HOW DO I SUBMIT BIRTH AMENDMENTS IN EVERS?

Please Note: You can only submit amendments for cases that have a Registered Status.

Medical facilities have 2 amendment types for correcting birth records in EVERS. However, if the correction(s) requested for a record was not due to an error made by the facility, the facility should NOT submit the correction(s) using the Amendment function in the system.

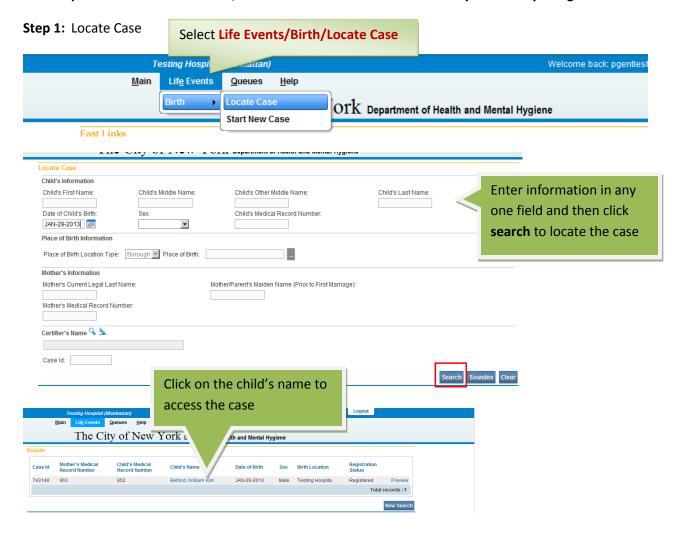
1. Confidential Medical Report

Use this amendment to update items on the confidential medical report section of the certificate.

2. Hospital Substitution

Use this amendment to update / correct errors made by the facility on the LEGAL (or birth certificate) portion of the record (the information that is on the certified copy sent to the parents) for a period of up to 12 months following the birth.

An Application for the Correction of a Birth Certificate - Form VR172, signed by the parent(s) whose name(s) appear on the certificate, is required for ALL requests to correct the legal portion of the birth record; this includes corrections submitted by the facility using EVERS.



Step 2: Select Amendments under Other Links.



Step 3: Select the amendment type from the **Type** dropdown and then click **Save**.

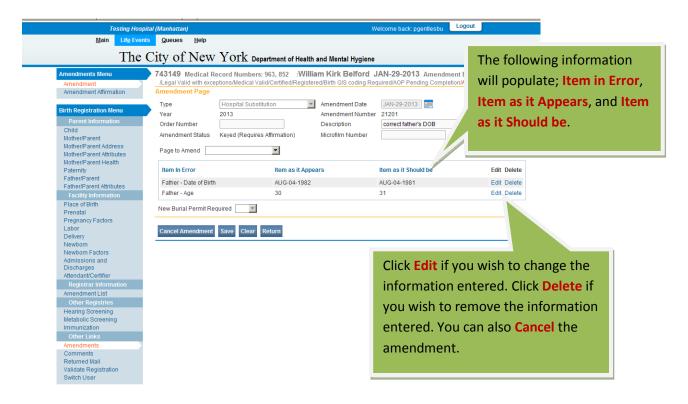


Main Life Events Queues Help The City of New York De 743149 Medical Record Number 963, 852 :William Kirk Belford JAN-29-2013 Amendment Exists Amendment Affirmation JAN-29-2013 Type Amendment Date Hospital Substitution Amendment Number 21205 2013 Year Order Number Description correct father's DOB Amendment Status Microfilm Number Mother/Parent Address Mother/Parent Attributes Mother/Parent Health Page to Amend Birth - Child
ill Birth - Mother
Birth - Mother Address
Birth - Paternity
n Birth - Father
Birth - Place of Birth
Birth - Newborn
Birth - Attendant Certifier Paternity
Father/Parent
Father/Parent Attributes New Burial Perm Facility Infor Place of Birth Prenatal Pregnancy Factors Admissions and Discharges Attendant/Certifier Registrar Inform Amendment List Hearing Screening Metabolic Screening Immunization Other Links Comments
Returned Mail
Validate Registration Switch User Welcome back: pgentlesbu Logout The page you want to Main Life Events Queues Help amend will appear below The City of New York Department of Health and Mental Hygiene for you to make the 743149 Medical Record Numbers: 963, 852 :William Kirk Belford JAN-29-2013 Amendment Exists /Legal Valid with exceptions/Medical Valid/Certified/Registered/Birth GIS coding Required/AOP Pending Completion/AOF correction. Amendment Affirmation Amendment Date JAN-29-2013 Туре Year Amendment Number CAUTION!!! You have Order Number Description Amendment Status Keyed (Requires Affirmation) Microfilm Number access to every data field Mother/Parent Address Page to Amend Birth - Father Mother/Parent Attributes Mother/Parent Health on the page, please make Paternity Father/Parent sure you only make New Burial Permit Required Father/Parent Attributes changes to those data Father/Parent's Name (Prior to First Marriage) Place of Birth items you wish to correct. Middle Michael Belford Father/Parent Date of Birth Pregnancy Factors C None C Unknown Sex Male 092-58-7152 Delivery Newborn Newborn Factors Father/Parent's Birthplace Father/Parent's City or Town
Bronx Birthplace State Admissions and Birthplace Country Discharges Attendant/Certifier New York United States Amendment List Cancel Amendment Validate Page Validate Amendment Save Clear Return Hearing Screening Metabolic Screening Immunization Make the correction, Comments and then click Save at Returned Mail Validate Registration

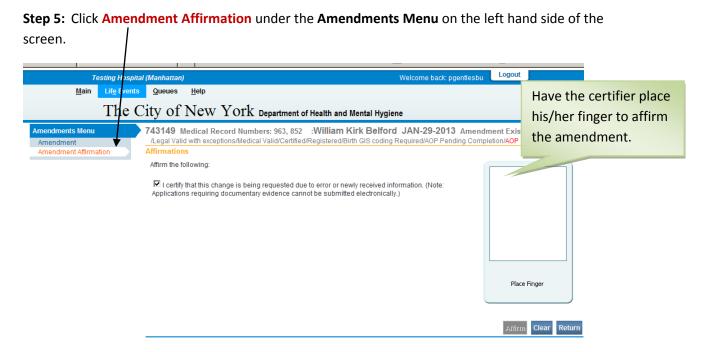
the bottom of the page.

Switch User

Step 4: From the Page to Amend dropdown, select the page you want to amend.



You can make corrections on additional pages by selecting them from the **Page to Amend** dropdown, and clicking **Save** after completing each page.



Important Note: To be able to affirm an amendment, you must have rights as a Certifier and must be logged into your Certifier account.



If you see the above message, your affirmation was successful.

The amendment has now been submitted to the Office of Vital Records. When you return to the **Amendment List**, you should see that the amendment now has a **Pending Approval** status.



Once the Office of Vital Records has approved and completed the amendment, the status will show as Complete and the correct information will show in the appropriate field in the record.

Please Note: The items submitted for a Hospital Substitution amendment in EVERS should have a corresponding blue and white correction application (Form VR172) that matches the items that were submitted in the amendment. Facilities must send the correction application form to the Office of Vital Records after the correction request is entered into EVERS. The Office of Vital Records will not approve the EVERS correction request until a correctly completed hard copy of the Application for the Correction of a Birth Certificate - Form VR172 is received.

For questions regarding EVERS, please contact:

Constituent Services Unit New York City Department of Health and Mental Hygiene (646) 632-6705 evers@health.nyc.gov

Have you seen our website yet? Go ahead, take a look now! http://www.nyc.gov/evers