Instructions to Complete Death Certificates in eVital to Ensure OCME Pick Up
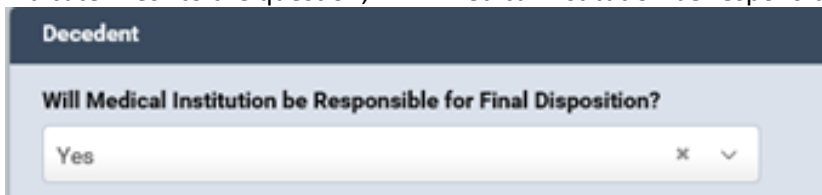
This document provides guidance on how to properly complete death certificates to ensure they are registered in the system. As a reminder, OCME is only able to take custody of decedents that have a registered death certificate completed in eVital. See here for guidance from the NYC Department of Health (DOH) Bureau of Vital Statistics on how to run reports in eVital that can help identify incomplete death certificates.

I. **In cases where a funeral home has claimed the case, but has not entered a disposition or signed off on the death certificate (rendering it unregistered), please either:**

   1. Reach out to the funeral home and ask them to complete the case in eVital
   2. Reach out to the Constituents Services group at the NYC DOH (evital@health.nyc.gov) who can assist with the outreach to the funeral home
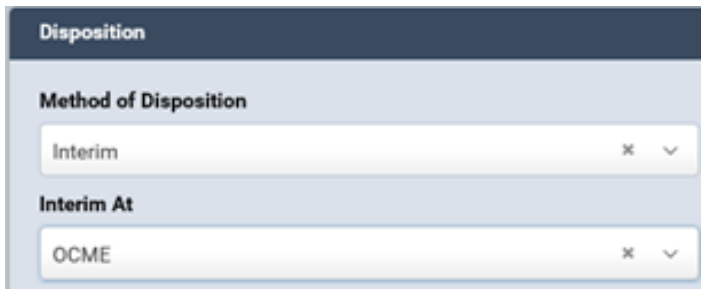
II. **In cases where a funeral home is <u>not</u> involved, please follow the steps outlined below to complete the disposition section and certify the case to ensure the case is submitted for registration.**

   1. Indicate "Yes" to the question, "Will Medical Institution be responsible for final disposition?"
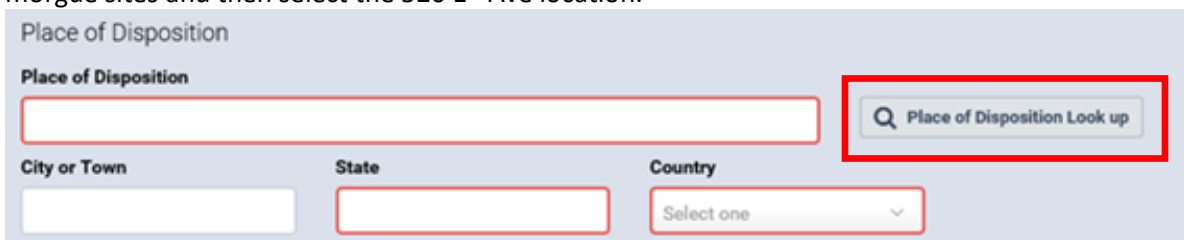

   2. The disposition page will then be enabled. Under **Method of Disposition** enter "Interim." Then under **Interim At** enter "OCME."

   3. To fill in **Place of Disposition**, use the look-up tool. Search "OCME%" to populate the OCME morgue sites and then select the 520 1st Ave location.

4. This will auto populate the **Place of Disposition** section.

* Please note that if a death certificate has already been certified by a physician, you will need to have it recertified in order to make any changes. This requires a physician signature. You may have one physician (even a medical student) sign all death certificates requiring recertification as long as they have access to eVital. You do not need to reach out individually to the original physicians who initially signed the death certificate.

Please review the eVital User Guides for additional instructions on how to complete death certificates. These can be found at www.nyc.gov/health/eVital under the Training and Tutorials section.