# Changing a CMS Certification Number within NHSN
## Location Mapping

**\*\*Note: This guidance DOES NOT APPLY to Outpatient Dialysis Facilities\*\***

If a facility/location is newly certified or changes ownership, it is important to add/update the CMS Certification Number (CCN) within NHSN so that NHSN can provide the appropriate data to CMS. As of January 2015, facilities can enter the effective date for their CCN in NHSN. Once the new/updated CCN is obtained, follow the steps below to appropriately enter it into NHSN.

Guidance for the CCN Effective Date: Facilities should make every effort to obtain the official date in which the facility first received its CCN from CMS. If this information cannot be obtained from the facility's billing or administrative departments, the facility should enter the CCN Effective date of 1/1/2015.

**Important Notes:**
- If the facility's CCN was obtained from CMS after 1/1/2015, that official date should be entered NHSN.
- If the new CCN is effective in the middle of a quarter, NHSN will use the CCN with the most recent effective date to send that quarter's data to CMS.
- CCNs cannot be entered with a future effective date so please wait until the official effective date to enter the new CCN into NHSN.

**Add the Facility CCN**
1. After logging into your NHSN facility, click Facility and then Facility Info on the left-hand navigation bar.



2. On the Edit Facility Information screen, click the Edit CCN link next to the CCN field in the upper right corner of the screen.
3. On the Edit CCN Records pop up, click the grey Add Row button to add a row for the new CCN.
4. Enter the new CCN and Effective Date in the appropriate boxes. The Effective Reporting Quarter will automatically populate after the Effective Date is entered.
   a. Make sure to double check that the new CCN and Effective Date are correct!
5. Click the Save button to save the changes.
6. Click the OK button on the Alert pop up.
7. Click the Close button to close the Edit CCN Records pop up to return to the Edit Facility Information page. Then verify that the new CCN and effective date are correctly listed.

### Edit the Facility CCN

If it is determined that the facility's CCN or CCN Effective Date is incorrect within NHSN, please follow the steps below to correct CCN or CCN Effective Date.

1. After logging into your NHSN facility, click Facility and then Facility Info on the left-hand navigation bar.
2. On the Edit Facility Information screen, click the Edit CCN link next to the CCN field in the upper right corner of the screen.
3. On the Edit CCN Records pop up, replace the incorrect CCN and/or the incorrect effective date with the correct value(s).
   a. **Important: Do <u>NOT</u> add a new row for the correct CCN/CCN Effective Date. You must edit the incorrect values of the currently listed CCN.**
4. After the CCN and/or CCN Effective Date has been updated, click the Save button to save the changes.
5. Click the OK button on the NHSN Alert pop up box to acknowledge the information was saved successfully.
6. Click the Close button to close the Edit CCN Records pop up to return to the Edit Facility Information page. Then verify that the new CCN and effective date are correctly listed.

*For any questions, please contact the NHSN Helpdesk: nhsn@cdc.gov*

**Centers for Disease Control and Prevention**
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