

VRISM Medical Certifier User Guide

For help, contact us at (855) 874-7686 or health.vrism@tn.gov.

Logging In

- After receiving the email verification link and setting up your security information (password, pin, security questions, image and phrase), go to:
- <https://vrism.tn.gov/vrism/gui/login/welcomeTN.jsp>
- Press the blue login button at the bottom of the screen.
- Enter your username (case sensitive).
- Answer one of your three selected security questions (case sensitive).
- Verify that your security image and phrase are correct.
- Enter your password (case sensitive).
- If you have any certificates assigned, they should appear on your main screen in a queue.

Certifying a Certificate

- Select a record in your queue by clicking the green arrows to the far right of the name.
- The record always opens on tab 1. If any of the information on tab 1 is incorrect, please work with the funeral home to correct this. Different fields will be open to specific users on tab 1. Medical Examiners have access to all tabs.
- **Tab 7 – Time/Autopsy** – click on this tab to start of the medical portion.
 - Verify the date and time of death entered by the funeral home, medical record # not required
 - You will need to check the box ‘Check this to verify the date of death is correct’
 - Verify the Time of Death. If it is blank, you will need to enter the time of death.
 - Enter all 9’s for unknown information, such as time of death, if unknown.
 - Answer “was ME contacted” and “was an autopsy performed”.
 - Click Next.
- **Tab 8 – Cause of Death** - enter the cause of death and underlying causes **without** abbreviations. Be as specific as possible. The rare cause alert will only need to be answered if the rare cause warning appears after clicking next. Click Next.
- **Tab 9 - Manner/Details/Injury** - answer questions 30 & 31 (and 32 if decedent is a female). Click Next.
- **Tab 10 – Certifier** - ensure all information is correct. If info is incorrect, contact the helpdesk. Click Next.
- **Tab 11 – Case Actions**
 - If all of the information is complete, click on ‘Finish’ at the bottom of the page.
 - On the VRISM Warning Page, check for anything missing for the medical certifier and complete
 - If record is complete, click on ‘Save (as Pending)’
 - Click on “PRESS TO CERTIFY” then Continue
- If you cannot click on “PRESS TO CERTIFY” there may be items missing. Click ‘Return to Record’ then ‘Finish’. Review any warnings for the Medical certifier where items were not completed (you can click on the blue hyperlink(s) to complete).
- Click on Finish, Save (as Pending), “PRESS TO CERTIFY”
- If you would like to print a copy take path: Main>Death>Print>Funeral Home Copy. After entering search fields, click “Details,” then press continue at the bottom of the screen. Click the “Generate Document” button to generate a printable PDF of the record.