



# NHSN Facility Enrollment

## New to NHSN?

# Guided Steps to Enroll Your Facility

# Audience

- Users who need to enroll a facility into NHSN
- Users who need to enroll additional facilities

# Learning Objectives

By the end of this learning event, you will be able to:

- Successfully enroll a facility or multiple facilities into NHSN
- Know the SAMS process in relation to NHSN enrollment

# Key Personnel Roles

Facility Administrator- the person enrolling the facility in NHSN

**NOTE:** The NHSN Facility Administrator does not have to be the Office Administrator within the physical facility.

The Facility Administrator:

- Manages users and user rights
- Manages locations and patients
- Can add, edit & delete facility data
- Authority to nominate groups (data sharing arrangements)

**NOTE:** Only the Facility Administrator can reassign their role to another user

# Key Personnel Roles (cont.)

## NHSN User

- User Rights are determined by Facility Administrator
  - View data
  - Data entry
  - Data analysis
- May be given Administrative Rights that allow you to:
  - Add locations
  - Add surgeons
  - Add other users
- One person may hold multiple roles

# NHSN Enrollment Steps 1-5

Step 1

- Enrollment Preparation

Step 2

- Complete NHSN Registration
- Receive "Welcome to NHSN" email

Step 3

- Secure Access Management Registration (SAMS)
- Provide Identity Proofing Documentation

Step 4

- Submit Enrollment Forms Electronically
- Receive "NHSN Facility Enrollment Submitted" email

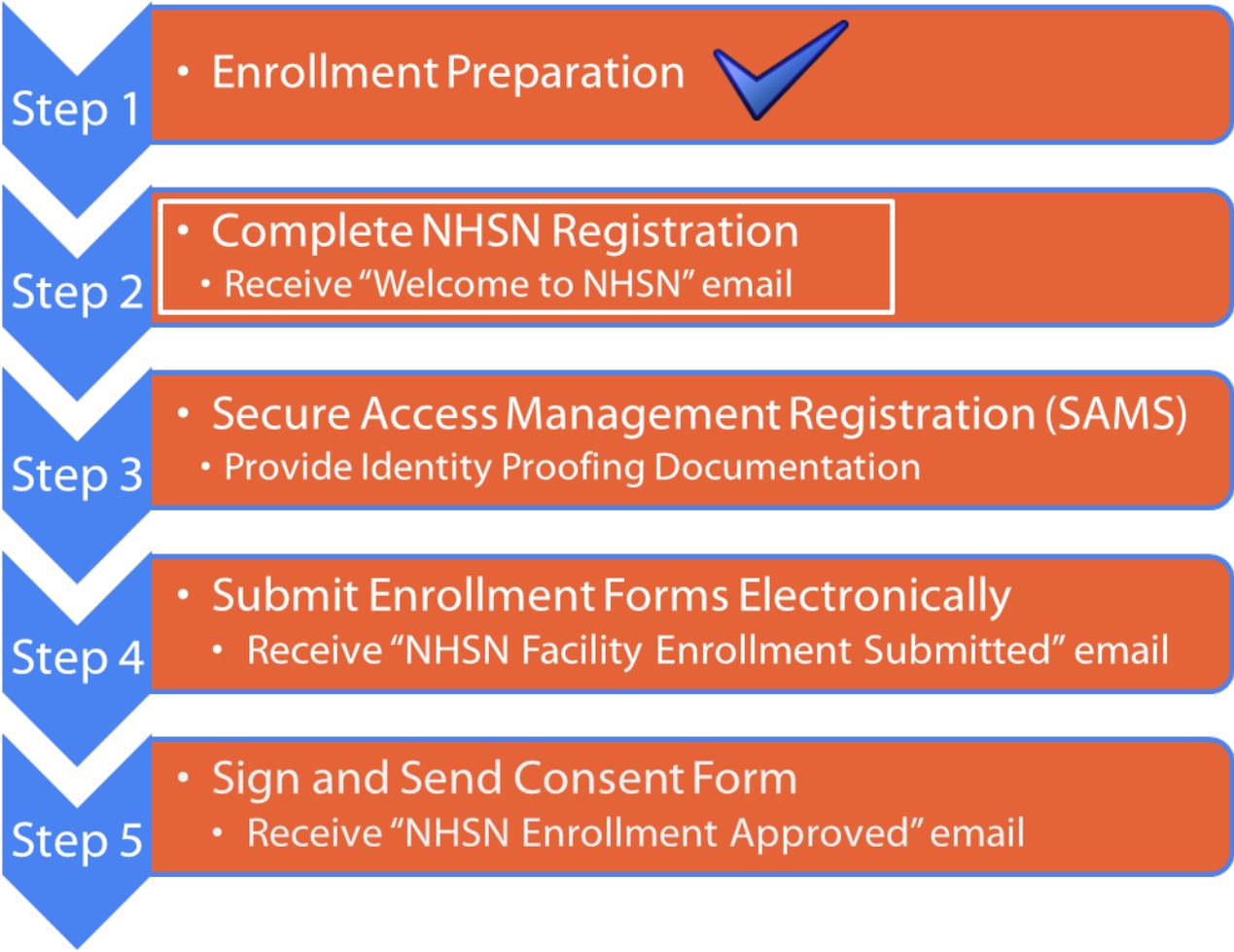
Step 5

- Sign and Send Consent Form
- Receive "NHSN Enrollment Approved" email

# Step 1 - Training and Preparation

- Review all training materials **before** beginning enrollment
- Suggested trainings are listed on the NHSN Training Website: <http://www.cdc.gov/nhsn/training/>

# NHSN Enrollment Steps 1-5



# Step 2- Complete NHSN Registration

On NHSN website, click **Enroll New Facility** button.

Located at <https://www.cdc.gov/nhsn>

The screenshot displays the NHSN website's navigation menu. The 'Enroll New Facility' button is highlighted with a red border. The menu is organized into several sections:

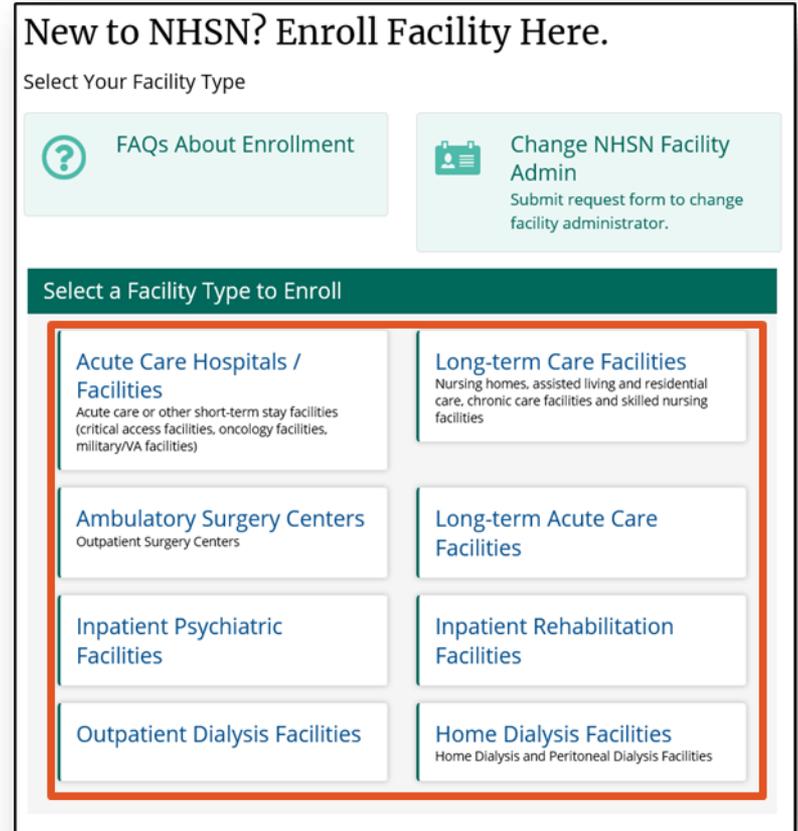
- Resources by Facility**
  - NHSN Components
    - Acute Care / Critical Access Hospitals
    - Ambulatory Surgery Centers
    - Long-term Acute Care Hospitals
    - Long-term Care Facilities
    - Inpatient Rehabilitation Facilities
    - Inpatient Psychiatric Facilities
    - Dialysis Facilities
    - [View All Facilities](#)
- About NHSN**
  - CDC's NHSN is the largest HAI reporting system in U.S.
- Enroll New Facility** (highlighted)
  - For first-time facility enrollment
- NHSN Training**
  - Self-paced trainings, videos & quick learns
- Data & Reports**
  - See national and state reports using NHSN data
- Newsletters**
  - View NHSN newsletters
- Email Updates**
  - View NHSN communications
- NHSN Application**
  - NHSN Member Login
- CMS Requirements**
  - CMS reporting requirements through NHSN
- Analysis Resources**
  - Analysis resources and guides for the PS Component
- Data Validation & Guidance**
  - Data Validation & Guidance
- CDA Submission Support (CSSP)**
  - Toolkits, FAQs, webinars & resources

# Step 2 – Complete NHSN Registration

On NHSN Enrollment page, located at <https://www.cdc.gov/nhsn/enrollment>,

The **Select a Facility Type to Enroll** section, contains the enrollment process for each facility type.

Click **your facility type** button to begin the 5-Step process.



**New to NHSN? Enroll Facility Here.**

Select Your Facility Type

 FAQs About Enrollment

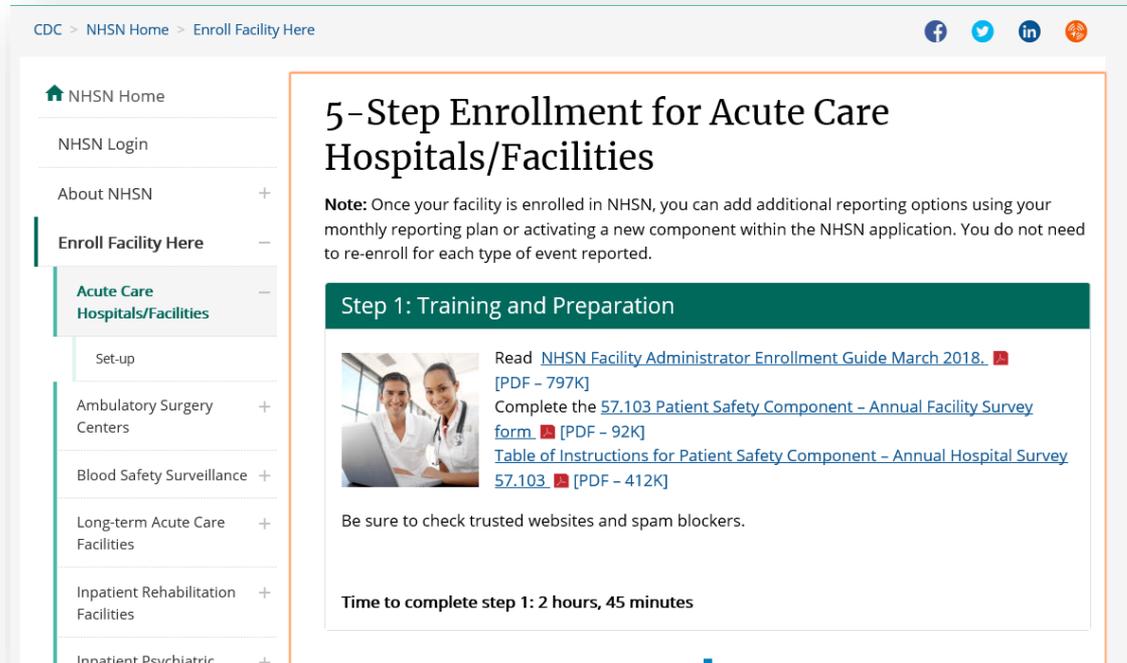
 Change NHSN Facility Admin  
Submit request form to change facility administrator.

Select a Facility Type to Enroll

<b>Acute Care Hospitals / Facilities</b> Acute care or other short-term stay facilities (critical access facilities, oncology facilities, military/VA facilities)	<b>Long-term Care Facilities</b> Nursing homes, assisted living and residential care, chronic care facilities and skilled nursing facilities
<b>Ambulatory Surgery Centers</b> Outpatient Surgery Centers	<b>Long-term Acute Care Facilities</b>
<b>Inpatient Psychiatric Facilities</b>	<b>Inpatient Rehabilitation Facilities</b>
<b>Outpatient Dialysis Facilities</b>	<b>Home Dialysis Facilities</b> Home Dialysis and Peritoneal Dialysis Facilities

# Step 2 – Complete NHSN Registration

Step 1 includes the NHSN Facility Administrator (FA) Enrollment Guide along with additional FA resources.



The screenshot shows the NHSN website interface. The breadcrumb trail at the top reads "CDC > NHSN Home > Enroll Facility Here". The left sidebar contains a navigation menu with the following items: "NHSN Home", "NHSN Login", "About NHSN", "Enroll Facility Here" (highlighted), "Acute Care Hospitals/Facilities" (highlighted), "Set-up", "Ambulatory Surgery Centers", "Blood Safety Surveillance", "Long-term Acute Care Facilities", "Inpatient Rehabilitation Facilities", and "Inpatient Psychiatric". The main content area is titled "5-Step Enrollment for Acute Care Hospitals/Facilities". Below the title is a "Note" stating: "Once your facility is enrolled in NHSN, you can add additional reporting options using your monthly reporting plan or activating a new component within the NHSN application. You do not need to re-enroll for each type of event reported." A green banner indicates "Step 1: Training and Preparation". Below this banner is a section with a photo of two healthcare professionals and a list of links: "Read NHSN Facility Administrator Enrollment Guide March 2018. [PDF - 797K]", "Complete the 57.103 Patient Safety Component - Annual Facility Survey form. [PDF - 92K]", and "Table of Instructions for Patient Safety Component - Annual Hospital Survey 57.103. [PDF - 412K]". A note below the links says "Be sure to check trusted websites and spam blockers." At the bottom of the section, it states "Time to complete step 1: 2 hours, 45 minutes".

CDC > NHSN Home > Enroll Facility Here

NHSN Home

NHSN Login

About NHSN

Enroll Facility Here

Acute Care Hospitals/Facilities

Set-up

Ambulatory Surgery Centers

Blood Safety Surveillance

Long-term Acute Care Facilities

Inpatient Rehabilitation Facilities

Inpatient Psychiatric

## 5-Step Enrollment for Acute Care Hospitals/Facilities

**Note:** Once your facility is enrolled in NHSN, you can add additional reporting options using your monthly reporting plan or activating a new component within the NHSN application. You do not need to re-enroll for each type of event reported.

### Step 1: Training and Preparation

Read [NHSN Facility Administrator Enrollment Guide March 2018](#). [PDF - 797K]

Complete the [57.103 Patient Safety Component - Annual Facility Survey form](#). [PDF - 92K]

[Table of Instructions for Patient Safety Component - Annual Hospital Survey 57.103](#). [PDF - 412K]

Be sure to check trusted websites and spam blockers.

**Time to complete step 1: 2 hours, 45 minutes**

# Step 2 – Complete NHSN Registration

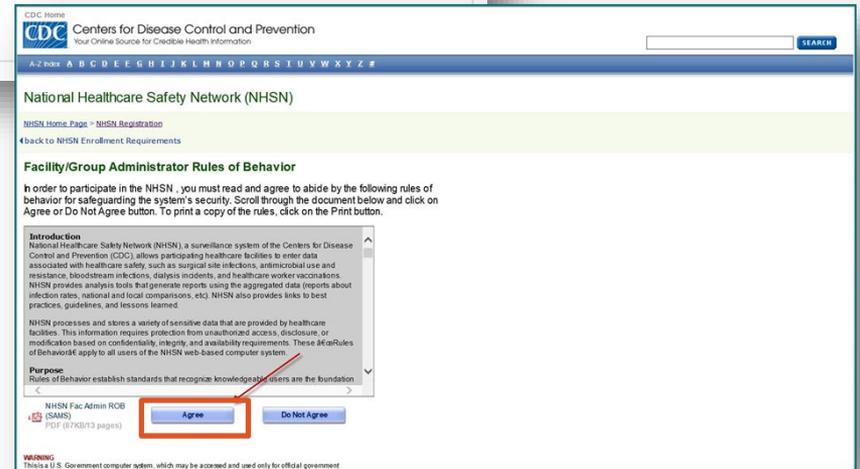
Step 2 Register and agree to the Rules of Behavior. Click **Rules of Behavior** link to access.

## Step 2: Register



Agree to [Rules of Behavior](#) and register facility with NHSN using CMS Certification Number (CCN) or CDC assigned enrollment ID.

**Time to complete step 2: 10 minutes**



CDC Home  
Centers for Disease Control and Prevention  
Your Online Source for Credible Health Information

A-Z Index A B C D E F G H I J K L M N O P Q R S T U V W X Y Z #

### National Healthcare Safety Network (NHSN)

[NHSN Home Page](#) > [NHSN Registration](#)  
[back to NHSN Enrollment Requirements](#)

#### Facility/Group Administrator Rules of Behavior

In order to participate in the NHSN, you must read and agree to abide by the following rules of behavior for safeguarding the system's security. Scroll through the document below and click on Agree or Do Not Agree button. To print a copy of the rules, click on the Print button.

**Introduction**  
National Healthcare Safety Network (NHSN), a surveillance system of the Centers for Disease Control and Prevention (CDC), allows participating healthcare facilities to enter data associated with healthcare safety, such as surgical site infections, antimicrobial use and resistance, bloodstream infections, dialysis incidents, and healthcare worker vaccinations. NHSN provides analysis tools that generate reports using the aggregated data (reports about infection rates, national and local comparisons, etc). NHSN also provides links to best practices, guidelines, and lessons learned.

NHSN processes and stores a variety of sensitive data that are provided by healthcare facilities. This information requires protection from unauthorized access, disclosure, or modification based on confidentiality, integrity, and availability requirements. These [Rules of Behavior](#) apply to all users of the NHSN web-based computer system.

**Purpose**  
Rules of Behavior establish standards that recognize knowledgeable users are the foundation

NHSN Fac Admin ROB (SAMS) PDF (87KB/13 pages)

**WARNING:** This is a U.S. Government computer system, which may be accessed and used only for official government

# Step 2 – Complete NHSN Registration cont.

## Facility Administrator completes this form:

- You must use the same email address for all enrollment steps
- Please ensure that you enter your email address correctly, as all subsequent emails will come to this address
- If your Facility Identifier does not validate, you can request a CDC Registration ID by emailing [nhsn@cdc.gov](mailto:nhsn@cdc.gov)
- Click **Submit** button once it is complete

[back to NHSN Enrollment Requirements](#)

### Registration Form

Please enter the values for the fields listed below and click on the **Submit** button. (\*) indicates a required field. For additional information on NHSN Training, please visit the NHSN Training Website.

Personal Information

\*First name:

\*Last name:

Middle name:

\*Email address:

Facility Identifier

\*Please select a facility identifier:

CCN

AHA

VA

CDC Registration ID

NONE

\*Selected identifier ID:

\*Facility Type: AMB-SURG - Outpatient Surgery Facility

**Submit**

# Step 2 – Complete NHSN Registration cont.

Following successful registration, you will immediately receive a “Welcome to NHSN” email and an Invitation to Register with SAMS (step 3)

Hello

You have been invited to register with the U.S. CDC's Secure Access Management Service (SAMS). Registration with SAMS will allow you to access selected CDC Extranet applications specifically designed and implemented for the Public Health community. A registration account has already been created for you. A link to this account and a temporary password word are provided below. This invitation is valid for 30 days.

Should you have questions with the SAMS registration process, please contact our Help Desk for assistance.

Thank you,

The SAMS Team

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SAMS basic registration process includes the following steps:

1. **Online Registration** - Follow the link below and use the included temporary password to log into SAMS' user registration pages. During registration, you will be asked to supply some basic information about yourself. This information will help CDC Program Administrators provide you with the application access most appropriate for your role in Public Health. You will also choose your personal SAMS password to help keep your account private and secure.
2. **Identity Verification** - Once you complete your online registration, you will receive an email with instructions for completing Identity Verification. In order to provide individuals with access to non-public information, U.S. law requires that the identity of potential users is first verified - this step is critical in helping to protect people's private data and in helping to prevent information misuse. Please be assured that CDC and its Programs have made every effort to keep this necessary process as simple and non-intrusive as possible. Also be assured that your registration materials will only be used to help determine your suitability for information access and that these materials will not be shared outside of CDC programs.
3. **Access Approval** - Once your Identity Verification is complete, CDC Program Administrators will determine the access level most appropriate for your role and will activate your SAMS account. SAMS will send you an account activation email with a link to the SAMS portal page where you can begin using your extranet applications.

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To register with SAMS, please click the following link or cut and paste it into your browser:

<https://sams.cdc.gov/idm/SAMS/ca/index.jsp?task taz=SAMSRegistration>

When prompted, please enter:

- Your Username:
- Temporary Password:

and click the Login button.

**\*\*\*Note:** In order to access SAMS, your browser must be configured to use TLS 1.0 encryption. If your computer is not configured for TLS, or if you are unsure, please contact your local IT System Administrator for assistance.

# NHSN Enrollment Steps 1-5

Step 1

- Enrollment Preparation



Step 2

- Complete NHSN Registration
- Receive "Welcome to NHSN" email



Step 3

- Secure Access Management Registration (SAMS)
- Provide Identity Proofing Documentation

Step 4

- Submit Enrollment Forms Electronically
- Receive "NHSN Facility Enrollment Submitted" email

Step 5

- Sign and Send Consent Form
- Receive "NHSN Enrollment Approved" email

# Step 3 – Secure Access Management (SAMS) Registration

## Step 3b: Complete and Submit Identity Proofing Verification



From the 'Identity Verification Request' email, print the Identity Verification Form, complete it, and take it to a notary public for endorsement. Fax the form and supporting documentation to CDC. You will receive 'SAMS Account Activation' and 'SAMS Activity Authorization' emails when your access is approved.

To access SAMS, you must receive your SAMS grid card, which will be delivered to your home address via U.S. mail within 14-21 days of your SAMS approval email. If you do not receive your grid card within 21 days, please contact [samshelp@cdc.gov](mailto:samshelp@cdc.gov) for assistance.

**Time to complete step 3b: 35 minutes**

## Step 3 – Secure Access Management (SAMS) Registration

- ❑ SAMS provides secure online access which allows exchange of information between CDC and Public Health Partners.
- ❑ You will receive an invitation to register with SAMS, which provides instructions for registration, and identity verification in order to obtain access to CDC applications, including NHSN.
- ❑ During registration you will set a password which expires every 60 days.
- ❑ You will also have the option to choose either a mobile soft token or a hard token (Grid card), which adds an additional level of security when logging into the NHSN application.

**NOTE:** Please remember to notate the answers to your security questions in the event that you need to reset your password.

## Step 3 –SAMS Registration cont.

The Invitation to Register contains your Username and Password for SAMS registration to be entered on the login page

### External Partners

#### SAMS Credentials



[Forgot Your Password?](#)

For External Partners who login with only a SAMS issued UserID and Password.

#### SAMS Multi-factor Login



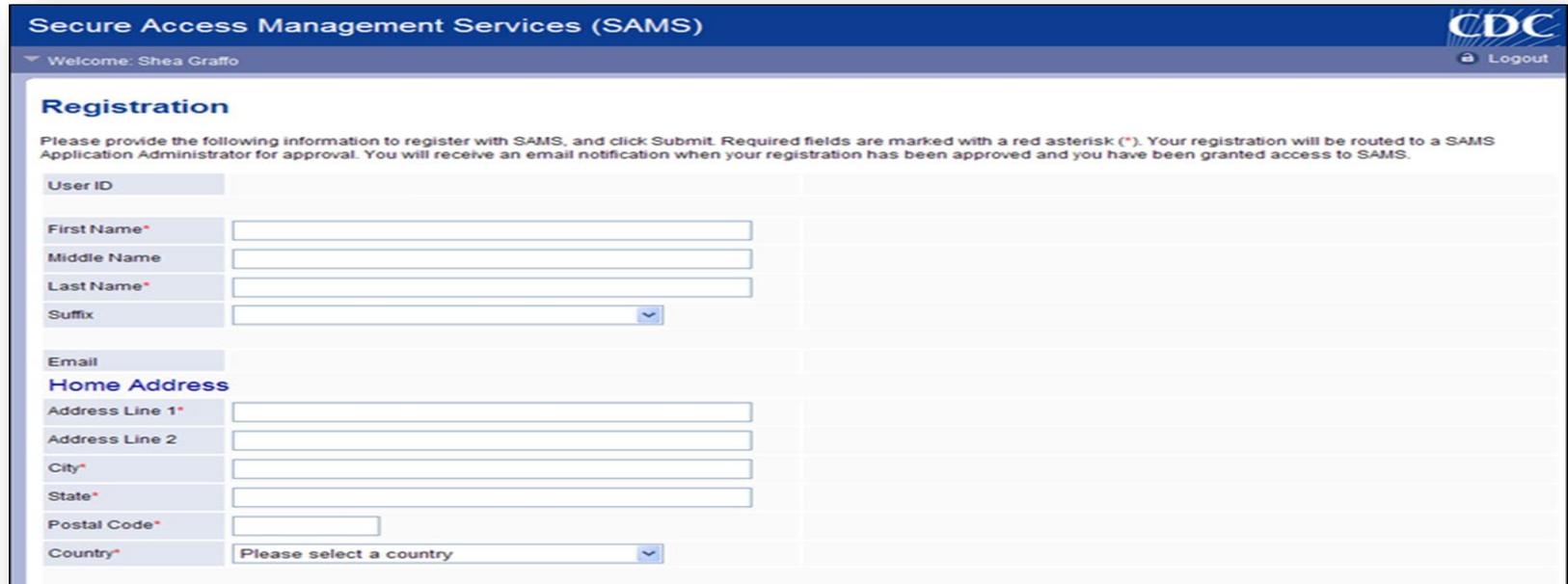
OR

Sign on with a SAMS Grid Card or Mobile Soft Token

For External Partners who have been issued a SAMS Multi-factor token(s).

## Step 3 –SAMS Registration cont.

After accepting the SAMS Rules of Behavior, enter the required registration information and click Submit.



The screenshot shows the SAMS Registration page. At the top, there is a blue header with the text "Secure Access Management Services (SAMS)" and the CDC logo. Below the header, a navigation bar shows "Welcome: Shea Graffo" and a "Logout" link. The main content area is titled "Registration" and contains a paragraph of instructions: "Please provide the following information to register with SAMS, and click Submit. Required fields are marked with a red asterisk (\*). Your registration will be routed to a SAMS Application Administrator for approval. You will receive an email notification when your registration has been approved and you have been granted access to SAMS." The form fields are organized into sections: "User ID" (a single text input), "Email" (a single text input), "Home Address" (a sub-section header), and "Address" (a group of text inputs for "Address Line 1\*", "Address Line 2", "City\*", "State\*", "Postal Code\*", and "Country\*" which is a dropdown menu with the text "Please select a country").

Secure Access Management Services (SAMS) 

Welcome: Shea Graffo [Logout](#)

### Registration

Please provide the following information to register with SAMS, and click Submit. Required fields are marked with a red asterisk (\*). Your registration will be routed to a SAMS Application Administrator for approval. You will receive an email notification when your registration has been approved and you have been granted access to SAMS.

User ID

First Name\*

Middle Name

Last Name\*

Suffix

Email

#### Home Address

Address Line 1\*

Address Line 2

City\*

State\*

Postal Code\*

Country\*

## Step 3 –SAMS Registration cont.

Carefully follow the instructions in the email to ensure the enrollment process is not delayed.

Hello New NHSN User,

Thank you for registering with CDC's SAMS. Your registration information has been received. Your next step is to verify your identity through a process called "identity proofing".

SAMS supports two options to identity proof. Please review each option below and select what works best for you.

### **OPTION 1 - Experian Precise ID Check (preferred method)**

Using a secure interface, you will provide Experian your social security number (SSN) and Date-Of-Birth (DOB). This information is sent directly to Experian and NOT stored by SAMS or CDC. Experian will validate this information and may ask you a series of questions derived from details contained in your credit report. This option will not impact your credit score or credit worthiness.

This process takes less than a minute and is the fastest way to complete the SAMS identity proofing process. If Experian is unable to validate your identity, you can still complete the identity verification process using Option 2.

To initiate the Experian Precise ID check select the link below and log into SAMS using the 'SAMS Credentials' option You will login using your SAMS username (email address) and recently established password.

<https://sams.cdc.gov/samsidproofing/idusers/edit/4743>

**Note:** Using Experian will not impact your credit score nor credit worthiness.

## Step 3 –SAMS Registration cont.

- ❑ Once your identity has been verified, you will receive confirmation of approval for SAMS access.
- ❑ The **first option** is a soft token that requires the installation of an Entrust Authenticator application on your phone, tablet, or computer.
- ❑ The **second option** is a hard token which is a physical entrust Grid card mailed to your home address.

**Note:** The option to log in using only your username and password provides Level 2 security access. In order to gain Level 3 access, which is necessary for NHSN use, you must use your secondary authentication token.

# NHSN Enrollment Steps 1-5



# Step 4 – Access/Complete NHSN Enrollment Forms

After logging into SAMS using your soft token or grid card, click on NHSN Enrollment.

**Warning:** This is a U.S. Federal Government system and shall be used only by authorized persons for authorized purposes. Users do not have a right to privacy in their use of this government system. System access, activity, and information stored or transmitted may be monitored for adherence to acceptable use policy. Users of this system hereby consent to such monitoring. Improper or illegal use detected may result in further investigation for possible disciplinary action, civil penalties, or referral to law enforcement for criminal prosecution. This system contains non-public information that must be protected from unauthorized access, disclosure, sharing, and transmission, violation of which can result in disciplinary action, fines, and/or criminal prosecution.

**Links**

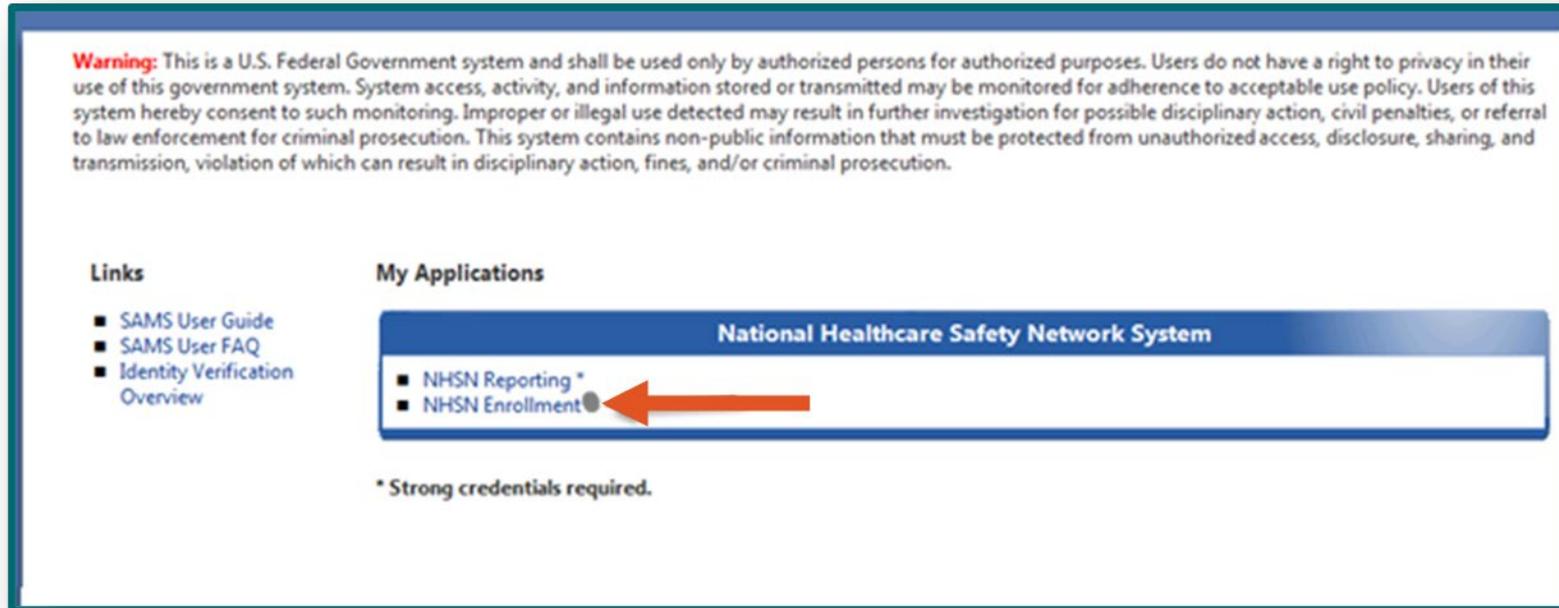
- SAMS User Guide
- SAMS User FAQ
- Identity Verification Overview

**My Applications**

**National Healthcare Safety Network System**

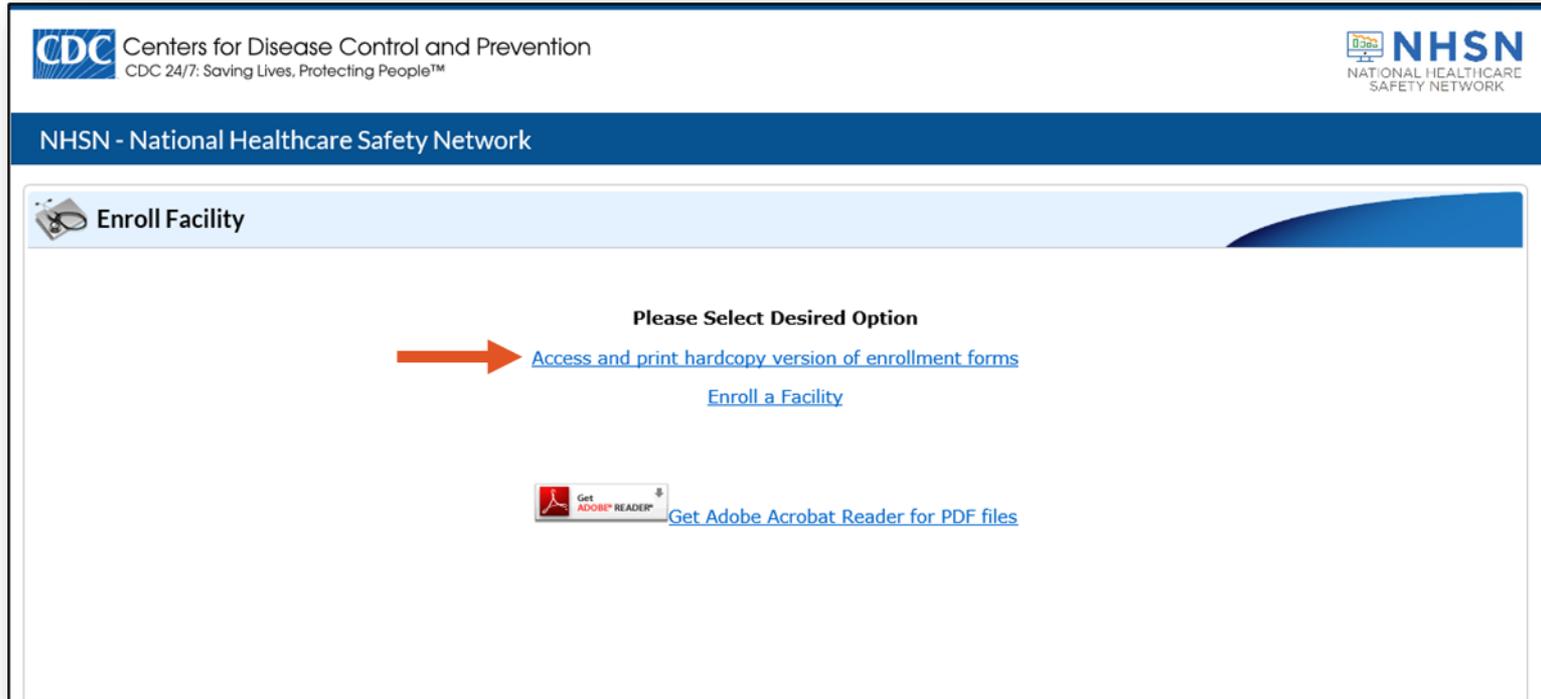
- NHSN Reporting \*
- NHSN Enrollment

\* Strong credentials required.

The image is a screenshot of a web application interface. At the top, there is a warning message in red text. Below the warning, there are two main sections: 'Links' and 'My Applications'. The 'Links' section contains three items: 'SAMS User Guide', 'SAMS User FAQ', and 'Identity Verification Overview'. The 'My Applications' section contains two items: 'NHSN Reporting \*' and 'NHSN Enrollment'. A blue header bar above the 'My Applications' list reads 'National Healthcare Safety Network System'. A red arrow points to the 'NHSN Enrollment' link. At the bottom of the 'My Applications' section, there is a note: '\* Strong credentials required.'

# Step 4 –Access/Complete Enrollment Forms cont.

Click “Access and Print required enrollment forms”



The screenshot shows the NHSN - National Healthcare Safety Network website. At the top left is the CDC logo with the text "Centers for Disease Control and Prevention" and "CDC 24/7: Saving Lives. Protecting People™". At the top right is the NHSN logo with the text "NATIONAL HEALTHCARE SAFETY NETWORK". Below the logos is a dark blue header bar with the text "NHSN - National Healthcare Safety Network". The main content area has a light blue header with a magnifying glass icon and the text "Enroll Facility". Below this, the text "Please Select Desired Option" is centered. An orange arrow points to the link "Access and print hardcopy version of enrollment forms". Below this link is another link "Enroll a Facility". At the bottom center, there is a small Adobe Reader icon with the text "Get ADOBE® READER®" and a link "Get Adobe Acrobat Reader for PDF files".

**CDC** Centers for Disease Control and Prevention  
CDC 24/7: Saving Lives. Protecting People™

**NHSN**  
NATIONAL HEALTHCARE  
SAFETY NETWORK

NHSN - National Healthcare Safety Network

 **Enroll Facility**

**Please Select Desired Option**

 [Access and print hardcopy version of enrollment forms](#)

[Enroll a Facility](#)

 [Get Adobe Acrobat Reader for PDF files](#)

# Step 4 –Access/Complete Enrollment Forms cont.

Print required forms listed under the component you are enrolling in, which will be submitted electronically in the next step.

## Facility Enrollment Forms

### **Patient Safety Component**

*Hospital applicants, print these:*

[Facility Contact Information](#)

[Facility Survey](#)

*Inpatient Rehabilitation Facility, print these:*

[Facility Contact Information](#)

[Annual Facility Survey for IRF](#)

*Long Term Acute Care Hospital, print these:*

[Facility Contact Information](#)

[Annual Facility Survey for LTAC](#)

### **Outpatient Procedure Component**

*AMB-SURG facilities, print these:*

[Facility Contact Information](#)

[Outpatient Procedure Facility Survey](#)

### **Healthcare Personnel Safety Component**

*Any facility type, print these:*

[Facility Contact Information](#)

*Home Dialysis Facility, print these:*

[Home Dialysis Center Practices Survey](#)

### **Long Term Care Facility Component**

*Any facility type, print these:*

[Facility Contact Information](#)

[Facility Survey](#)

### **Biovigilance Component**

*Any facility type, print these:*

[Facility Contact Information](#)

*Acute-Care Facility, print these:*

[Acute Care Facility Survey](#)

*Non-Acute Care Facility, print these:*

[Non-Acute Care Facility Survey](#)

### **Dialysis Component**

*AMB-HEMO and AMB-PEDHEMO facilities, print these:*

[Facility Contact Information](#)

[Outpatient Dialysis Center Practices Survey](#)

Back

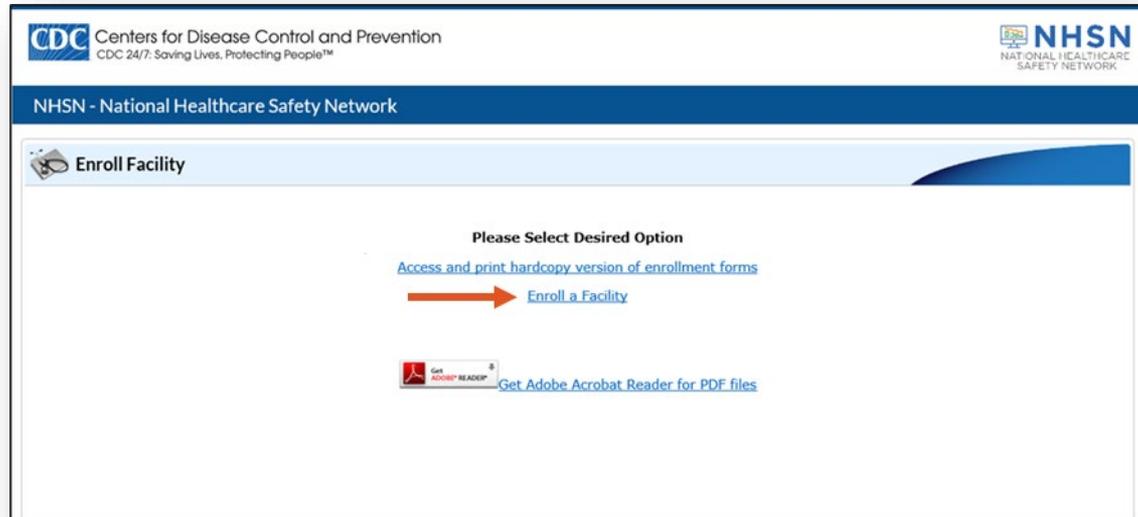
## Step 4 –Access/Complete Enrollment Forms cont.

- ❑ While completing facility enrollment forms, please keep in mind that the person you list as the NHSN Facility Administrator, should be the same individual who has completed the previous enrollment steps (which includes SAMS registration).
- ❑ During the enrollment process, facilities open prior to the current calendar year should select the option “Yes, Operational in the Prior Calendar Year”.
- ❑ The NHSN Facility Administrator is not to be confused with the facility’s office administrator, CEO, COO, etc. This should be the person responsible for managing the NHSN facility.

# Step 4 –Access/Complete Enrollment Forms cont.

- ❑ After accessing, printing and completing required enrollment forms, select “Enroll a facility”
- ❑ Complete Enrollment Step 4 in one session!

**NOTE:** You **cannot** save work in progress



The screenshot displays the NHSN (National Healthcare Safety Network) interface for enrolling a facility. At the top left is the CDC logo with the text "Centers for Disease Control and Prevention" and "CDC 24/7. Saving Lives. Protecting People™". At the top right is the NHSN logo with the text "NATIONAL HEALTHCARE SAFETY NETWORK". Below the logos is a blue header bar with the text "NHSN - National Healthcare Safety Network". The main content area has a light blue header with a magnifying glass icon and the text "Enroll Facility". The central text reads "Please Select Desired Option" followed by two links: "Access and print hardcopy version of enrollment forms" and "Enroll a Facility". A red arrow points from the first link to the second. At the bottom, there is a small Adobe Acrobat Reader icon and the text "Get Adobe Acrobat Reader for PDF files".

# Step 4 –Access/Complete Enrollment Forms cont.

- ❑ Required fields are marked with a red asterisk (\*)
- ❑ Please use a Temp Enrollment number if your CCN number does not validate

**CDC** Centers for Disease Control and Prevention  
CDC 24/7: Saving Lives, Protecting People™

**NHSN**  
NATIONAL HEALTHCARE  
SAFETY NETWORK

NHSN - National Healthcare Safety Network

**Enroll Facility**

Mandatory fields marked with \*

Page 1 of 2

**NHSN Facility Information**

Facility Name\*:  
Enter Name of Organization

Address, Line 1\*:  
Enter Street Address

Address, Line 2:  
Enter Street Address

Address, Line 3:  
Enter Street Address

City\*:  
Enter Name of City

State\*:  
Select State

County\*:  
Select County

Zip Code\*:  
Enter Zip Code

Main Telephone Number\*:  
Example: 111-111-1111

For each identifier listed below, enter the number/code, or check Not Applicable. If your facility does NOT have that identifier.

AHA ID\*:  
Enter AHA ID  Not Applicable

CMS Certification Number (CCN)\*:  
Enter CCN  Not Applicable

CCN Effective Date\*:  
Enter CCN Effective Date

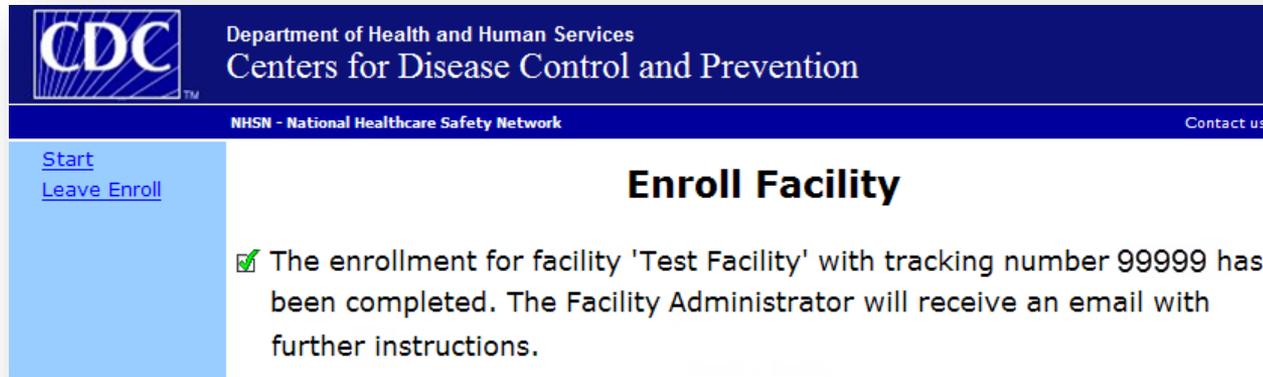
VA Station Code\*:  
Enter VA Station Code  Not Applicable

Object Identifier:  
Enter Object Identifier

**Continue**

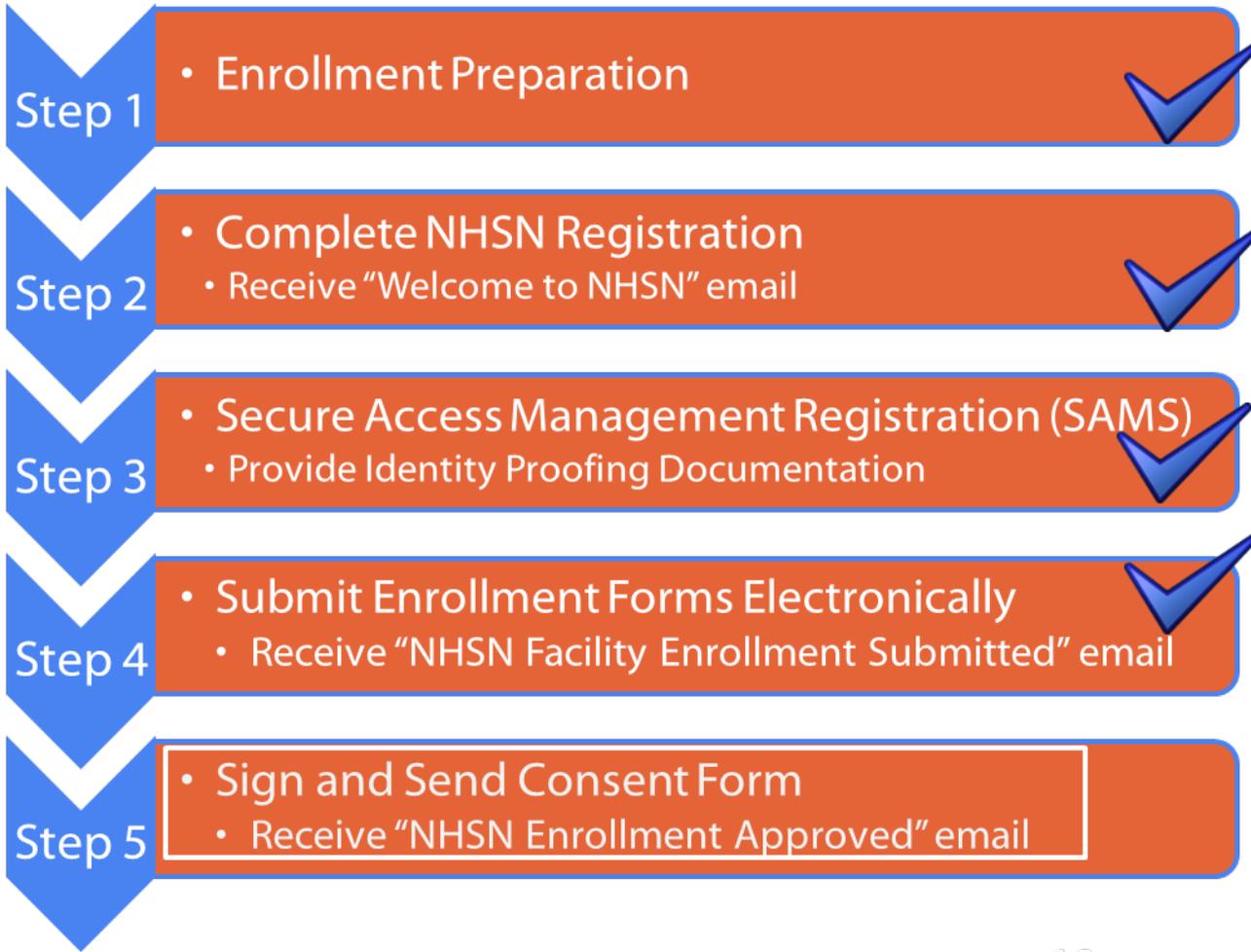
## Step 4 –Access/Complete Enrollment Forms cont.

- Once the required fields are completed, a confirmation message will display



- The Facility Administrator will immediately receive an “NHSN Facility Enrollment Submitted” email with a link to the consent form
  - If you do not receive this email, contact the NHSN Helpdesk at [nhsn@cdc.gov](mailto:nhsn@cdc.gov)

# NHSN Enrollment Steps 1-5



# Step 5 –Sign and Send Consent

## Step 5: Submit Consent

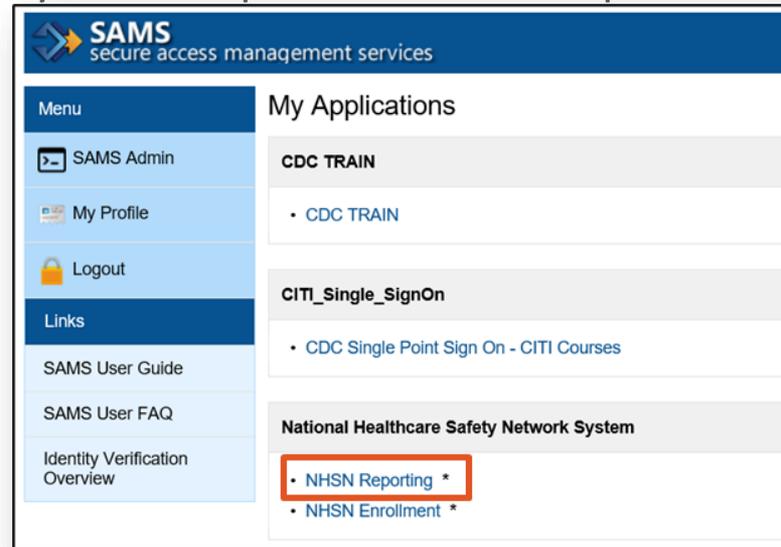


Login to NHSN, select the appropriate component, and review the “Agreement to Participate and Consent”. Check the box to ‘Accept’ next to the appropriate contact name and then ‘Submit’ the form in each component.

**Time to complete step 5: 5 minutes**

# Step 5 –Sign and Send Consent

- ❑ The Facility Administrator will receive an NHSN email, subject line “NHSN Facility enrollment submitted” which includes a link to your Agreement To Participate and Consent form
- ❑ Log into the SAMS portal at [sam@cdc.gov](mailto:sam@cdc.gov) and select the NHSN Reporting option
- ❑ The Facility Administrator or the Primary Contact person must accept the agreement for each component



The screenshot displays the SAMS (secure access management services) portal. The header includes the SAMS logo and the text "secure access management services". On the left, there is a "Menu" section with options: "SAMS Admin", "My Profile", and "Logout". Below the menu is a "Links" section with "SAMS User Guide", "SAMS User FAQ", and "Identity Verification Overview". The main content area is titled "My Applications" and lists three application categories: "CDC TRAIN" (with a sub-item "CDC TRAIN"), "CITI\_Single\_SignOn" (with a sub-item "CDC Single Point Sign On - CITI Courses"), and "National Healthcare Safety Network System" (with sub-items "NHSN Reporting \*" and "NHSN Enrollment \*"). The "NHSN Reporting \*" link is highlighted with a red rectangular box.

# Step 5 –Accept and Submit Consent form

## Agreement to Participate and Consent form

Accept the Agreement to Participate and Consent form. This is done by placing a check mark in the Accept box and selecting the Submit button on the bottom of the screen. This will Activate the facility.

\*If you are not able to view this section of the screen, scroll down and to the right of the bottom of the page.

Contact Type ▾	Contact Name	Phone Number	Email	Accept
Patient Safety Primary Contact	Tiffany Dozier	404-555-1212	HGY7@CDC.GOV	<input checked="" type="checkbox"/>

Submit

# Step 5 –Sign and Send Consent cont.

Facility Administrator will receive email notification of facility activation

**Subject:** NHSN enrollment approved

Welcome to the National Healthcare Safety Network (NHSN)!

Your facility has been approved as a new member of NHSN.

Facility Name: Test Facility

Facility ID: XXXXXX

As the Facility Administrator you may now access the SAMS Partner Portal by clicking [here](#).

However, you must receive your SAMS grid card, which will be delivered to your home address via U.S. mail, before you may access NHSN through SAMS.

After you receive your grid card in the mail you can reach the NHSN activity home page directly by clicking <https://nhsn2.cdc.gov/nhsn/>.

When prompted, please enter your SAMS account User Name and Password, then click the Login button.

If you've forgotten your password, you may reset it by following the 'Forgotten Password' link on the SAMS Portal log in page.

# NHSN Enrollment Steps 1-5 Complete

Congratulations!  
You are now ready to  
enter data in NHSN!



# Questions or Concerns, Please contact the NHSN Helpdesk at [nhsn@cdc.gov](mailto:nhsn@cdc.gov)



**For more information please contact Centers for Disease Control and Prevention**  
1600 Clifton Road NE, Atlanta, GA 30333  
Telephone, 1-800-CDC-INFO (232-4636)/TTY: 1-888-232-6348  
E-mail: [cdcinfo@cdc.gov](mailto:cdcinfo@cdc.gov) Web: [www.cdc.gov](http://www.cdc.gov)

The findings and conclusions in this report are those of the authors and do not necessarily represent the official position of the Centers for Disease Control and Prevention.