

Enrolling Multiple Outpatient Dialysis Clinics in NHSN

Target Audience

- ❑ **NHSN Facility Administrators with multiple outpatient dialysis clinics intending to participate in NHSN Patient Safety Component Dialysis Event Surveillance**
- ❑ **Examples of organizations with multiple outpatient dialysis clinics include:**
 - A hospital with multiple satellite clinics
 - A chain of clinics under the same ownership

Mapping Locations in NHSN

- ❑ **Set-up of an NHSN facility includes adding locations where surveillance will occur and mapping those surveillance locations to a corresponding CDC Location Label**
 - Refer to the [NHSN Facility Startup Guide](#) for details
- ❑ **Outpatient dialysis clinics that participate in Dialysis Event surveillance map the clinic to the 'Outpatient Hemodialysis Clinic' CDC Location Label**
- ❑ **Number of 'Outpatient Hemodialysis Clinic' locations should be limited to one per enrolled NHSN facility**
 - Additional outpatient dialysis clinics that intend to participate in Dialysis Event surveillance should enroll separately

Enrolling Multiple Dialysis Clinics

- ❑ **Some organizations will have multiple dialysis clinics to enroll**
- ❑ **The NHSN Facility Administrator can enroll multiple clinics using the same digital certificate**
 - Must use the same email address each time!
- ❑ **After the 1st clinic has completed enrollment, enrolling additional clinics is easier**

Steps to Enroll Multiple Dialysis Clinics

- I. Enroll one dialysis clinic completely**
- II. Gain the ability to enroll additional clinics**
 - Request NSHN Enrollment activity
 - Wait for email confirmation
- III. Enroll additional dialysis clinics**
 - Start at NHSN enrollment Step 4 – Required Forms
 - Facility Contact Information
 - Outpatient Dialysis Center Practices Survey
 - Receive an email with a link to the Agreement to Participate and Consent
 - Return the signed consent form, wait 2-3 business days for facility to be activated

Requirement for NHSN Enrollment

- ❑ The NHSN Facility Administrator must have the 'NHSN Enrollment' Activity on his or her digital certificate

The screenshot shows the CDC Public Health Partners website interface. At the top, the CDC logo and 'Public Health Partners' text are on the left, and a search bar is on the right. Below this, a yellow banner indicates the user is logged in as 'Alicia Shugart' and provides links to 'Partners Home' and 'My Preferences'. The main content area is divided into three columns. The left column, titled 'My Applications', lists 'National Healthcare Safety Network (NHSN)' with sub-links for 'NHSN Enrollment' (highlighted with a red arrow), 'NHSN Reporting', and 'Request Additional Activities'. The middle column, titled 'Electronic Reference', contains a search box for journals with a dropdown menu set to 'PubMed' and a 'Search' button. The right column contains two journal sections: 'Emerging Infectious Diseases Journal' with its current issue and topics, and 'Preventing Chronic Disease Journal' with its volume/issue information and a list of highlights.

CDC Public Health Partners Search CDC.gov

You are logged in as Alicia Shugart [Partners Home](#) | [My Preferences](#)

My Applications

National Healthcare Safety Network (NHSN)

- > [NHSN Enrollment](#)
- > [NHSN Reporting](#)

> [Request Additional Activities](#)

Electronic Reference

Select a database and search term to locate journals.

Database: ▼

Search for:

Emerging Infectious Diseases Journal

Current issue [Volume 17, Number 2–February 2011](#)
Topics include pregnancy and emerging infections; avian influenza; MRSA; chikungunya virus

Preventing Chronic Disease Journal

Volume 8: Issue 2
ISSN: 1545-1151

HIGHLIGHTS

- > [Deaf sign language users, health inequities, and public health: opportunity for social justice \(American Sign Language\)](#)
- > [Lifestyle behaviors associated with secondary prevention of coronary heart disease among adults](#)
- > [Clinical preventive services for patients at risk for cardiovascular disease, National Ambulatory Medical Care Survey, 2005-2006](#)

Getting the 'NHSN Enrollment' SDN Activity

- ❑ The 'NHSN Enrollment' Activity is exchanged for the 'NHSN Reporting' Activity on the user's digital certificate when the first facility is activated
 - Enrollment first clinic completely is **Step I**
- ❑ **Step II**: regain the 'NHSN Enrollment' Activity on the digital certificate, the NHSN Facility Administrator must email the NHSN helpdesk at **nhsn@cdc.gov**
 - Explicitly state the need to enroll more than one Outpatient Dialysis Clinic in NHSN
 - List names of all facilities to be enrolled
- ❑ Once the request is processed, the NHSN Facility Administrator receives an email notification that the 'NHSN Enrollment' activity is approved

Begin Enrolling Additional Dialysis Facilities

- ❑ **Step III**: After email notification that the 'NHSN Enrollment' activity is approved, additional dialysis clinics can be enrolled
- ❑ **To enroll additional dialysis clinics:**
 - Log in to SDN at <https://sdn.cdc.gov>
 - Click on the 'NHSN Enrollment' link

My Applications

National Healthcare Safety Network (NHSN)

> [NHSN Enrollment](#)

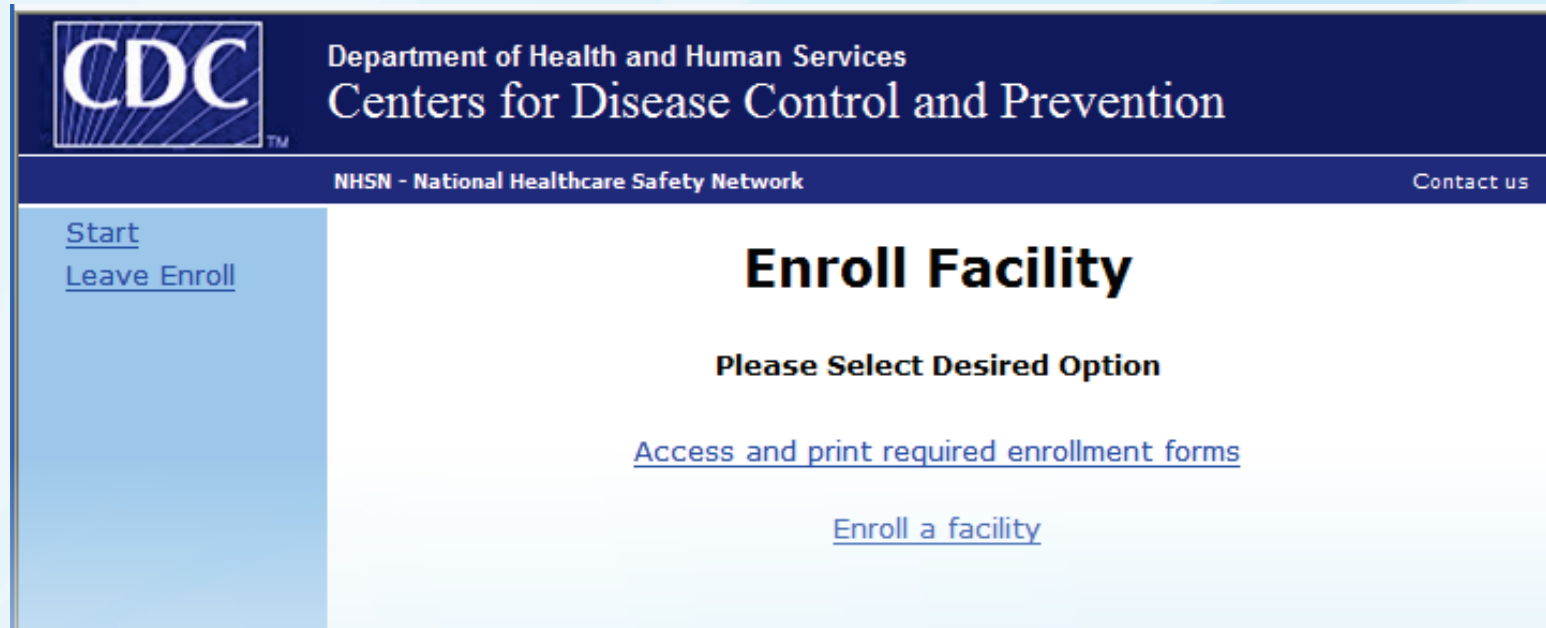
> [NHSN Reporting](#)

> [Request Additional Activities](#)



Begin at Enrollment Step 4 – Required Forms

- ❑ From the 'NHSN Enrollment' link, arrive at the NHSN Enroll Facility page
- ❑ Begin enrolling additional clinics from this step
 - NHSN Facility Administrator Enrollment Guide, Enrollment Step 4



The screenshot shows the NHSN Enroll Facility page. At the top, there is a dark blue header with the CDC logo on the left and the text "Department of Health and Human Services" and "Centers for Disease Control and Prevention" on the right. Below the header, a dark blue bar contains the text "NHSN - National Healthcare Safety Network" on the left and "Contact us" on the right. The main content area has a light blue sidebar on the left with links "Start" and "Leave Enroll". The main content area is white and contains the title "Enroll Facility" in large, bold, black text. Below the title, it says "Please Select Desired Option" in bold black text. There are two blue underlined links: "Access and print required enrollment forms" and "Enroll a facility".

CDC Department of Health and Human Services
Centers for Disease Control and Prevention

NHSN - National Healthcare Safety Network Contact us

[Start](#)
[Leave Enroll](#)

Enroll Facility

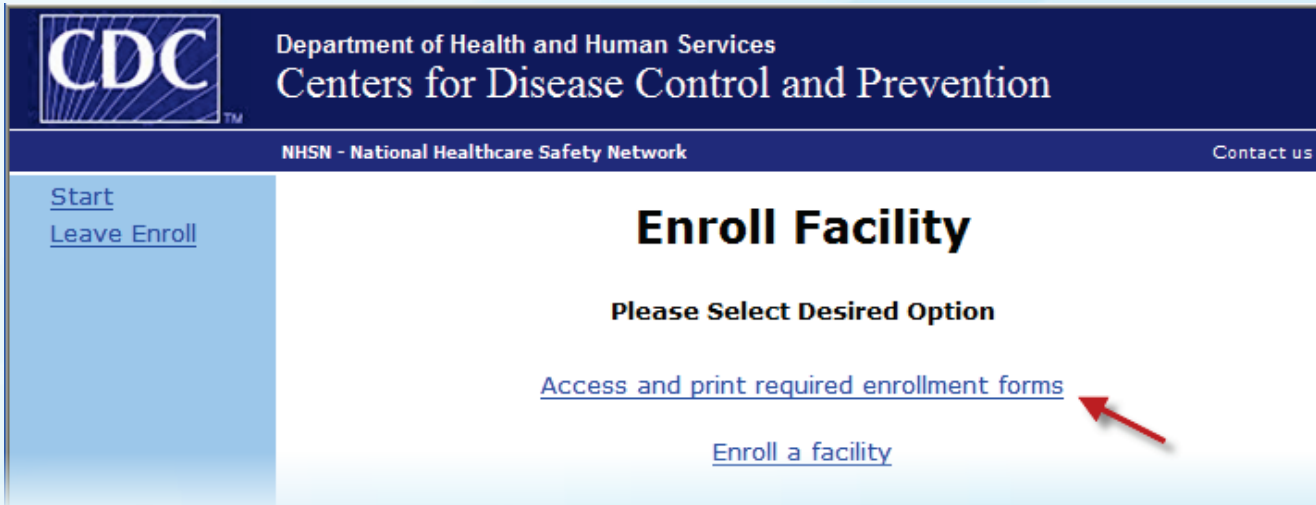
Please Select Desired Option

[Access and print required enrollment forms](#)

[Enroll a facility](#)

Enrollment Step 4 – Required Forms

- ❑ **Access and print required dialysis enrollment forms**
 - Facility Contact Information form
 - Outpatient Dialysis Center Practices Survey
- ❑ **Recommend completing the survey in advance for all facilities that will be enrolled**
 - Available at http://www.cdc.gov/nhsn/psc_da_de.html



The screenshot shows the CDC NHSN enrollment interface. At the top is the CDC logo and the text 'Department of Health and Human Services Centers for Disease Control and Prevention'. Below this is a dark blue header with 'NHSN - National Healthcare Safety Network' on the left and 'Contact us' on the right. The main content area has a light blue sidebar on the left with links 'Start' and 'Leave Enroll'. The central white area is titled 'Enroll Facility' and contains the instruction 'Please Select Desired Option'. Two links are visible: 'Access and print required enrollment forms' (highlighted with a red arrow) and 'Enroll a facility'.

CDC Department of Health and Human Services
Centers for Disease Control and Prevention

NHSN - National Healthcare Safety Network [Contact us](#)

[Start](#)
[Leave Enroll](#)

Enroll Facility

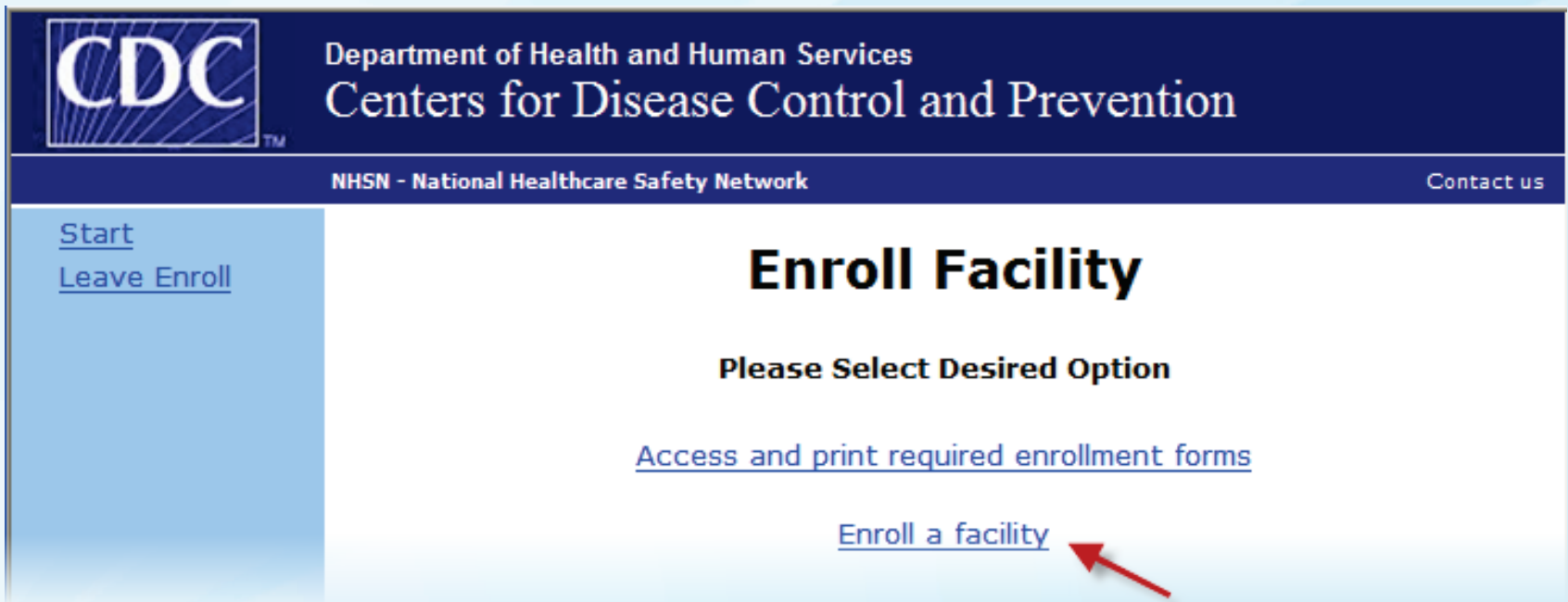
Please Select Desired Option

[Access and print required enrollment forms](#)

[Enroll a facility](#)

Enrollment Step 4 – Required forms

- ❑ Access the 'Enroll a facility' link to submit the required forms information



The screenshot shows the CDC NHSN website interface. At the top is a dark blue header with the CDC logo on the left and the text "Department of Health and Human Services" and "Centers for Disease Control and Prevention" on the right. Below this is a lighter blue navigation bar containing "NHSN - National Healthcare Safety Network" and a "Contact us" link. On the left side of the main content area is a vertical sidebar with two links: "Start" and "Leave Enroll". The main content area has a large heading "Enroll Facility" followed by the instruction "Please Select Desired Option". Below this, there are two underlined links: "Access and print required enrollment forms" and "Enroll a facility". A red arrow points to the "Enroll a facility" link.

CDC Department of Health and Human Services
Centers for Disease Control and Prevention

NHSN - National Healthcare Safety Network [Contact us](#)

[Start](#)
[Leave Enroll](#)

Enroll Facility

Please Select Desired Option

[Access and print required enrollment forms](#)

[Enroll a facility](#)

Enrollment Step 5 – Consent Form

- ❑ **After 'Facility Contact Information' and 'Outpatient Dialysis Center Practices Survey' are saved and submitted online, enrollment confirmation appears and the Facility Administrator receives an email with a link to NHSN Agreement to Participate & Consent**
 - If this email is not received within a few minutes of submitting the survey, contact the NHSN Helpdesk at nhsn@cdc.gov



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NHSN - National Healthcare Safety Network

[Start](#)
[Leave Enroll](#)

Enroll Facility

✓ The enrollment for facility 'Alicia's Test Facility' with tracking number 19907 has been completed. The Facility Administrator will receive an email with further instructions.

Please Select Desired Option

[Access and print required enrollment forms](#)

[Enroll a facility](#)

Enrollment Step 5 – Consent Form

- ❑ **Access the Agreement to Participate and Consent form from the email**
 - Facilities have 30 days to open the link & print form
- ❑ **Requires the highest level administrator's signature**
 - C-level executive if available (CEO, CFO, COO)
 - Medical director is acceptable for dialysis facilities that do not have a C-level executive
- ❑ **Fax or mail the consent form to CDC**
 - CDC must receive the signed consent form within 60 days
- ❑ **Once received, CDC activates the facility and sends the Facility Administrator an email notification**



Accessing NHSN Facilities

- ❑ All enrolled facilities and groups to which the user belongs appear in the facility/group dropdown list on the NHSN Landing Page

**Department of Health and Human Services
Centers for Disease Control and Prevention**

NHSN - National Healthcare Safety Network (ISD-CLFT-NHSN1)[Contact us](#)

Welcome to the NHSN Landing Page

Select a facility and component,
then click Submit to go to the Home Page.

User: VET2

Select facility/group from dropdown list:

Select facility within the above group:

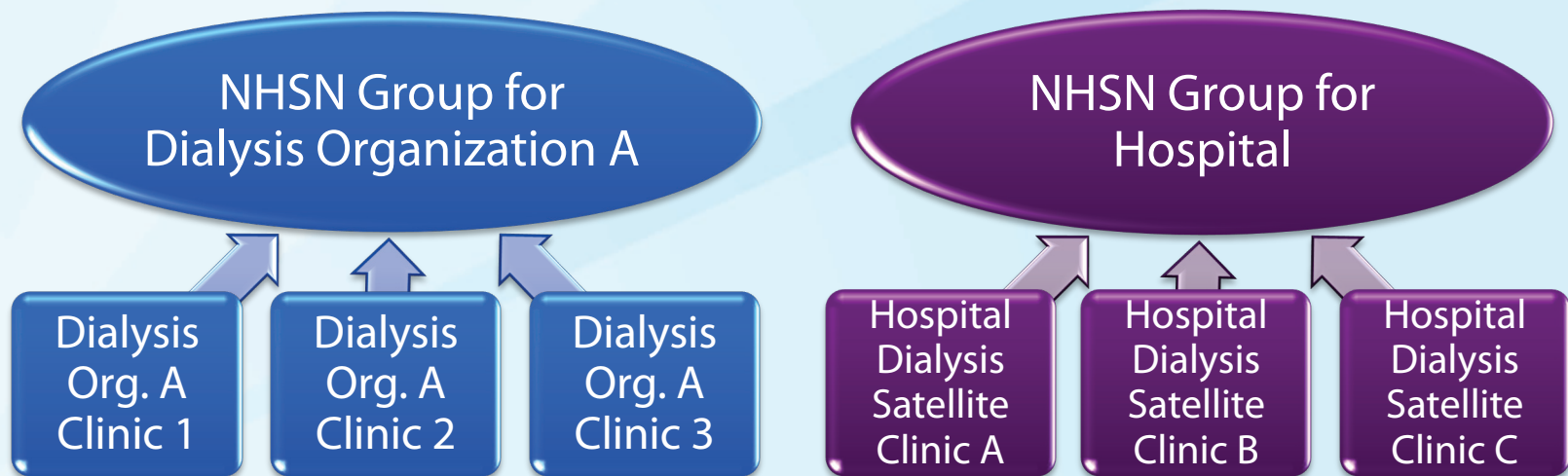
Select component:

Grp: Dialysis Organization A Group (ID 10691)
Fac: Dialysis Organization A Clinic 1 (ID 10067)
Fac: Dialysis Organization A Clinic 2 (ID 10127)
Fac: Dialysis Organization A Clinic 3 (ID 10001)

Submit

NHSN Groups for Data Sharing Between Separately Enrolled Facilities

- ❑ **Clinics can share data using the NHSN Group Function**
 - A Facility Administrator nominates a Group Administrator (he/she may nominate himself/herself)
 - Each facility confers rights to data to the Group
 - The Group will be able to view data for all member facilities
- ❑ **Refer to NHSN Group training for details**



Summary

- ❑ **Some Facility Administrators need to enroll multiple dialysis clinics**
- ❑ **Step I: Enroll one dialysis clinic completely**
- ❑ **Step II: Gain the ability to enroll additional clinics by emailing the NHSN helpdesk**
- ❑ **Step III: Enroll additional clinics, beginning at NSHN Enrollment Step 4 for each additional clinic:**
 - Complete required forms for each facility
 - Facility Contact Information
 - Outpatient Dialysis Center Practices Survey
 - Acquire consent for each clinic
- ❑ **Create a Group for data sharing, if needed**

Questions?

**Contact the NHSN Helpdesk at
nhsn@cdc.gov**

For more information please contact Centers for Disease Control and Prevention

1600 Clifton Road NE, Atlanta, GA 30333

Telephone, 1-800-CDC-INFO (232-4636)/TTY: 1-888-232-6348

E-mail: cdcinfo@cdc.gov Web: www.cdc.gov