

## STATE REGISTRAR NOTICE

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| <p><b>Subject:</b></p> <p style="text-align: center;">Reviewing Reports of Vital Events for Completeness<br/>and the<br/>Weekly Mailing to the Division of Vital Records</p> | <p><b>Number:</b></p> <p style="text-align: center;">2019-02</p>   |
| <p><b>Date Issued:</b></p> <p style="text-align: center;">January 30, 2019</p>   | <p><b>By Direction of:</b></p> <p style="text-align: center;"> <br/>           Audrey Marrocco<br/>           State Registrar         </p> |

To ensure the quality of data reported on Certificates (Reports) of Death (H105.143) and Reports of Fetal Death (H105.024), it is critical to follow existing policies and procedures regarding the completion and review of these reporting forms. This State Registrar Notice addresses responsibilities related to the filing of paper Certificates (Reports) of Death and Reports of Fetal Death.

### **Funeral Directors and Medical Certifiers:**

All reporting entities are reminded to complete each field. If a field is unknown or refused, it must be indicated as such instead of leaving the field blank.

All certificates must include the name, signature and date signed of the funeral director and the medical certifier.

Careful attention should be given to the following fields that are often erroneously left blank:

| Certificate of Death  | Certificate of Fetal Death  |
|---|---|
| <ul style="list-style-type: none"> <li>• Decedent's Education</li> <li>• Marital Status</li> <li>• Was ME/Coroner Contacted?</li> <li>• Was an Autopsy Performed</li> </ul> | <ul style="list-style-type: none"> <li>• Principle Source of Payment</li> <li>• Date of Last Normal Menses</li> <li>• Plurality</li> <li>• Education</li> </ul> |

### **Local, Assistant and Deputy Registrars:**

All Certificates (Reports) of Death and Reports of Fetal Death filed with a local registrar's office must be mailed by that office to the Division of Vital Records each Friday. Section 2 (Personnel and Payroll) of the Local Registrar Manual addresses this requirement in the *Local, Assistant and Deputy Registrar Responsibilities* subsection. Specifically, it states that a local, assistant or deputy registrar is "responsible for timely submitting each Friday a Weekly Report and original non-EDRS Death Certificates." If a local registrar does not file any Certificates (Reports) of Death (H105.143) or Reports of Fetal Death (H105.024) that week, he/she is still required to mail the cover sheet that indicates no certificates were filed during that period.

It is the responsibility of the local, assistant or deputy registrar to review each Certificate (Report) of Death and Report of Fetal Death, and to reject those that are not completed in full. This is addressed in the Local Registrar manual as follows:

- Section 3 (Certificate of Death) states “It is the local/assistant registrar’s primary responsibility to thoroughly review the Certificate for both quality and completeness.” The *Verification of Items on Certificate of Death* subsection provides detailed direction on the required review for each item. **Please note that the term “Certificate of Death” in this section refers to the original Certificate (Report) of Death (H105.143) submitted to the local registrar.**
- See the *Preliminary Review Before Filing Certificate of Fetal Death* subsection in Section 4 (Certificate of Fetal Death) for additional guidance. **Please note that the term “Certificate of Fetal Death” in this section refers to the original Report of Death (H105.024) submitted to the local registrar.**

Note that all Certificates (Reports of Death) and Reports of Fetal Death must also include the Registrar’s District Number, Registrar’s Signature and Registrar File Date.

#### **Contact Information:**

##### **Death Reporting Assistance**

EDRS Hotline

Phone: 800-323-9613

(Select “Deaths” from the main menu option)

Email: [ra-dhDeathSupport@pa.gov](mailto:ra-dhDeathSupport@pa.gov)

##### **Fetal Death Reporting Assistance**

Birth Registry Unit

Phone: 800-323-9613

(Select “Births and Fetal Deaths” from the main menu option)

Email: [ra-dhBirthReg@pa.gov](mailto:ra-dhBirthReg@pa.gov)