

ELECTRONIC DEATH REGISTRATION SYSTEM (EDRS)

*EDRS Overview and
Local Registrar Module*

Purpose of EDRS

- Enable the participants of death registration to file death records with local and state registrars electronically
- On-line access for decedent fact-of-death and cause-of-death information can be registered electronically
- Multiple death registration participants can work on the same case

EDRS Features

- Available 24 hours/day, 7 days/week
- Highly secure and Internet-accessible
- User-friendly death record data entry screens
- Accommodates large and small funeral homes
- On-line help and instructions built into the system

EDRS Benefits

- Paperless filing of a death record
- Eliminates the need to physically track down physicians to obtain signatures
- Facilitates on-line collaboration among multiple death registration users
 - Funeral Homes
 - Medical Facilities: Hospitals, Nursing Homes, Hospices, etc.
 - Physicians, Medical Examiners, and Coroners
 - Local and State Registrars
- Supports the completion and filing of a death record in various formats
 - Electronic
 - Hybrid: partially an electronic record and partially a paper certificate

EDRS Benefits

- Improves the timeliness and quality of death data
- Reduces errors by verifying the decedent's SSN by automatically matching with SSA files
- Enables faster turnaround time for obtaining certified copies for families
- Improves fraud prevention by using electronic authentication
- Allows for the printing of burial transit permit at the funeral home

SSN Verification

- Online verification of the Social Security Number (SSN)
- Decedent's SSN reported through EDRS will be transmitted to the Social Security Administration (SSA) to be electronically verified
- Funeral Directors will receive notification through EDRS about the accuracy of the decedent's SSN
- Compares SSN with the following data elements reported on the death record
 - Decedent's name, sex, and date of birth
- Benefits:
 - Reducing decedent's SSN errors on death certificates
 - Improving accuracy of the SSN reported to SSA
 - Speeding notification of fact-of-death to SSA

Local Registrar Module

Overview of Local Registrar Responsibilities in EDRS

- Affirm and register the record (records electronically signed by both the funeral director and the medical certifier).
- Fax Attestation records (records electronically signed by the funeral director only).

For additional information, refer to Quick Reference Sheets provided with your User Manuals.

Local Registrar Responsibilities

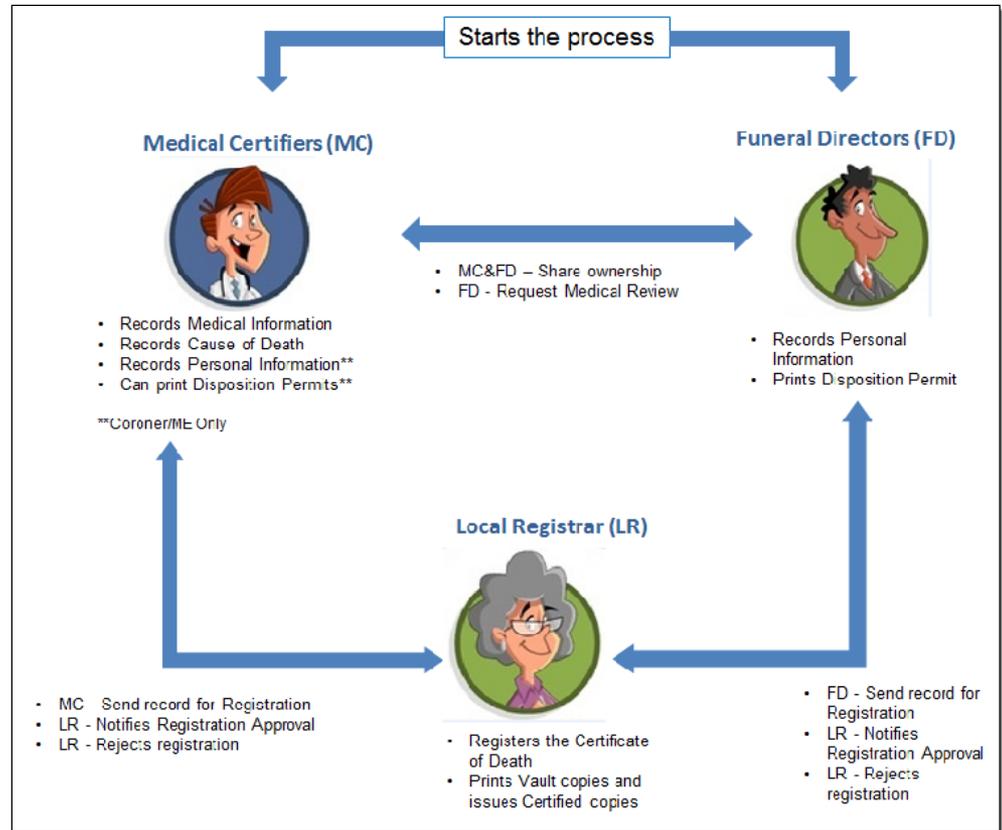
The 96-hour (4 business day) limit must be maintained, so all electronic records still need to be registered within this time frame.

You are still responsible for reviewing the death record information for accuracy and correctness.

You are still responsible for registering death certificates.

You still issue certified copies to the funeral director.

You are able to issue certified copies of a registered record for up to 90 days from the date of registration.



Drop to Paper

COMMONWEALTH OF PENNSYLVANIA • DEPARTMENT OF HEALTH • VITAL RECORDS

CERTIFICATE OF DEATH

State File Number

Type/Print in Permanent Block

1. Decedent's Legal Name (First, Middle, Last, Suffix) **Duffy Duck** 2. Sex **Male** 3. Social Security Number **Unknown** 4. Date of Death (Month, Day, Year) **August 04, 2018**

5a. Age Last Birthday (M/D/Y) **71** 5b. Months **11** 5c. Under **12** 5d. Hours **00** 5e. Minutes **00** 6. Date of Birth (M/D/Y) (First Month) **May 05, 1945** 7a. Birthplace (City and State or Foreign Country) **New Castle, Pennsylvania** 7b. Birthplace (County) **Lawrence**

8a. Residence (State or Foreign Country) **Pennsylvania** 8b. Residence (Street and Number - Include Apt No.) **54 Duck Pond Drive** 8c. Did Decedent Live in a Nursing Home? **No** 8d. Decedent lived in a Nursing Home? **Yes** 8e. Decedent lived within limits of city/town/village? **Yes**

9. Ever in US Armed Forces? **No** 10. Marital Status at Time of Death **Married** 11. Surviving Spouse's Name (If wife, give name prior to first marriage) **Unknown** 12. Surviving Spouse's Name (If wife, give name prior to first marriage) **Unknown**

13. Father's Name (First, Middle, Last, Suffix) **Unknown** 14. Mother's Name (First, Middle, Last, Suffix) **Unknown** 15. Informant's Name (Print and Number, City, State, Zip Code) **Duffy Duck, 115 Duck Pond Drive, New Castle, PA 16101**

16a. Method of Disposition **Interment** 16b. Date of Disposition **8-9-2018** 16c. Place of Disposition (Name of cemetery, crematorium, or other place) **Graceland Cemetery Company**

17a. Name and Complete Address of Funeral Home **William Jones Funeral Home, 10 Union Street, Swanton, PA 18704**

18. Decedent's Race - Check ONE OR MORE races to indicate what the decedent considered himself or herself to be. **White**

19. Decedent's Usual Occupation - Indicate type of work done during most of working life. DO NOT USE RETIRED. **Comedian**

20. Decedent's Single Race Self-Designation - Check ONLY ONE to indicate what the decedent considered himself or herself to be. **Other Pacific Islander**

21. Decedent's Single Race Self-Designation - Check ONLY ONE to indicate what the decedent considered himself or herself to be. **Entertainment**

22. Date Signed (M/D/Y) **August 04, 2018** 23. Time of Death **07:07 AM** 24. Signature of Person Pronouncing Death (Only when applicable) **RUBY SHEPHERD MD** 25. License Number **MD438107**

CAUSE OF DEATH

26. Part I. Enter the chain of events - diseases, injuries, or complications - that directly caused the death. DO NOT enter terminal events such as cardiac arrest, respiratory arrest, or ventricular fibrillation without showing the etiology. DO NOT abbreviate. Enter only one cause on a line. Add additional lines if necessary.

a. **Immediate Cause** **Conjunctive heart failure** Due to (or as a consequence of): **Immediate**

b. Due to (or as a consequence of): **Immediate**

c. **Underlying Cause** Due to (or as a consequence of): **Immediate**

d. Due to (or as a consequence of): **Immediate**

27. Was an autopsy performed? **No**

28. Were toxicology findings available to complete the cause of death? **No**

29. If Female: **No** 30. Did Tobacco Use Contribute to Death? **No** 31. Manner of Death **Accident**

32. Date of Injury (M/D/Y) (Specify Month) **Unknown** 33. Time of Injury **Unknown**

34. Place of Injury (e.g. home, construction site, farm, school) **Unknown** 35. Location of Injury (Street and Number, City, County, State, Zip Code) **Unknown**

36. Injury at Work? **No** 37. If Transportation Injury, Specify: **None** 38. Describe How Injury Occurred: **None**

39. Certifier - physician, certified nurse practitioner, medical examiner/coroner (check only one): **Physician**

40. Name, Address and Zip Code of Person Completing Cause of Death (Item 26) **Rick Schroder, 111 S Front St Harrisburg, Pennsylvania 17101**

41. Date Signed (M/D/Y) **August 04, 2018** 42. Registrar's Signature **Jean Smith** 43. Registrar's License Number **8-4-116**

44. Amendments **00-000**

Case ID: 27448384 Disposition Form No. T000111 H105-143 REV 09/2015

COMMONWEALTH OF PENNSYLVANIA • DEPARTMENT OF HEALTH • VITAL RECORDS

CERTIFICATE OF DEATH

State File Number

Type/Print in Permanent Block

1. Decedent's Legal Name (First, Middle, Last, Suffix) **Ragas Bunny** 2. Sex **Male** 3. Social Security Number **Unknown** 4. Date of Death (Month, Day, Year) **August 04, 2018**

5a. Age Last Birthday (M/D/Y) **71** 5b. Months **11** 5c. Under **12** 5d. Hours **00** 5e. Minutes **00** 6. Date of Birth (M/D/Y) (First Month) **May 05, 1945** 7a. Birthplace (City and State or Foreign Country) **New Castle, Pennsylvania** 7b. Birthplace (County) **Lawrence**

8a. Residence (State or Foreign Country) **Pennsylvania** 8b. Residence (Street and Number - Include Apt No.) **26 Rabbit Hole Lane** 8c. Did Decedent Live in a Nursing Home? **No** 8d. Decedent lived in a Nursing Home? **No** 8e. Decedent lived within limits of city/town/village? **Yes**

9. Ever in US Armed Forces? **No** 10. Marital Status at Time of Death **Married** 11. Surviving Spouse's Name (If wife, give name prior to first marriage) **Unknown** 12. Surviving Spouse's Name (If wife, give name prior to first marriage) **Unknown**

13. Father's Name (First, Middle, Last, Suffix) **Unknown** 14. Mother's Name (First, Middle, Last, Suffix) **Unknown** 15. Informant's Name (Print and Number, City, State, Zip Code) **Ragas Bunny, 26 Rabbit Hole Lane, New Castle, PA 16101**

16a. Method of Disposition **Interment** 16b. Date of Disposition **August 09, 2018** 16c. Place of Disposition (Name of cemetery, crematorium, or other place) **Graceland Cemetery Company**

17a. Name and Complete Address of Funeral Home **William Jones Funeral Home, 10 Union Street, Swanton, PA 18704**

18. Decedent's Race - Check ONE OR MORE races to indicate what the decedent considered himself or herself to be. **White**

19. Decedent's Usual Occupation - Indicate type of work done during most of working life. DO NOT USE RETIRED. **Comedian**

20. Decedent's Single Race Self-Designation - Check ONLY ONE to indicate what the decedent considered himself or herself to be. **Other Pacific Islander**

21. Decedent's Single Race Self-Designation - Check ONLY ONE to indicate what the decedent considered himself or herself to be. **Entertainment**

22. Date Signed (M/D/Y) **August 04, 2018** 23. Time of Death **07:07 AM** 24. Signature of Person Pronouncing Death (Only when applicable) **RUBY SHEPHERD MD** 25. License Number **MD438107**

CAUSE OF DEATH

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b. Due to (or as a consequence of): **Immediate**

c. **Underlying Cause** Due to (or as a consequence of): **Immediate**

d. Due to (or as a consequence of): **Immediate**

27. Was an autopsy performed? **No**

28. Were toxicology findings available to complete the cause of death? **No**

29. If Female: **No** 30. Did Tobacco Use Contribute to Death? **No** 31. Manner of Death **Accident**

32. Date of Injury (M/D/Y) (Specify Month) **Unknown** 33. Time of Injury **Unknown**

34. Place of Injury (e.g. home, construction site, farm, school) **Unknown** 35. Location of Injury (Street and Number, City, County, State, Zip Code) **Unknown**

36. Injury at Work? **No** 37. If Transportation Injury, Specify: **None** 38. Describe How Injury Occurred: **None**

39. Certifier - physician, certified nurse practitioner, medical examiner/coroner (check only one): **Physician**

40. Name, Address and Zip Code of Person Completing Cause of Death (Item 26) **Rick Schroder, 111 S Front St Harrisburg, Pennsylvania 17101**

41. Date Signed (M/D/Y) **August 04, 2018** 42. Registrar's Signature **Jean Smith** 43. Registrar's License Number **8-4-116**

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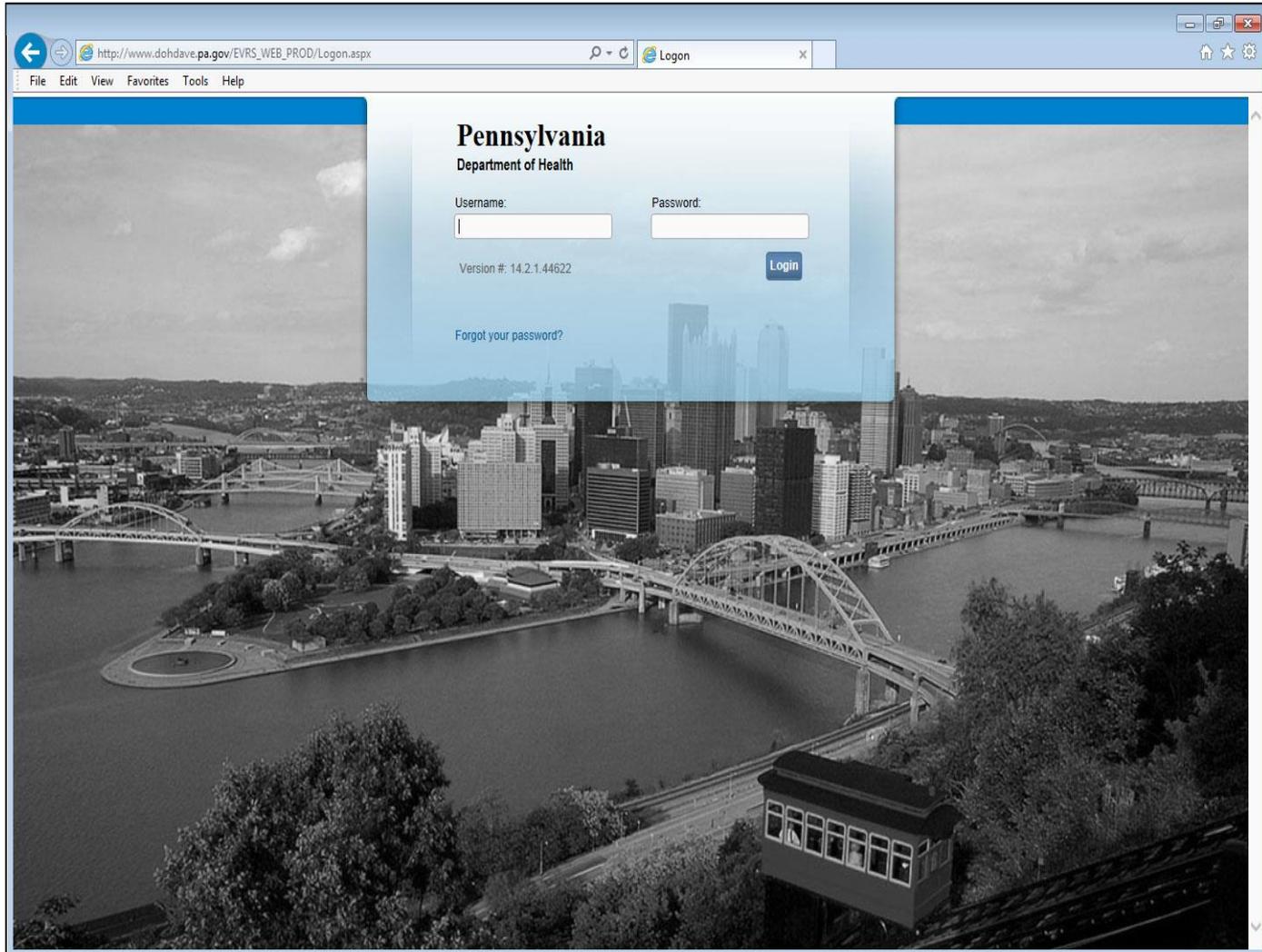
Case ID: 27448383 Disposition Form No. T000110 H105-143 REV 09/2015



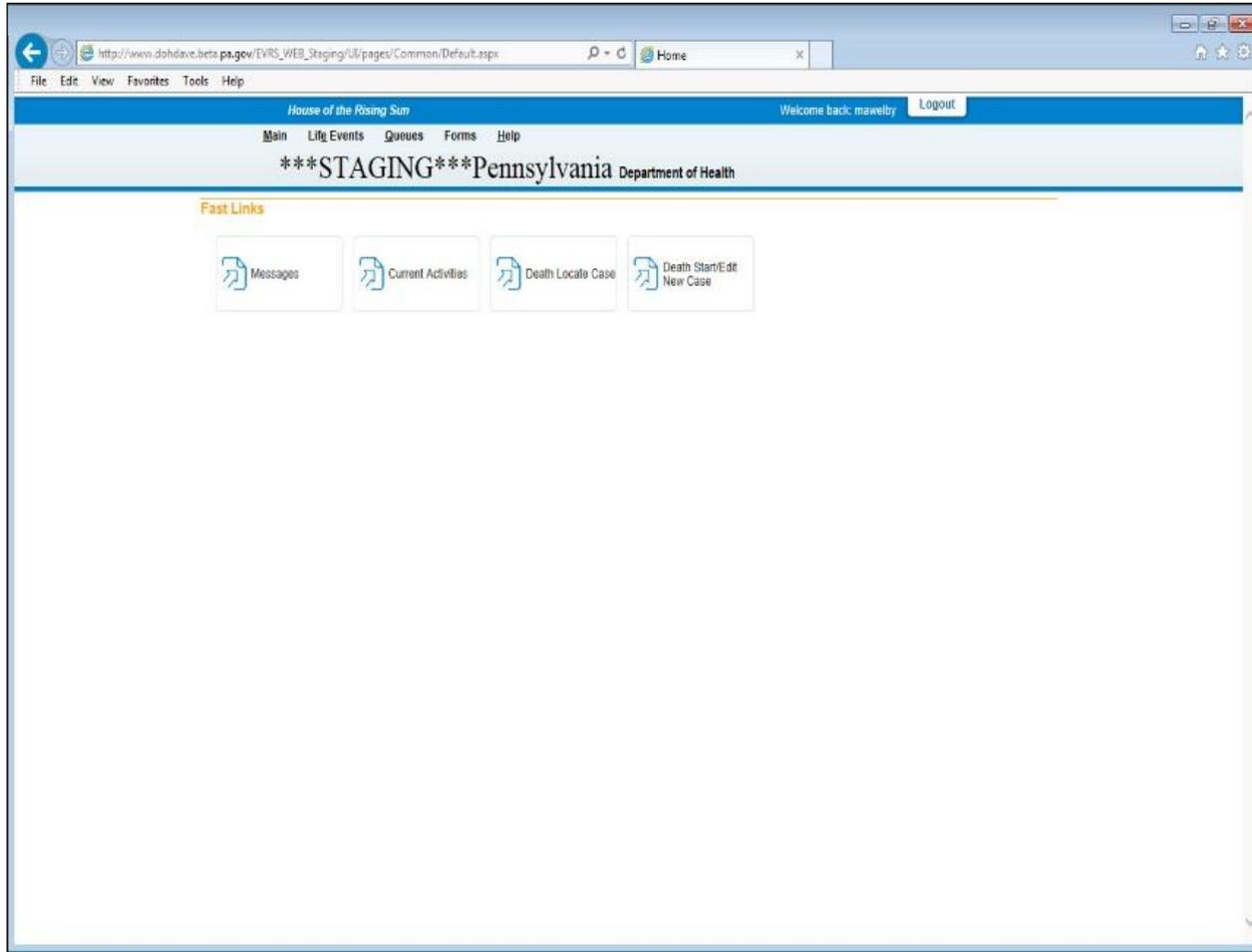
Affirming and Registering Fully Electronic Records

- The following slides describe the process for Affirming and Registering records that were signed electronically by both the funeral director and by the medical certifier (*physician, CRNP, coroner, or medical examiner*).

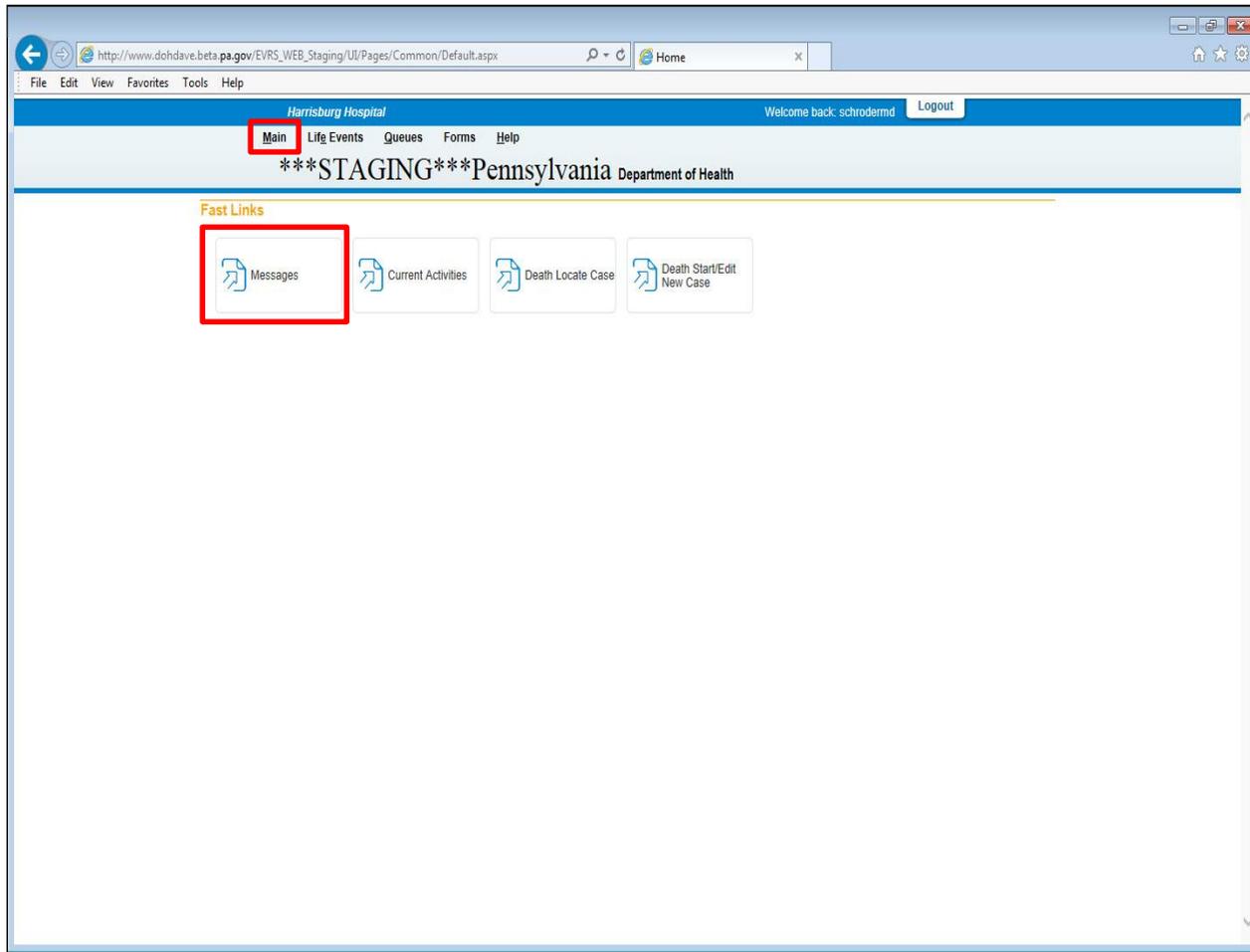
Login Page



Home Page



Affirming & Registering a Record: Messages



Affirming & Registering a Record: Messages

Mattiko, David: 00-001 Welcome back: mattikolr [Logout](#)

[Main](#) [Order Processing](#) [Life Events](#) [Queues](#) [Accounting](#) [Reports](#) [Forms](#) [Help](#)

TRAINING Pennsylvania Department of Health

Messages [Send Message](#) [Remove from List](#)

From	Message Text	Date Sent	<input type="checkbox"/>
Rick Schroder	Case 2130 Robert Kline 07/29/2016 has been submitted for Registration Affirmation Robert Kline	7/29/2016 2:32:42 PM	<input type="checkbox"/>

Total records : 1

To view the entire message, click on the name of the sender in the "From" category. To access the record from the messages box, click on the decedent's name.

Affirming & Registering a Record: Reviewing Medical Information

27049646 : Donald Brickhouse Jul-05-2015
Personal Valid/Medical Valid/Not Registered/Signed/Certified/NA/CD Coding Required/Birth Death Linkage Required Over 1 Year/Local Affirmation Required

Resident Address

Address

Street Number	Pre Directional	Street Name, Rural Route, etc	Street Designator	Post Directional	Apt #, Suite # etc.
1325		Walnut	Street		

City, Township or Borough	County	State	Country	Zip Code
Harnsburg	Dauphin	Pennsylvania	United States	17101

Did Decedent live in a Township?
No

Validate Page Next Clear Save Return

It is important when reviewing the medical information that you verify that the coroner was contacted when a death was due to suspicious or non-natural circumstances.

Begin by clicking the **Cause of Death** link on the Death Registration Menu.

Affirming & Registering a Record: Reviewing Medical Information

Schroder, Rick: 00-000 Welcome back: schroder Logout

Main Order Processing Life Events Queues Accounting Reports Forms Help

STAGING Pennsylvania Department of Health

Death Registration Menu

- Personal Information
- Decedent
- Resident Address
- Informant
- Disposition
- Decedent Attributes
- Medical Certification
- Pronouncement
- Place of Death
- Cause of Death
- Other Factors
- Certifier
- Other Links
- Comments
- Event and Issuance History
- Print Forms
- Validate Registration

27049646 : Donald Brickhouse Jul-05-2015
Personal Valid/Medical Valid/Not Registered/Signed/Certified/NA

Cause of Death

NCHS Recommendations for Entry of Cause of Death
Enter the chain of events- diseases, injuries, or complications- that directly caused the death. DO NOT enter terminal events such as cardiac arrest, respiratory arrest or ventricular fibrillation without showing the etiology. DO NOT ABBREVIATE. DO NOT ENTER OLD AGE. Enter only one cause on a line. Add additional lines if necessary.

Sequentially list conditions, if any, leading to the cause listed on line a. Enter the UNDERLYING CAUSE (disease or injury that initiated the events resulting in death) LAST.

Cause of Death	Approximate Interval
Line a: Cerebral concussion	2 days
Immediate Cause (Final disease or condition resulting in death)	
Line b: Fall from a ladder	2 days
Due to or as a consequence of	
Line c:	
Due to or as a consequence of	
Line d:	

PART II
Other significant conditions

Validate Page Next Clear Save Return

The Cause of Death screen displays.

Review all of the **Cause of Death** information listed in **Parts I** and **II**.

Affirming & Registering a Record: Reviewing Medical Information

Schroder, Rick: 00-000 Welcome back: schroder Logout

Main Order Processing Life Events Queues Accounting Reports Forms Help

STAGING Pennsylvania Department of Health

Death Registration Menu

- Personal Information
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- Disposition
- Decedent Attributes
- Medical Certification
- Pronouncement
- Place of Death
- Cause of Death
- Other Factors**
- Other Links
- Comments
- Event and Issuance History
- Print Forms
- Validate Registration

27049646 : Donald Brickhouse Jul-05-2015
Personal Valid/Medical Valid/Not Registered/Signed/Certified/NA

Cause of Death

NCHS Recommendations for Entry of Cause of Death
Enter the chain of events- diseases, injuries, or complications- that directly caused the death. DO NOT enter terminal events such as cardiac arrest, respiratory arrest or ventricular fibrillation without showing the etiology. DO NOT ABBREVIATE. DO NOT ENTER OLD AGE. Enter only one cause on a line. Add additional lines if necessary.

Sequentially list conditions, if any, leading to the cause listed on line a. Enter the UNDERLYING CAUSE (disease or injury that initiated the events resulting in death) LAST.

Cause of Death

		Approximate Interval Onset to Death
Line a	PART I Cerebral concussion	2 days
Line b	Immediate Cause (Final disease or condition resulting in death) Fall from a ladder	2 days
Line c	Due to or as a consequence of	
Line d	Due to or as a consequence of	

PART II
Other significant conditions

Validate Page Next Clear Save Return

Next, you need to view the Other Factors screen to see the manner of death and the coroner referral information.

Click the **Other Factors** link.

Affirming & Registering a Record: Reviewing Medical Information

Schroder, Rick: 00-000 Welcome back: schrodetr Logout

Main Order Processing Life Events Queues Accounting Reports Forms Help

STAGING Pennsylvania Department of Health

Death Registration Menu 27049646 : Donald Brickhouse Jul-05-2015
Personal Information
Resident Address
Informant
Disposition
Decedent Attributes
Medical Certification
Pronouncement
Place of Death
Cause of Death
Other Factors
Certifier
Other Links
Comments
Event and Issuance History
Print Forms
Validate Registration

Personal Valid/Medical Valid/Not Registered/Signed/Certified/NA

Other Factors

Autopsy Performed No

Autopsy findings available to complete cause of death

If decedent was female, was decedent pregnant within the last year? Not Applicable

Did tobacco use contribute to death No

Manner of Death Natural

Was Medical Examiner or Coroner contacted? No ME Case Number

Validate Page Next Clear Save Return

The Other Factors screen displays.

Review the *Manner of Death* and *Was Medical Examiner or Coroner contacted?* information.

Affirming & Registering a Record: Reviewing Medical Information

If the **Manner of Death** is **Natural**, and the **Cause of Death** reflected a death due to natural causes, you can proceed to register the record.

If the **Manner of Death** is **Natural**, but the **Cause of Death** reflected a death due to suspicious or other than natural causes, the case **must** be referred to the coroner. If the Other Factors screen shows that the case was **NOT** referred to the medical examiner/coroner, do not proceed to register the case. You must send a message to the funeral director on record stating that the case requires referral to the medical examiner based on the information in the *Medical Certification* section.

Note:

If the **Manner of Death** is **Natural** and a coroner/ME was contacted, even if the **Cause of Death** is consistent with suspicious or non-natural circumstances, proceed to register the record.

Affirming & Registering a Record: Changing Name of Filing Registrar on Record

Schroder, Rick: 00-000 Welcome back: schroder Logout

Main Order Processing Life Events Queues Accounting Reports Forms Help

STAGING Pennsylvania Department of Health

Death Registration Menu

- Personal Information
- Decedent
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- Informant
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- Medical Certification
- Pronouncement
- Place of Death
- Cause of Death
- Other Factors
- Certifier
- Registrar
- Local Registrar Affirm
- Other Links
- Comments
- Event and Issuance History
- Print Forms
- Validate Registration

27049646 : Donald Brickhouse Jul-05-2015

(Personal Valid With Exceptions/Medical Valid/Not Registered/Signed/Certified/NA/ICD Coding Required/Birth Death Linkage Required Over 1 Year/Local Affirmation Required)

Other Factors

Autopsy Performed No

Autopsy findings available to complete cause of death Not Applicable

If decedent was female, was decedent pregnant within the last year? Not Applicable

Did tobacco use contribute to death No

Manner of Death Natural

Was Medical Examiner or Coroner contacted? No ME Case Number

Validate Page Next Clear Save Return

If you are the deputy registrar, you must click the **Disposition** link under the *Personal Information* section of the Death Registration Menu to perform additional steps that must be completed before you are able to register the record.

Click the **Disposition** link.

Affirming & Registering a Record: Changing Name of Filing Registrar on Record

beta.pa.gov/EVRS_WEB_Staging/UI/pages/LifeEvents/Death/Disposition.aspx

Schroder, Rick: 00-000 Welcome back: schroderx Logout

Main Order Processing Life Events Queues Accounting Reports Forms Help

STAGING Pennsylvania Department of Health

Death Registration Menu

Personal Information

Decedent
Resident Address
Informant

Disposition

Decedent Attributes

Medical Certification

Pronouncement
Place of Death
Cause of Death
Other Factors
Certifier

Registrar

Local Registrar Affirm

Other Links

Comments
Event and Issuance History
Print Forms
Validate Registration

Date of Disposition Jul-09-2015

Did Medical Examiner/Coroner approve Cremation Clearance/Medical Donation? [No]

Cremation Clearance Authorized By:

First Middle Last

Place of disposition

Place of Disposition
Heaven's Gates LLC

City or Town State Country
Whitehall Pennsylvania United States

Funeral Director

License Number
FD55555L

First Middle Last Suffix
Rick Schroder

Funeral Home

Business Registration Number Lookup
Hoover Funeral Homes & Crematory I

Street Number Directional Street Name or PO Box, Rural Route, etc. Street Designator Post Directional Apt #, Suite #, etc.
6011 Linglestown Road

City or Town State Country Zip Code
Hainsburg Pennsylvania United States 17112

Filing Registrar

Filing Registrar Office
Schroder, Rick: 00-000

Registrar

First Middle Last
Rick Schroder

Validate Page Next Clear Save Return

Notice that the **Registrar** name fields are pre-populated with the local registrar's name selected by the funeral director. However, DAVE™ allows you to edit the existing Registrar information.

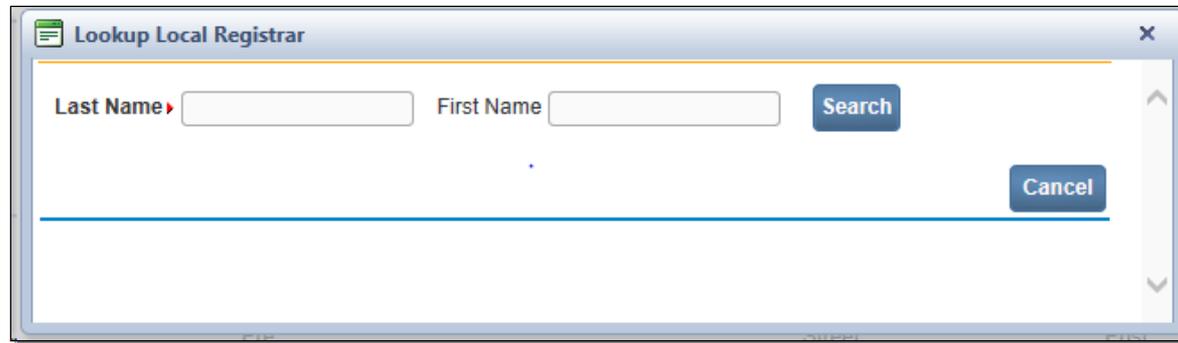
Note:

The name in the Registrar section is the name that will appear on the copy of the death record.

Use the **Lookup** icon to search for your name.

Click the **Lookup** icon.

Affirming & Registering a Record: Changing Name of Filing Registrar on Record



The **Lookup Local Registrar** dialog box displays.

Because DAVE™ will only search for Registrars associated to the current office, you can just enter the wildcard symbol (%) to look up your name.

Enter % and click **Search** to initiate the search.

Affirming & Registering a Record: Changing Name of Filing Registrar on Record

Lookup Local Registrar

Last Name: First Name: [Search](#)

License Number	Last Name	Suffix	First Name	Middle Name	Street Number	Street Name	
LR	Deputy						select

Total records : 1

A list of possible matches display. Click the **select** link for your name to enter the information in the remaining fields.

Affirming & Registering a Record: Changing Name of Filing Registrar on Record

beta.pa.gov/EVRS_WEB_Staging/UI/pages/LifeEvents/Death/Disposition.aspx

Schroder, Rick: 00-000 Welcome back: schroderx Logout

Main Order Processing Life Events Queues Accounting Reports Forms Help

STAGING Pennsylvania Department of Health

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Certifier

Registrar

Local Registrar Affirm

Other Links

Comments
Event and Issuance History
Print Forms
Validate Registration

Date of Disposition Jul-09-2015

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

Cremation Clearance Authorized By:

First Middle Last

Place of disposition

Place of Disposition Heaven's Gates LLC

City or Town State Country

Whitehall Pennsylvania United States

Funeral Director

License Number FD55555L

First Middle Last Suffix

Rick Schroder

Funeral Home

Business Registration Number Lookup Hoover Funeral Homes & Crematory I

Street Number Directional Street Name or PO Box, Rural Route, etc. Street Designator Post Directional Apt #, Suite #, etc.

6011 Linglestown Road

City or Town State Country Zip Code

Hainsburg Pennsylvania United States 17112

Filing Registrar

Filing Registrar Office Schroder, Rick: 00-000

Registrar

First Middle Last

Rick Schroder

Validate Page Next Clear Save Return

In order to save the change, you must click **Save**.

Note:

If you do not click the **Save** button before moving to another screen, the record will revert back to the previous filing registrar and you will have to repeat the process to change the filing registrar.

The deputy registrar name is now displayed on the death record.

Affirming & Registering a Record

Mattiko, David: 00-001 Welcome back: mattikolr [Logout](#)

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TRAINING Pennsylvania Department of Health

Death Registration Menu

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 - Local Registrar Affirm

2130 :Robert Kline Jul-29-2016
/Personal Valid With Exceptions/Medical Valid/Not Registered/Signed/Certified/NA/ICD Coding Required/Birth Death Linkage Required Over 1 Year/Local Affirmation Required

Affirmations

Affirm the following:

affirm I am authorized to approve this record for filing.

Affirming & Registering a Record

Mattiko, David: 00-001 Welcome back: mattikolr [Logout](#)

[Main](#) [Order Processing](#) [Life Events](#) [Queues](#) [Accounting](#) [Reports](#) [Forms](#) [Help](#)

TRAINING Pennsylvania Department of Health

Death Registration Menu

- Personal Information
- Decedent
- Resident Address
- Informant
- Disposition
- Decedent Attributes
- Medical Certification
- Pronouncement

2130 300202-2016 :Robert Kline Jul-29-2016
/Personal Valid With Exceptions/Medical Vali **Registered**/Signed/Certified/NA/ICD Coding Required/Birth Death Linkage Required Over 1 Year

Affirmations

Authentication successful.

[Clear](#) [Return](#)

A *Registered* status means that:

- A Vault copy of the Death record is now available for printing.
- An **Approved** message is sent to all parties involved in entering the information for the record.
- The Disposition Permit can be accessed and printed by the funeral home listed on the record.
- Any changes that would need to be made to the record at this point would need to be made by doing an amendment to the record.

Fax Attestation

- The following slides describe the Fax Attestation process, used for records that were signed electronically by the funeral director only.

Performing a Death Search



The **Death Search** function is only available to the local registrar, and it is used to search for any death registration case that is associated to the local registrar's filing office. The registration can be a completed case or a record of any status where the local registration office has been selected, including abandoned cases.

You can begin a death search by selecting **Life Events > Death > Search** from the *Main* toolbar or by clicking the **Death Search** Fast Link.

Performing a Death Search

The screenshot shows a web browser window with the URL http://www.dohdave.beta.pa.gov/EVRS_WEB_Staging/UI/Pages/LifeEvents/Death/SearchList.aspx. The page title is "Schroder, Rick: 00-000" and the user is logged in as "schrodertr". The navigation menu includes "Main", "Order Processing", "Life Events", "Queues", "Accounting", "Reports", "Forms", and "Help". The main heading is "***STAGING*** Pennsylvania Department of Health".

The search interface is titled "Search for a death record" and is divided into two sections by an "OR" separator:

- Search by Identifier:** This section prompts the user to "Enter one of these items" and includes the following fields:
 - File Number: [] Year: []
 - Number: []
 - Case Id: []
 - ME Case Number: []
 - Medical Record Number: []
 - File Date: [] []
 - Date of Death: Start: [] [] End: [] []
 - Piece of Death Location Type: []
 - Piece of Death: []
 - Maximum records to display: [200]
- Search by Registrant or Data Provider:** This section prompts the user to "Enter one or more persons/organizations. Last name is required." and includes the following fields:
 - First Search Person/Organization: []
 - Person/Organization: [Decedent]
 - First: []
 - Middle: []
 - Last: []
 - Gender: []
 - SSN: []
 - Date of Birth: Start: [] [] End: [] []

At the bottom of the search area, there are buttons for "More", "Search", "Soundex", "Swap Names", and "Clear".

The Search for a death record screen displays.

Performing a Death Search

Search for a death record

Search by Identifier:
Enter one of these items

File Number: Year:

Number:

Case Id

ME Case Number:

Medical Record Number:

File Date:

Date of Death: Start:

End:

Place of Death Location Type:

Place of Death:

Maximum records to display:

Search by Registrant or Data Provider:
Enter one or more persons/organizations. Last name is required.

First Search Person/Organization

Person/Organization:

First:

Middle:

Last:

Gender:

SSN:

Date of Birth: Start:

End:

There are two different types of death record searches that are performed in DAVE™, depending on the information that you have available. The first is the **Search by Identifier** and is based on administrative data such as **Case Id numbers, File Numbers, Dates or Places of Death.**

Performing a Death Search

Search for a death record

Search by Identifier:
Enter one of these items

File Number: Year:

Number:

Case Id

ME Case Number:

Medical Record Number:

File Date:

Date of Death: Start:

End:

Place of Death Location Type:

Place of Death:

Maximum records to display:

OR

Search by Registrant or Data Provider:
Enter one or more persons/organizations. Last name is required.

First Search Person/Organization

Person/Organization: Decedent

First:

Middle:

Last:

Gender:

SSN:

Date of Birth: Start:

End:

The second is the **Search by Registrant or Data Provider**, which is based on decedent information such as **Name, Date of Birth, Gender, or Social Security Number**; or the data provider's processing organization information such as **Funeral Director/Certifier Name, Funeral Home, Facility or Informant**.

Performing a Death Search

The screenshot shows a web browser window displaying the Pennsylvania Department of Health's death search interface. The browser address bar shows the URL: http://www.dohdave.beta.pa.gov/EVRS_WEB_Staging/UI/Pages/LifeEvents/Death/SearchList.aspx. The page title is "Schroder, Rick: 00-000" and the user is logged in as "schroder". The page header includes navigation links: Main, Order Processing, Life Events, Queues, Accounting, Reports, Forms, and Help. The main content area is titled "Search for a death record" and is divided into two search methods: "Search by Identifier" and "Search by Registrant or Data Provider".

Search by Identifier:
Enter one of these items

File Number: Year:
Number:
Case Id:
ME Case Number:
Medical Record Number:
File Date:
Date of Death: Start:
End:
Place of Death Location Type:
Place of Death:

Search by Registrant or Data Provider:
Enter one or more persons/organizations. Last name is required.

First Search Person/Organization

Person/Organization: Decedent
First:
Middle:
Last:
Gender:
SSN:
Date of Birth: Start:
End:

Maximum records to display: 200

Buttons: Search, Soundex, Swap Names, Clear

A combination of both search types can be used at the same time to perform a search.

In this lesson, we will describe the steps for both search types, beginning with the **Search by Identifier** type.

Searching by Identifier

The screenshot shows a web browser window with the URL http://www.dohdave.beta.pa.gov/EVRS_WEB_Staging/UI/Pages/LifeEvents/Death/SearchList.aspx. The page title is "Schroder, Rick: 00-000" and "Welcome back: schroder". The navigation menu includes "Main", "Order Processing", "Life Events", "Queues", "Accounting", "Reports", "Forms", and "Help". The page content is titled "***STAGING*** Pennsylvania Department of Health".

The search interface is titled "Search for a death record" and is divided into two sections by an "OR" separator:

- Search by Identifier:** This section includes fields for "File Number" (Year and Number), "Case Id", "ME Case Number", "Medical Record Number", "File Date", "Date of Death" (Start and End), "Place of Death Location Type", and "Place of Death". A purple box highlights the "File Number" fields.
- Search by Registrant or Data Provider:** This section includes a "First Search Person/Organization" dropdown menu (set to "Decedent"), and input fields for "First", "Middle", "Last", "Gender", "SSN", and "Date of Birth" (Start and End).

At the bottom of the search area, there is a "Maximum records to display" field set to "200" and buttons for "Search", "Soundex", "Swap Names", and "Clear".

The **Search by Identifier** criteria is broken down into three types of data:

Numbers: The **File Number** consists of both the **Year** and the **Number**. If using the **File Number**, enter both the **Year** and **Number**. This number is only available for records that have already been registered.

Searching by Identifier

Search for a death record

Search by Identifier:

Enter one of these items

File Number: Year:

Number:

Case Id

ME Case Number:

Medical Record Number:

File Date:

Date of Death: Start:

End:

Piece of Death Location Type:

Piece of Death:

Maximum records to display:

OR

Search by Registrant or Data Provider:

Enter one or more persons/organizations. Last name is required.

First Search Person/Organization

Person/Organization:

First:

Middle:

Last:

Gender:

SSN:

Date of Birth: Start:

End:

More

Search Soundex Swap Names Clear

Dates: The **Date of Death** search is designed to use a date range. However, if using the **Date of Death**, you have the option of entering just a **Start** date. If entering an **End** date, you must also enter a **Start** date. Both dates can be the same.

Searching by Identifier

The screenshot shows a web browser window with the URL http://www.dohdave.beta.pa.gov/EVRS_WEB_Staging/UI/Pages/LifeEvents/Death/SearchList.aspx. The page title is "Schroder, Rick: 00-000" and "Welcome back: schroder". The navigation menu includes "Main", "Order Processing", "Life Events", "Queues", "Accounting", "Reports", "Forms", and "Help". The page content is titled "***STAGING*** Pennsylvania Department of Health".

The main section is "Search for a death record". It is divided into two search methods:

- Search by Identifier:** Enter one of these items:
 - File Number: Year:
 - Number:
 - Case Id:
 - ME Case Number:
 - Medical Record Number:
 - File Date:
 - Date of Death: Start: End:
 - Place of Death Location Type:
 - Place of Death:
- Search by Registrant or Data Provider:** Enter one or more persons/organizations. Last name is required.
 - First Search Person/Organization:
 - Person/Organization:
 - First:
 - Middle:
 - Last:
 - Gender:
 - SSN:
 - Date of Birth: Start: End:

At the bottom, there is a "Maximum records to display:" field set to "200" and buttons for "Search", "Soundex", "Swap Names", and "Clear".

Places: The **Place of Death** criteria is used along with other criteria and cannot be used alone. An error message appears if you attempt to search using the **Place of Death** field only.

Searching by Identifier

Search for a death record

Search by Identifier:

Enter one of these items

File Number: Year:

Number:

Case Id:

ME Case Number:

Medical Record Number:

File Date:

Date of Death: Start: Jul-04-2015

End: Jul-15-2015

Place of Death Location Type:

Place of Death:

Maximum records to display: 200

OR

Search by Registrant or Data Provider:

Enter one or more persons/organizations. Last name is required.

First Search Person/Organization

Person/Organization: Decedent

First:

Middle:

Last:

Gender:

SSN:

Date of Birth: Start:

End:

More

Search Soundex Swap Names Clear

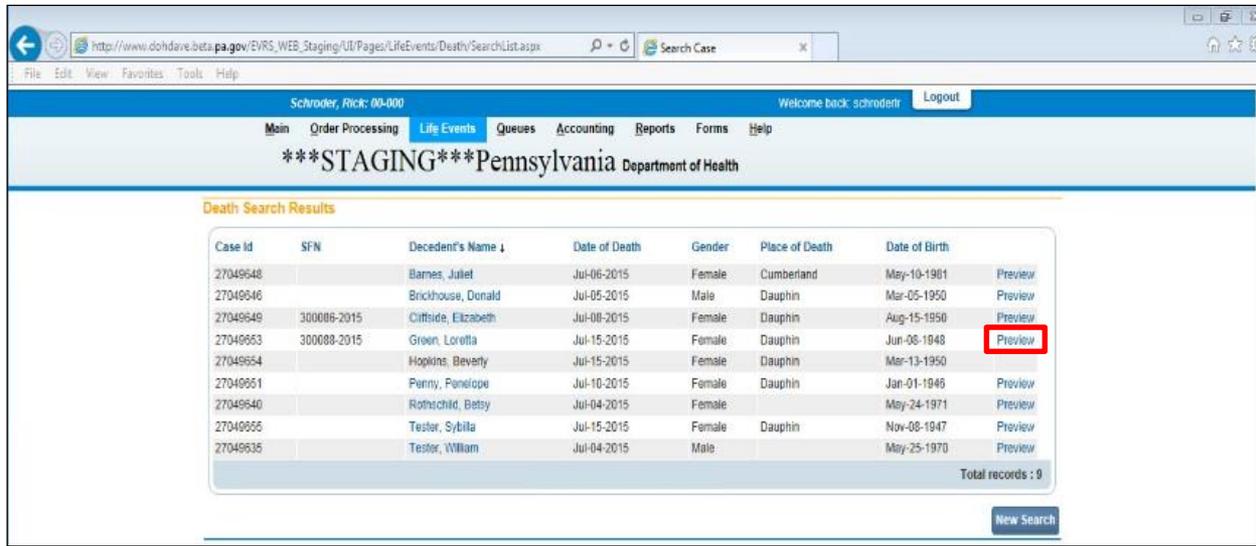
Note:

You can use more than one of the **Search by Identifier** criteria to perform a search.

For this lesson we are using the **Date of Death** search and have entered both a **Start** and **End** date.

Click **Search** to initiate the search.

Previewing Results



Death Search Results

Case Id	SFN	Decedent's Name	Date of Death	Gender	Place of Death	Date of Birth	Preview
27049648		Barnes, Juliet	Jul-06-2015	Female	Cumberland	May-10-1961	Preview
27049646		Brickhouse, Donald	Jul-05-2015	Male	Dauphin	Mar-05-1950	Preview
27049649	300086-2015	Cliftside, Elizabeth	Jul-08-2015	Female	Dauphin	Aug-15-1950	Preview
27049653	300088-2015	Green, Loretta	Jul-15-2015	Female	Dauphin	Jun-06-1948	Preview
27049654		Hopkins, Beverly	Jul-15-2015	Female	Dauphin	Mar-13-1950	Preview
27049651		Penny, Penelope	Jul-10-2015	Female	Dauphin	Jan-01-1946	Preview
27049640		Rothchild, Betsy	Jul-04-2015	Female		May-24-1947	Preview
27049655		Tester, Sybilla	Jul-15-2015	Female	Dauphin	Nov-08-1947	Preview
27049635		Tester, William	Jul-04-2015	Male		May-25-1970	Preview

Total records : 9

[New Search](#)

The Search Results screen displays.

If a case matching your entry already exists, the potential match or matches display. If there is more than one potential match, you can click the **Preview** link to view additional information to determine if this is your case.

Previewing Results

Death Search Results

Case Id	SFN	Decedent's Name ↓	Date of Death	Gender	Place of Death	Date of Birth	
27049548		Barnes, Juliet	Jul-06-2015	Female	Cumberland	May-10-1981	Preview
27049546		Brickhouse, Donald	Jul-05-2015	Male	Dauphin	Mar-05-1950	Preview
27049549	300086-2015	Cliffside, Elizabeth	Jul-08-2015	Female	Dauphin	Aug-15-1950	Preview
27049553	300083-2015	Green, Loretta	Jul-15-2015	Female	Dauphin	Jun-08-1948	Preview
27049554		Hopkins, Beverly	Jul-15-2015	Female	Dauphin	Mar-13-1950	Preview
27049551		Penny, Penelope	Jul-10-2015	Female	Dauphin	Jan-01-1946	Preview
27049540		Rothchild, Betsy	Jul-04-2015	Female	Dauphin	May-24-1971	Preview
27049555		Tester, Sybilla	Jul-15-2015	Female	Dauphin	Nov-08-1947	Preview
27049535		Tester, William	Jul-04-2015	Male	Dauphin	May-25-1970	Preview

Total records : 9

[New Search](#)

Clicking on any column title will sort the results in ascending or descending order.

A search result that is disabled is a result of an *Abandoned* or *Voided* record.

Previewing Results

ave:beta.pa.gov/EVRS_WEB_Staging/UI/pages/LifeEvents/Death/Search/List.aspx?IsReturnF... Search Case

Tools Help

Schroder, Rick: 00-000 Welcome back: schroderr Logout

Main Order Processing Life Events Queues Accounting Reports Forms Help

STAGING Pennsylvania Department of Health

Death Search Results

Case Id	SFN	Decedent's Name ↓	Date of Death	Gender	Place of Death	Date of Birth	
27049548		Barnes, Juliet	Jul-06-2015	Female	Cumberland	May-10-1981	Preview
27049546		Brickhouse, Donald	Jul-05-2015	Male	Dauphin	Mar-05-1950	Preview
27049549	300086-2015	Cliffside, Elizabeth	Jul-08-2015	Female	Dauphin	Aug-15-1950	Preview
27049553	300088-2015	Green, Loretta	Jul-15-2015	Female	Dauphin	Jun-06-1948	Preview
27049554		Hopkins, Beverly	Jul-15-2015	Female	Dauphin	Mar-13-1950	
27049551		Penny, Penelope	Jul-10-2015	Female	Dauphin	Jan-01-1946	Preview
27049540		Rothchild, Betsy	Jul-04-2015	Female		May-24-1971	Preview
27049556		Tester, Sybilla	Jul-15-2015	Female	Dauphin	Nov-08-1947	Preview
27049635		Tester, William	Jul-04-2015	Male		May-25-1970	Select

Total records : 9

New Search

Preview

File Number: Case Id: 27049635

Decedent's Name: William Tester

Spouse's Name: Hilda Brandt

Gender: Male

City or Town of Death:

Place of Death:

Residence: Harrisburg Pennsylvania, United States

Mother's Maiden Name: Juliette Swisher

Funeral Director: Rick Schroder

Funeral Home: Hoover Funeral Homes & Crematory Inc (Harrisburg), 6011 Linglestown, Harrisburg

Medical Certifier:

Date Entered: 08-15-2015

File Date: Medical Record Number: ME Case Number: Date of Death: Jul-04-2015

Marital Status: Married

Date of Birth: May-25-1970

SSN: 231-54-1234

County:

Last Update Made By: Rick Schroder

Status: /Personal Valid/Medical Invalid/Not Registered/Signed/Dropped to Paper/NA/FIPS Coding Required/Medical Pending/Birth Death Linkage Required Over 1 Year

When you click on a **Preview** link, additional case information displays. You can review the information to verify you have located the correct case.

The last line of the **Preview** section is the case **Status** bar. If the record has been dropped to paper you will not be able to process the case further because it is locked by the system. This may also account for why you have multiple records for an individual in the search results.

Selecting the Record

pa.gov/EVRS_WEB_Staging/UI/pages/LifeEvents/Death/SearchList.aspx?ReturnF... Search Case

Tools Help

Schroder, Rick: 00-000 Welcome back: schrodetr Logout

Main Order Processing Life Events Queues Accounting Reports Forms Help

STAGING Pennsylvania Department of Health

Death Search Results

Case Id	SFN	Decedent's Name ↓	Date of Death	Gender	Place of Death	Date of Birth	
27049548		Barnes, Juliet	Jul-06-2015	Female	Cumberland	May-10-1981	Preview
27049646		Brickhouse, Donald	Jul-05-2015	Male	Dauphin	Mar-05-1950	Preview
27049649	300086-2015	Citfside, Elizabeth	Jul-08-2015	Female	Dauphin	Aug-15-1950	Preview
27049653	300088-2015	Green, Loretta	Jul-15-2015	Female	Dauphin	Jun-06-1948	Preview
27049654		Hopkins, Beverly	Jul-15-2015	Female	Dauphin	Mar-13-1950	
27049651		Punny, Penelope	Jul-10-2015	Female	Dauphin	Jan-01-1946	Preview
27049640		Rothschild, Betsy	Jul-04-2015	Female		May-24-1971	Preview
27049656		Tester, Sybilla	Jul-15-2015	Female	Dauphin	Nov-08-1947	Preview
27049635		Tester, William	Jul-04-2015	Male		May-25-1970	Select

Total records : 9

New Search

Preview

File Number: Case Id: 27049635

Decedent's Name: William Tester

Spouse's Name: Hilda Brandt

Gender: Male

City or Town of Death:

Place of Death:

Residence: Harrisburg Pennsylvania, United States

Mother's Maiden Name: Juliette Swisher

Funeral Director: Rick Schroder

Funeral Home: Hoover Funeral Homes & Crematory Inc (Harrisburg), 6011 Lingiestown, Harrisburg

Medical Certifier:

Date Entered: JUL-15-2015

Status: iPersonal Valid/Medical Invalid/Not Registered/Signed/Dropped to Paper/NA/FIPS Coding Required/Medical Pending/Birth Death Linkage Required Over 1 Year

File Date: Medical Record Number: ME Case Number: Date of Death: Jul-04-2015

Marital Status: Married

SSN: 231-54-1234

County:

Last Update Made By: Rick Schroder

If this is the correct record, you can click the **Select** link or the **Decedent's Name** link to open the record.

If this is not the correct record, and there are multiple death search results, you have the option of clicking another **Preview** link.

You can conduct a new search using different criteria by clicking the **New Search** button.

Click on a **Decedent's Name** link.

Selecting the Record

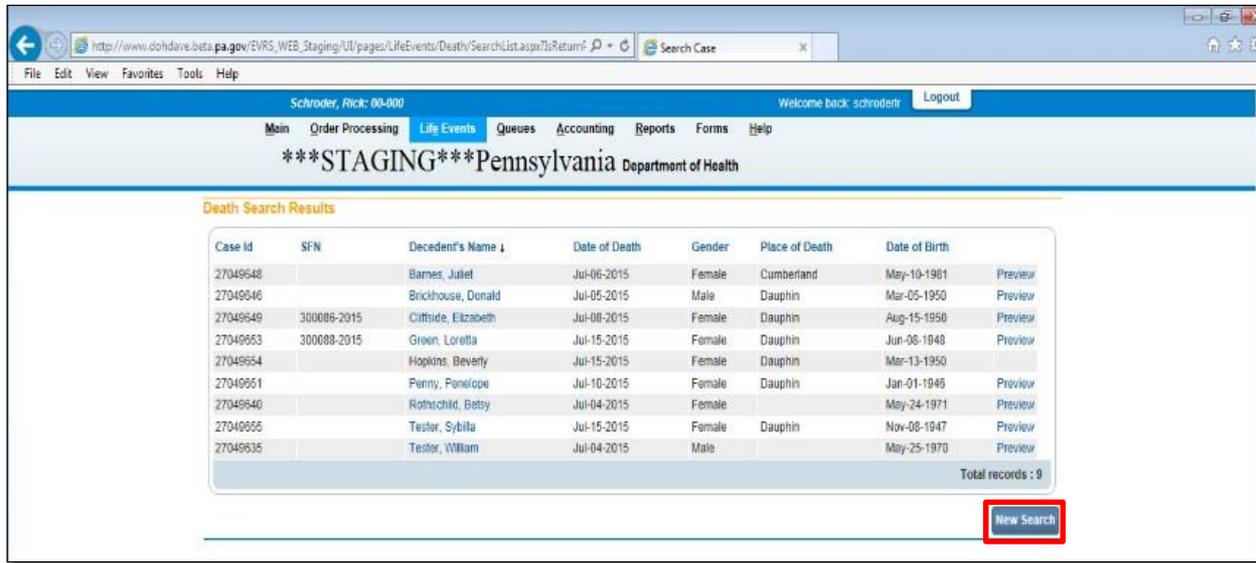
The screenshot shows a web browser window displaying the Pennsylvania Department of Health's Death Registration Menu. The browser address bar shows the URL: http://www.dohdave.beta.pa.gov/EVRS_WEB_Staging/UI/pages/LifeEvents/Death/Decedent.aspx. The page title is "Decedent". The user is logged in as "Schroder, Rick: 00-000" and is on the "Life Events" tab. The page displays the case number "27049655" and the name "Sybilla Tester" with the date of death "Jul-16-2015". The page is titled "***STAGING*** Pennsylvania Department of Health". The left sidebar contains a "Death Registration Menu" with various options. The main content area shows the "Decedent" section with fields for "Will Coroner/Medical Examiner be responsible for final disposition?", "Decedent's Legal Name", "Aliases", "Gender", "Social Security Number", "Date of Birth", "Decedent's Birth Place", and "Ever in US Armed Forces?". The "Return" button is highlighted with a red box.

The case is opened and displays the Decedent screen. You can now complete your task for this record.

Now let's perform a death search using registrant or data provider criteria.

Click **Return** to return to the search results list.

Performing a New Search



Death Search Results

Case Id	SFN	Decedent's Name	Date of Death	Gender	Place of Death	Date of Birth	
27049548		Barnes, Juliet	Jul-06-2015	Female	Cumberland	May-10-1961	Preview
27049546		Brickhouse, Donald	Jul-05-2015	Male	Dauphin	Mar-05-1950	Preview
27049549	300086-2015	Cliffside, Elizabeth	Jul-08-2015	Female	Dauphin	Aug-15-1950	Preview
27049553	300088-2015	Green, Loretta	Jul-15-2015	Female	Dauphin	Jun-06-1948	Preview
27049554		Hopkins, Beverly	Jul-15-2015	Female	Dauphin	Mar-13-1950	
27049551		Penny, Penelope	Jul-10-2015	Female	Dauphin	Jan-01-1946	Preview
27049540		Rothchild, Betsy	Jul-04-2015	Female		May-24-1971	Preview
27049555		Tester, Sybilla	Jul-15-2015	Female	Dauphin	Nov-08-1947	Preview
27049535		Tester, William	Jul-04-2015	Male		May-25-1970	Preview

Total records : 9

[New Search](#)

The previous Death Search Results display.

Click **New Search** to begin a new search using registrant or data provider information.

Searching by Registrant or Data Provider

The screenshot shows a web browser window with the URL `ohdave.beta.pa.gov/EVRS_WEB_Staging/UI/pages/LifeEvents/Death/SearchList.aspx`. The page title is "Schroder, Rick: 00-000" and the user is logged in as "schroder". The navigation menu includes "Main", "Order Processing", "Life Events", "Queues", "Accounting", "Reports", "Forms", and "Help". The page content is titled "Search for a death record" and is divided into two search methods:

- Search by Identifier:** This section includes fields for File Number, Year, Case Id, ME Case Number, Medical Record Number, File Date, Date of Death (Start/End), and Place of Death. A "More" button is located below these fields.
- Search by Registrant or Data Provider:** This section includes a dropdown for "Person/Organization" (set to "Decedent"), and input fields for First, Middle, Last, Gender, SSN, and Date of Birth (Start/End). A "More" button is also present.

At the bottom of the search area, there is a "Maximum records to display" field set to "200" and a row of buttons: "Search", "Soundex", "Swap Names", and "Clear".

Note:

If you are searching by anything other than **Decedent** as your **Person/Organization**, the search criteria fields change accordingly.

In addition to the identifier search, you can also search by the registrant or the data provider that processed the record. For example, a funeral home, certifier, or medical examiner.

At the minimum, the **Last name** field is required.

Searching by Registrant or Data Provider

The screenshot shows a web browser window displaying the Pennsylvania Department of Health's search interface. The browser address bar shows the URL: http://www.dohdave.beta.pa.gov/EVRS_WEB_Staging/UI/pages/LifeEvents/Death/SearchList.aspx. The page title is "Schroder, Rick: 00-000" and "Welcome back: schroder". The navigation menu includes "Main", "Order Processing", "Life Events", "Queues", "Accounting", "Reports", "Forms", and "Help". The main heading is "***STAGING*** Pennsylvania Department of Health".

The search interface is titled "Search for a death record" and is divided into two sections: "Search by Identifier:" and "Search by Registrant or Data Provider:".

Search by Identifier: This section includes fields for "File Number:", "Year:", "Case Id", "ME Case Number:", "Medical Record Number:", "File Date:", "Date of Death:" (with "Start" and "End" sub-fields), "Place of Death Location Type:", and "Place of Death:". There is also a "Maximum records to display:" field set to "200".

Search by Registrant or Data Provider: This section includes a "First Search Person/Organization" dropdown menu set to "Decedent". Below this are fields for "Person/Organization:", "First:", "Middle:", "Last:", "Gender:", "SSN:", and "Date of Birth:" (with "Start" and "End" sub-fields). A "More" button is located below these fields.

At the bottom of the search area, there are buttons for "Search", "Soundex", "Swap Names", and "Clear".

Using available information, complete as many fields as needed to give you the most selective search results. The more information you enter, the more selective the search results become.

Click **Search** to initiate the search.

Searching by Registrant or Data Provider



The Search Results screen displays.

Click the **Decedent's Name** link to open the death record or click the **Preview** link to review the information for the case.

Click **New Search**.

Performing a Combination Search

Search for a death record

Search by Identifier:
Enter one of these items

File Number: Year:

Number:

Case Id

ME Case Number:

Medical Record Number:

File Date:

Date of Death: Start: Jul-16-2015 End: Jul-16-2015

Piece of Death Location Type:

Piece of Death:

Maximum records to display: 200

OR

Search by Registrant or Data Provider:
Enter one or more persons/organizations. Last name is required.

First Search Person/Organization

Person/Organization: Decedent

First: Harry

Middle:

Last: Smith

Gender:

SSN:

Date of Birth: Start: End:

More

Search Soundex Swap Names Clear

A combination search can be used if information is available for both search types:

- ▣ Search by Identifier
- ▣ Search by Registrant or Data Provider

Performing a Combination Search

The screenshot shows a web browser window with the URL `beta.pa.gov/EVRS_WEB_Staging/UI/pages/LifeEvents/Death/Search/List.aspx`. The page title is "Schroder, Rick: 00-000" and it includes a "Logout" link. The navigation menu includes "Main", "Order Processing", "Life Events", "Queues", "Accounting", "Reports", "Forms", and "Help". The main heading is "***STAGING*** Pennsylvania Department of Health".

The search interface is titled "Search for a death record" and is divided into two sections by an "OR" separator:

- Search by Identifier:** This section includes fields for "File Number", "Year", "Case Id", "ME Case Number", "Medical Record Number", "File Date", "Date of Death" (with "Start" and "End" date pickers), "Place of Death Location Type", and "Place of Death".
- Search by Registrant or Data Provider:** This section includes a "First Search Person/Organization" dropdown menu (set to "Decedent"), "Person/Organization" dropdown, "First", "Middle", "Last", "Gender", "SSN", and "Date of Birth" (with "Start" and "End" date pickers).

At the bottom of the form, there is a "Maximum records to display" field set to "200" and a row of buttons: "Search", "Soundex", "Swap Names", and "Clear".

When information is entered into both sections, the search results will be more selective.

In the **Search by Identifier** section, we are entering a **Start** and **End** date in the **Date of Death** field.

In the **Search by Registrant or Data Provider** section, let's keep the default selection of **Decedent** as our **Person/Organization** and enter a **First** and **Last** name for the decedent.

Click **Search** to initiate the search.

Performing a Combination Search



The screenshot shows a web browser window with the URL http://www.dohdave.beta.pa.gov/EVRS_WEB_Staging/UI/pages/LifeEvents/Death/SearchList.aspx. The page header includes the user name "Schroder, Rick: 00-000" and a "Logout" link. The navigation menu contains "Main", "Order Processing", "Life Events", "Queues", "Accounting", "Reports", "Forms", and "Help". The main content area displays "***STAGING*** Pennsylvania Department of Health" and "Death Search Results". A table with one row shows the search results:

Case Id	SFN	Decedent's Name ↓	Date of Death	Gender	Place of Death	Date of Birth	Preview
2704957		Smith, Harry	Jul-18-2015	Male		Sep-09-1949	Preview

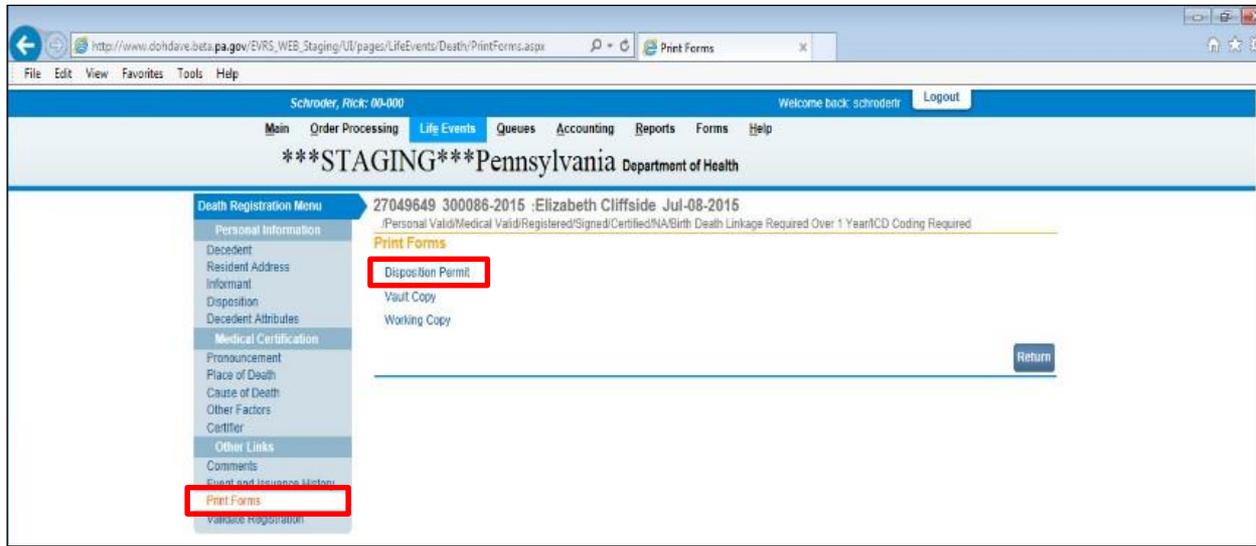
Below the table, it indicates "Total records : 1" and a "New Search" button.

Notice that the search results display one case. The more information that you have entered in your search, the more selective your search results will be.

Disposition Permit & Vault Copy

- The following slides describe the process for producing the Disposition Permit and Vault Copy.

Disposition Permit



DAVE™ automatically assigns a permit number to the record when the Disposition Permit is opened. The permit number is then printed on the Vault Copy, eliminating the need to manually write the permit number on the Vault Copy.

Click the **Disposition Permit** link.

Disposition Permit

The screenshot shows a web browser window with the URL `dohdsve.beta.pa.gov`. The page header includes the user name "Schroder, Rick: 00-000" and a "Logout" button. The main navigation menu contains "Main", "Order Processing", "Life Events", "Queues", "Accounting", "Reports", "Forms", and "Help". The page title is "***STAGING*** Pennsylvania Department of Health".

The main content area displays a "Death Registration Menu" for record `27049649 300086-2016 :Elizabeth Cliffside Jul-08-2016`. The menu includes sections for "Personal Information", "Medical Certification", "Other Links", and "Print Forms". Under "Print Forms", there are links for "Disposition Permit", "Vault Copy", and "Working Copy". A "Return" button is located at the bottom right of the menu area.

A yellow dialog box is visible at the bottom of the screen, containing the text: "Do you want to open or save DispositionPermit.pdf from dohdsve.beta.pa.gov?". The dialog box has three buttons: "Open", "Save", and "Cancel".

When the Disposition Permit PDF is created, a yellow dialog box displays at the bottom of the screen asking if you would like to open the document.

Click **Cancel**.

Vault Copy



A Vault Copy is considered an official paper copy of the death record that is used to issue the certified copies after the death record has been registered.

Click the **Vault Copy** link.

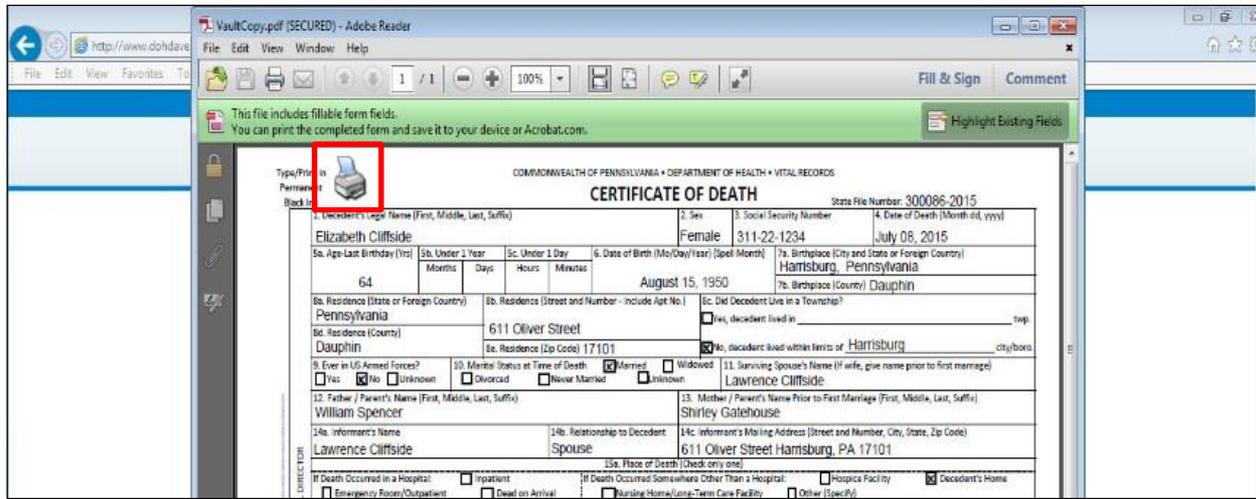
Vault Copy

The screenshot shows a web application interface for the Pennsylvania Department of Health. At the top, there is a navigation bar with the user's name 'Schroder, Rick: 00-000' and a 'Logout' button. Below this is a menu with options like 'Main', 'Order Processing', 'Life Events', 'Queues', 'Accounting', 'Reports', 'Forms', and 'Help'. The main content area displays a 'Death Registration Menu' for a record with ID '27049649 300086-2015 :Elizabeth Cliffside Jul-08-2016'. The menu includes sections for 'Personal Information', 'Medical Certification', and 'Other Links'. A 'Print Forms' dialog box is open at the bottom of the screen, asking 'Do you want to open or save VaultCopy.pdf from doh.dave.beta.pa.gov?' with 'Open', 'Save', and 'Cancel' buttons. The dialog box is highlighted with a red border.

When the Vault Copy PDF is created, a yellow dialog box displays at the bottom of the screen asking if you would like to open the document.

Click **Open** to view the death record.

Printing the Vault Copy



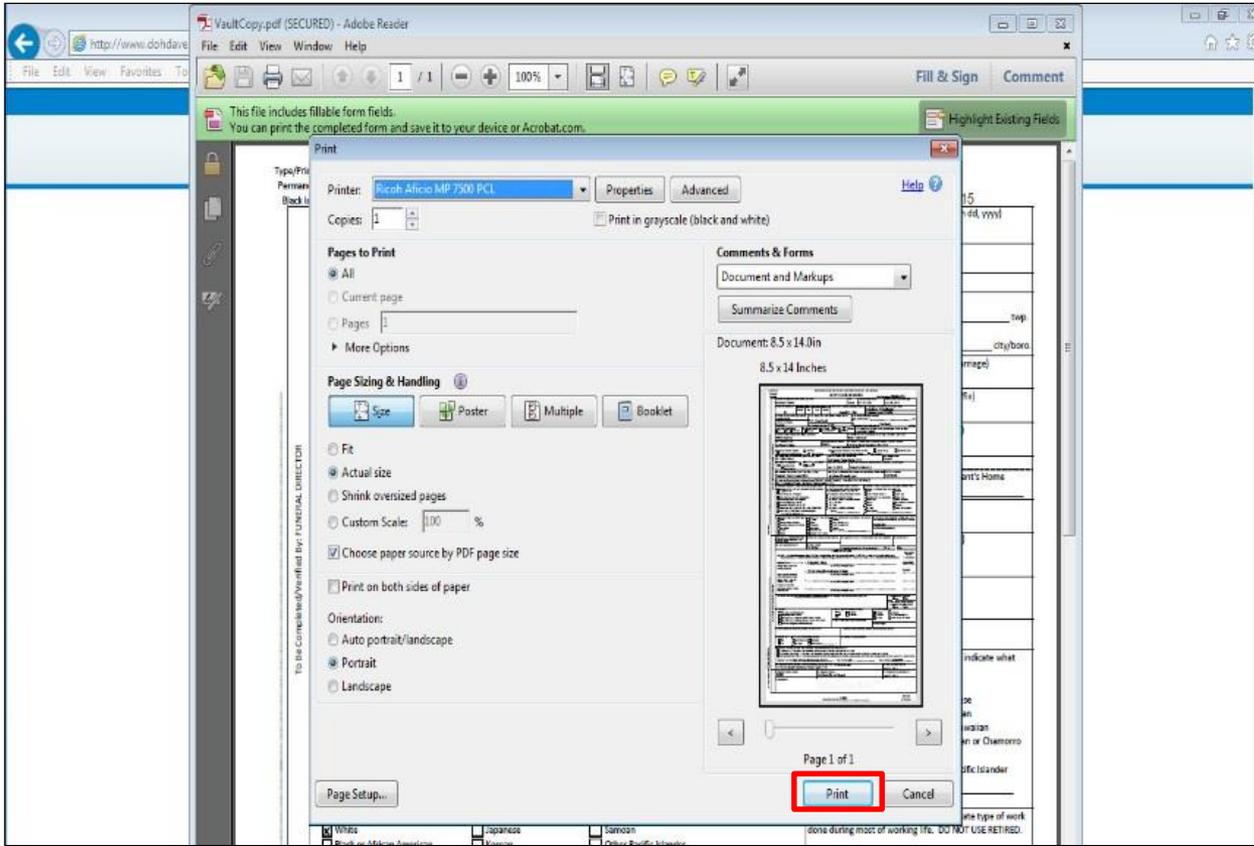
The screenshot shows the Adobe Reader interface with a PDF document titled "VaultCopy.pdf (SECURED)". A green notification bar at the top states: "This file includes fillable form fields. You can print the completed form and save it to your device or Acrobat.com." Below this, a toolbar contains a printer icon, which is highlighted with a red box. The main content is a "CERTIFICATE OF DEATH" form for Elizabeth Cliffside, dated July 08, 2015. The form includes fields for decedent information, residence, marital status, and informant details.

COMMONWEALTH OF PENNSYLVANIA • DEPARTMENT OF HEALTH • VITAL RECORDS			
CERTIFICATE OF DEATH			
State File Number: 300086-2015			
1. Decedent's Legal Name (First, Middle, Last, Suffix) Elizabeth Cliffside		2. Sex Female	3. Social Security Number 311-22-1234
4. Date of Death (Month, day, yyyy) July 08, 2015			
5a. Age-Last Birthday (Yrs) 64	5b. Under 1 Year Months Days Hours Minutes	6. Date of Birth (Mo/Day/Year) (Spell Month) August 15, 1950	7a. Birthplace (City and State or Foreign Country) Harrisburg, Pennsylvania
7b. Birthplace (Country) Dauphin			
8a. Residence (State or Foreign Country) Pennsylvania	8b. Residence (Street and Number - include Apt No.) 611 Oliver Street	8c. Did Decedent Live in a Township? <input type="checkbox"/> Yes, decedent lived in _____ township	
8d. Residence (County) Dauphin	8e. Residence (Zip Code) 17101	8f. No, decedent lived within limits of: <u>Harrisburg</u> city/town	
9. Ever in US Armed Forces? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Unknown	10. Marital Status at Time of Death <input type="checkbox"/> Divorced <input checked="" type="checkbox"/> Married <input type="checkbox"/> Never Married <input type="checkbox"/> Unknown	11. Surviving Spouse's Name (If wife, give name prior to first marriage) Lawrence Cliffside	
12. Father / Parent's Name (First, Middle, Last, Suffix) William Spencer		13. Mother / Parent's Name Prior to First Marriage (First, Middle, Last, Suffix) Shirley Gatehouse	
14a. Informant's Name Lawrence Cliffside		14b. Relationship to Decedent Spouse	14c. Informant's Mailing Address (Street and Number, City, State, Zip Code) 611 Oliver Street Harrisburg, PA 17101
15a. Place of Death (Check only one)			
If Death Occurred in a Hospital: <input type="checkbox"/> Emergency Room/Outpatient <input type="checkbox"/> Inpatient		If Death Occurred Somewhere Other Than a Hospital: <input type="checkbox"/> Nursing Home/Long-Term Care Facility <input type="checkbox"/> Hospice Facility <input checked="" type="checkbox"/> Decedent's Home	

To print the legal size version of the Certificate of Death, click the **Printer** icon located in the top left-hand corner of the form.

- If you use the transcription method, you do not need to print a Vault Copy.
- Before beginning the process of printing, verify that your printer is connected to your computer and that it is powered on.

Printing the Vault Copy



The **Print Settings** box displays.

Click **Print** to print the document.

Note:

If you experience difficulties printing the document, please check your printer User Manual for troubleshooting instructions.

Printing the Vault Copy

VaultCopy.pdf (SECURED) - Adobe Reader

File Edit View Window Help

1 / 1 100%

Fill & Sign Comment

This file includes fillable form fields.
You can print the completed form and save it to your device or Acrobat.com.

Highlight Existing Fields

Type/Print in Permanent Back link

COMMONWEALTH OF PENNSYLVANIA • DEPARTMENT OF HEALTH • VITAL RECORDS

CERTIFICATE OF DEATH

State File Number: 300086-2015

1. Decedent's Legal Name (First, Middle, Last, Suffix) Elizabeth Cliffside				2. Sex Female		3. Social Security Number 311-22-1234		4. Date of Death (Month, day, year) July 08, 2015	
5a. Age-Last Birthday (Yrs) 64		5b. Under 1 Year Months Days Hours Minutes		6. Date of Birth (Mo/Day/Year) (Spell Month) August 15, 1950		7a. Birthplace (City and State or Foreign Country) Harrisburg, Pennsylvania			
7b. Birthplace (County) Dauphin		8a. Residence (State or Foreign Country) Pennsylvania		8b. Residence (Street and Number - include Apt No.) 611 Oliver Street		8c. Did Decedent Live in a Township? <input type="checkbox"/> Yes, decedent lived in _____ twp			
8d. Residence (County) Dauphin		8e. Residence (Zip Code) 17101		9. No, decedent lived within limits of _____ city/town					
9. Ever in US Armed Forces? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Unknown		10. Marital Status at Time of Death <input type="checkbox"/> Divorced <input checked="" type="checkbox"/> Never Married <input type="checkbox"/> Married <input type="checkbox"/> Widowed		11. Surviving Spouse's Name (If wife, give name prior to first marriage) Lawrence Cliffside					
12. Father / Parent's Name (First, Middle, Last, Suffix) William Spencer				13. Mother / Parent's Name Prior to First Marriage (First, Middle, Last, Suffix) Shirley Galehouse					
14a. Informant's Name Lawrence Cliffside		14b. Relationship to Decedent Spouse		14c. Informant's Mailing Address (Street and Number, City, State, Zip Code) 611 Oliver Street Harrisburg, PA 17101					
15. Facility Name (If not institution, give street and number) 611 Oliver Street		15c. City or Town, State, and Zip Code Harrisburg, Pennsylvania 17101		15d. County of Death Dauphin				15e. County of Death	
16a. Method of Disposition <input type="checkbox"/> Removal from State <input type="checkbox"/> Other (Specify)		<input checked="" type="checkbox"/> Burial <input type="checkbox"/> Cremation <input type="checkbox"/> Donation		16b. Date of Disposition July 14, 2015		16c. Place of Disposition (Name of cemetery, crematory, or other place) Heaven's Gates LLC			
16d. Location of Disposition (City or Town, State, and Zip) Whitehall, Pennsylvania 18052		17a. Signature of Funeral Service Licensee or Person in Charge of Interment <i>[Signature]</i>		17b. License Number FD556555L					
17c. Name and Complete Address of Funeral Facility Hoover Funeral Homes & Crematory Inc (Harrisburg) 6011 Lingestown Road Harrisburg, Pennsylvania 17112									
18. Decedent's Education - Check the box that best describes the highest degree or level of school completed at the time of death. <input type="checkbox"/> 8th grade or less <input type="checkbox"/> No diploma, 9th - 12th grade <input checked="" type="checkbox"/> High school graduate or GED completed <input type="checkbox"/> Some college credit, but no degree <input type="checkbox"/> Associate degree (e.g. AA, AS) <input type="checkbox"/> Bachelor's degree (e.g. BA, AB, BS) <input type="checkbox"/> Master's degree (e.g. MA, MS, MEng, MEd, MDiv, MBA) <input type="checkbox"/> Doctorate (e.g. PhD, EdD) or Professional degree (e.g. MD, DDS, DVM, US, JD)				19. Decedent of Hispanic Origin - Check the box that best describes whether the decedent is Spanish/Hispanic/Latino. Check the "No" box if decedent is not Spanish/Hispanic/Latino. <input checked="" type="checkbox"/> No, not Spanish/Hispanic/Latino <input type="checkbox"/> Yes, Mexican, Mexican American, Chicano <input type="checkbox"/> Yes, Puerto Rican <input type="checkbox"/> Yes, Cuban <input type="checkbox"/> Yes, other Spanish/Hispanic/Latino (Specify)				20. Decedent's Race - Check ONE OR MORE races to indicate what the decedent considered himself or herself to be. <input checked="" type="checkbox"/> White <input type="checkbox"/> Black or African American <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Chinese <input type="checkbox"/> Japanese <input type="checkbox"/> Korean <input type="checkbox"/> Vietnamese <input type="checkbox"/> Other Asian <input type="checkbox"/> Native Hawaiian <input type="checkbox"/> Guamanian or Chamorro <input type="checkbox"/> Samoan <input type="checkbox"/> Other Pacific Islander	
21. Decedent's Single Race Self-Designation - Check ONLY ONE to indicate what the decedent considered himself or herself to be. <input checked="" type="checkbox"/> White <input type="checkbox"/> Black or African American <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Chinese <input type="checkbox"/> Japanese <input type="checkbox"/> Korean <input type="checkbox"/> Vietnamese <input type="checkbox"/> Other Asian <input type="checkbox"/> Native Hawaiian				22a. Decedent's Usual Occupation - Indicate type of work done during most of working life. DO NOT USE RETIRED. Homemaker		22b. Kind of Business/Industry			

When finished, click **Close (X)** to close the document window.

Issuing from the Vault Copy

- Use the Vault Copy with your current reduction settings on your photocopier to issue certified copies via the Photocopy method.
- Maintain your current tracking process to record copies issued and safety paper numbers using your monthly Schedule of Certified Copies Issued & Income Earned forms.
- If the funeral director requests additional copies of a death record that you registered in DAVE™, you will have to perform a death search to find the case and check the Event and Issuance History for pending amendments prior to issuing.

Checking for Amendments

- The following slides describe the process to check for and review Amendments to a registered record.

Checking for Amendments

The screenshot shows a web browser window displaying the Pennsylvania Department of Health's DAVE™ system. The browser address bar shows the URL: http://www.dohdave.beta.pa.gov/EVRS_WEB_Staging/UI/Pages/LifeEvents/Death/Decedent.aspx?Registrati. The page title is "Decedent". The user is logged in as "Schroder, Rick: 00-000" and is on the "Life Events" tab. The page displays a "Death Registration Menu" on the left side, with the "Event and Issuance History" link highlighted in red. The main content area shows the registration details for a decedent named Loretta Green, born on July 15, 2015. The form includes fields for personal information, medical certification, and other links. The "Event and Issuance History" link is located under the "Other Links" section of the menu.

DAVE™ is designed to track actions or changes taken on any record entered in DAVE™. The **Event and Issuance History** link, which is located in the *Other Links* section of the Death Registration Menu, enables you to identify and view the actions and the user that performed each action.

Click the **Event and Issuance History** link.

Checking for Amendments

The screenshot shows a web browser window displaying the Pennsylvania Department of Health's 'Event & Issuance History' screen. The browser address bar shows the URL: http://www.dohdave.beta.pa.gov/EVRS_WEB_Staging/UI/pages/LifeEvents/Death/EventIssuanceHistory.asp. The page header includes the user name 'Schroder, Rick: 00-000' and a 'Logout' button. The navigation menu includes 'Main', 'Order Processing', 'Life Events', 'Queues', 'Accounting', 'Reports', 'Forms', and 'Help'. The main content area displays the following information:

27049653 300088-2015 :Loretta Green Jul-15-2015
_Personal Valid/Medical Valid/Registered/Signed/Certified/NA/Birth Death Linkage Required Over 1 Year/CD Coding Required

Event & Issuance History

Include in List: Actions Issuance Amendments Audit Logs Change Logs Extracts/Loads Orders

Type	User ID	Office	Date	Details
Amendment 2183508	schrodermd	Harrisburg Hospital	Jul-21-2015 03:19 PM	Detail
Amendment 2183507	schrodermd	Harrisburg Hospital	Jul-21-2015 03:18 PM	Detail
Amendment 2183506	schroderfd	Hoover Funeral Homes & Crematory Inc (Hershey)	Jul-21-2015 03:16 PM	Detail

Total records : 3

Return

The Event & Issuance History screen displays.

The only checkbox selected in the **Include in List** field is the **Amendments** checkbox.

Checking for Amendments

Include in List: Actions Issuances Amendments Audit Logs Change Logs Extracts/Loads Orders

No data found.

Return

If no amendments exist, a **No data found** message displays and you can print the Vault Copy.

Checking Amendment Status

The screenshot shows a web browser window displaying the Pennsylvania Department of Health's Death Registration System. The page title is "Event Issuance History" and the URL is "http://www.dohdave.beta.pa.gov/EVRS_WEB_Staging/UI/pages/LifeEvents/Death/EventIssuanceHistory.asp". The user is logged in as "Schroder, Rick: 00-000". The page displays the case information for "27049653 300088-2015 :Loretta Green Jul-15-2015". The "Event & Issuance History" section is active, showing a table of amendments. The table has columns for Type, User ID, Office, Date, and Details. The first row shows an Amendment 2183508 by schrodermd at Harrisburg Hospital on Jul-21-2015 03:19 PM, with a red box around the "Detail" link. The second row shows an Amendment 2183507 by schrodermd at Harrisburg Hospital on Jul-21-2015 03:18 PM, with a "Detail" link. The third row shows an Amendment 2183506 by schroderfd at Hoover Funeral Homes & Crematory Inc (Hershey) on Jul-21-2015 03:16 PM, with a "Detail" link. The total records are 3. A "Return" button is located at the bottom right of the table.

Type	User ID	Office	Date	Details
Amendment 2183508	schrodermd	Harrisburg Hospital	Jul-21-2015 03:19 PM	Detail
Amendment 2183507	schrodermd	Harrisburg Hospital	Jul-21-2015 03:18 PM	Detail
Amendment 2183506	schroderfd	Hoover Funeral Homes & Crematory Inc (Hershey)	Jul-21-2015 03:16 PM	Detail

If there are amendments for the case, you must determine the status of the amendment(s) to make the decision as to whether you can print a Vault Copy.

You can determine the status by viewing the details of the amendment.

Click the **Detail** link to view the details of an Amendment.

Checking Amendment Status

The screenshot displays the Pennsylvania Department of Health's Event Issuance History system. The page is titled "STAGING Pennsylvania Department of Health". The user is logged in as "Schroder, Rick: 00-000". The page shows a "Death Registration Menu" on the left and a "Status History" table on the right. The table has columns for "Start Date", "End Date", "Status", "User", and "Comment". The status "Amendment Pending Approval" and "Amendment Approval Pending" are highlighted with a red box.

Start Date	End Date	Status	User	Comment
7/21/2015 3:20:35 PM		Amendment Pending Approval	schrodermd	User has affirmed.
7/21/2015 3:19:23 PM		Amendment Approval Pending	schrodermd	
7/21/2015 3:19:23 PM	7/21/2015 3:20:35 PM	Keyed	schrodermd	

DO NOT print the Vault Copy when you have a **Status** of *Amendment Approval Pending* or *Amendment Pending Approval*. You can inform the funeral home that an amendment is pending and that you will be able to print the Vault Copy as soon as the amendment has been approved.

After reviewing the status, click **Return** to return to the Event & Issuance History screen.

Checking Amendment Status

The screenshot shows a web browser window displaying the Pennsylvania Department of Health's web application. The page title is "Event Issuance History". The user is logged in as "Schroder, Rick: 00-000". The page displays the following information:

27049653 300088-2015 :Loretta Green Jul-15-2015
_Personal Valid/Medical Valid/Registered/Signed/Certified/NA/Birth Death Linkage Required Over 1 Year/CD Coding Required

Event & Issuance History

Include in List: Actions Issuances Amendments Audit Logs Change Logs Extracts/Loads Orders

Type	User ID	Office	Date	Details
Amendment 2183508	schrodermd	Harrisburg Hospital	Jul-21-2015 03:19 PM	Detail
Amendment 2183507	schrodermd	Harrisburg Hospital	Jul-21-2015 03:18 PM	Detail
Amendment 2183506	schroderfd	Hoover Funeral Homes & Crematory Inc (Hershey)	Jul-21-2015 03:16 PM	Detail

Total records : 3

[Return](#)

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

Comments

- The following slides describe how to view, create and edit Comments on a record. Comments are used to replace late letters.

Viewing Comments

The screenshot shows a web browser window displaying the Pennsylvania Department of Health's Death Registration System. The page title is "Pennsylvania Department of Health" and the user is logged in as "Schroder, Rick: 00-000". The main content area shows a death record for "27049651 :Penelope Penny Jul-10-2016". The record includes fields for "Decedent's Legal Name" (Penelope Penny), "Date of Birth" (Jan-01-1945), "Age" (69), "Gender" (Female), and "Social Security Number" (134-52-1312). The "Comments" link in the left-hand menu is highlighted with a red box and has a checkmark next to it, indicating that comments have been added to the record.

A checkmark next to the **Comments** link indicates that one or more comments have already been added to the death record.

Viewing Comments

The screenshot shows a web browser window displaying the Pennsylvania Department of Health's Death Registration Menu. The browser address bar shows the URL: http://www.dohdave.beta.pa.gov/EVRS_WEB_Staging/UI/Pages/LifeEvents/Death/Decedent.aspx?Registrati. The page title is "Decedent". The user is logged in as "Schroder, Rick: 00-000" and is on the "Life Events" tab. The page displays the following information:

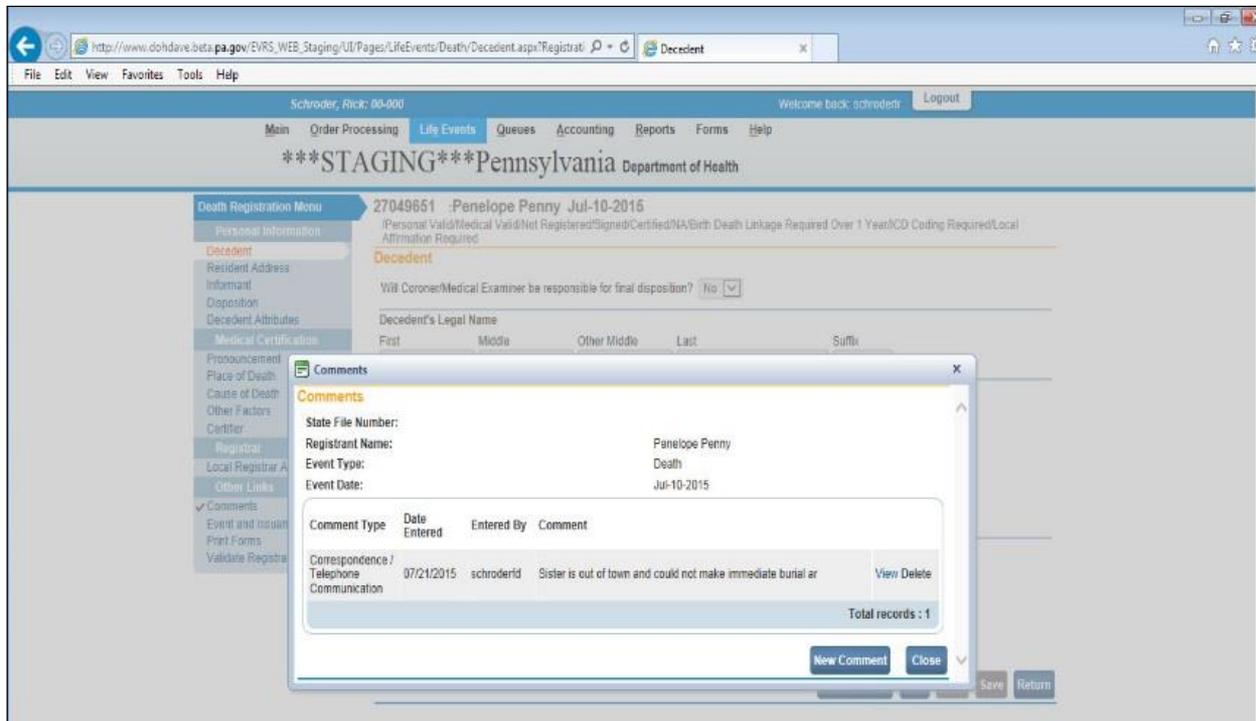
- Case ID: 27049651
- Decedent Name: Penelope Penny
- Death Date: Jul-10-2016
- Registration Status: (Personal Valid/Medical Valid/Not Registered/Signed/Certified/NA/Birth Death Linkage Required Over 1 Year/MCD Coding Required/Local Affirmation Required)
- Decedent's Legal Name: Penelope Penny
- Gender: Female
- Social Security Number: 134-52-1312
- Date of Birth: Jan-01-1945
- Age: 69
- Decedent's Birth Place: College Township, Centre, Pennsylvania, United States

The "Death Registration Menu" is visible on the left side of the page, with the "Comments" link highlighted in red. The menu includes sections for Personal Information, Medical Certification, Registrar, and Other Links.

The **Comments** link, which is located in the *Other Links* section of the Death Registration Menu, allows you to view all existing comments, create new comments, and edit or delete comments you have created.

Click the **Comments** link to view comments for this death record.

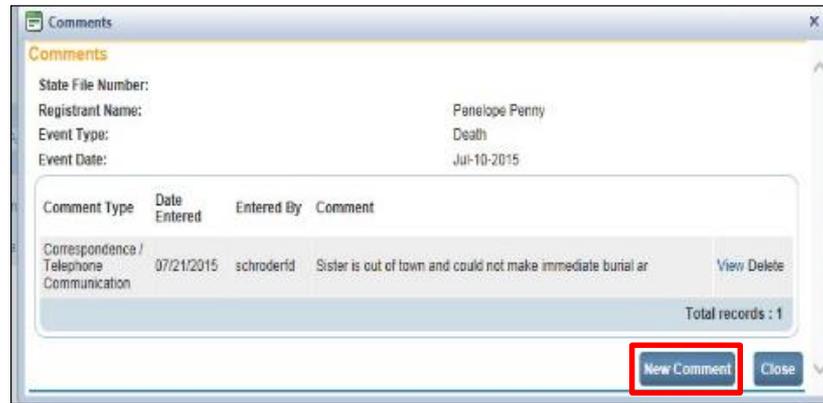
Viewing Comments



The **Comments** dialog box displays with all existing comments for the death record.

Comments must be pertinent to the overall death registration process. When creating a comment, keep in mind that everyone that accesses the record will be able to see your comments.

Creating a New Comment



You have the ability to view comments created by other users, but you can only edit and delete comments that you have created.

If the entire comment is not visible, hover your cursor over the comment or click the **View** link to the right of the comment to view the rest of the text.

Click **New Comment** to create a new comment.

Creating a New Comment

The screenshot shows a web application window titled 'Comments'. It displays a list of comments with columns for 'Comment Type', 'Date Entered', 'Entered By', and 'Comment'. A single record is shown with the type 'Correspondence / Telephone Communication', date '07/21/2015', and user 'schroderid'. Below the list is an 'Enter New Comment' section with a 'Comment Type' dropdown menu (highlighted with a red box), a 'Comment' text area, and buttons for 'Save', 'Clear', 'Cancel', 'New Comment', and 'Close'. The dropdown menu is open, showing 'Correspondence / Telephone Communication' and 'Other Comments'.

Comment Type	Date Entered	Entered By	Comment
Correspondence / Telephone Communication	07/21/2015	schroderid	Sister is out of town and could not make immediate burial ar

The **Comments** box expands to display the **Enter New Comment** fields. Click the **Comment Type** drop-down arrow to view the types of comments you can create.

When selecting a **Comment Type**:

- Use **Correspondence/Telephone Communications** for comments regarding communication with the family, funeral home, medical examiner, etc.
 - **Example:** Per phone conversation with the funeral director, the record was referred to the coroner's office because of the fall 2 days ago.
- Use **Other Comments** for all other types of comments.
 - **Example:** The record was filed after the 96-business hours timeframe because the family was delayed in providing all of the required information.

Creating a New Comment

The screenshot shows a web application window titled 'Comments'. At the top, it displays the following information:

- State File Number:
- Registrant Name: Penelope Penny
- Event Type: Death
- Event Date: Jul-10-2015

Below this is a table of existing comments:

Comment Type	Date Entered	Entered By	Comment	
Correspondence / Telephone Communication	07/21/2015	schroderfd	Sister is out of town and could not make immediate burial ar	View Delete

Total records : 1

Below the table is a section titled 'Enter New Comment' with the following fields:

- Comment Type: Correspondence / Telephone Communication (dropdown menu)
- Comment: Per phone conversation with the Funeral Director, the record is being referred to the Coroner's office because of the fail. (text area, highlighted with a red box)

Buttons for 'Save', 'Clear', and 'Cancel' are located to the right of the comment text area. At the bottom right, there are 'New Comment' and 'Close' buttons. A status bar at the bottom indicates 'Maximum text length: 4000 Characters left: 3877'.

Click in the **Comment** field to enter a comment.

- Click **Clear** to delete the text entered.
- Click **Cancel** to cancel the comment(s) and return to the previous screen.

Business Process Review

- The following slides outline the procedure for processing each of the types of certificates you will receive.

Business Process Review: Overview

You will receive 2 types of death certificates on paper:

- ▣ Completely paper certificates (current manual paper process)
- ▣ Drop to Paper certificates

You will receive 2 types of electronic death certificates:

- ▣ Completely electronic by both funeral director and medical certified
- ▣ Fax attestation records

The following slides will outline the procedure for how to process each of these types of certificates.

Business Process: Electronic Death Certificates

Steps to Process Electronic Death Certificates

For fully electronic:

- ▼ Affirmation
- ▼ Disposition Permit
- ▼ Vault Copy Issuance

For Fax attestation:

- ▼ Search for Record
- ▼ Review Amendments and Comments
- ▼ Vault Copy Issuance

Completely Paper Certificates

These are certificates in which both the funeral director and the medical certifier have completed their information on a paper Certificate of Death (Form H105-043).

Your process to follow for these cases is:

1. Review the death certificate for missing items, coroner referrals.
2. Sign, date, and enter your district number in Items #40-42 of the completed death certificate.
3. Issue requested certified copies.
4. Submit death certificate with your weekly report each Friday to the State Office. Ensure to record the death certificate on your LR-10 form.

Drop to Paper Certificates

These are certificates in which the medical certifier has completed the medical information in DAVE™ but the funeral director must complete the personal information on a paper Certificate of Death (Form H105-043).

Your process to follow for these cases is:

1. Review the death certificate for missing items, coroner referrals.
2. Sign, date, and enter your district number in Items #40-42 of the completed death certificate.
3. Issue requested certified copies.
4. Submit death certificate with your weekly report each Friday to the State Office. Ensure to record the death certificate on your LR-10 form.

Completely Electronic Records

These are certificates in which both the funeral director and the medical certifier have completed their information in DAVE™.

Your process to follow for these cases is:

1. Find the case in your **Messages**.
2. After opening the case, review the required information:
 - Cause and manner of death to ensure it has been referred to the coroner, if necessary
3. Sign/Affirm the record (if Deputy, name of Filing Registrar must be changed first).
4. Open Disposition Permit to transfer permit number to Vault Copy.
5. Open and print the Vault Copy.
6. Use Vault Copy to issue certified copies requested by funeral director.
7. Shred Vault Copy after issuing has been completed.

Fax Attestation Records

These are certificates in which the funeral director has completed their information in DAVE™, received the medical information from the certifier, and will fax all information to the State Office to be completed by internal staff.

Your process to follow for these cases is:

1. Perform a **search** for the case. These cases will not show up in your Messages.
2. Open the case and click on the Event and Issuance History link in the Death Registration Menu.
3. If there are amendments listed, review the details for each amendment to make sure all amendments have a *Complete* status.
4. Open and print the Vault Copy.
5. Use Vault Copy to issue certified copies requested by funeral director.
6. Shred Vault Copy after issuing has been completed.

Business Process Review: Additional Notes

Most Vault Copies you print from DAVE™ to issue will have a State File Number beginning in the 300000 series.

For any Vault Copies you print to issue that have a State File Number between 000000 and 200000, contact the Local Registrar Unit via phone or email prior to issuing certified copies of that record.

Any Application for Certified Copy of Death Record (aka. Veteran application) that you receive for an electronic record should be marked with the "ID on File" notation and a "DAVE" notation at the top. These are to be submitted with your weekly report each Friday **without** the Vault Copy.