

eVitals Medical Facility Users Training Guide

PENNSYLVANIA DEPARTMENT OF HEALTH

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eVitals Medical Facility User Training Guide

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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.

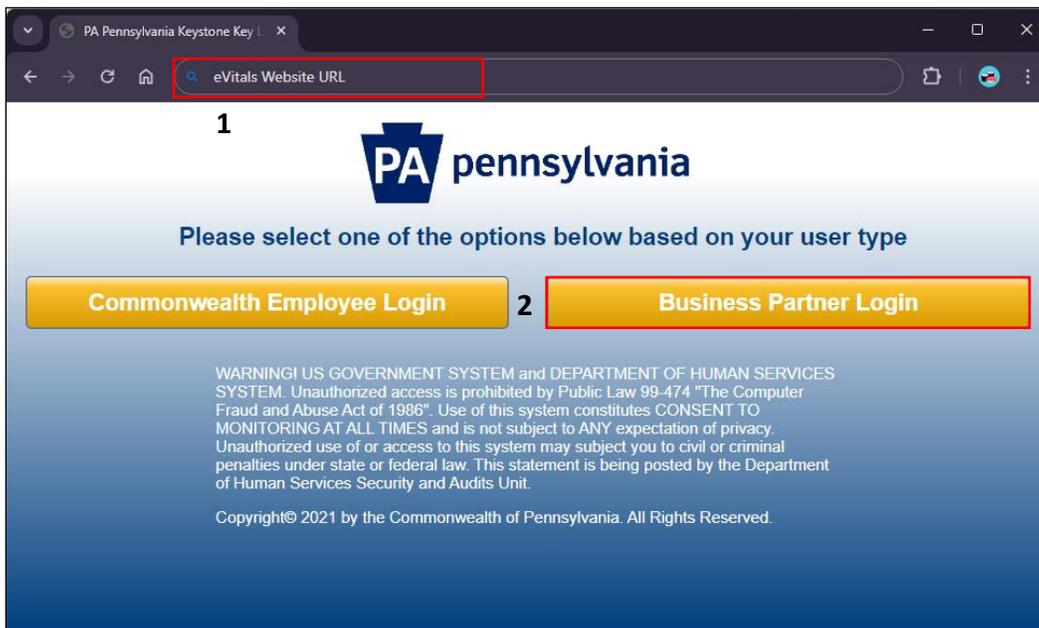


Figure 1 - eVitals Business Partner Login page

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

3 Keystone Key

c-jepickles

.....

LOGIN

Self-service for Commonwealth Employees

Change CWOPA Password or Hint Questions

WARNING! US GOVERNMENT SYSTEM and DEPARTMENT OF HUMAN SERVICES SYSTEM. Unauthorized access is prohibited by Public Law 99-474 "The Computer Fraud and Abuse Act of 1986". Use of this system constitutes CONSENT TO MONITORING AT ALL TIMES and is not subject to ANY expectation of privacy. Unauthorized use of or access to this system may subject you to civil or criminal penalties under state or federal law. This statement is being posted by the Department of Human Services Security and Audits Unit.

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Figure 2 - eVitals Login page

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

PA pennsylvania Help

Enter Your Security PIN

Please enter the Security PIN that you have chosen for advanced authentication during enrollment in the field below and click the "Submit" button.

If you have forgotten your Security PIN, click on the "Forgot PIN?" link below and complete the process to reset your Security PIN.

Username: c-jepickles

Security PIN: [Forgot PIN?](#)

SUBMIT

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.

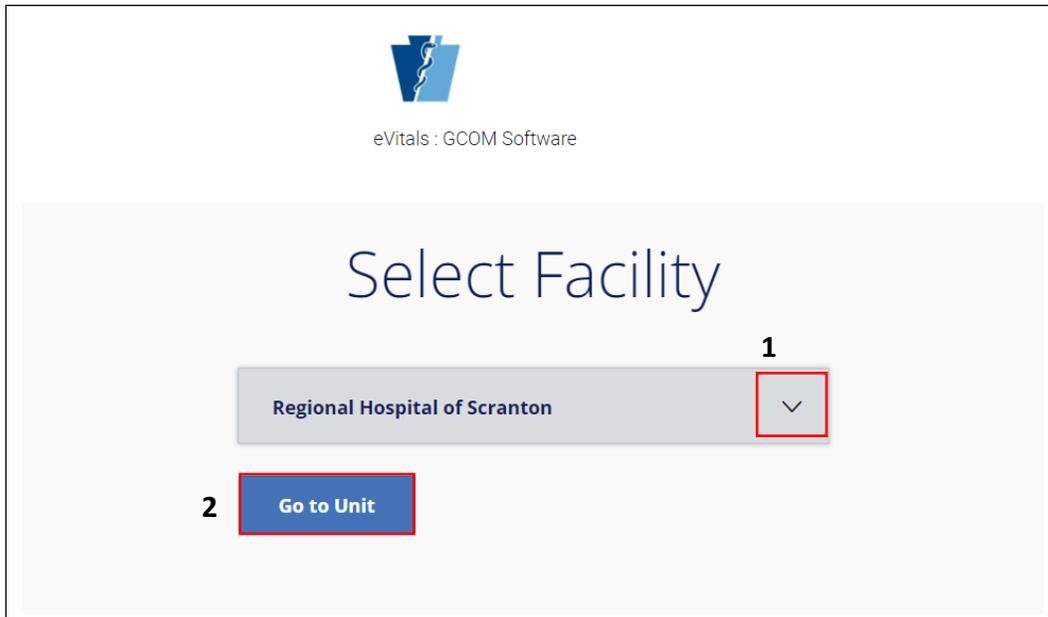


Figure 4 - Select Facility page

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.

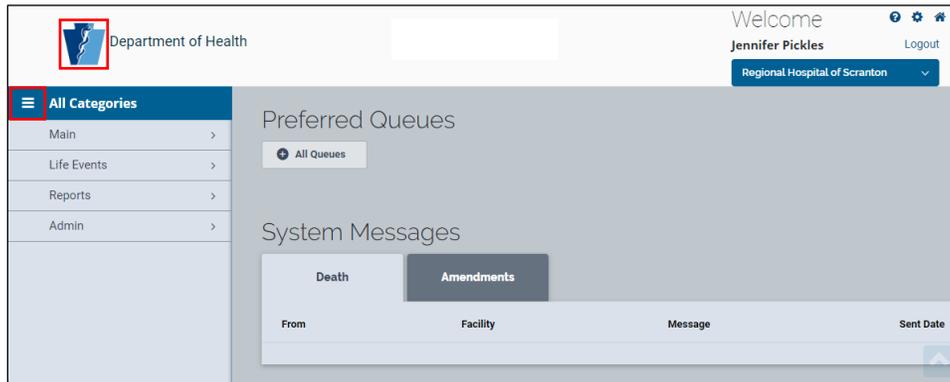


Figure 5 - Dashboard - Dept. of Health Logo & Navigation Menu button

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. \

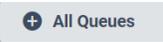
Certification Required Death	1	15 days 2 hours old
Death New Event	7	61 days 17 hours old
Duplicate- Exact	1	5 days 4 hours old

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.

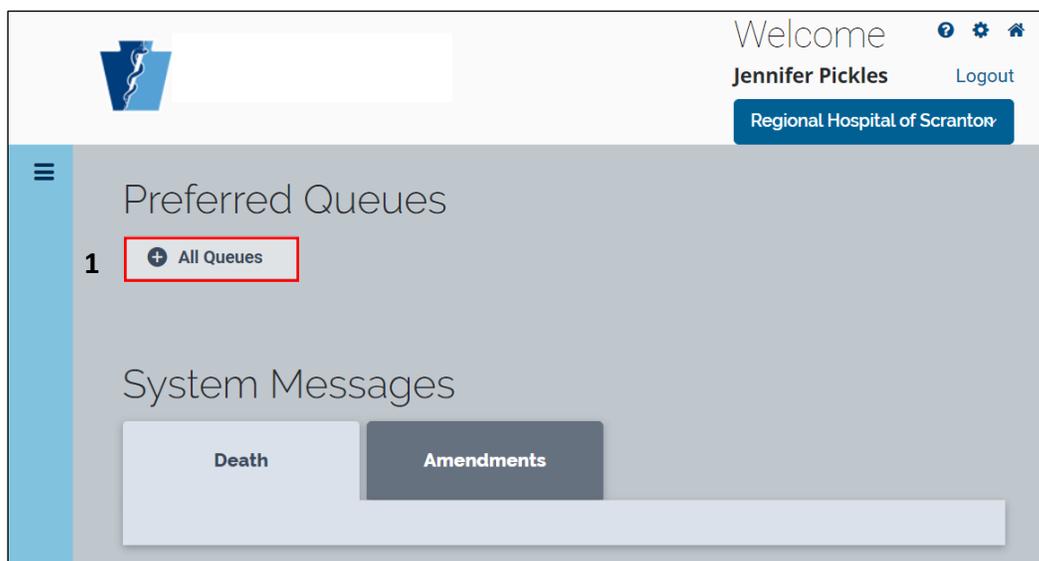


Figure 9 - All Queues button

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

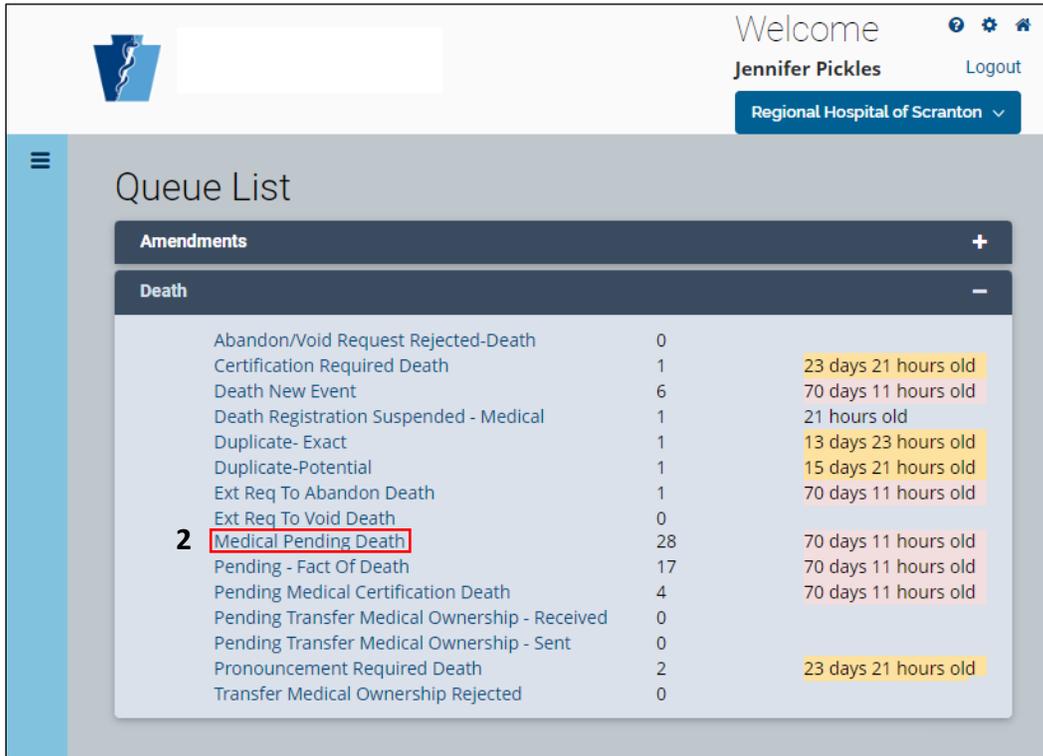


Figure 10 - Queue List, Medical Pending Death

- Click the Case ID to display the case.

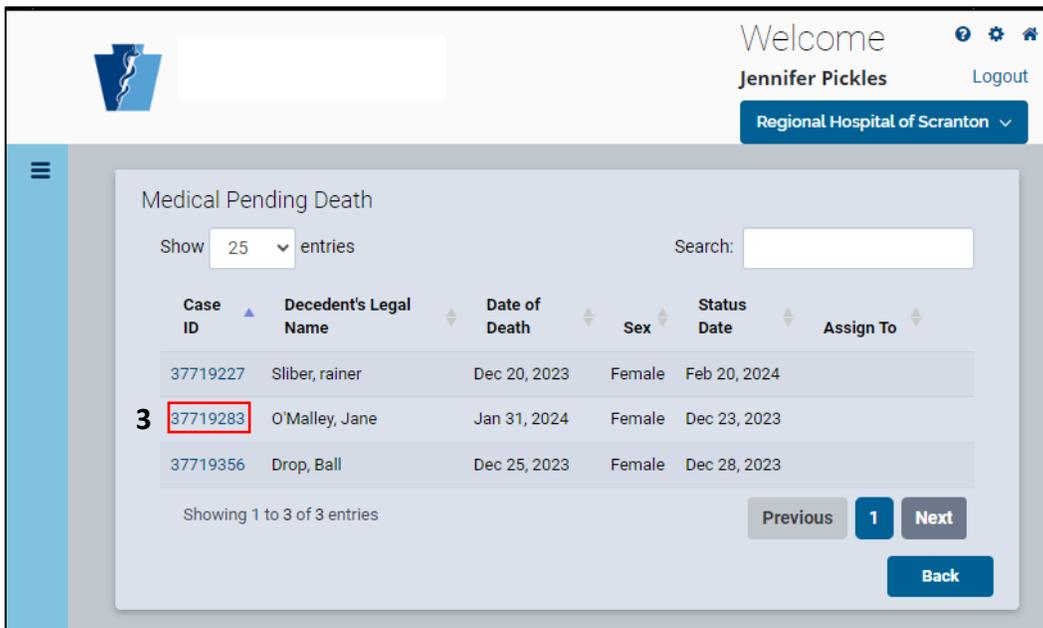


Figure 11 - Medical Pending Death Case List

The case opens to the Decedent tab.

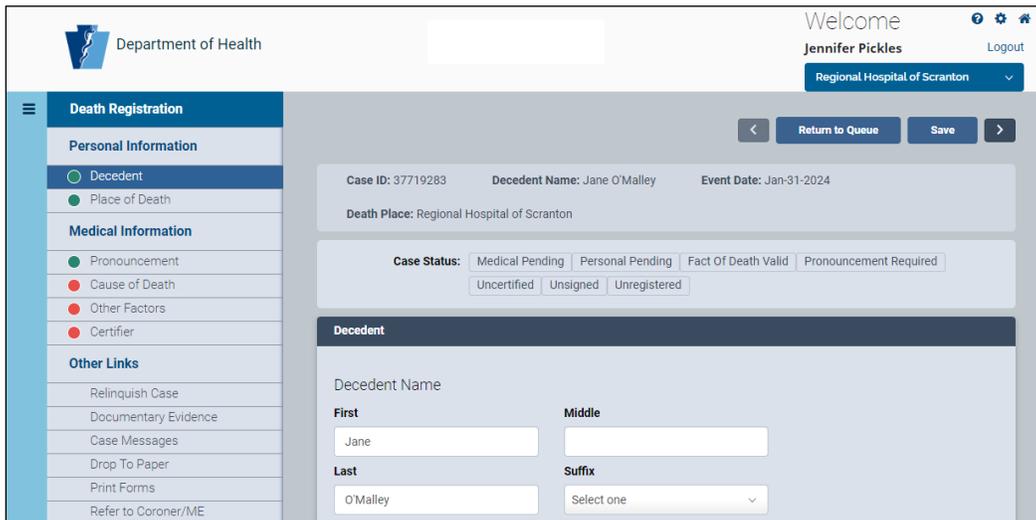


Figure 12 - Decedent tab of a Case

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.

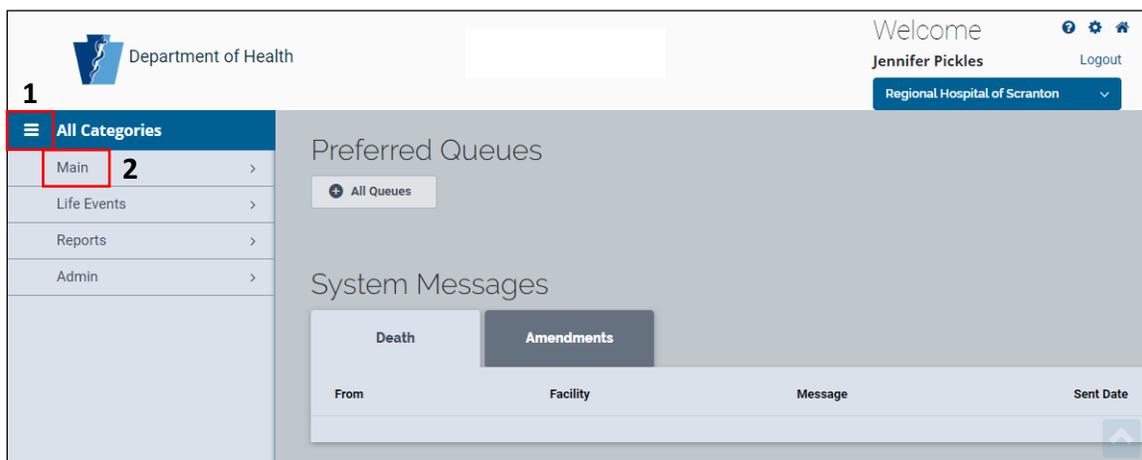


Figure 13 - Setting up Preferred Queues

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

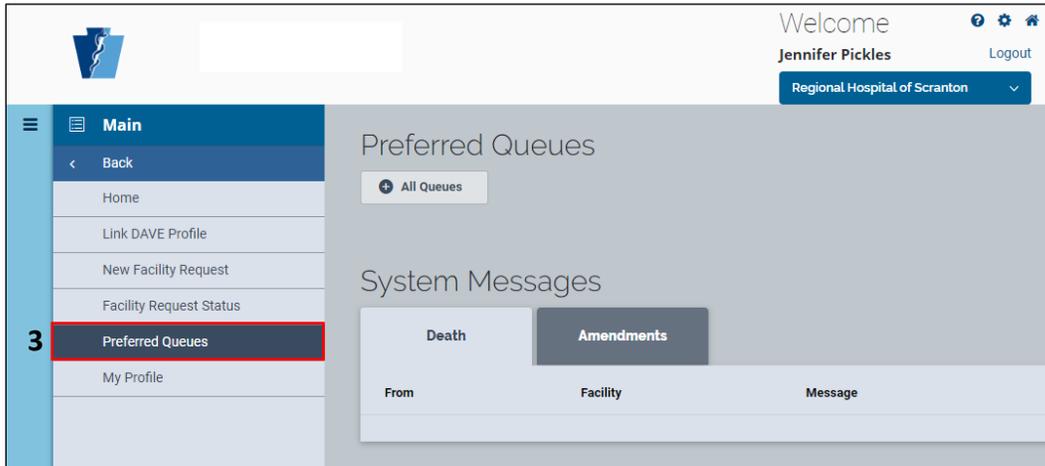


Figure 14 - Setting up Preferred Queues

- 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.

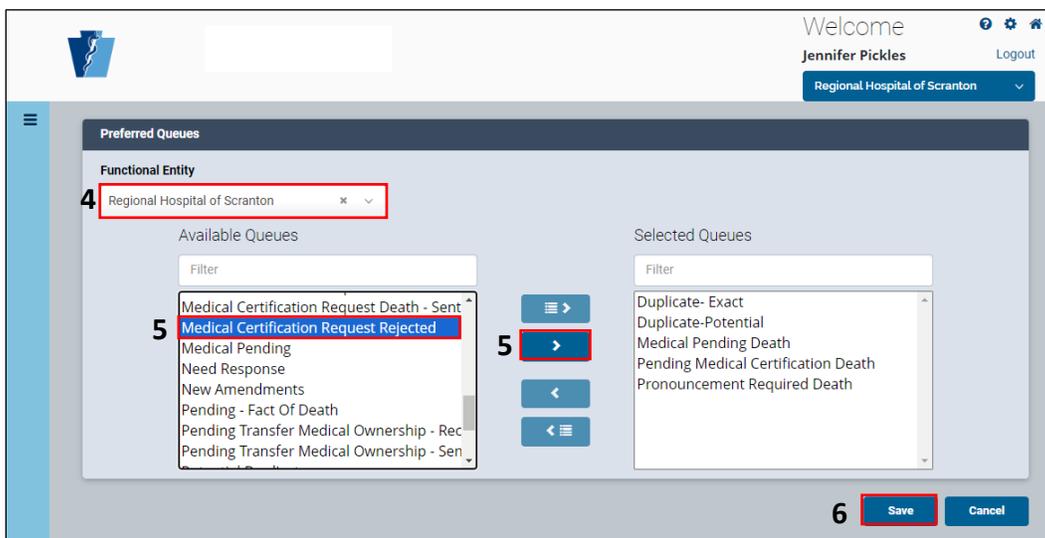


Figure 15 - The Preferred Queues page

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.

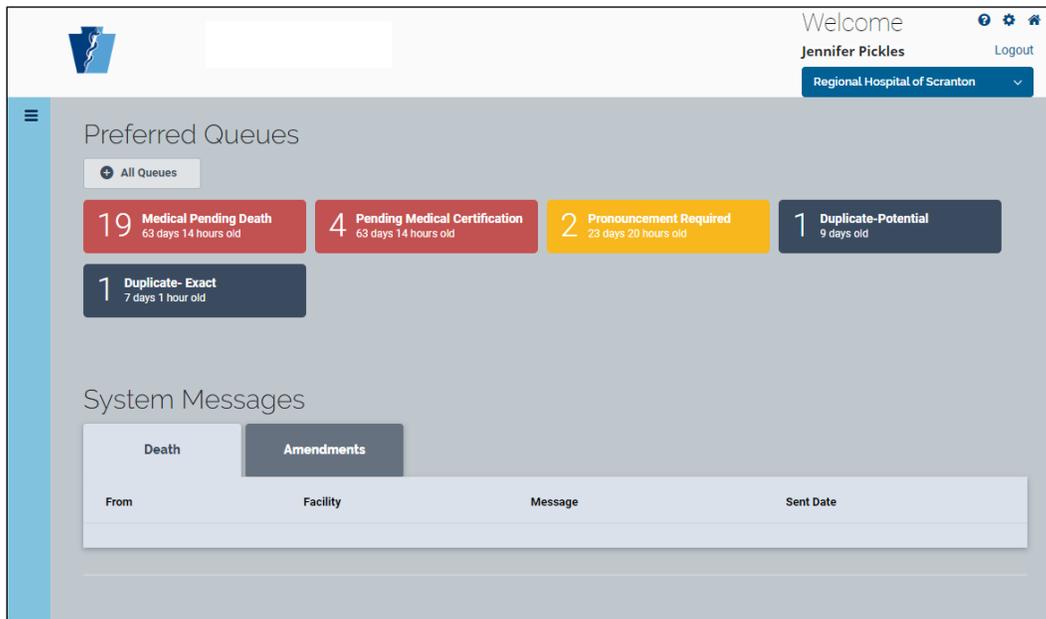


Figure 16 - Preferred Queues display on Dashboard

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.

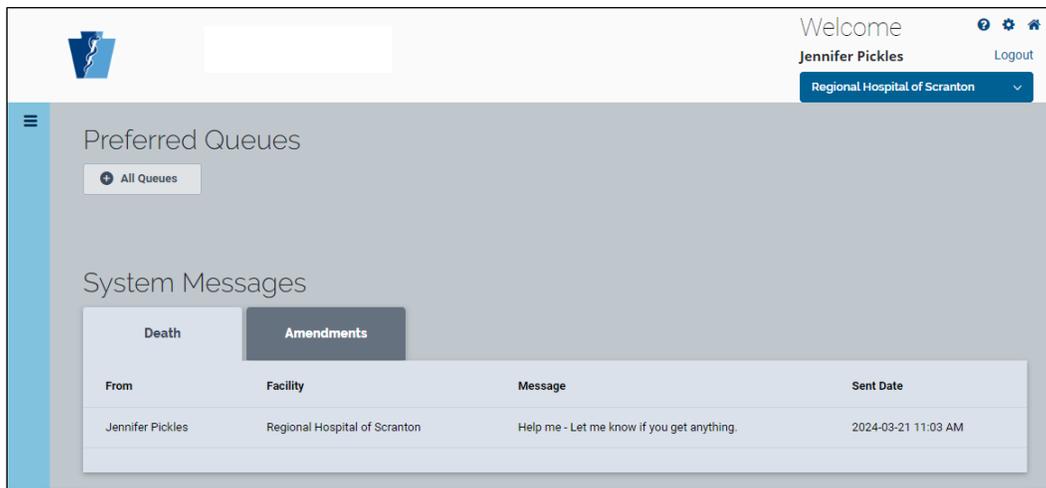


Figure 17 - System Messages

NOTES

eVitals 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.

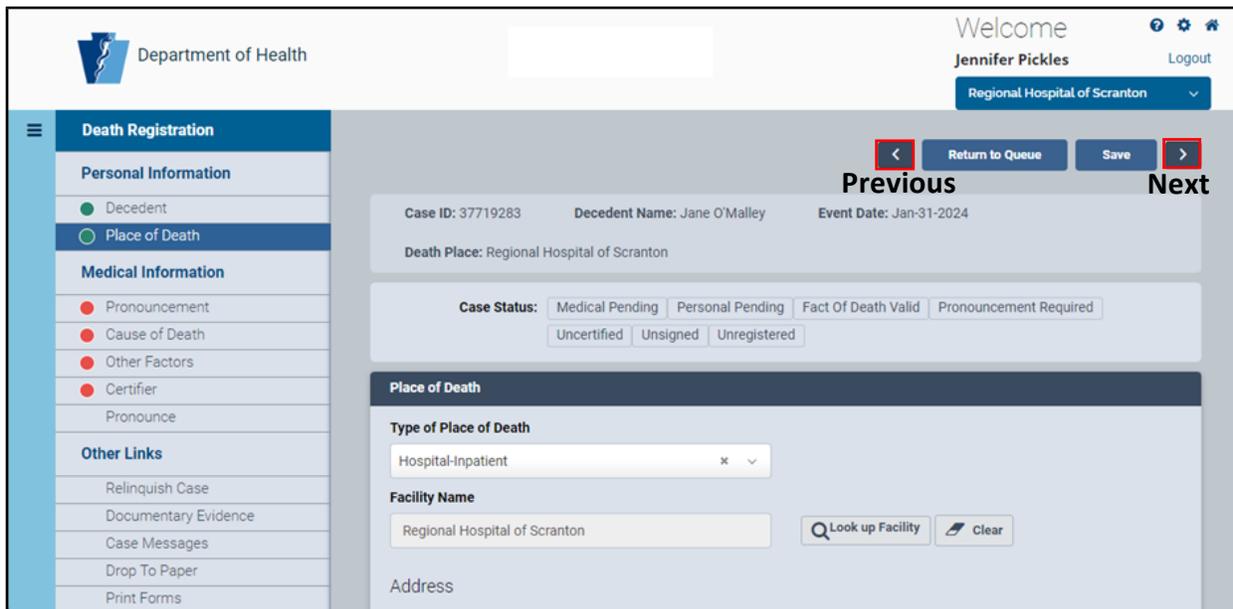


Figure 18 - eVitals Navigation buttons

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 with the following fields: First Name (Tina), Last Name (Tu%), Date of Death Start, Date of Death End, Case ID, ME Case Number, Date of Birth, Medical Record Number, SSN, Sex (Select one), and Gender Designation (if different than Sex) (Select one). The 'Search' button is highlighted with a red box and the number 2.

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.

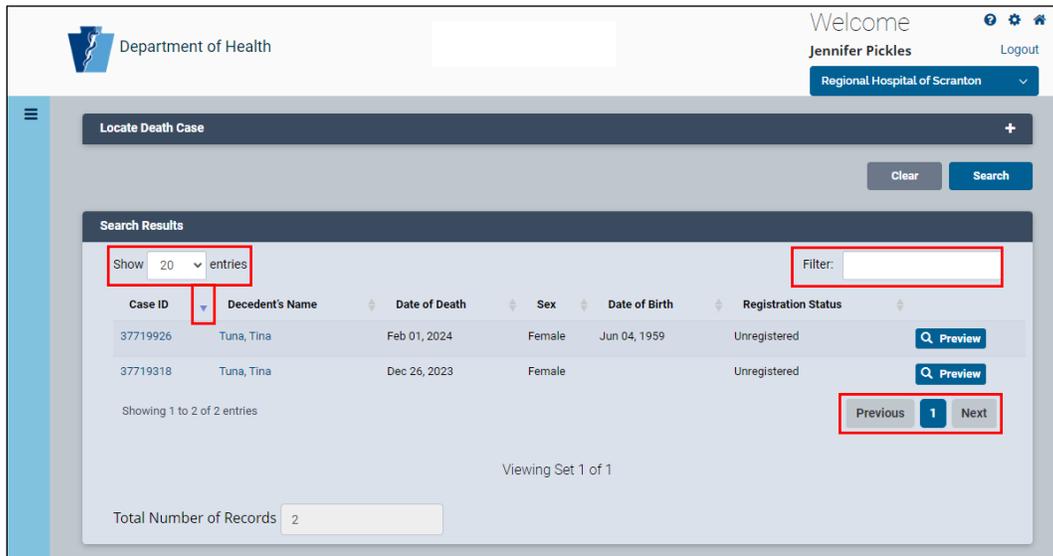


Figure 20 - Search Results

You can organize multiple results using the Search Results features:



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: Use the filter to further narrow down your results.

If you have multiple pages in your results, you can use the navigation buttons 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.

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 **Date of Death** Dec 26, 2023

Decedent's Name Tina Tuna **Place of Death**

Sex Female **City or Town of Death**

Gender Designation (if different than Sex) **Medical Record Number**

Date of Birth **ME Case Number**

Mother/Parent's Name Prior to First Marriage **Medical Certifier**

Marital Status

Spouse's Name

Decedent's Residence

Funeral Director

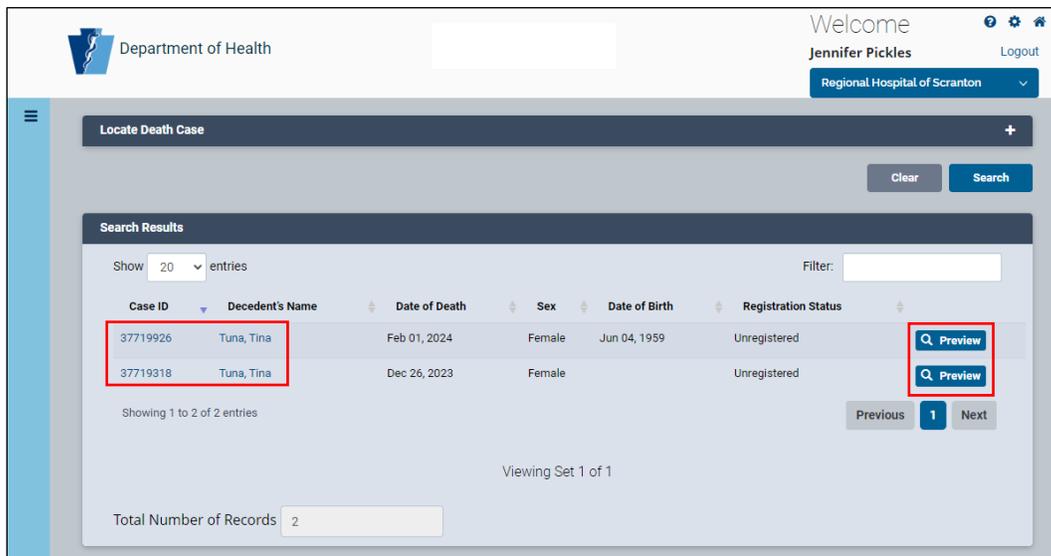
Funeral Home

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.



Department of Health | Welcome Jennifer Pickles | Logout | Regional Hospital of Scranton

Locate Death Case

Clear Search

Search Results

Show 20 entries | Filter:

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 | Previous 1 Next

Viewing Set 1 of 1

Total Number of Records 2

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 form includes the following fields and options:

- First Name***: Amanda
- Middle Name**: (empty)
- Last Name**: Gherkin
- Suffix**: Select one
- Date of Death***: Feb-13-2024
- Sex***: Female
- Gender Designation (if different than Sex)**: Select one

At the bottom right of the form, there are 'Clear' and 'Search' buttons. The 'Search' button is highlighted with a red box.

Figure 23 - Start New Death Case

- 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](#).~~

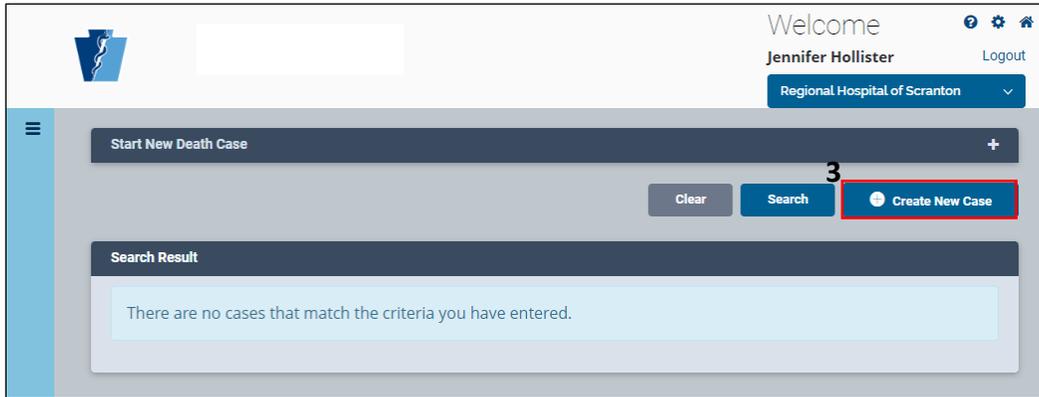


Figure 24 - No Matching Cases

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.

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 'Decedent' page in the eVitals system. The page is titled 'Decedent' and displays the following information:

- Case ID: 37853696
- Decedent Name: Amanda Gherkin
- Event Date: May-03-2024
- Case Status: Medical Pending | Personal Pending | Fact Of Death Pending | Uncertified | Unsigned | Unregistered

The 'Decedent' section contains the following fields:

- Decedent Name
 - First: Amanda
 - Middle: [Empty]
 - Last: Gherkin
 - Suffix: Select one
- Sex: Female
- Gender Designation (if different than Sex): Select one
- Date of Birth
 - Month: Select one
 - Day: Select one
 - Year: [Empty]
- Age at Last Birthday (Years)*: [Empty]

A red box highlights the 'Save' button in the top right corner, and a red dot is visible next to the 'Save' button. A large number '1' is overlaid on the page, indicating the step number.

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.

The screenshot displays the 'Place of Death' registration page. On the left, a navigation menu lists various options, with 'Place of Death' highlighted in red and labeled with a '1'. The main content area shows a form for entering death information. At the top, it displays 'Case ID: 37853696', 'Decedent Name: Amanda Gherkin', and 'Event Date: May-03-2024'. Below this, there are status filters: 'Medical Pending', 'Personal Pending', 'Fact Of Death Pending', 'Uncertified', 'Unsigned', and 'Unregistered'. The 'Place of Death' section includes a dropdown menu for 'Type of Place of Death' with 'Hospital-Inpatient' selected (labeled '2'). Below this is a text field for 'Facility Name' containing 'Regional Hospital of Scranton' (labeled '3'). The address section contains fields for 'Street Number and Name, Rural Route (No P.O. Box, etc)*' (746 Jefferson Ave), 'City or Town*' (Scranton), 'Zip Code*' (18510-1624), 'County' (Lackawanna), 'Apartment, Suite, Building, Floor, etc', 'State*' (PA), and 'Country*' (United States). At the bottom right, there are 'Verified' and 'Verify Address' buttons. A 'Save' button is highlighted in red at the top right of the form area (labeled '3').

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 'Pronouncement' page in the eVitals system. The left navigation panel has 'Pronouncement' selected, indicated by a red circle and the number '1'. The main content area displays case information for Amanda Gherkin, dated May-03-2024. The 'Pronouncement' section includes fields for 'Date of Death Modifier' (Actual Date of Death), 'Date of Death' (May-03-2024), 'Time of Death Modifier' (Actual Time of Death, marked with a red circle and the number '2'), 'Time of Death' (12:09, marked with a red circle and the number '3'), and 'Time Format' (Military, marked with a red circle and the number '3'). There are also fields for 'Date Pronounced Dead', 'Pronouncer Name', and 'License Number', along with a 'Look Up Pronouncer' button.

Figure 27 - Pronouncement page

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

Figure 28 - Pronouncer Information

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

Figure 29 - Look Up Pronouncer

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 displays the eVitals Medical Facility interface. On the left is a navigation menu under 'Death Registration' with sub-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, Registration Validations, Transfer Ownership, Medical Certification Request). The 'Pronounce' link is highlighted with a red box. The main content area shows a 'Welcome' message for Jennifer Pickles at the Regional Hospital of Scranton. A 'Save' button is highlighted with a red box. The form contains the following fields: Case ID (37853696), Decedent Name (Amanda Gherkin), Event Date (May-03-2024), Death Place (Regional Hospital of Scranton), Case Status (Medical Pending, Personal Pending, Fact Of Death Valid, Pronouncement Required, Uncertified, Unsigned, Unregistered), Date and Time of Death (Date of Death Modifier, Actual Date of Death, Date of Death, Time of Death Modifier, Actual Time of Death, Time of Death, Time Format), Pronouncer (Date Pronounced Dead, Pronouncer Name, License Number, First, Middle, Last, Suffix, Title), and Pronouncer Date Signed. A 'Show All' button is at the bottom right. A message at the bottom states 'No validation error found on this page'.

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 displays the 'Cause of Death' registration page. On the left, a navigation menu is visible with 'Cause of Death' highlighted. The main content area shows case information: Case ID: 37853696, Decedent Name: Amanda Gherkin, and Event Date: May-03-2024. The 'Cause of Death' section includes NCHS recommendations and a table for entering causes of death. Line A is populated with 'Asphyxiation due to vomitus' and '10 minutes'. Lines B, C, and D are currently empty. Below the table is a 'Part II Other Significant Conditions' section with a large empty text box. A 'Validate' button is located at the bottom of the form area.

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 displays the 'Cause of Death' registration interface. At the top, it shows the user's name (Jennifer Pickles) and the facility (Regional Hospital of Scranton). The main form area contains the following sections:

- Case Information:** Case ID: 37853696, Decedent Name: Amanda Gherkin, Event Date: May-03-2024, Death Place: Regional Hospital of Scranton.
- Case Status:** Medical Pending, Personal Pending, Fact Of Death Valid, Pronouncement Required, Uncertified, Unsigned, Unregistered.
- Cause of Death Section:**
 - NCHS Recommendations:** Enter the chain of events — diseases or complications — that directly caused the death. DO NOT enter terminal events such as cardiac arrest, respiratory arrest or ventricular fibrillation without showing the etiology. DO NOT ABBREVIATE. Enter only one cause on a line. Add additional lines if necessary. Sequentially list conditions, if any, leading to the cause listed on Line A. Enter the UNDERLYING CAUSE (disease that initiated the events resulting in death) LAST.
 - Part I:** A table for entering cause of death details.

Line A - Immediate Cause (Final Disease or Condition Resulting in Death)	Line A - Approximate Interval Onset to Death
Asphyxiation due to vomitus	10 minutes
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	Line D - Approximate Interval Onset to Death
 - Part II:** Other Significant Conditions (text area).

At the bottom of the form, there is a 'Validate' button (highlighted with a red box and labeled '5') and a 'Save' button (highlighted with a red box and labeled '6'). A message at the bottom states 'No validation error found on this page'.

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 'Other Factors' form in the eVitals Medical Facility. The navigation panel on the left has 'Other Factors' selected, indicated by a red box and the number '1'. The main form area contains several fields and dropdown menus. A red box and the number '2' highlight the 'Medical Record Number' field. A red box and the number '3' highlight the 'Autopsy Performed' dropdown menu, which is currently set to 'Yes'. A red box and the number '4' highlight the 'Autopsy Findings Available to Complete Cause of Death' dropdown menu, which is also currently set to 'Yes'. The form also includes fields for 'Specify Pregnancy Status', 'Did Tobacco Use Contribute to Death?', 'Manner of Death', and 'Was Medical Examiner or Coroner contacted?'. The top of the page shows the user's name 'Jennifer Pickles' and the location 'Regional Hospital of Scranton'.

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 displays the 'Other Factors' section of a death registration form. The form includes the following fields and options:

- Case ID:** 37853696
- Decedent Name:** Amanda Gherkin
- Event Date:** May-03-2024
- Death Place:** Regional Hospital of Scranton
- Case Status:** Medical Pending, Personal Pending, Fact Of Death Valid, Pronouncement Required, Uncertified, Unsigned, Unregistered
- Other Factors Section:**
 - Medical Record Number:** [Empty text field]
 - Autopsy Performed:** Yes (dropdown)
 - Autopsy Findings Available to Complete Cause of Death:** Yes (dropdown)
 - Specify Pregnancy Status:** Not pregnant within one year of death (dropdown)
 - Did Tobacco Use Contribute to Death?:** No (dropdown)
 - Manner of Death:** Natural (dropdown)
 - Was Medical Examiner or Coroner contacted?:** No (dropdown)

Navigation and UI elements include a sidebar with 'Other Factors' selected, a 'Save' button highlighted with a red box and a red dot, and a 'Return to Results' button. The top right shows a user profile for Jennifer Pickles and a 'Welcome' message.

Figure 34 - Enter Remaining Other Factors and Save

NOTES

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 displays the eVitals interface for a user named Jennifer Pickles at the Regional Hospital of Scranton. The left navigation panel shows the 'Certifier' tab selected. The main content area shows case details for Amanda Gherkin, including Case ID 37720191 and Event Date Feb-13-2024. The 'Certifier' section is active, showing a dropdown menu for 'Certifier Type' with 'Certifying Physician' selected. Below this, there are input fields for 'License Number', 'First', 'Middle', 'Last', 'Suffix', and 'Title'. A 'Look Up Certifier' button is visible next to the License Number field.

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.

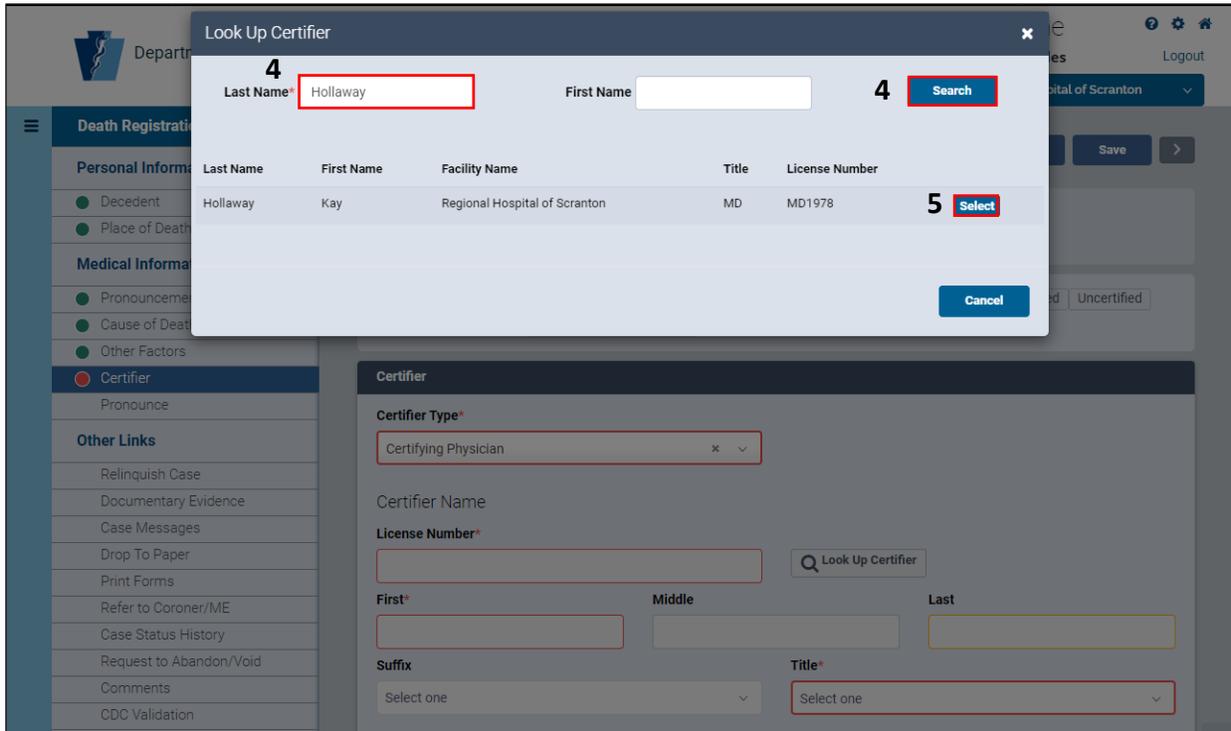


Figure 36 - Identifying Certifier

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

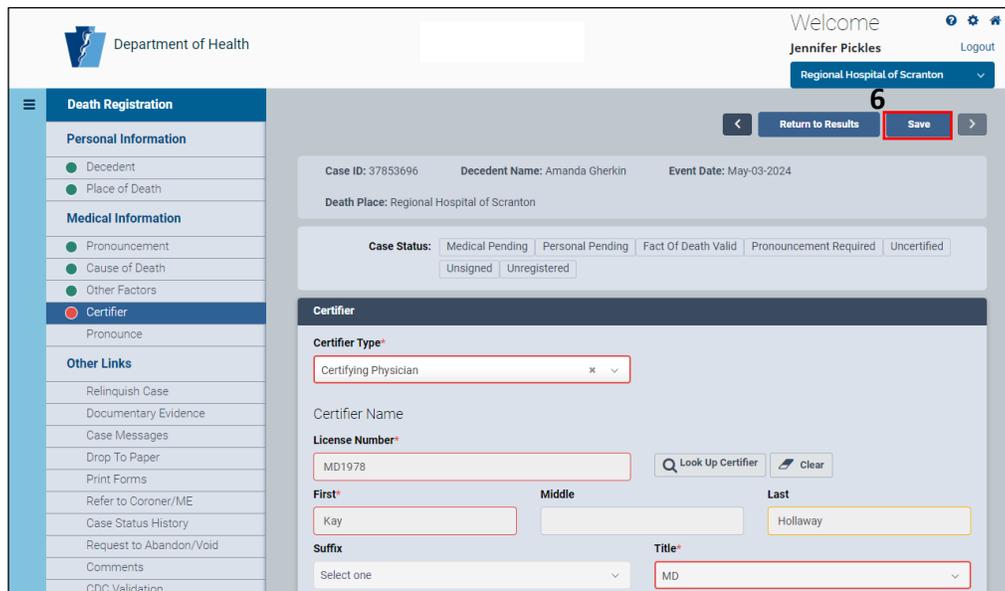


Figure 37 – Case Ready for Certification

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 displays the eVitals Medical Facility interface. On the left is a navigation menu with sections: **Death Registration**, **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, Drop To Paper, Print Forms, Refer to Coroner/ME, Case Status History, Request to Abandon/Void, Comments, CDC Validation). The **Certify** tab is highlighted with 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. The **Case Status** section includes tabs: Medical Valid, Personal Pending, Fact Of Death Valid, Pronouncement Required, **Certification Required** (highlighted with a red box), Unsigned, and Unregistered. Below this is the **Certifier** section with fields for Certifier Type (Certifying Physician), License Number (MD1978), and Certifier Name (First: Kay, Middle, Last: Hollaway, Suffix: Select one, Title: MD). Buttons for 'Look Up Certifier' and 'Clear' are present. At the top right, a 'Welcome' message for Jennifer Pickles is shown with a 'Logout' link and a dropdown for 'Regional Hospital of Scranton'. Navigation buttons 'Return to Results' and 'Save' are also visible.

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
✔ 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

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 the eVitals web application interface. At the top left is the Department of Health logo. The top right shows a user profile for Jennifer Pickles, logged in from the Regional Hospital of Scranton. The main content area displays case information: Case ID: 37853696, Decedent Name: Amanda Gherkin, Event Date: May-03-2024. Below this, there are tabs for Case Status: Medical Valid, Personal Pending, Fact Of Death Valid, Pronouncement Required, Certification Required, Unsigned, and Unregistered. The 'Relinquish Death Case' section is active, showing a 'Relinquish Reason*' field with the instruction 'Enter reason for relinquishing the case.' and a 'Relinquish' button. The sidebar on the left has 'Relinquish Case' highlighted with a red box and the number 1. The text input field is also highlighted with a red box and the number 2. The 'Relinquish' button is highlighted with a red box and the number 3.

Figure 41 - Relinquish Death Case

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

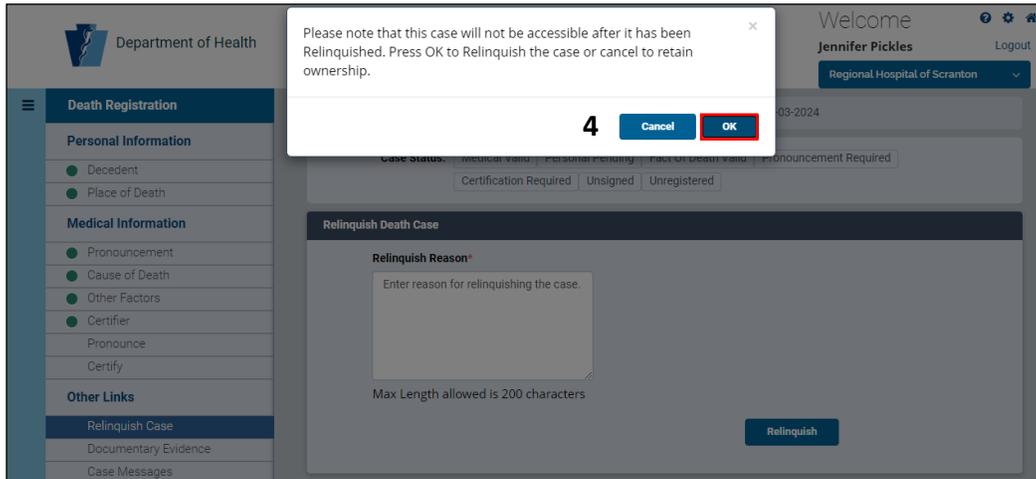


Figure 42 - Confirm Relinquish Death Case

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

NOTES

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.

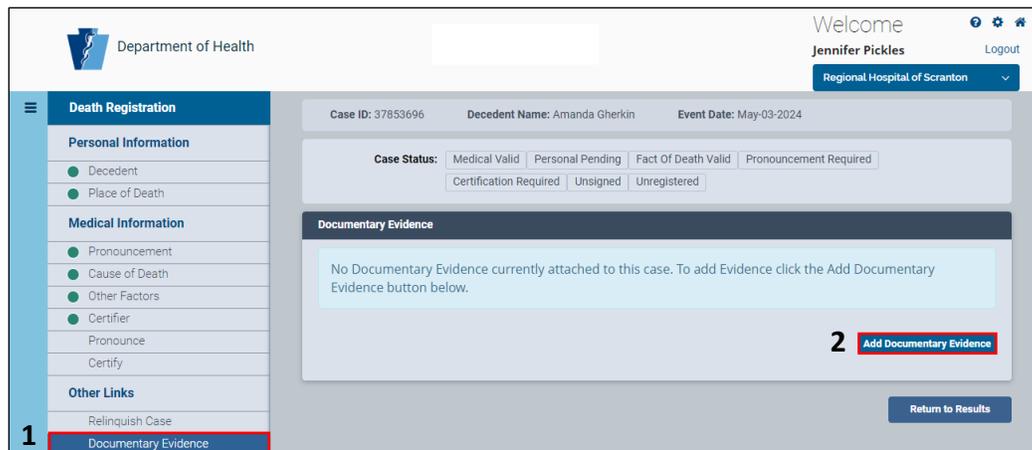


Figure 43 - Add Documentary Evidence

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.

Document

Case ID: 37853696 Decedent Name: Amanda Gherkin
Event Date: May-03-2024

Case Status: Medical Valid | Personal Pending | Fact Of Death Valid | Pronouncement Required | Certification Required | Unsigned
Unregistered

Document Type* **3**
Other

Comments* **4**
Sample Training document

Max Length allowed is 200 characters

Issued By Issue Date

Reviewed By First Reviewed By Last

Browse and Upload Save

5

Tips for Scanning and Uploading Documents

- It's recommended to use the Scan New option instead of Browse and Upload
- Recommended scanning settings:
 - Color mode: Grayscale
 - Resolution (DPI): 200
- File size is limited to 1 MB
- Supported File types for upload: .JPG, .GIF, .TIF, .PNG, .BMP and .PDF
 - Note: Use .TIF format when uploading multi-page image.

Viewing Page: 1 of 1

Figure 44 - Upload Documentary Evidence

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

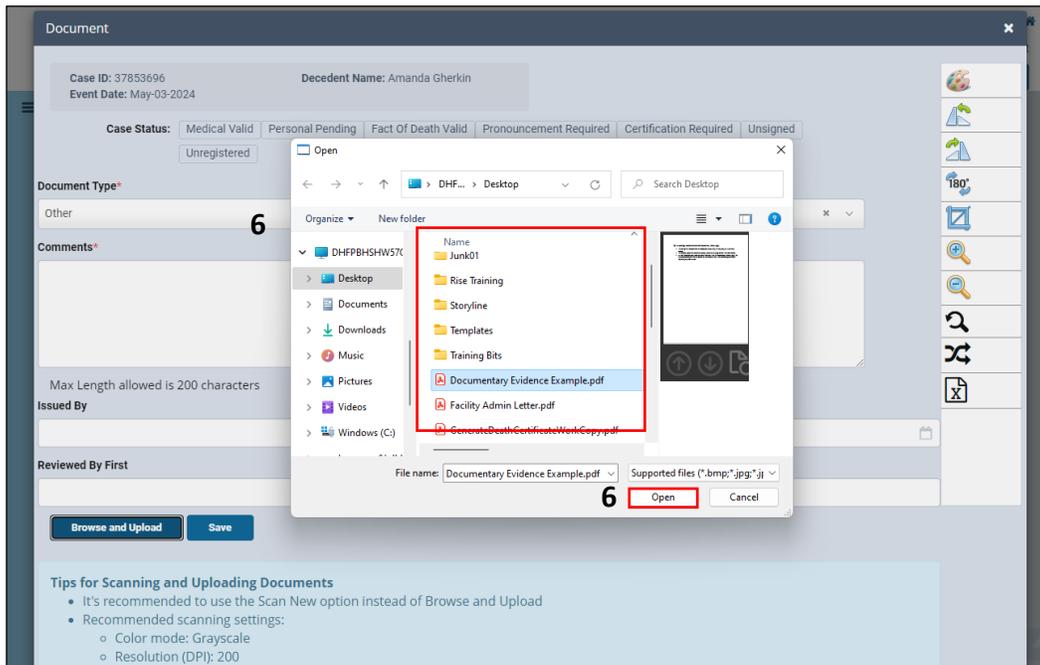


Figure 45 - Locate Document to Upload

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

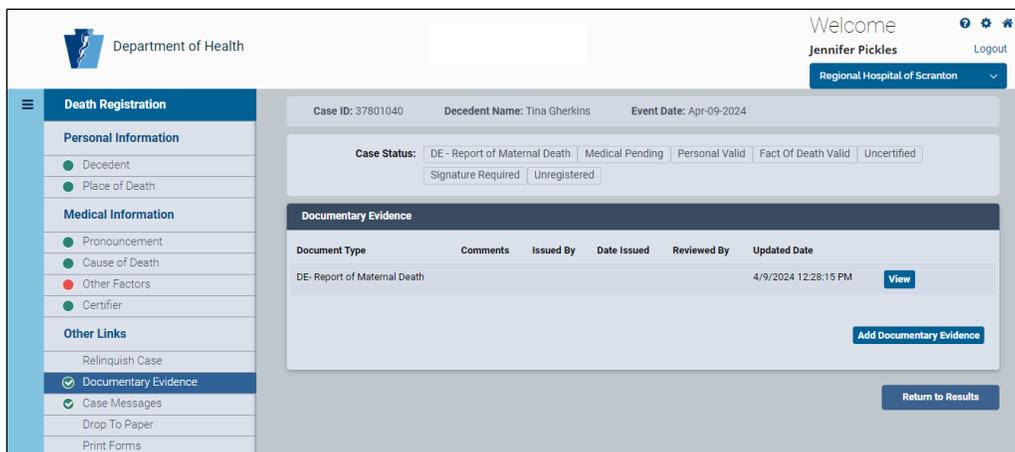


Figure 46 - Uploaded Document

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.

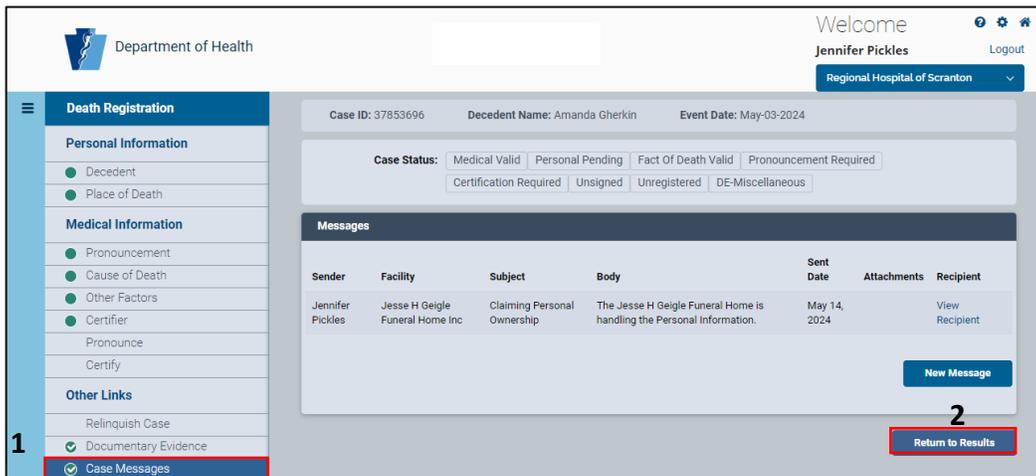


Figure 47 - Case Messages

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.

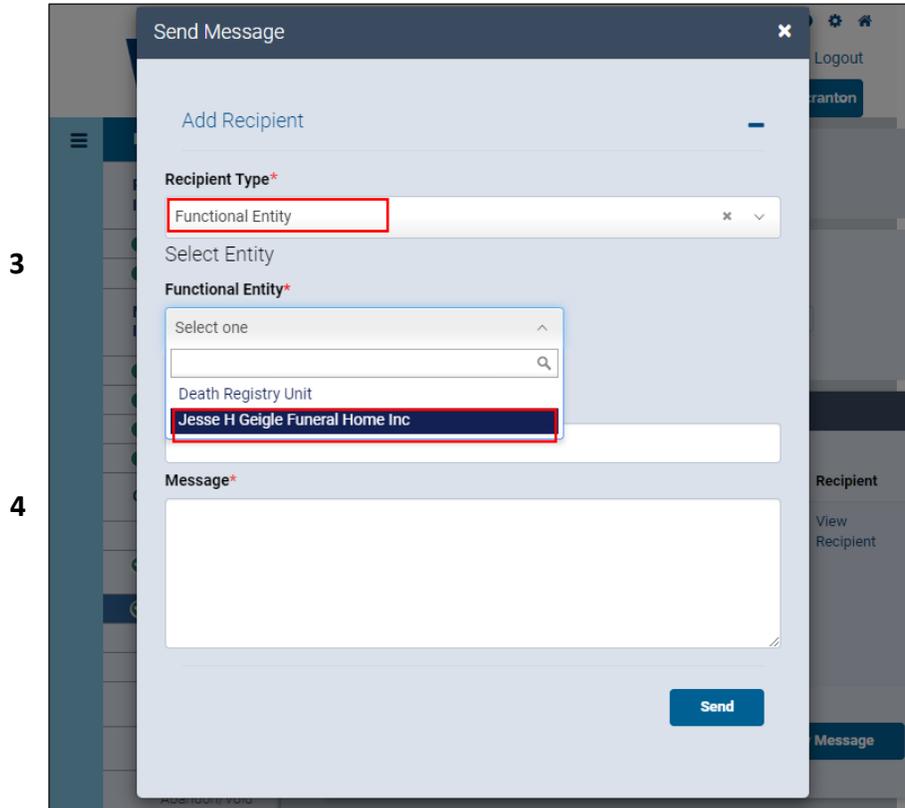


Figure 48 – Send Message by Type – Functional Entity

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

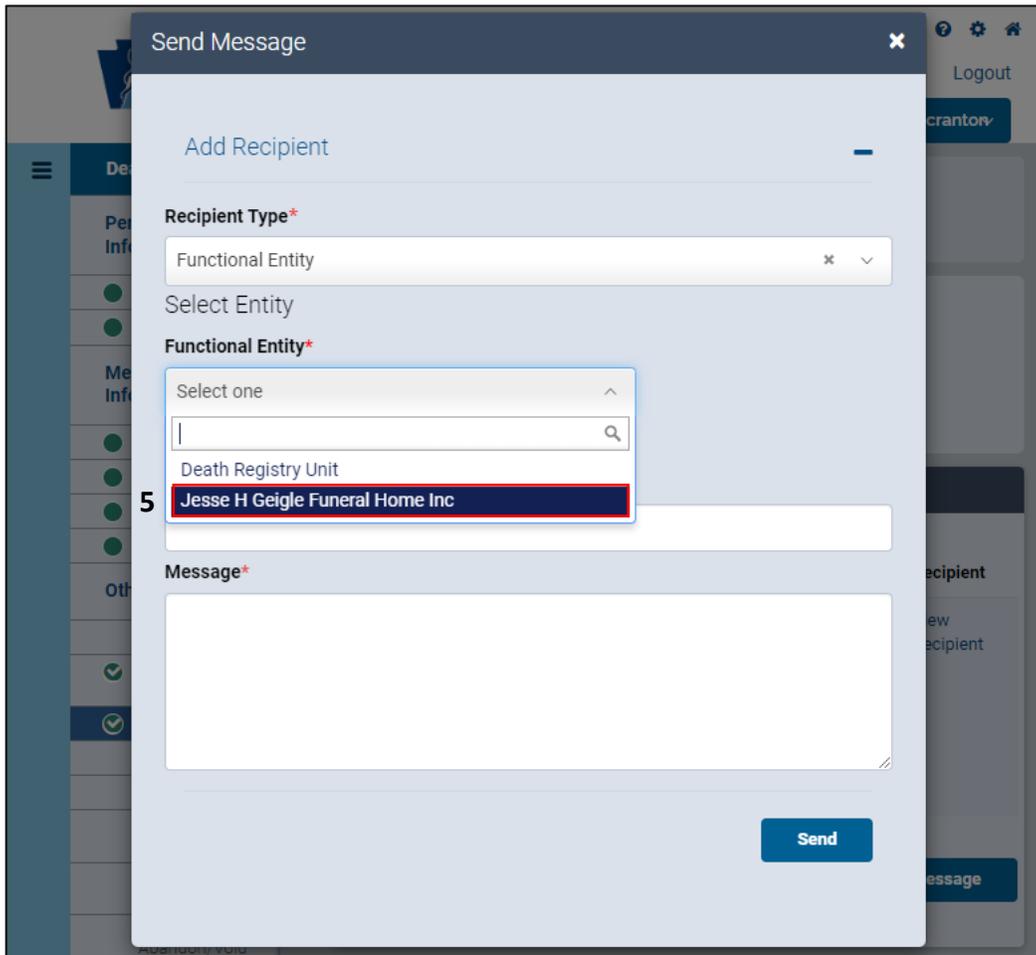


Figure 49 – Select Job Role

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.

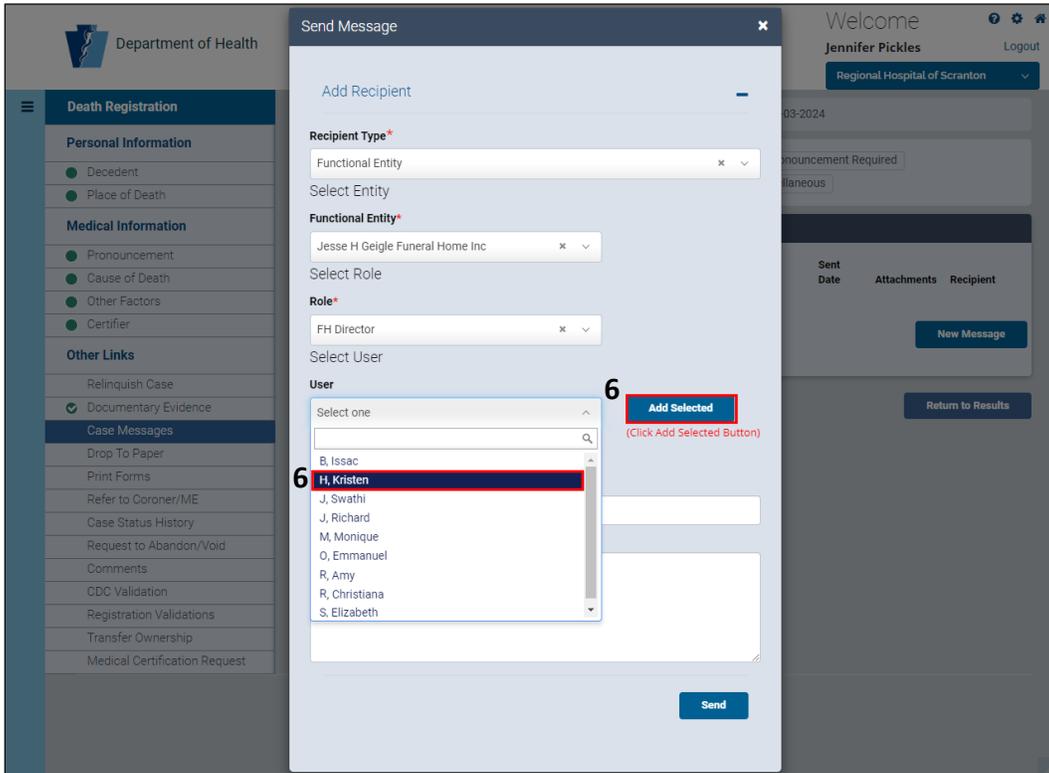


Figure 50 - Select User's Name to Add

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

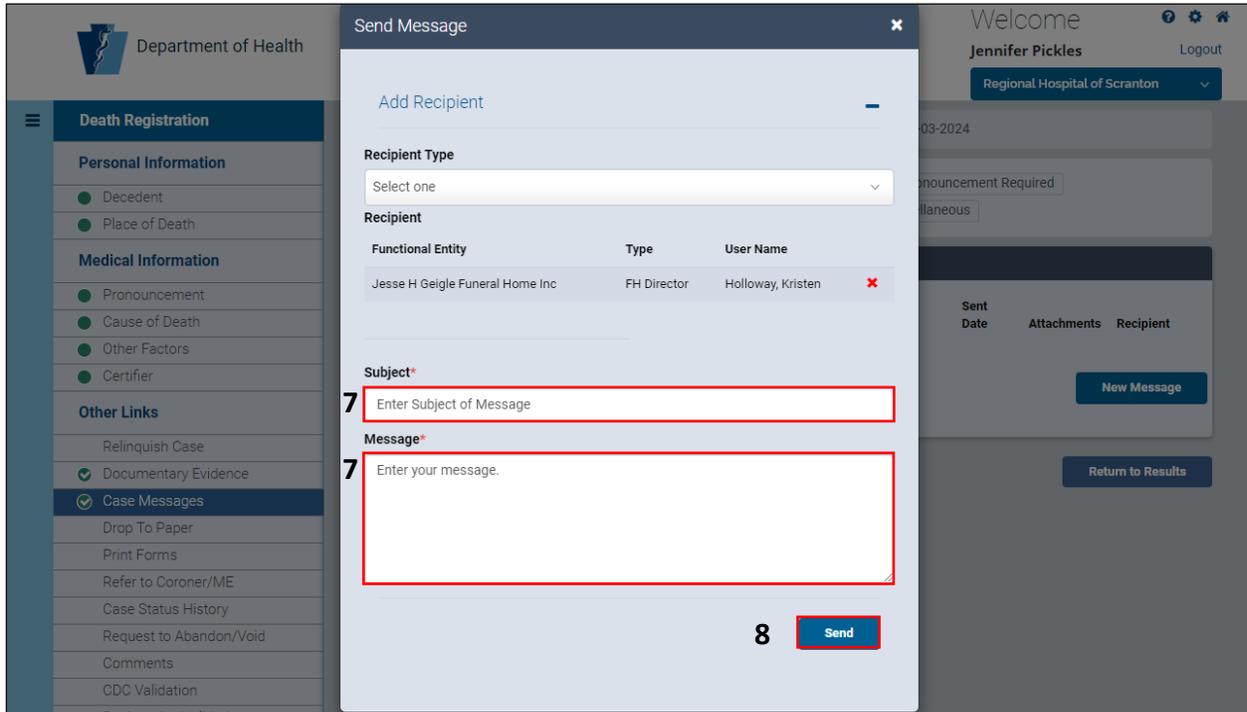


Figure 51 – Enter Subject and Message

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.

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

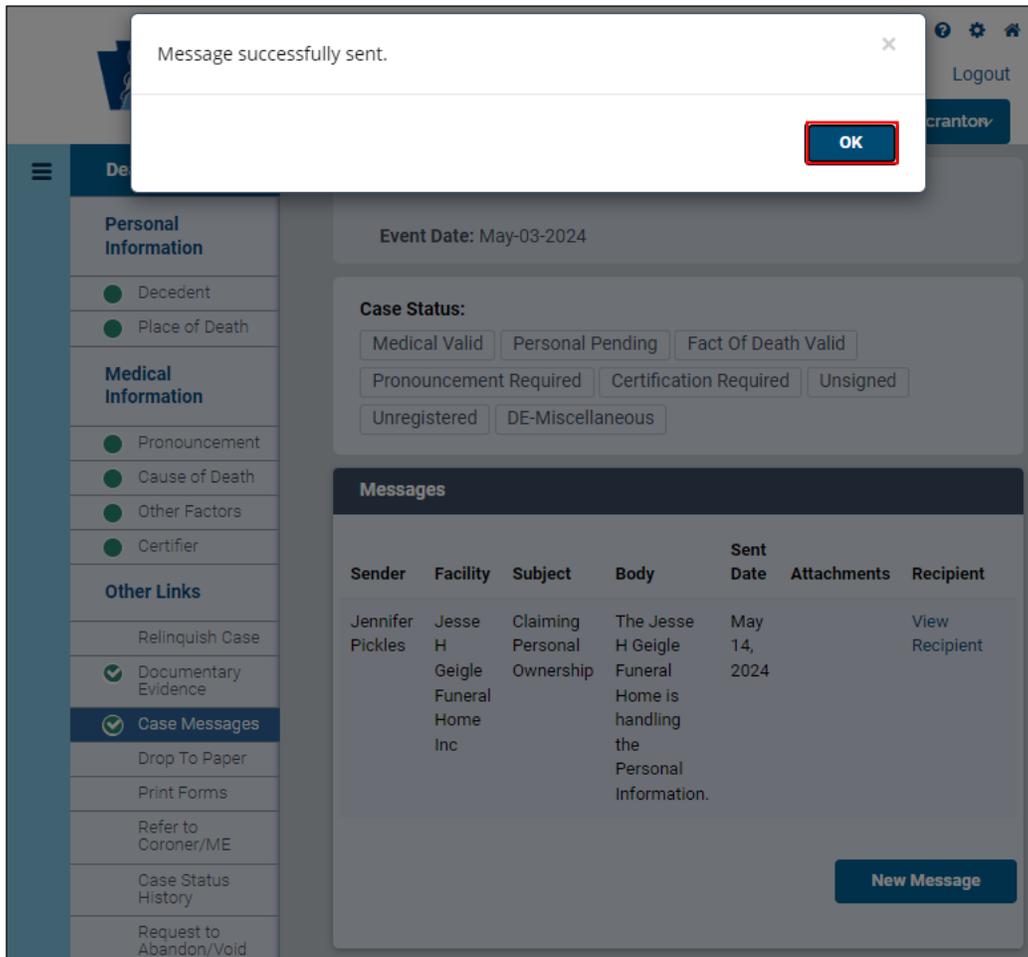
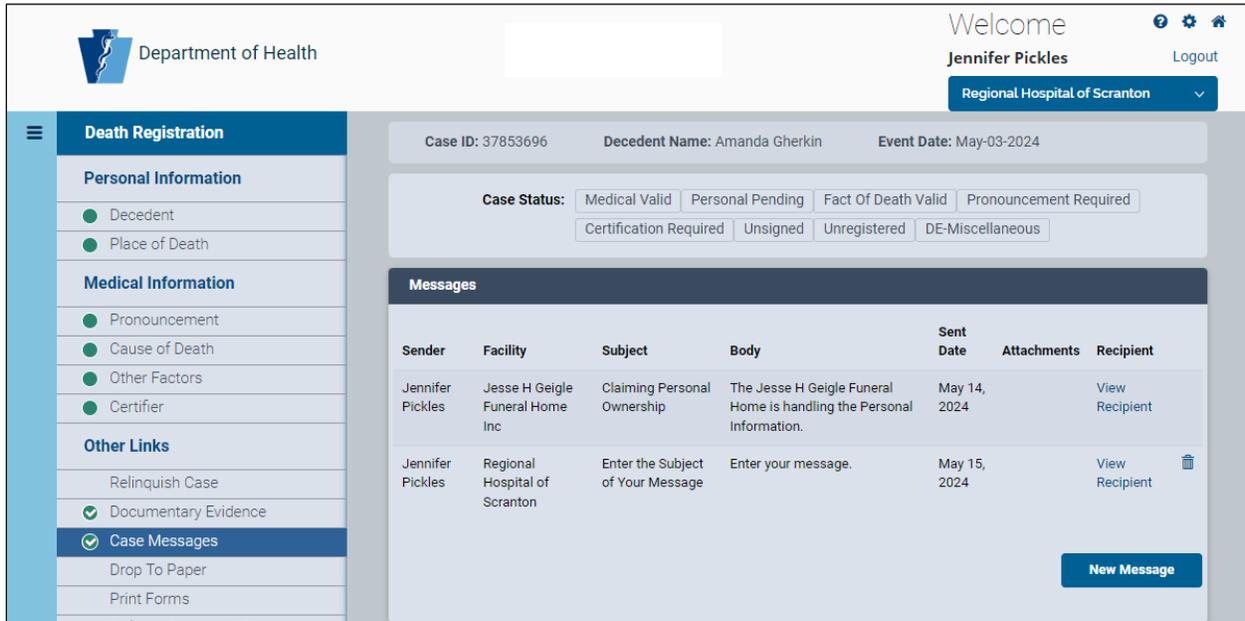


Figure 52 - Confirmation Window

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



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

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.

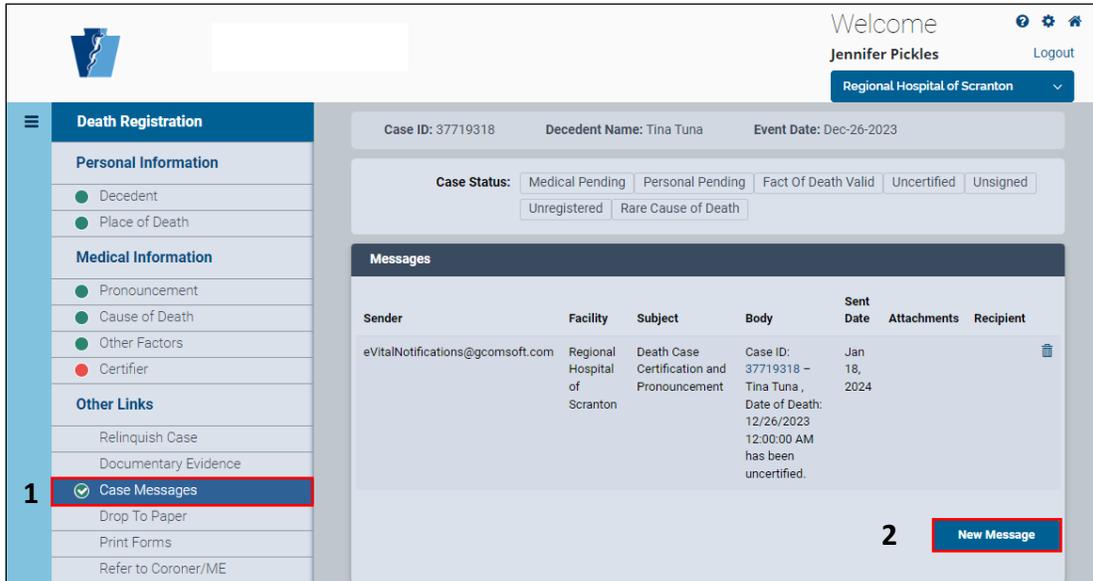


Figure 54 – Send New Case Message

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.

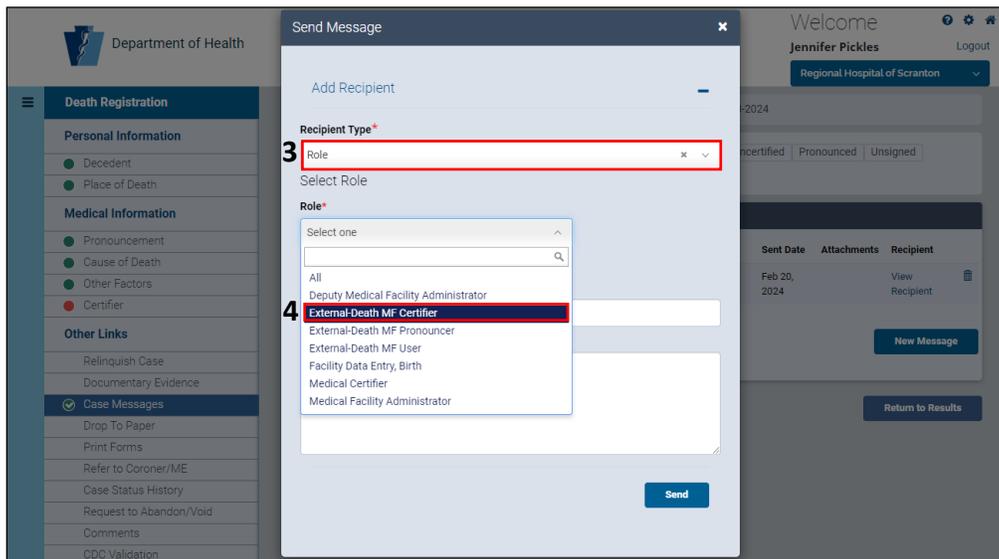


Figure 55 - Send Message by Type – Role

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

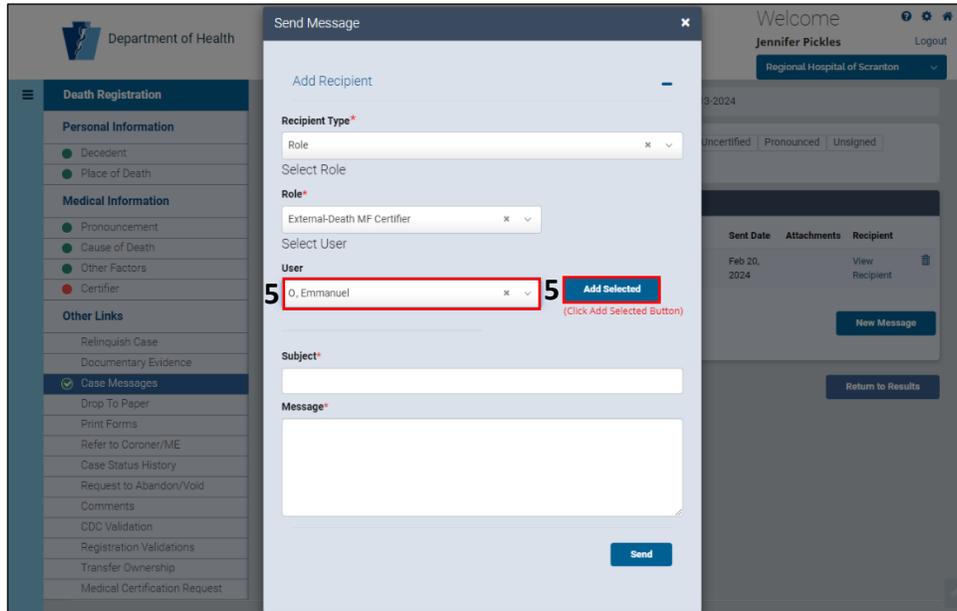


Figure 56 - Send Message - User Name List

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

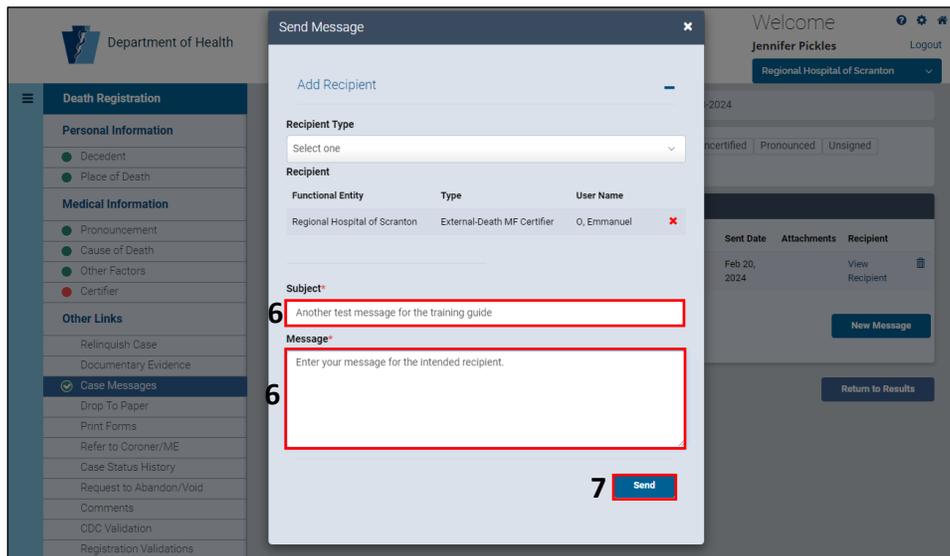


Figure 57 - Case Message - Subject and Message

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

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

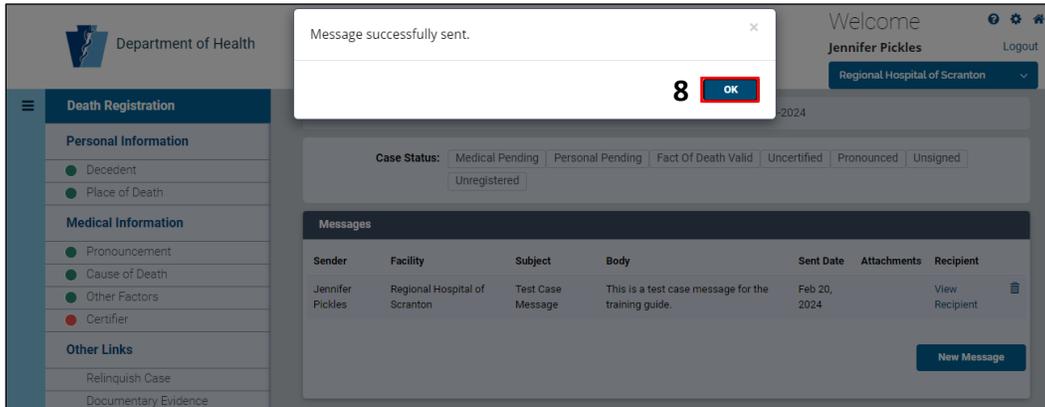


Figure 58 - Case Message - Confirmation Window

Your message displays in the Case Messages list. Click the [View Recipient](#) link to view the Recipient of messages in the list.

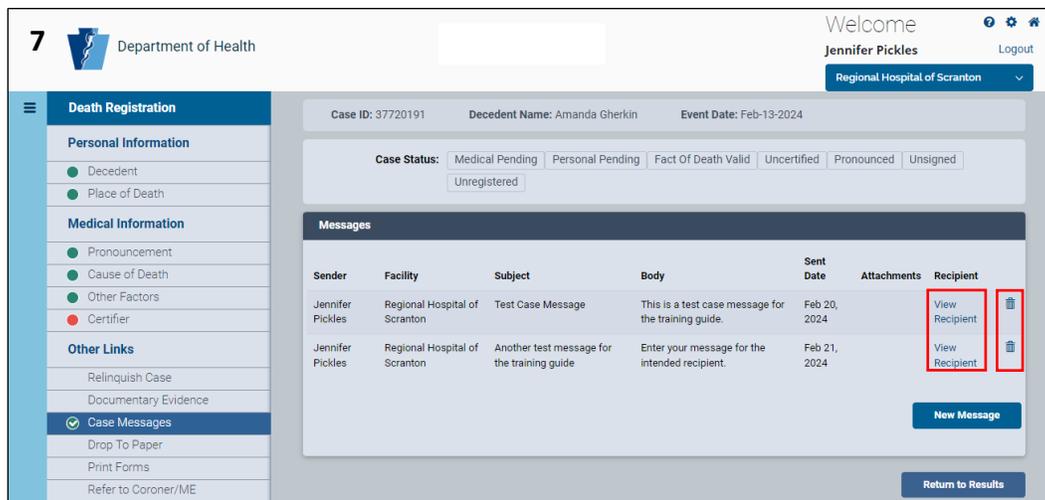


Figure 59 - Case Messages List

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.

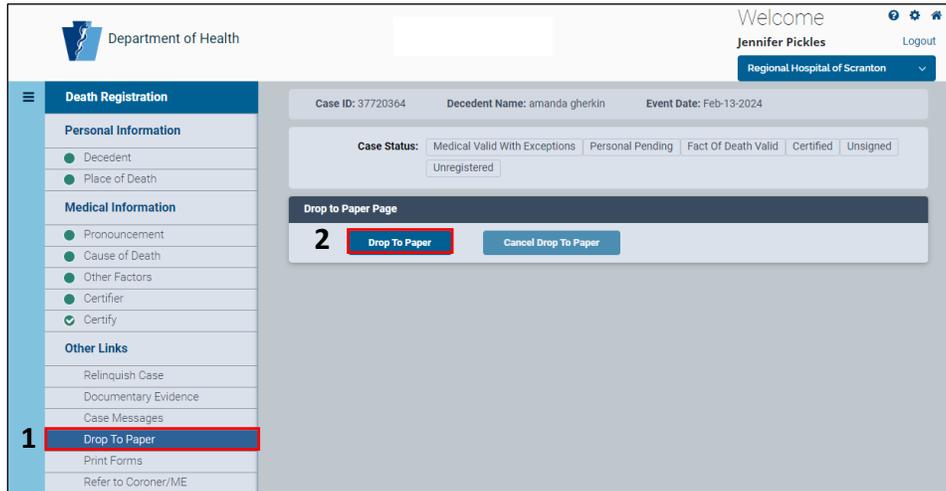


Figure 60 - Drop to Paper

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.

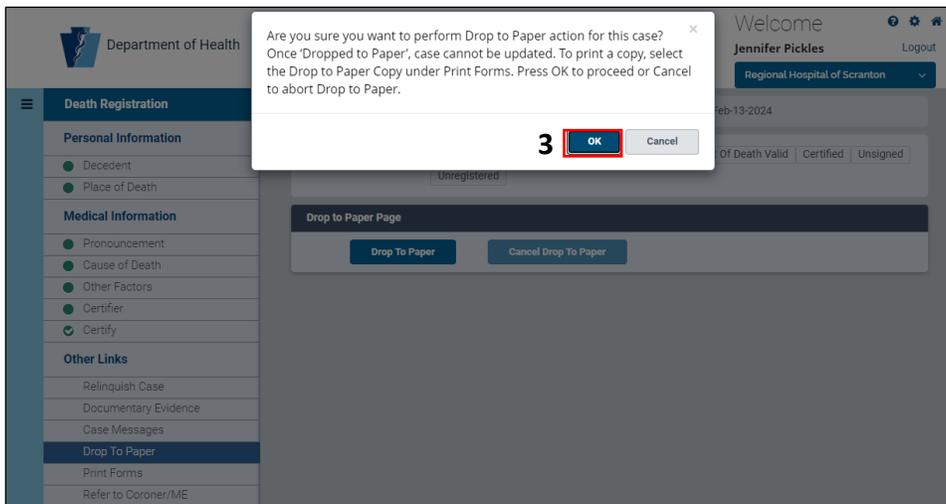


Figure 61 - Drop to Paper Confirmation Window

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

The screenshot displays the eVitals Medical Facility interface. At the top left is the Department of Health logo. The top right shows a user profile for Jennifer Pickles, with a 'Logout' link and a dropdown menu for 'Regional Hospital of Scranton'. The main content area is divided into a left sidebar and a main panel. The sidebar includes sections for 'Death Registration', 'Personal Information', 'Medical Information', and 'Other Links'. The 'Case Messages' option is selected. The main panel shows case details for Case ID: 37720364, Decedent Name: amanda gherkin, and Event Date: Feb-13-2024. Below this, the 'Case Status' is shown as 'Drop to Paper'. A 'Messages' section contains a table with one message highlighted in red:

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 message list.

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.

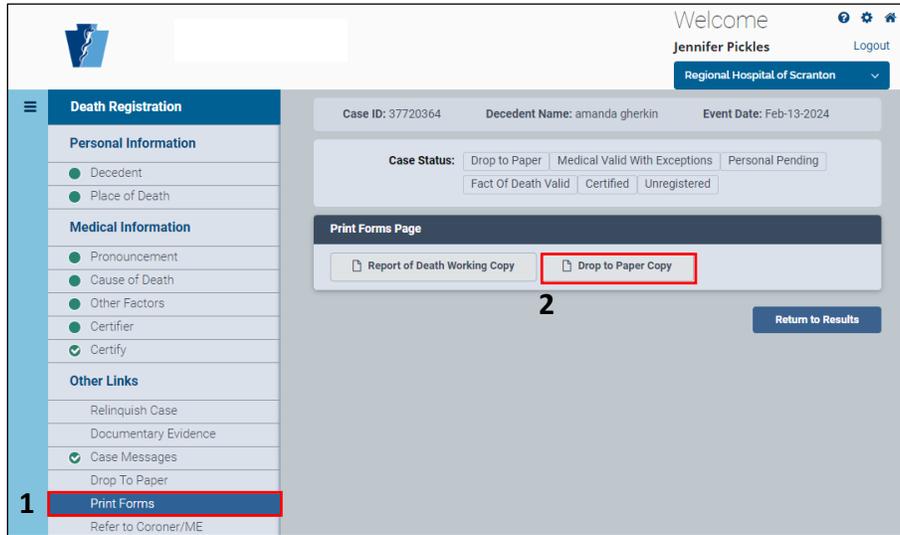


Figure 63 - Print Forms Page

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

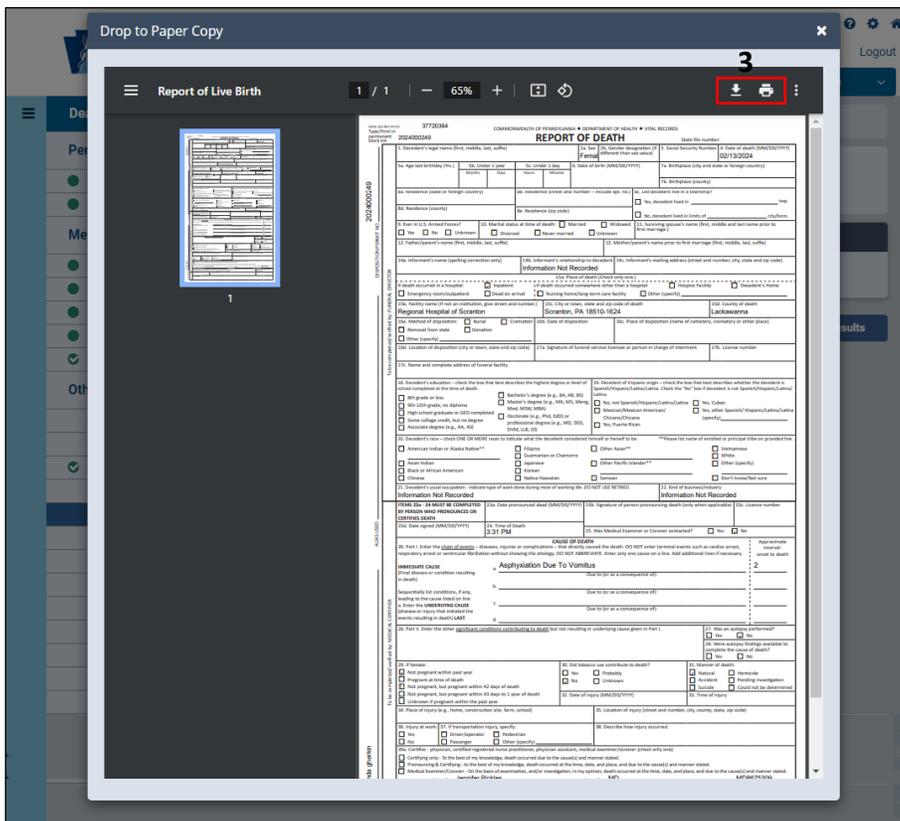


Figure 64 - Drop to Paper Copy

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 'Other Factors' section of the eVitals Medical Facility interface. The 'Specify Pregnancy Status' dropdown is set to 'Not pregnant, but pregnant within 42 days of death'. Below this, a validation message is displayed in a red-bordered box:

Rule ID	Message	Action Message	Override	Reason
DR8326	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-ddeathreg@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.

Department of Health

Welcome
Jennifer Pickles
Regional Hospital of Scranton

Case ID: 37853696 Decedent Name: Amanda Gherkin Event Date: May-03-2024 Death Place: Regional Hospital of Scranton

Case Status: DE - Report of Maternal Death | Medical Pending | Personal Pending | Fact Of Death Valid | Pronouncement Required
Uncertified | Unsigned | Unregistered | **Rare Cause of Death** | DE-Miscellaneous

Cause of Death

NCHS Recommendations for Entry of Cause of Death

Enter the chain of events — diseases or complications — that directly caused the death. DO NOT enter terminal events such as cardiac arrest, respiratory arrest or ventricular fibrillation without showing the etiology. DO NOT ABBREVIATE. Enter only one cause on a line. Add additional lines if necessary.

Sequentially list conditions, if any, leading to the cause listed on Line A. Enter the UNDERLYING CAUSE (disease that initiated the events resulting in death) LAST.

Part I

Line A - Immediate Cause (Final Disease or Condition Resulting in Death)*
heptospirosis

Line A - Approximate Interval Onset to Death
10 minutes

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

Line D - Approximate Interval Onset to Death

Part II

Other Significant Conditions

Validate ✓

Rule ID	Message	Action Message	Override	Reason
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 ra-dhdeathreg@pa.gov or by fax to 717-265-7371.	<input type="checkbox"/>	

Show All Save Overrides

Figure 66 - Rare Cause of Death

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.

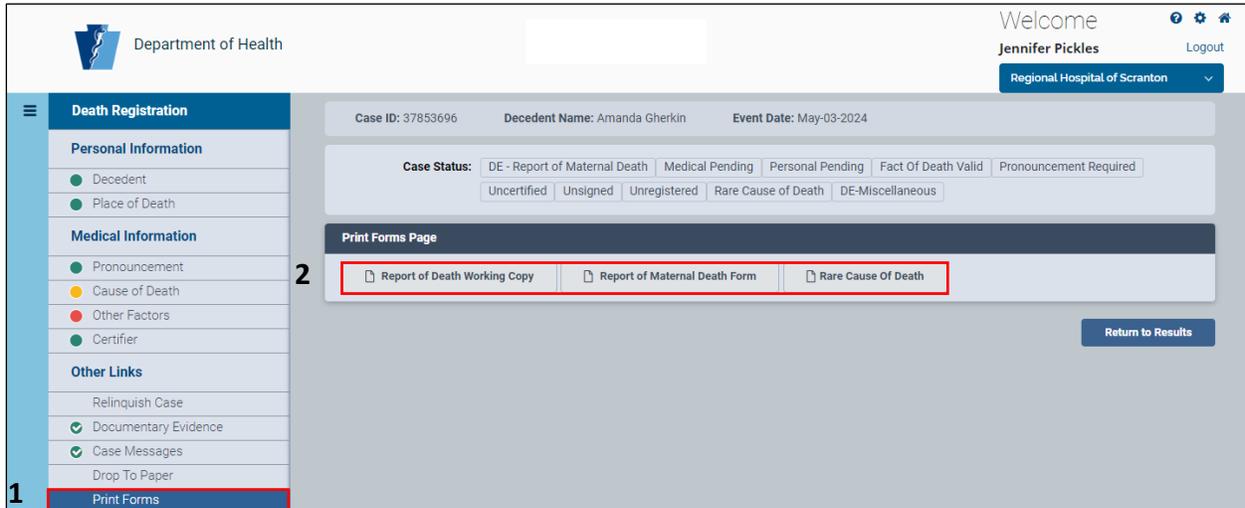


Figure 67 - Generating the Print Forms Documents

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

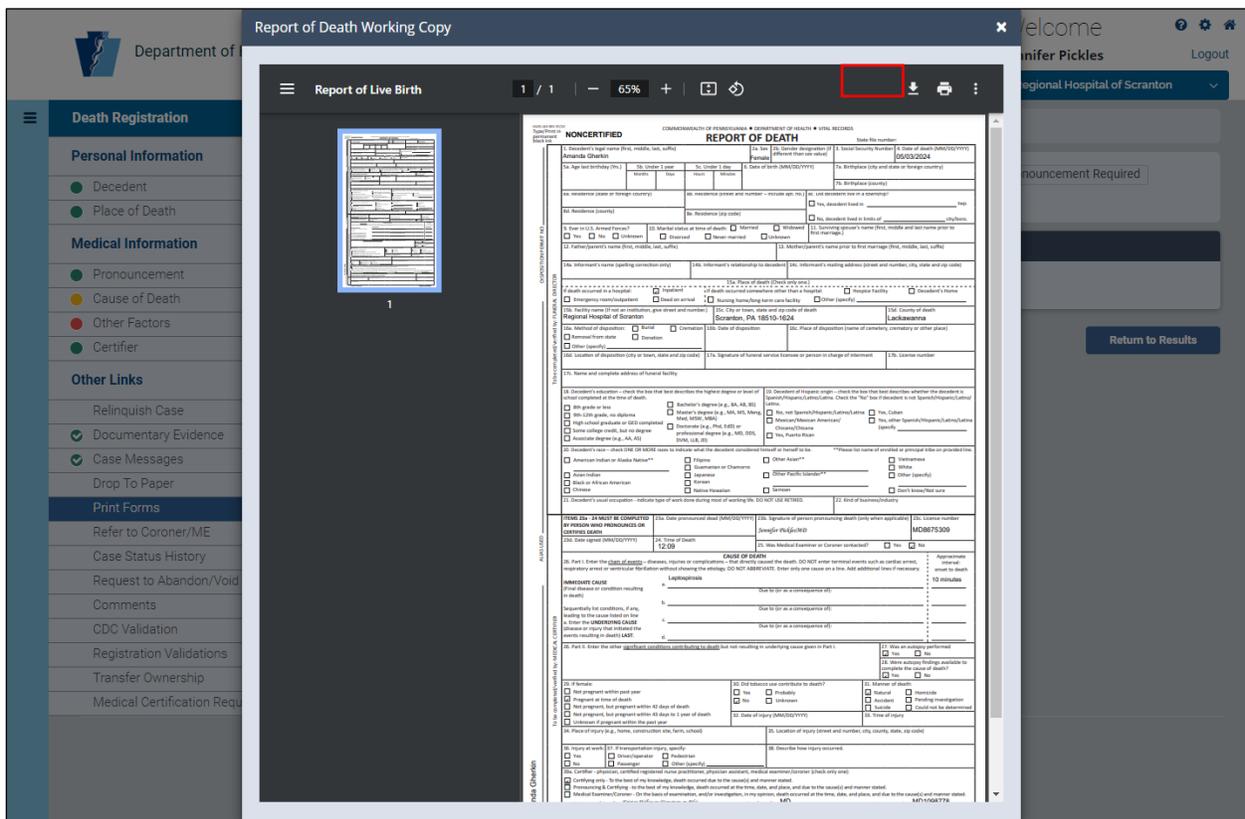


Figure 68 – Report of Death Working Copy

- 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.

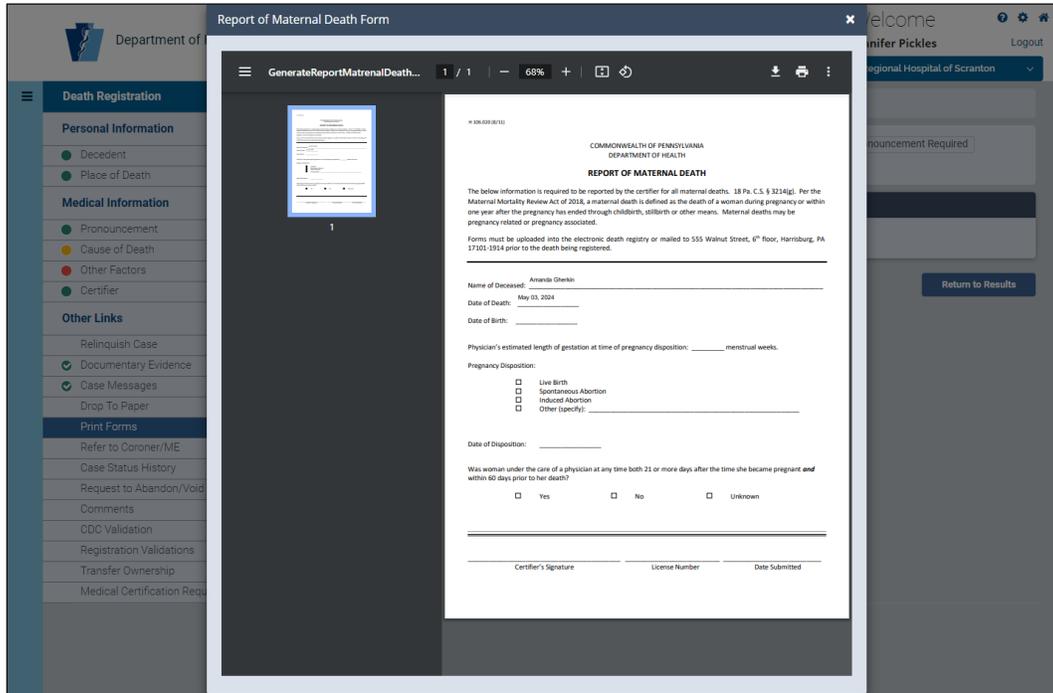


Figure 69 - Report of Maternal Death

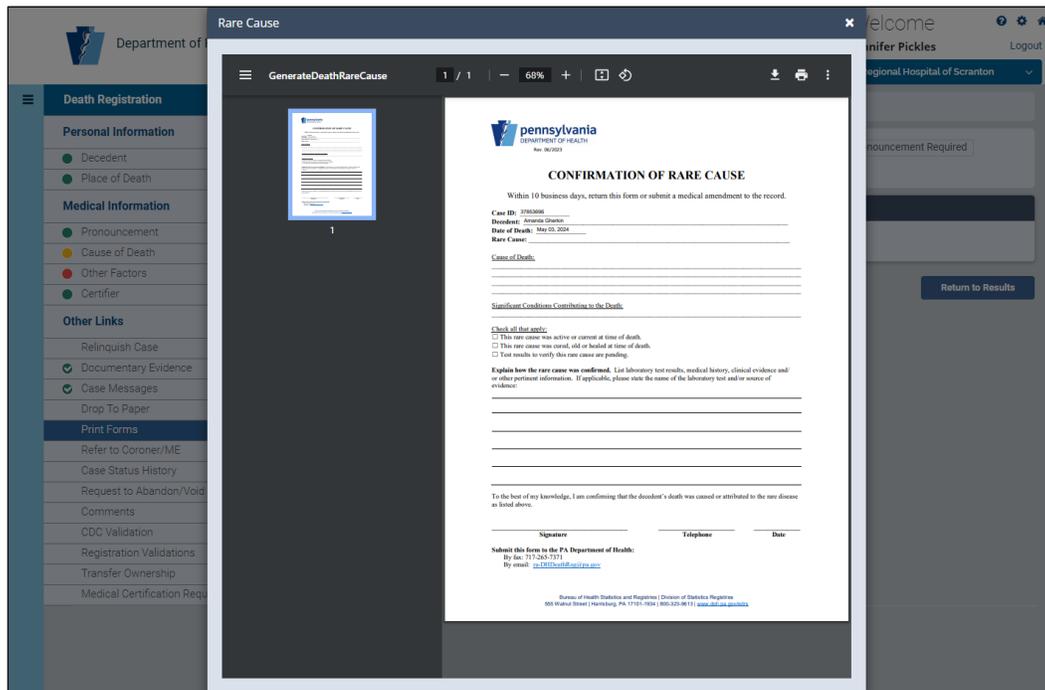


Figure 70 - Rare Cause of Death

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 Medical Facility interface. On the left is a sidebar with a 'Death Registration' section containing 'Personal Information' and 'Medical Information' sub-sections, and an 'Other Links' section. The 'Refer to Coroner/ME' link in the 'Other Links' section is highlighted with a red box and the number 1. The main content area shows case details: Case ID: 37853696, Decedent Name: Amanda Gherkin, Event Date: May-03-2024. Below this is a 'Case Status' section with buttons for 'Medical Valid', 'Personal Pending', 'Fact Of Death Valid', 'Certification Required', 'Unsigned', 'Unregistered', and 'DE-Miscellaneous'. The 'Refer To Coroner/ME' section contains a 'Coroner/ME Office*' dropdown menu with 'Lackawanna County Coroner' selected, a 'Look up Facility' button, a 'Select Reason*' dropdown menu with 'Cause of Death' selected, a 'Comment*' text area with the placeholder 'Enter reason for referral', and a 'Submit Request' button. Red boxes and numbers 2, 3, and 4 highlight the dropdown menus, the 'Look up Facility' button, and the 'Submit Request' button respectively.

Figure 71 - Refer a Case to ME/Coroner

NOTES

Canceling 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' form in the eVitals system. The form includes fields for 'Coroner/ME Office', 'Select Reason', and 'Comment'. Below the form is a 'Referral Status' table with the following data:

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 - Canceling a Referral to ME/Coroner

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

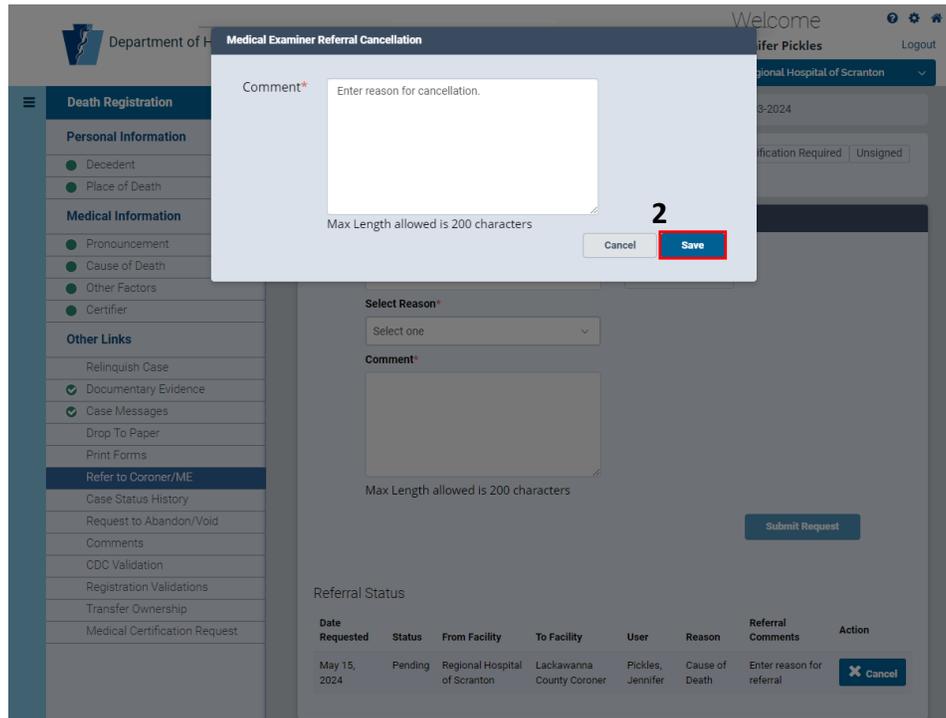


Figure 73 - Enter Reason for Cancellation

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

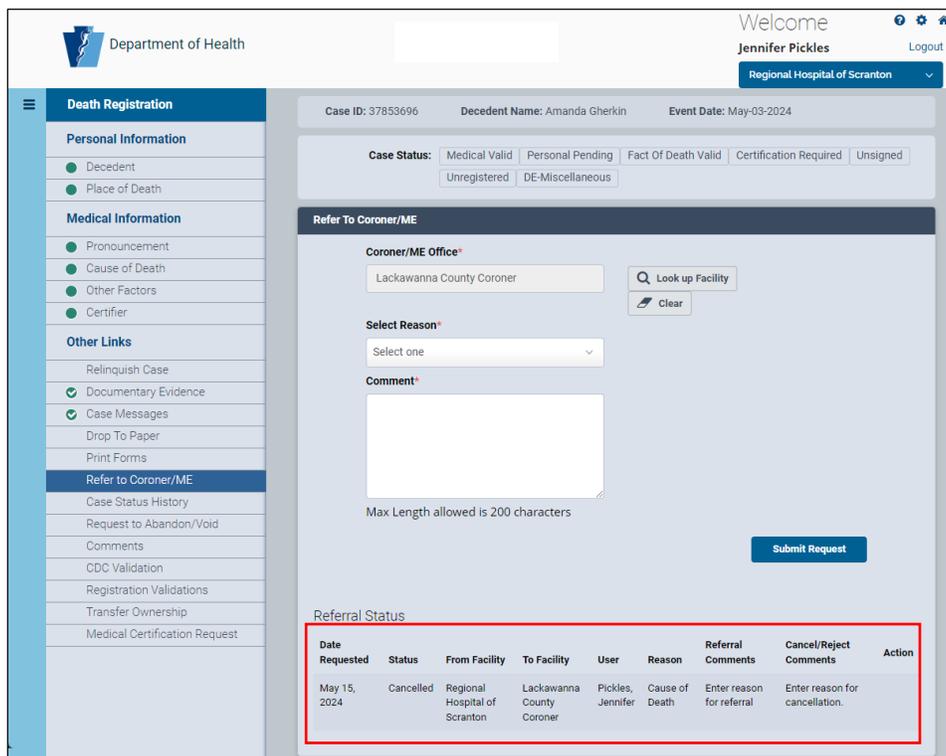


Figure 74 - Cancelled ME/Coroner Referral

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.

Department of Health

Welcome Jennifer Pickles Logout
Regional Hospital of Scranton

Case ID: 37853696 Decedent Name: Amanda Gherkin Event Date: May-03-2024

Case Status: Medical Valid Personal Pending Fact Of Death Valid Certification Required Unsigned Unregistered
DE-Miscellaneous

View Case History

Show 20 entries Filter:

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				

Showing 1 to 20 of 20 entries

Previous 1 Next

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 'Request to Abandon/Void' form in the eVitals Medical Facility. The left sidebar contains a menu with 'Request to Abandon/Void' highlighted under 'Other Links'. The main form area shows 'Request Type' with a dropdown menu open, displaying 'External Request to Abandon' as the selected option. A 'Save' button is visible at the bottom right of the form.

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 'Request to Abandon/Void' form with the 'Reason' field highlighted. The 'Request Type' dropdown is now closed and shows 'External Request to Abandon'. The 'Reason' field is empty and has a red border. A 'Save' button is highlighted with a red box at the bottom right. A large number '3' is placed to the left of the 'Reason' field.

Figure 77 - Reason for Requesting to Abandon Case

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

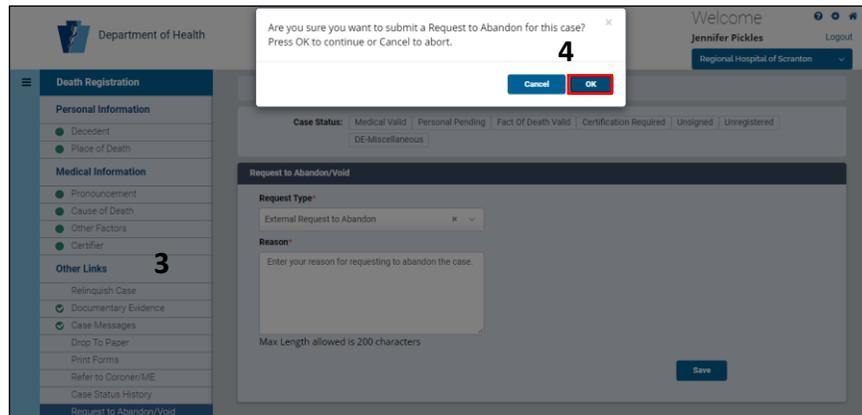


Figure 78 - Confirmation to Abandon a Case

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.

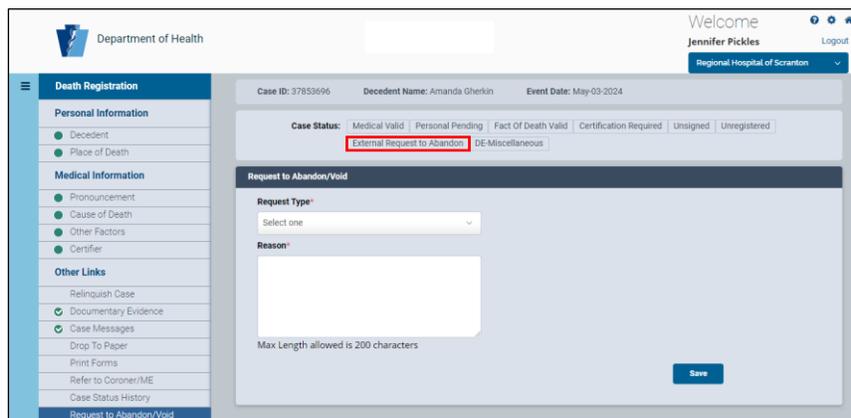


Figure 79 - External Request to Abandon Case Status



Figure 80 - Ext Req to Abandon Death Queue

Canceling 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.

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

The screenshot shows the 'Request to Abandon/Void' form in the eVitals Medical Facility. The form is titled 'Request to Abandon/Void' and contains the following fields:

- Request Type***: A dropdown menu with 'Cancel Void/Abandon Request' selected.
- Reason***: A text area with the prompt 'Enter your reason for cancelling your request to abandon the case.' and a note 'Max Length allowed is 200 characters'.
- Save**: A red button at the bottom right of the form.

The interface also shows a sidebar with 'Other Links' and a top navigation bar with 'Welcome Jennifer Pickles'.

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

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

The screenshot shows a confirmation dialog box in the eVitals Medical Facility. The dialog box is titled 'Are you sure you want to cancel the request to Void/Abandon this case?' and contains the following text:

Press OK to continue or Cancel to abort.

The dialog box has two buttons: 'Cancel' and 'OK'. The 'OK' button is highlighted with a red box. The background shows the 'Request to Abandon/Void' form with the 'Save' button highlighted.

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.

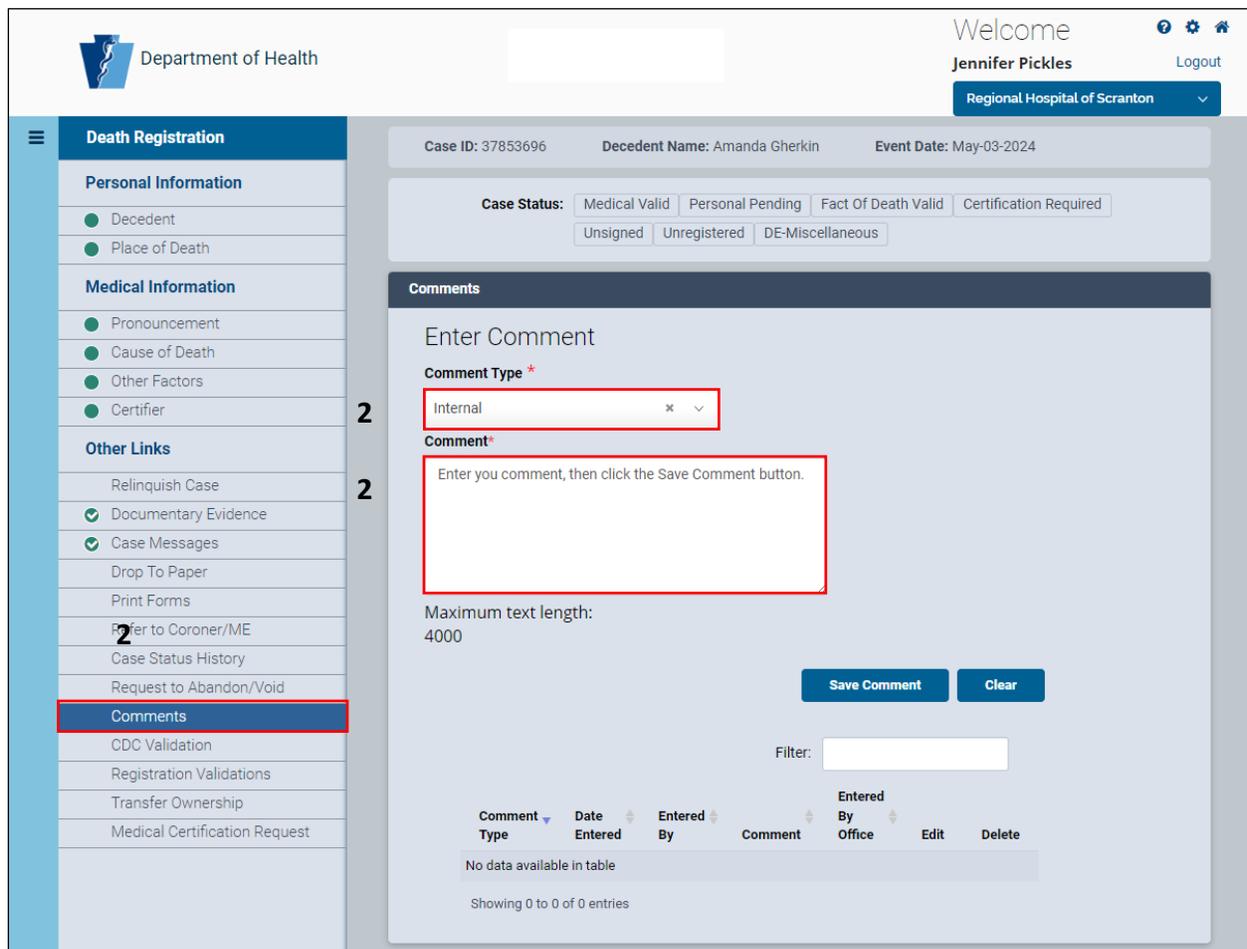


Figure 83 - Enter Comments page

3. 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 'eVitals Medical Facility' user interface. The top navigation bar includes the 'Department of Health' logo, a search bar, and a 'Welcome' message for 'Jennifer Pickles' with a 'Logout' button. The sidebar on the left lists various navigation options under 'Death Registration', including 'Personal Information', 'Medical Information', and 'Other Links'. The 'Comments' option is selected and highlighted.

The main content area displays the 'Comments' section for Case ID: 37853696, Decedent Name: Amanda Gherkin, and Event Date: May-03-2024. The 'Case Status' is 'Medical Valid'. The 'Comments' form includes a 'Comment Type' dropdown menu, a 'Comment' text area, and a 'Maximum text length: 4000' warning. The 'Save Comment' button is highlighted with a red box and a '3' icon. Below the form, a 'Comment saved' message is displayed in a light blue box, also highlighted with a red box.

Below the message, 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.

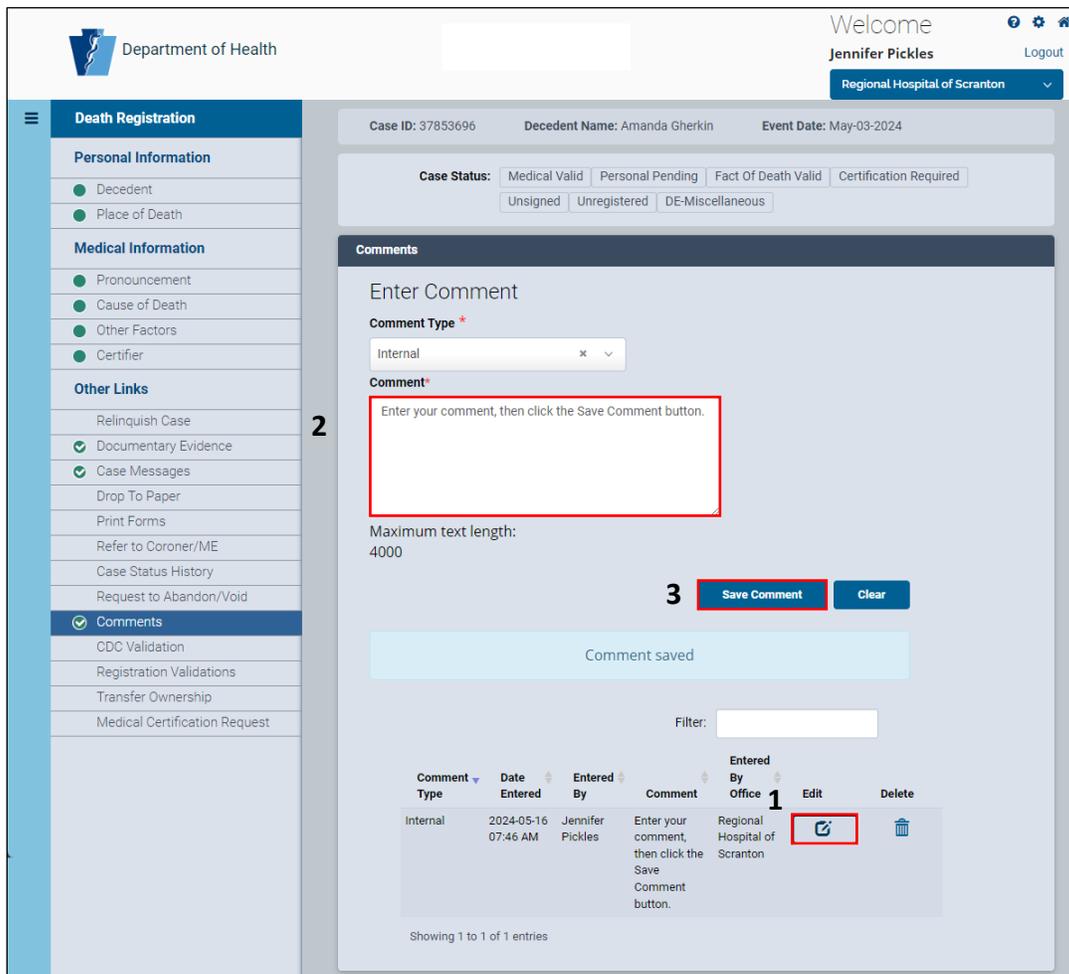
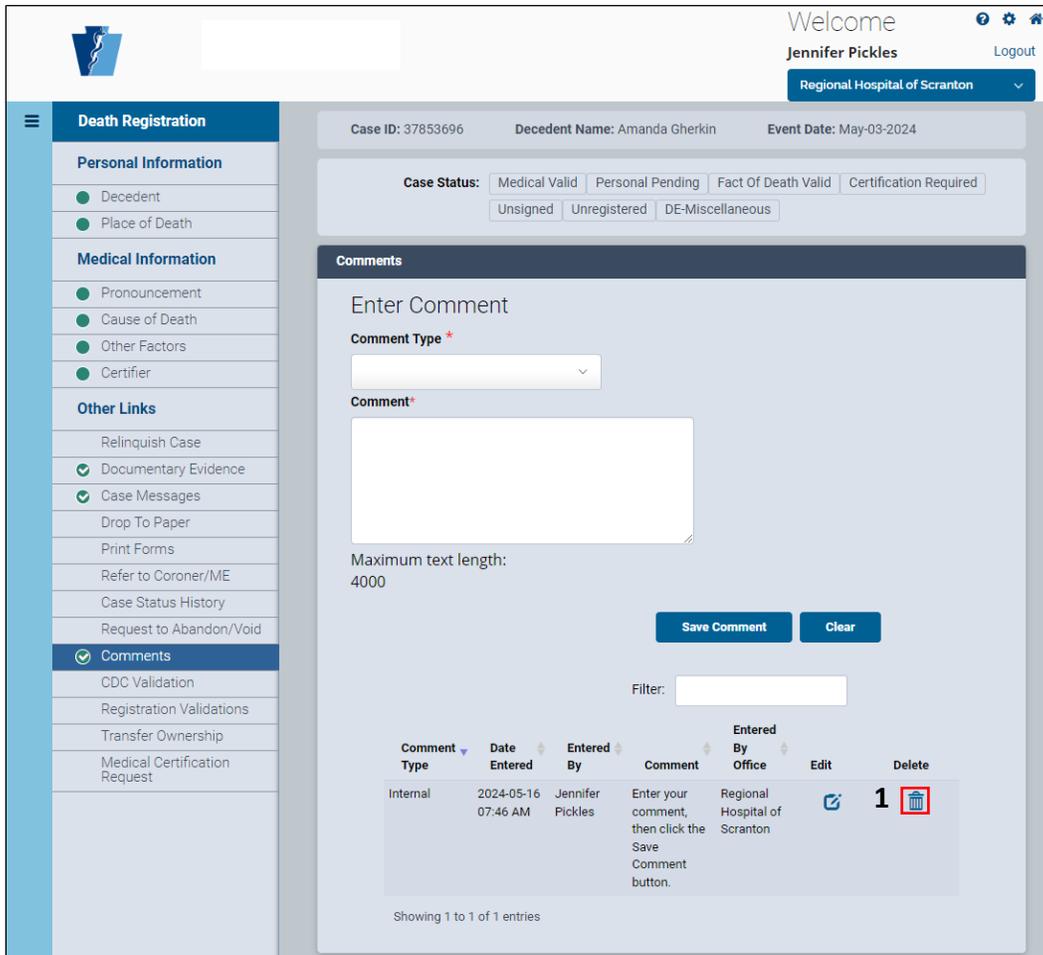


Figure 85 - Editing a Comment

Deleting a Comment

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



The screenshot displays the 'Comments' section of the eVitals Medical Facility interface. The top navigation bar shows the user's name 'Jennifer Pickles' and the location 'Regional Hospital of Scranton'. The main content area includes a sidebar with navigation options and a central panel for adding and managing comments. The 'Comments' section features a form to 'Enter Comment' with a 'Comment Type' dropdown and a text area. Below the form is a table of existing comments. A red box highlights the 'Delete' button (trash can icon) for the first 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		1 

Figure 86 - Deleting a Comment

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

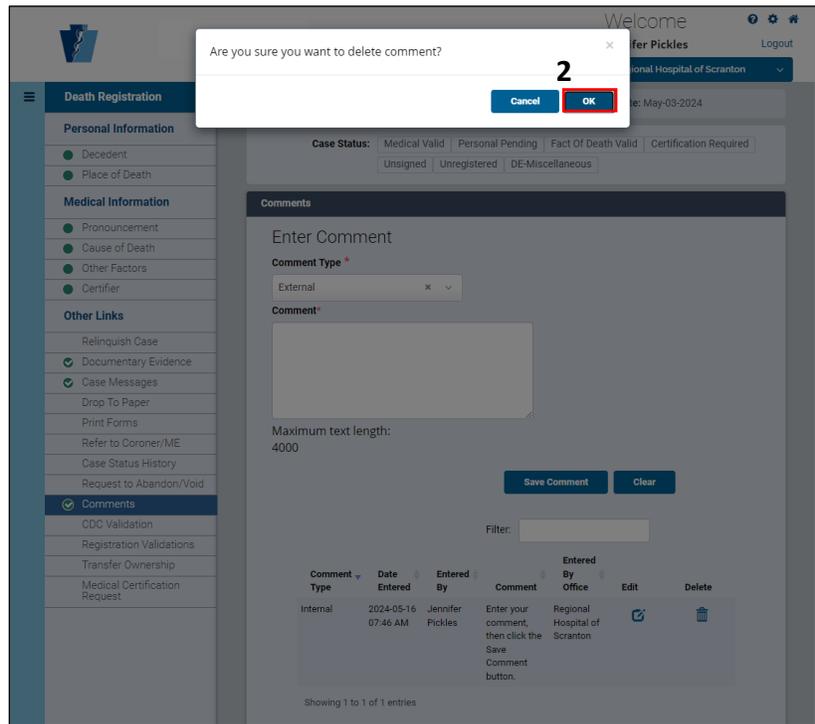


Figure 87 - Confirmation of Deleting a Comment

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

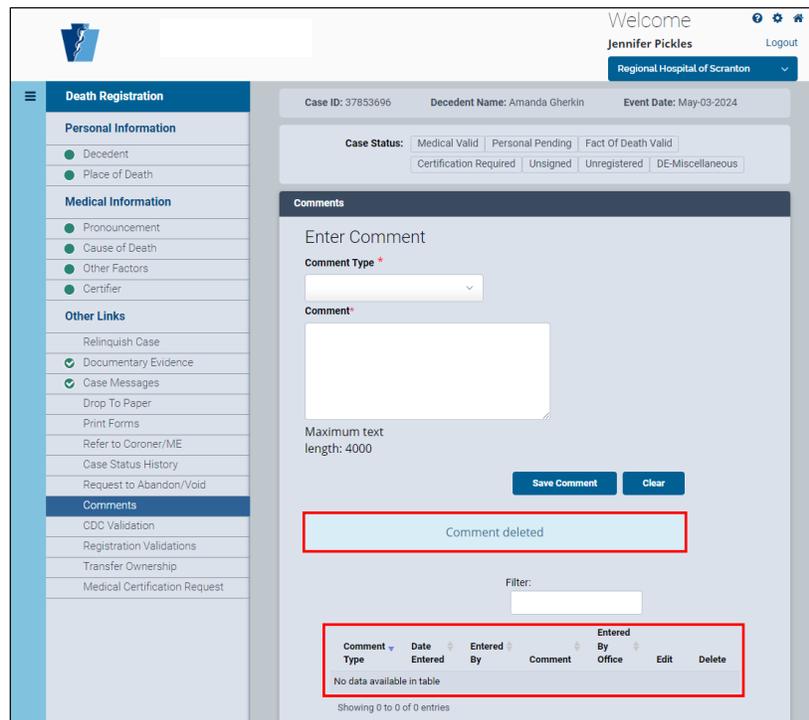


Figure 88 - Comment Deleted Message

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.

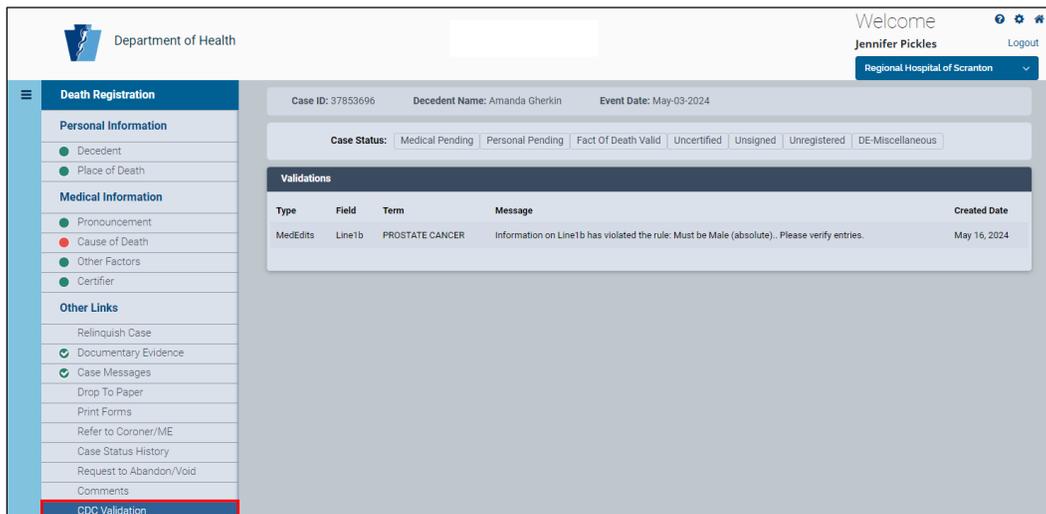


Figure 89 - CDC Validation

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

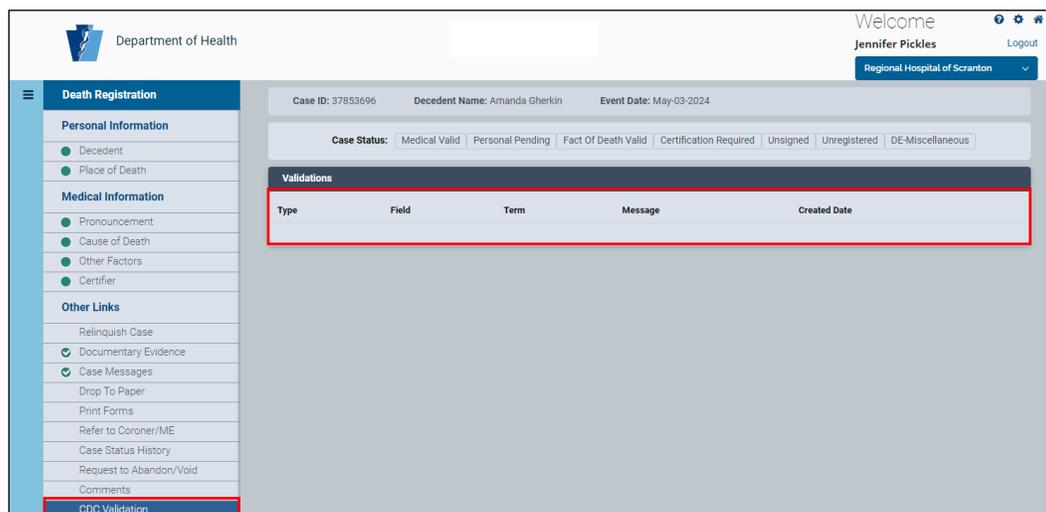


Figure 90 - Corrected Cause of Death Displays No Validations

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.

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 'Registration Validations' page within the eVitals system. The top navigation bar includes the Department of Health logo, a user profile for Jennifer Pickles, and a dropdown menu for 'Regional Hospital of Scranton'. The main content area displays case details: Case ID: 37853696, Decedent Name: Amanda Gherkin, and Event Date: May-03-2024. Below this, there are tabs for 'Case Status' (Medical Valid, Personal Pending, Fact Of Death Valid, Certification Required, Unsigned) and 'Unregistered' (DE-Miscellaneous). The 'Event Validations' section is highlighted, showing the message 'No validation errors found'. A 'Return to Results' button is located at the bottom right of the validation section. On the left, a sidebar menu lists various options under 'Death Registration', including 'Personal Information', 'Medical Information', and 'Other Links', with 'Registration Validations' selected at the bottom.

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 displays the 'Transfer Ownership' interface within the Department of Health's eVitals system. On the left, a sidebar menu under 'Other Links' has 'Transfer Ownership' highlighted with a red box and the number '1'. The main content area shows the 'Transfer Ownership' form. At the top, it displays 'Case ID: 37720191', 'Decedent Name: Amanda Gherkin', and 'Event Date: Feb-13-2024'. Below this, there are tabs for 'Case Status' including 'Medical Pending', 'Personal Pending', 'Fact Of Death Valid', 'Uncertified', 'Pronounced', 'Unsigned', and 'Unregistered'. The 'Transfer Ownership' section features a dropdown menu currently set to 'Medical Ownership'. Below the dropdown is a 'Facility Name*' input field with a search icon and a 'Look up Facility' button highlighted in a red box with the number '2'. A 'Clear' button is also present. A 'Comments*' text area is located below the facility name field, with a note 'Max Length allowed is 200 characters'. At the bottom right of the form is a 'Save' button. A 'Return to Results' button is located at the bottom right of the page.

Figure 93 - Transfer Ownership page

- 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.
- Click the Select link to add the facility to the case.

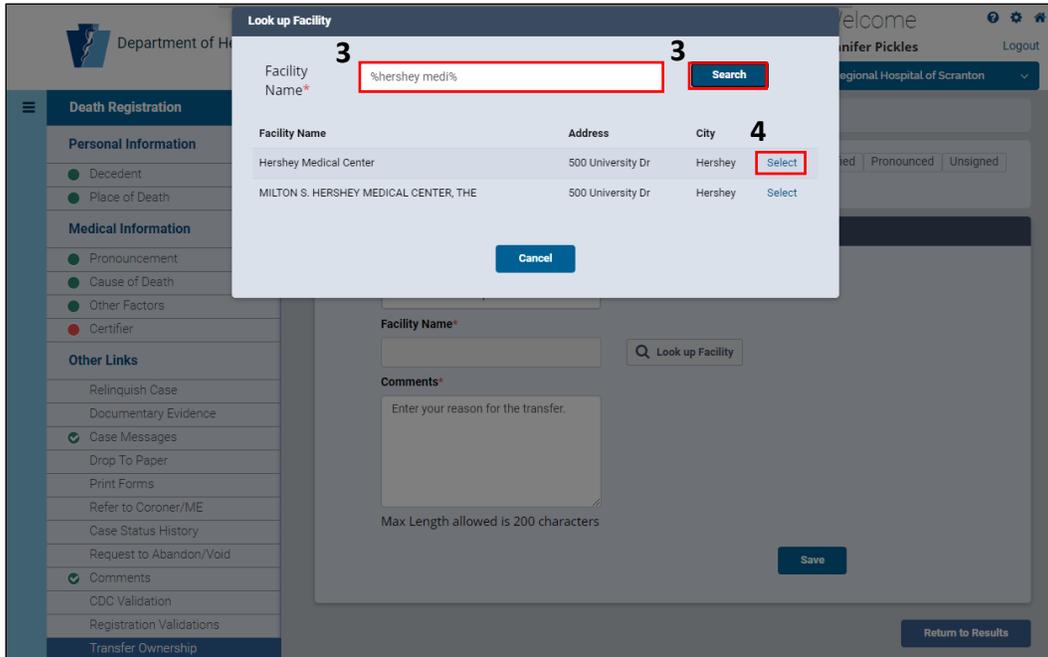


Figure 94 - Look up Facility Window

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

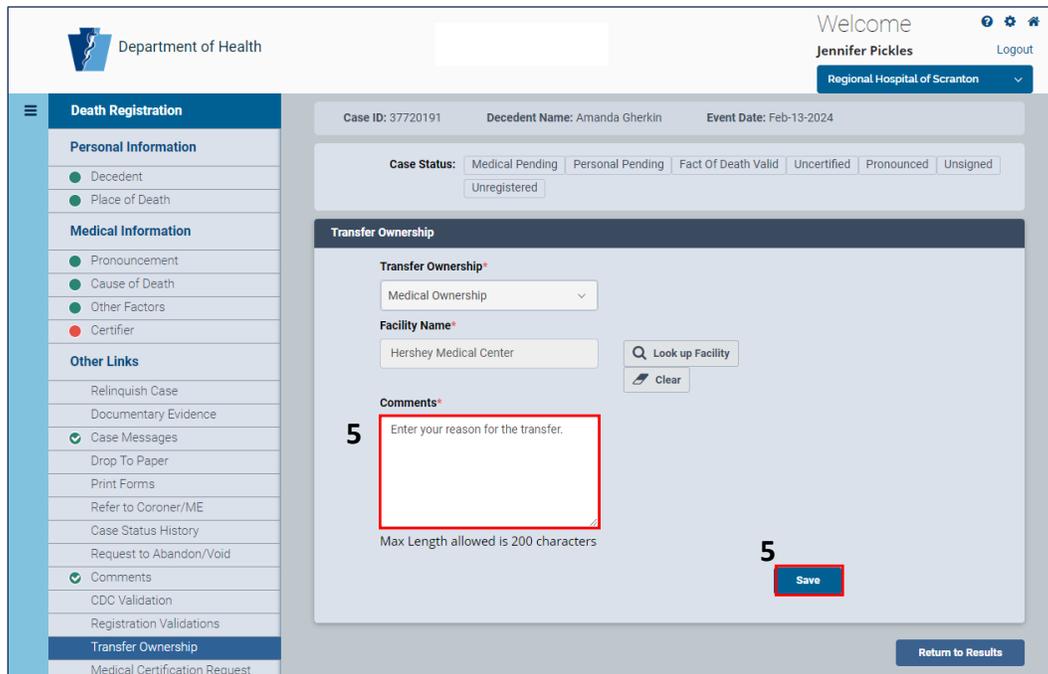


Figure 95 - Enter Reason for Transfer

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

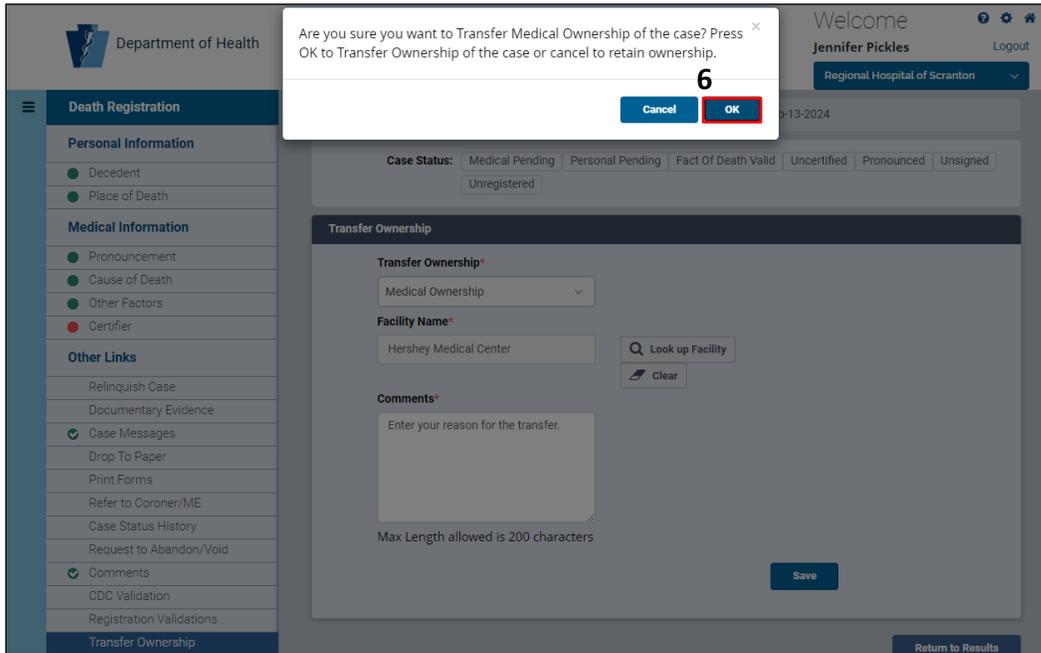


Figure 96 - Confirm Transfer of Medical Ownership

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

Canceling Transfer Ownership

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

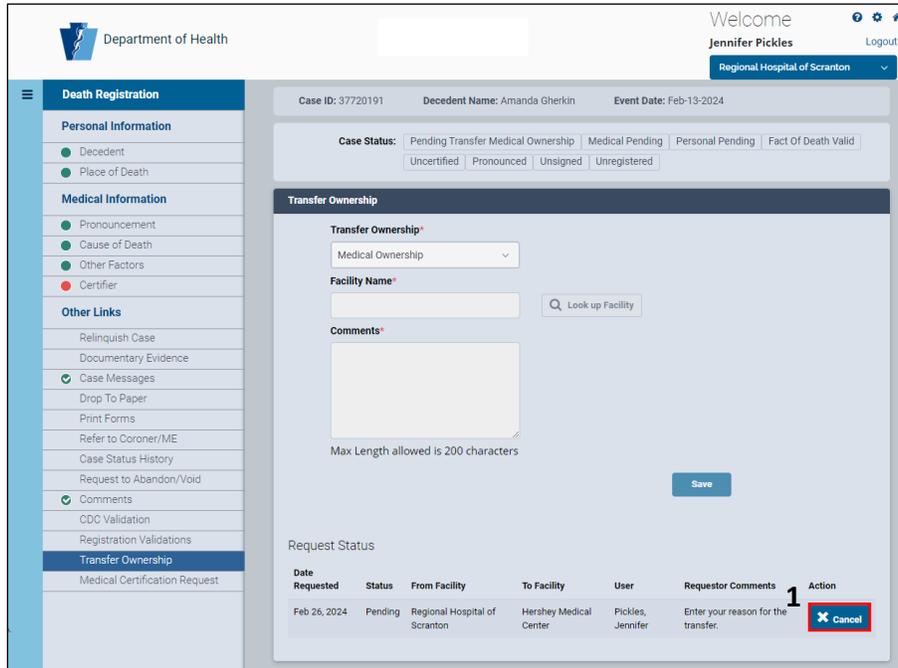


Figure 97 - Cancel Transfer Ownership

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

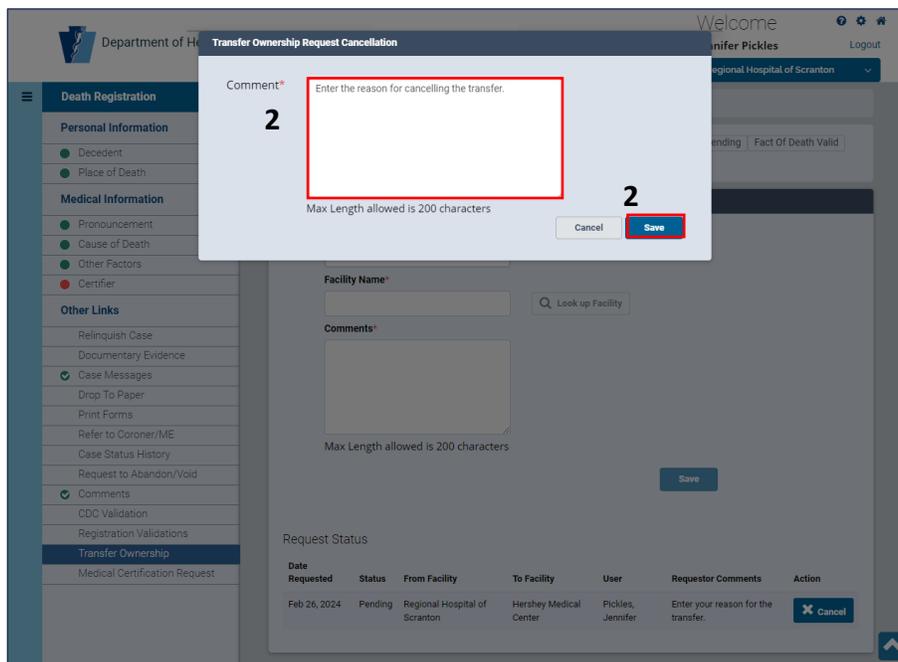


Figure 98 - Enter Reason for Cancellation

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

The screenshot displays the eVitals Medical Facility interface. The top navigation bar includes the Department of Health logo, a search bar, and user information for Jennifer Pickles at the Regional Hospital of Scranton. The main content area is divided into a left sidebar and a main panel. The sidebar contains sections for 'Death Registration', 'Personal Information', 'Medical Information', and 'Other Links'. The main panel shows the 'Transfer Ownership' form for Case ID 37720191, Decedent Name Amanda Gherkin, and Event Date Feb-13-2024. The 'Case Status' is 'Medical Pending'. The form includes fields for 'Transfer Ownership' (set to Medical Ownership), 'Facility Name', and 'Comments'. Below the form is a 'Request Status' table with a red border around the first row, which is highlighted in red.

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

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 displays the eVitals Medical Facility interface. At the top, it shows the Department of Health logo and the user's name, Jennifer Pickles, with a 'Logout' button. The main content area is titled 'Medical Certification Request' and includes a 'Case ID: 37853696', 'Decedent Name: Amanda Gherkin', and 'Event Date: May-03-2024'. Below this, there are buttons for 'Case Status' (Medical Valid, Personal Pending, Fact Of Death Valid, Certification Required, Unsigned) and 'Unregistered', 'DE-Miscellaneous'. The 'Medical Certification Request' section contains a 'Facility Name' input field with a '1' next to it and a 'Look up Facility' button highlighted with a red box. Below this are 'Certifier' and 'Look up Certifier' buttons. The 'First Name' and 'Middle Name' fields are empty. The 'Last Name' field is empty, and the 'Suffix' dropdown menu is set to 'Select one'. The 'Job Title' dropdown menu is also set to 'Select one'. A 'Save' button is located at the bottom right. On the left sidebar, the 'Medical Certification Request' link under 'Other Links' is highlighted with a red box and a '1' next to it.

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.

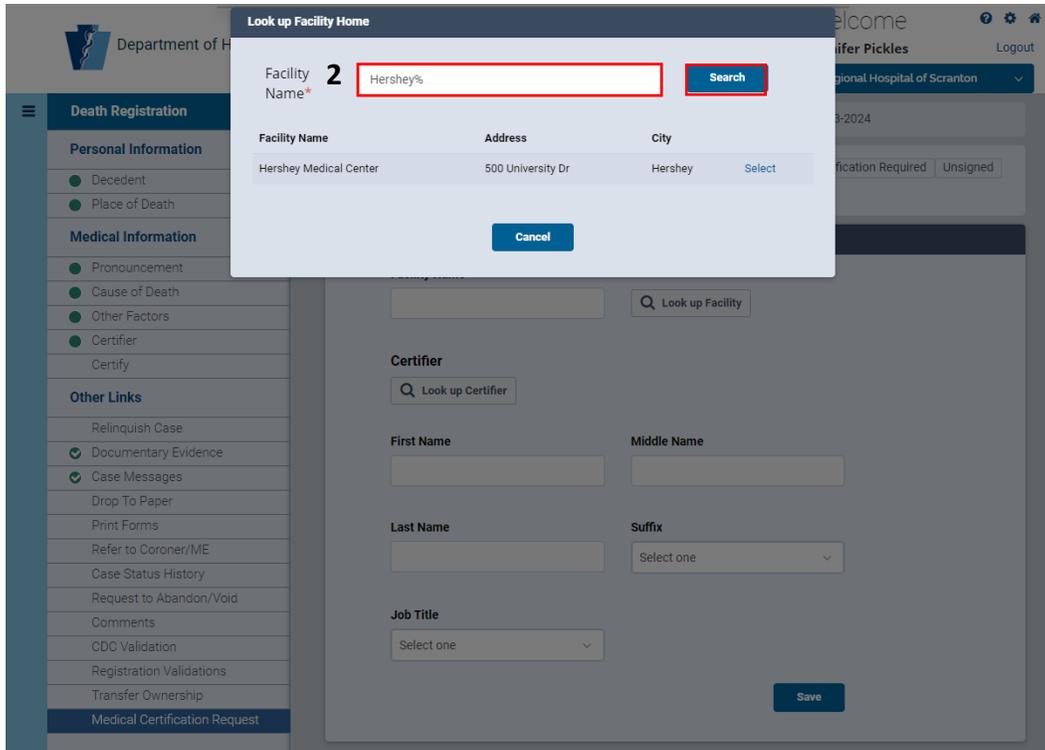


Figure 102 - Look up Facility Name Search

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

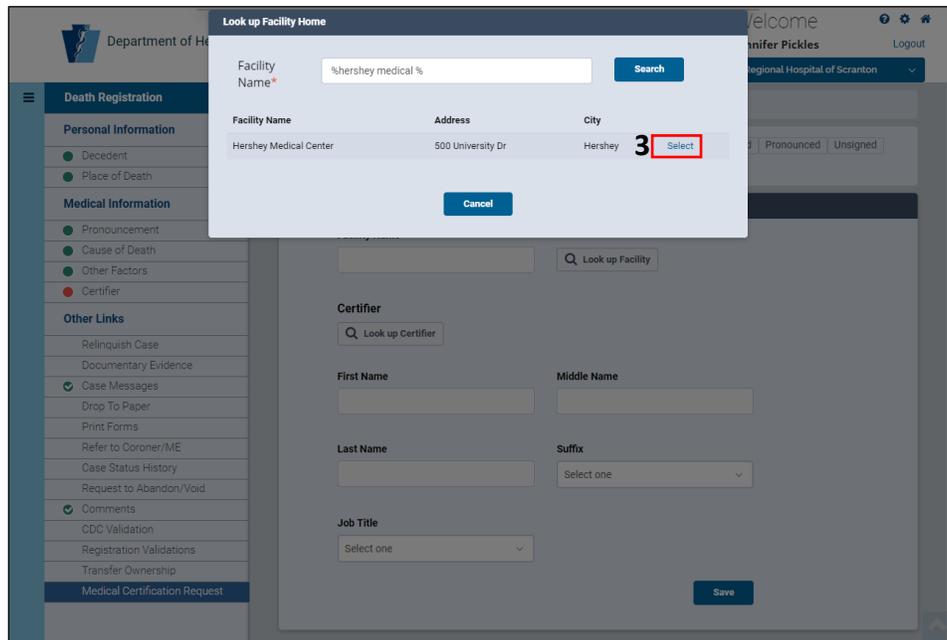


Figure 103 - Look up Facility, Select Name

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 displays the eVitals Medical Facility interface for a Medical Certification Request. The top navigation bar includes the Department of Health logo, the user's name (Jennifer Pickles), and the facility name (Regional Hospital of Scranton). The main content area shows the case details (Case ID: 37853696, Decedent Name: Amanda Gherkin, Event Date: May-03-2024) and the Medical Certification Request form. The form includes a Facility Name field (Hershey Medical Center) with a 'Look up Facility' button and a 'Clear' button. Below this is the Certifier section, which features a 'Look up Certifier' button highlighted with a red box. The Certifier section also includes fields for First Name, Middle Name, Last Name, Suffix (a dropdown menu), and Job Title (a dropdown menu). 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.

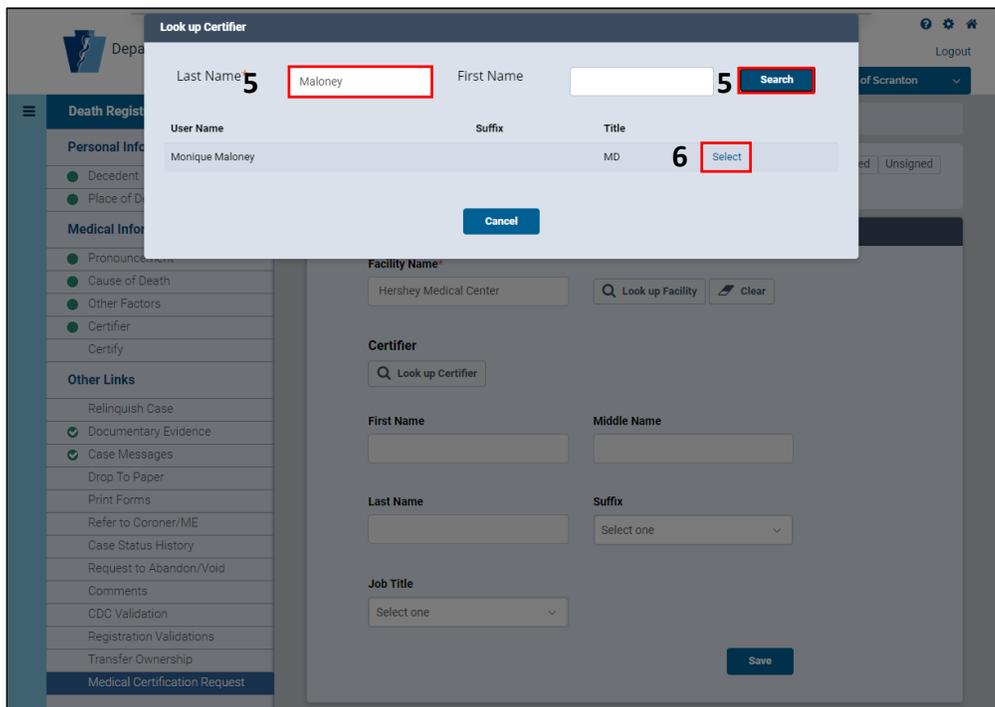


Figure 105 - Certifier Name Search

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

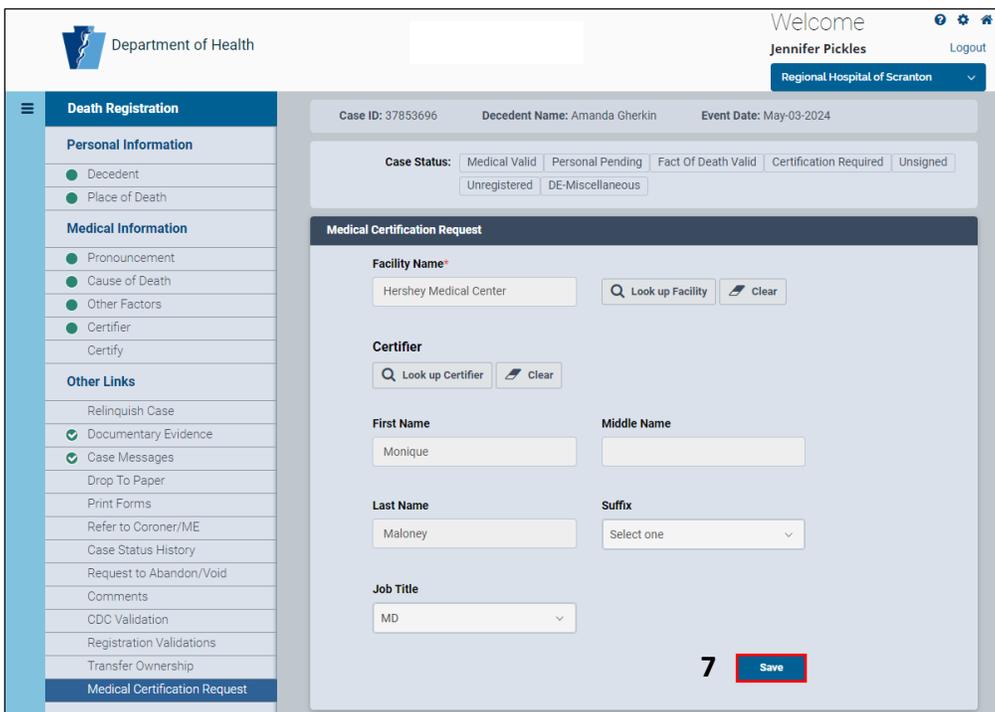


Figure 106 - Save Certifier Name

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

The screenshot shows the 'Medical Certification Request' form in the eVitals system. The 'Case Status' is 'Medical Certification Requested'. The form includes fields for Facility Name, Certifier, First Name, Middle Name, Last Name, Suffix, and Job Title. Below the form is a 'Request Status' table with the following data:

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		Cancel

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' in the eVitals system. The 'Death' queue is expanded, showing a list of items. The item 'Medical Certification Request Death - Sent' is highlighted in red, indicating it is in the queue. The queue list includes the following items:

Item	Count	Age
Abandon/Void Request Rejected-Death	0	
Certification Required Death	1	6 days 23 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

Canceling the Medical Certification Request

1. 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.

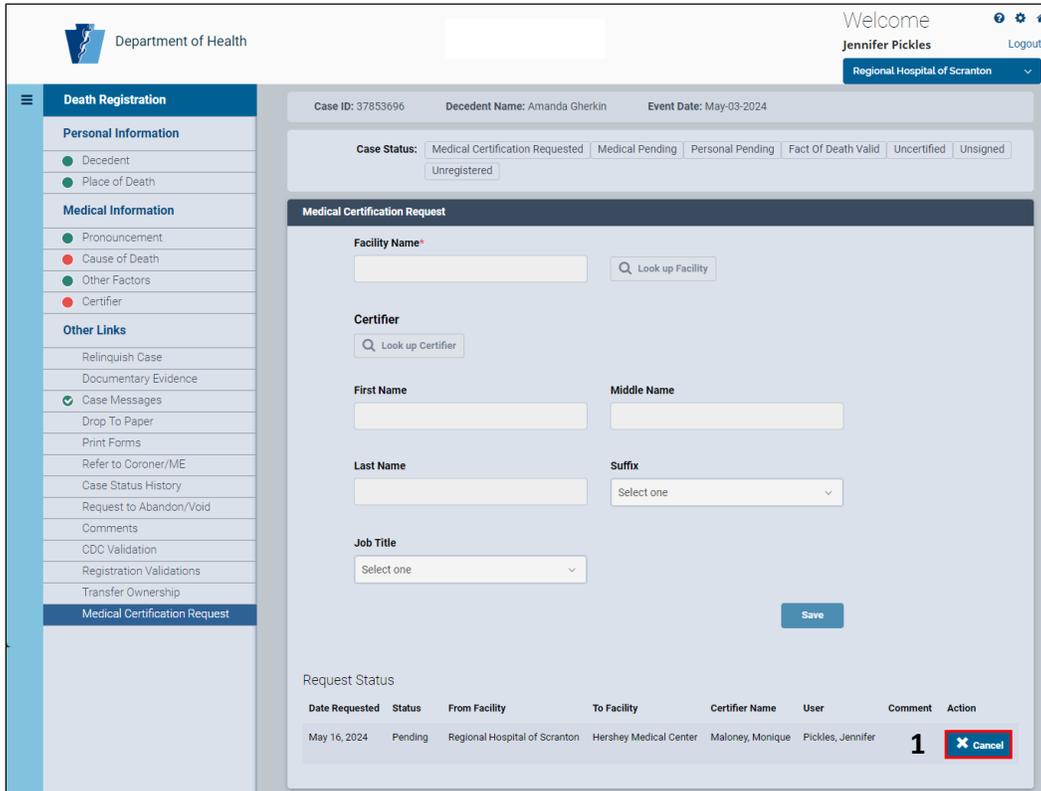


Figure 109 - Canceling a Medical Certification Request

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

The screenshot shows a web application interface. A modal window titled "Medical Certification Request Cancellation" is open, featuring a "Comment*" text area with a red border and a "Save" button. The background form includes fields for "Last Name", "Suffix", and "Job Title", and a "Request Status" table. The table has columns for Date Requested, Status, From Facility, To Facility, Certifier Name, User, and Action. The data row shows a request from "Regional Hospital of Scranton" to "Hershey Medical Center" by "Popal, Fazil" and "Pickles, Jennifer".

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.

The screenshot displays the 'Medical Certification Request' form in the eVitals system. The form includes fields for Facility Name, Certifier, First Name, Middle Name, Last Name, Suffix, and Job Title. A 'Save' button is located at the bottom right of the form. Below the form is a 'Request Status' table with the following data:

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	

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 displays the 'Pronounce' page in the eVitals system. The interface includes a top navigation bar with the Department of Health logo and user information for Jennifer Pickles at the Regional Hospital of Scranton. A left sidebar lists various menu items under 'Death Registration' and 'Other Links'. The main content area shows case details for Case ID 37720191, Decedent Name Amanda Gherkin, and Event Date Feb-13-2024. The 'Pronouncement' section contains several form fields: 'Date and Time of Death' with 'Date of Death Modifier' (Actual Date of Death), 'Date of Death' (Feb-13-2024), 'Time of Death Modifier' (Actual Time of Death), 'Time of Death' (00:45), and 'Time Format' (Military). Below this is the 'Pronouncer' section with fields for 'Date Pronounced Dead' (Feb-13-2024), 'Pronouncer Name' (License Number MD123654, First Name Karen, Middle, Last Name Marshall), 'Suffix' (Select one), and 'Title' (MD). The 'Pronouncer Date Signed' field is set to Feb-15-2024. A 'Return to Results' button is located at the top right of the main content area.

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.

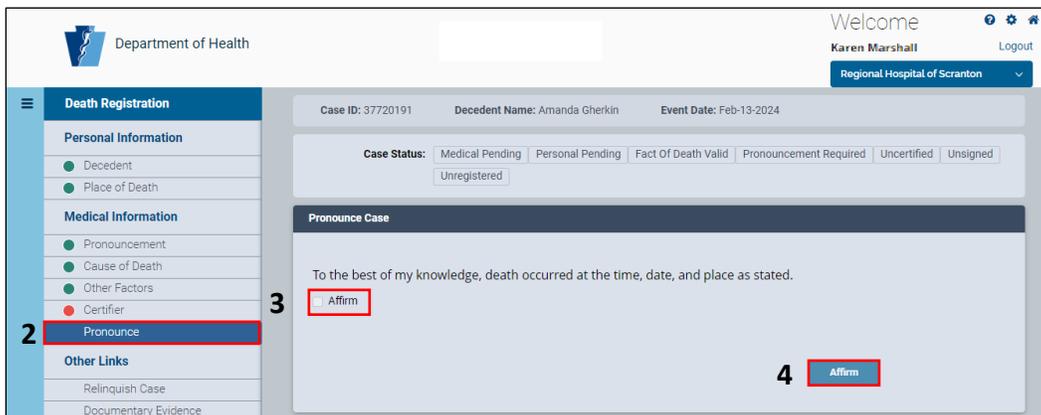


Figure 113 - Assigned Pronouncer Affirming the Case

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.

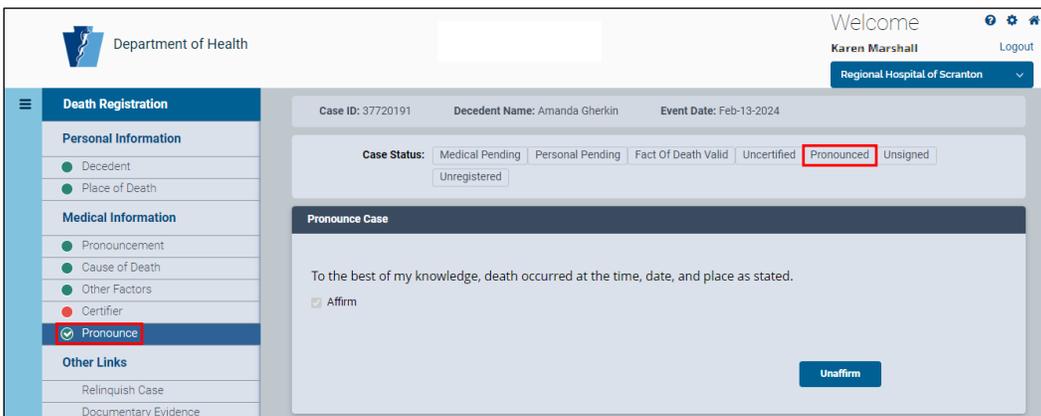


Figure 114 - Pronounced Case Status and Tab

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.

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.

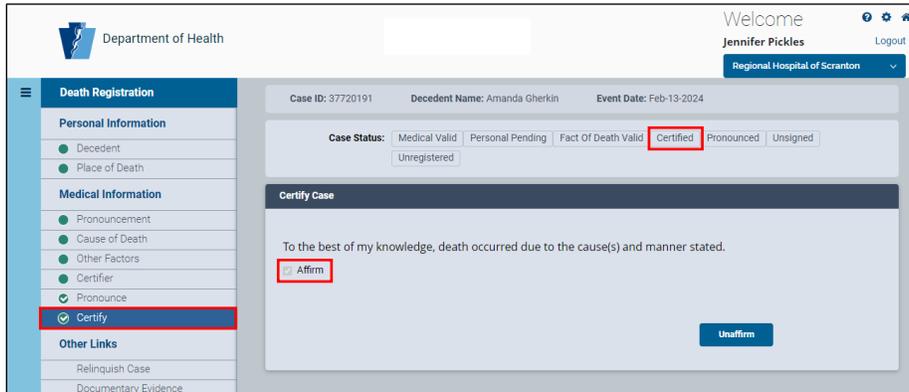


Figure 116 - Disabled Affirm Checkbox

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.

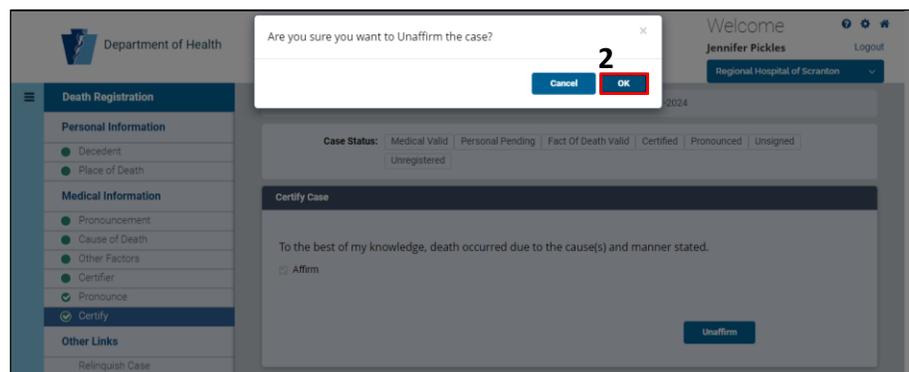


Figure 118 - Confirm Unaffirm Case

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.



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.

eVitals Medical Facility User Training Guide

To Ordering Amended Death Certificates

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

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 'Start New Death Case' form in the eVitals system. The form has the following fields:

- First Name: Danyelle
- Middle Name: (empty)
- Last Name: Pickles
- Suffix: Select one
- Date of Death: Mar-29-2024
- Sex: Female
- Gender Designation (if different than Sex): Select one

Buttons at the bottom of the form are 'Clear', 'Search', and 'Create New Case'.

The 'Search Result' section displays a yellow warning box:

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.

Below the warning box is a table with the following data:

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

Additional UI elements include a 'Filter' input, 'Showing 1 to 1 of 1 entries', and 'Total Number of Records: 1'.

Figure 122 - Potential Duplicate Match Message Case Creation

NOTES

Resolving a Potential Duplicate Case Match at Case Creation

1. 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.

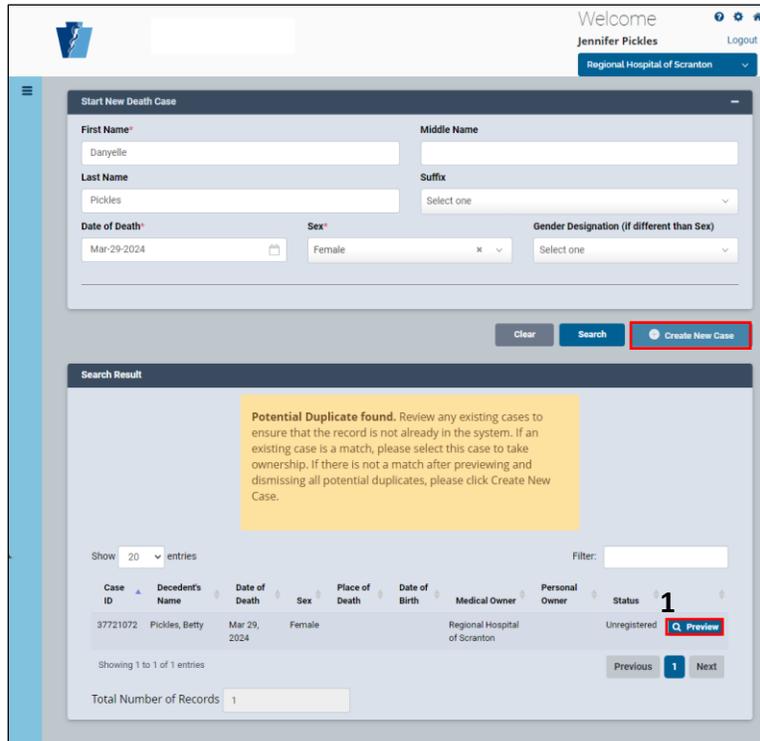


Figure 123 - Potential Duplicate Case Results

2. 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.

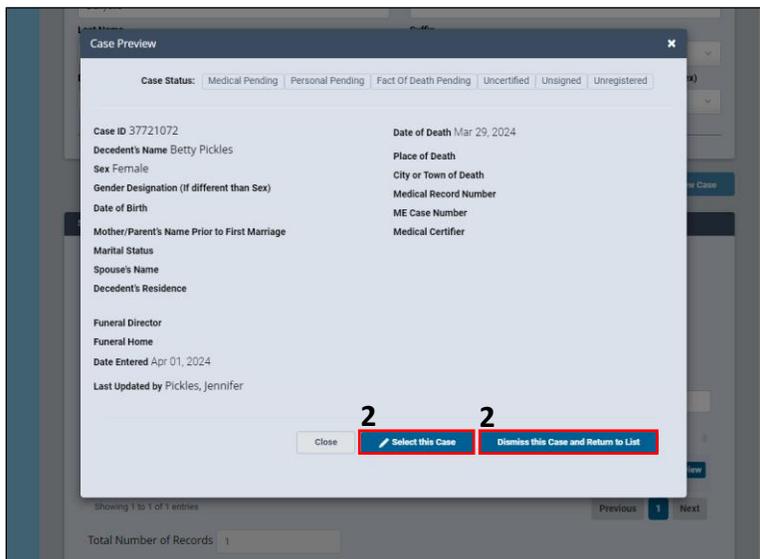


Figure 124 - Potential Duplicate Case Preview

- 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.

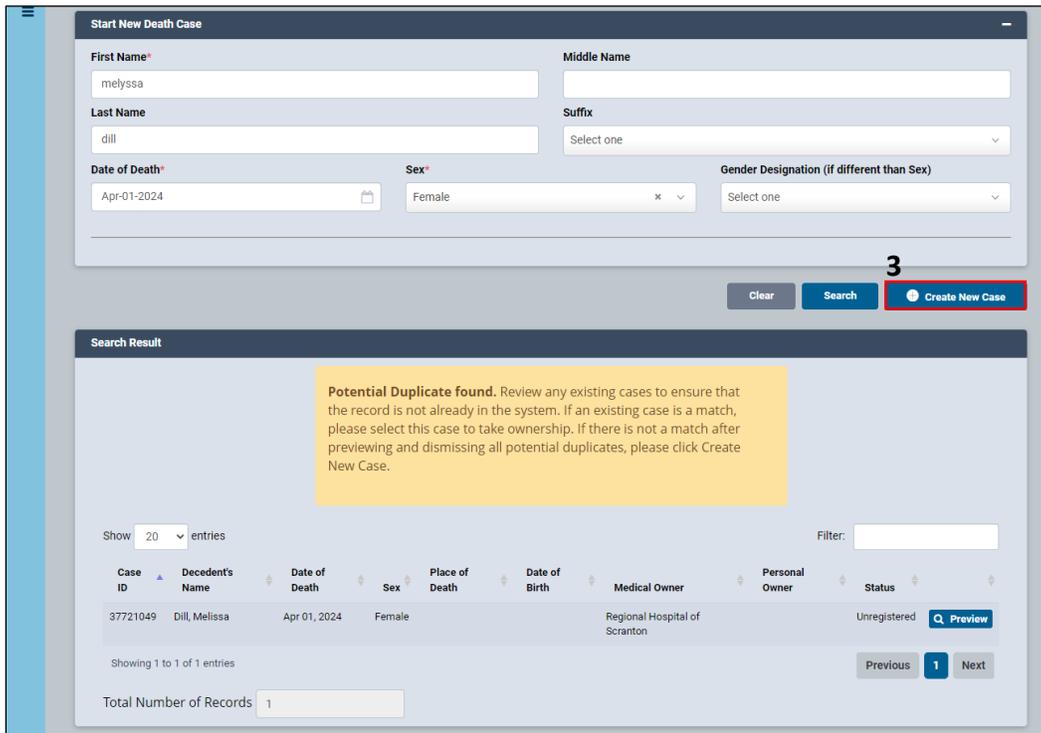


Figure 125 - Potential Duplicate Create New Case button

- 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.

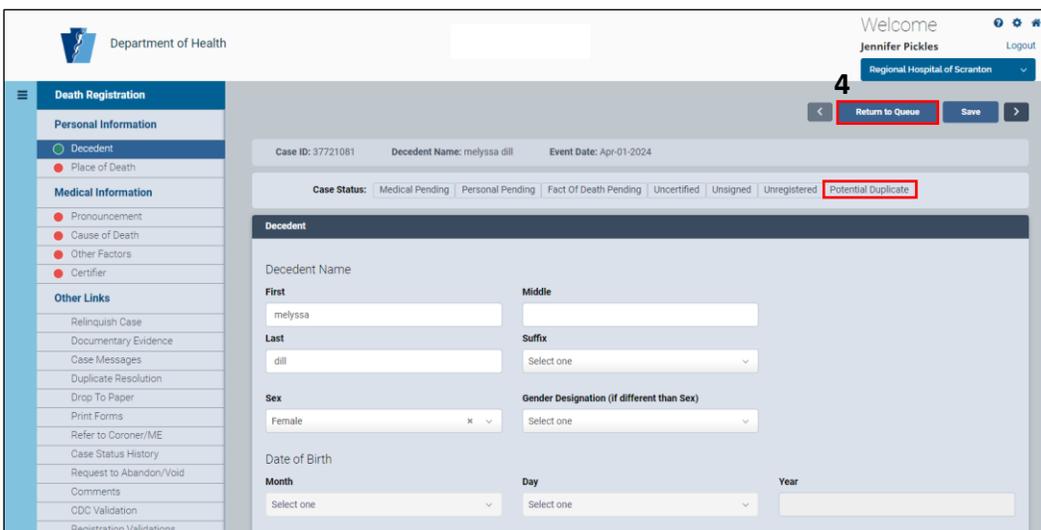


Figure 126 - Potential Duplicate Case Status

- Select your case from the queue.

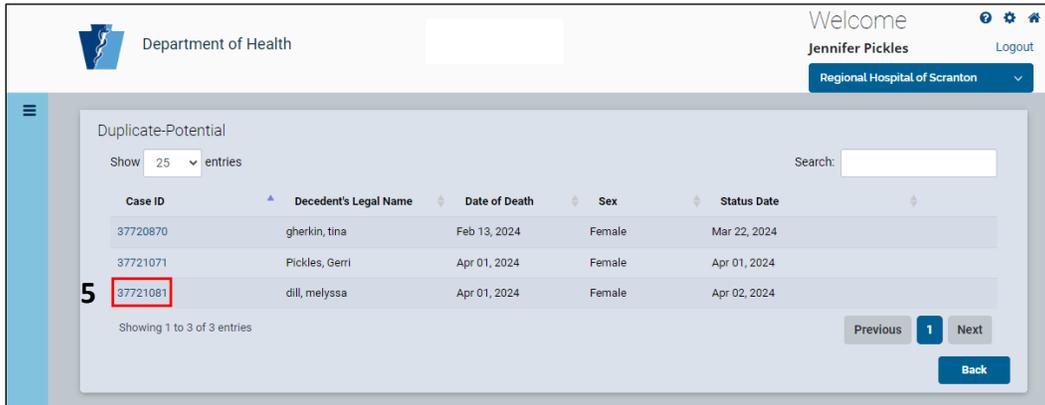


Figure 127 - Duplicate-Potential Queue

- 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.

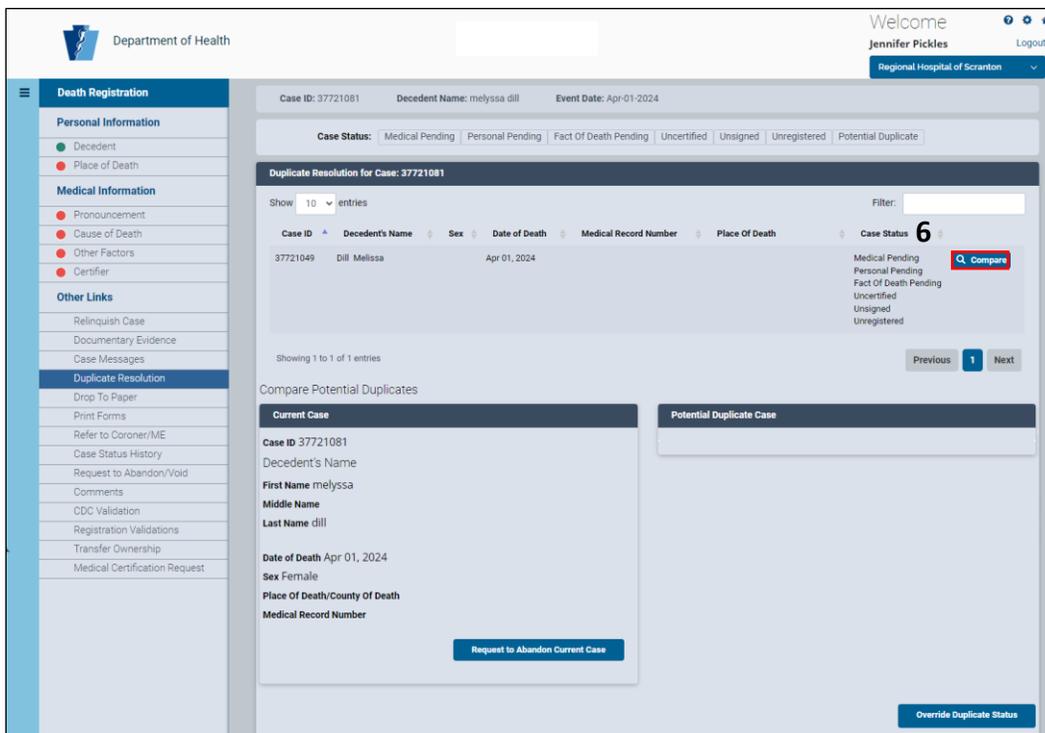


Figure 128 - Duplicate Resolution page

- 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.

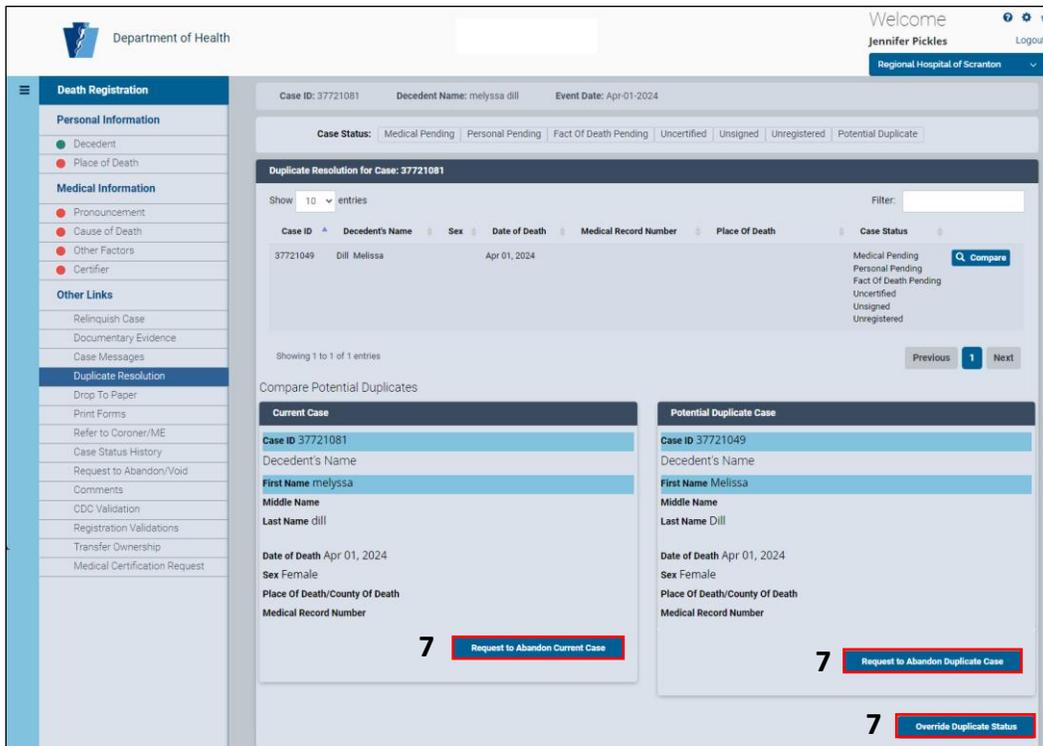


Figure 129 - Compare Potential Duplicates

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.

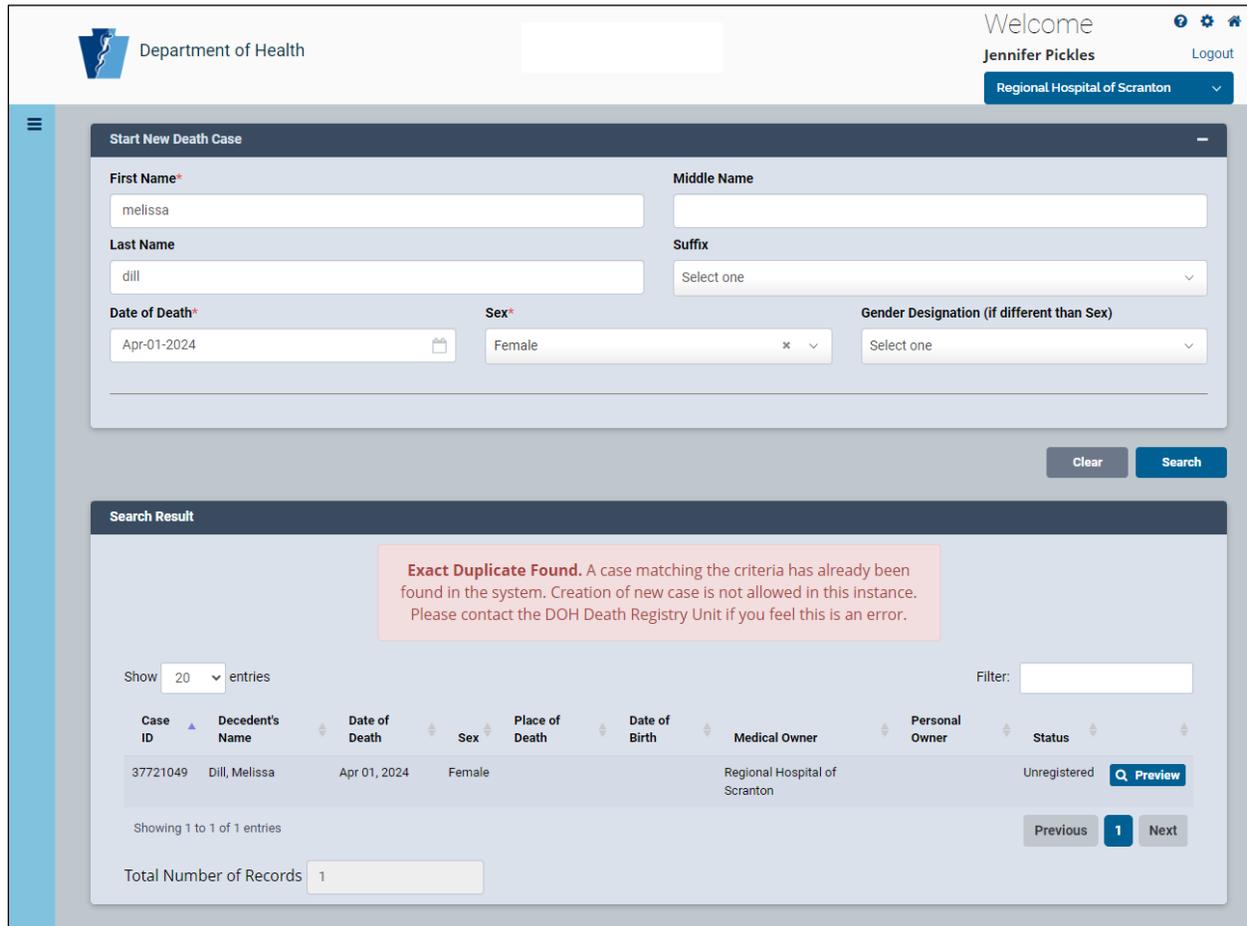


Figure 130 - Exact Duplicate Message

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 displays the eVitals Medical Facility interface. On the left is a navigation menu with sections: Death Registration, Personal Information, Decedent, Place of Death, Medical Information, and Other Links. The main content area shows a case for Tonya Gherkin, dated Feb-13-2024. The 'Case Status' section includes buttons for Medical Pending, Personal Pending, Fact Of Death Pending, Uncertified, Unsigned, Unregistered, and Potential Duplicate (highlighted with a red box). Below this is a 'Decedent' form with fields for First, Middle, Last, Suffix, Sex, and Gender Designation.

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.



Figure 132 - Duplicate - Potential Queue

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

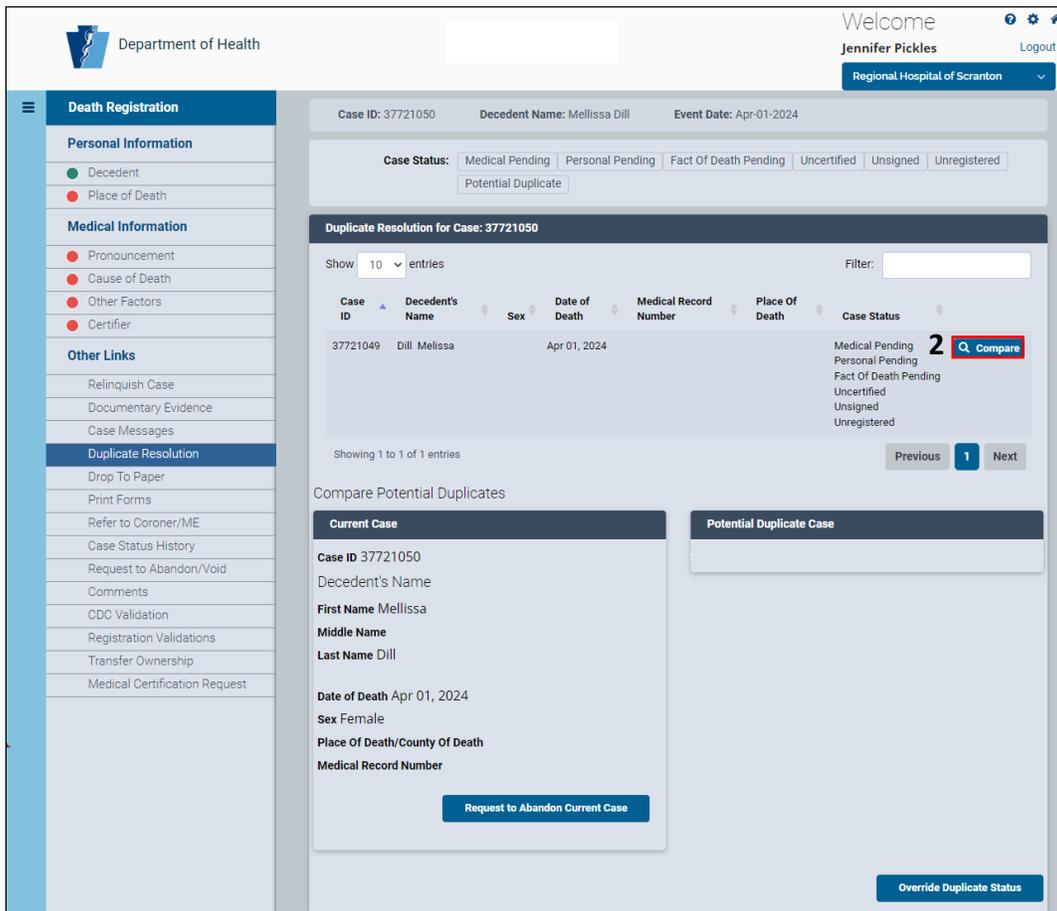


Figure 133 - Potential Duplicate Compare Cases

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.

The screenshot displays the 'Duplicate Resolution for Case: 37721050' interface. At the top, it shows 'Case ID: 37721050', 'Decedent Name: Mellissa Dill', and 'Event Date: Apr-01-2024'. Below this, there are filters for 'Case Status' including 'Medical Pending', 'Personal Pending', 'Fact Of Death Pending', 'Uncertified', 'Unsigned', and 'Unregistered', with 'Potential Duplicate' selected. A table lists one entry for Case ID 37721049, Decedent's Name Dill, Melissa, Sex, Date of Death Apr 01, 2024, and Case Status 3 with a 'Select' button. Below the table, there are 'Previous' and 'Next' navigation buttons. The main section is titled 'Compare Potential Duplicates' and is split into two columns: 'Current Case' and 'Potential Duplicate Case'. Both columns show identical information: Case ID 37721050 (Current) vs 37721049 (Potential), Decedent's Name, First Name Mellissa, Middle Name, Last Name Dill, Date of Death Apr 01, 2024, Sex Female, and Place Of Death/County Of Death. At the bottom of each column, there is a '3a' label and a button: 'Request to Abandon Current Case' for the current case and 'Request to Abandon Duplicate Case' for the potential duplicate. At the bottom right of the comparison section, there is a '3b' label and a button: 'Override Duplicate Status'.

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

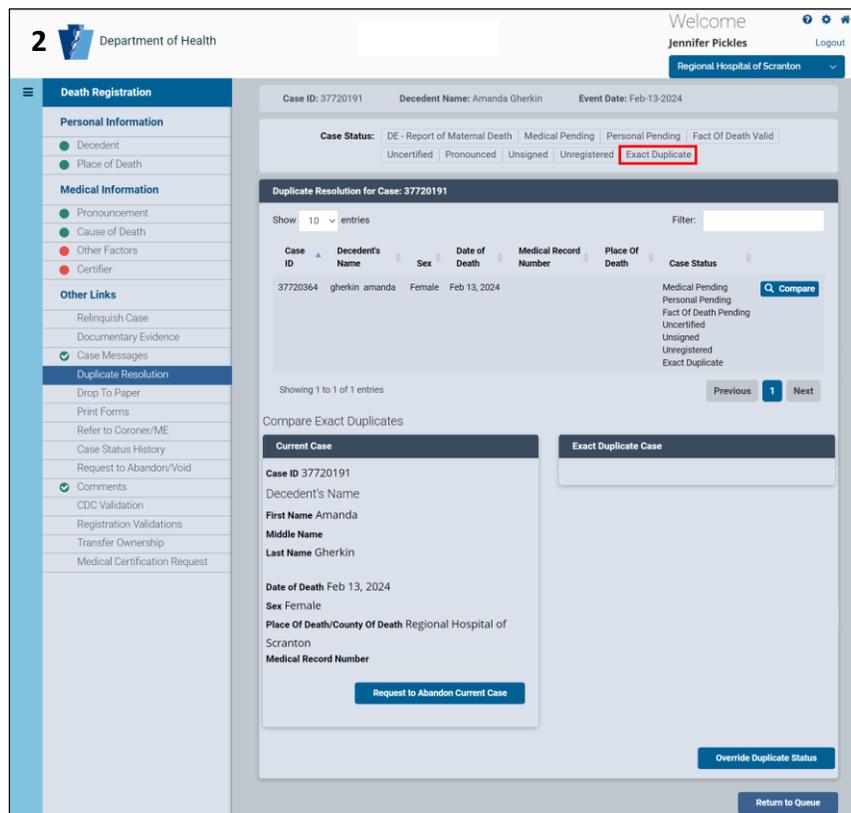


Figure 136 - Case Status: Exact Duplicate

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 displays the eVitals Medical Facility interface. At the top right, it says "Welcome Jennifer Pickles" with a "Logout" link and "Regional Hospital of Scranton" selected. The left sidebar is titled "Death Registration" and includes 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 case details: Case ID: 37720132, Decedent Name: Marty Crenshaw, and Event Date: 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 box). Below this is the "Decedent" section with fields for "Decedent Name" (First: Marty, Middle: [empty], Last: Crenshaw, Suffix: Select one), "Sex" (Male), "Gender Designation (if different than Sex)" (Select one), "Date of Birth" (Month: Select one, Day: Select one, Year: [empty]), and "Age at Last Birthday (Years)" ([empty]). At the bottom, a message states "No validation error found on this page" with a "Show All" button.

Figure 137 - Centralized Duplicate Casa 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.

Figure 138 - Generating a Report

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.

Department of Health
Welcome Jennifer Pickles
Regional Hospital of Scranton

Report Name: Facility Summary Report
Beginning Date: 1/1/2024
Ending Date: 2/28/2024
Facility: Regional Hospital of Scranton
Event Type: Death

DEATH SUMMARY REPORT
REGIONAL HOSPITAL OF SCRANTON

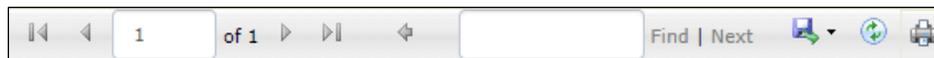
Report Parameters: Event Begin Date: Jan-01-2024
Event End Date: Feb-28-2024

2/28/2024 7:41:46 AM, 9 cases

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			
		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 Obale	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	PERSEPH ONE	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.