eVital Guide:
Electronic Spontaneous Terminations of Pregnancy (STOP) Amendments 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. Locating a STOP case

_Note:_ Amendments can only be submitted for registered cases.

1. From the eVital Dashboard, click the _menu icon_ to the left of _Preferred Queues_.

2. In the _All Categories_ menu, select _Life Events_.

3. In the _Life Events_ menu, select _STOP_.

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**Related Resources:**

- [eVital STOP Amendments for Funeral Home Users](#)
- [eVital Dashboard](#)
- [Preferred Queues](#)
- [Life Events](#)
- [All Categories](#)

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4. Select **Locate Case**.

5. Type information into the provided fields and click **Search**. For this example, the **Case ID** was entered.

6. A list of matching STOP cases will appear. Click the **Case ID** or click the **Mother's Current Legal Last Name** link to open the case. **Note:** To view case details, click **Preview**.
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.
3. Select the Amendment Type from the drop-down list:
   a. There are four amendment types that can be submitted for spontaneous terminations of pregnancy (STOP cases).
      1. Personal – Use this amendment type to update items on the Personal Information section of the certificate.
      2. STOP – Change from Interim Disposition – Use this amendment type to change a registered case from Interim to a different method of disposition.
      3. Private to City Burial – Use this amendment type to change a disposition from Private to City Burial.
      4. Relinquishment – This amendment type is used to accept a registered case that has been relinquished by another Funeral Home. See Section 3. Relinquishment Amendment for more information on completing this amendment type.
4. In this example, a **Personal** amendment type has been selected. The eVital system will create an **Amendment Number** and the **Amendment Date** will prepopulate. Click **Save Amendment**.

![Amendment Image]

5. Select the **Disposition** tab located in the **Personal Information** menu.

![Disposition Image]

6. In this example, the **Disposition Date Known** drop-down menu has been selected and changed from **Unknown** to **Known**, and the **Date of Disposition** has been entered.

![Disposition Details Image]
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, including which **Field** was amended, the **Old Value** in that field and the **New Value** in that field.
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 Information Report header.
3. Relinquishment Amendment

1. To take ownership of a registered case that has been relinquished by another funeral home, you must complete a relinquishment amendment. The funeral home relinquishing the case must specify your facility as the new case owner in order for your facility to receive the case.

2. To confirm that a case has been relinquished to your facility, open the STOP queue on the eVital Dashboard and click on Relinquishment Request – STOP.

3. Any cases that have been relinquished to your facility will be displayed. Open the case by clicking on the Case Id link.

4. When the case opens, the Accepting Relinquishment STOP form appears.
5. To accept the case, select **Accept** from the **Relinquish Status** drop-down menu. To reject the relinquishment, select **Reject**.

6. To complete the acceptance, check the **Affirm** box, then click **Save**.

7. The **Updated Successfully** message will display confirming that the case has been accepted.

8. Select the **Amendment History** tab located in the **Other links** menu, then click **Create Amendment**.
9. When the **Create Amendment** form appears, select **Relinquishment** from the **Amendment Type** drop-down menu, then click **Save Amendment**.

10. When the **Amendment Summary** form appears, click **Disposition** located in the **Personal Information** menu.
11. Update any fields as necessary. In this example, the **Method of Disposition** will be amended from **Burial (Not Potter's Field)** to **Anatomical Donation**. If no changes are required, skip to step 13.
12. Any changes will update the **Funeral Home** information to reflect the current case owner.

13. If no changes are required, click the **x** in the **Method of Disposition** field, then reselect the appropriate method. This will update the **Funeral Home** section of the form to reflect the current case owner.
14. Click **Save**.

15. Select the **Amendment Summary** tab located in the **Amendment** menu to see the changes on the **Amendment Information Report**.
4. Cancelling an Amendment

1. To cancel an amendment, select the Amendment History tab located 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**.
5. 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-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 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.
6. Documentary Evidence

1. To add documentary evidence related to the amendment, click on the Documentary Evidence tab in the Amendment menu. The Documentary Evidence form will appear. Click the Add Documentary Evidence button.

Note: If there is a green dot with a check mark next to Documentary Evidence, documents may have been uploaded by another user.

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.
4. Click **Browse and Upload** or **Scan New Image** to upload the document from your computer. Only files in .JPG, .GIF, .TIF and .PNG formats can be uploaded. PDF documents cannot be uploaded.

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.
7. Amendment Place Order

1. To place an order for services related to an amendment, select the Amendment ID link from the Amendment History tab located in the Other Links menu. In this example, an order will be placed on a Relinquishment amendment type.

2. When the Amendment Summary form appears, select Amendment Place Order.
3. The **Place Order** form appears.

4. From the **Services** drop-down list, select the services you would like to add to the order and the **Quantity**, then click **Add**.
5. In this example, a **Fetal Death Certificate** has been added. To delete the added service, click **Delete**. Click **Next** to continue.

6. Select the payment method from the **Select Payment Method** drop-down list.
7. Select **Add Payment**.

8. When the **Shipping Address** screen appears, enter the required information and click **Continue**.
9. Select the desired **Shipping Options**, then click **Continue**.

10. Enter the **Payment Information**, then click **Continue**.
11. In the **Payment Authorization** section, check the box under **Acknowledgement**, then click **Pay Now**.
8. 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.
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 5 of the “Electronic STOP 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.
10. **View/Modify Work Copy**

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

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