

# NHSN: Add Surgeons

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- Log Out

## Surgeons

⊖ Your search has returned 0 results.

HELP

### 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.

1. To add surgeons, select "Surgeons" under "Facility" on the Nav Bar.

(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 \*

Surgeon Code\*:

Last Name:

First Name:

Middle Name:

Status\*: Active

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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.

2. To add surgeons one at a time, you can complete the fields below and click "Add".

Surgeon Code\*: HJONES

Last Name: JONES

First Name: HENRY

Middle Name:

Status\*: Active

Contact Ashlie Dowdell, HAI Surveillance Coordinator, at (608) 266-1122 or [ashlie.dowdell@wi.gov](mailto:ashlie.dowdell@wi.gov) with questions

# NHSN: Add Surgeons

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

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

## Surgeons

✔ The surgeon code 'HJONES' has been successfully added.

3. Manual entry of the one surgeon was saved and a confirmation message appeared.

- 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 of 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 \*

Surgeon Code\*:

Last Name:

First Name:

Middle Name:

Status\*: Active

## Surgeons

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- Press the **Clear** button to start over with a new form.

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

4. You can import multiple surgeons' codes by selecting the button below. It is also possible to get to the importing surgeon codes screen by clicking the "Import/Export" section of the Nav Bar.

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## Import Surgeon Data

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

**Select file to import**

Browse... Submit Back

Field	Required/Optional	Values	Format
Surgeon Code	Required		Character Length = 20
Last Name	Optional		CL = 30
First Name	Optional		CL = 20
Middle Name	Optional		CL = 15

5. Import files must be in an ASCII comma delimited text file format without a header row. This can be generated from multiple sources, including Excel. See the table to the left for specific file format instructions.

Note: You must have administrative privileges in NHSN to import data

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## Import Surgeon Data

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

**Select file to import**

Browse... Submit Back

6. Browse to locate your import file and click "Submit" to start the import.

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## Import Surgeons

The import file specified has 1 records of surgeon data in it. To **add** them to the NHSN database, click Add. The status of each imported record will be set to "Active".

To specify a different file, click Back.

Add Back

7. The system will tell you how many surgeon records are within the import file. If this is correct, click "Add" to finish importing them.

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## Surgeons

✔ Data successfully imported.

8. You will receive an import confirmation message to show that the surgeons were added.

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.
- 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 \*

Surgeon Code\*:

Last Name:

First Name:

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## Surgeons

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### 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.
- 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 \*

Surgeon Code\*:

Last Name:

First Name:

Middle Name:

Status\*: Active



9. To see a complete list of the surgeons associated with your facility, go to "Surgeons" under "Facility" on the Nav Bar and click the "Find" button.

**Group**

**Log Out**

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

Surgeon Code\*:

Last Name:

First Name:

Middle Name:

Status\*: Active

10. The list of surgeons displays at the bottom of the window. Each column can be sorted by clicking on the hyperlinked header. You can choose to display sections or click the "Display All" button.

### Surgeon Table

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Displaying 1 - 2 of 2

<input type="button" value="Delete"/>	<a href="#">Status</a>	<a href="#">Surgeon Code</a>	<a href="#">Last Name</a>	<a href="#">First Name</a>	<a href="#">Middle Name</a>
<input type="checkbox"/>	Active	<a href="#">AGRANT</a>	GRANT	ALAN	
<input type="checkbox"/>	Active	<a href="#">HJONES</a>	JONES	HENRY	I

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# NHSN: Add Surgeons

Surgeons  
Group  
Log Out

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

Surgeon Code\*:   
Last Name:   
First Name:   
Middle Name:   
Status\*: Active

11. If a mistake was made and you want to delete a surgeon, check the box to the left of the name and click "Delete".

## Surgeon Table

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<input type="button" value="Delete"/>	Status	Surgeon Code	Last Name <input type="button" value="v"/>	First Name	Middle Name
<input checked="" type="checkbox"/>	Active	<a href="#">HJONES</a>	JONES	HENRY	I
<input type="checkbox"/>	Active	<a href="#">AGRANT</a>	GRANT	ALAN	

First | Previous | Next | Last Displaying 1 - 2 of 2

Surgeons  
Group  
Log Out

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

Surgeon Code\*:   
Last Name:   
First Name:   
Middle Name:   
Status\*: Active

12. If you want to edit the surgeon, click the hyperlinked surgeon code, edit the record and click "Save".



## Surgeon Table

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<input type="button" value="Delete"/>	Status	Surgeon Code	Last Name <input type="button" value="v"/>	First Name	Middle Name
<input type="checkbox"/>	Active	<a href="#">HJONES</a>	JONES	HENRY	I
<input type="checkbox"/>	Active	<a href="#">AGRANT</a>	GRANT	ALAN	

First | Previous | Next | Last Displaying 1 - 2 of 2

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## Surgeons

✔ The surgeon code 'HJONES' has been successfully updated.

13. You will receive a confirmation message indicating that the update saved.

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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.
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Last Name:

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