

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 Data Use Agreement (DUA) and Link DUA to Medical Office(s)

The screenshot displays the AHRQ Medical Office Survey on Patient Safety Culture Data Submission web site. The header includes the AHRQ logo and the text "Agency for Healthcare Research and Quality". A search bar is located in the top right corner. The main navigation bar features a globe icon and the text "Surveys on Patient Safety Culture™".

The page content is organized into two main columns. On the left, there is a sidebar menu with the following items:

- Databases** (highlighted in purple)
- Welcome, Susie
- Submitting Data
 - 1. Enter Medical Office Site Information
 - 2. Submit Medical Office Questionnaire
 - 3. Submit Data Use Agreement
 - 4. Submit Survey Data File(s)
- Check Your Submission Status

The main content area is titled "Submit Data Use Agreement (DUA)". It contains the following text:

Each medical office wishing to participate in the SOPS Medical Office Survey Database is required to sign a DUA each submission period. The DUA assures the confidentiality of the data and explains how the data will be used. The completed and signed DUA can be submitted at any time. The DUA can be uploaded directly to the submission system through the DUA-submission portal, emailed to DatabasesOnSafetyCulture@westat.com, or faxed to 1-888-352-6277.

Medical Office Data Use Agreement (PDF, 188 KB, PDF HELP)

For technical assistance, please email DatabasesOnSafetyCulture@westat.com or call 1-888-324-9790.

At the bottom of the main content area, there is a button labeled "Upload your DUA".

In the top right corner of the page, there is a user profile section showing "superadmin" and a link to "Return to Admin".

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

The screenshot shows the AHRQ Medical Office Survey on Patient Safety Culture Data Submission Web Site. The header includes the AHRQ logo and the text 'Agency for Healthcare Research and Quality'. The navigation menu on the left has 'Submit Medical Office Questionnaire' selected. The main content area is titled 'Questionnaires' and includes instructions, a search bar, and a table header for listing questionnaires.

Databases

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

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.

Please allow up to 3 business days for review.

Upload a questionnaire

<< Previous | Next >> Records: 0

#	Status	Date Received (d)	File Name	Language	Number of Sites using this Questionnaire
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<< Previous | Next >>

Search: Status [v] Contains [v] [Find]

Figure 2: Submit Questionnaire and Link Questionnaire to Medical Office(s), continued

The screenshot shows the 'Submit Questionnaire: Select file' form. The form includes instructions for selecting a survey version and language, and a 'Next' button.

Databases

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

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

Submit Questionnaire: Select file

To submit a Questionnaire

- Select the survey version of the questionnaire.
- Select the language of the questionnaire.
- Select "Next"

* Language

English

Spanish

Other

Next

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Figure 3: Upload Data for Each Participating Medical Office

The screenshot displays the AHRQ Medical Office Survey Data Submission web interface. The header includes the AHRQ logo and the text "Agency for Healthcare Research and Quality". The navigation menu on the left includes "Databases", "Welcome, Susie", "Submitting Data" (with steps 1-4), "Check Your Submission Status", "Your Account", "Change Password", "Edit Contact Information", and "Logout". The main content area is titled "Submit Survey Data File(s)" and contains instructions, data specifications, and sample data files. Below this is a table with 10 columns: #, Submit (with a dropdown arrow), Status, Site Name, Address, City, State, Denominator, End Month/Year, Current Data File, and Current Data File Status. The table contains one row with the following data: 1, Pending, Sample Medical Office A, 123 Elm Street, Rockville, MD, 20, 1/2019, and empty cells for the last two columns. Below the table is a search bar with "Submit" in the dropdown, "Contains" in the dropdown, an empty input field, and a "Find" button.

Agency for Healthcare Research and Quality

Search All AHRQ Sites | Careers |

Surveys on Patient Safety Culture™

superadmin | Return to Admin

Submit Survey 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).

Data specifications:

- Medical Office Survey Data Specifications (PDF, 383 KB, PDF HELP)
- Medical Office Survey Data Specifications with Value and Efficiency Supplemental Item Set (PDF, 383 KB, PDF HELP)

Sample data files:

- Sample Medical Office Survey Data File (XLSX, 18 KB)
- Sample Medical Office Survey Data File with Value and Efficiency Supplemental Item Set (XLSX, 18 KB)

<< Previous | Next >> Records: 1

#	Submit	Status	Site Name	Address	City	State	Denominator	End Month/Year	Current Data File	Current Data File Status
1.		Pending	Sample Medical Office A	123 Elm Street	Rockville	MD	20	1/2019		

<< Previous | Next >>

Search: Submit Contains Find