eVital Guide:

Electronic Death Amendments Module,
Personal Amendments
for Funeral Home Users

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Health and Mental Hygiene
Division of Epidemiology, Bureau of Vital Statistics
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1. Locating a Death Case

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

![Preferred Queues](image1)

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

![All Categories](image2)

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

![Life Events](image3)
4. Select **Locate Case**.

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

6. A list of matching death cases will appear. You can 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.
2. The Amendment History form will appear. Click Create Amendment.

1. Select the Amendment Type from the drop-down list. For all death cases the options are Personal, Funeral Home Change from Interim Disposition, and Private to City Burial. In this example, Personal has been selected.

2. The eVital system will create an Amendment Number and the Amendment Date will prepopulate. Click Save Amendment.
3. Saving a **Personal** amendment type allows eVital users to change information in the **Personal Information** section of the case. All editable fields will appear in white and all non-editable fields will appear in gray. Click the **Decedent** tab.

![Image of eVital interface with Personal Information section highlighted]

4. Click in the field marked **Year** to type in the correct year. In this example, the **Date of Birth Year** will be changed from **July 1, 1900**, to **July 1, 1920**.

![Image of eVital interface with Date of Birth section highlighted]
5. After amending the desired information, click Save.

6. 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.
7. Click the **Undo** button to undo any changes. The old value will be restored to the field that was changed. Click **Save**.

```
<table>
<thead>
<tr>
<th>Field</th>
<th>Old Value</th>
<th>New Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Decedent</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date of Birth</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year</td>
<td>1960</td>
<td>1920</td>
</tr>
</tbody>
</table>
```

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

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 wish to **Cancel**. This will open the **Amendment Summary** page.
2. From the **Action** drop-down menu, select **Amendment Cancelled**.
3. From the **Reason** drop-down menu, select **Other, Specify**.

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**.

![Amendment History Table]

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.

![Amendments Queue]
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.

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.
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.

2. Choose the Document Type from the drop-down list.
3. Choose the **Document Draft** from the drop-down-list.
4. 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.**

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

5. After the document has been uploaded, click **Save**.
6. 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. Additional documentary evidence can be uploaded as needed.
6. Amendment Place Order

1. Click on the **Amendment Place Order** tab in the **Amendment** panel. From this tab, you can place an order for any additional services you may need for this case. Choose a service from the **Add/Edit Service** drop-down list.  
   **Note:** The system will automatically use the funeral home’s shipping address for any orders. If you would like an order shipped to a different address, click inside the box to remove the check mark and additional fields will appear for you to enter a new shipping address.

2. After selecting the service, enter the **Quantity**. Then, click **Add**.
3. Review the services you are requesting and click **Next**. You can also **Edit** or **Delete** services from this screen.

4. Select the payment method from the **Select Payment Method** drop-down list.

5. Click **Add Payment**.
6. Complete the fields on the **Shipping Address** screen. Click **Continue**.

7. Select the desired **Shipping Options**. Click **Continue**.
8. Enter the **Billing Address**, **Payment Information** and the **Captcha** code for security. Click **Continue**.

9. In the **Payment Authorization** window, check the box in the **Acknowledgment** section. Then, click **Pay Now**.
7. Order Payment Confirmation

1. After the payment has been processed, the **Order Payment Confirmation** page appears. The **Payment Details** are displayed at the bottom of the screen.

![Payment Details screenshot]

8. View/Modify Work Copy

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

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

![Certificate screenshot]
9. 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 9 – Certify and Sign in the “Electronic Death Registration Module for Funeral Home Users” guide.

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