

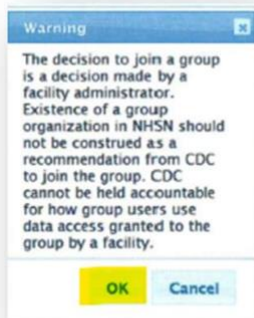
Joining the HQIN Nursing Home Reporting NHSN Group

The NHSN Facility Administrator for the nursing home will:

- ✓ **Sign in** to NHSN
- ✓ Select **Group** from the left navigation bar > Select **Join**
- ✓ **Enter** the five-digit Group ID number in the GROUP ID field and case-sensitive password in the Group Joining Password field:
 - **Group ID#:** 46643
 - **Password:** JOIN



- ✓ Click the <**Join Group**> button
- ✓ Click **OK** when the pop-up warning message appears



*Instructions continue on next page

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- ✓ **Review** the Confer Rights template
HQIN is requesting to view facilities' CDI Lab ID event and UTI event data from January 2018 forward, if entered in NHSN. You can accept this template even if you are not currently reporting this data. The COVID Module data is automatically included for HQIN review when you accept the template. Accepting the template will NOT obligate you to report any other NHSN data.
- ✓ **Scroll** to the bottom of the screen and click the <**ACCEPT**> button

You will be redirected to the Membership page and should see "**Conferred Rights Saved Successfully for Group.**"