



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

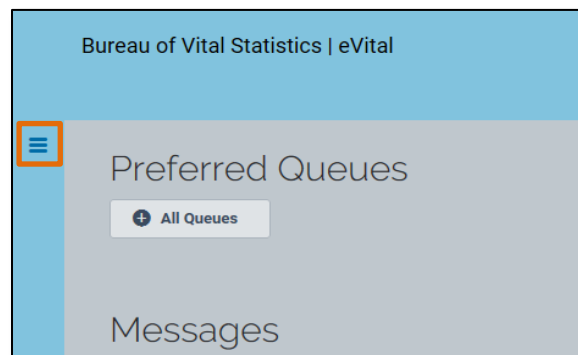
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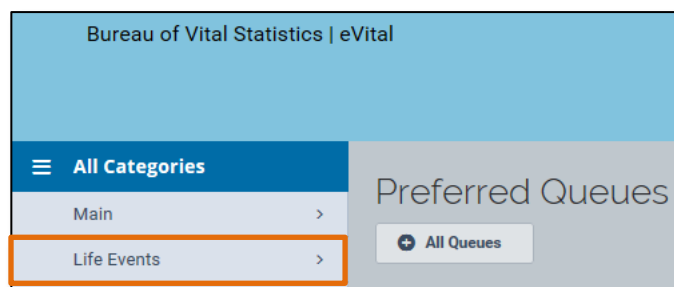
1. How Do I Submit Death Amendments for Medical Facilities?

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.

A form titled 'Locate Death Case' with various input fields. The 'Case ID' field contains the value '18296760' and is highlighted with an orange border. Other fields include First Name, Last Name, Date of Death Start, Date of Death End, ME Case Number, Medical Record Number, Date of Birth, Place Of Death Location Type, Place Of Death, SSN, and Sex. 'Clear' and 'Search' buttons are at the bottom right.

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.

Case ID	Decedent's Name	Date of Death	Gender	Place of Death	Date of Birth	Registration Status	
18296760	Smith, Paul R	Mar/11/2018	Male	Manhattan	Feb/03/2018	Registered	Preview

Showing 20 entries. Filter: []

Viewing Set 1 of 1

Total Number of Records: 1

2. Creating a New Amendment

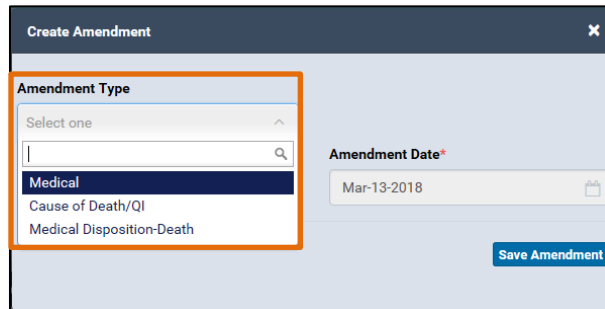
1. When the case opens, click the **Amendment History** tab located in the **Other Links** menu.

The screenshot shows the 'Death Registration' interface. On the left is a navigation menu with sections: 'Medical Information' (Decedent, Pronouncement, Place of Death, Cause of Death, Other Factors, Certifier), 'Personal Information' (Decedent, Resident Address, Family Members, Informant, Disposition, Decedent Attributes), and 'Other Links' (Order Certified Copies, Registration Approval, Documentary Evidence, Messages, Event Issuance History, Death Identifiers, Assign Special Status, Cremation Clearance, Print Forms, **Amendment History**, Refer to OCME, Case Status History, Request to Abandon/Void, Comments, Registration Validations). The 'Amendment History' item is highlighted with an orange box. The main area shows case details: Case ID: 18296760, Decedent Name: Paul R Smith, Event Date: Mar-11-2018, Death Place: Testing Hospital (Manhattan). Below this are 'Case Status' buttons (Medical Valid With Exceptions, Personal Valid with Exceptions, Fact Of Death Valid, Certified, Pronounced, Signed, Registered) and 'Information Status' buttons (Disposition Permit Ready to Print). The 'Decedent' section includes: 'Will Medical Institution be Responsible for Final Disposition?' (Yes), 'Infant Identifier' (Twin A), 'Medical Record Number' (305), 'Sex' (Male), 'Decedent Name' (First: Paul, Middle: R, Other Middle:), 'Last' (Smith), 'Suffix' (), 'Date of Birth' (Month: 02 - Feb, Day: 03, Year: 2018), and 'Age at Last Birthday (Years)' (0).

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

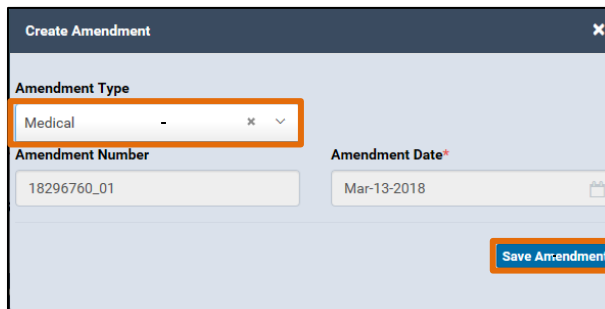
The screenshot shows the 'Amendment History' section of the interface. At the top, it displays Case ID: 18296760, Name: Paul R Smith, and Event Date: Mar-11-2018. Below this are 'Case Status' buttons (Medical Valid With Exceptions, Personal Valid with Exceptions, Fact Of Death Valid, Certified, Pronounced, Signed, Registered) and 'Disposition Permit Ready to Print'. The 'Amendment History' section contains a table with the following columns: Amendment ID, Processing History, Amendment Type, Date Received, Date Completed /Rejected, and Amendment Status. The table is currently empty. At the bottom right of the table area, there is a button labeled 'Create Amendment' with a plus icon, highlighted with an orange box.

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**



The screenshot shows a 'Create Amendment' window. On the left, the 'Amendment Type' dropdown menu is open, displaying three options: 'Medical', 'Cause of Death/QI', and 'Medical Disposition-Death'. The 'Medical' option is highlighted. To the right, the 'Amendment Date' field is populated with 'Mar-13-2018'. A 'Save Amendment' button is located at the bottom right.

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 repopulate. Click **Save Amendment**.



The screenshot shows the 'Create Amendment' window after the 'Medical' amendment type has been selected. The 'Amendment Type' dropdown menu is now closed, and the text 'Medical' is visible in the dropdown box. The 'Amendment Number' field is populated with '18296760_01'. The 'Amendment Date' field remains 'Mar-13-2018'. The 'Save Amendment' button is highlighted with an orange border.

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

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
Disposition Permit Ready to Print

Amendment Status: New Amendment

Amendment Summary

Amendment Type: Medical Amendment Create Date*: Mar-13-2018

Order Number: EVT20180315279 Amendment Number: 18296760_01

Amendment Information Report

Delta Report

Field	Old Value	New Value
-------	-----------	-----------

Action: Select one Reason: Select one Add

Action Comments

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

Decedent

Will Medical Institution be Responsible for Final Disposition?
Yes

Infant Identifier: Twin A Medical Record Number: 513

Sex: Male

Decedent Name
First: Paul Middle: R Other Middle:
Last: Smith Suffix: Select one

Date of Birth
Month: 02 - Feb Day: 03 Year: 2018

Age at Last Birthday (Years): 0

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

Decedent

Will Medical Institution be Responsible for Final Disposition?
Yes

Infant Identifier: Twin A Medical Record Number: 513

Sex: Male

Decedent Name

First: Paul Middle: R Other Middle:
Last: Smith Suffix: Select one

Date of Birth

Month: 02 - Feb Day: 03 Year: 2018

Age at Last Birthday (Years): 0

Return to Results **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**.

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
Disposition Permit Ready to Print

Amendment Status: Pending Amendment Affirmation

Amendment Summary

Amendment Type: Medical Amendment Create Date: Mar-13-2018
Order Number: EVT20180315279 Amendment Number: 18296760_01

Amendment Information Report

Delta Report	Field	Old Value	New Value	
Decedent				
	Medical Record Number	305	513	Undo
Decedent				
<i>Decedent Medical</i>				
	Medical Record Number	305	513	Undo

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

The screenshot shows the 'Amendment Summary' section of the eVital interface. At the top, it displays Case ID: 18296760, Name: Paul R Smith, and Event Date: Mar-11-2018. Below this are tabs for Case Status (Medical Valid With Exceptions, Personal Valid with Exceptions, Fact Of Death Valid, Certified, Pronounced, Signed, Registered) and Amendment Status (Pending Amendment Affirmation). The main area is titled 'Amendment Summary' and contains fields for Amendment Type (Medical), Amendment Create Date (Mar-13-2018), Order Number (EVT20180315279), and Amendment Number (18296760_01). Below these is the 'Amendment Information Report' section, which is currently collapsed. A table titled 'Delta Report' shows changes to 'Medical Record Number' for 'Decedent' and 'Decedent Medical' categories. Each row has 'Old Value' (305) and 'New Value' (513) columns, and an 'Undo' button is visible on the right side of the table rows.

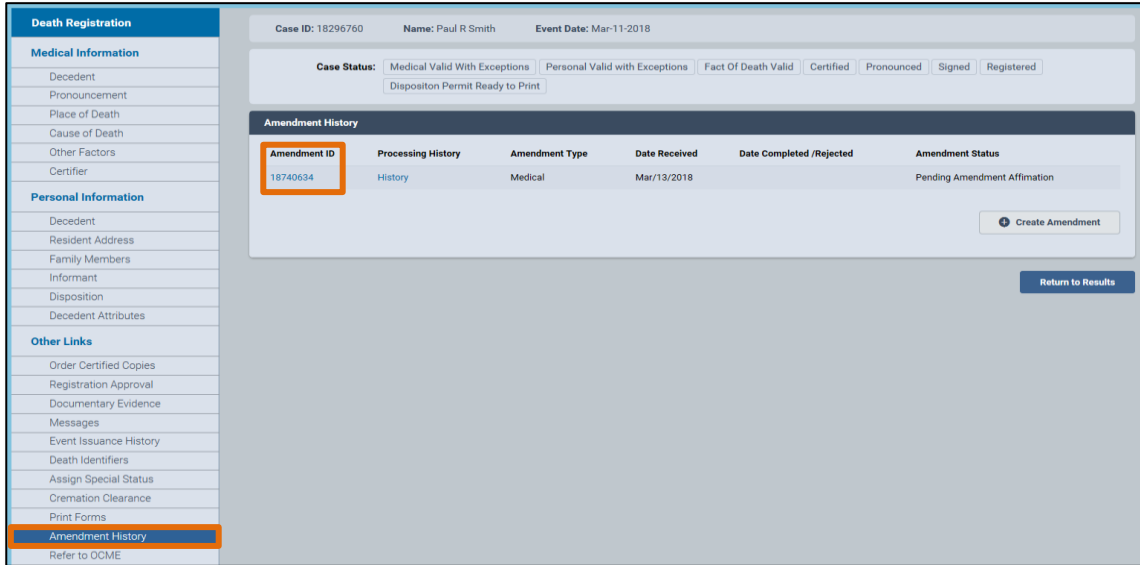
Note: The **Amendment Information Report** can hidden or displayed by clicking the minus (-) or plus (+) symbols located on the right-hand side of the **Amendment Summary**.

This screenshot shows the 'Amendment Summary' section with the 'Amendment Information Report' expanded. The table from the previous screenshot is visible, and a minus sign icon (-) is located on the right side of the report header, indicating it is currently expanded.

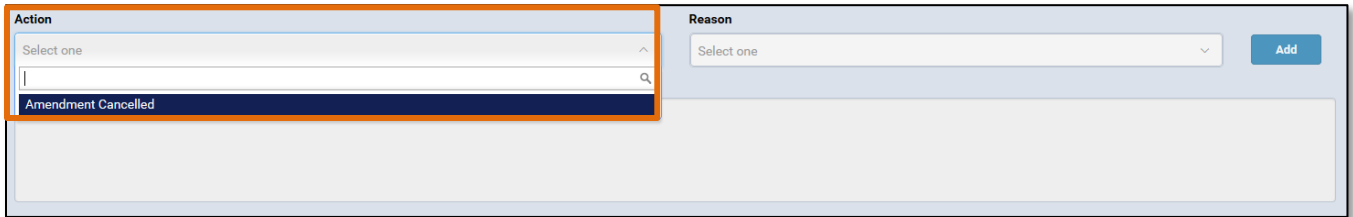
This screenshot shows the 'Amendment Summary' section with the 'Amendment Information Report' collapsed. The table is hidden, and a plus sign icon (+) is located on the right side of the report header, indicating it is currently collapsed.

3. Cancelling an Amendment

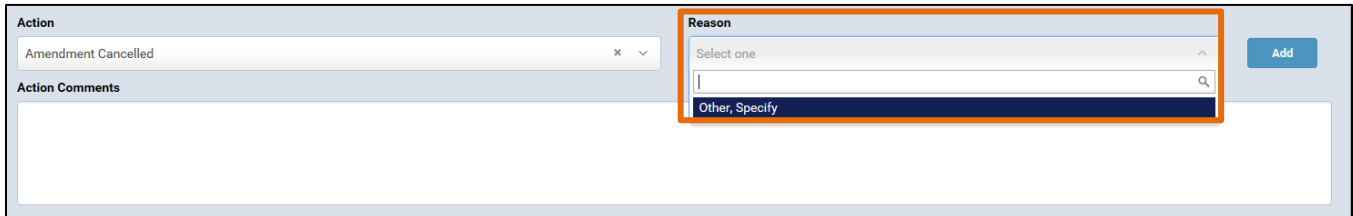
1. To cancel an amendment, select the **Amendment History** tab in the **Other Links** menu. Then click the **Amendment ID** of the amendment you want to cancel. This will open the **Amendment Summary** page.



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.

The screenshot shows a form with two dropdown menus at the top: 'Action' (set to 'Amendment Cancelled') and 'Reason' (set to 'Other, Specify'). An 'Add' button is to the right. Below these is a large text area labeled 'Action Comments' containing the text 'Amendment no longer needed.' This text area is highlighted with an orange border.

5. Click **Save**.

This screenshot is identical to the previous one, but the 'Save' button at the bottom right is highlighted with an orange border.

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

The screenshot shows a table titled 'Amendment History' with the following data:

Amendment ID	Processing History	Amendment Type	Date Received	Date Completed /Rejected	Amendment Status
18740634	History	Medical	Mar/13/2018		Amendment Cancelled

The 'Amendment Status' column is highlighted with an orange border. Below the table is a 'Create Amendment' button.

4. 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. 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	

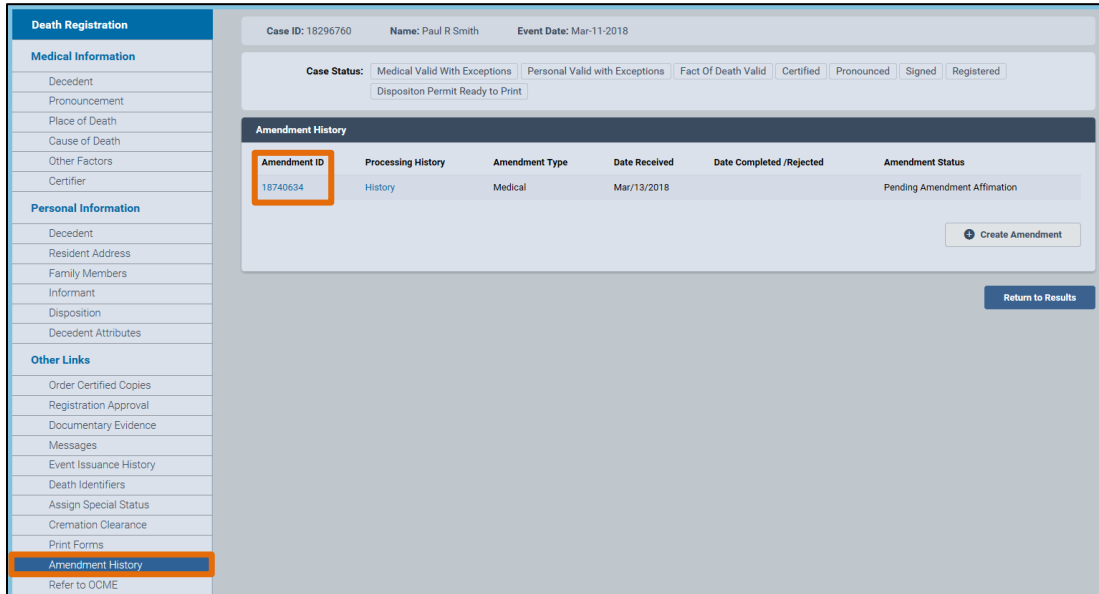
Death-STOP-ITOP Amendments Pending Affirmation

Show 10 entries Search:

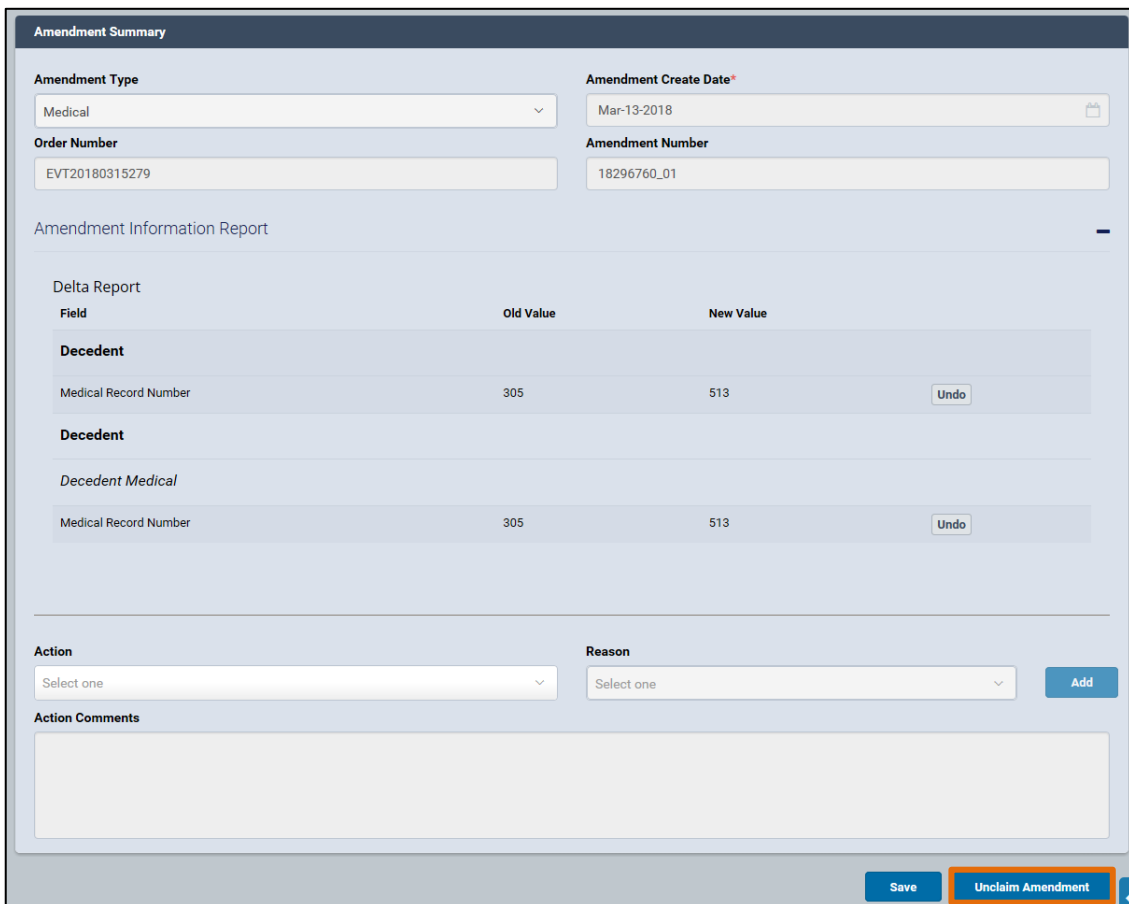
CaseID	AMD Type	RegistrantName	Event Type	AmendmentNumber	Processed By	Created date	Received date	Comments
18296760	Medical	Paul R Smith	Death	18296760_01	eVital User	Mar/13/2018	Mar/13/2018	

Previous 1 Next
Back

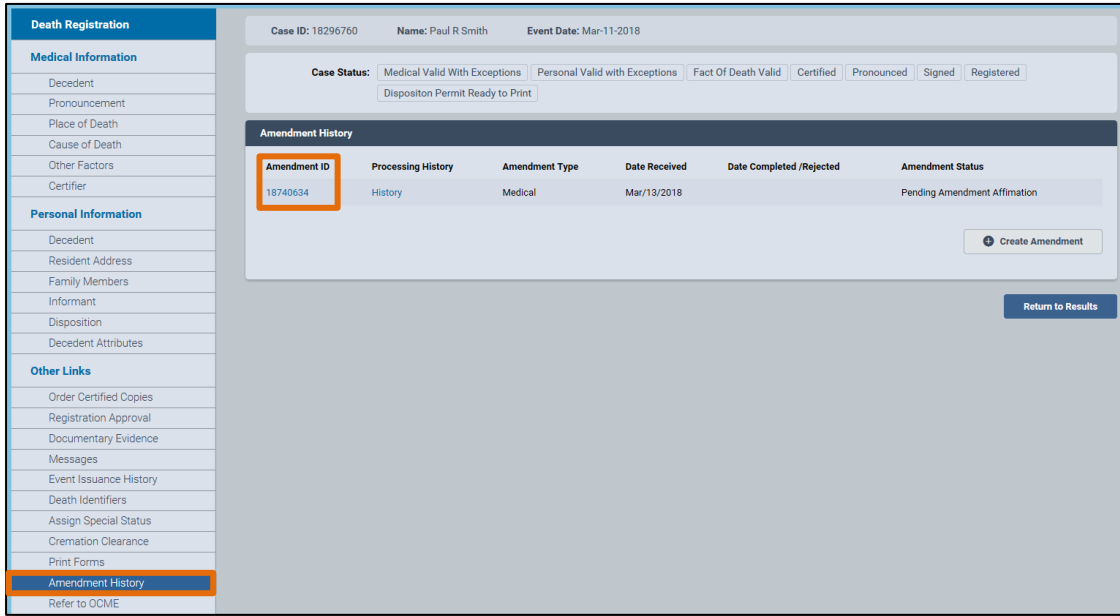
- To unclaim an amendment, select the **Amendment History** tab and click on the **Amendment ID** of the amendment you'd like to unclaim. This will load the **Amendment Summary**.



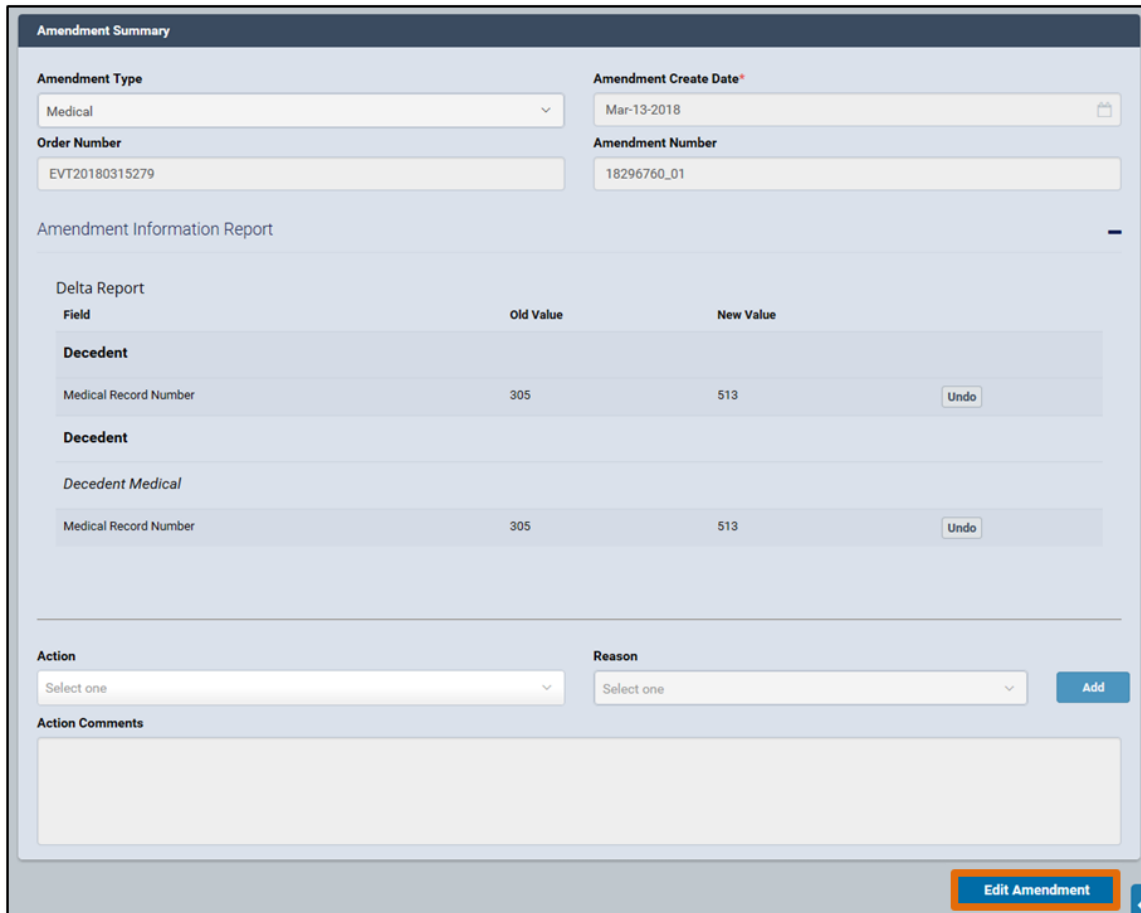
- Click **Unclaim Amendment** on the bottom right-hand corner of the screen. The screen will return to the **Amendment History** page.



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

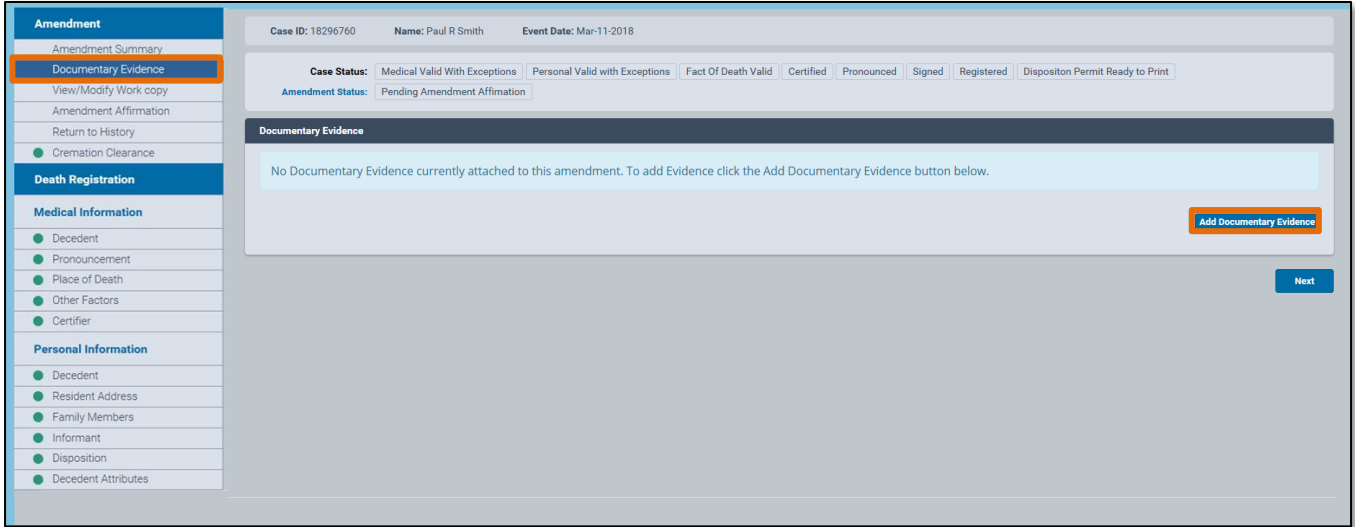


- On the bottom right-hand corner of the screen, click the **Edit Amendment** button. The amendment can now be edited.

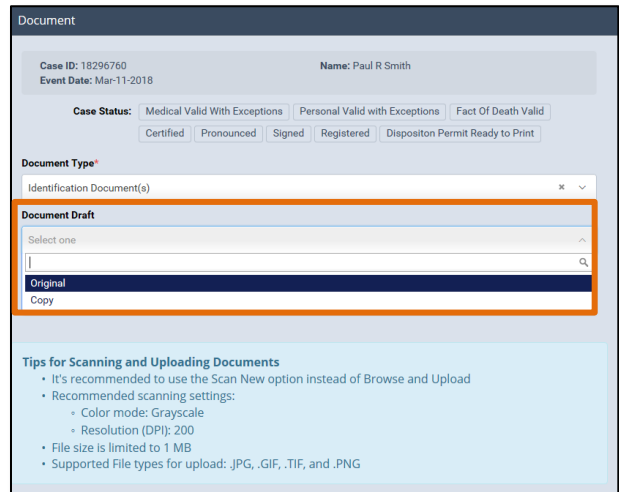
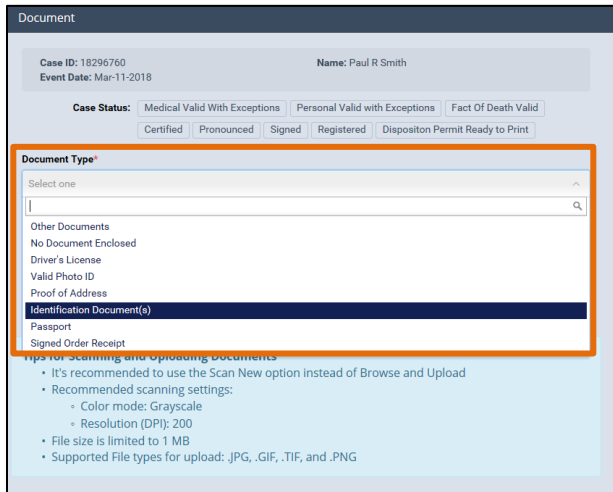


5. Documentary Evidence

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) x v

Document Draft
 Original x v

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) x v

Document Draft
 Original x v

Scan New Image Browse and Upload Save

Tips for Scanning and Uploading Documents

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- File size is limited to 1 MB
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CUSTOMER NAME
 CUSTOMER NAME
ID W1234 56789
 NAME
 01 JOHN Q SAMPLE 9
 HEALTH PLAN (80840) 9140860054
 GRP: 123456-010-00001
 PCP: ABC FAMILY PRACTICE

	PCP \$ 25.00
	SPC \$ 35.00

- 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.

The screenshot displays the eVital web interface for a death amendment. On the left, a navigation sidebar is visible with the following sections: **Amendment** (containing Amendment Summary, **Documentary Evidence** with a green checkmark, View/Modify Work copy, Amendment Affirmation, Return to History, and Cremation Clearance), **Death Registration**, and **Medical Information** (containing Decedent, Pronouncement, and Place of Death). The main content area shows case information: Case ID: 18296760, Name: Paul R Smith, Event Date: Mar-11-2018. Below this, there are tabs for Case Status (Medical Valid With Exceptions, Personal Valid with Exceptions, Fact Of Death Valid, Certified, Pronounced, Signed, Registered, Disposition Permit Ready to Print) and Amendment Status (Pending Amendment Affirmation). The **Documentary Evidence** section is active, showing a table of current documents:

Document Type	Uploaded By	Upload Date	Draft Type	
Identification Document(s)	eVital User	3/27/2018 4:00:25 PM	Copy	View Edit Delete

An **Add Documentary Evidence** button is located at the bottom right of the table.

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

- 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.

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 Disposition Permit Ready to Print
Amendment Status: Pending Amendment Approval

Amendment

- Amendment Summary
- Documentary Evidence
- View/Modify Work copy
- Return to History
- Cremation Clearance

Death Registration

Medical Information

- Decedent
- Pronouncement
- Place of Death
- Other Factors
- Certifier

Personal Information

- Decedent
- Resident Address
- Family Members
- Informant

DATE FILED THE CITY OF NEW YORK – DEPARTMENT OF HEALTH AND MENTAL HYGIENE

CERTIFICATE OF DEATH

Certificate No. 156-18-101003

NEW YORK CITY
DEPARTMENT OF HEALTH
AND MENTAL HYGIENE
Mar 13, 2018 09:52 AM

1. DECEDENT'S LEGAL NAME <small>(First, Middle, Last)</small>		PAUL R SMITH	
2a. New York City	2b. Borough	2c. Type of Place	4 <input type="checkbox"/> Nursing Home/Long Term Care Facility
Manhattan		1 <input checked="" type="checkbox"/> Hospital Inpatient	5 <input type="checkbox"/> Hospice Facility
Date and Time of Death	3a. (Month)	(Day)	(Year-yyyy)
March	11	2018	3b. Time
			00:02 <input type="checkbox"/> AM <input type="checkbox"/> PM
6. Certifier: I certify that death occurred at the time, date and place indicated and that to the best of my knowledge traumatic injury or poisoning DID NOT play any part in causing death, and that death did not occur in any unusual manner and was due entirely to NATURAL CAUSES. See INSTRUCTIONS on reverse of certificate.			

NYC DOHMH

eVital

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