

NHSN Dialysis Event Users:

Whether you are ready to report or just starting the enrollment process, the Dialysis Event Team would like to remind all users of a few important steps. Please see the helpful hints below to ensure compliance with NHSN guidelines.

Set-Up:

Please complete all set-up steps prior to reporting. Set-up is required even if your facility plans to report electronically by importing clinical document architecture (CDA) files.

Set-Up Steps:

- Add users and assign user rights: It is strongly recommended that each facility have at least two users with administrative rights to ensure coverage in the event of staff absence or turnover.
- Add an 'outpatient hemodialysis clinic' location: this step is a prerequisite to reporting data and is required for data sharing within the group.
- Save Monthly Reporting Plans: a monthly reporting plan must be saved before data can be reported for that month. Reporting: Mark your calendars; it is time to start reporting! To meet CMS ESRD QIP requirements, at least three consecutive months of dialysis event data collected in 2012 must be reported no later than March 31, 2013. Refer to the Dialysis Event Protocol for reporting instructions: <http://www.cdc.gov/nhsn/PDFs/pscManual/8pscDialysisEventcurrent.pdf>.

Change in NHSN Facility Administrator:

The person who enrolls a facility in NHSN is designated as the NHSN Facility Administrator. Only the NHSN Facility Administrator can reassign their role to another user. It is important that the NHSN Facility Administrator reassigns their role to another NHSN user if their job tasks at the facility change or if they will be leaving the facility.

The above information is all part of the required trainings. Please visit the Dialysis Event Homepage to review any of the highlighted materials at http://www.cdc.gov/nhsn/psc_da_de.html.

If you have any questions regarding the reporting process, please contact the NHSN Helpdesk at nhsn@cdc.gov

Thank you,
The Dialysis Event Team

