



California Department of Public Health  
Healthcare-Associated Infections Program

HAI Liaison Program “Quick Tips”

**Options for Data Entry of NHSN Procedure Data  
(SSI Denominators)**

There are four approaches hospitals may use for getting SSI Procedure (denominator) data into NHSN. For each reportable procedure performed, specific data about that surgery must be reported to NHSN within 30 days of the end of the month. Data may be entered via electronic document transfer using HL7 Clinical Document Architecture (CDA) standards, importing comma separated value (CSV) files, or entering manually. Options are listed in order of least (once implemented) to most labor-intensive. Decisions regarding which option to choose should be based on volume of reportable surgeries, electronic health record capabilities, and available expertise and staff hours for HAI surveillance and reporting needed to comply with State mandates.

- **Clinical Document Architecture (CDA) Electronic Document Transfer**  
CDA is a Health Level 7 (HL7) standard that provides a framework for formatting electronic documents. NHSN can accept electronic infection reports and denominator data reports from commercial infection surveillance systems or other medical record vendors. NHSN has published CDA standards for electronic document development by system vendors.
- **Comma Separated Value (CSV) File Import Using Electronic Data**  
NHSN allows importation of procedure data in an ASCII comma delimited text file formatted as a CSV file. Hospitals can generate CSV import files by extracting required procedure data fields from existing hospital databases or health information systems, and compile multiple surgical procedure records into a single file for import to NHSN. For all required data needed to develop the automated CSV file, data fields may need to be added to existing hospital databases or the electronic medical record system.
- **CSV File Import Requiring Manual Data Preparation**  
If the CSV file cannot be completely developed using data from existing systems, the file can be created by a combination of electronic and manual data. Available electronic data fields can be compiled into an Excel spreadsheet (following the required column format), and missing data fields can be entered manually. Although this process requires manual data entry for each procedure, it enables multiple procedures to be entered into a single file. When all required fields are entered, the Excel spreadsheet can be converted to a “.csv” file for electronic upload to NHSN. The Excel spreadsheet format can also be used to identify incomplete records or incorrect data (whether derived electronically or manually), which can be corrected manually prior to converting to the CSV format.
- **Manual Data Entry**  
If required data fields cannot be derived via electronic means (or the numbers of reportable procedures are few), surgical procedure data can be entered record-by-record via the NHSN Procedure data entry screen.

## HAI Liaison Program “Quick Tips”

### Implementing Processes for NHSN Data Import or Data Entry

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#### Receiving CDA Electronic Reports

To implement CDA for NHSN, hospitals must contact their Infection Control Software vendors, electronic health record system vendors, or EMR vendors to inquire about the availability of generating CDA documents for importation into NHSN. Direct all vendors to the CDA information available at <http://www.cdc.gov/nhsn/CDA/index.html>

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#### Importing CSV Files

CSV files can be developed within the hospital using data from existing databases, health records systems, and EMRs. Following is a step-by-step guide to develop electronic data files for importing surgical procedure data to NHSN.

1. Obtain and review the specifications for the SSI denominator import file from NHSN, [http://www.cdc.gov/nhsn/PDFs/ImportingProcedureData\\_current.pdf](http://www.cdc.gov/nhsn/PDFs/ImportingProcedureData_current.pdf)
2. Identify required Procedure data elements for each procedure your hospital will be reporting.
3. Identify in which health record systems or databases required data elements exist electronically. For example, data related to ICD-9 procedure codes, surgical duration, or ASA score may be in an OR database, anesthesiology database, a peri-operative electronic nursing record, or administrative/billing database.
4. As necessary, meet with hospital administration and/or others to describe NHSN reporting requirements and obtain support/resources for generating programmed monthly reports for surgical procedure data import.
5. Identify who can develop reports from the system(s) to capture required data elements. Consider OR data management staff, surgery department manager, nursing department informatics specialist, quality department data analyst, billing department analyst or manager, medical records or coding manager, or perhaps the hospital information systems team.
6. If more than one report needs to be produced to obtain all required data fields, ask identified report writer(s) to provide an Excel spreadsheet containing one month of data with at least two patient identifiers. Identify who can merge the data into a single file (and will format according to NHSN .csv file specifications).
7. Identify if any required data elements are not available through an electronic data source. Explore feasibility to obtain by adding new fields to current health record systems or EMR. (Remember, until available electronically, required data must be manually entered).
8. When all required data have been aggregated into an Excel spreadsheet, convert to .csv file format. (A workbook with file specifications, template, and instructions for converting Excel file to CSV is available from your HAI Liaison program IP or by downloading from [www.cdph.ca.gov/HAI](http://www.cdph.ca.gov/HAI) under “NHSN Guidance Specific to California Hospitals.”)

9. Perform a initial import of the .csv file into NHSN to identify errors (Appendix A). Do not upload fabricated data into the NHSN to “test”. It will be very labor intensive for you to remove and it immediately becomes a part of the national data pool.
10. Correct errors and repeat the initial import until successful. Make notes on what you learn to prevent future errors and for a faster, more efficient monthly Procedure import.
11. Always import Procedure data prior to entering SSI Events. To link an SSI to a Procedure, on the “Add Event” page select “link to procedure.”

### Manual Data Preparation for CSV File Import

If not all required data elements are available electronically, a combination of electronic and manually entered data may be necessary. This should be an interim solution until required data elements can be incorporated into existing databases, electronic health record systems, or EMR. This process requires collection of data (often by paper chart review) and manual data entry to fill in missing data elements in an Excel spreadsheet. When complete, the spreadsheet can be converted to a single .csv file that is imported once per month.

1. Follow steps 1 – 7 of **CSV File Import Process** (above).
2. Identify the required data elements NOT available through any electronic data source. If unable to develop a plan to get all data electronically, meet with Administration or others to explain CDPH reporting requirements for surgical procedure data, resources required to collect and enter data, and what is needed to streamline the process (i.e. how to capture data and produce a single .csv file for electronic import).
3. With Administrative support, convene those who can work toward goal “all required data elements necessary to report Procedure data are available electronically.” Develop a plan and timeline for implementation (if possible).
4. In the interim, data not available electronically need to be obtained and entered manually. Identify where/how to derive required data elements (e.g., from written medical records) and who is available to manually enter.
5. Complete missing required data fields on Excel spreadsheet formatted per NHSN specifications.
6. Follow steps 8-11 of **CSV File Import Process** (above).

### Manual Data Entry

If NO required data elements are available electronically, or the volume of reportable surgical procedures is sufficiently low, require little data entry each month, and staff resources are available, a hospital may need/choose to proceed with manual data entry.

1. Print “Denominator for Procedure” forms from NHSN website, [www.cdc.gov/nhsn/forms/57.121\\_DenomProc\\_BLANK.docx](http://www.cdc.gov/nhsn/forms/57.121_DenomProc_BLANK.docx)

NHSN National Healthcare Quality Network		Denominator for Procedure		OMB No. 0920-0666 Exp. Date: 09-30-2012	
Facility ID:		Procedure #:		* required for saving	
*Patient ID:		Social Security #:			
Secondary ID:					
Patient Name, Last:		First:	Middle:		
*Gender: F M		*Date of Birth:			
Ethnicity (specify):		Race (specify):			
Event Type: PROC		*NHSN Procedure Code:			
*Date of Procedure:		ICD-9-CM Procedure Code:			
Procedure Details					
*Outpatient:	Yes	No	*Duration:	Hours	Minutes

2. Required data elements are indicated by asterisk on the NHSN form. Identify where required data elements are documented in medical records.
3. Record required data elements for each reportable surgical procedure on an NHSN paper form.
4. Log into NHSN, select Procedure from blue navigation bar. Click on "Add." Enter each Procedure record, ensuring inclusion of all required data fields indicated by red asterisks.
5. NHSN will not let you save a record if required data missing or fails to meet parameters. Correct data as needed.
6. Repeat for each reportable procedure. All data must be entered within 30 days of the end of each month.

## HAI Liaison Program “Quick Tips”

### Appendix A Importing CSV Files to NHSN

# Importing Procedure Data into NSHN

1

Log into NHSN and click on Import/Export function



The screenshot shows the NHSN Patient Safety Component Home Page. The page header includes the CDC logo and the text "Department of Health and Human Services Centers for Disease Control and Prevention". Below the header, the user is logged in as TERRYNELSON at California General Hospital. The left navigation menu lists various options, with "Import/Export" circled in red. The main content area includes a heading "NHSN Patient Safety Component Home Page", a brief instruction to use the navigation bar, and a section titled "Assurance of Confidentiality" which states that information is held in strict confidence. A warning box indicates that NHSN maintenance may occur nightly between 12am and 6am Eastern time. At the bottom, there is a link to "Get Adobe Acrobat Reader for PDF files".

## Importing Procedure Data into NSHN

2

From "Import/Export Type" drop-down menu, select **CSV Import** "Procedures"

The screenshot shows the NSHN interface. The header includes the CDC logo and the text "Department of Health and Human Services, Centers for Disease Control and Prevention". Below the header, it says "NHSN - National Healthcare Safety Network". The user is logged in as TERRYNELSON. The main content area is titled "Import/Export Data". On the left is a navigation menu with items like "NHSN Home", "Reporting Plan", "Patient", "Event", "Procedure", "Summary Data", "Import/Export", "Analysis", "Surveys", "Users", "Facility", "Group", and "Log Out". The "Import/Export Type" dropdown menu is open, showing options: "CSV Import", "Patients", "Procedures", "Surgeons", "CDA Import", "Events, Summary Data, Procedure Denominators", "SSI events (requires link to procedure)", "Export", and "Export Facility Data". The "Procedures" option is circled in red.

## Importing Procedure Data into NSHN

3

Reminder: the "HELP" button on each NSHN page takes you to related content in the help library

The screenshot shows the NSHN interface. The header includes the CDC logo and the text "Department of Health and Human Services, Centers for Disease Control and Prevention". Below the header, it says "NHSN - National Healthcare Safety Network". The user is logged in as TERRYNELSON. The main content area is titled "Import/Export Data". On the left is a navigation menu with items like "NHSN Home", "Reporting Plan", "Patient", "Event", "Procedure", "Summary Data", "Import/Export", "Analysis", "Surveys", "Users", "Facility", "Group", and "Log Out". The "Import/Export Type" dropdown menu is set to "Procedures". Below the dropdown, there is a "Procedures" section with a "HELP" button circled in red. The text below the "HELP" button reads: "For information on the accepted file formats and content, click the Help link below." Below this, it says "By default, records in the import file will be accepted under the following conditions:" followed by a list of two conditions. Below the list, it says "If you wish to import records for procedures not in the Plan, you must specify which procedures to include. Check the box for each procedure to accept, or check the All Procedures box if you want to allow the importation of any procedure. Note, however, that there must still be a Monthly Reporting Plan for the procedure date in the record." At the bottom, there is a checkbox for "All Procedures" and a table of procedure codes with checkboxes: AAA - Abdominal aortic aneurysm repair, AMP - Limb amputation, APPY - Appendix surgery, and AVSD - AV shunt for dialysis.

# Importing Procedure Data into NSHN

4

**Important:** Prior to attempting to import Procedure data, you must have completed that month's Reporting Plan

Plan needs to include the same procedures you will import

# Importing Procedure Data into NSHN

5

If monthly Reporting Plan in place and you are ready to import, scroll down page...

# Importing Procedure Data into NSHN

6

No need to check any boxes on this page

<input type="checkbox"/> CARD - Cardiac surgery	<input type="checkbox"/> BRST - Breast surgery
<input type="checkbox"/> CBGC - Coronary bypass graft with chest incision	<input type="checkbox"/> CBGB - Coronary bypass w/ chest & donor incisions
<input type="checkbox"/> CHOL - Gallbladder surgery	<input type="checkbox"/> CEA - Carotid endarterectomy
<input type="checkbox"/> CRAN - Craniotomy	<input type="checkbox"/> COLO - Colon surgery
<input type="checkbox"/> FUSN - Spinal fusion	<input type="checkbox"/> CSEC - Cesarean section
<input type="checkbox"/> GAST - Gastric surgery	<input type="checkbox"/> FX - Open reduction of fracture
<input type="checkbox"/> HPRO - Hip prosthesis	<input type="checkbox"/> HER - Hemiorrhaphy
<input type="checkbox"/> HYST - Abdominal hysterectomy	<input type="checkbox"/> HTP - Heart transplant
<input type="checkbox"/> KTP - Kidney transplant	<input type="checkbox"/> KPRO - Knee prosthesis
<input type="checkbox"/> LTP - Liver transplant	<input type="checkbox"/> LAM - Laminectomy
<input type="checkbox"/> NEPH - Kidney surgery	<input type="checkbox"/> NECK - Neck surgery
<input type="checkbox"/> PACE - Pacemaker surgery	<input type="checkbox"/> OVRY - Ovarian surgery
<input type="checkbox"/> PVBY - Peripheral vascular bypass surgery	<input type="checkbox"/> PRST - Prostate surgery
<input type="checkbox"/> RFUSN - Refusion of spine	<input type="checkbox"/> REC - Rectal surgery
<input type="checkbox"/> SPLE - Spleen surgery	<input type="checkbox"/> SB - Small bowel surgery
<input type="checkbox"/> THYR - Thyroid and/or parathyroid surgery	<input type="checkbox"/> THOR - Thoracic surgery
<input type="checkbox"/> VSHN - Ventricular shunt	<input type="checkbox"/> VHYS - Vaginal hysterectomy
	<input type="checkbox"/> XLAP - Exploratory abdominal surgery

Browse your computer to locate the .csv file you wish to import

Select Import file:

# Importing Procedure Data into NSHN

7

<input type="checkbox"/> BILI - Bile duct, liver or pancreatic surgery	<input type="checkbox"/> BRST - Breast surgery
<input type="checkbox"/> CARD - Cardiac surgery	<input type="checkbox"/> CBGB - Coronary bypass w/ chest & donor incisions
<input type="checkbox"/> CBGC - Coronary bypass graft with chest incision	<input type="checkbox"/> CEA - Carotid endarterectomy
<input type="checkbox"/> CHOL - Gallbladder surgery	<input type="checkbox"/> COLO - Colon surgery
<input type="checkbox"/> CRAN - Craniotomy	<input type="checkbox"/> CSEC - Cesarean section
<input type="checkbox"/> FUSN - Spinal fusion	
<input type="checkbox"/> GAST - Gastric surgery	
<input type="checkbox"/> HPRO - Hip prosthesis	
<input type="checkbox"/> HYST - Abdominal hysterectomy	
<input type="checkbox"/> KTP - Kidney transplant	
<input type="checkbox"/> LTP - Liver transplant	
<input type="checkbox"/> NEPH - Kidney surgery	<input type="checkbox"/> OVRY - Ovarian surgery
<input type="checkbox"/> PACE - Pacemaker surgery	<input type="checkbox"/> PRST - Prostate surgery
<input type="checkbox"/> PVBY - Peripheral vascular bypass surgery	<input type="checkbox"/> REC - Rectal surgery
<input type="checkbox"/> RFUSN - Refusion of spine	<input type="checkbox"/> SB - Small bowel surgery
<input type="checkbox"/> SPLE - Spleen surgery	<input type="checkbox"/> THOR - Thoracic surgery
<input type="checkbox"/> THYR - Thyroid and/or parathyroid surgery	<input type="checkbox"/> VHYS - Vaginal hysterectomy
<input type="checkbox"/> VSHN - Ventricular shunt	<input type="checkbox"/> XLAP - Exploratory abdominal surgery

Select your .csv import file (it will appear in gray box)  
Click "Submit"

Select Import file:

## Importing Procedure Data into NSHN

8

Records will appear under “Inserts” or “Bad Data” tabs

These records have no match in the database. For each record you have three options.

- Leave the record as is. It will be inserted when you press the Update button.
- Ignore the record. Check the box in the Delete column and then press the Delete button.
- Edit the record. Press the Edit button if you need to change any of the record's fields.

“Inserts” list contains the Procedure records ready for import

Delete	patid	gender	dob	proccode	procdate	outpatient	procdurationhr	procduration
<input type="checkbox"/>	<a href="#">Edit</a> Z-TEST10101	F	01/01/1980	HPRO	01/01/2011	N	1	10
<input type="checkbox"/>	<a href="#">Edit</a> Z-TEST10111	F	01/01/1980	HPRO	01/01/2011	N	2	20
<input type="checkbox"/>	<a href="#">Edit</a> Z-TEST10121	F	01/01/1980	HPRO	01/01/2011	N	3	30
<input type="checkbox"/>	<a href="#">Edit</a> Z-TEST10131	F	01/01/1980	HPRO	01/01/2011	N	4	40
<input type="checkbox"/>	<a href="#">Edit</a> Z-TEST10141	F	01/01/1980	HPRO	01/01/2011	N	5	50
<input type="checkbox"/>	<a href="#">Edit</a> Z-TEST10161	F	01/01/1980	HPRO	01/01/2011	N	2	20

## Importing Procedure Data into NSHN

9

Click on “Edit” to change the content of any record

These records have no match in the database. For each record you have three options.

- Leave the record as is. It will be inserted when you press the Update button.
- Ignore the record. Check the box in the Delete column and then press the Delete button.
- Edit the record. Press the Edit button if you need to change any of the record's fields.

Delete	patid	gender	dob	proccode	procdate	outpatient	procdurationhr	procduration
<input type="checkbox"/>	<a href="#">Edit</a> Z-TEST10101	F	01/01/1980	HPRO	01/01/2011	N	1	10
<input type="checkbox"/>	<a href="#">Edit</a> Z-TEST10111	F	01/01/1980	HPRO	01/01/2011	N	2	20
<input type="checkbox"/>	<a href="#">Edit</a> Z-TEST10121	F	01/01/1980	HPRO	01/01/2011	N	3	30
<input type="checkbox"/>	<a href="#">Edit</a> Z-TEST10131	F	01/01/1980	HPRO	01/01/2011	N	4	40
<input type="checkbox"/>	<a href="#">Edit</a> Z-TEST10141	F	01/01/1980	HPRO	01/01/2011	N	5	50
<input type="checkbox"/>	<a href="#">Edit</a> Z-TEST10161	F	01/01/1980	HPRO	01/01/2011	N	2	20

## Importing Procedure Data into NSHN

10

If you decide not to import a record, check the box next to that record

- Leave the record as is. It will be inserted when you press the Update button.
- Ignore the record. Check the box in the Delete column and then press the Delete button.
- Edit the record. Press the Edit button if you need to change any of the record's fields.

Then click "Delete"

**Inserts** **Bad Data**

Delete	patid	gender	dob	procode	prodate	outpatient	procdurationhr	procdurationm
<input type="checkbox"/>	<a href="#">Edit</a> Z-TEST10101	F	01/01/1980	HPRO	01/01/2011	N	1	10
<input checked="" type="checkbox"/>	<a href="#">Edit</a> Z-TEST10111	F	01/01/1980	HPRO	01/01/2011	N	2	20
<input type="checkbox"/>	<a href="#">Edit</a> Z-TEST10121	F	01/01/1980	HPRO	01/01/2011	N	3	30
<input type="checkbox"/>	<a href="#">Edit</a> Z-TEST10131	F	01/01/1980	HPRO	01/01/2011	N	4	40
<input type="checkbox"/>	<a href="#">Edit</a> Z-TEST10141	F	01/01/1980	HPRO	01/01/2011	N	5	50
<input type="checkbox"/>	<a href="#">Edit</a> Z-TEST10161	F	01/01/1980	HPRO	01/01/2011	N	2	20

Update Delete Delete All Back



## Importing Procedure Data into NSHN

11

Click on "Bad Data" tab

Records listed have errors that need to be corrected prior to import

These records have one or more errors in the data fields. For each record you have two options.

- Ignore the record. Check the box in the Delete column and then press the Delete button.
- Edit the record. Press the Edit button if you need to change any of the record's fields.

**Inserts** **Bad Data**

Delete	patid	gender	dob	procode	prodate	outpatient	procdurationhr	procdurationmin	sv
<input type="checkbox"/>	<a href="#">Edit</a> Z-TEST1081	M	01/01/1980	CBGC	01/01/2011	N	141	40	C

(Procedure duration (hrs) is not in the range 0 through 99. )

Update Delete Delete All Back

## Importing Procedure Data into NSHN

12

To correct each record in "Bad Data" list, click on "Edit" then change or complete required fields

data  
port

These records have one or more errors in the data fields. For each record you have two options:

- Ignore the record. Check the box in the Delete column and then press the Delete button.
- Edit the record. Press the Edit button if you need to change any of the record's

In this example, "procedure duration hour" has been flagged by NHSN

Inserts		Bad Data							
Delete	patid	gender	dob	proccode	procdate	outpatient	procdurationhr	procdurationmin	sv
<input type="checkbox"/>	<a href="#">Edit</a> Z-TBST1081	M	01/01/1980	CBGC	01/01/2011	N	141	40	C

(Procedure duration (hrs) is not in the range 0 through 99. )

Update Delete Delete All Back

## Importing Procedure Data into NSHN

13

✔ Record moved to insert record collection.

data  
port

These records have no match in the database. For each record you have three options:

- Leave the record as is. It will be inserted when you press the Insert button.
- Ignore the record. Check the box in the Delete column and then press the Delete button.
- Edit the record. Press the Edit button if you need to change any of the record's

Edited (corrected) records will appear in the "Inserts" tab list

Inserts							
Delete	patid	gender	dob	proccode	procdate	outpatient	procdur
<input type="checkbox"/>	<a href="#">Edit</a> Z-TEST10101	F	01/01/1980	HPRO	01/01/2011	N	1
<input type="checkbox"/>	<a href="#">Edit</a> Z-TEST10111	F	01/01/1980	HPRO	01/01/2011	N	2
<input type="checkbox"/>	<a href="#">Edit</a> Z-TEST10121	F	01/01/1980	HPRO	01/01/2011	N	3
<input type="checkbox"/>	<a href="#">Edit</a> Z-TEST10131	F	01/01/1980	HPRO	01/01/2011	N	4
<input type="checkbox"/>	<a href="#">Edit</a> Z-TEST10141	F	01/01/1980	HPRO	01/01/2011	N	5
<input type="checkbox"/>	<a href="#">Edit</a> Z-TEST10161	F	01/01/1980	HPRO	01/01/2011	N	2
<input type="checkbox"/>	<a href="#">Edit</a> Z-TEST10171	F	01/01/1980	HPRO	01/01/2011	N	3
<input type="checkbox"/>	<a href="#">Edit</a> Z-TEST10181	F	01/01/1980	HPRO	01/01/2011	N	4
<input type="checkbox"/>	<a href="#">Edit</a> Z-TEST10191	F	01/01/1980	HPRO	01/01/2011	N	5
<input type="checkbox"/>	<a href="#">Edit</a> Z-TEST1081	M	01/01/1980	CBGC	01/01/2011	N	41



## Importing Procedure Data into NSHN

14

To proceed with import, there is an option to delete “Bad Data” records if unable to correct at current time...

**BUT, you must enter those Procedures at a later time!**

These records have one or more errors in the data fields. For each record you have two options.

- Ignore the record. Check the box in the Delete column and then press the Delete button.
- Edit the record. Press the Edit button if you need to change any of the record's fields.

**Inserts** **Bad Data**

Delete	patid	gender	dob	proccode	procdate	outpatient	procdurationhr	procdurationmin	s
<input type="checkbox"/>	<a href="#">Edit</a> Z-TEST1081	M	01/01/1980	CBGC	01/01/2011	N	141	40	C

(Procedure duration (hrs) is not in the range 0 through 99. )

Update **Delete** Delete All Back

## Importing Procedure Data into NSHN

15

Record moved to insert record collection.

These records have no match in the database. For each record you have three options.

- Leave the record
- Ignore the record
- Edit the record

When there is no “Bad Data” tab, Procedure records from your .csv file are ready to import into NHSN

**Inserts**

Delete	patid	gender	dob	proccode	procdate	outpatient	procdur
<input type="checkbox"/>	<a href="#">Edit</a> Z-TEST10101	F	01/01/1980	HPRO	01/01/2011	N	1
<input type="checkbox"/>	<a href="#">Edit</a> Z-TEST10111	F	01/01/1980	HPRO	01/01/2011	N	2
<input type="checkbox"/>	<a href="#">Edit</a> Z-TEST10121	F	01/01/1980	HPRO	01/01/2011	N	3
<input type="checkbox"/>	<a href="#">Edit</a> Z-TEST10131	F	01/01/1980	HPRO	01/01/2011	N	4
<input type="checkbox"/>	<a href="#">Edit</a> Z-TEST10141	F	01/01/1980	HPRO	01/01/2011	N	5
<input type="checkbox"/>	<a href="#">Edit</a> Z-TEST10161	F	01/01/1980	HPRO	01/01/2011	N	2
<input type="checkbox"/>	<a href="#">Edit</a> Z-TEST10171	F	01/01/1980	HPRO	01/01/2011	N	3
<input type="checkbox"/>	<a href="#">Edit</a> Z-TEST10181	F	01/01/1980	HPRO	01/01/2011	N	4
<input type="checkbox"/>	<a href="#">Edit</a> Z-TEST10191	F	01/01/1980	HPRO	01/01/2011	N	5
<input type="checkbox"/>	<a href="#">Edit</a> Z-TEST1081	M	01/01/1980	CBGC	01/01/2011	N	41



# Importing Procedure Data into NSHN

16

Record moved to insert record collection.

These records have no match in the database. For each record you have three options.

- Leave the record as is. It will
- Ignore the record. Check the
- Edit the record. Press the Edit

**Click the "Update" button, then "OK" to complete the import**

Delete	patid	gender	dob	proccode	proccdate	outpatient	procdur
<input type="checkbox"/>	<a href="#">Edit</a> Z-TEST10101	F	01/01/1980	HPRO	01/01/2011	N	1
<input type="checkbox"/>	<a href="#">Edit</a> Z-TEST10111	F	01/01/1980	HPRO	01/01/2011	N	2
<input type="checkbox"/>	<a href="#">Edit</a> Z-TEST10121	F	01/01/1980	HPRO	01/01/2011	N	3
<input type="checkbox"/>	<a href="#">Edit</a> Z-TEST10131	F	01/01/1980	HPRO	01/01/2011	N	4
<input type="checkbox"/>	<a href="#">Edit</a> Z-TEST10141	F	01/01/1980	HPRO	01/01/2011	N	5
<input type="checkbox"/>	<a href="#">Edit</a> Z-TEST10161	F	01/01/1980	HPRO	01/01/2011	N	2
<input type="checkbox"/>	<a href="#">Edit</a> Z-TEST10171	F	01/01/1980	HPRO	01/01/2011	N	3
<input type="checkbox"/>	<a href="#">Edit</a> Z-TEST10181	F	01/01/1980	HPRO	01/01/2011	N	4
<input type="checkbox"/>	<a href="#">Edit</a> Z-TEST10191	F	01/01/1980	HPRO	01/01/2011	N	2
<input type="checkbox"/>	<a href="#">Edit</a> Z-TEST1081	M	01/01/1980	CBGC	01/01/2011	N	1

Message from webpage  
Are you sure you want to import records?



# Importing Procedure Data into NSHN

17

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

NHSN - National Healthcare Safety Network

Logged into California General Hospital (ID 15633) as TERRYNELSON.  
Facility California General Hospital (ID 15633) is following the PS component.

### Import/Export Data

The data file has been successfully imported.

Import/Export Type: Procedures

Procedures

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

[HELP](#)

By default, records in the import file will be accepted under the following conditions:

1. The procedure date occurs in a month for which a Monthly Reporting Plan exists, and
2. That Plan specifies the procedure code in the import file record.

If you wish to import records for procedures not in the Plan, you must specify which procedures to

**Look for message that indicates Success!**



After Procedure data have been entered:

Department of Health and Human Services

When SSI **Event** entered, patientID will link the SSI to the associated Procedure

**Import/Export Data**

The data file has been successfully imported.

Import/Export Type:

To locate individual records, click on **Procedure**, then "Find"

HELP

By default, records in the import file will be accepted under the following conditions:

1. The procedure date occurs in a month for which a Monthly Reporting Plan exists, and
2. That Plan specifies the procedure code in the import file record.

## Questions?

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More information can be found on the  
Healthcare-Associated Infections Program website  
[www.cdph.ca.gov/HAI](http://www.cdph.ca.gov/HAI)

