TeamBirth Patient Survey Data Entry Tips

1. **Tracking the number of surveys handed out every week.**
   - This is important for tracking the response rates, which tells us how representative the data is relative to your patient population and helps us know how many surveys are completed and how many passed out.. You can maintain the numbers distributed by numbering surveys or reporting the number of births per month.

2. **If a respondent has left a question blank, please select "Prefer not to answer".**
   - All questions have a "Prefer not to answer" response option with the exception of the question that asks how many miles the patient traveled from home to get to the hospital. If the respondent left the mileage question blank, simply leave that field blank on the survey.

3. **Data entry time frame: Please try to enter all paper surveys in the same month that they were completed.**
   - For example, ideally all paper surveys received in August 2022 would be entered into the electronic system in August 2022.
   - The survey date is automatically generated when you enter the survey into the electronic system. So if a survey that was received in June isn't entered into the electronic system until July, it will be incorrectly dated as a July survey. Having an accurate date is important since we frequently look at the data over time, by month.
   - We recommend avoiding entering all the surveys at the end of the month.

4. **If you are entering a test record, please add "TEST RECORD" in the "Please share any additional thoughts or comments you have about your labor and delivery." field.**
   - This will allow us to easily identify and remove any test records.

5. **Do not leave surveys incomplete on Qualtrics**: If you have a question as you're entering data and aren't sure what to do, please finish entering the record and add "QUESTION ABOUT DATA ENTRY" in the "Please share any additional thoughts or comments you have about your labor and delivery." so we can identify the record. We're able to make edits on our end, so if changes need to be made after we discuss your question, the Ariadne Labs team will be able to make that change.