



National Healthcare Safety Network (NHSN)

Facility Set-Up (Adding Users & Locations)

Add Users Section

NHSN - National Healthcare Safety Network

Logged into NHSN Test Medical Clinic #3 (ID 14352) as ASHLIEWI.
Facility NHSN Test Medical Clinic #3 (ID 14352) 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 information obtained in this surveillance system that would permit identification of patients, providers, or facilities will be used only for the purposes stated, and will not otherwise be disclosed or released without the consent of the patient or the Department of Health and Human Services (42 USC 242b, 242k, and 242m(d)).

NHSN maintenance may occur nightly between 12am and 6am Eastern time.

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Navigation Bar (Left):

- NHSN Home
- Reporting Plan
- Patient
- Event
- Procedure
- Summary Data
- Import/Export
- Analysis
- Surveys
- Users** (with sub-options: Add, Find)
- Facility
- Group
- Log Out

Required Fields

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*:

Optional Fields

Address, line 1:

Address, line 2:

Address, line 3:

City:

State:

County:

Zip Code:

Home Phone Number:

Beeper:

Assign Rights

View Effective Rights

[HELP](#)

Effective rights for the user: **SDFSD (ID 11411)**

Select Group/Facility:

Patient Safety Administrative User

Patient	View	Add	Edit	Delete
Patient <input checked="" type="checkbox"/> With Identifiers <input type="checkbox"/> Without Identifiers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Event	View	Add	Edit	Delete
BJ - Bone and Joint Infection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BSI - Bloodstream Infection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CNS - Central Nervous System	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CVS - Cardiovascular	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DE - Dialysis Event	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EENT - Eye, Ear, Nose and Throat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GI - Gastrointestinal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LRI - Lower Respiratory Infection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PNEU - Pneumonia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
REPR - Reproductive Tract	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SSI - Surgical Site Infection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SST - Skin and Soft Tissue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SYS - Systemic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
UTI - Urinary Tract Infection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CUSPS - Custom PS Event	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CLIP - Central Line Insertion Practices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LABID - Laboratory-identified MDRO or CDAD Event	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FLUVAX - Influenza Vaccination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Denominator Data: Procedure/Summary	View	Add	Edit	Delete
PROC - Procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PROC - Custom Procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ICU - Device Associated - Intensive Care Unit / Other Locations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Assign Rights, cont'd.

Plan	View	Add	Edit
Patient Safety Monthly Reporting Plan	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Annual Survey	View	Add	Edit
Patient Safety Annual Facility Survey	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Analysis			
Patient Safety Data Analysis	<input checked="" type="checkbox"/>		

Add Locations Section

CDC Department of Health and Human Services
Centers for Disease Control and Prevention

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Navigation Bar (Left):

- NHSN Home
- Reporting Plan
- Patient
- Event
- Procedure
- Summary Data
- Import/Export
- Analysis
- Surveys
- Users
- Facility
 - Customize Forms
 - Facility Info
 - Add/Edit Component
 - Locations
 - Surgeons

Your Code

The screenshot shows a web application interface. On the left is a vertical navigation menu with the following items: Reporting Plan, Patient, Event, Procedure, Summary Data, Import/Export, Analysis, Surveys, Users, Facility (with sub-items: Customize Forms, Facility Info, Add/Edit Component, Locations, Surgeons), Group, and Log Out. The main content area is titled 'Locations' and contains a 'HELP' icon followed by the heading 'Instructions'. Below this are five bullet points providing instructions on how to add, find, edit, and delete records, as well as a 'Clear' button. A note indicates that mandatory fields are marked with an asterisk. At the bottom, a form is displayed with three input fields: 'Your Code*' containing 'WEST', 'Your Label*' containing '4 WEST ADULT MED/SURG', and 'CDC Location Description*' containing 'Inpatient Medical/Surgical Ward'. The 'Your Code*' field is circled in red.

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 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.

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

Your Code*: WEST

Your Label*: 4 WEST ADULT MED/SURG

CDC Location Description*: Inpatient Medical/Surgical Ward

Your Label

Group
Log Out

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

Your Code*: 4WEST

Your Label*: WEST ADULT MED/SURG

CDC Location Description*: Inpatient Medical/Surgical Ward

Status*: Active

Bed Size*: 20 A bed size greater than zero is required for most inpatient locations.

Find Add Clear

CDC Location Description

Log Out

Your Code*: 4WEST

Your Label*: 4 WEST ADULT MED/SURG

CDC Location Description*: Inpatient Medical/Surgical Ward

Status*: Active

Bed Size*: 20 A bed size greater than zero is required for most inpatient locations.

Find Add Clear

<http://www.cdc.gov/nhsn/PDFs/pscManual/>

CDC Locations Reference



CDC Locations and Descriptions

CDC Location Label

Location Description

LOCATIONS

Adult Critical Care Units

Burn Critical Care	Critical care area specializing in the care of patients with significant/major burns.
Medical Cardiac Critical Care	Critical care area specializing in the care of patients with serious heart problems that do not require heart surgery.
Medical Critical Care	Critical care area for patients who are being treated for nonsurgical conditions.
Medical/Surgical Critical Care	An area where critically ill patients with medical and/or surgical conditions are managed.
Neurologic Critical Care	Critical care area specializing in treating life-threatening neurological diseases.

Chapter 15 of the Patient Safety Component Manual – “CDC Location Labels and Descriptions”

Status

Your Label*: 4 WEST ADULT MED/SURG

CDC Location Description*: Inpatient Medical/Surgical Ward

Status*: Active

Bed Size*: 20

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

Find Add Clear

Bed Size

Log Out

Your Code*: 4WEST

Your Label*: 4 WEST ADULT MED/SURG

CDC Location Description*: Inpatient Medical/Surgical Ward

Status*: Active

Bed Size*: 2

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

Find Add Clear

New Location Confirmed

Locations

✓ The location '4 WEST ADULT MED/SURG' has been successfully added.

[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.

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

Your Code*:

Your Label*:

CDC Location Description*:

New Location Now Available for Use

Data Export

Mandatory fields marked with *

Facility ID*: NHSN Test Medical Clinic #3 (ID 14352) ▼

Month*: August ▼

Year*: 2010 ▼

No NHSN Patient Safety Modules Followed this Month

Device-Associated Module [?HELP](#)

Locations CLA BSI DE VAP CAUTI CLIP

<input type="checkbox"/>	4WEST - 4 WEST ADULT MED/SURG ▼	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Questions?

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