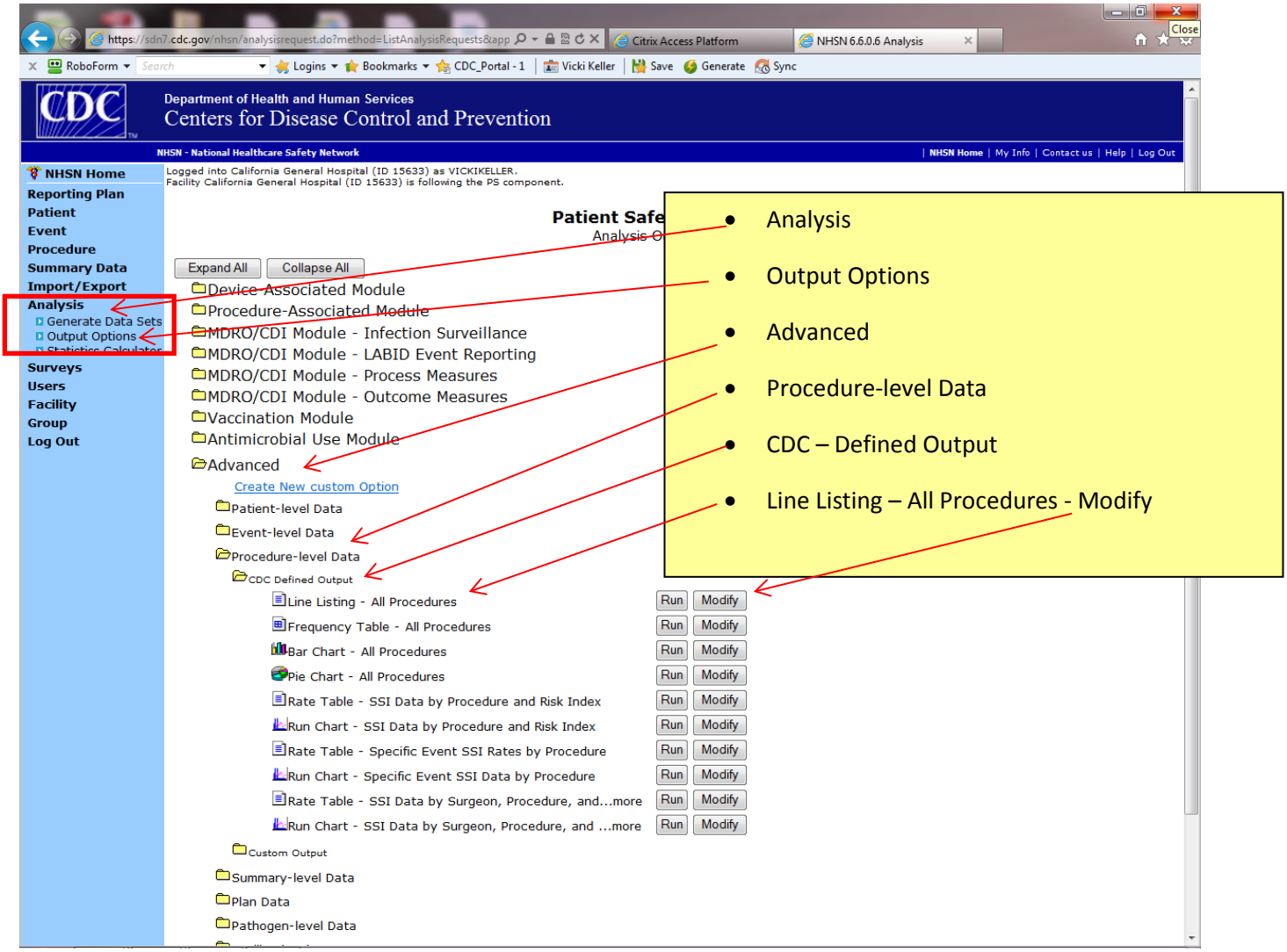
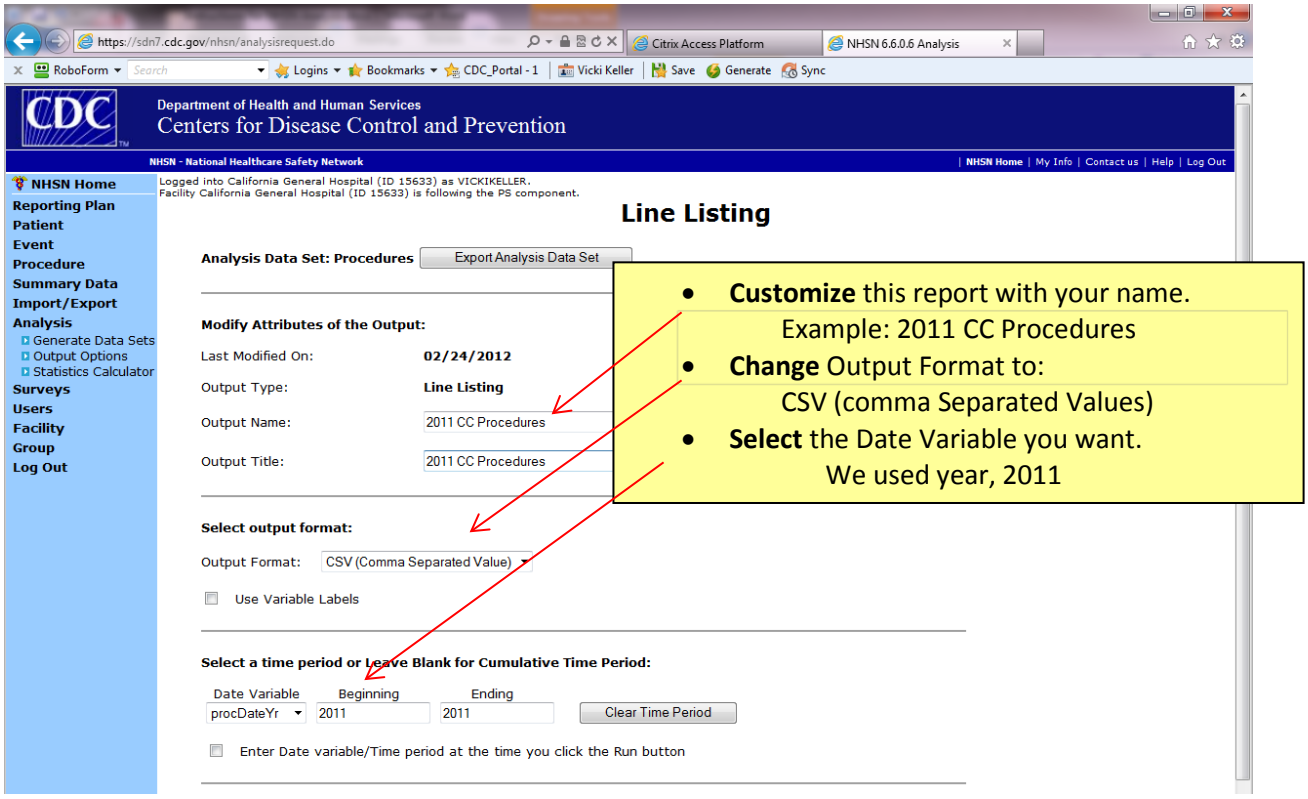
Instructions for Correcting Surgical Procedure Data Fields in NHSN

This guidance document demonstrates how to use NHSN Analysis to run a line list of your hospital's previously entered surgical procedure data, make changes to multiple records, and re-upload corrected data to NHSN as a single file. These instructions are tailored to guide you through the process of correcting inaccurately entered surgical wound class; specifically, how to change data fields from a designation of "Clean"(C) to "Clean Contaminated" (CC). This same process can be adapted and used to correct other surgical procedure data.

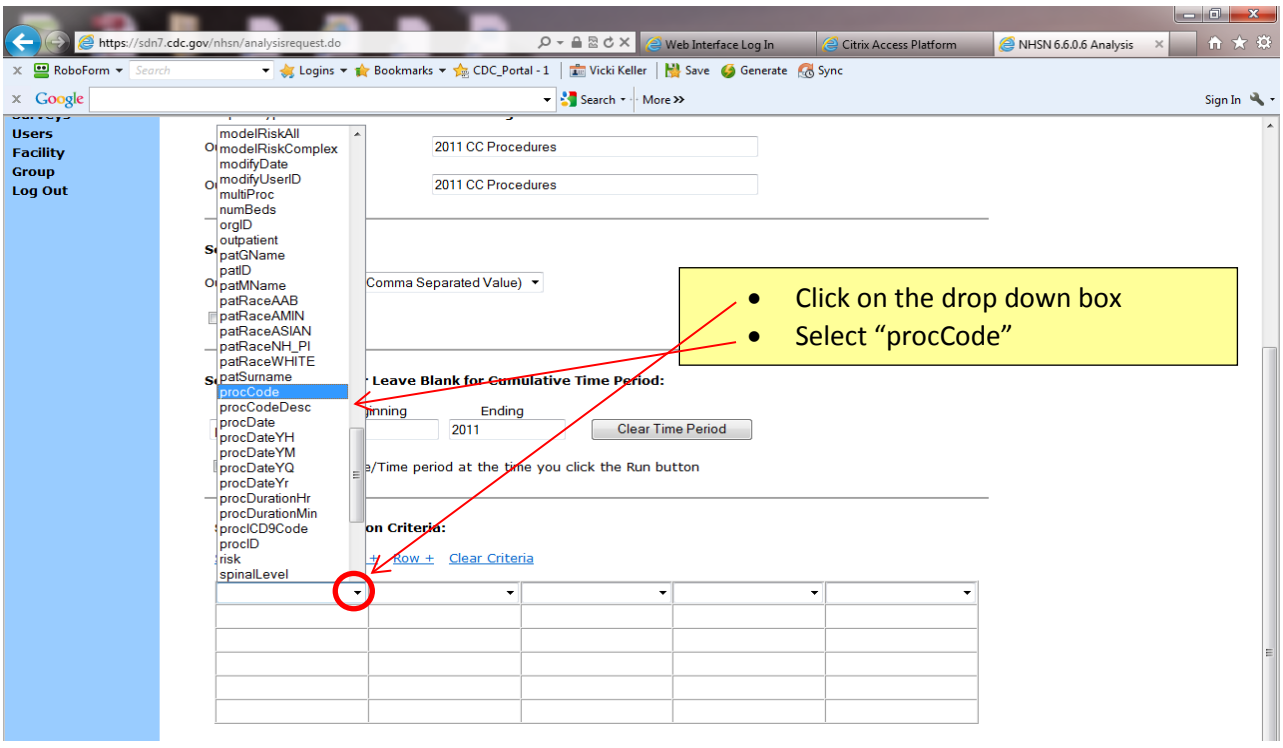
1. Log in to the NHSN portal to access your hospital's data. From the blue navigation bar on the left, click on the following (in the order of the screen shots)and follow instructions.
2. Analysis → Generate Data Set
3. Analysis→ Output Options→ Advanced → Procedure-level Data→ CDC Defined Output→ Line Listing- All Procedures → then click "Modify"



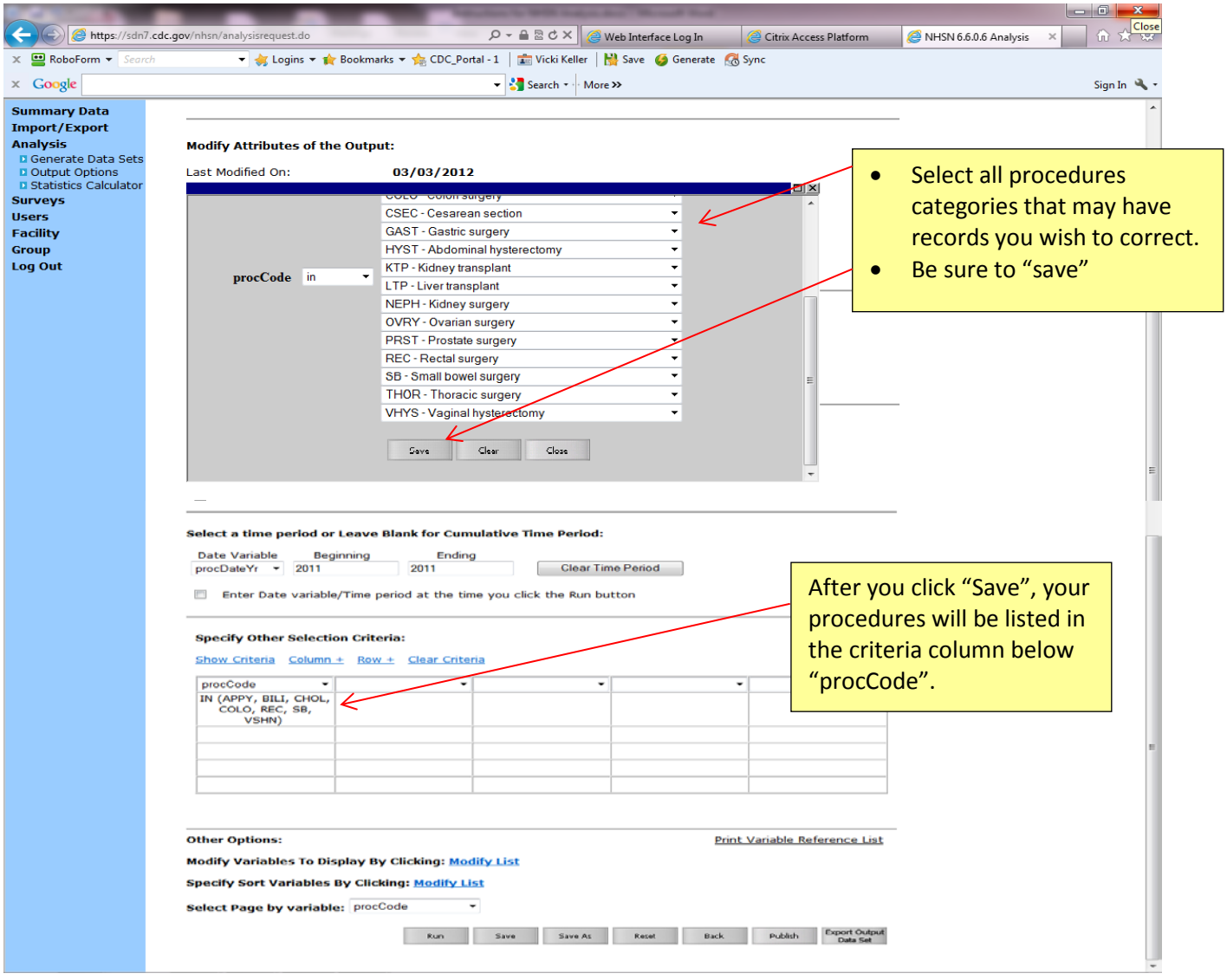
4. The following screen will appear. Note: customized changes were made to the report as described below.

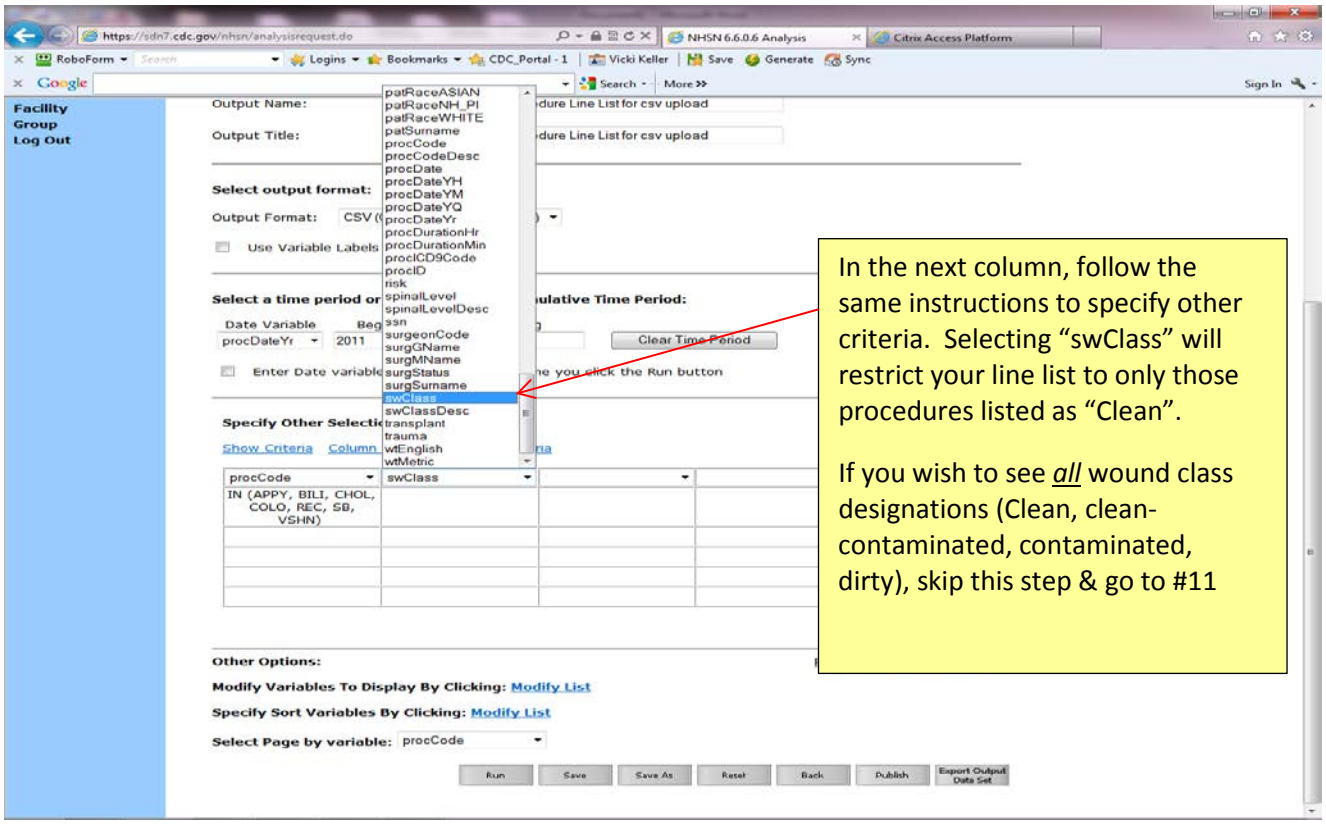


5. In the table section, “Specify Other Selection Criteria,” click the first drop down boxand select variable “procCode” as below

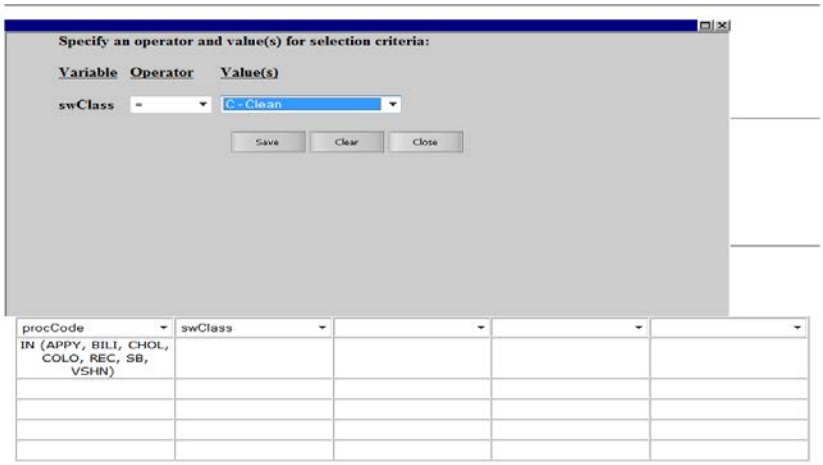


6. Click on the box below “procCode;” a grey box will open.
7. Open the drop down next to “procCode” and select “in”.
8. Open the drop down box to the right of “in” and select all the procedures your facility performs for which you wish to correct the variable wound class, changing from “C” to “CC.” Note, for demonstration purposes, we included all the procedures for which CC is generally indicated.
9. If you have more procedures than there are spaces to select them, click the “Add Column” words at the top of the box and add as many as needed.
10. Be sure to click “Save” at the bottom of the grey box.

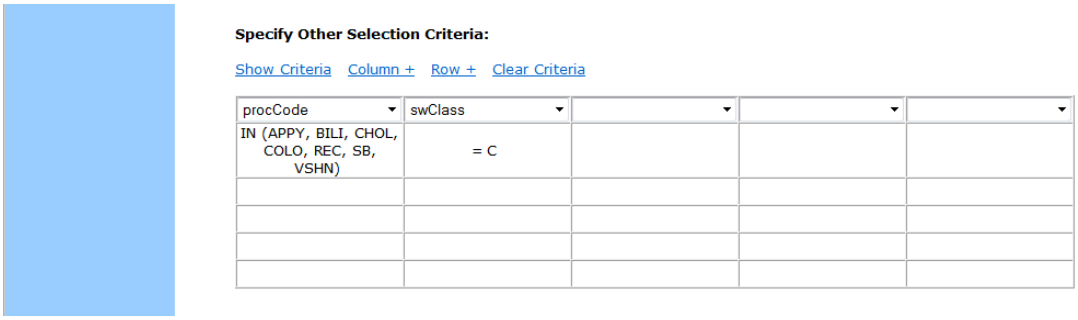




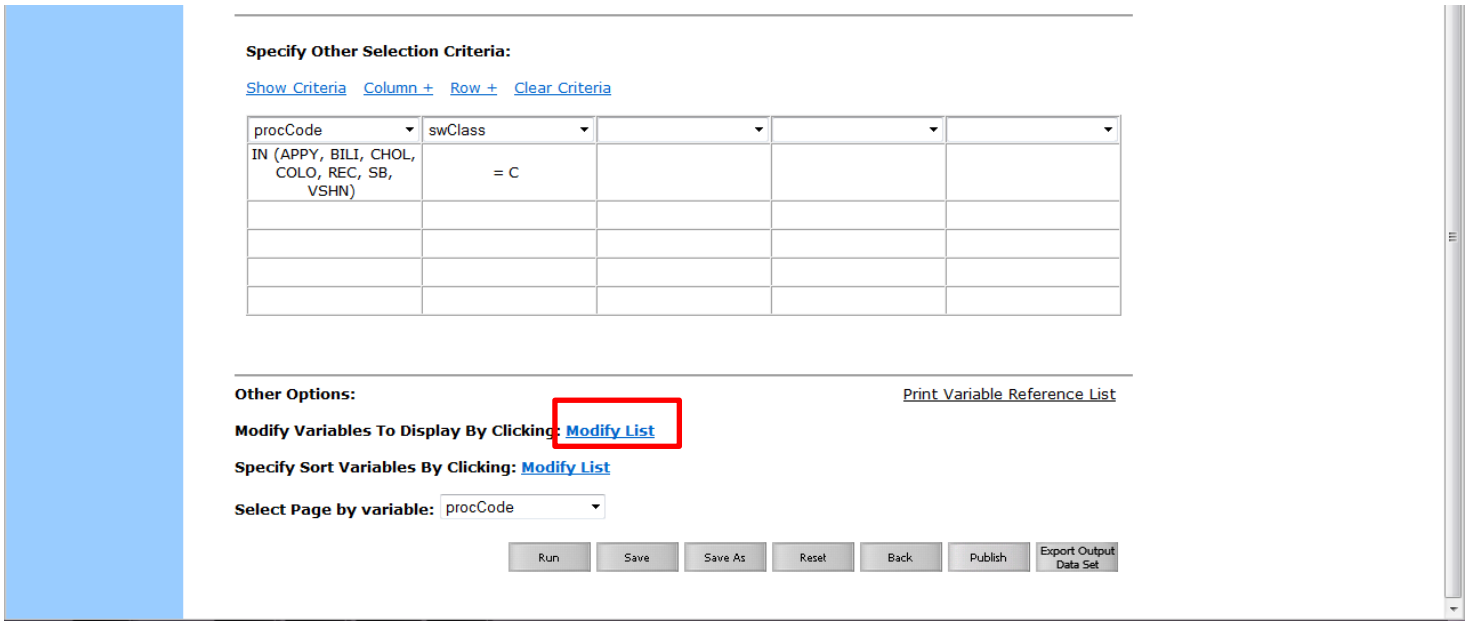
Next…..a grey box will pop up. The = symbol is your "operator", select "C-Clean" as your value – then "Save". See below



Your columns will now look like this if you decided to use the "swClass" variable



11. Now enter all of the variables you wish to appear in your analysis. The criteria MUST be selected in the order listed below. To do this, click on "Modify List" below the table.

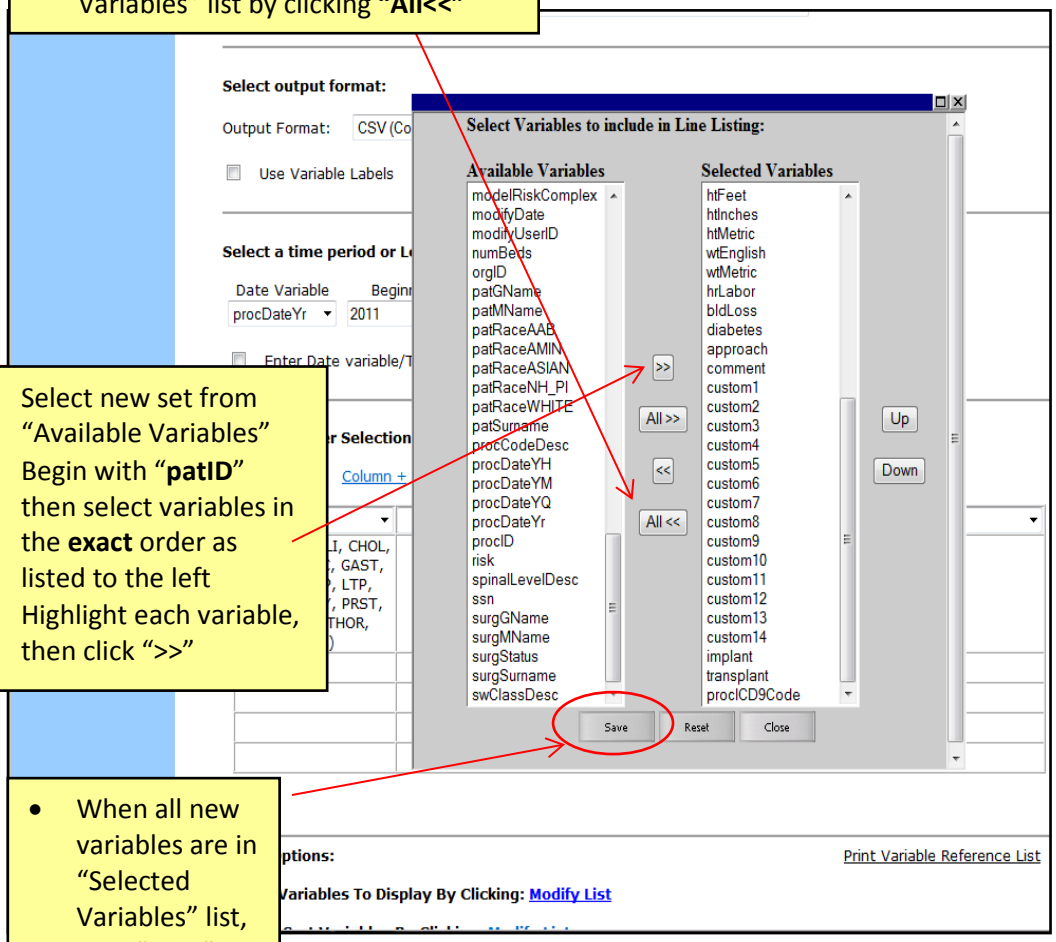


The following grey box will pop up.

12. First, click the “All <<” button to clear all the Selected variables displayed in the right column.
13. Now select the variables you want from the “Available Variables” in the order listed by double clicking or highlighting the variables in the left column then clicking the >> button to move them over to the right column.

patID
gender
dob
procCode
procDate
outpatient
procDurationHr
procDurationMin
swClass
asa
endoscope
surgeonCode
emergency
multiProc
anesthesia
trauma
spinalLevel
hpro
kpro
htFeet
htInches
htMetric
wtEnglish
wtMetric
hrLabor
bldLoss
diabetes
approach
comment
custom1
custom2
custom3
custom4
custom5
custom6
custom7
custom8
custom9
custom10
custom11
custom12
custom13
custom14
implant
transplant
proICD9code

- Remove pre-existing “Selected Variables” list by clicking **“All<<”**



- Select new set from “Available Variables”
- Begin with “**patID**” then select variables in the **exact** order as listed to the left
- Highlight each variable, then click “>>”

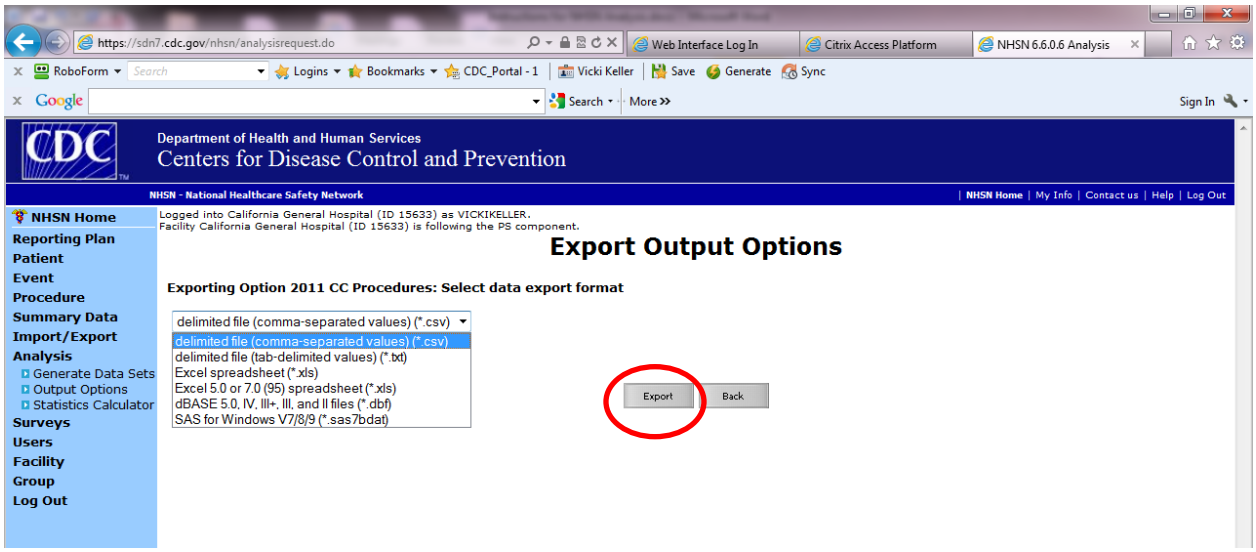
- When all new variables are in “Selected Variables” list, click “Save”

Important:

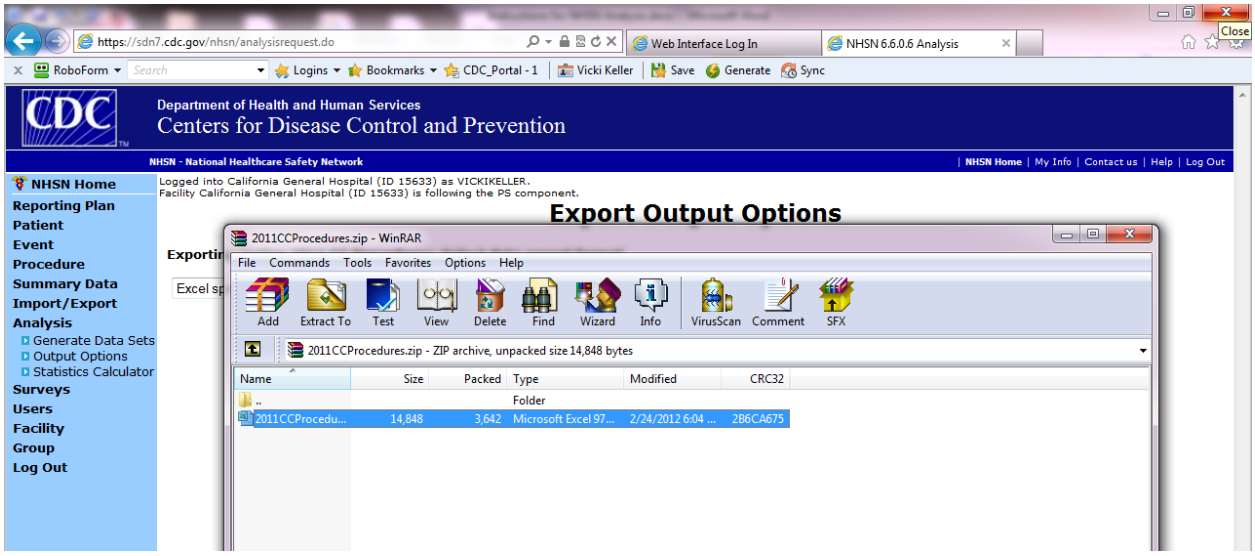
Variables must be entered exactly in the order listed to correctly set up the csv file that will be uploaded to NHSN after you have made all needed corrections to your procedure data

14. At the bottom of your screen, click “Save as” to save this report to your own custom output. You will be able to find this again later in Analysis →Output Options→ My Custom Output if you wish to run this report again.
15. To make changes to your Procedure data, you need to export your report file. Click “Export Output Data Set”

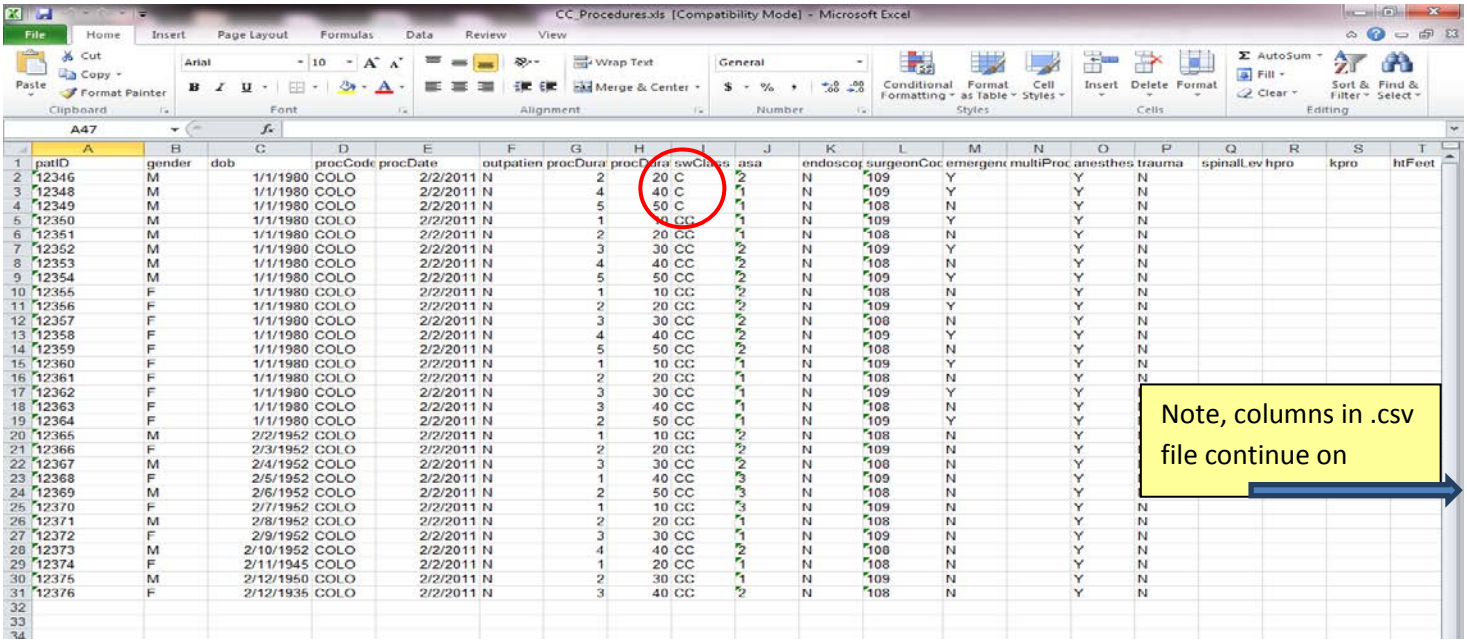
16. When the Export Output Options screen appears, select *csv from the list, then click “Export.”



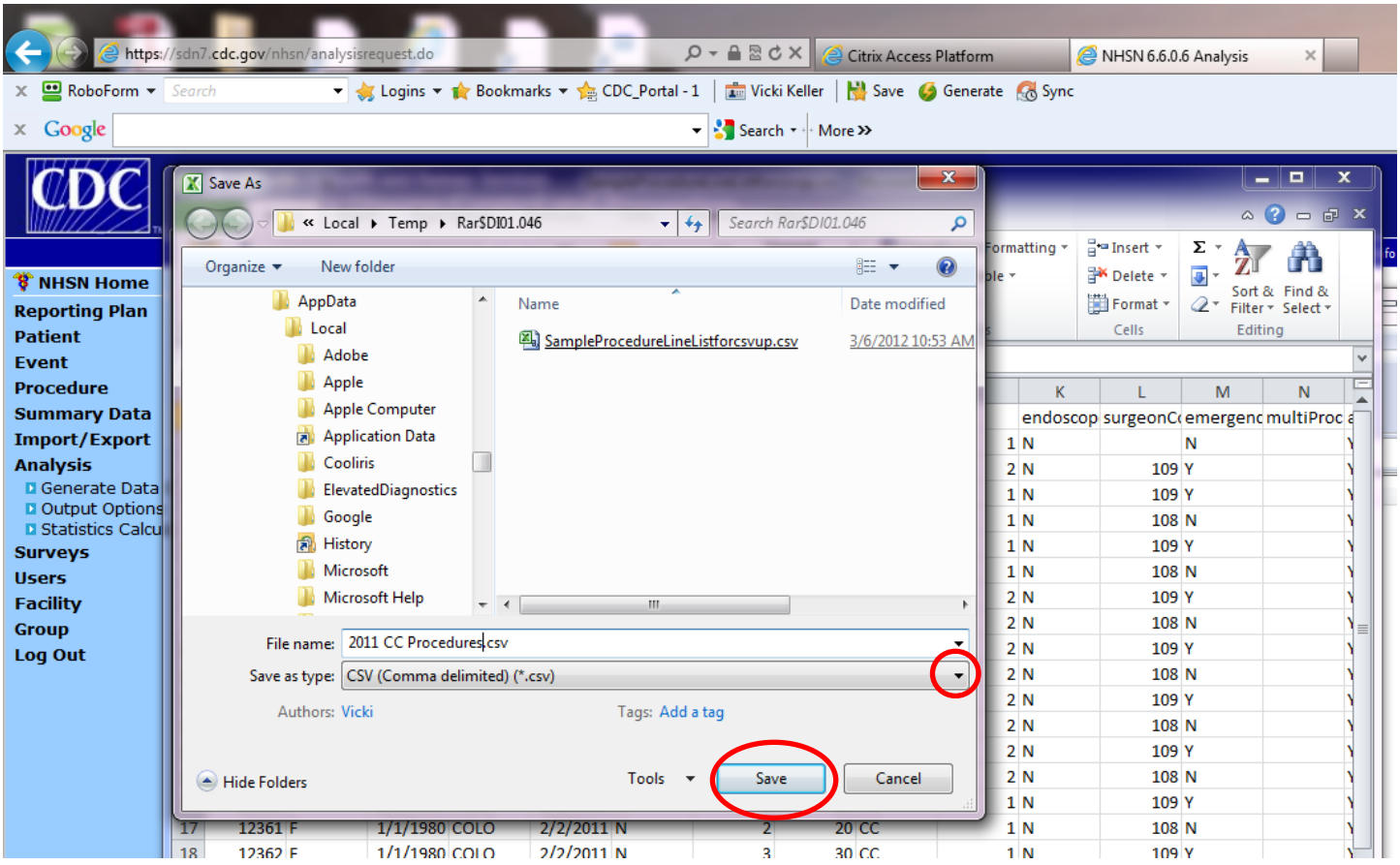
17. Now just save this .csv file as you would any other file on your computer network or hard drive



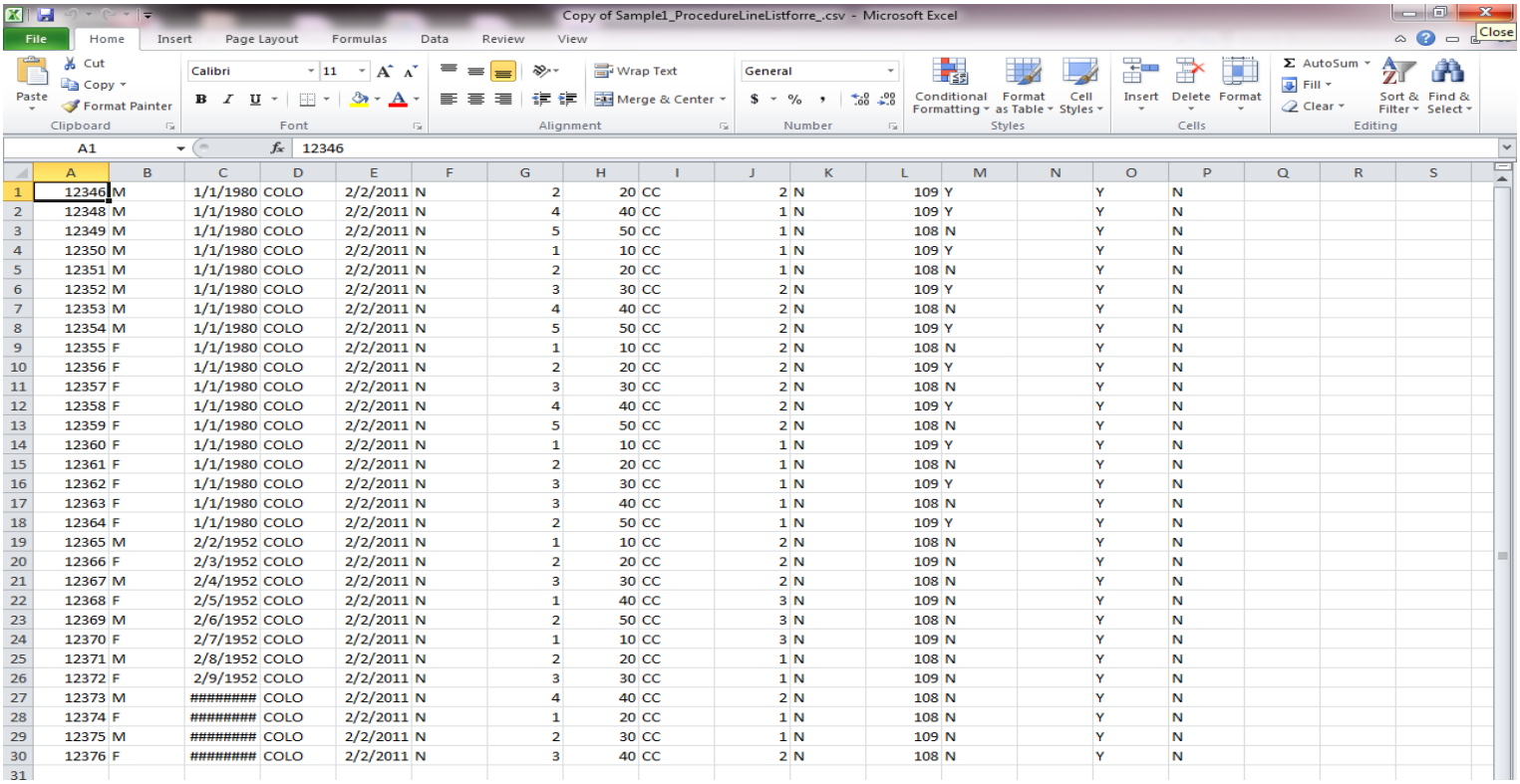
18. Open the file in Excel to make data corrections. In this case, we will be changing the wound class field from "C" to "CC" for selected surgical procedures. (If you chose the variable in Analysis for only "C", you won't see any "CC.") In this example, our top 3 procedure records are "C" and we want to correct them to "CC;" you may have more. Simply type over the existing cell to make the appropriate corrections. You may wish to sort alphabetically to bring all the "C" to the top.



19. Now that your corrections are complete, you need to import the data as a .csv file. Delete row 1 so that no variable labels remain. "Save as" a .csv file as shown below.



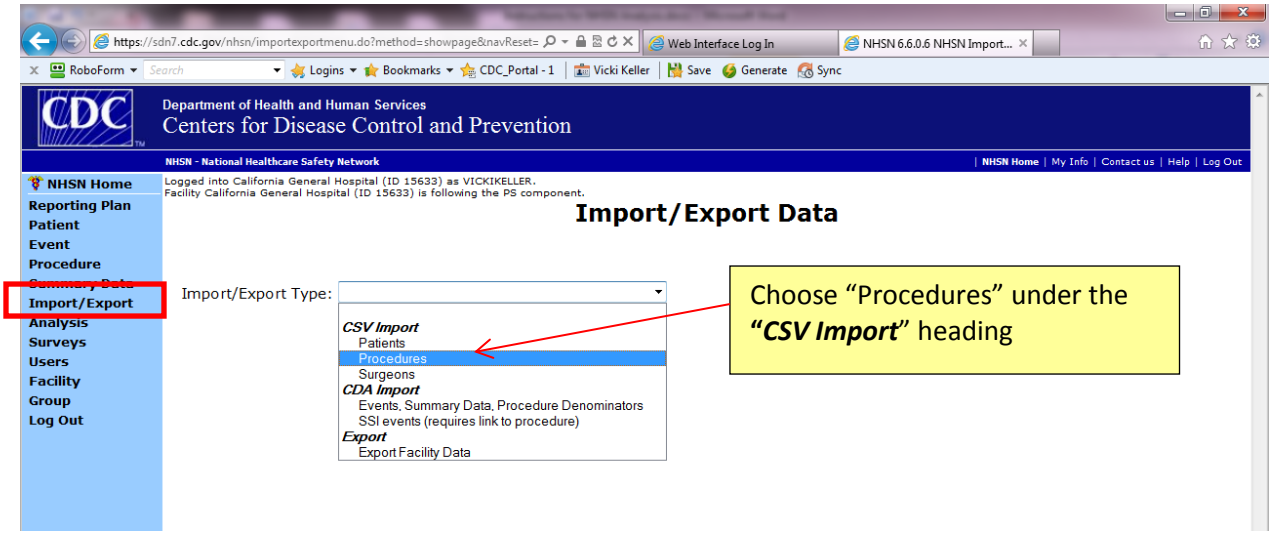
20. Your file will now appear as below (a .csv file with no labels, only data) and is ready for upload as a single document with all your data corrections. Save and close this file. Go back to NHSN.



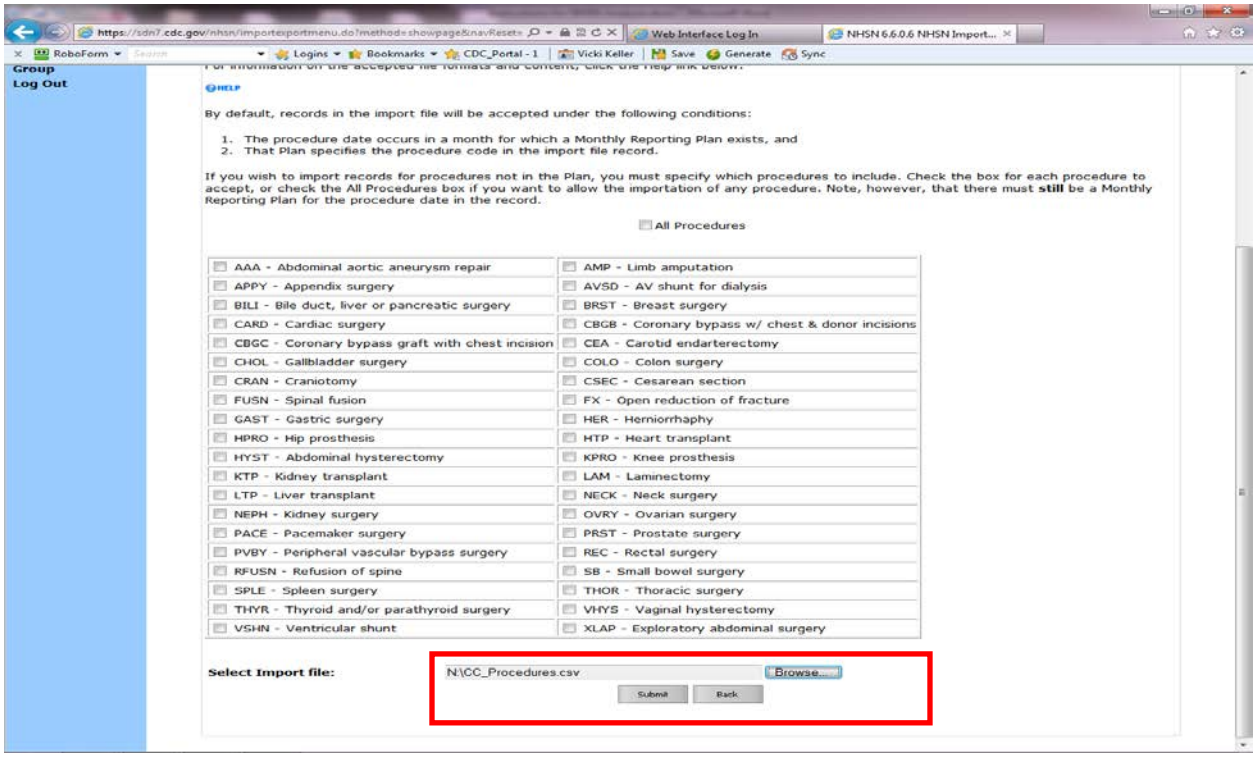
Copy of Sample1_ProcedureLineListforre_.csv - Microsoft Excel

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	12346	M	1/1/1980	COLO	2/2/2011	N	2	20	CC	2	N	109	Y		Y	N			
2	12348	M	1/1/1980	COLO	2/2/2011	N	4	40	CC	1	N	109	Y		Y	N			
3	12349	M	1/1/1980	COLO	2/2/2011	N	5	50	CC	1	N	108	N		Y	N			
4	12350	M	1/1/1980	COLO	2/2/2011	N	1	10	CC	1	N	109	Y		Y	N			
5	12351	M	1/1/1980	COLO	2/2/2011	N	2	20	CC	1	N	108	N		Y	N			
6	12352	M	1/1/1980	COLO	2/2/2011	N	3	30	CC	2	N	109	Y		Y	N			
7	12353	M	1/1/1980	COLO	2/2/2011	N	4	40	CC	2	N	108	N		Y	N			
8	12354	M	1/1/1980	COLO	2/2/2011	N	5	50	CC	2	N	109	Y		Y	N			
9	12355	F	1/1/1980	COLO	2/2/2011	N	1	10	CC	2	N	108	N		Y	N			
10	12356	F	1/1/1980	COLO	2/2/2011	N	2	20	CC	2	N	109	Y		Y	N			
11	12357	F	1/1/1980	COLO	2/2/2011	N	3	30	CC	2	N	108	N		Y	N			
12	12358	F	1/1/1980	COLO	2/2/2011	N	4	40	CC	2	N	109	Y		Y	N			
13	12359	F	1/1/1980	COLO	2/2/2011	N	5	50	CC	2	N	108	N		Y	N			
14	12360	F	1/1/1980	COLO	2/2/2011	N	1	10	CC	1	N	109	Y		Y	N			
15	12361	F	1/1/1980	COLO	2/2/2011	N	2	20	CC	1	N	108	N		Y	N			
16	12362	F	1/1/1980	COLO	2/2/2011	N	3	30	CC	1	N	109	Y		Y	N			
17	12363	F	1/1/1980	COLO	2/2/2011	N	3	40	CC	1	N	108	N		Y	N			
18	12364	F	1/1/1980	COLO	2/2/2011	N	2	50	CC	1	N	109	Y		Y	N			
19	12365	M	2/2/1952	COLO	2/2/2011	N	1	10	CC	2	N	108	N		Y	N			
20	12366	F	2/3/1952	COLO	2/2/2011	N	2	20	CC	2	N	109	N		Y	N			
21	12367	M	2/4/1952	COLO	2/2/2011	N	3	30	CC	2	N	108	N		Y	N			
22	12368	F	2/5/1952	COLO	2/2/2011	N	1	40	CC	3	N	109	N		Y	N			
23	12369	M	2/6/1952	COLO	2/2/2011	N	2	50	CC	3	N	108	N		Y	N			
24	12370	F	2/7/1952	COLO	2/2/2011	N	1	10	CC	3	N	109	N		Y	N			
25	12371	M	2/8/1952	COLO	2/2/2011	N	2	20	CC	1	N	108	N		Y	N			
26	12372	F	2/9/1952	COLO	2/2/2011	N	3	30	CC	1	N	109	N		Y	N			
27	12373	M	########	COLO	2/2/2011	N	4	40	CC	2	N	108	N		Y	N			
28	12374	F	########	COLO	2/2/2011	N	1	20	CC	1	N	108	N		Y	N			
29	12375	M	########	COLO	2/2/2011	N	2	30	CC	1	N	109	N		Y	N			
30	12376	F	########	COLO	2/2/2011	N	3	40	CC	2	N	108	N		Y	N			
31																			

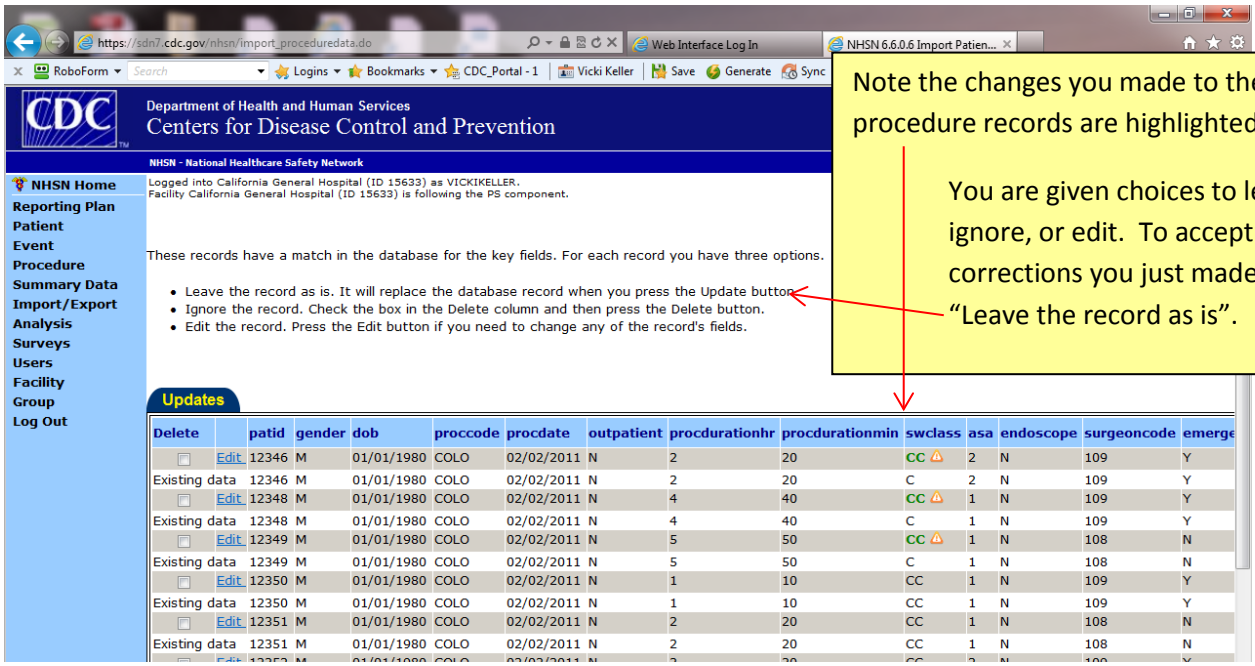
21. You are now ready to upload the procedure data corrections into NHSN. You will be over-writing or "Saving" over the old files. In NHSN on the blue navigation bar, click on "Import/Export." From the drop down box, choose "Procedures" under ***CSV Import***



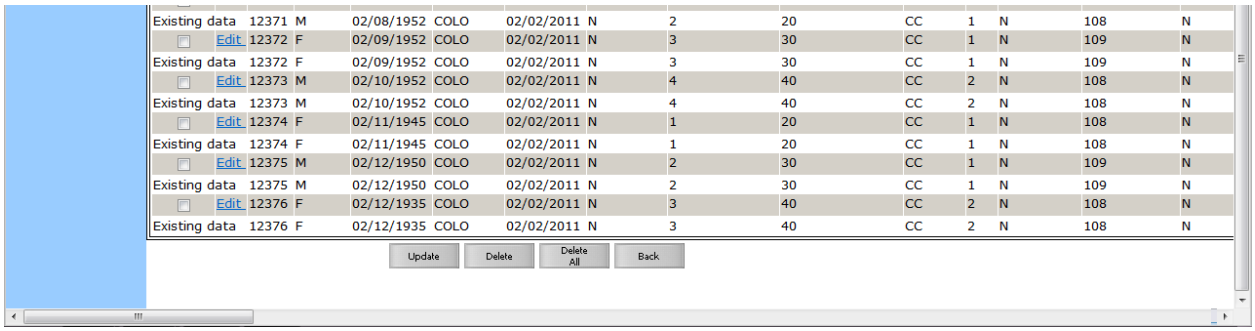
22. Scroll to the bottom of the **"Import/Export Data"** page, and using the Browse button, find and attach you your .csv file. To upload the file, click "Submit."



23. You are given the choice to accept or edit your new data. The example below shows the file is correctly formatted, and there is only an "Updates" tab, no "Bad Data" tab. Both the new corrected procedure recordsyou wish to upload and the pre-existing procedure recordsuploaded/entered in the past are shown.



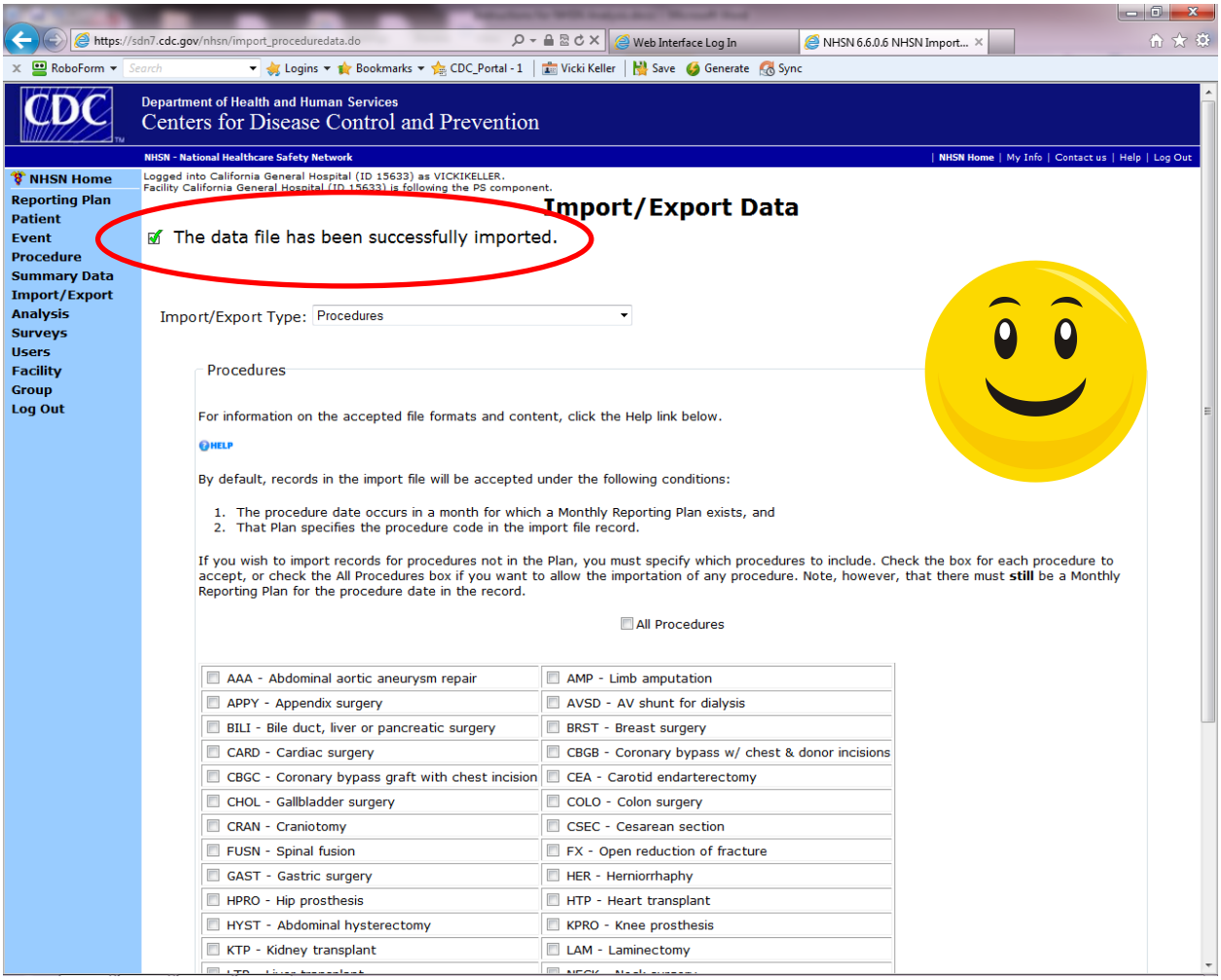
24. At the bottom of the same page, click “Update”to accept the changes, and then “ok” when asked if you really want to update the data.

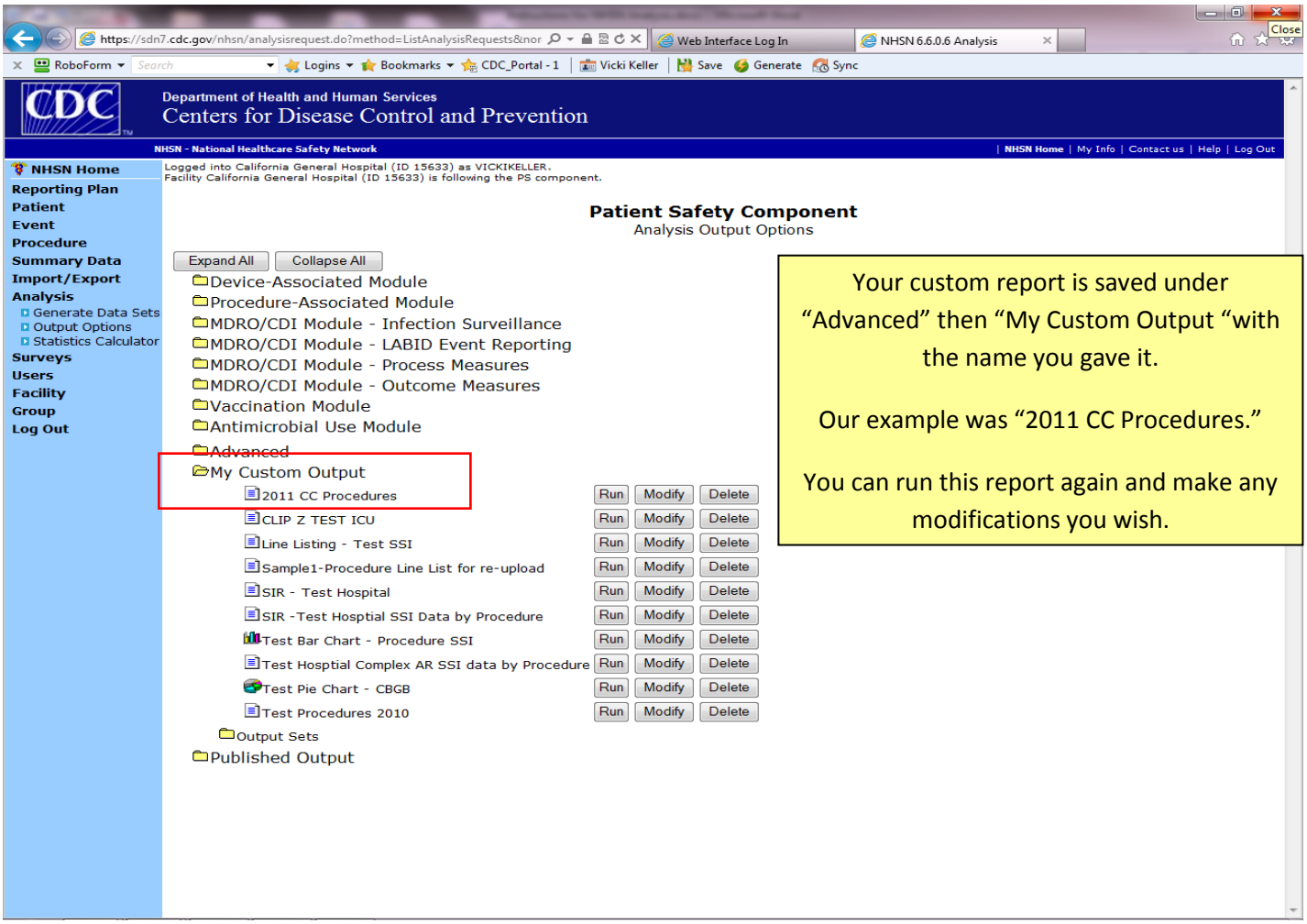


Existing data		12371	M	02/08/1952	COLO	02/02/2011	N	2	20	CC	1	N	108	N
	Edit	12372	F	02/09/1952	COLO	02/02/2011	N	3	30	CC	1	N	109	N
Existing data		12372	F	02/09/1952	COLO	02/02/2011	N	3	30	CC	1	N	109	N
	Edit	12373	M	02/10/1952	COLO	02/02/2011	N	4	40	CC	2	N	108	N
Existing data		12373	M	02/10/1952	COLO	02/02/2011	N	4	40	CC	2	N	108	N
	Edit	12374	F	02/11/1945	COLO	02/02/2011	N	1	20	CC	1	N	108	N
Existing data		12374	F	02/11/1945	COLO	02/02/2011	N	1	20	CC	1	N	108	N
	Edit	12375	M	02/12/1950	COLO	02/02/2011	N	2	30	CC	1	N	109	N
Existing data		12375	M	02/12/1950	COLO	02/02/2011	N	2	30	CC	1	N	109	N
	Edit	12376	F	02/12/1935	COLO	02/02/2011	N	3	40	CC	2	N	108	N
Existing data		12376	F	02/12/1935	COLO	02/02/2011	N	3	40	CC	2	N	108	N

Update Delete Delete All Back

25. Congratulations! You have successfully uploaded all your corrected surgical procedure records.



Remember: This report can be used again. It will be located in

Analysis→ Output Options→ Advanced→My Custom Output→Name of your Report