

NHSN Staff Import File Format

Field Label	Field Name	Required/Optional	Values	Format
Staff ID Number	staffID	Required		Character Length - 15
First Name	gname	Required		Character Length - 30
Middle Name	mname	Optional		Character Length - 15
Last Name	surname	Required		Character Length - 30
Date of Birth	dob	Required	must be \leq today's date; must be \geq 1/1/1890	mm/dd/yyyy
Sex	sex	Required	M - Male F - Female	Character Length - 1
Ethnicity	ethnicity	Required	HISP – for Hispanic or Latino NOHISP – for Not Hispanic or Not Latino	Character - Length 6
Race	racecodes	Required	<ul style="list-style-type: none"> AMIN - for American Indian/Alaskan Native ASIAN – for Asian AAB – for Black or African American NH-PI – for Native Hawaiian/Other Pacific Islander WHITE – for White MENA – for Middle Eastern or North African 	Character - Length 5 Multiple race entries possible - separate by "/" (e.g., WHITE/ASIAN)

Field Label	Field Name	Required/Optional	Values	Format
Street Address 1	addr1	Required		Character – Length 30
Street Address 2	addr2	-		Character – Length 25
City	city	Required		Character – Length 30
State	state	Required if US	<p>If country code is US then supply a valid, two-character, US state abbreviation. For example:</p> <p>AZ for Arizona GA for Georgia FL for Florida</p>	Character – Length 2
<p>Canadian Province</p> <p>Note: we are only including Provinces at or near the USA northern border</p>	state	Required if CA	<p>If country code is CA then use only one of the following CA state abbreviations</p> <p>AB for Alberta BC for British Columbia MB for Manitoba ON for Ontario QC for Quebec SK for Saskatchewan YT for Yukon</p>	Character Length -2

Field Label	Field Name	Required/Optional	Values	Format
<p>Mexican State</p> <p>Note: we are only including States at or near the USA southern border</p>	state	Required if MX	<p>If country code is MX then supply a valid, two-character, MX state abbreviation. For example:</p> <p>BC for Baja California SO for Sonora CH for Chihuahua NL for Nuevo Leon TM for Tamaulipas</p>	Character Length – 2
County	county	Required if US	<p>For US you must supply a valid NHSN code.</p> <p>https://www.cdc.gov/nhsn/pdfs/covid19/lctf/state-territory-county-codes.xlsx</p> <p>For example:</p> <ul style="list-style-type: none"> • TX279 for TX (Texas) county of Lamb • VA081 for VA (Virginia) county of Greensville • TN085 for TN (Tennessee) county of Humphreys 	
Zip/Postal Code	zip	Required	<p>US and MX is 5 numeric characters: Example – 09876</p> <p>CA is 3 alpha numeric characters followed by a space and followed by 3 additional alpha numeric characters: Example – H8Y 1V3</p>	Character – Length 10
Zip/Postal Code extension	zipExt	Optional		Character – Length 4

Field Label	Field Name	Required/Optional	Values	Format
Country	Country	Required	US for United States CA for Canada MX for Mexico	Character – Length 2
Phone	homePhone	Required	If country code is MX the format is XXX.XXX-XXX (NNN dot NNN dash NNN) If the country code is USA or CAN the format is XXX-XXX-XXXX (NNN dash NNN dash NNNN)	Character – Length 25
Phone extension	homePhoneExt	Optional		Character – Length 4
Comment	comment	Optional		Character – Length 200

Updated: January 2025