

Healthcare Claims Data Submission Checklist

Addendum to the NHSN Healthcare Claims Data Protocol

Program	National Healthcare Safety Network (NHSN)
Division	Division of Healthcare Quality Promotion (DHQP)
Version	1.0 Draft
Last Updated	September 2026

Purpose

This checklist serves as a tool for facilities that volunteer to report healthcare claims data to NHSN, to help ensure all required steps are completed before, during, and after uploading healthcare claims data to NHSN. This checklist is intended to supplement, not replace, the full [Centers for Disease Control and Prevention \(CDC\) NHSN Healthcare Claims Data Protocol](#) and [NHSN Healthcare Claims Data Dictionary](#).

1. Pre-Submission Setup (One-Time Requirements) – completed by the NHSN Facility Administrator (FA)

Requirement / Action Item	Complete	Comments
Review all healthcare claims data reporting resources on the NHSN webpage .	☐	
Confirm the facility is actively enrolled in the NHSN Patient Safety Component (PSC).	☐	
Confirm all patient care locations are mapped per CDC guidance.	☐	
Secure leadership approval to report healthcare claims data to NHSN.	☐	
Identify and designate a Claims Data Implementation Coordinator (CDIC).	☐	
Engage key stakeholders from billing, information technology, infection prevention, quality, and compliance.	☐	
Confirm the CDIC is an NHSN facility user and assign appropriate user rights.	☐	

Note: Portions of the **NHSN Healthcare Claims Data Submission Checklist** were organized and edited using **ChatGPT (GPT-5.5)** (OpenAI, San Francisco, California, United States), accessed through the **U.S. Department of Health and Human Services (HHS) enterprise-approved ChatGPT platform**, for formatting, outlining, and language refinement. The checklist content was developed using the **NHSN Healthcare Claims Data Protocol**. The authors reviewed, revised, and approved all edits.

2. Claims Data Reporting Plan (CDRP) – completed by the CDIC in conjunction with the FA

Requirement / Action Item	Complete	Comments
Log into Secure Access Management Services (SAMS) to access NHSN and proceed to NHSN Reporting .	☐	
Select NHSN Reporting on the My Applications webpage.	☐	
Select Patient Safety Component from the drop-down menu.	☐	
Select your facility under the Group/Facility from the drop-down menu, then click Submit .	☐	
Navigate to Reporting Plan → Add .	☐	
Select Claims Data Reporting Plan from the drop-down menu. The Facility ID will populate automatically. Click Continue . The Claims Data Reporting Plan page will appear.	☐	
Enter Start Month and Start Year . To add more data, select Add Row , then click Submit . **Note: All existing rows must have an 'End Month' and 'End Year' before adding a new row.	☐	
Share Claims Data with the National Hospital Care Survey (NHCS), CDC's National Center for Health Statistics (NCHS)		
Review NHCS Consent Language.	☐	
Select the box under "Share with the National Hospital Care Survey."	☐	
Click Submit .	☐	

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3. Monthly Data Preparation – completed by the CDIC in coordination with the facility’s technical team

Requirement / Action Item	Complete	Comments
Develop a data extraction script that maps source fields to the NHSN Claims Data comma-separated values (CSV) templates (Claims Data CSV Templates [XLS – 29 KB]).	☐	
Extract one full calendar month of claims data [reference NHSN Healthcare Claims Data Protocol , p. 6, Data Reporting Requirement: <i>Confirm claims data for the reporting month will be uploaded no later than 60 days following the end of the reporting month</i>].	☐	
Confirm that the extraction includes claims for patients discharged during the reporting month, interim bills, final bills, and claims with updates/edits generated during the reporting month (refer to NHSN Healthcare Claims Data Dictionary [XLS – 35 KB]).	☐	
Verify all required patient identifiers are included to support patient matching.	☐	
Verify PT_RACE and PT_ETHNICITY values conform to the NHSN Healthcare Claims Data Dictionary [XLS – 35 KB] .	☐	
Verify DIAG_CODE is populated according to the NHSN Healthcare Claims Data Dictionary.	☐	
Verify NHSN_ORGID , PT_CONTROL_NUM , PT_MRN , and ENCOUNTER_ID consistently link records across all six CSV files.	☐	
Verify PT_CONTROL_NUM is populated using UB-04 Field Locator (FL) 3a.	☐	
Verify ENCOUNTER_ID is populated from the facility’s electronic health record (EHR).	☐	
Confirm inpatient Type of Bill claims are included: ○ Inpatient Type of Bill 11x ○ Inpatient Type of Bill 12x	☐	

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Requirement / Action Item	Complete	Comments
Confirm that emergency department (ED) Type of Bill claims are included: ○ ED Type of Bill 13x ○ ED Type of Bill 14x ○ ED Type of Bill 83x ○ ED Type of Bill 85x AND MUST include: Revenue code ranges ○ 0450-0452 ○ 0456 ○ 0459 ○ 0680-0689 ○ 0981 AND MUST include: HCPCS* ranges ○ 99281-99285 ○ 99288 ○ G0380-G0384 <i>*Healthcare Common Procedure Coding System (HCPCS).</i>	☐	
Verify that leading zeros have been removed from all Type of Bill codes before submission (e.g., 011x → 11x; 085x → 85x).	☐	
Verify the format of ALL data elements.	☐	
Verify all dates use the required date format: • Use MMDDYY for all dates, except: ○ PT_DOB: Use MMDDYYYY, including leading zeros as needed. <i>Example: 9062025 → 09062025</i>	☐	

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Requirement / Action Item	Complete	Comments
Verify NHSN_ORGID is included in all six CSV files and that applicable linkage fields (ENCOUNTER_ID, PT_MRN, and PT_CONTROL_NUM) consistently link records across files.	☐	
Verify that codes match those in the NHSN Healthcare Claims Data Dictionary (i.e., <i>data can be sourced directly from the EHR system or from existing forms such as the UB-04 or 837 institutional claims files</i>).	☐	

4. File Packaging and Naming – completed by the facility’s technical team with support from the CDIC

Requirement / Action Item	Complete	Comments
Generate the six required CSV files [refer to the CDC NHSN Healthcare Claims Data Protocol , p. 6].	☐	
Verify the six CSV files contain only the variables defined in the NHSN Healthcare Claims Data Dictionary (no extra columns).	☐	
Verify file names follow the NHSN naming convention: - FILE_DATE is in all capital letters. - Encounter, Patient, Condition, Procedure, and Revenue have only the first letter capitalized (e.g., Patient.csv).	☐	
Confirm the CSV file names exactly match the specified file naming convention. The submitted file name must contain only the characters and elements defined in the naming convention which is case sensitive. Do not add extra prefixes, suffixes, spaces, dates, descriptors, or other characters: - FILE_DATE.csv - Patient.csv - Encounter.csv - Condition.csv - Procedure.csv - Revenue.csv	☐	

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Requirement / Action Item	Complete	Comments
Compress all six files into a single ZIP file. There is no specified naming convention for the ZIP file, so it may be named as appropriate (e.g., March_2026_Hospital_A_Claims_Data).	☐	
Validate ZIP file contents.	☐	

5. Uploading to NHSN – completed by the technical team with support from the FA and CDIC

Requirement / Action Item	Complete	Comments
Log into the NHSN application.	☐	
Navigate to the Import/Export Data option.	☐	
Select Claims Data, choose the file, and upload the ZIP file. Click Submit .	☐	
Confirm the system displays the successful enqueue message.	☐	
Review validation emails for errors, if applicable.	☐	

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Quick Reference: Six Required CSV Files

File Name (.csv)	Key Data Elements
FILE_DATE	Reporting month; reporting year
Patient	Date of birth; sex; race; ethnicity; name; address
Encounter	Type of Bill; admission and discharge dates; payer information
Condition	Diagnosis codes (International Classification of Diseases, Tenth Revision, Clinical Modification [ICD-10-CM]); diagnosis type; Present on Admission (POA) indicator
Procedure	Procedure codes (International Classification of Diseases, Tenth Revision, Procedure Coding System [ICD-10-PCS]); procedure start date
Revenue	Revenue code; service code; units of service; HCPCS codes

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