

Level IV Trauma Center

Onsite Survey Application Submission Guidelines

Survey Application

Documents

Pre-Review Questionnaire (PRQ) and Attachments 1-18

Preferred File Format

Digital PDF

Number of Files

1 PDF OR 3 PDFs (PRQ, Attachments 1-10, 11-18)
**Do not submit word docs. All documents must be in PDF format*

File Entry

Utilize the Fillable PDFs. Do not hand-write the PRQ.

Layout

- PRQ followed by Attachments 1-18
- Clearly label attachments with the attachment number in the document heading or with a coversheet
- Utilize the *Documentation Checklist* to ensure documents are in the correct order

Physical Submissions

- The PRQ and Attachments must be scanned and digitally filed.
- If submission includes tabs/dividers/labels or other forms of physical organization, they will be removed before scanning.
- In the interest of timely review, materials should be submitted in a manner that is conducive to scanning and filing.

Onsite Documentation

Documents

Supplements 1 - 26

Preferred File Format

A binder with physical materials

Layout

- Clearly label supplements with the supplement number in the document heading, with a coversheet, or a physical tab/divider
- Utilize the *Documentation Checklist* to ensure documents are in the correct order

Extension Paper Submission

Documents

- Cover Letter
- Documents required as articulated in final report for last site survey

Preferred File Format

Digital PDF

Number of Files

1 PDF

**Do not submit word docs. All documents must be in PDF format*

Layout

- Clearly label documents in the document heading, or with a coversheet
- Materials must be conducive to be emailed to the review committee and site survey team

HELPFUL TIPS:

Word Documents and Excel spreadsheets can be saved as PDFs by clicking “SAVE AS” and changing the file format.

When completing a fillable PDF, download the document and save it under a new name. If the document is not saved under a new name, what has been typed in will be lost.

1. To merge all the documents, combine files into a single PDF.
2. To insert pages or delete blank pages, utilize these document tools.
3. If PDF files are too big to email, reduce the file size.

