



# Telligen QI Connect™

Partnering to improve health outcomes through relationships and data

## National Healthcare Safety Network (NHSN) Reporting Roles

To ensure continuity of NHSN reporting, we encourage facilities to document current roles, processes and a backup plan for transitions. Please complete the information below. To read tips for NHSN reporting, go the [NHSN Reporting Continuity Tip Sheet](#).

Facility Name \_\_\_\_\_

NHSN Administrator Name \_\_\_\_\_

Email address associated with NHSN login \_\_\_\_\_

Date that NHSN process details were last updated \_\_\_\_\_

NHSN User Name(s)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Email address associated with NHSN login  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of the person currently entering NHSN data \_\_\_\_\_

Is this individual aware of reporting time frame requirements?

- *If no, refer to [CMS memo](#).*

Is this individual physically working in the facility on a routine basis?

- *If no – e.g., corporate office/consultant enters NHSN data each week, it is recommended that all nursing homes also have assigned users at the nursing home.*

What is the name of the person who will enter NHSN data if the current person is unable to enter data for the week?

\_\_\_\_\_ Date this person was trained on NHSN data entry \_\_\_\_\_

Where is data kept that you are tracking for NHSN entry? \_\_\_\_\_

Is the location accessible to all users?

What is the name of the next NHSN Administrator if the current person can no longer fulfill this role?

\_\_\_\_\_ Date this person was trained on NHSN data entry \_\_\_\_\_



Use the [National Healthcare Safety Network \(NHSN\) Reporting Continuity Tip Sheet](#) to ensure a well-functioning NHSN process.