



2020 State of Hospital Medicine Survey Multisite Reporting Guide

If you are planning to submit data for multiple different practices within your group, there are two options -- the Multisite Retake in the Online Survey OR the Multisite Excel Template.



SHM recommends using the Multisite Retake in the Online Survey.

Option 1 (Recommended): Multisite Retake in the Online Survey

The Multisite Retake in the Online Survey functionality reduces the time to submit for multiple sites by enabling you to copy and edit your responses from your first survey. After your first submission, you will be given a Multisite Retake Link to take the survey again. If you select this option, the new survey will be pre-populated with your prior answers. We encourage groups to copy their answers and just make necessary changes to the new survey. Participants can continue to submit retake surveys for as many sites as they want.

Step 1: Take the online survey normally for one site.

Step 2: At the end of the survey (after Contact Information), respond to a question about your need to take the survey for additional sites. Selecting “Yes” in Multisite 1 and pressing the forward button will take you to question “Multisite 2.”

Multisite 1. Do you need to fill out a survey for another site (multisite submission)?

Yes

No

Step 3: Decide whether to copy your prior answers or respond to a blank copy of the survey. Selecting “Yes” in Multisite 2 will pre-populate your next survey with all your previous answers. You will be able to change any of your answers as needed. Selecting “No” will give you a link to a completely blank new survey.

Multisite 2. Do you want to pre-populate your next site survey with your prior answers?

You will be able to change your answers if you pre-populate the next survey.

Yes

No

Step 4: Review and submit your responses for the first survey.

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2020 State of Hospital Medicine Survey

Are you ready to complete ?

- ✓ [Group Profile](#)
- ✓ [Scope of Clinical Services](#)
- ✓ [Staffing](#)
- ✓ [Staffing Leadership](#)
- ✓ [Staffing Backup Plan](#)
- ✓ [Scheduling](#)
- ✓ [Scheduling Coverage](#)
- ✓ [Compensation and Benefits](#)
- ✓ [Production and Billing](#)
- ✓ [Academic Hospital Medicine](#)
- ✓ [Group Finances](#)
- ✓ [Contact Information](#)

[→](#)

Step 5: After submitting your first survey, you will receive a Multisite Retake Link. Use that link to access your next site survey. Change your answers as needed. Please note that changing answers may unlock certain survey logic, so you may see different questions as you adjust your responses.

Multisite Retake Link
Please click on the link below to fill out another site.

[Survey Link](#)

Below this line are your previous survey answers. If you want to refer to your previous answers or need a copy for your records, download the PDF copy now.

Below is a summary of your responses [Download PDF](#)

Step 6: Repeat as many times as needed.

Option2 (Alternative): Multisite Excel Template

If you do not want to use the survey's retake functionality, STOP taking the online survey and use the Multisite Excel Template to record your responses for each question. The Multisite Excel Template allows you to submit your data for multiple sites all at once to SHM. It contains instructions for completing and securely submitting your survey.



The Multisite Excel Template does not have skip logic based on your responses, so you will see every question in the survey. However, any applicable skip logic has been noted with each question.

Securely submit your Multisite Excel Spreadsheet

When you are ready to submit your completed Multisite Excel spreadsheet, send it to SHM using the secure submission link included in the instructions of the Multisite Excel spreadsheet.

To get the Multisite Excel Template: Email a request to SHM staff at Survey@hospitalmedicine.org.

Questions or need additional support? Email SHM staff at survey@hospitalmedicine.org.