

Instructions for Updating the Patient ID Field to Indicate Medical Record Number



- 1) Log into NHSN and click on 'Patient>Find' on the blue navigation pane.

- 2) Navigate to the appropriate patient record. To see a list of all patients, leave all fields on the "Find Patient" screen blank, and click 'Find'. Then, click on the Patient ID to navigate to the patient record.

- 3) Once you have the patient record pulled up, click on the blue 'Edit' button.

- 4) Delete the old Patient ID and enter the patient's Medical Record Number as the new Patient ID.

- 5) Click 'Save' to save the form.

