



CENTRAL DISTRICT:
400 E. Jackson St.
Richmond, Virginia 23219-3694
(804) 786-3174
800-447-1708
FAX (804) 371-8595

WESTERN DISTRICT:
6600 Northside High School Road
Roanoke, Virginia 24019
(540) 561-6615
800-862-8312
FAX (540) 561-6619

COMMONWEALTH of VIRGINIA

Department of Health
Office of the Chief Medical Examiner
830 Southampton Avenue, Suite 100
Norfolk, Virginia 23510


TIDEWATER DISTRICT:
830 Southampton Ave., Suite 100
Norfolk, Virginia 23510
(757) 683-8366
800-395-7030
FAX (757) 683-2589

NORTHERN VA. DISTRICT:
10850 Pyramid Place, Suite 121
Manassas, Virginia 20110-2228
703-764-4640
800-856-6799
FAX (703) 764-4645

January 29, 2016

MEMORANDUM

TO: All OCME Vendors (Funeral Homes, LMEs, Transport Companies)

FROM: Arkuie Williams, State Administrator
Office of the Chief Medical Examiner 

SUBJECT: New Payment Reimbursement System

I am writing to inform you that the Virginia Department of Health (VDH) will be converting to a new vendor payment system on **February 1, 2016**. The services that you provide to our office classifies you as a "procurement vendor;" therefore, VDH is mandating that you to register in eVA. Your registration in eVA will ensure that there will not be a delay with your payments. Please note that the OCME will not have any other means to pay you for services; therefore, please take the time to register in eVA before **February 5, 2016**.

To register in eVA go to: <https://eva.virginia.gov/pages/eva-i-sell-to-virginia.htm>.
A step-by-step vendor instructions guide can be found at the following link:
<https://eva.virginia.gov/cd/files/new-vendor-registration-guide.pdf>. If you need additional assistance registering, you can contact the eVA customer care at 866-289-7367, Monday – Friday from 8:00 am to 5:00 pm.

If you have questions you may contact Ms. Keshia Strouse at 804-786-1032 or Keshia.Strouse@vdh.virginia.gov or contact your respective district administrator.



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