



Transforming the Massachusetts Death Certificate Process

Vitals Information Partnership (V.I.P.)
EDRS System Introduction and Overview

Updated: July 2014

ON REVERSE SIDE) **The Commonwealth of Massachusetts**
USE BY **STANDARD CERTIFICATE OF DEATH**
DATE AND **REGISTRY OF VITAL RECORDS AND STATISTICS**
EXAMINERS

1 DECEDENT - NAME FIRST MIDDLE LAST SEX
2 PLACE OF DEATH (Specify)
3a COUNTRY OF DEATH
3b HOSPITAL OR OTHER INSTITUTION - (Specify)
4a PLACE OF DEATH (Specify)
4b HOSPITAL OR OTHER INSTITUTION - (Specify)
5a DECEASED OF HISPANIC ORIGIN? (Specify)
5b RACE (Specify)
6a DATE OF BIRTH (Specify)
6b DATE OF DEATH (Specify)
7a MARRIED, NEVER MARRIED, WIDOWED OR DIVORCED
7b LAST MARRIAGE (Specify)
8a RESIDENCE - NO. & ST., CITY/TOWN, COUNTY, STATE/COUNTRY
8b FATHER - FULL NAME
8c STATE OF BIRTH (Specify)
8d MOTHER - NAME
9a PERFORMANT'S NAME
9b MAILING ADDRESS - NO. & ST., CITY/TOWN, STATE, ZIP CODE
10a PLACE OF DEPOSITION (Specify)
10b DATE OF DEPOSITION (Specify)
10c NAME AND ADDRESS OF FACILITY OR OTHER DISPOSAL
10d LOCATION (Specify)



What is the V.I.P. EDRS?

V.I.P. is the Commonwealth's "Vitals Information Partnership" system -- an electronic registration and issuance system for births, deaths, and other vital events.

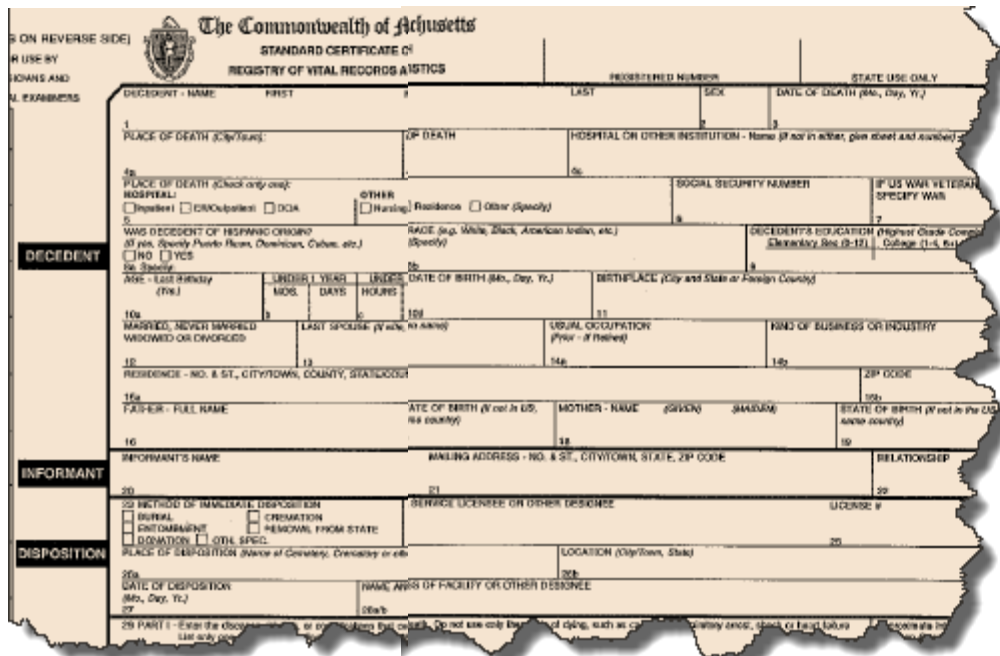
V.I.P. is still a system in development. The birth module was launched successfully in 2011 and has over 900 users.

Commonly referred to as an "electronic death registration system" or "EDRS," the death module will be the next to "go-live." When fully implemented, the death module is expected to grow to thousands of users.



Why change?

Paper is slow, prone to error,
easy to lose and invites fraud and
identity theft.



The Commonwealth of Massachusetts
STANDARD CERTIFICATE OF
REGISTRY OF VITAL RECORDS AND STATISTICS

DECEDENT

1. PLACE OF DEATH (Specify):
 1a. ☐ Hospital ☐ Outpatient ☐ DCA ☐ Other (Specify):
 1b. ☐ Inpatient ☐ Outpatient ☐ DCA ☐ Other (Specify):
 1c. ☐ NO ☐ YES
 1d. ☐ NO ☐ YES

2. DATE OF DEATH (Mo., Day, Yr.)

3. SEX

4. SOCIAL SECURITY NUMBER

5. IF US WAR VETERAN SPECIFY WAR

6. RACE (e.g., White, Black, American Indian, etc.) (Specify)

7. DECEDENT'S EDUCATION (Highest Grade Completed) (Specify)

8. BIRTHPLACE (City and State or Foreign Country)

9. DATE OF BIRTH (Mo., Day, Yr.)

10. MARRIED, NEVER MARRIED, WIDOWED OR DIVORCED

11. LAST SPOUSE (If alive, full name)

12. USUAL OCCUPATION (If not in the U.S. same country)

13. NAME OF BUSINESS OR INDUSTRY

14. RESIDENCE - NO. & ST., CITY/TOWN, COUNTY, STATE/ZIP CODE

15. ZIP CODE

16. FATHER - FULL NAME

17. DATE OF BIRTH (If not in the U.S. same country)

18. MOTHER - NAME (Given) (Surname)

19. STATE OF BIRTH (If not in the U.S. same country)

INFORMANT

20. INFORMANT'S NAME

21. MAILING ADDRESS - NO. & ST., CITY/TOWN, STATE, ZIP CODE

22. RELATIONSHIP

DISPOSITION

23. METHOD OF DISPOSAL:
☐ Burial ☐ Cremation ☐ Removal from State ☐ Other Spec.
☐ Burial ☐ Cremation ☐ Removal from State ☐ Other Spec.

24. SERVICE LICENSED OR OTHER LICENSE

25. LICENSE #

26. PLACE OF DEPOSITION (Specify if Country, Crematory or etc.)

27. LOCATION (City/Town, State)

28a. DATE OF DEPOSITION (Mo., Day, Yr.)

28b. NAME, ADDRESS OF FACILITY OR OTHER DESIGNEE

29. SIGNATURE OF FACILITY OR OTHER DESIGNEE

30. SIGNATURE OF FACILITY OR OTHER DESIGNEE



Why change?

V.I.P. will make Massachusetts death certificates much more timely and accurate, which is critically important for families and public health surveillance.

V.I.P.:

- Prevents errors and fraud
- Makes pandemic and emergency response possible
- Centralized data available in days, not months
- Offers convenient preparation and issuance, saving funeral directors, certifiers, towns, and families time, mileage and money.

Medical Research

MA Cancer Registry

Pandemic and disease surveillance

Centers for Disease Control and Prevention

Injury Surveillance and Prevention



Estate Settlement

*Childhood
Fatality
Surveillance*

*Genealogy & Family
Medical Histories*

Certified Copies

*Law Enforcement
and Homeland Security*

Social Security Administration

National Death Index

Occupational Fatality Surveillance



Who uses V.I.P. EDRS?

Certifying Physicians and Nurse Practitioners

Funeral Directors

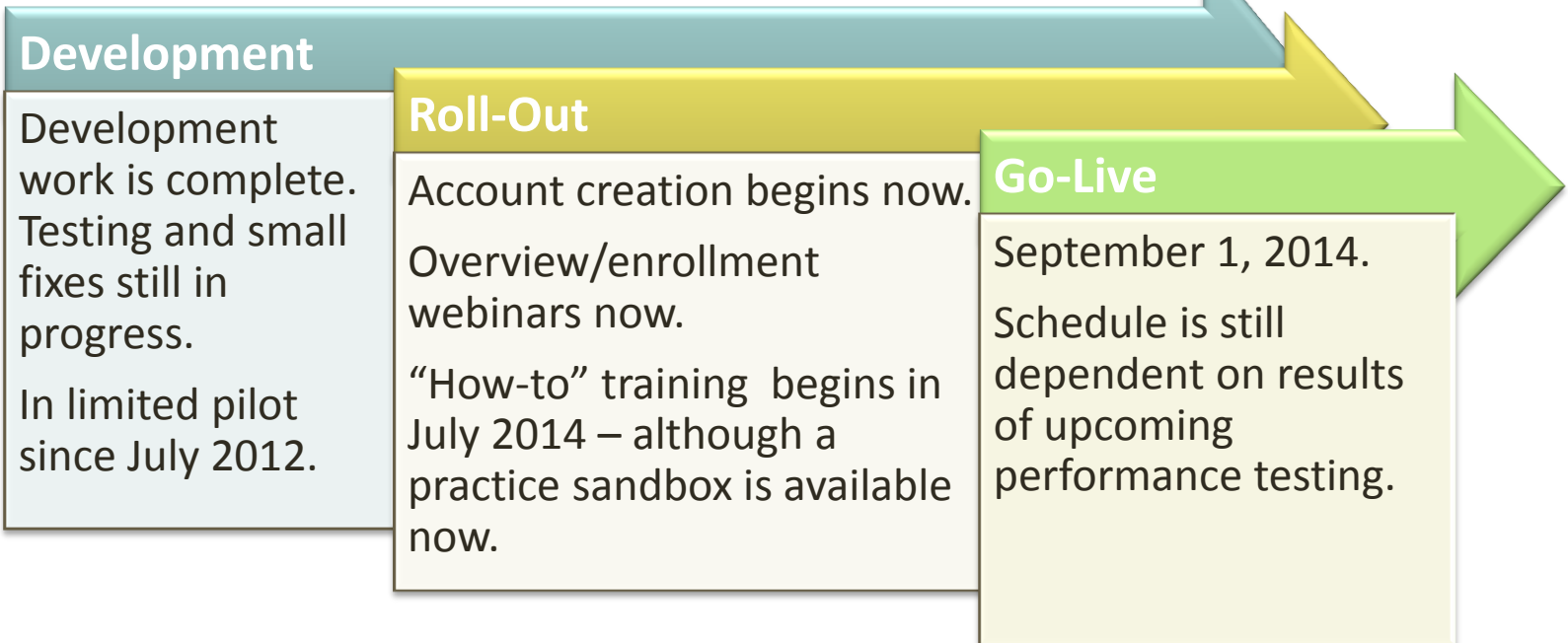
Medical Staff

City and Town Clerks

Boards of Health



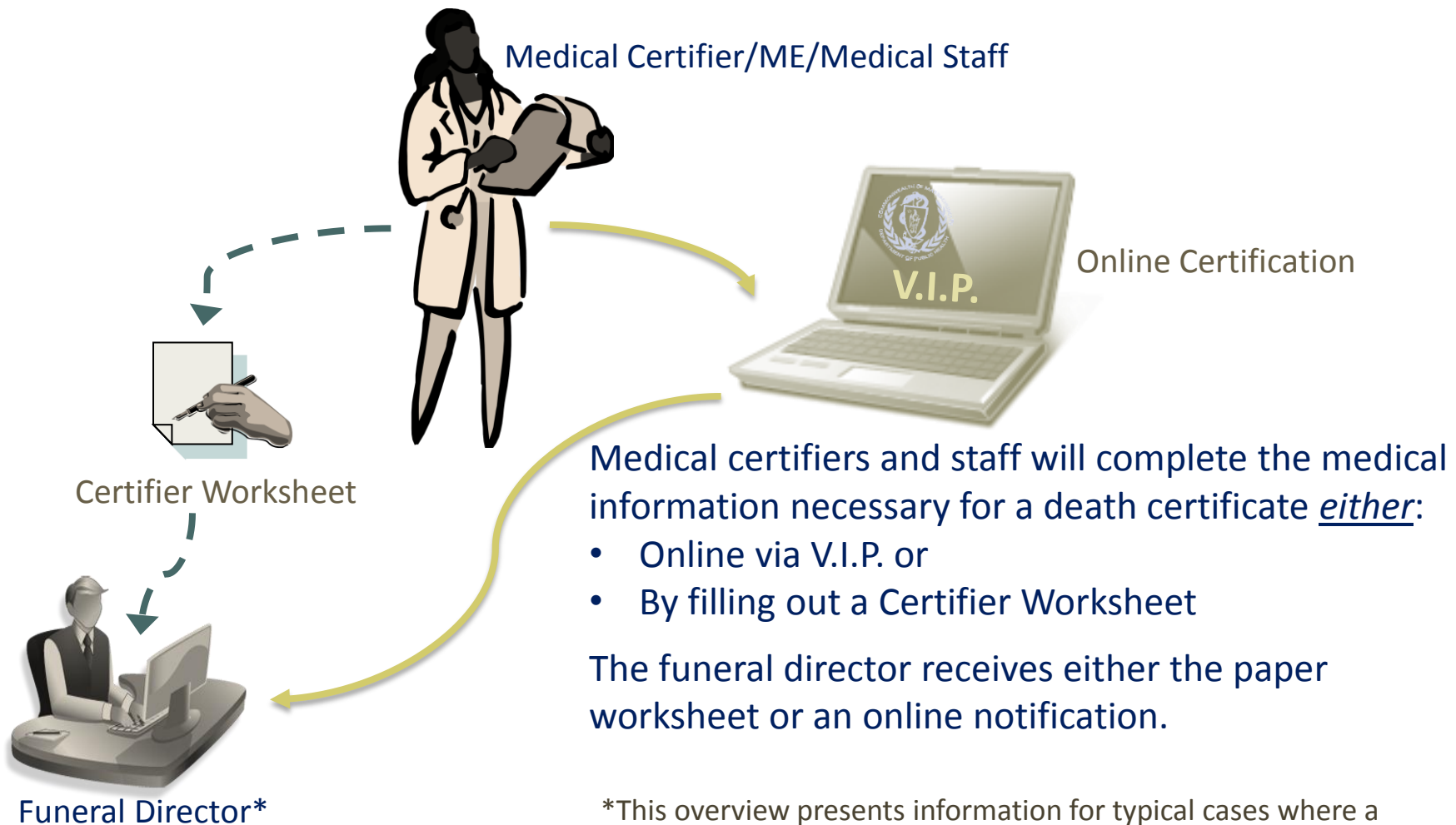
When does V.I.P. EDRS happen?



All Funeral Directors, Burial Agents (or Board of Health designees), and City and Town Clerks will need a V.I.P. account to use the new forms and processes.

Medical Certifiers (physicians, certifying nurse practitioners) may opt to participate online or by fax attestation. Some hospitals, nursing homes and other facilities may also choose to enroll medical data entry staff.

Where will a death record start?



*This overview presents information for typical cases where a funeral home is involved. Families handling dispositions privately will follow similar steps, but will not access VIP directly.

Online Certification

Physicians and certifying Nurse Practitioners that complete the medical portion of the death certificate, and certify online, are done!

Authorized medical data entry staff may also enter medical information, but the online Certifier will still certify the information in V.I.P.



Medical Certifier



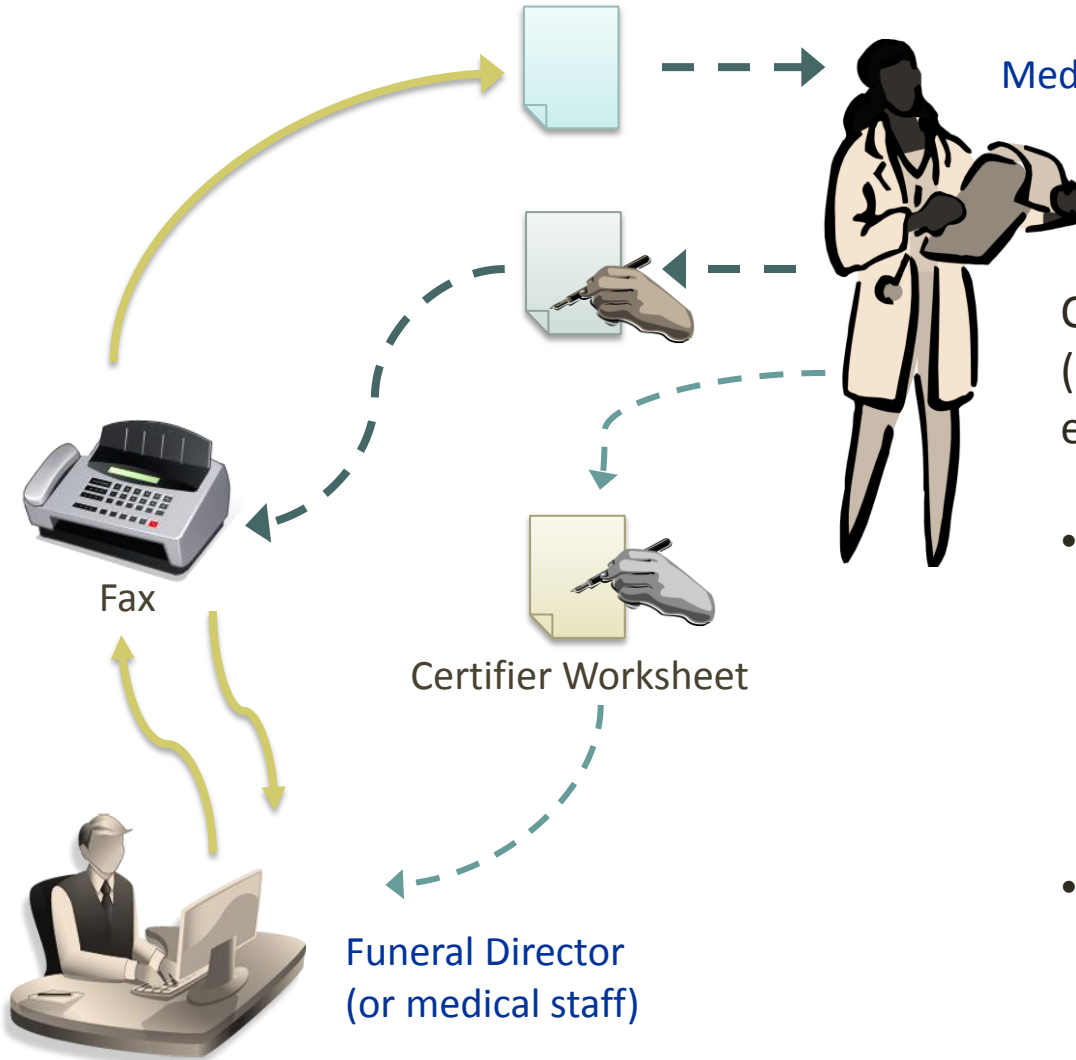
Online Certification



Funeral Director

The funeral director will finish the remaining parts of the death record.

Fax Attestation

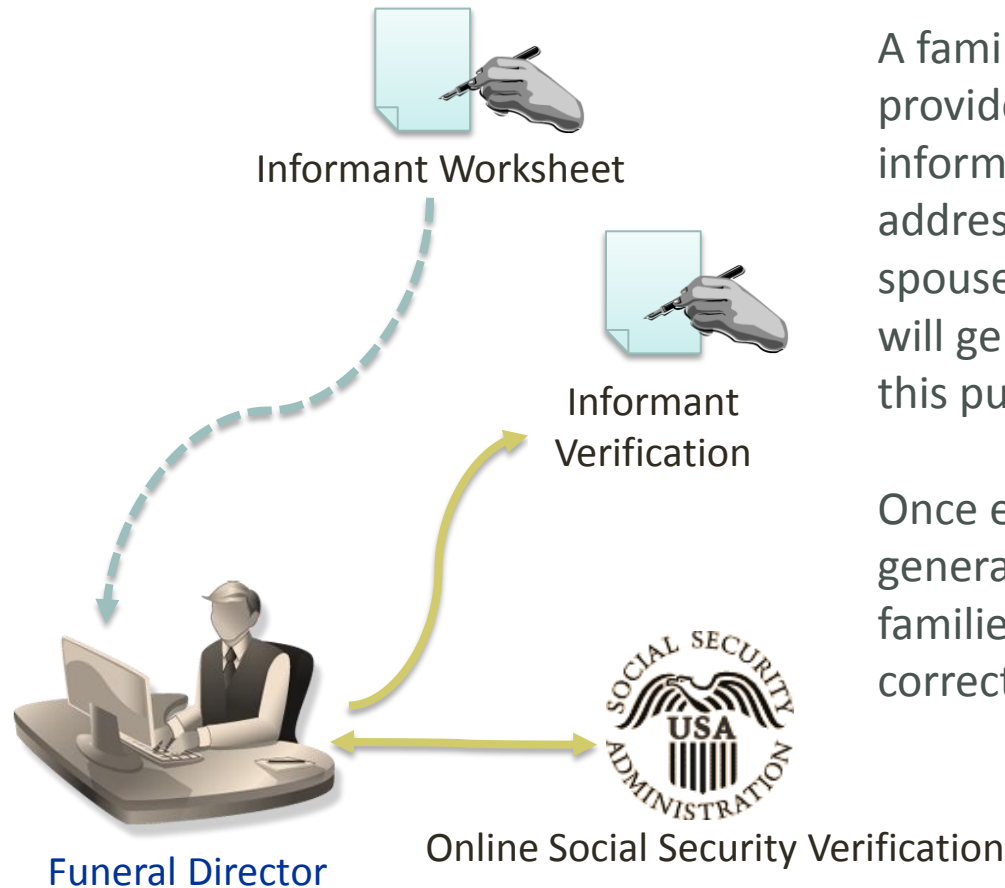


Medical Certifier

Certifiers not yet online must verify (“attest”) medical information entered into V.I.P. for them.

- The funeral director (or medical data entry staff) will enter the worksheet information and fax an attestation form to the certifier via V.I.P.
- The medical certifier will review and sign the form, and fax it back to the V.I.P. system.

Funeral Directors



A family member or other informant will provide the funeral director with personal information about the decedent, such as address, social security number (SSN), spouse, and parents. The funeral director will generally use a standard worksheet for this purpose.

Once entered into V.I.P., the system will generate a verification form so that families can check that the information is correct. V.I.P. verifies SSNs automatically.

Boards of Health (or designated Burial Agents)

Once complete, the funeral director releases the death record to the Board of Health agent for review and issuance of a permit.

Disposition Permit



Funeral Director



Board of Health/ Burial Agent



Disposition Permit



The Board of Health agent then reviews the death certificate and issues a permit number. Disposition permits may be printed at the office of the Board of Health and at the office of the funeral director.

Some communities may choose to “opt-in” to e-permitting, allowing for permit prior to physical review.

City and Town Clerks

Once a permit is issued, the record is ready for registration by the City or Town Clerk.



Board of Health/ Burial Agent

The Clerk may now review, register and amend. Once registered, the record may be printed for archival and certified copies.



City/Town Clerk of Occurrence

City/Town Clerk of Residence



Archival and Certified Copies

After registration by the occurrence community, the Clerk in the decedent's residence community may also access and register the record.

Registry of Vital Records and Statistics (and beyond)

The Registry has immediate access to records at all stages of the registration process and can provide support to users at any point.

Depending on needs, RVRS is now able to respond immediately to urgent requests for health data or assist with fraud prevention. Timely access benefits all partner agencies, health programs, medical researchers and the public.





More information?

More information about account creation and other training material is available on the Registry's VIP web page:

www.mass.gov/dph/vip

Updated information and training resources will be added as they become available.

Please feel free to email the V.I.P. Project Team with any questions or comments:

vip@state.ma.us