



EDRS Funeral Directors Guide to Printing and Searching Records in VRISM

Vital Records Office

This Presentation Will Cover:



Printing a Drop to Paper Record



Printing a Working Copy/Funeral Home Copy



Printing Permits



Searching for your VRISM Records

Drop to Paper:

- Once you receive a successful transaction page after completing the electronic portion of the record and determined that the physician that you are working with is not on VRISM, yet. You will click on the Word 'Death.'

The screenshot displays the VRISM - Post Entry Page in Internet Explorer. The browser address bar shows the URL: https://test.vrism.tn.gov/vrism/servlet/dse/process?mmr_id=2. The page header includes the user information: "Logged in as: Tina Wetherbee at TINA FUNERAL HOME [change] Unit: TINA FUNERAL HOME" and the version information: "Version: RLS-1-23-PATCH-2-TEST2 06/30/2017 09:08 AM Logout | Help". The navigation menu at the top shows "Main -- Death -- New Death -- Create", with a red arrow pointing to the "Death" link. The main content area features a "Successful Transaction" message: "Your transaction has been saved successfully." Below this is a "Record Details" section with a table:

First name	DROPTO
Last name	PAPER
State file number	
Date of death	06/30/2017

Below the table is an "Other Options" section with a button labeled "Return to Record". At the bottom of the page, there are two buttons: "Main Menu" and "Repeat Task". The browser status bar at the bottom right shows "100%".

Drop to Paper Cont.

Next you will click Print...



VRISM - Main Page - Internet Explorer

https://test.vrism.tn.gov/vrism/go/71

Logged in as:
Tina Wetherbee
at TINA FUNERAL HOME [change]
Unit: TINA FUNERAL HOME

Version: RLS-1-23-PATCH-2-TEST2
06/30/2017 09:09 AM
Logout | Help

Main -- **Death**
New Death | Search | **Print**

News

News Message

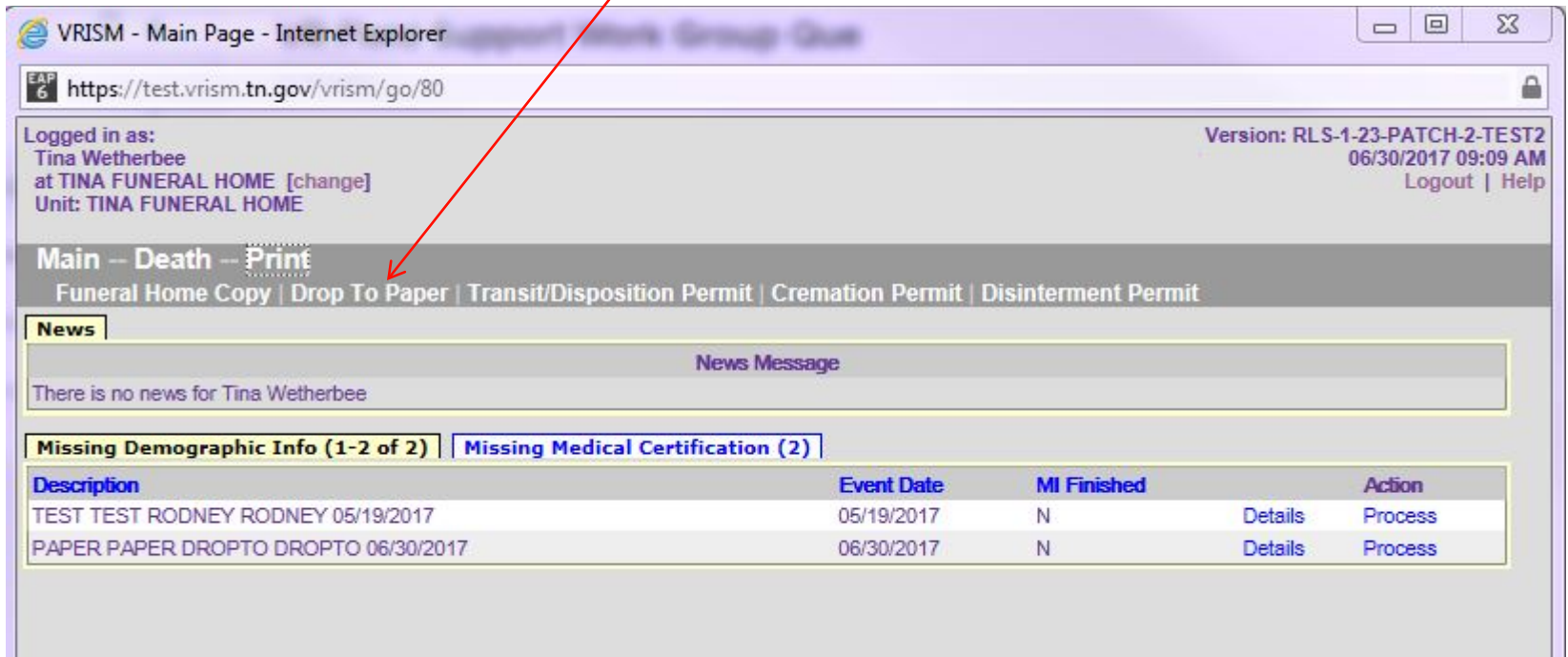
There is no news for Tina Wetherbee

Missing Demographic Info (1-2 of 2) | **Missing Medical Certification (2)**

Description	Event Date	MI Finished	Action
TEST TEST RODNEY RODNEY 05/19/2017	05/19/2017	N	Details Process
PAPER PAPER DROPTO DROPTO 06/30/2017	06/30/2017	N	Details Process

Drop to Paper Path in VRISM:

- Then simply click on the Drop to Paper option in the Menu Path



The screenshot shows the VRISM web application interface. The browser title is "VRISM - Main Page - Internet Explorer". The address bar shows the URL "https://test.vrism.tn.gov/vrism/go/80". The user is logged in as "Tina Wetherbee" at "TINA FUNERAL HOME". The version information is "Version: RLS-1-23-PATCH-2-TEST2" dated "06/30/2017 09:09 AM". The main menu path is "Main -- Death -- Print", with "Drop To Paper" highlighted by a red arrow. Below the menu path, there is a "News" section with a "News Message" box stating "There is no news for Tina Wetherbee". At the bottom, there are two tabs: "Missing Demographic Info (1-2 of 2)" and "Missing Medical Certification (2)". The "Missing Medical Certification (2)" tab is active, showing a table with the following data:

Description	Event Date	MI Finished	Action
TEST TEST RODNEY RODNEY 05/19/2017	05/19/2017	N	Details Process
PAPER PAPER DROPTO DROPTO 06/30/2017	06/30/2017	N	Details Process

Drop to Paper – Search for the Record:

- Next you will come to a search screen, you will need to enter at a minimum the Decedent's First and Last Name & the year of Death, then click search.

Main – Death – Print – Drop To Paper

Death Record Search Criteria

Record Identifiers

Event year

State file number

Certificate indicator

ME case number

Decedent's Name

First

Middle

Last

Suffix

Soundex on last name

Decedent's Sex

Sex

Decedent's Social Security Number

SSN

Date of Death

Date of death (mm/dd/yyyy)

From

To

Month and Year of Death

Month

Year

Date of Birth

Date of Birth (mm/dd/yyyy)

From

To

Location of Death

County

Cities

City

Drop to Paper – Record List:

- Once you hit search, a Records List will come up - click on the word Details...

Main -- Death -- Print -- Drop To Paper

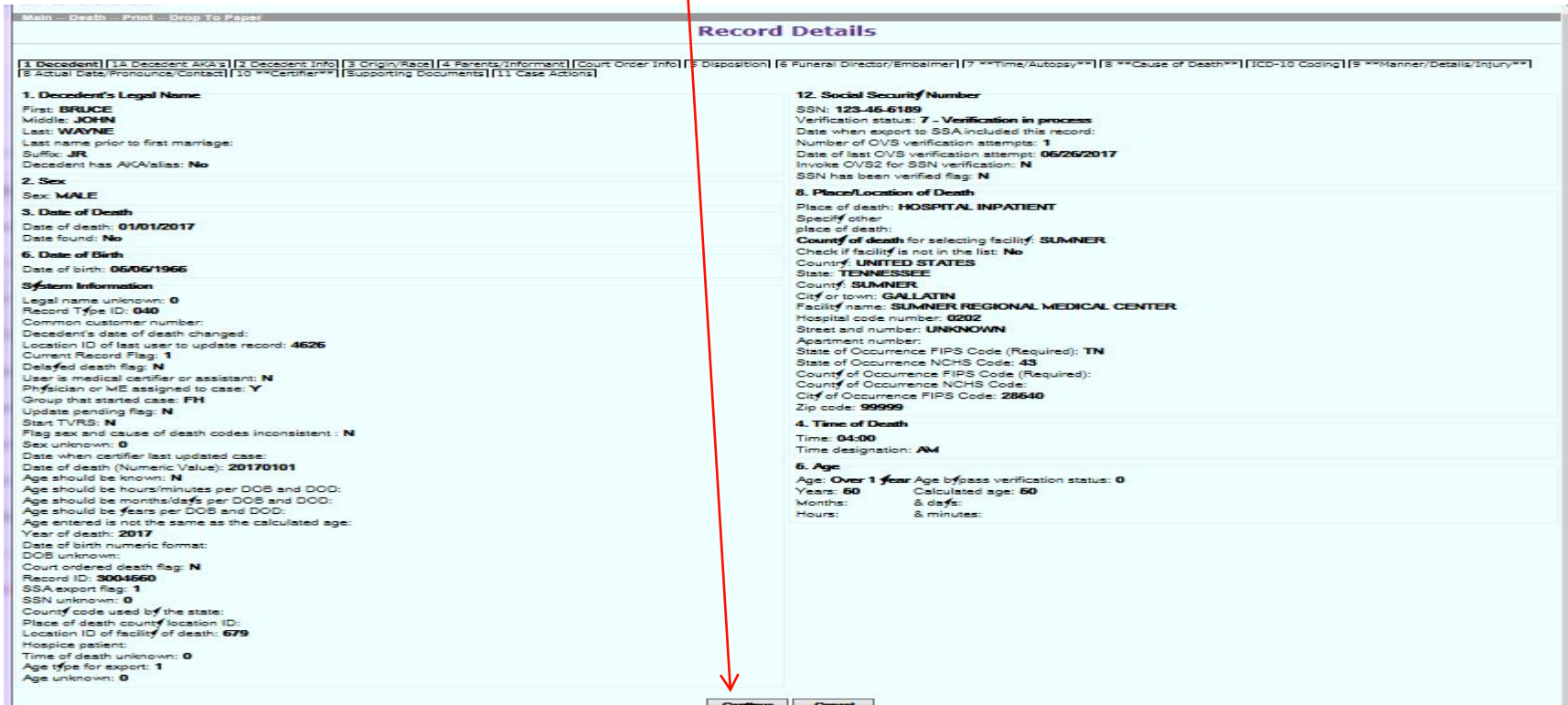
Records List (Showing 1 - 1 of 1 records)

Last Name	First Name	Middle Name	Date of Death	Mother Maiden Name	Father Last Name	County	Status	
WAYNE	BRUCE	JOHN	01/01/2017	JONES	WAYNE	SUMNER	Dropped to paper	Details

Cancel

Drop to Paper – Reviewing the Record:

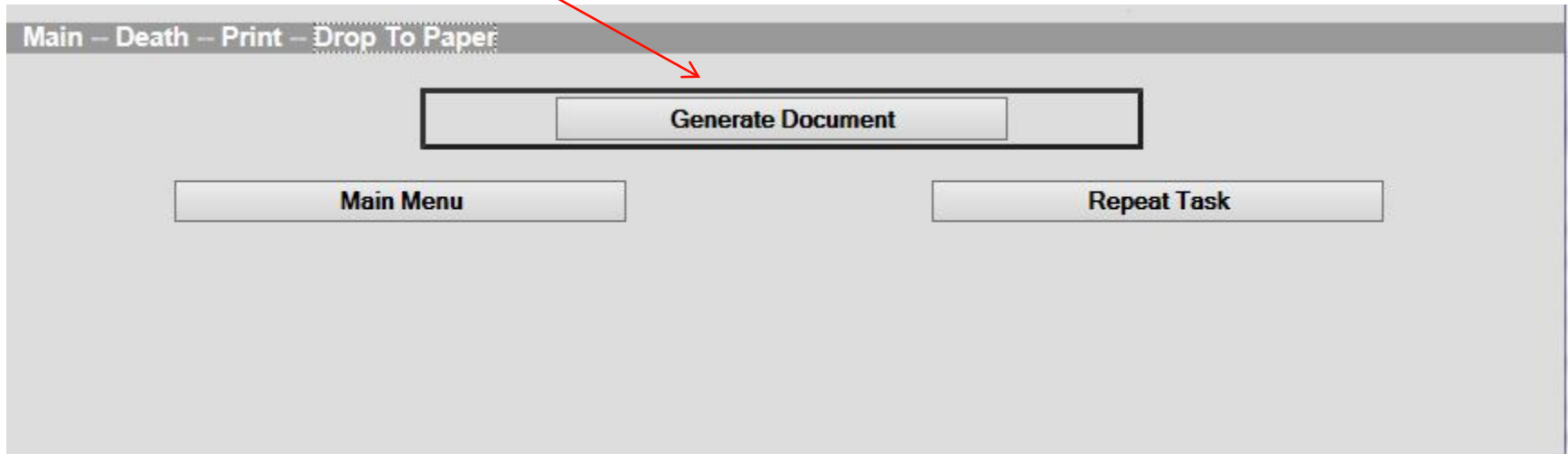
- Once you click the word details, it allows you to do a quick review of the record, from here you will click Continue at the bottom of the page.



The screenshot shows a web application interface for reviewing a death record. At the top, there are navigation links: 'Main', 'Death', 'Print', and 'Drop To Paper'. The main heading is 'Record Details'. Below this is a series of tabs for different record sections: 1. Decedent, 2. Decedent AVA's, 3. Decedent Info, 4. Origin/Assess, 5. Parents/Informant, 6. Court Order Info, 7. Disposition, 8. Funeral Director/Embalmer, 9. Time/Autopsy, 10. Cause of Death, 11. ICD-10 Coding, 12. Manner/Details/Injury. The '1. Decedent' tab is selected. The form is divided into several sections: 1. Decedent's Legal Name (First: BRUCE, Middle: JOHN, Last: WAYNE, Suffix: JR, Decedent has AVA/alias: No), 2. Sex (MALE), 3. Date of Death (01/01/2017), 6. Date of Birth (06/06/1966), System Information (Legal name unknown: 0, Record Type ID: 040, Common customer number, Decedent's date of death changed, Location ID of last user to update record: 4626, Current Record Flag: 1, Delayed death flag: N, User is medical certifier or assistant: N, Physician or ME assigned to case: Y, Group that started case: FH, Update pending flag: N, Start TVRS: N, Flag sex and cause of death codes inconsistent: N, Sex unknown: 0, Date when certifier last updated case, Date of death (Numeric Value): 20170101, Age should be known: N, Age should be hours/minutes per DOB and DOD, Age should be months/days per DOB and DOD, Age should be years per DOB and DOD, Age entered is not the same as the calculated age, Year of death: 2017, Date of birth numeric format, DOB unknown, Court ordered death flag: N, Record ID: 3004660, SSA export flag: 1, SSN unknown: 0, County code used by the state, Location ID of facility of death: 679, Hospice patient, Time of death unknown: 0, Age type for export: 1, Age unknown: 0), 12. Social Security Number (SSN: 123-46-6109, Verification status: 7 - Verification in process, Date when export to SSA included this record, Number of OVS verification attempts: 1, Date of last OVS verification attempt: 06/26/2017, Invoke OVS2 for SSN verification: N, SSN has been verified flag: N), 8. Place/Location of Death (Place of death: HOSPITAL INPATIENT, Specify other, place of death, County of death for selecting facility: SUMNER, Check if facility is not in the list: No, Country: UNITED STATES, State: TENNESSEE, County: SUMNER, City or town: GALLATIN, Facility name: SUMNER REGIONAL MEDICAL CENTER, Hospital code number: 0202, Street and number: UNKNOWN, Apartment number, State of Occurrence FIPS Code (Required): TN, State of Occurrence NCHS Code: 43, County of Occurrence FIPS Code (Required):, County of Occurrence NCHS Code, City of Occurrence FIPS Code: 28640, Zip code: 99999), 4. Time of Death (Time: 04:00, Time designation: AM), 6. Age (Age: Over 1 year, Age bypass verification status: 0, Years: 60, Calculated age: 60, Months: & days:, Hours: & minutes:). At the bottom of the form, there are two buttons: 'Continue' and 'Cancel'. A red arrow points from the top of the page down to the 'Continue' button.

Drop to Paper – Generate & Print:

- After reviewing the record details and clicking continue, you will click Generate, and the death certificate will appear populated with the demographic information that you entered in VRISM...and you can print it from here onto plain white paper. It will already be formatted in the current state of Tennessee paper format.



Additional Printing Options:

This is the path to print your Funeral Home Copy/Working Copy of the Certificate; you can also print Transition/Disposition Permits; Cremation Permits & Disinterment Permits, as well. You will still need to get to complete them per usual.

The screenshot shows the VRISM web application interface. The browser title is "VRISM - Main Page - Internet Explorer". The address bar shows the URL "https://test.vrism.tn.gov/vrism/go/80". The user is logged in as "Tina Wetherbee" at "TINA FUNERAL HOME". The version is "RLS-1-23-PATCH-2-TEST2" dated "06/30/2017 09:09 AM". The main navigation bar includes "Main -- Death -- Print" and "Funeral Home Copy | Drop To Paper | Transit/Disposition Permit | Cremation Permit | Disinterment Permit". A "News" section shows "There is no news for Tina Wetherbee". A "Missing Demographic Info (1-2 of 2)" and "Missing Medical Certification (2)" section contains a table with the following data:

Description	Event Date	MI Finished	Action
TEST TEST RODNEY RODNEY 05/19/2017	05/19/2017	N	Details Process
PAPER PAPER DROPTO DROPTO 06/30/2017	06/30/2017	N	Details Process

Thank you for your time! We hope that you find this presentation helpful as we move forward in VRISM and Electronic Death Registration. If you have any questions, please feel free to contact us.

Vital Records Field Representatives:

Tina Wetherbee p: 615-253-2785 email: tina.wetherbee@tn.gov
Erin Wilson p: 615-532-2673 email: erin.wilson@tn.gov
Van Bryant p: 615-532-2656 email: van.bryant@tn.gov

VRISM Clinical Application Coordinator:

Kathy Seelye P: 615-532-0618 email: kathy.seelye@tn.gov

