eVital Guide: Electronic Spontaneous Terminations of Pregnancy (STOP) Registration 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. 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) case 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-evital.nyc.gov/eVital.
   b. Enter your NYCID email address and password and click LOG IN.
c. If you forgot your password, click the **Forgot Password** link located in the bottom left-hand corner.

![Login page](image)

**Forgot Password**

![Forgot Password page](image)

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](image)

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](image)

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?](image)
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.

![evital Dashboard](image)

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

![NYC Health icon](image)

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.

![evital Dashboard Log Out](image)

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.

![evital Dashboard Profile](image)
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**.

![Profile Screen](image)

**EMAIL ADDRESS** | **PASSWORD** | **NAME** | **SECURITY QUESTIONS** | **DEACTIVATE**
--- | --- | --- | --- | ---
New Email Address: | | | | |
Confirm New Email Address: | | | | |

**SAVE CHANGES**


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.

![Password Screen](image)

**EMAIL ADDRESS** | **PASSWORD** | **NAME** | **SECURITY QUESTIONS** | **DEACTIVATE**
--- | --- | --- | --- | ---
Current Password: | | | | |
New Password: | | | | |
Confirm New Password: | | | | |

**SAVE CHANGES**


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.

![Dashboard](image)
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**.

![All Categories Menu](image1)

![Main Menu](image2)

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**.

![Link Existing EVERS Profile](image3)

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

![Link Existing EVERS Profile](image4)
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.

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.

n. Click **Select** to select the facility.
o. The **Facility Information** will appear in the **Facility Request** window. Click **Add Facility**.

![Facility Request Window]

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

![Facility Request Window]

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.

![User Facility Window]
4. Queues

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

![Preferred Queues](image)

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.

![Queue List](image)
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**.

![Preferred Queues Menu](image1)

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

![Functional Entity Dropdown](image2)
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.

![Preferred Queues](image)

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**.

![Preferred Queues](image)
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.

![System Messages Tab](image)

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

![System Messages Tab](image)

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

![System Messages Tab](image)
4. How Do I Create a New STOP 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 STOP.
4. In the STOP menu, click Start New Case.

5. When the Start New Fetal Death Case section opens, select Yes or No from the following drop-down lists: Did heart beat after delivery? and Was there movement of voluntary muscle? If the answer to both of these questions is no, continue to Step 6.

6. If the answer to either of these questions is Yes, a notice will appear stating that the “Case is not a Spontaneous Termination of Pregnancy. Please verify your entries or enter both birth and death case.” If this occurs, the case does not belong in STOP.

7. After selecting No, additional fields will appear.
8. Type the **Mother’s Current Legal First Name**, **Last Name** and **Last Name Prior to Marriage** in the corresponding fields.

9. Complete the **Mother’s Medical Record Number** field, and retype the record number in the **Verify Mother’s Medical Record Number** field.

10. Type the **Fetus First Name** and **Fetus Last Name**.

11. Enter the date in the **Date of Delivery** field.

12. Select the **Sex** from the drop-down list.

13. Select the **Borough of Delivery** from the drop-down list. **Note**: The **Place of Delivery Location Type** field automatically populates. Click **Search**.

14. If the case information is new, a notice will appear stating “There are no cases that match the criteria you have entered.” Click the **Create New Case** button to create a new registration case.

15. The **Fetal Death Registration** case is divided into two sections: **Legal Information** and **Confidential Medical Report**.

16. The menu pages under each section will have a **red dot** until all the fields have been properly completed.

17. Depending on the information provided in the **Obstetric Estimate of Gestation** and **Does Mother/Parent Request Disposition** fields, additional pages will appear in the menu. For example:
a. If the gestational age is greater than 20 weeks, the eVital user will need to complete additional sections in the Confidential Medical Report section.

b. If the Obstetric Estimate of Gestation (completed weeks) is 25 weeks or greater, then the burial desk must issue a disposition permit.

18. eVital users must complete and address all the fields in each of the menu pages and all Validation Results (edit rules) before a case can be certified.

**Note:** If you receive a validation error notice, review and correct the information. There are two types of errors: hard edits appear in red and must be corrected to sign the certificate. Soft edits appear in orange and must be overridden to sign the certificate. To override soft edits, select the check box in the Override column, and click the Save Overrides button.

19. After completing these fields, continue to the Fetal Death Registration – Fetus form.
5. Fetus

*Note:* The system automatically populates the **Date of Delivery** in the **Fetus** form.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fetus Medical Record Number</td>
<td>Type the <strong>Fetus Medical Record Number</strong> in the corresponding field.</td>
</tr>
<tr>
<td>No Given Name</td>
<td>If there is no given name, select the <strong>No Given Name</strong> check box.</td>
</tr>
<tr>
<td>Fetus Name</td>
<td>Type the <strong>First</strong>, <strong>Middle</strong>, and <strong>Last</strong> names in the corresponding fields.</td>
</tr>
<tr>
<td>Other Middle</td>
<td>Type a second middle name in the <strong>Other Middle</strong> field.</td>
</tr>
<tr>
<td>Suffix</td>
<td>Select the <strong>Suffix</strong>, if applicable. <em>Note:</em> The <strong>Other Middle</strong> and <strong>Suffix</strong> are not required fields.</td>
</tr>
<tr>
<td>Date of Delivery</td>
<td>Type the <strong>Time of Delivery</strong>. <em>Note:</em> The <strong>Other Middle</strong> and <strong>Suffix</strong> are not required fields.</td>
</tr>
<tr>
<td>Sex</td>
<td>Select the <strong>Sex</strong> from the drop-down list.</td>
</tr>
</tbody>
</table>

1. Type the **Fetus Medical Record Number** in the corresponding field.
2. If there is no given name, select the **No Given Name** check box.
3. Type the **First**, **Middle**, and **Last** names in the corresponding fields.
4. Type a second middle name in the **Other Middle** field.
5. Select the **Suffix**, if applicable. *Note:* The **Other Middle** and **Suffix** are not required fields.
6. Type the **Time of Delivery**.
7. Select the **Sex** from the drop-down list.
8. Select the **Number Delivered in This Pregnancy** from the list.
9. Type the number of completed weeks in the **Obstetric Estimate of Gestation** field.
10. Select **Yes** or **No** from the **Will Medical Institution Be Responsible for Final Disposition?** drop-down list.
11. Click **Save.** **Note:** If you select the right (>) or left (<) arrows without saving your work, you will lose the data you entered.

12. If all the fields contain valid information, a “No validation error found on this page” notice will appear.

13. If the fields are not completed with the correct information, a “Validation error” notice will appear. **Note:** There are two types of errors:
   a. Hard edits appear in red and must be corrected.
   b. Soft edits appear in orange and must be overridden.
14. To **Override** an error, select the check box in the **Override** column and click the **Save Overrides** button. **Note:** The **Override Validation Error** feature is only available for some errors.
15. To view multiple errors, click the **Show All** button.
16. Correct any errors and click **Save.**
17. If all the fields contain valid information, a green dot appears next to the **Fetus** menu page. Continue to the **Place of Delivery** section.
6. Place of Delivery

1. From the Fetal Death Registration menu, click Place of Delivery. Note: While you are working on a case, the Case Status information appears under the Event Date at the top of the page.

   ![Fetal Death Registration Form]

   - **Type of Place of Delivery**: Select the delivery location in this field.
   - **Address**: Select the Borough and complete the Address fields for the Place of Delivery. Continue to Step 4c.
   - **Country**: Select the Country from the drop-down list.

2. Select the delivery location in the Type of Place of Delivery field.

3. If you selected a medical facility, the address fields will automatically populate with the Medical Facility address. Continue to Step 5.

4. If you selected a value other than a medical facility, continue to Steps 4a, b and c.
   a. A field called Facility Name will appear. Type the name of the Place of Birth in this field. Continue to Step 4b.
   b. Select the Borough and complete the Address fields for the Place of Delivery. Continue to Step 4c.
   c. Select the Country from the drop-down list.
5. Click Verify Address.

6. From the **Matched Address** window, choose the correct address found in the USPS database file and click **Select**.
7. On the **Place of Delivery** page, a green **Verified** check mark indicates a validated address.

8. Click **Save**.

9. If all the fields contain valid information, a **green dot** appears next to the **Place of Delivery** menu page. Continue to the **Mother/Parent Information** section.
7. Mother/Parent Information

1. In the Fetal Death Registration menu, click Mother/Parent Information. Note: The system will automatically populate the Mother/Parent Current Legal Last Name and Sex fields in the Mother/Parent Information form.
2. If the **Name Prior to First Marriage** is the same as the **Legal Name**, click the **Copy Current Legal Name** button so the fields automatically populate with the name values.

3. If the mother/parent’s maiden name is different than the **Current Legal Name**, type the **First**, **Middle** and **Last** names that the mother/parent had **Prior to First Marriage** in the corresponding fields.

4. Enter the date or click the **calendar icon** to select the **Date of Birth**. **Note**: The mother/parent’s **Age** automatically populates with the number value.

5. Type the **Mother/Parent’s Birthplace City** and **State**.

6. Select the **Birth Country** from the drop-down list.
7. Click **Save**.
8. If all the fields contain valid information, a **green dot** appears next to the **Mother/Parent Information** menu page. Continue to the **Mother/Parent's Address** section.
8. Mother/Parent’s Address

1. In the Fetal Death Registration menu, click Mother/Parent’s Address.

2. Type the mother/parent’s Residence Address into the corresponding fields.
3. Select the answer from the Inside City Limits drop-down list.
4. Click Verify Address.
5. Click **Save**.

6. If all the fields contain valid information, a **green dot** appears next to the **Mother/Parent’s Address** menu page. Continue to the **Father/Parent Information** section.
9. Father/Parent Information

1. In the Fetal Death Registration menu, click Father/Parent Information.
2. Select Yes or No from the Are You Entering Father/Parent Information? field.
   a. If you answered Yes, two new sections appear in the Fetal Death Registration menu: Father/Parent and Father/Parent Attributes.
3. Click Save.
4. If all the fields contain valid information, a green dot appears next to the **Father/Parent Information** menu page.

![Diagram showing menu options]

5. If you answered **Yes** in Step 2 and will enter father/parent information, continue to the **Father/Parent** section. If you answered **No**, continue to the **Mother/Parent Attributes** section.
10. Father/Parent

*Note:* To access the Father/Parent form you must have selected Yes in the Are You Entering Father/Parent Information? field.

1. In the Fetal Death Registration menu, click Father/Parent. *Note:* The system will automatically populate the father/parent’s Sex in the Father/Parent Information form.
2. Type the **Father/Parent First**, **Middle** and **Last** names **Prior to First Marriage** in the corresponding fields.
3. Enter the date or click the **calendar icon** to select the **Date of Birth**. **Note:** The father/parent’s **Age** automatically populates with the number value.
4. Type the **Father/Parent’s Birthplace City** and **State** in the corresponding fields.
5. Select the **Birth Country** from the drop-down list.

6. Click **Save**.
7. If all the fields contain valid information, a **green dot** appears next to the **Father/Parent** menu page. Continue to the **Mother/Parent Attributes** section.
11. Mother/Parent Attributes

*Note:* You must be assigned a **Certifier Role** to complete the **Confidential Medical Report** section.

1. In the **Fetal Death Registration** menu, click **Mother/Parent Attributes.** *Note:* When the **Mother/Parent Attributes** form opens, the **Mother/Parent Medical Record** field automatically populates.
2. From the **Date Last Menses Began** section, select the **Month** and **Day** from the drop-down list.
3. Enter the year in the **Year** field.
4. Select the level of education from the **Mother/Parent’s Education** drop-down list.
5. Select **Yes** or **No** in the **Was Mother/Parent Employed During Pregnancy?** field.
6. Type the mother/parent’s **Current/Most Recent Occupation** and the **Kind of Business or Industry** in the corresponding fields.
7. Select the **Mother/Parent Ancestry** from the drop-down list.
8. Select the **Ancestry Origin** from the drop-down list.
9. Select all that apply for the mother/parent’s **Race**.
10. Click **Save**.

![Mother/Parent Attributes](image-url)
11. If all the fields contain valid information, a green dot appears next to the **Mother/Parent Attributes** menu page. Continue to the **Father/Parent Attributes** section.
12. Father/Parent Attributes

*Note*: Skip this section if you are not entering father/parent information.

1. In the Fetal Death Registration menu, click Father/Parent Attributes.
2. Select the level of education from the **Father/Parent’s Education** drop-down list.
3. Type the **Current/Most Recent Occupation** and the **Kind of Business or Industry** in the corresponding fields.
4. Select the **Father/Parent Ancestry** from the drop-down list.
5. Select the **Ancestry Origin** from the drop-down list.
6. Select all that apply for the father/parent’s **Race**.

7. Click **Save**.
8. If all the fields contain valid information, a **green dot** appears next to the **Father/Parent Attributes** menu page. Continue to the **Prenatal** section.
13. **Prenatal**

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

2. Select the **Primary Payor** from the list.

3. Select **Yes**, **No** or **Unknown** from the **Prenatal Care Received** section. If you selected **Yes**, continue to Step 4. If you selected **No** or **Unknown**, continue to Step 5.

4. If you selected **Yes**, additional fields will appear. Complete Steps 4a and b.
   a. Enter the date or click the **calendar icon** to select the **Date of First Prenatal Care** and **Date of Last Prenatal Care**.
   b. In the **Total Number of Prenatal Visits for This Pregnancy** field, type the corresponding number.

5. In the **Number Born Alive and Now Living** field, select the answer from the drop-down list.

6. In the **Number Born Alive and Now Dead** field, select the answer from the drop-down list.
   a. If you selected **None** or **Unknown**, the **Total Previous Live Births** field will populate as zero (0).
   b. If you answered one or more in Steps 5 and 6, continue to Step 7.
c. If the answer was zero, continue to Step 8.

7. Enter the dates in the Date of First Live Birth and Date of Last Live Birth fields.
8. Select the appropriate answer from the Total Number of Other Pregnancy Outcomes drop-down list. If the answer is none, go to Step 10.
9. Enter the date in the Date of Last Other Pregnancy Outcome field.
10. Click **Save**.
11. If all the fields contain valid information, a **green dot** appears next to the **Prenatal** menu page. Continue to the **Mother/Parent Health** section.
14. **Mother/Parent Health**

1. In the *Fetal Death Registration* menu, click *Mother/Parent Health*.
2. Type the **Height**, **Pre-Pregnancy Weight** and **Weight Immediately Prior to Event** in the corresponding fields.

3. Select **Yes**, **No** or **Unknown** from the *Cigarette Smoking* drop-down list.
   a. If you selected **Yes**, additional fields will appear. Continue to Steps 4a and b.
   b. If you selected **No** or **Unknown**, continue to Step 5.
4. Enter the cigarette smoking information as follows:
   a. Select **Cigarettes** or **Packs** in the left-hand column, as applicable.
   b. Type the number of cigarettes or packs smoked per day for each three-month period in the right-hand column.

5. Select **Yes**, **No** or **Unknown** in the **Alcohol Use During This Pregnancy** field.

6. Select **Yes**, **No** or **Unknown** in the **Illicit and Other Drugs Used During This Pregnancy** field.
   a. If you selected **No** or **Unknown**, continue to Step 7.
   b. If you selected **Yes**, check the appropriate boxes in the **Drugs Used** section. Then continue to Step 7.
   c. If the drug is not listed, select **None of the Above**. Then continue to Step 7.
   d. If the answer is not known, select **Unknown**. Then continue to Step 7.
7. Click **Save**.
8. If all the fields contain valid information, a **green dot** appears next to the **Mother/Parent Health** menu page. Continue to the **Pregnancy Factors** section.
15. Pregnancy Factors

1. In the Fetal Death Registration menu, click Pregnancy Factors.

2. Under the Risk Factors for Pregnancy section, select the check boxes next to the risk factors that apply.

3. Under the Infections Present and/or Treated During This Pregnancy section, select the check boxes next to the infections that apply.
4. Click **Save**.
5. If all the fields contain valid information, a **green dot** appears next to the **Pregnancy Factors** menu page. Continue to the **Delivery** section.
16. Delivery

1. In the Fetal Death Registration menu, click Delivery.

2. Under the Method of Delivery section, select the appropriate answers in Steps 2a, b, c, d and e.
   a. Was Delivery with Forceps Attempted but Unsuccessful?
   b. Was Delivery with Vacuum Extraction Attempted but Unsuccessful?
   c. Fetal Presentation at Delivery
   d. Final Route and Method of Delivery
   e. Hysterotomy/Hysterectomy

3. Under the Maternal Morbidity section, select the check boxes for the answers that apply.

4. Select the answer in the Was Mother Transferred for Maternal Medicine or Fetal Indication Prior to Delivery? field.

5. Click the Look Up button to select the Mother Transfer Facility.
## Delivery

### Method of Delivery

<table>
<thead>
<tr>
<th>Question</th>
<th>Options</th>
<th>Selected</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Was Delivery With Forceps Attempted but Unsuccessful?</td>
<td>Yes</td>
<td>x</td>
<td>Forceps were not used</td>
</tr>
<tr>
<td>Fetal Presentation at Delivery*</td>
<td>Cephalic</td>
<td>x</td>
<td>Cephalic</td>
</tr>
<tr>
<td>Vaginal Delivery After Previous Cesarean?</td>
<td>No</td>
<td>x</td>
<td>No</td>
</tr>
<tr>
<td>Hysterotomy/Hysterectomy*</td>
<td>Yes</td>
<td>x</td>
<td>Yes</td>
</tr>
</tbody>
</table>

### Maternal Morbidity

<table>
<thead>
<tr>
<th>Maternal Morbidity (Check all that apply)*</th>
<th>Options</th>
<th>Selected</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maternal transfusion</td>
<td>Yes</td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>Third or fourth degree perineal laceration</td>
<td>Yes</td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>Ruptured uterus</td>
<td>Yes</td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>Unplanned hysterectomy</td>
<td>Yes</td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>Admission to intensive care unit</td>
<td>Yes</td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>Unplanned operating room procedure following delivery</td>
<td>Yes</td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>Hemorrhage</td>
<td>Yes</td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>Postpartum Transfer to a higher level of care</td>
<td>Yes</td>
<td>x</td>
<td>Yes</td>
</tr>
<tr>
<td>Other</td>
<td>Yes</td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>None of the above</td>
<td>Yes</td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>Unknown</td>
<td>Yes</td>
<td></td>
<td>Yes</td>
</tr>
</tbody>
</table>

### Mother Transfer Facility

- Brooklyn Hospital Center
6. Click **Save**.
7. If all the fields contain valid information, a **green dot** appears next to the **Delivery** menu page. Continue to the **Fetal Attributes** section.

![Fetal Death Registration]

- Legal Information:
  - Fetus
  - Place of Delivery
  - Mother/Parent Information
  - Mother/Parent’s Address
  - Father/Parent Information
  - Father/Parent

- Confidential Medical Report:
  - Mother/Parent Attributes
  - Father/Parent Attributes
  - Prenatal
  - Mother/Parent Health
  - Pregnancy Factors
  - Delivery
17. **Fetal Attributes**

1. In the **Fetal Death Registration** menu, click **Fetal Attributes**.
2. Type the weights in the Weight of Fetus (Pounds) and Weight of Fetus (Ounces) fields. Note: The Weight of Fetus (OR Grams) field will automatically populate.

3. Under Congenital Anomalies, select the check boxes for all that apply.


5. Select the answers in the Was a Histological Placental Examination Performed? and Was an Autopsy or Histological Placental Examination used in Determining Cause of Fetal Death? fields.

6. Click Save.

7. If all the fields contain valid information, a green dot appears next to the Fetal Attributes menu page. Continue to the Cause/Conditions Contributing to Fetal Death section.
18. **Cause/Conditions Contributing to Fetal Death**

1. In the **Fetal Death Registration** menu, click **Cause/Conditions Contributing to Fetal Death**.
2. You can only select one **Initiating Cause/Condition**. You have the choice to type only one answer in the **Maternal Conditions/Diseases** text box or select only one check box in the **Complications of Placenta, Cord or Membranes** section.
3. To add other conditions that contributed to fetal death, go to the **Other Significant Causes or Conditions** section.

4. If you selected **Other (Specify)**, type the findings in the corresponding fields.

5. If appropriate, add the conditions to the **Fetal Infection** and **Other Fetal Conditions/Disorders** fields. *Note:* These fields are not required and will remain blank if not manually filled.

6. Select the appropriate answer from the **Was Case Referred to the OCME?** drop-down list.

7. If you selected **Yes**, complete the **ME Case Number** field.

8. Select **Search Medical Examiners** to complete the **Case Reviewed at OCME by:** section if applicable.

9. For non-reportable cases, select the **Non-Reportable Death** check box.
10. Click **Save**.
11. If all the fields contain valid information, a **green dot** appears next to the **Cause/Conditions Contributing to Fetal Death** menu page. Continue to the **Attendant/Certifier** section.
19. **Attendant/Certifier**

1. In the **Fetal Death Registration** menu, click **Attendant/Certifier**.
2. Type the attendant’s First, Middle and Last names (and Suffix, if applicable) into the corresponding fields, or click the Look Up Attendants button ( ) to find the attendant’s name. Note: The Suffix field is not required.

3. Type the first three characters of the attendant’s last name followed by a percent sign (%). Note: The percent sign (%) can be used as a wildcard, substituting for any character(s) at the beginning or end of names.

4. Type the first three characters of the attendant’s first name followed by a percent sign (%).

5. Click Search. The results will appear in the bottom of the Attendant Lookup window.

6. Click Select.

7. Select the attendant Title from the drop-down list.

8. If the attendant is the certifier, select the check box marked Same as Attendant and continue to Step 8a. If you do not select this check box, complete Step 8b.
   a. If the attendant is the certifier, the Last Name, First Name and Title (and Suffix, if applicable) fields will automatically populate.
   b. If the certifier and attendant are different, click the Look Up Certifier button to find the certifier’s name, title, suffix, license number and address.
9. Click **Save**.
10. If all the fields contain valid information, a **green dot** appears next to the **Attendant/Certifier** menu page. **Note:** If the medical institution is responsible for the disposition permit, continue to the **Disposition** section.
20. Disposition

*Note:* For private burials, the funeral home will pick up the electronic Fetal Death Registration case and complete the disposition information.

1. In the Fetal Death Registration menu, click **Disposition**.
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.
   b. If you selected **City Burial**, continue to Step 4.

3. If you selected **Interim**, enter the date in the **Interim Disposition Date** field.
   Complete Step 3a.
   a. From the **Interim Within** field, select the answer from the drop-down list.

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.

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.
6. Complete the funeral director’s **License Number** field.
7. Type the funeral director’s **First**, **Middle** and **Last** names (and **Suffix**, if applicable). **Note**: In this scenario, “Jason Graham” is the funeral director.
8. Complete the funeral home **Name** and **Business Registration Number** fields. **Note**: In this scenario, “City Funeral Home” is the funeral home.
9. Complete the funeral home address and **Country** fields.
10. Click **Verify Address**.
11. On the **Individual Authorizing Disposition** page, the **First, Middle, and Last name** fields (and **Suffix**, if applicable) automatically populate with the information for the person authorizing the disposition. The authorizer is usually the mother or other family member.

12. The mother’s information automatically populates the **Relationship to Fetus** field.

13. The authorizer’s information automatically populates the authorizer address fields and is verified.

14. Click **Save**.
15. If all the fields contain valid information a green dot appears next to the Disposition menu page. Continue to the Certify menu page located under the Medical Report section.
21. **Certify**

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

2. Select the **Affirm** check box to state that the information you (the certifier) entered is true to the best of your knowledge. **Note:** After you select the **Affirm** check box, the Quick Response (QR) code appears.
3. From your mobile device, tap the **Quick Response Code** button to start the camera.

4. 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.
5. 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.

![Image of certification screen](image)

6. View the **Case Status** section to confirm that you successfully submitted and signed the case/event.

7. To make modifications to the case, click the **Unaffirm** button, make any necessary changes to the case and recertify the case.

![Image of case status](image)
22. Print Forms

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

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.
4. Click the **print icon**.

5. After the **print dialog box** opens, click **Print** to print the form.
6. If you do not wish to print the form, click **Cancel**.
23. **Case Messages**

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

![Message Page Screenshot]
24. **Case Status History**

1. Select the **Case Status History** tab.
2. The **Case Status History** page shows the entire history of a case, including **Edits** and **Signatures**, as well as who entered the case information, the time and date they entered it, and their location.
25. 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" notice will appear.
26. **Request to Abandon/Void**

1. Select the **Request to Abandon/Void** tab to void a STOP case.
2. On the **Request to Abandon/Void** page select the type from the **Request Type** drop-down list.

3. Complete the **Reason** field and click **Save**.
4. When the window appears to confirm the **Request to Abandon**, click **OK** to continue or **Cancel** to abort.
27. 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 4000 characters in the Comment field. Click Save Comment.

4. A “Comment saved” notice will appear. You can see all the comments regarding a case at the bottom of the screen, including an option to Edit or Delete comments.
28. 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**.

![Locate Case screenshot]

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

![Locate STOP Case screenshot]

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.

![Search Results screenshot]