



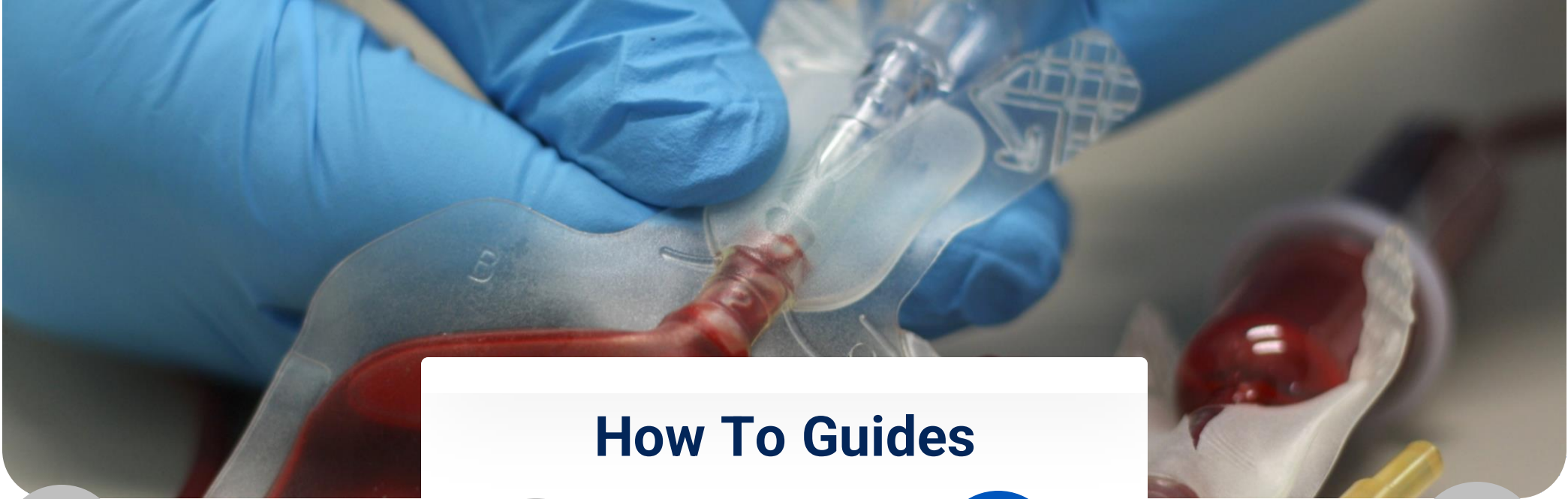
National Healthcare Safety Network (NHSN)

The Next Generation Hemovigilance Module

How To Guides

March 2026





How To Guides



Managing Users

- Add a user
- Remove a user
- Assign user rights
- Reassign users
- NHSN enrollment
- SAMS registration



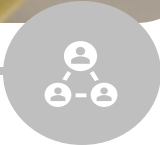
Activating Components

- Add a component
- Assign a POC
- NHSN Agreement to Participate & Consent
- Remove a component



Creating Groups

- Nominate a group
- Assign Group Admin.
- Add group users
- Assign user rights
- Password to join group
- Set up group rights
- Track membership



Joining Groups

- Invite member facilities
- Join a group
- Confer rights
- Accept rights
- Review rights



Creating Groups

Nominate a group

A Group Administrator must ask an active enrolled NHSN facility administrator to nominate a group.

The screenshot shows the NHSN interface for a user named TEST@CDC.GOV at TEST MEMORIAL HOSPITAL (12345). The 'Biovigilance' section is active. The left-hand navigation panel includes options like Alerts, Survey, Adverse Reaction, Patients, Users, Locations, Customizable Forms, Facility, **Groups**, Analysis, and Logout. The 'Groups' menu item is highlighted with a blue box and a circled '1'. The main content area is titled 'Groups' and features a table with columns: Group Name, Group ID, Admin, Email, Phone, Defined Date, Conferred Date, and Data Rights. Below the table are input fields for each of these columns. In the upper right corner of the main area, there is a 'Nominate New Group' button (highlighted with a blue box and a circled '2') and a 'Join Group' button. An orange arrow points from the 'Groups' menu item to the 'Nominate New Group' button.

Group Name	Group ID	Admin	Email	Phone	Defined Date	Conferred Date	Data Rights
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			

1. On the left-hand navigation panel of the NHSN homepage, select **Groups**. This page will display all existing groups within NHSN.
2. To create a new group, select **Nominate New Group** in the upper right-hand corner.

Nominate a group

A Group Administrator must ask an enrolled NHSN facility to nominate a group.

The screenshot shows the NHSN interface for nominating a group. The top navigation bar includes the NHSN logo, the facility name 'TEST MEMORIAL HOSPITAL (12345)', and user information 'TEST@CDC.GOV'. The left sidebar contains navigation options, with 'Groups' highlighted in orange. The main content area is titled 'Nominate Group' and includes a 'Note' about the form's purpose, a 'Back' button, and a 'Save' button. The 'Enter group data' section contains two input fields: 'Group Name' and 'Group Type'. The 'Group Type' dropdown menu is open, showing several options. A blue callout box with a white border points to the 'Group Type' dropdown, containing the text: 'Once the *Nominate Group* screen appears, fill out the group data (Group Name, Group Type) for the new group.' Another blue callout box with a white border points to the 'Group Type' dropdown, containing the text: 'Select the best *Group Type* that fits the best demographic of the *group*, not the facility.'

Nominate Group Back Save

Note: This form should be used for nominating organizations that serve as groups. If the proposed administrator for the group is already a user in the NHSN system, check the Use Existing NHSN User option below. For that case you will be prompted to enter the unique e-mail address of that person. If the proposed administrator does not already exist, check the **Create New NHSN User** option. For that case you will be prompted to provide a User ID for that user along with the persons name, email address, and phone number.

Enter group data

Group Name:

Group Type:

- HCSP - Healthcare system, Private, for profit
- HCSNP - Healthcare system, Private, not for profit
- GOVCITY - Governmental, City/county
- GOVSTATE - Governmental, State
- GOVFED - Governmental, Federal
- QI - Quality Improvement/Patient Safety Organization
- OTH - Other
- PARTNER - Partner

Once the *Nominate Group* screen appears, fill out the group data (Group Name, Group Type) for the new group.

Select the best *Group Type* that fits the best demographic of the *group*, not the facility.

Assign a Group Administrator

A Group Administrator should be a person that works regularly with the Group's member facilities.

Nominate Group

Back

Save

1 Group Administrator Information:

Use existing NHSN user Create new NHSN user

To create a new NHSN user, refer to the [How To Add A User](#) Guide.

Use existing NHSN user

Note: To nominate an existing NHSN user as the administrator of this new group, you must specify the e-mail address of that person.

Once the e-mail address has been typed in, select the "Verify User" button below.
Then verify that the information retrieved below is correct before proceeding.

The new group administrator will be notified when the group has been added, and will supply potential member facilities with the information necessary to join the group including the joining password.

E-mail:

2

First Name:
Middle Name:
Last Name:

1. Identify the NHSN user that will serve as the group's administrator. The group administrator can be an existing NHSN user or a new NHSN user.
2. To select an existing NHSN user as the group administrator, search for their SAMS registered email in the email bar. Ensure that the user's contact information is correct.
3. Select **Verify User**.

3

Verify User

Tip: After the nomination screen is submitted in NHSN, the Group Administrator will receive an email containing the Group's 5-digit NHSN ID number.

Add group users

Login under Group

A Group Administrator can add other staff members at the Group Level as NHSN users.

Welcome to NHSN

1 Select Component
Biovigilance

2 Select Group/Facility
Practice Test Group (ID 18041)

Select a Facility from the above Group
All Facilities

3 Submit

Tip: This page will display all existing components and groups/ facilities that the group administrator is enrolled in.

1. To add group users to a group, navigate to the Welcome to NHSN homepage. Identify the component that the group users are to be added to. Select **Submit**.
2. Identify the **group** name that the group users are to be added to.
3. Select **Submit**.

Add group users

Login under Group

The NHSN Facility Administrator can log into [SAMS](#) to access NHSN.

1 On the left-hand navigation panel of the NHSN homepage, select **Users**. This page will display all existing group users.

2 To add a new group user, select **Add** in the upper right-hand corner.

Add group users

Login under Group

When the **Add User** screen appears, complete all the required fields marked with *****.

1

Add User

User Information

User ID:*

Up to 32 letters and/or numbers, no spaces or special characters.

E-mail Address:*

Prefix:

First Name:*

Middle Name:

Last Name:*

Title:

User Active:*

Y - Yes

User Type:

Password

Phone Numbers

Phone Number:*

Extension:

2

Save

1. When the **Add User** screen appears, complete all the required fields marked with *****.
2. Once all the required fields are filled, select **Save** in the upper right corner.

Tip: The Group Administrator creates the user's User ID.

Assign group user rights

Login under Group

Once a group user has been created, you must assign group user rights.

1 **Users**

2 test@cdc.gov

<input type="checkbox"/>	E-mail	First Name	Last Name	User ID	User Type	Active
<input type="checkbox"/>	TEST@CDC.GOV	Test	Person	TEST		ACTIVE

1. On the left navigation menu of the NHSN homepage, select **Users**. The **Users** screen will display all existing facility users.
2. To assign rights to a user, search for the desired person based on their identifiers (email, name, user ID, etc.). Select the user's hyperlinked email.

Assign group user rights

Login under Group

Once a group user has been created, you must assign group user rights.

The screenshot shows the NHSN interface. At the top left is the NHSN logo and 'Practice Test Group (18041) All Facilities'. At the top right is the user 'TEST@CDC.GOV'. A left sidebar contains navigation items: Alerts, Survey, Adverse Reaction, Users (highlighted with an orange box), Group Info, Facilities, Memberships, Rights Acceptance Report, Analysis, and Logout. The main content area is titled 'Edit User' and contains a 'Back' button, a 'Change Rights' button (highlighted with an orange box), and a 'Save' button. Below the buttons is a light blue information bar with the text 'Mandatory fields marked with*'. Underneath is the 'User Information' section, which includes a 'User ID:' field with a red asterisk. An orange arrow points from the 'Change Rights' button down to a callout box.

Edit User Back Change Rights Save

Mandatory fields marked with*

User Information

User ID:*

When the *Edit User* screen appears, select *Change Rights* in the upper right-hand corner.

Assign group user rights

Login under Group

The NHSN Facility Administrator can assign group user(s) certain rights within NHSN.

NHSN NATIONAL HEALTHCARE SAFETY NETWORK
Practice Test Group (18041)
All Facilities
TEST@CDC.GOV

Biovigilance

Alerts
Survey
Adverse Reaction
Users
Group Info
Facilities
Memberships
Rights Acceptance Report
Analysis
Logout

Edit User Rights

Test Person (10001)

1 **Biovigilance**

- Administrator
- Analyze Data
- View Data

2 **Save**

- Facility Name
- DHQP Memorial Hospital (10000)
- Testing Facility (10036)
- CDA-Testing BV Facility 2 (16303)

1. On the **Edit User Rights** screen, select the check boxes next to the desired rights.
2. Once those rights have been selected, click **Save** in the upper right-hand corner to save these changes.

Password to join group

Login under Group

The joining password is shared with facilities that will become members of the Group.

The screenshot shows the NHSN interface. The top navigation bar includes the NHSN logo, 'Practice Test Group (18041)', 'All Facilities', and a user profile for 'TEST@CDC.GOV'. The left-hand navigation panel is visible, with 'Group Info' highlighted. The main content area is titled 'Group Information' and contains a 'Joining Password' section with two input fields: 'New Password' and 'Verify New Password'. A 'Save' button is located at the top right of the main content area. A large blue callout box contains three numbered steps and a tip. A smaller blue callout box contains a tip about password requirements.

1. On the left-hand navigation panel of the NHSN homepage, select **Group Info**.

2. When the **Group Information** screen appears, scroll down to the bottom of the page to the **Joining Password** section. Create the desired password and verify it in the following field.

3. Select **Save**.

Tip: The joining password is case sensitive and special characters are **not** recommended.

The Group Administrator also reserves the right to change or reset this password at any time.

Set up group rights

Login under Group

The Group Administrator create a template of data elements that member facilities will share with the Group.

The screenshot shows the NHSN interface for managing a group. The left-hand navigation panel has 'Group Info' highlighted with a blue box and a circled '1'. An orange arrow points from this box to the 'Group Information' section of the main content area. In the top right corner of the 'Group Information' section, the 'Define Rights' button is highlighted with a blue box and a circled '2'. An orange arrow points from this box to the 'Define Rights' button. A large blue-bordered callout box contains two numbered steps: '1. On the left-hand navigation panel of the NHSN homepage, select **Group Info**.' and '2. When the **Group Information** screen appears, select **Define Rights** in the upper right-hand corner.'

NHSN NATIONAL HEALTHCARE SAFETY NETWORK

Practice Test Group (18041) All Facilities

TEST@CDC.GOV

Biovigilance

Alerts Survey Adverse Reaction Users **Group Info** Facilities Memberships Rights Acceptance Report Analysis Logout

Group Information

Mandatory fields marked with*

Group ID: 18041 Status: Address line 1* Contact Information

Group Name*: Practice Test Group

Facility: N - No

Group Type*: HCSP - Healthcare system, Private, for profit City* State*

Group Type Other

1. On the left-hand navigation panel of the NHSN homepage, select **Group Info**.
2. When the **Group Information** screen appears, select **Define Rights** in the upper right-hand corner.

Set up group rights

Login under Group

The Group Administrator create a template of data elements that member facilities will share with the Group.

NHSN
NATIONAL HEALTHCARE SAFETY NETWORK

Practice Test Group (18041)
All Facilities

TEST@CDC.GOV

Biovigilance

Alerts
Survey
Adverse Reaction
Users
Group Info
Facilities
Memberships
Rights Acceptance Report
Analysis
Logout

Define Rights

Group: Practice Test Group Group #: 18041 Date Last Modified: March 26, 2026

Ca 2 Save

General

Patient View Options Details ^

With All Identifiers

Basic Data Visibility Details ^

Facility Information Data Analysis
 Adverse Reactions

1. When the **Define Rights** screen appears, select the check boxes next to the desired rights for the **Patient View Options** and **Basic Data Visibility**.
2. Select **Save**.

Tracking group membership

Login under Group

NHSN
NATIONAL HEALTHCARE
SAFETY NETWORK

Practice Test Group (18041)
All Facilities

TEST@CDC.GOV

Biovigilance

- Alerts
- Survey
- Adverse Reaction
- Users
- Group Info
- Facilities
- Memberships**
- Rights Acceptance Report
- Analysis
- Logout

Memberships

Evict Member(s) Send Email

Facility Name	Facility ID	CCN	City	State	Status
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

No records available

Page 1 of 0 10 items per page 0 - 0 of 0 items

On the left-hand navigation panel of the NHSN homepage, select **Memberships**. This page will display all the facilities that have joined the Group.

Tracking group membership

Login under Group

The Rights Acceptance Report will reset each time the Group updates or saves its template of defined rights.

Alerts

Survey

Adverse Reaction

Users

Group Info

Facilities

Memberships

Rights Acceptance Report

Analysis

Logout

Practice Test Group (18041)
All Facilities

TEST@CDC.GOV

Rights Acceptance Report

Facility Name	Facility ID	Accepted Date	Defined Date	Status
No records available				

Page 1 of 0 items per page 10 items per page 0 - 0 of 0 items

On the left-hand navigation panel of the NHSN homepage, select **Rights Acceptance Report**. This page will display all the facilities that have conferred their rights to the Group.

Tip: If you see a line of asterisks (*****) under Facility Name, that specific facility has joined the group but has not conferred rights.

The following resources are available to provide additional guidance, support, and assistance related to the Hemovigilance Module. These services are designed to help users access reliable information, professional advice, and ongoing support when needed.

- [Secure Access Management Service \(SAMS\)](#)
- **NHSN Websites**
 - [NHSN | CDC](#)
 - [Newsletters | NHSN | CDC](#)
 - [FAQs About Agreement to Participate and Consent | NHSN | CDC](#)
- **NHSN Hemovigilance Websites**
 - [Hemovigilance Module| BV | NHSN | CDC](#)
 - [BV Roadmap | NHSN Roadmap | NHSN | CDC](#)
 - [Biovigilance Component \(BV\) Training | NHSN | CDC](#)

Want more information?

Email our team directly at Hemovigilance@cdc.gov.

For more information, contact CDC
1-800-CDC-INFO (232-4636)
TTY: 1-888-232-6348 <https://www.cdc.gov/>
Follow us on social [@CDCgov](https://twitter.com/CDCgov)

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