

MEMORANDUM

TO: Funeral Director

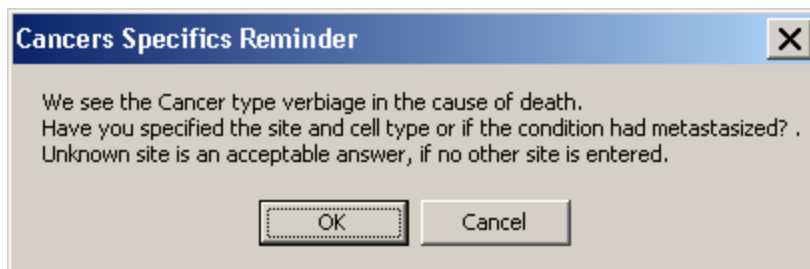
FROM: George S. Rudis, Deputy State Registrar
Division of Vital Records

DATE: February 8, 2012

SUBJECT: **Fax Attestation and Cause of Death Edits**

This correspondence explains “edits” that the funeral director may receive when they enter certain Causes of Death (COD) into IVRS from a fax attestation.

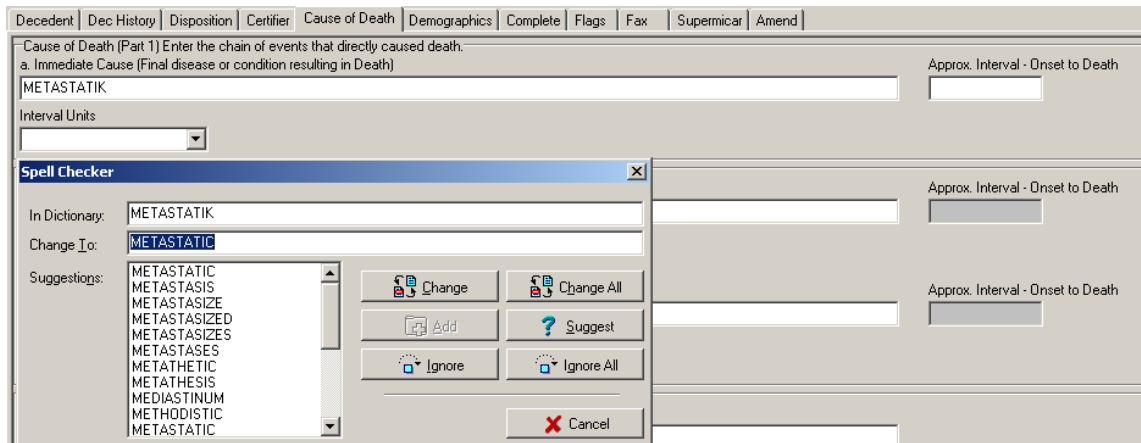
For example, when Cancer is entered in the COD section, this edit would appear:



This Cancer Specific Reminder will appear any time cancer is entered as a cause of death. It is not an error, but a reminder message to specify the location and cell type or if cancer has metastasized.

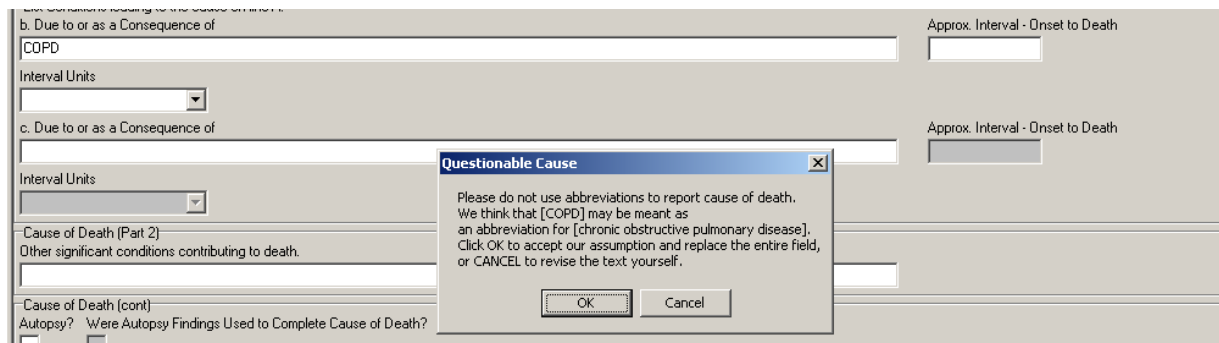
This edit will occur irrespective if the site was specified. When you see this edit, and you have entered the COD exactly as the physician wrote it on the attestation, choose OK and IVRS will take you to the next field. If the COD is not exactly as written by physician, and you made the error when keying the data from the attestation, this is your opportunity to make the correction.

Also, there will be times when you may misspell a word. For example, the physician writes “Metastatic” on the attestation. However, the funeral director mistakenly entered “Metastatik”. When this occurs you will get an edit with a medical dictionary that looks like this:



Choose the correct spelling from the drop down and pick “change”. The spelling of Metastatik will be changed to Metastatic and IVRS will take you to the next field.

Another edit you may receive is when the doctor abbreviates. While the fax attestation instructions specifically state to not abbreviate, if they do, you will enter the abbreviations as the doctor has written on the attestation. For example, the doctor wrote COPD on the attestation. When you enter COPD into IVRS you will get this edit:



When this occurs, choose CANCEL. Choosing cancel will keep COPD, as written by the physician, and take you to the next field in IVRS. If you mistakenly select OK, COPD will change to Chronic Obstructive Pulmonary Disease, which will be an error since that is **not** what the doctor wrote.

Another edit you will see when entering a COD from fax attestation is when the doctor does not enter an interval in the “Approx Interval-Onset to Death” section. When you tab out of the “Approx Interval-Onset to Death” field you will get this edit.

If the doctor did not specify an interval, choose “OVERRIDE EDIT”. Do not put a period “.” or any other symbol in this field.

There are times when a doctor will put a number for the onset to death but they do not give an interval unit. When this occurs you will enter the number in the “Approx Interval-Onset to Death” field and then tab into and out of the “Interval Units” field. When you tab out of the “Interval Units” field you will get this edit:

If the doctor did not enter a unit, choose **OVERRIDE EDIT**. If the doctor did, choose **RE-KEY THE FIELD**.

NOTE: If the doctor leaves the “Approx Interval - Onset to Death” blank, you **must** leave it blank. If the doctor writes UNKOWN, you must write UNKNOWN.

Your cooperation in providing the necessary attention to these “edits” will improve the integrity of the record and expedite the processing. Thank you.