



NHSN Facility Administrator Enrollment Guide

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Introduction

The NHSN Facility Administrator Enrollment Guide is intended for those individuals interested in enrolling their healthcare facility into NHSN. This individual is considered the NHSN Facility Administrator and is responsible for completing all instructions in this guide.

The person designated as the **NHSN Facility Administrator** is the only person who can enroll a facility in NHSN or reassign the role of Facility Administrator. This person is also the only person who has rights to manage/negotiate locations and patients that are used across components. The NHSN Facility Administrator has the ability to nominate groups, that is, entities with which your hospital wants to share some/all of its data (e.g., state or county health department, corporate headquarters). Therefore, this role should be given to an individual who has the authority to perform these functions within your hospital's organizational structure.

If you will enroll only in the **Patient Safety Component**, the person responsible the Infection Prevention/Control department is a good candidate for both NHSN Facility Administrator and the NHSN Patient Safety Primary Contact Person.

If you will enroll only in the **Healthcare Personnel Safety Component**, the person responsible for the occupational health functions is a good candidate for both NHSN Facility Administrator and NHSN Healthcare Personnel Safety Primary Contact Person.

If you will enroll only in the **Biovigilance Component**, the person responsible for blood transfusion functions is a good candidate for both NHSN Facility Administrator and NHSN Biovigilance Primary Contact Person.

If you will enroll in **more than one component**, the NHSN Facility Administrator should be a person with authority in areas overseeing each component.

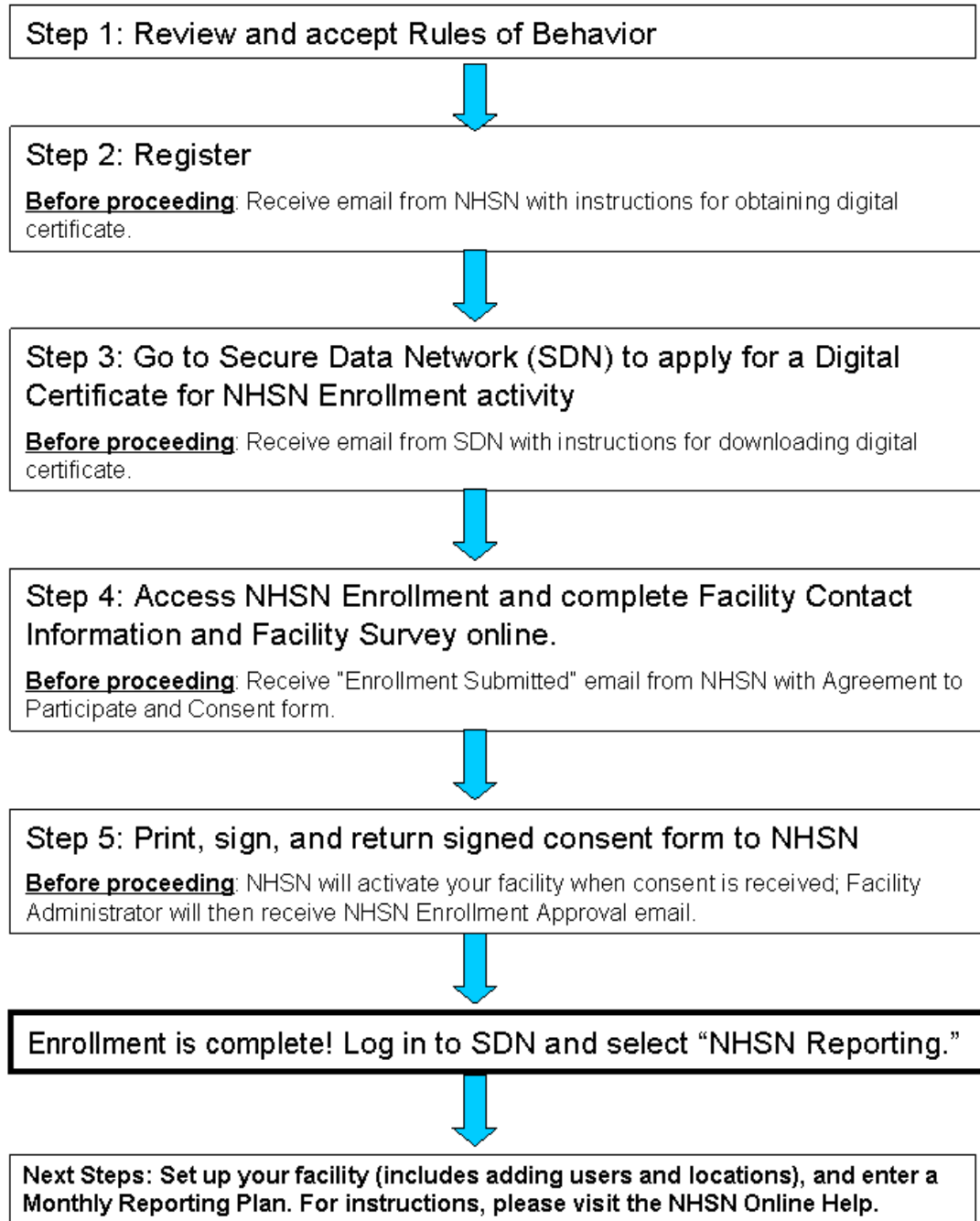
NOTE: When enrolling, the NHSN Facility Administrator has the option to designate another individual at the facility as Primary Contact Person for each component. This person will need to be added as a user by the NHSN Facility Administrator once the facility has been activated by NHSN.

Please note that each step in this guide should be completed **in order** to ensure a successful facility enrollment. The Enrollment Diagram provided on page 3 can be used a checklist as you complete each step in the enrollment process.



How do I get started in NHSN?

After completing the required training, you're ready to enroll your facility following these steps.





Step 1. Read the NHSN Rules of Behavior

After the required training has been completed, the first step to NHSN Enrollment is for the person who will serve as the NHSN Facility Administrator to access and read the NHSN Rules of Behavior from <http://nhsn.cdc.gov/RegistrationForm> .

National Healthcare Safety Network (NHSN)

Facility/Group Administrator Rules of Behavior

In order to participate in the NHSN , you must read and agree to abide by the following rules of behavior for safeguarding the system's security. Scroll through the document below and click on Agree or Do Not Agree button. To print a copy of the rules, click on the Print button.

NHSN, a surveillance system of the Centers for Disease Control and Prevention (CDC), allows participating healthcare facilities to enter data associated with healthcare safety, such as surgical site infections, antimicrobial use and resistance, bloodstream infections, dialysis incidents, and healthcare workervaccinations. NHSN provides analysis tools that generate reports using the aggregated data (reports about infection rates, national and local comparisons, etc). NHSN also provides links to best practices, guidelines, and lessons learned.

NHSN processes and stores a variety of sensitive data that are provided by healthcare facilities. This information requires protection from unauthorized access, disclosure, or modification based on confidentiality, integrity, and availability requirements. These "Rules of Behavior" apply to all users of the NHSN web-based computer system.

Purpose

[Print Version](#)
PDF (87KB/13 pages)

A copy of the NHSN Rules of Behavior may be printed by clicking the **Print** link at the bottom of the screen.

To indicate agreement with the terms and conditions as stated in the NHSN Rules of Behavior, click **Agree** and you will be guided to the NHSN Registration page. Otherwise, click **Do Not Agree** and discontinue enrollment.



Step 2. Register with NHSN

At the Registration Form page, you will be asked to provide a few key pieces of information, including:

- The name of the NHSN Facility Administrator
- Email address for the NHSN Facility Administrator
- Facility identifier
 - You will need either your hospital's American Hospital Association (AHA) ID# or CMS CCN to proceed; VA hospitals will need their VA Station Code to proceed. **NOTE:** If your facility is participating in the Hospital Inpatient Quality Reporting Program you are required to enter your CMS CCN.
- Training completion date
 - Enter the date you completed all of the required training sessions.
 - **NOTE:** If you have participated in a face-to-face NHSN training session endorsed by the CDC (i.e., from State groups or CDC day training), we recommend that you also review our training sessions, especially for those protocols and topics which may not have been covered during CDC-endorsed trainings. When registering as a user of NHSN, you may enter the date of the CDC-endorsed training you attended as the training completion date.

Enter the correct information and click **Save**.

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NOTE: To ensure that information sent by email is not blocked by your organization's anti-spam program, please contact your IT department and request that they specifically allow phintech@cdc.gov and nhsn@cdc.gov to get through.

After CDC receives your completed registration, you will receive an email similar to the following:

Welcome! You are now registered in the National Healthcare Safety Network (NHSN).
In order to begin the NHSN enrollment process, you will need to obtain and install a digital certificate onto your computer.
Follow the instructions in the document "NHSN Facility Administrator Enrollment Guide"...

Step 3. Apply for your Digital Certificate

NOTE: If you have Windows XP with Service Pack 2 installed, you will be required to complete the following step before applying for your Digital Certificate.

- ActiveX controls: Under **Tools**, click **Internet Options > Security**. Highlight Internet and click **Custom Level**. Make sure that the option for "Automatic Prompting for ActiveX controls" is set to "enable".

Digital certificates ensure that you and the CDC are communicating privately and securely. They are also expensive and are paid for by your federal tax dollars. You will need to create a password (called a challenge phrase) during this process.

Access the Secure Data Network and Accept Subscriber Agreement

- Using the URL that will be provided in the email from NHSN, go to the **Centers for Disease Control and Prevention – Digital ID Enrollment** page.

Enter Enrollment Password

Please enter the password for CDC's Digital ID Services and click *Accept*.

Password:



- In the Password field, enter the password provided to you in the email from NHSN, then click **Accept**. Information about system requirements and digital ID certificates appears. Remember that passwords are case sensitive.
- Click the **Enroll** button. The SDN enrollment form appears.
- All fields with a red asterisk are required on the first page of the SDN enrollment form.
- Make sure you enter your official work email address, not your personal email address.
- The information needed to install your digital certificate will be sent to the email address you indicate. If you submit an email address with an error in it, your digital certificate will not be sent to you.

NOTE: Be sure to use the same email address for each step in the SDN and NHSN enrollment processes.

Step 1: Enter Personal Information

Items with (*) are required.

Prefix	Preferred Name
* First Name	Middle Name
* Last Name	Degree
* Email Address	CDC User ID (where applicable)
* Employer	Program or Division
* Employer Type	Other
* Job Type	Other
* Phone	Fax
Work Address (130 characters maximum)	* U.S. State (required for US)
	U.S. County
* City	* Zip Code
* Country	United States
* Alternate Contact:	
* Name	* Phone

Next

- A pop-up message appears. Verify that the email address listed in the message is correct and then click **OK**. If your email address is incorrect, click **Cancel**, change your email address, and then click **Next**. The **Program and Activities** page appears:
 - From the Select a Program box, select **National Healthcare Safety Network (NHSN)**.
 - From the Select Activities box, select **NHSN Enrollment only**. Click **Next**.



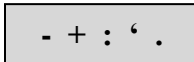
3a. Create your Challenge Phrase

For security, you will create a challenge phrase (password) that you will use every time you access SDN (this challenge phrase is different from the password you used to log on to the SDN enrollment site). You will use this challenge phrase along with your Digital ID to authenticate yourself as an SDN user.

You will not be able to install your digital certificate if you do not remember your challenge phrase.

Use the following guidelines to create your challenge phrase:

- Be at least eight characters long
- Contain only English letters and numbers
- Uses one or more of the following symbols:



- Cannot contain any part of your name or email address
- Cannot spell a word unless the word has three or more numbers or symbols before or after the word or the word has numbers or symbols within the word
- Cannot contain more than two consecutive characters
- Contain at least four different numbers or letters
- Challenge phrases are case-sensitive. Note the letters that are upper and lower case.

To enter your challenge phrase

- In the **Challenge phrase** field, type your challenge phrase.
- In the **Confirm** field, type your challenge phrase exactly the same way you typed it in the **Challenge Phrase** field.
- Click **Next**. The **Digital Certificate Request Received** message appears.
- Within 12-72 hours, you will receive an email with more instructions. Check your email daily. If you do not receive an email within 72 hours, please **do not** apply for another digital certificate. Contact CDC SDN Support at (800) 532-9929 option 1 or PHINTech@cdc.gov.



3b. Download and Install your Digital Certificate Using Internet Explorer

- You will receive an email from **PHIN Helpdesk**. The subject line will read “Action Required – Your CDC Digital Certificate is Ready to Install” and the body of the message will look similar to the following:

Your request for a CDC digital certificate has been approved. The next step is the installation of your digital certificate...

- **NOTE: You must use Internet Explorer when downloading your digital certificate. Internet Explorer is the only browser that can be used to access NHSN.**
- **NOTE: Please ask your IT staff to add https://*.cdc.gov/ and https://*.verisign.com/ to the list of trusted sites under Tools>Internet Options>Security>Trusted Sites before clicking on the digital certification installation link in this email. This will make the installation process go smoother.**
- For step-by-step instructions on how to install your digital certificate, please reference the instructions available at <https://ca.cdc.gov/sdncode/sdnapp/doc/DigitalCertificateInstallation.htm>

Step 4. Enroll in NHSN

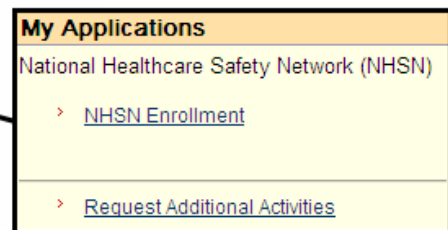
Once you have successfully downloaded and installed your digital certificate, you can access NHSN by going to the SDN website at: <https://sdn.cdc.gov>. **REMEMBER: You must use Internet Explorer when accessing NHSN.**

When you arrive at the SDN website (called the CDC Public Health Partners page), you may want to bookmark the page, either individually or in a special NHSN bookmark folder. If you are unsure how to bookmark a web page, please contact your IT department for assistance.

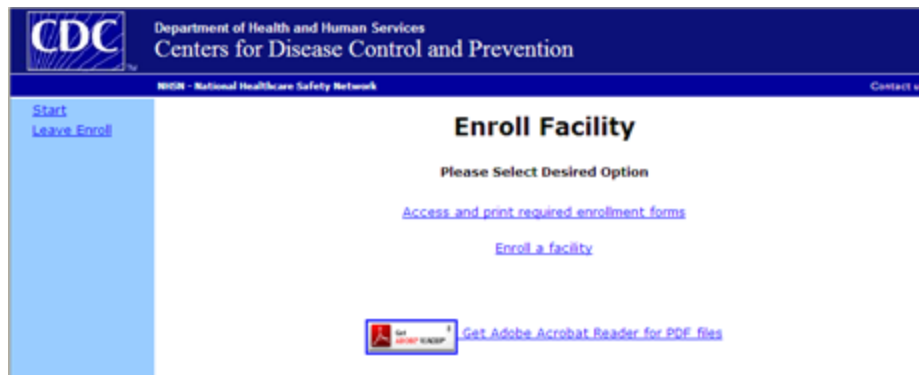
- Enter your challenge phrase and click **Submit**.



- After entering your challenge phrase, you will be brought to the SDN homepage. Under “My Applications” in the upper left corner of the page, you should see a link to the National Healthcare Safety Network labeled ‘NHSN Enrollment’.



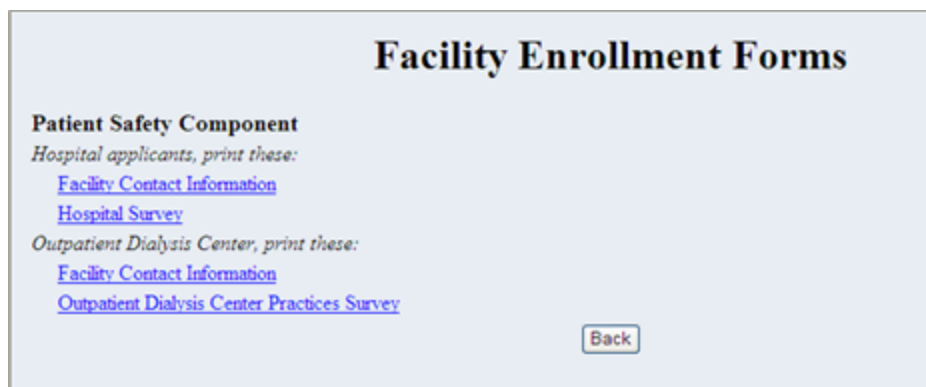
- Click on the **NHSN Enrollment** link to go to the **NHSN Enrollment** page.



NOTE: Do not use the browser's Back button. Always use the buttons provided on a page or use the navigation bar on the left to move around within the NHSN web pages.

4a. Download and Print Enrollment Forms

- From the **Enroll Facility** page, click on Access and print required enrollment forms option.



- From the **Facility Enrollment Forms** page, print the forms needed for the Component into which you are enrolling (i.e., Patient Safety as a hospital or as an Outpatient Dialysis Center, or Healthcare Personnel Safety). ***Complete these forms before attempting to enroll online.***
 - You will need either your hospital's American Hospital Association (AHA) ID# or CMS CCN to proceed; VA hospitals will need their VA Station Code to proceed. **NOTE:** If your facility is participating in the Hospital Inpatient Quality Reporting Program you are required to enter your CMS Provider # (CCN). Click the box of those IDs that are not applicable.
 - You must also indicate a facility type from the drop down list. If you are unsure of which type to select, contact us (contact information at the end of this document).



4b. Complete Facility Contact Information and Facility Survey online.

- Once you're ready to enroll, log in to SDN, access NHSN Enrollment, and go to the **Enroll Facility** page. Click on the **Enroll a facility** option. Enter the data from the completed forms onto the screen and click **Submit**.
- NOTE: Facility verification is based on the city, state, and zip code. If you are having difficulties enrolling with your CMS or AHA numbers or VA station code, please make sure your entries are correct.
- NOTE: It is not necessary to enter all of these verification numbers. For example, if you choose to enter your facility's CMS number, you may check the "not applicable" box next to the AHA ID# and the VA Station Code.
- NOTE: In the unlikely event that your facility does not have an AHA ID#, CMS Provider ID# or VA Station Code, a prompt will appear that will instruct you to contact the CDC NHSN Administrator who will assign an enrollment number to your facility. When you click OK on the prompt, a new data entry field will appear, called "Enrollment Number".
- Once submitted successfully, you can close the browser.

Step 5. Print, Sign and Return Signed Consent Form to CDC

After you have successfully completed the enrollment process, you will be sent an email that looks like the following:

```
From: NHSN
To: NHSN Facility Administrator
Sent:

Subject: NHSN facility enrollment submitted

The following facility has been submitted for enrollment in the NHSN:

Facility Name:
Tracking Number:

NHSN Facility Administrator:
```



5a. Print the Agreement to Participate and Consent

Log in to SDN at <https://sdn.cdc.gov> with your challenge phrase. Once you have logged in successfully, copy and paste the URL provided in the email, print the Agreement to Participate and Consent form, read it and get it signed by the appropriate hospital administrator. This individual should be a person who has authority to give permission to submit facility and patient data to the CDC (i.e., CEO, COO, etc.). **Fax the signed Consent to (404)929-0131 within 60 days.**

Step 6. Begin Using the NHSN Reporting Application

Once CDC receives the signed Consent from your facility, we will activate your facility and notify you by email with instructions to access NHSN Reporting through SDN. The email will look similar to this:

```
To: NHSN Facility Administrator
From: NHSN
Date:
Subject: NHSN enrollment approved
```

```
Your facility has been approved as a new member of NHSN. Welcome!
```

```
Facility Name:
Facility ID #:
```

NOTE: If you do not see the NHSN Reporting activity, you can request it at your "My Partners" page under "Request Additional Activities."

NHSN Contact Information

If you have any questions, please contact NHSN at nhsn@cdc.gov. Website: <http://www.cdc.gov/nhsn>.

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