### NHSN Facility Enrollment Checklist for Outpatient Dialysis Facilities

**Step 1: Training and Preparation**
  
  **Time:** 2 hrs

- Complete the Outpatient Dialysis Center Practices Survey on paper (needed for Step 4).  
  **Time:** 1 hr

- In Internet Explorer, add *cdc.gov* to your list of trusted websites and permit pop-ups for these sites.  
  **Time:** 5 min

- Change spam-blocker settings to allow all email from NHSN@cdc.gov and SAMS-no-reply@cdc.gov.  
  **Time:** 10 min

**Step 2: Register with NHSN**
- Read and agree to the NHSN Rules of Behavior at [https://nhsn.cdc.gov/RegistrationForm/index](https://nhsn.cdc.gov/RegistrationForm/index).  
  **Time:** 5 min

- Register your email address and the facility with NHSN (requires a facility ID, like a CMS Certification number).  
  **Time:** 5 min

- After registration, receive two emails: (1) NHSN “Welcome to NHSN!” and (2) SAMS-no-reply “Invitation to...”  
  **Time:** varies

**Step 3: Register with SAMS (Secure Access Management Services)**
- From the “Invitation to Register” email, log in to SAMS and complete the online SAMS registration form.  
  **Time:** 15 min

- Within 24 hours of successful online registration, receive SAMS “Identity Verification Request” email.  
  **Time:** varies

- From the “Identity Verification Request” email, print and complete the Identify Verification Form.  
  **Time:** varies

- Mail or fax to CDC the complete and endorsed Identity Verification Form and copies of supporting documents.  
  **Time:** varies

- After CDC processes the documents, receive “SAMS Account Activation” and “SAMS Activity Authorization” emails.  
  **Time:** varies

- Within 7-10 days, receive your SAMS grid card (delivered by US Postal Service to your home address).  
  **Time:** varies

**Step 4: Submit NHSN Dialysis Facility Survey and Contact Information Form Electronically**
- Access “NHSN Enrollment” at [https://sams.cdc.gov](https://sams.cdc.gov) with your password from Step 3 and your SAMS grid card.  
  **Time:** 2 min

- Submit required forms online: facility type is **AMB-HEMO – Hemodialysis Center** and the components are **Dialysis** and **Healthcare Personnel Safety (HPS)**.  
  **Time:** 30 min

- Shortly after successfully submitting the forms, receive an “NHSN Facility Enrollment Submitted” email.  
  **Time:** varies

**Step 5: Submit Consent**
- The Facility Administrator and Primary Contact will receive a “NHSN Facility Enrollment Submitted” email.  
  **Time:** varies

- Login to NHSN, select the appropriate component, and review the “Agreement to Participate and Consent”.  
  **Time:** varies

- Check the box to ‘Accept’ next to the appropriate contact name and then ‘Submit’ the form in each component.  
  **Time:** 1 min

**NHSN Set-up**
- Access “NHSN Reporting” at [https://sams.cdc.gov](https://sams.cdc.gov) using your password from Step 3 and SAMS grid card.  
  **Time:** 2 min

- Add users and assign user rights (at least one back-up user is recommended in case of staff absence or turnover).  
  **Time:** 10 min

- Add an “Outpatient Hemodialysis Clinic” location in the Dialysis Component (you choose a code/label; bed size is number of dialysis stations). Add an “Outpatient Hemodialysis Clinic – Acute Kidney Injury” location in the Dialysis Component. Add a “Home Hemodialysis Clinic” location in Dialysis Component (if applicable).  
  **Time:** 5 min

- Add Monthly Reporting Plans: select the “DE” checkbox for your “Outpatient Hemodialysis Clinic” and “Outpatient Hemodialysis Clinic – Acute Kidney Injury” locations in the Dialysis Component; select “Influenza Vaccination Summary” in the HPS Component.  
  **Time:** 5 min

**Report to NHSN**
  **Time:** varies

- To report, access “NHSN Reporting” at [https://sams.cdc.gov](https://sams.cdc.gov) using your password from Step 3 and SAMS grid card.  
  **Time:** varies