



# 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 .....	3
2. Scope .....	3
3. Logging in to and Navigating eVital .....	3
4. Selecting a Facility.....	6
5. How Do I Start a New Death Registration .....	18
6. Pronouncement .....	21
7. Place of Death .....	23
8. Cause of Death .....	23
9. Other Factors .....	26
10. Certifier.....	27
11. Pronounce .....	28
12. Certify .....	31
13. Pronounce/Certify.....	34
14. Case Messages.....	38
15. Print Forms.....	38
16. Case Status History .....	40
17. Request to Abandon/Void.....	40
18. Comments .....	41
19. Registration Validations.....	42

## 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](https://a816-evitaltrn.nyc.gov/eVital_Web)
- b. Type your NYCID email address and password and click **LOG IN**.

The screenshot shows the NYC Health eVital login interface. At the top, it says 'The Official Website of the City of New York' and 'Select Language | Text Size'. The main heading is 'NYC Health eVital: Vital Events Registration System - Bureau of Vital Statistics'. Below this is a 'Login' section. On the left, under 'NYC LOGIN', there are input fields for 'Username:' and 'Password:', and a 'LOG IN' button. On the right, under 'OTHER LOGIN', there is a link to 'NYCEmployees'. At the bottom left, there are links for 'Create Account' and 'Forgot Password'. The footer contains a grid of links: 'Directory of City Agencies', 'Contact NYC Government', 'City Employees', 'Stay Connected', 'Notify NYC', 'City Store', 'Maps', and 'NYC Mobile Apps'. There is also a search bar and a copyright notice: 'City of New York. 2017 All Rights Reserved. Privacy Policy. Terms of Use.'

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

NYC | NYC.ID

The Official Website of the City of New York

Select Language | Text Size

# NYC Health

## eVital: Vital Events Registration System - Bureau of Vital Statistics

### Login

**NYC LOGIN**

Username:

Password:

**LOG IN**

**OTHER LOGIN**

Or login using one of these social media sites:

**NYCEmployees**

[Create Account](#)

[Forgot Password](#)

Directory of City Agencies | Contact NYC Government | City Employees | Notify NYC | City Store | Stay Connected | NYC Mobile Apps | Maps

NYC Search

City of New York, 2017 All Rights Reserved, Privacy Policy, Terms of Use.

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

## Forgot Password

? Email Address or Username:

**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?

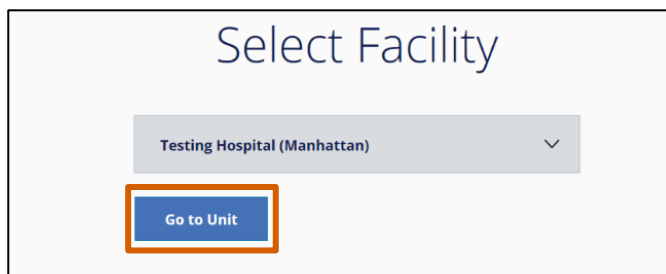
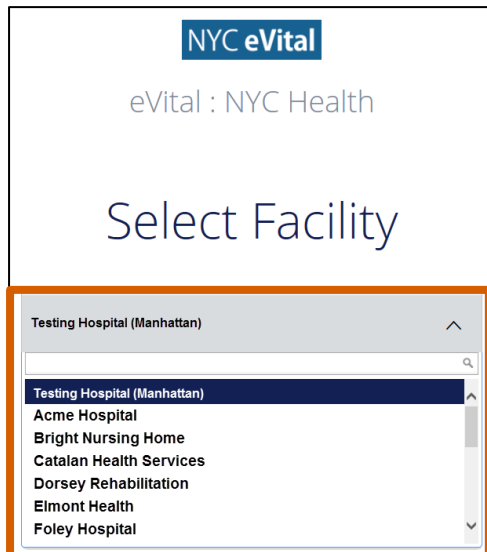
What is your favorite cartoon character?

Display Answers: ☒ Show ☐ Hide

**CONTINUE**

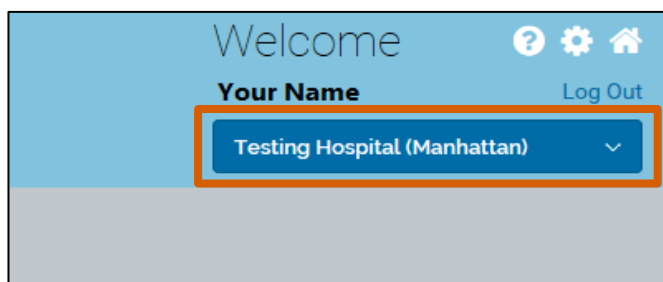
## 4. Selecting a Facility

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

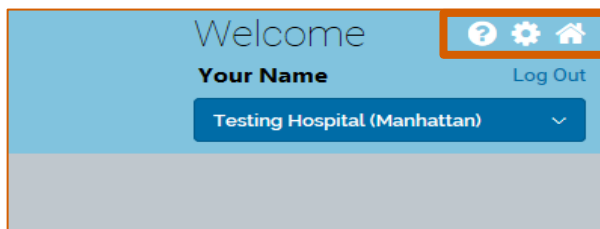


### 1. The eVital Dashboard

- The **eVital Dashboard**, also called the home page, displays your name, the name of your current facility as well as a drop-down menu.
- If you click the drop-down menu, a list of your available facilities will appear.



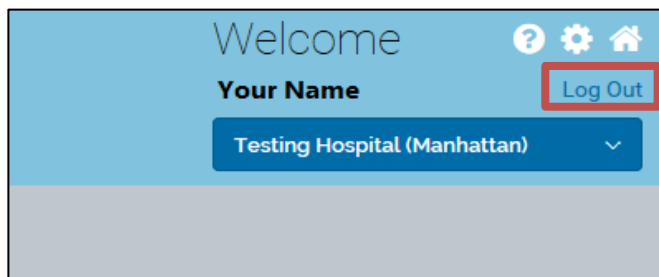
- c. There are three icons located in the upper right-hand corner of the **eVital Dashboard: Help, My Profile** and **Home**.
- **Help** – Click this icon to search for answers to eVital questions.
  - **My Profile** – Click this icon to view personal information, such as your email address.
  - **Home** – 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**.



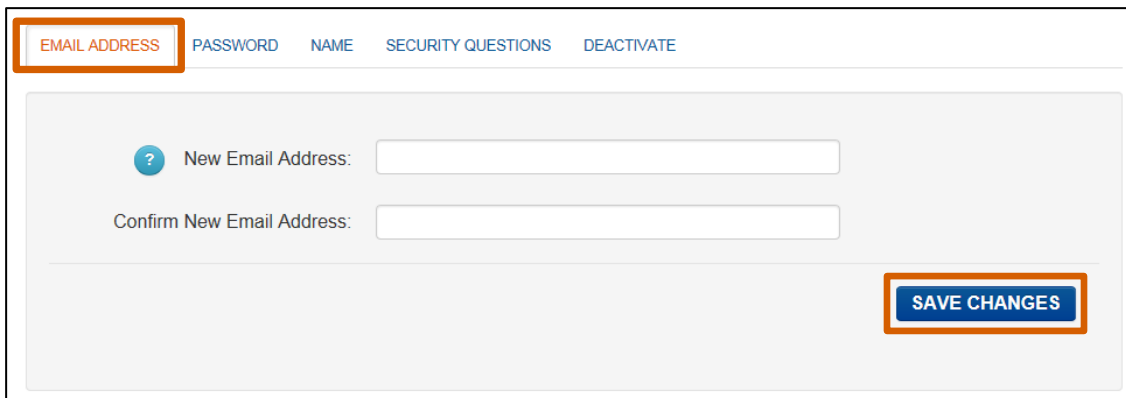
- d. Also located on the upper right-hand corner of the **eVital Dashboard** is the **Log Out** hyperlink. When you are done using the application, you can log out by clicking this link.



- 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**.



The screenshot shows the 'Profile' screen with four tabs: 'EMAIL ADDRESS', 'PASSWORD', 'NAME', 'SECURITY QUESTIONS', and 'DEACTIVATE'. The 'EMAIL ADDRESS' tab is selected and highlighted with an orange border. Below the tabs, there are two input fields: 'New Email Address:' and 'Confirm New Email Address:'. A blue button labeled 'SAVE CHANGES' is located at the bottom right of the form area.

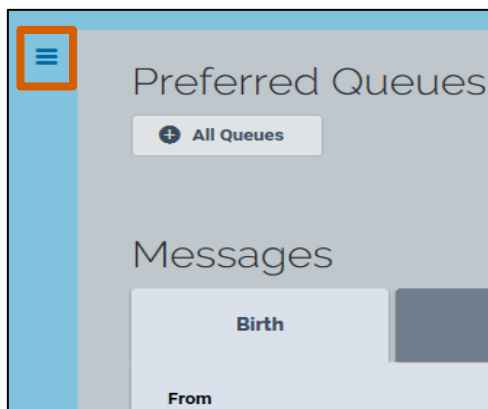
- g. You can make additional changes to your profile by selecting the **Password**, **Name**, **Security Questions** and **Deactivate** tabs. Click **Save Changes** to return to the dashboard.



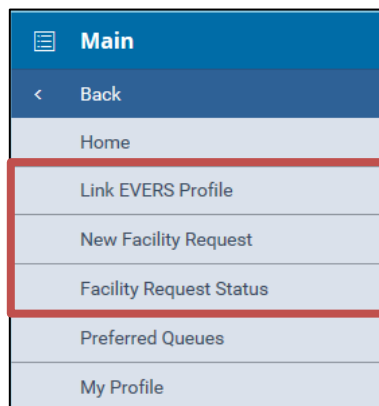
The screenshot shows the 'Profile' screen with the same four tabs. The 'PASSWORD' tab is selected and highlighted with a red border. Below the tabs, there are three input fields: 'Current Password:', 'New Password:', and 'Confirm New Password:'. A blue button labeled 'SAVE CHANGES' is located at the bottom right of the form area.



- 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**.

 A screenshot of the 'Link Existing EVERS Profile' form. The form is titled 'Link Existing EVERS Profile' and has a sub-header 'Login - EVERS Profile'. It contains two input fields: 'Username' with the value 'amyeyers1' and 'Migration key' with masked characters '\*\*\*\*\*'. At the bottom right, there are two buttons: 'Validate and Link Account' (highlighted with a red border) and 'Cancel'. The top of the page shows the 'Bureau of Vital Statistics | eVital' logo, the 'NYC Health' logo, and a 'Welcome Amy Evers' message with a 'Log Out' link and 'Testing Hospital (Manhattan)' text.

- 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.

**Facility Lookup**

Facility Name:  **Search**

Show:  entries Filter:

Facility Name	Address	City	
Other Medical Facility	124 Worth St	New York	<b>Select</b>
Other Funeral Home	5628 Broadway	New York	Select

Showing 0 to 0 of 0 entries

**Previous** **Next**

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

**Facility Request**

**Facility Information**

Facility:  **Look Up...**

Street Number and Name, Rural Route (No P.O. Box, etc):

Apartment, Suite, Building, Floor, etc:

City or Town:

State:

ZIP:

Country:

Work phone number:

Work phone extension:

Work mobile number:

Job Title:

Required Role:

Email Address:

**Add Facility**

Facility	Job Title	Job Title Other	Role Requested	Work Phone Number	Ext	Work Mobile	Email Address	Action
Other Medical Facility	RN		Data Entry	2125551212	1234		amyjeverson12@gmail.com	<b>x</b>

**Save** **Cancel**

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

**Facility Request**

**Facility Information**

Facility:

**Look Up...**

Street Number and Name, Rural Route (No P.O. Box, etc):

Apartment, Suite, Building, Floor, etc:

City or Town:

State:

ZIP:

Country:

Work phone number:

Work phone extension:

Work mobile number:

Job Title:

Required Role:

Email Address:

**Add Facility**

Facility	Job Title	Job Title Other	Role Requested	Work Phone Number	Ext	Work Mobile	Email Address	Action
Other Medical Facility	RN		Data Entry	2125551212	1234		amyjeverson12@gmail.com	<b>x</b>

**Save** **Cancel**

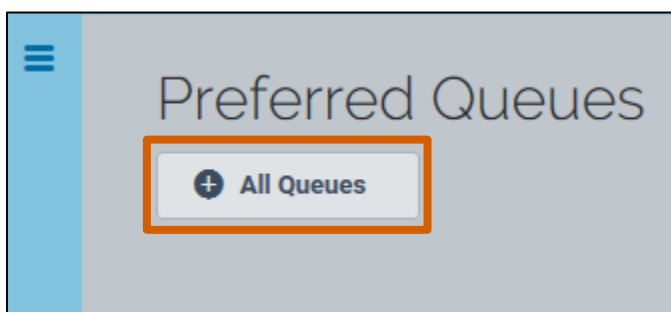
- q. The **User Facility** information will appear. The **Status** will be **Pending** until the Facility Administrator approves the request. eVital users can cancel the request by clicking **Cancel Request** and view requests by selecting **Facility Request Status** from the main menu.



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

## 2. Queues

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



- 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.



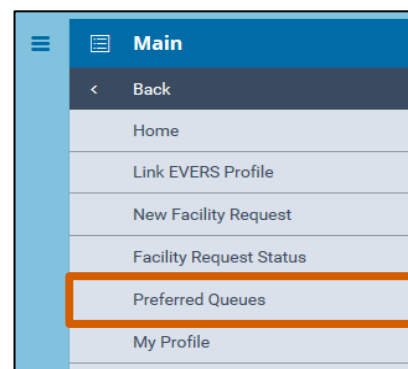
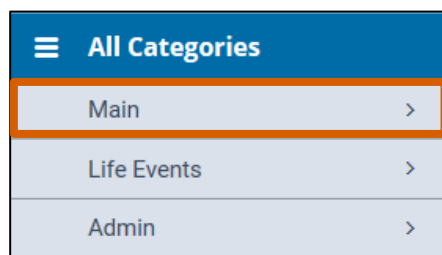
Queue List	
Amendments	+
Authorization	+
Birth	+
Death	+
ITOP	+
STOP	+

- 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.

The screenshot shows the 'Preferred Queues' window. On the left, the 'Functional Entity' dropdown menu is open, displaying a list of options: 'Office of Chief Medical Examiner', 'Office of Vital Records', 'Testing Hospital (Manhattan)', 'Testing Funeral Home, Inc.', 'Burial Desk Unit', 'PSD - Kiosk/Walk-in Unit', 'Corrections Unit', 'PSD - Online Unit', and 'PSD - Mail Unit'. The 'Testing Hospital (Manhattan)' option is highlighted. In the center, there are four buttons: a list icon followed by a right arrow, a right arrow, a left arrow, and a list icon followed by a left arrow. On the right, there is a 'Selected Queues' section with a 'Filter' input field and an empty list area. At the bottom right, there are 'Save' and 'Cancel' buttons.

- 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**.

The screenshot shows the 'Preferred Queues' window with the 'Functional Entity' dropdown set to 'Testing Hospital (Manhattan)'. Below it, the 'Available Queues' list is open, showing a filter input and a list of queue names: 'Birth Rejection', 'Certification Required', 'Certification Required Death', 'Certification Required ITOP', 'Certification Required STOP', 'Certifier Enrollment Pending', 'Death Amendment Rejections', 'Death New Event', and 'Death Suspend'. The 'Certification Required' queue is highlighted. In the center, the right arrow button is highlighted with a red box. On the right, there is a 'Selected Queues' section with a 'Filter' input field and an empty list area. At the bottom right, there are 'Save' and 'Cancel' buttons.

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

**Preferred Queues**

Functional Entity  
Testing Hospital (Manhattan) x v

Available Queues

Filter

- Abandon/Void Request Reject
- AMD FR FailedQueue
- Amendment Birth Pending Approval
- Amendment Death Pending Approval
- Amendment ITOP Pending Approval
- Amendment STOP Pending Approval
- AOP Attachment Pending
- AOP Rejected
- Birth Amendments Pending Affirmation

Selected Queues

Filter

- Disposition Permit Ready to Print Death
- Personal Pending Death
- Transit Permit - Ready to Print

Save Cancel

- 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.

**Preferred Queues**

+ All Queues

1 Transit Permit - Ready to  
42 days 10 hours old

2 Disposition Permit Ready to  
15 days 19 hours old

2 Personal Pending Death  
5 days 20 hours old

- 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**.

**Preferred Queues**

Functional Entity  
Testing Hospital (Manhattan) ✕ ▾

Available Queues

Filter

- Abandon/Void Request Reject
- AMD FR FailedQueue
- Amendment Birth Pending Approval
- Amendment Death Pending Approval
- Amendment ITOP Pending Approval
- Amendment STOP Pending Approval
- AOP Attachment Pending
- AOP Rejected
- Birth Amendments Pending Affirmation

Selected Queues

Filter

- Disposition Permit Ready to Print Death
- Personal Pending Death
- Transit Permit - Ready to Print

Save Cancel

#### 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.

System Messages

Birth Death STOP ITOP Amendments

From	Facility	Message	Sent Date
------	----------	---------	-----------

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

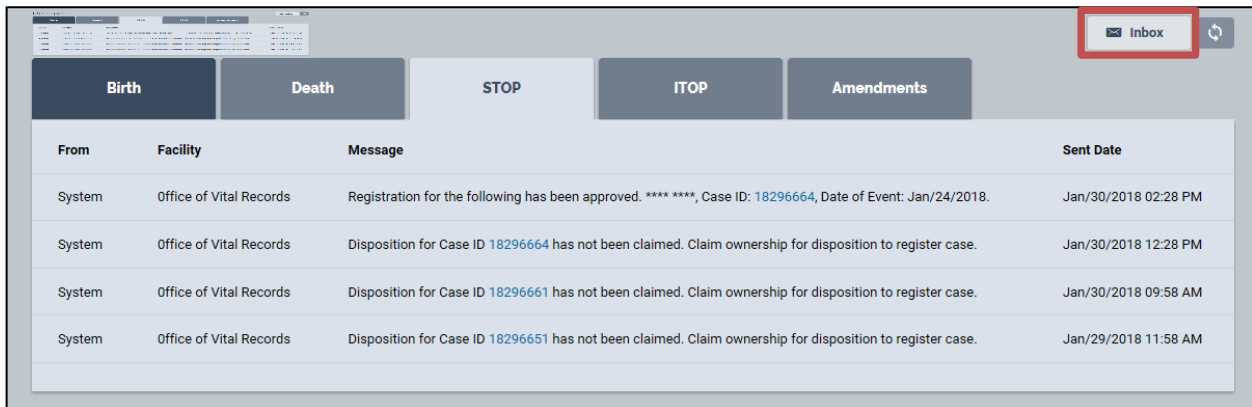
System Messages

Birth Death STOP ITOP Amendments

From	Facility	Message	Sent Date
System	Office of Vital Records	Registration for the following has been approved. ***** Case ID: 18296664, Date of Event: Jan/24/2018.	Jan/30/2018 02:28 PM
System	Office of Vital Records	Disposition for Case ID 18296664 has not been claimed. Claim ownership for disposition to register case.	Jan/30/2018 12:28 PM
System	Office of Vital Records	Disposition for Case ID 18296661 has not been claimed. Claim ownership for disposition to register case.	Jan/30/2018 09:58 AM
System	Office of Vital Records	Disposition for Case ID 18296651 has not been claimed. Claim ownership for disposition to register case.	Jan/29/2018 11:58 AM

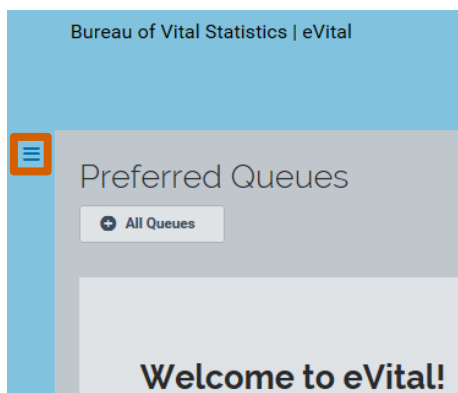


c. System messages can also be viewed by clicking the **Inbox** button.

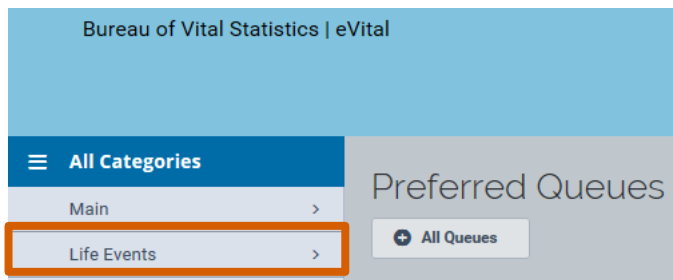


## 5. How Do I Start a New Death Registration

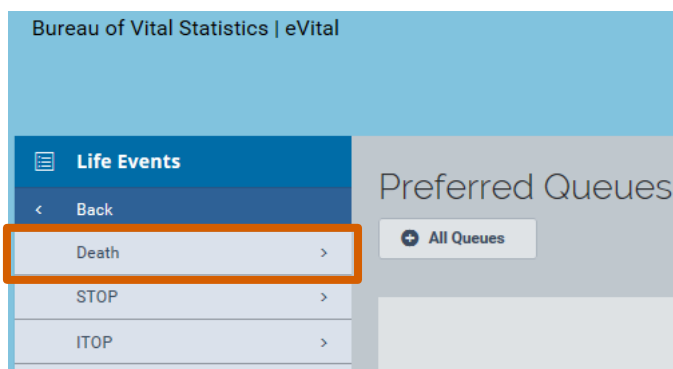
- a. From the **eVital Dashboard**, click the **menu icon** located to the left of **Preferred Queues**.



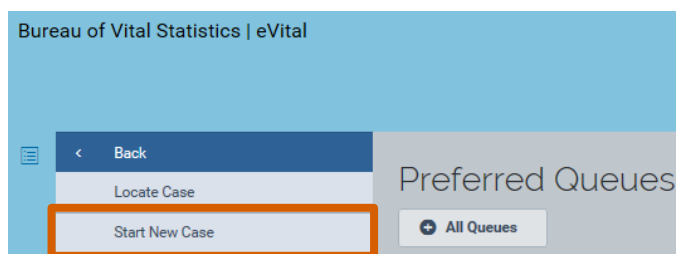
- b. From the **All Categories** menu, select **Life Events**.



- 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.

The screenshot shows the 'Start new Death Case' interface. At the top, there is a header bar with the title 'Start new Death Case' and a plus icon. Below the header, there are three buttons: 'Clear', 'Search', and 'Create New'. The 'Create New' button is highlighted with an orange box. Below the buttons, there is a section titled 'Potential Duplicates'. Inside this section, there is a yellow box with the text: 'Potential Duplicate found. Review any existing cases to ensure that the record is not already in the system.' Below this text is a green 'Acknowledge' button, which is also highlighted with an orange box. Below the 'Acknowledge' button, there is a table with the following columns: Case ID, Decedent's Name, Date of Death, Gender, Place of Death, Date of Birth, Medical Facility Name, Funeral Home Name, and Status. The table contains one row of data: Case ID 401, Decedent's Name Dublin, Donald, Date of Death Aug-31-2016, Gender Male, Place of Death, Date of Birth, Medical Facility Name St. Vincent's Staten Island Hospital, Funeral Home Name, and Status Unregistered. To the right of the 'Unregistered' status is a 'Preview' button, which is highlighted with an orange box. At the bottom right of the interface, there is a blue arrow pointing up.

Case ID	Decedent's Name	Date of Death	Gender	Place of Death	Date of Birth	Medical Facility Name	Funeral Home Name	Status
401	Dublin, Donald	Aug-31-2016	Male			St. Vincent's Staten Island Hospital		Unregistered

- 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

- In the **Death Registration** menu, click the **Pronouncement** tab to open the **Pronouncement** form.
- 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: Bob Middle: Socrates Last: Makarowski

Suffix: Title: MD

Pronouncer Address

Street Number and Name, Rural Route (No P.O. Box, etc): 125 Worth Street Apartment, Suite, Building, Floor, etc:

City or Town: New York County: New York State: New York

Zip Code: 10013 Country: 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.

The screenshot displays the eVital Death Registration interface. On the left is a sidebar menu with the 'Death Registration' header and a list of tabs: Medical Information, Decedent, Cause of Death, **Place of Death** (highlighted with an orange box), Other Factors, Certifier, Pronounce, Other Links, Messages, Cremation Clearance, Print Forms, Refer to OCME, Case Status History, Request to Abandon/Void, Comments, and Registration Validations. The main content area shows the 'Place of Death' tab selected. At the top, it displays Case ID: 18128386, Decedent Name: Donald Test Dublin, Event Date: Oct-06-2017, and Death Place: Testing Hospital (Manhattan). Below this are status tabs: Case Status (Medical Pending, Personal Pending, Fact Of Death Valid, Pronouncement Required, Uncertified, Unsigned, Unregistered) and Information Status. The 'Place of Death' section contains a 'Type of Place of Death' dropdown menu (highlighted with an orange box) set to 'Hospital - Inpatient', a 'Facility Name' text field with 'Testing Hospital (Manhattan)', and an 'Any Hospice Care in Last 30 Days?' dropdown menu (highlighted with an orange box) set to 'No'. Below these are address fields: Address, Borough (Manhattan), Street Number and Name, Rural Route (No P.O. Box, etc) (310 E 14th St), City or Town (New York), Zip Code (10003-4201), Apartment, Suite, Building, Floor, etc, State (NY), and Country (United States). At the bottom right of the address section is a 'Verified' button with a checkmark icon (highlighted with an orange box) and a 'Verify Address' link. A 'Show All' button is at the bottom right of the page. A message at the bottom left states 'No validation error found on this page'.

## 8. Cause of Death

- 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.
- 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)
- 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.

Death Registration

Medical Information

Decedent

Pronouncement

Place of Death

Cause of Death

Other Factors

Certifier

Pronounce

Other Links

Case Messages

Print Forms

Case Status History

Request to Abandon/Void

Comments

Registration Validations

Case ID: 18394348

Decedent Name: John Sorino

Event Date: Jul-02-2018

Death Place: Testing Hospital (Manhattan)

Case Status:

Medical Pending

Personal Pending

Fact Of Death Valid

Pronouncement Required

Uncertified

Unsigned

Unregistered

Information Status:

Cause of Death

NCHS Recommendations for Entry of Cause of Death

Enter the chain of events- diseases or complications- that directly caused the death. DO NOT enter terminal events such as cardiac arrest, respiratory arrest or ventricular fibrillation without showing the etiology. DO NOT ABBREVIATE. Enter only one cause on a line. Add additional lines if necessary.

Sequentially list conditions, if any, leading to the cause listed on line a. Enter the UNDERLYING CAUSE (disease that initiated the events resulting in death) LAST.

Part I

Line A - Immediate Cause (Final Disease or Condition Resulting in Death)

Sepsis

Line A - Approximate Interval Onset to Death

2 hours

Line B - Due to or As a Consequence of

Line B - Approximate Interval Onset to Death

Line C - Due to or As a Consequence of

Line C - Approximate Interval Onset to Death

Line D - Due to or As a Consequence of

Line D - Approximate Interval Onset to Death

Part II

Other Significant Conditions

Validate ✓

Rule ID	Message	Action Message	Override	Reason
DR3028	The condition or process listed in line a usually has a more specific etiology.	Please enter the specific clinical event, condition that led to the death. If etiology is known, please indicate specific etiology leading to death is unknown.	<input type="checkbox"/>	

Show All

Save Overrides

Return to Results

Save



- 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.

**Death Registration**

Medical Information

- Decedent
- Pronouncement
- Place of Death
- Cause of Death**
- Other Factors
- Certifier
- Pronounce

Other Links

- Case Messages
- Print Forms
- Case Status History
- Request to Abandon/Void
- Comments
- Registration Validations

Case ID: 18394348 Decedent Name: John Sorino Event Date: Jul-02-2018 Death Place: Testing Hospital (Manhattan)

Case Status: Medical Pending Personal Pending Fact Of Death Valid Pronouncement Required Uncertified Unsigned Unregistered

Information Status:

**Cause of Death**

NCHS Recommendations for Entry of Cause of Death

Enter the chain of events- diseases or complications- that directly caused the death. DO NOT enter terminal events such as cardiac arrest, respiratory arrest or ventricular fibrillation without showing the etiology. DO NOT ABBREVIATE. Enter only one cause on a line. Add additional lines if necessary.

Sequentially list conditions, if any, leading to the cause listed on line a. Enter the UNDERLYING CAUSE (disease that initiated the events resulting in death) LAST.

Part I

Line A - Immediate Cause (Final Disease or Condition Resulting in Death)	Line A - Approximate Interval Onset to Death
Sepsis	2 hours
Line B - Due to or As a Consequence of	Line B - Approximate Interval Onset to Death
pneumonia	3 days
Line C - Due to or As a Consequence of	Line C - Approximate Interval Onset to Death
Chronic obstructive pulmonary disease	3 years
Line D - Due to or As a Consequence of	Line D - Approximate Interval Onset to Death

Part II

Other Significant Conditions

Validate ✓

No validation error found on this page

Show All

Return to Results Save

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.

Page 26 of 42

## 10. Certifier

- 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.**
- 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.

Case ID: 18128386 Decedent Name: Donald Test Dublin Event Date: Oct-06-2017 Death Place: Testing Hospital (Manhattan)

Case Status: Medical Valid Personal Pending Fact Of Death Valid Pronouncement Required Certification Required Unsigned Unregistered

Information Status:

**Certifier**

☒ Same As Pronouncer  
☐ Intern/Resident (if not Licensed)

Certifier Name

License Number  
 1234567

First: Bob Middle: Last: Makarowski

Suffix: Title: MD

Certifier Address

Street Number and Name, Rural Route (No P.O. Box, etc)  
 310 E 14th St Apartment, Suite, Building, Floor, etc

City or Town: New York State: NY

Zip Code: 10003-4201 Country: United States

Date Certified

No validation error found on this page

## 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.

Death Registration

Medical Information

- Decedent
- Pronouncement
- Place of Death
- Cause of Death
- Other Factors
- Certify
- Pronounce**
- Certify
- Pronounce / Certify

Other Links

- Messages
- Cremation Clearance
- Print Forms
- Refer to OCME
- Case Status History
- Request to Abandon/Void
- Comments
- Registration Validations

Case ID: 18128386 Name: Donald Test Dublin Event Date: Oct-06-2017

Case Status: Medical Valid Personal Pending Fact Of Death Valid Pronouncement Required Certification Required Unsigned Unregistered

**Pronounce Case**

A Medical Practitioner affirms: Death occurred at the time, date and place indicated and that death was due entirely to natural causes.  
A Medical Examiner affirms: On the basis of examination and/or investigation, in my opinion, death occurred due to the causes and manner as stated.

☒ Affirm

Scan using the Certify App within the next 53 seconds.

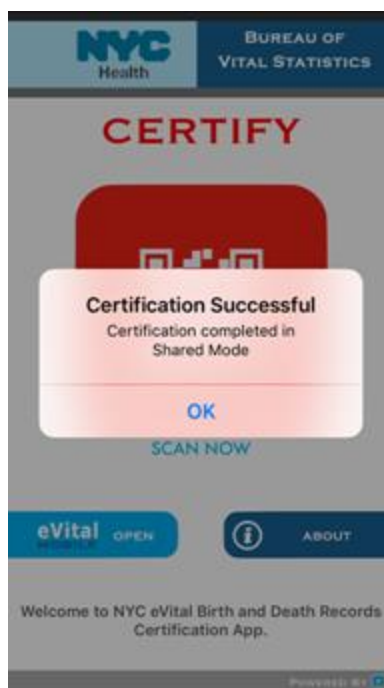
Affirm

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



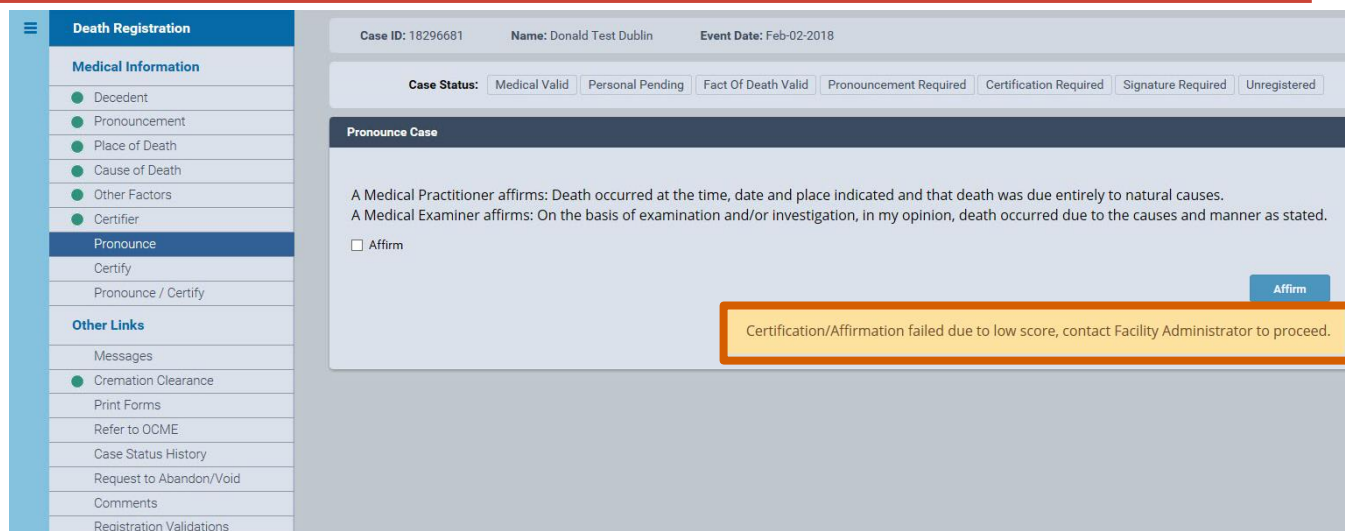
- d. To synchronize your identity between the mobile device and computer, point your mobile device camera at the QR code on the computer monitor and hold the mobile device steady until the QR code is recognized and a yellow outline appears on the mobile device screen. Align your face inside the **yellow 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.



**Death Registration**

**Medical Information**

- Decedent
- Pronouncement
- Place of Death
- Cause of Death
- Other Factors
- Certifier
- Pronounce**
- Certify
- Pronounce / Certify

**Other Links**

- Messages
- Cremation Clearance
- Print Forms
- Refer to OCME
- Case Status History
- Request to Abandon/Void
- Comments
- Registration Validations

Case ID: 18296681 Name: Donald Test Dublin Event Date: Feb-02-2018

**Case Status:** Medical Valid Personal Pending Fact Of Death Valid Pronouncement Required Certification Required Signature Required Unregistered

**Pronounce Case**

A Medical Practitioner affirms: Death occurred at the time, date and place indicated and that death was due entirely to natural causes.  
A Medical Examiner affirms: On the basis of examination and/or investigation, in my opinion, death occurred due to the causes and manner as stated.

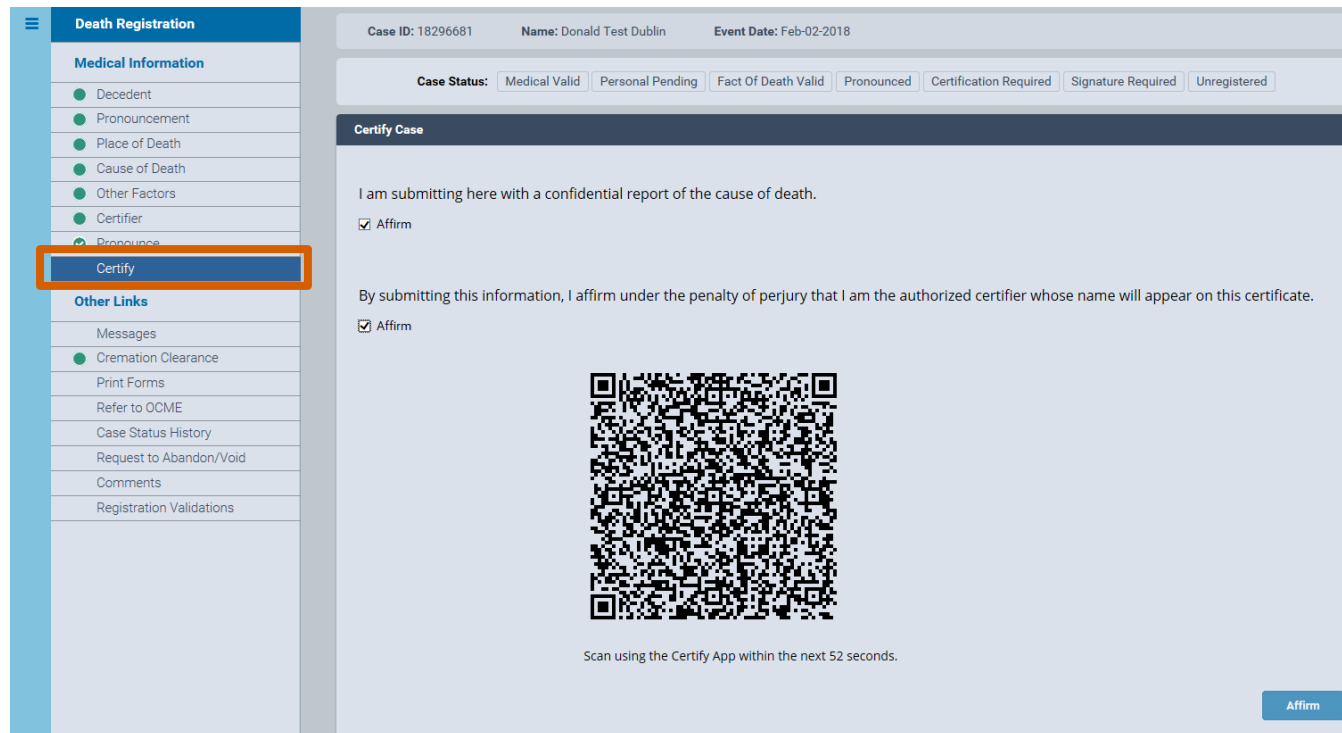
☐ Affirm

**Affirm**

Certification/Affirmation failed due to low score, contact Facility Administrator to proceed.

## 12. Certify

- 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.
- 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.



**Death Registration**

**Medical Information**

- Decedent
- Pronouncement
- Place of Death
- Cause of Death
- Other Factors
- Certifier
- Pronounce
- Certify**

**Other Links**

- Messages
- Cremation Clearance
- Print Forms
- Refer to OCME
- Case Status History
- Request to Abandon/Void
- Comments
- Registration Validations

Case ID: 18296681 Name: Donald Test Dublin Event Date: Feb-02-2018

**Case Status:** Medical Valid Personal Pending Fact Of Death Valid Pronounced Certification Required Signature Required Unregistered


**Certify Case**

I am submitting here with a confidential report of the cause of death.

☒ Affirm

By submitting this information, I affirm under the penalty of perjury that I am the authorized certifier whose name will appear on this certificate.

☒ Affirm



Scan using the Certify App within the next 52 seconds.

**Affirm**

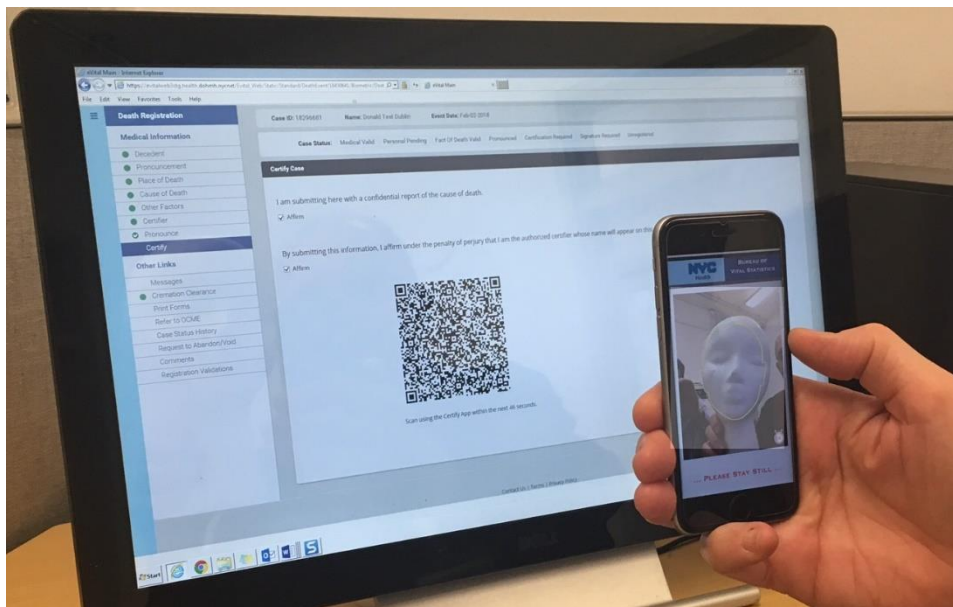
- From your mobile device, tap the **QR Code icon** on your mobile device to start the camera.



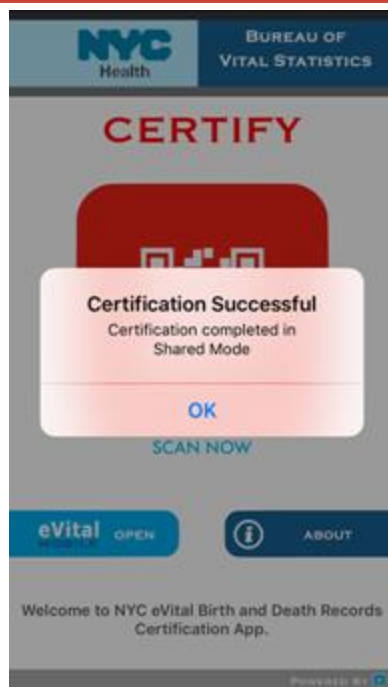
- d. To synchronize your identity with the computer, point your mobile device camera to the QR code on your computer monitor and hold the mobile device steady until it scans the QR code



- 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.

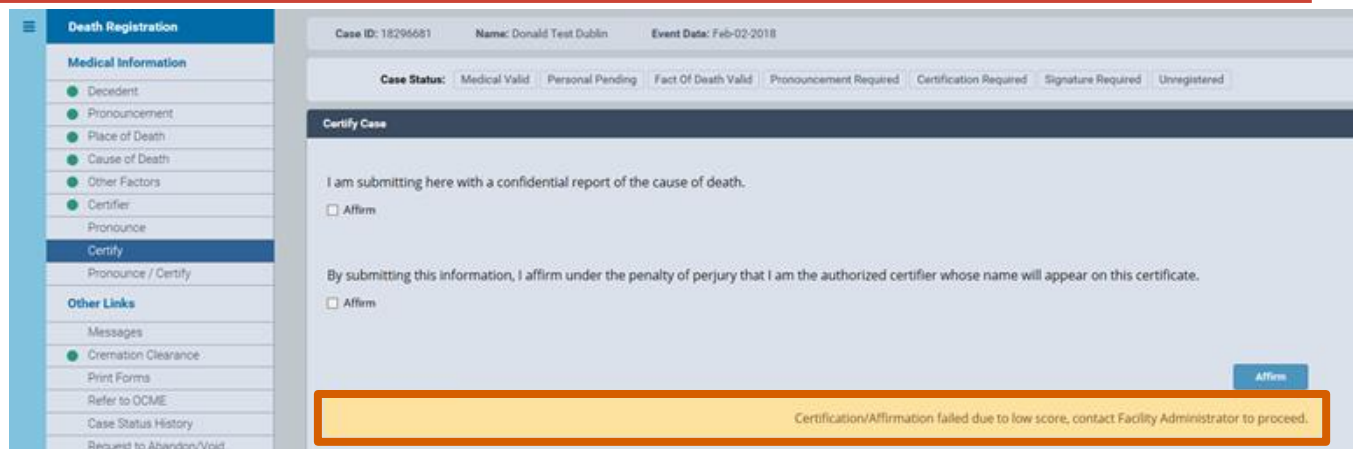






- f. When certification is successful and the facial image is validated by eVital, a check will appear inside the two **Affirm** check boxes and a white check mark will appear in a green indicator inside the **Certify** tab. The **Affirm** button will transform into an **Unaffirm** button
- g. Click **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.



Case ID: 18296681 Name: Donald Test Dublin Event Date: Feb-02-2018

Case Status: Medical Valid Personal Pending Fact Of Death Valid Pronouncement Required Certification Required Signature Required Unregistered

**Certify Case**

I am submitting here with a confidential report of the cause of death.

☐ Affirm

By submitting this information, I affirm under the penalty of perjury that I am the authorized certifier whose name will appear on this certificate.

☐ Affirm

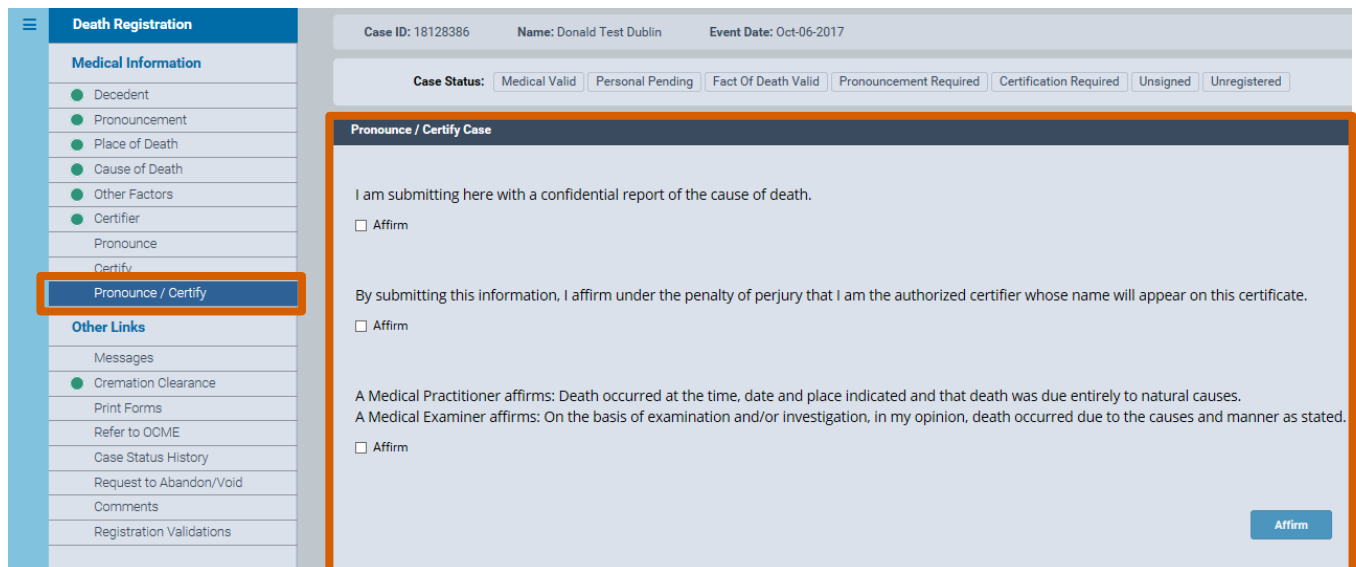
**Affirm**

Certification/Affirmation failed due to low score, contact Facility Administrator to proceed.

### 13. Pronounce/Certify

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

- 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.
- 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.



Case ID: 18128386 Name: Donald Test Dublin Event Date: Oct-06-2017

Case Status: Medical Valid Personal Pending Fact Of Death Valid Pronouncement Required Certification Required Unsigned Unregistered

**Pronounce / Certify Case**

I am submitting here with a confidential report of the cause of death.

☐ Affirm

By submitting this information, I affirm under the penalty of perjury that I am the authorized certifier whose name will appear on this certificate.

☐ Affirm

A Medical Practitioner affirms: Death occurred at the time, date and place indicated and that death was due entirely to natural causes.  
A Medical Examiner affirms: On the basis of examination and/or investigation, in my opinion, death occurred due to the causes and manner as stated.

☐ Affirm

**Affirm**

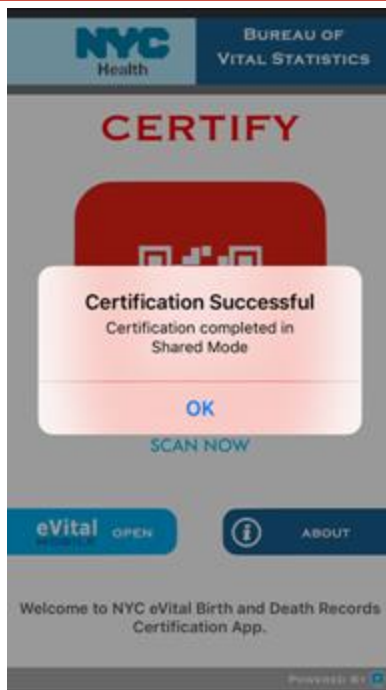
- Activate the eVital application on your mobile device.
- Tap the **QR Code icon** to start the camera.

- 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.

The screenshot displays the eVital Death Registration interface. On the left is a sidebar with a 'Death Registration' header and two sections: 'Medical Information' (with links for Decedent, Pronouncement, Place of Death, Cause of Death, Other Factors, and Certifier) and 'Other Links' (with links for Messages, Cremation Clearance, Print Forms, Refer to OCME, Case Status History, Request to Abandon/Void, Comments, and Registration Validations). The main content area shows case details: Case ID: 18296681, Name: Donald Test Dublin, Event Date: Feb-02-2018. Below this is a 'Case Status' bar with buttons for Medical Valid, Personal Pending, Fact Of Death Valid, Signature Required, Unregistered, Certification Failed, and Pronouncement Failed. The 'Pronounce / Certify Case' section contains three affirmation statements, each with a checked 'Affirm' checkbox. The first statement is 'I am submitting here with a confidential report of the cause of death.' The second is 'By submitting this information, I affirm under the penalty of perjury that I am the authorized certifier whose name will appear on this certificate.' The third is 'A Medical Practitioner affirms: Death occurred at the time, date and place indicated and that death was due entirely to natural causes. A Medical Examiner affirms: On the basis of examination and/or investigation, in my opinion, death occurred due to the causes and manner as stated.' An 'Affirm' button is located at the bottom right of this section. At the bottom of the page, a yellow message box with an orange border states: 'Certification/Affirmation failed due to low score, contact Facility Administrator to proceed.'

## 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.

The screenshot displays the eVital interface for a death registration. On the left, the 'Death Registration' sidebar is visible, with 'Case Messages' selected under the 'Other Links' section. The main content area shows the case details for Case ID 18394614, Name: John Doe, and Event Date: Jul-31-2018. Below the case details is a 'Case Status' bar with buttons for Medical Valid, Personal Pending, Fact Of Death Valid, Certified, Pronounced, Unsigned, and Unregistered. The 'Messages' section is currently empty, and a 'New Message' button is highlighted. A 'Return to Results' button is located at the bottom right of the main area.

## 15. Print Forms

- 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.

The screenshot displays the eVital interface for a death registration. On the left, the 'Death Registration' sidebar is visible, with 'Print Forms' selected under the 'Other Links' section. The main content area shows the 'Print Forms Page' with a 'Death Certificate Work Copy' button highlighted. A 'Return to Results' button is located at the bottom right of the main area.

- 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**.

Death Certificate Work Copy

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

1. DECEDENT'S LEGAL NAME DONALD TEST DUBLIN (First, Middle, Last)

2a. New York City 2b. Type of Place 4. Nursing Home/Long Term Care Facility 2d. Any Hospice care (in last 30 days) 2e. Name of hospital or other facility (if not facility, street address)

1a. Hospital Inpatient 5. Hospice Facility 1. Yes 2. No 3. Unknown Testing Hospital (Manhattan)

2c. Borough 3. Emergency Dept./Outpatient 6. Decedent's Residence 7. Other Specify

Manhattan

3a. Date and Time of Death 3b. Time 4. Sex 5. Date last attended by a Physician

February 02 2018 08:00 PM Male 02 02 2018

6. Certifier: I certify that death occurred at the time, date and place indicated and that to the best of my knowledge no 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.

Name of Physician BOB SOCRATES MAKAROWSKI Signature Bob Socrates Makarowski M.D. Date FEB-5-2018

Address 125 Worth Street New York, New York 10013 License No. 11223344556677

7a. Usual Residence State 7b. Country 7c. City or Town 7d. Street and Number Apt. No. ZIP Code 7e. Inside City Limit? 1. Yes 2. No

8. Date of Birth (Month) (Day) (Year) 9. Age at last birthday (years) 10. Social Security No.

11a. Usual Occupation (Type of work done during most of working life) 11b. Kind of business or industry 12. Alcoholic or AKA

13. Birthplace (City & State or Foreign Country) 14. Education (Check the box that best describes the highest degree or level of school completed at the time of death) 15. Marital Status (at time of death)

1. 8th grade or less, none 2. 9th - 12th grade, no diploma 3. High school graduate or GED 4. Some college credit, but no degree 5. Associate degree (e.g., AA, AS) 6. Bachelor's degree (e.g., BA, BS, etc.) 7. Master's degree (e.g., MA, MS, MEd, MEng, MHA) 8. Doctorate (e.g., PhD, EdD) or Professional degree (e.g., MD, DDS, DVM, etc.)

## 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.

Case ID: 18394656    Name: Jack Doe    Event Date: Aug-02-2018

Case Status:

**View Case History**

Status Date	Status Name	Status set by	Associated Facility name	Comment	Reject Reason	Other Reason
Aug/07/2018 03:05 PM	Pronounced	Makarowski, Bob Uatinternal	Testing Hospital (Manhattan)			
Aug/07/2018 03:05 PM	Certified	Makarowski, Bob Uatinternal	Testing Hospital (Manhattan)			
Aug/03/2018 09:14 AM	Certification Required	Makarowski, Bob Uatinternal	Testing Hospital (Manhattan)			
Aug/03/2018 09:14 AM	Pronouncement Required	Makarowski, Bob Uatinternal	Testing Hospital (Manhattan)			
Aug/03/2018 09:07 AM	Pronounced	Makarowski, Bob Uatinternal	Testing Hospital (Manhattan)			
Aug/03/2018 09:07 AM	Certified	Makarowski, Bob Uatinternal	Testing Hospital (Manhattan)			
Aug/02/2018 05:29 PM	Certification Required	Makarowski, Bob Uatinternal	Testing Hospital (Manhattan)			
Aug/02/2018 05:29 PM	Medical Valid With Exceptions	Makarowski, Bob Uatinternal	Testing Hospital (Manhattan)			
Aug/02/2018 04:56 PM	Pronouncement Required	Makarowski, Bob Uatinternal	Testing Hospital (Manhattan)			
Aug/02/2018 04:56 PM	Fact Of Death Valid	Makarowski, Bob Uatinternal	Testing Hospital (Manhattan)			

[Return to Results](#)

## 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**.

Case ID: 18394656    Name: Jack Doe    Event Date: Aug-02-2018

Case Status:

**Request to Abandon/Void**

**Request Type\***

External Request to Abandon

**Reason\***

[Save](#)

[Return to Results](#)



## 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.

**Death Registration**

**Medical Information**

- Decedent
- Pronouncement
- Place of Death
- Cause of Death
- Other Factors
- Certifier
- Pronounce
- Certify
- Pronounce / Certify

**Other Links**

- Case Messages
- Print Forms
- Case Status History
- Request to Abandon/Void
- Comments**
- Registration Validations

Case ID: 18394656    Name: Jack Doe    Event Date: Aug-02-2018

**Case Status:** Medical Valid With Exceptions    Personal Pending    Fact Of Death Valid    Certified    Pronounced    Unsigned    Unregistered

**Comments**

Enter Comment

**Comment Type\***

Select one

**Comment\***

Maximum text length: 4000

Save Comment    Clear

Filter:

Comment Type	Date Entered	Entered By	Comment	Entered By Office	Edit	Delete
No data available in table						

Showing 0 to 0 of 0 entries

Return to Results

## 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.

Death Registration

Medical Information

Decedent

Pronouncement

Place of Death

Cause of Death

Other Factors

Certifier

Pronounce

Certify

Pronounce / Certify

Other Links

Case Messages

Print Forms

Case Status History

Request to Abandon/Void

Comments

Registration Validations

Case ID: 18394656    Name: Jack Doe    Event Date: Aug-02-2018

Case Status:

Medical Valid With Exceptions

Personal Pending

Fact Of Death Valid

Certified

Pronounced

Unsigned

Unregistered

Event Validations

Validate

Rule ID	Message	Action Message	Override	Override Reason	Goto Page
DR3021	The condition reported in line a may be interpreted as involving injury, trauma, or transfusion-related illness (that is, not a natural cause of death).	If the patient is believed to have died as a result of injury, trauma, or transfusion-related illness, please consult the medical examiner. Otherwise, please provide more specificity as to its natural pathophysiology.	<input checked="" type="checkbox"/>		Cause of Death

Save Overrides

Return to Results