

eVitals Funeral Home Users Training Guide

Pennsylvania Department of Health

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Version History

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

1. Introduction

Welcome to eVitals, the Pennsylvania Department of Health's new vital records management system for death reporting. This system will support 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 funeral homes with a comprehensive training guide for reporting a death in eVitals.

Audience

This document is intended for the following users at licensed funeral homes.

- Funeral Home Directors
- Funeral Home Data Entry Users

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

Resources

- eVitals production link when available

Benefits of eVitals

As a Funeral Home user, you will have the ability to:

- Update the Place of Death field
- Run canned reports
- Access queues to help manage your workload
- Drop to Paper automatically when the case is signed, and a medical worksheet is attached to help expedite case registration
- View issues with the case in the Case Messages tab

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.

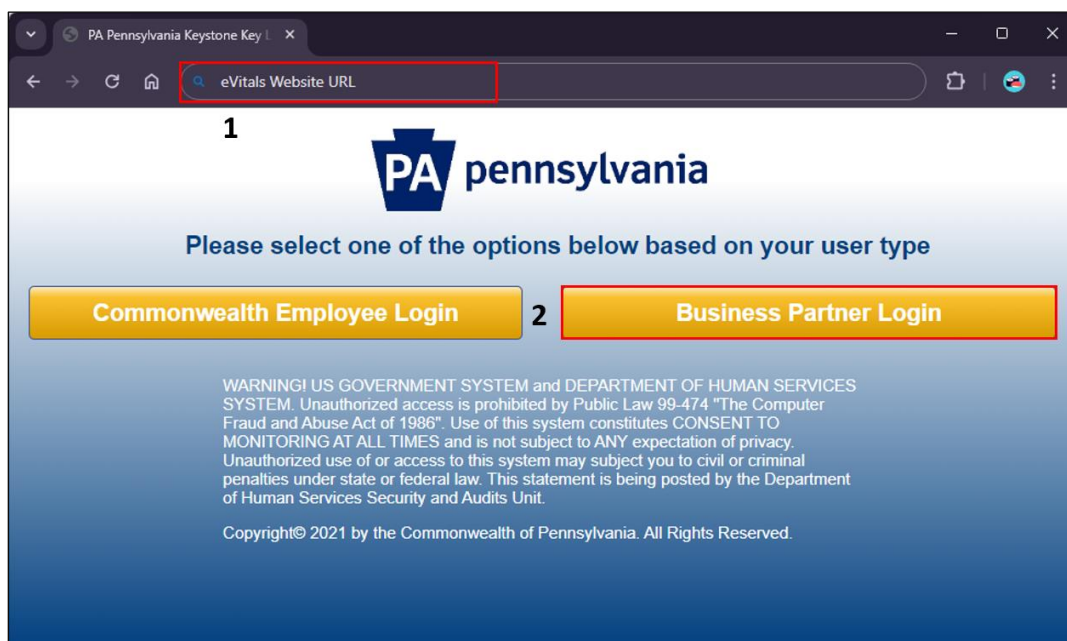
You can access the eVitals document library [here](#).

Logging into eVitals

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

NOTE: eVitals will work 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.



3. Enter your **Username** and **Password**, then click the **Login** button.

PA pennsylvania

3 **Keystone Key**

Username: c-jepickles

Password:

LOGIN

Self-service for Business Partner

- [Forgot User ID](#)
- [Forgot Password](#)
- [Register for eVitals](#)
- [Edit Profile](#)

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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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?](#)

4

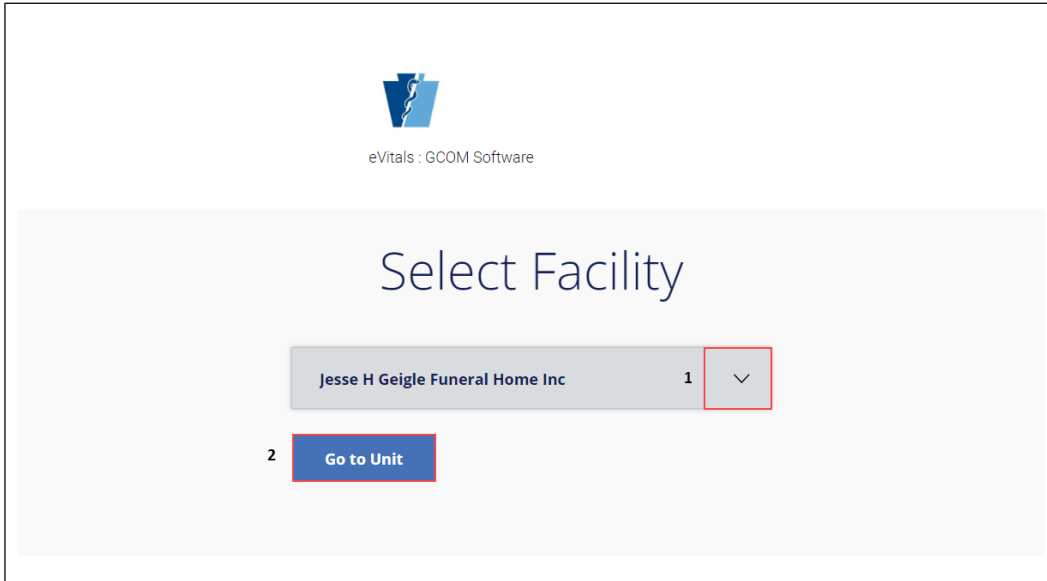
SUBMIT


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 **Go to Unit** button.




eVitals : GCOM Software

Select Facility

Jesse H Geigle Funeral Home Inc 1 

2 **Go to Unit**

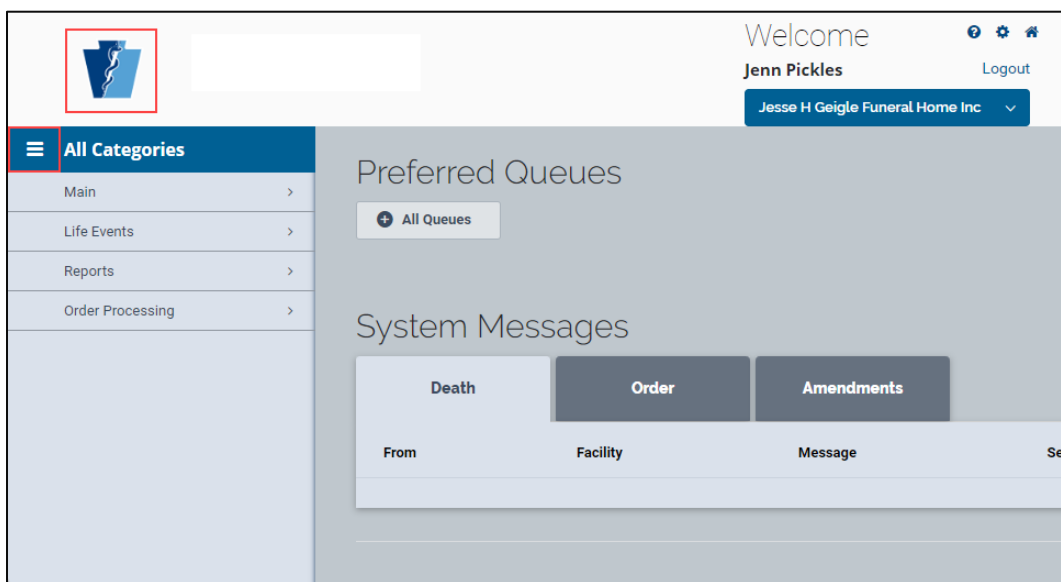
Navigating the Dashboard

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.

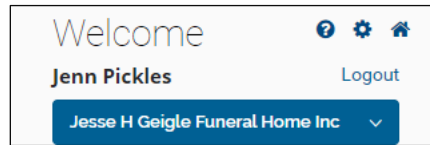
Click the **Navigation Menu** button  in the Navigation Panel to expand the categories.

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.
- **Order Processing** – Search for orders requested.



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.



There are three icons above the Logout link:



The **Help** icon displays student manuals, job aids/quick reference guides for eVitals.



The **Gear** icon displays your profile information. You can view your personal information, your facilities and roles information, and login history.



The **Home** button 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 role, you can view a list of all queues a case can sit in via your dashboard.

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**.

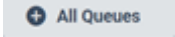
The Queue List displays a repository for cases depending on their case status. Next to each queue name is the count of how many cases are sitting in that queue and then on the far right displays the age of the oldest case in the queue.

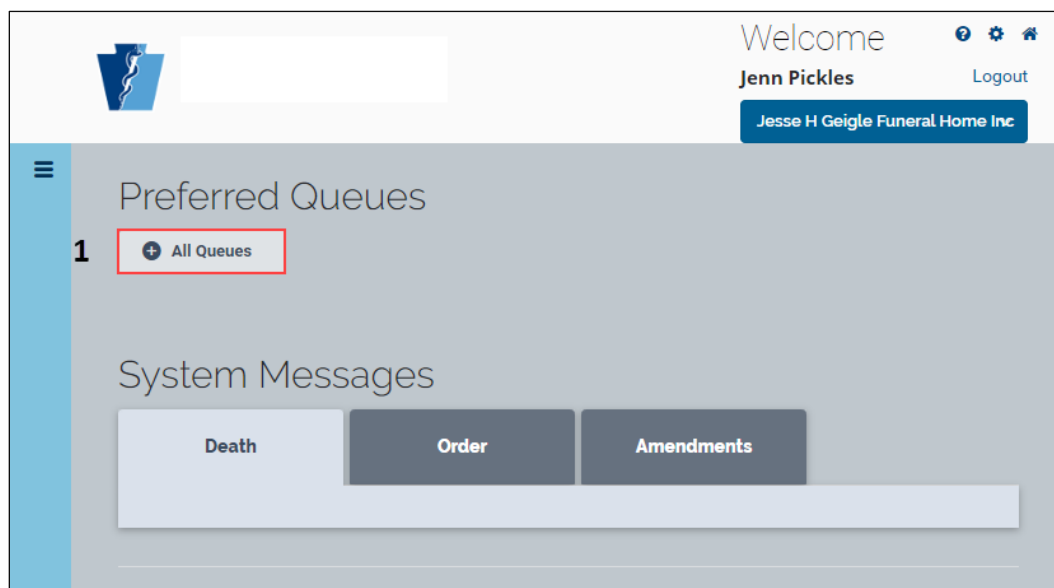
Certification Required Death	1	15 days 2 hours old
Death New Event	7	61 days 17 hours old
Duplicate- Exact	1	5 days 4 hours old

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 four business days.)

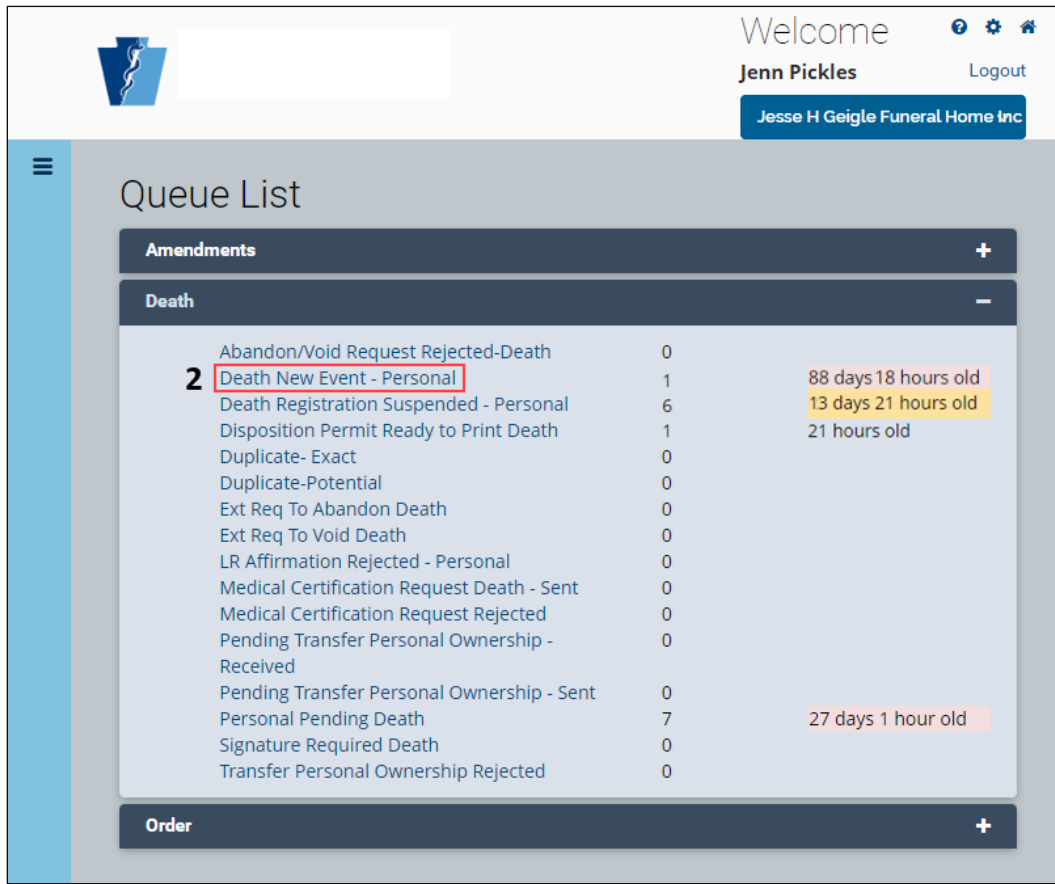
- **Red** – The oldest case is 25 days or older.
- **Yellow** – The oldest case is between 10 – 24 days old.
- **No color** – The oldest case is less than 10 days old.

Viewing the Queue List

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



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



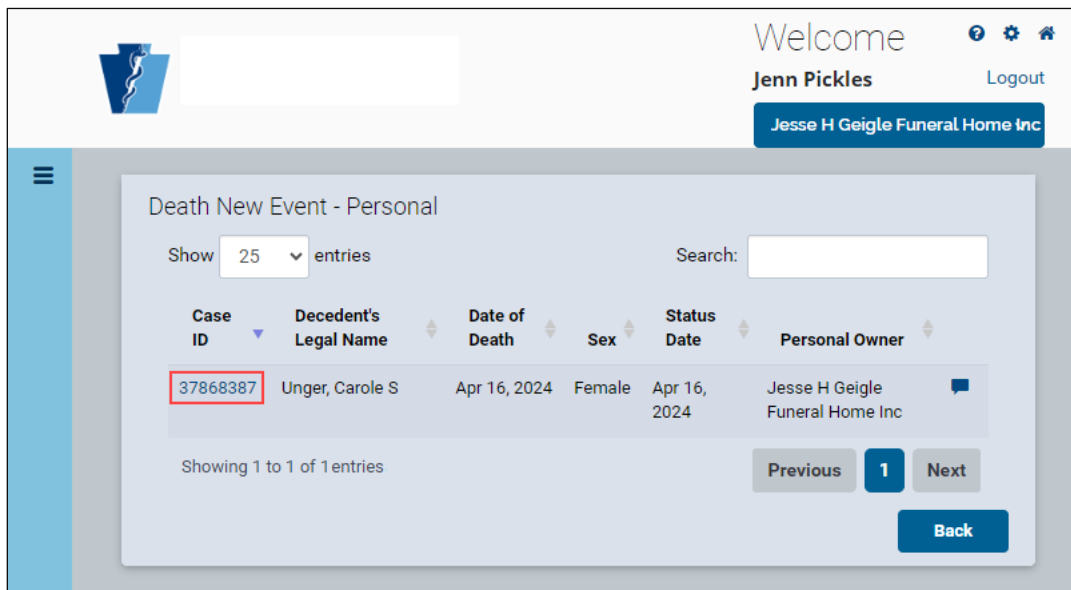
Welcome Jenn Pickles Logout
Jesse H Geigle Funeral Home Inc

Queue List

Amendments		
Death		
2	Abandon/Void Request Rejected-Death	0
	Death New Event - Personal	1 88 days 18 hours old
	Death Registration Suspended - Personal	6 13 days 21 hours old
	Disposition Permit Ready to Print Death	1 21 hours old
	Duplicate- Exact	0
	Duplicate-Potential	0
	Ext Req To Abandon Death	0
	Ext Req To Void Death	0
	LR Affirmation Rejected - Personal	0
	Medical Certification Request Death - Sent	0
	Medical Certification Request Rejected	0
	Pending Transfer Personal Ownership - Received	0
	Pending Transfer Personal Ownership - Sent	0
	Personal Pending Death	7 27 days 1 hour old
	Signature Required Death	0
	Transfer Personal Ownership Rejected	0

Order

3. Click the **Case ID** to display the case.



Welcome Jenn Pickles Logout
Jesse H Geigle Funeral Home Inc

Death New Event - Personal

Show 25 entries Search:

Case ID	Decedent's Legal Name	Date of Death	Sex	Status Date	Personal Owner
37868387	Unger, Carole S	Apr 16, 2024	Female	Apr 16, 2024	Jesse H Geigle Funeral Home Inc

Showing 1 to 1 of 1 entries

Previous 1 Next Back

The case opens to the Decedent tab.

Department of Health

Death Registration

Personal Information

Decedent

Resident Address

Family Members

Informant

Place of Death

Disposition

Decedent Attributes

Other Links

Relinquish Case

Documentary Evidence

Case Messages

Event Issuance History

Drop To Paper

Print Forms

Case Status History

Request to Abandon/Void

Comments

Registration Validations

Transfer Ownership

Medical Certification Request

Welcome
Jenn Pickles
Logout
Jesse H Geigle Funeral Home Inc

<

Return to Queue

Save

>

Case ID: 37868387

Decedent Name: Carole S Unger

Event Date: Apr-16-2024

Death Place: UPMC Community Osteopathic

Case Status:

Migrated from Legacy System

New Event

Personal Pending

Uncertified

Unsigned

Unregistered

Decedent

Decedent

First Name

Carole

Middle Name

S

Last Name

Unger

Suffix

Select one

Sex

Female

Gender Designation (if different than sex)

Select one

Aliases


Add

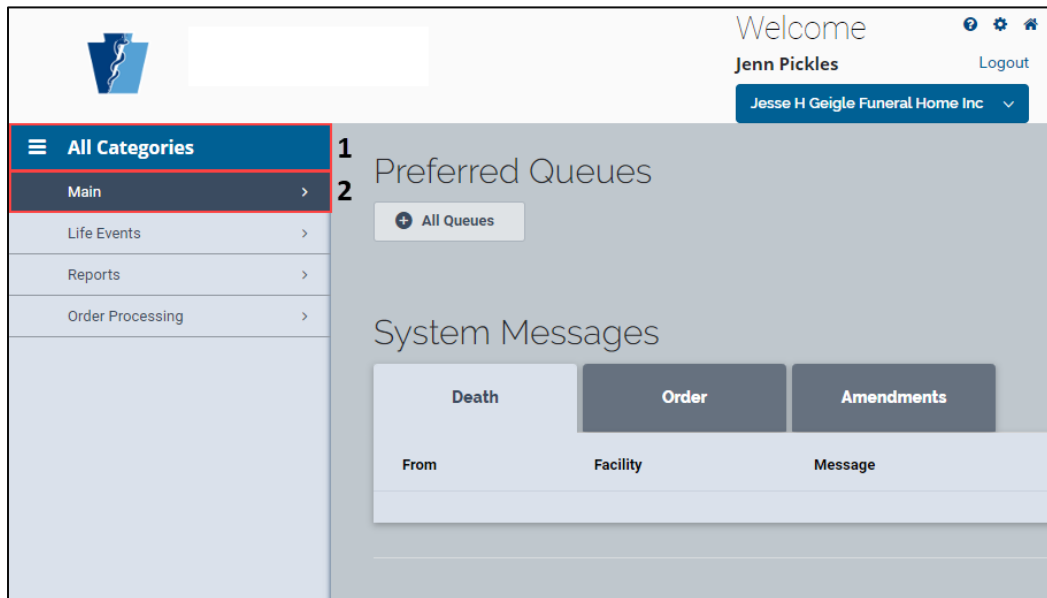
NOTES

Viewing Preferred Queues

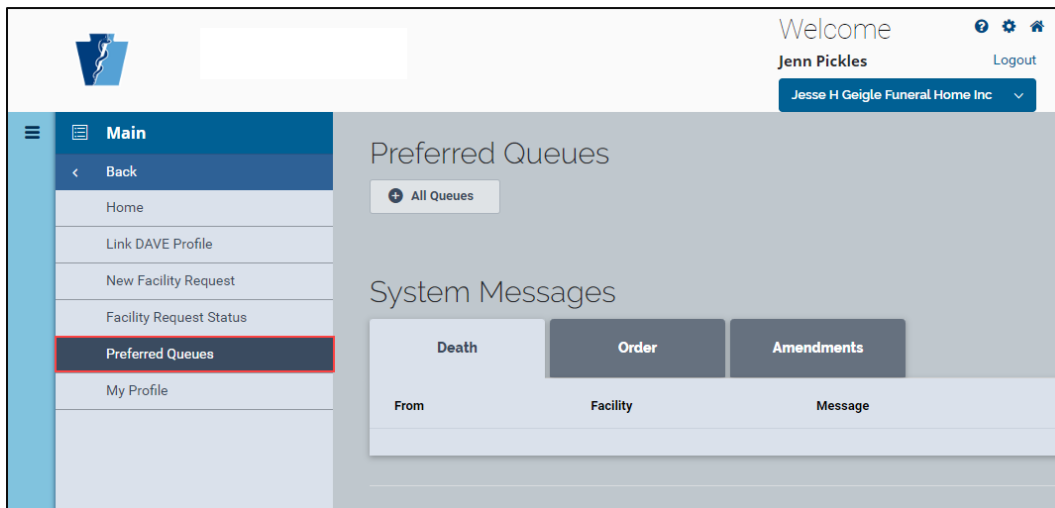
Preferred Queues are a list of frequently accessed queues that you display on your dashboard. You can use the queues to monitor productivity, workload, or follow processes your organization may have in place for case handling. If you have access to multiple facilities, then you can set up different preferred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

Setting Up Preferred Queues

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



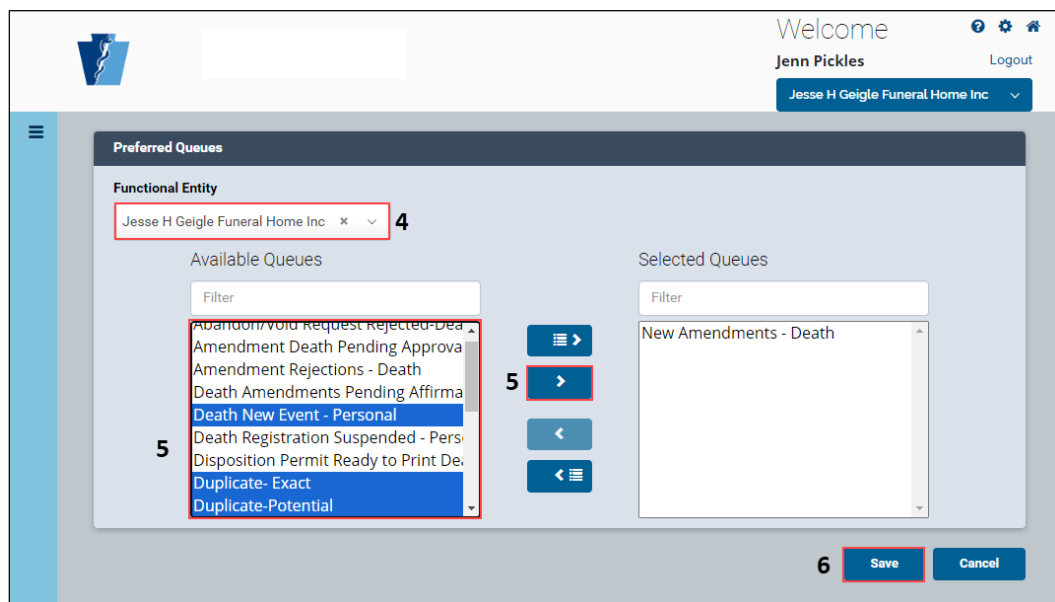
3. Click Preferred Queues tab.



4. If you are associated with multiple facilities, select the facility you are setting up Preferred Queues for from the drop-down list.
5. 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.

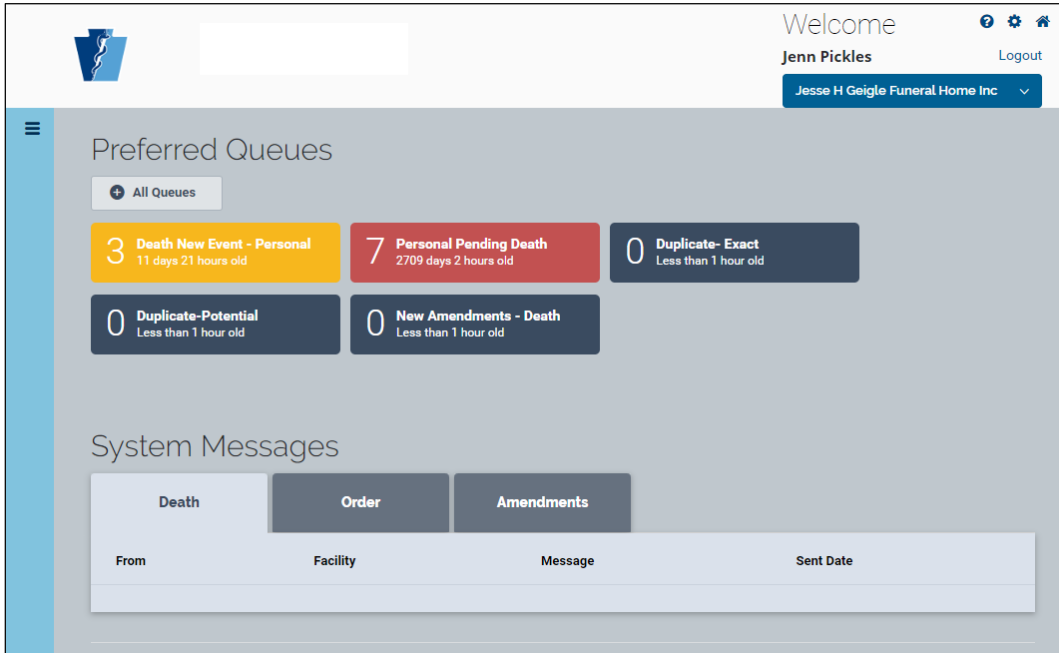
NOTE: Hold down the Ctrl key on your keyboard and select up to seven queues to add to your Selected Queues list.

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



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

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



The screenshot shows a dashboard for a user named Jenn Pickles, logged in as Jesse H Geigle Funeral Home Inc. The dashboard is titled "Preferred Queues" and features a sidebar with a menu icon. The main content area displays five colored boxes representing different queue types, each with a count and a description:

- 3 Death New Event - Personal** (Yellow): 11 days 21 hours old
- 7 Personal Pending Death** (Red): 2709 days 2 hours old
- 0 Duplicate- Exact** (Dark Blue): Less than 1 hour old
- 0 Duplicate-Potential** (Dark Blue): Less than 1 hour old
- 0 New Amendments - Death** (Dark Blue): Less than 1 hour old

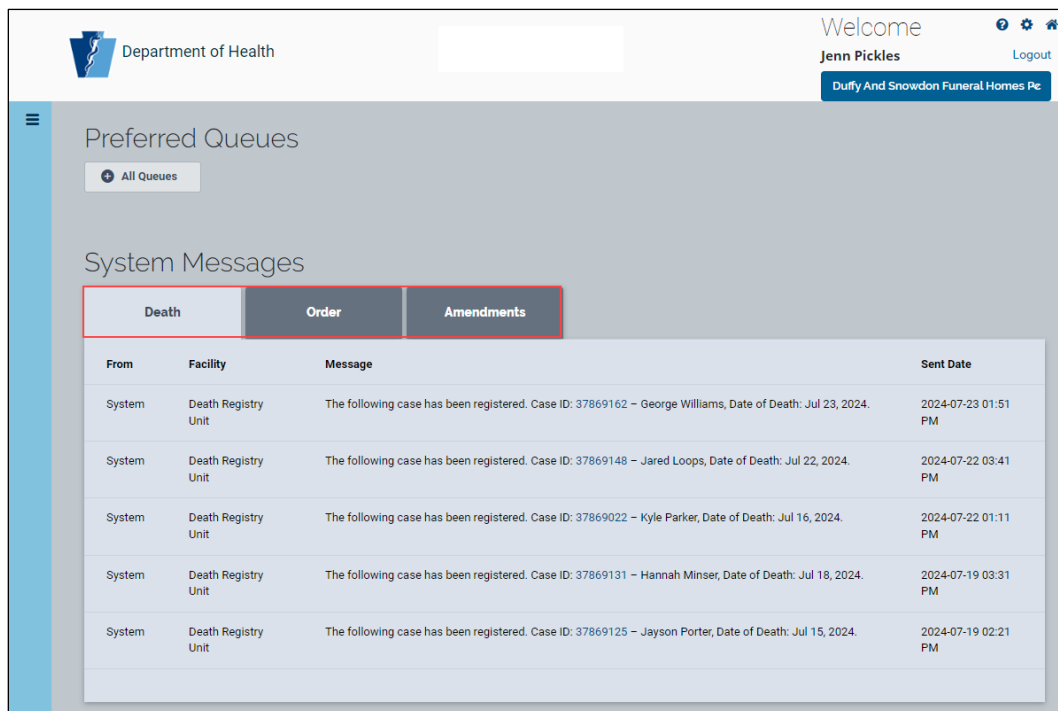
Below the queues is a section titled "System Messages" with three tabs: "Death", "Order", and "Amendments". The "Death" tab is currently selected, showing a table with the following headers:

From	Facility	Message	Sent Date
------	----------	---------	-----------

System Messages

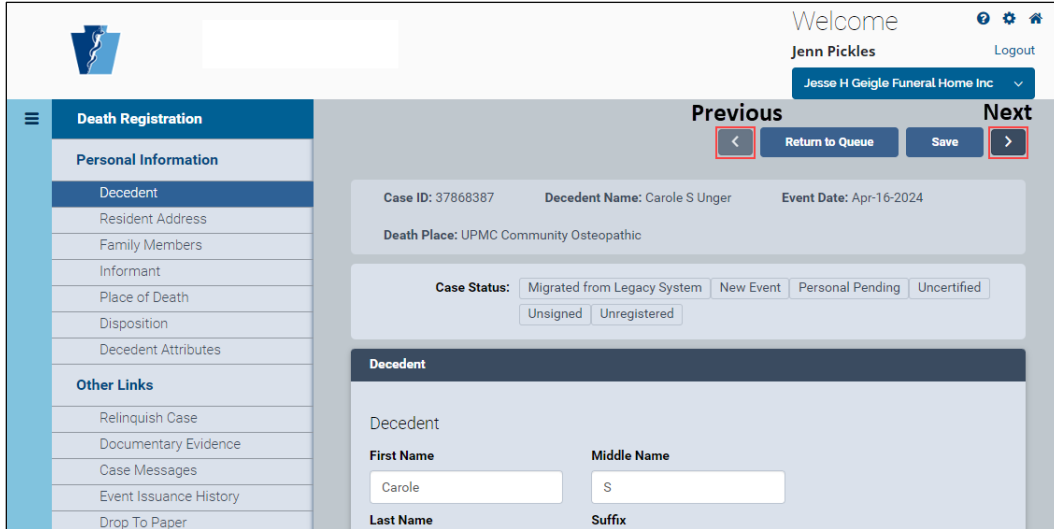
System Messages are job-role specific messages that display on your dashboard. They display according to the facility you are logged into. You may receive notifications about case messages, approved case registrations, case suspensions, or direct messages from the Death Registry Unit related to cases in the event of a query on the Death tab. On the Order tab, you may receive messages about orders issued for death certificate orders you have placed and if you have access to the Amendments tab, you may see messages related to any amendments submitted on that tab.

Only the 10 most recent messages will display at a time.



From	Facility	Message	Sent Date
System	Death Registry Unit	The following case has been registered. Case ID: 37869162 – George Williams, Date of Death: Jul 23, 2024.	2024-07-23 01:51 PM
System	Death Registry Unit	The following case has been registered. Case ID: 37869148 – Jared Loops, Date of Death: Jul 22, 2024.	2024-07-22 03:41 PM
System	Death Registry Unit	The following case has been registered. Case ID: 37869022 – Kyle Parker, Date of Death: Jul 16, 2024.	2024-07-22 01:11 PM
System	Death Registry Unit	The following case has been registered. Case ID: 37869131 – Hannah Minser, Date of Death: Jul 18, 2024.	2024-07-19 03:31 PM
System	Death Registry Unit	The following case has been registered. Case ID: 37869125 – Jayson Porter, Date of Death: Jul 15, 2024.	2024-07-19 02:21 PM

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



The screenshot displays the eVitals interface. On the left is a navigation panel with a blue header 'Death Registration' and a menu icon. Below it are sections for 'Personal Information' (Decedent, Resident Address, Family Members, Informant, Place of Death, Disposition, Decedent Attributes) and 'Other Links' (Relinquish Case, Documentary Evidence, Case Messages, Event Issuance History, Drop To Paper). The main workspace has a top bar with 'Welcome Jenn Pickles', 'Logout', and a dropdown for 'Jesse H Geigle Funeral Home Inc'. Below this are 'Previous' and 'Next' buttons with left and right arrows, and 'Return to Queue' and 'Save' buttons. The case details section shows 'Case ID: 37868387', 'Decedent Name: Carole S Unger', 'Event Date: Apr-16-2024', and 'Death Place: UPMC Community Osteopathic'. The 'Case Status' section includes tabs for 'Migrated from Legacy System', 'New Event', 'Personal Pending', 'Uncertified', 'Unsigned', and 'Unregistered'. The 'Decedent' section has a form with fields for 'First Name' (Carole), 'Middle Name' (S), 'Last Name', and 'Suffix'.

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 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 sign 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 [\(GCOM will provide the link to job aid.\)](#)

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.

Overriding a Validation Message

1. After you verify the information is correct, select the Override checkbox, and if applicable, enter a reason for the override.
2. Click the **Save Override** button. It is important to save the override prior to saving the page otherwise the override does not save.
3. Click the **Save** button to continue. The red dot changes to green if there are no errors.

NOTE: You can also override validation messages in the [Registration Validations](#) page under the Other Links section in your case.

Methods for Locating a Case

In eVitals, you can locate a case several ways, depending on the information available. You can use the Queue List or your Preferred Queues if you know the queue where the case resides. 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

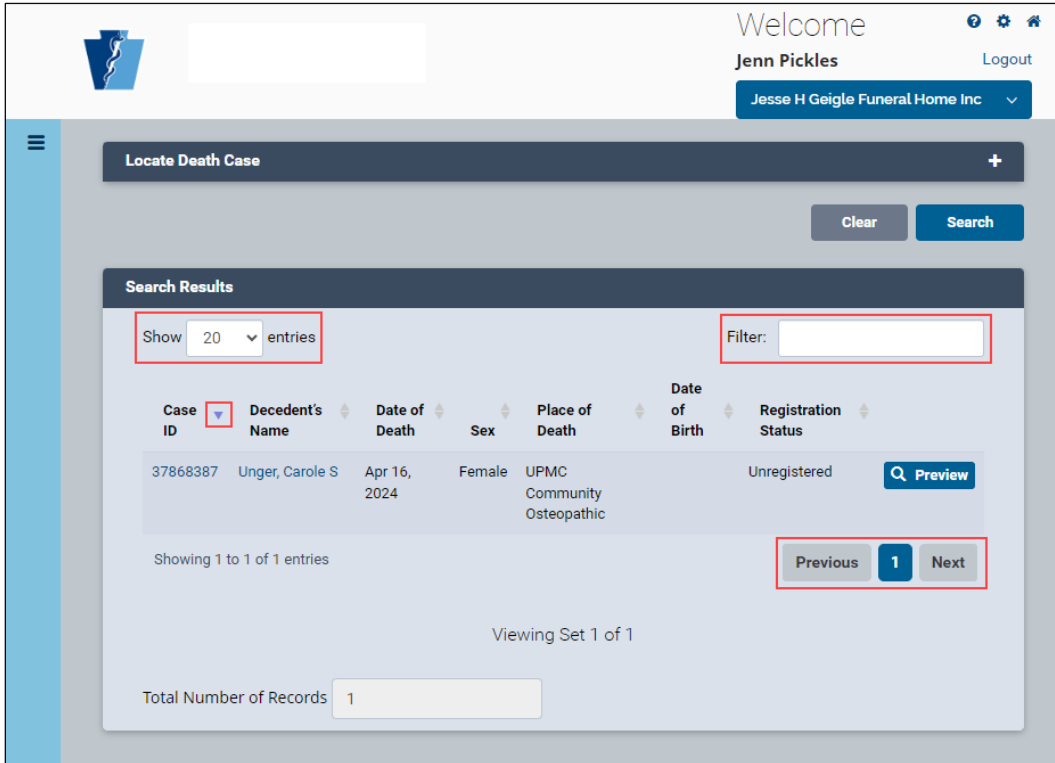
1. Click the **Navigation Menu** button → Life Events → Death → Locate Case to display the Locate Case page.



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

The screenshot shows the 'Locate Death Case' form. At the top, there's a header with a logo, a search bar, and user information: 'Welcome Jenn Pickles', 'Logout', and 'Jesse H Geigle Funeral Home Inc'. The form itself has two columns of fields. The left column includes: 'First Name' (with 'Caro%' entered), 'Last Name' (with 'Unge' entered), 'Date of Death Start' (calendar icon), 'Case ID', 'SSN', 'Gender Designation (if different than Sex)' (dropdown), and 'Place of Death Facility' (dropdown). The right column includes: 'Middle Name', 'Suffix' (dropdown), 'Date of Death End' (calendar icon), 'Date of Birth' (calendar icon), 'Sex' (dropdown), and 'Place of Death County' (dropdown). At the bottom right of the form are 'Clear' and 'Search' buttons.

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



Welcome Jenn Pickles Logout

Jesse H Geigle Funeral Home Inc

Locate Death Case

Clear Search

Search Results

Show 20 entries Filter:

Case ID	Decedent's Name	Date of Death	Sex	Place of Death	Date of Birth	Registration Status
37868387	Unger, Carole S	Apr 16, 2024	Female	UPMC Community Osteopathic		Unregistered

Showing 1 to 1 of 1 entries

Previous 1 Next

Viewing Set 1 of 1

Total Number of Records 1

You can organize multiple results using the Search Results features:

Show 20 entries

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



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

Filter:

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

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

Previous 1 Next

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.

Pennsylvania Department of Health eVitals

Case Status: Migrated from Legacy System New Event Personal Pending Uncertified Unsigned Unregistered

Case ID 37868387 **Date of Death** Apr 16, 2024

Decedent's Name Carole S Unger **Place of Death** UPMC

Sex Female **Community** Osteopathic

Gender Designation (If different than Sex) **City or Town of Death** Harrisburg

Date of Birth **Medical Record Number**

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

Marital Status

Spouse's Name

Father/Parent's Name Prior to First Marriage

Decedent's Residence , Pennsylvania United States

Funeral Director

Funeral Home Jesse H Geigle Funeral Home Inc

Date Entered Apr 16, 2024

Last Updated by Becker, Caroline

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.

Welcome Jenn Pickles Logout

Jesse H Geigle Funeral Home Inc

Locate Death Case

Clear Search

Search Results

Show 20 entries Filter:

Case ID	Decedent's Name	Date of Death	Sex	Place of Death	Date of Birth	Registration Status
37868387	Unger, Carole S	Apr 16, 2024	Female	UPMC Community Osteopathic		Unregistered

Showing 1 to 1 of 1 entries

Previous 1 Next

Viewing Set 1 of 1

Total Number of Records 1

If you do not see the case you want to work with in the results list, proceed to the next section on how to create a new death case.

2. Funeral Home Data Entry 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

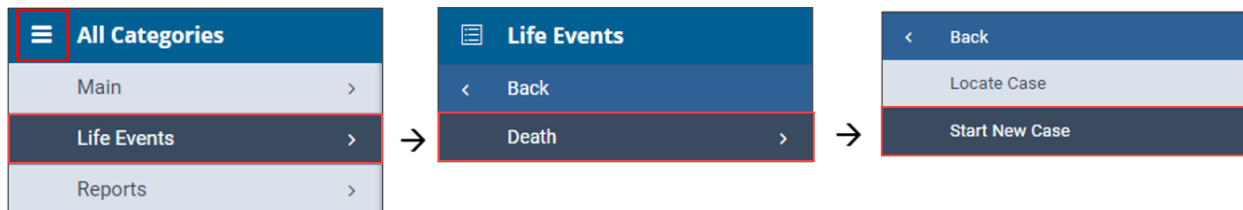
Create a New Death Case

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

As a Funeral Home Data Entry user, once you create the case, the Funeral Director then logs in to sign the case.

Creating a New Death Case

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



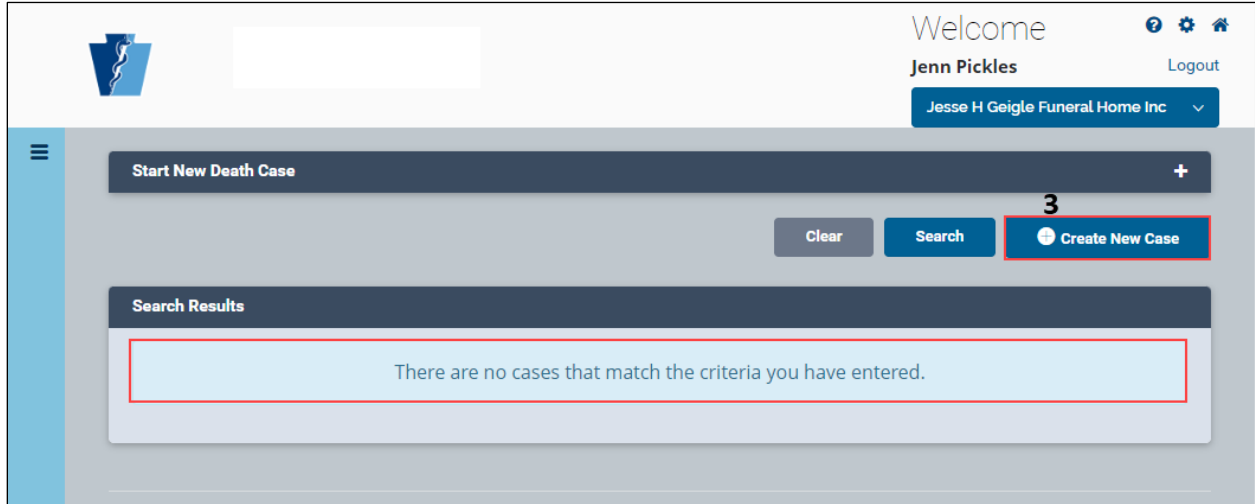
2. Enter the decedent's First Name, Date of Death, and select their Sex from the drop-down list, then click the **Search** button. You can enter any additional information if available.

The screenshot shows the 'Start New Death Case' form in the eVitals interface. The form is titled 'Start New Death Case' and has a red box around the 'Search' button. The form contains the following fields:

- First Name*: Betty
- Middle Name: (empty)
- Last Name: Gherkin
- Suffix: Select one
- Date of Death*: Jul-11-2024
- Sex*: Female
- Gender Designation (if different than Sex): Select one
- Date of Birth: (empty)
- SSN: (empty)

At the bottom right of the form, there are two buttons: 'Clear' and 'Search'. The 'Search' button is highlighted with a red box and a red circle with the number 2.

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



The screenshot displays the eVitals web application interface. At the top, the Pennsylvania Department of Health logo is on the left, and a 'Welcome' message with the user's name 'Jenn Pickles' and a 'Logout' link is on the right. Below the welcome message, a dropdown menu shows 'Jesse H Geigle Funeral Home Inc'. The main content area features a 'Start New Death Case' button with a plus icon. Below this, there are 'Clear' and 'Search' buttons. A red box highlights the 'Create New Case' button, which has a plus icon and the text 'Create New Case'. Above this button, a red box contains the number '3'. Below the search buttons, a 'Search Results' section is visible, containing a light blue box with the text: 'There are no cases that match the criteria you have entered.'

Entering Personal Information

Entering the Decedent's Information

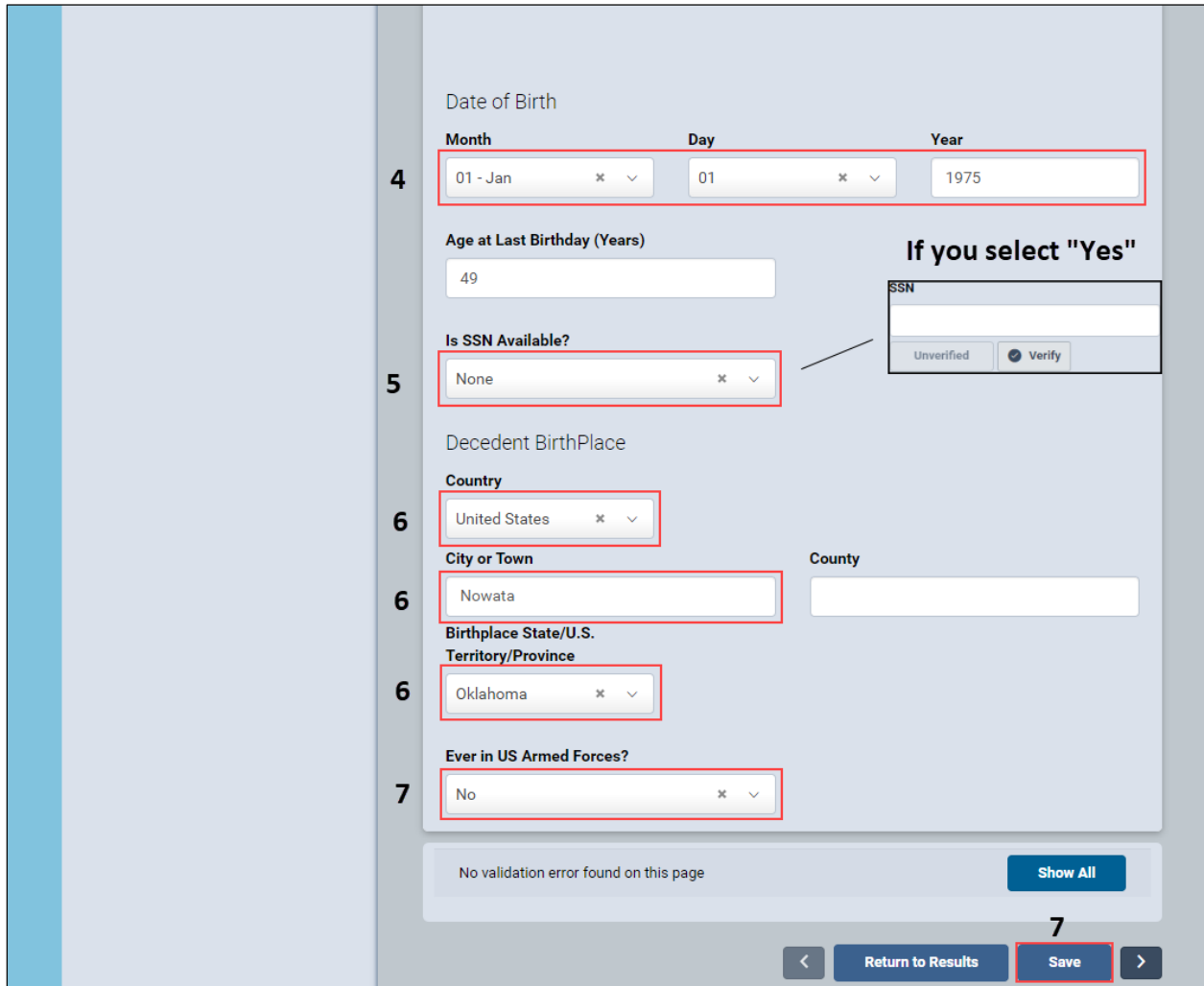
The Decedent tab is where you verify the Decedent's name and sex/gender designation information, the birth and social security number availability, and birthplace armed services information.

To Enter the Decedent's Information

1. Verify the Decedent's name is correct.
2. Verify the sex and gender designation are correct.
3. If the Decedent went by any other legal name(s), click the **Add** button to add them in the Aliases section.

The screenshot displays the 'Death Registration' system interface. The top header shows a 'Welcome' message to 'Jenn Pickles' with a 'Logout' link and the organization 'Jesse H Geigle Funeral Home Inc'. The left sidebar contains a 'Death Registration' menu with sub-items like 'Personal Information', 'Decedent', 'Resident Address', 'Family Members', 'Informant', 'Place of Death', 'Disposition', 'Decedent Attributes', 'Other Links', 'Relinquish Case', 'Documentary Evidence', 'Case Messages', 'Event Issuance History', 'Drop To Paper', 'Print Forms', 'Case Status History', 'Request to Abandon/Void', 'Comments', 'Registration Validations', 'Transfer Ownership', and 'Medical Certification Request'. The main content area shows the 'Decedent' tab selected. It includes a 'Case ID: 37868919', 'Decedent Name: Betty Gherkin', and 'Event Date: Jul-11-2024'. Below this, the 'Case Status' is shown as 'New Event', 'Uncertified', 'Unsigned', and 'Unregistered'. The 'Decedent' section contains form fields for 'First Name' (Betty), 'Middle Name', 'Last Name' (Gherkin), 'Suffix' (Select one), 'Sex' (Female), and 'Gender Designation (if different than sex)' (Select one). The 'Aliases' section is at the bottom, and a red box with the number '3' highlights the 'Add' button.

4. Next, enter the Decedent's date of birth. Age is automatically calculated.
5. If the Social Security Number is available, select Yes from the drop-down.
 - a. If you select **Yes**, enter it in the SSN field and then click the **Verify** button to validate it.
6. Select the country where the Decedent was born.
 - a. **United States:** If the Decedent was born in the US, you must enter the city/town where she/he was born. You can enter the County if it is available.
 - b. **Canada:** If the Decedent was born in Canada, you must select the province where she/he was born.
 - c. **All Other Countries:** You do not need to select any additional information.
7. Lastly, select from the drop-down list if the Decedent served in the Armed Forces, then click the **Save** button.



Date of Birth

Month Day Year

01 - Jan x v 01 x v 1975

Age at Last Birthday (Years)

49

Is SSN Available?

None x v

If you select "Yes"

SSN

Unverified Verify

Decedent BirthPlace

Country

United States x v

City or Town

Nowata

County

Birthplace State/U.S. Territory/Province

Oklahoma x v

Ever in US Armed Forces?

No x v

No validation error found on this page

Show All

7

< Return to Results Save >

When you click the **Save** button, eVitals validates the information you entered on the page. A green dot displays, indicating the page successfully save. You can proceed to the next page.

The screenshot shows the eVitals Death Registration interface. At the top, a 'Welcome' banner for 'Jenn Pickles' is visible, along with a 'Logout' link and a dropdown menu for 'Jesse H Geigle Funeral Home Inc'. The left sidebar contains a 'Death Registration' menu with 'Personal Information' selected. The main content area displays the 'Decedent' form for Case ID 37868919. The form includes fields for First Name (Betty), Middle Name, Last Name (Gherkin), and Suffix (Select one). It also has dropdowns for Sex (Female) and Gender Designation (if different than sex) (Select one). A green 'Add' button is at the bottom right. The 'Case Status' section shows 'Medical Pending', 'Personal Pending', and 'Fact Of Death Pending' as active, with 'Uncertified', 'Unsigned', and 'Unregistered' as inactive options.

Death Registration

Personal Information

Decedent

Resident Address

Family Members

Informant

Place of Death

Disposition

Decedent Attributes

Other Links

Relinquish Case

Documentary Evidence

Case Messages

Event Issuance History

Drop To Paper

Print Forms

Case Status History

Request to Abandon/Void

Comments

Registration Validations

Transfer Ownership

Medical Certification Request

Welcome
Jenn Pickles
Logout
Jesse H Geigle Funeral Home Inc

< Return to Results Save >

Case ID: 37868919 Decedent Name: Betty Gherkin Event Date: Jul-11-2024

Case Status: Medical Pending Personal Pending Fact Of Death Pending
Uncertified Unsigned Unregistered

Decedent

Decedent

First Name Middle Name
Betty

Last Name Suffix
Gherkin Select one

Sex
Female x

Gender Designation (if different than sex)
Select one

Aliases

Add

NOTES

Entering the Resident Address

The Resident Address page is where you enter the Decedent's address and township information.

To Enter the Decedent's Address

1. Enter the Street Number and Name, and Zip Code.
2. Click the **Verify Address** button.

3. The Matched Address window displays. Select the address, then click the **Select** button. The city/town, state, and county information populate into the case.

4. Select from the drop-down whether the Decedent lived in a township. If the Decedent did, select the township name from the Township Name drop-down list.
5. Click the **Save** button to continue. The red dot changes to green if there are no errors.

The screenshot displays the 'Death Registration' interface. On the left is a sidebar with a menu for 'Death Registration' and a list of 'Other Links'. The main area shows the 'Resident Address' form for Case ID 37868919, Decedent Name Betty Gherkin, and Event Date Jul-11-2024. The form includes fields for Street Name, City/Town, State, Country, Zip Code, and Township Name. A red dot next to the Township Name field is labeled with a '4'. A 'Save' button is labeled with a '5'. At the bottom right, there are 'Verified' and 'Verify Address' buttons.

Death Registration

Personal Information

- Decedent
- Resident Address**
- Family Members
- Informant
- Place of Death
- Disposition
- Decedent Attributes

Other Links

- Relinquish Case
- Documentary Evidence
- Case Messages
- Event Issuance History
- Drop To Paper
- Print Forms
- Case Status History
- Request to Abandon/Void
- Comments
- Registration Validations
- Transfer Ownership
- Medical Certification Request

Case ID: 37868919 **Decedent Name:** Betty Gherkin **Event Date:** Jul-11-2024

Case Status: Medical Pending Personal Pending Fact Of Death Pending

Uncertified Unsigned Unregistered

Resident Address

Resident Address

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

80 Spend A Buck Dr

City or Town **State***

Dillsburg Pennsylvania

County **Country*** **Did Decedent Live in a Township?***

York United States Yes

Zip Code

17019

Township Name

Cass township

4

5

Return to Results Save

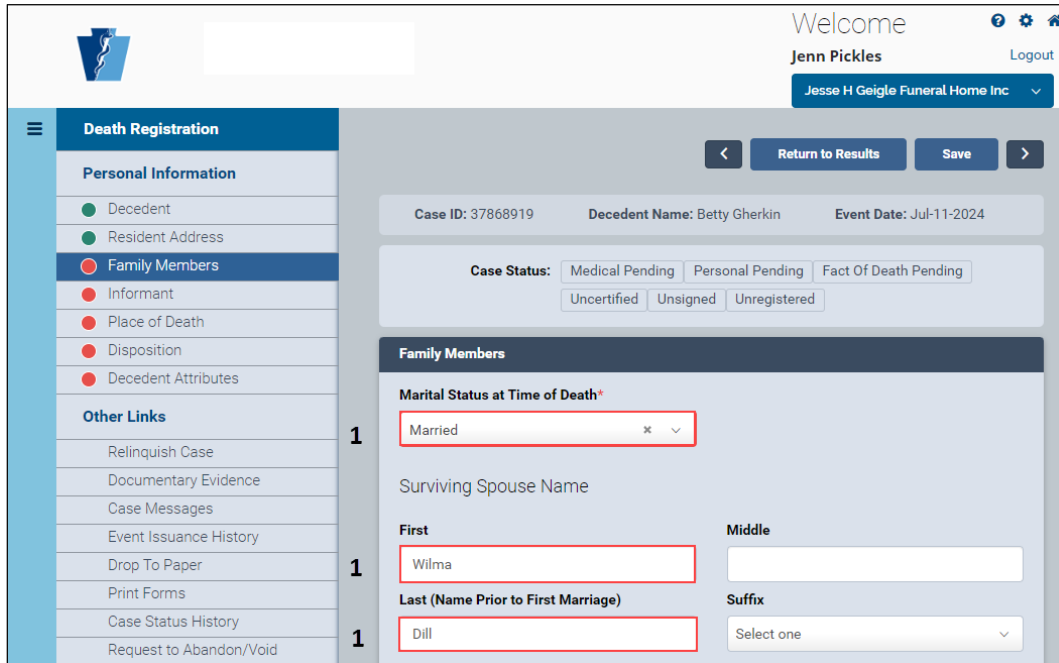
Verified Verify Address

Entering the Family Members Information

The Family Members page is where you enter the Decedent's marital status at the time of death and parental information.

To Enter the Family Members Information

1. Select the Decedent's marital status at the time of death from the drop-down list. If married at the time of death, enter the name of the Decedent's widow.



The screenshot shows the 'Family Members' section of the Pennsylvania Death Registration System. The interface includes a sidebar with navigation options under 'Death Registration' and 'Other Links'. The main content area displays case information and the 'Family Members' form.

Case Information:

- Case ID: 37868919
- Decedent Name: Betty Gherkin
- Event Date: Jul-11-2024

Case Status: Medical Pending | Personal Pending | Fact Of Death Pending

Family Members Section:


- Marital Status at Time of Death***: Married (selected from a dropdown menu)
- Surviving Spouse Name**:
 - First**: Wilma
 - Middle**: (empty field)
 - Last (Name Prior to First Marriage)**: Dill
 - Suffix**: Select one (dropdown menu)

Other Links:

- Relinquish Case
- Documentary Evidence
- Case Messages
- Event Issuance History
- Drop To Paper
- Print Forms
- Case Status History
- Request to Abandon/Void

NOTES

2. Enter the Father's First Name and Last Name if available.
3. Next, enter the Mother's First Name and Last Name (Prior to First Marriage) if available.
4. Click the **Save** button to continue. The red dot changes to green if there are no errors.



Welcome
Jenn Pickles
Logout
Jesse H Geigle Funeral Home Inc

Death Registration
Personal Information
Decedent
Resident Address
Family Members
Informant
Place of Death
Disposition
Decedent Attributes
Other Links
Relinquish Case
Documentary Evidence
Case Messages
Event Issuance History
Drop To Paper
Print Forms
Case Status History
Request to Abandon/Void
Comments
Registration Validations
Transfer Ownership
Medical Certification Request

4
Return to Results
Save

Case ID: 37868919
Decedent Name: Betty Gherkin
Event Date: Jul-11-2024

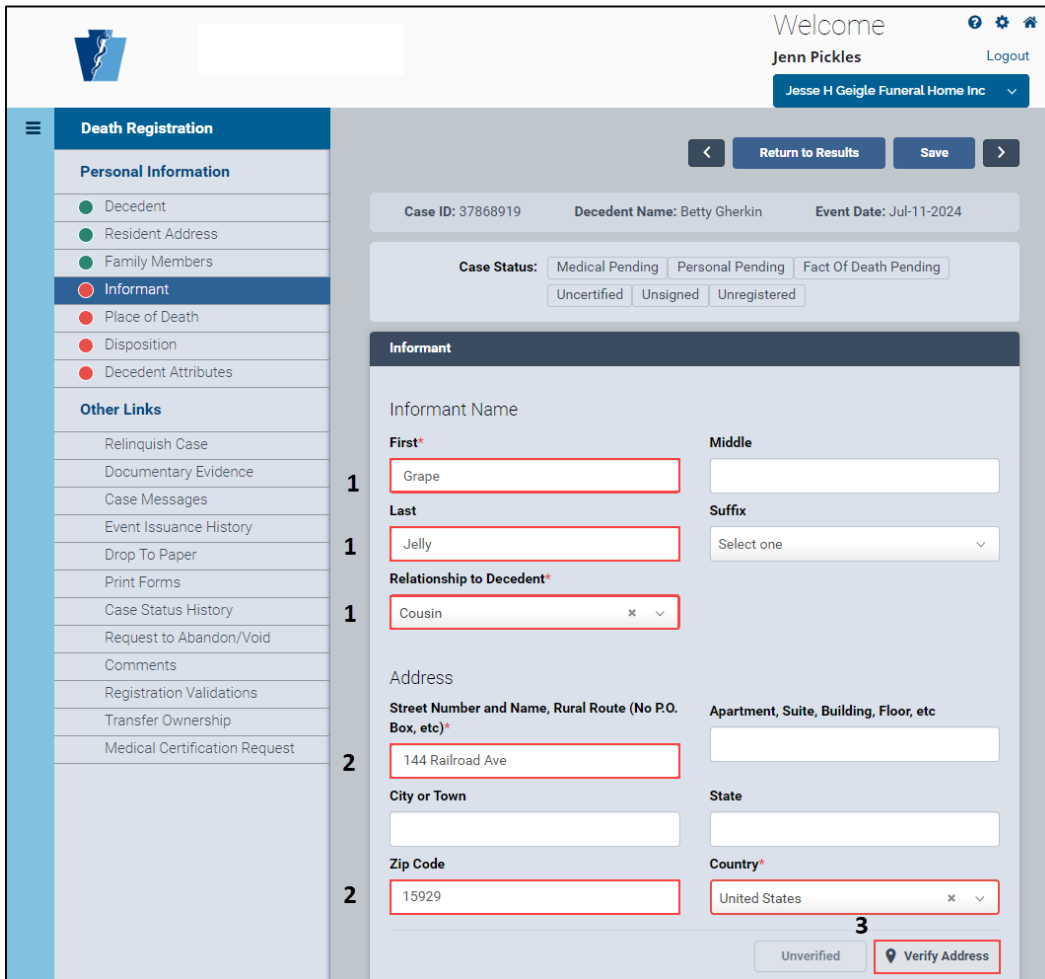
Case Status:
Medical Pending
Personal Pending
Fact Of Death Pending
Uncertified
Unsigned
Unregistered

Family Members
Marital Status at Time of Death*
Married
Surviving Spouse Name
First
Wilma
Middle
Last (Name Prior to First Marriage)
Dill
Suffix
Select one
Father/Parent Name
First*
Pa
Middle
Last
Cucumber
Suffix
Select one
Mother/Parent Name (Prior to First Marriage)
First*
Ma
Middle
Last
Cornichon
Suffix
Select one

Enter the Informant's name and relationship to the Decedent, then enter the Informant's address and verify it.

To Enter the Informant's Information

1. Enter the Informant's First name and last name (if available,) and then select their relationship to the Decedent from the drop-down list.
2. Enter the Informant's address. Enter the Street Name and Zip Code, then click the **Verify Address** button.



The screenshot shows the Pennsylvania Death Registration system interface. On the left is a sidebar menu with options like 'Personal Information', 'Family Members', 'Informant', 'Place of Death', 'Disposition', 'Decedent Attributes', and 'Other Links'. The 'Informant' option is selected. The main area displays the 'Informant' form. At the top, it shows 'Welcome Jenn Pickles' and 'Jesse H Geigle Funeral Home Inc'. Below this, there are buttons for 'Return to Results', 'Save', and a right arrow. The form fields are as follows:

- Case ID:** 37868919
- Decedent Name:** Betty Gherkin
- Event Date:** Jul-11-2024
- Case Status:** Medical Pending, Personal Pending, Fact Of Death Pending, Uncertified, Unsigned, Unregistered
- Informant Name:**
 - First*** (1): Grape
 - Middle**: (empty)
 - Last** (1): Jelly
 - Suffix**: Select one (dropdown)
 - Relationship to Decedent*** (1): Cousin (dropdown)
- Address:**
 - Street Number and Name, Rural Route (No P.O. Box, etc)*** (2): 144 Railroad Ave
 - Apartment, Suite, Building, Floor, etc**: (empty)
 - City or Town**: (empty)
 - State**: (empty)
 - Zip Code** (2): 15929
 - Country*** (3): United States (dropdown)
- Buttons:** Unverified, Verify Address (highlighted with a red box)

- The Matched Address window displays. Verify the address is correct, select the Address then click the **Select** button to populate it into the case.

The screenshot shows a web application interface. At the top, a 'Welcome' header is visible. A 'Matched Address' modal window is open, displaying a table with address information. The table has columns: Select, Address Line1, Address Line2, City, State, Zip Code, and County. A single row is highlighted in blue, containing the address '144 Railroad Ave', 'Dilltown', 'PA', '15929', and 'Indiana'. Below the table, there are two buttons: 'Select' and 'Cancel'. The 'Select' button is highlighted with a red box. In the background, the 'Informant' form is visible, showing fields for Informant Name (First, Middle, Last, Suffix), Relationship to Decedent (Cousin), and Address (Street Number and Name, Apartment, Suite, Building, Floor, etc., City or Town, State, Zip Code, Country). The 'Select' button in the Matched Address window is highlighted with a red box.

Matched Address

Address Not Deliverable

Select	Address Line1	Address Line2	City	State	Zip Code	County
<input type="radio"/>	144 Railroad Ave		Dilltown	PA	15929	Indiana

3

3

Select Cancel

Informant

Informant Name

First* Grape

Middle

Last Jelly

Suffix Select one

Relationship to Decedent* Cousin

Address

Street Number and Name, Rural Route (No P.O. Box, etc)* 144 Railroad Ave

Apartment, Suite, Building, Floor, etc

City or Town

State

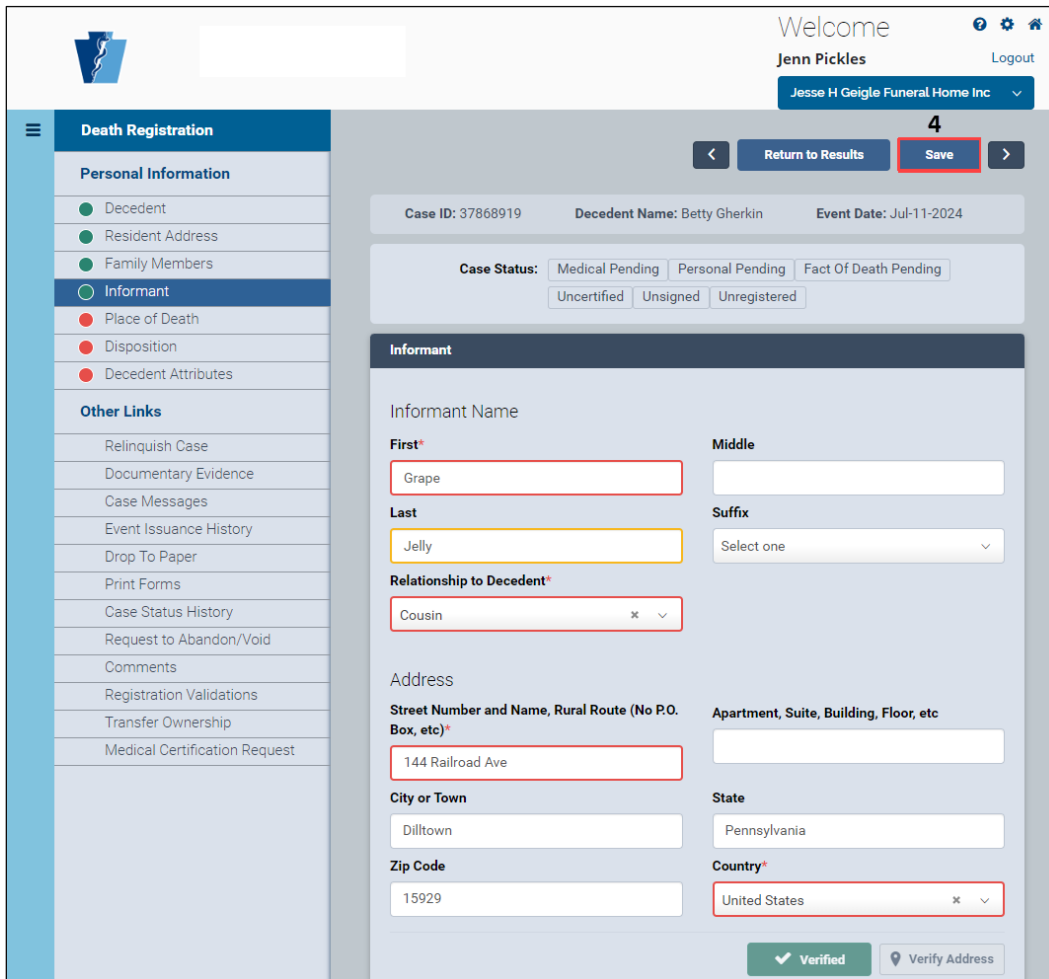
Zip Code 15929

Country* United States

Unverified Verify Address

The address from the Matched Address window displays in the case, populating the City or Town field and the State field for you. The **Verify Address** button is disabled, and the **Unverified** button changes to a disabled green Verified button with a checkmark.

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



The screenshot shows the Pennsylvania Death Registration system interface. On the left is a sidebar with a menu for 'Death Registration' containing sections for 'Personal Information' (Decedent, Resident Address, Family Members, Informant, Place of Death, Disposition, Decedent Attributes) and 'Other Links' (Relinquish Case, Documentary Evidence, Case Messages, Event Issuance History, Drop To Paper, Print Forms, Case Status History, Request to Abandon/Void, Comments, Registration Validations, Transfer Ownership, Medical Certification Request). The main content area is titled 'Welcome' and shows user 'Jenn Pickles' with a 'Logout' link. Below this is a dropdown for 'Jesse H Geigle Funeral Home Inc'. A navigation bar at the top of the main area includes 'Return to Results' and a highlighted 'Save' button. The case details are: Case ID: 37868919, Decedent Name: Betty Gherkin, Event Date: Jul-11-2024. The 'Case Status' section shows 'Medical Pending', 'Personal Pending', and 'Fact Of Death Pending', with sub-statuses 'Uncertified', 'Unsigned', and 'Unregistered'. The 'Informant' section is active, showing fields for 'Informant Name' (First: Grape, Last: Jelly, Relationship to Decedent: Cousin), 'Address' (Street: 144 Railroad Ave, City: Dilltown, State: Pennsylvania, Zip: 15929), and 'Country: United States'. At the bottom right, there is a green 'Verified' button with a checkmark and a disabled 'Verify Address' button.

Entering the Place of Death

When selecting the place of death, you must identify if the decedent passed away at a licensed medical facility, their place of residence, or another location which you will need to specify. If you select Other (Specify) as the place of death, you must manually enter the location of where the death occurred, then enter the address.

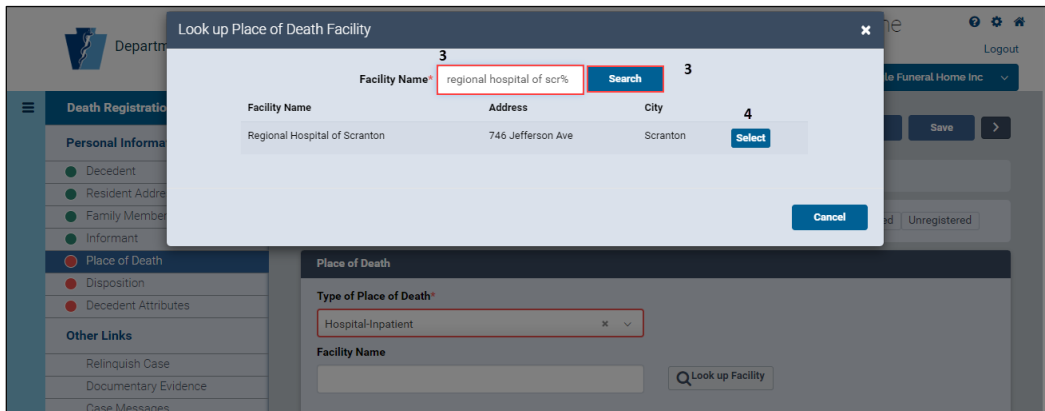
To Enter the Place of Death

1. Select where the death occurred from the drop-down list.
If you select *Other (specify)* as the place of death, you have to manually enter the other place of death, enter and verify the address, and specify if the decedent passed away in a township.
2. If you select a licensed medical facility as the place of death, you must identify the facility via the Look up Facility button. Click the **Look up Facility** button.

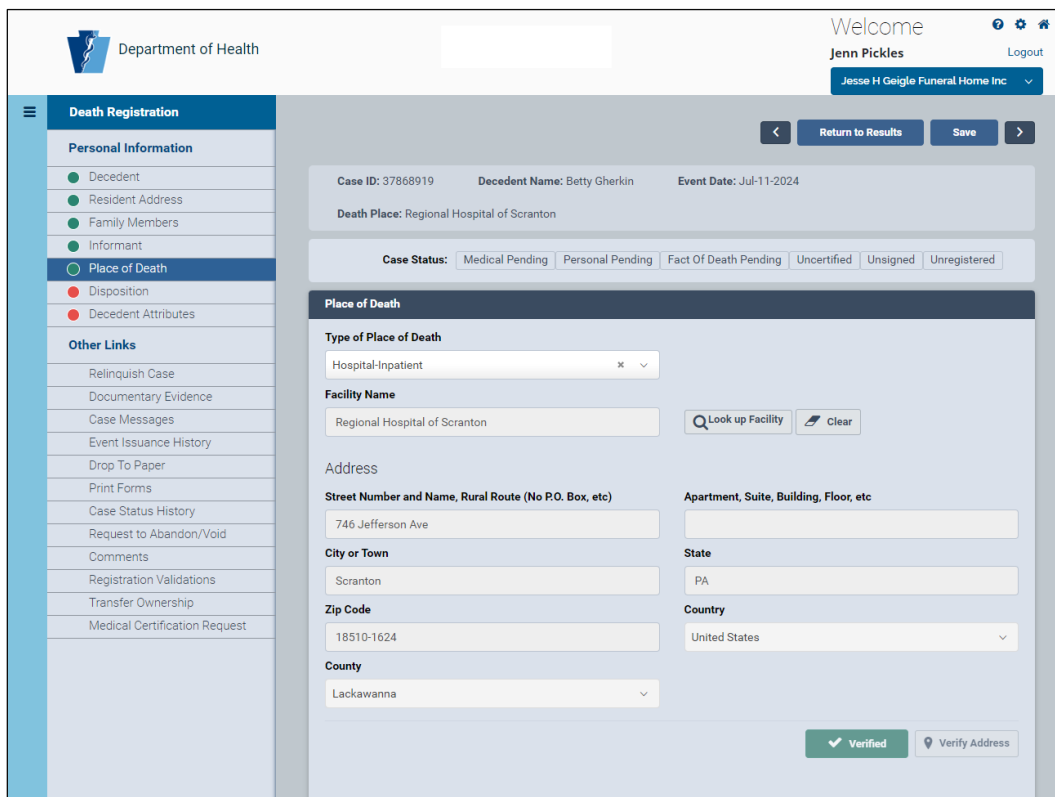
The screenshot displays the 'Death Registration' interface. On the left is a sidebar with a menu for 'Personal Information' (Decedent, Resident Address, Family Members, Informant) and 'Other Links' (Relinquish Case, Documentary Evidence, Case Messages, Event Issuance History, Drop To Paper, Print Forms, Case Status History, Request to Abandon/Void, Comments, Registration Validations, Transfer Ownership, Medical Certification Request). The 'Place of Death' option is selected in the sidebar. The main content area shows case details: Case ID: 37868919, Decedent Name: Betty Gherkin, Event Date: Jul-11-2024. Below this are tabs for Case Status: Medical Pending, Personal Pending, Fact Of Death Pending, Uncertified, Unsigned, and Unregistered. The 'Place of Death' section has a dropdown for 'Type of Place of Death' with 'Hospital-Inpatient' selected (labeled with a red '1'). Below this is a 'Facility Name' input field and a 'Look up Facility' button (labeled with a red '2'). The 'Address' section includes fields for 'Street Number and Name, Rural Route (No P.O. Box, etc)*', 'Apartment, Suite, Building, Floor, etc', 'City or Town*', 'State*', 'Zip Code*', 'Country*' (set to United States), and 'County' (a dropdown menu). At the bottom right of the address section are 'Unverified' and 'Verify Address' buttons.

NOTES

3. Enter the name of the facility in the Facility Name field, then click the **Search** button.
4. Click the **Select** button if the facility name displays in the results to add the facility to your case. Your case populates with the facility information.



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



Entering the Disposition

The Disposition page is where you select how the decedent's remains will be disposed. The remains can be disposed via one of the following ways:

- Burial
- Cremation
- Removal from State
- Donation
- Other (Specify)

When entering the disposition, there are a few key points to remember:

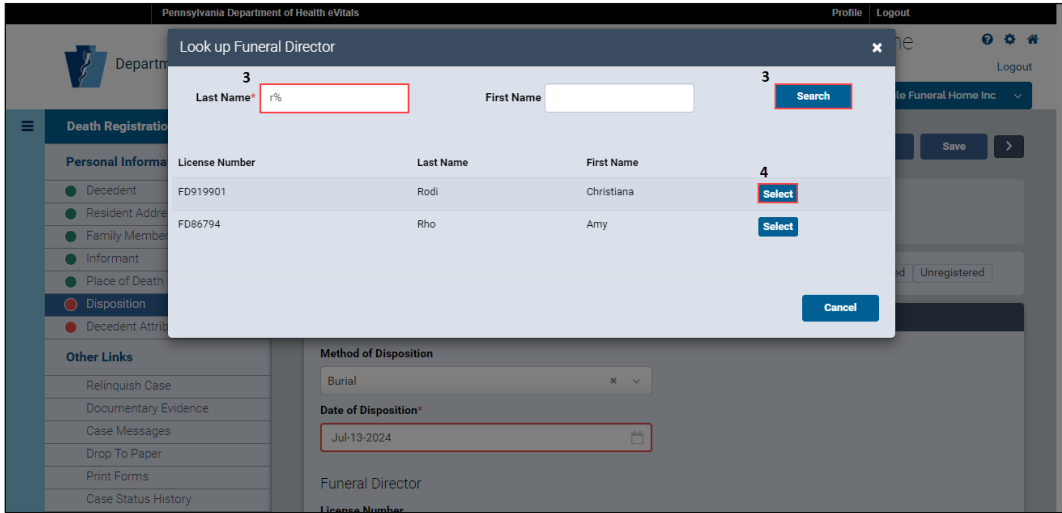
- If selecting a disposition other than Burial or Other (Specify,) answer the question if the ME/Coroner approved the final disposition.
 - Yes – Enter the ME/Coroner's name
 - No –
- If you select *Other (Specify)* as the method of disposition, you must enter what the other method of disposition is, for example: burial at sea.

To Enter the Disposition

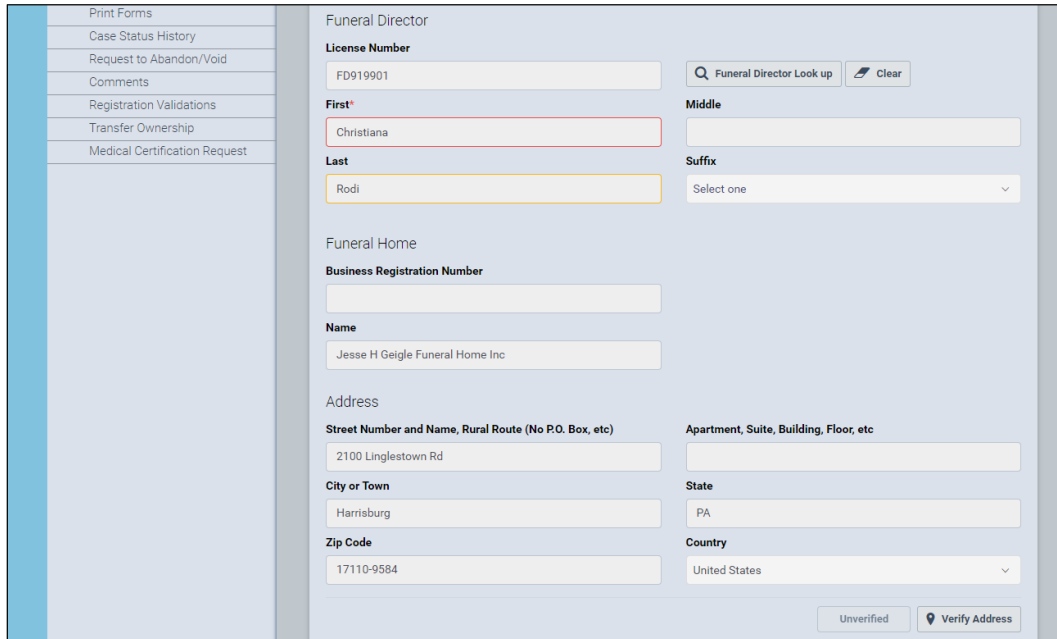
1. Select the Method of disposition from the drop-down list, then select the date of the disposition.
2. As a Funeral Home Data Entry User, you are going to assign a Funeral Director to the case. Click the **Funeral Director Look up** button.

The screenshot shows the 'Disposition' page in the Department of Health's Death Registration system. The left sidebar contains a menu with 'Disposition' selected. The main content area displays case information: Case ID: 37868919, Decedent Name: Betty Gherkin, Event Date: Jul-11-2024, and Death Place: Regional Hospital of Scranton. Below this, the 'Disposition' section is active, showing 'Method of Disposition' as 'Burial' and 'Date of Disposition' as 'Jul-13-2024'. The 'Funeral Director' section includes fields for License Number, First, Middle, Last, and Suffix. A red box highlights the 'Funeral Director Look up' button next to the License Number field. The page also features a 'Welcome' banner for Jenn Pickles and a 'Logout' link.

3. In the Look up Funeral Director window, enter the Funeral Director's last name, then click the **Search** button.
4. In the results section, locate the Funeral Director you want to assign and click the **Select** button.



The case populates with the Funeral Director's name and License Number. The Funeral Home's information also populates into the case. Continue down the page to enter the Disposition information.



- Click the **Place of Disposition Look up** button to locate where the disposition will occur.

Place of Disposition

Place of Disposition* 5

City or Town State Zip Code Country

Date Signed

Filing Registrar

Filing Registrar Office*

First Name Middle Name Last Name

Local File Date

- Enter the facility name in the search field, then click the **Search** button.
- Locate the name of the facility, then click the **Select** button to add the facility's information to the case.

Look up Place of Disposition

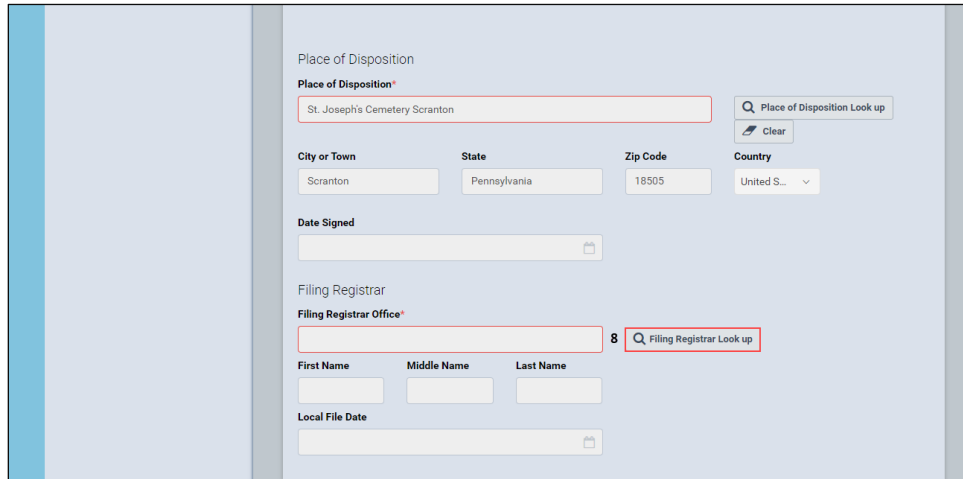
Facility Name* 6 6

Search

Facility Name	Address	City	7
St. Joseph's Cemetery Scranton	Cemetery Avenue	Scranton	Select
Cremation Society of Pennsylvania, Inc. (Scranton)	320 Highway 3152408	Pittston	Select

Cancel

8. Lastly, you want to select the Filing Registrar for your case. Click the **Filing Registrar Look up** button.



Place of Disposition

Place of Disposition*

St. Joseph's Cemetery Scranton

Q Place of Disposition Look up

Clear

City or Town State Zip Code Country

Scranton Pennsylvania 18505 United S...

Date Signed

Filing Registrar

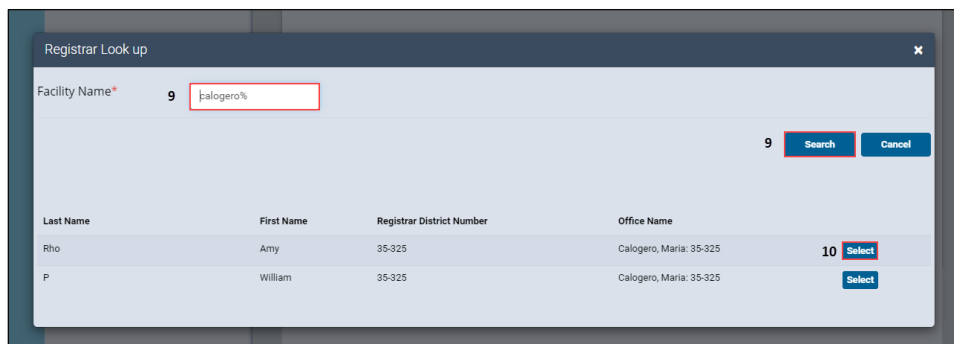
Filing Registrar Office*

8 Q Filing Registrar Look up

First Name Middle Name Last Name

Local File Date

9. Enter the name of the Local Registrar you want to assign the case to in the Facility Name field, then click the Search button.
10. Click the **Select** button to assign the Registrar to your case.



Registrar Look up

Facility Name*

9 Calogero%

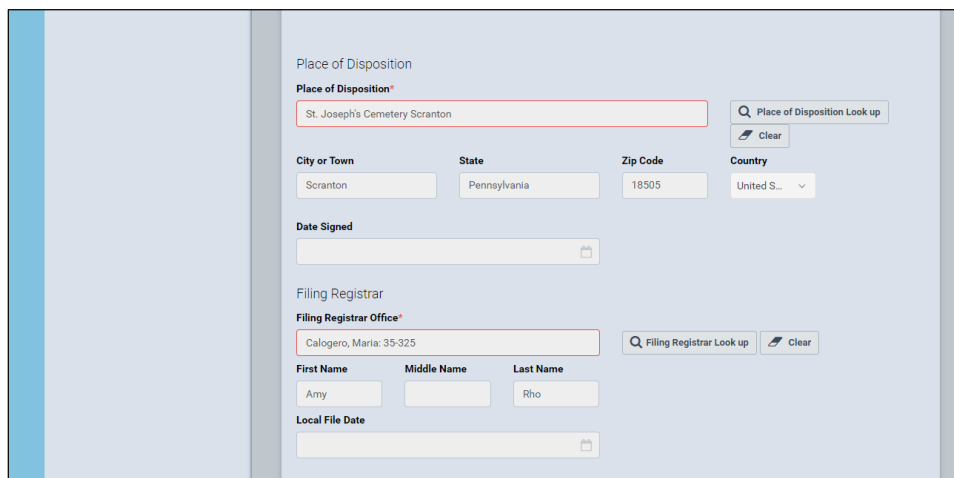
9 Search Cancel

Last Name	First Name	Registrar District Number	Office Name
Rho	Amy	35-325	Calogero, Maria: 35-325
P	William	35-325	Calogero, Maria: 35-325

10 Select

Select

The case populates with the Filing Registrar's information.



Place of Disposition

Place of Disposition*

St. Joseph's Cemetery Scranton

Q Place of Disposition Look up

Clear

City or Town State Zip Code Country

Scranton Pennsylvania 18505 United S...

Date Signed

Filing Registrar

Filing Registrar Office*

Calogero, Maria: 35-325

Q Filing Registrar Look up Clear

First Name Middle Name Last Name

Amy Rho

Local File Date

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

Department of Health

11

Return to Results

Save

Return

Case ID: 37868919

Decedent Name: Betty Gherkin

Event Date: Jul-11-2024

Death Place: Regional Hospital of Scranton

Case Status:

Medical Pending

Personal Pending

Fact Of Death Pending

Uncertified

Unsigned

Unregistered

Disposition

Method of Disposition

Burial

Date of Disposition

Jul-13-2024

Funeral Director

License Number

FD919901

Funeral Director Look up

Clear

First

Christiana

Middle

Last

Rodi

Suffix

Select one

Funeral Home

Business Registration Number

Name

Jesse H Geigle Funeral Home Inc

Address

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

2100 Linglestown Rd

Apartment, Suite, Building, Floor, etc

City or Town

Harrisburg

State

PA

Zip Code

17110-9584

Country

United States

Unverified

Verify Address

Is this a Trade Call?

Place of Disposition

Place of Disposition

St. Joseph's Cemetery Scranton

Place of Disposition Look up

Clear

City or Town

Scranton

State

Pennsylvania

Zip Code

18505

Country

United ...

Date Signed

Filing Registrar

Filing Registrar Office

Calogero, Maria: 35-325

Filing Registrar Look up

Clear

First Name

Amy

Middle Name

Last Name

Rho

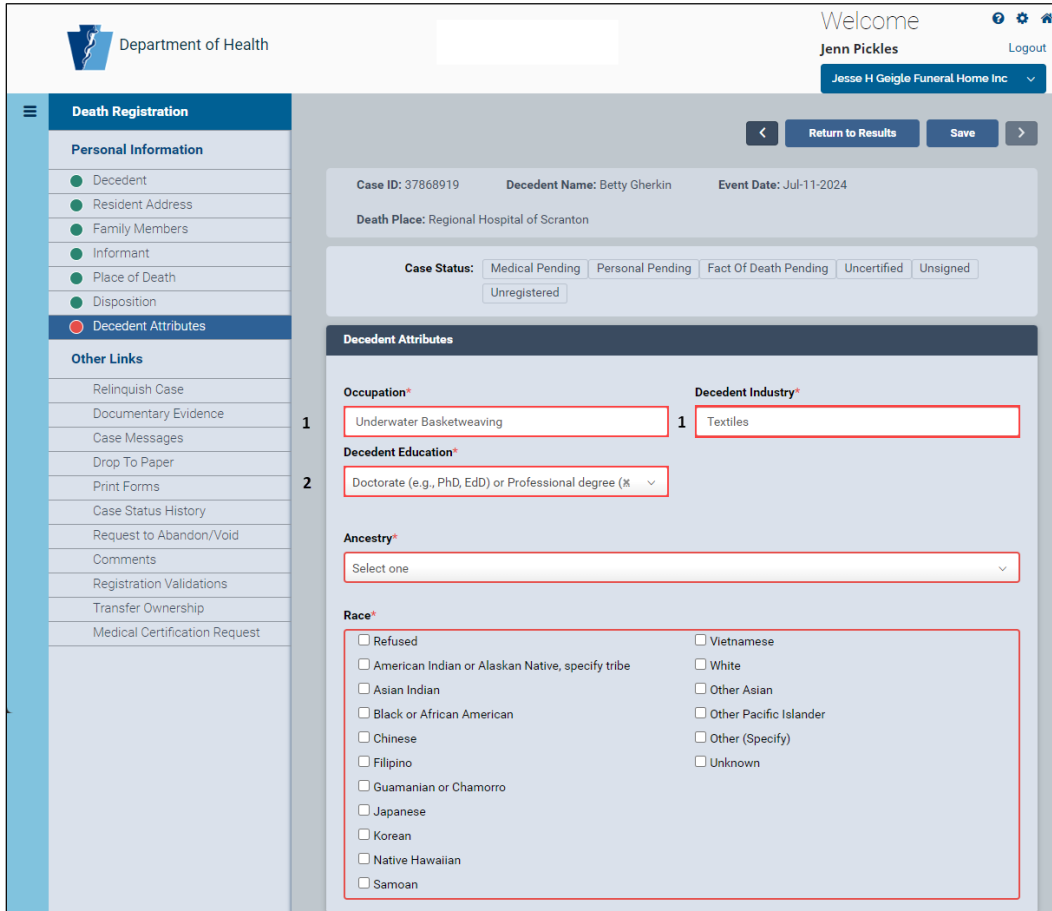
Local File Date

Entering the Decedent's Attributes

For the Decedent's attributes, enter their usual occupation, which may not necessarily be their last occupation. Do not enter retired, instead, provide information about the type of work they did during the majority of their life.

To Enter the Decedent's Attributes

1. Enter the Decedent's Occupation, then the Decedent's Industry.
2. Select the Decedent's highest level of education from the drop-down list.



The screenshot displays the 'Death Registration' interface. On the left is a sidebar with a menu under 'Death Registration' containing 'Personal Information' (with sub-items: Decedent, Resident Address, Family Members, Informant, Place of Death, Disposition) and 'Decedent Attributes' (highlighted). Below this is an 'Other Links' section with various options like 'Relinquish Case', 'Documentary Evidence', etc. The main content area shows case details: Case ID: 37868919, Decedent Name: Betty Gherkin, Event Date: Jul-11-2024, and Death Place: Regional Hospital of Scranton. It includes a 'Case Status' section with buttons for 'Medical Pending', 'Personal Pending', 'Fact Of Death Pending', 'Uncertified', 'Unsigned', and 'Unregistered'. The 'Decedent Attributes' section contains:

- Occupation***: A text input field containing 'Underwater Basketweaving'.
- Decedent Industry***: A text input field containing 'Textiles'.
- Decedent Education***: A dropdown menu showing 'Doctorate (e.g., PhD, EdD) or Professional degree (%)'.
- Ancestry***: A dropdown menu showing 'Select one'.
- Race***: A group of checkboxes for various racial and ethnic categories, including 'Refused', 'American Indian or Alaskan Native, specify tribe', 'Asian Indian', 'Black or African American', 'Chinese', 'Filipino', 'Guamanian or Chamorro', 'Japanese', 'Korean', 'Native Hawaiian', 'Samoan', 'Vietnamese', 'White', 'Other Asian', 'Other Pacific Islander', 'Other (Specify)', and 'Unknown'.

 Navigation buttons at the top right include 'Return to Results', 'Save', and a right arrow.

3. Select the Decedent's Ancestry from the drop-down list.
4. Next, select a checkbox(es) for the Decedent's Race.
If you select *American Indian or Alaskan Native* or any of the *Other* options, you are required to complete the additional *Specify* fields that display.

Department of Health

Welcome
Jenn Pickles
Logout
Jesse H Geigle Funeral Home Inc

Death Registration

Personal Information

- Decedent
- Resident Address
- Family Members
- Informant
- Place of Death
- Disposition
- Decedent Attributes

Other Links

- Relinquish Case
- Documentary Evidence
- Case Messages
- Drop To Paper
- Print Forms
- Case Status History
- Request to Abandon/Void
- Comments
- Registration Validations
- Transfer Ownership
- Medical Certification Request

Case ID: 37868919 Decedent Name: Betty Gherkin Event Date: Jul-11-2024

Death Place: Regional Hospital of Scranton

Case Status: Medical Pending Personal Pending Fact Of Death Pending Uncertified Unsigned Unregistered

Decedent Attributes

Occupation* Underwater Basketweaving

Decedent Industry* Textiles

Decedent Education* Doctorate (e.g., PhD, EdD) or Professional degree (x)

Ancestry* No, not Spanish/Hispanic/Latino (x)

Race*

- ☐ Refused
- ☐ American Indian or Alaskan Native, specify tribe
- ☐ Asian Indian
- ☐ Black or African American
- ☐ Chinese
- ☐ Filipino
- ☐ Guamanian or Chamorro
- ☐ Japanese
- ☐ Korean
- ☐ Native Hawaiian
- ☐ Samoan
- ☐ Vietnamese
- ☐ White
- ☐ Other Asian
- ☐ Other Pacific Islander
- ☒ Other (Specify)

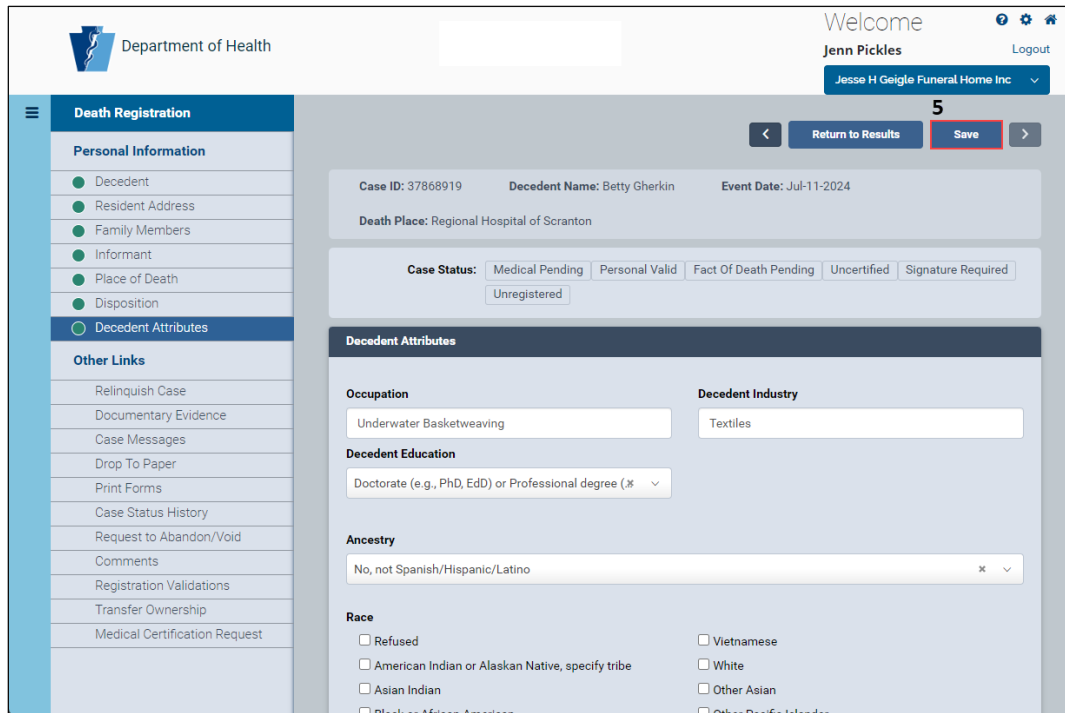
Specify

German

Irish

Unknown

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



The screenshot shows the eVitals interface for the Pennsylvania Department of Health. The user is logged in as Jenn Pickles, and the interface displays the 'Death Registration' section. The 'Decedent Attributes' section is active, showing fields for Occupation (Underwater Basketweaving), Decedent Industry (Textiles), Decedent Education (Doctorate), Ancestry (No, not Spanish/Hispanic/Latino), and Race (Refused, Vietnamese, American Indian or Alaskan Native, White, Asian Indian, Other Asian, Black or African American, Other Pacific Islander). The 'Save' button is highlighted with a red border.

As a Funeral Home Data Entry User, you have finished completing the case. The Funeral Director you assigned to the Disposition tab is required to log into eVitals to review and sign the case. You can continue on to learn about the tasks under Other Links.

Other Links

Beneath the Other Links section are a series of links that display depending on the status of the case.

The following links display after a case is registered:

- Order Certified Copies
- Amendment History

The following links display while a case is unregistered:

- Relinquish Case
- Transfer Ownership
- Medical Certification Request

Other Links
Order Certified Copies
✔ Documentary Evidence
✔ Case Messages
Event Issuance History
Drop To Paper
Print Forms
Amendment History
Case Status History
Request to Abandon/Void
Comments
Registration Validations

Registered Case

Other Links
Relinquish Case
Documentary Evidence
Case Messages
Event Issuance History
Drop To Paper
Print Forms
Case Status History
Request to Abandon/Void
Comments
Registration Validations
Transfer Ownership
Medical Certification Request

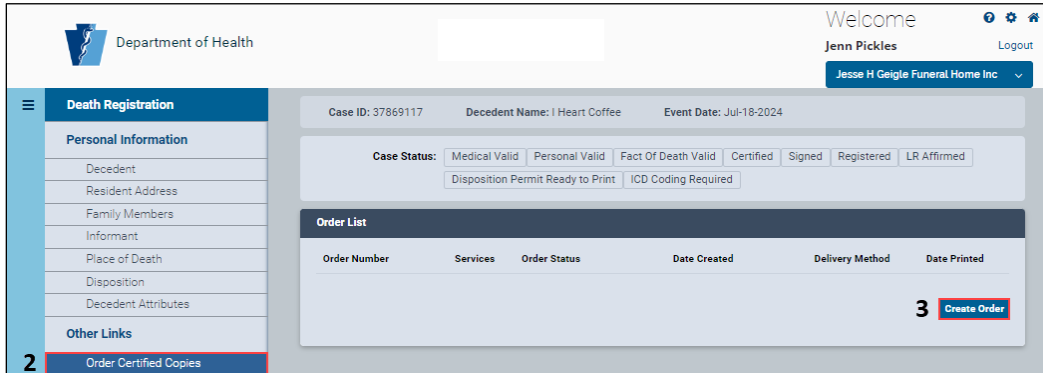
UnRegistered Case

Order Certified Copies

The Order Certified Copies link displays after a case is registered. When you order copies of the death certificate, it goes to your local registrar to be processed.

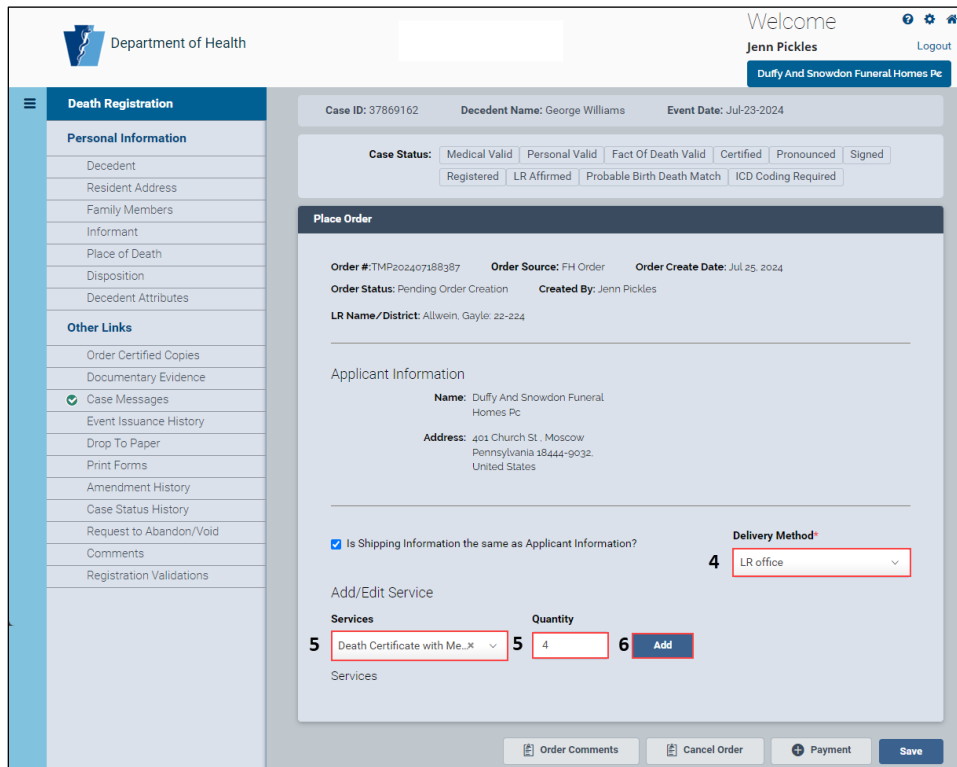
To Order a Certified Copy of a Death Certificate:

1. Locate the case you would like to order copies of the death certificate.
2. Click the Order Certified Copies link under Other Links.
3. Click the **Create Order** button.




The screenshot shows the Pennsylvania Department of Health web portal. The user is logged in as Jenn Pickles. The left sidebar shows the 'Death Registration' menu with 'Order Certified Copies' highlighted under 'Other Links'. The main content area shows case details for Case ID: 37869117, Decedent Name: I Heart Coffee, and Event Date: Jul-18-2024. The 'Case Status' section includes tabs for Medical Valid, Personal Valid, Fact Of Death Valid, Certified, Signed, Registered, and LR Affirmed. The 'Order List' table is empty, and a 'Create Order' button is visible at the bottom right of the table.

4. Select the Delivery Method from the dropdown.
- NOTE:** You can order from your Local Registrar up to 90 days after the case has been registered.
5. Select the Service type from the drop-down list, then enter the amount you want to order in the Quantity field. You can add multiple services to an order.
6. Click the **Add** button to add the service to the order.



The screenshot shows the 'Place Order' form in the Pennsylvania Department of Health web portal. The user is logged in as Jenn Pickles. The left sidebar shows the 'Death Registration' menu with 'Order Certified Copies' highlighted under 'Other Links'. The main content area shows case details for Case ID: 37869162, Decedent Name: George Williams, and Event Date: Jul-23-2024. The 'Case Status' section includes tabs for Medical Valid, Personal Valid, Fact Of Death Valid, Certified, Pronounced, Signed, Registered, LR Affirmed, Probable Birth Death Match, and ICD Coding Required. The 'Place Order' section shows the order details, including Order #: TMP202407188387, Order Source: FH Order, and Order Create Date: Jul 25, 2024. The 'Applicant Information' section shows the name and address of the applicant. The 'Delivery Method' dropdown is set to 'LR office'. The 'Add/Edit Service' section shows a table with columns for Services, Quantity, and an 'Add' button. The table contains one row: 'Death Certificate with Me..x' with a quantity of 5.

7. Next, select the payment method from the drop-down list, then click the **Add Payment** button.
8. Enter the payment amount in the Amount field, then click the **Save** button.


Department of Health

Welcome
Jenn Pickles
Logout
Duffy And Snowdon Funeral Homes Pc

Death Registration

Personal Information
Decedent
Resident Address
Family Members
Informant
Place of Death
Disposition
Decedent Attributes
Other Links
Order Certified Copies
Documentary Evidence
Case Messages
Event Issuance History
Drop To Paper
Print Forms
Amendment History
Case Status History
Request to Abandon/Void
Comments
Registration Validations

Case ID: 37868937
Decedent Name: Living Rent Free
Event Date: Jul-11-2024

Case Status:
Medical Valid
Personal Valid
Fact Of Death Valid
Certified
Pronounced
Signed
Registered
LR Affirmed
Disposition Permit Ready to Print
ICD Coding Required

Process Payment

Services

Service Type	Quantity	Amount	Waived	Voided	Discount
Death Certificate with Medical Information	4	80.00			View

Payment Summary

Order Sub Total		\$80.00
VitalChek Fee	⊖	\$0.00
Shipping and Handling Fee	⊖	\$0.00
Total Waive	⊖	\$0.00
Order Total	=	\$80.00
Total Payment	⊖	\$0.00
Total Refund	⊖	\$0.00
Total Adjustment	⊖	\$0.00
Non Refundable	⊖	\$0.00
Total Balance	=	(\$80.00)

Select Payment Method

8
FH Payment Due at Pickup
x
v

8
Add Payment

Add Payment Details
Amount*


9
80.00

9
Save Clear

Back to Order

The payment method reflects the funeral home will pay at the time of pickup.

- Click the **Back to Order** button to return and submit your order.


Department of Health

Welcome
Jenn Pickles
Logout
Duffy And Snowdon Funeral Homes Pc

Death Registration

Personal Information

Decedent

Resident Address

Family Members

Informant

Place of Death

Disposition

Decedent Attributes

Other Links

Order Certified Copies

Documentary Evidence

Case Messages

Event Issuance History

Drop To Paper

Print Forms

Amendment History

Case Status History

Request to Abandon/Void

Comments

Registration Validations

Case ID: 37868937

Decedent Name: Living Rent Free

Event Date: Jul-11-2024

Case Status: Medical Valid | Personal Valid | Fact Of Death Valid | Certified | Pronounced | Signed | Registered | LR Affirmed

Disposition Permit Ready to Print | ICD Coding Required

Process Payment

Services

Service Type	Quantity	Amount	Waived	Voided	Discount
Death Certificate with Medical Information	4	80.00			View

Payment Summary

Payment Due at Pickup \$80.00

Order Sub Total	\$80.00
VitalChek Fee	\$0.00
Shipping and Handling Fee	\$0.00
Total Waive	\$0.00
Order Total	\$80.00
Total Payment	\$80.00
Total Refund	\$0.00
Total Adjustment	\$0.00
Non Refundable	\$0.00
Total Balance	\$0.00

Select Payment Method

FH Payment Due at Pickup

Add Payment

Add Payment Details

Amount*

0.00

Save

Clear

Payment saved successfully


Payment Details

Payment Method	Payment Date	Business Unit	User	Check #/MO #	Last 4 Account#	Auth Code	Trans Code	Status	VPS Amount	Closed	IsVoided	Edit	Delete	Adjustment
FH Payment Due at Pickup	Jul 15, 2024	Duffy And Snowdon Funeral Homes Pc	Pickles, Jenn						80.00	No	No			

10

Back to Order

10. You are taken back to the order screen. Click the **Submit Order** button to complete your order. Your Local Registrar will receive your order and begin to process it.

 Department of Health

Death Registration

Personal Information

Decedent

Resident Address

Family Members

Informant

Place of Death

Disposition

Decedent Attributes

Other Links

Order Certified Copies

Documentary Evidence

Case Messages

Event Issuance History

Drop To Paper

Print Forms

Amendment History

Case Status History

Request to Abandon/Void

Comments

Registration Validations

Case ID: 37868937Decedent Name: Living Rent FreeEvent Date: Jul-11-2024

Case Status: Medical ValidPersonal ValidFact Of Death ValidCertifiedPronouncedSignedRegisteredLR AffirmedDisposition Permit Ready to PrintICD Coding Required

Place Order

Order #: FHO202407188148Order Source: FH OrderOrder Create Date: Jul 15, 2024

Order Status: Payment ProcessedCreated By: Jenn Pickles

LR Name/District: Feeney, Ann Honey: 22-222

Applicant Information

Name: Duffy And Snowdon Funeral Homes Pc

Address: 401 Church St., Moscow, Pennsylvania 18444-9032, United States

☒ Is Shipping Information the same as Applicant Information?

Delivery Method*
LR office

Add/Edit Service

Services

Select one

Quantity

1

Add

Services

Service Name

Quantity

Edit

Death Certificate with Medical Information

4

11

Order CommentsCancel OrderSubmit OrderOrder ReceiptPaymentSave

Documentary Evidence

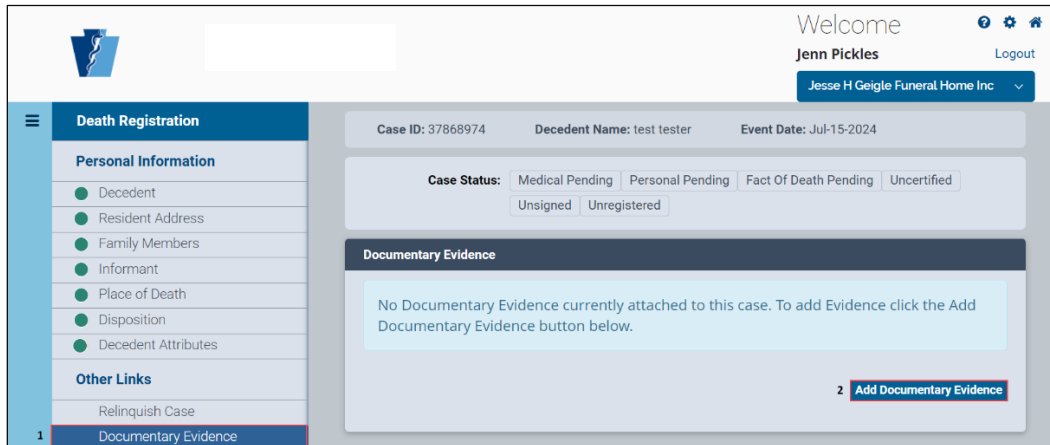
When you attach the Medical Certification Worksheet to your signed case, eVitals will automatically drop your case to paper for you. A green circle with white checkmark will display next to the Documentary Evidence link and next to the Case Messages link, indicating a message has been inserted that your case has been dropped to paper.

eVitals supports a variety of file types to upload:

- BMP
- PNG
- JPEG
- PDF
- TIFF
- JP2

To Upload a Document to Documentary Evidence:

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



The screenshot displays the eVitals web application interface. At the top right, a 'Welcome' message is shown for 'Jenn Pickles' with a 'Logout' link. Below this, a dropdown menu shows 'Jesse H Geigle Funeral Home Inc'. The main content area is divided into a left sidebar and a main panel. The sidebar, under the 'Death Registration' heading, includes a 'Personal Information' section with links for Decedent, Resident Address, Family Members, Informant, Place of Death, Disposition, and Decedent Attributes. Below this is an 'Other Links' section with 'Relinquish Case' and 'Documentary Evidence' (highlighted with a red box and a '1' next to it). The main panel shows case details: Case ID: 37868974, Decedent Name: test tester, and Event Date: Jul-15-2024. It also displays 'Case Status' with tabs for Medical Pending, Personal Pending, Fact Of Death Pending, Uncertified, Unsigned, and Unregistered. A 'Documentary Evidence' section contains a message: 'No Documentary Evidence currently attached to this case. To add Evidence click the Add Documentary Evidence button below.' At the bottom right of this section is a red button labeled 'Add Documentary Evidence' with a '2' next to it.

3. Select **Document Type** from the drop-down list.
 - a. Select Medical Certification Worksheet for hybrid cases.
If you select **Other**, enter comments about the document you are uploading.
4. Click **Browse and Upload** to upload the document(s).

Document

Case ID: 37868974 Decedent Name: test tester
Event Date: Jul-15-2024

Case Status:

Medical Pending Personal Pending Fact Of Death Pending Uncertified Unsigned Unregistered

Document Type* 3
Medical Certification Worksheet

Issued By Issue Date

Reviewed By First Reviewed By Last

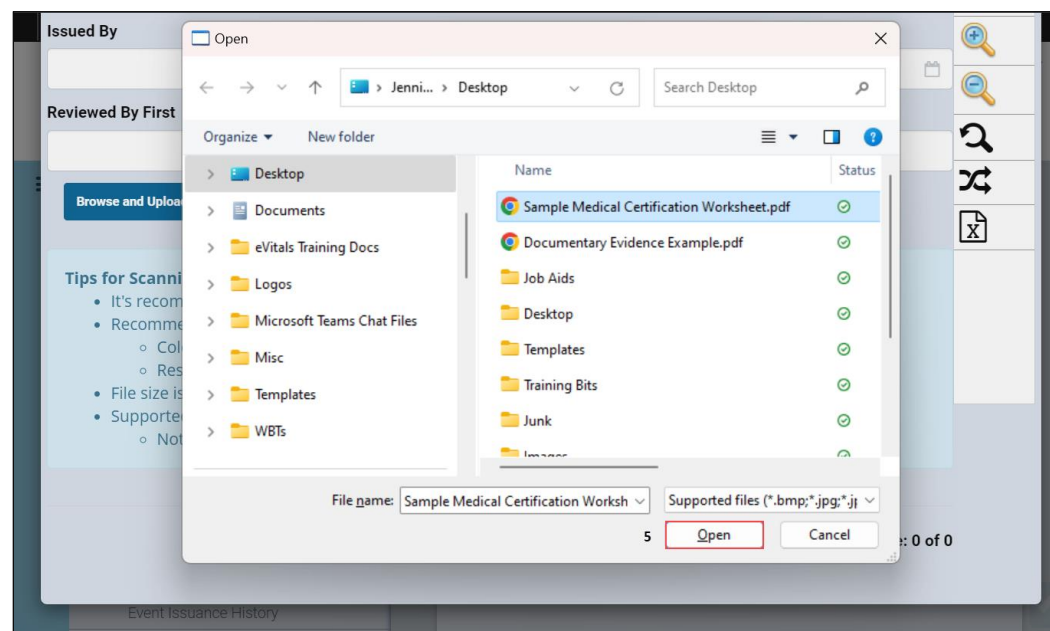
Browse and Upload **Save**

4

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.

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



6. Click the **Save** button.

Document

Case ID: 37868974

Decedent Name: test tester

Event Date: Jul-15-2024

Case Status:

Medical Pending

Personal Pending

Fact Of Death Pending

Uncertified

Unsigned

Unregistered

Document Type* 3

Medical Certification Worksheet

Issued By

Issue Date

Reviewed By First

Reviewed By Last

Browse and Upload


Save 6

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: 0 of 0

The document you uploaded displays in the Documentary Evidence page and can be viewed by clicking the **View** button. The type of document you uploaded is also reflected in the Case Status



Department of Health

Welcome

Jenn Pickles

Logout

Jesse H Geigle Funeral Home Inc

Case ID: 37869108

Decedent Name: I Heart Coffee

Event Date: Jul-18-2024

Case Status:

Drop to Paper

Medical Pending

Personal Valid

Fact Of Death Pending

Signed

Unregistered

Disposition Permit Ready to Print

DE-Medical Certification Worksheet

Documentary Evidence

Document Type	Comments	Issued By	Date Issued	Reviewed By	Updated Date
Medical Certification Worksheet					7/18/2024 12:49:24 PM

View

Add Documentary Evidence

Return to Results

Case Messages

Use Case Messages if you want to communicate with users within your facility or with the Death Registry Unit.

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

- **Functional Entity** – Used to communicate with the Death Registry Unit.
- **Role** – Used to communicate with users within your facility.

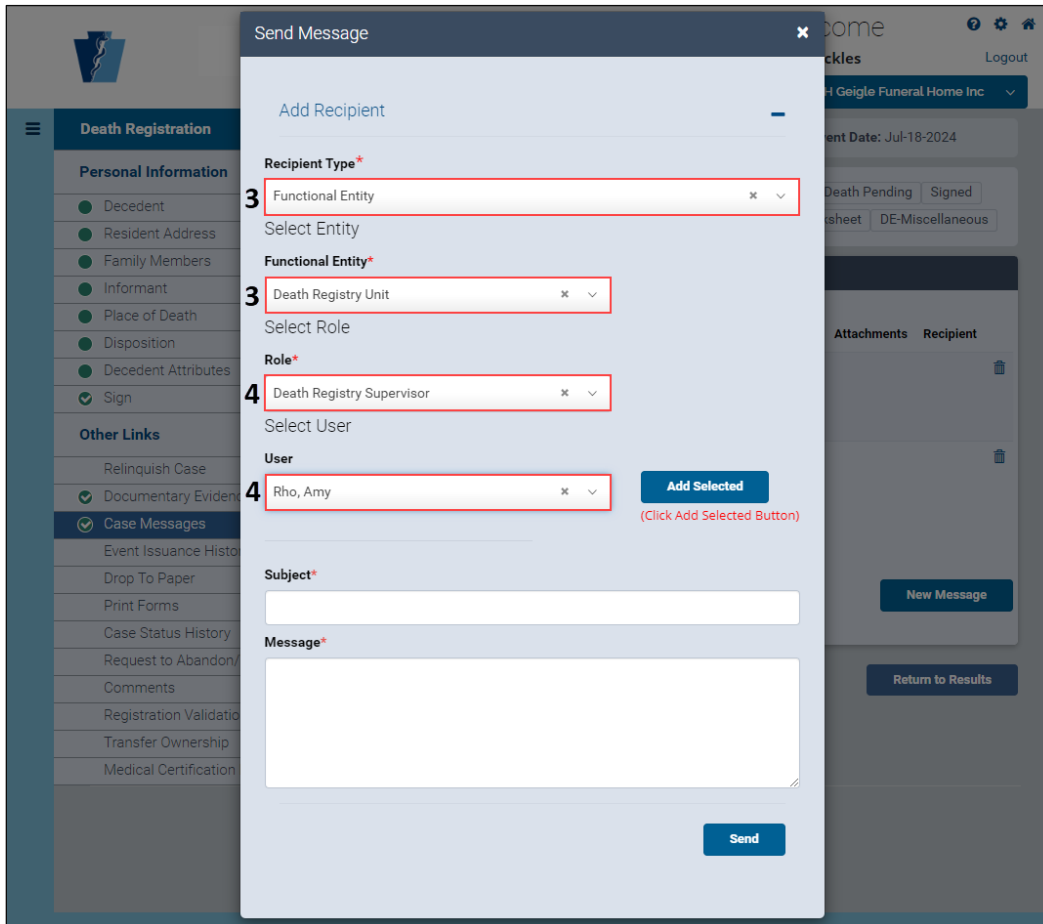
Sending Case Messages by the Functional Entity Type

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

The screenshot displays the Death Registration system interface. On the left, a sidebar menu under 'Death Registration' includes 'Personal Information' (Decedent, Resident Address, Family Members, Informant, Place of Death, Disposition, Decedent Attributes, Sign) and 'Other Links' (Relinquish Case, Documentary Evidence, Case Messages, Event Issuance History, Drop To Paper, Print Forms, Case Status History). The 'Case Messages' link is highlighted with a red box and a '1' next to it. The main content area shows case details for Case ID: 37869108, Decedent Name: I Heart Coffee, and Event Date: Jul-18-2024. It includes tabs for Case Status (Medical Pending, Personal Valid, Fact Of Death Pending, Signed, Unregistered, DE-Medical Certification Worksheet, DE-Miscellaneous) and a 'Messages' table. The table has columns for Sender, Facility, Subject, Body, Sent Date, Attachments, and Recipient. Two messages are listed, both from Jenn Pickles at Jesse H Geigle Funeral Home Inc. The second message is highlighted with a red box and a '2' next to it, with a 'New Message' button below it.

Sender	Facility	Subject	Body	Sent Date	Attachments	Recipient
Jenn Pickles	Jesse H Geigle Funeral Home Inc	Death Case 37869108 - Drop to Paper	Case ID: 37869108 - I Heart Coffee, Date of Death: Jul 18, 2024 has been Dropped to Paper.	Jul 18, 2024		
Jenn Pickles	Jesse H Geigle Funeral Home Inc	Death Case 37869108 - Drop to Paper Cancelled	Case ID: 37869108 - I Heart Coffee, Date of Death: Jul 18, 2024 Drop to Paper has been Cancelled.	Jul 18, 2024		

3. Select Functional Entity from the Recipient Type drop-down list, then select Death Registry Unit from the Functional Entity drop-down list.
4. Select the Death Registry Unit role from the Role drop-down list, then select the individual you want to send the message to from the User drop-down list.



5. Click the **Add** button to add the User to your message. Repeat steps 01 – 04 to add additional users.

NOTE: Click the red ✖ to remove a user from your message.

6. Enter your case ID in the Subject field, then enter your message in the Message field.)
7. Click the **Send** button to send the message.

Send Message

Add Recipient

Recipient Type
Select one

Functional Entity	Type	User Name
Death Registry Unit	Death Registry Supervisor	Rho, Amy

Subject*
6 Enter Case ID in the Subject

Message*
6 Enter case message.

7 **Send**

8. A pop-up window displays that your message was successfully sent. Click the OK button to continue.

Message successfully sent.

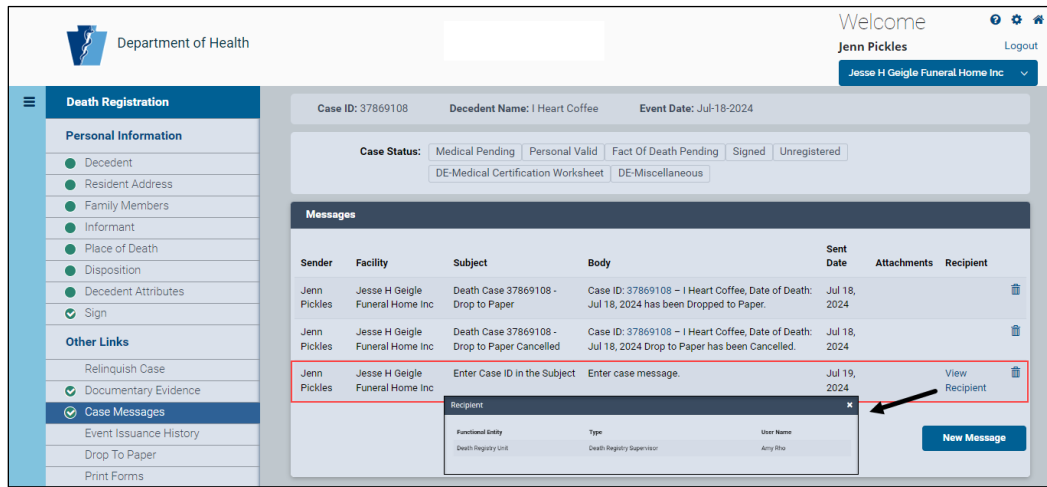
8 **OK**

Case Status: Medical Pending | Personal Valid | Fact Of Death Pending | Signed | Unregistered | DE-Medical Certification Worksheet | DE-Miscellaneous

Sender	Facility	Subject	Body	Sent Date	Attachments	Recipient
Jenn Pickles	Jesse H Geigle Funeral Home Inc	Death Case 37869108 - Drop to Paper	Case ID: 37869108 - I Heart Coffee, Date of Death: Jul 18, 2024 has been Dropped to Paper.	Jul 18, 2024		
Jenn Pickles	Jesse H Geigle Funeral Home Inc	Death Case 37869108 - Drop to Paper Cancelled	Case ID: 37869108 - I Heart Coffee, Date of Death: Jul 18, 2024 Drop to Paper has been Cancelled.	Jul 18, 2024		

New Message

Your message displays in the Case Messages list and a green circle with a white checkmark next to the Case Messages link in the navigation panel. Click the View Recipient link to view the recipient of messages in the list.



Department of Health

Welcome
Jenn Pickles
Logout
Jesse H Geigle Funeral Home Inc

Case ID: 37869108 Decedent Name: I Heart Coffee Event Date: Jul-18-2024

Case Status: Medical Pending | Personal Valid | Fact Of Death Pending | Signed | Unregistered
DE-Medical Certification Worksheet | DE-Miscellaneous

Messages

Sender	Facility	Subject	Body	Sent Date	Attachments	Recipient
Jenn Pickles	Jesse H Geigle Funeral Home Inc	Death Case 37869108 - Drop to Paper	Case ID: 37869108 - I Heart Coffee, Date of Death: Jul 18, 2024 has been Dropped to Paper.	Jul 18, 2024		
Jenn Pickles	Jesse H Geigle Funeral Home Inc	Death Case 37869108 - Drop to Paper Cancelled	Case ID: 37869108 - I Heart Coffee, Date of Death: Jul 18, 2024 Drop to Paper has been Cancelled.	Jul 18, 2024		
Jenn Pickles	Jesse H Geigle Funeral Home Inc	Enter Case ID in the Subject	Enter case message.	Jul 19, 2024		View Recipient

Recipient

Functional Entity	Type	User Name
Death Registry Unit	Death Registry Supervisor	Amy Wu

[New Message](#)

Sending Case Messages by the Role Type

1. Click the Case Messages link under Other Links to display the Messages page. System and user generated messages display.
2. Click the **New Message** button to open the Send Message window.

Department of Health

Welcome
Jenn Pickles
Logout
Jesse H Geigle Funeral Home Inc

Case ID: 37869108 Decedent Name: I Heart Coffee Event Date: Jul-18-2024

Case Status: Medical Pending | Personal Valid | Fact Of Death Pending | Signed | Unregistered
DE-Medical Certification Worksheet DE-Miscellaneous

Messages

Sender	Facility	Subject	Body	Sent Date	Attachments	Recipient
Jenn Pickles	Jesse H Geigle Funeral Home Inc	Death Case 37869108 - Drop to Paper	Case ID: 37869108 - I Heart Coffee, Date of Death: Jul 18, 2024 has been Dropped to Paper.	Jul 18, 2024		
Jenn Pickles	Jesse H Geigle Funeral Home Inc	Death Case 37869108 - Drop to Paper Cancelled	Case ID: 37869108 - I Heart Coffee, Date of Death: Jul 18, 2024 Drop to Paper has been Cancelled.	Jul 18, 2024		
Jenn Pickles	Jesse H Geigle Funeral Home Inc	Enter Case ID in the Subject	Enter case message.	Jul 19, 2024		View Recipient

1 Case Messages

2 New Message

3. Select Role from the Recipient Type drop-down list, then select Funeral Home role from the Role drop-down list.
4. Select the individual you want to send the message to from the User drop-down list.
5. Click the **Add** button to add the User to your message. Repeat steps 01 – 04 to add additional users.

Send Message

Add Recipient

Recipient Type*
3 Role

Select Role
Role*
3 FH Data Entry

Select User
User
4 Maloney, Monique **5** Add Selected
(Click Add Selected Button)

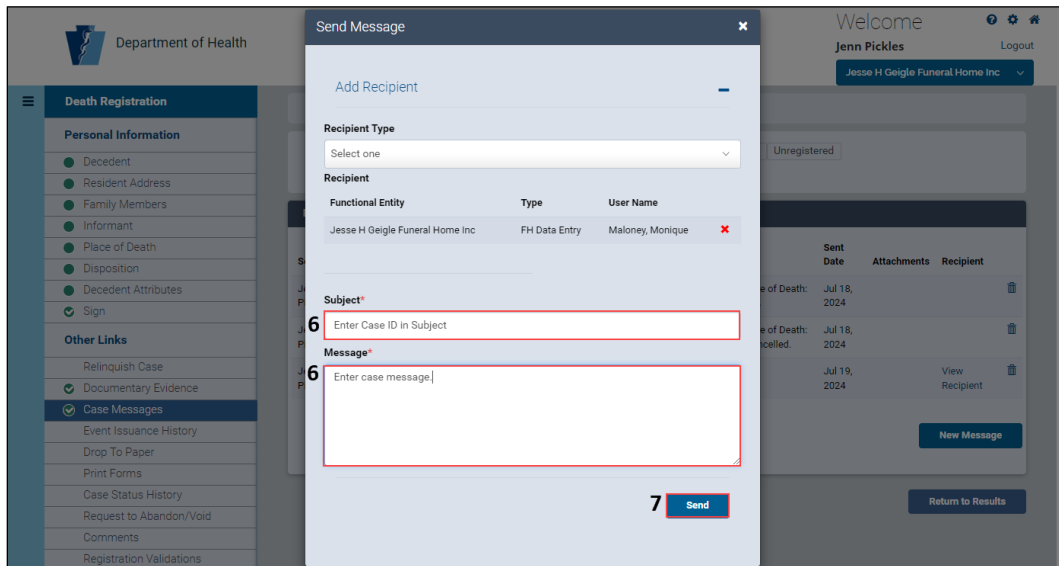
Subject*

Message*

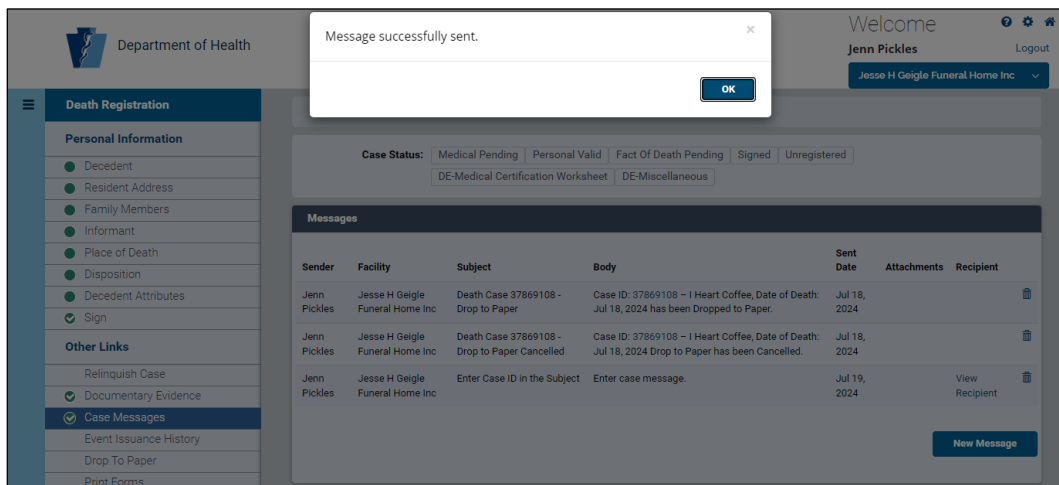
Send

6. Enter the case in the Subject, then enter the message in the Message field.
7. Click the **Send** button to deliver the message.


NOTE: Click the red ✖ to remove a user from your message.



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



Deleting Case Messages

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



The screenshot shows the 'Death Registration' interface for the Department of Health. The user is logged in as 'Jenn Pickles' from 'Jesse H Geigle Funeral Home Inc.'. The case details are: Case ID: 37869108, Decedent Name: I Heart Coffee, Event Date: Jul-18-2024. The 'Case Status' is 'Medical Pending'. The 'Messages' section contains a table with three rows. The first two rows have a trash can icon in the 'Recipient' column, which is highlighted with a red box. The third row has a 'View Recipient' link. A 'New Message' button is at the bottom right.

Sender	Facility	Subject	Body	Sent Date	Attachments	Recipient
Jenn Pickles	Jesse H Geigle Funeral Home Inc	Death Case 37869108 - Drop to Paper	Case ID: 37869108 - I Heart Coffee, Date of Death: Jul 18, 2024 has been Dropped to Paper.	Jul 18, 2024		
Jenn Pickles	Jesse H Geigle Funeral Home Inc	Death Case 37869108 - Drop to Paper Cancelled	Case ID: 37869108 - I Heart Coffee, Date of Death: Jul 18, 2024 Drop to Paper has been Cancelled.	Jul 18, 2024		
Jenn Pickles	Jesse H Geigle Funeral Home Inc	Enter Case ID in the Subject	Enter case message.	Jul 19, 2024		View Recipient

[New Message](#)

You will not see any activity on this page during case progression.

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Drop To Paper

When dropping a case to paper, your case needs to be signed and verify the medical certification worksheet is uploaded to the Documentary Evidence page. eVitals automatically drops the case to paper and no further action is needed.

Auto Drop to Paper

1. In your signed case, upload the medical certification worksheet to the Documentary Evidence page. eVitals automatically assigns the Drop to Paper and DE-Medical Certification Worksheet case statuses.

The screenshot shows the eVitals interface for a case. The left sidebar has a 'Death Registration' section with a 'Documentary Evidence' link highlighted. The main content area shows the case details: Case ID: 37869161, Decedent Name: I Heart Coffee, Event Date: Jul-23-2024. The 'Case Status' section has 'Drop to Paper' and 'DE-Medical Certification Worksheet' highlighted. The 'Documentary Evidence' table shows a 'Medical Certification Worksheet' document type with a 'View' button.

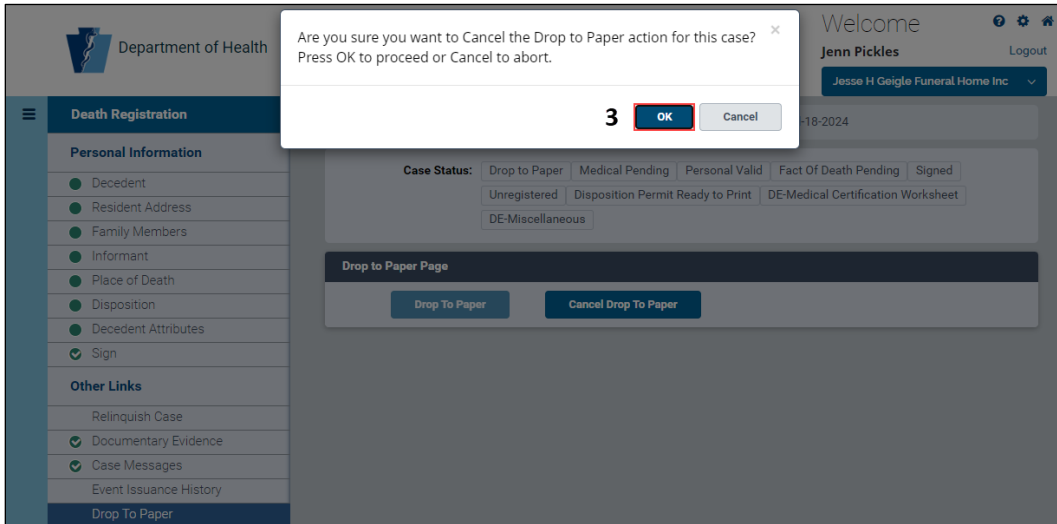
Document Type	Comments	Issued By	Date Issued	Reviewed By	Updated Date
Medical Certification Worksheet					7/23/2024 12:26:48 PM

2. If you need to cancel the Drop to Paper, click the **Cancel Drop to Paper** button on the Drop to Paper page.

The screenshot shows the eVitals interface for a case. The left sidebar has a 'Death Registration' section with a 'Drop To Paper' link highlighted. The main content area shows the case details: Case ID: 37869161, Decedent Name: I Heart Coffee, Event Date: Jul-23-2024. The 'Case Status' section has 'Drop to Paper' and 'DE-Medical Certification Worksheet' highlighted. The 'Drop to Paper Page' section has a 'Cancel Drop To Paper' button highlighted.

Document Type	Comments	Issued By	Date Issued	Reviewed By	Updated Date
Medical Certification Worksheet					7/23/2024 12:26:48 PM

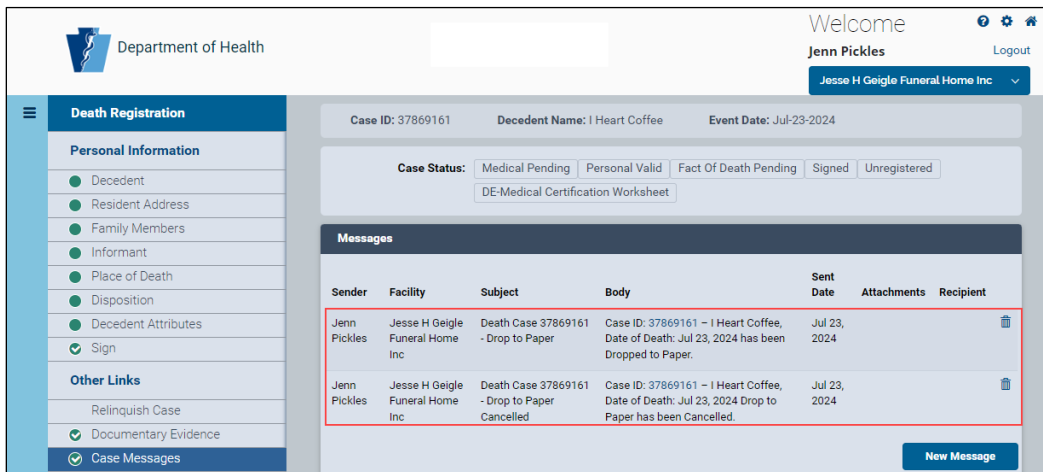
- Click the **OK** button to confirm you want to cancel the Drop to Paper action for your case in the confirmation pop-up window.



The screenshot shows the Pennsylvania Department of Health Death Registration interface. A confirmation pop-up window is displayed in the center, asking: "Are you sure you want to Cancel the Drop to Paper action for this case? Press OK to proceed or Cancel to abort." The pop-up has a close button (X) in the top right corner, a large number "3" in the center, and two buttons: "OK" (highlighted with a red box) and "Cancel".

The background interface includes a sidebar with "Death Registration" and "Personal Information" sections. The "Personal Information" section lists: Decedent, Resident Address, Family Members, Informant, Place of Death, Disposition, Decedent Attributes, Sign, and Other Links. The "Other Links" section lists: Relinquish Case, Documentary Evidence, Case Messages, Event Issuance History, and Drop To Paper. The main content area shows "Case Status" tabs: Drop to Paper, Medical Pending, Personal Valid, Fact Of Death Pending, Signed, Unregistered, Disposition Permit Ready to Print, DE-Medical Certification Worksheet, and DE-Miscellaneous. Below this is a "Drop to Paper Page" with "Drop To Paper" and "Cancel Drop To Paper" buttons.

When you cancel a Drop to Paper, the Drop to Paper eVitals removes the case status and inserts a case message indicating the Drop to Paper cancellation.



The screenshot shows the Pennsylvania Department of Health Death Registration interface after cancelling the Drop to Paper action. The "Case Status" tabs now include: Medical Pending, Personal Valid, Fact Of Death Pending, Signed, Unregistered, and DE-Medical Certification Worksheet. The "Drop to Paper" tab is no longer present. The "Messages" section is expanded, showing a table of messages.

Sender	Facility	Subject	Body	Sent Date	Attachments	Recipient
Jenn Pickles	Jesse H Geigle Funeral Home Inc	Death Case 37869161 - Drop to Paper	Case ID: 37869161 - I Heart Coffee, Date of Death: Jul 23, 2024 has been Dropped to Paper.	Jul 23, 2024		
Jenn Pickles	Jesse H Geigle Funeral Home Inc	Death Case 37869161 - Drop to Paper Cancelled	Case ID: 37869161 - I Heart Coffee, Date of Death: Jul 23, 2024 Drop to Paper has been Cancelled.	Jul 23, 2024		

The "New Message" button is visible at the bottom right of the messages section.

NOTES

Manual Drop to Paper

Follow these steps to manually drop your case to paper.

1. Click the Drop to Paper link under Other Links in the Navigation panel, then click the **Drop To Paper** button on the Drop to Paper Page.

The screenshot shows the 'Death Registration' interface. On the left, a navigation panel lists 'Personal Information' and 'Other Links'. The 'Drop To Paper' link under 'Other Links' is highlighted with a red box and a '1'. The main content area shows case details: Case ID: 37868974, Decedent Name: test tester, Event Date: Jul-15-2024. Below this, the 'Drop to Paper Page' is displayed, featuring a 'Drop To Paper' button (highlighted with a red box and a '1') and a 'Cancel Drop To Paper' button. The 'Case Status' section shows 'Medical Pending', 'Personal Valid', 'Fact Of Death Pending', 'Signed', and 'Unregistered'.

2. Click the **OK** button to confirm you want to perform the Drop to Paper action on your case.

NOTE: To print a draft copy, print the Report of Death Working Copy under Print Forms.

The screenshot shows the same 'Death Registration' interface, but with a confirmation dialog box open. The dialog box contains the text: 'Are you sure you want to perform Drop to Paper action for this case? Once "Dropped to Paper", case cannot be updated. To print a draft copy, select the Report of Death Working Copy under Print Forms. Press OK to proceed or Cancel to abort Drop to Paper.' The dialog box has an 'OK' button (highlighted with a red box and a '2') and a 'Cancel' button. The background interface is dimmed.

Print Forms

The Print Forms page contains documents relevant to the progression of the case. The documents available change depending on the case status.

Unregistered Cases:

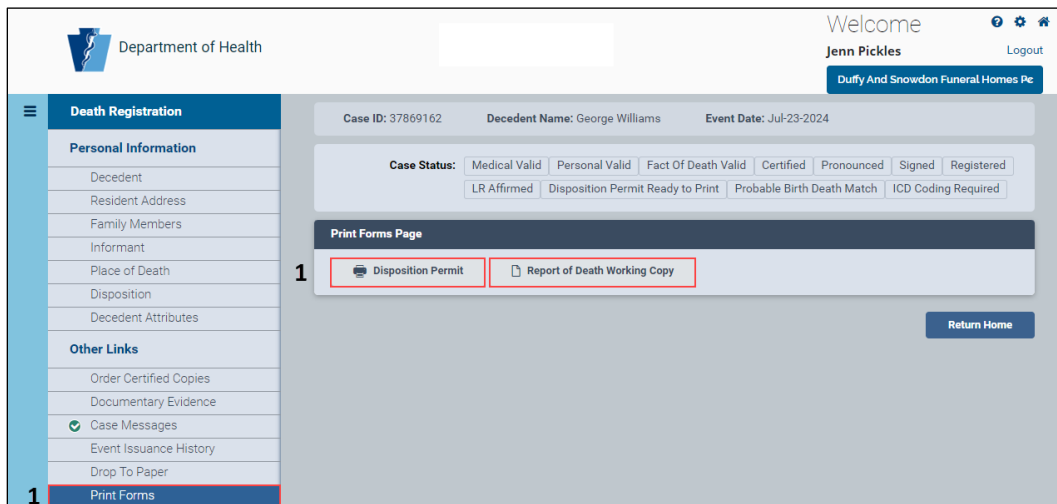
- Report of Death Working Copy

Registered Cases:

- Disposition Permit
- Report of Death Working Copy

Printing Forms

1. In your registered/unregistered case, click the Print Forms link under Other Links and select the document you would like to print.



The screenshot shows the Pennsylvania Department of Health's Death Registration system. On the left sidebar, under 'Other Links', the 'Print Forms' link is highlighted with a red box and a '1' next to it. The main content area displays case information: Case ID: 37869162, Decedent Name: George Williams, Event Date: Jul-23-2024. Below this, there's a 'Print Forms Page' section with two buttons: 'Disposition Permit' and 'Report of Death Working Copy'. The 'Report of Death Working Copy' button is highlighted with a red box and a '1' next to it. A 'Return Home' button is also visible in the bottom right corner of the main content area.

NOTES

-
2. The document opens in a new window. You can now print the document or save it to a location on your desktop to print at a later time.

Disposition permit

GenerateDeathCertificateDispo... 1 / 2 61% + -

1

2

COMMONWEALTH OF PENNSYLVANIA - DEPARTMENT OF HEALTH
DIVISION OF VITAL RECORDS, P.O. Box 1028, New Castle, PA 16101-1028
DISPOSITION / TRANSIT PERMIT No. E000123

Case ID: 37889102

Section A - Local Registrar or Funeral Director

Full name of decedent George Williams Sex Female Date of death July 23, 2024 Date of birth July 15, 2024
County of death Allegheny City, Borough, Twp. of Death Jersey Facility name Mercy Medical Center
Was decedent ever in the U.S. Armed Forces? ☐ Yes ☒ No ☐ Unknown
Cause of death Heart Attack

Authorized method of disposition Burial Cremation authorized by Date of disposition July 31, 2024
Place of disposition (Name of cemetery, crematory or other place) State Cemetery
Location of disposition (City/town, state) Jefferson, Pennsylvania 15009

SIGNATURES BELOW CERTIFY THAT APPROPRIATE INDIVIDUAL HAS MET ALL REQUIREMENTS OF THE VITAL STATISTICS LAW IN P.S. §6104, 28 PA CODE, CHAPTER 4 AND ANY OTHER COMMONWEALTH LAWS REGARDING DISPOSITION OF DEAD BODIES.

Section B - Local Registrar

Signature and district number of local registrar issuing permit
Emmanuel Obidi (Electronically Signed) 22-024

Section C - Funeral Service Licensee (or person in charge of interment)

Funeral Director License # 24356033
Signature of funeral service licensee (or person in charge of interment)
Emmanuel Obidi (Electronically Signed)
Date July 23, 2024
Complete address 2435 4th Street, New Castle, PA 16101-1028

Section D - Cemetery or Crematory Official

I certify that disposition has been completed by method(s) authorized by this permit in the location as indicated.
Signature of cemetery or crematory official (or representative of facility receiving donated remains) Date of disposition
Complete address

INSTRUCTIONS FOR DISTRIBUTION

This permit is valid for 30 days only from date entered in Section C of this permit.
Copies 1 and 2, issuing local registrar provides copies 1 and 2 to funeral service licensee (or person in charge of interment), who must provide these two copies to cemetery/crematory official or representative of facility receiving donated remains. The cemetery/crematory official is responsible for completion of the following in Section D:
- Signature and complete address of the cemetery/crematory official certifying that the burial or cremation has been completed by the method(s) authorized by this Disposition/Transit Permit.
- Date of disposition

If there is no cemetery official, contact the Division of Vital Records at (800) 323-8613, select option 6, then listen to the prompts. Upon completion of disposition, cemetery/crematory official or representative of other facility distributes copies as follows:
(1) Cemetery, crematory or facility receiving donated remains retains a copy for their files.
(2) Submit within 10 days to the local registrar in the district where cemetery, crematory or other facility is located. Contact the Division of Vital Records for the name and address of appropriate local registrar of the district where disposition occurred at (800) 323-8613, select option 6, and listen to the prompts. If place of disposition is not located in Pennsylvania, copy 2 should not be returned to the local registrar and should be filed in accordance with the respective state's policies.

COPY 1

COMMONWEALTH OF PENNSYLVANIA - DEPARTMENT OF HEALTH
DIVISION OF VITAL RECORDS, P.O. Box 1028, New Castle, PA 16101-1028
DISPOSITION / TRANSIT PERMIT No. E000123

Case ID: 37889102

Section A - Local Registrar or Funeral Director

Full name of decedent George Williams Sex Female Date of death July 23, 2024 Date of birth July 15, 2024
County of death Allegheny City, Borough, Twp. of Death Jersey Facility name Mercy Medical Center

NOTES

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 did it, when, and their associated facility. 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 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 a triangle 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. Use the **Previous** and **Next** buttons at the bottom to navigate multiple pages.

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



Department of Health | Welcome Jenn Pickles | Logout

Case ID: 37869161 | Decedent Name: I Heart Coffee | Event Date: Jul-23-2024

Case Status: Drop to Paper | Medical Pending | Personal Valid | Fact Of Death Pending | Signed | Unregistered
Disposition Permit Ready to Print | DE-Medical Certification Worksheet
DE - Medical Certification Worksheet Additional

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
7/24/2024 6:27:41 AM	Drop to Paper	Pickles, Jenn	Jesse H Geigle Funeral Home Inc				
7/24/2024 6:27:41 AM	Disposition Permit Ready to Print	Pickles, Jenn	Jesse H Geigle Funeral Home Inc				
7/24/2024 6:26:23 AM	DE - Medical Certification Worksheet Additional	Pickles, Jenn	Jesse H Geigle Funeral Home Inc				
7/23/2024 4:06:39 PM	Disposition Permit Ready to Print	Pickles, Jenn	Jesse H Geigle Funeral Home Inc	This status has been deleted			
7/23/2024 4:06:39 PM	Drop to Paper Cancelled	Pickles, Jenn	Jesse H Geigle Funeral Home Inc				
7/23/2024 4:06:23 PM	Signed	Pickles, Jenn	Jesse H Geigle Funeral Home Inc				
7/23/2024 4:06:22 PM	Disposition Permit Ready to Print	Pickles, Jenn	Jesse H Geigle Funeral Home Inc				
7/23/2024 4:06:22 PM	Drop to Paper	Pickles, Jenn	Jesse H Geigle Funeral Home Inc				
7/23/2024 12:36:10 PM	Signature Required	Pickles, Jenn	Jesse H Geigle Funeral Home Inc				
7/23/2024 12:36:01 PM	Disposition Permit Ready to Print	Pickles, Jenn	Jesse H Geigle Funeral Home Inc	This status has been deleted			
7/23/2024 12:36:01 PM	Drop to Paper Cancelled	Pickles, Jenn	Jesse H Geigle Funeral Home Inc				
7/23/2024 12:26:49 PM	DE-Medical Certification Worksheet	Pickles, Jenn	Jesse H Geigle Funeral Home Inc				
7/23/2024 12:26:48 PM	Disposition Permit Ready to Print	Pickles, Jenn	Jesse H Geigle Funeral Home Inc				
7/23/2024 12:26:48 PM	Drop to Paper	Pickles, Jenn	Jesse H Geigle Funeral Home Inc				
7/23/2024 12:26:04 PM	Centralized Duplicate Override	Pickles, Jenn	Death Registry Unit				
7/23/2024 12:18:20 PM	Signed	Pickles, Jenn	Jesse H Geigle Funeral Home Inc				
7/23/2024 12:18:07 PM	Signature Required	Pickles, Jenn	Jesse H Geigle Funeral Home Inc				
7/23/2024 12:18:07 PM	Personal Valid	Pickles, Jenn	Jesse H Geigle Funeral Home Inc				
7/23/2024 12:04:36 PM	Medical Pending	Pickles, Jenn	Jesse H Geigle Funeral Home Inc				
7/23/2024 12:04:36 PM	Medical Pending	Pickles, Jenn	Jesse H Geigle Funeral Home Inc				

Showing 1 to 20 of 26 entries

Previous 1 2 Next

Requesting to Abandon/Void a Case

If you come across an *unregistered* case that has been created in error or is not needed, you can submit a request for it to be *abandoned*. If you have a case that has been *registered* and you determine that it is not needed, you can submit a case for it to be *voided*.

- Abandoned requests can be approved by your Facility Administrator or by the Death Registry Unit.
- Void requests can only be approved by the Death Registry Unit.

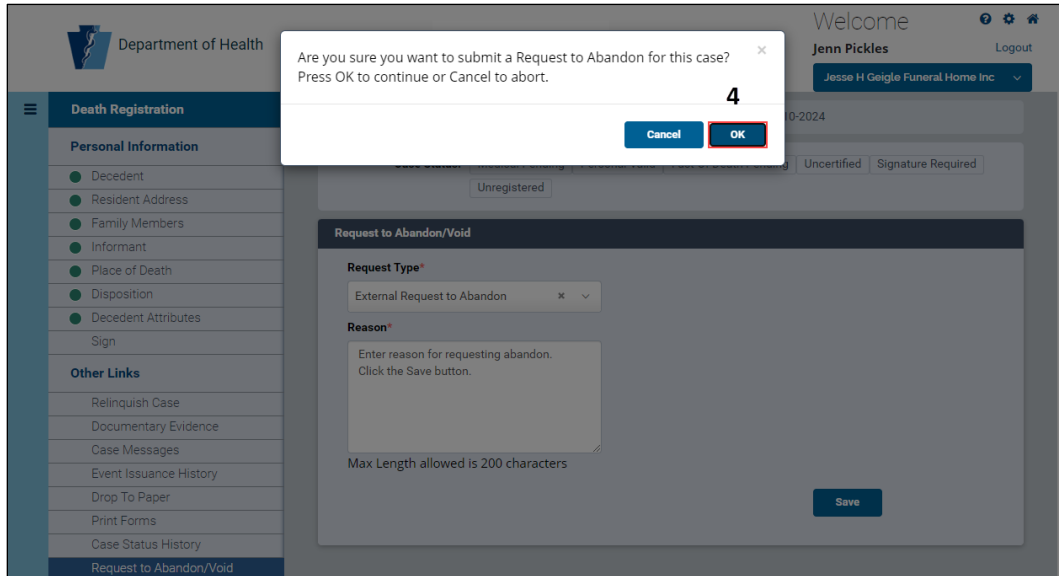
NOTE: The Death Registry Unit (DRU), the Facility Administrator, and Deputy Facility Administrator are the only users who can access and take action on the cases in the External Request to Abandon Death queue. The External Request to Void Death queue can only be accessed and worked by the DRU. The steps to void a registered case are the same as below. The options in the drop-down lists are different.

Submitting a Request to Abandon an Unregistered Case

1. Click the Request to Abandon/Void link under Other Links.
2. Select External Request to Abandon from the Request Type drop-down list, then enter your reason for requesting the abandon in the Reason field.
3. Click the **Save** button to save your request.

The screenshot displays the Department of Health web application interface. The sidebar on the left contains a menu with 'Death Registration' and 'Other Links'. Under 'Other Links', the 'Request to Abandon/Void' link is highlighted with a red box and the number 1. The main content area shows case details for Case ID: 37868896, Decedent Name: Teras Tistool, and Event Date: Jul-10-2024. The 'Case Status' section includes tabs for 'Medical Pending', 'Personal Valid', 'Fact Of Death Pending', 'Uncertified', and 'Signature Required', with 'Unregistered' selected. The 'Request to Abandon/Void' form is displayed, featuring a 'Request Type' dropdown menu with 'External Request to Abandon' selected, highlighted with a red box and the number 2. Below this is a 'Reason' text area with the instruction 'Enter reason for requesting abandon. Click the Save button.' and a note 'Max Length allowed is 200 characters'. The 'Save' button is highlighted with a red box and the number 3.

4. Click the **OK** button to confirm you want to request the abandon.



The screenshot shows the Pennsylvania Department of Health Death Registration interface. A confirmation dialog box is displayed in the center, asking: "Are you sure you want to submit a Request to Abandon for this case? Press OK to continue or Cancel to abort." The dialog has a close button (X), a "Cancel" button, and an "OK" button. The number "4" is visible in the top right corner of the dialog. In the background, the "Request to Abandon/Void" form is visible, showing a "Request Type" dropdown set to "External Request to Abandon" and a "Reason" text area with a "Save" button. The left sidebar contains a menu with options like "Personal Information", "Other Links", and "Request to Abandon/Void". The top right shows a "Welcome" message for "Jenn Pickles" and a "Logout" button.

The case moves to the External Request 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 External Request to Abandon Death queue.

NOTES

Cancelling a Request to Abandon/Void a Case

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

1. Once you have your case open, navigate to the Request to Abandon/Void link.
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 displays the Department of Health web application interface. The header shows the user is logged in as Jenn Pickles, with a 'Logout' link and a dropdown menu for 'Jesse H Geigle Funeral Home Inc'. The sidebar on the left is titled 'Death Registration' and includes a 'Personal Information' section with links for Decedent, Resident Address, Family Members, Informant, Place of Death, Disposition, Decedent Attributes, and Sign. Below this is an 'Other Links' section with links for Relinquish Case, Documentary Evidence, Case Messages, Event Issuance History, Drop To Paper, Print Forms, Case Status History, and 'Request to Abandon/Void' (highlighted with a red box and the number 1). The main content area shows case details: Case ID: 37868896, Decedent Name: Teras Tistool, and Event Date: Jul-10-2024. It also displays 'Case Status' tabs: Medical Pending, Personal Valid, Fact Of Death Pending, Uncertified, Signature Required, Unregistered, and External Request to Abandon. The 'Request to Abandon/Void' section contains a 'Request Type*' dropdown menu (highlighted with a red box and the number 2) showing 'Cancel Void/Abandon Request'. Below this is a 'Reason*' text area (highlighted with a red box and the number 2) with the placeholder text 'Enter reason for cancelling request to abandon. Click the Save button.' and a note 'Max Length allowed is 200 characters'. A 'Save' button (highlighted with a red box and the number 3) is located at the bottom right of the form.

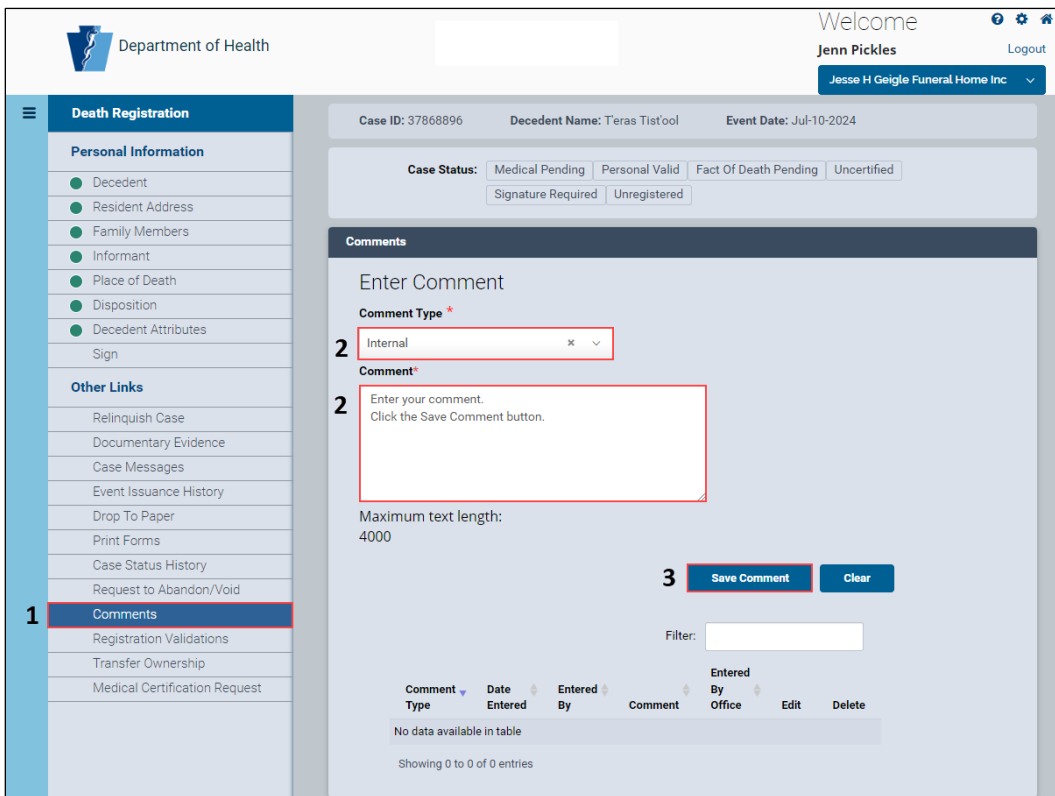
Comments

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 a Comment

1. Click the Comments link under Other Links.
2. Select the Comment Type from the drop-down list and enter your comment in the Comment box.
3. Click the **Save Comment** button.



Department of Health

Welcome
Jenn Pickles
Logout
Jesse H Geigle Funeral Home Inc

Case ID: 37868896 Decedent Name: Teras Tistool Event Date: Jul-10-2024

Case Status: Medical Pending Personal Valid Fact Of Death Pending Uncertified
Signature Required Unregistered

Comments

Enter Comment

Comment Type *
2 Internal

Comment *
2 Enter your comment.
Click the Save Comment button.

Maximum text length:
4000

3 Save Comment Clear


Filter:

Comment Type	Date Entered	Entered By	Comment	Entered By Office	Edit	Delete
No data available in table						

Showing 0 to 0 of 0 entries

NOTES

The message displays that your comment is saved, and your comment displays at the bottom of the page.

 Department of Health

Case ID: 37868896

Decedent Name: Teras Tistool

Event Date: Jul-10-2024

Case Status: Medical Pending Personal Valid Fact Of Death Pending Uncertified

Signature Required Unregistered

Comments

Enter Comment

Comment Type ^{*}

Comment ^{*}



Maximum text length:
4000

Save Comment

Clear

Comment saved

Filter:

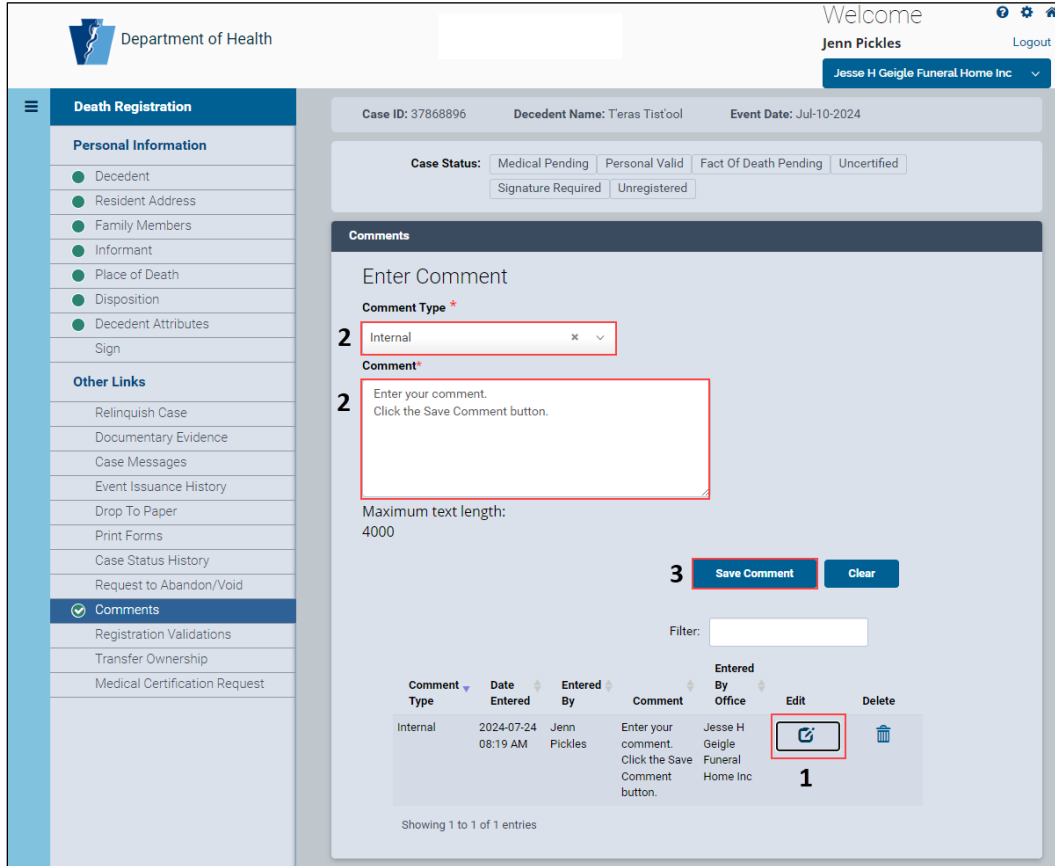
Comment Type	Date Entered	Entered By	Comment	Entered By Office	Edit	Delete
Internal	2024-07-24 08:19 AM	Jenn Pickles	Enter your comment. Click the Save Comment button.	Jesse H Geigle Funeral Home Inc		

Showing 1 to 1 of 1 entries

NOTES

Page | 74

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.
3. Click the **Save Comment** button to save your changes.



Department of Health

Welcome
Jenn Pickles
Logout
Jesse H Geigle Funeral Home Inc.

Case ID: 37868896 Decedent Name: Teras Tistool Event Date: Jul-10-2024

Case Status: Medical Pending Personal Valid Fact Of Death Pending Uncertified
Signature Required Unregistered

Comments

Enter Comment



Comment Type *
2 Internal x v

Comment *
2 Enter your comment.
Click the Save Comment button.

Maximum text length:
4000


3 Save Comment Clear

Filter:

Comment Type	Date Entered	Entered By	Comment	Entered By Office	Edit	Delete
Internal	2024-07-24 08:19 AM	Jenn Pickles	Enter your comment. Click the Save Comment button.	Jesse H Geigle Funeral Home Inc	1 	

Showing 1 to 1 of 1 entries

Deleting a Comment

1. To delete your comment, click the **trash can**  button at the end of your comment.
2. Click the **OK** button in the pop-up window to confirm deletion of your comment.

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

Registration Validations

The Registration Validations page displays validation errors across all 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.

Click Registration Validations link under Other Links to view the Event Validations page.

The screenshot shows the 'Death Registration' interface. On the left is a sidebar with a menu. The main area displays 'Event Validations' for Case ID: 37869019, Decedent Name: testing testers, and Event Date: Jul-17-2024. The 'Case Status' is 'Unregistered'. Below this is a table of validation errors.

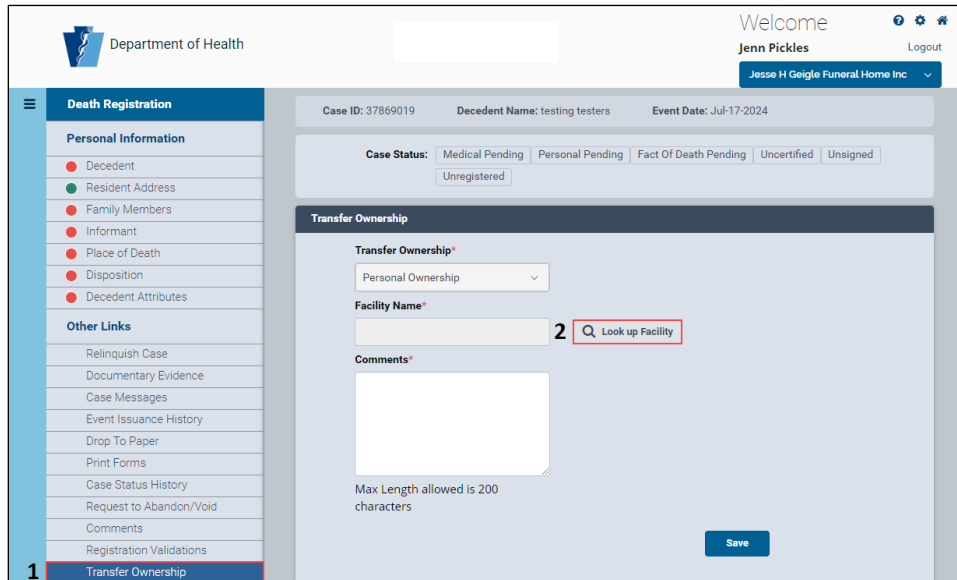
Rule ID	Message	Action Message	Override	Override Reason	Goto Page
DR0073	Decedent's Birthplace city is not valid for birthplace state.	Please verify the entry for birthplace city.			Decedent
DR0075	Birthplace city cannot be left blank.	Enter the decedent's city of birth. If unknown, enter Unknown.			Decedent
DR6021	Decedent's Education level cannot be left blank.	Enter a valid value for Decedent's Education. If decedent's education is unknown, select Unknown.			Decedent Attributes
DR6023	Decedent's Ancestry indicator cannot be left blank.	Select the appropriate value to indicate Decedent's Ancestry.			Decedent Attributes
DR6035	Decedent's Race cannot be left blank.	Select one or more checkboxes to indicate Decedent's Race.			Decedent Attributes

NOTES

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

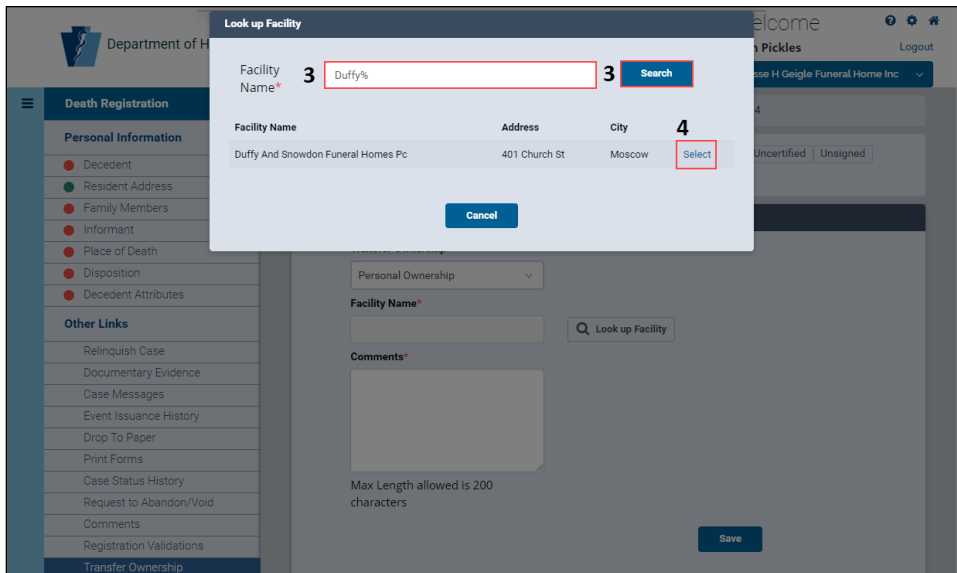
Transferring Ownership

1. Navigate to the Transfer Ownership link under Other Links.
2. The Ownership defaults to Personal Ownership. Click the **Look up Facility** button to assign a Funeral Home.



The screenshot shows the 'Death Registration' interface. On the left, a sidebar lists 'Personal Information' (Decedent, Resident Address, Family Members, Informant, Place of Death, Disposition, Decedent Attributes) and 'Other Links' (Relinquish Case, Documentary Evidence, Case Messages, Event Issuance History, Drop To Paper, Print Forms, Case Status History, Request to Abandon/Void, Comments, Registration Validations, and **Transfer Ownership** marked with a red '1'). The main area displays case details: Case ID: 37869019, Decedent Name: testing testers, Event Date: Jul-17-2024. Below this, 'Case Status' includes Medical Pending, Personal Pending, Fact Of Death Pending, Uncertified, and Unsigned. The 'Transfer Ownership' section has a dropdown for 'Transfer Ownership' (set to Personal Ownership), a 'Facility Name' input field with a red '2' and a 'Look up Facility' button, and a 'Comments' text area with a 'Max Length allowed is 200 characters' note. A 'Save' button is at the bottom right.

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



The screenshot shows the 'Look up Facility' modal window. It has a 'Facility Name' input field with 'Duffy%' and a red '3', and a 'Search' button. Below, a table lists search results:

Facility Name	Address	City
Duffy And Snowdon Funeral Homes Pc	401 Church St	Moscow

 A red '4' is next to the 'Select' link for the first result. A 'Cancel' button is at the bottom. The background shows the same 'Transfer Ownership' form as the previous screenshot.

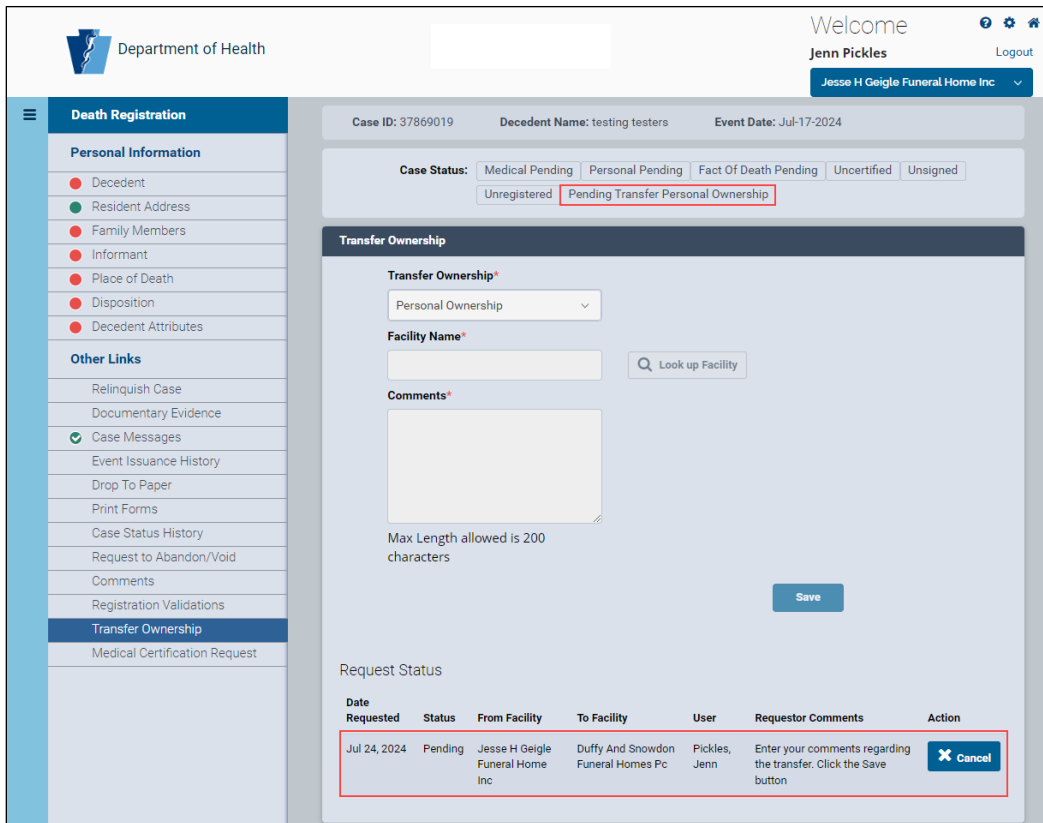
5. The facility displays in the case. Enter your reason for the transfer in the Comments field, then click the **Save** button.

The screenshot shows the 'Death Registration' interface. On the left is a sidebar with 'Personal Information' and 'Other Links'. The main area displays case details: Case ID: 37869019, Decedent Name: testing testers, Event Date: Jul-17-2024. Below this are 'Case Status' buttons (Medical Pending, Personal Pending, Fact Of Death Pending, Uncertified, Unsigned, Unregistered). The 'Transfer Ownership' section has a dropdown for 'Transfer Ownership' (set to Personal Ownership), a 'Facility Name' field (Duffy And Snowdon Funeral Homes), and a 'Look up Facility' button. A 'Comments' text area contains the text: 'Enter your comments regarding the transfer. Click the Save button'. A 'Save' button is at the bottom right.

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

This screenshot shows the same 'Transfer Ownership' form as the previous one, but with a confirmation dialog box overlaid. The dialog box text reads: 'Are you sure you want to Transfer Personal Ownership of the case? Press OK to Transfer Ownership of the case or cancel to retain ownership.' It has 'Cancel' and 'OK' buttons. The 'OK' button is highlighted with a red box and the number '6' above it, indicating the step to be taken.

The case status changes to Pending Transfer Personal Ownership and an entry is made in the Request Status section on the Transfer Ownership page of the case. The case will sit in the queue Pending Transfer Personal Ownership – Sent until the other facility accepts or rejects the case. If the other facility rejects the transfer, it will fall into your facility's queue Transfer Personal Ownership Rejected.



Department of Health | Welcome Jenn Pickles | Logout | Jesse H Geigle Funeral Home Inc

Case ID: 37869019 | Decedent Name: testing testers | Event Date: Jul-17-2024

Case Status: Medical Pending | Personal Pending | Fact Of Death Pending | Uncertified | Unsigned
Unregistered | **Pending Transfer Personal Ownership**

Transfer Ownership

Transfer Ownership*
Personal Ownership

Facility Name*

Comments*

Max Length allowed is 200 characters

Request Status

Date Requested	Status	From Facility	To Facility	User	Requestor Comments	Action
Jul 24, 2024	Pending	Jesse H Geigle Funeral Home Inc	Duffy And Snowdon Funeral Homes Pc	Pickles, Jenn	Enter your comments regarding the transfer. Click the Save button	<input type="button" value="Cancel"/>

Cancelling Transfer Ownership

1. To rescind the transfer, click the blue **Cancel** button at the end of the entry under the Request Status section.
2. Enter your reason for cancellation in the Transfer Ownership Request Cancellation window, then click the **Save** button.
3. The Request Status shows as cancelled and your facility retains personal ownership of the case.

Medical Certification Request

If you need the medical in your case to be certified, you can request a specific certifier at a medical facility by assigning them via a Medical Certification Request or you can assign a facility in which any certifier will pick up the case, complete the medical, and certify the case.

When you request a certifier from a medical 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.

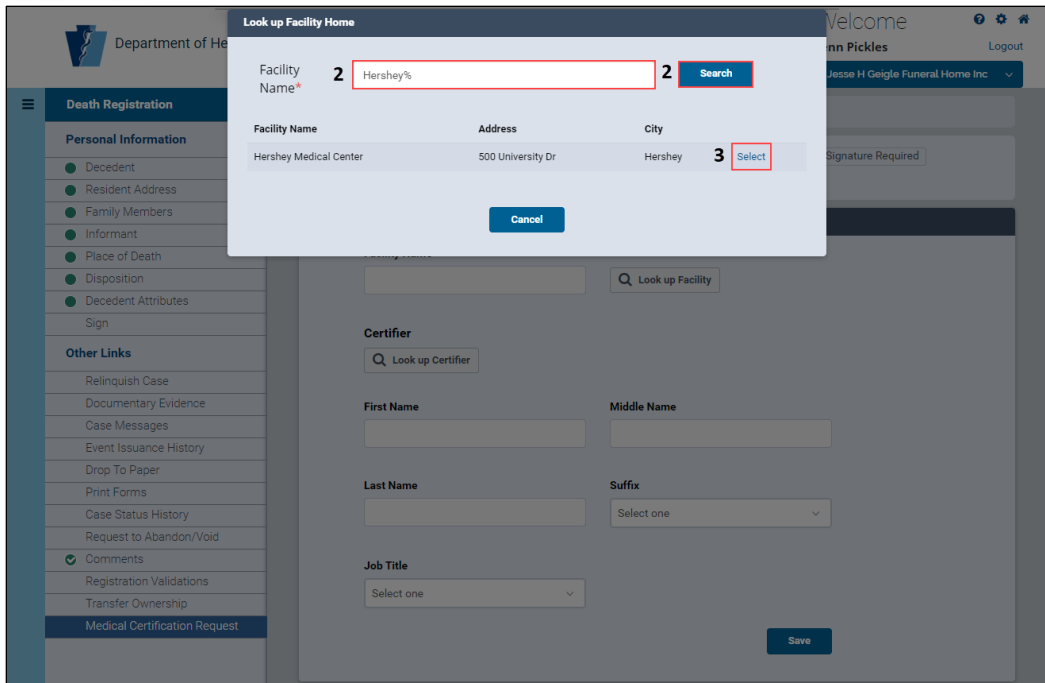
After you send the case, the request sits in your facility's *Medical Certification Request Death – Sent* queue until the certifier from the other facility accepts the request. If they reject the case, the case returns to your facility and falls into the *Medical Certification Request Rejected* queue.

Requesting a Medical Certification Request

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

The screenshot shows the 'Medical Certification Request' form within a web application. The top navigation bar includes the 'Department of Health' logo, a 'Welcome' message for 'Jenn Pickles', and a 'Logout' link. A dropdown menu shows 'Jesse H Geigle Funeral Home Inc'. The left sidebar is titled 'Death Registration' and contains a 'Personal Information' section with links for Decedent, Resident Address, Family Members, Informant, Place of Death, Disposition, Decedent Attributes, and Sign. Below this is an 'Other Links' section with various options, including 'Medical Certification Request' which is highlighted with a red box and a '1' next to it. The main content area displays case details: Case ID: 37868896, Decedent Name: Teras Tist'ool, and Event Date: Jul-10-2024. It also shows 'Case Status' tabs: Medical Pending, Personal Valid, Fact Of Death Pending, Uncertified, Signature Required, and Unregistered. The 'Medical Certification Request' section has a 'Facility Name' input field with a magnifying glass icon and a 'Look up Facility' button, which is also highlighted with a red box and a '1'. Below this are fields for 'Certifier' (with a 'Look up Certifier' button), 'First Name', 'Middle Name', 'Last Name', 'Suffix' (a dropdown menu), and 'Job Title' (a dropdown menu). A 'Save' button is at the bottom right.

2. Enter the name of the facility where you want to send the request, then click the blue **Search** button.
3. Click the Select link to add the facility to your Medical Certification Request.



Look up Facility Home

Facility Name* 2 Hershey% 2 Search

Facility Name	Address	City
Hershey Medical Center	500 University Dr	Hershey

3 Select

Cancel

Medical Certification Request

Facility Name* Hershey Medical Center Look up Facility Clear

Certifier

Look up Certifier

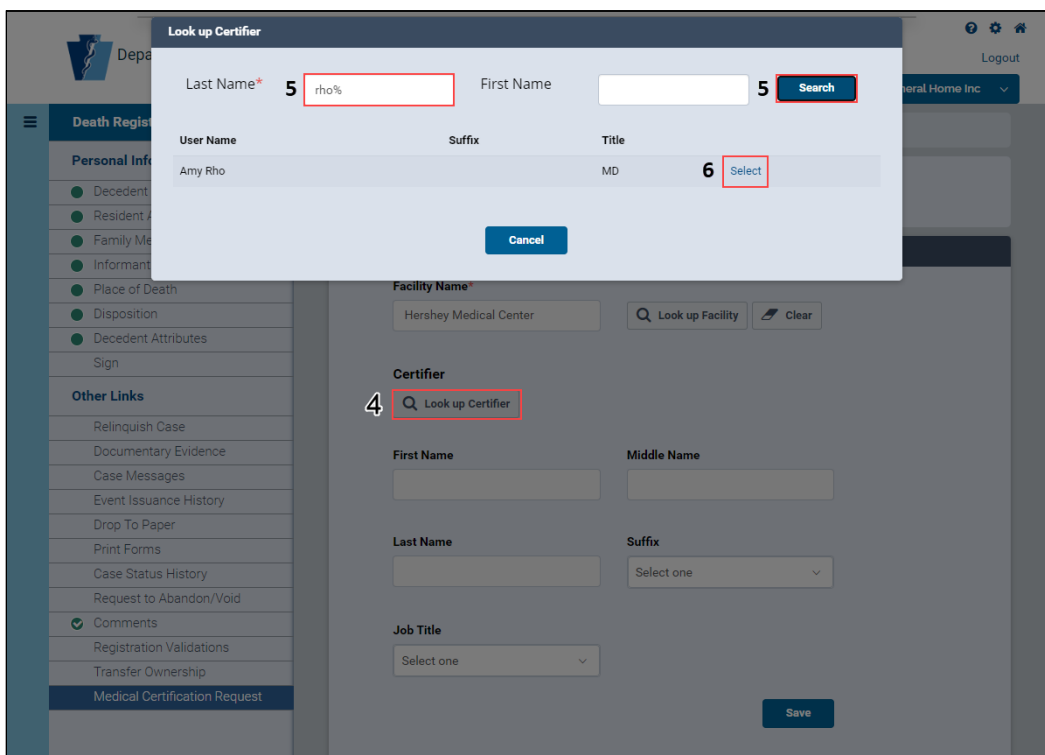
First Name Middle Name

Last Name Suffix

Job Title

Save

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



Look up Certifier

Last Name* 5 rho% First Name 5 Search

User Name	Suffix	Title
Amy Rho		MD

6 Select

Cancel

Medical Certification Request

Facility Name* Hershey Medical Center Look up Facility Clear

Certifier

4 Look up Certifier

First Name Middle Name

Last Name Suffix

Job Title

Save

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

Department of Health

Welcome
Jenn Pickles
Logout
Jesse H Geigle Funeral Home Inc

Case ID: 37868896 Decedent Name: Teras Tistool Event Date: Jul-10-2024

Case Status: Medical Pending | Personal Valid | Fact Of Death Pending | Uncertified
Signature Required | Unregistered

Medical Certification Request

Facility Name*
Hershey Medical Center

Certifier

First Name: Amy Middle Name:

Last Name: Rhodes Suffix:

Job Title: MD

7

The case status displays *Medical Certification Requested*, and the request displays at the bottom of the page. The case displays in the Medical Certification Request – Sent queue and also displays in the Medical Certification Request – Received queue of the facility you assigned.

Department of Health

Welcome
Jenn Pickles
Logout
Jesse H Geigle Funeral Home Inc

Case ID: 37868896 Decedent Name: Teras Tistool Event Date: Jul-10-2024

Case Status: Medical Certification Requested | Medical Pending | Personal Valid
Fact Of Death Pending | Uncertified | Signature Required | Unregistered

Medical Certification Request

Facility Name*

Certifier

First Name: Amy Middle Name:

Last Name: Rhodes Suffix:

Job Title:

Request Status

Date Requested	Status	From Facility	To Facility	Certifier Name	User	Action
Jul 25, 2024	Pending	Jesse H Geigle Funeral Home Inc	Hershey Medical Center	Rhodes, Amy	Pickles, Jenn	<input type="button" value="Cancel"/>

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

The screenshot shows the 'Medical Certification Request Cancellation' window overlaid on the 'Medical Certification Request' page. The window has a 'Comment*' field with a red border and a 'Max Length allowed is 200 characters' note. Below the field are 'Cancel' and 'Save' buttons. The 'Save' button is highlighted with a red box. The background page shows a sidebar with 'Death Registration' and 'Medical Certification Request' selected. The 'Request Status' table at the bottom has a 'Cancel' button highlighted with a red box in the 'Action' column.

Date Requested	Status	From Facility	To Facility	Certifier Name	User	Action
Jul 25, 2024	Pending	Jesse H Geigle Funeral Home Inc	Hershey Medical Center	Rhodes, Amy	Pickles, Jenn	1 Cancel

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

3. Funeral Directors

As a funeral director, you are responsible for signing death cases. You are also responsible for signing any amendments on cases. When you sign a case, it will have a case status of Signature Required and a Sign tab that you need to complete.

Signing a Death Case

1. Log into eVitals and locate the case you need to sign.
2. Click the Sign tab.
3. Select Affirm checkbox, then click the enabled **Affirm** button to sign the case.

Welcome
Jenn Pickles Logout
Jesse H Geigle Funeral Home Inc

Case ID: 37868896 Decedent Name: Teras Tist'ool Event Date: Jul-10-2024

Case Status: Medical Pending Personal Valid Fact Of Death Pending Uncertified
Signature Required Unregistered

Sign Case

I certify that the information submitted in this entry is, to the best of my knowledge, true and correct information regarding this decedent. I further understand that false statements made knowingly and willfully are punishable by fine and/or imprisonment under the provisions of 16 U.S.C. § 1857 and 18 U.S.C. § 1001.

☒ Affirm

Affirm

When you affirm a case, the Sign tab displays a green circle with a white checkmark in it, the case status changes to Signed, and the Affirm button changes to Unaffirm.

Welcome
Jenn Pickles Logout
Jesse H Geigle Funeral Home Inc

Case ID: 37868896 Decedent Name: Teras Tist'ool Event Date: Jul-10-2024

Case Status: Medical Pending Personal Valid Fact Of Death Pending Uncertified
Signed Unregistered

Sign Case

I certify that the information submitted in this entry is, to the best of my knowledge, true and correct information regarding this decedent. I further understand that false statements made knowingly and willfully are punishable by fine and/or imprisonment under the provisions of 16 U.S.C. § 1857 and 18 U.S.C. § 1001.

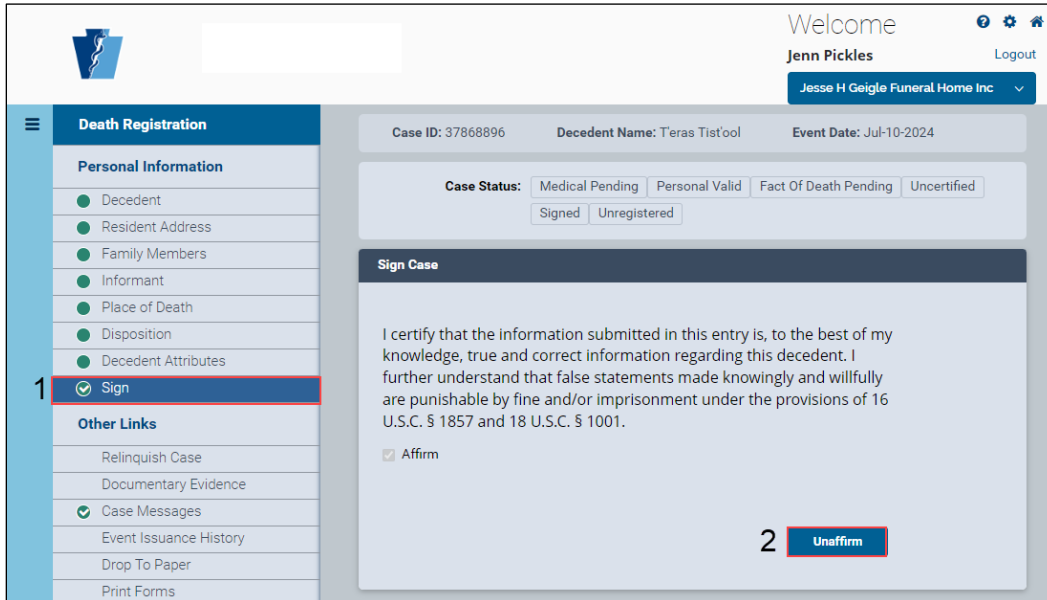
☒ Affirm

Unaffirm

Unaffirming a Case

If you need to Unaffirm a case, reverse the steps to affirm a case.

1. Click the Sign tab.
2. Click the **Unaffirm** button.



Welcome
Jenn Pickles
Logout
Jesse H Geigle Funeral Home Inc

Case ID: 37868896 Decedent Name: Teras Tistool Event Date: Jul-10-2024

Case Status: Medical Pending Personal Valid Fact Of Death Pending Uncertified
Signed Unregistered

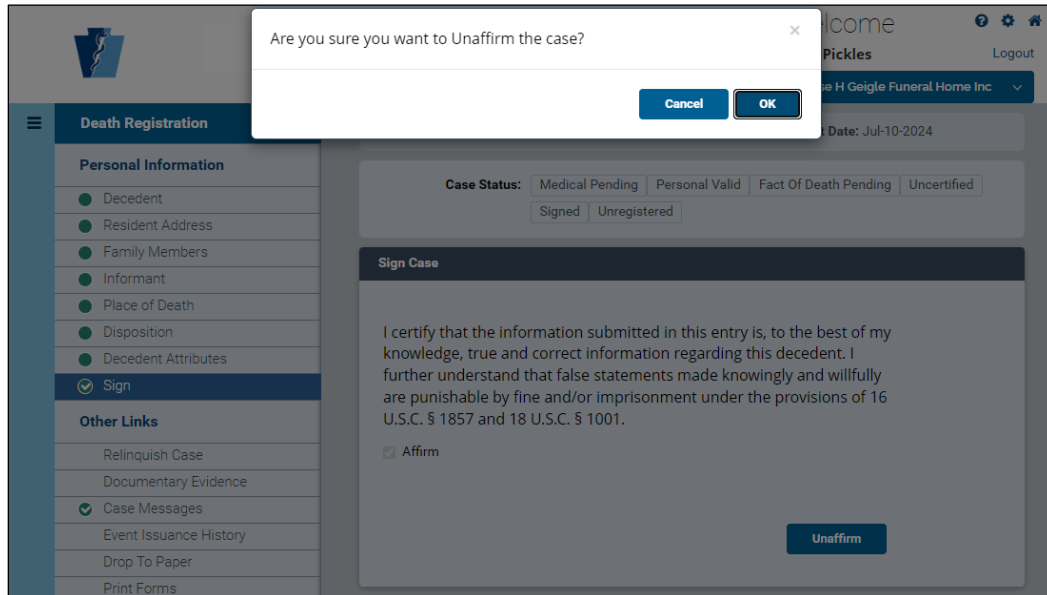
Sign Case

I certify that the information submitted in this entry is, to the best of my knowledge, true and correct information regarding this decedent. I further understand that false statements made knowingly and willfully are punishable by fine and/or imprisonment under the provisions of 16 U.S.C. § 1857 and 18 U.S.C. § 1001.

☒ Affirm

Unaffirm

3. Click the **OK** button in the confirmation window that you want to unaffirm the case.



Are you sure you want to Unaffirm the case?

Cancel OK

Welcome
Jenn Pickles
Logout
Jesse H Geigle Funeral Home Inc

Case ID: 37868896 Decedent Name: Teras Tistool Event Date: Jul-10-2024

Case Status: Medical Pending Personal Valid Fact Of Death Pending Uncertified
Signed Unregistered

Sign Case

I certify that the information submitted in this entry is, to the best of my knowledge, true and correct information regarding this decedent. I further understand that false statements made knowingly and willfully are punishable by fine and/or imprisonment under the provisions of 16 U.S.C. § 1857 and 18 U.S.C. § 1001.

☒ Affirm

Unaffirm

The case returns to an unsigned status. Case messages are entered indicating the signing and unsigned of the case. You can make the changes you need to the case then proceed to sign it when you are ready.

The screenshot displays the 'Death Registration' web application. The top navigation bar includes a logo, a search bar, and a 'Welcome' message for 'Jenn Pickles' with a 'Logout' link and a dropdown menu for 'Jesse H Geigle Funeral Home Inc'. The left sidebar lists navigation options under 'Death Registration', including 'Personal Information' (Decedent, Resident Address, Family Members, Informant, Place of Death, Disposition, Decedent Attributes), 'Sign', and 'Other Links' (Relinquish Case, Documentary Evidence, Case Messages, Event Issuance History, Drop To Paper, Print Forms). The 'Case Messages' link is highlighted with a green checkmark. The main content area shows case details: Case ID: 37868896, Decedent Name: Teras Tist'ool, and Event Date: Jul-10-2024. Below this, the 'Case Status' section includes buttons for 'Medical Pending', 'Personal Valid', 'Fact Of Death Pending', 'Uncertified', 'Signature Required', and 'Unregistered'. The 'Sign Case' section contains a certification statement: 'I certify that the information submitted in this entry is, to the best of my knowledge, true and correct information regarding this decedent. I further understand that false statements made knowingly and willfully are punishable by fine and/or imprisonment under the provisions of 16 U.S.C. § 1857 and 18 U.S.C. § 1001.' There is an unchecked checkbox labeled 'Affirm' and an 'Affirm' button at the bottom right.

Welcome
Jenn Pickles Logout
Jesse H Geigle Funeral Home Inc

Death Registration

Case ID: 37868896 Decedent Name: Teras Tist'ool Event Date: Jul-10-2024

Case Status: Medical Pending Personal Valid Fact Of Death Pending Uncertified
Signature Required Unregistered

Sign Case

I certify that the information submitted in this entry is, to the best of my knowledge, true and correct information regarding this decedent. I further understand that false statements made knowingly and willfully are punishable by fine and/or imprisonment under the provisions of 16 U.S.C. § 1857 and 18 U.S.C. § 1001.

☐ Affirm

Affirm

4. Amendments

Any Funeral Home user can create an amendment however, only Funeral Home Directors 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 amendments queues.

To create an Amendment

1. Click the Amendment History link.
2. Click the **Create Amendment** button.



Department of Health

Welcome
Jenn Pickles
Logout
Rest Easy Funeral Home

Case ID: 67755 Decedent Name: Ward Groot Event Date: Jul-20-2024

Case Status: Medical Valid | Medical Valid With Exceptions | Personal Valid | Fact Of Death Valid | Certified | Pronounced | Signed | Registered | LR Affirmed | Disposition Permit Ready to Print | ICD Coding Required

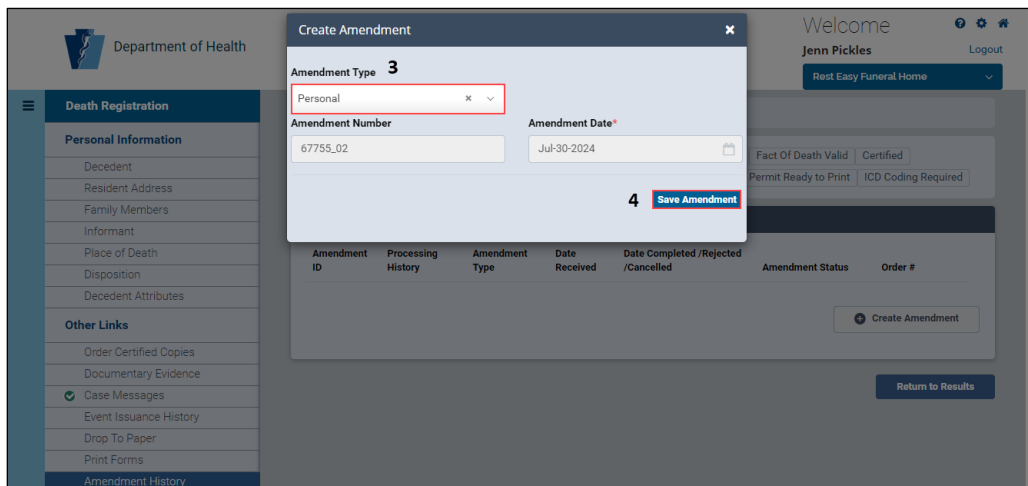
Amendment History

Amendment ID	Processing History	Amendment Type	Date Received	Date Completed /Rejected /Cancelled	Amendment Status	Order #
2 Create Amendment						

Return to Results

1 **Amendment History**

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



Department of Health

Welcome
Jenn Pickles
Logout
Rest Easy Funeral Home

Create Amendment

Amendment Type **3**
Personal

Amendment Number: 67755_02 Amendment Date*: Jul-30-2024

4 **Save Amendment**

Amendment ID Processing History Amendment Type Date Received Date Completed /Rejected /Cancelled Amendment Status Order #

Create Amendment

Return to Results

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.

- When you finish making the changes to your amendment, click the **Save** button.

Department of Health eVitals Training Site Welcome Jenn Pickles Logout Rest Easy Funeral Home

Case ID: 67755 Decedent Name: Ward Groot Event Date: Jul-20-2024

Case Status: Medical Valid | Medical Valid With Exceptions | Personal Valid | Fact Of Death Valid | Certified
Pronounced | Signed | Registered | LR Affirmed | Disposition Permit Ready to Print | ICD Coding Required

Amendment Status: Pending Amendment Affirmation

Amendment Summary

Amendment Type: Personal Amendment Date: Jul-30-2024
Order Number: EVT20240700040 Amendment Number: 67755_02
Amendment ID: 32244

Delta Report

Field	Old Value	New Value	
Resident Address			
Resident Address			
City or Town	Harrisburg	Eighty Four	Undo
Zip Code	17119-1929	15398-2470	Undo
County	Dauphin	Washington	Undo
Street Number and Name, Rural Route (No P.O. Box, etc)	500 Walnut Rd	84 84 Dr	Undo

Action: Select one Reason: Select one Add

Action Comments

Max Length allowed is 4000 characters
Advanced editing

Instruction: When "advanced editing" is checked, the Preview Correspondence button will download the document in MS Word format for further editing. To upload the final PDF document when editing is complete, click "choose file", select the file from your local drive, and then click "save".

5
Receipt Preview Correspondence Save Undo Amendment

- Next, click the Amendment Affirmation to display the Affirm Amendment page.
- Select the checkbox to affirm the amendment, then click the **Affirm Now** button.

Department of Health eVitals Training Site Welcome Jenn Pickles Logout Rest Easy Funeral Home

Case ID: 67755 Decedent Name: Ward Groot Event Date: Jul-20-2024

Case Status: Medical Valid | Medical Valid With Exceptions | Personal Valid | Fact Of Death Valid | Certified
Pronounced | Signed | Registered | LR Affirmed | Disposition Permit Ready to Print | ICD Coding Required

Amendment Status: Pending Amendment Affirmation

Affirm Amendment

I certify that this change is being requested due to error or newly received information.

7 Affirm Affirm Now Return to History

Return to Results

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.

5. 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 duplicate cases occur, the case status reflects the type of duplicate case and the case falls into its respective duplicate queue. You will not be able to sign your case until the duplicate issue is resolved.

NOTE: You can only resolve Centralized Duplicates by reaching out to the Death Registry Unit for assistance. There is no centralized duplicate queue they will fall into.

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.

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.

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 potentials duplicate match. You must resolve this message before you can continue.


Department of Health



Welcome

Jenn Pickles
Logout

Rest Easy Funeral Home

Start New Death Case

First Name*

Jayne

Middle Name

Last Name

Stelly

Suffix

Select one

Date of Death*

Jul-29-2024

Sex*

Female

Gender Designation (if different than Sex)

Select one

Date of Birth

SSN

Clear

Search

Create New Case

Search Results

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.

Show 20 entries

Filter:

Case ID	Decedent's Name	Date of Death	Sex	Place Of Death	Date of Birth	Medical Owner	Personal Owner	Status
67762	Stelly, Jane	Jul-29-2024	Female	Eighty Four, Pennsylvania	Jun-05-1925		Rest Easy Funeral Home	Unregistered 1 Preview

Showing 1 to 1 of 1 entries

Total Number of Records

1

Previous

1

Next

NOTES

Resolving a Potential Duplicate Case Match at Case Creation

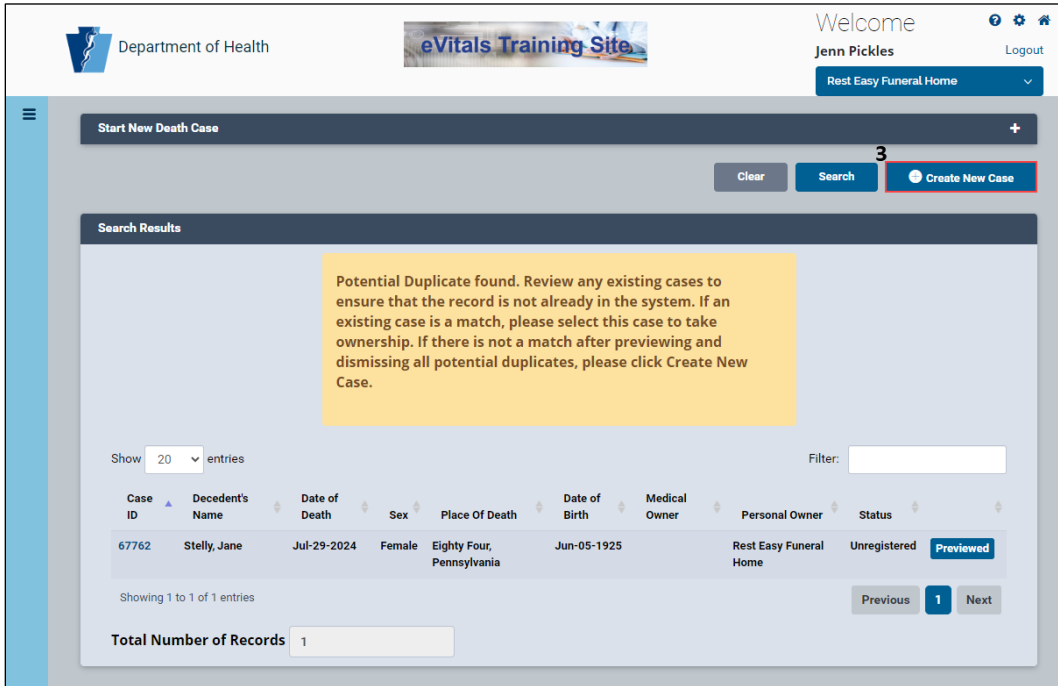
1. In the Search Results section, click the **Preview** button of the matching case. Notice the **Create New Case** button is disabled. It will be disabled until all cases are reviewed.

The screenshot shows the 'eVitals Training Site' interface. At the top, there's a 'Welcome' message to 'Jenn Pickles' with a 'Logout' link and a 'Rest Easy Funeral Home' dropdown. Below this is the 'Start New Death Case' form with fields for First Name (Jayne), Middle Name, Last Name (Stelly), Suffix, Date of Death (Jul-29-2024), Sex (Female), Gender Designation, Date of Birth, and SSN. A 'Create New Case' button is present but disabled. Below the form is the 'Search Results' section, which 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 columns: Case ID, Decedent's Name, Date of Death, Sex, Place Of Death, Date of Birth, Medical Owner, Personal Owner, Status, and a 'Preview' button. The table shows one entry with Case ID 67762, Decedent's Name Stelly, Jane, Date of Death Jul-29-2024, Sex Female, Place Of Death Eighty Four, Pennsylvania, Date of Birth Jun-05-1925, Medical Owner Rest Easy Funeral Home, Personal Owner Unregistered, and Status Unregistered. The 'Preview' button is highlighted with a red box and labeled '1'.

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.

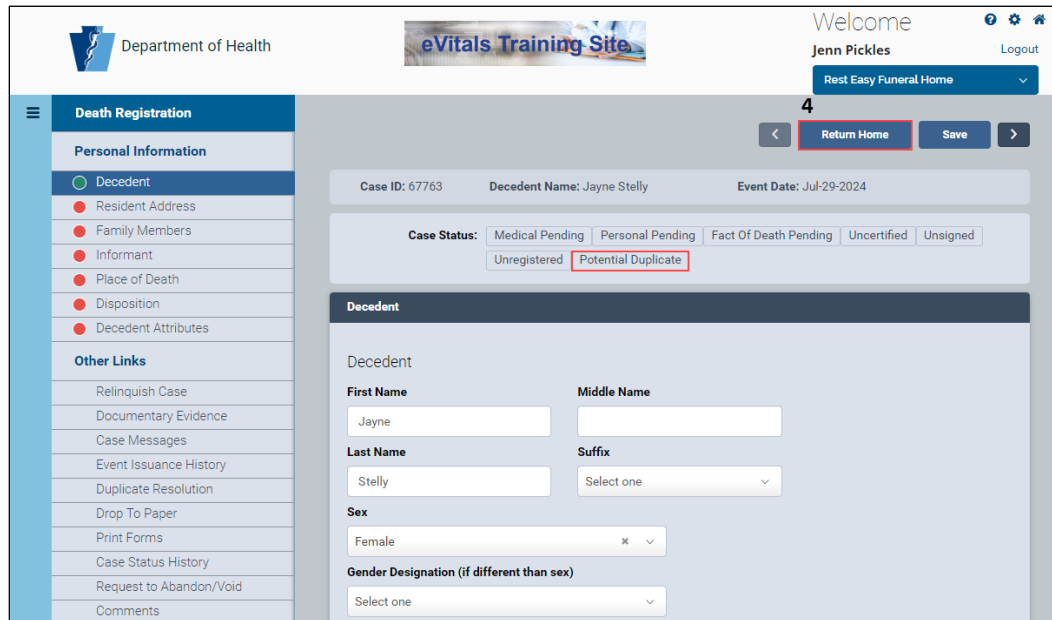
The screenshot shows a 'Case Preview' pop-up window. At the top, there's a 'Case Status' section with tabs: Medical Pending, Personal Valid, Fact Of Death Pending, Uncertified, Signature Required, and Unregistered. Below this is a table with case details. The table has two columns: Case ID 67762, Decedent's Name Jane Stelly, Sex Female, Gender Designation (if different than Sex), Date of Birth Jun 05, 1925, Mother/Parent's Name Prior to First Marriage Ma Doh, Marital Status Never Married, Spouse's Name, Decedent's Residence 84 84 Dr., Eighty Four, Pennsylvania, Washington United States 15330-2470, Funeral Director Jenn Pickles, Funeral Home Rest Easy Funeral Home, Date Entered Jul 29, 2024, and Last Updated by Pickles, Jenn. The 'Select this Case' button is highlighted with a red box and labeled '2'.

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



The screenshot shows the eVitals Training Site interface. At the top, there is a header with the Department of Health logo, the eVitals Training Site banner, and a welcome message for Jenn Pickles. Below the header, there is a navigation bar with a 'Start New Death Case' button and a '+'. A search bar is present with 'Clear', 'Search', and 'Create New Case' buttons. The 'Create New Case' button is highlighted with a red box and a circled '3'. Below the search bar, there is a 'Search Results' section. A yellow box contains a message: 'Potential Duplicate found. Review any existing cases to ensure that the record is not already in the system. If an existing case is a match, please select this case to take ownership. If there is not a match after previewing and dismissing all potential duplicates, please click Create New Case.' Below this message, there is a table with search results. The table has columns: Case ID, Decedent's Name, Date of Death, Sex, Place Of Death, Date of Birth, Medical Owner, Personal Owner, and Status. The first entry is: Case ID: 67762, Decedent's Name: Stelly, Jane, Date of Death: Jul-29-2024, Sex: Female, Place Of Death: Eighty Four, Pennsylvania, Date of Birth: Jun-05-1925, Medical Owner: Rest Easy Funeral Home, Personal Owner: Unregistered, Status: Unregistered. A 'Previewed' button is next to the status. Below the table, there is a 'Showing 1 to 1 of 1 entries' message and a 'Total Number of Records' field showing '1'. Navigation buttons 'Previous', '1', and 'Next' are at the bottom right.

- 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 Home** button to view the case in the Duplicate-Potential queue or continue with creating your case.



The screenshot shows the eVitals Training Site interface. At the top, there is a header with the Department of Health logo, the eVitals Training Site banner, and a welcome message for Jenn Pickles. Below the header, there is a navigation bar with a 'Return Home' button and a 'Save' button. The 'Return Home' button is highlighted with a red box and a circled '4'. Below the navigation bar, there is a 'Case ID: 67763' and 'Decedent Name: Jayne Stelly' and 'Event Date: Jul-29-2024'. Below this, there is a 'Case Status' section with buttons: Medical Pending, Personal Pending, Fact Of Death Pending, Uncertified, Unsigned, Unregistered, and Potential Duplicate. The 'Potential Duplicate' button is highlighted with a red box. Below the 'Case Status' section, there is a 'Decedent' form. The form has fields for First Name, Middle Name, Last Name, Suffix, Sex, and Gender Designation (if different than sex). The First Name field contains 'Jayne', the Last Name field contains 'Stelly', and the Sex field is set to 'Female'. The Gender Designation field is set to 'Select one'.

5. Navigate to the Duplicate-Potential from the Queue List, then select your case from the queue.

Department of Health eVitals Training Site Welcome Jenn Pickles Logout Rest Easy Funeral Home

Duplicate-Potential

Show 25 entries Search:

Case ID	Decedent's Legal Name	Date of Death	Sex	Status Date
5 67763	Stelly, Jayne	Jul 29, 2024	Female	Jul 29, 2024

Showing 1 to 1 of 1 entries

Previous 1 Next Back

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

Department of Health eVitals Training Site Welcome Jenn Pickles Logout Rest Easy Funeral Home

Case ID: 67763 Decedent Name: Jayne Stelly Event Date: Jul-29-2024

Case Status: Medical Pending Personal Pending Fact Of Death Pending Uncertified Unsigned Unregistered Potential Duplicate

Duplicate Resolution for Case: 67763

Show 10 entries Filter:

Case ID	Decedent's Name	Sex	Date of Death	Medical Record Number	Place Of Death	Case Status
67762	Stelly, Jane		Jul 29, 2024	Eighty Four, Pennsylvania		Medical Pending Personal Valid Fact Of Death Pending Uncertified Signature Required Unregistered

Showing 1 to 1 of 1 entries

Previous 1 Next

Compare Potential Duplicates

Current Case

Case ID 67763

Decedent's Name

First Name Jayne

Middle Name

Last Name Stelly

Date of Death Jul 29, 2024

Sex Female

Place Of Death/County Of Death


Medical Record Number

Request to Abandon Current Case


Potential Duplicate Case

Override Duplicate Status

- 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.



Department of Health



Welcome

Jenn Pickles

Logout

Rest Easy Funeral Home

Death Registration

Personal Information

- Decedent
- Resident Address
- Family Members
- Informant
- Place of Death
- Disposition
- Decedent Attributes

Other Links

- Relinquish Case
- Documentary Evidence
- Case Messages
- Event Issuance History
- Duplicate Resolution**
- Drop To Paper
- Print Forms
- Case Status History
- Request to Abandon/Void
- Comments
- Registration Validations
- Transfer Ownership
- Medical Certification Request

Case ID: 67763 Decedent Name: Jayne Stelly Event Date: Jul-29-2024

Case Status: Medical Pending | Personal Pending | Fact Of Death Pending | Uncertified | Unsigned

Unregistered | Potential Duplicate

Duplicate Resolution for Case: 67763

Show 10 entries Filter:

Case ID	Decedent's Name	Sex	Date of Death	Medical Record Number	Place Of Death	Case Status
67762	Stelly, Jane		Jul 29, 2024		Eighty Four, Pennsylvania	Medical Pending Personal Valid Fact Of Death Pending Uncertified Signature Required Unregistered

Showing 1 to 1 of 1 entries

Previous 1 Next

Compare Potential Duplicates

Current Case

Case ID 67763

Decedent's Name

First Name Jayne

Middle Name

Last Name Stelly

Date of Death Jul 29, 2024

Sex Female

Place Of Death/County Of Death

Medical Record Number

7 **Request to Abandon Current Case**

Potential Duplicate Case

Case ID 67762

Decedent's Name

First Name Jane

Middle Name

Last Name Stelly

Date of Death Jul 29, 2024

Sex Female

Place Of Death/County Of Death Eighty Four, Pennsylvania

Medical Record Number

7 **Request to Abandon Duplicate Case**

7 **Override Duplicate Status**

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 Death Registration interface. On the left is a navigation menu with sections: 'Death Registration' (containing 'Personal Information' and 'Medical Information'), and 'Other Links' (containing 'Relinquish Case', 'Documentary Evidence', 'Case Messages', 'Duplicate Resolution', 'Drop To Paper', 'Print Forms', and 'Refer to Coroner/MIE'). The 'Decedent' item under 'Personal Information' is selected. The main content area shows case details for Case ID 37720365, Decedent Name Tonya Gherkin, and Event Date Feb 13 2024. The 'Case Status' section includes tabs for 'Medical Pending', 'Personal Pending', 'Fact Of Death Pending', 'Uncertified', 'Unsigned', and 'Unregistered'. The 'Personal Pending' tab is active, and a red box highlights the 'Potential Duplicate' status. Below this, the 'Decedent' section contains fields for 'Decedent Name' (First: Tonya, Middle: , Last: Gherkin, Suffix: Select one), 'Sex' (Female), and 'Gender Designation (if different than Sex)' (Select one).

NOTES

Resolving Potential Duplicate Cases

1. Navigate to the Duplicate-Potential queue and click on the duplicate Case ID.
2. Click the **Compare** button of the duplicate case you would like to view.
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.

Exact Duplicate Case Match at Case Creation

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

The screenshot shows the eVitals Training Site interface. At the top, there is a header with the Department of Health logo, the eVitals Training Site banner, and a user welcome message for Jenn Pickles. Below the header, there is a navigation bar with a 'Start New Death Case' button. The main content area is titled 'Search Results' and displays a red error 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.' Below the message, there is a table with search results. The table has columns for Case ID, Decedent's Name, Date of Death, Sex, Place Of Death, Date of Birth, Medical Owner, Personal Owner, and Status. The first row shows Case ID 67759, Decedent's Name 'squarepants, spongebob', Date of Death 'Jul-20-2024', Sex 'Female', and Status 'Unregistered'. There is a 'Preview' button next to the status. At the bottom, there is a 'Total Number of Records' field showing '1'.

Department of Health

eVitals Training Site

Welcome
Jenn Pickles
Logout
Rest Easy Funeral Home

Start New Death Case

Clear Search

Search Results

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.

Show 20 entries Filter:

Case ID	Decedent's Name	Date of Death	Sex	Place Of Death	Date of Birth	Medical Owner	Personal Owner	Status
67759	squarepants, spongebob	Jul-20-2024	Female				Rest Easy Funeral Home	Unregistered

Showing 1 to 1 of 1 entries

Total Number of Records 1

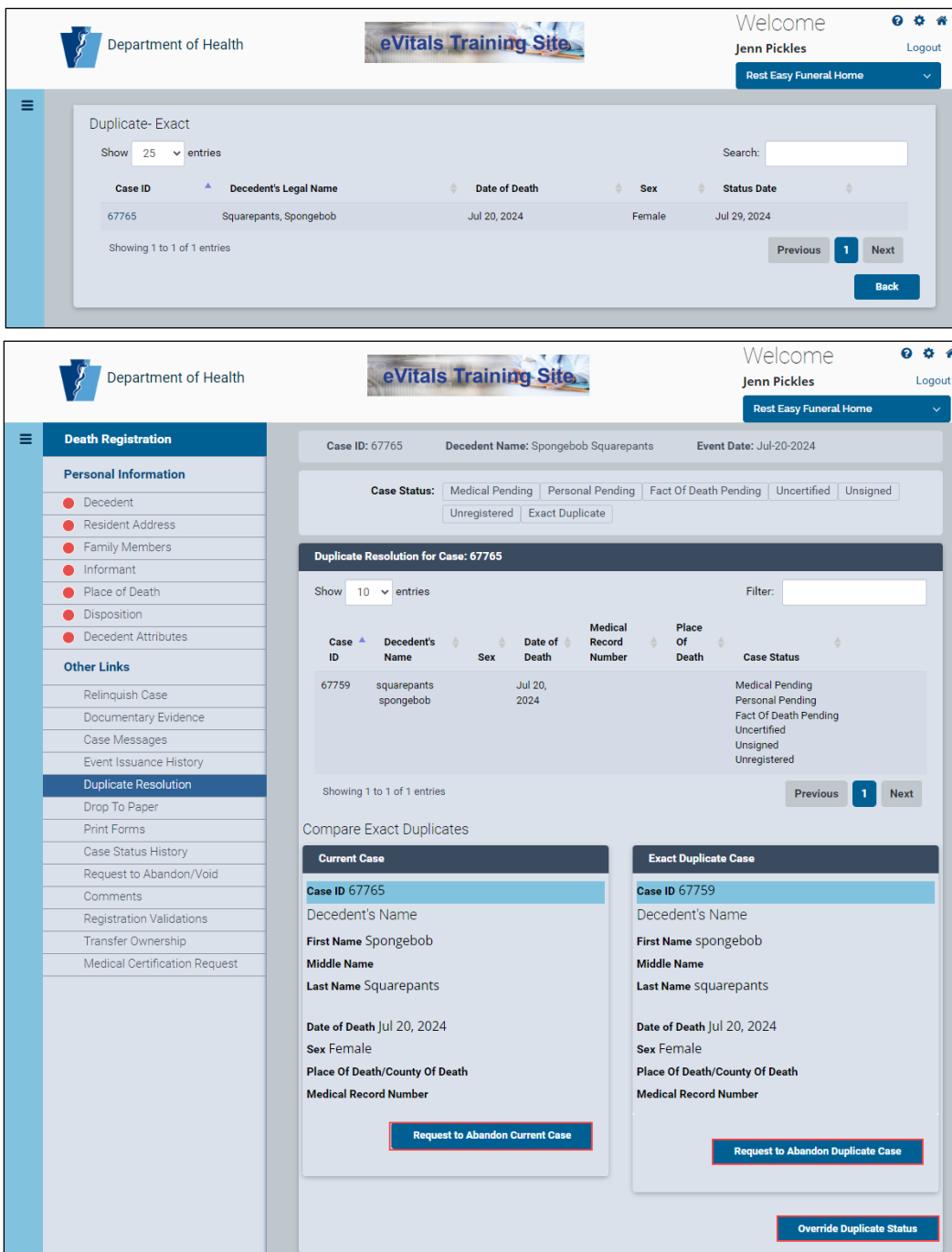
Previous 1 Next

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.



The screenshot displays the eVitals Training Site interface. The top navigation bar includes the Pennsylvania Department of Health logo, the eVitals Training Site banner, and a welcome message for Jenn Pickles with a Logout button and a dropdown menu for Rest Easy Funeral Home.

The main content area is titled "Duplicate- Exact" and shows a table of duplicate cases. The table has columns for Case ID, Decedent's Legal Name, Date of Death, Sex, and Status Date. A single entry is shown for Case ID 67765, Decedent's Legal Name Squarepants, Spongebob, Date of Death Jul 20, 2024, Sex Female, and Status Date Jul 29, 2024. Navigation buttons for Previous, Next, and Back are visible.

Below the table, the "Duplicate Resolution for Case: 67765" section is shown. It includes a table with columns for Case ID, Decedent's Name, Sex, Date of Death, Medical Record Number, Place Of Death, and Case Status. A single entry is shown for Case ID 67759, Decedent's Name squarepants spongebob, Sex female, Date of Death Jul 20, 2024, Medical Record Number, Place Of Death, and Case Status Medical Pending, Personal Pending, Fact Of Death Pending, Uncertified, Unsigned, Unregistered.

The "Compare Exact Duplicates" section is also visible, showing a comparison between the Current Case (Case ID 67765) and the Exact Duplicate Case (Case ID 67759). The comparison table includes fields for Decedent's Name, First Name, Middle Name, Last Name, Date of Death, Sex, Place Of Death/County Of Death, and Medical Record Number. Buttons for "Request to Abandon Current Case" and "Request to Abandon Duplicate Case" are present, along with an "Override Duplicate Status" button.

Centralized Duplicate Cases

Centralized Duplicate cases occur when you and a user at another facility create a case or save an existing case that contains details that are the same for a decedent. Two cases with the exact same information about a decedent trigger the Centralized Duplicate status. When this case status triggers, both of the cases fall into a queue that only the Death Registry Unit can access. You will not see this case in any duplicate case queue, nor will you be able to sign your case until the Centralized Duplicate case status is resolved.

If you create a case that triggers the Centralized Duplicate case status, please reach out to the **Death Registry Unit** to resolve the issue.

The screenshot displays the 'Death Registration' interface for the Department of Health. The user is logged in as 'Jenn Pickles' from 'Jesse H Geigle Funeral Home Inc.'. The case details for Case ID 37869193, Decedent Name: Shannon Pickles, and Event Date: Jul-25-2024 are shown. The 'Case Status' section includes buttons for 'New Event', 'Uncertified', 'Unsigned', 'Unregistered', and 'Centralized Duplicate' (which is highlighted with a red box). The 'Decedent' section contains input fields for 'First Name' (Shannon), 'Middle Name', 'Last Name' (Pickles), and 'Suffix' (Select one). Below these are dropdown menus for 'Sex' (Female) and 'Gender Designation (if different than sex)' (Select one). A left sidebar lists various options under 'Personal Information' and 'Other Links'.


NOTE: As a reminder, you will not be able to sign your case until the Centralized Duplicate issue is resolved.

6. Reports

As an eVitals user, you have access to two canned reports 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.
- **Facility 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.


Department of Health

Welcome
Jenn Pickles
Logout
Jesse H Geigle Funeral Home Inc

Report Name: Facility Summary Report
Beginning Date: 7/1/2023
Facility: Jesse H Geigle Funeral Home Inc
Ending Date: 7/1/2024
Event Type: Death

View Report

1 of 1
Find | Next

DEATH SUMMARY REPORT

JESSE H GEIGLE FUNERAL HOME INC

Report Parameters: Event Begin Date: Jul-01-2023
Event End Date: Jul-01-2024

7/25/2024 5:52:56 PM, 232 cases

USER: Pickles, Jenn

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
UPMC West Shore	Decedent's Residence	37746322	07/01/2023	James	Greene		Registered	07/05/2023	Allison F atDOH-BHSR	07/01/2023	Alisha	Simpson
	Hospital-Inpatient	37746629	07/02/2023	Neela	Ved		Registered	07/06/2023	Elizabeth S atDOH-BHSR	07/02/2023	Shelby	Lutz
	Decedent's Residence	37746629	07/02/2023	Neela	Ved		Registered	07/06/2023	Elizabeth S atDOH-BHSR	07/02/2023	Shelby	Lutz
Capitol Rehab and Healthcare Center	Nursing Home	37746629	07/02/2023	Neela	Ved		Registered	07/06/2023	Elizabeth S atDOH-BHSR	07/02/2023	Shelby	Lutz
UPMC Harrisburg (Front Street)	Hospital-Inpatient	37746629	07/02/2023	Neela	Ved		Registered	07/06/2023	Elizabeth S atDOH-BHSR	07/02/2023	Shelby	Lutz
Hershey Medical Center	Hospital-Inpatient	37746629	07/02/2023	Neela	Ved		Registered	07/06/2023	Elizabeth S atDOH-BHSR	07/02/2023	Shelby	Lutz
Penn State Health Holy Spirit Medical Center	Hospital-Inpatient	37746629	07/02/2023	Neela	Ved		Registered	07/06/2023	Elizabeth S atDOH-BHSR	07/02/2023	Shelby	Lutz
UPMC Community Osteopathic	Hospital-Inpatient	37746629	07/02/2023	Neela	Ved		Registered	07/06/2023	Elizabeth S atDOH-BHSR	07/02/2023	Shelby	Lutz
The Gardens at Camp Hill	Nursing Home	37746629	07/02/2023	Neela	Ved		Registered	07/06/2023	Elizabeth S atDOH-BHSR	07/02/2023	Shelby	Lutz


Department of Health

Welcome
Jenn Pickles
Logout
Jesse H Geigle Funeral Home Inc

Report Name: Event Summary Report By Month By Facility
Beginning Date: 1/1/2024
Facility: Jesse H Geigle Funeral Home Inc
Ending Date: 7/1/2024
Event Type: Death

View Report

1 of 1
Find | Next

Death SUMMARY REPORT BY MONTH BY FACILITY

Report Parameter

Event Begin Date: Jan-01-2024
Event End Date: Jul-01-2024
Facility Name: Jesse H Geigle Funeral Home Inc
Event Type: Death

USER: Pickles, Jenn

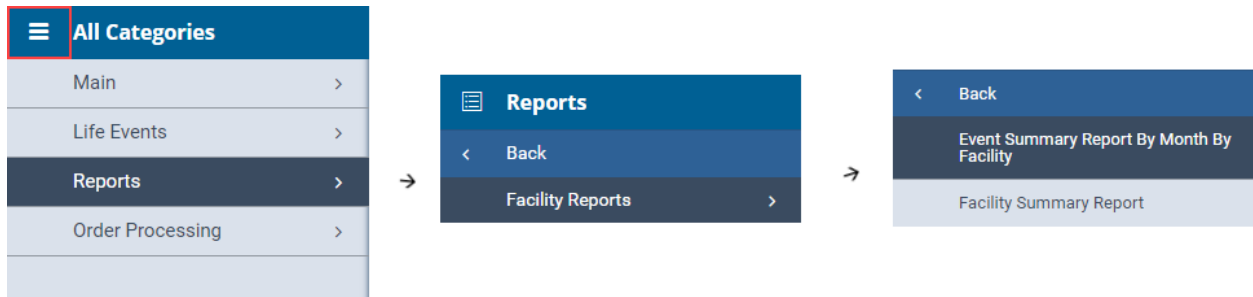
Facility	Total	January	February	March	April	May	June	July	August	September	October	November	December
Jesse H Geigle Funeral Home Inc	84	26	21	26	9	0	0	0	0	0	0	0	0

Thursday, July 25, 2024 5:42 PM

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Generating the Event Summary Report by Month by Facility Report

1. Click the **Navigation Menu** button, then select Reports → Facility Reports → Event Summary Report by Month by Facility Report



2. Enter your beginning and end date parameters, then 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.

Department of Health

Welcome
Jenn Pickles
Logout
Jesse H Geigle Funeral Home Inc

Report Name: Event Summary Report By Month By Facility

Beginning Date: 1/1/2024

Ending Date: 7/1/2024

Facility: Jesse H Geigle Funeral Home Inc

Event Type: Death

View Report

1 of 1

Find | Next

Death SUMMARY REPORT BY MONTH BY FACILITY

Report Parameter

Event Begin Date: Jan-01-2024

Event End Date: Jul-01-2024

Facility Name: Jesse H Geigle Funeral Home Inc

Event Type: Death

User: Pickles, Jenn

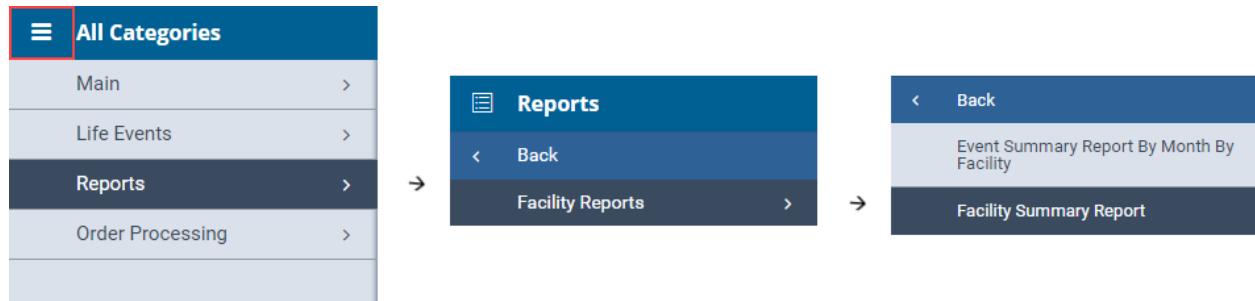
Facility	Total	January	February	March	April	May	June	July	August	September	October	November	December
Jesse H Geigle Funeral Home Inc	84	26	21	28	9	0	0	0	0	0	0	0	0

Thursday, July 25, 2024 5:42 PM

Page 1 of 1

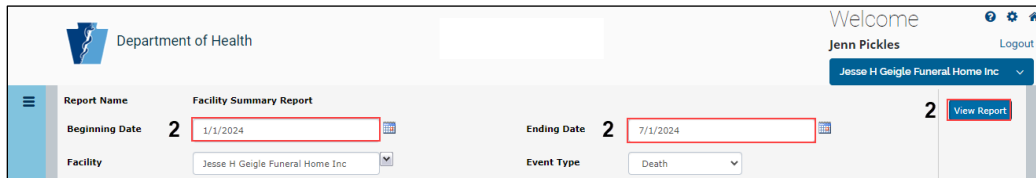
Generating the Facility Summary Report

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



2. Enter your beginning and end date parameters, then click the **View Report** button.

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



The screenshot shows the 'Facility Summary Report' form. The 'Report Name' is 'Facility Summary Report'. The 'Beginning Date' is '2' and '1/1/2024'. The 'Ending Date' is '2' and '7/1/2024'. The 'Facility' is 'Jesse H Geigle Funeral Home Inc'. The 'Event Type' is 'Death'. A 'View Report' button is visible.

NOTES

Viewing the Report Results

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

You can sort the Case ID, Date of Death, and First & Last Name columns in ascending or descending order by clicking the sort triangles in the column headers.

Department of Health

Welcome
Jenn Pickles
Logout
Jesse H Geigle Funeral Home Inc.

Report Name: Facility Summary Report
Beginning Date: 1/1/2024
Facility: Jesse H Geigle Funeral Home Inc.

Ending Date: 7/1/2024
Event Type: Death

View Report

1 of 1
Find | Next

DEATH SUMMARY REPORT
JESSE H GEIGLE FUNERAL HOME INC
Report Parameters: Event Begin Date: Jan-01-2024
Event End Date: Jul-01-2024
7/25/2024 5:10:30 PM, 13 cases
USER: Pickles, Jenn

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
UPMC Harrisburg (Front Street)	Hospital-Inpatient	37821431	01/01/2024	Santa	Tamang		Registered	01/09/2024	Jodi S atDOH-BHSR	01/02/2024	GAGANDEE P	SINGH
	Decedent's Residence	37821510	01/01/2024	Buddhi	Gunung		Registered	01/24/2024	Jodi S atDOH-BHSR	01/23/2024	Ashley	Giarratana
Hershey Medical Center	Hospital-Inpatient	37822289	01/03/2024	Mana	Gunung		Registered	01/08/2024	Allison F atDOH-BHSR	01/03/2024	Brianna	Helm
	Other (specify)	37822810	01/03/2024	Michael	Morris		Registered	01/11/2024	Catherine L atDOH-BHSR	01/10/2024	Ann	Bero
	Decedent's Residence	37823028	01/04/2024	Doris	Long		Registered	01/19/2024	Kimberly K atDOH-BHSR	01/19/2024	Augustus	Papandrea
UPMC Carlisle	Hospital-ER/Outpatient	37825884	01/08/2024	Tek	Rai		Registered	01/26/2024	Jodi S atDOH-BHSR	01/16/2024	Pascale	Guirand
	Other (specify)	37825906	01/09/2024	Bruce	Beinhaur		Registered	01/16/2024	Elizabeth Si atDOH-BHSR	01/10/2024	Charles	Hall
UPMC Community Osteopathic	Hospital-Inpatient	37825913	01/10/2024	Carl	Kautz		Registered	01/16/2024	Elizabeth Si atDOH-BHSR	01/10/2024	Thomas	Pineo
UPMC Community Osteopathic	Hospital-ER/Outpatient	37827631	01/14/2024	Biba	Rai		Registered	01/17/2024	Allison F atDOH-BHSR	01/14/2024	Jenna	Arment
Autumn House East	Nursing Home	37827879	01/14/2024	George	Kaznowsky		Registered	01/26/2024	Talia @DOH-BHSR	01/26/2024	PAWAN	ARORA
UPMC Community Osteopathic	Hospital-Inpatient	37828378	01/16/2024	Mercita	Clelan		Registered	01/23/2024	Jodi S atDOH-BHSR	01/16/2024	Shelby	Lutz
Penn State Health Hampden Medical Center	Hospital-Inpatient	37828409	01/14/2024	Helen	Reed		Registered	01/17/2024	Jodi S atDOH-BHSR	01/17/2024	Jeevandeep	Singh
UPMC Community Osteopathic	Hospital-Inpatient	37868387	04/16/2024	Carole	Unger		Unregistered	06/04/2024	Admin User			

The toolbar

1 of 1
Find | Next

1 of 1

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

Find | Next

Use to search for a word or phrase in your report



Use to export your report to a file on your desktop.



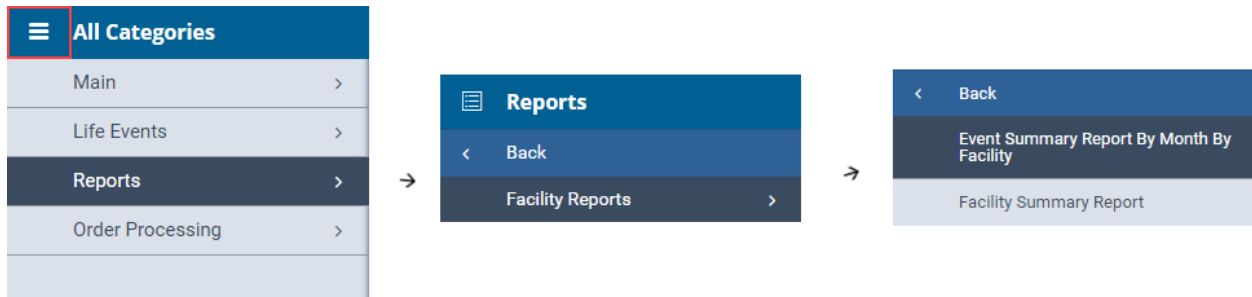
Use to refresh the data in your report.



Use to export to a PDF file for easy printing.

Generating the Event Summary Report by Month by Facility Report

1. Click the **Navigation Menu** button, then select Reports → Facility Reports → Event Summary Report by Month by Facility.



2. Enter your beginning and end date parameters, then 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.

Viewing the Report Results

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

The report shows how many cases were created at your facility regardless of their status for the timeframe you entered.

The screenshot shows the 'Event Summary Report By Month By Facility' interface. At the top, there's a 'Report Name' field with the value 'Event Summary Report By Month By Facility'. Below it, there are input fields for 'Beginning Date' (1/1/2024), 'Ending Date' (7/1/2024), 'Facility' (Jesse H Geigle Funeral Home Inc), and 'Event Type' (Death). A 'View Report' button is located to the right of these fields. Below the input fields, there's a toolbar with navigation icons and a search bar. The main content area displays the report title 'Death SUMMARY REPORT BY MONTH BY FACILITY' and a 'Report Parameter' section with the following details:

- Event Begin Date: Jan-01-2024
- Event End Date: Jul-01-2024
- Facility Name: Jesse H Geigle Funeral Home Inc
- Event Type: Death
- User: Pickles, Jenn

Below the report parameters, there's a table showing the number of cases by month for the facility 'Jesse H Geigle Funeral Home Inc'.

Facility	Total	January	February	March	April	May	June	July	August	September	October	November	December
Jesse H Geigle Funeral Home Inc	84	26	21	28	9	0	0	0	0	0	0	0	0

At the bottom left, it says 'Thursday, July 25, 2024 5:42 PM'. At the bottom right, it says 'Page 1 of 1'.