Electronic Vital Registration System
User Training Guide
VRS at the Hospital

Netsmart Technologies

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behavioral/mental health | public health | substance abuse | methadone | mr/dd | social services

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Connecting Health and Human Services

Revision History

Date	Document Version	Description	Author(s)
08/14/08	1.0	Initial Version	Alesia Preece
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12/23/09	8.2	Minor Updates	Alesia Preece

The example and screen shot convention in this guide are representative of the commands above the screen, providing a visual as to their location in the application, or specific to the positioning of a field on the screen. The record data visible does not necessarily represent the required entries and processing for that specific event.

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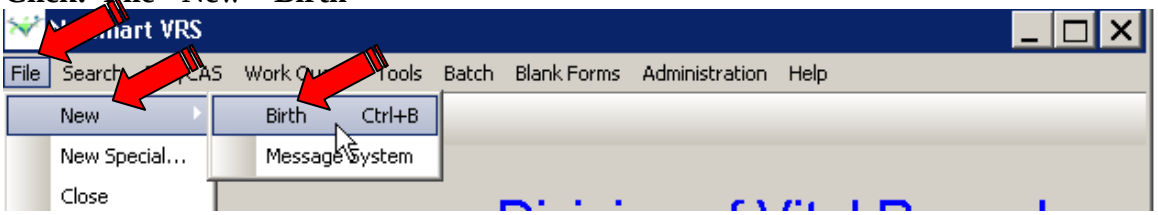
Entering a Birth Record

The workflow and field order of the Mother and Facility Worksheets are matched to the tab and screen workflows in the Electronic Vital Records application. Use the Mother and Facility Worksheets to enter information.

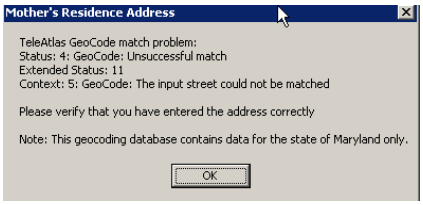
If you believe a record has been started in the system, see the instructions in the section "Search for a Birth Record" for locating an existing record BEFORE beginning data entry.

Click: File - New – Birth



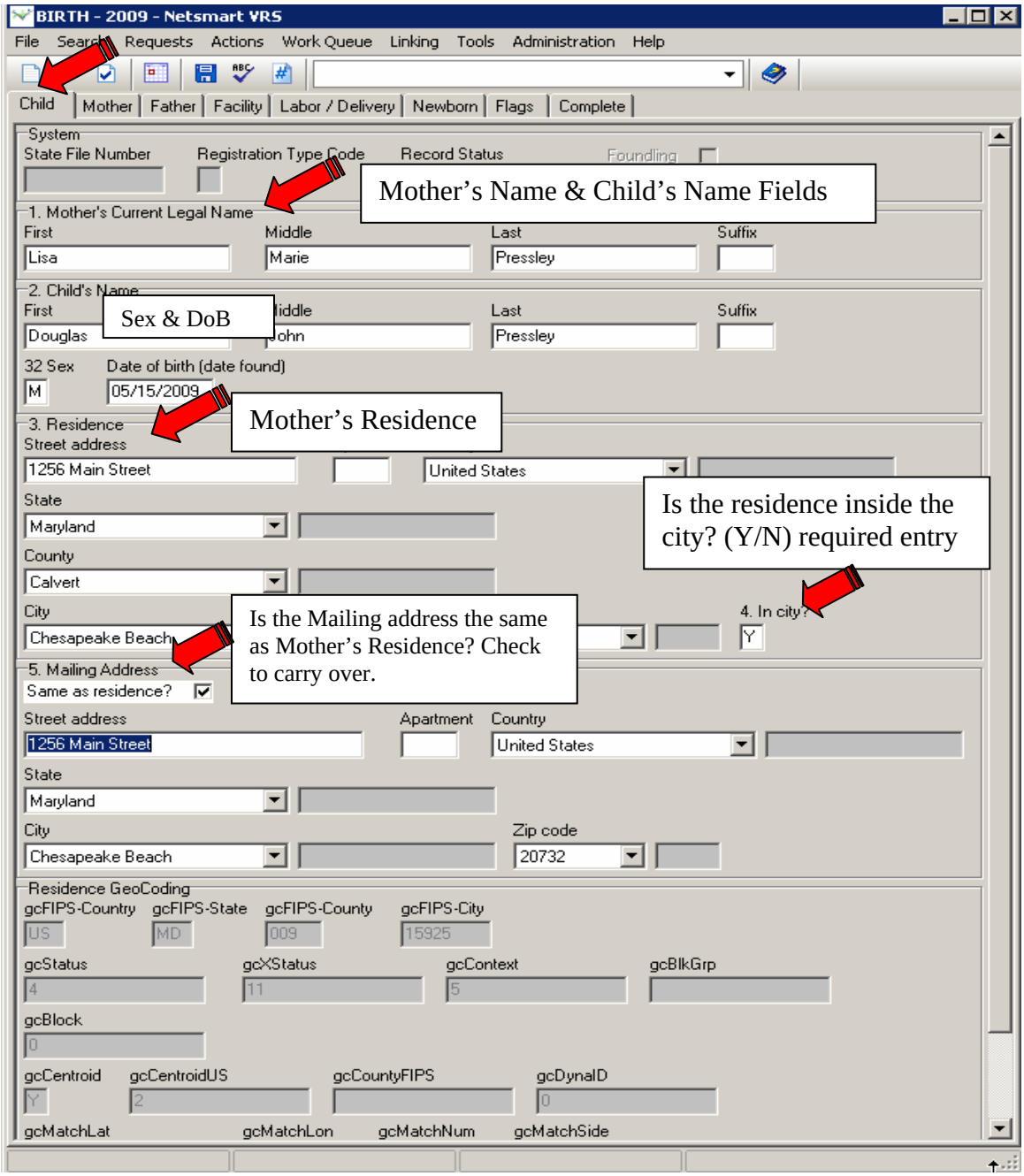
Things to Know!

- The application has GEO coding processing the Mother's residence address in the background after it is entered in the record. If the address cannot be found, the system will notify the user with the message below. The user may click OK and verify the address has been entered correctly. If the address is correct, click OK and continue entering the record.



- When the address is found in the GEO database the system will not present a message.
- If the residence is an address outside of the state of Maryland, the following message will be presented. The user may click OK, verify the address entered is correct and continue entering the record.

Child Tab Review



- Residence Geocoding Area, on the bottom of the screen, is grayed out for statistical use only – no entry required by clerk.

Mother Tab Review

BIRTH - 2009 - Netsmart VRS

File Search Requests Actions Work Queue Linking Tools Administration Help

Child | Mother | Father | Facility | Labor / Delivery | Newborn | Flags | Complete

Birth
6. Date of birth: 09/28/1967 — Mother's age: 41

Mother's age is system calculated based on her birth date and child's date of birth. This is her age at the time she gave birth.

7. Country of birth: United States
State of Birth: Kentucky — Years in US:

Education
8. Highest level of education: MASTERS DEGREE, MA, MS

Ethnic Origin
9. Spanish/Hispanic/Latina?: U — Mexican?: U — Puerto Rican?: U — Cuban?: U — Other?: U — Specify:

10. Race
- [x] White
- [ ] Black
- [ ] American Indian / Alaskan Native
- Tribe:
- [ ] Asian Indian
- [ ] Chinese
- [ ] Filipino
- [ ] Japanese
- [ ] Korean
- [ ] Vietnamese
- [ ] Other Asian
- Specify:

Receive WIC? Drop down list information

Other
11. Receive WIC?: Unkno — 12. Height - Feet: 5 — Inches: 04 — 13. Prepregnancy weight: 134
No / Unknown / Yes

Infertility Treatment: the answers are selected from the drop down lists.

Infertility Treatment
Did Mother receive Infertility Treatment?: Yes
Fertility drugs, artificial insemination, etc?: Yes — Assisted reproductive technology?: Unkno
N/A / No / Unknown / Yes

Other
11. Receive WIC?: Yes — 12. Height - Feet: 5 — Inches: 05 — 13. Prepregnancy: 135

Infertility Treatment
Did Mother receive Infertility Treatment?: No
Fertility drugs, artificial insemination, etc?: N/A — Assisted reproductive technology?: N/A

14. Smoking
Number daily cigarettes before conception: 00 — During 1st trimester: 00 — During 2nd trimester: 00 — During last trimester: 00

In the Smoking paragraph enter the number of individual cigarettes for Mother (enter 99 if unknown)

Marriage
Ever married?: No

Marriage paragraph data entry details on next page.

16. Name prior to first marriage: First: Lisa — Middle: Marie — Last: Pressley — Suffix:
17. Married at time of birth?: No — Declaring a father?: No — Mother's Affidavit of Parentage: / / — Witness: / /
Father's Affidavit of Parentage: / / — Witness: / /
Parentage Status:

Parentage Status is system updated based on the Marriage paragraph.

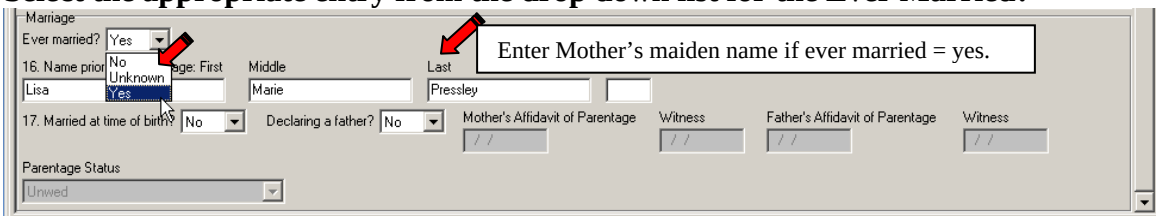
Things to Know!

The Marriage paragraph on the Mother's Tab has a direct impact on the Father's Tab and the opening of the data fields for entry.

Note: The tab key must be used to move from the "Ever married?" check box (through all of the fields) over to the Father's tab. This allows the system to properly process the edits.

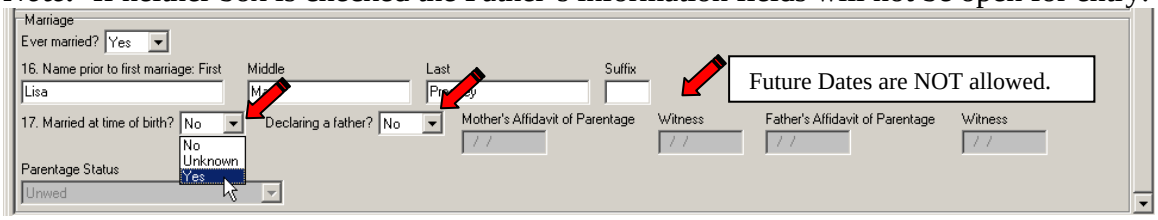
- When the Mother has never been married the "Ever married?" is checked "No" and the Mother's last name from the Child's Tab is carried over to the "Name prior to marriage Last" field.

Select the appropriate entry from the drop down list for the Ever Married?



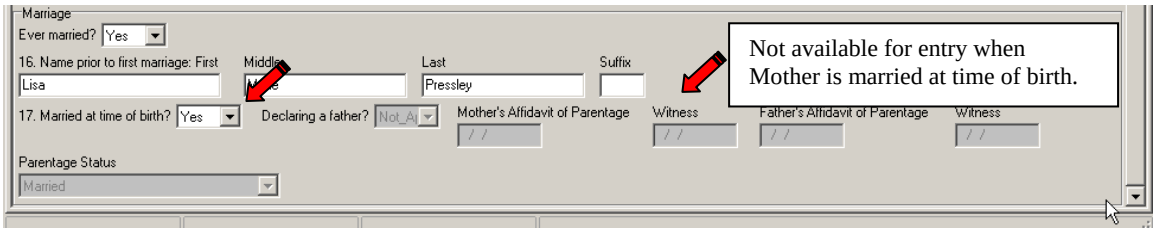
To enter Father on the record the "Married at time of birth?" or "Declaring a father?" questions must be checked "Yes." This will open the Father's tab for data entry.

Note: If neither box is checked the Father's information fields will not be open for entry.

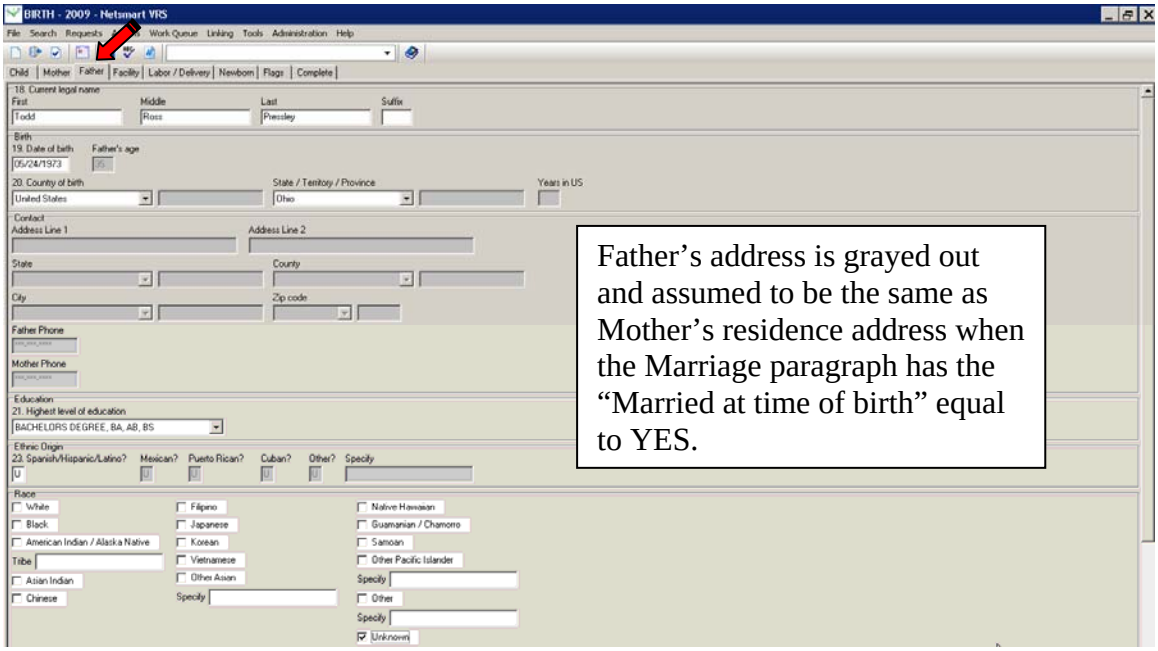


- If the "Declaring a father?" box is checked, the date fields must be entered and must match. (AOP processing is addressed later in this document in detail.)

- If "Married at time of birth?" is checked "Yes" the "Declaring a father?" fields will be grayed out. The **husband** must be entered on the record as the **father**.

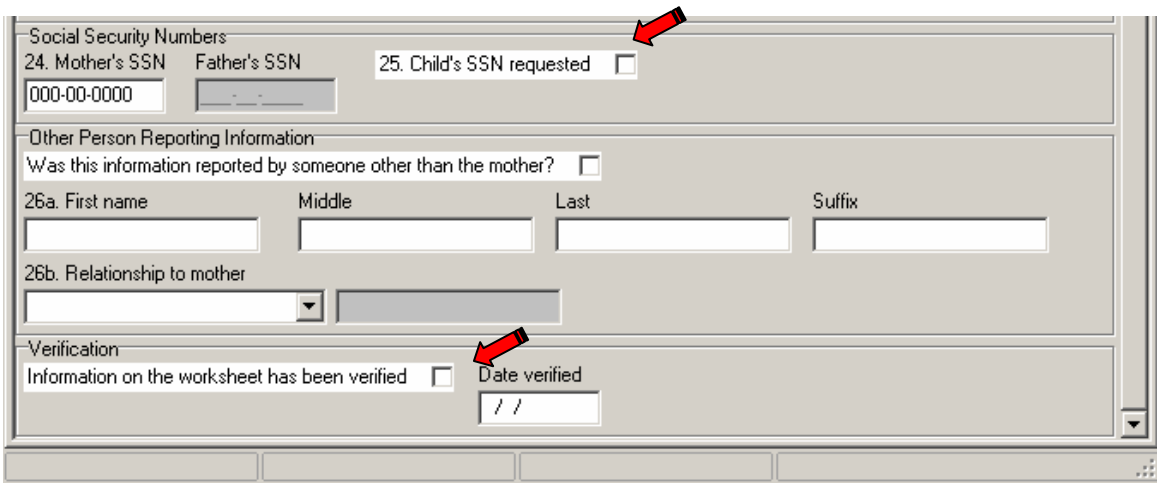


Father's Tab Review



Father's address is grayed out and assumed to be the same as Mother's residence address when the Marriage paragraph has the "Married at time of birth" equal to YES.

- Enter the Mother's SSN and Father's SSN (when appropriate)
- The Child's SSN can be requested by checking the box.
- Check the "Information on the worksheet has been verified" when Mother has signed and dated the Mom's Verification Worksheet. (The worksheet can be printed after the record is entered and ready for review by Mom)



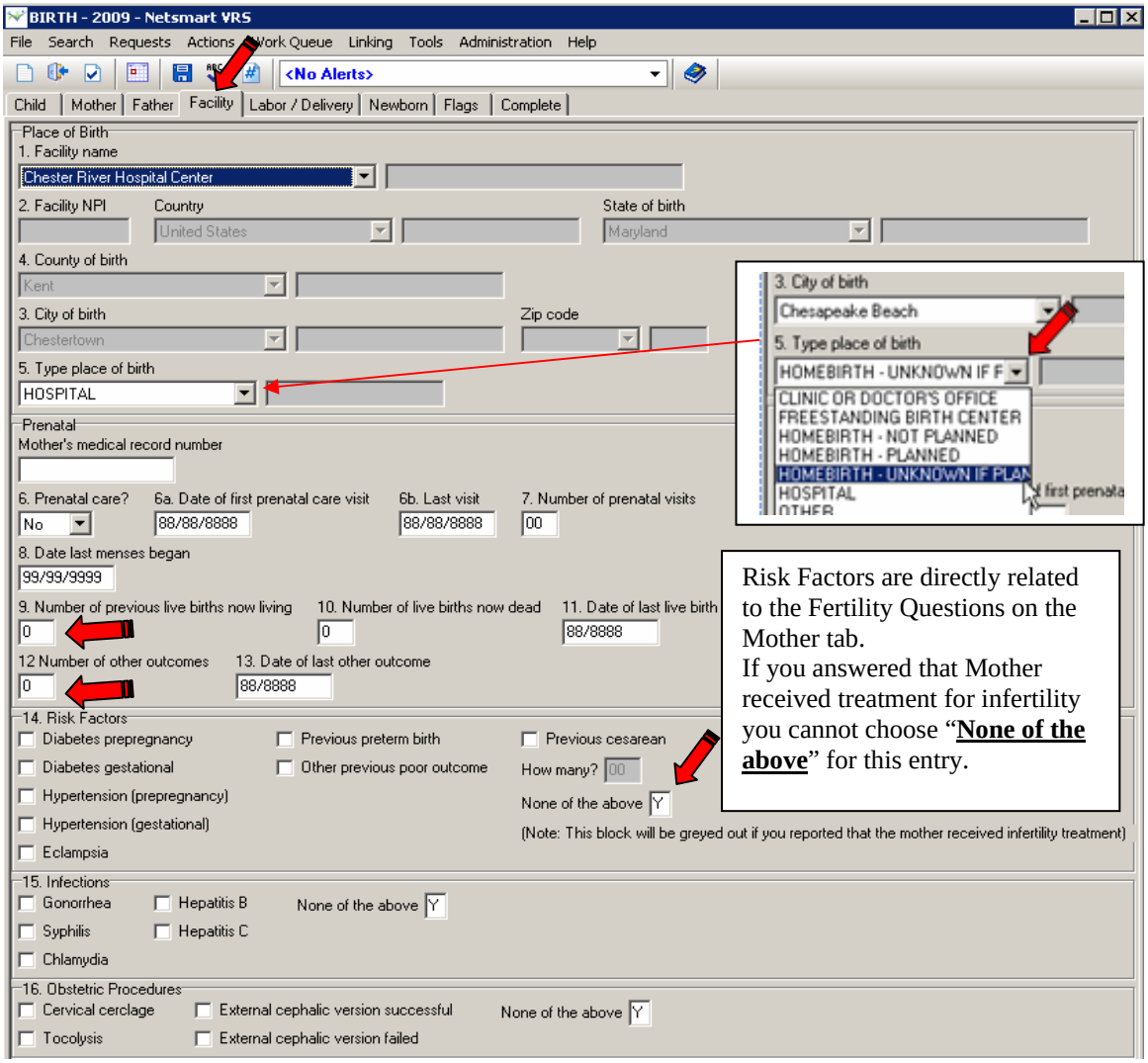
Facility Tab

The system will default the Facility name to match the location of the user logged on. This can be changed by selecting "Other" in the drop down list. The location is a required entry in the text box to the right. The Type place of birth field can be from the drop down list of choices.

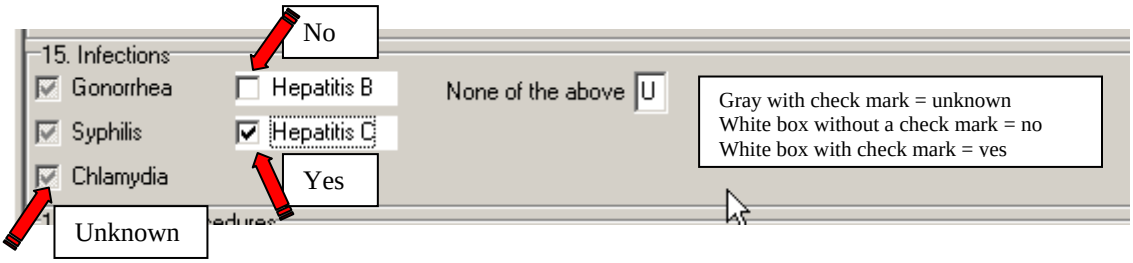
When the "Number of previous live births now living" = 0, the Date of last live birth will default to 88's (Not Applicable.) If this field is greater than 0, a date must be entered or 99's (Unknown.) If Number of Other outcomes = 0, the Date of last other outcome will default to 88's (Not Applicable.) If Number of Other outcomes is greater than 0, a date must be entered or 99's (Unknown.)

Other Required Entries:

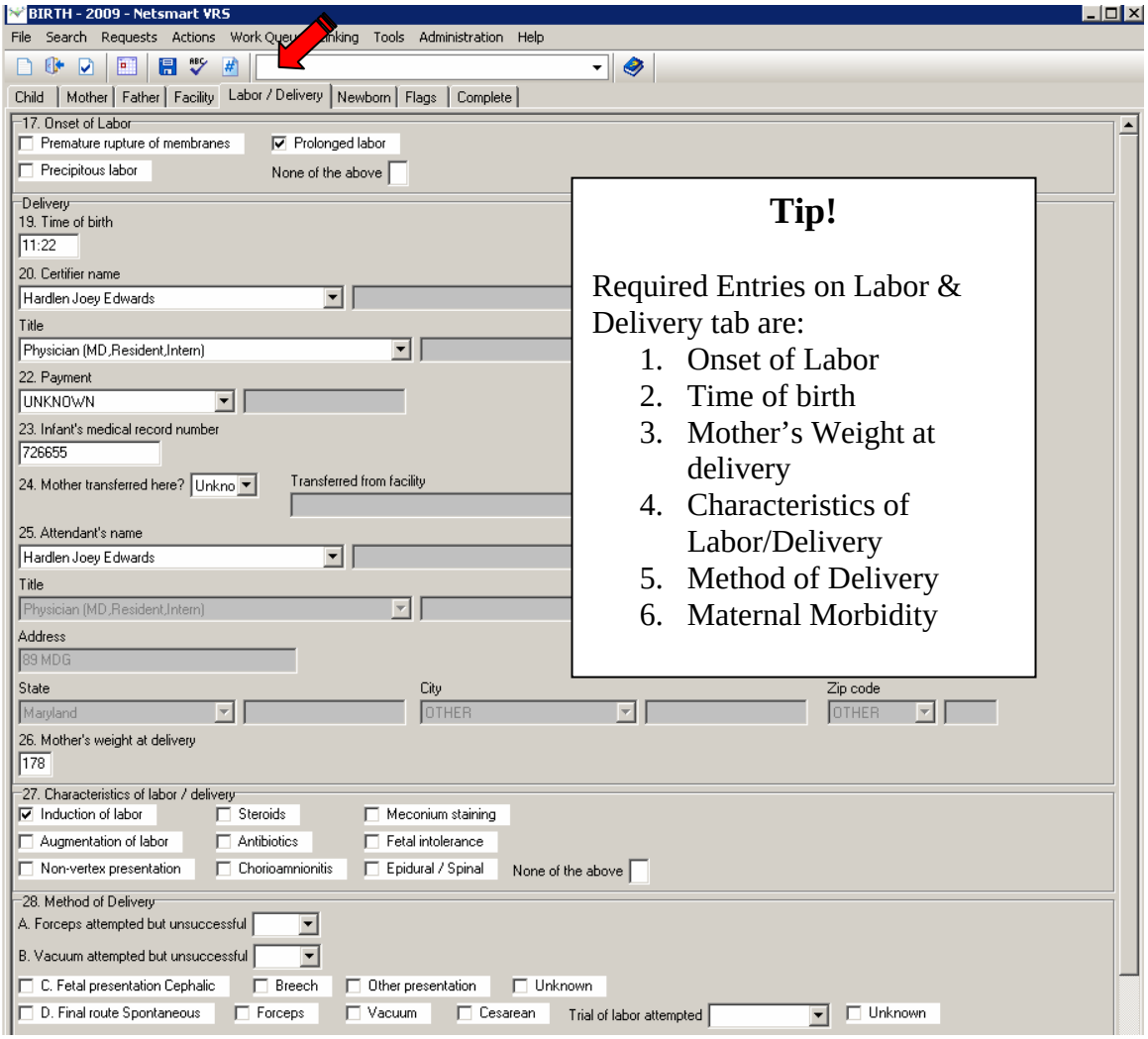
- The Prenatal care? If **YES** the entry of the field 6a, 6b and 7 is required.
- The Date of last menses is **required**.
- Fields 14, 15, and 16 will require an entry of either one of the items listed or None of the above = Y (yes) or U (unknown).



The individual items in the list can be set to an individual setting. For example:

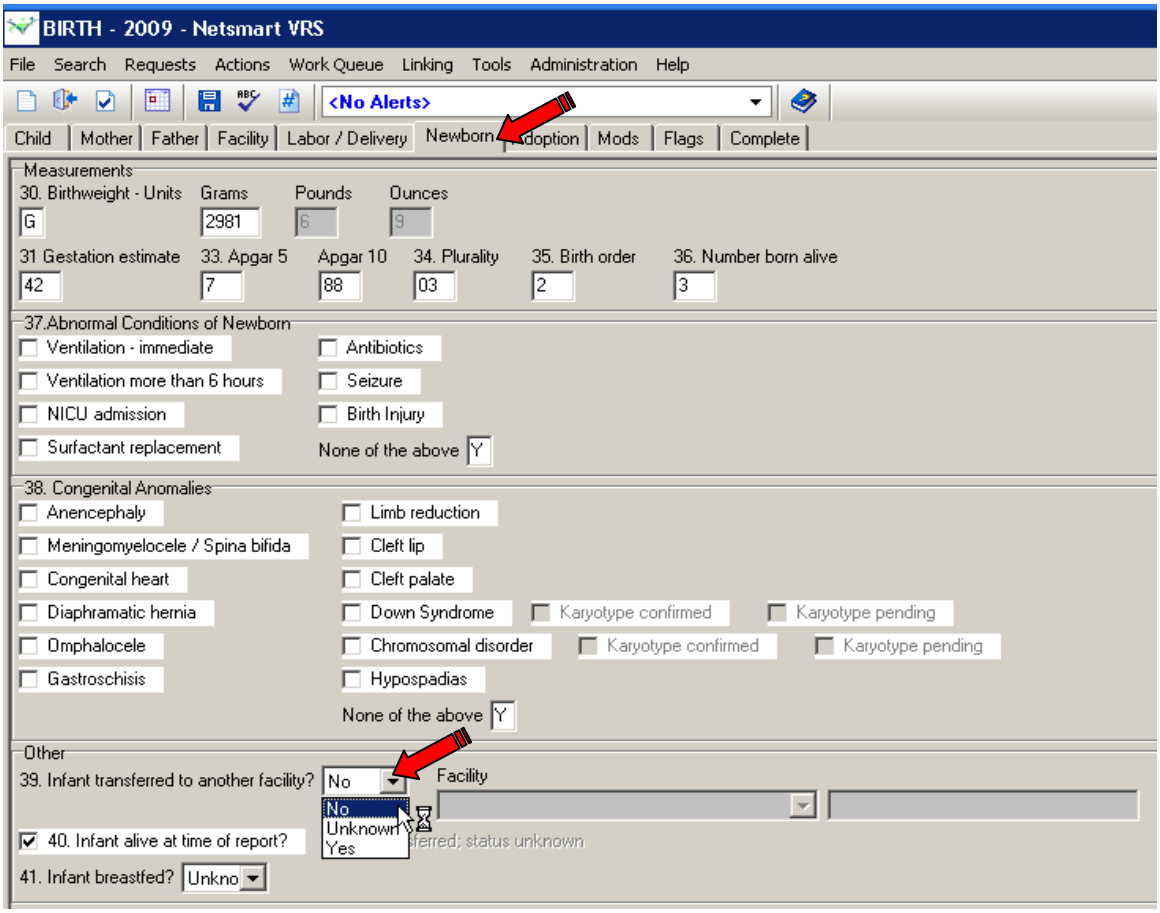


Labor & Delivery

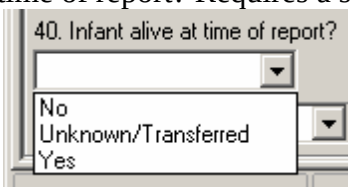


- Certifier and Attendant are not required entries

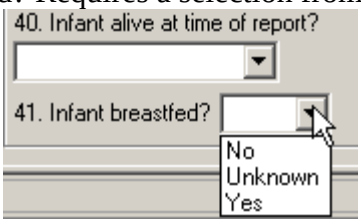
Newborn Tab



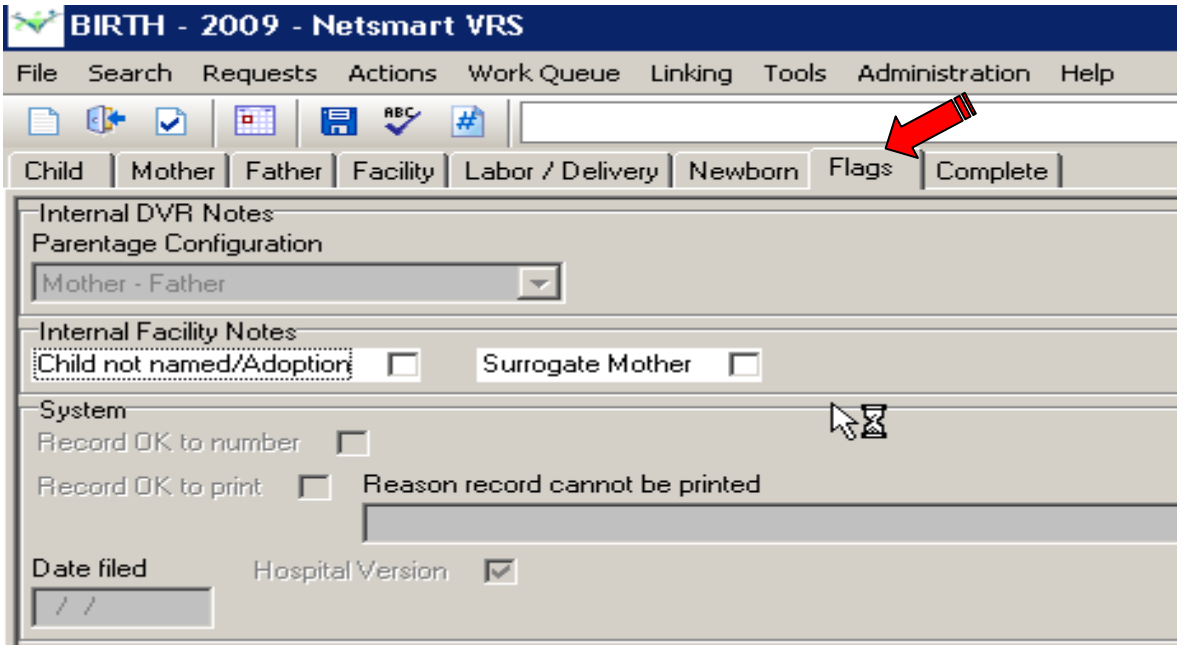
- Birth weight can be entered as either grams or pounds and will be converted automatically to the other.
- Abnormal Condition of Newborn, Congenial Anomalies both require an entry.
- Infant transferred to another facility? Requires a selection from the drop down list
  - If yes, the facility can be selected via the drop down list or use OTHER and the text box to the right
- Infant alive at time of report? Requires a selection from the drop down list



- Infant breastfed? Requires a selection from the drop down list.

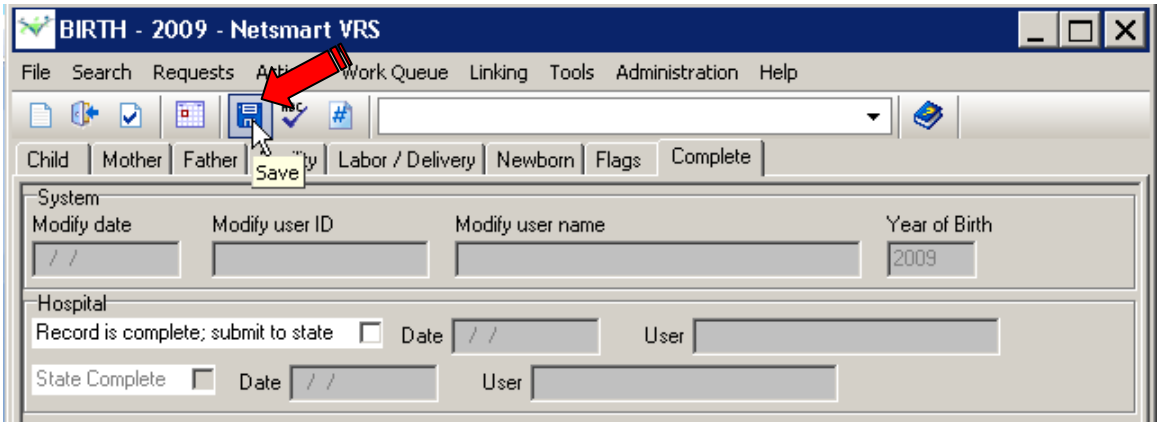


Flags Tab



- The flagging of the record as "Child not named/Adoption" or "Surrogate Mother" are available. (Not required)
- The "Surrogate Mother" will notify the state it is a surrogate record.

Click - "Save" icon

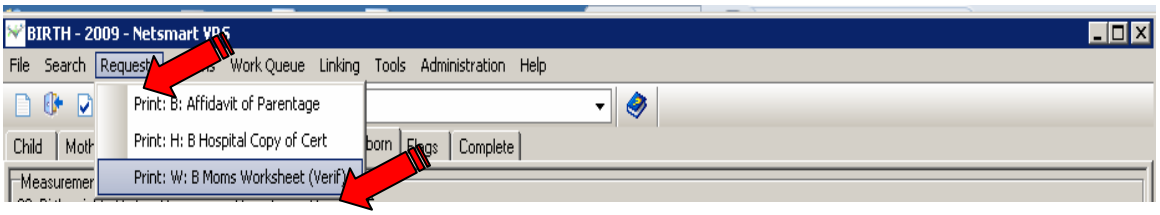


Alert! The record(s) belongs to the hospital until the State File Number is assigned and the record submitted to the state. After the assignment of the State File Number, the record cannot be seen or modified by the hospital.

Note: The system will validate NCHS and business rules to validate the correctness of the information entered. If the system returns an error, it will provide a message about the error and the means to correct it by focusing in field order sequence.

After the record is saved and before it is marked “Completed” the Moms Worksheet (Verif) should be printed for the Mother to review for accuracy and sign.

Click - Requests – Print: W: B Moms Worksheet (Verif)

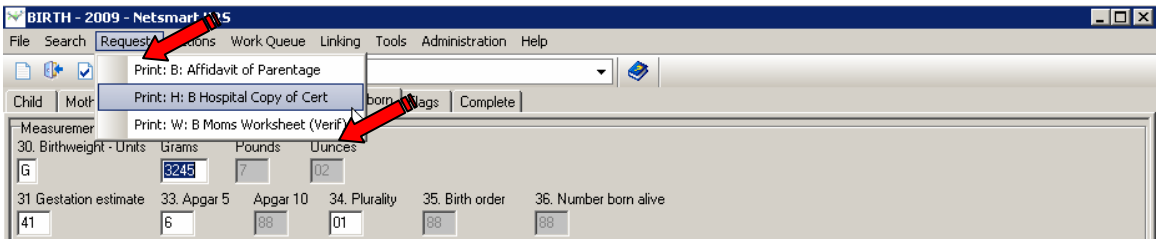


The Father’s tab has a check box for the verification of Mom’s review of the data along with the date she signed the form.

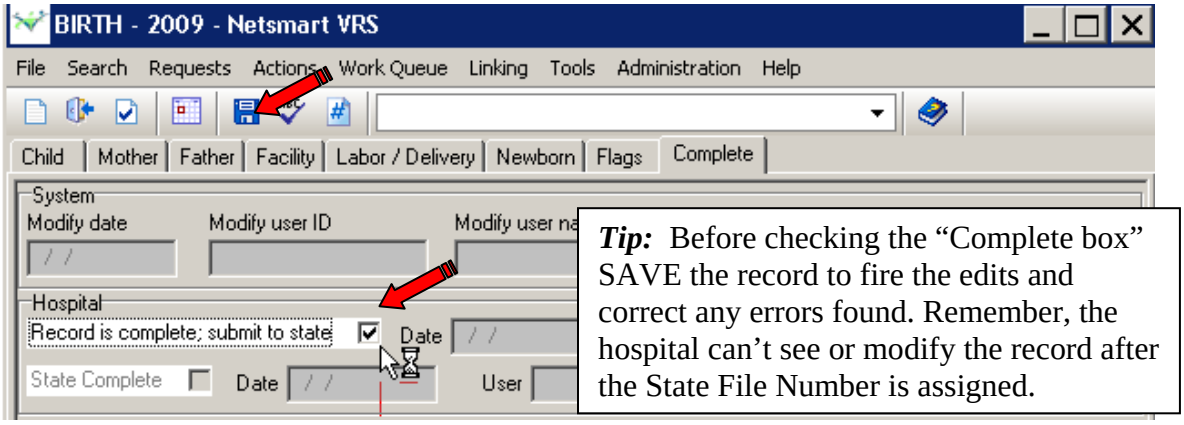
Click to check the box; enter the date signed

Tip! If the hospital wants to print the hospital copy of the birth certificate, they **MUST** print it BEFORE completing the record and getting the SFN assignment. Please note that the certificate is two pages long and you must print and close the first page before printing the second page.

Click Requests – Print: H: B Hospital Copy of Cert



Complete Tab



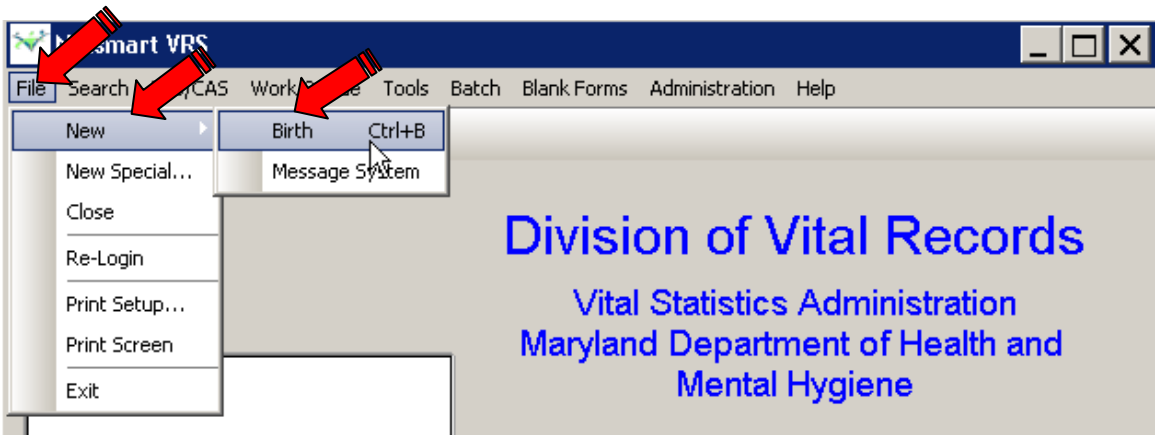
- Save the record by clicking on the 'save' icon.
- When all data for a birth has been entered and validated, the 'Record is complete; submit to state' box is checked.
- Click on the 'save' icon again in order for the State File Number (SFN) to be assigned. You will receive a message that the record has been numbered and submitted.

Alert! **The record cannot be viewed or changed after the State File Number is assigned. Do not mark the "Record is complete, submit to state" box until it is 100% complete.**

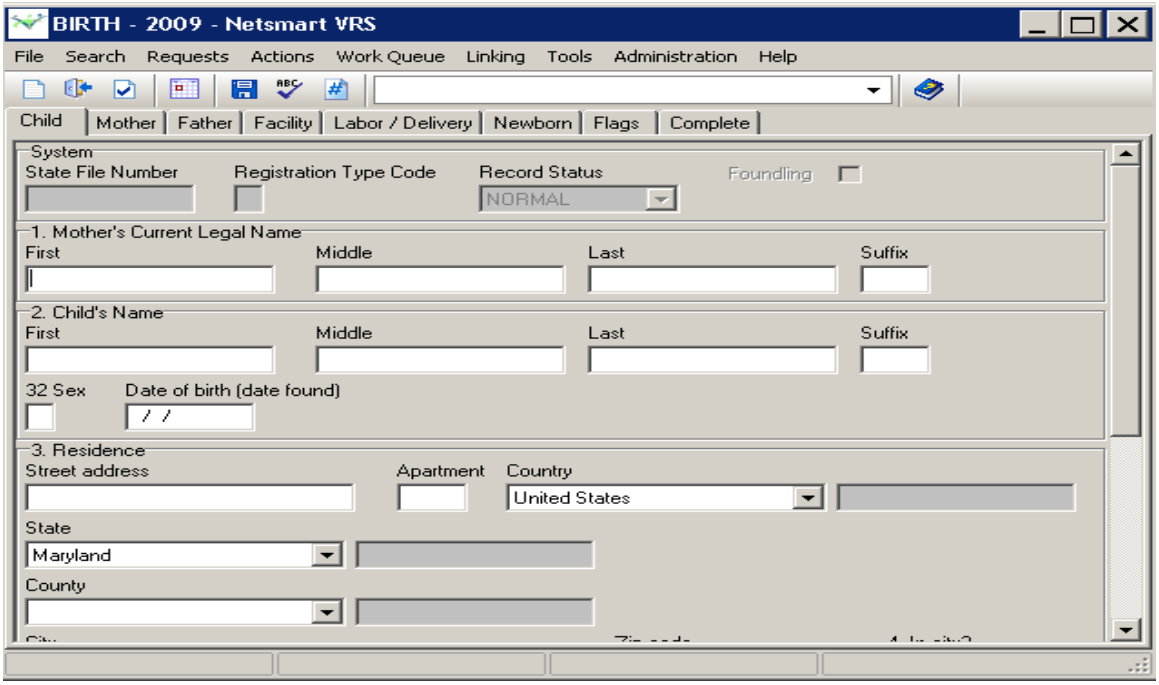
Entering Birth Records for Twins

- A mother arrives at the facility to give birth.
  - Twins (or more) are born at the facility.
  - The mother, facility and multiple birth worksheets need to be completed.
  - An Affidavit of Parentage form may be printed and completed.
- Log into the Vital Records application.
  - ***Check the "Work Queue Hosp Incomplete" before entering the record and verify the record has not been previously started.***

Click File - New – Birth



Note: The workflow and field order of the Mother and Facility worksheets are matched to the tab and screen workflows in the application. Use the Mother, Facility Multiple Birth and Facility worksheets to enter information.



Things to Know!

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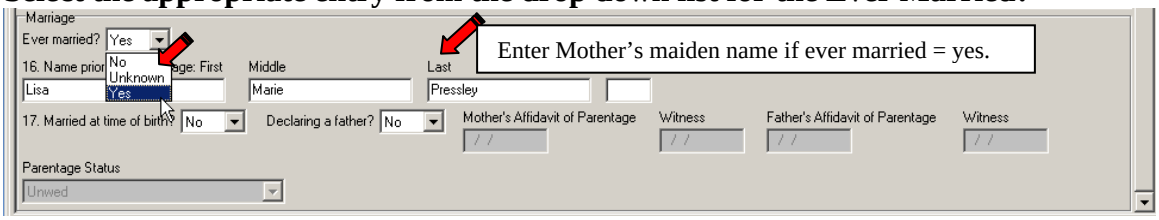
Note: The tab key must be used to move from the "Ever married?" check box (through all of the fields) over to the Father's tab. This allows the system to properly process the edits.

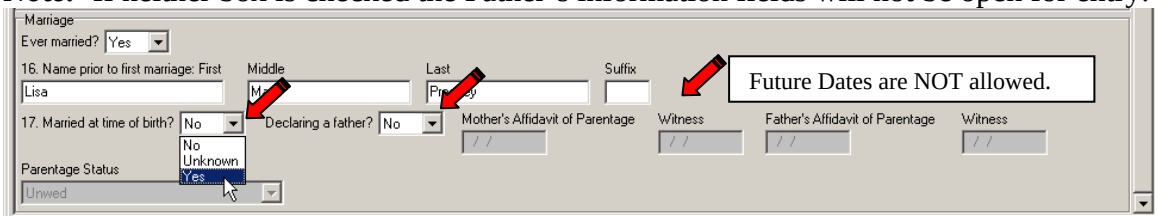
- When the Mother has never been married the "Ever married?" is checked "No" and the Mother's last name from the Child's Tab is carried over to the "Name prior to marriage Last" field.

Select the appropriate entry from the drop down list for the Ever Married?



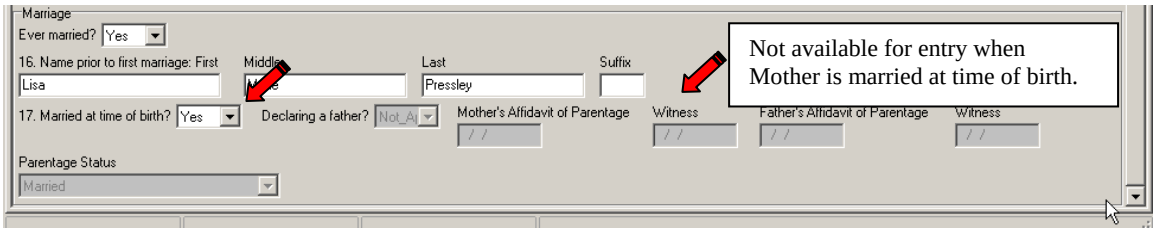
To enter Father on the record the "Married at time of birth?" or "Declaring a father?" questions must be checked "Yes." This will open the Father's tab for data entry.

Note: If neither box is checked the Father's information fields will not be open for entry.



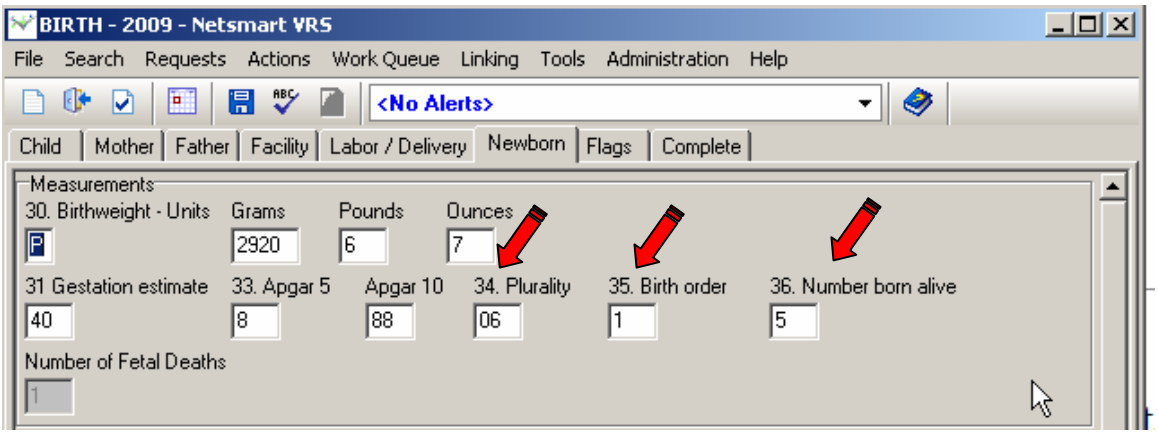
- If the "Declaring a father?" box is checked, the date fields must be entered and must match. (AOP processing is addressed later in this document in detail.)

- If "Married at time of birth?" is checked "Yes" the "Declaring a father?" fields will be grayed out. The **husband** must be entered on the record as the **father**.



Newborn Tab Process

VRS has a Twins Grid for the ease of entry of multiple birth records into the system. The presentation of the grid is based on the entry in 3 fields on the Newborn Tab: Plurality, Birth Order and Number Born Alive.



The entry of the "Plurality" field with a value >1, and continuing with data entry into the "Birth Order" and "Number Born Alive" fields will trigger the system to:

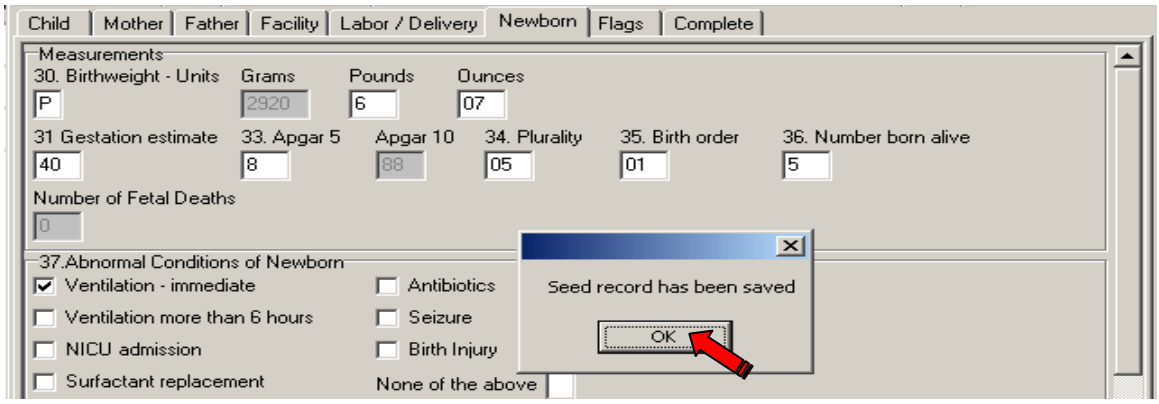
1) Save the record as the "seed record" (The system uses this "seed record" to create the other records.)

2) Display the Twins Grid for creation of the remaining twin birth records.

Note: The field "Number of Fetal Deaths" is calculated as "Plurality" minus "Number Born Alive" on the screen and is not available for editing by the user.

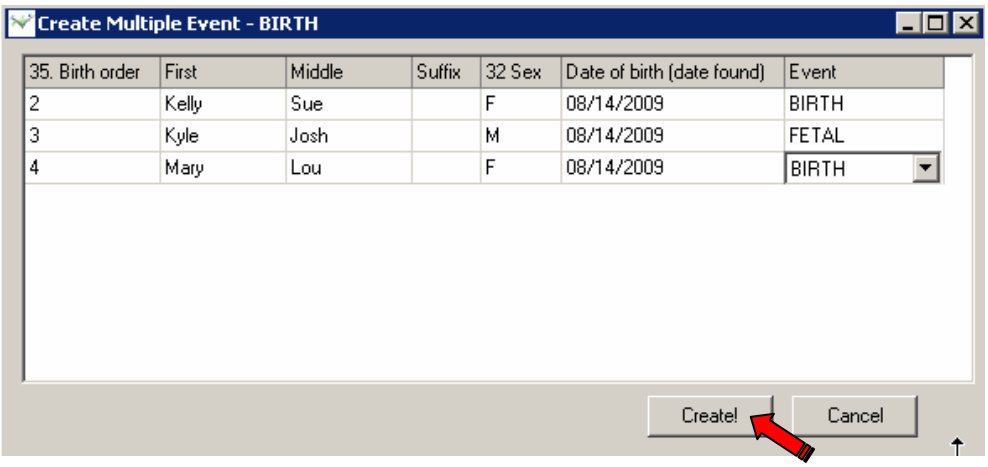
The user tabs out of the "Number Born Alive" field, the system will inform the user the "Seed record has been saved."

Click – OK



The grid will "pop up" after the user closes the above message.

Twins Grid

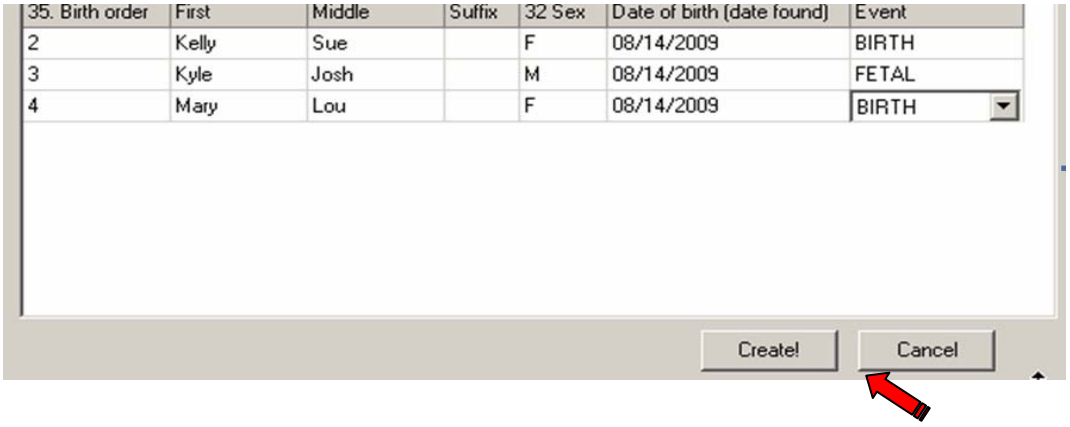


Beginning with the second child in the multiple birth set (you have already begun a record for the first child) enter the following fields: Birth Order, First Name, Middle Name, Suffix, Sex, Date of Birth (date found) and the Event type.

Twins Grid Data Entry Guidelines

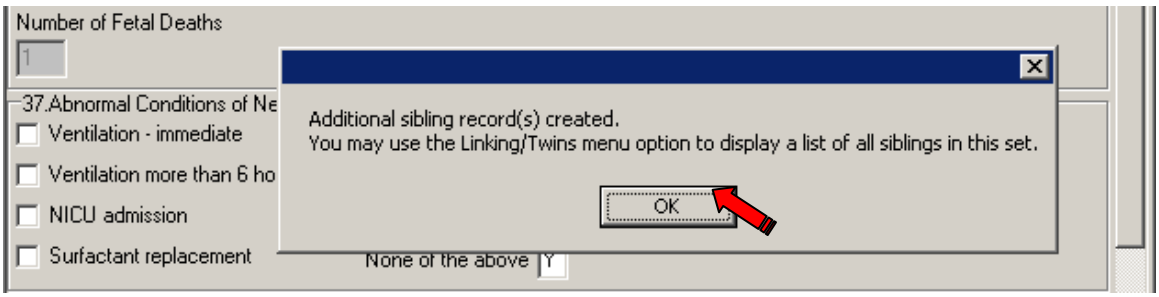
- The Event type can be either Fetal, for Fetal Death, or Birth for the creation of the Birth record. (There is a drop down available to choose Birth or Fetal)
- The Birth Order information may be entered in any order desired.
- The entries made in this grid will be written to the database and become the starting point for the child's birth record.
- The entries need to be entered as upper case letters where appropriate.
- There are no edits associated with the data entry in the grid. The system will run edits on the fields after the creation of the record during the remaining record entry.
- To complete the Twins Grid entry and trigger the system to generate the Twins records, click Create! on the lower right side of the grid.
- To cancel the creation of the records, click the Cancel button.
- The system will present the user with a confirmation message that the records have been created.

Click – Create!



After clicking the "Create!" button the grid panel will disappear and the system will present the following message.

Click - OK



Note: If the "Cancel" button is selected, the system will present this message.

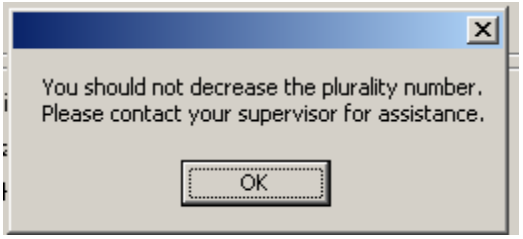
When the "Create!" button has been selected and the system successfully processed the request for the creation of the birth records, the first birth record initially created will remain displayed on the screen for completion.

Note: The system will present a Twins Grid for completion when the following situations occur:

1. On a new record, the Twin Grid will appear when the Plurality field entry is > 1 and the entry of the 3 fields (Plurality, Birth Order, Number Born Alive) is completed and the user "tabs out."

2. On a revision to a record, the Twin Grid will appear only if Revised Plurality is > 1 *and* it is > the original Plurality value, the entry of the 3 fields is completed and the user "tabs out." (For example, a set of 2 records were originally entered (Plurality = 2) and a 3rd baby is born. The user will change the Plurality field from 2 to 3, and enter the Birth Order along with the Number Born Alive then "tab out." This will trigger the Twins Grid to be presented.)

On the reduction of the Plurality field, the system will present the following message:

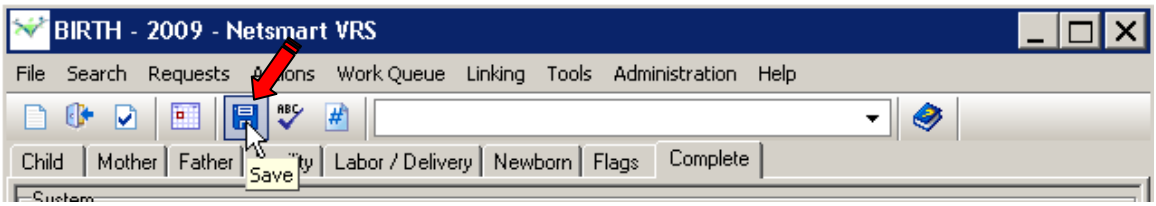


The record needs to be saved with a Plurality = 1, then enter the number of Plurality as required and continue with the remaining field entry to get the Twins Grid to appear.

Complete the First Child's Record

Continue to complete the "Newborn" screen on the first child. When the record is complete: save your work!

Click – Save icon



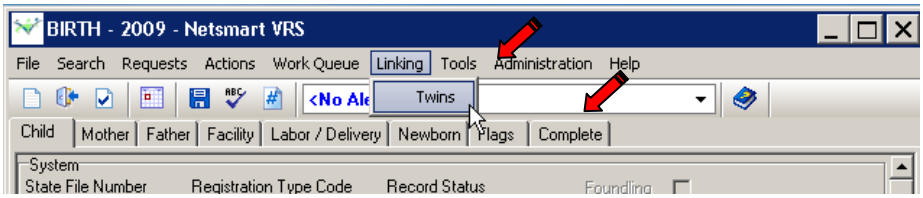
Note: The system will validate NCHS and business rules to validate the correctness of the information entered. If the system returns errors, it will provide a message about the error and the means to correct those errors by focusing in field order sequence to address the errors.

In order to view the newly created **Twins** birth records, see the "Linking of Twins Feature" section below.

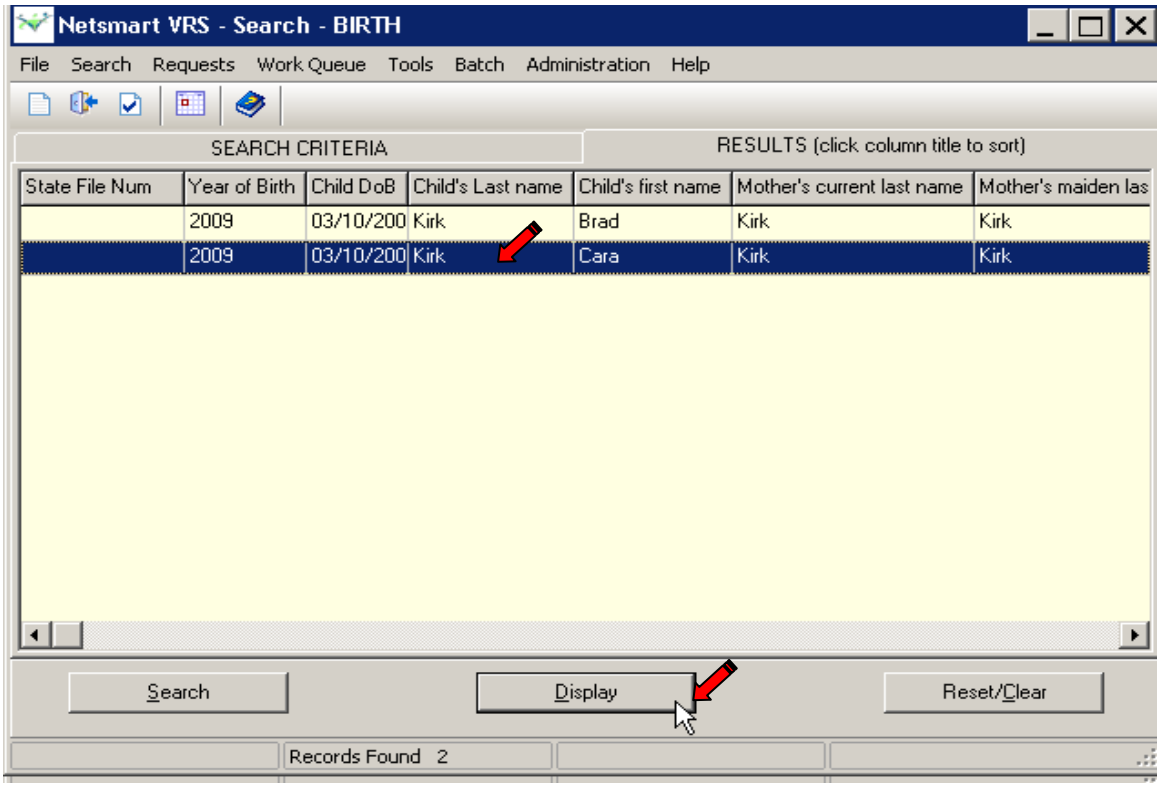
Linking of Twins Feature

While the record is open, the user can "link" to the related twin record from the menu bar. The "linking" menu option will open a results screen with the "linked" twin(s) records to choose from.

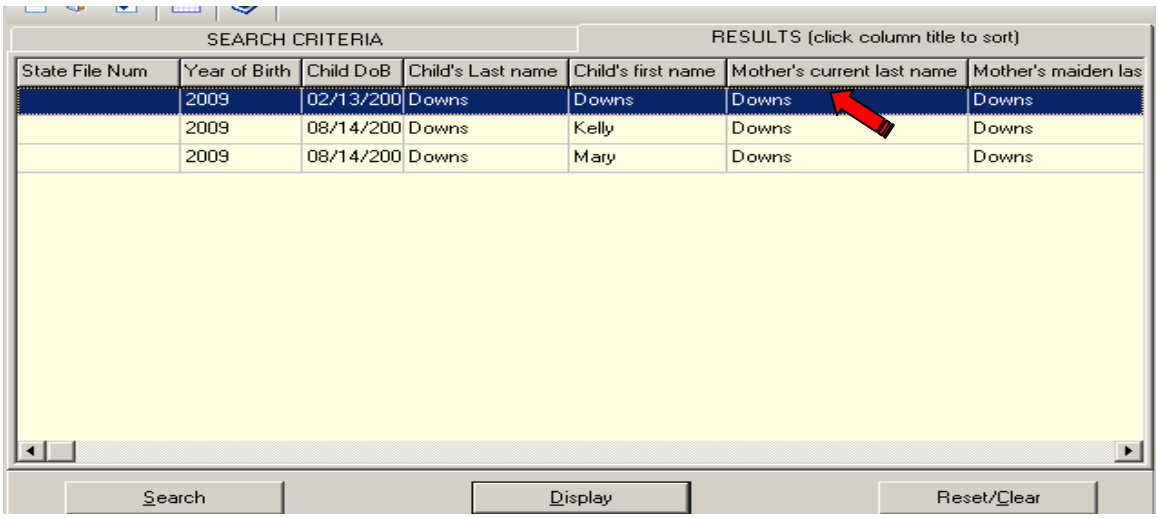
With a twin record open; **Click – Linking – Twins**



Search screen results for the “Linking” request.



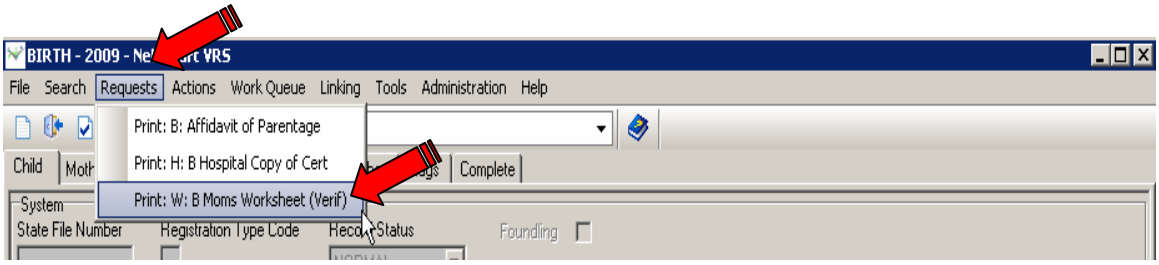
The system will present the Twins records in the Search Results screen. To select a record to complete the data entry, either “double click” the record or highlight the record and click the Display button on the bottom of the screen. The birth record will be entered and saved as “normal” for data entry and record creation.



Note: This is a list of ALL siblings in the set – not just the Twin Grid created records.

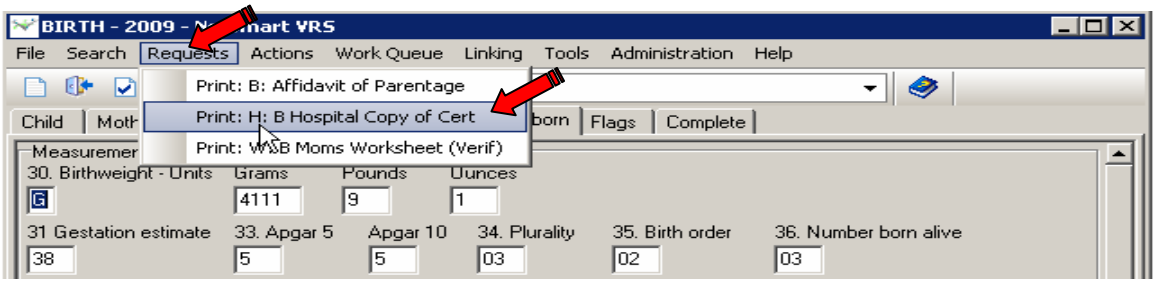
After the record is entered the Mom's Worksheet (Verif) can be printed for the Mother to review for accuracy and sign.

Click - Requests – Print: H: B Moms Worksheet (Verif)



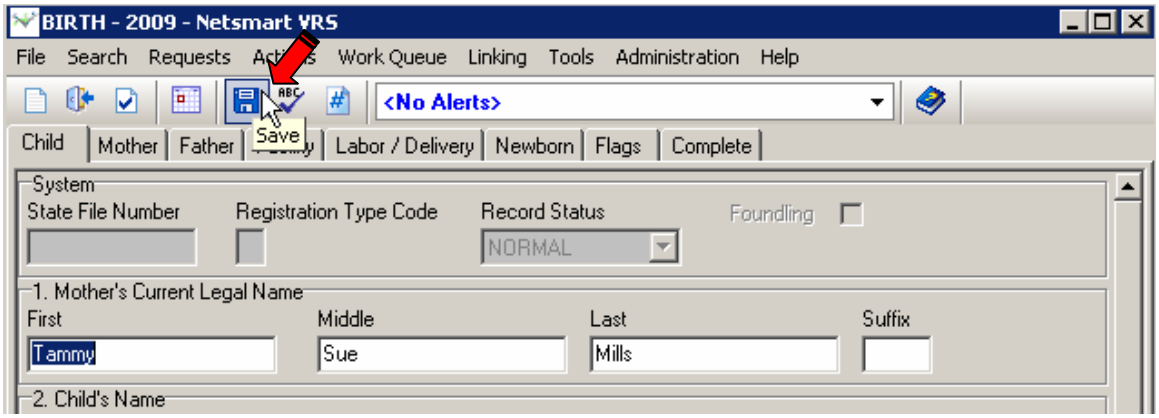
Tip! If the hospital wants to print the hospital copy of the birth certificate, they **MUST** print it BEFORE completing the record and getting the SFN assignment.

Click Requests – Print: H: B Hospital Copy of Cert



DO NOT MARK THE RECORD "COMPLETE" UNTIL ALL RECORDS ARE ENTERED AND MOM HAS VERIFIED THE INFORMATION ENTERED IS CORRECT.

After saving the record, select File – Save



Data Entry Tips for the ***Twin Record***

The system carries over from Twin Grid, clears or resets select fields on the Labor/Delivery, Newborn and the Facility tabs.

Fields Requiring New Entries
There are several fields which are "cleared" from Baby #1's record for entry into Baby #2's record. The remaining fields are static or considered to be common between the records. They are **open for changes/modifications** if necessary.

Fields Carried Over from Twin Grid Entries
Child tab:
(Child's) Name First
(Child's) Name Middle
Sex (of Child)
Date of Birth
Birth Order

Fields Cleared
Newborn tab:
Time of Birth
APGAR Scores
Birth Weight
Facility tab:
Number of previous live births now living
Number of live births now dead
Labor & Delivery tab:
#27 Characteristics of labor
#28 Method of Delivery
#29 Maternal morbidity
Newborn tab:
#37 Abnormal Conditions of Newborn
#38 Congenital Anomalies

Fields Reset to Default Value
Facility tab:
Date of last live birth
Number of other outcomes
Date of last other outcome
Newborn tab:
#39 Infant transferred to another facility
#40 Infant alive at time of report?
#41 Infant breastfed?

Tip!

It is always a good idea to review the information on all tabs to be sure the entries are correct throughout the record. Modifications may be made if necessary on the fields throughout the record

Facility Tab (Enter #9, 10, 11, 12, 13)

BIRTH - 2009 - Netsmart VRS

File Search Requests Actions Work Queue Linking Tools Administration Help

<No Alerts>

Child | Mother | Father | Facility | Labor / Delivery | Newborn | Flags | Complete

Place of Birth
1. Facility name: Chester River Hospital Center
2. Facility NPI
Country: United States
State of birth: Maryland
4. County of birth: Kent
3. City of birth: Chestertown
Zip code: OTHER 21640
5. Type place of birth: HOSPITAL

Prenatal
Mother's medical record number
6. Prenatal care? Unkno
6a. Date of first prenatal care visit: 99/99/9999
6b. Last visit: 99/99/9999
7. Number of prenatal visits: 99
8. Date last menses began: 99/99/9999
9. Number of previous live births now living
10. Number of live births now dead
11. Date of last live birth: 99/9999
12 Number of other outcomes: 99
13. Date of last other outcome: 99/9999

14. Risk Factors
- Diabetes prepregnancy
- Diabetes gestational
- Hypertension (prepregnancy)
- Hypertension (gestational)
- Eclampsia
- Previous preterm birth
- Other previous poor outcome
- Previous cesarean
- How many? 00
- None of the above
- (Note: This block will be greyed out if you reported that the mother received infertility treatment)

15. Infections
- Gonorrhea
- Syphilis
- Chlamydia
- Hepatitis B
- Hepatitis C
- None of the above Y

16. Obstetric Procedures
- Cervical cerclage
- Tocolysis
- External cephalic version successful
- External cephalic version failed
- None of the above

Labor/Delivery Tab (Enter #19, #27, #28 and #29)

BIRTH - 2009 - Netsmart VRS

File Search Requests Actions Work Queue Linking Tools Administration Help

<No Alerts>

Child | Mother | Father | Facility | Labor / Delivery | Newborn | Flags | Complete

17. Onset of Labor
- Premature rupture of membranes
- Precipitous labor
- Prolonged labor
- None of the above

Delivery
19. Time of birth
20. Certifier name
Title
22. Payment: UNKNOWN
23. Infant's medical record number
24. Mother transferred here? Yes
Transferred from facility: Alternative Birth Choice
25. Attendant's name
Title
Address
State
City
26. Mother's weight at delivery: 70

27. Characteristics of labor / delivery
- Induction of labor
- Augmentation of labor
- Non-vertex presentation
- Steroids
- Antibiotics
- Chorioamnionitis
- Meconium staining
- Fetal intolerance
- Epidural / Spinal
- None of the above

28. Method of Delivery
- A. Forceps attempted but unsuccessful No
- B. Vacuum attempted but unsuccessful No
- C. Fetal presentation Cephalic
- D. Final route Spontaneous
- Breech
- Forceps
- Other presentation
- Vacuum
- Unknown
- Cesarean
- Trial of labor attempted

29. Maternal Morbidity
- Maternal transfusion
- Perineal laceration
- Ruptured uterus
- Unplanned hysterectomy
- Admission to ICU
- Unplanned OR procedure
- None of the above

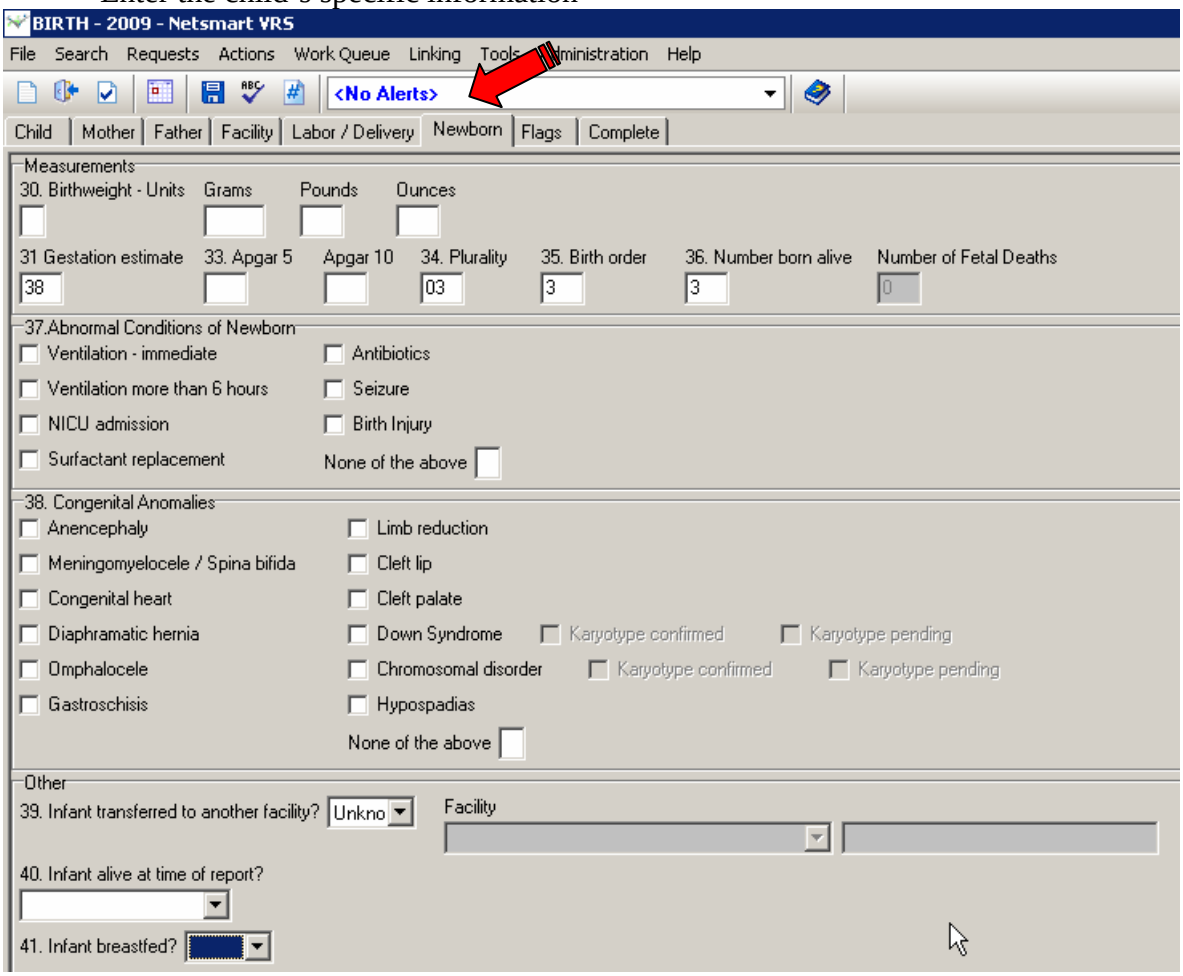
(Twin Specific Entries Required #19, #27, #28 and #29)

- Onset of Labor selection
- Time of birth
- Payment can remain "unknown"
- Mother Transferred here?
  - Select from the drop down
  - Enter facility if transferred
- Mother's weight at delivery
- Characteristics of labor/delivery
- Method of Delivery
  - A, B, C & D require an entry
- Maternal Morbidity

Certifier name, Infant's medical record number and Attendant's name are **<u>not required</u>** entries.

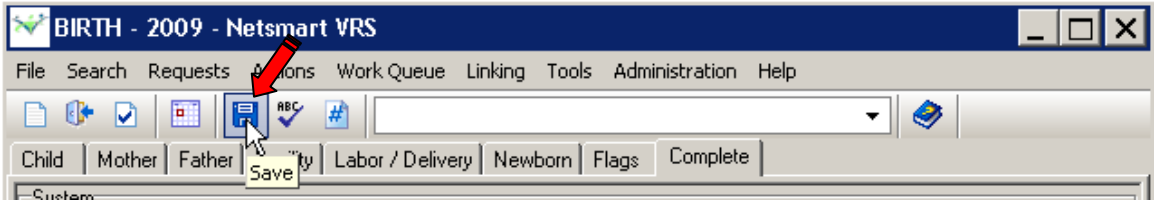
Newborn Tab

- Enter the child's specific information



After entering the record, the record must be saved.

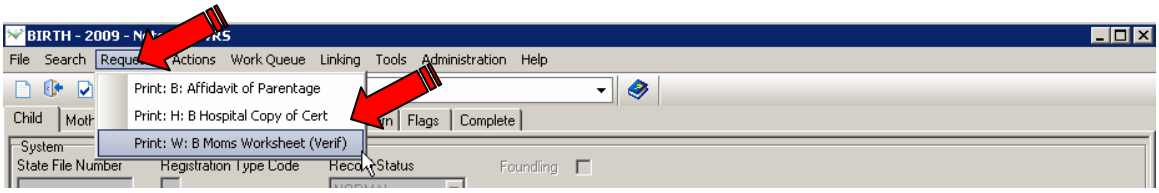
Click – Save icon



Note: The system will validate NCHS and business rules to validate the correctness of the information entered. If the system returns errors, it will provide a message about the error and the means to correct those errors by focusing in field order sequence to address the errors.

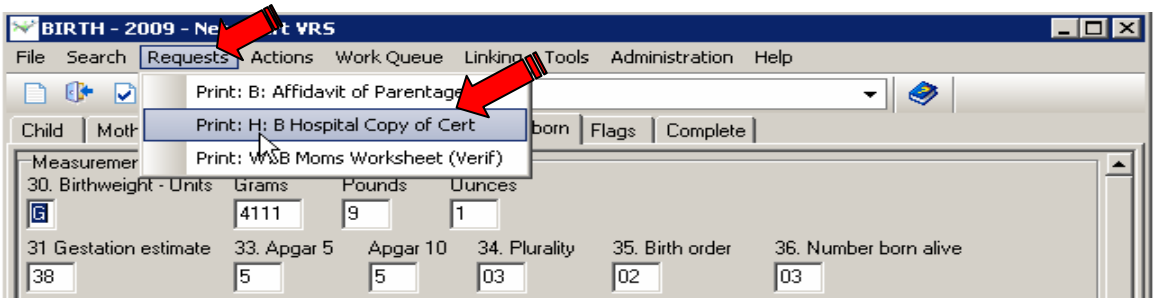
After the record is entered the Moms Worksheet (Verif) can be printed for the Mother to review for accuracy and sign.

Click - Requests – Print: H: B Moms Worksheet (Verif)



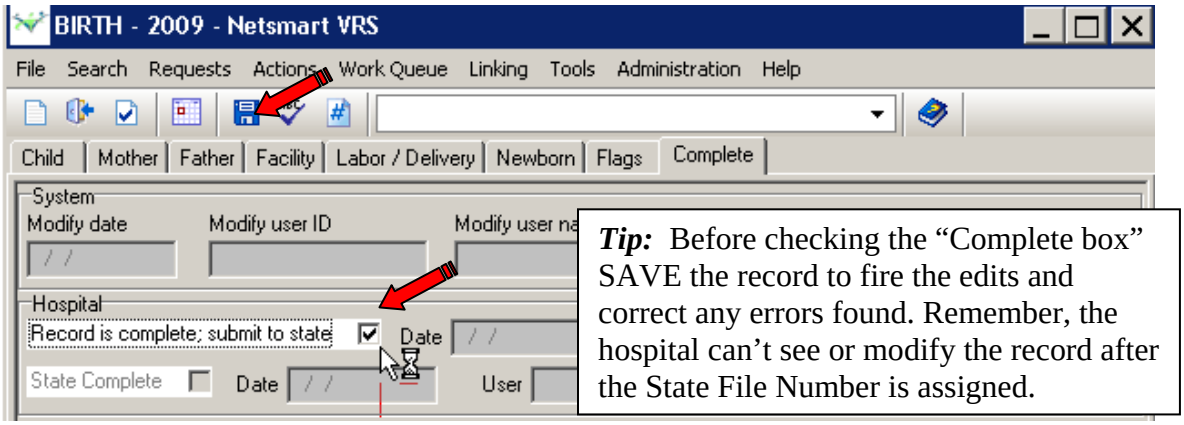
Tip! If the hospital wants to print the hospital copy of the birth certificate, they **MUST** print it BEFORE completing the record and getting the SFN assignment.

Click Requests – Print: H: B Hospital Copy of Cert



DO NOT MARK THE RECORD "COMPLETE" UNTIL ALL RECORDS ARE ENTERED AND MOM HAS VERIFIED THE INFORMATION ENTERED IS CORRECT.

Number the Record on the - Complete Tab



Tip: Before checking the "Complete box" SAVE the record to fire the edits and correct any errors found. Remember, the hospital can't see or modify the record after the State File Number is assigned.

- When all data for a birth has been entered and validated, the 'Record is complete; submit to state' box is checked.
- Save the record by clicking on the 'save' icon.

- A State File Number (SFN) will now be assigned. You will receive a message that the record has been numbered and submitted.

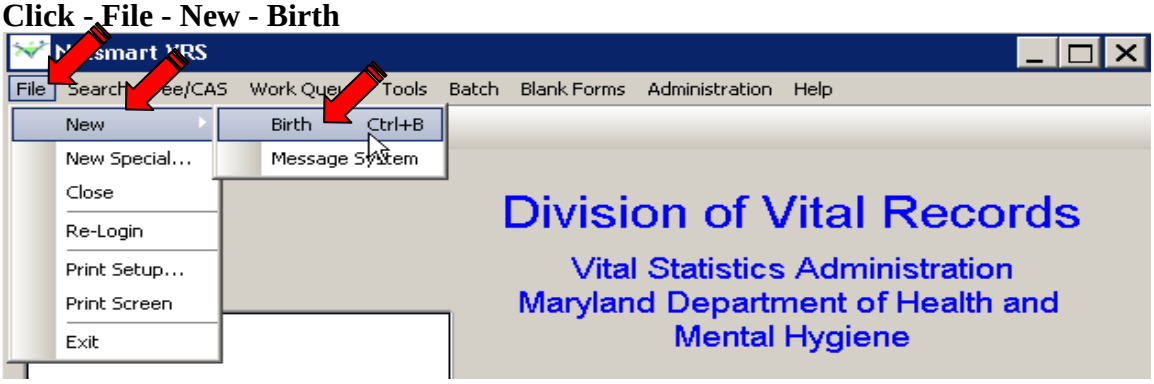
Alert! **The record cannot be viewed or changed after the State File Number is assigned. Do not mark the "Record is complete, submit to state" box until it is 100% complete.**

The Out of Facility Birth Record

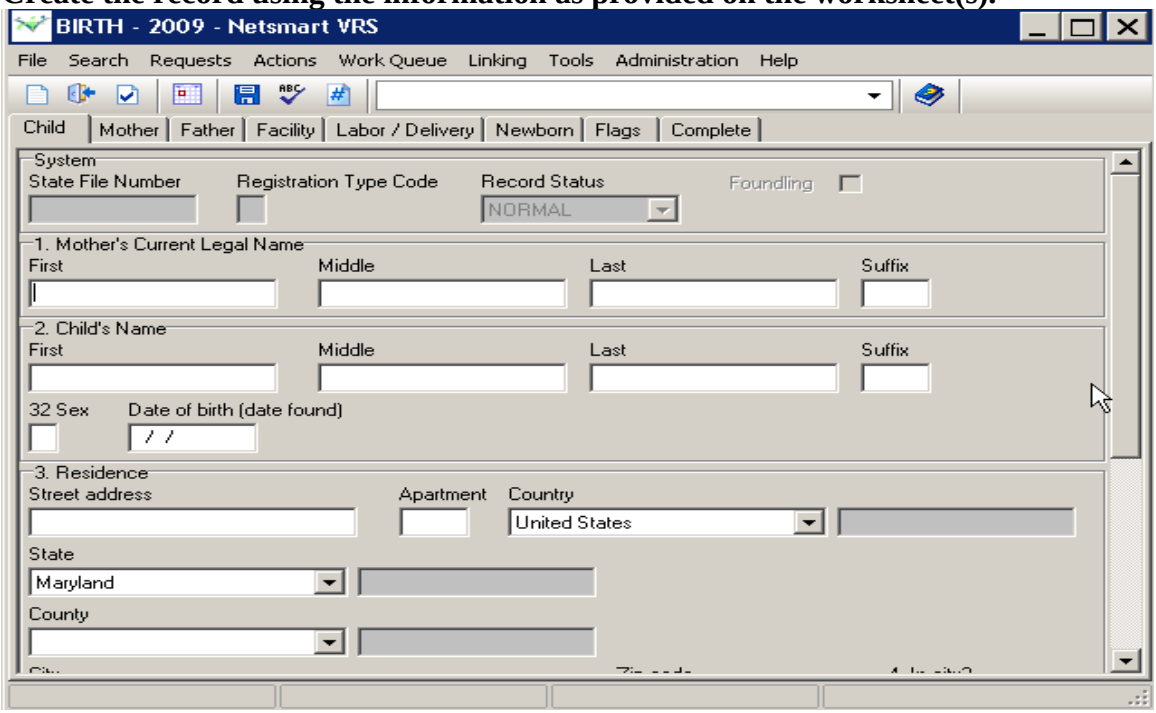
A birth which occurs outside a facility (for example, a birth that occurs in route to the hospital) can be reported by the hospital where the infant is examined.

The Mother will need to complete the Mother's Worksheet and, if applicable, the Affidavit of Parentage and/or Multiple Birth Worksheet. The information on these forms will be used to enter the record into the system. The hospital clerk will enter the birth data and select the appropriate Place of Birth for the record (e.g., enroute, home birth, etc.).

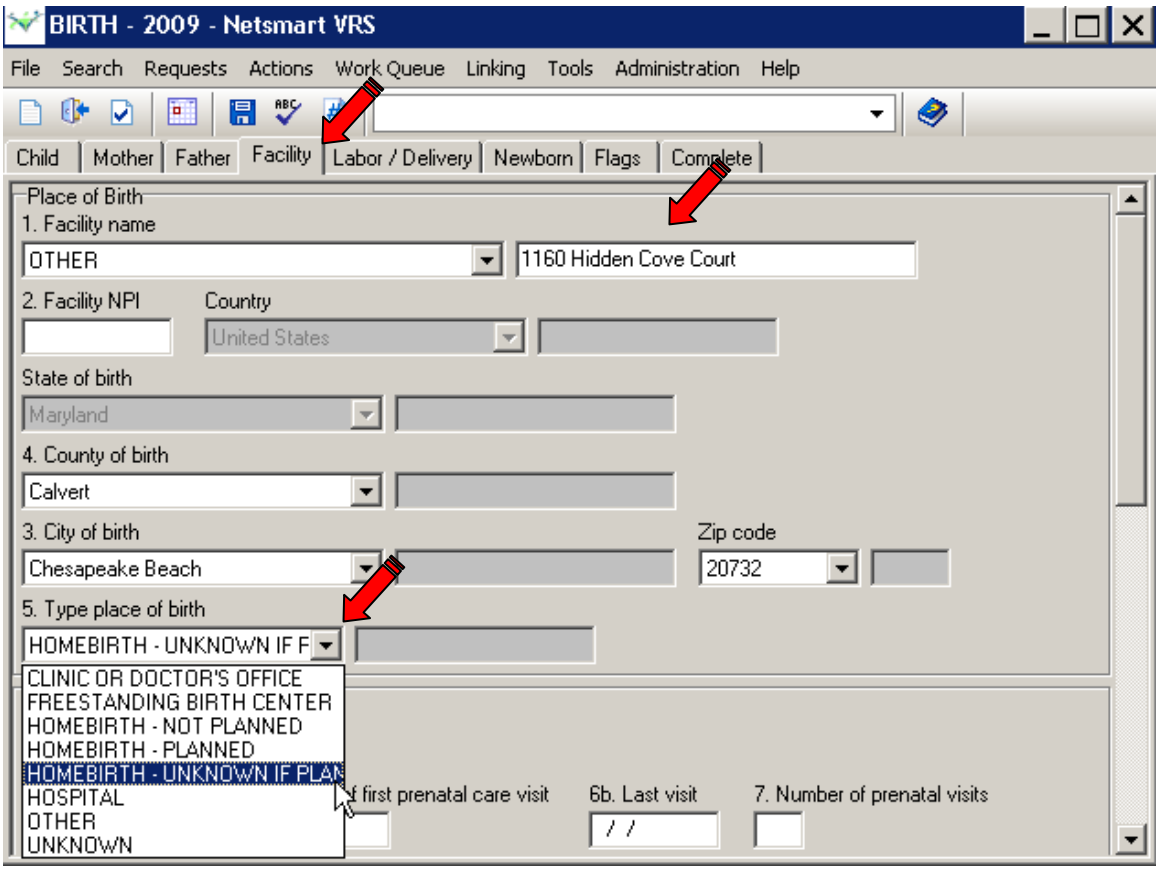
Click - File - New - Birth



Create the record using the information as provided on the worksheet(s).



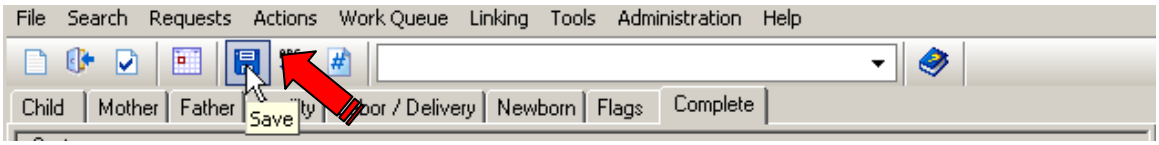
Facility Tab – Has Key Changes. (See Tips Below)



Data Entry Tips for the Out of Facility Birth Record

- The facility defaults to the location of the user.
  - The OTHER option is selected and the address entered in the text box
- In the **Type place of birth** – select the appropriate entry
  - If **OTHER** is selected use the text box to describe the place
    - For example, Intersection of I83 and Main Street
- The state is defaulted to Maryland.
- The county is a required entry.
- The city and zip are not required entries.

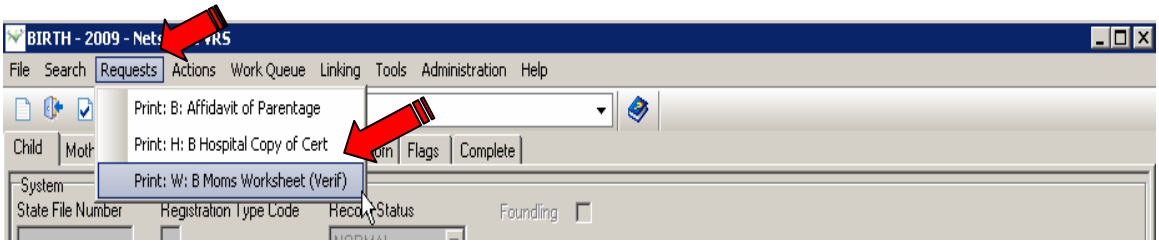
Click – Save icon



Note: The system will validate NCHS and business rules to validate the correctness of the information entered. If the system returns errors, it will provide a message about the error and the means to correct those errors by focusing in field order sequence to address the errors.

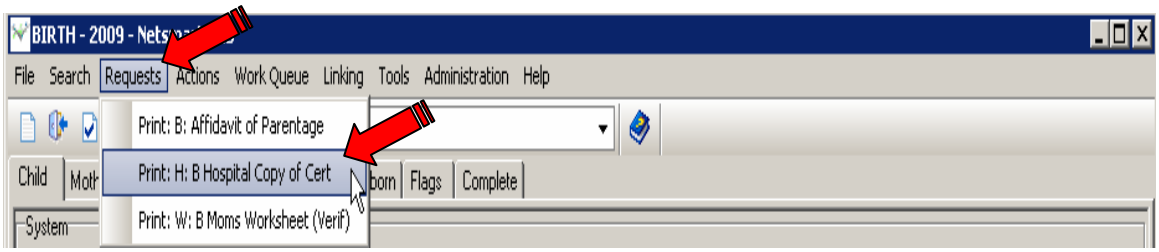
After the record is entered the Moms Worksheet (Verif) can be printed for the Mother to review for accuracy and sign.

Click - Requests – Print: H: B Moms Worksheet (Verif)



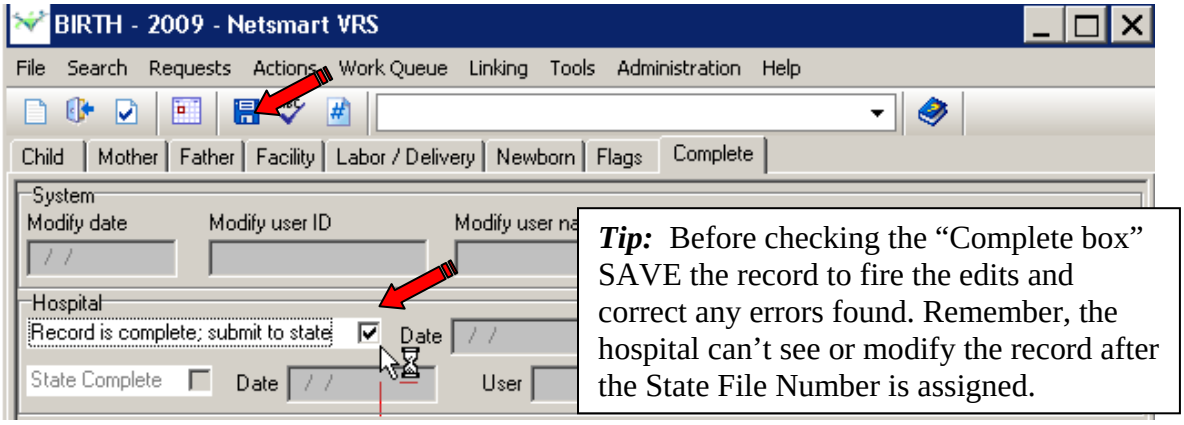
Tip! If the hospital wants to print the hospital copy of the birth certificate, they **MUST** print it BEFORE completing the record and getting the SFN assignment.

Click Requests – Print: H: B Hospital Copy of Cert



DO NOT MARK THE RECORD "COMPLETE" UNTIL ALL RECORDS ARE ENTERED AND MOM HAS VERIFIED THE INFORMATION ENTERED IS CORRECT.

Complete Tab



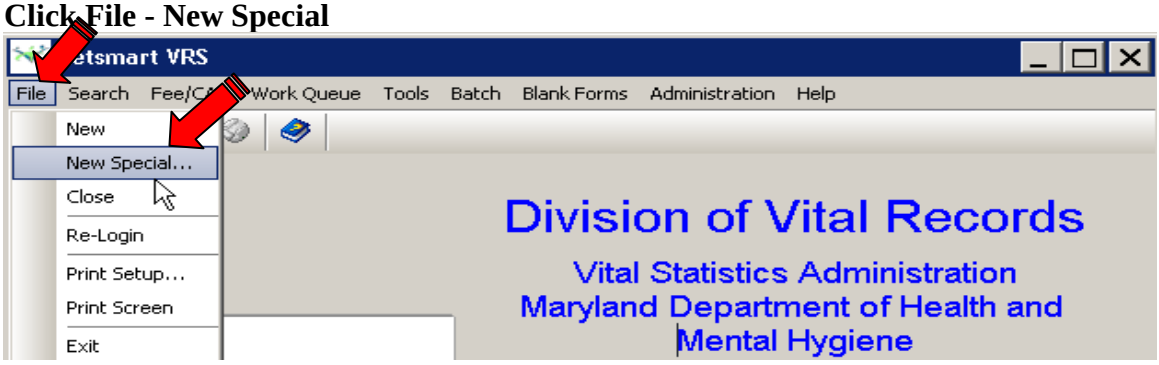
- Save the record by clicking on the 'save' icon.
- When all data for a birth has been entered and validated, the 'Record is complete; submit to state' box is checked.
- Click on the 'save' icon again in order for the State File Number (SFN) to be assigned. You will receive a message that the record has been numbered and submitted.

Alert! **The record cannot be viewed or changed after the State File Number is assigned. Do not mark the "Record is complete, submit to state" box until it is 100% complete.**

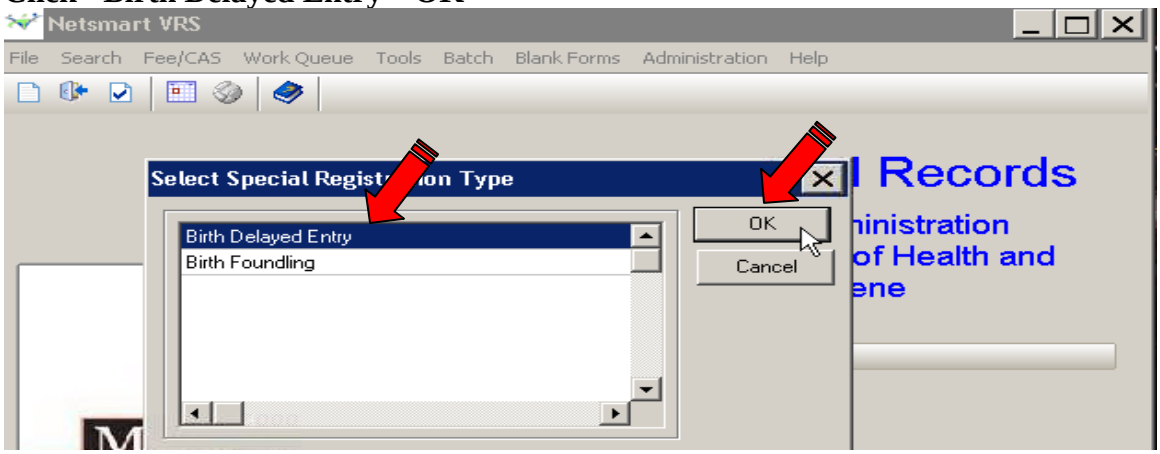
The Delayed Birth Entry

The record for the birth has not been created and the birth occurred more than 12 months ago. If you believe a record could have been started in the system: Check the Work Queue Hosp Incomplete

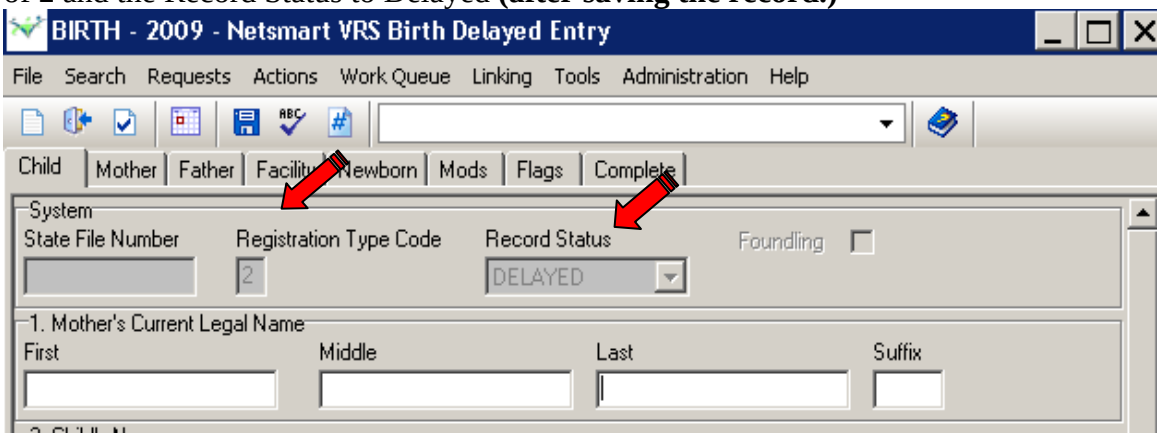
Click File - New Special



Click - Birth Delayed Entry – OK



The system opens a new birth record for data entry and defaults the Registration Type Code of 2 and the Record Status to Delayed **(after saving the record.)**

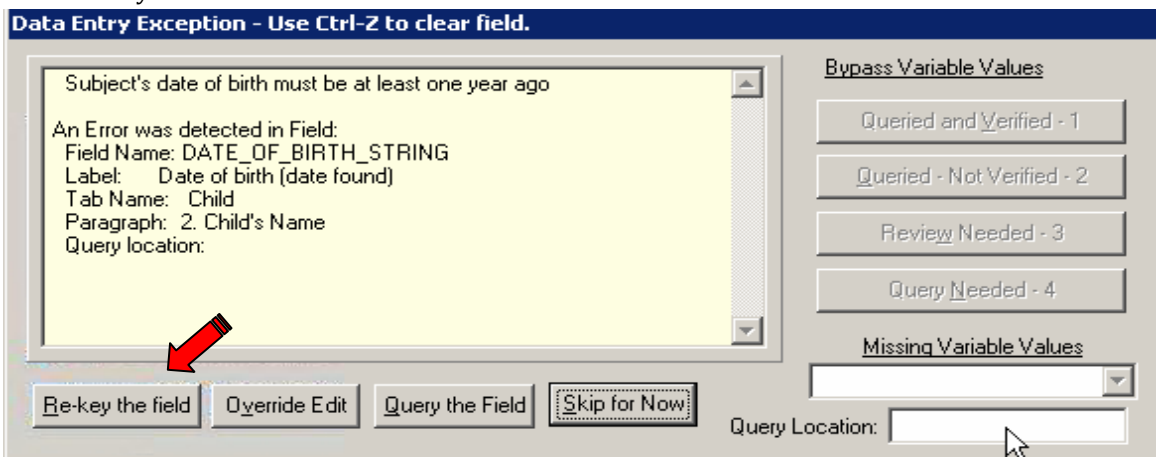


Data Entry Tips for the Delayed Birth Record

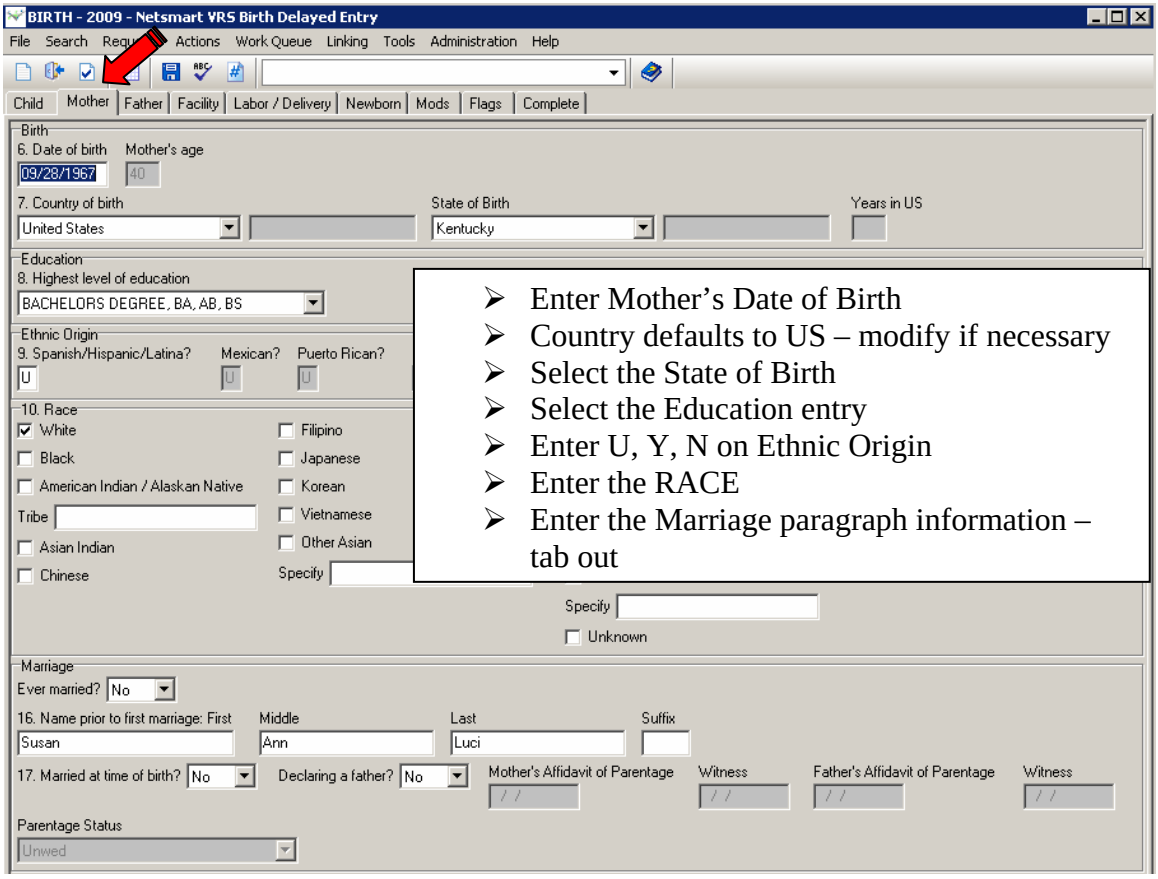
The record is completed as normal except:

- The Child's Date of Birth must be at least 12 months ago.

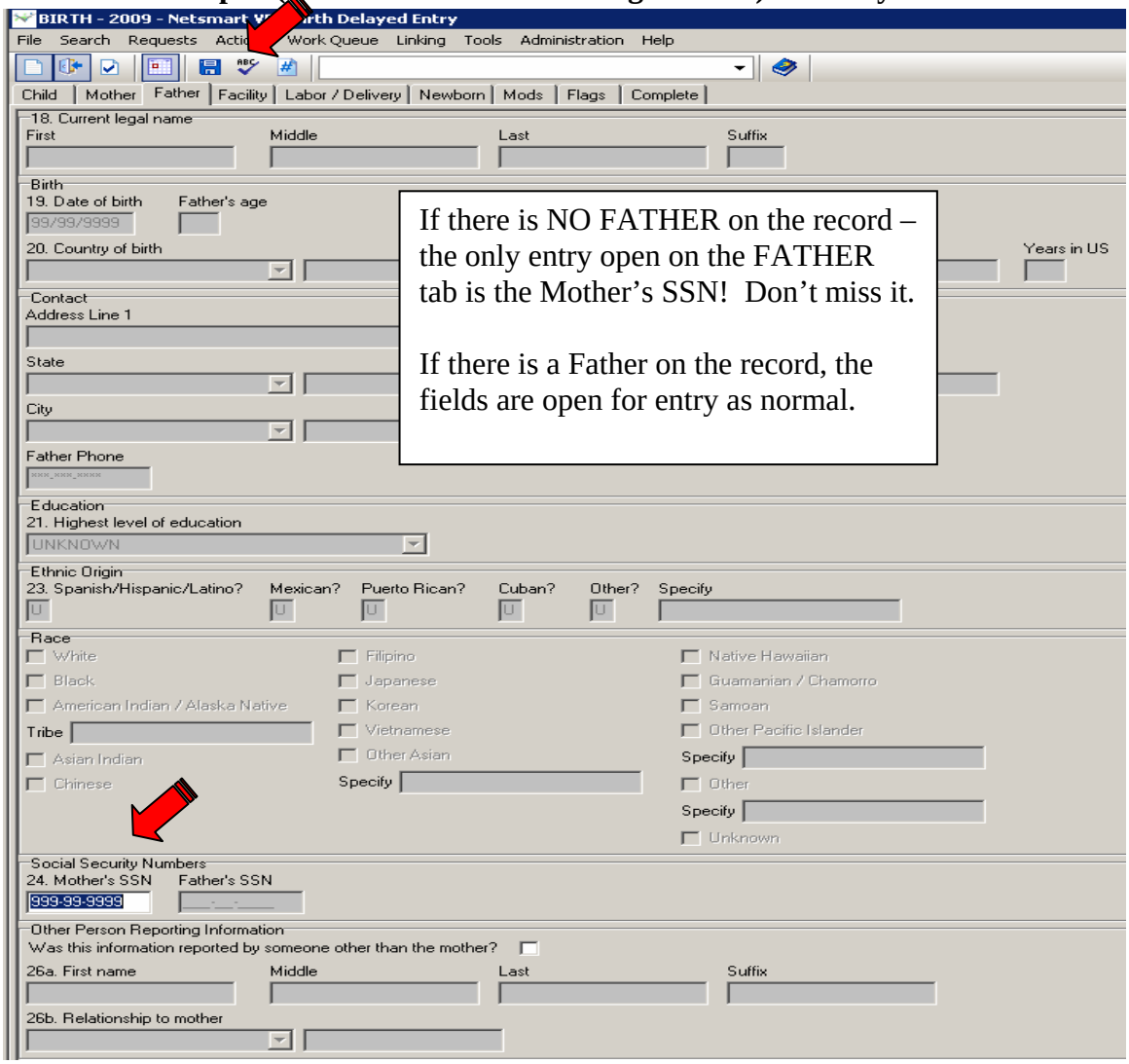
If a record is entered with a date less than 12 months ago, the application will present the user with this Data Entry Exception message. The entry will need to be corrected with the correct Date of Birth for the Delayed record.



Mother Tab – Data Entry Tips



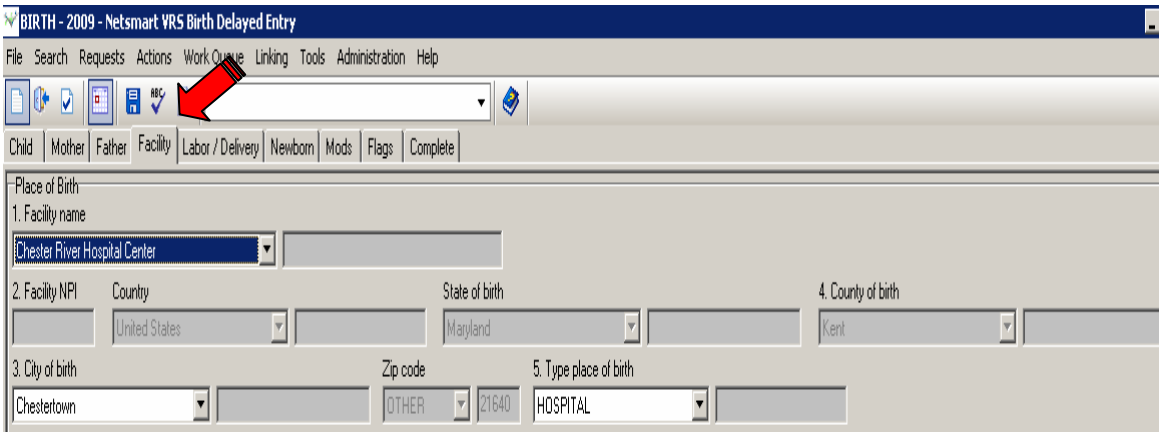
Father's tab is open (when married or declaring a father) for entry.



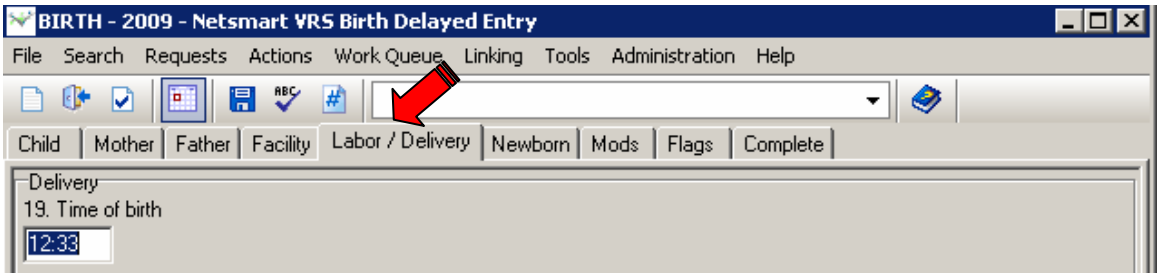
If there is NO FATHER on the record – the only entry open on the FATHER tab is the Mother's SSN! Don't miss it.

If there is a Father on the record, the fields are open for entry as normal.

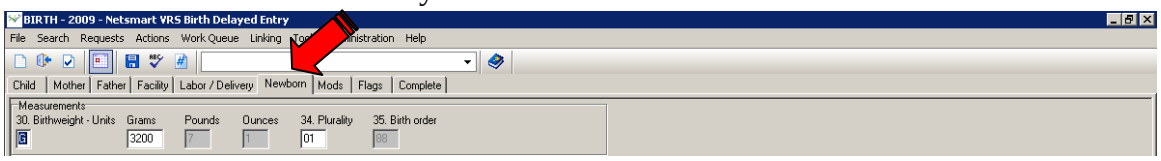
Facility tab only requires the Place of Birth Information.



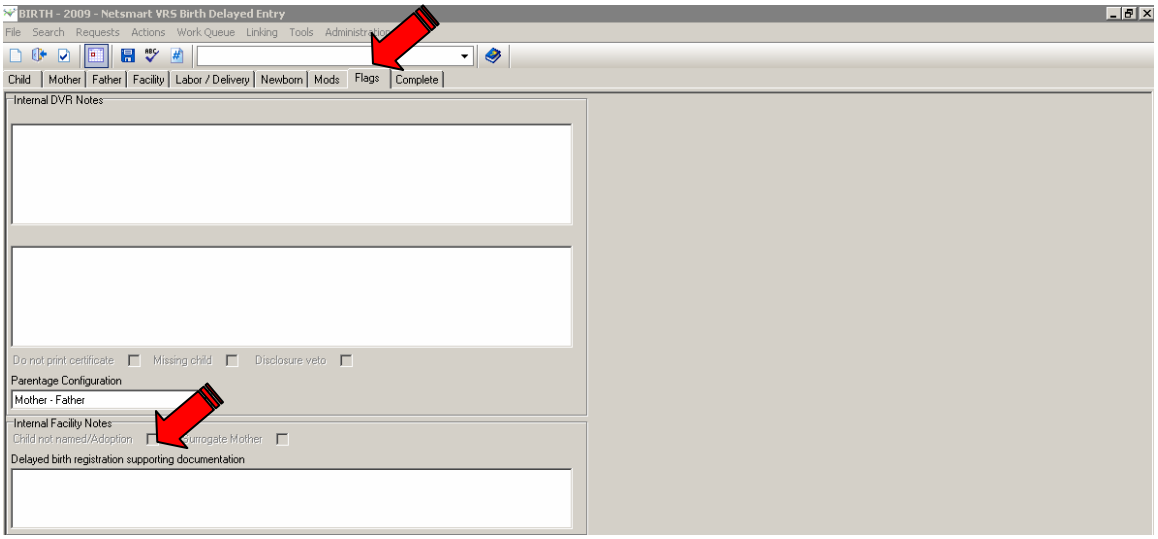
Labor & Delivery tab requires an entry for Time of Birth.



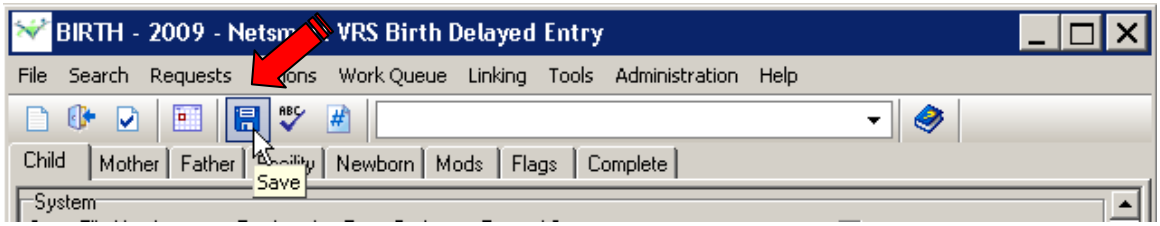
The Newborn tab allows the entry of the child's measurements.



The documentation for the entry is entered on the Flags tab.



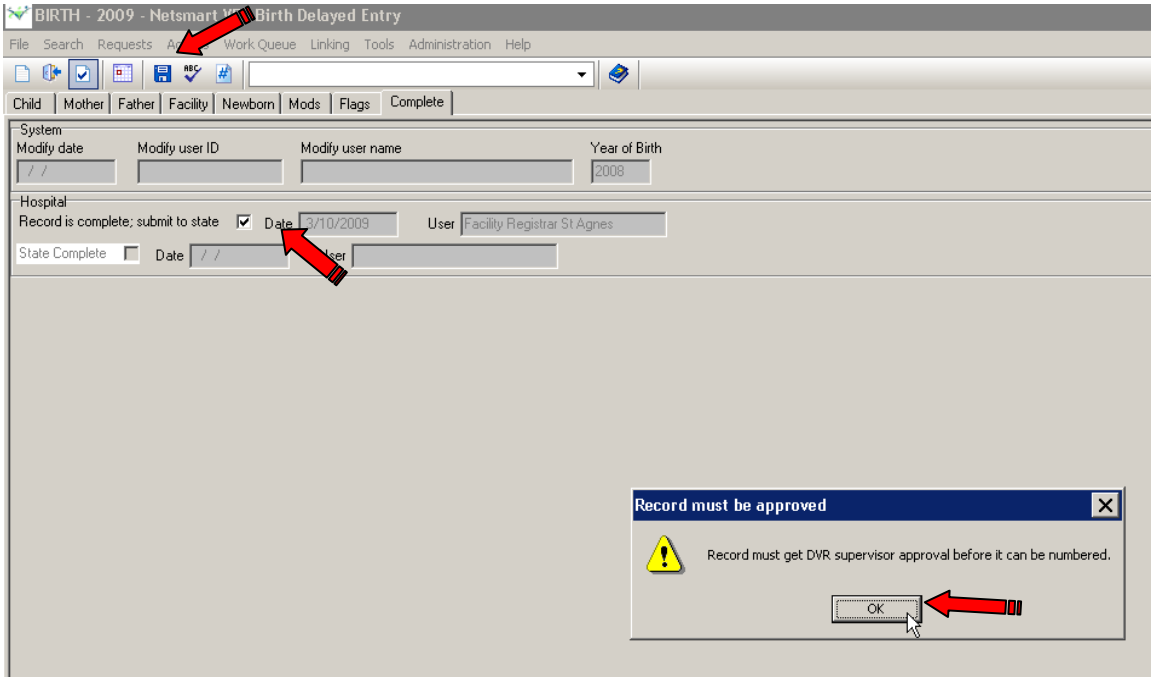
Click – Save icon



Note: The system will validate NCHS and business rules to validate the correctness of the information entered.

Complete Tab

Click - Record is complete, submit to state and SAVE the record.



- Save the record by clicking on the 'save' icon.
- When all data for a birth has been entered and validated, the 'Record is complete; submit to State' box is checked.
- Save the record again. **A State File Number (SFN) will NOT be assigned until after the record is approved by the State.** A message will appear indicating that the record has been automatically sent to the State

Alert! **The record cannot be viewed or changed after the State File Number is assigned. Do not mark the "Record is complete, submit to state" box until it is 100% complete.**

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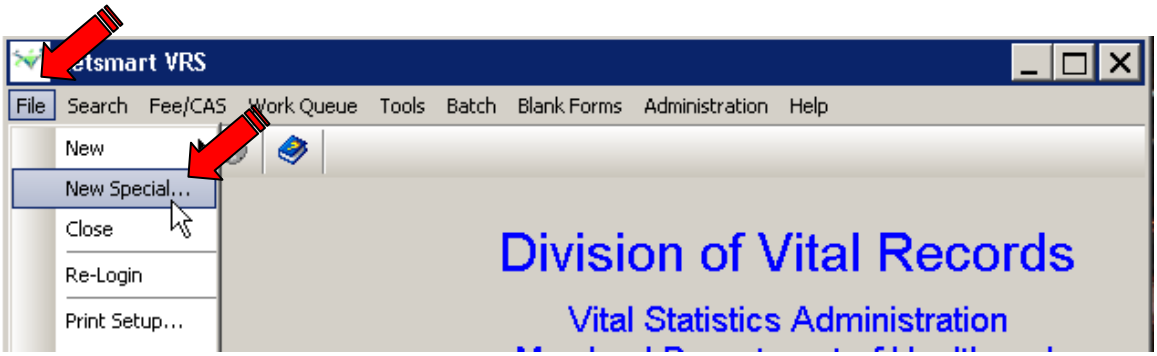
The Foundling Report

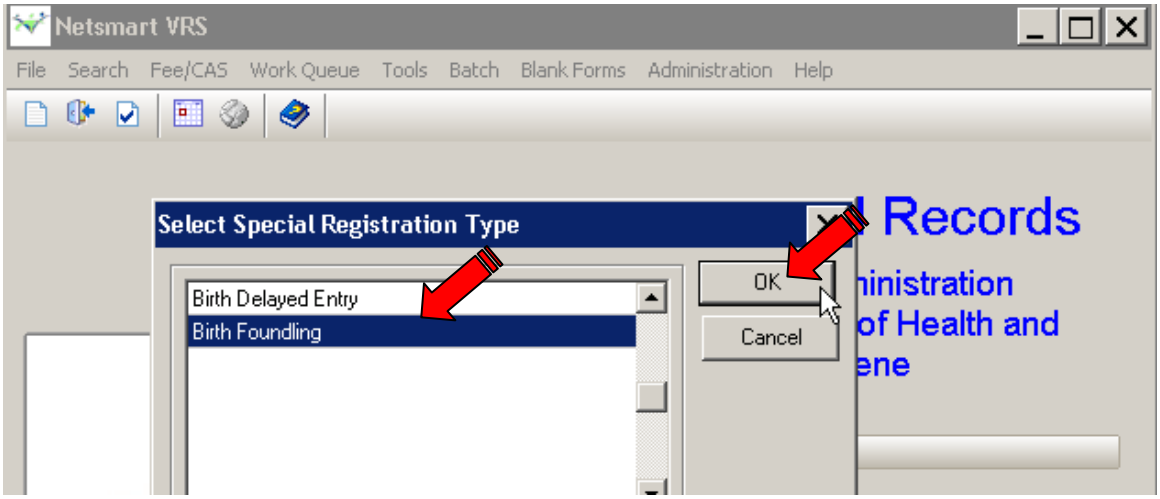
The information entered on the child will be used to register a 'foundling', that is, a living infant of unknown parentage. Whoever finds this child must report the finding to the registration district in which the child was found. If the child is later identified and an original certificate of birth is found or established, the foundling report shall be sealed by the Division of Vital Records and shall not be open to inspection or copy unless so ordered by a court of competent jurisdiction.

Note: If you believe a record has been started in the system: See "Search for a Birth Record" or "Work Queue Hosp Incomplete."

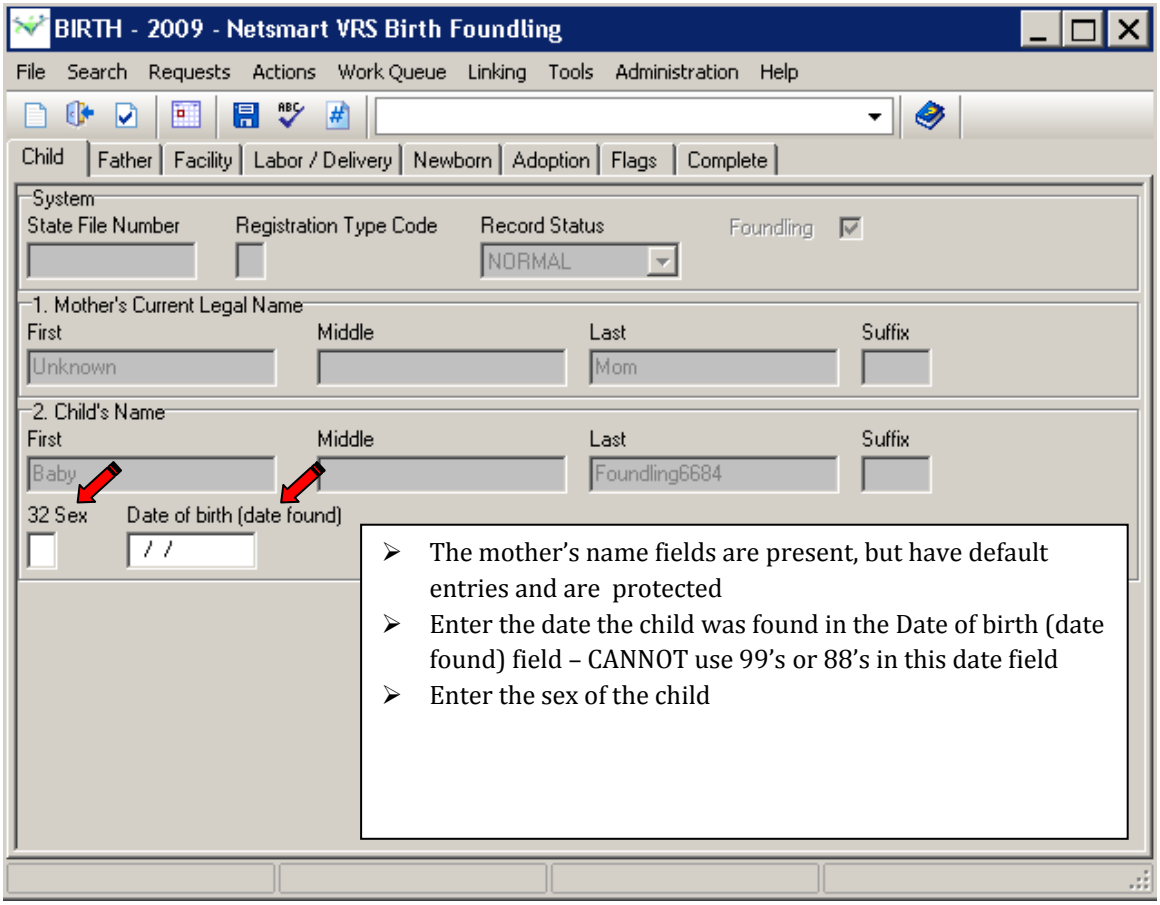
Click File - New Special



Click - Birth Foundling – OK



Note: The information available may be limited and require the use of the "unknown" or "other" selections during data entry of the foundling report.



Data Entry Tips for the Foundling Record

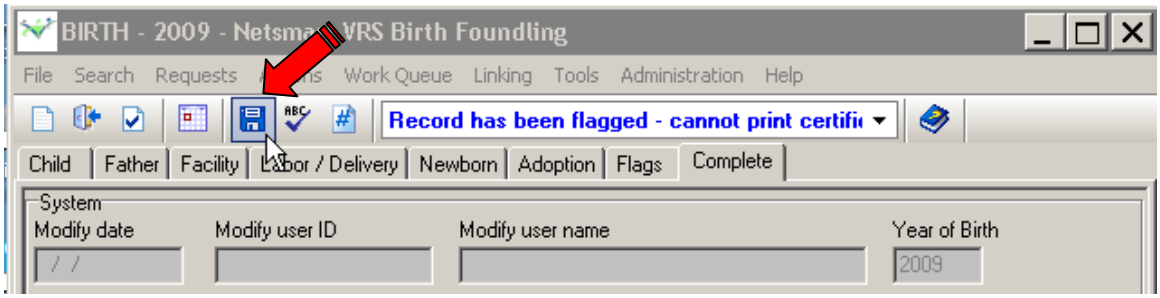
- On the Child tab:
  - The mother's name fields are present, but have default entries and are protected
  - Enter the date the child was found in the Date of birth (date found) field
  - Enter the sex of the child
- On the Father tab:
  - Enter the name of the person who reported the foundling.
- On the Facility tab:
  - The location of the birth facility registrar will auto populate.
  - The operator may replace this information with the address at which the child was discovered by using the "OTHER" option in facility name and enter the address where the child was found.

- On the Labor & Delivery tab:
  - Enter the name of the certifier, date certified, and a medical record number for the child.

  Note: This information is not required to create and save the record.
- On the Newborn tab:
  - Enter all fields with as much information as possible.

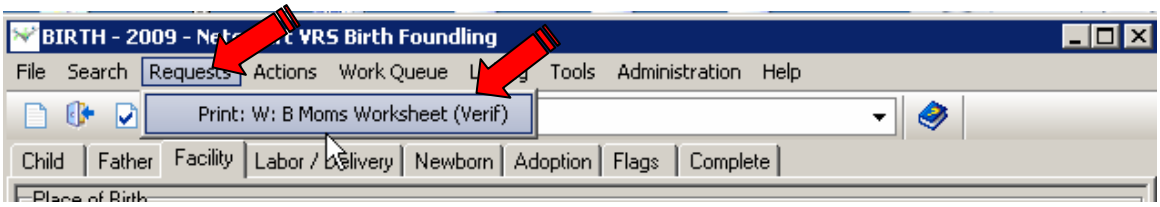
  Note: This information is not required to create and save the record.
- On the Adoption tab:
  - If applicable enter adoption information on this tab.
- On the Flags tab:
  - Enter all appropriate and applicable information.

Click – Save icon



After the record is entered the Moms Worksheet (Verif) can be printed and reviewed by facility staff for accuracy.

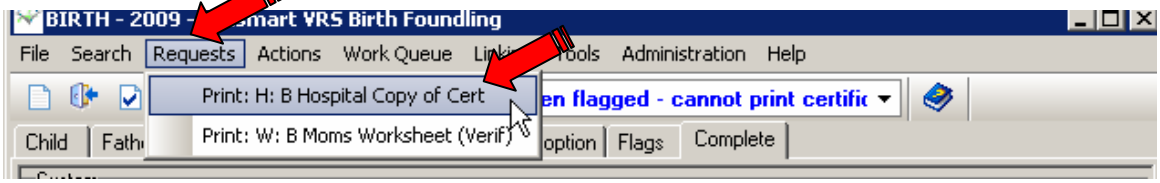
Click - Requests – Print: H: B Moms Worksheet (Verif)



Note: If the "Moms Worksheet (Verif)" is reviewed and contains no errors, then the record is ready to complete.

Tip! If the hospital wants to print the hospital copy of the birth certificate, they **MUST** print it BEFORE completing the record.

Click - Requests – Print: H:B Hospital Copy of Cert



DO NOT MARK THE RECORD "COMPLETE" UNTIL THE INFORMATION IS VERIFIED.

When the record is complete, the information entered has been verified as accurate, the hospital has printed the desired items it is ready to be marked as complete and sent to the state.

Click – Record is complete; submit to state box and SAVE the record.

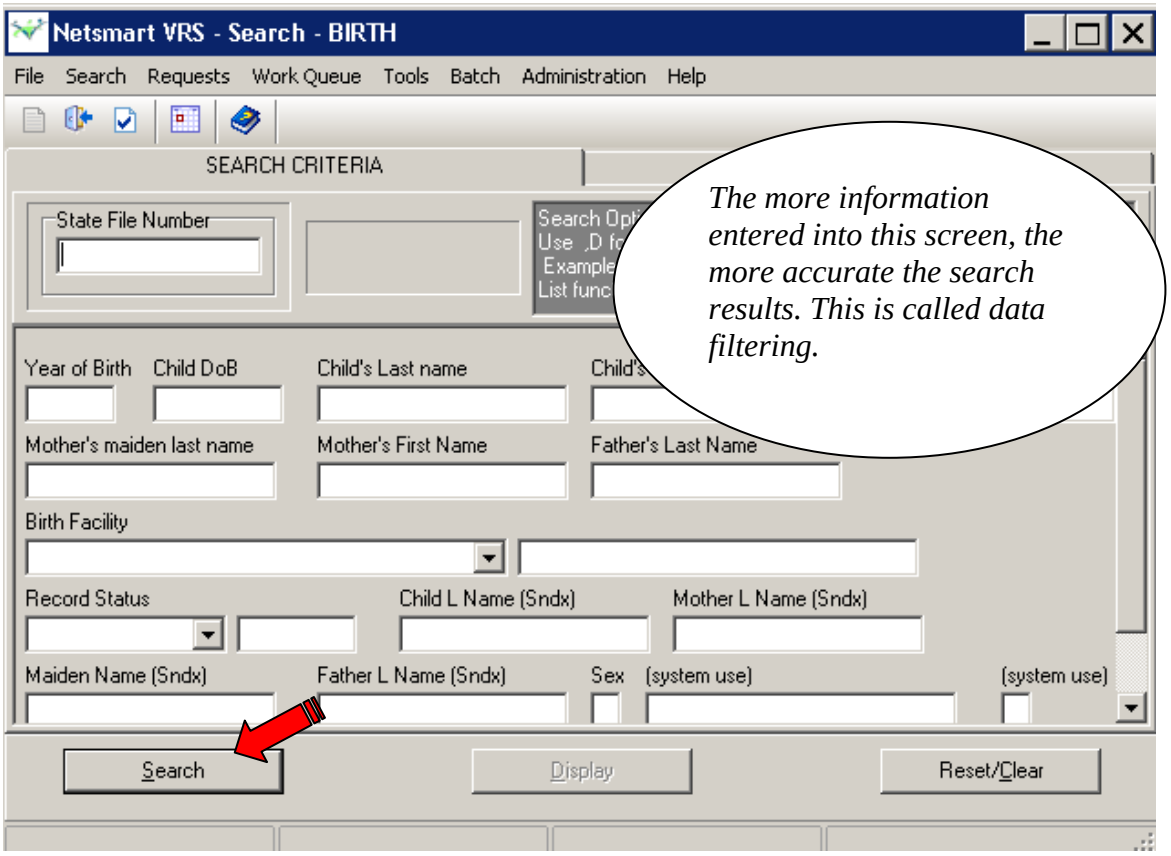
Search for a Birth Record

To search for an existing or already started birth record that has NOT been assigned a State File Number, use the Search utility.

Click -Search – Birth

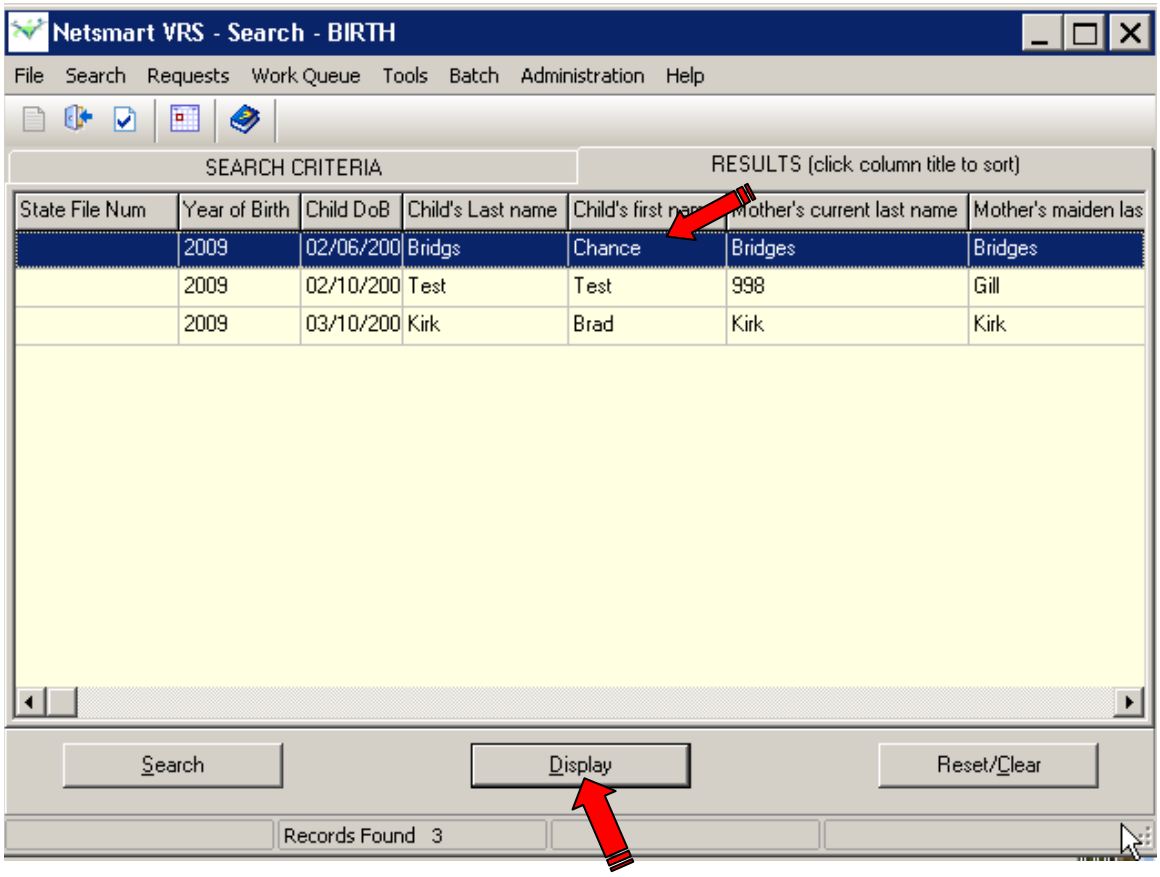
Enter information to search on (i.e. Child DoB, Child's Last Name, Mother's Maiden Name, etc.).

Click – Search



A new screen will appear with the search results based on the information entered.

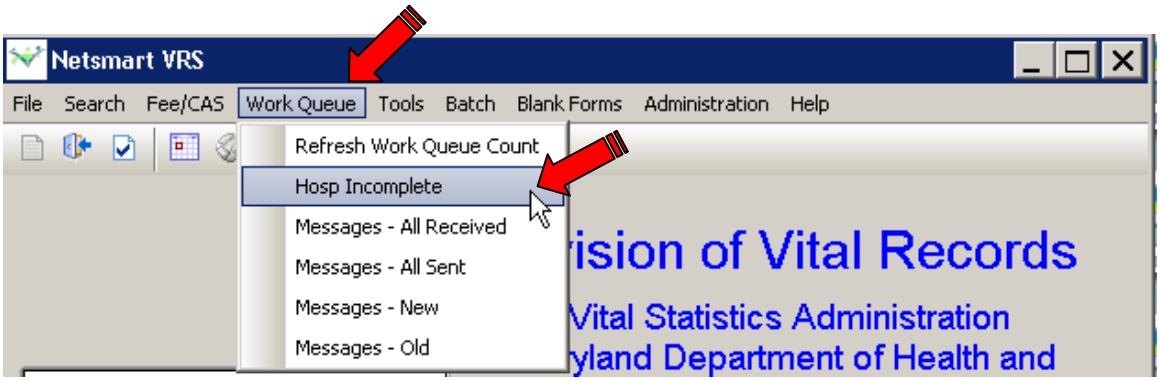
Click on the record: (Tip: Double click to open the record directly.)
Click the Display button **or press** Enter to view the record.



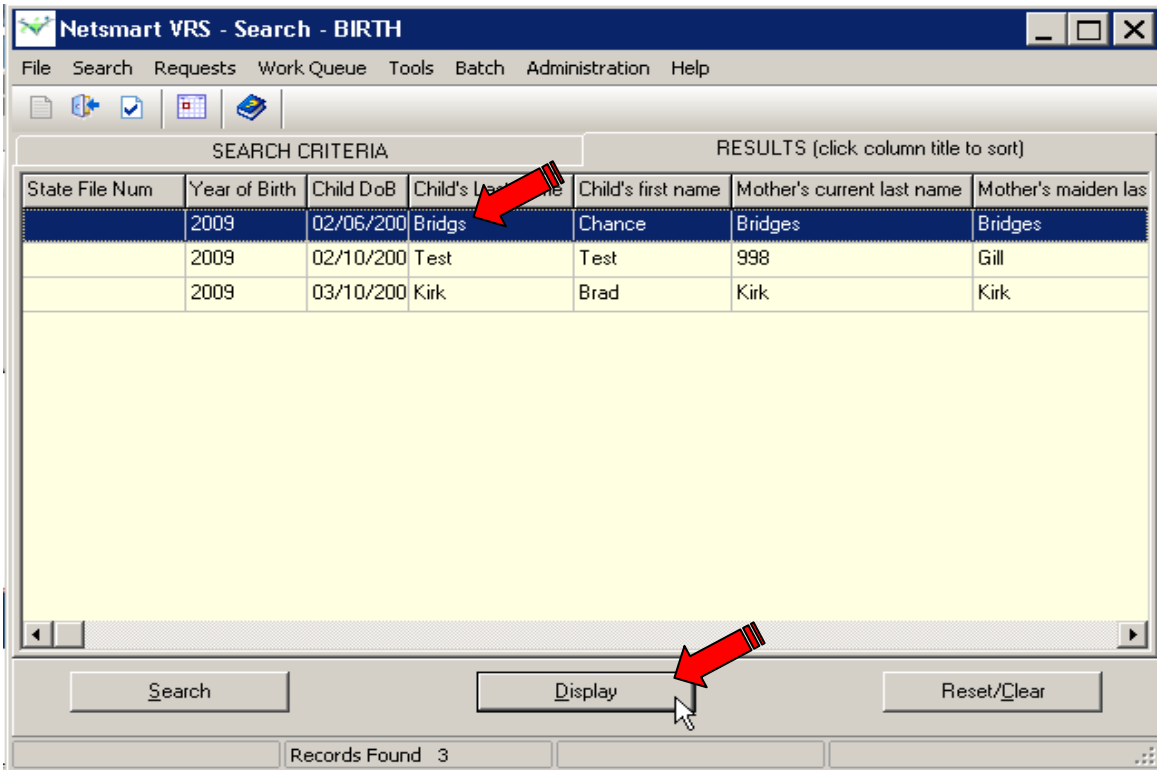
Work Queue – Hosp Incomplete

When a record is entered, saved but not marked complete therefore not assigned a State File Number, it will be displayed in the "Work Queue – Hosp Incomplete." The incomplete record will be displayed in the list until it is marked complete, saved and assigned a State File Number.

Click - Work Queue - Hosp Incomplete



Another screen will appear showing all records in an "incomplete" status at the facility.



Double click or highlight the appropriate record and **click display** to open the record. You can now proceed as normal to complete the birth record.

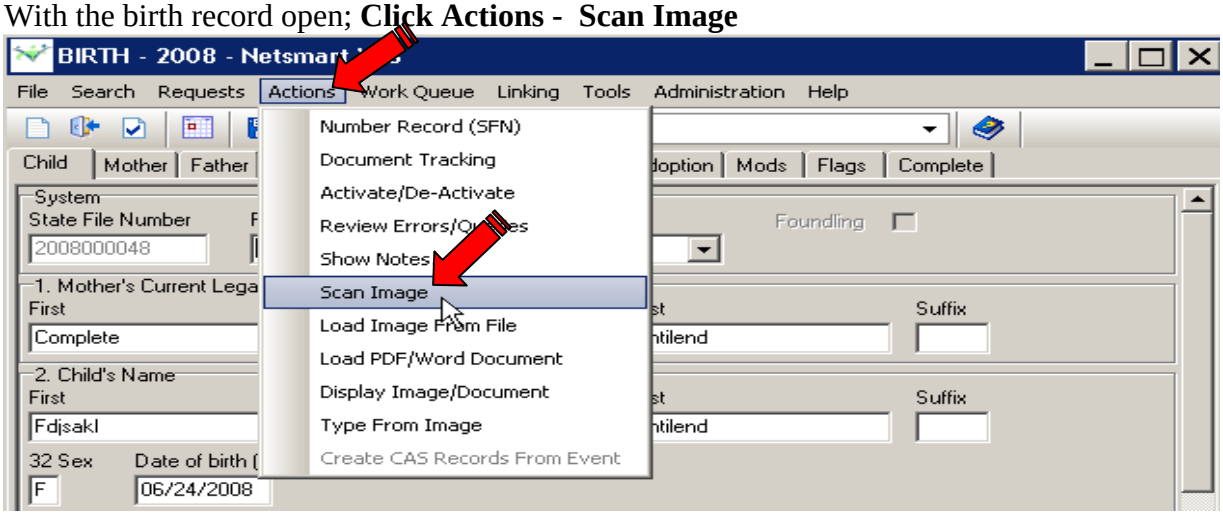
Scanning and Attaching Documents to a Record

There are two options for configuring the scanning feature of your software. The first option is have a scanner direct attached to the workstation. The second option is to have a scanner attached to the network and shared with a folder designated for storing scanned images.

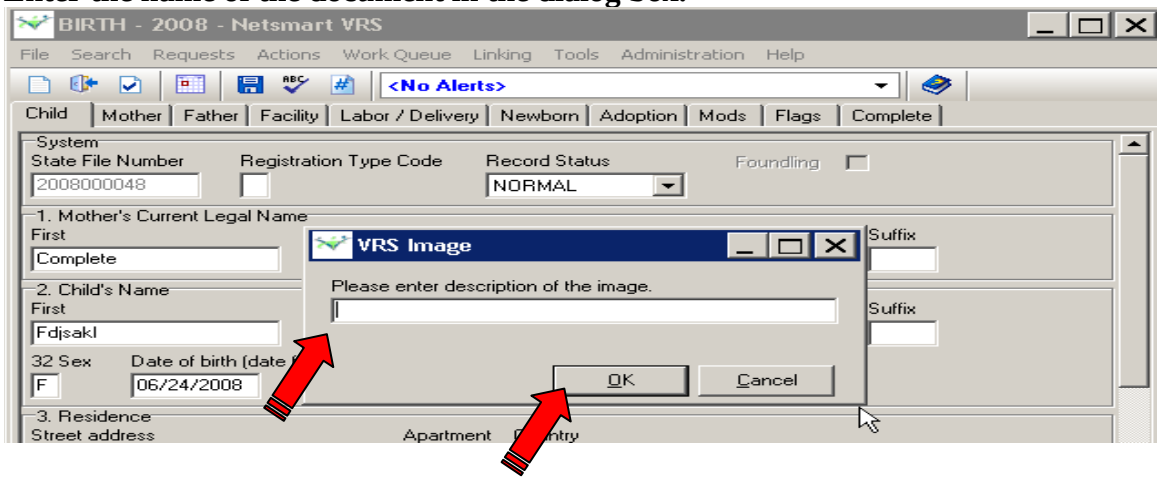
Option 1: Direct Connected Scanner

- The scanner/printer driver must be installed in Windows and set as default.
- Start the application and check to ensure the scanner is located by Citrix and available to VRS application (Click File -Print Setup. Print Dialog box shows scanner or select Scanner if needed)
- Log in to VRS as the scanning authorized user

With the birth record open; **Click Actions - Scan Image**



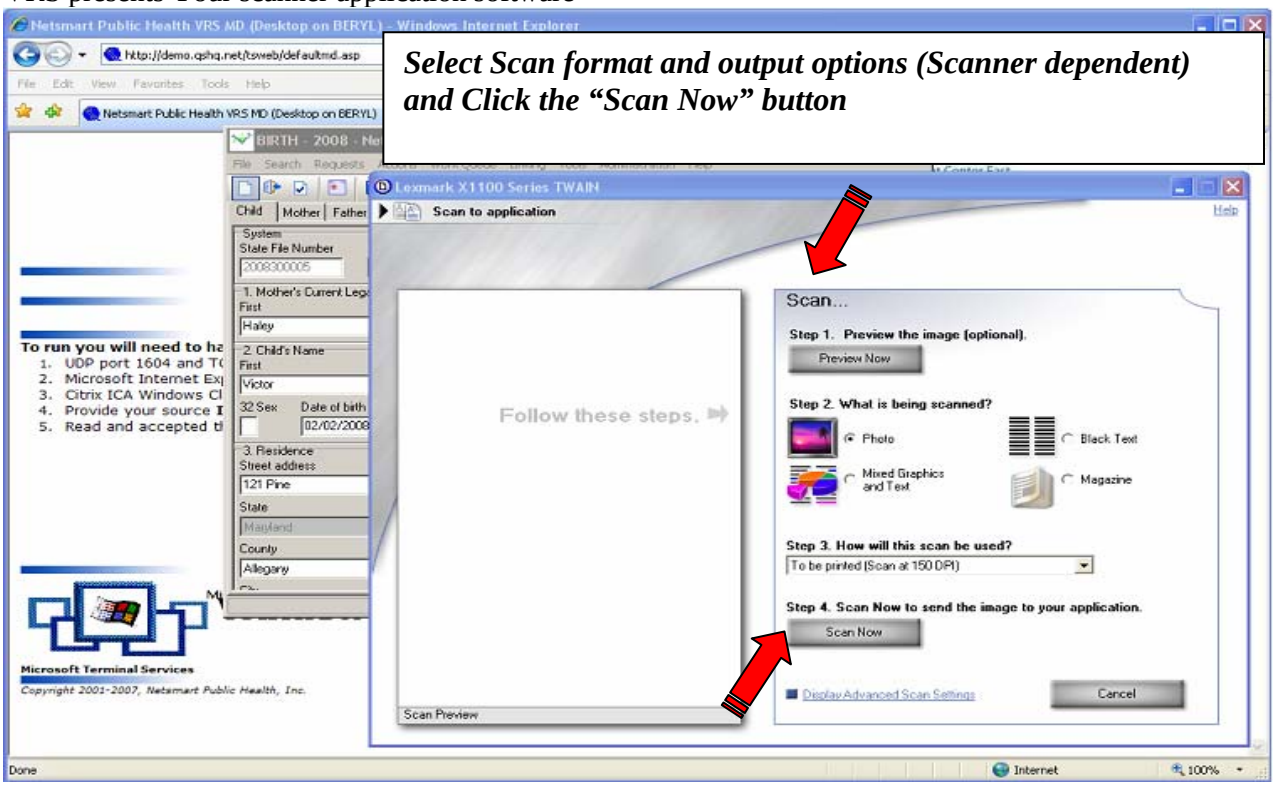
Enter the name of the document in the dialog box.



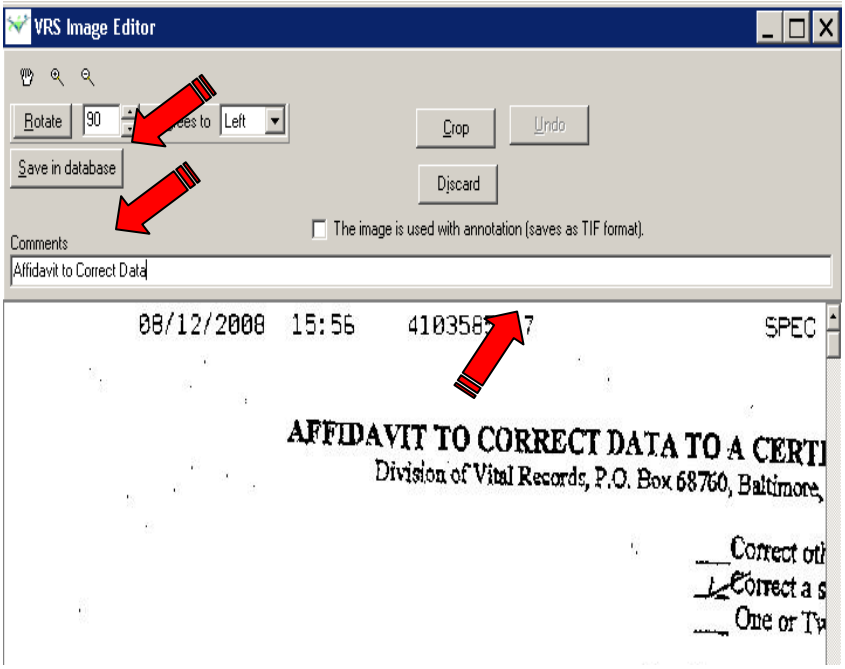
Note: During the first time through the system prompts for Client File Security.

Select Full Access and Never ask me again; Click Ok

VRS presents Your scanner application software



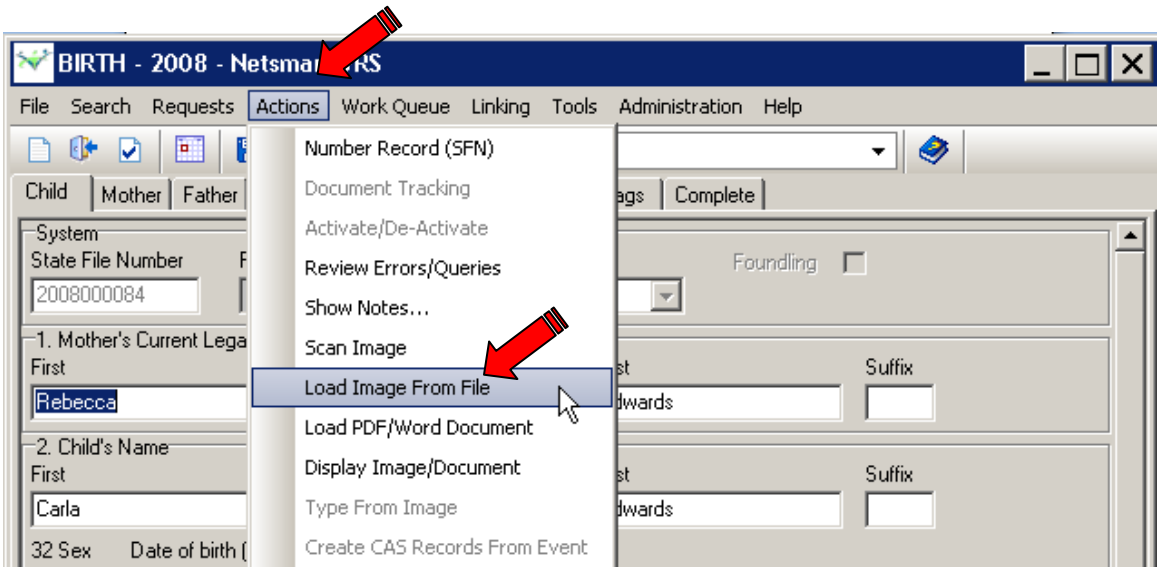
The VRS Image Editor displays the scanned document: **Enter** the comments for the document; **Click Save to Database**; **Click - X to close the screen.**



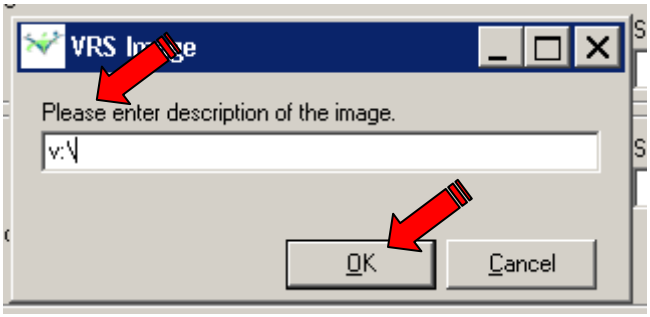
Option 2: Shared Scanner with Documents Folder

The documents to be attached must be scanned and reside in a folder on the local hard drive. With the record open follow the steps below to attach the documents to the record.

Click Actions – Load Image From File



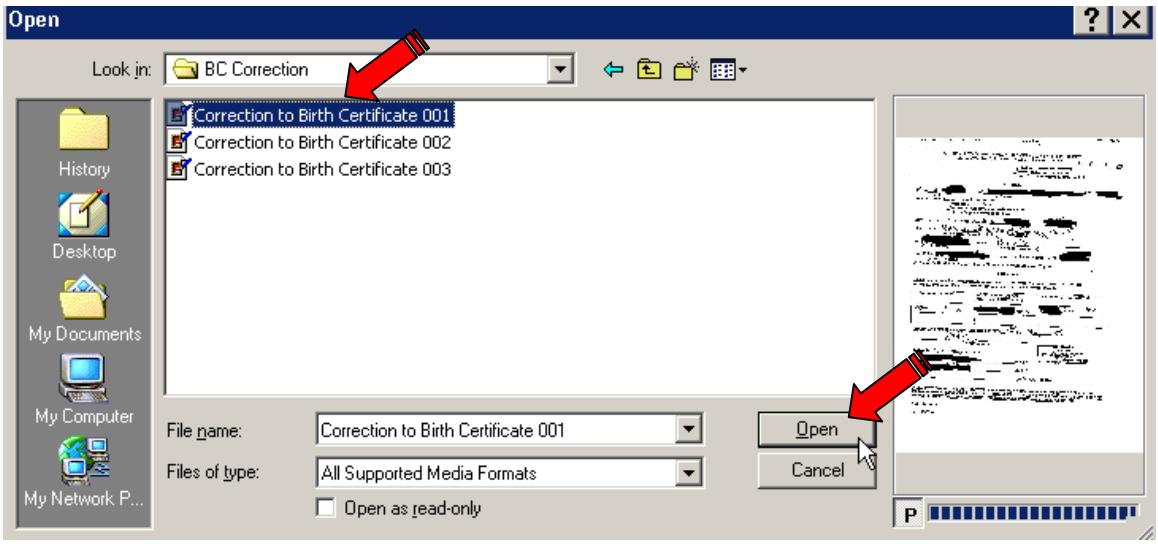
Enter the drive: V:\ - **Click OK**



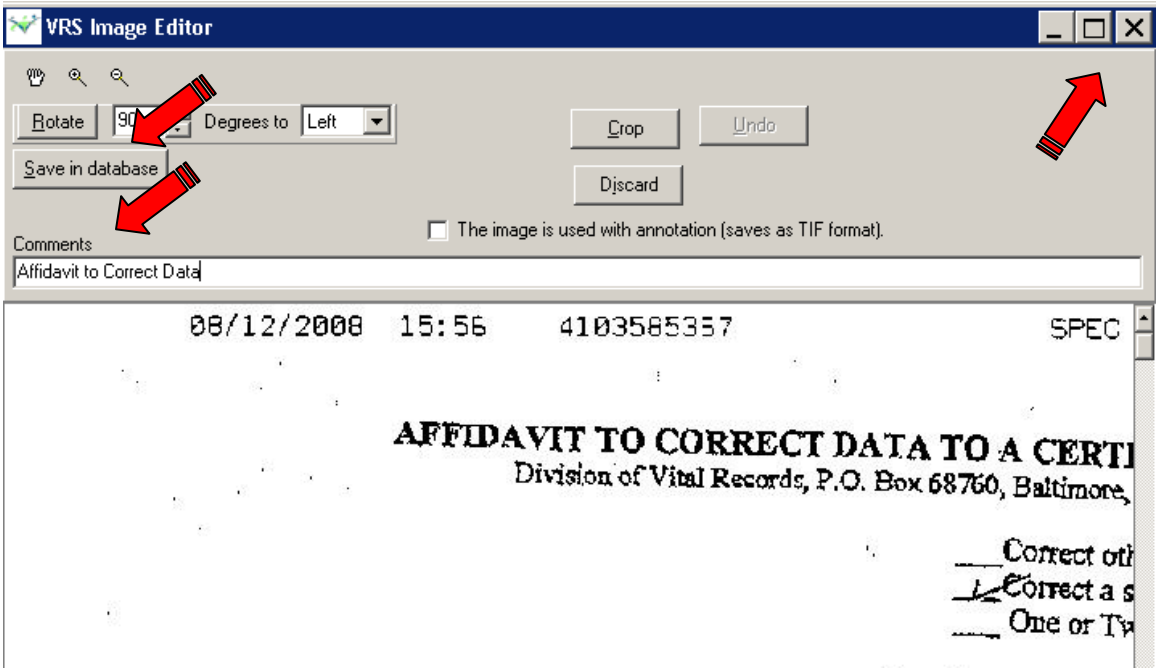
Note: During the first time through the system prompts for Client File Security.

Select Full Access and Never ask me again; Click Ok

Click to the folder where the document(s) is stored; **Select** the document; **Click Open**

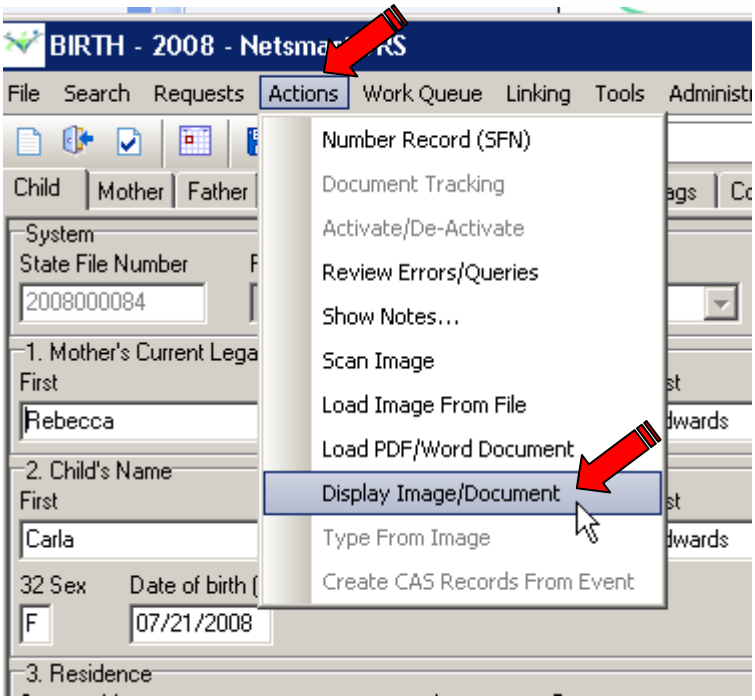


With the scanned document open: **Enter** the comments for the document; **Click Save to Database**; **Click - X to close the screen.**



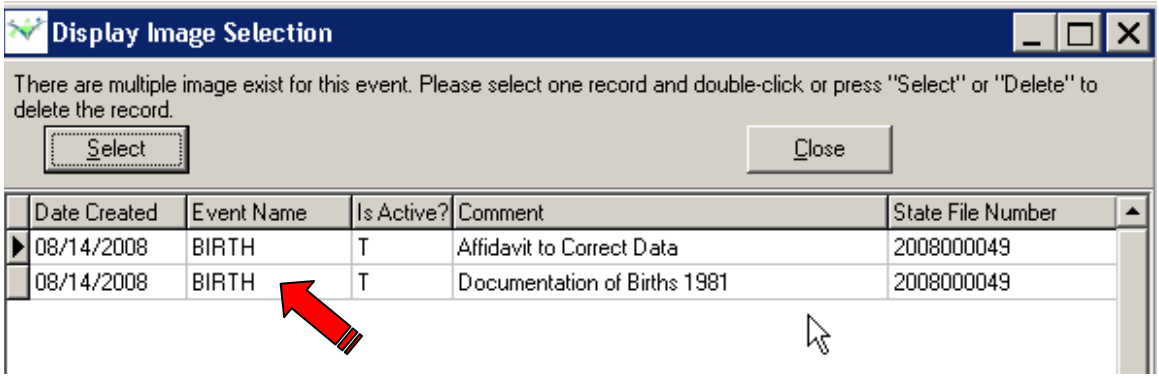
Viewing the Scanned Documents

Click - Display Image/Document



Note: When there is more than one document attached to a record the system will display the following screen.

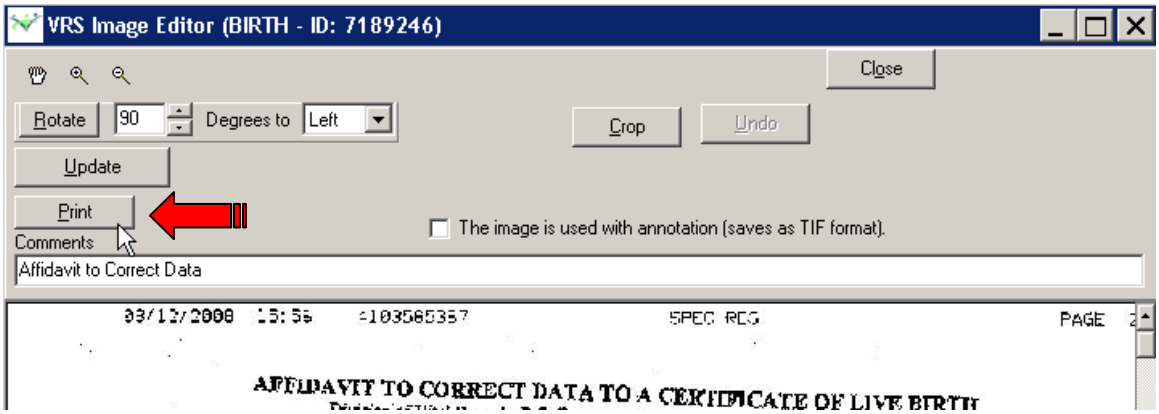
Double Click the image to view



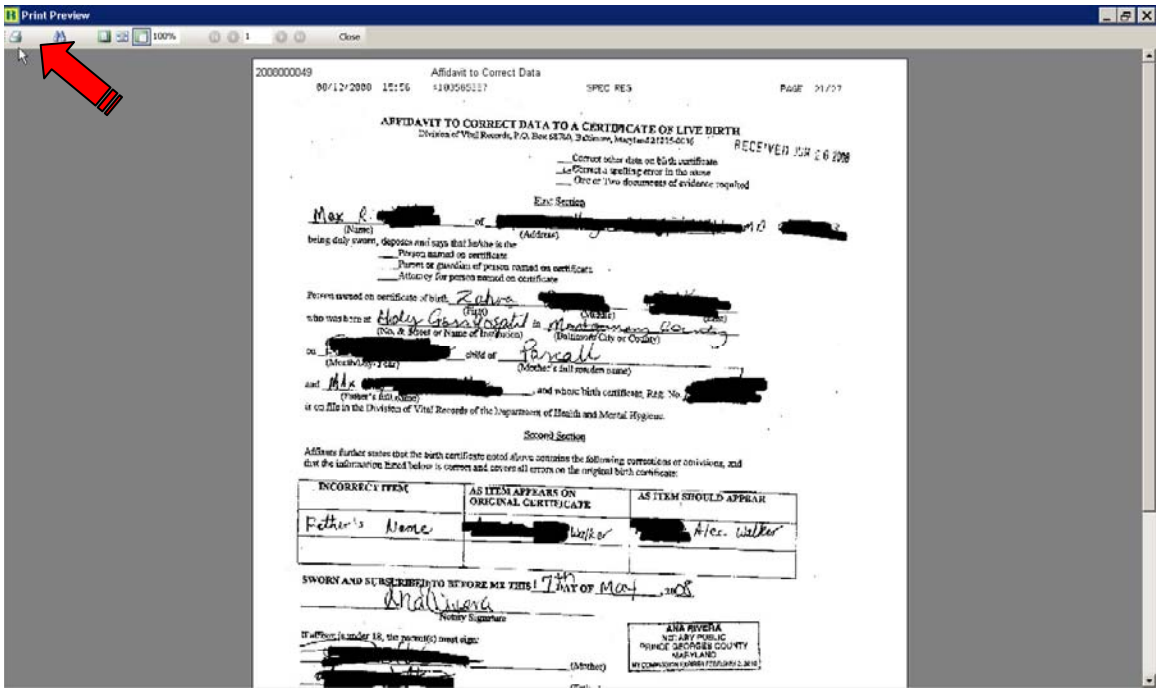
Printing the Scanned Documents

To print the document, follow the steps above to display the image.

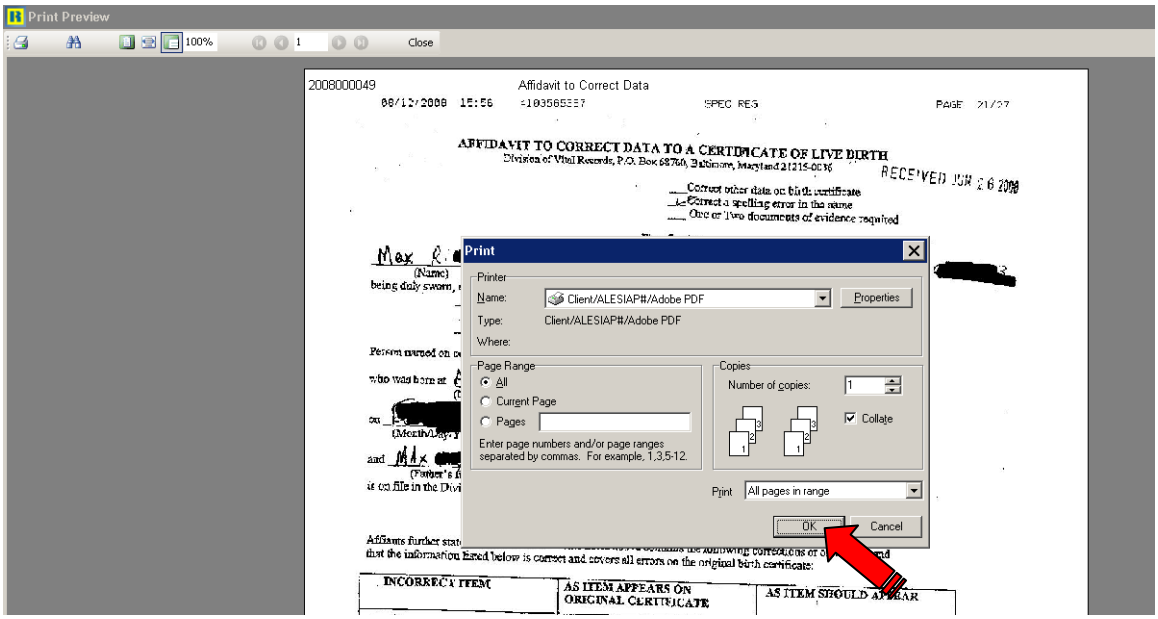
Click – Print



Click the printer icon



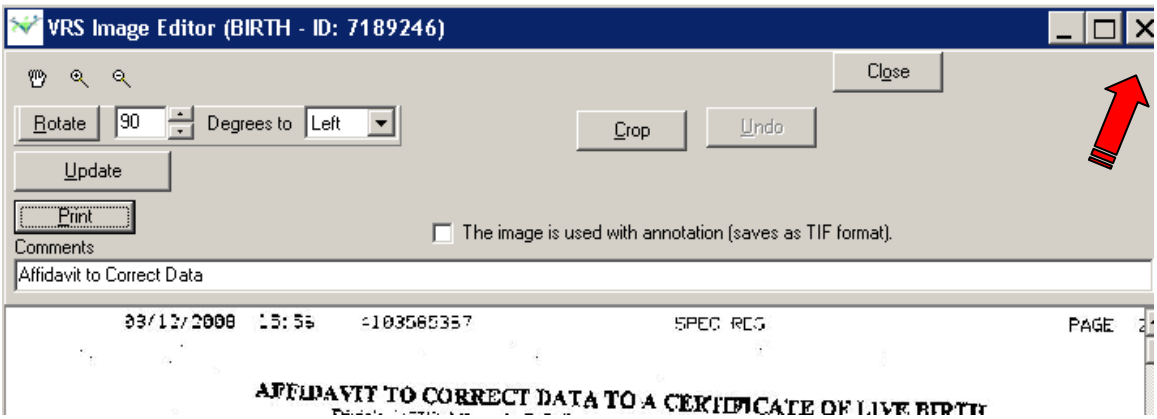
Confirm the correct printer is selected; **Click OK**



The system will display a message window; “Accessing data”

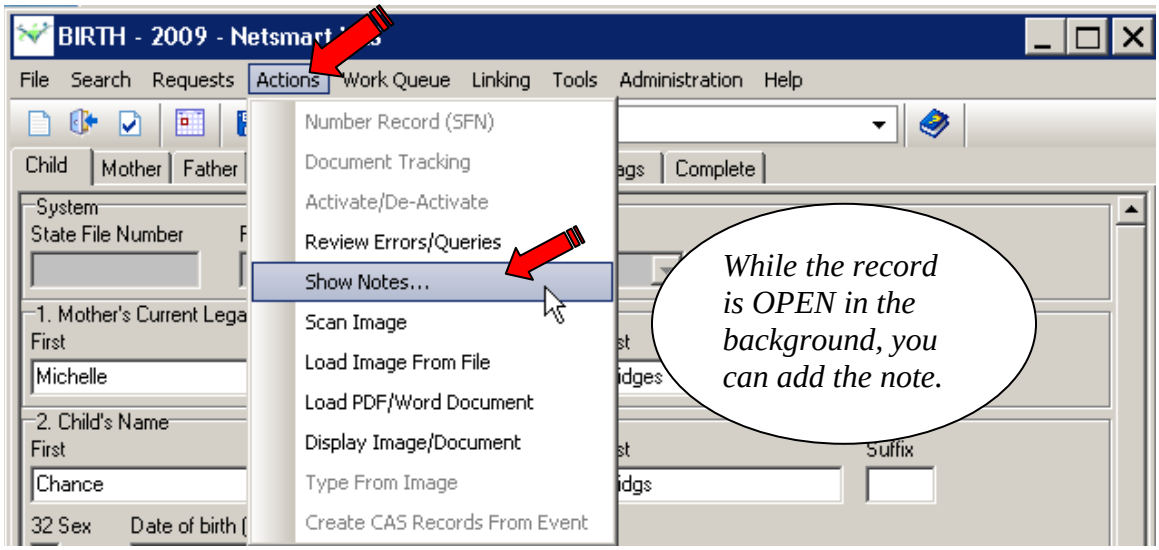
Click X to close the print viewer

Click X to close the Image Editor

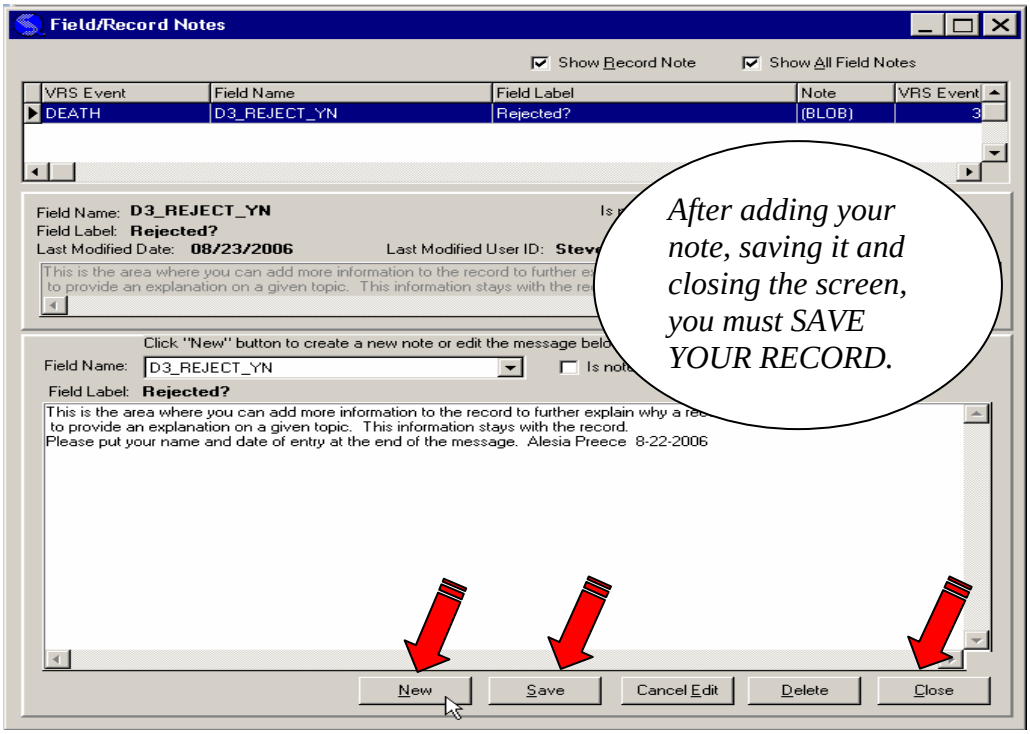


Adding a Note to a Record

To add a note to a record:
Click - Actions – Show Notes



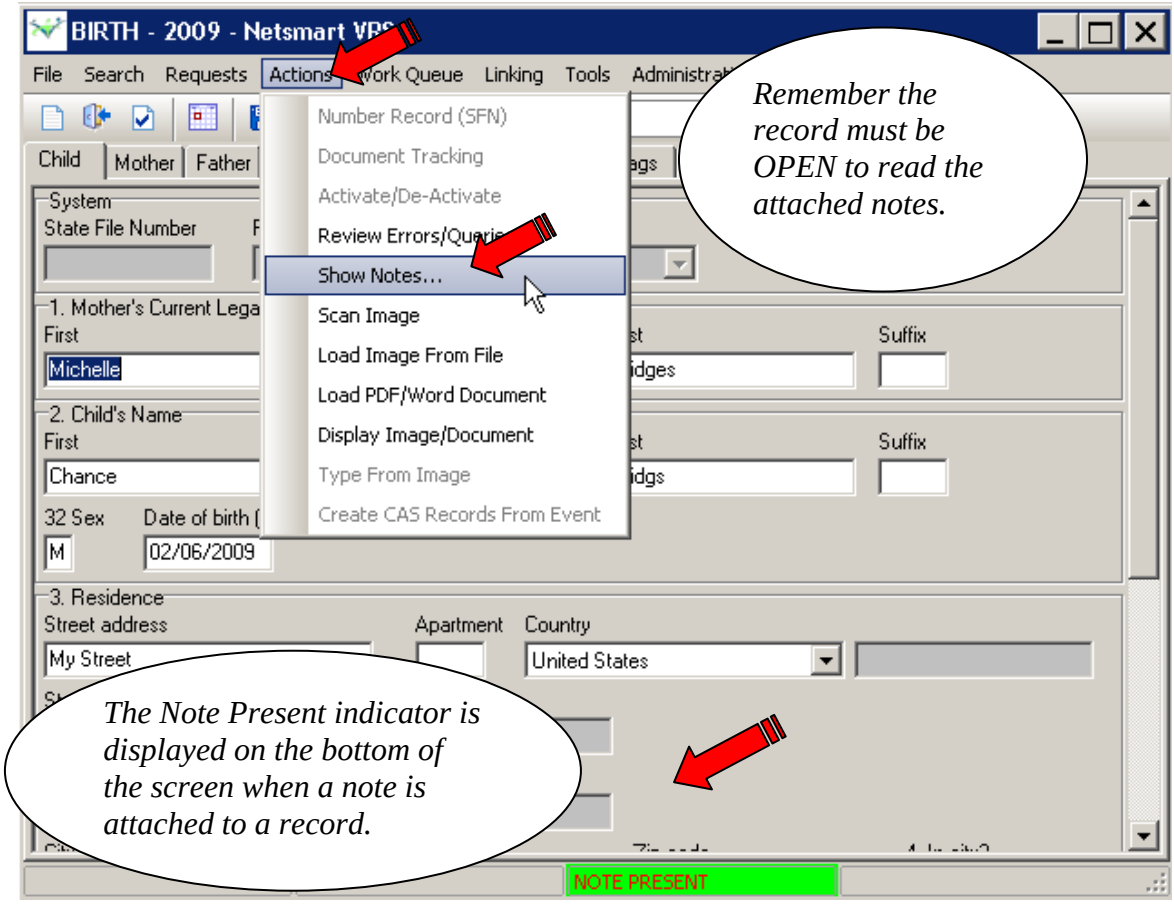
Click- New and **type** your note; **Click – Save; Click - Close**



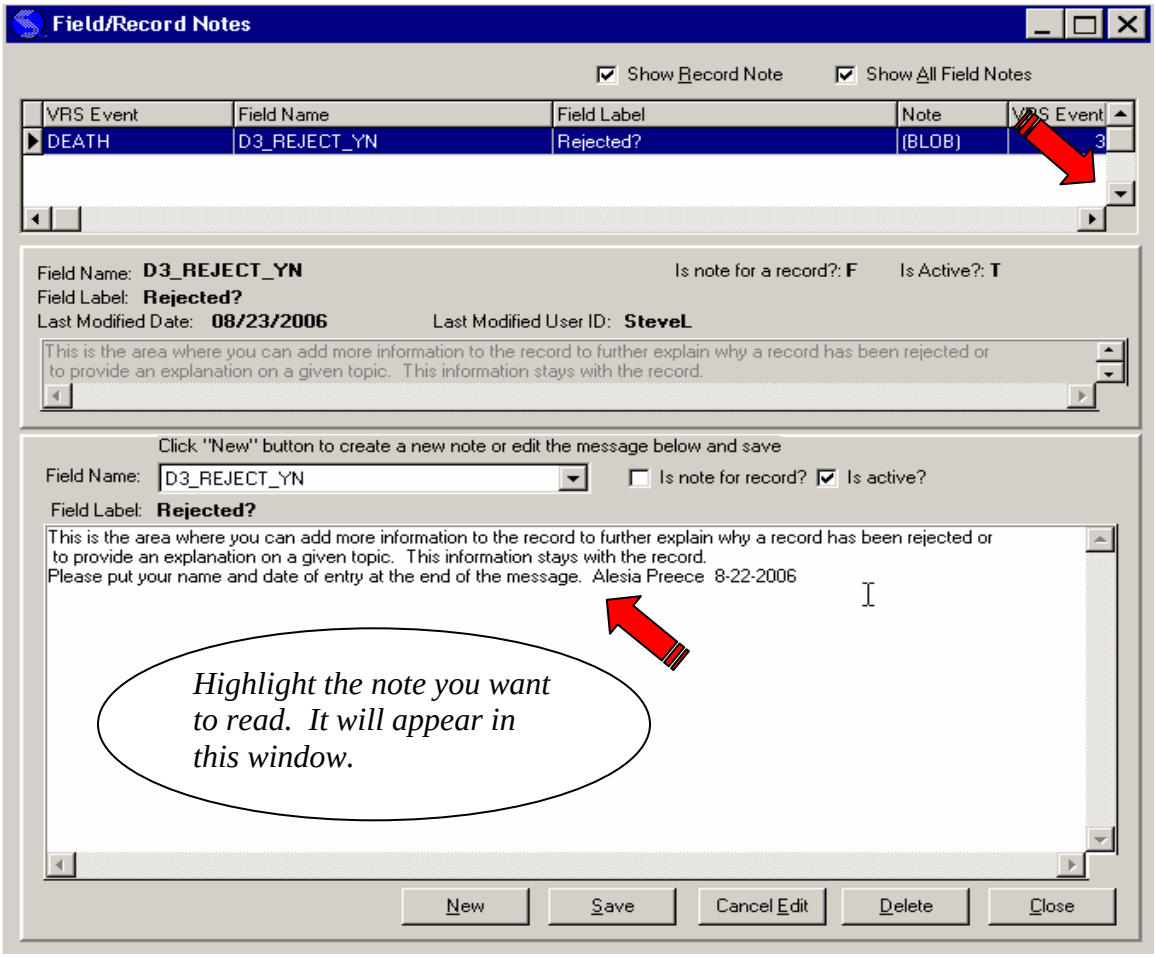
Reading Notes on a Record

Once a record is open, you can read all notes attached to it from the Actions: Show Notes menu option.

Click - Actions – Show Notes



To read all the notes you may need to use the scroll bar on the right side of your screen.

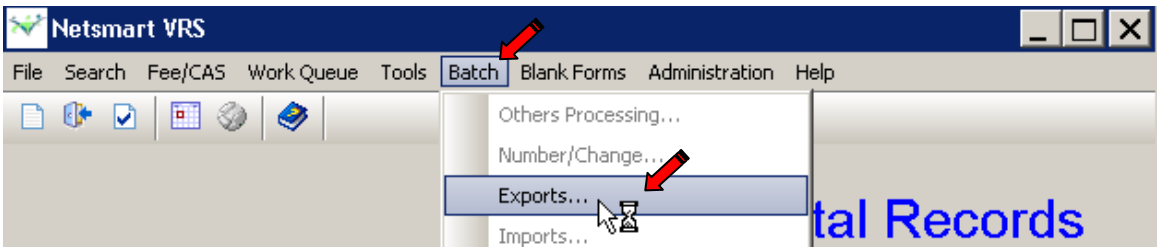


When multiple notes are on a record, you need to highlight the note you want to read and it will display in the box on the bottom half of the screen. As the number of notes on a record grows, you may need to use the scroll bar on the side of the window to get to the note you need to read.

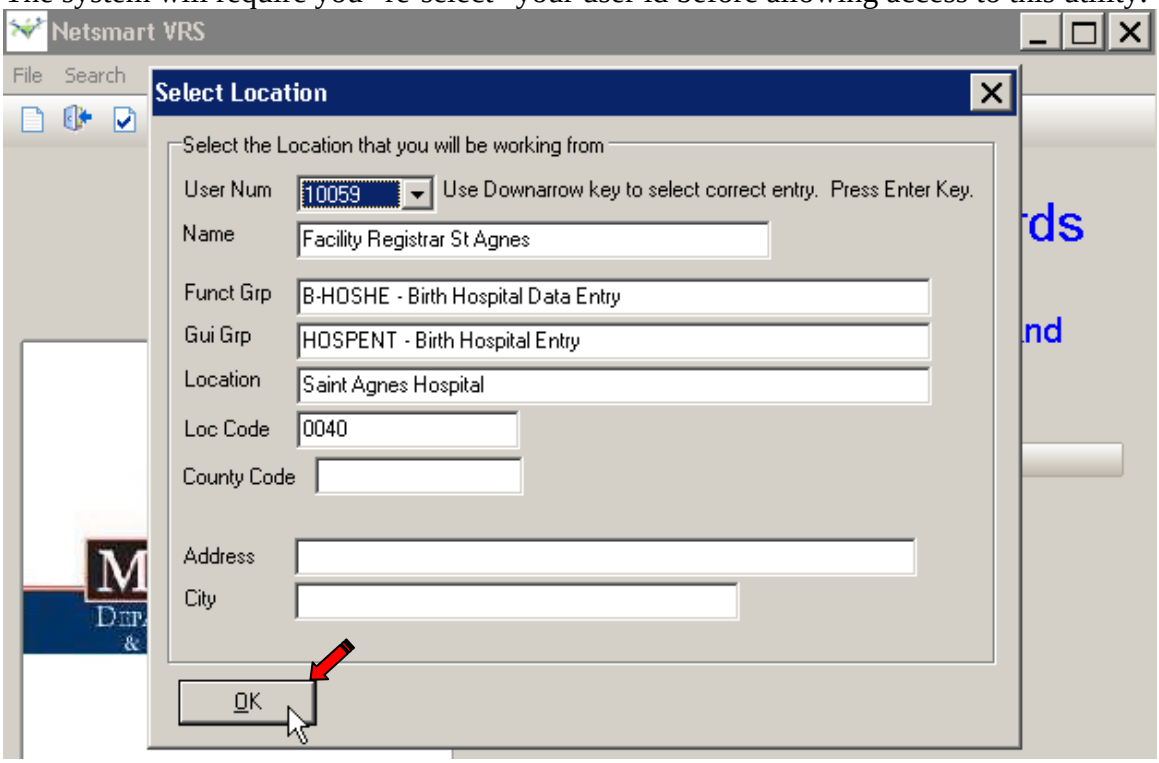
Running the Hospital Export

The hospital records can be extracted by the running of the hospital export on an "as needed" basis. The extract will pull records entered by the facility during the date range entered during the run. The records can be pulled as many times as needed.

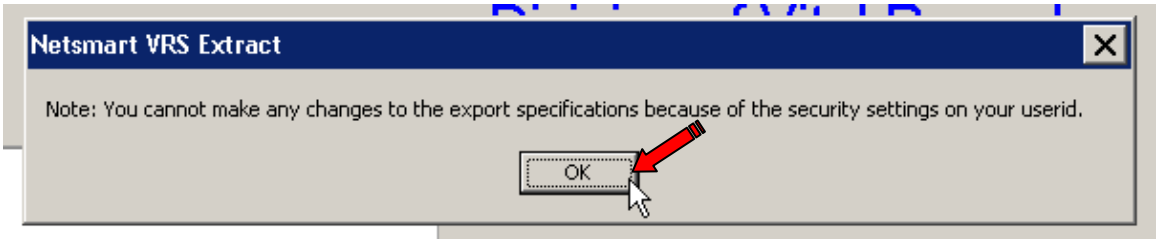
Click – Batch - Exports



The system will require you "re-select" your user id before allowing access to this utility.

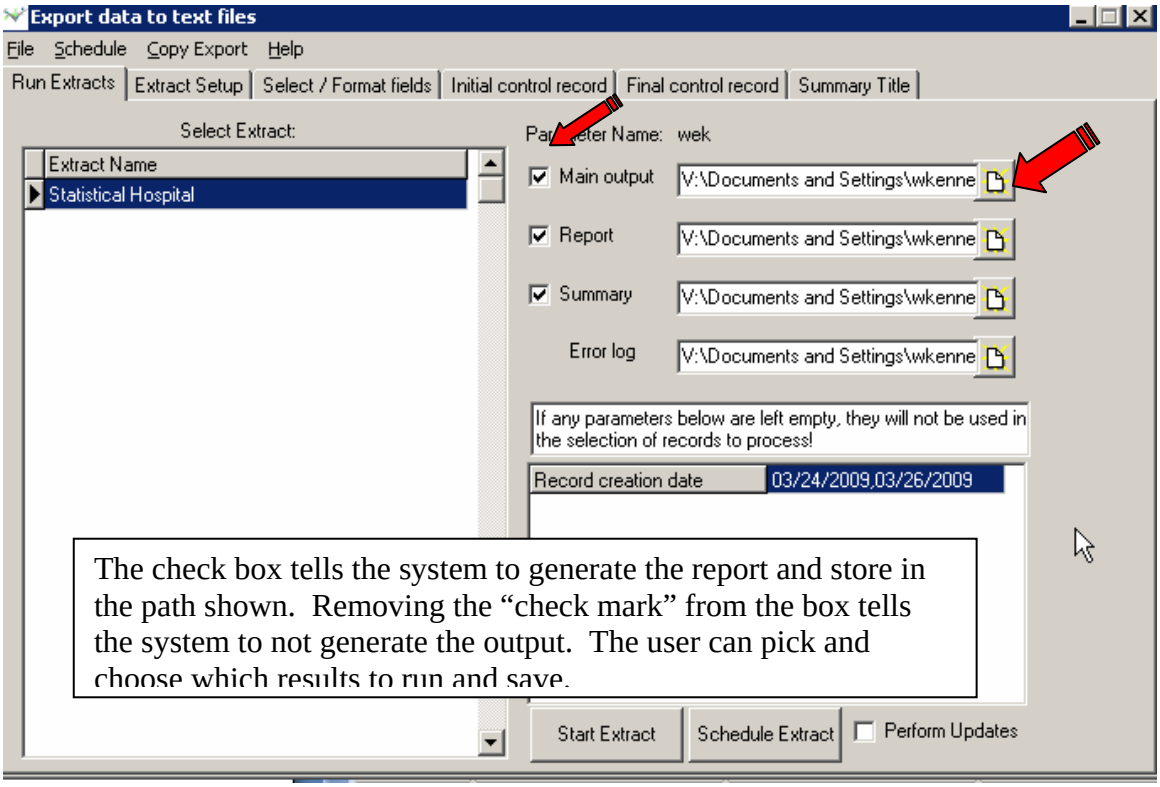


The system presents a warning box to the user regarding the limitations of their user id.



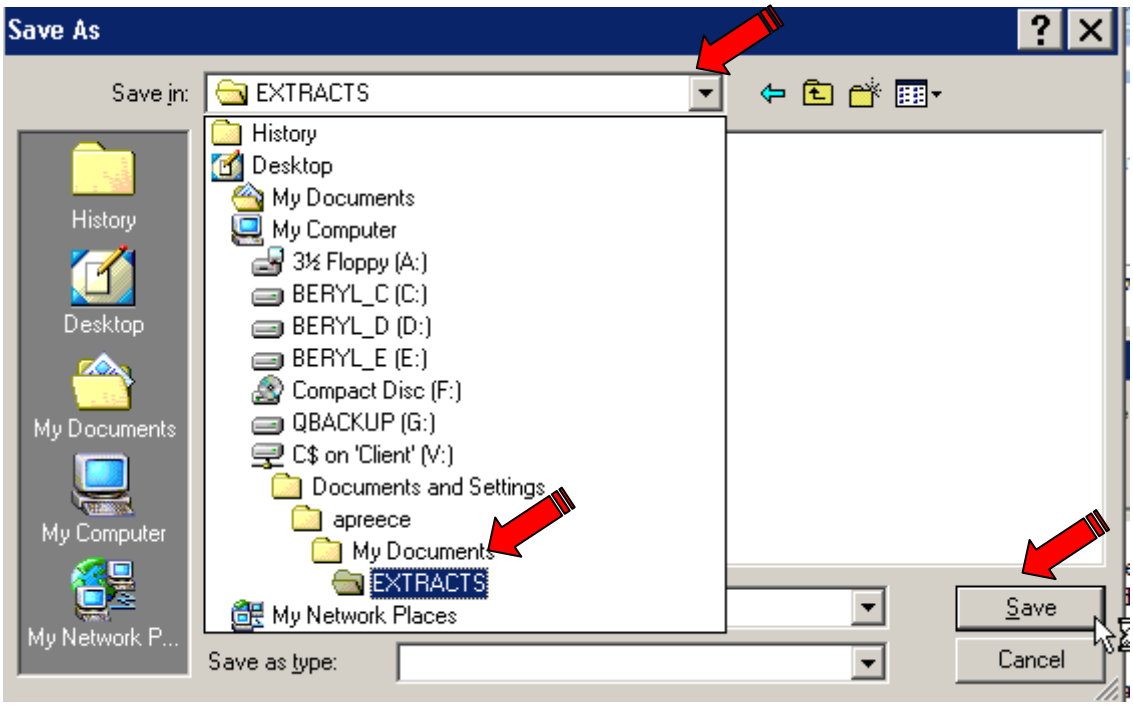
The extract screen requires the setting of the location for system generated files. The main output, report, summary and error log are user defined locations. The check box identifies the outputs desired. This only needs to be done one time and then saved, unless changes are desired.

Click – Folder icon (to select location)

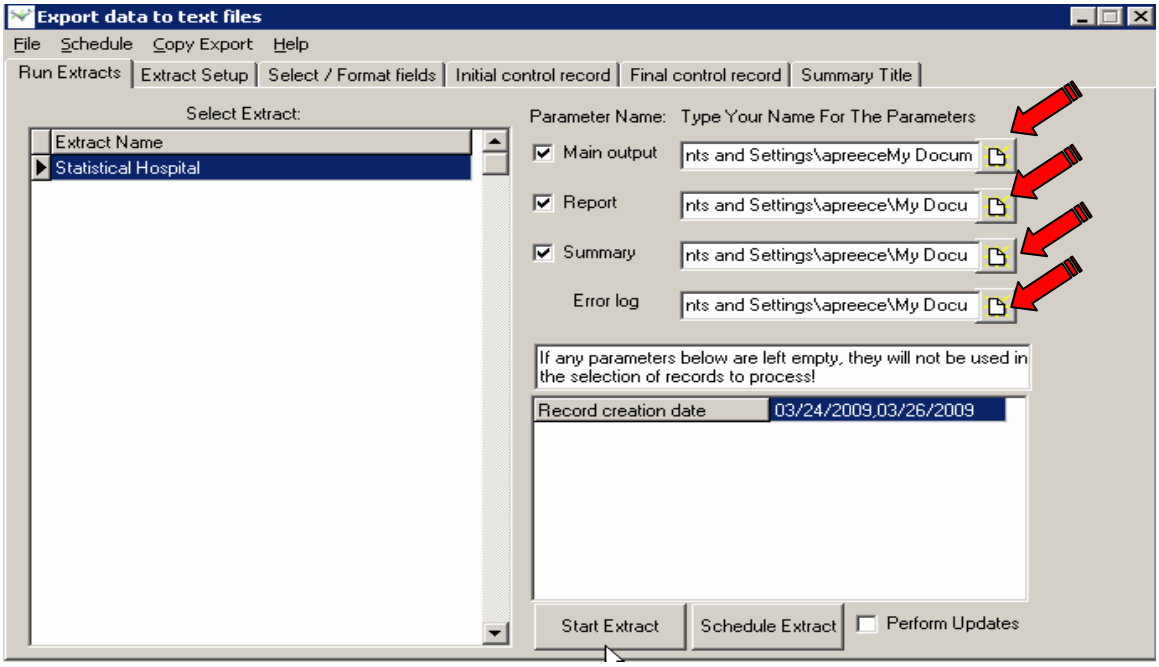


.

Click – Save

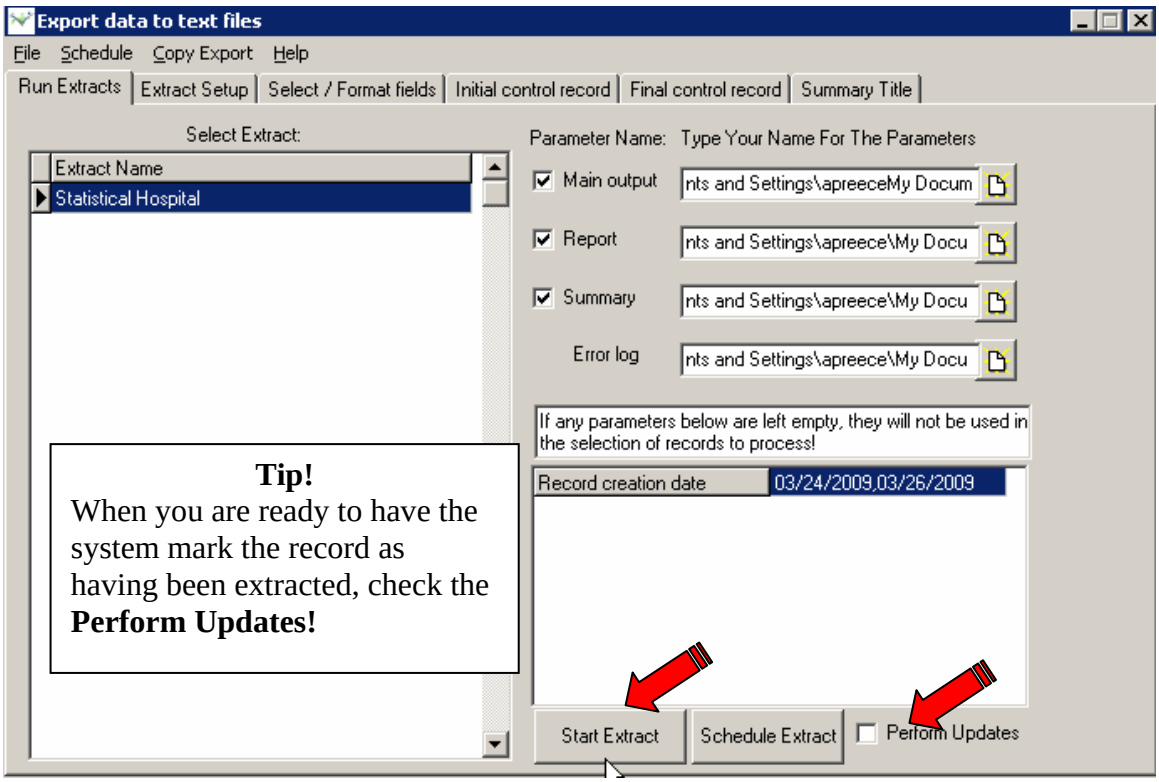


Repeat the process of selecting locations for the output for each output desired. This process is only done one time. Then it can be re-done when necessary but not for every run of the extract.

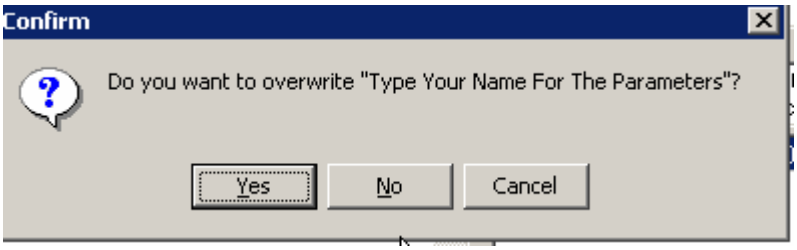


After the file paths are set, the **date of birth range parameter** needs to be entered; The extract can be run as much and as often as needed retrieving the records until the Perform Updates is checked. The system will flag the records as having been extracted and will not pull the record again.

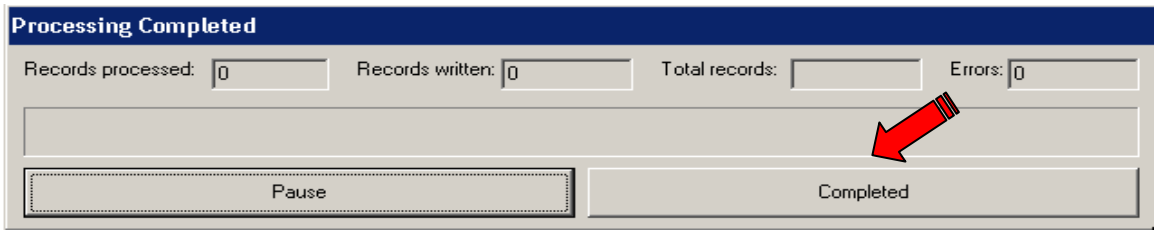
Click – Perform Updates (if you are ready); Click – Start Extract



The system will ask if the parameters selected need to be saved. Click yes to name them for running the next time. Click no if it has already been saved.

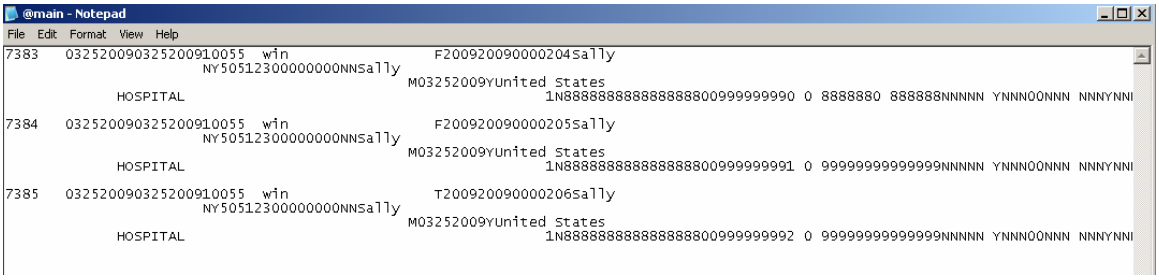


A progress bar is presented showing the records being counted and when the process is completed. Click – Complete



When the extract is complete, the output files can be reviewed and worked as necessary. The files will be found in the folders/directory selected in the path definition.

Go to your Main Output directory to view your output file.



Hospital Record Access

1. The hospital owns and is responsible for the birth record until the record is marked complete and the state file number is assigned.
    a. The hospital will not be able to view records after the assignment of the state file number.
2. The state owns and is responsible for the birth records after the state file number has been assigned.
    a. The hospital extracts can be ran on an as needed basis by the Facility Registrar.

Geo Coding and EVRS

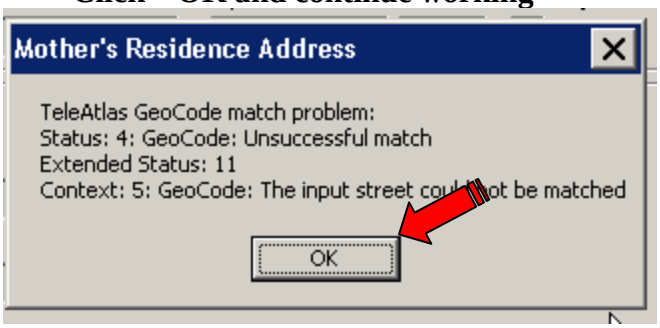
GEO Coding Definition

Geocoding is the process of assigning geographic identifiers (e.g., codes or geographic coordinates expressed as latitude-longitude) to map features and other data records, such as street addresses. Media can also be geocoded, for example where a picture was taken, IP addresses, and anything that has a geographic component. With geographic coordinates the features can be mapped and entered into Geographic Information Systems.

A simple method of geocoding is address interpolation. This method makes use of data from a street geographic information system where the street network is already mapped within the geographic coordinate space. Each street segment is attributed with address ranges (e.g. house numbers from one segment to the next). Geocoding takes an address, matches it to a street and specific segment (such as a block, in towns that use the "block" convention). Geocoding then interpolates the position of the address, within the range along the segment.Maryland statistical reporting requires GEO Coding on their records.

The EVRS system has built in GEO Coding capabilities. If the data entry in EVRS is unable to be matched in GEO Coding, the user will see the message regarding the “GEO Code match problem.”

Click – OK and continue working

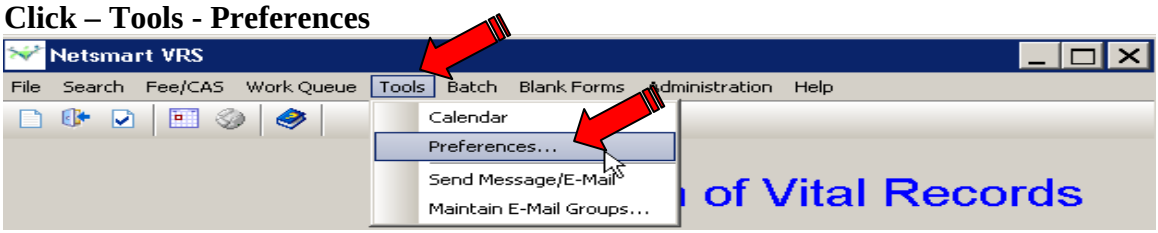


The record entry can continue as normal.

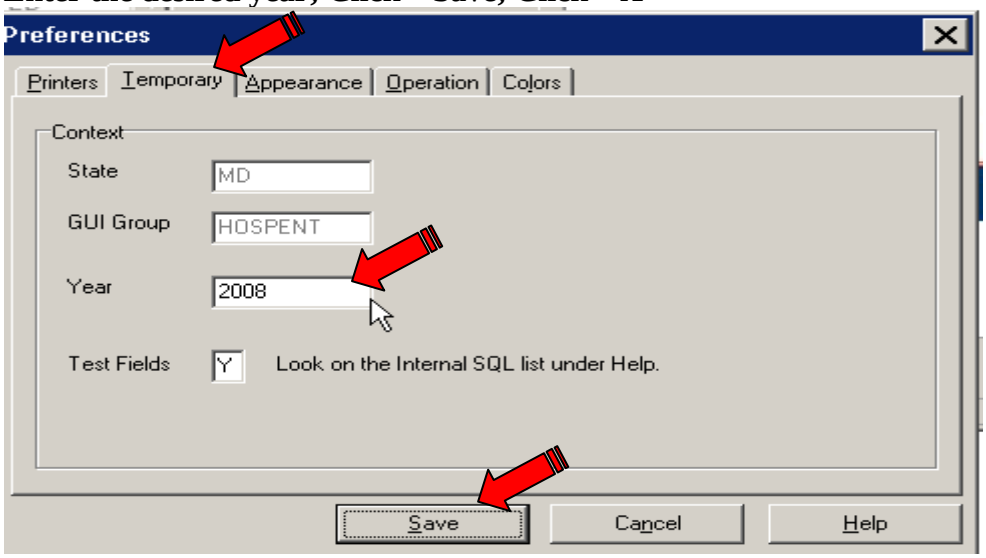
Switching Between Birth Years

When the end of a year occurs or a record needs to be entered in a previous year, the Tools menu option can be used to switch the setting. The setting can be toggled in and out of various years by making the change and using the File – Re-login menu options to reload the profile.

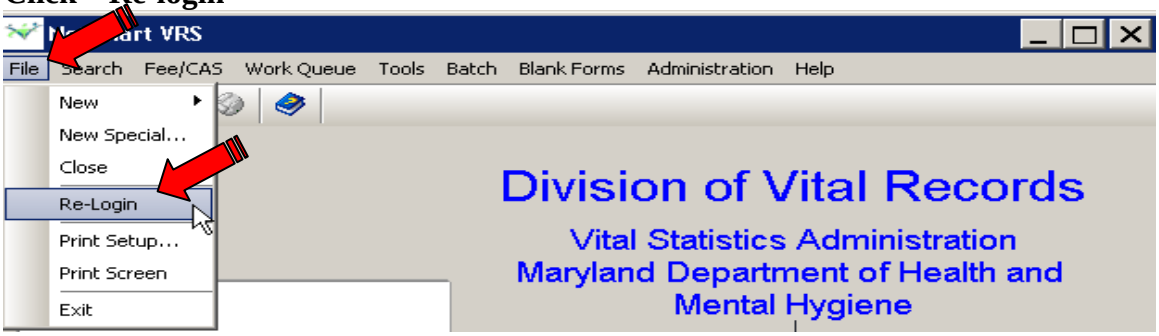
Click – Tools - Preferences



Enter the desired year; Click – Save; Click – X



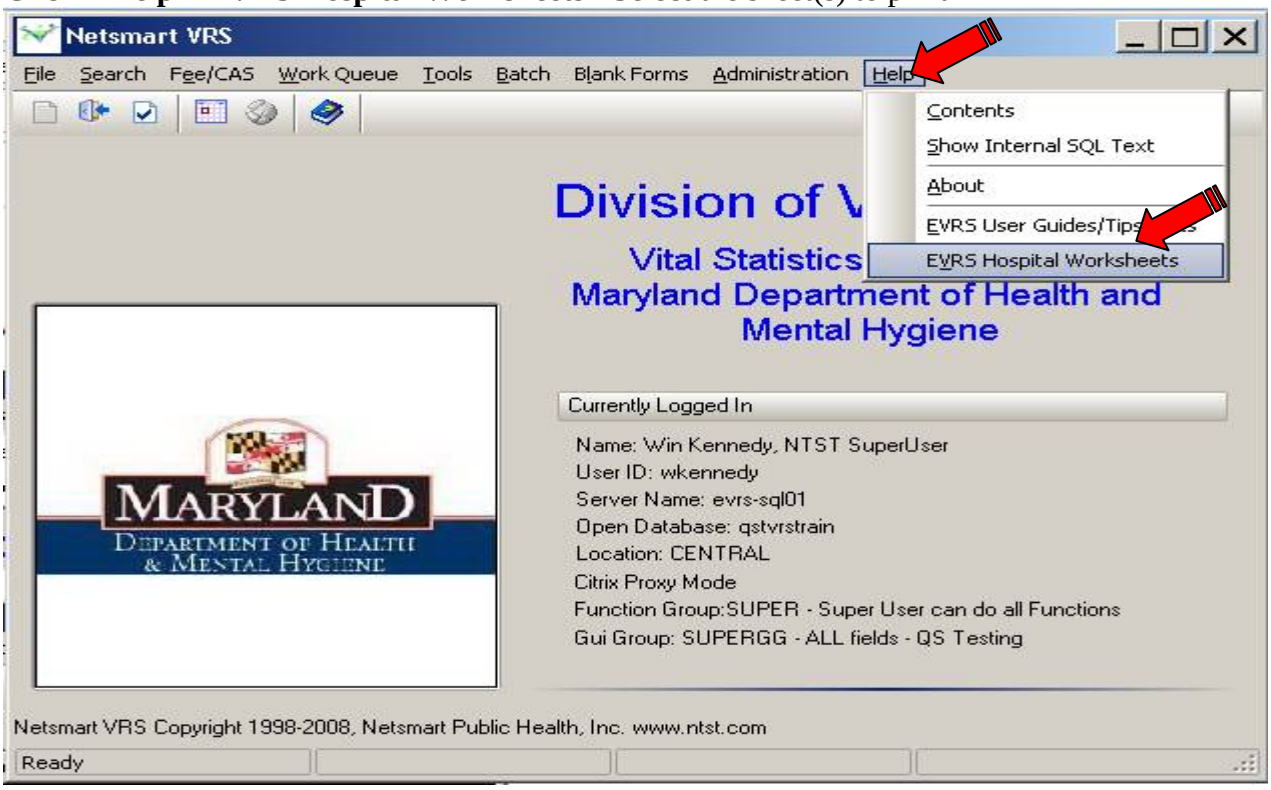
Click – Re-login



Affidavit of Paternity Overview

When a mother arrives at the facility to give birth, the Mother Worksheet and the Facility Worksheet need to be completed. Information from these worksheets will be used to enter the birth record. An Affidavit of Paternity form may be printed and completed. The main menu has an option to print the "Blank Forms" or using the "Help" menu.

Click – Help – EVRS Hospital Worksheets - Select the sheet(s) to print



Handling the Affidavit of Parentage

Business Rules for an Affidavit of Parentage Form (electronic or pre-printed)

1. The Facility Registrar will verify the form has the signatures of Mother and Father along with the dates signed.
2. The Facility Registrar will verify the form has the signature of the witness/notary and the dates signed for Mother's signature and Father's signatures. The mother's witness date must match the mother's date signed. The father's witness date must match the father's date signed.

3. The Facility Registrar will enter the four dates into the EVRS record while creating or completing the birth record.

Note: The father's information cannot be on the birth record unless the dates of the signatures and dates of the witnessing are entered into the EVRS record and they **pass the system edits** for matching.

Processing Mother's Worksheet and Pre-Printed AOP

Hospital "Normal" Birth Record with Mother's, Facility Worksheets and the Affidavit of Parentage are completed. ***Note***: Marital Status – Mother is not married and provides AOP at Hospital

1. The Mother's and Facility Worksheets along with the completed AOP are returned to the Facility Registrar.
2. The record is created in EVRS.
    a. AOP is handled per the Business Rules of Affidavit of Parentage detailed above.
    b. The appropriate selections are made on the Mother Tab in Marriage paragraph:
3. Enter the information for the Father on the Father tab.
4. The completed worksheet is printed from EVRS. (optional for hospitals)
5. The record is saved and closed.

Note: The system will hold the electronic record in the Hosp. Incomplete Work Queue until the Facility Registrar completes the record.

6. The Mother verifies the data entered on the record is correct and signs the completed worksheet. (optional for hospitals)
7. The Facility Registrar opens the record in the Hosp. Incomplete Work Queue:
    a. Checks the box indicating verification by mother is complete. (optional for hospitals)
    b. Saves the record.
    c. Prints out the Hospital Copy of the Certificate for their records. (optional for hospitals)
    d. All documents (AOP, worksheets, etc.) are scanned and attached to the birth record.
    e. Marks the record as complete.
    f. Saves the record.

Upon successfully marking the record for completion and saving the record with no errors; the system assigns a State File Number.

Processing Mother's Worksheet and an Electronic AOP

1. The Mother's worksheet is returned to the Facility Registrar.
2. The record is entered in EVRS.
    a. The Father's information is provided with the Mother's worksheet
3. Enter the Father's information on the Father Tab.
4. After the record is entered and saved, the Facility Registrar prints the electronic Affidavit of Parentage form for signatures and witness dates.
5. The Facility Registrar has the option of printing the completed worksheet from EVRS.
6. The record is saved and closed.

Note: The system will hold the electronic record in the Hosp. Incomplete Work Queue until the Facility Registrar completes the record.

7. The facility registrar has the option of having the Mother verify and sign that the data entered on the EVRS worksheet is correct.
8. The electronic Affidavit of Parentage form is signed, dated and returned to the Facility Registrar.
9. The Facility Registrar opens the record in the Hosp. Incomplete Work Queue:
    a. Checks the box indicating verification by mother is complete.
    b. Enters the Affidavit of Parentage dates from the form into EVRS.
    c. Saves the record.
    d. Optionally, prints out the Hospital Copy of the Certificate for their records.
    e. All documents (AOP and Worksheets) are scanned and attached to the birth record.
    f. Marks the record as complete.
    g. Saves the record:
        i. If the dates for the signatures on the affidavit do not match, the system will prompt the user to correct the dates or complete the record without Father's information.
            1. If the option to complete without the Father's information is selected, **the system** will delete the information on the Father's tab, the check in the box for the paternity will be removed, and associated dates on the Mother's tab will be deleted.
            2. If the option to correct the dates is chosen, **the Facility Registrar** will remove the check from the completed box; the record can either be corrected at that point in time or the record can be saved and closed prompting the system to return the record to the Hosp. Incomplete Work Queue until the Facility Registrar has obtained the correct date information and reopens the record for completion.
    h. Upon successfully marking the record for completion and saving the record with no errors; the system assigns a State File Number.