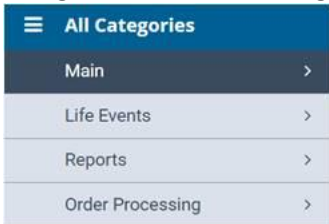
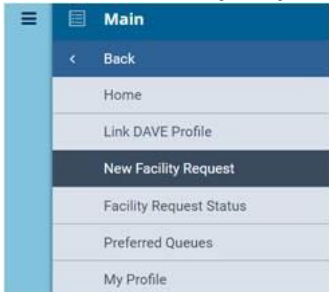


Reporting Deaths for Multiple Facilities

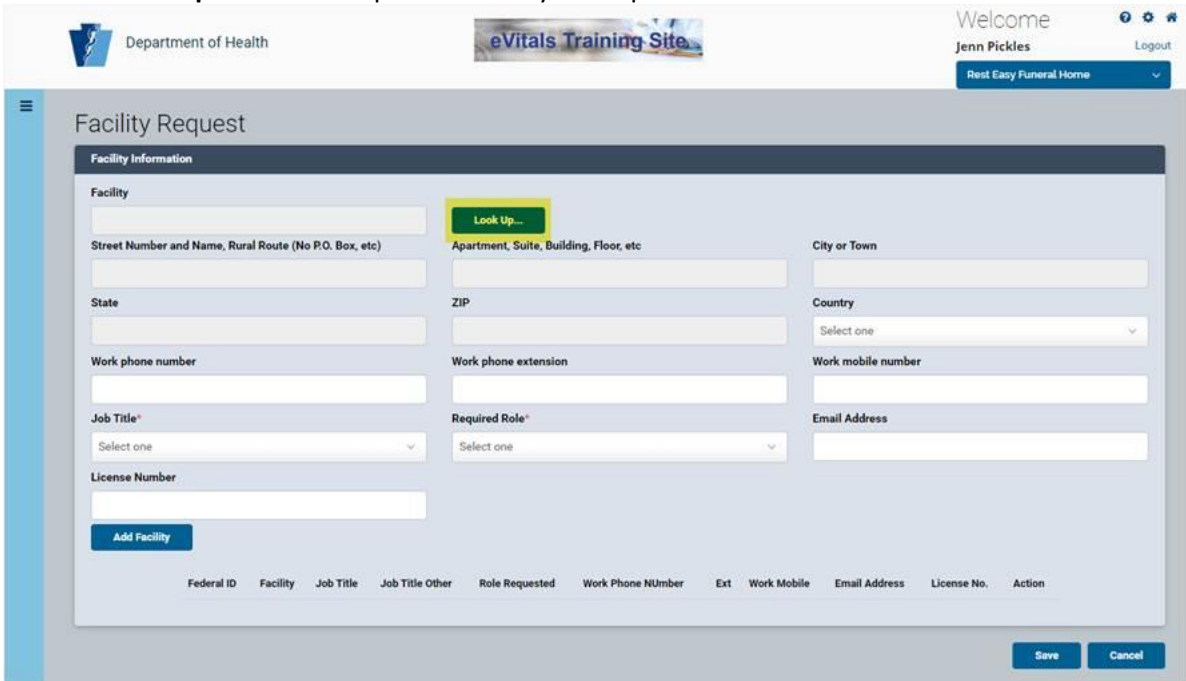
1. Log into eVitals.
2. Navigate to the **Main** category in the navigation menu.



3. Select **New Facility Request**.



4. Click the **Look Up...** button to open the facility look up window.

A screenshot of the eVitals Facility Request form. The form is titled 'Facility Request' and is part of the 'Department of Health' eVitals Training Site. The form has a header with 'Welcome Jenn Pickles' and 'Logout' options. The form is divided into several sections: 'Facility Information', 'Facility', 'Street Number and Name, Rural Route (No P.O. Box, etc)', 'Apartment, Suite, Building, Floor, etc', 'City or Town', 'State', 'ZIP', 'Country', 'Work phone number', 'Work phone extension', 'Work mobile number', 'Job Title*', 'Required Role*', 'Email Address', and 'License Number'. The 'Look Up...' button is highlighted in green. At the bottom of the form, there is an 'Add Facility' button and a table with columns: Federal ID, Facility, Job Title, Job Title Other, Role Requested, Work Phone Number, Ext, Work Mobile, Email Address, License No., and Action. At the bottom right of the form, there are 'Save' and 'Cancel' buttons.

5. Enter part of the facility they need to access between the wildcard character like in the screenshot and click the Search button.

Facility Look up ✕

Facility Name

Show entries Filter:

Facility Name	Address	City
No data available in table		

Showing 0 to 0 of 0 entries

6. Locate the facility in the results and click **Select** to add it to their request.

Facility Look up ✕

Facility Name

Show entries Filter:

Facility Name	Address	City	
Duffy And Snowdon Funeral Homes Pc	401 Church Street	Moscow	<input type="button" value="Select"/>
Harold C Snowdon Home for Funerals Inc	420 Wyoming Avenue	Kingston	<input type="button" value="Select"/>
Howard J Snowdon Funeral Home	1810 Sanderson Avenue	Scranton	<input type="button" value="Select"/>

Showing 0 to 0 of 0 entries

7. Complete the remaining contact information. Enter the Job Title and Required Role for the Funeral Directors, their email address, and their FD License #.

8. Click the Add Facility button to add it to the request.

Welcome
Jenn Pickles

Facility Request

Facility Information

Facility:

Street Number and Name, Rural Route (No P.O. Box, etc):

Apartment, Suite, Building, Floor, etc:

City or Town:

State:

ZIP:

Country:

Work phone number:

Work phone extension:

Work mobile number:

Job Title*:

Required Role*:

Email Address:

License Number:

Override

Federal ID	Facility	Job Title	Job Title Other	Role Requested	Work Phone Number	Ext	Work Mobile	Email Address	License No.	Action
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- Click the **Save** button. Whomever the facility administrator is will then have to approve the request and add their FH Director job role to their profile so they can create cases, sign cases & amendments, order DCs, etc.

Department of Health Welcome Jenn Pickles [Logout](#)

eVitals Training Site

[Rest Easy Funeral Home](#)

Facility Request

Facility Information

Facility [Look Up...](#)

Street Number and Name, Rural Route (No P.O. Box, etc) Apartment, Suite, Building, Floor, etc City or Town

State ZIP Country

Work phone number Work phone extension Work mobile number

Job Title* Required Role* Email Address

License Number Override

[Add Facility](#)

Federal ID	Facility	Job Title	Job Title Other	Role Requested	Work Phone Number	Ext	Work Mobile	Email Address	License No.	Action
123456789	Duffy And Snowdon Funeral Homes Pc	Funeral Director		Funeral Director				FuneralDirector@FuneralHome.com	FD8675309	✖

[Save](#) [Cancel](#)