

**Attachment D: Data Submission Emails**

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

**Data Submission Open for AHRQ Ambulatory Surgery Center Survey**



**Data Submission Open for AHRQ Ambulatory Surgery Center Survey**

Data submission is open June 1 – 21 for the Agency for Healthcare Research and Quality (AHRQ) Surveys on Patient Safety Culture™ (SOPS™) Ambulatory Surgery Center Database. Ambulatory surgery centers that have administered the AHRQ Ambulatory Surgery Center safety culture survey can now voluntarily submit their data. Ambulatory surgery centers that submit to the database will receive individual ambulatory surgery center and system feedback reports displaying their results and preliminary results from other organizations that voluntarily submitted their data. Ambulatory surgery centers must be in the U.S. or U.S. territories and each location, including those part of an ambulatory surgery center chain or health care system, is considered a separate ambulatory surgery center for submission purposes.

This database is a central repository for survey data from ambulatory surgery centers or survey vendors that have administered the AHRQ Ambulatory Surgery Center survey instrument. One of the purposes of the database is to help ambulatory surgery centers identify strengths and opportunities for improvement in their patient safety culture. Preliminary results are reported in the aggregate and do not include any information identifying participating ambulatory surgery centers.

To submit data, please go to <https://sopsdatabase.ahrq.gov>.

Please feel free to email [DatabasesOnSafetyCulture@westat.com](mailto:DatabasesOnSafetyCulture@westat.com) with questions.

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



Email subject: Account Activation: Ambulatory Surgery Center Survey on Patient Safety Culture System

Welcome to the AHRQ Ambulatory Surgery Center 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 Database staff at [DatabasesOnSafetyCulture@westat.com](mailto:DatabasesOnSafetyCulture@westat.com).

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



**Reminder: Data Submission Open for the SOPS™ Ambulatory Surgery Center Database**

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