

NHSN: Importing Patient Data

The screenshot shows the NHSN web application interface. At the top, the CDC logo and the text "Department of Health and Human Services Centers for Disease Control and Prevention" are visible. Below this, the NHSN - National Healthcare Safety Network logo is present. The user is logged in as ASHLIEWI. The navigation bar on the left includes links for NHSN Home, Reporting Plan, Patient, Event, Procedure, Summary Data, Import/Export, Analysis, Surveys, Users, Facility, Group, and Log Out. The "Import/Export" link is highlighted with a red arrow. The main content area is titled "Import/Export Data" and contains a dropdown menu with options: CSV Import (Patients, Procedures, Surgeons), CDA Import (Events, Summary Data, Procedure Denominators, SSI events), and Export (Export Facility Data). A blue box with text "1. To import patient data, navigate to the 'Import/ Export' section on the Nav Bar." points to the "Import/Export" link. Another blue box with text "2. Select your import type: CSV Import: Patients." points to the "Patients" option in the dropdown menu.

ility NHSN Test Medical Clinic #3 (ID 14352) is following the PS component.

Import/Export Data

Import/Export Type:

The screenshot shows the "Patients" section of the NHSN web application. It contains a "HELP" link and a "Select Data file" section. A text input field contains the file path "L:\Healthcare Acquired Infections\NHSN\Data Import\Pt Data Import.csv" and a "Browse..." button. Below the input field are "Submit" and "Back" buttons. A red arrow points to the "Submit" button. A blue box with text "3. Navigate and attach your import file. See the next page for details on the file specifications and field order. Click 'Submit' once you have the right file indicated." points to the "Submit" button.

3. Navigate and attach your import file. See the next page for details on the file specifications and field order. Click "Submit" once you have the right file indicated.

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Importing Patient Data File Format: ASCII comma delimited text file with the following fields in the below order. Do not include a header row.

Field	Required/Optional	Values	Format
Patient ID	Required		Character - Length 15
Secondary ID number	Optional		Character - Length 25
First name	Optional		Character - Length 30
Middle name	Optional		Character - Length 15
Last name	Optional		Character - Length 30
Date of Birth	Required; must be ≤ today's date; must be ≥ 1/1/1890		mm/dd/yyyy
Birth weight, in grams	Optional		Numeric
Gender	Required	M - Male F - Female	Character - Length 1
Social Security Number	Optional		Numeric - Omit the "-"s
Comment	Optional		Character - Length 2000
Custom alpha value 1	Optional		Character - Length 15
Custom alpha value 2	Optional		Character - Length 15
Custom alpha value 3	Optional		Character - Length 15
Custom alpha value 4	Optional		Character - Length 15
Custom alpha value 5	Optional		Character - Length 15
Custom alpha value 6	Optional		Character - Length 15
Custom alpha value 7	Optional		Character - Length 15
Custom alpha value 8	Optional		Character - Length 15
Custom alpha value 9	Optional		Character - Length 15
Custom alpha value 10	Optional		Character - Length 15
Custom date value 1	Optional		mm/dd/yyyy
Custom date value 2	Optional		mm/dd/yyyy
Custom numeric value 1	Optional		Numeric - Length decimal(12,3) 999999999.999
Custom numeric value 2	Optional		Numeric - Length decimal(12,3) 999999999.999
Ethnicity	Optional	HISP - Hispanic or Latino NOHISP - Not Hispanic or Not Latino	Character - Length 6
Race	Optional	AMIN - American Indian/ Alaskan Native ASIAN - Asian AAB - Black or African American NH-PI - Native Hawaiian/ Other Pacific Islander WHITE - White	Character - Length 5 Multiple race entries possible - separate by "/" (e.g., WHITE/ASIAN)

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

NHSN: Importing Patient Data

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

NHSN - National Healthcare Safety Network

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

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.

Imports

Delete	patID	id2	gname	mname	surname	dob	birthWt	gender	ssn	comment	customa01
<input type="checkbox"/>	Edit W87654		WILLIAM		WHITEWATER	04/02/1935		M			

Update Delete Back

4. You can see a preview of how the fields in your import file are matching to the NHSN field names. If it is correct, then click "Update". If you need to make an update, click "Edit" to the left of the patient's name.

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Edit Patient

Mandatory fields marked with *

Patient Information

Facility ID *: NHSN Test Medical Clinic #3 (14352)

Patient ID *: W87654

Secondary ID:

Last Name: WHITEWATER

Middle Name: W

Gender *: M - Male

Birth Weight (grams):

Ethnicity:

Race: American Indian/Alaska Native Asian
 Black or African American Native Hawaiian/Other Pacific Islander
 White

Social Security #:

First Name: WILLIAM

Date of Birth *: 04/02/1935

Update

5. Make the edit and click "Update" at the bottom of the record.

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- Ignore the record. Check the next to the Delete button.
- Edit the record. Press the Edit button next to the record's fields.

Inserts

Delete	patID	id2	gname	mname	surname	dob	birthWt	gender	ssn	comment	customa01	custo
<input type="checkbox"/>	Edit	W87654	WILLIAM	W	WHITEWATER	04/02/1935		M				

Update Delete Back

6. You will be asked if you are sure you want to import the records.

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Import/Export Data

Data successfully imported.

7. Your import will be confirmed.

Import Patients

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

[HELP](#)

Select Data file

Browse...

Submit Back

NHSN: Importing Patient Data

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.

Bad Data

Delete	patID	id2	gname	mname	surname	dob	birthWt	gender	ssn	comment	customa01	customa02	customa03	customa04
<input type="checkbox"/>	Edit B00235		MOLLY	MIDDLETON	10/24/1977		F							

(Patient's gender doesn't match that of existing record. Patient's DOB doesn't match that of existing record. Patient Gender required. Patient Date

8. If you import a patient record for a patient who is already in NHSN (e.g., you import a record that includes the first and last name for a record that only has the required elements (DOB, gender, ID) in the database) and your column fields are off by one column, you see the above message indicating that certain fields do not match the existing patient's information. You can edit the record in the database or correct your import file and re-import.

None of the records in the Update list will be saved unless you choose the fields to be updated. Use the checkboxes to select the fields to be updated.

These records have a match in the database for the key fields. For each record you have three options.

- Leave the record as is. It will replace the database record when you press the Update button. Only the fields identified by a checked box at the top of the record will be updated.
- 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.

Updates

Delete	patID	id2	<input checked="" type="checkbox"/> gname	<input type="checkbox"/> mname	<input checked="" type="checkbox"/> surname	<input type="checkbox"/> dob	<input type="checkbox"/> birthWt	<input type="checkbox"/> gender	<input type="checkbox"/> ssn	<input type="checkbox"/> comment	<input type="checkbox"/> customa01	<input type="checkbox"/> customa02	<input type="checkbox"/> customa03	<input type="checkbox"/> customa04
<input checked="" type="checkbox"/>	Edit B00235		MOLLY		MIDDLETON	10/24/1977		F						
Old data		B00235				10/24/1977		F						

9. You will see a display of the old and new data with the choice to delete one or update the record with the new information.

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- Leave the record as is. It will replace the database record when you press the Update button. Only the fields identified by a checked box at the
- Ignore the record. Check the box in the Delete column
- Edit the record. Press the Edit button if you need to

Windows Internet Explorer

Are you sure you want to import records?

OK Cancel

Updates

Delete	patID	id2	gname	mname	surname	dob	birthWt	gender	ssn	comment	customa01	cus
<input type="checkbox"/>	Edit B00235		MOLLY		MIDDLETON	10/24/1977		F				
Old data		B00235				10/24/1977		F				

10. Another confirmation whether to import the record and then that it was successfully imported.

NHSN Home

Reporting Plan
 Patient
 Event
 Procedure
 Summary Data
Import/Export
 Analysis
 Surveys
 Users
 Facility
 Group
 Log Out

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Import/Export Data

Data successfully imported.

Import/Export Type:

Import Patients

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[? HELP](#)

Select Data file