

NHSN Critical Access Hospital Facility Registration & Enrollment Guide

Follow these steps to enroll your facility into NHSN:

Step 1. Identify a designated person to serve as the NHSN Facility Administrator (FA). The NHSN Facility Administrator is responsible for completing all instructions in the NHSN Facility Administrator Enrollment Guide located: <https://www.cdc.gov/nhsn/pdfs/gen-support/FacilityAdminEnrollmentGuideCurrent.pdf>.

Step 2. Read the NHSN Rules of Behavior (ROB) located: <https://nhsn.cdc.gov/RegistrationForm/index> - FA will need to agree to the Rules of Behavior to continue with registration. Follow the webpage prompts as you will need to enter a training date to proceed to the next step.

Note: When completing the form, for the training date field, enter the current date.

Step 3. Register with NHSN – The registration form will be displayed after FA agrees to ROB. **(This does not complete the facility enrollment process.)**

Note: For registration, the FA will need a Facility identifier. FA's will need their hospital's American Hospital Association (AHA) ID#, CMS Certification Number (CCN), or VA Station Code to proceed. If you do not have one of these identifiers, or if they're not accepted during the registration process, you may contact nhsn@cdc.gov for a temporary enrollment number.

If your facility is participating in any of the CMS quality reporting programs, such as the Hospital Inpatient Quality Reporting Program, or the Federal Office of Rural Health Policy's Medicare Beneficiary Quality Improvement Project (MBQIP), once the enrollment process is complete or your facility is activated, you'll need to enter your CCN number or facility identifier on the Facility Info page in NHSN.

After you've registered, a SAMS invitation will be sent on your behalf. Correspondence will be sent to the email address used during registration.

Step 4. Register with SAMS. CDC's Secure Access Management Services (SAMS) functions as an authentication gateway for all CDC applications. NHSN uses SAMS to allow users access to the NHSN Application. *Upon receipt of the 'Invitation to Register with SAMS' email, when following instructions for registration do not use your facility's address when submitting your identity proofing documents; instead, use your personal credentials as the grid card will be mailed to your home address.*

Step 5. Enroll in NHSN– Please go to <https://sams.cdc.gov> and enter your SAMS password and credentials from the grid card, then select 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.

Once you select the enrollment activity it should take you to the landing page for NHSN enrollment. At that point, you can choose “Enroll a Facility” a pop-up will appear suggesting that you print out the forms to gather data for the enrollment process. After you have the necessary data, you should log into NHSN again, select enrollment and then start the actual enrollment by selecting “Enroll a Facility” this time select “OK”

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](#)

Items of Note:

1. The NHSN Facility Administrator must be the only individual who completes the enrollment process.
2. Enrollment is a two-step process: the first step is to register the facility, and the second step is to enroll the facility *after* you have SAMS access.
3. SAMS cannot assist with enrolling your facility – please contact nhsn@cdc.gov for assistance in registration or enrollment.
4. It is important to have more than one user within a facility as there may be multiple people entering data, and it provides a level of redundancy if someone loses access, departs, etc.
5. All users must be active in SAMS to use the NHSN application. You can have multiple users with admin rights but there can be only one facility admin.

Important Support Resources:

- The NHSN Helpdesk is available between the hours of 7:00 AM - 5:00 PM EST each business day, excluding U.S. Federal holidays.
Email: NHSN@cdc.gov
- The SAMS Help Desk is available between the hours of 8:00 AM - 6:00 PM EST each business day excluding U.S. Federal holidays by phone or email. Local: 404-498-6065 Toll Free: 877-681-2901 Email: samshelp@cdc.gov

Reassigning a Facility Administrator (FA):

The previous FA left the facility; how do I reassign the FA role? (If the FA has departed without changing without reassigning the role)

NHSN now has a new process for reassigning the NHSN Facility Administrator (FA) role. This process is now streamlined by using a web-based form which can be accessed here: <https://www.cdc.gov/nhsn/facadmin/index.html>.

The current FA is still here, but we need to update that role; how do I reassign the FA role? (For the current FA to update)

To make the change as the present facility administrator, go to left navigation panel. Select > Facility> then > Add/Edit component>. Select **Reassign**, a pop-up will appear asking you to find and select an existing user or add a user who will be reassigned this role. Select their name and then select the **Reassign** button at the bottom of the page.

How to add a user to a facility

After selecting NHSN reporting, from the left navigational bar, click on **Users>ADD** and complete the required fields (marked with *) and SAVE at the bottom of the page. You will then be prompted to assign the new user rights needed to use NHSN. Click SAVE at the bottom of the page.

To get access to NHSN, users must have an active SAMS account. If users are not active in SAMS, after being added as a user they will receive a Welcome to NHSN email. They should follow the prompt to accept the Rules of Behavior which will prompt the SAMS invitation.