Health HOW DO I SUBMIT SPONTANEOUS TERMINATIONS OF PREGNANCY AMENDMENTS IN EVERS?

Please Note: You can only submit amendments for Registered cases.

Medical facilities have **3** amendment types for correcting spontaneous terminations of pregnancy (STOPs).

1. Legal-STOP

Use this amendment to update items on the legal section of the certificate.

2. Confidential Medical Report-STOP

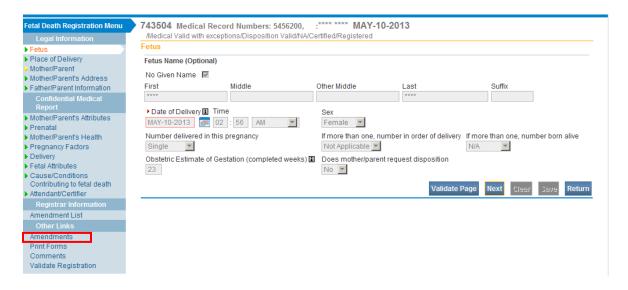
Use this amendment to update items on the confidential medical report section of the certificate.

3. Medical Disposition-STOP

Use this amendment to do a city burial on a registered case that originally had no disposition. See **Appendix A** for specific instructions on submitting this amendment type.



Step 2: Select Amendments under Other Links



Step 3: Select the amendment type from the **Type** dropdown, enter a description for the amendment in the Description field then click **Save**

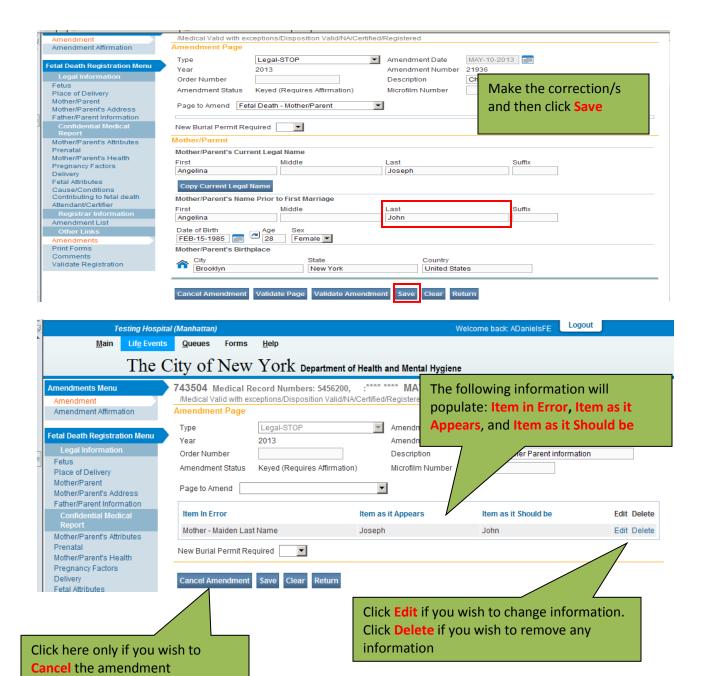


Step 4: From the Page to Amend dropdown, select the page you want to amend.



The page you want to amend will appear as shown below, for you to make the corrections.

Amendment Affirmation	Amendment Page	eptions/Disposition Valid/NA/Ce	runou	rtogiotoroa				
Fetal Death Registration Menu	Type Year	Legal-STOP 2013		Amendment Date Amendment Number	MAY-10-2013			
Legal Information	Order Number	2013		Description		ner Parent info	rmation	
Fetus Place of Delivery	Amendment Status	Keyed (Requires Affirmation)		Microfilm Number	Change mot	ici i diciiciiii	, madon	
Mother/Parent Mother/Parent's Address Father/Parent Information	Page to Amend Feta	al Death - Mother/Parent	▼					
Confidential Medical Report	New Burial Permit Rec	uired						
Mother/Parent's Attributes Prenatal Mother/Parent's Health	Mother/Parent Mother/Parent's Curre	ent Legal Name						
Pregnancy Factors Delivery	First Angelina	Middle		Last Joseph		Suffix		
Fetal Attributes Cause/Conditions	Copy Current Legal I							
Contributing to fetal death Attendant/Certifier		e Prior to First Marriage						
Registrar Information Amendment List	First Angelina	Middle		Last Joseph		Suffix		
Other Links Amendments	Date of Birth	Age Sex 28 Female						
Print Forms Comments	Mother/Parent's Birth							
Validate Registration	City Brooklyn	State New York		Country United State	es			



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

Click Amendment Affirmation under the Amendments Menu



APPENDIX A – HOW TO SUBMIT MEDICAL DISPOSITION-STOP AMENDMENTS

Submit this amendment when a case was registered at your facility without a disposition, and now it will be a city burial.

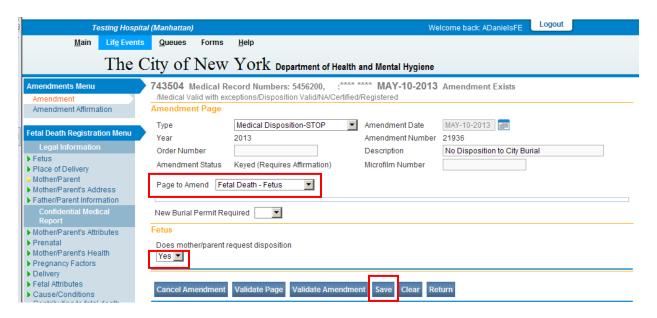
 After creating a new Medical Disposition-STOP amendment, select Yes for New Burial Permit Required.



2. Select the Fetus page from the Page to Amend dropdown.

You must amend "Does Mother/Parent request disposition?" to Yes on the Fetus page in order to view the Disposition page upon amendment approval.

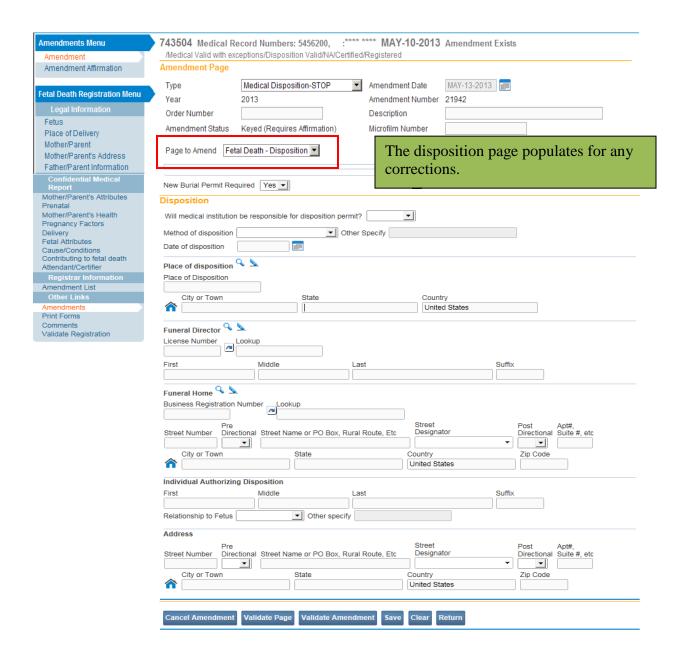
Select Yes and then click Save, as outlined in the RED boxes below.



The following information will populate: Item in Error, Item as it Appears, and Item as it Should be.



 Select the Fetal Death Disposition page from the Page to Amend dropdown as shown in the RED box below.



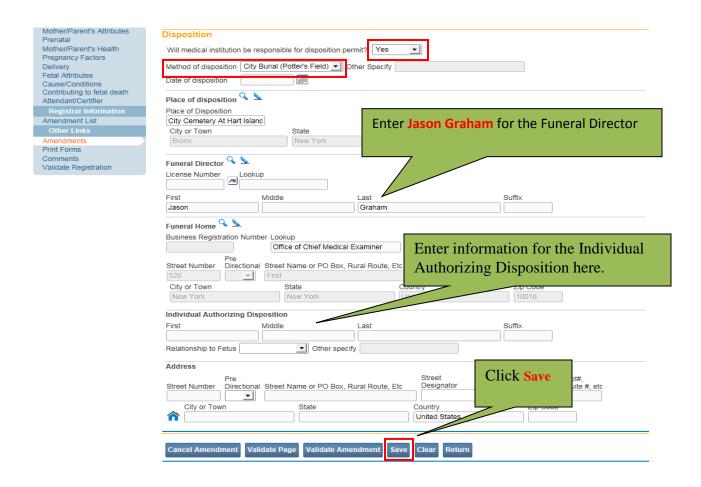
You can make corrections on additional pages by selecting them from the **Page to Amend** dropdown, and clicking **Save** after completing each page.

Select **Yes** for Will medical institution be responsible for disposition permit?

The Method of Disposition field will auto populate with City Burial (Potter's Field)

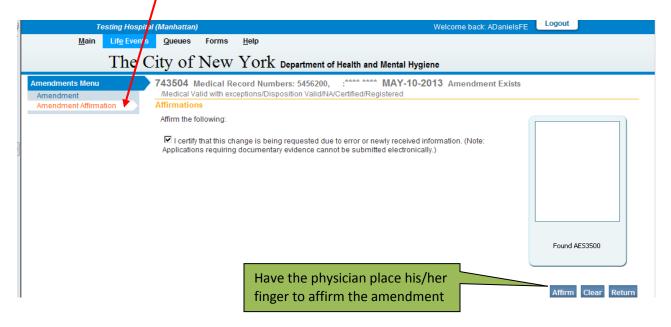
Enter Jason Graham for the Funeral Director

The Place of Disposition and Funeral Home will also auto populate with information.



Click Save when you have completed the amendment.

Click Amendment Affirmation under the Amendments Menu



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