



NHSN Facility Enrollment & Set-Up Checklist for Ambulatory Surgery Centers

Complete items in order. This document is only meant for CMS-licensed ASC facilities that have not yet enrolled in NHSN. If you are confident that you are a CMS-licensed ASC and you have questions or concerns regarding your facility's enrollment status, please contact the NHSN Helpdesk: NHSN@cdc.gov .	✓
<h2>NHSN Facility Enrollment</h2> <h3>Step 1: Training and Preparation</h3>	
Verify if facility is a CMS-licensed ASC and CMS Certification Number (CCN) by using the facility's National Provider Identifier (NPI) and the CCN look-up tool at: http://www.oqrsupport.com/asc/ccn .	
<ul style="list-style-type: none"> If the facility does not have an NPI, please contact the Outpatient Outreach and Education Team using the number provided on the CCN look-up tool. If the facility does not have an NPI or does not know if the facility participates in the CMS ASCQR Program, please contact the Outpatient Outreach and Education Team via email: oqrsupport@fmqai.com. Additionally, users can ask CMS for assistance through the Question and Answer tool at https://cms-ocsq.custhelp.com, or by calling toll-free, (866) 800-8756 weekdays from 7 a.m. to 6 p.m. ET. 	
Outpatient Procedure Component training: https://www.cdc.gov/nhsn/pdfs/training/2019/opc-508.pdf	
<h3>Step 2: Register with NHSN</h3>	
Read and agree to the NHSN Rules of Behavior at https://nhsn.cdc.gov/RegistrationForm/index .	
Register your email address and the facility with NHSN (requires a facility identifier, such as a CMS Certification number [CCN]).	
<p>Note: If you have confirmed that your facility is a CMS-licensed ASC but does not have a CMS Certification Number (CCN), AHA Number or VA Station Code, or if the number you are using is not validating, please contact nhsn@cdc.gov to receive an NHSN Enrollment Number.</p>	
Immediately after successful registration, receive NHSN e-mail, subject 'Welcome to NHSN!' You will also receive an email providing the details on registering with Secure Access Management Services (SAMS) with the subject 'Invitation to Register' within 1-3 business days.	
<h3>Step 3: Register with SAMS (Secure Access Management Services)</h3> <p style="text-align: right;">Email: samshelp@cdc.gov</p>	
From the "Invitation to Register" e-mail, log in to SAMS and complete the online SAMS registration form.	
Within 1-3 business days of successful online registration, receive SAMS "Identity Verification Request" e-mail.	
<p>Tip: When Registering with SAMS, be sure to use full legal name as it appears on your driver's license as well as your home address.</p>	
From the "Identity Verification Request" email, print and complete the Identity Verification Form.	
Mail or fax to CDC SAMS Helpdesk the complete and notarized Identity Verification Form and copies of supporting documents.	
After CDC SAMS Helpdesk processes the documents, receive "SAMS Account Activation" and "SAMS Activity Authorization."	
Within 30 days, receive your SAMS grid card (delivered by US Postal Service to your home address).	
<h3>Step 4: Submit NHSN Facility Contact Form Electronically</h3>	
Access "NHSN Enrollment" at https://sams.cdc.gov with your password from Step 3 and your SAMS grid card.	
Submit required forms online, click "Enroll a facility" and be sure to select the facility type: "AMB-SURG-Outpatient Surgery Facility" and enroll in the Outpatient Procedure Component	
<p>Note: If your CCN is not validating, use the same NHSN Enrollment Number used in Step 2 or contact nhsn@cdc.gov to receive additional support.</p>	





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Note: We suggest printing and completing hardcopies of the enrollment forms before submitting the forms online. This will prevent application time outs while attempting to collect data.	
Shortly after successfully submitting the forms, receive an “NHSN Facility Enrollment Submitted” email.	

Step 5: Sign and Send Consent	
The Facility Administrator and Primary Contact will receive a “NHSN Facility Enrollment Submitted” email.	
Login to NHSN via SAMS, select the appropriate component, and review the “Agreement to Participate and Consent”.	
Check the box to ‘Accept’ next to the appropriate contact name, on the far right of the page, and then ‘Submit’ the form in each component you are enrolling in.	
Once you successfully accept the agreement electronically, you will receive a confirmation email informing you that you can log into your newly enrolled facility.	

NHSN Facility Set-up	✓
Step 1: Add Additional Users & Assign Rights	
Access “NHSN Reporting” at https://sams.cdc.gov using your password from Step 3 and SAMS grid card.	
Go to “Users” on the side navigation menu and select “Add.”	
For each new user, you will need to assign a User ID (any combination of letters and/or numbers you choose up to 32 characters) and provide a first and last name, phone number and e-mail address.	
Note: Each user will need to complete training and obtain their own SAMS User ID and grid card.	
After a user has been added, you can assign rights within the NHSN system.	
Note: Users can be assigned varying levels of rights within NHSN. Users who will be adding monthly reporting plans, entering and analyzing data, adding new users, and adding facility surveys should be granted “Administrative Rights.” Users who will only be entering data can be granted “Add, Edit, Delete Rights.” Users who will only be analyzing the data can be granted “Analyze Rights.”	
Note: We suggest each facility add at least 2 additional users in case of staff absence or turnover.	
Step 2: Verify Your Facility’s CMS Certification Number (CCN)	
After logging into NHSN, click “Facility” on the navigation bar, and then click “Facility Info.” At the top of the Facility Information screen, verify and update, if necessary, the CCN in the appropriate data entry field. If any changes have been made, remember to click the “Update” button at the bottom of the screen. Please be sure to double- and triple-check this number!	
Note: An accurate CCN is required for those facilities participating in CMS Quality Reporting Programs, as this is the ID that will be used to submit data to CMS on your behalf.	
Step 3: Enter Your Monthly Reporting Plans & Report Your Data	
Follow the steps outlined in the below guidance documents to add your monthly reporting plans and report your data:	
<ul style="list-style-type: none"> • Outpatient Procedure Component for ASCs: https://www.cdc.gov/nhsn/pdfs/training/2019/opc-508.pdf • Healthcare Personnel Safety Component training for ASCs: http://www.cdc.gov/nhsn/PDFs/training/HCP-flu-Vaccination-summary-reporting-ASC-Training-slides.pdf 	

