

NHSN: Add Locations

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

Logged into NHSN Test Medical Clinic #3 (ID 14352) as ASHLIEWI.
Facility NHSN Test Medical Clinic #3 (ID 14352) is following the PS component.

Locations

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.

1. To add locations, select "Locations" under "Facility" on the Nav Bar.

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

Your Code*:

Your Label*:

CDC Location Description*:

Status*: Active

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

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Patient
Event
Procedure
Summary Data
Import/Export
Analysis
Surveys
Users
Facility
 Customize Forms
 Facility Info
 Add/Edit Component
 Locations
 Surgeons
Group
Log Out

2. Complete the required fields below, entering:

- A code that will display in location drop-down fields throughout NHSN to reference a particular unit. Pick something you use internally to refer to the location that you will recognize when entering surveillance data.
- A label, which can be the same as your code or give more detail.
- The CDC location description your unit most closely maps to, keeping in mind the 80% utilization rule (i.e., if 80% of the patients on the unit are dementia patients, choose LTCF Dementia Unit).
- The status of the unit (this will automatically be listed as "Active").
- The number of beds on the unit.

Your Code*:

Your Label*:


CDC Location Description*:

Status*: Active

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

3. Click "Add" to add the location and save it.

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 The location 'NORTH WING - DEMENTIA' has been successfully added.

4. A save confirmation message will appear at the top of the screen.

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- 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 *:

Status *:

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