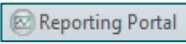


The Antimicrobial Use (AU) Report allows facilities to evaluate and report trends regarding days of therapy to the National Health Safety Network (NHSN).

Generating the AU Report

This is a monthly aggregate for inpatient, facility-wide or select outpatient locations showing agents, stratified by route. NHSN will use this information to determine which antimicrobials and routes are reportable. Infection Preventionists will first generate a PDF for review, then run the XML file to convert to a Compressed Zip file, which will be uploaded to NHSN.

STEP 1: Open  from PowerChart toolbar.

STEP 2: Search IC AU Report from window in All Reports List.

- Click *Star* icon to save as a Favorite.
- Click on report name to expand the window.

STEP 3: Click Run.

STEP 4: Confirm From Date/Time and To Date/Time is from previous month. Other months can be entered if within the same calendar year.

- It is recommended to generate monthly as longer time frames will delay the execution of these reports.

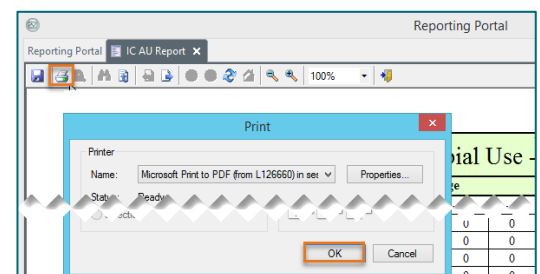
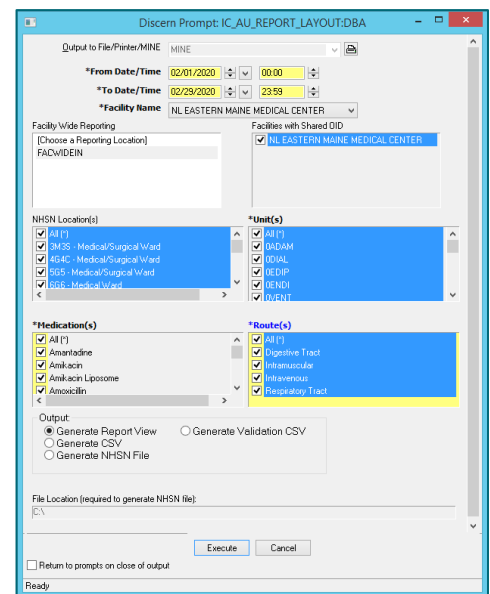
STEP 5: Select Facility Name from drop-down.

STEP 6: Select Facility Wide (FACWIDEIN) to enable all NSHN Locations for Inpatient or Outpatient areas.

STEP 7: Select All Medications and All Routes.

STEP 8: Choose Output method and Execute.

- Generate Report View will provide a PDF, which can be printed to the C: drive for review prior to exporting, as needed.
 - Save will create a portrait view and cut off right edge, using Print function will capture the full picture.



NOTE: For efficient flow, place a checkmark in the box to Return to prompts on close of output located just under Execute.

STEP 9: Return to Prompt window by using the  in the menu bar.

STEP 10: Enter criteria to create file for NHSN submission.

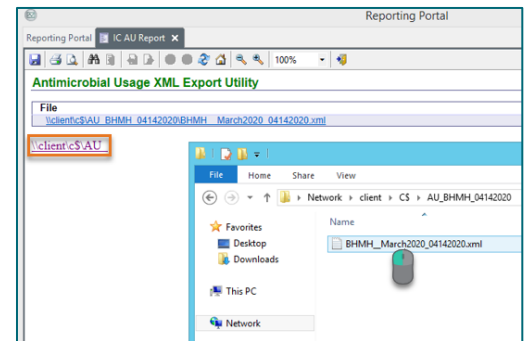
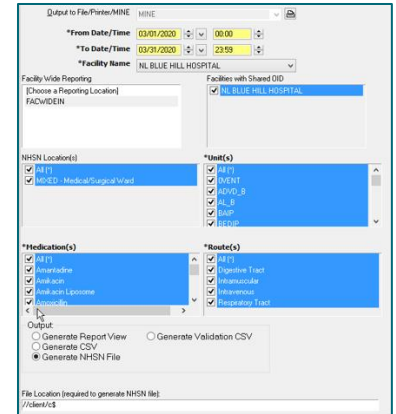
STEP 11: Select **Output** method.

- Generate NHSN File creates an XML file, including denominator data, which will be zipped to upload to NHSN.
 - If seen, click Yes on ActiveX window.

STEP 12: Open the *C: drive* from start menu to access the file.

STEP 13: Right-click the report and select **Send to: Compressed folder**

STEP 14: Upload report to NHSN.



NOTE: There are two other options listed for report creation. These are not frequently used but are explained below.

- Generate .CSV creates a Text file that can be saved as All Files on the C drive. This can then be changed to a .CSV and converted to an Excel file.
- Generate Validation .CSV file includes patient identifiers and administration dates to verify relevance of data and creates a Text file which can be converted to .CSV and saved in Excel.