# DEATH RECORDS TRAINING

Funeral Homes

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## INTRODUCTION

**Who are we?**

The State of Nevada Office of Vital Records was established by legislative act in 1910. We are the repository for all Nevada birth, death, and fetal demise records and data from 1911 to present. We oversee the 440 sections of the Nevada Revised Statutes and the Nevada Administrative Code, which outline how vital records information is collected, secured, stored, and transmitted.

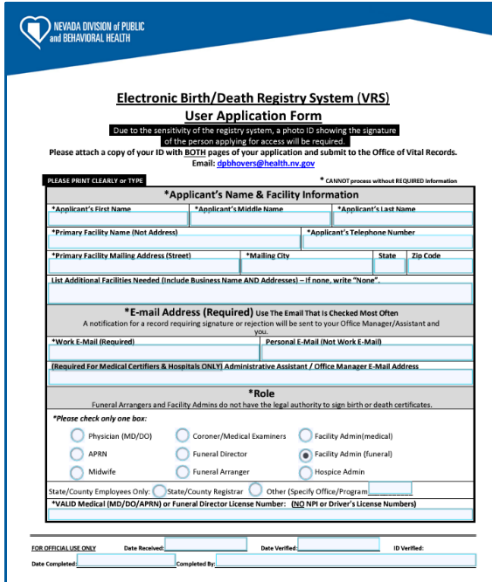## HELP DESK

**For Technical Assistance:**
Contact OVRHelp@health.nv.gov.

- Password Resets

- Two Factor Authentication

- Assistance filling out records

- Technical Assistance

**For User Access:**
Contact DPBHOVERS@health.nv.gov.

- Submit Application

- Confidentiality Agreement

- Valid Government ID with Signature

## WORK QUEUES - FH

- **FH Burial Permit Pending:** Records awaiting the Burial Permit approval

- **FH Burial Permit Ready:** Burial Permit is ready to be printed

- **FH Pending Investigation:** All records that have a "Pending Investigations" status

- **FH Personal in Progress:** All records that have been assigned to you and have not been completed

- **FH waiting on MC:** Waiting for the Medical Certifier to complete the medical portion of the record and sign

- **Unassigned Certifier:** A physician, coroner, or medical examiner has not been assigned to complete the medical portion of the record



## STARTING A RECORD

From the Home Screen go to:
**File > New > Death**
This will bring up a new blank death record

## REQUIRED TO START TAB

The Required to Start Tab has all the information required to start a record and give it a case file number in the NV VRS system. The funeral home and Funeral director should auto populate based on the login information. Once date of birth is filled in and you tab it will populate this information throughout the record and assign it a case file number. This information can be changed before the record is signed.

- Funeral Home Name

- Funeral Director Name

- Place of Death Zip code

- Place of Death City

- Place of Death County

- Decedent's Last Name and Suffix

- Gender

- Date of Death

- Date of Birth
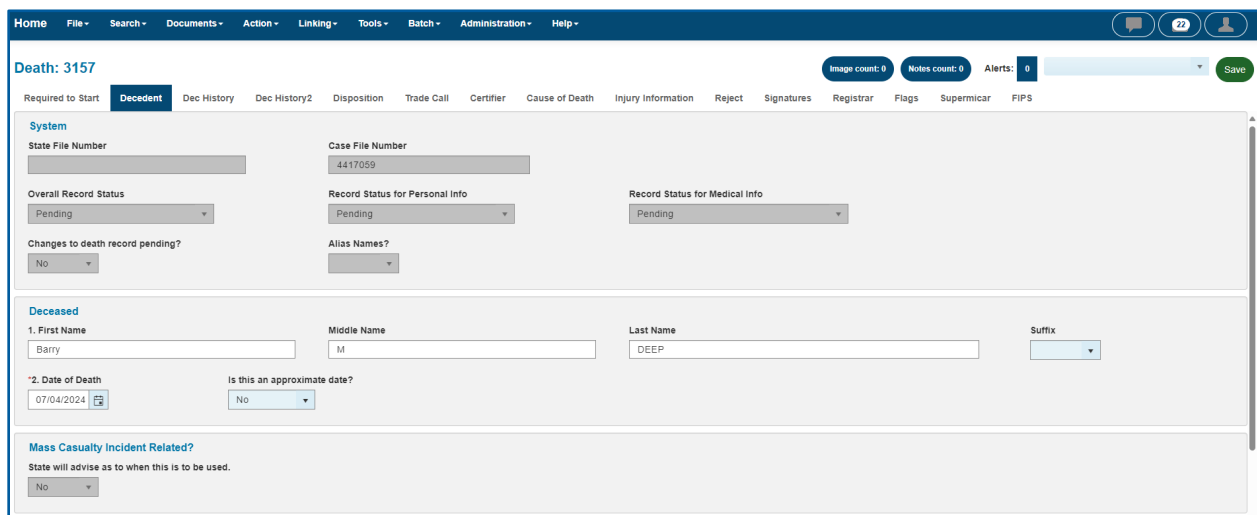
- Date Body Picked Up (optional)

If any of the initial information from this tab needs to be changed later, it needs to be changed from the other tabs.

Always Tab After Adding Something into a field! **Do Not Click from One Field to Another!**

## DECEDENT TAB

After you tab off from the last field on Required to Start Tab You will go to the Decedent Tab. If the previous tab has been filled out correctly There will now be a Case File Number assigned to this record. You will also see a Death ID Number in the upper right-hand corner. Either of these can be used to identify a record in progress when communicating with Vital Records.

You will see the name and date of death information you entered in the Required to Start tab. That tab is now locked. Any changes that need to be made to that information will need to be changed in the following tabs. Please fill out the remaining fields, including if the Date of Death is approximate.



Next you will fill in the place of death information. Start with "3b. City, Town or Location of Death" and the corresponding Zip Code. "3e. Place of Death" is the type of location the death occurred. Please select yes or no from the dropdown for "Was there a Hospice Care Program?" If yes, please select the Hospice Care Program from the dropdown. You can write in an answer if it is not in the dropdown.
Select the hospital or Other Facility from the dropdown under "3c. Hospital or Other Institution." If the death occurred at Home, then you will need to enter address information in the following fields (yes, twice). If no address is available, you can use GPS coordinates or the nearest mile marker.

## DECEDENT HISTORY TAB

Under the Decedent History Tab, you will enter the Gender Identity of the decedent. This should have auto populated based on information entered in the Required to Start tab but may be changed here until the record is signed.

### Race

Box 5 is for race information. You may check all boxes that apply. We ask that before using the "Other" boxes you make certain there is not already a check box present. For instance, do not use "Other Asian" and put South Korean. The US does not distinguish between North and South Korea. Simply pick "Korea." Also, dependents of all European countries are considered "White."
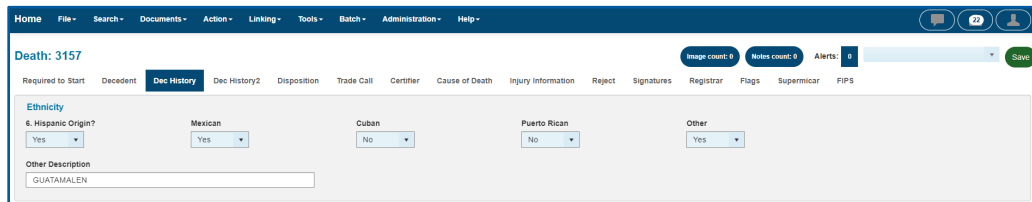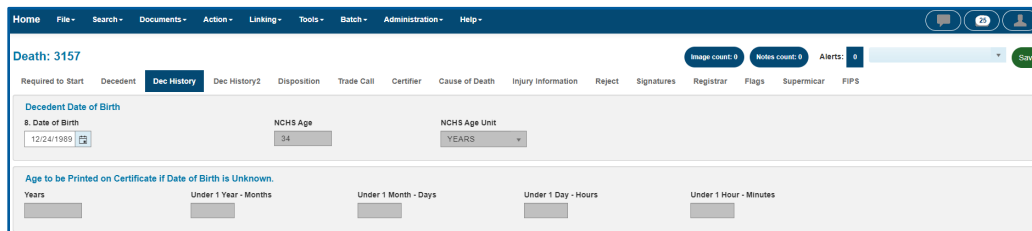
## Ethnicity

You will enter if the decedent is of Hispanic Origin. Hispanic Origin is defined as being from or descended from those who came from a Spanish-speaking country. Also, Brazil but not Portugal. The question is really asking about South American ancestry. Select "yes" for all that apply and mark any that do not as "no" for any that do not.
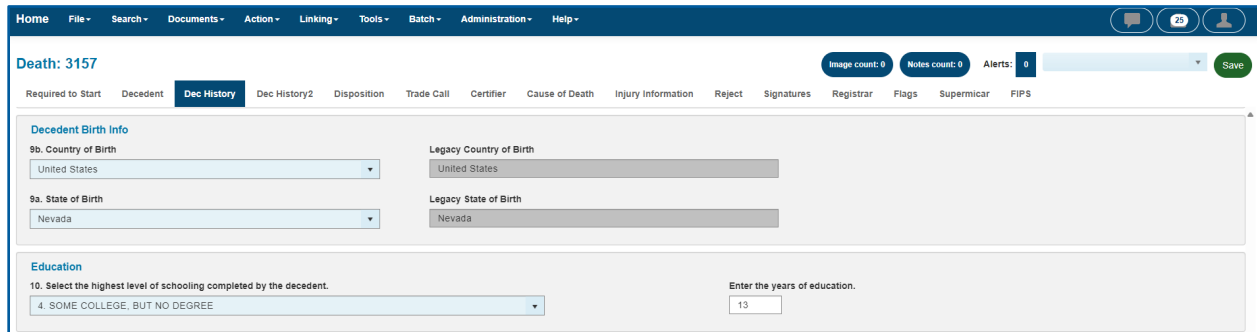


**Decedent Date of Birth / Age to be Printed if Date of Birth Unknown:** "8. Date of Birth" will populate from the Required to Start Tab. If a change needs to be made to Date of Birth, make it from this tab. "NCHS Age" Will be automatically calculated by using The Date of Birth and Date of Death. If the age increment is less than one year the field will open and Minutes, Hours, Days, Weeks, or Months may be used as necessary.



**Decedent Birth Info:** will ask you to enter in the decedent's country of birth. It defaults to United States. If the decedent was born in the US, then select the state in which they were born for box 9a. If the country of birth was not the United States, then select the appropriate country from the drop down. The country must be currently recognized by the United States Federal Government. Countries that no longer exist, or that are no longer recognized, cannot be chosen. Please see the appendices for list of recognized countries.

**Education:** you will enter the level of education that is most appropriate from the dropdown and then select the number of years of education including K-12 and beyond.

**Marital:** For Box 11 select the most appropriate marital status from the dropdown. Depending on the selection here you will have to enter the Spouses name in Box 12.

**Deceased:** Please enter the decedent's Social Security Number in this box. On the first save of this record the federal OVS system will verify if the First Name, Last Name, and Date of Birth Match the entered number. If you get an OVS error, you may be required to upload proof of Social Security Number into the record. Please see Uploading a Picture or Document for information on doing this. Also, please note that once a physician or coroner have signed their section of the record the social security number can no longer be changed at the Funeral Home level. It will have to be rejected back to them to change it. Please see Rejections section for details.

**Occupation:** You will enter the Occupation followed by the industry. A simple example of this is Occupation "Miner" and Industry "Mining." Only the general Industry and Occupation is desired. We do not want the name of the business. For example, if the decedent worked for McDonald's, you would select Fast Food. Please try and find the closest appropriate selection in the dropdown rather than writing something in.

**Military:** Please indicate if the decedent ever served in the US Armed Forces. Entry and discharge dates are encouraged but not required.

## DECEDENT HISTORY 2

**Citizenship:** For "Citizen of What Country," please select the country or countries the decedent was a citizen of. Multiple countries can be selected but there are rarely more than two. It will default to United States, but if a decedent had multiple citizenships which include the US the dual citizenship will begin with "United States/" and then list the other country. If the combination you need is not listed, please contact the Helpdesk. Please see Helpdesk section for details.

**Residence:** If Place of Death is Home, then Residence will auto populate with Place of Death information. You will still need to mark if the location was in city limits.

**Parents:** For "Father/Parent's Name" section, enter the decedent's parent's first and last name. The last name will check to make sure that the Last name of the parent and the decedent are the same. If they are not, override the error with Query and Verified.

Next enter the decedent's other parents full name in the "Mother/Parent's Name" section. No check will be performed on this Last Name.

**Informant:** For informant you will enter all information for the person providing the information about the decedent. Please choose the "Relation to Decedent" that is most appropriate. Once all information has been entered select Yes for "Informant Information Verified" and press tab.

## DISPOSITION

**Disposition:** For "19a. Method of Disposition" enter the type of disposition. NCHS only recognizes four valid types of disposition: Burial, Cremation, Donation, and Entombment. Please keep this in mind when making a selection. See Appendices for a mapping diagram. For "19b Cemetery, Crematory or Other Location" select the disposition place from the dropdown. If burial is out of state or country write in the name of the disposition place. If it is within the United States the State, Zip code, and City/Town should all be available in the dropdowns after selecting the correct state. If the disposition place is out of the country you will select unknown for State and Zip code and write in City/Town and Address.

**Funeral Home:** The Funeral Home information should auto populate based on the login information and what was selected in the Required to Start tab. If the Funeral Home and/or Funeral Director information needs to change, select the new value and go to **File > Save Without Edits** in the blue menu bar. The list of funeral directors will populate based off of the Funeral Home selected, so always change the Funeral Home Name first. Finally mark if there was a Trade Call for this decedent and press tab.
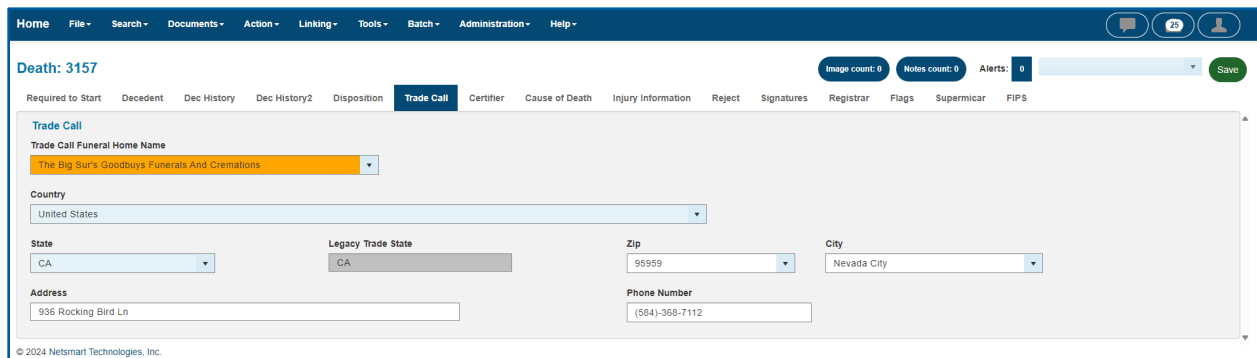
## TRADE CALL

The Trade Call Tab is only filled out when a body leaves the state and has not been cremated or donated. The trade call information is not just a repeat of the disposition section, it is meant to provide information on who is picking up the body. It is not asking for the cemetery; it is asking for the Funeral Home that is taking custody of the body and transporting it to the Cemetery. This is done so that a chain of custody is available in case there is a need to trace the body's route after it has left Nevada.



## CERTIFIER

### Determining The Medical Certifier

The law specifically separates this duty between physicians and coroners. The determination is made by whether the death was attended or not.

### Death Attended
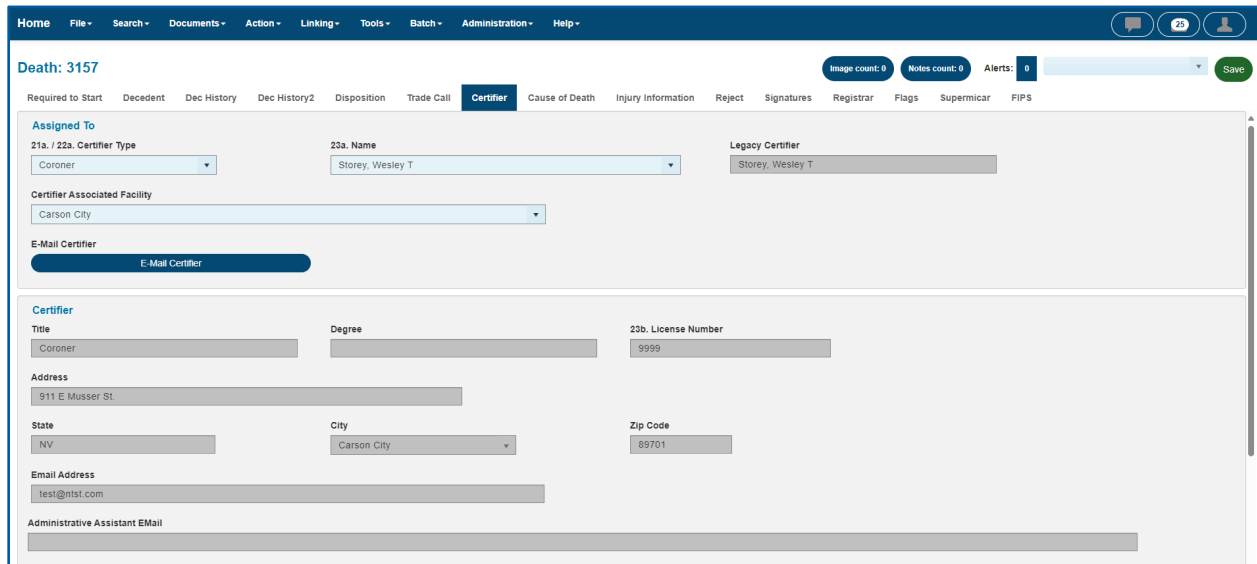
- The deceased had been examined or treated, was prescribed medications or provided care by the Physician/APRN within 180 days preceding death: OR

- Was pronounced dead by a Registered Nurse or Physician Assistant pursuant to NRS 440.415; OR

- Was diagnosed by a Physician/APRN as having an anticipated life expectancy of not more than 6 months. (NAC 440.170)

### Death Not Attended

- If the deceased had been under Physician's/APRN's care but the cause of death was unrelated to the physician's or APRN's diagnosis and treatment, then the county coroner or Medical Examiner must be called in (NAC 440.180)

- The decedent passed away at home without hospice care

## Assigning A Certifier

**Assigned To:** In box "21a/22a Certifier Type" you will select the type of certifier. The majority you will be choosing from Physician, Coroner, or Medical Examiner. After selecting the certifier type in "23a Name" find the certifier in the dropdown menu. Entering the first three letters of the last name should get you a list with the name you need in it. You will notice the Medical Certifier's in formation will populate in the **Certifier** section. Next you will select the certifier's location for this record from the dropdown in "Certifier Associated Facility." If you save without edits here, an email will automatically be sent to the certifier that they have a record pending. Please be aware that once a certifier signs a certificate The Name, Birthdate, Social Security Number, and Location of Death can only be changed by the Medical Certifier despite the Funeral Home having originally entered it.

**Attending Physician, if Other than Certifier:** This is for an attending physician who wishes to be on the record even though they are not the certifier.

**21. Certifier:** Enter the time of Death and if the time is approximate or known exactly.

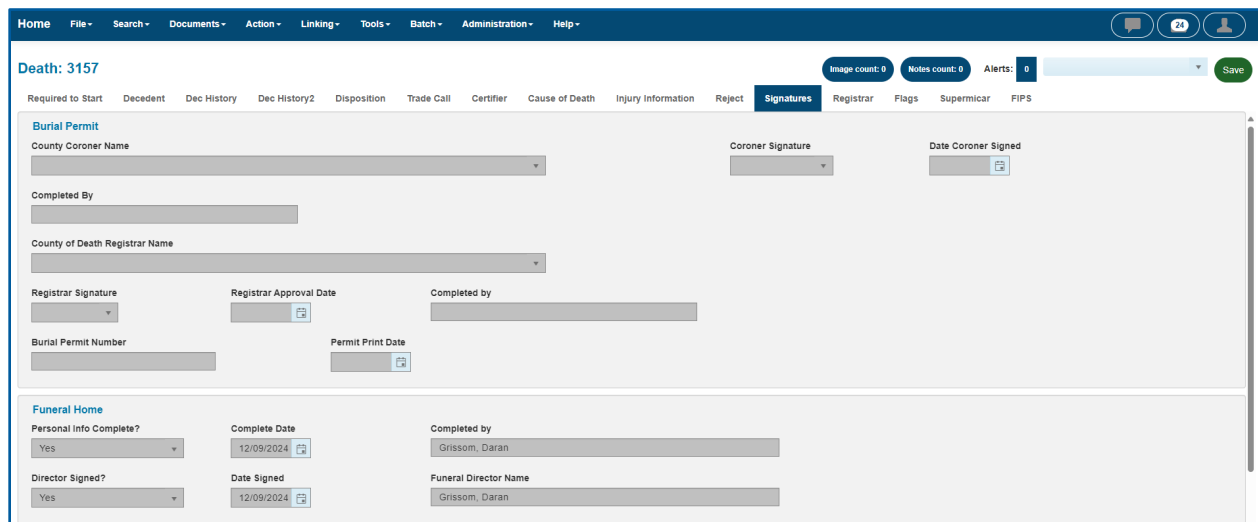**22. Coroner:** This is where the coroner enters the case number, date, and time pronounced.

| Attending Physician, if other than Certifier | | |
|---|---|---|
| Full Name | Title | Attending ID |

**21. Certifier**

| Military Time of Death | Is this TIME approximate? | 21c. Time of Death |
|---|---|---|
| 21:50 | No | 09:50 PM |

**22. Coroner**

| Coroner Case Number | 22d. Pronounced Dead | Military Time Pronounced | 22e. Time Pronounced |
|---|---|---|---|
| Nv-Cc-01 | 99/99/9999 | 99:99 | 9999 |

# SIGNATURE

**Burial Permit:** Will indicate if a coroner has signed off on a burial permit for a pending investigation or coroner review. Below that will be the Registrar approval, signature date and Burial Permit Number. Please note that due to Nevada State Law a burial permit can only be printed once after it is approved. If another copy is needed, please contact OVRHelp@health.nv.gov to have the permit reset.

**Funeral Home:** "Personal Info Complete?" can be signed by wither a Funeral Director or Funeral Arranger if preparing the record ahead of the Director. Once marked as "yes" the "Complete Date" and "Completed By" will auto populate based on the date and person logged in.
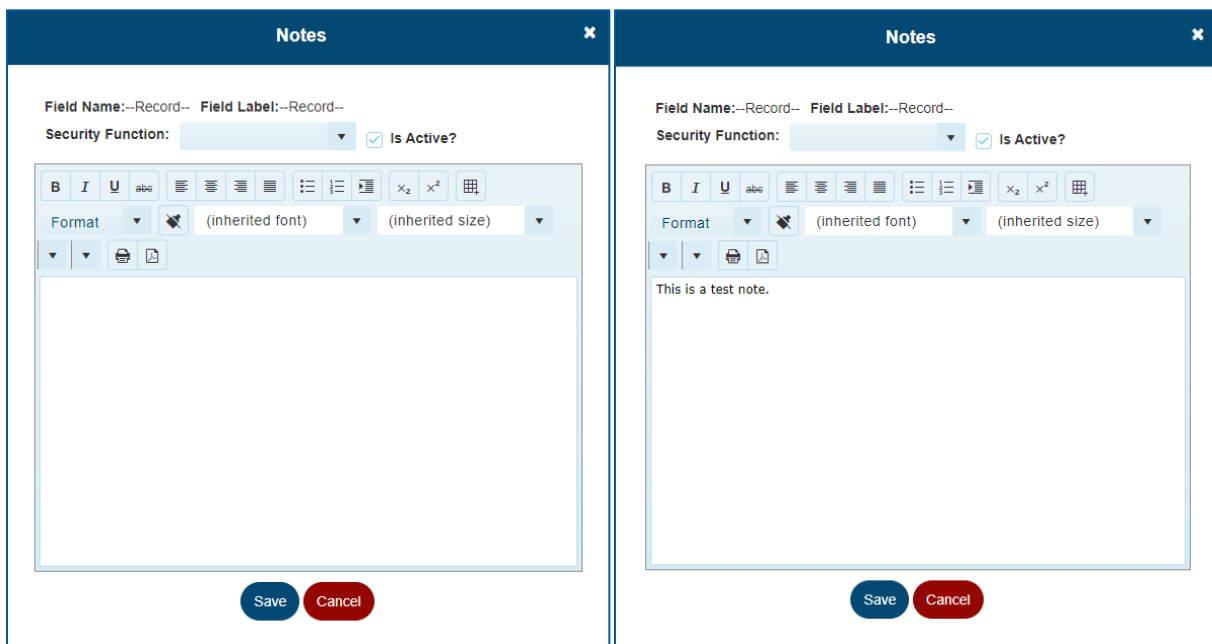
# NOTES & UPLOADING
## Adding A Note
From the record go to: **Action> Show Notes**.

All notes for the record will be displayed. To add a new note, click "New." Type in your note and click "Save." You can see if a note or a document has been added to the record in upper right-hand corner of the screen, next to the Alert Count.

**Adding a File**

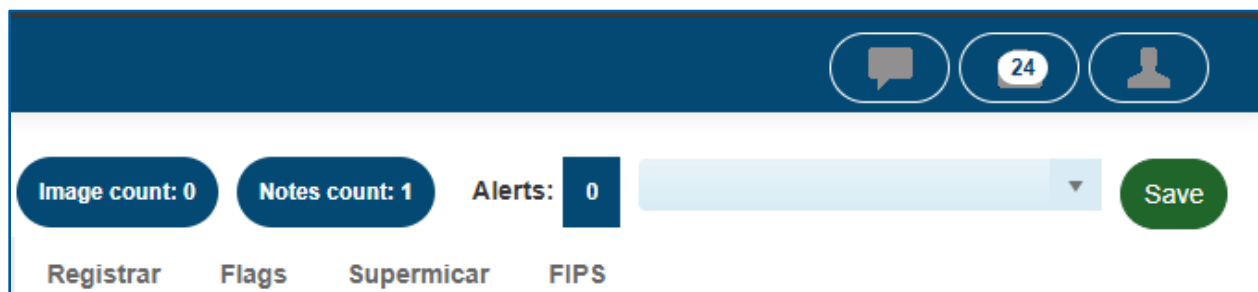There are two types of files you can upload to a record: a file, and an image.

Supported File types are Word (.docx), and Public Domain Format (.pdf)

Supported Image types are .jpg, and .png.

> To upload a file, go to Actions > Upload > File or Image. Select the image or file to upload in the menu that comes up, then choose "Save to File."

## REJECTING

> Rejections can happen for many reasons, generally because they need clarification or revision to keep the record in line with state and federal guidelines.

The types of Funeral Home Rejections

- Funeral Home to Coroner
- Funeral Home to Funeral Home
- Funeral Home to Hospital
- Funeral Home to Physician

The Funeral Director, Certifier, or Registrar all may reject a record. If a Funeral Home finds that it needs to correct information after they have signed. they can aways choose to reject Funeral Home to Funeral Home.

# Death Registration Workflow Overview



**Death Occurs** → **Funeral Home picks up the body** → **Funeral Home starts the record, assigns the certifier and enters the demographic information**

**The death record populates in the certifier's work queue**

**Certifier completes cause and manner of death and signs within 24 hours of presentation**

**Certifier or Funeral Home corrects and resigns the record**

**Registrar Rejects Record to Certifier or Funeral Home for revision or clarification**

**Registrar reviews death record after it is signed by the Funeral Director AND Certifier**

**Registrar issues Burial Permit and Registers Death record**

**Death Information is reported to NCHS**