

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)



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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

superadmin | Return to Admin

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 1-888-652-6277.

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

For technical assistance, please email DatabasesOnSafetyCulture@westat.com or call 1-888-324-6790.

Upload your DUA

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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 page has a header with the AHRQ logo and the text 'Agency for Healthcare Research and Quality'. Below the header is a navigation bar with the text 'Surveys on Patient Safety Culture™'. The main content area is divided into two columns. The left column contains a sidebar with the following links: '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', and 'Logout'. The right column contains the 'Questionnaires' section. It includes instructions on how to upload and link questionnaires, a table with columns for '#', 'Status', 'Date Received', 'File Name', 'Language', and 'Number of Sites using this Questionnaire', and a search bar with a 'Find' button. The search bar has a dropdown menu for 'Status' and a 'Contains' button.

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

The screenshot shows the AHRQ Medical Office Survey on Patient Safety Culture Data Submission Web Site, continued. The page has the same header and navigation bar as the previous screenshot. The main content area is divided into two columns. The left column contains the same sidebar as the previous screenshot. The right column contains the 'Submit Questionnaire: Select file' section. It includes instructions on how to select the survey version, language, and next steps. There is a dropdown menu for 'Language' with options for 'English', 'Spanish', and 'Other'. A 'Next' button is located at the bottom of the section. A note at the top of the section states: 'A field with an asterisk (*) before it is a required field.'

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Figure 3: Upload Data for Each Participating Medical Office



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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 (i)	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		

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