

HOW DO I SEARCH ORDERS IN EVERS?

Please Note: To avoid submitting duplicate orders, please search if an order was already submitted before submitting a new order.

To Search for orders, click on **Order Processing** and then **Search**.

There are four different Search options you can choose to search for an existing order. **Only use the Search by Order and Search by Matched Event options.** They are in the upper left and lower right sections of the search page. The other options are still being developed.

The screenshot shows the EVERS search interface. At the top, there is a navigation bar with 'Main', 'Order Processing', 'Life Events', 'Queues', 'Forms', and 'Help'. Below this is a header for 'City of New York Department of Health and Mental Hygiene'. A 'Search' button is highlighted with a red box. The main content area is titled 'Search for an order' and contains four search sections: 'Search By Order' (highlighted with a red box), 'Search by Event Requested', 'Search by Applicant', and 'Search by Matched Event' (highlighted with a red box). The 'Search By Order' section includes fields for Order Number, Security Paper Number, Tracking Number, and Received between (with calendar icons). The 'Search by Matched Event' section includes a dropdown for Event Type (set to 'Death'), Search Criteria 1 and 2, and Value 1 and 2. At the bottom right, there are 'Search', 'Clear', and 'Soundex' buttons. The 'Search' button is highlighted with a red box. The browser address bar shows 'http://10.135.70.28/EDRS_Pilot/UI/Pages/Order/OrderSearch.aspx#'. The system tray shows 'Local intranet' and '100%' zoom.

1) Search by Order

This close-up shows the 'Search By Order' section. It contains the following fields: 'Order Number:', 'Security Paper Number:', 'Tracking Number:', and 'Received between' (with a calendar icon). The 'Received between' field is pre-filled with 'MAY-01-2013'. There are also calendar icons for the 'and' separator and the second date field. An arrow points from the 'Search' button in the background to the 'Received between' field.

You can search for an order by entering the Order Number here

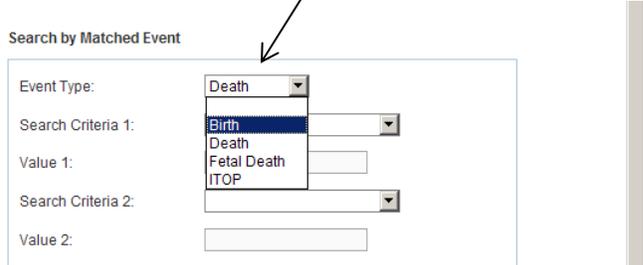
Or

You can search by the date the order was submitted.

Click **Search**

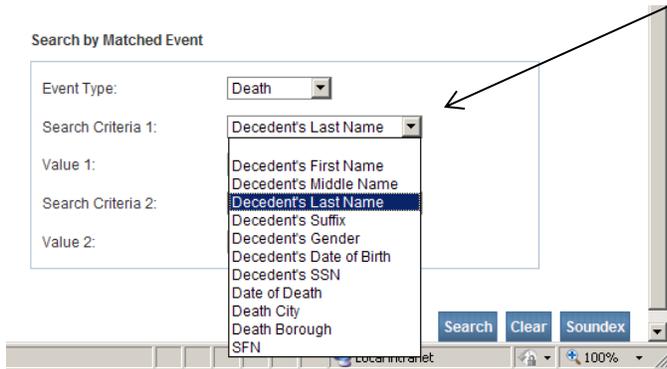
2) **Search by Matched Event:** You can search for orders by type of event.

a. Click on the **Event Type** dropdown, and select the event for the order you are looking for.



The screenshot shows the 'Search by Matched Event' form. The 'Event Type' dropdown is open, showing options: Birth, Death, Fetal Death, and ITOP. An arrow points to the 'Event Type' dropdown. The other fields are: Search Criteria 1 (empty), Value 1 (empty), Search Criteria 2 (empty), and Value 2 (empty).

b. Select the criteria you wish to search by from the **Search Criteria 1** dropdown



The screenshot shows the 'Search by Matched Event' form. The 'Event Type' dropdown is set to 'Death'. The 'Search Criteria 1' dropdown is open, showing options: Decedent's First Name, Decedent's Middle Name, Decedent's Last Name, Decedent's Suffix, Decedent's Gender, Decedent's Date of Birth, Decedent's SSN, Date of Death, Death City, Death Borough, and SFN. An arrow points to the 'Search Criteria 1' dropdown. The other fields are: Value 1 (empty), Search Criteria 2 (empty), and Value 2 (empty). Buttons for 'Search', 'Clear', and 'Soundex' are visible at the bottom.

c. Enter the information for Value 1 and click on Search.



The screenshot shows the 'Search by Matched Event' form. The 'Event Type' dropdown is set to 'Death'. The 'Search Criteria 1' dropdown is set to 'Decedent's Last Name'. The 'Value 1' text box contains 'Test'. The 'Search Criteria 2' dropdown is set to 'Decedent's First Name'. The 'Value 2' text box contains 'Test'. A green callout box points to the 'Search Criteria 1' dropdown with the text: 'You can also select other criteria here, and enter another value'. Another green callout box points to the 'Search' button with the text: 'Click here'. Buttons for 'Search', 'Clear', and 'Soundex' are visible at the bottom.

Click on the **Order Number** to view the order summary.

Results

Order Number	Date Received	Applicant Name	Event Type	SFN	Registrant Name
20130400058	APR-29-2013	Colonial Funeral Home	Death	2013000046	Mary Smith

Total records : 1

New Search

Order Summary

Order Processing Menu

- Applicant
- Match Events
- Services
- Payments
- Summary
- Validate Order
- Attachments

20130400014 :Colonial Funeral Home
/Order Valid/Completed

Order Summary

Source: Internet
Received Date: APR-11-2013

ProCheck / ProID Status:
Fee Effective Date: APR-11-20

Applicant Information

Name: Colonial Funeral Home
Address: 2819 Hylan Boulevard
Staten Island, New York 10306

Attention:
Phone: (718) 678-7677
Email:

Payment Information

Type	Amount
Credit/Debit Card	\$76.75
Paid:	\$76.75
Due:	\$76.75
Balance:	\$0.00

Date the last certificate was issued for this Decedent.

Correspondence Work Order Amend Receipt Mailing Envelope Mailing Label

Matched Events

Registrant	Match	Total Number of Issuances	Date of Last Issuance
Lana Smile	Yes	2	APR-11-2013 04:18 PM

Services

Service Name	Quantity	Priority	Delivery	Fee
Death CC Funeral Home	2	REGULAR	PICKUP	\$30.00
Disposition Permit	1	REGULAR	PICKUP	\$40.00
Communicable Disease Letter	1	REGULAR	PICKUP	\$0.00

New Order Copy to New Validate Order Void Issuance History Previous Return

Done Local intranet 100%

The payment balance will be \$0.00 if the order is fully paid.

Date the last certificate was issued for this Decedent.

Click on **Yes** to go to the case from the Order Summary.

If there is a balance in red on the Order Summary page, that means the order was not paid for.

Order Processing Menu 20130400045 :Colonial Funeral Home
/Order Invalid/Incomplete/Insufficient Funds

Order Summary

Source: Internet ProCheck / ProID Status:
Received Date: APR-19-2013 Fee Effective Date: APR-19-2013

Applicant Information		Payment Information		
Name:	Colonial Funeral Home	Type	Amount	User
Address:	2819 Hylan Boulevard Staten Island, New York 10306	Paid:	\$0.00	
Attention:		Due:	\$20.55	
Phone:	(718) 678-7677	Balance:	\$20.55	
Email:				

Order Processing Menu 20130400045 :Colonial Funeral Home
/Order Invalid/Incomplete/Insufficient Funds

Order Summary

Source: Internet ProCheck / ProID Status:
Received Date: APR-19-2013 Fee Effective Date: APR-19-2013

Applicant Information		Payment Information		
Name:	Colonial Funeral Home	Type	Amount	User
Address:	2819 Hylan Boulevard Staten Island, New York 10306	Paid:	\$0.00	
Attention:		Due:	\$0.00	
Phone:	(718) 678-7677	Balance:	\$0.00	
Email:				

All zeros in the payment mean the order was not entered.

To Track an order, click on Issuance History

Order Processing Menu 20130400014 :Colonial Funeral Home
/Order Valid/Completed

Order Summary

Source: Internet ProCheck / ProID Status:
Received Date: APR-11-2013 Fee Effective Date: APR-11-2013

Applicant Information		Payment Information		
Name:	Colonial Funeral Home	Type	Amount	User
Address:	2819 Hylan Boulevard Staten Island, New York 10306	Credit/Debit Card	\$76.75	Maya Feldman
Attention:		Paid:	\$76.75	
Phone:	(718) 678-7677	Due:	\$76.75	
Email:		Balance:	\$0.00	

Event Requested
Event Type: Death Correspondence Work Order Amend Receipt Mailing Envelope Mailing Label
Relation: Funeral Director
Status: /Personal Valid With Exceptions/Fact of Death Valid/Medical Valid/Registered/Signed/Pronounced/Certified/NA/ICD Coding Required/GIS Coding Required/Burial Permit Ready to Print

Comments:

Matched Events				Services			
Registrant	Match	Total Number of Issuances	Date of Last Issuance	Service Name	Quantity	Priority	Delivery Fee
Lana Smile	Yes	2	APR-11-2013 04:18 PM	Death CC Funeral Home	2	REGULAR	PICKUP \$30.00 Issue
				Disposition Permit	1	REGULAR	PICKUP \$40.00 Issue
				Communicable Disease Letter	1	REGULAR	PICKUP \$0.00 Issue

Buttons: New Order Copy to New Validate Order Void **Issuance History** Previous Return

Issuance History

You can see the UPS Tracking Number, Date certificate was printed, Date certificate was Shipped, etc.

Order Processing Menu		Issuance History							Order Number: 20130400014	
Service Name	Security Paper Number	Tracking Number	Date Printed	Shipped Date	Date Completed	Date Voided	User	Issuing Office	Delivery Date	
Death CC Funeral Home - Manhattan	GG0000000001	Z1055500	APR-11-2013 04:18 PM	MAY-03-2013	MAY-03-2013 01:06 PM		Gwcj Xhukonp	Office of Vital Records - Burial Desk	Edit	
Death CC Funeral Home - Manhattan	GG0000000002	Z1055500	APR-11-2013 04:18 PM	MAY-03-2013	MAY-03-2013 01:06 PM		Gwcj Xhukonp	Office of Vital Records - Burial Desk	Edit	
Total records : 2										

[Return](#)

To print a receipt, click on **Receipt**

Order Processing Menu 20130400014 :Colonial Funeral Home
 /Order Valid/Completed

Order Summary

Source: Internet ProCheck / ProID Status:
 Received Date: APR-11-2013 Fee Effective Date: APR-11-2013

Applicant Information **Payment Information**

Name: Colonial Funeral Home Type Amount User
 Address: 2819 Hylan Boulevard Credit/Debit \$76.75 Maya Feldman
 Staten Island, New York 10306 Card
 Attention: Paid: \$76.75
 Phone: (718) 678-7677 Due: \$76.75
 Email: \$0.00

Event Requested

Event Type: Death **Receipt** Mailing Envelope Mailing Label
 Relation: Funeral Director
 Status: /Personal Valid With Exceptions/Fact of Death/medical variance/Registered/Signed/Pronounced/Certified/NA/ICD Coding
 Required/GIS Coding Required/Burial Permit Ready to Print

Comments:

Matched Events

Registrant	Match	Total Number of Issuances	Date of Last Issuance
Lana Smile	Yes	2	APR-11-2013 04:18 PM

Services

Service Name	Quantity	Priority	Delivery	Fee
Death CC Funeral Home	2	REGULAR	PICKUP	\$30.00 Issue
Disposition Permit	1	REGULAR	PICKUP	\$40.00 Issue
Communicable Disease Letter	1	REGULAR	PICKUP	\$0.00 Issue

Click here

Buttons: New Order, Copy to New, Validate Order, Void, Issuance History, Previous, Return

Done Local intranet 100%

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>