eVital Guide:
Electronic Spontaneous Terminations of Pregnancy (STOP) Amendments Module for Medical Facility 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:* eVital users can only submit amendments 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 **STOP**.
4. Select **Locate Case**.

5. Enter search criteria into at least one field. Click **Search**.

6. A list of matching STOP cases will appear. Click the **Case ID** or the **Mother’s Current Legal Last Name** to open the case. To preview case details, click the **Preview** button.
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 three amendment types that can be submitted for spontaneous terminations of pregnancy (STOP) cases:
      1. **Legal – STOP**: Use this amendment type to update items on the legal section of the certificate.
      2. **Medical/QI – STOP**: Use this amendment type to update items on the confidential medical report section of the certificate.
      3. **Medical Disposition – STOP**: Use this amendment type to do a city burial on a registered case that originally had no disposition.
b. In this example, a Medical/QI – STOP amendment type has been selected.

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

5. Saving a Medical/QI – STOP amendment type will allow eVital users to change information in the Confidential Medical Report section of the case. The Legal Information sections will be read only. All editable fields will appear white and all non-editable fields will appear gray.

6. In this example, the Mother/Parent Attributes section has been selected and the Medical Record Number has been changed from 123 to 1234.
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.

10. 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.

### Amendment Summary

<table>
<thead>
<tr>
<th>Amendment Type</th>
<th>Amendment Create Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical/QI - STOP</td>
<td>Feb-23-2018</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Order Number</th>
<th>Amendment Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>EVT20180215195</td>
<td>18296661_04</td>
</tr>
</tbody>
</table>

The *Amendment Information Report* has the following fields:

- **Old Value**
- **New Value**
- **Undo**

<table>
<thead>
<tr>
<th>Field</th>
<th>Old Value</th>
<th>New Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mother/Parent Health</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pre-pregnancy Weight</td>
<td>110</td>
<td>116</td>
</tr>
</tbody>
</table>
3. 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.

2. Select the 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. 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.
4. Cancelling an Amendment

1. To cancel an amendment, select 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.

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.

![Queue List](image)

![Death-STOP-ITOP Amendments Pending Affirmation](image)

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**.

![Amendment History](image)
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. 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 26 – Certify in the “Electronic STOP 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** in the **Amendment History** page.
7. 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.