

Other resources are available on the NHSN Dialysis Event website: http://www.cdc.gov/nhsn/psc_da_de.html
Need Help? Contact the NHSN Helpdesk at nhsn@cdc.gov

NHSN Enrollment Checklist for Dialysis Facilities

<input checked="" type="checkbox"/>	Complete items in order	Time
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Step 1: Training and Preparation

<input type="checkbox"/>	Complete Dialysis Event training at http://www.cdc.gov/nhsn/psc_da_de.html	3 hour
<input type="checkbox"/>	Complete Outpatient Dialysis Center Practices Survey on paper (needed for Step 4)	1 hour
<input type="checkbox"/>	Add https://*.cdc.gov and https://*.verisign.com to list of trusted websites and permit pop-ups for these sites	5 min
<input type="checkbox"/>	Change spam-blocker settings to allow all NHSN@cdc.gov & PHINTech@cdc.gov emails	10 min

Step 2: Register

<input type="checkbox"/>	Agree to Rules of Behavior at http://nhsn.cdc.gov/RegistrationForm/index.jsp	5 min
<input type="checkbox"/>	Register facility with NHSN (will need facility CMS Certification number [CCN])	5 min

Immediately after successful registration, receive NHSN email, subject "Welcome to NHSN!"

Step 3a: Request Digital Certificate

<input type="checkbox"/>	Using the "Welcome to NHSN!" email, request your digital certificate	15 min
<input type="checkbox"/>	Make a copy of your challenge phrase (password), note upper/lower case letters and special characters	1 min

Immediately after a successful request, receive NHSN email, subject "NHSN Digital Certificate Request Confirmation"

Step 3b: Install Digital Certificate

Within 3 business days of request, receive PHINTech email "Action Required—CDC Digital Certificate is Ready to Install"

<input type="checkbox"/>	Using the instructions provided in PHINTech email, install digital certificate	30 min
<input type="checkbox"/>	Save a copy of digital certificate: the "key" is your challenge phrase (password) from Step 3	5 min

Step 4: Submit Forms Electronically

<input type="checkbox"/>	Access NHSN Enrollment at https://sdn.cdc.gov using your challenge phrase (password) from Step 3	2 min
<input type="checkbox"/>	Submit required forms online, facility type is "AMB-HEMO – Hemodialysis Center", component is Patient Safety	30 min

Immediately after successfully submitting forms, receive NHSN email, subject "NHSN Facility Enrollment Submitted"

Step 5: Sign and Send Consent

<input type="checkbox"/>	From the "NHSN Facility Enrollment Submitted" email, access and print consent form	5 min
<input type="checkbox"/>	Get Patient Safety Primary Contact Person's and facility leadership's signatures on consent form	varies
<input type="checkbox"/>	Return signed consent form to CDC (contact information is on the bottom of page 3), keep a copy for your records	5 min

Within 3 business days of CDC's receipt of the consent form, receive NHSN email, subject "NHSN Enrollment Approved"

NHSN Set-up

<input type="checkbox"/>	Access NHSN Reporting at https://sdn.cdc.gov using your challenge phrase (password) from Step 3	2 min
<input type="checkbox"/>	Add 'Outpatient Hemodialysis Clinic' location (you choose a code/label, bedsize = # of stations)	5 min
<input type="checkbox"/>	Add Monthly Reporting Plans: mark the DE checkbox for your 'Outpatient Hemodialysis Clinic' location and save	5 min
<input type="checkbox"/>	(optional) Add users & assign rights	10 min

Report to NHSN

<input type="checkbox"/>	Read the Dialysis Event Protocol to ensure accurate reporting	15 min
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Once preceding steps are complete, you are ready to report monthly forms (Denominators for Outpatient Dialysis: Patient Census and Dialysis Event)
Access NHSN Reporting at <https://sdn.cdc.gov> using your challenge phrase (password) from Step 3