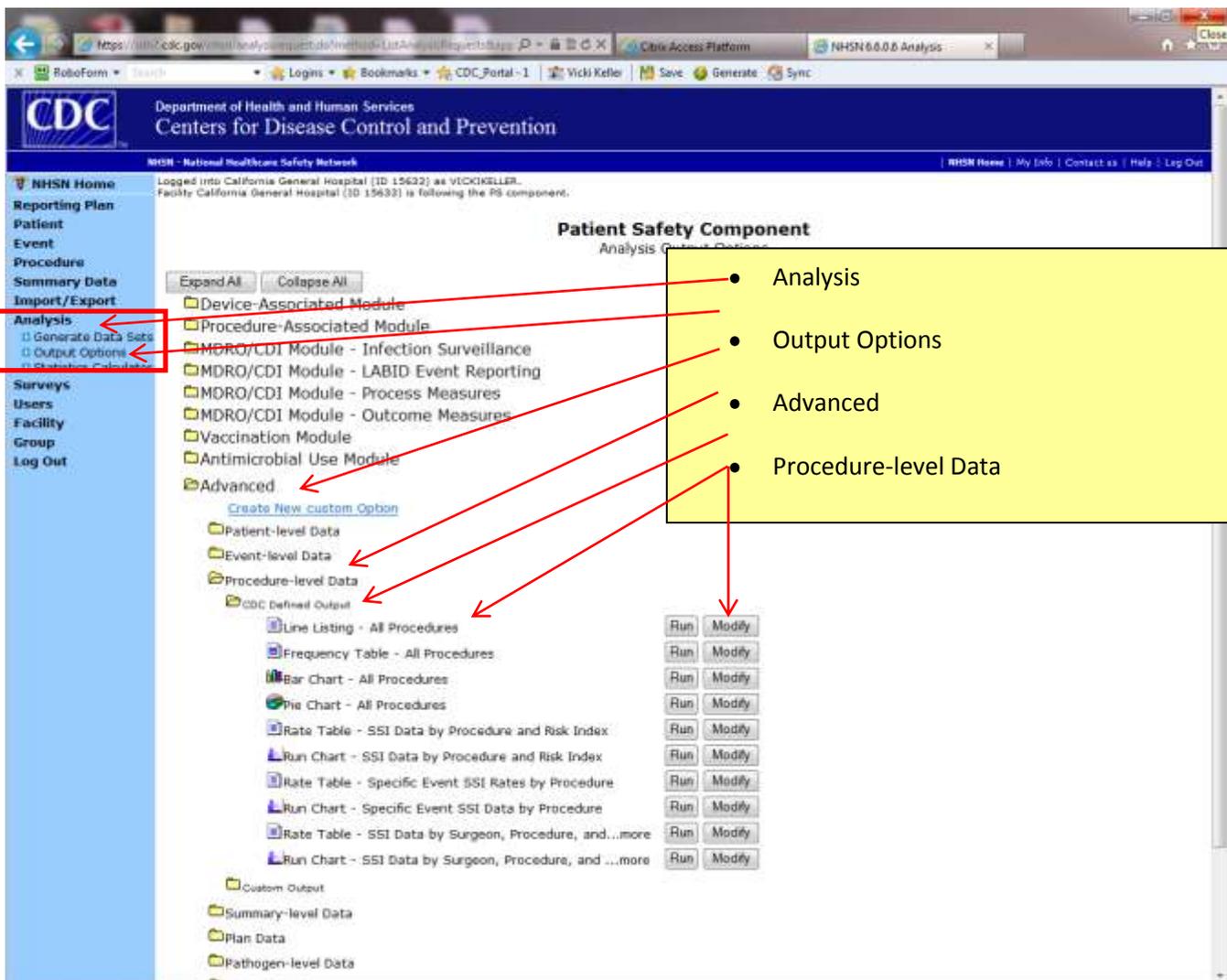


Instructions for Correcting Surgical Procedure Data Fields in NHSN

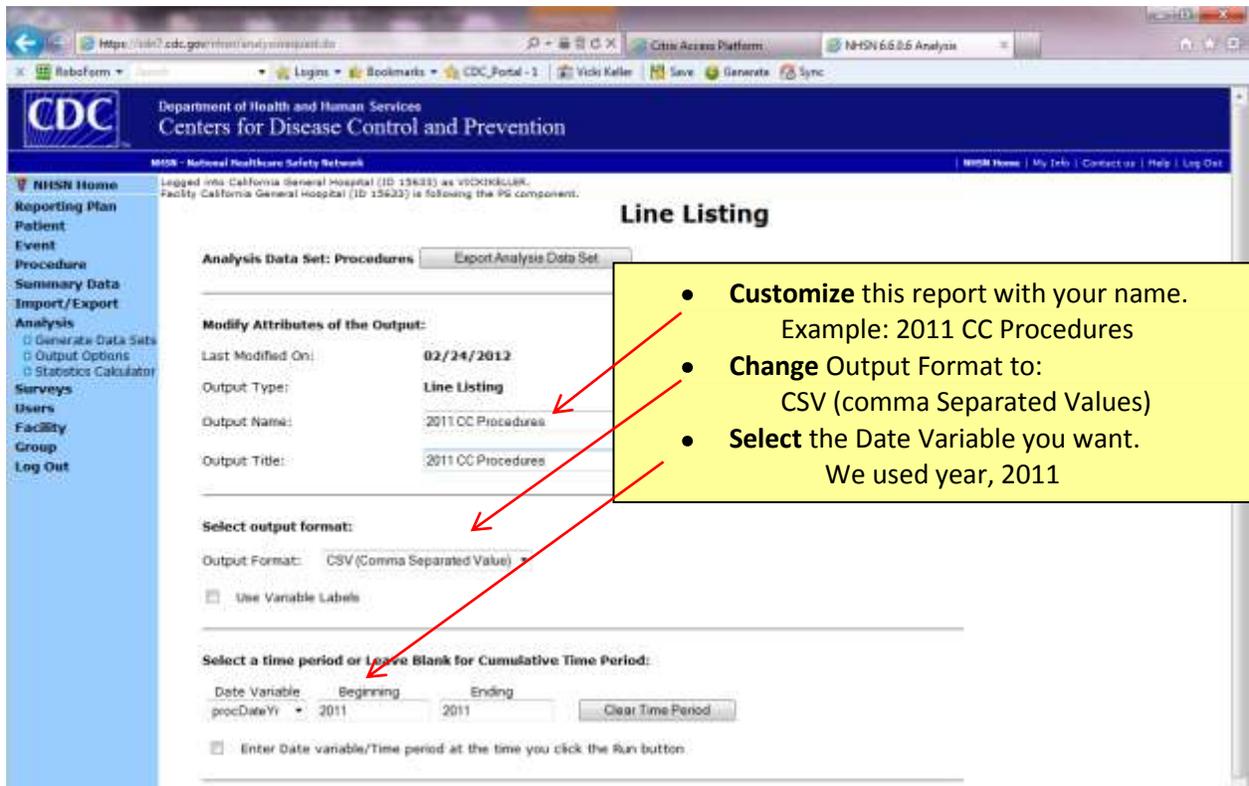
This guidance document demonstrates how to use NHSN Analysis to run a line list of your hospital's previously entered surgical procedure data, make changes to multiple records, and re-upload corrected data to NHSN as a single file. These instructions are tailored to guide you through the process of correcting 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"

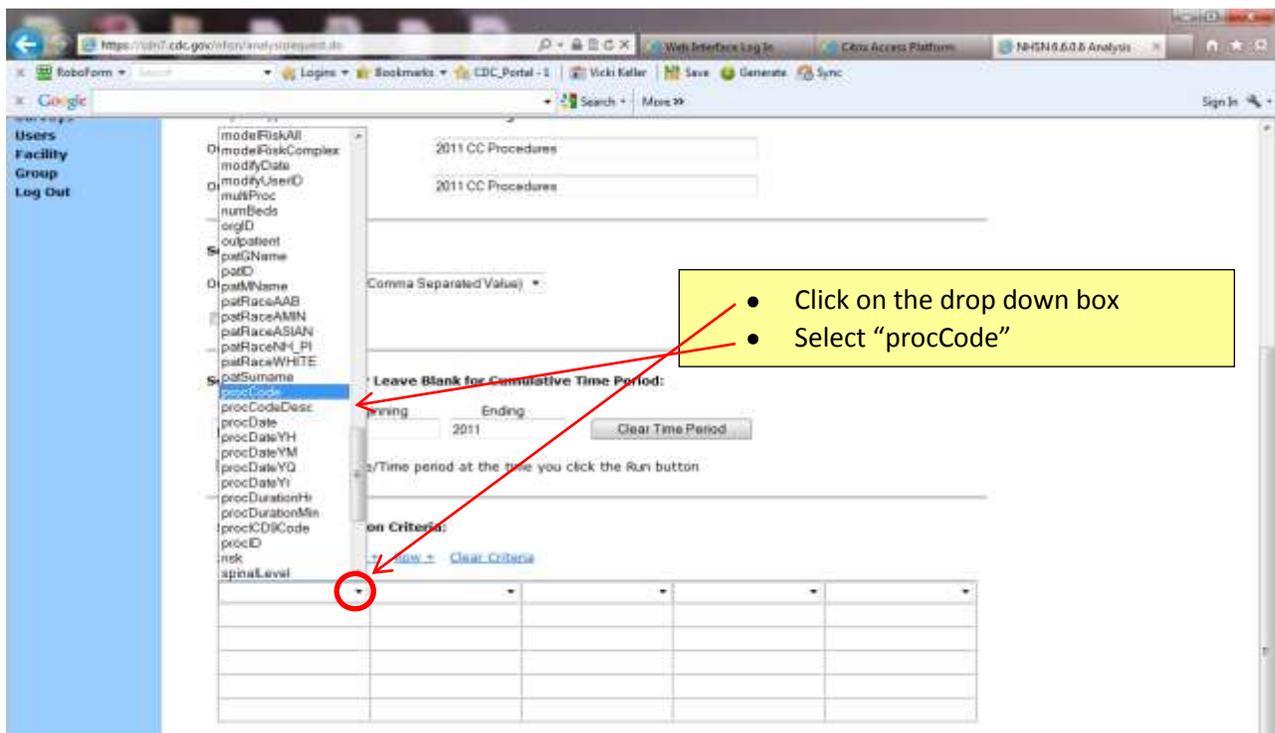


The screenshot shows the NHSN Analysis web application interface. The left navigation pane has a red box around the 'Analysis' menu item, with red arrows pointing to 'Generate Data Set' and 'Output Options'. A yellow callout box on the right contains a list of steps: 'Analysis', 'Output Options', 'Advanced', and 'Procedure-level Data'. Red arrows from this box point to the corresponding menu items in the main content area: 'Advanced' (under the 'Advanced' folder), 'Procedure-level Data' (under the 'Procedure-level Data' folder), and 'CDC Defined Output' (under the 'CDC Defined Output' folder). The 'Line Listing - All Procedures' option is highlighted, and its 'Run' and 'Modify' buttons are visible.

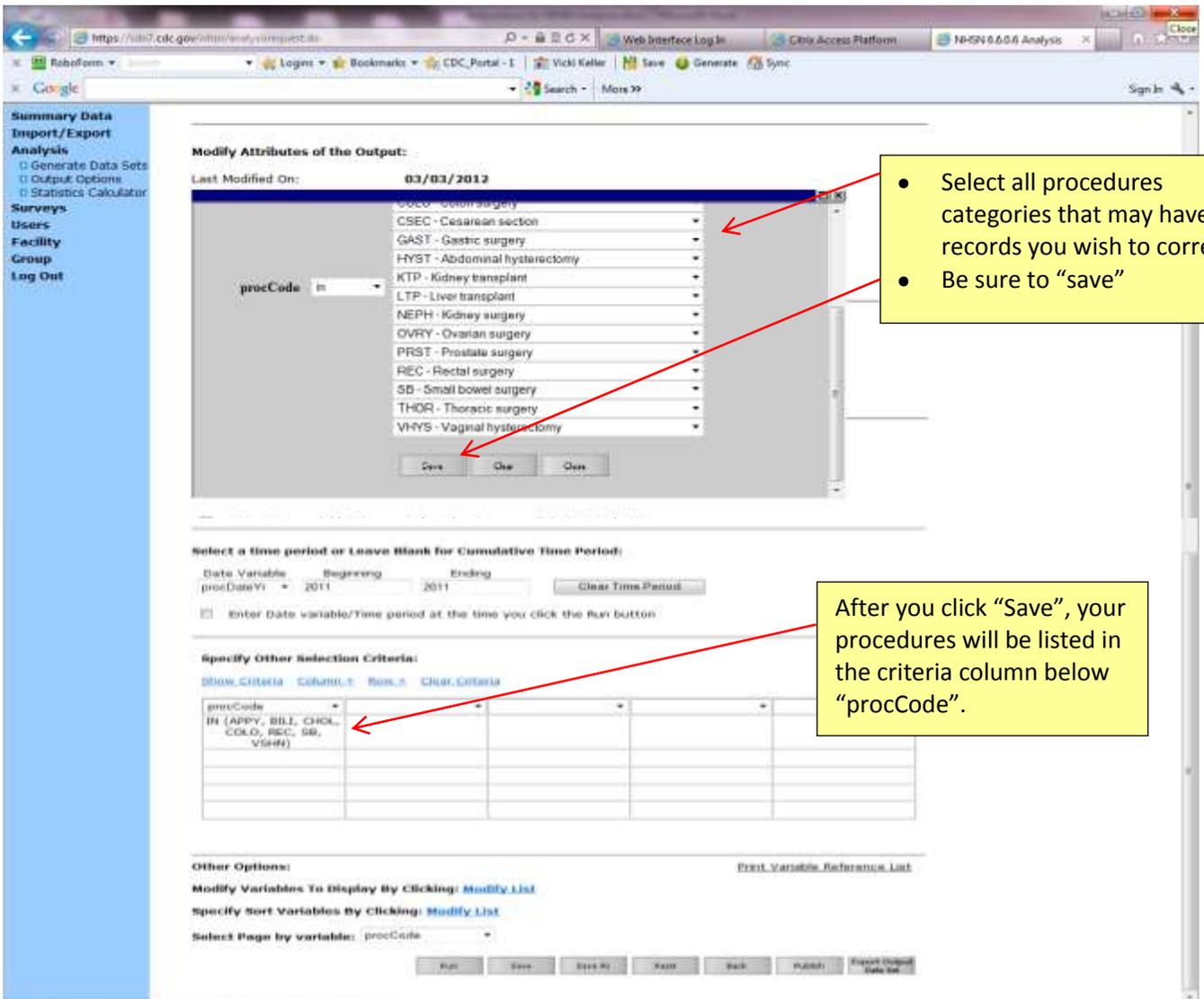
4. The following screen will appear. Note: customized changes were made to the report as described below.



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



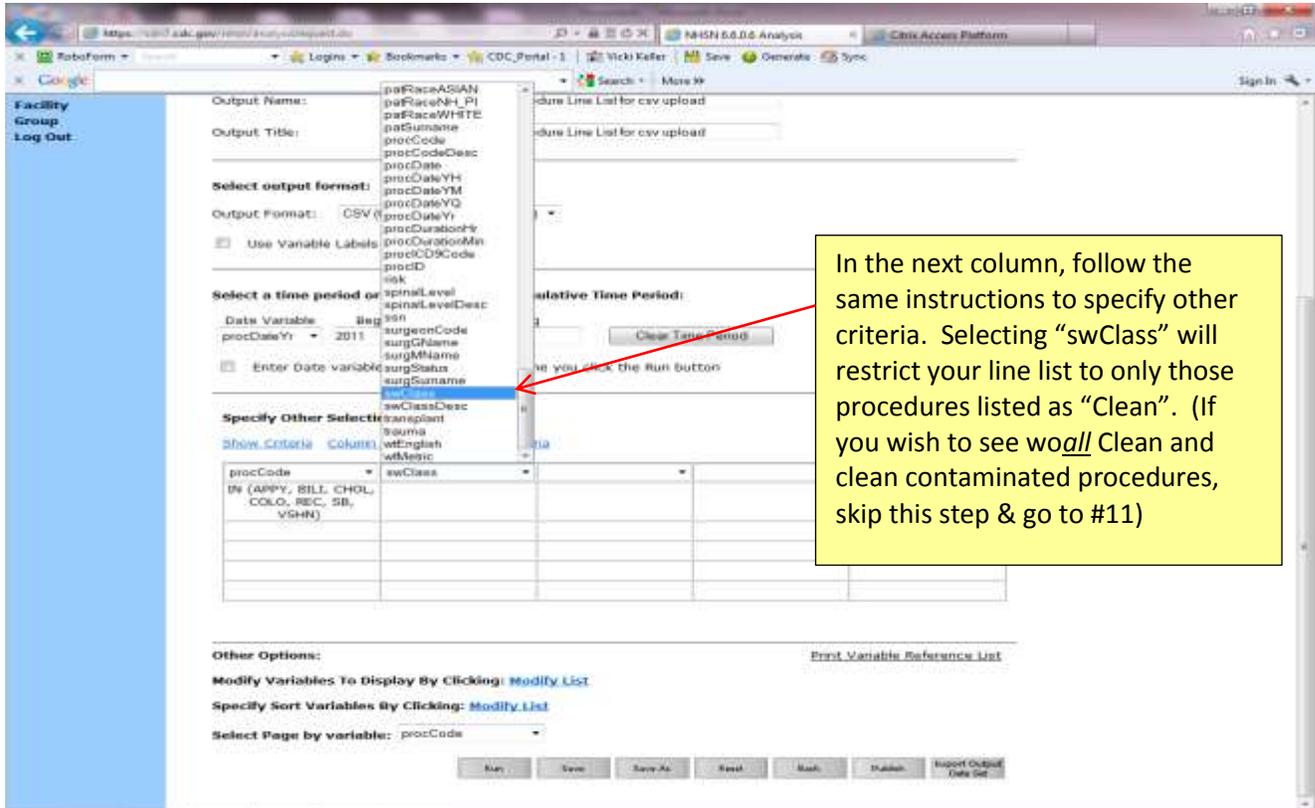
6. Click on the box below “procCode;” a grey box will open.
7. Open the drop down next to “procCode” and select “in”.
8. Open the drop down box to the right of “in” and select all the procedures your facility performs for which you wish to correct the variable wound class, changing from “C” to “CC.” 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.



The screenshot shows the CDC N-SN 6.6.0.6 Analysis web interface. The main window is titled "Modify Attributes of the Output:" and displays a list of medical procedures with a dropdown menu for "procCode" set to "in". The list includes: COLO - Colon surgery, CSEC - Cesarean section, GAST - Gastric surgery, HYST - Abdominal hysterectomy, KTP - Kidney transplant, LTP - Liver transplant, NEPH - Kidney surgery, OVRV - Ovarian surgery, PRST - Prostate surgery, REC - Rectal surgery, SB - Small bowel surgery, THOR - Thoracic surgery, and VHSV - Vaginal hysterectomy. Below the list are "Save", "Clear", and "Close" buttons. A yellow callout box with a red arrow points to the list of procedures, containing the text: "Select all procedures categories that may have records you wish to correct." and "Be sure to 'save'".

Below the dialog box, the "Specify Other Selection Criteria:" section shows a table with columns for "SHOW CRITERIA", "COLUMN 1", "ROW 2", and "CLEAR CRITERIA". The first row of the table contains the text: "procCode", "IN (APPY, BILL, CHOL, COLO, REC, SB, VHSV)". A yellow callout box with a red arrow points to this row, containing the text: "After you click 'Save', your procedures will be listed in the criteria column below 'procCode'".

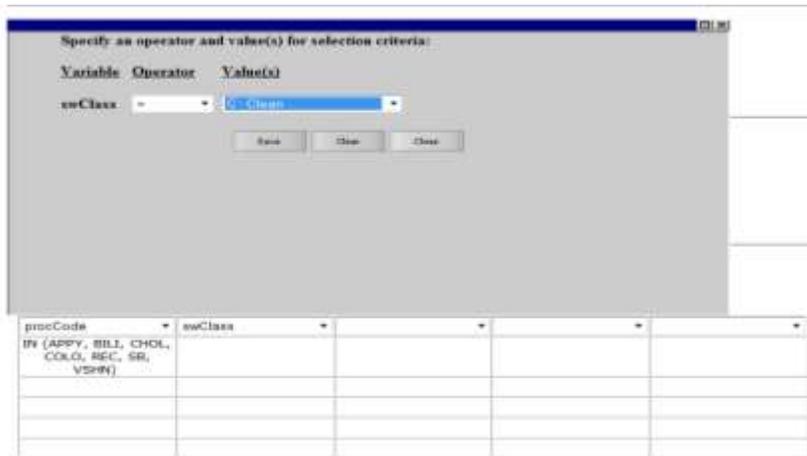
At the bottom of the interface, there are "Other Options:" and "Select Page by variable:" sections, and a row of buttons: "Run", "Save", "Exit R", "Exit", "Back", "Cancel", and "Export Output Data Set".



In the next column, follow the same instructions to specify other criteria. Selecting "swClass" will restrict your line list to only those procedures listed as "Clean". (If you wish to see wo Clean and clean contaminated procedures, skip this step & go to #11)

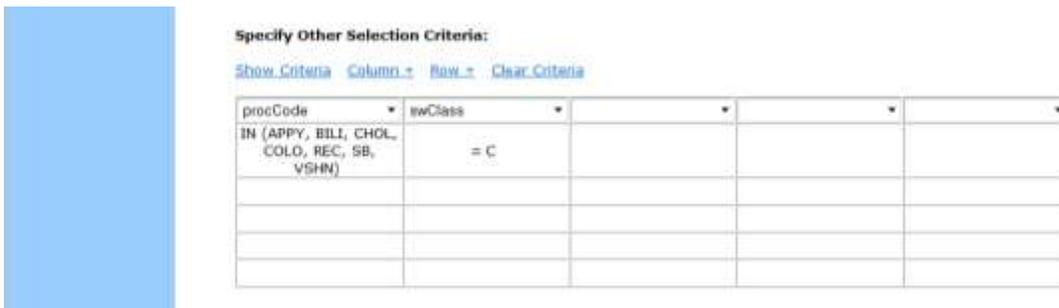
procCode	swClass			
IN (APPY, BILL, CHOL, COLO, REC, SB, VSHN)				

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



procCode	swClass			
IN (APPY, BILL, CHOL, COLO, REC, SB, VSHN)				

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



Specify Other Selection Criteria:

[Show Criteria](#) [Column +](#) [Row +](#) [Clear Criteria](#)

procCode	swClass			
IN (APPY, BILL, CHOL, COLO, REC, SB, VSHN)	= C			

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.

Specify Other Selection Criteria:

[Show Criteria](#) [Column +](#) [Row +](#) [Clear Criteria](#)

procCode	swClass			
IN (APPY, BILLI, CHOL, COLO, REC, SB, VSHN)	= C			

Other Options: [Print Variable Reference List](#)

Modify Variables To Display By Clicking: [Modify List](#)

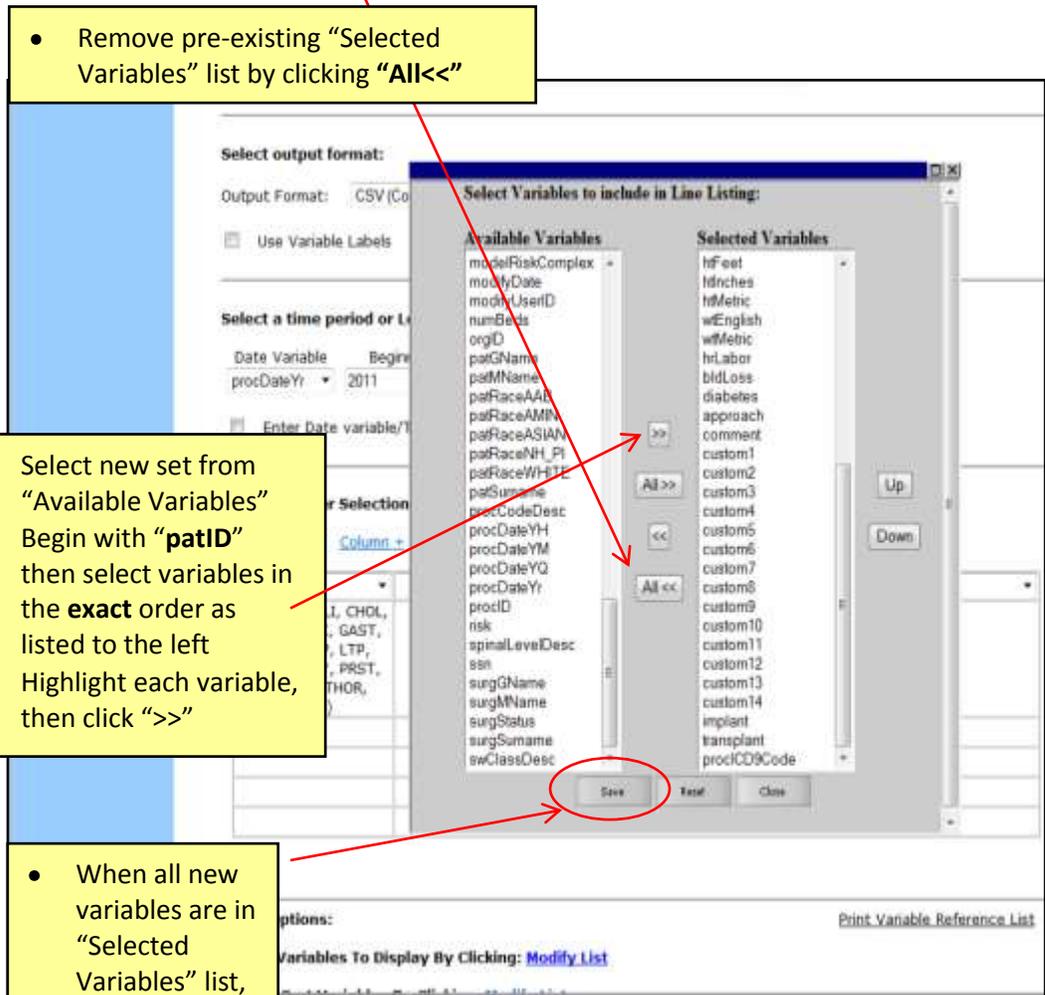
Specify Sort Variables By Clicking: [Modify List](#)

Select Page by variable:

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



The screenshot shows a software interface for selecting variables. It has two columns: 'Available Variables' on the left and 'Selected Variables' on the right. The 'Available Variables' list includes items like modelRiskComplex, modifyDate, modifyUserID, etc. The 'Selected Variables' list includes htFeet, htInches, htMetric, etc. There are buttons for '>>', '<<', and 'All <<'. A 'Save' button is at the bottom. Annotations include:

- A yellow box pointing to the 'All <<' button: "Remove pre-existing 'Selected Variables' list by clicking 'All<<'".
- A yellow box pointing to the 'Available Variables' list: "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 '>>'".
- A yellow box pointing to the 'Save' button: "When all new variables are in 'Selected Variables' list, click 'Save'".

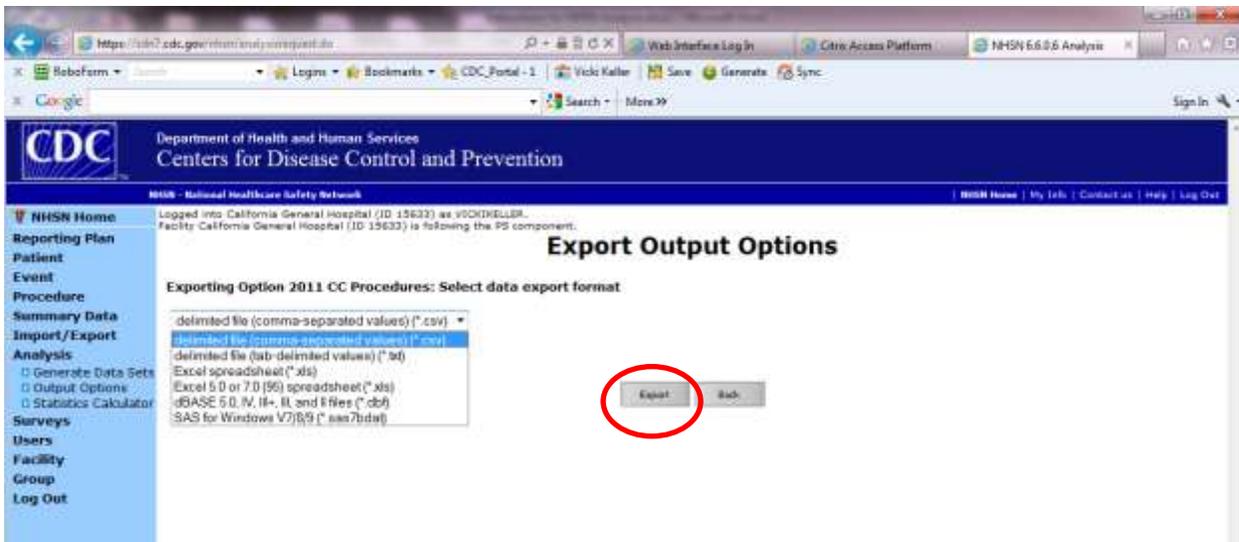
Important:

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”



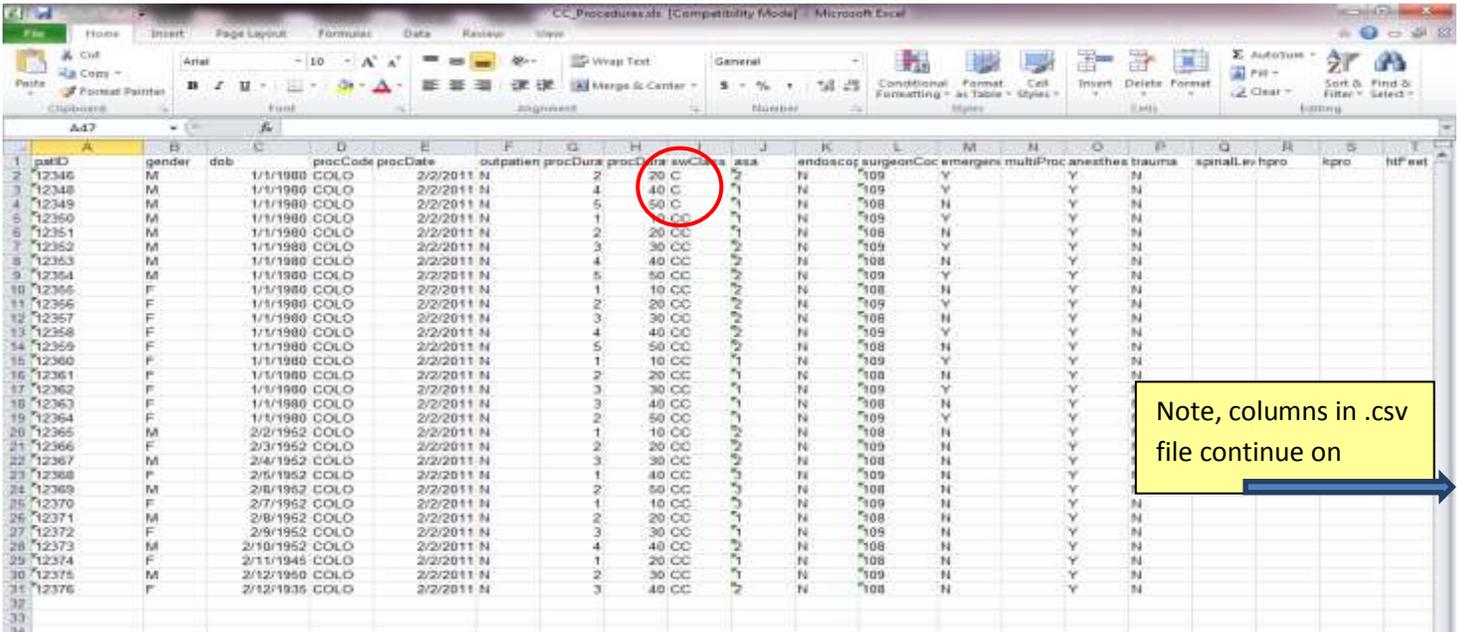
16. When the Export Output Options screen appears, select *csv from the list, then click “Export.”



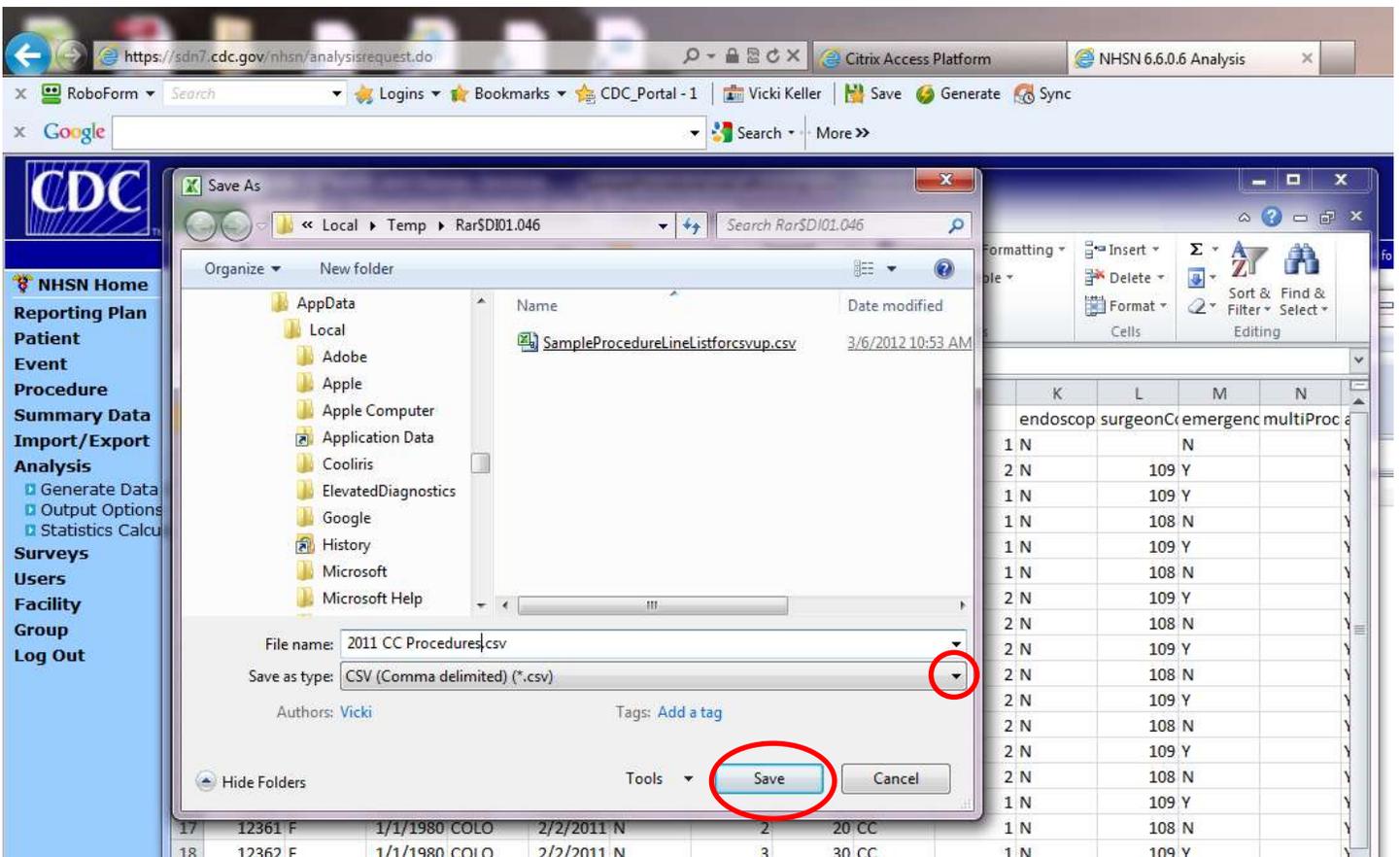
17. Now just save this .csv file as you would any other file on your computer network or hard drive



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.



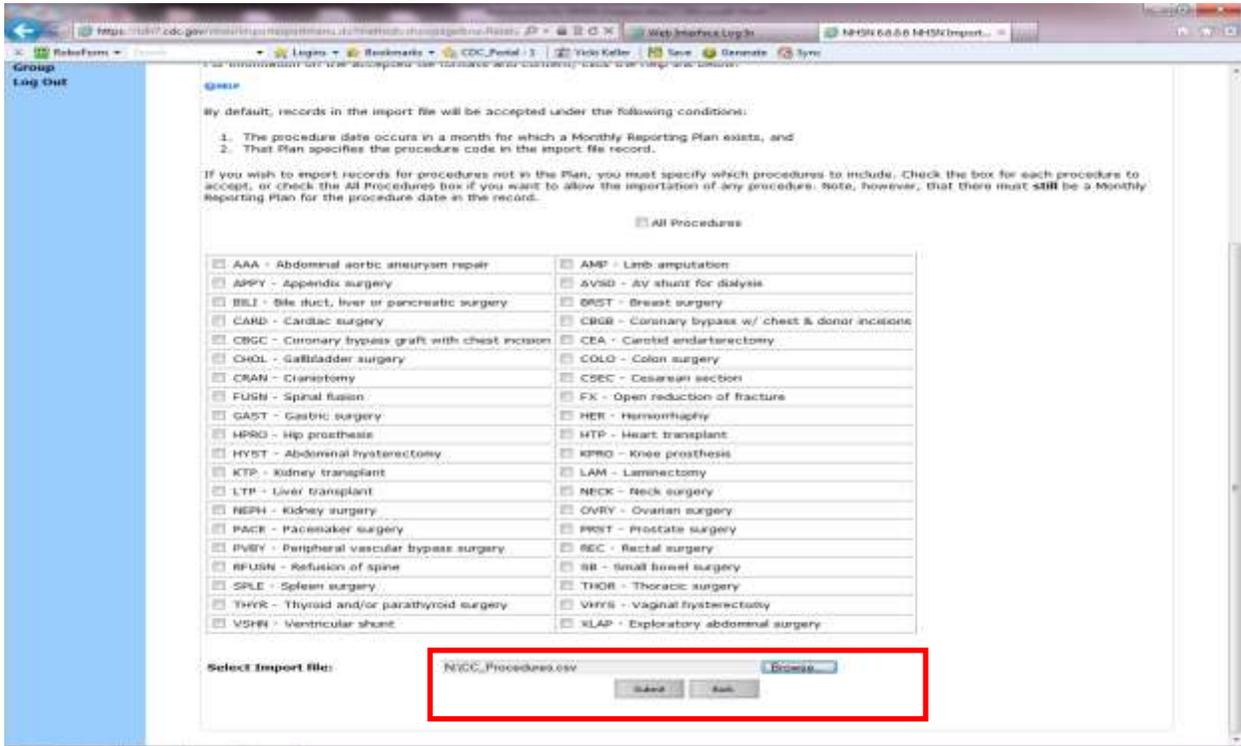
20. Your file will now appear as below (a .csv file with no labels, only data) and is ready for upload as a single document with all your data corrections. Save and close this file. Go back to NHSN.

	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			

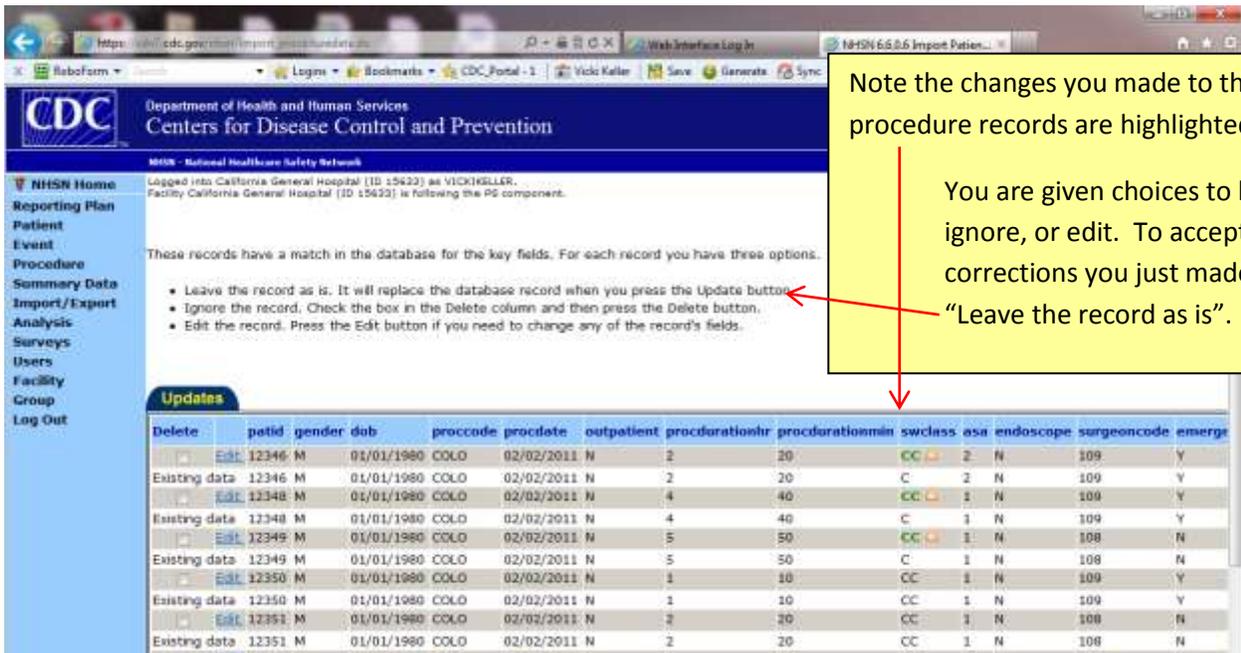
21. You are now ready to upload the procedure data corrections into NHSN. You will be over-writing or “Saving” over the old files. In NHSN on the blue navigation bar, click on “Import/Export.” From the drop down box, choose “Procedures” under **CSV Import**

Choose “Procedures” under the “CSV Import” heading

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



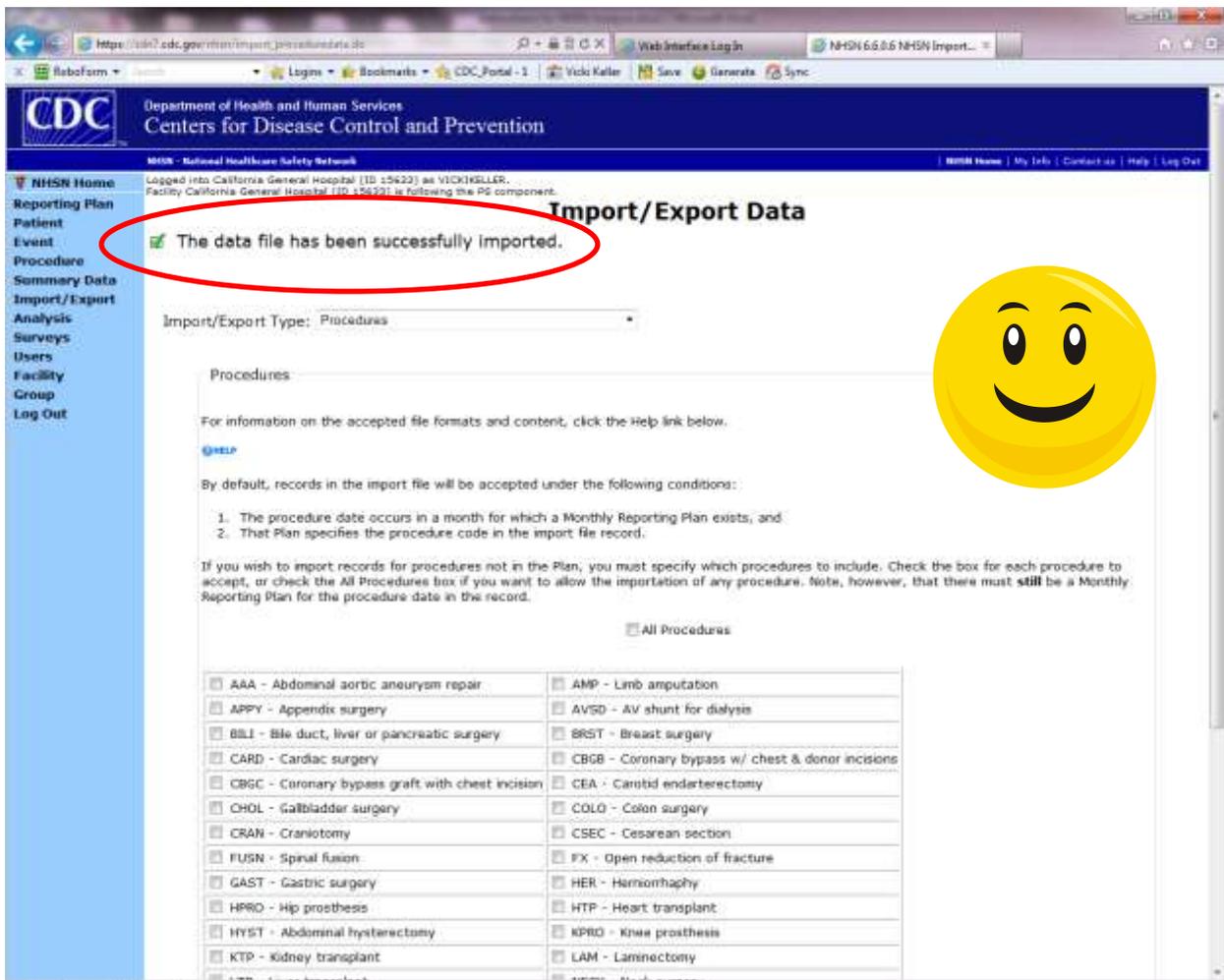
23. You are given the choice to accept or edit your new data. The example below shows the file is correctly formatted, and there is only an **“Updates”** tab, no **“Bad Data”** tab. Both the new corrected procedure records you wish to upload and the pre-existing procedure records uploaded/entered in 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	3	30	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	12373	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

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



Department of Health and Human Services
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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.

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.

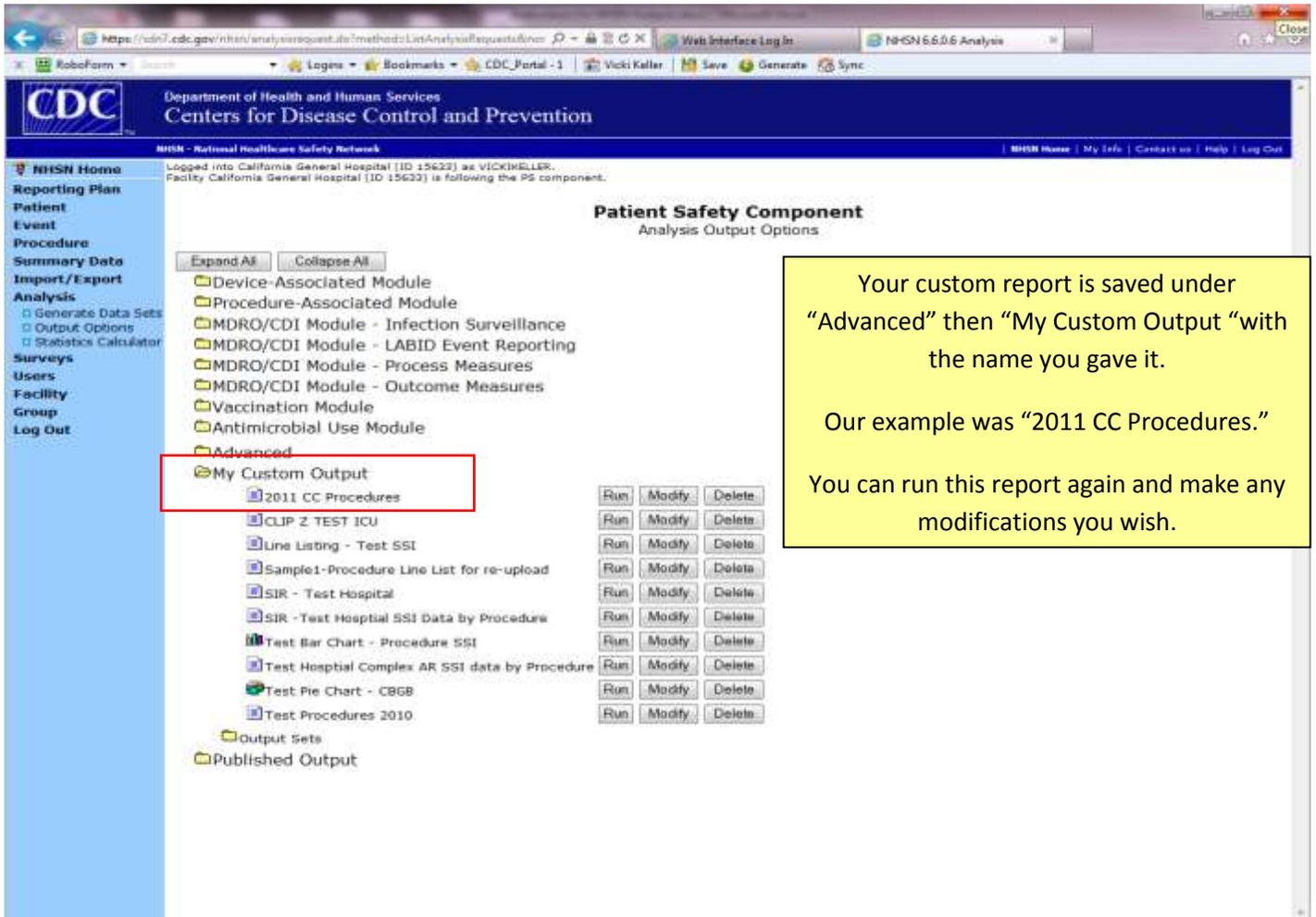
If you wish to import records for procedures not in the Plan, you must specify which procedures to include. Check the box for each procedure to accept, or check the All Procedures box if you want to allow the importation of any procedure. Note, however, that there must still be a Monthly Reporting Plan 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
<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"/> COLQ - Colon surgery
<input type="checkbox"/> CRAN - Craniotomy	<input type="checkbox"/> CSEC - Cesarean section
<input type="checkbox"/> FUSN - Spinal fusion	<input type="checkbox"/> FX - Open reduction of fracture
<input type="checkbox"/> GAST - Gastric surgery	<input type="checkbox"/> HER - Hemorrhaphy
<input type="checkbox"/> HPRD - Hip prosthesis	<input type="checkbox"/> HTP - Heart transplant
<input type="checkbox"/> HYST - Abdominal hysterectomy	<input type="checkbox"/> KPRD - Knee prosthesis
<input type="checkbox"/> KTP - Kidney transplant	<input type="checkbox"/> LAM - Laminectomy

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

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



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

NRSN - National Healthcare Safety Network

Logged into California General Hospital (ID 15622) as VICKIKELLER.
Facility California General Hospital (ID 15622) is following the PS component.

Patient Safety Component

Analysis Output Options

Expand All Collapse All

- Device-Associated Module
- Procedure-Associated Module
- MDRO/CDI Module - Infection Surveillance
- MDRO/CDI Module - LABID Event Reporting
- MDRO/CDI Module - Process Measures
- MDRO/CDI Module - Outcome Measures
- Vaccination Module
- Antimicrobial Use Module
- Advanced
 - My Custom Output**
 - 2011 CC Procedures
 - CLIP Z TEST ICU
 - Line Listing - Test SSI
 - Sample1-Procedure Line List for re-upload
 - SIR - Test Hospital
 - SIR - Test Hospital SSI Data by Procedure
 - Test Bar Chart - Procedure SSI
 - Test Hospital Complex AR SSI data by Procedure
 - Test Pie Chart - CBGB
 - Test Procedures 2010
- Output Sets
- Published Output

Run	Modify	Delete

Your custom report is saved under "Advanced" then "My Custom Output" with the name you gave it.

Our example was "2011 CC Procedures."

You can run this report again and make any modifications you wish.