eVital Guide:
Electronic Death Amendments Module, Death Amendments for a Death Query for Medical Facility Users

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1. How Do I Submit a Death Amendment for a Death Query in eVital?

*Note:* Amendments can only be submitted for registered cases.

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 Death.
4. Select **Locate Case**.

5. Enter search criteria into at least one field. In this example, the **Case ID** was entered.

6. A list of matching death cases will appear. Click the **Case ID** or the **Decedent’s Name** 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 the Create Amendment button.
3. From the Amendment Type drop-down list, select Cause of Death/QI.

4. The eVital system will create an Amendment Number and the Amendment Date will prepopulate. Click Save Amendment.

5. The Amendment Summary will open. In the Death Registration menu, click Cause of Death.
6. The **Cause of Death** window will open. Update the information as necessary. In this example, the disease/condition in **Line A – Immediate Cause** has been changed from **Disease A** to **Disease B**.

7. After amending the desired information, click **Save**.
8. Select the Amendment Summary tab to view the Amendment Information Report. This report will display the amended information including which Field was amended, the Old Value in that field, and the New Value in that field.

9. Click the Undo button to undo any changes. The old value will be restored to the field that was changed. Click Save.
**Note:** The **Amendment Information Report** can 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 want 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.

<table>
<thead>
<tr>
<th>Action</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amendment Canceled</td>
<td>Other, Specify</td>
</tr>
</tbody>
</table>

**Action Comments**

Amendment no longer needed.

5. Click **Save**.

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

<table>
<thead>
<tr>
<th>Amendment ID</th>
<th>Processing History</th>
<th>Amendment Type</th>
<th>Date Received</th>
<th>Date Completed /Rejected</th>
<th>Amendment Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1906260999</td>
<td>History</td>
<td>Cause of Death/ Qi</td>
<td>Apr/03/2018</td>
<td></td>
<td>Amendment Cancelled</td>
</tr>
</tbody>
</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.
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.

   ![Amendment Panel](image1)

   ![Documentary Evidence Form](image2)

   2. Select the type of document to be uploaded from the **Document Type** drop-down list.

   3. Select **Original** or **Copy** from the **Document Draft** drop-down list.

   ![Document Types](image3)

   ![Tips for Scanning and Uploading Documents](image4)
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.

![Document Upload Interface]

5. After the document has been uploaded, click **Save**.
6. You will now see the uploaded document 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 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 the Certify section in the “Electronic Death Registration Module for Medical Facility Users” guide.

3. After the amendment has been successfully affirmed, the Amendment Status will update to Pending QI Amendment Approval on the Amendment History page.
7. View/Modify Work Copy

1. Click the View/Modify Work Copy tab to view a copy of the amended death certificate.

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