

Pat Quinn, Governor

Damon T. Arnold, M.D., M.P.H., Director

925 East Ridgely Avenue • Springfield, Illinois 62702-2737 • www.idph.state.il.us


June 2, 2011

Dear Funeral Director,

We wish to thank all of you for making IVRS a true success. Additionally, we wanted to share a few reminders about using the system.

- **“Coroner Take Over Certification”** field on the Complete tab.
 1. The only time this field should be used is when a record is initially assigned to a physician, but prior to the completion and registration of the record, the coroner decides to take over the case.
 2. Please mark the “Coroner Take Over Certification” field with a “Y” and change the certifier information in the record to that of the coroner. This will cause the record to show up in the Coroner’s work queue for certification.
 3. Please **DO NOT** mark this field with a “Y” if the case was initially assigned as an ME/Coroner case **OR** when the body is being cremated.
- The **“Reject to Coroner”** field is **only** used to reject a record back to the coroner when they are the certifier.
- Effective immediately, you may choose **“E”** as the record type in IVRS for those deaths that are being certified by the ME/Coroner in all Illinois counties, except Jo Daviess, Stark and Alexander.
- **Infant Ages**
 1. Please enter the **‘highest’** number in the Age field –for example, 2 Hours or 3 Months, etc. You can use the other age fields to be more specific, for example, 2 Hours and 30 Minutes or 3 Months and 7 Days.
 2. The only time when **999 UNKNOWN** should be used the Age/Age Unit field, is when the decedent is an **Infant** that was born and died on the same day and the length of time lived is not known.
 3. When the decedent is an **Adult**, whose date of birth and age is not known, please enter 999 in the Age field and YEARS in the Age Unit field.
- Many users have called the HELP DESK about ‘error messages’ received after performing a ‘save’ on a signed or registered record. Please do not do a “save” if you are just displaying/reviewing a record and not adding or changing data.
- If a ‘save’ is performed after you have signed or registered the record, an **“UPDATE BLOCKED BY SECURITY ROLE”** message will appear. If additions or changes are necessary, refer to the amendment/correction procedures.
- If the record has not been registered, contact the registrar to have them reject the record. If you have any questions, please email us at dph.ivrs@illinois.gov.

Sincerely,



George S. Rudis, M.A., C.P.H.A.
Deputy State Registrar
Division of Vital Records

Improving public health, one community at a time

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