

Indiana Death Registration System (IDRS) Documentation

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Glossary

Cause of Death Data Entry (COD)

'Cause of Death data entry (COD)' is the function by which some Local Health Departments (LHDs) enter the data in a death record. The COD function captures data about the cause of death. On a fully electronic record, the COD data are entered by the Medical Certifier. Cause of Death Data Entry is used if the Medical Certifier has completed his/her portion of the record outside the IDRS.

De-certify

'De-certify' refers to a mechanism that will allow a medical certifier to undo medical certification on a record. All data fields are locked when a record is certified and de-certification enables the editing of data on the record again.

- The De-certify process unlocks the respective portion of the record to allow it to be edited again.
- De-certify option is available until the record is considered 'Filed' (both demographic and medical portions have been submitted and verified/certified), which will be indicated by the presence of a File Date on the record.
- This process will require that the user who certified must be the same user that de-certifies.

De-Verify

'De-verify' refers to a mechanism that allows a funeral director to undo a demographic verification on a record. All data fields are locked when a record is verified, and de-verification enables the editing of data on the record again.

- The De-verify process unlocks the respective portion of the record to allow it to be edited again.
- De-verify option is available until the record is considered 'Filed' (both demographic and medical portions have been submitted and verified/certified), which will be indicated by the presence of a File Date on the record.
- This process will require the user who verified must be the same user that de-verifies.

Decline

'Decline' refers to the option that allows 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 the case is being declined.
- The record remains in the Funeral Home queue and when selected, the 'Reason Declined' displays.
- The Funeral Home can re-designate a different entity or may manually reconcile with the original entity (contacts the medical certifier by phone to clarify/agree on the case.)

Demographic Data Entry

'Demographic Data Entry' is the portion of the record completed by the funeral director in the IDRS. Demographic Data Entry captures information about the decedent and family. If the funeral director is not participating in the IDRS, this data will be filed on a paper-based or Drop-to-Paper record. The data is then entered by the LHD or ISDH in the General Data Entry function of the application. Some of the demographic data will be captured by Local Registration function in LHDs that perform Local Registration.

Demographic Verification

'Demographic Verification' is the process by which the funeral director listed on a death record signifies that the demographic portion of a record is complete and accurate. To verify a record, the funeral director enters a pin number into the system. Demographic Verification on an electronic record takes the place of the signature on a paper-based record.

Designation

'Designation' relates to a process that will support identifying the medical certifier office on the record so that the record becomes accessible to that entity for continued processing.

- Designation will be a distinct process rather than the act of data entry. To indicate the correct entity, invoke by clicking the 'Designate' icon and initiating a search process to designate the Attending Physician Practice associated with the physician who will serve as the medical certifier.
- Allows a Funeral Director who has already verified (and released) the demographic part of the record to still change the designated medical certifier on the record if the case was "declined" by a Coroner or Medical Examiner.
 - Any time the designated location is changed regarding a medical certifier, a new e-mail or text message will be generated as described for notification.
- In some cases rules will exist regarding the type of entity that can be designated as the Medical certifier:
 - Force a case designation to Coroner or ME if presumed manner of death is not 'Natural.'
 - The system will prevent the record type of 'Unidentified' **and** the designation of the medical certifier who is a Physician rather than a Coroner or Medical Examiner.

Drop-To-Paper

'Drop-to-Paper' refers to the mechanism for handling records that are partially completed electronically, but then encounter a provider who is not using the electronic system.

- Data entry of the remaining portion of these records will be performed at the Local Health Department or State Office, depending on the participation level of the LHD.
- If a participating Funeral Home has been identified on the record, then demographic data entry and demographic verification must be done before the record can 'Drop-To-Paper.'
- If a Medical Certifier's Office has been designated on the record that is participating, then medical data entry and medical certification must be complete before the record can 'Drop-To-Paper.'

- If a participating funeral home and a participating medical certifier and a participating Local Health Department are all identified on the record then Drop-o-Paper will not be an option.
- The 'Drop-To-Paper' form that prints under these rules will become the death certificate that will ultimately be filed.

Fully Electronic

A 'Fully Electronic' death record is one where the medical certifier and the funeral director have both completed their portion of the record using the IDRS. The record is said to be 'fully electronic' because it can be processed without transferring a signed paper copy of the record from office to office.

General Data Entry (GDE)

'General Data Entry (GDE)' is the function that allows some LHDs to enter the data in a death record. GDE captures most of the data about a death and contains fields entered by the funeral director and the medical certifier when the funeral director and medical certifier are participating in the IDRS. GDE also captures In-House specific fields such as the Local File Number, the file date and the State File Number.

Every record that is not fully electronic must have data entered in GDE at either the LHD, or, if the LHD does not perform General Data Entry, at the ISDH.

Local Acceptance

'Local Acceptance' is the process by which a LHD accepts a fully electronic record from the medical certifier and funeral director. Local Acceptance assigns a Local File Number and file date to a record. It then makes the record available for processing at ISDH.

Medical Certification

'Medical Certification' is the electronic process by which the medical certifier listed on a death record signifies the medical portion of a record is complete and accurate. To certify a record, the medical certifier enters a pin number into the system. Medical Certification on an electronic record takes the place of the signature on a paper-based record.

Medical Data Entry

'Medical Data Entry' is the portion of the record completed by the medical certifier in the IDRS. Medical Data Entry captures information about the cause and time of death. If the medical certifier is not participating in the IDRS, this data will be filed on a paper-based or Drop-to-Paper record. The data is then entered by the LHD or ISDH in the General Data Entry and Cause of Death data entry functions of the application.

Paper-Based

A record is said to be 'Paper-Based' when it is initiated by the Funeral Director or Medical Certifier on paper, outside the IDRS. Paper-based records will not undergo electronic demographic verification or medical certification. To process a paper-based record, the original paper copy of the death certificate must be transferred between the Funeral Director and the Medical Certifier and then be sent on to the LHD and the ISDH office.

Presumed data fields

'Presumed data fields' refer to data items that are captured in duplicate for the purpose of supporting record identification and matching. Each field falls under the distinct responsibility of either the Funeral Director or the Medical Certifier.

'Presumed data fields' will be stored on the record twice with one set being referred to as 'presumed' and the other set referred to as 'actual.' The 'actual' items will be those completed by the entity that is in fact responsible for the item. The 'presumed' set will be entered by the entity that is not responsible, but from whom the item is needed for record identification, matching, or other functional purposes.

Example: 'Date of Birth' field. Ownership of this item would rest with the funeral director so the funeral director actually provides the 'Date of Birth.' The medical certifier would provide the 'Presumed Date of Birth.'

The complete lists of fields that will be captured to create a NEW record are as follows:

- *Decedent's Name*
- *Type of Place of Death*
- *Place of Death*
- *Date of Death*
- *Decedent's Social Security Number (if known)*
- *Date of Birth*
- *Gender*
- *EDR Number (when applicable)*
- *Coroner/Medical Examiner Case Number (when applicable)*
- *BTP Number*

Record Locking

'Record Locking' refers to the mechanism that will prevent editing of data once 'released' from medical data entry and certification and/or demographic data entry and verification.

- Each will have its own 'release' point that is related to the respective 'certification' or 'verification' component.
- Once a given portion (medical or demographic) has been 'certified' or 'verified,' that portion of the record is locked from further change by the respective participant.
- The following circumstances will permit de-certification or de-verification of a record to allow the respective portion of the record to be edited again:
 - *The de-certification or de-verification can only occur if the record has not been assigned a State File Number.*
 - *De-certification or De-verification will also not be permitted once a record has 'Dropped-To-Paper.'*

Relinquish

'Relinquish' refers to a process that removes 'ownership' by a Funeral Home from the death record so that it can be turned over to a different Funeral Home.

- The ability to 'Relinquish' a record to allow a different Funeral Home to 'pick up' the record will be a distinct process under security and will be performed at the State Office or by the Funeral Home that needs to surrender the record.
 - Note that this is not related to 'Trade Call' circumstances where a second funeral home is involved in providing some of the services.

Trade Calls

'Trade calls' refer to a Funeral Home adding an Additional Funeral Service Provider on a record. The Funeral Home who has 'ownership' of the death record will be known as the 'Funeral Home of Record,' while the additional Funeral Service Provider is the Funeral Home that provide additional services that may include the Funeral Service and/or interment.

- Notation of the Funeral Home of Record and the Additional Funeral Service Provider is available for printing on the death certificate:
 - *License number of the funeral home that prints will be that of the funeral home of record.*
 - *The Funeral director and the license number will reflect a funeral director associated with the funeral home of record.*

NOTE: If a SAVE or SEARCH or NEW action has not occurred over a certain period of time, your session may expire and then you will need to close the browser and log back in. Saving frequently will prevent this from happening.

B. Notification Mechanisms

Notification refers to the manner in which a given participant becomes aware that there is a record that needs to be worked on. The following describes the notification means for each entity described below:

Medical Certifiers: Physicians, Coroners, Health Officers

Genesis assumes that the medical certifier could and would be identified on the death record in the IDRS. The system will facilitate notification of Medical Certifiers via the following methods:

- **E-mail:**
 - The e-mail message will be sent to one or more recipients identified on a "TO" email address line stored with the participant's record in library maintenance.
 - An optional "CC" e-mail address line will also be supported to identify one or more additional recipients for the e-mail message.
 - The e-mail message will alert the participant and identify *the decedent, the place of death, the funeral home, the date of death and the unique key number (either the EDR case number created when the death certificate was initiated in the system.*
 - The e-mail message will also provide the following instruction: "If you received this email in error, please contact the identified funeral home directly. This is an automatically generated e-mail. Please do not 'respond' to this e-mail as a response by e-mail will not be processed."

Local Health Departments (LHD)

- **Work Queue:**
 - Fully electronic records will be available in the Local Acceptance Queue.
 - Paper-based or Drop-to-Paper records will arrive on paper at the office.
 - E-mail notifications will not be sent to the LHD.

Indiana State Department of Health (ISDH)

- **Work Queue:**
 - Notification of new records and the associated tasks will be a product of work-queues related to the State Office functionality.
 - Paper-based or Drop-to-Paper records will arrive on paper at the office.

C. Record Access and Permissions

Physicians Acting as Medical Certifiers

- Physicians associated with a given practice location will have access to all death records that are associated with their practice location.
- Medical certification can only be performed by the individual identified on the record as the medical certifier for that record.
- Medical certifiers will be able to initiate a 'medical amendment' to amend the medical info.
- If a medical certifier is associated with multiple locations, new records associated with a medical certifier will be available at all related locations in the work queue (not searchable). Once a record has been accessed and saved at a location, the record will be available only at that location and it will be available through the work queue or the search function.

Physician Associated Staff (Office Staff)

- Physician office staff associated with a given practice location will have access to all death records that identify the practice (location) as the practice associated with the medical certifier.
- Allows a physician's office staff to initiate data entry of the medical portion of the death certificate to support the physician in the process of medical certification.

Funeral Directors

- Funeral Directors (demographic certifiers) will have access to death records that are associated with the Funeral Home that the Funeral Director is associated with.

Funeral Home (Office Staff)

- Funeral Home staff will have access to death records that identify that Funeral Home on the record.

Coroners

- Coroner will have access (read) to any death record where the death occurred in their county of jurisdiction and any death record that specifies them as the medical certifier.
- Coroners will be able to perform 'Medical Data Entry' and 'Medical Certification' for records where they are designated as the medical certifier, but not on records in their county (that they can view) for which they are not designated as the medical certifier.
- Coroners, as any medical certifier, will be able to initiate a 'medical amendment' to amend the medical info.

Health Officers

- Health Officers will have access (read) to any death record where the death occurred in their county of jurisdiction and any death record that specifies them as the medical certifier.
- Health Officers will be able to perform 'Medical Data Entry' and 'Medical Certification' for records where they are designated as the medical certifier, but not on records in their county (that they can view) for which they are not designated as the medical certifier. To alter these records, they will change first list themselves as the medical certifier on the record.
- Health Officers, as any medical certifier, will be able to initiate a 'medical amendment' to amend the medical info.

Coroner (Office Staff)

- Coroner office staff associated with the Coroner office location will have access to all death records that identify the office (location) as the office associated with the medical certifier.
- Allows Coroner office staff to initiate data entry of the death certificate to support the coroner in the process of certification as applicable.

Local Health Department Locations

- The LHD association to a death record will be determined according to the LHD designated on the record.
- A given LHD Office will only have access to death records that contain that office as the designated health department on the death record.

Indiana State Department of Health (ISDH)

- ISDH will have access to all records, but actions that can be taken against any given record are dictated by the status of the record. (Records must be released to the ISDH before the state office can act on a record.)

D. Icon Gallery



Demographic Data Entry



New Icon to start a NEW record



Click save early in data entry process to initiate SSN Verification



Designate Medical Certifier



Demographic Verification



Release for Cremation



Exit the application



Topic Help



Search Record



Extracts



Decline



Drop-to-Paper



Medical Certification



Relinquish



Informant Verification

E. Using Your Keyboard

Tab Key	Move from one control to another
Shift + Tab Keys	Reverses the 'TAB order' and moves focus back to the previous control
Enter Key	Select item in a Pick List; Used when a cross-check or verify box displays and focus is on the 'OK' button
Up/Down Arrows	Navigate through a drop-down pick list
Minds Eye™	Type ahead to select item in a pick list—begin typing and the list will filter as you type
Space Bar Key	Used to toggle checkbox items on or off
Esc	Clears the contents of a field that has a pick list

F. Field Color Meanings

- **White = Resolved Field**
Data entry for this field has been verified and accepted by the system
- **Orange and/or Light Yellow = Field that has Focus**
Active field where the data entry can currently take place
- **Grey = Disabled Field**
Data in this field has been filled by the system and data entry is disabled
- **Bright Yellow = Unresolved Field**
The system needs a response to these fields before the record is considered complete