

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

## Attachment G: Example Screen Shots of Medical Office Survey on Patient Safety Culture Data Submission Web Site Information Collection

Figure 1: Submit Questionnaire and Link Questionnaire to Medical Office(s)

The screenshot displays the AHRQ Medical Office Survey on Patient Safety Culture Comparative Database website. The header includes the U.S. Department of Health & Human Services logo and the AHRQ logo with the tagline 'Advancing Excellence in Health Care'. The main navigation bar features 'SURVEYS ON PATIENT SAFETY CULTURE COMPARATIVE DATABASES' and a search box. The sidebar on the left contains a 'Databases' menu with 'Submitting Data' selected, showing a list of steps: '1. Enter Medical Office Site Information', '2. Submit Medical Office Questionnaire', '3. Submit Data Use Agreement', and '4. Submit Respondent Level Data File(s)'. The main content area is titled 'Questionnaires' and includes instructions for uploading and linking questionnaires. A table header is visible with columns for 'Status', 'Date Received', 'File Name', 'Language', and 'Number of Sites using this Questionnaire'. The page also includes a 'Stay Connected' button and contact information for DatabasesOnSafetyCulture@westat.com.

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## Attachment G: Example Screen Shots of Medical Office Survey on Patient Safety Culture Data Submission Web Site Information Collection

Figure 1: Submit Questionnaire and Link Questionnaire to Medical Office(s), continued

The screenshot displays the AHRQ website interface for submitting a questionnaire. At the top, there is a header for the U.S. Department of Health & Human Services and the AHRQ logo. The main navigation bar includes 'SURVEYS ON PATIENT SAFETY CULTURE COMPARATIVE DATABASES' and a search box. A sidebar on the left contains a 'Databases' section with a 'Submitting Data' menu item, and a 'Stay Connected' section with contact information. The main content area shows the 'Submit Questionnaire: Select file' form, which includes a file upload field, a note about acceptable file formats, a language selection dropdown, and a table of medical sites. A 'Submit File' button is located at the bottom of the form.

**U.S. Department of Health & Human Services** [www.hhs.gov](http://www.hhs.gov)

**AHRQ Agency for Healthcare Research and Quality**  
Advancing Excellence in Health Care [www.ahrq.gov](http://www.ahrq.gov)

**SURVEYS ON PATIENT SAFETY CULTURE COMPARATIVE DATABASES**

[E-mail Updates](#) | [Contact Us](#) | [Site Map](#) | [Print Page](#)

Search

**Databases**

Welcome, M

- **Submitting Data**
  1. Enter Medical Office Site Information
  - 2. Submit Medical Office Questionnaire**
  3. Submit Data Use Agreement
  4. Submit Respondent Level Data File(s)
- **Check Your Submission Status**
- **Your Account**
  - Change Password
  - Edit Contact Information
- **Logout**

**Stay Connected**

DatabasesOnSafetyCulture@westat.com  
888-324-9790  
Surveys on Patient Safety Culture

**Submit Questionnaire: Select file**

A field with an asterisk (\*) before it is a required field.

Note: Acceptable file formats are .doc, .docx, .wpd, .pdf, or .rtf.

No file selected.

\* **Language**

English  
 Spanish  
 Other

\* **Select the sites that used this questionnaire** [Check All](#) [Uncheck All](#)

Select	Site Name	Address 1	Address 2	City	State	Zip Code
<input type="checkbox"/>	Sample Medical Office	123 Main Street		Rockville	MD	20850

**AHRQ** Advancing Excellence in Health Care

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## Attachment G: Example Screen Shots of Medical Office Survey on Patient Safety Culture Data Submission Web Site Information Collection

Figure 2: Upload Data for Each Participating Medical Office

The screenshot displays the AHRQ website interface for submitting data. At the top, there are logos for the U.S. Department of Health & Human Services and AHRQ. The main navigation bar includes 'SURVEYS ON PATIENT SAFETY CULTURE COMPARATIVE DATABASES' and a search box. The sidebar on the left contains a 'Databases' section with a 'Submit Respondent Level Data File(s)' link highlighted. The main content area is titled 'Submit Respondent Level Data File(s)' and provides instructions for users. Below the instructions is a table with one record, and a search bar at the bottom.

**Submit Respondent Level Data File(s)**

Instructions:

- Once your questionnaire is approved you can begin submitting your data file(s). Select "Submit Data File" next to the medical office you are submitting data for to upload your file(s).
- View data specifications ([PDF](#), 383 KB, [PDF HELP](#))
- View sample data file ([XLSX](#), 18 KB)

<< Previous | Next >> Records: 1

Submit	Status	Site Name	Address	City	State	Denominator	End Month/Year	Current Data File	Current Data File Sta
1. <a href="#">Submit data file</a>	Pending	<a href="#">Sample Medical Office</a>	123 Main Street	Rockville	MD	20	1/2012		

<< Previous | Next >>

Search:  Contains

DatabasesOnSafetyCulture@westat.com  
888-324-9790

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## Attachment G: Example Screen Shots of Medical Office Survey on Patient Safety Culture Data Submission Web Site Information Collection

Figure 2: Upload Data for Each Participating Medical Office, continued

The screenshot displays the AHRQ web portal interface for data submission. At the top, there is a header for the U.S. Department of Health & Human Services and the AHRQ logo. Below this, a navigation bar contains links for 'E-mail Updates', 'Contact Us', 'Site Map', and 'Print Page', along with a search box. The main content area is titled 'SURVEYS ON PATIENT SAFETY CULTURE COMPARATIVE DATABASES'. A left-hand navigation menu lists various options, with '4. Submit Respondent Level Data File(s)' highlighted. The main content area shows the breadcrumb trail 'You are here: Databases > Submitting Data > File Upload/Quality Report' and 'Instructions' for data submission. The instructions specify that the data file must match the site information, which is provided as a sample: 'Sample Medical Office, 123 Main Street, Rockville MD, 20850'. A note indicates that only Excel files are acceptable. A 'Browse...' button is present, and the text 'No file selected.' is displayed. A 'Next >' button is located at the bottom of the form area.

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**SURVEYS ON PATIENT SAFETY CULTURE COMPARATIVE DATABASES**

[E-mail Updates](#) | [Contact Us](#) | [Site Map](#) | [Print Page](#)

Search

**Databases**

Welcome, M

- **Submitting Data**
  1. Enter Medical Office Site Information
  2. Submit Medical Office Questionnaire
  3. Submit Data Use Agreement
- **4. Submit Respondent Level Data File(s)**
- **Check Your Submission Status**
- **Your Account**
  - Change Password
  - Edit Contact Information
- **Logout**

**Stay Connected**

DatabasesOnSafetyCulture@westat.com  
888-324-9790

**You are here:** [Databases](#) > [Submitting Data](#) > File Upload/Quality Report

**Instructions:**  
Verify that the data you are submitting matches the following site information:

- Medical Office Name, and
- Medical Office Address.

Select 'Browse' to locate the data file.  
Select 'Next'.

**Submit Data: Select file (Step 1 of 2)**

Data file must match Site Name, Address, City, State, and Zip code.

**Sample Medical Office**  
**123 Main Street**  
**Rockville MD, 20850**

Note: Only Excel files are acceptable (valid file extensions are .xls and.xlsx).

No file selected.