

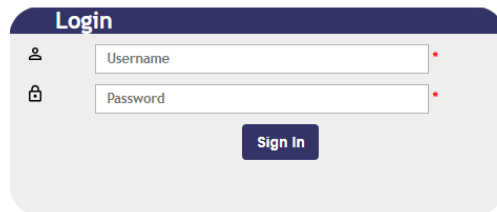
# Virginia Department of Health COVID-19 Point of Care (POC) Portal

## 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 a dark blue header labeled "Login". Below the header are two input fields: "Username" with a person icon and "Password" with a lock icon. A "Sign In" button is positioned below the password field. Red asterisks are visible at the end of both input fields.

[New User? Enroll Here](#)

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

### USER ENROLLMENT

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Email Address:*	<input type="text"/>	Email Address will be used for account login.
First Name:*	<input type="text"/>	
Middle Initial:	<input type="text"/>	
Last Name:*	<input type="text"/>	
Phone:*	<input type="text" value="(---)- ---- - ----"/>	
Job Title:	<input type="text"/>	
Captcha Code*		
	<a href="#">Get Audio Code</a>	
	Type the code from the image:	
	<input type="text"/>	

[Next](#) [Cancel](#)

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:

### 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 <input type="button" value="v"/>
Facility Zip:*	<input type="text"/>	Facility Phone:*	(___) - ____ - ____
Provider First Name:	<input type="text"/>	Provider Last Name:	<input type="text"/>

### COVID Testing Information

Please select all the applicable Manufacturer/Model in this list

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”**.

### COVID Testing Information

Please select all the applicable Manufacturer/Model in this list

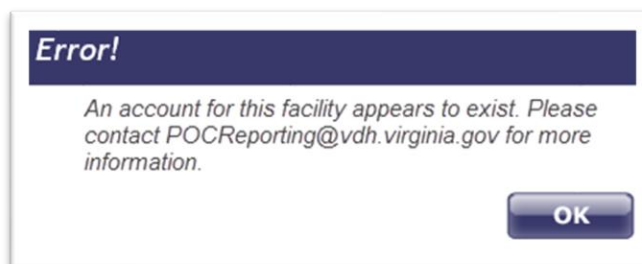
Manufacturer/Model:

Check All  
 Abbott Diagnostics Scarborough, Inc.-BinaxNOW COVID-19 Ag 2 Card  
 Abbott Diagnostics Scarborough, Inc.-BinaxNOW COVID-19 Ag Card 2 Home Test  
 Abbott Diagnostics Scarborough, Inc.-BinaxNOW COVID-19 Ag Card

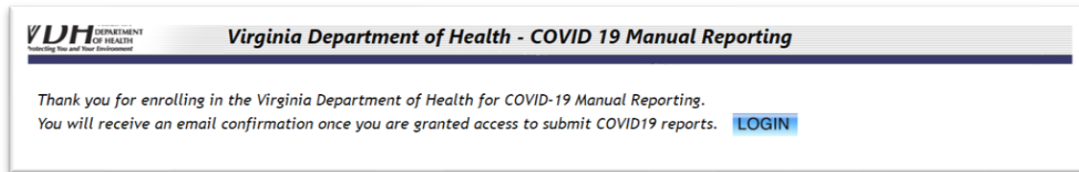
\* indicates a required field.

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

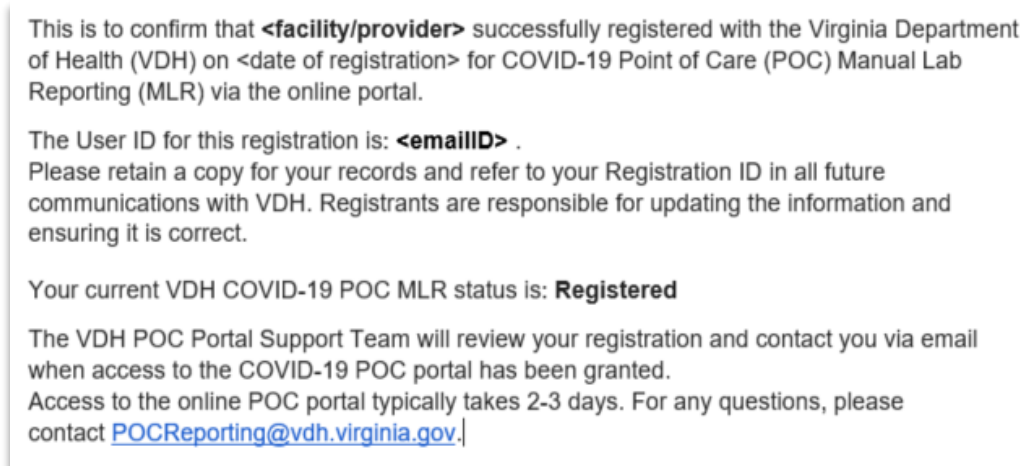
5. Click Submit to complete the enrollment process. If an attempt is made to register a previously registered facility, an error alert will be generated (see screenshot below) and you will not be able to complete the registration.



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

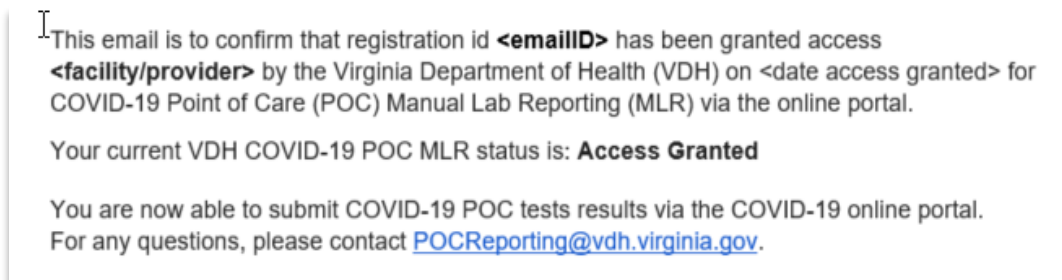


7. You should also receive a “**Registration Confirmation**” email as shown below:



**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**



## 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](mailto:POCReporting@vdh.virginia.gov) with questions or problems.

**Note:** To request a temporary password, please email [POCReporting@vdh.virginia.gov](mailto:POCReporting@vdh.virginia.gov).

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

**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: kriss.ticlavilca@gmail.com

New Password:   
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 "+ = @ # \$ % ^ & "

Confirm New Password:

Security Question 1: \*   
Security Answer 1: \*

Security Question 2: \*   
Security Answer 2: \*

Security Question 3: \*   
Security Answer 3: \*

Security Question 4: \*   
Security Answer 4: \*

- Once completed, you will receive the following notification:

 **Virginia Department of Health**

**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.).

A screenshot of a web portal's login interface. The page has a dark blue header with the word 'Login' in white. Below the header, there are two input fields: 'Username' and 'Password'. Each field has a small red asterisk to its right, indicating a required field. To the left of the 'Username' field is a person icon, and to the left of the 'Password' field is a lock icon. Below the password field is a dark blue button with the text 'Sign In' in white.

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](mailto:POCReporting@vdh.virginia.gov)**