How to Place a List Request Using the Washington Department of Health's Web Portal

Step 1

Go to the following web page:
https://washingtondoh.govqa.us/WEBAPP/_rs/(S(vouzjxq5ni3gqip3zohxm230))/SupportHome.aspx

Step 2

Click the tile that reads Request a Public Record.

Step 3

Since you are placing a list request, click the tile that reads Health Systems Quality Assurance.

Step 4

If you do not have an account, then you will need to click the Create Account button. Fill out the My Information page and click Submit. A confirmation email will be sent to the email address you provided. If you do not get an email within 5 minutes, then check your spam/junk folder.

If you do have an account, fill in the login information and click the Submit button.

Step 5

On the Public Records Request page in the Type of Record(s) list, choose Other/Unknown (Provide description below). Once chosen, a drop-down box will appear:

Is this a list request?:

[dropdown ▼]

Choose Yes from this drop down.

Step 6

In the Describe the Record(s) Requested comment box, input all the professions for which you would like to receive lists.

Step 7

Scroll down to List Requests and read this information.

Step 8

Scroll down to Section 1 – Declarations and fill out all of the required information.

Optional

You may upload documents by scrolling down to the Upload any documents... and clicking Select File or dropping a file in that area.

Step 9

Enter the CAPTCHA code at the bottom of the page and click Submit. You will then receive a reference number for your request.

To monitor the progress of your request, click on My Request Center on the left side of the screen.