



Ohio Department of Health Bureau of Vital Statistics

Electronic Death Registration System (EDRS)
Guide for Coroners,
Deputy Coroners, and Clerks

TABLE OF CONTENTS

| | |
|--|-----------|
| TABLE OF CONTENTS | 2 |
| INTRODUCTION | 3 |
| How Funeral Directors and Coroner/Physicians Work Together To Complete Records | 3 |
| Getting Started With EDRS | 3 |
| Navigating the EDRS Software | 5 |
| IDENTIFYING AND OPENING CORONER DEATH RECORDS | 6 |
| Searching for a Death Record in EDRS | 6 |
| Coroner Work Queues | 8 |
| When No Record Can Be Located | 8 |
| REASSIGNING DEATH RECORDS | 9 |
| CAUSE OF DEATH ENTRY | 10 |
| COMPLETION/CERTIFICATION OF DEATH RECORDS | 11 |
| Marking a Death Record as Complete | 11 |
| Marking a Death Record as Certified | 12 |
| Death Record Status & Explanations | 13 |
| Making Changes to Personal or Medical Information | 14 |
| Printing Options | 14 |
| SUPPLEMENTS & CORRECTIONS | 15 |
| Creating a Medical Supplement | 15 |
| Creating A Death Correction | 17 |
| APPENDIX A: USER ROLES, UPDATES, AND PASSWORDS | 18 |
| APPENDIX B: CREATING A DEATH RECORD | 19 |
| APPENDIX C: CREATING AND REGISTERING A DEATH CORRECTION | 21 |

INTRODUCTION

The Ohio Department of Health, Bureau of Vital Statistics is pleased to provide Ohio coroners and their staff with this introductory guide to the Electronic Death Registration System (EDRS). For more specific detail regarding the complete EDRS system, please utilize the resource material found in the coroner section of the Vital Statistics Stakeholder Support Site:

www.odh.ohio.gov/vitalstatistics/stakeholder/support.aspx.

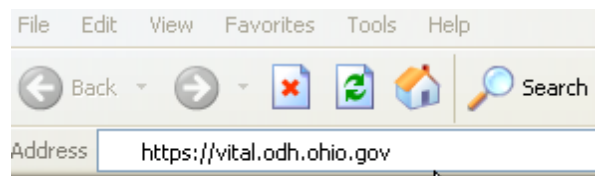
You may also contact our Vital Statistics Helpdesk by calling 614-466-2531 or by email at VS.Helpdesk@odh.ohio.gov.

How Funeral Directors and Coroner/Physicians Work Together To Complete Records

When a funeral home user creates a death record they will assign the record to a coroner or physician. The funeral home user completes the personal information portion of the record and the funeral director electronically signs/certifies the record, while the coroner/physician will complete their assigned medical information portion. If the death record has been assigned to a coroner or electronically-certifying physician, the certifier will receive the death record electronically, input the medical information into EDRS, and certify the cause of death within EDRS.

Getting Started With EDRS

To get started you will need to open your browser and enter the URL: <https://vital.odh.ohio.gov> in the address box. This guide uses Internet Explorer in our examples – your browser may differ slightly. We recommend adding this address to your list of favorites or bookmarks in your web browser.



Enter your user name and password. Your domain should always be shown as CITRIX. Log on.
For information about obtaining a new user name, modifying a current user, or password updates please see Appendix A.



Click on the application icon: IPHIS EDRS.



This is the Main Menu screen for IPHIS-EDRS. Verify name and location before accessing records.

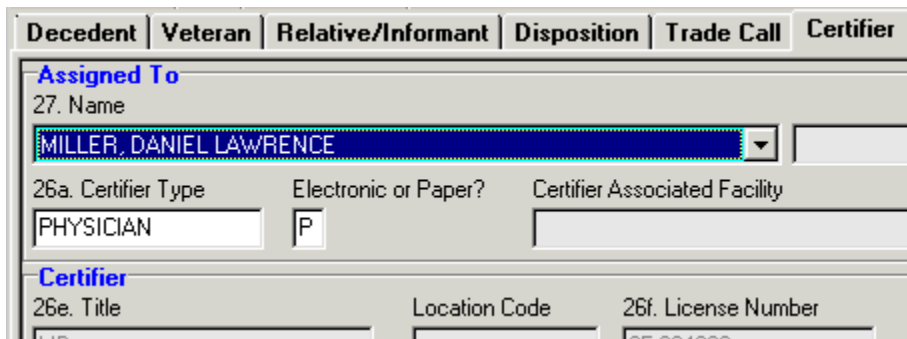


Navigating the EDRS Software

Death records, medical supplements, and death corrections in EDRS are all displayed in scrollable windows composed of tabs, paragraphs, and fields. The tabs can be thought of as ‘pages’ in the electronic record, usually containing information pertaining to one aspect of the vital record. For example, in the screenshot below the *Disposition* and *Trade Call* tabs contain information about the funeral home responsible for disposition of remains, while the *Veteran* and *Relative/Informant* tabs contain information about the decedent and the person responsible for providing information to the funeral home. Users can go quickly from one tab to another by clicking on a tab heading with a mouse click or by pressing Alt-#, where # is the tab number (1, 2, 3, ...) to be accessed. Clicking on the arrows highlighted in the red box will scroll through the tabs on the screen.



Each tab is composed of one or more paragraphs. These paragraphs have a title (usually highlighted with blue text) and are focused on a particular aspect of that tab’s topics. Users can move quickly from one paragraph to the next with the shortcut Ctrl-P. In the screenshot below from the *Certifier* tab users will see the “Assigned To” and “Certifier” paragraphs which indicate the fields collecting the name of the certifying physician and their license/address/etc.



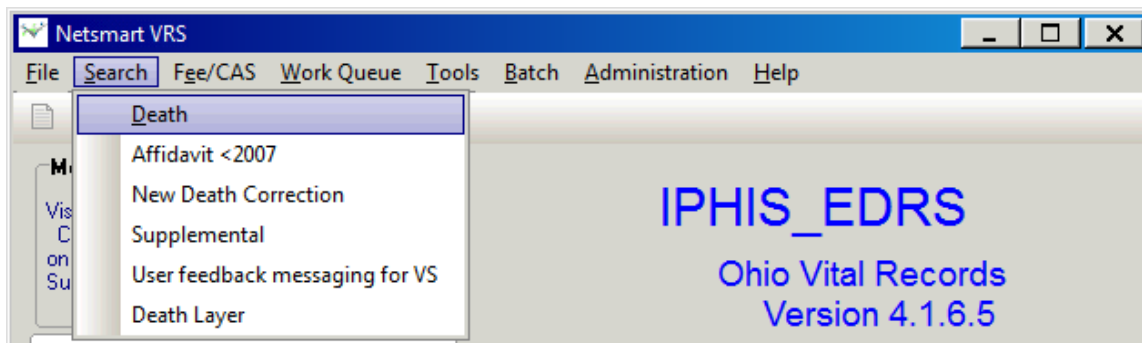
Each paragraph is composed of one or more fields. Fields are where information entered on a death record is collected and stored and come in the following types: free entry, limited entry, date, check box, drop-down, and signature. The user moves from one field to another manually by pressing ‘Tab’ after completing a free entry field like the cause of death, or automatically after entering an acceptable data value in fields like dates and check boxes.

IDENTIFYING AND OPENING CORONER DEATH RECORDS

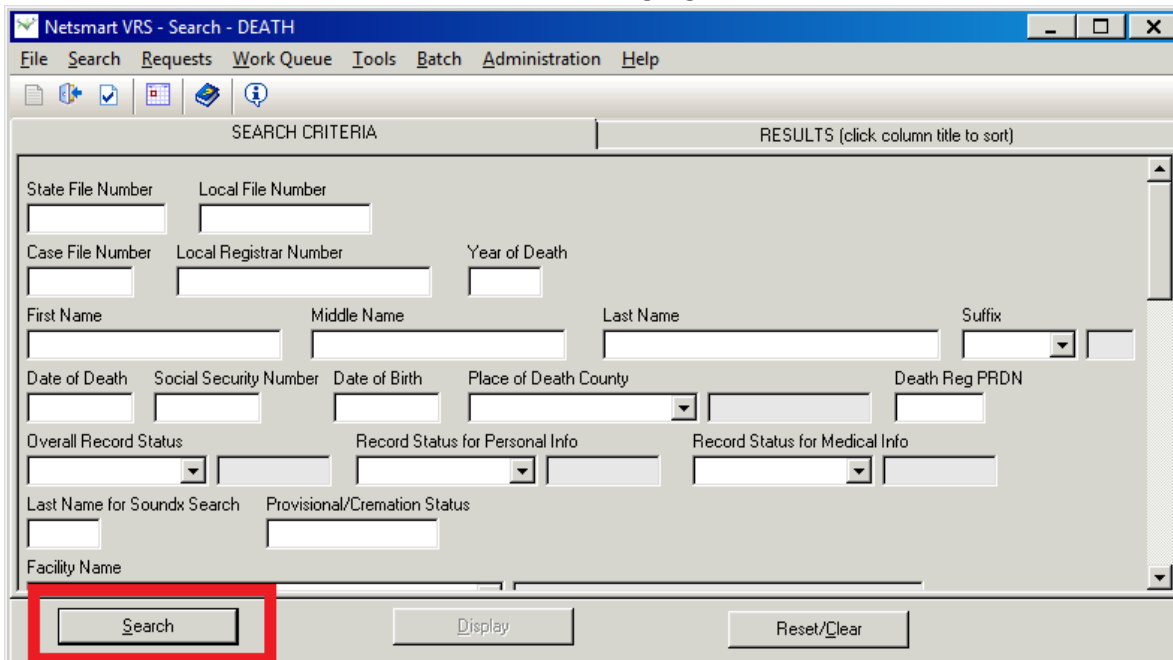
Coroners and their staff may know that they have a death record waiting for them in EDRS through several different pathways. They may already have a body in their possession, they may be contacted by a funeral home, or they may receive an email notification that they have been selected as the certifier for a death record. This section will discuss how to locate death records in EDRS.

Searching for a Death Record in EDRS

To begin searching manually for a death record in EDRS from the Main Menu users will select the “Search” menu and the “Death” option in the drop-down menu.



There are several fields available for coroners and their staff to use to search for death records, including the name(s) of the decedent, date of death, date of birth, Social Security number, status of record, or even the facility of death. EDRS users can enter as many or as few of these search variables as needed to locate a death record and then select the “Search” button highlighted in red to search.

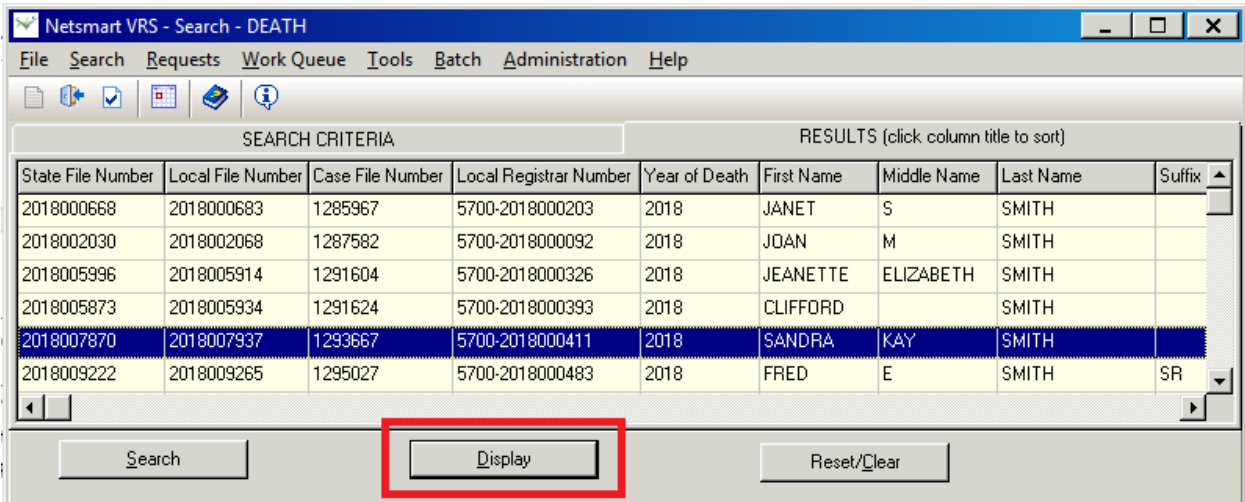


The screenshot shows the 'Netsmart VRS - Search - DEATH' application window. The 'SEARCH CRITERIA' section contains various input fields for searching death records. The 'Search' button at the bottom left is highlighted with a red rectangle.

| SEARCH CRITERIA | | RESULTS (click column title to sort) | |
|-----------------------------|---------------------------------|--------------------------------------|-----------------------|
| State File Number | Local File Number | | |
| Case File Number | Local Registrar Number | Year of Death | |
| First Name | Middle Name | Last Name | Suffix |
| Date of Death | Social Security Number | Date of Birth | Place of Death County |
| Overall Record Status | Record Status for Personal Info | Record Status for Medical Info | Death Reg PRDN |
| Last Name for Soundx Search | Provisional/Cremation Status | | |
| Facility Name | | | |

Buttons at the bottom: Search, Display, Reset/Clear

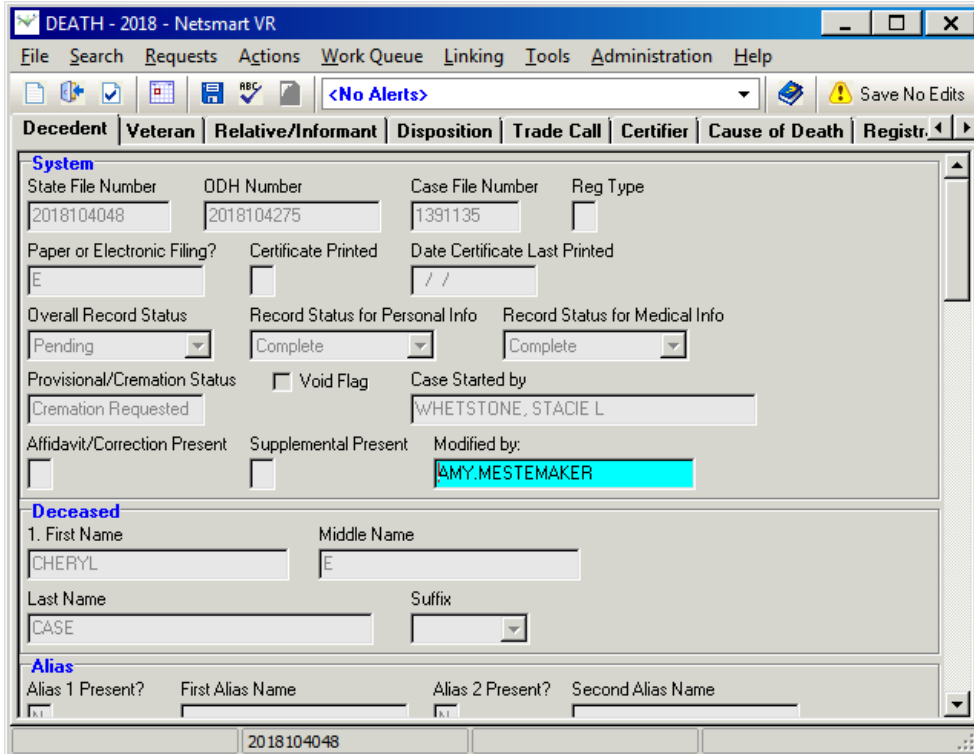
Search results will be displayed on the *Results* tab. To open the intended death record EDRS users can double-click on the record in the displayed results or select the “Display” button highlighted in red.



The screenshot shows the Netsmart VRS - Search - DEATH window. The 'RESULTS' tab is active, displaying a table of search results. The 'Display' button at the bottom is highlighted with a red box.

| State File Number | Local File Number | Case File Number | Local Registrar Number | Year of Death | First Name | Middle Name | Last Name | Suffix |
|-------------------|-------------------|------------------|------------------------|---------------|------------|-------------|-----------|--------|
| 2018000668 | 2018000683 | 1285967 | 5700-2018000203 | 2018 | JANET | S | SMITH | |
| 2018002030 | 2018002068 | 1287582 | 5700-2018000092 | 2018 | JOAN | M | SMITH | |
| 2018005996 | 2018005914 | 1291604 | 5700-2018000326 | 2018 | JEANETTE | ELIZABETH | SMITH | |
| 2018005873 | 2018005934 | 1291624 | 5700-2018000393 | 2018 | CLIFFORD | | SMITH | |
| 2018007870 | 2018007937 | 1293667 | 5700-2018000411 | 2018 | SANDRA | KAY | SMITH | |
| 2018009222 | 2018009265 | 1295027 | 5700-2018000483 | 2018 | FRED | E | SMITH | SR |

The system will open the record.

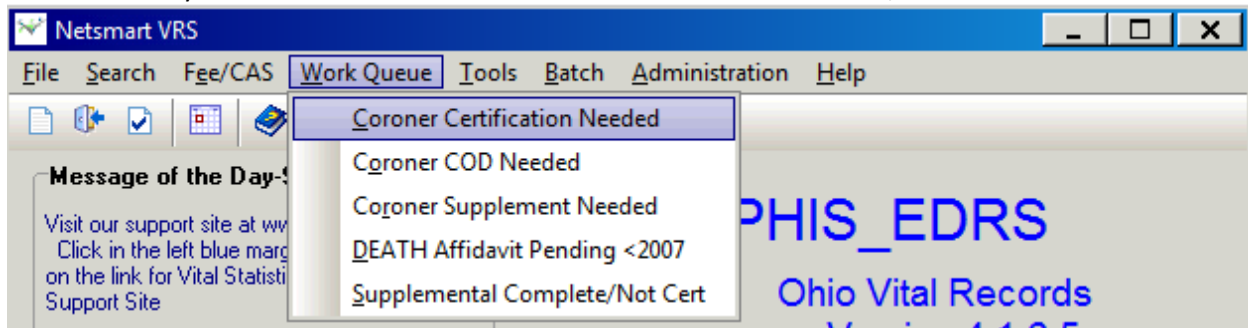


The screenshot shows the DEATH - 2018 - Netsmart VR window. The 'Decedent' tab is active, displaying the record details for a deceased individual. The 'System' section shows the State File Number (2018104048), ODH Number (2018104275), Case File Number (1391135), and Reg Type. The 'Deceased' section shows the First Name (CHERYL), Middle Name (E), Last Name (CASE), and Suffix. The 'Alias' section shows the First Alias Name (CASE) and Second Alias Name (CASE).

By using the manual search option users can locate a partially entered record, completed record, filed or registered record. This includes all records for all deaths within the jurisdiction of a coroner, whether they are/have been certified by a coroner or a physician. In the event a coroner needs to create a death record (see Appendix B for detailed instructions), searching for a record will determine if a record has already been created and will prevent duplicate entry of a record. EDRS will not allow a user to save a duplicate record and will display a “duplicate record found” error message if attempted.

Coroner Work Queues

The easiest way to locate death records is to use the “Work Queue” menu, as shown here:



Coroner work queues have been consolidated and renamed so staff can better understand where records stand in the workflow and what still needs to be completed.

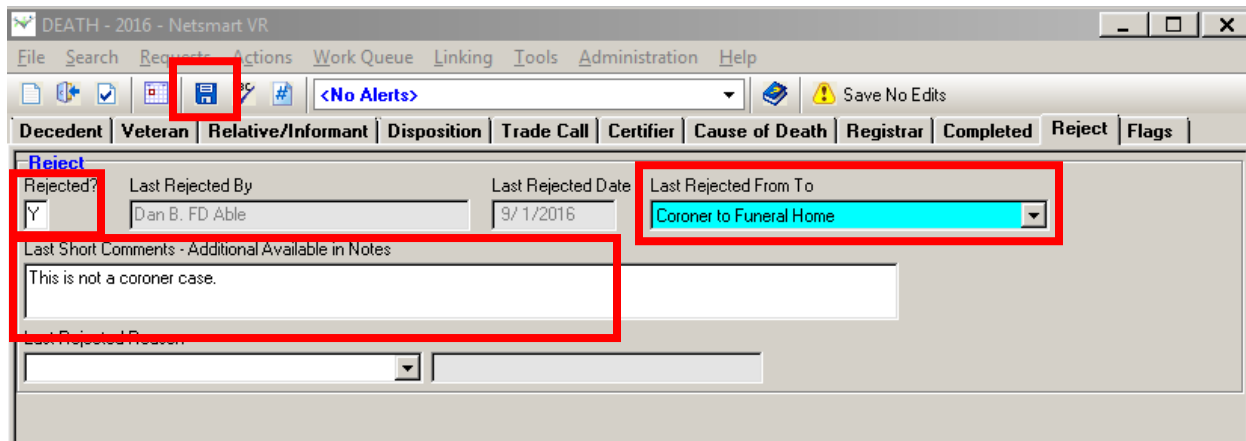
- **Certifier Certification Needed:** Records that have been given a cause of death and marked “Y” for ‘Medical Information Complete’ but have not been certified by the coroner.
- **Certifier COD Needed:** Records that have been assigned to your coroner’s office but have not had a cause of death entered and have not been marked “Y” for ‘Medical Information Complete’.
- **Coroner Supplement Needed:** Records that have been marked “Y” for Pending Investigation. These records have been certified.
- **DEATH Affidavit Pending <2007:** Records prior to 2007 with a created affidavit that has not yet been filed.
- **Supplemental Complete/Not Cert:** Death records with a medical supplement that has been marked complete but not yet certified by the coroner.

When No Record Can Be Located

In certain circumstances a death record may not have been started in EDRS before the coroner is ready to enter the cause of death and certify the record. A body may have been located after a great deal of time has passed, a funeral home has not been identified to handle a body, or the coroner may have enough knowledge to begin a death record before a funeral home takes possession. Coroners, deputies, and coroner clerks all have the ability in EDRS to create death records. Detailed instructions for creating a death record can be found in Appendix A.

REASSIGNING DEATH RECORDS

Occasionally coroners and their staff may see death records in their work queues that do not need a coroner's certification. These records may be reassigned and sent back so funeral homes can select the appropriate medical certifier. To start this process, go to the *Reject* tab in EDRS.



DEATH - 2016 - Netsmart VR

File Search Requests Actions Work Queue Linking Tools Administration Help

<No Alerts> Save No Edits

Decedent Veteran Relative/Informant Disposition Trade Call Certifier Cause of Death Registrar Completed Reject Flags

Reject

Rejected? ☒ Y Last Rejected By Dan B. FD Able Last Rejected Date 9/1/2016 Last Rejected From To Coroner to Funeral Home

Last Short Comments - Additional Available in Notes

This is not a coroner case.

Last Rejected Reason

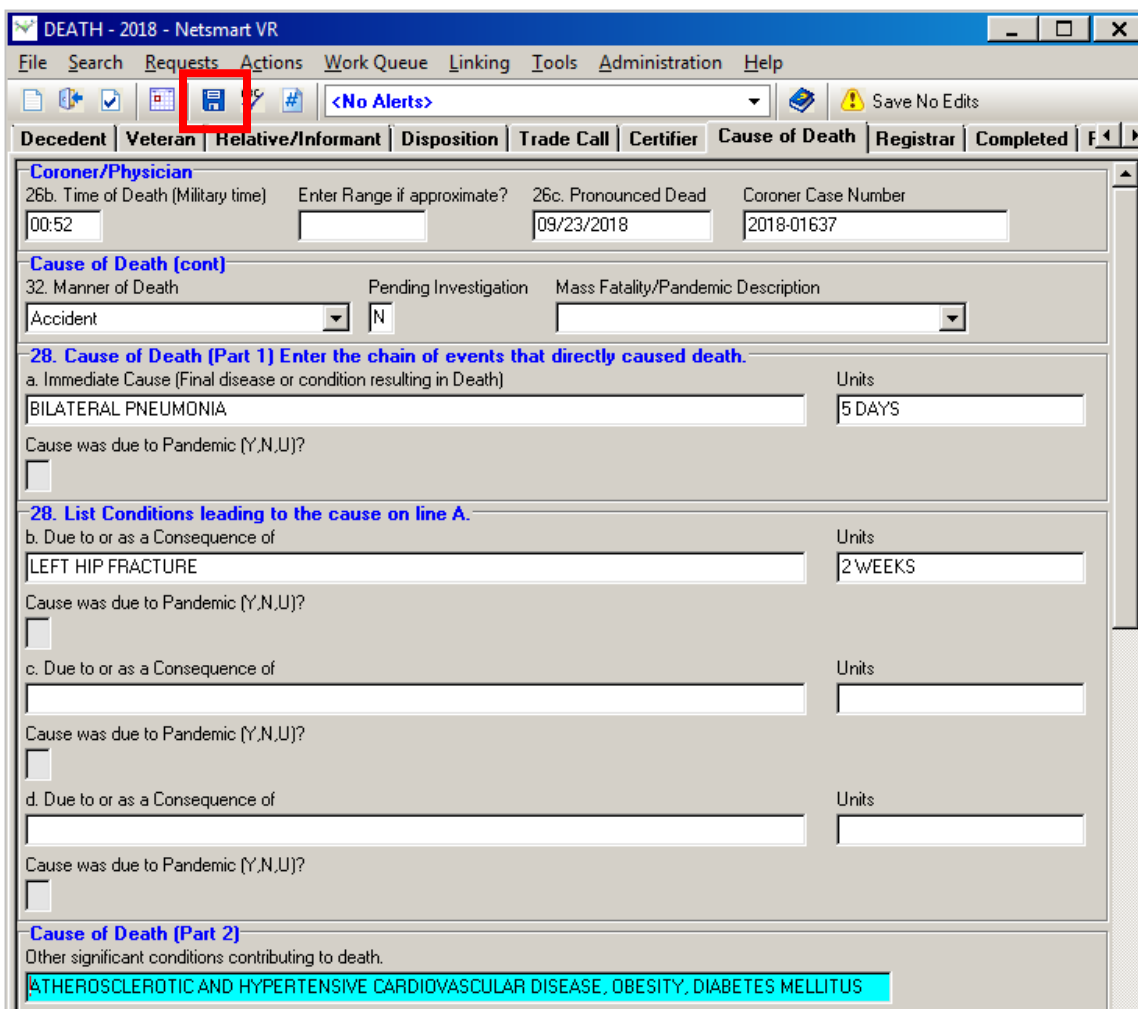
The coroner's office will need to update the "Rejected?" field with a Y, select the appropriate entry from the "Last Rejected From To" drop-down field, and enter any comments about the reason the record is being rejected in the "Last Short Comments" box. Then save the record by selecting the "File" menu and clicking on "Save", or by selecting the save icon highlighted in the red box above.

Reassigned records from the coroner will appear in a queue for funeral homes to respond and update the correct medical certifier; however, it is suggested that the coroner contact the funeral home directly to notify them of the rejection.

Please Note: It is imperative that BEFORE rejecting the record the coroner remove all cause of death information. If it is not removed it will be printed on the death certificate when the funeral home prints it for a physician signature. If the medical information is not properly removed by the coroner before reassigning the record and is still present, the funeral home must contact the VS Helpdesk for assistance.

CAUSE OF DEATH ENTRY

The primary function of coroners in EDRS is the entry and certification of the cause of death. When entering information on the *Cause of Death* tab it is important that coroners and their staff are as complete and specific as possible. The data entered in this section is largely what is utilized in public health programming both at the state and local level. Each line in the fields describing the immediate and underlying causes of death can accommodate up to 120 characters. It is important to remember to put the immediate cause of death first and then correctly sequence other causes and conditions in the underlying cause section. Here is an example of the *Cause of Death* tab for a completed death record.



The screenshot shows the 'DEATH - 2018 - Netsmart VR' application window. The 'Cause of Death' tab is selected. The form includes the following fields:

- Coroner/Physician:** 26b. Time of Death (Military time) 00:52; Enter Range if approximate? [blank]; 26c. Pronounced Dead 09/23/2018; Coroner Case Number 2018-01637.
- Cause of Death (cont):** 32. Manner of Death Accident; Pending Investigation N; Mass Fatality/Pandemic Description [blank].
- 28. Cause of Death (Part 1) Enter the chain of events that directly caused death.**
 - a. Immediate Cause (Final disease or condition resulting in Death): BILATERAL PNEUMONIA; Units 5 DAYS.
 - Cause was due to Pandemic (Y,N,U)? [blank].
 - b. Due to or as a Consequence of: LEFT HIP FRACTURE; Units 2 WEEKS.
 - Cause was due to Pandemic (Y,N,U)? [blank].
 - c. Due to or as a Consequence of: [blank]; Units [blank].
 - Cause was due to Pandemic (Y,N,U)? [blank].
 - d. Due to or as a Consequence of: [blank]; Units [blank].
 - Cause was due to Pandemic (Y,N,U)? [blank].
- Cause of Death (Part 2)** Other significant conditions contributing to death: ATHEROSCLEROTIC AND HYPERTENSIVE CARDIOVASCULAR DISEASE, OBESITY, DIABETES MELLITUS.

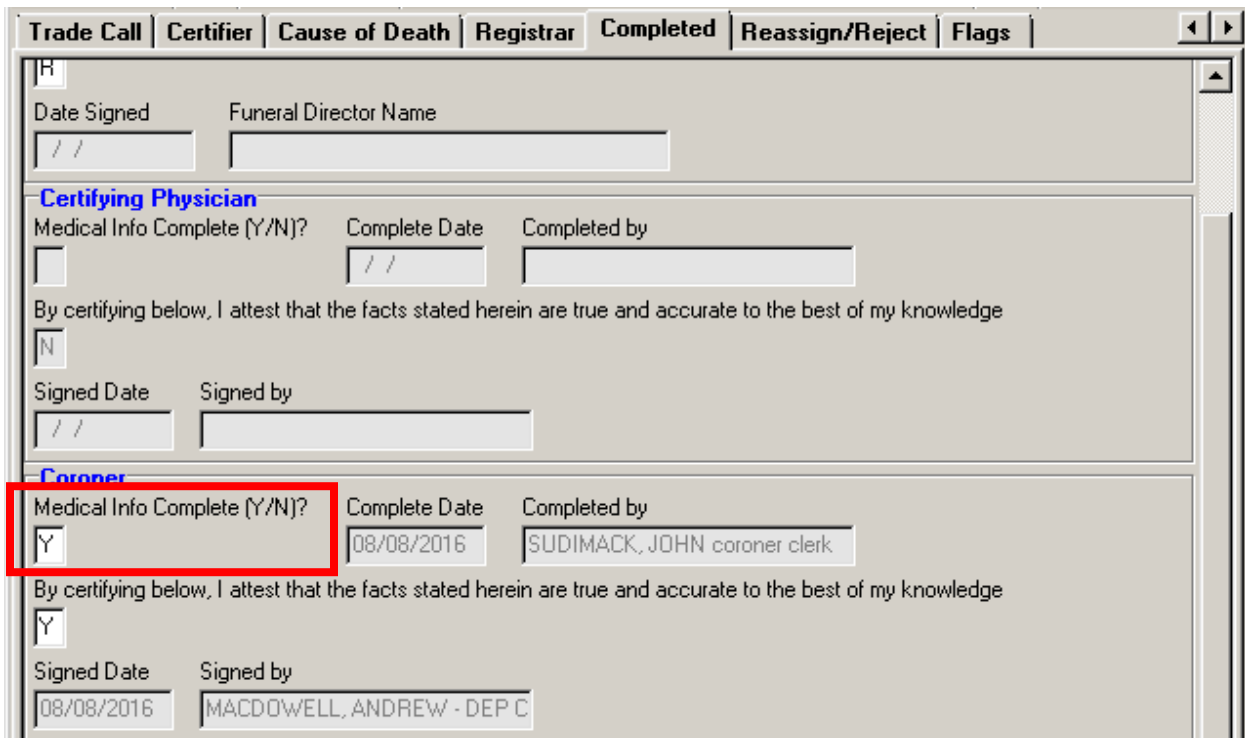
The cause of death can be entered by a coroner, deputy coroner/medical examiner, or coroner clerk. Please enter information as accurately and completely as possible. Tip sheets for entering unknown dates or units of time can be found on the [Vital Statistics Stakeholder Support Site](#) page for coroners. Other resources include the National Center for Health Statistics (NCHS) and their Guide to Completing the Cause of Death, available both as a document on their website and as an app via the Apple Store or Google Play. When the cause of death information has been completed, click the save icon or use the "File" menu to select the save option.

COMPLETION/CERTIFICATION OF DEATH RECORDS

Once a cause of death has been entered and the death record has been saved, the record must be marked complete and electronically signed/certified. While any member of a coroner's staff has the ability in EDRS to enter a cause of death and mark the record is complete, only a coroner may mark a record as certified. Certification of death records functions as the coroner's electronic signature.

Marking a Death Record as Complete

To mark a record as completed, go to the *Completed* tab. Scroll down the page until the "Coroner" paragraph is visible and enter Y in the "Medical Info Complete?" field. Once the record is saved, the date of completion and the name of the person completing the record will automatically fill in.



The screenshot shows the EDRS interface with the 'Completed' tab selected. The 'Medical Info Complete (Y/N)?' field is highlighted with a red box and contains 'Y'. The 'Complete Date' is '08/08/2016' and the 'Completed by' is 'SUDIMACK, JOHN coroner clerk'. The 'Signed Date' is '08/08/2016' and the 'Signed by' is 'MACDOWELL, ANDREW - DEP C'.

The death record status will update (see the Record Status sub-section for details) and the record will move from the Coroner COD Needed work queue to the Coroner Certification Needed queue. The medical information on the *Cause of Death* tab will be inaccessible once this field is marked complete. However, until the death record is in REGISTERED status the "Medical Info Complete" field may be changed from a "Y" to "N" and back as needed to access the medical information.

EDRS has a number of data checks that will run when a death record is saved or marked complete. These include things like checking common abbreviations in Cause of Death fields, preventing special characters (@, !, #, etc.), and ensuring that all fields have been completed. **Please review all error messages thoroughly before certifying any death record.**

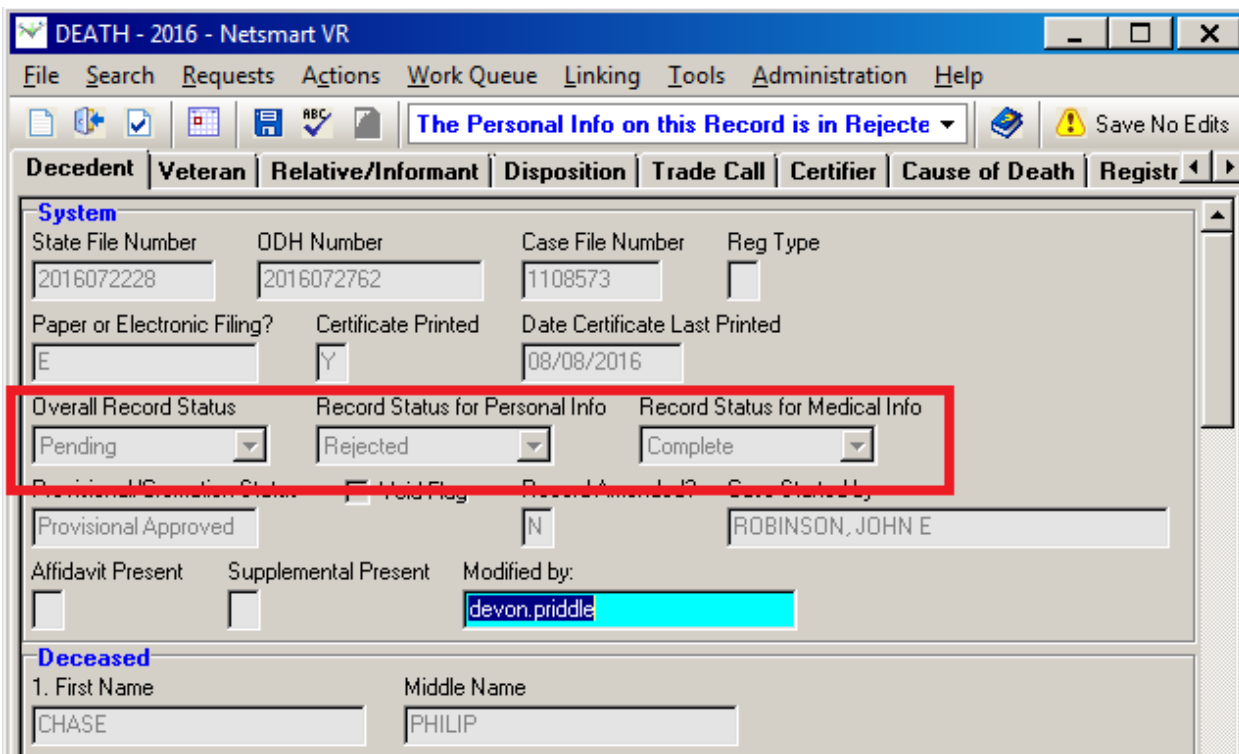
Marking a Death Record as Certified

Once a death record has been marked complete for the medical information you will need to certify the record. Enter a Y in the box underneath the text reading “By certifying below, I attest that the facts stated herein are true and accurate to the best of my knowledge” and save the record. The date signed and name of the signee will automatically be filled in. This is your electronic signature, and certifies the completeness of the medical information on the record. Only a coroner, deputy coroner, or medical examiner will be able to electronically sign/certify a death record.

| Trade Call | Certifier | Cause of Death | Registrar | Completed | Reassign/Reject | Flags |
|--|-----------|---------------------------|------------------------------|-----------|-----------------|-------|
| <div> <input type="checkbox"/> R </div> | | | | | | |
| Date Signed | | Funeral Director Name | | | | |
| / / | | | | | | |
| Certifying Physician | | | | | | |
| Medical Info Complete (Y/N)? | | Complete Date | Completed by | | | |
| <input type="checkbox"/> | | / / | | | | |
| By certifying below, I attest that the facts stated herein are true and accurate to the best of my knowledge | | | | | | |
| <input type="checkbox"/> N | | | | | | |
| Signed Date | | Signed by | | | | |
| / / | | | | | | |
| Coroner | | | | | | |
| Medical Info Complete (Y/N)? | | Complete Date | Completed by | | | |
| <input checked="" type="checkbox"/> Y | | 08/08/2016 | SUDIMACK, JOHN coroner clerk | | | |
| By certifying below, I attest that the facts stated herein are true and accurate to the best of my knowledge | | | | | | |
| <input checked="" type="checkbox"/> Y | | | | | | |
| Signed Date | | Signed by | | | | |
| 08/08/2016 | | MACDOWELL, ANDREW - DEP C | | | | |

Once a death record’s medical information has been completed, certified, and the record has been saved, the record may move to REGISTERED status depending on whether the funeral home has completed and certified the personal information. Record status is discussed in the next sub-section.

Death Record Status & Explanations



DEATH - 2016 - Netsmart VR

File Search Requests Actions Work Queue Linking Tools Administration Help

The Personal Info on this Record is in Rejecte Save No Edits

Decedent Veteran Relative/Informant Disposition Trade Call Certifier Cause of Death Registr

System

State File Number: 2016072228 ODH Number: 2016072762 Case File Number: 1108573 Reg Type: ☐

Paper or Electronic Filing?: E Certificate Printed: Y Date Certificate Last Printed: 08/08/2016

Overall Record Status: Pending Record Status for Personal Info: Rejected Record Status for Medical Info: Complete

Provisional Approval Status: ☐ Void Flag: ☐ Record Amended: N Save Status By: ROBINSON, JOHN E

Affidavit Present: ☐ Supplemental Present: ☐ Modified by: devon.priddle

Deceased

1. First Name: CHASE Middle Name: PHILIP

Record status indicator fields are located on the *Decedent* tab, shown in the red box highlighted above.

Pending Status

A death record is considered to be PENDING from the time the initial information is saved into the EDRS Database. The record will remain in PENDING status until both the personal information and the medical information are marked with a Y for "Info Complete" on the *Completed* tab. If the funeral director or coroner/physician assigned to the case reset the flag to "N" on the "Complete" acknowledged field to allow for changes in the personal information portion of the record, the record will be assigned the PENDING status.

Complete Status

A death event record is considered COMPLETE on an electronic death certificate when the funeral director has completed the personal information and the coroner has completed the medical information but one or both sections still need to be certified/electronically signed.

Filed/Registered Status

On electronic death records, records move directly from COMPLETE to REGISTERED. **A death certificate for an electronic death record is REGISTERED when the funeral director has certified the personal information and the assigned coroner/physician has certified the medical information.** Once a record is REGISTERED, the funeral directors, coroner/physician and local registrar assigned to the death record cannot update the record. At this point, certified copies may be issued by the Vital Statistics office.

Complete to Filed/Registered

The Local Registrar has information on the record in EDRS as well. This will include:

- Date the registrar signed the death certificate, which will be applied by the system when the registrar electronically signs the death certificate
- Name of the registrar
- Name, PRDN and date for burial permit issuance if provisional death certificate was not requested.

For an electronic death record, the assignment of dates, names, and file numbers will happen automatically on moving from COMPLETE to REGISTERED.

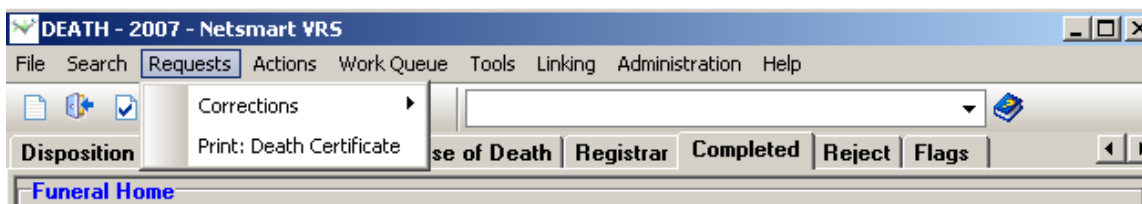
Making Changes to Personal or Medical Information

Personal and medical information can be changed by coroners or their staff at any point before the death record is registered. To make changes to a record that is not in REGISTERED status but has been marked as complete or certified, a coroner may go to the *Completed* tab and change the Y in those fields to an N, save the record, and then make the necessary changes.

Death records that are in REGISTERED status that need changes to the personal or medical information must be updated by an affidavit (for personal information) or a medical supplement (for medical information). See the “Supplements & Corrections” section for further details.

Printing Options

Coroners and their staff have the ability to print watermarked copies of death certificates for their own records. To access this function open a death record and go to the “Requests” menu, then select “Print: Death Certificate” as shown in the screenshot below. Draft copies of death records may be printed by coroner roles in EDRS at any point in time once a record has been created and saved; this includes records in PENDING, COMPLETE, or REGISTERED status.

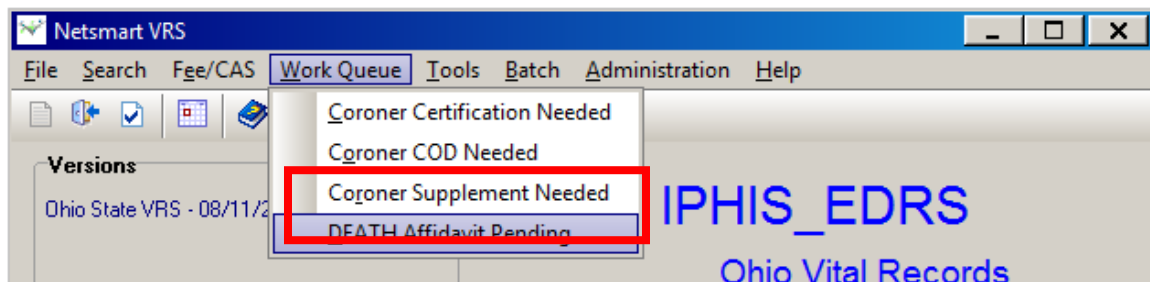


SUPPLEMENTS & CORRECTIONS

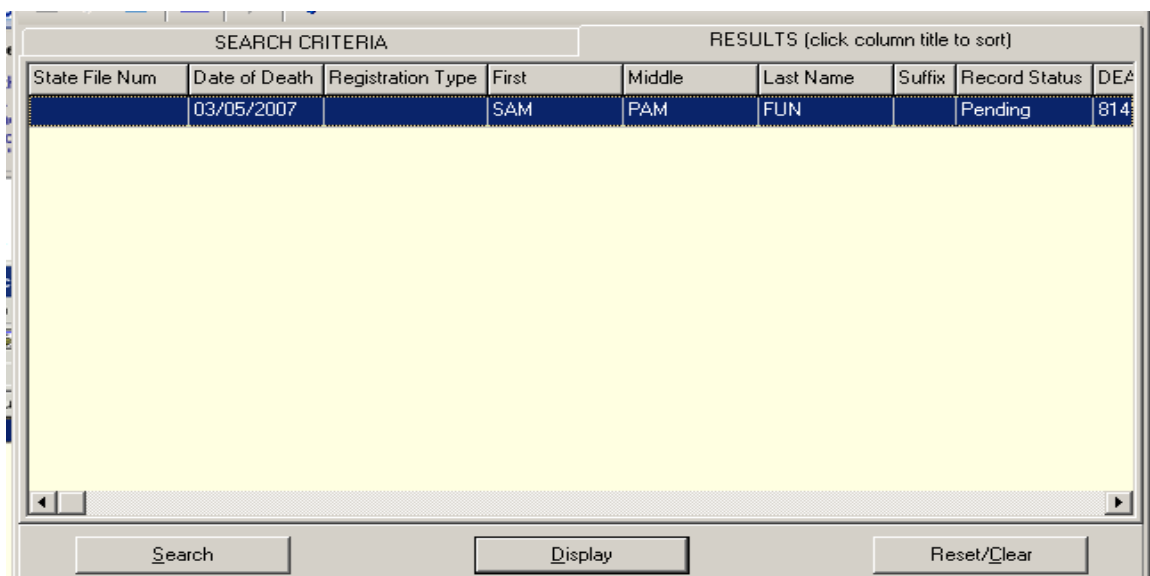
Coroners, deputy coroners, and medical examiners all have the ability to complete and certify a death record with the cause of death listed as “Pending” in the event that autopsy results, toxicology screens, or other information is unavailable to make a final determination of the cause of death, but the coroner’s office is ready to release the remains to the custody of a funeral home. Death records that have moved to REGISTERED status with a “Pending” cause of death will need to have a Supplementary Medical Certification (also known as a supplement) completed by the coroner.

Creating a Medical Supplement

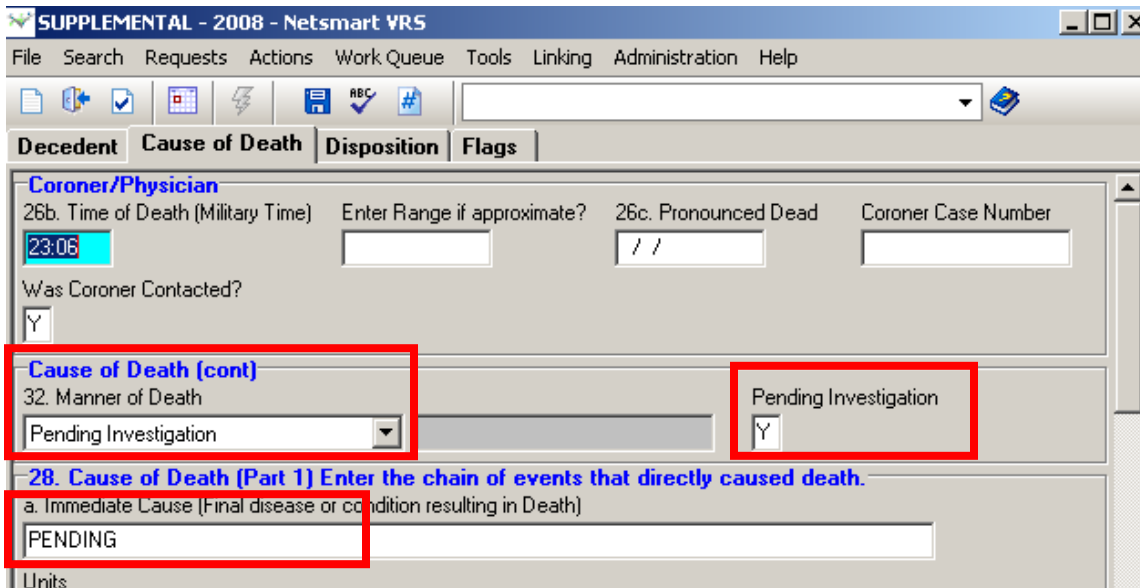
The Coroner Supplement Needed work queue is the best way to locate death records that still need a medical supplement. This work queue will display records in chronological order, with the oldest records still waiting for supplements appearing at the top of the list. **Only death certificates that are in REGISTERED status can have a supplement completed.** Click on the “Work Queue” menu to begin.



Highlight the record you wish to create a supplement for and click Display.



On the Cause of Death tab move your cursor/tab through all the fields to ensure that the information loaded from the death certificate is correct. If not, correct the information currently showing in the field. Make sure that the Manner of Death (field 32) is updated so the status is no longer “Pending” and the Cause of Death information (field 28a) is completed.



SUPPLEMENTAL - 2008 - Netsmart VRS

File Search Requests Actions Work Queue Tools Linking Administration Help

Decedent Cause of Death Disposition Flags

Coroner/Physician

26b. Time of Death (Military Time) Enter Range if approximate? 26c. Pronounced Dead Coroner Case Number

23:06 / /

Was Coroner Contacted?

Y

Cause of Death (cont)

32. Manner of Death Pending Investigation

Pending Investigation Y

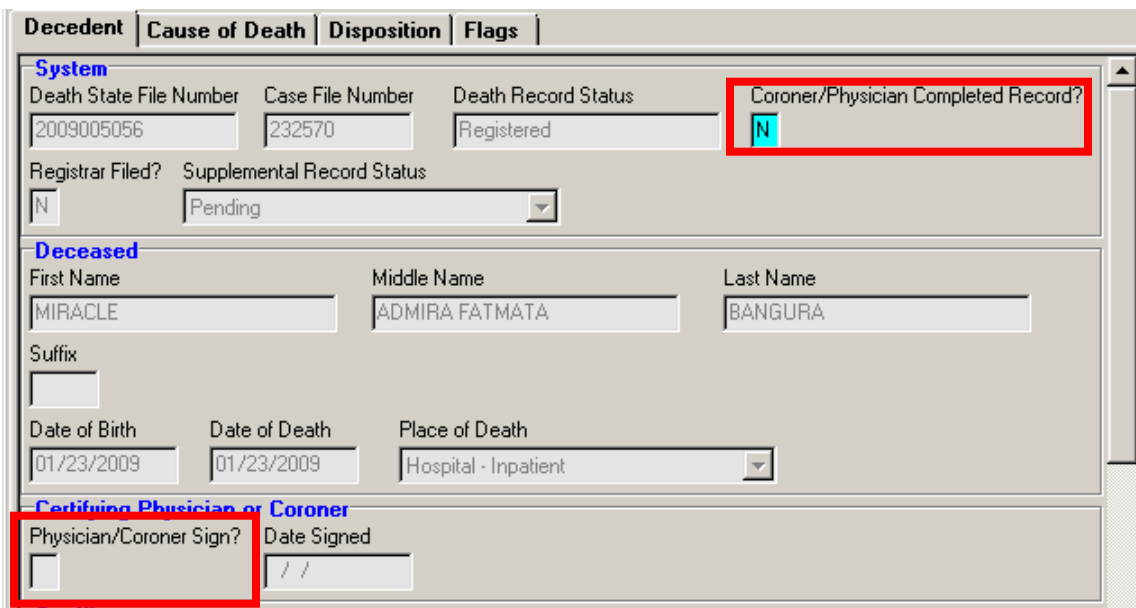
28. Cause of Death (Part 1) Enter the chain of events that directly caused death.

a. Immediate Cause (Final disease or condition resulting in Death)

PENDING

Units

When the supplemental is finished select “Save” to run background data checks and ensure no errors exist in the tab. To complete the supplemental, go to the *Decedent* tab and enter “Y” for “Coroner/Physician Completed Record?”. Then enter a “Y” for “Physician/Coroner Sign?” in the middle of the page. EDRS will record the date of signature automatically. Now save again to complete the medical supplement.



Decedent Cause of Death Disposition Flags

System

Death State File Number Case File Number Death Record Status Coroner/Physician Completed Record?

2009005056 232570 Registered N

Registrar Filed? Supplemental Record Status

N Pending

Deceased

First Name Middle Name Last Name

MIRACLE ADMIRA FATMATA BANGURA

Suffix

Date of Birth Date of Death Place of Death

01/23/2009 01/23/2009 Hospital - Inpatient

Certifying Physician or Coroner

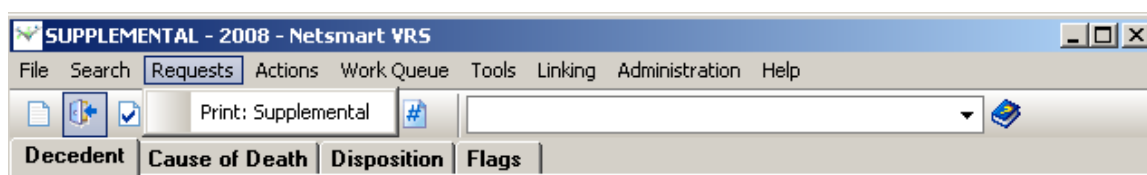
Physician/Coroner Sign? Date Signed

N / /

For death events occurring in the year 2016 or prior, a paper copy of the medical supplement must be printed and filed with the local registrar. For death events in 2017 and beyond, the supplement will move automatically to FILED/REGISTERED status, and overlay the updated Cause of Death information on the death record, once the supplement has been electronically signed/certified by a coroner/deputy/medical examiner.

Supplements that have been completed electronically for 2017 and forward death records are available to be printed by coroners and coroner clerks as separate documents that will show a “COPY” watermark to ensure they are not sent to the local Registrar for paper filing.

Click “Requests” – “Print: Supplemental”.



When a 2017 death record with a completed medical supplement is issued as a certified copy, the updated cause of death information will overlay on the record with a footnote indicating the change.

Creating A Death Correction

Death Corrections are fully electronic documents for correction of personal information - such as the decedent’s date of birth, Social Security Number, or name – that will replace older paper affidavits for all death records from the year 2007 forward. Death records from 2006 and prior years will continue to use the paper Death Affidavit form.

Death records in need of a Death Correction will not appear in any particular work queue. Coroners and their staff will need to search for this records individually once they are aware that changes need to be made. Death Corrections can be created and registered electronically by funeral homes, local and state VS staff, and coroner staff for death records in REGISTERED status.

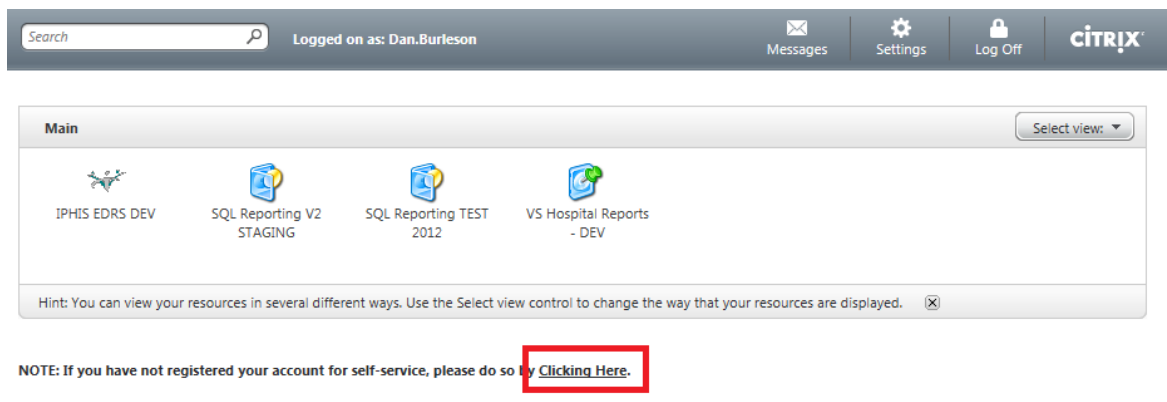
For a complete and step-by-step guide to creating and registering a Death Correction, see Appendix C.

APPENDIX A: USER ROLES, UPDATES, AND PASSWORDS

Coroners who need to be added to EDRS and deputy coroners, medical examiners, and coroner clerks who need their access to EDRS created or modified should complete the EDRS User Support Document available on the Vital Statistics Stakeholder Support Site. This form should be completed, scanned and returned to the VS Helpdesk via email.

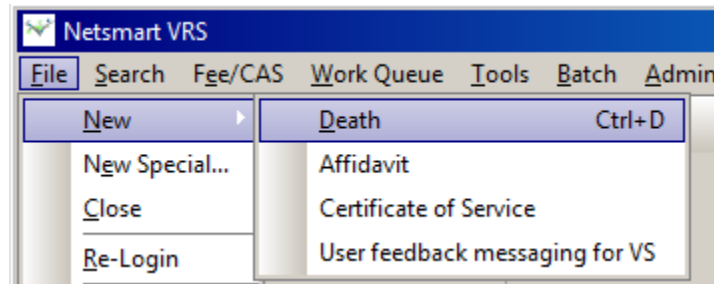
Coroners who wish to receive email notifications that they have death records awaiting their completion and certification in EDRS must notify the VS Helpdesk via email or phone of their email address. This information is saved in EDRS certifier tables and user roles. Secondary email addresses can be manually entered by funeral homes during the creation of death records, but permission for email notifications to be sent must still be received by the Helpdesk.

Coroners who need their Citrix passwords reset or updated have two pathways to do so. Citrix users can manually set up their own password reset function by signing up for self-service through the IPHIS-EDRS login portal (screenshot below). They can also call the VS Helpdesk at 614-466-2531, option 2 then option 3, and ask for a password to be reset verbally. Some confirmation of identity may be required.

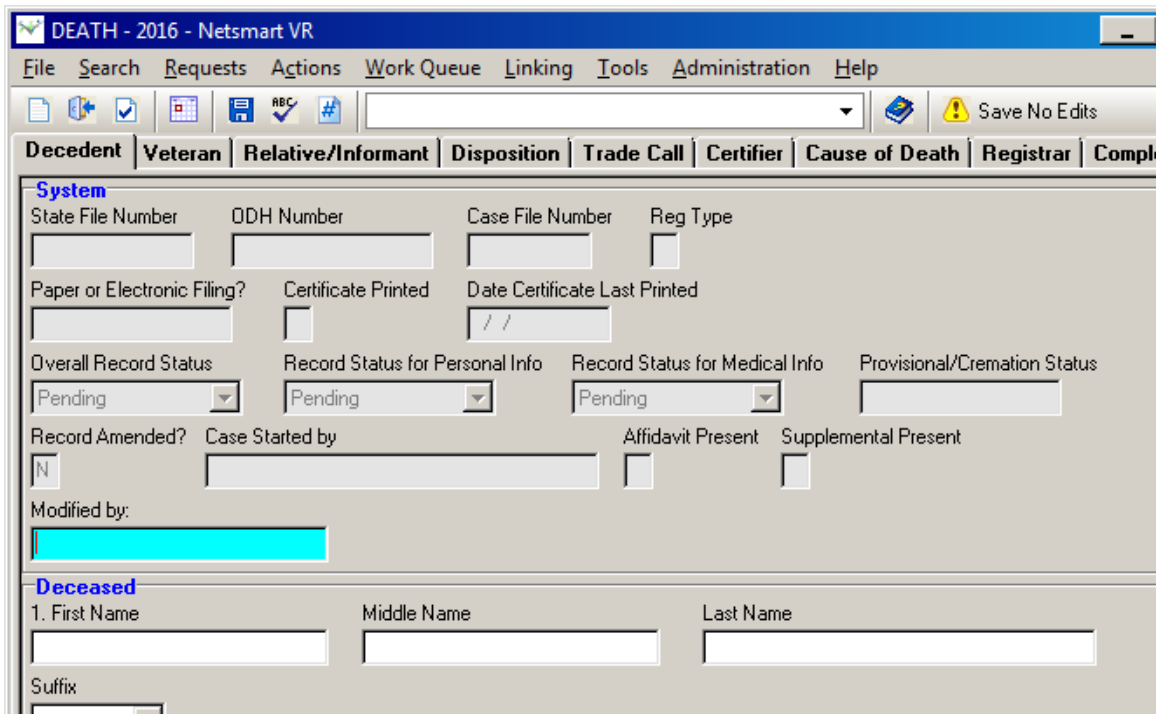


APPENDIX B: CREATING A DEATH RECORD

In the event that a death record is not created by a funeral home, the coroner's office has the ability to create a new death record. Users will begin creating a new death record by selecting "File" – "New" – "Death" from the Main Menu.



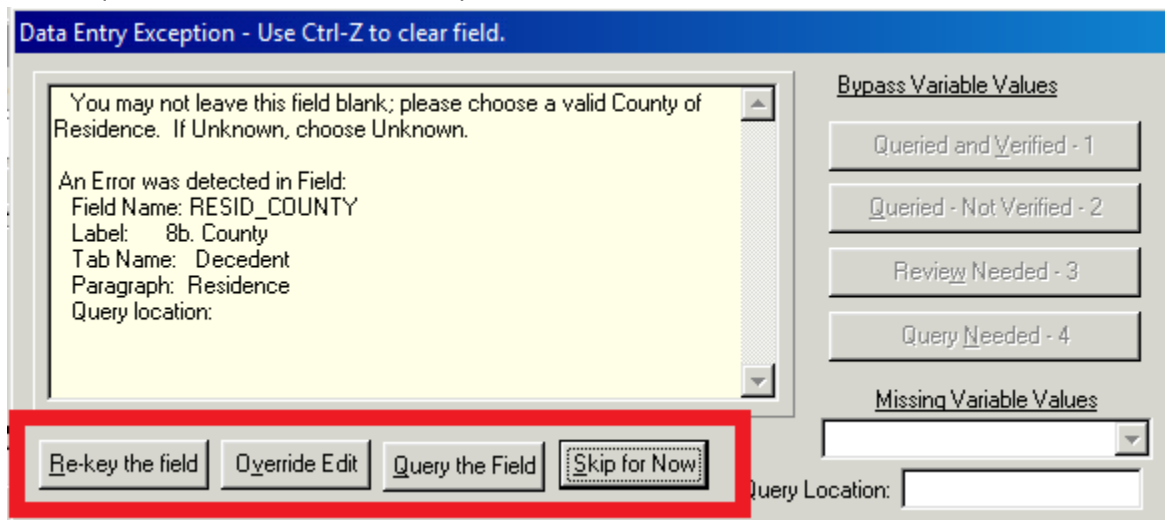
Users will begin entering the decedent information (First Name, Middle Name, Last Name, Date of Death, etc.). Once the Social Security Number is entered and the death record is saved for the first time, EDRS will send basic information about the decedent's name and date of birth to the Social Security Administration for verification. **If the Social Security Administration's matching algorithm determines that the death record matches a SSA record, the name of the decedent and their Social Security Number will be locked.** The "Return Status" field will display 'PASSED' and the name fields will be gray and inaccessible.



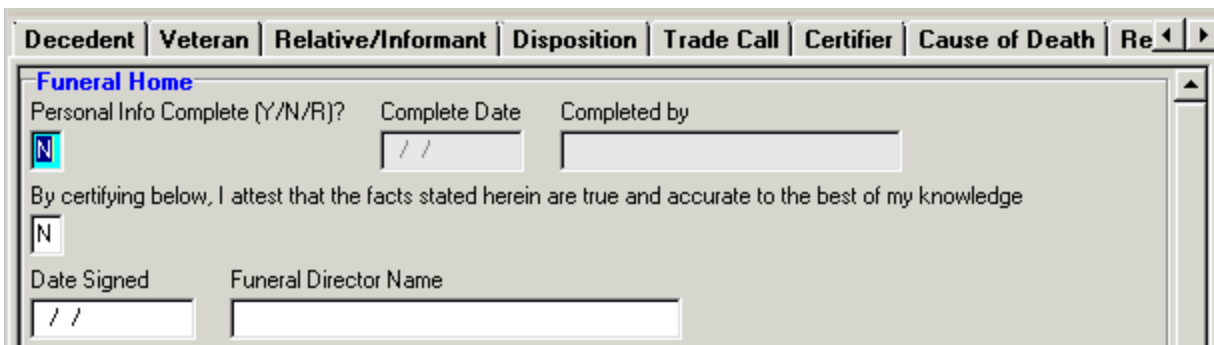
The *Decedent*, *Veteran*, *Relative/Informant*, *Disposition*, and *Certifier* tabs should be completed to the best of the user's ability. ODH/VS is aware that in certain circumstances (delayed discovery, etc.) personal information may not be available for the decedent.

Users should be aware that background data checks are running and may present an error message when the system does not accept the data entry. To move past the error message, users can choose to “Re-key the field” or to “Skip for Now” or “Override Edit.” One example of a field that may present an error message is the “Pregnancy Status” question; if the decedent is a woman over the age of 50 and a status indicating the woman was pregnant at the time of death or recently pregnant is entered, EDRS will ask for confirmation.

- When users select “Re-key the field” the system will immediately place the cursor in the field requiring the correction.
- When users select the “Skip for Now” the system will move past the error and return to correct it later. For some fields EDRS users will be required to complete the information, as they are mandatory fields and are required to complete the death record. This fields will not have the option to override or skip.
- When users select the “Override Edit” option the system will save the record. This option should only be used with certainty that the field is correct as typed. Coroners and their staff may receive a request to confirm this data entry from ODH/VS.

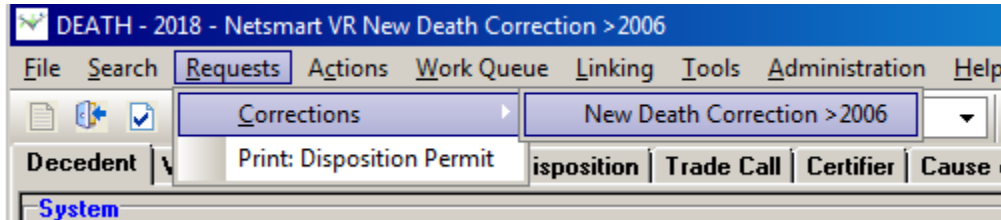


Users must also enter the Cause of Death information on the *Cause of Death* tab. At this point the death record may be marked as complete and certified; if no funeral director is involved in handling the disposition of the remains, the coroner will need to mark the personal/demographic information complete in addition to the medical information. On the *Completed* tab the coroner must enter a ‘Y’ in the “Personal Info Complete” and “By certifying below...” fields shown in the screenshot below.

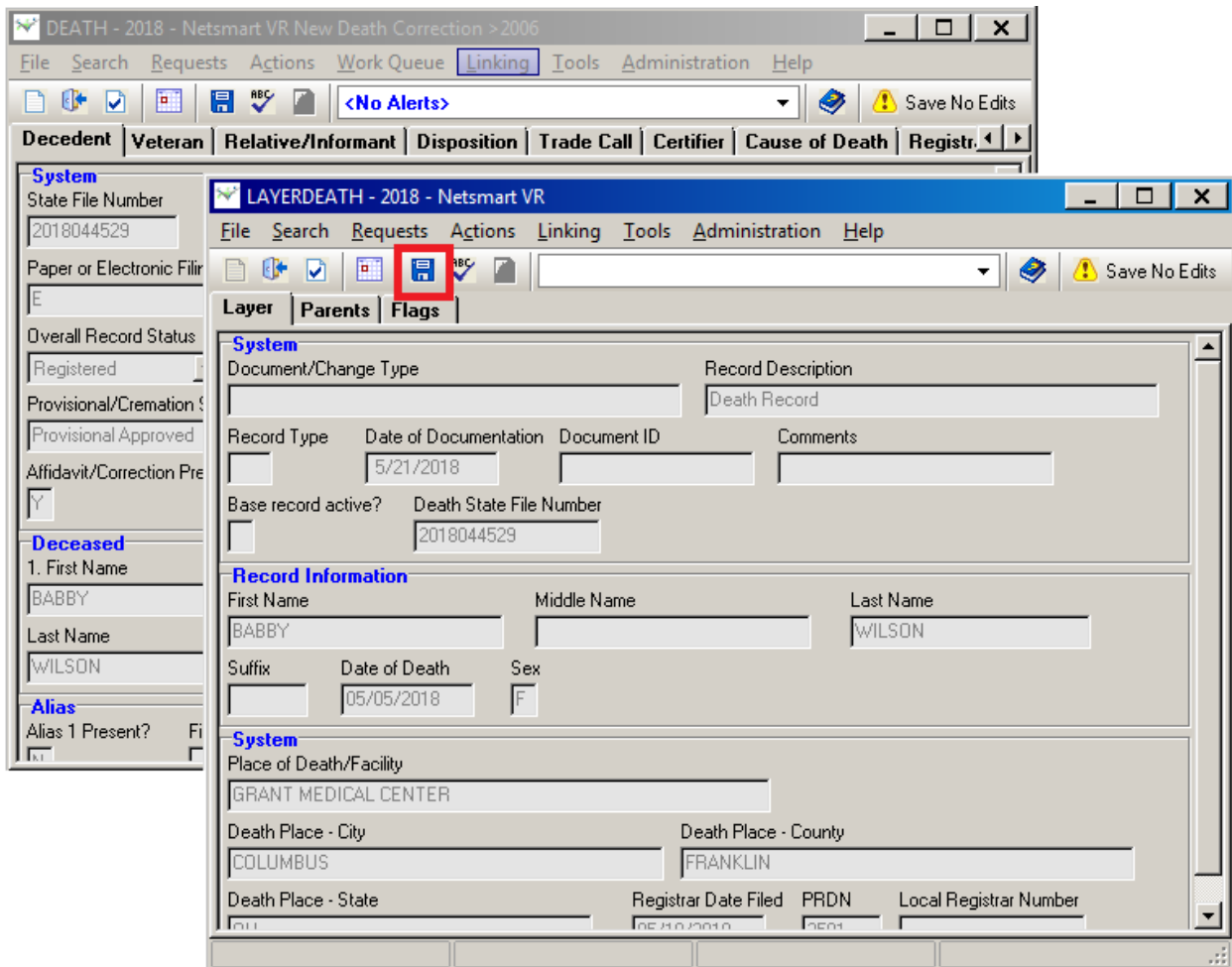


APPENDIX C: CREATING AND REGISTERING A DEATH CORRECTION.

A coroner or coroner clerk user role can begin a new death correction in EDRS by searching for a REGISTERED death record in need of a change, opening the record, and **selecting the “Requests” – “Corrections” – “New Death Correction > 2006” menu option.**



This will open 2 windows in EDRS; one entitled “LAYERDEATH” and the other titled “DEATH”. There is no information that needs to be entered by the user on the LAYERDEATH screen. **The LAYERDEATH record must be saved immediately.**



DEATH - 2018 - Netsmart VR New Death Correction > 2006

File Search **Requests** Actions Work Queue Linking Tools Administration Help

Corrections New Death Correction > 2006

Decedent Print: Disposition Permit Disposition Trade Call Certifier Cause of Death

System

State File Number: 2018044529

Paper or Electronic Filing: E

Overall Record Status: Registered

Provisional/Cremation Status: Provisional Approved

Affidavit/Correction Precedence: Y

Deceased

1. First Name: BABBY

Last Name: WILSON

Alias

Alias 1 Present? F

LAYERDEATH - 2018 - Netsmart VR

File Search Requests **Actions** Linking Tools Administration Help

<No Alerts> Save No Edits

Decedent Veteran Relative/Informant Disposition Trade Call Certifier Cause of Death Registrar

System

Document/Change Type: Record Description: Death Record

Record Type: Date of Documentation: 5/21/2018 Document ID: Comments:

Base record active?: Death State File Number: 2018044529

Record Information

First Name: BABBY Middle Name: Last Name: WILSON

Suffix: Date of Death: 05/05/2018 Sex: F

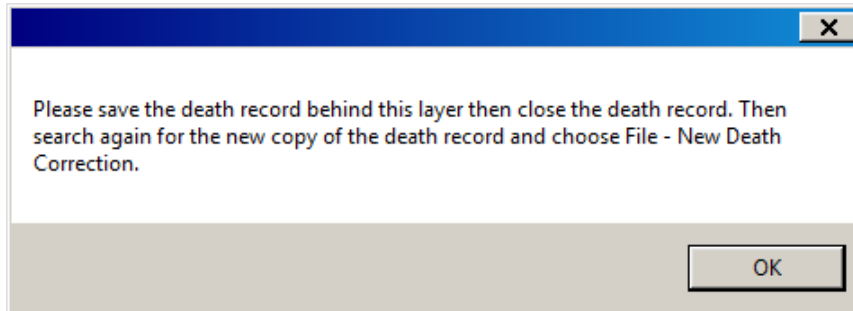
System

Place of Death/Facility: GRANT MEDICAL CENTER

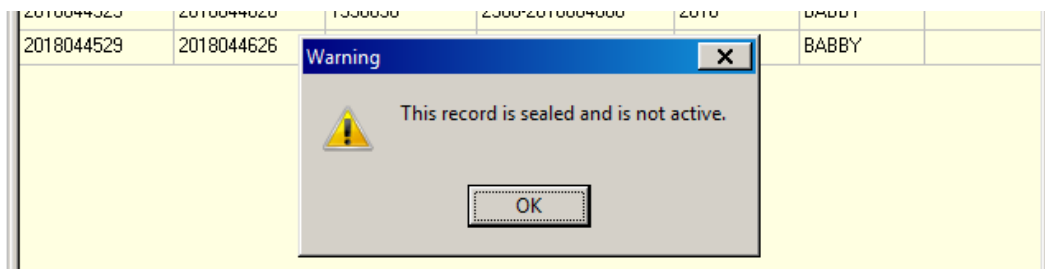
Death Place - City: COLUMBUS Death Place - County: FRANKLIN

Death Place - State: Registrar Date Filed: 05/20/2018 PRDN: Local Registrar Number:

Once the record is saved users will see a prompt window reminding them to also save and close the death record behind this layer document. **Users should select “OK” and then close the LAYERDEATH record window.**



After closing the LAYERDEATH record window, the DEATH record in the second window must be saved and closed. Saving and closing the records in these two windows creates a ‘layer death record’ which preserves the original information before correction, and creates a new ‘cloned death record’ discussed below. **After the death record is closed users must close their previous search window and re-search for the death record;** simply re-opening the record from the previous search results will display an error message indicating that version of the death record (the layer record) is now sealed/hidden.

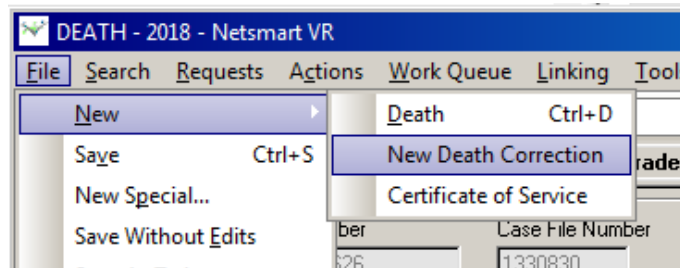


The death record should be opened from the new search results. This is a new death record even though it appears identical to the now-closed layer death record.

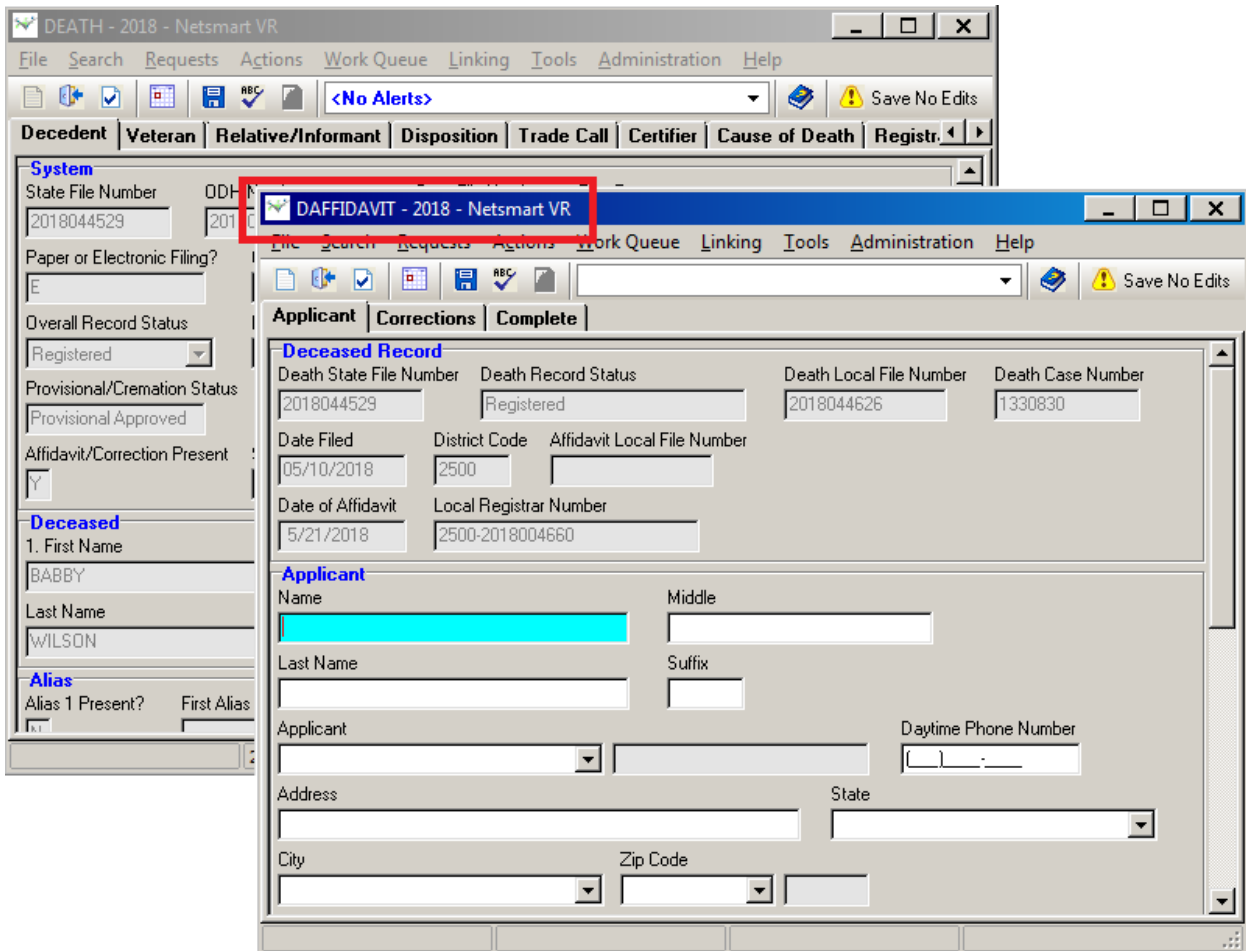
| Netsmart VRS - Search - DEATH | | | | | | | | | | |
|---|-------------------|------------------|------------------------|---------------|--------------------------------------|-------------|-----------|--------|---------------|------------------------|
| File Search Requests Work Queue Tools Batch Administration Help | | | | | | | | | | |
| SEARCH CRITERIA | | | | | RESULTS (click column title to sort) | | | | | |
| State File Number | Local File Number | Case File Number | Local Registrar Number | Year of Death | First Name | Middle Name | Last Name | Suffix | Date of Death | Social Security Number |
| 2018044517 | 2018044614 | 1330818 | 2500-2018004649 | 2018 | MISSY | | WILSON | | 05/05/2018 | 9999 |
| 2018044523 | 2018044620 | 1330824 | 2500-2018004653 | 2018 | ANGIE | | WILSON | | 05/05/2018 | 9999 |
| 2018044526 | 2018044623 | 1330827 | 2500-2018004656 | 2018 | AMBER | | WILSON | | 05/05/2018 | 9999 |
| 2018044533 | 2018044630 | 1330834 | 2500-2018004663 | 2018 | SASSY | | WILSON | | 05/05/2018 | 9999 |
| 2018044529 | 2018044626 | 1330830 | 2500-2018004660 | 2018 | BABBY | | WILSON | | 05/05/2018 | 9999 |

For clarity we will refer to this newly-created record as the “clone” death record because it begins as a cloned version of the original death record.

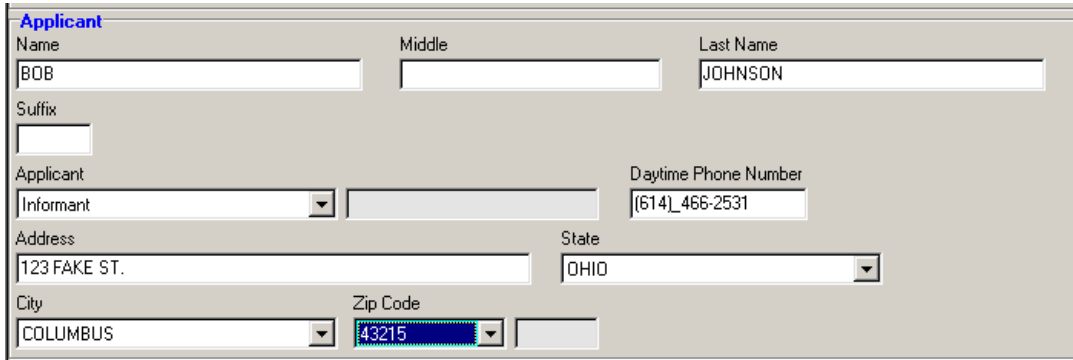
Users will open the clone death record and then select the “File” – “New” – “New Death Correction” menu option shown below.



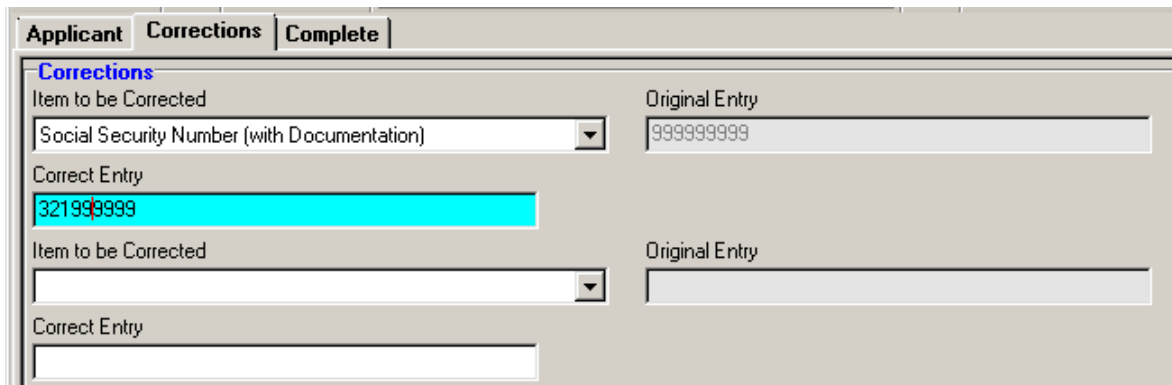
Note that this is not the same as the “Requests” menu option used to create the layer death record. **This selection will open a new window titled “DAFFIDAVIT”.** This new window is the actual New Death Correction document where users will make their changes.



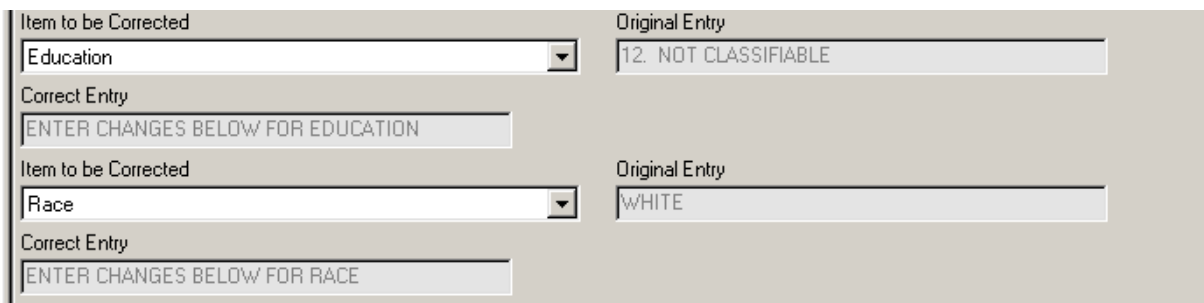
Three tabs will be visible: *Applicant*, *Corrections*, and *Complete*. The ***Applicant* tab [shown below] must be completed with the name and address of the person requesting the corrections** to the death record and their relationship to the decedent. This tab will also display information from the original death record such as the decedent's name and date of death.



The ***Corrections* tab is where the items to be corrected will be selected and updated with the correct information.** There are a total of ten available fields for correction on each death correction document. EDRS users will select the appropriate field from the drop-down menu and see the original value displayed before they enter the updated information. The list of fields available for correction will encompass **all** non-cause of death fields including Social Security Number and the name of the decedent.



Certain fields require additional input from the EDRS user to accurately capture the correct information. Correcting the "Education", "Race", "Hispanic" or "Marital Status" fields will display a message in the "Correct Entry" field that reads 'ENTER CHANGES BELOW'.



Users will need to scroll or tab down the *Corrections* screen past all the available correction fields to make changes to these fields using the appropriate drop-down or checkbox menu. Note that these fields have the same formatting and available options as a newly-created death record.

The screenshot shows a web form titled "Corrections" with several sections:

- Marital:** "10. Marital Status" with a dropdown menu set to "Never Married" and a "Marital Code" field with the value "S".
- Education:** "12. Education" with a dropdown menu set to "12. NOT CLASSIFIABLE" and an "Education Code" field with the value "9".
- Demographics:** "13. Hispanic Origin?" with checkboxes for "Mexican, Mexican American or Chicano?", "Puerto Rican?", "Cuban?", and "Other?". There is also a text field for "Other Specify.".
- 14. Race:** A section with multiple checkboxes for race categories:
 - ☒ 1. White
 - ☐ 2. Black or African American
 - ☐ 3. American Indian or Alaskan Native
 - ☐ 8. Korean
 - ☐ 9. Vietnamese
 - ☐ 10. Other Asian
 - ☐ 14. Other Pacific Islander
 - ☐ 15. Other
 Each category has a "Specify" text field next to it.

Once all the corrections have been made users will move to the *Complete* tab and will save the death correction document.

The screenshot shows the "DAFFIDAVIT - 2018 - Netsmart VR" interface. The "Complete" tab is selected in the top navigation bar. Below the tabs, there is a "Signed" section with fields for "Date Created" and "Created By".

This will save everything that has been entered and will also allow users the option to print a draft copy of the death correction affidavit. This draft copy is accessible through the "Requests" – "Print: Death Correction Affidavit" menu option.

The screenshot shows the "DAFFIDAVIT - 2018 - Netsmart VR" interface with the "Requests" tab selected. A dropdown menu is open under "Requests", showing the option "Print: Death Correction Affidavit". The "Complete" tab is also visible in the navigation bar.

When the the correction is accurate and complete users will enter a “Y” in the “Correction Info Completed” field on the *Complete* tab and save the record.

PLEASE SAVE RECORD BEFORE COMPLETING THE CHANGES.
I certify that the applicant has stated that they have personal knowledge of the corrections contained herein.

| | | |
|---------------------------|-------------|--|
| Correction Info Completed | Date Signed | Completed / Updated by |
| <input type="checkbox"/> | 5/18/2018 | Dan Burleson - A Ripepi Funeral Director |

[Information](#)

Users will see a pop-up dialogue box alerting them that the death correction will not need to be printed and signed for submission to ODH/VS.

This serves as your electronic signature, you no longer need to print and sign the Affidavit of correction.

OK

A second pop-up dialogue box will remind users of the next step in the process: linking the correction to the cloned death record.

Update completed. Please use LINKING to go to the record and SAVE to process the edits.

OK

After clicking ‘OK’ on the second pop-up box **EDRS users must go to the “Linking” – “To Death Record” menu option.** This will take users back to a search screen where **they must re-open the death record.**

DAFFIDAVIT - 2018 - Netsmart VR

File Search Requests Actions **Linking** Tools Administration Help

[To Death Record](#)

Applicant Corrections Complete

[Signed](#)

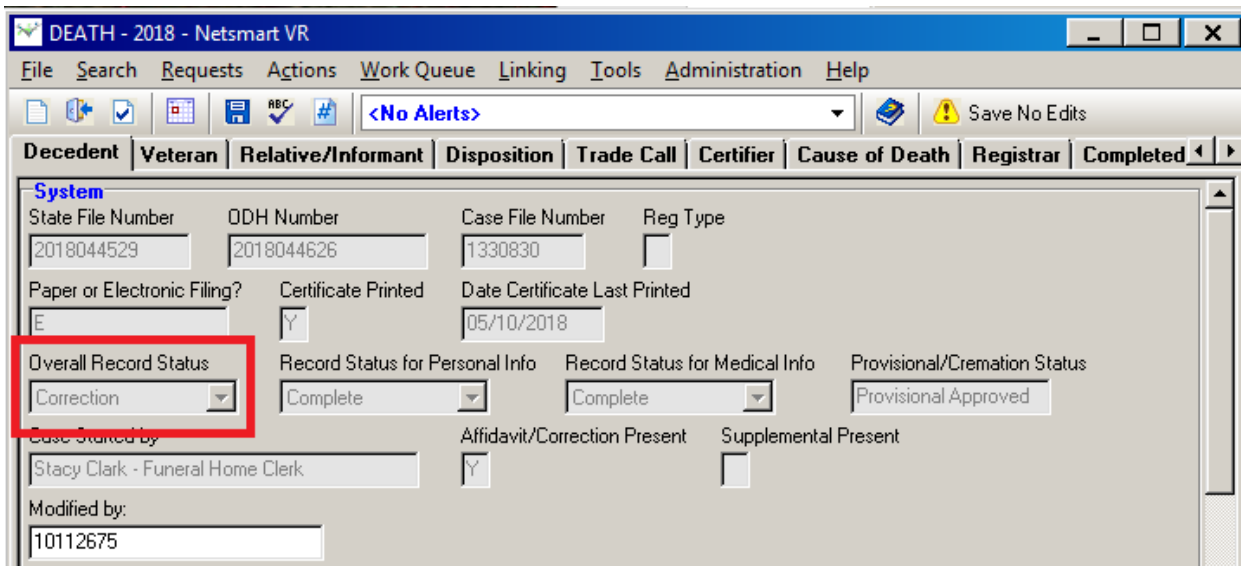
Netsmart VRS - Search - DEATH

File Search Requests **Work Queue** Tools Batch Administration Help

SEARCH CRITERIA RESULTS (click column title to sort)

| State File Number | Local File Number | Case File Number | Local Registrar Number | Year of Death | First Name | Middle Name |
|-------------------|-------------------|------------------|------------------------|---------------|------------|-------------|
| 2018044529 | 2018044626 | 1330830 | 2500-2018004660 | 2018 | BABBY | |

Users will see that the fields have been updated with the correct information. **Users must save the death record one last time to change the “Overall Record Status” from CORRECTION to REGISTERED.**



The screenshot shows the 'DEATH - 2018 - Netsmart VR' application window. The 'System' tab is active, displaying various fields for a death record. The 'Overall Record Status' dropdown menu is highlighted with a red box and is currently set to 'Correction'. Other fields include State File Number (2018044529), ODH Number (2018044626), Case File Number (1330830), Reg Type (empty), Paper or Electronic Filing? (E), Certificate Printed (Y), Date Certificate Last Printed (05/10/2018), Record Status for Personal Info (Complete), Record Status for Medical Info (Complete), Provisional/Cremation Status (Provisional Approved), Case Started by (Stacy Clark - Funeral Home Clerk), Affidavit/Correction Present (Y), Supplemental Present (empty), and Modified by (10112675).

At this point the Death Correction is completed and EDRS will have the following three documents:

- A sealed/hidden layer death record accessible only to ODH/VS.
- A completed death correction in REGISTERED status.
- A cloned death record in REGISTERED status with the updated field information from the correction.