



## Electronic Submission of Residency Survey Responses

**[NOTE: Scanned documents may not be emailed to Accreditation Services\*]**

### How to Combine PDF Files for Submission

Survey response materials must be submitted as two (or more) separate files, by including:

- Transmittal letter and survey responses
- A single PDF containing all supporting attachments. MS Word and Excel files can be saved as a PDF file. Several PDF's may be combined into one PDF file.
- If the file size of the first PDF you create is too large to email, create a second PDF containing additional attachments.
- Click on the appropriate link below, based upon your current version of Adobe Acrobat software, to view a tutorial on how to create a PDF document if you are unfamiliar with this process:
  - [Adobe Acrobat XI Tutorial](#)
  - [Adobe Acrobat DC Tutorial](#)

### How to Bookmark PDF Files

PDF files submitted to Accreditation Services **must** be bookmarked.

When several PDFs are combined into a single document, automatic bookmarks are created with the individual file names. However, you must ensure that the appendices are labeled according to the corresponding areas of non- or partial compliance. For instructions on how to create and edit PDF bookmarks, click [here](#) (scroll to 'About Bookmarks').

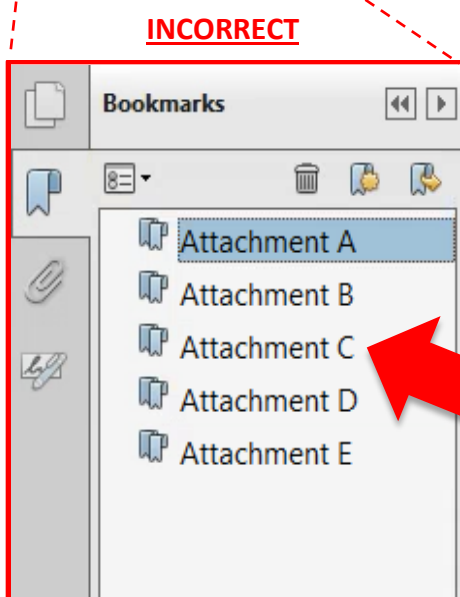
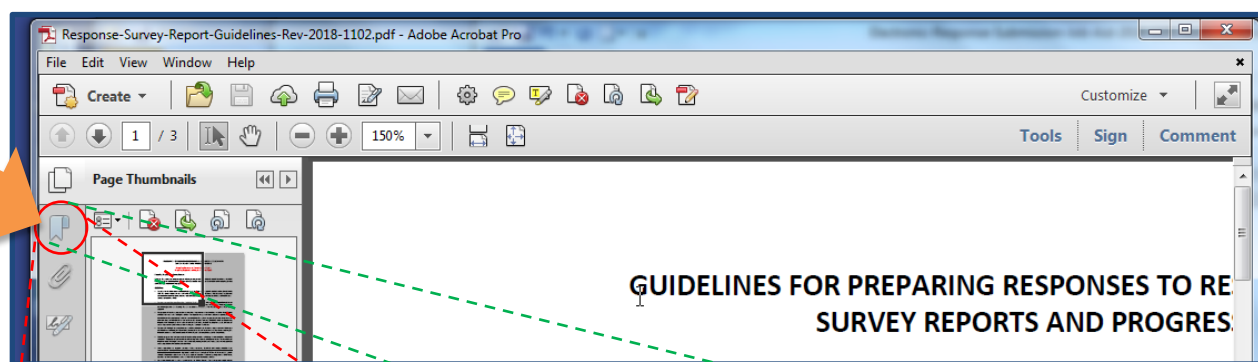
Bookmarks should be labeled not only with the non- or partial compliance number (i.e., NC1, PC1, PC2), but also with the title of the contents. See example on the following page.

#### **Note:**

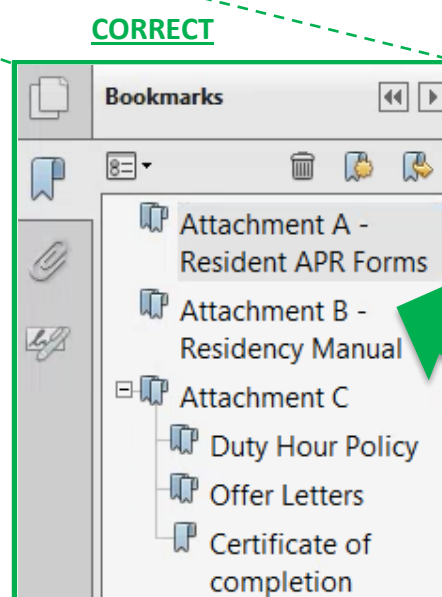
- (1) For multi-site programs, create subfolders labeled by site name for documents that differ between sites (e.g., learning experience descriptions).
- (2) For multi-program surveys, each program must submit separate transmittal letters, survey responses, and bookmarked PDF files.

\* Scanned documents create file sizes that are too large and cannot be edited, searched, etc. The graduation certificate and the residents' acceptance of the terms and conditions of the program may be scanned since signatures are required.

## Example view of a PDF document opened in Adobe Acrobat



*Generic  
titles for  
Bookmark  
sections*



*Specifically  
edited titles  
for  
Bookmark  
sections*

## Submission Procedure

Once all attachments have been labeled appropriately, the two (or more) separate files must be emailed to [asd@ashp.org](mailto:asd@ashp.org) (with your ASHP Lead Surveyor copied on the email). Include the following in the subject line: “**Survey Response** [program number] [organization name] [residency program type].” For example: “*Survey Response (12345) Example Medical Center PGY1 Pharmacy*”

**Do not mail hard copies to Accreditation Services.** Some email programs may limit the size of files that may be emailed. In the event that your attachment PDF file is too large, you may need to “zip”, or compress the file prior to submission. Various programs can be used to reduce file size. However, you may also be able to compress a PDF file by following the steps listed below:

- 1) Locate large PDF file in file viewer
- 2) Right-click large PDF file
  - a. Select ‘Send To...’ → ‘Compressed (zipped) folder’ (Windows)
  - b. Select ‘Compress “file name.pdf”’ (MAC)

If your attachment PDF file size is still too large to email after compression, please separate your attachments into 2 zipped PDF files labeled accordingly (i.e., “Attachments 1 of 2”, “Attachments 2 of 2”, etc.) and email separately per the submission instructions above.