## **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 <u>Location chapter</u> 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".

Facility	¥.	Customize Forms	
Group	•	Facility Info	
Tools	۶.	Add/Edit Component	
Logout		Locations	
		Surgeons	
		CDA Automation	

- 3. At the locations page, find the location you would like to inactivate 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 inactivate.

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Delete	Status	Your Code		Your Label	CDC Description		
	Active	WBL1		WBL1	Well Baby Nursery (Level I)		
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- 5. In the screen that downloads, the code, label and CDC location description of the location you would like to inactivate 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"

γοι	ou can do one of the following for your location.							
	Your Code <b>*</b> :							
	Your Label *:							
	CDC Location Description *:							
	Status *:	$\checkmark$						
	Bed Size <b>*</b> :	A bed size greater than zero is required for most inpatient locations.						
		Find Save Export Location List Clear						

**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.

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