



March 4, 2024  
DOH 346-128

## WA HEALTH Admin User Guide

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**You must have the “Parent Organization Administrator” role to perform the functions listed in this guide.**

To request this document in another format, call 1-800-525-0127. Deaf or hard of hearing customers, please call 711 (Washington Relay) or email [doh.information@doh.wa.gov](mailto:doh.information@doh.wa.gov).

**PLEASE ACCESS WA HEALTH USING MICROSOFT EDGE, FIREFOX, OR GOOGLE CHROME**

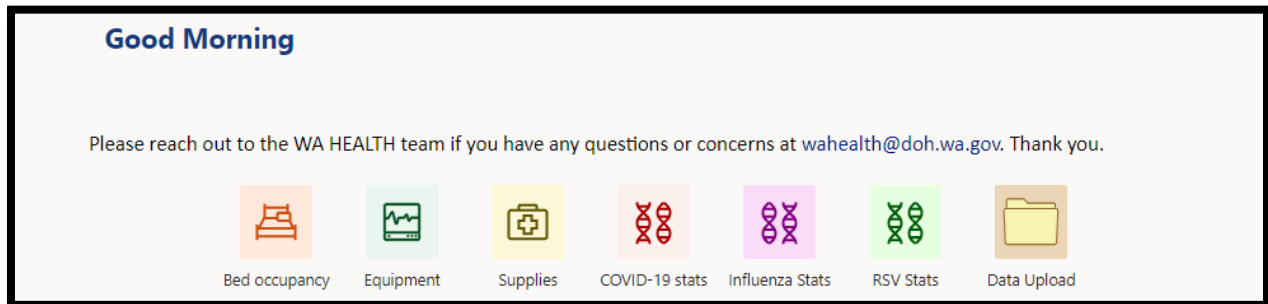
## Adding a New User

You must have the “Parent Organization Administrator” role to perform these functions.

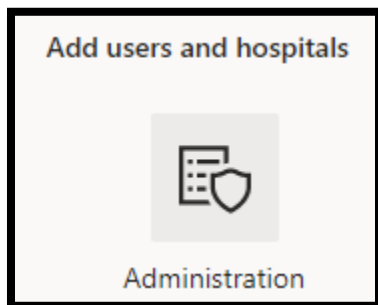
Log into the WA HEALTH home page: <https://wahealth.doh.wa.gov/SignIn>.

You will be directed to Secure Access Washington (SAW) to authenticate your account.

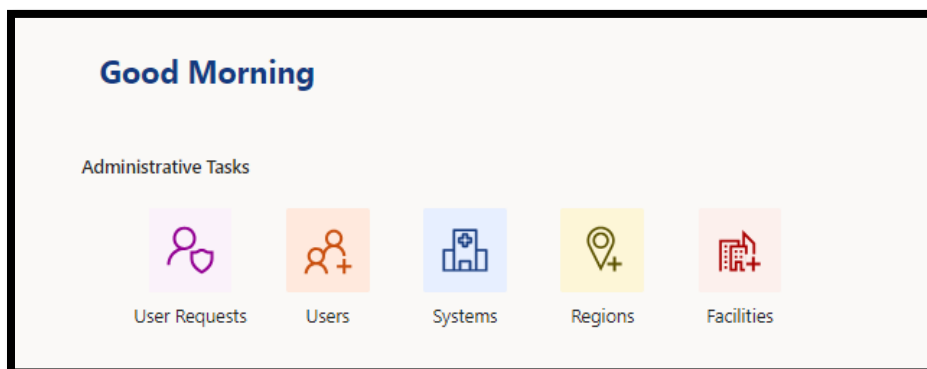
Then you will be re-routed back to WA HEALTH.



Scroll to the Administration tile & click on this tile.

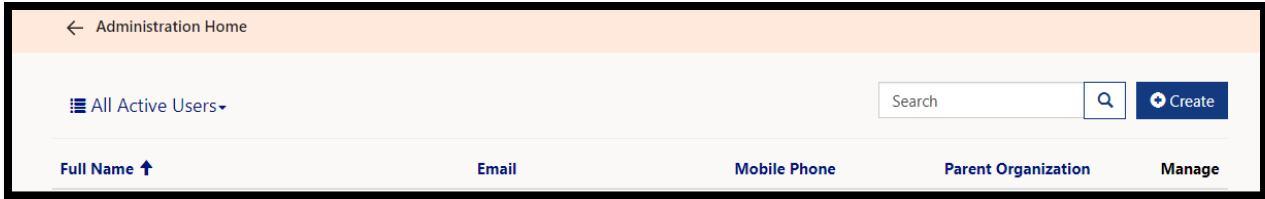


Click on the Users tile.



You will see all the current users for this facility.

Click on the Create Button.



Enter the appropriate information – click on submit.

The image shows a form titled "User Information". It contains four input fields: "First Name\*", "Last Name\*", "Email\*", and "Mobile Phone". The "Mobile Phone" field has a placeholder text "Provide a telephone number". Below these fields is a section titled "Choose roles for the user" with five checkboxes: "Organizational HealthCare Worker", "Parent Organization Administrator", "Regional Report Viewer", "Report Viewer", and "Vaccine Locator Role (Members of the Vaccine Locator Role cannot be in any other role)". At the bottom left of the form is a blue "Submit" button.

**Roles:**

**Organizational Healthcare Worker** – You need to have this role to enter data into the system. This role is responsible for submitting and updating data on behalf of the facility.

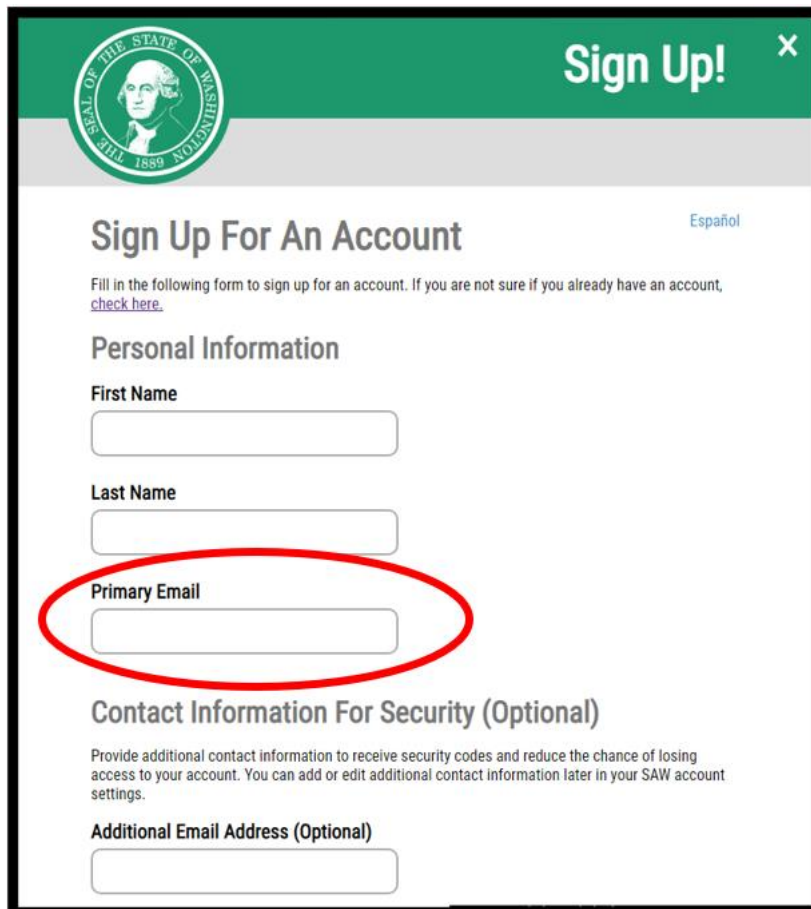
**Report View** – Can access the dashboard and export all reports associated with their parent organization. Note: To export data on the dashboard to an Excel sheet, click on the ellipses (“...”) on the top right of the report.

**Regional Report Viewer** – can only access the dashboard and export reports for various facilities. Users with this role do not need to be associated with a specific facility or parent organization. Note: Export to Excel is located under the ellipses (“...”) on the top right of the report.

**Parent Organization Administrator** – Can add & remove users to your system. This role can access the Administration section of the WA HEALTH portal where facility and user information are updated. Limiting the number of users with this role is recommended.

**Vaccine Locator Role** – can only update vaccine locator settings information for a facility. If users have this role, they cannot have other user roles.

Once you submit the new user information, the new user will receive an auto generated email invitation from the WA HEALTH system explaining how to complete their registration process. **Note:** The new user must have a Secure Access Washington (SAW) account with the same email used in WA HEALTH to login. This email must be their **primary** email in SAW. If they do not have a SAW account, they can create one here: [Secure Access Washington \(SAW\)](#).

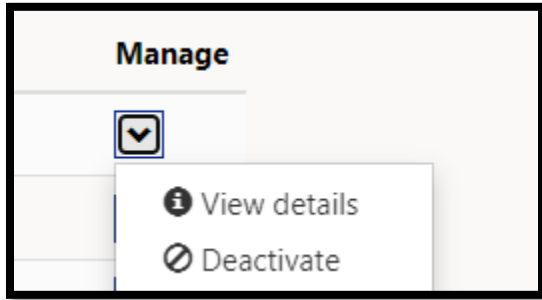


The screenshot shows a web form titled "Sign Up For An Account" with a green header containing the "Seal of the State of Washington" and a "Sign Up!" button. Below the header, there is a "Español" link. The form instructions state: "Fill in the following form to sign up for an account. If you are not sure if you already have an account, [check here](#)." The form is divided into two sections: "Personal Information" and "Contact Information For Security (Optional)". Under "Personal Information", there are three input fields: "First Name", "Last Name", and "Primary Email". The "Primary Email" field is circled in red. Under "Contact Information For Security (Optional)", there is one input field: "Additional Email Address (Optional)".

## Removing a User

Review your current active user list. Are there users listed that are no longer with the facility or users that no longer need access to the WA HEALTH platform?

Click on the Manage button across from their name.

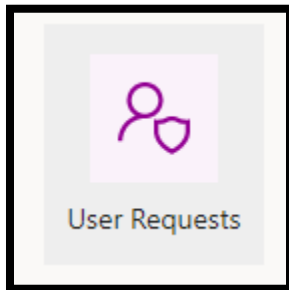


Click on Deactivate.

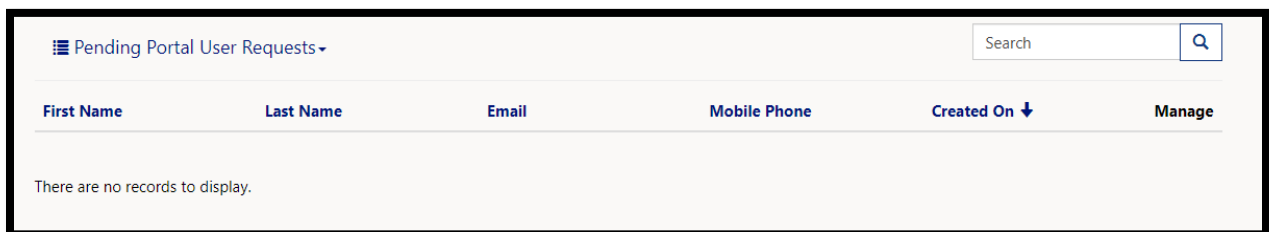
Their name will no longer be on the Active Users list and the individual will no longer have access to WA HEALTH.

## User Request

The User Requests tile is where you can monitor individuals who have requested access to WA HEALTH at your facility.



After clicking on the tile, you will be able to view pending user requests here.



If there are any names that you need to approve, click on manage (next to the name) and review the account. Check the roles and approve or decline the user.

## General

First Name\*

\_\_\_\_\_

Last Name\*

\_\_\_\_\_

Email\*

\_\_\_\_\_

Mobile Phone

Provide a telephone number

Organizational HealthCare Worker

Parent Organization Administrator

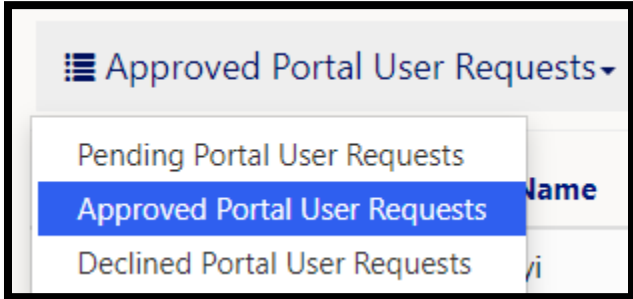
Regional Report Viewer

Report Viewer

Vaccine Locator Role (Members of the Vaccine Locator Role cannot be in any other role)

[Approve Access Request](#) [Decline Access Request](#)

Once a user request is approved, an invitation will be sent to the new user.

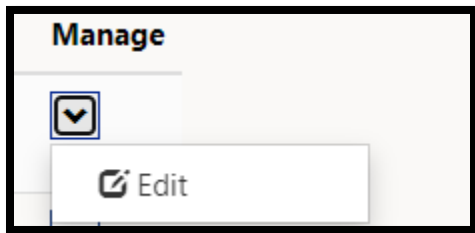


You will be able to see historical information on these types of requests by clicking on Approved Portal User Requests.

## Facilities Set-Up Page



Facilities setup is where a facility can set up information on supplies and other settings. You will see all the facilities under your Parent Organization. Click on the manage button next to the facility and then click edit.

A screenshot of the "Facility Info" form. The form is divided into several sections: "Facility Name\*" and "DOH Number" are text input fields; "Region" and "Facility Type" are dropdown menus with search and clear buttons; "CMS Certification Number (CCN)" is a text input field; "Do you have an ED or Overflow location?" has radio buttons for "No" and "Yes"; "Select Supplies applicable to this facility" has a "Supplies List" button; "PPE Supply Management Level" is a dropdown menu; and "Facility Address" has four text input fields for "Address: Street", "Address: City", "Address: County", and "Address: State".

# PPE Supply Management Level

**PPE Supply Management Level**

Facility ▼

Health system level or multiple-hospital group

Facility

# Supplies List

Item	Availability
Eye Protection	<input checked="" type="checkbox"/> Yes
Gloves	<input checked="" type="checkbox"/> Yes
Gowns (Single Use)	<input checked="" type="checkbox"/> Yes
Launderable gowns	<input checked="" type="checkbox"/> Yes
N-95	<input checked="" type="checkbox"/> Yes
Nasal pharyngeal swabs	<input checked="" type="checkbox"/> Yes
Nasal swabs	<input checked="" type="checkbox"/> Yes
Other respirators Including PAPRs	<input checked="" type="checkbox"/> Yes
Surgical Masks	<input checked="" type="checkbox"/> Yes
Ventilator medications	<input checked="" type="checkbox"/> Yes
Ventilator supplies (disposables)	<input checked="" type="checkbox"/> Yes
Viral Transport Media	<input checked="" type="checkbox"/> Yes



## We Are Here for You

Thank you for your meaningful contribution to our state's reporting.

Additional resources including the WA HEALTH User Guide and Frequently Asked Questions (FAQs) can be found on the Department of Health's dedicated [WA HEALTH webpage](#). You can always reach us directly with any questions or ideas for how we can better support you at [wahealth@doh.wa.gov](mailto:wahealth@doh.wa.gov).