






<input checked="" type="checkbox"/> Complete items in order	Time
Step 1: Training and Preparation	
<input type="checkbox"/> Complete the required training at http://www.cdc.gov/nhsn/Training/dialysis/index.html .	2 hrs
<input type="checkbox"/> Complete the Outpatient Dialysis Center Practices Survey on paper (needed for Step 4).	1 hr
<input type="checkbox"/> In Internet Explorer, add * cdc.gov to your list of trusted websites and permit pop-ups for these sites.	5 min
<input type="checkbox"/> Change spam-blocker settings to allow all email from NHSN@cdc.gov and SAMS-no-reply@cdc.gov .	10 min
Step 2: Register with NHSN	
<input type="checkbox"/> Read and agree to the NHSN Rules of Behavior at https://nhsn.cdc.gov/RegistrationForm/index	5 min
<input type="checkbox"/> Register your email address and the facility with NHSN (requires a facility ID, like a CMS Certification number	5 min
<input type="checkbox"/> After registration, receive two emails: (1) NHSN "Welcome to NHSN!" and (2) SAMS-no-reply "Invitation to	
Step 3: Register with SAMS (Secure Access Management Services) Email: samshelp@cdc.gov	
<input type="checkbox"/> From the "Invitation to Register" email, log in to SAMS and complete the online SAMS registration form.	15 min
<input type="checkbox"/> Within 24 hours of successful online registration, receive SAMS "Identity Verification Request" email.	
<input type="checkbox"/> From the "Identify Verification Request" email, print and complete the Identify Verification Form.	varies
<input type="checkbox"/> Mail or fax to CDC the complete and endorsed Identity Verification Form and copies of supporting documents.	varies
<input type="checkbox"/> After CDC processes the documents, receive "SAMS Account Activation" and "SAMS Activity Authorization" emails.	
<input type="checkbox"/> Within 7-10 days, receive your SAMS grid card (delivered by US Postal Service to your home address).	varies
Step 4: Submit NHSN Dialysis Facility Survey and Contact Information Form Electronically	
<input type="checkbox"/> Access "NHSN Enrollment" at https://sams.cdc.gov with your password from Step 3 and your SAMS grid card.	2 min
<input type="checkbox"/> Submit required forms online: facility type is AMB-HEMO – Hemodialysis Center and the components are Dialysis and Healthcare Personnel Safety (HPS) .	30 min
<input type="checkbox"/> Shortly after successfully submitting the forms, receive an "NHSN Facility Enrollment Submitted" email.	
Step 5: Submit Consent	
<input type="checkbox"/> The Facility Administrator and Primary Contact will receive a "NHSN Facility Enrollment Submitted" email.	
<input type="checkbox"/> Login to NHSN, select the appropriate component, and review the "Agreement to Participate and Consent".	varies
<input type="checkbox"/> Check the box to 'Accept' next to the appropriate contact name and then 'Submit' the form in each component.	1 min
NHSN Set-up	
<input type="checkbox"/> Access "NHSN Reporting" at https://sams.cdc.gov using your password from Step 3 and SAMS grid card.	2 min
<input type="checkbox"/> Add users and assign user rights (<i>at least one back-up user is recommended in case of staff absence or turnover</i>).	10 min
<input type="checkbox"/> 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).	5 min
<input type="checkbox"/> 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.	5 min
Report to NHSN	
<input type="checkbox"/> Read the Dialysis Event Surveillance Protocol and the Healthcare Personnel Safety Protocol to ensure accurate reporting; start a data collection process.	varies
<input type="checkbox"/> To report, access "NHSN Reporting" at https://sams.cdc.gov using your password from Step 3 and SAMS grid card.	varies