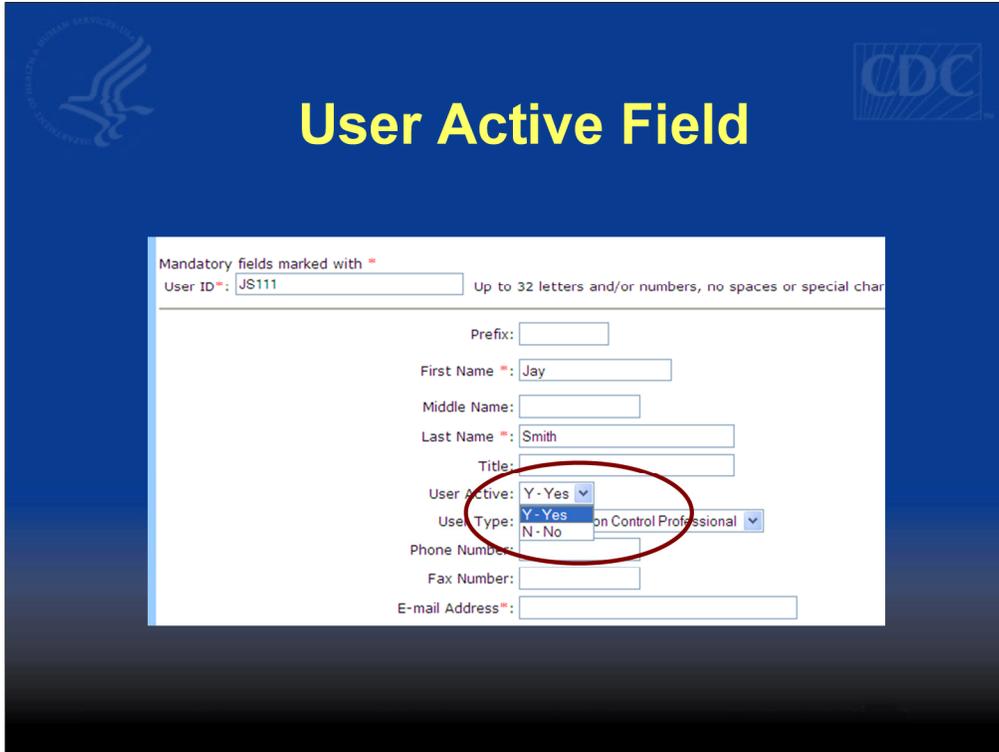
County:

Zip Code:

Extension:

Zip Code Ext.:

**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”.

**User Type**

Mandatory fields marked with \*

User ID\*: JS111 Up to 32 letters and/or numbers, no spaces or special characters

Prefix:

First Name\*: Jay

Middle Name:

Last Name\*: Smith

Title:

User Active: Yes

User Type: ICP - Infection Control Professional

Phone Number:

Fax Number:

E-mail Address\*:

Enter New Password\*:

Re-enter New Password\*:

Address, line 1:

Address, line 2:

Address, line 3:

City:

State:

**User Type Options:**

- ICP - Infection Control Professional
- DE - Data Entry Clerk
- DIAL - Dialysis Nurse/Professional
- HE - Hospital Epidemiologist
- ICCC - IC Committee Chair
- IT - IT Professional
- M - Microbiologist
- MLT - Medical Lab Technician
- MT - Medical Technologist
- OH - Occup Health Professional
- P - Pharmacist
- PHY - Physician
- PrI - Principal Investigator
- OTH - Other

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.

The image shows a screenshot of a web form titled "Add User" on a blue background. The form includes fields for "User ID", "Prefix", "First Name", "Middle Name", "Last Name", "Title", "User Active", "User Type", "Phone Number", "Fax Number", and "E-mail Address". A yellow callout box with black text says "Phone number and fax are optional, but you must enter a valid email address." Two red arrows point from the callout box to the "Phone Number" and "Fax Number" fields. The "E-mail Address" field contains the text "JS111@HOSPITAL.ORG".

**Phone and Fax**

**Add User**

Mandatory fields marked with \*

User ID\*: JS111 Up to 32 letters and/or numbers, no spaces or special characters

Prefix:

First Name \*: Jay

Middle Name:

Last Name \*: Smith

Title:

User Active: Y - Yes

User Type: ICP - Infection Control Professional

Phone Number: 404-552-9999

Fax Number:

E-mail Address\*: JS111@HOSPITAL.ORG

**Phone number and fax are optional, but you must enter a valid email address.**

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.

**Edit User Rights**

Department of Health and Human Services  
Centers for Disease Control and Prevention

NHSN - National Healthcare Safety Network (ID: CLST-NHSA1)

Logged into DHQP MEMORIAL HOSPITAL (ID 10018) as FA10.  
Facility DHQP MEMORIAL HOSPITAL (ID 10018) is following the PS component.

✓ User JS111 (ID 1392) saved successfully. Please add rights for the new user.

User ID: JS111 (ID 1392)  
Facility List: DHQP MEMORIAL HOSPITAL (10018)

Rights	Patient Safety	Healthcare Personnel Safety	Biovigilance
Administrator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All Rights	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Analyze Data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Enter Data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
View Data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Customize Rights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Effective Rights Save Back

A Facility Admin can choose to give a user all rights

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)

**Edit User Rights Cont'd.**

Department of Health and Human Services  
Centers for Disease Control and Prevention

NHSN - National Healthcare Safety Network (ISD-CLFT-NHSN1)

Logged into DHQP MEMORIAL HOSPITAL (ID 10018) as FAID.  
Facility DHQP MEMORIAL HOSPITAL (ID 10018) is following the PS component.

**Edit User Rights**

✔ User JS111 (ID 1392) saved successfully. Please add rights for the new user.

User ID: JS111 (ID 1392)  
Facility List: DHQP MEMORIAL HOSPITAL (10018)

Rights	Patient Safety	Healthcare Personnel Safety	Biovigilance
Administrator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All Rights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Analyze Data	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Enter Data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
View Data	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Customize Rights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

...or rights to one or more specific NHSN activities

Effective Rights Save Back

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.

**Administrative User**

The NHSN Facility Admin can also choose make the user an Administrative User. This will allow the user all rights.

**Edit User Rights**

✓ User JS111 (ID 1392) saved successfully. Please add rights for the new user.

User ID: **JS111 (ID 1392)**

Facility List:

Rights	Patient Safety	Healthcare Personnel Safety	Biovigilance
Administrator	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All Rights	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Analyze Data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Enter Data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
View Data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Customize Rights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Effective Rights Save Back

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.

**Edit User Rights**

NHSN - national healthcare safety network (15U-CLFI-NHSN1)

Logged into DHQP MEMORIAL HOSPITAL (ID 10018) as FAID.  
Facility DHQP MEMORIAL HOSPITAL (ID 10018) is following the PS component.

**Edit User Rights**

✔ User JS111 (ID 1392) saved successfully. Please add rights for the new user.

User ID: **JS111 (ID 1392)**

Facility List: **DHQP MEMORIAL HOSPITAL (10018)**

Rights	Patient Safety	Healthcare Personnel Safety	Biovigilance
Administrator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All Rights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Analyze Data	<input type="checkbox"/>		
Enter Data	<input type="checkbox"/>		
View Data	<input type="checkbox"/>		
Customize Rights	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Once you are more familiar with NHSN, if necessary, you can customize user rights

Advanced

Effective Rights Save Back

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](mailto: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.

**Find User**

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NHSN - National Healthcare Safety Network (ISD-CLFT-NHSN1)

Logged into DHQP MEMORIAL HOSPITAL (ID 10018) as FA10.  
Facility DHQP MEMORIAL HOSPITAL (ID 10018) is following the PS component.

Reporting Plan  
Patient  
Event  
Procedure  
Summary Data  
Import/Export  
Analysis  
Surveys  
Users  
Add  
Find  
Facility  
Group  
Log Out

Find User

HELP

• Enter search criteria and click Find

User Information

User ID:

First Name:

Middle Name:

Last Name:

Phone Number:

E-mail Address:

Find Clear Back

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

**User List**

Department of Health and Human Services  
Centers for Disease Control and Prevention

NHSN - National Healthcare Safety Network (15D-CLFT-NHSN1)

Logged into DHQP MEMORIAL HOSPITAL (ID 10018) as FA10.  
Facility DHQP MEMORIAL HOSPITAL (ID 10018) is following the PS component.

**User List**

HELP

First | Previous | [Next](#) | Last

Deactivate	Name	Title	User ID	User Type
<input type="checkbox"/>	<a href="#">Goulding, Joy</a>		JPS1	OTH - Other
<input type="checkbox"/>	<a href="#">Dudeck, Maggie</a>		MAGGIE	ICP - Infection Control Professional
<input type="checkbox"/>	<a href="#">Tolson, James</a>		JST2	ICP - Infection Control Professional
<input type="checkbox"/>	<a href="#">Edwards, Jonathan</a>		JDE3	ICP - Infection Control Professional
<input type="checkbox"/>	<a href="#">Mandel, Paul</a>		PMANDEL	OTH - Other
<input type="checkbox"/>	<a href="#">Peterson, Kelly</a>		KNP	OTH - Other
<input type="checkbox"/>	<a href="#">Andrus, Mary</a>		MVA	ICP - Infection Control Professional
<input type="checkbox"/>	<a href="#">Horan, Teresa</a>		TCH	OTH - Other
<input type="checkbox"/>	<a href="#">Ducks, Daisy</a>		DAISY	ICP - Infection Control Professional
<input type="checkbox"/>	<a href="#">P_D</a>		DPOLLOCK	ICP - Infection Control Professional

First | Previous | [Next](#) | Last

Add Back

...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

The screenshot displays a web interface titled "Edit User Information" with a CDC logo in the top right. The main content area is titled "View User" and lists the following information for a user named Daisy:

- User ID: DAISY
- Contact Type:
- Prefix:
- First Name: Daisy
- Middle Name:
- Last Name: Ducks
- Title:
- User Type: ICP - Infection Control Professional
- User Active: N
- Phone Number:
- Extension:
- E-mail Address: MLANDRUS@CHARTER.NET
- Fax Number:
- User Group/Facility: DHQP MEMORIAL HOSPITAL (10018)
- User Roles: VIEW(PS)

At the bottom of the form, there are three buttons: "Edit", "Effective Rights", and "Back". A red arrow points to the "Edit" button.

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

**Modify User Rights**

**View User**

User ID: DAISY

Contact Type:

Prefix:

First Name: Daisy

Middle Name:

Last Name: Ducks

Title:

User Type: ICP - Infection Control Professional

User Active: N

Phone Number:

Extension:

E-mail Address: MLANDRUS@CHARTER.NET

Fax Number:

User Group/Facility: DHQP MEMORIAL HOSPITAL (10018)

User Roles: VIEW(PS)

Buttons: Edit, Effective Rights, Back

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.

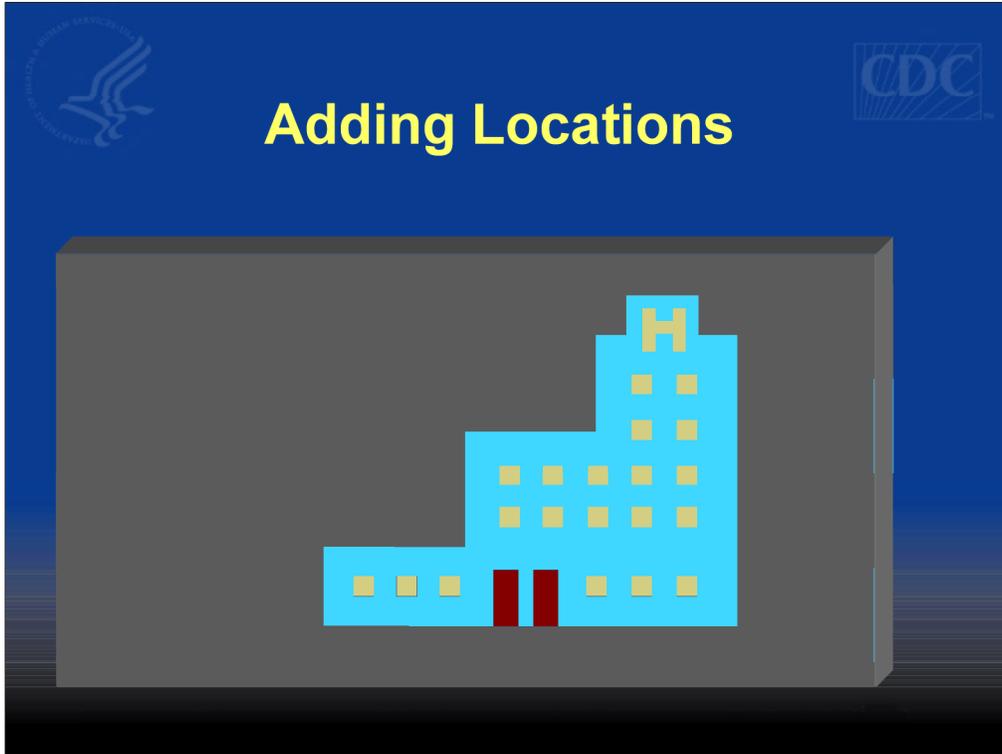


## Adding a User

- Once a user is added, NHSN will send the user an email with the following:
  - Agreement to follow the Rules of Behavior
  - Instructions on obtaining and downloading a Digital Certificate

**NHSN User Start-up Guide**  
<http://www.cdc.gov/nhsn/index.html>

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.



## Adding Locations cont'd.



- Decide which locations you will monitor
  - Patient care areas where device-associated infections are monitored
  - Patient care areas where patients having selected operations are housed
- Locations must be identified and set up before the Monthly Reporting Plan can be completed

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.

**Facility Locations**

Department of Health and Human Services  
Centers for Disease Control and Prevention

NHSN - National Healthcare Safety Network (15D-CLFT-NHSN1)

Logged into DHQP MEMORIAL HOSPITAL (ID 10018) as FAIO.  
Facility DHQP MEMORIAL HOSPITAL (ID 10018) is following the PS component.

**NHSN Patient Safety Component Home Page**

Use the Navigation bar on the left to access the features of the application.

**Assurance of Confidentiality:** The information obtained in this surveillance system that would permit will be used only for the purposes stated, and will not otherwise be disclosed or released without the Service Act (42 USC 242b, 242k, and 242m(d)).

**NHSN maintenance may occur nightly between 12am and 6am Eastern time.**

[Get Adobe Acrobat Reader for PDF files](#)

From the "Facility" section of the Navigation Bar, select **Locations**

Let's walk through the steps of adding a location in NHSN.  
**Locations**

**Facility Location Codes**

Department of Health and Human Services  
Centers for Disease Control and Prevention

NHSN - National Healthcare Safety Network (ISD-CLFT-NHSN1)

Logged into DHQP MEMORIAL HOSPITAL (ID 10018) as FA10.  
Facility DHQP MEMORIAL HOSPITAL (ID 10018) is following the PS component.

**Locations**

**Instructions**

- To **Add** a record, fill in the form with the required fields and any desired optional values. Then click on the **Add** button.
- To **Find** a record, click on the **Find** button. One or more fields can be filled in to restrict the search to those values. Click on the desired record to fill in its values into the form and click on the **Add** button. Check the corresponding box(es), then click on the **Add** button.

Mandatory fields to "Add" or "Edit" a record marked with \*

Your Code\*: CRC

Your Label\*: CRC1

CDC Location Description\*: Cardiac Rehabilitation Center

Status\*: Active

Bed Size: 16 A bed size greater than zero is required for most inpatient locations.

Find Add Clear

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.

# Facility Location Labels

**HELP Instructions**

- To **Add** a record, fill in the form with the required fields and any desired information.
- To **Find** a record, click on the *Find* button. One or more fields can be searched.
- To **Edit** a record, perform a *Find* on the desired record. Click on the *Edit* button.
- To **Delete** one or more records, perform a *Find on the desired record*. Click on the *Delete* button.
- Press the **Clear** button to start over with a new record.

Mandatory fields to "Add" or "Edit" a record marked with an asterisk (\*)

Your Code\*: CRC

Your Label\*: CRC1

CDC Location Description\*: Cardiac Rehabilitation Center

Status\*: Active

Bed Size: 16 A bed size greater than zero is required for all records.

**Enter a label for this location – may be the same as the code or an expanded name**

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.

## Facility Location Description

**Choose from the drop-down list the CDC location that most closely maps to your location**

**Instructions**

- To **Add** a record, fill in the form with the required fields and any desired optional values.
- To **Find** a record, click the Find button.
- To **Edit** a record, click the Edit button.
- To **Delete** one or more records, click the Delete button.
- Press the **Clear** button to clear the form.

Mandatory fields to "Add" or "Edit" a record marked with \*

Your Code\*: CRC

Your Label\*: CRC1

CDC Location Description\*: Cardiac Rehabilitation Center

Status\*: Cardiac Rehabilitation Center

Bed Size:

most inpatient location

Find

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.

 **Choosing a CDC Location Type:** 

**Using the 80% Rule**

- Location: the specific patient care area to which a patient is assigned while receiving care in the healthcare facility

 •If 80% of the patients in a patient care area (e.g., pediatric patients requiring orthopedic care) are of a certain type, then so designate that location (in this case, Inpatient Pediatric Orthopedic Ward).

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 are of a certain type, then you should so designate that location. Once a CDC Location Type has been designated, then all the patients in that location are monitored for events in the plan.





CDC Location Label	Location Description
<b>INFATIENT LOCATIONS</b>	
<b>Inpatient Adult Critical Care</b>	
Burn Critical Care	Critical care area specializing in the care of patients with significant/major burns
Medical Cardiac Critical Care	Critical care area specializing in the care of patients with serious heart problems that do not require heart surgery.
Surgical Cardiothoracic Critical Care	Critical care area specializing in the care of patients following cardiac and thoracic surgery.
Medical Critical Care	Critical care area for patients who are being treated for nonsurgical conditions.
Medical/Surgical Critical Care	An area where critically ill patients with medical and/or surgical conditions are managed.
Neurologic Critical Care	Critical care area specializing in treating life-threatening neurological diseases.
Neurosurgical Critical Care	Critical care area specializing in the surgical management of patients with severe neurological diseases or those at risk for neurological injury as a result of surgery.
Prenatal Critical Care	Critical care area specializing in the management of the pregnant patient with complex medical or obstetric problems requiring a high level of care to prevent the loss of the fetus and to protect the life of the mother.
Respiratory Critical Care	Critical care area for the evaluation and treatment of the patient with severe respiratory conditions.
Surgical Critical Care	Critical care area for the evaluation and management of patients with serious illness before and/or after surgery..
Trauma Critical Care	Critical care area specializing in the care of patients who require a high level of monitoring and/or intervention following trauma or during critical illness related to trauma.
<b>Neonatal Units</b>	
Inpatient Well Baby Nursery (Level I)	Hospital area for normal newborns with no identified health problems.

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.

CDC Home  
Centers for Disease Control and Prevention  
Your Online Source for Credible Health Information

A-Z Index: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z #

National Healthcare Safety Network (NHSN)

<http://www.cdc.gov/nhsn/library.html>

**NHSN**

- About NHSN
- Communication Updates
- Enrollment Requirements
- Patient Safety Component
- Healthcare Personnel Safety Component
- Biovigilance Component
- Data Collection Forms
- NHSN Training
- Data & Statistics
- Resource Library**
- Contact NHSN

**Resource Library**

**NHSN Guides**

- [Purposes, Eligibility, Requirements and Confidentiality](#)  
NHSN's purpose and participation criteria. April 2006  
PDF (46 KB / 2 pages)
- [NHSN Facility Administrator Enrollment Guide June 2009](#). PDF (1.16 MB / 30 pages) A step-by-step start-up guide for enrolling a facility in NHSN
- [NHSN Group Administrator Guide June 2009](#) PDF (1.32 MB / 26 pages) A step-by-step start-up guide for forming a group in NHSN
- [NHSN Rules of Behavior for Facility/Group Administrators Aug 2005](#) PDF (130KB / 13pages)
- [User Start-up Guide June 2000](#) PDF (1.24MB / 54 pages)

**NHSN Codes and Variables**

- [NHSN Operative Procedure Categories](#)  
Reference list includes NHSN operative procedures, ICD-9-CM codes. Jan. 2009 PDF (53 KB / 4 pages)
- [ICD-9-CM codes](#)  
Includes mapping to NHSN operative procedures codes. January 2009 PDF (9.54 MB / 20 pages)
- [CDC Location Labels and Location Descriptions](#)  
List of CDC location labels and location descriptions. PDF (268 KB / 15 pages)
- [NHSN Variable List](#)  
Reference list of NHSN variable names and labels used in analysis. PDF (285 KB / 29 pages)

You can find a list of CDC Location Labels, along with descriptions in the document CDC Location Labels and Location Descriptions on the NHSN website. We'll talk more about choosing locations in a few minutes.

Facility Location Status

Logged into DHQP MEMORIAL HOSPITAL (ID 10018) as FAIO.  
Facility DHQP MEMORIAL HOSPITAL (ID 10018) is following the PS component.

### Locations

**HELP Instructions**

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

Mandatory fields to "Add" or "Edit" a record marked with \*

Your Code\*: CRC  
Your Label\*: CRC1  
CDC Location Description\*: Cultural Arts Rehabilitation Center  
Status\*: Active  
Bed Size: 16 A bed size greater than zero is required for most inpatient locations.

Find Add Clear

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.

**Facility Location Bed Size**

Logged into DHQP MEMORIAL HOSPITAL (ID 10018) as FA10.  
Facility DHQP MEMORIAL HOSPITAL (ID 10018) is following the PS component.

### Locations

**HELP Instructions**

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

Mandatory fields to "Add" or "Edit" a record marked with \*

Your Code:

Your Label\*:

CDC Location Description\*:

Status\*:

Bed Size:  A bed size greater than zero is required for most inpatient locations.

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**.

# Facility Locations Added

**The following message will appear, notifying you that your new location has been added:**

Logged into DHQP MEMORIAL HOSPITAL (ID 10018) as FA10.  
 Facility DHQP MEMORIAL HOSPITAL (ID 10018) is following the PS component.

✔ The location 'CRC1' has been successfully added.

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

Location Table				
<a href="#">Display All</a>				
First   Previous   Next   Last				
Delete	Status	Your Code ▲	Your Label	CDC Description
<input type="checkbox"/>	Active	<a href="#">CRC</a>	CRC1	Cardiac Rehabilitation Center
First   Previous   Next   Last				

After you click on Add, t



## Adding Surgeons



- Surgeon codes and surgeon names are not required in NHSN
- Feedback about SSI rates to surgeons has been shown to be an important component of strategies to reduce SSI risk\*

**Haley RW, Culver DH, et. al. The efficacy of infection surveillance and control programs in preventing nosocomial infections in US hospitals. Am J Epidemiol 1985;121:182-205.**

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.



## Methods for Adding Surgeons

1. Manually enter each surgeon
2. Import surgeon information from a file

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.

**Facility Surgeons Link**

To add a surgeon to your facility, click links for **Facility**, and then **Surgeons**

Department of Health and Human Services  
Centers for Disease Control and Prevention

NHSN - National Healthcare Safety Network (ISD-CLFT-NHSN1)

Logged into DHQP MEMORIAL HOSPITAL (ID 10018) as FA10.  
Facility DHQP MEMORIAL HOSPITAL (ID 10018) is following the PS component.

**NHSN Patient Safety Component Home Page**

Use the Navigation bar on the left to access the features of the application.

**Assurance of Confidentiality:** The information obtained in this surveillance system that would be used only for the purposes stated, and will not otherwise be disclosed or released without Service Act (42 USC 242b, 242k, and 242m(d)).

**NHSN maintenance may occur nightly between 12am and 6am Eastern time.**

[Get Adobe Acrobat Reader for PDF files](#)

We'll talk about both methods. To add one or more surgeons to your facility, under **Facility**, click on **Surgeons**.

Manual Entry of Surgeon Codes

Logged into DHQP MEMORIAL HOSPITAL (ID 10018) as FAIG.  
Facility DHQP MEMORIAL HOSPITAL (ID 10018) is following the PS component.

## Surgeons

[HELP](#)

**Instructions**

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

Mandatory fields to "Add" or "Edit" a record marked with \*

Surgeon Code\*:

Last Name:

First Name:

Middle Name:

Status\*: Active

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



Logged into DHQP MEMORIAL HOSPITAL (ID 10018) as FA10.  
Facility DHQP MEMORIAL HOSPITAL (ID 10018) is following the PS component.

Enter the surgeon's last and first name if you desire

## Surgeons

[HELP](#)

### Instructions

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

Mandatory fields to "Add" or "Edit" a record marked with \*

Surgeon Code\*: A200

Last Name: Smith

First Name: Jayl

Middle Name:

Status\*: Active

Surgeon's Status

Logged into DHQP MEMORIAL HOSPITAL (ID 10018) as FA10.  
Facility DHQP MEMORIAL HOSPITAL (ID 10018) is following the PS component.

### Surgeons

[HELP](#)

**Instructions**

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

Mandatory fields to "Add" or "Edit" a record marked with \*

Surgeon Code\*: A200  
Last Name: Smith  
First Name: Jayl  
Middle Name:  
Status: Active

**Status will default to Active**

Find Add Clear Import Surgeon Codes

Logged into DHQP MEMORIAL HOSPITAL (ID 10018) as FA10.  
Facility DHQP MEMORIAL HOSPITAL (ID 10018) is following the PS component.

# Add Surgeon Record

Surgeons [HELP](#)

**Instructions**

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

Mandatory fields to "Add" or "Edit" **Click Add when all info has been entered**

Surgeon Code\*:   
Last Name:   
First Name:   
Middle Name:   
Status\*:



# Adding Surgeons, Cont'd.



First, the following message will appear, notifying you that the surgeon code has been added:

✔ The surgeon code 'A200' has been successfully added.

**Surgeon Table**

First | Previous | Next | Last

<input type="checkbox"/>	Status	Surgeon Code	Last Name
<input type="checkbox"/>	Active	<a href="#">A200</a>	Smith

First | Previous | Next | Last

Then the new surgeon code will appear in a list at the bottom of your screen

# Surgeon Code Drop-down List

The screenshot displays a 'Procedure Details' form with various dropdown menus and input fields. A list of surgeons is shown in a dropdown menu, with the entry 'A200 - Smith, Jay' circled in red. The list includes the following entries:

- 0103 - Simpson, Homer
- 1012 - Barber, Henry
- 1234 - Jones, Barb
- 401 - Kline, Kevin
- 402 - Banda, Harry
- 403 - Thompson, Stanley
- 407 - Bradbury, Helen
- 408 - Wilcox, James
- 409 - Jones, Brenda
- 410 - Sweet, Carl
- 411 - Green, Jack
- 412 - Thomas, Bruce
- 641 - Munster, Herman
- 642 - Hepburn, Kathryn
- 643 - George, Boy
- 8501 - Doss, [unclear]
- A200 - Smith, Jay**
- 9444 - [unclear]

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.

Logged into DHQP MEMORIAL  
Facility DHQP MEMORIAL HOS

# Importing Surgeons

Surgeons

HELP

**Instructions**

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

Mandatory fields to "Add" or "Edit" a record marked with \*

Surgeon Code\*:

Last Name\*:

First Name\*:

Middle Name\*:

Status\*: Active

**Importing Surgeons**

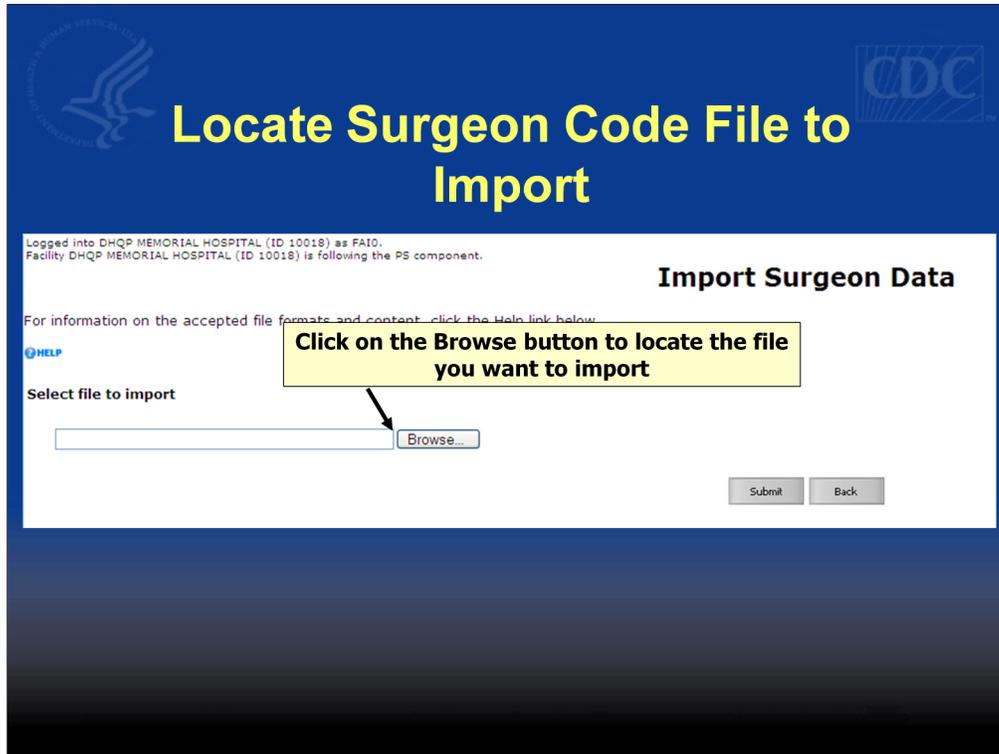
- Import a comma delimited file

```
Code, last name, first name, middle name  
200, Bond, James, L  
A200, Smith,
```

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.

Logged into DHQP MEMORIAL HOSPITAL (ID 1 Facility DHQP MEMORIAL HOSPITAL (ID 10018)

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

## Import Surgeon Data

For information on the accepted file formats and content, click the [Help](#) link below.

[HELP](#)

Select file to import

C:\Documents and Settings\faio\Desktop\Surgeon Cod

Find a Surgeon

Logged into DHQP MEMORIAL HOSPITAL (ID 10018) as FA10.  
Facility: DHQP MEMORIAL HOSPITAL (ID 10018) is following the PS component.

## Surgeons

[HELP](#)

**Instructions**

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

Mandatory fields to "Add" or "Edit" a record marked with \*

Surgeon Code\*:

Last Name:

First Name:

Middle Name:

Status\*: Active

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.

**Instructions**

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

Mandatory fields to "Add" or "Edit" a record marked with \*

Surgeon Code\*:

Last Name: Smith

First Name:

Middle Name:

Status\*: Active

**Surgeon Table**

[Display All](#)

First | Previous | Next | Last

<input type="button" value="Delete"/>	Status	Surgeon Code	Last Name
<input type="checkbox"/>	Active	<a href="#">A200</a>	Smith

First | Previous | Next | Last

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.

**Edit Surgeon Codes**  
Cont'd.

**Instructions**

- To **Add** a record, fill in the form with the required fields and any desired optional v
- To **Find** a record, click on the *Find* button. One of more fields can be filled in to re
- To **Edit** a record, perform a *Find* on the desired record. Click on the desired recor
- To **Delete** one or more records, perform a *Find* on the desired record(s). Check
- Press the **Clear** button to start over with a new form.

Mandatory fields to "Add" or "Edit" a record marked with \*

Surgeon Code\*: A200  
 Last Name: Smith  
 First Name: Jay  
 Middle Name:  
 Status\*: Active

Find

[Display All](#)  
 First | Previous | Next | Last

Delete	Status	Surgeon Code
<input type="checkbox"/>	Active	<a href="#">A200</a>

First | Previous | Next | Last

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.

## Save Edited Surgeon Codes Record

**Instructions**

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

Mandatory fields to "Add" or "Edit" a record marked with \*

Surgeon Code\*: A200  
Last Name: Smith  
First Name: Harry  
Middle Name: Jayl  
Status\*: Active

Find Save Clear Import Surgeon Codes

**Surgeon Table**

I can make these changes here and save the record.

The screenshot shows a web interface with a blue header containing the text "Name Change in Surgeon Table" and the CDC logo. Below the header, there are buttons for "Find", "Add", "Clear", and "Import Surgeon Codes". The main content area is titled "Surgeon Table" and contains a table with the following data:

Delete	Status	Surgeon Code	Last Name	First Name
<input type="checkbox"/>	Active	<a href="#">A200</a>	Smith	Harry

Navigation links include "Display All", "First | Previous | Next | Last" above the table, and "First | Previous | Next | Last" below the table. The "Last Name" cell in the data row is circled in red.

Now the Surgeon Table is displayed again and the name change has been recorded.

**Find a Surgeon Table List**

**Instructions**

- To **Add** a record, fill in the form with the required fields and any desired optional va
- To **Find** a record, click on the *Find* button. One of more fields can be filled in to res
- To **Edit** a record, perform a *Find* on the desired record. Click on the desired record
- To **Delete** one or more records, perform a *Find* on the desired record(s). Check th
- Press the **Clear** button to start over with a new form.

Mandatory fields to "Add" or "Edit" a record marked with \*

Surgeon Code\*:

Last Name\*:

First Name\*:

Middle Name\*:

Status\*: Active

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 interface features a blue header with the CDC logo and the title "Surgeon Table Display". Below the header are buttons for "Find", "Add", "Clear", and "Import Surgeon Codes". The main content area is titled "Surgeon Table" and includes a "Display All" link and pagination controls: "First | Previous | **Next** | Last". A table lists 10 surgeons with columns for "Delete", "Status", "Surgeon Code", "Last Name", and "First Name". A red arrow points to the "Next" link at the bottom of the table.

Delete	Status	Surgeon Code	Last Name	First Name
<input type="checkbox"/>	Active	<a href="#">0103</a>	Simpson	Homer
<input type="checkbox"/>	Active	<a href="#">1012</a>	Barber	Henry
<input type="checkbox"/>	Active	<a href="#">1234</a>	Jones	Barb
<input type="checkbox"/>	Active	<a href="#">401</a>	Kline	Kevin
<input type="checkbox"/>	Active	<a href="#">402</a>	Banda	Harry
<input type="checkbox"/>	Active	<a href="#">403</a>	Thompson	Stanley
<input type="checkbox"/>	Active	<a href="#">407</a>	Bradbury	Helen
<input type="checkbox"/>	Active	<a href="#">408</a>	Wilcox	James
<input type="checkbox"/>	Active	<a href="#">409</a>	Jones	Brenda
<input type="checkbox"/>	Active	<a href="#">410</a>	Sweet	Carl

First | Previous | **Next** | Last

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.

Surgeon Table: Display All

Find Add Clear Import Surgeon Codes

Surgeon Table

[Display All](#)

First | Previous | [Next](#) | Last

Delete	Status	Surgeon Code	Last Name	First Name
<input type="checkbox"/>	Active	<a href="#">0103</a>	Simpson	Homer
<input type="checkbox"/>	Active	<a href="#">1012</a>	Barber	Henry
<input type="checkbox"/>	Active	<a href="#">1234</a>	Jones	Barb
<input type="checkbox"/>	Active	<a href="#">401</a>	Kline	Kevin
<input type="checkbox"/>	Active	<a href="#">402</a>	Banda	Harry
<input type="checkbox"/>	Active	<a href="#">403</a>	Thompson	Stanley
<input type="checkbox"/>	Active	<a href="#">407</a>	Bradbury	Helen
<input type="checkbox"/>	Active	<a href="#">408</a>	Wilcox	James
<input type="checkbox"/>	Active	<a href="#">409</a>	Jones	Brenda
<input type="checkbox"/>	Active	<a href="#">410</a>	Sweet	Carl

First | Previous | [Next](#) | Last

If, on the other hand, I want to look at all surgeons at the same time, I can select Display All

**Expanded view**

Find Add Clear Import Surgeon Codes

**Surgeon Table**

[Display All](#)  
First | Previous | Next | Last

Delete	Status	Surgeon Code	Last Name	First Name
<input type="checkbox"/>	Active	<a href="#">0103</a>	Simpson	Homer
<input type="checkbox"/>	Active	<a href="#">1012</a>	Barber	Henry
<input type="checkbox"/>	Active	<a href="#">1234</a>	Jones	Barb
<input type="checkbox"/>	Active	<a href="#">401</a>	Kline	Kevin
<input type="checkbox"/>	Active	<a href="#">402</a>	Banda	Harry
<input type="checkbox"/>	Active	<a href="#">403</a>	Thompson	Stanley
<input type="checkbox"/>	Active	<a href="#">407</a>	Bradbury	Helen
<input type="checkbox"/>	Active	<a href="#">408</a>	Wilcox	James
<input type="checkbox"/>	Active	<a href="#">409</a>	Jones	Brenda
<input type="checkbox"/>	Active	<a href="#">410</a>	Sweet	Carl
<input type="checkbox"/>	Active	<a href="#">411</a>	Green	Jack
<input type="checkbox"/>	Active	<a href="#">412</a>	Thomas	Bruce
<input type="checkbox"/>	Active	<a href="#">641</a>	Munster	Herman
<input type="checkbox"/>	Active	<a href="#">642</a>	Hepburn	Kathryn
<input type="checkbox"/>	Active	<a href="#">643</a>	George	Boy
<input type="checkbox"/>	Active	<a href="#">85612</a>	Doe	J
<input type="checkbox"/>	Active	<a href="#">A200</a>	Smith	Harry
<input type="checkbox"/>	Active	<a href="#">ADAMS2</a>		
<input type="checkbox"/>	Active	<a href="#">KEN2</a>	Newman	Kermon
<input type="checkbox"/>	Active	<a href="#">NEW</a>	Stimpson	Harold

First | Previous | Next | Last

And I'll get the entire list on the same screen.



**Questions?**

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<http://www.cdc.gov/nhsn/index.html>

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.