

Hemovigilance Module: Create a group

1

From the **Facility** view, a user with Administrator rights can select 'Group' from the left navigation tab and then 'Nominate'.

2

Complete the **Nominate Group form** and select submit.

3

The **Group Administrator** must complete steps in the 'NHSN Group Nominated' email sent by NHSN.

4

The **Group Administrator** must set the joining password in the **Group view**.

5

The **Group Administrator** create the Define Rights Template in the **Group view**.

NHSN Home

Alerts

Reporting Plan

Patient

Incident

Reaction

Denominator

Import/Export

Surveys

Analysis

Users

Facility

Group

Logout

Nominate Group

Enter group data

Mandatory fields marked with *

Group Name *:

Type of Group *:

If group type is **Other**, enter type here:

Group Administrator Information *

Use existing NHSN user Create new NHSN user

Use existing NHSN user

E-mail *:

First name:

Middle name:

Last name:

Submit Back

NHSN Home

Reporting Plan

NHSN Biovigilance Component Home Page

Users

Group

Logout

Find Facility

Edit Group Info

Joining Password

Evict Members

Send Email

Define Rights

Rights Acceptance Report

Note:

Facilities must complete the 'Joining a Group' Quick Reference Guide steps to start data sharing via NHSN.