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)

   ![User Enrollment Form]

Updated 1/6/2023
3. Click “Next” and fill out Facility/Practice information. Please enter all the required fields. See step # 4 on how to fill out the COVID Testing Information section.

COVID-19 Manual Reporting Registration:

COVID-19 Testing Information
Please select all the applicable Manufacturer/Model in this list
Manufacturer/Model:
Select Manufacturer/Model:

* Indicates a required field.

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.

Error!
An account for this facility appears to exist. Please contact POCReporting@vdh.virginia.gov for more information.

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

![Registration Screen](image)

7. You should also receive a “Registration Confirmation” email as shown below:

![Registration Confirmation Email](image)

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**

![Access Granted Email](image)
ii. **Temporary Password Email**

![Temporary Password Email Image]

**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:

![Password Change Notification Image]
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