



eVital Guide:

Electronic Spontaneous Terminations of
Pregnancy (STOP) Registration Module
for Funeral Home Users

New York City Department of Health
and Mental Hygiene

Division of Epidemiology, Bureau of Vital Statistics

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1. Purpose

1. The eVital system allows users to electronically submit birth and death registrations with the New York City Health Department's Bureau of Vital Statistics (BVS).

2. Scope

1. This guide outlines the process of reporting a Spontaneous Terminations of Pregnancy (STOP) disposition in eVital. You will also learn how to log in to and navigate the eVital application.

3. Logging in to and Navigating eVital

1. Logging In

- a. To access eVital, open an Internet Explorer browser and enter the following URL in the address bar: <https://a816-evilal.nyc.gov/eVital>.
- b. Enter your NYCID email address and password and click **LOG IN**.

The screenshot shows the NYC Health eVital login page. At the top, it says "NYC NYC.ID" and "The Official Website of the City of New York". The main heading is "NYC Health eVital: Vital Events Registration System - Bureau of Vital Statistics". Below this, there is a "Login" section with two options: "NYC LOGIN" and "OTHER LOGIN". The "NYC LOGIN" section has fields for "Username:" and "Password:" and a "LOG IN" button. The "OTHER LOGIN" section has a link to "NYCEmployees". At the bottom, there are links for "Create Account" and "Forgot Password". The footer contains various links like "Directory of City Agencies", "Contact NYC Government", "City Employees", "Notify NYC", "City Store", "Stay Connected", "NYC Mobile Apps", and "Maps". There is also a search bar and copyright information for the City of New York, 2017.

- c. If you forgot your password, click the **Forgot Password** link located in the bottom left-hand corner.



- d. Enter the email address you used to sign up with eVital. Click **Submit**.



- e. You may reset your password by email or by answering the security questions associated with your account. Choose the desired option. If you chose Reset via email click Continue and proceed to Step g. If you chose Reset via security questions, proceed to Step h.

Reset Password: amyevers12@gmail.com

Reset via email

Reset via security questions

Click "Continue" below to receive an email with instructions on how to reset your password.

CONTINUE

- f. You will receive the following message. Log in to your email account for step-by-step instructions to continue changing your password.

Check Your Email

An email has been sent to the email address provided. Follow the instructions in the email to reset your password. If you have not received the email, check your spam/junk folder.

CONTINUE

- g. Enter the answers to your security questions, then select Continue. Follow the remaining instructions to continue changing your password.

What is the name of your first pet?

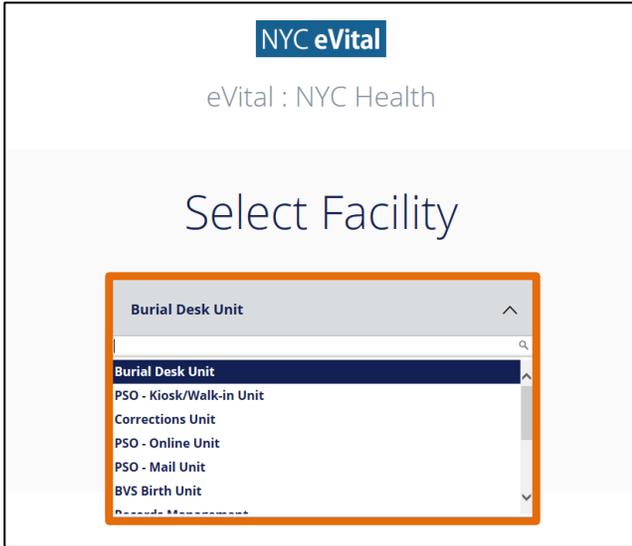
What is your favorite cartoon character?

Display Answers: Show Hide

CONTINUE

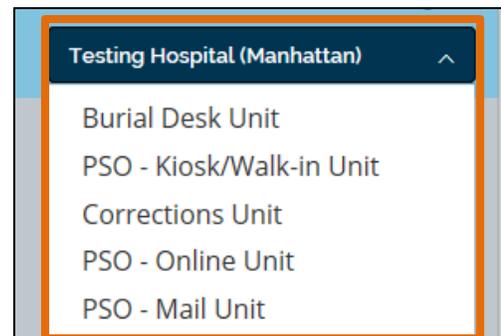
2. Selecting a Facility

- a. If you are only associated with one facility, you will be taken directly to the **eVital Dashboard**.
- b. If you are associated with multiple facilities you will need to select the desired facility from the **Select Facility** drop-down list and then click **Go to Unit**.



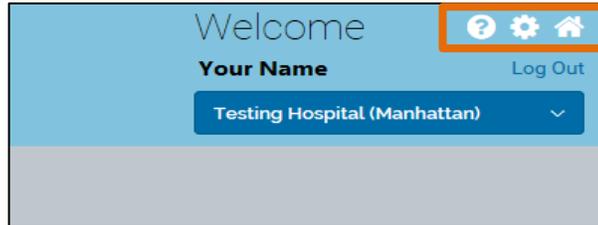
3. The eVital Dashboard

- a. The **eVital Dashboard**, also called the homepage, displays your name, the name of your current facility, as well as a drop-down menu.
- b. If you click the drop-down menu, a list of your available facilities will appear.



c. There are three icons located in the upper right-hand corner of the **eVital Dashboard: Help, My Profile** and **Home**.

- **Help** – Click this icon to search for answers to eVital questions.
- **My Profile** – Click this icon to view personal information, such as your email address.
- **Home** – Click this icon to return to the **eVital Dashboard**.



Note: Click the **NYC Health** icon at the top of any screen to return to the **eVital Dashboard**.



d. Also located on the upper right-hand corner of the **eVital Dashboard** is the **Log Out** feature. When you are done using the application you can log out by clicking this link.



e. There is a black bar across the top of the **eVital Dashboard** with a **Profile** link in the right-hand corner. Click the **Profile** link to access and make changes to your NYCID profile.



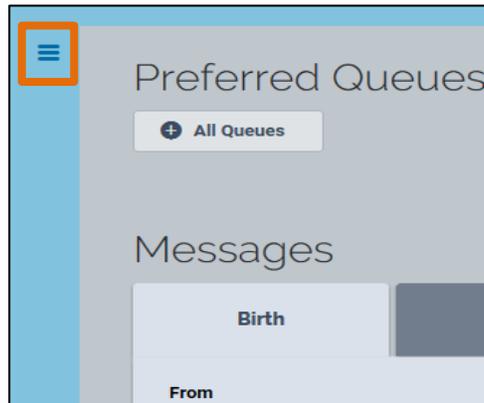
- f. On the **Profile** screen, you can change your email address and password, update your name, view your security questions or deactivate your account. To change your email address, enter your new email address in the first field and then enter it again in the second field to confirm. Click **Save Changes**.

The screenshot shows the 'Profile' screen with the 'EMAIL ADDRESS' tab selected. The interface includes a navigation bar with tabs for 'EMAIL ADDRESS', 'PASSWORD', 'NAME', 'SECURITY QUESTIONS', and 'DEACTIVATE'. Below the navigation bar, there are two input fields: 'New Email Address:' and 'Confirm New Email Address:'. A blue 'SAVE CHANGES' button is located at the bottom right of the form area.

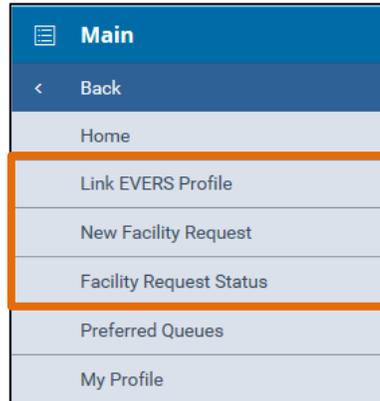
- g. You can make additional changes to your profile by selecting the **Password**, **Name**, **Security Questions** and **Deactivate** tabs. Click **Save Changes** to return to the dashboard.

The screenshot shows the 'Profile' screen with the 'PASSWORD' tab selected. The interface includes a navigation bar with tabs for 'EMAIL ADDRESS', 'PASSWORD', 'NAME', 'SECURITY QUESTIONS', and 'DEACTIVATE'. Below the navigation bar, there are three input fields: 'Current Password:', 'New Password:', and 'Confirm New Password:'. A blue 'SAVE CHANGES' button is located at the bottom right of the form area.

- h. On the **eVital Dashboard**, you can navigate to different areas of the application by clicking the **menu icon** located on the left-hand side of the page.



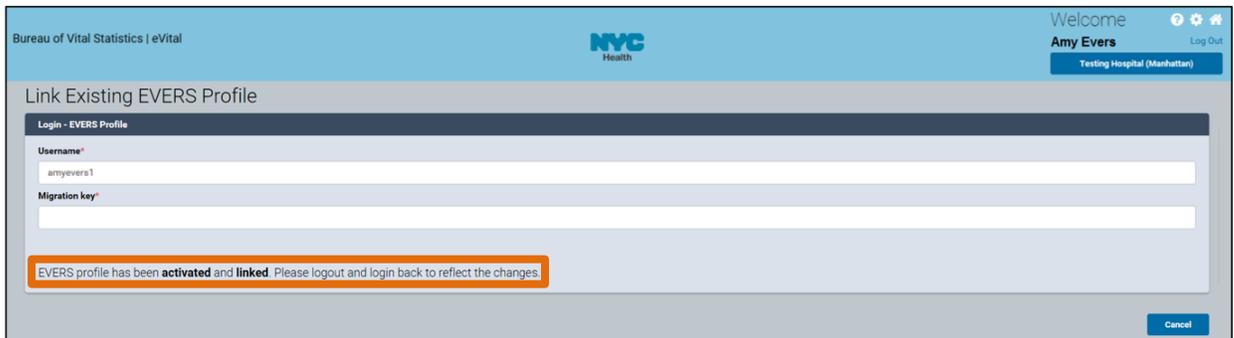
- i. After clicking on the **menu icon**, the **All Categories** menu will open. Click on **Main** to open the main menu. Available options include **Link EVERS Profile**, **New Facility Request** and **Facility Request Status**.



- j. To link an existing EVERS profile to your eVital profile, select **Link EVERS Profile**. Type your **EVERS Username** and **Migration Key**, then click **Validate and Link Account**.



- k. A message stating that the profile has been linked will appear.



- l. To add a new facility to your profile, select **New Facility Request** from the main menu. Click the **Look Up...** button to search for the new facility.

The screenshot shows a 'Facility Request' form with the following fields: Facility (with a highlighted 'Look Up...' button), Street Number and Name, Rural Route (No P.O. Box, etc), Apartment, Suite, Building, Floor, etc, City or Town, State, ZIP, Country (dropdown), Work phone number (with '(212) 555-1212' in the input), Work phone extension (with '1234' in the input), Work mobile number, Job Title (with 'RN' in the dropdown), Required Role (with 'Data Entry' in the dropdown), and Email Address (with 'amyeyvers12@gmail.com' in the input). There is an 'Add Facility' button and a table with columns: Facility, Job Title, Job Title Other, Role Requested, Work Phone Number, Ext, Work Mobile, Email Address, and Action. 'Save' and 'Cancel' buttons are at the bottom right.

- m. Enter the **Facility Name** and click **Search** or type the first three characters of the facility name followed by a percent sign (%).

Note: The percent sign (%) can be used as a wildcard, substituting for any character(s) at the beginning, middle, or end of names.

The screenshot shows a 'Facility Lookup' dialog box with a 'Facility Name' input field containing 'Other%' and a highlighted 'Search' button. Below the input is a 'Show 20 entries' dropdown and a 'Filter:' field. A table with columns 'Facility Name', 'Address', and 'City' is shown with the message 'No data available in table'. At the bottom, it says 'Showing 0 to 0 of 0 entries' and has 'Previous' and 'Next' buttons.

- n. Click **Select** to select the facility.

The screenshot shows the 'Facility Lookup' dialog box with search results. The 'Facility Name' input field contains 'Other%' and the 'Search' button is highlighted. The table below has columns 'Facility Name', 'Address', and 'City'. The first row is 'Other Medical Facility' at '124 Worth St' in 'New York', with a highlighted 'Select' button. The second row is 'Other Funeral Home' at '5628 Broadway' in 'New York', with a 'Select' button. At the bottom, it says 'Showing 0 to 0 of 0 entries' and has 'Previous' and 'Next' buttons.

- o. The **Facility Information** will appear in the **Facility Request** window. Click **Add Facility**.

The screenshot shows the 'Facility Request' window with the 'Facility Information' section. The form includes the following fields:

- Facility: Other Medical Facility (with a 'Look Up...' button)
- Street Number and Name, Rural Route (No P.O. Box, etc): 124 Worth St
- Apartment, Suite, Building, Floor, etc: Ste 600
- City or Town: New York
- State: NY
- ZIP: 10013-4025
- Country: Select one
- Work phone number: (212) 555-1212
- Work phone extension: 1234
- Work mobile number: (empty)
- Job Title: RN
- Required Role: Data Entry
- Email Address: amyeyers12@gmail.com

An 'Add Facility' button is highlighted with an orange box. Below the form is a table with columns: Facility, Job Title, Job Title Other, Role Requested, Work Phone Number, Ext, Work Mobile, Email Address, and Action.

- p. The facility information will appear at the bottom of the window. Click **Save**.

This screenshot shows the same 'Facility Request' window, but the facility information is now displayed in a table at the bottom of the form. The 'Add Facility' button is no longer visible. The table contains the following data:

Facility	Job Title	Job Title Other	Role Requested	Work Phone Number	Ext	Work Mobile	Email Address	Action
Other Medical Facility	RN		Data Entry	2125551212	1234		amyeyers12@gmail.com	X

The 'Save' button is highlighted with an orange box.

- q. The **User Facility** information will appear. The **Status** will be **Pending** until the Facility Administrator approves the request. eVital users can cancel the request by clicking **Cancel Request** and view requests by selecting **Facility Request Status** from the main menu.

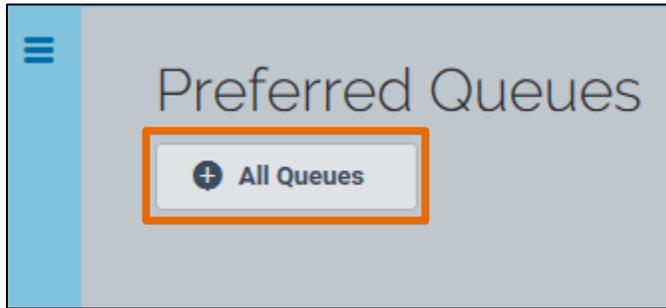
The screenshot shows the 'User Facility' window with a 'Request Statuses' section. The table displays the following information:

Facility	Job Title	Role Requested	Status
Testing Hospital (Manhattan)	RN	Data Entry	Approved
Other Medical Facility	RN	Data Entry	Pending

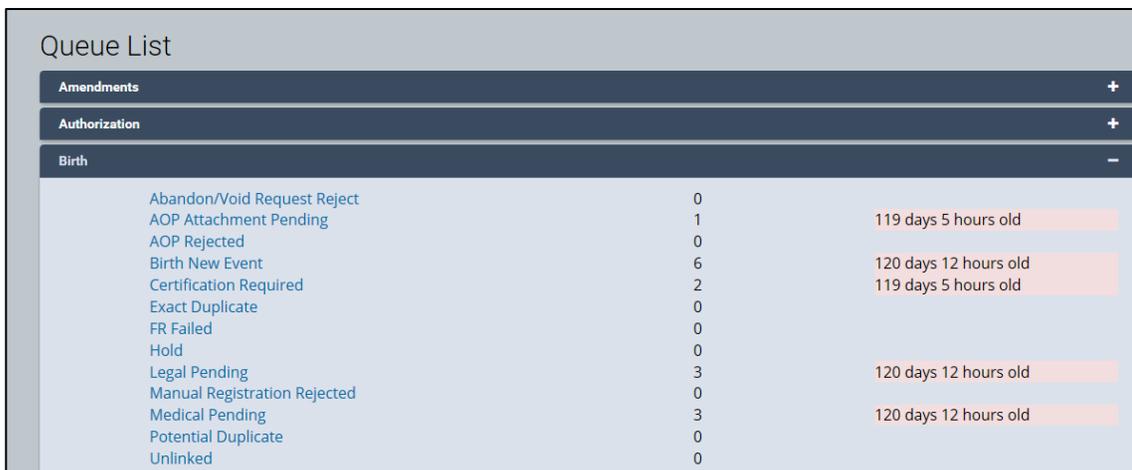
The 'Pending' status and the 'Cancel Request' button are highlighted with orange boxes.

4. Queues

- a. Near the **menu icon** on the **eVital Dashboard** is an **All Queues** button.

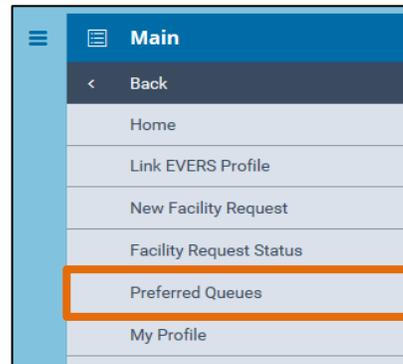
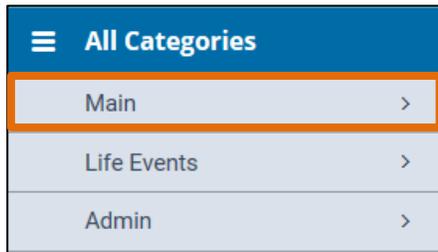


- b. Clicking the **All Queues** button will open the **Queue List**. This list is categorized by module. The modules are based on the roles assigned to you in your facility profile. Clicking the plus sign (+) next to the module name will expand the list and display queues associated with the module. Each queue has a count of the number of cases that require attention. If a queue has a zero (0) next to it, there are no cases in that queue and nothing that needs to be addressed. Click on the queue name to see the actual cases in the queue.

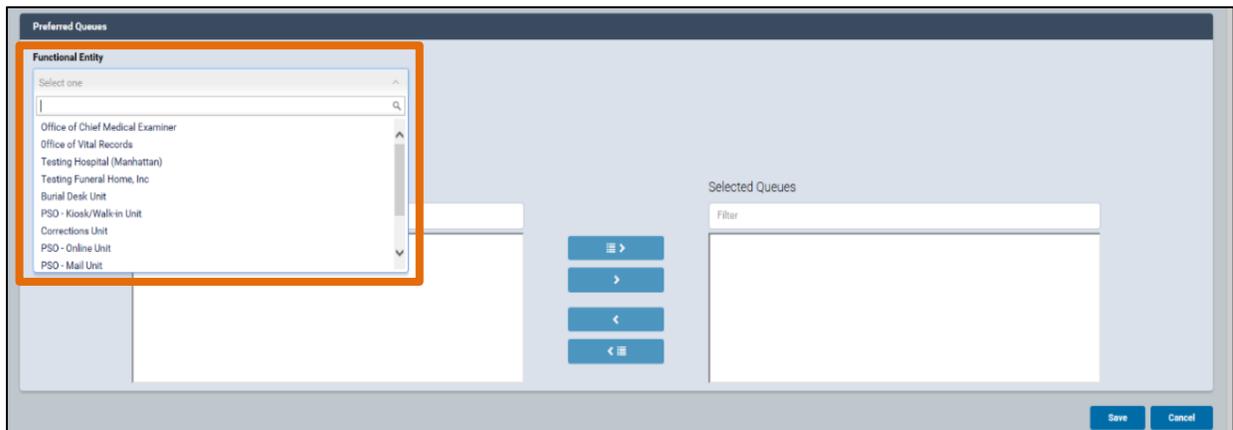


5. Preferred Queues

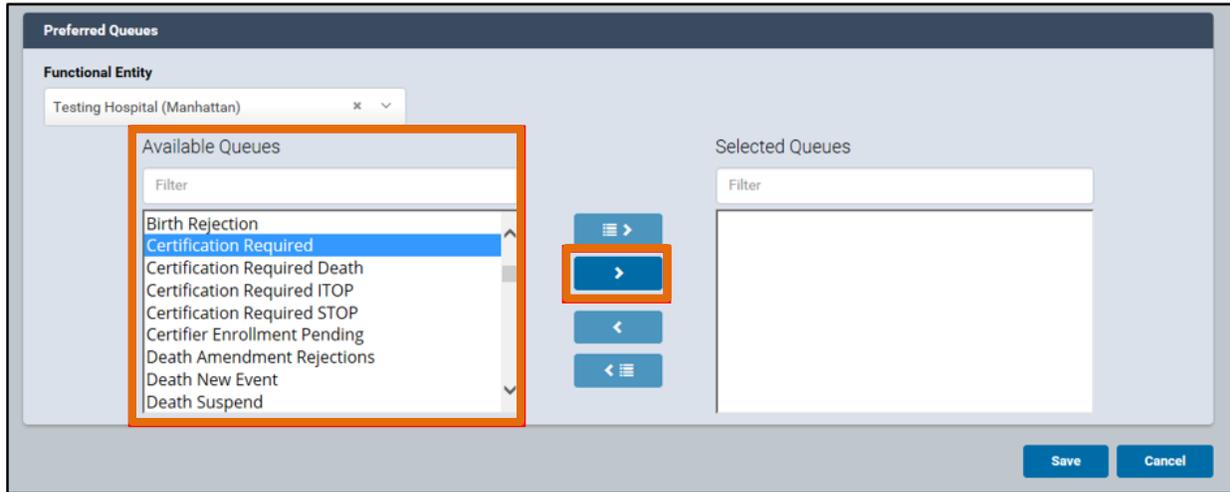
- a. If you frequently use certain queues, you can choose to add them as **Preferred Queues**. To set up your **Preferred Queues**, go to your **eVital Dashboard**, click the **menu icon**, select **Main**, and then select **Preferred Queues**.



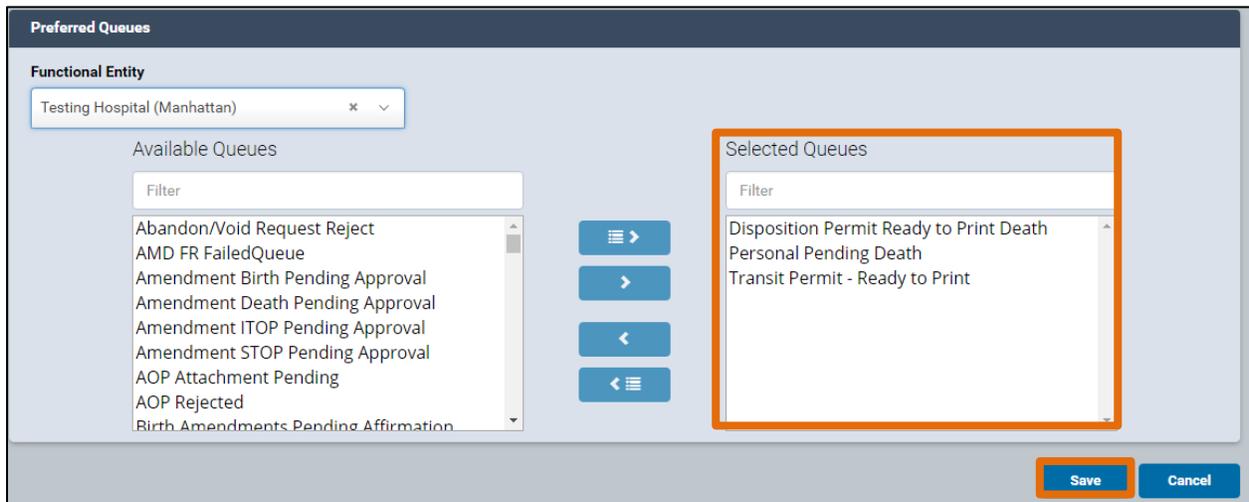
- b. Select your facility from the **Functional Entity** drop-down list.



- c. A list of available queues will appear. To move a queue to the **Selected Queues** window, click on the desired queue name and click the right arrow. You can include up to seven queues as **Preferred Queues**.



- d. Once the desired queues are listed in the **Selected Queues** window, click **Save**.



e. The selected queues will appear on your **eVital Dashboard**.

Note: Queues are color coded as follows:

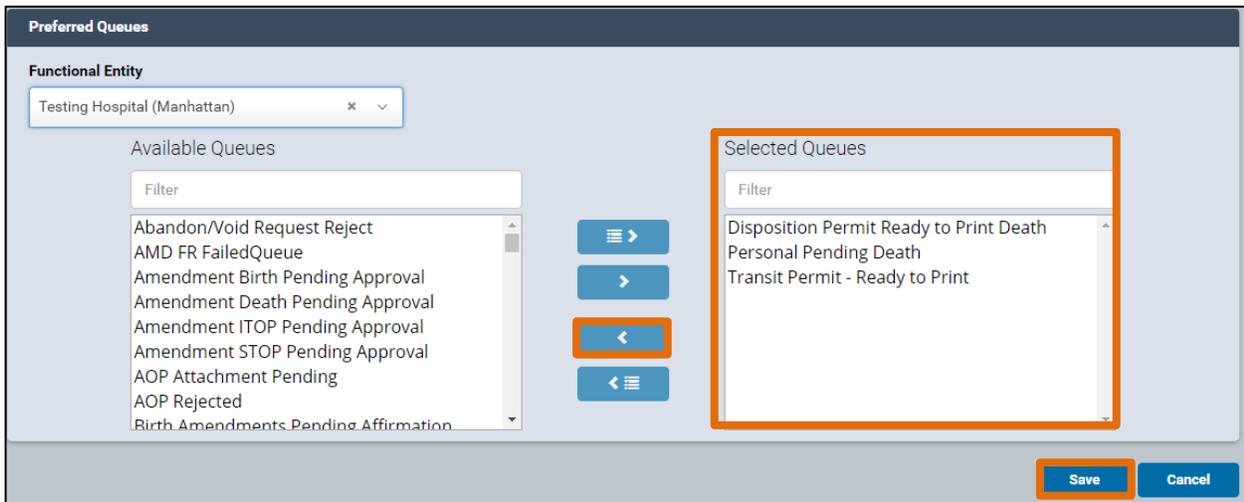
Blue: Contains items less than **10** days old.

Orange: Contains items **10 to 24** days old.

Red: Contains items **25** days old or older.



f. To remove a **Preferred Queue** from your **eVital Dashboard**, click on the desired queue from the **Selected Queues** window and then click the left arrow to move it back to the **Available Queues** window. Then click **Save**.



6. System Messages

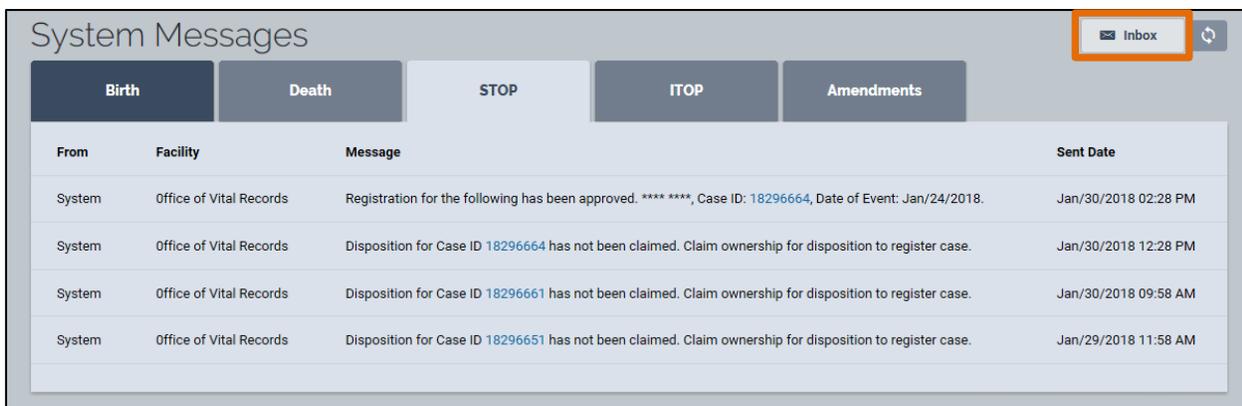
- a. **System Messages** are displayed in tabs on the eVital homepage. System Message tabs are grouped by module (**Birth, Death, STOP, ITOP, and Amendments**) and correspond to the roles you are assigned within your current facility.



- b. Click on a tab to see the associated messages. Click on the **Case ID** link to view an entry in detail.



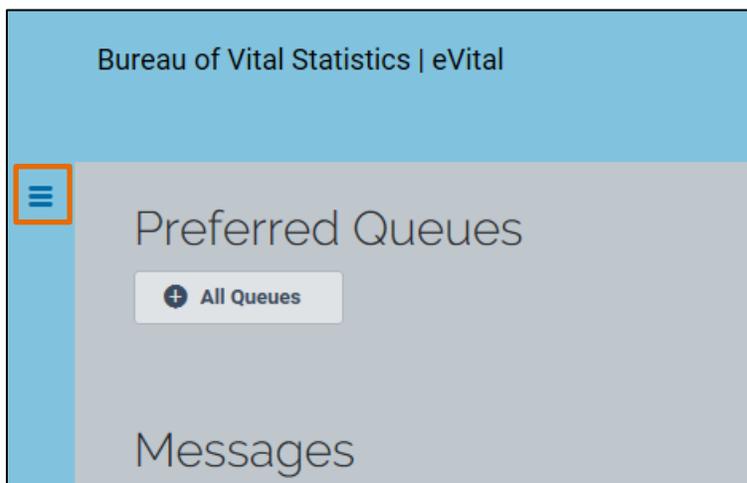
- c. System Messages can also be viewed by clicking the **Inbox** button.



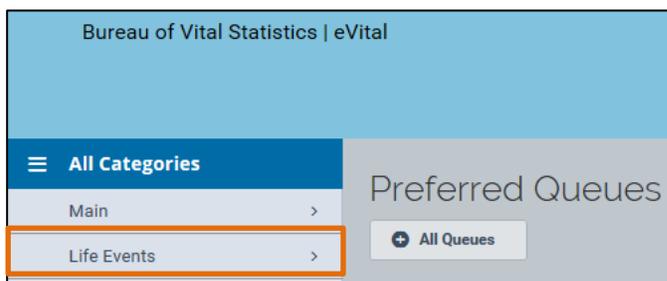
4. How Do I Claim a New STOP Case

Note: You must have an authorized **Funeral Home Role** to access this section in eVital.

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



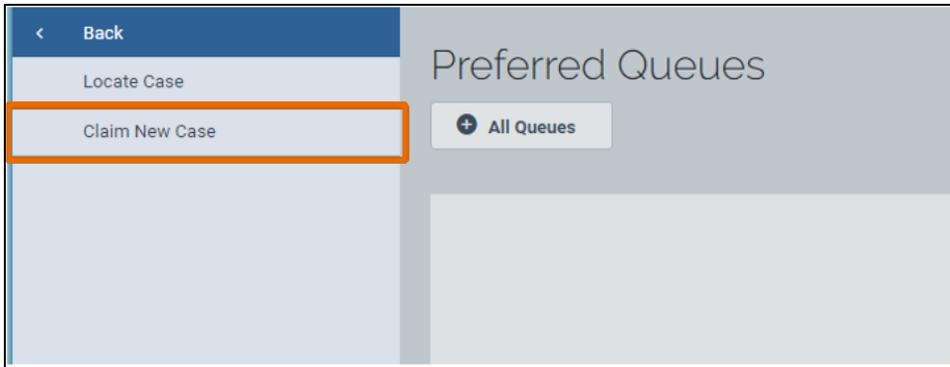
2. In the **All Categories** menu, select **Life Events**.



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



4. Select **Claim New Case**.

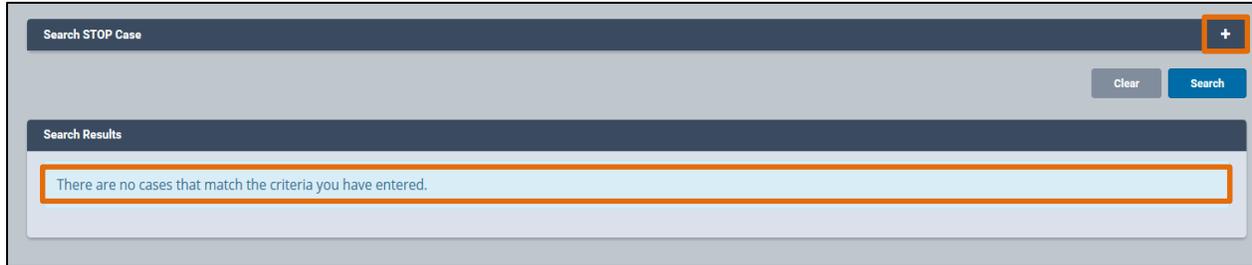


- 5. When the **Search STOP Case** window opens, complete the following fields: **Mother's Current Legal Last Name**, **Date of Delivery** and **Reporting Facility**.
- 6. Click **Search**.

- 7. If the system locates one or more cases that match your search criteria, the results will appear in the **Search Results** window. If this occurs, continue to Step 9.

Search Results						
Case ID	Mother's MRN	Mother's Maiden Name	Mother's Current Legal Last Name	Date of Delivery	Medical Owner	Registration status
18296651	649	Richards	Richards	Jan-26-2018	Testing Hospital (Manhattan)	Unregistered
<div style="text-align: right;"> Q Preview Claim Case </div>						
Total Number of Records		1				

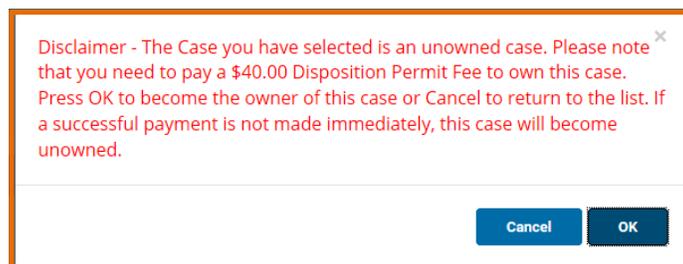
- 8. If the system does not find a case that matches the information you entered, a notice appears in the **Search Results** window stating “There are no cases that match the criteria you have entered.” If you need to edit the search information, click the plus sign (+) to reopen the case information. You may need to contact the medical facility to verify the case status or information.



- 9. Click **Preview** to view the **Case Information**. Click **Clear** to return to the **Search STOP Case** window.
- 10. To claim a case, click **Claim Case**.



- 11. When the case notice appears, click **OK** to claim the case. Then continue to the **Process Payment** screen. To return to the search results, click **Cancel**.



- 12. To pay a fee when the **Process Payment** screen appears, select your payment method from the **Select Payment Method** drop-down list.
- 13. Click **Add Payment**. To cancel, click **Cancel Payment**.

The screenshot shows the 'Payment Services' interface. On the left, a table lists services: 'Disposition Permit' with a quantity of 1 and an amount of 40.00. On the right, a 'Payment Summary' table shows: Order Sub Total (\$40.00), VitalChek Fee (\$0.00), Shipping and Handling Fee (\$0.00), Total Waive (\$0.00), Order Total (\$40.00), Total Payment (\$0.00), Total Refund (\$0.00), Total Adjustment (\$0.00), Non Refundable (\$0.00), and Total Balance (\$40.00). Below the summary, a 'Select Payment Method' dropdown menu is set to 'Credit/Debit Card'. There are 'Add Payment' and 'Cancel Payment' buttons.

- 14. Enter the payment information in the appropriate fields.
- 15. Enter the **Captcha** code.
- 16. Click **Continue**. To cancel and return to the previous page, click **Cancel Order**.

The screenshot displays the payment form. At the top, a summary shows: Agency Amount (\$40.00), Shipping Amount (\$0.00), Security Fee (\$1.20), and Total Amount (\$41.20). The 'Billing Address' section includes fields for Address Type (Domestic selected), Billing First Name (John), Billing Last Name (Doe), Billing Zip Code (10013), Billing Address Line 1 (123 Fake St), Billing City (New York), Billing State (NY), E-mail (director@gmail.com), Confirm E-mail (director@gmail.com), and Phone Number ((999) 999-9999). The 'Payment Information' section includes Payment Type (Credit Card selected), Card Number (5439750001500248), Expiration Month (Feb), Expiration Year (2020), and Security Code (123). A sample credit card image is shown with a callout for the 3-digit security code. A Captcha image shows 'm85c2' and the 'Enter Captcha' field contains 'm85c2'. 'Cancel Order' and 'Continue' buttons are at the bottom.

17. After clicking **Continue**, a payment authorization page appears. To complete the payment, select the **Payment Authorization** check box and click **Pay Now**.
18. If you need to edit your credit card information, click the **Previous Page** button.


NYC OVRD - Burial Desk

Agency Amount	\$40.00
Shipping Amount	\$0.00
Security Fee	\$1.20
Total Amount	\$41.20

Billing Address

Billing First Name: John
 Billing Last Name: Doe
 Billing Zip Code: 10013
 Billing Address Line1: 123 Fake St
 Billing Address Line2:
 Billing City: New York
 Billing State: NY
 Billing Country: United States of America
 E-mail: director@gmail.com
 Phone Number: (999) 9999999

Payment Information

Credit Card

Card Number: *****0248 (MASTERCARD)
 Expiration Date: 02 / 2020

Payment Authorization

Total Amount: **\$41.20**

Acknowledgment

By checking this box, I am authorizing the payment of the bill amount plus the Security Fee.

Previous Page

Pay Now

19. After you have authorized the payment, the **Payment Services** screen reopens with a confirmation that your payment has been processed. A receipt will be emailed to the email address entered in the **Billing Address** section.
20. Click the **Continue to Case** button.
21. You will be directed to the **Disposition** form.

Bureau of Vital Statistics | eVital


Welcome
 Death (Funeral Home B) FH Director
Paul Lane Funeral Home, Inc.

Payment Services

Service Type	Quantity	Amount	Waived
Disposition Permit	1	40.00	NA

Select Payment Method

Add Payment

Payment Summary

Order Sub Total	\$40.00
ID Verification Fee (Non Refundable)	\$1.20
Shipping and Handling Fee	\$0.00
Total Waive	\$0.00
Order Total	\$41.20
Total Payment	\$41.20
Total Refund	\$0.00
Total Adjustment	\$0.00
Total Balance	\$0.00

Payment Details

Payment ID	Payment Date	Payment Method	Business Unit	User	Check #/MO #	Last 4 Account#	Auth Code	Trans Code	Status	Amount	Action
156574	Jun/01/2017	Credit/Debit Card	Paul Lane Funeral Home, Inc.	FH Director, Death (Funeral Home B)		0248	TestOK	20005007	Approved	41.20	Continue to Case

5. Disposition

1. In the **Fetal Death Registration** menu, click **Disposition**.

The screenshot shows the 'Fetal Death Registration' interface. On the left is a navigation menu with 'Disposition' selected. The main area displays case details: Case ID: 18296661, Mother Name: Jane Jagger (MRN: 123), Event Date: Jan-25-2018, and Place of Delivery: Testing Hospital (Manhattan). Below this, 'Case Status' includes 'Medical Valid With Exceptions', 'Disposition Pending', 'Certified', 'Unsigned', and 'Unregistered'. The 'Disposition' section contains a 'Method of Disposition*' dropdown menu, 'Disposition Date Known' and 'Date of Disposition' fields, and 'Place of Disposition' fields for City or Town, State, and Country. A 'Place of Disposition Look up' button is also present.

2. From the **Method of Disposition** drop-down list, select **Interim** or **City Burial (Potter's Field)**.
 - a. If you selected **Interim**, additional fields will appear. Continue to step 3.
3. If you selected **Interim**, enter the date in the **Interim Disposition Date** field.
 - a. From the **Interim Within** field, select the answer from the drop-down list.

This screenshot shows the 'Disposition' section of the form after 'Interim' has been selected. The 'Method of Disposition*' dropdown is set to 'Interim'. Below it, the 'Interim Disposition Date' field is empty. To the right, the 'Interim Within' dropdown is set to 'Select one'. The 'Case Status' includes 'Medical Valid', 'Disposition Pending', 'Uncertified', 'Unsigned', 'Unregistered', and 'Potential Duplicate'. Case details include Case ID: 619, Name: Mary Doe (MRN: 137), and Event Date: 10/03/2016.

- 4. Select **Known** or **Unknown** in the **Disposal Date Known** field.
 - a. If you selected **Known**, complete Step 4b.
 - b. Enter the date or click the **calendar icon** in the **Date of Disposition** field.
 - c. If you selected **Unknown**, continue to Step 5.

The screenshot shows the 'Disposition' form with the following fields highlighted in orange: 'Method of Disposition' (Interim), 'Disposition Date Known' (Known), and 'Date of Disposition' (10/17/2016). Other fields include 'Interim Disposition Date' (10/14/2016) and 'Interim Within' (Medical Facility).

- 5. Complete the **Place of Disposition** field or click the **Place of Disposition Look Up** button to search for the facility name. Complete the **Place of Disposition Address** and **Country** fields. **Note:** In this scenario, "City Cemetery at Hart Island" is the place of disposition.

The screenshot shows the 'Disposition' form with the following fields highlighted in orange: 'Place of Disposition' (City Cemetery At Hart Island), 'City or Town' (Bronx), 'State' (New York), and 'Country' (United States). A 'Place of Disposition Look up' button is also highlighted.

- 6. Complete the funeral director's **License Number** field or use the **Director Look Up** button to find the number.

The screenshot shows the 'Disposition' form with the following fields highlighted in orange: 'License Number' (1234567890) and 'Director Look up' button. Other fields include 'Place of Disposition' (City Cemetery At Hart Island), 'City or Town' (Bronx), 'State' (New York), and 'Country' (United States).

7. Type the funeral director's **First**, **Middle** and **Last** names (and **Suffix**, if applicable).
Note: In this scenario, "Donald Donaldson" is the funeral director.

Funeral Director

License Number*

1234567890 Q Director Look up

First Donald	Middle Mortimer
Last Donaldson	Suffix IV x v

8. Complete the funeral home **Name** and **Business Registration Number** fields.
9. Complete the funeral home address and **Country** fields.
10. Click **Verify Address**.

Disposition

Other Links

- Print Forms
- Case Status History
- Duplicate Resolution

Funeral Director

License Number*

1234567890 Q Director Look up

First Donald	Middle Mortimer
Last Donaldson	Suffix IV x v

Funeral Home

Name

Memorial Funeral Services

Business Registration Number

LIC123456

Street Number and Name, Rural Route (No P.O. Box, etc) 1000 Baychester Avenue	Apartment, Suite, Building, Floor, etc
City or Town Bronx	State New York
Zip Code 10475	Country United States x v

Unverified Verify Address

- 11. Type the **First**, **Middle** and **Last** names (and **Suffix**, if applicable) of the person authorizing the disposition. The authorizer is usually the mother or other family member.
- 12. Select **Mother** from the **Relationship to Fetus** drop-down list.
- 13. Complete the authorizer address fields and select the **Country**.
- 14. Click **Verify Address**.

Individual Authorizing Disposition

Authorizer Name

First: Mary

Middle: Jane

Last*: Doe

Suffix: Select one

Relationship to Fetus: Mother

Authorizer Address

Street Number and Name, Rural Route (No P.O. Box, etc)*: 100 Maiden Ln

Apartment, Suite, Building, Floor, etc: Fl 1

City or Town*: New York

State*: NY

Zip Code: 10038-0003

Country: United States

Unverified Verify Address

- 15. Click **Save**. If all the fields contain valid information, a **green dot** appears next to **Disposition** in the menu. Continue to the **Sign** section.

Authorizer Address

Street Number and Name, Rural Route (No P.O. Box, etc)*: 100 Maiden Ln

Apartment, Suite, Building, Floor, etc: Fl 1

City or Town*: New York

State*: NY

Zip Code: 10038-0003

Country: United States

Unverified Verify Address

No validation error found on this page Show All

< Save >

6. Sign

Note: You must have an authorized role to access this form.

1. In the **Fetal Death Registration – Personal Information** menu, click **Sign**.
2. To sign the case, select the **Affirm** check box. **Note:** By submitting this information, you affirm under the penalty of perjury that you are the authorized signer whose name will appear on the death registration certificate.
3. Click the **Affirm** button.

The screenshot shows the 'Fetal Death Registration' interface. On the left is a navigation menu with sections: 'Legal Information' (Fetus), 'Personal Information' (Disposition, Sign), and 'Other Links' (Order Certified Copies, Messages, Print Forms, Case Status History, Registration Validations). The 'Sign' option is highlighted. The main content area shows case details: Case ID: 18296661, Name: Jane Jagger (MRN: 123), Event Date: Jan-25-2018. Below this are 'Case Status' buttons: Medical Valid With Exceptions, Disposition Valid, Certified, Signature Required, and Unregistered. A 'Sign Case' section contains the text: 'By submitting this information, I affirm under the penalty of perjury that I am the authorized Signer whose name will appear on this certificate.' Below this text is an unchecked checkbox labeled 'Affirm' and a blue 'Affirm' button.

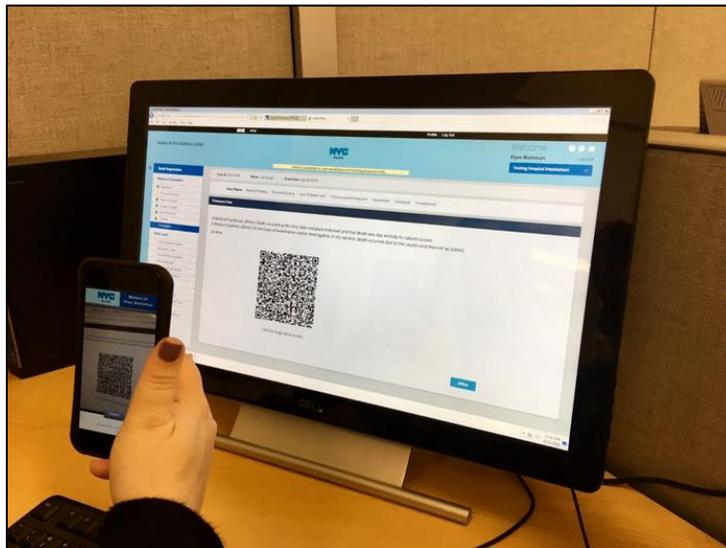
4. After you click the **Affirm** button, the Quick Response (QR) code appears.

This screenshot shows the same 'Sign Case' form as above, but with the 'Affirm' checkbox checked. A large QR code is displayed in the center of the form, enclosed in an orange box. Below the QR code is the text: 'Scan using the Certify App within the next 46 seconds.' The blue 'Affirm' button is still visible in the bottom right corner.

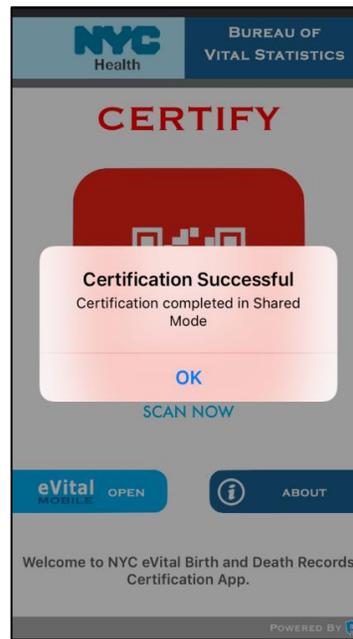
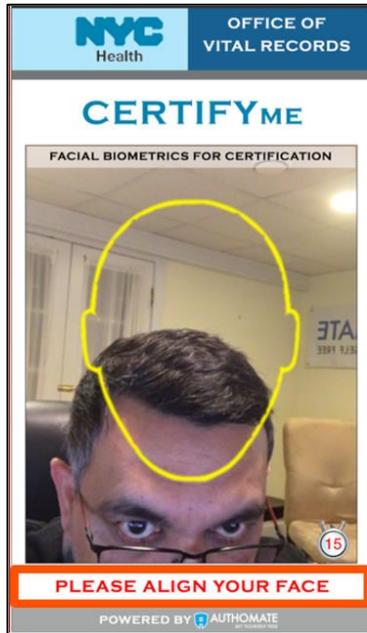
- From your mobile device, tap the **Quick Response Code** button to start the camera.



- To synchronize your identity, point your mobile device camera to the QR code on your computer monitor and hold the mobile device steady until it scans the QR code.



- When the certification screen appears, align your face inside the **yellow frame**. When your image has been registered, you will receive two **messages** on your mobile device: “Certifying User...Please Wait” (first message) and “Certification Successful Certification Completed” (second message). Tap **OK** on your mobile device
Note: There is a one-hour hold before registration is final.



- View the **Case Status** section to confirm that you successfully submitted and signed the case/event.
- To make modifications to the case, click the **Unaffirm** button, make any necessary changes to the case and recertify the case.



7. Order Certified Copies

1. In the **Fetal Death Registration – Other Links** menu, click **Order Certified Copies**.
2. From the **Order Certified Copies** screen, click the order number to view and complete the order.

The screenshot shows the 'Fetal Death Registration' interface. On the left is a navigation menu with sections: 'Legal Information' (Fetus), 'Personal Information' (Disposition), and 'Other Links' (Order Certified Copies, Messages, Print Forms, Case Status History, Registration Validations, Issuance History, Relinquish Case, Comments). The 'Order Certified Copies' link is highlighted with an orange box. The main content area shows case details: Case ID: 18296651, Name: Sophia Richards (MRN: 649), Event Date: Jan-26-2018. Below this, 'Case Status' includes Medical Valid With Exceptions, Disposition Pending, Certified, Unsigned, and Unregistered. An 'Order List' table is displayed with the following data:

Order Number	Services	Order Status	Date	Processed By
EVT20180115104	Disposition Permit	Order Completed	1/29/2018 3:16:56 PM	EVital Payment

3. On the **Place Order** screen, review the **Shipping Address** and **Order Details**. If you want to place the order, click **Payment**. If you want a receipt for your order, click **Order Receipt**.

The screenshot shows the 'Place Order' screen. At the top, it displays: Order #: EVT20180115109, Order Source: eVital, Order Create Date: 01/30/2018, and Order Status: Order Completed. Below this is 'Applicant Information' with Name: Testing Funeral Home, Inc and Address: 125 Worth St Lbby 1, New York NY 10013-4006, United States. A checkbox 'Is Shipping Information the same as Applicant Information?' is checked. The 'Delivery Method' is 'Pick Up'. Under 'Services', there is a table:

Service Name	Quantity	Edit
Disposition Permit	1	

At the bottom right, there are two buttons: 'Order Receipt' and 'Payment', both highlighted with orange boxes.

- Once you have clicked **Payment** to place the order, the **Process Payment** screen appears. Select your payment method from the **Select Payment Method** drop-down list and click **Add Payment**. The **Billing Address** and **Payment Information** form opens.

Service Type	Quantity	Amount	Waived
Disposition Permit	1	40.00	NA

Order Sub Total		\$40.00
ID Verification Fee (Non Refundable)	⊖	\$1.20
Shipping and Handling Fee	⊖	\$0.00
Total Waive	⊖	\$0.00
Order Total	=	\$41.20
Total Payment	⊖	\$41.20
Total Refund	⊖	\$0.00
Total Adjustment		\$0.00
Total Balance	=	\$0.00

Payment ID	Payment Date	Payment Method	Business Unit	User	Check #/MO #	Last 4 Account#	Auth Code	Trans Code	Status	Amount	Action
156574	Jun/01/2017	Credit/Debit Card	Paul Lane Funeral Home, Inc.	FH Director, Death (Funeral Home B)		0248	TestOK	20005007	Approved	41.20	

- Enter the payment information in the appropriate fields.
- Enter the **Captcha** code.
- Click **Continue** to pay. To cancel and return to the previous page, click **Previous Page**.

NYC Health NYC OVR - Burial Desk

Agency Amount	\$40.00
Shipping Amount	\$0.00
Security Fee	\$1.20
Total Amount	\$41.20

Billing Address

Address Type
 Domestic (US and Puerto Rico)
 Military (APO/FPO)
 International (including Canada, Mexico)

Billing First Name: Death (Funeral Home B)
Billing Last Name: FH Director
Billing Zip Code*: 10013
Billing Address Line1*: 115-33 Sutphin
Billing Address Line2:
Billing City*: Jamaica
Billing State*: AL
E-mail*: director@gmail.com
Confirm E-mail*: director@gmail.com
Phone Number*: (999) 999-9999

Payment Information

Payment Type
 Credit Card Personal Check Business Check

Card Number*: 62509400458
Expiration Date*: Sep 2019
Security Code*: 222

We've provided this sample credit card to assist you in finding the security code.

Captcha*: m85c2
Enter Captcha*: m85c2

8. After clicking **Continue**, a payment authorization page appears.
 - a. Verify the credit card information.
 - b. If necessary, click **Previous Page** to edit the credit card information.
9. To complete the payment, select the **Payment Authorization** check box and click **Pay Now**.


NYC OVR - Burial Desk

Agency Amount	\$40.00
Shipping Amount	\$.00
Security Fee	\$1.20
Total Amount	\$41.20

Billing Address

Billing First Name: Death
 Billing Last Name: FH Director
 Billing Zip Code: 10013
 Billing Address Line1: 115-33 Sutphin
 Billing Address Line2:
 Billing City: Jamaica
 Billing State: AL
 Billing Country: United States of America
 E-mail: director@gmail.com
 Phone Number: (201) 2222222

Payment Information

Credit Card

Card Number: *****0248 (MASTERCARD)
 Expiration Date: 09/2019

Payment Authorization

Total Amount **\$41.20**

By checking this box, I am authorizing the payment of the bill amount plus the Security Fee.

Previous Page

Pay Now

10. After you have authorized the payment, the **Payment Services** screen reopens with a confirmation that your payment has been processed.

8. Case Messages

1. Select the **Messages** tab to see the **Messages** page. You can view any messages about the case from this tab.

The screenshot shows the 'Fetal Death Registration' interface. On the left is a sidebar with categories: 'Legal Information' (Fetus), 'Personal Information' (Disposition), and 'Other Links' (Order Certified Copies, Case Messages, Print Forms, Case Status History, Registration Validations, Issuance History, Relinquish Case, Comments). The 'Case Messages' link is highlighted with an orange box. The main content area shows case details: Case ID: 18296651, Name: Sophia Richards (MRN: 649), Event Date: Jan-26-2018. Below this, 'Case Status' is shown with buttons for Medical Valid With Exceptions, Disposition Pending, Certified, Unsigned, and Unregistered. A 'Messages' section contains a table with one message:

Sender	Subject	Body	Sent Date	Attachments
evitalsystem@health.nyc.gov	Disposition for Case ID 18296651 has not been claimed	Disposition for Case ID :18296651 has not been claimed. Claim ownership for disposition to register case.	Jan/29/2018	

A 'Return' button is located at the bottom right of the message table.

9. Print Forms

1. In the **Fetal Death Registration – Other Links** menu, click **Print Forms**.
2. From the **Print Forms** page, click the **Print Disposition Permit** button to print the disposition permit.

The screenshot shows a web application interface. On the left is a sidebar menu with categories: 'Fetal Death Registration', 'Legal Information', 'Personal Information', and 'Other Links'. Under 'Other Links', 'Print Forms' is highlighted with an orange border. The main content area at the top shows case details: Case ID: 18296661, Name: Jane Jagger (MRN: 123), Event Date: Jan-25-2018. Below this is a 'Case Status' bar with buttons for 'Medical Valid With Exceptions', 'Disposition Valid', 'Certified', 'Signed', 'Registered', and 'Print - Disposition Permit'. The 'Print Forms Page' section contains three buttons: 'Print Disposition Permit', 'STOP Certificate Work Copy', and 'Disposition Permit Payment Receipt'. A 'Return' button is located in the bottom right corner.

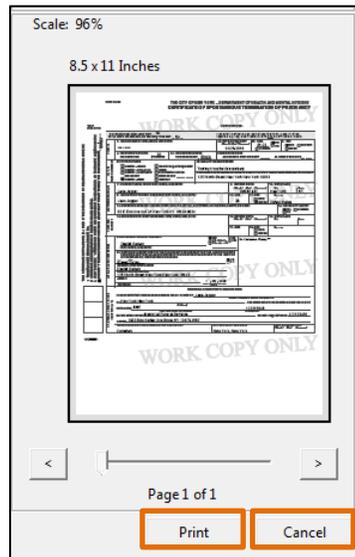
3. An image of the disposition permit appears. Hover your mouse pointer over the image of the permit. A menu with icons will appear at the top of the image.

The screenshot shows a 'STOP Certificate Work Copy' form. The form is titled 'DEPARTMENT OF HEALTH AND MENTAL HYGIENE - TERMINATION OF PREGNANCY'. It contains various fields for patient information, including name, date of birth, sex, and address. There are also sections for the attending physician and the funeral director's certificate. A menu with icons is visible at the top of the form, and a 'WORK COPY ONLY' watermark is overlaid on the document.

4. Click the **print icon**.



5. The **print dialog box** opens. Click **Print** to print the form.
6. If you do not wish to print the form, click **Cancel**.



10. Case Status History

1. Select the **Case Status History** tab.
2. The **Case Status History** page shows the entire history of the case, including certifications, payments, as well as who entered the case information, the time and date they entered it, and their location.

Case ID: 18296651
Name: Sophia Richards (MRN: 649)
Event Date: Jan-26-2018

Case Status: Medical Valid With Exceptions Disposition Pending Certified Unsigned Unregistered

View Case History

Status Date	Status Name	Status set by	Associated Facility name	Comment	Reject Reason	Other Reason
Feb/13/2018 01:59 PM	Disposition Payment Completed	eVital User	Testing Funeral Home, Inc			
Jan/29/2018 12:11 PM	Certified	eVital User	Testing Hospital (Manhattan)			
Jan/29/2018 11:57 AM	Certification Required	eVital User	Testing Hospital (Manhattan)			
Jan/29/2018 11:57 AM	Medical Valid With Exceptions	eVital User	Testing Hospital (Manhattan)			
Jan/29/2018 11:55 AM	Disposition Pending	eVital User	Testing Hospital (Manhattan)			
Jan/26/2018 11:43 AM	Disposition Valid	eVital User	Testing Hospital (Manhattan)			
Jan/26/2018 11:43 AM	Medical Pending	eVital User	Testing Hospital (Manhattan)			

Fetal Death Registration

Legal Information

● Fetus

Personal Information

● Disposition

Other Links

Order Certified Copies

Messages

Print Forms

Case Status History

Registration Validations

Issuance History

Relinquish Case

Comments

11. Registration Validations

1. Select the **Registration Validations** tab.
2. The **Registration Validation** page shows any validation errors for a case. If there are no errors, a “No validation errors found” message will appear.

The screenshot shows the 'Fetal Death Registration' interface. On the left is a navigation menu with categories: 'Legal Information' (containing 'Fetus'), 'Personal Information' (containing 'Disposition'), and 'Other Links' (containing 'Order Certified Copies', 'Messages', 'Print Forms', 'Case Status History', 'Registration Validations', 'Issuance History', 'Relinquish Case', and 'Comments'). The 'Registration Validations' item is highlighted with an orange border. The main content area displays case details: 'Case ID: 18296651', 'Name: Sophia Richards (MRN: 649)', and 'Event Date: Jan-26-2018'. Below this, 'Case Status' is shown as 'Medical Valid With Exceptions', 'Disposition Pending', 'Certified', 'Unsigned', and 'Unregistered'. A section titled 'Event Validations' contains a large light blue area with the text 'No validation errors found' highlighted by an orange box. A 'Validate' button is on the right, and a 'Return' button is at the bottom right.

12. Issuance History

1. Select the **Issuance History** tab.

The screenshot shows the eVital interface for a fetal death registration. On the left is a sidebar with a menu. The 'Issuance History' option is highlighted with an orange border. The main content area displays case information: Case ID: 18296651, Name: Sophia Richards (MRN: 649), Event Date: Jan-26-2018. Below this, there are tabs for 'Case Status' (Medical Valid With Exceptions, Disposition Pending, Certified, Unsigned, Unregistered). The 'Issuance Order History' section is active, showing a table with columns: Issuance, User ID, Office, Date, and Details. A 'Return' button is located at the bottom right of the main content area.

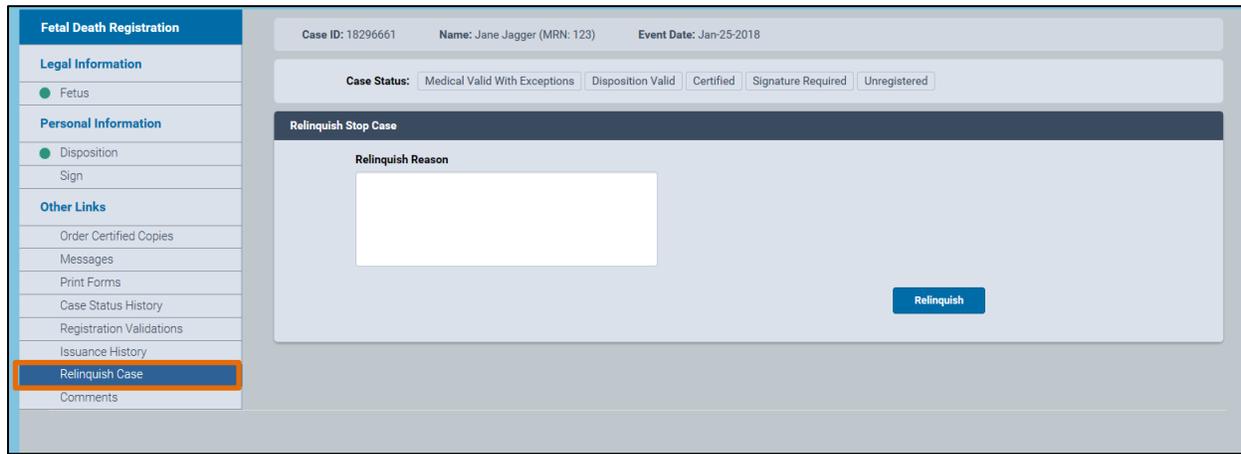
2. You can view the details of the **Issuance History** for a **Disposition Permit** by the following categories: **Issuance**, **User ID**, **Office**, **Date** and **Details**.

This screenshot is identical to the one above, but with an orange border highlighting the 'Issuance History' table in the main content area. The table has the following structure:

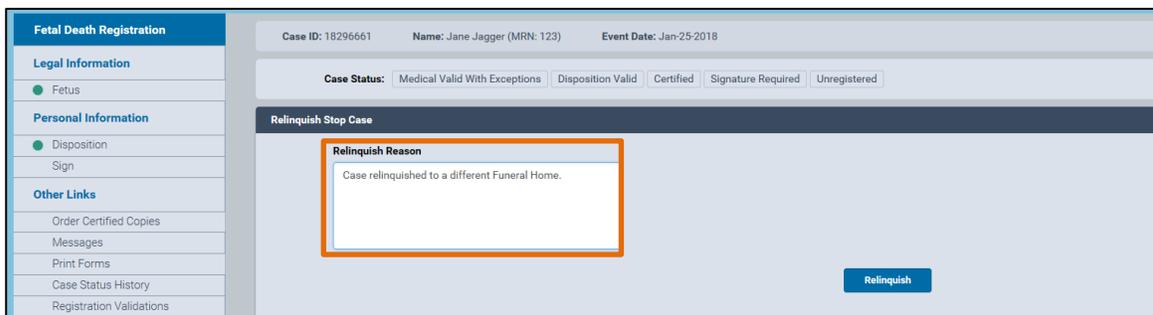
Issuance	User ID	Office	Date	Details
----------	---------	--------	------	---------

13. Relinquish a Case

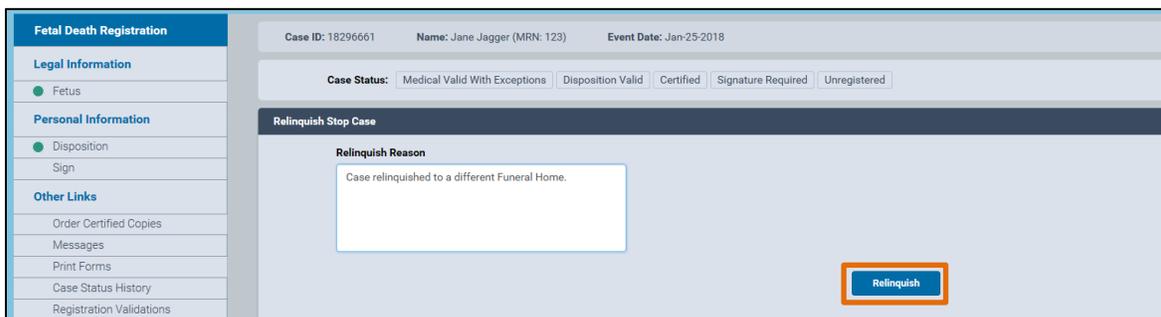
1. To relinquish a case that has not been registered, select **Relinquish Case** in the **Other Links** menu. **Note:** To relinquish a registered case, skip to Step 6.



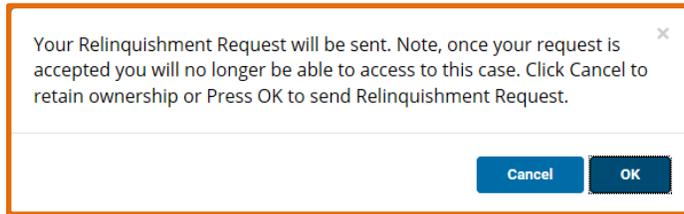
2. In the **Relinquish Reason** field, type the reason.



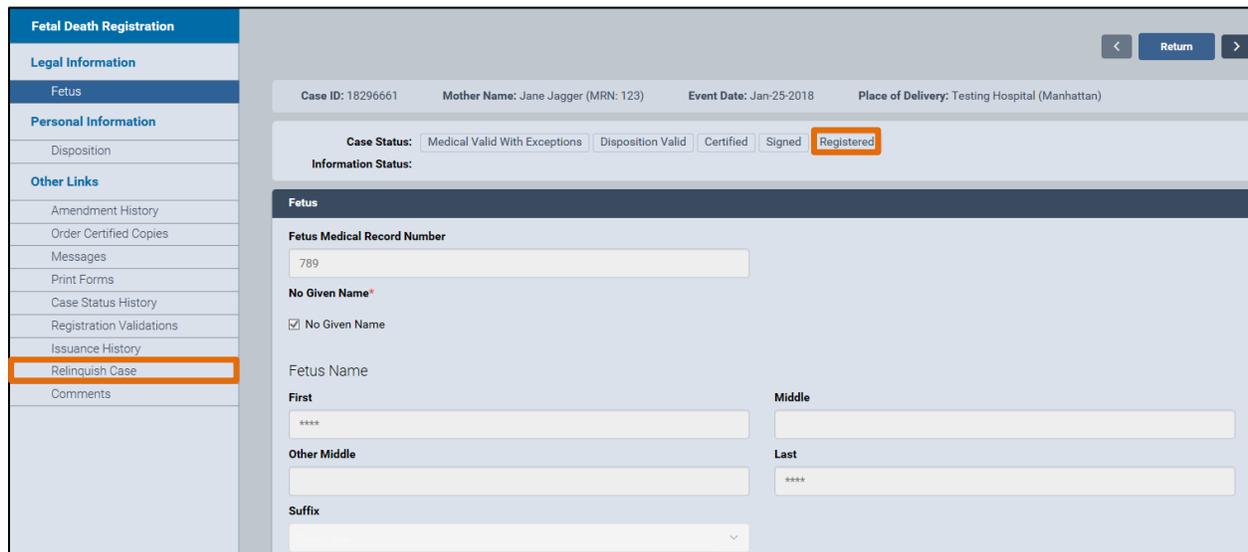
3. Click the **Relinquish** button.



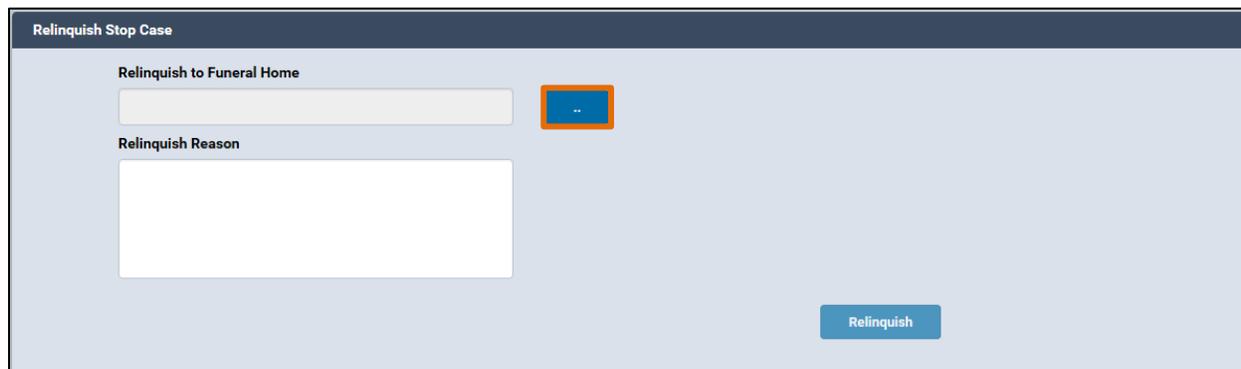
4. A notice appears. To proceed with relinquishing the case, click **OK**. To return to the previous screen, click **Cancel**.



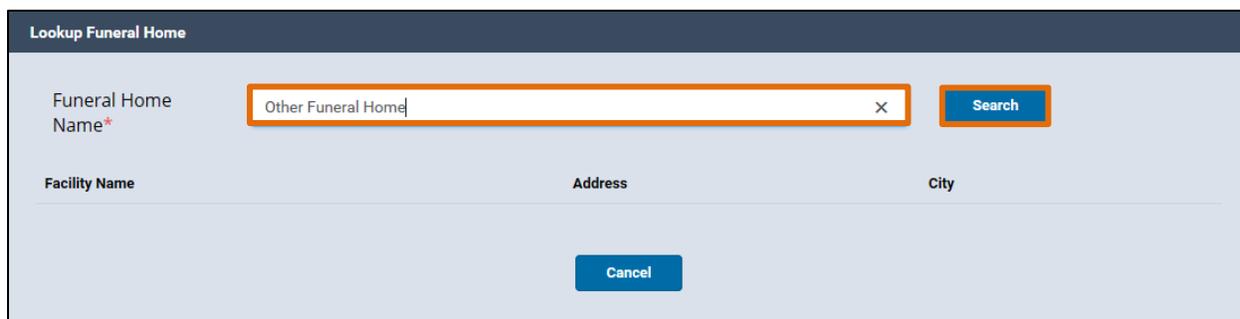
5. After you have relinquished the case, you will be redirected to the **eVital Dashboard**.
6. To relinquish a registered case, you must send a request to the facility that is taking ownership of the case. Once the request is accepted, that facility will own the case and you can no longer access it.
7. To relinquish a registered case, select **Relinquish Case** in the **Other Links** menu.



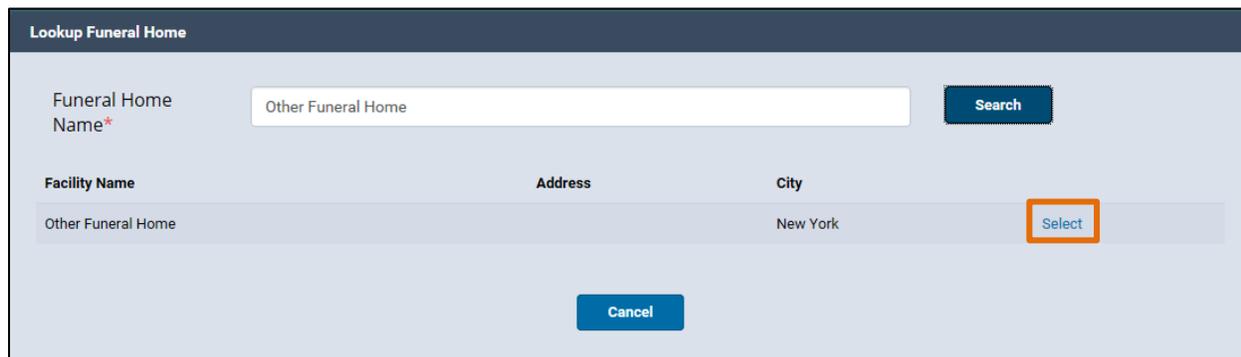
8. In the **Relinquish Stop Case** window, click the look up button ().



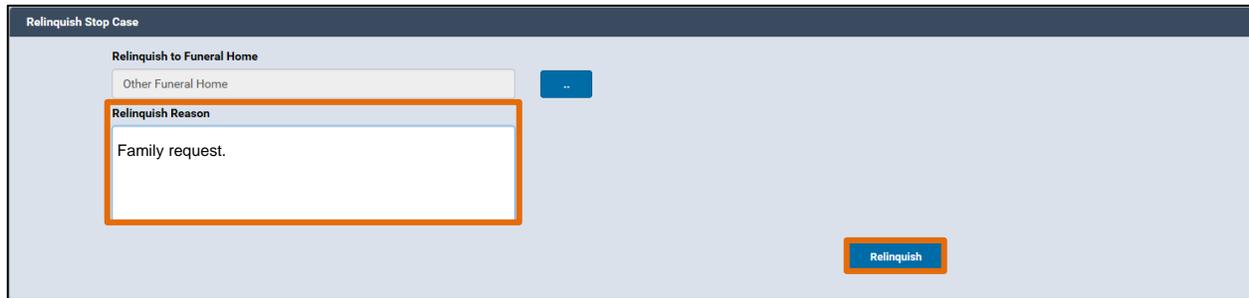
9. In the **Lookup Funeral Home** window, enter the name of the facility the case will be relinquished to and click **Search**.



10. Click **Select** to choose the facility from the search results.



11. Enter a **Relinquish Reason** and click **Relinquish**.



Relinquish Stop Case

Relinquish to Funeral Home

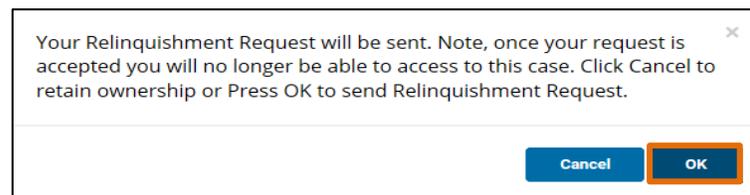
Other Funeral Home

Relinquish Reason

Family request.

Relinquish

12. A notice appears. To proceed with relinquishing the case, click **OK**. To return to the previous screen, click **Cancel**.



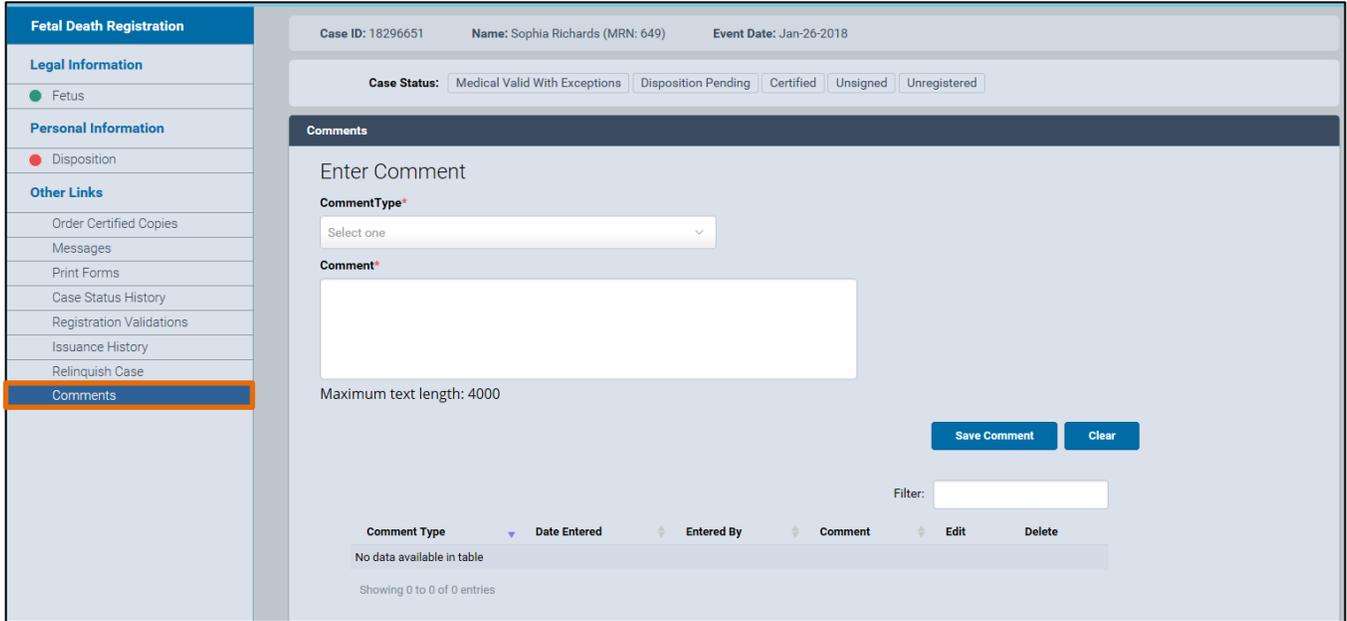
Your Relinquishment Request will be sent. Note, once your request is accepted you will no longer be able to access to this case. Click Cancel to retain ownership or Press OK to send Relinquishment Request.

Cancel OK

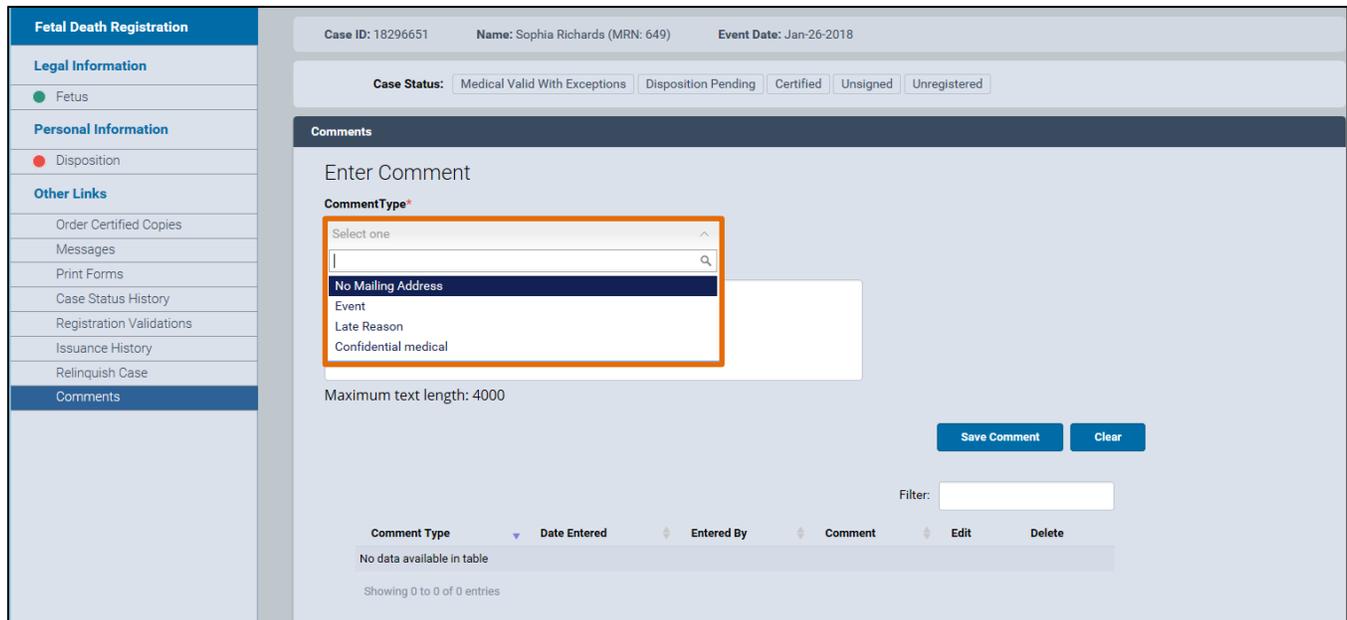
13. After you have relinquished the case, you will be redirected to the **eVital Dashboard**.

14. Comments

1. Select the **Comments** tab.



2. When the **Comments** page appears, choose a **Comment Type** from the drop-down list. The choices are **No Mailing Address**, **Late Reason**, **Event** or **Confidential Medical**.



3. Enter a comment of up to 400 words in the **Comment** field. Click **Save Comment**.

Case ID: 18296651 Name: Sophia Richards (MRN: 649) Event Date: Jan-26-2018

Case Status: Medical Valid With Exceptions Disposition Pending Certified Unsigned Unregistered

Comments

Enter Comment

CommentType*
No Mailing Address

Comment*
This is a sample comment.

Maximum text length: 4000

Save Comment Clear

Filter:

Comment Type	Date Entered	Entered By	Comment	Edit	Delete
No data available in table					

Showing 0 to 0 of 0 entries

4. A “Comment saved” notification will appear. You can see all the comments about a case at the bottom of the screen, including an option to **Edit** or **Delete** comments.

Case ID: 18296651 Name: Sophia Richards (MRN: 649) Event Date: Jan-26-2018

Case Status: Medical Valid With Exceptions Disposition Pending Certified Unsigned Unregistered

Comments

Enter Comment

CommentType*
Select one

Comment*

Maximum text length: 4000

Save Comment Clear

Comment saved

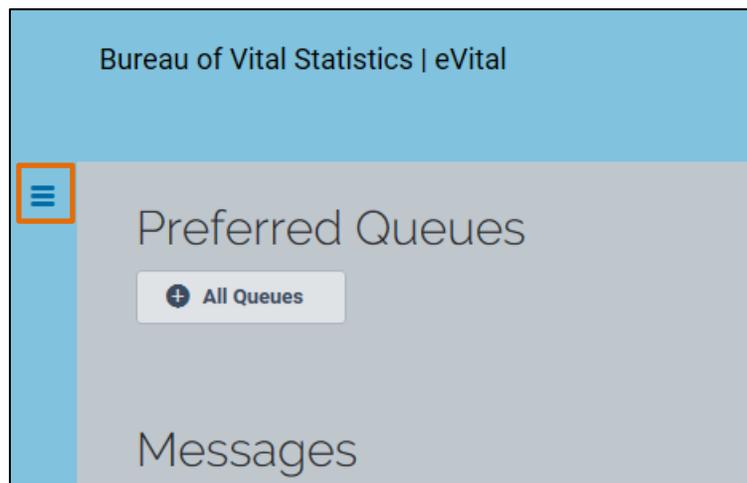
Filter:

Comment Type	Date Entered	Entered By	Comment	Edit	Delete
No Mailing Address	2/13/2018 2:58:55 PM	Daniel Garson	This is a sample comment.		

Showing 1 to 1 of 1 entries

15. Locating an Existing STOP Case

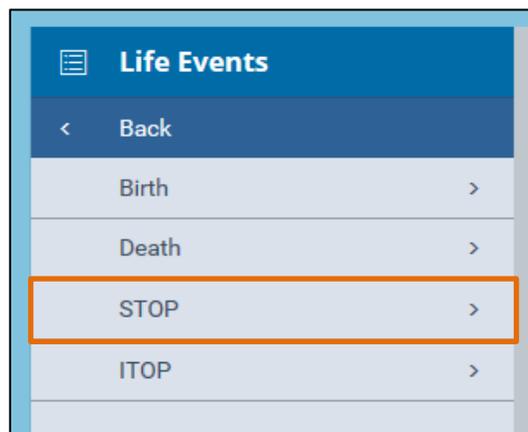
1. Click the **menu icon** to the left of **Preferred Queues**.



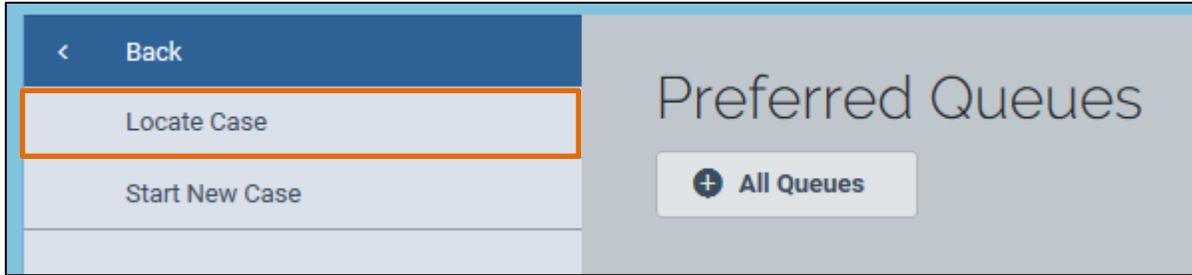
2. From the **All Categories** menu, select **Life Events**.



3. From the **Life Events** menu, select **STOP**.



4. From the **STOP** menu, select **Locate Case**.



5. Enter the case information into the corresponding fields and click **Search**.

The screenshot shows a form titled 'Locate STOP Case'. The form contains several input fields and dropdown menus, all enclosed in an orange border. The fields are: 'Mother's Current Legal Last Name', 'Case ID', 'Fetus First Name', 'Date of Delivery Start', 'Sex', 'Borough of Delivery', 'Mother's Last Name Prior to First Marriage', 'Mother's Medical Record Number', 'Fetus Last Name', 'Date of Delivery End', 'Place Of Delivery Location Type', and 'Facility'. At the bottom right, there are two buttons: 'Clear' and 'Search' (highlighted with an orange border).

6. A list of matching STOP cases will appear. You can click any **Case ID** to open a case or click the **Preview** button to preview the details of a case.

The screenshot shows a table titled 'Search Results'. At the top, there is a 'Show 20 entries' dropdown and a 'Filter:' input field. The table has the following columns: Case ID, Mother's MRN, Mother's Maiden Name, Mother's Current Legal Last Name, Date of Delivery, Facility, and Status. One row is displayed with the following data: Case ID 18296661, Mother's MRN 123, Mother's Maiden Name Jagger, Mother's Current Legal Last Name Jagger, Date of Delivery 1/25/2018, Facility Testing Hospital (Manhattan), and Status Unregistered. A 'Preview' button is located to the right of the 'Unregistered' status. Below the table, it says 'Showing 1 to 1 of 1 entries' and 'Viewing Set 1 of 1'. At the bottom, there is a 'Total Number of Records' field with the value 1.

Case ID	Mother's MRN	Mother's Maiden Name	Mother's Current Legal Last Name	Date of Delivery	Facility	Status
18296661	123	Jagger	Jagger	1/25/2018	Testing Hospital (Manhattan)	Unregistered