

How to upload documents to your Organization profile in VHASS

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

Virginia Healthcare Em	n <mark>ergency About Us Regional Contacts Resources ~ VHEMPEvents State Contacts VHEMPAdmins</mark>
Member Login	
Vigilia Institute Vigilia Institute Status System Username:	VHASS – Virginia Healthcare
Password:	Alerting & Status System
Login to VHASS Trouble Logging In?	The Virginia Healthcare Alerting and Status System (VHASS) enhances the distribution of critical emergency management information needed by Virginia hospitals and healthcare providers. Because of the sensitive nature of this information, access to this site is open to authorized users only.
New to VHASS? Register Now!	

2. To upload documents to the organization's profile, you must be the Designated Organization Contact or Designated Organization Contact (ALT) for the account.

# Home • EMERGENCY OPERATIONS - 📰 Status Boards - 🖉 Documents	Resources 🚽 🔒	Administration - of Dev Admin -	🕿 Contact Us 🛛 🖉 Linked Accounts 🗸 💧 Allen, Matthew T 🗸
Welcome to VHHA-MCI Matthew Allen.			x
III Events & Notifications		C Quick Links	Support & Organization Contacts
Events: Please Choose Event Notifications: Please Choose	•	Dialysis Status Board Dialysis Status Board Hospital Status Board Long Term Care Status Board Statewide Alerting System Patient Tracking Resident Tracking Helmobership Management Helicopter EMS Hospital Directory	If you have questions about access to this section, plasse contact your organization's designated contact) or contact support with questions and comments. Wrights About and Healthcare Association in the Many (Primary) (640) 757-171 Mathew Alems (Secondary) (642) 627-3555 O Event Regional Contact Number: Statewide Region: (044) 665-1303 Regional Hospital Coordinator: James More: (044) 664-7034
Event Log Master View	Create Event		My Account Organization Information

**If you are not the Designated Organization Contact or Designated Organization Contact (ALT), you cannot upload documents. Please contact the individuals listed in the Support and Organization contact box.



3. Under the "Administration" tab, click "Membership Management" or click "Membership Management" under quick links.

VHASS Virginia Healthcare Alerting & Status System	
# Home O EMERGENCY OPERATIONS - Documents Resources - My Accounts -	Administration +
Events & Notifications	🔮 Membership Management
O Events:	🧮 Dialysis Status Boan
Please Choose 🗸	E Public Health ESF-8 Status Board
	🧮 Hospital Status Board
Event Notifications:	C Long Term Care Status Board
No Current Notifications	Statewide Alerting System
	Recent Documents
	🚰 Membership Management
Create Notification	

4. Click "View Organization Detail"

Membership Management
Home > Membership Management
Members
View Members
Le Create Member Account
Alerting Number Confirmation Report
Organizations
View Organization Detail



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5. Under the "Emergency Operations Plans" tab, click upload document

Contact Information	Demographic Information	Facility Operations	Surge Information	Emergency Operations Plans					
1 Upload Document	4								
Emergency Operations Plans									
File			Uploaded By		Uploaded Date				
No Emergency Operations Plans found. Please click the Upload Document button above to add a new file.									

6. Click "choose file" to find the document you would like to upload.

Contact Information	Demographic Information	Facility Operations	Surge Information	Emergency Operations Plans					
Upload Emergency Operation Choose File No file choose Emergency Operations Plans									
File			Uploaded By		Uploaded Date				
No Emergency Opera	tions Plans found. Please click the Upload	I Document button above to add	a new file.						

7. Once you have your file selected, click "upload."

Contact Information	Demographic Information	Facility Operations	Surge Information	Emergency Operations Plans		
Upload Emergency Operat	ions Plan:					
Choose File KP-HVA-Too	ol xlsx					
			Upload or Ca	incel		
mergency Operations Plans						
File			Uploaded By		Uploaded Date	
No Emergency Opera	ations Plans found. Please click the Uploa	d Document button above to add	a new file.			

8. A successful upload will be stored under the "Emergency Operations Plans" tab.

Contact Information	Demographic Information	Facility Operations	Surge Information	Emergency Operations Plans		
1 Upload Document						
Emergency Operations Plans						
File			Uploaded By		Uploaded Date	
KP-HVA-Tool.xlsx					Dec 3, 2024	1

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