

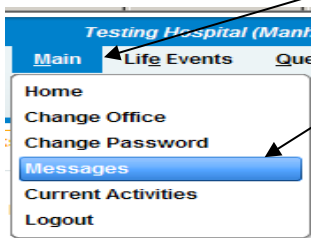


## HOW DO I REPORT SPONTANEOUS TERMINATION OF PREGNANCY DUPLICATE CASES IN EVERS?

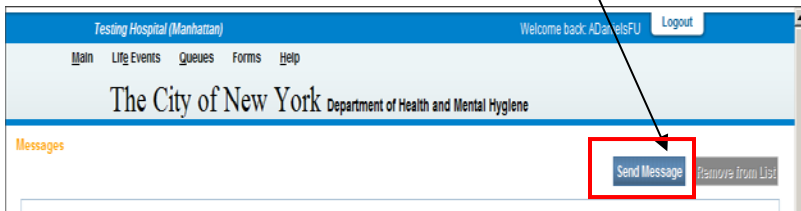
If you identify duplicate cases in the system, you must Contact the Constituent Services Unit to abandon the duplicate case. You can call 646-632-6705 or send an email to [evers@health.nyc.gov](mailto:evers@health.nyc.gov) requesting to abandon the duplicate case. You can also send a message in EVERS to the Office of Vital Records and they will abandon or void the duplicate. There is no way for you as the institution to remove records from the system.

### To send a message in EVERS:

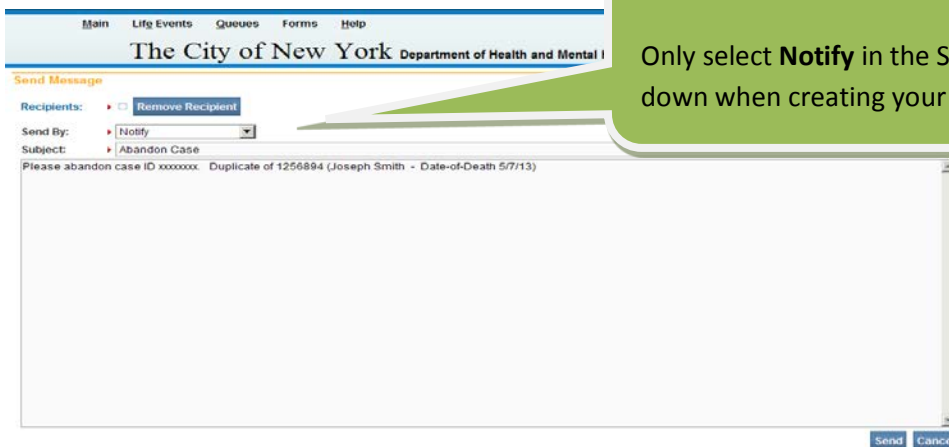
From your Main Menu select **Main**, then **Messages**.



From your Messages screen, click on **Send Message**.



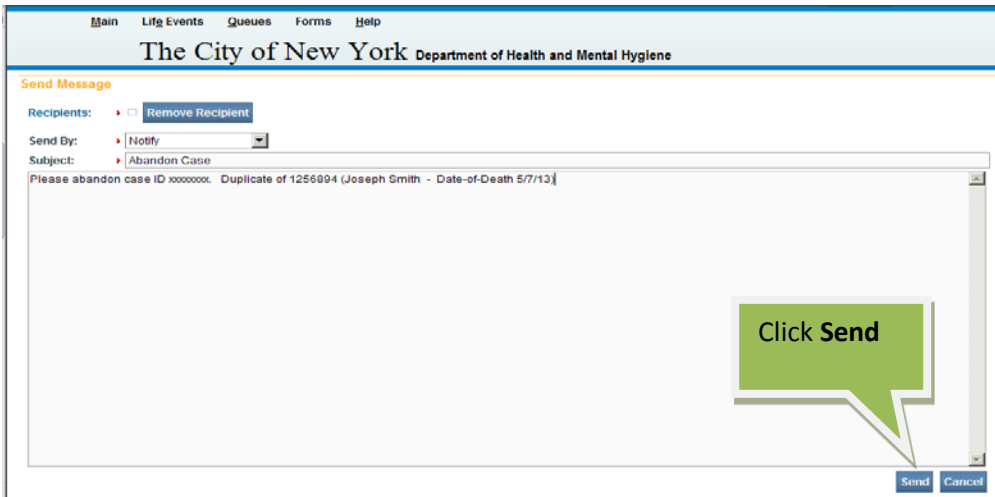
Select **Notify** from the dropdown then



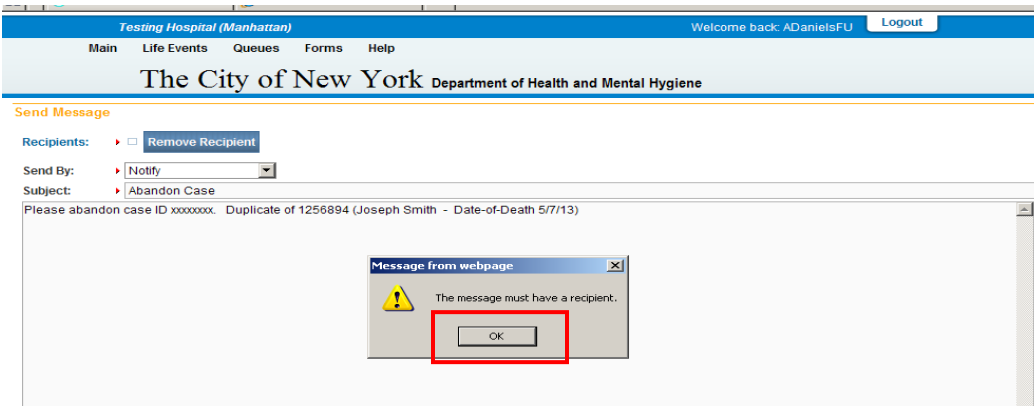
Please Note:

Only select **Notify** in the Send By drop down when creating your message.

You should see this message screen. Entering a message here is the same as writing an email message. For the Subject, please type "Abandon STOP Case." In the message text, include the Case ID number with the name, Date of Death, and indicate which record you would like to abandon. Example: "Please abandon Case ID xxxxx."



Click **OK** as shown below.



The Office of Vital Records will then read your message and abandon the case. The case will still appear in your record list but will be disabled from any further data entry.

REPORTING OF SPONTANEOUS TERMINATION OF PREGNANCY DUPLICATE CASES IN EVERS CAN ALSO BE DONE THROUGH THE CONTACT INFORMATION LISTED BELOW

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](mailto:evers@health.nyc.gov)

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