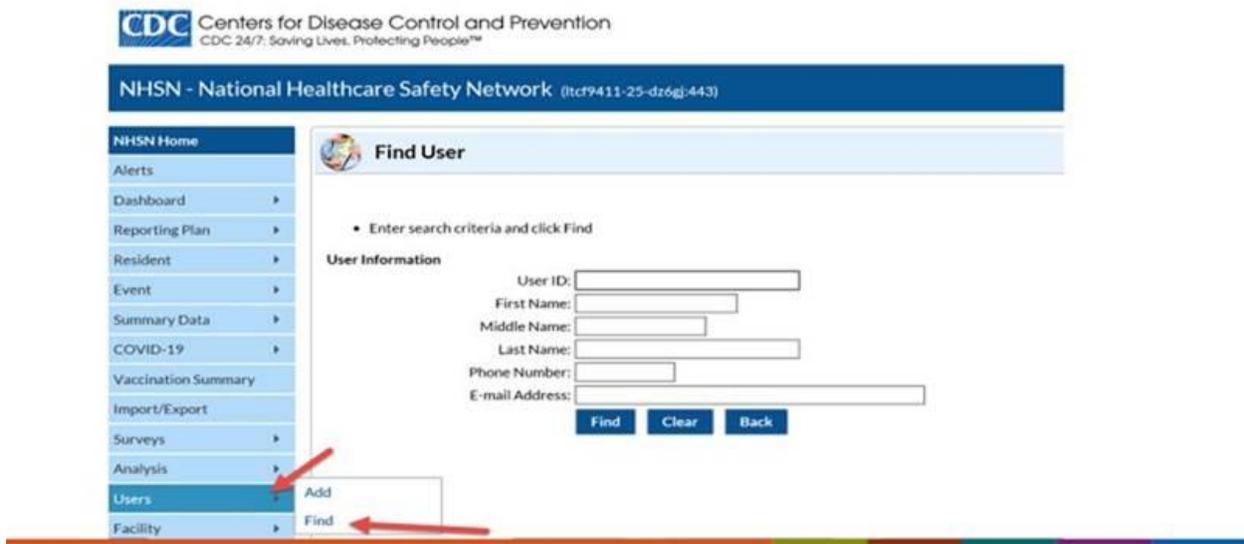


## Why am I not seeing the option to report Staff Point of Care (POC) test results? How can I

If an NHSN User has rights to Add Staff POC test data, the option for staff will be listed in the drop-down menu for Type of Individual Tested. However, for confidentiality reasons, NHSN has only defaulted the rights to enter staff POC test result data to the NHSN Facility Administrator (FacAd). This means that other NHSN users will not be able to Add staff POC test data until enabled by the NHSN FacAd. The NHSN FacAd can then, in turn, give rights to other Users in the system to enter the data should he/she choose to do so. The NHSN FacAd will need to do this for each person that they wish to have such rights, individually.

Please see screen shots below for steps for an NHSN FacAD to assign “add, enter or delete”, or “view” rights to staff POC test data, to additional facility NHSN members.

**1. Once in the NHSN application, choose Users, and then Find from the options on the blue navigation bar and drop-down menu respectively.**



The screenshot displays the NHSN application interface. At the top, the CDC logo and text "Centers for Disease Control and Prevention" are visible, along with the tagline "CDC 24/7: Saving Lives. Protecting People™". Below this is the NHSN header: "NHSN - National Healthcare Safety Network (Itc9411-25-dr6g]-443)".

The left navigation bar includes the following items: NHSN Home, Alerts, Dashboard, Reporting Plan, Resident, Event, Summary Data, COVID-19, Vaccination Summary, Import/Export, Surveys, Analysis, Users (highlighted), and Facility. A dropdown menu is open for the 'Users' item, showing 'Add' and 'Find' options. Red arrows point to these options.

The main content area is titled "Find User" and contains the instruction "Enter search criteria and click Find". Under "User Information", there are input fields for User ID, First Name, Middle Name, Last Name, Phone Number, and E-mail Address. Below these fields are three buttons: "Find", "Clear", and "Back".

2. Type in the last name of the individual who is already an NHSN User in the facility. Choose Find.

NHSN - National Healthcare Safety Network (ltcf9411-25-dz6gj:443)

**NHSN Home**

- Alerts
- Dashboard ▶
- Reporting Plan ▶
- Resident ▶
- Event ▶
- Summary Data ▶
- COVID-19 ▶
- Vaccination Summary
- Import/Export
- Surveys ▶
- Analysis ▶

### Find User

• Enter search criteria and click Find

**User Information**

User ID:

First Name:

Middle Name:

Last Name:  ×

Phone Number:

E-mail Address:

**Find** **Clear** **Back**

3. Check the appropriate box(es) indicating the desired rights for the NHSN member, 1) Add, Edit, or Delete, or 2) View staff POC test data based on the needs of the facility. Then choose Save. Repeat the process for any others facility NHSN members as needed.

**NHSN Home**

- Alerts
- Dashboard ▶
- Reporting Plan ▶
- Resident ▶
- Event ▶
- Summary Data ▶
- COVID-19 ▶
- Vaccination Summary
- Import/Export
- Surveys ▶
- Analysis ▶
- Users ▶
- Facility ▶
- Group ▶
- Tools ▶
- Logout

### Add User Rights

✓ User TEST (ID 44327) saved successfully. Please add rights for the new user.

User ID: TEST (ID 44327)

Facility List:

| Rights                    | Patient Safety           | Healthcare Personnel Safety | Biovigilance             | Long Term Care                      | Dialysis                 | Outpatient Procedure     |
|---------------------------|--------------------------|-----------------------------|--------------------------|-------------------------------------|--------------------------|--------------------------|
| Administrator             | <input type="checkbox"/> | <input type="checkbox"/>    | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| All Rights                | <input type="checkbox"/> | <input type="checkbox"/>    | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Analyze Data              | <input type="checkbox"/> | <input type="checkbox"/>    | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |
| Add, Edit, Delete         | <input type="checkbox"/> | <input type="checkbox"/>    | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |
| View Data                 | <input type="checkbox"/> | <input type="checkbox"/>    | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |
| Staff - Add, Edit, Delete | <input type="checkbox"/> | <input type="checkbox"/>    | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |
| Staff - View              | <input type="checkbox"/> | <input type="checkbox"/>    | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |
| Customize Rights          | <input type="checkbox"/> | <input type="checkbox"/>    | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |

**Effective Rights** **Save** **Back** **Advanced**