State of Rhode Island
Department of Health
Rhode Island Vital Events Registration System
(RIVERS)

Death Medical Certifier Training Guide
Version 1.5
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## Revision History

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Important Terms

**Medical Examiner:** The Medical Examiner is a Medical Certifier responsible for investigating deaths where the manner of death is anything other than natural. The Medical Examiner may also assume responsibility for completing a death certificate in the case of an unknown or unclaimed body as well as any cases referred to them. In these cases, Medical Examiner may act as a funeral director and also complete and verify the demographic information of the certificate.

**Demographic Data Entry:** Demographic data entry refers to the system process that supports data capture of the items on Demographic tabs (Demographic 1 through Demographic 5) defined as the responsibility of the Funeral Director or an entity acting as such.

**Demographic Verification:** Demographic Verification refers to the electronic equivalent of the funeral director signing the death certificate to indicate that the information completed by the funeral home is accurate. The demographic verifier is the person who reviews and verifies the demographic portion of the death certificate and as such is most often ultimately responsible for the completion and filing of the death certificate.

**Burial Transit Permit:** The Burial Transit Permit is the mechanism for the authorization of the disposition and transit of the deceased body. It is a printable form from the system.

**Disinterment Permit:** The Disinterment Permit is issued from the fee module and used in the disinterment of a body connected to a registered death record.

**Funeral Director:** The funeral director is a licensed professional responsible for completing, filing and verifying the demographic portion of the death certificate. Typically, the funeral director is the person who verifies the death record.

**General/Back Data Entry:** General Data Entry is the data entry process provided to authorized State users. It allows for the data entry of records that are fully paper by allowing the user access to all data entry fields.

**Medical Certifier:** This term refers to the Physician, Physician Assistant, Certified Nurse Practitioner, or Medical Examiner who is responsible for completing and certifying the accuracy of the medical items on the death certificate. Physicians are generally tied to a specific login location, but they may be tied to more than one login location.

It is standard procedure for Physicians to certify only those cases where the manner of death is natural.

**Medical Certification:** Medical Certification refers to the electronic equivalent of the Medical Certifier signing the death certificate to indicate that the information completed by the Medical Certifier is accurate. This includes cause of death and underlying causes as well.

**Medical Data Entry:** Medical Data Entry refers to the system process that supports data capture of the items on Medical tabs (Medical 1 through Medical 4) defined as the responsibility of the Medical Certifier.

**State Users:** This term refers to staff at the central State Office associated with the State Office location. Related processes will vary based on the users’ assigned roles.
Record Locking: It is assumed that the record will typically be completed with two distinct data entry processes: demographic and medical. Each will have its own ‘release’ point that is related to the respective “verification” (demographic portion) or “certification” (medical portion) component. Once a given portion has been certified or verified, that portion of the record is locked from further change by the respective participant.

Designation: The term designation relates to the process of identifying either the Medical Certifier office or the Funeral Home on the record so that the record becomes accessible to that entity for continued processing. Anytime the designated location is changed regarding a Medical Certifier, a new e-mail or text message will be generated as described for notification.

Filing on Behalf of: The Funeral Home of Record (responsible for filing the death certificate) may specify the name and address of an additional Funeral Service Provider on the record to capture the provider of additional services that might include Funeral Service and interment. This item is then available for printing on the death certificate as the funeral home of record.

Information captured in this form will be populated to the death record. Information is also displayed back on the Electronic Death Record (EDR) screen as display only fields.

Relinquish: Some scenarios will require that a Funeral Home that has become the owner of a record needs to relinquish the record so a different Funeral Home can pick it up. This security driven process allows the current funeral home to be removed from the record making the record available to be picked up by a different funeral home. The record will no longer be in the work queue of the original funeral home.

The process will also be provided to users at the State office from within General Data Entry if needed as an override.

Decline: This is a process to allow the Medical Certifier to decline the record in cases where the record does not actually fall under their jurisdiction. When a decline option is executed the system captures a reason as to why the case is being declined and a notification is sent to the funeral home regarding the record being declined. The Medical Certifier cannot change any medical data on the record until the record is accepted.
1.0 About the RIVERS 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 completion of the Medical Certifier section of the death certificate. Individual Tasks will help users gain experience in completing a death record in the system. The process will also allow the user to understand general concepts associated with the application. Working through these exercises will ensure that all features of the application are understood so as to provide an efficient process in day-to-day business operations.

The exercises contained in this guide will in many cases provide specific answers to questions concerning the features of the system.

1.1 Medical Certifier Death Registration

Contains exercises designed to familiarize users with the basic application features. The Medical Certifier user will learn multiple techniques to work on the record and navigate through different areas of the record and registration module.

*Exercises provided in this section include:*

- Exercise 1 – Login
- Exercise 2 – Start and Save a New Record
- Exercise 3 – Search for a Record
- Exercise 4 – Cancel Changes
- Exercise 5 – Using the Unresolved Field List
- Exercise 6 – Medical Data Entry
- Exercise 7 – Designate a Funeral Home
- Exercise 8 – Refer to Medical Examiner
- Exercise 9 – Printing Forms
- Exercise 10 – Medical Certification
- Exercise 11 – Release a Record

1.2 Medical Amendment

Contains exercises designed to familiarize users with the basic application features. The Medical Certifier user will learn how to utilize the functionality with the Medical Amendment screens.

*Exercises in this section include:*

- Exercise 12 – Start a Medical Amendment
- Exercise 13 – Submit a Medical Amendment
1.3 Process BTP

Contains exercises designed to familiarize users with the basic application features. The Medical Certifier user will learn how to utilize the functionality with the Process BTP Request screens.

Exercises in this section include:
- Exercise 14 - Review BTP Request
- Exercise 15 - Accept a BTP Request

1.4 Generating Reports

Contains exercises designed to familiarize users with the basic application features. The Medical Certifier user will learn to generate reports as well as the information each report provides.

Reports in this section include:
- Death Records – Filed by Medical Certifier Location Report
- Facility Delinquent Records Report
- Pending Cause of Death Listing Report
- Physician License Report
- Timeliness by Medical Certifier Type Report
2.0 Medical Certifier Death Registration

2.1 Login- Exercise 1

This exercise provides an overview of how to login to RIVERS and access Death Registration.

To complete this exercise, you will need:

- 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

1. Launch your internet browser (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:

   1. RIVERS Splash Page
4. Click the Login to RIVERS button.
5. The Terms of Use Screen will load:
2. RIVERS Terms of Use

6. Click the **Yes** button to confirm agreement with the Terms of Use.
   ✓ Click the **No** button to be returned to the RIVERS Splash Page.

7. The RIVERS login screen will display:

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 the 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.

![Location Selection Window](image)

4. **Select Location**

   **NOTE:** The field on the screen has a set of arrows on the right side. This indicates that there is a drop-down 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.

14. 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 for you.

**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 to.

15. The main menu of the application appears:

![Main Menu Screenshot]

5. RIVERS Main Menu

16. Exit the application by using the mouse to click on the **Log Out** link or to the **Function→Exit Application** menu item and click once with the left mouse button. Refer to the screenshot below for a visual representation of logging out of RIVERS.

![Log Out Screenshot]

6. Log Out/Exit Application
2.1.1 Death Dashboard

From the Death Home screen, users may access the Death Dashboard by clicking on the Show Dashboard button. The Death Dashboard provides a summary of all pending death records for the login location in the RIVERS Death Module.

7. Death Dashboard Filters
Users may select a value from the **Dashboard Filters** drop-down list to filter the grid of pending records to include only those records that meet certain criteria.

### 2.2 Start and Save a New Record - Exercise 2

This exercise describes how to initiate a record in the system and discusses the duplicate checking functionality associated with the process.

1. **Select the Death ➔ Function ➔ Medical Data Entry.**

   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.

![Death Registration Filing Records Reminder](image)

9. **Death Registration Filing Records Reminder**

   The initial **Medical Data Entry** screen will appear:

![Medical Data Entry Screen](image)

10. **Death Medical Data Entry**

2. **Click the New icon or select the Record ➔ New menu item. Enter all available...**
information about the death event into the following fields:

3. The **New Record Screen** will appear:

![New Record Screen](image)

11. **New Record Screen**

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Value Required</th>
</tr>
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<tbody>
<tr>
<td>Date of Death Type</td>
<td>Select a Date of Death Type from the dropdown list</td>
</tr>
<tr>
<td>Date of Death</td>
<td>Enter Date – requires double entry</td>
</tr>
<tr>
<td>SSN</td>
<td>Enter the SSN – requires double entry. Missing Value Variable dropdown list.</td>
</tr>
<tr>
<td>Record Type</td>
<td>Select a Record Type</td>
</tr>
<tr>
<td>Last Name</td>
<td>Enter Text</td>
</tr>
<tr>
<td>Gender</td>
<td>Select a Gender Option</td>
</tr>
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</table>

4. Minimally, the user must enter values into all fields listed above and click **Find Record**. The system will display the following message if a record is not found:
5. If the user selects **Cancel**, the record will not be saved.
   - If the user selects **OK**, a new record is created.

6. After a new record is created, proceed with medical data entry by completing the information requested on Medical Tabs 1 – 4. See Medical Data Entry Topics for more details on how to complete the record.

The application will perform an automatic SSN Verification and provide response codes, instructions and notifications to the user, as applicable.

7. Click on **Save** to save the record.

### 2.3 Search for a Record- Exercise 3

This exercise will explore two different ways to access a given record: using either the Search Record feature or the Work Queue approach. If you know that a given record is already saved in the system, rather than using the New Record process the record can be retrieved by a Search Record process or in many cases by looking for it in the Work Queue.

The Work Queue is a drop-down list of death records that have been started but still need some action to complete them. Only records that are associated with a given medical office will appear in the work queue for users who login under that location.

Search Record feature allows a broader approach to retrieving records regardless of whether or not they may be in the work queue. Searching can be used to retrieve records that have already been completed and electronically filed. However, searching is also limited to records that are associated with the particular login location.

#### 2.3.1 Search Screen

1. From the Home screen, click the **Function ➔ Medical Data Entry** menu option.

2. Click the **Search** icon or select the **Record ➔ Search** menu item. The **Search Record** screen will appear.
3. **Enter all available information regarding the record that needs to be located.**

   ✓ **Tip:** Along with a name, including the date of death (which can be entered as a series of 00s followed by a year - i.e. 00/00/2021) and sex and other information will reduce the number of matches that are returned and cause faster search results.

   ✓ **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 Search.**

   Records that match the search criteria will populate in the grid in the lower half of the screen.
14. Death Search Screen Results

5. Click the appropriate record. Select multiple records by holding down the Ctrl key and clicking on records.

6. Click Select Record(s) to retrieve records to the Work Queue.

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

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.

2.3.2 Work Queue Search

The Work Queue in the Medical Data Entry process will contain the following:

- Death records associated with the user’s login location that still require some type of action.
- The list in the work queue will be sorted by the date of death and will display the decedent’s last name, decedent’s first name, and decedent’s date of death.

1. From the drop-down list, set the filter for the appropriate record type, as
shown below. Options include:

15. Unresolved Work Queue Filter

- **All Unresolved**: All records that have been started but the information is not yet complete.
- **Awaiting Medical Certification**: All records that are awaiting medical certification.
- **Medical Data Entry Incomplete**: All records that have been started, but Medical Data Entry is not complete.
- **Pending Cause of Death**: All records that have cause of death pending whether or not the record has been registered.
- **Sent to Medical Examiner**: All records that have been sent to the Medical Examiner.
- **Submitted to Funeral Establishment**: All records that have been submitted to a funeral establishment for demographic verification.
- **Ready for Release**: All records that are ready for release.

2. Next, select the appropriate certifier from the Certifier Queue dropdown menu and select the name. Or begin typing the certifier’s first name.

16. Certifier Queue

3. From the record list, select the appropriate record by clicking on it, or with the focus on the list, start typing the decedent’s last name (if available).
17. Unresolved Work Queue

4. 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.

2.4 Cancel Changes - Exercise 4

This exercise will walk the user through canceling changes made to a record before the record is saved. A user may cancel changes made to a record since it was last saved in Medical Data Entry.

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

2. Enter information or modify information entered in any fields. If a user navigates away from the current record by completing such an action as initiating a record search or accessing a new record, the system will display the following message:

18. Do you want to Save the Changes? Yes/No

   a. Click No to cancel the changes made to the record.
   b. Click Yes to save the changes made to the record.

3. Or click the cancel button, and the system will display the following message:

19. Cancel Changes to the Record? Yes/No
a. Click **Yes** to cancel the changes made to the record.

b. Click **No** to return to the data entry screen.

### 2.5 Using the Unresolved Fields List - Exercise 5

This exercise will cover using the Unresolved Fields List. Depending on the type of record, a number of actions need to be performed before a record is ready to be submitted for further processing. 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 list displays individual data fields that need to be completed for a specific record before it can be resolved.

1. Retrieve the record.
2. Click **Unresolved** to open the list.

The **Unresolved Fields** list will open.

![Unresolved Fields List](image)

3. To be directed to a particular unresolved field, click the field’s link. The system will navigate to that particular field directly so that it may be resolved; the **Unresolved Fields** list will close.

4. Click **Unresolved List** again or click the X in the upper right corner to close the list and return to the data entry screen.

### 2.6 Medical Data Entry - Exercise 6

The objective of this exercise is to address the steps needed to complete Medical Data Entry. 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 pressing the **Tab** key to advance again. But there are many fields that require double data entry, so the information must be entered in the same manner twice before moving to the next field. Both the demographic and medical tabs will be available for viewing and editing, but this
exercise will only focus on the medical tabs in order to designate a funeral home. Once a funeral home is designated, demographic tabs will not be available for editing.

1. Load the record created in Exercise 2 by going to Functions → Medical Data Entry and using either the Unresolved Work Queue or the Search Screen.
2. When the record loads, the Medical 1 tab will be the default tab.
3. Enter the Decedent’s Presumed Name fields by pressing the Tab key and entering the information.
   a. When you Tab from a field that requires double data entry, the double data entry window will load. Enter the information again and press Tab to highlight the OK button and the press Enter to move to the next field.

![Double Data Entry](image)

21. Double Data Entry

b. Some data items can be left blank, even though they are marked required. If you need to leave one of these fields blank, either click the Leave Blank button or press the Tab key to move from the Complete Later button to the Leave Blank button and press Enter.

![Complete Item Later Alert](image)

22. Complete Item Later Alert

4. Enter the in the Sex field.
5. Date and Time of Death Fields. Date of Death should be filled in from the New Record screen. Tab to the Time of Death Type field. Start typing “Actual” to populate the field with “Actual Time of Death.” Press Tab to advance to the Time of
Death Field.

a. Enter the Time of Death and press Tab to advance to the Time of Death Indicator field. Enter “A” for “am” or “P” for “pm”.

6. Enter in the Pronouncer Information.

7. Save the record and advance to the next screen.

8. The Medical 2 tab contains Cause of Death information.

9. Enter an Immediate Cause of Death and Tab to the Approximated Interval: Onset to Death field and enter a time period. Tab through the following information entering any information you wish.

23. Cause of Death - Part 1

10. If the terminology used in the Cause of Death fields is determined by the system to be ill-defined, a confirmation message will pop up asking you to verify the cause of death.
11. Enter **Cause of Death – Part II**. This field is other significant conditions contributing to death but not resulting in the underlying cause given in Part I. Enter any conditions and then **Tab** to advance to the next field.

12. The next section is Autopsy Information. In the **Was an Autopsy Performed** field, type either Y for Yes or N for No. If Yes is selected, the **Were Autopsy Findings Available to Complete Cause of Death** field will be enabled. Press **Tab** to move to the **Manner of Death** field.

13. In the **Manner of Death** field, type N for Natural. Natural is the only **Manner of Death** type allowed to be entered by a Medical Certifier. All other Manner of Death Types must be referred to a ME. Press **Tab** to continue to the next field.
27. Manner of Death

14. In the Did Tobacco Use Contribute To Death field, enter Y for Yes, N for No, P for Probably, or U for Unknown. Press Tab to continue.

15. If the decedent is female between the ages of 10 and 54, the If Female (Aged 10-54) Pregnant field will be enabled. Enter the relevant information and then save and navigate to Medical 3.

28. Tobacco Use and Pregnant Information

16. With Natural selected as Manner of Death, Medical 3 tab will automatically be completed.

17. Save the record.

   a. This tab is only available at the Medical Examiner’s Office.

19. Save the record.

20. The Medical 3 tab contains Certifier and Attending information.

21. Fill out the Certifier/Attending information.

22. Save the record.

2.7 Designate a Funeral Home- Exercise 7

Designation of the Funeral Home occurs when the Medical Certifier has initiated the record in the application and the record is ready to be sent to the Funeral Home location for further processing. The objective of this exercise is to complete designation of the Funeral Director on the record and explore various scenarios associated with this process. A Medical Certifier who has already certified (and released) the medical part of the record could still change the designated Funeral Home on the record if the record was declined by a funeral director.

1. From the Home screen, click the Functions→Medical Data Entry menu item.

2. Retrieve the record that needs designation of a Funeral Home using the Search Screen or through the Work Queue.

3. Select the Record→Demographic Designation menu item to initiate the search/selection process.
Note: A Funeral Home can be designated after the first initial save of a record.

4. Enter the **Verifier Type** and then enter at least one search criteria to popular Search Results:
30. Demographic Designation Results

5. Select the desired funeral director by clicking the associated row in the search results grid and then click the Designate button.

6. The Demographic Designation Screen will close, and the funeral director’s information will populate in the funeral home fields.

2.8 Refer to Medical Examiner- Exercise 8

Referral to Medical Examiner (ME) occurs when the Medical Certifier has initiated the record in the application and the medical section of the death record is nearly complete but needs to be sent to a ME for further processing. The objective of this exercise is to complete a referral to a Medical Examiner.

2.8.1 Refer to Medical Examiner

1. From the Home screen, click on the Functions→Medical Data Entry menu item.

2. Retrieve the record that needs referral to a Medical Examiner using the Search Screen or through the Work Queue.

3. Select Record→Refer to Medical Examiner menu item to initiate the search/selection process. The following screen will load:
31. Medical Certifier Designation

4. Select Medical Examiner from the Certifier Type drop-down and then select Facility Name, First Name, Middle Name, Last Name, and/or License to populate Search Results:
5. Select the desired medical certifier by clicking the associated row in the search results grid and click Designate. The Medical Certifier Designation Search Screen will close, and the medical certifier’s information will populate in the medical certifier fields and the fields will disable.

2.9 Printing Forms- Exercise 9

This exercise will cover how to print forms from the Medical Data Entry screen in the RIVERS Death module. Medical Certifiers can print the Death Certificate (Un-Certified Copy) and Report of Death.

2.9.1 Print Death Certificate (Un-Certified Copy)

The application provides users the ability to generate an un-certified copy of the Death Certificate in the Medical Data Entry screen.

1. Retrieve an existing record using the Work Queue Search or the Search Screen.
2. Select the Record→Print→Death Certificate (Un-Certified Copy) menu option.
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 prints, close the PDF browser window using the X in the upper right corner of the screen to return to the RIVERS system.

2.9.2 Print Report of Death

The application provides users the ability to generate a Report of Death in the Medical Data Entry screen.

1. Retrieve an existing record using the Work Queue Search or the Search Screen.
2. Select the Record→Print→Report of Death menu option.
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.

When the document prints, close the PDF browser window using the X in the upper right corner of the screen to return to the RIVERS system.

2.10 Medical Certification- Exercise 10

When the medical data entry is complete, the medical certification process is accessed by the Medical Certifier to apply their PIN to the record. Medical Certification locks the medical portion of the record from further editing and certifies the cause of death data as well as the underlying causes.
2.10.1 Performing 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.

Before medical certification can be successfully performed, Medical Data Entry must be completed. Check for unresolved data fields before certifying a record.

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

   **OR**

   By using the Search Screen method by clicking the Search icon or selecting Record→Search.

2. Select a record from the Work Queue drop-down list or from the Search screen grid.

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

4. The **Medical Certification** screen will display the following information:
   - **Decedent’s Information**: Decedent’s Name (First, Middle, Last, Suffix)
   - **Death Information**: Date of Death, Time of Death, Place of Death

   ![Medical Certification Screen](image)

5. Review the information to ensure that the correct record is being electronically verified.
6. Click **Certification** if all data items are correct.
   
a. To view a preview of a **Medical Abstract** for the record, click **Preview** to load a new browser window containing the **Medical Abstract** in PDF format. The **Medical Abstract** from this screen can be printed from this screen.
   
b. If data items are not correct and need to be edited, click **Cancel** to correct the information on the **Medical Data Entry** screen. Save the corrections made to the record and return to Step 1 of the instructions above to reinitiate medical certification.

7. If the record is complete, the system will display the following message:

   “**To the best of my knowledge, death occurred at the time, date, and place, and due to the cause(s) and manner stated.**”

8. Check the box, enter your **PIN** and click **OK** to complete medical certification.

   If the correct PIN has been entered, the following message will appear:

9. Click **Yes** to certify the record, and the following message will appear:
10. Click **OK** to close the **Medical Certification** screen. Once a record has been certified it is locked from further changes by the medical certifier.

2.10.2 De-Certifying a Record

Once the record has been medically certified, the record is locked from further changes by the respective participant. The record will become locked and will not be able to be de-certified once it has been released.

1. To de-certify a record, search for the record by clicking the **Search** icon or by clicking **Record → Search** or search within the Unresolved Work Queue.

2. Once the record is retrieved, select the **Record → De-Certify** menu item. The following prompt will appear:

3. Click **Yes** to confirm the de-certification of the record.
   a. Click **No** to exit the message and cancel the de-certification of the record.

4. The reason for de-certification comment box will load:
5. Enter the reason for de-certification in the comment box and then click **OK** to save the comment.
   
a. Click **Close** on the Reason for De-Certification comment box to close the comment box and cancel the de-certification process.

6. If you click **Yes** after entering a comment into the comment box, the following message will appear:

   ![Death Registration](image)

7. Click **OK** to close the message and then make changes, as appropriate, and follow the steps to perform Medical Certification.

### 2.11 Release a Record- Exercise 11

After both Demographic Verification and Medical Certification have been completed, a record is ready to be released and assigned a State File Number.

To release a record:

1. Retrieve an existing record using the Work Queue search.
2. When the appropriate record appears on the screen, select the **Record→Release** menu item to initiate the **Release** process.

![Death Registration]

**Record is ready to release, would you like to release the record?**

Yes  No

40. **Ready to Release Record? Yes/No**

3. The following message will appear:

![Death Registration]

**Record released successfully.**

41. **Record Released Successfully Message**
3.0 Medical Amendment

This section provides information about the RIVERS Death application regarding functions related to Medical Amendments for medical data entry information.

3.1 Start a Medical Amendment- Exercise 12

The Medical Amendment menu item function allows authorized users to submit a medical amendment on a death record within the RIVERS Death module. This exercise will cover how to start a Medical Amendment.

1. Select the Function ➔ Medical Amendment menu option.

2. The Medical Amendment screen will load:

3. Click the Search icon or Record ➔ Search to locate the needed record.

   - **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.
43. Death Medical Amendment Search Results

4. Select the record, or multiple records using Ctrl + Click, and click the Select Record(s) button.
   - All selected records will appear in the Unresolved Work Queue and can be selected to work.

5. The first selected record will populate on the screen. Click the Go button or Record→Process Medical Amendment to initiate the Medical Amendment process.
44. Medical Amendment Process Screen

6. A confirmation message will appear asking if you would like to add a medical amendment to the record.

45. Add Medical Amendment to Record? Yes/No

a. Select **Yes** to add a medical amendment.

b. Select **No** to cancel and return to the Medical Amendment view screen
7. If **Yes** is selected, the Medical Amendment screen will load allowing edits.

8. In order to edit a field, click the **Edit** icon beside the field. A screen will load displaying both the old and the new data.

9. Make the necessary change and add any comments you want to add to the record.
10. Click the **Confirm Changes** button.

### 3.2 Submit and Accept a Medical Amendment - Exercise 13

This exercise will cover how to submit a Medical Amendment once all changes for the amendment have been made.

1. Once all necessary changes have been made, select the **Accept** button or select the **Process → Accept** menu item.

2. The Medical Certification screen will appear with basic Decedent Information.

<image src="48. Medical Certification Screen"/>

3. Click the **Certification** button to proceed with the certification. Click **Cancel** to cancel the certification and return to the Medical Amendment Screen.

4. If the record is complete, the system will display the following message:

   "To the best of my knowledge, death occurred at the time, date, and place, and due to the cause(s) and manner stated."
5. Check the checkbox and enter a PIN. Click **OK** to complete the certification.

6. A confirmation message will load:

50. Submit the Medical Amendments? Yes/No

- Click **Yes** to submit the medical amendment.
- Click **No** to cancel the certification and return to the medical amendment screen.

11. If **Yes** is selected, the following screen will appear:

51. Record Accepted Successfully Message
4.0 Process BTP

This section provides detailed information about the RIVERS Death application regarding functions related to Process BTP Request.

4.1 Review BTP Request- Exercise 14

The Process BTP Request menu item function allows authorized users to submit or reject Burial Transit Requests on a death record within the RIVERS Death module.

1. Select the Function→Process BTP Request menu item.

2. The Burial Transit Requests screen will load:

   ![Burial Transit Requests Screen]

   52. RIVERS Burial Transit Requests

   3. Retrieve an existing record using the Unresolved Work Queue.

   4. Select the blue GO button to open the desired record in the Review BTP Requests screen, as shown below:

   ![Review BTP Requests Screen]

   53. Review BTP Requests Screen
4.2 Accept a BTP Request- Exercise 15

To accept a BTP Request:

1. Select the Process→Accept menu item or click the Accept icon.
2. The Enter PIN screen will appear:

   ![Enter PIN Screen]

   *54. PIN Box*

3. Enter in a valid PIN and click the OK button.
4. The following message will appear:

   ![Death Registration]

   *55. BTP Request Accepted Successfully Message*
5.0 Generating Reports

This section discusses the reports that are available to Medical Certifiers. Each of these reports are available to authorized users and can be set with specified parameters. The available reports are:

5.1 Death Records – Filed by Medical Office Report

The application provides medical certifiers the ability to generate a **Death Records – Filed by Medical Office Report** report.

1. Select the **Reports→Death Records – Filed by Medical Office Report** menu option.
2. The following screen will appear:

   ![Record Filed by Medical Certifier Report](image)

   *Records Filed by Medical Certifier Report*

3. Complete the fields on the input screen.
4. Select **Excel** or **PDF** for the report’s format.
5. Print the document from the **PDF** window or from **Microsoft Excel**.
6. When the document is printed, close the **PDF** window or **Microsoft Excel** using the **X** in the upper right corner of the screen to return to the **RIVERS** system.

5.2 Facility Delinquent Report (Uncertified) Report

The application provides medical certifiers the ability to generate a **Facility Delinquent Report (Uncertified)** report.

1. Select the **Reports→Facility Delinquent Report (Uncertified)** menu option.
2. The following screen will appear:
3. Complete the fields on the input screen.
4. Select Excel or PDF for the report’s format.
5. Print the document from the PDF window or from Microsoft Excel.
6. When the document is printed, close the PDF window or Microsoft Excel using the X in the upper right corner of the screen to return to the RIVERS system.

5.3 Pending Cause of Death Listing Report

The system provides medical certifiers the ability to generate a Pending Cause of Death Listing report.

1. Select the Reports⇒Pending Cause of Death Listing Report menu option.
2. The following screen will appear:

3. Complete the fields on the input screen.
4. Select Excel or PDF for the report’s format.
5. Click Generate.
6. Print the report from the PDF window or from Microsoft Excel.
7. When the document is printed, close the PDF window or Microsoft Excel using the X in the upper right corner of the screen to return to the RIVERS system.

5.4 Physician License Report

The system provides medical certifiers the ability to generate a Physician License Report.

9. The following screen will appear:

![Physician License Report Input Screen]

10. Complete the fields on the input screen.
11. Select Excel or PDF for the report’s format.
12. Click Generate.
13. Print the report from the PDF window or from Microsoft Excel.
14. When the document is printed, close the PDF window or Microsoft Excel using the X in the upper right corner of the screen to return to the RIVERS system.

5.4 Timeliness by Medical Certifier Type Report

The system provides medical certifiers the ability to generate a Timeliness by Medical Certifier Type report.
1. Select the **Reports**→**Timeliness by Medical Certifier Type Report** menu option.
2. The following screen will appear:

   ![Timeliness by Medical Certifier Type Report](image)

   60. **Timeliness by Medical Certifier Type Report**

3. Complete the fields on the input screen.
4. Choose **Excel** or **PDF** for the report’s format.
5. Click **Generate**.
6. Print the report from the **PDF** window or from **Microsoft Excel**.

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