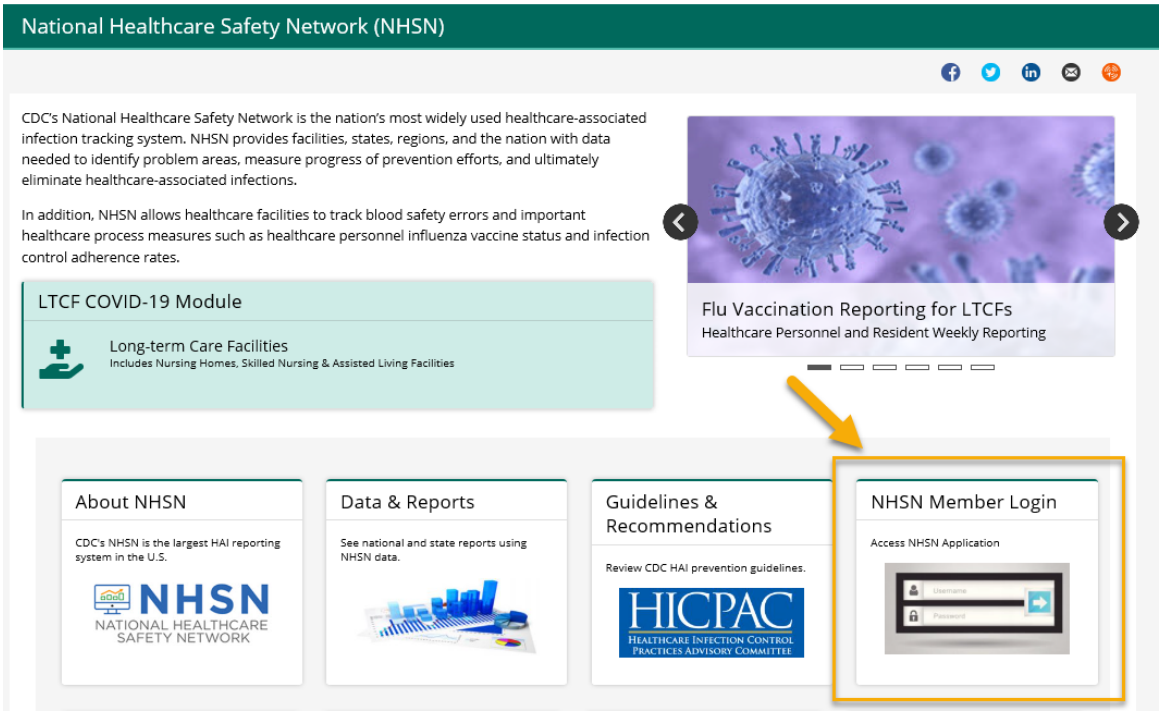
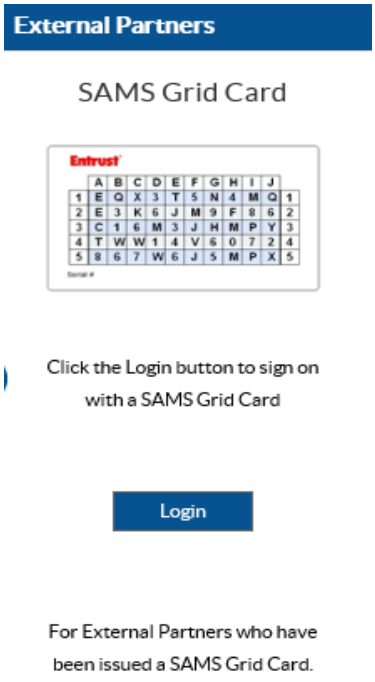
HOW TO ACCESS THE PHARMACY PARTNERSHIP FOR LONG-TERM CARE PROGRAM FORM IN THE NATIONAL HEALTHCARE SAFETY NETWORK (NHSN)

1. **Access the NHSN application by going to the NHSN website at www.cdc.gov/nhsn and click on the NHSN Member Login-Access NHSN Application.**



2. **Use your CDC issued SAMS Grid Card to login in to the NHSN application**



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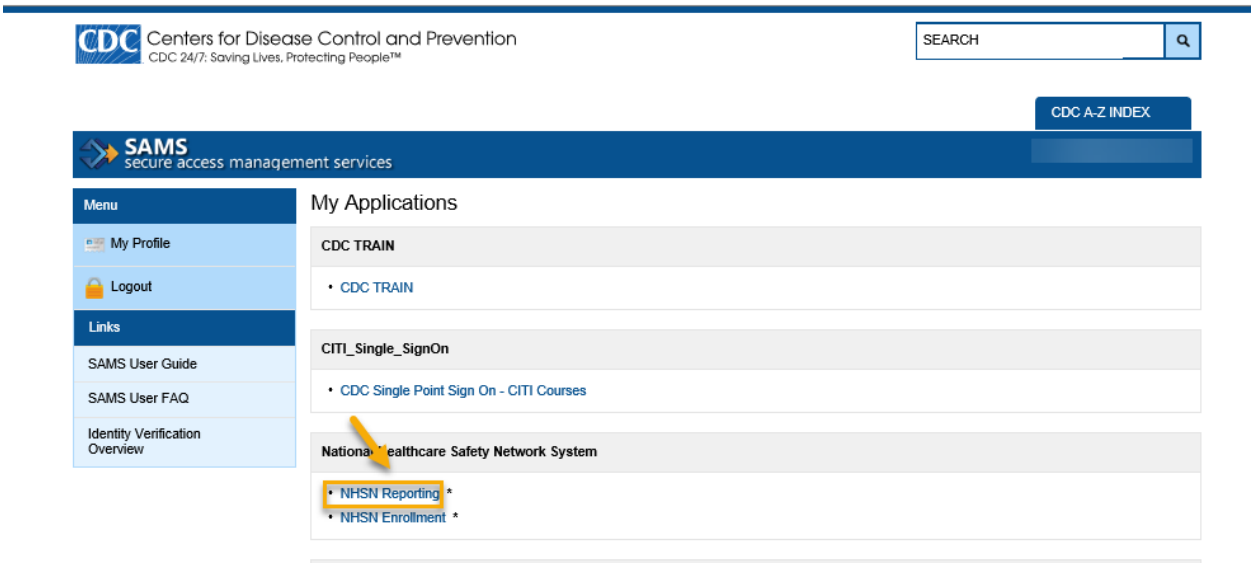
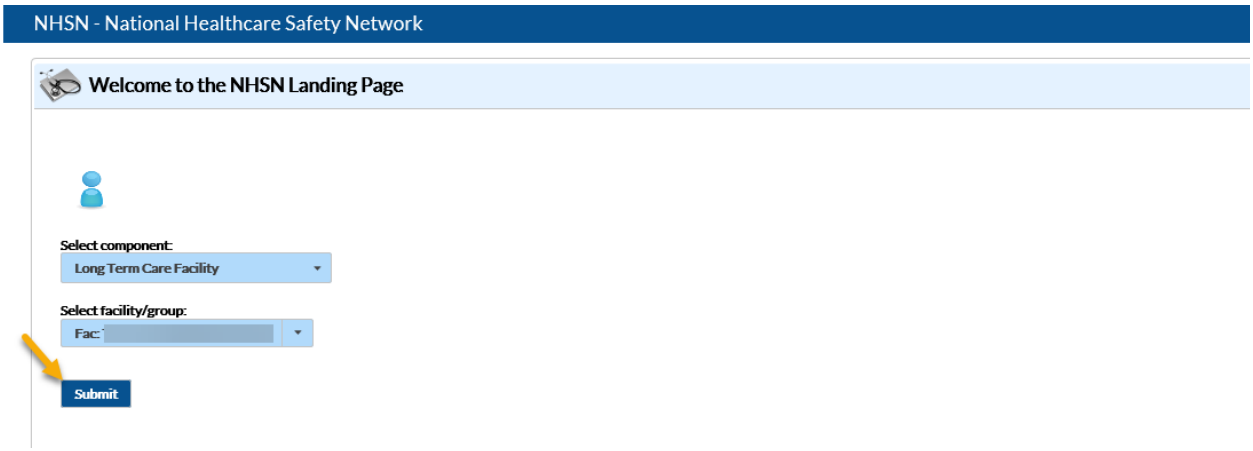
3. **Once you log in NHSN using the SAMS grid card, select "NHSN Reporting".**



4. **On the NHSN Landing Page, select your facility and "Long-Term Care Facility" as the component. Click "Submit".**



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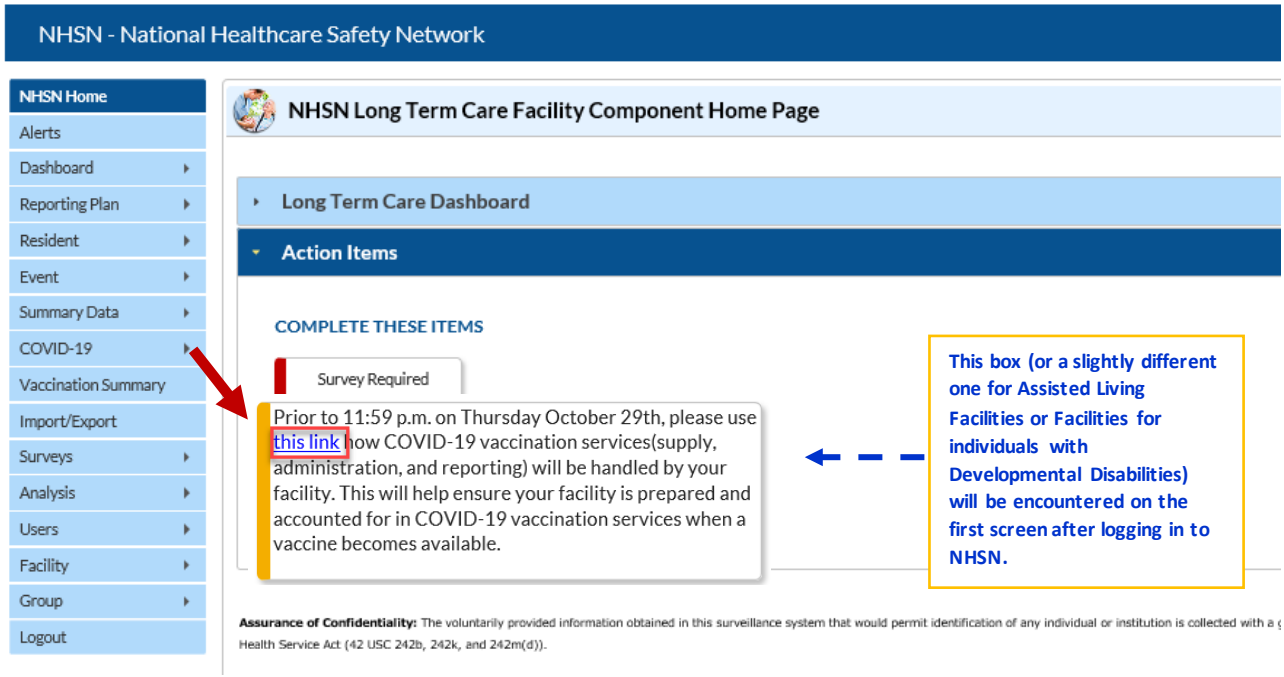
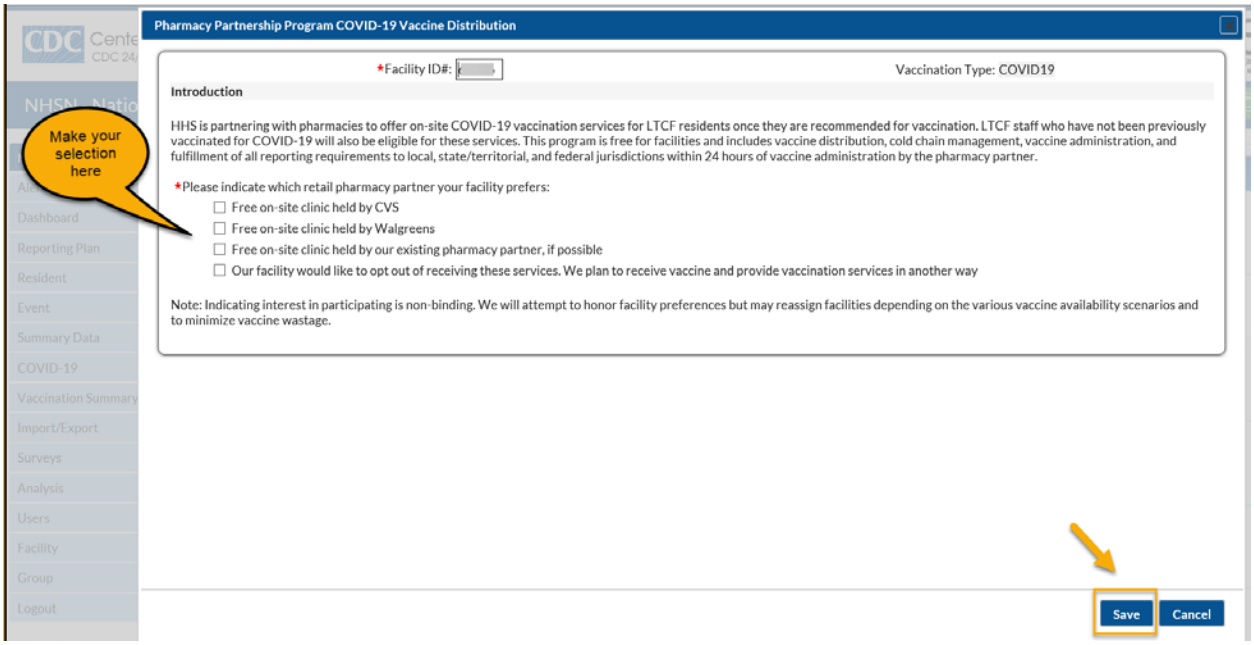
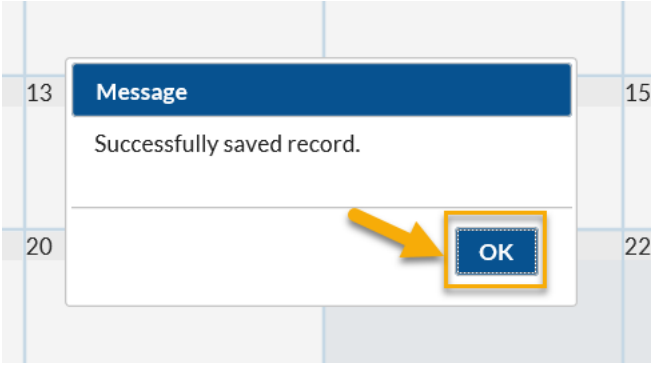
5. **The link to the form will be found on the Long-Term Care Facility Component Home Page under "Action Items". NOTE: YOU MUST CLICK ON THE LINK, NOT HOVER OVER IT.**



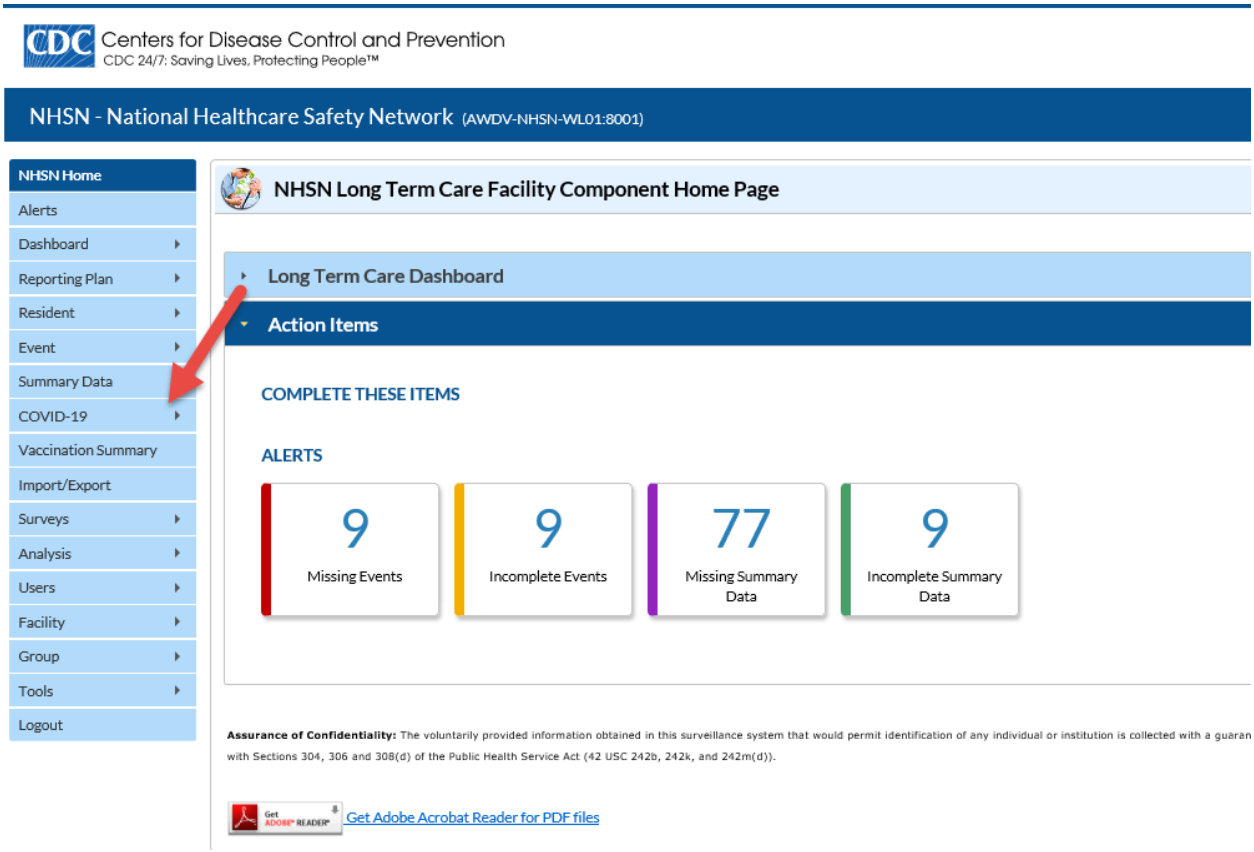
6. **Once you click the link, you will be directed to the Pharmacy Partnership Program COVID-19 Vaccine Distribution form. After you have completed all of the required fields, based on your selections, click "SAVE".**



7.Once you click "SAVE", you will receive a message confirming your Pharmacy selection. Then click "OK".



8. **If, for some reason you do not see the link above, you may access the Pharmacy Partnership Program form through another route. Choose the COVID-19 option from the blue navigation bar on the left. NOTE: THIS IS ALSO HOW YOU WILL ACCESS THE FORM TO MAKE ANY CHANGES TO PREVIOUSLY ENTERED PHARMACY PARTNERSHIP PROGRAM FORM.**



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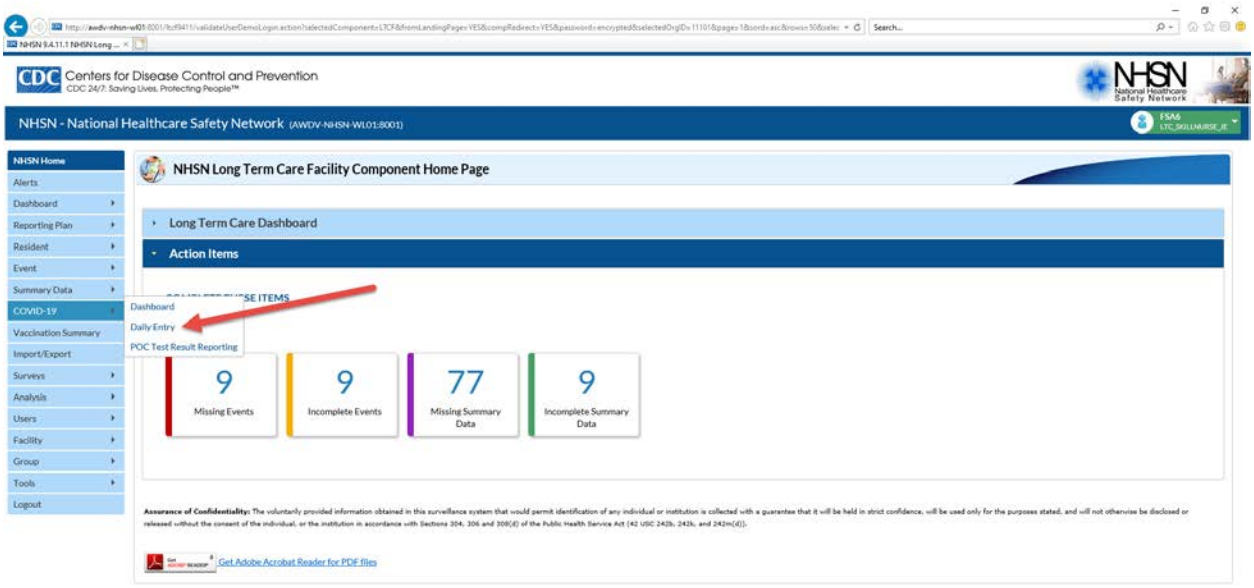
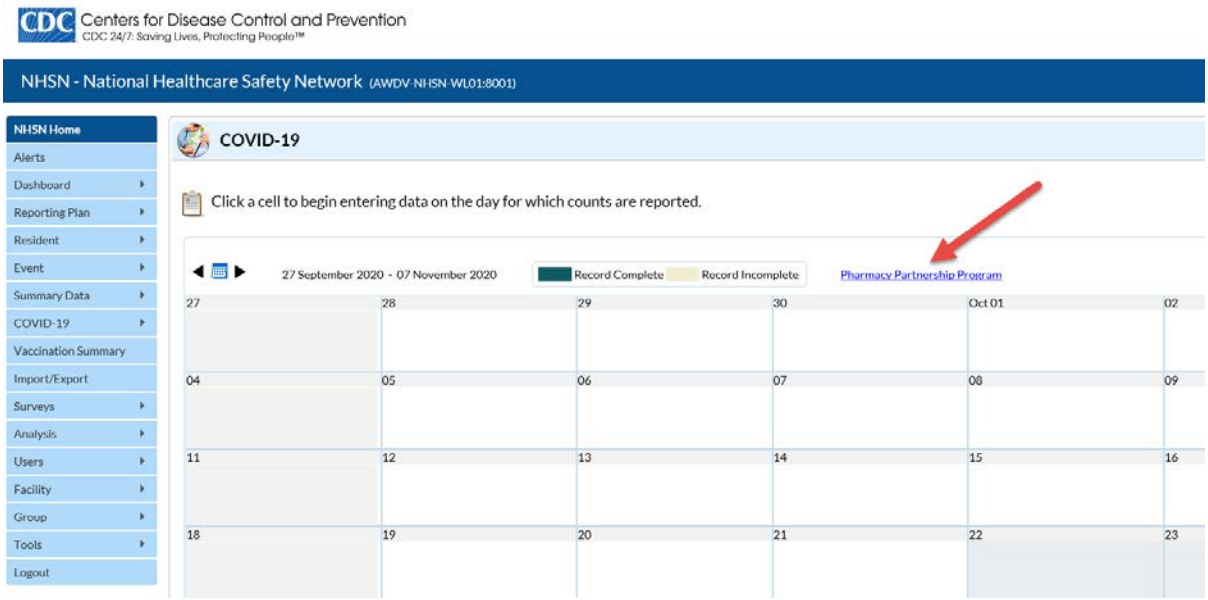
9. Then Choose the Data Entry option from the available selections. This is the same pathway you take to enter daily COVID-19 data.



10. This will take you to the calendar view. From there you may access the Pharmacy Partnership Program Form. NOTE: Again, this is also how you would make any changes to the answers you previously submitted to the Pharmacy Partnership Program form.