

# 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" and "COMPARATIVE DATABASES". A search bar is located in the top right corner.

The main content area is titled "Questionnaires" and includes the following instructions:

**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.

A link labeled "Upload a questionnaire" is provided. Below this, a table header is visible with columns: Status, Date Received, File Name, Language, and Number of Sites using this Questionnaire. The table currently shows "Records: 0".

The left sidebar contains a "Databases" menu with the following items:

- 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

A "Stay Connected" button is located at the bottom of the sidebar. The footer contains contact information: "DatabasesOnSafetyCulture@westat.com" and "888-324-9790".

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

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

**You are here:** [Databases](#) > [Submitting Data](#) > Upload Questionnaire

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

**Submit Questionnaire: Select file**

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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Figure 2: Upload Data for Each Participating Medical Office

The screenshot shows the AHRQ website interface for submitting data. The header includes the U.S. Department of Health & Human Services logo and the AHRQ logo. The main navigation bar features 'SURVEYS ON PATIENT SAFETY CULTURE COMPARATIVE DATABASES' and a search box. The sidebar on the left lists navigation options under 'Databases', including 'Submit Respondent Level Data File(s)'. 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, 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

Stay Connected

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. 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 and links for 'E-mail Updates', 'Contact Us', 'Site Map', and 'Print Page' are also visible.

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'. The 'Instructions' section states: 'Verify that the data you are submitting matches the following site information:' followed by a list of required information: 'Medical Office Name, and' and 'Medical Office Address.' It also instructs users to 'Select 'Browse' to locate the data file.' and 'Select 'Next'.'

The 'Submit Data: Select file' section is labeled '(Step 1 of 2)'. It contains a text box with the instruction: 'Data file must match Site Name, Address, City, State, and Zip code.' Below this, a sample address is provided: 'Sample Medical Office, 123 Main Street, Rockville MD, 20850'. A note specifies: 'Note: Only Excel files are acceptable (valid file extensions are .xls and.xlsx).' A 'Browse...' button is present, followed by the text 'No file selected.' At the bottom of the form, there is a 'Next >' button.

The left sidebar menu includes a 'Databases' section with a 'Welcome, M' message and a list of navigation options: 'Submitting Data' (with sub-items: '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' (with sub-items: 'Change Password', 'Edit Contact Information'), and 'Logout'. A 'Stay Connected' section at the bottom of the sidebar provides contact information: 'DatabasesOnSafetyCulture@westat.com' and '888-324-9790'.