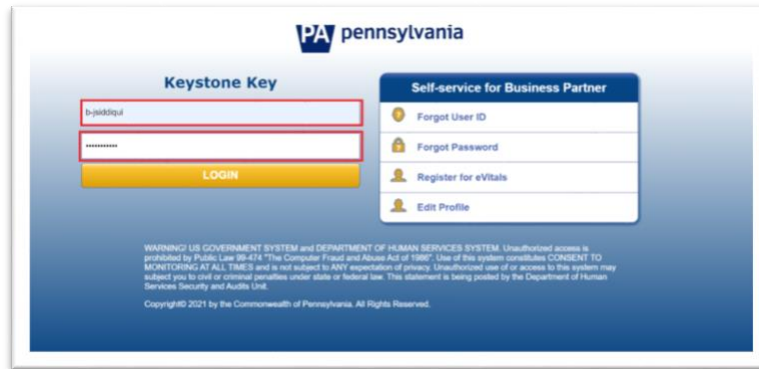


## Quick Reference Sheet – Request eVitals Access

### Requesting Access to eVitals

1. Return to the eVitals login page and enter the credentials you received in the email that was sent to you.



2. On the create eVitals profile page, **No** is defaulted for the question “Do you have a DAVE account and migration key?” Select **Next** to proceed.



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3. You will be directed to a page displaying all your personal information. From there, you can select the facility you are associated with by clicking on the **Lookup** button.

The screenshot shows a web form titled "Request eVitals Profile". It is divided into two main sections: "Personal Information" and "Facility Information".

**Personal Information:**

- Username: [text input]
- Password: [password input]
- First Name: [text input]
- Last Name: [text input]
- Email Address: [text input]
- Phone Number: [text input]

**Facility Information:**

- Facility: [dropdown menu] **Lookup** (button highlighted with a red box)
- Street Number and Name, Road Route (e.g. P.O. Box, etc): [text input]
- City or Town: [text input]
- State: [dropdown menu]
- ZIP: [text input]
- County: [dropdown menu]
- Work phone number: [text input]
- Work phone extension: [text input]
- Work mobile number: [text input]
- Job Title: [text input]
- Required Role: [dropdown menu]
- Email Address: [text input]

At the bottom, there is a table with columns: Facility ID, Facility, Job Title, Job Title (Alt), Role Requested, Work Phone Number, Ext, Work Mobile, Email Address, and Action.

4. Enter your facility's name with a wild card character "%" at the beginning and end. This will assist in locating your facility more easily. Click the **Search** button.

The screenshot shows a "Facility Look up" dialog box. The "Facility Name" field contains the text "%office%" and is highlighted with a red box. A "Search" button is next to it. Below the search field, there are options for "Show 20 entries" and a "Filter" field. The table below shows "No data available in table" and "Showing 0 to 0 of 0 entries".

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- A list of facilities will appear. Choose your desired facility by clicking on the **Select** link.

The screenshot shows a web interface titled "Facility Look up". At the top, there is a search bar with the placeholder text "office" and a "Search" button. Below the search bar, there is a "Show 20 entries" dropdown and a "Filter:" input field. The main content is a table with the following columns: Facility Name, Address, City, and a "Select" link. The table lists various offices across Pennsylvania, including the Office of Chief Medical Examiner, New Office of Vital Records, Erie Registration Office, Harrisburg Registration Office, New Castle Registration Office, Philadelphia Registration Office, Pittsburgh Registration Office, Scranton Registration Office, Allegheny County Medical Examiner's Office, Delaware County Medical Examiner's Office, State Office 37-000, and several SCI Business Offices in Mercer, Coal Township, Indiana, Albion, Waymart, Muncy, Somerset, Huntingdon, Dallas, Frackville, Hurlock Creek, Bellefonte, and Houtzdale.

Facility Name	Address	City	Select
Office of Chief Medical Examiner	1400 S Main	Peckville	Select
New Office of Vital Records	1400 S Main	Peckville	Select
Brooklyn Office of Vital Records	1400 S Main	Peckville	Select
Erie Registration Office	1910 W 26th St	Erie	Select
Harrisburg Registration Office	625 Forster St	Harrisburg	Select
New Castle Registration Office	101 S Mercer St	New Castle	Select
Philadelphia Registration Office	110 N 8th St	Philadelphia	Select
Pittsburgh Registration Office	300 Liberty Ave	Pittsburgh	Select
Scranton Registration Office	100 Lackawanna Ave	Scranton	Select
Allegheny County Medical Examiner's Office	1520 Penn Avenue	Pittsburgh	Select
Delaware County Medical Examiner's Office	340 N Middletown Road	Lima	Select
State Office 37-000	105 Nesbitt Road	New Castle	Select
SCI Business Office_Mercer	801 BUTLER Pike	Mercer	Select
SCI Business Office_Coal Township	1 KELLEY Drive	Coal Township	Select
SCI Business Office_Indiana	189 FVOKK Road	Indiana	Select
SCI Business Office_Albion	10745 ROUTE 18	Albion	Select
SCI Business Office_Waymart	P.O. BOX 256	Waymart	Select
SCI Business Office_Muncy	P.O. BOX 180	Muncy	Select
SCI Business Office_Somerset	1590 WALTERS MILL Road	Somerset	Select
SCI Business Office_Huntingdon	1100 PIKE Street	Huntingdon	Select
SCI Business Office_Dallas	1000 POLLIES Road	Dallas	Select
SCI Business Office_Frackville	301 MOREA Road	Frackville	Select
SCI Business Office_Hurlock Creek	660 STATE ROUTE 11	Hurlock Creek	Select
SCI Business Office_Bellefonte	P.O. BOX A	Bellefonte	Select
SCI Business Office_Frackville	1111 ALTAMONT Boulevard	Frackville	Select
SCI Business Office_Houtzdale	PO Box 1000	Houtzdale	Select
SCI Business Office_Huntingdon	P.O. BOX 000	Huntingdon	Select

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6. Complete the following fields:
  - **Work phone number**
  - **Work phone extension**
  - **Work mobile number**
  - **Job Role:** From the dropdown menu, choose your **Desired role**. See Appendix A for roles and descriptions.
  - **Job Title:** From the dropdown menu, choose your job title. If it's not listed, select **Other** and a new **Job Title Other** field will display for you to manually type your job title.
  - **Email Address**
  
7. Click **Add Facility** to process your request. The table at the bottom of the page will populate with your request information. Click the **Submit** button to continue.

8. You will be directed to User Profile Status page where you can see your request in **Pending** status. For you to gain access to your facility, your facility must have an active Facility Administrator to approve your access.

Facility	Job Title	Role Requested	Status	Action
New Office of Vital Records	IN	Certifier	Pending	<a href="#">Cancel Request</a>

*Note: If you are in the role of **Facility Administrator**, DOH will approve your access.*

## Quick Reference Sheet – Request eVitals Access

### APPENDIX A

#### BIRTH REPORTING ROLES:

##### Medical Facility Roles:

- **Medical Facility Administrator**
- **Deputy Medical Facility Administrator**
- **Medical Certifier** - Assigned to users that have the authority to certify a birth registration for your facility. Person does not need to have a medical license (i.e. Physician, RN etc.). These same people would have certified births in DAVE.
- **Facility Data Entry, Birth** – Assigned to users that need to input or access information related to a birth registration, but **DO NOT** certify the birth registrations.
- **Deputy Facility Administrator** – Assigned to users that will have the task of managing user accounts and/or the Ext Request to abandon queue.
- **Birth Assistant Admin**- Assigned to users from a licensed healthcare facility or midwifery that have the authority to approve or reject abandon requests.

##### Midwifery Roles:

- **Medical Facility Administrator**
- **Deputy Medical Facility Administrator**
- **Midwifery Data Entry** – Assigned to users from a midwifery facility that need to input or access information related to a birth registration, but **DO NOT** certify the birth registrations.
- **Midwife-Certifier** - Assigned to users from a midwifery facility that have the authority to certify a birth registration for home births.
- **Birth Assistant Admin**- Assigned to users from a licensed healthcare facility or midwifery that have the authority to approve or reject abandon requests.

#### DEATH REPORTING ROLES:

##### Medical Facility Roles:

- **Medical Facility Administrator**
- **Deputy Medical Facility Administrator**
- **External MF User**
  - o Assigned to users at licensed healthcare facilities who have the authority to input or access information related to death registration, but **DO NOT** pronounce or certify the death registrations.
  - o Medical facility staff who are NOT a licensed RN, CRNP, MD, or DO.
- **External MF Pronouncer**
  - o Assigned to users at licensed healthcare facilities who have the authority to input or access information related to death registration, as well as pronounce, but **DO NOT** certify the death registrations.
  - o Reserved for licensed RN.
- **External MF Certifier**

## Quick Reference Sheet – Request eVitals Access

- Assigned to users at licensed healthcare facilities who have the authority to input or access information related to death registration and can pronounce or certify the death registrations.
- Reserved for licensed CRNP, MD, DO (including Residents).
- **Death Assistant Admin-** Assigned to users from a death reporting medical facility that have the authority to approve or reject abandon requests.

### Funeral Home Roles:

- **FH Admin**
- **Deputy FH Admin** - Assigned to users who will have the task of managing user accounts and/or the Ext Request to abandon queue.
- **FH Data Entry**
  - Assigned to users at funeral homes who have the authority to input or access information related to death registration, but **DO NOT** sign the death registrations.
  - Funeral Home staff who are NOT licensed funeral directors.
- **FH Director**
  - Assigned to licensed funeral directors at licensed funeral homes who have the authority to input or access information related to death registration and can sign the death registrations.
  - Reserved for licensed funeral directors.

### Medical Examiner/Coroner Office Roles:

- **Medical Facility Administrator**
- **Deputy Medical Facility Administrator**
- **ME Data Entry**
  - Assigned to users at Medical Examiner/Coroner offices who have the authority to input or access information related to death registration, but **DO NOT** pronounce or certify the death registrations.
- **ME Certifier**
  - Assigned to users at Medical Examiner/Coroner offices who have the authority to input or access information related to death registration and can pronounce or certify the death registrations.
- **Coroner**
  - Assigned to users at Medical Examiner/Coroner offices who have the authority to input or access information related to death registration and can pronounce or certify the death registrations.

### Local Registrar Office Roles:

- **Local Registrar** - Assigned to all users at Local Registrar offices.