

## Instructions to Follow NHSN Patient Safety Component and Add/Find Annual Surveys

NHSN users that do not have access to the most recent Patient Safety Annual Survey will need to begin by following the Patient Safety Component (PSC). Please follow these instructions to successfully add the PSC to your already enrolled facility.

\*Note if you are not currently enrolled in NHSN for any component, please visit our enrollment page:  
<https://www.cdc.gov/nhsn/enrollment/index.html>

### Adding Patient Safety Component

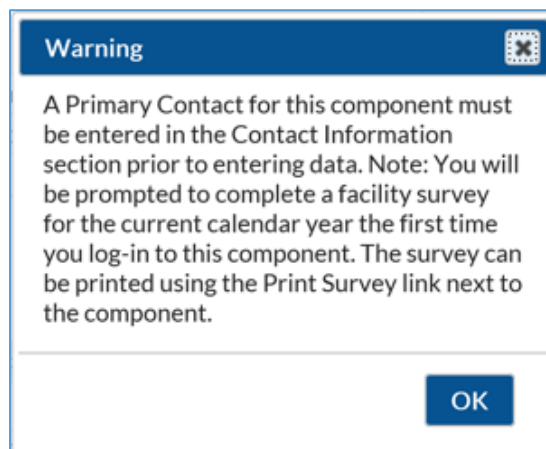
1. NHSN Facility Administrator login to their facility page
2. Using the left navigation bar select Facility > Add/Edit Component



3. Scroll to the “Components Followed” section of the page to select the Patient Safety Component

Components Followed					
Follow/ Followed	Component	Activated	Deactivated	Agreement Accepted	View Agreement
<input checked="" type="checkbox"/>	Biovigilance	04/09/2009		N	
<input type="checkbox"/>	Dialysis				
<input checked="" type="checkbox"/>	Healthcare Personnel Safety	04/10/2009		N	
<input type="checkbox"/>	Long Term Care Facility				
<input checked="" type="checkbox"/>	Patient Safety	2/27/2018		N	

4. Once you’ve selected Patient Safety scroll to the bottom of the screen to select “**Update**” to save the change
5. After updating the component, a message will appear prompting you to complete an annual survey



## Instructions to Follow NHSN Patient Safety Component and Add/Find Annual Surveys

6. Complete the Patient Safety Annual Survey (CDC 57.103) that is prompted  
**CDC 57.103 Patient Safety Annual Survey Link**

[https://www.cdc.gov/nhsn/forms/57.103\\_pshospurv\\_blank.pdf](https://www.cdc.gov/nhsn/forms/57.103_pshospurv_blank.pdf)

### CDC 57.103 Patient Safety Annual Survey Table of Instructions

[https://www.cdc.gov/nhsn/forms/instr/57\\_103-toi.pdf](https://www.cdc.gov/nhsn/forms/instr/57_103-toi.pdf)

7. Complete all the required questions on the survey and select “Save”

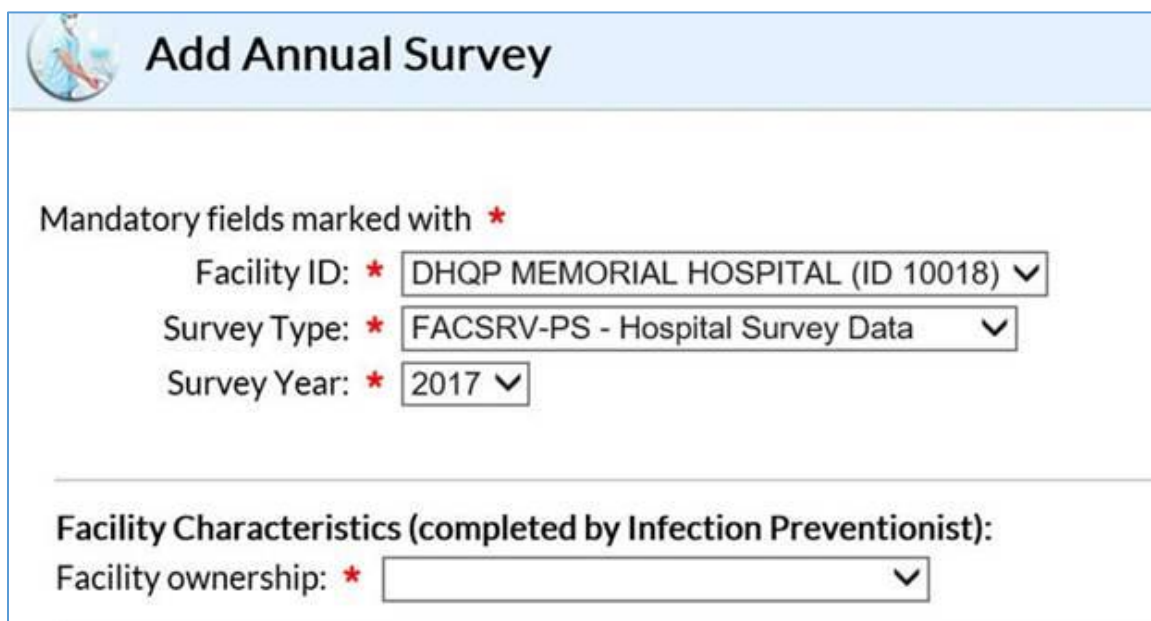
## How to Add the 2017 NHSN Patient Safety Component Annual Survey

After a facility follows the Patient safety Component (PSC), here are the instructions on how to add the 2017 NHSN PSC Annual Survey:

1. Login to NHSN with your username and password
2. In the home screen in the left hand menu, right click on **Surveys**
3. Select “**ADD**” to add the 2017 Survey



4. Selecting “**ADD**” will lead you to this screen, where you will select “**2017**” from the dropdown menu for the “**Survey Year**” question

A screenshot of the 'Add Annual Survey' form. The title 'Add Annual Survey' is at the top. Below it, there is a section for 'Mandatory fields marked with \*'. The fields are: 'Facility ID: \*' with a dropdown menu showing 'DHQP MEMORIAL HOSPITAL (ID 10018)'; 'Survey Type: \*' with a dropdown menu showing 'FACSRV-PS - Hospital Survey Data'; and 'Survey Year: \*' with a dropdown menu showing '2017'. Below this section, there is a section for 'Facility Characteristics (completed by Infection Preventionist):' with a field for 'Facility ownership: \*' and a dropdown menu.

5. Enter some data into your survey so that it can be saved.

(Instructions continued)

6. Scroll **down** to the bottom on the page to **save** the 2017 PS annual survey to your account



7. The 2017 survey has now been saved to your account.
8. To come back to your 2017 survey, use the “**FIND**” option under surveys.

### How to Find NHSN Patient Safety Component Annual Survey

1. Login to NHSN with your username and password
2. In the home screen in the left hand menu, right click on **Surveys**
3. Select “**FIND**” to add or edit the 2017 Survey



4. Selecting “**FIND**” will lead you to this screen, where you will select “**Survey Type**” and the “**Survey Year**” from the dropdown menu

A screenshot of the 'Find Annual Survey' interface. At the top left is a circular icon with a person and a stethoscope. The title 'Find Annual Survey' is in bold. Below the title are three bullet points: 'Enter search criteria and click Find', 'Fewer criteria will return a broader result set', and 'More criteria will return a narrower result set'. There are three dropdown menus: 'Facility ID:' with 'DHQP MEMORIAL HOSPITAL (ID 10018)' selected, 'Survey Type:' with an empty selection, and 'Survey Year:' with an empty selection. At the bottom right are three buttons: 'Find', 'Clear', and 'Back'. The 'Find' button is highlighted with a red box.

5. Select “**Find**” to see a past or current completed survey. You can also use “Find” to edit an already completed survey.

