HOW DO I MONITOR PENDING DEATH CASES IN EVERS?

Deaths must be medically certified within **24 hours** by the medical facility. The NYC Health Department will register deaths after they have been both certified by the medical facility and signed by the funeral home. Please note that funeral homes have an additional **48 hours**, from time of death, to sign.

Deaths that have been medically certified, but not signed by the funeral home, will be in the Personal Pending queue. You should monitor this queue once a week to identify deaths where there is no funeral home and at least **72 hours** have passed since time of death. These deaths should be reported by the medical facility as interim dispositions. Please do NOT report a death as an interim disposition if a funeral home is involved.

After logging into EVERS, click here under Current Activities on the Home Page.

Count indicates the number of cases that have not been registered, and **Age of Oldest in Days** indicates the number of days that the first case has been in the queue.

Queue Name	Type ↓	Count	Age of Oldest in Days
Certification Required	Death	1	266
Fact of Death Pending	Death	15	1978
ME Review Required	Death	2	1515
Medical Pending	Death	28	1978
Personal Pending	Death	30	1978
			Total Queues : 5

Click on **Personal Pending** to monitor cases in the queue.

Data Provider indicates whether a Funeral Home has picked up the case.

If there is no funeral home information displayed under Data Provider, and at least 72 hours have elapsed since time of death, the medical facility will need to unpronounce/uncertify the death, take responsibility for disposition, and report the death as an interim disposition. **Please refer to *How do I report interim dispositions in EVERS* for additional instructions.**

To unpronounce / uncertify and take responsibility for disposition, click on the Pronounce/Certify link and then click **Unpronounce/Uncertify.**

Click on **Decedent,** and select **Yes** for "*Will medical institution be responsible for final disposition?*"

Please refer to ***How do I report interim dispositions in EVERS*** for additional instructions.

Note: If a Potential Duplicates error message displays upon validating the record, you must verify that a second certificate was not already filed.

If it is confirmed to be a duplicate, you must contact the Constituent Services Unit at 646-632-6705 to abandon the duplicate record.

For questions regarding EVERS, please contact:

Constituent Services Unit
New York City Department of Health and Mental Hygiene
(646) 632-6705
evers@health.nyc.gov

Have you seen our website yet? Go ahead, take a look now! http://www.nyc.gov/evers