

# SC VRSIIS Birth Module Facility Quick Reference Guide 'Plural Records'

Version 1.2  
07/14/2021



South Carolina Department of Health  
and Environmental Control

This Deliverable is being provided for acceptance in conformity with the Formal Acceptance Process set forth in the contract between the State of South Carolina Vital Records and Statistics Integrated Information System (SC VRSIIS) and Genesis Systems, Inc. If changes are required hereto, this Deliverable shall be returned to Genesis Systems, Inc., within the allotted time limits, and with the required changes documented.

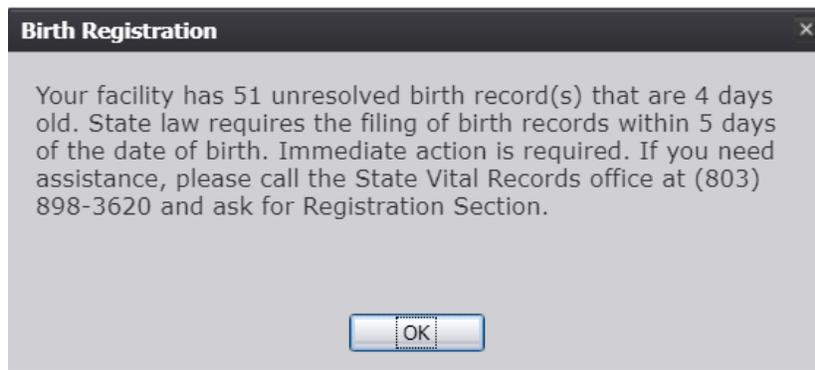


## Quick Steps for Registering a 'Plural Record' Type

1. Login to SC VRSIIS and select the appropriate facility location.
2. Select the **Birth** module at the top of the screen.
3. From the Birth home page, select **Function**→**Birth Registration**.

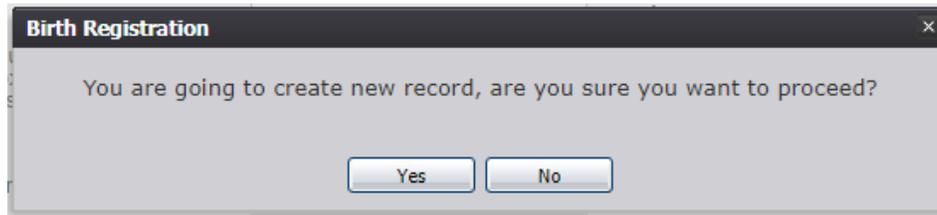
The screenshot shows the 'BIRTH REGISTRATION' form. At the top, there are navigation and filter options: EBR, Filing Deadline (Day(s)), Unresolved Work Queue Filter (dropdown), and Unresolved Work Queue (dropdown with a '0' indicator). Below this is a yellow 'Record Type' header. On the left is a sidebar for 'Unresolved / Stakeholders' with a list of roles: Child, Mother, Mother Dem, Father, Father Dem, Mother Medical-1, Mother Medical-2, Mother Medical-3, Mother Medical-4, Child Medical-1, Child Medical-2, Child Medical-3, Certification, and Comments. Below the sidebar is an 'ACTIVITY' section with options for Record Type, Field Status, Action, Default Mode, and Unknown Allowed. The main form area is divided into three sections: 'CHILD GENERAL INFORMATION' with fields for Record type, Plurality, Birth Order, Mothers Medical Record Number, Child Medical Record Number, State File Number, and Date Filed; 'CHILD INFORMATION' with fields for First Name, Middle Name, Last Name, Suffix, Date Of Birth, Time of Birth, and Sex; and 'FACILITY INFORMATION & PLACE OF BIRTH' with fields for Name, Type, Street Number, Street Name, Post Direction, State, City/Town, Zip, Pre Direction, Street Type, Apt, County, and City(Other).

4. If there are any records in the Late Records queue, the system will display a message alerting the user to the number of late records.



5. The Record Type field will be highlighted. Choose the appropriate record type.
6. Enter the plurality and indicate the birth order for the record.
7. Complete all mandatory to save fields marked with a red asterisk \* and either select the **Save** icon in the toolbar, the '**Save**' button at the bottom of the page, or the

**Record**→**Save** menu item. A message will appear asking if the user wants to create a new record. Click **'Yes'** to proceed.



8. The application will automatically search for potential duplicate/plural records. If the application does not suspect a duplicate record, the user will receive a message stating, "You are going to create a new record, are you sure you want to proceed?" **Yes/No**
  - a. If the application suspects duplicate/plural records, click the **'Select'** button on the Duplicate Record(s) screen to review the potential duplicate record.
  - b. To continue saving the potential duplicate/plural record, click the **'Continue to Save'** button.
  - c. To cancel saving the potential duplicate/plural record and return to the data entry screen, click the **'Cancel'** button.
9. 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.



- a. An alert will trigger if a field is left blank stating: "You have left this item blank. Leaving it blank will mean 'none' for this item unless you wish to complete it later." **Complete Later / Leave Blank**
  10. After initially saving the record, continue completing the record and make sure to save changes frequently.
  11. Search for a specific Attendant and Certifier on the Certifier tab by clicking on the green lens button if the names do not already appear in the dropdown field. Available Attendants/Certifiers that match the search criteria will populate in the dropdown menu.
    - a. If **'Other'** is selected, complete the mandatory information about the Attendant/Certifier.
  12. Ensure that all data entry fields are resolved by checking that fields are no longer colored, or select the **'Unresolved/Stakeholders'** button in the top corner of the form.
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Unresolved / Stakeholders

CHILD GENERAL INFORMATION

Unresolved List     PA Fields     Record Stakeholders

CHILD	MOTHER	CHILD MEDICAL-1
- Child's First Name	- Date Paternity Affidavit Sent	- (Birth Weight) Ounces
- Child's Time Of Birth		- (Birth Weight) Pounds
- Child's Sex		- OB Estimated Gestation (completed weeks)
- Child's Medical Record Number		- (Apgar) Score at 5 minutes
- Birth Order		- Was infant transferred within 24 hours of delivery?
		- Is infant living at time of report?
		- Is infant being breastfed at discharge?
		- (Birth Weight) Grams
		- Infant to be Adopted?
CHILD MEDICAL-3	CHILD MEDICAL-2	CERTIFICATION
- Has infant received the birth dose of Hepatitis B vaccine?	- (Abnormal Conditions) Assisted ventilation required immediately following delivery	- Parents authorize release of information to social security administration to issue this child a SSN
- Was Infant Given Hepatitis B Immune Globulin (HBIG) within 12 hours of birth?	- (Abnormal Conditions) Assisted ventilation required for more than six hours	
- Was Prophylactic Drug Applied?	- (Abnormal Conditions) NICU admission	
	- (Abnormal Conditions) Newborn given surfactant replacement therapy	
	- (Abnormal Conditions) Antibiotics received by the newborn for suspected neonatal sepsis	
	- (Abnormal Conditions) Seizure or serious neurologic dysfunction	
	- (Abnormal Conditions) None of the above	

**RECORD STATUS**  
 Registration Data Entry Incomplete  
 Certification Incomplete  
 Release Incomplete

13. Save the record, and click the **Record→Certify** menu option. The certification screen will appear.

**Certification**

**CHILD INFORMATION**

First Name: SMITH  
 Middle Name: S  
 Last Name: S  
 Suffix:  
 Date of Birth: 07/14/2021  
 Sex: MALE  
 Place of Birth: AIKEN MEDICAL CENTER - BIRTH

**CERTIFIER INFORMATION**

First Name: ADMINAP  
 Middle Name: ADMINAP  
 Last Name: ADMIN

Preview    Cancel    Certification

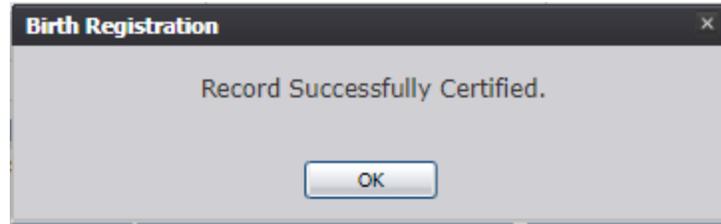
- Click the **'Preview'** button to review the Certificate of Live Birth in a separate window.
- Click the **'Certification'** button to continue certifying the record.
- A message will pop up asking if the user wishes to certify the record. Click **'Yes'** if there are no mistakes.

**Birth Registration**

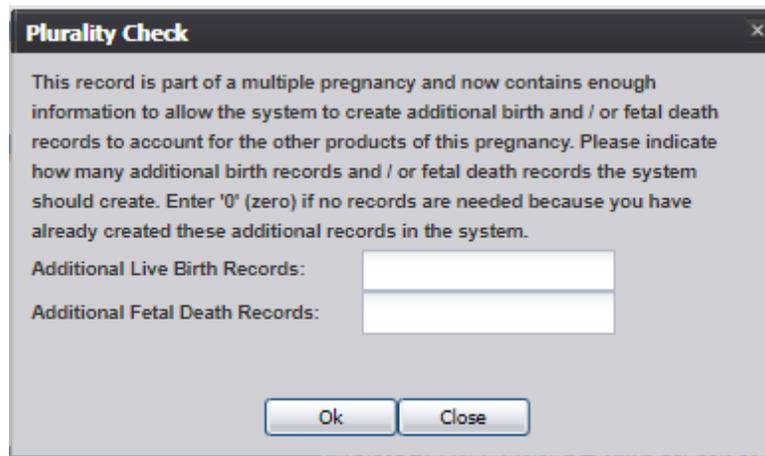
Are you sure you are ready to certify the record?

Yes    No

- When certified, a confirmation message will appear.



14. After successful certification, the Plurality Check window will appear. Enter the number of additional live birth records and number of additional fetal death records. The total number of records indicated cannot exceed the number indicated in the plurality field. If no additional records are needed because the records have already been created, enter '0' in the fields. Click '**OK**' to create additional records.



- a. Click '**Close**' to close the Plurality Check window without creating any additional records.
- b. Before the record is released, the Plurality Check window can be recalled by clicking '**Save**' on the certified record.
15. After additional records have been created, a message will appear asking if the user wants to release the record.



16. Click 'Yes' to release the record. A confirmation message will appear.
17. Additional records created through the Plurality Check window will appear in the Unresolved Work Queue. Set the Work Queue Filter to **All Unresolved** and then set focus on the Unresolved Work Queue.
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- a. Cloned records will appear in the work queue as Newborn Last Name set the same as the original record, blank first name, date of birth set the same as the original record.

18. Cloned records can also be located by selecting the **Search** icon or the **Record→Search** menu item and entering the Child's Date of Birth. Click the appropriate record and then click the **Select** button. The record will appear on screen and in the Unresolved Work Queue.
19. Continue processing each cloned record with the appropriate information, certify, and release.

## Facility Users – Birth Facility Processes

In order to use 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, Google Chrome, 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 the Terms of Use.
5. Enter the 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

- ✓ Birth facility users will only have access to birth records associated with the particular facility they are logged in under.
- ✓ A birth clerk cannot release the facility's record until all data entry fields are resolved and the record is certified.

### Basic Data Flow at Facility Location

The facility user needs to complete all of the following steps before the record is considered a registered record:

1. Facility Birth Registration Data Entry and Resolved Fields
2. Certification
3. Release

### Facility Birth Registration Data Entry

A facility user can start a new record or continue working on an unresolved record in the SC VRSIIS application. An existing unresolved record is retrieved through the unresolved work queue by selecting **Function→Birth Registration**, and either selecting an option from the **Unresolved Work Queue Filter** dropdown or through the **Search** option. Selecting the **'Cancel'** button causes any unsaved information to clear from the record. Navigating away from the birth record page before the first save causes a non-registered record to be abandoned.

1. Login to SC VRSIIS and select the appropriate facility location.
2. Select the **Birth** module at the top of the screen.
3. From the Birth home page, select **Function→Birth Registration**.
4. If there are any records in the Late Records queue, the system will display a message alerting the user to the number of late records.
5. The Record Type field will be highlighted. Choose the **Born at This Facility** record type.
6. Enter the plurality and indicate the birth order for the record.
7. Complete all mandatory to save fields marked with a red asterisk \* and either select the **Save** icon in the toolbar, the **'Save'** button at the bottom of the page, or the **Record→Save** menu item.
8. The application will automatically search for potential duplicate/plural records.
  - If the application suspects duplicate/plural records, click the **'Select'** button on the Duplicate Record(s) screen to review the potential duplicate record.
  - To continue saving the potential duplicate/plural record, click the **'Continue to Save'** button.
  - To cancel saving the potential duplicate/plural record and return to the data entry screen, click the **'Cancel'** button.
9. 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.
10. After initially saving the record, continue completing the record and make sure to save changes frequently.
11. Search for a specific Attendant and Certifier on the Certifier tab by clicking on the green lens button if the names do not already appear in the dropdown field.

### Electronic Certification

Electronic certification is used to electronically sign a birth record after all fields have been resolved and checked for accuracy.

1. Search for a record or retrieve the record from the unresolved work queue. Set the work queue filter to 'Pending Certification' to retrieve records that are ready for certification.
2. Click the **'Unresolved/Stakeholders'** button to verify all fields are resolved.
3. Select the **Record→Certify** menu item. The electronic certification screen will appear and display information about the child and the certifier. Verify the information for accuracy.
4. Click **Preview** to load the Certificate of Live Birth in a new window. Click **'Certification'** to perform the certification.
5. A confirmation message will appear indicating the record was certified successfully.

### Plurality Check and Cloning Records

1. After successful certification, the Plurality Check window will appear. Enter the number of additional live birth records and number of additional fetal death records. The total number of records indicated cannot exceed the number indicated in the plurality field. If no additional records are needed because the records have already been created, enter '0' in the fields. Click **'OK'** to create additional records.
  - a. Click **'Close'** to close the Plurality Check window without creating any additional records.
  - b. Before the record is released, the Plurality Check window can be recalled by clicking **Save** on the certified record.
2. After additional records have been created, a message will appear asking if the user wants to release the record. Continue with Legal and Statistical Release when ready.
3. Additional records created through the Plurality Check window will appear in the Unresolved Work Queue. Set the Work Queue Filter to **All Unresolved** and then set focus on the Unresolved Work Queue.
  - a. Cloned records will appear in the work queue as Newborn Last Name set the same as the original record, blank first name, date of birth set the same as the original record.
4. Cloned records can also be located by selecting the **Search** icon or the **Record→Search** menu item and entering the Newborn Last Name and Date of Birth. Click the appropriate record and then click the **'Select'** button. The record will appear on screen and in the Unresolved Work Queue.
5. Continue processing each cloned record with the appropriate information, certify, and release.

### Release a Record

Once all data entry fields are resolved and certification is completed, a record is ready to be released.

1. Once a record is certified a message will appear asking if the user wants to release the record.
  2. Click **'Yes'**.
  3. A confirmation message will appear. Click **'OK'**.
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