

Activating the Biovigilance Component

1

To activate the Biovigilance (BV) Component, the Facility Administrator (FADMIN) selects **Facility** then **Add/Edit Component**.

2

On the **Edit Facility Information** screen, the FADMIN checks the **Biovigilance** box.

3

The FADMIN enters the contact information for the BV Primary Contact then clicks **Submit**.
Note: The BV Primary Contact should be someone who is familiar with the facility's transfusion services. The BV Primary Contact must also be added as a user with **Administrator** rights to the BV Component.

Facility
Group
Logout

Customize Forms
Facility Info
Add/Edit Component
Locations

*: 123 Executive Park Drive
2:
3:
*: Atlanta
*: GA - Georgia
County *: DeKalb
Zip Code *: 30323
Phone *: 555-555-5588
Fax:
Zip Code Ext:
Ext:

Facility: Y
Facility type *: HOSP-GEN - General Hospital, including Acute, Trauma, and Teaching
Was this facility operational in the year prior to NHSN enrollment (i.e., last year)? *: YES NO

Status: A - Active

Components Followed

Follow/ Followed	Component	Activated	Deactivated
<input checked="" type="checkbox"/>	Biovigilance		
<input type="checkbox"/>	Dialysis		

Edit Record

Use Existing NHSN User Create new NHSN User

Existing NHSN User Email: xwt1@cdc.gov

Username*: MISHA
Contact Type: BV - Biovigilance Contact
First Name*: Misha
Last Name*: Baker
Middle Name:
Phone*: 404-639-4000 Ext:
Email*: xwt1@cdc.gov

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4 The FADMIN selects **Users** then **Add**.

5 On the **Edit User** screen, the FADMIN enters the contact information for the BV Primary Contact and clicks **Save**.
Note: All **new** users must obtain SAMS certification in order to access NHSN.

6 On the **Edit User Rights** screen, the BV Primary Contact must be given **Administrator** rights, which grants them all rights including the ability to add users and share data for the BV Component.

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- Logout

Add
Find

Edit User

Mandatory fields marked with *

User ID *: MISHA

Prefix:

First Name *: Misha

Middle Name:

Last Name *: B

Title:

User Active: Y - Yes ▼

User Type:

Phone Number *: 404-639-4000

Fax Number:

E-mail Address *: xwt1@cdc.gov

Save **Deactivate** **Edit Rights** **Effective Rights** **Back**

Edit User Rights

User ID: MISHA (ID 298689)

Fac: DHQP Workshop Hospital

Facility List:

Rights	Patient Safety	Biovigilance
Administrator	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
All Rights	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Analyze Data	<input type="checkbox"/>	<input type="checkbox"/>
Add, Edit, Delete	<input type="checkbox"/>	<input type="checkbox"/>
View Data	<input type="checkbox"/>	<input type="checkbox"/>
Customize Rights	<input type="checkbox"/>	<input type="checkbox"/>

Advanced

Effective **Save** **Back**

Important Tips:

- The Hemovigilance Module Annual Facility Survey must be completed before data entry can begin.
- Facility locations must be “mapped” to standard CDC location codes. Mapped locations are shared across components; be sure to communicate with other components’ primary contacts before adding or editing locations.

If you have any questions please contact nhsn@cdc.gov