

NHSN Staff Import File Format

Field Label	Field Name	Required/Optional	Values	Format
Staff ID Number	staffID	Required		Character Length - 15
First Name	gname	Required		Character Length - 30
Middle Name	mname	Optional		Character Length - 15
Last Name	surname	Required		Character Length - 30
Date of Birth	dob	Required	must be \leq today's date; must be \geq 1/1/1890	mm/dd/yyyy
Gender	gender	Required	M - Male F - Female O - Other	Character Length - 1
Ethnicity	ethnicity	Required	HISP – for Hispanic or Latino NOHISP – for Not Hispanic or Not Latino	Character - Length 6
Race	racecodes	Required	<ul style="list-style-type: none"> • AMIN - for American Indian/Alaskan Native • ASIAN – for Asian • AAB – for Black or African American • NH-PI – for Native Hawaiian/Other Pacific Islander • WHITE – for White 	Character - Length 5 Multiple race entries possible - separate by "/" (e.g., WHITE/ASIAN)



Field Label	Field Name	Required/Optional	Values	Format
Country	Country	Required	US for United States CA for Canada MX for Mexico	Character – Length 2
Street Address 1	addr1	Required		Character – Length 30
Street Address 2	addr2			Character – Length 25
City	city	Required		Character – Length 30
State	state	Required if US	If country code is US then supply a valid, two-character, US state abbreviation. For example: AZ for Arizona GA for Georgia FL for Florida	Character – Length 2
Canadian Province Note: we are only including Provinces at or near the USA northern border	state	Required if CA	If country code is CA then use only one of the following CA state abbreviations AB for Alberta BC for British Columbia MB for Manitoba ON for Ontario QC for Quebec SK for Saskatchewan YT for Yukon	Character Length -2



Field Label	Field Name	Required/Optional	Values	Format
<p>Mexican State</p> <p>Note: we are only including States at or near the USA southern border</p>	state	Required if MX	<p>If country code is MX then supply a valid, two-character, MX state abbreviation. For example:</p> <p>BC for Baja California SO for Sonora CH for Chihuahua NL for Nuevo Leon TM for Tamaulipas</p>	Character Length – 2
County	county	Required if US	<p>For US you must supply a valid NHSN code. For example:</p> <ul style="list-style-type: none"> • TX279 for TX (Texas) county of Lamb • VA081 for VA (Virginia) county of Greensville • TN085 for TN (Tennessee) county of Humphreys 	
Zip/Postal Code	zip	Required	<p>US and MX is 5 numeric characters: Example - 09876</p> <p>CA is 3 alpha numeric characters followed by a space and followed by 3 additional alpha numeric characters: Example – H8Y 1V3</p>	Character – Length 10
Zip/Postal Code extension	zipExt	Optional		Character – Length 4



Field Label	Field Name	Required/Optional	Values	Format
Phone	homePhone	Required	<p>If country code is MX the format is XXX.XXX-XXX (NNN dot NNN dash NNN)</p> <p>If the country code is USA or CAN the format is XXX-XXX-XXXX (NNN dash NNN dash NNNN)</p>	Character – Length 25
Phone extension	homePhoneExt	Optional		Character – Length 4
Comment	comment	Optional		Character – Length 200

Updated: 01/28/2020

