



Quick Reference: National Healthcare Safety Network Facility Enrollment Process
*These steps should only be completed by the **Facility Administrator**. Other users will be invited by the Facility Administrator once the facility enrollment process is completed.*

1. Go to <http://www.cdc.gov/nhsn/startEnroll.html>
2. Review and accept rules of behavior.
3. Register entering the following information:
 - The name of the NHSN Facility Administrator (Infection Preventionist).
 - Email address for the NHSN Facility Administrator (Infection Preventionist).
 - Facility Identifier
 - i. American Hospital Association (AHA) ID#
 - ii. CMS Provider ID# (also called HCFA or Medicare#)
 - iii. VA hospitals need their VA Station Code to proceed.
4. Receive email from NHSN with instructions for obtaining digital certificate (12-48 hours).
 - Email will direct you to <https://ca.cdc.gov>
 - Enrollment password is: **lcdc_sdn_apply!**
5. Enter requested information and choose a challenge phrase (password).
6. Receive your SDN email (48-72 hours).
7. Obtain administrative rights to your PC (call IT if necessary for installation of digital certificate).
 - Ensure that ALL Activex controls are enabled, **even those set to "prompt"** within your web browser settings before installing.
8. From the computer you will use to access NHSN, click on the link in the email to install the digital certificate.
 - If you have a problem getting to the Digital ID enrollment page, open up the internet and click on Tools > Internet Options > go the Advanced tab > scroll to the bottom and make sure that "Use TLS 1.0" is checked
9. Make a backup copy of your digital certificate on a thumb drive, CD, or in a secure location on your network.
10. Go to <https://sdn.cdc.gov>
11. Enter challenge phrase (password).
12. Complete Facility enrollment forms online (if you would like to print and fill out before completing on line you may)
13. Receive an email to access the Agreement to Participate and Consent form.
14. Print, sign and return Consent Form to NHSN
 - MUST have 2 signatures, facility administrator and one of C-suite
 - MUST make 3 original copies (in case one gets lost in mail)
 - Send via U.S. mail
 - NHSN will return any Agreement to Participate and Consent that is not completed correctly
15. When NHSN from CDC receives your C-level signed consent form, they will activate your facility and send you an enrollment approval email.

For detailed instructions reference

http://www.doh.state.fl.us/disease_ctrl/epi/HAI/GettingStarted_NHSN.pdf
<http://www.cdc.gov/nhsn/PDFs/FacilityAdminEnrollmentGuideCurrent.pdf>