

A Guide to Create a Claims Data Reporting Plan

Submitting Healthcare Claims Data via the Patient Safety Component

Purpose

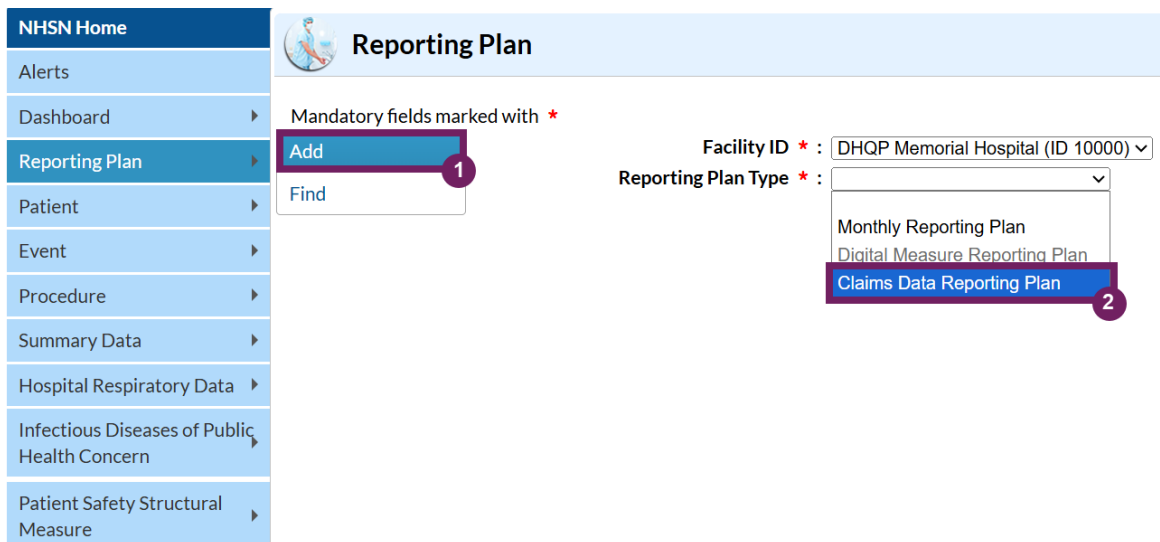
This quick reference guide offers step-by-step instructions on how to create a claims data reporting plan within the National Healthcare Safety Network (NHSN) Patient Safety Component (PSC).

Add Claims Data to the Claims Data Reporting Plan (CDRP)

Facilities must submit a Claims Data Reporting Plan (CDRP) to indicate the month for which they intend to begin reporting claims data.

Step 1: Access the Reporting Plan Option

1. Log into the NHSN application and navigate to Reporting Plan then select **Add**.
2. **Claims Data Reporting Plan** from the Reporting Plan Type dropdown list, then select **Continue**.



The screenshot shows the NHSN application interface. On the left is a navigation menu with options: NHSN Home, Alerts, Dashboard, Reporting Plan, Patient, Event, Procedure, Summary Data, Hospital Respiratory Data, Infectious Diseases of Public Health Concern, and Patient Safety Structural Measure. The 'Reporting Plan' option is selected. The main content area is titled 'Reporting Plan' and includes a note: 'Mandatory fields marked with *'. There are two input fields: 'Facility ID *' with a dropdown menu showing 'DHQP Memorial Hospital (ID 10000)' and 'Reporting Plan Type *' with a dropdown menu. The 'Reporting Plan Type' dropdown is open, showing three options: 'Monthly Reporting Plan', 'Digital Measure Reporting Plan', and 'Claims Data Reporting Plan'. The 'Add' button is highlighted with a red circle and the number 1. The 'Claims Data Reporting Plan' option in the dropdown is highlighted with a red circle and the number 2.

Figure 1: Navigating to Reporting Plan > Add > Select Claims Data Reporting Plan

Step 2: Begin a New Claims Data Reporting Plan

3. Select a **Start Month** and **Start Year** (both are required). The fields “End Month” and “End Year” are optional. If no “End Month” and “End Year” are selected, the facility may continue to report without the need to create an additional Claims Data Reporting Plan. Optionally, add additional rows for more months.

Optional: Share claims data with CDC’s National Center for Health Statistics (NCHS) National Hospital Care Survey (NHCS)

4. Click on the **consent document** link to review the consent to share claims data with NHCS.
5. Check the box “**Share with the National Hospital Care Survey**” to agree to provide your hospital’s inpatient and emergency department claims data with the NCHS.
6. Click **Submit** to enter the plan.

Claims Data Reporting Plan

Mandatory fields marked with*

* Start Month

* Start Year

End Month

End Year

Share with the National Hospital Care Survey

Claims Data CSV (CLAIMS-CSV)

+ Add Row

By selecting the box under "Share with the National Hospital Care Survey", you are indicating that the leadership at your facility have read the [consent document](#) and agree to provide your hospital inpatient and emergency department administrative claims encounter data (including patient identifiers) to the Centers for Disease Control and Prevention (CDC)'s National Center for Health Statistics (NCHS) National Hospital Care Survey (NHCS).

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Submit

Clear Changes

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Figure 2: Completing the Claims Data Section — Select Claims Data CSV, Start Month, and Start Year

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