

eVital Guide:

Amendments to Change Dispositions from:

- Interim or City Burial to Private Burial
- Interim or City Burial to Cremation
- Interim to City Burial

for Funeral Home 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 Amendments to Take Ownership of City Burials or Interim Dispositions?

1. Purpose

The eVital application allows funeral home users to electronically submit amendments to take ownership of city burials or interim dispositions with the New York City Health Department's Bureau of Vital Statistics (BVS).

2. Scope

This guide provides step-by-step instructions for funeral homes to submit the following amendments:

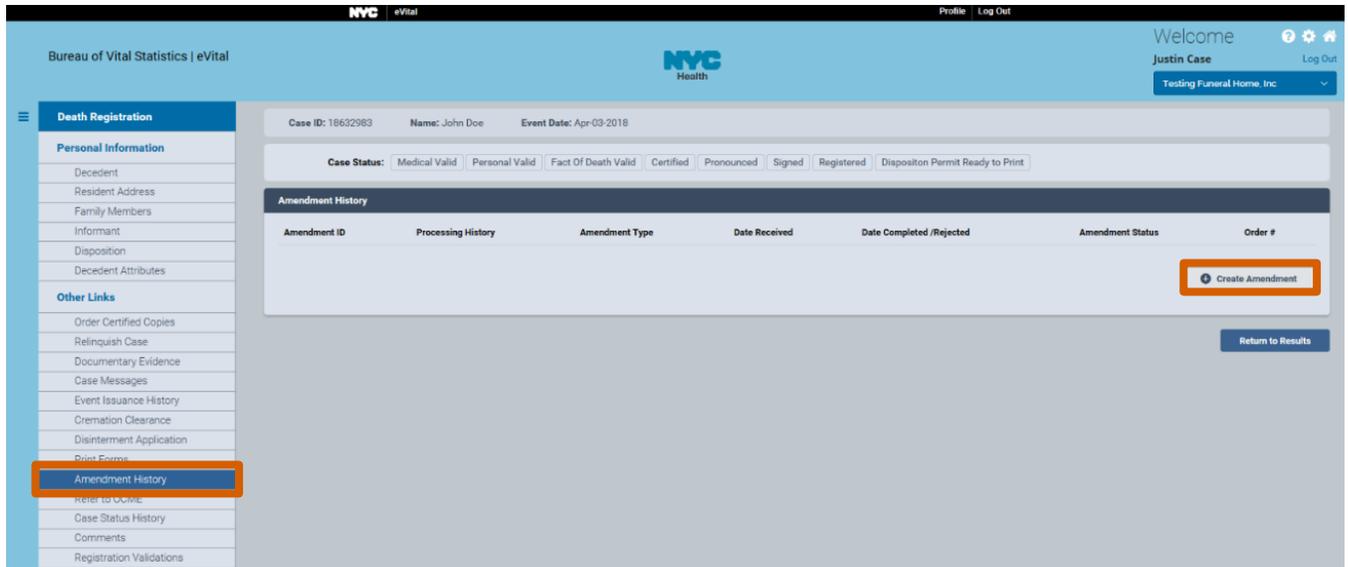
- Interim disposition to private burial
- City burial to private burial
- Interim disposition to cremation
- City burial to cremation
- Interim disposition to City burial

3. Points to Remember:

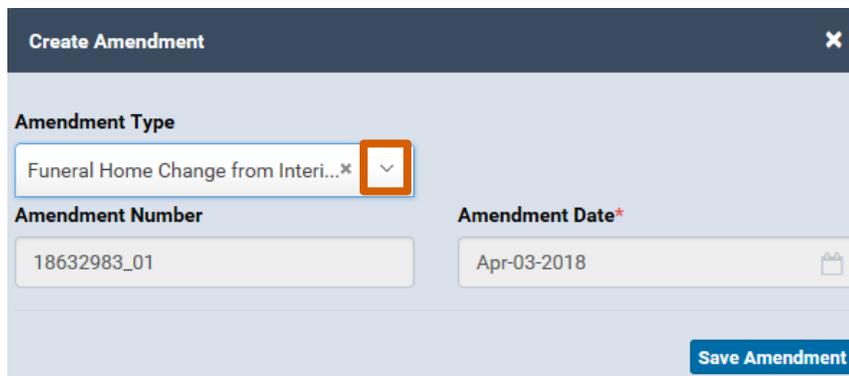
- a. Funeral directors may submit amendments to take ownership of City burial cases or interim dispositions, and to amend dispositions for cases registered via EVERS and eVital only. Death cases registered manually must have their amendments submitted manually.
- b. There are no correction fees for the following amendments:
 - Interim disposition to private burial
 - City burial to private burial
 - Interim disposition to cremation
 - City burial to cremation
 - Interim disposition to City burial
- c. The New York City Health Department approves submitted amendments before processing any orders for certified copies of death certificates.

2. Steps for Changing a Disposition from an Interim or City Burial to a Non-Cremation Private Burial

1. Find and open the City burial or interim case by using the **menu icon** on the home page. Follow the steps to search for a decedent as described in the guide titled “Electronic Death Registration Module for Funeral Home Users.”
2. From the **Death Registration** menu, click the **Amendment History** tab.
3. On the **Amendment History** page, click **Create Amendment** in the right-hand corner of the screen.



4. Select **Funeral Home Change from Interim Disposition** from the **Amendment Type** drop-down list.



5. The **Amendment** menu will appear. Click **Disposition**.

The screenshot displays the eVital system interface for creating an amendment. On the left, a sidebar menu is visible under the heading "Amendment". The menu items include "Amendment Summary", "Documentary Evidence", "Amendment Place Order", "Order Payment Confirmation", "View/Modify Work copy", and "Return to History". Below these are sections for "Death Registration" and "Personal Information". The "Disposition" option under "Personal Information" is highlighted with an orange border.

The main content area shows the details for Case ID: 18632983, Name: John Doe, and Event Date: Apr-03-2018. It includes tabs for "Case Status" (Medical Valid, Personal Valid, Fact Of Death Valid, Certified, Pronounced, Signed, Registered, Disposition Permit Ready to Print) and "Amendment Status" (New Amendment). The "Amendment Summary" section contains fields for "Amendment Type" (Funeral Home Change from Interim Disposition), "Amendment Create Date" (Apr-04-2018), "Order Number" (EVT20180415321), and "Amendment Number" (18632983_01). Below this is an "Amendment Information Report" section with a "Delta Report" table. The table has columns for "Field", "Old Value", and "New Value". There are also "Action" and "Reason" dropdown menus, each with "Select one" as the current selection, and an "Add" button. At the bottom right, there are "Save" and "Unclaim Amendment" buttons.

- In the **Disposition** form, select your updated disposition from the **Method of Disposition** drop-down list. By default, the current user's attributes are populated into the **Funeral Director** and **Funeral Home** fields. In this example, click **Place of Disposition Look Up** and search for the burial location.

Amendment

- Amendment Summary
- Documentary Evidence
- Amendment Place Order
- Order Payment Confirmation
- View/Modify Work copy
- Return to History

Death Registration

Personal Information

- Disposition

Case ID: 18632983 Decedent Name: John Doe Event Date: Apr-03-2018 Death Place: Decedent's Residence

Case Status: Medical Valid | Personal Valid | Fact Of Death Valid | Certified | Pronounced | Signed | Registered | Disposition Permit Ready to Print

Amendment Status: New Amendment

Information Status:

Disposition

Method of Disposition: Burial (Not Potter's Field)

Date of Disposition (If Interim, Indicate Date of Transport to Facility): Apr-03-2018

Funeral Director

License Number: 334455667788 Funeral Director Look up

First: Justin Middle:

Last: Case Suffix:

Funeral Home

Name: Testing Funeral Home, Inc. Business Registration Number: F123138712983

Address

Street Number and Name, Rural Route (No P.O. Box, etc): 125 Worth St Apartment, Suite, Building, Floor, etc: Lobby 1

City or Town: New York State: NY

Zip Code: 10013-4006 Country: United States

Verified Verify Address

Is this a Trade Call?

Place of Disposition

Place of Disposition: Place of Disposition Look up

City or Town: State: Country: Select one

Date Signed: Apr-03-2018

No validation error found on this page Show All

Return Home Save

- 7. Type the full name of the facility you are looking for and click **Search**. You can also type part of the facility name followed by the percent sign. The percent sign (%) is used as a wildcard, substituting for any character or characters at the beginning and end of names. Click **Select** for your desired entry and the facility data will populate the **Place of Disposition** fields

Look up Place of Disposition ✕

Facility Name* Search

Facility Name	Address	City	
Holy Cross Cemetery	3620 Tilden Avenue	Brooklyn	Select
Holy Rood Cemetery	111 Old Country Road	Westbury	Select

Cancel

- 8. Click **Save** and a green indicator will appear to the left of **Disposition**. Click **Amendment Summary** in the **Amendment** menu to view the changes made in this amendment.

The screenshot displays the eVital system interface for creating an amendment. On the left sidebar, the 'Disposition' menu item is highlighted with a green circle and an orange arrow. The main content area shows a form for 'Disposition' with the following fields and values:

- Case ID:** 18632983
- Decedent Name:** John Doe
- Event Date:** Apr-03-2018
- Death Place:** Decedent's Residence
- Case Status:** Medical Valid | Personal Valid | Fact Of Death Valid | Certified | Pronounced | Signed | Registered | Disposition Permit Ready to Print
- Amendment Status:** New Amendment
- Information Status:**
- Method of Disposition:** Burial (Not Potter's Field)
- Date of Disposition (If Interim, Indicate Date of Transport to Facility):** Apr-03-2018
- Funeral Director:**
 - License Number:** 334455667788
 - First:** Justin
 - Last:** Case
 - Middle:**
 - Suffix:**
- Funeral Home:**
 - Name:** Testing Funeral Home, Inc
 - Business Registration Number:** F123138712983
- Address:**
 - Street Number and Name, Rural Route (No P.O. Box, etc):** 125 Worth St
 - City or Town:** New York
 - Zip Code:** 10013-4006
 - Apartment, Suite, Building, Floor, etc:** Lobby 1
 - State:** NY
 - Country:** United States
- Place of Disposition:**
 - Place of Disposition:** Holy Cross Cemetery
 - City or Town:** Brooklyn
 - State:** New York
 - Country:** United States
- Date Signed:** Apr-03-2018

At the bottom of the form, there is a message: "No validation error found on this page" and a "Show All" button. The "Save" button at the bottom right is highlighted with an orange box.

- 9. The **Amendment Summary** form lists the specific field changes in the **Delta Report** section. To confirm these changes, click **Amendment Affirmation** in the **Amendment** menu.

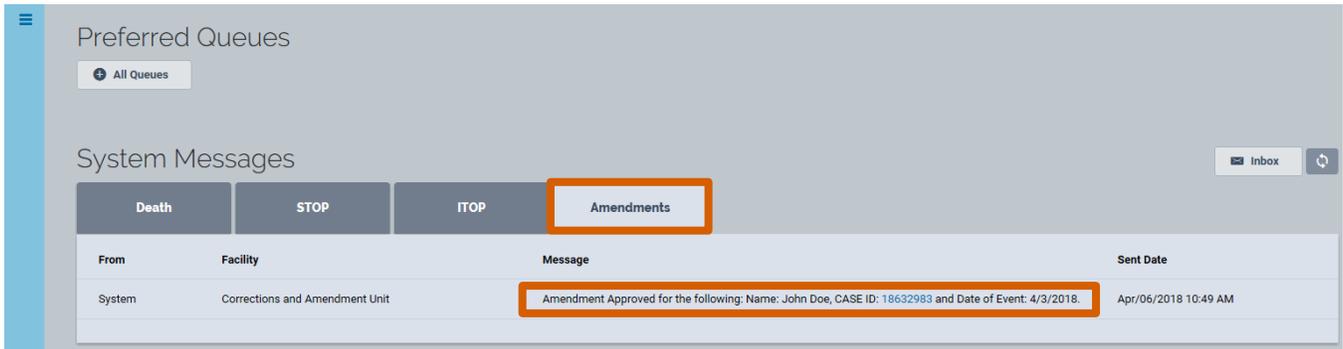
Field	Old Value	New Value	
Disposition			
<i>Place of Disposition</i>			
City or Town	New York	Brooklyn	Undo
State	NY	New York	Undo
Place of Disposition	Testing Funeral Home, Inc	Holy Cross Cemetery	Undo
Method of Disposition	Interim	Burial (Not Potter's Field)	Undo
Interim At	Funeral Home		Undo

- 10. Select the **Affirm** check box and a Quick Response (QR) code will appear. Follow the facial affirmation steps as described in the **Sign** section of the guide titled “Electronic Death Registration Module for Funeral Home Users.”

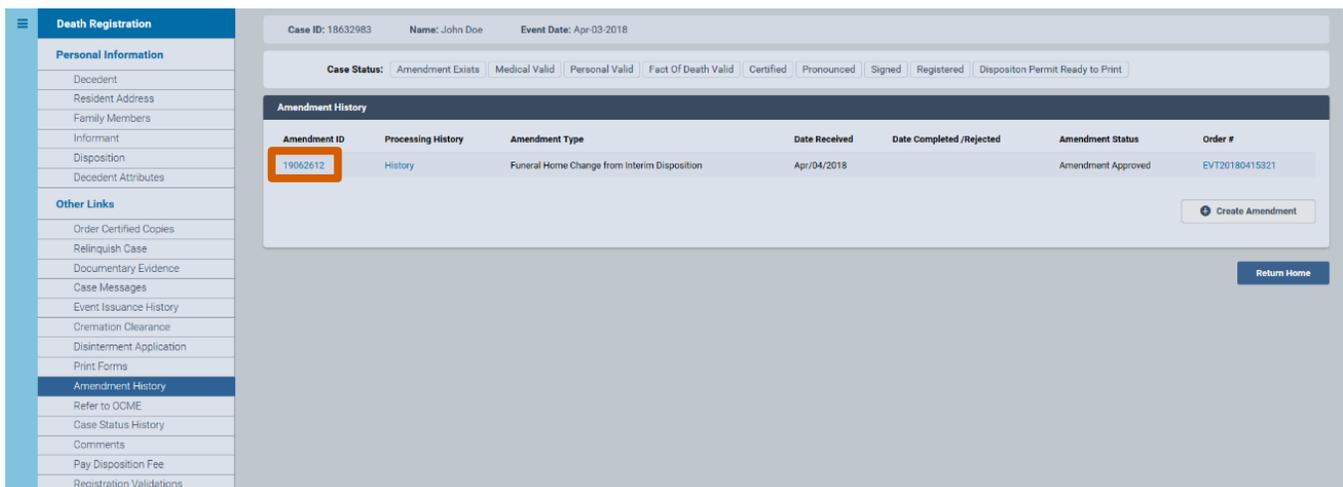
I certify that this change is being requested due to error or newly received information. (Note: Applications requiring documentary evidence cannot be submitted electronically.)

Affirm

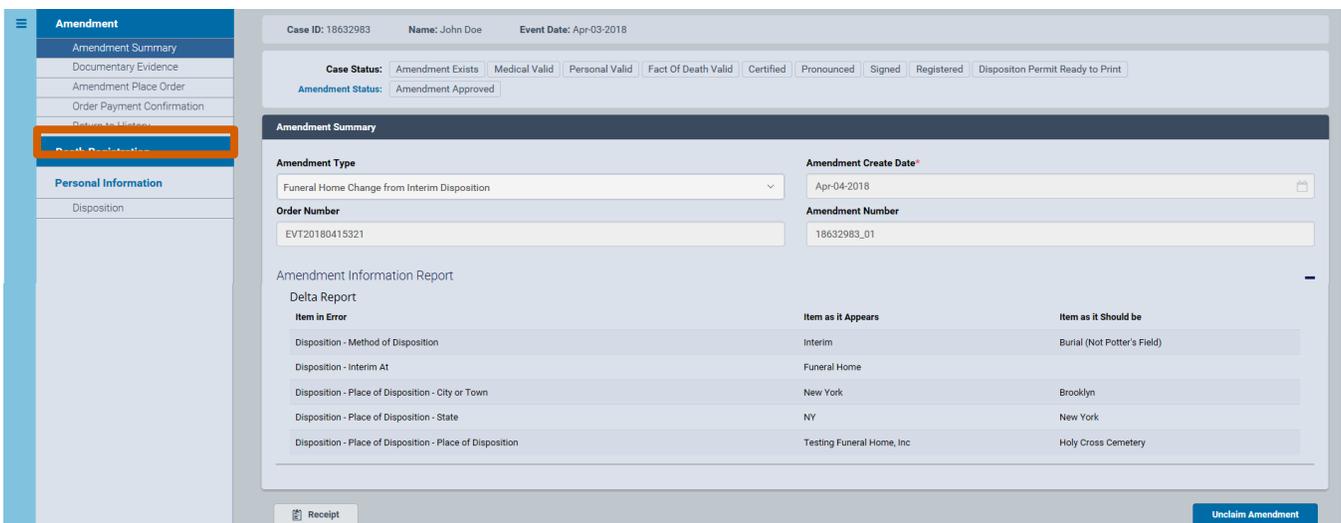
- 11. After the Corrections Unit approves your amendment, a message will appear in the **Amendments System Messages** tab on your dashboard. Click the **Case ID** link to view the approved death registration.



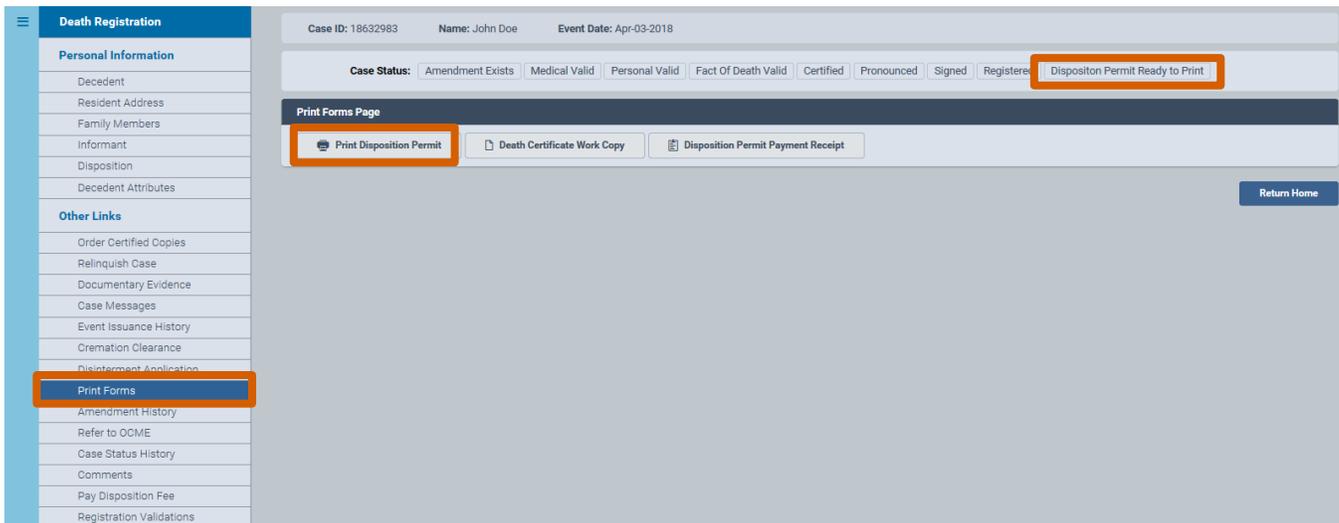
- 12. The **Amendment History** form lists any amendments for this decedent. Click the **Amendment ID** link to view the details of this amendment.



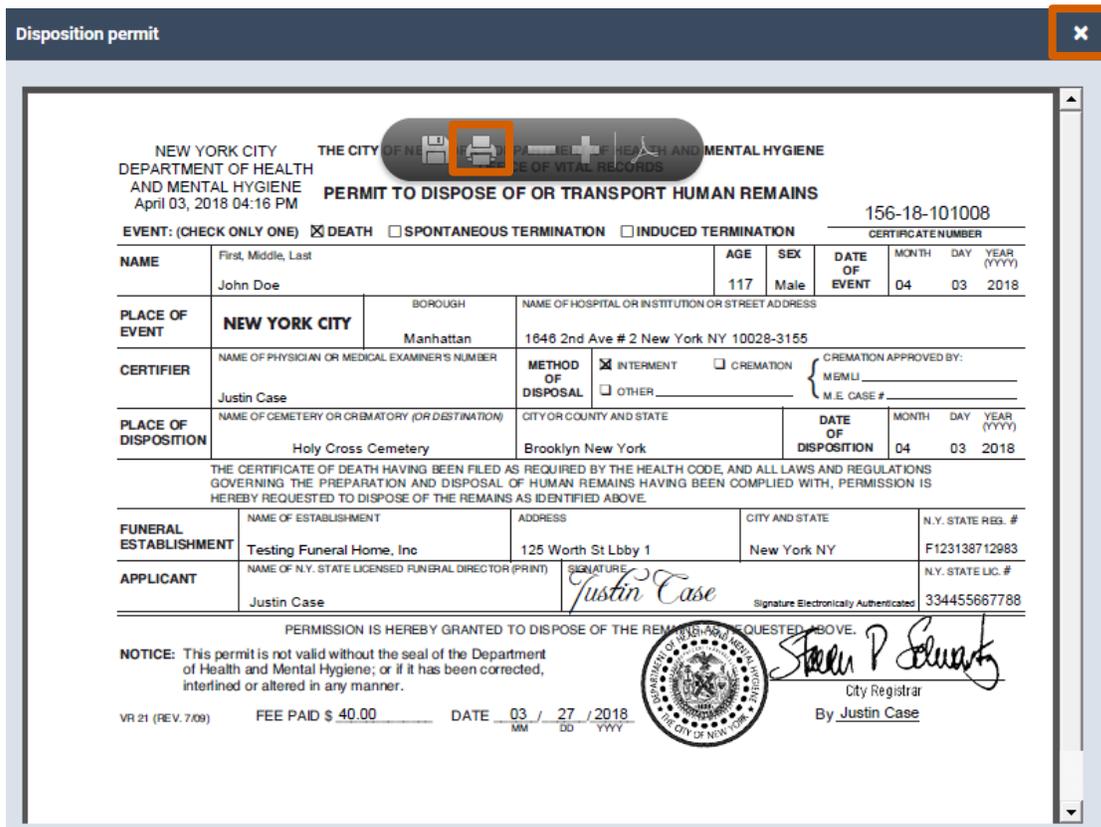
- 13. The **Amendment Summary** form shows the changes made to various fields in the disposition. Click **Return to History**.



14. In the **Death Registration** menu, click **Print Forms**. Since **Disposition Permit Ready to Print** appears in the status area, you can click **Print Disposition Permit** to generate a hard copy of the permit.



15. The amended disposition permit is displayed in PDF format with a toolbar displaying download, printing and zooming controls. Click the **printer icon** to print.



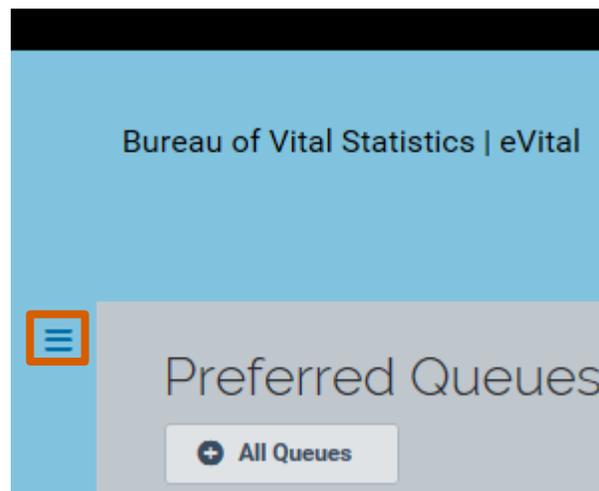
16. You have successfully updated the disposition. You may now log out of eVital.

3. Steps for Changing a Disposition from an Interim or City Burial to a Cremation

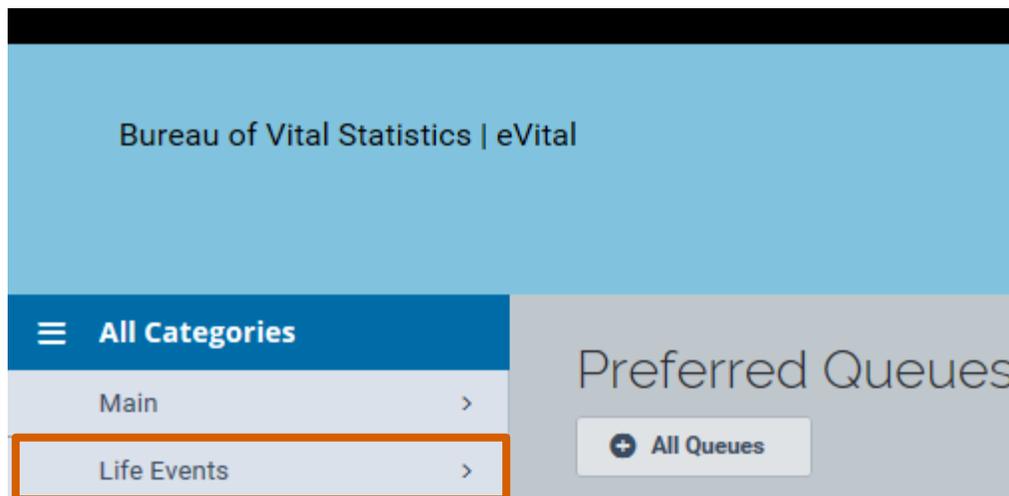
Important Note Concerning Cremation Clearance: With the rollout of eVital, cremation clearance will require the following:

- The case must be certified. This means that a medical professional must complete and attest to the etiology in eVital's **Cause of Death** form.
- **Informant** and **Individual Authorizing Disposition** fields must both be complete and include a contact's name and address. Those fields cannot be set to **Unknown** or **Unavailable**.
- The **Method of Disposition** field on the funeral home **Disposition** screen must have **Cremation** or selected for the case.

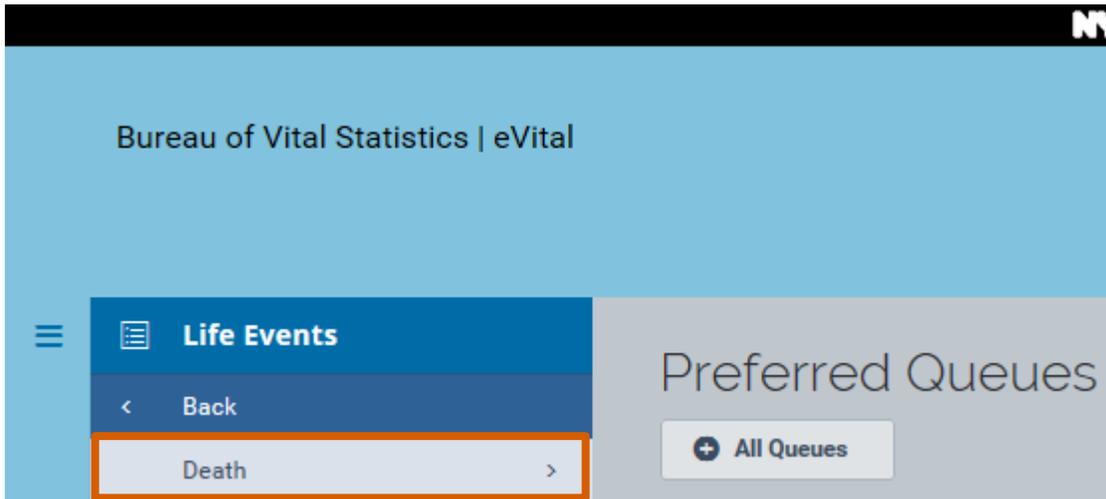
1. From the **eVital Dashboard** click the **menu icon** located to the left of **Preferred Queues**.



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



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



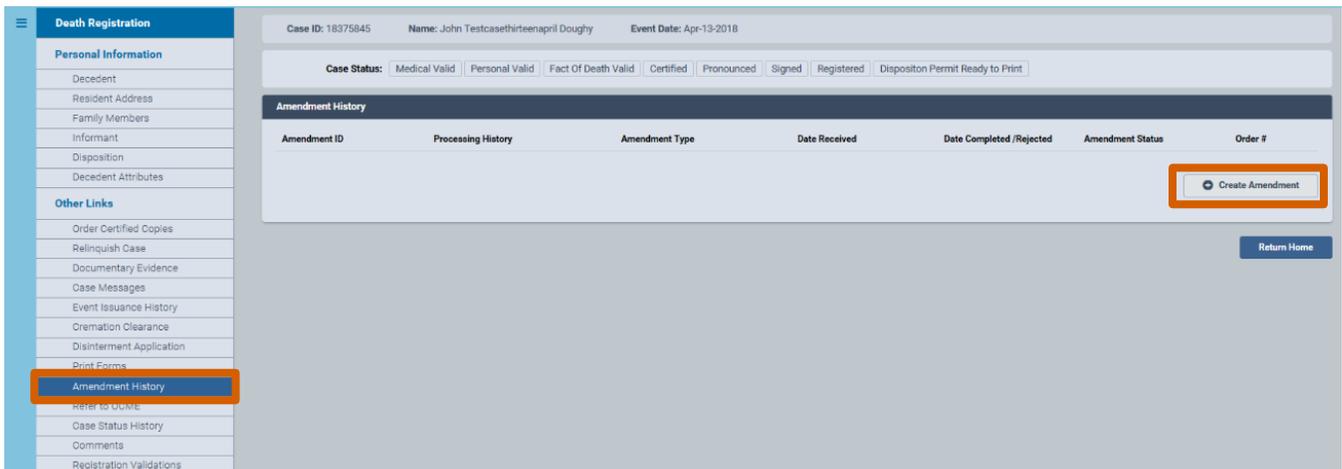
4. Select **Locate Case**. Enter search criteria into at least one field. Click **Search**.

A screenshot of the 'Locate Death Case' search form. It contains several input fields: 'First Name' (Joe%), 'Last Name' (Dough%), 'Date of Death Start', 'Date of Death End', 'Case ID', 'ME Case Number', 'Date of Birth', 'Place Of Death Location Type' (dropdown), 'Place Of Death' (dropdown), and 'SSN'. A 'Sex' dropdown is also present. At the bottom right, there are 'Clear' and 'Search' buttons, with the 'Search' button highlighted in orange.

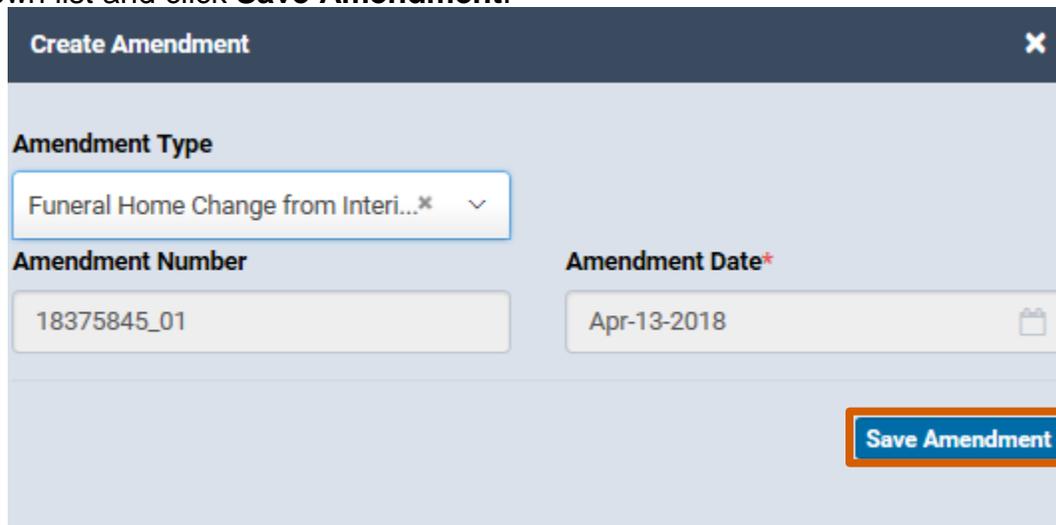
5. A list of matching death cases will appear. Click the **Case ID** or **Decedent's Name** link to open the registration.

Case ID	Decedent's Name	Date of Death	Gender	Place of Death	Date of Birth	Registration Status	
18375861	Doughnuts, Joey Testthirteencyburial	Apr/13/2018	Male	Manhattan	Jul/01/1900	Registered	Preview

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



- 8. Select **Funeral Home Change from Interim** from the **Create Amendment** drop-down list and click **Save Amendment**.



9. Click **Disposition** in the **Personal Information** menu.

The screenshot displays the eVital system interface for creating an amendment. On the left, a navigation menu is visible with the following sections: **Amendment** (containing Amendment Summary, Documentary Evidence, Amendment Place Order, Order Payment Confirmation, View/Modify Work copy, Return to History, and Cremation Clearance), **Death Registration**, and **Personal Information** (containing Informant and **Disposition**, which is highlighted with an orange box). The main content area shows the amendment details for Case ID: 18375845, Name: John Testcase, and Event Date: Apr-13-2018. The Case Status is 'Personal Valid' and the Amendment Status is 'New Amendment'. The Amendment Summary section includes fields for Amendment Type (Funeral Home Change from Interim Disposition), Amendment Create Date (Apr-13-2018), Order Number (EVT20180425849), and Amendment Number (18375845_01). Below this is an 'Amendment Information Report' section with a 'Delta Report' table and an 'Action' section with dropdown menus for 'Action' and 'Reason', and an 'Add' button. An 'Action Comments' text area is also present. At the bottom right, there are 'Save' and 'Unclaim Amendment' buttons.

10. Click the **Method of Disposition** drop-down list and select **Cremation**. Click the **calendar icon** in the **Date of Disposition** field and select the correct date, or type directly into the field.

The screenshot shows a web application interface for creating amendments to change dispositions. The left sidebar contains navigation options: Amendment, Death Registration, and Personal Information. The main content area displays a form for Case ID 18375645, Decedent Name John Testcase@thirteen@pril Doughy, Event Date Apr-13-2018, and Death Place Decedent's Residence. The form is divided into several sections: Disposition, Funeral Director, Funeral Home, and Place of Disposition. The Disposition section includes a dropdown menu for Method of Disposition (set to Cremation) and a Date of Disposition field (set to Apr-13-2018). The Funeral Director section includes fields for License Number, First, Last, Middle, and Suffix. The Funeral Home section includes fields for Name, Business Registration Number, Address, and City or Town. The Place of Disposition section includes fields for City or Town, State, and Country. Two orange boxes highlight the Method of Disposition dropdown menu and the Place of Disposition Look up button. The form also includes a 'Verified' button and a 'Verify Address' button. At the bottom, there is a 'Show All' button and a 'No validation error found on this page' message.

11. Click **Place of Disposition** to search for your desired crematorium. Type the full name of the crematory you are looking for and click **Search**. You can also type part of the facility name followed by the percent sign (%). The percent sign (%) is used as a wildcard, substituting for any characters at the beginning and end of names. Click **Select** on your desired entry, and the crematory name and location will populate the **Place of Disposition** fields.

Facility Name	Address	Location	Action
Fresh Pond Crematory	61-40 Mount Olivet	Middle Village	Select
The Green-Wood Cemetery-Crematory	500 25th Street	Brooklyn	Select
Nassau Suffolk Crematory	132 Ronkonkoma Avenue	Ronkonkoma	Select
Long Island Cremation Company Inc	91 Eads Street	West Babylon	Select
US Cremation Co Ltd	61-40 Mount Olivet	Middle Village	Select
Washington Memorial Park and Crematorium	Canal Road	Coram	Select

12. The yellow rectangle around the **Method of Disposition** field indicates a soft edit. Soft edits indicate that one or more fields require correction or an explicit override. The message area at the bottom of this screen elaborates on which fields require attention. Click **Return to History** to view the primary death registration screen.

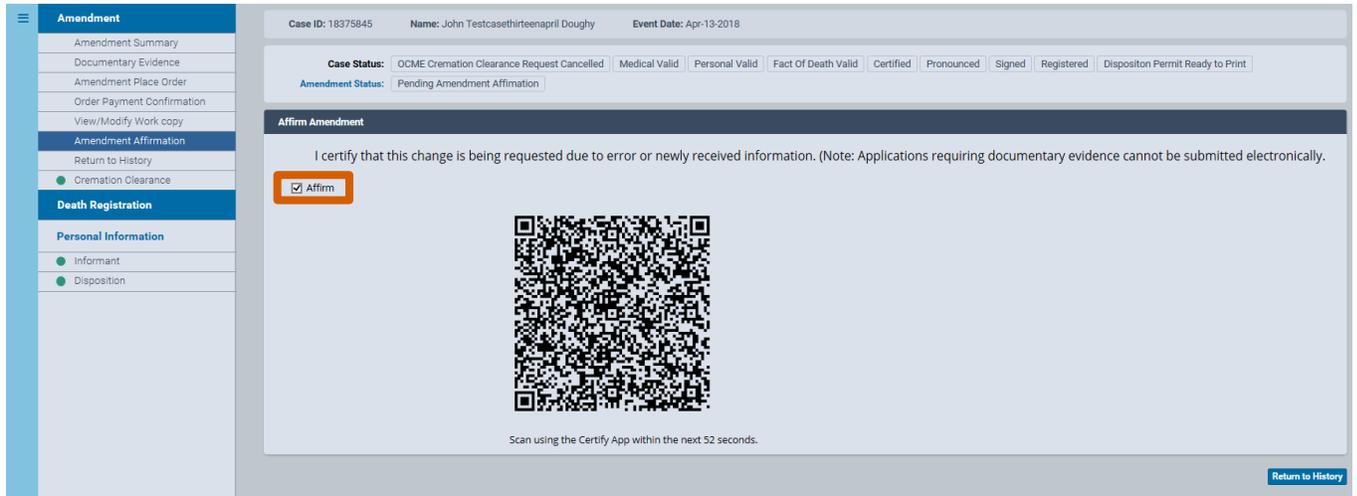
The screenshot shows a web application interface for death registration amendments. The left sidebar contains a navigation menu with sections: 'Amendment' (with sub-items: Amendment Summary, Documentary Evidence, Amendment Place Order, Order Payment Confirmation, View/Modify Work copy, Return to History, Cremation Clearance), 'Death Registration', and 'Personal Information' (with sub-items: Information, Disposition). The 'Disposition' item is highlighted with a yellow box. The main content area displays case information: Case ID: 18375845, Decedent Name: John Testcase, Event Date: Apr-13-2018, Death Place: Decedent's Residence. The 'Case Status' is 'Registered' and 'Disposition Permit Ready to Print'. The 'Amendment Status' is 'New Amendment'. The 'Information Status' is 'Disposition'. The 'Method of Disposition' dropdown menu is highlighted with a yellow box and currently shows 'Cremation'. Below this are fields for 'Funeral Director' (License Number, First, Last, Middle, Suffix) and 'Funeral Home' (Name, Address, Business Registration Number). A 'Verified' button and 'Verify Address' link are present. A checkbox 'Is this a Trade Call?' is unchecked. The 'Place of Disposition' section includes 'Place of Disposition', 'City or Town', 'State', and 'Country' fields. The 'Date Signed' field is also present. At the bottom, a table lists rules with a message and an 'Override' checkbox. The table is highlighted with a yellow box.

Rule ID	Message	Action Message	Override	Reason
DR2042	Cremation Clearance has not been requested.	If Method of Disposition is Cremation, use the Cremation Clearance link under Other Links to electronically request approval from the Medical Examiner's Office.	<input type="checkbox"/>	

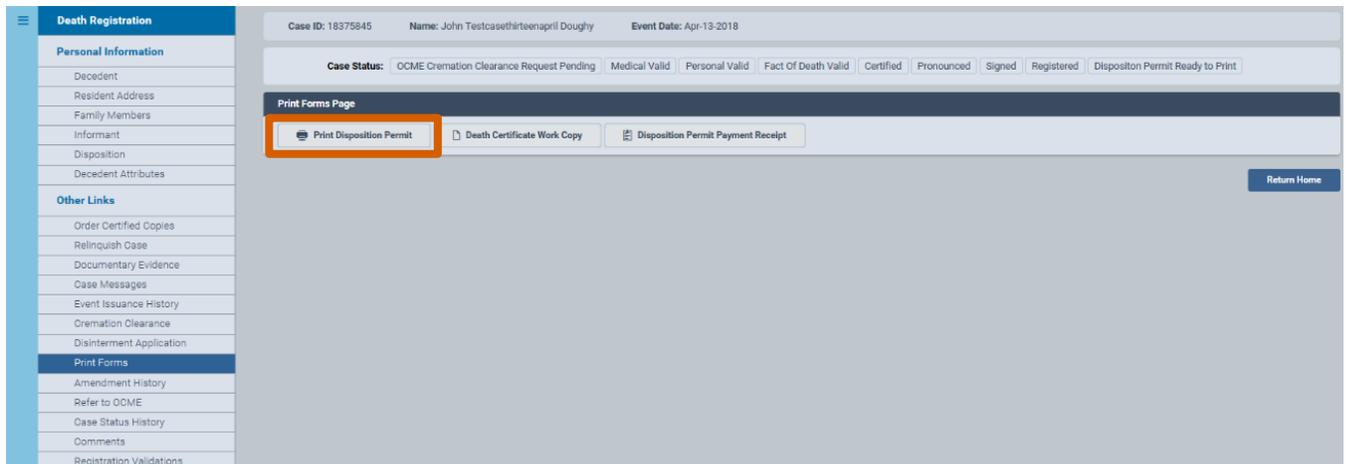
- 13. On the **Amendment** menu, click **Cremation Clearance** to view the **Cremation Clearance** form. Click **Request Cremation Clearance** to send the request to the Office of the Chief Medical Examiner (OCME).

The screenshot shows a web application interface for creating amendments. On the left is a navigation menu with categories: Amendment, Death Registration, and Personal Information. The 'Amendment' menu is expanded, and 'Cremation Clearance' is selected and highlighted with an orange box. The main content area displays the 'Cremation Clearance' form for Case ID: 18375845, Decedent Name: John Testcase@thirteen@pril Doughy, Event Date: Apr-13-2018, and Death Place: Decedent's Residence. The form includes several sections: 'Individual Authorizing Disposition' with fields for First, Middle, Last, and Suffix names, and a dropdown for Relationship to Decedent (set to Father); 'Authorizing Individual Address' with fields for Street Number and Name, Apartment/Suite/Building/Floor, City or Town, County, State, Country, and Zip Code; 'Notify ME/Coroner' with fields for Office Name (First, Middle, Last); 'Cremation Clearance Status' and 'ME Case Number'; 'Cremation Clearance Authorized By' with fields for First, Middle, and Last; and a 'Cremation Reject Reason' text area. At the top right and bottom right of the form area, a 'Request Cremation Clearance' button is highlighted with an orange box. Other buttons include 'Return Home' and 'Save'. A status bar at the bottom indicates 'No validation error found on this page' and a 'Show All' button.

14. After the OCME grants cremation clearance, you can affirm the amendment. On the **Amendment** menu, click the **Amendment Affirmation** tab. Select the **Affirm** check box and a QR code will appear. Follow the facial affirmation steps as described in the **Sign** section of the guide titled “Electronic Death Registration Module for Funeral Home Users.”



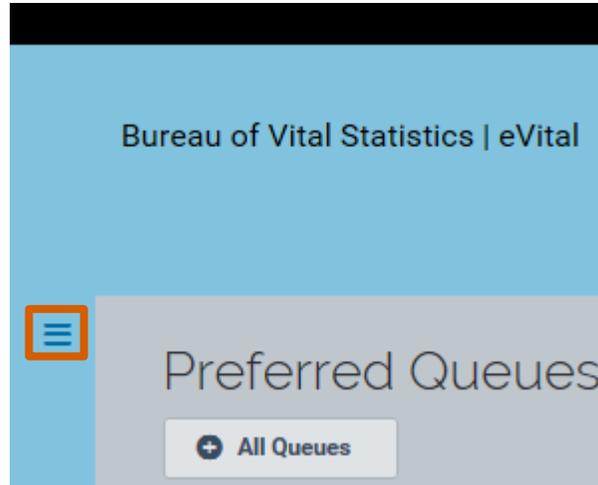
15. After the OCME approves the cremation clearance request, you can print the disposition permit by clicking **Print Forms** in the **Other Links** menu.



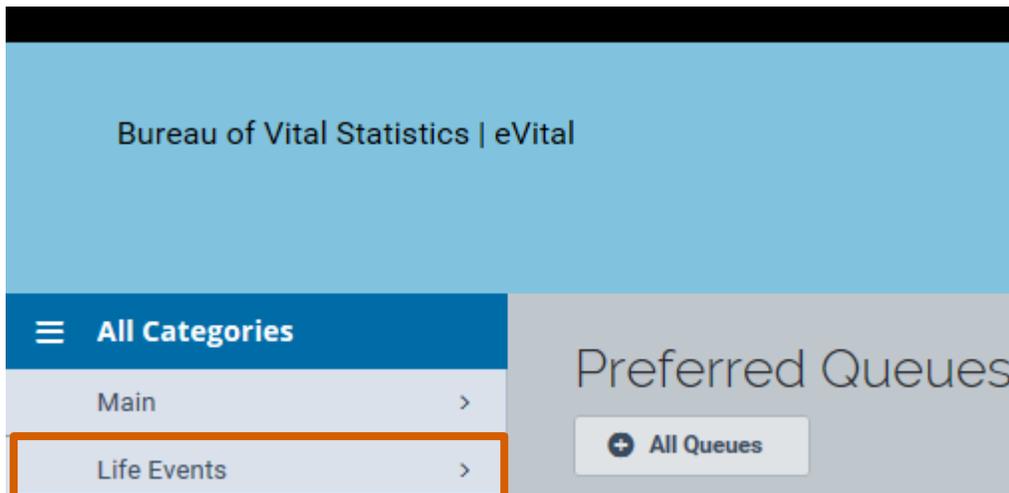
16. You have updated the disposition of your current decedent and printed the permit. You may now log out of eVital.

4. Steps for Changing a Disposition from an Interim to a City Burial

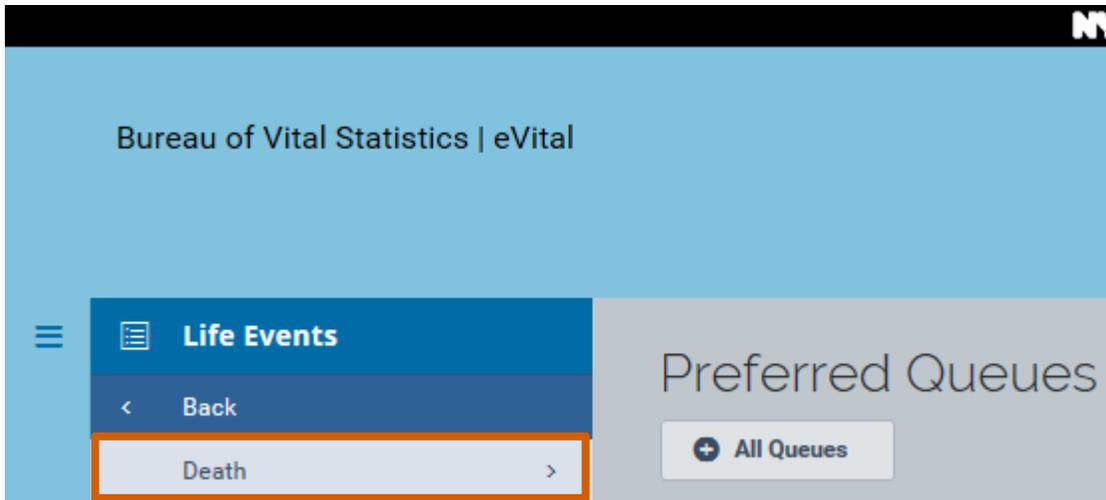
1. From the **eVital Dashboard** click the **menu icon** located to the left of **Preferred Queues**.



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



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



4. Select **Locate Case**.

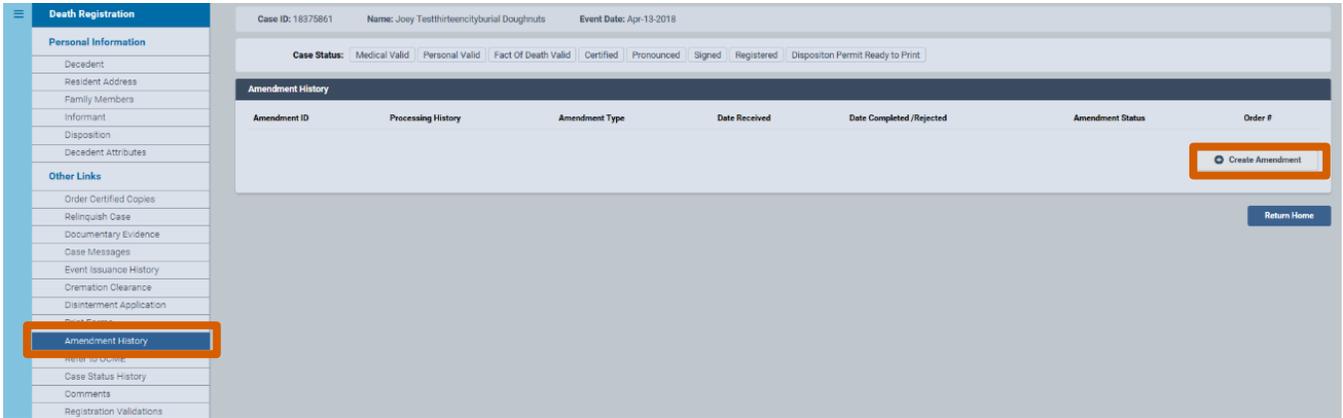
5. Enter search criteria into at least one field. Click **Search**.

A screenshot of the 'Locate Death Case' search form. The form is divided into two columns. The left column contains fields for 'First Name' (filled with 'Joe%'), 'Date of Death Start', 'Case ID', 'Date of Birth', 'Place Of Death Location Type' (a dropdown menu), and 'SSN'. The right column contains fields for 'Last Name' (filled with 'Dough%'), 'Date of Death End', 'ME Case Number', 'Place Of Death' (a dropdown menu), and 'Sex' (a dropdown menu). At the bottom right of the form, there are two buttons: 'Clear' and 'Search'. The 'Search' button is highlighted with an orange rectangular box.

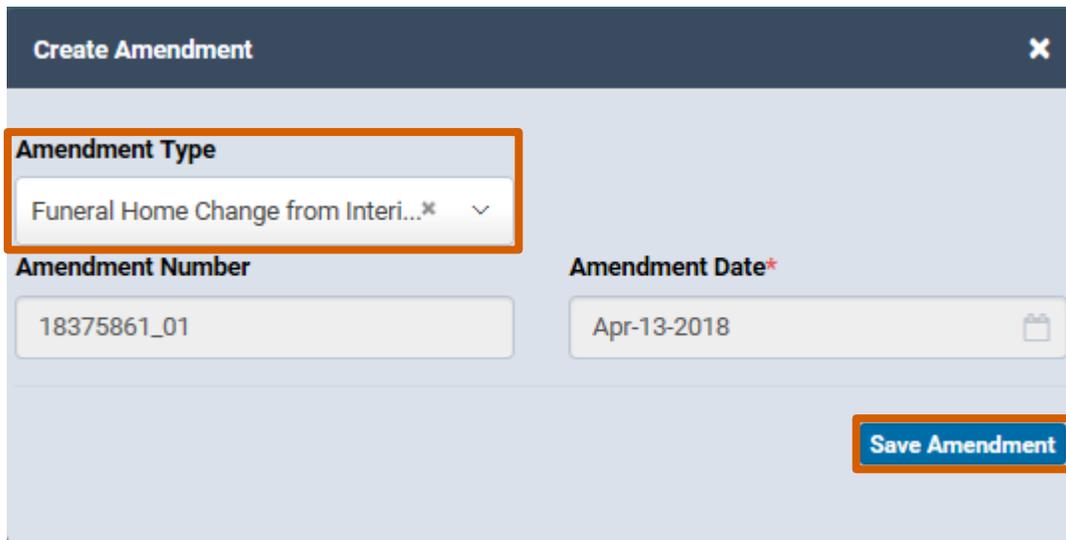
6. A list of matching death cases will appear. Click the **Case ID** or **Decedent's Name** link to open the registration.

Case ID	Decedent's Name	Date of Death	Gender	Place of Death	Date of Birth	Registration Status	
18375861	Doughnuts, Joey Testthirteencyburial	Apr/13/2018	Male	Manhattan	Jul/01/1900	Registered	Preview

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



- 9. Select **Funeral Home Change from Interim Disposition** from the **Amendment Type** drop-down list.



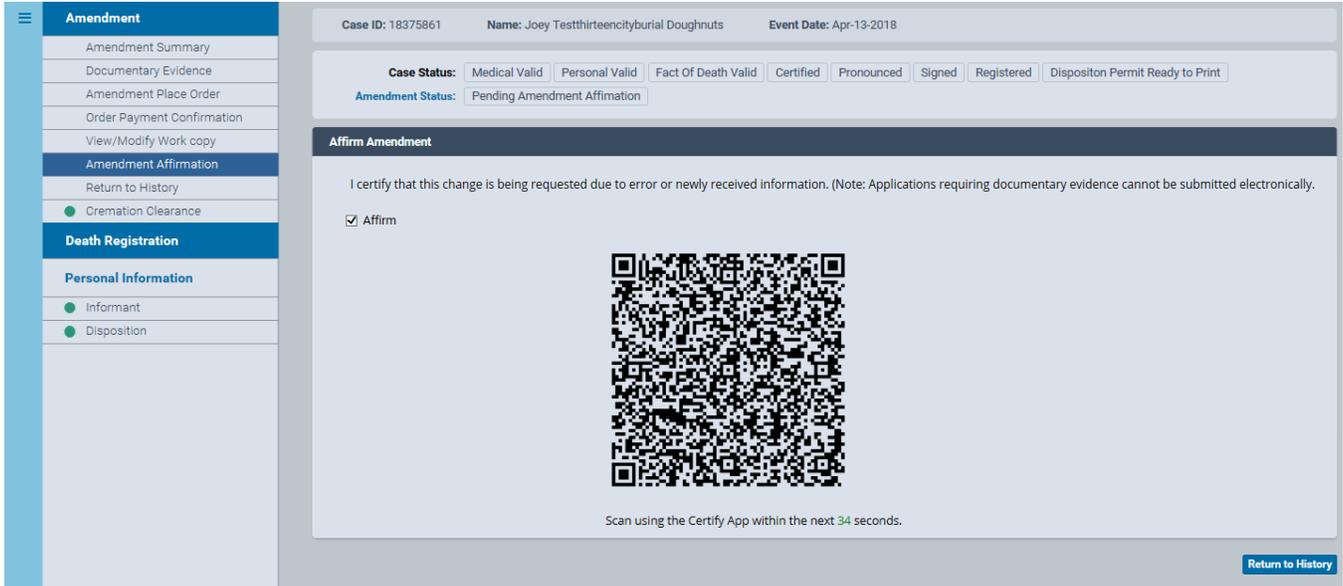
10. Click **Disposition** in the **Personal Information** menu.

The screenshot displays the eVital system interface for creating an amendment. On the left, a navigation menu is visible with the following sections: 'Amendment' (containing Amendment Summary, Documentary Evidence, Amendment Place Order, Order Payment Confirmation, View/Modify Work copy, Return to History, and Cremation Clearance), 'Death Registration', and 'Personal Information' (containing Informant and Disposition). The 'Disposition' option under 'Personal Information' is highlighted with an orange border. The main content area shows case details for Case ID 18375861, Name Joey Testthirtyburial Doughnuts, and Event Date Apr-13-2018. It includes status tabs (Medical Valid, Personal Valid, Fact Of Death Valid, Certified, Pronounced, Signed, Registered, Disposition Permit Ready to Print) and an Amendment Status of 'New Amendment'. The 'Amendment Summary' section contains fields for Amendment Type (Funeral Home Change from Interim Disposition), Amendment Create Date (Apr-13-2018), Order Number (EVT20180425856), and Amendment Number (18375861_01). Below this is an 'Amendment Information Report' table with columns for Field, Old Value, and New Value. At the bottom, there are 'Action' and 'Reason' dropdown menus with an 'Add' button, and an 'Action Comments' text area. 'Save' and 'Unclaim Amendment' buttons are located at the bottom right.

- 11. In the **Disposition** form, select **City Burial (Potter's Field)** from the **Method of Disposition** drop-down list. The City burial's attributes are now populated into the **Funeral Director** and **Funeral Home** fields. Click the **calendar icon** in the **Date of Disposition** field and select the correct date, or type directly into the field. Click **Save**. To confirm these changes, click **Amendment Affirmation** in the **Amendment** menu.

The screenshot shows a web application interface for creating amendments. On the left is a navigation menu with sections: **Amendment** (containing links like Amendment Summary, Documentary Evidence, etc.), **Death Registration**, and **Personal Information** (containing Informant and Disposition). The main area is the **Disposition** form. At the top, it shows Case ID: 18375851, Decedent Name: Joey Testi, Event Date: Apr-13-2018, and Death Place: Decedent's Residence. Below this are tabs for Case Status (Medical Valid, Personal Valid, Fact Of Death Valid, Certified, Pronounced, Signed, Registered) and Disposition Permit Ready to Print. The **Disposition** section has a **Method of Disposition** dropdown set to 'City Burial (Potter's Field)' and a **Date of Disposition** field set to 'Apr-13-2018'. Below are sections for **Funeral Director** (License Number, First, Last, Middle, Suffix) and **Funeral Home** (Name, Business Registration Number, Address, City or Town, State, Zip Code, Country). There is also a **Place of Disposition** section with fields for City or Town, State, and Country. At the bottom right, the **Save** button is highlighted in orange.

12. Select the **Affirm** check box and a QR code will appear. Follow the facial affirmation steps described in the **Sign** section of the guide titled “Electronic Death Registration Module for Funeral Home Users.”



13. **Pending Amendment Approval** appears in the **Amendment Status Area** at the top of your screen.

14. When the Corrections Unit approves the amendment, **Amendment Approved** will appear in the **Amendment Status** column.

The screenshot shows the eVital interface for Case ID: 18375861, Name: Joey Testthirtencyburial Doughnuts, Event Date: Apr-13-2018. The 'Case Status' bar includes 'Amendment Approved'. The 'Amendment History' table has the following data:

Amendment ID	Processing History	Amendment Type	Date Received	Date Completed /Rejected	Amendment Status	Order #
18837519	History	Funeral Home Change from Interim Disposition	Apr/13/2018		Amendment Approved	EVT20180425856

The 'Amendment Status' cell is highlighted with an orange box. The 'Other Links' menu on the left has 'Print Forms' highlighted with an orange box. A 'Return Home' button is visible in the bottom right.

15. To print the updated documentation, click **Print Forms** in the **Other Links** menu.

The screenshot shows the eVital interface for Case ID: 18375861, Name: Joey Testthirtencyburial Doughnuts, Event Date: Apr-13-2018. The 'Case Status' bar includes 'Amendment Approved'. The 'Print Forms Page' section contains three items: 'Print Disposition Permit', 'Death Certificate Work Copy', and 'Disposition Permit Payment Receipt'. The 'Print Forms' option in the 'Other Links' menu on the left is highlighted with an orange box. A 'Return Home' button is visible in the bottom right.

16. You have updated the disposition of your current decedent and printed the permit. You may now log out of eVital.