eVital Guide:
Electronic Birth 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 Case

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 Birth.
4. Select **Locate Case**.

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

6. A list of matching birth cases will appear. Click the **Case ID** to open the case or click the **Preview** button to preview the details of the case.
2. Creating a New Amendment

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

2. Select the Amendment Type from the drop-down list. For all birth cases the options are Hospital Sub and Confidential Medical Report/QI. In this example, Hospital Sub has been selected.
3. The eVital system will create an Amendment Number and the Amendment Date will prepopulate. Click Save Amendment.

4. The Hospital Substitution amendment type allows medical facilities to change the Parent Information and Facility Information sections of a birth case (anything that appears on the face of the birth certificate). All editable fields will appear in white and all non-editable fields will appear in gray. Click the Child tab in the Birth Registration panel.

Note: For a Hospital Substitution amendment to get processed by the Department of Health, the parent/parents must fill out, sign and submit a Correction Form. Hospital staff are then required to upload the completed form via the Documentary Evidence tab. Once you affirm the amendment, the Corrections and Amendments Unit (CAU) will retrieve the request from the Hospital Substitution Queue, review the completed application and then approve the amendment. If the completed Correction Form is not attached, CAU will reject and return the amendment request to the facility with a correspondence informing them of the missing document. Click this link to obtain a copy of the Correction Form:
5. Click the calendar icon in the Date of Birth field and select the correct date of birth. In this example, the Child’s Date of Birth will be changed from February 13, 2018 to February 14, 2018.

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

8. To undo any changes, click the **Undo** button. The old value will be restored to the field that was changed. Click **Save**.
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. Choose Signed Correction Application as the Document Type.

3. Select Original or Copy from the Document Draft drop-down list.
4. Click **Browse and Upload** to upload the document from your computer. Only files in .TIF, .GIF, .PNG and .JPG format can be uploaded. PDF documents cannot be uploaded. 

*Note:* You can also choose **Scan New Image** if you have an eVital compatible scanner.

5. Choose the security setting you prefer. Click **OK**. 

*Note:* If you select **Allow Once** you will receive this message each time you attempt to upload a document. If you select **Always Allow** then you will not receive this message again when attempting to upload a document.
6. Select the **Signed Correction Form**. Click Open.

![Image of Signed Correction Form]

7. The **Signed Correction Form** will appear in the window. Click Save.

![Image of Signed Correction Form being saved]
8. You will now see the **Signed Correction Form** 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.

4. 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.
2. From the **Action** drop-down menu, select **Amendment Cancelled**.

![Amendment Summary Screen]

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

![Amendment Summary Screen]
4. In the **Action Comments** section, enter any comments related to the cancellation. Click **Save**.

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

3. Click **Unclaim Amendment** on the bottom right-hand corner of the screen. The screen will return to the **Amendment History** page.
4. 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.

5. On the bottom right-hand corner of the screen, click the **Edit Amendment** button. The amendment can now be edited.
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 Section 28 – Certify in the “How do I Report Births in eVital” guide.

3. After the Amendment has been successfully affirmed, page
7. View/Modify Work Copy

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

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

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**Document Image:**

[Image of a birth certificate with details filled in.

- **Name:** Budd Rube
- **Date:** February 14, 2018
- **Place:** New York City Borough
- **Hospital:** Testing Hospital (Manhattan)
- **Birth Information:**
  - **Sex:** Male
  - **Date of Birth:** February 14, 2018
  - **Time:** 4:53 PM

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