

# WAPHA Portal – GP Influenza Vaccine Allocation How to guide



**Version 2**

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## 2021 General Practice Influenza Vaccine Allocation Campaign

WA Primary Health Alliance, WA Department of Health, the Australian Medical Association (WA) and the Royal Australian College of General Practitioners WA have been working closely to improve supply of annual influenza vaccination stock to Western Australian general practices.

These discussions have resulted in an agreement to implement a pre-allocation model for the initial six weeks of the vaccine rollout to ensure a timely and appropriate vaccine supply for Western Australian general practice.

It is hoped this improved system, which includes a contingency for emergency supply, will ensure a more equitable distribution of initial stock for Western Australia's health system's needs, with the necessary flexibility and responsiveness to meet individual practices' particular requirements.

### What is the Portal?

WA Primary Health Alliance (WAPHA) has built an online portal that General Practices can use to provide WA Primary Health Alliance with important information required for the 2021 influenza vaccine rollout program.

### Why is WAPHA collecting information from General Practices?

As part of the Australian Government's Primary Health Network Program, WA Primary Health Alliance is supporting the rollout of the influenza vaccine allocation to General Practice in Western Australia.

WAPHA, in conjunction with the State Department of Health have calculated the required influenza vaccine allocations per practice based on data

### Logging into the Portal to view allocations

You will be able to view your allocations in the portal once they have been approved.

Go to the Portal <https://portal.wapha.org.au/> and log in using your existing username and password.

For users who previously completed their registrations go to [How to Log in](#) for help.

For users that have not previously completed their registrations please contact [Practice Assist](#) if you do not have a Registration Invitation code, or follow the help guide How to: [Portal Registration First Time Users](#).

See How to View Allocations [here](#).

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## How to: Portal Registration First Time Users

- The identified key contact for each General Practice will have received an email invitation to log into the portal. This email includes a **unique invitation code** that you will need to register.
- This email will have come from the email address [practiceassist@wapha.org.au](mailto:practiceassist@wapha.org.au)

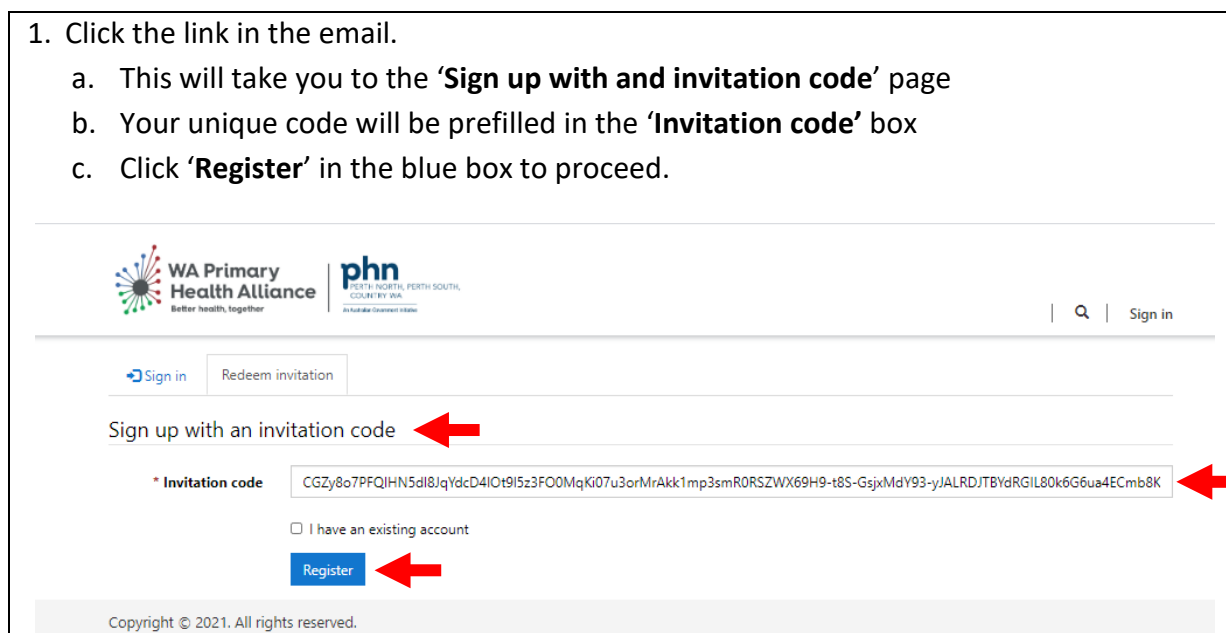
### IMPORTANT NOTE:

Due to security limitations multiple accounts cannot be provided to organisations for portal access. Your organisation will need to nominate a key contact to act on behalf of your organisation – this individual will be fully responsible for access to and use of the portal. For this reason, the invitation code is unique and has been sent to the individual contact person nominated for this role.

- Please **DO NOT forward** the original email on to others
- For ease of use, data governance and quality control purposes WAPHA requires the nomination of a **single point of contact** from your practice to use the portal.
- Not the key contact person? On registering via the link provided in the original email, you can then update the details with the email address of your preferred point of contact. This can also be changed by contacting Practice Assist and providing alternate details.

### To register, you can either:

1. Click the link in the email.
  - a. This will take you to the '**Sign up with and invitation code**' page
  - b. Your unique code will be prefilled in the '**Invitation code**' box
  - c. Click '**Register**' in the blue box to proceed.



WA Primary Health Alliance | phn  
PERTH NORTH, PERTH SOUTH, COUNTRY WA  
Better health, together | An Australian Government Initiative

Sign in | Redeem invitation

Sign up with an invitation code

\* Invitation code: CGZy8o7PFQIHn5dl8JqYdcD4IOt9I5z3FO0MqKi07u3orMrAkk1mp3smR0RSZWx69H9-t8S-GsjxMdY93-yJALRDJTBdRGIL80k6G6ua4ECmb8K

☐ I have an existing account

Register

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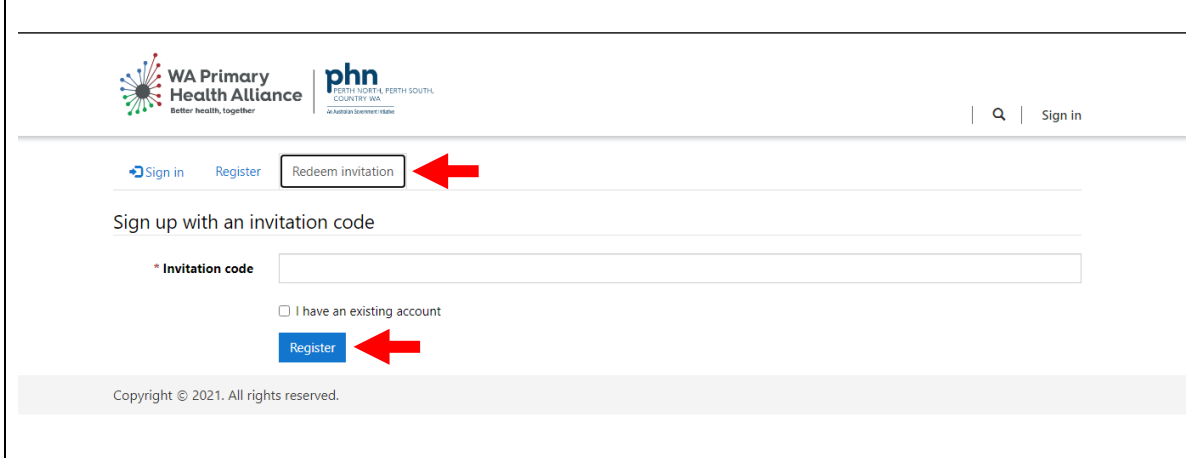
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## ALTERNATIVELY/OR

2. Access the portal via this link: <https://portal.wapha.org.au/>

When you arrive at the portal:

- Click on '**Redeem invitation**'
- Copy and paste the **unique code** that you received in the email
- Click '**Register**' in the blue box to proceed.



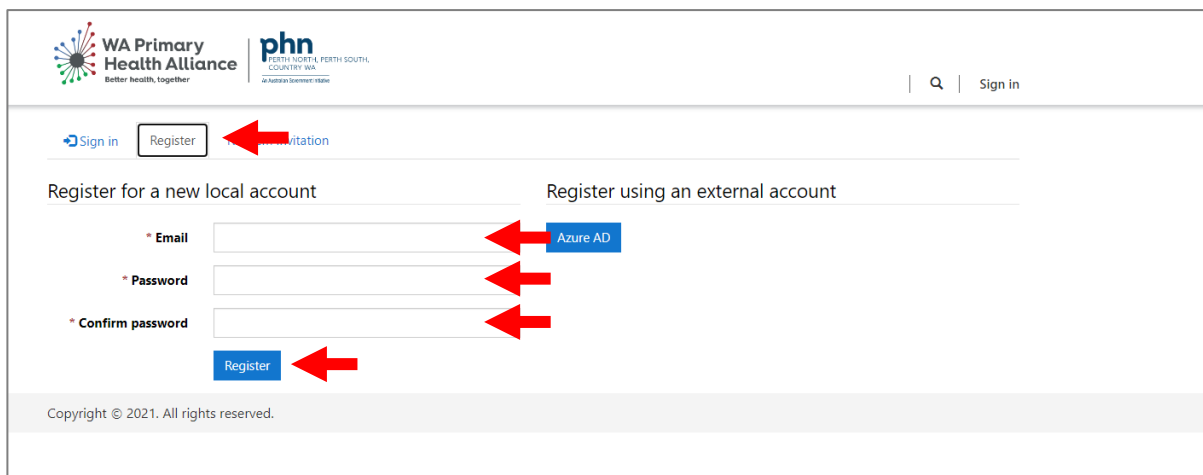
**Please note:** the unique invitation link sent in the email is a once time use link and cannot be used to access the portal in later sessions. To access/log back into the portal please visit <https://portal.wapha.org.au/> and sign in with your email and password.

It is also recommended that users bookmark the WAPHA portal link for future access

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## First time users: Setting a new password

- Once you have entered the unique invitation code and click '**Register**', you will be asked to **set a password**
- Once you have entered your email and chosen password, click '**Register**' to proceed.



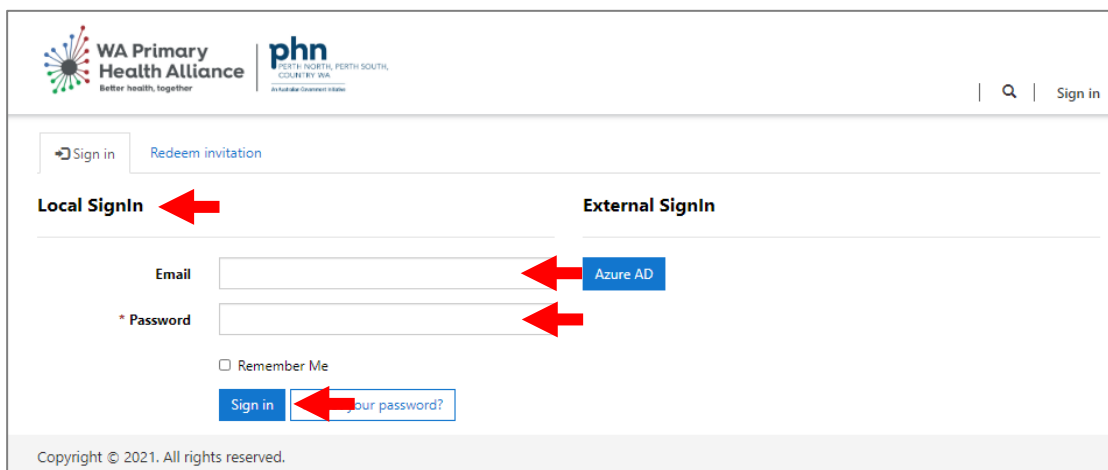
## Troubleshooting - Registration:

- I. Missing an email? Check your junk folder for the invitation email. This will be from:
  - original portal link from [practiceassist@wapha.org.au](mailto:practiceassist@wapha.org.au)
  - password resets/confirmations come from [portal@wapha.org.au](mailto:portal@wapha.org.au)
- II. Try registering with both methods outlined above
- III. Are you the key contact? Check with WAPHA by emailing Practice Assist ([practiceassist@wapha.org.au](mailto:practiceassist@wapha.org.au))

# WAPHA Portal – GP Influenza Vaccine Allocation How to guide

## How to: Log in (once registered)

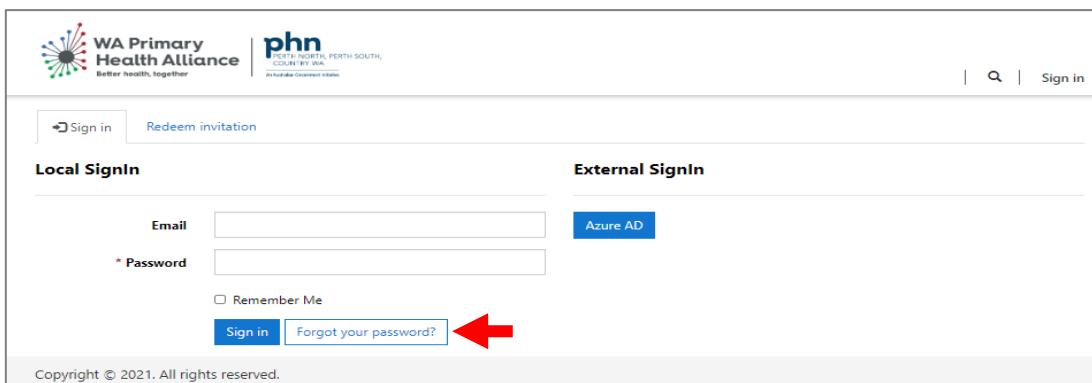
- After you have registered, you will be able to log in to the portal by visiting:  
<https://portal.wapha.org.au/>
- You will need to enter the **SAME** email address and password used when registering
- Click 'Sign in'



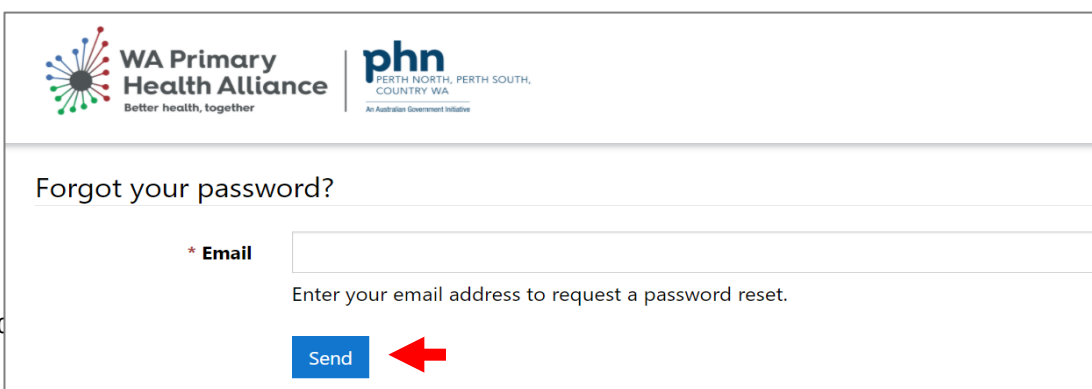
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## Troubleshooting – Log in:

- If you have forgotten the password, click the '**Forgot your password?**' button and enter the email address that the invitation was originally sent to.
  - If you have forgotten the email address used for registration please contact [practiceassist@wapha.org.au](mailto:practiceassist@wapha.org.au)



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Enter your email address to request a password reset.

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## How to: Complete the Profile

- After the initial registration and sign in, the **'Profile'** page will appear. On this page, you can update your Profile information:  
Your first name and surname are **mandatory fields**, however for completeness enter as many details as known
- Click **'Update'** in the blue box at the bottom of the page (scroll down) to proceed.

### Profile

**John Doe**

Profile

Security

Set password

Change Email

Manage External Authentication

Please provide some information about yourself.

The **First Name** and **Last Name** you provide will be displayed alongside any comments, forum posts, or ideas you make on the site.

The **Email Address** and **Phone** number will not be displayed on the site.

Your **Organization** and **Title** are optional. They will be displayed with your comments and forum posts.

#### Your Information

<b>First Name *</b>	<b>Last Name *</b>
<input type="text" value="John"/>	<input type="text" value="Doe"/>
<b>E-mail</b>	<b>Contact Phone Number</b>
<input type="text" value="John.doe@gpsuperclinic.com.au"/>	<input type="text" value="04XX XXX XXX"/>
<b>Facility</b>	<b>Title</b>
<input type="text" value="Primary Practice"/>	<input type="text" value="Practice Principal"/>
<b>Nickname</b>	<b>Web Site</b>
<input type="text"/>	<input type="text"/>
<b>Public Profile Copy</b>	
<input type="text"/>	

- You will then be automatically taken to the **'Home'** page:

# WAPHA Portal – GP Influenza Vaccine Allocation How to guide

## Welcome to the WA Primary Health Alliance - Primary Care Portal



### Acknowledgement

WA Primary Health Alliance acknowledges and pays respect to the Traditional Owners and Elders of this country and recognizes the significant importance of their cultural heritage, values and beliefs and how these contribute to the positive health and wellbeing of the whole community.

We acknowledge and welcome all members of the lesbian, gay, bisexual, trans and intersex communities and celebrate the extraordinary diversity of people's bodies, genders, sexualities and relationships.

## How to: Review and completing the forms

- From the 'Home' page, click 'GP Services' in the top right-hand side of the page to



# WAPHA Portal – GP Influenza Vaccine Allocation How to guide



- You will then see the below screen with **key information and 2 page views**

[Home](#) > **WAPHA Provider Portal**

## WAPHA Provider Portal

### 2021 Influenza Vaccine Allocation

WA Primary Health Alliance, WA Department of Health, the Australian Medical Association (WA) and the Royal Australian College of General Practitioners WA have been working closely to improve supply and distribution of annual influenza vaccination stock to Western Australian general practices. These discussions have resulted in an agreement to implement a pre-allocation model (based on a proven model used in the eastern states) for the initial six weeks of the vaccine rollout for

- 6 months to less than 5 years of age
- 5 years to less than 64 years of age (Individuals who are medically at-risk OR individuals who identify as Aboriginal and/or Torres Strait Islander)
- 65 years of age and over
- 5 years of age to less than 13 years of age

This will ensure a timely, appropriate and equitable vaccine supply for general practices. Following the first six weeks, practices will be able to access further supply of 2021 seasonal influenza vaccines through the WA Health online ordering system.

What does this mean for your practice?

Pre-allocation will be determined by the number of active patients (3 visits in 2 years) seen at the practice:

- 6 months to less than 5 years of age
- 5 years to less than 64 years of age (Individuals who are medically at-risk OR individuals who identify as Aboriginal and/or Torres Strait Islander)
- 65 years of age and over
- 5 years of age to less than 13 years of age

The 65 years of age and over pre-allocated vaccine will be distributed in three lots during the 6 week period. Other cohorts pre-allocation will be distributed in either two or three lots depending on when the vaccine arrives.

### Forms

[2021 General Practice Influenza Vaccine Allocations](#)

[2021 General Practice Influenza Active Patient Number Request Form](#)

## 2021 General Practice Influenza Vaccine Allocations Page

For practices **currently sharing data** with WAPHA, your influenza vaccine pre-allocation estimate can be viewed on this page.

**Please Note:** if there are no records within the Allocations page, this is because WAPHA does not have sufficient data to provide a pre-allocation calculation. In this situation a user should navigate to the 'Active Patient Number Request Form' for completion.




# WAPHA Portal – GP Influenza Vaccine Allocation How to guide

[Home](#) > [WAPHA Provider Portal](#) > **2021 General Practice Influenza Vaccine Allocations**

## 2021 General Practice Influenza Vaccine Allocations

To view and edit an existing influenza vaccine allocation for your practice, please click into the forms below.

If no vaccine allocations are available for viewing/editing please complete and submit a '2021 General Practice Influenza Vaccine Allocation Request Form'. If you do not provide this information, a pre-allocation will not occur for your practice and you may not have access to the amount of vaccine you need for the first 6 weeks.

Practice Name ↑	CRM Organisation ID (Account)	Created On	Modified On	
<a href="#">Practice A</a>		3/3/2021 11:57 AM	3/4/2021 9:42 AM	

- To view an existing pre-allocation please click into the drop-down arrow on the far-right hand corner of the table and click 'Edit'



 Edit

- This will bring up a view containing the estimated allocation figures for your practice for each patient cohort.
- Practices will need to review the page and the allocation numbers for each cohort of patients.
- If the practice **agrees with the allocations** provided please tick the 'I agree to the pre-allocation figures above' radio button
  - ☐ I require an adjustment to the pre-allocation figures above
  - ☒ I agree to the pre-allocation figures above
- If the practice would like to request for an adjustment to the provided allocation, please select the 'I require an adjustment to the pre-allocation figures above' and populate the 'amended allocations' field

# WAPHA Portal – GP Influenza Vaccine Allocation How to guide

Your practice has been allocated deliveries which will allow you to plan your vaccination program for: 5 years to less than 64 years of age (Individuals who are medically at risk OR individuals who identify as Aboriginal and/or Torres Strait Islander)

**Delivery 1**

200

**Delivery 2**

298

**Delivery 3**

299

- ☒ I require an adjustment to the pre-allocation figures above  
☐ I agree to the pre-allocation figures above

**Amended Allocation**

**Delivery 1 \***

**Delivery 2 \***

**Delivery 3 \***

**Please provide additional comments to support the revised allocation as indicated above \***

- 
- Pre-allocations calculated by WAPHA are provided to users for review through the 3 table above
- Users will also have the ability to enter in an adjusted allocation against each of the Deliveries as well as a reason for the adjustment
- Once the user is satisfied with the allocation review, simply scroll down to the bottom of the page, and hit the 'Submit' button.
- 

## 2021 General Practice Influenza Active Patient Number Request Form

For those practices that **are not currently sharing data** with WAPHA and/or where there is insufficient data for WAPHA to calculate an estimated allocation, WAPHA is requesting practices to provide the most recent demographics data for the individual cohorts of patients (see list below) to assist with the calculation of influenza vaccine pre-allocations.

- 6 months to less than 5 years of age
- 5 years to less than 64 years of age (Individuals who are medically at-risk OR individuals who identify as Aboriginal and/or Torres Strait Islander)
- 65 years of age and over
- 5 years of age to less than 13 years of age

# WAPHA Portal – GP Influenza Vaccine Allocation How to guide

**Please Note:** Individuals who are medically at-risk include those individuals with a condition including: cardiac disease, chronic respiratory conditions, chronic neurological conditions, impaired immunity, diabetes and other metabolic disorders, renal disease, haematological disorders

Source: [https://ww2.health.wa.gov.au/Articles/F\\_I/Influenza-immunisation-program](https://ww2.health.wa.gov.au/Articles/F_I/Influenza-immunisation-program)

[Home](#) > [WAPHA Provider Portal](#) > **2021 General Practice Influenza Active Patient Number Request Form**

## 2021 General Practice Influenza Active Patient Number Request Form

Practices will only need to complete a influenza vaccine allocation request form only if there are no existing allocations provided in '2021 General Practice Influenza Vaccine Allocations' page.

To add a new influenza vaccine allocation request please click the 'Create' icon. To view an existing request simply click into any request within the table below.

<a href="#">+ Create</a>			
Practice Name ↑	WADoH Account ID	Created On	Modified On

- To complete a new 'Active patient number request form' click the 'Create' button on the far right hand corner to bring up the form (see below)

### Consent

I consent to the information collected in this form being shared with the WA State Government Department of Health and WA Primary Health Alliance for the purpose of planning and delivering the flu vaccination program. No personal information about the patient is required.

☒ No, I do not consent ☐ Yes, I consent

Practice Name \*



if your practice does not appear in the drop down menu please contact us via [practiceassist@wapha.org.au](mailto:practiceassist@wapha.org.au)

Please complete the following questions as accurately as possible

Question 1: Number of Active patients who are 6 month to less than 5 years of age \*

Question 2: Number of Active patients who are 5 years of age to less than 13 years of age \*

Question 3: Number of Active patients who are 5 years to less than 64 years of age (Individuals who are medically at risk OR individuals who identify as Aboriginal and/or Torres Strait Islander) \*

Question 4: Number of Active patients who are 65 years of age and over \*

Individuals who are medically at-risk include those individuals with a condition including: cardiac disease, chronic respiratory conditions, chronic neurological conditions, impaired immunity, diabetes and other metabolic disorders, renal disease, haematological disorders

Source: [https://ww2.health.wa.gov.au/Articles/F\\_I/Influenza-immunisation-program](https://ww2.health.wa.gov.au/Articles/F_I/Influenza-immunisation-program)

[Submit](#)

# WAPHA Portal – GP Influenza Vaccine Allocation How to guide

- Users must first select their practice(s) from the lookup box. If your practice(s) does not appear in this lookup list, please email [practiceassist@wapha.org.au](mailto:practiceassist@wapha.org.au)
- Users will also need to provide to WAPHA the **total RACGP Active patient population** (3 visits in 2 years) for the 4 patient cohorts.
  - Please note: only enter a whole number not text in field.
- Once the required fields are completed, please scroll down and click the 'Submit' button to submit the form.
- A successful submission notification will appear once the form is submitted


[Home](#) > [WAPHA Provider Portal](#) > [2021 General Practice...](#) > **2021 General Practice Influenza Active Patient Number Request Form**

## 2021 General Practice Influenza Active Patient Number Request Form

Submission completed successfully.

- 
- 
- Users can view previously submitted Active patient number request form through the 'View details' button but will not be able to amend/edit.



 View details

## Viewing 2021 General Practice Influenza Vaccine Allocations within the WAPHA Portal.

Once each allocation is confirmed by the Department of Health and the information is received by WAPHA, you will be able to view the allocation numbers within your portal log in.

Log in using your registered email address and password.

In the GP Services tab, you will see the following:

# WAPHA Portal – GP Influenza Vaccine Allocation How to guide

[Home](#) > [WAPHA Provider Portal](#)

## WAPHA Provider Portal

### 2021 Influenza Vaccine Allocation

As your allocations for the influenza vaccine are confirmed and loaded into the vaccine ordering system, they will also become available to view via this portal. To view your allocation select the 2021 GP Influenza Vaccine Allocation (Final) Form below.

#### Forms

##### [2021 General Practice Influenza Vaccine Allocations \(Final\)](#)

As your allocations for the influenza vaccine are confirmed and loaded into the vaccine ordering system, they will also become available to view via this page.

- Click into the 2021 General practice Influenza Vaccine Allocations (Final) form and click into the drop down arrow at the end.

[Home](#) > [WAPHA Provider Portal](#) > [2021 General Practice Influenza Vaccine Allocations \(Final\)](#)

## 2021 General Practice Influenza Vaccine Allocations (Final)


As your allocations for the influenza vaccine are confirmed and loaded into the vaccine ordering system, they will also become available to view via this portal.

To view your final influenza vaccine allocation for the 6 week campaign, click on the 'View Details' icon for each of your practice(s)

Practice Name ↑	WADoH Account ID	Created On	Modified On	
zz Zhenya		3/15/2021 10:11 AM	3/15/2021 10:13 AM	

Click on the 'View Details' tab.



 View details

- In the form that this directs you to you will see the allocation numbers that have been confirmed by the Department of Health.

# WAPHA Portal – GP Influenza Vaccine Allocation How to guide

Home > WAPHA Provider Portal > 2021 General Practice > 2021 General Practice Influenza Vaccine Allocations (Final)

## 2021 General Practice Influenza Vaccine Allocations (Final)

Your allocation has been determined by the number of active patients seen at the practice taking into account requests to adjust the amount and the number of vaccines available.

It is WA Health's intent to commence distribution of the influenza to providers in late March, pending confirmation of deliveries from manufacturers to the warehouse.

### Practice Name

St Zhenik

### WADon Account ID

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Your practice has been allocated deliveries which will allow you to plan your vaccination program for: 6 months to less than 5 years of age

#### Delivery 1

100

#### Delivery 2

200

#### Delivery 3

202

Your practice has been allocated deliveries which will allow you to plan your vaccination program for: 5 years of age to less than 13 years of age

#### Delivery 1

12

Your practice has been allocated deliveries which will allow you to plan your vaccination program for: 5 years to less than 64 years of age (Individuals who are medically at risk OR individuals who identify as Aboriginal and/or Torres Strait Islander)

#### Delivery 1

133

#### Delivery 2

344

#### Delivery 3

331

Your practice has been allocated deliveries which will allow you to plan your vaccination program for: 65 years of age and over

#### Delivery 1

334

#### Delivery 2

34

#### Delivery 3

445

For further information on the allocation system visit Practice Assist website (<https://www.practiceassist.com.au/Coronavirus-COVID19-2021-Patient-Vaccination-Program>). If your practice situation changes which requires and adjustment to your allocation then contact [recoorders@health.wa.gov.au](mailto:recoorders@health.wa.gov.au) via email.

For all other enquiries please contact Practice Assist via [practiceassist@wa.gov.au](mailto:practiceassist@wa.gov.au) or phone 1800 2 ASDST (2 77 478)

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