### NHSN Facility Enrollment Checklist for Dialysis Facilities

<table>
<thead>
<tr>
<th>Step 1: Training and Preparation</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete the <strong>Outpatient Dialysis Center Practices Survey</strong> on paper (needed for Step 4).</td>
<td>1 hr</td>
</tr>
<tr>
<td>In Internet Explorer, add <em>cdc.gov</em> to your list of trusted websites and permit pop-ups for these sites.</td>
<td>5 min</td>
</tr>
<tr>
<td>Change spam-blocker settings to allow all email from <a href="mailto:NHSN@cdc.gov">NHSN@cdc.gov</a> and <a href="mailto:SAMS-no-reply@cdc.gov">SAMS-no-reply@cdc.gov</a>.</td>
<td>10 min</td>
</tr>
</tbody>
</table>

### Step 2: Register with NHSN

- Read and agree to the NHSN Rules of Behavior at [http://nhsn.cdc.gov/RegistrationForm/index](http://nhsn.cdc.gov/RegistrationForm/index).
- Register your email address and the facility with NHSN (requires a facility ID, like a CMS Certification number [CCN]).
- 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)

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

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

- Access “NHSN Enrollment” at [https://sams.cdc.gov](https://sams.cdc.gov) with your password from Step 3 and your SAMS grid card.
- Submit required forms online: facility type is **AMB-HEMO – Hemodialysis Center** and component is **Dialysis**.
- Shortly after successfully submitting the forms, receive an “NHSN Facility Enrollment Submitted” email.

### Step 5: Sign and Send Consent

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

### NHSN Set-up

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

### Report to NHSN

- Read the [Dialysis Event Surveillance Protocol](https://www.cdc.gov/nhsn/Training/dialysis/index.html) to ensure accurate reporting; start a data collection process.
- To report, access “NHSN Reporting” at [https://sams.cdc.gov](https://sams.cdc.gov) using your password from Step 3 and SAMS grid card.