



HOW DO I SUBMIT DEATH AMENDMENTS IN EVERS? (Medical Facilities)

Please Note: You can only submit amendments for cases that have a Registered Status.

Step1: Locate Case

Select **Life Events/Death/Locate Case**

Testing Name Welcome back: pgentlesMD [Logout](#)

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New York City Department of Health and Mental Hygiene

Locate Case

Decedent's Information

First: Last: Date of Death:

Gender: SSN: Date of Birth:

Case Id: ME Case Number:

Place of Death Location Type: Place of Death:

Step2: Select **Amendments**

Death Registration Menu

- Personal Information
- Decedent**
- Medical Certification
- Pronouncement
- Place of Death
- Cause of Death
- Other Factors
- Certifier
- Registrar
- Amendment List
- Amendments**
- Comments
- Print Forms
- Validate Registration

12512830 : Test Testing JUN-08-2012
/Personal Valid/Fact of Death Valid/Medical Valid/Registered/Signed/Pronounced/Certified/NAICD Coding Required/Burial Permit Ready to Print

Decedent

Will medical institution be responsible for final disposition?

Infant Identifier

Decedent Name Presumed?

Decedent's Legal Name

Prefix	First	Middle	Other Middle	Last	Suffix
	Test			Testing	

Aliases

Add/Edit Alias Names Just Testing

Step3: Select Amendment Type

Calvary Hospital | Welcome back: MayaMD | Logout

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The City of New York Department of Health and Mental Hygiene

Amendments Menu | 743328 : Amendment Exists

Amendment Page

Type: Medical | Amendment Date: | Amendment Number: | Description: correct decedent's first name

Order Number: | Microfilm Number: |

Amendment Status: | New Burial Permit Required: |

Save | Clear | Return

3a. Select **Medical** for Type

3b. Enter a Description of the Amendment you are submitting.

3c. Click **Save**

Step 4: Select from the Page to Amend drop down the page you want to amend.

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New York City Department of Health and Mental Hygiene

Amendments Menu | 12512830 : Test Testing JUN-08-2012 Amendment Exists

Amendment Page

Type: Medical | Amendment Date: | Amendment Number: 73762 | Description: correct decedent's first name

Order Number: | Microfilm Number: |

Amendment Status: Keyed (Requires Affirmation) |

Page to Amend: Death - Decedent

Item In Error: | Item as it Appears: | Item as it Should be: |

New Burial Permit Required: Yes

Decedent

Infant Identifier: |

Decedent's Legal Name

Prefix: | First: Test | Middle: | Other Middle: | Last: Testing | Suffix: |

Gender: Male

Cancel Amendment | Validate Page | Validate Amendment | Save | Clear | Return

The page you want to amend will appear below for you to make the correction

Make the correction then click **Save**

The following information will populate; **Item in Error**, **Item as it Appears**, and **Item as it Should be**

Amendment Page

Type: Medical | Year: 2012 | Amendment Number: 73762 | Description: correct decedent's first name

Item in Error	Item as it Appears	Item as it Should be	Edit	Delete
Decedent-First Name	Test	Tester	Edit	Delete

Buttons: Cancel Amendment, Save, Clear, Return

Click **Edit** if you wish to change the information entered.

Click **Delete** if you wish to remove the information entered.

Click **Cancel Amendment** if you wish to cancel the amendment

Please Note: To correct additional pages, you must repeat Step 4.

Step 5: Click **Amendment Affirmation** , check the Affirmations box, and then click **Affirm**

Amendment Affirmation

Affirm the following:

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

Buttons: Affirm, Clear, Return

Have the physician place his/her finger to affirm the amendment.

Central Funeral Home Welcome back: AlexFD [Logout](#)

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New York City Department of Health and Mental Hygiene

Amendments Menu 12512825 :Jacob Thomas JUN-07-2012 Amendment Exists

Amendment /Personal Valid/Fact of Death Valid/Medical Valid/Registered/Signed/Pronounced/Certified/NA

Amendment Affirmation **Affirmations**

Authentication successful.

[Clear](#) [Return](#)

If you see the above screen, your affirmation was successful. You now have a check mark next to the **Amendment Affirmation** link in the **Amendments Menu**.

The amendment has now been submitted to the Office of Vital Records. When you return to the **Amendment List**, you should see that the amendment now has a **Pending Approval** status.

Amendment List

Amendment Id	Processing History	Amendment Type	Date Received	Date Completed / Rejected	Amendment Status	Order #
21950	History	Medical	MAY-15-2013		Pending Approval	

[New Amendment](#) [Return](#)

Once the Office of Vital Records has approved and completed the amendment, the status will show as Complete and the correct information will show in the appropriate field in the 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>