

Find and Edit the NHSN Patient Safety Component Annual Facility Survey

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). Surveys can be reviewed and edited, if necessary, at any time. 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.

Find 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 **"FIND"** to find the Survey



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



5. Select “**Find**” to see a past or current completed survey. You can also use “**Find**” to edit an already completed survey.



Find an Incomplete Annual Facility Survey

For Hospital Surveys only

1. Login to NHSN with your username and password
2. In the home screen in the left-hand menu, click on **Surveys**
3. Select “**Incomplete**” to find the Survey’s that were saved in a previous session



4. Selecting “**Incomplete**” will take you to a screen where you will select an incomplete survey to open

Survey Year	Survey Type	Facility Name	Facility ID
2021	FACSRV-PS	GEN Facility	16124



Edit an Annual Facility Survey

1. Follow Steps 1 – 5 under Find an Annual Facility Survey above
2. Scroll down to the bottom of the survey and click **“EDIT”**
3. Make changes to your survey
4. After you have completed your changes, scroll down to the bottom of the survey and click **“SAVE”**

