



NHSN Facility Enrollment Checklist for Dialysis Facilities

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| <input checked="" type="checkbox"/> | Complete items in order | Time |
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Step 1: Training and Preparation

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| <input type="checkbox"/> | Complete the required training at http://www.cdc.gov/nhsn/Training/dialysis/index.html . | 2 hrs |
| <input type="checkbox"/> | Complete the Outpatient Dialysis Center Practices Survey on paper (needed for Step 4). | 1 hr |
| <input type="checkbox"/> | In Internet Explorer, add *cdc.gov to your list of trusted websites and permit pop-ups for these sites. | 5 min |
| <input type="checkbox"/> | Change spam-blocker settings to allow all email from NHSN@cdc.gov and SAMS-no-reply@cdc.gov . | 10 min |

Step 2: Register with NHSN

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| <input type="checkbox"/> | Read and agree to the NHSN Rules of Behavior at http://nhsn.cdc.gov/RegistrationForm/index . | 5 min |
| <input type="checkbox"/> | Register your email address and the facility with NHSN (requires a facility ID, like a CMS Certification number [CCN]). | 5 min |
| <input type="checkbox"/> | After registration, receive two emails: (1) NHSN “Welcome to NHSN!” and (2) SAMS-no-reply “Invitation to Register.” | |

Step 3: Register with SAMS (Secure Access Management Services)

Email: samshelp@cdc.gov

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| <input type="checkbox"/> | From the “Invitation to Register” email, log in to SAMS and complete the online SAMS registration form. | 15 min |
| <input type="checkbox"/> | Within 24 hours of successful online registration, receive SAMS “Identity Verification Request” email. | |
| <input type="checkbox"/> | From the “Identify Verification Request” email, print and complete the Identify Verification Form. | varies |
| <input type="checkbox"/> | Mail or fax to CDC the complete and endorsed Identity Verification Form and copies of supporting documents. | varies |
| <input type="checkbox"/> | After CDC processes the documents, receive “SAMS Account Activation” and “SAMS Activity Authorization” emails. | |
| <input type="checkbox"/> | Within 7-10 days, receive your SAMS grid card (delivered by US Postal Service to your home address). | varies |

Step 4: Submit NHSN Dialysis Facility Survey and Contact Information Form Electronically

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| <input type="checkbox"/> | Access “NHSN Enrollment” at https://sams.cdc.gov with your password from Step 3 and your SAMS grid card. | 2 min |
| <input type="checkbox"/> | Submit required forms online: facility type is AMB-HEMO – Hemodialysis Center and component is Dialysis . | 30 min |
| <input type="checkbox"/> | Shortly after successfully submitting the forms, receive an “NHSN Facility Enrollment Submitted” email. | |

Step 5: Sign and Send Consent

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| <input type="checkbox"/> | From the “NHSN Facility Enrollment Submitted” email, access and print the NHSN consent form. | 5 min |
| <input type="checkbox"/> | Get consent form signatures from the “Patient Safety Primary Contact Person” and the facility’s leadership. | varies |
| <input type="checkbox"/> | Return the signed consent form to CDC (see page 3 for contact information); keep a copy for your records. | 5 min |
| <input type="checkbox"/> | Within 3 business days of CDC’s receipt of a signed consent form, receive an “NHSN Enrollment Approved” email. | |

NHSN Set-up

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| <input type="checkbox"/> | Access “NHSN Reporting” at https://sams.cdc.gov using your password from Step 3 and SAMS grid card. | 2 min |
| <input type="checkbox"/> | Add users and assign user rights (<i>at least one back-up user is recommended in case of staff absence or turnover</i>). | 10 min |
| <input type="checkbox"/> | Add an “Outpatient Hemodialysis Clinic” location (you choose a code/label; bed size is number of dialysis stations). | 5 min |
| <input type="checkbox"/> | Add Monthly Reporting Plans: select the “DE” checkbox for your ‘Outpatient Hemodialysis Clinic’ location and save. | 5 min |

Report to NHSN

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| <input type="checkbox"/> | Read the Dialysis Event Surveillance Protocol to ensure accurate reporting; start a data collection process. | varies |
| <input type="checkbox"/> | To report, access “NHSN Reporting” at https://sams.cdc.gov using your password from Step 3 and SAMS grid card. | varies |

