

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

Attachment G: Example Screenshots of Medical Office Survey on Patient Safety Culture Data Submission Website 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 website. At the top left is the AHRQ logo with the text 'Agency for Healthcare Research and Quality'. At the top right are links for 'Search All AHRQ Sites', 'Careers', and 'Contact Us'. Below the header is a navigation bar with 'Surveys on Patient Safety Culture™'. The main content area is divided into a left sidebar and a main panel. The sidebar, titled 'Databases', contains a 'Welcome, Susie' message and a 'Submitting Data' section with four numbered steps: 1. Enter Medical Office Site Information, 2. Submit Medical Office Questionnaire, 3. Submit Data Use Agreement, and 4. Submit Survey Data File(s). Below these steps is a 'Check Your Submission Status' link. The main panel is titled 'Submit Data Use Agreement (DUA)' and contains a paragraph explaining the DUA process, a link to the 'Medical Office Data Use Agreement (PDF, 188 KB, PDF HELP)', and a note about technical assistance. A button labeled 'Upload your DUA' is positioned at the bottom of the main panel. In the top right corner of the main panel, there are links for 'superadmin' and 'Return to Admin'.

Agency for Healthcare Research and Quality

Search All AHRQ Sites | Careers | Contact Us

Surveys on Patient Safety Culture™

superadmin | Return to Admin

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](#)

Submit Data Use Agreement (DUA)

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 1-888-852-8277.

[Medical Office Data Use Agreement \(PDF, 188 KB, PDF HELP\)](#)

For technical assistance, please email DatabasesOnSafetyCulture@westat.com or call 1-888-324-9700.

[Upload your DUA](#)

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

The screenshot shows the AHRQ Surveys on Patient Safety Culture website. The header includes the AHRQ logo and the text "Agency for Healthcare Research and Quality". A navigation bar contains "Surveys on Patient Safety Culture™". On the right, there are links for "Search All AHRQ Sites", "Careers", and "superadmin | Return to Admin".

The main content area is divided into two columns. The left column, titled "Databases", contains a sidebar with the following links: "Welcome, Susie", "Submitting Data" (with sub-links: "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" (with sub-links: "Change Password", "Edit Contact Information"), and "Logout".

The right column, titled "Questionnaires", contains 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." Below the instructions is a note: "Please allow up to 3 business days for review." There is a link "Upload a questionnaire". Below that is a table header: "<< Previous | Next >> Records: 0" and a table with columns: "#", "Status", "Date Received", "File Name", "Language", and "Number of Sites using this Questionnaire". Below the table is a search bar with "Search:" followed by a dropdown menu set to "Status", another dropdown menu set to "Contains", a text input field, and a "Find" button.

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

The screenshot shows the AHRQ Surveys on Patient Safety Culture website. The header includes the AHRQ logo and the text "Agency for Healthcare Research and Quality". A navigation bar contains "Surveys on Patient Safety Culture™". On the right, there are links for "Search All AHRQ S" and "superadmin".

The main content area is divided into two columns. The left column, titled "Databases", contains a sidebar with the following links: "Welcome, Susie", "Submitting Data" (with sub-links: "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" (with sub-links: "Change Password", "Edit Contact Information"), and "Logout".

The right column contains a message: "A field with an asterisk (*) before it is a required field." Below this is a form titled "Submit Questionnaire: Select file". The form contains the following text: "To submit a Questionnaire" followed by a list of instructions: "Select the survey version of the questionnaire.", "Select the language of the questionnaire.", and "Select 'Next'". Below the instructions is a form field labeled "* Language" with three radio button options: "English", "Spanish", and "Other". At the bottom of the form is a "Next" button.

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Figure 3: Upload Data for Each Participating Medical Office

Agency for Healthcare Research and Quality

Search All AHRQ Sites | Careers |

Surveys on Patient Safety Culture™

superadmin | Return to Admin

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

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 ID | 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: