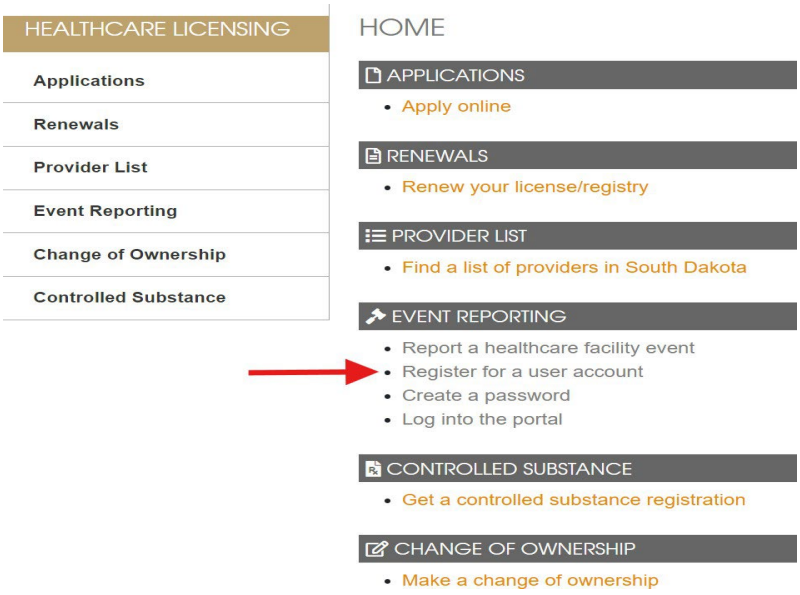
SOUTH DAKOTA DEPARTMENT OF HEALTH

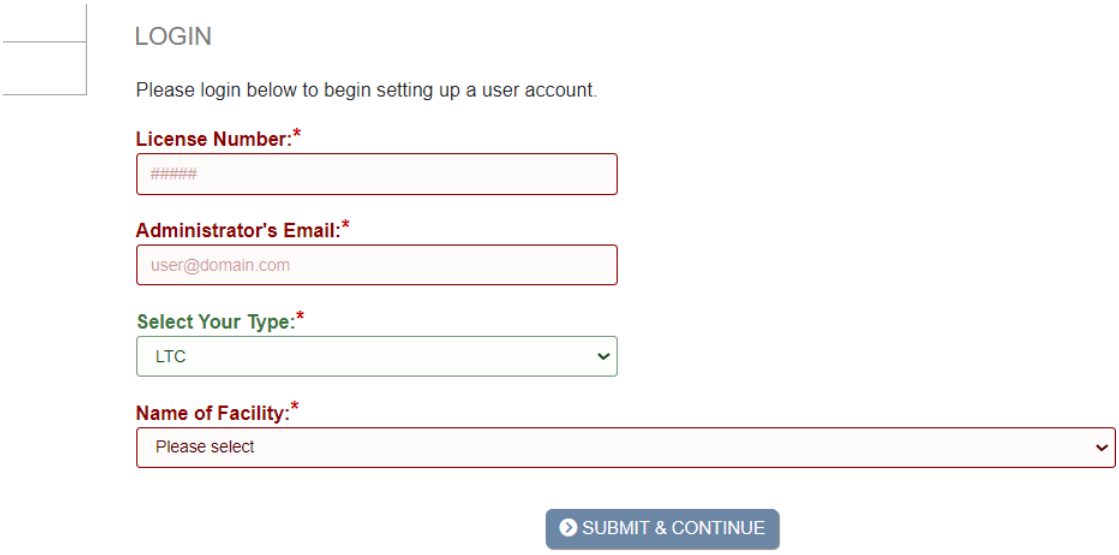
Instructions for Registering for a User Account

1. These instructions are for the healthcare facility administrator only. All other users will be registered as an additional user by the administrator.

2. Go to www. sdhls.org and under “Event Reporting” click on “Register for a User Account”.



3. Enter the facility’s state license number (not the administrator’s license number), administrator’s email address, provider type, and name of facility. Click “Submit & Continue”.



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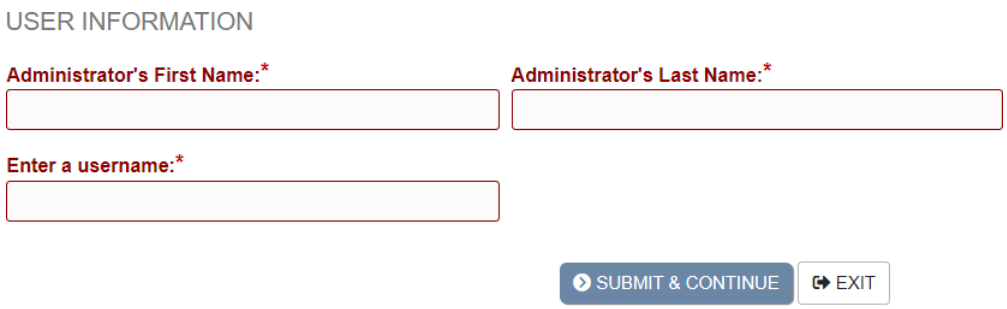
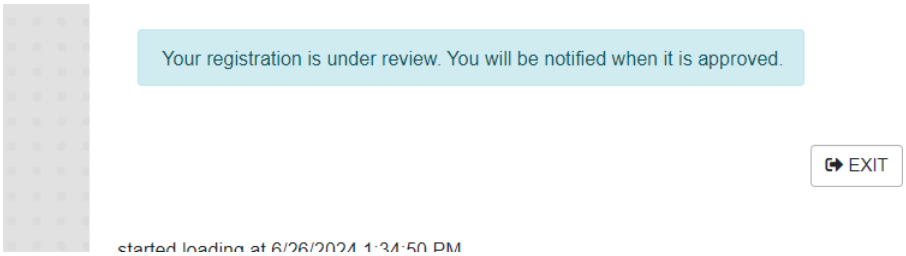
4. Enter the Administrator's first and last name and create a username. Click "Submit & Continue". *Note: If facilities have multiple users each user will need to have a unique username.



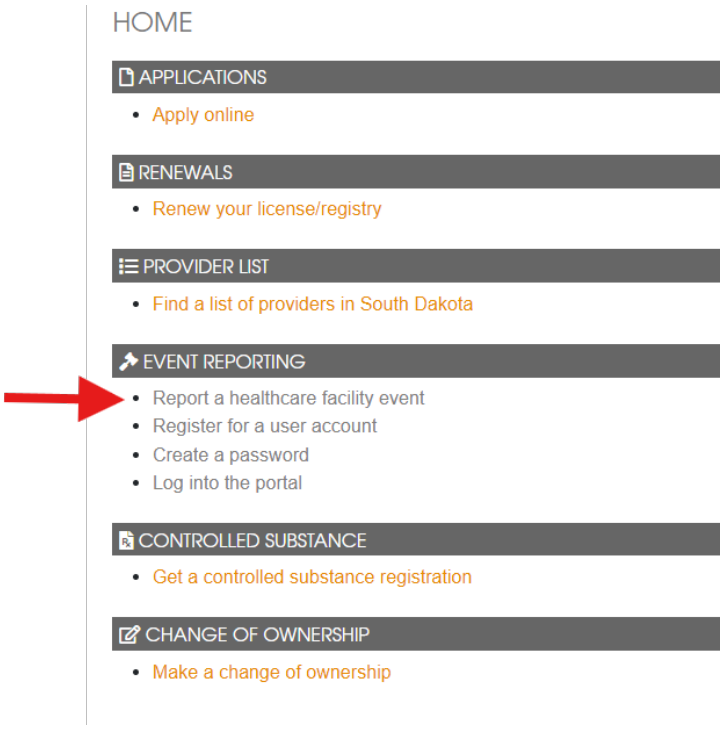
5. After submitting, you will get the following message:



6. Once your account has been reviewed and approved by the Department of Health, an email will go to the Administrator with a one-time code to create a password. This email will also include a link to the site where the password will be created.

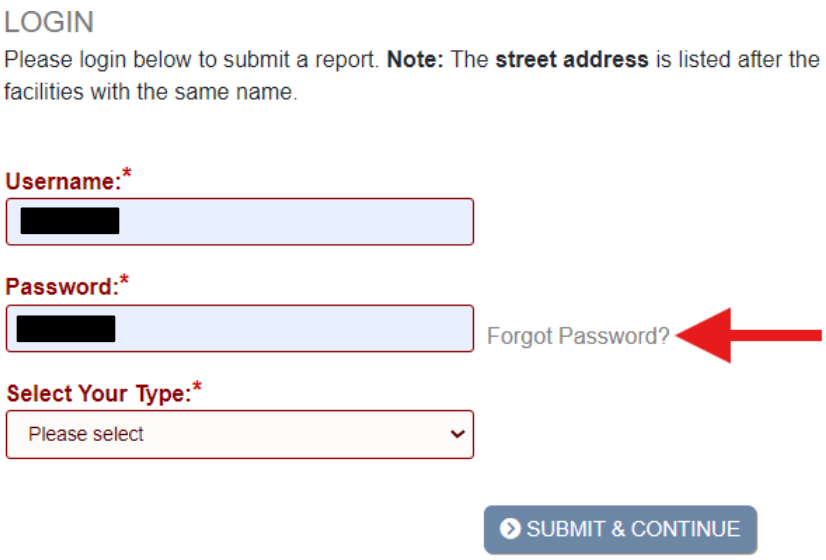
7. Once the Administrator has an email and password set up, they will be able to log into the portal with the username and password to submit initial and final reports. They will also be able to see all the reports submitted for your facility.

8. For facilities needing to submit a report without logging in there is an option to use an alternative form by going to https://www.sdhls.org/ and clicking on "Report a healthcare facility event".



When using this form to submit a report it will come to the DOH as an initial report. Once you are able to login to your portal the report will be there for you to update and submit as a final report within the required timeframe.

9. There will be a “Forgot Password” on the Login page for you change your password, as needed.



For questions regarding the Facility Reported Incident process, please send your questions to doholcreview@state.sd.us or call 1-605-773-3356.