

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. Below the instructions is a table header with columns for 'Status', 'Date Received', 'File Name', 'Language', and 'Number of Sites using this Questionnaire'. The table currently shows 'Records: 0'.

U.S. Department of Health & Human Services www.hhs.gov

AHRQ Agency for Healthcare Research and Quality
Advancing Excellence in Health Care www.ahrq.gov

**SURVEYS ON PATIENT SAFETY CULTURE
COMPARATIVE DATABASES**

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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**

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You are here: [Databases](#) > [Submitting Data](#) > Questionnaires

Questionnaires

Instructions:

- To upload a questionnaire, click on "**Upload a questionnaire**".
- If you already have an approved questionnaire and you have added or replaced medical offices using the [same](#) questionnaire, link your medical offices to the questionnaire by clicking on the file name of the accepted questionnaire below.

[Upload a questionnaire](#)

<< Previous | Next >> **Records: 0**

Status	Date Received	File Name	Language	Number of Sites using this Questionnaire
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Search: Status Contains

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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. 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' and shows the user's current location: 'Databases > Submitting Data > Upload Questionnaire'. A note indicates that fields with an asterisk (*) are required.

The 'Submit Questionnaire: Select file' section includes a file upload area with a 'Browse...' button and a note that acceptable file formats are .doc, .docx, .wpd, .pdf, or .rtf. Below this is a language selection section with radio buttons for English, Spanish, and Other.

The 'Select the sites that used this questionnaire' section features a table with columns for 'Select', 'Site Name', 'Address 1', 'Address 2', 'City', 'State', and 'Zip Code'. A single site, 'Sample Medical Office', is listed with the address '123 Main Street, Rockville, MD, 20850'. A 'Submit File' button is located at the bottom of the table.

The sidebar on the left contains a 'Databases' section with a 'Welcome, M' message and a list of steps: '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), and 'Logout'. Below this is a 'Stay Connected' section with contact information for 'DatabasesOnSafetyCulture@westat.com' and the phone number '888-324-9790'.

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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 left sidebar contains a 'Databases' menu with options like 'Submitting Data', 'Check Your Submission Status', and 'Your Account'. The main content area is titled 'Submit Respondent Level Data File(s)' and provides instructions for uploading data files. Below the instructions is a table with one record.

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. Submit data file	Pending	Sample Medical Office	123 Main Street	Rockville	MD	20	1/2012		

<< Previous | Next >>

Search: Contains

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

The screenshot displays the AHRQ web portal interface. At the top, there is a navigation bar with the U.S. Department of Health & Human Services logo and the URL www.hhs.gov. Below this is the AHRQ logo and the text 'Agency for Healthcare Research and Quality' with the tagline 'Advancing Excellence in Health Care' and the URL www.ahrq.gov. A search bar is located in the top right corner.

The main content area is titled 'SURVEYS ON PATIENT SAFETY CULTURE COMPARATIVE DATABASES'. A breadcrumb trail indicates the current location: 'You are here: Databases > Submitting Data > File Upload/Quality Report'. Below this, there are instructions for users to verify their data submission matches the site information, including medical office name and address. A sample medical office address is provided: 'Sample Medical Office, 123 Main Street, Rockville MD, 20850'. A note specifies that only Excel files are acceptable.

The sidebar on the left contains a 'Databases' section with a 'Welcome, M' message and a list of navigation options: 'Submitting Data', 'Check Your Submission Status', 'Your Account', and 'Logout'. The 'Submitting Data' option is currently selected.

The main content area features a 'Submit Data: Select file' section with a '(Step 1 of 2)' indicator. It includes a text box for instructions, a sample address, a note about file formats, and a 'Browse...' button. A 'Next >' button is located at the bottom of the form.