

eVital:
Electronic Death Registration Module
for Funeral Home Users

New York City
Department of Health
and Mental Hygiene

Division of Epidemiology
Bureau of Vital Statistics

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1. Electronic Death Case Registration for Funeral Home Users

1.1 Purpose


The eVital system allows funeral home users to electronically submit death registrations with the **New York City Department of Health and Mental Hygiene’s Bureau of Vital Statistics (BVS)**.

1.2 Scope

This user manual provides step-by-step instructions for completing the web forms required to claim a new **Death Case**.

1.3 Claim a New Death Case

Note: You must have an authorized **Funeral Home Role** to access this section in eVital.

1. At the **Dashboard**, click the **menu icon** .
2. In the **All Categories** menu, highlight and select **Life Event**.

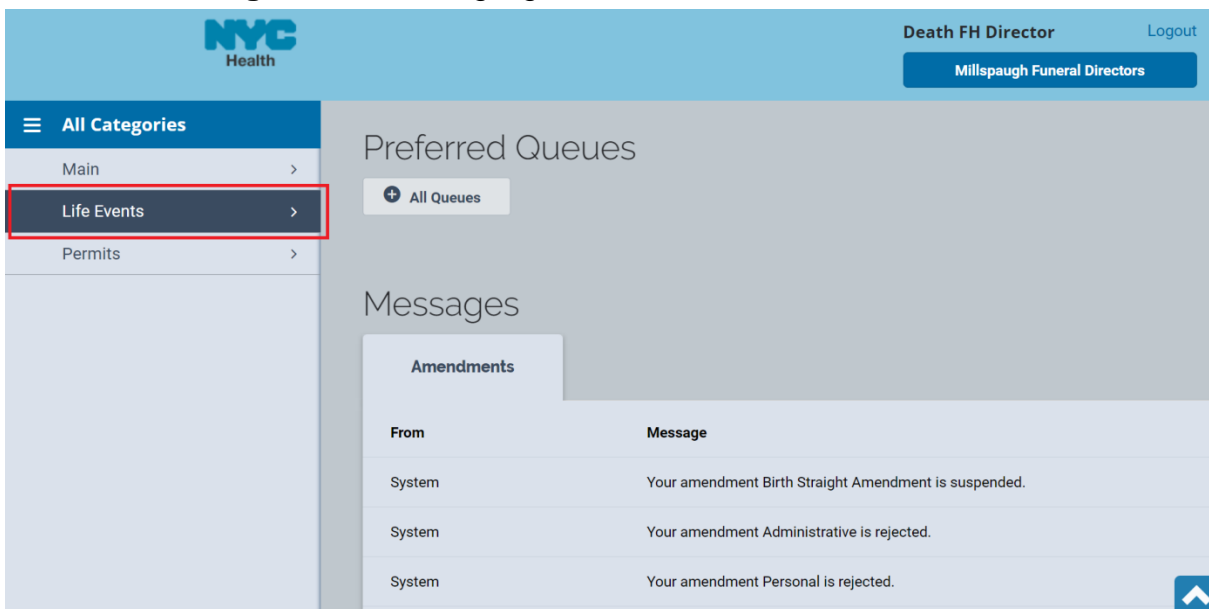


Figure 1.3-1

3. Under **Life Events**, select **Death**.

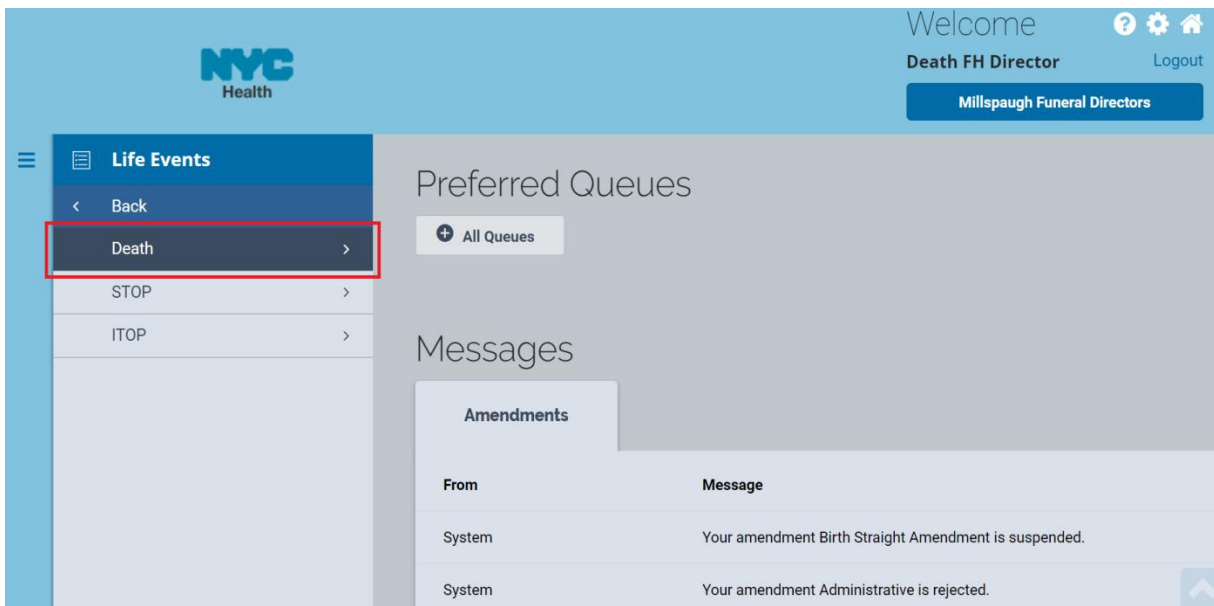


Figure 1.3-2

4. Next, highlight and select **Claim New Case**.

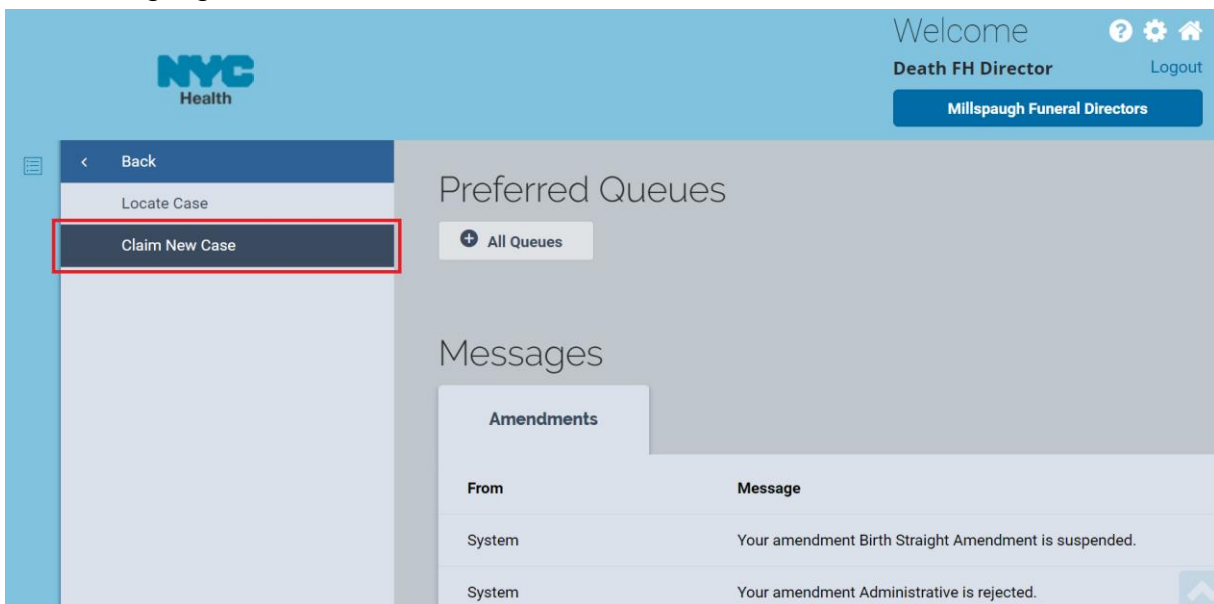


Figure 1.3-3

5. The **Search New Case** web form opens. Type the **First Name, Last Name, Date of Death, Sex, Date of Birth** and **SSN** into the corresponding fields. **Note:** Only **Last Name, Sex** and **Date of Death** are required.

6. Click **Search**.

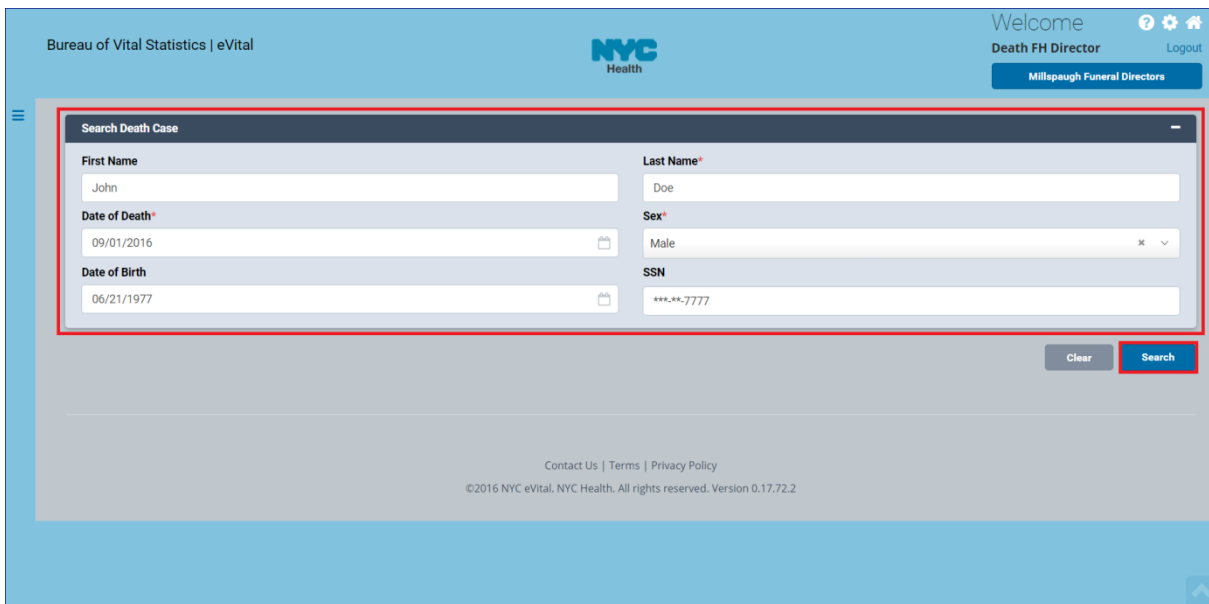


Figure 1.3-4

7. If the system locates one or more cases that match your criteria, these appear in the **Search Results**. If this occurs, continue to Step 8. If the system does not find a case, continue to Step 7a. **Note:** You can also filter your case search by entering the **Case ID** into the **Filter** field.

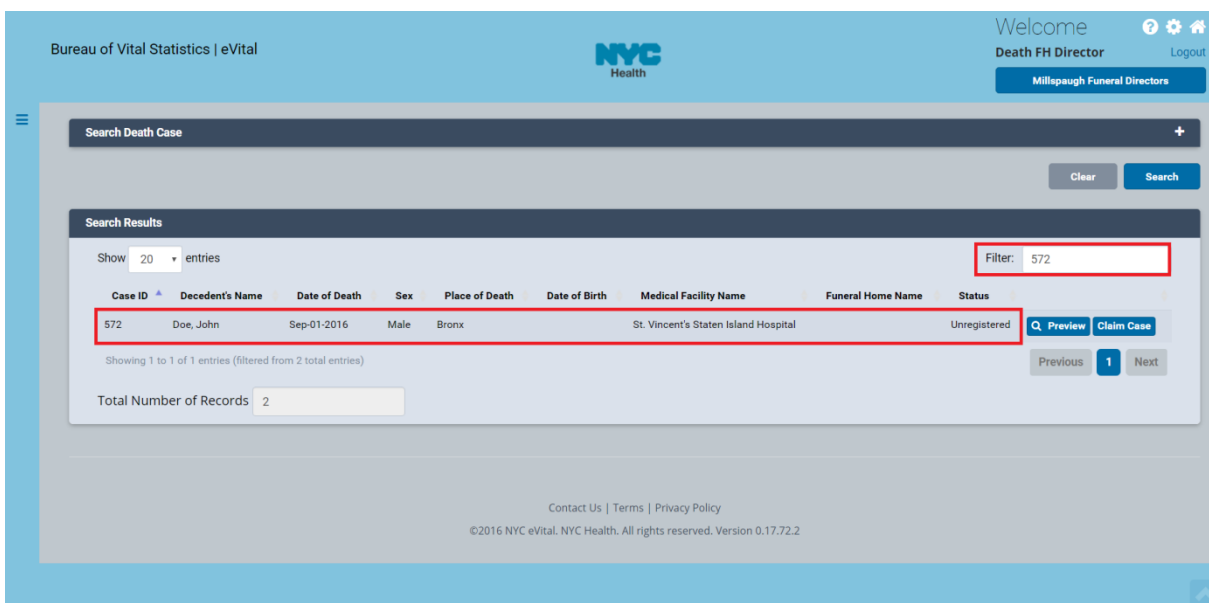


Figure 1.3-5

- a. If the system does not find a case that matches the information you entered, a notice appears stating that there are no matching cases. If you need to edit the search information, click the **expand icon** **+** on the **Search Death Case** banner to reopen the case information.

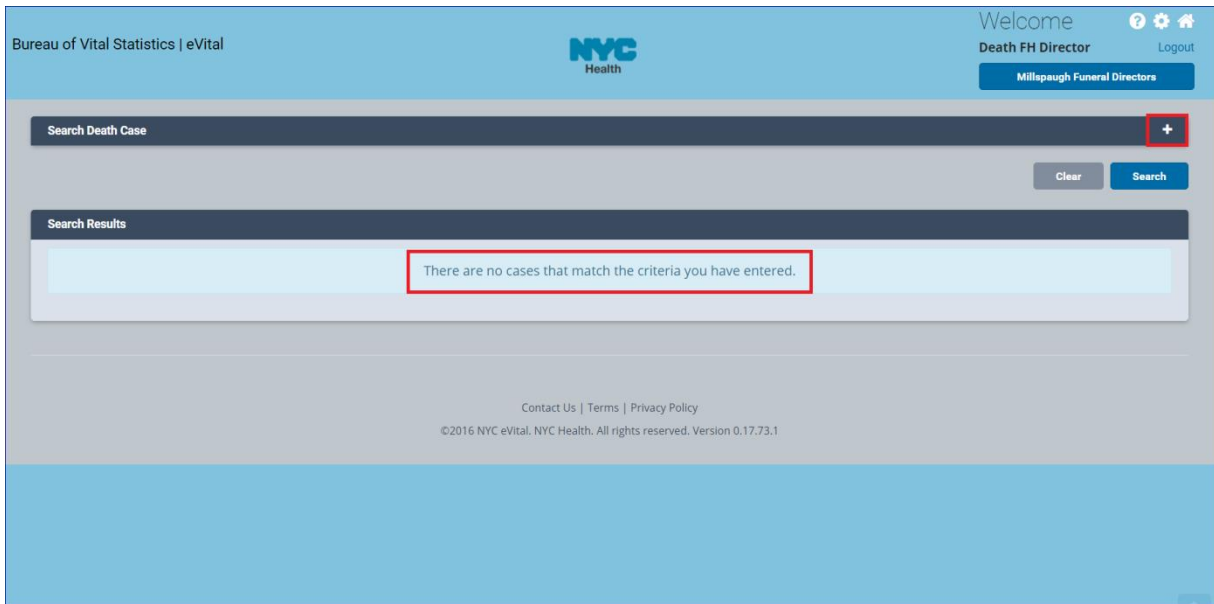


Figure 1.3-6

8. Click **Preview** to view the **Case Information**. When you are finished, click **Dismiss** to return to **Search Results**.

9. To claim the case, click **Claim Case**.

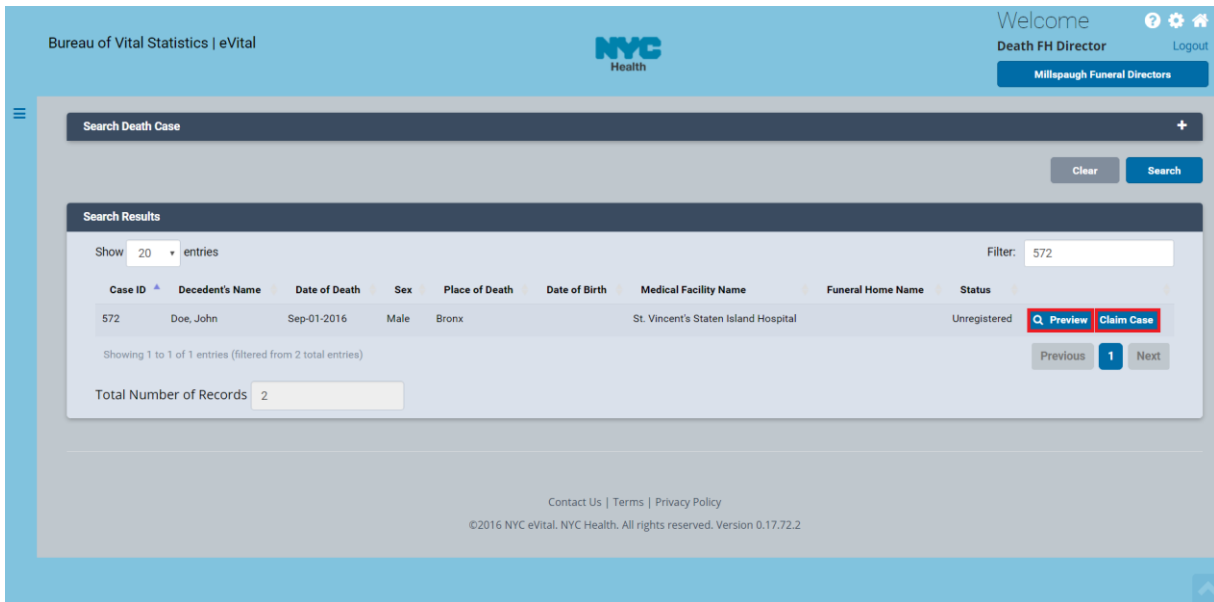


Figure 1.3-7

10. A notice appears that tells you this is an unclaimed case. To claim the case, click **OK**. To return to the search results click **Cancel**.

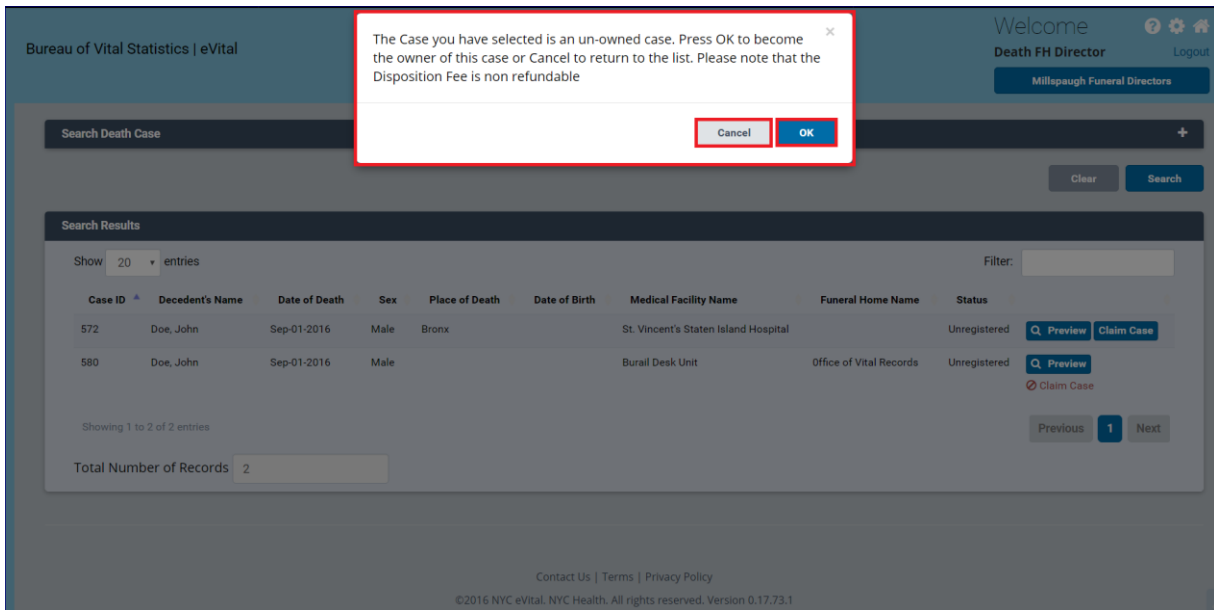


Figure 1.3-8

11. The **Payment Services** web form appears. To pay the fee, select the **Payment Method** from the dropdown list. Then click **Add Payment**. To cancel, go to step 11a.
 - a. To cancel, click **Close Payment**. Figure 4.1-9.

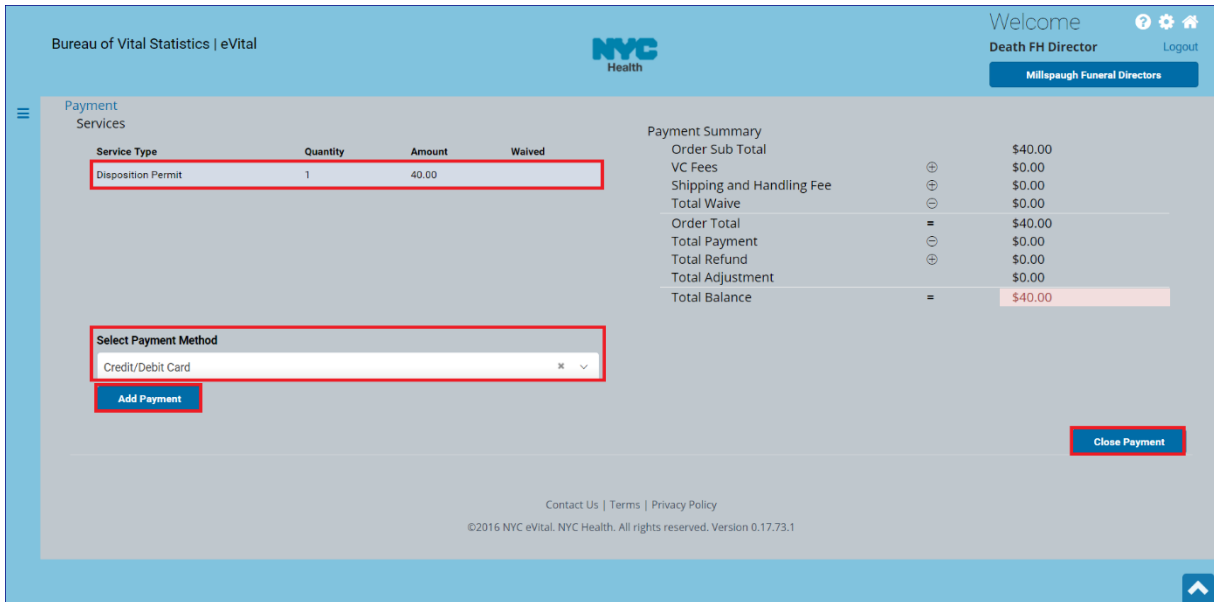


Figure 1.3-9

12. Enter your **Payment Information**. When you are done, click **Continue**. **Note:** To cancel and return to the previous page, click **Previous Page**.

Figure 1.3-10

13. A payment authorization page will appear. To complete the payment, place a check in the payment authorization box. Then click the **Pay Now** button. Continue to Step 14. If you wish to edit your credit card information, continue to Step 13a.

a. Click the **Previous Page** button to edit your card information.

Figure 1.3-11

14. After you have authorized the payment, the **Payment Services** screen reopens, with a confirmation that your payment has been processed. Click the **Close Payment** button.

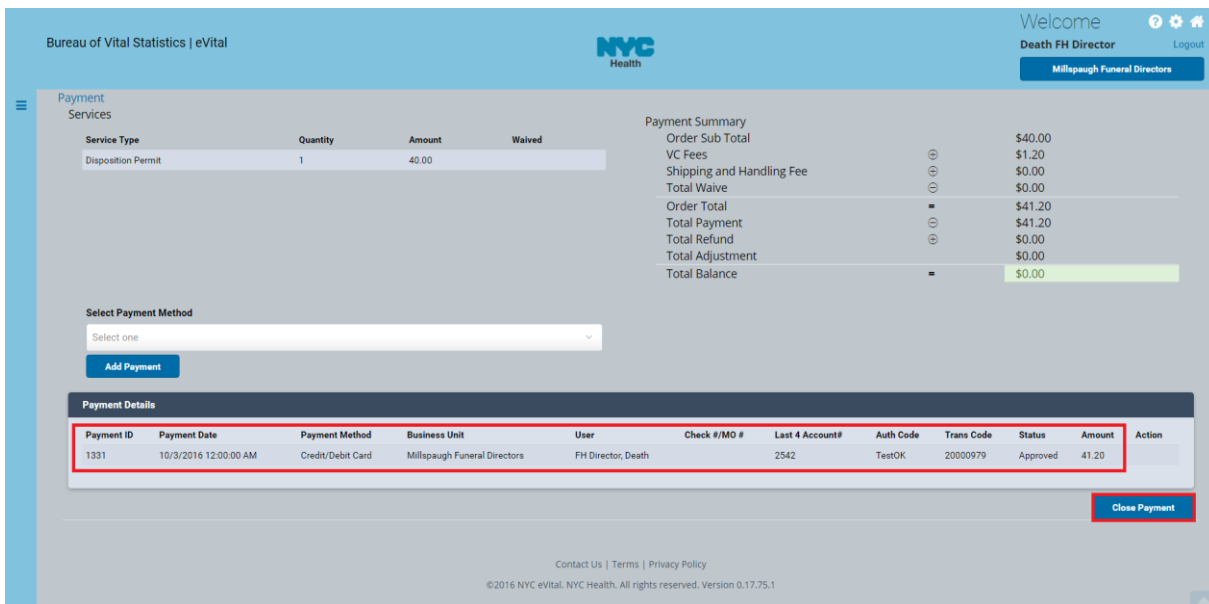


Figure 1.3-12

15. You will be directed to the **Decedent** web form. Continue to Section 4.2.1, **Decedent**. Section 1.4.1: **Decedent Personal Information**.

1.4 Personal Information

Note: You must be assigned a **Funeral Home Role** to access this section in eVital.

1.4.1 Decedent (Funeral Home Users)

1. The **Decedent** web form under the **Death Registration - Personal Information** menu opens. The **Final Disposition, Medical Record Number, First Name, Middle Name, Last Name** and **Sex** fields will populate.


Figure 1.4-1

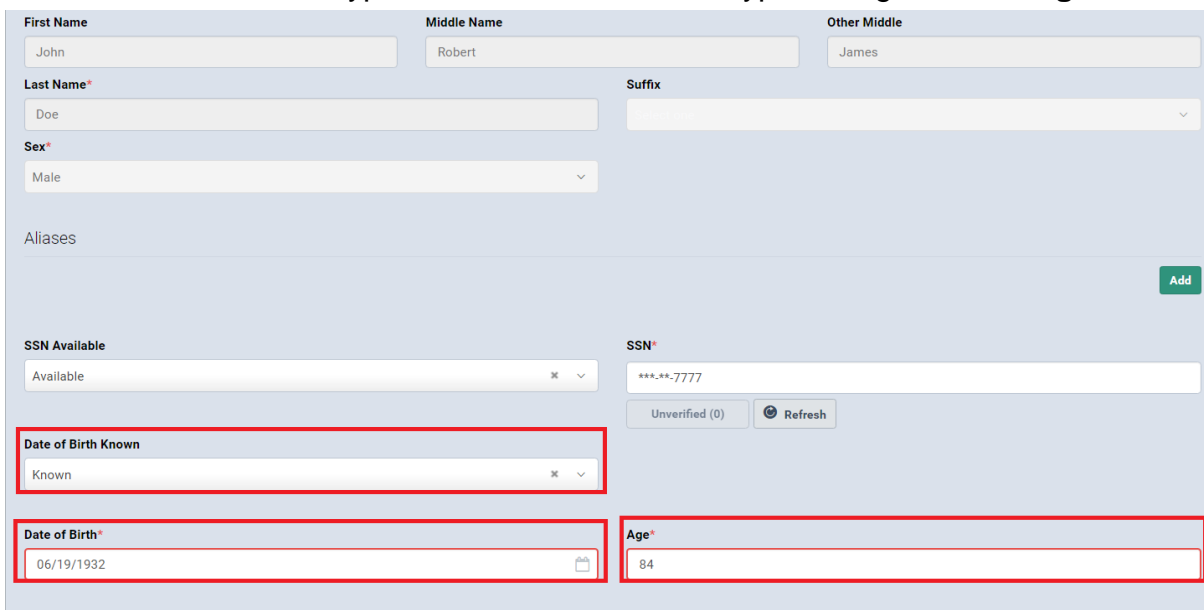
2. In the **SSN Available** field, select **Available, Unknown** or **None**. If you selected **SSN Available**, enter the social security number (SSN) in the **SSN** field. **Note:** If previously completed, these fields will automatically populate.

Figure 1.4-2

3. Click inside the **Date of Birth Known** field to open the dropdown list. Select **Known** or **Unknown**. If you selected **Known**, complete Step 3a. If you selected **Unknown**,

continue to Step 4.

- a. Click the **calendar icon**  in the **Date of Birth** field. Use the **Calendar** control to select the date or type the date into the field. Type the age into the **Age** field.

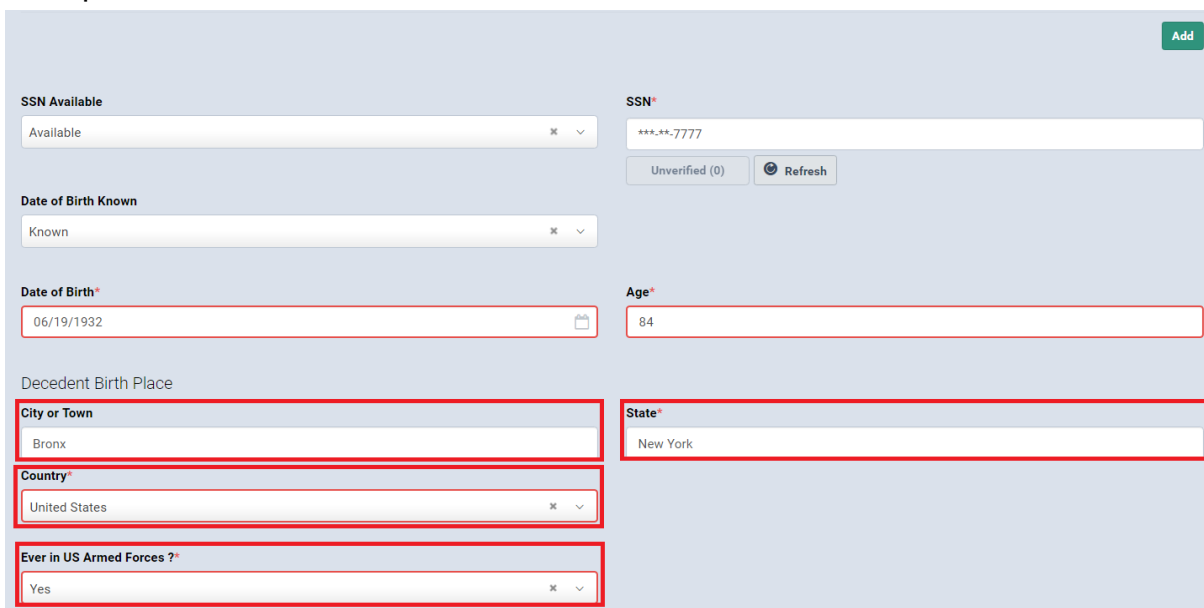


The screenshot shows a form with the following fields and values:

- First Name: John
- Middle Name: Robert
- Other Middle: James
- Last Name*: Doe
- Suffix: [Dropdown]
- Sex*: Male
- Aliases: [Empty]
- SSN Available: Available
- SSN*: ***-**-7777
- Date of Birth Known: Known
- Date of Birth*: 06/19/1932 (with calendar icon)
- Age*: 84

Figure 1.4-3

4. Type the **City** or **Town** and **State** into the corresponding fields. Select from the **Country** field dropdown list. Select from the **Ever in the Armed Forces?** field dropdown list.



The screenshot shows the form with the following fields and values:

- SSN Available: Available
- SSN*: ***-**-7777
- Date of Birth Known: Known
- Date of Birth*: 06/19/1932
- Age*: 84
- Decedent Birth Place:
 - City or Town: Bronx
 - State*: New York
 - Country*: United States
 - Ever in US Armed Forces ?*: Yes

Figure 1.4-4

5. Click **Save**. If all fields contain valid information, you will receive a **No Validation Error** notice.
6. If all fields contain valid information, a **green dot** appears next to **Decedent** in the **Personal Information** menu, and you may continue to Section 1.4.2, **Resident Address**.

The screenshot displays the 'Death Registration' interface. On the left is a navigation menu with 'Personal Information' and 'Decedent' (highlighted with a red box). The main content area shows case details: Case ID: 572, Name: John Robert Doe, Event Date: 09/01/2016. Below this are 'Case Status' (OCME Referral Pending, ME Review Required, Medical Pending, Personal Pending, Fact Of Death Valid, Uncertified, Pronounced, Unsigned, Unregistered) and 'Information Status' (SSN Unverified). The 'Decedent' section includes a dropdown for 'Will medical institution be responsible for final disposition?' (set to 'No'). Under 'Decedent Medical', there is an 'Infant Identifier' dropdown and a 'Medical Record Number' field (300). Name fields include 'First Name' (John), 'Middle Name' (Robert), and 'Other Middle' (James). 'Last Name*' is Doe and 'Sex*' is Male. There is an 'Aliases' section with an 'Add' button. At the bottom, 'SSN Available' is set to 'Available' and the 'SSN#' field contains '***-**-7777'.

Figure 1.4-5

1.4.2 Resident Address

Resident Address

1. In the **Death Registration - Personal Information** menu, click **Resident Address**.

The screenshot shows the 'Death Registration' interface. On the left, a sidebar menu is visible under 'Personal Information'. The 'Resident Address' option is highlighted with a red box. The main content area shows the 'Decedent' section with various fields for personal information, including name, sex, and SSN.

Figure 1.4-6

2. The **Resident Address** web form opens.

The screenshot shows the 'Resident Address' web form. The form is titled 'Resident Address' and contains several input fields: 'Street Number and Name, Rural Route (No P.O. Box, etc)*', 'Apartment, Suite, Building, Floor, etc', 'City or Town', 'State', 'Zip Code*', 'Country' (with a dropdown menu set to 'United States'), and 'Inside City Limits*' (with a dropdown menu set to 'Select one'). There are also buttons for 'Unverified' and 'Verify Address'.

Figure 1.4-7

3. Type the decedent's **Resident Address** into the corresponding fields. Click in the **Inside City Limits** field. Select **Yes**, **No** or **Unknown** from the dropdown list. **Note:** This field indicates if residence address is within New York City limits.
4. Click **Verify Address**.

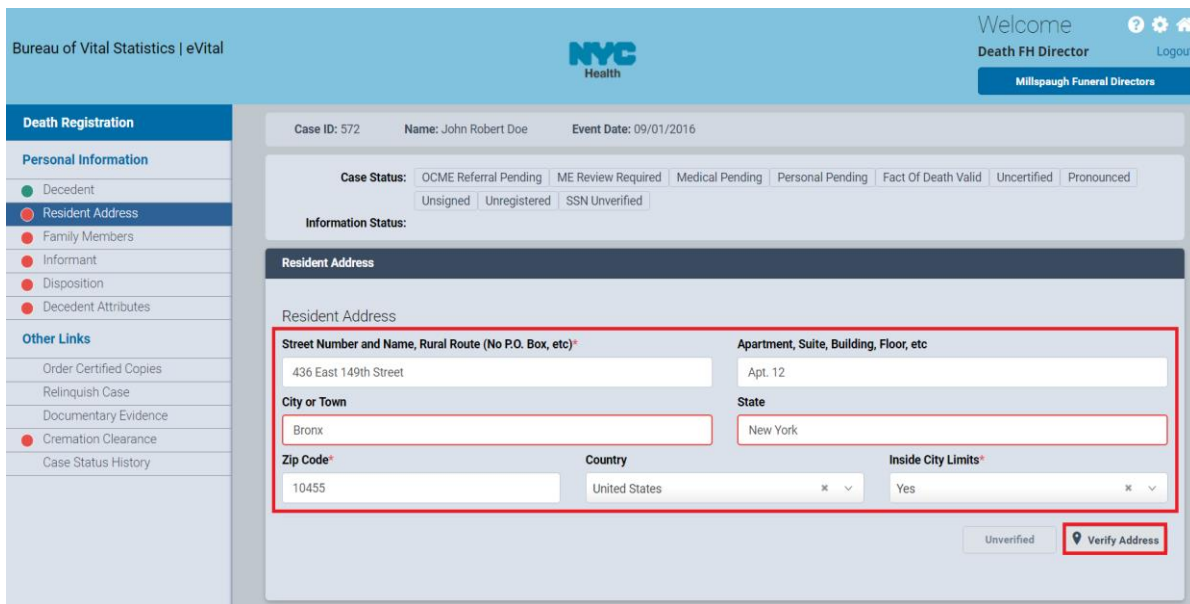


Figure 1.4-8

5. Click **Save**. If all fields contain valid information, you will receive a **No Validation Error** notice.
6. If all fields contain valid information, a **green dot** appears next to **Resident Address** in the **Personal Information** menu. You may continue to Section 1.4.3 **Family Members**.

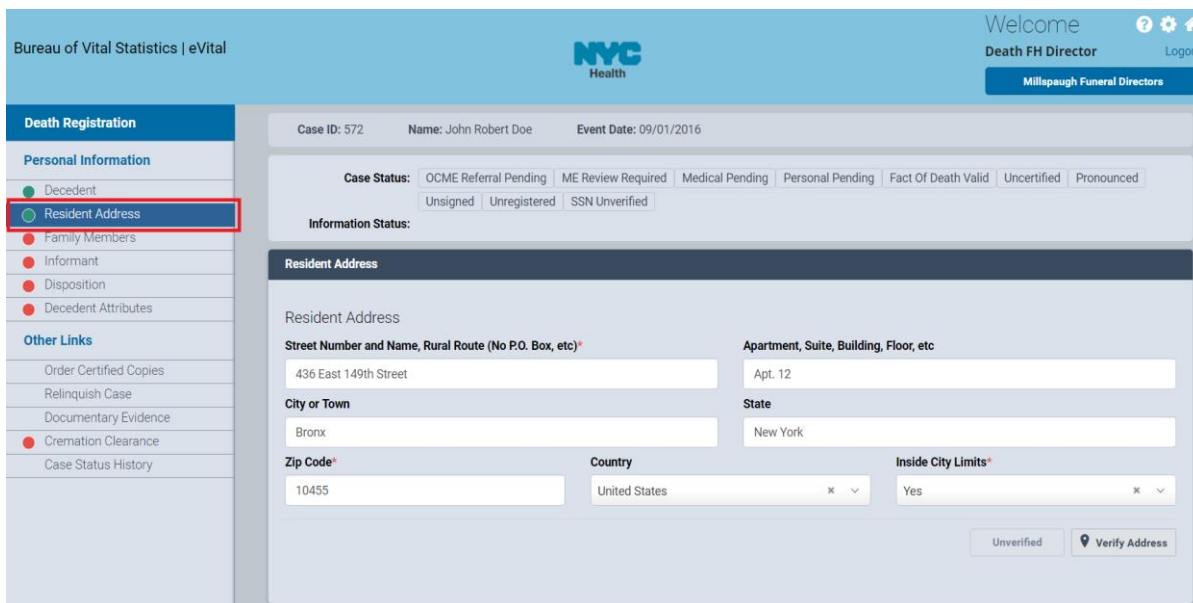


Figure 1.4-9

1.4.3 Family Members

Family Members

1. In the **Death Registration - Personal Information** menu, click **Family Members**.

The screenshot shows the NYC eVital web interface. On the left, a sidebar contains a menu with 'Family Members' highlighted. The main content area shows a form for 'Resident Address' with the following fields: 'Street Number and Name, Rural Route (No P.O. Box, etc)*' (436 East 149th Street), 'Apartment, Suite, Building, Floor, etc' (Apt. 12), 'City or Town' (Bronx), 'State' (New York), 'Zip Code*' (10455), 'Country' (United States), and 'Inside City Limits*' (Yes). There are also 'Unverified' and 'Verify Address' buttons at the bottom right of the form.

Figure 1.4-10

2. The **Family Members** web form opens.

The screenshot shows the NYC eVital web interface with the 'Family Members' section active. The sidebar has 'Family Members' selected. The main form area includes: 'Marital Status*' with a dropdown menu showing 'Select one'; 'Father/Parent Name' with a checkbox 'Is Father Informant?'; 'First*', 'Middle', and 'Last' name fields for the father/parent; 'Suffix' with a dropdown menu showing 'Select one'; and similar fields for 'Mother/Parent Name (Prior to First Marriage)' with a checkbox 'Is Mother Informant?'.

Figure 1.4-11

3. Click inside the **Marital Status** field and select the answer from the dropdown list. If the **Father/Parent** reported the decedent, check the box marked **Is Father Informant**.
4. Then type the **Father/Parent's First, Middle and Last Name** into the corresponding fields.
5. Select the **Suffix**, if applicable. **Note:** This field is not required.

Figure 1.4-12

6. If the **Mother/Parent** reported the decedent, check the box marked **Is Mother Informant**. Then type the **Mother/Parent's First, Middle and Last Names** into the corresponding fields.
7. Click in the **Suffix** field. Select the **Suffix** from the dropdown list. **Note:** This field is not required and may remain blank.

Figure 1.4-13

8. Click **Save**.
9. If all fields contain valid information, you will receive a **No Validation Error** notice.

10. If all fields contain valid information, a **green dot** appears next to **Family Members** in the **Personal Information** menu. You may continue to Section 1.4.4, **Informant**.

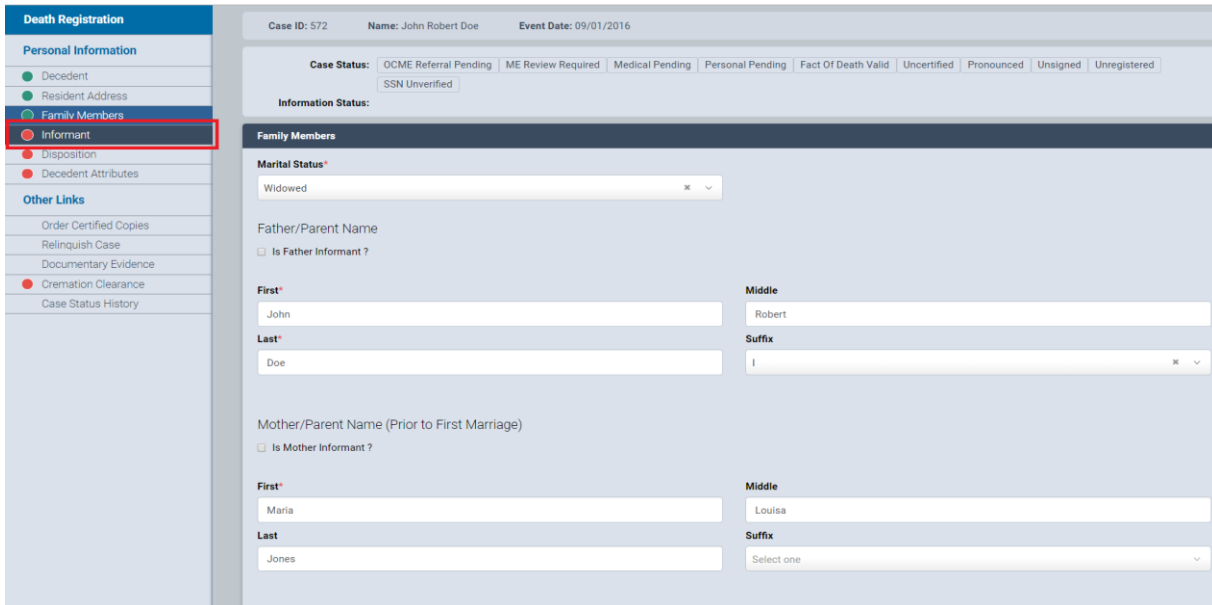
The screenshot displays the NYC eVital interface for a death registration case. On the left, a sidebar menu under 'Personal Information' includes 'Decedent', 'Resident Address', 'Family Members' (highlighted with a red box), 'Informant', 'Disposition', and 'Decedent Attributes'. Below this are 'Other Links' such as 'Order Certified Copies', 'Relinquish Case', 'Documentary Evidence', 'Cremation Clearance', and 'Case Status History'. The main content area shows case details: Case ID: 572, Name: John Robert Doe, Event Date: 09/01/2016. It features a 'Case Status' bar with various pending items and an 'Information Status' section. The 'Family Members' section is active, showing a 'Marital Status' dropdown set to 'Widowed'. Below are sections for 'Father/Parent Name' and 'Mother/Parent Name (Prior to First Marriage)', each with input fields for First, Middle, Last, and Suffix names.

Figure 1.4-14

1.4.4 Informant

Informant

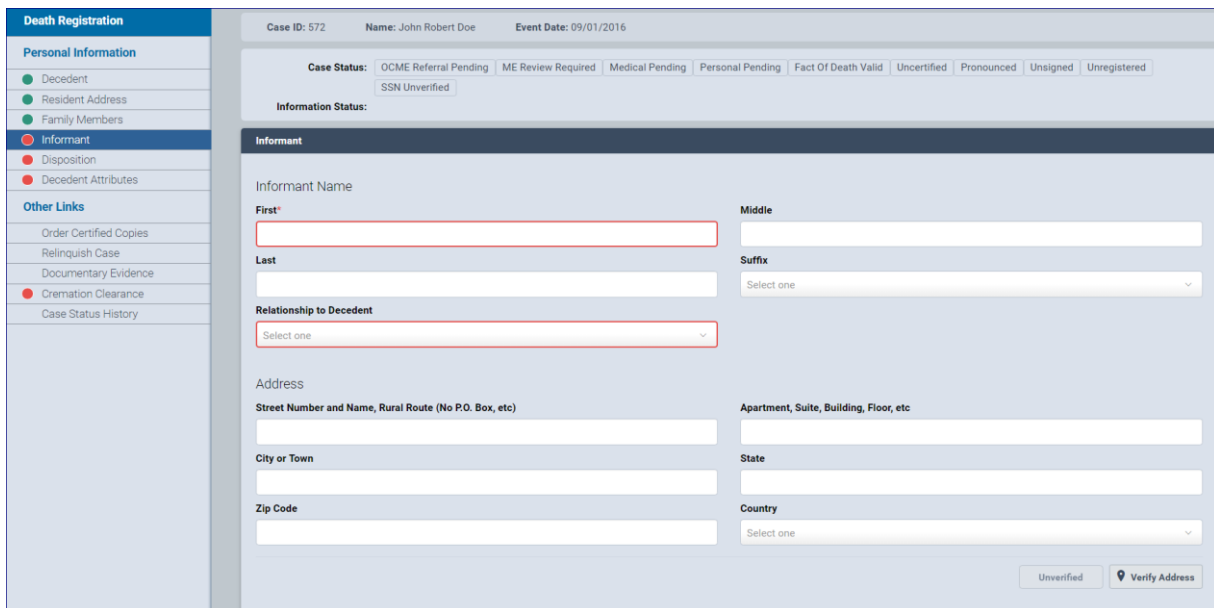
1. In the **Death Registration - Personal Information** menu, click **Informant**.



The screenshot shows the 'Death Registration' web application interface. On the left, a sidebar menu under 'Personal Information' has 'Informant' highlighted with a red box. The main content area displays 'Case ID: 572', 'Name: John Robert Doe', and 'Event Date: 09/01/2016'. Below this, there are status tabs for 'Case Status' (OCME Referral Pending, ME Review Required, Medical Pending, Personal Pending, Fact Of Death Valid, Uncertified, Pronounced, Unsigned, Unregistered) and 'Information Status' (SSN Unverified). The 'Family Members' section is active, showing 'Marital Status' as 'Widowed'. It includes fields for 'Father/Parent Name' (First: John, Last: Doe) and 'Mother/Parent Name (Prior to First Marriage)' (First: Maria, Last: Jones). There are checkboxes for 'Is Father Informant?' and 'Is Mother Informant?'. The form also includes fields for 'Middle' and 'Suffix' for both parents.

Figure 1.4-15

2. The **Informant** web form opens.



The screenshot shows the 'Informant' web form open. The sidebar menu has 'Informant' selected. The main form area displays 'Case ID: 572', 'Name: John Robert Doe', and 'Event Date: 09/01/2016'. Below this, there are status tabs for 'Case Status' and 'Information Status'. The 'Informant' section is active, showing 'Informant Name' fields (First, Middle, Last, Suffix) and a 'Relationship to Decedent' dropdown menu. The 'Address' section includes fields for 'Street Number and Name, Rural Route (No P.O. Box, etc)', 'Apartment, Suite, Building, Floor, etc', 'City or Town', 'State', 'Zip Code', and 'Country'. There are 'Unverified' and 'Verify Address' buttons at the bottom right.

Figure 1.4-16

3. Type the **Informant's First, Middle and Last Names** into the corresponding fields. Select the **Suffix**, if applicable.
4. Click inside the **Relationship to Decedent** field. Select an answer from the dropdown list.

The screenshot shows the 'Informant' form with the following fields and values:

- Informant Name:**
 - First*: Johanna
 - Middle: Roberta
 - Last: Doe
 - Suffix: Select one
- Relationship to Decedent:** Daughter
- Address:** (Empty fields for Street, Apartment, City, State, Zip, and Country)

Buttons at the bottom: Unverified, Verify Address

Figure 1.4-17

5. Type the **Informant Address** in the corresponding fields. Then click inside the **Country** field. Select the **Country** from the dropdown list.
6. Click **Verify Address** to confirm the address details and provide additional or different information as prompted.

The screenshot shows the 'Informant' form with the following fields and values:

- Informant Name:**
 - First*: Johanna
 - Middle: Roberta
 - Last: Doe
 - Suffix: Select one
- Relationship to Decedent:** Daughter
- Address:**
 - Street Number and Name, Rural Route (No P.O. Box, etc): 1 Central Park West
 - Apartment, Suite, Building, Floor, etc: Apt. 10
 - City or Town: New York
 - State: New York
 - Zip Code: 10023
 - Country: United States

Buttons at the bottom: Unverified, Verify Address

Figure 1.4-18

7. Type the **First, Middle and Last Names**, and **Suffix** of the **Individual Authorizing Disposition**. If the name is the same as the **Informant**, check **Same as Informant**. The **Name** and **Address** fields will then populate.
8. Select from the dropdown the relationship of the **Individual Authorizing Disposition**.

Individual Authorizing Disposition
 Same as Informant

Authorizer Name

First* **Middle**

Last* **Suffix**

Relationship to Decedent

Authorizer Address

Street Number and Name, Rural Route (No P.O. Box, etc) **Apartment, Suite, Building, Floor, etc**

City or Town **State**

Zip Code **Country**

Figure 1.4-19

9. Type the **Authorizer Address** into the corresponding fields. If **Same as Informant** is checked, these fields will automatically populate.

Individual Authorizing Disposition
 Same as Informant

Authorizer Name

First* **Middle**

Last* **Suffix**

Relationship to Decedent

Authorizer Address

Street Number and Name, Rural Route (No P.O. Box, etc) **Apartment, Suite, Building, Floor, etc**

City or Town **State**

Zip Code **Country**

Figure 1.4-20

10. Type the **Phone** and **Email** for the **Authorizer** into the corresponding fields.

First*
Johanna

Middle
Roberta

Last*
Doe

Suffix
Select one

Relationship to Decedent
Daughter

Authorizer Address

Street Number and Name, Rural Route (No P.O. Box, etc)
1 Central Park West

Apartment, Suite, Building, Floor, etc
Apt. 10

City or Town
New York

State
New York

Zip Code
10023

Country
United States

Phone
(555) 123-1234

Email
authorizer@email.com

Unverified | Verify Address

Figure 1.4-21

11. Click **Save**. If all fields contain valid information, you will receive a **No Validation Error** notice.
12. If all fields contain valid information, a **green dot** appears next to **Family Members** in the **Personal Information** menu. You may continue to Section 1.4.5, **Disposition**.

Death Registration

Personal Information

- Decedent
- Resident Address
- Family Members
- Informant**
- Disposition
- Decedent Attributes

Other Links

- Order Certified Copies
- Relinquish Case
- Documentary Evidence
- Cremation Clearance
- Case Status History

Case ID: 572 | Name: John Robert Doe | Event Date: 09/01/2016

Case Status: OCME Referral Pending | ME Review Required | Medical Pending | Personal Pending | Fact Of Death Valid | Uncertified | Pronounced | Unsigned | Unregistered | SSN Unverified

Information Status:

Informant

Informant Name

First*
Johanna

Middle
Roberta

Last
Doe

Suffix
Select one

Relationship to Decedent
Daughter

Address

Street Number and Name, Rural Route (No P.O. Box, etc)
1 Central Park W

Apartment, Suite, Building, Floor, etc
Apt. 10

City or Town
New York

State
NY

Zip Code
10023-7703

Country
United States

Unverified | Verify Address

Figure 1.4-22

1.4.5 Disposition

Disposition

1. In the **Death Registration - Personal Information** menu, click **Disposition**.

The screenshot shows the 'Death Registration' interface. On the left sidebar, under 'Personal Information', the 'Disposition' option is highlighted with a red box. The main content area displays the 'Informant' section for Case ID: 572, Name: John Robert Doe, and Event Date: 09/01/2016. The 'Case Status' includes OCME Referral Pending, ME Review Required, Medical Pending, Personal Pending, Fact Of Death Valid, Uncertified, and Pronounced. The 'Information Status' includes Unsigned, Unregistered, and SSN Unverified. The 'Informant' section contains the following fields:

- Informant Name:** First (Johanna), Middle (Roberta), Last (Doe), Suffix (Select one)
- Relationship to Decedent:** Daughter
- Address:** Street Number and Name, Rural Route (No P.O. Box, etc) (1 Central Park W), Apartment, Suite, Building, Floor, etc (Apt. 10), City or Town (New York), State (NY), Zip Code (10023-7703), Country (United States)

Figure 1.4-23


2. The **Disposition** web form opens.

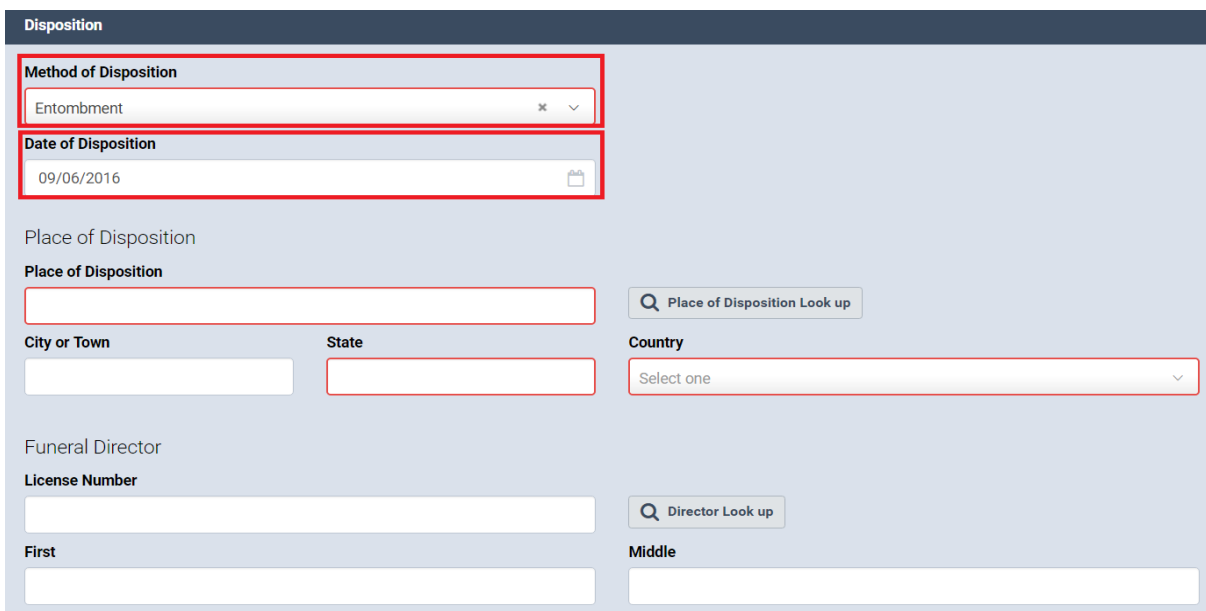
The screenshot shows the 'Disposition' section active in the web form. The 'Case Status' and 'Information Status' are the same as in Figure 1.4-23. The 'Disposition' section contains the following fields:

- Method of Disposition:** Select one
- Place of Disposition:** Place of Disposition (with a 'Place of Disposition Look up' button), City or Town, State, Country (Select one)
- Funeral Director:** License Number (with a 'Director Look up' button), First, Middle, Last, Suffix (Select one)

Figure 1.4-24

3. Click inside the **Method of Disposition** field. Select the **Method of Disposition** from the dropdown list. Continue to Step 4, unless one of the following occurred. If you selected **Anatomical Donation** or **Interim**, then continue to Step 3a. If you selected **Other**, continue to Step 3b.

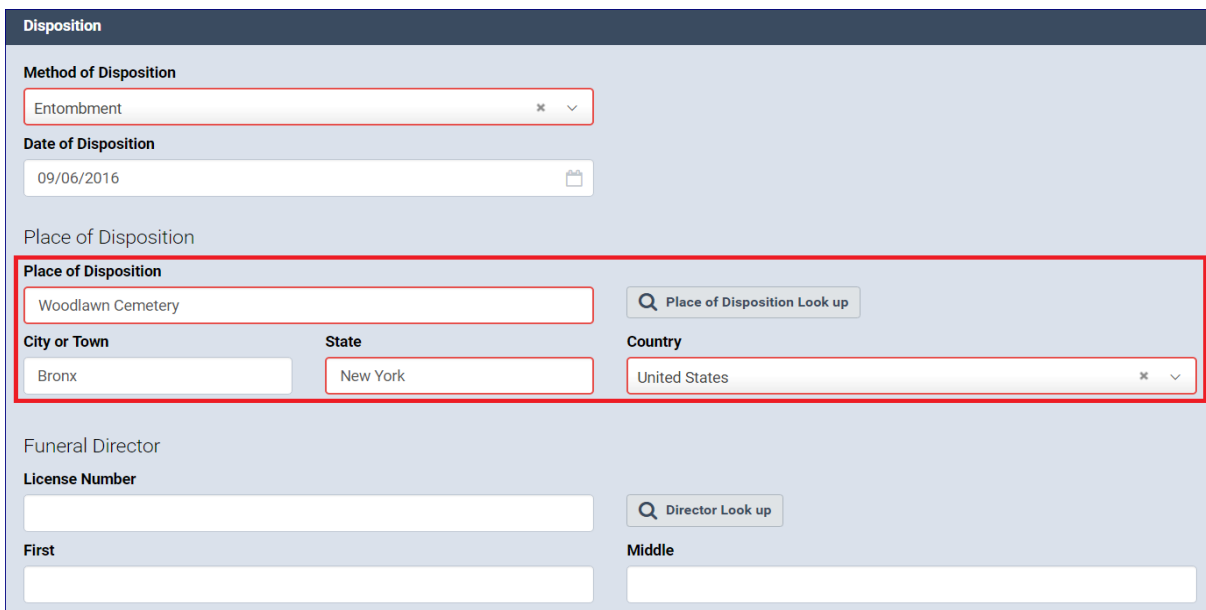
- a. For **Anatomical Donation**, complete the **Interim Disposition Date**, **Interim at** and **Specify Interim** fields which appear below the **Date** field.
 - b. If you selected **Other**, complete the **Specify** field.
4. Type the **Date of Disposition** into the corresponding field or click the **calendar icon**  to use the **Calendar** control to select the date.



The screenshot shows the 'Disposition' section of a form. The 'Method of Disposition' dropdown menu is set to 'Entombment'. The 'Date of Disposition' field contains '09/06/2016' and has a calendar icon to its right. Below these fields are sections for 'Place of Disposition' (with a 'Look up' button), 'Funeral Director' (with a 'Look up' button), and personal name fields for 'First' and 'Middle'.

Figure 1.4-25

5. Type the **Place of Disposition** into the corresponding field, or use the **Place of Disposition Lookup** control to find the location. Complete the **Place of Disposition Address** fields.



This screenshot shows the 'Disposition' form with the 'Place of Disposition' section highlighted. The 'Place of Disposition' field contains 'Woodlawn Cemetery'. The 'City or Town' field contains 'Bronx', the 'State' field contains 'New York', and the 'Country' dropdown menu is set to 'United States'. The 'Method of Disposition' and 'Date of Disposition' fields from the previous figure are also visible.

Figure 1.4-26

6. Type the **Funeral Director License Number** into the corresponding field. You can also search for the number by using the **License Lookup** button.

7. Type the **Funeral Director's First, Middle and Last Names**, and **Suffix** into the corresponding fields.

The screenshot shows a web form with the following sections and fields:

- Place of Disposition:** A text input field containing "Woodlawn Cemetery" and a "Place of Disposition Look up" button.
- City or Town:** A text input field containing "Bronx".
- State:** A text input field containing "New York".
- Country:** A dropdown menu showing "United States".
- Funeral Director:**
 - License Number:** A text input field containing "LNC123456789", highlighted with a red box.
 - Director Look up:** A search button.
 - First:** A text input field containing "Donald".
 - Middle:** A text input field containing "Mortimer".
 - Last:** A text input field containing "Donaldson".
 - Suffix:** A dropdown menu showing "IV".
- Funeral Home:**
 - Name:** An empty text input field.
 - Business Registration Number:** An empty text input field.

Figure 1.4-27

8. Type the **Funeral Home Name, Business Registration Number and Address** into the corresponding fields. Then click **Verify Address**.

The screenshot shows a web form with the following sections and fields:

- Funeral Director:** (Fields from Figure 1.4-27 are visible and filled in).
- Funeral Home:**
 - Name:** A text input field containing "Bronx River Funeral Home", highlighted with a red box.
 - Business Registration Number:** A text input field containing "LIC123456", highlighted with a red box.
- Address:**
 - Street Number and Name, Rural Route (No P.O. Box, etc):** A text input field containing "222 Bank Street", highlighted with a red box.
 - Apartment, Suite, Building, Floor, etc:** An empty text input field.
 - City or Town:** A text input field containing "Bronx".
 - State:** A text input field containing "New York".
 - Zip Code:** A text input field containing "10465".
 - Country:** A dropdown menu showing "United States".
- Buttons:** "Unverified" and "Verify Address" (highlighted with a red box).

Figure 1.4-28

9. If another funeral director is working on the record, check the box marked **Trade Call**. If **Trade Call** is checked, complete the **Information to be Printed on Death Certificate** fields outlined in Steps 9a-d. If **Trade Call** is not checked, continue to Step 10.
 - a. If this is a **Trade Call**, type the **Funeral Director's License Number and First, Middle and Last Names** to be printed on the certificate.

Is Trade Call

Information To Be Printed on Death Certificate

Funeral Director

License Number
LNC987654321

Director Name

First Douglas **Middle** John
Last Michaels **Suffix** II

Funeral Home

Name **Business Registration Number**

Figure 1.4-29

b. Type the **Funeral Home Name** and **Address** (to be printed on the certificate) into the corresponding fields.

Last Michaels **Suffix** II

Funeral Home

Name Memorial Funeral Services **Business Registration Number** LIC654321

Address

Street Number and Name, Rural Route (No P.O. Box, etc) 1000 Baychester Avenue **Apartment, Suite, Building, Floor, etc**
City or Town Bronx **State** New York
Zip Code 10475 **Country** Select one

Unverified **Verify Address**

Figure 1.4-30

c. Click **Verify Address**.

d. If the case is no longer a **Trade Call**, check **This is no longer a Trade Call Case**. If this does not apply, leave the box unchecked.

10. Click the **calendar icon**  in the **Date Signed** field. Use the **Calendar** control to select the date, or type the date into the field.

11. Click **Save**. If all fields contain valid information, you will receive a **No Validation Error** notice.

12. If all fields contain valid information, a **green dot** appears next to **Disposition** in the **Personal Information** menu. You may continue to Section 1.4.6, **Decedent Attributes**.

The screenshot displays the 'Disposition' section of a death registration form. On the left, a sidebar menu under 'Personal Information' has 'Disposition' highlighted with a red box. The main form area shows the following details:

- Case ID:** 572, **Name:** John Robert Doe, **Event Date:** 09/01/2016
- Case Status:** OCME Referral Pending, ME Review Required, Medical Pending, Personal Pending, Fact Of Death Valid, Uncertified, Pronounced
- Information Status:** Unsigned, Unregistered, SSN Unverified
- Method of Disposition:** Entombment
- Date of Disposition:** 09/06/2016
- Place of Disposition:** Woodlawn Cemetery
- City or Town:** Bronx, **State:** New York, **Country:** United States
- Funeral Director License Number:** LNC123456789
- First Name:** Donald, **Middle Name:** Mortimer

Figure 1.4-31

1.4.6 Decedent Attributes

Decedent Attributes

1. In the **Death Registration - Personal Information** menu, click **Decedent Attributes**.

The screenshot shows the 'Death Registration' interface. On the left sidebar, under 'Personal Information', the 'Decedent Attributes' option is highlighted with a red box. The main content area displays the 'Disposition' section for Case ID: 572, Name: John Robert Doe, Event Date: 09/01/2016. The 'Disposition' section includes:

- Method of Disposition:** Entombment
- Date of Disposition:** 09/06/2016
- Place of Disposition:** Woodlawn Cemetery
- City or Town:** Bronx, **State:** New York, **Country:** United States
- Funeral Director:** License Number LNC123456789, First Name Donald, Middle Name Mortimer

Figure 1.4-32

2. The **Decedent Attributes** web form opens.

The screenshot shows the 'Death Registration' interface with 'Decedent Attributes' selected in the left sidebar. The main content area displays the 'Decedent Attributes' section for Case ID: 572, Name: John Robert Doe, Event Date: 09/01/2016. The 'Decedent Attributes' section includes:

- Occupation:** Text input field
- Decedent Industry*:** Text input field
- Decedent Education*:** Dropdown menu with 'Select one' selected
- Ancestry:** Radio buttons for 'Hispanic (Mexican, Puerto Rican, Cuban, Dominican, etc.)', 'Non-Hispanic (Italian, African American, Haitian, Pakistani, Ukranian, Nigerian, Taiwanese, etc.)', and 'Unknown'
- Race:** Checkboxes for White, Black or African American, American Indian or Alaskan Native, Asian Indian, Chinese, Filipino, Vietnamese, Other Asian, Native Hawaiian, Guamanian or Chamorro, Samoan, and Other Pacific Islander

Figure 1.4-33

3. Type the **Decedent's** former **Occupation** and **Industry** into the corresponding fields. Then click inside the field marked **Decedent Education**.
4. Select the corresponding **Decedent's Education** from the dropdown list.

Decedent Attributes

Occupation
Salesperson

Decedent Industry*
Automobiles

Decedent Education*
High school graduate or GED completed

Ancestry

Ancestry*

Hispanic (Mexican, Puerto Rican, Cuban, Dominican, etc.) Non-Hispanic (Italian, African American, Haitian, Pakistani, Ukranian, Nigerian, Taiwanese, etc.)
 Unknown

Race

White Vietnamese
 Black or African American Other Asian
 American Indian or Alaskan Native, specify tribe Native Hawaiian
 Asian Indian Guamanian or Chamorro
 Chinese Samoan
 Filipino Other Pacific Islander

Figure 1.4-34

5. Select the **Decedent's Ancestry** by marking the appropriate answer. Then, click inside the **Origin** field and type to search the list of origins and select one from the dropdown list.

Decedent Education*
High school graduate or GED completed

Ancestry

Ancestry*

Hispanic (Mexican, Puerto Rican, Cuban, Dominican, etc.) Non-Hispanic (Italian, African American, Haitian, Pakistani, Ukranian, Nigerian, Taiwanese, etc.)
 Unknown

Origin
American

Race

White Vietnamese
 Black or African American Other Asian
 American Indian or Alaskan Native, specify tribe Native Hawaiian
 Asian Indian Guamanian or Chamorro
 Chinese Samoan
 Filipino Other Pacific Islander
 Japanese Other
 Korean Unknown

Figure 1.4-35

6. Select the **Decedent's Race** by marking the appropriate answer(s).

Decedent Education*
 High school graduate or GED completed

Ancestry
Ancestry*
 Hispanic (Mexican, Puerto Rican, Cuban, Dominican, etc.) Non-Hispanic (Italian, African American, Haitian, Pakistani, Ukranian, Nigerian, Taiwanese, etc.)
 Unknown

Origin
 American

Race
 White
 Black or African American
 American Indian or Alaskan Native, specify tribe
 Asian Indian
 Chinese
 Filipino
 Japanese
 Korean
 Vietnamese
 Other Asian
 Native Hawaiian
 Guamanian or Chamorro
 Samoan
 Other Pacific Islander
 Other
 Unknown

Figure 1.4-36

7. Click **Save**. If all fields contain valid information, you will receive a **No Validation Error** notice.
8. If all fields contain valid information, a **green dot** appears next to **Decedent Attributes** in the menu. You may continue to the next web page.

Death Registration

Case ID: 572 Name: John Robert Doe Event Date: 09/01/2016

Case Status: OCME Referral Pending | ME Review Required | Medical Pending | Personal Valid with Exceptions | Fact Of Death Valid | Uncertified
 Pronounced | Unsigned | Unregistered | SSN Unverified

Information Status:

Decedent Attributes

Occupation
 Sales

Decedent Industry*
 Automobiles

Decedent Education*
 High school graduate or GED completed

Ancestry
Ancestry*
 Hispanic (Mexican, Puerto Rican, Cuban, Dominican, etc.) Non-Hispanic (Italian, African American, Haitian, Pakistani, Ukranian, Nigerian, Taiwanese, etc.)
 Unknown

Origin*
 American

Race
 White
 Black or African American
 American Indian or Alaskan Native, specify tribe
 Vietnamese
 Other Asian
 Native Hawaiian

Personal Information
 Decedent
 Resident Address
 Family Members
 Informant
 Disposition
 Decedent Attributes

Other Links
 Order Certified Copies
 Relinquish Case
 Documentary Evidence
 Cremation Clearance
 Case Status History

Figure 1.4-37

1.5 Other Links (Funeral Home Users)

1.5.1 Order Certified Copies

1. Under **Other Links** in the **Death Registration** menu, click **Order Certified Copies**.

The screenshot shows the 'Death Registration' menu on the left. Under the 'Other Links' section, 'Order Certified Copies' is highlighted with a red box. The main content area shows case details for 'John Robert Doe' with various status tabs and a form for entering decedent information.

Figure 1.5-1

2. The **Order Certified Copies** list opens. Click the order number to view a completed order.

The screenshot shows the 'Order List' table in the main content area. The first row is highlighted with a red box, indicating the selected order.

Order Number	Services	Order Status	Date	Processed By
EVT20161011324	Disposition Permit	Event Matched	10/2/2016 9:21:23 AM	Death FH Director
TMP20161011325	Disposition Permit	Payment Pending	10/2/2016 9:30:05 AM	Death FH Director
EVT20161011328	Disposition Permit	Order Pending Registration	10/3/2016 9:17:39 AM	Death FH Director

Figure 1.5-2

3. The **Place Order** form opens. Review the **Shipping Address** and **Order Details**. If you wish to place the order, click **Payment**.

Figure 1.5-3

4. The **Process Payment** web form opens. Click in the field marked **Select Form of Payment**. Select from the dropdown list. Then click **Add Payment**.

Figure 1.5-4

5. After you have clicked **Add Payment**, the **Billing Address and Payment Information** form opens.

1.5.2 Relinquish Case

1. Under **Other Links** in the **Death Registration** menu, click **Relinquish Case**.

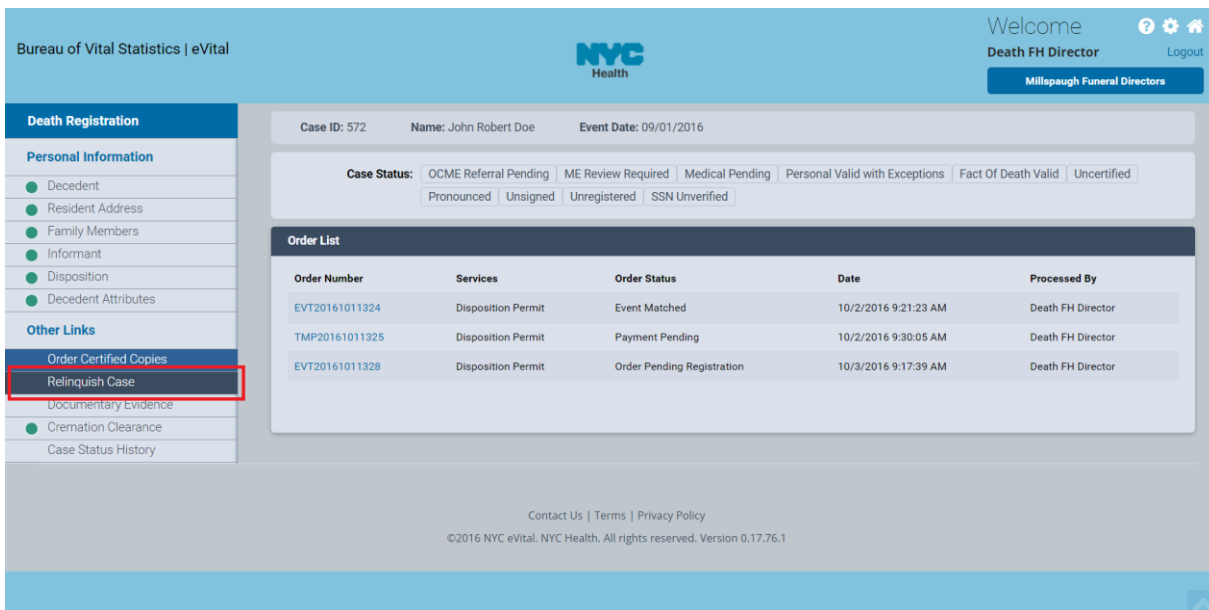


Figure 1.5-5

2. The **Relinquish Death Case** web form opens, as shown in Figure 1.5-6. Click in the field marked **Relinquish Reason** to open the dropdown. Select the reason from the list.
3. If Other, then type any additional reason into the **Relinquish Reason Other** space. Then click **Relinquish**.

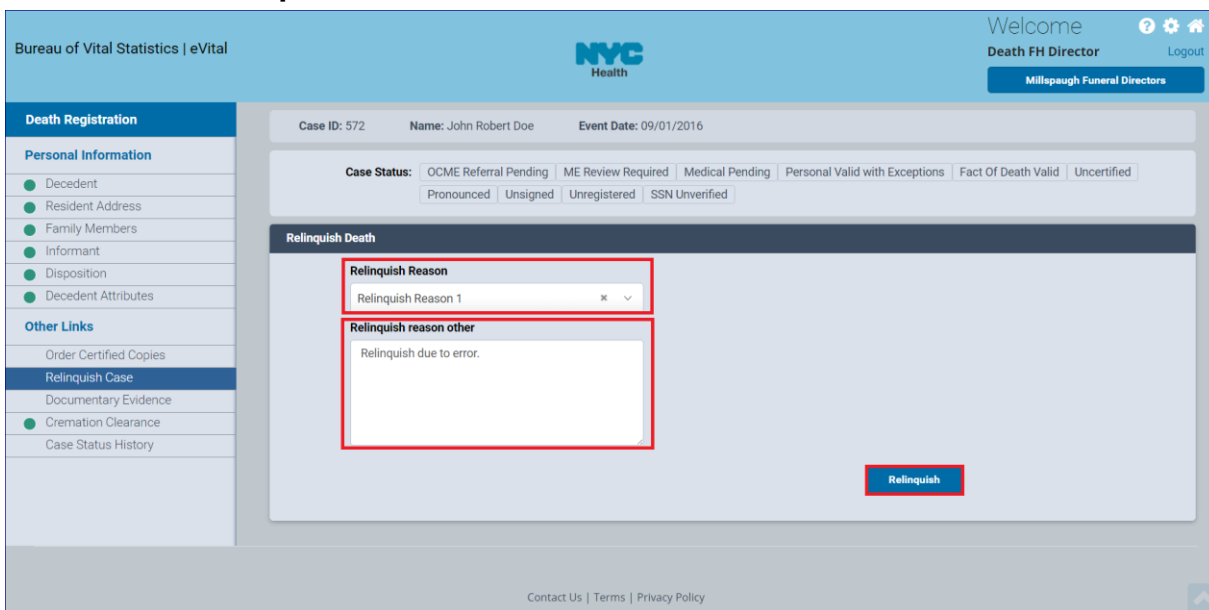


Figure 1.5-6

1.5.3 Cremation Clearance

1. Under **Other Links** in the **Death Registration** menu, click **Cremation Clearance**.

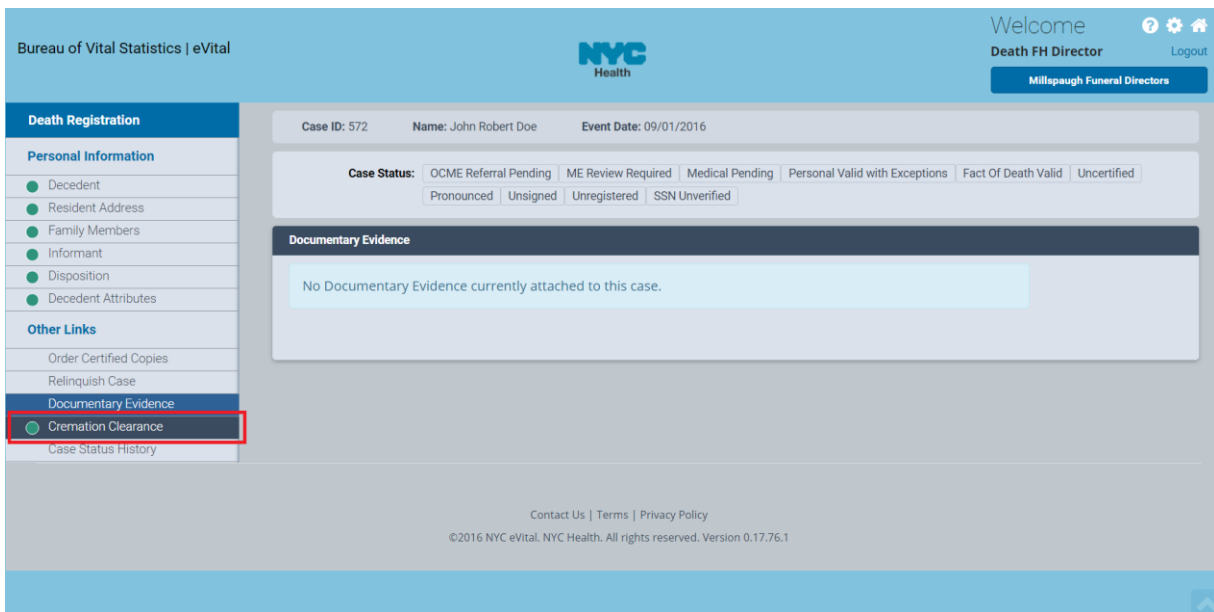


Figure 1.5-7

2. The **Cremation Clearance** web form opens. Complete the form as required.

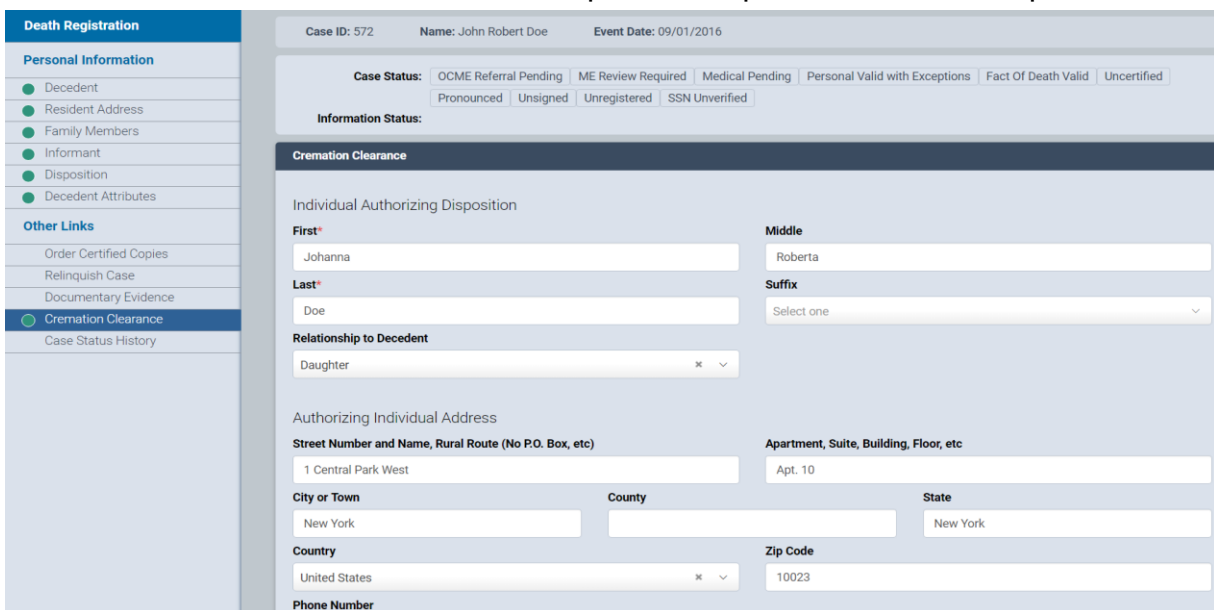


Figure 1.5-8

1.5.4 Case Status History (Funeral Home Users)

1. Under **Other Links** in the **Death Registration** menu, click **Case Status History**.

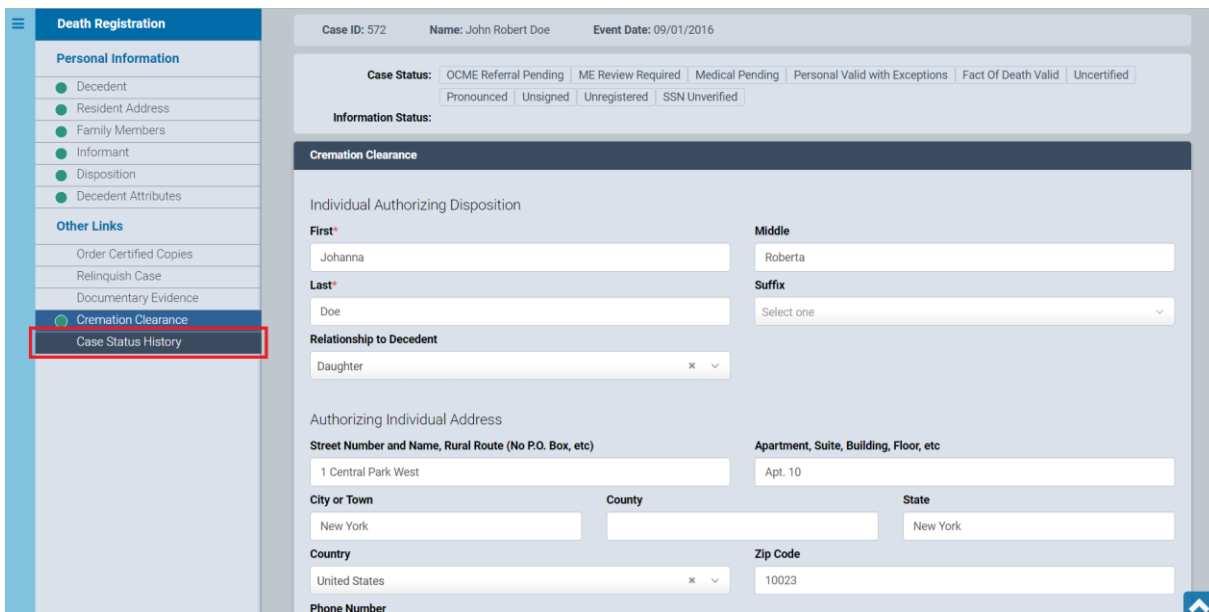



Figure 1.5-9

2. The **Case Status History** opens. You can check on the status of a case by **Status Name, Status Date, Status Set By, Comment** and **Reject Reason**.
3. Use the **arrow icon**  to change the order of the results from ascending to descending.

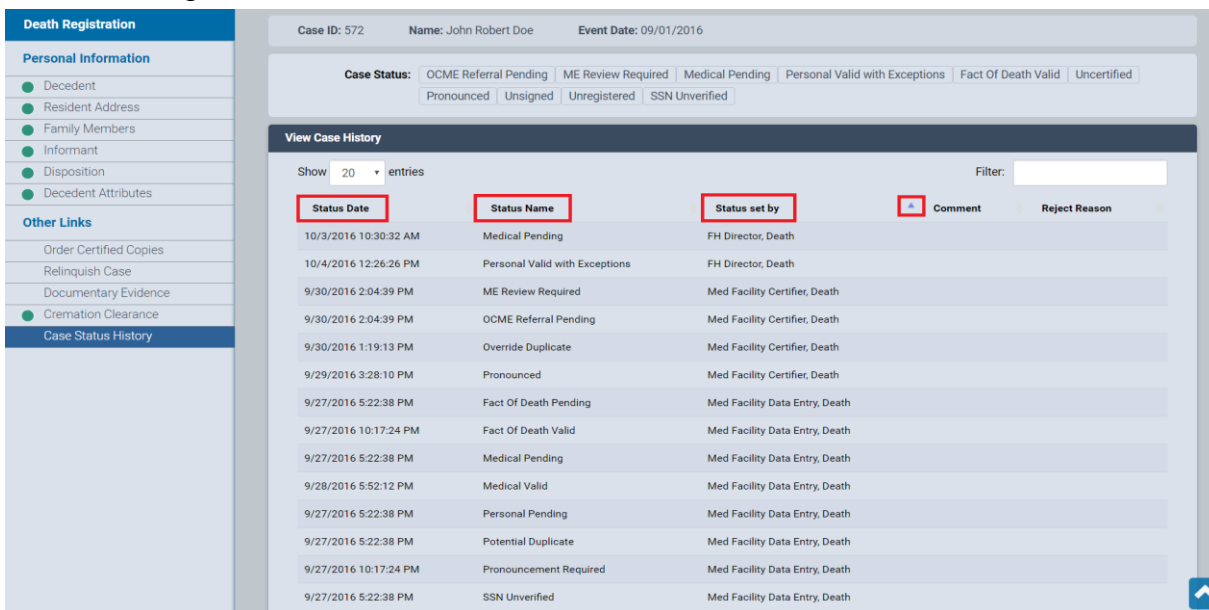


Figure 1.5-10

4. You can also use the **Filter** function by typing the case information into the **Filter** field.