

VDH COVID-19 Point of Care (POC) Test Reporting User Guide

Welcome User!

You have been granted access to the Virginia Department of Health COVID-19 POC portal. The portal allows health care professionals, who are unable to report electronically via HL7 or flat file, the ability to submit rapid COVID-19 test results through this portal to meet the COVID-19 reporting requirements.

The POC portal is divided into five tabs (1- Registration, 2- COVID-19 Reporting, 3- COVID-19 Bulk Reporting, and 4- Multiple Facility Registration) as shown below:



1- Registration Tab



When clicking the “**Registration**” tab, the Facility/Practice Information submitted at the time of registration will be displayed.

Facility/Practice Information											
Edit	Facility Name	CLIA Number	Address1	City	State	Zip	Phone	Created Date	Created By	Facility Type	Status
	Testing Facility 2	49D1234567	109 Governor St	Richmond	VA	23123	2223334444	2/8/2023		School/Student Health Service	Approved

To edit “**Facility/Practice Information**”, please click on the Edit  icon (highlighted in yellow).

Facility/Practice Information											
Edit	Facility Name	CLIA Number	Address1	City	State	Zip	Phone	Created Date	Created By	Facility Type	Status
	Testing Facility 2	49D1234567	109 Governor St	Richmond	VA	23123	2223334444	2/8/2023		School/Student Health Service	Approved

Facility/Practice Information			
Facility/Practice Name:*	<input type="text"/>	CLIA NO:*	<input type="text"/>
Facility Street Address 1:*	<input type="text"/>	Facility Street Address 2:	<input type="text"/>
Facility City:*	<input type="text"/>	Facility State:*	VA
Facility Zip:*	<input type="text"/>	Facility Phone:*	<input type="text"/>
Provider First Name:	<input type="text"/>	Provider Last Name:	<input type="text"/>
Facility Type:*	School/Student Health S...	Status:	Approved

As the new COVID Reporting User for the facility, you will be allowed to edit the registration, including updating Facility/Practice Information, COVID Testing Information, and entering additional COVID Data Entry users.

Please note that once your registration is approved, you may not edit your **Facility Type**. You must contact POCReporting@vdh.virginia.gov to have it changed.

To edit your **COVID Testing Information** and add new tests to your registration click on the “Manufacturer/Model” drop-down box. Scroll down and select the new test you are trying to add. Once you select the test you will see a small **blue** check mark next to the test name.

COVID Testing Information	
Please select all the applicable Manufacturer/Model in this list	
Manufacturer/Model:	<div>11 Items checked</div> <div> <input type="checkbox"/> Abbott Diagnostics Scarborough, Inc.-BinaxNOW COVID-19 Ag 2 Card <input checked="" type="checkbox"/> Abbott Diagnostics Scarborough, Inc.-BinaxNOW COVID-19 Ag Card 2 Home Test <input checked="" type="checkbox"/> Abbott Diagnostics Scarborough, Inc.-BinaxNOW COVID-19 Ag Card Home Test </div>

Please note that you **cannot** remove tests no longer performed at your facility, as this information is associated with the data already reported. **You can only add new tests.**

The VDH POC Reporting Portal is configured to accept COVID-19 results for these [tests](#) only.

To enter additional **COVID DATA ENTRY USERS** that will assist in data entry of POC results, click on the “Add User” button.

COVID DATA ENTRY USER(S)						
Edit	First Name	Last Name	Email	Phone	Created Date	Status
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Active

The following window prompt will appear:

Add User

First Name:*

Last Name:*

Email:*


Phone:*

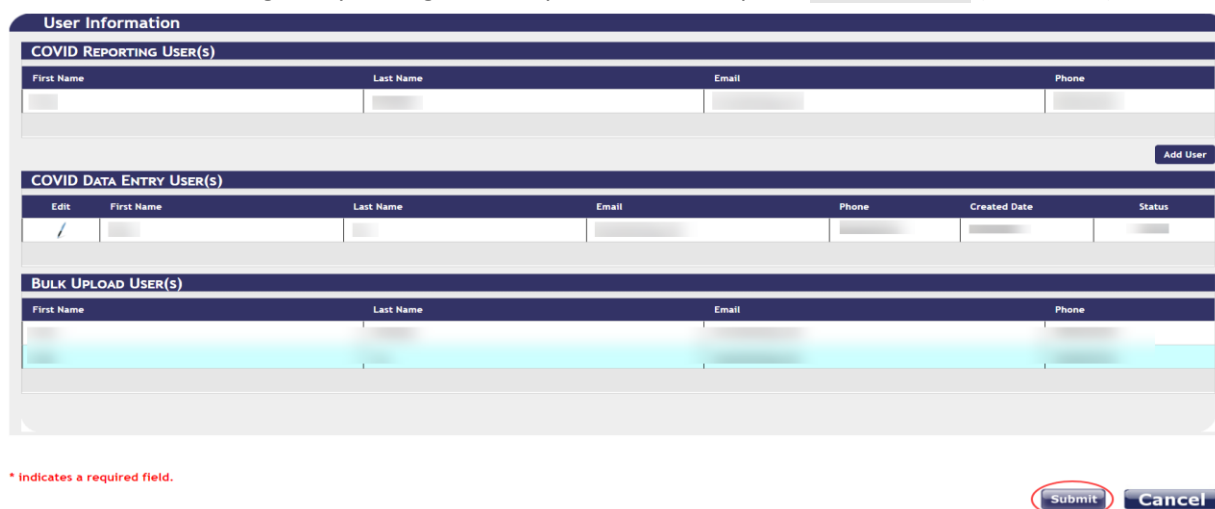
() - - -

Save

Cancel

Please fill out the information and click **“Save”**. The user will then appear in the COVID DATA ENTRY USER section.

To save the new changes in your registration you will need to press  (see below):



* Indicates a required field.

Both the additional user(s) and the VDH POC Portal Support team will be notified of the request via email. The VDH POC Portal Support team will review and verify requests for approval. Please note that the user will not be able to log into the POC portal until access and the Data Entry User role have been granted and assigned. Once access has been granted, the user will receive a temporary password via email for account login. After logging in with their temporary password, they will be required to create a new password before continuing. Please note that those new added users can edit patient level results and aggregate level results only. They will be unable to edit the facility registration information.

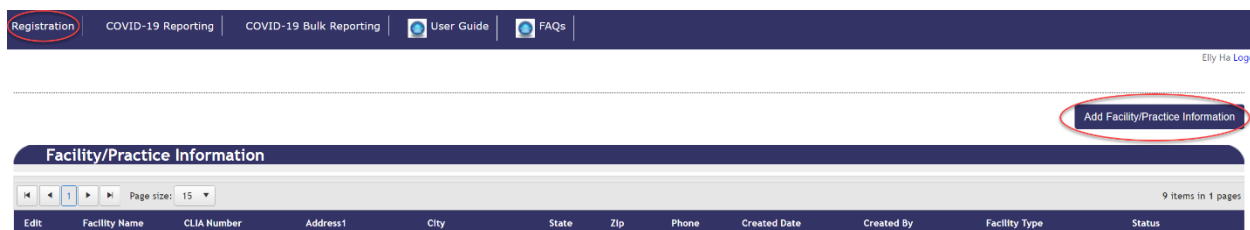
This email is to confirm that the User Role(s) for registration id **<emailID>** has been changed by the Virginia Department of Health (VDH) on **<date role changed>** for COVID-19 Point of Care (POC) Manual Lab Reporting (MLR) via the online portal.

Your current role for your assigned facility(ies) at VDH COVID-19 POC MLR status is: **<Current Role(s)>**

For any questions, please contact POCReporting@vdh.virginia.gov.

Note: To request a temporary password, please email POCReporting@vdh.virginia.gov.

To add a new Facility/Practice, click on the **“Registration”** tab and then click on the **“Add Facility/Practice Information”** button as shown below:



You will arrive at a screen similar to the initial registration screen where you will fill out your new facility/practice's information.

Please note that **Facility Type** is required. [Click here to view all facility types.](#)

When all fields have been filled out and the desired test machines have been selected, please be sure to hit "Submit" at the bottom of the page. The VDH POC Portal Support team will review and verify the new registration. Once access has been granted, you may start reporting from the new facility.

2- COVID-19 Reporting Tab



When clicking the "COVID-19 Reporting" tab, the COVID-19 Manual Reporting of Patient Information will be displayed.

The image shows a form titled 'COVID-19 Manual Reporting - Patient Information'. At the top right is a button labeled 'Add Patient Information'. The form contains several input fields: 'Test Date From:' and 'Test Date To:' (both with date pickers), 'Facility Name:', 'Created By:', 'First Name:', 'Last Name:', 'Specimen ID:', 'Created Date:' (with a date picker), 'Manufacturer/Model:' (a dropdown menu), 'Qualitative Result:' (a dropdown menu), 'Specimen Type:' (a dropdown menu), 'Facility Type:' (a dropdown menu), and 'Status:' (a dropdown menu). At the bottom left are 'Search' and 'Cancel' buttons. A red note at the bottom states: 'Note: Please note that processed messages older than 7 days will be removed from the POC portal.'

Users will be able to add new patient level data on behalf of their POC facility by clicking on the "Add Patient Information" button.

This image is identical to the previous one, showing the 'COVID-19 Manual Reporting - Patient Information' form. In this version, the 'Add Patient Information' button at the top right is circled in red to highlight it.

After clicking on the "Add Patient Information" button, a new window will appear, and user will be able to enter:

- Patient Information
- Test Information

- Supplemental Information, If Known

Patient Information Section

PATIENT INFORMATION		
First Name: *	Middle Initial:	Last Name: *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Date Of Birth: *	Gender: *	Ethnicity: *
<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>
Race: * (Select all that apply)		
<input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> Other Race <input type="checkbox"/> Unknown <input type="checkbox"/> Refused to Answer		
Address Line1: *	Address Line2:	City: *
<input type="text"/>	<input type="text"/>	<input type="text"/>
State: *	Zip: *	Patient Phone Number: *
<input type="text" value="VA"/>	<input type="text" value="-----"/>	<input type="text" value="(---) - --- - ----"/>
<p>Note: For patients with an out of country address, please select "XX".</p>		
Email Address: *	Medical Record Number: *	
<input type="text"/>	<input type="text"/>	
<p>Note: If minor, please use parent or legal guardian's email address. Note: Physicians and directors of medical care facilities must provide medical record number.</p>		

Note: For patients with an out of country address, please select "XX" in the state drop-down.

Note: If patient is a minor, please use parent or legal guardian's email address.

Note: Physicians and directors of medical care facilities must provide medical record number.

Please note that when selecting patient race, "Unknown" and "Refused to Answer" cannot be chosen with other race selections.

Test Information Section

TEST INFORMATION	
Test Date: *	Specimen#: *
<input type="text" value="mm/dd/yyyy"/>	<input type="text"/>
<p>Note: Specimen ID is automatically generated after the test result is saved.</p>	
Select Manufacturer/Model of Test performed: *	
<input type="text" value="Select"/>	
Qualitative Result: *	Specimen Type: *
<input type="text" value="Select"/>	<input type="text" value="Select"/>

Note: Specimen ID is automatically generated after the test result is saved.

Supplemental Information, If Known Section

SUPPLEMENTAL INFORMATION, IF KNOWN

Is this the first test (of any kind) the patient has had for COVID19?

Is the patient employed in a healthcare setting?

Does patient have symptoms related to condition of interest?

Does patient reside in a congregate care setting?

Is the patient pregnant?

Was the patient hospitalized for this condition?


Was the patient admitted to intensive care unit (ICU) for this condition?

Date of Symptom Onset:


Note: "Hospitalized" means admitted to the hospital for 24 hours or longer.


Note: Users will **not** be able to “Save” or “Save & Add New” until all required fields are populated.

“Save & Add New” will save the existing patient record and open a new screen to enter a new patient level lab result. “Save” will save the existing patient record and return user to the COVID-19 Manual Reporting-Patient Information section. Users will also be able to search submitted patient level results

using the “Search” button and edit patient level information by clicking on the “Edit”  icon (highlighted in yellow below).

COVID-19 Manual Reporting - Patient Information

Test Date From: 

Test Date To: 


Facility Name:

Created By:

First Name:

Last Name:

Specimen ID:

Created Date: 



Manufacturer/Model:

Qualitative Result:

Specimen Type:


Facility Type:

Status:


 

Note: Please note that processed messages older than 7 days will be removed from the POC portal.

Page size: 15 2 items in 1 pages

Edit	Facility Name	First Name	Last Name	Test Date	SpecimenID	Manufacturer	QualitativeResult	Specimen Type	Created Date	Created By	Facility Type	Status
	Testing Place	FIRST NAME	LAST NAME	12/12/2023		Azure Biotech Inc.-Azure FaStep COVID-19 Antigen Pen Home Test	POSITIVE	Anterior Nasal Swab	12/13/2023		School/Student Health Service	Pending

Status of record is initially set to “Pending”. Once the record has been processed, the status will update to “Processed”, as shown above.

For corrections to previously submitted data, please click on the “Edit”  icon to edit and save changes. Only records with status of “Pending” can be edited. Once the status has been set to “Processed” no edits will be allowed. **Messages are scheduled to process at 9am, 12pm, 4pm, and 10pm.**

Users can search patient level results with any of the following fields:

- **Test Date From:** select from provided calendar function.
- **Test Date To:** select from provided calendar function.
- **Facility Name:** can search like terms.
- **Created By:** can search like terms.
- **Patient First Name:** can search like terms.
- **Patient Last Name:** can search like terms.
- **Specimen ID:** can search like terms.
- **Created Date:** select from provided calendar function.

- **Manufacturer/Model:** select from drop-down.
- **Qualitative Result:** select from drop-down.
- **Specimen Type:** select from drop-down.
- **Facility Type:** select from drop-down.
- **Status:** select from drop-down.

3- COVID-19 Bulk Reporting Tab

The COVID Reporting User must request access to this functionality for select users.



The intent of “COVID-19 Bulk Reporting” is to provide facilities a quicker method to report positive test results. Unlike our previous reporting feature, you will be able to report more than one result at a time. When clicking on the “COVID-19 Bulk Reporting” tab the following screen will appear.

 This image shows the 'COVID-19 Bulk Reporting' form. It contains several input fields: 'Test Date From:', 'Test Date To:', 'Facility Name:', 'Uploaded By:', 'First Name:', 'Last Name:', 'Specimen ID:', 'File Uploaded Date:', 'Manufacturer/Model:', 'Qualitative Result:', 'Specimen Type:', 'Facility Type:', and 'Status:'. There are 'Search' and 'Clear' buttons at the bottom left. A note at the bottom states: 'Note: Please note that processed messages older than 15 days will be removed from the POC portal.' The 'Manual Bulk Upload' button in the top right corner is highlighted.

When you click search, “No records to display” will show until you complete your first bulk upload.

To begin a new bulk upload, make sure you click on the “Manual Bulk Upload” icon (highlighted below).

 This image is identical to the previous one, showing the 'COVID-19 Bulk Reporting' form. The 'Manual Bulk Upload' button in the top right corner is highlighted.

This will take you to a different screen where you are required to select an option from each of the following fields:

- **Select a Facility**

- Select Manufacturer/Model of test performed.
- Qualitative Result
- Specimen Type

Manual Bulk Upload

Note: Allow File Size 200 KB (Allowed 500 Records)

Use the csv template ([download template](#)) to enter information for each eligible professional into the corresponding spreadsheet columns.

Select a Facility: *

Select Facility

Select Manufacturer/Model of Test performed: *

Select Manufacturer/Model

Qualitative Result: *

Select

Specimen Type: *

Select

Upload a .csv file *

Choose File

No file chosen

Upload

Back

When you click on ([download template](#)) a CSV file will automatically start downloading to your computer. Use this template to fill out the patient information along with specimen collection date and Supplemental Information, If Known that you would like to report based on the 4 options selected from the four fields mentioned above. Click on the triangle and double click between the A and B columns to expand the first row.

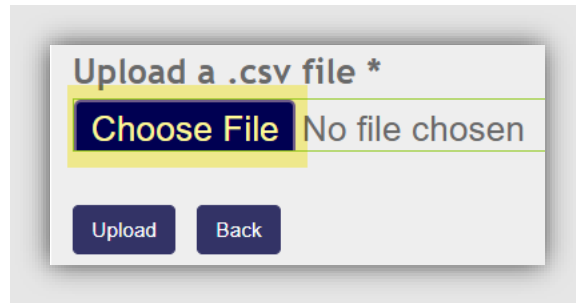
	A	B	C	D	E
1	Patient_First_Name	Patient_MI	Patient_Last_Name	Date_of_Birth	Age
2					
3					
4					

After filling out the desired test results in the Excel document, save it in your computer and return to the portal. Please ensure that the information entered meets the data requirements set forth in the Bulk Reporting Value Chart located in the bottom part of the Manual Bulk Upload screen.

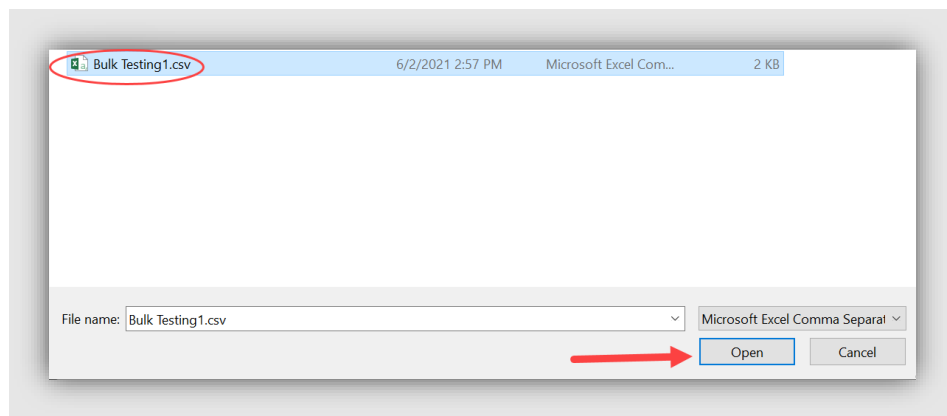
To enter multiple patient races in the bulk upload Excel document, you must use the tilde symbol (~) to separate each race. For example, A~B~W. Please note that you may not pair “Unknown” or “Refused to Answer” with other races.

If you have been granted Multi-facility User access you can click on the drop-down arrow under “Select a facility**” and select the facility you would like to report for. Otherwise, you will only have one option to select from under the drop-down arrow. It is very important to separate the test results you are trying to report by facility, manufacturer/model, qualitative result, and specimen type. This functionality is set to report at this level.**

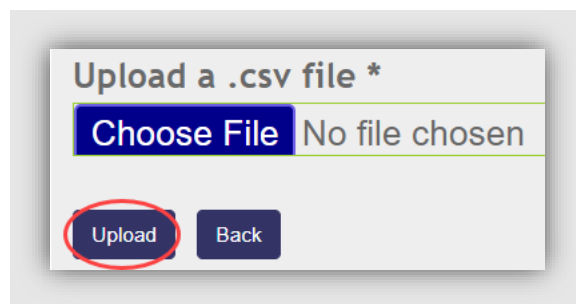
Click the “**Choose File**” icon in the portal to select the file for submission that meets the required template for upload.



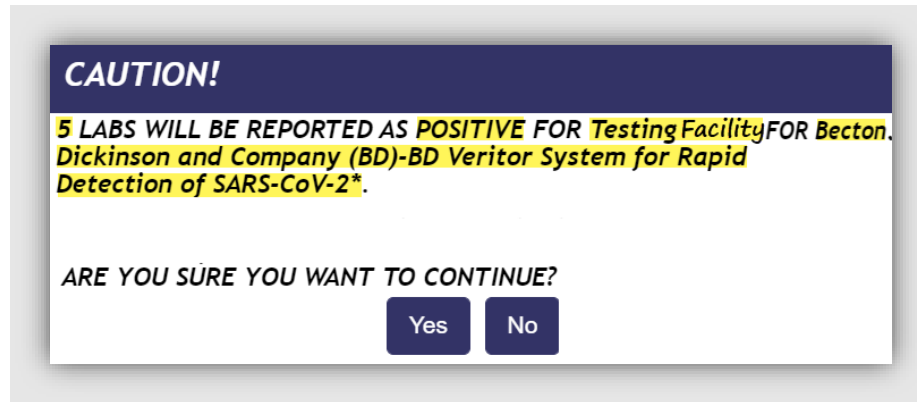
You will get a pop-up screen that allows you to locate and select the file for upload. After making your selection, the CSV file (shown by the red circle below) name will appear beside “**File name**” on the bottom left corner of the pop-up screen. Finalize your selection by clicking “**Open**” (shown by the red arrow below).



The new “**____.csv**” file you have just selected will appear next to Choose File. To complete your bulk reporting, click blue “**Upload**” icon (shown by the red circle below).



The following message will pop up after you click “**Upload**”. If everything is correct with your CSV file click “**Yes**”, then it will display your “**Upload Stats**”. If not, click “**No**” and reselect the correct CSV file you would like to upload.



The portal will indicate if there are any formatting errors or duplicate records with your CSV file in the “Upload Stats” below. Modify the file to address any formatting errors before uploading it again. Duplicate records do not cause upload errors; however, they are displayed in the interface and have a status of “Duplicate” for your view.

Successful Upload Stats

Upload Stats -- Pending - 5 Number of records uploaded successfully.

Please review the records submitted. If results have been reported incorrectly, please contact IMMEDIATELY the POC Portal Support team at POCReporting@vdh.virginia.gov and call the hotline at (804) 864-8141 and ask for the Point of Care Portal Specialist on call. Please note that results should be accurate because they affect COVID Case counts.

Duplicate Upload Stats

Upload Stats -- Duplicate - 2 Number of records Duplicated.

Please review the records submitted. If results have been reported incorrectly, please contact IMMEDIATELY the POC Portal Support team at POCReporting@vdh.virginia.gov and call the hotline at (804) 864-8141 and ask for the Point of Care Portal Specialist on call. Please note that results should be accurate because they affect COVID Case counts.

Invalid Upload Status

Upload Stats -- Failed - 2 Number of records failed.

Please review the records submitted. If results have been reported incorrectly, please contact IMMEDIATELY the POC Portal Support team at POCReporting@vdh.virginia.gov and call the hotline at (804) 864-8141 and ask for the Point of Care Portal Specialist on call. Please note that results should be accurate because they affect COVID Case counts.

Once you successfully complete a new bulk upload for your facility, click on the “**COVID-19 Bulk Reporting**” tab to display the bulk uploads you have previously uploaded.

An email will be triggered with a summary of your recent file Bulk Upload submission.

Bulk upload - Upload File Summary

This email is to notify you that **X** records were uploaded as **POSITIVE COVID results** for **Testing Facility Center** with **Cepheid-Xpert Xpress SARS-CoV-2 test kit**.

Below is the breakdown of the total number records from vdh 050123 pos.csv by status:

- Number of records successfully uploaded: **X**
- Number of duplicate records: **Y**
- Number of invalid records that failed to upload: **Z**


To correctly submit invalid records, please correct affected records and ensure it meets the bulk upload file format. Let us know if you have any further questions.

Note: If results have been reported incorrectly, please contact **IMMEDIATELY** the POC Portal Support team at POCReporting@vdh.virginia.gov and call the hotline at (804) 864-8141 and ask for the Point of Care Portal Specialist on call. Results should be accurate because they affect COVID Case counts.

If results have been reported incorrectly, please contact **IMMEDIATELY** the POC Portal Support team at POCReporting@vdh.virginia.gov and call the hotline at **(804) 864-8141** and ask for the Point of Care Portal Specialist on call. Results should be accurate because they affect COVID Case counts.

Users can search bulk results with any of the following fields:

- **Test Date From:** select from provided calendar function.
- **Test Date To:** select from provided calendar function.
- **Facility Name:** can search like terms.
- **Uploaded By:** can search like terms.
- **Patient First Name:** can search like terms.
- **Patient Last Name:** can search like terms.
- **Specimen ID:** can search like terms.
- **File Uploaded Date:** select from provided calendar function.
- **Manufacturer/Model:** select from drop-down.
- **Qualitative Result:** select from drop-down.
- **Specimen Type:** select from drop-down.
- **Facility Type:** select from drop-down.
- **Status:** select from drop-down.

**For corrections to previously submitted data, please click on the "Edit"  icon to edit and save changes. Only records with status of "Pending" can be edited. Once the status has been set to "Processed" NO edits will be allowed.*

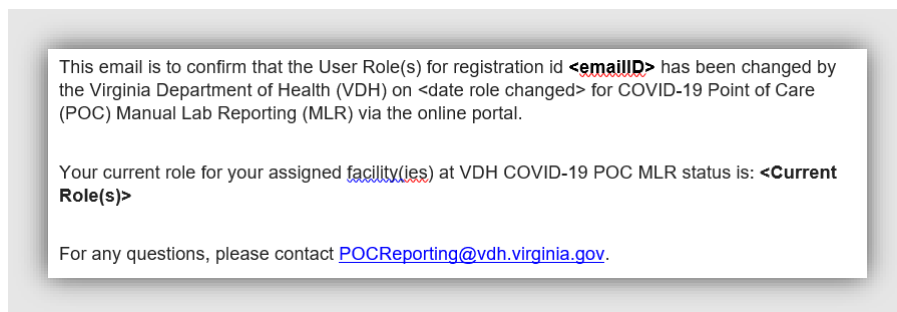
Bulk upload messages are scheduled to process at 10am, 1pm, 5pm, and 11pm. *

4- Multiple Facility Registration

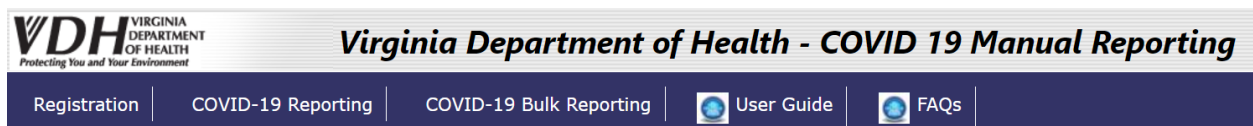
COVID Reporting Users may register multiple facilities to their own account. If you are a COVID Data Entry User, additional facilities must be manually added by the VDH POC Portal Support team.

To associate multiple facilities with a COVID Data Entry User, the COVID Reporting User must email this request to POCReporting@vdh.virginia.gov and include the data entry user's name, email address, and the facilities (name and CLIA #) you want to associate the user with.

It is the COVID Reporting User's responsibility to manage the users and their role(s) for their respective facilities. The current User Role(s) will apply to all facilities they have access to. Users will be notified via email regarding changes in their role(s). See screenshot of email template below:



Once access has been granted to multiple facilities, the data entry user will be able to select from the drop-down menu the facility they wish to report test results on. The data entry user will be able to submit facility level COVID-19 lab results in the **COVID-19 Reporting** and **Bulk Reporting** tabs. You must select facility first so that the tests registered for the facility appears for your selection. See screenshots in the next page.



- In the **COVID-19 Reporting Tab**, click on **"Add Patient Information"**

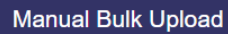
Add Patient Information

- On the next screen, click on the drop-down arrow below **"Facility/Practice"** to select the desired facility. Enter patient and test information as usual and click submit.



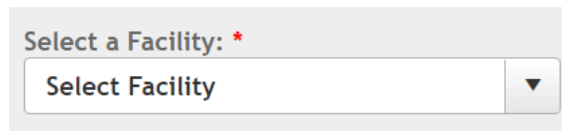
FACILITY/PRACTICE :
Select ▼

- In the **COVID-19 Bulk Reporting** tab, click on “**Manual Bulk Upload**”



Manual Bulk Upload

- On the next screen, click on the dropdown arrow next to “**Select Facility**” to select the desired facility. Upload the bulk upload Excel sheet and test information as usual. Click submit.



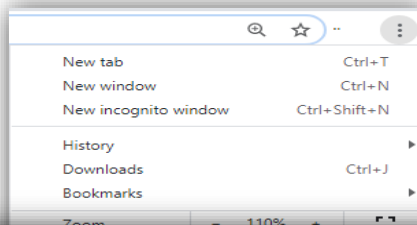
Select a Facility: *
Select Facility ▼

Auto Fill Issues? Please see below.

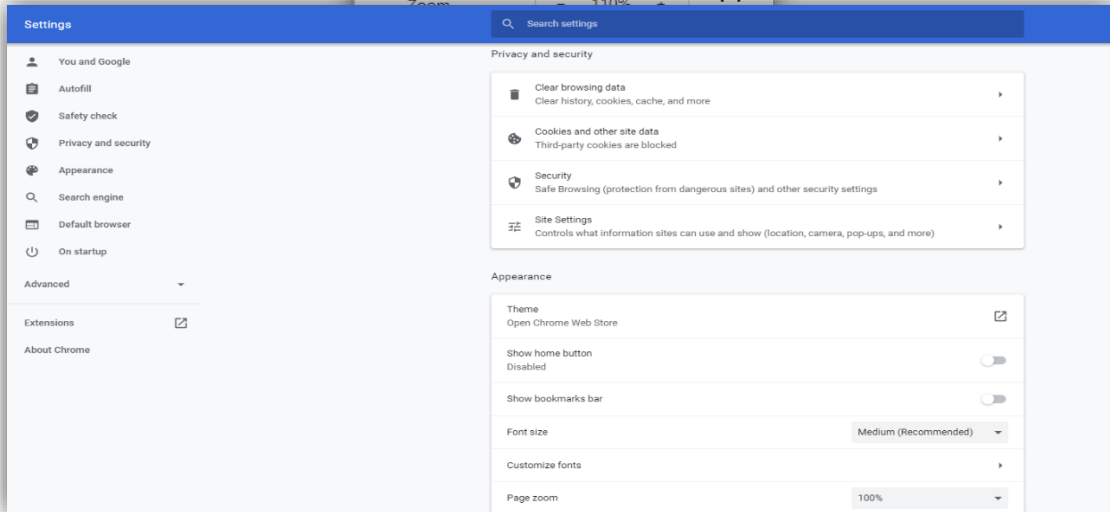
If you are noticing patients’ names or test counts are changing/auto filling in the POC Portal, please make sure your browser **Autofill Data** is cleared out to solve this issue.

1. Go to the top right corner of your browser, click on the **Customize and Control** feature three (this will show as three little dots). Click on **Settings**, you will be brought to a new screen.

2. Go to the left side



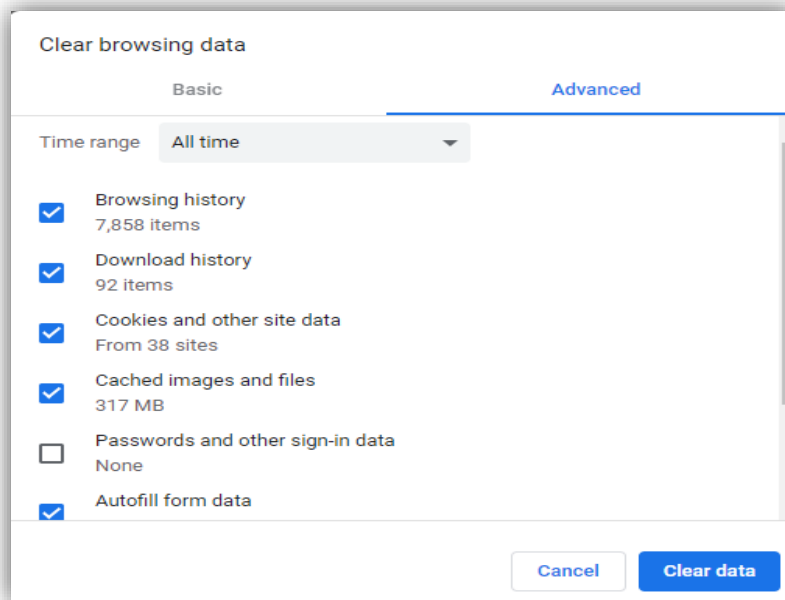
of your screen, click on **Autofill**.



Scroll

down until you **find Privacy and Security** then select **Clear browsing data**.

3. You will have two options *Basic* and *Advance*, click on **Advance**. Click on the drop-down box to change the **Time Range** to **All time**. Select **Autofill form data** and finally click the **Clear Data** to delete all your saved autofill data. This will stop your browser from making Autofill Data changes to your results.



Questions? please contact:

POCReporting@vdh.virginia.gov