








NHSN Facility Enrollment Checklist for Outpatient Dialysis Facilities

This checklist is for new users to enroll a new facility in NHSN.

<input checked="" type="checkbox"/>	Complete items in order	Time
Step 1: Training and Preparation		
	Complete required Dialysis Event Surveillance training: https://www.train.org/cdctrain/welcome Use this guide to assist you: https://www.cdc.gov/nhsn/pdfs/dialysis/de-training-guide-508.pdf	2 hrs
	Complete the Outpatient Dialysis Center Practices Survey on paper (needed for Step 4).	1 hr
	In Internet Explorer, add * cdc.gov to your list of trusted websites and permit pop-ups for these sites.	5 min
	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		
	Read and agree to the NHSN Rules of Behavior at https://nhsn.cdc.gov/RegistrationForm/index	5 min
	Register your email address and the facility with NHSN (requires a facility ID, like a CMS Certification number)	5 min
	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		
	From the “Invitation to Register” email, log in to SAMS and complete the online SAMS registration form.	15 min
	Within 24 hours of successful online registration, receive SAMS “Identity Verification Request” email.	
	From the “Identify Verification Request” email, select Option 1 (Experian) or Option 2 (Document Review) and follow instructions under selected Option. For Option 2, print and complete the Identify Verification Form.	varies
	Upload, mail, or fax to CDC the complete and notarized Identity Verification Form and copies of supporting documents.	varies
	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).	varies
Step 4: Submit NHSN Dialysis Facility Survey and Contact Information Form Electronically		
	Access “NHSN Enrollment” at https://sams.cdc.gov with your password from Step 3 and your SAMS grid card.	2 min
	Submit required forms online: facility type is AMB-HEMO – Hemodialysis Center and the components are Dialysis and Healthcare Personnel Safety (HPS) . Select ‘AMB-PEDHEMO- Pediatric Hemodialysis Center’ (if applicable). Click here for instructions: https://www.cdc.gov/nhsn/pdfs/dialysis/ped-facility-guide-508.pdf	 30 min
	Shortly after successfully submitting the forms, receive an “NHSN Facility Enrollment Submitted” email.	
Step 5: Submit Consent		
	The Facility Administrator and Primary Contact will receive a “NHSN Facility Enrollment Submitted” email.	
	Login to NHSN, select the appropriate component, and review the “Agreement to Participate and Consent”.	varies
	Check the box to ‘Accept’ next to the appropriate contact name and then ‘Submit’ the form in each component.	1 min
NHSN Set-up		
	Access “NHSN Reporting” at https://sams.cdc.gov using your password from Step 3 and SAMS grid card.	2 min
	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
	Add an “Outpatient Hemodialysis Clinic” location in the Dialysis Component (you choose a code/label; bed size is number of dialysis stations). Add an “Outpatient Hemodialysis Clinic – Acute Kidney Injury” location in the Dialysis Component. Add a “Home Hemodialysis Clinic” location in Dialysis Component (if applicable).	5 min
	Add Monthly Reporting Plans: select the “DE” checkbox for your “Outpatient Hemodialysis Clinic” and “Outpatient Hemodialysis Clinic – Acute Kidney Injury” locations in the Dialysis Component; select “Influenza Vaccination Summary” in the HPS Component.	5 min



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Report to NHSN

Read the Dialysis Event Surveillance Protocol and the Healthcare Personnel Safety Protocol to ensure accurate reporting; start a data collection process.	varies
To report, access "NHSN Reporting" at https://sams.cdc.gov using your password from Step 3 and SAMS grid card.	varies

