

## **AHRQ Medical Office Survey on Patient Safety Culture Comparative Database, Supporting Statement A**

### **Attachment D: Medical Office SOPS Data Submission Emails**

#### **Email #1: Call for Data Submission**

### **Registration is Open: Medical Office Survey on Patient Safety Culture Comparative Database**

Registration is now open for data submission to the Agency for Healthcare Research and Quality (AHRQ) Medical Office Survey on Patient Safety Culture Comparative Database. Medical offices that have administered the AHRQ survey can now voluntarily submit their data.

To register, please go to <http://www.sops-database.org/medicaloffice>.

- Data submission is open from October 1, 2015 to October 21, 2015.
- Eligible medical offices must be in the U.S. or U.S. territories.

This database is a central repository for survey data from medical offices, health systems with medical offices, or survey vendors that have administered the AHRQ medical office survey instrument. One of the purposes of the database is to produce comparative results to help medical offices identify strengths and opportunities for improvement in their patient safety culture. Comparative results are reported in the aggregate and do not include any information identifying participating medical offices.

Please feel free to contact us with any questions or concerns at [DatabasesOnSafetyCulture@westat.com](mailto:DatabasesOnSafetyCulture@westat.com).

Thank you,

The Medical Office Survey Database Submission Team

#### **Email #2: Registration Approval: Username**

Welcome to the AHRQ Medical Office Survey on Patient Safety Culture Data Submission System. Your account was set up with the following information:

Username: [User email address]

Organization: [User organization]

To activate your account please follow the link below:

<<Data Submission URL>>

For questions or comments please contact SOPS Database staff at [DatabasesOnSafetyCulture@westat.com](mailto:DatabasesOnSafetyCulture@westat.com).

## **AHRQ Medical Office Survey on Patient Safety Culture Comparative Database, Supporting Statement A**

### **Attachment D: Medical Office SOPS Data Submission Emails**

#### **Email #3: Reminder email – Send one and two weeks after data submission**

### **Reminder: Registration is Open: Medical Office Survey on Patient Safety Culture Comparative Database**

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