

Map a New CDC Location

Location Mapping

The following instructions are a step by step guide on how to map/add a new CDC Location in NHSN.

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

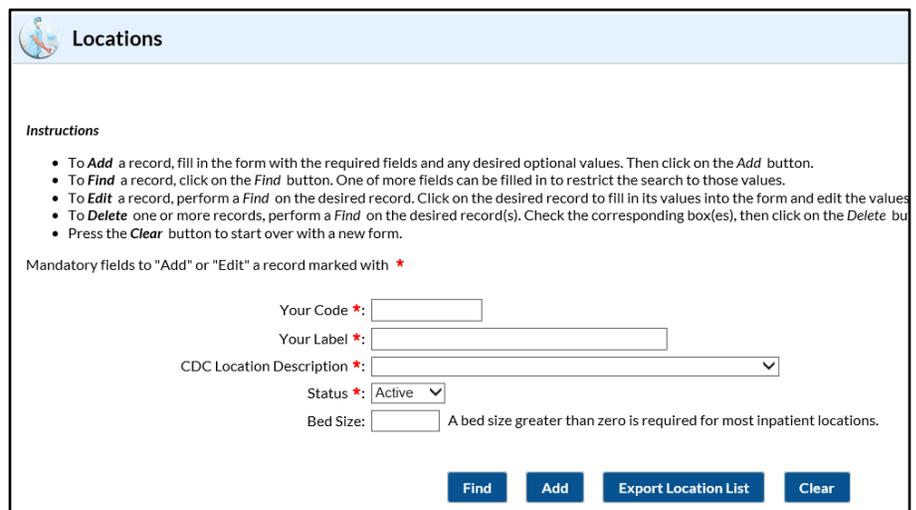
Steps

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



3. On the Locations Manager page, enter the following;

- a. **Your Code** - A code to identify your location at your facility; e.g. 2West
- b. **Your Label** – A description of your code; e.g. Medical Ward – West Wing
- c. **CDC Location Description** – CDC Location descriptions can be found in Chapter 15 of the NHSN Patient Safety Component Manual.
- d. **Status** – Select ‘Active’ to enable this location for reporting.
- e. **Bed size** – Enter the number of beds, and bassinets if applicable, set-up and staffed.



The screenshot shows the 'Locations' form with the following fields and instructions:

- 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 **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 ***
 - Your Code * (text input)
 - Your Label * (text input)
 - CDC Location Description * (dropdown menu)
 - Status * (dropdown menu, set to 'Active')
 - Bed Size (text input) with a note: "A bed size greater than zero is required for most inpatient locations."
- Buttons: Find, Add, Export Location List, Clear

4. Click “**Add**” to add the location.

