



# eVital Guide:

## Electronic Spontaneous Terminations of Pregnancy (STOP) Amendments Module for Funeral Home Users

New York City Department of  
Health and Mental Hygiene

Division of Epidemiology, Bureau of Vital Statistics

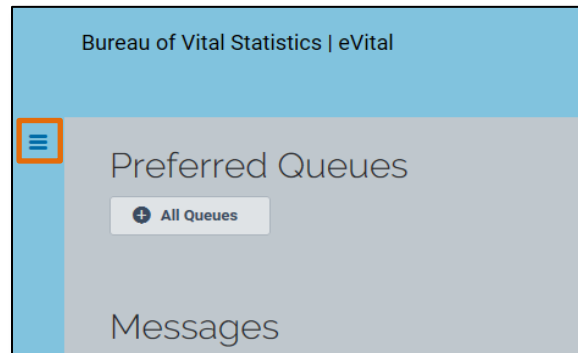
## Table of Contents

1. Locating a STOP case.....	3
2. Creating a New Amendment .....	5
3. Relinquishment Amendment .....	9
4. Cancelling an Amendment .....	15
5. Unclaim/Edit an Amendment .....	17
6. Documentary Evidence .....	20
7. Amendment Place Order .....	23
8. Order Payment Confirmation.....	29
9. Amendment Affirmation .....	30
10. View/Modify Work Copy .....	32

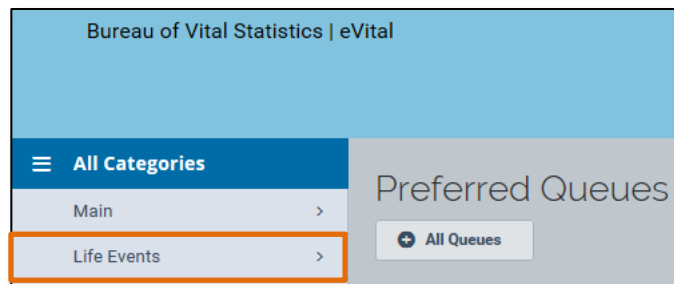
## 1. Locating a STOP case

**Note:** Amendments can only be submitted for registered cases.

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



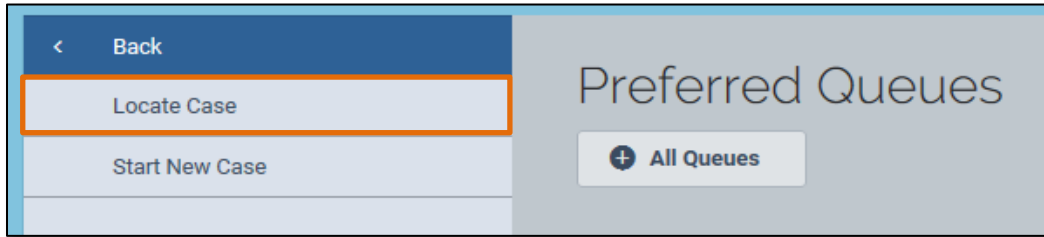
2. In the **All Categories** menu, select **Life Events**.



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



4. Select **Locate Case**.



5. Type information into the provided fields and click **Search**. For this example, the **Case ID** was entered.

A screenshot of a web form titled 'Locate STOP Case'. The form is divided into two columns. The left column contains fields for: 'Mother's Current Legal Last Name', 'Case ID' (highlighted with an orange border and containing the value '18296661'), 'Fetus First Name', 'Date of Delivery Start', 'Sex' (a dropdown menu with 'Select one' selected), and 'Borough of Delivery' (a dropdown menu with 'Select one' selected). The right column contains fields for: 'Mother's Last Name Prior to First Marriage', 'Mother's Medical Record Number', 'Fetus Last Name', 'Date of Delivery End', 'Place Of Delivery Location Type' (a dropdown menu with 'Borough' selected), and 'Facility'. At the bottom right of the form, there are two buttons: 'Clear' and 'Search' (highlighted with an orange border).

6. A list of matching STOP cases will appear. Click the **Case ID** or click the **Mother's Current Legal Last Name** link to open the case. **Note:** To view case details, click **Preview**.

A screenshot of a search results page. At the top, it says 'Search Results'. Below that, there is a 'Show 20 entries' dropdown and a 'Filter:' input field. The main content is a table with the following columns: 'Case ID', 'Mother's MRN', 'Mother's Maiden Name', 'Mother's Current Legal Last Name', 'Date of Delivery', 'Facility', and 'Status'. The first row of data is: '18296661', '123', 'Jagger', 'Jagger', '1/25/2018', 'Testing Hospital (Manhattan)', and 'Registered'. The 'Case ID' and 'Mother's Current Legal Last Name' cells in the first row are highlighted with orange borders. To the right of the table, there is a 'Preview' button with a magnifying glass icon, also highlighted with an orange border. Below the table, it says 'Showing 1 to 1 of 1 entries' and 'Viewing Set 1 of 1'. At the bottom left, there is a 'Total Number of Records' field with the value '1'. Navigation buttons 'Previous', '1', and 'Next' are located at the bottom right.

## 2. Creating a New Amendment

1. When the case opens, click the **Amendment History** tab located in the **Other Links** menu.
2. The **Amendment History** form will appear. Click **Create Amendment**.

The screenshot shows the 'Fetal Death Registration' interface. On the left, a navigation menu includes 'Legal Information', 'Personal Information', and 'Other Links'. Under 'Other Links', 'Amendment History' is highlighted. The main content area shows case details: Case ID: 18296661, Name: Jane Jagger (MRN: 123), Event Date: Jan-25-2018. Below this, there are tabs for 'Case Status' (Medical Valid With Exceptions, Disposition Valid, Certified, Signed, Registered). The 'Amendment History' section features a table with the following columns: Amendment ID, Processing History, Amendment Type, Date Received, Date Completed /Rejected, Amendment Status, and Order #. A 'Create Amendment' button is located in the bottom right of the table area, and a 'Return' button is at the bottom right of the page.

3. Select the **Amendment Type** from the drop-down list:
  - a. There are four amendment types that can be submitted for spontaneous terminations of pregnancy (STOP cases).
    1. **Personal** – Use this amendment type to update items on the Personal Information section of the certificate.
    2. **STOP – Change from Interim Disposition** – Use this amendment type to change a registered case from Interim to a different method of disposition.
    3. **Private to City Burial** – Use this amendment type to change a disposition from Private to City Burial.
    4. **Relinquishment** – This amendment type is used to accept a registered case that has been relinquished by another Funeral Home. See **Section 3. Relinquishment Amendment** for more information on completing this amendment type.

The screenshot shows the 'Create Amendment' form. The 'Amendment Type' dropdown menu is open, showing three options: 'Personal', 'STOP- Change from Interim Disposition', and 'Private to City Burial'. The 'Amendment Date' field is set to 'Feb-26-2018'. A 'Save Amendment' button is located at the bottom right of the form.

- In this example, a **Personal** amendment type has been selected. The eVital system will create an **Amendment Number** and the **Amendment Date** will prepopulate. Click **Save Amendment**.

**Create Amendment**

Amendment Type: Personal

Amendment Number: 18296661\_07

Amendment Date\*: Feb-28-2018

Save Amendment

- Select the **Disposition** tab located in the **Personal Information** menu.

Amendment Summary

Documentary Evidence

Amendment Place Order

Order Payment Confirmation

View/Modify Work copy

Return to History

Fetal Death Registration

Legal Information

Fetus

Personal Information

Disposition

Case ID: 18296661 | Mother Name: Jane Jagger (MRN: 123) | Event Date: Jan-25-2018 | Place of Delivery: Testing Hospital (Manhattan)

Case Status: Medical Valid With Exceptions | Disposition Valid | Certified | Signed | Registered

Amendment Status: New Amendment

Information Status:

Disposition

Method of Disposition: Interim

Interim Disposition Date: Jan-26-2018

Specify Interim: Medical facility

Disposition Date Known: Unknown

Interim Within: Other Interim

- In this example, the **Disposition Date Known** drop-down menu has been selected and changed from **Unknown** to **Known**, and the **Date of Disposition** has been entered.

Disposition

Method of Disposition\*: Interim

Interim Disposition Date: Jan-26-2018

Specify Interim: Medical facility

Disposition Date Known: Unknown

Interim Within: Other Interim

Place of Disposition

Place of Disposition: Cemetary

City or Town: New York | State: New York | Country: United States

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

Case ID: 18296661    Mother Name: Jane Jagger (MRN: 123)    Event Date: Jan-25-2018    Place of Delivery: Testing Hospital (Manhattan)

Case Status: Medical Valid With Exceptions | Disposition Valid | Certified | Signed | Registered

Amendment Status: Pending Amendment Affirmation

Information Status:

**Disposition**

Method of Disposition\*: Interim

Interim Disposition Date: Jan-26-2018    Interim Within: Other Interim

Specify Interim: Medical facility

**Disposition Date Known**: Known    **Date of Disposition**: Jan-27-2018

Place of Disposition: Cemetary

City or Town: New York    State: New York    Country: United States

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

Amendment Summary

Amendment Type: Personal    Amendment Create Date\*: Feb-26-2018

Order Number: EVT20180215199    Amendment Number: 18296661\_05

**Amendment Information Report**

Field	Old Value	New Value	
<b>Disposition</b>			
Date of Disposition	01/27/2018	01/27/2018	Undo
Disposition Date Known	Unknown	Known	Undo

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

The screenshot shows the 'Amendment Summary' form with the 'Amendment Information Report' section expanded. The 'Delta Report' table is visible with the following data:

Field	Old Value	New Value	
<b>Disposition</b>			
Date of Disposition		01/27/2018	Undo
Disposition Date Known	Unknown	Known	Undo

At the bottom of the form, the 'Save' button is highlighted with an orange box.

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

This screenshot shows the 'Amendment Summary' form where the 'Amendment Information Report' header is collapsed. A minus sign (-) in a box is visible on the right side of the header.

This screenshot shows the 'Amendment Summary' form where the 'Amendment Information Report' header is expanded. A plus sign (+) in a box is visible on the right side of the header.



### 3. Relinquishment Amendment

1. To take ownership of a registered case that has been relinquished by another funeral home, you must complete a relinquishment amendment. The funeral home relinquishing the case must specify your facility as the new case owner in order for your facility to receive the case.
2. To confirm that a case has been relinquished to your facility, open the **STOP** queue on the **eVital Dashboard** and click on **Relinquishment Request – STOP**.

Queue List

Amendments		
Amendments		+
Authorization		+
Death		+
ITOP		+
Order		+
STOP		-
Disposition Pending STOP	0	
Hold STOP	0	
Print Disposition Permit- STOP	0	
Registration Rejection STOP	0	
<b>Relinquishment Request - STOP</b>	<b>1</b>	Less than 1 hour old
Signature Required STOP	0	

3. Any cases that have been relinquished to your facility will be displayed. Open the case by clicking on the **Case Id** link.

Relinquishment Request - STOP

Show 10 entries

Case Id	From Funeral Home	To Funeral Home	Status	Created Date
<b>18296651</b>	Testing Funeral Home, Inc	Other Funeral Home	Pending	Mar/06/2018

Showing 1 to 1 of 1 entries

Previous 1 Next Back

4. When the case opens, the **Accepting Relinquishment STOP** form appears.

Fetal Death Registration

Case ID: 18296651 Name: Sophia Richards (MRN: 649) Event Date: Jan-26-2018

Case Status: Medical Valid With Exceptions | Disposition Valid with Exceptions | Certified | Signed | Registered | Print - Disposition Permit

**Accepting Relinquishment STOP**

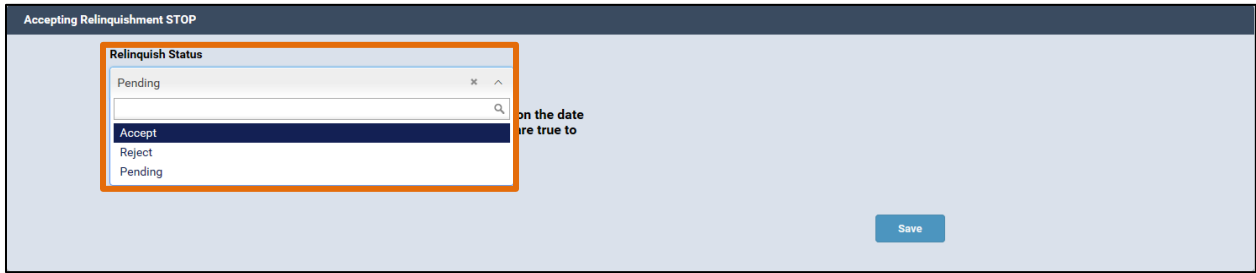
Relinquish Status: Pending

I hereby certify that this event occurred at the time and on the date indicated and that all the facts stated in this certificate are true to the best of my knowledge, information and belief.

Affirm

Save

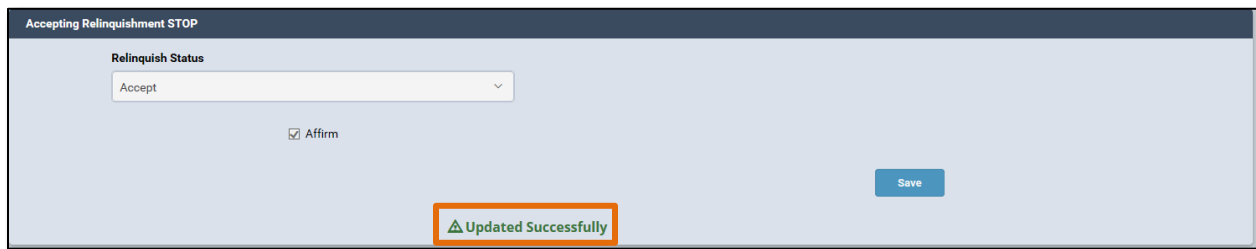
- To accept the case, select **Accept** from the **Relinquish Status** drop-down menu. To reject the relinquishment, select **Reject**.



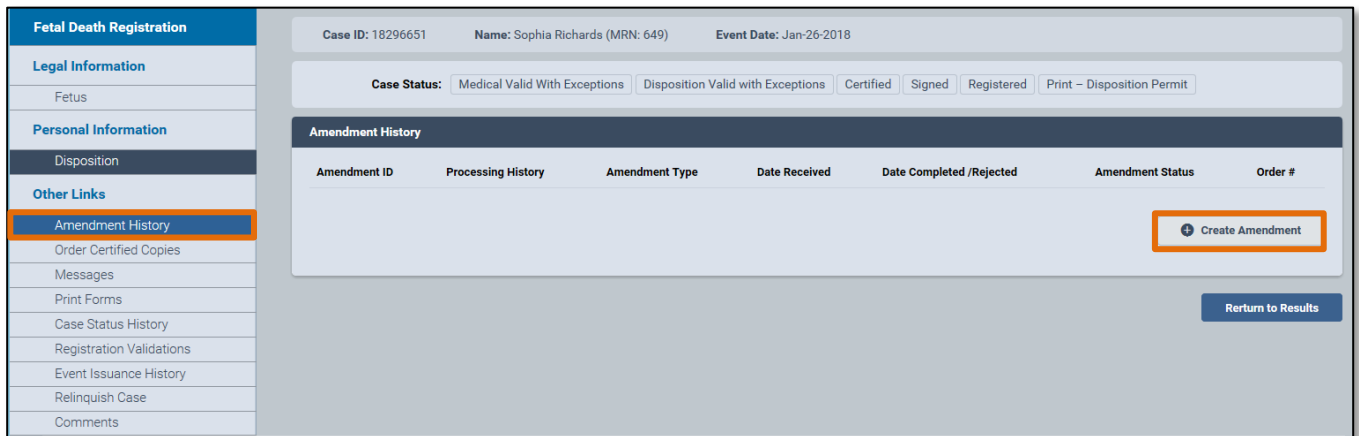
- To complete the acceptance, check the **Affirm** box, then click **Save**.



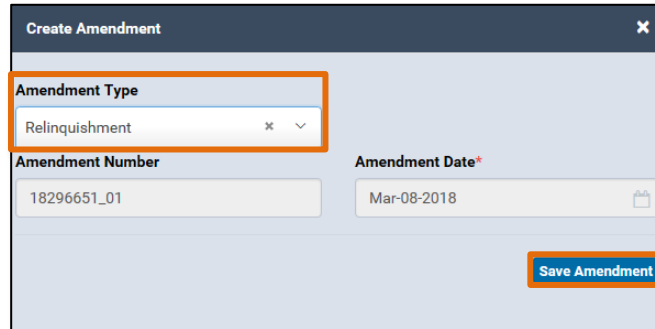
- The **Updated Successfully** message will display confirming that the case has been accepted.



- Select the **Amendment History** tab located in the **Other links** menu, then click **Create Amendment**.



- When the **Create Amendment** form appears, select **Relinquishment** from the **Amendment Type** drop-down menu, then click **Save Amendment**.



**Create Amendment**

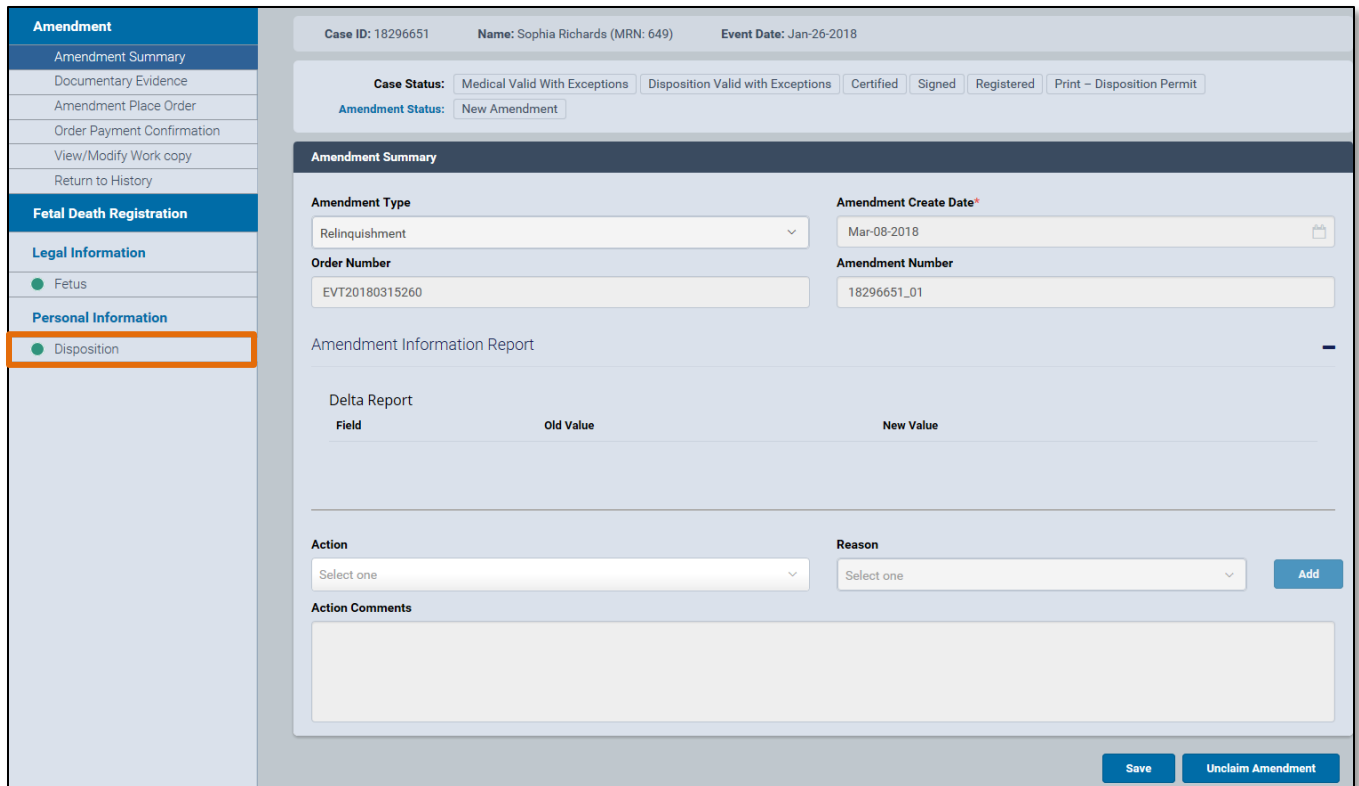
**Amendment Type**  
Relinquishment

**Amendment Number**  
18296651\_01

**Amendment Date\***  
Mar-08-2018

**Save Amendment**

- When the **Amendment Summary** form appears, click **Disposition** located in the **Personal Information** menu.



**Amendment**

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

**Fetal Death Registration**

**Legal Information**

- Fetus

**Personal Information**

- Disposition**

Case ID: 18296651    Name: Sophia Richards (MRN: 649)    Event Date: Jan-26-2018

**Case Status:** Medical Valid With Exceptions    Disposition Valid with Exceptions    Certified    Signed    Registered    Print – Disposition Permit

**Amendment Status:** New Amendment

**Amendment Summary**

**Amendment Type**  
Relinquishment

**Amendment Create Date\***  
Mar-08-2018

**Order Number**  
EVT20180315260

**Amendment Number**  
18296651\_01

Amendment Information Report

Delta Report

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

**Action**  
Select one

**Reason**  
Select one

**Action Comments**

**Save**    **Unclaim Amendment**

- 11. Update any fields as necessary. In this example, the **Method of Disposition** will be amended from **Burial (Not Potter's Field)** to **Anatomical Donation**. If no changes are required, skip to step 13.

**Disposition**

**Method of Disposition**  
Burial (Not Potter's Field) x v

**Disposition Date Known**  
Unknown x v

Place of Disposition

**Place of Disposition**  
[Text Field] [Place of Disposition Look up](#)

**City or Town** [Text Field] **State** [Text Field] **Country** Select one v

Funeral Director

**License Number**  
654654654645 [Funeral Director Look up](#)  
[Clear](#)

**First** [Text Field: Bob] **Middle** [Text Field]

**Last** [Text Field: Taylor] **Suffix** Select one v

Funeral Home

**Name**  
Testing Funeral Home, Inc

**Business Registration Number**  
F123138712983

**Street Number and Name, Rural Route (No P.O. Box, etc)**  
125 Worth St

**Apartment, Suite, Building, Floor, etc**  
Lbby 1

**City or Town**  
New York

**State**  
NY

**Zip Code**  
10013-4006

**Country**  
United States v

12. Any changes will update the **Funeral Home** information to reflect the current case owner.

**Disposition**

**Method of Disposition**

Anatomical Donation \* ▾

**Disposition Date Known**

Unknown \* ▾

Place of Disposition

**Place of Disposition**

🔍 Place of Disposition Look up

**City or Town**  **State**  **Country**

**Funeral Director**

**License Number**

654654654645 🔍 Funeral Director Look up

🗑 Clear

**First**  **Middle**

**Last**  **Suffix**

**Funeral Home**

**Name**

Other Funeral Home

**Business Registration Number**

F123456789

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

**City or Town**  **State**

**Zip Code**  **Country**

13. If no changes are required, click the **x** in the **Method of Disposition** field, then reselect the appropriate method. This will update the **Funeral Home** section of the form to reflect the current case owner.

**Method of Disposition**

Burial (Not Potter's Field) x ▾

14. Click **Save**.

Case ID: 18296651    Mother Name: Sophia Richards (MRN: 649)    Event Date: Jan-26-2018    Place of Delivery: Testing Hospital (Manhattan)

Case Status: Medical Valid With Exceptions    Disposition Valid with Exceptions    Certified    Signed    Registered    Print – Disposition Permit

Amendment Status: New Amendment

Information Status:

**Disposition**

Method of Disposition: Anatomical Donation

Disposition Date Known: Unknown

15. Select the **Amendment Summary** tab located in the **Amendment** menu to see the changes on the **Amendment Information Report**.

Case ID: 18296651    Name: Sophia Richards (MRN: 649)    Event Date: Jan-26-2018

Case Status: Medical Valid With Exceptions    Disposition Valid with Exceptions    Certified    Signed    Registered    Print – Disposition Permit

Amendment Status: Pending Amendment Affirmation

**Amendment Summary**

Amendment Type: Relinquishment    Amendment Create Date\*: Mar-08-2018

Order Number: EVT20180315260    Amendment Number: 18296651\_01

**Amendment Information Report**

Field	Old Value	New Value	
<b>Disposition</b>			
<i>Funeral Home</i>			
Zip Code	10013-4006	10013-4025	Undo
Street Number and Name, Rural Route (No P.O. Box, etc)	125 Worth St	5628 Broadway	Undo
Apartment, Suite, Building, Floor, etc	Lbby 1	Ste 600	Undo
Name	Testing Funeral Home, Inc	Other Funeral Home	Undo
Business Registration Number	F123138712983	F123456789	Undo
Method of Disposition	Burial (Not Potter's Field)	Anatomical Donation	Undo

## 4. Cancelling an Amendment

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

Case ID: 18296661 Name: Jane Jagger (MRN: 123) Event Date: Jan-25-2018

Case Status: Medical Valid With Exceptions Disposition Valid Certified Signed Registered

Amendment ID	Processing History	Amendment Type	Date Received	Date Completed /Rejected	Amendment Status	Order #
18740557	History	Personal	Feb/26/2018		Pending Amendment Affirmation	EVT20180215199

Buttons: Create Amendment, Return

2. From the **Action** drop-down menu, select **Amendment Cancelled**.

Action: Select one (Amendment Cancelled selected)

Reason: Select one

Add

3. From the **Reason** drop-down menu, select **Other, Specify**.

Action: Amendment Cancelled

Reason: Select one (Other, Specify selected)

Add

4. In the **Action Comments** section, enter any comments related to the cancellation.

Action: Amendment Cancelled

Reason: Other, Specify

Add

Action Comments: Amendment no longer needed.

5. Click **Save**.

The screenshot shows a form with two dropdown menus at the top: 'Action' (set to 'Amendment Cancelled') and 'Reason' (set to 'Other, Specify'). Below these is a text area for 'Action Comments' containing the text 'Amendment no longer needed.'. At the bottom right, the 'Save' button is highlighted with an orange box, and the 'Unclaim Amendment' button is also visible.

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

Amendment ID	Processing History	Amendment Type	Date Received	Date Completed /Rejected	Amendment Status	Order #
18740557	History	Personal	Feb/26/2018		Amendment Cancelled	EVT20180215199

Below the table is a 'Create Amendment' button.



## 5. Unclaim/Edit an Amendment

- In eVital, two users cannot work on the same amendment at the same time. **Unclaiming** an amendment allows other users to work on an amendment that has not been completed. To see which user is currently working on an amendment, navigate to the **Amendments Queue** and click the plus sign (+) to expand the queue. Then click the **Death-STOP-ITOP Amendments Pending Affirmation** link. In the **Processed By** column you will see which user currently owns the amendment. If there is no user name in the **Processed By** column for an amendment, the amendment is currently unclaimed.

Queue List

Amendments		
AMD FR FailedQueue	14	139 days old
Amendment Death Pending Approval	2	45 days 22 hours old
Amendment ITOP Pending Approval	0	
Amendment STOP Pending Approval	0	
Death Amendment Rejections	0	
Death-STOP-ITOP Amendments Pending Affirmation	4	46 days old
New Amendments	2	39 days 1 hour old

Death-STOP-ITOP Amendments Pending Affirmation

Show 10 entries Search:

CaseID	AMD Type	RegistrantName	Event Type	AmendmentNumber	Processed By	Created date	Received date	Comments
18286581	Personal	John Amendment Doe	Death	18286581_01		Jan/12/2018	Jan/12/2018	
18286614	Personal	John Amendjaneighteenth Doe	Death	18286614_02	Justin Case	Jan/19/2018	Jan/19/2018	
18296661	Personal	*****	Fetal Death	18296661_05	eVital User	Feb/26/2018	Feb/26/2018	
18296661	STOP- Change from Interim Disposition	*****	Fetal Death	18296661_06	eVital User	Feb/26/2018	Feb/26/2018	

Showing 1 to 4 of 4 entries

Previous 1 Next

Back

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

Fetal Death Registration

Case ID: 18296661 Name: Jane Jagger (MRN: 123) Event Date: Jan-25-2018

Case Status: Medical Valid With Exceptions | Disposition Valid | Certified | Signed | Registered

Amendment History

Amendment ID	Processing History	Amendment Type	Date Received	Date Completed /Rejected	Amendment Status	Order #
18740557	History	Personal	Feb/26/2018		Pending Amendment Affirmation	EVT20180215199

Create Amendment

Return

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

### Amendment Summary

**Amendment Type**  
Personal

**Order Number**  
EVT20180215199

**Amendment Create Date\***  
Feb-26-2018

**Amendment Number**  
18296661\_05

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Amendment Information Report

**Delta Report**

Field	Old Value	New Value	
<b>Disposition</b>			
Date of Disposition		01/27/2018	<a href="#">Undo</a>
Disposition Date Known	Unknown	Known	<a href="#">Undo</a>

**Action** **Reason**

Select one Select one Add

**Action Comments**

Receipt

Save

Unclaim Amendment

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

- Fetal Death Registration
- Legal Information
- Fetus
- Personal Information
- Disposition
- Other Links
- Amendment History
- Order Certified Copies
- Messages
- Print Forms
- Case Status History
- Registration Validations
- Issuance History
- Relinquish Case
- Comments

Case ID: 18296661    Name: Jane Jagger (MRN: 123)    Event Date: Jan-25-2018

**Case Status:** Medical Valid With Exceptions | Disposition Valid | Certified | Signed | Registered

**Amendment History**

Amendment ID	Processing History	Amendment Type	Date Received	Date Completed /Rejected	Amendment Status	Order #
18740557	History	Personal	Feb/26/2018		Pending Amendment Affirmation	EVT20180215199

[Create Amendment](#)

[Return](#)

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

### Amendment Summary

<b>Amendment Type</b> Personal	<b>Amendment Create Date*</b> Feb-26-2018
<b>Order Number</b> EVT20180215199	<b>Amendment Number</b> 18296661_05

Amendment Information Report

Field	Old Value	New Value
<b>Disposition</b>		
Date of Disposition		01/27/2018
Disposition Date Known	Unknown	Known

<b>Action</b> Select one	<b>Reason</b> Select one	<b>Add</b>
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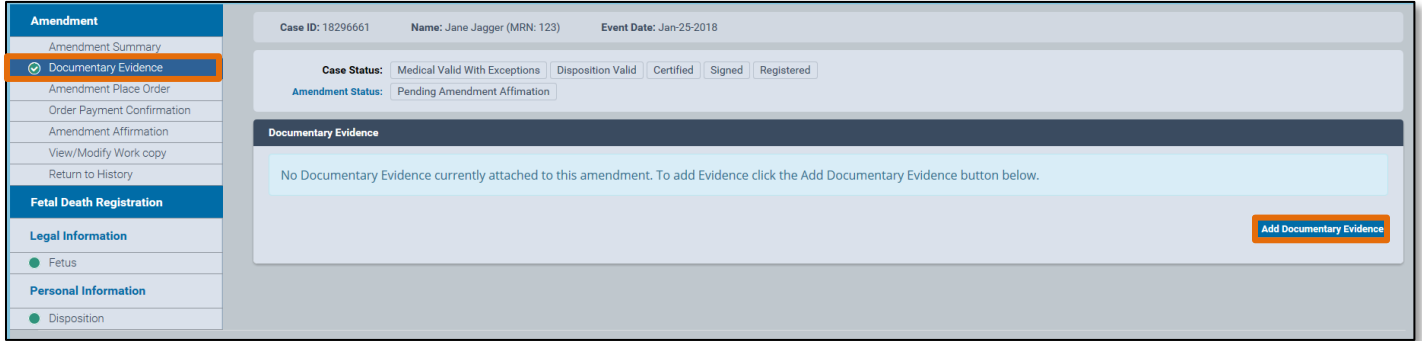
Action Comments

Receipt

**Edit Amendment** Unclaim Amendment

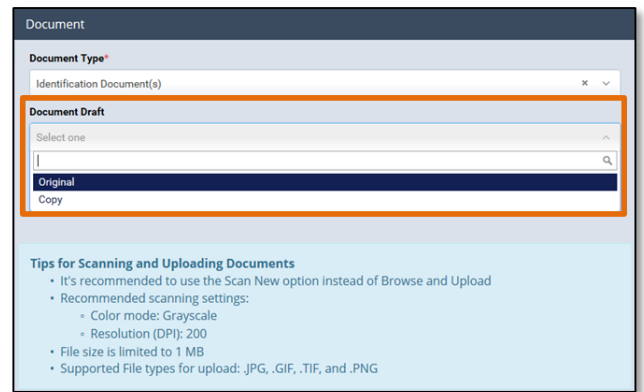
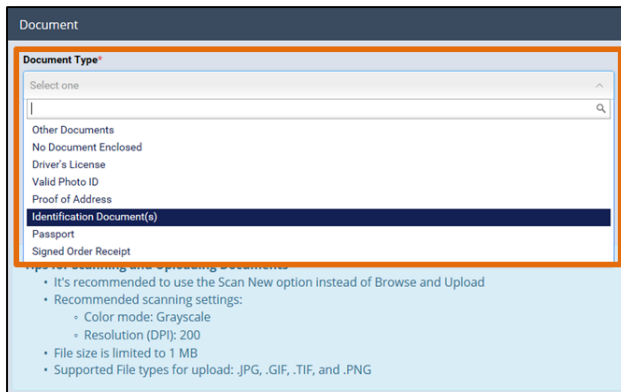
## 6. Documentary Evidence

1. To add documentary evidence related to the amendment, click on the **Documentary Evidence** tab in the **Amendment** menu. The **Documentary Evidence** form will appear. Click the **Add Documentary Evidence** button.

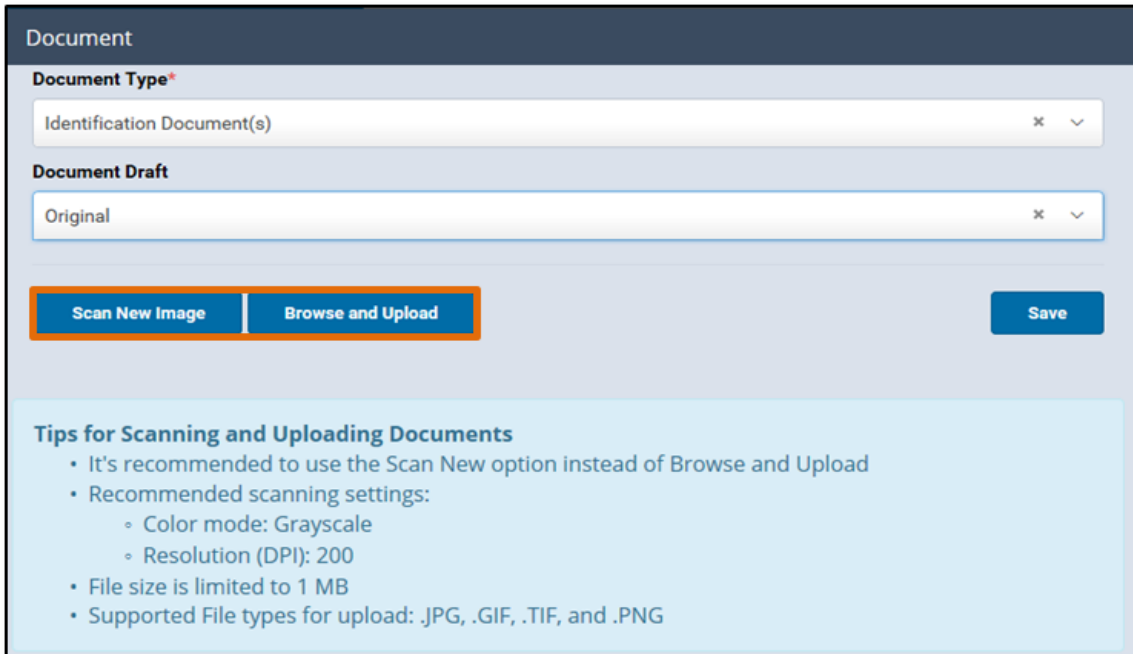


**Note:** If there is a **green** dot with a check mark next to **Documentary Evidence**, documents may have been uploaded by another user.

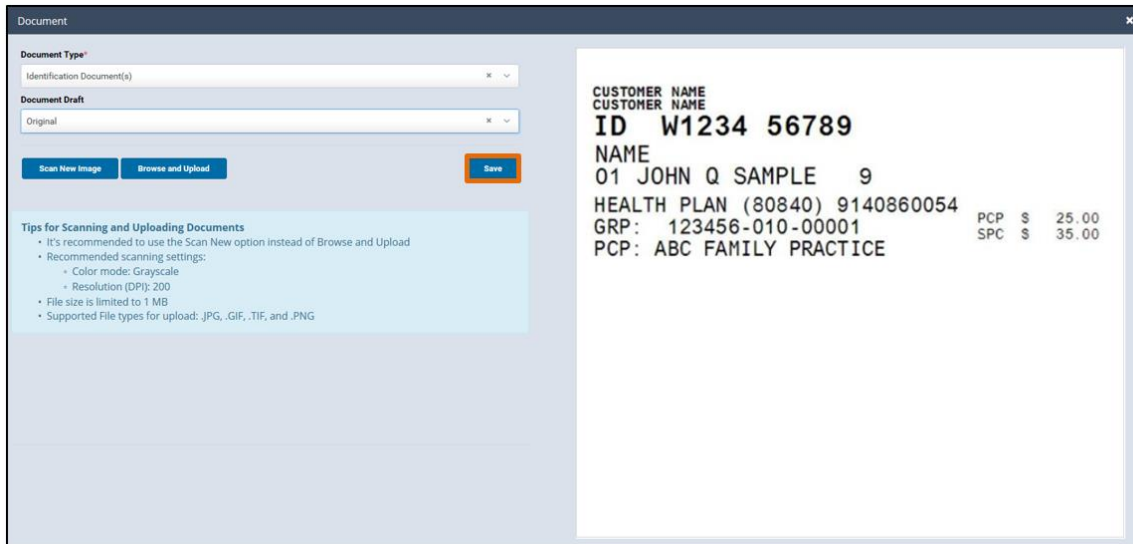
2. Select the type of document to be uploaded from the **Document Type** drop-down list.
3. Select **Original** or **Copy** from the **Document Draft** drop-down list.



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



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



- You will now see the uploaded document listed under the **Document Type** as well as who it was entered by and the **Upload Date**. You can also **View**, **Edit** or **Delete** the document from this screen. Once a document is uploaded, a **green dot with a check mark** will appear next to the **Documentary Evidence** tab.

Case ID: 18296661    Name: Jane Jagger (MRN: 123)    Event Date: Jan-25-2018

Case Status:  Medical Valid With Exceptions    Disposition Valid    Certified    Signed    Registered

Amendment Status:  Pending Amendment Affirmation

**Documentary Evidence**

Current Documents

Document Type	Uploaded By	Upload Date	Draft Type	
Identification Document(s)	eVital User	2/26/2018 4:43:43 PM	Copy	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>

[Add Documentary Evidence](#)

## 7. Amendment Place Order

1. To place an order for services related to an amendment, select the **Amendment ID** link from the **Amendment History** tab located in the **Other Links** menu. In this example, an order will be placed on a **Relinquishment** amendment type.

The screenshot shows the 'Amendment History' tab selected in the 'Other Links' menu. The main content area displays a table with the following data:

Amendment ID	Processing History	Amendment Type	Date Received	Date Completed /Rejected	Amendment Status	Order #
18740612	History	Relinquishment	Mar/08/2018		Pending Amendment Affirmation	EVT20180315260

Buttons for 'Create Amendment' and 'Return to Results' are visible at the bottom right of the table area.

2. When the **Amendment Summary** form appears, select **Amendment Place Order**.

The screenshot shows the 'Amendment Summary' form. The 'Amendment Place Order' option is highlighted in the left-hand menu. The form contains the following fields:

- Amendment Type:** Relinquishment
- Amendment Create Date:** Mar-08-2018
- Order Number:** EVT20180315260
- Amendment Number:** 18296651\_01

The 'Amendment Status' is shown as 'Pending Amendment Affirmation'.

3. The **Place Order** form appears.

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

Fetal Death Registration

Legal Information  
Fetus

Personal Information  
Disposition

Case ID: 18296651 Name: Sophia Richards (MRN: 649) Event Date: Jan-26-2018

Case Status: Medical Valid With Exceptions Disposition Valid with Exceptions Certified Signed Registered Print – Disposition Permit

Amendment Status: Pending Amendment Affirmation

**Place Order**

Amendment Type: Relinquishment Amendment Number: 18296651\_01

Order Number: EVT20180315260 Amendment Date\*: Mar-08-2018

Is Shipping Information the same as Applicant Information?

Add/Edit Service

Services\* Quantity\* Add

Select one 1

Services

Service Name	Quantity	Edit
STOP Record Amendment -Relinquishment	1	

Save Next

4. From the **Services** drop-down list, select the services you would like to add to the order and the **Quantity**, then click **Add**.

**Place Order**

Amendment Type: Relinquishment Amendment Number: 18296651\_01

Order Number: EVT20180315260 Amendment Date\*: Mar-08-2018

Is Shipping Information the same as Applicant Information?

Add/Edit Service

Services\* Quantity\* Add

Select one 1

Cause Of Death  
Fetal Death Certificate  
Stop Exemption Letter

Service Name	Quantity	Edit
STOP Record Amendment -Relinquishment	1	

Save Next



- 5. In this example, a **Fetal Death Certificate** has been added. To delete the added service, click **Delete**. Click **Next** to continue.

**Place Order**

Amendment Type: Relinquishment  
Amendment Number: 18296651\_01  
Order Number: EVT20180315260  
Amendment Date\*: Mar-08-2018

Is Shipping Information the same as Applicant Information?

Add/Edit Service

Services\*: Select one      Quantity\*: 1      **Add**

Service Name	Quantity	Edit
STOP Record Amendment -Relinquishment	1	
<b>Fetal Death Certificate</b>	1	<a href="#">Edit</a> <a href="#">Delete</a>

**Save** **Next**

- 6. Select the payment method from the **Select Payment Method** drop-down list.

**Process Payment**

Service Type	Quantity	Amount	Waived	Voided
STOP Record Amendment -Relinquishment	1	0.00		
<b>Fetal Death Certificate</b>	1	15.00		

Payment Summary

Order Sub Total		\$15.00
VitalChek Fee	⊕	\$0.00
Shipping and Handling Fee	⊕	\$0.00
Total Waive	⊖	\$0.00
<b>Order Total</b>	<b>=</b>	<b>\$15.00</b>
Total Payment	⊖	\$0.00
Total Refund	⊕	\$0.00
Total Adjustment		\$0.00
Non Refundable	⊕	\$0.00
<b>Total Balance</b>	<b>=</b>	<b>(\$15.00)</b>

**Select Payment Method**

Select one

- Business Checking Account
- Credit/Debit Card**
- Personal Checking Account

**Return** **Next**

### 7. Select Add Payment.

**Process Payment**

Service Type	Quantity	Amount	Waived	Voided
STOP Record Amendment -Relinquishment	1	0.00		
Fetal Death Certificate	1	15.00		

**Payment Summary**

Order Sub Total		\$15.00
VitalChek Fee	⊕	\$0.00
Shipping and Handling Fee	⊕	\$0.00
Total Waive	⊖	\$0.00
<b>Order Total</b>	<b>=</b>	<b>\$15.00</b>
Total Payment	⊖	\$0.00
Total Refund	⊕	\$0.00
Total Adjustment		\$0.00
Non Refundable	⊖	\$0.00
<b>Total Balance</b>	<b>=</b>	<b>(\$15.00)</b>

**Select Payment Method**

Credit/Debit Card ✕ ▼

**Add Payment**

Return Next

### 8. When the **Shipping Address** screen appears, enter the required information and click **Continue**.

<b>Agency Amount</b>	\$15.00
<b>Security Fee</b>	\$5.55

**Shipping Address**

**Address Type**

- Domestic (US and Puerto Rico)
- Military (APO/FPO)
- International (including Canada, Mexico)

First Name\*

Last Name\*

Zip Code\*

Address\*

Address Continued

City\*

State\*

E-mail\*

Phone Number\*

Fax

Cancel Order Continue

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9. Select the desired **Shipping Options**, then click **Continue**.

<b>Agency Amount</b>	\$15.00
<b>Security Fee</b>	\$5.55

<b>Shipping Address</b>	<b>Shipping Options</b>
First Name Last Name Zip Code Address Address Continued City State Country E-mail Phone Number Fax	Other Funeral Home FH 10013 5628 Broadway Ste 600 New York NY US FHDirector@oft.com (212) 5552112

0.00 ..... Will Call  
 12.50 ..... UPS 2nd Day Air  
 15.00 ..... UPS Air Next Day

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10. Enter the **Payment Information**, then click **Continue**.

<b>Agency Amount</b>	\$15.00
<b>Shipping Amount</b>	\$12.50
<b>Security Fee</b>	\$5.55
<b>Total Amount</b>	\$33.05

<b>Billing Address</b>	<b>Payment Information</b>
Address Type Billing First Name Billing Last Name Billing Zip Code* Billing Address Line1* Billing Address Line2 Billing City* Billing State* E-mail* Confirm E-mail* Phone Number*	Payment Type Card Number* Expiration Month* Expiration Year* Security Code* We've provided this sample credit card to assist you in finding the security code. Captcha* Enter Captcha*

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11. In the **Payment Authorization** section, check the box under **Acknowledgement**, then click **Pay Now**.

<b>Agency Amount</b> \$15.00	
<b>Shipping Amount</b> \$12.50	
<b>Security Fee</b> \$5.55	
<b>Total Amount</b> \$33.05	

Billing Address	
Billing First Name	Other Funeral Home
Billing Last Name	FH
Billing Zip Code	10013
Billing Address Line1	5628 Broadway
Billing Address Line2	Ste 600
Billing City	New York
Billing State	NY
Billing Country	United States of America
E-mail	FHDirector@oft.com
Phone Number	(211) 5552121

Payment Information	
<b>Credit Card</b>	
Card Number	*****0248 (MASTERCARD)
Expiration Date	06/2021

Payment Authorization	
Total Amount	\$33.05
<input type="checkbox"/> Acknowledgment	
<input checked="" type="checkbox"/> By checking this box, I am authorizing the payment of the bill amount plus the Security Fee.	

## 8. Order Payment Confirmation

1. After the payment has been processed, the **Order Payment Confirmation** page appears. The **Payment Details** are displayed at the bottom of the screen.

Case ID: 18296651    Name: Sophia Richards (MRN: 649)    Event Date: Jan-26-2018

Case Status: Medical Valid With Exceptions    Disposition Valid with Exceptions    Certified    Signed    Registered    Print - Disposition Permit

Amendment Status: Pending Amendment Affirmation

**Process Payment**

Services

Service Type	Quantity	Amount	Waived	Voided
STOP Record Amendment -Relinquishment	1	0.00		
Fetal Death Certificate	1	15.00		

Payment Summary

Order Sub Total	\$15.00
VitalChek Fee	\$5.55
Shipping and Handling Fee	\$12.50
Total Waive	\$0.00
<b>Order Total</b>	<b>\$33.05</b>
Total Payment	\$33.05
Total Refund	\$0.00
Total Adjustment	\$0.00
Non Refundable	\$0.00
<b>Total Balance</b>	<b>\$0.00</b>

Select Payment Method

**Add Payment**

**Payment Details**

Payment Method	Payment Date	Business Unit	User	Check #/MO #	Last 4 Account#	Auth Code	Trans Code	Status	Amount	VPS Closed	IsVoided	Edit	Delete	Adjustment
Credit/Debit Card	Mar/08/2018	Other Funeral Home	F.H. Director		0248	TestOK	20008647	Approved	33.05	No	No			

**Payment Attempt Details**

Payment Method	Last Modified Date	Business Unit	User	VC Response	Status	Refresh
Credit/Debit Card	3/8/2018 4:19:07 PM	Other Funeral Home	F.H. Director		Approved	

Return    **Next**

## 9. Amendment Affirmation

1. An amendment must be affirmed before it can be reviewed for approval. Click the **Amendment Affirmation** tab. After reading the statement, check the box next to the word **Affirm**.

The screenshot shows the 'Amendment Affirmation' interface. On the left is a navigation menu with categories: Amendment, Fetal Death Registration, Legal Information, and Personal Information. The 'Amendment Affirmation' item is highlighted. The main content area shows case details (Case ID: 18296661, Name: Jane Jagger (MRN: 123), Event Date: Jan-25-2018) and status options (Medical Valid With Exceptions, Disposition Valid, Certified, Signed, Registered). The 'Amendment Status' is 'Pending Amendment Affirmation'. Below this is the 'Affirm Amendment' section with the text 'I hereby certify that this event' and a checkbox labeled 'Affirm' which is highlighted with an orange box. A 'Return to History' button is in the bottom right.

2. A **Quick Response (QR) code** will appear. You will have 60 seconds to scan the code using the **Certify App** on your mobile device. **Note:** For more information on the certification process, please see **Section 5** of the **“Electronic STOP Registration Module for Funeral Home Users”** guide.

This screenshot shows the same 'Amendment Affirmation' interface as above, but now a QR code is displayed in the center of the 'Affirm Amendment' section, highlighted with an orange box. The 'Affirm' checkbox is now checked. Below the QR code, the text reads 'Scan using the Certify App within the next 40 seconds.' The 'Return to History' button remains in the bottom right.

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

Case Status: Medical Valid With Exceptions Disposition Valid Certified Signed Registered

Amendment History						
Amendment ID	Processing History	Amendment Type	Date Received	Date Completed /Rejected	Amendment Status	Order #
18740560	<a href="#">History</a>	STOP- Change from Interim Disposition	Feb/26/2018		Pending Amendment Approval	<a href="#">EVT20180215202</a>
18740557	<a href="#">History</a>	Personal	Feb/26/2018		Pending Amendment Affimation	<a href="#">EVT20180215199</a>

[+ Create Amendment](#)

## 10. View/Modify Work Copy

1. Click the **View/Modify Work Copy** tab to view a copy of the amended STOP certificate.

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

<b>Amendment</b> Amendment Summary <input checked="" type="checkbox"/> Documentary Evidence Amendment Place Order Order Payment Confirmation Amendment Affirmation <input checked="" type="checkbox"/> <b>View/Modify Work copy</b> Return to History <b>Fetal Death Registration</b> Legal Information <input checked="" type="checkbox"/> Fetus Personal Information <input checked="" type="checkbox"/> Disposition	Case ID: 18296661    Name: Jane Jagger (MRN: 123)    Event Date: Jan-25-2018 Case Status: <input type="checkbox"/> Medical Valid With Exceptions <input type="checkbox"/> Disposition Valid <input type="checkbox"/> Certified <input type="checkbox"/> Signed <input type="checkbox"/> Registered Amendment Status: <input type="checkbox"/> Pending Amendment Affirmation			
	DATE FILED 02/13/2018 THE CITY OF NEW YORK – DEPARTMENT OF HEALTH AND MENTAL HYGIENE <b>CERTIFICATE OF SPONTANEOUS TERMINATION OF PREGNANCY</b> WORK COPY ONLY CERTIFICATE NO. 156-18-100032			
	VR-17 (REV. 01/10) DEPARTMENT OF HEALTH AND MENTAL HYGIENE DIVISION FOR CREMATION, DISPOSITION AND BURIAL			
	Did heart beat after delivery? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Was there movement of voluntary muscle? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If answer to either is yes, do not use this form. Case must be reported by filing a certificate of birth and a certificate of death.			
	1. NAME (Optional): (First, Middle, Last, Suffix) *****	2a. DATE OF DELIVERY (Month) (Day) (Year-YYYY) 01/25/2018	2b. TIME 01:23 <input checked="" type="checkbox"/> AM <input type="checkbox"/> PM <input type="checkbox"/> Unknown	3. SEX <input checked="" type="checkbox"/> Male <input type="checkbox"/> Unknown <input type="checkbox"/> Female
	4. OBSTETRIC ESTIMATE OF GESTATION # of weeks 20	5a. NUMBER DELIVERED THIS PREGNANCY Single	IF MORE THAN ONE 5b. Number in order of delivery _____    5c. Number born alive _____	
	6a. TYPE OF PLACE <input type="checkbox"/> Hospital – ER/ED <input type="checkbox"/> Freestanding Birthing Center <input type="checkbox"/> Hospital – Amb. Surg. <input type="checkbox"/> Home <input type="checkbox"/> Hospital – Labor/Labor and Delivery <input type="checkbox"/> Clinic/Doctor's Office <input checked="" type="checkbox"/> Hospital – Other <input type="checkbox"/> Other, Specify _____ <input type="checkbox"/> Unknown	6b. FACILITY NAME/ADDRESS Testing Hospital (Manhattan) If not in facility, street address: (Street Number and Name, City or Town, County, State, Country, Zip Code) 125 Worth Street New York New York 10013		