eVital Guide:

Electronic Death Amendments Module for Medical Facility Users

New York City Department of Health and Mental Hygiene

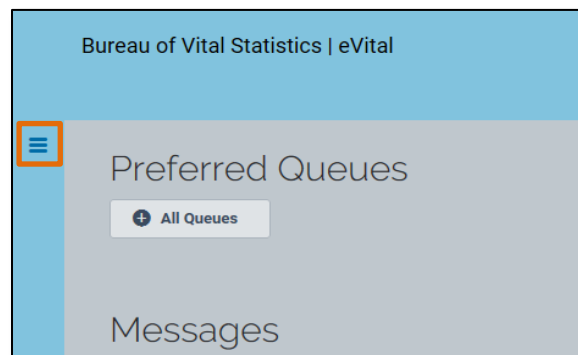Division of Epidemiology, Bureau of Vital Statistics
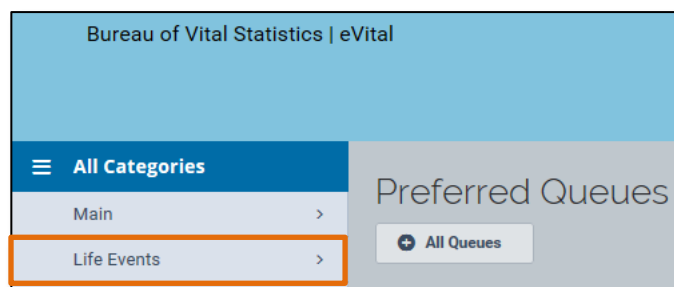
Contents

1. How Do I Submit Death Amendments for Medical Facilities?

Note: Amendments can only be submitted for registered cases.

1. From the **eVital Dashboard** screen, 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 **Death**.

4.   Select **Locate Case.**

5.   Enter search criteria into at least one field. In this example, the **Case ID** was entered.

6.   A list of matching death cases will appear. Click the **Case ID** or the **Decedent's Name** to open the case, or click the **Preview** button to preview the details of the case**.**

2. Creating a New Amendment
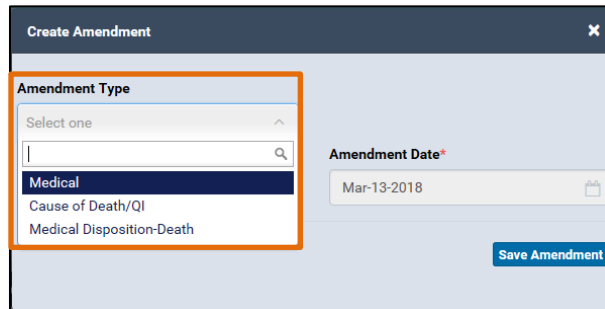
1. When the case opens, click the **Amendment History** tab located in the **Other Links** menu.

2. The **Amendment History** form will appear. Click the **Create Amendment** button.

3. Select the **Amendment Type** from the drop-down list:
    a. There are three amendment types that can be submitted for death cases:
        1. **Medical**
        2. **Cause of Death/QI**
        3. **Medical Disposition - Death**

4. In this example, a **Medical** amendment type has been selected which will allow eVital users to change the **Medical Information** section and the **Medical Record Number**. The eVital system will create an **Amendment Number** and the **Amendment Date** will prepopulate. Click **Save Amendment.**

5. The **Amendment Summary** will open. Click on **Decedent** under **Medical Information** to access the **Medical Record Number.**

6. In this example, the **Medical Record Number** has been changed from **305** to **513**.

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

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

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

Note: The **Amendment Information Report** can hidden or displayed by clicking the minus **(-)** or plus **(+)** symbols located on the right-hand side of the **Amendment Summary**.

3. Cancelling an Amendment

1. To cancel an amendment, select the **Amendment History** tab in the **Other Links** menu. Then click the **Amendment ID** of the amendment you want to cancel. This will open the **Amendment Summary** page.
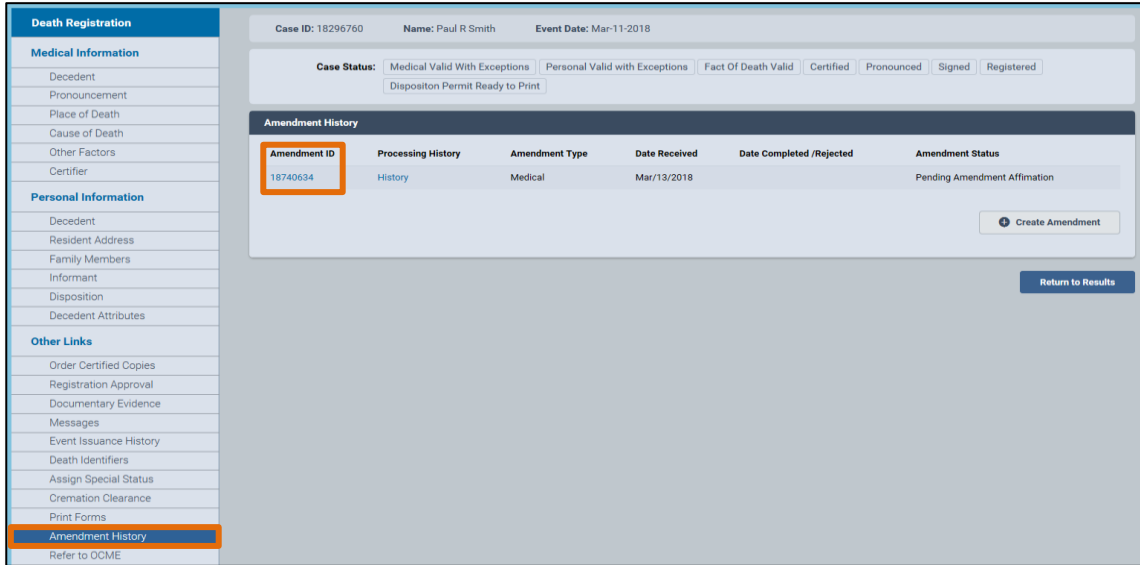
2. From the **Action** drop-down menu, select **Amendment Cancelled**.
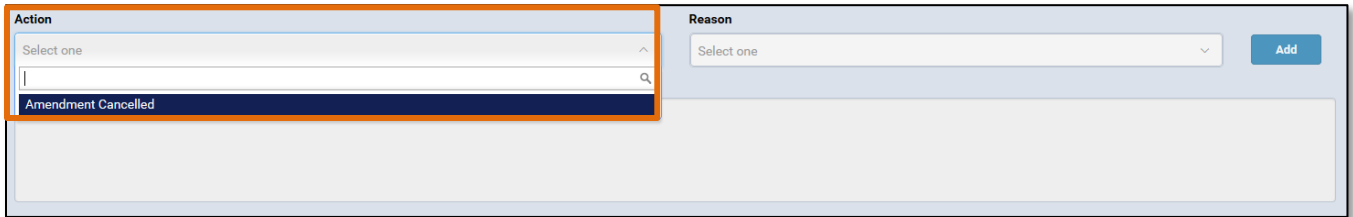
3. From the **Reason** drop-down menu, select **Other, Specify**.
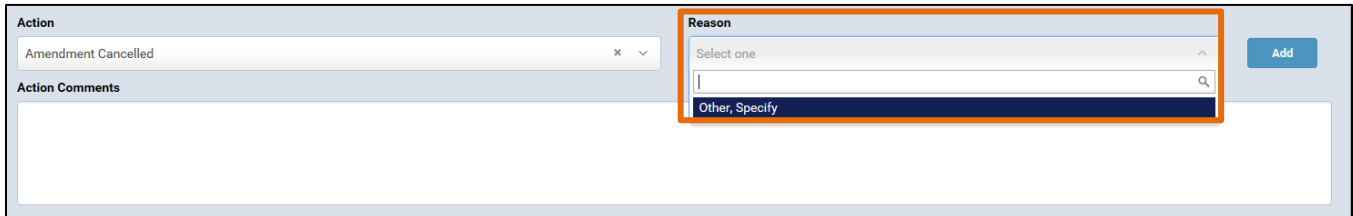
4. In the **Action Comments** section, enter any comments related to the cancellation.

5. Click **Save**.

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

4. Unclaim/Edit an Amendment

1. 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. Then click the **Death-STOP-ITOP 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			−
AMD FR FailedQueue	14	139 days 1 hour old	
Amendment Birth Pending Approval	0		
Amendment Death Pending Approval	1	47 days 1 hour old	
Amendment ITOP Pending Approval	0		
Amendment STOP Pending Approval	1	3 days 22 hours old	
Birth Amendments Pending Affirmation	0		
Birth Rejection	0		
Death Amendment Rejections	0		
Death Suspend	0		
Death-STOP-ITOP Amendments Pending Affirmation	1	1 day 2 hours old	
New Amendments	0		

Death-STOP-ITOP Amendments Pending Affirmation

Show 10 entries   Search:

CaseID	AMD Type	RegistrantName	Event Type	AmendmentNumber	Processed By	Created date	Received date	Comments
18296760	Medical	Paul R Smith	Death	18296760_01	eVital User	Mar/13/2018	Mar/13/2018	

Previous 1 Next

Back

2. 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**.
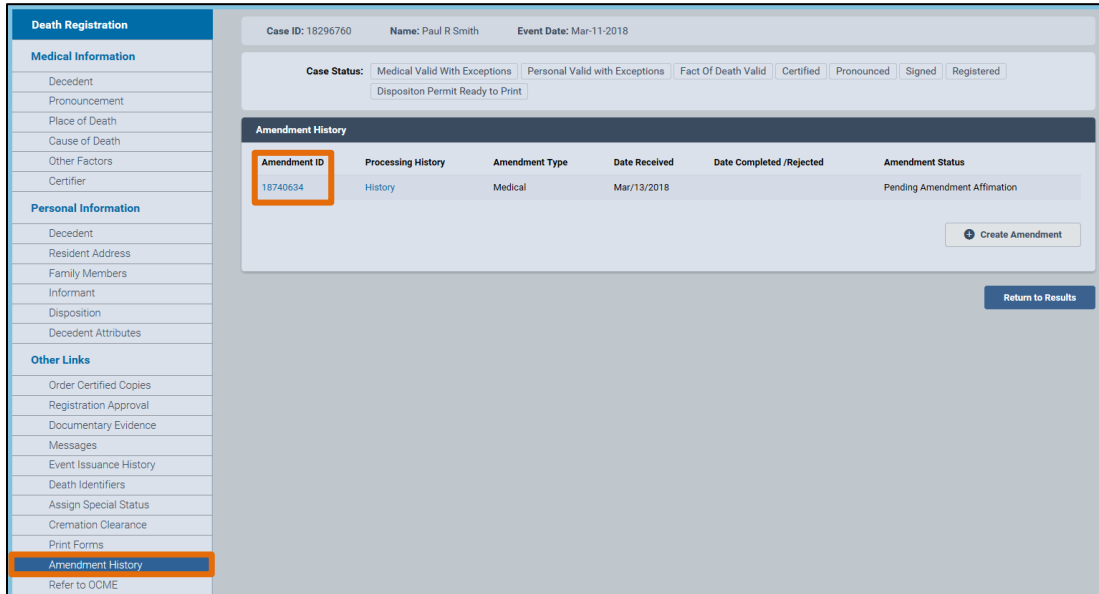
3. Click **Unclaim Amendment** on the bottom right-hand corner of the screen. The screen will return to the **Amendment History** page.
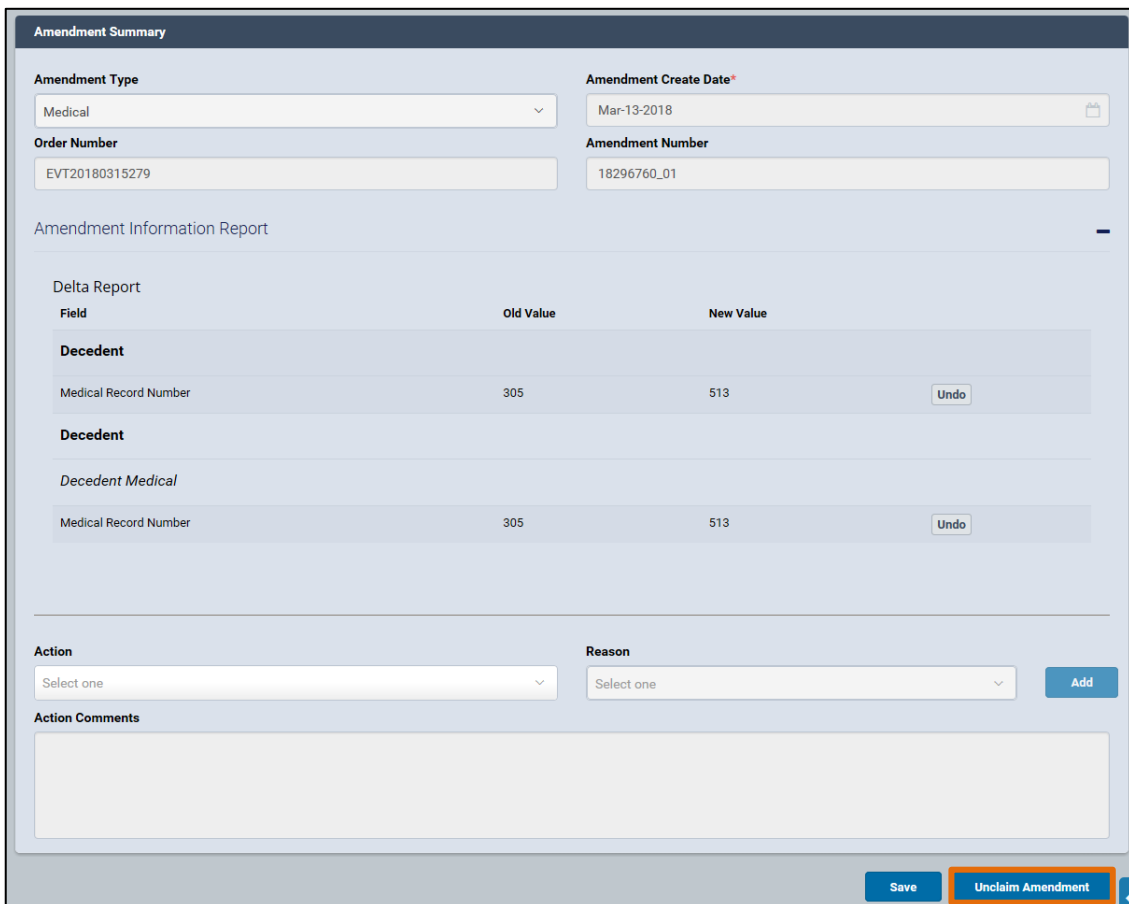
4. Another user can now edit the amendment. To edit the amendment, select the **Amendment History** tab and click on the **Amendment ID** of the case you'd like to edit.
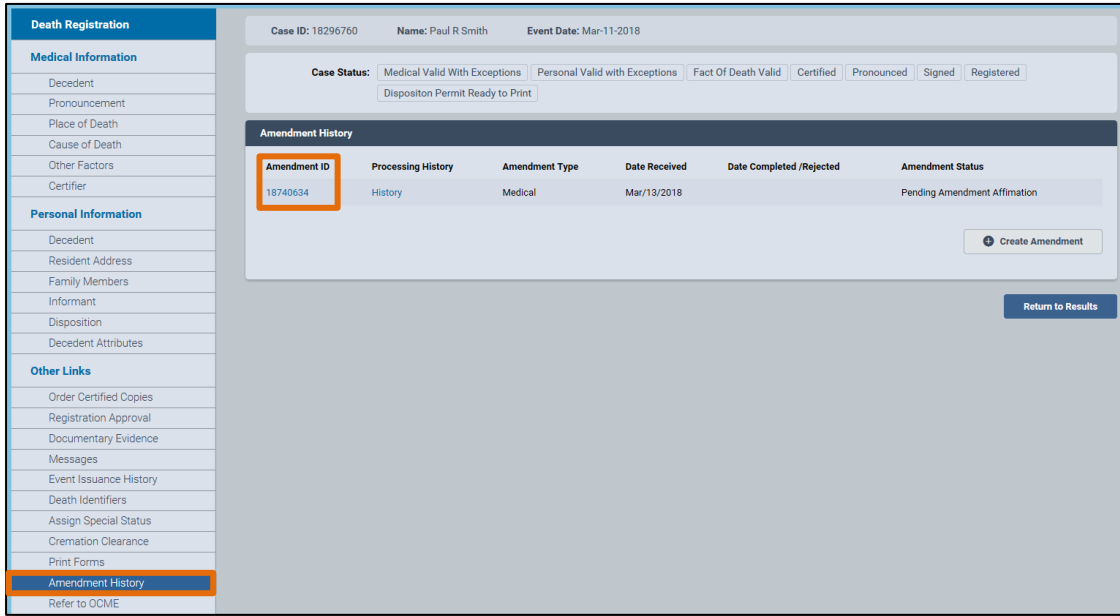
5. On the bottom right-hand corner of the screen, click the **Edit Amendment** button. The amendment can now be edited.
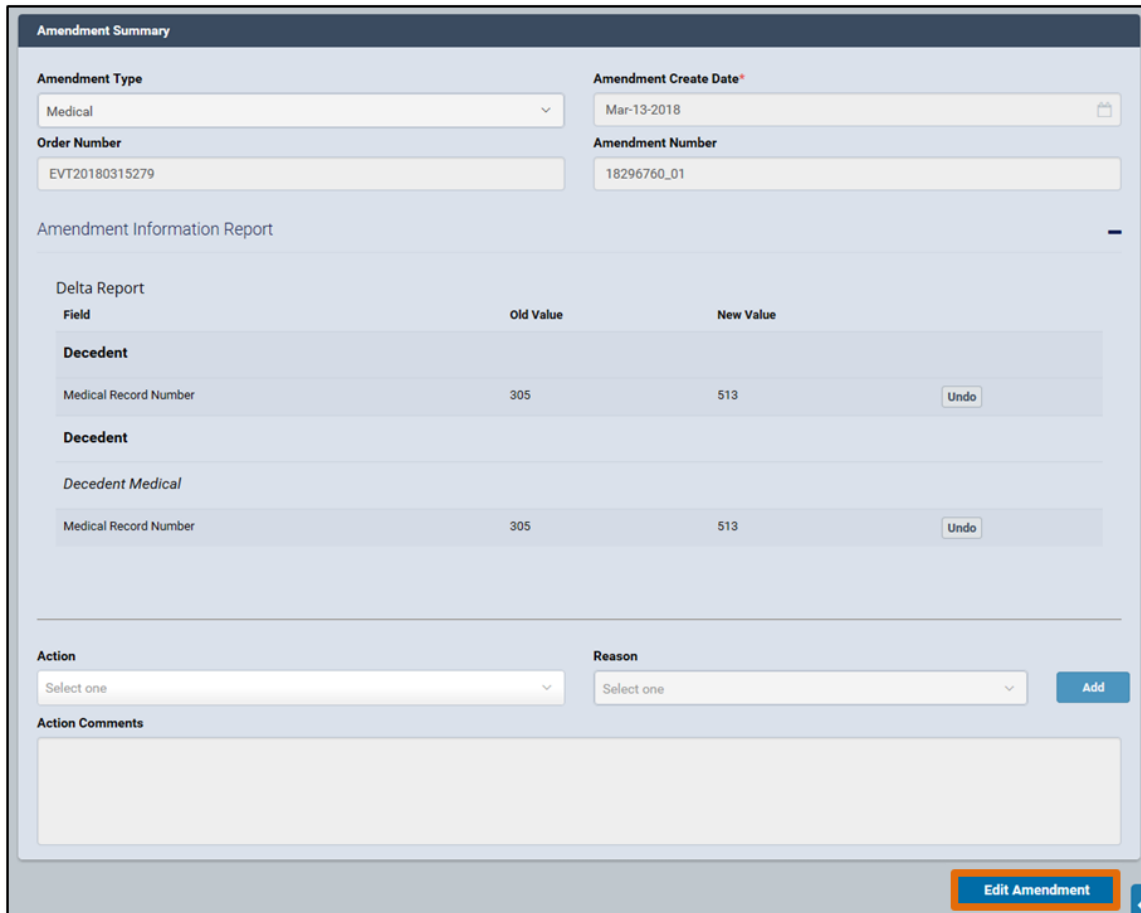
5. Documentary Evidence

1. To add documentary evidence related to the amendment, select **Documentary Evidence** from the **Amendment** menu, then click the **Add Documentary Evidence** button.

2. The **Document** window will open. Select **Document Type** and **Document Draft** from the drop-down menus.

3. Click **Scan New Image** or **Browse and Upload** to upload the document from your computer. Only files in .JPG, .GIF, .TIF and .PNG are supported. .PDF documents cannot be uploaded.

Document

Case ID: 18296760   Name: Paul R Smith
Event Date: Mar-11-2018

Case Status: Medical Valid With Exceptions   Personal Valid with Exceptions   Fact Of Death Valid
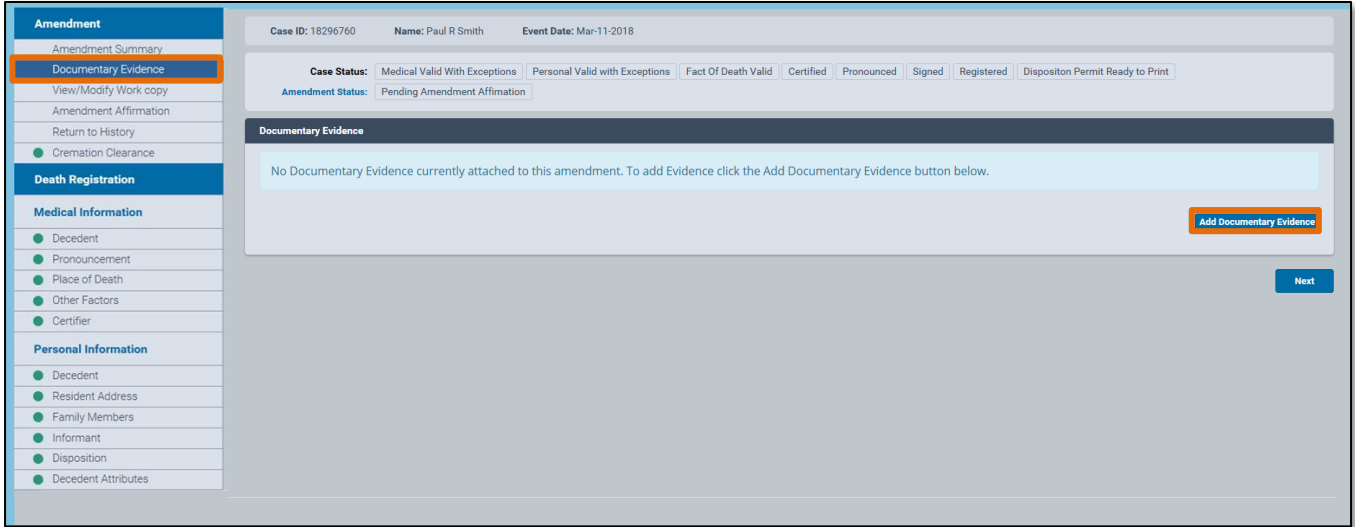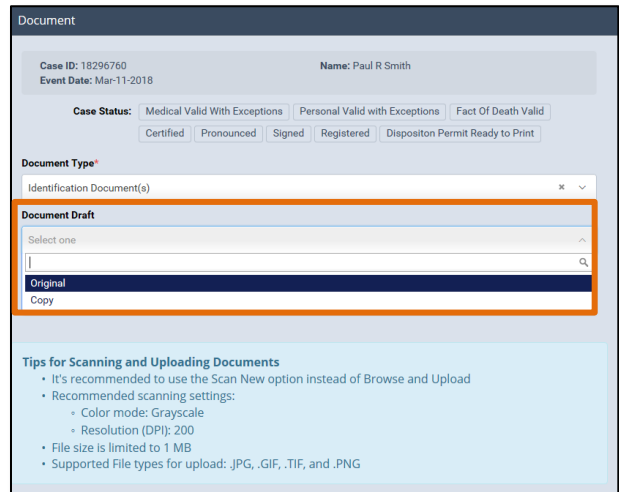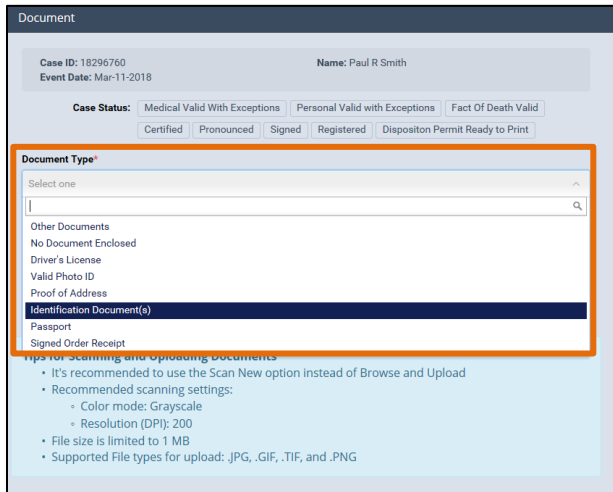Certified   Pronounced   Signed   Registered   Dispositon Permit Ready to Print

Document Type*

Identification Document(s)   ✕   ⌄

Document Draft

Original   ✕   ⌄

| Scan New Image | Browse and Upload | Save |

Tips for Scanning and Uploading Documents
- It's recommended to use the Scan New option instead of Browse and Upload
- Recommended scanning settings:
  - Color mode: Grayscale
  - Resolution (DPI): 200
- File size is limited to 1 MB
- Supported File types for upload: .JPG, .GIF, .TIF, and .PNG

4. After the document has been uploaded, click **Save**.

Document   ✕

Case ID: 18296760   Name: Paul R Smith
Event Date: Mar-11-2018

Case Status: Medical Valid With Exceptions   Personal Valid with Exceptions   Fact Of Death Valid
Certified   Pronounced   Signed   Registered   Dispositon Permit Ready to Print

Document Type*

Identification Document(s)   ✕   ⌄

Document Draft

Original   ✕   ⌄

| Scan New Image | Browse and Upload | Save |

Tips for Scanning and Uploading Documents
- It's recommended to use the Scan New option instead of Browse and Upload
- Recommended scanning settings:
  - Color mode: Grayscale
  - Resolution (DPI): 200
- File size is limited to 1 MB
- Supported File types for upload: .JPG, .GIF, .TIF, and .PNG

```
CUSTOMER NAME
CUSTOMER NAME
ID   W1234 56789
NAME
01 JOHN Q SAMPLE   9
HEALTH PLAN (80840) 9140860054          PCP  $   25.00
GRP:  123456-010-00001                  SPC  $   35.00
PCP: ABC FAMILY PRACTICE
```

5. A green check mark will now appear next to **Documentary Evidence** in the **Amendment** menu. Information about the document is displayed in the **Documentary Evidence** portion of the page. Use the **View**, **Edit** or **Delete** buttons to view, edit or delete the document. Additional documentary evidence can be uploaded as needed.

6. Amendment Affirmation

1. An amendment must be affirmed before it can be reviewed for approval. To affirm an amendment, select **Amendment Affirmation.** Click the **Affirm** checkbox, then click **Affirm Now**.

2. The Quick Response (QR) code will appear. Using your mobile device and the **Certify** app, follow the **Certify** process in the **Electronic Death Registration Module for Medical Facilities** guide to complete the affirmation process.

3. After the amendment has been successfully affirmed, the **Amendment History** will update the **Amendment Status** to **Pending Amendment Approval**.

7. View/Modify Work Copy

1. To view a copy of the death certificate, select **View/Modify Work copy** from the **Amendment** menu.

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