



# eVital Guide:

Electronic Death Amendments Module,  
Death Amendments for a Death Query  
for Medical Facility Users

New York City Department of Health  
and Mental Hygiene

Division of Epidemiology, Bureau of Vital Statistics

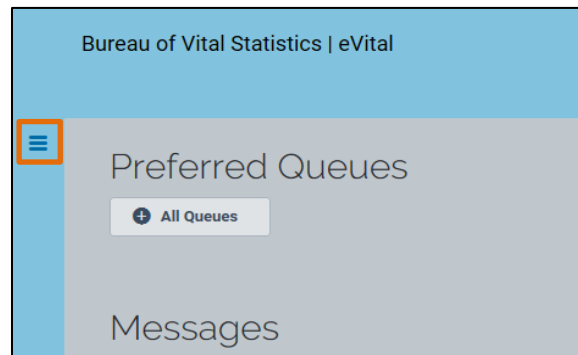
## Contents

1. How Do I Submit a Death Amendment for a Death Query in eVital? .....	3
2. Creating a New Amendment .....	5
3. Cancelling an Amendment .....	10
4. Unclaim/Edit an Amendment .....	12
5. Documentary Evidence .....	15
6. Amendment Affirmation .....	18
7. View/Modify Work Copy .....	19

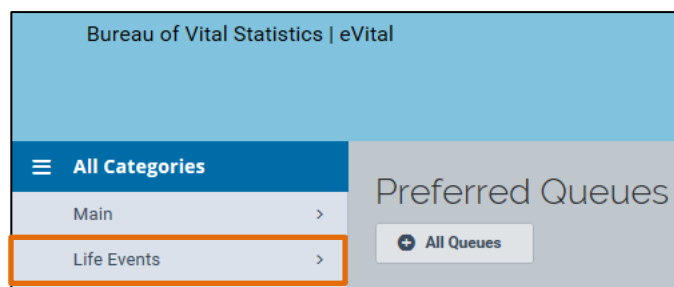
## 1. How Do I Submit a Death Amendment for a Death Query in eVital?

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

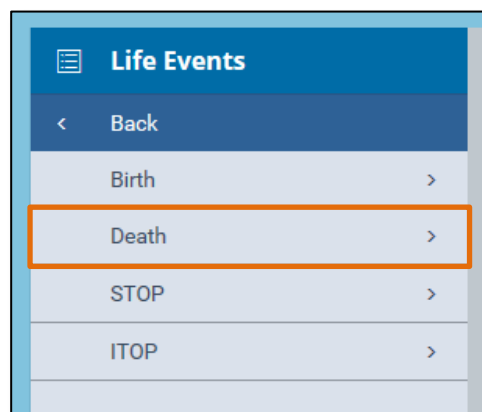
1. From the **eVital Dashboard**, click the **menu icon** located to the left of **Preferred Queues**.



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



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



4. Select **Locate Case**.

A screenshot of a web application menu. At the top is a blue bar with a left arrow and the text 'Back'. Below this are two light blue buttons: 'Locate Case' and 'Start New Case'. The 'Locate Case' button is highlighted with an orange border.

5. Enter search criteria into at least one field. In this example, the **Case ID** was entered.

A screenshot of the 'Locate Death Case' form. The form has two columns of input fields. The 'Case ID' field in the left column contains the text '18296760' and is highlighted with an orange border. Other fields include First Name, Last Name, Date of Death Start, Date of Death End, ME Case Number, Medical Record Number, Date of Birth, Place Of Death Location Type, Place Of Death, SSN, and Sex. At the bottom right are 'Clear' and 'Search' buttons. The 'Search' button is highlighted with an orange border.

6. A list of matching death cases will appear. Click the **Case ID** or the **Decedent's Name** to open the case, or click the **Preview** button to preview the details of the case.

A screenshot of the 'Search Results' table. The table has a header row with columns: Case ID, Decedent's Name, Date of Death, Gender, Place of Death, Date of Birth, and Registration Status. The first row of data shows: Case ID 18296760, Decedent's Name Smith, Paul R, Date of Death Mar/11/2018, Gender Male, Place of Death Manhattan, Date of Birth Feb/03/2018, and Registration Status Registered. The 'Case ID' and 'Decedent's Name' cells are highlighted with orange borders. A 'Preview' button is located at the end of the first row. Below the table, it says 'Viewing Set 1 of 1' and 'Total Number of Records 1'.

Case ID	Decedent's Name	Date of Death	Gender	Place of Death	Date of Birth	Registration Status
18296760	Smith, Paul R	Mar/11/2018	Male	Manhattan	Feb/03/2018	Registered

## 2. Creating a New Amendment

1. When the case opens, click the **Amendment History** tab located in the **Other Links** menu.

The screenshot shows the eVital Death Query interface. On the left is a sidebar menu with categories: **Death Registration**, **Medical Information**, **Personal Information**, and **Other Links**. The **Amendment History** tab under **Other Links** is highlighted with an orange box. The main content area displays case information for Case ID: 18296760, Decedent Name: Paul R Smith, Event Date: Mar-11-2018, and Death Place: Testing Hospital (Manhattan). Below this, there are tabs for Case Status (Medical Valid With Exceptions, Personal Valid with Exceptions, Fact Of Death Valid, Certified, Pronounced, Signed, Registered) and Information Status (Disposition Permit Ready to Print). The **Decedent** section contains fields for: Will Medical Institution be Responsible for Final Disposition? (Yes), Infant Identifier (Twin A), Medical Record Number (305), Sex (Male), Decedent Name (First: Paul, Middle: R, Other Middle: , Last: Smith, Suffix: ), Date of Birth (Month: 02 - Feb, Day: 03, Year: 2018), and Age at Last Birthday (Years) (0).

2. The **Amendment History** form will appear. Click the **Create Amendment** button.

The screenshot shows the eVital Death Query interface with the **Amendment History** form. At the top, it displays Case ID: 18296760, Name: Paul R Smith, and Event Date: Mar-11-2018. Below this are tabs for Case Status (Medical Valid With Exceptions, Personal Valid with Exceptions, Fact Of Death Valid, Certified, Pronounced, Signed, Registered) and Information Status (Disposition Permit Ready to Print). The **Amendment History** section contains a table with the following data:

Amendment ID	Processing History	Amendment Type	Date Received	Date Completed /Rejected	Amendment Status
19062606	History	Medical Disposition-Death	Mar/28/2018		Pending Amendment Approval
19062601	History	Medical	Mar/28/2018		New Amendment
18740634	History	Medical	Mar/13/2018		Pending Amendment Approval

At the bottom right of the form, there is a **Create Amendment** button highlighted with an orange box.

- From the **Amendment Type** drop-down list, select **Cause of Death/QI**.

**Create Amendment**

**Amendment Type**

Cause of Death/QI x ^

Medical

**Cause of Death/QI**

Medical Disposition-Death

**Amendment Date\***

Apr-03-2018

**Save Amendment**

- The eVital system will create an **Amendment Number** and the **Amendment Date** will prepopulate. Click **Save Amendment**.

**Create Amendment**

**Amendment Type**

Cause of Death/QI x ^

**Amendment Number**

18296760\_04

**Amendment Date\***

Apr-03-2018

**Save Amendment**

- The **Amendment Summary** will open. In the **Death Registration** menu, click **Cause of Death**.

**Amendment**

Amendment Summary

Documentary Evidence

View/Modify Work copy

Amendment Affirmation

Return to History

**Death Registration**

**Medical Information**

**Cause of Death**

Case ID: 18296760 Name: Paul R Smith Event Date: Mar-11-2018

**Case Status:** Medical Valid With Exceptions Personal Valid with Exceptions Fact Of Death Valid Certified Pronounced Signed Registered

**Amendment Status:** New Amendment

**Amendment Summary**

**Amendment Type**

Cause of Death/QI

**Amendment Create Date\***

Apr-03-2018

**Order Number**

EVT20180415320

**Amendment Number**

18296760\_04

☐ Previewed Certificate

**Amendment Information Report**

Field	Old Value	New Value
Delta Report		

**Action**

Select one

**Reason**

Select one

**Add**

**Action Comments**

6. The **Cause of Death** window will open. Update the information as necessary. In this example, the disease/condition in **Line A – Immediate Cause** has been changed from **Disease A** to **Disease B**.

**Cause of Death**

NCHS Recommendations for Entry of Cause of Death

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

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

Part I

<b>Line A - Immediate Cause (Final Disease or Condition Resulting in Death)</b> Disease A	<b>Line A - Approximate Interval Onset to Death</b> 1 month
<b>Line B - Due to or As a Consequence of</b>	<b>Line B - Approximate Interval Onset to Death</b>
<b>Line C - Due to or As a Consequence of</b>	<b>Line C - Approximate Interval Onset to Death</b>
<b>Line D - Due to or As a Consequence of</b>	<b>Line D - Approximate Interval Onset to Death</b>

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

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

< **Return to Results** **Save** >

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

Amendment

Amendment Summary

Documentary Evidence

View/Modify Work copy

Amendment Affirmation

Return to History

Death Registration

Medical Information

Cause of Death

Case ID: 18296760    Name: Paul R Smith    Event Date: Mar-11-2018

Case Status:

Medical Valid With Exceptions

Personal Valid with Exceptions

Fact Of Death Valid

Certified

Pronounced

Signed

Registered

Disposition Permit Ready to Print

Amendment Status:

Pending Amendment Affirmation

Amendment Summary

Amendment Type

Cause of Death/QI

Amendment Create Date\*

Apr-03-2018

Order Number

EVT20180415320

Amendment Number

18296760\_04

☐ Previewed Certificate

Amendment Information Report

Delta Report

Field	Old Value	New Value
<b>Cause of Death</b>		
<i>Part I</i>		
Line A - Immediate Cause (Final Disease or Condition Resulting in Death)	Disease A	Disease B

Undo

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

Amendment Information Report

Delta Report

Field	Old Value	New Value
<b>Cause of Death</b>		
<i>Part I</i>		
Line A - Immediate Cause (Final Disease or Condition Resulting in Death)	Disease A	Disease B

Undo



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

**Amendment Summary**


**Amendment Type**  
Cause of Death/QI

**Amendment Create Date\***  
Apr 03 2018

**Order Number**  
EVT20180415320

**Amendment Number**  
18296760\_04

☐ Previewed Certificate

**Amendment Information Report** 


**Delta Report**


Field	Old Value	New Value
<b>Cause of Death</b>		
<i>Part I</i>		
Line A - Immediate Cause (Final Disease or Condition Resulting in Death)	Disease A	Disease B

**Action**  
Select one

**Reason**  
Select one

**Action Comments**





**Amendment Summary**


**Amendment Type**  
Cause of Death/QI

**Amendment Create Date\***  
Apr-03-2018

**Order Number**  
EVT20180415320

**Amendment Number**  
18296760\_04


☐ Previewed Certificate

**Amendment Information Report** 

**Action**  
Select one

**Reason**  
Select one

**Action Comments**



### 3. Cancelling an Amendment

1. To cancel an amendment, select the **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: 18296760 Name: Paul R Smith Event Date: Mar-11-2018

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

Amendment ID	Processing History	Amendment Type	Date Received	Date Completed /Rejected	Amendment Status
19062611	History	Cause of Death/QI	Apr/03/2018		Pending Amendment Affirmation
19062606	History	Medical Disposition-Death	Mar/28/2018		Pending Amendment Approval
19062601	History	Medical	Mar/28/2018		New Amendment
18740634	History	Medical	Mar/13/2018		Pending Amendment Approval

Create Amendment

Return to Results

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

Action: Select one

Reason: Select one

Add

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

Action: Amendment Cancelled

Reason: Select one

Add

Other, Specify

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

<b>Action</b>	<b>Reason</b>	
Amendment Cancelled x v	Other, Specify x v	Add
<b>Action Comments</b>		
Amendment no longer needed.		

5. Click **Save**.

<b>Action</b>	<b>Reason</b>	
Amendment Cancelled x v	Other, Specify x v	Add
<b>Action Comments</b>		
Amendment no longer needed.		
		Save Unclaim Amendment

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

Amendment History					
Amendment ID	Processing History	Amendment Type	Date Received	Date Completed /Rejected	Amendment Status
19062611	<a href="#">History</a>	Cause of Death/QI	Apr/03/2018		Amendment Cancelled

## 4. Unclaim/Edit an Amendment

1. 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. Next, 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	
Death-STOP-ITOP Amendments Pending Affirmation	1	1 day 2 hours old
New Amendments	0	

Death-STOP-ITOP Amendments Pending Affirmation

Show 10 entries Search:

CaselD	AMD Type	RegistrantName	Event Type	AmendmentNumber	Processed By	Created date	Received date	Comments
18296760	Cause of Death/QI	Paul R Smith	Death	18296760_04	eVital User	Apr/03/2018	Apr/03/2018	

Showing 1 to 3 of 3 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**.

**Death Registration**

- Medical Information**
  - Decedent
  - Pronouncement
  - Place of Death
  - Cause of Death
  - Other Factors
  - Certifier
- Personal Information**
  - Decedent
  - Resident Address
  - Family Members
  - Informant
  - Disposition
  - Decedent Attributes
- Other Links**
  - Case Messages
  - Cremation Clearance
  - Print Forms
  - Amendment History**
  - Refer to OCME

Case ID: 18296760
Name: Paul R Smith
Event Date: Mar-11-2018

**Case Status:**
Medical Valid With Exceptions
Personal Valid with Exceptions
Fact Of Death Valid
Certified
Pronounced
Signed
Registered
Disposition Permit Ready to Print

**Amendment History**

Amendment ID	Processing History	Amendment Type	Date Received	Date Completed /Rejected	Amendment Status
19062611	History	Cause of Death/QI	Apr/03/2018		Pending Amendment Affirmation
19062606	History	Medical Disposition-Death	Mar/28/2018		Pending Amendment Approval
19062601	History	Medical	Mar/28/2018		New Amendment
18740634	History	Medical	Mar/13/2018		Pending Amendment Approval

Create Amendment

Return to Queue

- 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**  
Cause of Death/QI

**Amendment Create Date\***  
Apr-03-2018

**Order Number**  
EVT20180415320

**Amendment Number**  
18296760\_04

☐ Previewed Certificate

Amendment Information Report

Delta Report

Field	Old Value	New Value
<b>Cause of Death</b>		
<i>Part I</i>		
Line A - Immediate Cause (Final Disease or Condition Resulting in Death)	Disease A	Disease B

**Action**  
Select one

**Reason**  
Select one

Add

**Action Comments**

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 amendment you'd like to edit.

Case ID: 18296760    Name: Paul R Smith    Event Date: Mar-11-2018

Case Status:

Amendment ID	Processing History	Amendment Type	Date Received	Date Completed /Rejected	Amendment Status
19062611	<a href="#">History</a>	Cause of Death/QI	Apr/03/2018		Pending Amendment Affirmation
19062606	<a href="#">History</a>	Medical Disposition-Death	Mar/28/2018		Pending Amendment Approval
19062601	<a href="#">History</a>	Medical	Mar/28/2018		New Amendment
18740634	<a href="#">History</a>	Medical	Mar/13/2018		Pending Amendment Approval

[+ Create Amendment](#)

[Return to Queue](#)

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

**Amendment Summary**

Amendment Type:

Amendment Create Date\*:

Order Number:

Amendment Number:

☐ Previewed Certificate

Amendment Information Report

Field	Old Value	New Value
<b>Cause of Death</b>		
<b>Part I</b>		
Line A - Immediate Cause (Final Disease or Condition Resulting in Death)	Disease A	Disease B

Action:

Reason:

[Add](#)

Action Comments:

[Edit Amendment](#)

## 5. 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.

**Amendment**

- Amendment Summary
- Documentary Evidence**
- View/Modify Work copy
- Amendment Affirmation
- Return to History

**Death Registration**

**Medical Information**

- Cause of Death

Case ID: 18296760    Name: Paul R Smith    Event Date: Mar-11-2018

**Case Status:** Medical Valid With Exceptions    Personal Valid With Exceptions    Fact Of Death Valid    Certified    Pronounced    Signed    Registered

**Disposition Permit Ready to Print**

**Amendment Status:** Pending Amendment Affirmation

**Documentary Evidence**

No Documentary Evidence currently attached to this amendment. To add Evidence click the Add Documentary Evidence button below.

**Add Documentary Evidence**

**Next**

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.

**Document**

**Document Type\***

Select one

- Other Documents
- No Document Enclosed
- Driver's License
- Valid Photo ID
- Proof of Address
- Identification Document(s)**
- Passport
- Signed Order Receipt

**Tips for Scanning and Uploading Documents**

- It's recommended to use the Scan New option instead of Browse and Upload
- Recommended scanning settings:
  - Color mode: Grayscale
  - Resolution (DPI): 200
- File size is limited to 1 MB
- Supported File types for upload: .JPG, .GIF, .TIF, and .PNG

**Document**

**Document Type\***

Identification Document(s)

**Document Draft**

Select one

- Original**
- Copy

**Tips for Scanning and Uploading Documents**

- It's recommended to use the Scan New option instead of Browse and Upload
- Recommended scanning settings:
  - Color mode: Grayscale
  - Resolution (DPI): 200
- File size is limited to 1 MB
- Supported File types for upload: .JPG, .GIF, .TIF, and .PNG

- 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.

**Document**

**Document Type\***

Identification Document(s) x v

**Document Draft**

Original x v

**Scan New Image** **Browse and Upload** **Save**

**Tips for Scanning and Uploading Documents**

- It's recommended to use the Scan New option instead of Browse and Upload
- Recommended scanning settings:
  - Color mode: Grayscale
  - Resolution (DPI): 200
- File size is limited to 1 MB
- Supported File types for upload: .JPG, .GIF, .TIF, and .PNG

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

**Document**

**Document Type\***

Identification Document(s) x v

**Document Draft**

Original x v

**Scan New Image** **Browse and Upload** **Save**

**Tips for Scanning and Uploading Documents**

- It's recommended to use the Scan New option instead of Browse and Upload
- Recommended scanning settings:
  - Color mode: Grayscale
  - Resolution (DPI): 200
- File size is limited to 1 MB
- Supported File types for upload: .JPG, .GIF, .TIF, and .PNG

**CUSTOMER NAME**  
**CUSTOMER NAME**  
**ID W1234 56789**  
**NAME**  
01 JOHN Q SAMPLE 9  
HEALTH PLAN (80840) 9140860054  
GRP: 123456-010-00001 PCP \$ 25.00  
PCP: ABC FAMILY PRACTICE SPC \$ 35.00



6. 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. Additional documentary evidence can be uploaded as needed.

The screenshot displays the eVital Death Amendments interface. On the left is a sidebar with a blue header 'Amendment' and several menu items: 'Amendment Summary', 'Documentary Evidence' (highlighted with a green checkmark and an orange border), 'View/Modify Work copy', 'Return to History', 'Death Registration', 'Medical Information', and 'Cause of Death'. The main content area has a light blue header with 'Case ID: 18296760', 'Name: Paul R Smith', and 'Event Date: Mar-11-2018'. Below this is a 'Case Status' section with buttons for 'Medical Valid With Exceptions', 'Personal Valid with Exceptions', 'Fact Of Death Valid', 'Certified', 'Pronounced', 'Signed', and 'Registered'. There is also a 'Disposition Permit Ready to Print' button. An 'Amendment Status' section shows 'Pending Amendment Affirmation'. The 'Documentary Evidence' section has a dark blue header and a 'Current Documents' table. The table has four columns: 'Document Type', 'Uploaded By', 'Upload Date', and 'Draft Type'. It contains one row for 'Identification Document(s)' uploaded by 'eVital User' on '4/3/2018 4:32:05 PM' with a draft type of 'Original'. To the right of this row are 'View', 'Edit', and 'Delete' buttons. At the bottom right of the table is an 'Add Documentary Evidence' button.

Document Type	Uploaded By	Upload Date	Draft Type
Identification Document(s)	eVital User	4/3/2018 4:32:05 PM	Original

## 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**.

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 the **Certify** section in the “**Electronic Death Registration Module for Medical Facility Users**” guide.

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

Amendment History					
Amendment ID	Processing History	Amendment Type	Date Received	Date Completed /Rejected	Amendment Status
19062611	<a href="#">History</a>	Cause of Death/QI	Apr/03/2018		Pending QI Amendment Approval

## 7. View/Modify Work Copy

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

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

Amendment		Case ID: 18296760	Name: Paul R Smith	Event Date: Mar-11-2018
Amendment Summary				
Documentary Evidence				
<b>View/Modify Work copy</b>				
Return to History				
Death Registration				
Medical Information				
Cause of Death				

Case Status:		Amendment Status:					
Medical Valid With Exceptions	Personal Valid with Exceptions	Fact Of Death Valid	Certified	Pronounced	Signed	Registered	
Disposition Permit Ready to Print		Pending QI Amendment Approval					

View/Modify Work copy									
<p>DATE FILED THE CITY OF NEW YORK – DEPARTMENT OF HEALTH AND MENTAL HYGIENE</p> <p><b>CERTIFICATE OF DEATH</b> Certificate No. 156-18-101003</p> <p>NEW YORK CITY DEPARTMENT OF HEALTH AND MENTAL HYGIENE Mar 13, 2018 09:52 AM</p>									
1. DECEDENT'S LEGAL NAME (First, Middle, Last)		PAUL R SMITH							
2a. New York City		2b. Borough		2c. Type of Place		4. Nursing Home/Long Term Care Facility		2d. Any Hospice care in last 30 days	
Manhattan		Manhattan		1. Hospital Inpatient		5. Hospice Facility		2e. Name of hospital or other facility (if not facility, street address)	
				2. Emergency Dept./Outpatient		6. Decedent's Residence		Testing Hospital (Manhattan)	
				3. Dead on Arrival		7. Other Specify			
Date and Time of Death		3a. (Month)		3b. (Day)		3c. (Year-yyyy)		3d. Time	
March 11 2018		March		11		2018		00:02 AM	
4. Sex		5. Date last attended by a Physician		6. Certifier		1. I certify that death occurred at the time, date and place indicated and that to the best of my knowledge traumatic injury or poisoning DID NOT play any part in causing death, and that death did not occur in any unusual manner and was due entirely to NATURAL CAUSES. See instructions on reverse of certificate.			
Male		mm dd yyyy 03 07 2018							