

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" on the left, and "Search All AHRQ Sites | Careers | C" on the right. Below the header is a navigation bar with "Surveys on Patient Safety Culture™". The main content area is divided into two columns. The left column is a sidebar menu with a purple header "Databases" and a list of navigation items: "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)", and "Check Your Submission Status". The right column is titled "Submit Data Use Agreement (DUA)" and 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." Below this text is a button labeled "Upload your DUA". In the top right corner of the main content area, there is a user profile "superadmin" and a link "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", and "Your Account" (with options for 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 showing the submission status for a medical office.

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: