Instructions for Updating the Patient ID Field to Indicate Medical Record Number



1) Log into NHSN and click on 'Patient>Find' on the blue navigation pane.

NHSN Home		NHSN Dialysis Component Home Page
Alerts		
Reporting Plan	•	
Patient	•	Add tems
Event	•	Find 1
Summary Data	•	

2) Navigate to the appropriate patient record. To see a list of all patients, leave all fields on the "Find Patient" screen blank, and click 'Find'. Then, click on the Patient ID to navigate to the patient record.

Patient Information				
Facility ID:	Dialysis T	est Facility 2	2 (ID 1005	5) 🗸
Patient ID:				
Last Name:				
First Name:				
Social Security #:				
Gender:		\sim		
2 Secondary ID:				
	Find	Clear	Back	
	Find	Clear	Dack	

3) Once you have the patient record pulled up, click on the blue 'Edit' button.



4) Delete the old Patient ID and enter the patient's Medical Record Number as the new Patient ID.

Edit Patient	
fandatory fields marked with *	Print Form
Patient Information	
Facility ID *: Dialysis Test Facility 2 (10055) 🗸	
Patient ID *: 123456 × Social Security #:	
Secondary ID: Medicare #:	
Last Name: PATIENT Enter Medical First Name: SAMPLE	
Middle Name: Record	
Gender * E - Female	

5) Click 'Save' to save the form.





National Center for Emerging and Zoonotic Infectious Diseases Division of Healthcare Quality Promotion