



# eVital Guide:

Electronic Spontaneous Terminations of  
Pregnancy (STOP) Amendments Module  
for Medical Facility Users

New York City Department of  
Health and Mental Hygiene

Division of Epidemiology, Bureau of Vital Statistics

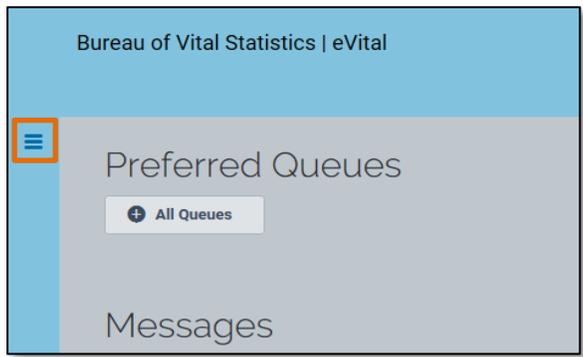
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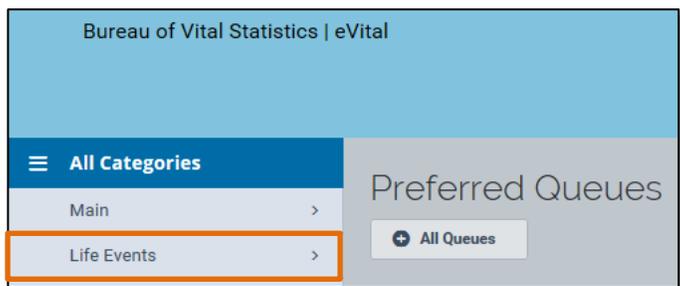
# 1. Locating a STOP Case

**Note:** eVital users can only submit amendments for registered cases.

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



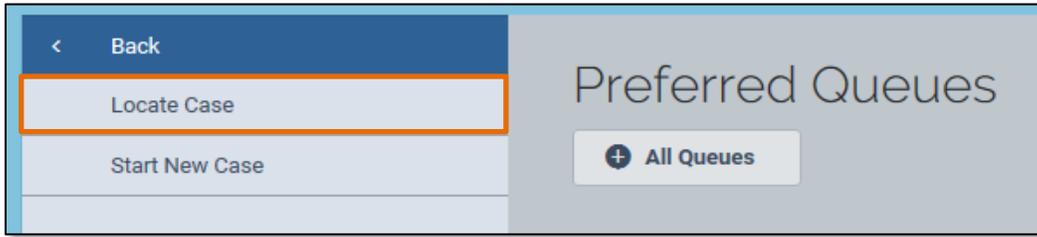
2. In the **All Categories** menu, select **Life Events**.



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



4. Select **Locate Case**.



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

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

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

Case ID	Mother's MRN	Mother's Maiden Name	Mother's Current Legal Last Name	Date of Delivery	Facility	Status	
18296661	123	Jagger	Jagger	1/25/2018	Testing Hospital (Manhattan)	Registered	<a href="#">Preview</a>

Showing 1 to 1 of 1 entries

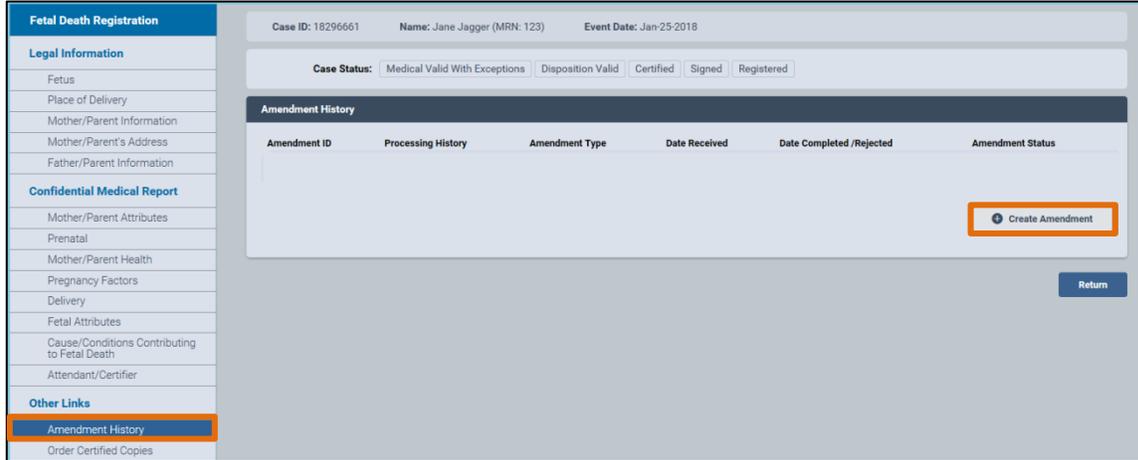
Previous 1 Next

Viewing Set 1 of 1

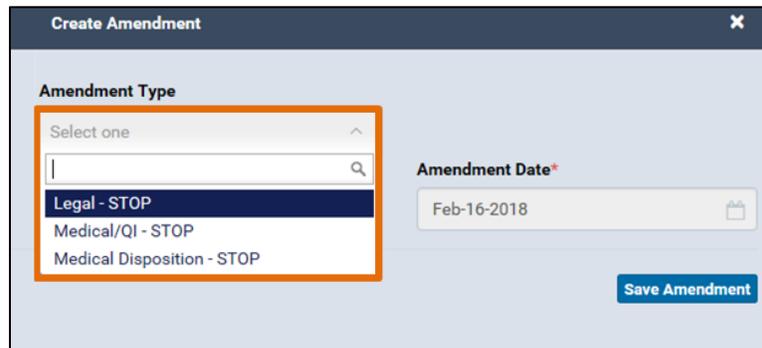
Total Number of Records 1

## 2. Creating a New Amendment

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



3. Select the **Amendment Type** from the drop-down list:
  - a. There are three amendment types that can be submitted for spontaneous terminations of pregnancy (STOP) cases:
    1. **Legal – STOP:** Use this amendment type to update items on the legal section of the certificate.
    2. **Medical/QI – STOP:** Use this amendment type to update items on the confidential medical report section of the certificate.
    3. **Medical Disposition – STOP:** Use this amendment type to do a city burial on a registered case that originally had no disposition.



- b. In this example, a **Medical/QI – STOP** amendment type has been selected.
- 4. The eVital system will create an **Amendment Number** and the **Amendment Date** will prepopulate. Click **Save Amendment**.

- 5. Saving a **Medical/QI – STOP** amendment type will allow eVital users to change information in the **Confidential Medical Report** section of the case. The **Legal Information** sections will be read only. All editable fields will appear white and all non-editable fields will appear gray.
- 6. In this example, the **Mother/Parent Attributes** section has been selected and the **Medical Record Number** has been changed from **123** to **1234**.

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

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.

Field	Old Value	New Value
Mother/Parent Attributes Medical Record Number	123	1234

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

Case ID: 18296661
Name: Jane Jagger (MRN: 1234)
Event Date: Jan-25-2018

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

**Amendment Status:** Pending Amendment Affirmation

**Amendment Summary**

**Amendment Type**  
Medical/QI - STOP

**Order Number**  
EVT20180215191

**Amendment Create Date\***  
Feb-22-2018

**Amendment Number**  
18296661\_02

Amendment Information Report

Delta Report	Old Value	New Value
<b>Mother/Parent Attributes</b>		
Medical Record Number	123	1234

Undo

**Action** Select one **Reason** Select one Add

**Action Comments**

Save
Unclaim Amendment
↑

**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.

**Amendment Summary**

**Amendment Type**  
Medical/QI - STOP

**Amendment Create Date\***  
Feb-23-2018

**Order Number**  
EVT20180215195

**Amendment Number**  
18296661\_04

Amendment Information Report 

**Amendment Summary**

**Amendment Type**  
Medical/QI - STOP

**Amendment Create Date\***  
Feb-23-2018

**Order Number**  
EVT20180215195

**Amendment Number**  
18296661\_04

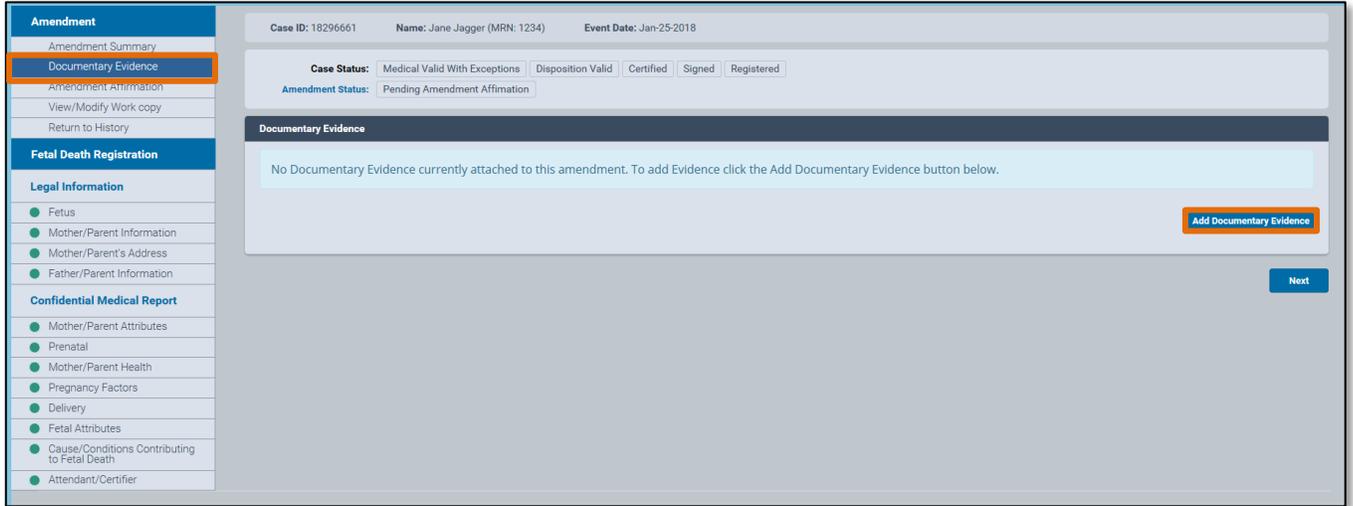
Amendment Information Report 

Delta Report

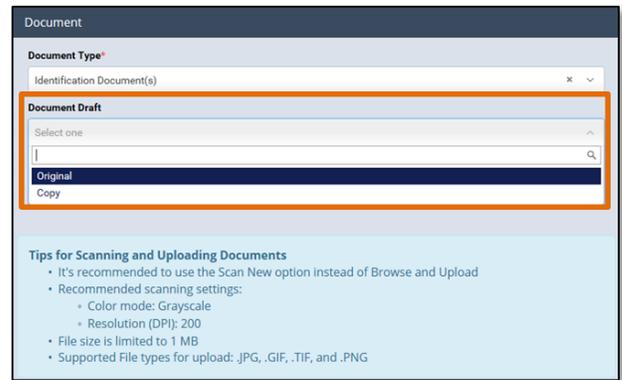
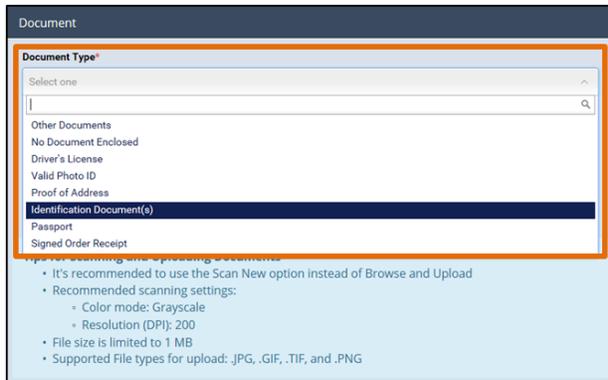
Field	Old Value	New Value	
<b>Mother/Parent Health</b>			
Pre-pregnancy Weight	105	116	<a href="#">Undo</a>

### 3. Documentary Evidence

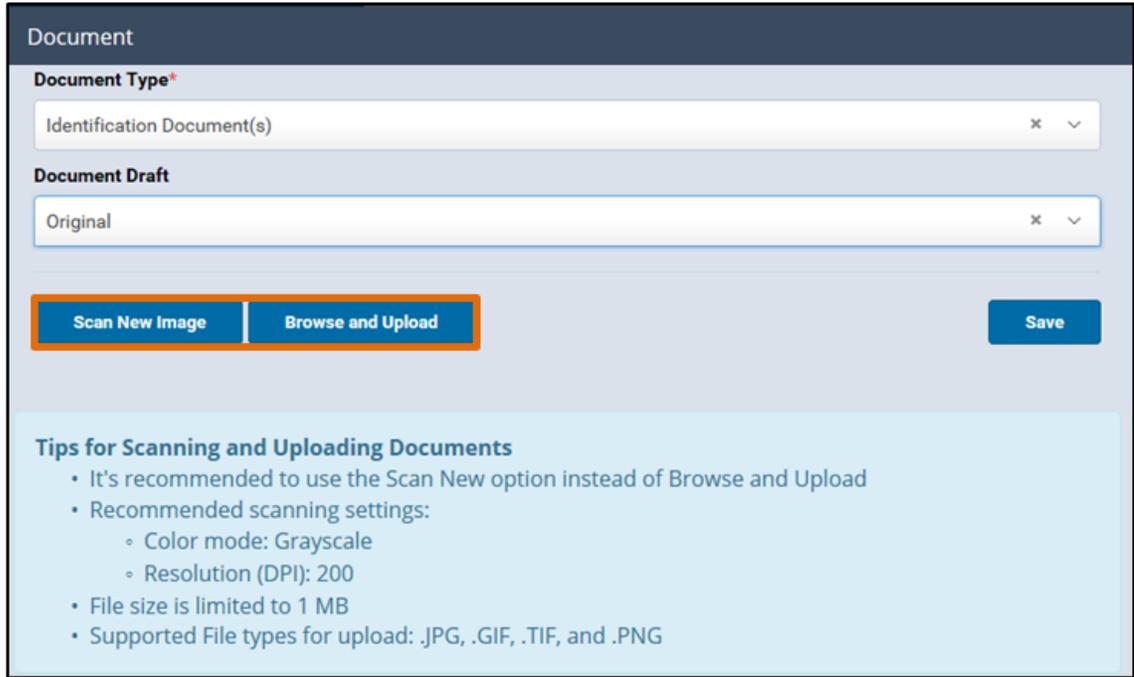
1. To add documentary evidence related to the amendment, click on the **Documentary Evidence** tab in the **Amendment** panel. The **Documentary Evidence** form will appear. Click the **Add Documentary Evidence** button.



2. Select the **Document Type** and **Document Draft** from the drop-down menus.



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



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



5. 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.

The screenshot displays the 'Documentary Evidence' section of the eVital STOP Amendments interface. On the left, a navigation menu includes 'Amendment' (with sub-items: Amendment Summary, **Documentary Evidence**, Amendment Affirmation, View/Modify Work copy, Return to History), 'Fetal Death Registration', 'Legal Information' (with sub-items: Fetus, Mother/Parent Information, Mother/Parent's Address, Father/Parent Information), and 'Confidential Medical Report'. The main content area shows case details: Case ID: 18296661, Name: Jane Jagger (MRN: 1234), and Event Date: Jan-25-2018. Below this, 'Case Status' includes Medical Valid With Exceptions, Disposition Valid, Certified, Signed, and Registered. 'Amendment Status' is Pending Amendment Affirmation. The 'Documentary Evidence' section is titled 'Current Documents' and contains a table with the following data:

Document Type	Uploaded By	Upload Date	Draft Type	
Identification Document(s)	eVital User	2/23/2018 12:58:39 PM	Copy	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>

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

## 4. Cancelling an Amendment

1. To cancel an amendment, select **Amendment History** tab under 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
18740529	History	Legal - STOP	Feb/16/2018		New Amendment

Buttons: + Create Amendment, Return

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

Action: Select one (dropdown menu open, 'Amendment Cancelled' selected)

Reason: Select one (dropdown menu)

Buttons: Add

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

Action: Amendment Cancelled (selected)

Reason: Select one (dropdown menu open, 'Other, Specify' selected)

Buttons: Add

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

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

5. Click **Save**.

This screenshot is identical to the previous one, but the 'Save' button at the bottom right is highlighted with a thick orange border. The 'Unclaim Amendment' button is also visible next to it.

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

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

Amendment ID	Processing History	Amendment Type	Date Received	Date Completed /Rejected	Amendment Status
18740529	History	Legal - STOP	Feb/16/2018	Feb/22/2018	Amendment Cancelled

The 'Amendment Status' column and its value 'Amendment Cancelled' are highlighted with a thick orange border. Below the table is a 'Create Amendment' button and a 'Return' button at the bottom right.

## 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 1 hour old
Amendment Birth Pending Approval	0	
Amendment Death Pending Approval	1	47 days 1 hour old
Amendment ITOP Pending Approval	0	
Amendment STOP Pending Approval	1	3 days 22 hours old
Birth Amendments Pending Affirmation	0	
Birth Rejection	0	
Death Amendment Rejections	0	
Death Suspend	0	
<b>Death-STOP-ITOP Amendments Pending Affirmation</b>	1	1 day 2 hours old
New Amendments	0	

Death-STOP-ITOP Amendments Pending Affirmation

Show 10 entries Search:

CaseID	AMD Type	RegistrantName	Event Type	AmendmentNumber	Processed By	Created date	Received date	Comments
18296661	Medical/QI - STOP	**** *	Fetal Death	18296661_04	eVital User	Feb/23/2018	Feb/23/2018	

Showing 1 to 1 of 1 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																														
<b>Legal Information</b> Fetus Place of Delivery Mother/Parent Information Mother/Parent's Address Father/Parent Information		<b>Case Status:</b> Medical Valid With Exceptions   Disposition Valid   Certified   Signed   Registered																																
<b>Confidential Medical Report</b> Mother/Parent Attributes Prenatal Mother/Parent Health Pregnancy Factors Delivery Fetal Attributes Cause/Conditions Contributing to Fetal Death Attendant/Certifier		<b>Amendment History</b> <table border="1"> <thead> <tr> <th>Amendment ID</th> <th>Processing History</th> <th>Amendment Type</th> <th>Date Received</th> <th>Date Completed /Rejected</th> <th>Amendment Status</th> </tr> </thead> <tbody> <tr> <td>18740554</td> <td>History</td> <td>Medical/QI - STOP</td> <td>Feb/23/2018</td> <td></td> <td>Pending Amendment Affirmation</td> </tr> <tr> <td>18740550</td> <td>History</td> <td>Medical/QI - STOP</td> <td>Feb/22/2018</td> <td>Feb/23/2018</td> <td>Amendment Cancelled</td> </tr> <tr> <td>18740549</td> <td>History</td> <td>Medical/QI - STOP</td> <td>Feb/22/2018</td> <td></td> <td>Pending QI Amendment Approval</td> </tr> <tr> <td>18740529</td> <td>History</td> <td>Legal - STOP</td> <td>Feb/16/2018</td> <td>Feb/22/2018</td> <td>Amendment Cancelled</td> </tr> </tbody> </table>			Amendment ID	Processing History	Amendment Type	Date Received	Date Completed /Rejected	Amendment Status	18740554	History	Medical/QI - STOP	Feb/23/2018		Pending Amendment Affirmation	18740550	History	Medical/QI - STOP	Feb/22/2018	Feb/23/2018	Amendment Cancelled	18740549	History	Medical/QI - STOP	Feb/22/2018		Pending QI Amendment Approval	18740529	History	Legal - STOP	Feb/16/2018	Feb/22/2018	Amendment Cancelled
Amendment ID	Processing History	Amendment Type	Date Received	Date Completed /Rejected	Amendment Status																													
18740554	History	Medical/QI - STOP	Feb/23/2018		Pending Amendment Affirmation																													
18740550	History	Medical/QI - STOP	Feb/22/2018	Feb/23/2018	Amendment Cancelled																													
18740549	History	Medical/QI - STOP	Feb/22/2018		Pending QI Amendment Approval																													
18740529	History	Legal - STOP	Feb/16/2018	Feb/22/2018	Amendment Cancelled																													
<b>Other Links</b> <a href="#">Amendment History</a> <a href="#">Order Certified Copies</a>		<a href="#">Create Amendment</a> <a href="#">Return</a>																																

- 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**

**Amendment Create Date\***

**Order Number**

**Amendment Number**

Amendment Information Report

**Delta Report**

Field	Old Value	New Value	
<b>Mother/Parent Health</b>			
Pre-pregnancy Weight	105	116	<a href="#">Undo</a>

**Action**

**Reason**

**Action Comments**

- 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
- Place of Delivery
- Mother/Parent Information
- Mother/Parent's Address
- Father/Parent Information

**Confidential Medical Report**

- Mother/Parent Attributes
- Prenatal
- Mother/Parent Health
- Pregnancy Factors
- Delivery
- Fetal Attributes
- Cause/Conditions Contributing to Fetal Death
- Attendant/Certifier

**Other Links**

- Amendment History
- Order Certified Copies

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
18740554	History	Medical/QI - STOP	Feb/23/2018		Pending Amendment Affirmation
18740550	History	Medical/QI - STOP	Feb/22/2018	Feb/23/2018	Amendment Cancelled
18740549	History	Medical/QI - STOP	Feb/22/2018		Pending QI Amendment Approval
18740529	History	Legal - STOP	Feb/16/2018	Feb/22/2018	Amendment Cancelled

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> Medical/QI - STOP	<b>Amendment Create Date*</b> Feb-23-2018
<b>Order Number</b> EVT20180215195	<b>Amendment Number</b> 18296661_04

Amendment Information Report

Delta Report

Field	Old Value	New Value
<b>Mother/Parent Health</b>		
Pre-pregnancy Weight	105	116

Action

Select one	Select one	Add
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Action Comments

**Edit Amendment**

## 6. 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**.

Amendment Summary

Documentary Evidence

**Amendment Affirmation**

View/Modify Work copy

Return to History

**Fetal Death Registration**

**Legal Information**

- Fetus
- Mother/Parent Information
- Mother/Parent's Address
- Father/Parent Information

Case ID: 18296661    Name: Jane Jagger (MRN: 1234)    Event Date: Jan-25-2018

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

**Amendment Status:** Pending Amendment Affirmation

**Affirm Amendment**

I hereby certify that this event

Affirm

Return to History

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 26 – Certify** in the “**Electronic STOP Registration Module for Medical Facility Users**” guide.

Amendment Summary

Documentary Evidence

**Amendment Affirmation**

View/Modify Work copy

Return to History

**Fetal Death Registration**

**Legal Information**

- Fetus
- Mother/Parent Information
- Mother/Parent's Address
- Father/Parent Information

**Confidential Medical Report**

- Mother/Parent Attributes
- Prenatal
- Mother/Parent Health
- Pregnancy Factors
- Delivery
- Fetal Attributes
- Cause/Conditions Contributing to Fetal Death
- Attendant/Certifier

Case ID: 18296661    Name: Jane Jagger (MRN: 1234)    Event Date: Jan-25-2018

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

**Amendment Status:** Pending Amendment Affirmation

**Affirm Amendment**

I hereby certify that this event

Affirm



Scan using the Certify App within the next 47 seconds.

Return to History

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

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

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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
18740550	<a href="#">History</a>	Medical/QI - STOP	Feb/22/2018	Feb/23/2018	Amendment Cancelled
18740549	<a href="#">History</a>	Medical/QI - STOP	Feb/22/2018		Pending QI Amendment Approval
18740529	<a href="#">History</a>	Legal - STOP	Feb/16/2018	Feb/22/2018	Amendment Cancelled

+ Create Amendment

## 7. 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>	Case ID: 18296661    Name: Jane Jagger (MRN: 1234)    Event Date: Jan-25-2018
Amendment Summary	
Documentary Evidence	
<b>View/Modify Work copy</b>	Case Status: Medical Valid With Exceptions   Disposition Valid   Certified   Signed   Registered
Return to History	Amendment Status: Pending QI Amendment Approval
<b>Fetal Death Registration</b>	<b>View/Modify Work copy</b>
Legal Information	
Fetus	
Mother/Parent Information	
Mother/Parent's Address	
Father/Parent Information	
Confidential Medical Report	
Mother/Parent Attributes	
Prenatal	
Mother/Parent Health	
Pregnancy Factors	
Delivery	
Fetal Attributes	
Cause/Conditions Contributing to Fetal Death	
Attendant/Certifier	

DATE FILED: 02/13/2018    THE CITY OF NEW YORK – DEPARTMENT OF HEALTH AND MENTAL HYGIENE  
**CERTIFICATE OF SPONTANEOUS TERMINATION OF PREGNANCY**

CERTIFICATE NO. 156-18-100032

VR-17 (REV. 01/10)

Did heart beat after delivery? <input type="checkbox"/> No Was there movement of voluntary muscle? <input 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	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) # 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		
7. CURRENT LEGAL NAME: (First, Middle, Last, Suffix) Jane Jagger	9. DATE OF BIRTH (Month) (Day) (Year-YYYY) 10/04/1981	12. BIRTHPLACE City: New York State: NY	
8. NAME PRIOR TO FIRST MARRIAGE: (First, Middle, Last, Suffix) Jane Jagger	10. AGE 36	11. SEX <input type="checkbox"/> Male <input checked="" type="checkbox"/> Female	Country United States
13. RESIDENCE ADDRESS: (Street Number and Name, Apt. No., City or Town, County, State, Country, Zip Code) 80 E End Ave Apt 2A New York NY 10028-8034		14. INSIDE CITY LIMITS? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Unknown <input type="checkbox"/> No	
15. NAME PRIOR TO FIRST MARRIAGE: (First, Middle, Last, Suffix)	16. DATE OF BIRTH (Month) (Day) (Year-YYYY)	19. BIRTHPLACE City _____ State _____	
	17. AGE	18. SEX <input type="checkbox"/> Male <input type="checkbox"/> Female	