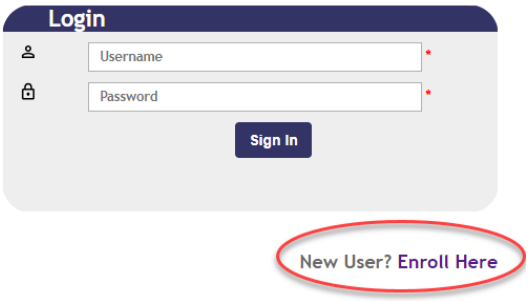
Virginia Department of Health COVID-19 Point of Care (POC) Portal

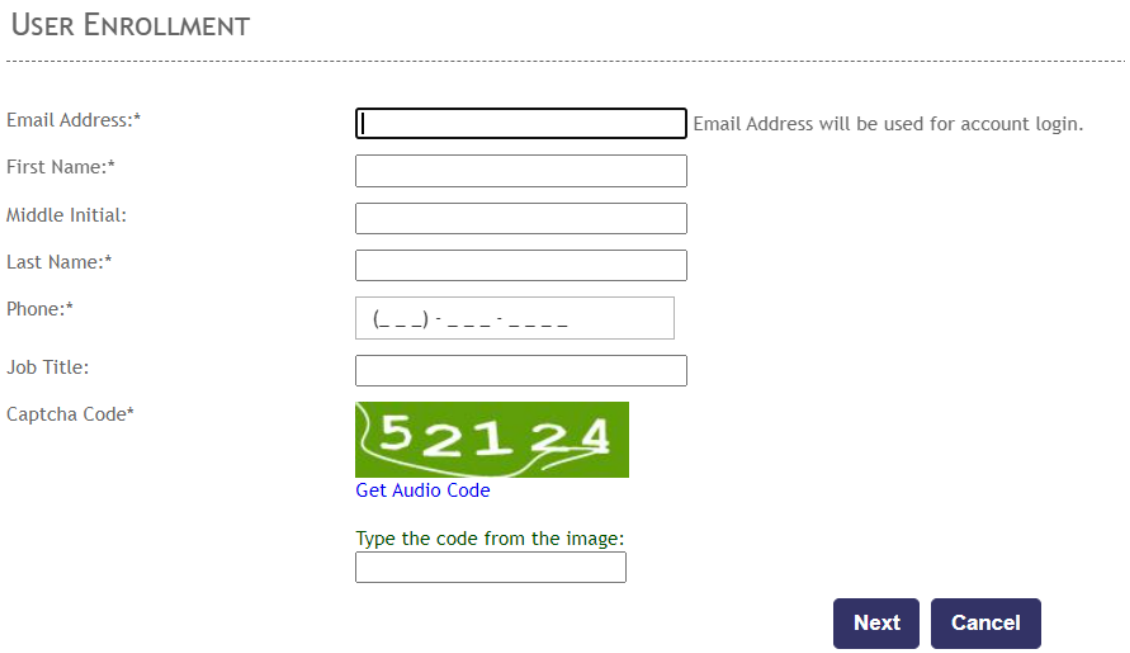
Registration Guide

The Virginia Department of Health COVID-19 POC 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.

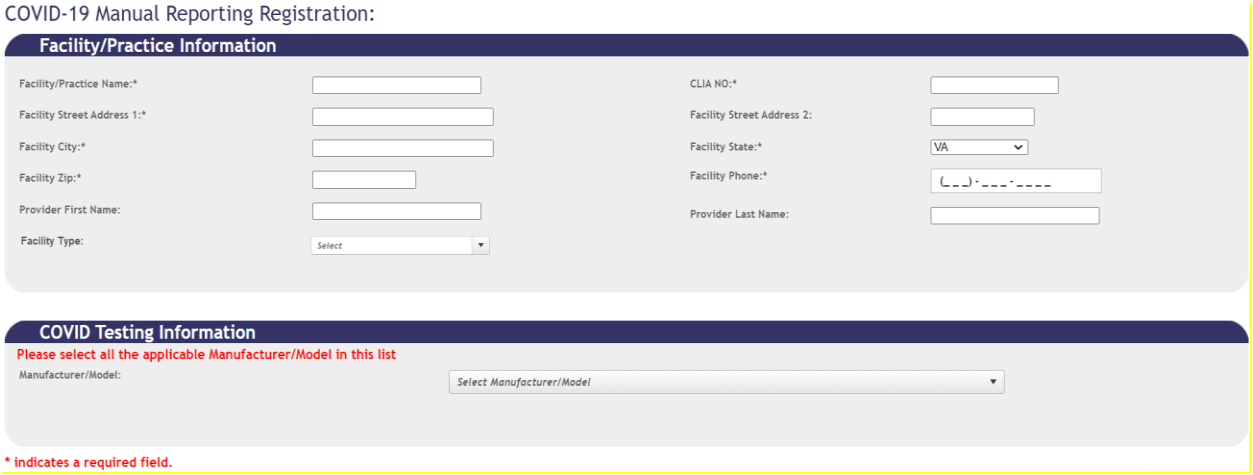
1. To create an account for your facility, please click on "**Enroll Here**."
   Note: Users may now register multiple facilities to their own account and under one email address.



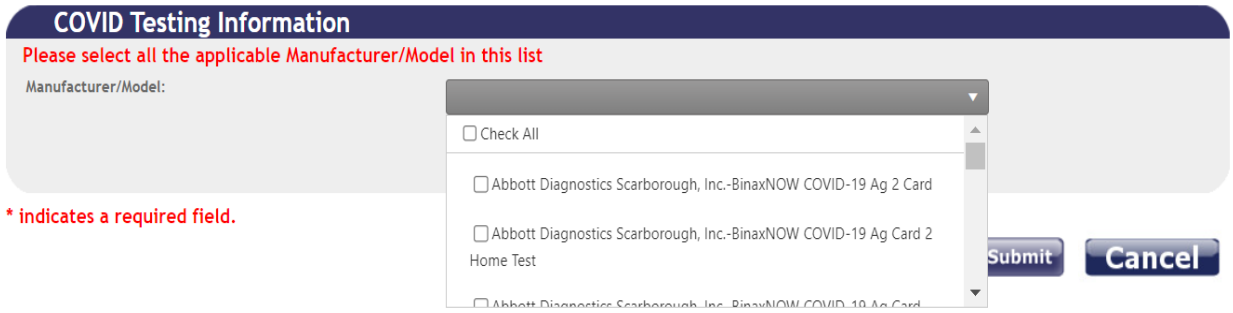
2. Fill out all required fields in the "**User Enrollment**" section (see screenshot below)



3. Click "**Next**" and fill out Facility/Practice information. Please enter all the required fields. **Click here to view all facility types.**
   See step # 4 on how to fill out the COVID Testing Information section.

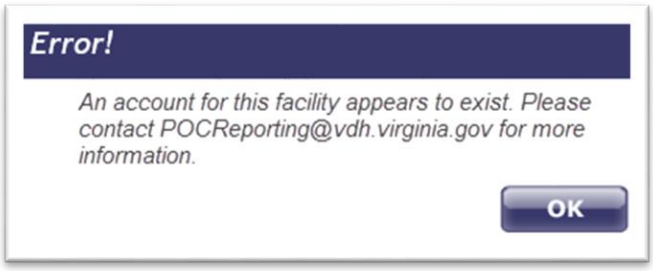


4. Select all applicable Manufacturer/Model performed at your facility/practice under the COVID Testing Information section. Then click "**Submit**".

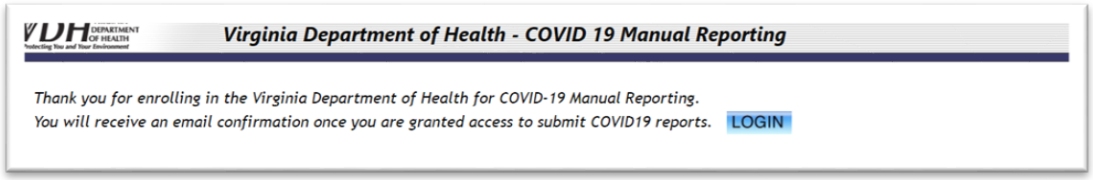


The VDH POC Reporting Portal is configured to accept COVID-19 results for these tests only.

5. Click Submit to complete the enrollment process. If an attempt is made to register a previously registered facility, an error alert will be generated (see screenshot below) and you will not be able to complete the registration.



6. If the registration is successful, you will see the following screen (see below).



7. You should also receive a "**Registration Confirmation**" email as shown below:

This is to confirm that **<facility/provider>** successfully registered with the Virginia Department of Health (VDH) on <date of registration> for COVID-19 Point of Care (POC) Manual Lab Reporting (MLR) via the online portal.

The User ID for this registration is: **<emailID>** .
Please retain a copy for your records and refer to your Registration ID in all future communications with VDH. Registrants are responsible for updating the information and ensuring it is correct.

Your current VDH COVID-19 POC MLR status is: **Registered**

The VDH POC Portal Support Team will review your registration and contact you via email when access to the COVID-19 POC portal has been granted.
Access to the online POC portal typically takes 2-3 days. For any questions, please contact POCReporting@vdh.virginia.gov.

If you cancel and do not enter facility information, you will not be registered.

8. The VDH POC Portal Support team will review your registration and once access has been granted you will receive the following email notifications for approved facility(ies):

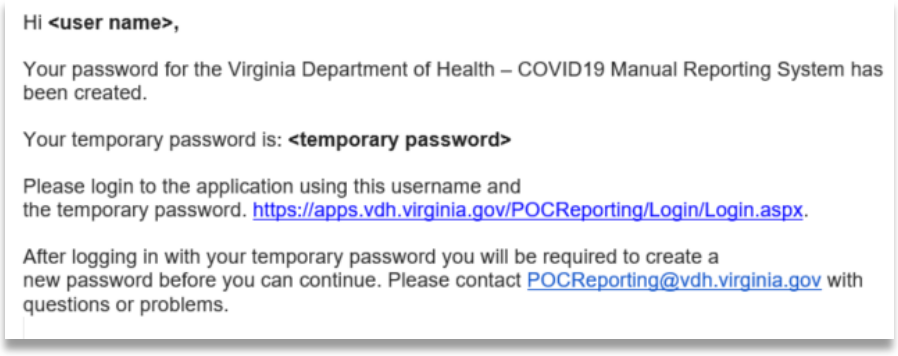
   i. Access Granted Email

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

Your current VDH COVID-19 POC MLR status is: **Access Granted**

You are now able to submit COVID-19 POC tests results via the COVID-19 online portal.
For any questions, please contact POCReporting@vdh.virginia.gov.

ii. Temporary Password Email



Hi **<user name>,**

Your password for the Virginia Department of Health – COVID19 Manual Reporting System has been created.

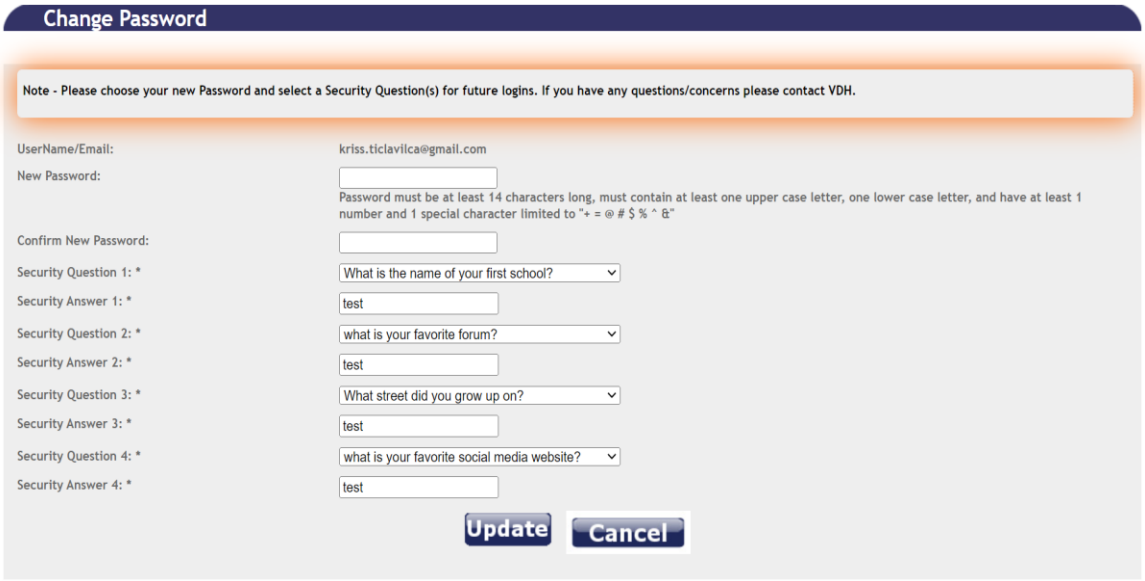
Your temporary password is: **<temporary password>**

Please login to the application using this username and the temporary password. https://apps.vdh.virginia.gov/POCReporting/Login/Login.aspx.

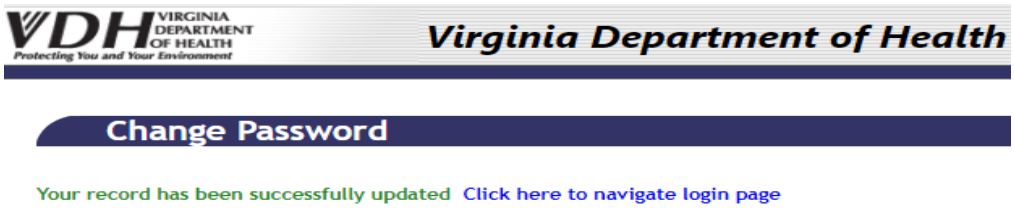
After logging in with your temporary password you will be required to create a new password before you can continue. Please contact POCReporting@vdh.virginia.gov with questions or problems.

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

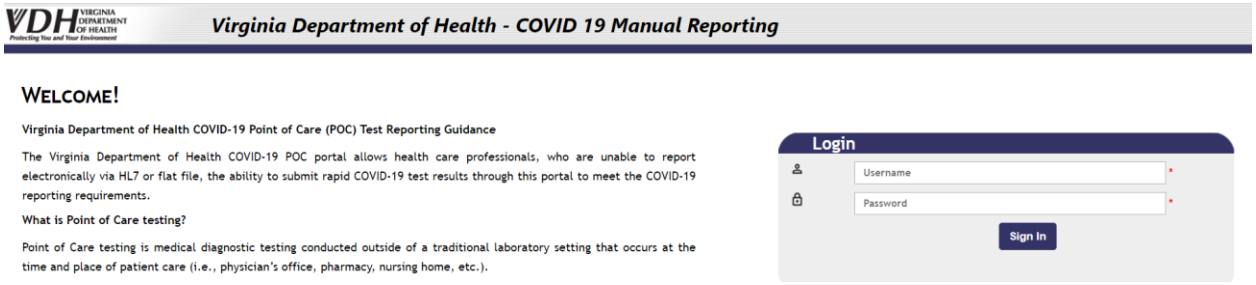
9. Log in to application and set password, confirm password and set your security questions before hitting **Update**.
   Note that the password must be at least 14 characters long, must contain at least one upper case letter, one lower case letter, and have at least 1 number and 1 special character limited to "+ = @ # $ % ^ &"



10. Once completed, you will receive the following notification:



11. Click on "**Click here to navigate to login page**" and enter your updated login information to enter into the portal.



Note: You will not be able to log in to the POC portal until your facility has been approved and you have received your temporary password via email!

For any questions, please contact

POCReporting@vdh.virginia.gov