

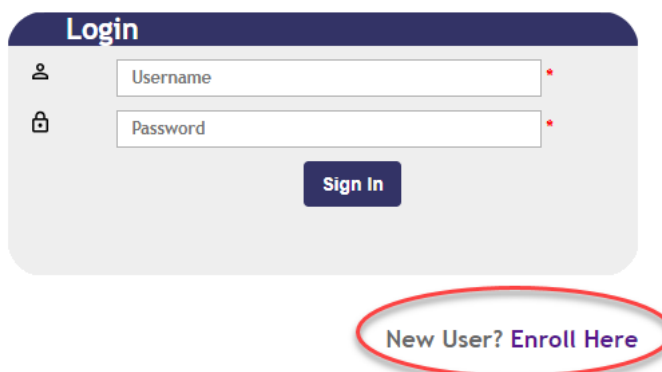
Virginia Department of Health COVID-19 Point of Care (POC) Portal

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.

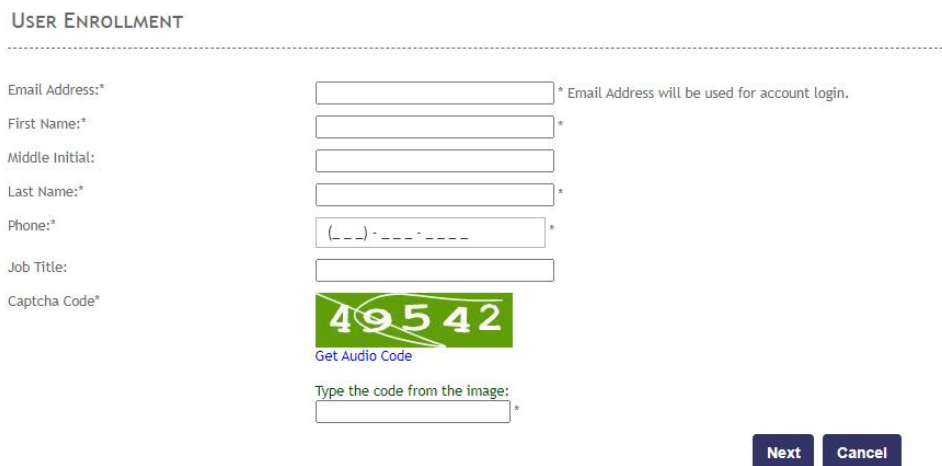
1. To create an account for your facility, please click on “[Enroll Here.](#)”

Note: Users may now register multiple facilities to their own account and under one email address.



The screenshot shows a 'Login' form with two input fields: 'Username' and 'Password'. Below the fields is a 'Sign In' button. Below the login form, the text 'New User? [Enroll Here](#)' is displayed, with the 'Enroll Here' link circled in red.

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



The screenshot shows the 'USER ENROLLMENT' section. It contains the following fields and labels:

- Email Address:* (with a note: * Email Address will be used for account login.)
- First Name:*
- Middle Initial:
- Last Name:*
- Phone:* (format: () - - - - -)
- Job Title:
- Captcha Code* (with a green box containing the code 49542 and a 'Get Audio Code' link below it)

Below the captcha code is a label 'Type the code from the image:' followed by an input field. At the bottom right are 'Next' and 'Cancel' buttons.

- 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:

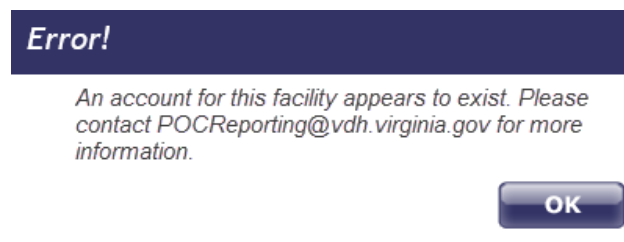
The screenshot shows the 'Facility/Practice Information' section of the registration form. It contains two columns of input fields. The left column includes: Facility/Practice Name*, Facility Street Address 1*, Facility City*, Facility Zip*, and Provider First Name. The right column includes: CLIA NO., Facility Street Address 2, Facility State* (a dropdown menu showing 'VA'), Facility Phone* (a field with a format mask (---)---), and Provider Last Name. Below the form is a red asterisk note: '* indicates a required field.' At the bottom right are 'Submit' and 'Cancel' buttons.

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

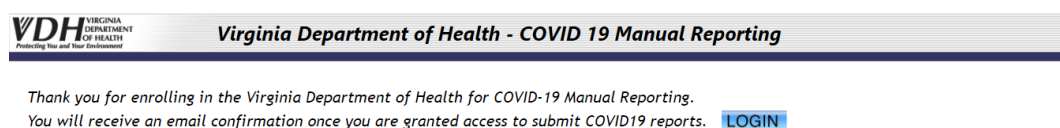
The screenshot shows the 'COVID Testing Information' section. It features a red header with the instruction 'Please select all the applicable Manufacturer/Model in this list'. Below this is a label 'Manufacturer/Model:' followed by a dropdown menu. The dropdown menu is open, showing a list of checkboxes: 'Check All', 'Abbott-ID NOW', and 'Becton, Dickinson and Company (BD)-BD Veritor System for Rapid Detection of SARS-CoV-2'. A red asterisk note '* indicates a required field.' is visible to the left. At the bottom right are 'Submit' and 'Cancel' buttons.

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

- 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.



- 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 8 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 "+ = @ # \$ % ^ & "

Change Password

Note - Please choose your new Password and select a Security Question(s) for future logins. If you have any questions/concerns please contact VDH.

UserName/Email: chata195@hotmail.com

New Password: Password must be at least 8 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 "- . @ # \$ % ^ & "

Confirm New Password:

Security Question 1: * Select Security Question

Security Answer 1: *

Security Question 2: * Select Security Question

Security Answer 2: *

Security Question 3: * Select Security Question

Security Answer 3: *

Security Question 4: * Select Security Question

Security Answer 4: *

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



Change Password

Your record has been successfully updated [Click here to navigate login page](#)

11. Click on “[Click here to navigate to login page](#)” and enter your updated login information to enter into the portal.

Virginia Department of Health - COVID 19 Manual Reporting

WELCOME!

Virginia Department of Health COVID-19 Point of Care (POC) Test Reporting Guidance

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.

What is Point of Care testing?

Point of Care testing is medical diagnostic testing conducted outside of a traditional laboratory setting that occurs at the time and place of patient care (i.e., physician's office, pharmacy, nursing home, etc.).

When should reporting occur?

Facilities/Providers should report POC test results through the online portal within 24 hours of receiving a COVID-19 result. You should only report via this portal if you are unable to report it electronically via HL7 or flat file to VDH.

Testing sites that perform COVID-19 surveillance testing on de-identified samples, regardless of their CLIA status, should not report the results of their surveillance testing to local, state, territorial, or tribal health departments. If at any time a facility intends to report a patient-specific test result, it must first obtain a CLIA certificate and meet all requirements to perform testing.

How to report? And next steps...

Facilities/Providers utilizing POC testing, who are unable to report via HL7 or flat file to VDH, are requested to report individual results using the VDH COVID-19 POC reporting portal. To ensure proper access and reporting via this portal...

Login

New User? [Enroll Here](#)

CLICK BELOW FOR REGISTRATION GUIDE

[COVID 19 POC PORTAL REGISTRATION GUIDE](#)

For more information on CLIAs, click [here](#).

For the current list of tests available in the portal, click [here](#).

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