HOW DO I REPORT SPONTANEOUS TERMINATIONS OF PREGNANCY IN EVERS?

STEP 1: Log into NYC MED first via web address www.nyc.gov/nycmed.

Enter your NYCMED username and password and click Sign in

For Assistance with your NYCMED login call the NYCMED helpdesk
Click here to Access EVERS
**STEP 2: Log into EVERS.** This username and password can be obtained from your system administrator.

Type your **EVERS** username and password. Remember, these are **case sensitive**.

Note that if you have rights in more than one facility, they will appear in the dropdown after you log in.

This user has access to 2 different facilities.

To start a new certificate, click **Life Events, Fetal Death**, and the **Start Edit New Case**.
In the Fetal Death Start/Edit New Case screen, enter information in the required fields marked by a □ then click Search.

On a brand new case, you will get the following screen:

Since there are no cases that match the information entered, you would need to click the large button highlighted in red above to start a new case.

However if the case has already been entered into the system, you would get the following Results screen:

In the above case, you would click on the Mother’s Maiden Name to continue with the case. Do not click the large button or a duplicate will be created.
The certificate is divided into two sections: Legal Information and Confidential Medical Report. All fields must be completed, and all Validation Results (edit rules) addressed, before a certificate can be certified. If you have questions about the quality of information being entered, please refer to Guidelines for Data Entry.

Fetus Page

If Obstetric Estimate of Gestation (completed weeks) is 25 or greater, then a disposition permit is required based on a Board of Health adopted resolution that amended section §203.09 requiring a permit for all terminations occurring at 25 weeks gestation or later, and may be requested for terminations occurring at less than 25 weeks.
In this scenario, the gestational age is 18 weeks. Notice that there is a choice as to whether the mother can request disposition (i.e. burial).

In this scenario, the gestational age is 25 weeks. Notice that there is no choice. A disposition permit must be issued. See Appendix A on reporting cases that have a disposition.
Place of Delivery Page

Select **Type of Place of Delivery** from the dropdown.

Note: The facility information auto populates.

Click **Validate Page** to save the information and make sure there are no outstanding edit rules on the page.

Mother/Parent Page

Click button to copy the **Legal Name** to the **Maiden Name** section if the name is the same. **Override Soft Edit as shown below.**
Note that when you answer Yes to Are you entering Father/Parent’s Information? Two additional sections appear on the left menu.
For Non-Hispanic ancestry, use the lookup table via the magnifying glass and select the ancestry.

Select only one initiating cause/condition. Select as many other significant causes or conditions as necessary.

If the case is referred to the medical examiner, select the name from the lookup table via the magnifying glass.
Attendant/Certifier Page

**Attendant** and **Certifier** information must be completed by selecting them from the lookup.

**Note:** The Attendant's name can also be typed in, **if that User Type was not selected when the Account was created.**

The above pages are the core pages that display when obstetric estimate of gestation is less than or equal to 20 weeks. Additional pages will display in the Confidential Medical Report if the obstetric estimate of gestation is greater than 20 weeks.

Once the case is accurately completed, it is ready to be certified.
CERTIFYING (SIGNING) CASES

Find the case via Life Events, Fetal Death, Locate Case

You can also enter information in one field to locate a record

Click on the Mother’s Maiden Name to access the case
Place your enrolled finger on the biometric device when you see the **Place finger** below the square.

Once your fingerprint is verified you will get an **Authentication successful** message. The case is automatically registered.
Signing certificates via **Current Activities**:

On the main screen, click Current Activities

The **Certification Required** queue tells you how many cases need to be certified (signed) at your facility

Click on **Certification Required** queue and select the case you need to sign.

Select the case by clicking on the **Case ID** or **Registrant**
APPENDIX A   CASES WITH A DISPOSITION (BURIAL PERMIT)

Private Burial

Complete the Case as usual. Click on the Disposition link on the left menu.

A funeral home will then pick up the electronic case and complete the disposition information.
City Burial (2 Scenarios) Note these are rare.

1. The gestational age is 25 weeks or over and the mother has no means for a private burial

2. The gestational age is <25 weeks and the mother has no means for a private burial
Complete the **Legal Information** and the **Confidential Medical Report** as usual. Click on the **Disposition** link on the left menu.

Select **Yes** from the dropdown. Will medical institution be responsible for disposition permit?

Enter **Jason Graham** for the funeral Director

Complete the Individual Authorizing Disposition information and then click Validate Page

Note that the Office of Chief Medical Examiner information auto populates.

For all **City Burials** the physician will need to **Sign** and **Certify** the case by clicking on **Sign/Certify**.

Check both affirmations, and then click on **Sign/Certify to affirm.**
Once your fingerprint is verified you will get an **Authentication successful** message. The case is automatically registered.

For questions regarding EVERS, please contact:

Constituent Services Unit  
New York City Department of Health and Mental Hygiene  
(646) 632-6705  
[ever@health.nyc.gov](mailto:ever@health.nyc.gov)

Have you seen our website yet? Go ahead, take a look now!  [http://www.nyc.gov/evrs](http://www.nyc.gov/evrs)