


eVitals Guide

Business Partner: Request Access to a New Facility



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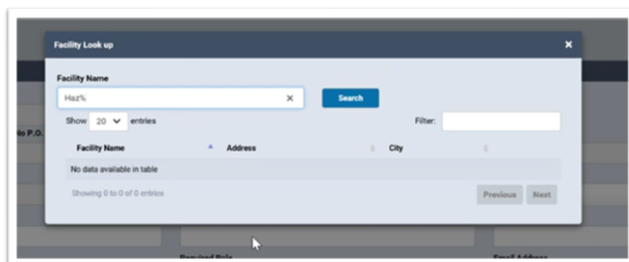
Sign in to eVitals. From the **Main** menu, select the **New Facility Request** tab.




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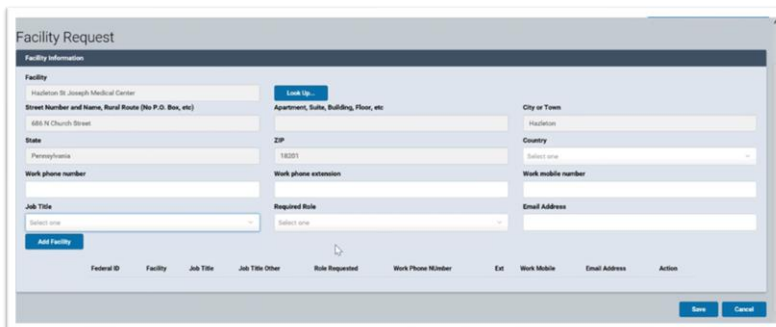
Using the **Facility Look up**, search for the facility by typing in full or using the wildcard feature:



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After selecting the facility, the facility address information is populated. Add any applicable work phone and email address information. Select a **Job Title** and **Required Role** from the drop-down lists.



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After the facility information has populated the table, click **Save**.

Federal ID	Facility	Job Title	Job Title Other	Role Requested	Work Phone Number	Ext	Work Mobile	Email Address	Action
	Hershey St. Joseph Medical Center	RN		Data Entry					X



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Your request status is displayed. If for any reason you need to cancel the request, you can cancel here. Otherwise, your request is submitted to your facility administrator for processing.

Facility	Job Title	Role Requested	Status
Testing Hospital (DHMS)	RN	Data Entry	Approved
Hershey St. Joseph Medical Center	RN	Data Entry	Pending



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