



Electronic Death Registration System (EDRS) Enhancements Summary

October 2016

Bureau of Vital Statistics

The Ohio Department of Health, Bureau of Vital Statistics (ODH/VS), operates a statewide system for the registration of birth and death events. This document is a summary of the changes made to the Electronic Death Registration System (EDRS) in October 2016. This summary can be utilized by those individuals responsible for entering and utilizing the data collected; however, this document is intended to be a summary and does not include all aspects related to the EDRS system. For more specific detail regarding these changes and/or the complete EDRS system, please utilize the resource material found on the ODH/VS internet site.

For specific questions, please contact the Vital Statistics Helpdesk at 614-466-2531 or by e-mail at vs.helpdesk@odh.ohio.gov.

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1. GENERAL OVERVIEW OF THE EDRS ENHANCEMENTS

This section provides a brief overview of the changes to EDRS in October 2016. Detailed information of the impact on specific business partners can be found in following sections.

1.1 Electronic Registration

The system has been configured to allow for complete electronic registration in coroner certified death cases. It is important to note that some coroners also serve as private physicians; therefore, the new electronic process discussed will also apply to some non-coroner cases. It will be expanded to other physicians in the first quarter of 2017. The term “certifier” in this Summary is used to identify either a coroner or a coroner in a private physician role. The term “physician” applies to a private physician.

1.2 Rejected Records

The rejection workflow is more robust allowing death records assigned to electronic certifiers to be rejected back to the funeral director. Using this workflow, the funeral director will be able to reassign the case to another physician or certifier for completion.

1.3 Supplements

Death events starting January 1, 2017 will have completed and certified Medical Supplements electronically registered within the system. Paper copies will not need to be filed with the local registrar. All medical information will be reconfirmed with the coroner as part of the new process to ensure that all field information is correct. 2016 death cases that need a supplement will continue to be completed using the current paper workflow.

1.4 Affidavits

Death affidavits generated out of the system will have the same format; however, the number of items that can be corrected per form will be increased from 3 items to 10 items.

1.5 Field Edits

Specific variables in the death record have been modified to allow for ease of entry and confirmation of information.

1.6 Work Queues & Printing Options

Work queues and printing options for funeral directors, coroners, and local registrars have been revised so records can be quickly identified and printed depending on their status.

2. IMPACT ON FUNERAL HOMES

Funeral homes will benefit from the revision to EDRS as coroner certified cases will no longer have to be taken to the local registrar for filing. In addition, modifications have been made to enhance entering data, printing options, and work queues.

2.1 Completing and Certifying the Record for Funeral Homes

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

Funeral Home

Personal Info Complete (Y/N/R)? Complete Date Completed by

08/25/2016 Suzie G. FD Able

By certifying below, I attest that the facts stated herein are true and accurate to the best of my knowledge Date Signed

08/25/2016

Funeral Director Name

ABELE, JAMES M

Certifying Physician

Medical Info Complete (Y/N)? Complete Date Completed by

/ /

By certifying below, I attest that the facts stated herein are true and accurate to the best of my knowledge Signed Date Signed by

/ /

Coroner

Medical Info Complete (Y/N)? Complete Date Completed by

/ /

By certifying below, I attest that the facts stated herein are true and accurate to the best of my knowledge Signed Date Signed by

/ /

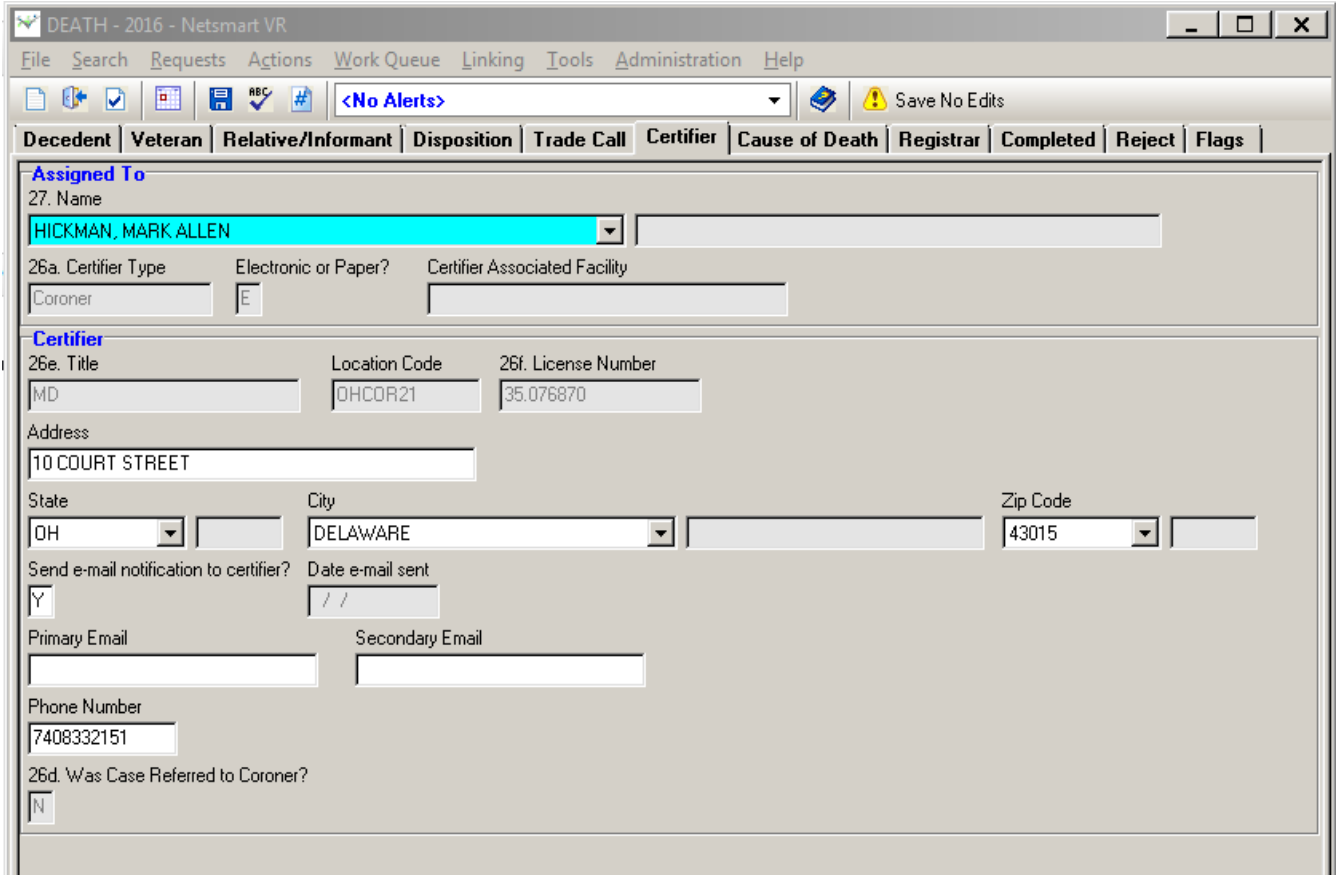
- The Completed Tab has been modified to include a Funeral Home Certification Statement. ALL death records entered into the system must be certified by the funeral director using this statement regardless if the record is electronic or paper.
- Coroner records completed in the system will automatically be flipped to a REGISTERED status when both the funeral home and coroner have completed and certified their facts.
- There is no order to the certification. The coroner may certify the record first or the funeral home may be first. Regardless, once both the personal information and the medical information are certified the record is considered REGISTERED.
- The personal information may be marked "Complete" and saved by a funeral home clerk or funeral director. E-certification of the personal information must be completed by the funeral director. The funeral director may edit the record by clearing both the 'Personal Info Complete?' question and/or the certification statement if the record has not yet been REGISTERED (electronic records) or FILED (paper records).

- After certifying a record the funeral director will save the information. The printed name of the funeral director will be listed on the death certificate upon printing.
- The State File Number is issued when the funeral home marks a record COMPLETE.
- REGISTERED records may not be voided, unlocked, or electronically modified. All changes to these records must occur as part of the affidavit process and filed with the local vital statistics office.
- Registered records will be available for purchase at the local filing office as soon as the record is REGISTERED and will be printed from EDRS electronically.

[This section intentionally left blank]

2.2 Selecting the Certifier for Funeral Homes

The Certifier Table was updated so when the name of the certifier is selected from the drop-down box the system auto-fills whether that certifier is an electronic or paper certifier. Note: During the clean-up of the Certifier List some of the recent physician additions will have been excluded. To request that a certifier be added to the table, please contact the Helpdesk at vs.helpdesk@odh.ohio.gov.



The screenshot displays the 'DEATH - 2016 - Netsmart VR' application window. The 'Certifier' tab is selected, showing the following information:

- Assigned To:** 27. Name: HICKMAN, MARK ALLEN
- 26a. Certifier Type:** Coroner
- Electronic or Paper?:** E
- 26e. Title:** MD
- Location Code:** OHCOR21
- 26f. License Number:** 35.076870
- Address:** 10 COURT STREET
- State:** OH
- City:** DELAWARE
- Zip Code:** 43015
- Send e-mail notification to certifier?:** Y
- Date e-mail sent:** //
- Primary Email:** (empty)
- Secondary Email:** (empty)
- Phone Number:** 7408332151
- 26d. Was Case Referred to Coroner?:** N

- The Paper or Electronic field on the Decedent Tab no longer needs to be completed.
- Coroners who also serve as private physicians will be listed twice in the Certifier List; therefore, it is important to choose the proper Certifier selection in the drop-down box.
- Certifiers will have the option to receive an e-mail notification when death records have been assigned to them by a funeral director. This feature will be enabled if the certifier has selected that he/she would like an e-mail and the death record has a minimum amount of information saved.
- Funeral directors or funeral home clerks should enter a Y in the Send E-Mail field and save which will prompt the system to send the e-mail. Two e-mail addresses may be available and can be changed if necessary. To force a second e-mail, an F can be entered in the Send E-Mail field.
- The 'Was Coroner Contacted?' question was retitled to 'Was Case Referred to Coroner?' to meet federal standards. This will auto-fill with 'Y' when a coroner was selected as a certifier; however, if the coroner's office has reviewed the case and deferred completion of the certificate to a physician the funeral home must enter the 'Y'.

2.3 Funeral Home Work Queues

Funeral Home Queues have been consolidated and renamed to better understand the status of the record. The following new queues have been added:

- FH Personal Info Pending: Records that have been started in EDRS but not marked “Y” for ‘Personal Information Complete’ (paper and electronic records)
- FH Certification Needed: Records that have been marked “Y” for ‘Personal Information Complete’, but have not been certified by the funeral director (paper and electronic records)
- FH Medical E-Cert Needed: Records for which the personal information has been certified but the Cause of Death information has not yet been certified (electronic records only)
- FH Recent Certs w/in 30 Days: Listing of all records that the funeral home has certified within the last 30 days (paper and electronic records)
- Other queues have been updated and deactivated for efficiency.

2.4 Printing Options for Funeral Homes

Printing functionality has been changed to provide more options for funeral homes. The following are the revised printing options:

- Paper records can be printed until the record has been filed by a Local Register. If the personal information has not been certified the record will have a DRAFT watermark. Once the personal information is certified the record will not have a watermark which allows the physician to complete the medical information. No printing will be permitted after the record has been filed.
- Electronic records can be printed at any time until the record has been REGISTERED (certified by both the funeral director and the coroner). These records will have a DRAFT watermark.
- Important: If a copy of an electronic record is needed it MUST be printed before the record is in REGISTERED status. Once REGISTERED, no record can be printed by the funeral home; only by the Local Health Department or the Bureau of Vital Statistics for the purpose of issuing certified copies.

2.5 Rejection Process for Funeral Homes

The screenshot shows a web-based application window titled "DEATH - 2016 - Netsmart VR". The interface includes a menu bar with "File", "Search", "Requests", "Actions", "Work Queue", "Linking", "Tools", "Administration", and "Help". Below the menu is a toolbar with various icons and a "Save No Edits" button. A navigation bar contains tabs for "Decedent", "Veteran", "Relative/Informant", "Disposition", "Trade Call", "Certifier", "Cause of Death", "Registrar", "Completed", "Reject", and "Flags". The "Reject" tab is active, displaying a form with the following fields:

- Rejected?**: A checkbox with the letter "Y" selected.
- Last Rejected By**: A text input field containing "Dan B. FD Able".
- Last Rejected Date**: A date input field containing "9/1/2016".
- Last Rejected From To**: A dropdown menu with "Coroner to Funeral Home" selected.
- Last Short Comments - Additional Available in Notes**: A text area containing "This is not a coroner case."
- Last Rejected Reason**: A dropdown menu and a text input field.

The Rejection Tab has been renamed to Reassign/Reject. There are two reasons for utilization of this screen: 1) to reassign a certifier and 2) to reject a record back to the funeral home because there are errors in the record after it is REGISTERED or FILED. The following are definitions.

Reassignment: Records that need to be reassigned to a different certifier before being REGISTERED or FILED. Example: Record assigned to a coroner that needs to be assigned to a physician; record assigned to an e-physician that needs to be assigned to a different e-physician or coroner.

Reject: Records that are at the local level (after filed) or state level (after registered) that need to be rejected due to a mistake in the record.

- The system has been configured so that the record can be rejected back to the funeral home if improperly assigned to a certifier and can be reassigned. For example, if the record has been assigned to a coroner but upon review it is determined that it is a physician case the coroner can update the Reassign/Reject Screen. This functionality is available for any electronic certifier.
- Reassigned records by the certifier will be listed in the 'DEATH Rejected to Funeral Home' queue. The coroners have been instructed to contact your office if their office will not be completing a case prior to electronically reassigning the record back to you. A new physician can be selected in the 'Certifier' tab section and the system will acknowledge if this individual is a paper or electronic certifier. The record should then be completed and certified using the same established process.
- If the medical information is not properly removed by the coroner before reassigning the record and is still present, the funeral home will need to contact the VS Helpdesk for assistance.
- Local Registrars will no longer have access to this screen. If the local registrar or state office determines a record needs to be rejected back due to an error the VS Helpdesk will update the Reassign/Reject screen and all other related fields. This type of rejection will not be listed in the "DEATH Rejected to Funeral Home" queue as in most cases phone contact is needed for explanation of the reject reason.

2.6 Affidavit Process for Funeral Homes

The name of the tab referencing the status of the affidavit information has been changed from Central Office to Complete. Death affidavits that are generated from the system will be completed and filed in the same manner; however, the number of corrections per form will increase from three items to ten.

No difference in affidavit process for electronic or paper records.

AFFIDAVIT - 2016 - Netsmart VR

File Search Requests Actions Work Queue Linking Tools Administration Help

Applicant Corrections Complete

Corrections

Item to be Corrected	Original Entry	Correct Entry

Affidavit of Personal Knowledge

State of: OHIO County of:

Name of Executor: First Middle Last Suffix

Address: State:

2.7 Miscellaneous Information for Funeral Homes

- The Disposition Permit process has been modified so that Disposition Permits can be approved and/or printed even if the record is FILED (if paper) or REGISTERED (if electronic). Although this is now permissible, it is important that permits are requested and approved timely. We realize there may be unique situations where due to the new electronic process the permit gets approved after the death certificate is REGISTERED but this should be an exception and not the norm.
- The Trade Call process has not changed. Please continue to ensure that the funeral home in charge of final disposition is listed in the 'Disposition' tab while the second funeral home is listed under the 'Trade Call' tab.
- The ability to complete Medical Supplements electronically will be available for 2017 death events. Once a coroner has electronically completed and certified a 2017 event supplement, this information will be electronically registered without having to be printed and sent to the local registrar.

2.8 Important Reminders for Funeral Homes

- October 4th roll-out is for coroner and coroner/physician cases only. Other electronic certification physicians will be enrolled beginning sometime in March or April of 2017; however, we will always have a dual process due to the physicians who only certify a limited number of cases.
- When starting a death record it is imperative the system is checked to determine if the coroner has already started the case; otherwise, a duplicate record may be created.
- It is suggested the Certifier Tab is completed as soon as possible so the system knows if the record is to be treated as paper or electronic. If it is an electronic record an election can be made to send the certifier an e-mail notification (if the certifier has elected to provide an e-mail address).
- Both the Funeral Home Clerks and the Funeral Directors can complete the personal information sections; however, only a Funeral Director can certify the record.
- If the record has not been certified by the coroner the record can be un-completed or un-certified and changes can be made. However, once both certifications are complete (both funeral home and coroner) the record will be considered REGISTERED and cannot be changed. Therefore, it is important to ensure that minimal errors are made when completing the death record before certifying.
- REGISTERED records that are electronically completed will not be voided under any circumstance. Errors or corrections on these records will need to be corrected using the affidavit process.
- Printing of an electronic certificate can occur at any time until the record is in REGISTERED status. If a copy of death certificate is needed and printing can no longer occur, the funeral director can request a copy from the electronic certifier who can still print a watermarked copy.
- All records must be certified regardless of whether they are paper or electronic.
- The paper record process has not changed, with the exception of the certification.

3. IMPACT ON LOCAL REGISTRARS

The main impact on the local registration office is coroner death records will no longer be brought or mailed in for filing. Other changes include revision to the affidavit screen, medical supplement certification, and issuance of death records.

3.1 Electronic Death Record Registration for Local Registrars

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

Funeral Home

Personal Info Complete (Y/N/R)? Complete Date Completed by

08/25/2016 Suzie G. FD Able

By certifying below, I attest that the facts stated herein are true and accurate to the best of my knowledge Date Signed

08/25/2016

Funeral Director Name

ABELE, JAMES M

Certifying Physician

Medical Info Complete (Y/N)? Complete Date Completed by

/ /

By certifying below, I attest that the facts stated herein are true and accurate to the best of my knowledge Signed Date Signed by

/ /

Coroner

Medical Info Complete (Y/N)? Complete Date Completed by

/ /

By certifying below, I attest that the facts stated herein are true and accurate to the best of my knowledge Signed Date Signed by

/ /

- The Completed Tab has been modified to include a Funeral Home Certification Statement. ALL death records entered into the system must be certified by the funeral home using this statement regardless if the record is electronic or paper.
- Once both the funeral home and the coroner have certified the record it will flip to a REGISTERED record and auto-fill the local registrar name, office location, local filing number, and filing date.
- The Local Registrar's name will be printed on all death records filed electronically with the filing date recorded as the date it was registered.
- REGISTERED records may not be voided, unlocked, or electronically modified. All changes to these records must occur as part of the affidavit process and filed with the local vital statistics office.
- Registered records will be available for purchase at the local filing office as soon as the record is REGISTERED and will be printed from EDRS electronically.
- Please note that when reconciling paper records in your office, there may be skipped numbers as part of your sequence because of the new electronic workflow.

3.2 Printing and Issuance for Local Registrars

- The signature of the Funeral Director will always be electronic. The name of the funeral director will be printed on all paper and electronically filed certificates. No ink signatures will be in Field #19 for the funeral director. Local registrars will continue to sign and date paper death records that are received in the office.
- Printing of certified copies will be a new function in EDRS. If the record has been e-certified and is in REGISTERED status, the request can be produced from EDRS. The system has been designed so that a death record can be printed for issuance giving the appearance of an original death certificate. There will be two choices for printing: 1) Print Death Record without SSN; and 2) Print Death Record with SSN.
- Paper records received for filing will continue to be copied and certified using the current process.

3.3 Affidavit Process for Local Registrars

The name of the tab that references the status of the affidavit information has been changed from Central Office to Complete. Death affidavits produced by the system will have additional space so more than three items can be corrected on a death record. The maximum amount of corrections will now be ten.

Item to be Corrected	Original Entry	Correct Entry
[Dropdown]		
[Dropdown]		
[Dropdown]		
[Dropdown]		
[Dropdown]		
[Dropdown]		
[Dropdown]		
[Dropdown]		
[Dropdown]		
[Dropdown]		

Affidavit of Personal Knowledge

State of: [OHIO] County of: [Dropdown]

Name of Executor: [Middle] [Last] [Suffix]

Address: [Text] State: [Dropdown]

- Death affidavits will still be produced on paper even if the death record the form is correcting is electronic. Offices will be expected to retain a copy of the affidavit in their files even if no paper death record exists (electronically filed coroner's case).

3.4 Supplements for Local Registrars

The ability to complete Medical Supplements electronically will be available for 2017 death events. Once a coroner has electronically completed and certified a 2017 event supplement, this information will be electronically registered without having to be printed and sent to the local registrar.

The screenshot shows a software window titled "SUPPLEMENTAL - 2016 - Netsmart VR". The interface includes a menu bar with "File", "Search", "Requests", "Actions", "Work Queue", "Linking", "Tools", "Administration", and "Help". Below the menu bar is a toolbar with icons for file operations and a "Save No Edits" warning. The main form area has tabs for "Decedent", "Cause of Death", "Disposition", "Completed", and "Flags". The "Completed" tab is active, showing the "Certifier" section. This section includes fields for "Certifier Type" (Coroner), "Name of Certifier" (HICKMAN, MARK ALLEN), "Title" (MD), and "License Number" (35.054527). Below these are fields for "Address" (800 MCCONNELL DR), "State" (OH), "City" (COLUMBUS), and "Zip Code" (43214). The "Certifying Physician or Coroner" section contains a "Medical Info Complete (Y/N)?" field with "N", a "Completed Date" field with "/", a "By certifying below, I attest that the facts stated herein are true and accurate to the best of my knowledge." field with "N", and a "Signed Date" field with "/". A "Signed By" field is also present.

- The Local Registrar's name will be printed on all death supplements filed electronically.
- Offices will be expected to retain a copy of the paper supplement in their files even if no paper death record exists (electronically filed coroner's case).
- Medical Supplements that have recently been completed by the coroner will be in a new queue called LR Recent Supplements.
- Coroners now have their own queue that lists pending cases so local offices will no longer have to send a list to coroners with pending case information needed.

3.5 Rejection Process for Local Registrars

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? Last Rejected By Last Rejected Date Last Rejected From To

Y Dan B. FD Able 9/1/2016 Coroner to Funeral Home

Last Short Comments - Additional Available in Notes

This is not a coroner case.

Last Rejected Reason

The Reject Tab has been renamed to Reassign/Reject. There are two reasons for utilization of this screen: 1) to reassign a certifier and 2) to reject a record back to the funeral home because there are errors in the record after it is REGISTERED or FILED. The following are definitions.

Reassignment: Records that need to be reassigned to a different certifier before being REGISTERED or FILED. Example: Record assigned to a coroner that needs to be assigned to a physician; record assigned to an e-physician that needs to be assigned to a different e-physician or coroner.

Reject: Records that are at the local or state level that need to be rejected due to a mistake in the record.

- Local Registrars will no longer have access to this screen. If the local registrar determines a record needs to be rejected back due an error contact the VS Helpdesk who will update the Reassign/Reject screen and all other related fields. This type of rejection will not be listed in the “DEATH Rejected to Funeral Home” queue as in most cases phone contact is needed for an explanation of the reject reason.
- The system has been configured so that ownership of the record can be rejected back to the funeral home if improperly assigned to a certifier and can be reassigned. For example, if the record has been assigned to a coroner but upon review it is determined that it is a physician case the coroner can update the Reassign/Reject Screen. This functionality is available for any electronic certifier.

3.6 Miscellaneous Information for Local Registrars

- Filing of paper death records shall be done within seven days of receipt of the record. Local registrars and their staff must ensure that all paperwork is filed electronically and ready for the next available Thursday UPS send.
- Cause of Death keying will be discontinued. Any office currently keying cause of death are asked to discontinue this process immediately in order to help the filing process move more efficiently so records can be sent to the state office on a weekly basis.
- The Disposition Permit process has been modified so that Disposition Permits can be approved and/or printed even if the record is FILED (if paper) or REGISTERED (if electronic). Although this is now permissible, it is important that permits are requested and approved timely. We realize there may be unique situations where due to the new electronic process the permit gets approved after the death certificate is REGISTERED but this should be an exception and not the norm.
- October 4th roll-out is for coroner and coroner/physician cases only. Physicians will be enrolled sometime in March or April of 2017; however, we will always have a dual process due to the physicians who only certify a limited number of cases.
- Printing of an electronic certificate by a funeral director can occur at any time until the record is in REGISTERED status. If a copy of death certificate is needed and printing can no longer occur, the funeral director can request a copy from the electronic certifier who can still print a watermarked copy.
- The paper record process for funeral directors has not changed with the exception of the certification.
- The process for fetal death records has not changed.

4. IMPACT ON CORONERS

Very few changes have been made to EDRS that will impact the coroners or their clerks; however, it may prove beneficial to be familiar with the revisions and the impact they have on the death record registration process as a whole. The below information also applies to those coroners serving as a private physician.

4.1 Electronic Death Registration for Coroners

The Completed Tab has been modified to include a Funeral Home Certification Statement.

The screenshot shows the 'DEATH - 2016 - Netsmart VR' application window. The 'Completed' tab is selected in the navigation bar. The interface is divided into three main sections for certification:

- Funeral Home:** Includes fields for 'Personal Info Complete (Y/N/R)?' (Y), 'Complete Date' (08/25/2016), and 'Completed by' (Suzie G. FD Able). It also has a 'Date Signed' field (08/25/2016) and a 'Funeral Director Name' field (ABELE, JAMES M).
- Certifying Physician:** Includes fields for 'Medical Info Complete (Y/N)?' (N), 'Complete Date' (//), and 'Completed by'. It also has 'Signed Date' (//) and 'Signed by' fields.
- Coroner:** Includes fields for 'Medical Info Complete (Y/N)?' (N), 'Complete Date' (//), and 'Completed by'. It also has 'Signed Date' (//) and 'Signed by' fields.

- Records certified by a coroner will automatically be turned to REGISTERED status when both the funeral home and the coroner have successfully completed and certified their facts.
- REGISTERED records may not be voided, unlocked, or electronically modified. All changes to these records must occur as part of the affidavit or supplement process and filed with the local vital statistics office.

- E-Mail Notification has been added to the system to allow coroners the option to receive an e-mail when a funeral home has assigned a death case to the coroner's office. If the coroner does not elect to receive e-mails no notification will be given. The VS Helpdesk can assist with adding or updating preferred e-mail addresses.

The screenshot shows a web application window titled "DEATH - 2010 - Netsmart VR". The interface includes a menu bar with "File", "Search", "Requests", "Actions", "Work Queue", "Linking", "Tools", "Administration", and "Help". Below the menu is a toolbar with various icons and a "Save No Edits" button. A navigation bar contains tabs for "Decedent", "Veteran", "Relative/Informant", "Disposition", "Trade Call", "Certifier", "Cause of Death", "Registrar", "Completed", "Reject", and "Flags". The "Certifier" tab is active.

The main content area is titled "Assigned To" and contains the following fields:

- 27. Name: A dropdown menu showing "RAMOBILE ONE" and an empty text input field.
- 26a. Certifier Type: A dropdown menu showing "Coroner".
- Electronic or Paper?: A radio button labeled "E".
- Certifier Associated Facility: A text input field containing "County Office of GEAUGA".
- 26e. Title: A text input field containing "COR".
- Location Code: A text input field containing "OHCOR28".
- 26f. License Number: A text input field containing "35.064123".
- Address: A text input field containing "Geauga County offices".
- State: A dropdown menu showing "OH".
- City: A dropdown menu showing "COLUMBUS".
- Zip Code: A dropdown menu showing "43205".
- Send e-mail notification to certifier?: A checkbox.
- Date e-mail sent: A text input field containing " / /".
- Primary Email: A text input field containing "lbeck@ntst.com".
- Secondary Email: A text input field containing "lbeck@ntst.com".
- Phone Number: An empty text input field.
- 26d. Was Case Referred to Coroner?: A checkbox.

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4.2 Medical Supplements for Coroners

The screenshot shows the 'SUPPLEMENTAL - 2016 - Netsmart VR' application window. The 'Requests' tab is active. The 'Decedent' section is expanded to show the 'Certifier' information. The form includes the following fields:

- Certifier Type:** Coroner
- Name of Certifier:** HICKMAN, MARK ALLEN
- Title:** MD
- License Number:** 35.054527
- Address:** 800 MCCONNELL DR
- State:** OH
- City:** COLUMBUS
- Zip Code:** 43214

Below the certifier information is the 'Certifying Physician or Coroner' section, which includes a 'Medical Info Complete (Y/N)?' field set to 'N', a 'Completed Date' field, a signature line, and a 'Signed Date' field.

The ability to complete Medical Supplements electronically will be available for 2017 death events. Once a coroner has electronically completed and certified a 2017 event supplement the information will be electronically registered without having to be printed and sent to the local registrar. Paper copies will not need to be made for filing with the local registrar.

The screenshot shows the 'SUPPLEMENTAL - 2016 - Netsmart VR' application window with the 'Tools' tab active. The 'Cause of Death' section is expanded to show detailed information:

- Coroner/Physician:** 25b. Time of Death (Military Time) 04:21, 26c. Pronounced Dead 02/04/2016, Coroner Case Number, Was Coroner Contacted? N
- Cause of Death (cont):** 32. Manner of Death: Natural, Pending Investigation: N, Pandemic Description
- 26. Cause of Death (Part 1) Enter the chain of events that directly caused death.**
 - a. Immediate Cause (Final disease or condition resulting in Death): PROSTATE CANCER, Units: 14 YEARS, Cause was due to Pandemic (Y,N,U)?
 - b. Due to or as a Consequence of: Units, Cause was due to Pandemic (Y,N,U)?
 - c. Due to or as a Consequence of: Units, Cause was due to Pandemic (Y,N,U)?
 - d. Due to or as a Consequence of: Units, Cause was due to Pandemic (Y,N,U)?
- Cause of Death (Part 2):** Other significant conditions contributing to death, Cause was due to Pandemic (Y,N,U)?
- Other Information:** 29a. Autopsy? N, 29b. Were autopsy findings available to complete cause of Death? X, 30. Did tobacco use contribute to death? (Y,N,P,U) N
- Cause of Death (Part 2):** 31. Female Pregnant Status: 8. NOT APPLICABLE
- Injury:** 33a. Date of Injury, Enter Range?, 33b. Military Time of Injury, 33c. Place of Injury

- All medical information will be carried forward to the supplement screen so it can be reconfirmed with the coroner as part of the new process to ensure that all field information is correct.
- It is important to note that whatever medical information is on the supplemental screen will overlay on the death record when the supplement is certified.
- 2016 death cases that need a supplement will continue to be completed using the current workflow.

4.3 Rejection Process for Coroners

The screenshot shows the 'DEATH - 2016 - Netsmart VR' application window. The 'Reject' tab is selected, displaying a form with the following fields:

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

Below the table, there are two text boxes:

- Last Short Comments - Additional Available in Notes: This is not a coroner case.
- Last Rejected Reason: (Empty)

The Rejection Tab has been renamed to Reassign/Reject. There are two reasons for utilization of this screen: 1) to reassign a certifier and 2) to reject a record back to the funeral home because there are errors in the record after it is REGISTERED or FILED. The following are definitions.

Reassignment: Records that need to be reassigned to a different certifier before being REGISTERED or FILED. Example: Record assigned to a coroner that needs to be assigned to a physician; record assigned to an e-physician that needs to be assigned to a different e-physician or coroner.

Reject: Records that are at the local or state level that need to be rejected due to a mistake in the record.

- The system has been configured so that ownership of the record can be rejected back to the funeral home if improperly assigned to a certifier and can be reassigned. For example, if the record has been assigned to a coroner but upon review it is determined that it is a physician case the coroner can update the Reassign/Reject Screen. This functionality is available for any electronic certifier.
- Reassigned records by the certifier will be listed in the 'DEATH Rejected to Funeral Home' queue; however, it is suggested that the coroner contact the funeral home directly to notify them of the rejection.
- It is imperative that BEFORE rejecting the record the coroner remove all medication 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.

4.4 Coroner Work Queues

Coroner Queues have been consolidated and renamed so staff can better understand what still needs to be completed:

- Certifier COD Needed: Records that have been assigned but have not been marked “Y” for ‘Medical Information Complete’.
- Certifier Certification Needed: Records that have been marked “Y” for ‘Medical Information Complete’ but have not been certified by the coroner.
- Coroner Supplement Needed: Records that have been marked “Y” for Pending Investigation. These records have been certified.

4.5 Printing Options for Coroners

Print Options have been modified to allow a coroner or clerk to print a copy of a death record at any time. All copies printed will have a COPY watermark listed to ensure that these records remain a part of the medical file and not sent to the local health department for filing. Coroner and their staff can print copies of completed records for funeral directors if the funeral director fails to print a copy for their office before the record is registered.

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5. FIELD EDITS

Field edits on some items have been changed so there is less data entry. Also, confirmation has been added to the female pregnant status.

- If a decedent is a child of less than 10 years of age the system will auto-populate the boxes that pertain to armed forces, marital status, occupation, and education.
- Female Pregnant Status has an additional edit to confirm that a woman is pregnant/has been pregnant in the past year. If a deceased woman is 50 years or greater, a query will show on the screen to confirm the pregnancy status.
- The logic that calculates the age of the decedent has been modified to adhere to national standards when the decedent is less than one year old. For example, previously if a child was calculated to be 11 months the system would require you to change it to 12 months. This along with other age calculations have been corrected.