

Edit a CDC Location

Location Mapping

The following instructions are a step by step guide on how to edit a Location in NHSN

Please refer to [Location chapter](#) in the PSC Manual for CDC locations and descriptions and instructions for mapping patient care locations.

Steps

1. Go to your NHSN Home page.
2. Scroll down to **“Facility”** and Select **“Locations”**.

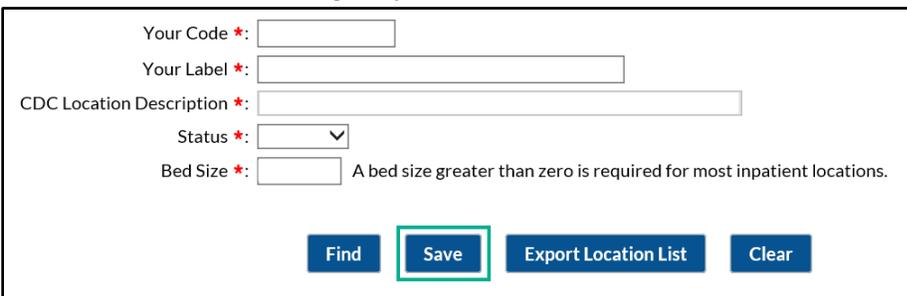


3. At the locations page, find the location you would like to deactivate by either **“Your code,” “Your label,”** or **“CDC Location Description.”**
4. At the bottom, click the **“Your Code”** in blue and underlined location you would like to deactivate.



Delete	Status	Your Code	Your Label	CDC Description
<input type="checkbox"/>	Active	<u>WBL1</u>	WBL1	Well Baby Nursery (Level I)

5. In the screen that downloads, the code, label and CDC location description of the location you would like to deactivate should show up. Here you can do one of the following for your location.
 - a. Change the **“Your Code”**
 - b. Change the **“Your Label”**
 - c. Change the **“Status”** from **“ACTIVE”** to **“INACTIVE.”**
 - d. Change the **“Bed Size”**



Your Code *:
Your Label *:
CDC Location Description *:
Status *:
Bed Size *: A bed size greater than zero is required for most inpatient locations.

NOTE: The CDC Location Description cannot be changed on existing locations that have been used for reporting, including in the Monthly Reporting Plan.

6. Click **‘Save’** to save your changes.