



eVital Guide:

Electronic Birth Amendments Module for Medical Facility Users

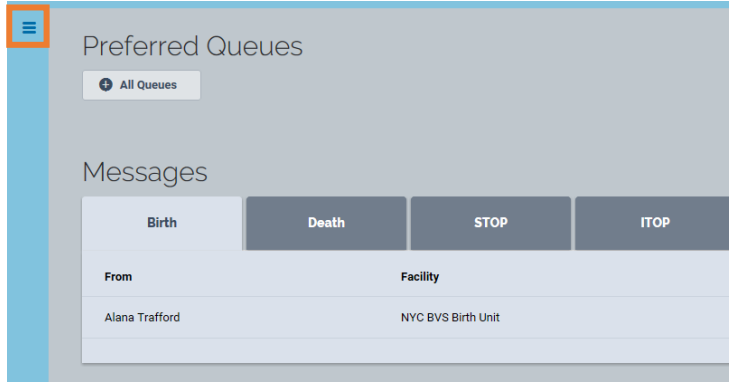
New York City Department of
Health and Mental Hygiene
Division of Epidemiology, Bureau of Vital Statistics

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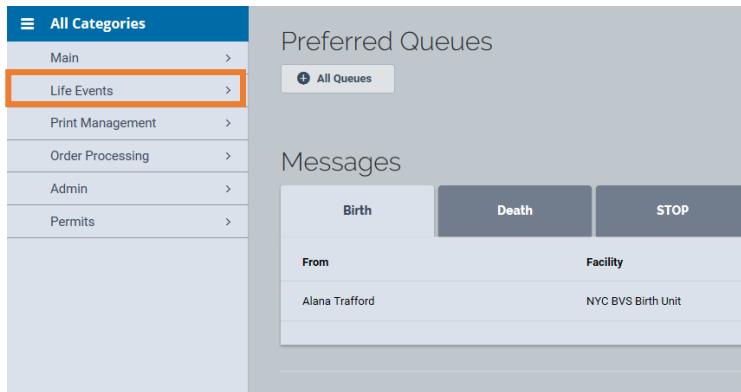
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1. Locating a Case

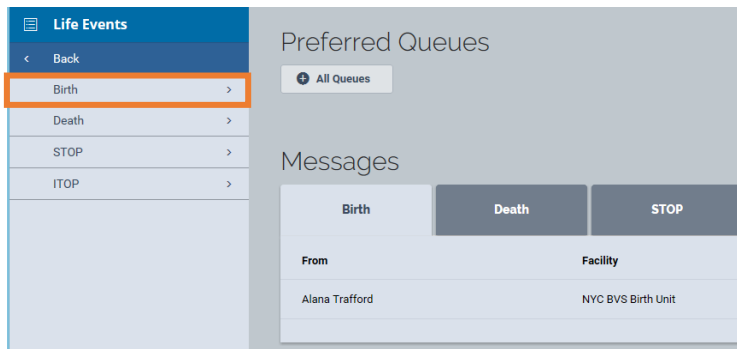
1. From the **eVital Dashboard**, click the **menu icon** located to the left of **Preferred Queues**.



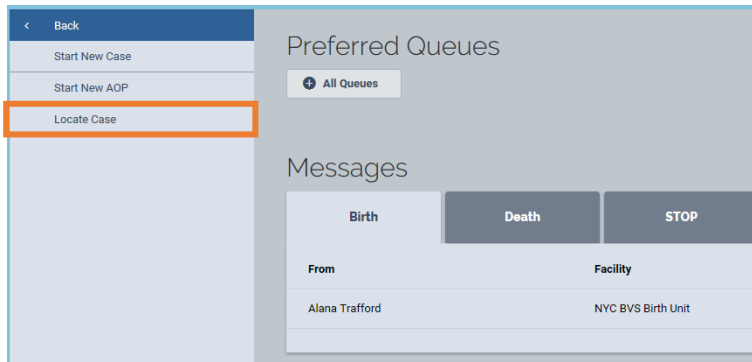
2. In the **All Categories** menu, select **Life Events**.



3. In the **Life Events** menu, select **Birth**.



4. Select **Locate Case**.



5. Enter search criteria into at least one field. Click **Search**.

The screenshot shows a search form titled 'Locate Birth Case'. It has two columns of input fields. The left column includes: 'Child's First Name', 'Child's Middle Name', 'Child's Date of Birth' (with a calendar icon), 'Mother's Maiden Name (Prior to first marriage)', 'Case ID', 'Mother's Medical Record Number', and 'Place Of Birth' (with a dropdown menu showing 'Borough'). The right column includes: 'Child's Last Name', 'Child's Other Middle Name', 'Sex' (with a dropdown menu showing 'Select one'), 'Mother's Current Legal Last Name', 'Child's Medical Record Number', and 'Place Of Birth Location Type' (with a dropdown menu showing 'Select one'). At the bottom right, there are 'Clear' and 'Search' buttons, with the 'Search' button highlighted in orange.

6. A list of matching birth cases will appear. Click the **Case ID** to open the case or click the **Preview** button to preview the details of the case.

The screenshot shows a table of search results. At the top, there is a 'Show 20 entries' dropdown and a 'Filter:' input field. The table has the following columns: 'Case ID', 'Child's Name', 'Mother's Medical Record Number', 'Child's Medical Record Number', 'Date of Birth', 'Sex', 'Birth Location', and 'Registration Status'. There are two rows of data. The first row is highlighted with an orange box around the 'Case ID' '18296714'. To the right of each row is a 'Preview' button, also highlighted with an orange box. At the bottom, it says 'Showing 1 to 2 of 2 entries' and has 'Previous', '1', and 'Next' navigation buttons.

Case ID	Child's Name	Mother's Medical Record Number	Child's Medical Record Number	Date of Birth	Sex	Birth Location	Registration Status	Preview
18296714	Rube,	87654321	12345678	Feb/13/2018	Male		Unregistered	Preview
18296712	Rube, Bruce	7654321	1234567	Feb/13/2018	Male	Manhattan	Unregistered	Preview

2. Creating a New Amendment

1. When the case opens, click the **Amendment History** tab located in the **Other Links** menu. The **Amendment History** form will appear. Click **Create Amendment**.

The screenshot shows the eVital Birth Amendments interface. On the left is a navigation menu with categories: Birth Registration, Parent Information, Facility Information, Other Registries, and Other Links. The 'Amendment History' tab under 'Other Links' is highlighted with an orange box. The main content area displays case details for Case ID 18296712, Name Bruce Rube (MRN 1234567), and Event Date Feb-13-2018. Below this is a table titled 'Amendment History' with columns: Amendment ID, Processing History, Amendment Type, Date Received, Date Completed/Rejected, and Amendment Status. A 'Create Amendment' button is highlighted with an orange box in the 'Amendment Status' column. A 'Return' button is located at the bottom right of the table area.

2. Select the **Amendment Type** from the drop-down list. For all birth cases the options are **Hospital Sub** and **Confidential Medical Report/QI**. In this example, **Hospital Sub** has been selected.

The screenshot shows the 'Create Amendment' form. The 'Amendment Type' dropdown menu is open, showing two options: 'Hospital Sub' (which is selected and highlighted in dark blue) and 'Confidential Medical Report/QI'. To the right of the dropdown is the 'Amendment Date*' field, which contains the date 'Mar-01-2018'. A 'Save Amendment' button is located at the bottom right of the form.


3. The eVital system will create an **Amendment Number** and the **Amendment Date** will prepopulate. Click **Save Amendment**.

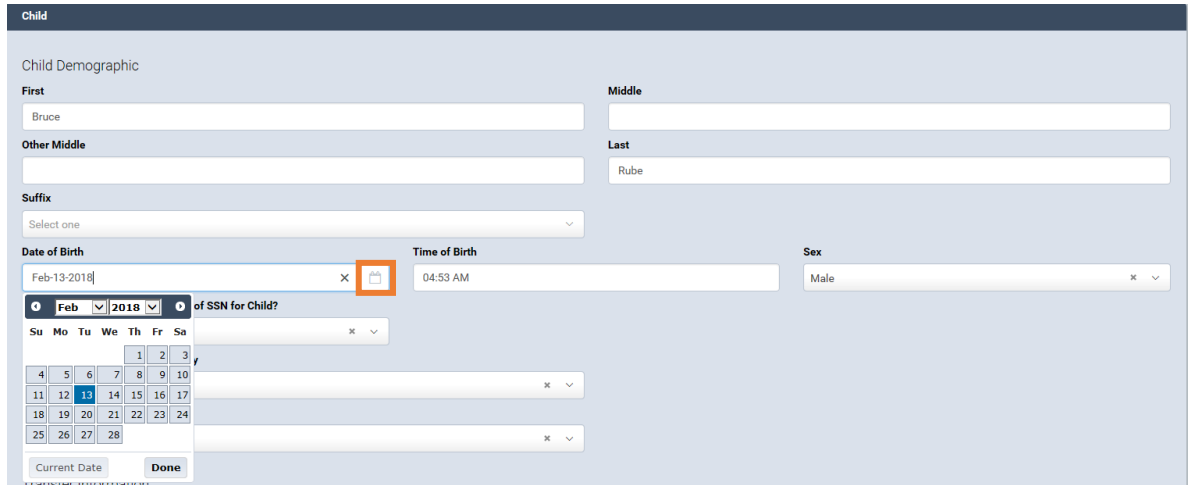
The screenshot shows a 'Create Amendment' window. At the top, there's a title bar with 'Create Amendment' and a close button. Below it, the 'Amendment Type' is set to 'Hospital Sub'. The 'Amendment Number' field is populated with '18296712_01' and the 'Amendment Date*' field is populated with 'Mar-01-2018'. A 'Save Amendment' button is located at the bottom right of the form.

4. The **Hospital Substitution** amendment type allows medical facilities to change the **Parent Information** and **Facility Information** sections of a birth case (anything that appears on the face of the birth certificate). All editable fields will appear in white and all non-editable fields will appear in gray. Click the **Child** tab in the **Birth Registration** panel.

Note: For a **Hospital Substitution** amendment to get processed by the Department of Health, the parent/parents must fill out, sign and submit a **Correction Form**. Hospital staff are then required to upload the completed form via the **Documentary Evidence** tab. Once you affirm the amendment, the Corrections and Amendments Unit (CAU) will retrieve the request from the **Hospital Substitution Queue**, review the completed application and then approve the amendment. If the completed **Correction Form** is *not* attached, CAU will reject and return the amendment request to the facility with a correspondence informing them of the missing document. Click this link to obtain a copy of the **Correction Form**:
<http://www1.nyc.gov/assets/doh/downloads/pdf/vr/bcorrect.pdf>

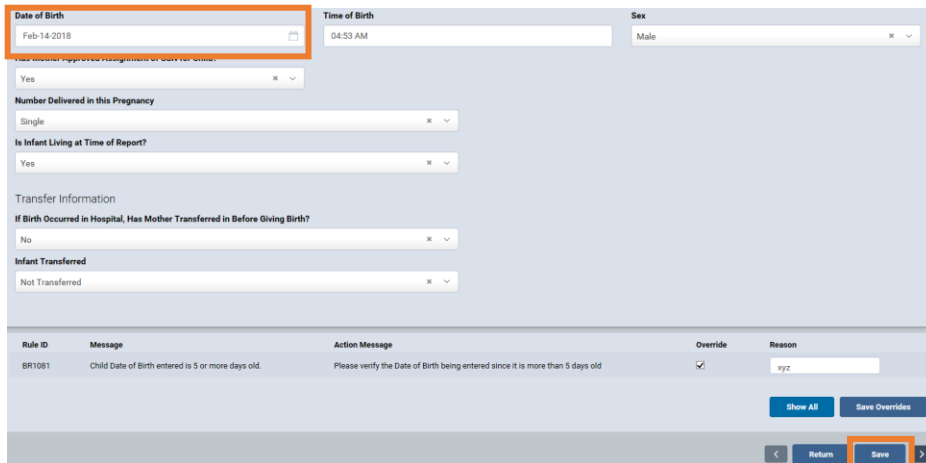
The screenshot shows the 'Birth Registration' panel. The 'Child' tab is selected in the left sidebar. The main area shows the 'Child' information section. The 'Child Demographic' section includes fields for 'First' (Bruce), 'Middle', 'Other Middle', 'Last' (Rube), and 'Suffix' (Select one). The 'Date of Birth' is 'Feb-13-2018' and the 'Time of Birth' is '04:53 AM'. The 'Sex' is 'Male'. The 'Case Status' is 'Legal Valid' and the 'Amendment Status' is 'New Amendment'.

- Click the **calendar icon**  in the **Date of Birth** field and select the correct date of birth. In this example, the **Child's Date of Birth** will be changed from **February 13, 2018** to **February 14, 2018**.



The screenshot shows a form titled "Child" with a "Child Demographic" section. The "Date of Birth" field is highlighted with an orange box and contains a calendar icon. A calendar dropdown is open, showing the month of February 2018. The date February 14 is selected. The "Date of Birth" field currently displays "Feb-13-2018". Other fields include "First" (Bruce), "Middle", "Other Middle", "Last" (Rube), "Suffix" (Select one), "Time of Birth" (04:53 AM), and "Sex" (Male).

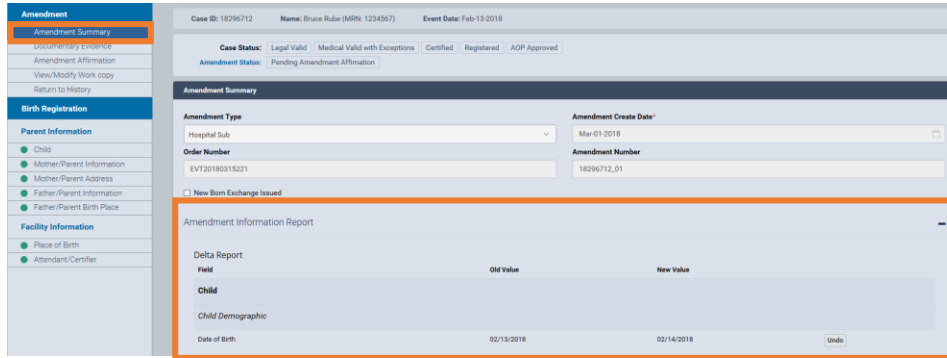
- After amending the desired information, click **Save**.



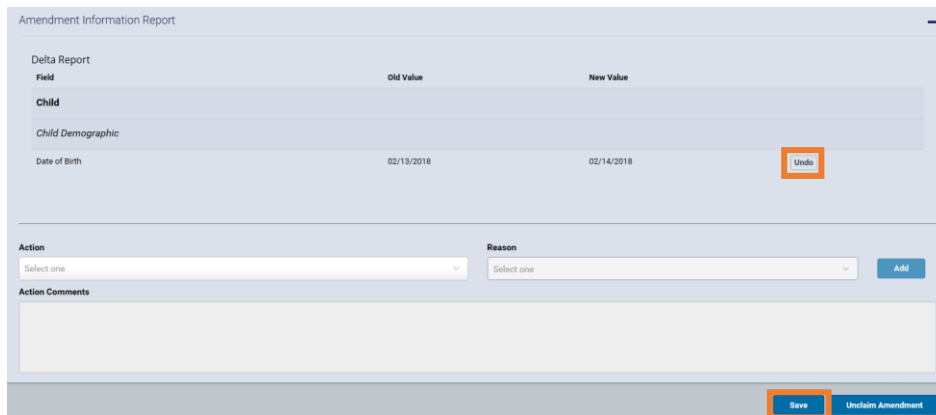
The screenshot shows the "Child" form with the "Date of Birth" field updated to "Feb-14-2018". The "Save" button at the bottom right is highlighted with an orange box. The form also includes fields for "Number Delivered in this Pregnancy" (Single), "Is Infant Living at Time of Report?" (Yes), "Transfer Information" (If Birth Occurred in Hospital, Has Mother Transferred in Before Giving Birth? No; Infant Transferred Not Transferred), and a table of "Rule ID", "Message", "Action Message", "Override", and "Reason".

Rule ID	Message	Action Message	Override	Reason
BR1081	Child Date of Birth entered is 5 or more days old.	Please verify the Date of Birth being entered since it is more than 5 days old	<input checked="" type="checkbox"/>	xyz

7. Select the **Amendment Summary** tab to view the **Amendment Information Report**. This report displays the amended information including which **Field** was amended, the **Old Value** in that field and the **New Value** in that field.

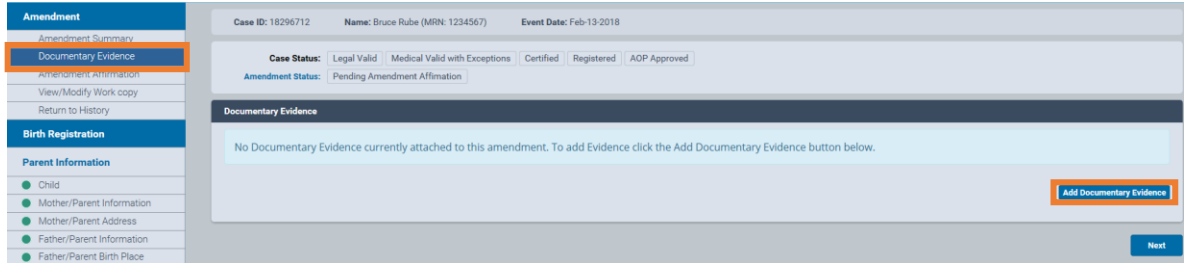


8. To undo any changes, click the **Undo** button. The old value will be restored to the field that was changed. Click **Save**.

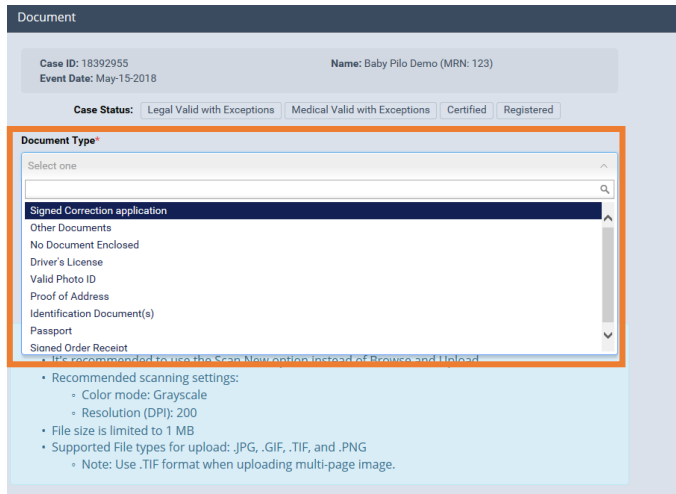


3. Documentary Evidence

1. To add documentary evidence related to the amendment, click on the **Documentary Evidence** tab in the **Amendment** panel. The **Documentary Evidence** form will appear. Click the **Add Documentary Evidence** button.



2. Choose **Signed Correction Application** as the **Document Type**.

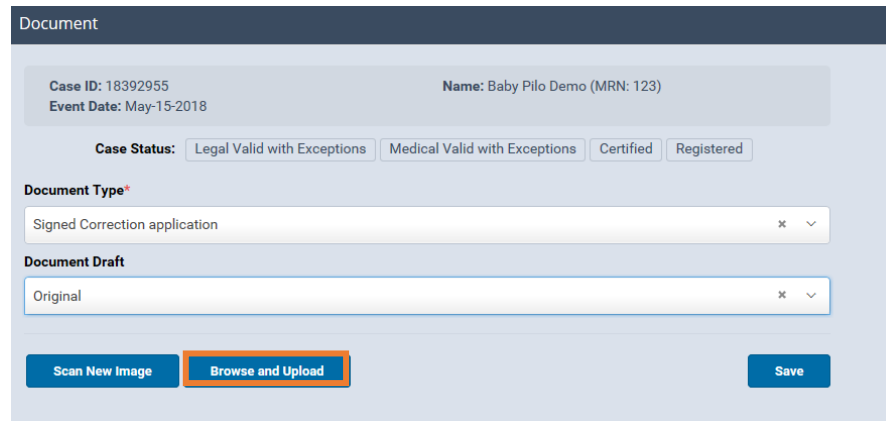


3. Select **Original** or **Copy** from the **Document Draft** drop-down list.



4. Click **Browse and Upload** to upload the document from your computer. Only files in .TIF, .GIF, .PNG and .JPG format can be uploaded. PDF documents cannot be uploaded.

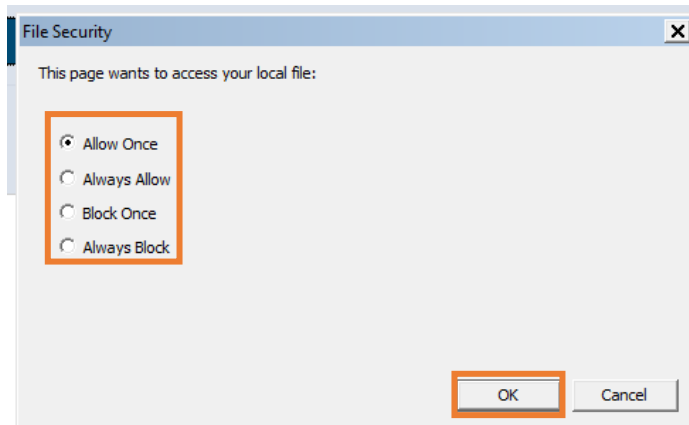
Note: You can also choose **Scan New Image** if you have an eVital compatible scanner.



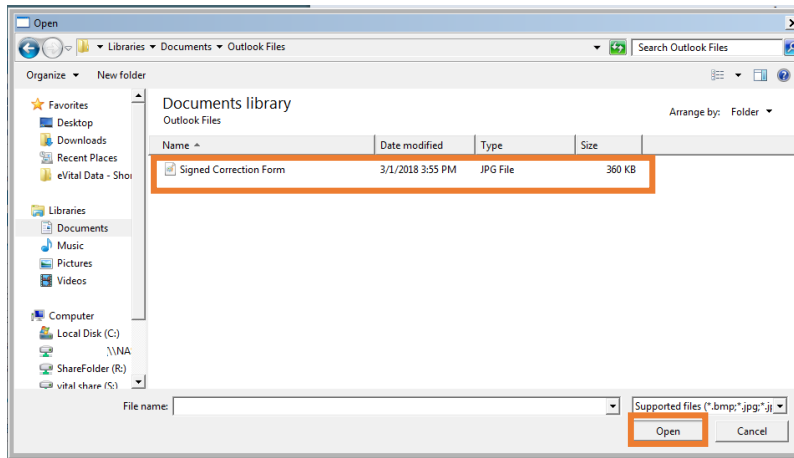
The screenshot shows a web interface for document management. At the top, it says "Document". Below that, there are fields for "Case ID: 18392955", "Event Date: May-15-2018", and "Name: Baby Pilo Demo (MRN: 123)". There are four buttons for "Case Status": "Legal Valid with Exceptions", "Medical Valid with Exceptions", "Certified", and "Registered". Below this is a "Document Type*" dropdown menu with "Signed Correction application" selected. Underneath is a "Document Draft" dropdown menu with "Original" selected. At the bottom, there are three buttons: "Scan New Image", "Browse and Upload" (highlighted with a red box), and "Save".

5. Choose the security setting you prefer. Click **OK**.

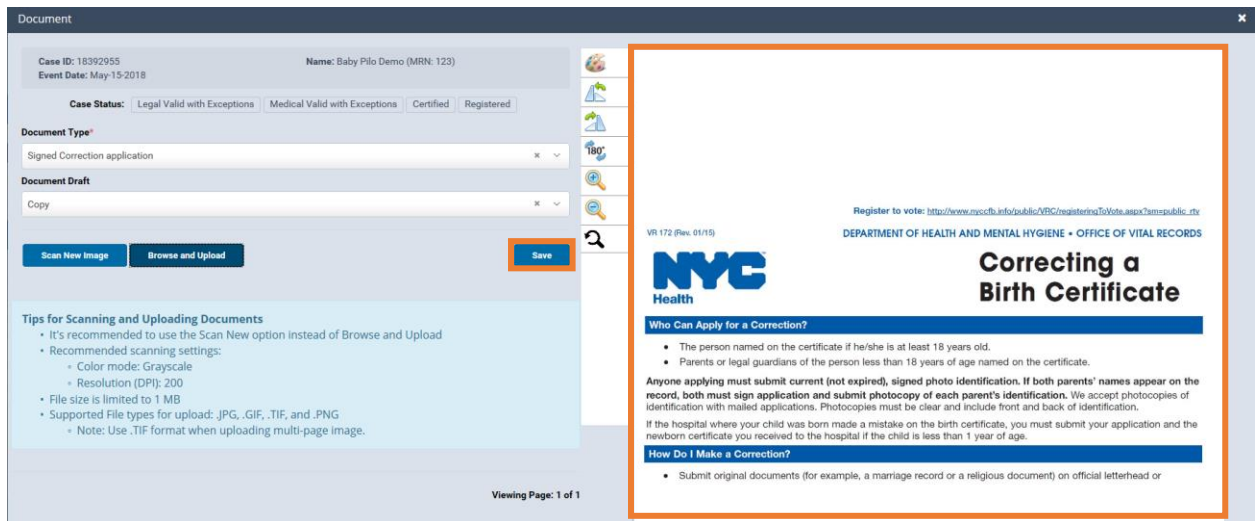
Note: If you select **Allow Once** you will receive this message each time you attempt to upload a document. If you select **Always Allow** then you will not receive this message again when attempting to upload a document.



6. Select the **Signed Correction Form**. Click **Open**.



7. The **Signed Correction Form** will appear in the window. Click **Save**.



8. You will now see the **Signed Correction Form** listed under the **Document Type** as well as who it was entered by and the **Upload Date**. You can also **View**, **Edit** or **Delete** the document from this screen. Once a document is uploaded, a **green dot with a check mark** will appear next to the **Documentary Evidence** tab.

4. Cancelling an Amendment

1. To cancel an amendment, select the **Amendment History** tab under the **Other Links** menu. Then click the **Amendment ID** of the amendment you want to cancel. This will open the **Amendment Summary** page.

2. From the **Action** drop-down menu, select **Amendment Cancelled**.

The screenshot shows the 'Amendment Summary' form. At the top, there are fields for 'Amendment Type' (Hospital Sub), 'Amendment Create Date' (Mar-01-2018), 'Order Number' (EVT20180315221), and 'Amendment Number' (18296712_01). Below these is a checkbox for 'New Born Exchange Issued'. The 'Amendment Information Report' section contains a table with columns 'Field', 'Old Value', and 'New Value'. Under the 'Child' section, the 'Child Demographic' table shows 'Date of Birth' with values '02/13/2018' and '02/14/2018'. The 'Action' dropdown menu is open, showing 'Amendment Cancelled' as the selected option. To the right, the 'Reason' dropdown menu is also open, showing 'Select one'. At the bottom right, there are 'Save' and 'Unclaim Amendment' buttons.

3. From the **Reason** drop-down menu, select **Other, Specify**.

This screenshot shows the same 'Amendment Summary' form as above, but with the 'Reason' dropdown menu open. The 'Action' dropdown menu is now closed and shows 'Amendment Cancelled'. The 'Reason' dropdown menu is open, showing 'Other, Specify' as the selected option. The 'Add' button next to the Reason dropdown is highlighted. The 'Save' and 'Unclaim Amendment' buttons remain at the bottom right.

- In the **Action Comments** section, enter any comments related to the cancellation. Click **Save**.

Amendment Summary

Amendment Type: Hospital Sub
 Amendment Create Date: Mar-01-2018
 Order Number: EVT20180315221
 Amendment Number: 18296712_01

New Born Exchange Issued

Amendment Information Report

Delta Report Field	Old Value	New Value
Child		
<i>Child Demographic</i>		
Date of Birth	02/13/2018	02/14/2018 Undo

Action: Amendment Cancelled × Reason: Other, Specify × Add

Action Comments
 Amendment no longer needed

Save Unchain Amendment

- After clicking **Save**, you will be taken back to the **Amendment History** page. The **Amendment Status** will now display **Amendment Cancelled**.

Amendment ID	Processing History	Amendment Type	Date Received	Date Completed /Rejected	Amendment Status
18740584	History	Hospital Sub	Mar/01/2018	Mar/02/2018	Amendment Cancelled

Create Amendment

5. Unclaim/Edit an Amendment

- In eVital, two users cannot work on the same amendment at the same time. **Unclaiming** an amendment allows other users to work on an amendment that has not been completed. To see which user is currently working on an amendment, navigate to the **Amendments Queue** and click the plus sign (+) to expand the queue. Next, click the **Birth Amendments Pending Affirmation** link. In the **Processed By** column you will see which user currently owns the amendment. If there is no user name in the **Processed By** column for an amendment, the amendment is currently unclaimed.

Queue List

Amendments	+
Authorization	+
Birth	+
Death	+
ITOP	+
Order	+
STOP	+

Queue List

Amendments		
AMD FR FailedQueue	14	142 days 3 hours old
Amendment Birth Pending Approval	0	
Amendment Death Pending Approval	1	50 days 3 hours old
Amendment ITOP Pending Approval	1	1 day 22 hours old
Amendment STOP Pending Approval	1	7 days old
Birth Amendments Pending Affirmation	1	Less than 1 hour old
Birth Rejection	0	
Death Amendment Rejections	0	
Death Suspend	0	
Death-STOP-ITOP Amendments Pending Affirmation	1	4 days 4 hours old
New Amendments	0	

Birth Amendments Pending Affirmation

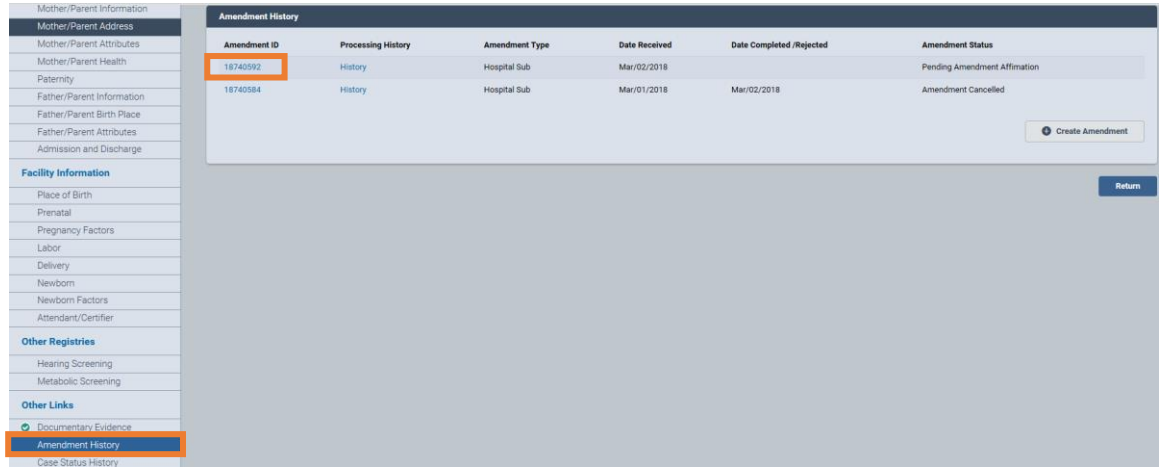
Show 10 entries Search:

CaseID	AMD Type	AmendmentNumber	RegistrantName	Processed By	Created Date	Received date	Comments
18296712	Hospital Sub	18296712_02	Bruce Rube	Terri Clothe	Mar/02/2018	Mar/02/2018	

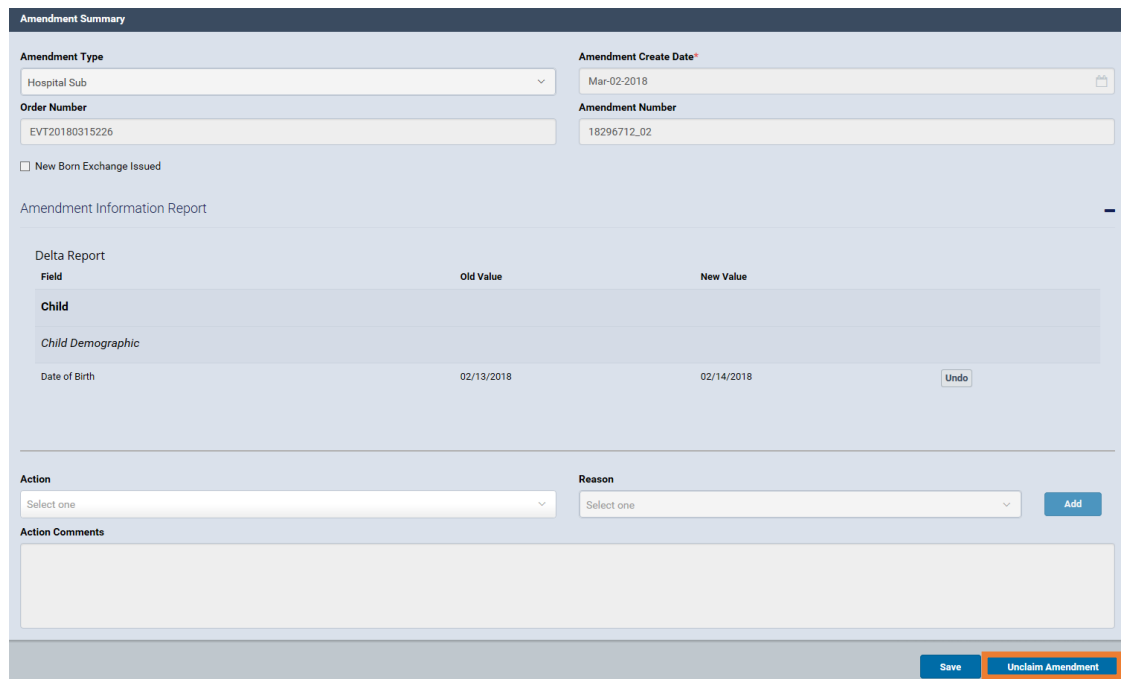
Showing 1 to 1 of 1 entries Previous 1 Next

[Back](#)

- To unclaim an amendment, select the **Amendment History** tab and click on the **Amendment ID** of the amendment you'd like to unclaim. This will load the **Amendment Summary** page.



- Click **Unclaim Amendment** on the bottom right-hand corner of the screen. The screen will return to the **Amendment History** page.



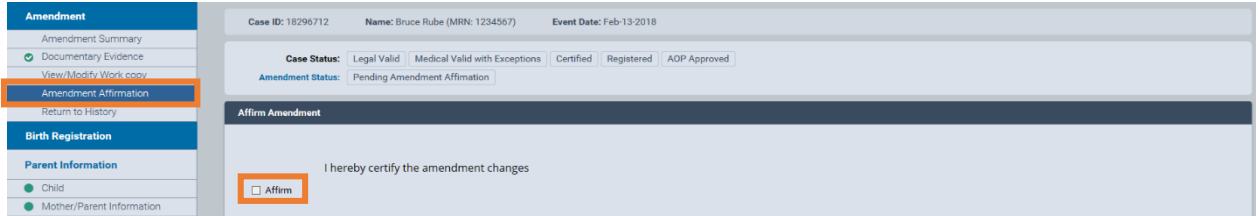
- Another user can now edit the amendment. To edit the amendment, select the **Amendment History** tab and click on the **Amendment ID** of the amendment you'd like to edit.

Amendment ID	Processing History	Amendment Type	Date Received	Date Completed /Rejected	Amendment Status
18740592	History	Hospital Sub	Mar/02/2018		Pending Amendment Affirmation
18740584	History	Hospital Sub	Mar/01/2018	Mar/02/2018	Amendment Cancelled

- On the bottom right-hand corner of the screen, click the **Edit Amendment** button. The amendment can now be edited.

6. Amendment Affirmation

1. An amendment must be affirmed before it can be reviewed for approval. Click the **Amendment Affirmation** tab. After reading the statement, check the box next to the word **Affirm**.



2. A Quick Response (QR) Code will appear. You will have 60 seconds to scan the code using the **Certify App** on your mobile device.
Note: For more information on the certification process, please see **Section 28 – Certify** in the “How do I Report Births in eVital” guide.



3. After the Amendment has been successfully affirmed, page

Amendment ID	Processing History	Amendment Type	Date Received	Date Completed /Rejected	Amendment Status
18740592	History	Hospital Sub	Mar/02/2018		Pending QI Amendment Approval
18740584	History	Hospital Sub	Mar/01/2018	Mar/02/2018	Amendment Cancelled

7. View/Modify Work Copy

1. Click the **View/Modify Work Copy** tab to view a copy of the amended **Birth Certificate**.

Note: This screen is for viewing only. No changes or modifications can be made to the certificate.

Amendment Amendment Summary Documentary Evidence View/Modify Work copy Amendment Affirmation Return to History		Case ID: 18296712 Name: Bruce Rube (MRN: 1234567) Event Date: Feb-13-2018 Case Status: Legal Valid Medical Valid with Exceptions Certified Registered ADP Approved Amendment Status: Pending Amendment Affirmation	
Birth Registration Parent Information Child Mother/Parent Information Mother/Parent Address Father/Parent Information Father/Parent Birth Place Facility Information Place of Birth Attendant/Certifier		View/Modify Work copy	
VR-6S (Rev. 06/09) FILED IN THE DEPARTMENT OF HEALTH AND MENTAL HYGIENE Certificates containing alterations or omissions are unacceptable. for child? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> Father's SSN: 214-**-****		DATE FILED THE CITY OF NEW YORK – DEPARTMENT OF HEALTH AND MENTAL HYGIENE FEB 27, 2018 12:19 PM CERTIFICATE OF BIRTH CERTIFICATE NO. 156-18-000069	
1. NAME OF CHILD (First, Middle, Last) B RUBE		2. SEX MALE	
3a. NUMBER DELIVERED of this pregnancy 1		4a. DATE OF CHILD'S BIRTH FEBRUARY 14, 2018	
3b. If more than one, number of this child in order of delivery		4b. Time <input checked="" type="checkbox"/> AM <input type="checkbox"/> PM	
5. PLACE OF BIRTH MANHATTAN		5b. Name of Hospital or other facility (if not facility, street address) TESTING HOSPITAL (MANHATTAN)	
5c. TYPE OF PLACE <input checked="" type="checkbox"/> Hospital <input type="checkbox"/> Freestanding Birthing Center <input type="checkbox"/> Clinic/Doctor's Office <input type="checkbox"/> Home Delivery: Planned to deliver at home? <input type="checkbox"/> Other-specify:		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	
6a. MOTHER/PARENT'S NAME (Prior to first marriage) (First, Middle, Last) SEX <input type="checkbox"/> M <input checked="" type="checkbox"/> F JUDI THORN		6b. MOTHER/PARENT'S DATE OF BIRTH (Month) (Day) (Year - yyyy) 10/21/1980	
6c. MOTHER/PARENT'S BIRTHPLACE City & State or foreign country QUEENS, NY		7. MOTHER/PARENT'S USUAL RESIDENCE a. State NY b. Country NEW YORK 7c. City or town NEW YORK 7d. Street and number 7 E 14TH ST APT 720 Apt. No. ZIP Code 10003 7e. Inside city limits of 7c? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
8a. FATHER/PARENT'S NAME (Prior to first marriage) (First, Middle, Last) SEX <input checked="" type="checkbox"/> M <input type="checkbox"/> F PETER RUBE		8b. FATHER/PARENT'S DATE OF BIRTH (Month) (Day) (Year - yyyy) 03/17/1980	
8c. FATHER/PARENT'S BIRTHPLACE City & State or foreign country BROOKLYN, NY			