Louisiana Electronic Event Registration System

Death Module

Front Office

User Guide

Louisiana Department of Health and Hospitals
Public Health

Center for Records and Statistics

P.O. Box 60630 · New Orleans, Louisiana 70160-0630
Phone (504) 593-5100 · Fax (504) 568-8716
www.vitalrecords.dhh.la.gov
LEERS Help Desk – (504) 593-5101 · LEERS@la.gov

Revised 2/2012

User Guide Table of Contents

Login Process

All **Users** are required to login to LEERS before they can start using the system.

The system verifies the **User ID** and **Password** of the User with the **User Profile** stored in the system.

If Password is invalid:

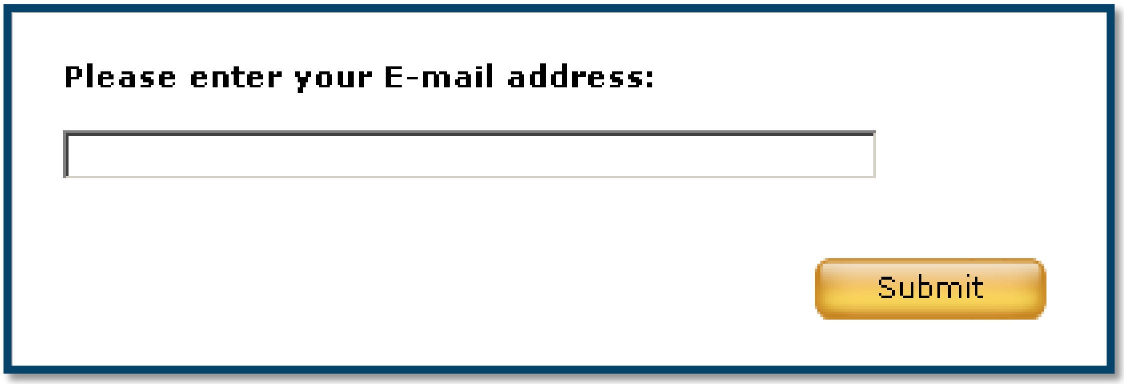
The System will prompt the User to try again. The User will have **five (5)** attempts before the system locks the **User ID**.

If System detects invalid attempt limit is reached:

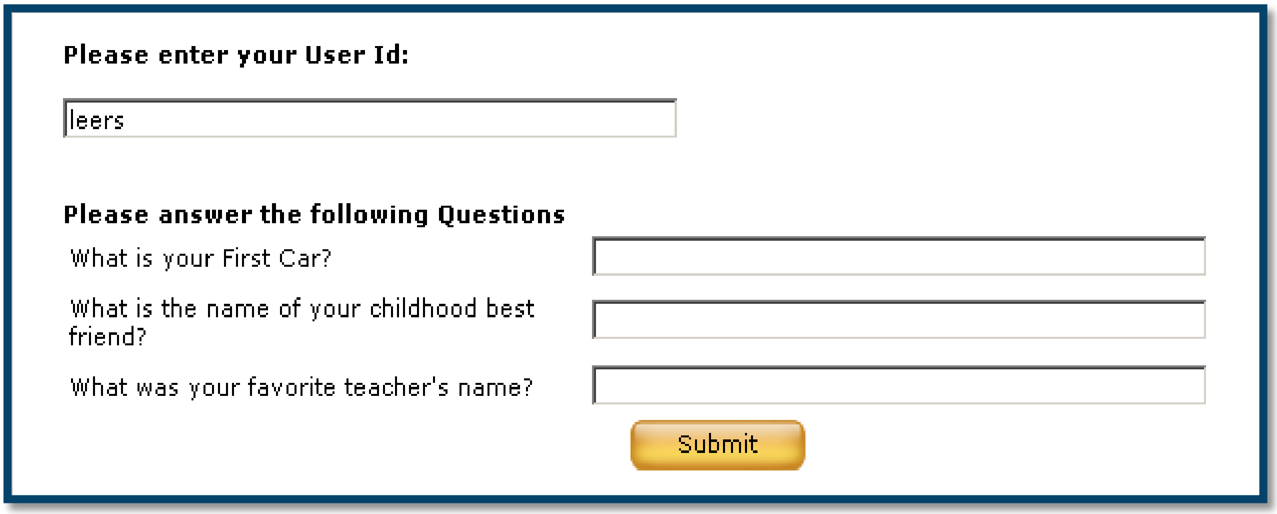
The System will lock the **User ID** and display a message to contact the **System Administrator**, who can unlock your account and reset your password if necessary.

If you forget your User ID or Password:

If the User clicks on the ***Forgot User ID*** link, the System will prompt the user to enter the email on file for the User. If the User enters the correct email, the system sends the **User ID** to the email account of the User.



If the User clicks on the ***Forgot Password*** link, the System will prompt the User to enter the email on file for the User and then prompt the User for answers to the security questions preselected by the User. Upon successfully answering each of the Security questions correctly, the system redirects the User to the **My Account** page where the User can change the password.


Please enter your User Id:

leers

Please answer the following Questions

What is your First Car?

What is the name of your childhood best friend?

What was your favorite teacher's name?

Submit

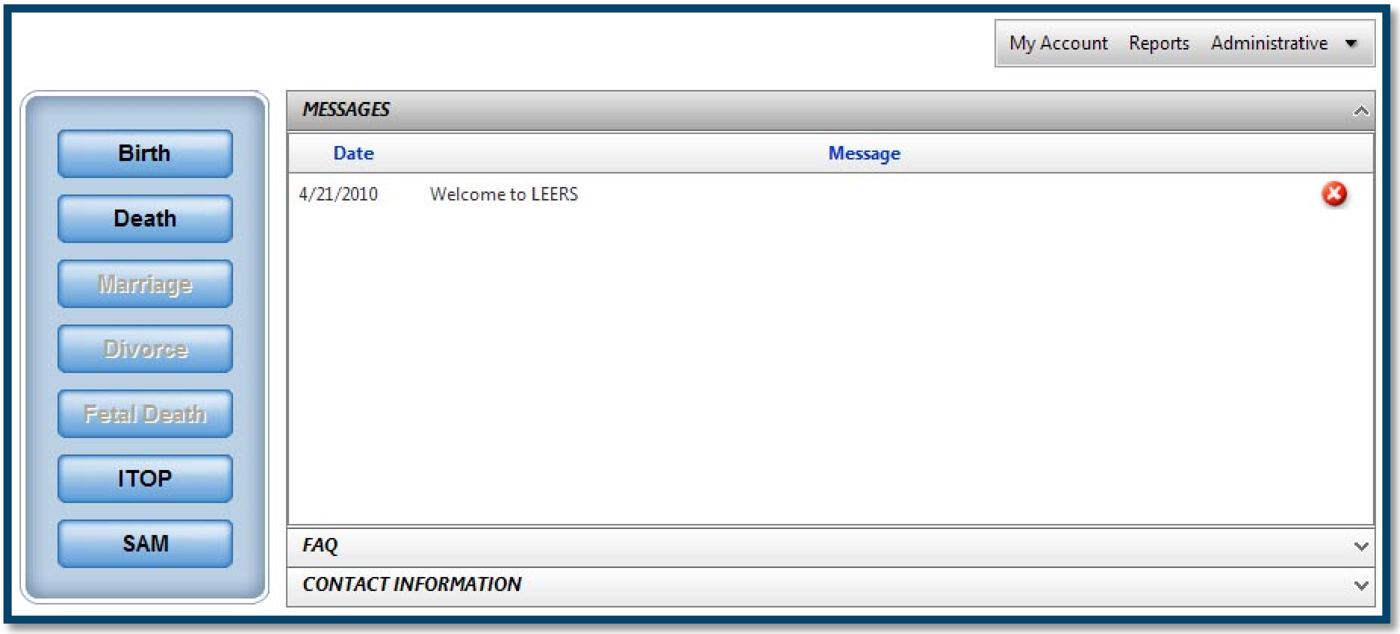
If the system detects user has logged in using a temporary password:

After being assigned a User ID for the first time, or after an administrator resets your password, you will be emailed a temporary password. After logging in with a temporary password, the System will redirect the User to the **My Account** page. The User will then be prompted to enter a new password.

LEERS Home

This page allows the User to select the Module to work with by clicking on the corresponding Module button in the **left column** of the page. The User will have access to only those Modules that the User is authorized to use.

This page is displayed after a successful User login:



The Messages section displays all the Messages for the LEERS users.

Click on the arrow in the FAQ section to refer to a list of Frequently Asked Questions in LEERS.

Click on the arrow in the Contact Information section to refer to a list of Contacts in LEERS.

The above sections can be expanded or collapsed by clicking on the arrow to the right of the respective sections.

If the User belongs to more than one facility, then the **Facility** drop-down list is visible in the **top left** portion of the screen. The User can select the facility to work with from this list and then proceed to the Module by clicking on the corresponding Module button. This list **will not** appear if the User is assigned to only one Facility.

If a module is unavailable to you as a user, the button will be grayed out on the bar to the right. In the above screenshot, the user has access to Birth, Death, ITOP and SAM modules, but does not have access to Marriage, Divorce, or Fetal Death modules.

This page also has menu buttons to view the following:

My Account

This option navigates to the **Account Information** page which displays the User contact information and also allows the User to change the Password and the Security questions. The User may also change their PIN on this page, if they have authorization to certify records.

Reports

This option navigates to the **Reports** page which displays a list of reports by Module for administration purposes. Only Users with relevant authorization can access this page.

Death Module

The **Death Module** is used to create, modify, and print Death Certificates in LEERS.
A Front Office Facility enters the details of the Death in LEERS. This Death is Certified/Approved, and then submitted to the Back Office.

The Registration Clerk at the Back Office reviews the Death Certificate. If the review fails the Death record is returned to the Facility for corrections.

If the review is successful then the Death record is registered, and the Death Certificate can be printed, as required.

Death Module Home

This section describes the **Death Module Home** page in LEERS.

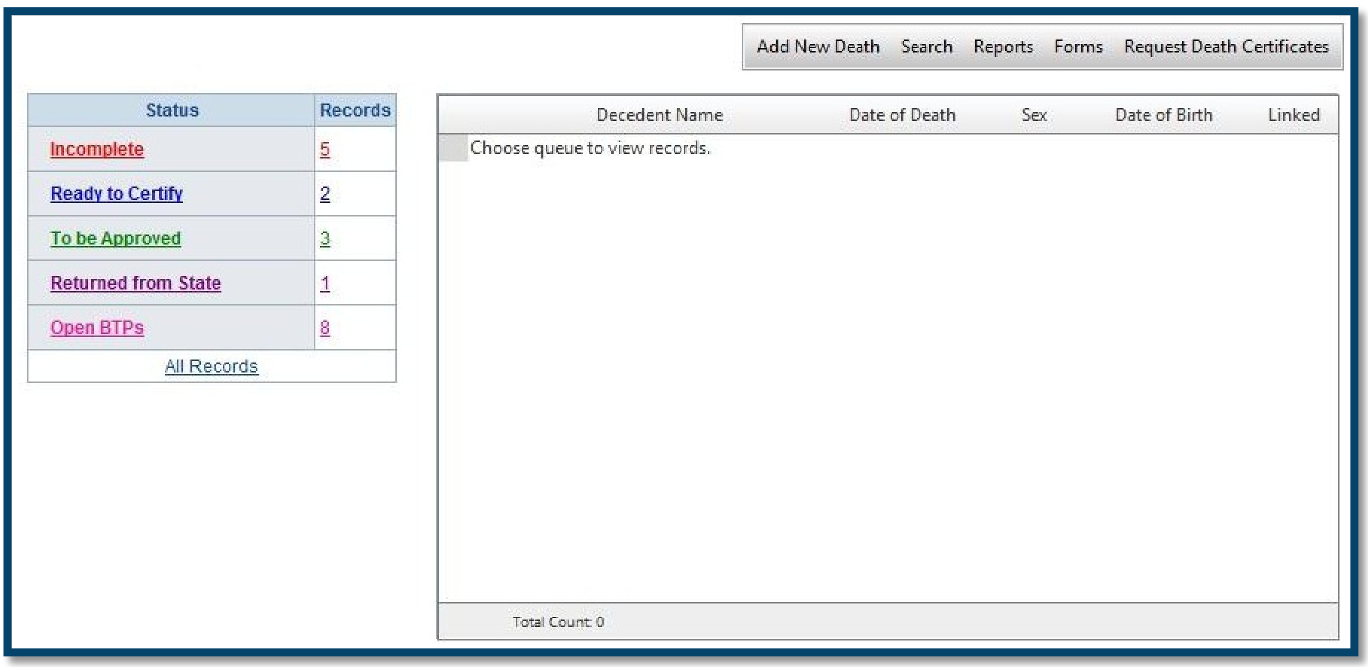
This screen appears when the User selects the **Death** Module option on the LEERS Home page.

The Death Home page displays status queues with record counts within each status, and menu options for various functions within the Death module, depending upon the Office type of the User who is logged in.

Status queues

Facility

If the User belongs to a Facility then the following Status queues are visible:



- **Incomplete**
  These are Death records that are initiated but the Personal Information section is not completed, or completed but pending Validations.

- **Ready to Certify**
  These are Death records that have the Personal Information section validated and are pending Medical Information and Certification from a Physician or Coroner.

- **To be Approved**
  These are Death records that are certified electronically or will be certified manually by the 'Drop To Paper' process, and are pending approval from the Funeral Home Director.

- **Returned from State**
  These are Death records that have been Submitted to the State but have been returned by the State for verification of certain data.

- **Open BTPs**
  These are Burial Transit Permits belonging to or created at the Facility of the logged in User that were requested, but do not have Death records initiated against them. This list will not show any closed out BTPs.

Certifiers and Users belonging to the Certifier's facility can only view the following activity queue:

- **Ready to Certify**
  These are Death records that have the Personal Information section validated and have been sent to the Certifier for entering Medical Information and Certification. Also, Certifiers will only be able to use the *Search* button on this screen if they have Search functionality.

Add New Death Record

This section describes the process of entering a new Death record or requesting a Burial Transit Permit (BTP) in LEERS.

This screen appears when the **User** selects to **Add New Death** on the Death Module Home page. The User has to enter the minimum case identification data required to initiate a new Record or request a BTP. The system will display the Case Identification screen which is the minimum data required to initiate a Death or a BTP record.

The User has to enter the minimum data required to initiate a new Death Record or a BTP and click on the **Submit** button. The system will search for potential duplicates to determine if the record has already been initiated.

- **Decedent's Last Name**
- **Decedent's Sex**
- **Facility (Back Office)**
- **Date of Birth**
- **Date of Death**

If the Last Name of The Deceased is not known, the User has to enter "**Unknown**" in the field. If the Date of Birth is not known, the User has to enter "**99/99/9999**" in the date field. If Date of Death is not known, the User has to enter “**99/99**” for MM/DD. Year of Death must be known. The User has to check an option to indicate whether the Date of Death is *Approximate* or *Found,* if applicable.

Scenarios:

New BTP requested

a. *No duplicate record*

The User has to click on the **Create** button to create a new BTP.

b. *If potential duplicate records are found*

The system searches the User's facility for duplicate BTP records and Death records. If a duplicate BTP is found, the System displays the list of duplicates. The User can click on the BTP link and open the existing BTP or choose to create a new BTP by clicking on the **Create** button. If a duplicate Death record is found, the User can initiate a BTP from this Death record or choose to create a new BTP by clicking on the **Create** button.

New Death Record is requested

c. *No duplicate record or related BTP is found*

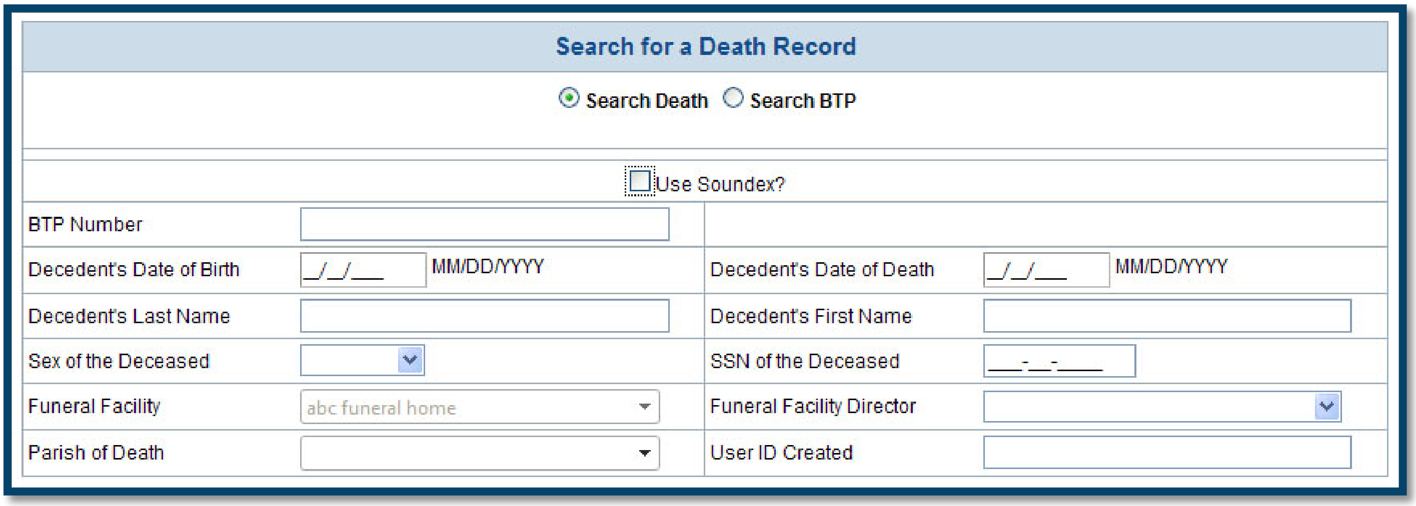
The User has to click on the **Create** button to create a new Death record. The System then opens the Death Certificate Screen with the data entered, to create a new Death Record.

d. *If potential duplicate records are found*

The system searches the User's facility for duplicates. If a duplicate Death certificate is found in the System, the System displays the list of duplicates. The User can click on the Death record link and open an existing Death certificate or choose to create a new certificate by clicking on the **Create** button. If a related open BTP is found in the System, the User can initiate a Death record from this BTP or choose to create a new Death record not linked with the BTP by clicking on the **Create** button.

Search

This section describes the process of searching a Death record or BTP in LEERS. This screen appears when the **User** selects to **Search** on the Death Home page. Facility users have the following fields to search for Birth records:



Search for a Death Record			
◉ Search Death ○ Search BTP			
☐ Use Soundex?			
BTP Number			
Decedent's Date of Birth	__/__/____ MM/DD/YYYY	Decedent's Date of Death	__/__/____ MM/DD/YYYY
Decedent's Last Name		Decedent's First Name	
Sex of the Deceased		SSN of the Deceased	___-__-____
Funeral Facility	abc funeral home	Funeral Facility Director	
Parish of Death		User ID Created	

The User has to choose an option to indicate whether the system should search Burial Transit Permits or Death Records.

Notes:

1. If the User belongs to a Coroner's Office, then the User can search all records in the User's facility as well as those records where the Parish of Death or the Parish of residence of Decedent is the same as the Coroner's Facility Parish. However, if the record was not created or certified by the Coroner's office, then the record is view-only.

2. The Facility field is locked to the User's facility and disabled. If the User's Facility is the Funeral Facility, then, the User can search for all records that are created by the User's facility. If the User's Facility is the Certifying Facility on the record, then, the User has access to only those records for which the Certifying Facility on the record is the User's facility.

Select whether the system needs to search for through Death records or BTPs.

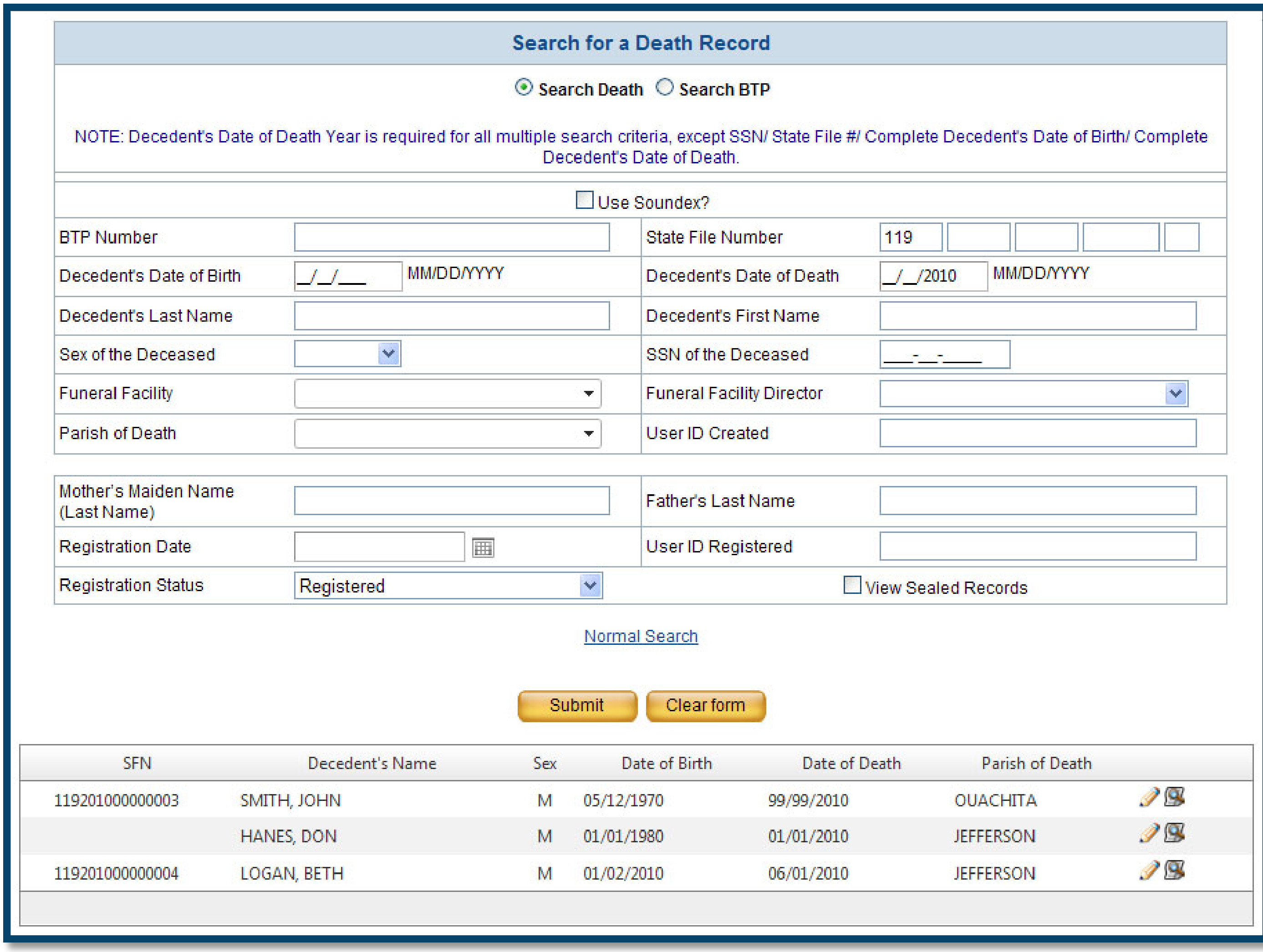
Soundex is a tool through which names can be searched phonetically, by indexing names according to sound, as pronounced in English. This aids in searching for names with an unfamiliar spelling, so that they can be matched despite minor differences in spelling. For searching using the Soundex functionality, check the *Use Soundex* box.

The User has to enter Decedent's Date of Death Year for all multiple search criteria, except SSN, State File #, Complete Decedent's Date of Birth, Complete Decedent's Date of Death.

Front Office Users will only be able to search for records created within the past year. While searching for Date of Death, the system will search by +/- 2 years of the year of Death.

Enter the required criteria in the respective Search fields and click on the **Submit** button.

The results of the Search are displayed in the Search grid. Click on the Report icon  at the end of the row to open the record in Report format.



Search for a Death Record

Search Death   Search BTP

NOTE: Decedent's Date of Death Year is required for all multiple search criteria, except SSN/ State File #/ Complete Decedent's Date of Birth/ Complete Decedent's Date of Death.

Use Soundex?

BTP Number		State File Number	119
Decedent's Date of Birth	_/_/___ MM/DD/YYYY	Decedent's Date of Death	_/_/2010 MM/DD/YYYY
Decedent's Last Name		Decedent's First Name	
Sex of the Deceased		SSN of the Deceased	___-__-____
Funeral Facility		Funeral Facility Director	
Parish of Death		User ID Created	
Mother's Maiden Name (Last Name)		Father's Last Name	
Registration Date		User ID Registered	
Registration Status	Registered	View Sealed Records	

Normal Search

Submit   Clear form

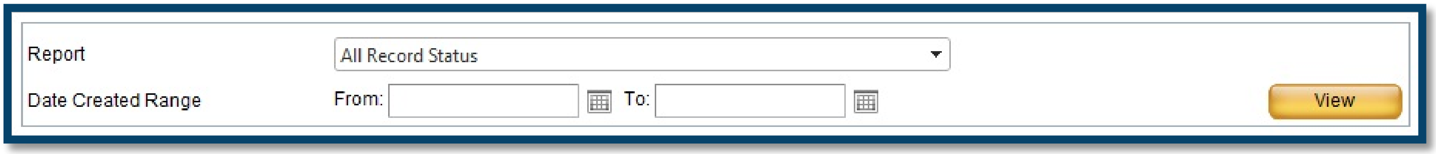
SFN	Decedent's Name	Sex	Date of Birth	Date of Death	Parish of Death
119201000000003	SMITH, JOHN	M	05/12/1970	99/99/2010	OUACHITA
	HANES, DON	M	01/01/1980	01/01/2010	JEFFERSON
119201000000004	LOGAN, BETH	M	01/02/2010	06/01/2010	JEFFERSON

Click on the Data View icon to open the record in the data screen. Click on the Report icon to view the Administrative report of the Death record.

Reports

This section describes the process of generating Facility reports in LEERS.

This screen appears when the **User** selects **Reports** on the Death Home page. This button is visible to a Facility User only.



The following Reports are available to a Facility User:

- **All Record Status**
- **Certificates Dropped to Paper and Submitted to State**
- **Records Pending Certification**
- **Death Index Report**
- **Productivity Report**
- **Death Records Indicating Coroner Notified**

To generate a report:

1. Select the desired report from the drop-down list.
2. Enter the Date Range for the report.
3. Click on the **View** button to View/Print/Export the report.

Death Module Forms

This section describes the process of viewing, printing, and saving Forms pertaining to the Death Module in LEERS.

This screen appears when the **User** selects **Forms** on the Death Home page. This button is visible to both Facility and Back Office Users.

To View/Print/Save a Form:

1. Click on the desired Form from the menu on the left.
2. Click on the **Print** icon on the top left side of the form window to print the selected form.
3. Click on the **Save** icon on the top left side of the form window to save the selected form.

Request Death Certificates

Funeral Homes can request Death Certificates from a Parish Health Unit for all the deaths that were reported by them within a year of creation of the record in the system.

The User has to click on the **Request Death Certificates** link on the Death Module Home page menu bar.

The User has to select the Type of Date range from the dropdown. The list contains the following choices:

1. Date Created
2. Date of Death

The User has to enter the Date range for selecting the records and click on the **Submit** button. The System will display the records according to the date range selected.

Note: User can only select 90 days of records at a time. The search grid will display the results with a text box at the right of each record for the number of copies to be requested. The User has to enter the number of copies on the records that have a request. User can leave the other text boxes blank or type '0' for the records that do not have a request. The User has to select the PHU facility that will process the requests.

The User has to click on the **Process** button to log the requests in the system.

A Parish Health Unit User has to view the Death Certificates Request report in SAM, to see all the requests. The report will show all open requests sent to the PHU. The requests will be shown in a grid with a check box next to each request. The PHU User has to click on the request and then click on the **Close** button to close the request once it has been processed.

Burial Transit Permit

This section describes the **Burial Transit Permit** record in LEERS.
A BTP record can be initiated at a Funeral Facility, Coroner's Office, Parish Health Unit, or the Back Office.

A BTP can be initiated from 2 screens:
Add New Record
Death Info tab

Note:
If the BTP is initiated from a Death record, the Death record data is carried over to the BTP.
The following buttons appear on BTP screen:

Print
Click on the Print button to print the BTP. The BTP will be validated when it is printed for the first time. Click the topic on Printer setup to know more about printing reports.

Save
Click on the Save button to save the BTP.

Validate
Click on the Validate button to validate the details of the BTP. Any validation errors appear on top of the tab.

Initiate Death Record
Click on the Initiate Death Record button after completing the BTP to close the BTP and invoke a new linked Death Record.

Abandon
Click on the Abandon button to abandon an Incomplete BTP.

Close Out
Click on the Close Out button to close the BTP without linking it to any Death record.

A BTP has the status ***Incomplete*** until it is printed. It is also considered an ***Open BTP*** as long as it is not linked to a Death record.
Once printed initially, the BTP cannot be edited, but can be printed again as required. The BTP version will be incremented every time it is printed.

Note:
If the BTP is linked to a Death record, the **View Death Record** link will be visible. Click on this link to navigate to the associated Death record.
If the BTP is not linked to a Death record, the **Initiate Death Record** link will be visible. Click on this link to initiate a Death record based upon the details of the BTP.

Status and Version Control of BTP
When the BTP is first initiated, it has the status 'Incomplete.' The User can save an Incomplete BTP by clicking on the **Save** button. The User can click on the **Validate** button to validate the data on the BTP form. When the User is ready to print the BTP, the user can click on the **Print** button.

Printing BTP
When the User clicks on the **Print** button for the first time, the System runs validations to make sure the data is correct. If there are no errors on the form, the System marks the BTP as 'Complete' and System prints out a BTP form with version number for the Facility. The version number increases on each print of the BTP. Once the BTP is marked 'Complete,' the System will not allow any data changes on the BTP.

Note:
Back Office users cannot access BTPs that are created at the Front Office and are not printed or completed. If a Parish Health Unit creates a BTP, the ownership of BTP still belongs to the Facility for which it was created and can be accessed by the facility as well as the PHU. The Parish Health Units can search for the BTP that they created.

The Back Office can search for all **complete** BTPs created at a Front Office Facility and all BTPs created at the Back Office and they can initiate a Death record from a BTP. However, if a Back Office initiates a Death record from a completed Open

BTP created by a Front Office Facility, the Death record will not be visible to the Front Office Facility.

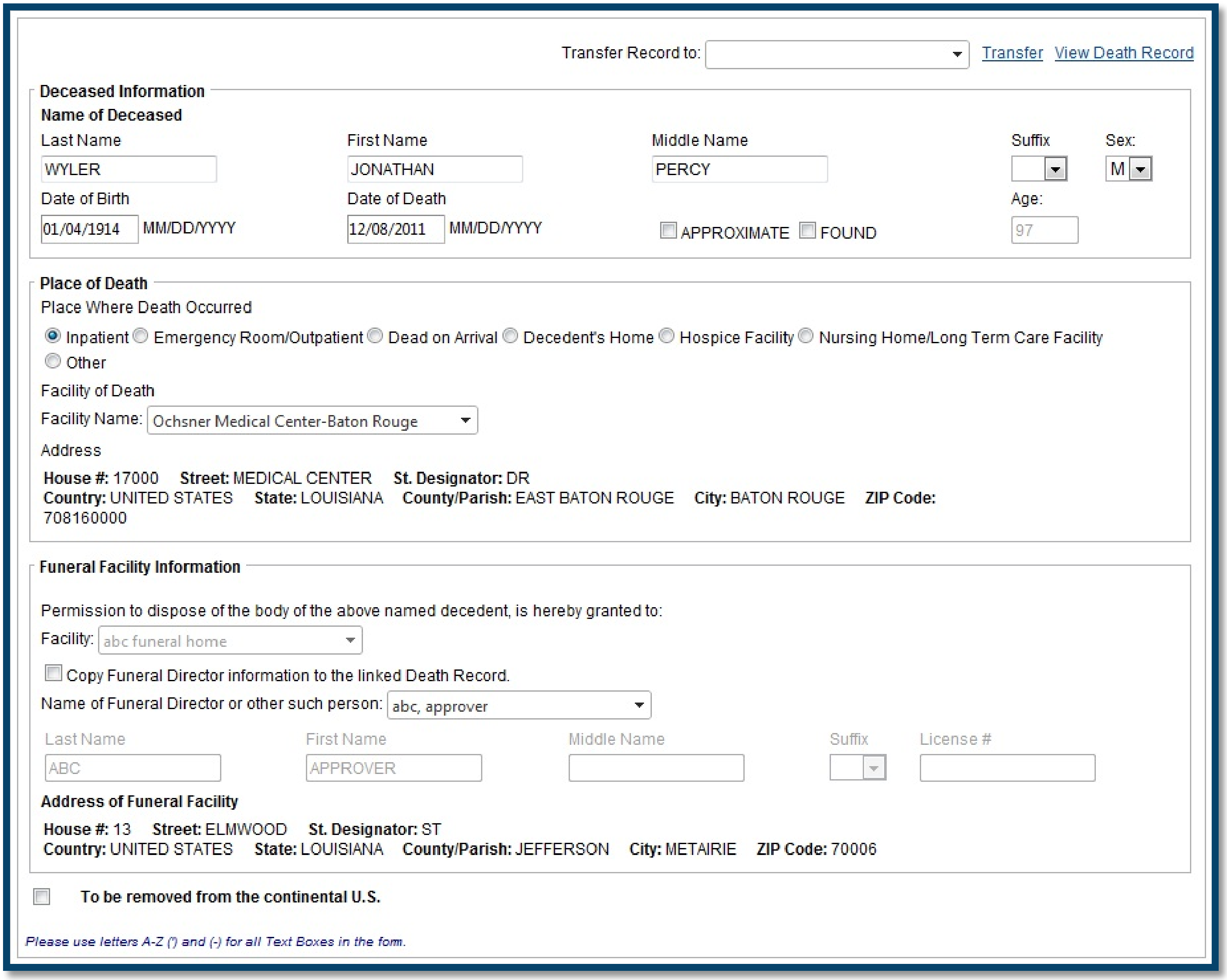
Close out a BTP

A User with 'Close out' functionality can close-out a completed but Open BTP that is not linked to any Death record. The Close out button is visible on screen only if the BTP is complete and not associated with a Death record.

When the User clicks this button, the System marks the BTP as *Closed-Out* and it does not show up in the Open BTP queue. A closed-out BTP will however appear on the Duplicate Records grid on Add New Record Screen. User can select a closed-out BTP and initiate a Death record from the same. The system will then change the status of the BTP to *Closed*.

BTP Data Entry Screen

This section describes the process of entering a BTP record in LEERS.



Transfer Record to: Transfer View Death Record

Deceased Information

Name of Deceased

Last Name: WYLER
First Name: JONATHAN
Middle Name: PERCY
Suffix
Sex: M

Date of Birth: 01/04/1914 MM/DD/YYYY
Date of Death: 12/08/2011 MM/DD/YYYY
APPROXIMATE FOUND
Age: 97

Place of Death

Place Where Death Occurred

Inpatient Emergency Room/Outpatient Dead on Arrival Decedent's Home Hospice Facility Nursing Home/Long Term Care Facility Other

Facility of Death

Facility Name: Ochsner Medical Center-Baton Rouge

Address

House #: 17000 **Street:** MEDICAL CENTER **St. Designator:** DR
Country: UNITED STATES **State:** LOUISIANA **County/Parish:** EAST BATON ROUGE **City:** BATON ROUGE **ZIP Code:** 708160000

Funeral Facility Information

Permission to dispose of the body of the above named decedent, is hereby granted to:

Facility: abc funeral home

Copy Funeral Director information to the linked Death Record.

Name of Funeral Director or other such person: abc, approver

Last Name: ABC
First Name: APPROVER
Middle Name
Suffix
License #

Address of Funeral Facility

House #: 13 **Street:** ELMWOOD **St. Designator:** ST
Country: UNITED STATES **State:** LOUISIANA **County/Parish:** JEFFERSON **City:** METAIRIE **ZIP Code:** 70006

To be removed from the continental U.S.

Please use letters A-Z (') and (-) for all Text Boxes in the form.

Name of the Deceased

Enter the Decedent's Last Name, First Name, and Middle Name, and select the Suffix from the drop-down list.

If the First and/or Last Name of the Decedent is not known, type the value “Unknown” in the field(s).

If present, the name must begin in position 1. The first character must be a letter from A to Z. The remaining characters must be a letter from ‘A’ through ‘Z’, the single quote mark (‘), dash (-), or space ( ).

The First Name and the Last Name cannot be blank.

Date of Birth

Enter the Decedent's **Date of Birth.**

The **Date of Birth** is a three-section entry with the *month*, *day*, and *year* entered in different sections of the field, separated by “/”. If the Date of Birth is not known, enter 99/99/9999.

The Decedent's Date of birth must be earlier than or the same as the Date of Death.

Date of Death

Enter the Decedent's **Date of Death.**

The **Date of Death** is a three-section entry with the *month*, *day*, and *year* entered in different sections of the field, separated by “/”. If the month and/or day of Death are not known, enter "99" in the MM and DD fields as needed. The year of Death must be a known value. Click on the *Approximate* or *Found* checkbox to indicate whether the Date of Death is Approximate if the Date of Death is not actual, or Found if the date is known.

The Decedent's Date of Birth must be earlier than or the same as the Date of Death. Date of Death must be earlier than or equal to current date.

Sex

Select the Sex of the Decedent from the drop-down list. The list has values M (Male), F (Female), and U (Unknown).

A value must be selected from the list.

Place of Death

Select an option to indicate the Place of Death. The place where death is pronounced should be considered the place where the death occurred.

If the place of death is not known and the body was found in the State, enter the place where the body was found as the place of death.

If the option chosen is **Inpatient, Emergency Room/Outpatient, Dead on Arrival, Hospice Facility,** or **Nursing Home/Long Term Care Facility** then select the Facility where the Death occurred from the pre-populated Facility list. If the Death did not occur in a facility that is listed then select *'Not in table'* from the Facility list, and enter the Facility Name in the text box.

For options **Decedent's Home, Other** and if Facility is '*Not in Table,*' enter the Address for **Place of Death** by clicking on the **Update Address** link.
If the option chosen is **Other** then specify the **Place of Death**.

Place of Death must be completed. If the User selects 'Other', then the type of Place must be specified, and the Address of the Place of Death must be completed.

Funeral Facility Information

Select the Funeral Facility that has permission to dispose of the body. For a User belonging to Funeral Facility or Coroner's Office, this is always the Facility of the User. If the Funeral Facility or Coroner's Office is not in the list, select *'Not in Table'* and enter the Name and Address of the Facility.

Select the Funeral Director from the pre-populated list. If the Name of the Funeral Director is not in the list, select *'Not in Table'* and enter the Name and License Number of the Funeral Director in the appropriate boxes.

Funeral Facility information must be completed.

To Be Removed from Continental U.S.

To indicate that the remains of the decedent will be removed from the Continental United States.

The user has to check this item if the decedent's body is to be removed from the Continental U.S.

Note: if the BTP is initiated from the Death Info tab of a Death Record in Incomplete status, a checkbox will be present in the Funeral Facility section giving the User the option to '*Copy Funeral Director Information to the Linked Death Record.*'

If the User checks box and completes the BTP, Funeral Facility information will be copied from the BTP to the respective fields on the Death Record.

Death Record Entry Screen

This section describes the process of entering a new Death record in LEERS.

A Death record can be initiated at a Funeral Facility, Coroner's Office, Parish Health Unit, or the Back Office.

There are 2 sections to the Death Record:

Section 1, which contains Personal Information (PI) of the deceased needs to be filled by the Funeral Facility, and approved by the Funeral Director.

Section 2, which contains the Cause of Death and Medical Information (MI) and needs to be completed and certified by the Certifier or Coroner.

The PI and the MI section can be completed only by Users with appropriate functionality to do so.

The PI is completed at the Funeral facility, then the record is sent to the Certifier to complete the MI and Certify the Cause of Death (COD). Once the record is *Certified*, the Funeral Director *Approves* the PI and the record is then *Submitted to State* for registration.

Note:
If the Death record is initiated from a BTP then the BTP data is carried over to the Death record.

The following common buttons appear on all data entry screens:

Print
Click on the Print button to print an administrative report of the Death record. Click the topic on Printer setup to know more about printing reports.

Save
Click on the Save button to save the details on the current tab.

Validate

Click on the Validate button to validate the details on the current tab. Any validation errors appear on top of the tab. All soft-edits (edits that need the User to verify the data) will appear with a *Verify* checkbox next to the error. Click on the checkbox to accept the data as entered or correct the data in the respective fields and run the validations again. All the soft-edits that are verified will have a **bypass** flag set, so that the data can be reviewed during the Registration process

Abandon

Click on the Abandon button to abandon an **Incomplete** record. This action will send the record to the Back Office, and mark the record as **Pending Abandon.** A Back Office User with appropriate privileges can then review the record and Abandon it or Return it back to the Facility.

Note:

The Death record will save automatically when the User moves from tab to tab only if the status on the death record is **Incomplete.**

Validating a Death Record

This section describes the process of validating a Death Record in LEERS.

Any validation errors appear on top of the current Data Entry screen. All soft-edits (edits that need the User to verify the data) will appear with a Verify checkbox next to the error. Click on the checkbox to accept the data as entered or correct the data in the respective fields and run the validations again. All the soft-edits that are verified will have a **bypass** flag set so that the data can be reviewed during the Registration process. All hard-edits (edits that need the User to modify the data) will have to be corrected for the validation error to disappear.

Validations can be done at three different stages for a record:

- **Page Validations**

Click on the **Validate** button on top of Death Record Entry Screen to validate the details on the current tab. This **only** validates the current Data Entry tab. The validations are lost if the User navigates to another tab of the Death Record Entry Screen

Example: If User runs page validations on Decedent tab, then these validations will not be visible when the User navigates to or clicks on the Personal tab.

- **Final PI Validations**

Click on the **Send to Certify** (for records being electronically certified) or **Send to Approve** (for records being manually certified) button on the Assignment tab for Funeral Home records to validate the PI section of the Death record, and show the final PI validations. When the User runs final validations, and navigates to a Data tab, only validations relevant to that data tab will be seen.

Example: If the User runs final PI validations and then navigates to the Decedent tab then only those validations that are relevant to the Decedent tab will be seen.

- **Final MI Validations**

Click on the **Certify** button (for records being electronically certified) on the Certifier tab, for Funeral Home records to validate the MI section of the Death record, and show the final MI validations. When the User runs final validations and navigates to a Data tab, only validations relevant to that data tab will be seen.

Example: If User runs final MI validations and then navigates to the Medical Info tab, then only those validations that are relevant to the Medical Info tab will be seen.

Note:

For a record that is entered at the Back Office, Final validations for PI and MI are run at the same time by clicking on the **Send to Register** on the Certifier tab.

Personal Information Section of a Death Record

This section describes the Personal Information section of a Death record in LEERS. The Personal Information section contains Personal Information regarding the Decedent, and Place of Death and Disposition.

The Personal Information Section consists of the following tabs:

Decedent
Personal
Death Info
Assignment

A Death record can be initiated at a Funeral Facility, Coroner's Office, Parish Health Unit, or the Back Office. The Personal Information will be entered by the User who initiated the record.

If the Certifier on the record can enter the Medical information and Certify the record electronically then the Death record is sent to the Certifier on record, after the Personal Information section is completed and validated.

If the Certifier on the record **cannot** enter the Medical information and Certify the record electronically, then the Death record is sent to the Approver on record, and '**Dropped to Paper**,' after the Personal Information section is completed and validated.

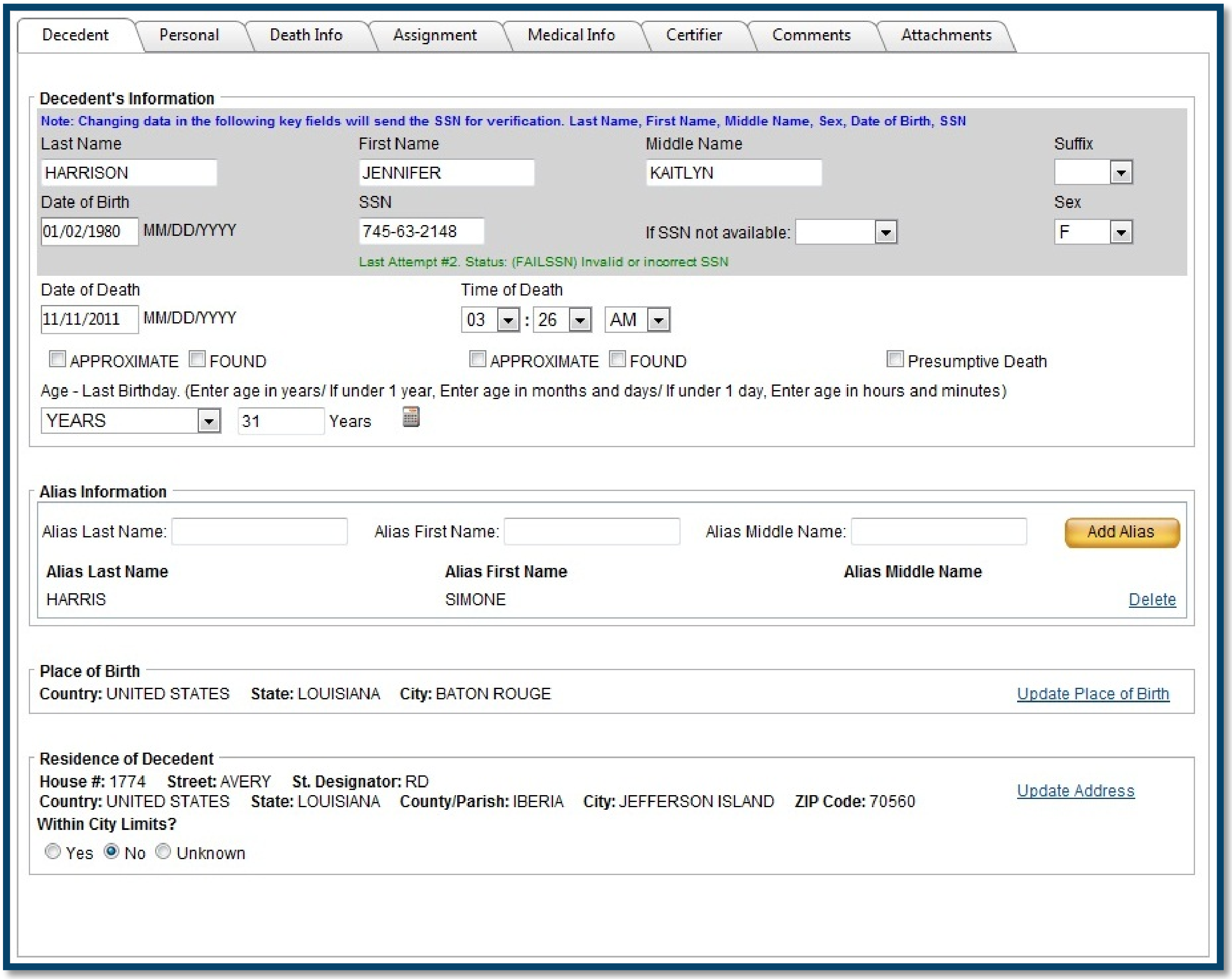
The Personal Information Section has to be **Approved** by a Funeral Director at a Funeral Home or a Coroner (if the record was initiated at the Coroner's office).

Personal Information can be edited when the record has ***Incomplete*** status. The Medical Information section will be visible but disabled at this time.

Note: A Death record entered at the Back Office will skip the Certification and Approval process, and will directly be sent for Registration. The Personal Information section and the Medical Information section will be enabled at the same time, for data entry.

Decedent Tab

This section describes the **Decedent** tab in the Death Data Entry Screen. The Case Identification information entered at the time of creating the Death record such as Decedent's Name, Date of Birth, and Date of Death will be automatically populated in their respective fields.



Decedent's Name

Enter the Decedent's Last Name, First Name and Middle Name and select the Suffix from the drop-down list.

If the Death record was initiated from the BTP, this item will be copied over from the BTP.

The First Name and the Last Name cannot be blank. If not known, the User has to type in ‘Unknown’ in the Last Name and the First Name can be left blank.

If present, the name must begin in position 1. The first character must be a letter from A to Z. The remaining characters must be a letter from ‘A’ through ‘Z’, the single quote mark (‘), dash (-), or space( ).

Multiple first or middle names

If the informant indicates two first names separated by a space, such as “Mary Louise Carter,” verify that “Louise” is part of the first name and is not a middle name.

Enter the two first names with a blank space between them. If several middle names are given, enter all with a space between the names.

Initials

If the informant indicates that the person uses a first initial such as “E. Charles Jones,” try to obtain the whole first name. If the name can be obtained enter the whole first name. If not, enter just the initial followed by a period.

If the informant indicates two initials and a last name such as “H.S. Green,” determine if these are a first and middle initial, or two first initials with no middle name or initial. Try to obtain the whole name(s).

If the names can be obtained, enter the whole names in the appropriate spaces. If there are no whole names then enter the initials in the appropriate spaces. Each initial should be followed by a period.

Religious names and titles

If there is a title preceding the name, such as "Doctor," do not enter the title in any of the name fields.

For religious names such as "Sister Mary Lawrence," enter "Sister Mary" in the first name field.

No first or middle names (infants)

If a name such as "Baby Boy Watts" is obtained from medical records for the death of a newborn, check with the parents or other informant to see if the child had a given name.

If the child had not been given a name, leave the first and middle name fields blank and enter only the last name.

Multiple last names

If more than one last name is given separated by a hyphen, enter exactly as given with the hyphen. If there is more than one last name and no hyphen, enter the two names with a space between them.

This item must be completed.

Alias Name

AKA (also known as) is another name the decedent used or was known as. It should be listed if it is substantially different from the decedent's legal name (e.g., Samuel Langhorne Clemens AKA Mark Twain, but not Jonathan Doe AKA John Doe).

AKA does not include:

· nicknames, unless used for legal purposes or at the family's request spelling variations of the first name

· presence or absence of middle initial

· presence or absence of punctuation marks or spaces

· variations in spelling of common elements of the last name, such as "Mc" and "Mac" or "St." and "Saint."

Complete the current legal name before entering any aliases.

The full alias may be entered rather than just the part of the name that differs from the legal name.

If the decedent only has a first name alias, enter only the first name and leave the remaining fields blank.

If the decedent only had a last name alias, enter only the last name and leave the remaining fields blank.

Enter the Alias Name and click on the **Add Alias** button to add the alias to the list. Repeat the process for multiple aliases.

To remove an alias from the list, click on the Delete button next to the Alias name to be deleted.

Date of Birth

If the Death record was initiated from the BTP, this item will be copied over from the BTP.

Enter the Decedent's **Date of Birth**.
The **Date of Birth** is a three-section entry with the *month, day,* and *year* entered in different sections of the field, separated by "/". If the Date of Birth is not known, enter 99/99/9999.

If the Date of Birth is not known, the User has to enter "99/99/9999" in the date field If the Date of Birth is complete, then the **Age** field is calculated from the Date of Birth entry.

If the Date of Birth is not entered completely then the Age has to be entered appropriately by the User.

The Decedent's Date of birth must be earlier than or the same as the Date of Death. An Unknown Date of Birth will need to be verified during validation.

SSN

Enter a valid 9 digit SSN for the Decedent. If the Decedent does not have an SSN or the SSN is unknown, select '*None*,' or '*Unknown*' from the drop down list.

Changing data in the following key fields will send the SSN for verification, when the **Save** or **Print** button is clicked, or the User clicks on another tab: Last Name, First Name, Middle Name, Sex, Date of Birth, SSN.

Click on the SSN Verification Status icon, to display the results of the SSN verification attempt after clicking on the **Save** button. The above mentioned key fields will be disabled as long as the SSN verification process is in progress.

If the SSN is verified as the correct SSN, the SSN entry field and '*None/Unknown*' selections are locked and cannot be changed. If the SSN is verified in under 5 attempts, and if data in any of the key fields listed above changes, then the system will display a message saying 'SSN has been verified for this record. One or more key fields (Last Name/ First Name/ Middle Name/ Date of Birth/ Sex) used for SSN verification has been modified which will reinitiate the verification process. Do you wish to continue?' If the user selects '*Yes*,' the SSN will be sent for re-verification. If the user selects '*No*,' then, changes made to the screen are not saved.

The following are the possible statuses the user will see during the SSN verification process

a. (AUTHUNAVAIL) System Delay - resubmitting
b. Data changed after verification passed
c. (INVALID) Invalid submission
d. (NOAUTH) System Delay - resubmitting
e. (SYSERROR) System Delay - resubmitting
f. (PENDING) Submitted - Waiting for response
g. New Request waiting for Submission
h. Timed out without definitive response
i. (BU01LINKFAIL) System Delay - resubmitting
j. (TRANIDERROR) System Delay - resubmitting
k. (FAILUNAVAIL) System Delay - resubmitting

l. (FAILNAME) Name does not match SSN

m. (FAILDOBGENDER) DOB and gender do not match SSN

n. (FAILDOB) DOB does not match SSN

o. (FAILGENDER) Gender does not match SSN

p. (FAILSSN) Invalid or incorrect SSN

q. (PASSEDWNAME) Unknown

r. (PASSED) SSN Verified

s. SSA is currently in scheduled downtime - resubmitting

t. (INVALID) Invalid submission

A valid SSN must be entered or the reason for a blank SSN must be selected.

Sex

Select the Sex of the Decedent from the drop-down list. The list has values M (Male), F (Female) and U (Unknown).

A value must be selected from the list. A selection of 'U' will need to be verified during validation.

Date of Death

Enter the Decedent's **Date of Death.**

The **Date of Death** is a three-section entry with the *month, day,* and *year* entered in different sections of the field, separated by "/". If Date of Death is not known, enter "99/99" for MM/DD. Year of Death must be known.

Click on the *Approximate* or *Found* checkbox to indicate that the Date of Death is either *Approximate* if the date is not actual, or *Found* if the Date that the Decedent was found is being used as the Date of Death.

The Decedent's Date of Birth must be earlier than or the same as the Date of Death. Date of Death must be earlier than or equal to current date. A Partially Unknown Date of Death will need to be verified during validation.

Time of Death

Enter the **Time of Death** using a 12-hour clock.

A 12-hour clock with the range of 12:00 a.m. to 11:59 a.m. and 12:00 p.m. to 11:59 p.m. is to be used to report the **Time of Death**.

The hour list has values ranging from 00-12, and 99 for 'UNKNOWN.'
The minute list has values ranging from 00-59, and 99 for 'UNKNOWN.'
The **AM/PM** option should also be chosen from a list if the Time of Death is known.

Select option to indicate whether the Time of Death is *Approximate* or *Found* if the Time of Death is not actual.

Time of Death must be completed. An Unknown Time of Death will need to be verified during validation.

Presumptive Death

This item is only visible to Back Office Users. The User has to check this box if the death is Presumptive.

For a Presumptive Death, the system will not perform final validations before sending the record to registration.

Decedent's Age

If the **Date of Birth** is known and entered completely, then the Age of the decedent is calculated by the system. If the **Date of Birth** is not complete, then the Age has to be entered by the User accordingly.

If **Date of Birth** and **Date of Death** are known and complete, Age entered by User has to match system calculated age.

If the User is enters Age in **Months/Days**, then **Month** cannot be greater than 11 and **Days** cannot be greater than 30.

If the User is enters Age in **Hours/Minutes**, then **Hours** cannot be greater than 23 and **Minutes** cannot be greater than 59.

If Age entered by the User is different from the system calculated age, the Age will have to be verified.

If Age is greater than 125 years and the Date of Birth field is recorded as 'Unknown,' the Age must be verified.

If Date of Birth is entered, Date of Death is approximate or found, and the age is entered as '999,' the Age must be verified.

Place of Birth

Click on the **Update Place of Birth** link.

Select the **Country** of Birth from the drop-down list. If the selected Country is *United States* or *Canada* then the **State/Territory/Province** list is populated with values related to the chosen Country. For any other Country, enter the **State/Territory/Province** in the box if applicable.

Select the **State/Territory/Province** from the drop-down list.

Enter the **City** of Birth in the respective box.

If the Place of Birth is within the *United States* or *Canada* the **State/Territory/Province**, and **City** fields are mandatory. For any other Place of Birth only **Country**, and **City** are mandatory.

If Decedent's Place of Birth is not known, type the word '*Unknown*' in the **City** box.

Residence of Decedent

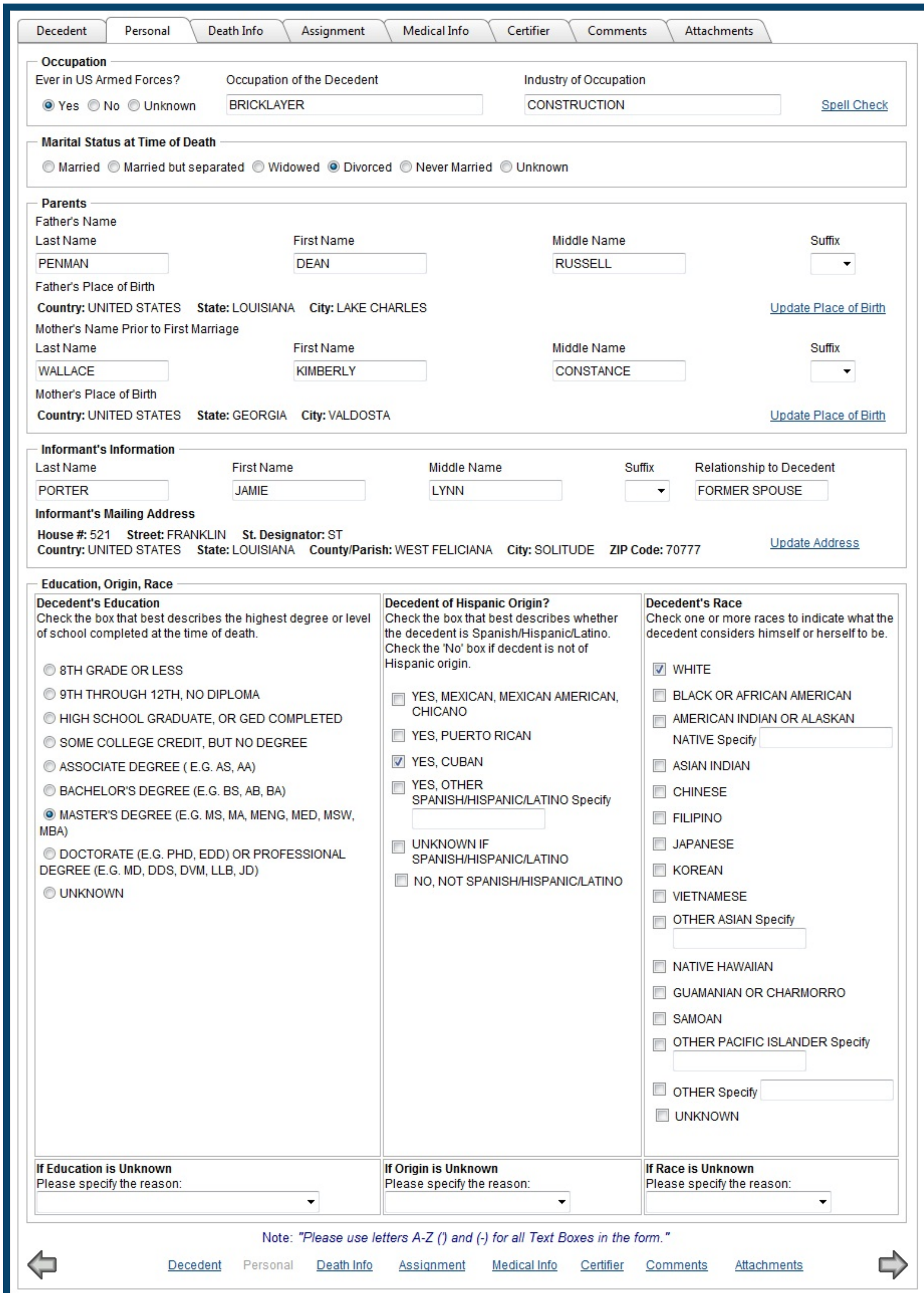
Click on the **Update Address** link.

Select '*Yes*,' '*No*,' or '*Unknown*' to indicate whether Mother's Residence Address is within City Limits.

Enter the Decedent's Residence Address.

Personal Tab

This section describes the **Personal** tab in the Death Data Entry Screen.



Decedent | Personal | Death Info | Assignment | Medical Info | Certifier | Comments | Attachments

Occupation

Ever in US Armed Forces? (•) Yes ( ) No ( ) Unknown

Occupation of the Decedent: BRICKLAYER

Industry of Occupation: CONSTRUCTION

Spell Check

Marital Status at Time of Death

( ) Married ( ) Married but separated ( ) Widowed (•) Divorced ( ) Never Married ( ) Unknown

Parents

Father's Name

Last Name	First Name	Middle Name	Suffix
PENMAN	DEAN	RUSSELL	

Father's Place of Birth

Country: UNITED STATES **State:** LOUISIANA **City:** LAKE CHARLES — Update Place of Birth

Mother's Name Prior to First Marriage

Last Name	First Name	Middle Name	Suffix
WALLACE	KIMBERLY	CONSTANCE	

Mother's Place of Birth

Country: UNITED STATES **State:** GEORGIA **City:** VALDOSTA — Update Place of Birth

Informant's Information

Last Name	First Name	Middle Name	Suffix	Relationship to Decedent
PORTER	JAMIE	LYNN		FORMER SPOUSE

Informant's Mailing Address

House #: 521 **Street:** FRANKLIN **St. Designator:** ST
Country: UNITED STATES **State:** LOUISIANA **County/Parish:** WEST FELICIANA **City:** SOLITUDE **ZIP Code:** 70777 — Update Address

Education, Origin, Race

Decedent's Education
Check the box that best describes the highest degree or level of school completed at the time of death.

- ( ) 8TH GRADE OR LESS
- ( ) 9TH THROUGH 12TH, NO DIPLOMA
- ( ) HIGH SCHOOL GRADUATE, OR GED COMPLETED
- ( ) SOME COLLEGE CREDIT, BUT NO DEGREE
- ( ) ASSOCIATE DEGREE (E.G. AS, AA)
- ( ) BACHELOR'S DEGREE (E.G. BS, AB, BA)
- (•) MASTER'S DEGREE (E.G. MS, MA, MENG, MED, MSW, MBA)
- ( ) DOCTORATE (E.G. PHD, EDD) OR PROFESSIONAL DEGREE (E.G. MD, DDS, DVM, LLB, JD)
- ( ) UNKNOWN

Decedent of Hispanic Origin?
Check the box that best describes whether the decedent is Spanish/Hispanic/Latino. Check the 'No' box if decedent is not of Hispanic origin.

- [ ] YES, MEXICAN, MEXICAN AMERICAN, CHICANO
- [ ] YES, PUERTO RICAN
- [x] YES, CUBAN
- [ ] YES, OTHER SPANISH/HISPANIC/LATINO Specify
- [ ] UNKNOWN IF SPANISH/HISPANIC/LATINO
- [ ] NO, NOT SPANISH/HISPANIC/LATINO

Decedent's Race
Check one or more races to indicate what the decedent considers himself or herself to be.

- [x] WHITE
- [ ] BLACK OR AFRICAN AMERICAN
- [ ] AMERICAN INDIAN OR ALASKAN NATIVE Specify
- [ ] ASIAN INDIAN
- [ ] CHINESE
- [ ] FILIPINO
- [ ] JAPANESE
- [ ] KOREAN
- [ ] VIETNAMESE
- [ ] OTHER ASIAN Specify
- [ ] NATIVE HAWAIIAN
- [ ] GUAMANIAN OR CHARMORRO
- [ ] SAMOAN
- [ ] OTHER PACIFIC ISLANDER Specify
- [ ] OTHER Specify
- [ ] UNKNOWN

If Education is Unknown
Please specify the reason:

If Origin is Unknown
Please specify the reason:

If Race is Unknown
Please specify the reason:

Note: *"Please use letters A-Z (') and (-) for all Text Boxes in the form."*

Decedent | Personal | Death Info | Assignment | Medical Info | Certifier | Comments | Attachments

Ever in Armed Forces?

Select '*Yes*,' '*No*,' or '*Unknown*' to indicate whether the Decedent was ever in the Armed forces.

An option must be selected.

Occupation of Decedent and Industry of Occupation

Enter the kind of work the decedent did during most of his or her working life; e.g. Claims Adjuster, Farmhand, Coal Miner, Janitor, Store Manager, College Professor, or Civil Engineer. This is not necessarily the last occupation of the decedent. **Do not enter "Retired."**

If decedent was a student at the time of death and never regularly employed, or employed full time during his or her working life, enter "Student." If not known, enter "Unknown."

Enter below the kind of business or industry to which the occupation is related, such as Insurance, Farming, Mining, Hardware Store, Retail Clothing, University, or Government.

Do not enter the name of the company, firm, or organization.

If not known, enter "Unknown."

Click on the Spell Check utility link to correct any spelling mistakes, while completing these fields.

These items need to be completed if decedent is 14 years of age or over.

Marital Status at Time of Death

Select an option to indicate the Marital status of the decedent.

Check the "*Unknown*" box only when there is an informant, and the informant does not know the marital status of the decedent.

Special Cases:

• "Annulled, not remarried" and "Never previously married" - select '*Never Married*.'

• "Not remarried" and "Married previously" - select the item reflecting the reason the previous marriage terminated ('*Widowed,*' '*Divorced*').

• "Common Law marriage" - select '*Married*.'

• "Indian marriage" - select '*Married*.'

An option must be selected to indicate the Marital Status of Decedent. If the Decedent is less than 12 years of age, any response other than *'Never Married'* will have to be verified.

Surviving Spouse's Name

This item will only appear if the Marital status of the Decedent is *'Married'* or *'Married but separated.'*

Enter the Surviving Spouse's Last Name, First Name, and Middle Name, and select the Suffix from the drop-down list. If the spouse is a wife, enter the name prior to first marriage.

If present, the name must begin in position 1. The first character must be a letter from A to Z. The remaining characters must be a letter from 'A' through 'Z', the single quote mark ('), dash (-), or space ( ).

The Surviving Spouse's name is mandatory only if the marital status of the Decedent is *'Married'* or *'Married but separated.'*

Father's Name

Enter the Father's Last Name, First Name, and Middle Name, and select the Suffix from the drop-down list.

If Father's Name is not known then the Name fields can be left blank.

If present, the name must begin in position 1. The first character must be a letter from A to Z. The remaining characters must be a letter from 'A' through 'Z', the single quote mark ('), dash (-), or space ( ).

This item must be completed only if Father's Name is known.

Father's Place of Birth

Click on the **Update Place of Birth** link.

Select the **Country** of Birth from the drop-down list. If the selected Country is *United States* or *Canada* then the **State/Territory/Province** list is populated with values related to the chosen Country. For any other Country, enter the **State/Territory/Province** in the box if applicable.

Select the **State/Territory/Province** from the drop-down list.

Enter the **City** of Birth in the respective box.

If the Place of Birth is within the *United States* or *Canada*, the **State/Territory/Province** and **City** fields are mandatory. For any other Place of Birth only **Country** and **City** are mandatory.

If Father's Place of Birth is not known then the Place of Birth fields can be left blank.

This item must be completed only if Father's Place of Birth is known.

Mother's name Prior to first Marriage

Enter the Mother's Maiden Last Name, First Name, and Middle Name, and select the Suffix from the drop-down list.

If Mother's Maiden Name is not known then 'Unknown' should be entered in Last Name and First Name left blank.

If present, the name must begin in position 1. The first character must be a letter from A to Z. The remaining characters must be a letter from ‘A’ through ‘Z’, the single quote mark (‘), dash (-), or space ( ).

This item must be completed.

If the Mother’s Maiden Last Name is the same as the Decedent’s Last Name and the Father’s Last Name is entered and not ‘Unknown’ then Mother’s Maiden Name will need to be verified.

If the Mother’s Maiden Last Name is the same as the Father’s Last Name and both the names are not ‘Unknown’ then Mother’s Maiden Name will need to be verified.

Mother's Place of Birth

Click on the **Update Place of Birth** link.

Select the **Country** of Birth from the drop-down list. If the selected Country is *United States* or *Canada* then the **State/Territory/Province** list is populated with values related to the chosen Country. For any other Country, enter the **State/Territory/Province** in the box if applicable.

Select the **State/Territory/Province** from the drop-down list.

Enter the **City** of Birth in the respective box.

If the Place of Birth is within the *United States* or *Canada*, the **State/Territory/Province** and **City** fields are mandatory. For any other Place of Birth only **Country** and **City** are mandatory.

If Mother's Place of Birth is not known, type the word '*Unknown*' in the **City** box.

This item is Mandatory.

Informant's Information

Enter the Name of the Informant who supplied all the information for the Death record and the relationship of the Informant with the Decedent.
The first character of the name must be a letter from A to Z. The remaining characters must be a letter from 'A' through 'Z', the single quote mark ('), dash (-), or space ( ).

Click on the **Update Address** link to enter the Informant's Mailing Address.

The Informant's Last and First name fields and relationship with the Decedent cannot be blank. The Informant's Mailing Address is not mandatory.

Education

Select the option that best describes the highest degree or level of school completed at the time of death. If '*Unknown*' is chosen then select a reason that the level of Education is unknown.

If 'Unknown' is chosen, then the User has to select a reason that the Education is unknown.

If Age/Education match indicates a discrepancy or is Unknown, the Education information will need to be verified during validation.

Hispanic Origin

Based on the information provided by the Informant, select all the corresponding checkboxes on the certificate and fill in any literal (written) responses. If Informant has chosen more than one response, check all that he or she selected; for example, if both *Mexican* and *Cuban* are checked, select both responses. If the Informant indicates an ethnic origin not on the list, record it in the **Specify** space. Enter the Informant's response in this space even if it is not a Hispanic origin.
If 'Unknown' is chosen, then the User has to select a reason that the Hispanic Origin is unknown.

A selection must be made. If Hispanic Origin is Unknown, the User will have to verify during validation.

Race

Based on the information provided by the Informant, select all the corresponding boxes and fill in any literal responses exactly as written on the worksheet regardless of whether or not any checkboxes are marked. If more than one race has been chosen, check all selected; for example, if both *Black* and *Chinese* are marked, select both responses. If there is no response, check *Unknown*.

If 'Unknown' is chosen, then the User has to select a reason that the Race is unknown.

A selection must be made. If Race is Unknown, the User will have to verify during validation.

Death Info Tab

This section describes the **Death Info** tab in the Death Data Entry Screen.

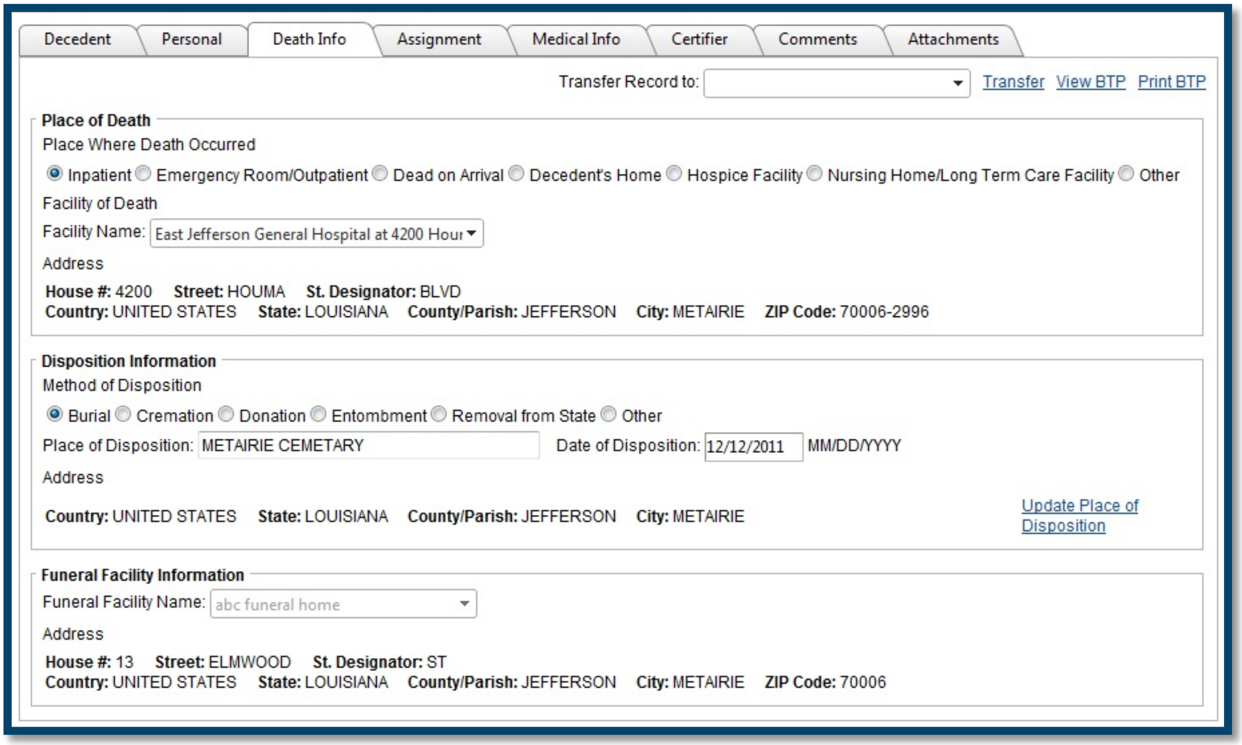
If a BTP exists for the Death record the BTP can be viewed or printed from this screen.

A BTP can be initiated from this screen, if it does not exist for the Death record. Refer to the section on Linking BTP-Death record.

When the User clicks on the **Initiate BTP** link, the system will try and search for all matching open BTPs and display them in a grid. User has to review the displayed BTPs and see if there is a match. If there is a matching BTP, the User has to select the record and click on **Link** to link this BTP to the Death record.

If there is no matching BTP then the User can click on the **Create New BTP** button to initiate a linked BTP.

If the system did not find any matches, then the screen will automatically navigate to BTP data entry screen to create a new linked BTP.



Place of Death

If the Death record is initiated from a BTP, this information is copied over from the BTP.

Select an option to indicate the Place of Death. The place where death is pronounced should be considered the place where the death occurred.

If the place of death is not known and the body was found in the State, enter the place where the body was found as the place of death.

If the option chosen is **Inpatient, Emergency Room/Outpatient, Dead on Arrival, Hospice Facility,** or **Nursing Home/Long Term Care Facility** then select the Facility where the Death occurred from the pre-populated Facility list. If the Death did not occur in a facility that is listed then select *'Not in table'* from the Facility list, and enter the Facility Name in the text box.

For options **Decedent's Home, Other** and if Facility is '*Not in Table,'* enter the Address for **Place of Death** by clicking on the **Update Address** link.
If the option chosen is **Other** then specify the **Place of Death**.

Place of Death must be completed. If the User selects 'Other', then the type of Place must be specified, and the Address of the Place of Death must be completed.

Disposition Information

Select an option to indicate the Method of Disposition.

If 'Other' is selected, a place to enter the 'Other Method of Disposition' appears. Specify the other type of disposition in this space.

Enter the Place of Disposition.

Enter the Date of Disposition. The **Date of Disposition** is a three-section entry with the *month, day,* and *year* entered in different sections of the field, separated by "/". **Date of Disposition** must be equal to or greater than Date of Death.

Enter the Parish and City for **Place of Disposition** by clicking on the **Update Place of Disposition** link.

Disposition Information must be completed. If the Date of Disposition is between the Date of Death and the Date of the BTP request, then the User will have to verify this value.

Funeral Facility Information

If the Death record is initiated from a BTP, this information is copied over from the BTP.

Select the Funeral Facility that has permission to dispose the body.

If the User belongs to a Funeral Home or Coroner's Office, then, this list shows the name of the facility and is disabled. This list is enabled for Parish Health Units and Back Office User.

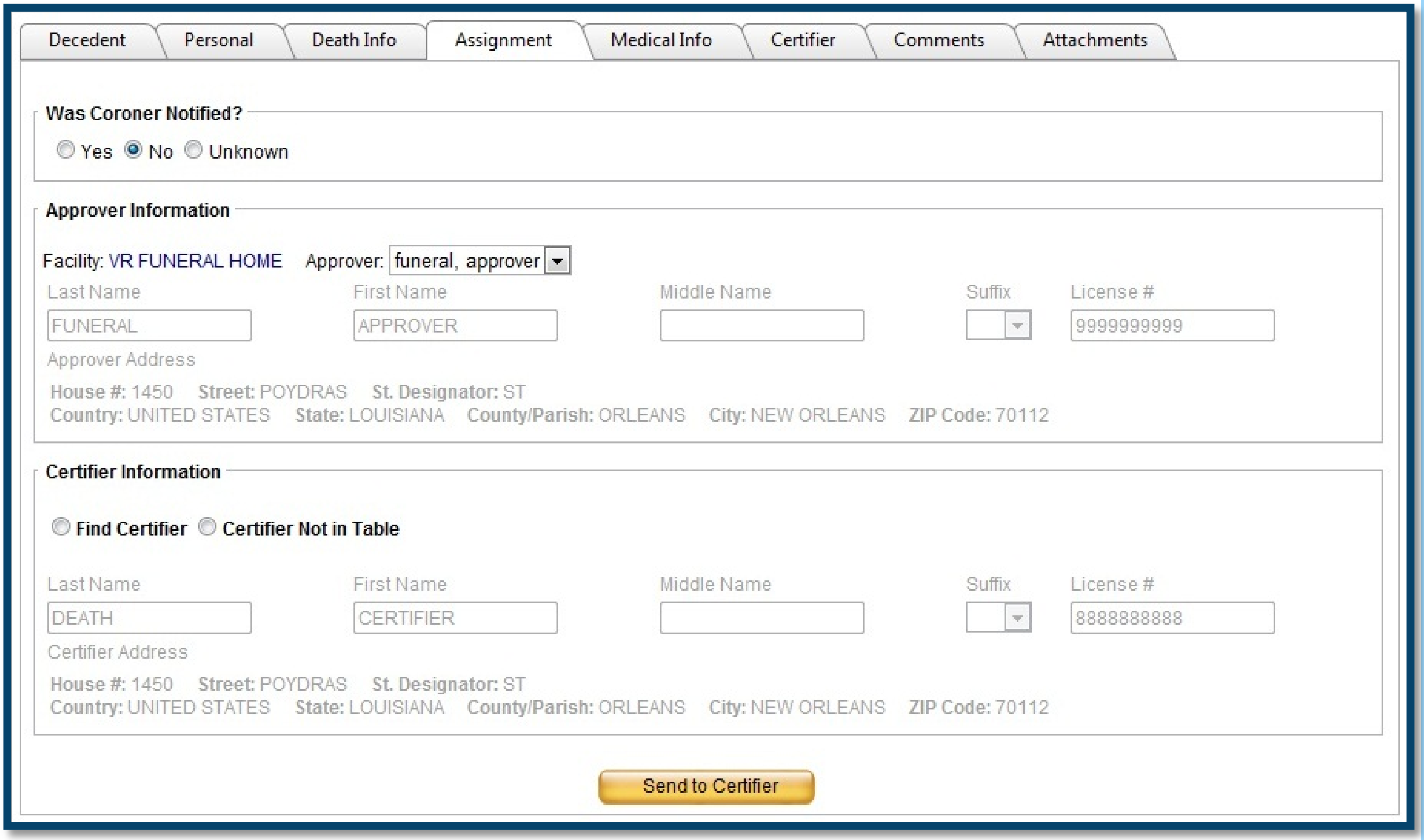
The System will display the address of the Funeral facility if the Facility is selected from the list. If the Facility is 'Not in Table', User has to enter the complete address of the Funeral facility.

Funeral Facility information must be completed.

Assignment Tab

This section describes the **Assignment** tab in the Death Data Entry Screen.

The **Assignment** tab contains Approver and Certifier information for the Death record.



Was Coroner Notified?

Select an option of '*Yes*,' '*No*,' or '*Unknown*' to indicate whether the Coroner was notified regarding this death.

An option must be selected.

Approver Information

If the Death record is initiated from a BTP, this information is copied over from the BTP.

Select the Approver (Funeral Director, or any user with Approval functionality) from the pre-populated list. This list displays all the approvers for the Funeral Facility selected in the Death Info tab. If the Name of the Funeral Director is not in the list, select *'Not in Table'* and enter the Name, Address, and License Number of the Funeral Director in the appropriate fields.

Approver information must be completed.

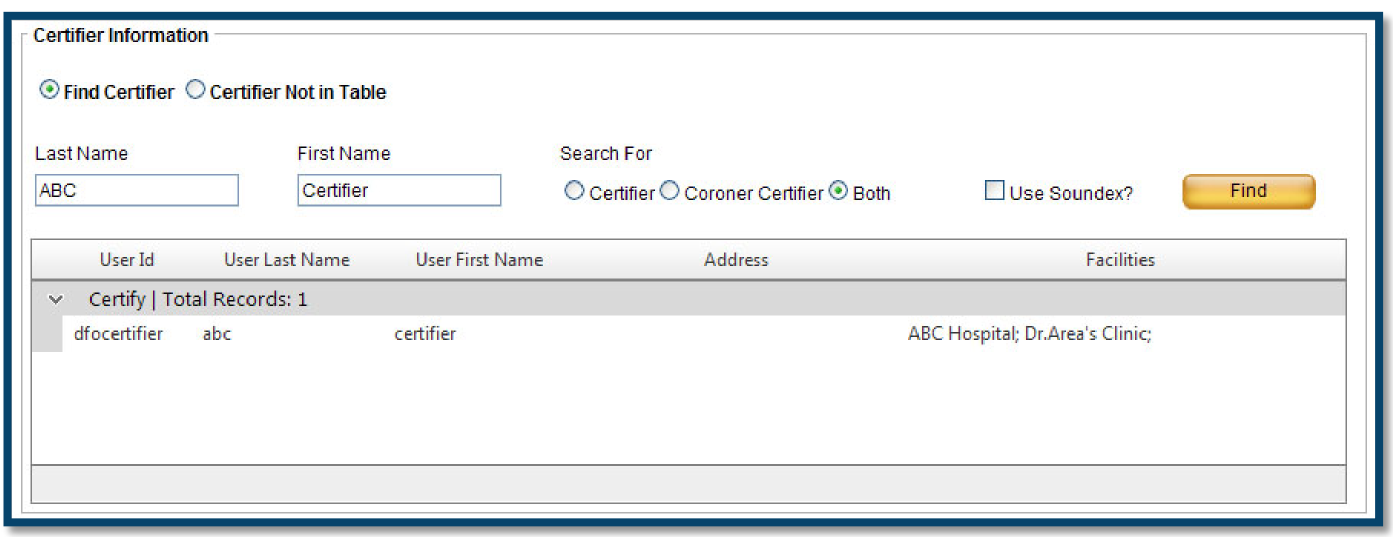
Certifier Information

Select the option to *Find Certifier* to see if the Certifier on the record is listed in the database, and is able to certify the record electronically.

If the selected Certifier does not belong to a facility of type 'Clinic/Doctor's Office' then the system will display a warning and not allow the user to select the Certifier. This condition does not apply to Coroner Certifier.

If the Certifier is not a Coroner Certifier, the Certifier's Facility of type 'Clinic/Doctor's Office' will be selected as Certifying Facility and any User belonging to this facility and having appropriate functionality can view or edit the record. For a Coroner Certifier, the Coroner's facility of type 'Coroner's office' will be selected as the Certifying facility.

To Find the Certifier:

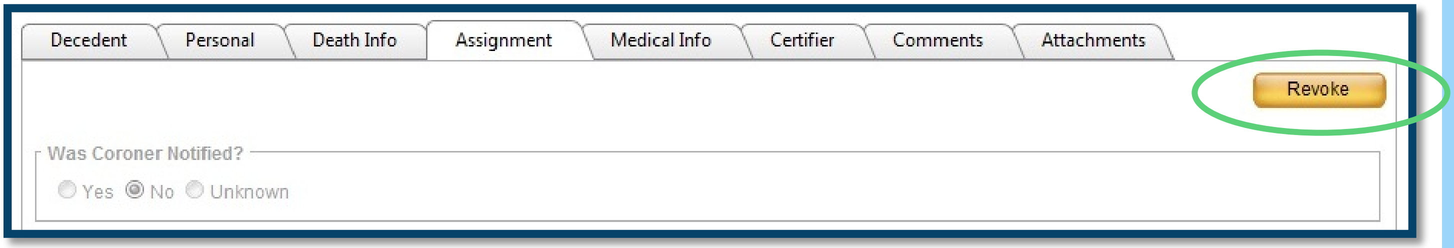


1. Enter the Last and First Name of the Certifier.
2. Select the option to search through Certifiers or Coroners, or both. Click on the **Find** button.
3. The System will display a list of matching Certifiers.
4. Review the list and click on the Certifier on the record. The System will assign this Certifier for the Death record.

If the Certifier on the record is not listed in the database and will be certifying the record manually then select the option *'Certifier Not in Table.'*

Enter the Name and License Number of the Certifier in the appropriate boxes.

Note:
The Funeral Facility User can revoke a Death record sent to the certifier anytime until the record is certified. The User has to click on the **Revoke** button on this tab to revoke the record from the certifier. In this case, Certifier information and Medical Information will be cleared from the record and the Funeral Facility User can select another Certifier.



Note:
If the Certifier is listed then this Death record will proceed further for Medical Information data entry, and electronic certification. The **Send to Certify** button will be visible for all Front Office Users. An E-mail will be sent to the Certifier to notify him of the record pending Medical Certification in his queue.

If the Certifier is *'Not in Table,'* then the Death Record will directly go to the Approver for approving Personal Information, and the **Send to Approver** button will be visible for all Front Office Users. In this Case, the record will be **'Dropped to paper'** and Medical Information will be entered electronically, after the record is *Submitted to State*.

Back Office users will not see any buttons since there is no Approval or Certification for records entered at the Back Office.

At this stage the Personal Information is complete. Click on the **Send to Certify** or **Send to Approver** button to run the Final Validations on the PI section and proceed to the next stage of the data entry process.

Medical Information Section

This section describes the Medical Information Section of a Death record in LEERS.

This section contains Medical Information regarding the Decedent's death, such as Manner and Cause of Death.

The Medical Information Section consists of the following tabs:

Medical Info
Certifier

The Medical Information section is completed by the Certifier on record. If the Manner of Death is not *'Natural,'* then the Medical Information section has to be completed by a Coroner.

If the Certifier on the record can enter the Medical information and Certify the record electronically then the Death record is sent to the Certifier on record, after the Personal Information section is completed and validated.

If the Certifier on the record cannot enter the Medical information and Certify the record electronically then this section is completed at the Back Office, after the record is *Submitted to State*.

The Medical Information Section has to be **Certified** by a Physician or a Coroner (if the death was not 'Natural').

If the Certifier on record is unable to complete the Medical Information section then the record can be sent back to the Funeral Facility, by clicking on the **Return** button on the Medical Info tab. In this case, any details entered in Medical Information section by the certifier are deleted, and the Funeral Facility has to assign a new Certifier/Coroner to the record.

Medical Information can be edited when the record has ***Ready to Certify*** status. The Personal Information section will be visible, but disabled at this time.

Note: A Death record entered at the Back Office will skip the Certification and Approval process, and will directly be sent for Registration. The Personal

Information section and the Medical Information section will be enabled at the same time, for data entry.

Medical Info Tab

This section describes the **Medical Info** tab in the Death Data Entry Screen.

The following information is to be completed by the Medical Certifier. If the Certifier on record is unable to complete the Medical Information section then the record can be sent back to the Funeral Facility by clicking on the **Return** button. In this case, any details entered in Medical Information section by the certifier are deleted and the Funeral Facility has to assign a new Certifier/Coroner to the record.

Decedent | Personal | Death Info | Assignment | Medical Info | Certifier | Comments | Attachments

Note: If this record was assigned to you by error, Please return this record by clicking on the return button next to this note.

Return

Manner of Death:

- Natural
- Accident
- Homicide
- Suicide
- Pending Investigation
- Could not be determined

If Female:

- Not pregnant within the past Year
- Pregnant at the time of death
- Not pregnant, but pregnant within 42 days of death
- Not pregnant, but pregnant 43 days to 1 year before death
- Not applicable
- Unknown

Did tobacco use contribute to death?

- Yes
- Probably
- No
- Unknown

Date and Time of Decedents Death

Change Date and Time of Death Information

Date of Death: 12/14/2011 MM/DD/YYYY — APPROXIMATE FOUND

Time of Death: 01 : 26 AM — APPROXIMATE FOUND

Cause of Death

Spell Check

Part I : Enter the chain of events, diseases, injuries or complications that caused the death. DO NOT enter terminal events such as cardiac arrest, respiratory arrest or ventricular fibrillation without showing the etiology. DO NOT ABBREVIATE. Enter only one cause per textbox.

Approximate Interval: Onset to Death

Immediate Cause (Final disease or condition resulting in death): MOTORCYCLE ACCIDENT — 2 Hrs

Sequentially list conditions, if any, leading to the cause listed above. Enter the UNDERLYING CAUSE (disease or injury that initiated the events resulting in death) LAST.

Due to (or as a consequence of):

Due to (or as a consequence of):

Due to (or as a consequence of):

Part II : Enter other significant conditions contributing to death, but not resulting in the underlying cause given in Part I.

Was an Autopsy Performed? Yes No

Were Autopsy findings available to complete the cause of death? Yes No Not Applicable

Injury Information

Date of Injury: 12/14/2011 MM/DD/YYYY

Time of Injury: 12 : 05 AM

Place of Injury: PAVED ROADWAY

Injury at Work? Yes No

Location of Injury

House #: 5500 **Street:** VETERANS **St. Designator:** BLVD
Country: UNITED STATES **State:** LOUISIANA **County/Parish:** JEFFERSON **City:** METAIRIE **ZIP Code:** 70003

Update Address

Describe How Injury Occurred?

VEHICLE COLLIDED WITH PICKUP TRUCK IN INTERSECTION. RAINY CONDITIONS

If Transportation Injury, Specify:

Driver Passenger Pedestrian Not Applicable Unknown Other (Specify)

Manner of Death

Select the option that indicates the Manner of Death.

Only a Coroner will be able to certify any death that is non-natural. If a certifier chooses any option other than *'Natural,'* the system will display the message: 'Only a Coroner can certify non-natural death. Please return the record to the Facility for certification.'

If the User is a certifier and tries to select any option other than Natural Death, the System has to display a warning message '*Only a coroner can certify a non-natural death. Would you like to return this record to the facility for certification*?' If the User selects '*Yes*' then the record is returned back to the Funeral facility to be sent to the coroner for Certification. When the record is returned back to the Facility all the certifier information is deleted.

An option must be selected.

If the Manner of Death selected is '*Natural*' then the Injury Information section is cleared and disabled.

If the Manner of Death selected is '*Pending Investigation,*'or '*Could Not be Determined*' then the Immediate Cause of Death validation is removed.

If Female

The section will be enabled only if the gender of the deceased is female, and decedent's age ranges from 5 to 75 years.

Select appropriate option from the menu list. If sex is male, the "*Not applicable*" option is automatically selected in the list, and the section is disabled.

If the sex is female and the decedent is within the age range 5-75 years, a valid option must be selected.

If the deceased woman is less than 10 years of age or greater than 54 years of age and the response to the item indicates a pregnancy in the past year, a

possible incompatibility between this item and the age of the deceased will need to be verified.

Did Tobacco Use contribute to Death?

Choose '*Yes*' if the use of tobacco contributed to the decedent's death.

Choose '*Probably*' if in your clinical judgment, that tobacco likely contributed to death, but without established causality.

Choose '*No'* if in your clinical judgment, tobacco use did not contribute to this particular death.

Choose '*Unknown*' if there is insufficient data to make any of the above claims.

This item must be completed.

Date and Time of Death

The Date and Time of Death is initially entered on the Decedent tab by the Funeral Facility User.

If the Certifier does not agree with the Date and Time of Death, then, the Certifier can check the option '*Change Date and Time of Death*' to enable the Date and Time of Death data entry boxes.

If the Date entered by the Certifier is not the same as the Date entered by the Funeral facility then the Date entered by the Certifier takes precedence.

All Validations that take require Date and Time of Death will be use the Date and Time of Death used by the Certifier at the final Validations process.

If the Date and Time of Death entered by the Funeral Facility are correct then they do not need to be edited in this section.

Cause of Death

Enter Cause of Death in part I, and then report the approximate time interval to the onset of death.

All the underlying causes have to be entered sequentially. Enter any other significant conditions in Part II.

Click on the Spell Check link next to the Spell Check icon to correct any spelling mistakes while completing these fields.

This item is mandatory unless Manner of Death is marked as '*Pending Investigation,*' or '*Could Not be Determined.*'

Part I should be completed with the <u>approximate</u> time interval to onset of death.

All underlying causes must be entered sequentially if applicable.

Part II can be completed only if applicable.

Was Autopsy Performed?

Select an option to indicate if an Autopsy was performed or not.

Select “Yes” if a partial or complete autopsy was performed. A toxicological exam alone is not an autopsy, or partial autopsy.

If the response is *'No'* the '*Not applicable*' will be automatically selected for *Autopsy findings available*, and the item will be disabled.

If the response is *'Yes'* then select an option to indicate whether *Autopsy Findings were available.*

Date and Time of Injury

The Date of Injury is a three-section entry with the month, day, and year entered in separate sections of the field, separated by '/.'

A 12-hour clock with the range of 12:00 a.m. to 11.59 a.m. and 12.00 p.m. to 11.59 p.m. will be used to report the time of Injury.

The hour box will be a drop-down list with values ranging from 01-12 and the minute box will be a drop-down list with values ranging from 00-59.

The AM/PM option will also be chosen from a list.

If the Time of Injury is unknown, the User may select value '*99*' for Hour and Minute of Death and the AM/PM option is not mandatory.

If the Manner of Death is not '*Natural*,' '*Pending Investigation*,' or '*Could Not be Determined*' then this item must be completed.

If Date and Time of Injury are unknown User has to enter '99/99/9999' and '99:99' respectively.

Place of Injury

Enter the type of place where the injury occurred, examples include Home, Construction Site, Restaurant, Wooded Area, Vacant Lot.

This item cannot be left blank. If unknown, enter '*Unknown*' in the box provided.

If the Manner of Death is not '*Natural*,' '*Pending Investigation*,' or '*Could Not be Determined*' then this item must be completed.

Injury at Work?

Select an option to indicate if the Injury occurred at Work.

If Date of Injury is not blank then this item must be completed.

If the Manner of Death is Homicide, Accident, or Suicide and the Decedent is 14 years of age or older, then this item must be completed.

This item may be completed under other conditions, when applicable.

Location of Injury

Click on the **Update Address** link.

Enter the Address of the location where the Injury occurred.

If Date of Injury is not blank then this item must be completed.
If the Manner of Death is Homicide, Accident, or Suicide then this item must be completed.

Describe How Injury Occurred

Enter in narrative form a specific description of how the injury occurred.

When relevant to injury, specify the type of gun (e.g. Handgun, Hunting Rifle) or type of vehicle (e.g., Automobile, Pickup Truck, Bulldozer, Train). If more than one vehicle was involved, specify number and types of vehicles, and which vehicle the decedent was in.

If Date of Injury is not blank then this item must be completed.
Item must be completed if response to Manner of Death is accident, suicide, or homicide, and/or there is an injury recorded in Cause of Death, part I or part II.

If Transportation Injury Then Specify

If Decedent was involved in a Transportation Accident, enter the role of the decedent in the transportation accident.

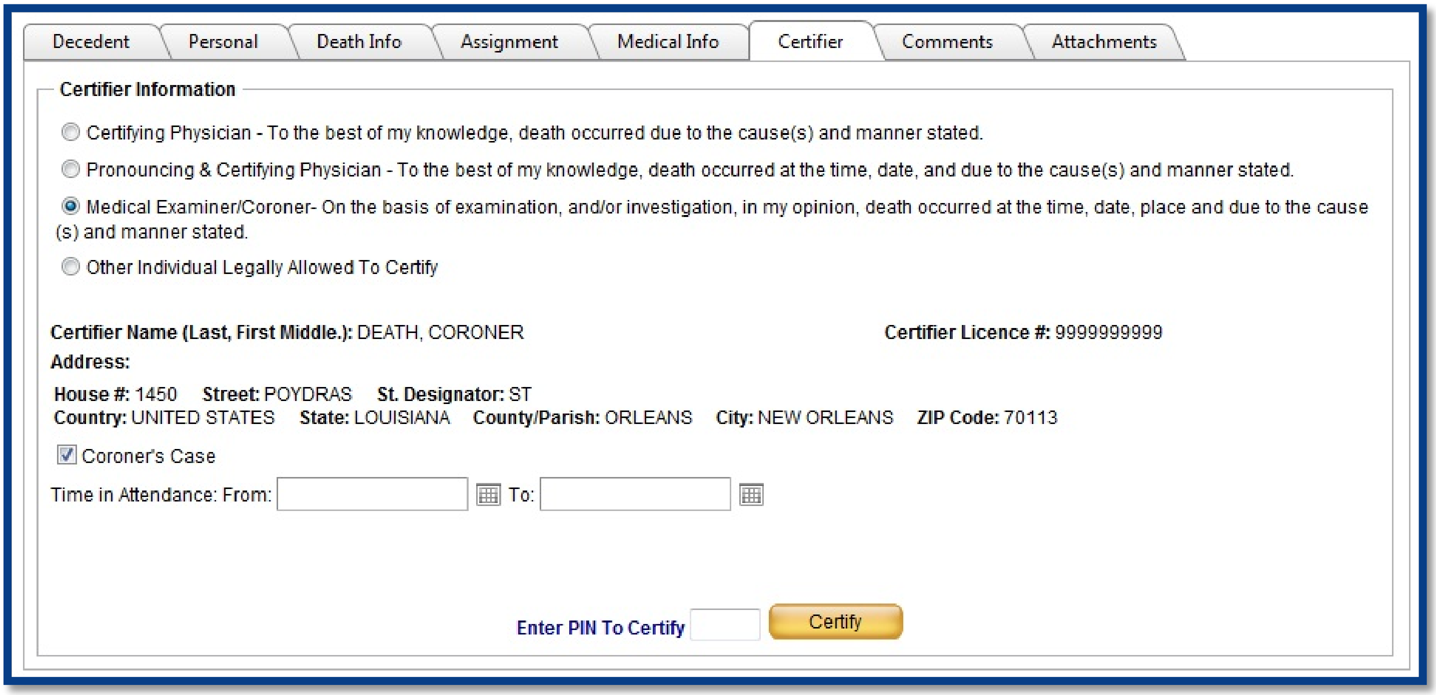
If unknown, check the '*Unknown*' option. If '*Other*' is selected, specify the role of the decedent in the transportation injury.

If the Manner of Death is not '*Natural,*' '*Pending Investigation,*' or '*Could Not be Determined*' then this item must be completed.

Note: "Other (Specify)" applies to anything to do with watercraft or with aircraft, anything having to do with animals, (e.g. Rider), anything to do with persons who have attached themselves to the outside of vehicles but are not bona fide passengers or drivers (e.g. Surfers).

Certifier Tab

This section describes the **Certifier** tab in the Death Data Entry Screen.



Certifier Type

Select the appropriate Certifier type option from the menu list

Any non-natural death must only be certified by a coroner.

Time in Attendance

Enter the date range that the Certifier attended the Decedent.

These dates are a three-section entry with the month, day, and year entered in separate sections of the field, separated by "/" .

This item must be completed, unless the Certifier is a Coroner and the '*Coroner's Case*' box is checked. "To" date cannot be greater than Date of Death, or current Date.

Dates Certified and Approved

The Date of Certification and the Date of Approval is a three-section entry with the month, day, and year entered in separate sections of the field, separated by "/" . These are populated by the system if the record is electronically certified and approved at the Front Office.

However, if a record is 'Dropped to Paper' or if a record is entered by a Back Office User, then the Back Office User has to enter the above dates before sending the record to register.

These dates are mandatory for Back Office Users.

The Date Certified must be later than or the same as the Date the Death and must be earlier than or the same as the current date.

The Date Approved must be later than or the same as the Date the Death and must be earlier than or the same as the current date.

Front Office Users

Enter the PIN and click on the **Certify** button to run the Final validations on the Medical Information section and Certify the MI section if there are no validations.

If the Validations fail then the record is returned to the Incomplete queue for correcting the Personal Information section by the Funeral Facility Clerk.

The record will then proceed to the **To be Approved** queue at the Funeral Facility where the Approver on record will Approve the PI section.

Note:

A Coroner Certifier only will see a checkbox giving the option to mark the record with '*Coroner's Case*' status. Check this box to indicate that Time in Attendance is not applicable to this record. When checked, Time in Attendance is optional and the system will allow blank entries for the date fields.

Transferring BTP/Death Record

The BTP or Death Record can be transferred from one facility to another as long as it has not been approved by a Funeral Director. Only a User with functionality to transfer a BTP/Death record can transfer the same from the User's facility to another facility. This functionality is only for Front office users.

If the BTP is associated with a Death record, then the Death record also automatically gets transferred to the new Facility and vice versa with transferring a Death record.

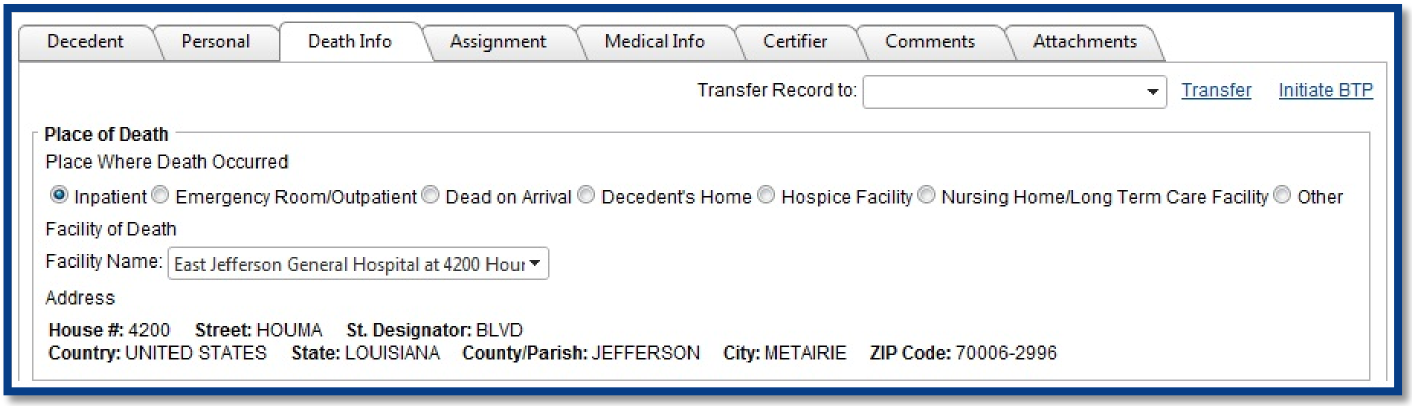
When a BTP/Death record is transferred, system erases the Funeral Director information from the record. It will also replace the Facility information on the record to the Facility that the record is transferred to. The record now belongs to the Facility that it was transferred to, and the original facility cannot view or modify the record.

The System maintains history of the BTP/Death record, which includes the Control Number, original Facility, new Facility, Date of transfer and User ID of the person transferring the record.

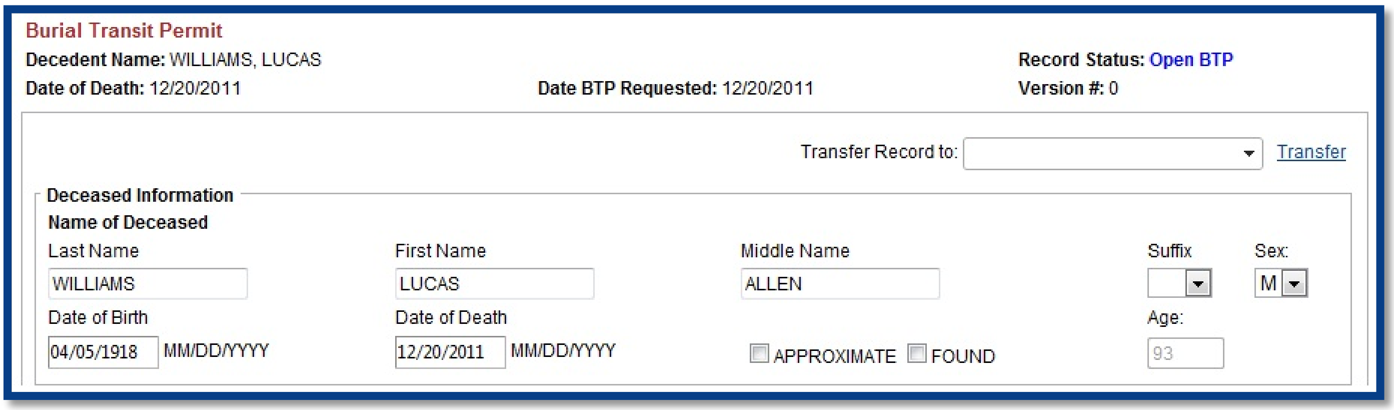
This Transfer History can be viewed as a Back Office admin report.

When a Death record is transferred, the certifier information does not change, only the Funeral Facility information and Name of approving Funeral Director changes on the form.

To transfer a BTP/Death Record, search for the record to transfer and open the record in the data entry mode. For a Death record , select the Facility to transfer the record to and click on the **Transfer** link on the *Death Info* Tab.



For a BTP record, select the Facility to transfer the record to and click on the **Transfer** link on the BTP data entry screen.



To **Transfer** a BTP/Death Record:

Search for the BTP/Death record that needs to be transferred, and open in data entry mode.

The Transfer utility is seen on the BTP data entry screen for a BTP record or on the Death Info tab for a Death record.

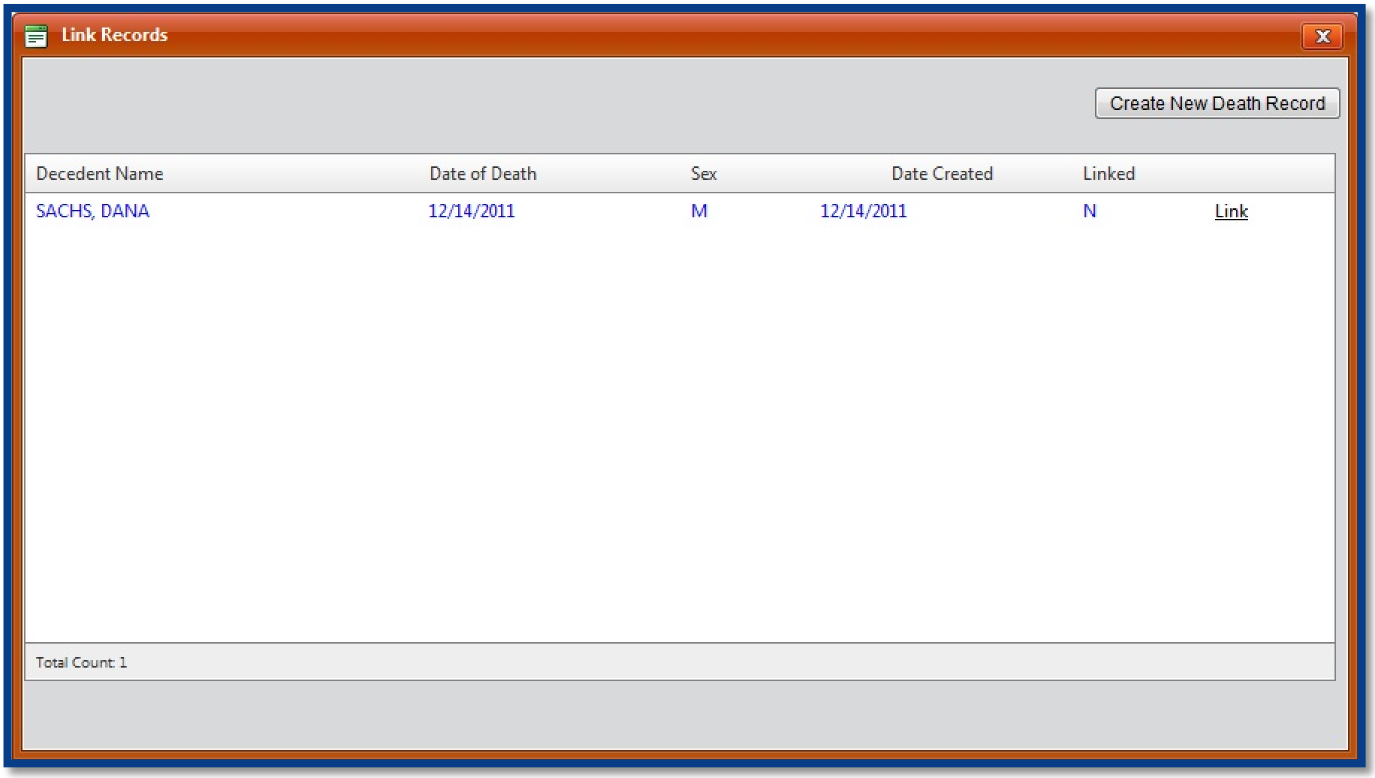
Select the facility the BTP/Death record needs to be transferred to from the drop-down list, and click on the **Transfer** link.

If a BTP is associated with a Death record or vice versa, the system will display a confirmation message before transferring the record.

Linking BTP to Death Record

An Open BTP can be linked to a Death record, and vice versa.
To link an Open BTP to a Death Record:

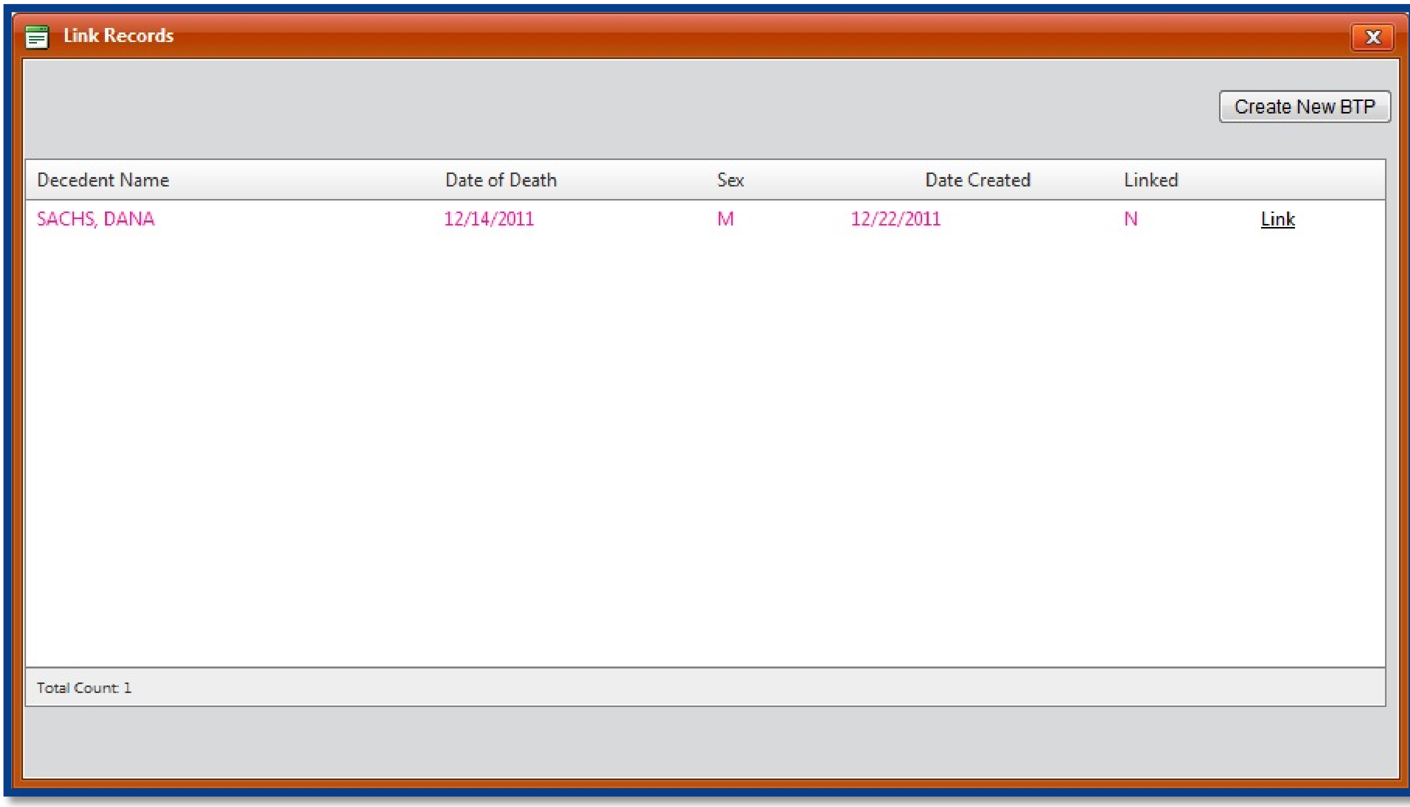
1. Search for the BTP record that needs to be linked and open in the data entry mode.
2. Click on the **Initiate Death Record** link on the BTP screen.
3. The System will try and search for all matching Death records and display them in a grid. Review the displayed Death records and see if there is a match. If there is a matching Death record, click on **Link** to link this Death record to the BTP record.
4. If there is no matching Death record then click on the **Create New Death Record** button to initiate a linked Death record.



Note:
If the system did not find any matches, then the screen will automatically navigate to the Death Record entry screen to create the linked Death record.

To link a Death Record to an Open BTP:

1. Search for the Death record that needs to be linked and open in the data entry mode.
2. Click on the **Initiate BTP** link on the Death Info tab.
3. System will try and search for all matching open BTPs and display them in a grid. Review the displayed BTPs and see if there is a match. If there is a matching BTP record, click on **Link** to link this BTP to the Death record.
4. If there is no matching BTP record, then, click on the **Create New BTP** record button to initiate a linked BTP record.



Note:
If the system did not find any matches, the screen will automatically navigate to the BTP data entry screen to create the linked BTP.

Life Cycle of a Death Record

This section describes the lifecycle of a Death record in LEERS.

A Death record can be initiated at a Funeral Facility, Coroner's Office, Parish Health Unit, or from the Back Office. There are 2 sections in the Death Record:

- **Section 1** which contains ***Personal Information (PI)*** of the deceased needs to be filled out by the Funeral Facility and approved by the Funeral Director

- **Section 2** which contains the Cause of Death and ***Medical Information (MI)*** needs to be completed by the Certifier/Coroner and certified by the Certifier/Coroner

The PI and the MI section can be completed only by Users with appropriate functionality to do so. The PI is completed at the Funeral facility and then the record is sent to the Certifier to complete the MI and Certify the Cause of Death (COD). Once the record is *Certified*, the Funeral Director Approves the PI and the record is then *Submitted to State* for registration.

If the record was created at a Parish Health Unit or if the record was created at Funeral Facility but Certifier is '*Not in Table*,' only the PI is completed and the record is *Dropped to Paper*. The record is then *Submitted to State* where it sits in the '*Pending MI*' queue where a Back Office user will complete the MI and then send the record for registration.

A Death Record recorded by a Funeral Facility or a Coroner's Office has to be Certified either electronically, or manually.

If the record is Certified electronically then it can be Approved manually or electronically, and then submitted to the State for Registration.

If the record is Certified manually then it is '*Dropped to Paper*' and the MI section is entered at the Back Office, before the record is Registered.

If the Back Office Registration Clerk needs further information or clarification about specific items on the Death record, the record is Returned back to Facility. The Facility clerk then either modifies the record or enters comments related to the items requested, and Re-submits the record to the Back Office for registration.

When the Death record is Submitted to the Back Office, it has the status '*Pending Registration*' in the Back office database. If the Back Office Registration Clerk needs further information or clarification about specific items on the Death record, then the record is '*Returned to Facility*.'

The Facility clerk then either modifies the record or enters comments related to the items requested and re-submits the record to the Back Office for registration.

An Incomplete Death Record that is not Certified or Registered can also be requested to be Abandoned. However, Only a Back Office User with appropriate privileges can approve the Abandon request on a Death record.

Once the Death record is Registered, a Back Office user can browse through Record details and History. The record can be Updated or Amended if required. Indicators can be Set/Reset on the Death record by a User with appropriate privileges.

A Death record can be sealed and Voided. Once Voided the Death Record can only be viewed by a User with appropriate privileges.

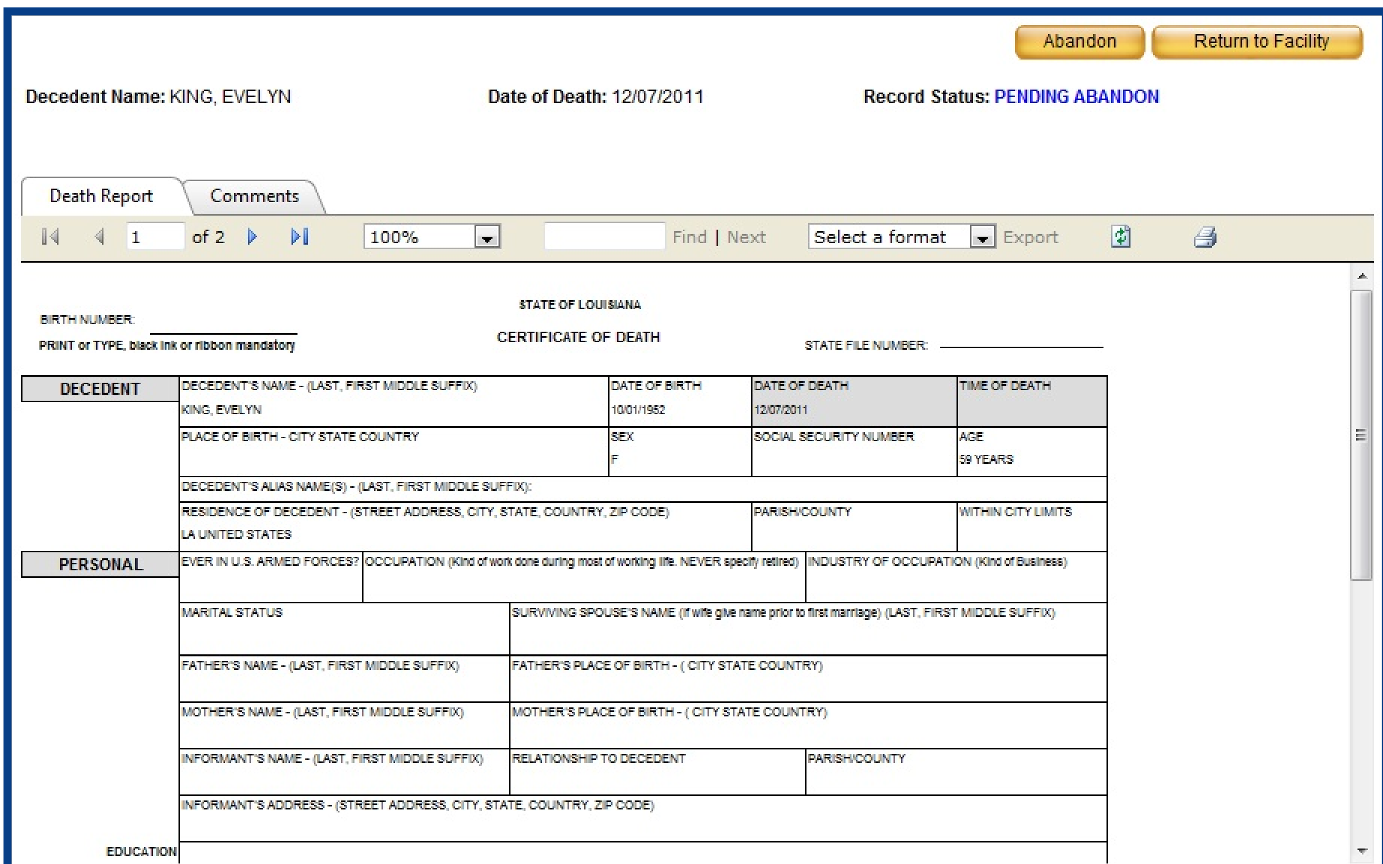
Abandoning a Death Record

This section describes the process of **Abandoning** a Death record in LEERS.
A Death record entered at a Funeral Facility, Coroner's Office, at a Health Unit, or at the Back Office can be abandoned, only if it has 'Incomplete' status.

The process of Abandoning a record is a two-step process.
The record is first marked to be Abandoned by the User. To request for Abandoning a Death record click on the **Abandon** button on the Death Record Entry Screen.
This changes the status on the record to **Pending Abandon**.

A Back Office User with appropriate privileges can review these records Pending Abandon.

To **Abandon** a record:



1. Select the record to be Abandoned from the **Pending Abandon** queue on the Death Home page.
2. Review the record details and click on the **Abandon** button if the request is to be approved. The system will mark the Death record as Abandoned, and the Death record will not show up anytime in LEERS.
3. Click on the **Return to Facility** button if the request is not approved. The system will mark the Death record as Incomplete, and return the record back to the Facility that recorded the Death.

Certifying a Death Record

This section describes the process of **Certifying** a Death record in LEERS.
A Death record entered at a Funeral Facility has to be Certified before it can be submitted to the Back Office for Registration. If the Certifier on record is '*Not in Table*' then, the record has to be *Dropped to Paper* and the MI is entered by a Back Office clerk.
A Death Record has to have the status **Ready to Certify** before the Certifier can certify the record.

To move a Death Record from **Incomplete** to **Ready to Certify** status:

1. Click on the Assignment tab. User has to search and the select the Certifier.
2. Click on the **Send to Certify** button. The system will perform final Validations on the PI section of the Death record to verify all the values and any errors will be displayed on top of the record in the error box.
3. Correct all the listed errors in the corresponding sections.
4. Click on the Assignment tab again and then click on the **Send to Certify** button.
5. If the Validations are successful, the system will change the status on the record to **Ready to Certify** and send an e-mail notification requesting the Certifier on record to complete the MI section, and certify the MI.

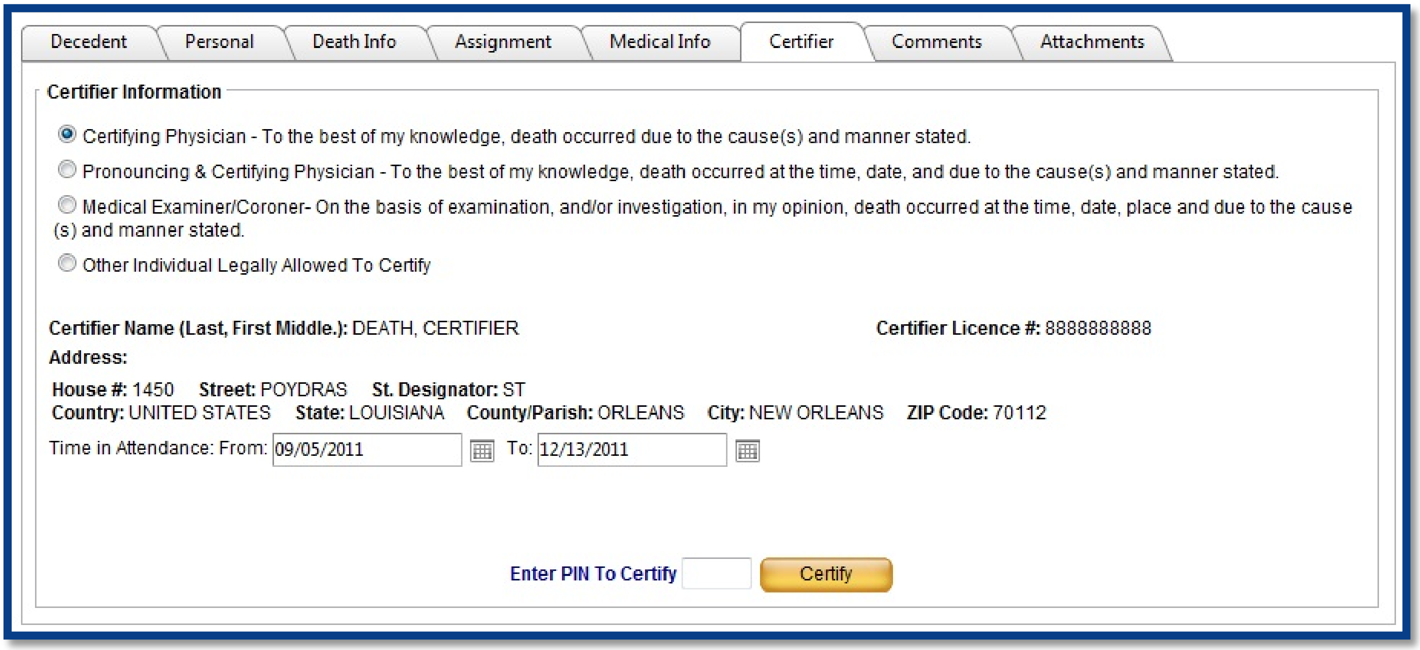
Note: A Death record entered at the Back Office will not be Certified. The Certification information will be entered manually by the User. A Death Record with **Ready to Certify** status is assigned to the **Certifier** chosen on the Assignment tab. The Certifier on record has to log into LEERS and navigate to the record to complete the MI portion and certify it.

Certifying the Death record electronically

A Death Record with **To be Certified** status is assigned to the Certifier chosen on the Assignment tab.

The Certifier on record has to log into LEERS and navigate to the record to enter MI and Certify it.

To **Certify** a Death Record electronically:



1. Click on the Decedent's Name of the record in the Record Display grid on the Death Home page to open the details of the record.
2. Complete the Medical Information section of the Death record.
3. Click on the Certifier tab. Enter the **PIN** in the box.
4. Click on the **Certify** button. After verifying the **PIN**, the system will Certify the Death record and change the status of the record to *To be Approved.*

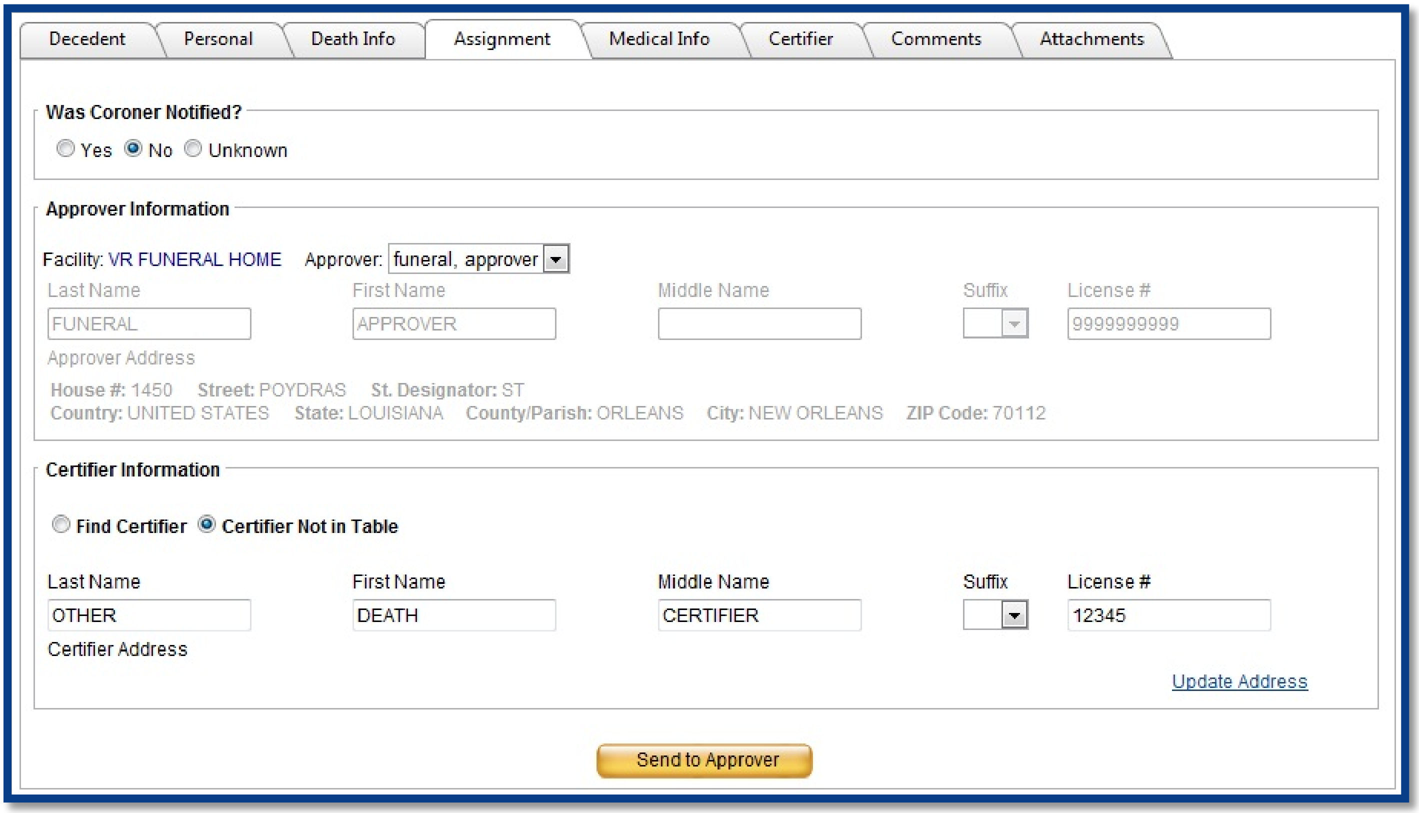
Note: A Certifier can return a record to the Facility if the Certifier feels that he is unable to complete and certify the Cause of Death. The Certifier has to click on the **Return** button on the Medical Info tab to return the record back to the Facility. In this case, the system will delete any information entered in the Medical Information section of the Death record. In order to change the Certifier after a record has been returned, the Clerk who sent the record for certification or other record owner must Revoke the record by clicking on the **Revoke** button on the Assignment tab, while the record has the status of **Incomplete**. This action will re-enable the Certifier Assignment option.

The Clerk who sent the record for certification or other record owner may also Revoke the record from the certifier, in case the certifier choice or type was incorrect, by clicking on the **Revoke** button on the Assignment tab while the record has the status of **To be Certified**. This returns the record to **Incomplete** status, and an E-mail will be sent to the Certifier to notify him of the action and record status change in his queue.

Certifying the Death record manually

If the Certifier on the record is *'Not in Table,'* i.e., not listed in the database, then the record is sent directly to the Approver after the PI section is completed. The Funeral Facility uses the **Drop to Paper** utility for Approval, and the Certifier has to manually complete the MI section and Certify the record. This record is *Submitted to State* electronically with only the PI section, and the MI section is completed by the Back Office User from the physical documents sent in by the Facility, before the record can be sent for Registration.

Refer to Approving a Death Record section for more information on **Drop to Paper** utility.



Note:
A Death record entered at the Back Office will not be Certified. These records will be Pending Registration if all the validations are successful.

Approving a Death Record

This section describes the process of **Approving** a Death record in **LEERS**.
A Death record entered at a Funeral Facility has to be Approved before it can be submitted to the Back Office for Registration. If the Approver on record is '*Not in Table*' or if the record cannot be approved electronically, then, the record has to be *Dropped to Paper.*

A Death Record has to have the status **Ready to Approve** before the Funeral Director can approve the record. A Death record can move to **Ready to Approve** status from **Incomplete** status or **Ready to Certify** status depending upon whether the Certifier is listed and can certify the record electronically or is '*Not in table*' and has to certify the record manually.

An Approver will see all the records created by the Approver's facility that are in the status **To be Approved**. However, the Approver will only be able to electronically approve those records that have been assigned to the Approver.

To move a Death Record from **Incomplete** to **Ready to Approve** status if Certifier is '*Not in Table*:'

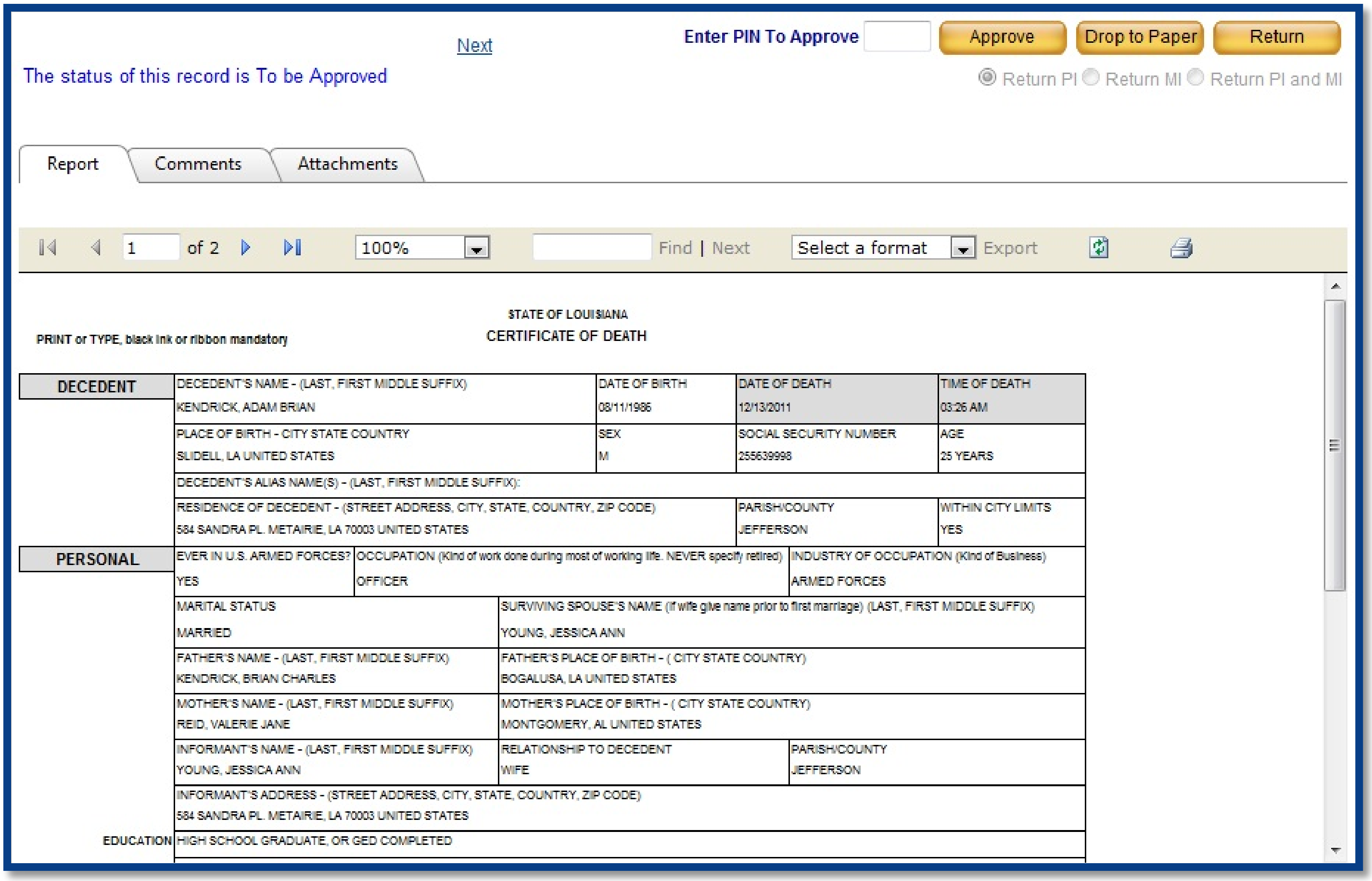
1. User has to click on the Assignment tab. User has to select the Approver.
2. User has to click on the **Send to Approve** button. The system will perform final Validations on the PI portion of the Death record to verify all the values and any errors will be displayed on top of the record in the error box.
3. User has to correct all the listed errors in the corresponding sections.
4. User has to click on the Assignment tab again and then click on the **Send to Approve** button.
5. If the Validations are successful, the system will change the status on the record to **Ready to Approve**.

Note: If the Certifier is '*Not in Table*' then the Funeral Director has to approve manually by using the '*Drop to Paper*' method. The death record will be *Submitted to State* with only the PI section completed. The MI section will be entered by the Back Office clerk prior to the record being registered.

To move a Death Record from **Ready to Certify** to **Ready to Approve** status if Certifier is entering the Cause of Death electronically and certifying the record:

1. Certifier has to enter the MI details in the Medical Info tab.
2. Certifier has to click on the Certifier tab.
3. Certifier has to enter the **PIN** and click on the **Certify** button. The system will perform final Validations on the Death record to verify all the values and any errors in MI will be displayed on top of the record in the validation message window.
4. Certifier has to correct all the listed errors in the corresponding sections.
5. Certifier has to click on the Certifier tab again and repeat step 3.
6. After the Certifier certifies the record, the system will perform final Validations on the PI section of the record. If there are no errors the system will change the status on the record to **Ready to Approve**.

Note: A Death record entered at the Back Office will not be Approved. A Death Record with **Ready to Approve** status is assigned to the **Funeral Director** chosen on the Assignment tab. The Funeral Director on record has to log into LEERS and navigate to the record to approve the PI section of the Death record.



To Approve a Death Record electronically:

1. Click on the Decedent's Name of the record in the Record Display grid on the Death Home page to open the details of the record.
2. Enter the **PIN** in the box.
3. Click on the **Approve** button. After verifying the PIN, the system will Approve the Death record and submit the record to the Back Office for Registration.

To Approve a Death Record manually:

1. Click on the Decedent's Name of the record in the Record Display grid on the Death Home page to open the details of the record.
2. Click on the **Drop to Paper** button.

3. The system will display a message 'This action will print the record for Approval and Submit the record to the State. Do you wish to continue?' Click the **Yes** button to continue.
4. Send the Certificate that gets printed to the Certifier to complete MI and Certify it. After the certificate is Certified, sign the certificate to Approve the PI and send the completed certificate to the Back Office, to be scanned and attached to the record. The system will submit the record with only the PI to the Back office, for MI entry and subsequent registration.
5. The version of the Certified and Approved copy and the version of the record Submitted to the State have to match for registration.

If the Approver does not agree with some of the items on the PI section or needs further clarification, the Death record can be **Returned back to Facility** for corrections or clarifications to PI.

To Return a Death record to Facility:

1. Click on the Decedent's Name of the record in the Record Display grid on the Death Home page, to open the details of the record.
2. Enter any Comments that are required for the Facility user to understand the reason why the Death record is being returned back to the Facility.
3. Click on the **Return** button.
4. The system will mark the record as **Incomplete** and return it back to the Incomplete queue, on the Death Home page of the Facility.

Note:

If the Approver sends a Death record back to the Facility for modifications or clarifications to the PI, the MI portion and Certification will remain unaffected. After the data clerk at the facility has completed the required modifications, the record is sent back to the Approver by clicking the **Send to Approve** button on the Assignment tab.

Registering a Death Record

This section describes the process of **Registering** a Death record in LEERS.

A User has to have specific functionality to register Death records.

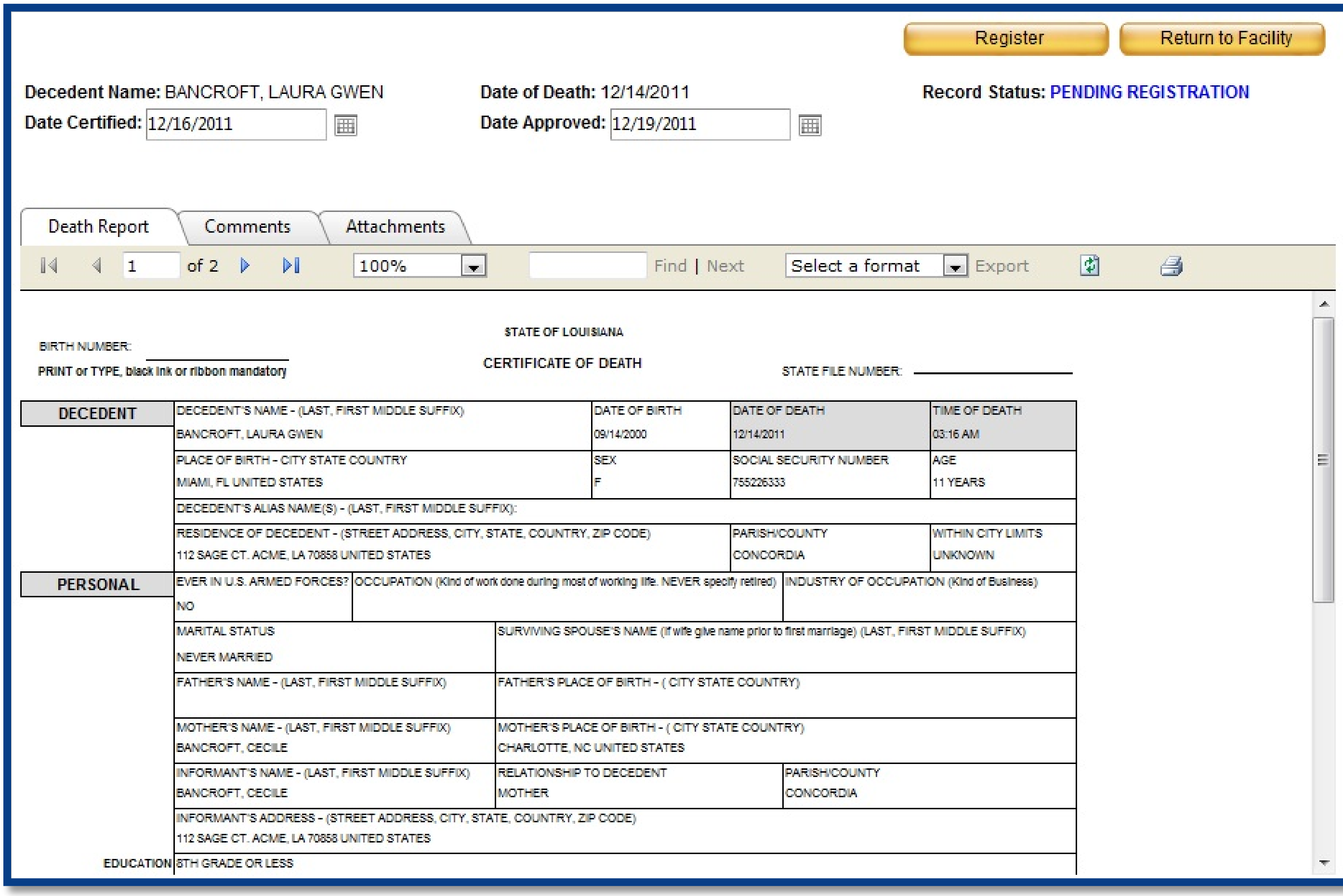
A Death record entered at a Funeral Facility, Coroner's Office, at a Health Unit, or at the Back Office has to be submitted for Registration.

A Death record is auto-registered on Approval when Submitted to the State, except in the following cases:

- The Death record has exceptions or out-of-range values set on some items.
- The Death record is **Dropped to Paper**.

If a Death record is not auto-registered, it has the status Pending Registration and these records will be reviewed by a Back Office User with Registration privileges.

To **Register** a Death record:



- The User has to select the record to be Registered from the **Pending Registration** queue on the Death Home page.
- If this record was **Dropped to Paper**, the system will display message to barcode scan the paper copy of the corresponding document.
- The User has to barcode scan the appropriate documents. The version of the scanned document should match the version of the record submitted to state.
- The User has to review the record details.

- The User has to click on the **Register** button to register the record. The system will assign a State File Number to the record.

- If the review process fails, the User has to enter appropriate Comments for the record and click on the **Return to Facility** button if more data or clarification is required on items in the record. The system will display a message '*This record will be Returned back to the Facility. Do you wish to continue?*' The User has to click the **OK** button to continue. The system will then return the record to the Facility that recorded the Death.

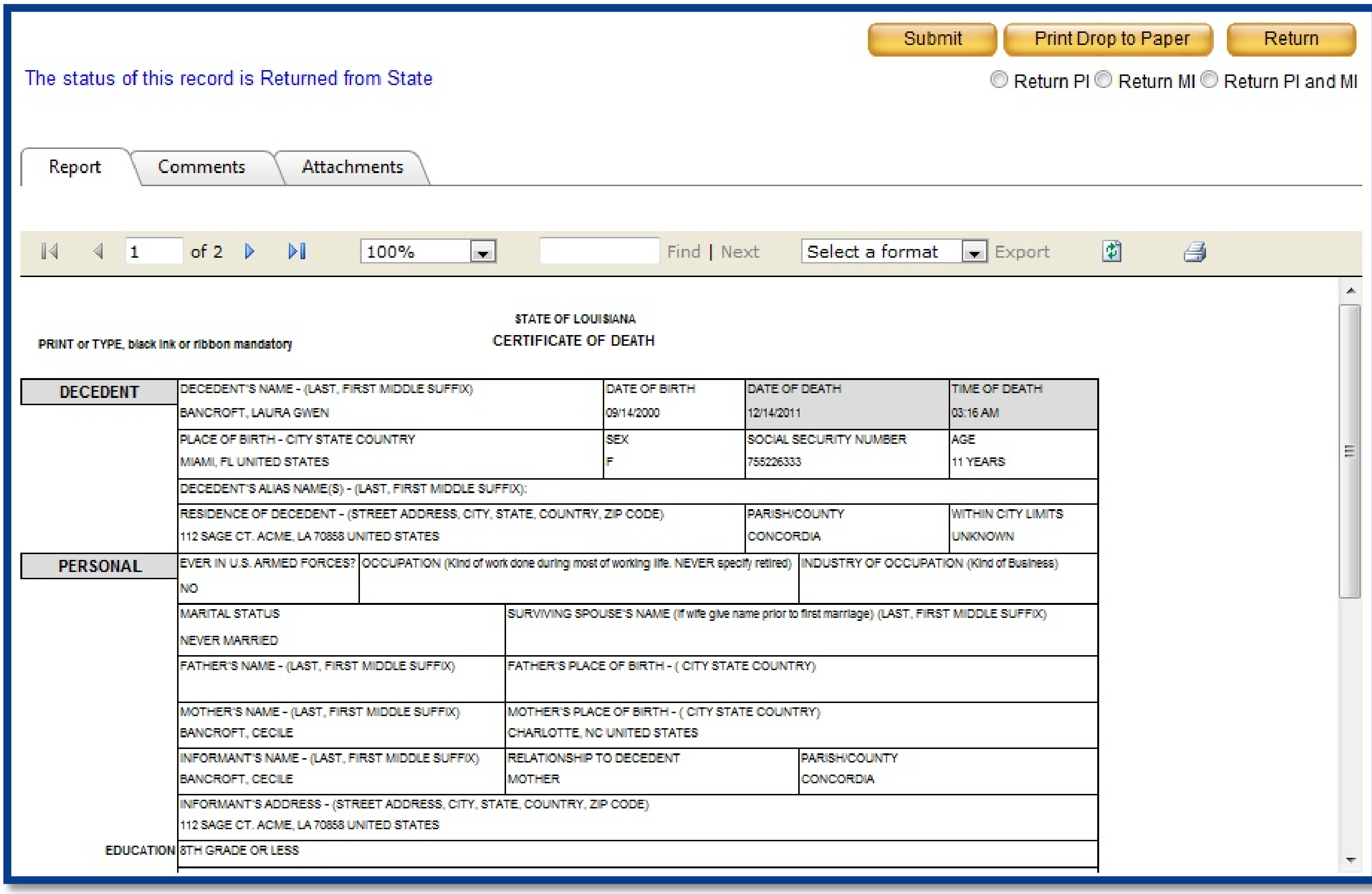
Resubmitting a Death Record

This section describes the process of **Re-Submitting** a Death record Returned from State in LEERS.

A Death record entered at a Facility, a Coroner's office, at a Health Unit, or at the Back Office can be **Returned from State** if the Registration review process fails.
A Death record can be returned for corrections or clarifications on some items in the record.
A record returned from the State appears in the **Returned from State** queue on the Facility Death Home page.

The same record is also seen in the **Returned to Facility** queue on the Back Office Death Home page.

To Re-submit a record Returned from State:



1. Click on the Decedent's Name of the record in the Record Display grid on the Death Home page to open the details of the record. Browse through any comments that were entered for the record during the Registration review process explaining the reasons that the record was returned.
2. If any clarifications were asked, save the comments in the Comments section, and then click on the **Submit** button to re-submit the record to the State.
3. If any modifications are required to the record, select the option to *Return PI, Return MI* or *Return PI and MI* and then click on the **Return to Facility** button. The system will display a message 'The record will be returned. Do you wish to Continue?' Click on the **OK** button. The system will change the status on the record to **Incomplete** or **To be Certified** depending upon

whether the PI section or MI section is being returned respectively, and this will allow the record to open up in the Death Record Entry Screen for any data modifications. After the necessary changes have been made to the record, the record will have to be Certified /Approved again, and this will re-submit the record to the State.

If the PI section is being returned, then the MI section and Certification information remains unchanged, and the record changes status to **Incomplete** prior to subsequent Approval and re-submission to the State.

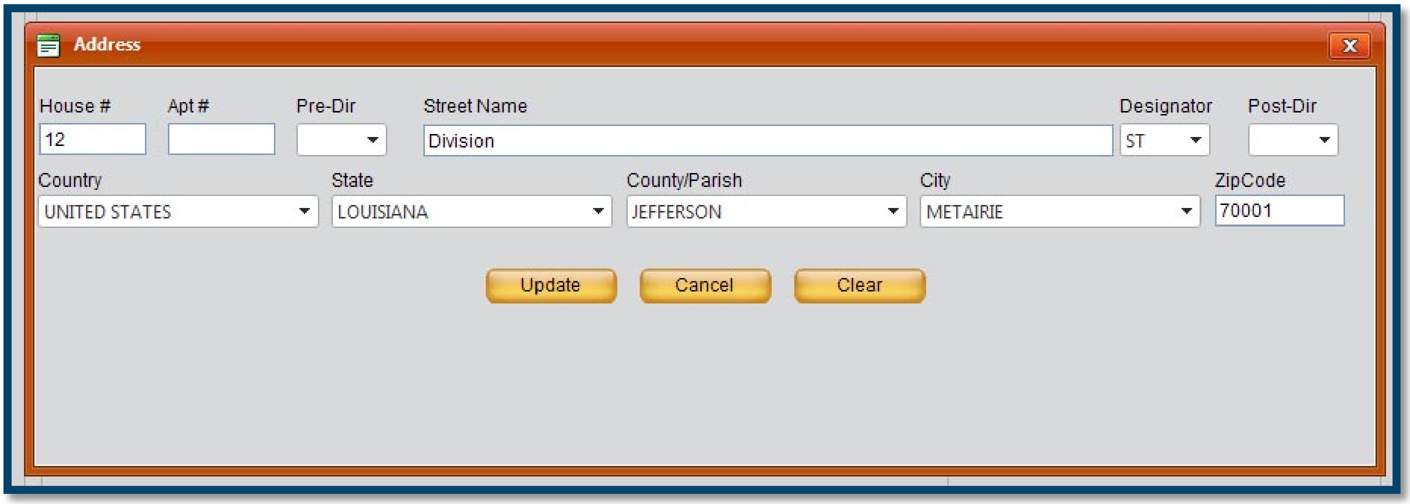
If the MI section is being returned, then the PI section and Approval information remains unchanged and the record changes status to **To be Certified** prior to subsequent Certification and re-submission to the State. The certifier may also choose to **Return** the PI from this point, and the clerk or other record owner may **Revoke** the record and return it to **Incomplete** status, deleting Approval information in the process.

If the PI and MI are being returned, the Certification and Approval information is deleted, and the record has to be Certified and Approved prior to subsequent re-submission.

Note:
The Death record version is incremented on every modification of the record, post initial Approval. If the Death record is certified/approved manually by the **Drop to Paper** process, the version of the Certified document mailed to the State has to match the version of the record that is Submitted to the State.

Address Information

The **Address Information** is collected in a standard format in LEERS.



Enter the **House #** assigned to the Address. Do not record a R.R. Number or P.O. box.

Enter the **Apartment #** if applicable. If there is no apartment or room number associated with this Address, leave the item blank.

If the Street name has a direction as a prefix, select the prefix in the list labeled **Pre-directional**.

Example: South Main Street. Select the pre-direction as S.

If there is no pre-direction, leave this space blank.

Enter the **Street name** of the Address.

If only available address is a P.O. Box, enter it here.

For Street Name, only the characters 'A' through 'Z','0' through '9', the diagonal (/) , Space ( ) and the dash (-) may be entered.

Select the **Street Designator** from the provided list.

If the Street name has a direction after the name, select the suffix in the list labeled **Post-directional**.

Example: Walker Street NW. Select NW *in the post-directional space.*

If there is no post-direction, leave this space blank.

Select the **Country** from the drop-down list. If the selected Country is *United States* or *Canada*, then, the **State/Territory/Province** list is populated with values related to the chosen Country. For any other Country, enter the **State/Territory/Province** in the box if applicable.

Select the **State/Territory/Province** from the drop-down list. If the selection is a State or Territory belonging to *United States*, the **Parish/County** list is populated with appropriate values related to the chosen State or Territory. For any other State, Territory or Province, enter the **Parish/County** in the box if applicable.

Select the **Parish/County** from the drop-down list. For a value selected from the **Parish/County** list, the **City** list is populated with appropriate values related to the chosen **Parish/County**. For any other **Parish/County**, enter the **City** in the respective box.

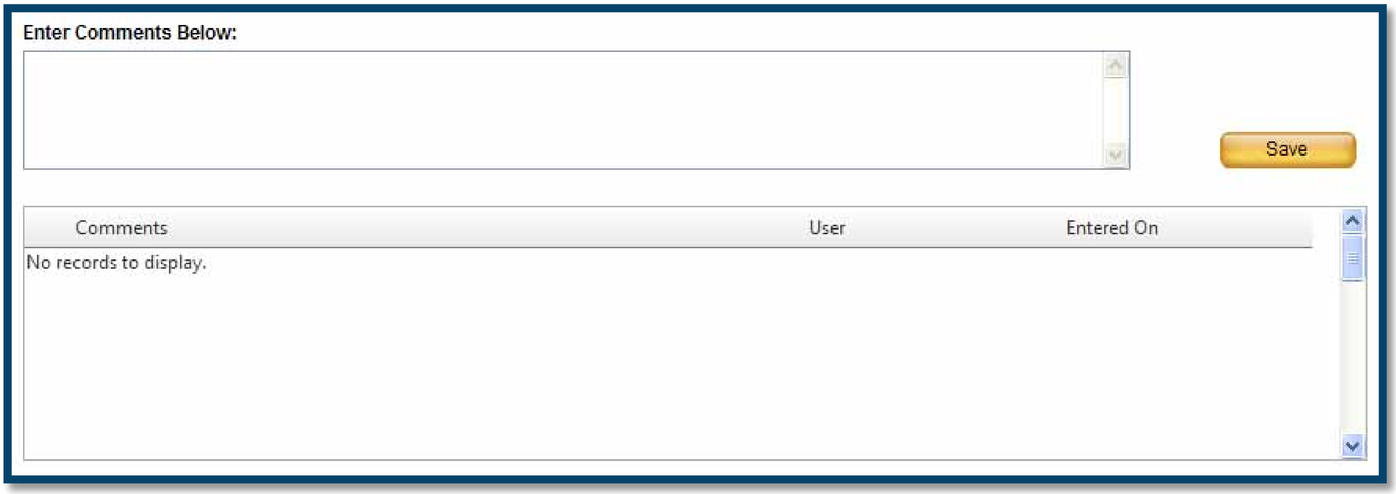
Enter the **Zip Code** in the respective box. If the **Country** selected is *United States*, the **Zip code** has to be 5 numeric characters.

If the Address is within *United States*, the State/Territory, **Parish/County**, **City** and **Zip code fields are mandatory.**

If the Address is within *Canada*, the **Province** and **City** fields are mandatory. For any other Address outside *United States* and *Canada*, only the **City** field is mandatory.

Comments Tab

This section describes the process of entering **Comments** in LEERS.



For entering a New Comment:

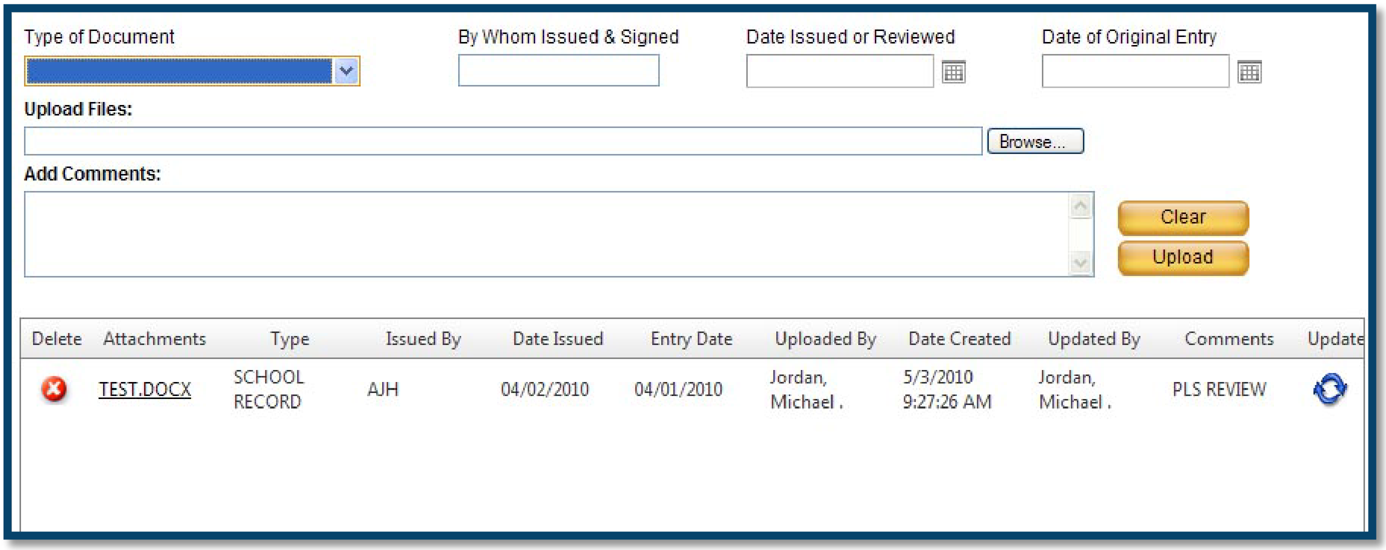
1. Enter the text of the Comment in the box 'Enter the Comments Below'.

2. Click on the **Save** button.

All the **Comments** entered for the record are visible in the Comments grid in descending order on the bottom portion of the screen.

Attachments Tab

This section describes the process of uploading **Attachments** in LEERS.



For uploading a new Attachment:

1. Select the Type of Document that needs to be uploaded. Enter the details of the document in the boxes provided.
2. Click on Browse to browse to the attachment file that needs to be uploaded.
3. Enter any Comments that need to be appended to the attachment.
4. Click on the **Upload** button.

All the **Attachments uploaded** for the record are visible in the Attachments grid. Click on the Attachment Name to open the Attachment at any time.

To delete an exisitng Attachment, click on the **Delete** symbol  next to the Attachment name.

Printer Setup

The Report Viewer provides an ActiveX print control that downloads automatically the first time the Print command on the Report Viewer toolbar is clicked, and is installed on the client computer. If the user does not install the control, or if support for the print control is disabled on the report server, the Print command cannot be used. After the control is installed, users can use the print control to print reports configured to run in the Report Viewer .

Depending on browser settings, each user might need to configure the browser to enable an ActiveX control download. To configure Internet Explorer to allow ActiveX control downloads, follow these steps:

1. In Microsoft Internet Explorer, from the Tools menu, choose Internet Options, and then click the Security tab.
2. Select the Trusted sites Web content zone, and then click Sites.
3. Type the LEERS website URL.
4. Click Add, and then click OK.
5. Click the Custom Level button. Scroll to the ActiveX controls and plug-ins node.
6. Click Enable for Download signed ActiveX controls, and then click OK.