eVital Guide:
Electronic Death Registration Module for Medical Facility Users

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

Table of Contents

1. Purpose

The eVital system allows users to electronically submit birth and death registrations with the New York City Health Department's Bureau of Vital Statistics (BVS).

2. Scope

This guide outlines the process logging into eVital, navigating its user interface and creating a death registration.

3. Logging in to and Navigating eVital

a. To access eVital, open an Internet Explorer browser and type the following URL in the address bar: https://a816-evitaltrn.nyc.gov/eVital_Web

b. Type your NYCID email address and password and click **LOG IN**.

c. If you forgot your password, click the **Forgot Password** link located in the lower left-hand corner.

d. Type the email address you used to sign up with eVital. Click **Submit**.

e. You may reset your password by email or by answering the security questions associated with your account. Choose the desired option. If you chose **Reset via email**, click **Continue** and proceed to Step g. If you chose **Reset via security questions**, proceed to Step h.

Reset Password: amyevers12@gmail.com

◉ Reset via email

○ Reset via security questions

Click "Continue" below to receive an email with instructions on how to reset your password.

CONTINUE

f. You will receive the following message. Log in to your email account for step-by-step instructions to continue changing your password.

Check Your Email

An email has been sent to the email address provided. Follow the instructions in the email to reset your password. If you have not received the email, check your spam/junk folder.

CONTINUE

g. Type the answers to your security questions, then click **Continue**. Follow the remaining instructions to continue changing your password.

What is the name of your first pet?	
What is your favorite cartoon character?	

Display Answers: ◉ Show   ○ Hide

CONTINUE

4. Selecting a Facility

    a.   If you are only associated with one facility, you will be taken directly to the **eVital Dashboard**.

    b.   If you are associated with multiple facilities you will need to select the desired facility from the **Select Facility** drop-down list and then click **Go to Unit.**
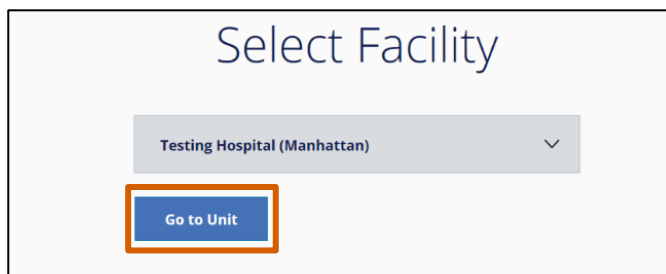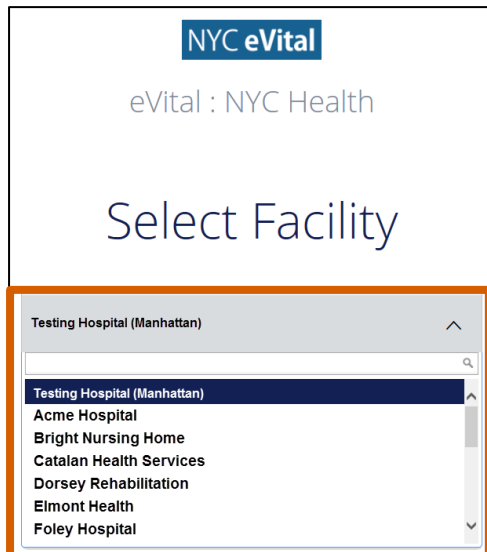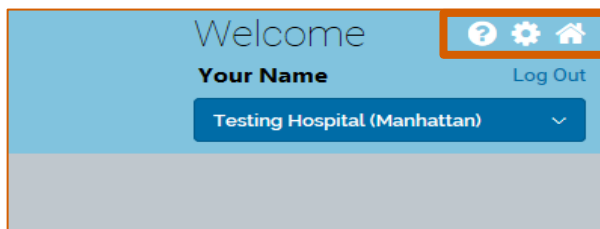

1. The eVital Dashboard

    a.   The **eVital Dashboard**, also called the home page, displays your name, the name of your current facility as well as a drop-down menu.

   b.   If you click the drop-down menu, a list of your available facilities will appear.
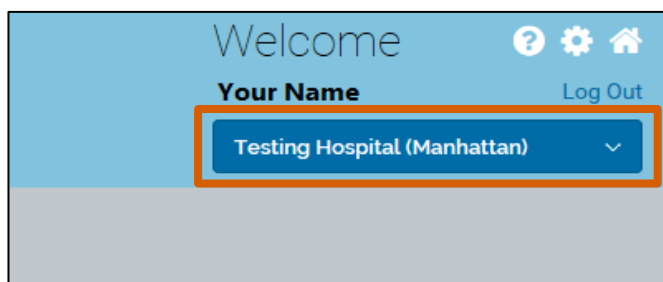
c. There are three icons located in the upper right-hand corner of the **eVital Dashboard**: **Help**, **My Profile** and **Home.**

- **Help** – Click this icon to search for answers to eVital questions.
- **My Profile** – Click this icon to view personal information, such as your email address.
- **Home** – Click this icon to return to the **eVital Dashboard**.

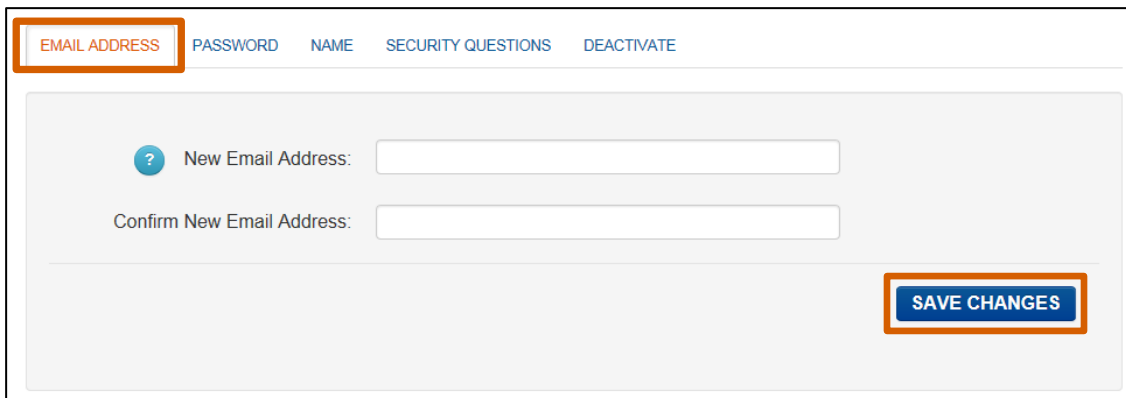*Note:* Click the **NYC Health** icon at the top of any screen to return to the **eVital Dashboard**.

d. Also located on the upper right-hand corner of the **eVital Dashboard** is the **Log Out** hyperlink. When you are done using the application, you can log out by clicking this link.
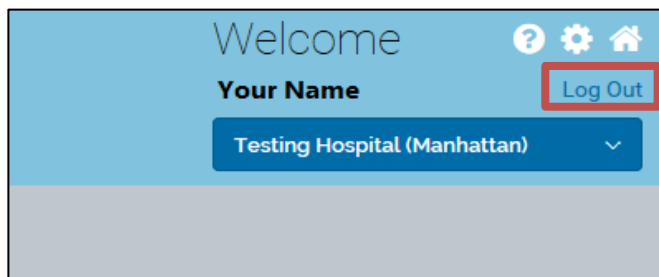
e. There is a black bar across the top of the **eVital Dashboard** with a **Profile** link in the right-hand corner. Click the **Profile** link to make changes to your NYCID profile.

f. On the **Profile** screen, you can change your email address and password, update your name, view your security questions or deactivate your account. To change your email address, type your new email address in the first field and then type it again in the second field to confirm. Click **Save Changes**.
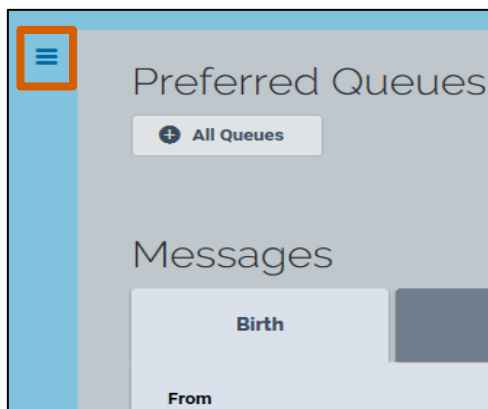
g. You can make additional changes to your profile by selecting the **Password**, **Name**, **Security Questions** and **Deactivate** tabs. Click **Save Changes** to return to the dashboard.

h. On the **eVital Dashboard**, you can navigate to different areas of the application by clicking the **menu icon** located on the left-hand side of the page.

i. After clicking on the **menu icon**, the **All Categories** menu will open. Click **Main** to open the main menu. Available options include **Link EVERS Profile**, **New Facility Request** and **Facility Request Status**.
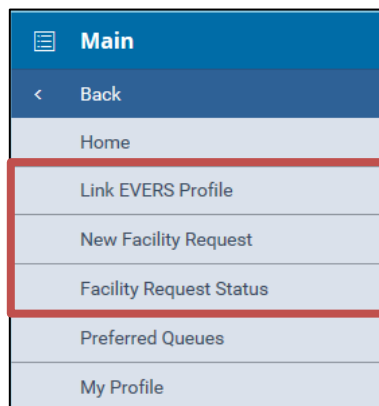
j. To link an existing EVERS profile to your eVital profile, select **Link EVERS Profile**. Type your **EVERS Username** and **Migration Key**, then click **Validate and Link Account**.

k. A message stating that the profile has been linked will appear.

l. To add a new facility to your profile, select **New Facility Request** from the main menu. Click the **Look Up…** button to search for the new facility.

m. Type the **Facility Name** and click **Search** or type the first three characters of the facility name followed by a percent sign **(%)**.

Note: The percent sign (%) can be used as a wildcard, substituting for any characters at the beginning, middle or end of names.

n. Click **Select** to select the facility.

o. The Facility Information will appear in the **Facility Request** window. Click **Add Facility**.

p. The facility information will appear at the bottom of the window. Click **Save**.

q. The **User Facility** information will appear. The **Status** will be **Pending** until the Facility Administrator approves the request. eVital users can cancel the request by clicking **Cancel Request** and view requests by selecting **Facility Request Status** from the main menu.

User Facility

Request Statuses

Facility	Job Title	Role Requested	Status	
Testing Hospital (Manhattan)	RN	Data Entry	Approved	
Other Medical Facility	RN	Data Entry	Pending	Cancel Request

2. Queues

a. Near the **menu icon** on the **eVital Dashboard** is an **All Queues** button.

Preferred Queues
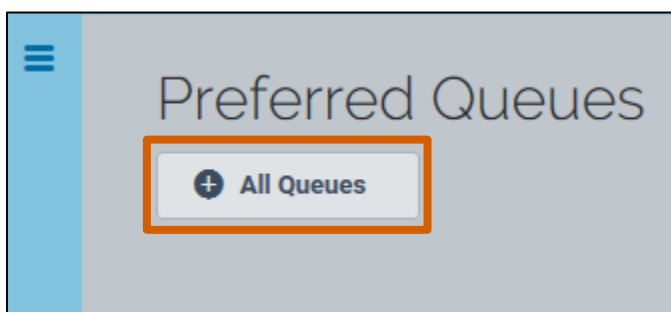
⊕ All Queues

b. Clicking the **All Queues** button will open the **Queue List**. This list is categorized by module. The modules are based on the roles assigned to you in your facility profile.
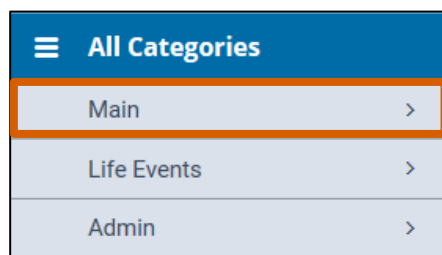
Queue List

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

c. Clicking the plus sign **(+)** next to the module name will expand the list and display queues associated with the module. Each queue has a count of the number of cases that require attention. If a queue has a zero (0) next to it, there are no cases in that queue and nothing that needs to be addressed. Click the queue name to see the actual cases in the queue.

Queue List			
Amendments			+
Authorization			+
Birth			−
Abandon/Void Request Reject	0		
AOP Attachment Pending	1	119 days 5 hours old	
AOP Rejected	0		
Birth New Event	6	120 days 12 hours old	
Certification Required	2	119 days 5 hours old	
Exact Duplicate	0		
FR Failed	0		
Hold	0		
Legal Pending	3	120 days 12 hours old	
Manual Registration Rejected	0		
Medical Pending	3	120 days 12 hours old	
Potential Duplicate	0		
Unlinked	0		

3. Preferred Queues

a. If you frequently use certain queues, you can choose to add them as **Preferred Queues**. To set up your **Preferred Queues**, go to your **eVital Dashboard**, click the **menu icon**, select **Main** and then select **Preferred Queues.**
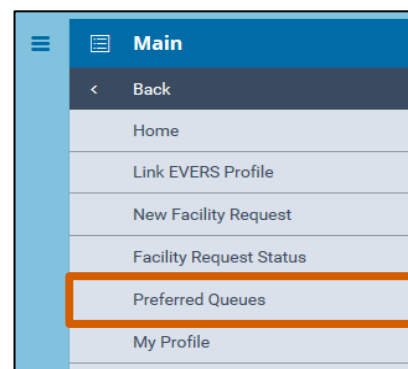
b. Select your facility from the **Functional Entity** drop-down list.

c. A list of available queues will appear. To move a queue to the **Selected Queues** window, click the desired queue name and click the right arrow **(>)**. You can include up to seven queues as **Preferred Queues**.

d. Once the desired queues are listed in the **Selected Queues** window, click **Save**.

e. The selected queues will appear on your **eVital Dashboard**.

    Note: Queues are color coded as follows:

    - Blue: Contains items less than **10** days old.
    - Orange: Contains items **10 to 24** days old.
    - Red: Contains items **25** days old or older.

f. To remove a **Preferred Queue** from your **eVital Dashboard**, click the desired queue from the **Selected Queues** window and then click the left arrow **(<)** to move it back to the **Available Queues** window. Then click **Save**.

4. System Messages

a. **System Messages** are displayed in tabs on the eVital homepage. System message tabs are grouped by module (**Birth**, **Death**, **STOP**, **ITOP** and **Amendments**) and correspond to the roles you are assigned within your current facility.

b. Click a tab to see the associated messages. Click the **Case ID** link to view an entry in detail.

c. System messages can also be viewed by clicking the **Inbox** button.
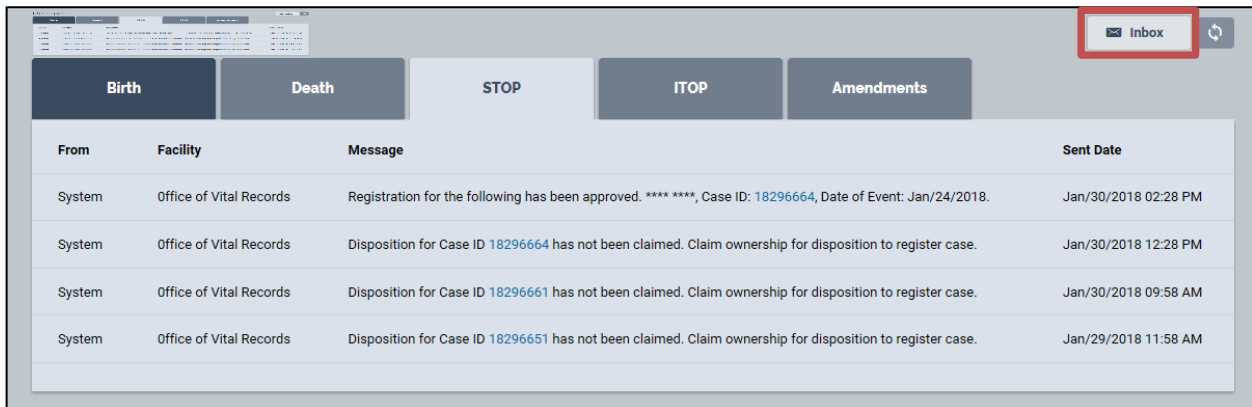
5. How Do I Start a New Death Registration
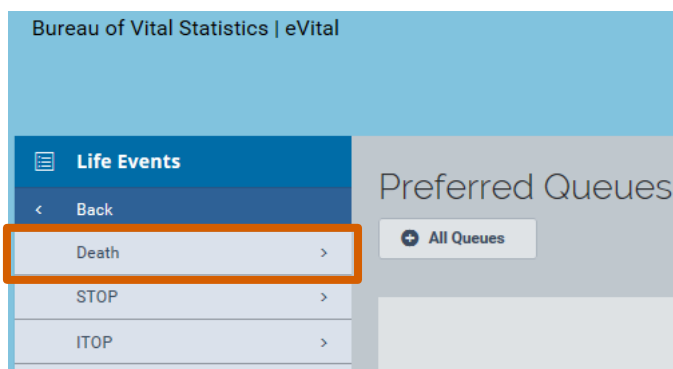
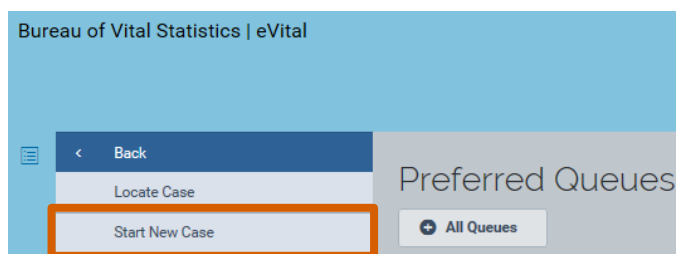a. From the **eVital Dashboard**, click the **menu icon** located to the left of **Preferred Queues**.
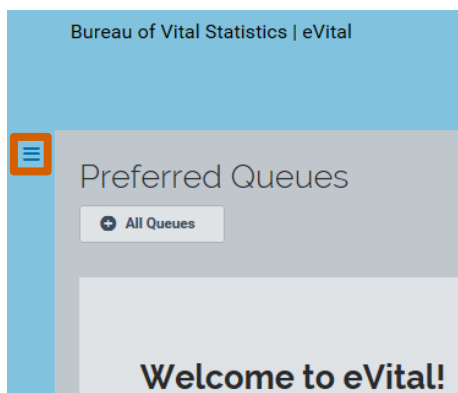
b. From the **All Categories** menu, select **Life Events**.
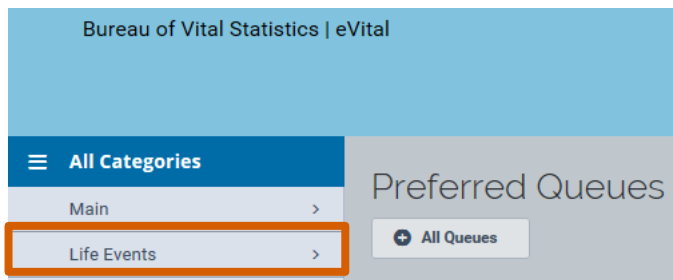
c. In the **Life Events** menu, select **Death**.

d. In the **Death** menu, select **Start New Case**.

e. The **Start New Death Case** form opens. A **red** asterisk means that the field is required to begin a death case. Type the **Last Name** of the decedent. Click the **calendar icon** in the **Date of Death** field and select the correct date, or type directly into the field. Click **Sex** and select gender. Click **Search**.

f. If there are no matching cases, this message appears: "There are no cases that match the criteria you have entered." If you would like to edit the search criteria, click **Create New** to continue to the **Death Registration** menu and the **Decedent** tab.

g. If the **Start New Death Case** search detects a potential duplicate case, a **Potential Duplicate Found** message appears along with the record containing the matching data. Click **Acknowledge** and then click **Preview** to view the record. If the previewed record does not match the criteria of the case you are working on, click **Create New** to start a new death registration.

h. The **Decedent** form opens. The **Sex**, **First** and **Last** name fields will prepopulate with data from the **Start New Death Case** screen. In the **Will Medical Institution Be Responsible for Final Disposition** field, select **Yes** or **No**.
i. If the information is available, type the decedent's **Middle** and **Other Middle** name and **Suffix**.
j. Click **Save.** If the fields contain valid information, a **green dot** will appear next to the **Decedent** tab. If an orange dot appears, it means one or more soft edits exist. Soft edits can be accepted and overridden and will not prevent the decedent from being pronounced or certified. A red dot indicates one or more hard edits. Hard edits must be corrected before the death can be pronounced or certified. Hard edits cannot be overridden. As with other screen forms, eVital checks the validity of data each time you click **Save**.

k. Click **Pronouncement** to continue.

6. Pronouncement

a. In the **Death Registration** menu, click the **Pronouncement** tab to open the **Pronouncement** form.

b. On the **Pronouncement** form, the **Date of Death** fields are populated with data extracted from the **Start New Death Case** screen. Click the **Time of Death** field and indicate the hour and minute of death. Click the **calendar icon** in the **Date Last Attended by Physician** field and select the correct date, or type directly into the field.

c. If the current user who is logged in is a certifier authorized to pronounce a death, their name, license number and address will appear in the **Pronouncer Name** section. If the current user is not authorized to pronounce a death, perform one of the following steps:
- Select the **Intern or Resident (if not licensed)** check box and type the license number of the attending physician.
- Click **Look Up Pronouncer** and locate a medical professional to use as pronouncer. Click **Select** to migrate the desired professional details into this case.

d. Click **Verify Address** and eVital's formatting module will ensure the pronouncer's address matches U.S. Postal Service delivery recommendations. Suggested changes to the address will appear in a pop-up. Click **Select** next to the desired address and a green **Verified** button will appear. Click **Save**.

Pronouncer

☐ Intern or Resident (If not licensed)

Pronouncer Name

License Number

| 11223344556677 | 🔍 Look Up Pronouncer | 🧹 Clear |

| **First** | **Middle** | **Last** |
| Bob | Socrates | Makarowski |

| **Suffix** | **Title** |
| | MD |

Pronouncer Address

Street Number and Name, Rural Route (No P.O. Box, etc)   **Apartment, Suite, Building, Floor, etc**

| 125 Worth Street | |

| **City or Town** | **County** | **State** |
| New York | New York | New York |

| **Zip Code** | **Country** |
| 10013 | United States |

✔ Verified   📍 Verify Address

Date Pronounced

| 📅 |

No validation error found on this page   Show All

<   Return   Save   >

7. Place of Death

In the **Death Registration** menu, click the **Place of Death** tab. Select **Type of Place of Death** and **Any Hospice Care in Last 30 Days?** from the drop-down lists. Click **Save** and continue to the **Cause of Death** screen.

8. Cause of Death

a. In the **Death Registration** menu, click **Cause of Death**. Type the immediate cause of death into **Line A** and complete the **Approximate Interval Onset to Death** field. Complete **Lines B** through **D** to provide the etiology along with the **Approximate Interval Onset to Death** fields. Type any diseases or conditions that were present at the time of death into the **Other Significant Conditions** field.

b. Click **Validate** to initiate the CDC's **Validations and Interactive Edits Web Service** (VIEWS) processing of your entries. VIEWS flags the following:
   - Ambiguous acronyms that should be expanded (CRF: Chronic Renal Failure or Chronic Respiratory Failure)
   - Gender affliction discrepancies that need to be corrected or overridden (Pregnancy for males or 90-year-old women)
   - Conditions under Surveillance by State and/or Federal Agencies (H1N1, HIV, Hepatitis C)
   - Rare Causes (Non-Venereal Syphilis, Plague)
   - Invalid cross-references (Date-of-Death prior to Date of Injury)

c. Click **Save** to initiate eVital data validations. eVital flags the following:
   - Nonspecific conditions or processes that usually have a more specific etiology
   - Cancers reported within a primary cite, whether benign or malignant, or grade and cell type
   - Conditions indicating possible injury, trauma or transfusion-related illness

d. In the following example, "Sepsis" is flagged as an orange (i.e. soft) edit. It is insufficiently specific and needs to be expounded in subsequent entries. Note the error message appearing at the bottom of the form.

e. Click **Validate** to have VIEWS reprocess the **Cause of Death** fields.
f. Click **Save** to have eVital reprocess the **Cause of Death** fields. A "No validation errors found on this page" message will appear as well as a **green dot** next to **Cause of Death** in the **Death Registration** menu.
g. Click the **Other Factors** tab in the **Death Registration** menu to continue completing the death certificate.

9. Other Factors

If the Office of the Chief Medical Examiner (OCME) needs to review the case, and/or if the decedent was under the age of 1, complete the **Other Factors** form and click **Save**. Click **Certifier** to continue.

10. Certifier

a. By default, the current user who is logged in is designated as the certifier. If the current user is not licensed, select the **Intern or Resident (if not licensed)** check box and type the license number of the attending physician. *Note*: Click **Look Up Certifier** to locate a certifier.

b. If the certifying physician will also pronounce the current decedent, select the **Same as Pronouncer** check box. Click **Save**, and the **Pronounce/Certify** tab will appear in the **Death Registration** menu. Continue to the **Pronounce/Certify** tab if only one medical professional will pronounce and certify the decedent. Click the **Pronounce** tab if two different medical professionals will perform the pronouncement and certification steps, respectively.

11. Pronounce

a. Click the **Pronounce** tab. On this screen, a medical professional can affirm the time, date and place of death.

b. In the **Pronounce Case** screen, select the **Affirm** check box. A Quick Response (QR) code will appear. *Note*: You will have 60 seconds to scan the QR code using the **Certify App** on your mobile device.

c. Tap the **QR code icon** on your mobile device to start the camera.

d. To synchronize your identity between the mobile device and computer, point your mobile device camera at the QR code on the computer monitor and hold the mobile device steady until the QR code is recognized and a yellow outline appears on the mobile device screen. Align your face inside the **yellow frame**. When your image has been registered, you will receive two messages on your mobile device: "**Certifying User…Please Wait**" (first message) and "**Certification Successful Certification Completed"** (second message). Tap **OK** on your mobile device to acknowledge each of these prompts.
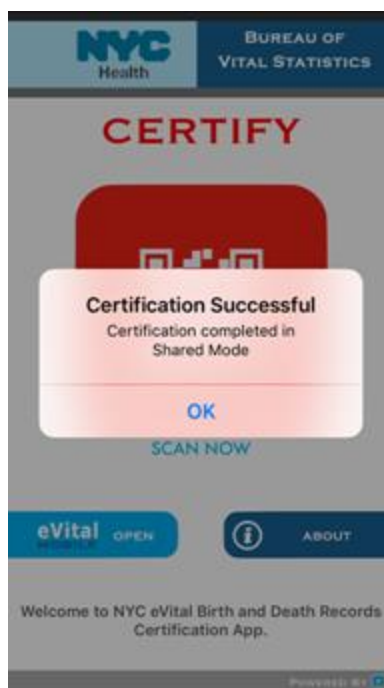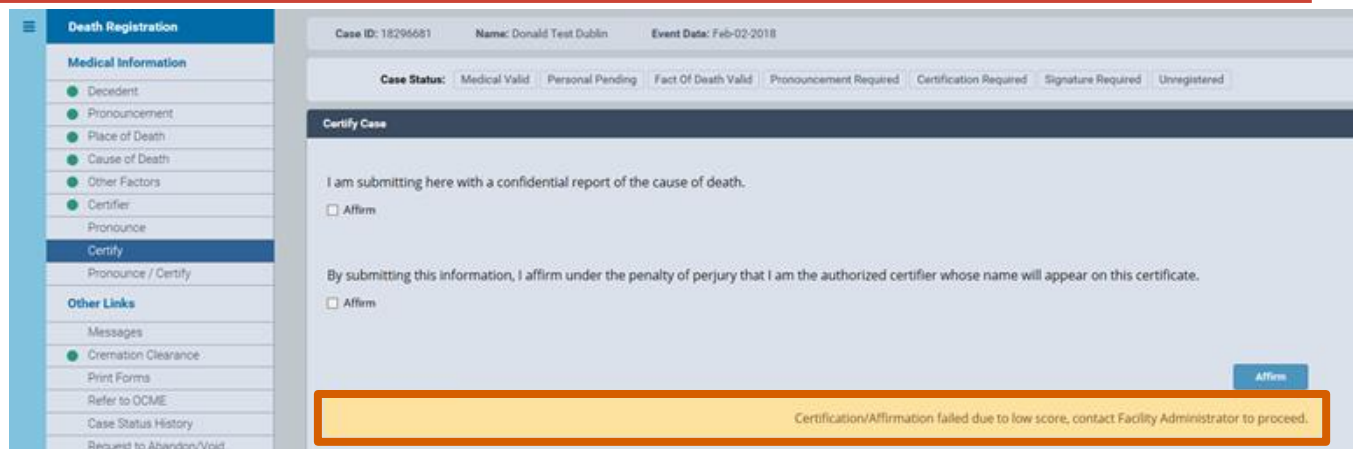
e. When certification is successful, a check will appear inside the **Affirm** check box and a white check mark will appear in a green indicator inside the **Sign** tab. To make modifications to the case, click **Unaffirm**, make any necessary changes to the case and recertify the case. ***Note:*** There is a one-hour hold before death registrations are finalized. During this one hour period you may unaffirm the registration to make revisions.

f.   If facial recognition was unsuccessful, the following message will appear: "Certification/Affirmation failed due to low score, contact Facility Administrator to proceed." Notify the facility administrator or one of their deputies to complete the pronouncement for this decedent.

12. Certify

a. Click the **Certify** tab to submit a confidential report of the cause of death and confirm your name will appear on the decedent's certificate. In this scenario, another medical professional has already pronounced the decedent.

b. In the **Certify Case** screen, select the two **Affirm** check boxes. A Quick Response (QR) code will appear. ***Note***: You will have 60 seconds to scan the QR code using the **Certify App** on your mobile device.

c. From your mobile device, tap the **QR Code icon** on your mobile device to start the camera.

d. To synchronize your identity with the computer, point your mobile device camera to the QR code on your computer monitor and hold the mobile device steady until it scans the QR code

e. When the certification screen appears, align your face inside the **yellow frame**. After your image has been registered, you will receive two **messages** on your mobile device: "Certifying User…Please Wait" (first message) and "Certification Successful Certification Completed" (second message). Tap **OK** on your mobile device.
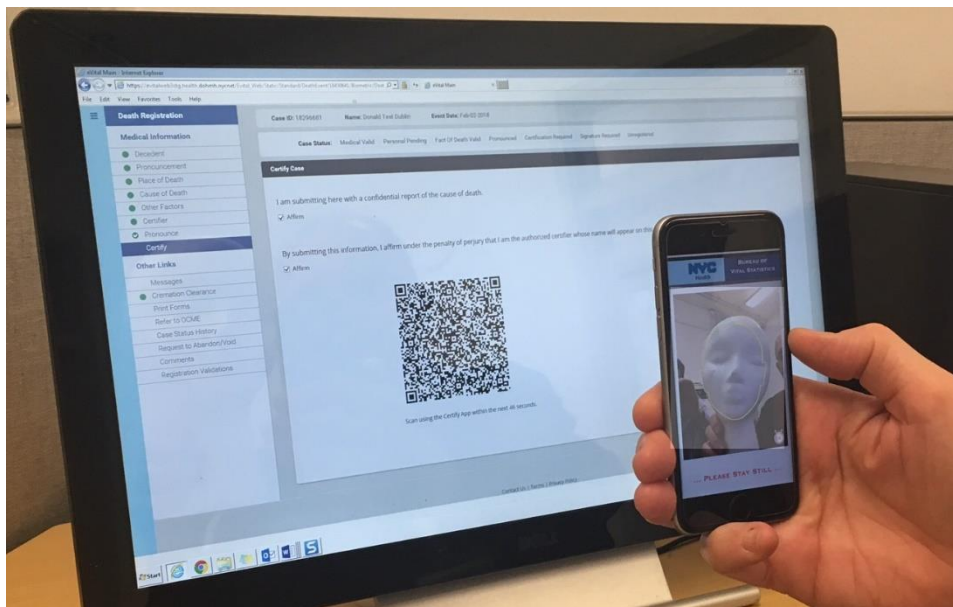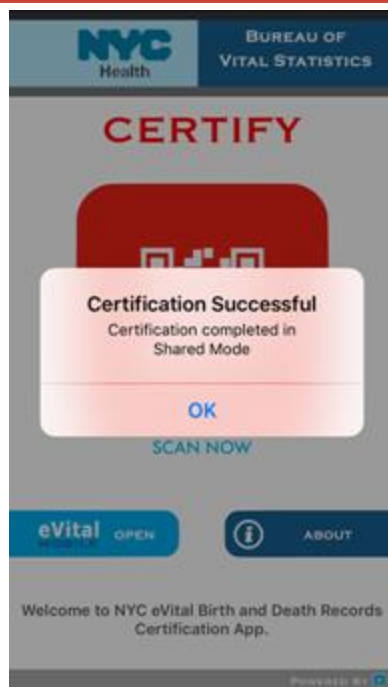
f. When certification is successful and the facial image is validated by eVital, a check will appear inside the two **Affirm** check boxes and a white check mark will appear in a green indicator inside the **Certify** tab. The **Affirm** button will transform into an **Unaffirm** button

g. Click **Unaffirm** if the death registration requires edits after certification.

h. If facial recognition was unsuccessful, this message will appear in the **Certify Case** window: "Certification/Affirmation failed due to low score, contact Facility Administrator to proceed." Notify the facility administrator or one of their deputies to complete the certification for this decedent.

13.   Pronounce/Certify

Only people who are pronouncing *and* certifying a death can use this tab.

   a. Click the **Pronounce/Certify** tab. On this screen, a medical professional can affirm the time, date and place of death, as well as submit a confidential report of the cause of death and confirm their name will appear on the decedent's certificate.

   b. On the **Pronounce/Certify Case** screen, select the **Affirm** check box. A QR code will appear. *Note*: You have 60 seconds to scan the QR code using the **Certify App** on your mobile device.

   c. Activate the eVital application on your mobile device.
   d. Tap the **QR Code icon** to start the camera.

e. To synchronize your identity with the computer, point your mobile device camera to the QR code on your computer monitor and hold the mobile device steady until it scans the QR code.

f. When the certification screen appears, align your face inside the **yellow outline**. When your image has been registered, you will receive two **messages** on your mobile device: "Certifying User…Please Wait" (first message) and "Certification Successful Certification Completed" (second message). Tap **OK** on your mobile device.
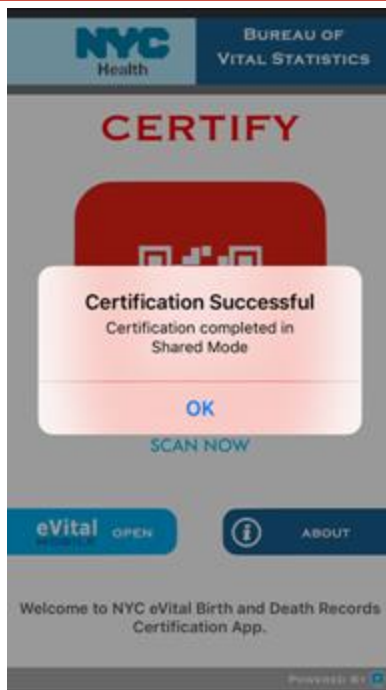
g. When certification is successful and the facial image is validated by eVital:
   a. The three **Affirm** check boxes will be checked
   b. The **Pronounce**, **Certify** and **Pronounce/Certify** tabs will contain white check marks inside of green indicators
   c. The **Affirm** button will transform into an **Unaffirm** button
h. At this point, the death registration has been digitally signed.
i. Click **Unaffirm** if the death registration requires edits after pronouncement or certification.

j. If facial recognition was unsuccessful, the following message will appear: "Certification/Affirmation failed due to low score, contact Facility Administrator to proceed." Notify the facility administrator or one of their deputies to complete the pronouncement and certification for this decedent.

14. Case Messages

In the **Other Links** menu, select the **Case Messages** tab. In this tab, you can view any messages pertaining to the current death registration. To create a message, click **New Message** and complete the appropriate fields.

15. Print Forms

a. To print or download a working copy of the death certificate, click the **Print Forms** tab located in the **Death Registration – Other Links** menu. Click **Death Certificate Work Copy** and a PDF image of the death certificate will appear in a pop-up window.

b. A PDF toolbar will appear when you hover your mouse near the top of the PDF image. The toolbar contains buttons to download or save the PDF, print the PDF, and zoom or start up the full Adobe Reader toolbar. To print the PDF, click the **printer icon**.

16.   Case Status History

Under **Other Links**, select the **Case Status History** tab. This tab shows the progression of steps performed on this case and the identity of the parties that performed them.

17.   Request to Abandon/Void

Under **Other Links**, click the **Request to Abandon/Void** tab. You can abandon or void a case by selecting **External Request to Abandon** from the **Request Type** drop-down list and typing the reason into the **Reason** box. Click **Save**.

18.   Comments

Under **Other Links**, select the **Comments** tab. When the **Comments** form appears, select a **Comment Type** from the drop-down list. You can type a comment of up to 4000 characters. Click **Save Comment** when complete**.** Completed comments are listed at the bottom of this page. All filter search features are available in the **Comments** form.

19.   Registration Validations

Under **Other Links**, click the **Registration Validations** tab. This form contains all current hard and soft edits in the death registration, as well as all collected edits contained in all previous forms.