

# Adding Monthly Reporting Plans in the NHSN Application

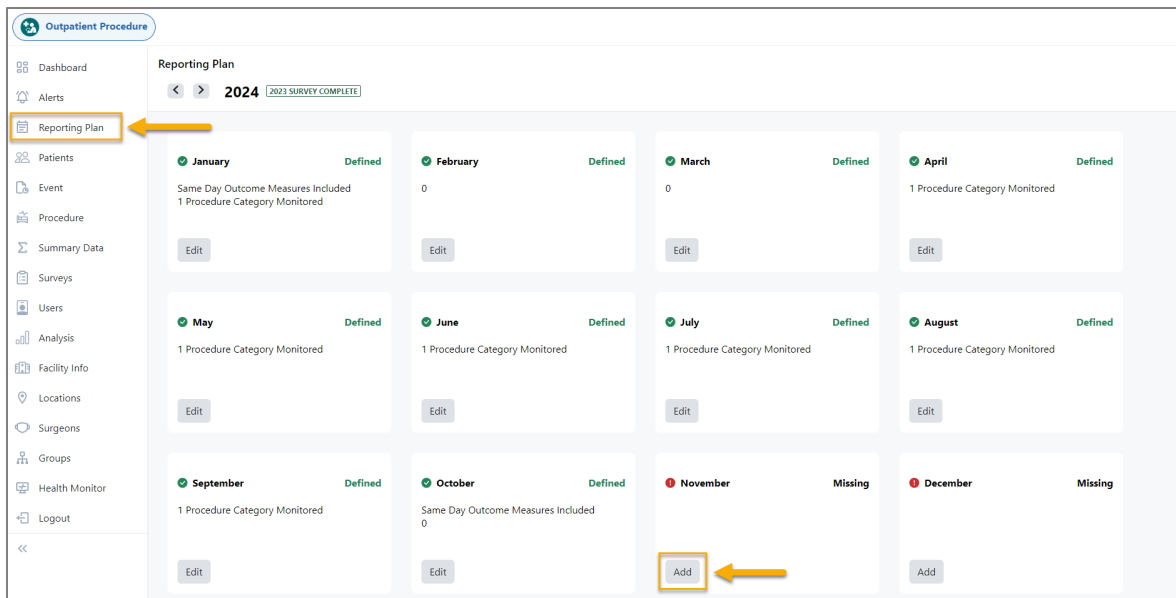
## Outpatient Procedure Component

*Note: These instructions assume your facility is enrolled with NHSN.*

*Background: Outpatient Procedure Component Monthly Reporting Plans are used by NHSN facilities to inform CDC which Outpatient Procedure Component modules are used during a given month.*

## Adding Monthly Reporting Plans in the NHSN Application

1. To add an Outpatient Procedure Component (OPC) Monthly Reporting Plan:
  - a. Click **Reporting Plan** on the left-hand side of the OPC Home Page.
  - b. Select **Add** under the month you want to add a plan.



- 2. You will now be directed to the **Add Plan** page.
  - a. If you do not have any OPC reporting for a month, click the checkbox next to **No NHSN Outpatient Reporting this month**.

**Add Plan** Facility: **Month/Year:** November, 2024 [Back] [Save]

**Opt Out**  No NHSN Outpatient Reporting this month

**Same Day Outcome Measures**  Same Day Outcome Measures

**Surgical Site Infection (SSI) Surveillance** Procedure Category SSI

Targeted SSI surveillance for specific NHSN Operative Procedure Categories. Specify which procedure category(ies) is (are) being monitored (list all that apply).

No records available

[Add] [Copy from Previous Month]

- b. To include Same Day Outcome Measures, click the checkbox next to **Same Day Outcome Measures** to include it the Monthly Reporting Plan

**Add Plan** Facility: **Month/Year:** November, 2024 [Back] [Save]

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**Same Day Outcome Measures**  Same Day Outcome Measures

**Surgical Site Infection (SSI) Surveillance** Procedure Category SSI

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No records available

[Add] [Copy from Previous Month]

- c. Select **Add** to add a Surgical Site Infection (SSI) Surveillance procedure category.

**Add Plan** Facility: **Month/Year:** November, 2024 [Back] [Save]

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**Same Day Outcome Measures**  Same Day Outcome Measures

**Surgical Site Infection (SSI) Surveillance** Procedure Category SSI

Targeted SSI surveillance for specific NHSN Operative Procedure Categories. Specify which procedure category(ies) is (are) being monitored (list all that apply).

No records available

[Add] [Copy from Previous Month]

3. Using the drop-down box select your **Procedure Category(ies)** you plan to monitor over the course of your monthly reporting plan.

**Add Plan** Facility: Month/Year: November, 2024 [Back] [Save]

**Opt Out**  No NHSN Outpatient Reporting this month

**Same Day Outcome Measures**  Same Day Outcome Measures

**Surgical Site Infection (SSI) Surveillance** **Procedure Category** SSI

Targeted SSI surveillance for specific NHSN Operative Procedure Categories. Specify which procedure category(ies) is (are) being monitored (list all that apply).

- AMP - Limb amputation
- APPY - Appendix surgery
- AVSD - AV shunt for dialysis
- BILL - Bile duct, liver or pancreatic surgery
- BRST - Breast surgery
- CEA - Carotid endarterectomy

- a. More than one procedure category can be added to a monthly reporting plan. To add an additional category, select the **Add** button and select a procedure category.

**Add Plan** Facility: Month/Year: November, 2024 [Back] [Save]

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**Surgical Site Infection (SSI) Surveillance** **Procedure Category** SSI

Targeted SSI surveillance for specific NHSN Operative Procedure Categories. Specify which procedure category(ies) is (are) being monitored (list all that apply).

- BRST - Breast surgery

[Add] Copy from Previous Month

- b. Procedure categories can be removed from a draft monthly reporting plan.

- i. Select the “x” button to remove all procedure categories that were previously added.

**Add Plan** Facility: Month/Year: November, 2024 [Back] [Save]

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**Same Day Outcome Measures**  Same Day Outcome Measures

**Surgical Site Infection (SSI) Surveillance** **Procedure Category** SSI

Targeted SSI surveillance for specific NHSN Operative Procedure Categories. Specify which procedure category(ies) is (are) being monitored (list all that apply).

- BRST - Breast surgery

[Add] Copy from Previous Month

- c. Monthly reporting plans can be copied from the previous month by selecting the **Copy from Previous Month** button.

**Add Plan** Facility: **Month/Year:** November, 2024 [Back] [Save]

**Opt Out**  No NHSN Outpatient Reporting this month

**Same Day Outcome Measures**  Same Day Outcome Measures

**Surgical Site Infection (SSI) Surveillance**

Targeted SSI surveillance for specific NHSN Operative Procedure Categories. Specify which procedure category(ies) is (are) being monitored (list all that apply).

Procedure Category	SSI
No records available	

[Add] [Copy from Previous Month]

- d. Once your monthly reporting plan is complete select the **Save** button.

**Add Plan** Facility: **Month/Year:** November, 2024 [Back] [Save]

**Opt Out**  No NHSN Outpatient Reporting this month

**Same Day Outcome Measures**  Same Day Outcome Measures

**Surgical Site Infection (SSI) Surveillance**

Targeted SSI surveillance for specific NHSN Operative Procedure Categories. Specify which procedure category(ies) is (are) being monitored (list all that apply).

Procedure Category	SSI
BRST - Breast surgery	<input checked="" type="checkbox"/>

[Add] [Copy from Previous Month]

## Additional Resources

If you have any questions, please use NHSN-ServiceNow to submit questions to the NHSN Help Desk. If you do not have a SAMS login or are unable to access ServiceNow, you can still email the NHSN Help Desk at [nhsn@cdc.gov](mailto:nhsn@cdc.gov) with 'OPC Monthly Reporting Plan Assistance' in the subject line.