

Add the NHSN Patient Safety Component Annual Facility Survey

One or more annual facility surveys must be completed upon enrollment into NHSN, activation of an NHSN component, and/or identification of select CMS-certified units. Thereafter, at the beginning of each year, a new facility survey(s) must be completed to reflect data from the prior calendar year. For example, at the beginning of 2019, an acute care hospital completes a 2018 Annual Hospital Survey containing data from 2018.

Surveys must be completed by March 1st each year. After March 1st, facilities will be prevented from entering new monthly reporting plans until completion of the applicable survey(s). In the Patient Safety Component, there are separate surveys for the following types of facilities:

- Hospital (includes general, acute care hospitals; critical access hospitals; oncology; orthopedic; pediatric; women's; women's and children's; military; psychiatric; and Veterans Affairs): *Patient Safety Component – Annual Hospital Survey (57.103)*
- Long-term Acute Care (LTAC) Hospital: *Patient Safety Component – Annual Facility Survey for LTAC (57.150)*
- Inpatient Rehabilitation Facility (includes free-standing facilities and CMS-certified inpatient rehabilitation units located within a hospital): *Patient Safety Component – Annual Facility Survey for IRF (57.151)*

Instructions for completing the Annual Survey form can be found in the Table of Instructions. A link to the Table of Instructions form is included on each of the annual survey forms.

Add an Annual Facility Survey

1. Login to NHSN with your username and password
2. In the home screen in the left-hand menu, click on **Surveys**
3. Select **“ADD”** to add the Survey



4. Selecting **“ADD”** will lead you to this screen, where you will select the appropriate survey type and survey year from the dropdown menu.





Add Annual Survey

Mandatory fields marked with *

Facility ID: *

Survey Type: *

Survey Year: *

5. Enter the requested data into your survey so that it can be saved.
6. Scroll **down** to the bottom on the page to **save** the Annual PS annual survey for your facility.



7. You will receive a confirmation message indicating that your facility's survey has been saved.

