V R I S M

Funeral Director Guide

Tennessee Vital Records

2024

Funeral Director Responsibility

- The responsibility of funeral directors obtaining the medical certification on the certificates of death remains the same from the previous paper process to the now fully electronic VRISM process.

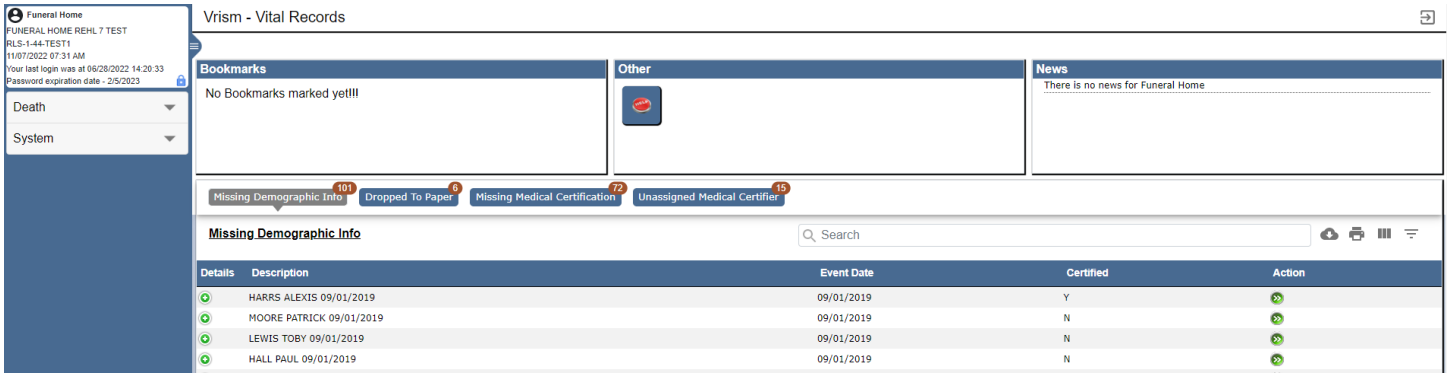
- T.C.A. 68-3-502 requires that the death certificate be filed within 5 days of death.

- Funeral directors will be responsible for tabs 1-6, which is the demographic information of the decedent, as well as the physician assignment and release portion of tab 11.

- Per TCA 68-3-502 all death events shall be registered before final disposition.

Once you have logged into VRISM, this is the screen you will see.

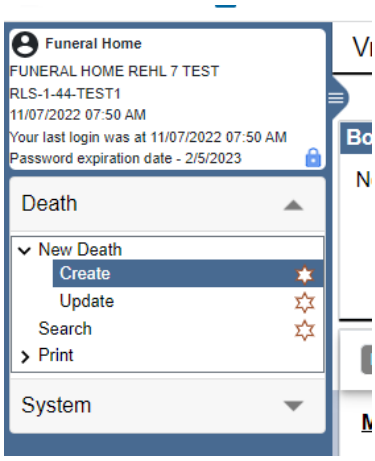
Funeral Home Queue



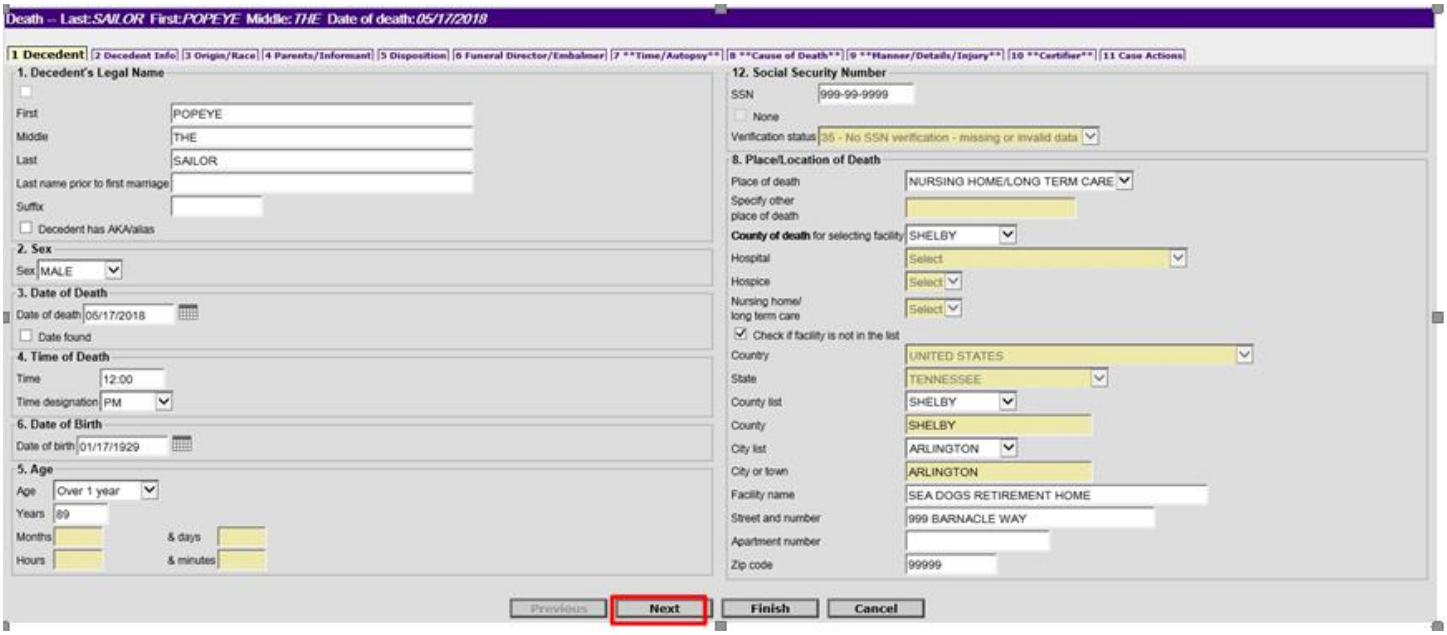
These records are in your work queue and will require your attention at some point, you can click through the different tabs to see what is needed to file the records.

Creating a Record

To create a record, follow the path: Death > New Death > Create on the left side of the screen. Enter in the decedent's information and click search. If no existing records match this search, press Create New Case.



Tab 1: Decedent

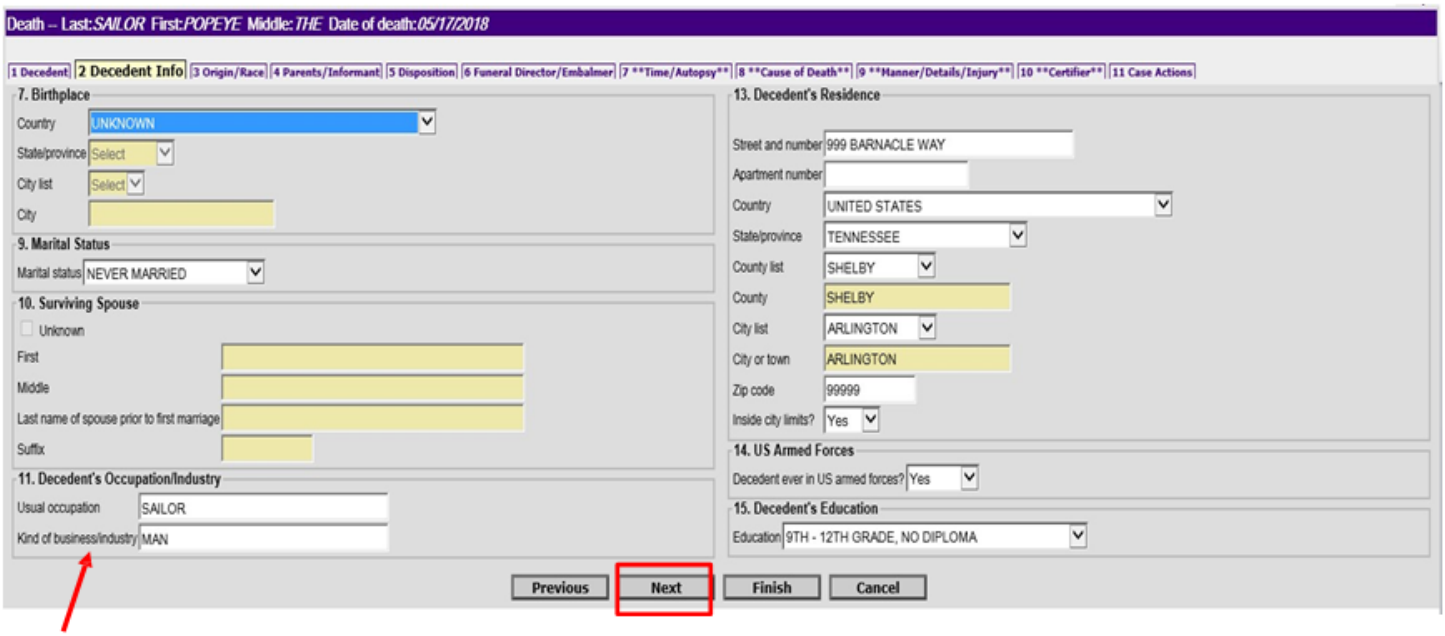


Complete all information in the opened white fields, others may open as you enter information.

Note: Any changes made to tab 1 other than the middle name or the social security number after a physician has certified the cause of death will result in the record becoming un-certified thus causing the physician to certify the record again.

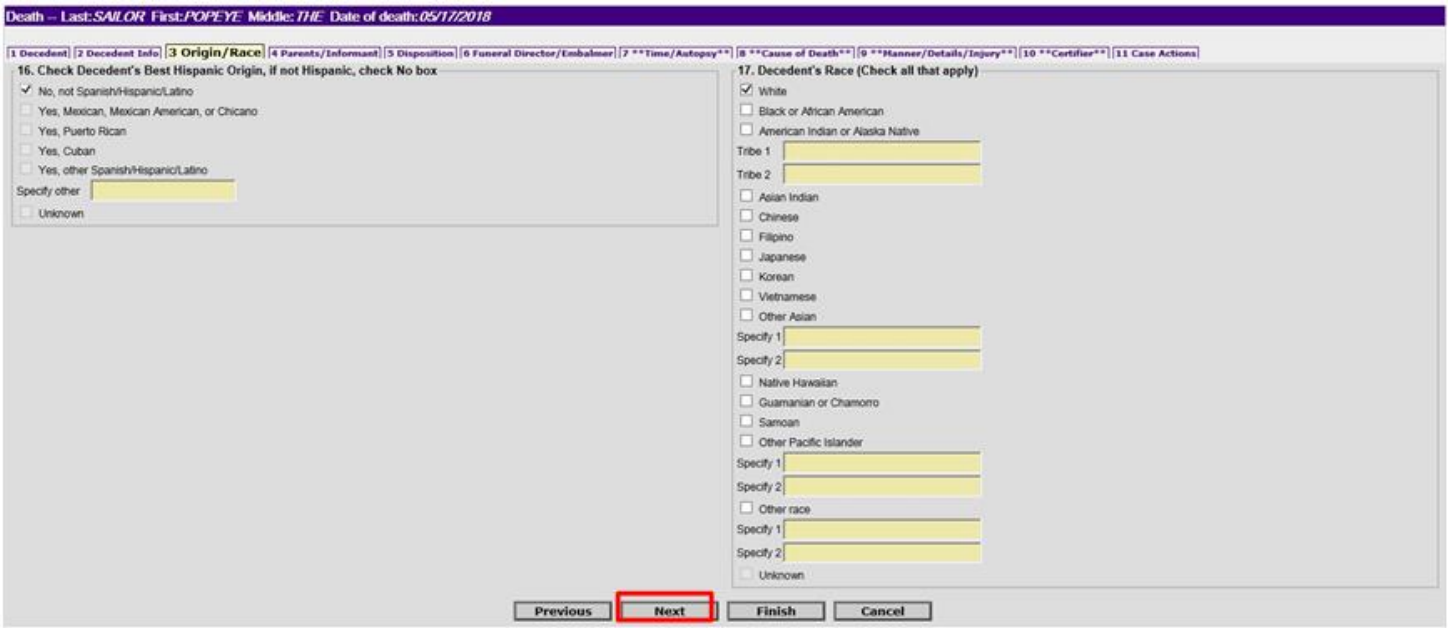
Please be sure to go back to tab 1 before you release the record to the state to ensure the social security number has been verified. You can make 5 attempt to verify the social security number to the decedent.

Tab 2: Decedent Info

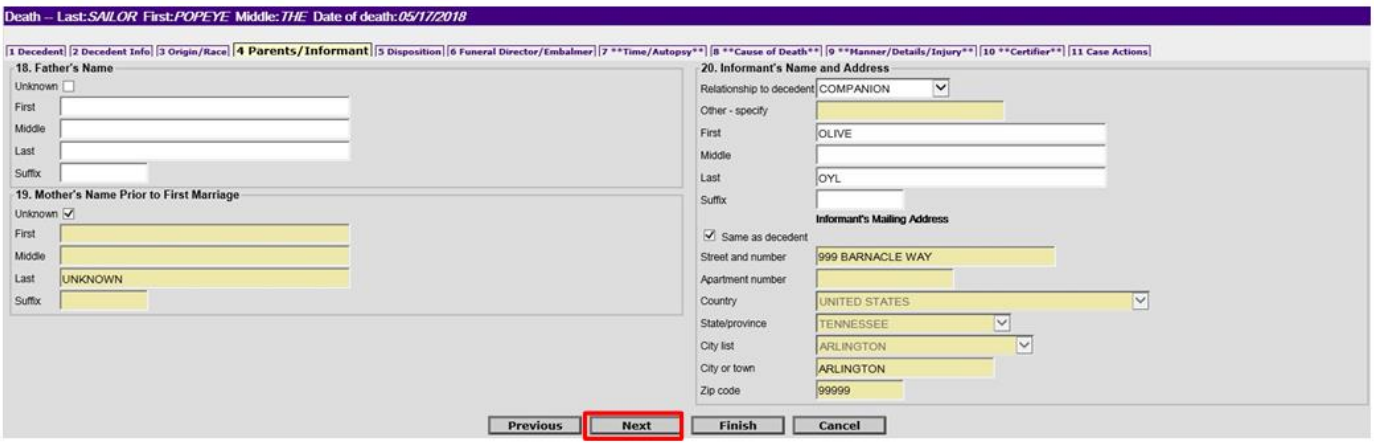


Note: Kind of business is NOT a business name, just the type is needed

Tab 3: Origin/Race

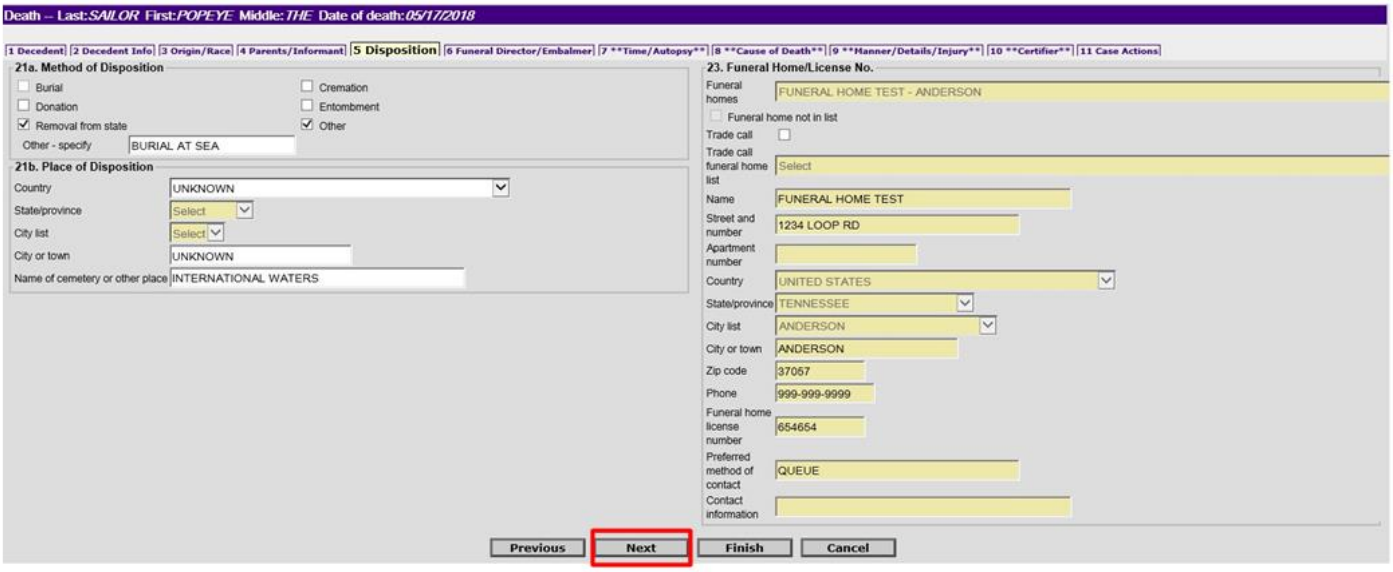


Tab 4: Parents/Informant

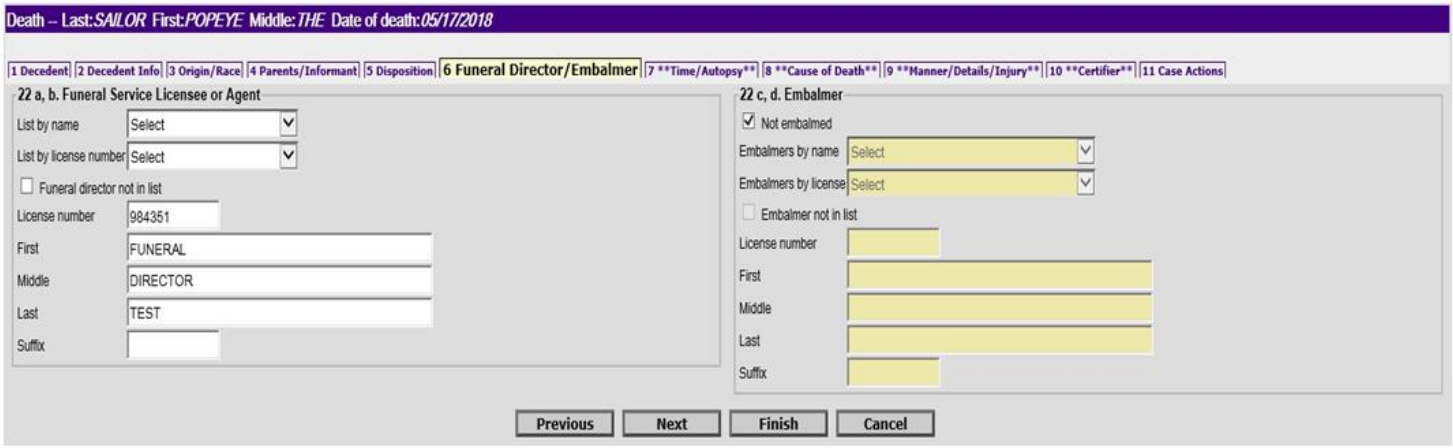


Complete all required information

Tab 5: Disposition

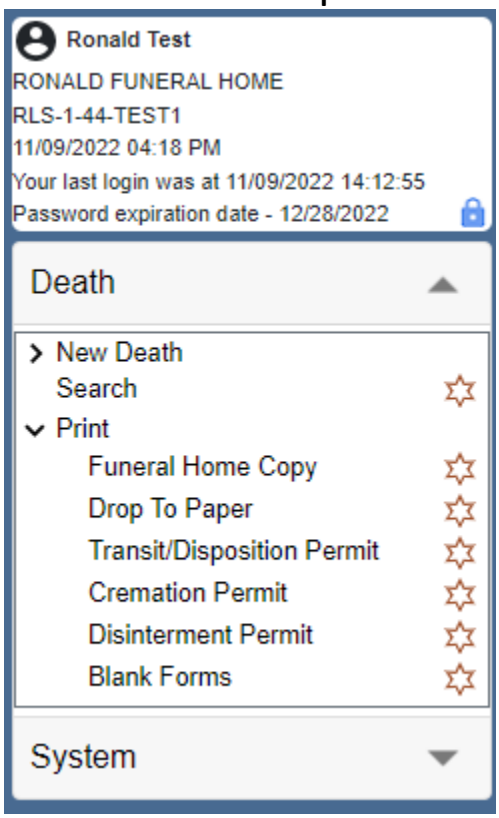


Tab 6: Funeral Director/Embalmer



Once this information is completed, click on “Finish” then “Save as Pending” on the next page so you can print a funeral home copy. Please review this with the family. This will help to reduce errors and the hopefully eliminate the need for submitting an affidavit later to correct incorrect information.

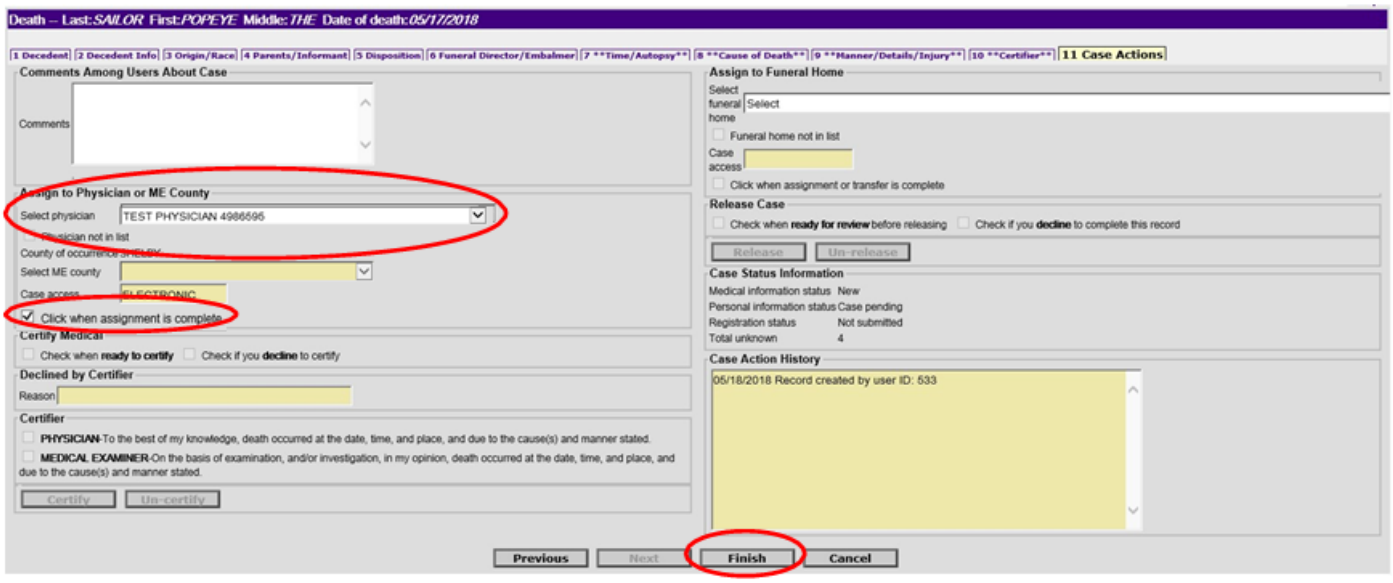
How to print a funeral home copy for review



Follow the path:
Death > Print > Funeral Home Copy
Enter the year of death and the decedents First and Last name, click search.
Click continue on the bottom of the screen
Click “Generate Document”, copy will generate then print it and show it to the family. You could even have them sign it for future reference if there becomes the need for an affidavit.

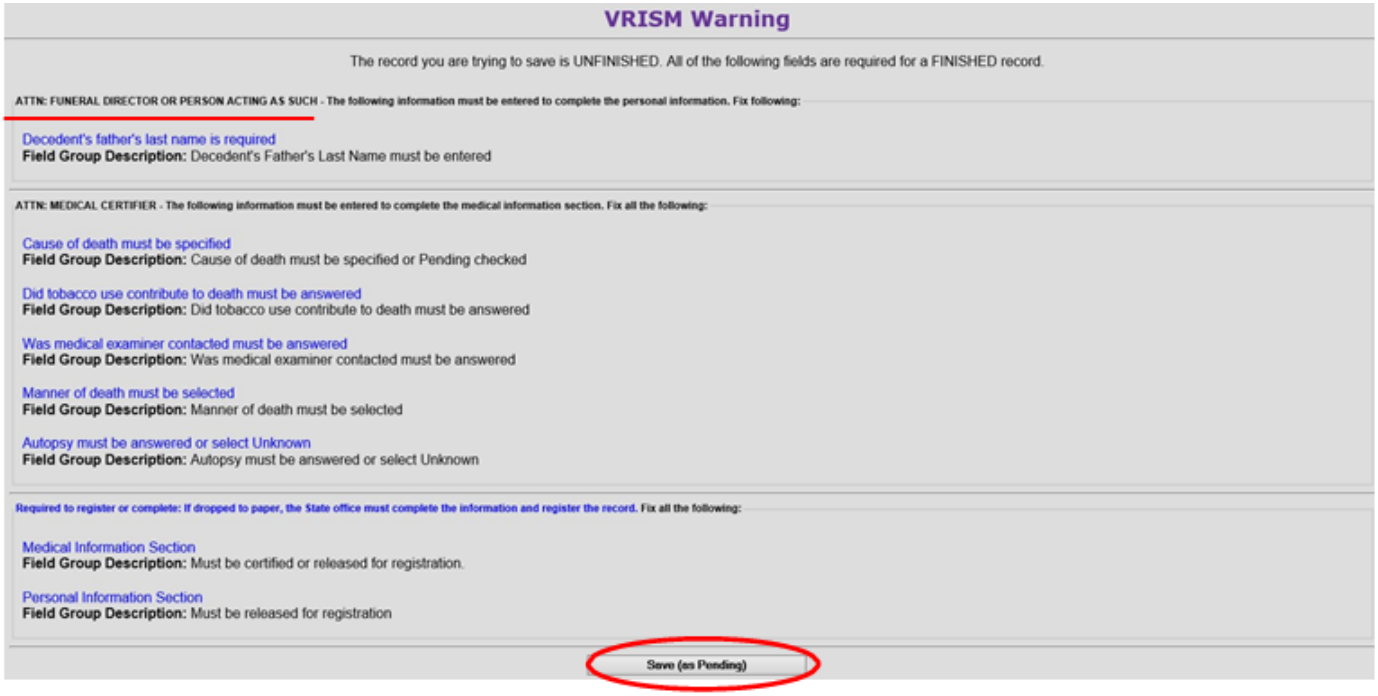
After reviewing the Funeral Home Copy with the family go back to the record and go to tab 11.

Tab 11: Case Actions



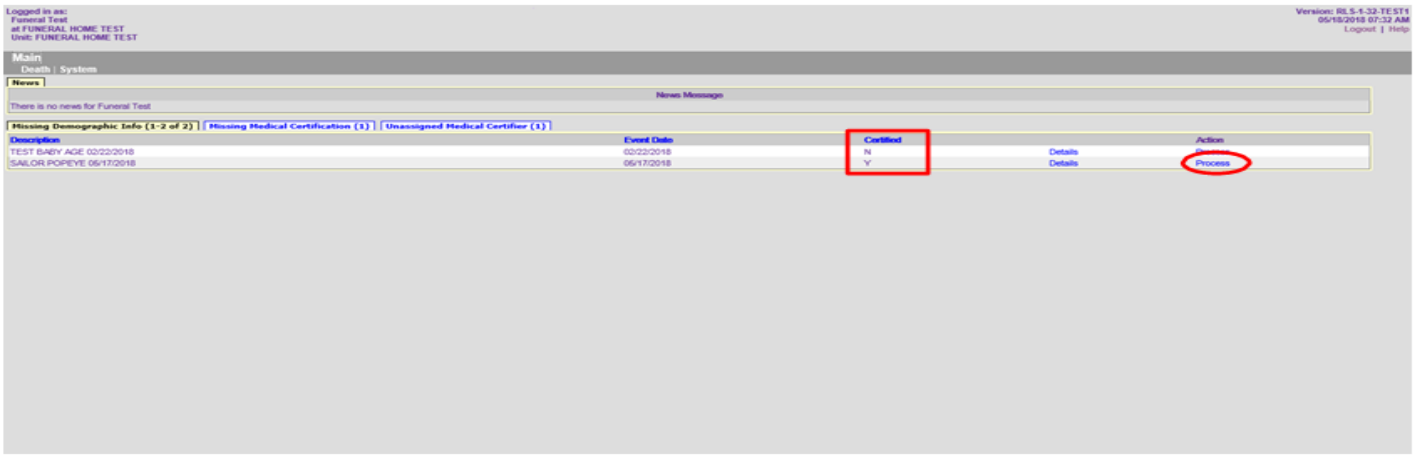
To assign a certifier, select the appropriate physican from the drop-down list, if this is a ME case assign it to the appropriate county of death. You must then check the box “Click when assignment is complete” and click on “Finish” at the bottom of the screen.

VRISM Warning Screen



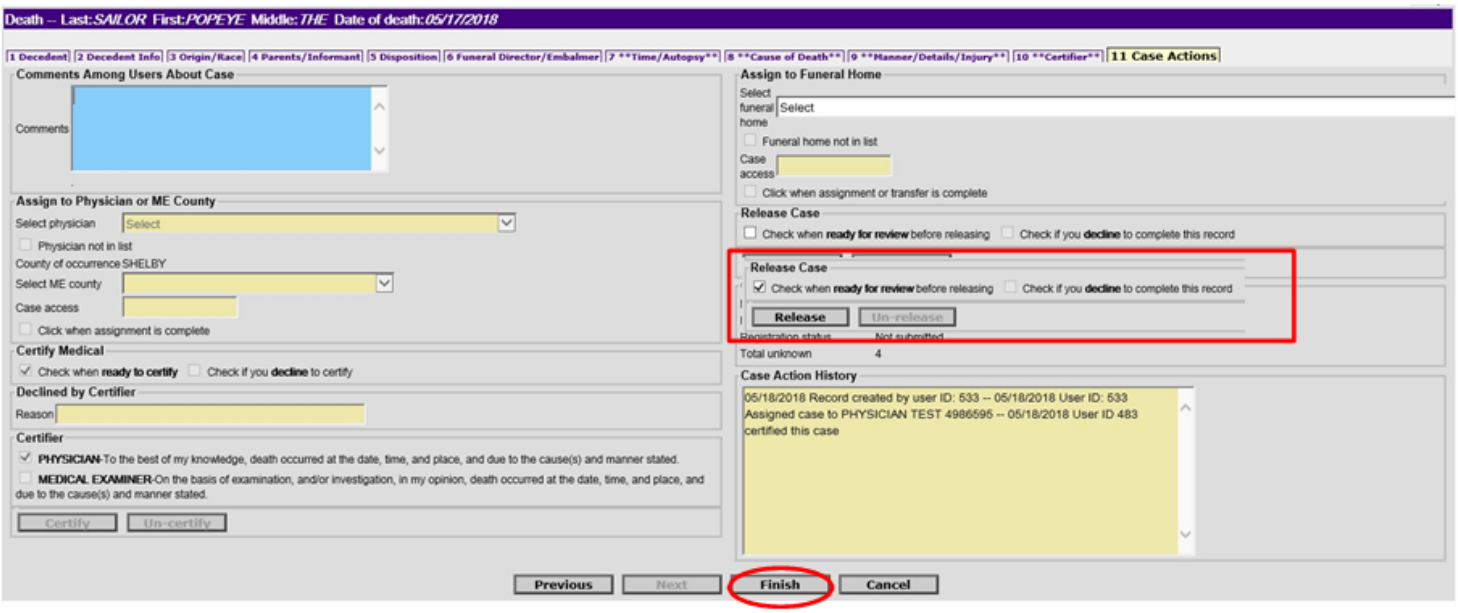
After you hit “Finish” on the previous page, if there are any items uncompleted, you will receive this warning page. Click on the item to be taken to it directly to complete.

Checking Certification Status



Once the cause of death has been certified by the medical certifier you will see the indicator has changed to a “Y”. You can now release the record to the State for registration

Releasing a Record



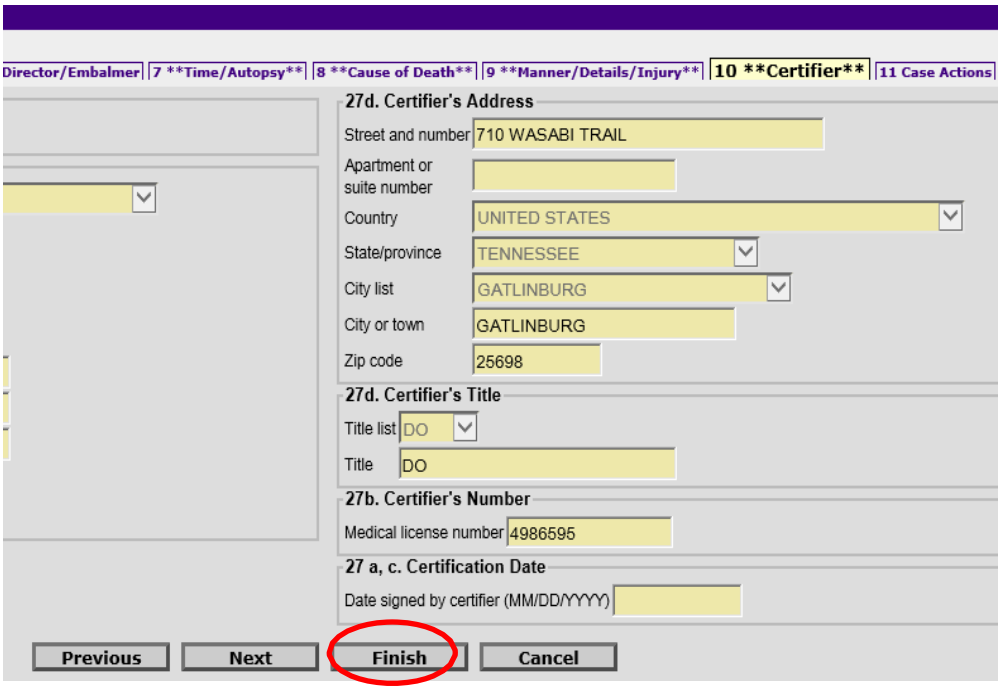
Return to the record and go to tab 11, check the box “ready for review before releasing and then click the button “Release”, then finish at the bottom.

NOTE: Only a funeral director or an individual acting as the funeral director may press the “release” button to register a record.

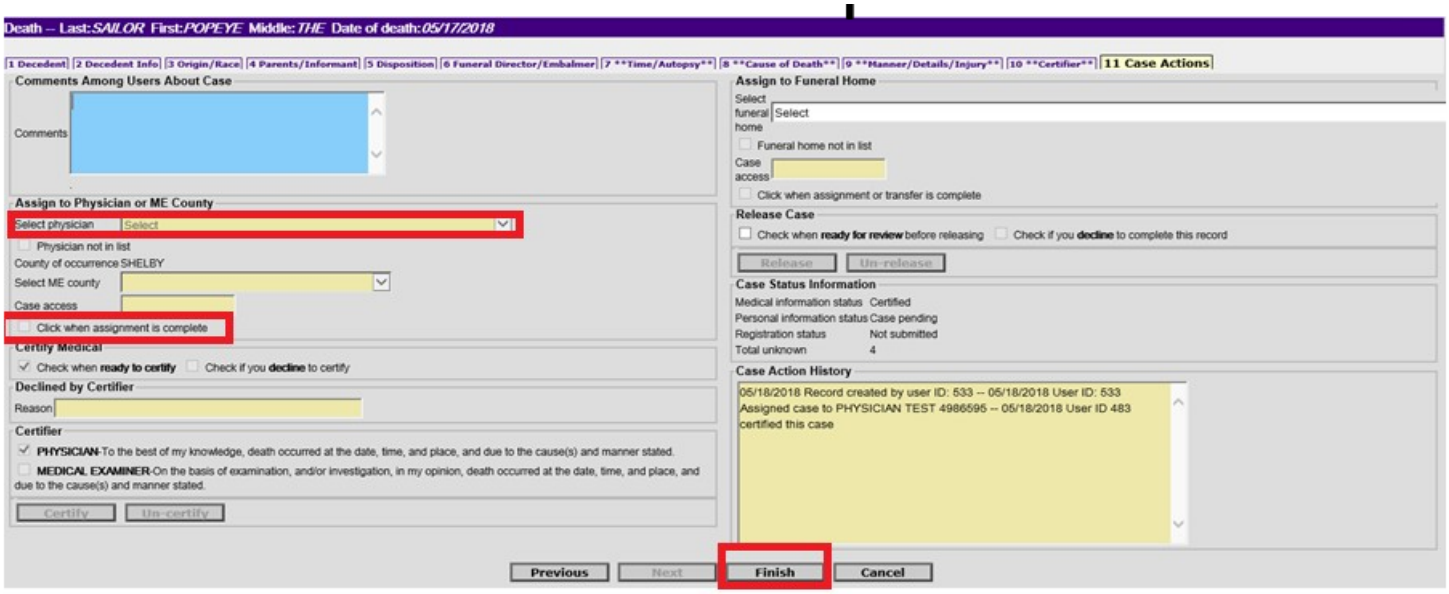
Successful Transaction

This is the screen you should see once it is registered with the State office.

VRISM TIPS



Note: Physician's do not enter any information on Tab 10. The "date signed by Certifier" will auto-populate when they have certified the record on tab 11.



To reassign a record, you would go to Tab 11 and select the new physicians name of the drop-down list. Click "check when assignment is complete" before saving the change.

Note: The physician listed in Tab 10 is the currently assigned physician.

VRISM Tips

Getting a physician to sign a record

- If you are having trouble getting a physician to sign a record and the death occurred at a medical facility, please call and speak to the Administration, Risk Management or the Chief Medical Officer.
- If the physician refuses to do their due diligence or fails to complete the task in a timely manner, you may also reach out to the Medical Board for guidance.
- You can report the physician to the medical board at: https://www.tn.gov/health/health-professionals/hcf-main/filing-a-complaint.html
- The Office of Vital Records, specifically VRISM, acts as a platform for vital records and does not have jurisdiction to force medical certifier compliance.

Making Changes to a registered record

- All changes made to a registered record will require an original notarized affidavit.
- Changes made to items directly related to death such as name, date of death, place of death, time of death or cause of death will require an affidavit from the physician.
- For more information about the process or for status updates please contact the Amendments Department at vramendments@tdhs.zendesk.com

Thank you

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