Oklahoma Provider Checklist
For NHSN Enrollment
To Report: MRSA/MDRO HAI

Print and have available to you a copy of the: **NHSN FACILITY ADMINISTRATOR ENROLLMENT GUIDE**
You **must complete** all of the **required NHSN Training Modules prior to enrollment**

STEP 1:

_____ Review & Accept Rules of Behavior at: **http://www.ncid.cdc.gov/RegistrationForm/**

STEP 2: YOU WILL NEED TO HAVE ONE OF THE FOLLOWING ID NUMBERS AVAILABLE AT THIS POINT: CMS ID NUMBER, AHA ID NUMBER, and VA ID NUMBER

_____ Register {*Before proceeding, you will receive an email from NHSN for obtaining digital certificate}*

STEP 3: If you do not already have a digital certificate

_____ Go to the **Secure Data Network (SDN)** to **apply** for a **digital certificate** for NHSN enrollment activity.

{*Before proceeding*, *you will receive an email from SDN with instructions for downloading your digital certificate}*

_____ **Select** the **National Healthcare Safety Network** as the **program** and **NHSN Enrollment** as the **activity.**

_____ After you install the certificate, **save a back-up copy of the digital certificate on a flash drive**.

STEP 4:

_____ Access NHSN Enrollment and complete the Facility Contact Information and Facility Survey online.

_____ Print and complete NHSN enrollment online and submit the 2 hospital forms for the Patient Safety Component part of NHSN.

{**Before proceeding**, you will receive an "Enrollment Submitted" email from NHSN with Agreement to participate and consent form}

STEP 5:

_____ Print, sign, and return the signed consent form to the NHSN.

{**Before proceeding,** NHSN will activate your facility once they receive your completed. The person assigned as the Facility Administrator will then receive an email indicating NHSN Enrollment Approval}

Enrollment is complete! Log in to SDN and select "NHSN Reporting"
The next steps are to set up your facility (**includes adding all users and locations**). A Monthly Reporting Plan must be created for the months you choose to report data on.