



# **EDRS Death Registration Quick Reference Guide: Local Registrar**

Version 2.0  
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## ***Quick Reference Sheets***

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## Printing a New Vault Copy

**Note:** When the Disposition Permit is opened, it automatically transfers the permit number to the vault copy. Therefore, opening the Disposition Permit is part of the process for printing a new vault copy.

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 **Disposition Permit** link.



3

At the very bottom of the screen an action box displays asking if you want to open or save the document.



Click the **Open** button to open the Disposition Permit and generate a permit number.

4

The Disposition Permit opens in another window.

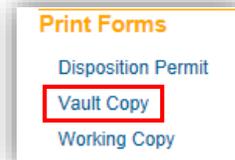


Verify that a permit number was generated, then click the **Close (x)** button to close the permit.



5

Click the **Vault Copy** link on the Print Forms screen to open the vault copy.



6

At the very bottom of the screen an action box displays asking if you want to open or save the document.

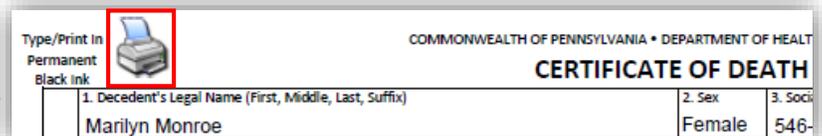


Click the **Open** button to open the vault copy of the death certificate.

7

The vault copy opens in another window. Review the certificate to verify that the information displays correctly, then 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 death certificate.



8

Click the **Print** button to print the vault copy, then click the **Close (x)** button to close the vault copy.



## Printing Additional Vault Copies

**Note:** Always check for pending amendments before printing additional vault copies.

1

From the registered death record, click the **Event and Issuance History** link on the *Other Links* section of the Death Registration Menu.

Other Links

Comments

**Event and Issuance History**

2

The **Amendments** checkbox should be the only checkbox selected in the *Include in List* section.

**Event & Issuance History**

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

No data found.

If there are no amendments, you may print the vault copy.

3

If an amendment displays, click the **Detail** link to view the status of each amendment.

**Event & Issuance History**

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

Type	User ID	Office	Date	Details
Amendment 2305868	dshepherd	Harrisburg Hospital	05/18/2016 03:00 PM	<b>Detail</b>
Amendment 2305867	gomeza	Eternal Rest Funeral Home & Crematory	05/18/2016 12:38 PM	<b>Detail</b>

Total records : 2

4

If all amendments have a status of *Complete*, *Cancelled*, or *Rejected*, you may print additional vault copies.

Start Date	End Date	Status	User
05/18/2016 02:38 PM		<b>Amendment Approval Complete</b>	gaylekohr
05/18/2016 02:38 PM		Complete	gaylekohr

5

If any amendment displays a status of *Keyed* or *Pending Approval*:

- Do NOT print any copies.
- Notify the requestor that copies cannot be printed because there are pending amendment requests.

Start Date	End Date	Status	User
05/18/2016 03:14 PM		<b>Amendment Pending Approval</b>	dshepherd
05/18/2016 03:00 PM		<b>Amendment Approval Pending</b>	dshepherd

## Printing a Working Copy

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

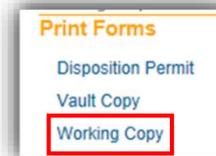
1

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



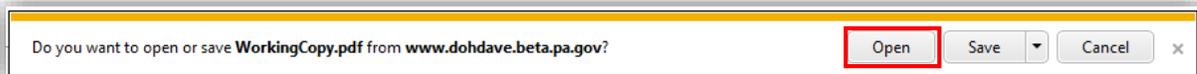
2

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.

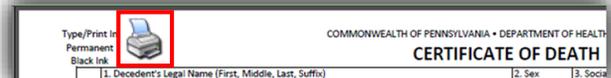


**Note:** The working copy will print ALL information that has been entered in the death record.

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

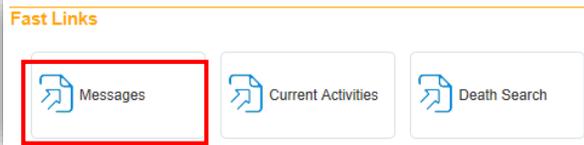
Click the **Print** button to print the working copy and close the document window.



## Refer Case Back to FD Using Messages

1

From your **Home** page, click the **Messages** fast link.



2

From the Messages screen, click the **Send Message** button.



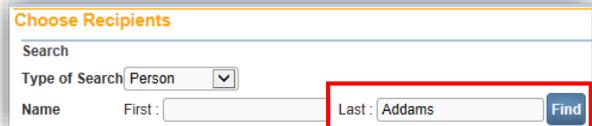
3

Click the **Recipients** link to search for the funeral director's name.



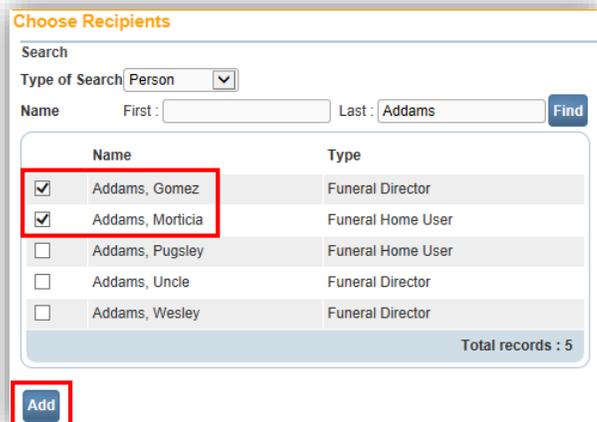
4

The Choose Recipients search box displays. Enter the **Last** name and click the **Find** button.



5

Select the checkbox next to the intended recipient(s) **Name** and click the **Add** button.

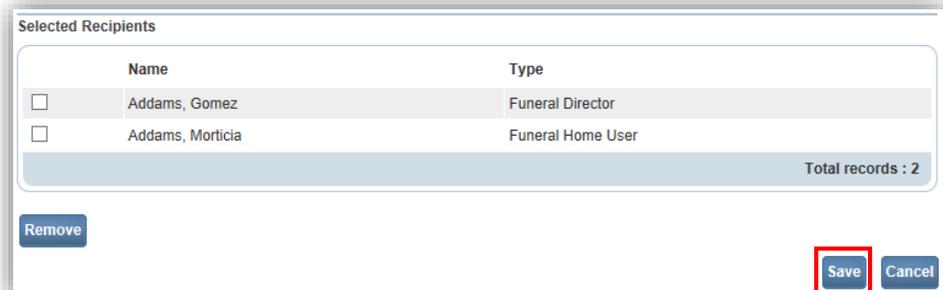


6

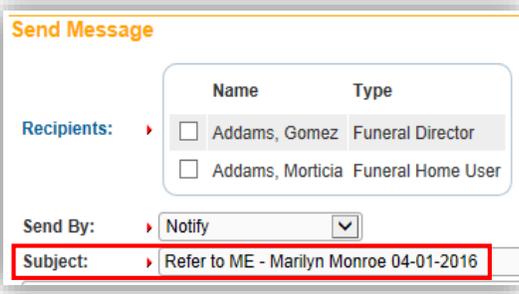
The selected recipients display at the bottom of the Choose Recipients box.

**Note:** If you need to select additional people for this message, repeat **Steps #4** and **#5**.

When finished selecting the recipients, click the **Save** button to add them to your message.



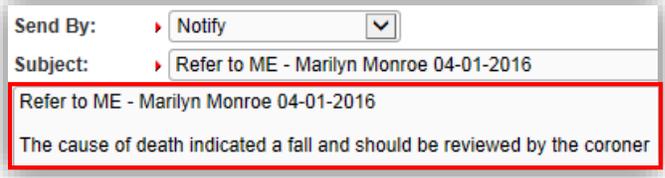
7 The Send Message screen displays with the added recipient(s). Click in the **Subject** field, enter **Refer to ME – Decedent Name** and **Date of Death**.



8 In the **Message** field, enter the **Subject** field information again and then reason the case is being referred back to the funeral director.

**Example:**  
Refer to ME – Marilyn Monroe 04-01-2016

The cause of death indicated a fall and should be reviewed by the coroner.



9 When finished, click the **Send** button.



10 A confirmation box displays to indicate that the message was sent. Click the **OK** button to close the confirmation box.



**Note:** When the funeral director receives the message, it will look like this.

From	Message Text	Date Sent
Betty White	Refer to ME - Marilyn Monroe 04-01-2016 The cause of death indicated a fall and should be reviewed by the coroner	5/27/2016

## Changing the Filing Registrar

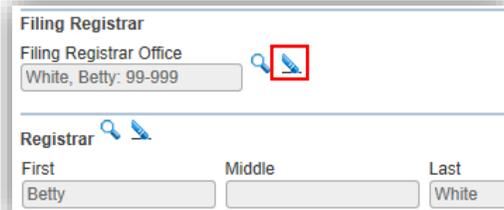
1

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



2

Click the **Filing Registrar Office Eraser** icon to erase the current registrar information.

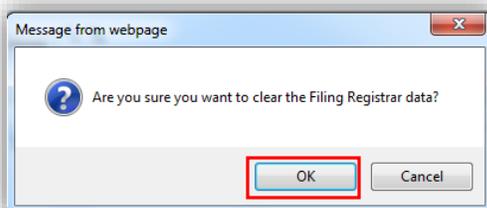


Filing Registrar  
Filing Registrar Office  
White, Betty: 99-999

Registrar  
First: Betty Middle: Last: White

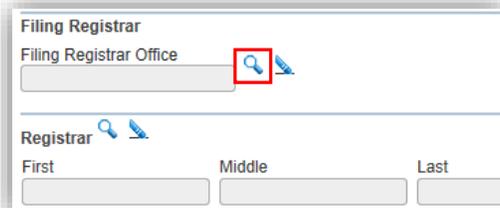
3

Click the **OK** button to confirm that the Filing Registrar data needs to be removed.



4

Click the **Filing Registrar Office Lookup** icon to search for, and select, the office you need.

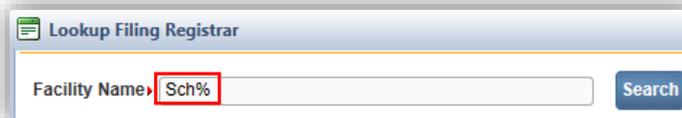


Filing Registrar  
Filing Registrar Office

Registrar  
First Middle Last

5

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

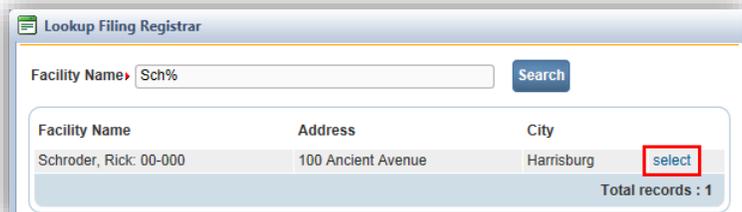


Lookup Filing Registrar  
Facility Name: Sch% Search

**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.

6

Click the **select** link for the Local Registrar.



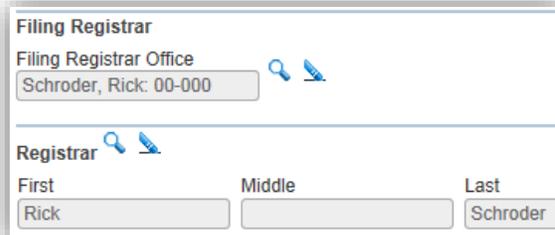
Lookup Filing Registrar  
Facility Name: Sch% Search

Facility Name	Address	City
Schroder, Rick: 00-000	100 Ancient Avenue	Harrisburg

Total records : 1

7

The newly selected Local Registrar now displays in the **Registrar** field.



Filing Registrar  
Filing Registrar Office  
Schroder, Rick: 00-000

Registrar  
First: Rick Middle: Last: Schroder

## 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.

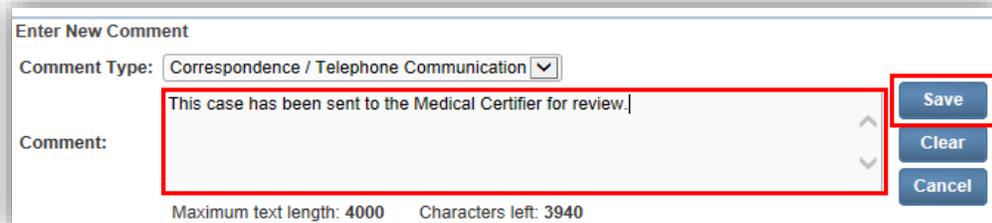
**New Comment**

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 features a "Comment Type" dropdown menu set to "Correspondence / Telephone Communication". Below it is a text area for the comment containing the text "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 shows "Maximum text length: 4000" and "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.

