

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 <u>NHSN Reporting</u> 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 rec	quirements?
• If no, refer to <u>CMS memo</u> .	
Is this individual physically working in the facility o	n a routine basis?
 If no – e.g., corporate office/consultant nursing homes also have assigned user 	t enters NHSN data each week, it is recommended that all rs at the nursing home.
What is the name of the person who will enter NHSN data Date this perso	
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 cu Date this perso	
Use the National Healthcare Safety Network (NHS	N) Reporting Continuity Tip Sheet to ensure a
well-functioning NHSN process.	

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