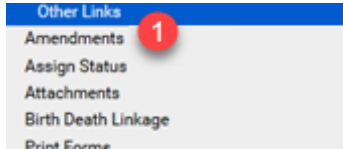




Michigan VERA Birth Amendments

From time to time, it may be necessary to make corrections to a registration. These corrections are called amendments.

Step 1: To access the [Amendments](#) link, select **Amendments** from the **Other Links** menu.



Note: Access to the [Amendments](#) link is based on user security privileges. You may or may not be able to access this page.

Step 2: From the [Type](#) dropdown list, select **Hospital Edit**.

Step 3: Add a description of the amendment in the [Description](#) field and click **Save**. The page will refresh. The [Amendment Date](#) will fill in and an [Amendment Number](#) will be assigned.

Step 4: From the dropdown, select the **Page to Amend**.

Step 5: The selected page will display showing the amendable items. Make desired changes and select **Save**.

Amendment Page

Type **2** Amendment Date
Year Amendment Number
Order Number Description **3**
Amendment Status
Page to Amend **4**

Newborn

Medical Record Number Newborn Screening Card Number
Infant Birth Weight Pounds / Ounces Grams APGAR Score 5 Minutes 10 Minutes
Obstetric Estimate of Gestation (weeks)
Plurality Birth Order
If not single birth, number of infants in this delivery born alive
Is infant living at time of report? If not, Date Baby Died
Is infant being breastfed at discharge? Non-Reportable Events For This Pregnancy?
Breastfeeding Initiated, Planned or Not Planned?

Save button used after multiple steps



Michigan VERA Birth Amendments

Amendment Page

The Amendment has not been affirmed. Please select Amendment Affirmation to Affirm the amendment.

Type Amendment Date

Year Amendment Number

Order Number Description

Amendment Status

Page to Amend

Item In Error	Item as it Appears	Item as it Should be	Edit	Delete
Newborn - Infant Birth Weight - Grams	4167	4139	Edit	Delete
Newborn - Infant Birth Weight - Pounds / Ounces	9/3	9/2	Edit	Delete

[Cancel Amendment](#) [Validate Amendment](#) [Save](#) [Clear](#) [Return](#)

You will receive a message that the “Amendment has not been affirmed and you will need to select Amendment Affirmation to Affirm the amendment.” Please note multiple pages can be amended within a single Amendment, just be sure to save each page you wish to amend. Before affirming the amendment, if you need to attach supporting documentation, you will need to add attachments.

Step 6: To attach documentation, click on [Attachments](#) from either the **Amendments Menu** or the **Other Links** Menu.

Amendments Menu

- Amendment
- Supporting Information
- Attachments**
- Amendment Affirmation
- Correspondence

OR

Other Links

- [Amendments](#)
- [Assign Status](#)
- [Attachments](#)



Michigan VERA Birth Amendments

Step 7: Click on **New Attachment**.

Attachments

Attachments

No data found.

New Attachment

Upload new attachment No file chosen

Step 8: Click on Choose File.

Step 9: Locate documentary evidence file to upload.

Step 10: Click the **Save** button.

Step 11: After saving the changes and any attachments, go to the **Amendment Affirmation** in the Amendments Menu.

Amendments Menu

Amendment

Supporting Information

Attachments

Amendment Affirmation

Correspondence



Michigan VERA Birth Amendments

Step 12: Check the box certifying the change being requested, click **Affirm**.

Affirmations

Affirm the following:

I certify that this change is being requested due to a data entry error.

Affirm

Clear

Return

You must affirm for the amendment to go to the State. Each page requires a separate amendment. Continue adding items by selecting a page from [Page to Amend](#), and filling in the [Amendment Item](#), then clicking the [Save](#) button with each item added. Remember to affirm the amendment(s) to be submitted.