

Adding Monthly Reporting Plans in the NHSN Application

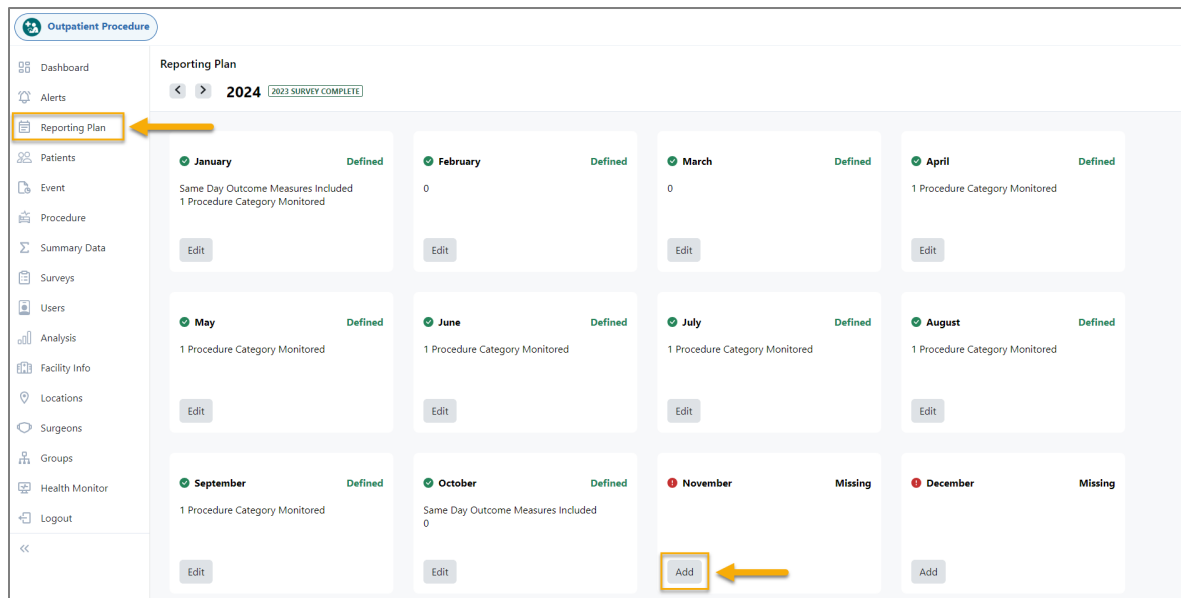
Outpatient Procedure Component

Note: These instructions assume your facility is enrolled with NHSN.

Background: Outpatient Procedure Component Monthly Reporting Plans are used by NHSN facilities to inform CDC which Outpatient Procedure Component modules are used during a given month.

Adding Monthly Reporting Plans in the NHSN Application

1. To add an Outpatient Procedure Component (OPC) Monthly Reporting Plan:
 - a. Click **Reporting Plan** on the left-hand side of the OPC Home Page.
 - b. Select **Add** under the month you want to add a plan.



2. You will now be directed to the **Add Plan** page.
 - a. If you do not have any OPC reporting for a month, click the checkbox next to **No NHSN Outpatient Reporting this month**.

Add Plan Facility: Month/Year: November, 2024 [Back] [Save]

Opt Out ☐ No NHSN Outpatient Reporting this month

Same Day Outcome Measures ☐ Same Day Outcome Measures

Surgical Site Infection (SSI) Surveillance
Targeted SSI surveillance for specific NHSN Operative Procedure Categories. Specify which procedure category(ies) is (are) being monitored (list all that apply).

Procedure Category SSI

No records available

[Add] [Copy from Previous Month]

- b. To include Same Day Outcome Measures, click the checkbox next to **Same Day Outcome Measures** to include it the Monthly Reporting Plan

Add Plan Facility: Month/Year: November, 2024 [Back] [Save]

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Surgical Site Infection (SSI) Surveillance
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Procedure Category SSI

No records available

[Add] [Copy from Previous Month]

- c. Select **Add** to add a Surgical Site Infection (SSI) Surveillance procedure category.

Add Plan Facility: Month/Year: November, 2024 [Back] [Save]

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Surgical Site Infection (SSI) Surveillance
Targeted SSI surveillance for specific NHSN Operative Procedure Categories. Specify which procedure category(ies) is (are) being monitored (list all that apply).

Procedure Category SSI

No records available

[Add] [Copy from Previous Month]

3. Using the drop-down box select your **Procedure Category(ies)** you plan to monitor over the course of your monthly reporting plan.

Add Plan Facility: Month/Year: November, 2024 [Back] [Save]

Opt Out ☐ No NHSN Outpatient Reporting this month

Same Day Outcome Measures ☐ Same Day Outcome Measures

Surgical Site Infection (SSI) Surveillance **Procedure Category** SSI

Targeted SSI surveillance for specific NHSN Operative Procedure Categories. Specify which procedure category(ies) is (are) being monitored (list all that apply).

- AMP - Limb amputation
- APPY - Appendix surgery
- AVSD - AV shunt for dialysis
- BILL - Bile duct, liver or pancreatic surgery
- BRST - Breast surgery
- CEA - Carotid endarterectomy

- a. More than one procedure category can be added to a monthly reporting plan. To add an additional category, select the **Add** button and select a procedure category.

Add Plan Facility: Month/Year: November, 2024 [Back] [Save]

Opt Out ☐ No NHSN Outpatient Reporting this month

Same Day Outcome Measures ☐ Same Day Outcome Measures

Surgical Site Infection (SSI) Surveillance **Procedure Category** SSI

Targeted SSI surveillance for specific NHSN Operative Procedure Categories. Specify which procedure category(ies) is (are) being monitored (list all that apply).

- BRST - Breast surgery

[Add] [Copy from Previous Month]

- b. Procedure categories can be removed from a draft monthly reporting plan.
- i. Select the “x” button to remove all procedure categories that were previously added.

Add Plan Facility: Month/Year: November, 2024 [Back] [Save]

Opt Out ☐ No NHSN Outpatient Reporting this month

Same Day Outcome Measures ☐ Same Day Outcome Measures

Surgical Site Infection (SSI) Surveillance **Procedure Category** SSI

Targeted SSI surveillance for specific NHSN Operative Procedure Categories. Specify which procedure category(ies) is (are) being monitored (list all that apply).

- BRST - Breast surgery

[Add] [Copy from Previous Month]

- c. Monthly reporting plans can be copied from the previous month by selecting the **Copy from Previous Month** button.

The screenshot shows the 'Add Plan' interface for November 2024. It includes sections for 'Opt Out', 'Same Day Outcome Measures', and 'Surgical Site Infection (SSI) Surveillance'. The 'Surgical Site Infection (SSI) Surveillance' section has a 'Procedure Category' dropdown menu and a 'Copy from Previous Month' button, which is highlighted with a yellow box. There is also an 'Add' button and a 'Save' button in the top right corner.

- d. Once your monthly reporting plan is complete select the **Save** button.

The screenshot shows the 'Add Plan' interface for November 2024. It includes sections for 'Opt Out', 'Same Day Outcome Measures', and 'Surgical Site Infection (SSI) Surveillance'. The 'Surgical Site Infection (SSI) Surveillance' section has a 'Procedure Category' dropdown menu and a 'Copy from Previous Month' button. The 'Save' button in the top right corner is highlighted with a yellow box. There is also an 'Add' button.

Additional Resources

If you have any questions, please use NHSN-ServiceNow to submit questions to the NHSN Help Desk. If you do not have a SAMS login or are unable to access ServiceNow, you can still email the NHSN Help Desk at nhsn@cdc.gov with 'OPC Monthly Reporting Plan Assistance' in the subject line.