



# **EDRS Death Registration Quick Reference Guide: Coroner**

Version 2.0  
03/15/2016

## ***Quick Reference Sheets***

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## Finding a Death Record Someone Else Started

1

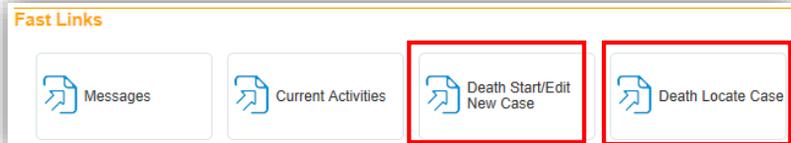
Determine which search method you need to use.

If the record was started by another facility, you must use the **Death Start/Edit New Case** search because this record is new (not associated) to you and your facility.

If the record was started by (associated with) your facility, use the **Death Locate Case** search.

2

Begin your search by clicking the **Death Start/Edit New Case** link or the **Locate Case** link on your Home page.



3

Enter the required data and click the **Search** button.

**Start/Edit New Case search:** You must enter the **Decedent's Name**, **Date of Death** and **Gender** EXACTLY as the other facility entered it because it is looking for an exact match. If you cannot find the case, try the search again using a different spelling or contact the other facility to confirm how the data was entered.

**Locate Case search:** If you cannot locate the case, your facility might not have ownership yet. Try using the Start/Edit New Case search.

4

If one or more results display, you can click the **Preview** link to view additional case information to help you determine if this is the case you are looking for.

**Death Search Results**

Case Id	Decedent's Name	Date of Death	Gender	Place of Death	Date of Birth	
27247324	White, Snow	Jan-01-2016	Female	Dauphin		<a href="#">Preview</a>
27244517	White, Snow	Jan-01-2016	Female	Forest		<a href="#">Preview</a>

Total records : 2

5

If you find the record that you need, click the **Decedent Name** link or the **Select** link to open the record.

**Death Search Results**

Case Id	Decedent's Name	Date of Death	Gender	Place of Death	Date of Birth	
27247324	White, Snow	Jan-01-2016	Female	Dauphin		<a href="#">Preview</a>
27244517	White, Snow	Jan-01-2016	Female	Forest		<a href="#">Select</a>

Total records : 2

If you don't find the record that you need, from the **Death Start/Edit New Case** search, click the **Start New Case** button to create a new case.



## Verifying the Social Security Number

1

The following information must be completed before attempting to verify the SSN:

- **First and Last Name**
- **Gender**
- **Social Security Number**
- **Date of Birth**
- Click  to calculate the **Age**



2

Click the **Verify SSN** link.



3

The **SSN Verification Status** is set to *Pending*.

Click the **Save** button to update the **SSN Verification Status**.

SSN Verification Status  
Verify SSN PENDING (0)

4

If the information does not match, the **SSN Verification Status** displays the reason for the failure and the number of attempts.

SSN Verification Status  
FAILNAME (1)

In this example, the verification failed because it could not find a match for the name, and this was the first verification attempt.

You have up to five attempts to verify the SSN, and these are possible failure codes:

- FAILSSN
- FAILDOB
- FAILNAME
- FAILGENDER

If the verification failed, review the **SSN**, **Name**, **Date of Birth** and **Gender** fields to determine if this data was entered correctly in DAVE. If the data was entered correctly, you may need to contact the informant or decedent's family to determine which piece of data is incorrect.

If the verification passed, skip to **Step #6**.

5

The **Verify SSN** link becomes disabled after each verification attempt. To activate the **Verify SSN** link again, you must change data in one or more of the required fields (**SSN**, **Name**, **Date of Birth** or **Gender**).

Change **SSN**, **Name**, **Date of Birth** or **Gender** and click the **Verify SSN** link.

6

When the information matches, the **SSN Verification Status** changes to *Passed* and the number of attempts is displayed. You have completed the SSN verification process.

SSN Verification Status  
PASSED (3)

**IMPORTANT:** If you fail to verify the SSN after 5 attempts, you will need to override the SSN verification validation error message in order to sign the record. Death records with un-validated SSN's can be registered. However, for data and fraud purposes, every attempt should be made to verify the Social Security Number.



7

Informant screen:

- Enter the required data
- Click the **Next** button

First Middle Last Suffix  
 Barbara [ ] Temple [ ] [ ] [ ]

Relationship to Decedent **Sister** Other specify [ ]

Address

Street Number Pre Directional Street Name or PO Box, Rural Route, etc Street Designator Post Directional  
 222 [ ] West Avenue [ ] [ ] [ ]

City or Town State Country Zip Code  
 Harrisburg Pennsylvania United States 17101

8

Disposition screen:

- Enter the required data
- Use the 🔍 to select the FD (if not displaying)
- Use the 🔍 to select the LR office and name
- Click the **Next** button

**IMPORTANT:** You must use the **Lookup** search ( 🔍 ) to locate/select the funeral director information. Manually entering this information will generate an error that will prevent the FD from signing the record.

**Note:** For detailed information on entering the local registrar information, reference **QRS\_2049\_Selecting a Local Registrar**.

Method of disposition **Burial** Other Specify [ ]

Date of Disposition **Nov-23-2015**

Did Medical Examiner/Coroner approve Cremation Clearance/Medical Donation? **No**

Cremation Clearance Authorized By:

First Middle Last  
 [ ] [ ] [ ]

Place of disposition

Place of Disposition **Eternal Rest Funeral Home**

City or Town State Country  
 Harrisburg Pennsylvania United States

**Funeral Director** 🔍

License Number **FD082015L**

First Middle Last Suffix  
 Gomez [ ] Addams [ ] [ ] [ ]

Funeral Home

Business Registration Number Lookup **Eternal Rest Funeral Home** 🔍

Street Number Pre Directional Street Name or PO Box, Rural Route, etc Street Designator Post Directional  
 159 [ ] Eternal Drive [ ] [ ] [ ]

City or Town State Country Zip Code  
 Harrisburg Pennsylvania United States 17110

Filing Registrar

Filing Registrar Office **White, Betty: 99-999** 🔍

Registrar 🔍

First Middle Last  
 Betty [ ] [ ] White [ ]

9

Decedent Attributes screen:

- Enter the required data
- Click the **Save** button

Decedent's Occupation Decedent's Industry  
 Actress Movie Industry

Decedent's Education **Bachelor's degree (e.g. BA, AB, BS)**

Ancestry

Decedent of Hispanic Origin? **No, not Spanish/Hispanic/Latino** Other Hispanic, Specify [ ]

Decedent's Race

What race did decedent consider himself to be?(More than one race can be indicated)

White  Filipino  Other Asian  Other Pacific Islander  
 Black or African American  Japanese  Native Hawaiian  Other(Specify)  
 American Indian or Alaska Native  Korean  Guamanian or Chamorro  Don't know/Not Sure  
 Asian Indian  Vietnamese  Samoan  Refused  
 Chinese

Single Race Self Designation? **White** Other (Specify) [ ]

10

Click the **Validate Page** button to validate all of the data entered.

**Validate Page**

11

If needed, correct or override validation errors and re-validate.

**Validation Results** List All Errors **Save Overrides** Hide

Error Message

DR\_0093: Record cannot be submitted for registration without SSN verification attempt. Please verify SSN.

**Override** Goto Field Popup  
 **fix** **fix**

## Signing a Death Record

1

From the death record, review and verify the information on the Decedent screen.



2

Click the **Next** button to review and verify the information on the Resident Address screen.



3

Click the **Next** button to review and verify the information on the Family Members screen.

4

Click the **Next** button to review and verify the information on the Informant screen.

5

Click the **Next** button to review and verify the information on the Disposition screen.

6

Click the **Next** button to review and verify the information on the Decedent Attributes screen.

7

Click the **Sign** link on the Death Registration Menu to review the Affirmations screen.

**IMPORTANT:** The **Sign** link only displays for funeral directors, and only when all of the personal information has been validated. If you are a funeral director and the **Sign** link is not displaying, click the **Validate Page** button to validate the record.

**Note:** For detailed information on validating a death record, reference [QRS\\_2009\\_Validating a Death Record](#).



8

Select the **Affirm** checkbox and click the **Affirm** button to sign the record.

Affirm the following:

certify that the information submitted in this entry is, to the best of my knowledge, true and correct information regarding this decedent. I further understand that false statements made knowingly and willfully are punishable by fine and/or imprisonment under the provisions of 16 U.S.C. § 1857 and 18 U.S.C. § 1001.

**Affirm** **Clear** **Return**

9

When the record is affirmed, a confirmation message displays and the **Sign** link has a checkmark next to it.

**Affirmations**

Authentication successful.

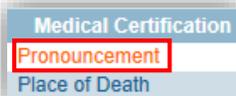


## Entering Pronouncement Information

Date and time of death information must be entered at the top of the Pronouncement screen. However, the rest of the fields on the Pronouncement screen are optional because pronouncement of death is not required in Pennsylvania.

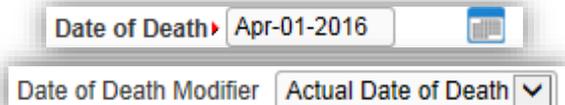
1

From the death record, click the **Pronouncement** link on the *Medical Certification* section of the Death Registration Menu.



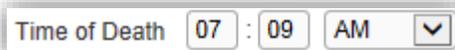
2

Review, and if necessary, edit the **Date of Death** and select the **Date of Death Modifier** from the drop-down list.



3

Enter the **Time of Death** and select **AM**, **PM**, or **Military** from the drop-down list.



**Note:** Enter single digit times as two digits.  
**Example:** 7:09 is entered as 07:09

4

Select the **Time of Death Modifier**.



5

**Optional:** Enter the **Date Pronounced Dead**.



6

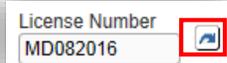
**Optional:** Enter the **Time Pronounced Dead** and select **AM**, **PM**, or **Military** from the drop-down list.



7

**Optional:** Enter the **Pronouncer Name** information using one of the following methods:

- Enter the **License Number** and click the **Auto-Populate** icon, or
- Click the **Lookup** icon to search for the name.

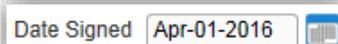


**IMPORTANT:**

- Both of these methods will auto-populate all of the **Pronouncer Name** fields.
- Entering this information manually will generate a validation error message and will prevent the certifier from certifying this record.
- Physician assistants and nurses can only be found using the first method (**Auto-Populate** icon).

8

Enter the **Date Signed** for the pronouncement.



**Note:** The **Date Signed** is only required when the **Pronouncer Name** information is entered.

9

Click the **Save** or **Next** button to save this data.



## Creating a New Death Record: Medical Information

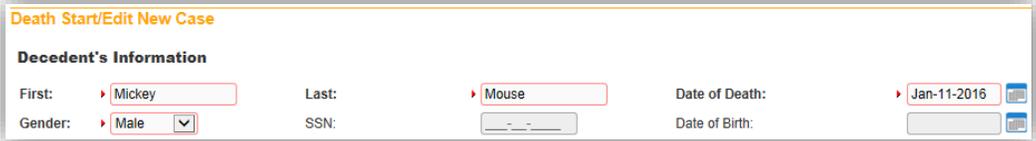
**Note:** To avoid duplication of records, before you create a new record you must perform a **Death Start/Edit New Case** search to determine if the case was already started by another party.

1 Click the **Death Start/Edit New Case** link on your Home page to search for existing records that match your case.



**Note:** The **Death Locate Case** search is only used to locate cases you have already started.

2 Enter the required data and click the **Search** button.



3 If you find a matching record, click the **Decedent's Name** link to open the case.

If you cannot not find any matching records click the **Start New Case** button.

Start New Case

Death Search Results	
Case Id	Decedent's Name
27239556	Mouse, Mickey

**Note:** If you know the case was started but cannot find it, ask exactly how this data was entered and search again.

4 Click the **Pronouncement** link on the *Medical Certification* section of the Death Registration Menu.



5 Pronouncement screen:

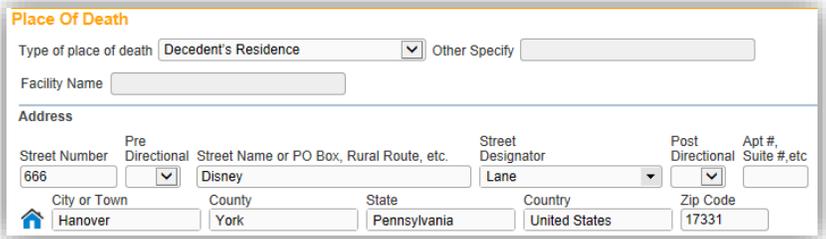
- Enter the required data (**Date** and **Time of Death** fields)
- Enter the pronouncer data, if appropriate (Optional)
- Click the **Next** button



**IMPORTANT:** If you enter the Pronouncer information, you must use the **Lookup** search (🔍) to locate/select the pronouncer. Manually entering data in these fields will generate an error during the certification process.

6 Place of Death screen:

- Select the **Type of place of death**
- Confirm or enter address data
- Click the **Next** button



7

- Cause of Death screen:
- Enter the required data
  - Click the **Next** button

**Cause of Death**

PART I  
Line a Tripped over his own two feet ABC

Immediate Cause (Final disease or condition resulting in death)

Line b Marching in a parade at Disney ABC

Due to or as a consequence of

**Approximate Interval Onset to Death**

Minutes

Hours

8

- Other Factors screen:
- Enter the required data
  - Click the **Next** button

**Note:** You can only select an answer to the pregnancy question when the decedent was a female between the ages of 10 and 65.

**Other Factors**

Autopsy Performed  No

Autopsy findings available to complete cause of death

If decedent was female, was decedent pregnant within the last year?

Did tobacco use contribute to death

Manner of Death

Was Medical Examiner or Coroner contacted?  ME Case Number

9

- Certify screen:
- Enter the required data
  - Click the **Save** button

**IMPORTANT:** You must use the **Lookup** search (🔍) to locate/select the certifier. Manually entering data in these fields will generate an error that prevents the certifier from certifying the record.

**Note:** Do not enter a date in the **Date Signed** field. This information will automatically be generated when the record is certified.

**Certifier**

Certifier Type   Copy Pronouncer to Certifier

Certifier Name 🔍

License Number

First  Middle  Last  Suffix

Title  Other Specify

Certifier Address

Edit Certifier Address

Street Number  Pre Directional  Street Name, Rural Route, etc.  Street Designator  Post Directional  Apt #, Suite #, etc.

City or Town  State  Country  Zip Code

Date Signed

10

Click the **Validate Page** button to validate all of the data entered.



11

If needed, correct or override validation errors and re-validate.

**Validation Results** List All Errors Save Overrides Hide

Error Message	Override	Goto Field	Popup
DR_5029: Place of Death ZIP code cannot be left blank. Enter a valid ZIP code for the Place of Death.	<input checked="" type="checkbox"/>	<input type="button" value="fix"/>	<input type="button" value="fix"/>

## Entering *Other* as Place of Death

1

From the Place of Death screen select **Other (specify)** from the **Type of place of death** drop-down list, then complete the rest of the fields as follows:

Type of place of death **Other (specify)** Other Specify **Highway**

If the death occurred on a highway, select **Other (specify)**.

- Enter **Highway** in the **Other Specify** field.
- Enter as much of the **Street Address** as is available.
- The **City, County, State, Country** and **Zip Code** must be entered.
- **Do not** enter "scene."

Type of place of death **Other (specify)** Other Specify **Friend's Residence**

If the death occurred in a residence other than the decedent's home, select **Other (specify)**.

- Enter a description of the residence in the **Other Specify** field, such as **Friend's Residence**.
- Enter the full address including **Street Address, City, County, State, Country** and **Zip Code**.

Type of place of death **Other (specify)** Other Specify **Personal Care Home**

If the death occurred in a personal care home, select **Other (specify)**.

- Enter **Personal Care Home** in the **Other Specify** field.
- Enter the **Facility Name**.
- Enter the full address including **Street Address, City, County, State, Country** and **Zip Code**.

2

Click the **Save** or **Next** button to continue.

**Save**

OR

**Next**

## Certifying A Death Record

**1** From the decedent's death record, click the **Pronouncement** link on the *Medical Certification* section of the Death Registration Menu to review and verify the information.



**2** Click the **Next** button to review and verify the Place of Death information.



**3** Click the **Next** button to enter or verify the Cause of Death information.



**4** Click the **Next** button to review and verify the Other Factors information.

**5** Click the **Next** button to review and verify the Certifier information.

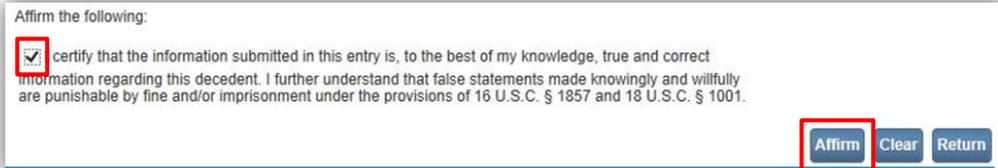
**6** Click the **Certify** link on the Death Registration Menu to review the Affirmations screen.

**IMPORTANT:** The **Certify** link only displays for medical certifiers, and only when all of the medical information has been validated. If you are a medical certifier and the **Certify** link is not displaying, click the **Validate Page** button to validate the record.

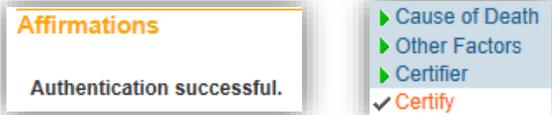
**Note:** For detailed information on validating a death record, reference **QRS\_2009\_Validating a Death Record**.



**7** Select the **Affirm** checkbox and click the **Affirm** button to certify the record.



**8** When the record is affirmed, a confirmation message displays and the **Certify** link has a checkmark next to it.



## Creating a Pending Death Record

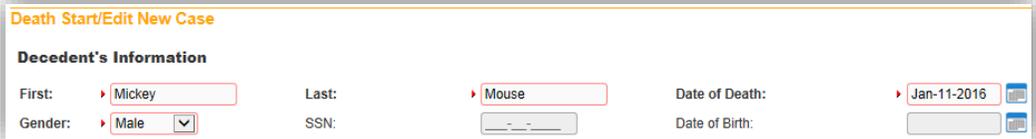
**Note:** To avoid duplication of records, before you create a new record you must perform a **Death Start/Edit New Case** search to determine if the case was already started by another party.

1 Click the **Death Start/Edit New Case** link on your Home page to search for existing records that match your case.



**Note:** The **Death Locate Case** search is only used to locate cases you have already started.

2 Enter the required data and click the **Search** button.



3 If you find a matching record, click the **Decedent's Name** link to open the case.

If you cannot not find any matching records click the **Start New Case** button.

Start New Case

Death Search Results	
Case Id	Decedent's Name
27239556	Mouse, Mickey

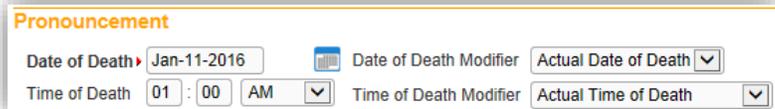
**Note:** If you know the case was started but cannot find it, ask exactly how this data was entered and search again.

4 Click the **Pronouncement** link on the *Medical Certification* section of the Death Registration Menu.



5 Pronouncement screen:

- Enter the required data (**Date** and **Time of Death** fields)
- Enter the pronouncer data, if appropriate (Optional)
- Click the **Next** button

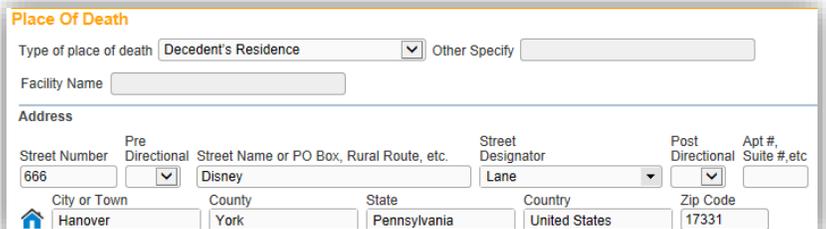


**IMPORTANT:** If you enter the Pronouncer information, you must use the **Lookup** search (🔍) to locate/select the pronouncer. Manually entering data in these fields will generate an error during the certification process.

6 Place of Death screen:

- Select the **Type of place of death**
- Confirm or enter address data
- Click the **Next** button

**Note:** If selecting **Other** as the **Type of Place of death**, please reference **QRS\_2005\_Entering Other as Place of Death**.



7

- Cause of Death screen:
- Enter **Pending** in **PART 1 Line a**
  - Enter **Pending** as the **Approximate Interval Onset to Death**
  - Click the **Next** button

8

- Other Factors screen:
- Enter the required data
  - Select **Pending Investigation** from the **Manner of Death** drop-down list
  - Click the **Next** button

**Note:** You can only select an answer to the pregnancy question when the decedent was a female between the ages of 10 and 65.

9

- Injury screen:
- Enter the required data, if needed
  - Click the **Next** button

**Notes:**

- If the cause of death is Natural, the Injury screen does not display.
- If the cause of death is anything other than Natural, the information on this screen may be entered at any time but is not required until the final cause of death is entered.

10

- Certify screen:
- Enter the required data
  - Click the **Save** button

**IMPORTANT:** You must use the **Lookup** search (🔍) to locate/select the certifier. Manually entering data in these fields will generate an error that prevents the certifier from certifying the record.

**Note:** Do not enter a date in the **Date Signed** field. This information will automatically be generated when the record is certified.

11

Click the **Validate Page** button to validate all of the data entered.



12

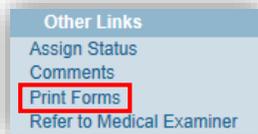
If needed, correct or override validation errors and re-validate.

## Printing a Working Copy

**Note:** Working copies can be printed at any time, even after the record has been registered.

1

From the death record, click the **Print Forms** link in the *Other Links* section of the Death Registration Menu.



2

From the Print Forms screen, click the **Working Copy** link.



3

At the bottom of the screen, click the **Open** button to display a working copy of the death record in a new window.

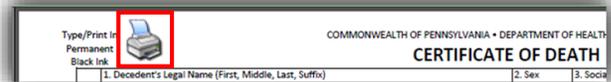


**Note:** The working copy will print ALL information that has been entered in the death record.

4

To print a working copy, click the **Printer** icon located in the top left-hand corner of the document.

**Note:** Clicking the **Printer** icon automatically sets the printer to the recommended settings for printing the working copy.



5

Click the **Print** button to print the working copy and close the document window.



## Dropping a Death Certificate to Paper

**Note:** An electronic death record can only be dropped to paper when it is signed or certified.

1

From the death record, click the **Print Forms** link on the *Other Links* section of the Death Registration Menu.



2

From the Print Forms screen, click the **Drop to Paper** link.



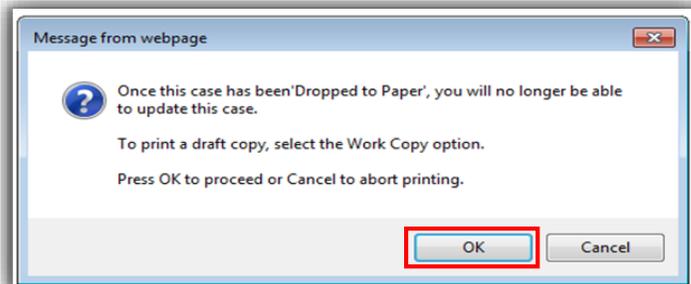
**Note:** The **Drop to Paper** link will be disabled if the case does not have a *Signed* or *Certified* status.

3

A confirmation box displays with important information. Click the **OK** button to proceed.

**IMPORTANT:** When a record is dropped to paper:

- The electronic record is locked, so no changes can be made.
- The drop to paper process cannot be reversed.
- Drop to paper certificates only print the data entered in your section of the death record.



4

At the bottom of the screen, click the **Open** button to display the drop to paper certificate in a new window.



5

Click the **Printer** icon located in the top left-hand corner of the document.



**IMPORTANT:** When a record is dropped to paper:

- You only have **ONE** opportunity to print the paper certificate.
- Clicking the **Printer** icon automatically sets the printer to the recommended settings for printing.
- If you need to print this document again, contact the DAVE Help Desk for assistance.

6

Click the **Print** button to print the certificate, then close the document window.



## Accepting or Declining a Referral

**1** From your messages, locate the referral message and click the **Decedent's Name** link to view the case.

Harrisburg Facility User Please review Case Id: 27244517 - Snow White, Date of Death: Jan-01-2016 referred by Harrisburg Hospital **White, Snow**

**2** Use the Death Registration Menu to review the case and determine if you need to accept or decline the referral.

Personal Information  
Decedent  
Medical Certification  
Pronouncement  
Place of Death  
Cause of Death  
Other Factors  
Certifier

**3** Click the **ME Review Case** link in the *Other Links* section of the Death Registration Menu to accept or decline the referral.

Other Links  
Assign Status  
Comments  
**ME Review Case**

**4** Select **Accept Referral** or **Decline Referral** from the **Referral Action** drop-down list.

**Note:** Based on your selection, a system generated message is automatically added to the **Message** field.

ME Review Case  
Referral Action: Accept Referral  
ME Case Number: [ ]  
Message: Case Id: 27244517 - Snow White, Date of Death: Jan-01-2016 has been reviewed. This referral action for this case was: Accept Referral.

**5** Enter the **ME Case Number**.

**Notes:**

- If a case number is not being assigned, enter **9999**.
- A case number is required if you are declining the referral. You can enter **NA** or **9999**.

ME Review Case  
Referral Action: Accept Referral  
ME Case Number: 9999  
Message: Case Id: 27244517 - Snow White, Date of Death: Jan-01-2016 has been reviewed. This referral action for this case was: Accept Referral.

**6** **Optional:** You may enter additional text in the Message field.

**7** Click the **Save** button to send the message to the referring party letting them know if you have accepted or declined the case.

Save

If you accept the referral, the case status changes to *Under ME Review*, you become the owner of the record, and the fields become editable.

27244517 : Snow White Jan-01-2016  
/Personal Invalid/Medical Invalid/Not Registered/Unsigned/Uncertified **Under ME review** /IPS Coding Required/Personal Pending/Medical Pending/ICD Coding Required/Death Potential Duplicate

If you decline the referral, the case status changes to *Referral Declined*, ownership reverts back to the party who sent the referral, and the fields remain locked.

/Personal Invalid/Medical Invalid/Not Registered/Unsigned/Uncertified **Referral Declined** /Pending/Birth Death Linkage Required Over 1 Year

## Abandoning a Death Record

Electronic death records cannot be removed or deleted, but abandoning a record will disable the record. Therefore, all electronic records that cannot be completed should be assigned the status of “Abandoned.”

1

From the death record, click the **Assign Status** link.



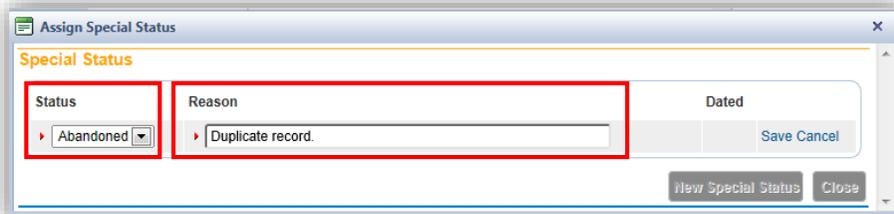
2

Select the **New Special Status** button from the *Assign Special Status* dialog box.



3

Select **Abandoned** from the **Status** drop-down list and enter a **Reason**.



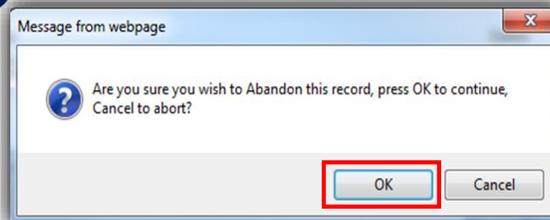
4

Click the **Save** link.



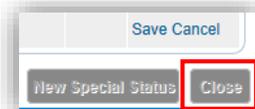
5

Click the **OK** button to confirm the status change.



6

Click the **Close** button.



7

The status bar now includes the word *Abandoned* and a checkmark now displays to the left of the **Assign Status** link on the Death Registration Menu.

27247256 :Twinkle Toes Apr-01-2016  
/Personal Invalid/Medical Invalid **Abandoned** Unsigned/Uncertified/NA



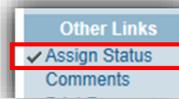
**Note:** For detailed information on removing an abandoned status from a death record, reference **QRS\_2018\_ Removing an Abandoned Record Status**.

## Removing an Abandoned Record Status

Abandoned records have the word *Abandoned* in the status bar, a checkmark next to the **Assign Status** link, and the record is read-only.

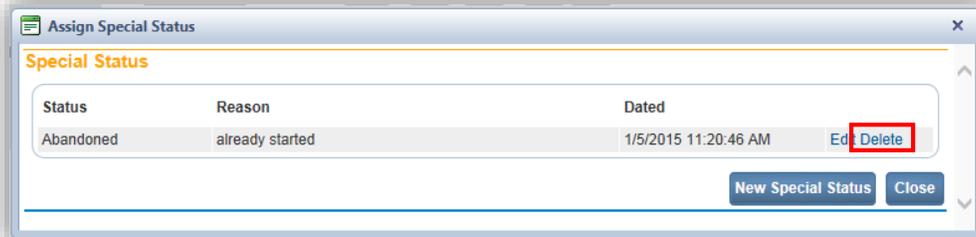
1

From the death record, click the **Assign Status** link.



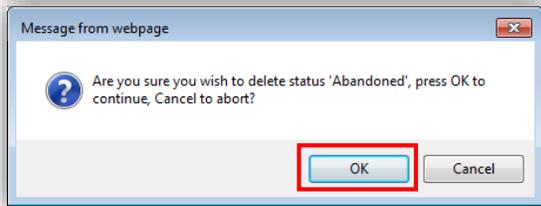
2

From the *Assign Special Status* dialog box, click the **Delete** link.



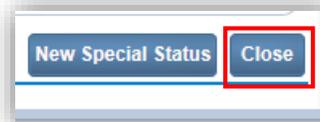
3

Click the **OK** button to confirm that you want to delete the status of *Abandoned*.



4

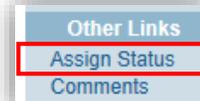
Click the **Close** button.



5

The checkmark no longer displays beside the **Assign Status** link, the record status returned to the status prior to abandonment, and the ability to enter or modify data has been restored.

**27247256 : Twinkle Toes Apr-01-2016**  
/Personal Invalid/Medical Invalid/Not Registered/Unsigned/Uncertified/NA



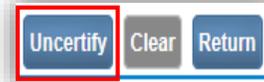
## Uncertify a Death Record

**NOTE:** If updated information is obtained on a case that has already been certified, **but not yet registered**, the certifier can uncertify the record to make the necessary updates.

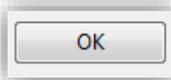
1 From the death record, click the **Certify** link in the *Medical Certification* section of the Death Registration Menu.



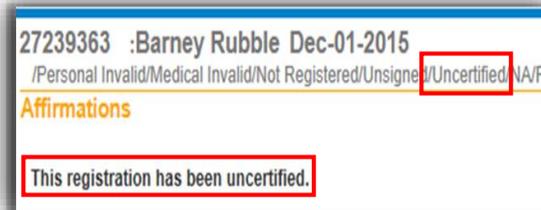
2 Click the **Uncertify** button to uncertify the death record.



3 A Confirmation dialog box displays. Click the **OK** button to confirm that you want to uncertify the death record.



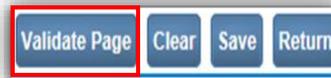
4 The record is now uncertified and the **Certify** link no longer appears in the Death Registration Menu.



5 Make the necessary updates to the *Medical Information* section.



6 When all revisions are complete, click the **Validate Page** button to revalidate the death record and verify that all updates are accurate.



**Note:** For detailed information on validating a death record, reference **QRS\_2009\_Validating a Death Record**.

7 When validation is successful, click the **Certify** link and reaffirm the death record.



## Unsign a Death Record

**NOTE:** If updated information is obtained on a case that has already been signed, **but not yet registered**, the funeral director can unsign the record to make the necessary updates.

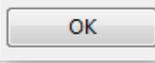
1 From the death record, click the **Sign** link in the *Personal Information* section of the Death Registration Menu.



2 Click the **Unsign** button to unsign the death record.



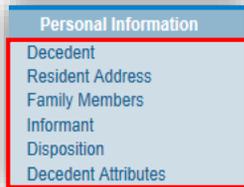
3 A Confirmation dialog box displays. Click the **OK** button to confirm the unsigning of the death record.



4 The record is now unsigned, and the **Sign** link no longer appears in the Death Registration Menu.



5 Make the necessary updates to the *Personal Information* section.



6 When all revisions are complete, click the **Validate Page** button to revalidate the death record and verify that all updates are accurate.



**Note:** For detailed information on validating a death record, reference **QRS\_2009\_ Validating a Death Record**.

7 When validation is successful, you must resign the death record.

Click the **Sign** link and reaffirm the death record.



## Adding Comments

**NOTE:** Comments should be pertinent to the overall death registration process. Anyone that accesses the record will be able to view the comments.

1 From the death record, click the **Comments** link in the *Other Links* section of the Death Registration Menu.



2 The **Comments** dialog box displays. Click the **New Comment** button to enter a new comment.

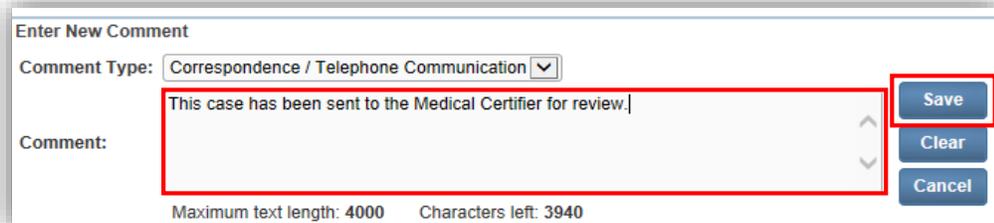
**New Comment**

3 The *Edit New Comment* section displays. Select a **Comment Type**.

Enter New Comment

Comment Type:

4 Enter your comment in the **Comment** field and click the **Save** button.



A screenshot of the "Enter New Comment" dialog box. It shows a "Comment Type" dropdown menu set to "Correspondence / Telephone Communication". Below it is a text area containing the comment: "This case has been sent to the Medical Certifier for review." To the right of the text area are three buttons: "Save", "Clear", and "Cancel". The "Save" button is highlighted with a red box. At the bottom, it says "Maximum text length: 4000 Characters left: 3940".

5 The **Comments** dialog box displays the newly added comment. When finished with the comments, click the **Close** button.

Comment Type	Date Entered	Entered By	Comment	
Correspondence / Telephone Communication	05/04/2016	gomeza	This case has been sent to the Medical Certifier for review.	<a href="#">Edit</a> <a href="#">Delete</a>

Total records : 1

**New Comment** **Close**

**Notes:**

- You can edit or delete comments by using the **Edit** or **Delete** links.
- You can only edit or delete comment(s) that you created.
- To add another comment, click the **New Comment** button.

6 The death record displays with a checkmark to the left of the **Comments** link to indicate that one or more comments are associated with this record.

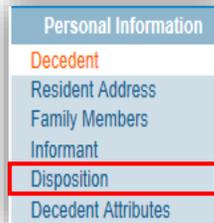


## Selecting a Local Registrar

**NOTE:** The **Lookup**  icon **MUST** be used when selecting the Local Registrar.

1

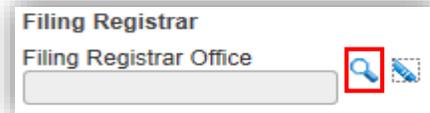
From the death record, click the **Disposition** link on the *Personal Information* section of the Death Registration Menu.



Personal Information  
Decedent  
Resident Address  
Family Members  
Informant  
**Disposition**  
Decedent Attributes

2

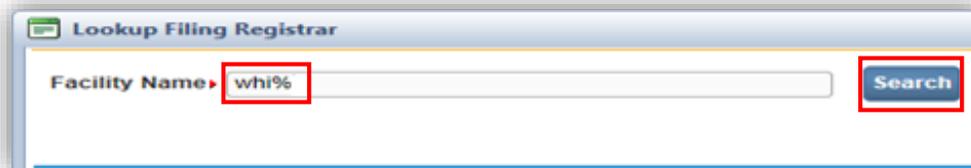
Click the **Lookup** icon to search for the **Filing Registrar's Office**.



**Filing Registrar**  
Filing Registrar Office  

3

To locate the Filing Registrar Office, enter the first few letters of the **Registrar's Last Name** followed by the Wildcard symbol (%), then click the **Search** button.



**Lookup Filing Registrar**  
Facility Name  **Search**

**IMPORTANT:** If you do not use the % when searching for the Filing Registrar Office, you probably won't be able to find the office that you need.

4

Click the **Select** link to select the Filing Registrar Office.

Facility Name	Address	City	
White, Betty: 99-999	56 Golden Circle	Camp Hill	<b>select</b>

5

The selected **Filing Registrar Office** and **Registrar Name** now display in the *Registrar* Section.



**Filing Registrar**  
Filing Registrar Office    
White, Betty: 99-999

---

**Registrar**  

First  Middle  Last

## Selecting a Deputy Local Registrar

**NOTE:** The Filing Registrar Office must be selected first. This will auto-populate the Local Registrar's name in the **Registrar** fields. Then the Deputy Local Registrar can be selected by performing a **Lookup** search.

1

From the death record, click the **Disposition** link on the *Personal Information* section of the Death Registration Menu.



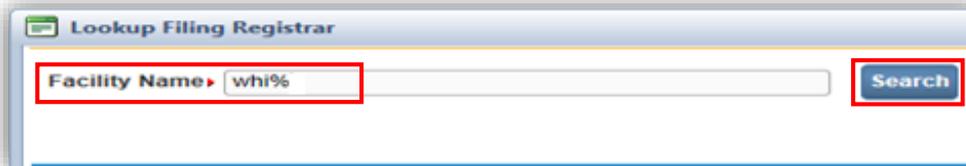
2

Click the **Filing Registrar Office Lookup** icon to search for the **Filing Registrar Office**.



3

To locate the Filing Registrar Office, enter the first few letters of the **Registrar's Last Name** followed by the Wildcard symbol (%), then click the **Search** button.



**IMPORTANT:** If you do not use the % when searching for the Filing Registrar Office, you probably won't be able to find the office that you need.

4

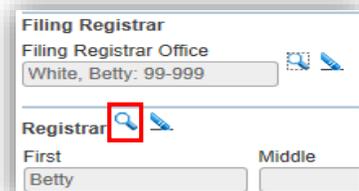
Click the **select** link to select the Filing Registrar Office.

Facility Name	Address	City	
White, Betty: 99-999	56 Golden Circle	Camp Hill	<b>select</b>

5

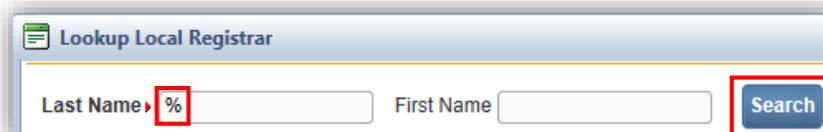
The selected Filing Registrar Office and Registrar now display in the *Registrar* Section.

To select the Deputy Local Registrar, click the **Registrar Lookup** icon.



6

Enter % in the **Last Name** field and click the **Search** button.



7

The search results show all of the registrars associated with the selected Filing Registrar Office. Click the **select** link for the Deputy Local Registrar.

License Number	Last Name	Suffix	First Name	Middle Name	Street Number	Street Name
	Arthur		Bea			<a href="#">select</a>
	White		Betty			<a href="#">select</a>

Total records : 2

8

The selected Deputy Local Registrar's name now displays as the Filing Registrar.

**Filing Registrar**

Filing Registrar Office  
White, Betty: 99-999

**Registrar**

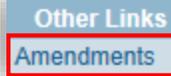
First	Middle	Last
Bea		Arthur

## Amending a Death Record: Personal/Medical

Death records can only be amended by funeral directors and medical certifiers.

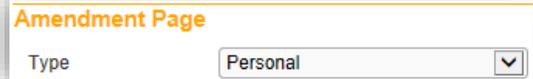
1

From the registered death record, click the **Amendments** link in the *Other Links* section of the Death Registration Menu.



2

Select **Personal** or **Medical** from the **Amendment Page Type** drop-down list.



3

Enter an **Amendment Description** and click the **Save** button.

**Note:** Use the following format: Correction – Field Name(s)  
(Examples: Correction – Date of Birth, Correction – POD Address)



4

Select the **Page to Amend** from the drop-down list.



5

The fields from the selected page display below the amendment request.

Make the necessary change(s) and click the **Validate Page** button.

**IMPORTANT: DO NOT CLICK SAVE UNTIL YOU HAVE COMPLETED ALL CHANGES.**



6

An **Item in Error** table displays in the middle of the Amendment Page with all of the changes you've made.

Review and confirm the changes.

Item In Error	Item as it Appears	Item as it Should be
Informant-Address Street Number	32	320
Informant-Address Zip Code	17112	17111

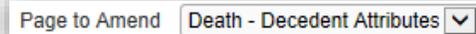
7

If there are any validation error messages, correct or override the message(s) and click the **Validate Page** button again.

**Validate Page**

8

If additional information needs to be amended, select a new page from the **Page to Amend** drop-down list and repeat **Step #5** and **#6**.



9

The **Item in Error** table updates to include the additional changes. Review and confirm the changes.

Item In Error	Item as it Appears	Item as it Should be
Informant-Address Street Number	32	320
Informant-Address Zip Code	17112	17111
Decedent Attributes-Education Level	No diploma; 9th-12th grade	High School graduate or GED completed

10 When all changes have been completed, click the **Save** button to submit the amendment request.

11 Click the **OK** button to submit the amendment request.

12 The **Amendment Status** now displays as *Amendment Pending Approval*.

Amendment Page	
Type	Personal
Year	2016
Order Number	
Amendment Status	Amendment Pending Approval

13 Click the **Return** button to return to the Decedent screen.

**Notes:**

- The person who submitted the request is the only one who is notified when the amendment request is approved or rejected.
- Amendment requests and approved amendments can only be seen by users from the same facility. So if the FD submits an amendment request, the medical certifier will not be able to view the request or the submitted amendment.
- When an amendment request is approved, the status of the request changes to *Complete* and the words **Amendment Exists** display to the right of the decedent's name at the top of the screen.

27247354 300132-2016 :Marilyn Monroe Apr-01-2016 **Amendment Exists**  
 /Personal Valid With Exceptions/Medical Valid/Registered/Signed/Certified/NA/ICD Coding Required

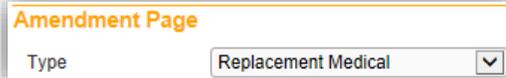
## Amending a Death Record: Replacement Medical

**Note:** Replacement Medical amendments should only be used when ALL of the medical information is being replaced, or when the medical certifier is being changed.

- 1 From the registered death record, click the **Amendments** link in the *Other Links* section of the Death Registration Menu.



- 2 Select **Replacement Medical** from the **Amendment Page Type** drop-down list.



- 3 Enter an **Amendment Description** and click the **Save** button.

**Note:** Use the following format: Correction – Field Name(s)  
(Example: Correction – Certifier Name & Address)



- 4 All of the medical information displays below the amendment request fields.

Scroll down the screen and make all of the necessary changes.

- 5 Click the **Validate Amendment** button.



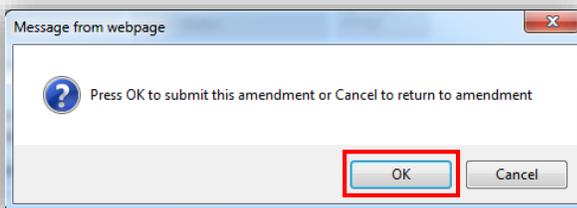
- 6 If there are any validation error messages, correct or override the message(s) and click the **Validate Page** button again.

**Validate Amendment**

- 7 Click the **Save** button to submit the amendment request.

**Validate Amendment** **Save** **Clear** **Return**

- 8 Click the **OK** button to submit the amendment request.



- 9 The **Amendment Status** now displays as *Amendment Pending Approval*.



- 10 Click the **Return** button to return to the Decedent screen.

**Validate Amendment** **Save** **Clear** **Return**

**Notes:**

- The person who submitted the request is the only one who is notified when the amendment request is approved or rejected.
- Amendment requests and approved amendments can only be seen by users from the same facility. So the funeral home will not be able to view the replacement medical amendment request.
- When an amendment request is approved, the status of the request changes to *Complete* and the words **Amendment Exists** display to the right of the decedent's name at the top of the screen.

27247354 300132-2016 :Marilyn Monroe Apr-01-2016 **Amendment Exists**  
/Personal Valid With Exceptions/Medical Valid/Registered/Signed/Certified/NA/ICD Coding Required

## Editing an Amendment Request

1

From the registered record, click the **Amendment List** link in the *Registrar* section of the Death Registration Menu.



2

Click the **Amendment ID** link to view the details of the amendment to be edited.

Amendment List			
Amendment Id	Processing History	Amendment Type	Date Received
2305869	History	Personal	May-19-2016

3

The Amendment Page displays. The data in the amendment request can be edited if the amendment status is *Amendment Pending Approval* and the **Item in Error** table displays with **Edit** links.

Amendment Status    Amendment Pending Approval

Item as it Should be	Edit	Delete
Jim	Edit	Delete
Stark	Edit	Delete
Linwood	Edit	Delete
Indiana	Edit	Delete

To edit the amendment request, click an **Edit** link to display the page that you need, or select a page from the **Page to Amend** drop-down list.

**Note:** To remove an item from the amendment request, click the **Delete** link for that item.

4

The selected screen displays. Make the necessary change(s) and click the **Validate Page** button.

Cancel Amendment    **Validate Page**    Validate Amendment

5

If there are any validation error messages, correct or override the message(s) and click the **Validate Page** button again.

Validate Page

6

The **Item to Amend** table updates to reflect all changes that were made.

If additional changes need to be made, select the appropriate **Edit** link or select a new page from the **Page to Amend** drop-down list and repeat **Step #4** and **#5**.

7

When finished, click the **Return** button to return to the Amendment List.

Save    Clear    **Return**

## Viewing the Processing History of an Amendment

**1** After an amendment is submitted, the **Amendment List** link displays in the *Registrar* section of the Death Registration Menu.

From the death record, click the **Amendment List** link to view all amendment requests and completed amendments that you have submitted for this record.



**Note:** You will not be able to view amendment information submitted by other users.

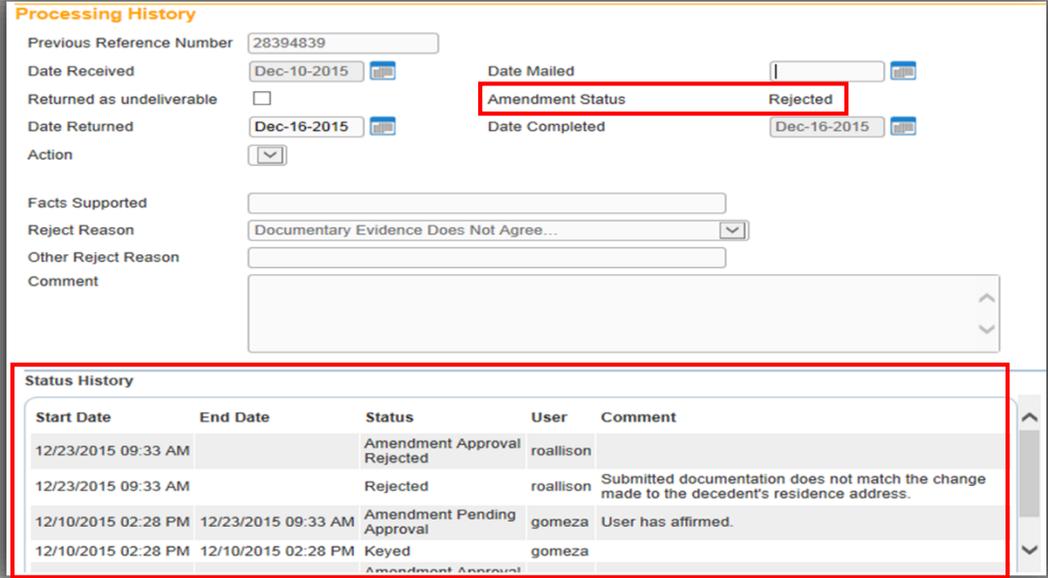
**2** The **Amendment List** displays. Any notes or actions taken on the amendment can be viewed on the Processing History screen.

To view the history of an amendment, click the **History** link.



**3** The Processing History screen displays. When an amendment request has been processed, information will be entered in the **Processing History** fields by the Division of Vital Records.

The **Status History** table displays every action related to the amendment along with the date, the status and the login of the user who took the action.



### Amendment Statuses

- When an amendment is entered but has not been submitted for approval, the status displays as *Keyed* and *Amendment Approval Pending*.
- When an amendment has been submitted for review, the status changes to *Amendment Pending Approval*.
- If an amendment is approved, rejected, or cancelled the status changes to *Complete*, *Rejected*, or *Cancelled*.

**4** Click the **Return** button to return to the **Amendment List**.



## Amending a Pending Death Record

There are two criteria for amending a pending death record electronically:

1. Your office must have electronically certified the record.
2. The case status must include the word *Registered*.

If both of these criteria cannot be met, you must submit the amendment on paper.

1

From the registered death record, click the **Amendments** link in the *Other Links* section of the Death Registration Menu.



2

Select **Personal** or **Medical** from the **Amendment Page Type** drop-down list.



3

Enter an **Amendment Description** and click the **Save** button.

**Note:** Use the following format:

**Correction – Pending to Final Cause of Death**

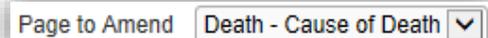


4

Select the **Page to Amend** from the drop-down list.

**Note:** At a minimum, you must amend the following pages:

- Cause of Death
- Other Factors - Manner of Death
- Certifier - Date Signed



5

The fields from the selected page display below the amendment request.

Make the necessary change(s) and click the **Validate Page** button.

**IMPORTANT: DO NOT CLICK SAVE UNTIL YOU HAVE COMPLETED ALL CHANGES.**



6

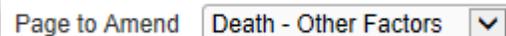
An **Item in Error** table displays in the middle of the Amendment Page with all of the changes you've made.

Review and confirm the changes.

Item In Error	Item as it Appears	Item as it Should be
Cause of Death-Line A Description	Pending	Acute Fentanyl Toxicity
Cause of Death-Line A Onset Interval	N/A	Unknown

7

Select the next **Page to Amend** from the drop-down list.



8

Make the necessary change(s) and click the **Validate Page** button.

**IMPORTANT: DO NOT CLICK SAVE UNTIL YOU HAVE COMPLETED ALL CHANGES.**

9 If there are any validation error messages, correct or override the message(s) and click the **Validate Page** button again.

**Validate Page**

10 Continue the process of amending the record by selecting a new page from the **Page to Amend** drop-down list and repeat **Step #8** and **#9**.

**Page to Amend** **Death - Certifier**

11 The **Item in Error** table updates to include the additional changes.  
Review and confirm the changes.

Item In Error	Item as it Appears	Item as it Should be
Cause of Death-Line A Description	Pending	Acute Fentanyl Toxicity
Cause of Death-Line A Onset Interval	N/A	Unknown
Other Factors-Manner of Death	Pending Investigation	Accident
Injury-Date/Time of Injury		Jan-12-2016 10:00 AM
Injury-At Work		No
Injury-Place Type		Public Recreation Area
Injury-Address Street Number		500 Block
Injury-Address Street Name		Front
Injury-Address Pre Directional		N
Injury-Address Street Designator		Street
Injury-Address City		Harrisburg
Injury-Address State		Pennsylvania
Injury-Address Zip Code		17111
Injury-Address County		Dauphin
Injury-Describe How Injury Occurred		Unintentional overdose at Front Street Park
Injury-Date Modifier		Actual Date of Injury
Injury-Time Modifier		Approximate Time of Injury
Certifier-Date Signed	Jan-15-2015	May-24-2016

12 When all changes have been completed, click the **Save** button to submit the amendment request.

**Validate Amendment** **Save** **Clear** **Return**

13 Click the **OK** button to submit the amendment request.

14 The **Amendment Status** now displays as *Amendment Pending Approval*.

**Amendment Page**

Type

Year

Order Number

**Amendment Status** **Amendment Pending Approval**

15 Click the **Return** button to return to the Decedent screen.

**Validate Amendment** **Save** **Clear** **Return**

**Notes:**

- The person who submitted the request is the only one who is notified when the amendment request is approved or rejected.
- Amendment requests and approved amendments can only be seen by users from the same facility. So if the FD submits an amendment request, the medical certifier will not be able to view the request or the submitted amendment.
- When an amendment request is approved, the status of the request changes to *Complete* and the words **Amendment Exists** display to the right of the decedent's name at the top of the screen.

26988991 010867-2015 :Daniel Thorgesen Jan-12-2015 **Amendment Exists**  
/Personal Invalid/Medical Invalid/Registered/Dropped To Paper/Certified/NA

