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:


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.