

Guidance on Enrollment and Reporting for Physically Separate Facilities/Units* in NHSN

Physically Separate Facilities Should Enroll and Report Separately in NHSN

All free-standing facilities (i.e., facilities distanced from each other, such as across the street, across town or in another town) need to enroll and report their data to NHSN as separate entities (i.e., unique NHSN OrgID). Multiple OrgIDs can share a CMS certification number (CCN), but each individual NHSN OrgID should report their data separately. When a CCN is shared across multiple facilities, CDC will aggregate the data from all applicable NHSN OrgIDs and will send to CMS under the single CCN for CMS reporting purposes.

FAQ: Do separate facilities that share a single CCN need to enroll separately in NHSN?

If the individual facilities are physically distanced (such as in a building down the street, across town or in a different town), each facility is enrolled separately in NHSN and each is assigned its own, unique NHSN OrgID. When a CCN is shared across multiple facilities, the CDC will aggregate the data from all applicable NHSN OrgIDs and will send to CMS under the single CCN for CMS reporting purposes. Shared CCN facilities located within another facility or located on the same campus in buildings connected via hallway, breezeway, tunnel, sidewalk or other similar connection are considered a single facility and all data is reported under a single NHSN OrgID.

Tips for Ambulatory Surgery Centers (ASCs)

All stand-alone facility types, including ASCs, need to enroll and report their data to NHSN as separate entities (i.e., unique NHSN OrgID) regardless of whether they share a CCN.

- Multiple OrgIDs can share a CCN, but all facilities in physically separate buildings from each other, whether on the same property or over multiple campuses, must have a unique NHSN OrgID and report their data separately from other facilities that share their CCN.
- When a CCN is shared across multiple facilities, CDC will aggregate the data from all applicable NHSN OrgIDs and, when appropriate, will send to CMS under the single CCN for CMS reporting purposes.

Example 1: Two ASCs share the same CCN but are located in physically separate buildings.

- ASC A has an address of 123 Main Street. ASC A enrolls in NHSN and has an OrgID of 12345 assigned.
- ASC B has an address of 456 First Street. ASC B enrolls in NHSN and has an OrgID of 67890 assigned.
- ASC A and ASC B share the same CCN of 11C2334455.

Guidance: Since ASC A and ASC B have different physical locations, they correctly enrolled in NHSN separately and will report data separately for each facility (even though they share the same CCN).

Example 2: ASCs having different CCNs and are located in physically separate buildings from each other.

- ASC C has a CCN of 11C2334466.
- ASC D has a CCN of 11C2997744.

Guidance: Since ASC C and ASC D have different physical locations and different CCNs, they should enroll in NHSN separately and report data separately for each facility.

Example 3: An ASC is attached to an acute care facility building and has a different CCN from the acute care facility

- ASC E has a CCN of 11C2334466.
- Acute care facility has a CCN of 789012.

Guidance: Since ASC E and the acute care facility have different CCNs, each facility should enroll in NHSN separately and report data separately for each facility (even though they share the same location).

Tips for Acute Care Facilities

- **FAQ: How should acute care facilities report healthcare personnel COVID-19 vaccination summary data?**

Facilities should follow the guidance below when making determinations about which areas of the acute care facility to include when reporting healthcare personnel COVID-19 vaccination summary data to NHSN as part of the CMS Hospital Inpatient Quality Reporting (IQR) Program:

- **Include** all inpatient units/departments located within the acute care facility building and sharing the exact same CCN (100% identical) as the acute care facility. This includes any inpatient rehabilitation ward and inpatient behavioral ward that are not CMS-certified and do not have their own CCN.

Example 4: Rehabilitation ward within the acute care facility building that shares the same CCN as the acute care facility

- A rehabilitation ward is **not** a CMS-certified inpatient rehabilitation facility (IRF) unit and has a CCN of 337766.
- Acute care facility has a CCN of 337766.
- The ward resides within the walls of the acute care facility.

Guidance: Since the rehabilitation ward and acute care facility share the same CCN and are located in the same building, the data for the rehabilitation ward should be combined with the data for the acute care facility and reported through one OrgID.

Include all outpatient units/departments located within the acute care facility building that share the exact same CCN (100% identical) as the acute care facility.

Example 5: Outpatient department located within the acute care facility building and shares the same CCN as the acute care facility

- An outpatient radiology imaging department has a CCN of 441122.
- Acute care facility has a CCN of 441122.
- The facilities are located in the same building.

Guidance: Since the radiology imaging department and acute care facility share the same CCN and are located in the same building, the data for this department should be combined with the data for the acute care facility and reported through one OrgID.

If an inpatient or outpatient unit/department of the acute care facility has a different CCN (even if different by only one letter or number) from the acute care facility (such as a CMS-certified inpatient psychiatric unit or inpatient rehabilitation facility), then the CMS-certified unit should be mapped as a unit in the acute care facility and report its healthcare vaccination data separately. The unit will share the same OrgID as the acute care hospital, but it will have a separate record reported to NHSN (under its unique CCN and vaccine location). Exception: Swing beds that reside in their own unit should be reported with the acute care hospital.

Example 6: Inpatient unit within the acute care facility building with a different CCN from the acute care facility

- An inpatient behavioral ward that is CMS-certified as an inpatient psychiatric facility (IPF) unit and has a CCN of 55S688 (this unit is located within the acute care facility).
- Acute care facility has a CCN of 556688.
- The facilities are located in the same physical building.

Guidance: The IPF unit should be mapped as unit in the acute care facility in NHSN. Since the IPF unit has a different CCN from the acute care facility, the data for this unit should be reported under the acute care facility NHSN OrgID, but with a separate IPF unit weekly vaccination record.

View more information about [how to map an IPF unit and add an IPF unit-specific CCN](#) and [how to add an IRF unit as a location in your facility](#).

**The CCNs and NHSN OrgIDs listed here are included for illustrative purposes only and are not intended to reflect any actual facilities.*