

NHSN Facility Set-Up

Getting Started in NHSN

Adding Users, Locations, Surgeons, and Reporting Plans

Audience

- ❑ **Any person enrolling a healthcare facility in NHSN**
 - Known as the NHSN Facility Administrator
- ❑ **NHSN group users who want to understand the facility set-up process**

Learning Objectives

- ❑ Add users and assign user rights
- ❑ Add Locations
- ❑ Add or Import Surgeon Codes
- ❑ Add Monthly Reporting Plans

INTRODUCTION

Set-Up Follows NHSN Enrollment

- **Once the NSHN Agreement to Participate and Consent is processed, NHSN sends an email to confirm enrollment is complete and facility is active**

Subject: NHSN enrollment approved

Welcome to the National Healthcare Safety Network (NHSN)!

Your facility has been approved as a new member of NHSN.

Facility Name: NHSN Test Facility

Facility ID: 00000

As the Facility Administrator you may now access the SAMS Partner Portal by clicking here<<https://sams.cdc.gov/>>.

However, you must receive your SAMS grid card, which will be delivered to your home address via U.S. mail, before you may access NHSN through SAMS.

After you receive your grid card in the mail you can reach the NHSN activity home page directly by clicking <https://nhsn2.cdc.gov/nhsn/>.

When prompted, please enter your SAMS account User Name and Password, then click the Login button.

If you've forgotten your password, you may reset it by following the 'Forgotten Password' link on the SAMS Portal log in page.

Once in the NHSN application your first task should be to add those individuals who need to use the application ("users"). Once you add a user, that person will receive emails prompting them to accept the NHSN Rules of Behavior and to register for SAMS.

If you have questions about NHSN please contact us at nhsn@cdc.gov<<mailto:nhsn@cdc.gov>>. For more information about NHSN please visit our website at <http://www.cdc.gov/nhsn>.

NHSN Set-Up

- ❑ Immediately following facility activation, you can login to SAMS Partner Portal to access 'NHSN Reporting' using your grid card.
- ❑ Set-up is required before data can be reported

1. Add Users & Assign Rights

2. Add Locations

3. Add or Import Surgeon Codes (Not Required)

4. Add Monthly Reporting Plans

Tip: Add NHSN Websites to Favorites

- ❑ In Internet Explorer, save NHSN websites as favorites to find them quickly each month
 - Site to log on to NHSN Reporting <https://sams.cdc.gov>
 - Patient Safety Component Resources <http://www.cdc.gov/nhsn/settings.html>

Login Options

Choose one of the three login options.

SAMS Credentials



SAMS Username:

SAMS Password:

[Forgot SAMS Password?](#)

For users who login with only a SAMS issued UserID and Password.

Add a Favorite

Add this webpage as a favorite. To access your favorites, visit the Favorites Center.

Name:

Create in:

HHS PIV Card



Insert your PIV card in your smart card reader before you try to login.

For users who are CDC staff and have been issued a PIV card.

NHSN NAVIGATION

Log in to NHSN

- ❑ Go to <https://sams.cdc.gov>
- ❑ Log in using your SAMS grid card
- ❑ Select 'NHSN Reporting'

My Applications

National Healthcare Safety Network System

- NHSN Reporting *
- NHSN Enrollment *

* Strong credentials required.

NHSN Landing Page

- ❑ Select Component from drop down menu
- ❑ All facilities that you have access to will show up in the second drop down menu
- ❑ Make selections (if necessary) and click 'Submit'

Welcome to the NHSN Landing Page

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

Select component:

Select facility/group from dropdown list:



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NHSN Patient Safety Home Page



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NHSN Home

Reporting Plan

Patient

Event

Add

Find

Incomplete

Procedure

Summary Data

Import/Export

Analysis

Surveys

Users

Facility

Group

Log Out

logged into DHQP Memorial Hospital (ID 10000) as DAVID.
Facility DHQP Memorial Hospital (ID 10000) 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 voluntarily provided 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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Navigation
Bar

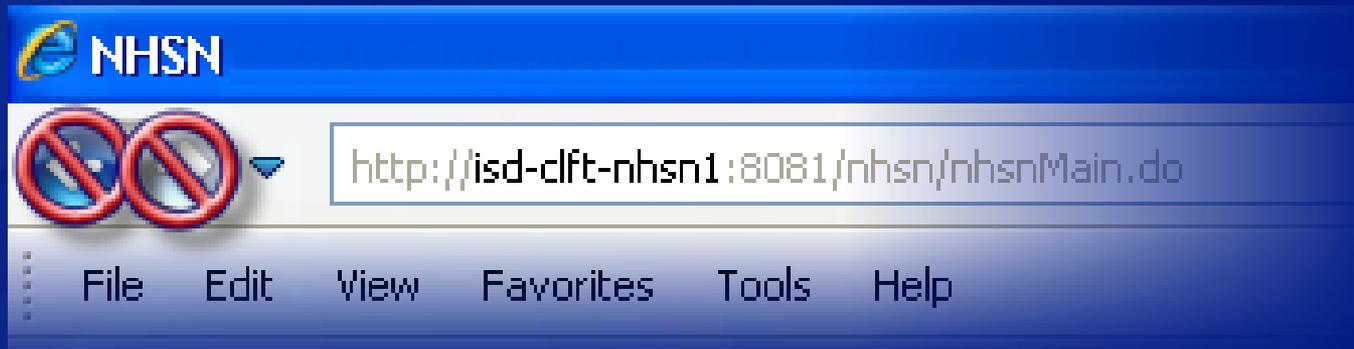
- User rights determine which navigation bar options are present

Navigating NHSN

- Use the navigation bar or NHSN buttons to navigate



- Do not use Internet Explorer web browser buttons



USERS

Users

- ❑ **The Facility Administrator can add additional users to access NHSN**
 - Adding users is optional
 - It is recommended that you add at least one additional user
- ❑ **The Facility Administrator decides what rights each user has**
- ❑ **Once a new user is added, an email is automatically sent to their email address with instructions**
 - Each user requires their own SAMS credentials/grid card
 - Each user must complete required training before using NHSN

Add User

- ❑ **From the NHSN navigation bar: select ‘Users’, then select ‘Add’**
- ❑ **Enter user information**
 - Create a username
 - The email address entered must be the same one used to register with SAMS
 - Fill in all required fields, marked with an *
- ❑ **Click “Save” button to create the user**

Add User



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NHSN Home

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

Logged into DHQP Memorial Hospital (ID 10000) as DAVID.
Facility DHQP Memorial Hospital (ID 10000) is following the PS component.

Add User

[HELP](#)

Mandatory fields marked with *

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

Prefix:

First Name*:

Middle Name:

Last Name*:

Title:

User Active:

User Type:

Phone Number*:

Fax Number:

E-mail Address*:

Extension:

User must use the same email address when registering with SAMS!

Address, line 1:

Address, line 2:

Address, line 3:

City:

State:

County:

Zip Code:

Zip Code Ext.:

Home Phone Number:

Home Extension:

Beeper:

Save

Back

Assign and Save User Rights



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NHSN Home

Reporting Plan

Patient

Event

Procedure

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Import/Export

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Surveys

Users

▢ Add

▢ Find

Facility

Group

Log Out

Logged into DHQP Memorial Hospital (ID 10000) as DAVID.
Facility DHQP Memorial Hospital (ID 10000) is following the PS component.

Edit User Rights

✓ User JDOE22 (ID 33929) saved successfully. Please add rights for the new user.

HELP

User ID: JDOE22 (ID 33929)

DHQP Memorial Hospital (10000)

Facility List:

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"/>
Add, Edit, Delete	<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"/>

Advanced

Effective Rights

Save

Back

- Assign rights under Patient Safety, then “Save” rights...
- Customizing rights isn’t recommended for most users
- Users will not be able to access NHSN without having assigned rights

NHSN Set-Up

- You have now completed the first set up-step!

1. Add Users & Assign Rights

2. Add Locations

3. Add or Import Surgeon Codes

4. Add Monthly Reporting Plans



ADD LOCATIONS

Add Location

- ❑ **Surveillance locations in your facility need to be mapped to a CDC location description**
- ❑ **Most Hospitals will have several areas (e.g., ICU, CRU, ED)**

Add Location

- ❑ **NHSN navigation bar: select 'Facility', then 'Locations'**
- ❑ **Choose a Code and Label**
 - You will create these yourself
 - Code and Label can be the same
 - Your Code and Label will help you easily identify the location
- ❑ **CDC location description: select**
- ❑ **Status will default as active (Leave that as is)**
- ❑ **Bed size is the number of beds on the unit that are set up and staffed.**
- ❑ **Click "Add"**

Add Locations



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NHSN Home | My Info | [Help](#)

[NHSN Home](#)

Logged into DHQP Memorial Hospital (ID 10000) as DAVID.
Facility DHQP Memorial Hospital (ID 10000) is following the PS component.

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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 edit save the changes, click on the **Save** button.
- 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 *

Your Code*:

Your Label*:

CDC Location Description*:

Status*:

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

Find

Add

Clear

Add Locations Cont'd.

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).

See the following link for help mapping your NHSN locations:
http://www.cdc.gov/nhsn/PDFs/pscManual/15LocationsDescriptions_current.pdf

NHSN Set-Up

- You have now completed two of the set-up steps!

1. Add Users & Assign Rights

2. Add Locations

3. Add or Import Surgeon Codes

4. Add Monthly Reporting Plans



Adding Surgeons

- ❑ **Surgeon codes and surgeon names are not required in NHSN.**
- ❑ **Many facilities 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**

Facility Surgeons Link

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Go to CDC Centers for Disease Control and Prevention Home Page

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

Hospital (ID 10000) as DAVID.
Hospital (ID 10000) 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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NHSN maintenance may occur nightly between 12am and 6am Eastern time.

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Facility

- Customize Forms
- Facility Info
- Add/Edit Component
- Locations
- Surgeons**

Group

Log Out

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

Manual Entry of Surgeon Codes

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Facility DHQP Memorial Hospital (ID 10000) 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 the values. To save the changes, click on the **Save** 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.

For procedure denominator form - specify sort order of surgeons: Surgeon Code Surgeon Last Name

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

Surgeon Code*: A200

Last Name: _____

First Name: _____

Middle Name: _____

Status*: Active ▾

For manual entry of surgeons, enter alphanumeric code (required)

- If you decide to add surgeons, surgeon code is the only required field
 - You can use a maximum of 20 characters for the surgeon code
 - Some facilities choose to use the surgeon's last name

Enter Surgeon Search Criteria

 **NHSN Home**

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Facility
 ▢ Customize Forms
 ▢ Facility Info
 ▢ Add/Edit Component
 ▢ Locations
 ▢ Surgeons
Group
Log Out

Logged into DHQP Memorial Hospital (ID 10000) as DAVID.
Facility DHQP Memorial Hospital (ID 10000) 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. To save the changes, click on the *Save* 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.

For procedure denominator form - specify sort order of surgeons: Surgeon Code Surgeon Last Name

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

Surgeon Code*: A200
Last Name: Doe
First Name: John
Middle Name:
Status*: Active ▾

Enter the surgeon's last and first name, if desired

Find Add Clear Import Surgeon Codes

Surgeon's Status

NHSN Home | Logged into DHQP Memorial Hospital (ID 10000) as DAVID.
Facility DHQP Memorial Hospital (ID 10000) is following the PS component.

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Surgeons

[HELP](#)

Instructions

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- 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. To save the changes, click on the *Save* 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.

For procedure denominator form - specify sort order of surgeons: Surgeon Code Surgeon Last Name

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

Surgeon Code*: A200
Last Name: Doe
First Name: John
Middle Name:
Status*: Active

Status will default to Active

Add Surgeon Record

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- Group
- Log Out

Logged into DHQP Memorial Hospital (ID 10000) as DAVID.
Facility DHQP Memorial Hospital (ID 10000) 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 save the changes, click on the **Save** button.
- To **Delete** one or more records, perform a **Find** on the desired record(s). Check the corresponding box(es), then click on t
- Press the **Clear** button to start over with a new form.

For procedure denominator form - specify sort order of surgeons: Surgeon Code Surgeon Last Name

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

Surgeon Code*: A200
Last Name: Doe
First Name: John
Middle Name:
Status*: Active ▾

Click Add when all data has been entered

Find Add Clear Import Surgeon Codes

Adding Surgeon Codes Cont'd.

The surgeon code 'A200' has been successfully added. ? HELP

Instructions

- To **Add** a record, fill in the form with the required fields and any desired optional values.
- To **Find** a record, click on the *Find* button. One or more fields can be filled in to restrict the search.
- To **Edit** a record, perform a *Find* on the desired record. Click on the desired record to view the record details. To make changes, click on the *Edit* button.
- To **Delete** one or more records, perform a *Find* on the desired record(s). Check the *Select* checkbox for each record. Click on the *Delete* button.
- Press the **Clear** button to start over with a new form.

For procedure denominator form - specify sort order of surgeons: Surgeon Code Surgeon Name

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

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

Surgeon Table

First | Previous | Next | Last

<input type="button" value="Delete"/>	Status	Surgeon Code ▲	Last Name
<input type="checkbox"/>	Active	A200	Doe

First | Previous | Next | Last

Above is the message that appears when the surgeon code is added. Below, the new code has appeared in a list.

Importing Surgeon Codes

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

Surgeon Code*:

Last Name:

First Name:

Middle Name:

Status*: Active

From the "Facility> Surgeons" screen,
click on Import Surgeon Codes

Find

Add

Clear

Import
Surgeon Codes

Import a .CSV File (Comma delimited)

Importing Surgeon Codes via .CSV File

Surgeon import
file format

NHSN Surgeon Import File Format:

Field	Required/Optional	Values	Format
Surgeon Code	Required		Character – Length 20
Last name	Optional		Character – Length 30
First name	Optional		Character – Length 20
Middle name	Optional		Character – Length 15

Below is an example of how your import file should look:

	A	B	C	D	E	F
1	Surgeon Code	Last Name	First Name	Middle Name		
2	A100	Thomas	Bill			
3	A101	Johnson	Joe			
4	A102	Smith	Diane	L		
5	A103	Wade	Connie	M		
6						
7	Required Field					
8	Optional Field					
9	*File cannot contain header row					
10						

Import file
should look
like this, without
the header row

Locate Surgeon Code File to Import

Logged into DHQP Memorial Hospital (ID 10000) as DAVID.
Facility DHQP Memorial Hospital (ID 10000) is following the PS component.

Import Surgeon Data

For information on the accepted file formats and content, click the Help link below.

Click on the Browse button to locate the file
you want to import

Select file to import

After clicking on the Import Surgeon Data button, you will
see this screen.

Import Surgeon Code File Cont'd.

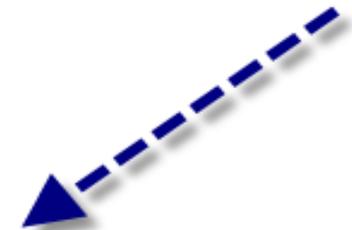
Logged into DHQP Memorial Hospital (ID 10000) as DAVID.
Facility DHQP Memorial Hospital (ID 10000) is following the PS component.

Import Surgeon Data

For information on the accepted file formats and content, click the Help link below.

[?HELP](#)

Select file to import



Once you select a file, click on submit and the data will load into the Surgeon Table.

Find a Surgeon

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 **Edit** a record, perform a **Find** on the desired record. Click on the desired record to fill in its values. To save the changes, click on the **Save** button.
- To **Delete** one or more records, perform a **Find** on the desired record(s). Check the corresponding checkboxes. Then click on the **Delete** button.
- Press the **Clear** button to start over with a new form.

For procedure denominator form - specify sort order of surgeons: Surgeon Code Surgeon Last Name

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

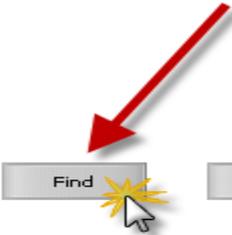
Surgeon Code*:

Last Name:

First Name:

Middle Name:

Status*: Active



If you want to verify that the codes imported successfully, you can click on "Find" on the Surgeons screen to get a list of all entered/ imported surgeon codes.

□ **You have now completed three of the set-up steps!**

1. Add Users & Assign Rights

2. Add Locations

3. Add or Import Surgeon Codes

4. Add Monthly Reporting Plans



**ADD MONTHLY REPORTING
PLANS**

Monthly Reporting Plan

- **Each facility must enter a Monthly Reporting Plan for every month of the year.**
- **You can enter reporting plans for the entire year.**
- **Events, procedures, and summary data should not be entered for a month until a plan is in place (unless you are reporting off plan).**
- **Plan informs CDC which modules are followed for a given month.**

Monthly Reporting Plan Options

- ❑ **Specific Plan**
- ❑ **“No Modules Followed” Plan**

Reporting Plan Options

Device-Associated Module [HELP](#)

Locations

Locations	CLA	BSI	DE	VAP	CAUTI	CLIP
NEWAUN - AUNIT3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
GRANT 4 - CARDIAC MED SURG WARD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
INHONCSA - IN:ACUTE:SCA:HONC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NICU 3 - LEVEL 3 NICU	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 MS - MEDSURG ICU	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CMICU_N - CARDIAC ICU	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PEDMS - PED M/S WARD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SICU - SURGICAL ICU	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Devices

For the Device-associated module, choose the location you wish to monitor from the drop down menu.

Then choose the devices

Add Row Clear All Rows Copy from Previous Month

If you will be reporting the same way for a given module each month, you can click "Copy from Previous Month" to make creating reporting plans easier.

Reporting Plan Options



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Log Out

Logged into DHQP Memorial Hospital (ID 10000) as DAVID.
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Edit Monthly Reporting Plan

[Print Form](#)

Mandatory fields marked with *

Facility ID*: DHQP Memorial Hospital (ID 10000)

Month*: January

Year*: 2015

No NHSN Patient Safety Modules Followed this Month

Device-Associated Module [HELP](#)

Locations

CLAB:

<input type="checkbox"/> MICU-2 - MEDICAL ICU	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> FICU - FICU	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> PICU2 - PEDIATRIC ICU	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

For the Procedure-associated Module, first choose the operative procedure to follow

Procedure-Associated Module [HELP](#)

Procedures

SSI

<input type="checkbox"/> THYR - Thyroid and/or parathyroid surgery	IN: <input checked="" type="checkbox"/>	OUT: <input checked="" type="checkbox"/>
<input type="checkbox"/> COLO - Colon surgery	IN: <input checked="" type="checkbox"/>	OUT: <input type="checkbox"/>
<input type="checkbox"/> HYST - Abdominal hysterectomy	IN: <input checked="" type="checkbox"/>	OUT: <input type="checkbox"/>
<input type="checkbox"/> KPRO - Knee prosthesis	IN: <input checked="" type="checkbox"/>	OUT: <input checked="" type="checkbox"/>

Reporting Plan Options



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Centers for Disease Control and Prevention

NHSN - National Healthcare Safety Network

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NHSN Home

Logged into DHQP Memorial Hospital (ID 10000) as DAVID.
Facility DHQP Memorial Hospital (ID 10000) is following the PS component.

Alerts

Reporting Plan

[Add](#)

[Find](#)

Patient

Event

Procedure

Summary Data

Import/Export

Analysis

Surveys

Users

Facility

Group

Log Out

Edit Monthly Reporting Plan

[Print Form](#)

Mandatory fields marked with *

Facility ID*: DHQP Memorial Hospital (ID 10000)

Month*: January

Year*: 2015

No NHSN Patient Safety Modules Followed this Month

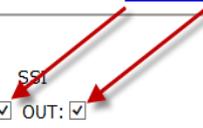
Device-Associated Module [HELP](#)

Locations	CLABSI	VAE	CAUTI	CLIP	PedVAP (<18 years)
<input type="checkbox"/> MICU-2 - MEDICAL ICU	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> FICU - FICU	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> PICU2 - PEDIATRIC ICU	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Then choose to follow inpatient procedures, outpatient procedures, or both

Procedure-Associated Module [HELP](#)

Procedures	SS1	IN:	OUT:
<input type="checkbox"/> THYR - Thyroid and/or parathyroid surgery	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> COLO - Colon surgery	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> HYST - Abdominal hysterectomy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> KPRO - Knee prosthesis	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>



Reporting Plan Options

Multi-Drug Resistant Organism Module

Locations

 FACWIDEIN - Facility-wide Inpatient (FacWIDEIn) ▼

Select Location from drop down menu

Process and Outcome Measures

Infection Surveillance	AST-Timing	AST-Eligible	Incidence	Prevalence	Lab ID Event All Specimens	Lab ID Event Blood Specimens Only	HH	GG
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					

 FACWIDEIN - Facility-wide Inpatient (FacWIDEIn) ▼

CDIF - C. difficile ▼

Process and Outcome Measures

Infection Surveillance	AST-Timing	AST-Eligible	Incidence	Prevalence	Lab ID Event All Specimens	Lab ID Event Blood Specimens Only	HH	GG
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

Add Rows

Clear All Rows

Copy from Previous Month

Save

Back

Reporting Plan Options

Multi-Drug Resistant Organism Module

Locations	Specific Organism Type							
 FACWIDEIN - Facili	MRSA - MRSA							
Process and Outcome Measures								
Infection Surveillance	AST-Timing	AST-Eligible	Incidence	Prevalence	Lab ID Event All Specimens	Lab ID Event Blood Specimens Only	HH	GG
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Locations	Specific Organism Type							
 FACWIDEIN - Facili	CDIF - C. difficile							
Process and Outcome Measures								
Infection Surveillance	AST-Timing	AST-Eligible	Incidence	Prevalence	Lab ID Event All Specimens	Lab ID Event Blood Specimens Only	HH	GG
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Select Specific Organism Type and Specimen Type ("All Specimens" or "Blood Specimens Only")

Add Rows Clear All Rows Copy from Previous Month

Be sure to click save when you are finished.

Save

Back

Reporting Plan Options*

...Or choose “No Modules Followed this Month”

Edit Monthly Reporting Plan

Mandatory fields marked with *

Facility ID*: DHQP Memorial Hospital (ID 10000)

Month*: January

Year*: 2015

No NHSN Patient Safety Modules Followed this Month

Save

Back

Set-up is complete: Next Step

- ❑ Set-up steps are complete

1. Add Users & Assign Rights

2. Add Locations

3. Add or Import Surgeon Codes

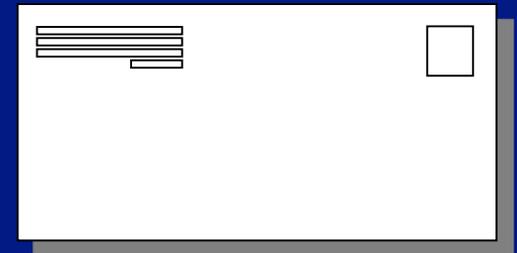
4. Add Monthly Reporting Plans



- ❑ Next step: begin NHSN reporting

Important !!

- ❑ Email is our only way to communicate with you!
- ❑ Please email nhsn@cdc.gov with any questions.



Summary

- ❑ **Add NHSN websites to “Favorites”**
- ❑ **NHSN Navigation**
- ❑ **Add Users and assign user rights**
- ❑ **Add Locations**
- ❑ **Add or Import surgeon codes**
- ❑ **Add Monthly Reporting Plans**

Questions? Problems?

Contact the NHSN Helpdesk at
nhsn@cdc.gov

For more information please contact Centers for Disease Control and Prevention

1600 Clifton Road NE, Atlanta, GA 30333

Telephone, 1-800-CDC-INFO (232-4636)/TTY: 1-888-232-6348

E-mail: cdcinfo@cdc.gov Web: www.cdc.gov

The findings and conclusions in this report are those of the authors and do not necessarily represent the official position of the Centers for Disease Control and Prevention.