



DoD Patient Safety Program

Patient Safety Educational Materials Website

A guide to assist Patient Safety Professionals in navigating the Patient Safety Educational Materials Website.

Version 1

December 2019



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How to Create a New User Account*:

***Be advised that you must have a @mail.mil e-mail address in order to receive approval for your account. If you do not have an @mail.mil e-mail account, you are not permitted to create an account.**

If you have not created a User Account for the Patient Safety Educational Materials website, you will need to create one here: http://www.webfulfillment.com/imfs/UDR/intel_signin.asp?0=24&1=TPS and the following page will show:

As an alternative way to access the Patient Safety Educational Materials website, you can access the page through the Health.mil website. For directions on how to navigate to the Patient Safety Educational Materials website through Health.mil, please see page 3.

If you already have an account and need instruction on How to Place an Order, please see page 10.



Product ordering registration page

If you have not yet registered to order products, please start by entering your email address. You will be taken to the registration site where you will be asked to enter your contact information. You will then submit this information to the DoD Patient Safety program for account approval.

If you have registered and received approval, enter your email address and you will be taken to the site to order your Patient Safety Program products.

*Email:

Submit

Reset

Accessing the Patient Safety Educational Materials Website through Health.mil:

Once you are at the Health.mil home page, on the lower, right-hand side of the page, under the References section, you will see a link that says “Order Patient Safety Engagement Materials”. Click on the link.

The screenshot shows the Health.mil website. The header includes the Military Health System logo, the text "Health.mil The official website of the Military Health System", and navigation links for Contact Us, FAQs, Gallery, and TRICARE. A search bar is also present. The main navigation bar includes links for Home, About the MHS, Topics, Training, Policies, Reference Center, News & Gallery, and I am a... The breadcrumb trail reads: MHS Home > Military Health Topics > Access, Cost, Quality, and Safety > Quality and Safety of Health Care (for Healthcare Professionals) > Patient Safety. The left sidebar contains a menu with categories like "Access, Cost, Quality, and Safety", "MHS Quality, Patient Safety, and Access Information (for Patients)", "Access to Health Care", "Health Care Program Evaluation", "Military Health System Review Report", "Quality and Safety of Health Care (for Healthcare Professionals)", "Clinical Quality Management", "Patient Safety", "Calendar of Events", "Patient Safety Champion Recognition Program", "eBulletin", "Products & Services", "Joint Patient Safety Reporting", "Patient Safety & Quality Academic Collaborative", "Awards Program", "Culture Survey", "Program Integrity", and "Value-Based Reimbursement Demonstration Project". The main content area is titled "About the Patient Safety Program" and includes sections for "Our Mission", "Our Vision", "What We Offer", "Leadership Engagement:", "Teamwork and Awareness:", and "Alignment and Partnership:". The right sidebar contains a "Join/Subscribe Today!!" section with links for "Subscribe for Updates", "Log into PSLC (CAC required, search 'PSLC')", "Request PSLC Access", "Contact Us", and "Connect with Us". Below this is a "References" section with a list of links: "Patient Safety Professional Course", "Bi-Monthly eBulletin", "Order Patient Safety Engagement Materials" (circled in red with a red arrow pointing to it), "Patient Safety Learning Center", "Patient Safety Toolkits", "Quality and Patient Safety Awards", and "TeamSTEPPS".

Next, it will take you to the Order Patient Safety Materials page, and you will need to click on the circled button to proceed.

The screenshot shows the "Order Patient Safety Materials" page. The left sidebar is identical to the previous screenshot. The main content area is titled "Order Patient Safety Materials" and includes a paragraph about the DoD Patient Safety Program offering patient safety education materials. A red circle highlights a button that says "Click here to order Patient Safety Products".

A warning message will pop up, advising you that you are leaving the Health.mil website, as the Patient Safety Educational Materials website is hosted by a 3rd Party. This is fine – it is safe to proceed and you should click the “OK” button.



To get started, enter your e-mail address in the box (as shown above) and click Submit.

A screenshot of the 'U.S. Department of Defense Patient Safety Program' registration page. The header features the program name and logos for the Department of Defense and the Patient Safety Program. Below the header, there is a 'Product ordering registration page' section. It contains two paragraphs of instructions: one for new users and one for returning users. At the bottom, there is a form with a label '*Email:' and a text input field containing 'ariana.r.statham.ctr@mail.mil'. Below the input field are 'Submit' and 'Reset' buttons. A red circle highlights the 'Submit' button, and a red arrow points to it from the right.

You will be re-directed to the Registration Page, where you will need to fill out your Contact Information and Address Information.



Self-Registration

* indicates required entry

Contact Information

Prefix/Suffix:

*First Name:

Middle Name:

*Last Name:

*Position:

*Email:

Address Information

*Facility:

*Address 1:

Address 2:

Address 3:

*City:

*State:

*Zip: -

*Work Phone: Ext:

Once you've completed the following selections, click Submit.



Self-Registration

* indicates required entry

Contact Information

Prefix/Suffix:

*First Name:

Middle Name:

*Last Name:

*Position:

*Email:

Address Information

*Facility:

*Address 1:

Address 2:

Address 3:

*City:

*State:

*Zip: -

*Work Phone: Ext:

You will need to verify that all of the information you entered is correct. Once you are done verifying the information is correct, click Submit.



Please verify that the following information is correct.

Contact Information

First Name: Ariana
Middle Name: Ruth
Last Name: Statham
Position: KM/SE Lead
E-Mail: ariana.r.statham.ctr@mail.mil

Address Information

Facility: DHHQ
Address 1: 7700 Arlington Boulevard
Address 2:
Address 3:
City: Falls Church
State: VA
ZipCode: 22042 - 2929
Work Phone: (703)-681-5538

If any of the information on the page is incorrect, use the Back button to edit or modify your entry.



Please verify that the following information is correct.

Contact Information

First Name: Ariana
Middle Name: Ruth
Last Name: Statham
Position: KM/SE Lead
E-Mail: ariana.r.statham.ctr@mail.mil

Address Information

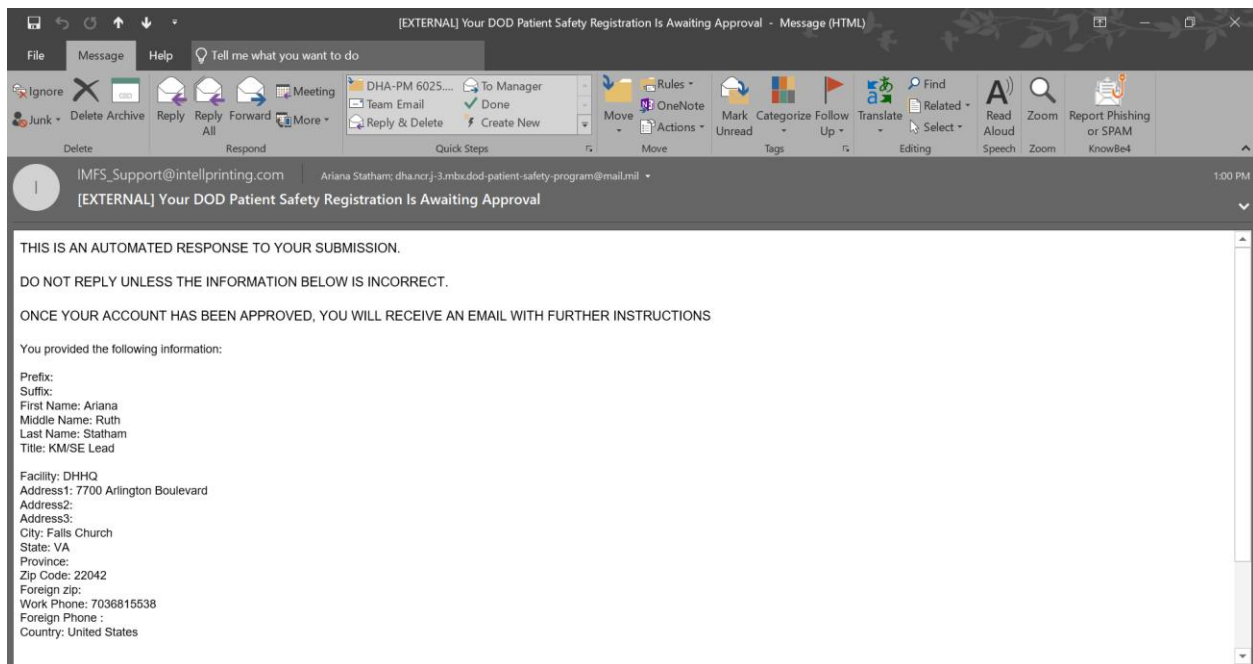
Facility: DHHQ
Address 1: 7700 Arlington Boulevard
Address 2:
Address 3:
City: Falls Church
State: VA
ZipCode: 22042 - 2929
Work Phone: (703)-681-5538

After you've verified all the information is correct, and you click Submit, a confirmation page will show and you will receive a confirmation e-mail from IMFS_Support@intellprinting.com. This e-mail confirmation should arrive within a few minutes of your submission. If you do not receive an e-mail confirmation, please check your Spam Folder.

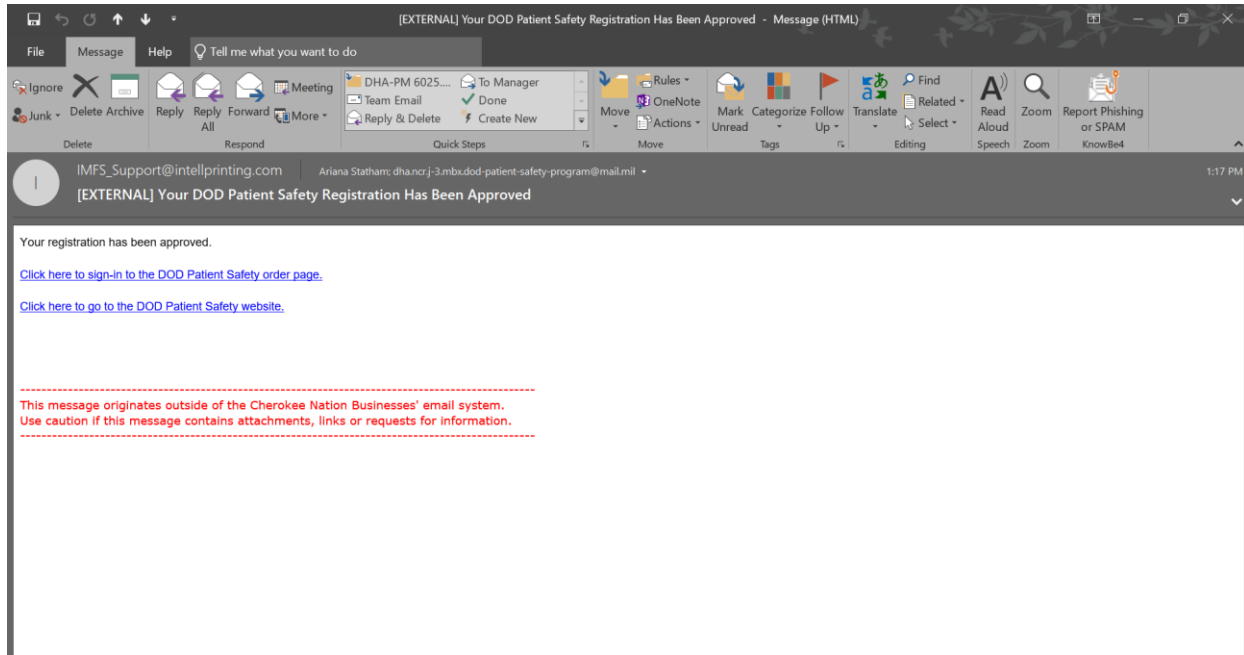
You cannot place an order until your account is approved by the Site Administrator. All accounts are approved within one business day of the request.

Self-Registration

Thank you for registering. You will be notified via email when your registration has been approved.



Once your account has been approved by the Site Administrator, you will receive an e-mail confirmation. You can now proceed with placing an order by clicking on the first link listed above: “Click here to sign-in to the DOD Patient Safety order page” or http://www.webfulfillment.com/imfs/udr/intel_signin.asp?0=24&1=TPS, which will take you back to the same page you used to register for an account.



How to Place an Order:

Enter your e-mail address and you will be directed to the ordering page.



Product ordering registration page

If you have not yet registered to order products, please start by entering your email address. You will be taken to the registration site where you will be asked to enter your contact information. You will then submit this information to the DoD Patient Safety program for account approval.

If you have registered and received approval, enter your email address and you will be taken to the site to order your Patient Safety Program products.

*Email:

ariana.r.statham.ctr@mail.mil

Submit

Reset



After logging in, you will be brought to a page where you can view all of the products that are available to order. Click on Order Processing to be taken to the Dashboard of the ordering site.

The dashboard includes a sidebar with navigation links: "myhome", "Order Processing", "Patient Safety Website", and "Logout". The main content area has a "Welcome Back Ariana Statham!" message, a "Search Results" section, and a table of products. A red arrow points to the "Order Processing" link in the sidebar.

Patient Safety Educational Materials

myhome

Welcome Back Ariana Statham!

Order Processing

Patient Safety Website

Logout

Search Results

Quantity ordered must be in multiples listed in the "Order Quantity Multiple" column.
If no "Order Quantity Multiple" is listed then the product is ordered as an individual item.

Search Criteria:
All Product Groups
All Product Types

Product Code, Rev/ Name, Size, Color	Order Max	Order Qty Multiple	UOM	Qty
BC9211PRT11123PS_01 Badge Cards - Ambulatory National Patient Safety Goals	200	100	EA	Out of Stock
Environment PS101301PRT1_01				



There are four ways (See arrows) in which you can search for a product:

1. By the Product Code
2. By a Keyword or Phrase
3. By the Product Group
4. By the Product Type

There are advised tips and guidance for using each function to search for a product circled above.

The screenshot shows the 'Patient Safety Educational Materials' search interface. It features a sidebar with 'myhome', 'Order Processing', and 'Patient Safety Website' links, along with a 'Logout' button. The main content area is titled 'Search for your marketing collateral:' and contains four search methods: 'Search By Product Code', 'Search By Key Word or Phrase', 'Product Group Search', and 'Product Type Search'. Each method has a corresponding input field and a 'Go' button. Below these fields, there are instructions on how to use the search functionality, including tips for single search, combining search filtering, and using quotes for phrases. At the bottom of the search area, there are 'Continue', 'Reset', and 'Back' buttons. Red arrows point to each of the four search methods, and a red circle highlights the 'Continue', 'Reset', and 'Back' buttons.

If you opt to search a product by the Product Code or Key Word or Phrase, once you've entered the information, click Go to generate a list of the item(s).

If you opt to search for a product by the Product Group or Product Type, once you've selected the information from the pull-down list, click Continue to generate a list of the item(s).

This screenshot is similar to the previous one, showing the 'Patient Safety Educational Materials' search interface. However, it highlights the 'Go' buttons for 'Search By Product Code' and 'Search By Key Word or Phrase' with red circles. It also highlights the 'Continue' button for the 'Product Group Search' and 'Product Type Search' methods with a red circle. The 'Reset' and 'Back' buttons are also visible at the bottom of the search area.

PLEASE NOTE: If you want to view all of the items available for order, you can leave all of the Search options blank and click on Continue. A 2-page list will populate allowing you to see all of the items.

With this view, you can select multiple items at one time to add to your order.

EXAMPLE of Purchasing an Item (TeamSTEPPS Pocket Guide):

Using the Product Type search function, using the drop-down list, select Pocket Guide and Continue.

Department of Defense Patient Safety Program

Patient Safety Educational Materials

myHome | Welcome Back Ariana Statham!

Order Processing
Check Order Status
Order Placement
Patient Safety Website
Logout

Search for your marketing collateral

Search By Product Code Go

Product Group Search:

Product Group Search:
BADGE CARD
BADGE REEL
BROCHURE
BUTTON
CARDS
DVD
INSERTS
MOUSE PAD
NOTE PAD
PAMPHLET
PLEXIGLASS HOLDER
POCKET GUIDE
POSTER
SMALL POSTER

To utilize single search functionality, enter data in one of the search boxes at the top of the page, or select from the dropdown boxes individually.
To combine search filtering, enter data in one of the search boxes at the top of the page, and select from any of the dropdown boxes.
To Search by Key Word or Phrase separate key words with spaces – not commas. Designate phrases with quotes (ex: "new printers")
Choosing a particular state from the drop down will allow you to order the items for that state as well as all unrestricted items.

[Continue](#) [Reset](#) [Back](#)

(Back To Top)

Next, you'll be taken to the Quantities page, where you will be prompted to select the quantity of items you are looking to order.

For clarification on minimum and maximum quantity amounts, please read the information circled above.

Department of Defense Patient Safety Program

Patient Safety Educational Materials

myHome | Welcome Back Ariana Statham!

Order Processing
Check Order Status
Order Placement
Patient Safety Website
Logout

Search Results

Quantities ordered must be in multiples listed in the "Order Quantity Multiple" column.
If no "Order Quantity Multiple" is listed then the product is ordered as an individual item.

Search Criteria:
All Product Groups
Product Type: Pocket Guide

Product Code, Rev./ Name, Size, Color	Order Max	Order Qty Multiple	UOM	Qty
PS PocketGuide0916_31 Pocket Guide - PROFESSIONAL CONDUCT 25			EA	<input type="text"/>
TeamSTEPPS 2.0- Pocket Guide_1 TeamSTEPPS 2.0 - Pocket Guide	500		EA	<input type="text"/>

[Add To Order](#) [Reset](#) [Back](#)

Page 1 of 1 Total Pages
Records 1 to 2 of 2 Total Records

(Back To Top)

Help Icons

Once you've entered the quantity you desire in the box, click Add to Order.

myHome

Welcome Back Ariana Statham!

Order Processing
Check Order Status
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Logout

Search Results

Quantities ordered must be in multiples listed in the "Order Quantity Multiple" column.
If no "Order Quantity Multiple" is listed then the product is ordered as an individual item.

Search Criteria:
All Product Groups
Product Type: Pocket Guide

Product Code, Rev/ Name, Size, Color	Order Qty Multiple	UOM	Qty
PS PocketGuide010_01		EA	
Pocket Guide - PROFESSIONAL CONDUCT	25	EA	
TeamSTEPS 2.0 - Pocket Guide	500	EA	100

[Add To Order](#) [Back](#)

Page 1 of 1 Total Pages
Records 1 to 2 of 2 Total Records

Back To Top

Once you've added the item(s) to the cart, you will be taken to the Current Order Contents page. From this page you can do the following:

1. Continue Order – move forward with your order.
2. Select Additional Product Codes – add items to your cart.
3. Clear Order – remove the item(s) you have in your cart.
4. Edit Shopping Cart – edit the quantity of items you currently have in your cart.

For this example, we will Continue Order.

myHome

Welcome Back Ariana Statham!

Order Processing
Check Order Status
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Logout

Current Order Contents

Product Code TeamSTEPS 2.0- Pocket Guide, 1 - Requires approval.

Remove	Product Code, Rev/ Name, Size, Color	Product Name	UOM	Qty
X	TeamSTEPS 2.0- Pocket Guide, 1	TeamSTEPS 2.0 - Pocket Guide	EA	100

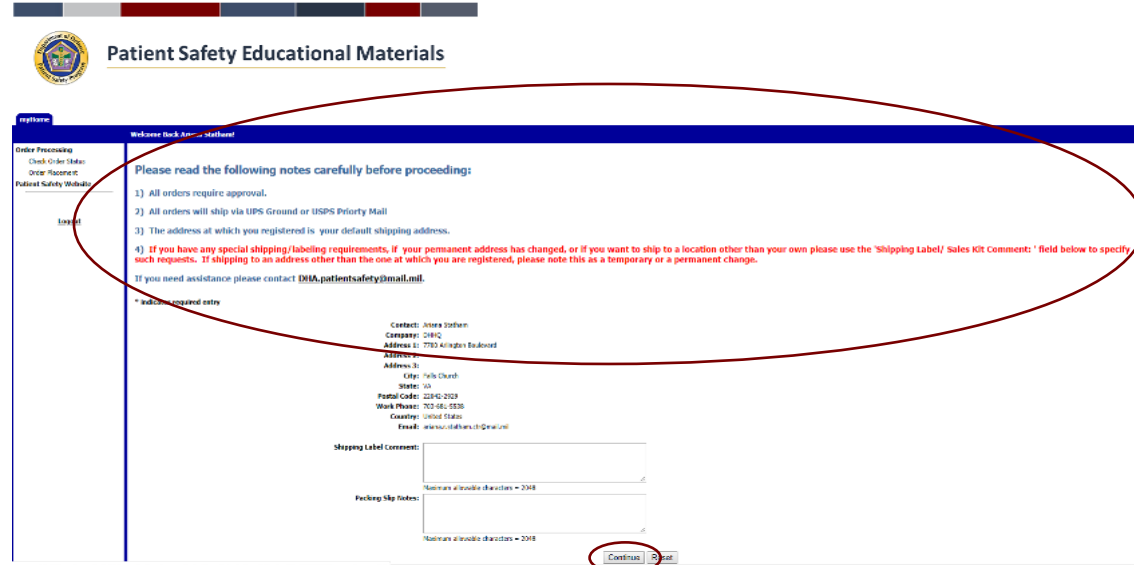
[Continue Order](#) [Select Additional Product Codes](#) [Clear Order](#) [Edit Shopping Cart](#)

(Back To Top)

Help Topic

The next screen will allow you to review and confirm the contact and shipping details for your order. If all of the information is correct, click the Continue button. If the information is not correct, you can use the Reset button to correct any errors.

Please be advised to review the disclaimers regarding approval & shipping details for all orders.



Patient Safety Educational Materials

Order Processing

Check Order Status
Order Placement
Patient Safety Website

Please read the following notes carefully before proceeding:

- 1) All orders require approval.
- 2) All orders will ship via UPS Ground or USPS Priority Mail.
- 3) The address at which you registered is your default shipping address.
- 4) If you have any special shipping/labeling requirements, if your permanent address has changed, or if you want to ship to a location other than your own please use the 'Shipping Label/ Sales Kit Comment:' field below to specify such requests. If shipping to an address other than the one at which you are registered, please note this as a temporary or a permanent change.

If you need assistance please contact DHAPatientSafety@mail.mil.

* Indicate required entry

Contact: Aneta Stofien
Company: DHIC
Address 1: 750 Kingston Boulevard
Address 2:
Address 3:
City: Falls Church
State: VA
Postal Code: 22040-2029
Work Phone: 703-616-0530
Country: United States
Email: aneta.stofien@dhic.mil

Shipping Label Comment:
Maximum allowable characters = 2048

Packing Slip Notes:
Maximum allowable characters = 2048

[Continue](#) [Reset](#)

The Order Review screen allows for one more opportunity to review your order being placing it.

If there are any issues or modifications needed to your order, the page allows you to:

1. Reset
2. Back
3. Cancel Order
4. Edit Shopping Cart
5. Select Additional Product Codes

Once you've confirmed everything is accurate with your order, including contact information, shipping information and the item(s) you desire to order, click Process Order.

The screenshot displays the 'Patient Safety Educational Materials' website. The header includes the Department of Defense Patient Safety Program logo and the title 'Patient Safety Educational Materials'. The main content area is titled 'Order Review' and contains the following information:

- Order Review**
Please review the contents of your order below.
- Ordered For:** Ariana Ruth Statham
- Company Name:** DHHQ
- Address:** 7700 Arlington Boulevard
Falls Church
VA
22042-2929
- Phone:** 703 681 5538 Ext:
- Email:** ariana.r.statham.ctr@mail.mil
- Requested Ship Method:** UPS
- Requested Ship Service:** UPS Ground
- Reason Ordered:** Regular Order
- The Hard Copy Product Codes are as follows:**
 - Requires approval.**
 - Product Code:** TeamSTEPPS 2.0 - Pocket Guide,1
 - Product Name:** TeamSTEPPS 2.0 - Pocket Guide
 - Product Description:** TeamSTEPPS 2.0 - Pocket Guide
 - Quantity Per Recipient:** 100
 - Users Shipped to:** 1
- Exception Reason:**


At the bottom of the form, there is a row of buttons: 'Process Order' (circled in red), 'Reset', 'Back', 'Cancel Order', 'Edit Shopping Cart', and 'Select Additional Product Codes'. Below these buttons is a link '(Back To Top)' and a 'Help Topics' link at the very bottom.

After you've processed your order, you will be directed to the Order Confirmation page*.

This page allows you the following options:

1. Print My Order Confirmation Details
2. Return to Order Processing

*You will receive a confirmation e-mail from IMFS_Support@intellprinting.com once your order has been approved; you will NOT receive any correspondence from the DOD PSP Inbox regarding your order.



Patient Safety Educational Materials

myHome

Order Processing

Check Order Status

Order Placement

Patient Safety Website

Logout

Welcome: Back Ariana Stattham!

Order Confirmation

Thank you for using Order Processing. The orders you have placed require Administrative Approval before processing. Your orders have been saved and the request has been forwarded via email to the product manager for processing. You will be notified of the results via email once the admin approval process is complete.

System Order Number: 136773

Ordered For: Ariana Ruth Stattham

Company Name: CHHQ

Address: 7700 Arlington Boulevard
Falls Church
22042-2929
VA

Phone: (703) 681-5538

Email: ariana.r.stattham.cd@mail.mil

Requested Ship Method: UPS

Requested Ship Service: UPS Ground

Reason Ordered: Regular Order

The Hard Copy Product Codes are as follows:

Requires approval:

Product Code: TeamSTEPS 2.0 - Pocket Guide,1

Product Name: TeamSTEPS 2.0 - Pocket Guide

Product Description: TeamSTEPS 2.0 - Pocket Guide

Quantity Per Recipient: 100

Users Shipped to: 1

Print My Order Confirmation Details

Return to Order Processing

Back To Top

Help Icons



Contact Information & Direct Links:

If you have any questions or need additional support, please feel free to e-mail the Patient Safety Program Inbox at DHA.PatientSafety@mail.mil.

Patient Safety Educational Materials Website:

http://www.webfulfillment.com/imfs/UDR/intel_signin.asp?0=24&l=TPS

Patient Safety Website:

<https://www.health.mil/Military-Health-Topics/Access-Cost-Quality-and-Safety/Quality-And-Safety-of-Healthcare/Patient-Safety>

Patient Safety Learning Center (PSLC):

<https://info.health.mil/hco/clinicsup/patientsafety/PSLCHome/SitePages/Home.aspx>