

1. Go to the VHASS website: <u>http://vhass.org/</u>Login using your username and password.



2. To update the organization information, you must be the Designated Organization Contact or Designated Organization Contact (ALT) for the account. Click "Organization Information".

Events & Notifications	Quick Links	Support & Organization Contacts
Events:     Please Choose	<ul> <li>Dialysis Status Board</li> <li>Public Health ESF-8 Status Board</li> <li>Hospital Status Board</li> <li>Long Term Care Status Board</li> <li>Statewide Alerting System</li> <li>Patient Tracking</li> <li>Recent Documents</li> <li>Membership Management</li> </ul>	If you have questions about access to this section, please contact your organization's designated contact(s) or contact support with questions and comments. <u>Central Region Hospital (TEST):</u> (Primary) <u>Designated Organization Contact</u> (Secondary) <u>Designated Organization Contact (ALT)</u> <u>O Event Regional Contact Number:</u> <u>Regional Hospital Coordinator:</u>
Event Log Master View Create Event		My Account Organization Information

\*\*If you are not the Designated Organization Contact or Designated Organization Contact (ALT) you will not see the "Organization Information" button. The Designated Organization Contact names are listed in the Support & Organization Contacts box.

3. Under the "Contact Information" Tab, click "Edit Contact Information".

Home > Membership	Management > Organization I	List > Organization Det	ail	
Add Member De	lete Organization			
Contact Information	Demographic Information	Facility Operations	Surge Information	Emergency Operations Plans
Edit Contact Informa	tion			



4. Step 1 of 7 – Update the contact information for the facility. Click "Continue".

Step 1 of 7	
Contact Information	
* Main Telephone:	(555) 555 - 5555 Extension
* 24 Hour Telephone:	( 555 ) 555 - 5555 Extension
24 Hour Fax:	
24 Hour Cell Phone:	
24 Hour Pager:	( ) - Numeric Type
24 Hour Email Address:	
	Continue

5. Step 2 of 7 – Update the Hospital Coordinating Center (HCC) Information and Hospital Emergency Department (Room). Click "Continue".

Step 2 of 7	
Hospital Coordinating Center (HCC) In	formation
The fields in this section apply to th Healthcare Coordinating Center).	e location established by the organization during major emergencies to coordinate response activities (i.e.
* HCC Telephone:	(123) 456 – 7890 ext.
HCC Fax:	( 123 ) 456 - 7890
HCC E-mail Address:	
Hospital Emergency Department (Roo	m)
* Hospital ED Telephone:	(123) 456 – 7890 ext.
Hospital ED Fax:	( 123 ) 456 - 7890
Hospital ED E-mail Address:	
	Continue



6. Step 3 of 7 – Update the Key Personnel Section. Click "Continue".

ey Personnel Section				
The fields below apply to key personnel w	ithin the organization.			
ODESIGNATED Organization Contact :	VHASS, Test		•	
* O Designated Organization Contact (ALT):	VHASS, Test		Ŧ	
* O Emergency Mgt. Coordinator:	VHASS, Test		T	
* O Emergency Mgt. Committee Chairperson:	VHASS, Test		T	
* • Senior Management Emergency Mgt. Contact:	VHASS, Test		T	
* <b>@</b> Reg. Hospital Emergency Mgt. Committee Rep.:	VHASS, Test		T	
* Reg. Hospital Emergency Mgt. Committee Rep. (ALT):	VHASS, Test		T	
* O Infection Control Officer:	VHASS, Test		<b>*</b>	
* <b>O</b> Public Information Officer:	VHASS, Test		T	
* Ø Security Manager:	VHASS, Test		¥	
* • Facility Manager:	VHASS, Test		×	
* O Chief Medical Officer :	VHASS, Test		¥	
		4		
		Continue		

## 7. Step 4 of 7 – Update the Alerting Contacts. Click "Continue".

## Step 4 of 7

lerting Contacts
These individuals are the contacts to receive state/regional alerts. These alerts will be activated by regional healthcare coordinating centers (RHCC), NDMS Federal Coordinating Centers (FCC), and state health department Emergency Coordinating Center (ECC) alerting users.
Mouse, Mickey
🗷 Duck, Donald
Duck, Daisy
🖉 Mouse, Minnie
🗷 Duck, Daffy
Continue



8. Step 5 of 7 – Update the Emergency Operations Access Authorization. Click "Continue".

Step 5 of 7

In markeu "None", User Ca If marked "Diversion Rea If marked "Diversion Rea If marked "Emer.Ops. Re If marked "Emer.Ops. Re They can also view and the After setting authorization levels	annot access an ad", user can view ad/Write", user can view ad/Write", user can view ad/Write", user c ad/Write", user c update Events da s, please click Co	y of the Emergency O v only the diversion st an view only the diversion sew all regional emerge can view all regional e ata. ontinue.	perations section information. atus of the region. sion status of the region and u nery operations information in mergency operations informa	pdate the diversion status for their org cluding Events data. ion and insert/update emergency oper	anization. rations information for their organization.
Member	None	Diversion Read	Diversion Read/Write	Emergency Operations Read	Emergency Operations Read/Write
Member Mouse, Mickey	None	Diversion Read	Diversion Read/Write	Emergency Operations Read	Emergency Operations Read/Write
Member Mouse, Mickey Duck, Donald	None	Diversion Read	Diversion Read/Write	Emergency Operations Read	Emergency Operations Read/Write
Member Mouse, Mickey Duck, Donald Duck, Daisy	None O	Diversion Read	Diversion Read/Write	Emergency Operations Read	Emergency Operations Read/Write
Member Mouse, Mickey Ouck, Donald Duck, Daisy Mouse, Minnie	None	Diversion Read	Diversion Read/Write	Emergency Operations Read	Emergency Operations Read/Write

9. Step 6 of 7 – Update the Resource Management Tool Access. Click "Continue".

## Step 6 of 7

he fields below authorize individual access to the Resou If marked "None", user cannot access any of the Ir If marked "Read Only", user can view your organiz If marked "Issue and Receive Inventory", user can fter setting authorization levels, please click Continue.	rrce Management Tool section of nventory Items. zation's Inventory Items. issue and receive Inventory Ite	of the website. ms for their organization as	s well as view reports.
Member	None	Read Only	Issue and Receive Inventory
Mouse. Mickey	0	۲	0
Duck, Donald	0	0	۲
Duck, Daisy	•	0	•
Duck, Donald Duck, Daisy Mouse, Minnie	© ©	© ©	• •



10. Step 7 of 7 – Update the Patient Tracking Access. Click "Continue".

<ul> <li>If marked "None", user cannot access any If marked "Input", the user has the ability to including data from the Healthcare Provide</li> <li>If marked "View", the user has the ability to 1. all data, except that which has been 2. De-Indentified Data from other Orga</li> </ul>	Patient Tracking section of the website. he Patient Tracking module. Input data into the Patient Tracking System. U Organization with which the user is associated view the following: marked "Confidential," that has been input by for izations lity to do everything described by both "View".	ser will not have the at 1. he Healthcare Provide and "Input" above.	bility to view any data in Pr Organization with whi	n the Patient Tracking System, ich he's associated
After setting authorization levels, please click Con	inue.			
After setting authorization levels, please click Con	inue. None	Input	View	Input and View
After setting authorization levels, please click Con lember Mouse, Mickey	inue. None ®	Input O	View	Input and View
After setting authorization levels, please click Con ember Mouse, Mickey Duck, Donald	inue. None	Input O	View	Input and View •
After setting authorization levels, please click Con ember Mouse, Mickey Duck, Donald Duck, Daisy	inue. None	Input O O O	View O O O O O O	Input and View
ember Mouse, Mickey Duck, Donald Duck, Daisy Mouse, Minnie	inue. None    None	Input O O O O O O O O O O O O O	View	Input and View

Please verify all members listed under your organization are accurate. Delete those members who no longer need an account under your organization.

Contact your healthcare coalition for assistance - https://vhass.org/regional-info/.