

Non-Acute Hospitals*

Instructions for Conferring Rights to the Massachusetts Department of Public Health (MDPH)

***The MDPH designation of Non-Acute Hospital Includes Inpatient Psychiatric Facilities, Inpatient Rehabilitation Facilities, and Long Term Acute Care Hospitals.**

1. Non- Acute Hospitals* that are NOT CURRENTLY ENROLLED in NHSN should begin the enrollment process now:
 - a. For NHSN Long-Term Acute Care Hospital enrollment instructions click here:
<http://www.cdc.gov/nhsn/ltach/enroll.html>
 - b. For NHSN Inpatient Psychiatric Facility enrollment instructions click here:
<http://www.cdc.gov/nhsn/ipfs/enroll.html>
 - c. For NHSN Inpatient Rehabilitation Facility enrollment instructions click here:
<http://www.cdc.gov/nhsn/inpatient-rehab/enroll.html>
 - d. Enroll in NHSN under the Healthcare Personnel Safety Component.
 2. Non- Acute Hospitals* that are CURRENTLY enrolled in NHSN should:
 - a. Add *the Healthcare Personnel Influenza Vaccination Module* in order to submit Influenza Vaccination data for the 2015-2016 flu season. For more information about CMS reporting of HCP flu reporting, go to <http://www.cdc.gov/nhsn/cms/index.html>
 3. Once enrolled in NHSN, Non- Acute Hospitals* must join the MDPH Non- Acute Hospital* Group:
 - a. To join the MDPH Non- Acute Hospital* Group in NHSN, you will need to login to the CDC/NHSN and navigate to the Group Join page.
1. On the blue navigation bar on the left of the NHSN Navigation page, click “Group”.



2. On the blue navigation bar on the left of the NHSN Navigation page, click “Join”.

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Department of Health and Human Services
Centers for Disease Control and Prevention

NHSN - National Healthcare Safety Network

Logged into NHSN Test Medical Clinic2 (ID 13511) as EILEEN.
Facility NHSN Test Medical Clinic2 (ID 13511) is following the HPS component.

NHSN Home | My Info | Contact us | Help | Log Out

NHSN Home

- Alerts
- Reporting Plan
- HCW
- Lab Test
- Exposure
- Prophy/Treat
- Flu Summary
- Analysis
- Surveys
- Users
- Facility
- Group
 - Confer Rights
 - Join
 - Leave
 - Nominate
- Log Out

NHSN Healthcare Personnel Safety Component Home Page

Use the Navigation bar on the left to access the features of the application.

Assurance of Confidentiality: The voluntarily provided information obtained in this surveillance system that would permit identification of any individual or institution is collected with a guarantee that it will be held in strict confidence, will be used only for the purposes stated, and will not otherwise be disclosed or released without the consent of the individual, or the institution in accordance with Sections 304, 306 and 308(d) of the Public Health Service Act (42 USC 242b, 242k, and 242m(d)).

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3. Enter the MDPH Group ID: 45095.
4. Enter the Group Joining Password: Flu (be sure the first letter is upper-case).
5. Click "Join Group".

The screenshot shows the NHSN - National Healthcare Safety Network interface. The header includes the CDC logo and the text "Department of Health and Human Services Centers for Disease Control and Prevention". Below the header, it says "NHSN - National Healthcare Safety Network". The main content area is titled "Memberships" and displays "Logged into NHSN Test Medical Clinic2 (ID 13511) as EILEEN. Facility NHSN Test Medical Clinic2 (ID 13511) is following the HPS component." A sidebar on the left contains a navigation menu with items like Alerts, Reporting Plan, HCW, Lab Test, Exposure, Prophy/Treat, Flu Summary, Analysis, Surveys, Users, Facility, Group, and Log Out. The "Group" section is expanded, showing options: Confer Rights, Join, Leave, and Nominate. The main area shows "Groups that have access to this facility's data" with a table and buttons for "Confer Rights" and "Leave Group(s)". Below this, there is a section "Enter ID and Password for this facility to join a new group" with a form containing "Group ID: 45095" and "Group Joining Password: ●●●". A "Join Group" button is highlighted with a red arrow. A "Back" button is also visible.

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Once you are a member of the MDPH Non- Acute Hospital * Group, you must **confer rights**. Conferring rights allows MDPH to be able to view and analyze submitted data.

1. On the blue navigation bar on the left of the page, click “Group”, and then click “Confer Rights”.
2. Click on “MDPH Non- Acute Hospital * (ID 45095)” in the “Groups that have access to this facility’s data” drop down box.
3. Once “MDPH Non- Acute Hospital * (ID 45095)” is highlighted, click on the “Confer Rights” box to the right.

The screenshot displays the NHSN interface. At the top, the CDC logo and "Department of Health and Human Services Centers for Disease Control and Prevention" are visible. Below this is the "NHSN - National Healthcare Safety Network" header. The left navigation bar includes "NHSN Home", "Alerts", "Reporting Plan", "HCW", "Lab Test", "Exposure", "Prophy/Treat", "Flu Summary", "Analysis", "Surveys", "Users", "Facility", "Group", "Confer Rights", "Join", "Leave", "Nominate", and "Log Out". The "Group" menu item is highlighted with a red box and a "1" in a white box. The main content area shows the user is logged into "NHSN Test Medical Clinic2 (ID 13511) as EILEEN." Below this, the "Memberships" section is titled. Under "Groups that have access to this facility's data", a dropdown menu is open, showing "MDPH Non Acute Hospital (ID 45095)" selected, with a "2" in a white box. To the right of this dropdown are "Confer Rights" and "Leave Group(s)" buttons, both with "HELP" links. A red arrow points to the "Confer Rights" button, which has a "3" in a white box. Below this, the "Enter ID and Password for this facility to join a new group" section is visible, with "Group ID: 45095" and "Group Joining Password: ●●●" fields, and a "Join Group" button with a "HELP" link. A "Back" button is at the bottom.

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You will then be taken to the “confer rights” page, where you will be prompted to accept the rights requested by MDPH. The MDPH Group is responsible for requesting rights from facilities using a “confer rights template. Facilities in the group are required to “accept” the template.

4. Click the “**Accept**” button at the bottom of the page, and you’re done! Any time a new confer rights template is created by MDPH you will receive a message on your NHSN home page indicating that you need to review the rights.

