



This is a quick reference guide for NHSN Admins who want to sign-up a facility to have the capability to send data to NHSN without logging into the NHSN application.

Sending via DIRECT method is a simple, secure, scalable, standards-based way for participants to send authenticated, encrypted health information directly to NHSN over the Internet.

DIRECT CDA Automation is an alternative method to import CDAs into NHSN, as opposed to manual CDA import.

There is an assumption that the facility is enrolled in NHSN and has an assigned NHSN Object Identifier (OID).

If the facility is not enrolled in NHSN, then review material at <http://www.cdc.gov/nhsn/>.

If the facility is enrolled, but does not have an OID, then go to the following link: <http://www.cdc.gov/nhsn/CDA/index.html>

### STEP 1:

Contact your CDA vendor or facility IT technical staff to find out if this is a possible solution for sending data to NHSN. They may contact us at [nhsncda@cdc.gov](mailto:nhsncda@cdc.gov) for more technical information.

### STEP 2:

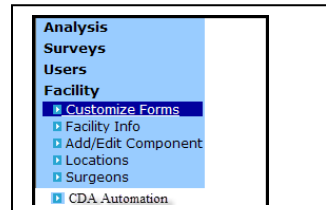
If your facility decides to sign-up for DIRECT CDA Automation, collect the required information below from your CDA vendor or facility IT staff that will be assisting your with this process.

1. DIRECT address: this is the DIRECT address from which your facility will be sending data from.
2. Health Information Service Provider (HISP) name: name of HISP or your own HISP name.
3. HISP-Technical Point of Contact email (HISP-TPOC): email of technical person from the HISP that will assist with the digital certificate exchange.
4. Facility-Technical Point of Contact email (FACILITY-TPOC): email of technical contact at the facility or a vendor that will assist your facility with DIRECT CDA Automation sign-up process by performing required tasks.

### STEP 3:

A user with administrator rights to manually import CDAs into NHSN will have the rights to sign-up a facility for DIRECT CDA Automation.

1. User logs into their facility.
2. On the blue navigation bar, click on "Facility", then "CDA Automation".



### STEP 4:

#### User completes the required fields

1. A user enters the information collected in Step 2 into the required fields.
2. Click Submit.
3. An auto-generated status field is viewable to show the facility's progress in the sign-up process.
4. This initiates an email to be sent to the HISP-TPOC so they may perform the next step.

 A screenshot of the 'Direct CDA Automation Sign-up' form. The form has a blue navigation bar on the left with a 'Facility' menu. The main content area has a title 'Direct CDA Automation Sign-up' and a sub-header 'Sign-up'. Below the header is a paragraph: 'CDA Automation will allow your facility to send CDA's to NHSN via your Health Information Service Provider. Please work with your CDA IT staff or vendor to obtain the information to complete the enrollment fields and enrollment process.' The form contains several input fields: 'Facility ID' (with value 0006), 'Object Identifier' (with value 111.111.111.10706), 'Direct address from which your facility will be sending data:', '(HISP) Health Information Service Provider name:', 'HISP-Technical Point of Contact email:', 'Facility-Technical Point of Contact email:', and 'Status:'. There is also a checkbox for 'Remove Direct CDA Automation:'. At the bottom are 'Submit' and 'Go' buttons.

### STEP 5:

#### Sign-up Completed

The HISP-Technical Point of Contact and Facility-Technical Point of Contact will need to perform specific tasks to complete the sign-up process.

Once the process is complete, your Facility-TPOC will instruct you on how to submit CDA zip files to NHSN using the DIRECT method of transport.