

Thank you for agreeing to transmit your UB-04 claims for the year to the CDC Secure Data Network (SDN). Your hospital's participation in the National Hospital Care Survey is a great service to our Nation! The first step in the transmission process is to install a digital certificate on your computer that will give you access to the SDN. You, or a person who can assist you from your organization, will need administrative rights to your computer in order to install the digital certificate. Basic instructions on how to download the SDN digital certificate are described below. Please contact Taylor Abernathy, SSS SDN Support Liaison, if you run into any difficulties. His contact information is below. Thank you again for your participation in this important project.

Instructions for applying for a digital certificate

The CDC's SDN digital certificate process enables the secure transfer of data from your organization to the CDC. One person from your organization and his or her "work" computer should be assigned the responsibility of completing the SDN digital certificate process—which installs a digital certificate file on one of your organizations' computers—and transferring the files.

To apply for a digital certificate:

- Go to <https://ca.cdc.gov/> and enter the password we will provide you in a separate e-mail.
- Fill in the required information as requested.
- During SDN enrollment you will be prompted to select a Program and a program-specific activity.
 - For Program, select: NHCSP (National Health Care Survey Project)
For Activity, select: Upload
 - If the above Program is not an available selection, please e-mail or call Taylor Abernathy. His e-mail address and phone numbers are below.
- Create a "challenge phrase" to serve as your password.

Once you have successfully installed the SDN certificate, please go to <https://sdn.cdc.gov> to upload a test file via the secure network.

An SDN digital certificate is valid for a period of one year and cannot be renewed. Your hospital must apply for a new digital certificate once the current certificate expires. We will send you a reminder to re-apply for a certificate every new data year your hospital is a part of the NHCS.

If you have difficulties installing your new digital certificate, please consult the "Online Help" link provided on the <https://ca.cdc.gov/sdncode/sdnapp> website, or you may contact SDN Support at 800-532-9929 or phintech@cdc.gov.

To contact Taylor Abernathy, SSS SDN Support Liaison: 919-287-4376 or tabernathy@s-3.com

Thank you.