

eVital Facility Administrator Skills and Tasks

The eVital Facility Administrator should:

1. Have adequate computer skills, familiarity with smartphones and be able to:
 - a. Select, copy and paste email excerpts
 - b. Download, install and delete apps on smartphones
 - c. Connect to and reset a Wi-Fi connection
2. Be available on-site to provide in-person assistance to their facility's eVital user community
3. Work with their IT department to resolve Wi-Fi connection and other network issues
4. Attend enrollment training at 125 Worth Street if they have not already done so
 - a. To schedule enrollment training, contact the Constituent Services Unit at eVital@health.nyc.gov
5. Enroll deputy administrators first so they can assist with enrollment
6. Enroll all other facility users