



February 6, 2015

**\*\*\* IMPORTANT – PLEASE READ – TIME IS RUNNING OUT \*\*\***

## **Guidance for Ambulatory Surgery Center Enrollment & Reporting into NHSN**

As you are hopefully already aware, beginning with the 2014-2015 influenza season, the CMS Ambulatory Surgery Center Quality Reporting (ASCQR) Program requires participating Ambulatory Surgery Centers (ASCs) to submit healthcare personnel (HCP) influenza vaccination summary data via the Centers for Disease Control and Prevention's (CDC's) National Healthcare Safety Network (NHSN). In order to be in compliance with the CMS ASCQR program requirements, CMS-licensed ASCs must submit data for the entire influenza vaccination season (October 1 through March 31) to NHSN by May 15, 2015. To complete this reporting, ASCs must enroll into the NHSN Healthcare Personnel Safety Component following the 5 Step Facility Enrollment & Set-up Checklist (attached).

### **\*\*IMPORTANT\*\***

Considering the fast approaching reporting deadline on May 15, 2015, it is with great concern that we ask all ASCs to **begin the process of enrolling your ASC immediately**. At this time 64% of facilities that need to enroll to report Influenza vaccination data have not yet enrolled. Due to the amount of time that it takes to complete the process of NHSN enrollment, we urge all ASC's to **ENROLL NOW**. The fact that there are still thousands of ASCs that need to enroll almost ensures that the time that it takes to actually complete the enrollment process will be increased dramatically. ASC facilities that wait until late March/early April to enroll in NHSN will likely **NOT** be enrolled in time to complete their influenza vaccination reporting for the ASCQR Program and meet the CMS deadline. It is imperative that ASCs begin enrollment **IMMEDIATELY** and aim to be ready to report by the end of March. Please **DO NOT WAIT** to enroll according to the timetable outlined in the ASC enrollment checklist. That timetable is based on enrollment under normal circumstances and does not take into account the simultaneous enrollment of thousands of facilities within a short period of time.

### **Helpful Information:**

Each CMS-licensed ASC should have a 10-digit CMS Certification Number (CCN) that contains a 'C' in the 3rd position. This number will be used to enroll the facility into NHSN and will be used by NHSN to share the facility's data with CMS. If an ASC finds that it is not CMS-licensed, it may be considered by CMS to be a Hospital Outpatient Department (HOPD) of an affiliated Acute Care Hospital. Therefore, further investigation will be required to determine if and where healthcare personnel influenza vaccination data should be reported to NHSN. Facilities unsure of whether they are CMS-licensed ASCs, or are uncertain of their ASC status or CCN, can use the facility's National Provider Identifier (NPI) in the CCN Look-up Tool found here: <http://www.oqrsupport.com/asc/ccn>.

The NPI is used for submitting claims to CMS, so this number can be obtained from the facility's billing or administrative departments. If the facility does not have an NPI or does not know if the facility participates in the CMS ASCQR Program, please contact the Outpatient Outreach and Education Team via email: [oqrsupport@fmqai.com](mailto:oqrsupport@fmqai.com). Additionally, users can ask CMS for assistance through the Question and Answer tool at <https://cms-ocsq.custhelp.com>, or by calling toll-free, (866) 800-8756 weekdays from 7 a.m. to 6 p.m. EST.

Additional resources specific to ASC HCP influenza vaccination summary data reporting such as training materials, protocols, data collection forms, and FAQs can be found here: <http://www.cdc.gov/nhsn/ambulatorysurgery/hcp-vaccination/index.html>.

For any questions related to NHSN enrollment or reporting, please contact the NHSN Helpdesk: [NHSN@cdc.gov](mailto:NHSN@cdc.gov).