State of Rhode Island

Department of Health

Rhode Island Vital Events Registration System

(RIVERS)

Fetal Death Medical Certifier Training User Guide

Version 1.4

11/11/2021

Revision History

Date	Description	Version of System	Author
07/19/2021	Initial Draft	1.0	Abigail Kauffman
07/26/2021	Content Changes	1.1	Abigail Kauffman
08/03/2021	Review	1.2	Chad Denlinger
08/25/2021	Content Changes and Review	1.3	Abigail Kauffman
11/11/2021	Content Changes	1.4	Abigail Kauffman
11/11/2021	Review	1.5	Chad Denlinger

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1.0 About the RIVERS Fetal Death Application Medical Certifier Training Guide

This guide is intended to provide step-by-step exercises that will allow the user to explore functions and features related to facility functions. Individual tasks will help users gain experience in various processes of the system. The tasks will also allow the user to understand general concepts associated with the application. This Training Guide is divided into two sections to address different stages of Fetal Death Registration Data Entry.

Section1. System Access and Fetal Death Registration contains exercises designed to familiarize users with steps required for Fetal Death Registration from logging into RIVERS and a facility location to completing different areas of a particular fetal death record.

Exercises provided in this section include:

- Exercise 1 – Login
- Exercise 2 –Create and Save a New Record
- Exercise 3 – Search for a Record
- Exercise 4 – Cancel Changes
- Exercise 5 – Update a Record
- Exercise 6 – Abandon a Record
- Exercise 7 – Return to the Main Menu
- Exercise 8 – Use the Unresolved Field List
- Exercise 9 – General Fetal Death Registration Data Entry Processes
- Exercise 10 – Technical Fetal Death Registration Data Entry Processes
- Exercise 11- Demographic Designation
- Exercise 12- Refer to the Medical Examiner
- Exercise 13 – Print Forms

Section2. Certification, Release, and Reports contains exercises designed to familiarize users with steps required for Fetal Death Registration after data entry is complete. These topics should be accessed on an as-needed basis to learn more about a specific feature of the system.

Please note that the role of any given user will dictate what exercises contained in this guide would apply for that user. It is not expected that every exercise will apply to every user.

Exercises provided in this section include:

- Exercise 14 – Perform Electronic Certification
- Exercise 15 – De-Certify a Record
- Exercise 16 – Generate Reports

- Exercise 17 – Release a Record

2.0 System Access

2.1 Login-System Access– Exercise 1

This exercise provides an overview of the RIVERS Fetal Death Application access process as well as introduces concepts related to functionality associated with 'user security profile' and the login 'location' record access rules.

To complete this exercise, the user will need:

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

1. Launch your internet browser (i.e. IE8+, Mozilla Firefox, etc.)

2. Enter the following address in the URL box or select from Favorites:

   https://rivers.rihosting-by-genesis.com/RIUIV2/Welcome.htm

3. The application splash page will load, as pictured below:

1. RIVERS Splash Page

4. Click the **Login to RIVERS** button.

5. The **Terms of Use Screen** will load, as pictured below:
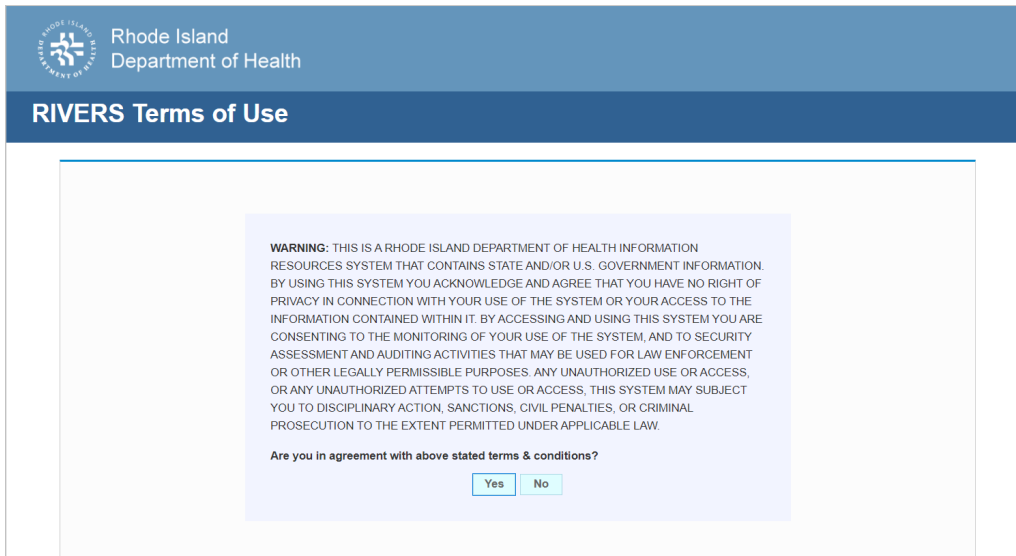
2. RIVERS Terms of Use

6. Click the **Yes** button to confirm agreement with the terms of use.

    a. Click the **No** button to be returned to the RIVERS splash page.

7. The RIVERS login screen will display:
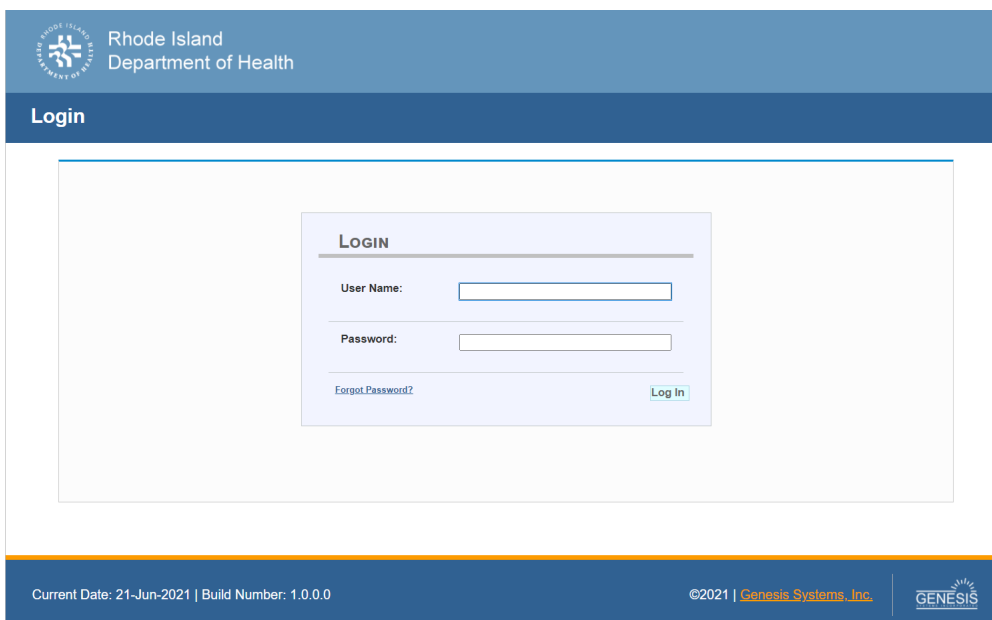
3. RIVERS Login Screen

8. Type in the User Name provided to you to login - this is not case sensitive.

9. Press the **Tab** key on the keyboard to advance focus to the Password field (or use the mouse and click on the password field if you prefer).

10. Type the password provided to you to login.

11. Press the **Tab** key on the keyboard to advance focus to the **Log In** command button.

12. With focus on the Log In command button press the **Enter** key to execute the Login command.

> ➢ Optional approach: After entering the password you can also use the mouse to point to and left click on the **Log In** command button instead of using the **Tab** and **Enter** keys.

13. Login Locations – If you are associated with more than one location, the Location Selection Window pictured below will contain all locations assigned to your account. If you create NEW records while logged in under a given location, they will become associated with that location.

SELECT LOCATION

Location:
--Select a value-- ▼

OK

4. Select Location

14. Note that the field on the screen has a set of arrows on the right side. This indicates that there is a dropdown list associated with this item.

> ➢ Press the **Tab** key to set focus on the Select Location field. This will open the list.

> ➢ Use the arrow keys to highlight a desired location followed by the **Tab** key to select it and set focus on the **OK** command button.

> ➢ Press **Enter** to finalize the location choice and access the application.

15. Mouse – There are intuitive mouse alternatives for navigating the application and selecting items. Practice alternating the use of mouse and the keyboard approaches to determine the optimal method.

Session Time Out:

During these exercises it may take much more time to complete operations than would be true in actual use of the application. If the system has not detected a business transaction (save a record, search for a record, login) within 20 minutes, the session will time-out and you will not receive further responses from the system. A warning will appear to alert you to this. If the system appears to stop responding (no choices in some pick lists, cannot save a record, cannot retrieve a record, etc.) it is likely that a session time-out has occurred. To recover from a session time-out, close the application Internet browser and re-login to start a new session. Saving the work you are doing frequently will prevent session time-outs. If you will not be

using the application for a time you should close it and then login again when you need it.

16. The main menu of the application appears as shown below:
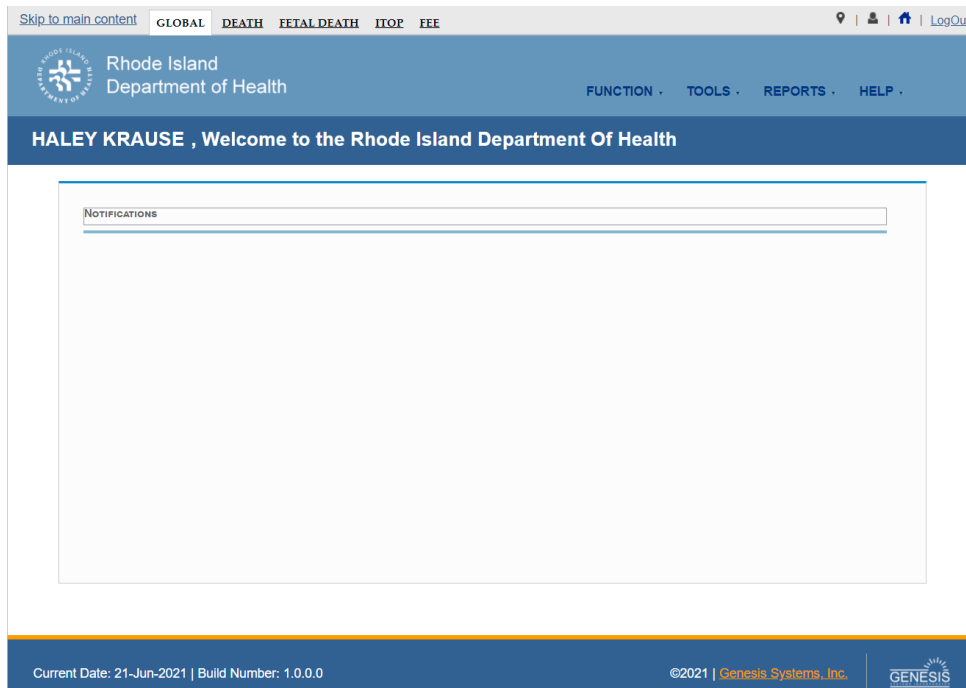
5. RIVERS Main Page

17. Exit the application by using the mouse to point to the 'Log Out' icon or to the **Function → Exit Application** menu item and then click once with the left mouse button.

3.0 Fetal Death Registration

3.2 Create and Save a New Record– Exercise 2

This exercise provides an overview of how to begin the Fetal Death Registration process as well as how to save a new record. The user will also learn about potential processes associated with suspected duplicate/plural records.
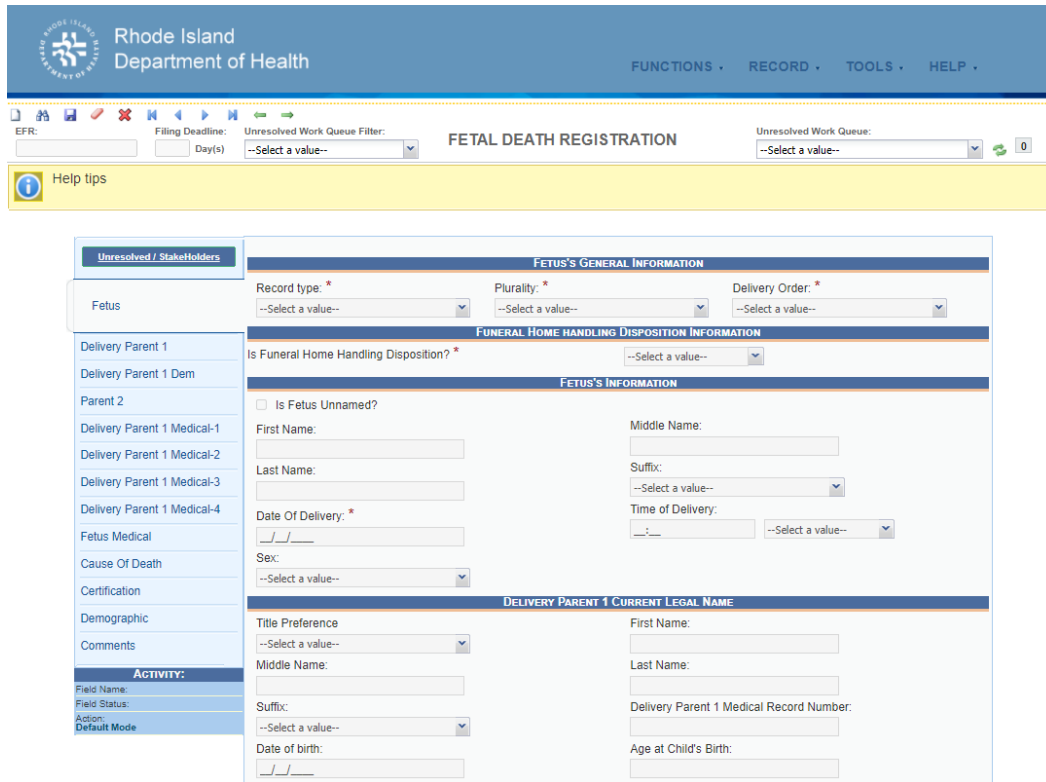
To complete this exercise, the user will need to:

- ✓ Complete Exercise 1– Login
- ✓ Have the proper security access to complete Fetal Death Registration

1. Select the **Fetal Death → Function → Fetal Death Registration** menu item to initiate a new fetal death record.

   a. If there are any records in the Late Records work queue, the application will issue a message alerting the user to the presence of these late records as shown below:
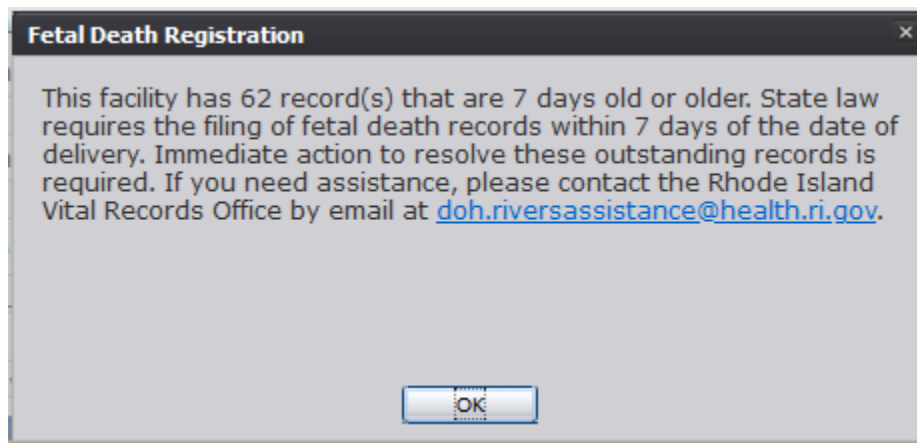
6. Late Records Notification

2. The Initial Fetal Death Registration Screen will appear as shown below:

7. Fetal Death Registration Initial Screen

After clicking the **'New'** button or select the **Record → New** menu item, check each box **Yes** or **No**, select an APGAR score, and provide a calculated gestational age.

> **Note:** Answer all questions in the top portion of the box and click **OK**. If any responses indicate that the fetus was born alive, the system will not allow the record to continue, and a message will pop up indicating that the user must initiate a birth and a death record:
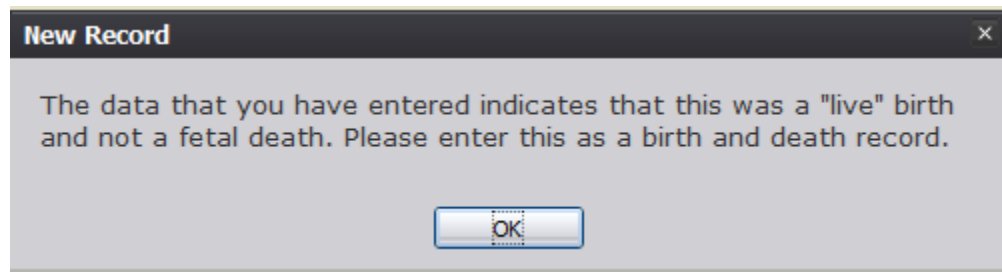
8. Live Birth Indicator

9. Fetal Death New Record Screen

3. Enter all available information about the fetal death event in the following fields:

    - **Record Type:** Select a Record Type

    - **Plurality:** Select the Total Amount of Births and Fetal Deaths *

    - **Delivery Order:** Select the Order of Delivery *

    - **Date of Delivery:** Enter Date – requires double entry *

    - **EFR Number:** Enter Text

    - **Delivery Parent 1 Medical Record Number:** Enter Text *

    - **Fetus's First Name:** Enter Text

    - **Fetus's Middle Name:** Enter Text

    - **Fetus's Last Name :** Enter Text

    - **Delivery Parent 1's First Name:** Enter Text

    - **Delivery Parent 1's Middle Name:** Enter Text

    - **Delivery Parent 1's Last Name:** Enter Text

    - **Delivery Parent 1's Date of Birth:** Enter Text

4. Minimally, enter values into all fields with an asterisk listed above and click on the **'Save'** button or **Record → Save** menu option.

5. The system will display the message below: See message box below:

New Record ✕

No matching record was found. Do you want to create a new record?

Ok   Cancel
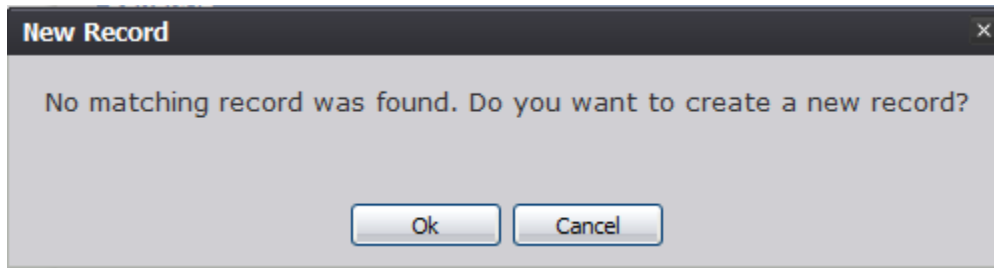
10. Create New Record?

6. If a match is found that is owned by another facility, the following message will load:

New Record ✕

Contact the owner(NEWPORT BIRTHING CENTER) of this record or the State office.

OK

11. Take Ownership?

7. If a match is found that is owned by the same facility, the following message will load:
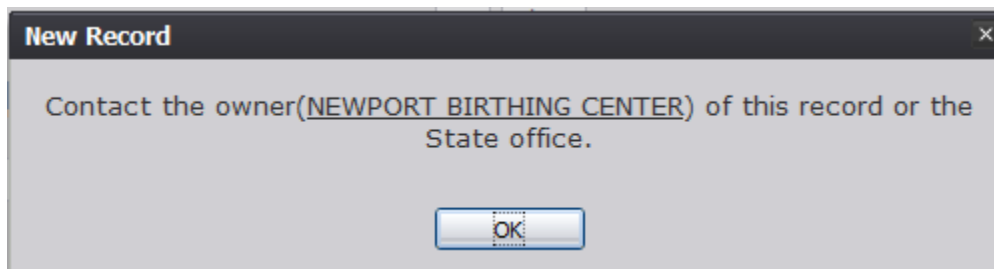
New Record ✕

One exact match found owned by same location.

Continue with the existing record   Create a new record   Cancel
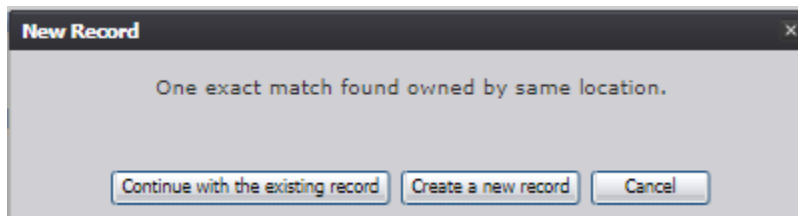
12. One Exact Match Found

8. Proceed with Fetal Death registration data entry by completing the information requested on the fetal death registration data entry tabs.

3.3 Search for a Record– Exercise 3

This exercise provides an overview of how to search for a record in the fetal death application.

To complete this exercise, the user will need:

    ✓ To complete Exercise 1– Login

    ✓ To create and save several records without releasing the records to the State.

Searching for a record in the application can be accomplished using the following options:

- Search Screen

- Work Queue Search

3.3.1 Search Screen

1. Click on the **'Search'** icon or select the **Record → Search** menu item.

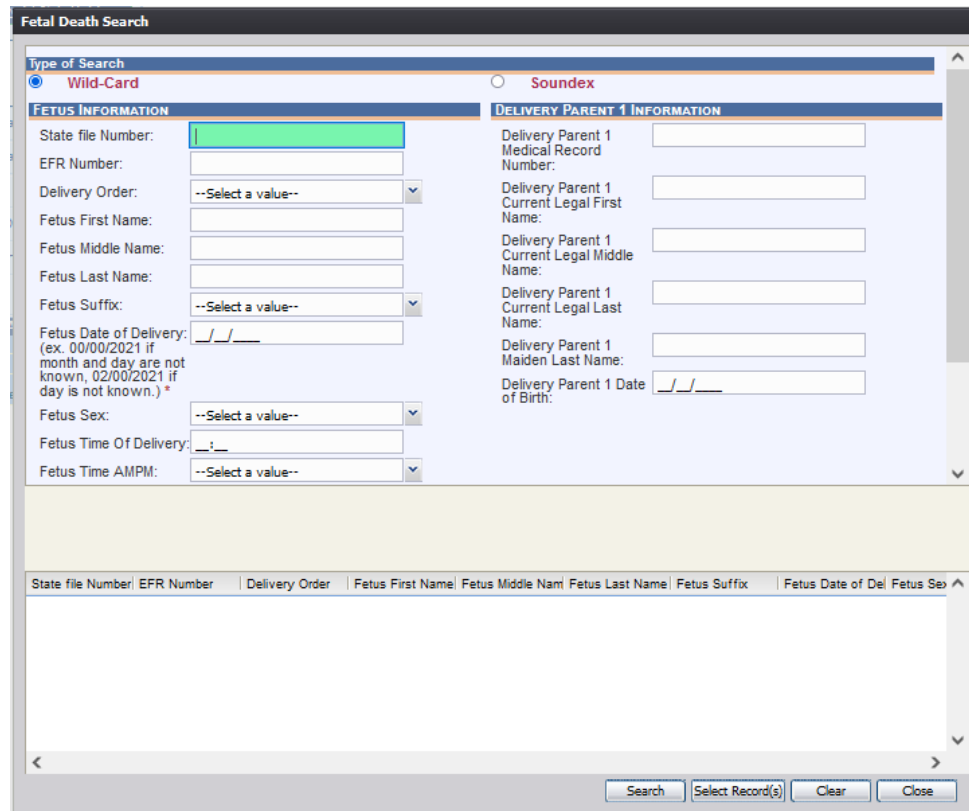2. The Search Record Screen will be displayed, as shown below:

13. Fetal Death Search

3. Enter all available information regarding the record that is being located.

   ✓ **Tip**: Text fields such as names do not have to be complete. Enter the first several letters instead of the entire text when spelling is in question but include other items to reduce the number of matches.

   ✓ **Tip:** Choosing Wild-Card allows the user to enter text fields such as names do not have to be complete. Enter the first several letters instead of the entire text when spelling is in question but include other items to reduce the number of matches.

   ✓ **Tip**: Choosing Soundex still requires the user to enter at least the Decedent's date of death. If the user also decides to search by a name, the full name must be entered, and the application will search for not only all exact matches but names that sound similar as well.

4. Click on the **'Search'** button to search the database.

5. Records that match the search criteria will populate in the grid in the lower half of the screen, as shown below:

14. Fetal Death Search Results

6. Click on the appropriate record to select. Select multiple records by holding down the **'Ctrl'** key and clicking on records.

7. Click on **'Select Record(s)'** to retrieve record(s) to the Work Queue.

8. Select a record from the work queue by clicking on it to retrieve it to the screen.

9. The selected record will be retrieved by the system and its information will appear on the screen as an active record for additional review and/or processing.

3.3.2 Work Queue Search

The Work Queue in the Fetal Death Registration Data Entry process will contain the following:

- Fetal death records associated with the user's login location that still require some type of action.

- A list in the work queue sorted by the date of delivery that will display the fetus's last name, fetus's first name, and fetus's date of delivery.

1. From the dropdown list, set the filter to one of the options listed below, as shown below:

- **All Unresolved**: All records that have been started but the information is not yet complete.

- **Late Records**: All records that are considered late at 5 days old or older.

- **Ready for Certification**: All records that have complete data entry fields and are ready for certification.

- **Data Entry Incomplete**: All records with incomplete data entry fields.

- **Ready for Release**: All records that have been data entered and are ready for release

- **Pending Cause of Death**: All records that have cause of death pending whether or not the record has been registered.

2. From the record list, select the appropriate record by clicking on it, or with the focus on the list, start typing the fetus's last name (if available).
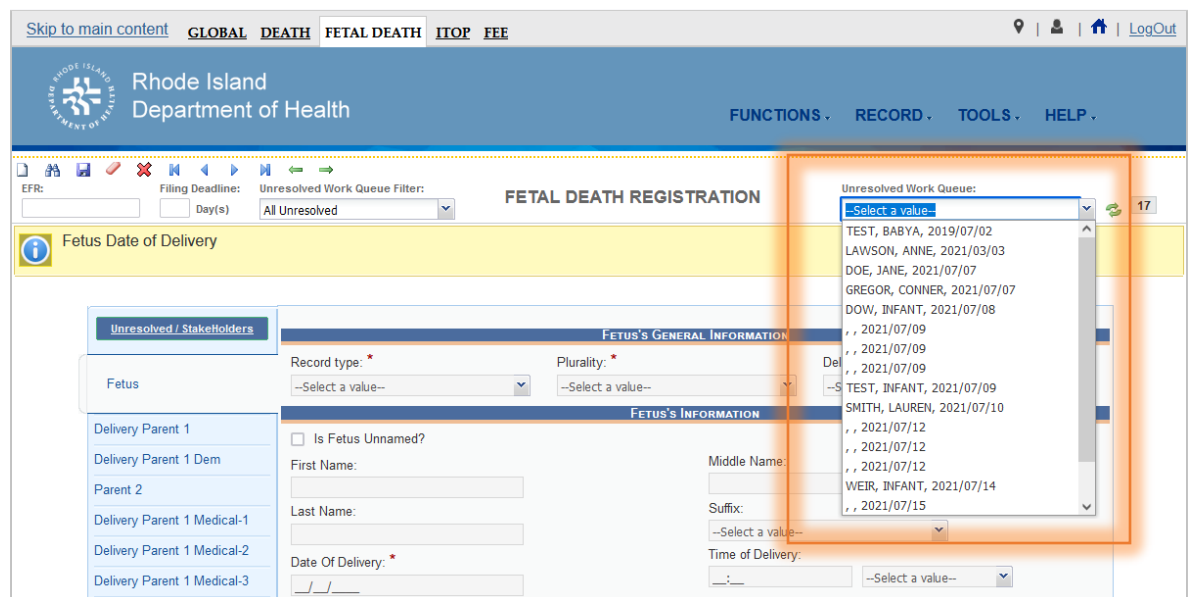
15. Unresolved Work Queue

3. The selected record will be retrieved by the system and its information will appear on the screen as an active record for additional review and/or processing.

3.4 Cancel Changes– Exercise 4

This exercise provides an overview of how to cancel an update to a record in the fetal death application. The user may cancel changes made to a record since it was last saved in Fetal

Death Registration Data Entry.

To complete this exercise, the user will need:

- ✓ To complete Exercise 1– Login

- ✓ To create and save several records without releasing the records to the state

- ✓ To open a saved record and make an update to a record without saving the change.

To cancel changes made to a record:

1. While a record is on screen, select the **Record → Cancel** menu option or the button. The following message will load:
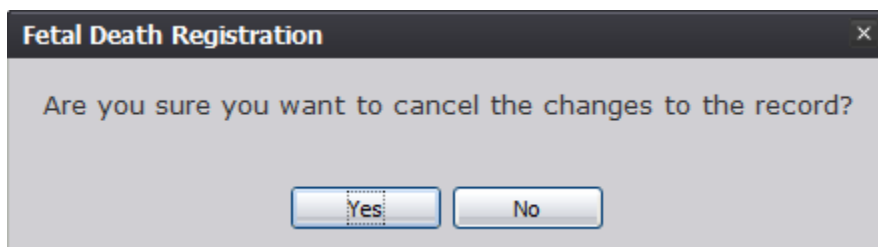
16. Cancel Changes

2. Click **Yes** to confirm cancelation of the changes made to the record. The changes will be canceled, and the record will be restored to its previously saved state.

3.5 Update a Record

1. While a record with unsaved changes is on screen, select the **Record/Save** menu option, or click the **Save** button.

2. The message below will load:
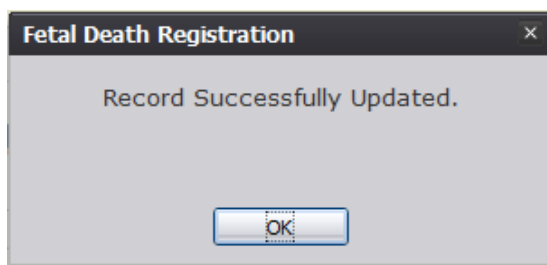
17. Record Successfully Updated

3. All previously unsaved changes made to the record will be saved.

3.6 Update a Record– Exercise 5

This exercise provides an overview of how to update a record in the fetal death application.

To complete this exercise, the user will need:

✓ To complete Exercise 1– Login

✓ To create and save several records without releasing the records to the state

✓ While a record with unsaved changes is on screen, select the **Record/Save** menu option, or click the **Save** button.

✓ The message below will load:
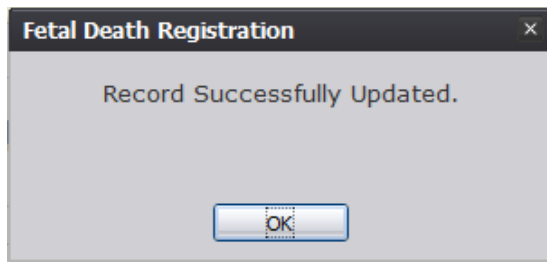
18. Record Successfully Updated

✓ All previously unsaved changes made to the record will be saved.

3.7 Abandon a Record– Exercise 6

This exercise provides an overview of how to abandon a record in the fetal death application. The facility manager can choose to abandon a record up until the record is released and assigned a State File Number (SFN).

To complete this exercise, the user will need:

✓ To complete Exercise 1– Login

✓ To create and save several records without releasing the records to the State

To abandon a record:

1. Select the **Record → Abandon** menu item or the **Abandon** icon. The following message will appear:
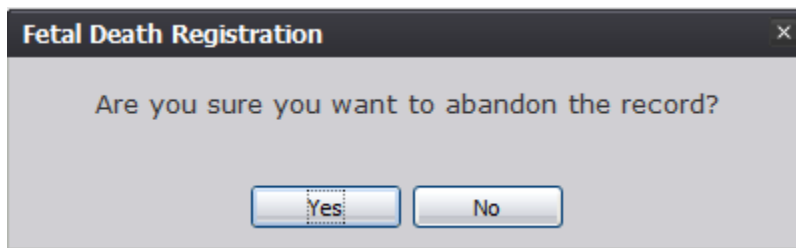
19. Abandon Record?

2. Select **No** to cancel the action and the user will return to the record. Select **Yes** to continue the Abandon Record Process**.** Provide a reason for abandoning the record in the comment box:

20. Abandon Record- Enter Reason

3. After providing a comment and clicking **OK**, the following message will appear and the record will not appear in the Unresolved Work Queue any longer:

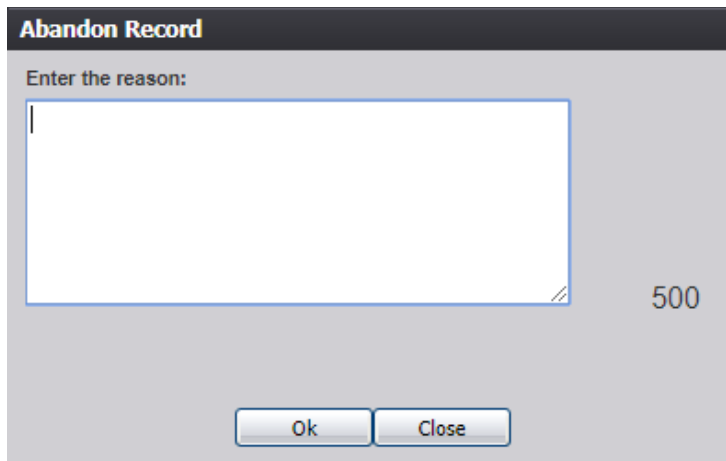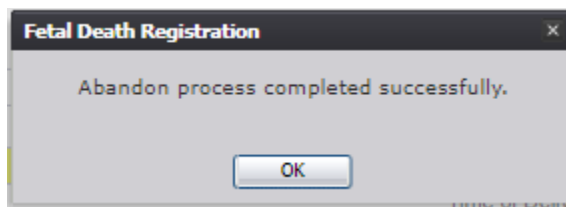*21. Abandon Process Completed Successfully*

3.8 Return to the Main Menu– Exercise 7

This exercise provides an overview of how to return to the main menu of the fetal death application. The user may return to the RIVERS Fetal Death Application Main Menu screen at any time by selecting the **Function → Home** menu item.

To complete this exercise, the user will need:

- ✓ To complete Exercise 1– Login
- ✓ To access the Fetal Death Registration Screen

1. Select the **Function → Home** menu item on the Fetal Death Registration Data Entry Screen to return to the Main Menu.

3.9 Unresolved Fields List– Exercise 8

This exercise provides an overview of how to check and use the Unresolved Fields list. To check if all data items were completed, use the Unresolved Fields List to identify areas that require some sort of action before the record is resolved. The Unresolved Fields List displays individual data fields that need to be completed for a specific record before it can be resolved.

To complete this exercise, the user will need:

21

✓ To complete Exercise 1– Login

✓ Access to the Fetal Death Registration Screen

✓ To retrieve a record using the Search Screen or the Unresolved Work Queue.

1. Retrieve an existing record.

2. On the **Fetal Death Registration** screen, click **Unresolved/StakeHolders** at the top to open the **Unresolved Fields** list.
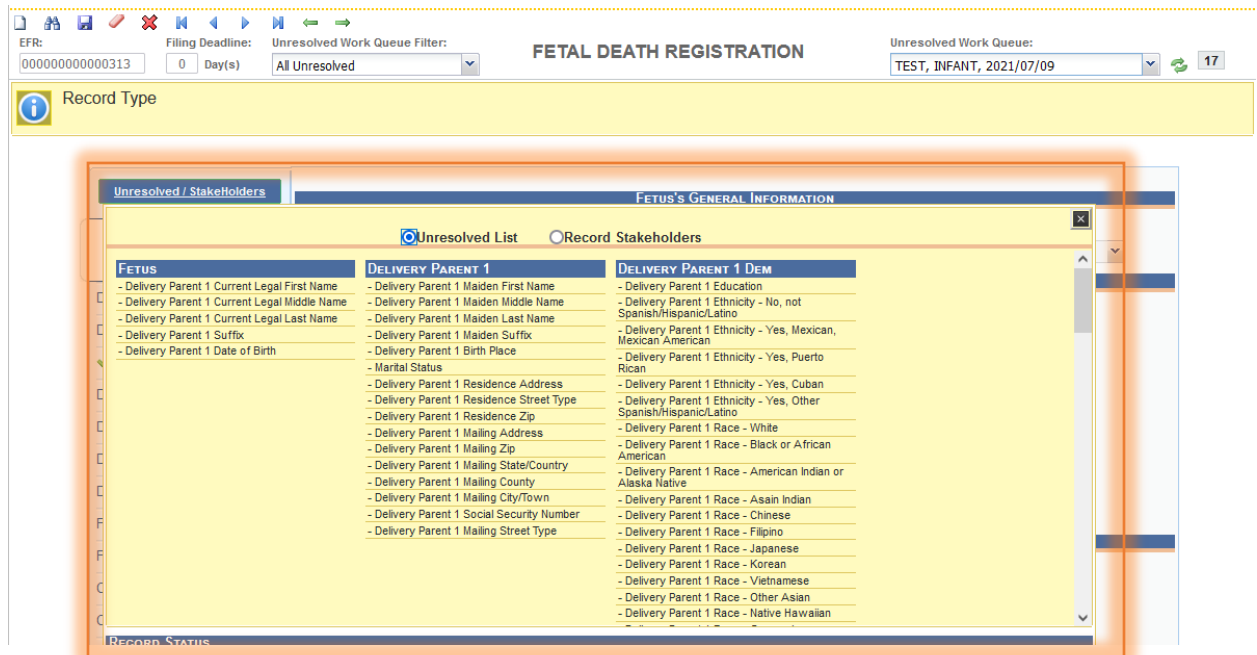
22. Unresolved Fields

3. To be directed to a particular unresolved field, click the field's link. The application will navigate to that particular field directly so that it may be resolved.

4. Click **Unresolved/StakeHolders** again to close the list and return to the data entry screen.

3.10 General Fetal Death Registration Data Entry Processes– Exercise 9

The objective of this exercise is to address data entry completion topics so that records may be available for further processing. Most of the data items that need to be completed will only require the **'Tab'** key to advance to the field, typing the necessary information, and then pressing the **'Tab'** key to advance again. This exercise attempts to address the remaining scenarios.

3.10.1 Double Data Entry

Certain fields within the Fetal Death Registration Data Entry screen will require that the user enter the value into the main data entry screen and then confirm the entered value by entering it again in a separate data entry interface. Fields that

require double data entry will present users with the following screen when the user tabs off the field:
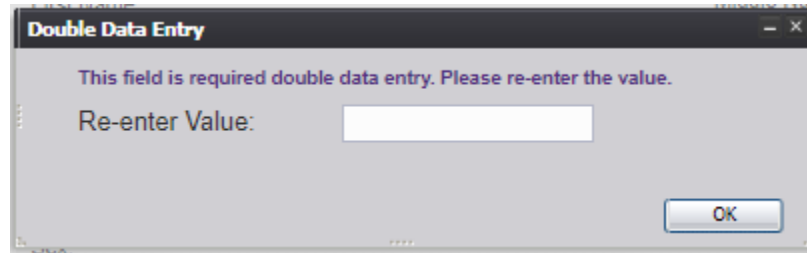
23. Double Data Entry

Enter the value again and click the **OK** button to close the Double Data Entry screen. If the value entered in the Double Data Entry screen matches the value entered on the main data entry screen, the user will be moved to the next data field. If the values do not match, the following message will appear:
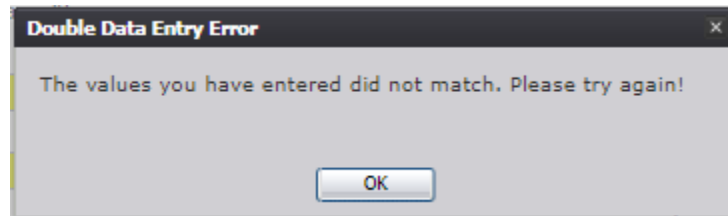
24. Double Data Entry Error

Click **OK** to close the message and return to the data entry screen. The value entered into the field will be cleared and the double data entry process will be required again.

3.10.2 Screen Tab Navigation

When the last field on the **Fetus** tab is resolved the next field that needs a response is on the **Delivery Parent 1** tab.

Pressing **Tab** from the final field on the **Fetus** tab automatically advances the focus to the **Save** button. Press tab one more time to highlight the **Next** button at the bottom of the screen. Once highlighted, the user can press **Enter** to load the **Delivery Parent 1** tab.

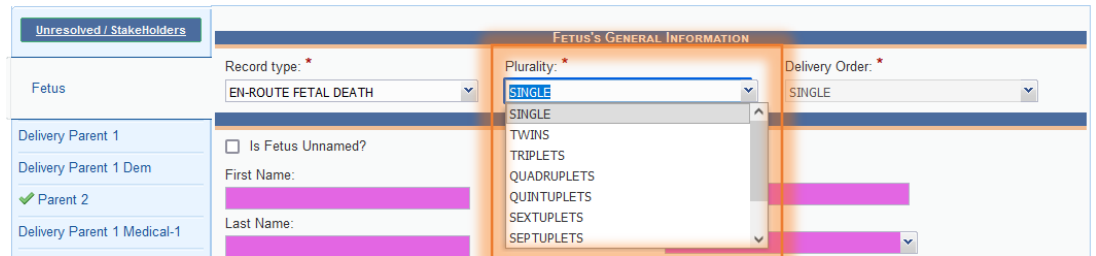## 3.11 Technical Fetal Death Registration Data Entry Tips– Exercise 10

The objective of this exercise is to familiarize the medical certifier with technical fetal death registration data entry procedures and conditionals. For example, certain data entry fields will become enabled or disabled throughout the record depending on specific values selected by the medical certifier.

3.11.1 Fetus Tab

3.11.1.1 Plurality

Selecting a **Plurality** value of anything other than **Single** will cause the **Delivery Order** field to become enabled.
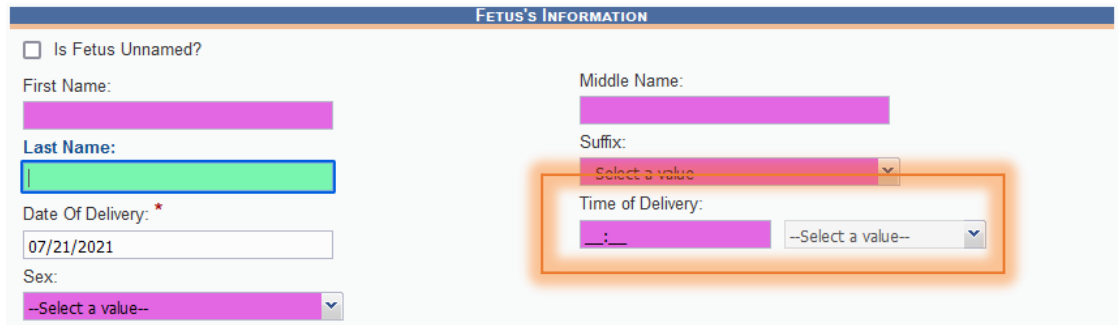
For example, selecting **Triplets** in the **Plurality** field will cause the **Delivery Order** field to show options for **First**, **Second**, **Third**, and **Conjoined**. The **Delivery Order** field will only show values up to the selected plurality value.

25. Plurality

3.11.1.2 Time of Delivery

All fetal deaths entered into the **RIVERS Fetal Death** module may be entered in either a 12 hour format or in a 24 hour format:

26. Time of Delivery

3.11.2 Delivery Parent 1 Medical-1 Tab

3.11.2.1 Cigarettes Information

If the user selects **Yes** in the **Did Delivery Parent 1 Smoke Cigarettes before or during Pregnancy?** drop-down field in the **Cigarettes Information** section, the fields concerning whether or not the delivery parent 1 reported cigarette intake in number of packs or number of cigarettes will become enabled.

CIGARETTES INFORMATION		
Did Delivery Parent 1 smoke cigarettes before or During Pregnancy?	--Select a value--	
Did Delivery Parent 1 report in Packs?	☐	
Did Delivery Parent 1 report in Cigarettes?	☐	
	# of Cigarettes per day	# of Packs per day
Three months before pregnancy		
First Trimester		
Second Trimester		
Third Trimester		

27. Cigarettes Information

Checking the box next to **Did Delivery Parent 1 Report in Cigarettes?** field will enable the user to record the number of cigarettes per day smoked from three months prior to pregnancy up to the third trimester.

Checking the box next to **Did Delivery Parent 1 Report in Packs?** field will enable the user to record the number of packs per day smoked from three months prior to pregnancy up to the third trimester.

3.11.3 Delivery Parent 1 Medical-2 Tab

3.11.3.1 Delivery Parent 1 Transfer Status

If the user indicates if delivery parent 1 was transferred for delivery, the **If yes, where from** field will become enabled. Select the facility the delivery parent 1 was transferred from the drop-down list or click the **Search** icon beside the field to search for a specific facility.

> **Note:** The Delivery Parent 1 transferred for delivery drop down menu is conditional based off of where the event occurred.

28. Pregnancy History

3.11.3.2 Method of Delivery

The following fields are mandatory to resolve:

- Was Delivery with Forceps Attempted but Unsuccessful?
- Was Delivery with Vacuum Extract Attempted but Unsuccessful?
- Fetal Presentation at Delivery?
- Final Route and Method of Delivery?
- Hysterotomy/Hysterectomy?

If the user selects **Cesarean** in the **Final Route & Method of Delivery** field, the **If Cesarean, was a Trial of Labor Attempted?** field will become enabled.

29. Method of Delivery

3.11.4 Delivery Parent 1 Medical-3 Tab

At least one box needs to be checked in the **Risk Factor in this Pregnancy** section. Checking the **None of the above**, **Not Stated**, or **Unknown** box in each section will resolve the section. If a check box enables an adjacent text box or sub-check box, the user will need to provide a value in the text box and/or mark the appropriate sub-check box before the section becomes resolved.

3.11.5 Delivery Parent Medical-4 Tab

At least one box needs to be checked in the **Maternal Morbidity** sub-tab. Checking the **None of the above** or **Unknown** box in this section will resolve the section. If a check box enables a sub-check box, the user will need to mark the appropriate sub-check box before the section becomes resolved.

3.11.6 Fetus Medical

Fetus's Medical Record Number and **Obstetric Estimated Gestation (Completed Weeks)** will need to be manually entered. Enter in either the **Grams** field or the **Pounds/Ounces** fields. If a value is entered into the **Grams** field, then the **Pounds/Ounces** fields will auto populate, and vice versa.
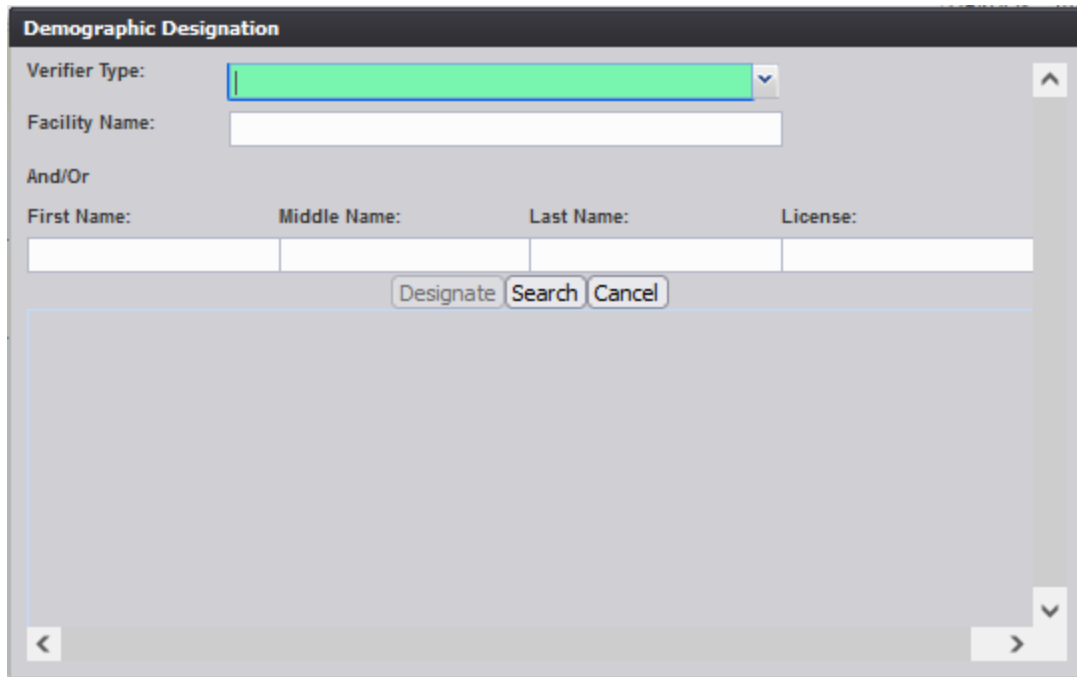
3.12 Demographic Designation– Exercise 11

The objective of this exercise is to familiarize the medical certifier with the demographic designation process. Demographic Designation is used to designate the demographic verifier on the record when a funeral home is involved.

> **Note:** If a funeral home is not involved, then the user does not have to perform the Demographic Verification, but will have to enter in the demographic tabs prior to record release:
>
> - Delivery Parent 1
> - Delivery Parent 1 Dem
> - Parent 2
> - Demographic

1. Retrieve an existing record using the Work Queue Search.

2. Select the **Record → Demographic Designation** menu item. The Demographic Designation window will appear.
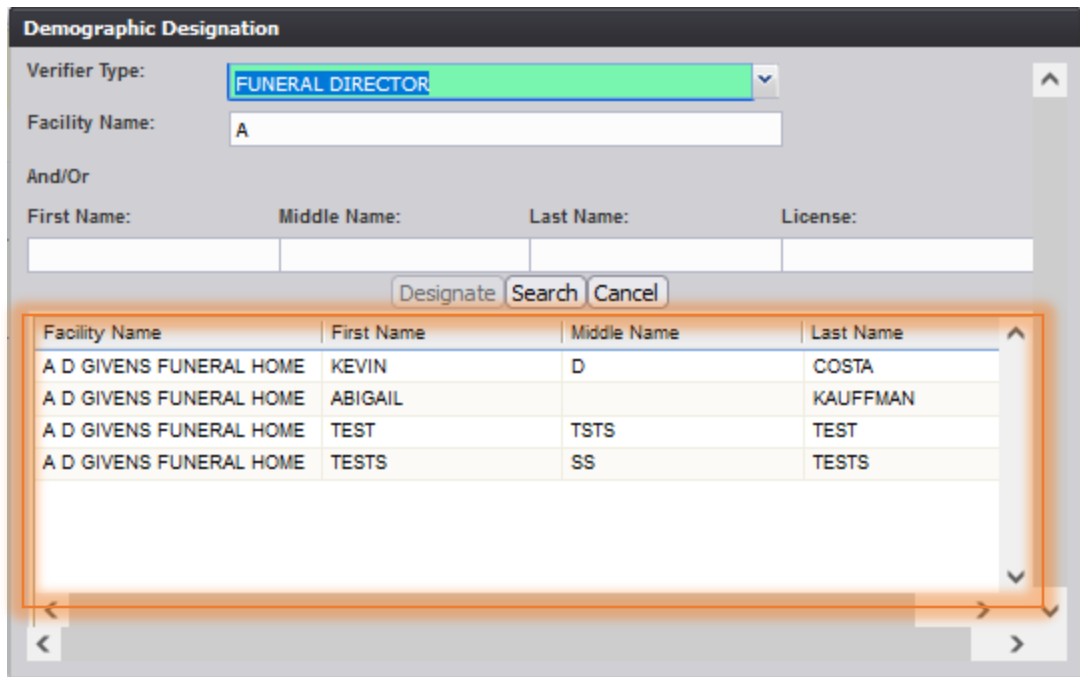
30. Demographic Designation

3. Select the **Verifier Type** from the dropdown.

4. Enter at least one other search criteria in the **Facility Name, First Name, Middle Name, Last Name,** or **License** fields.

5. Click **Search**. The Verifier Search Results Grid will populate.

31. Demographic Designation-Search Results

6.   Select the appropriate verifier and click the **Designate** button. A confirmation message will appear:
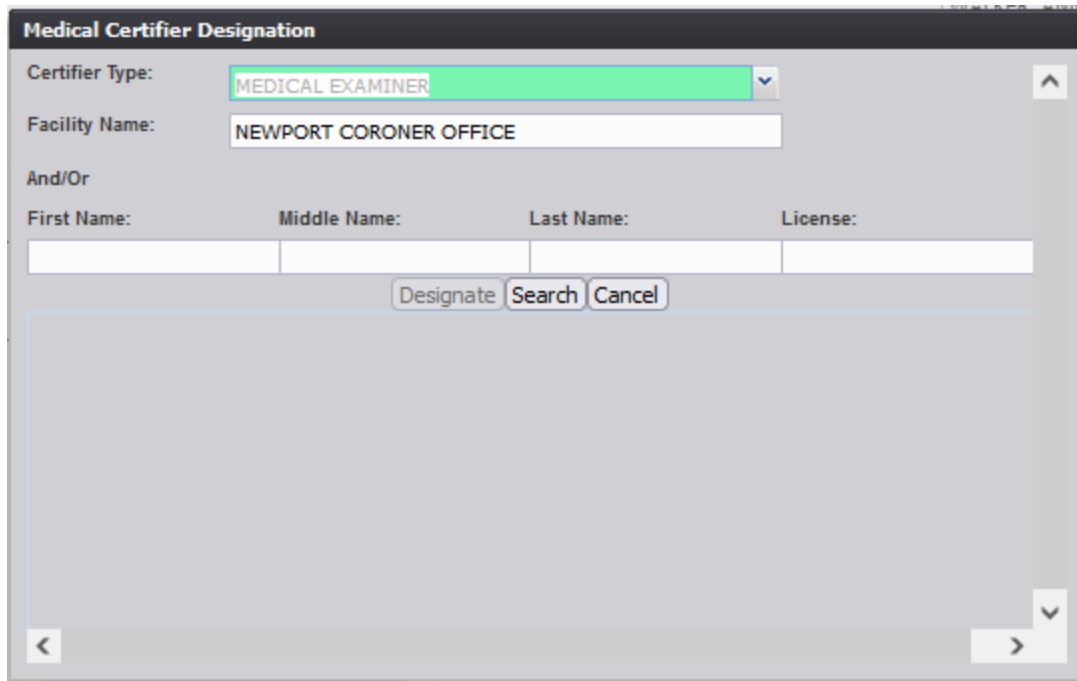

32. Designation Process Completed Successfully

3.13 Refer to Medical Examiner– Exercise 12

The objective of this exercise is to familiarize the medical certifier with the process of referring to a medical examiner. The Refer to Medical Examiner process is used to refer the record to the Medical Examiner based on the specific criteria.

1.   Retrieve an existing record using the Work Queue Search.

2.   Select the **Record → Refer to Medical Examiner** menu item. The Medical Certifier Designation window will appear.
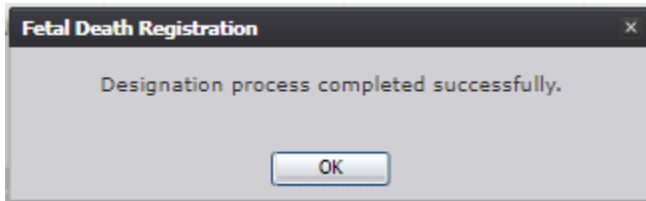
33. Medical Examiner Designation

3. The Certifier Type will automatically default to "Medical Examiner" and the Facility Name will default to "Newport Coroner Office".

4. Enter at least one other search criteria in the **First Name, Middle Name, Last Name,** or **License** fields.

5. Click **Search**. The Certifier Search Results Grid will populate.

34. Medical Examiner Designation- Search Results

6. Select the appropriate examiner and click the **Designate** button. A confirmation message will appear:

35. Medical Examiner Designation Completed Successfully

3.14 Printing Forms– Exercise 13

3.14.1 Print Fetal Death Worksheet

The application provides users the ability to print a pre-populated Fetal Death Worksheet after the record is initially saved.

1. Retrieve a record to the registration screen.
2. Select the **Record ➔ Print ➔ Fetal Death Worksheet** menu item.
3. The application will open the PDF version of the form that allows printing.
4. Click the **Print** icon in the PDF window to print the document.
5. When the document is printed, close the PDF browser window using the **X** in the upper right-hand corner of the screen to return to the RIVERS application.

3.14.2 Print Blank Fetal Death Worksheet

The application provides users the ability to print a blank Fetal Death Worksheet after the record is initially saved.

1. Retrieve a record to the registration screen.
2. Select the **Record ➔ Print ➔ Blank Fetal Death Worksheet** menu item.
3. The application will open the PDF version of the form that allows printing.
4. Click the **Print** icon in the PDF window to print the document.
5. When the document is printed, close the PDF browser window using the **X** in the upper right-hand corner of the screen to return to the RIVERS application.

4.0 Electronic Certification, Release a Record, and Generate Reports

4.1 Perform Electronic Certification– Exercise 14

This exercise provides an overview of the Electronic Certification process. Electronic Certification serves as a means to electronically 'sign' a fetal death record after reviewing values of medical data items on the fetal death record. Certification is required before a record can be released and registered.

Before electronic certification can be successfully performed, the fetal death medical tabs must be completed. Check for unresolved data fields before certifying a record.

> **Important Note:** A certifier can only perform certification on records that identify them on the record as the certifier.

> **Important Note:** A certifier can perform certification before the demographic tabs and demographic designation are completed.

1. Search for the desired record using the Work Queue Search by setting the unresolved work queue filter to **Ready for Certification.**

<div align="center">

OR

</div>

   Use the Search Screen method by clicking on the **'Search' button** or selecting the **Record → Search** menu item.

2. Select a record from the Work Queue dropdown list or from the Search Screen grid.

3. When the appropriate record appears on the screen, select the **Record → Certify** menu item to initiate the electronic certification process.

4. The Electronic Certification Screen will display the following information:

   a. **Fetus's Information**: Fetus's Name (First, Middle, Last, Suffix)

   b. **Delivery Information**: Date of Delivery, Time of Delivery, Sex, Place of Delivery

   c. **Certifier Information**: First Name, Middle Name, Last Name

5. Review the information to verify that the user is electronically certifying the correct record.

6. Click on **'Certification'** if all medical data items are correct.

   a. If the user would like to view a preview of a Fetal Death Worksheet for the record, click on **'Preview'** to load a new browser window containing the Fetal Death Worksheet in a PDF format. If so desired, the user may print the Fetal Death Worksheet from this screen.

   b. If all data items are not correct and need to be edited, click on **'Cancel'** to correct the information in the Fetal Death Registration data entry screen. Save the corrections made to the record and return to Step 1 of this exercise to reinitiate electronic certification.

7. If the record is complete the application will display the statement shown below: *"I verify that a fetal death occurred at the location, date and time indicated on this fetal death record."*

36. Fetal Death Verification

8. Check the box, enter the user's **PIN** and click on **'OK'** to complete electronic certification.

9. If the correct PIN has been entered, the application will issue the message below:

37. Record Successfully Certified

10. Click **'OK'** to close the Electronic Certification screen.
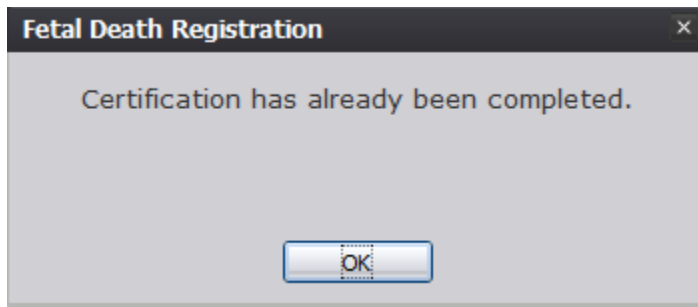
4.2 De-Certify a Record– Exercise 15

This exercise provides an overview of how to de-certify a record.

To complete this exercise, the user will need:

✓ To Complete, Save, and Certify a Fetal Death Record

✓ Access to the Fetal Death Registration Screen

✓ To retrieve the certified record using the Work Queue Search or the Search Screen.

1. Change the certifier of the record after the record has been certified.

2. If the user changes the certifier of a record on the 'Certification' tab after the record has been certified, the message below will appear:


Fetal Death Registration ✕

Certification has already been completed.

OK

38. Certification Already Completed

3. To decertify the record, select **Record → Decertify.** The following message will appear:

Fetal Death Registration ✕

Are you sure you want to decertify the record?

Yes   No
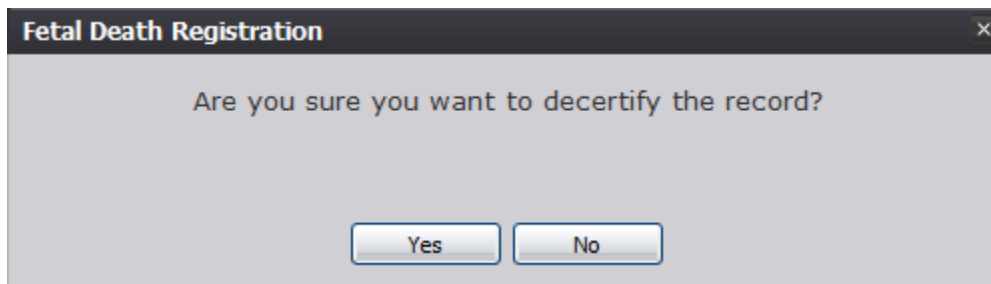
39. Decertify Record?

4. Select **"Yes"**. The record will be decertified and the following message will appear:

Fetal Death Registration ✕

Decertification completed successfully.

OK
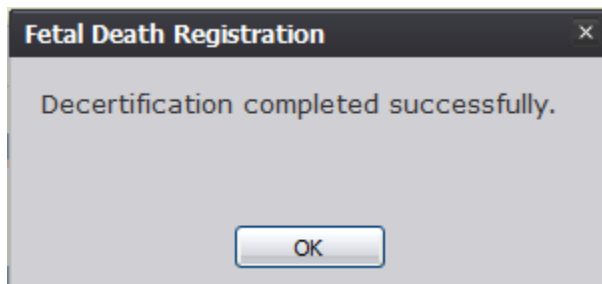
40. Decertification Completed Successfully

4.3 Generate Reports– Exercise 16

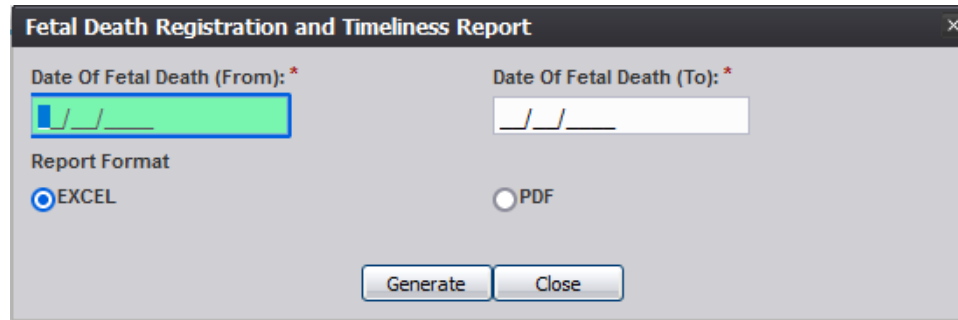This exercise provides an overview of how to access and print reports.

To complete this exercise, the user will need:

✓ To complete Exercise 1– Login

✓ To have the proper security access to generate the reports below

4.3.1 Fetal Death Registration and Timeliness Report

1. Select the **Reports → Record Status Report** menu option.
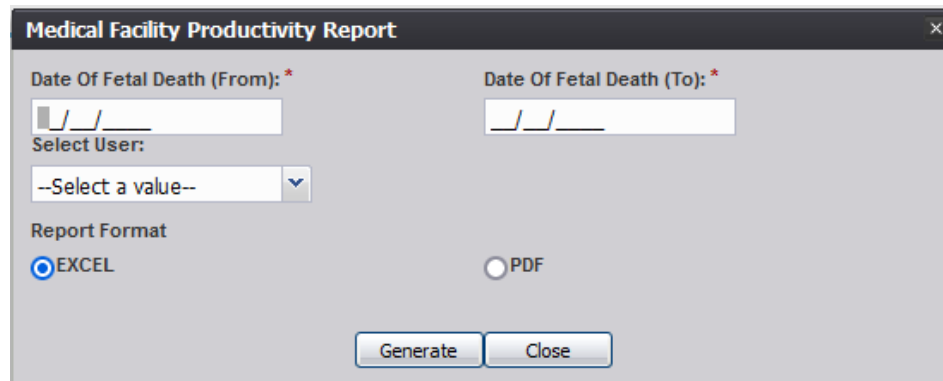
2. The screen below will appear:

41. Fetal Death Registration and Timeliness Report

3. Choose the desired report format by selecting 'Excel' or 'PDF'. Complete the fields in the input screen and click the **'Generate'** button.

4. The report will load in an Excel or PDF format.

5. Print the document from the PDF window or from Microsoft Excel.

6. When the document is printed, close the PDF browser window or Microsoft Excel using the **X** in the upper right-hand corner of the screen to return to the RIVERS application.

4.3.2 Facility Productivity Report

1. Select the **Reports → Facility Productivity Report** menu option.

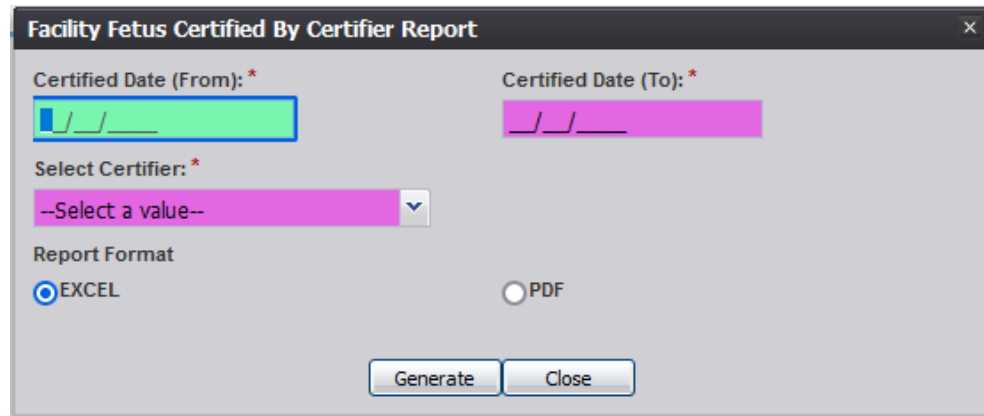2. The screen below will appear:

42. Medical Facility Productivity Report

3. Choose the desired report format by selecting 'Excel' or 'PDF'. Complete the fields in the input screen and click the **'Generate'** button.

4. The report will load in an Excel or PDF format.

5. Print the document from the PDF window or from Microsoft Excel.

6. When the document is printed, close the PDF browser window or Microsoft Excel using the **X** in the upper right-hand corner of the screen to return to the RIVERS application.

4.3.3 Certified by Certifier Report

7. Select the **Reports → Certified by Certifier Report** menu option.
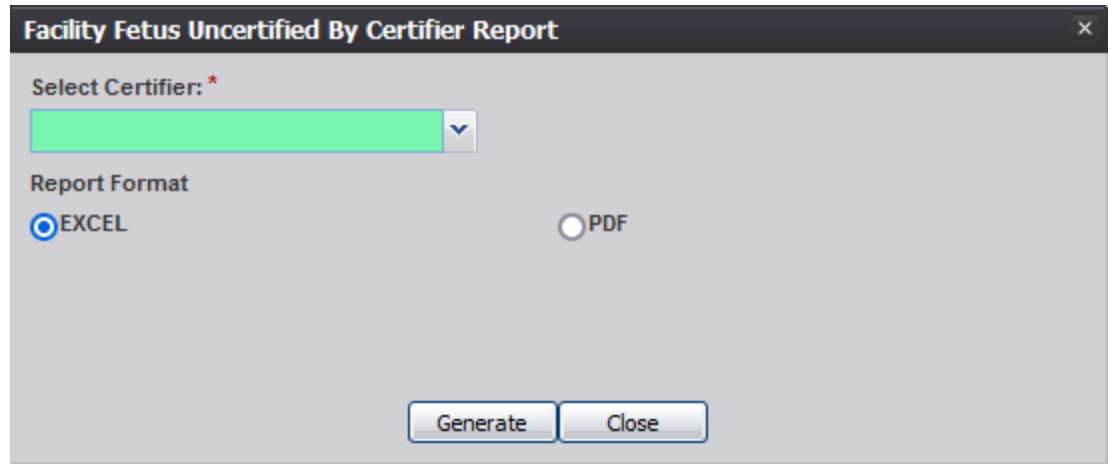
8. The screen below will appear:

43. Facility Fetus Certified Certifier Report

9. Choose the desired report format by selecting 'Excel' or 'PDF'. Complete the fields in the input screen and click the **'Generate'** button.

10. The report will load in an Excel or PDF format.

11. Print the document from the PDF window or from Microsoft Excel.

12. When the document is printed, close the PDF browser window or Microsoft Excel using the **X** in the upper right-hand corner of the screen to return to the RIVERS application.

4.3.4 Uncertified by Certifier Report

13. Select the **Reports → Facility Fetus Uncertified by Certifier Report** menu option.
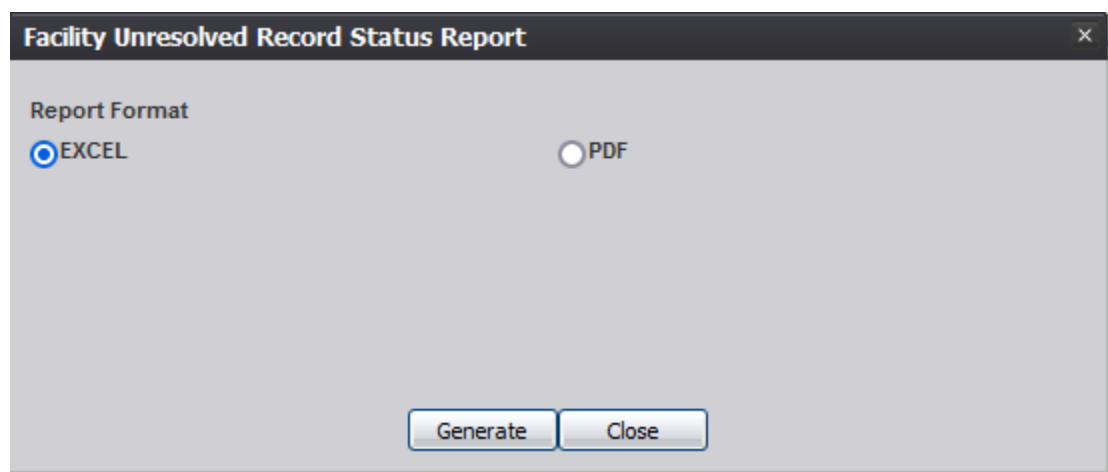
14. The screen below will appear:

44. Facility Fetus Uncertified by Certifier Report

15. Choose the desired report format by selecting 'Excel' or 'PDF'. Complete the fields in the input screen and click the **'Generate'** button.

16. The report will load in an Excel or PDF format.

17. Print the document from the PDF window or from Microsoft Excel.

18. When the document is printed, close the PDF browser window or Microsoft Excel using the **X** in the upper right-hand corner of the screen to return to the RIVERS application.

4.3.5 Unresolved Record Report

19. Select the **Reports → Facility Unresolved Record Status Report** menu option.

20. The screen below will appear:

45. Facility Unresolved Record Status Report

21. Choose the desired report format by selecting 'Excel' or 'PDF' and click the **'Generate'** button.

22. The report will load in an Excel or PDF format.

23. Print the document from the PDF window or from Microsoft Excel.

24. When the document is printed, close the PDF browser window or Microsoft Excel using the **X** in the upper right-hand corner of the screen to return to the RIVERS application.

4.4 Release– Exercise 17

This exercise provides an overview of the legal release of a fetal death record. Once both the legal data entry and electronic certification processes are completed on a record, the system allows the medical certifier to release the legal portion of the record.

1. Retrieve an existing record using the Work Queue Search or the Search Screen.

2. When the appropriate record appears on the screen, select the **Record → Release** menu item to initiate the release process. The following message will appear:
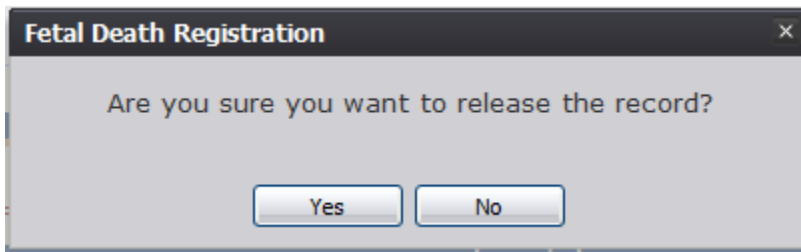
46. Release Record?

3. Select **"Yes"**. The record will be released.
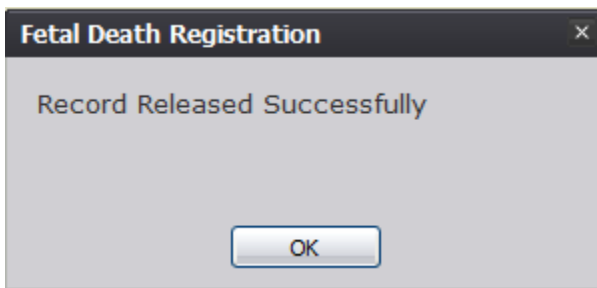
47. record Released Successfully