

**MARC's NHSN Enrollment Checklist for Dialysis Facilities**  
**Complete items in order**

<b>Step 1: Training and Preparation</b>	
<input type="checkbox"/> Complete Dialysis Event training at <a href="http://cdc.gov/nhsn/psc_da_de.html">http://cdc.gov/nhsn/psc_da_de.html</a> Training Part 1: Understanding Surveillance Requirements Training Part 2: NHS Enrollment, Set-Up, and Data Entry Date Training Completed_____	3 hours
<input type="checkbox"/> Complete Outpatient Dialysis Center Practices Survey on paper (needed for Step 4) found at <a href="http://www.cdc.gov/nhsn/forms/57.104_PSOupdtDialysisSurv_BLANK.pdf">http://www.cdc.gov/nhsn/forms/57.104_PSOupdtDialysisSurv_BLANK.pdf</a> .	1 hour
<input type="checkbox"/> Add <a href="https://*.cdc.gov">https://*.cdc.gov</a> and <a href="https://*.verisign.com">https://*.verisign.com</a> to list of trusted websites and permit pop-ups for these sites	5 mins
<input type="checkbox"/> Change spam-blocker settings to allow all <a href="mailto:NHSN@cdc.gov">NHSN@cdc.gov</a> & <a href="mailto:PHINTech@cdc.gov">PHINTech@cdc.gov</a> emails	10 mins
<b>Step 2: Register</b>	
<input type="checkbox"/> Agree to Rules of Behavior at <a href="http://nhsn.cdc.gov/RegistrationForm/index.jsp">http://nhsn.cdc.gov/RegistrationForm/index.jsp</a>	5 mins
<input type="checkbox"/> Register facility with NHSN (check CCN and enter your CMS provider number, if that doesn't work email the CDC at <a href="mailto:nhsn@cdc.gov">nhsn@cdc.gov</a> and let them know that your provider number didn't work)	5 mins
*Immediately after successful registration, receive NHSN email, subject "Welcome to NHSN!"	
<b>Step 3a: Acquire Digital Certificate: Request</b>	
<input type="checkbox"/> Using the "Welcome to NHSN!" email, request your digital certificate	15 mins
<input type="checkbox"/> Establish your challenge phrase/password (Keep track of this challenge phrase, note upper/lower case letters and special characters. If you lose this challenge phrase you will have to start the process again.) Challenge Phrase_____	1 min
*Immediately after a successful request, receive NHSN email, subject "NHSN Digital Certificate Request Confirmation"	
<b>Complete Steps 1 – 3a. Forward your "NHSN Digital Certificate Request Confirmation" email to <a href="mailto:bvinson@nw5.esrd.net">bvinson@nw5.esrd.net</a> to document your progress.</b>	
<b>Step 3b: Acquire Digital Certificate: Install</b>	
*Within 3 business days of request, receive PHINTech email "Action Required-CDC Digital Certificate is Ready to Install"	
<input type="checkbox"/> Using the instructions provided in PHINTech email, install digital certificate	30 mins
<input type="checkbox"/> Save a copy of digital certificate: the "key" is your challenge phrase/password	5 mins
<b>Complete Step 3b. Email <a href="mailto:bvinson@nw5.esrd.net">bvinson@nw5.esrd.net</a> to confirm successful digital certificate installation.</b>	
<b>Step 4: Access NHSN Enrollment Page</b>	
<input type="checkbox"/> Access NHSN Enrollment at <a href="https://sdn.cdc.gov">https://sdn.cdc.gov</a> using your challenge phrase/password	2 mins
<input type="checkbox"/> Submit required forms online, facility type is "AMB-HEMO-Hemodialysis Center", component is Patient Safety (Facility Contact Form <a href="http://www.cdc.gov/nhsn/forms/57.101_FacConInf_BLANK.pdf">http://www.cdc.gov/nhsn/forms/57.101_FacConInf_BLANK.pdf</a> and Outpatient Dialysis Practices Survey from Step 1).	30 mins
*Immediately after successfully submitting forms, receive NHSN email, subject "NHSN Facility Enrollment Submitted"	
<b>Step 5: Print, Sign &amp; Return Consent Form</b>	
<input type="checkbox"/> From the "NHSN Facility Enrollment Submitted" email, access and print consent form	5 mins
<input type="checkbox"/> Get Patient Safety Primary Contact Person's and facility leadership's signatures on consent form (print within 30 days, submit back to CDC within 60 days)	varies
<input type="checkbox"/> Return signed consent form to CDC (contact information is on the bottom of page 3), keep a copy for your records	5 mins
*Within 3 business days of CDC's receipt of the consent form, receive NHSN email, subject "NHSN Enrollment Approved"	
<b>Complete Steps 4-5. Forward your "NHSN Enrollment Approved" email to <a href="mailto:bvinson@nw5.esrd.net">bvinson@nw5.esrd.net</a> to document progress.</b>	
<b>NHSN Set-up</b>	
<input type="checkbox"/> Access NHSN Reporting at <a href="https://sdn.cdc.gov">https://sdn.cdc.gov</a> using your challenge phrase/password	2 mins
<input type="checkbox"/> Add 'Outpatient Hemodialysis Clinic' location (you choose a code/label, bedsize = # of stations)	5 mins
<input type="checkbox"/> Add Monthly Reporting Plans: mark the DE checkbox for your 'Outpatient Hemodialysis Clinic' location	5 mins

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and save	
<input type="checkbox"/> (Optional) Add users & assign rights	10 mins
<b>Report to NHSN</b>	
<input type="checkbox"/> Read the Dialysis Event Protocol to ensure accurate reporting at <a href="http://www.cdc.gov/nhsn/PDFs/pscManual/8pscDialysisEventcurrent.pdf">http://www.cdc.gov/nhsn/PDFs/pscManual/8pscDialysisEventcurrent.pdf</a> .	15 mins
<b>Final Notes</b>	
NHSN Facility Administrator Enrollment Guide NHSN User Start up Guide	
<b>Join MARC's Group</b>	
<input type="checkbox"/> Log in to NHSN and enter MARC's Group ID (19513) and password (MARC) to join	5 mins
<input type="checkbox"/> Press the "Accept" button at the bottom of the Confer Rights screen	5 mins
<b>Complete remaining steps. Email <a href="mailto:byinson@nw5.esrd.net">byinson@nw5.esrd.net</a> to confirm successful enrollment in MARC's Group.</b>	