

NHSN: Add Custom Fields

- Facility
 - Customize Forms
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- To **Delete** one or more records, perform a *Find* on the desired record(s). Check the corresponding box(es), then click **Delete**.
- Press the **Clear** button to start over with a new form.

1. To add a custom field, select "Customize Forms" under "Facility" on the Nav Bar.

Custom Form

1. To create a custom form, select one of the Custom choices from the Form Type drop down list
2. Enter a code and description for the custom form.
3. Enter labels for any custom fields you want to add.

2. Choose "CDC-Defined-PS-Event" (for the default CDC event form) as your form type. Choose "BSI - Bloodstream Infection" for your form. The description and status automatically fill in. In this example, you are adding custom fields to the BSI event form within NHSN.

Custom Field Labels

1. To label custom fields for any existing form, click on the Define Custom Fields button.
2. If one of the Summary Data forms is selected, you will be able to add custom fields to that form.
3. Enter labels for any custom fields you want to add.
4. To add a field, tab out from the status field.
5. To delete a field, select the box on the field row and click on DELETE button.

3. In the "Define Custom Fields" table below your form selection, type "Service" for your first custom field (or your first selected custom field) below label. This is what will appear next to your empty data field. Choose alphanumeric and active. In the row below service, enter "Type of Line", then alphanumeric and active. You now have two custom fields in the BSI form. The order of these fields should be noted (or looked up later) when pulling this information into reports. In this case, service is custom field 1 and type of line is custom field 2.

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

Form Type*: [HELP](#)

Form *:

Description:

Status *:

Define Custom Fields			
Delete Row(s)		Add Row	
<input type="checkbox"/>	Label	Type	Status
<input type="checkbox"/>	SERVICE	Alphanumeric	Active
<input type="checkbox"/>	TYPE OF LINE	Alphanumeric	Active
<input type="checkbox"/>			

4. Click "Save" to save the new fields to the BSI event form.

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

NHSN - National Healthcare Safety Network

NHSN Home
Reporting Plan
Patient
Event
Procedure
Summary Data

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

✓ The custom option 'BSI' has been successfully updated.

Custom Options

5. You will receive a confirmation message that the form was updated.

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Event Information

Event Type*: **BSI - Bloodstream Infection** Date of Event*: 

Post-procedure:

MDRO Infection Surveillance*:

Location*:

Date Admitted to Facility*: 

Risk Factors

Central line*:

Event Details

Specific Event*: **LCBI - Laboratory confirmed bloodstream infection**

Specify Criteria Used*

Signs & Symptoms (check all that apply)

Any patient

Fever

Chills

Hypotension

<=1 year old

Fever

Hypothermia

Apnea

Bradycardia

Laboratory (check one)

Recognized pathogen from one or more blood cultures

Common commensal from >= 2 blood cultures

Died**:

Discharge Date: 

Pathogens Identified: **Y - Yes**

6. When you add a new BSI event now, you'll see the custom fields service and type of line populate in the custom fields section below the pathogen information.

Pathogens

Pathogen 1:

Pathogen 2:

Pathogen 3:

Custom Fields

SERVICE:

TYPE OF LINE: