eVital Guide:
Amendments to Change Dispositions from:
- Interim or City Burial to Private Burial
- Interim or City Burial to Cremation
- Interim to City Burial
  for Funeral Home Users

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Health and Mental Hygiene
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# Table of Contents

1. How Do I Submit Amendments to Take Ownership of City Burials or Interim Dispositions? .................................................. 3
   1. Purpose ........................................................................................................................................................................ 3
   2. Scope ........................................................................................................................................................................... 3
   3. Points to Remember: .................................................................................................................................................... 3

2. Steps for Changing a Disposition from an Interim or City Burial to a Non-Cremation Private Burial ................................................................................................................................. 4

3. Steps for Changing a Disposition from an Interim or City Burial to a Cremation .......... Error! Bookmark not defined.

4. Steps for Changing a Disposition from an Interim to a City Burial .................................................. 21
1. How Do I Submit Amendments to Take Ownership of City Burials or Interim Dispositions?

1. Purpose
The eVital application allows funeral home users to electronically submit amendments to take ownership of city burials or interim dispositions with the New York City Health Department’s Bureau of Vital Statistics (BVS).

2. Scope
This guide provides step-by-step instructions for funeral homes to submit the following amendments:
- Interim disposition to private burial
- City burial to private burial
- Interim disposition to cremation
- City burial to cremation
- Interim disposition to City burial

3. Points to Remember:
   a. Funeral directors may submit amendments to take ownership of City burial cases or interim dispositions, and to amend dispositions for cases registered via EVERS and eVital only. Death cases registered manually must have their amendments submitted manually.
   b. There are no correction fees for the following amendments:
      - Interim disposition to private burial
      - City burial to private burial
      - Interim disposition to cremation
      - City burial to cremation
      - Interim disposition to City burial
   c. The New York City Health Department approves submitted amendments before processing any orders for certified copies of death certificates.
2. **Steps for Changing a Disposition from an Interim or City Burial to a Non-Cremation Private Burial**

1. Find and open the City burial or interim case by using the menu icon on the home page. Follow the steps to search for a decedent as described in the guide titled “Electronic Death Registration Module for Funeral Home Users.”

2. From the Death Registration menu, click the Amendment History tab.

3. On the Amendment History page, click Create Amendment in the right-hand corner of the screen.

4. Select **Funeral Home Change from Interim Disposition** from the Amendment Type drop-down list.
5. The **Amendment** menu will appear. Click **Disposition**.
6. In the **Disposition** form, select your updated disposition from the **Method of Disposition** drop-down list. By default, the current user’s attributes are populated into the **Funeral Director** and **Funeral Home** fields. In this example, click **Place of Disposition Look Up** and search for the burial location.
7. Type the full name of the facility you are looking for and click **Search**. You can also type part of the facility name followed by the percent sign. The percent sign (%) is used as a wildcard, substituting for any character or characters at the beginning and end of names. Click **Select** for your desired entry and the facility data will populate the **Place of Disposition** fields.
8. Click **Save** and a green indicator will appear to the left of **Disposition**. Click **Amendment Summary** in the **Amendment** menu to view the changes made in this amendment.
9. The **Amendment Summary** form lists the specific field changes in the **Delta Report** section. To confirm these changes, click **Amendment Affirmation** in the **Amendment** menu.

10. Select the **Affirm** check box and a Quick Response (QR) code will appear. Follow the facial affirmation steps as described in the **Sign** section of the guide titled “Electronic Death Registration Module for Funeral Home Users.”
11. After the Corrections Unit approves your amendment, a message will appear in the **Amendments System Messages** tab on your dashboard. Click the **Case ID** link to view the approved death registration.

12. The **Amendment History** form lists any amendments for this decedent. Click the **Amendment ID** link to view the details of this amendment.

13. The **Amendment Summary** form shows the changes made to various fields in the disposition. Click **Return to History**.
14. In the **Death Registration** menu, click **Print Forms**. Since **Disposition Permit Ready to Print** appears in the status area, you can click **Print Disposition Permit** to generate a hard copy of the permit.

15. The amended disposition permit is displayed in PDF format with a toolbar displaying download, printing and zooming controls. Click the **printer icon** to print.

16. You have successfully updated the disposition. You may now log out of eVital.
3. Steps for Changing a Disposition from an Interim or City Burial to a Cremation

**Important Note Concerning Cremation Clearance:** With the rollout of eVital, cremation clearance will require the following:

- The case must be certified. This means that a medical professional must complete and attest to the etiology in eVital's *Cause of Death* form.
- *Informant* and *Individual Authorizing Disposition* fields must both be complete and include a contact's name and address. Those fields cannot be set to *Unknown* or *Unavailable*.
- The *Method of Disposition* field on the funeral home *Disposition* screen must have *Cremation* or selected for the 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 **Death**.

4. Select **Locate Case**. Enter search criteria into at least one field. Click **Search**.

5. A list of matching death cases will appear. Click the **Case ID** or **Decedent’s Name** link to open the registration.
6. When the case registration opens, click the **Amendment History** tab located in the **Other Links** menu.

7. The **Amendment History** form will appear. Click **Create Amendment**.

8. Select **Funeral Home Change from Interim** from the **Create Amendment** dropdown list and click **Save Amendment**.
9. Click **Disposition** in the **Personal Information** menu.
10. Click the **Method of Disposition** drop-down list and select **Cremation**. Click the calendar icon in the **Date of Disposition** field and select the correct date, or type directly into the field.
11. Click **Place of Disposition** to search for your desired crematorium. Type the full name of the crematory you are looking for and click **Search**. You can also type part of the facility name followed by the percent sign (%). The percent sign (%) is used as a wildcard, substituting for any characters at the beginning and end of names. Click **Select** on your desired entry, and the crematory name and location will populate the **Place of Disposition** fields.
12. The yellow rectangle around the **Method of Disposition** field indicates a soft edit. Soft edits indicate that one or more fields require correction or an explicit override. The message area at the bottom of this screen elaborates on which fields require attention. Click **Return to History** to view the primary death registration screen.
13. On the **Amendment** menu, click **Cremation Clearance** to view the **Cremation Clearance** form. Click **Request Cremation Clearance** to send the request to the Office of the Chief Medical Examiner (OCME).
14. After the OCME grants cremation clearance, you can affirm the amendment. On the **Amendment** menu, click the **Amendment Affirmation** tab. Select the **Affirm** check box and a QR code will appear. Follow the facial affirmation steps as described in the **Sign** section of the guide titled “Electronic Death Registration Module for Funeral Home Users.”

15. After the OCME approves the cremation clearance request, you can print the disposition permit by clicking **Print Forms** in the **Other Links** menu.

16. You have updated the disposition of your current decedent and printed the permit. You may now log out of eVital.
4. Steps for Changing a Disposition from an Interim to a City Burial

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**.

![Life Events Menu](image1)

4. Select **Locate Case**.
5. Enter search criteria into at least one field. Click **Search**.

![Locate Death Case](image2)

6. A list of matching death cases will appear. Click the **Case ID** or **Decedent’s Name** link to open the registration.

![Search Results](image3)
7. When the case registration opens, click the **Amendment History** tab located in the **Other Links** menu.

8. The **Amendment History** form will appear. Click **Create Amendment**.

9. Select **Funeral Home Change from Interim Disposition** from the **Amendment Type** drop-down list.
10. Click **Disposition** in the **Personal Information** menu.
11. In the Disposition form, select City Burial (Potter’s Field) from the Method of Disposition drop-down list. The City burial’s attributes are now populated into the Funeral Director and Funeral Home fields. Click the calendar icon in the Date of Disposition field and select the correct date, or type directly into the field. Click Save. To confirm these changes, click Amendment Affirmation in the Amendment menu.
12. Select the **Affirm** check box and a QR code will appear. Follow the facial affirmation steps described in the **Sign** section of the guide titled “Electronic Death Registration Module for Funeral Home Users.”

13. **Pending Amendment Approval** appears in the **Amendment Status Area** at the top of your screen.
14. When the Corrections Unit approves the amendment, **Amendment Approved** will appear in the **Amendment Status** column.

15. To print the updated documentation, click **Print Forms** in the **Other Links** menu.

16. You have updated the disposition of your current decedent and printed the permit. You may now log out of eVital.