eVital Guide:
Electronic Death Amendments Module for Medical Facility Users

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Division of Epidemiology, Bureau of Vital Statistics
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1. How Do I Submit Death Amendments for Medical Facilities?

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

1. From the eVital Dashboard screen, 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. Select the **Amendment Type** from the drop-down list:
   a. There are three amendment types that can be submitted for death cases:
      1. **Medical**
      2. **Cause of Death/QI**
      3. **Medical Disposition - Death**

4. In this example, a **Medical** amendment type has been selected which will allow eVital users to change the **Medical Information** section and the **Medical Record Number**. The eVital system will create an **Amendment Number** and the **Amendment Date** will prepopulate. Click **Save Amendment**.
5. The **Amendment Summary** will open. Click on **Decedent** under **Medical Information** to access the **Medical Record Number**.

6. In this example, the **Medical Record Number** has been changed from **305** to **513**.
7. After amending the desired information, click **Save**.

8. Select the **Amendment Summary** tab to view the **Amendment Information Report**. This report displays the amended information, which **Field** was amended, the **Old Value** and the **New Value**.
9. To undo any changes, click the **Undo** button. The old value will be restored to the field that was changed. Click **Save**.

*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 in 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.

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**.
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. Then click the **Death-STOPITOP 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.

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**Queue List**

<table>
<thead>
<tr>
<th>Amendments</th>
<th>Count</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMD FR FailedQueue</td>
<td>14</td>
<td>139 days 1 hour old</td>
</tr>
<tr>
<td>Amendment Birth Pending Approval</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Amendment Death Pending Approval</td>
<td>1</td>
<td>47 days 1 hour old</td>
</tr>
<tr>
<td>Amendment ITOP Pending Approval</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Amendment STOP Pending Approval</td>
<td>1</td>
<td>3 days 22 hours old</td>
</tr>
<tr>
<td>Birth Amendments Pending Affirmation</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Birth Rejection</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Death Amendment Rejections</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>bmc Death-stoPiTop Amendments Pending Affirmation</td>
<td>1</td>
<td>1 day 2 hours old</td>
</tr>
<tr>
<td>No Amendments</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

**Death-STOPITOP Amendments Pending Affirmation**

<table>
<thead>
<tr>
<th>CaseID</th>
<th>AMD Type</th>
<th>RegistrantName</th>
<th>Event Type</th>
<th>AmendmentNumber</th>
<th>Processed By</th>
<th>Created date</th>
<th>Received date</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>18296760</td>
<td>Medical</td>
<td>Paul L Smith</td>
<td>Death</td>
<td>18296760_01</td>
<td>eVital User</td>
<td>Mar/13/2018</td>
<td>Mar/13/2018</td>
<td></td>
</tr>
</tbody>
</table>
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 case 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, select **Documentary Evidence** from the **Amendment** menu, then click the **Add Documentary Evidence** button.

2. The **Document** window will open. Select **Document Type** and **Document Draft** from the drop-down menus.
3. 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.

4. After the document has been uploaded, click **Save**.
5. A green check mark will now appear next to **Documentary Evidence** in the **Amendment** menu. Information about the document is displayed in the **Documentary Evidence** portion of the page. Use the **View**, **Edit** or **Delete** buttons to view, edit or delete the document. Additional documentary evidence can be uploaded as needed.
6. Amendment Affirmation

1. An amendment must be affirmed before it can be reviewed for approval. To affirm an amendment, select Amendment Affirmation. Click the Affirm checkbox, then click Affirm Now.

2. The Quick Response (QR) code will appear. Using your mobile device and the Certify app, follow the Certify process in the Electronic Death Registration Module for Medical Facilities guide to complete the affirmation process.

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

1. To view a copy of the death certificate, select **View/Modify Work copy** from the **Amendment** menu.

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

![Certificate of Death](image-url)