SC VRSIIS Death Module Coroners Quick Reference Guide for 'Unidentified' Record Types

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Quick Steps for Registering an 'Unidentified' Record Type

1. Login to SC VRSIIS and select the appropriate facility location.
2. Once the homepage appears, select **Death** at the top of the screen.
3. Once the initial load screen appears, select **Function** and then **Medical Data Entry**.
4. If there are any records in the Late Records queue, the system will display a message alerting the user to that fact.
5. Click the **New Record** button or select the **Record→New** menu item.
6. In the **Record Type** field, select **Unidentified**.
7. Complete all mandatory fields marked with a red asterisk * and any other fields that information is available. In the **Last Name** field, enter **Unknown.** Click the **Find Record** button.
8. The application will automatically search for suspected duplicate records.
   a. If no matching records are found, the system will display a message asking to create a new record. Click **OK** to create a new record.
   b. If a duplicate record is found at the same location, click **Continue with the existing record** to pick up the record and continue editing, or click **Create a new record** to create a new record with duplicate information.
   c. If a duplicate record is found at another location, the system will display a message telling you what facility to contact about the record.
9. The Medical Data Entry screen will load. Click the **Save** button or **Record→Save** menu item to save the new record.
10. During the data entry process, certain fields will require double data entry. After entering a value in one of these fields and attempting to move to the next field, the system will display the Double Data Entry screen. Type the value in the box where it says **Re-enter Value**. Click the **OK** button when the value is re-entered.
11. After the record is initially saved, continue completing the record and make sure to save changes frequently.
12. Search for a specific Certifier in the Certifier section by first selecting the location and then searching all users for the location.
13. Continue resolving all data entry fields by going back to previous pages and checking for pink highlighted fields. You can also select the **Unresolved/Stakeholders** button in the top left corner of the form. Be sure to save record one last time.
14. After all data entry fields are resolved and the record is saved, click the **Record→Demographic Designation** menu item. Select the Verifier Type and Facility, and/or verifier name and click the **Search** button. Click the verifier's name from the grid and select the **Designate** button.
15. Once Demographic Designation is complete, click the **Record→Certify** menu option.
16. The Certification Screen will appear.
    a. Click the **Preview** button to review the Death Worksheet in a separate window.
    b. Click the **Certification** button to continue certifying the record.
       i. The medical certifier must check the box beside the statement and enter their pin. Click **OK**.
    c. A box will pop up asking if you are sure you want to certify, click '**Yes'** if there are no mistakes.
    d. When certified, a message will pop up saying, "Record Successfully Certified" – click **OK**.

Medical Certifier Users –
Basic Medical Data Entry Processes

In order to use the South Carolina Vital Records and Statistics Integrated Information System (SC VRSIIS), please verify that you have access to all of following requirements:

- ✓ Live internet connection
- ✓ Widely used JavaScript enabled standard web browser (IE8+, Mozilla Firefox, etc.)
- ✓ Java runtime
- ✓ Adobe acrobat reader for forms and letters
- ✓ MS Excel for accessing/running reports

Omission of one or more requirements will prevent access and effective use of SC VRSIIS.

Accessing SC VRSIIS

1. Open the updated version of your standard web browser (IE8+, Mozilla Firefox, etc.).
2. In the address box, enter the following URL: https://scvrsiis.dhec.sc.gov/SCUI/welcome.htm.
3. Click the **Log on to SC VRSIIS** button.
4. Click **'Yes'** to confirm agreement with Terms of Use.
5. Enter your username and password in the appropriate fields on the login screen and click **OK.**
6. Select the appropriate location from the dropdown menu and click **OK**.

Record Ownership Rules
Medical Certifiers as Coroners have the ability to perform both medical certification and demographic verification

Basic Medical Certifier Processes Overview
The following processes are commonly executed for a record to be marked as completed and to be submitted for further processing.

1. Medical Data Entry
2. Funeral Home Designation
3. Refer to Coroner/ME
4. Medical Certification
5. Drop to Paper
6. Release

Medical Data Entry
The **New Record** function allows authorized users to create/initiate a death record within the SC VRSIIS application or to retrieve/pick up records that are already in the system so that medical data entry and certification may be performed. These records include those that funeral home users already initiated in the SC VRSIIS application.

1. Login to SC VRSIIS and select the **Death→Functions→Medical Data Entry** menu item.
2. Select the **New** button or **Record→New** menu item to initiate or pick up a death record. The **New Record** screen will appear.
3. Enter the following information whenever available about the decedent into the following fields:
   - Date of Death Type – mandatory
   - Date of Death—mandatory
   - Key fields (SSN or EDR Number)— mandatory minimum: 1 key field
   - SSN Missing Value Variable
   - Record Type (Unidentified)

- EDR Number
- Name (First, Middle, Last, Suffix) – last name mandatory
- Date of Birth
- Gender—mandatory
- Type of Place of Death
- Place of Death
- County of Death

4. SC VRSIIS will perform a search for matching records.
   - If no match is found, SC VRSIIS will display a message and will ask if a NEW record should be created.
   - If a match owned by the same facility is found SC VRSIIS will issue a notice "One exact match found owned by same location." To retrieve the existing record, click **Continue with the existing record.**
   - If a match owned by another facility is found the application will display a message of "Contact the owner (Name of Facility) of this record or the State office." Click **OK** to close the message.
   - If a match that is not owned by another medical certifer is found the application will display a message of "One un-owned exact match—if the user selects **Accept** option, the logged in location becomes the owner of the record." Click **Accept** to accept un-owned record.
   - If more than one match is found, SC VRSIIS will ask the user to enter more of the initial information and try search again. Enter more information.

Technical Data Entry
Medical Tab 1
1. Enter **Decedent's Presumed Name** fields.
2. Enter the **Date of Death** fields.
3. Enter a **Time of Death** according? in AM/PM.
4. Enter the **Presumed Place of Death** fields.
5. Enter and select the **Date and Time Pronounced Dead**.
6. Enter the **Pronouncer Information** fields.
Medical Tab 2
1. If entered **Cause of Death part 1-2** is ill-defined, a crosscheck will fire and you will be asked to verify the cause of death.
2. Select the **Autopsy Information**.
3. Select **Manner of Death I**.
4. Select **Was ME Contacted**
5. Select **Did Tobacco Use Contribute to Death**.
6. Select **If Female (Aged 5-59) Pregnant** if applicable.
Medical Tab 3
1. If **Any Injury Information to Report** is selected 'Yes', continue to enter the remaining applicable information pertaining to that injury relating to death.
Medical Tab 4
1. Select the **Certifier Type**. The **Certifier Name** will filter based on the Certifier Type. When a **Certifier Name** is selected, the certifier information will autofill and become locked for editing.

Funeral Home Designation
A funeral home must be designated for demographic verification if the Medical Certifier is not completing the Demographic Data before the record can be certified and released.

1. Access the record to be designated through the search screen or the Unresolved Work Queue.
2. Select the **Record→Demographic Designation** menu item.

3. Select the **Verifier Type** and **Facility Name** and/or **Verifier Name**. Click **Search**.
   a. If the verifier type or facility is unknown, select 'Unknown' from the drop-down menu to resolve field.
4. Click the **Verifier Name** in the grid and click the **Designate** button.
5. A message will display that the designation process was completed.

Refer to Coroner/ME
1. Access the record to be referred through the search screen or the Unresolved Work Queue.
2. Select the **Record→Refer to Coroner/ME** menu item.
3. Select the **Certifier Type** and enter the **Facility Name** and/or **Certifier Name**. Click **Search**.
4. Select the Certifier Name in the grid and click **Designate**.
5. A message will display that the designation process was completed.

Medical Certification
Medical Certification is the process provided to Medical Certifiers as a means to electronically sign the medical portion of the death record after the review of values of medical items on the Death Certificate for submission to registration.

NOTE: Medical Certifiers can only perform medical certification on records that identify him/her on the record as the Medical Certifier.

1. Access SC VRSIIS following the instructions previously provided.
2. Search for a record using the **Unresolved Work Queue** and setting the filter to '**Awaiting Medical Certification**.'
3. Click on the **Record→Medical Certification** menu item to initiate the medical certification process.
4. A VIEWS Message may be displaying if there is any spelling errors to the death record.
5. The Medical Certification Screen will open and display the following information:
   - **Decedent's Information**: Decedent's First Name, Middle Name, Last Name, Suffix
   - **Death Information**: Date of Death, Time of Death, Place of Death
6. Review the information and verify that you are medically certifying the correct record.
7. Click on **Certification** if all data items are correct.
   - If all data items are NOT correct and need to be edited, click on **Cancel** to correct the information in the medical data entry screen. Save the corrections made to the record and return to Step 1 above to re-initiate medical certification.
7. SC VRSIIS will display the following message: *'To the best of my knowledge, death occurred due to the cause(s) and manner stated.'*
8. Enter your PIN, check the checkbox and click on **OK** to complete medical certification.
9. The application will notify the user of the result of medical certification (success vs. failure).
10. Click **'OK'** to close the Medical Certification window.
11. If the designated Demographic Verifier is not participating electronically or is Unknown, the record will drop to paper once medical certification is completed. The 'Drop-to-Paper' Death Certificate will be provided to the non-participating Demographic Verifier and then delivered to the appropriate DHEC office for filing.

Print Forms

1. Search for a record or retrieve the record from the unresolved work queue.
2. Select the desired form from the **Record→Print** menu item.
3. The desired form will open in a PDF window.

Drop to Paper
The **Drop-to-Paper** function can be used when one of the relevant entities are not participating in the use of the SC VRSIIS Application. When invoked, Drop-to-Paper will cause the record to be printed on the Death Certificate for forwarding to a non-participating entity for additional manual processing.

NOTE: The ability to Drop-to-Paper will only enable when work related to any participating entities identified on the record has been completed (if Medical Certifier is participating, then medical data entry and medical certification must be complete)

1. Access SC VRSIIS following the instructions previously provided.
2. Search for the desired record using the Search Engine by clicking on the **Search Record** icon or selecting the **Record→Search** menu item.
3. Once the record is retrieved, follow the steps to perform Medical Certification.
4. For the cases where a demographic verifier is not a participating owner on the record at the time of medical certification, the system will issue a drop to paper prompt.
5. Click '**Yes'** to drop the record to paper. A print preview of the Death Certificate as a PDF document will load in a separate browser.
6. Click the **Print** icon in the PDF window to print the document.
7. When the document is printed, close the PDF browser window using the **X** in the upper right corner of the screen to return to the SC VRSIIS application.

NOTE:

- Once a record has dropped-to-paper the electronic record becomes **locked** so that no further action can be taken by external users, but the drop to paper form can be printed as many times as necessary.
- All subsequently required verification would occur on the paper document.

Sequence of Events after Drop-to-Paper has occurred:

1. The demographic information and demographic verification will proceed on the paper document.

2. The Local Registrar? will receive the paper document and the remaining information is data entered using the In-House data entry process.

Release a Record
After both demographic verification and medical certification have been completed, the system will release the record.