

LTCF Registration Portal | Bulk Upload Process



Walgreens is required to report details of every COVID-19 vaccine administration back to the Centers for Disease Control (CDC). Facilities must use the LTCF COVID-19 Registration Portal to enter details for every resident and staff member who intends on receiving a COVID-19 vaccination.

It is important that registration be completed **at least 72 hours*** prior to the first clinic date for every vaccine recipient.

To make this process easier for Long Term Care Facilities with large numbers of Residents and Staff, Walgreens has created the **attached Excel template** that can be uploaded into the LTCF Registration Portal.

- **NOTE:** LTCFs can also use the previously communicated LTCF Registration Portal process.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
Patient Type*	First Name*	Middle Initial	Last Name*	Date of Birth* (MM/DD/YYYY)	Gender*	Phone Number* (Area code Phone Nbr) Leave Blank for Residents	Phone Type* Leave Blank for Residents	Street Address 1* Leave Blank for Residents	Street Address 2	City* Leave Blank for Residents	State Code* Leave Blank for Residents	Zip Code* Leave Blank for Residents	Race *	Ethnicity*	Does Patient have Medicare? *

Illustrative Example

- Long Term Care Facilities should enter all the required information for residents and staff requesting to be vaccinated into this template (required fields are marked with an asterisk).
- This template must be uploaded into the LTCF Portal **72 hours*** prior to your scheduled clinic date.
 - The ability to upload the template will be available **by 12/20**.
 - Save this file onto your computer until the bulk upload function is available
 - Once this functionality is available, the [LTCF Registration Guide](#) will be updated with instructions and communicated.
- Long Term Care Facilities will be able to sign into the LTCF Registration Portal and check the **red notification bell** in the **upper right hand corner** for an alert when the ability to upload their template is available.

*Clinics scheduled for 12/21 or 12/22 can upload their template 24 hours prior to clinic date.