
Indiana Fetal Death Registry System (IFDRS)

Using IFDRS

End User Guide

Medical Certifier ~ Physician, Coroner, Local Health Officer and their staff



Table of Contents

| | |
|--|-----------|
| What is Indiana Fetal Death Registry System? | 3 |
| Key Terms..... | 4 |
| IFDRS Process Flows Overview | 5 |
| System Access..... | 7 |
| System Requirements:..... | 7 |
| Login and Password:..... | 7 |
| System Security: | 7 |
| Medical Certifiers Role in the IFDRS: | 8 |
| IFDRS Login Process: | 9 |
| Access the Indiana State Department of Health Gateway | 9 |
| IFDRS Profile Screen | 11 |
| IFDRS Location Selection Screen | 12 |
| IFDRS Start Page | 13 |
| Queues | 15 |
| General Queues | 17 |
| Queue Type | 18 |
| Queue Results | 19 |
| Notification(s) Queue | 21 |
| Search Criteria | 21 |
| Search Results..... | 22 |
| Certifications | 23 |
| Create/Update Medical Record..... | 23 |
| Medical Data: Fetus Page | 28 |
| <i>To be completed by Medical Staff or Medical Certifier</i> | 28 |
| Medical Data: Certifier Page..... | 31 |
| Medical Data: Initiating Cause of Death Page | 33 |
| Medical Data: Other Cause of Death Page | 35 |
| Medical Data: Manner of Death Page | 36 |
| Medical Data: Manner of Death 2 Page | 38 |
| Medical Data: Medical Info 1 Page..... | 40 |
| Medical Data: Medical Info 2 Page..... | 42 |
| Medical Data: Risk Factors Page..... | 43 |
| Medical Data: Infections Page | 44 |
| Medical Data: Method of Delivery Page..... | 46 |
| Medical Data: Congenital Anomalies Page..... | 48 |
| Medical Data: Medical Certification | 49 |
| Medical Amendments (Resubmits)..... | 52 |
| Amending the Medical Record | 52 |
| Declining Records | 55 |
| Search for a Record | 56 |
| Change PIN Number..... | 61 |
| Extract..... | 62 |
| Reports..... | 62 |

What is Indiana Fetal Death Registry System?

Effective 1/1/2011, IC 16-37-3-3 requires the mandatory usage of the Indiana Fetal Death Registration System (IFDRS) for the recording of all fetal deaths in Indiana.

IC16-37-3-3

Certificate of death or stillbirth; filing

Sec. 3. (a) The person in charge of interment shall file a certificate of death or of stillbirth with the local health officer of the jurisdiction in which the death or stillbirth occurred.

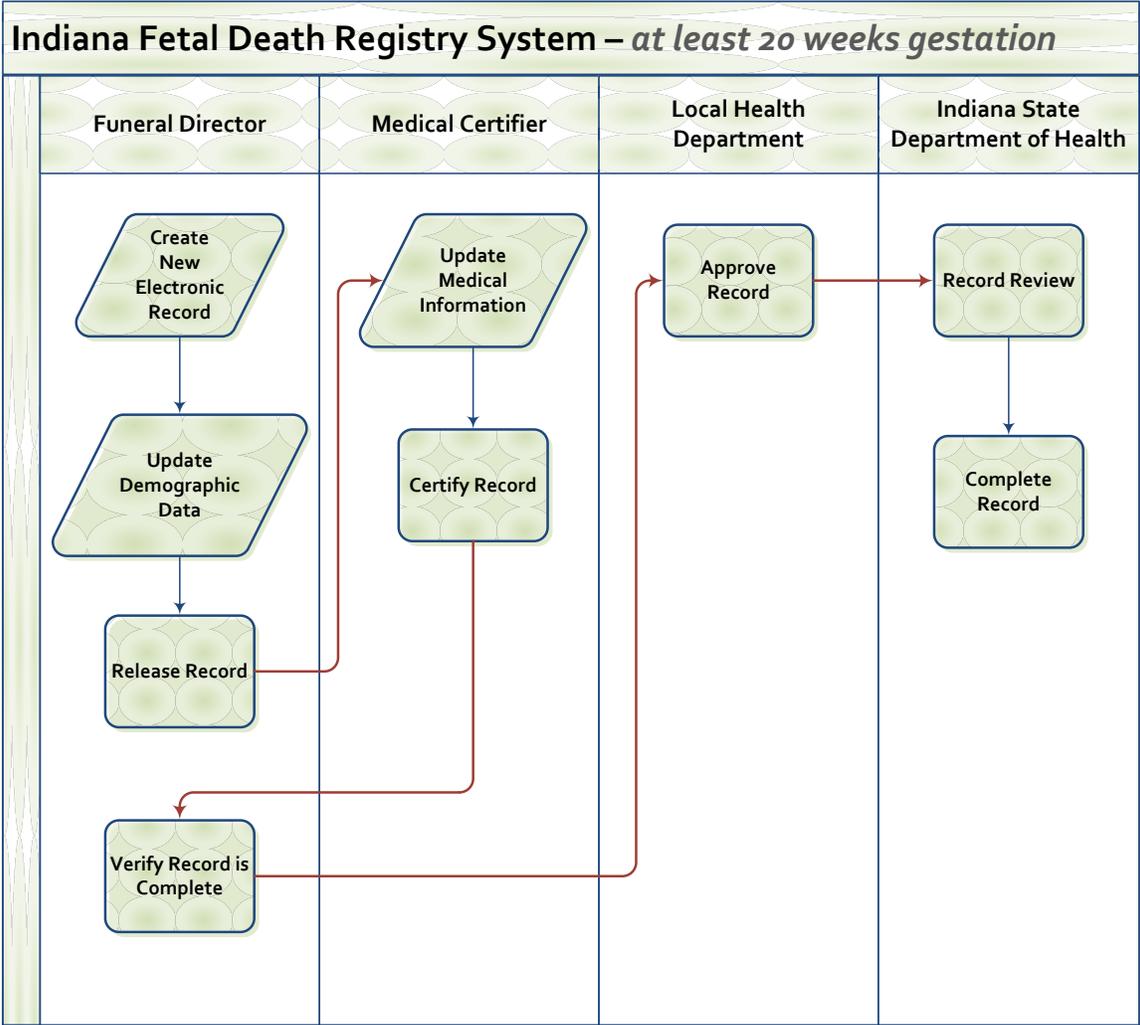
(b) Notwithstanding subsection (a), beginning January 1, 2011, the person in charge of interment shall use the Indiana death registration system established under IC 16-37-1-3.1 to file a certificate of death with the local health officer of the jurisdiction in which the death occurred. The local health officer shall retain a copy of the certificate of death.

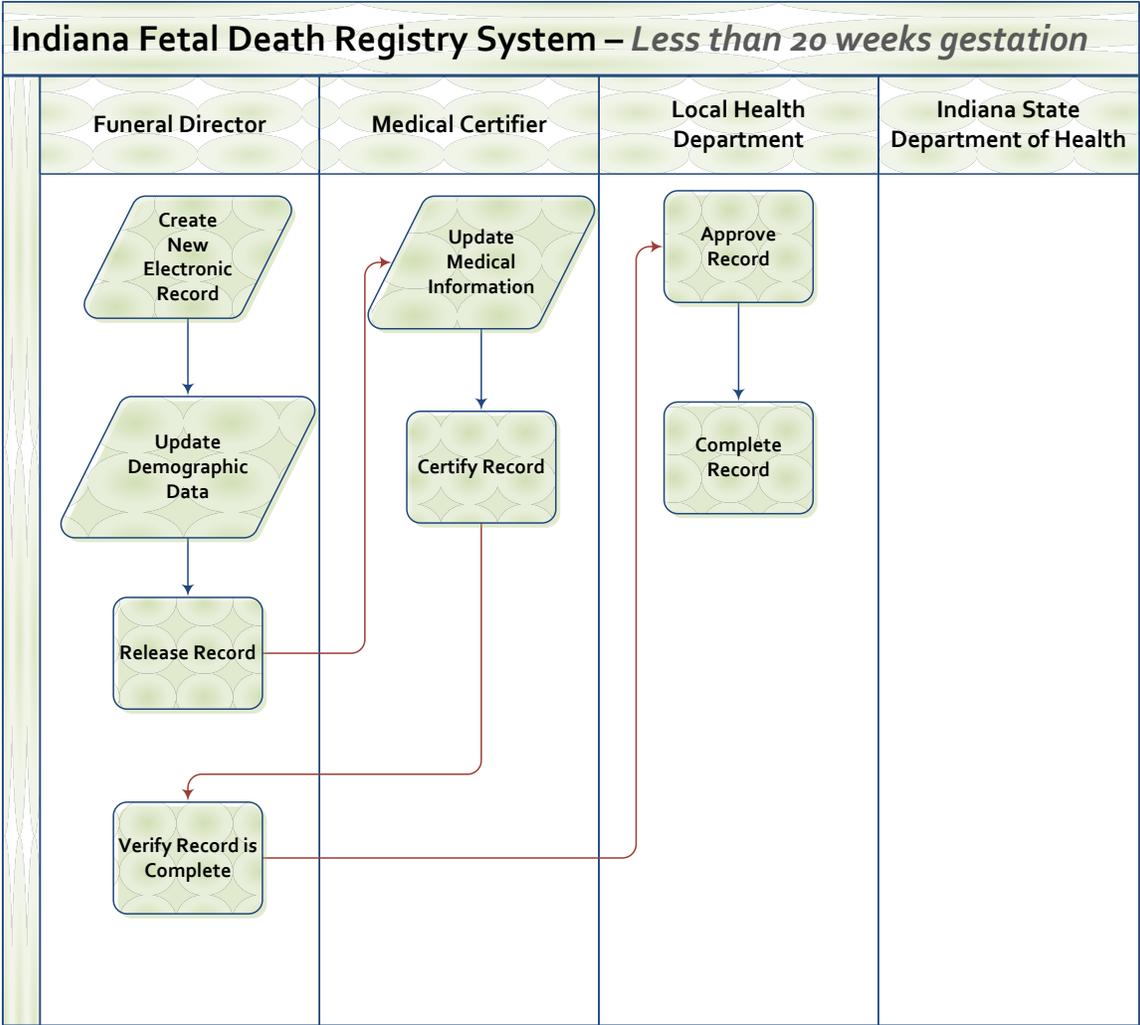
As added by P.L.2-1993, SEC.20. Amended by P.L.61-2009, SEC.8.

Key Terms

| Key Terms | Definitions |
|------------------------------|--|
| EFDR | Electronic Fetal Death Registration Number |
| BTP# | Burial Transit Permit Number |
| SFD | State File Date |
| SFN | State File Number |
| LFD | Local File Date |
| LFN | Local File Number |
| View | Select View from a results window to open a specific record |
| Extracts | Extract process will extract a pre-determined data set when selected |
| PIN# | Your unique PIN# is assigned at the time of completion of the User Agreement. This PIN# is your electronic signature when certifying records. |
| Medical Certification | This process is required after entry of the Medical Demographic Information. This certifies that the medical information in the record is accurate. |
| Reports | Not available at this time ~ Future Development |
| Record Actions | Tab located on the right side of a record that allows access to perform certain functions for a record. |
| Event History | Tab located on the right side of a record that allows you to view all actions taken on a specific record. |
| Relinquished | If the Funeral Home that originally entered a record is contacted by the family and notified that they desire the services of a different funeral home, the Funeral Home of Record will 'Relinquish' the record by removing their designation on the record as the Funeral Home of Record. |
| Queues | Depending on your role, work queues are available that present records in various categories. |
| Notifications | Notifications are alerts that actions have been taken on a record |
| Verifications | Verification is required to complete a Record and is completed by the Funeral Director. |
| Workflow | Workflow is the presentation of records that is assigned to you to that some action is required. |

IFDRS Process Flows Overview





System Access

System Requirements:

Prior to making any attempts to access the Indiana Fetal Death Registry System, please verify that your computer meets the following requirements.

1. Live Internet Connection
2. Widely used standard web browser (preferably Internet Explorer 6.0 or higher)
3. Acrobat Reader
4. Also, it is recommended, (but not required) that your PC should have a minimum of 2GB of memory.

Login and Password:

A login and password is required to access the Indiana Fetal Death Registry System. This must be obtained in advance by contacting ISDH.

- All users who have access to IDRS system as of 12/22/2010 will be migrated to IFDRS and will receive an email with credentials and the Web site address. You will receive your Password & PIN in another email.
- January 1, 2011, **new users** will need to complete a User Agreement and return to the State of Indiana Department of Health Vital Records. Credentials will be verified and a Login, password, and PIN will be generated and communicated in separate emails. User Agreements can be found on-line at <https://myweb.in.gov/ISDH/IDRSThin/>

System Security:

IFDRS has several built in security features such as but not limited to:

1. Secure Login process
2. Automatic log off if inactive for 10 minutes
3. Credentialing process before assigning User Names, Temporary Passwords, and PIN#s
4. New passwords are required at the time of initial login
5. Passwords requirements:
 - a. Eight char minimum, and
 - b. Upper and lower case letters, and
 - c. Numeric characters
6. Passwords will expire in 365 days

Medical Certifiers Role in the IFDRS:

Medical Certifiers and their staff will have permissions to perform certain functions in the Indiana Fetal Death Registry System. Permissions are controlled by your login. If you feel that you do not have permissions to perform a needed function, please contact the System Administrator. Based on your permissions you will be able to perform some or all of the following functions:

1. Search for existing records
2. Process items that are in your work queues
3. Certification of Fetal Death
4. Medical Amendment (Resubmits)
5. Declining Records
6. Perform Medical Extracts
7. Generate Reports

IFDRS Login Process:

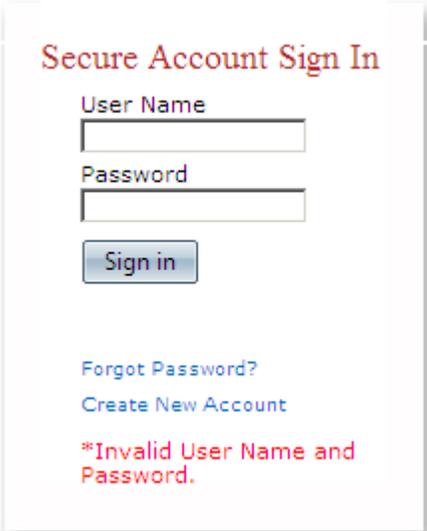
Access the Indiana State Department of Health Gateway

The ISDH Gateway Page is the first page you see after you access the web page. This is where you will login under the Secure Account Sign In.

1. Enter your User Name and Password and select Sign in.
 - If logging in for the first time, the system will direct you to create a new password after you have logged in with the temporary password.
2. After you have successfully logged in, you will be redirected to IFDRS Profile Screen.



3. If your login attempt fails you will receive the below message. Enter your User Name and Password again.



The screenshot shows a web form titled "Secure Account Sign In" in red text. Below the title are two input fields: "User Name" and "Password". A blue "Sign in" button is positioned below the password field. At the bottom of the form, there are two blue links: "Forgot Password?" and "Create New Account". A red error message, "*Invalid User Name and Password.", is displayed at the bottom of the form area.

4. If you are unable to login, you can follow the Forgot Password prompt or contact the Electronic Register Helpdesk @ 317-233-7989.

IFDRS Profile Screen

The Profile Screen has several functions:

1. Allows you to view the profile information for your login and allows you to make changes in the My Profile page at the top of the screen.
2. Provides important messages concerning the Gateway such as scheduled system downtime.
3. Quick Info Links
4. Provides entry to the Fetal Death System by selecting the Tab.



5. Once you select the Fetal Death tab, depending on your login you will either be directed to the Location page or the IFDRS Start Page.

IFDRS Location Selection Screen

Based on your login you may be associated to more than one location; in this case you will see the Location Screen after the Profile Screen.

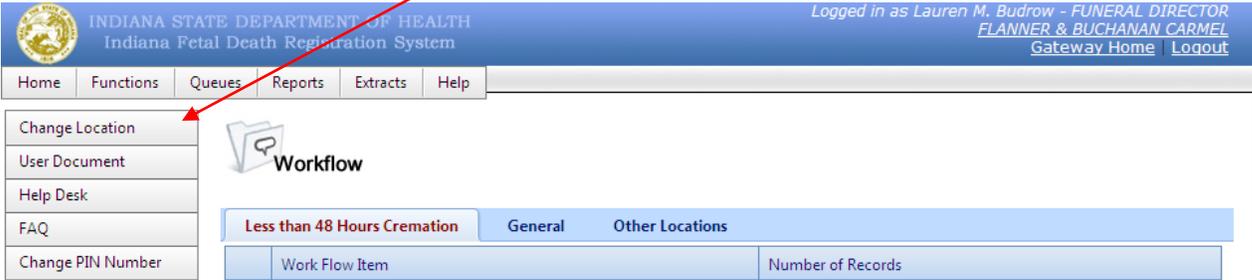
- Select the location you are entering or viewing records for by clicking on the appropriate Select button.



Locations

| Role Name | Location Name | |
|------------------|--|------------------------|
| FUNERAL DIRECTOR | FLANNER & BUCHANAN CARMEL | Select |
| FUNERAL DIRECTOR | FLANNER & BUCHANAN DBA CREMATION CENTER OF INDIANA | Select |
| FUNERAL DIRECTOR | FLANNER & BUCHANAN FUNERAL CENTER-ZIONSVILLE | Select |

- Once you are in the IFDRS, you can also switch locations without logging out by selecting Change Location in the tabs on the **Left Bar** of the screen. This will return you to the location page.



IFDRS Start Page

The IFDRS **Home** Page is the first page you see after you login and select your location (if multiple locations). The **Home** Page contains four panes.

1. The **Title** pane on the top contains your login information which includes the location as well as a Logout button.
2. **Process Tabs** are directly under the Title pane and provide you navigation to specific areas of the IFDRS.
3. The **Left Bar** gives you access to perform system related functions including a FAQ as well as provides scrolling information that provides you with important information such as scheduled system maintenance.
4. The **Workflow** pane is where you will see pending items as well as notifications.

The screenshot shows the IFDRS Home Page interface. At the top, it displays the Indiana State Department of Health logo and the text "INDIANA STATE DEPARTMENT OF HEALTH Indiana Fetal Death Registration System". On the right, it shows the user is logged in as "Erika Rager - MEDICAL CERTIFIER WISHARD HOSPITAL" with links for "Gateway Home" and "Logout". Below this is a navigation bar with tabs for "Home", "Functions", "Queues", "Reports", "Extracts", and "Help".

On the left side, there is a sidebar with the following options: "User Document", "Help Desk", "FAQ", "Change PIN Number", "NAPHSIS", "CDC NCHS", and "Maintenance".

The main content area is divided into two sections: "Workflow" and "Notifications".

The "Workflow" section has a sub-tab for "Less than 48 Hours Cremation" and a "General" sub-tab. Below these is a table with columns "Work Flow Item" and "Number of Records". The table currently shows "No records to display." Below the table is a warning icon and the text "Overdue".

The "Notifications" section has a "Delete Notifications" button and a table with the following data:

| <input type="checkbox"/> | | EFDR# | Description | Entered By | Date |
|--------------------------|----------------------|-------|------------------------------------|-----------------|-----------------------|
| <input type="checkbox"/> | View | 287 | New Record added to pending queue. | LAUREN M BUDNOW | 11/8/2010 3:21:46 PM |
| <input type="checkbox"/> | View | 289 | New Record added to pending queue. | LAUREN M BUDNOW | 11/5/2010 9:40:21 AM |
| <input type="checkbox"/> | View | 285 | New Record added to pending queue. | LAUREN M BUDNOW | 11/4/2010 3:58:57 PM |
| <input type="checkbox"/> | View | 281 | New Record added to pending queue. | LAUREN M BUDNOW | 11/4/2010 11:55:23 AM |
| <input type="checkbox"/> | View | 251 | New Record added to pending queue. | LAUREN M BUDNOW | 10/21/2010 8:16:50 PM |

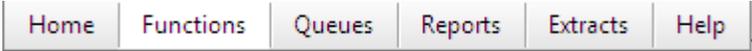
At the bottom of the notifications table, there is a pagination control showing "1 2 3 4 5 6 7 8 9" and the text "Page 1 of 9, items 1 to 5 of 42."

From the Home page you can:

- Access workflow or notifications

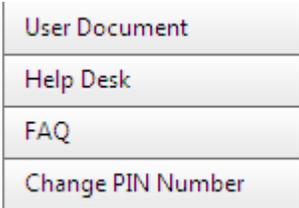


- Access the Process Tabs where you can:



- **Functions Tab:**
 - [Search for existing records](#)
- **Queues Tab:**
 - View your **General** work queue
 - View Notifications
- **Reports Tab : (This feature is not available at this time ~Future Development)**
- **Extract Tab:** Perform a Medical Extract process
- **Help Tab:** View a mock up of a Fetal Death Form

- Access the Left Bar Function Tabs:



- **User Document:** Allows you to view the IFDRS user documents.
- **Help Desk:** Provides you with information on how to contact the Help Desk.
- **FAQ:** Provides a list of frequently asked questions.
- **Change PIN Number:** Allows you to change your PIN number. PIN numbers are used in the Verification Process as an electronic signature.
- **Change Location:** This tab will appear if your login is associated with more than one location. Returns you to the Location Page if your login is associated to multiple locations and allows you to select another location.

Queues

Work queues or workflow provide you with a list of records that require action. You can access your workflow in 2 ways.

1. When you first login to the IFDRS you are presented with the Home Page. The Home Page displays records that are active and notifications that are within 30 days. Workflow is listed in 3 separate tabs: **Less than 48 Hours Cremation**, **General**, and **Other Locations**.
2. **Less than 48 Hours Cremation**: This tab will show you any records that have been labeled Less than 48 Hours Cremation so you are aware these are in your work queue and work on them first.
3. **General**: This tab will show you all the general records for your location.
4. **Other Locations**: If your login is associated with other locations, this tab will be presented and allows you to view records that are open for other locations.

INDIANA STATE DEPARTMENT OF HEALTH
Indiana Fetal Death Registration System

Logged in as Erika Rager - MEDICAL CERTIFIER
WISHARD HOSPITAL
Gateway Home | Logout

Home Functions Queues Reports Extracts Help

User Document
Help Desk
FAQ
Change PIN Number

Workflow

Less than 48 Hours Cremation General

| Work Flow Item | Number of Records |
|------------------------|-------------------|
| No records to display. | |

Overdue

Notifications

Delete Notifications

| | EFDR# | Description | Entered By | Date |
|--------------------------|--------------------------|------------------------------------|-----------------|-----------------------|
| <input type="checkbox"/> | View 287 | New Record added to pending queue. | LAUREN M BUDNOW | 11/8/2010 3:21:46 PM |
| <input type="checkbox"/> | View 289 | New Record added to pending queue. | LAUREN M BUDNOW | 11/5/2010 9:40:21 AM |
| <input type="checkbox"/> | View 285 | New Record added to pending queue. | LAUREN M BUDNOW | 11/4/2010 3:58:57 PM |
| <input type="checkbox"/> | View 281 | New Record added to pending queue. | LAUREN M BUDNOW | 11/4/2010 11:55:23 AM |
| <input type="checkbox"/> | View 251 | New Record added to pending queue. | LAUREN M BUDNOW | 10/21/2010 8:16:50 PM |

1 2 3 4 5 6 7 8 9 Page 1 of 9, items 1 to 5 of 42.

Maintenance: System Maintenance on 10/1/2010.

INDIANA STATE DEPARTMENT OF HEALTH
Indiana Petal Death Registration System

Logged in as Erika Rager - MEDICAL CERTIFIER
WISHARD HOSPITAL
Gateway Home | Logout

Home | Functions | Queues | Reports | Extracts | Help

User Document
Help Desk
FAQ
Change PIN Number

NAPHSIS
CDC NCHS

Important Info: Important

Workflow

Less than 48 Hours Cremation | **General**

| Work Flow Item | | | | | | | Number of Records | |
|------------------------------|--------------|------------------|--------------|----------------------------------|-----------|-----------|----------------------|--|
| Ready for Medical Data Entry | | | | | | | 3 | |
| EFDR# | Fetus Name | Date of Delivery | Mother | LHD | Gestation | # of days | | |
| 289 | Baby A, Doe | 10/30/2010 | Jane, Doe | MARION COUNTY HEALTH DEPARTMENT | M | 5 | View | |
| 276 | Infant, Nine | 10/17/2010 | Mother, Nine | MARION COUNTY HEALTH DEPARTMENT | M | 19 | View | |
| 281 | Baby C, Test | 10/10/2010 | Mother, Test | JOHNSON COUNTY HEALTH DEPARTMENT | M | 6 | View | |
| Overdue | | | | | | | | |

5. **Queues Tab** provides you access to the General Queue as well as Notification. You can search for certain records using a search function. Access to records by the Queues Tab allows you to see records that are more than 30 days old or have been completed.

Queues | Reports | Extracts | Help

General Queues | Notification(s)

General Queues

The General Queue page has 2 sections; Demographic Data and Results.

The Demographic section allows you to select the type of records you would like to see in the Queue Type as well enter specific demographic data to perform searches of data.

The Results section displays the results based on the search criteria entered. When you first access the General Queue, all records for your login/location will be displayed.



INDIANA STATE DEPARTMENT OF HEALTH
Indiana Fetal Death Registration System

Logged in as Erika Rager - MEDICAL CERTIFIER
WISHARD HOSPITAL
[Gateway Home](#) | [Logout](#)

Home | **Functions** | Queues | Reports | Extracts | Help

Queue Type: Unresolved

Fetus Name

First Name: Middle Name: Last Name:

Mother's Name

First Name: Middle Name: Last Name: Maiden Name:

Date Of Delivery:

Month: Day: Year: EFDR#: Record Source: ▼

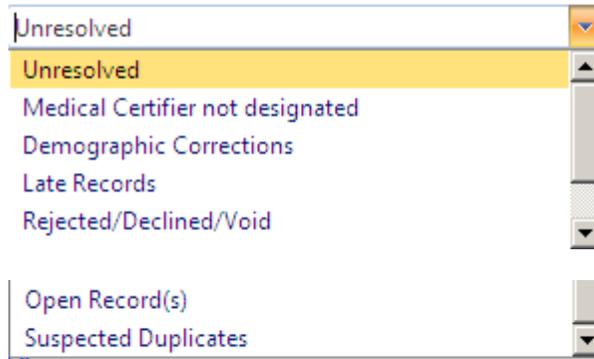
✔ Approved ⚠ Overdue

| Fetal death main id - EFDR# | Fetus Name | Mother Name | Delivery Date | Status | Medical Certifier | Gestation | # of Days | Gender | Priority | View |
|-----------------------------|------------------|----------------|---------------|--------|-------------------|-----------|-----------|--------|----------|----------------------|
| 251 | Infant , two 0 | Mother , Two | 10/20/2010 | ✔ | | L | 19 | F | | View |
| 252 | Tim , Taylor 0 | John , Taylor | 10/20/2010 | | | M | 19 | M | | View |
| 270 | Infant , Three 0 | Mother , Three | 10/20/2010 | | | M | 19 | M | | View |
| 271 | Infant , Four 0 | Mother , Four | 10/19/2010 | | | M | 19 | F | | View |
| 272 | Infant , Five 0 | Mother , Five | 10/18/2010 | ✔ | | L | 19 | F | | View |

1
2
3
4
5
6
Page size: 5
28 items in 6 pages

Queue Type

You have the option of selecting from several different queue types by selecting a type from the drop down box:



1. **Unresolved:** This queue will provide you a listing of open records for your location.
2. **Medical Certifier not designated:** This queue will provide list of all records where the Medical Certifier has not yet been designated.
3. **Demographic Corrections:** This queue will provide a list of all records where there are pending corrections to be made.
4. **Late Records:** This queue will provide a list of all records that have exceeded the limit on the number of days to complete a record.
5. **Rejected/Declined/Void:** This queue will provide a list of all records for your login/location that have been rejected, declined, or voided.
6. **Open Records:** This queue will provide a complete list of all open records for your login/location.
7. **Suspected Duplicates:** This type will provide a listing of all records that are suspected duplicates.

Queue Results

The Queue Results window displays the results of the specific queue and data requested in the search. The results window has several user friendly features.

Approved Overdue

| Fetal death main id - EFDR# | Fetus Name | Mother Name | Delivery Date | Status | Medical Certifier | Gestation | # of Days | Gender | Priority | |
|-----------------------------|------------------|----------------|---------------|----------|-------------------|-----------|-----------|--------|----------|----------------------|
| 251 | Infant , two 0 | Mother , Two | 10/20/2010 | Approved | | L | 6 | F | | View |
| 252 | Tim , Taylor 0 | John , Taylor | 10/20/2010 | | | M | 6 | M | | View |
| 270 | Infant , Three 0 | Mother , Three | 10/20/2010 | | | M | 6 | M | | View |
| 271 | Infant , Four 0 | Mother , Four | 10/19/2010 | | | M | 6 | F | | View |
| 272 | Infant , Five 0 | Mother , Five | 10/18/2010 | Approved | | L | 6 | F | | View |

Page size: 5 19 items in 4 pages

1. **Status Column** that provides a quick visual for records that are Approved or Overdue.



2. Ability to **sort** on any column heading.

| Fetal death main id - EFDR# | Fetus Name | Mother Name | Delivery Date | Status | Medical Certifier | Gestation | # of Days | Gender | Priority |
|-----------------------------|------------|-------------|---------------|--------|-------------------|-----------|-----------|--------|----------|
|-----------------------------|------------|-------------|---------------|--------|-------------------|-----------|-----------|--------|----------|

3. **View** option to open and view a specific record. When you select View, the system will take you into the Demographic and Medical sections of that specific record. To return to the queue, you can use your browsers back button.



4. **# Of Pages** and **# of Records** indicator. This is located at the bottom of the results list and will:
 - a. Tell you how many total items and pages there are.
 - b. Allow you to go to a specific page by selecting that page number or using arrows to go back and forward.
 - c. Allow you to change how many results are displayed on each page

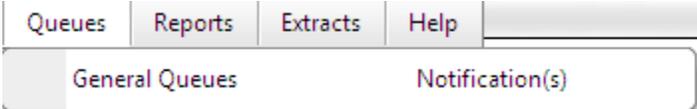
Page size: 5 19 items in 4 pages

5. **Extract** data from the queue criteria in various formats
 - a. Microsoft Excel
 - b. PDF
 - c. CSV
 - d. Microsoft Word



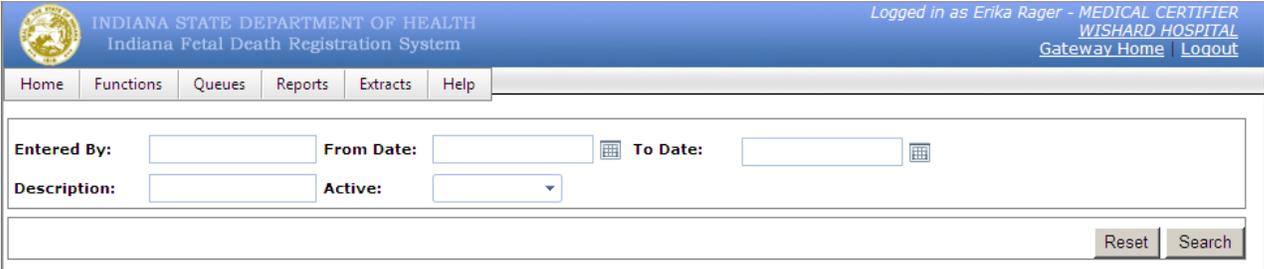
Notification(s) Queue

The Notification(s) Queue page displays any record where a notification has been sent to your login or on a record that is associated to your location. Notifications that are 30 days or less appear on the Home page, you can also view current and past notifications by using the Notification Queue. Notifications are issued when records are updated at specific intervals. Not all notifications require action by you.



The Notification Queue page is broken down in 2 sections.

- 1. Search Criteria
- 2. Results List



Search Criteria

- 1. You can search by one or more of the following input criteria:
 - **Entered by:**
 - **From Date:** You can enter the date in MM/DD/YYYY format or select from Calendar tool.
 - **To Date:** You can enter the date in MM/DD/YYYY format or select from Calendar tool.
 - **Description:**
 - **Active:** Select from drop down box
 - Blank
 - Yes
 - No
- 2. Once your search criteria is entered you can select:
 - a. Search: A search will be performed based on the input criteria
 - b. Reset: Data entered into the search fields will be erased
- 3. Search Results: Your search results are displayed in the Results Window below the search criteria.

Search Results

Results are displayed in list form showing you the Description, Entered By, and Date for each Notification. The results window has several user friendly features.

| Refresh Delete Notifications | | | | |
|------------------------------|----------------------|---|-----------------|-----------------------|
| <input type="checkbox"/> | | Description | Entered By | Date |
| <input type="checkbox"/> | View | Funeral Director Verified on this record, now in LHD queue. | LAUREN M BUDNOW | 10/21/2010 8:28:09 PM |
| <input type="checkbox"/> | View | Funeral Director Verified on this record, now in LHD queue. | LAUREN M BUDNOW | 10/21/2010 8:29:04 PM |

Page size: 2 42 items in 21 pages

1. **View** option to open and view a specific record. When you select View, the system will take you into the Demographic and Medical sections of that specific record. To return to the queue, you can use your browsers back button.



2. **# Of Pages** and **# of Records** indicator. This is located at the bottom of the results list and will:
 - a. Tell you how many total items and pages there are.
 - b. Allow you to go to a specific page by selecting that page number or using arrows to go back and forward.
 - c. Allow you to change how many results are displayed on each page.

| | |
|--------------|---------------------|
| Page size: 5 | 19 items in 4 pages |
|--------------|---------------------|

3. **Extract** data from the queue criteria in various formats
 - a. Microsoft Excel
 - b. PDF
 - c. CSV
 - d. Microsoft Word



4. **Refresh** and **Delete Notifications**:
 - a. Refresh will update any additions/changes since you last ran the search.
 - b. Delete Notifications will delete any Notifications that you have selected with the check box.

| |
|------------------------------|
| Refresh Delete Notifications |
|------------------------------|

Certifications

Record Certification

Records that are ready for Medical Certification can be viewed from the Less than 48 Hours Cremation or the General Tab of workflow located on the Home Page. The workflow screen will show how many records (if any) are ready to be certified. To view these records click on the arrow with your mouse the records will be displayed.



| Less than 48 Hours Cremation | | General | | | | | | |
|------------------------------|-------|--------------|-------------------|--------------|----------------------------------|-----------|-----------|----------------------|
| Work Flow Item | | | Number of Records | | | | | |
| Ready for Medical Data Entry | | | 3 | | | | | |
| | EFDR# | Fetus Name | Date of Delivery | Mother | LHD | Gestation | # of days | |
| | 289 | Baby A, Doe | 10/30/2010 | Jane, Doe | MARION COUNTY HEALTH DEPARTMENT | M | 5 | View |
| | 276 | Infant, Nine | 10/17/2010 | Mother, Nine | MARION COUNTY HEALTH DEPARTMENT | M | 19 | View |
| | 281 | Baby C, Test | 10/10/2010 | Mother, Test | JOHNSON COUNTY HEALTH DEPARTMENT | M | 6 | View |

Overdue

Procedure Create/Update Medical Record

Introduction

Use these steps to Medically Certify a record that is in your work queue.

Please note:

- The **Record Status Bar** above the Demographic and Medical tabs. This is a visual status bar that tracks each process through to completion.

Record Status Pending Demographic Resolved Released Medical Resolved Certified Verified

- Before a record can be **certified**, the Medical portion of the record must be completed with all required fields, and all edit / audits resolved or overridden.



- The **Record Information** in the blue banner above the Record Status, this provides basic information for verification you are in the correct record.

Fetus Name: Baby C Test Date of Delivery: 10/1/2010 Mother's Name: Mother, Test EFDR #: 281

- The Fetal Death Record is divided into two sections, Demographic and Medical. Access to these sections will depend on your role permissions.
- There 2 Function tabs on the right side of form:
 - Record Actions
 - Save
 - Delete
 - Save and Validate
 - Print
 - Informant Verification
 - Report of Fetal Death Form
 - Relinquish
 - Event History
 - View Event History
- The Medical portion of the Fetal Death Record consists of 12 separate tabs:
 - Fetus
 - Certifier
 - Initiating COD
 - Other COD
 - Manner of Death
 - Manner of Death 2
 - Medical Info 1
 - Medical Info 2
 - Risk Factors
 - Infections
 - Method of Delivery
 - Congenital Anomalies

| | | | | | | | | | | | |
|-------------|--------------------|----------------------|-----------|-----------------|-------------------|----------------|----------------|--------------|--|--|--|
| Demographic | | Medical | | | | | | | | | |
| Fetus | Certifier | Initiating COD | Other COD | Manner of Death | Manner Of Death 2 | Medical Info 1 | Medical Info 2 | Risk Factors | | | |
| Infections | Method of Delivery | Congenital Anomalies | | | | | | | | | |

- The pages are set-up to allow you to tab from field to field with the field your cursor is on outlined.

Fetus Name

First Name(*)

Middle Name

Last Name (*)

Suffix

- You can navigate between Tabs by selecting the tab of the page you would like to go to, or by selecting the directional red arrows at the bottom right of the page.
- You can move between Tabs without saving data on each page. However, please note, if you are logged out by system inactivity or loss of connection, any data not saved will be lost.
- Save vs. Save & Validate:** You can save data as you enter each page; this allows you to start a record and come back to it later. **Validate**, checks that data you entered against the IFDRS Edits and Audits. This step is necessary to move from Pending Status to Demographic Resolved Status.
- Once all Tabs are completed and all Edit/Audits are resolved the Status Bar will show that the **Medical Section is Resolved**. You can then proceed to Certification.

Record Status

Pending
 Demographic Resolved
 Released
 Medical Resolved
 Certified
 Verified
 DTP
 ISDH Approved
 Completed

Steps to Follow

| | |
|---|------------------------------|
| | Work Flow Item |
| ▼ | Ready for Medical Data Entry |

[View](#)



- Access IFDRS**
- From the Home Page and either Less than 48 Hours Cremation Tab or the General Tab, click the arrow next to **Ready for Medical Data Entry**. **Please note:** You may have records in both workflows.
- From List of Records, select the record you want to release by clicking on "View". **Please note,** records that are overdue are indicated with the Overdue Icon. The record will open to the Medical Tab.

| | EFDR# | Fetus Name | Date of Delivery | Mother | LHD | Gestation | # of days | |
|---|-------|--------------|------------------|--------------|---------------------------------|-----------|-----------|----------------------|
| | 289 | Baby A, Doe | 10/30/2010 | Jane, Doe | MARION COUNTY HEALTH DEPARTMENT | M | 5 | View |
| ⚠ | 276 | Infant, Nine | 10/17/2010 | Mother, Nine | MARION COUNTY HEALTH DEPARTMENT | M | 19 | View |

4. You will notice that the Status Bar will have **Green** Lights through 'Released'. The Record Status Bar tracks the progress of each record through the entire process.

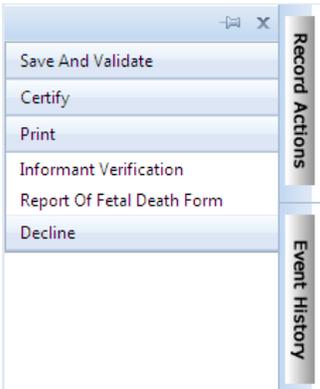


5. Enter the following sections
 - a. Fetus
 - b. Certifier
 - c. Initiating COD
 - d. Other COD
 - e. Manner of Death
 - f. Manner of Death 2
 - g. Medical Info 1
 - h. Medical Info 2
 - i. Risk Factors
 - j. Infections
 - k. Method of Delivery
 - l. Congenital Anomalies

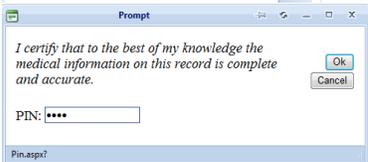
6. Select Record Actions Tab from the right side of the screen. This will open up the available actions tabs you can process for this record.



7. Select Certify:
Please Note: Certifying a record may only be completed by the Medical Certifier. All other steps may be completed by staff or Medical Certifier.



8. Enter your assigned PIN# to certify that the information is complete and accurate to the best of your knowledge, and select
 a. OK: to complete the certification process
 b. Cancel to return to the record.



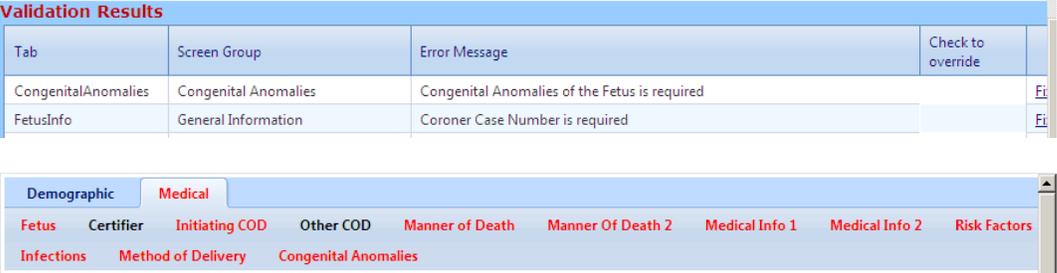
| | |
|---|--|
|  | <p>If you select OK, you will be presented with a verification screen. Select OK. The system will:</p> <ol style="list-style-type: none"> 1. Return you to the record you just certified. 2. A system generated e-mail will be sent to your indicating that a record has been verified. There is no action required, this is a security measure. An email will also be generated to the Local Health Department for their notification. 3. The Record Status will change and reflect the completion of the Verification process.  |
| <p>Tips and Notes</p> | <p>Remember, if you are inactive for 10 minutes the system will automatically log you out and any data not saved will need to be re-entered.</p> <p>Certifying a record may only be completed by the Medical Certifier. All other steps may be completed by staff or Medical Certifier.</p> |
| <p>More Info</p> | <p>What you see in IFDRS, Record Actions will depend on the permissions granted to your user ID, you may not see the same things as another user.</p> |

Medical Data: Fetus Page

To be completed by Medical Staff or Medical Certifier

| Procedure | | Medical Data: Fetus Page |
|-----------------|--|--------------------------|
| Introduction | Use these steps to enter and complete the Fetus Data in the Medical section of IFDRS. | |
| Steps to Follow | <ol style="list-style-type: none"> 1. Enter General Information: Most fields will already been completed from data entered by the Funeral director. <ol style="list-style-type: none"> a. Record Type: Verify that this is correct. Data was brought forward from New Record page. <i>(required field)</i> b. Gestation: Verify that this is correct. Data was brought forward from New Record page. <i>(required field)</i> c. BTP#: Verify that this is correct. Data was brought forward from New Record page. <i>(required field)</i> d. Coroner Case #: Verify that this is correct if entered in New Record page, or enter data. e. Less than 48 Hours?: Select Yes or No <i>(required field)</i> f. Is Mother Alive?: Select Yes or No <i>(required field)</i> | |

| | |
|---|--|
| <p>Save Save & Validate</p>  | <ul style="list-style-type: none"> g. Medicaid #: h. Medical Record #: 2. Enter Fetus Name: <ul style="list-style-type: none"> a. First Name: Verify that this is correct. Data was brought forward from Demographic Section. <i>(required field)</i> b. Middle Name: Verify that this is correct if entered. Data was brought forward from Demographic Section. c. Last Name: Verify that this is correct. Data was brought forward from Demographic Section. <i>(required field)</i> d. Suffix: Verify that this is correct if data is available. Data was brought forward from Demographic Section. 3. Enter Date of Delivery Information: <ul style="list-style-type: none"> a. Time of Delivery Type: Data will be brought forward from Demographic Section if entered. Select from drop down box. <ul style="list-style-type: none"> i. Actual ii. Presumed b. Time of Delivery: Verify that this is correct. Data was brought forward from Demographic Section. <i>(required field)</i> c. Date of Delivery Type: Select from drop down box. <i>(required field)</i> <ul style="list-style-type: none"> i. Actual ii. Presumed d. Date of Delivery: Verify that this is correct. Data was brought forward from Demographic Section. <i>(required field)</i> e. Gender: Verify that this is correct. Data was brought forward from Demographic Section. <i>(required field)</i> f. Plurality: Select from drop down box. <i>(required field)</i> <ul style="list-style-type: none"> i. Single ii. Twins iii. Triplets iv. Quadruplets v. Quintuplets vi. Sextuplets vii. Septuplets viii. Octuplets or more ix. Unknown g. Birth Order: Select from drop down box. <i>(required field)</i> <ul style="list-style-type: none"> i. If Single is selected in Plurality, '1' will automatically be populated. ii. If Twins, through Octuplets are selected, the appropriated numbers will appear for selection. iii. If unknown is selected 1 through 9 will appears as your options. 4. Save or Save and Validate 5. Proceed to Place of Delivery by using arrows or select |
|---|--|

| <p>Tips and Notes</p> | <p>If you Save and Validate and there are errors found during the Edit/Audit process, the system will return an error box that will provide you with the issues that need to be resolved. The system will also highlight in red the sections where data needs to be completed.</p>  <p>The screenshot shows a 'Validation Results' table with the following data:</p> <table border="1"> <thead> <tr> <th>Tab</th> <th>Screen Group</th> <th>Error Message</th> <th>Check to override</th> </tr> </thead> <tbody> <tr> <td>CongenitalAnomalies</td> <td>Congenital Anomalies</td> <td>Congenital Anomalies of the Fetus is required</td> <td><input type="checkbox"/></td> </tr> <tr> <td>FetusInfo</td> <td>General Information</td> <td>Coroner Case Number is required</td> <td><input type="checkbox"/></td> </tr> </tbody> </table> <p>Below the table is a navigation bar with tabs: Demographic, Medical, Fetus, Certifier, Initiating COD, Other COD, Manner of Death, Manner Of Death 2, Medical Info 1, Medical Info 2, Risk Factors, Infections, Method of Delivery, and Congenital Anomalies. The 'Medical' tab is currently selected.</p> | Tab | Screen Group | Error Message | Check to override | CongenitalAnomalies | Congenital Anomalies | Congenital Anomalies of the Fetus is required | <input type="checkbox"/> | FetusInfo | General Information | Coroner Case Number is required | <input type="checkbox"/> |
|------------------------------|--|---|--------------------------|---------------|-------------------|---------------------|----------------------|---|--------------------------|-----------|---------------------|---------------------------------|--------------------------|
| Tab | Screen Group | Error Message | Check to override | | | | | | | | | | |
| CongenitalAnomalies | Congenital Anomalies | Congenital Anomalies of the Fetus is required | <input type="checkbox"/> | | | | | | | | | | |
| FetusInfo | General Information | Coroner Case Number is required | <input type="checkbox"/> | | | | | | | | | | |
| <p>More Info</p> | | | | | | | | | | | | | |

Medical Data: Certifier Page

| Procedure | | Medical Data: Certifier Page |
|-----------------|--|------------------------------|
| Introduction | Use these steps to enter and complete the Certifier Data in the Medical section of IFDRS. | |
| Steps to Follow | <ol style="list-style-type: none"> 1. Enter Certifier Information: Verify that this is correct in the below fields. Data was brought forward from Demographic Section. <i>(required field)</i> <ol style="list-style-type: none"> a. Type: b. Name: c. Certifier: d. Address: e. State: f. County: g. City: h. Zip: i. License #: | |

| | |
|--|--|
| <div data-bbox="240 1087 451 1119" data-label="Text"> <p>Save Save & Validate</p> </div> <div data-bbox="240 1157 391 1203" data-label="Image"> </div> | <p>2. Attendant:</p> <ul style="list-style-type: none"> a. Name: Enter name of attendant. b. Title: Select title from drop down box. <ul style="list-style-type: none"> i. Blank ii. MD iii. DO iv. CNM/OM v. Other Midwife vi. Other c. Other: <p>3. Funeral Home: This information is brought forward based upon the Funeral Home who created the record. It is informational only on this screen.</p> <ul style="list-style-type: none"> a. Funeral Home: b. Funeral Director: c. Address: d. State: e. County: f. City: g. Zip: h. License: <p>4. Date Certified: This field will be automatically populated once the Medical Certification has been completed.</p> <p>5. Save or Save and Validate</p> <p>6. Proceed to Place of Delivery by using arrows or select</p> |
| <p>Tips and Notes</p> | |
| <p>More Info</p> | |

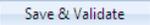
Medical Data: Initiating Cause of Death Page

| Procedure | | Medical Data: Initiating Cause of Death Page |
|-----------------|--|--|
| Introduction | Use these steps to enter and complete the Initiating Cause/Condition Data in the Medical section of IFDRS. | |
| Steps to Follow | <ol style="list-style-type: none"> 1. Initiating Cause/Condition: Among the choices below, please select the one that most likely began the sequence of events resulting in the death of the fetus. (required field) <ol style="list-style-type: none"> a. Cause of Death Pending: Check Box b. Maternal Conditions/Diseases (Specify): Manually enter information if applicable. c. Complications of Placenta, Cord, or Membranes: Check one if applicable. <ol style="list-style-type: none"> i. Rupture of Membranes; ii. Placental Insufficiency; iii. Abruption Placenta; iv. Prolapsed Cord; v. Other (specify); Input box will be available to type in Other. vi. Chorioamnionitis d. Other Obstetrical or Pregnancy Complications (Specify): | |

| | |
|--|--|
|   | <ul style="list-style-type: none"> e. Fetal Anomaly (Specify): f. Fetal Injury(Specify): g. Fetal Infections (Specify): h. Other Fetal Conditons/Disorders(Specify): i. Unknown: Check box <p>2. Date Certified: This field will be automatically populated once the Medical Certification has been completed.</p> <p>3. Save or Save and Validate</p> <p>4. Proceed to Other Cause of Death by using arrows or select tab.</p> |
| <p>Tips and Notes</p> | |
| <p>More Info</p> | |

Medical Data: Other Cause of Death Page

| Procedure | | Medical Data: Other Cause of Death Page |
|-----------------|--|---|
| Introduction | Use these steps to enter and complete the Other Cause/Condition Data in the Medical section of IFDRS. | |
| Steps to Follow | <ol style="list-style-type: none"> 1. Other/Condition: Among the choices below, please select the one that most likely began the sequence of events resulting in the death of the fetus. <ol style="list-style-type: none"> a. Maternal Conditions/Diseases (Specify): Manually enter information if applicable. b. Complications of Placenta, Cord, or Membranes: Check one if applicable. <ol style="list-style-type: none"> i. Rupture of Membranes; ii. Placental Insufficiency; iii. Abruptio Placenta; iv. Prolapsed Cord; v. Other (specify); Input box will be available to type in Other. vi. Chorioamnionitis c. Other Obstetrical or Pregnancy Complications (Specify): d. Fetal Anomaly (Specify): e. Fetal Injury(Specify): f. Fetal Infections (Specify): g. Other Fetal Conditons/Disorders(Specify): | |

| | |
|--|---|
|    | <p>h. Unknown: Check box</p> <p>2. Date Certified: This field will be automatically populated once the Medical Certification has been completed.</p> <p>3. Save or Save and Validate</p> <p>4. Proceed to Manner of Death by using arrows or select</p> |
| Tips and Notes | |
| More Info | |

Medical Data: Manner of Death Page



INDIANA STATE DEPARTMENT OF HEALTH
Indiana Fetal Death Registration System

Logged in as Erika Rager - MEDICAL CERTIFIER
WISHARD HOSPITAL
[Gateway Home](#) [Logout](#)

Home | **Functions** | Queues | Reports | Extracts | Help

Fetus Name: Baby C Test Date of Delivery: 10/10/2010 Mother's Name: Mother, Test EFDR #: 281 (#0)

Record Status Pending Demographic Resolved Released Medical Resolved Certified Verified DTP ISDH Approved Completed

Demographic **Medical**

Fetus Certifier Initiating COD Other COD **Manner of Death** Manner Of Death 2 Medical Info 1 Medical Info 2 Risk Factors

Infections Method of Delivery Congenital Anomalies

[Show He](#)

Manner of Death

Manner of Death: Date Pronounced Dead:

Injury

Injury?

Date of Injury

Time of Injury

Describe How Injury Occured:

Place of Injury:

Location (Street or Rural Route Number, City or Town, State)

Motor Vehicle Accident:

Role:



[Save & Validate](#)

| Procedure Medical Data: Manner of Death Page | |
|--|--|
| Introduction | Use these steps to enter and complete the Manner of Death Data in the Medical section of IFDRS. |
| Steps to Follow | <ol style="list-style-type: none"> 1. Manner of Death: <ol style="list-style-type: none"> a. Manner of Death: Use drop down box to make the appropriate selection. <ol style="list-style-type: none"> i. Blank ii. Natural iii. Accident iv. Homicide v. Pending Investigation vi. Could not be determined b. Date Pronounced Dead: MM/DD/YYYY <i>(required field)</i> 2. Injury: This section is completed for all Manner of Death types <u>except Natural</u> <ol style="list-style-type: none"> a. Injury? Use drop down to make your selection. <ol style="list-style-type: none"> i. Blank ii. Yes iii. No b. Date of Injury: MM/DD/YYYY Complete if Injury? =Yes c. Time of Injury: HH:MM AM/PM Complete if Injury? =Yes d. Describe How Injury Occurred: e. Place of Injury: f. Location (Street or Rural Route Number, City or Town, State) g. Motor Vehicle Accident: <ol style="list-style-type: none"> i. Blank ii. Yes iii. No iv. Unknown h. Role: Complete if Motor Vehicle Accident = Yes 3. Save or Save and Validate 4. Proceed to Manner of Death 2 by using arrows or select |
| | <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <input type="button" value="Save"/> <input type="button" value="Save & Validate"/> </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">  </div> |
| Tips and Notes | |
| More Info | |

Medical Data: Manner of Death 2 Page

The screenshot shows the IFDRS Medical Certifier interface. At the top, it says 'INDIANA STATE DEPARTMENT OF HEALTH Indiana Fetal Death Registration System' and 'Logged in as Erika Rager - MEDICAL CERTIFIER WISHARD HOSPITAL Gateway Home Logout'. Below this is a navigation menu with 'Home', 'Functions', 'Queues', 'Reports', 'Extracts', and 'Help'. The main header displays 'Fetus Name: Baby C Test', 'Date of Delivery: 10/10/2010', 'Mother's Name: Mother, Test', and 'EFDR #: 281 (#0)'. A 'Record Status' progress bar shows stages: Pending, Demographic Resolved, Released, Medical Resolved, Certified, Verified, DTP, ISDH Approved, and Completed. Below the progress bar are tabs for 'Demographic' and 'Medical'. Under the 'Medical' tab, there are sub-tabs: 'Fetus', 'Certifier', 'Initiating COD', 'Other COD', 'Manner of Death', 'Manner Of Death 2', 'Medical Info 1', 'Medical Info 2', 'Risk Factors', 'Infections', 'Method of Delivery', and 'Congenital Anomalies'. The 'Manner Of Death 2' sub-tab is active. The main content area is split into two columns: 'Fetus Information' and 'Autopsy/Histological Placental Examination'. The 'Fetus Information' column has fields for 'Weight Grams', 'Weight Pounds/Oz', 'Obstetric Estimate of Gestation (weeks)', 'Calculated Gestation (weeks)', and 'Estimated Time Of Fetal Death'. The 'Autopsy/Histological Placental Examination' column has fields for 'Was an Autopsy Performed', 'Was a Histological Placental Examination Performed?', and 'Were Autopsy or Histological Placental Examination Results Used in Determining the Cause of Fetal Death'. A 'Save & Validate' button is at the bottom right.

| Procedure Medical Data: Manner of Death Page | |
|--|--|
| Introduction | Use these steps to enter and complete the Manner of Death 2 Data in the Medical section of IFDRS. |
| Steps to Follow | <ol style="list-style-type: none"> 1. Fetus Information: <ol style="list-style-type: none"> a. Weight Grams: <i>(required field)</i> b. Weight Pounds/Oz: <i>(required field)</i> c. Obstetric Estimate of Gestation (weeks): <i>(required field)</i> d. Calculated Gestation (weeks): e. Estimated Time of Fetal Death: Use drop down box to make selection <i>(required field)</i> <ol style="list-style-type: none"> i. Dead Time First Assessment - No Labor ii. Dead Time First Assessment - Labor Ongoing iii. Died During Labor - After First Assessment iv. Unknown Time of Fetal Death 2. Autopsy/Histological Placental Examination: <ol style="list-style-type: none"> a. Was an Autopsy Performed: Use drop down box to make selection <i>(required field)</i> <ol style="list-style-type: none"> i. Blank ii. Yes iii. No iv. Planned |

| | |
|---|---|
|  | <p>b. Was a Histological Placental Examination Performed? Use drop down box to make selection <i>(required field)</i></p> <ul style="list-style-type: none"> i. Blank ii. Yes iii. No iv. Planned <p>c. Was Autopsy or Histological Placental Examination Results Used in Determining the Cause of Fetal Death? <i>(required field)</i></p> <ul style="list-style-type: none"> v. Blank vi. Yes vii. No viii. Unknown <p>3. Save or Save and Validate</p> <p>4. Proceed to Medical Info 1 by using arrows or select</p> |
| <p>Tips and Notes</p> | |
| <p>More Info</p> | |

Medical Data: Medical Info 1 Page

| Procedure | |
|--|--|
| Medical Data: Medical Info 1 Page | |
| Introduction | Use these steps to enter and complete the Medical Info 1 Data in the Medical section of IFDRS. |
| Steps to Follow | <ol style="list-style-type: none"> 1. Mothers Health Information: <ol style="list-style-type: none"> a. Did mother receive WIC food for herself because she was pregnant with this child?: Drop down Box(<i>required field</i>) <ol style="list-style-type: none"> i. Yes ii. No iii. Unknown b. Mother's Height (Feet : Inches): (<i>required field</i>) c. Mother's Weight Pre-pregnancy (Pounds): (<i>required field</i>) d. Mother's Weight at Delivery (Pounds): (<i>required field</i>) 2. Pregnancy History: <ol style="list-style-type: none"> a. Live Births now living: Enter number , if none please enter zero (0) (<i>required field</i>) b. Date of Last Live Birth: MM/YYYY c. Live Births Now Dead: Enter number , if none please enter zero (0) (<i>required field</i>) |

| | |
|---|---|
| <p>Save Save & Validate</p>  | <p>d. Number of Other Pregnancy Outcomes: Enter number , if none please enter zero (0) <i>(required field)</i></p> <p>e. Date of Last Other Pregnancy Outcome: MM/YYYY</p> <p>3. Prenatal Care</p> <p>a. Prenatal Care?</p> <p>i. Yes</p> <p>ii. No</p> <p>iii. Unknown</p> <p>b. Date of First Visit (MM/DD/YYYY) <i>(required field)</i></p> <p>c. Date of Last Visit (MM/DD/YYYY) <i>(required field)</i></p> <p>d. Total Number of Prenatal Visits For This Pregnancy: <i>(required field)</i></p> <p>f. Date Last Normal Menses began: (MM/DD/YYYY) <i>(required field)</i></p> <p>4. Save or Save and Validate</p> <p>5. Proceed to Medical Info 2 by using arrows or select tab.</p> |
| <p>Tips and Notes</p> | |
| <p>More Info</p> | |

Medical Data: Medical Info 2 Page

The screenshot shows the IFDRS Medical Certifier interface. At the top, it displays the Indiana State Department of Health logo and the text 'Indiana Fetal Death Registration System'. The user is logged in as 'Erika Rager - MEDICAL CERTIFIER WISHARD HOSPITAL'. The main header shows 'Fetus Name: Baby C Test', 'Date of Delivery: 10/10/2010', 'Mother's Name: Mother, Test', and 'EFDR #: 281'. Below this is a 'Record Status' progress bar with stages: Pending, Demographic Resolved, Released, Medical Resolved, Certified, Verified, DTP, ISDH Approved, and Completed. The 'Medical' tab is selected, showing sub-tabs for Fetus, Certifier, Initiating COD, Other COD, Manner of Death, Manner Of Death 2, Medical Info 1, Medical Info 2, and Risk Factors. The 'Medical Info 2' section contains two main areas: 'Cigarette Smoking Before and During Pregnancy' with input fields for Cigs/Day and Packs/Day for 'Three Months Before', 'First Three Months', 'Second Three Months', and 'Third Trimester'; and 'Mother Transfer Information' with a dropdown menu for 'Did mother transferred for maternal, medical or fetal indicators?' and a text field for 'Name of Facility:'. Navigation arrows and a 'Save & Validate' button are visible at the bottom right.

| Procedure | |
|--|--|
| <h2>Medical Data: Medical Info 2 Page</h2> | |
| Introduction | Use these steps to enter and complete the Medical Info 2 Data in the Medical section of IFDRS. |
| Steps to Follow | <ol style="list-style-type: none"> 1. Cigarette Smoking Before and During Pregnancy: Please complete either the Cigs per Day or the Pack per Day for each of the below time periods. If none, please enter <0>. <ol style="list-style-type: none"> a. Three Months Before- <i>(Can override)</i> b. First Three Months-<i>(Can override)</i> c. Second Three Months- <i>(Can override)</i> d. Third Trimester - <i>(Can override)</i> 2. Mother Transfer Information: <ol style="list-style-type: none"> a. Did mother transferred for maternal, medical or fetal indicators?: <i>(required field)</i> <ol style="list-style-type: none"> i. Yes ii. No b. Name of Facility: <p>3. Save or Save and Validate</p> <p>4. Proceed to Medical Info 2 by using arrows or select tab.</p> |
| Tips and Notes | |
| More Info | |

Medical Data: Risk Factors Page

INDIANA STATE DEPARTMENT OF HEALTH
Indiana Fetal Death Registration System

Logged in as Erika Rager - MEDICAL CERTIFIER
WISHARD HOSPITAL
Gateway Home | Logout

Home Functions Queues Reports Extracts Help

Fetus Name: Baby C Test Date of Delivery: 10/10/2010 Mother's Name: Mother, Test EFDR #: 281 (#0)

Record Status: Pending, Demographic Resolved, Released, Medical Resolved, Certified, Verified, DTP, ISDH Approved, Completed

Demographic Medical

Fetus Certifier Initiating COD Other COD Manner of Death Manner Of Death 2 Medical Info 1 Medical Info 2 Risk Factors

Infections Method of Delivery Congenital Anomalies

Show He

Risk Factors in this Pregnancy
(Check all that apply)

- None
- Diabetes**
 - Prepregnancy (Diagnosis prior to this pregnancy)
 - Gestational (Diagnosis in this pregnancy)
- Hypertension**
 - Prepregnancy
 - Gestational (PIH, preeclampsia)
 - Eclampsia
- Previous preterm birth
- Other previous poor pregnancy outcome (Includes perinatal, small-for-gestational age/intrauterine growth restricted birth)
- Pregnancy resulted from infertility treatment-if yes, check all that apply:
 - Fertility-enhancing drugs, Artificial insemination or Intrauterine insemination
 - Assisted Reproductive Technology (e.g., in vitro, fertilization (IVF), gamete intrafallopian transfer (GIFT))
- Mother had a previous cesarian delivery

If checked, how many previous cesarian deliveries?

Unknown

Save & Validate

| Procedure Medical Data: Risk Factors Page | |
|---|---|
| Introduction | Use these steps to enter and complete the Risk Factors Data in the Medical section of IFDRS. At least one selection is required. |
| Steps to Follow | <ol style="list-style-type: none"> 1. Risk Factors in this Pregnancy: <i>(Check all that apply)</i> <ol style="list-style-type: none"> a. None b. Diabetes <ol style="list-style-type: none"> i. Pre-pregnancy (Diagnosis prior to this pregnancy) ii. Gestational (Diagnosis in this pregnancy) c. Hypertension <ol style="list-style-type: none"> i. Pre-pregnancy ii. Gestational (PIH, preeclampsia) iii. Eclampsia d. Previous preterm birth e. Other previous poor pregnancy outcome (Includes perinatal, small-for-gestational age/intrauterine growth restricted birth) <ol style="list-style-type: none"> i. Fertility-enhancing drugs, Artificial insemination or Intrauterine insemination |

| | |
|--|---|
| <p>Save Save & Validate</p> <p>← →</p> | <ul style="list-style-type: none"> ii. Assisted Reproductive Technology (e.g., in vitro, fertilization (IVF), gamete intrafallopian transfer(GIFT) f. Mother had a previous caesarian delivery <ul style="list-style-type: none"> i. If checked, how many previous caesarian deliveries? g. Unknown <p>2. Save or Save and Validate</p> <p>3. Proceed to Infections by using arrows or select tab.</p> |
| Tips and Notes | |
| More Info | |

Medical Data: Infections Page

INDIANA STATE DEPARTMENT OF HEALTH
Logged in as Erika Rager - MEDICAL CERTIFIER
Indiana Fetal Death Registration System
WISHARD HOSPITAL
Gateway Home | Logout

[Home](#)
[Functions](#)
[Queues](#)
[Reports](#)
[Extracts](#)
[Help](#)

Fetus Name: Baby C Test **Date of Delivery:** 10/10/2010 **Mother's Name:** Mother, Test **EFDR #:** 281 (#0)

Record Status: Pending Demographic Resolved Released Medical Resolved Certified Verified DTP ISDH Approved Completed

Demographic **Medical**

[Fetus](#) [Certifier](#) [Initiating COD](#) [Other COD](#) [Manner of Death](#) [Manner Of Death 2](#) [Medical Info 1](#) [Medical Info 2](#) [Risk Factors](#)

[Infections](#) [Method of Delivery](#) [Congenital Anomalies](#) [Show He](#)

| | | |
|---|--|--|
| <p>Infections Present and/or Treated During this Pregnancy</p> <p><input type="checkbox"/> 00. None</p> <p><input type="checkbox"/> 01. Gonorrhea</p> <p><input type="checkbox"/> 02. Syphilis</p> <p><input type="checkbox"/> 03. Chlamydia</p> <p><input type="checkbox"/> 04. Listeria</p> <p><input type="checkbox"/> 05. Group B Streptococcus</p> <p><input type="checkbox"/> 06. Cytomegalovirus</p> <p><input type="checkbox"/> 07. Parovirus</p> <p><input type="checkbox"/> 08. Toxoplasmosis</p> <p><input type="checkbox"/> 09. Other</p> <p>Specify <input style="width: 50px;" type="text"/></p> <p><input type="checkbox"/> 99. Unknown</p> | <p>Syphilis Test Was a Standard Licensed Diagnostic test for Syphilis performed for the Mother?</p> <p><input type="text"/></p> <p>Test Given During Pregnancy or At Delivery? <input type="text"/></p> <p>Date: <input type="text"/></p> <p>If Test NOT given, Specify Reason: <input type="text"/></p> <p>Specify <input style="width: 50px;" type="text"/></p> | <p>HIV Test Was a Standard Licensed Diagnostic test for HIV performed for the Mother?</p> <p><input type="text"/></p> <p>Test Given During Pregnancy or At Delivery? <input type="text"/></p> <p>Date: <input type="text"/></p> <p>If Test NOT given, Specify Reason: <input type="text"/></p> <p>Specify <input style="width: 50px;" type="text"/></p> |
|---|--|--|

← →

Save & Validate

| Procedure Medical Data: Infections Page | |
|---|--|
| Introduction | Use these steps to enter and complete the Infections Data in the Medical section of IFDRS. |
| Steps to Follow | <ol style="list-style-type: none"> 1. Infections: Present and/or Treated During this Pregnancy <i>(Check all that apply, at least one is required)</i> <ol style="list-style-type: none"> a. 00. None b. 01. Gonorrhea c. 02. Syphilis d. 03: Chlamydia e. 04: Listeria f. 05: Group B Streptococcus g. 06: Cytomegalovirus h. 07: Parvovirus i. 08: Toxoplasmosis j. 09: Other <ol style="list-style-type: none"> i. Specify: If other is selected please complete. k. 99: Unknown 2. Syphilis Test : <ol style="list-style-type: none"> a. Was a Standard Licensed Diagnostic test for Syphilis performed for the Mother? <i>(Select from drop down box)</i> <ol style="list-style-type: none"> i. Yes : Go to step b ii. No : go to step C iii. Unknown b. Test Given During Pregnancy or At Delivery? <i>(Select from drop down box)</i> <ol style="list-style-type: none"> i. During Pregnancy ii. Time of Delivery iii. Unknown c. If Test NOT given, Specify Reason: <ol style="list-style-type: none"> i. Mother Refusal ii. Syphilis Status Known iii. Insurance would not pay iv. Other (Please specify) v. Unknown 3. HIV Test: <ol style="list-style-type: none"> a. Was a Standard Licensed Diagnostic test for HIV performed for the Mother? <i>(Select from drop down box)</i> <ol style="list-style-type: none"> vi. Yes : Go to step b vii. No : go to step C viii. Unknown b. Test Given During Pregnancy or At Delivery? <ol style="list-style-type: none"> i. During Pregnancy ii. Time of Delivery iii. Unknown c. If Test NOT given, Specify Reason: <ol style="list-style-type: none"> i. Mother Refusal |

| | |
|--|---|
|     | <ul style="list-style-type: none"> ii. HIV Status Known iii. Insurance would not pay iv. Other (Please specify) v. Unknown <p>4. Save or Save and Validate</p> <p>5. Proceed to Method of Delivery by using arrows or select tab.</p> |
| Tips and Notes | |
| More Info | |

Medical Data: Method of Delivery Page



INDIANA STATE DEPARTMENT OF HEALTH
Indiana Fetal Death Registration System

Logged in as Erika Rager - MEDICAL CERTIFIER
WISHARD HOSPITAL
[Gateway Home](#) | [Logout](#)

Home
Functions
Queues
Reports
Extracts
Help

Fetus Name: Baby C Test **Date of Delivery:** 10/10/2010 **Mother's Name:** Mother, Test **EFDR #:** 281 (#0)

Record Status

Pending
 Demographic Resolved
 Released
 Medical Resolved
 Certified
 Verified
 DTP
 ISDH Approved
 Completed

Demographic **Medical**

[Fetus](#)
 [Certifier](#)
 [Initiating COD](#)
 [Other COD](#)
 [Manner of Death](#)
 [Manner Of Death 2](#)
 [Medical Info 1](#)
 [Medical Info 2](#)
 [Risk Factors](#)

[Infections](#)
 [Method of Delivery](#)
 [Congenital Anomalies](#)

[Show He](#)

Method of Delivery

A. Was delivery with forceps attempted but unsuccessful:

B. Was delivery with vacuum extraction attempted but unsuccessful:

C. Fetal Presentation at birth:

Other:

D. Final route and method of delivery:

If cesarean, was a trial of labor attempted?

E. Hysterotomy/Hysterectomy

Maternal Morbidity (Check all that apply)
Complications associated with labor and delivery

00. None

01. Maternal Transfusion

02. Third or fourth degree perineal laceration

03. Ruptured Uterus

04. Unplanned Hysterectomy

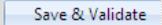
05. Admission to intensive care unit

06. Unplanned operating room procedure following delivery

Record Actions

Event History



| | |
|---------------------|---|
| Procedure | Medical Data: Method of Delivery Page |
| Introduction | Use these steps to enter and complete the Method of Delivery Data in the Medical section of IFDRS. |

| | |
|---|---|
| <p>Steps to Follow</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <input type="button" value="Save"/> <input type="button" value="Save & Validate"/> </div> <div style="text-align: center; margin-top: 10px;">  </div> | <ol style="list-style-type: none"> 1. Method of Delivery <i>(Check all that apply, at least one is required)</i> <ol style="list-style-type: none"> a. Was delivery with forceps attempted but unsuccessful: (Select from drop down box) <ol style="list-style-type: none"> i. Yes ii. No iii. Unknown b. Was delivery with vacuum extraction attempted but unsuccessful: (Select from drop down box) <ol style="list-style-type: none"> iv. Yes v. No vi. Unknown c. Fetal Presentation at birth: <ol style="list-style-type: none"> i. Cephalic ii. Breech iii. Other (If other is selected, complete data in Other Box) d. Final route and method of delivery: <ol style="list-style-type: none"> i. Vaginal/Spontaneous ii. Vaginal/Forceps iii. Vaginal/Vacuum iv. Cesarean (If Cesarean selected, complete next question) v. Unknown e. If cesarean, was a trial of labor attempted? <ol style="list-style-type: none"> i. Yes ii. No iii. Unknown f. Hysterotomy /Hysterectomy <ol style="list-style-type: none"> i. Yes ii. No iii. Unknown 2. Maternal Morbidity: Complications associated with labor and delivery (Check all that apply) <ol style="list-style-type: none"> a. 00. None b. 01. Maternal Transfusion c. 02. Third or fourth degree perineal laceration d. 03. Ruptured Uterus e. 04. Unplanned Hysterectomy f. 05. Admission to intensive care unit g. 06. Unplanned operating room procedure following delivery 3. Save or Save and Validate 4. Proceed to Congenital Anomalies by using arrows or select tab. |
| <p>Tips and Notes</p> | |
| <p>More Info</p> | |

Medical Data: Congenital Anomalies Page

The screenshot displays the 'Medical Data: Congenital Anomalies' page in the IFDRS system. At the top, the header identifies the user as Erika Rager, a Medical Certifier at Wishard Hospital. The record information shows the fetus name as 'Baby C Test', the date of delivery as '10/10/2010', and the mother's name as 'Mother, Test'. The record status bar indicates the current status is 'Demographic Resolved'. The 'Medical' tab is active, and the 'Congenital Anomalies' section is expanded. This section contains a list of checkboxes for various anomalies, including 'None', 'Anencephaly', 'Meningomyelocele/Spina Bifida', 'Cyanotic congenital heart disease', 'Congenital diaphragmatic hernia', 'Omphalocele', 'Gastroschisis', 'Limb induction (excluding congenital amputation and dwarfing syndromes)', 'Clift Lip with or without Cleft Palate', 'Cleft Palate alone', 'Down Syndrome', 'Suspected chromosomal disorder', 'Hypospadias', and 'Unknown'. There are also two 'Karyotype' dropdown menus. A 'Save & Validate' button is located at the bottom right of the form.

| Procedure | | Medical Data: Congenital Anomalies |
|-----------------|--|------------------------------------|
| Introduction | Use these steps to enter and complete the Congenital Anomalies Data in the Medical section of IFDRS. | |
| Steps to Follow | <ol style="list-style-type: none"> 1. Congenital Anomalies of the Fetus <i>(Check all that apply, at least one is required)</i> <ol style="list-style-type: none"> a. None b. Anencephaly c. Meningomyelocele/Spina Bifida d. Cyanotic congenital heart disease e. Congenital diaphragmatic hernia f. Omphalocele g. Gastroschisis h. Limb induction (excluding congenital amputation and dwarfing syndromes) i. Clift Lip with or without Cleft Palate j. Cleft Palate alone k. Down Syndrome (If selected, please complete Karyotype) <ol style="list-style-type: none"> i. Karyotype: <ol style="list-style-type: none"> 1. Confirmed 2. Pending 3. Unknown l. Suspected chromosomal disorder (If selected, please complete | |

| | |
|---|---|
| <p>Save <input type="button" value="Save & Validate"/></p> <p></p> | <p>Karyotype)</p> <p>i. Karyotype:</p> <p>4. Confirmed</p> <p>5. Pending</p> <p>6. Unknown</p> <p>m. Hypospadias</p> <p>n. Unknown</p> <p>2. Save or Save and Validate</p> <p>3. Proceed to Congenital Anomalies by using arrows or select tab.</p> |
| Tips and Notes | |
| More Info | |

Medical Data: Medical Certification

Must be completed by Medical Certifier Only!



INDIANA STATE DEPARTMENT OF HEALTH
Indiana Fetal Death Registration System

Logged in as Erika Rager - MEDICAL CERTIFIER
WISHARD HOSPITAL
[Gateway Home](#) | [Logout](#)

Home | **Functions** | Queues | Reports | Extracts | Help

Fetus Name: Baby C Test Date of Delivery: 10/10/2010 Mother's Name: Mother, Test EFDR #: 281 (#0)

Record Status Pending Demographic Resolved Released Medical Resolved Certified Verified DTP ISDH Approved Completed

Demographic **Medical**

Fetus Certifier Initiating COD Other COD Manner of Death Manner Of Death 2 **Medical Info 1**

Infections Method of Delivery Congenital Anomalies

General Information

| | | |
|-------------------------------|-------------------------------------|----------------------|
| Record Type (*) Identified | Gestation (*) More than 20 weeks | BTP # (*) 1234 |
| Less than 48 hours? (*) No | Mother id dead? (*) No | Medicaid # 123546 |

Fetus Name

First Name(*)

Middle Name

Last Name (*)

Suffix

Date of Delivery

Time of Delivery Type
ACTUAL

Time of Delivery
01:01

Date of Delivery Type (*)
ACTUAL

Date of Delivery (m)
10/10/2010

Gender (*)
Male

Plurality (*)
SINGLE

Birth Order (*)
1

Record Actions

Save And Validate

Certify

Print

Informant Verification

Report Of Fetal Death Form

Decline

Event History

ISDH_IFDRS_Medical Certifier_End User Guide_10-2010(v1)

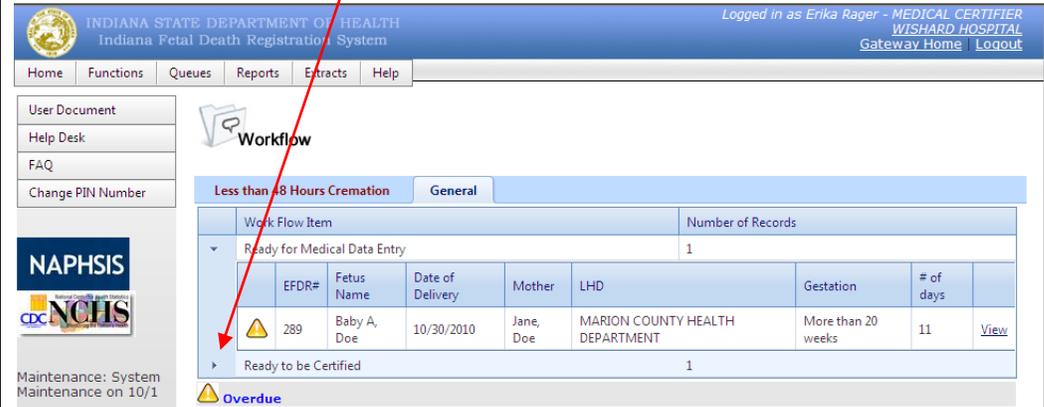
49 Copyright 2010,

Procedure **Medical Data: Certification**

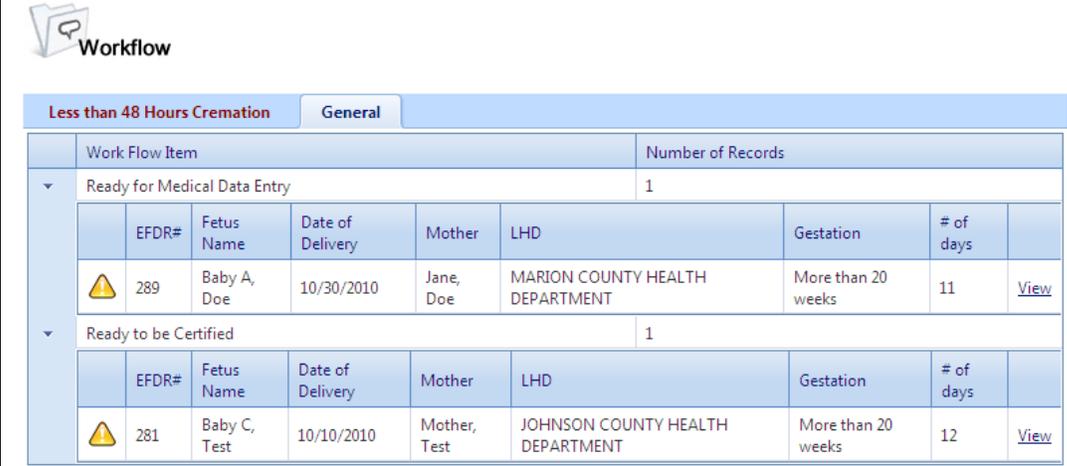
Introduction

Use these steps to enter and complete the Certification process in the **Medical** section of IFDRS.

You can access records to certify by either being in a record that you have just completed and resolved all Medical Data or from the Home Page / Workflow section under Ready to be Certified.



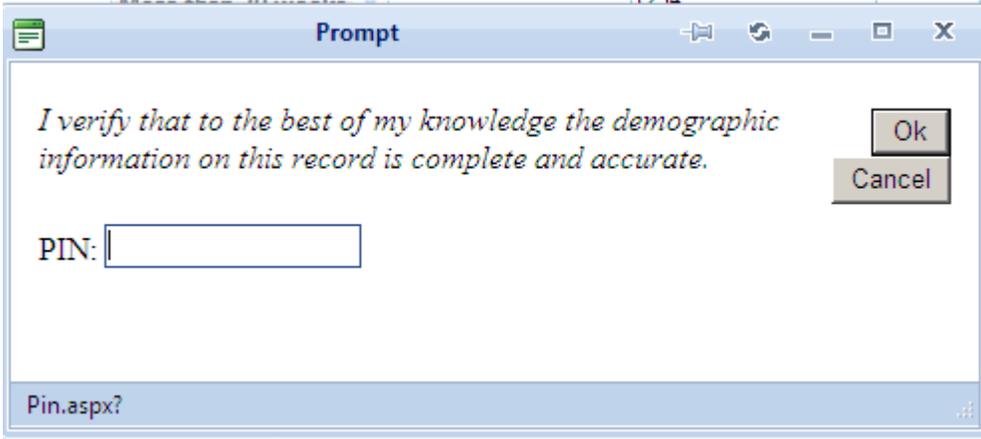
If you have records that are ready for certification, the system will indicate how many. To view these records, click on the arrow and the records will be displayed.



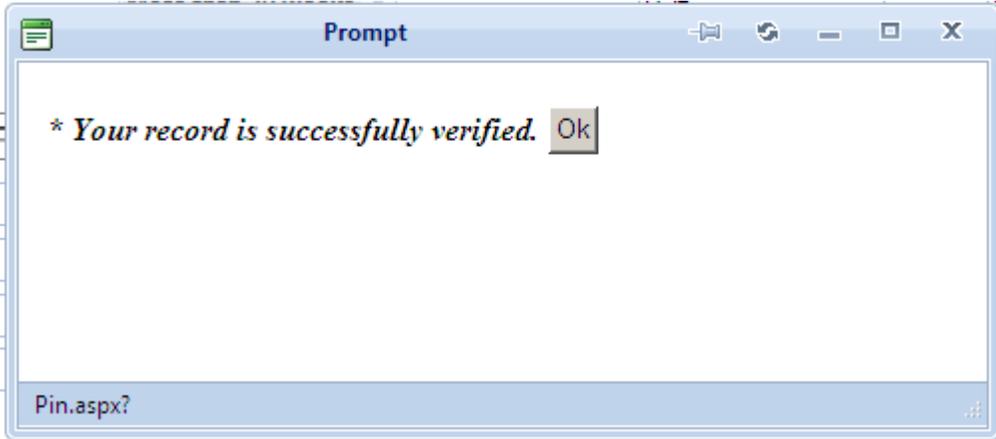
Once you are in the record to be certified, you will select the Record Actions Tab and complete the certification. When this is completed notification will be sent to the Funeral Director.

Steps to Follow

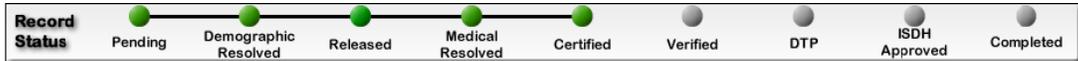
1. From the Record Actions Tab on your right select Certify.
2. You will be prompted to enter your PIN#.
 - a. Enter your assigned PIN# and select either:
 - i. OK: to complete certification; or
 - ii. Cancel: to return to the record



3. Certification confirmation: Select OK



4. Status Updated: After you have selected OK, the system will return you to the Fetus Page of the Medical Record and the Status Bar will be updated thru Certified.

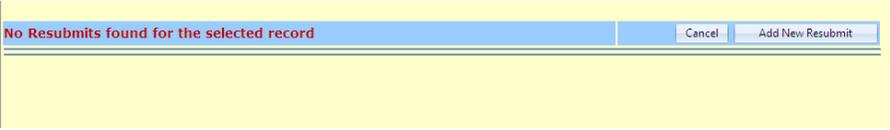
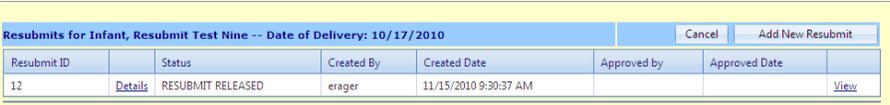


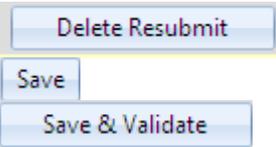
Tips and Notes

Must be completed by Medical Certifier Only!

More Info

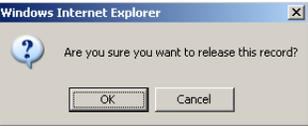
Medical Amendments (Resubmits)

| Procedure | | Amending the Medical Record | | | | | | | | | | | | | |
|---|-------------------|---|-----------------------|-------------|---------------|------------|--------------|-------------|---------------|----|-------------------|--------|-----------------------|--|--|
| Introduction | | Use these steps to Amend the Medical Section of a Record. | | | | | | | | | | | | | |
| Steps to Follow | | <ol style="list-style-type: none"> Access IFDRS Perform a Search to access the record that you will be amending. From List of Records, select View for the record you want to amend. This will take you into the demographic section of the record. Select Record Actions Tab from the right side of the screen. This will open up the available actions tabs you can process for this record. | | | | | | | | | | | | | |
|  <p>The screenshot shows a vertical 'Record Actions' menu on the right side of the screen. A dropdown menu is open, listing the following options: Print, Informant Verification, Report Of Fetal Death Form, and Medical Resubmit.</p> | | <ol style="list-style-type: none"> Select Medical Resubmit, the Medical Resubmit Window will appear. <ol style="list-style-type: none"> If there are no existing open resubmits for this record the window will not display results. If there are current open resubmits for this record, they will appear in the window for selection. | | | | | | | | | | | | | |
| | |  <p>The screenshot shows a yellow message box with the text: "No Resubmits found for the selected record". There are "Cancel" and "Add New Resubmit" buttons on the right side of the message box.</p> | | | | | | | | | | | | | |
| | |  <p>The screenshot shows a table titled "Resubmits for Infant, Resubmit Test Nine -- Date of Delivery: 10/17/2010". The table has columns for Resubmit ID, Status, Created By, Created Date, Approved by, and Approved Date. One row is visible with Resubmit ID 12, Status RESUBMIT RELEASED, Created By erager, and Created Date 11/15/2010 9:30:37 AM. There are "Cancel" and "Add New Resubmit" buttons on the right side of the table header.</p> <table border="1"> <thead> <tr> <th>Resubmit ID</th> <th>Status</th> <th>Created By</th> <th>Created Date</th> <th>Approved by</th> <th>Approved Date</th> </tr> </thead> <tbody> <tr> <td>12</td> <td>RESUBMIT RELEASED</td> <td>erager</td> <td>11/15/2010 9:30:37 AM</td> <td></td> <td></td> </tr> </tbody> </table> | | Resubmit ID | Status | Created By | Created Date | Approved by | Approved Date | 12 | RESUBMIT RELEASED | erager | 11/15/2010 9:30:37 AM | | |
| Resubmit ID | Status | Created By | Created Date | Approved by | Approved Date | | | | | | | | | | |
| 12 | RESUBMIT RELEASED | erager | 11/15/2010 9:30:37 AM | | | | | | | | | | | | |
| | | <ol style="list-style-type: none"> In the Medical Resubmit window, you can either : <ol style="list-style-type: none"> Cancel: Returns you to Medical section of the record; or Add New Resubmit: This will open the Medical Record in 'edit mode'; or Select an existing resubmit if any. | | | | | | | | | | | | | |



7. Once the Resubmit Demographic window is open you can:
 - a. Delete the resubmit, you will be prompted to confirm you want to delete. You will then be returned to the No Resubmits found page.
 - b. Make necessary changes and Save or Save and Validate.
 - c.

8. Once you have made your changes and Save & Validated, you will receive the below screen to complete your Resubmit. You can perform the following actions on this screen:
 - a. Delete Resubmit
 - b. Save
 - c. Save & Validate
 - d. Release

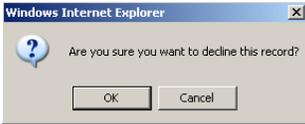
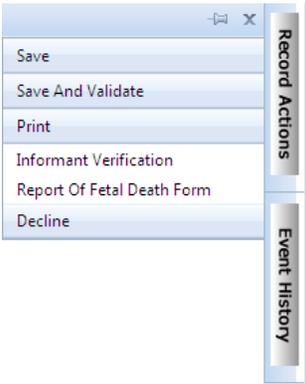


9. Release: Once you release a Resubmit, you will receive a prompt confirming that you want to Release this record.
 - a. Select OK to Continue; or
 - b. Cancel

| | |
|------------------------------|--|
| | <p>10. Once you have selected OK:</p> <ul style="list-style-type: none"> a. The system will return you to the Resubmit Record window. You can close this window at this time. b. The Original Record will not change until approved by the LHD or State. c. The record will be submitted to the LHD/State approval queue. |
| <p>Tips and Notes</p> | <p>Depending on your screen resolution, you may have to select Full Screen to see the entire Resubmit Window.</p> |
| <p>More Info</p> | |

Declining Records

| Procedure Declining Records | |
|-----------------------------|--|
| Introduction | Declining a record releases a record from your login/location queue and allows another user to access that record. |
| Steps to Follow | <ol style="list-style-type: none"> 1. Access IFDRS 2. Access the record by selecting from your Workflow or perform a Search to access the record that you will be declining. 3. From Record Actions Tab, select Decline. 4. You will be prompted to confirm that you want to decline this record. <ol style="list-style-type: none"> a. Cancel to stop; or b. Select Ok to continue. This will remove this record from your queue and return you to the search screen. |
| Tips and Notes | Once you have declined a record, you can no longer view that record in your queue. The record will be available in the Funeral Director queue as Pending. |
| More Info | |



Search for a Record

| | |
|-----------|--------|
| Functions | Queues |
| Search | |

INDIANA STATE DEPARTMENT OF HEALTH
Indiana Fetal Death Registration System

Logged in as Erika Rager - MEDICAL CERTIFIER
WISHARD HOSPITAL
[Gateway Home](#) | [Logout](#)

Home Functions Queues Reports Extracts Help

General Advanced

Fetus

First Name: Middle Name: Last Name: Gender:

General

Record Type: EFDR#: Date Of Delivery: MM DD YYYY

Record Status: BTP #: Date Of Delivery Range: to

Gestation: Coroner Case #: LHD Name:

Place Of Delivery Type: Place Of Delivery:

Approved Overdue

INDIANA STATE DEPARTMENT OF HEALTH
Indiana Fetal Death Registration System

Logged in as Erika Rager - MEDICAL CERTIFIER
WISHARD HOSPITAL
[Gateway Home](#) | [Logout](#)

Home Functions Queues Reports Extracts Help

General Advanced

Funeral Home: Funeral Director:

Medical Facility: Medical Certifier:

Mother

First Name: Middle Name: Last Name: Maiden Name:

Father

First Name: Middle Name: Last Name:

Approved Overdue

| Procedure | |
|--|--|
| <h2 style="text-align: center;">Search for a Record</h2> | |
| Introduction | <p>Use these steps to search for an existing record in the IFDRS. This function will search for records based on the input criteria and return possible matches in a results list. From there you can view the Details of the record, View the entire record, and view the Report which is a Not for Official Use version of the Certificate of Fetal Death in PDF format.</p> <p>Also, the Search function has a General and an Advanced Search Tab.</p> <p>Please note, when using the Advanced Search Tab you must first enter a minimum of the Year in the Date of Delivery field located in the General Tab.</p> |
| Steps to Follow | <h3>General Search</h3> <ol style="list-style-type: none">1. Access IFDRS2. Click the Search under the Functions tab.3. Enter the Fetus Information: These fields are not mandatory, but will improve the search results.<ol style="list-style-type: none">a. First Nameb. Middle Namec. Last Named. Gender <i>Select from drop down box</i>4. Enter General Information<ol style="list-style-type: none">a. Select Record Typeb. Select Record Statusc. Select Gestationd. Enter EFDR#e. Enter BTP#f. Enter Coroner Case#g. Enter Date of Delivery<ol style="list-style-type: none">i. MM: Monthii. DD: Dayiii. YY: Year <i>(required field)</i>h. Enter Date of Delivery Range<ol style="list-style-type: none">i. MM/DD/YY to MM/DD/YYi. Select LHDj. Select Place of Delivery Typek. Select Place of Delivery |



- 5. Select Search, Reset, or Advance Tab
 - a. **Search:** will perform a search based on the criteria entered in the General Tab and display the Results Window with data, or display the Results Window with the message 'No records to display'.
 - b. **Reset:** will clear any data entered in the input criteria fields.
 - c. **Advanced Tab:** will allow you to enter additional information for your search.

Advanced Search

- 1. Enter data in the General Tab (see above input criteria)
- 2. Enter as much of the following fields as needed for your specific search.
 - a. Funeral Home Name
 - b. Enter Funeral Director Name
 - c. Enter Medical Facility Name
 - d. Enter Medical Certifier Name
 - e. Enter Mother Name Information
 - i. First Name
 - ii. Middle Name
 - iii. Last Name
 - iv. Maiden name
 - f. Enter Father Name Information
 - i. First Name
 - ii. Middle Name
 - iii. Last Name

3. Select Search or Reset

- a. **Search:** will perform a search based on the criteria entered in the General Tab and display the Results Window with data, or display the Results Window with the message 'No records to display'.
- b. **Reset:** will clear any data entered in the input criteria fields.

Select Record

The results page display the Results Window with data, or display the Results

Window with the message 'No records to display'. The results window has several user friendly features.

| Approved ▲ Overdue | | | | | | | | |
|--|--------------------------------------|-----|-------------|-------------------|------------------|------------------|-------------|----------------------|
| | Status | ID | Record Type | Fetus Name | Time of delivery | Date of Delivery | Started By | Report |
| Details | | 289 | IDENTIFIED | Baby A, Doe | 05:10 | 10/30/2010 | FUNERALHOME | View |
| Details | | 287 | IDENTIFIED | fetal, fetaldeath | 11:02 | 11/05/2010 | FUNERALHOME | View |
| Details | ● | 285 | IDENTIFIED | John, Testing | 01:10 | 10/20/2010 | FUNERALHOME | View |
| Details | | 281 | IDENTIFIED | Baby C, Test | 01:01 | 10/10/2010 | FUNERALHOME | View |
| Details | | 276 | IDENTIFIED | Infant, Nine | 08:09 | 10/17/2010 | FUNERALHOME | View |

Page size: 5 17 items in 4 pages

1. Ability to **sort** on any column heading.
2. **Status Column** that provides a quick visual for records that are Approved or Overdue.
3. **Details:** when you select details of the one of Search Results, the Details Window will appear below the search results and provide basic data of the record under each tab.

More Information Event History Change History Notification History

- a. **More Information:**
 - i. Fetus Information
 - ii. Mother Information
 - iii. Father Information
 - iv. Funeral Director/Certifier Information
- b. **Event History**
- c. **Change History**
- d. **Notification History**

4. **Report** option provides a PDF of a 'Not for Official Use' Certificate of Death'.
5. **View** option to open and view a specific record. When you select View, the system will take you into the Demographic and Medical sections of that specific record. To return to the queue, you can use your browsers back button.
6. **# Of Pages** and **# of Records** indicator. This is located at the bottom of the results list and will:
 - a. Tell you how many total items and pages there are.
 - b. Allow you to go to a specific page by selecting that page number or using arrows to go back and forward.

Approved ▲ Overdue

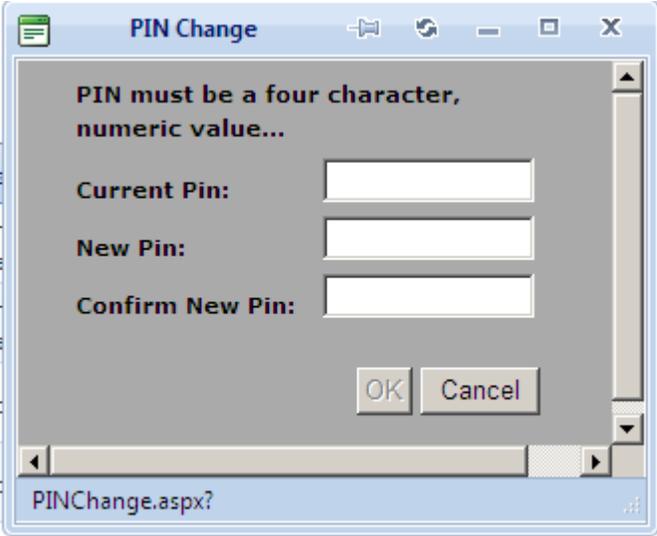
Report



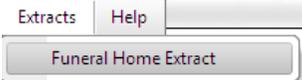
View

| | |
|---|---|
|  | <p>c. Allow you to change how many results are displayed on each page</p>  <p>7. Extract data from the queue criteria in various formats</p> <ul style="list-style-type: none"> a. Microsoft Excel b. PDF c. CSV d. Microsoft Word |
| <p>Tips and Notes</p> | <p>Only records that have been assigned to you as a Medical Certifier will be available to you to view/process.</p> <p>Once you have selected View and have gone into the record, if you want to perform another search you will need to return to Function/Search and start the process again.</p> |
| <p>More Info</p> | <p>What you see in IFDRS depends on the permissions granted to your user ID, so you may not see the same things as another user.</p> |

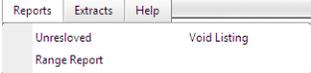
Change PIN Number

| Procedure Change PIN Number | |
|---|--|
| Introduction | You are assigned a PIN # when you sign up to use the IFDRS. This PIN# acts as your electronic signature. Your PIN# is required when you Certify a Record. You can change this PIN# at anytime. |
| Steps to Follow <div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;">User Document</div> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;">Help Desk</div> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;">FAQ</div> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;">Change PIN Number</div> | <ol style="list-style-type: none"> 1. Access IFDRS 2. Select 'Change PIN Number' from the left side functions, Access <div style="text-align: center; margin: 10px 0;">  </div> 3. Enter your current PIN # 4. Enter your new PIN# 5. Confirm New PIN# 6. Select OK or Cancel |
| Tips and Notes | |
| More Info | |

Extract

| Procedure Performing a Medical Certifier Extract | |
|---|--|
| Introduction | This functionality is yet available. |
| Steps to Follow  | <ol style="list-style-type: none"> 1. |
| Tips and Notes | |
| More Info | |

Reports

| Procedure Running Reports | |
|---|--|
| Introduction | This functionality is yet available. |
| Steps to Follow  | <ol style="list-style-type: none"> 1. |
| Tips and Notes | |
| More Info | |