

Adding/Correcting a CMS Certification Number within NHSN

****Note: This guidance DOES NOT APPLY to Outpatient Dialysis Facilities.****

In the event that a facility/location is newly certified or changes ownership, it is important to add/update the CMS Certification Number (CCN) within NHSN so that NHSN can provide the appropriate data to CMS. As of January 2015, facilities are able to enter the effective date for their CCN in NHSN. Once the new/updated CCN is obtained, follow the steps below to appropriately enter it into NHSN.

Guidance for the CCN Effective Date: Facilities should make every effort to obtain the official date in which the facility first received its CCN from CMS. If this information cannot be obtained from the facility's billing or administrative departments, the facility should enter the CCN Effective date of 1/1/2015.

Important Notes:

- If the facility's CCN was obtained from CMS after 1/1/2015, that official date should be entered into NHSN.
- If the new CCN is effective in the middle of a quarter, NHSN will use the CCN with the most recent effective date to send that quarter's data to CMS.
- CCNs cannot be entered with a future effective date so please wait until the official effective date to enter the new CCN into NHSN.

Adding the Facility CCN

1. After logging into your NHSN facility, click Facility and then Facility Info on the left hand navigation bar.
2. On the Edit Facility Information screen, click the Edit CCN link next to the CCN field in the upper right corner of the screen.
3. On the Edit CCN Records pop up, click the grey Add Row button to add a row for the new CCN.
4. Enter the new CCN and Effective Date in the appropriate boxes. The Effective Reporting Quarter will automatically populate after the Effective Date is entered.
 - a. Make sure to double check that the new CCN and Effective Date are correct!
5. Click the Save button to save the changes.
6. Click the OK button on the Alert pop up.
7. Click the Close button to close the Edit CCN Records pop up to return to the Edit Facility Information page. Then verify that the new CCN and effective date are correctly listed.

(Steps 2 – 5 are illustrated on the below screenshot)

Edit Facility Information

Mandatory fields marked with *

[Facility Information](#) [Components](#) [Contact Information](#)

Facility Information

Facility ID : 10401

AHA ID: N/A

CMS Certification Number (CCN): 999999

[Edit CCN](#)

Effective Date of CCN: 08/04/2005 2005Q3

Edit CCN Records

-To edit an existing CCN make corrections and SAVE.

-To add a newly assigned CCN, Add Row, enter CCN and Effective Date, and SAVE.

Delete	CCN	Effective Date	Effective Reporting Quarter
<input type="checkbox"/>	999999	08/04/2005	2005Q3
<input type="checkbox"/>	009999	01/01/2015	2015Q1

Add Row

Save

Close

Correcting the Facility CCN

If it is determined that the facility's CCN or CCN Effective Date is incorrect within NHSN, please follow the steps below to correct CCN or CCN Effective Date.

1. After logging into your NHSN facility, click Facility and then Facility Info on the left hand navigation bar.
2. On the Edit Facility Information screen, click the Edit CCN link next to the CCN field in the upper right corner of the screen.
3. On the Edit CCN Records pop up, replace the incorrect CCN and/or the incorrect effective date with the correct value(s).
 - a. **Important: Do NOT add a new row for the correct CCN/CCN Effective Date. You must edit the incorrect values of the currently listed CCN.**
4. After the CCN and/or CCN Effective Date has been updated, click the Save button to save the changes.
5. Click the OK button on the NHSN Alert pop up box to acknowledge the information was saved successfully.
6. Click the Close button to close the Edit CCN Records pop up to return to the Edit Facility Information page. Then verify that the new CCN and effective date are correctly listed.

Adding the Location CCN for Inpatient Rehabilitation Facility (IRF) and Inpatient Psychiatric Facility (IPF) Units within Acute Care Hospitals

1. After logging into your NHSN facility, click Facility and then Locations on the left hand navigation bar.
2. On the Locations screen, find the location you need to update by leaving the Your Code, Your Label, CDC Location Description, and Bed Size fields blank and clicking the grey Find button.
3. On the Location Table, click the blue underlined value in the Your Code column for the location you'd like to edit.
4. Once the location information populates in the boxes above the location table, click the Edit IRF CCN or Edit IPF CCN link next to the CCN field.
5. On the Edit CCN Records pop up, click the grey Add Row button to add a row for the new IRF or IPF location CCN.
6. Enter the new location IRF or IPF CCN and Effective Date in the appropriate boxes. The Effective Reporting Quarter will automatically populate after the Effective Date is entered.
 - a. Make sure to double check that the new CCN and Effective Date are correct!
7. Click the Save button to save the changes.
8. Click the OK button on the Alert pop up.
9. Click the Close button to close the Edit CCN Records pop up to return to the Locations page. Then verify that the new CCN and effective date are correctly listed.

(Steps 4 – 7 are illustrated on the below screenshot)

Your Code*: 2S
 Your Label*: CMS REHAB
 CDC Location Description*: Rehabilitation Ward
 Is this location a CMS IRF unit within a hospital?*: Y - Yes
 If Yes, specify the IRF CCN (will have an R or T in the 3rd position)*: 99T999 Effective Date of IRF CCN: 08/04/2005 2005Q3 [Edit IRF CCN](#)

Edit CCN Records

-To edit an existing CCN make corrections and SAVE.
 -To add a newly assigned CCN, Add Row, enter CCN and Effective Date, and SAVE.

Delete	IRF_CCN	Effective Date	Effective Reporting Quarter
<input type="checkbox"/>	99T999	08/04/2005	2005Q3
<input type="checkbox"/>	00T999	01/01/2015	2015Q1

[Add Row](#) [Save](#) [Close](#)