eVital Guide:  
Electronic Birth Registration Module 
for Medical Facility Users 

New York City Department of Health  
and Mental Hygiene  
Division of Epidemiology, Bureau of Vital Statistics
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1. **Purpose**
   1. The eVital system allows users to electronically submit birth and death registrations with the New York City Health Department’s Bureau of Vital Statistics (BVS).

2. **Scope**
   1. This guide outlines the steps taken to register birth cases in eVital. You will also learn how to log in and navigate the eVital application.

3. **Logging in to and Navigating eVital**

   1. **Logging In**
      a. To access eVital, open an Internet Explorer browser and type the following URL in the address bar: https://a816-evital.nyc.gov/eVital.
      b. Type your NYCID email address and password and click **LOG IN**.
c. If you forgot your password, click the **Forgot Password** link located in the bottom left-hand corner.

![Forgot Password Link](image)

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d. Type the email address you used to sign up with eVital. Click **Submit**.

![Forgot Password Form](image)
e. You may reset your password by email or by answering the security questions associated with your account. Choose the desired option. If you chose **Reset via email**, click **Continue** and proceed to Step g. If you chose **Reset via security questions**, proceed to Step h.

![Reset Password: amyevers12@gmail.com](https://example.com/reset-password)

You will receive the following message. Log in to your email account for step-by-step instructions to continue changing your password.

![Check Your Email](https://example.com/check-email)

g. Type the answers to your security questions, then select **Continue**. Follow the remaining instructions to continue changing your password.

![Security Questions](https://example.com/security-questions)
2. Selecting a Facility

a. If you are only associated with one facility, you will be taken directly to the eVital Dashboard.
b. If you are associated with multiple facilities you will need to select the desired facility from the Select Facility drop-down list and then click Go to Unit.

3. The eVital Dashboard

a. The eVital Dashboard, also called the home page, displays your name, the name of your current facility and a drop-down menu.
b. If you click the drop-down menu, a list of your available facilities will appear.
c. There are three icons located in the upper right-hand corner of the eVital Dashboard: Help, My Profile and Home.

- **Help** – Click this icon to search for answers to eVital questions.
- **My Profile** – Click this icon to view personal information, such as your email address.
- **Home** – Click this icon to return to the eVital Dashboard.

![eVital Dashboard](image)

*Note:* Click the NYC Health icon at the top of any screen to return to the eVital Dashboard.

![NYC Health](image)

d. Also located on the upper right-hand corner of the eVital Dashboard is the Log Out feature. When you are done using the application, you can log out by clicking this link.

![Log Out](image)

e. There is a black bar across the top of the eVital Dashboard with a Profile link in the right-hand corner. Click the Profile link to access and make changes to your NYCID profile.

![Profile](image)
f. On the **Profile** screen, you can change your email address and password, update your name, view your security questions or deactivate your account. To change your email address, type your new email address in the first field and then type it again in the second field to confirm. Click **Save Changes**.

![Profile screen](image)

![Profile screen](image)

g. You can make additional changes to your profile by selecting the **Password**, **Name**, **Security Questions** and **Deactivate** tabs. Click **Save Changes** to return to the dashboard.

![Profile screen](image)
h. On the **eVital Dashboard**, you can navigate to different areas of the application by clicking the **menu icon** located on the left-hand side of the page.

![eVital Dashboard]

i. After clicking on the **menu icon**, the **All Categories** menu will open. Click **Main** to open the main menu. Available options include **Link EVERS Profile**, **New Facility Request** and **Facility Request Status**.

![Main Menu]

j. To link an existing EVERS profile to your eVital profile, select **Link EVERS Profile**. Type your **EVERS Username** and **Migration Key**, then click **Validate and Link Account**.

![Link EVERS Profile]

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NYC DOHMH

eVital

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k. A message stating that the profile has been linked will appear.

![Link Existing EVERS Profile](Image)

l. To add a new facility to your profile, select **New Facility Request** from the main menu. Click the **Look Up...** button to search for the new facility.

![Facility Request](Image)

m. Type the **Facility Name** and click **Search** or type the first three characters of the facility name followed by a percent sign (%).

**Note:** The percent sign (%) can be used as a wildcard, substituting for any characters at the beginning, middle or end of names.

![Facility Lookup](Image)
n. Click **Select** to select the facility.

![Facility Lookup](image)

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o. The **Facility Information** will appear in the **Facility Request** window. Click **Add Facility**.

![Facility Request](image)
p. The facility information will appear at the bottom of the window. Click **Save**.

![Facility Request](image1.png)

q. The **User Facility** information will appear. The **Status** will be **Pending** until the Facility Administrator approves the request. eVital users can cancel the request by clicking **Cancel Request** and view requests by selecting **Facility Request Status** from the main menu.

![User Facility](image2.png)

4. **Queues**

a. Near the **menu icon** on the eVital **Dashboard** is an **All Queues** button.

![Preferred Queues](image3.png)
b. Clicking the **All Queues** button will open the **Queue List**. This list is categorized by module. The modules are based on the roles assigned to you in your facility profile.

![Queue List](image)

Clicking the plus sign (+) next to the module name will expand the list and display queues associated with the module. Each queue has a count of the number of cases that require attention. If a queue has a zero (0) next to it, there are no cases in that queue and nothing that needs to be addressed. Click the queue name to see the actual cases in the queue.

![Queue List](image)
5. Preferred Queues

a. If you frequently use certain queues, you can choose to add them as **Preferred Queues**. To set up your **Preferred Queues**, go to your **eVital Dashboard**, click the **menu icon**, select **Main** and then select **Preferred Queues**.

![Preferred Queues](image1)

b. Select your facility from the **Functional Entity** drop-down list.

![Functional Entity](image2)
c. A list of available queues will appear. To move a queue to the **Selected Queues** window, click the desired queue name and click the right arrow (>). You can include up to seven queues as **Preferred Queues**.

d. Once the desired queues are listed in the **Selected Queues** window, click **Save**.
e. The selected queues will appear on your eVital Dashboard. 

**Note:** Queues are color coded as follows:
- Blue: Contains items less than 10 days old.
- Orange: Contains items 10 to 24 days old.
- Red: Contains items 25 days old or older.

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f. To remove a **Preferred Queue** from your eVital Dashboard, click the desired queue from the **Selected Queues** window and then click the left arrow (<) to move it back to the **Available Queues** window. Then click **Save**.
6. System Messages

a. **System Messages** are displayed in tabs on the eVital home page. System message tabs are grouped by module (Birth, Death, STOP, ITOP and Amendments) and correspond to the roles you are assigned within your current facility.

b. Click a tab to see the associated messages. Click the **Case ID** link to view an entry in detail.

c. System messages can also be viewed by clicking the **Inbox** button.
4. How Do I Create a New Birth Case?

1. From the eVital Dashboard, click the menu icon to the left of Preferred Queues.

2. In the All Categories menu, select Life Events.
3. In the **Life Events** menu, select **Birth**.

![Life Events menu](image)

4. In the **Birth** menu, select **Start New Case**.

![Birth menu](image)

5. When the **Start New Birth Case** form opens, the **Foundling Baby** field will default to **No** and should remain that way. Type the date or click the **calendar icon** and select the **Date of Child’s Birth**. Next, select the **Sex** from the drop-down list (**Male**, **Female**, **Undetermined**, **Unknown** or **Intersex**).

![Start new Birth Case form](image)
6. Type the **Child’s Last Name** and the **Mother’s Maiden Last Name (Prior to First Marriage)** in the corresponding fields. Type the **Child’s Medical Record Number** and then retype the **record number** in the **Confirm Child’s Medical Record** field. Type the **Mother’s Medical Record Number** in the corresponding field. When you have completed all the fields, click **Search**.

![Image of the eVital Birth Reporting interface](image)

7. If the case information is new, a notice will appear stating “There are no cases that match the criteria you have entered.” Click the **Create New Case** button to create a new registration case.

*Note: If you receive a duplicate case notice, refer to the guide titled “How Do I Report a Duplicate Birth Case in eVital?”*
5. Child

1. After selecting **Create New Case**, the **Child** form will appear under **Parent Information**. The fields for last name, date of birth and sex will automatically populate with the information you previously entered. Type the child’s **First** name and **Middle** name, if applicable, in the corresponding fields. **Note:** The **Middle** name, **Other Middle** and **Suffix** fields are not required.

2. Complete the **Time of Birth** field. In the **Has Mother Approved Assignment of SSN for Child?** field, select **Yes**, **No** or **Unknown** from the drop-down list. In the **Number Delivered in This Pregnancy** field, select the appropriate number from the drop-down list. In the **Is Infant Living at Time of Report?** field, select **Yes** or **No** from the drop-down list. **Note:** Refer to section 35 for information on how to enter a plural delivery.

3. In the **If Birth Occurred in Hospital, Has Mother Transferred in Before Giving Birth?** field, select **Yes**, **No** or **Unknown** from the drop-down list. In the **Infant Transferred** field, select the appropriate response from the drop-down list.
4. Click **Save**. If all the fields contain valid information, a “No Validation Error Found on This Page” notice will appear, while a green dot appears next to the **Child** tab.

![No validation error found on this page]

**Note:** If you receive a validation error notice, review and correct the information. There are two types of errors: hard edits appear in red and must be corrected to sign the certificate. Soft edits appear in orange and must be overridden to sign the certificate. To override soft edits, select the check box in the **Override** column, and click the **Save Overrides** button.

6. **Mother/Parent Information**

1. Under **Parent Information**, select the **Mother/Parent Information** tab. When the Mother/Parent form appears, type the mother/parent **Legal Name** – First, **Middle**, Last and **Suffix** (if applicable) and the mother/parent **Maiden Name (Prior to First Marriage)**. Use the **Copy Legal Name** button if the mother/parent current **Legal Name** is the same as the **Maiden Name**.
2. Type the **Mother/Parent’s Date of Birth (Month, Day and Year)**, **Age** and **Sex**. In the **SSN field**, select **Available, Unknown** or **None**. If you select **Available**, the **SSN Value** field will appear for you to type the number.

3. Click **Save**. If all the fields contain valid information, a “No validation error found on this page” notice will appear, while a **green dot** appears next to the **Mother/Parent Information** tab.

7. **Mother/Parent Address**

1. Under **Parent Information**, select the **Mother/Parent Address** tab. When the **Mother/Parent Address** form appears, select the mother/parent **Birth Country** from the drop-down list. If you select **United States**, the **Birthplace City or Town** and **Birthplace State/U.S. Territory** fields will appear. Type the city or town in the corresponding field and select the state from the drop-down list.
2. Next, complete the **Residence Address** information and click the **Verify Address** button.

3. In the **Matched Address** form, choose the correct address and click **Select**.

4. In the **Residence Address** section, confirm there is a **green button** titled **Verified** with a check mark next to it before proceeding.
5. The **Inside City Limits** field will automatically populate based on the **Resident Address**. Complete the **Mailing Address** fields.  
   *Note:* Check the **Mailing Address Same as Residence** box if the two addresses are the same. The address information will appear.

6. In the **Contact Details** section, complete the **Daytime Telephone Number** field. If the daytime and evening numbers are the same, check the box and the information will appear. Otherwise, complete the **Evening Telephone Number** field.

7. Click **Save**. If all the fields contain valid information, a “No validation error found on this page” notice will appear and a **green dot** will appear next to the **Mother/Parent Address** tab.
8. Mother/Parent Attributes

1. Under **Parent Information**, select the **Mother/Parent Attributes** tab and type the **Mother/Parent's Education** and **Occupation** information in the corresponding fields.

![Mother/Parent Attributes screenshot](image-url)

2. From the **Ancestry** drop-down list, select the mother/parent ancestry. If you select an option other than **Unknown**, you must also type the **Ancestry Origin**. Next, under **Race**, check the boxes that apply.

![Race screenshot](image-url)

3. Click **Save**. If all the fields contain valid information, a “No validation error found on this page” notice will appear and a **green dot** will appear next to the **Mother/Parent Attributes** tab.
9. Mother/Parent Health

1. Under **Parent Information**, select the **Mother/Parent Health** tab. When the **Mother/Parent Health** form appears, click the **Did Mother/Parent Participate in WIC During This Pregnancy?** field and select **Yes**, **No** or **Unknown**.

2. Complete the **Mother/Parent’s Height**, **Mother/Parent’s Pre-Pregnancy Weight (lbs.)**, and **Mother/Parent’s Weight at Delivery (lbs.)** fields.

3. Under the **Cigarette Smoking (per day) in the 3 Months Before or During Pregnancy?** field, select **Yes**, **No** or **Unknown**. If you selected **Yes**, additional fields will appear asking for information about the **Mother/Parent’s Smoking Habits**. Complete the fields that apply.
4. In the Alcohol Use During This Pregnancy? field, select Yes, No or Unknown. Under the Illicit and Other Drugs Used During This Pregnancy? field, check the boxes next to all that apply.

5. In the Did You Receive Prenatal Care? field, select Yes, No or Unknown. If you selected Yes, an additional field appears asking for information about Prenatal Care visits, including a list of questions. Check the boxes next to all the questions that apply.

6. Complete the remaining mother/parent information: Enter how many times per week the mother/parent exercised for 30 minutes or more and if the mother/parent had any gum problems during pregnancy (Yes, No or Unknown). Select the appropriate answers from the drop-down lists under the During Your Pregnancy, Would You Say That You Were: and Thinking Back to Just Before You Were Pregnant, How Did You Feel About Becoming Pregnant? fields.

7. Click Save. If all the fields contain valid information, a “No validation error found on this page” notice will appear and a green dot will appear next to the Mother/Parent Health tab.
10. **Paternity**

1. Under **Parent Information**, select the **Paternity** tab. When the **Paternity** form appears, in the field **Are You Entering the Father/Parent’s Information?** field, select **Yes, Married**; **Yes, Acknowledgment of Paternity**; or **No**.

![Paternity Form Screenshot](image)

2. If you select **No**, an “Are you sure you want to remove the Father/Parent's information from this record?” notice will appear. Select **OK** to continue.

![Confirmation Dialog Screenshot](image)

3. If you select **Yes, Acknowledgment of Paternity**, an additional field will appear asking **How Will the AOP be Submitted?** It will automatically populate with **Scan Both Sides of AOP**.

![Paternity Fields Screenshot](image)

**Note:** If you select **Yes, Married** or **Yes, Acknowledgment of Paternity**, then additional tabs will appear under the **Birth Registration** menu, including **Father/Parent Information**, **Father/Parent Birthplace** and **Father/Parent Attributes**. An **Acknowledgment of Paternity** section will also appear with tabs titled **AOP-Child**, **AOP-Father/Parent**, **AOP-Mother/Parent** and **AOP-Print**. The **AOP-Child** and **AOP-Mother/Parent** tabs will automatically populate with the
information you previously entered. After entering additional father/parent information in the appropriate tabs and fields, a green dot will appear next to the AOP-Father/Parent tab.

4. Click Save. If all the fields contain valid information, a “No validation error found on this page” notice will appear.

Note: A red dot will remain next to the Paternity tab until the Documentary Evidence tab is completed and the AOP is scanned. Information regarding Documentary Evidence is located in section 32.

11. Father/Parent Information

1. Under Parent Information, select the Father/Parent Information tab. When the Father/Parent Information form appears, enter the Current Legal Name (First, Middle, if applicable, and Last names) as well as the Name (Prior to First Marriage). Use the Copy Legal Name button if the father/parent current Legal Name is the same as the Name (Prior to First Marriage).

2. Enter the Father/Parent’s Date of Birth (Month, Day and Year), Age and Sex. In the SSN field, select Available, Unknown or None. If you select Available, the SSN Value field will appear for you to enter the number.
3. Click **Save**. If all the fields contain valid information, a “No validation error found on this page” notice will appear and a **green dot** will appear next to the **Father/Parent Information** tab.

### 12. Father/Parent Birthplace

1. Under **Parent Information**, select the **Father/Parent Birthplace** tab. When the **Father/Parent Birthplace** form appears, select the father/parent **Birth Country** from the drop-down list. If you select **United States**, the **Birthplace City or Town** and **Birthplace State/U.S. Territory** fields will appear. Enter the city or town in the corresponding field and select the state from the drop-down list.

2. Click **Save**. If all the fields contain valid information, a “No validation error found on this page” notice will appear and a **green dot** will appear next to the **Father/Parent Birthplace** tab.

### 13. Father/Parent Attributes

1. Under **Parent Information**, select the **Father/Parent Attributes** tab. When the **Father/Parent Attributes** form appears, complete the **Father/Parent’s Education**, **Current/Most Recent Occupation** and **Kind of Business or Industry** fields.
2. From the drop-down list, select the father/parent **Ancestry**. If you select an option other than **Unknown**, you must also enter the **Ancestry Origin**. Next, under **Race**, check the boxes that apply.

3. Click **Save**. If all the fields contain valid information, a “No validation error found on this page” notice will appear, while a **green dot** appears next to the **Father/Parent Attributes** tab.

### 14. Admission and Discharge

1. Under **Parent Information**, select the **Admission and Discharge** tab. When the **Admission and Discharge** form appears, complete the drop-down lists under the **Copy of Prenatal Record in Chart?**, **Was Formal Risk Assessment in Prenatal Chart?**, **Was MSAFP/Triple Screen Test Offered?** and **Was MSAFP/Triple Screen Test Done?** fields.

2. In the **How Many Times was the Mother Hospitalized During This Pregnancy, Not Including Hospitalization for Delivery?** field, enter the applicable number.
3. From the drop-down list, select the appropriate answer for the **Infant Discharge Status** field. If you select an answer other than **Infant Still in Hospital**, you must also enter an **Infant Discharge Date**.

4. Complete the **Mother/Parent Admission Date of Delivery** and **Mother/Parent Discharge Date** fields.

5. Click **Save**. If all the fields contain valid information, a “No validation error found on this page” notice will appear, while a **green dot** appears next to the **Admission and Discharge** tab.
15. **Place of Birth**

1. Under **Facility Information**, select the **Place of Birth** tab. When the **Place of Birth** form appears, the **Type of Place, Name of Hospital or Other Facility** and **Address** fields will automatically populate with the information you previously entered. Change or update any of the fields, as needed.

2. Click **Save**. If all the fields contain valid information, a “No validation error found on this page” notice will appear and a green dot will appear next to the **Place of Birth** tab.

16. **Prenatal**

1. Under **Facility Information**, select the **Prenatal** tab. When the **Prenatal** form appears, the **Mother/Parent’s Medical Record Number** will automatically populate. Enter the **Mother/Parent’s Medicaid Number** (if applicable). Select the appropriate answers from the drop-down list in the **Primary Payer** and **Is Mother/Parent Enrolled in an HMO or Other Managed Care Plan?** fields. Select the **Month**, **Day** and **Year** within the **Date Last Normal Menses Began** section.
2. In the **Did Mother Receive Prenatal Care?** field, select **Yes**, **No** or **Unknown** from the drop-down list. If you selected **Yes**, new fields will appear. Enter the **Date of First Prenatal Care Visit**, **Date of the Last Prenatal Care Visit**, **Total Number of Prenatal Visits for This Pregnancy** and **Primary Prenatal Care Provider Type** in the corresponding fields.

![Image of eVital Birth Reporting for Medical Facility Users page 36](image)

3. From the **Total Number of Previous Live Births** drop-down list, select the applicable number. If you select an option other than **None** or **Unknown**, you will have to complete the **Number Born Alive and Now Living**, **Number Born Alive and Now Dead**, **Date of the First Live Birth** and **Date of the Last Live Birth** fields. If applicable, enter the **Number Preterm** and **Number Low Birth Weight**.

![Image of eVital Birth Reporting for Medical Facility Users page 36](image)
4. Select a number from the **Total Number of Other Pregnancy Outcomes (Spontaneous or Induced Terminations)** drop-down lists. If you select an option other than **None** or **Unknown**, you must complete the **Date of Last Other Pregnancy Outcome**, **Number of Spontaneous Terminations of Pregnancy Less Than 20 Weeks**, **Number of Spontaneous Terminations of Pregnancy 20 Weeks or More** and **Number of Induced Terminations of Pregnancy** fields.

![Previous Other Pregnancy Outcomes](image)

5. **Click Save.** An **orange dot** will appear, and you will receive this notice: “The difference between calculated gestation and clinical estimate gestation cannot be more than 4 weeks. Please verify clinical estimate of gestation and last menses on prenatal page.” Once you enter a valid value for **Clinical Estimate of Gestation** on the **Newborn** tab, a “No Validation Error Found on This Page” notice will appear, while a **green dot** appears next to the **Prenatal** tab.

<table>
<thead>
<tr>
<th>Rule ID</th>
<th>Message</th>
<th>Action Message</th>
<th>Override</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>BR0377</td>
<td>The difference between the calculated gestation and Clinical Estimated Gestation cannot be more than 4 weeks. Please verify estimate of gestation and last menses on prenatal page</td>
<td>Enter a valid value for Clinical Estimate of Gestation</td>
<td>✔️</td>
<td></td>
</tr>
</tbody>
</table>
17. Pregnancy Factors

1. Under **Facility Information**, select the **Pregnancy Factors** tab. When the **Pregnancy Factors** form appears, check all the boxes for risk factors that apply in the **Risk Factors for This Pregnancy** section. If the applicable risk factor is not listed, check the box titled **Other Serious Chronic Illness**. If there were no risk factors, you may check the box titled **None of the Above**. In the **Infections Present and/or Treated During This Pregnancy** section, check all the boxes for infections that apply. If there were no infections, check the box titled **None of the Above**.

2. In the **Obstetric Procedures** section, check all the boxes for obstetric procedures that apply to the pregnancy. If the patient did not undergo any obstetric procedures, check the box titled **None of the Above**. In the **Was Fetal Genetic Testing Offered?** field, select **Yes**; **No, Too Late**; **No, Other Reason**; or **Unknown** from the drop-down list.

3. Click **Save**. If all the fields contain valid information, a “No validation error found on this page” notice will appear, while a **green dot** appears next to the **Pregnancy Factors** tab.
18. **Labor**

1. Under Facility Information, select the **Labor** tab. Review the **Onset of Labor** and **Characteristics of Labor and Delivery** sections in the **Labor** form. Check the boxes for all the descriptions that apply. You may check the box titled **None of the Above** if none of the conditions apply or **Unknown** if the conditions are not known.

2. Click **Save**. If all the fields contain valid information, a “No validation error found on this page” notice will appear, while a **green dot** appears next to the **Labor** tab.
19. Delivery

1. Under Facility Information, select the Delivery tab. The Delivery form will appear. Review the drop-down list under the Was Delivery with Forceps Attempted but Unsuccessful? field and select Attempted and Successful, Attempted and Unsuccessful, Forceps Were Not Used or Unknown. Next, review the drop-down list under the Was Delivery with Vacuum Extraction Attempted but Unsuccessful? field and select Attempted and Successful, Attempted and Unsuccessful, Vacuum Extraction Was Not Used or Unknown. If you select Attempted and Successful for either of these questions, you must then select and complete the Indications for Forceps and Indications for Vacuum sections.

2. In the Fetal Presentation at Birth field, select Cephalic, Breech, Other or Unknown from the drop-down list.

3. In the Final Route and Method of Delivery field, select Vaginal/Spontaneous, Vaginal/Forceps, Vaginal/Vacuum, Cesarean or Unknown from the drop-down list.
4. In the **Other Procedures Performed at Delivery** section, check the boxes for all the **Procedures** that apply. In the **Anesthesia** section, check the boxes for all that apply. If you selected any anesthesia options other than **None of the Above** or **Unknown**, the **Complications From Any of the Above?** field will appear. Complete the field by selecting **Yes**, **No** or **Unknown**.

5. In the section titled **Maternal Morbidity**, check the boxes for all that apply.

6. Click **Save**. If all the fields contain valid information, a “No validation error found on this page” notice will appear, while a **green dot** appears next to the **Delivery** tab.
20. **Newborn**

1. Under **Facility Information**, select the **Newborn** tab. When the **Newborn** form appears, the **Child’s Medical Record Number** and **Infant Birth Weight** fields will automatically populate.

![Newborn Form Image]

2. Complete the **Gestation and Apgar** section by entering the **Clinical Estimate of Gestation (Completed Weeks)** and selecting the **Apgar Score One Minute** and **Apgar Score 5 Minutes** answers from the drop-down lists. If you enter a 5 or less in the **Apgar Score 5 Minutes** field, an **Apgar Score 10 Minutes** field will appear in which you must enter a number.

![Gestation and Apgar Image]

3. From the **How Is Infant Being Fed?** drop-down list, select **Breast Milk**, **Formula**, **Both**, **Neither** or **Unknown**.

![How Is Infant Being Fed Image]
4. In the Immunization Administered? field under Hepatitis B Inoculation, select Unknown, Yes, No or Refused from the drop-down list. If you select Yes, new fields will appear and you must enter the Immunization Date. From the Immunoglobulin Administered? field, select Unknown, Yes, No or Refused. If you select Yes, new fields will populate and you must enter the Immunoglobulin Date.

5. Click Save. If all the fields contain valid information, a “No Validation Error Found on This Page” notice will appear, while a green dot appears next to the Newborn tab.
21. **Newborn Factors**

1. Under **Facility Information**, select the **Newborn** tab. When the **Newborn** form appears, complete the **Abnormal Conditions of the Newborn** section by checking the boxes next to all the conditions that apply. You may check the box titled **None of the Above** if none of the conditions apply or **Unknown** if the conditions are not known.

2. Under **Congenital Anomalies**, select an option from the drop-down list. If you select an option other than **None of the Above Listed** or **Unknown**, a new field will appear *(Diagnosed Prenatally)*. Select **Yes** or **No** from the drop-down list. If you select **Yes**, you must indicate the methods used to diagnose prenatally.

3. If you need to enter multiple congenital anomalies, click the **green button** titled **Add Congenital Anomaly**. If you need to remove a congenital anomaly, click the **red button** in the right-hand corner.

4. Click **Save**. If all the fields contain valid information, a “No validation error found on this page” notice appears, while a **green dot** appears next to the **Newborn Factors** tab.
22. **Attendant/Certifier**

1. **Under Facility Information,** select the **Attendant/Certifier** tab. When the **Attendant/Certifier** form appears, click the **Look Up Attendants** button.

2. Enter the **Last** name of the attendant and click **Search**.

3. If the attendant you are searching for appears in the list of names matching the search criteria, click the **Select** button next to the right of the name.
4. Next, enter the attendant’s **NPI** number in the corresponding field.

5. The certifier information will automatically populate based on the user logged in to the system. If you need to change the certifier information, click the **Look Up Certifier** button and proceed as listed in Steps 2 and 3 of this section for **Look Up Attendants**.

6. Click **Save**. If all the fields contain valid information, a “No validation error found on this page” notice will appear, while a **green dot** appears next to the **Attendant/Certifier** menu page.
23. Certify

1. Under **Facility Information**, select the **Certify** tab. When the **Certify Case** form appears, select the **Affirm** check box to state that the information you (the certifier) entered is true to the best of your knowledge.

2. After you select the **Affirm** check box, the Quick Response (QR) code appears. **Note:** You will have 60 seconds to scan the QR code using the **Certify App** on your mobile device.
3. From your mobile device, tap the red square to start the camera.

4. To synchronize your identity, point your mobile device camera to the QR code on your computer monitor and hold the mobile device steady until it scans the QR code.
5. When the certification screen appears on your mobile device, align your face inside the yellow frame. When your image has been registered, you will receive two messages on your mobile device: “Certifying User…Please Wait” (first message) and “Certification Successful Certification Completed” (second message). Tap OK on your mobile device. View the Case Status section to confirm that you successfully submitted and signed the case/event.

**Note:** There is a one-hour hold until the case is officially registered.

6. When the certification is finalized, a green dot with a check mark will appear next to the Certify tab. To make modifications to the case, click the Unaffirm button, make any necessary changes to the case and recertify the case.
24. Hearing Screening

1. Under Other Registries, select the Hearing Screening tab. When the Hearing Screening form appears, select the Add Hearing Screening button.  
   **Note:** The Hearing Screening tab will automatically be green, as this screening is not required in eVital.

![Hearing Screening Tab](image1)

2. From the Hearing Screening drop-down list, select the applicable answer.

![Hearing Screening Drop-down List](image2)

3. If you select Screening Performed, new fields will appear. Complete Date Hearing Screen Conducted, Equipment Type, and results for Left Ear and Right Ear fields using the drop-down lists.

![Hearing Data Fields](image3)
4. Enter the appropriate responses in the **Entered By**, **Entered Date** and **Entering Facility** fields.

![Entered By and Entered Date](image1)

5. Click **Save**. If all the fields contain valid information, a “No validation error found on this page” notice will appear, while a **green dot** appears next to the **Hearing Screening** tab.

25. **Metabolic Screening**

1. Under **Other Registries**, select the **Metabolic Screening** tab. When the **Metabolic Screening** form appears, click the **Add Metabolic Screening** button. **Note**: The **Metabolic Screening** tab will automatically be green, as this screening is not required in eVital.

![Metabolic Screening](image2)
2. Enter the **Lab Screening ID**, then select an answer from the **Lab Screening Status** drop-down list.

3. Enter the **Pediatrician/Primary Care Provider** information. Click **Save**. **Note:** The Entered Date and Entered By will automatically populate.

4. Click **Save**. If all the fields contain valid information, a “No validation error found on this page” notice will appear, while a **green dot** appears next to the **Metabolic Screening** tab.
26. **Preview Case**

1. Under Other Links, select the **Preview Case** tab. When the Preview Case form appears, you can preview a case and its identifying information.

![Preview Case Form](image)

27. **Documentary Evidence**

1. Under Other Links, select the **Documentary Evidence** tab. When the Documentary Evidence form appears, click the **Add Documentary Evidence** button.

![Documentary Evidence Form](image)
2. Select **Acknowledgement of Paternity** from the drop-down list, then click **Browse and Upload**. Only files in TIF format can be uploaded.  
*Note:* You may also choose **Scan New Image** if you have a compatible eVital scanner.

![Image of eVital interface with selected options](image)

3. Choose the security setting you prefer and click **OK**.  
*Note:* If you select **Allow Once**, you will receive a **File Security** message each time you attempt to upload something. If you select **Always Allow**, you will not receive a message again when attempting to upload an AOP.
4. Select the **Acknowledgement of Paternity** form and click **Open**.

5. When the **Acknowledgement of Paternity** form appears in the **Document Type** window, click **Save**.

6. Once you click **Save**, you will see the **Acknowledgement of Paternity** form listed under the **Document Type** as well as who entered it (**Uploaded By**) and the **Upload Date**. You can also click **View**, **Edit** or **Delete** from this screen.
7. A green dot with a check mark will appear next to the Documentary Evidence tab.

![Other Links](image)

8. Now that you have uploaded the Documentary Evidence, navigate back to the Paternity tab and click Save.

![Documentary Evidence](image)

9. The red dot next to the Paternity tab will become green and a “No validation error found on this page” notice will appear.

![Paternity](image)
28. Case Status History

1. Under Other Links, select the Case Status History tab. On the Case Status History form, you can see the entire history of a case, including Edits and Signatures, who entered the information (Status Name), the time and date they entered it (Status Date), and their location (Associated Facility Name).

29. Messages (Case)

1. Select the Messages tab to see the Messages page. You can view any messages about the case from this tab.
30. **Registration Validations**

1. Select the **Registration Validations** tab. The **Registration Validation** page shows any validation errors for a case. If there are no errors a “No validation errors found” notice will appear.

31. **Preview Work Copy**

1. Under Other Links, select the **Preview Work Copy** tab, where you can view the **Birth Certificate Work Copy**.
32. Request to Abandon/Void

1. Select the **Request to Abandon/Void** tab to void a birth registration case.

2. To void a birth registration case, select **External Request to Abandon** from the **Request Type** drop-down list.
3. Complete the **Reason** field and click **Save**.

![Request to Abandon/ Void](image)

4. When the window appears to confirm the **Request to Abandon**, click **OK** to continue or **Cancel** to cancel.

![Confirmation Window](image)
33. Comments

1. Under Other Links, select the Comments tab.

2. When the Comments page appears, select a Comment Type from the drop-down list. The choices are No Mailing Address, Late Reason, Event or Confidential Medical.
3. Enter a comment of up to 4000 characters in the **Comment** field. Click **Save Comment**.

4. A “Comment saved” notice will appear. You can see all the comments regarding a case at the bottom of the screen, including an option to **Edit** or **Delete** comments.
34. **Locating an Existing Birth Case**

1. **Click the menu icon to the left of Preferred Queues.**

2. **From the All Categories menu, select Life Events.**

3. **From the Life Events menu, select Birth.**
4. From the **Birth** menu, select **Locate Case**.

   ![Locate Case](image)

5. Enter the available information in the corresponding fields of the **Locate Birth Case** form and click **Search**.  
   **Note:** Enter as little or as much information as you wish in order to search for a case.

   ![Locate Birth Case Form](image)

6. A list of matching **Birth** cases will appear. You can click any **Case ID** to open a case or click the **Preview** button to preview the details of a case.

   ![Birth Cases List](image)
35. Plural Deliveries

1. Under Parent Information, select the Child tab. Enter all necessary information. In the Number Delivered in This Pregnancy field, select Twin from the drop-down list.

2. Enter the Number of Infants in this Delivery Born Alive and the Number of this Child in Order of Delivery.

3. In the Is Infant Living at Time of Report? field, select Yes, No or Unknown from the drop-down list. Click Save.
4. On the **Birth Registration Menu**, within the **Other Links** section, a new tab will appear titled **Link Plural Delivery**. Click this tab.

   **Note:** Linking cases can be done at any point during the registration process. Upon linking, any information entered on the first case that is applicable to the second case will copy over. If new information is added to the first case *after* clicking **Link New Case**, it will not copy over to the second case, so it is recommended to wait until all tabs under **Parent Information** and **Facility Information** are complete before linking the cases. The **Child** tab will appear orange until the cases are properly linked.

5. The current case information will appear at the top of the screen. Click **Link New Case**.

6. Fill out the required information. **Event Type** will always default to **Birth**. Click **Search**.

   **Note:** If only one child was born alive and the other was a stillborn, you must manually change the **Event Type** to **Fetal Death** when linking cases. This will create a **STOP** registration instead of a **Birth** registration.
7. Click **Create New Case**.

8. The second case will now appear on the **Link Plural Delivery** screen. Click **Compare** to compare the two cases side by side. Click **Unlink** to disassociate these two cases.

9. Once you return to the original case, the **Child** tab will turn green after clicking **Save**.