

eVitals Medical Facility Users Training Guide

PENNSYLVANIA DEPARTMENT OF HEALTH

**eVitals Medical Facility
User Training Guide**

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eVitals Medical Facility

User Training Guide

Contents

1. Introduction.....	7
Welcome	7
Resources	7
Benefits	7
Accessing eVitals	8
Logging into eVitals.....	8
Accessing Multiple Facilities	10
Selecting a Facility.....	10
Navigating the Dashboard	11
Accessing Queues.....	13
Viewing the Queue List	13
Viewing Preferred Queues	15
Setting Up Preferred Queues	15
System Messages	18
eVitals Case Layout.....	19
Validation Types.....	20
Methods for Locating Cases.....	21
Locate a Case.....	21
Locating a Case	21
Previewing a Case	23
2. External-Death MF User.....	24
Create a New Death Case	25
Creating a New Death Case.....	25
Entering Personal Information.....	26
Entering the Decedent Information.....	27
Entering the Place of Death	28
Entering Pronouncer Information	29
Entering Pronouncement Information.....	29
Entering the Cause of Death Information.....	32
Entering the Cause of Death	33
Entering Other Factors.....	35
Certify/Uncertify the Case	37

eVitals Medical Facility User Training Guide

Assigning a Certifier	37
Other Links	40
Relinquish a Case	41
Documentary Evidence	43
Case Messages.....	46
Drop to Paper	56
Print Forms.....	59
Refer to a Coroner/ME.....	63
Case Status History.....	66
Request to Abandon/Void a Case.....	67
Requesting to Abandon an Unregistered Case.....	67
Cancelling a Request to Abandon/Void a Case	69
Comments.....	70
Entering Comments	70
Editing a Comment	72
Deleting a Comment.....	73
CDC Validations	75
Registration Validations.....	76
Transfer Ownership.....	77
Transferring Ownership	77
Cancelling Transfer Ownership.....	80
Medical Certification Request.....	82
Requesting a Medical Certification Request from Another Facility	83
Cancelling the Medical Certification Request	88
3. External-Death MF Pronouncer.....	91
Pronounce.....	91
Pronouncing a Case	92
4. External-Death MF Certifier	93
Certify/Uncertify the Case	93
Reassigning a Certifier	93
Certifying the Case.....	93
Uncertifying the Case.....	94
5. Amendments.....	96

eVitals Medical Facility

User Training Guide

To create an Amendment.....	96
To Ordering Amended Death Certificates.....	97
To Resolve a Rejected Amendment.....	97
6. Duplicate Cases.....	98
Duplicate Cases – Case Creation	98
Potential Duplicate Case Match at Case Creation.....	99
Resolving a Potential Duplicate Case Match at Case Creation.....	100
Exact Duplicate Case Match at Case Creation.....	104
Potential Duplicate Cases – Saving a Case	105
Resolving Potential Duplicate Cases.....	106
Exact Duplicate Cases – Saving a Case.....	108
Resolving Exact Duplicate Cases.....	108
Centralized Duplicate Cases.....	109
7. Reports.....	110
Available Reports.....	110
Generating a Report	110
Viewing the Report Results	111

eVitals Medical Facility User Training Guide

Version History

Changes	Version #	Date	Approver
Document Creation	1.0	19 August 2024	Department of Health

1. Introduction

Welcome

Welcome to eVitals, the Pennsylvania Department of Health's new vital records management system for death reporting. This system supports the electronic registration and records management of birth and death records.

eVitals modernizes the electronic registration and management of Pennsylvania's vital records. This effort includes expanding integration with third-party software; improvements in managing Pennsylvania's 25 million vital records and improved in-person experiences when ordering services at one of our six Vital Records public offices.

Purpose

The purpose of this training guide is to provide learners at licensed Pennsylvania medical facilities with a comprehensive training guide for reporting a death in eVitals.

Audience

This document is intended for the following users at a licensed medical facility:

- Data Entry specialists
- Pronouncers
- Certifiers

The intent of this document is to provide users at licensed Pennsylvania medical facilities, regardless of experience, with a one-stop-shop for working with cases when reporting a death.

NOTE: In the event your facility also reports births, you have the ability to be assigned a job role for reporting births. Please reach out to RA-DHEBRS@PA.GOV for assistance on recording live births in eVitals.

Resources

- eVitals

Benefits

As a medical facility user, you have the ability to enter the place of death in the death case and the funeral home has the ability to edit the place of death. The reporting forms for maternal and rare cause of death now auto-generate in the case and also the ability to do a coroner/ME referral within the system.

Accessing eVitals

Please visit the eVitals document library for information on the following:

- Change Business Partner email or password
- Change Business Partner security questions
- Retrieve Business Partner forgotten username or password
- Request access to a new facility

You can access the eVitals document library [here](#).

Logging into eVitals

1. Enter the URL you were provided into your browser window.

NOTE: eVitals works in any browser however we recommend that you use the current version of Microsoft Edge or Google Chrome for optimal performance.

2. Click the **Business Partner Login** button.

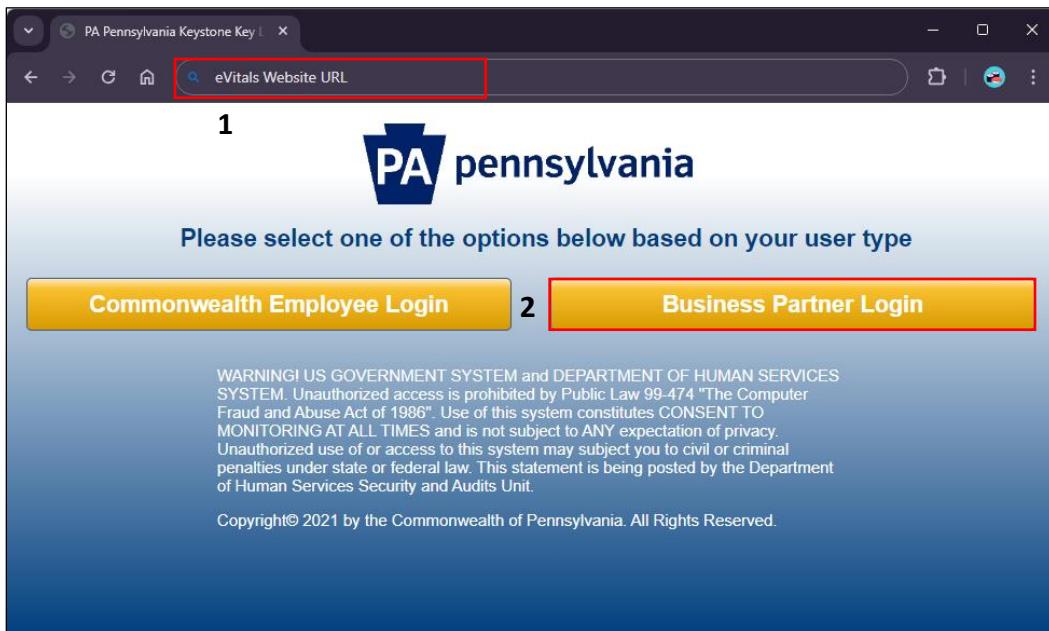


Figure 1 - eVitals Business Partner Login page

eVitals Medical Facility User Training Guide

Accessing eVitals

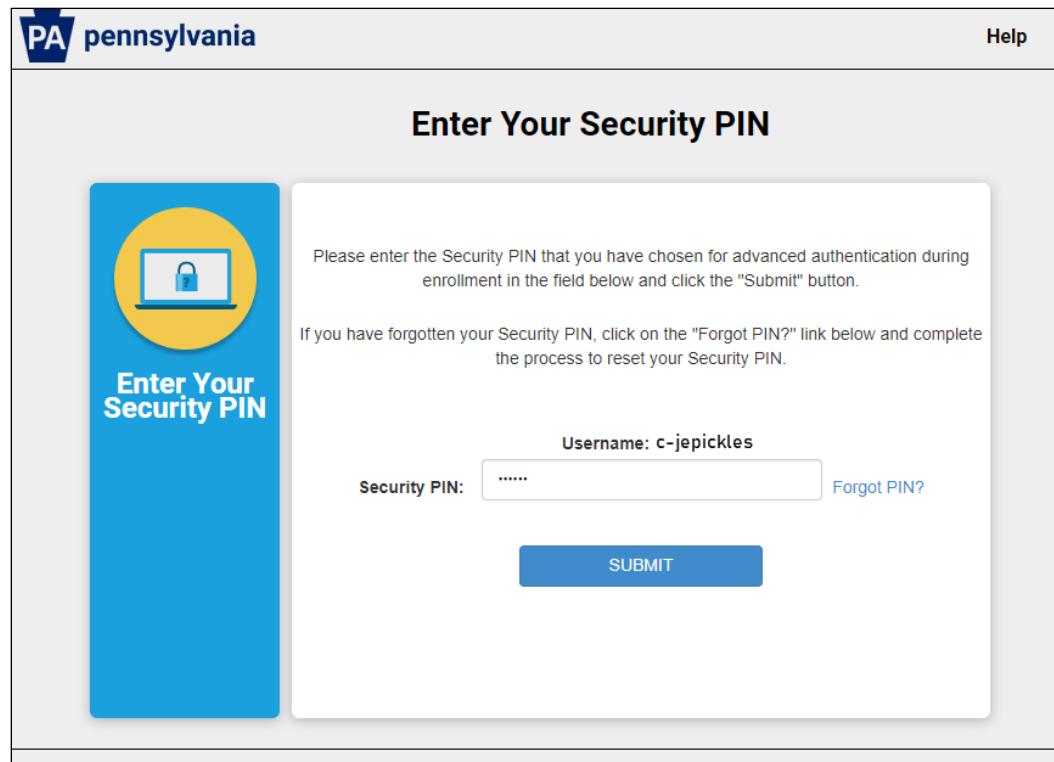
3. Enter your Username and password, then click the **LOGIN** button.



The screenshot shows the eVitals login interface. At the top is the Pennsylvania state logo and the word "pennsylvania". Below it, the title "Keystone Key" is displayed with a large number "3" to its left. Two input fields are present: one for "Username" containing "c-jepickles" and another for "Password" showing redacted text. A yellow "LOGIN" button is centered below these fields. To the right, a blue box contains the text "Self-service for Commonwealth Employees" and a link "Change CWOPA Password or Hint Questions". At the bottom of the page is a warning message about unauthorized access and monitoring, followed by the copyright notice "Copyright© 2021 by the Commonwealth of Pennsylvania. All Rights Reserved."

Figure 2 - eVitals Login page

4. Enter your security PIN, then click the **SUBMIT** button to continue.



The screenshot shows the "Enter Your Security PIN" page. The top navigation bar includes the Pennsylvania state logo and "Help". The main heading "Enter Your Security PIN" is centered above a form area. On the left, there's a blue sidebar with a yellow circular icon containing a laptop and lock, and the text "Enter Your Security PIN". The main form contains instructions: "Please enter the Security PIN that you have chosen for advanced authentication during enrollment in the field below and click the "Submit" button." It also includes a note about forgotten PINs and a "Forgot PIN?" link. The form fields include "Username: c-jepickles", "Security PIN:", and a "SUBMIT" button. The "Forgot PIN?" link is located near the bottom of the form area.

Figure 3 - Enter Security PIN

Accessing Multiple Facilities

If you are associated with one facility, you are taken to the eVitals dashboard, also called the Home Page. If you are associated with multiple facilities, you are prompted to select the facility you want to work from.

Selecting a Facility

1. Select a facility from the drop-down list.
2. Click the **Go to Unit** button.

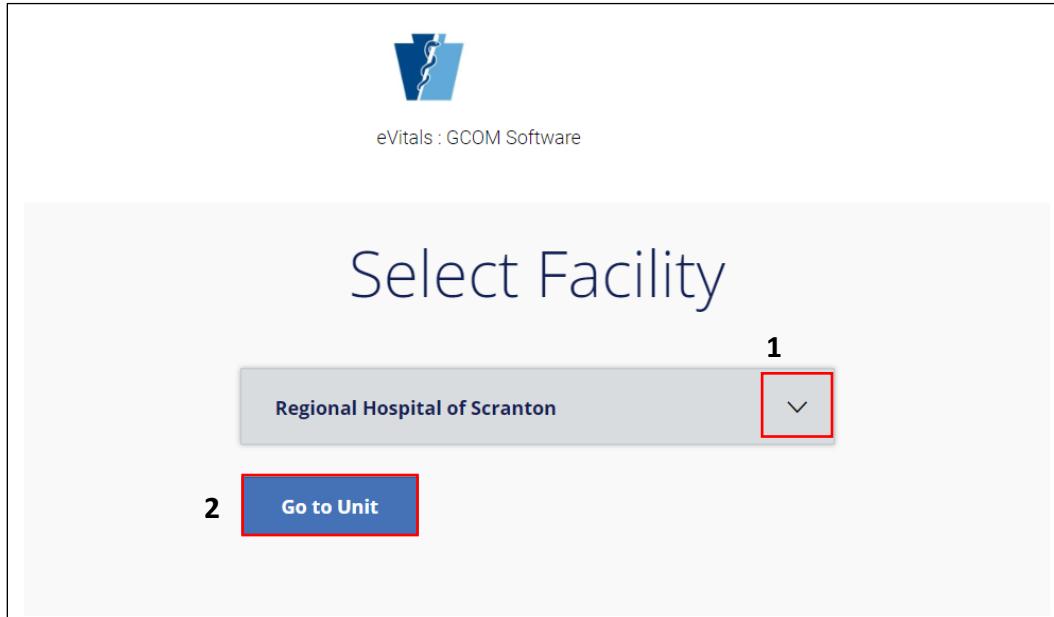


Figure 4 - Select Facility page

Navigating the Dashboard

The eVitals dashboard is your homepage to managing and working with death cases created by your facility and cases sent to your facility from another facility. On the left side of your dashboard is the **Navigation Panel**. You can access your dashboard from anywhere in eVitals by clicking the **Department of Health logo** in the upper-left corner of your screen.

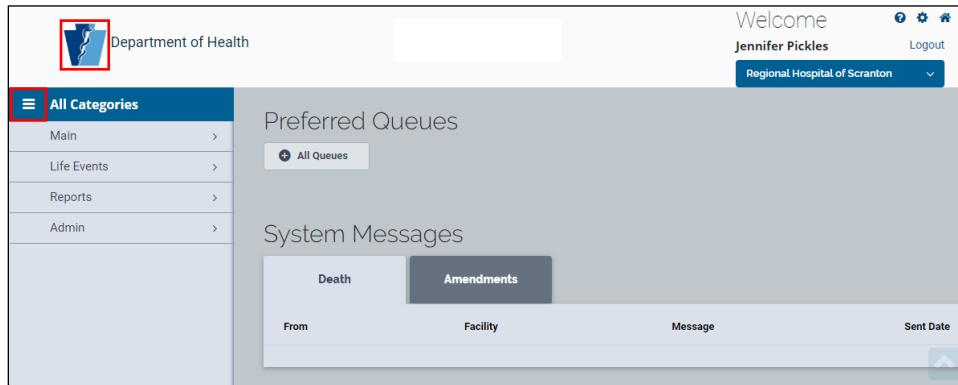


Figure 5 - Dashboard - Dept. of Health Logo & Navigation Menu button

Click the **Navigation Menu** button  in the Navigation Panel to expand the categories. Depending on your job role you may only see certain categories:

- **Main** – Request access to a new facility, view the status of the request, set up preferred queues, view your profile
- **Life Events** – Search for an existing case, create a new case
- **Reports** – View and run canned facility reports
- **Admin** – If your job role has this category, allows you to search for other users

In the upper-right corner of your Dashboard, the Welcome text displays. Below the Welcome text is a drop-down list you can use to change facilities if you are associated to more than one facility. Above the drop-down is the Logout link. To prevent any issues the next time you log into eVitals, click the Logout link at the end of each session.



Figure 6 - Welcome Text, Upper-Right Corner

There are three icons above the Logout link:



Figure 7- Help, My Profile, and Dashboard Icons

- The **Help** icon displays job aids/quick reference guides for eVitals.
- The **My Profile** icon displays your profile information. You can view your personal information, your facilities and roles information, and login history.
- The **Home** icon returns you to your dashboard regardless of where you are in eVitals.

As a case progresses through the creation process it moves across multiple queues. A case will sit in a queue until it is ready to be worked. Depending on your job role, you can view a list of all queues a case can sit in via your dashboard.

NOTES

Accessing Queues

You can manage your workload by monitoring the queues on your dashboard. You can view the queues you have access to by displaying the queues under the **Queue List** or setting up **Preferred Queues**.

The Queue List displays a repository for cases depending on their case status. Next to each queue name is the count of how many cases are sitting in that queue and then on the far right displays the age of the oldest case in the queue.

Certification Required Death	1	15 days 2 hours old
Death New Event	7	61 days 17 hours old
Duplicate- Exact	1	5 days 4 hours old

Figure 8 - Queue List Sample

You can use the colors to help manage productivity at your facility and to ensure that deaths are reported to the Department of Health in the required timeframe. (All deaths must be reported within 4 business days.)

- **Red** – The oldest case is 25 days or older.
- **Yellow** – The oldest case is between 10 – 24 days old.
- No color – The oldest case is less than 10 days old.

Viewing the Queue List

1. Click the **All Queues** button to display the list of queues.

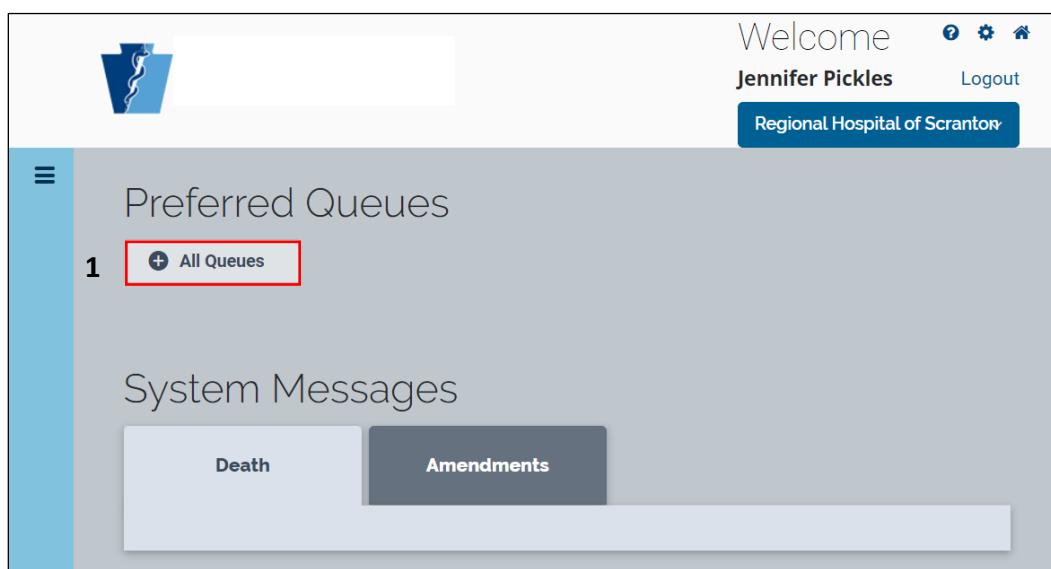


Figure 9 - All Queues button

2. Click the name of the queue you would like to view the cases.

The screenshot shows the 'Queue List' interface for the 'Death' queue. The table displays various death-related events with their counts and last modified dates. The second row, which is highlighted with a red box, represents a 'Medical Pending Death' case with an ID of 37719283.

Action	Count	Last Modified
Abandon/Void Request Rejected-Death	0	
Certification Required Death	1	23 days 21 hours old
Death New Event	6	70 days 11 hours old
Death Registration Suspended - Medical	1	21 hours old
Duplicate- Exact	1	13 days 23 hours old
Duplicate-Potential	1	15 days 21 hours old
Ext Req To Abandon Death	1	70 days 11 hours old
Ext Req To Void Death	0	
2 Medical Pending Death	28	70 days 11 hours old
Pending - Fact Of Death	17	70 days 11 hours old
Pending Medical Certification Death	4	70 days 11 hours old
Pending Transfer Medical Ownership - Received	0	
Pending Transfer Medical Ownership - Sent	0	
Pronouncement Required Death	2	23 days 21 hours old
Transfer Medical Ownership Rejected	0	

Figure 10 - Queue List, Medical Pending Death

3. Click the Case ID to display the case.

The screenshot shows the 'Medical Pending Death' case list. The table lists three entries, with the third entry's Case ID (37719283) highlighted with a red box. The table includes columns for Case ID, Decedent's Legal Name, Date of Death, Sex, Status Date, and Assign To.

Case ID	Decedent's Legal Name	Date of Death	Sex	Status Date	Assign To
37719227	Sliber, rainer	Dec 20, 2023	Female	Feb 20, 2024	
3 37719283	O'Malley, Jane	Jan 31, 2024	Female	Dec 23, 2023	
37719356	Drop, Ball	Dec 25, 2023	Female	Dec 28, 2023	

Figure 11 - Medical Pending Death Case List

eVitals Medical Facility User Training Guide

Accessing Queues

The case opens to the Decedent tab.

The screenshot shows the 'Decedent' tab of a case. The left sidebar has a 'Death Registration' section with 'Personal Information' expanded, showing 'Decedent' selected. Other sections include 'Medical Information' (with 'Pronouncement' checked) and 'Other Links'. The main panel displays case details: Case ID: 37719283, Decedent Name: Jane O'Malley, Event Date: Jan-31-2024, Death Place: Regional Hospital of Scranton. A 'Case Status' section shows 'Medical Pending', 'Personal Pending', 'Fact Of Death Valid', 'Pronouncement Required', 'Uncertified', 'Unsigned', and 'Unregistered'. Below is a 'Decedent' section with fields for First (Jane), Middle (empty), Last (O'Malley), and Suffix (Select one).

Figure 12 - Decedent tab of a Case

Viewing Preferred Queues

Preferred Queues are a list of frequently accessed queues you that display on your dashboard. You can use the queues to monitor productivity, workload, or follow processes your organization may have in place for case handling. If you have access to multiple facilities, you can set up different preferred queues for each facility. When setting up Preferred Queues, you can set up a maximum of seven queues.

Setting Up Preferred Queues

1. Click the **Navigation Menu**  button in the Navigation Panel to expand the categories.
2. Click the **Main** category to further expand the options.

The screenshot shows the 'All Categories' section of the navigation menu. Step 1 highlights the 'Navigation Menu' button. Step 2 highlights the 'Main' category under 'All Categories'. The main panel shows 'Preferred Queues' with a 'All Queues' button. Below is a 'System Messages' section with tabs for 'Death' and 'Amendments'. A table header for 'From', 'Facility', 'Message', and 'Sent Date' is visible.

Figure 13 - Setting up Preferred Queues

- The additional options display. Click **Preferred Queues**.

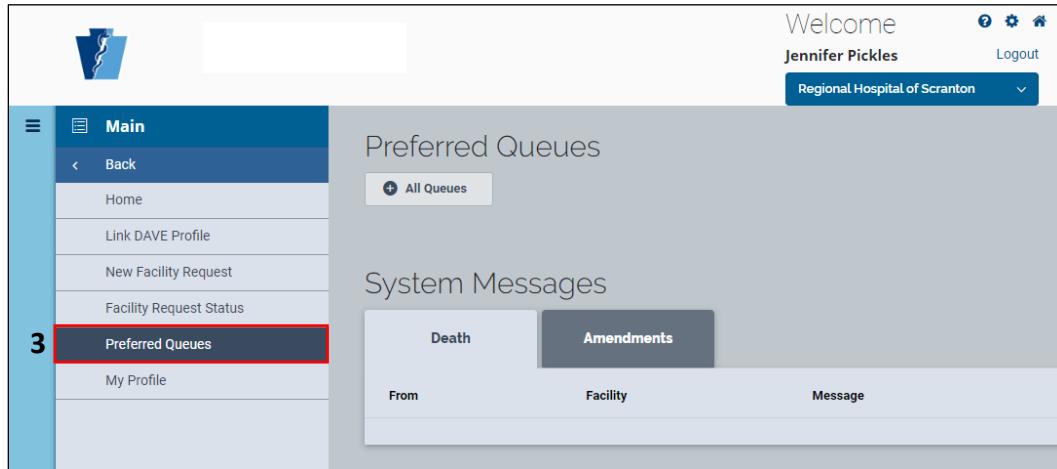


Figure 14 - Setting up Preferred Queues

- If you are associated with multiple facilities, select the facility you are setting up Preferred Queues for from the drop-down list.
- Select the queue you would like to add from the Available Queues list, then click the **Add ➤** button to move it to the Selected Queues list.

NOTE: Hold down the Ctrl key on your keyboard and select up to seven queues to add to your Selected Queues list.

- Click the **Save** button to continue.

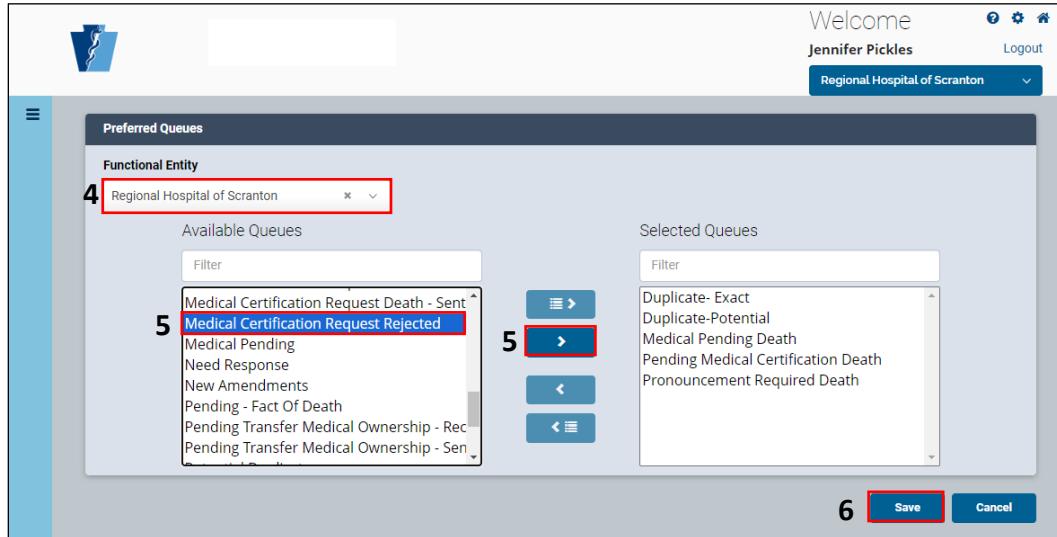


Figure 15 - The Preferred Queues page

eVitals Medical Facility User Training Guide

Accessing Queues

The queues you selected display on your dashboard. Similar to the queues that display under the All Queues list, your Preferred Queues are color coded based on the age of the oldest in the queue:

- **Red** – The oldest case is 25 days or older.
- **Yellow** – The oldest case is between 10 – 24 days old.
- No color – The oldest case is less than 10 days old.

The screenshot shows the eVitals Medical Facility User Training Guide dashboard. At the top right, it says "Welcome Jennifer Pickles Logout" and "Regional Hospital of Scranton". On the left, there's a blue vertical sidebar with three horizontal lines. The main area has a light gray background. At the top left, there's a blue icon of a person with a stethoscope. Below it, the title "Preferred Queues" is displayed, with a "All Queues" button underneath. To the right, there are four colored boxes representing different queue types:

- A red box: "19 Medical Pending Death 63 days 14 hours old"
- A red box: "4 Pending Medical Certification 63 days 14 hours old"
- A yellow box: "2 Pronouncement Required 23 days 20 hours old"
- A dark blue box: "1 Duplicate-Potential 9 days old"

Below these boxes, there's a section titled "System Messages" with tabs for "Death" and "Amendments". Under "Death", there's a table with columns: "From", "Facility", "Message", and "Sent Date". There are two rows in the table, both of which are completely blank.

Figure 16 - Preferred Queues display on Dashboard

NOTES

System Messages

System Messages are job-role specific messages that display on your dashboard. They display according to the facility you are logged into. As a Medical Facility User, you may see tabs for Death, or Amendments.

NOTE: If you are a birth data entry user you may also see tabs for birth.

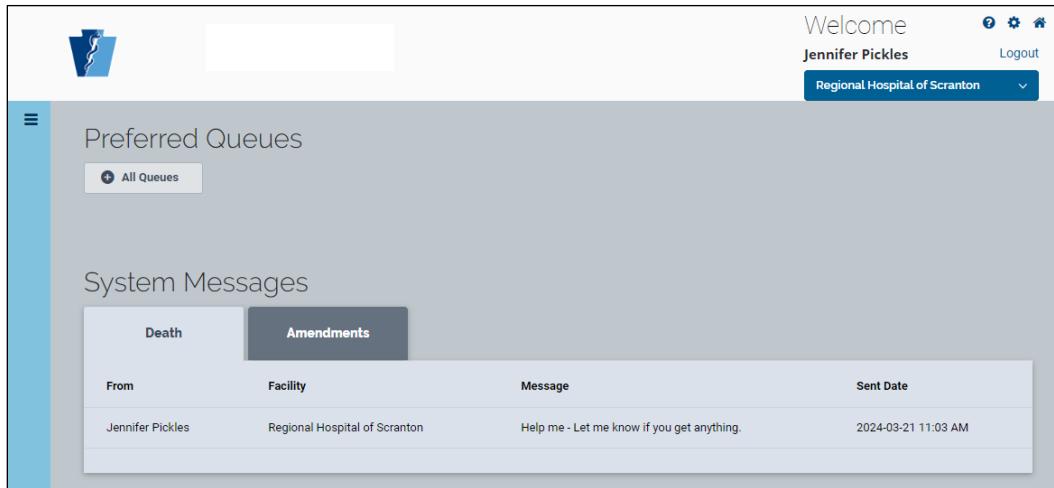


Figure 17 - System Messages

NOTES

eVitals Medical Facility User Training Guide

eVitals Case Layout

eVitals Case Layout

eVitals contains the navigation panel on the left side of your screen and your workspace in the center. At the top of your workspace are your page navigation buttons **Previous** and **Next**. You can use these to navigate the pages of the case, or you can click the tabs in the navigation panel. The **Return to Queue** button takes you back to your previous search results for locating a death case and the **Save** button saves the information on the page. These buttons also display at the bottom of your screen.

The screenshot shows the eVitals Case Layout for a Death Registration. The left sidebar has a 'Death Registration' tab selected, with sections for Personal Information (Decedent, Place of Death), Medical Information (Pronouncement, Cause of Death, Other Factors, Certifier, Pronounce), and Other Links (Relinquish Case, Documentary Evidence, Case Messages, Drop To Paper, Print Forms). The main workspace displays case details: Case ID: 37719283, Decedent Name: Jane O'Malley, Event Date: Jan-31-2024, Death Place: Regional Hospital of Scranton. It also shows Case Status (Medical Pending, Personal Pending, Fact Of Death Valid, Pronouncement Required) and Place of Death (Type: Hospital-Inpatient, Facility Name: Regional Hospital of Scranton). Navigation buttons at the top right include 'Welcome' (Jennifer Pickles), 'Logout', 'Return to Queue', 'Save', 'Previous' (with a red box around the left arrow), and 'Next' (with a red box around the right arrow).

Figure 18 - eVitals Navigation buttons

NOTES

Validation Types

As you complete the tabs in the navigation panel, colored validation dots display next to each tab, indicating the tab's status.

There are three types of validation indicators in the navigation panel or in a case:

 - A red dot indicates a hard error on the page or a tab that you need to be complete. You cannot certify a case until all red dots are green.

 - A yellow dot indicates a soft error. You still need to enter data for soft errors or correct soft errors however, eVitals also allows you to override the error via a Validation Message at the bottom of the page. The page will not save successfully until you correct the soft error.

 - A green dot indicates the tab was saved successfully. Once all of the tabs have green dots you can certify the case.

When you save your information, eVitals performs a validation check in the background. It highlights any errors in red or yellow depending on the type of information you enter.

Validation messages display at the bottom of your screen. For additional information on the types of validation messages, please see the Job Aid (Link to job aid GCOM will provide.)

If your page has a red dot or yellow dot after saving, check for hard or soft errors that need to be addressed.

 - A red highlighted field indicates a hard error that must be addressed. The page cannot be saved until the error(s) are corrected.

 - A yellow highlighted field indicates a soft error that must be addressed. The page cannot be saved until the error(s) are corrected or overridden at the bottom of the page.

Methods for Locating Cases

In eVitals, you can locate a case several ways, depending on the information you have. You can use the Queue List or your Preferred Queues if you know the queue where the case is sitting, waiting to be worked. If you are searching for a death case based on decedent information or information in the case, use the Locate Case feature under the Life Events category.

Locate a Case

Use the Locate Case feature to search for an existing case using information from the case. You can enter as little or as much information as you have available. You can also search using the wildcard character, the **percent (%) sign**. The wildcard character allows for variations in your search. It searches for a partial value match in the absence of the entire value. You can use the % character at the beginning, middle, or end of the search to return as many results as possible.

Locating a Case

1. Click the **Navigation Menu** button → Life Events → Death → Locate Case to display the Locate Case page.



2. Enter your search criteria into the related fields, then click the **Search** button.

The screenshot shows the 'Locate Death Case' window. The 'First Name' field is populated with 'Tina' and has a red border. The 'Last Name' field is populated with 'TU%' and has a red border. The 'Search' button at the bottom right of the form is also highlighted with a red box. The window title is 'Locate Death Case'.

Figure 19 - Locate Death Case Window

Your results display below the collapsed search bar. You can expand the Locate Death Case search criteria to search again using different parameters.

Case ID	Decedent's Name	Date of Death	Sex	Date of Birth	Registration Status
37719926	Tuna, Tina	Feb 01, 2024	Female	Jun 04, 1959	Unregistered
37719318	Tuna, Tina	Dec 26, 2023	Female		Unregistered

Showing 1 to 2 of 2 entries

Viewing Set 1 of 1

Total Number of Records: 2

Figure 20 - Search Results

You can organize multiple results using the Search Results features:

Show [20] entries **Search Entries:** Displays the number of entries on your screen. The options are 20, 50, 100, or All.

Sort Arrows: At the end of certain column headers are arrows you can click to place your results in ascending or descending order.

Filter: **Filter:** Use the filter to further narrow down your results.

If you have multiple pages in your results, you can use the navigation buttons **1** to also view the different pages in your search results.

NOTE: Abandoned and voided cases display in the results however they do not have an active case ID and their details are hidden due to being inactive.

eVitals Medical Facility User Training Guide

[Locate a Case](#)

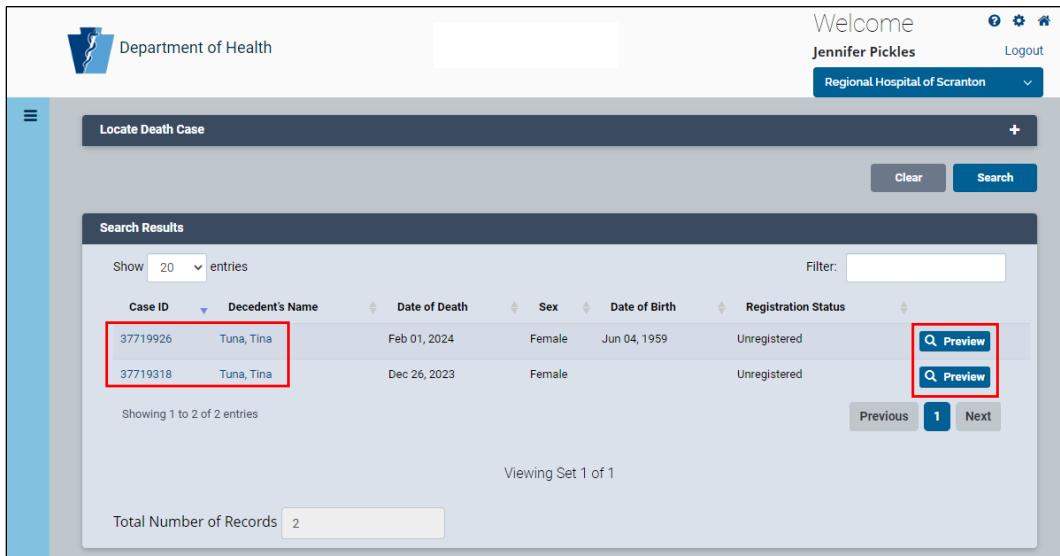
Previewing a Case

Use the  **Preview** button to display a summary of the case. Review the information to determine if the case is the one you want to continue working on.

Case Status:	Medical Pending Personal Pending Fact Of Death Pending Uncertified Unsigned Unregistered
Case ID	37719318
Decedent's Name	Tina Tuna
Sex	Female
Gender Designation (If different than Sex)	
Date of Birth	
Mother/Parent's Name Prior to First Marriage	
Marital Status	
Spouse's Name	
Decedent's Residence	
Funeral Director	
Funeral Home	
Date Entered	Dec 27, 2023
Last Updated by	Jennifer, Jennifer

Figure 21 - Case Summary

After reviewing the case summary, if it is the case you want to work with, click the Case ID or the Decedent's Name in the Search Results to open the case.



Case ID	Decedent's Name	Date of Death	Sex	Date of Birth	Registration Status
37719926	Tuna, Tina	Feb 01, 2024	Female	Jun 04, 1959	Unregistered
37719318	Tuna, Tina	Dec 26, 2023	Female		Unregistered

Figure 22 – Case ID and Decedent's Name, Preview Case Button

2. External-Death MF User

As a user with the *External Death Medical Facility (MF) User* role, you are able to perform the following functions:

- Start a new death case
- Search for, or claim an existing death case
- Refer cases/cancel requests to the ME/Coroner
- Transfer/Relinquish ownership of a case
- Assign a pronouncer to a case
- Work with Abandoning/Voiding cases
- Access case messages and comments
- Access a working copy of the case
- Access Documentary Evidence
- Initiate an Amendment
- Enter a medical certification request
- Initiate the Report of Maternal Death form
- Generate Bureau of Health Statistics and Registries reports

Create a New Death Case

eVitals provides you with a modernized, easy-to-use user interface for creating a death case. You can verify addresses and populate pronouncer or certifier information at the click of a button and verify information that needs to be corrected or can be overridden with highlighted fields.

Creating a New Death Case

1. Click the **Navigation Menu** button, then select → Life Events → Death → Start New Case.



2. Enter the decedent's First Name, Date of Death, and select the Sex from the drop-down list, then click the Search button.

The screenshot shows the 'Start New Death Case' form. The 'First Name' field is populated with 'Amanda' and has a red border. The 'Date of Death' field is populated with 'Feb-13-2024' and has a red border. The 'Sex' dropdown is set to 'Female' and has a red border. The 'Search' button at the bottom right is also highlighted with a red border.

Figure 23 - Start New Death Case

3. eVitals searches for potential and exact matches in the information. If no matches exist, click the **Create New Case** button to begin your case.

If a potential match exists, please see [Potential Duplicate Case Match at Case Creation](#).

If an exact match exists, please see [Exact Duplicate Case Match at Case Creation](#).

The screenshot shows a web-based application interface. At the top, there's a header with the Pennsylvania Department of Health logo, the text "Welcome", the user name "Jennifer Hollister", and a "Logout" link. Below the header, a dropdown menu shows "Regional Hospital of Scranton". The main content area has a dark header bar with the text "Start New Death Case" and a count of "3". Below this are two buttons: "Clear" and "Search". To the right of the "Search" button is a red-bordered "Create New Case" button. The main body of the page is titled "Search Result" and contains the message "There are no cases that match the criteria you have entered.".

Figure 24 - No Matching Cases

Entering Personal Information

When you start a new case, the Personal Information section displays. As a medical facility user, you are able to enter the decedent's partial personal information:

- Decedent Name
- Place of Death

The funeral home is responsible for entering the remainder of the decedent's personal information.

eVitals Medical Facility User Training Guide

Entering Personal Information

Entering the Decedent Information

1. On the Decedent tab, make any changes to the *Decedent's Name* section, then click the **Save** button to continue. The red dot changes to green if there are no errors.

The screenshot shows the 'Death Registration' application interface. On the left, a sidebar lists various tabs: Personal Information (Decedent selected), Medical Information (Place of Death selected), and Other Links. The main content area is titled 'Decedent'. It displays the following fields:

- Decedent Name:
 - First: Amanda (highlighted with a red box)
 - Middle: (empty field)
 - Last: Gherkin (highlighted with a red box)
 - Suffix: Select one (highlighted with a red box)
- Sex: Female
- Gender Designation (if different than Sex): Select one
- Date of Birth:
 - Month: Select one
 - Day: Select one
 - Year: (empty field)
- Age at Last Birthday (Years): (empty field)

A red number '1' is placed over the sidebar under the 'Personal Information' tab. A red box highlights the 'Save' button at the top right of the main content area.

Figure 25 - Decedent page

Entering the Place of Death

1. Click the Place of Death tab in the Navigation panel to display the Place of Death page.
2. Select the Type of Place of Death from the drop-down list. The Facility Name and Address populate based on the facility you are logged in under.
3. Click the **Save** button to continue. The red dot changes to green if there are no errors.

NOTE: Refer to the Job Aid *Type of Place of Death* regarding options available for your type of facility.

Figure 26 - Place of Death page

NOTES

Entering Pronouncer Information

In the state of Pennsylvania, it is optional to enter the pronouncer's information in a death case. As a medical facility user, you are required to enter the date and time of death information in the case. If you choose to enter the Pronouncer's information, you can do so via the Pronouncer Look Up feature after you enter the Date Pronounced Dead.

you must enter all the pronouncer's fields to affirm pro. first enter the pro date of death. then you can look up the pro via the pro look up.

If you enter the Date Pronounced Dead, you need to assign a pronouncer to the case. The Pronouncer will need to log in to pronounce the case. If you are a Pronouncer, when you select the Date Pronounced Dead, your information automatically populates in the Pronouncer Name section.

Entering Pronouncement Information

1. Click the Pronouncement tab in the Navigation panel to display the Pronouncement page.
2. Select the Time of Death Modifier from the drop-down list.
3. Enter the Time of Death, then select the Time Format from the drop-down list.

The screenshot shows the eVitals Death Registration interface. On the left, a sidebar titled 'Death Registration' contains sections for Personal Information (Decedent, Place of Death), Medical Information (Cause of Death, Other Factors, Certifier), and Other Links (Relinquish Case, Documentary Evidence, Case Messages, Drop To Paper, Print Forms, Refer to Coroner/ME, Case Status History, Request to Abandon/Void, Comments, CDC Validation, Registration Validations, Transfer Ownership, Medical Certification Request). A red box labeled '1' highlights the 'Pronouncement' tab. In the main content area, the 'Case ID' is 37853696, the 'Decedent Name' is Amanda Gherkin, and the 'Event Date' is May-03-2024. The 'Death Place' is Regional Hospital of Scranton. Below this, the 'Case Status' includes options like Medical Pending, Personal Pending, Fact Of Death Pending, Uncertified, Unsigned, and Unregistered. A red box labeled '2' highlights the 'Time of Death Modifier' dropdown set to 'Actual Time of Death' and the 'Time of Death' input field containing '12:09'. A red box labeled '3' highlights the 'Time Format' dropdown set to 'Military'. The right side of the screen shows a 'Welcome' message for Jennifer Pickles, a 'Logout' button, and a 'Regional Hospital of Scranton' dropdown.

Figure 27 - Pronouncement page

4. If you choose to enter the Pronouncer's information, enter a date for the Date Pronounced Dead.
5. Click the **Look Up Pronouncer** button to open the Look Up Pronouncer search window.

The screenshot shows the 'Pronouncer' section of the software. On the left, there is a vertical sidebar with various menu items. In the main area, the 'Date Pronounced Dead' field is populated with 'May-03-2024'. Below it, the 'License Number' field contains 'MD8675309'. To the right of the license number is a search bar with a magnifying glass icon and the text 'Look Up Pronouncer', which is also highlighted with a red box. Further down, there are fields for 'First' (containing 'Jennifer'), 'Middle' (empty), 'Last' (containing 'Pickles'), 'Suffix' (dropdown menu 'Select one'), and 'Title' (dropdown menu 'MD'). At the bottom of the main panel, there is a table titled 'Rule ID' with one row showing 'DR8249' and its message 'Time of Death Modifier Cannot be left blank'. Below the table are buttons for 'Show All', 'Return to Results', 'Save', and a right arrow.

Figure 28 - Pronouncer Information

6. The last name is required to search for a pronouncer. Enter the pronouncer's last name, then click the **Search** button.
7. Verify the pronouncer you want to use in the results, then click the **Select** button to add their information into the case.

The screenshot shows a modal dialog box titled 'Look Up Pronouncer'. Inside, the 'Last Name' field is filled with 'Asada'. Next to it is an empty 'First Name' field and a 'Search' button with a magnifying glass icon. Below the search bar is a table with columns for Last Name, First Name, Facility Name, Title, and License Number. The table has one row with the values: Asada, Carne, Regional Hospital of Scranton, MD, and MD867. To the right of the table is a 'Select' button, which is also highlighted with a red box. At the bottom of the dialog are 'Cancel' and 'Select' buttons. The background of the main application window is visible, showing the 'Pronouncer' section and some validation messages.

Figure 29 - Look Up Pronouncer

eVitals Medical Facility User Training Guide

Entering Pronouncer Information

8. Your case populates with the pronouncer's information. Click the **Save** button to continue. The red dot changes to green if there are no errors.

An additional tab displays in the navigation panel: Pronounce. The pronouncer must log into eVitals and affirm the case.

The screenshot shows the eVitals Death Registration interface. On the left, a sidebar titled "Death Registration" contains sections for Personal Information (Decedent, Place of Death), Medical Information (Pronouncement, Cause of Death, Other Factors, Certifier), and Other Links (Relinquish Case, Documentary Evidence, Case Messages, Drop To Paper, Print Forms, Refer to Coroner/ME, Case Status History, Request to Abandon/Void, Comments, CDC Validation, Registration Validations, Transfer Ownership, Medical Certification Request). The "Pronouncement" section is currently selected and highlighted with a red box. At the top right, the user is logged in as "Jennifer Pickles" from "Regional Hospital of Scranton". A red box highlights the "Save" button at the top right of the main content area. The main content area displays case details: Case ID: 37853696, Decedent Name: Amanda Gherkin, Event Date: May-03-2024, Death Place: Regional Hospital of Scranton. Below this, Case Status options include Medical Pending, Personal Pending, Fact Of Death Valid, Pronouncement Required, Uncertified, Unsigned, and Unregistered. The "Pronouncement" section contains fields for Date and Time of Death, Pronouncer information (Name, License Number, Suffix), and a "Pronouncer Date Signed" field. The "Save" button is also present here. At the bottom of the page, a message states "No validation error found on this page" and includes "Show All" and "Return to Results" buttons.

Figure 30 - Pronouncement tab; Green Dot

Entering the Cause of Death Information

The cause of death on a death certificate documents the factors that lead up to the decedent's death as well as the time interval between the onset of each condition and death. When a death happens, a certifier needs to determine the cause and accurately document the information. Follow the National Center for Health Statistics (NCHS) recommendations listed on the Cause of Death page when entering the events that lead to the decedent's death.

The Cause of Death page collects mortality data as a chain of events that directly caused the death. To ensure that the information you enter is accurate and uses acceptable National Center for Health Statistics terminology, eVitals validates the information you enter for the Cause of Death using the online service provided by the Center for Disease Control and Prevention (CDC).

Notes

Entering the Cause of Death

1. Click the Cause of Death tab in the Navigation panel to display the Cause of Death page.
2. Enter the required information for the leading cause of death in Line A and the Approximate Interval Onset to Death for Line A.
If you enter a rare cause of death, you are required to complete the Rare Cause of Death form. See the [Print Forms](#) section for more details on the Rare Cause of Death form.
3. If available, enter relevant additional events that tie directly into the Immediate Cause of Death in Line B, Line C, and Line D and their corresponding Approximate Interval Onset to Death.
4. Enter any other conditions related to the decedent's death under Part II Other Significant Conditions.

The screenshot shows the eVitals Death Registration interface. The left sidebar has a blue header "Death Registration" and lists "Personal Information" (Decedent, Place of Death), "Medical Information" (Pronouncement, Cause of Death selected, Other Factors, Certifier, Pronounce), and "Other Links" (Relinquish Case, Documentary Evidence, Case Messages, Drop To Paper, Print Forms, Refer to Coroner/ME, Case Status History, Request to Abandon/Void, Comments, CDC Validation, Registration Validations, Transfer Ownership, Medical Certification Request). The main content area shows "Case ID: 37853696", "Decedent Name: Amanda Gherkin", "Event Date: May-03-2024", and "Death Place: Regional Hospital of Scranton". The "Case Status" bar includes "Medical Pending", "Personal Pending", "Fact Of Death Valid", "Pronouncement Required", "Uncertified", "Unsigned", and "Unregistered". The "Cause of Death" section contains "NCHS Recommendations for Entry of Cause of Death" and instructions to enter the chain of events sequentially. The "Part I" section shows "Line A - Immediate Cause (Final Disease or Condition Resulting in Death)" with "Asphyxiation due to vomitus" and "Line A - Approximate Interval Onset to Death" with "10 minutes". The "Part II" section shows "Line B - Due to or As a Consequence of" and "Line C - Due to or As a Consequence of". The "Part II Other Significant Conditions" section is highlighted with a red box labeled "4". At the bottom, there is a "Validate ✓" button and a message "No validation error found on this page".

Figure 31 - Enter Cause of Death and Subsequent Causes

5. Click the **Validate** button to verify your entries. This validates your entries against NCHS guidelines.
6. Click the **Save** button to continue. The red dot changes to green if there are no errors.

The screenshot shows the 'Death Registration' section of the eVitals system. On the left, a sidebar lists categories: Personal Information (Decedent, Place of Death), Medical Information (Pronouncement, Cause of Death, Other Factors, Certifier, Pronounce), and Other Links (Relinquish Case, Documentary Evidence, Case Messages, Drop To Paper, Print Forms, Refer to Coroner/ME, Case Status History, Request to Abandon/Void, Comments, CDC Validation, Registration Validations, Transfer Ownership, Medical Certification Request). The 'Cause of Death' section is highlighted in blue. The main panel displays case details: Case ID: 37853696, Decedent Name: Amanda Gherkin, Event Date: May-03-2024, Death Place: Regional Hospital of Scranton. Below this, the 'Case Status' is shown with options: Medical Pending, Personal Pending, Fact Of Death Valid, Pronouncement Required, Uncertified, Unsigned, Unregistered. A note provides instructions for entering causes of death, mentioning NCHS recommendations and specific entry requirements for lines A through D. The 'Line A - Immediate Cause (Final Disease or Condition Resulting in Death)' field contains 'Asphyxiation due to vomitus'. The 'Line A - Approximate Interval Onset to Death' field contains '10 minutes'. The 'Line B - Due to or As a Consequence of' field is empty. The 'Line B - Approximate Interval Onset to Death' field is also empty. The 'Line C - Due to or As a Consequence of' field is empty. The 'Line C - Approximate Interval Onset to Death' field is also empty. The 'Line D - Due to or As a Consequence of' field is empty. The 'Line D - Approximate Interval Onset to Death' field is also empty. At the bottom of the form, a 'Validate' button is highlighted with a red box and the number '5'. Below it, a message states 'No validation error found on this page'. The 'Save' button is also highlighted with a red box and the number '6'.

Figure 32 - Validate Cause of Death

NOTE: If you enter a cause of death that triggers a validation message, check the [CDC Validation](#) page for additional information on the errors.

Entering Other Factors

The Other Factors tab allows you to document other factors that may have contributed to the decedent's death and to specify the decedent's pregnancy status if female, and if the Medical Examiner (ME) / Coroner is involved.

Specifying the decedent's pregnancy status

If you specify one of the following options for a female decedent's pregnancy status, you are prompted and required to complete the Report of Maternal Death form. See the section [Viewing the Report of Maternal Death](#) for information on completing this form.

The options that trigger the Report of Maternal Death form are:

- Pregnant at time of death
- Not pregnant, but pregnant within 42 days of death
- Not pregnant, but pregnant within 43 days to 1 year before death

NOTE: It is important that you complete the Report of Maternal Death form, upload it to the Documentary Evidence tab under Other Links, then save the Other Factors page otherwise you cannot certify the case.

Entering Other Factors

1. Click the Other Factors tab in the Navigation panel to display the Other Factors page.
2. Although not required, you can enter the decedent's Medical Record Number if it is available.
3. Select from the drop-down list if an autopsy was performed.
4. If you select Yes, then select from the drop-down list if the autopsy findings are available.

The screenshot shows the 'Death Registration' software interface. On the left, a vertical navigation menu lists 'Personal Information', 'Medical Information', and 'Other Links'. The 'Other Links' section is expanded, showing items like 'Relinquish Case', 'Documentary Evidence', and 'Case Messages'. A red box labeled '1' highlights the 'Other Factors' link in this menu. To the right, the main workspace displays a 'Welcome' message for 'Jennifer Pickles' at 'Regional Hospital of Scranton'. Below this, a header shows 'Case ID: 37853696', 'Decedent Name: Amanda Gherkin', and 'Event Date: May-03-2024'. A 'Case Status' dropdown includes options like 'Medical Pending', 'Personal Pending', 'Fact Of Death Valid', 'Pronouncement Required', 'Uncertified', 'Unsigned', and 'Unregistered'. A red box labeled '2' highlights the 'Autopsy Performed' field, which has 'Yes' selected. A red box labeled '3' highlights the 'Specify Pregnancy Status' dropdown, which has 'Select one' chosen. A red box labeled '4' highlights the 'Autopsy Findings Available to Complete Cause of Death' dropdown, which also has 'Select one' chosen. Other visible fields include 'Did Tobacco Use Contribute to Death?' and 'Manner of Death' dropdowns, and a 'Was Medical Examiner or Coroner contacted?' dropdown.

Figure 33 - Enter Other Factors

5. Select a pregnancy status from the drop-down list. Depending on the option you select, you may need to complete the Report of Maternal Death form before the case can be certified. See the [Print Forms](#) section for more details on the Report of Maternal Death form.
For male decedents, this field defaults to Not Applicable.
6. Select an option from the drop-down list if tobacco use contributed to death.
7. The only option for Manner of Death is Natural. Any other causes of death are to be referred to the ME/Coroner for handling.
8. Select an option from the drop-down list if the Medical Examiner or Coroner were contacted.
9. Click the **Save** button to continue. The red dot changes to green if there are no errors.

The screenshot shows the 'Death Registration' interface. On the left, a sidebar lists 'Personal Information', 'Medical Information', and 'Other Factors' (which is highlighted with a red box). The main area displays case details: Case ID: 37853696, Decedent Name: Amanda Gherkin, Event Date: May-03-2024, Death Place: Regional Hospital of Scranton. Below this, 'Case Status' includes options like 'Medical Pending', 'Personal Pending', 'Fact Of Death Valid', 'Pronouncement Required', 'Uncertified', 'Unsigned', and 'Unregistered'. The 'Other Factors' section contains fields for 'Medical Record Number', 'Autopsy Performed' (set to 'Yes'), 'Specify Pregnancy Status' (set to 'Not pregnant within one year of death'), 'Did Tobacco Use Contribute to Death?' (set to 'No'), 'Manner of Death' (set to 'Natural'), and 'Was Medical Examiner or Coroner contacted?' (set to 'No'). The 'Save' button at the top right is also highlighted with a red box.

Figure 34 - Enter Remaining Other Factors and Save

NOTES

eVitals Medical Facility User Training Guide

Certify/Uncertify the Case

Certify/Uncertify the Case

Once all of the tabs under Personal Information and Medical Information have green dots, the case is ready to certify. As an MF User in eVitals, you can only assign a Certifier to the case. The Certifier must log in to eVitals to certify the case.

Assigning a Certifier

1. Click the Certifier tab in the Navigation panel to display the Certifier page.
2. Select the Certifier Type from the drop-down list.
3. Click the **Look Up Certifier** button to display the Look Up Certifier window.

The screenshot shows the eVitals Death Registration interface. On the left, a sidebar lists various tabs: Personal Information, Medical Information, and Certifier (which is highlighted with a red box labeled '1'). Under Certifier, there's a checkbox for 'Pronounce'. Below the sidebar is a 'Other Links' section with options like Relinquish Case, Documentary Evidence, Case Messages, Drop To Paper, Print Forms, Refer to Coroner/ME, Case Status History, Request to Abandon/Void, Comments, CDC Validation, Registration Validations, and Transfer Ownership. The main content area displays case details: Case ID: 37720191, Decedent Name: Amanda Gherkin, Event Date: Feb-13-2024, and Death Place: Regional Hospital of Scranton. A 'Case Status' dropdown menu includes options like Medical Pending, Personal Pending, Fact Of Death Valid, Uncertified, Pronounced, Unsigned, and Unregistered. A 'Certifier' section contains fields for Certifier Type (set to 'Certifying Physician'), Certifier Name, License Number (input field), First, Middle, Last names (input fields), Suffix (dropdown), Title (dropdown), and Suffix Other Specify (input field). A 'Look Up Certifier' button is located in the Certifier Name input field (labeled '3').

Figure 35 - Identifying Certifier Type

4. Enter the Certifier's last name, then click the **Search** button.
5. Click the **Select** button to add the Certifier to the case.

Last Name	First Name	Facility Name	Title	License Number
Hollaway	Kay	Regional Hospital of Scranton	MD	MD1978

Figure 36 - Identifying Certifier

6. Click the **Save** button to continue. The red dot changes to green if there are no errors.

Figure 37 – Case Ready for Certification

eVitals Medical Facility User Training Guide

Certify/Uncertify the Case

As an MF User your part in creating the case is complete. The case is now ready for certification as indicated by the case status *Certification Required* and the Certify tab displays in the navigation panel. The Certifier you assigned must log in and certify the case in order for it to continue through the registration process.

The screenshot shows the 'Death Registration' page. On the left, a sidebar lists sections: Personal Information, Medical Information, Certifier (which is expanded), and Other Links. The 'Certifier' section contains 'Pronounce' and 'Certify' buttons, with 'Certify' highlighted by a red box. The main content area shows case details: Case ID: 37853696, Decedent Name: Amanda Gherkin, Event Date: May-03-2024, and Death Place: Regional Hospital of Scranton. Below this, the 'Case Status' section includes buttons for Medical Valid, Personal Pending, Fact Of Death Valid, Pronouncement Required, Unsigned, and Unregistered. The 'Case Status' button is also highlighted with a red box. The 'Certifier' section contains fields for Certifier Type (set to 'Certifying Physician'), Certifier Name (MD1978), License Number (MD1978), First name (Kay), Middle name (Holloway), Last name (Holloway), Suffix (Select one), and Title (MD). The top right corner shows a 'Welcome' message for Jennifer Pickles, a 'Logout' link, and the location 'Regional Hospital of Scranton'.

Figure 38 - Case Status and Tabs updated

NOTES

Other Links

Under Other Links are tasks that as an MF User you can perform to help progress a case through to registration and after registration. Some tabs display only when the case is unregistered or registered.

Other Links
Documentary Evidence
<input checked="" type="checkbox"/> Case Messages
Drop To Paper
Print Forms
Amendment History
Refer to Coroner/ME
Case Status History
Request to Abandon/Void
Comments
CDC Validation
Registration Validations
Medical Certification Request

Figure 40 - Registered Death Case

Other Links
Relinquish Case
Documentary Evidence
Case Messages
Drop To Paper
Print Forms
Refer to Coroner/ME
Case Status History
Request to Abandon/Void
Comments
CDC Validation
Registration Validations
Transfer Ownership
Medical Certification Request

Figure 39 - Unregistered Death Case

NOTES

eVitals Medical Facility User Training Guide

Other Links

Relinquish a Case

If you need to turn over a case to another facility for them to pick up and finish the certification process, you will need to relinquish the case using the Relinquish Case process. You can relinquish medical ownership on unregistered death cases. When you relinquish ownership, the case must have one of the following statuses:

- Unsigned
- Signature Required
- Uncertified
- Certification Required

When you relinquish medical ownership of a case, the medical information and Place of Death tab are reset and only the Decedent tab information remains. Another facility may claim medical ownership and proceed with completing the case.

Relinquishing a Case

1. Click the Relinquish Case link under Other Links.
2. Enter your reason for relinquishing the case in the Relinquish Reason field.
3. Click the **Relinquish** button to continue.

The screenshot shows a web-based application interface for the Pennsylvania Department of Health. At the top, there's a navigation bar with links for 'Welcome' (Jennifer Pickles), 'Logout', and 'Regional Hospital of Scranton'. On the left, a sidebar titled 'Death Registration' lists categories: Personal Information (Decedent, Place of Death), Medical Information (Pronouncement, Cause of Death, Other Factors, Certifier, Pronounce, Certify), and Other Links (Relinquish Case, Documentary Evidence, Case Messages). A red box labeled '1' highlights the 'Relinquish Case' link. The main content area displays case details: Case ID: 37853696, Decedent Name: Amanda Gherkin, Event Date: May-03-2024. Below this, a 'Case Status' section includes buttons for Medical Valid, Personal Pending, Fact Of Death Valid, Pronouncement Required, Certification Required, Unsigned, and Unregistered. A red box labeled '2' surrounds the 'Relinquish Reason' input field, which contains the placeholder text 'Enter reason for relinquishing the case.' and the note 'Max Length allowed is 200 characters'. A red box labeled '3' surrounds the 'Relinquish' button at the bottom right of the form.

Figure 41 - Relinquish Death Case

4. Click the **OK** button to relinquish the case.

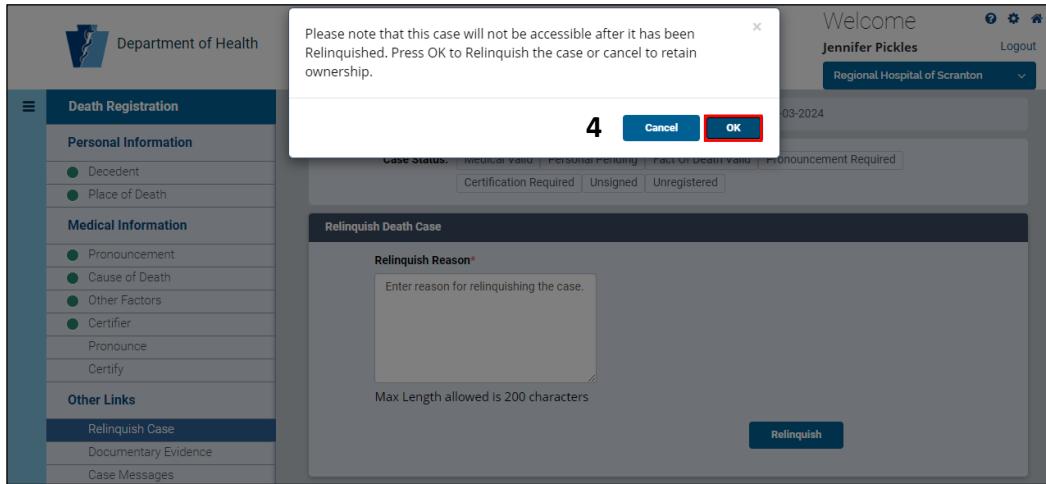


Figure 42 - Confirm Relinquish Death Case

If you relinquish the case, it no longer appears in your facility's queues, and you no longer have access to it.

NOTES

eVitals Medical Facility User Training Guide

Other Links

Documentary Evidence

Use the Documentary Evidence page when you need to attach supporting documents to the case. Examples of when you may need to attach supporting documents are if an amendment requires proof of change, or the Rare Cause of Death or Report of Maternal Death forms are completed and need to be uploaded to the case.

Remember, if there is a physical document that you think can support your case through the registration process or even after it has been registered, upload it to the Documentary Evidence page.

NOTE: You will need to download and install DynamSoft software to be able to upload to Documentary Evidence.

Amendment as the Documentary Evidence type will only be available after the case is registered.

Uploading Documentary Evidence

1. Click the Documentary Evidence link under Other Links.
2. Click the **Add Documentary Evidence** button.

The screenshot shows the 'Death Registration' screen. On the left, a sidebar lists 'Personal Information', 'Medical Information', 'Other Links', and 'Documentary Evidence'. A red box labeled '1' highlights the 'Documentary Evidence' link. The main content area displays case details: Case ID: 37853696, Decedent Name: Amanda Gherkin, Event Date: May-03-2024. Below this, a 'Case Status' section includes buttons for 'Medical Valid', 'Personal Pending', 'Fact Of Death Valid', 'Pronouncement Required', 'Certification Required', 'Unsigned', and 'Unregistered'. A large blue box labeled '2' highlights the 'Add Documentary Evidence' button at the bottom right of the 'Documentary Evidence' section.

Figure 43 - Add Documentary Evidence

NOTES

3. Select the Document Type from the drop-down list.
4. If you select Other, enter comments about the document you are uploading.
5. Click the **Browse and Upload** button when you are ready to upload the document.

The screenshot shows a software interface titled 'Document'. At the top, it displays 'Case ID: 37853696' and 'Decedent Name: Amanda Gherkin'. Below this, there's a 'Case Status' dropdown menu with options like 'Medical Valid', 'Personal Pending', 'Fact Of Death Valid', 'Pronouncement Required', 'Certification Required', and 'Unsigned', with 'Unregistered' being the selected option. A red box highlights the 'Document Type' field, which is set to 'Other'. Another red box highlights the 'Comments' field, which contains the text 'Sample Training document'. To the right of the input fields is a vertical toolbar with various icons for file operations. At the bottom of the screen, there's a section titled 'Tips for Scanning and Uploading Documents' with a list of recommendations. The 'Browse and Upload' button is also highlighted with a red box. The overall interface is clean and modern, designed for medical facility documentation.

Figure 44 - Upload Documentary Evidence

eVitals Medical Facility User Training Guide

Other Links

6. Locate the document you want to upload, then click the **Open** button.

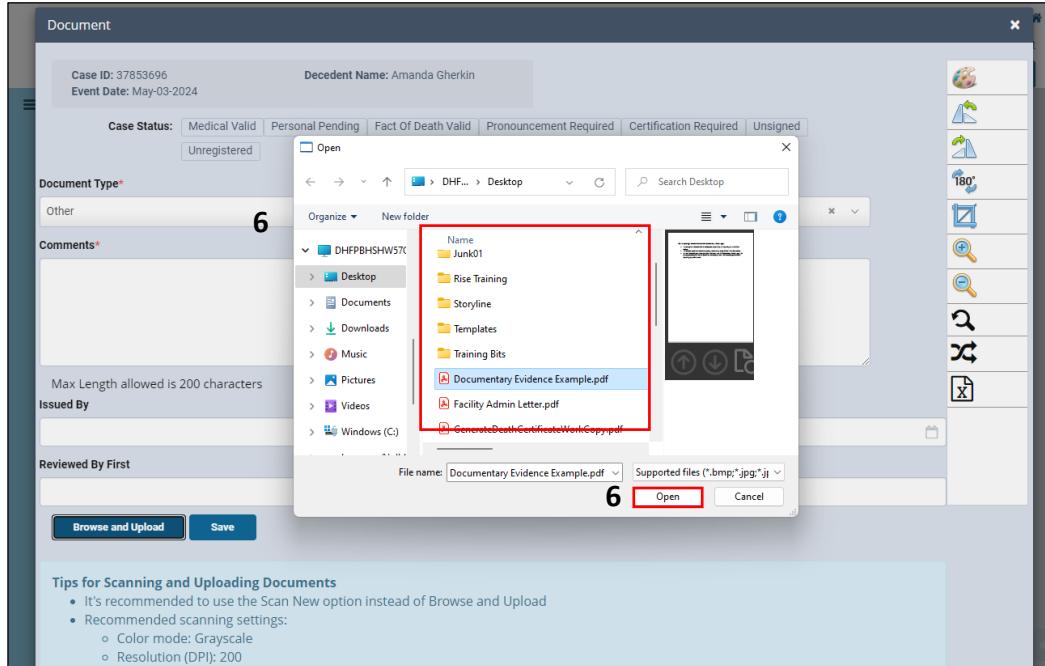


Figure 45 - Locate Document to Upload

The document you uploaded displays on the Documentary Evidence page list.

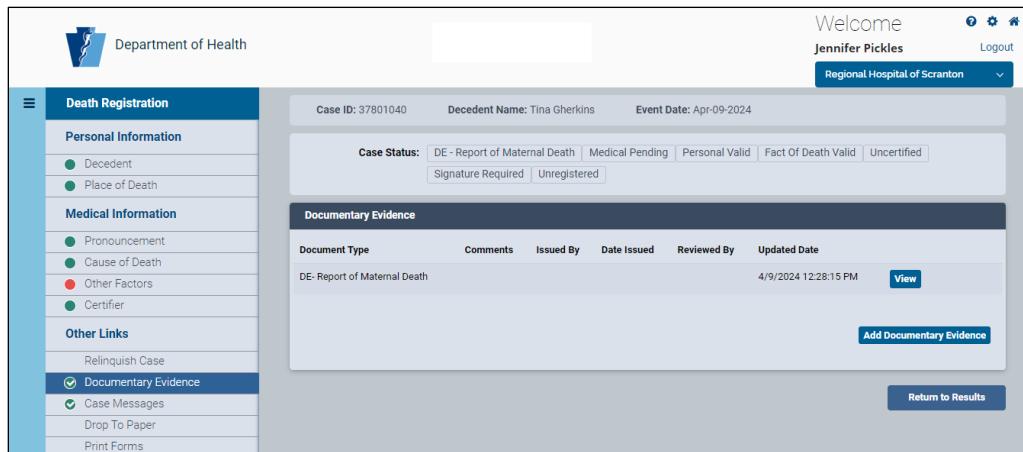


Figure 46 - Uploaded Document

Deleting a document

In the event you need to delete a document from the Documentary Evidence page, reach out to the Help Desk for assistance.

Case Messages

Use Case Messages when you want to communicate directly with other users in your facility, with the Death Registry Unit, or the Funeral Home who is handling the disposition. You can send Case Messages to an individual based on their job role or you can send it to all eVitals users within a facility.

You can send Case Messages to users based on Recipient Type:

- **Functional Entity** – Use to communicate with the Death Registry Unit or the Funeral Home.
- **Role** – Use to communicate with other users within your facility.

Sending Case Messages by the Functional Entity Type

1. Click the Case Messages link under Other Links.
2. Click the **New Message** button to open the Send Message window.

The screenshot shows the eVitals Medical Facility User Training Guide interface. At the top right, it says "Welcome Jennifer Pickles" and "Logout". Below that is a dropdown menu for "Regional Hospital of Scranton". The main area has a "Death Registration" header. On the left, there's a sidebar with "Death Registration" and "Other Links" sections. The "Other Links" section contains three items: "Relinquish Case", "Documentary Evidence", and "Case Messages", with "Case Messages" highlighted by a red box and the number "1" next to it. The main content area shows case details: Case ID: 37853696, Decedent Name: Amanda Gherkin, Event Date: May-03-2024. It also shows case status: Medical Valid, Personal Pending, Fact Of Death Valid, Pronouncement Required, Certification Required, Unsigned, Unregistered, DE-Miscellaneous. Below that is a "Messages" section with a table:

Sender	Facility	Subject	Body	Sent Date	Attachments	Recipient
Jennifer Pickles	Jesse H Geigle Funeral Home Inc	Claiming Personal Ownership	The Jesse H Geigle Funeral Home is handling the Personal Information.	May 14, 2024		View Recipient

At the bottom right of the messages section is a "New Message" button with the number "2" above it, and a "Return to Results" button with a red box around it.

Figure 47 - Case Messages

3. Select Functional Entity from the required Recipient Type drop-down list.
4. Select the Functional Entity from the drop-down: the Death Registry Unit or the Funeral Home if they own the Personal Information on the case.

The screenshot shows the 'Send Message' dialog box. On the left, vertical numbers 3 and 4 are displayed. Number 3 is positioned above the 'Recipient Type*' dropdown, which has 'Functional Entity' selected. Number 4 is positioned above the 'Functional Entity*' dropdown, which contains 'Death Registry Unit' and 'Jesse H Geigle Funeral Home Inc.', with the latter being the selected item. The 'Message*' text area is empty. A 'Send' button is at the bottom right. To the right of the dialog box, a sidebar shows 'Logout' and 'Scranton' at the top, followed by 'Recipient' and 'View Recipient'.

Figure 48 – Send Message by Type – Functional Entity

5. Select the Role of the recipient from the Role drop-down list.

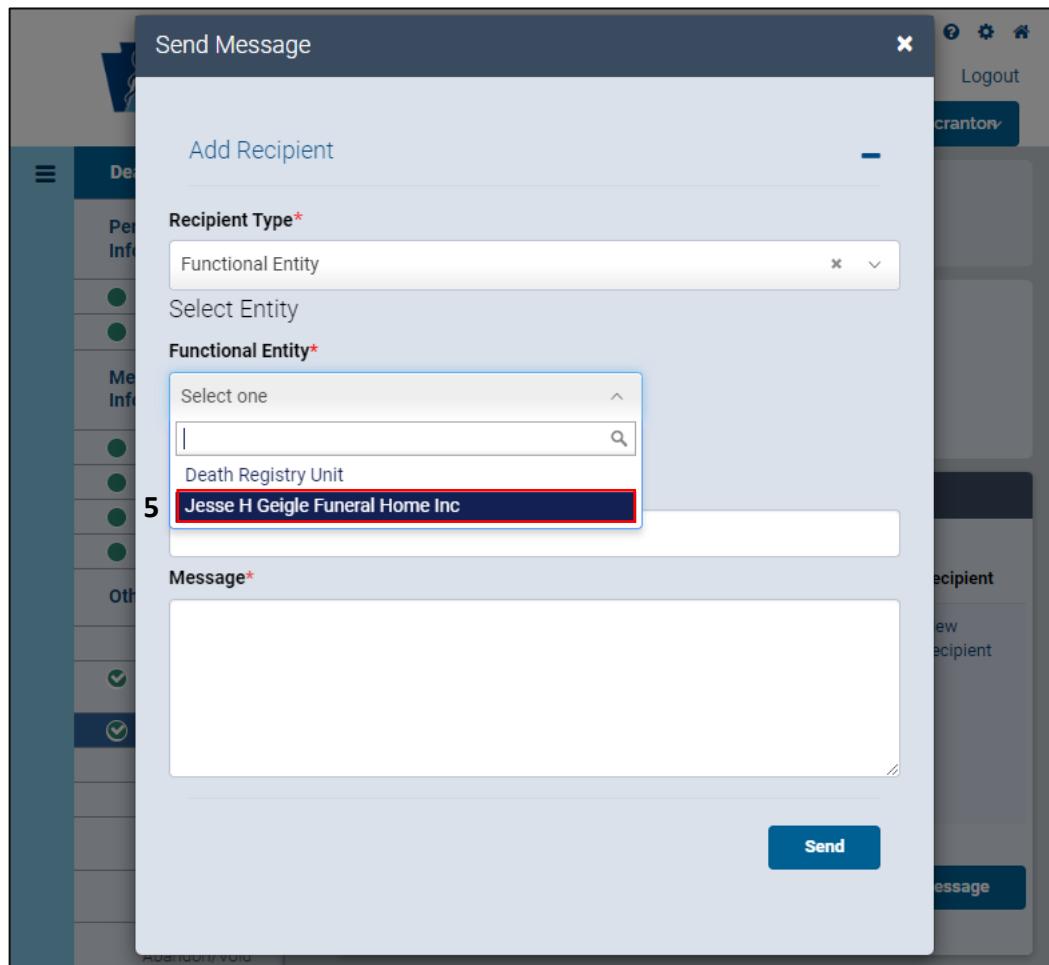


Figure 49 – Select Job Role

eVitals Medical Facility User Training Guide

Other Links

6. Select the User's name from the User drop-down list, then click the **Add Selected** button to add the user as the recipient of the message.

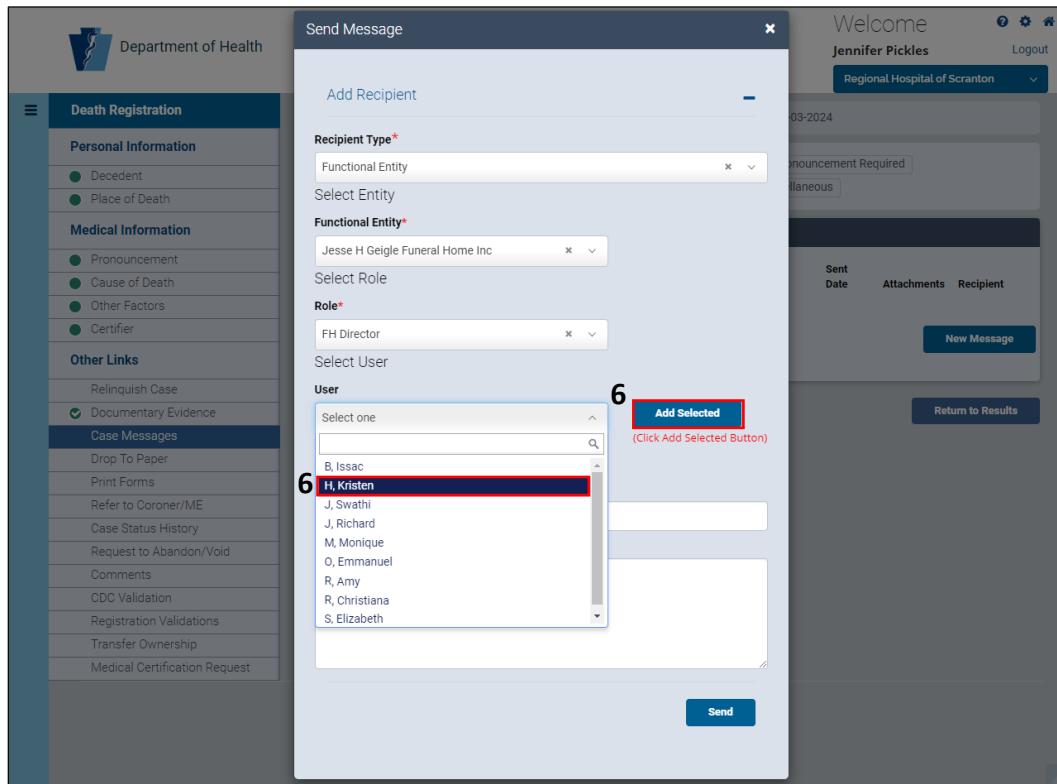


Figure 50 - Select User's Name to Add

7. Enter the required Subject and Message.
Repeat this process to add additional recipients.
8. Click the **Send** button to deliver the message.

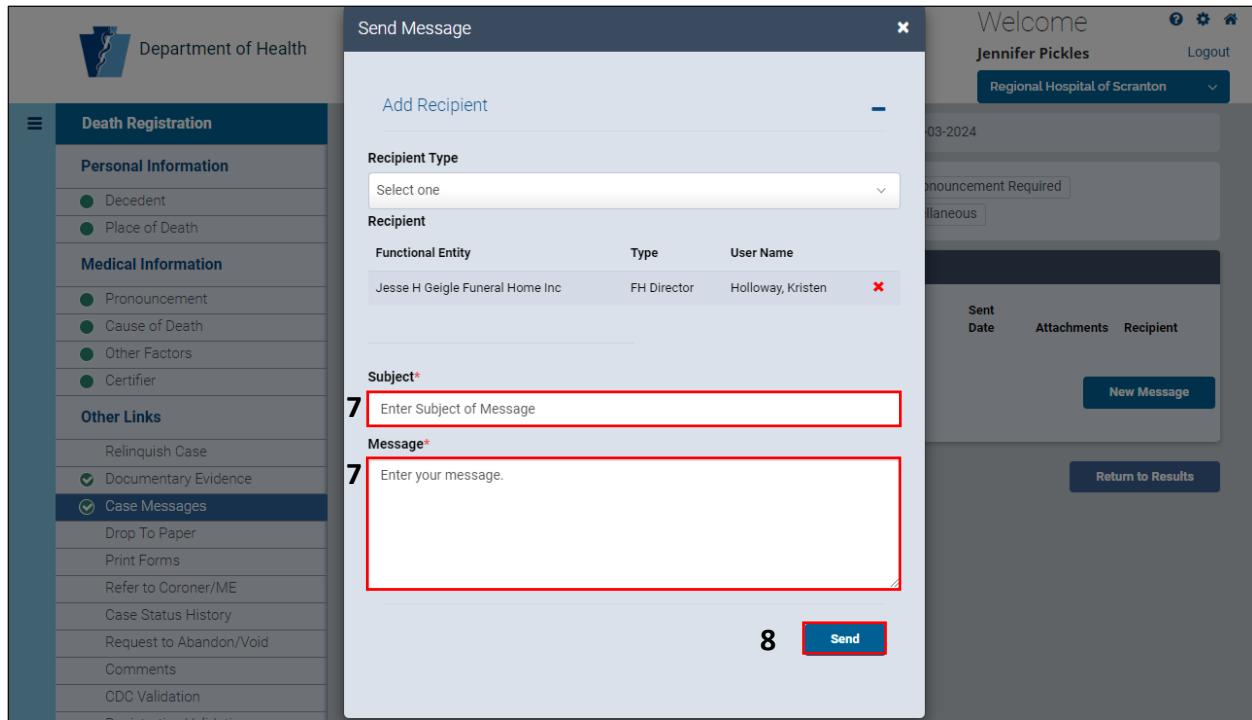


Figure 51 – Enter Subject and Message

NOTE: If you would like to change the recipient, click the red **X** to remove the recipient, then repeat Step 05 to add a new recipient.

eVitals Medical Facility User Training Guide

Other Links

9. A window displays confirming that your message was sent. Click the **OK** button to continue.

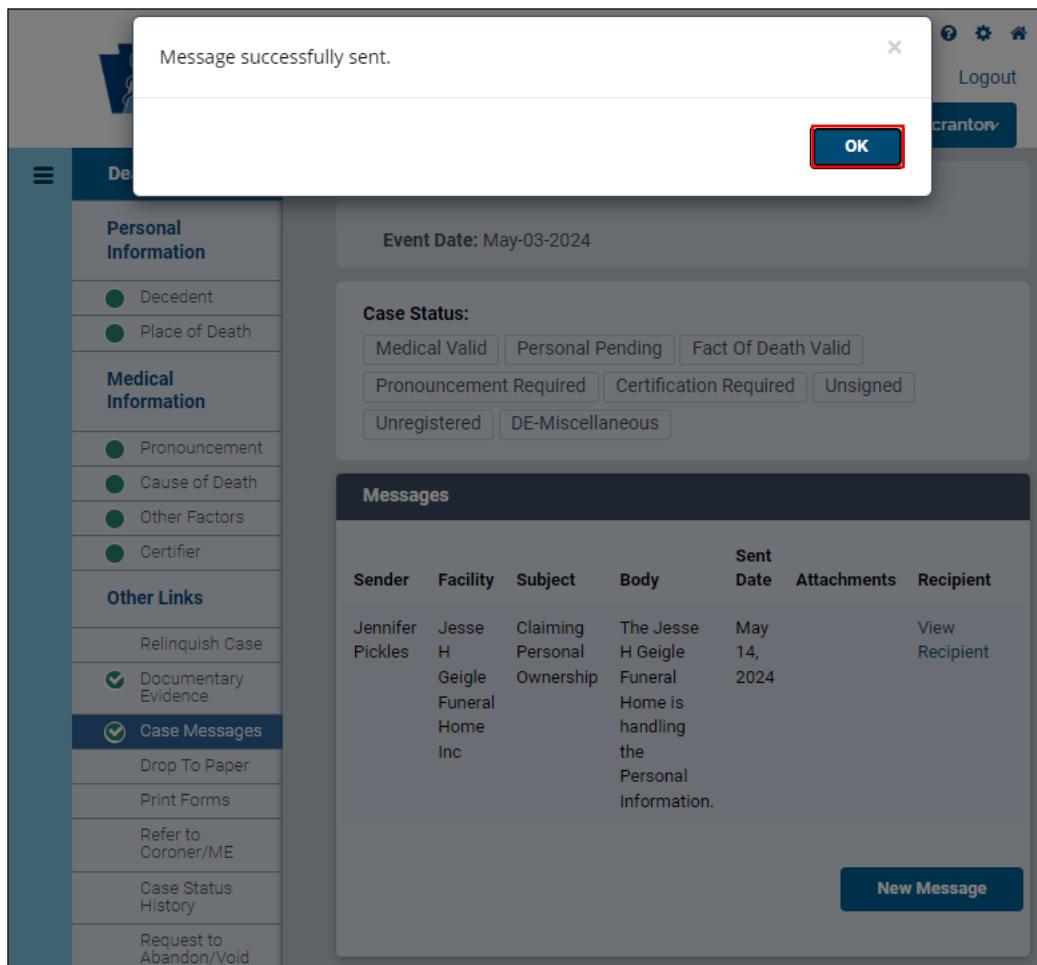


Figure 52 - Confirmation Window

Other Links

eVitals Medical Facility User Training Guide

Your message displays on the Messages page along with messages from any other users.

The screenshot shows the eVitals Medical Facility User Training Guide interface. At the top, there's a header with the Department of Health logo, a welcome message for Jennifer Pickles, and a logout link. Below the header, a sidebar on the left contains links for Death Registration, Personal Information (Decedent, Place of Death), Medical Information (Pronouncement, Cause of Death, Other Factors, Certifier), Other Links (Relinquish Case, Documentary Evidence, Case Messages - which is selected and highlighted in blue), Drop To Paper, and Print Forms. The main content area shows a case summary for Case ID: 37853696, Decedent Name: Amanda Gherkin, and Event Date: May-03-2024. It includes a Case Status section with options like Medical Valid, Personal Pending, Fact Of Death Valid, Pronouncement Required, Certification Required, Unsigned, Unregistered, and DE-Miscellaneous. Below this is a 'Messages' section with a table showing two messages. The first message is from Jennifer Pickles to Jesse H Geigle Funeral Home Inc, dated May 14, 2024, with the subject 'Claiming Personal Ownership' and body 'The Jesse H Geigle Funeral Home is handling the Personal Information.' The second message is from Jennifer Pickles to Regional Hospital of Scranton, dated May 15, 2024, with the subject 'Enter the Subject of Your Message' and body 'Enter your message.' A 'View Recipient' link is next to each message, and a 'New Message' button is at the bottom right of the messages list.

Sender	Facility	Subject	Body	Sent Date	Attachments	Recipient
Jennifer Pickles	Jesse H Geigle Funeral Home Inc	Claiming Personal Ownership	The Jesse H Geigle Funeral Home is handling the Personal Information.	May 14, 2024		View Recipient
Jennifer Pickles	Regional Hospital of Scranton	Enter the Subject of Your Message	Enter your message.	May 15, 2024		View Recipient Delete

Your message displays in the Case Messages list. Click the View Recipient link to view the recipient of messages in the list.

Figure 53 – Case Messages List

NOTES

eVitals Medical Facility User Training Guide

Other Links

Sending Case Messages by the Role Type

1. Click the Case Messages link under Other Links.
2. Click the **New Message** button to open the Send Message window.

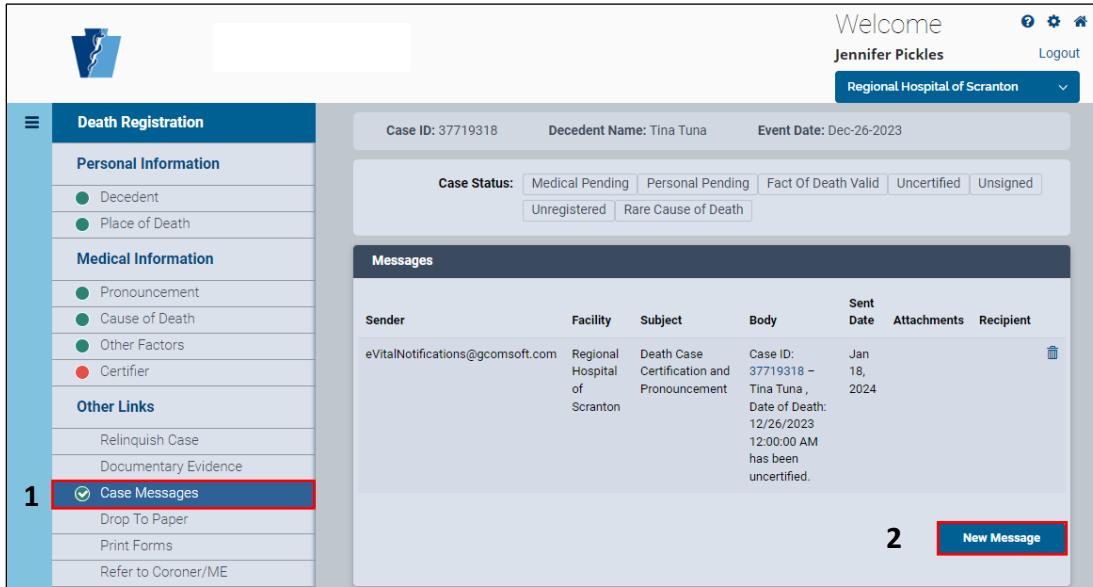


Figure 54 – Send New Case Message

3. Select Role from the required Recipient Type drop-down list.
4. Select the role of the user you who you would like to send the message from the required Role drop-down list.

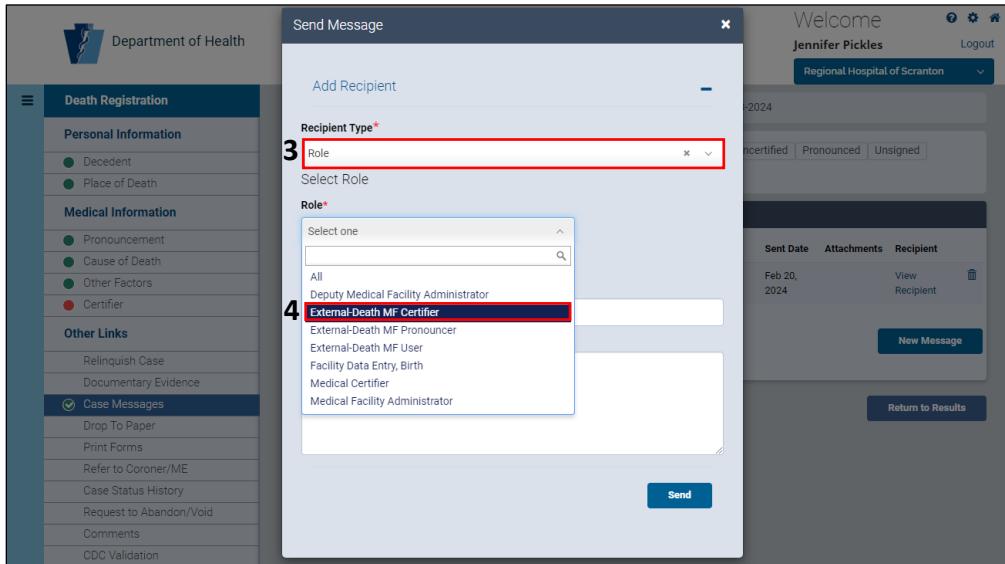


Figure 55 - Send Message by Type – Role

5. Select the user's name from the User drop-down list, then click the **Add Selected** button.

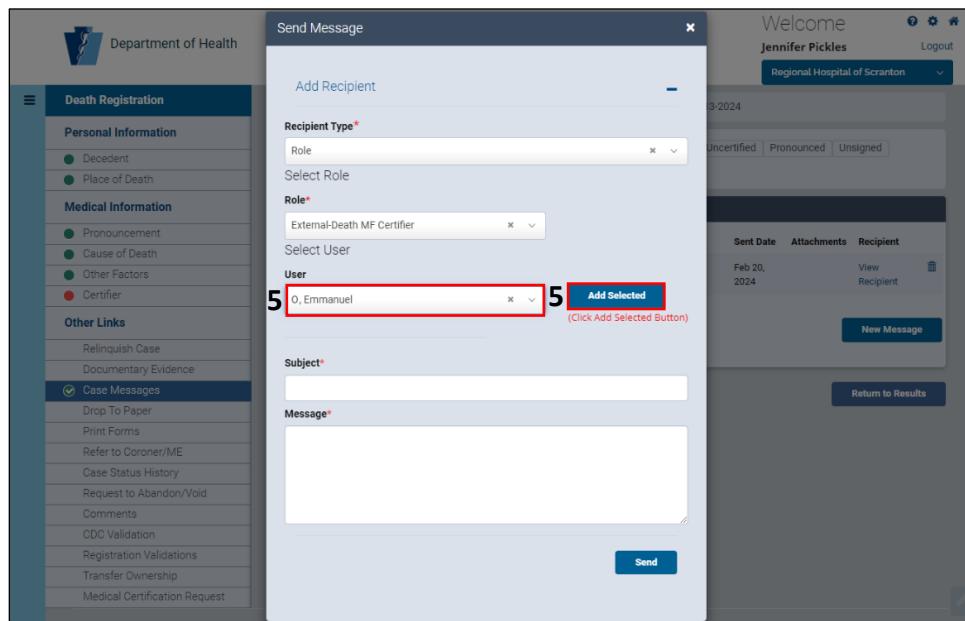


Figure 56 - Send Message - User Name List

6. Enter the required Subject and Message. Repeat this process to add additional recipients.
 7. Click the **Send** button to deliver the message.

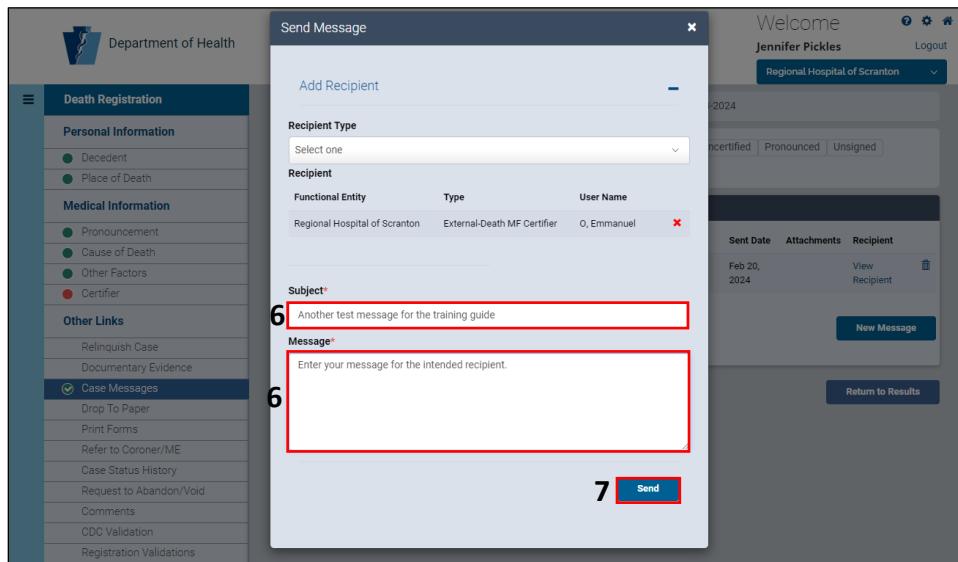


Figure 57 - Case Message - Subject and Message

NOTE: If you would like to change the recipient, click the red to remove the recipient, then repeat Step 05 to add a new recipient.

eVitals Medical Facility User Training Guide

Other Links

8. A window displays confirming that your message was sent. Click the OK button to continue.

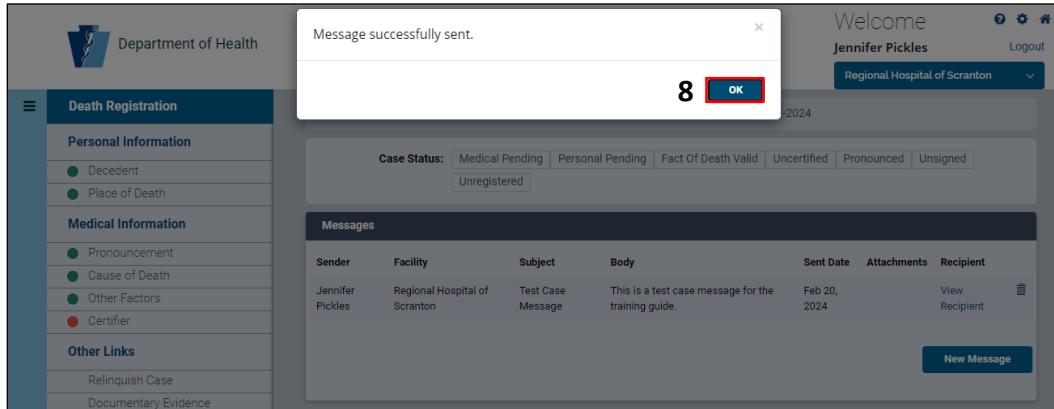


Figure 58 - Case Message - Confirmation Window

Your message displays in the Case Messages list. Click the View Recipient link to view the Recipient of messages in the list.

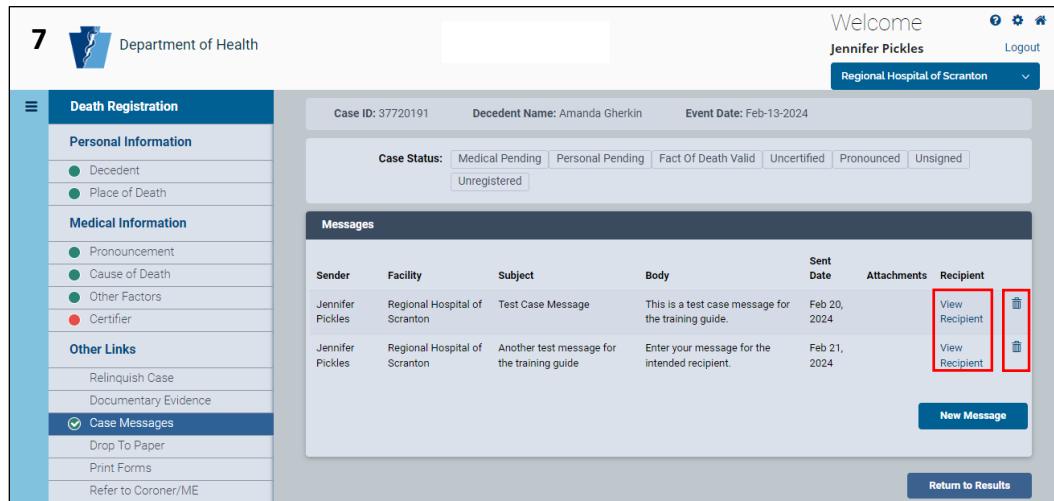


Figure 59 - Case Messages List

Deleting Case Messages

To delete a case message, click the trash can at the end of the message row. Make sure you want to delete the message, as there is no way to retrieve it once it is deleted.

Drop to Paper

An electronic death case can only be dropped to paper when it is signed or certified.

Dropping a Case to Paper

1. In your certified case, click the Drop to Paper link under Other Links.
2. Click the **Drop to Paper** button.

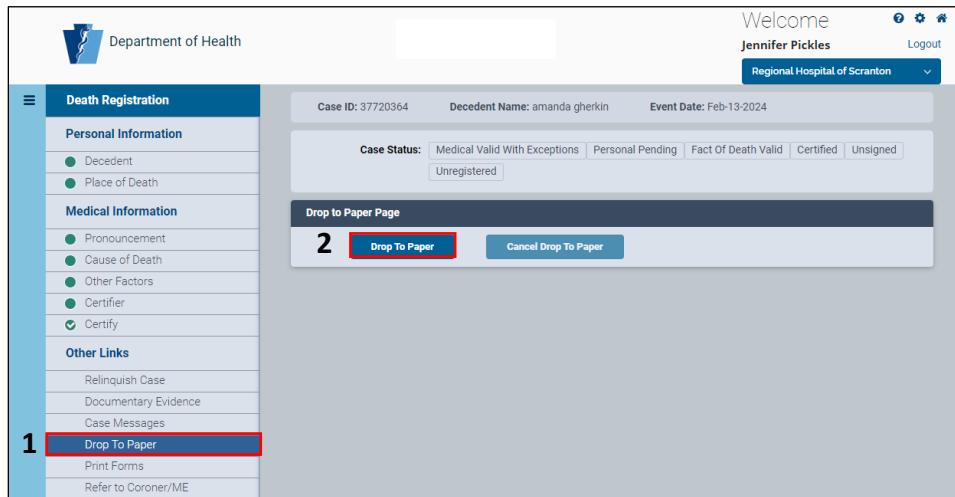


Figure 60 - Drop to Paper

3. Click the **OK** button to confirm to drop the case to paper.

NOTE: Once you drop the case to paper the case is locked. You can cancel the Drop to Paper process up until the case is registered. After the case is registered the process cannot be reversed.

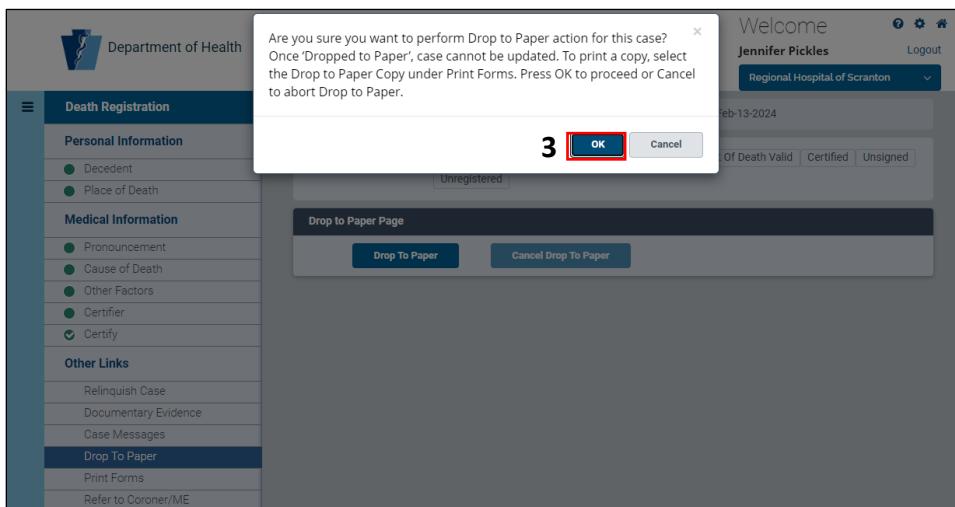


Figure 61 - Drop to Paper Confirmation Window

After you confirm the Drop to Paper action for your case, a case message is entered.

eVitals Medical Facility User Training Guide

Other Links

The screenshot shows the eVitals Death Registration interface. On the left, a sidebar titled "Death Registration" contains sections for "Personal Information" (Decedent, Place of Death), "Medical Information" (Pronouncement, Cause of Death, Other Factors, Certifier, Certify), and "Other Links" (Relinquish Case, Documentary Evidence, Case Messages, Drop To Paper, Print Forms, Refer to Coroner/ME, Case Status History, Request to Abandon/Void, Comments). The main area displays a "Welcome" message for Jennifer Pickles from Regional Hospital of Scranton. It shows Case ID: 37720364, Decedent Name: amanda gherkin, and Event Date: Feb-13-2024. A "Case Status" section includes buttons for Drop to Paper, Medical Valid With Exceptions, Personal Pending, Fact Of Death Valid, Certified, and Unregistered. Below this is a "Messages" section with a table:

Sender	Facility	Subject	Body	Sent Date	Attachments	Recipient
Jennifer Pickles	Regional Hospital of Scranton	Death Case 37720364 - Drop to Paper	Case ID: 37720364 – amanda gherkin, Date of Death: Feb 13, 2024 has been Dropped to Paper.	Mar 05, 2024		

Buttons for "New Message" and "Return to Results" are visible at the bottom of the messages panel.

Figure 62 - Drop to Paper Case Message

NOTES

Printing the Drop to Paper Copy

1. In your certified case, click the Print Forms link under Other Links.
2. Click the **Drop to Paper Copy** button to display the copy.

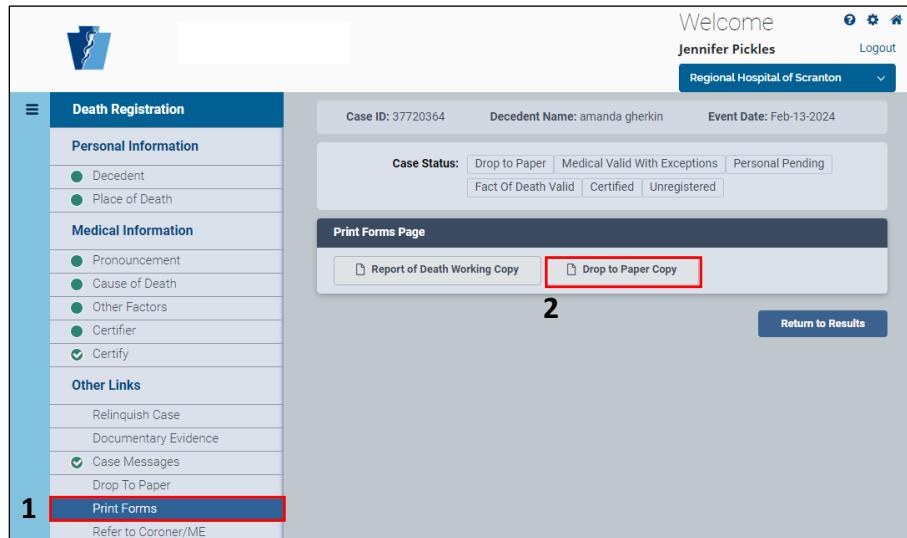


Figure 63 - Print Forms Page

3. The Drop to Paper Copy displays. You can now download or print the copy.

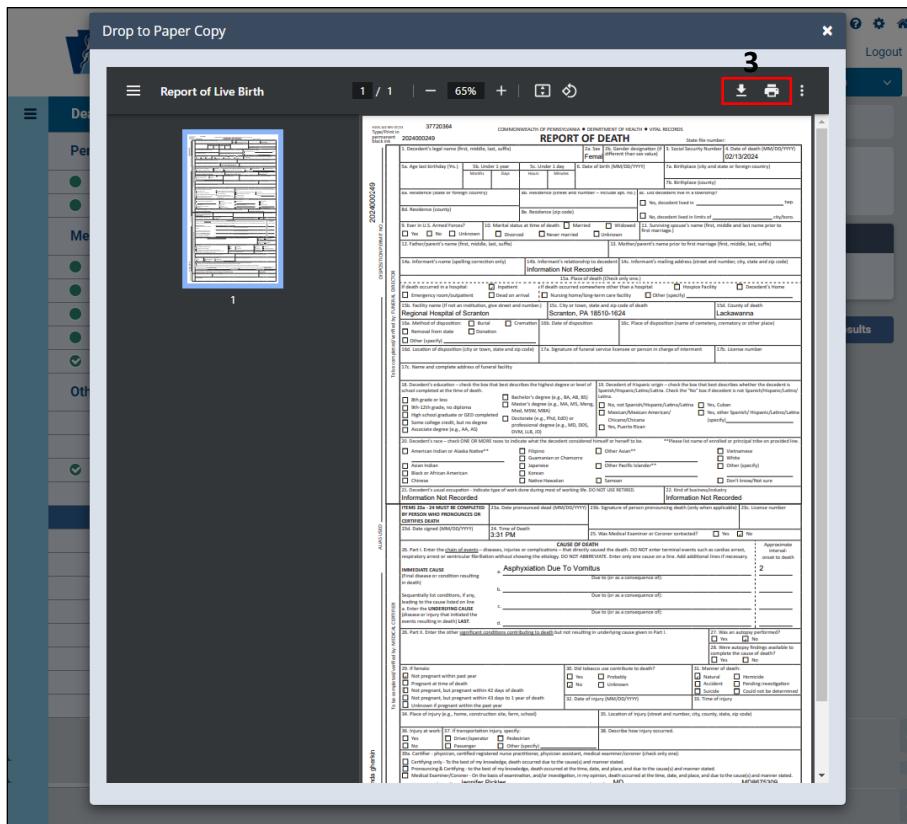


Figure 64 - Drop to Paper Copy

eVitals Medical Facility User Training Guide

Other Links

Print Forms

The Print Forms link contains documents that you can print and use to capture information related to the case then upload to the Documentary Evidence page.

Viewing the Report of Death Working Copy

Enter into paper/electronic files for your records that is a noncertified copy of the death certificate in report format.

Viewing the Report of Maternal Death form

If the decedent is female and any of the following pregnancy statuses on the Other Factors page are selected, the Report of Maternal Death form Validation Message fires:

- Pregnant at time of death
- Not pregnant, but pregnant within 42 days of death
- Not pregnant, but pregnant 43 days to 1 year before death

When you save one of these pregnancy statuses, the case status displays *DE – Report of Maternal Death* and the Validation Message that displays at the bottom of the Other Factors page provides additional information. Please note that you cannot certify the case ~~cannot be registered~~ until you complete the Report of Maternal Death form and upload it to the Documentary Evidence page.

The screenshot shows the 'Death Registration' application interface. On the left, a sidebar lists various options under 'Death Registration' such as Personal Information, Medical Information, Other Factors (which is currently selected), and Other Links. The main content area displays a case record for Case ID: 37720191, Decedent Name: Amanda Gherkin, and Event Date: Feb-13-2024. Under 'Case Status', 'DE - Report of Maternal Death' is selected. In the 'Other Factors' section, there is a validation message box with a red border containing the following text:

The Pregnancy Status selected is one that requires the Report of Maternal Death form to be completed.

To resolve this error, download the report of Maternal Death form from the Print Forms tab in the menu, complete the form, and upload the completed form under Documentary Evidence as 'DE - Report of Maternal Death'. If you are unable to upload the form, you may submit by email at ra-dhdeathreg@pa.gov or by fax to 717-265-7371. This case cannot be registered until the completed form has been received.

Figure 65 - Other Factors Validation Message

Viewing the Rare Cause of Death Form

If you save a rare cause of death in Line A on the Cause of Death tab, you trigger the Rare Cause of Death validation message at the bottom of the pages. You must complete the Rare Cause of Death form that becomes available under the Print Forms tab. When you save a Rare Cause of Death, the case status displays Rare Cause of Death. Review the Validation Message at the bottom of the page for additional information.

The screenshot shows the eVitals Medical Facility User Training Guide interface. On the left, there's a sidebar with a logo and navigation links: Death Registration, Personal Information (Decedent, Place of Death), Medical Information (Pronouncement, Cause of Death selected, Other Factors, Certifier), and Other Links (Relinquish Case, Documentary Evidence selected, Case Messages, Drop To Paper, Print Forms, Refer to Coroner/ME, Case Status History, Request to Abandon/Void, Comments, CDC Validation, Registration Validations, Transfer Ownership, Medical Certification Request). The main area has a header with Welcome, Jennifer Pickles, Logout, and Regional Hospital of Scranton. Below the header, it shows Case ID: 37853696, Decedent Name: Amanda Gherkin, Event Date: May 03 2024, and Death Place: Regional Hospital of Scranton. A Case Status bar includes DE - Report of Maternal Death, Medical Pending, Personal Pending, Fact Of Death Valid, Pronouncement Required, Uncertified, Unsigned, Unregistered, and Rare Cause of Death (highlighted with a red box). The Cause of Death section contains NCHS Recommendations for Entry of Cause of Death and instructions for listing conditions sequentially. Part I contains fields for Line A - Immediate Cause (leptospirosis highlighted with a red box) and Line A - Approximate Interval Onset to Death (10 minutes). Part II contains fields for Line B - Due to or As a Consequence of, Line B - Approximate Interval Onset to Death, Line C - Due to or As a Consequence of, Line C - Approximate Interval Onset to Death, Line D - Due to or As a Consequence of, and Line D - Approximate Interval Onset to Death. At the bottom, there's a Validation message: "The Cause of Death entered on line a is considered a rare cause. Confirmation of Rare Cause form which is available from the Other Links menu. Submit the completed form to PA's Death Registry team by accessing the Documentary Evidence tab under other links, select Rare Cause as the document type and upload the form or by email at dhdeathreg@pa.gov or by fax to 717-265-7371." There are Show All and Save Overrides buttons. The entire validation message is also highlighted with a red box.

Figure 66 - Rare Cause of Death

eVitals Medical Facility User Training Guide

Other Links

Generating a Print Forms Document

1. Navigate to the Print Forms link under Other Links.
2. Click the button of the form you would like to generate.

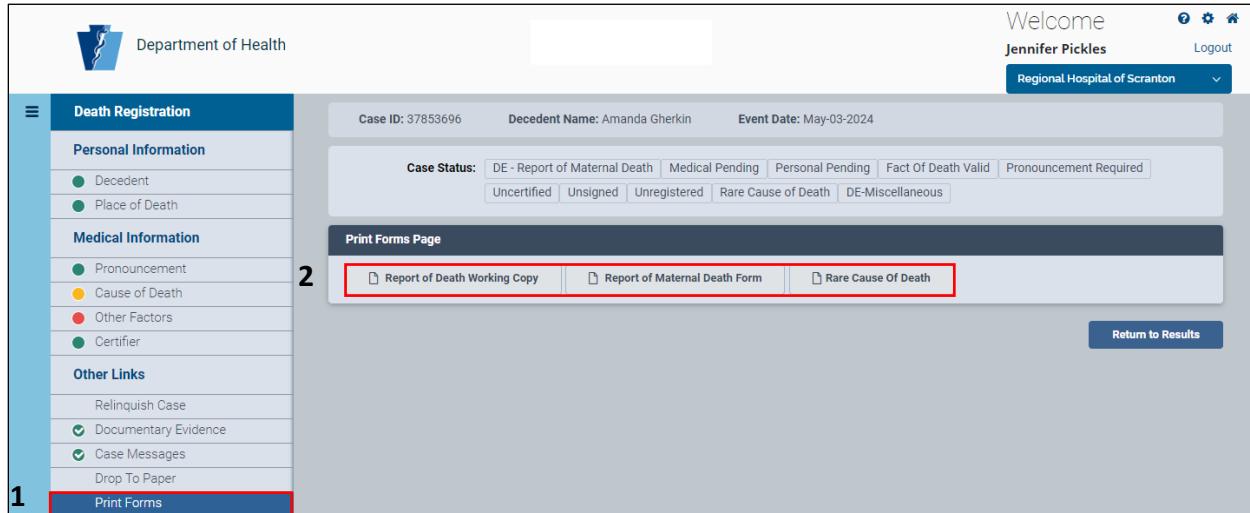


Figure 67 - Generating the Print Forms Documents

3. A window opens, displaying the form with pre-populated fields from the case. You can now download or print the copy.

This screenshot shows the 'Report of Live Birth' window, which is a 'NONCERTIFIED REPORT OF DEATH'. The form is filled with data from the case, including the decedent's information, cause of death, and other relevant details. The sidebar on the left remains the same as in Figure 67. The entire window is highlighted with a large red box.

Figure 68 – Report of Death Working Copy

Other Links

eVitals Medical Facility User Training Guide

4. If you are completing the Report of Maternal Death or Rare Cause of Death forms, please see the section [Documentary Evidence](#) for instructions on uploading the forms to eVitals.

Figure 69 - Report of Maternal Death

Rare Cause

Department of Health

GenerateDeathRareCause 1 / 1 - 66% + ⌂ ⌃ ⌄ ⌅ ⌆ ⌇ ⌈ ⌉ ⌊ ⌋

Decedent Place of Death Pronouncement Cause of Death Other Factors Certifier

Relinquish Case Documentary Evidence Case Messages Drop To Paper Print Forms Refer to Coroner/ME Case Status History Request to Abandon/Void Comments CDC Validation Registration Validations Transfer Ownership Medical Certification Req.

1



CONFIRMATION OF RARE CAUSE

Within 10 business days, return this form or submit a medical amendment to the record.

Case Id: 0987654321
Decedent: Amanda Glickson
Date of Death: May 03, 2024
Rare Cause:

Cause of Death:

Significant Conditions Contributing to the Death:

Check all that apply:
 This rare cause was active and at time of death.
 The decedent was older than usual at time of death.
 Test results to verify this rare cause are pending.

Explain how the rare cause was confirmed. List laboratory test results, medical history, clinical evidence and/or other pertinent information. If applicable, please state the name of the laboratory test and/or source of evidence:

To the best of my knowledge, I am confirming that the decedent's death was caused or attributed to the rare disease as listed above.

Signature _____ Telephone _____ Date _____

Submit this form to the PA Department of Health:
By fax: 717-265-7371
By email: DeathRareCause@doa.pa.gov

Bureau of Health Statistics and Programs | Division of Deaths Registration
500 Market Street | Harrisburg, PA 17101-9504 | (717) 346-4111 | www.dos.state.pa.us

Welcome Jennifer Pickles Regional Hospital of Scranton Announcements Required

Return to Results

Figure 70 - Rare Cause of Death

eVitals Medical Facility User Training Guide

Other Links

Refer to a Coroner/ME

Sometimes you may need to refer a case to a Medical Examiner or Coroner for further investigation into the cause of death or the manner of death. When this occurs use the Refer to Coroner/ME link to send the case to the appropriate Coroner/ME for assistance.

Referring to Coroner/ME

1. Navigate to the Refer to Coroner/ME link under Other Links.
2. When you refer a case to the Coroner/ME, your County Coroner automatically populates.
3. Select a reason from the drop-down list, then enter a reason for the referral in the Comment field.
4. Click the **Submit Request** button to complete the Referral.

The screenshot shows the eVitals Death Registration interface. On the left, a sidebar menu is open, with step 1 highlighting the 'Refer to Coroner/ME' link. The main content area displays case details: Case ID: 37853696, Decedent Name: Amanda Gherkin, Event Date: May-03-2024. Below this, the 'Case Status' section includes options like Medical Valid, Personal Pending, Fact Of Death Valid, Certification Required, Unsigned, Unregistered, and DE-Miscellaneous. A 'Refer To Coroner/ME' section contains fields for 'Coroner/ME Office*' (step 2), which is populated with 'Lackawanna County Coroner', a search bar ('Look up Facility'), and a 'Clear' button. It also includes a 'Select Reason*' dropdown (step 3) set to 'Cause of Death' and a 'Comment*' text area (step 3) with placeholder text 'Enter reason for referral'. Step 4 is labeled 'Submit Request' at the bottom right. The top right corner shows a welcome message for Jennifer Pickles, a 'Logout' link, and the location 'Regional Hospital of Scranton'.

Figure 71 - Refer a Case to ME/Coroner

NOTES

Cancelling the Referral to ME/Coroner

When you cancel a referral to the ME/Coroner, your facility still retains ownership of the medical information of the case.

1. To rescind the Coroner/ME referral, click the **Cancel** button at the end of the row in the Referral Status section at the bottom of the page.

The screenshot shows the 'Refer to Coroner/ME' section of the eVitals system. On the left, there's a sidebar with 'Death Registration' sections: Personal Information (Decedent, Place of Death), Medical Information (Pronouncement, Cause of Death, Other Factors, Certifier), Other Links (Relinquish Case, Documentary Evidence, Case Messages, Drop To Paper, Print Forms), and Refer to Coroner/ME (Case Status History, Request to Abandon/Void, Comments, CDC Validation, Registration Validations, Transfer Ownership, Medical Certification Request). The main area has tabs for Case Status (Medical Valid, Personal Pending, Fact Of Death Valid, Certification Required, Unsigned, Unregistered, ME Referral Review, DE-Miscellaneous) and Event Date (May-03-2024). Below these are fields for 'Coroner/ME Office*' (with a 'Look up Facility' button) and 'Select Reason*' (a dropdown menu). There's also a 'Comment*' text area with a character limit of 200. A 'Submit Request' button is at the bottom right. At the very bottom, a 'Referral Status' table shows one row:

Date Requested	Status	From Facility	To Facility	User	Reason	Referral Comments	Action
May 15, 2024	Pending	Regional Hospital of Scranton	Lackawanna County Coroner	Pickles, Jennifer	Cause of Death	Enter reason for referral	Cancel

Figure 72 - Cancelling a Referral to ME/Coroner

eVitals Medical Facility User Training Guide

Other Links

- Enter your reason for cancelling the referral, then click the **Save** button to continue.

Figure 73 - Enter Reason for Cancellation

The cancellation and reason you entered display at the bottom of the page.

Figure 74 - Cancelled ME/Coroner Referral

Case Status History

The Case Status History page provides a “who did what when” audit trail for the case status. Whenever the case status at the top of the page changes, you can see who made it, when, and their associated facility on this page. Additional information, such as comments and reasons, also display if they are available.

You can select how many entries you want to display at a time using the Show Entries drop-down and you can filter the results using the Filter field if you would like to see specific results.

If you would like to see your results in ascending or descending order, click a column header with next to it. A downward facing triangle indicates a descending sort or newest to oldest for dates and an upward facing triangle indicates an ascending sort or oldest to newest for dates.

1. Click the Click Case Status History link under Other Links to view the View Case History page.

The screenshot shows the 'View Case History' section of the eVitals Medical Facility User Training Guide. The page displays a table of case status changes for a specific death registration. The columns include Status Date, Status Name, Status set by, Associated Facility Name, Comment, Reject/Special Reason, Other Reason, and Migrated Reason. The data shows multiple entries from May 13, 2024, and May 15, 2024, with various status names like 'Medical Valid', 'Personal Pending', 'Fact Of Death Valid', etc., and associated users like 'Pickles, Jennifer'. The table has 20 entries shown, with a red box highlighting the 'Show 20 entries' dropdown and the 'Filter:' input field. The top right of the screen shows a welcome message for 'Jennifer Pickles' and a 'Logout' button.

Status Date	Status Name	Status set by	Associated Facility Name	Comment	Reject/Special Reason	Other Reason	Migrated Reason
5/15/2024 1:50:09 PM	Certification Required	Pickles, Jennifer	Regional Hospital of Scranton				
5/15/2024 1:50:09 PM	Medical Valid	Pickles, Jennifer	Regional Hospital of Scranton				
5/15/2024 11:56:50 AM	Uncertified	Pickles, Jennifer	Regional Hospital of Scranton				
5/15/2024 11:56:50 AM	Medical Pending	Pickles, Jennifer	Regional Hospital of Scranton				
5/13/2024 8:00:02 AM	Fact Of Death Valid	Pickles, Jennifer	Regional Hospital of Scranton				
5/13/2024 7:48:41 AM	Medical Pending	Pickles, Jennifer	Regional Hospital of Scranton				
5/13/2024 7:48:41 AM	Personal Pending	Pickles, Jennifer	Regional Hospital of Scranton				
5/13/2024 7:48:41 AM	Fact Of Death Pending	Pickles, Jennifer	Regional Hospital of Scranton				
5/3/2024 10:50:52 AM	Uncertified	Pickles, Jennifer	Regional Hospital of Scranton				
5/3/2024 10:50:52 AM	Unsigned	Pickles, Jennifer	Regional Hospital of Scranton				
5/3/2024 10:50:52 AM	Unregistered	Pickles, Jennifer	Regional Hospital of Scranton				

Figure 75 - Case Status History

NOTES

Request to Abandon/Void a Case

You can request an unregistered case to be abandoned. You may encounter an *unregistered* case that is a duplicate case, or a case created in error and not needed and therefore you would request the case to be *abandoned*. If you have a case that has been *registered* and is not needed, you will submit a request to *void* the case.

NOTE: The steps to request a registered case to be voided are the same as below, the options in the drop-down lists are different.

Requesting to Abandon an Unregistered Case

1. Click the Request to Abandon/Void link under Other Links.
2. Select the Request Type from the drop-down list.

The screenshot shows the eVitals medical facility user interface. On the left, there's a sidebar with a blue header 'Death Registration' containing sections for Personal Information (Decedent, Place of Death), Medical Information (Pronouncement, Cause of Death, Other Factors, Certifier), and Other Links (Relinquish Case, Documentary Evidence, Case Messages, Drop To Paper, Print Forms, Refer to Coroner/ME, Case Status History). A red box labeled '1' highlights the 'Request to Abandon/Void' link at the bottom of the sidebar. The main content area shows a case record for Case ID: 37853696, Decedent Name: Amanda Gherkin, and Event Date: May-03-2024. It includes a status bar with Medical Valid, Personal Pending, Fact Of Death Valid, Certification Required, Unsigned, and Unregistered. Below this is a 'Request to Abandon/Void' section with a 'Request Type' dropdown. A red box labeled '2' highlights the 'External Request to Abandon' option in the dropdown menu. The dropdown also includes 'Select one'. At the bottom right of the form is a 'Save' button.

Figure 76 - Request to Abandon Unregistered Case

3. Enter your reason for abandoning/voiding the case, then click the **Save** button to continue.

The screenshot shows the continuation of the process. The sidebar remains the same, with a red box labeled '3' highlighting the 'Reason' input field in the 'Request to Abandon/Void' section. The input field contains the placeholder text 'Enter your reason for requesting to abandon the case.' Below it is a note 'Max Length allowed is 200 characters'. The 'Save' button is visible at the bottom right of the form.

Figure 77 - Reason for Requesting to Abandon Case

4. Click the **OK** button to continue.

Figure 78 - Confirmation to Abandon a Case

The case moves to the Ext Req to Abandon/Void Death queue. The case status is also updated with External request to Abandon/Void and the Case Status History page is updated with the new status change.

The Death Registry Unit (DRU,) the Facility Administrator, and Deputy Facility Administrator are the only users who can access and take action on the cases in the Ext Req to Abandon Death queue. The Ext Req to Void Death queue can only be accessed and worked by the DRU.

Figure 79 - External Request to Abandon Case Status

Ext Req To Abandon Death					
Show	25	entries	Search:		
Case ID	Decedent's Legal Name	Date of Death	Sex	Status Date	Medical Owner
37853696	Gherkin, Amanda	May 03, 2024	Female	May 16, 2024	Regional Hospital of Scranton

Figure 80 - Ext Req to Abandon Death Queue

eVitals Medical Facility User Training Guide

Request to Abandon/Void a Case

Cancelling a Request to Abandon/Void a Case

You can cancel your request to abandon or void a case by searching for the case number or locating your case in the Ext Req to Abandon Death or Ext Req to Void Death queues.

- Once you have your case open, click the Request to Abandon/Void link under Other Links
- Select Cancel Void/Abandon Request from the drop-down list, then enter your reason for cancelling the request in the Reason field.
- Click the **Save** button to continue.

The screenshot shows the 'Death Registration' page. On the left sidebar, under 'Other Links', the 'Request to Abandon/Void' link is highlighted with a red box and labeled '1'. In the main content area, a 'Request to Abandon/Void' dialog is open. The 'Request Type*' dropdown is set to 'Cancel Void/Abandon Request' and is highlighted with a red box and labeled '2'. Below it, the 'Reason*' text area contains the placeholder 'Enter your reason for cancelling your request to abandon the case.' and is also highlighted with a red box and labeled '2'. At the bottom right of the dialog, the 'Save' button is highlighted with a red box and labeled '3'.

Figure 81 - Cancel a Request to Abandon/Void a Case

- Click the **OK** button to continue.

The screenshot shows the same 'Death Registration' page as Figure 81. A confirmation dialog box is centered over the page, asking 'Are you sure you want to cancel the request to Void/Abandon this case? Press OK to continue or Cancel to abort.' The 'OK' button is highlighted with a red box and labeled '4'.

Figure 82 - Confirm Cancellation of Request to Abandon/Void Case

Comments

Use Comments to leave notes in your case for other authorized eVitals users to view. You can leave two types of comments in your case:

- **Internal** – Comments display to authorized users within your facility.
- **External** – Comments display to authorized users within eVitals who have access to the case.

Entering Comments

1. Click the Comments link under Other Links.
2. Select the Comment Type from the drop-down list then enter your comment in the Comment field.

The screenshot shows the 'Death Registration' page of the eVitals system. On the left, there's a sidebar with links like 'Personal Information', 'Medical Information', 'Other Links', and 'Comments'. The 'Comments' link is highlighted with a red box. The main area displays case details: Case ID: 37853696, Decedent Name: Amanda Gherkin, Event Date: May-03-2024. Below this, the 'Case Status' section includes buttons for 'Medical Valid', 'Personal Pending', 'Fact Of Death Valid', 'Certification Required', 'Unsigned', 'Unregistered', and 'DE-Miscellaneous'. A large red box labeled '2' highlights the 'Comments' section. This section contains a 'Comment Type' dropdown set to 'Internal' (also highlighted with a red box) and a large text area for entering a comment, also highlighted with a red box. The text area has placeholder text: 'Enter your comment, then click the Save Comment button.' Below it, it says 'Maximum text length: 4000'. At the bottom of this section are 'Save Comment' and 'Clear' buttons. Further down, there's a 'Filter:' input field and a table header for managing comments: 'Comment Type', 'Date Entered', 'Entered By', 'Comment', and 'Entered By Office'. The table body below says 'No data available in table' and 'Showing 0 to 0 of 0 entries'.

Figure 83 - Enter Comments page

eVitals Medical Facility User Training Guide

Comments

- Click the **Save Comment** button. The message displays that your comment is saved and your comment displays at the bottom of the page.

The screenshot shows the 'Death Registration' module of the eVitals system. On the left, a sidebar lists various options like Personal Information, Medical Information, and Other Links. The 'Comments' option is selected and highlighted in blue. In the main content area, the 'Case ID' is 37853696, the 'Decedent Name' is Amanda Gherkin, and the 'Event Date' is May 03-2024. Below this, there's a 'Case Status' section with buttons for Medical Valid, Personal Pending, Fact Of Death Valid, Certification Required, Unsigned, Unregistered, and DE-Miscellaneous. A large 'Comments' section has a sub-header 'Enter Comment' and a 'Comment Type' dropdown. A text input field for 'Comment' is present, with a note below stating 'Maximum text length: 4000'. At the bottom of this section are 'Save Comment' and 'Clear' buttons. A red box highlights the 'Save Comment' button. Below this, a message box says 'Comment saved'. At the very bottom, a table displays the saved comment:

Comment Type	Date Entered	Entered By	Comment	Entered By Office	Edit	Delete
Internal	2024-05-16 07:46 AM	Jennifer Pickles	Enter your comment, then click the Save Comment button.	Regional Hospital of Scranton		

Showing 1 to 1 of 1 entries

Figure 84 - Saved Comment

Editing a Comment

1. Click the **Edit** button for the comment you want to edit. The Edit and Delete buttons display only for your comments.
2. This opens the Comment field and Comment Type for editing. Make your changes to your comment.
3. Click the **Save Comment** button to save your edited comment.

The screenshot shows the 'Death Registration' module of the eVitals system. On the left, a sidebar lists various sections: Personal Information, Medical Information, Other Links, and Comments. The 'Comments' section is currently selected, indicated by a red box labeled '2'. The main content area displays a 'Comments' form with fields for 'Comment Type' (set to 'Internal') and a large text area for the comment. A note below the text area states: 'Enter your comment, then click the Save Comment button.' The text area is also highlighted with a red box. Below the form, a message says 'Comment saved' in a blue box. At the bottom, a table lists the saved comment, showing it was entered by Jennifer Pickles on May 16, 2024, at 07:46 AM. The 'Edit' button for this comment is highlighted with a red box, labeled '3'. The table has columns: Comment Type, Date Entered, Entered By, Comment, and Entered By Office.

Comment Type	Date Entered	Entered By	Comment	Entered By Office
Internal	2024-05-16 07:46 AM	Jennifer Pickles	Enter your comment, then click the Save Comment button.	Regional Hospital of Scranton 1

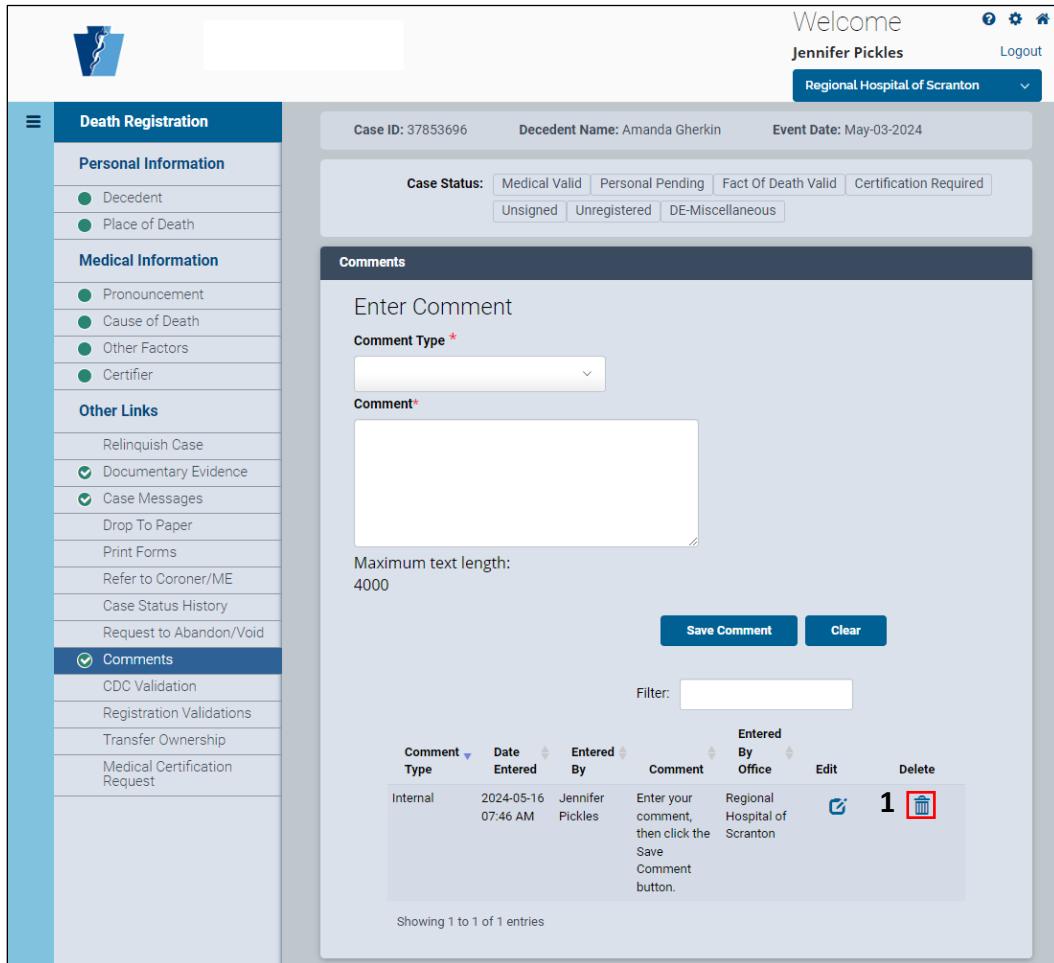
Figure 85 - Editing a Comment

eVitals Medical Facility User Training Guide

Comments

Deleting a Comment

1. To delete your comment, click the trash can  button at the end of your comment.



The screenshot shows the eVitals Death Registration interface. The left sidebar has a blue header "Death Registration" and lists sections: Personal Information (Decedent, Place of Death), Medical Information (Pronouncement, Cause of Death, Other Factors, Certifier), Other Links (Relinquish Case, Documentary Evidence, Case Messages, Drop To Paper, Print Forms, Refer to Coroner/ME, Case Status History, Request to Abandon/Void), and Comments (CDC Validation, Registration Validations, Transfer Ownership, Medical Certification Request). The "Comments" section is selected and expanded, showing a sub-menu with "Comments" checked. The main content area shows a "Comments" section with a "Comment Type" dropdown, a large "Comment" text area, and buttons for "Save Comment" and "Clear". Below this is a table of comments:

Comment Type	Date Entered	Entered By	Comment	Entered By Office	Edit	Delete
Internal	2024-05-16 07:46 AM	Jennifer Pickles	Enter your comment, then click the Save Comment button.	Regional Hospital of Scranton		

Showing 1 to 1 of 1 entries

Figure 86 - Deleting a Comment

2. Click the **OK** button in the pop-up window to confirm deletion of your comment.

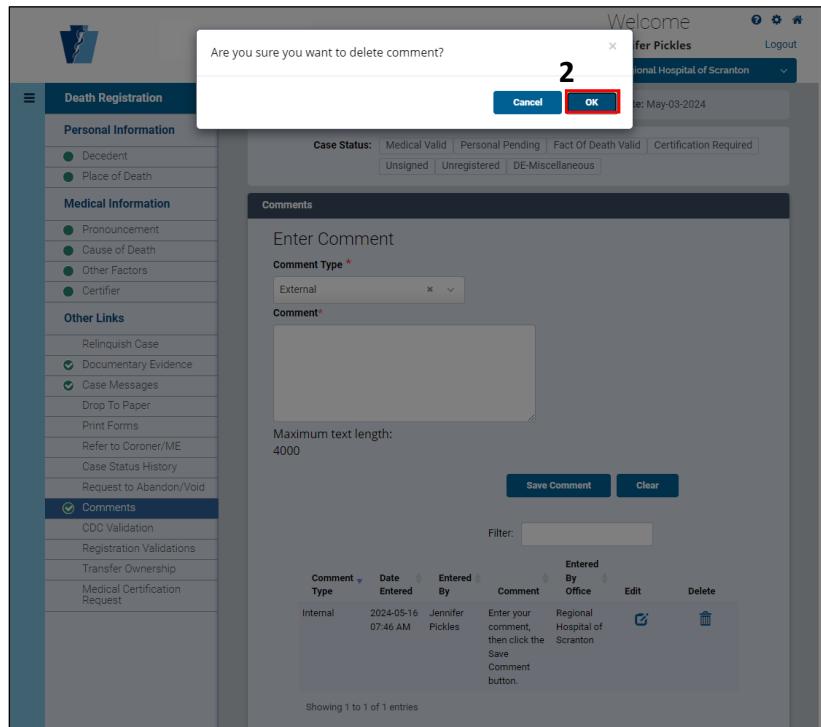


Figure 87 - Confirmation of Deleting a Comment

The message that your comment has been deleted displays and your comment no longer displays at the bottom of the page.

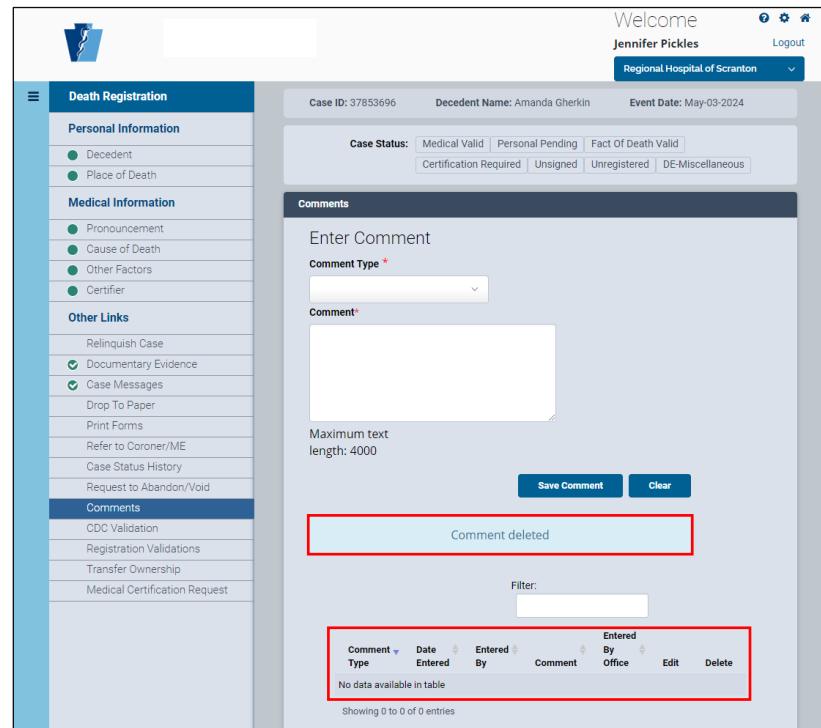


Figure 88 - Comment Deleted Message

eVitals Medical Facility

User Training Guide

CDC Validations

CDC Validations

If you enter a Cause of Death that triggers a validation message, the CDC Validation page provides additional information regarding the error.

The CDC Validation page is read only and provides the term and message that is conflicting with the data entered in the case.

In this example, the message indicates that on our Cause of Death page the term Prostate Cancer was entered for the cause of death and has violated a rule that the decedent must be Male, our decedent is female and to please verify the entries.

The screenshot shows the 'Death Registration' section of the eVitals system. On the left, there's a sidebar with links like 'Relinquish Case', 'Documentary Evidence', and 'Case Messages'. At the bottom of this sidebar, the 'CDC Validation' link is highlighted with a red box. The main content area displays the following information:

Type	Field	Term	Message	Created Date
MedEdits	Line1b	PROSTATE CANCER	Information on Line1b has violated the rule: Must be Male (absolute). Please verify entries.	May 16, 2024

Figure 89 - CDC Validation

When you correct the validation messages on the Cause of Death tab, the CDC Validations no longer display.

This screenshot shows the same 'Death Registration' section as Figure 89, but the validation message from Figure 89 is no longer present. The 'CDC Validation' link at the bottom of the sidebar is still highlighted with a red box.

Figure 90 - Corrected Cause of Death Displays No Validations

Registration Validations

The Registration Validations page displays validation errors across all of the tabs in your case. You can fix the override errors on this page, or you can click the green button at the end of the row to view the error on the page and correct it from that page.

Event Validations					
Rule ID	Message	Action Message	Override	Override Reason	Goto Page
DR3016	The Cause of Death entered on line a is a rare, infectious disease.	The Cause of Death entered on line a is considered a rare cause. Confirmation of Rare Cause form which is available from the Other Links menu. Submit the completed form to PA's Death Registry team by accessing the Documentary Evidence tab under other links, select Rare Cause as the document type and upload the form or by email at rdhdeathreg@pa.gov or by fax to 717-265-7371.	<input checked="" type="checkbox"/>		Cause of Death

Figure 91 - Event Validations

If your case has no validation errors on any of the tabs, the Registration Validations page will display a “No validation errors found” message.

The screenshot shows the 'Death Registration' section of the eVitals system. On the left, there is a sidebar with a blue header 'Death Registration' containing three main sections: 'Personal Information' (Decedent, Place of Death), 'Medical Information' (Pronouncement, Cause of Death, Other Factors, Certifier), and 'Other Links' (Relinquish Case, Documentary Evidence, Case Messages, Drop To Paper, Print Forms, Refer to Coroner/ME, Case Status History, Request to Abandon/Void, Comments, CDC Validation). The main content area on the right shows the 'Event Validations' section with a message 'No validation errors found'. At the top right, there is a 'Welcome' message for 'Jennifer Pickles' and a 'Logout' button. The top navigation bar includes a 'Department of Health' logo, a search bar, and other user navigation options.

Figure 92 - Registration Validation page

Transfer Ownership

Use Transfer Ownership if you need to transfer an unregistered death case to another medical facility. When you initiate an ownership transfer, the facility to which you are transferring the case accepts or rejects the case.

Transferring Ownership

1. Navigate to the Transfer Ownership link under Other Links.
2. The Ownership defaults to Medical Ownership, click the **Look up Facility** button to assign a medical facility.

The screenshot shows the 'Death Registration' interface. On the left, a sidebar lists 'Personal Information', 'Medical Information', and 'Other Links'. The 'Other Links' section includes 'Transfer Ownership' (which is highlighted with a red box labeled '1') and 'Medical Certification Request'. The main content area displays case details: Case ID: 37720191, Decedent Name: Amanda Gherkin, Event Date: Feb-13-2024. Below this, the 'Case Status' is listed as 'Unregistered'. A 'Transfer Ownership' section contains a dropdown menu set to 'Medical Ownership' and a text input field for 'Facility Name' with a red box labeled '2' over it. A 'Comments' text area is present below, with a note indicating a maximum length of 200 characters. A 'Save' button is at the bottom right, and a 'Return to Results' button is at the bottom center.

Figure 93 - Transfer Ownership page

3. The Look up Facility window displays. Enter the Facility Name to transfer the case, then click the **Search** button.
You can use the “%” wildcard character in your search.
4. Click the Select link to add the facility to the case.

The screenshot shows the 'Look up Facility' window. In the search input field, the text '%hershey medi%' is entered. To the right of the input field is a blue 'Search' button. Below the search bar, there is a table with columns for Facility Name, Address, City, and a 'Select' button. Two rows are visible: 'Hershey Medical Center' and 'MILTON S. HERSHY MEDICAL CENTER, THE'. The 'Select' button for the first row is highlighted with a red box. At the bottom of the window are 'Cancel' and 'Select' buttons, and a 'Return to Results' link.

Figure 94 - Look up Facility Window

5. The facility displays in the case. Enter your reason for the transfer in the Comments field, then click the **Save** button.

The screenshot shows the 'Transfer Ownership' section. At the top, it displays Case ID: 37720191, Decedent Name: Amanda Gherkin, and Event Date: Feb-13-2024. Below this, the 'Case Status' dropdown shows 'Medical Pending'. The 'Transfer Ownership' dropdown is set to 'Medical Ownership'. The 'Facility Name' input field contains 'Hershey Medical Center', and the 'Comments' text area is highlighted with a red box. The 'Comments' placeholder text is 'Enter your reason for the transfer.' At the bottom are 'Save' and 'Return to Results' buttons.

Figure 95 - Enter Reason for Transfer

eVitals Medical Facility User Training Guide

Transfer Ownership

6. Click the **OK** button to complete the transfer to the new facility.

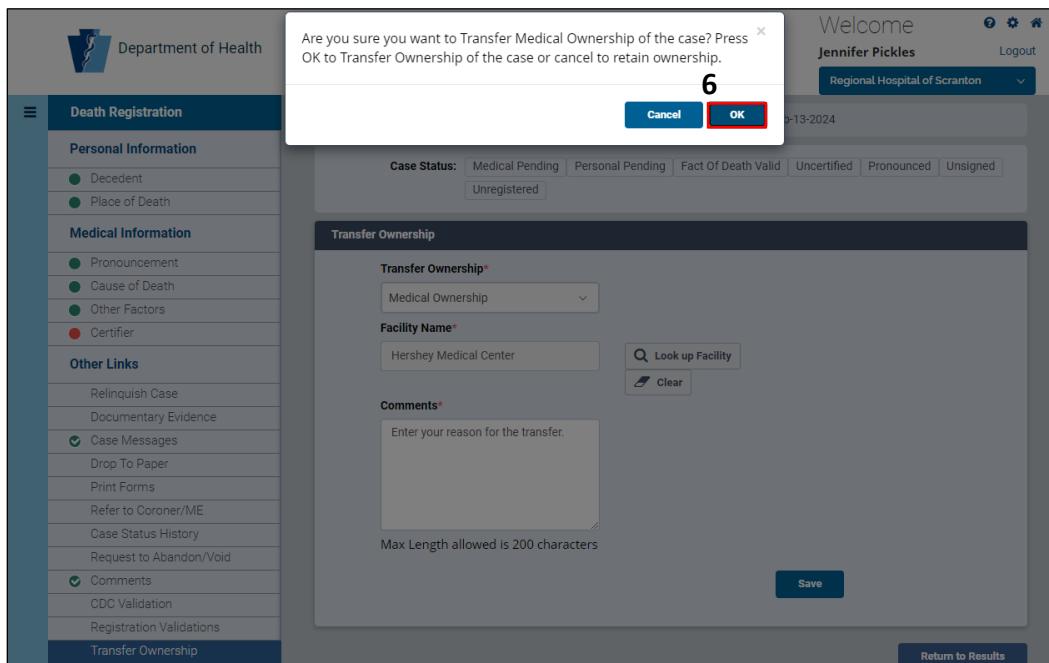


Figure 96 - Confirm Transfer of Medical Ownership

The case status changes to Pending Medical Transfer Ownership and an entry is made in the Request Status section on the Transfer Ownership link of the case.

NOTES

Cancelling Transfer Ownership

- To rescind the transfer, click the blue **Cancel** button at the end of the entry under the Request Status section.

The screenshot shows the 'Death Registration' page. On the left, there's a sidebar with links like 'Relinquish Case', 'Case Messages', and 'Comments'. The main area has tabs for 'Transfer Ownership' and 'Medical Certification Request'. Under 'Transfer Ownership', there are fields for 'Transfer Ownership*' (set to 'Medical Ownership'), 'Facility Name*', and 'Comments*'. Below these is a note: 'Max Length allowed is 200 characters'. At the bottom right of this section is a 'Save' button. To the right of this is a 'Request Status' table. The table has columns: Date Requested, Status, From Facility, To Facility, User, Requestor Comments, and Action. One row in the table is highlighted with a red box around the 'Action' column, which contains a 'Cancel' button. Above the table, the status bar shows 'Case ID: 37720191', 'Decedent Name: Amanda Gherkin', and 'Event Date: Feb-13-2024'.

Figure 97 - Cancel Transfer Ownership

- Enter your reason for cancellation in the Transfer Ownership Request Cancellation window, then click the **Save** button.

This screenshot shows a modal window titled 'Transfer Ownership Request Cancellation'. Inside the modal, there is a large text input field labeled 'Comment*' with the placeholder text 'Enter the reason for cancelling the transfer.' Below this field is a note: 'Max Length allowed is 200 characters'. To the right of the input field are two buttons: 'Cancel' and 'Save', with 'Save' being highlighted by a red box. The background of the modal is dimmed, and the overall interface is consistent with Figure 97, showing the same sidebar and 'Request Status' table.

Figure 98 - Enter Reason for Cancellation

eVitals Medical Facility User Training Guide

Transfer Ownership

The Request Status shows as cancelled and your facility retains medical ownership of the case.

The screenshot displays the eVitals Medical Facility User Training Guide interface. At the top, there's a header with the Pennsylvania Department of Health logo and the text "Welcome Jennifer Pickles Logout Regional Hospital of Scranton". Below the header, the main content area has a sidebar on the left titled "Death Registration" with sections for "Personal Information" (Decedent, Place of Death), "Medical Information" (Pronouncement, Cause of Death, Other Factors, Certifier), and "Other Links" (Relinquish Case, Documentary Evidence, Case Messages, Drop To Paper, Print Forms, Refer to Coroner/ME, Case Status History, Request to Abandon/Void, Comments, CDC Validation, Registration Validations, Transfer Ownership, Medical Certification Request). The main panel shows a case summary for Case ID: 37720191, Decedent Name: Amanda Gherkin, Event Date: Feb-13-2024. It includes a "Case Status" dropdown set to "Medical Pending" with options like "Personal Pending", "Fact Of Death Valid", "Uncertified", "Pronounced", and "Unsigned", and a note "Unregistered". A "Transfer Ownership" section contains fields for "Transfer Ownership*" (set to "Medical Ownership"), "Facility Name*", and a "Comments" text area with a note "Max Length allowed is 200 characters". A "Save" button is at the bottom right. At the bottom, a red box highlights the "Request Status" table:

Date Requested	Status	From Facility	To Facility	User	Requestor Comments	Cancel/Reject Comments	Action
Feb 26, 2024	Cancelled	Regional Hospital of Scranton	Hershey Medical Center	Pickles, Jennifer	Enter your reason for the transfer.	Enter the reason for cancelling the transfer.	

Figure 99 - Cancellation Displays in Request Status List

NOTES

Medical Certification Request

In the event you need to request a certifier from another facility to certify your death case, use the Medical Certification Request to assign a certifier. They receive a notification and the case falls into the other facility's *Medical Certification Request Death – Received* queue for them to pull the case.

After you send the case, the request sits in your facility's *Medical Certification Request Death – Sent* queue until the certifier from the other facility accepts the request. If they reject the case, the case returns to your facility and falls into the *Medical Certification Request Rejected* queue.

If you or any other certifiers at your facility receive Medical Certification Requests, they fall into your facility's *Medical Certification Request – Received* queue. You can locate the case there or search for the case to accept or reject.

Medical Certification Request Death - Received
Medical Certification Request Death - Sent
Medical Certification Request Rejected

Figure 100 - Medical Certification Request Queues

NOTES

eVitals Medical Facility User Training Guide

Medical Certification Request

Requesting a Medical Certification Request from Another Facility

1. Click the Medical Certification Request link under Other Links, then click the **Look up Facility** button to display the Look up Facility Home window.

The screenshot shows the 'Medical Certification Request - Look up Facility' window. At the top right, it displays 'Welcome Jennifer Pickles Logout' and 'Regional Hospital of Scranton'. The main area has tabs for 'Case ID: 37853696', 'Decedent Name: Amanda Gherkin', and 'Event Date: May-03-2024'. Below these are 'Case Status' buttons: Medical Valid, Personal Pending, Fact Of Death Valid, Certification Required, Unsigned, Unregistered, and DE-Miscellaneous. A large 'Medical Certification Request' section contains fields for 'Facility Name*' (with a red box around the 'Look up Facility' button), 'Certifier' (with a red box around the 'Look up Certifier' button), and 'First Name', 'Middle Name', 'Last Name', 'Suffix', 'Job Title', and 'Comments'. A 'Save' button is at the bottom right. On the left, a sidebar titled 'Death Registration' lists 'Personal Information' (Decedent, Place of Death), 'Medical Information' (Pronouncement, Cause of Death, Other Factors, Certifier, Certify), and 'Other Links' (Relinquish Case, Documentary Evidence, Case Messages, Drop To Paper, Print Forms, Refer to Coroner/ME, Case Status History, Request to Abandon/Void, Comments, CDC Validation, Registration Validations, Transfer Ownership). The 'Medical Certification Request' link is highlighted with a red box and the number '1'.

Figure 101 - Medical Certification Request - Look up Facility

2. Enter the name of the facility where you want to send the request, then click the blue **Search** button.

The screenshot shows the 'Look up Facility Home' search interface. The search input field contains 'Hershey%' and the blue 'Search' button is highlighted with a red box. The search results table shows one entry: Hershey Medical Center, 500 University Dr, Hershey. The 'Select' link next to the result is also highlighted with a red box.

Figure 102 - Look up Facility Name Search

3. Click the Select link to add the facility to your Medical Certification Request.

The screenshot shows the 'Look up Facility Home' search interface. The search input field contains '%hershey medical %' and the blue 'Search' button is highlighted with a red box. The search results table shows one entry: Hershey Medical Center, 500 University Dr, Hershey. The 'Select' link next to the result is also highlighted with a red box.

Figure 103 - Look up Facility, Select Name

eVitals Medical Facility User Training Guide

Medical Certification Request

4. Adding a Certifier is optional. If you want to add a Certifier, click the **Look up Certifier** button to open the Look up Certifier window.

The screenshot shows the 'Death Registration' module of the eVitals system. On the left, a sidebar lists various registration types like Personal Information, Medical Information, and Other Links. The main area displays a case for Decedent Amanda Gherkin on May 03, 2024. In the 'Medical Certification Request' section, the 'Facility Name' is set to 'Hershey Medical Center'. The 'Certifier' section is highlighted with a red box around the 'Look up Certifier' button. Below it, fields for First Name, Middle Name, Last Name, Suffix, and Job Title are present, each with a dropdown menu set to 'Select one'. A 'Save' button is located at the bottom right of the form.

Figure 104 - Look up Certifier button

5. Enter the last name of the Certifier you want to assign, then click the **Search** button.
6. Click the Select link to assign the Certifier to the Medical Certification Request.

The screenshot shows a 'Look up Certifier' dialog box. In the 'Last Name' field, the text 'Maloney' is entered. To the right of the field is a 'Search' button. Below the search area, there is a 'Select' button which is highlighted with a red box. The background of the dialog box is greyed out, showing parts of the main application interface.

Figure 105 - Certifier Name Search

7. Click the **Save** button to complete the request.

The screenshot shows the 'Medical Certification Request' section of the application. In the 'First Name' field, 'Monique' is entered. In the 'Last Name' field, 'Maloney' is entered. Under 'Job Title', 'MD' is selected from a dropdown menu. At the bottom right of the form, there is a 'Save' button which is highlighted with a red box.

Figure 106 - Save Certifier Name

eVitals Medical Facility User Training Guide

Medical Certification Request

The case status displays *Medical Certification Requested*, and the request displays at the bottom of the page.

The screenshot shows the 'Death Registration' section of the eVitals system. On the left, a sidebar lists various registration types: Personal Information (Decedent, Place of Death), Medical Information (Pronouncement, Cause of Death, Other Factors, Certifier), and Other Links (Relinquish Case, Documentary Evidence, Case Messages, Drop To Paper, Print Forms, Refer to Coroner/ME, Case Status History, Request to Abandon/Void, Comments, CDC Validation, Registration Validations, Transfer Ownership). The 'Medical Certification Request' tab is selected. The main panel displays case details: Case ID: 37853696, Decedent Name: Amanda Gherkin, Event Date: May-03-2024. The 'Case Status' dropdown is set to 'Medical Certification Requested', which is highlighted with a red box. Below this is the 'Medical Certification Request' form, which includes fields for Facility Name, Certifier (with a 'Look up Certifier' button), and personal details for the certifier (First Name, Middle Name, Last Name, Suffix, Job Title). A 'Save' button is located at the bottom right of the form. At the bottom of the main panel, a 'Request Status' table shows a single row: Date Requested: May 16, 2024; Status: Pending; From Facility: Regional Hospital of Scranton; To Facility: Hershey Medical Center; Certifier Name: Maloney, Monique; User: Pickles, Jennifer. A 'Cancel' button is also present in this section, also highlighted with a red box.

Figure 107 - Case Status and Request Status Change

The case displays in the Medical Certification Request – Sent queue and also displays in the Medical Certification Request – Received queue of the Certifier you assigned.

The screenshot shows the 'Queue List' section of the eVitals system. The sidebar on the left shows the 'Amendments' and 'Death' categories. The main panel displays a table of queued items under the 'Death' category. The table has columns for the item name, count, and age. One row, 'Medical Certification Request Death - Sent', is highlighted with a red box and shows a count of 4 and an age of '2 days 13 hours old'. Other rows include 'Abandon/Void Request Rejected-Death' (0, 6 days 23 hours old), 'Certification Required Death' (1, 53 days 13 hours old), 'Death New Event' (7, 53 days 13 hours old), 'Death Registration Suspended - Medical' (0), 'Duplicate- Exact' (0), 'Duplicate-Potential' (0), 'Ext Req To Abandon Death' (1, 53 days 13 hours old), 'Ext Req To Void Death' (0), 'LR Affirmation Rejected - Medical' (0), 'ME Referral Review Rejected Death' (0), 'Medical Certification Request Death - Received' (0), 'Pending - Fact Of Death' (4, 53 days 13 hours old), 'Pending Medical Certification Death' (4, 53 days 13 hours old), 'Pending Transfer Medical Ownership - Received' (0), 'Pending Transfer Medical Ownership - Sent' (0, 13 days 20 hours old), 'Pronouncement Required Death' (2, 53 days 13 hours old), and 'Transfer Medical Ownership Rejected' (0).

Amendment Type	Count	Last Modified
Abandon/Void Request Rejected-Death	0	6 days 23 hours old
Certification Required Death	1	53 days 13 hours old
Death New Event	7	53 days 13 hours old
Death Registration Suspended - Medical	0	
Duplicate- Exact	0	
Duplicate-Potential	0	
Ext Req To Abandon Death	1	53 days 13 hours old
Ext Req To Void Death	0	
LR Affirmation Rejected - Medical	0	
ME Referral Review Rejected Death	0	
Medical Certification Request Death - Received	0	
Medical Certification Request Death - Sent	4	2 days 13 hours old
Medical Certification Request Rejected	0	
Medical Pending Death	12	53 days 13 hours old
Pending - Fact Of Death	4	53 days 13 hours old
Pending Medical Certification Death	4	53 days 13 hours old
Pending Transfer Medical Ownership - Received	0	
Pending Transfer Medical Ownership - Sent	0	
Pronouncement Required Death	2	13 days 20 hours old
Transfer Medical Ownership Rejected	0	

Figure 108 - Medical Certification Request Death - Sent Queue

Cancelling the Medical Certification Request

- To cancel the request, click the blue **Cancel** button at the end of the entry under the Request Status section in the Medical Certification Request.

Date Requested	Status	From Facility	To Facility	Certifier Name	User	Comment	Action
May 16, 2024	Pending	Regional Hospital of Scranton	Hershey Medical Center	Maloney, Monique	Pickles, Jennifer		1 X Cancel

Figure 109 - Cancelling a Medical Certification Request

eVitals Medical Facility User Training Guide

Medical Certification Request

2. Enter your reason for cancellation in the Medical Certification Request Cancellation window, then click the **Save** button.

The screenshot shows a user interface for managing medical certification requests. On the left, there's a sidebar with various medical-related links like 'Decedent', 'Place of Death', 'Medical Information' (which is currently selected), 'Other Factors', 'Certifier', and 'Comments'. Below that is a 'Request Status' table with columns for Date Requested, Status, From Facility, To Facility, Certifier Name, User, and Action. A single row is shown: Date Requested is Feb 27, 2024; Status is Pending; From Facility is Regional Hospital of Scranton; To Facility is Hershey Medical Center; Certifier Name is Popal, Fazil; User is Pickles, Jennifer; and the Action column has a 'Cancel' button. In the center, a modal window titled 'Medical Certification Request Cancellation' is open. It has a 'Comment*' field with a placeholder 'Enter reason for your cancellation.' and a note 'Max Length allowed is 200 characters'. There are 'Cancel' and 'Save' buttons, with the 'Save' button being highlighted with a red border. The entire 'Comment*' field area is also outlined with a red box.

Date Requested	Status	From Facility	To Facility	Certifier Name	User	Action
Feb 27, 2024	Pending	Regional Hospital of Scranton	Hershey Medical Center	Popal, Fazil	Pickles, Jennifer	Cancel

Figure 110 - Enter Reason for Cancellation

The request status shows as cancelled and no longer displays in any queues.

Medical Certification Request

eVitals Medical Facility User Training Guide

Date Requested	Status	From Facility	To Facility	Certifier Name	User	Comment	Action
May 16, 2024	Cancelled	Regional Hospital of Scranton	Hershey Medical Center	Maloney, Monique	Pickles, Jennifer	Cancelling	Canceling

Figure 111 - Cancellation Displays in Request Status List

3. External-Death MF Pronouncer

Pronouncing a case in Pennsylvania is optional. If you have the External-Death MF Pronouncer job role, you are able to do all of the tasks the External-Death MF User can do plus pronounce a case. The Pronouncer job role may be assigned to healthcare professionals such as...

Pronounce

If another MF User entered your information in the Pronouncer section of the Pronouncement tab, you need to log in into eVitals, navigate to the Pronouncement page, and pronounce the case.

The screenshot shows the eVitals Pronounce page. At the top right, it displays "Welcome Jennifer Pickles Logout" and "Regional Hospital of Scranton". On the left, a sidebar titled "Death Registration" contains sections for "Personal Information" (Decedent, Place of Death), "Medical Information" (Pronouncement, Cause of Death, Other Factors, Certifier), and "Other Links" (Relinquish Case, Documentary Evidence, Case Messages, Drop To Paper, Print Forms, Refer to Coroner/ME, Case Status History, Request to Abandon/Void, Comments, CDC Validation, Registration Validations, Transfer Ownership, Medical Certification Request). The main content area shows a case summary: Case ID: 37720191, Decedent Name: Amanda Gherkin, Event Date: Feb-13-2024, and Death Place: Regional Hospital of Scranton. Below this, the "Case Status" dropdown includes options: Medical Valid, Personal Pending, Fact Of Death Valid, Certified, Pronounced, Unsigned, and Unregistered. A large "Pronouncement" section is expanded, containing fields for "Date and Time of Death" (Date of Death Modifier: Actual Date of Death set to Feb-13-2024, Time of Death Modifier: Actual Time of Death set to 00:45, Time Format: Military), "Pronouncer" (Date Pronounced Dead: Feb-13-2024, Pronouncer Name: Karen Marshall, License Number: MD123654, Suffix: Select one, Title: MD), and "Pronouncer Date Signed" (Feb-15-2024).

Figure 112 - Pronounce page

Pronouncing a Case

1. As the pronouncer, log into eVitals and locate the case.
2. Navigate to the Pronounce tab in the Navigation panel.
3. Select the checkbox to affirm the case.

The screenshot shows the eVitals medical facility user interface. At the top right, it says "Welcome Karen Marshall Logout" and "Regional Hospital of Scranton". On the left, there's a navigation sidebar with tabs: "Death Registration" (selected), "Personal Information", "Medical Information", "Other Links", and "Pronounce" (highlighted with a red box). In the main content area, it displays "Case ID: 37720191", "Decedent Name: Amanda Gherkin", and "Event Date: Feb-13-2024". Below this is a "Case Status" bar with several status indicators. Underneath is a "Pronounce Case" section containing the text "To the best of my knowledge, death occurred at the time, date, and place as stated." and an "Affirm" button (highlighted with a red box). A large number "3" is overlaid on the navigation sidebar, and a large number "4" is overlaid on the "Affirm" button.

Figure 113 - Assigned Pronouncer Affirming the Case

4. Click the **Affirm** button to pronounce the case.

The case status changes from Pronouncement Required to Pronounced and a green dot with a checkmark displays next to the tab in the Navigation panel.

This screenshot shows the same eVitals interface after the case has been pronounced. The "Pronounce" tab in the sidebar now has a green checkmark next to it. The "Case Status" bar now includes the word "Pronounced" with a green border around it. The "Affirm" button in the "Pronounce Case" section is now greyed out and labeled "Unaffirm". A large number "4" is overlaid on the "Unaffirm" button.

Figure 114 - Pronounced Case Status and Tab

Unaffirming a Case Add

4. External-Death MF Certifier

A death certificate is issued by a licensed medical professional authorized to certify deaths in Pennsylvania. These medical professionals hold titles such as MD, DO, CRNP, PA-C, or DDS/DMD. Medical Certifiers only certify natural deaths. Medical Examiners and Coroners certify other types of deaths. Certifiers can do everything a Pronouncer and MF User can do plus certify/uncertify a case and affirm amendments.

Certify/Uncertify the Case

Once the tabs under Personal Information and Medical Information have green dots, the case is ready to certify. Log into eVitals and you can certify the case yourself.

Reassigning a Certifier

If you need to reassign to another certifier within your facility, assign a new certifier on the Certify tab. They will then need to log in to certify the case. (Working on making reassignment within facility a feature.)

Certifying the Case

1. As the Certifier assigned to the case, navigate to the Certify tab in the Navigation panel.
2. Select the Affirm checkbox, then click the **Affirm** button.

The screenshot shows the eVitals Death Registration interface. At the top, there's a navigation bar with the Department of Health logo, user information (Welcome, Jennifer Pickles, Logout), and a dropdown for Regional Hospital of Scranton. The main area has a sidebar on the left with sections for Death Registration, Personal Information (Decedent, Place of Death), Medical Information (Pronouncement, Cause of Death, Other Factors, Certifier, Pronounce), and Certify (which is highlighted with a red box). The main content area displays case details: Case ID: 37720191, Decedent Name: Amanda Gherkin, Event Date: Feb-13-2024. Below this is a Case Status section with buttons for Medical Valid, Personal Pending, Fact Of Death Valid, Certification Required, Pronounced, Unsigned, and Unregistered. A large 'Certify Case' button is at the bottom with the instruction: 'To the best of my knowledge, death occurred due to the cause(s) and manner stated.' Two numbered callouts point to the 'Affirm' checkbox (step 2) and the 'Affirm' button (step 2).

Figure 115 - Certify Case page

The Certify tab displays a green dot with a white checkmark to indicate the case is certified. The Affirm checkbox is disabled and the case status displays Certified.

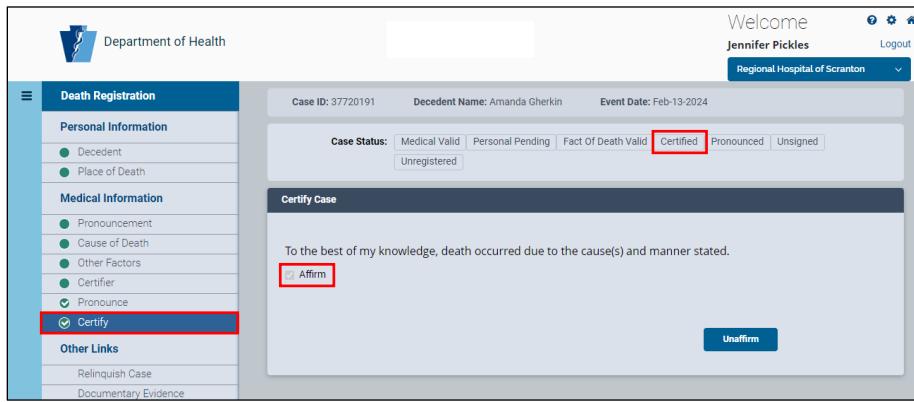


Figure 116 - Disabled Affirm Checkbox

Uncertifying the Case

1. If you need to uncertify a case, navigate to the Certify page of the case you need to uncertify, then click the **Unaffirm** button.



Figure 117 - Unaffirm Case

2. Click the **OK** button on the pop-up window that displays to confirm you want to Unaffirm the case.

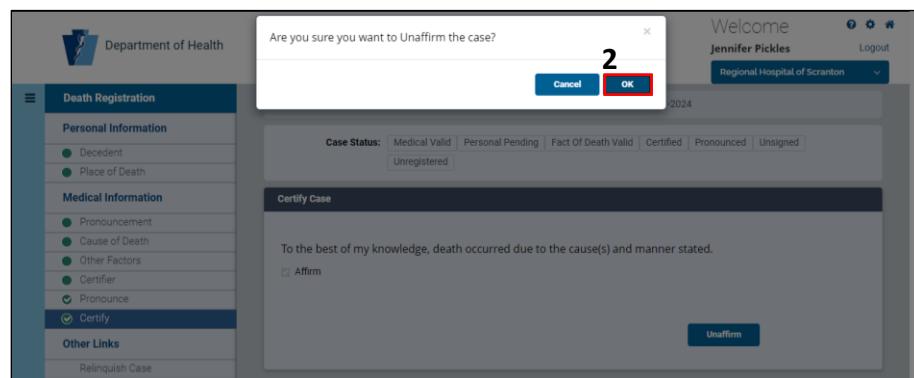


Figure 118 - Confirm Unaffirm Case

eVitals Medical Facility User Training Guide

Reassigning a Certifier

The case returns to an unaffirmed status. The green dot with the white check mark disappears from the Certify tab in the navigation panel and a case message is entered to indicate the case was unaffirmed.

The screenshot shows the Pennsylvania Department of Health eVitals Death Registration system. The top navigation bar includes the state logo, 'Department of Health', and a 'Welcome' section for 'Jennifer Pickles' at 'Regional Hospital of Scranton'. The main menu on the left is titled 'Death Registration' and includes sections for 'Personal Information' (Decedent, Place of Death), 'Medical Information' (Pronouncement, Cause of Death, Other Factors, Certifier, Pronounce, Certify), and 'Other Links' (Relinquish Case, Documentary Evidence, Case Messages). The 'Case Status' bar at the top indicates 'Case Status: Medical Valid | Personal Pending | Fact Of Death Valid | Certification Required | Pronounced | Unsigned | Unregistered'. The central 'Certify Case' section contains a statement: 'To the best of my knowledge, death occurred due to the cause(s) and manner stated.' Below this is a checkbox labeled 'Affirm' which is checked and highlighted with a red border. A large red box highlights the 'Case Messages' link in the 'Other Links' menu. At the bottom right of the 'Certify Case' section is a prominent red 'Affirm' button.

Figure 119 - Case Returned to Unaffirmed Status

NOTES

5. Amendments

Any Medical Facility user can create an amendment however, only Medical Certifiers can affirm and submit amendments. You will only be able to see amendments created by your facility in the amendments tab on your dashboard and in your amendment queues.

To create an Amendment

1. Click the Amendment History link.
2. Click the **Create Amendment** button.
3. The only available Amendment Type from the drop-down list is Personal.
4. Click the **Save Amendment** button.

After saving your amendment, the Amendment Summary page displays. The changes you make on the Personal Information tab display in the Delta Report. The **Undo** buttons revert your changes. If you would like to cancel your amendment, select Cancel from the Action drop-down list and enter a reason for the cancellation.

5. When you finish making the changes to your amendment, click the **Save** button.
6. Next, click the Amendment Affirmation to display the Affirm Amendment page.
7. Select the checkbox to affirm the amendment, then click the **Affirm Now** button.

To Ordering Amended Death Certificates

If the Death Registry Unit approves your amendment, you can order an amended death certificate through the Amendment Place Order tab.

This section will be updated at a future date.

To Resolve a Rejected Amendment

This section will be updated at a future date.

6. Duplicate Cases

Duplicate cases may occur when you create a case or when you save your existing case. There are three types of duplicate cases:

- Potential Duplicate
- Exact Duplicate
- Centralized Duplicate

When a duplicate case occurs at case creation, you have the ability to resolve it at that time.

When a duplicate case status occurs after you save your case, the case status reflects the duplicate status, and the case falls into its respective duplicate case status queue. These cases cannot be registered until the case status is resolved.

Duplicate Cases – Case Creation

When you create a case, eVitals searches in the background for existing cases that contain information that matches your search criteria. If eVitals finds cases with the same information, it displays one of two messages:

- **Exact Duplicate Found** – A case was located that matched the criteria you entered into eVitals. A new case cannot be created. You must either review and select one of the cases that appear in the results, or you must contact the Death Registry Unit to resolve the issue. Review each potential match to determine if it is the new case you are trying to start. If not, you can then create a new case.
- **Potential Duplicate Found** – A case was located that contains similar information as the criteria you entered to start a new case. Review each potential match to determine if it is the new case you are trying to start. If not, you can then create a new case.

Potential Duplicate found. Review any existing cases to ensure that the record is not already in the system. If an existing case is a match, please select this case to take ownership. If there is not a match after previewing and dismissing all potential duplicates, please click Create New Case.

Figure 120 – Potential Duplicate Result Message

Exact Duplicate Found. A case matching the criteria has already been found in the system. Creation of new case is not allowed in this instance. Please contact the DOH Death Registry Unit if you feel this is an error.

Figure 121 - Exact Duplicate Result Message

eVitals Medical Facility User Training Guide

Potential Duplicate Case Match at Case Creation

Potential Duplicate Case Match at Case Creation

When you create a case and enter similar information to an existing case, eVitals displays a message that your case is a potential duplicate match. You must resolve this message before you can continue.

The screenshot shows the eVitals Case Creation interface. At the top, there's a header with the Department of Health logo and a welcome message for Jennifer Pickles. Below the header, the 'Start New Death Case' form is displayed. The form fields include First Name (Danyelle), Last Name (Pickles), Date of Death (Mar-29-2024), Sex (Female), and Suffix (Select one). To the right of the form, there are buttons for 'Clear', 'Search', and 'Create New Case'. Below the form, a 'Search Result' section is shown. A yellow callout box contains the message: 'Potential Duplicate found. Review any existing cases to ensure that the record is not already in the system. If an existing case is a match, please select this case to take ownership. If there is not a match after previewing and dismissing all potential duplicates, please click Create New Case.' The search results table shows one entry: Case ID 37721072, Decedent's Name Pickles, Betty, Date of Death Mar 29, 2024, Sex Female, Place of Death, Date of Birth, Medical Owner Regional Hospital of Scranton, Personal Owner, Status Unregistered. There are buttons for 'Preview', 'Previous', '1', and 'Next'.

Figure 122 - Potential Duplicate Match Message Case Creation

NOTES

Resolving a Potential Duplicate Case Match at Case Creation

- In the Search Results section, click the **Preview** button of the matching case. Notice the **Create New Case** button is disabled. It will be disabled until all cases are reviewed.

The screenshot shows the 'Start New Death Case' form with fields for First Name (Danyelle), Last Name (Pickles), Date of Death (Mar-29-2024), Sex (Female), and Gender Designation (Select one). Below the form is a 'Search Result' table with one entry:

Case ID	Decedent's Name	Date of Death	Sex	Place of Death	Date of Birth	Medical Owner	Personal Owner	Status
37721072	Pickles, Betty	Mar 29, 2024	Female			Regional Hospital of Scranton	Unregistered	1

A yellow callout box highlights the message: "Potential Duplicate found. Review any existing cases to ensure that the record is not already in the system. If an existing case is a match, please select this case to take ownership. If there is not a match after previewing and dismissing all potential duplicates, please click Create New Case." The 'Create New Case' button is also highlighted with a red box.

Figure 123 - Potential Duplicate Case Results

- Review the case information in the pop-up window. If the case is what you need, click the **Select this Case** button, otherwise click the **Dismiss this case and Return to List** button.

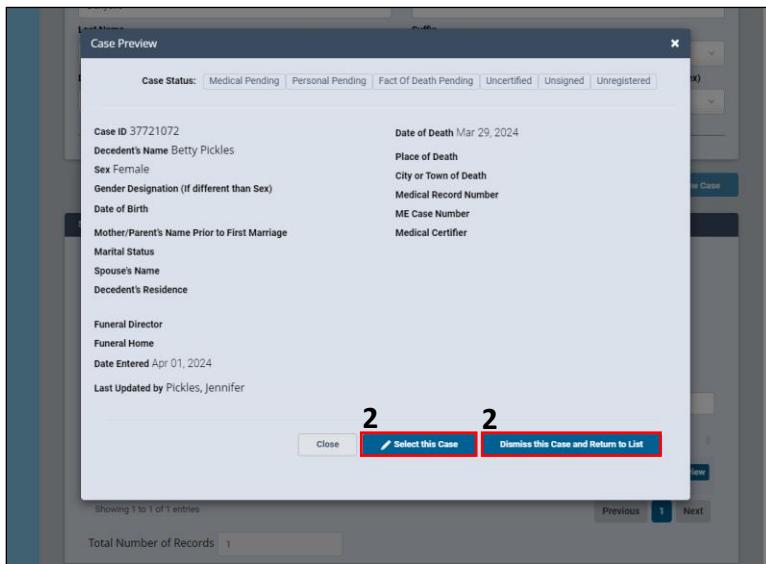


Figure 124 - Potential Duplicate Case Preview

eVitals Medical Facility User Training Guide

Potential Duplicate Case Match at Case Creation

3. You must repeat this process if there are multiple cases in the list. When all cases are reviewed, click the **Create New Case** button to continue.

The screenshot shows the 'Start New Death Case' interface. At the top, there are fields for First Name (melyssa), Middle Name, Last Name (dill), Suffix, Date of Death (Apr-01-2024), Sex (Female), and Gender Designation (Select one). Below this is a 'Search Result' section with a yellow callout box containing the text: 'Potential Duplicate found. Review any existing cases to ensure that the record is not already in the system. If an existing case is a match, please select this case to take ownership. If there is not a match after previewing and dismissing all potential duplicates, please click Create New Case.' A red box highlights the 'Create New Case' button at the bottom right of the search result area. The search results table shows one entry: Case ID 37721049, Decedent's Name Dill, Melissa, Date of Death Apr 01, 2024, Sex Female, Place of Death Regional Hospital of Scranton, Medical Owner Unregistered, Personal Owner Unregistered, Status Unregistered. The total number of records is 1.

Figure 125 - Potential Duplicate Create New Case button

4. After making the changes to your case, the case status of Potential Duplicate displays. Your case cannot be signed until you resolve the duplicate issue. The case now sits in the Duplicate-Potential queue, waiting to be resolved. You can click the **Return to Queue** button at the top or bottom of your case to view the case in the Duplicate-Potential queue or continue with creating your case.

The screenshot shows the 'Death Registration' screen under the 'Personal Information' tab. The 'Decedent' section is selected. The Decedent Name is melyssa dill, and the Case Status is listed as 'Medical Pending', 'Personal Pending', 'Fact Of Death Pending', 'Uncertified', 'Unsigned', 'Unregistered', and 'Potential Duplicate'. A red box highlights the 'Potential Duplicate' status. The 'Decedent' form includes fields for First (melyssa), Middle, Last (dill), Suffix, Sex (Female), Gender Designation (Select one), and Date of Birth (Month, Day, Year). The top right corner shows a welcome message for Jennifer Pickles and a 'Logout' button.

Figure 126 - Potential Duplicate Case Status

5. Select your case from the queue.

The screenshot shows a table titled "Duplicate-Potential" with three rows of data. The columns are: Case ID, Decedent's Legal Name, Date of Death, Sex, and Status Date. The data is as follows:

Case ID	Decedent's Legal Name	Date of Death	Sex	Status Date
37720870	gherkin, tina	Feb 13, 2024	Female	Mar 22, 2024
37721071	Pickles, Gerrl	Apr 01, 2024	Female	Apr 01, 2024
5 37721081	dill, melyssa	Apr 01, 2024	Female	Apr 02, 2024

Below the table, it says "Showing 1 to 3 of 3 entries". At the bottom right are buttons for "Previous", "1", "Next", and "Back".

Figure 127 - Duplicate-Potential Queue

6. The Duplicate Resolution page displays with the potential duplicate cases in the center of the page. Click the **Compare** button to display the similar information between the cases.

The screenshot shows the "Death Registration" section of the eVitals system. On the left, there is a sidebar with various links under "Personal Information", "Medical Information", and "Other Links". The "Duplicate Resolution" link is selected. The main content area shows a table for "Duplicate Resolution for Case: 37721081" with one entry:

Case ID	Decedent's Name	Sex	Date of Death	Medical Record Number	Place Of Death	Case Status
37721081	Dill, Melissa		Apr 01, 2024			6

To the right of the table is a list of case statuses: Medical Pending, Personal Pending, Fact of Death Pending, Uncertified, Unsigned, Unregistered, and Potential Duplicate. The "Potential Duplicate" status is highlighted with a red box and has a "Compare" button next to it. Below the table, it says "Showing 1 to 1 of 1 entries". At the bottom right are buttons for "Previous", "1", "Next", and "Override Duplicate Status".

Figure 128 - Duplicate Resolution page

eVitals Medical Facility User Training Guide

Potential Duplicate Case Match at Case Creation

7. Review the highlighted information. If one of the cases can be abandoned, click the appropriate **Request to Abandon Current Case** button for the respective case. If both cases are unique and need to be kept, click the **Override Duplicate Status** button at the bottom and the Potential Duplicate case status is removed from both cases.

If more than one case displays in the center of the page, you must repeat this process for each case in order to resolve the Potential Duplicate case status issue.

The screenshot shows the eVitals Death Registration interface. On the left, a sidebar menu includes options like Death Registration, Personal Information, Medical Information, and Duplicate Resolution. The main content area displays a case record for Decedent Name: mellyssa dill, Event Date: Apr-01-2024. A 'Case Status' bar indicates various pending statuses. Below this is a 'Duplicate Resolution for Case: 37721081' section. It lists a single entry for Case ID 37721049, Decedent's Name: Dill, Melissa, Date of Death: April 01, 2024, and Medical Record Number. To the right, there are two sections: 'Current Case' and 'Potential Duplicate Case', both listing the same details. At the bottom, three buttons are visible: 'Request to Abandon Current Case' (highlighted with a red border), 'Request to Abandon Duplicate Case' (also highlighted with a red border), and 'Override Duplicate Status'.

Figure 129 - Compare Potential Duplicates

Exact Duplicate Case Match at Case Creation

When you create a case and enter the exact information an existing case, eVitals displays a message that your case is an exact duplicate match. You cannot create a new case. You must preview the existing case and either use that case or contact the DOH Death Registry Unit for further assistance.

The screenshot shows the eVitals Medical Facility User Training Guide interface. At the top, there is a header with the Pennsylvania Department of Health logo, the text "Welcome Jennifer Pickles", and a "Logout" button. Below the header, the main content area has two sections: "Start New Death Case" and "Search Result".

Start New Death Case: This section contains fields for First Name (melissa), Middle Name, Last Name (dill), Suffix, Date of Death (Apr-01-2024), Sex (Female), and Gender Designation (Select one). There are "Clear" and "Search" buttons at the bottom.

Search Result: This section shows a search result for a duplicate case. A message box states: "Exact Duplicate Found. A case matching the criteria has already been found in the system. Creation of new case is not allowed in this instance. Please contact the DOH Death Registry Unit if you feel this is an error." Below the message, a table lists the details of the duplicate case: Case ID (37721049), Decedent's Name (Dill, Melissa), Date of Death (Apr 01, 2024), Sex (Female), Place of Death, Date of Birth, Medical Owner (Regional Hospital of Scranton), Personal Owner, and Status (Unregistered). There is also a "Preview" button. At the bottom of the search result section, it says "Showing 1 to 1 of 1 entries", "Total Number of Records 1", and includes "Previous", "1", and "Next" buttons.

Figure 130 - Exact Duplicate Message

Potential Duplicate Cases – Saving a Case

A potential duplicate case occurs when you save your case with information that is similar to an existing case in your facility. eVitals flags your case with the Potential Duplicate case status and drops the case into the Duplicate-Potential queue for resolution. Your case cannot be registered until the Potential Duplicate case status is resolved.

The screenshot shows the eVitals Death Registration interface. On the left, a sidebar menu includes 'Death Registration' (selected), 'Personal Information' (Decedent selected), 'Medical Information' (Pronouncement, Cause of Death, Other Factors, Certifier), and 'Other Links' (Relinquish Case, Documentary Evidence, Case Messages, Duplicate Resolution, Drop To Paper, Print Forms, Refer to Coroner/ME). The main content area displays a case record for Decedent Name Tonya Gherkin, Case ID 37720365, and Event Date Feb-13-2024. The 'Case Status' dropdown is set to 'Potential Duplicate', which is highlighted with a red border. Below this, the 'Decedent' section shows the name fields (First: Tonya, Middle: [empty], Last: Gherkin, Suffix: Select one), sex (Female), and gender designation (Select one).

Figure 131 - Case Status: Potential Duplicate

NOTES

Resolving Potential Duplicate Cases

1. Navigate to the Duplicate-Potential queue and click on the duplicate Case ID.

The screenshot shows a table with columns: Case ID, Decedent's Legal Name, Date of Death, Sex, and Status Date. There is one entry visible: Case ID 37721050, Decedent's Legal Name Dill, Melissa, Date of Death Apr 01, 2024, Sex Female, and Status Date Apr 01, 2024. A search bar and navigation buttons (Previous, Next, Back) are at the bottom.

Figure 132 - Duplicate - Potential Queue

2. Click the **Compare** button of the duplicate case you would like to view.

The screenshot shows a detailed view of a death registration. On the left, a sidebar lists various links under 'Death Registration'. The main area displays personal information (Decedent, Place of Death), medical information (Pronouncement, Cause of Death, Other Factors, Certifier), other links (Relinquish Case, Documentary Evidence, Case Messages), and a 'Duplicate Resolution' section with options like Drop To Paper, Print Forms, Refer to Coroner/ME, Case Status History, Request to Abandon/Void, Comments, CDC Validation, Registration Validations, Transfer Ownership, and Medical Certification Request. In the center, a table titled 'Duplicate Resolution for Case: 37721050' shows one entry: Case ID 37721049, Decedent's Name Dill, Melissa, Date of Death Apr 01, 2024, and Case Status Medical Pending, Personal Pending, Fact Of Death Pending, Uncertified, Unsigned, Unregistered. A 'Compare' button is located next to the status. Below this, a 'Compare PotentialDuplicates' section shows the 'Current Case' (Case ID 37721050, Decedent's Name Mellissa Dill, Date of Death Apr 01, 2024, Sex Female, Place Of Death/County Of Death, Medical Record Number) and the 'Potential Duplicate Case' (empty). Buttons for 'Request to Abandon Current Case' and 'Override Duplicate Status' are at the bottom.

Figure 133 - Potential Duplicate Compare Cases

3. The current case and Potential Duplicate Case information displays at the bottom of the screen. Review the information between the cases and then:
 - a. If one case is a duplicate, click the **Request to Abandon Current Case** or **Request to Abandon Duplicate Case** button. The case is flagged for removal and the case status updated to External Request to Abandon.
 - b. If each case is unique, click the **Override Duplicate Status** button. The Potential Case Duplicate case status is removed.

If you would like to view the potential duplicate case, click the Select link at the end of the potential duplicate case row.

Case ID	Decedent's Name	Date of Death	Medical Record Number	Place Of Death	Case Status
37721049	Dill Melissa	Apr 01, 2024			Medical Pending 3 Select Personal Pending Fact Of Death Pending Uncertified Unsigned Unregistered

Figure 134 - Potential Duplicates Compared

Exact Duplicate Cases – Saving a Case

An exact duplicate case occurs when you save your case with information that contains exactly the same information as an existing case at your facility. eVitals flags the case with the Exact Duplicate case status and drops the case in the Duplicate-Exact queue for resolution.

Resolving Exact Duplicate Cases

The steps for resolving Exact Duplicate cases are the same as resolving Potential Duplicate cases. Repeat the steps for [Resolving Potential Duplicate Cases](#) to resolve an Exact Duplicate case.

Figure 135 - Queue List: Duplicate-Exact

Figure 136 - Case Status: Exact Duplicate

Centralized Duplicate Cases

A centralized duplicate case occurs when you create a case with the same information and another user changes information in their case that matches the information in your case. When this occurs the case status updates to Centralized Duplicate and cannot be registered until the Centralized Duplicate status is resolved.

Please reach out to the Death Registry Unit to resolve cases that have a status of Centralized Duplicate.

The screenshot shows the eVitals Death Registration interface. The top navigation bar includes a logo, the text "Welcome Jennifer Pickles", and a "Logout" button. A dropdown menu shows "Regional Hospital of Scranton". The left sidebar has a "Death Registration" section with "Personal Information" (Decedent selected), "Medical Information" (Place of Death selected), and "Other Links" (Relinquish Case, Documentary Evidence, etc.). The main content area shows a case for "Marty Crenshaw" (Case ID: 37720132) with an event date of Feb-09-2024. The "Case Status" section includes buttons for "Medical Pending", "Personal Pending", "Fact Of Death Pending", "Uncertified", "Unsigned", "Unregistered", and "Centralized Duplicate" (which is highlighted with a red border). Below this, the "Decedent" section contains fields for First Name (Marty), Middle Name, Last Name (Crenshaw), Suffix (Select one), Sex (Male), Gender Designation (Select one), Date of Birth (Month, Day, Year), and Age at Last Birthday (Years). A note at the bottom says "No validation error found on this page". Navigation buttons at the bottom include "Return to Results", "Save", and arrows.

Figure 137 - Centralized Duplicate Case Status

7. Reports

As an eVitals user, you have two canned reports available to help manage productivity and case load at your facility. In addition to monitoring productivity, you can ensure that deaths are reported to the Department of Health in four business days.

Available Reports

- **Event Summary Report by Month By Facility** – Displays a monthly count of how many cases were created at a facility.
- **Death Summary Report** – Displays facility case information such as decedent name and date of death, place, and type of place of death, who created the case and when, if it was certified, the date, and by whom.

Generating a Report

1. Click the **Navigation Menu** button, then select Reports → Facility Reports → Title of the Report.



2. Enter your beginning and end date parameters, then select Death from the Event Type drop-down list.
3. Select Death from the Event Type drop-down list.
4. Click the **View Report** button.

NOTE: The Facility defaults to the facility you are logged in under and the Event Type always defaults to Death.

The screenshot shows the eVitals login page with a blue header. Below it, the main content area has a light gray background. At the top left is the Department of Health logo. To its right is a 'Welcome' message for 'Jennifer Pickles' and a 'Logout' link. A dropdown menu shows 'Regional Hospital of Scranton'. The main form is titled 'Facility Summary Report'. It includes fields for 'Beginning Date' (set to 01/01/2024), 'Ending Date' (set to 02/28/2024), 'Facility' (set to 'Regional Hospital of Scranton'), and 'Event Type' (set to 'Death'). A large, light gray rectangular area below the form is likely a placeholder for report results. Four red numbers (2, 3, 4) are overlaid on the interface to indicate specific steps: 2 is over the beginning date field, 3 is over the event type dropdown, and 4 is over the 'View Report' button.

Figure 138 - Generating a Report

eVitals Medical Facility User Training Guide

Available Reports

Viewing the Report Results

When your results display, you a toolbar displays above your report. You can use this toolbar to navigate your report if there are multiple pages or export your report and print.

The screenshot shows a report titled "DEATH SUMMARY REPORT" for the "REGIONAL HOSPITAL OF SCRANTON". The report parameters are set for "Event Begin Date: Jan-01-2024" and "Event End Date: Feb-28-2024". The table lists 9 cases, with the first few rows visible:

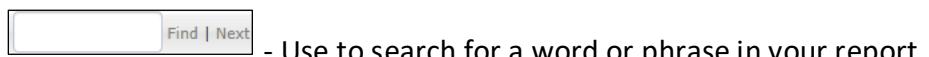
Place of Death	Type of Place of Death	Case ID	Date of Death	First Name	Last Name	MRN	Status	Create Date	Created By	Date Certified	Certifier First Name	Certifier Last Name
Regional Hospital of Scranton	Hospital-Inpatient	37719283	01/31/2024	Jane	O'Malley		Unregistered	12/23/2023	Jennifer Pickles			
Regional Hospital of Scranton	Hospital-Inpatient	37719420	01/02/2024	Charles	Tea		Unregistered	01/02/2024	Kevin Tucker			
Hershey Medical Center	Hospital-Inpatient	37719452	01/01/2024	BUNSON	BURNER		Registered	01/03/2024	Emmanuel Obelle	01/03/2024	Swathi	Jamjam
Hershey Medical Center	Hospital-Inpatient	37719453	01/02/2024	Winter	Storm		Registered	01/03/2024	Amy Rhodes	01/03/2024	Swathi	Jamjam
Regional Hospital of Scranton	Hospital-Inpatient	37719506	01/03/2024	Ocean	Wave		Registered	01/20/2024	Monique Maloney	01/20/2024	Elizabeth	Simone
Regional Hospital of Scranton	Hospital-Inpatient	37719624	01/11/2024	PERSEPHONE	PROSPERO		Registered	01/11/2024	Amy Rhodes	01/11/2024	Amy	Rhodes
Regional Hospital of Scranton	Hospital-Inpatient	37719688	01/15/2024	Jonas	Aidoo		Registered	01/19/2024	Monique Maloney	01/16/2024	Elizabeth	Simone
Regional Hospital of Scranton	Hospital-ER/Outpatient	37719755	01/19/2024	Pumpkin	Pie		Unregistered	01/20/2024	Michelle Elmquist			
Regional Hospital of Scranton	Hospital-Inpatient	37719926	02/01/2024	Tina	Tuna		Unregistered	02/01/2024	Jennifer Pickles	02/01/2024	Jenny	Hollister

Figure 139 - The Report Toolbar

The toolbar



- Use to navigate when there are multiple pages. You can use the arrows to navigate the pages or enter the page number into the field.



- Use to search for a word or phrase in your report.



- Use to export your report to a file on your desktop for further analysis.



- Use to refresh the data in your report.



- Use to export to a PDF file for easy printing.