

# Developing a CSV File to Import Procedure Data

1. Identify where (in what existing systems) the required data fields reside
2. Work with your IT department, OR data system manager, medical records supervisor, and/or others
3. Determine how data elements might be made electronic if not already
4. Learn or seek assistance on how to develop the CSV file (or convert from an excel spreadsheet).

CSV files can be uploaded directly to NHSN





# Importing Patient Safety Procedure Data

The NHSN will allow importation of procedure data in an ASCII comma delimited text file format. You can generate the import files from different external sources, such as databases or hospital information systems. The default import option allows the importation of procedures where the procedure date occurs in a month for which a Monthly Reporting Plan exists and the 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 include.

Custom procedures can also be imported if they are first created on the custom options page.

Available on the NHSN website under Patient Safety Component "Related Material"  
Give this information to your IT department and/or surgical data manager.



# Importing Your CSV Procedure Data File

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Log into NHSN and click on Import/Export function

**CDC** 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.

**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 institution is collected with a guarantee that it will be held in strict confidence, will be used only for the purposes stated, and released without the consent of the individual, or the institution in accordance with Sections 304, 306 and 308(d) of the Public Health Act (242b, 242k, and 242m(d)).

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

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**Navigation Menu:** NHSN Home, Reporting Plan, Patient, Event, Procedure, Summary Data, **Import/Export**, Analysis, Surveys, Users, Facility, Group, Log Out

# Importing Procedure Data into NSHN

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

The screenshot displays the NSHN (National Healthcare Safety Network) web application interface. At the top left is the CDC logo. The header text reads "Department of Health and Human Services" and "Centers for Disease Control and Prevention". Below this is a navigation bar with "NHSN - National Healthcare Safety Network" and a "NHSN Home" link. The main content area is titled "Import/Export Data". On the left, a vertical menu lists various options: "NHSN Home", "Reporting Plan", "Patient", "Event", "Procedure", "Summary Data", "Import/Export", "Analysis", "Surveys", "Users", "Facility", "Group", and "Log Out". The "Import/Export" option is selected. The main content area shows a form with the label "Import/Export Type:" followed by a dropdown menu. The dropdown menu is open, showing a list of 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 under "CSV Import" is circled in red. The dropdown arrow is also circled in red.

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

NHSN - National Healthcare Safety Network | NHSN Home

Logged into California General Hospital (ID 15633) as TERRYNELSON.  
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## Import/Export Data

Import/Export Type:

- CSV Import**
- Patients
- Procedures**
- Surgeons
- CDA Import**
- Events, Summary Data, Procedure Denominators
- SSI events (requires link to procedure)
- Export**
- Export Facility Data

# Importing Procedure Data into NSHN

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Reminder: the “**HELP**” button on each NHSN page takes you to related content in the help library

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Centers for Disease Control and Prevention

NHSN - National Healthcare Safety Network

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**Import/Export Data**

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 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.

All Procedures

<input type="checkbox"/> AAA - Abdominal aortic aneurysm repair	<input type="checkbox"/> AMP - Limb amputation
<input type="checkbox"/> APPY - Appendix surgery	<input type="checkbox"/> AVSD - AV shunt for dialysis

# Importing Procedure Data into NSHN

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**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

The screenshot shows the NSHN web application interface. At the top, the CDC logo is on the left, and the text "Department of Health and Human Services Centers for Disease Control and Prevention" is on the right. Below this, the "NHSN - National Healthcare Safety Network" header is visible. A navigation menu on the left includes "NHSN Home", "Reporting Plan", "Patient", "Event", "Procedure", "Summary Data", "Import/Export", "Analysis", "Surveys", "Users", "Facility", "Group", and "Log Out". The main content area shows the "Import/Export" page. The "Import/Export Type" dropdown is set to "Procedures". Below this, there is a "Procedures" section with a "HELP" link. A list of conditions for import is provided, followed by a note about specifying procedures to include. A checkbox for "All Procedures" is present. At the bottom, there are checkboxes for specific procedure codes: AAA - Abdominal aortic aneurysm repair, APPY - Appendix surgery, AMP - Limb amputation, and AVSD - AV shunt for dialysis.

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.  
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Help | Log Out

**Import/Export**

Import/Export Type: Procedures

Procedures

For information on the accepted file formats and content, click the [Help](#) link.

[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 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.

All Procedures

<input type="checkbox"/> AAA - Abdominal aortic aneurysm repair	<input type="checkbox"/> AMP - Limb amputation
<input type="checkbox"/> APPY - Appendix surgery	<input type="checkbox"/> AVSD - AV shunt for dialysis

# Importing Procedure Data into NSHN

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

NHSN - National Healthcare Safety Network

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**Import/Export Data**

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 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.

All Procedures

<input type="checkbox"/> AAA - Abdominal aortic aneurysm repair	<input type="checkbox"/> AMP - Limb amputation
<input type="checkbox"/> APPY - Appendix surgery	<input type="checkbox"/> AVSD - AV shunt for dialysis

# Importing Procedure Data into NSHN

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*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 - Herniorrhaphy
<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:

Browse...

Submit

Back

# Importing Procedure Data into NSHN

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<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 Import file:

Z:\Terry\Desktop\CDPH HAI Program\Assignments & I

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

# Importing Procedure Data into NSHN

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

**Inserts**   **Bad Data**

Delete		patid	gender	dob	proccode	procdate	outpatient	procdurationhr	procdurationmin
<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

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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.

ta  
ort

**Inserts** **Bad Data**

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

# Importing Procedure Data into NSHN

# 12

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"

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

Update Delete Delete All Back



# Importing Procedure Data into NSHN

13

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	proccode	procdte	outpatient	procdurationhr	procdurationmin	swclass
<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

14

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

ata  
ort

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 data.

*In this example, “procedure duration hour” has been flagged by NHSN*

Inserts

Bad Data

Delete	patid	gender	dob	proccode	procdte	outpatient	procdurationhr	procdurationmin	swclass
<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

Record moved to insert record collection.

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

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

- 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 press the Delete button.
- Edit the record. Press the Edit button if you need to change the record.

## 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

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	swclass
<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

Record moved to insert record collection.

ata  
ort

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
<input type="checkbox"/>	<a href="#">Edit</a>	Z-TEST1001	M	01/01/1980	CBGC	01/01/2011	N	5



# Importing Procedure Data into NSHN

✔ Record moved to insert record collection.

ata  
ort

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

- Leave the record as is. It will be imported.
- Ignore the record. Check the checkbox.
- Edit the record. Press the Edit button.

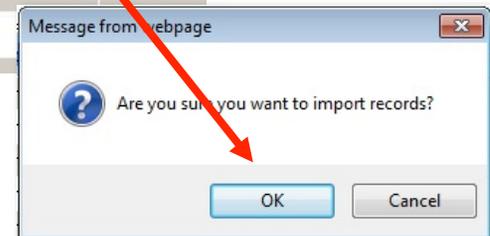
Click the "Update" button, then "OK" to complete the import

## 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	5

Update

Back



# Importing Procedure Data into NSHN

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The screenshot displays the NSHN web application interface. At the top left is the CDC logo. The header text reads "Department of Health and Human Services" and "Centers for Disease Control and Prevention". Below this is the "NHSN - National Healthcare Safety Network" banner. A navigation menu on the left lists: NHSN Home, Reporting Plan, Patient, Event, Procedure, Summary Data, Import/Export, Analysis, Surveys, Users, Facility, Group, and Log Out. The main content area shows a login status: "Logged into California General Hospital (ID 15633) as TERRYNELSON. Facility California General Hospital (ID 15633) is following the PS component." The page title is "Import/Export Data". A green checkmark icon is followed by the message: "The data file has been successfully imported." A red arrow points from a callout box to this message. The callout box contains the text: "Look for message that indicates **Success!**". Below the message is a form with "Import/Export Type:" and a dropdown menu set to "Procedures". Further down, there is a "HELP" link and a list of conditions for record acceptance: 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. At the bottom, it states: "If you wish to import records for procedures not in the Plan, you must specify which procedures to".

**Look for message that indicates **Success!****

# Importing Procedure Data into NSHN

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After Procedure data have been entered:

**CDC** Department of Health and Human Services

**Import/Export Data**

✓ The data file has been successfully imported.

Import/Export Type:

**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

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

To locate individual records, click on **Procedure**, then “Find”

# Questions?

HAI Liaison Program  
[InfectionControl@cdph.ca.gov](mailto:InfectionControl@cdph.ca.gov)

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

