

# How to Upload Files

(Health Literacy, Medication Reconciliation, Sharps Safety, and/or Stenosis/Vascular Access Monitoring modules)

On Reporting Form, click **Upload Files** button

The screenshot shows the 5-Diamond Patient Safety Program website. The header includes the logo and a navigation menu with items: Home, About, Registration, Participants, Managers, Contact Us, and WebAdmin. The main content area is titled "Sharps Safety Reporting Form" and contains the following fields and options:

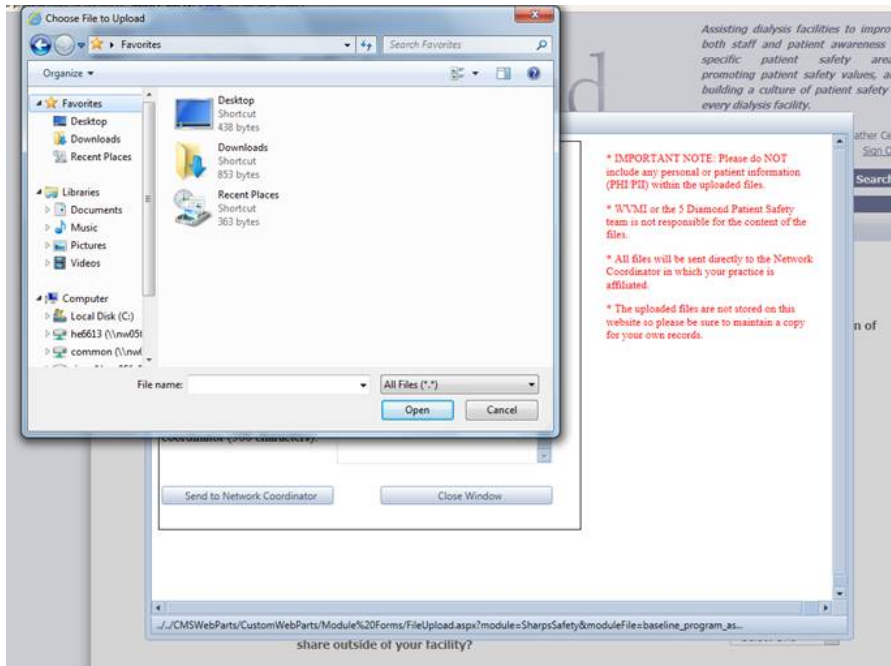
- Provider Number: NW05-1
- Number of Staff In-Serviced: [Empty field]
- CDC's Baseline Program Assessment Worksheet: **Total of 0 files uploaded**
- Upload Files(s) button
- Section: Please indicate how this module was presented in your facility:
  - Full-Staff Meeting
  - Small Group Sessions
  - Individual Learning Sessions
  - Lunch Sessions
  - After Hours Sessions
  - Other
- Section: Has this module introduced you to any Best Practices that you will share outside of your facility? (Dropdown menu: --Select One--)

A pop-up window will appear

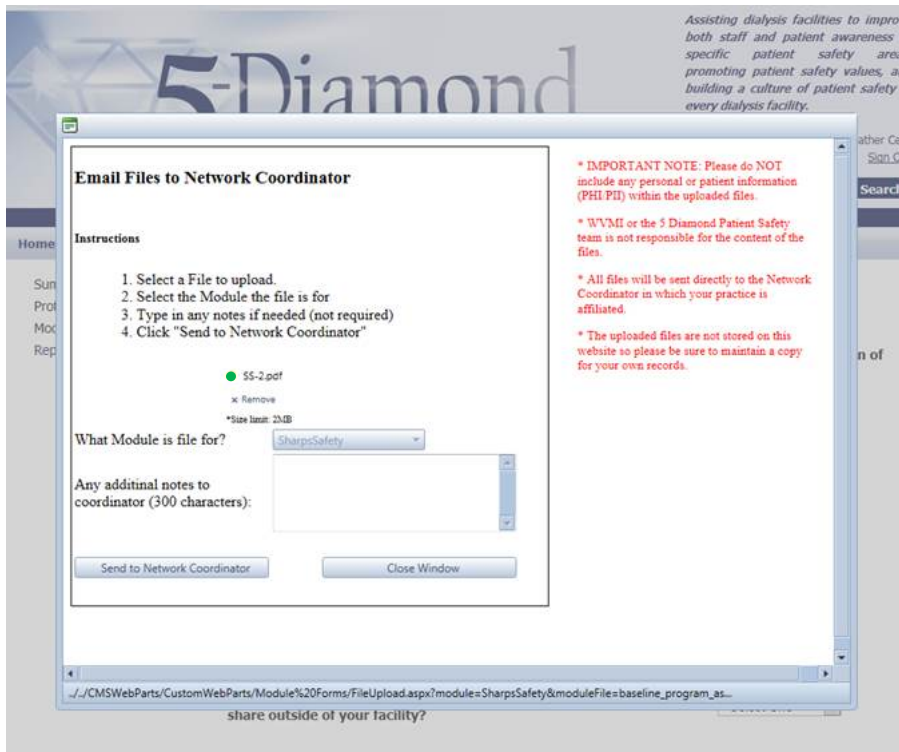
The screenshot shows a pop-up window titled "Email Files to Network Coordinator" overlaid on the website. The window contains the following instructions and fields:

- Instructions:**
  1. Select a File to upload.
  2. Select the Module the file is for
  3. Type in any notes if needed (not required)
  4. Click "Send to Network Coordinator"
- File selection: [File picker] Select
- What Module is file for? (Dropdown menu): SharpsSafety
- Any additional notes to coordinator (300 characters): [Text area]
- Buttons: Send to Network Coordinator, Close Window
- IMPORTANT NOTE:** Please do NOT include any personal or patient information (PHI/PII) within the uploaded files.
- \* WVMi or the 5 Diamond Patient Safety team is not responsible for the content of the files.
- \* All files will be sent directly to the Network Coordinator in which your practice is affiliated.
- \* The uploaded files are not stored on this website so please be sure to maintain a copy for your own records.

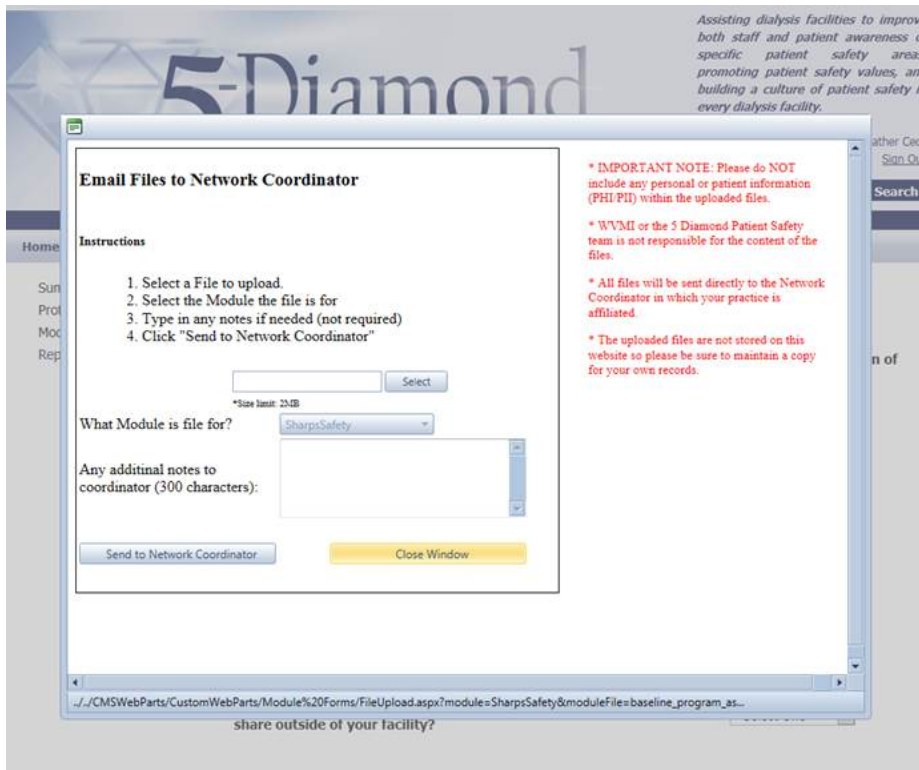
Click on *Select* and you will see another pop-up that links to your computers files; select the file from your computer and click *Open*



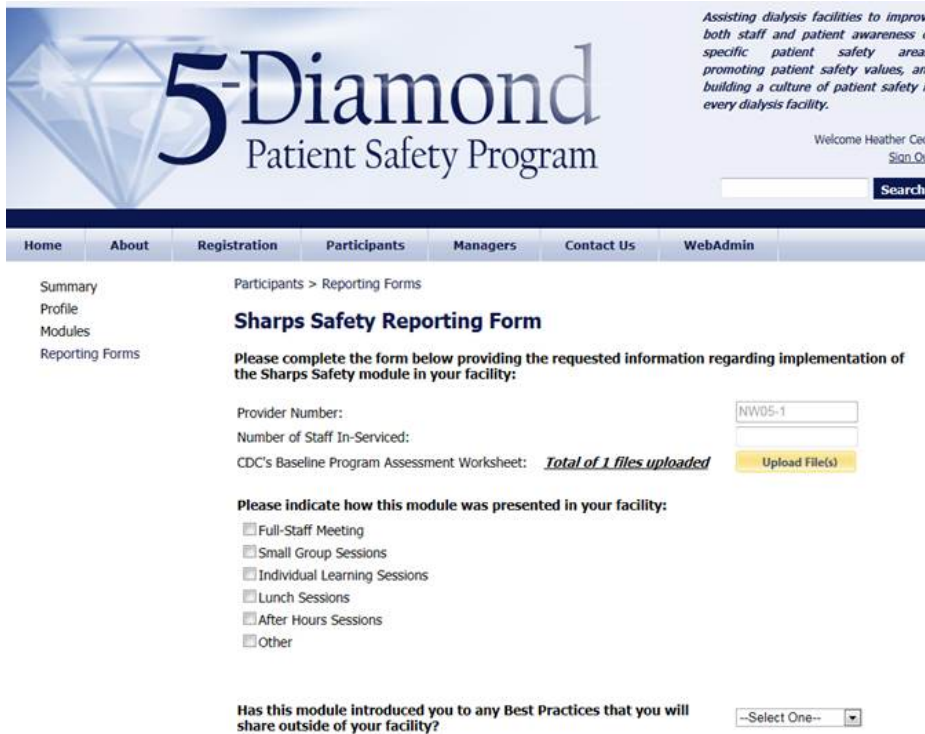
Wait for green button to appear in middle of screen where the *Select* button was. After it appears, click *Send to Network Coordinator*



You will see a *Processing* box quickly appear and disappear and after file successfully uploaded, the green button where you uploaded your file will disappear. Click *Close Window*.



Then, you'll see file successfully uploaded on the module Reporting Form.



Complete the rest of the module Reporting Form and click Submit.