

Hemovigilance Module: Location mapping

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A user with **Administrator Rights** selects Facility and then Locations from the navigation bar.

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Read the instructions on the Locations screen

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Complete all mandatory fields.

Your Code – Enter a code of your choice that will allow easy identification of the location.

Your Label – Enter a short description of the location.

CDC Location Description – Select the appropriate CDC location from the drop down menu.

Status – Select 'Active' when adding a new location.

NHSN Home

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Locations

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 save button.
- 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 *:

Your Label *:

CDC Location Description *:

Status *:

Bed Size: A bed size greater than zero is required for most inpatient locations.

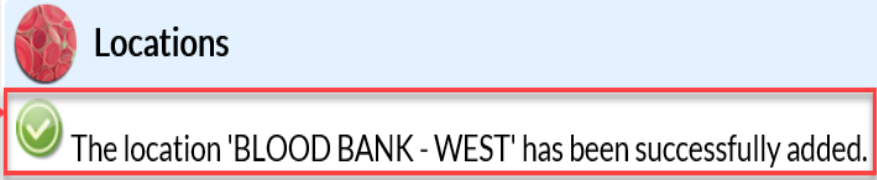
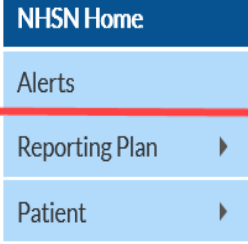
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Click on the **Add** button to save the location.

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The location will be available in all active components after it is added.



Important Tips

- Facility locations are shared across components. Contact the Primary Contacts at your facility before deleting or changing locations in NHSN.
- Most locations can be used in all components. However, there are a few locations that can only be used in specific components, modules, or facility types. These exceptions are noted in the Master CDC Locations Descriptions document:
https://www.cdc.gov/nhsn/PDFs/pscManual/15LocationsDescriptions_current.pdf