

# DIALYSIS COMPONENT

## How to ADD and EDIT Facility CMS Certification Number (CCN) within NHSN

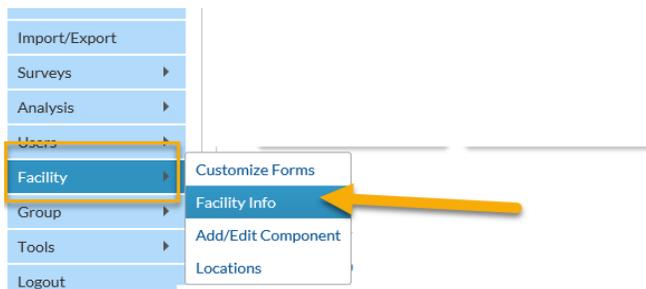
The CDC's National Healthcare Safety Network (NHSN) tracks data reported by dialysis facilities using the assigned CMS Certification Number (CCN), and thus it is imperative to have the accurate CCN listed for each facility. CCNs may also be used as unique identifiers for the facility if the facility participates in data-reporting projects led by partners, such as CMS or the state health department. Below are instructions to add a new facility CCN and to edit an existing or incorrect CCN within the NHSN application.

- To view the instructions on **ADDING** a CCN to the facility, begin on page 1, below.
- To view instructions on **EDITING THE PRE-EXISTING** CCN, begin on [page 6](#).

### I. ADD CMS Certification Number (CCN)

The instructions below demonstrate how to **ADD** a CCN. The **ADD CCN** function is used when the CCN was not entered during NHSN enrollment **or** if the CCN and Effective Date have changed for a facility due to a change in ownership or other reasons.

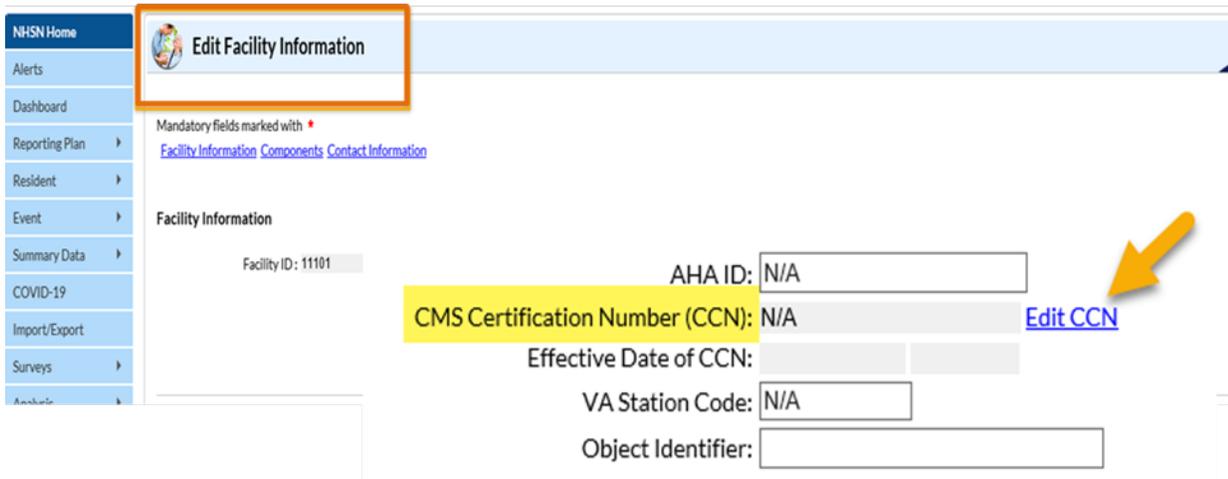
1. The NHSN facility administrator or a user with NHSN administrative rights must first navigate to the **FACILITY -> FACILITY INFO** tab on the left navigation menu.



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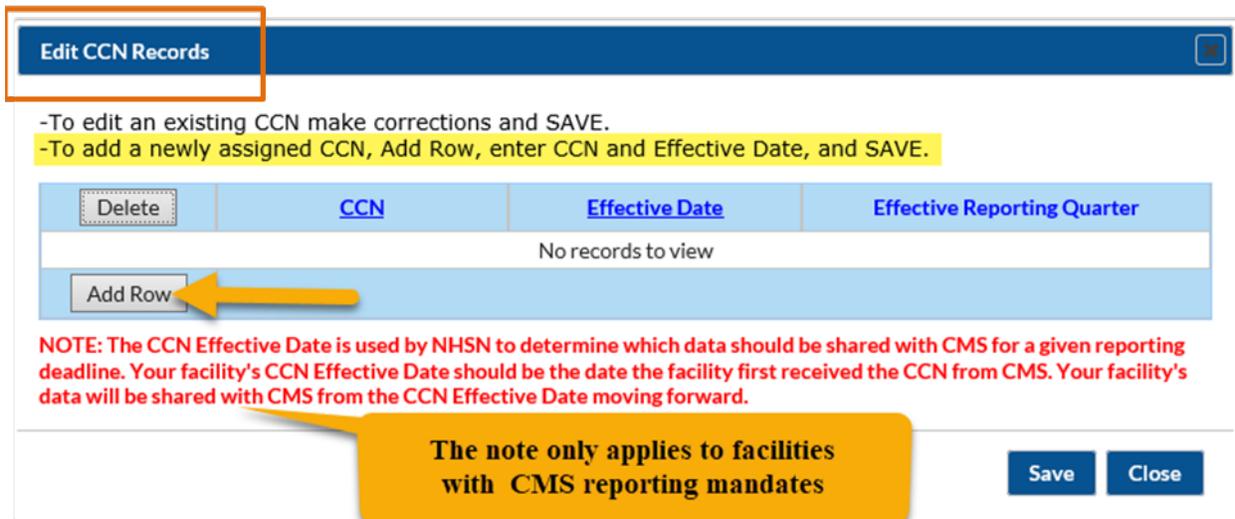
### How to ADD and EDIT Facility CMS Certification Number (CCN) within NHSN

2. Next, on the “*Edit Facility Information*” page, Click “**EDIT CCN**”



3. On the “*Edit CCN Records*” page, Click “**ADD ROW**”

- To Add a CCN and Effective Date for the first time (*for example, when a CCN was not entered during enrollment*); **OR**
- To Add a new CCN and new Effective Date when the previously entered CCN has been changed due to new ownership or other reasons.



**Delete**      **CCN**      **Effective Date**      **Effective Reporting Quarter**

No records to view

**Add Row** ←

**NOTE: The CCN Effective Date is used by NHSN to determine which data should be shared with CMS for a given reporting deadline. Your facility's CCN Effective Date should be the date the facility first received the CCN from CMS. Your facility's data will be shared with CMS from the CCN Effective Date moving forward.**

**The note only applies to facilities with CMS reporting mandates**

**Save**   **Close**

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### How to ADD and EDIT Facility CMS Certification Number (CCN) within NHSN

*Example A:* Facility with no pre-existing CCN in NHSN

Edit CCN Records ✖

-To edit an existing CCN make corrections and SAVE.  
 -To add a newly assigned CCN, Add Row, enter CCN and Effective Date, and SAVE.

Delete	CCN	Effective Date	Effective Reporting Quarter
No records to view			
<input style="border: none; background: none; color: #004a87; font-weight: bold; font-size: 1.2em;" type="button" value="Add Row"/>			

**NOTE:** The CCN Effective Date is used by NHSN to determine which data should be shared with CMS for a given reporting deadline. Your facility's CCN Effective Date should be the date the facility first received the CCN from CMS. Your facility's data will be shared with CMS from the CCN Effective Date moving forward.

*Example B:* Facility that needs to Add a new CCN when a pre-existing CCN has changed

Edit CCN Records ✖

-To edit an existing CCN make corrections and SAVE.  
 -To add a newly assigned CCN, Add Row, enter CCN and Effective Date, and SAVE.

Delete	CCN	Effective Date	Effective Reporting Quarter
<input type="checkbox"/>	123456	04/23/2020	2020Q2
<input style="border: none; background: none; color: #004a87; font-weight: bold; font-size: 1.2em;" type="button" value="Add Row"/>			

**NOTE:** The CCN Effective Date is used by NHSN to determine which data should be shared with CMS for a given reporting deadline. Your facility's CCN Effective Date should be the date the facility first received the CCN from CMS. Your facility's data will be shared with CMS from the CCN Effective Date moving forward.

**Important Notes:**

- The footnote message may not be applicable to dialysis facilities without CMS reporting requirements.
- Do not delete a row with an existing CCN and Effective date, unless data was entered in error. This is important as data may be associated with the pre-existing CCN. Instead, ADD a new row to enter the new CCN and the new *Effective Date*.



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### How to ADD and EDIT Facility CMS Certification Number (CCN) within NHSN

4. After adding the facility *CCN* and *Effective Date*, **Click “SAVE”**

Edit CCN Records ✖

-To edit an existing CCN make corrections and SAVE.  
 -To add a newly assigned CCN, Add Row, enter CCN and Effective Date, and SAVE.

Delete	CCN	Effective Date	Effective Reporting Quarter
<input type="checkbox"/>	<input type="text" value="123456"/>	<input type="text" value="04/23/2020"/>	2020Q2
<input type="button" value="Add Row"/>			

**NOTE: The CCN Effective Date is used by NHSN to determine which data should be shared with CMS for a given reporting deadline. Your facility's CCN Effective Date should be the date the facility first received the CCN from CMS. Your facility's data will be shared with CMS from the CCN Effective Date moving forward.**

5. You will receive an Alert pop up box to acknowledge that the entered CCN was saved successfully. **Click “OK”**

Edit CCN Records ✖

-To edit an existing CCN make corrections and SAVE.  
 -To add a newly assigned CCN, Add Row, enter CCN and Effective Date, and SAVE.

Delete	CCN
<input type="checkbox"/>	<input type="text" value="123456"/>
<input type="button" value="Add Row"/>	

Alert

CCN saved successfully.

**NOTE: The CCN Effective Date is used by NHS deadline. Your facility's CCN Effective Date sh data will be shared with CMS from the CCN Ef**



## DIALYSIS COMPONENT

### How to ADD and EDIT Facility CMS Certification Number (CCN) within NHSN

6. Click “CLOSE” button, which will return you to “Edit Facility Information” page

Edit CCN Records

-To edit an existing CCN make corrections and SAVE.  
 -To add a newly assigned CCN, Add Row, enter CCN and Effective Date, and SAVE.

	CCN	Effective Date	Effective Reporting Quarter
Delete <input type="checkbox"/>	123456	04/23/2020	2020Q2
Add Row			

NOTE: The CCN Effective Date is used by NHSN to determine which data should be shared with CMS for a given reporting deadline. Your facility's CCN Effective Date should be the date the facility first received the CCN from CMS. Your facility's data will be shared with CMS from the CCN Effective Date moving forward.

Save
Close

7. **VERIFY** that the newly added CCN and/or effective date values are correctly listed

**Edit Facility Information**

Mandatory fields marked with \*

[Facility Information](#) [Components](#) [Contact Information](#)

**Facility Information**

Facility ID:

AHA ID:

CMS Certification Number (CCN):  [Edit CCN](#)

Effective Date of CCN:

VA Station Code:

Object Identifier:

YOU HAVE SUCCESSFULLY ADDED A CCN TO NHSN



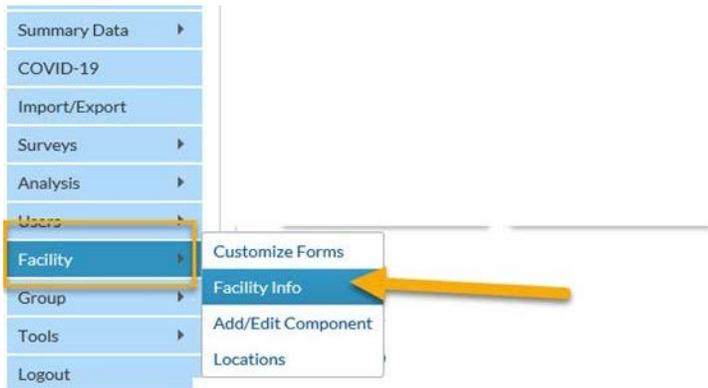
# DIALYSIS COMPONENT

## How to ADD and EDIT Facility CMS Certification Number (CCN) within NHSN

### II. EDIT an Existing CMS Certification Number (CCN)

The instructions below include how to **EDIT** an existing facility CCN when the existing CCN and/or “*Effective Date*” is incorrect or incomplete (for example, data entry error).

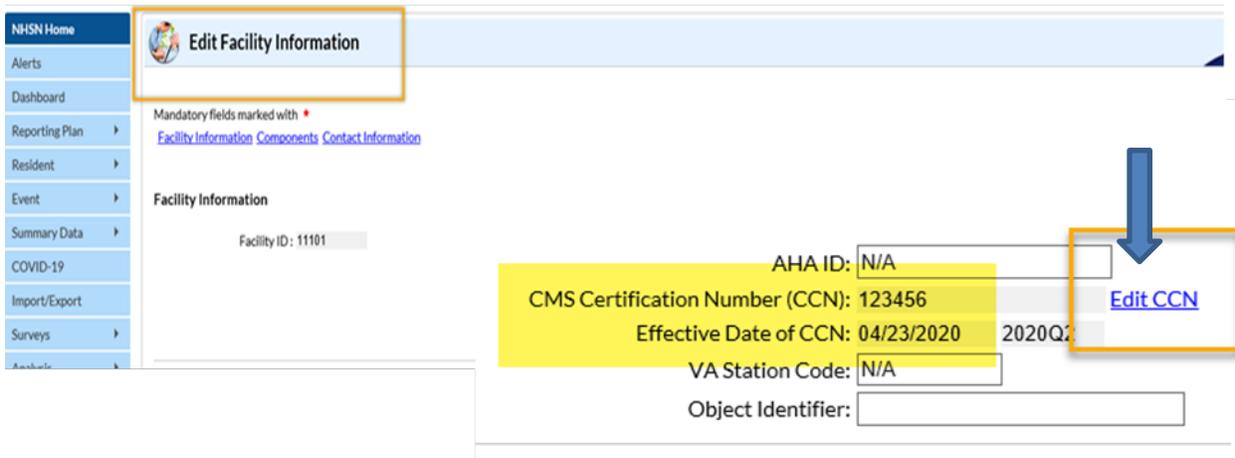
1. The NHSN facility administrator or a designated user with NHSN administrative rights should navigate to the **FACILITY -> FACILITY INFO** tab on the left navigation menu.



# DIALYSIS COMPONENT

## How to ADD and EDIT Facility CMS Certification Number (CCN) within NHSN

2. Next, on the “*Edit Facility Information*” page, Click “**EDIT CCN**”



3. On the “*Edit CCN Records*” page, click on the dialogue box below *CCN* and/or *Effective Date* and **MAKE CORRECTIONS** directly inside the box (CCN and/or Effective Date)

Edit CCN Records

-To edit an existing CCN make corrections and **SAVE**.  
 -To add a newly assigned CCN, Add Row, enter CCN and Effective Date, and **SAVE**.

Delete	CCN	Effective Date	Effective Reporting Quarter
<input type="checkbox"/>	123456	04/23/2020	2020Q2
<input type="button" value="Add Row"/>			

NOTE: The CCN Effective Date is used by CMS to determine when your facility's data will be shared with CMS from the CCN Effective Date. Your facility's CCN Effective Date should be shared with CMS for a given reporting deadline. Your facility's CCN Effective Date should be shared with CMS for a given reporting deadline. Your facility's data will be shared with CMS from the CCN Effective Date. Your facility's data will be shared with CMS from the CCN Effective Date.

Make corrections directly in the box



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## How to ADD and EDIT Facility CMS Certification Number (CCN) within NHSN

4. After edits are completed, Click **“SAVE”**

Edit CCN Records

-To edit an existing CCN make corrections and SAVE.  
 -To add a newly assigned CCN, Add Row, enter CCN and Effective Date, and SAVE.

Delete	CCN	Effective Date	Effective Reporting Quarter
<input type="checkbox"/>	123467 x	04/23/2020	2020Q2
Add Row			

NOTE: The CCN Effective Date is used by NHSN to determine the reporting deadline for your facility's data with CMS for a given reporting deadline. Your facility's CCN Effective Date should be entered from CMS. Your facility's data will be shared with CMS from the CCN Effective Date.

The note only applies to facilities with CMS reporting mandates

Save
Close

5. You will receive an Alert pop up box to acknowledge the entered CCN was saved successfully. Click **“OK”**

Edit CCN Records

-To edit an existing CCN make corrections and SAVE.  
 -To add a newly assigned CCN, Add Row, enter CCN and Effective Date, and SAVE.

Delete	CCN	
<input type="checkbox"/>	123467 x	Alert
Add Row		CCN saved successfully.

NOTE: The CCN Effective Date is used by NHSN to determine the reporting deadline for your facility's data with CMS for a given reporting deadline. Your facility's CCN Effective Date should be entered from CMS. Your facility's data will be shared with CMS from the CCN Effective Date.

OK



## DIALYSIS COMPONENT

### How to ADD and EDIT Facility CMS Certification Number (CCN) within NHSN

6. Click “CLOSE” button, which will return you to the “*Edit Facility Information*” page

Edit CCN Records

-To edit an existing CCN make corrections and SAVE.  
 -To add a newly assigned CCN, Add Row, enter CCN and Effective Date, and SAVE.

	CCN	Effective Date	Effective Reporting Quarter
Delete	123467 <input type="text"/>	04/23/2020	2020Q2
Add Row			

**NOTE: The CCN Effective Date is used by NHSN to determine which data should be shared with CMS for a given reporting deadline. Your facility's CCN Effective Date should be the date the facility first received the CCN from CMS. Your facility's data will be shared with CMS from the CCN Effective Date moving forward.**

Save
Close

7. **VERIFY** that the newly edited CCN and/or Effective Date values are correctly listed

Edit Facility Information

Mandatory fields marked with \*  
[Facility Information](#) [Components](#) [Contact Information](#)

Facility Information

Facility ID:

AHA ID:

CMS Certification Number (CCN): 123467 [Edit CCN](#)

Effective Date of CCN: 04/23/2020 2020Q2

VA Station Code:

Object Identifier:

YOU HAVE SUCCESSFULLY EDITED AN  
EXISTING CCN IN NHSN

