



## NHSN - Technical User Guide for DIRECT CDA Automation Sign-up

- The guide provides technical instructions on how to sign up your vendor test facility, and your customer’s facility for DIRECT CDA Automation.
- There is an assumption that the customer’s facility is enrolled in NHSN and has an assigned NHSN Object Identifier (OID).
  - If the facility is not enrolled, then review material at <https://www.cdc.gov/nhsn/cdaportal/gettingstarted.html>
  - If the facility is enrolled, but does not have an OID, then go to the following link: [https://www.cdc.gov/nhsn/pdfs/cda/OID\\_Assignment\\_Procedure.pdf](https://www.cdc.gov/nhsn/pdfs/cda/OID_Assignment_Procedure.pdf)
- Contact the NHSN CDA Team [nhsncda@cdc.gov](mailto:nhsncda@cdc.gov) to setup an onboarding meeting.

### STEP 1:

- A) Obtain a DIRECT address.
- You may solicit the services of a Health Information Service Provider (HISP) or implement your own HISP.
  - Contact Rosetta Health to establish or verify trust relationship <https://rosettahealth.com>
- B) **Certificates** - the HISP-Technical Point of Contact (HISP-TPOC): works with Rosetta Health to:
- exchange certificates
  - or verify a trust relationship already exists.

### STEP 2:

Collect the required information to complete the NHSN DIRECT CDA Automation sign-up screen in the NHSN application.

1. **DIRECT address**: this is the DIRECT address from which your facility will be sending data from.
2. **Health Information Service Provider (HISP) name**: name of HISP or your own HISP name.
3. **HISP-Technical Point of Contact email (HISP-TPOC)**: email of technical person from the HISP that will assist with the digital certificate exchange.
4. **Facility-Technical Point of Contact email (FACILITY-TPOC)**: email of technical contact at the facility or a vendor that will assist your facility with DIRECT CDA Automation sign-up process by performing required tasks.

### STEP 3:

A user with administrator rights to manually import CDAs into NHSN will have the rights to sign-up a facility for DIRECT CDA Automation.

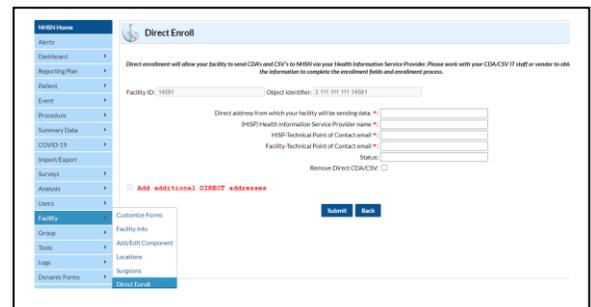
1. User logs into their facility.
2. On the blue navigation bar, click on “Facility”, then “Direct Enroll”.



### STEP 4:

User completes the required fields:

1. A user enters the information collected in Step 2 into the required fields.
2. Click Submit.
3. An auto-generated status field is viewable to show the facility’s progress in the sign-up process.
4. This initiates an email that is sent to the HISP-TPOC so they may perform the next step. The email contains instructions for the next step.
5. The subject line in the email will be “DIRECT CDA Automation Initiated” and a copy will be sent to the Facility-TPOC.



### STEP 5:

Ping Test - serves as a verification of the trust relationship between the two domains HISP.

1. The HISP-TPOC will send an email to Rosetta Health. Enter the subject line as “READY FOR PING TEST”.



From: HISP-TPOC

To: [nhsn-direct@nitorgroup.com](mailto:nhsn-direct@nitorgroup.com)

Subject Line: “READY FOR PING TEST”



- Rosetta Health will send a "PING TEST" email with zip file attachment to the facility's DIRECT address.

**NOTE:** Please do not unzip or modify the attached file.



From: [enrollment@direct.nhsn.us](mailto:enrollment@direct.nhsn.us)

To: DIRECT address

Subject Line: PING TEST

(Includes "CDAAUTOMATION" attachment)

### STEP 6:

Pong Test - serves as a verification of the trust and the facility's ability to send a zip file.

- The Facility-TPOC forwards the "PING TEST" email to make the PONG TEST email.
- Change the subject line to "PONG TEST:xxxxx" and send to the enrollment mailbox. (**xxxxx = NHSN facility ID**)
- The subject line is required to be changed to PONG TEST and the NHSN Facility ID number added.  
Example: **PONG TEST:12345**
- Make sure the zip file is attached. **NOTE:** Please do not unzip or modify the attached file.



From: Facility's DIRECT address

To: [enrollment@direct.nhsn.us](mailto:enrollment@direct.nhsn.us)

Subject Line: PONG TEST:xxxxx

(Include "CDAAUTOMATION" attachment)

### STEP 7:

Test Message Validation

- The PONG TEST email with the zip file attachment is processed and validated in NHSN.
- This serves as a final verification for the following:
  - trusted DIRECT connectivity between the NHSN DIRECT domain and the facility's DIRECT domain
  - facility's ability to send the zip file
  - NHSN ability to process the zip file

### STEP 8:

Active Status

- Once the PONG TEST with the zip file attachment is processed and validated, an email notification will be sent to the facility's DIRECT address (see below in green).
- When the status on the CDA Automation page in NHSN is 'Active', the facility may begin to send CDAs with patient data from the facility's DIRECT address to the production mailbox at [production@direct.nhsn.us](mailto:production@direct.nhsn.us)



From: [production@direct.nhsn.us](mailto:production@direct.nhsn.us)

To: DIRECT address

Subject Line: DIRECT CDA AUTOMATION ACTIVE

Email notification will state....

***This facility has been approved for DIRECT CDA Automation and the status is set to "ACTIVE". This facility may begin sending CDAs from your DIRECT address to the production mailbox at [production@direct.nhsn.us](mailto:production@direct.nhsn.us)***