



Transforming the Massachusetts Death Certificate Process

Vitals Information Partnership (V.I.P.)
EDRS Overview Webinar for Burial Agents
July 2014

ON REVERSE SIDE
USE BY
VITALS
EXAMINERS

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

1. DECEASED - NAME FIRST MIDDLE LAST SEX
2. PLACE OF DEATH (Specify)
3. COUNTY OF DEATH
4. HOSPITAL OR OTHER INSTITUTION - (Specify)
5. PLACE OF DEATH (Specify)
6. RACE (Specify)
7. DATE OF BIRTH (M, D, Y)
8. DEATH PLACE (City and State)
9. DECEASED - SEX
10. DECEASED - RACE
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100. DECEASED - DATE OF DEATH



Handouts

- Sample Forms
- Clerk Enrollment Matrix
- Board of Health Enrollment Matrix
- Burial Agent Designation form
- Burial Agent Opt-in form
- Opt-in and ePermit factsheet
- Preparation for EDRS Handout
- Posters and Brochures
- Funeral Homes with accounts list



Agenda

- Overview of Changes to the Process
- Enrollment Requirements
- Forms
- Demonstration
- Next Steps
- Questions



Changes to Process

- Secure, online processing enabled – No paper submissions to Burial Agents!
- New fields and data rules comply with federal guidelines
- The online workflow is similar to the current paper process
- If a member of the Board of Health is not the primary burial agent for the municipality, the Board must designate the burial agent in writing
- Initial disposition must be captured electronically for the death certificate. Subsequent dispositions (after the record is registered) will be captured outside the EDRS
 - Fillable PDF
 - Current paper booklets
 - A planned, future enhancement



Changes to Death Certificate

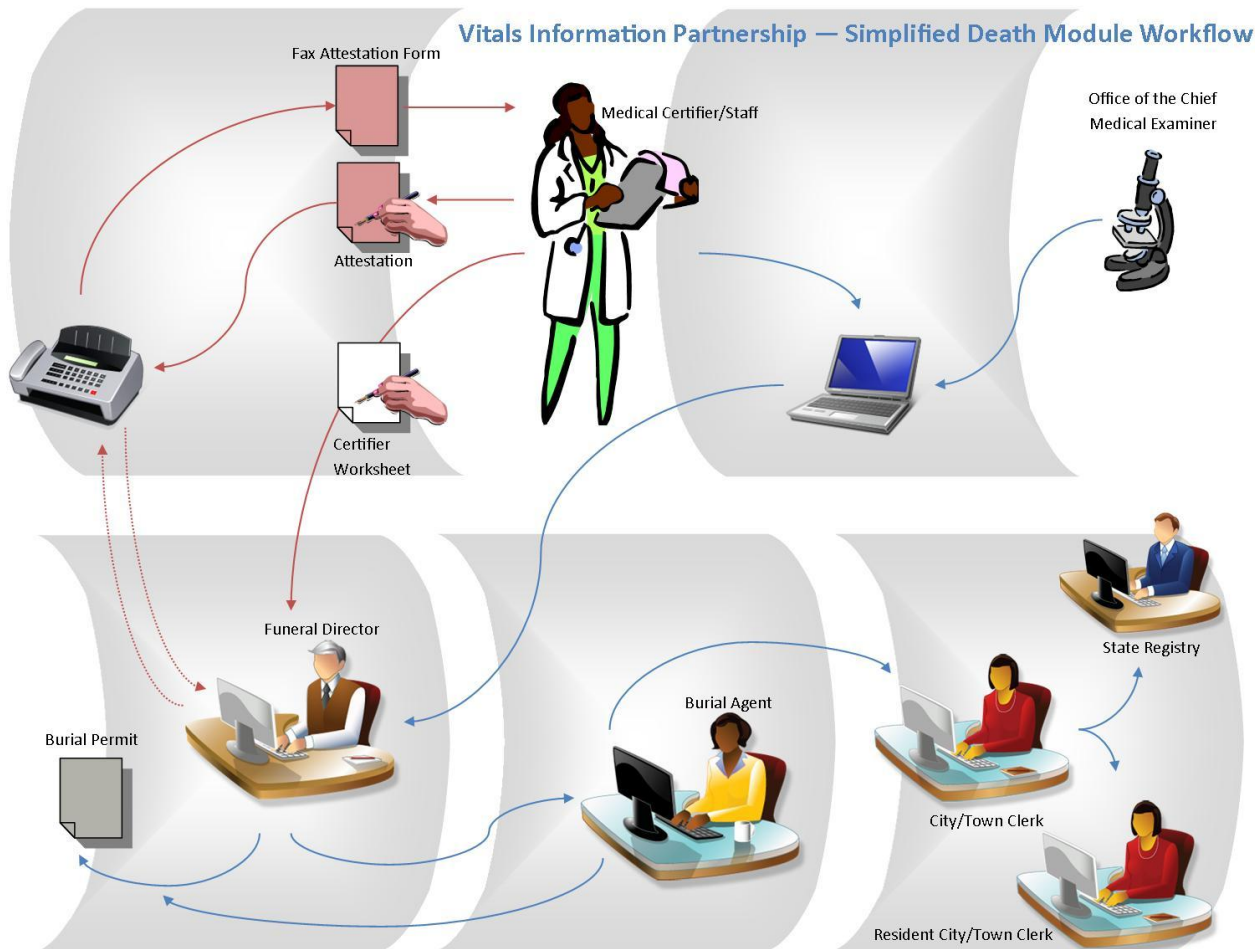
- Death Certificate Changes coming September 1, 2014 to comply with 2003 federal standards
 - Three new data items added in medical portion of death certificate:
 - Pregnancy status at time of death
 - Transportation injury question
 - Tobacco question
 - New forms take the place of current paper death certificate and Disposition Permit
 - Certifiers will complete death records online or by a worksheet/attestation method.



Changes to Process Workflow

- Death records will be processed electronically and 'made available' to the next person in the process instead of providing the paper in person
- Electronic processing includes a number of validation checks such as the date of death cannot be before the date of birth, additional age checking, and required fields are completed
- Burial Agents will find records that require registration in your online 'To Do' list, called a work queue
- The EDRS will allow you to review the record, issue the permit when you are ready (possibly dependent on payment of fees) and release the record to the clerk for registration.

EDRS Simplified Workflow





Changes to Process - Permits

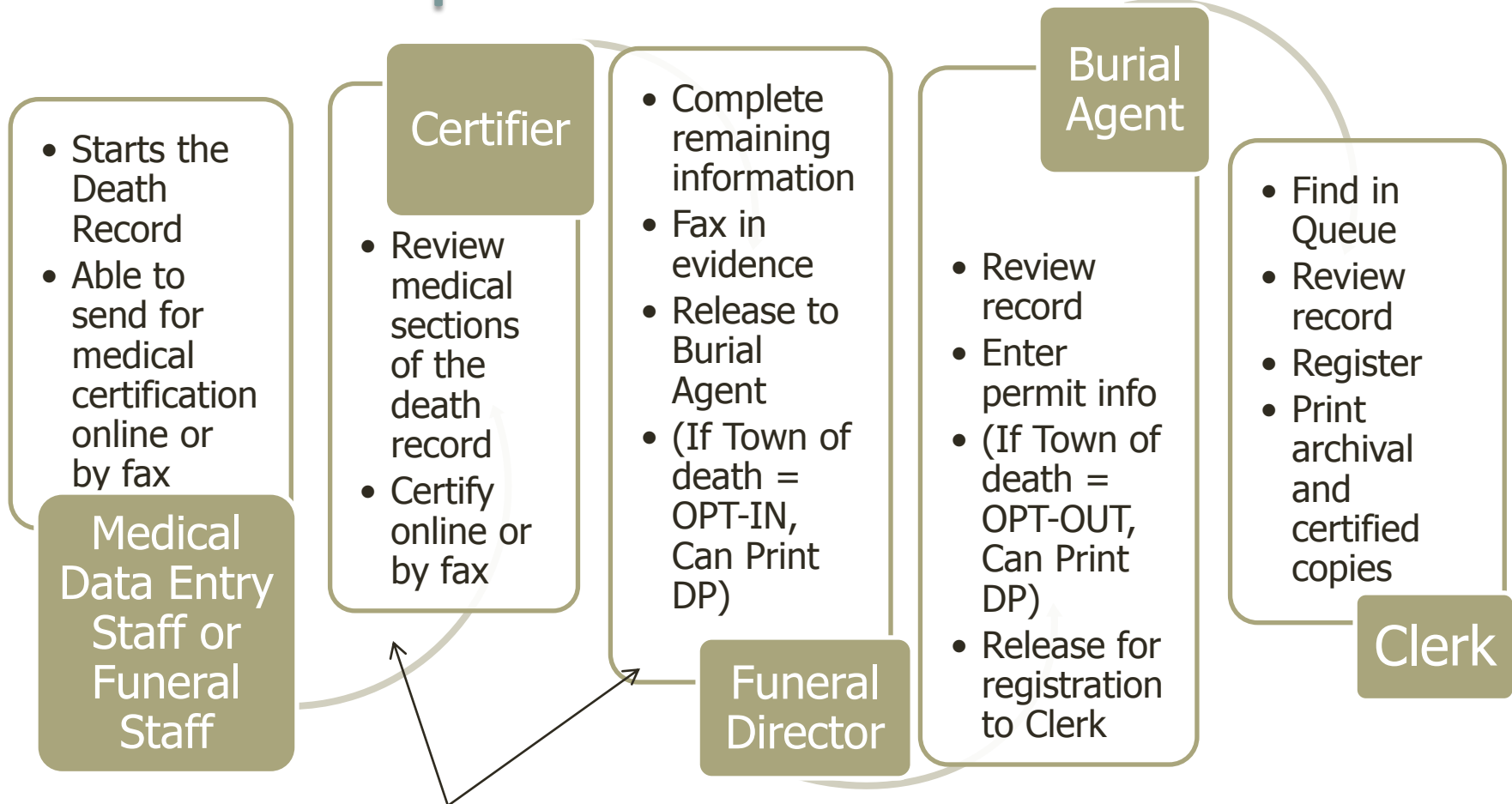
- Funeral Directors will be able to print the permit from their offices when the permit is ready to print
- The Burial Agent determines when the permit is ready to print. The permit is ready to print when the date issued and permit number have been assigned
- The EDRS will offer communities an option for printing burial permits to support the different permit printing needs
 - If the community “opts-in” to this option, funeral directors will be able to print an ‘ePermit’ from EDRS as soon as the record is completed and released to the burial agent for review
 - If the community “opts-out”, funeral directors will be able to print the permit from EDRS as soon as the burial agent has entered the date issues, permit number, and assigned a burial agent to the record



Changes to Process - Permits

- With either option, the system requires the burial agent to review the record and issue the permit number before releasing the record to the clerk for registration
 - E-permits issued prior to review will contain a state tracking number only; those issued after review will also contain a local permit number
 - If you Opt-in, ePermits can be printed at any time , during business hours and outside business hours
- Permits can be printed from the EDRS by either the burial agent or the funeral director.
 - Except in rare cases, funeral directors will not need to drive to the burial agent to obtain the permit
 - Outside business hours issuance may occur using the EDRS if the burial agent designees have accounts, or if the community “opts-in”
 - Otherwise, outside business hours issuance may occur on paper and be entered into the system on the next day
 - The timing of issuance and release for registration is at the discretion of the burial agent
 - If you plan to issue permits outside business hours on paper, your designees will review an attestation copy form or informant verification form

Simplified EDRS Process



Records are '**sent**' in the system to the users who will perform the next action on the record, such as registration using work queues or To Do Lists.

Immediate Disposition (Burial) Permit Options in the VIP Electronic Death Registration System (EDRS): “Opt-Out”

- 1 Medical and Demographic Info is completed in VIP EDRS, and Funeral Director indicates “ready to release.”
VIP EDRS electronically checks for completeness and consistency.



Funeral Director

- 2 If complete and consistent, record is released to burial agent.



Burial Agent

Burial Permit

Permit can be printed only after burial agent review.

Off-hours can be handled by waiting for review the next business day, manually on paper, or by designation of off-hours burial agents with VIP accounts.

Business hours

- 3 Burial agent reviews record and, if acceptable, assigns a local permit number. Once assigned, the funeral director and the burial agent may print a burial permit.
If record is not acceptable, burial agent may return the death record for correction.

- 4 Burial agent releases record to Clerk after review (and payment, if applicable).

Immediate Disposition (Burial) Permit Options in the VIP Electronic Death Registration System (EDRS): “Opt-In”

- 1** Medical and Demographic Info is completed in VIP EDRS, and Funeral Director indicates “ready to release.”
VIP EDRS electronically checks for completeness and consistency.



Funeral Director

- 2** If complete and consistent, record is released to burial agent and the funeral director may print a burial permit immediately and 24/7.

24/7

Burial Permit

If printed prior to local permit number, the permit displays only the state tracking number and the designation “e-permit.”

If printed after local permit number, the permit will contain the local permit number as well.



Burial Agent

- 3** Burial agent reviews record and, if acceptable, assigns a local permit number, which may be before *or after* the funeral director prints the permit. Burial agent may also print the permit.
If record is not acceptable, burial agent may return the death record for correction. This will not prevent a funeral director from using a permit already printed.
- 4** Burial agent releases record to Clerk after review (and payment, if applicable).



Permit Payment Questions

- The VIP will not have an integrated electronic payment option
- The method for collecting fees, if any, is up to the City/Town
 - Jim Imprescia, Manager of the Boston Public Health Commission's Burial Permit Office, has been working with the State Comptroller's Office and Hewlett Packard to support the credit card and debit account payment processing for burial permits outside of EDRS
 - Cities and towns can use the state blanket contract to implement this system at no cost. The vendor will assess a small transaction fee for each payment
 - Jim would be happy to offer a demo for those interested and discuss what is involved in getting it set-up for your city or town
 - Email Jim Imprescia at JImprescia@bphc.org



Permit Printing and Payment Options

The strategies used are the jurisdiction of the municipality, but these suggestions may be considered

- Possible Outside Business Hours Printing Strategies -- Opt-In
 - All Funeral Directors can print ePermits as soon as record released to burial agent
 - Burial Agent reviews record on next available business day
 - If fees are collected, use one of the below strategies or another payment strategy
- Possible Outside Business Hours Printing Strategies – Opt-Out
 - Online: Designate additional burial agents for the municipality who will be available in the off hours
 - Offline: Use current outside business hours permitting strategy i.e., paper booklets and enter the information into the EDRS on the next available business day
 - There will be no paper death certificate to review. What would you require?
- Possible Payment Collection we have heard about include:
 - Online: Work with Boston to use the online payment strategy or set up a PayPal account for online payments
 - Offline: Use prepaid vouchers; invoice monthly or per record; charge at the clerk's office when obtaining certified copies
 - Withhold record from registration until payment is processed



Burial Agent Users in VIP

- The agent in charge of issuing burial permits in your municipality, will need a VIP account
 - This is often either the Board of Health or the City/Town Clerk
 - This is the name printed on the Burial Permit and Death Certificate
- Office staff and other designated issuers should also have accounts
 - There is only one role for a burial agent on the URF
 - This means all burial agent users will have the same access to functionality in VIP
- Permit issuance must be considered
 - All who will issue online, will need an individual user account
 - Please designate at least two, if not more, individuals with burial agent privileges (vacations, absences, off-hours)
 - Accounts cannot be shared!



Enrollment VG/VIP Agreements

There are four different agreements: 3 paper, 1 electronic

(There are some variations depending on whether the Board of Health staff are burial agents and/or the City/Town Clerk.)

- PAPER:

- Submit the original, signed paper for the VG Services Agreement, Access Administrator form and VIP User Confidentiality Agreement
- Mail the signed paper forms to the address below which is different from the address on the forms

Registry of Vital Records and Statistics

ATTN: VIP Team

150 Mt. Vernon Street, 1st Floor

Boston, MA 02125-3105

- ELECTRONIC:

- The Access Administrator submits the URF by email
- Email the electronic form to vip@state.ma.us
- Complete processing time for user accounts is 3 - 4 weeks



Required Agreements

- If the Clerk or another party is the primary Burial Agent
 - Submit a letter designating the clerk as the primary burial agent for the city or town from the Board of Health
 - The clerk or other designated party will then manage EDRS user accounts and access
 - The Clerk will also submit a Sub Org form to assign a “Burial Agent” role to their existing City/Town Clerk organization



Required Agreements cont.

- If the Board of Health is the primary Burial Agent and does not have a VG Account Already
 - Submit a VG Services Agreement
 - Submit an Access Administrator form
 - Submit VIP User Agreements for those who will issue electronic permits
 - Submit a URF requesting desired staff as burial agent users. In addition, you may also request existing users such as the clerk and/or funeral directors be granted burial agent roles, if desired.
 - **If enrollment forms are not received in time to obtain accounts, the clerk will be given EDRS burial agent privileges until the BOH account is created**



Required Agreements, cont.

- If the Board of Health is the primary Burial Agent and does have a VG Account
 - Submit an Access Administrator Form, if you want an additional access administrator
 - Submit VIP User Agreements for those who do not have user accounts
 - Submit a URF requesting desired staff as burial agent users. In addition, you may also request existing users such as the clerk and/or funeral directors be granted burial agent roles, if desired.



Top 4 Questions

- How do I know if the Board of Health or I should submit the VG Services Agreement forms?
 - The Board of Health should submit the form in most cases
 - If the Board of Health does not issue burial permits and has designated that function to the clerk, then the clerk should submit the VG paperwork (but a designation form is necessary)
- How do I receive payment for fees with the new system?
 - How you incorporate the collection of fees is up to each municipality.
 - We encourage you to make an option available that will allow for processing of payments, if necessary, that will reduce or eliminate trips to the burial agent office for issuing the permit



Top 4 Questions, cont.

- What is the training plan for Burial Agents?
 - New User orientation sessions currently available bi-weekly
 - Webinar practice sessions in the sandbox environment starting in April
 - eLearning Modules under development
 - Reviewer volunteers?
 - Training Documentation
- Will there be a blank, burial permit for use in an emergency?
 - Yes, fillable PDFs will be available for secondary disposition permits or as part of the contingency plan for unplanned VIP system downtime
 - Blank permits will be available for emergency use



Quick Demonstration

- Issue Burial Permit
- Release for registration
- Print Permit: Opt-in versus Opt-Out



Issue a Burial Permit

- Review record
- Enter Date Issued
- Enter Permit Number
- Enter Additional Comments, if desired
- Release the record to the clerk for registration

Welcome Page



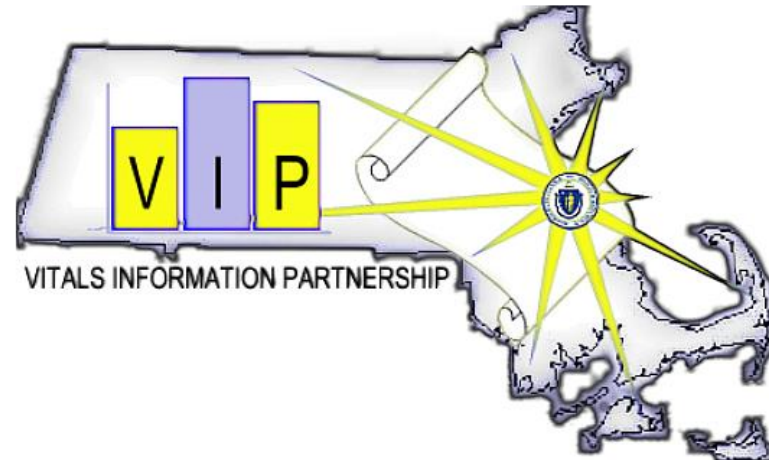
**Commonwealth of Massachusetts
Executive Office of Health and Human Services
Department of Public Health**

Contact:

**Registry of Vital Records and Statistics
150 Mt. Vernon Street, 1st Floor
Dorchester, MA 02125**

**VIPProjectTeam@MassMail.state.ma.us
(617) 740-2600**

**Technical Help Desk:
Help@state.ma.us
(617) 624-2600**



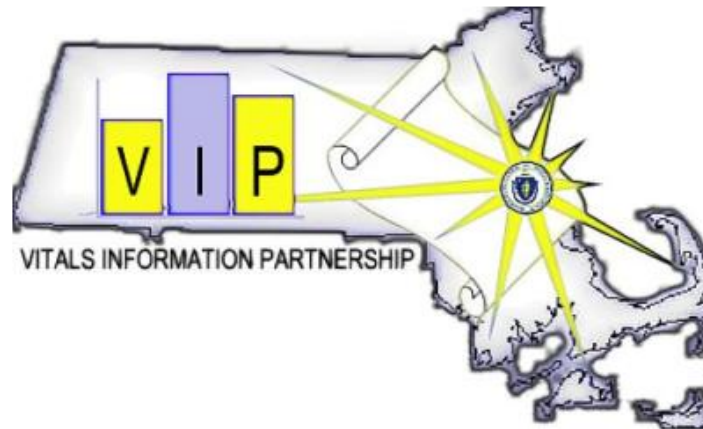
VITAL INFORMATION PROCESSING SYSTEM

The Vitals Information Partnership system supports the Massachusetts Registry of Vital Records and Statistics (RVRS) and statewide vital records partners and users. This system is intended only for authorized RVRS partners such as city and town clerks, funeral directors, physicians, hospitals, medical examiners and others with the express permission of the Registrar of Vital Records and Statistics and the Commissioner of Public Health.

By accessing this system, users agree to comply with all laws and regulations regarding the registration, filing, issuance and reporting of vital records and statistics information.

LOGIN

Login



Enter Username:
Password:

WARNING:

The purpose of the Vital Information Processing System (VIPS) system is to support the needs of the Massachusetts State Department of Health and other users such as Funeral Directors, Attending Physicians, Medical Examiners and Delivering Hospitals. This database may be used only for the purpose for which it is provided. Any attempt to file fraudulent Certificates of Birth, Death or Stillbirth is punishable in accordance with Massachusetts Statutes.

By accessing this system, I agree to use this system only for the purpose of filing a Certificate of Birth, Death or Stillbirth where that vital event has occurred in the State of Massachusetts.

I understand that failure to adhere to the above agreement will result in loss of access to MSDH Internet databases, and I may be subject to legal penalties.

Username:

Password:

Log In

Reset

Death Menu Options

VIPS - Main Page - Windows Internet Explorer

http://vips-dev.ehs.state.ma.us:8080/vips/go/71?OWASP_CSRFTOKEN=2isK6FJlLh4WuZhjulszfVrscLm95y1jhAdH8ixuSw

Logged in as:
Martin Nathanson
at WAREHAM BURIAL AGENT
Unit: WAREHAM BURIAL AGENT

Version: RLS-4-2-32
03/21/2014 08:48 AM
Logout | Help

Main -- **Death**

New Death | Search | Print

Pending Permit (10) | Pending Release (3)

Description	Event Date	Details	Action
MONDAY ARABELLA	01/01/2013	Details	Process
MONDAY AARON	01/01/2013	Details	Process
SUNDAY JAMES	01/01/2013	Details	Process
WILLIAMS GREGORY	02/02/2013	Details	Process
COLLINS DAVID	02/02/2013	Details	Process
OOS GENE	02/02/2014	Details	Process
OUTOFSTATE DANIEL	02/02/2014	Details	Process
TWENTY REJECT	02/02/2014	Details	Process
KASEY KEVIN	02/02/2014	Details	Process
KASEY JAMES	02/02/2014	Details	Process

News Message
There is no news for Martin Nathanson

Main -- Death -- **New Death**
Update

- Navigate through the system by clicking on the text in the grey menu bar
- Use the New Death > Update Menu Option to find a record to review; enter permit info; and release the record for registration

Death Menu Options

VIPS - Main Page - Windows Internet Explorer

http://vips-dev.ehs.state.ma.us:8080/vips/go/71?OWASP_CSRFTOKEN=2isK6FJlLh4WuZhjulszfVrscLm95y1jhAdH8ixuSw

Logged in as:
Martin Nathanson
at WAREHAM BURIAL AGENT
Unit: WAREHAM BURIAL AGENT

Version: RLS-4-2-32
03/21/2014 08:48 AM
Logout | Help

Main -- **Death**

New Death | Search | Print

Pending Permit (10) | Pending Release (3)

Description	Event Date	Details	Action
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MONDAY AARON	01/01/2013	Details	Process
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WILLIAMS GREGORY	02/02/2013	Details	Process
COLLINS DAVID	02/02/2013	Details	Process
OOS GENE	02/02/2014	Details	Process
OUTOFSTATE DANIEL	02/02/2014	Details	Process
TWENTY REJECT	02/20/2014	Details	Process
KASEY KEVIN	02/02/2014	Details	Process
KASEY JAMES	02/02/2014	Details	Process

News Message
There is no news for Martin Nathanson

Main -- **Death** -- Search

Use the Search Menu Option to find a read-only view of any record that is in-process, or has been registered in your city or town



Death Menu Options

VIPS - Main Page - Windows Internet Explorer

http://vips-dev.ehs.state.ma.us:8080/vips/go/71?OWASP_CSRFTOKEN=2isK6FJlLh4WuZhjulszfVrscLm95y1jhAdH8ixuSw

Logged in as:
Martin Nathanson
at WAREHAM BURIAL AGENT
Unit: WAREHAM BURIAL AGENT

Version: RLS-4-2-32
03/21/2014 08:48 AM
Logout | Help

Main -- **Death**
New Death | Search | Print

Pending Permit (10) | **Pending Release (3)**

Description	Event Date	Details	Action
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MONDAY AARON	01/01/2013	Details	Process
SUNDAY JAMES	01/01/2013	Details	Process
WILLIAMS GREGORY	02/02/2013	Details	Process
COLLINS DAVID	02/02/2013	Details	Process
OOS GENE	02/02/2014	Details	Process
OUTOFSTATE DANIEL	02/02/2014	Details	Process
TWENTY REJECT	02/20/2014	Details	Process
KASEY KEVIN	02/02/2014	Details	Process
KASEY JAMES	02/02/2014	Details	Process

News Message
There is no news for Martin Nathanson

News

- Use the Print Menu Options to print permits from the EDRS. See handout for samples and descriptions.
- Note: When you can print the permit, the funeral home can also print the permit from the system



Work Queues

VIPS - Main Page - Windows Internet Explorer
http://vips-dev.ehs.state.ma.us:8080/vips/do/login/ext

Logged in as:
Martin Nathanson
at WAREHAM BURIAL AGENT
Unit: WAREHAM BURIAL AGENT

Version: RLS-4-2-32
03/21/2014 08:37 AM
Logout | Help

Main
Death

Pending Permit (10) | Pending Release (3)

Description	Event Date	Details	Action
MONDAY ARABELLA	01/01/2013	Details	Process
MONDAY AARON	01/01/2013	Details	Process
SUNDAY JAMES	01/01/2013	Details	Process
WILLIAMS GREGORY	02/02/2013	Details	Process
COLLINS DAVID	02/02/2013	Details	Process
OOS GENE	02/02/2014	Details	Process
OUTOFSTATE DANIEL	02/02/2014	Details	Process
TWENTY REJECT	02/02/2014	Details	Process
KASEY KEVIN	02/02/2014	Details	Process
KASEY JAMES	02/02/2014	Details	Process

News Message
There is no news for Martin Nathanson

News

- Pending Permit: lists all records awaiting review and permit issuance
- Pending Release: Lists all record where the permit was issued, but not released to the clerk for registration
- Best process is to find record in queue and search for record:



Main Page

VIPS - Main Page - Windows Internet Explorer

http://vips-dev.ehs.state.ma.us:8080/vips/go/384?OWASP_CSRFTOKEN=cTefLFmah5ht3w7Mo0NLmqMEVeAMRYWmA9RpVOLdv0

Logged in as:
Martin Nathanson
at WAREHAM BURIAL AGENT
Unit: WAREHAM BURIAL AGENT

Version: RLS-4-2-32
03/21/2014 08:50 AM
Logout | Help

Main -- Death -- **New Death**

Update

Pending Permit (10) | Pending Release (3)

Description	Event Date	Details	Action
MONDAY ARABELLA	01/01/2013	Details	Process
MONDAY AARON	01/01/2013	Details	Process
SUNDAY JAMES	01/01/2013	Details	Process
WILLIAMS GREGORY	02/02/2013	Details	Process
COLLINS DAVID	02/02/2013	Details	Process
OOS GENE	02/02/2014	Details	Process
OUTOFSTATE DANIEL	02/02/2014	Details	Process
TWENTY REJECT	02/20/2014	Details	Process
KASEY KEVIN	02/02/2014	Details	Process
KASEY JAMES	02/02/2014	Details	Process

News

News Message
There is no news for Martin Nathanson

Select Death > New Death
> Update

Search for Record

VIPS - Dynamic Screen Engine - Windows Internet Explorer

http://vips-dev.ehs.state.ma.us:8080/vips/go/383?OWASP_CSRFTOKEN=16FCrkqzRxdXbvwnNZRsiqMFZvYeq05dhxbpa8uIEU

Logged in as:
Martin Nathanson
at WAREHAM BURIAL AGENT
Unit: WAREHAM BURIAL AGENT

Version: RL S-4-2-32
03/21/2014 08:57 AM
Logout | Help

Main -- Death -- New Death -- Update

Death Record Search Criteria

Record Identifiers

State file number

Medical record number

ME case year

ME case number

Bar code number

Decedent's Name

First

Middle

Last

☐ Search as AKA

☐ Soundex on last name

Decedent's Sex

Sex:

Date of Death

Date of death (mm/dd/yyyy)

From

To

Date of Birth

Date of birth

Occurrence of Death

Country of death

State

City/town list

City

Residence

Country

State/province

Cities/towns

City/town

Special Criteria

☐ Search all versions

- Enter other criteria
- Click SEARCH Button

Select a Record

VIPS - Records List - Windows Internet Explorer

http://vips-dev.ehs.state.ma.us:8080/vips/servlet/dse/process

Logged in as:
Martin Nathanson
at WAREHAM BURIAL AGENT
Unit: WAREHAM BURIAL AGENT

Version: RLS-4-2-32
03/21/2014 08:58 AM
Logout | Help

Main -- Death -- New Death -- Update

Records List (3 Records found)

Last Name	First Name	Date of Death	County of Death	Date of Birth	Sex	Funeral Home	PI Status	MI Status	Reg Status	Version	Details
SUNDAY	JAMES	01/01/2013	PLYMOUTH	01/01/1960	M	WHITTIER-PORTER FUNERAL HOME	Complete	Certified	Released f...	0	Details
HOSPICE	JONATHAN	02/02/2013	PLYMOUTH	01/01/1960	M	WHITTIER-PORTER FUNERAL HOME	Complete	Certified	Released f...	0	Details
KASEY	JAMES	02/02/2014	PLYMOUTH	01/01/1960	M	WHITTIER-PORTER FUNERAL HOME	Complete	Certified	Released f...	0	Details

[Cancel](#)

- Click on the Details link to access the record
- Or CANCEL and search again
- Brings you to Record Details Page
- Look for attached evidence: Pronouncements and Fax attestation forms
- Review info there and click CONTINUE Button to get to the editable record

Check for Pronouncement

VIPS - Record Details Page - Windows Internet Explorer

http://vips-dev.ehs.state.ma.us:8080/vips/servlet/search_details

Logged in as:
Martin Nathanson
at WAREHAM BURIAL AGENT
Unit: WAREHAM BURIAL AGENT

Version: RL 5.4.2-32
03/21/2014 09:00 AM
Logout | Help

Main -- Death -- New Death -- Update

Record Details

1 Decedent Info | 1A Alias/AKA | 2 Decedent Legal Info | 2A Veteran Status | 3 Decedent History | 4 Informant | 5 Funeral Home/Disposition Info | 5A Pronouncement Info | 6 **Place/Date/Autopsy** | 7 **Certifier Cause of Death**
8 **Manner/Detail/Injury** | 9 **Certification Info** | 10 Board of Health/Burial Agent | 11 Registration Info | 12 Record Actions

Decedent's Name
First name: JAMES
Middle name: JAY
Last name: KASEY
Generational ID:
State file number: 000178
No middle name: N
Surname at birth or adoption: KASEY
How many aliases?: 0
Location ID of OCME: 2354

Decedent's Sex
Sex: M

Decedent's Social Security Number
SSN: 999-99-9999
If blank, reason: U
Record is not current in-state:
Verification status: -1

Date of Death
Date of death (mm/dd/yyyy): 02/02/2014

Date of birth (mm/dd/yyyy): 01/01/1960
Date of birth numeric format: 19600101

Pronouncement Performed
Pronouncement performed?: N

System Info
Record Type ID: 040
Case unique identifier (primary key): 833
Flag sex and cause of death codes inconsistent: N
Invoke OVS2 for SSN verification: R
SSN has been verified flag: N
Date when export to SSA included this record:
Version to register: Y

- Click on the Decedent Info Tab
- On the Decedent Info Tab: If Pronouncement = Y, then you should be able to find a form as evidence at the bottom of the page



Check for Fax Attestation

VIPS - Record Details Page - Windows Internet Explorer
http://vips-dev.ehs.state.ma.us:8080/vips/servlet/search_details

Logged in as:
Martin Nathanson
at WAREHAM BURIAL AGENT
Unit: WAREHAM BURIAL AGENT

Version: RLS-4-2-32
03/21/2014 09:05 AM
Logout | Help

Main -- Death -- New Death -- Update

Record Details

1 Decedent Info	1A Alias/AKA	2 Decedent Legal Info	2A Veteran Status	3 Decedent History	4 Informant	5 Funeral Home/Disposition Info	5A Pronouncement Info	6 **Place/Date/Autopsy**	7 **Certifier Cause of Death**
8 **Manner/Detail/Injury**	9 **Certification Info**		10 Board of Health/Burial Agent	11 Registration Info	12 Record Actions				

Certifier Info
Certifier designation: **PHYSICIAN IN CHARGE**
Certifier not in list: **N**
Title: **1**
First name: **JOHN**
Middle name: **C**
Last name: **CARTER**
Generational ID:
Phone number: **617-740-2711**
Fax number: **617-740-2711**
Medical license number: **456789**
Case access: **FAX SERVER**
Check if signed on behalf of certifier: **N**
Signed on behalf of by:
Certifier license number - general category: **456789**
NPI number:
Location ID of owner of medical section: **2349**
Location ID of physician who updated record:

Physician in Charge of Patient's Care
Physician not in list: **N**
No primary care physician provided: **N**
Title: **1**
First name: **JOHN**
Middle name: **C**
Last name: **CARTER**

Hour of death: **15:15**
: **M**
Date signed: **03/20/2014**
Date verified:
User ID of medical certifier who signed:

Nurse Practitioner-Physician Association
Associated physician:
Associated physician loc ID:
Type of association:

System Info
Flag to copy certifier info: **Y**

- Click on the Certification Info Tab
- If Case Access = FAX SERVER, then you should be able to find a signed and dated Attestation form as evidence at the bottom of the page
- Click on CONTINUE to go to the editable record

Select a Record

VIPS - Records List - Windows Internet Explorer

http://vips-dev.ehs.state.ma.us:8080/vips/servlet/dse/process

Logged in as:
Martin Nathanson
at WAREHAM BURIAL AGENT
Unit: WAREHAM BURIAL AGENT

Version: RLS-4-2-32
03/21/2014 08:58 AM
Logout | Help

Main -- Death -- New Death -- Update

Records List (3 Records found)

Last Name	First Name	Date of Death	County of Death	Date of Birth	Sex	Funeral Home	PI Status	MI Status	Reg Status	Version	Details
SUNDAY	JAMES	01/01/2013	PLYMOUTH	01/01/1960	M	WHITTIER-PORTER FUNERAL HOME	Complete	Certified	Released f...	0	Details
HOSPICE	JONATHAN	02/02/2013	PLYMOUTH	01/01/1960	M	WHITTIER-PORTER FUNERAL HOME	Complete	Certified	Released f...	0	Details
KASEY	JAMES	02/02/2014	PLYMOUTH	01/01/1960	M	WHITTIER-PORTER FUNERAL HOME	Complete	Certified	Released f...	0	Details

[Cancel](#)

- Click on the Details link to access the record
- Or CANCEL and search again
- Brings you to Record Details Page
- Look for attached evidence: Pronouncements and Fax attestation forms
- Review info there and click CONTINUE Button to get to the editable record



Issue a Burial Permit

VIPS - Dynamic Screen Engine - Windows Internet Explorer
http://vips-dev.ehs.state.ma.us:8080/vips/servlet/dse/process

Death -- First name: JAMES Last name: KASEY Date of death (mm/dd/yyyy): 02/02/2014

1 Decedent Info | 2 Decedent Legal Info | 2A Veteran Status | 3 Decedent History | 4 Informant | 5 Funeral Home/Disposition Info | 6 **Place/Date/Autopsy** | 7 **Certifier Cause of Death** | 8 **Manner/Detail/Injury** | 9 **Certification Info**

10 Board of Health/Burial Agent | 12 Record Actions

Burial Permit Info

☐ No permit issued

Date burial permit issued: 03/21/2014

Burial permit number: 14-000178

If no permit issued, supply reason:

Additional permit information: PD

Date issued (RVRS): 03/20/2014

State tracking number: 000178

Burial Agent Info

Burial agent list: JAMES M CRAIG

Title: BURIAL AGENT

First name: JAMES

Middle name: M

Last name: CRAIG

Generational ID:

Previous

- Enter Date Issued
- Enter Permit Number: you can enter the year and the State Tracking number if you want a unique permit number
- Select the Burial Agent
- When you save the record the permit is issued and can be printed
- Note: the No Permit Issued Checkbox is used for those rare cases where the decedent was buried or cremated before the permit was issued. This is not for those who use an ePermit.



Release for Registration

VIPS - Dynamic Screen Engine - Windows Internet Explorer
http://vips-dev.ehs.state.ma.us:8080/vips/servlet/dse/process

Death -- First name: JAMES Last name: KASEY Date of death (mm/dd/yyyy): 02/02/2014

[1 Decedent Info](#) | [2 Decedent Legal Info](#) | [2A Veteran Status](#) | [3 Decedent History](#) | [4 Informant](#) | [5 Funeral Home/Disposition Info](#) | [6 **Place/Date/Autopsy**](#) | [7 **Certifier Cause of Death**](#) | [8 **Manner/Detail/Injury**](#) | [9 **Certification Info**](#)
[10 Board of Health/Burial Agent](#) | **[12 Record Actions](#)**

Comments Among Users About Case

Comments

Medical Info

Select physician

Select facility physician

Select nurse practitioner

Select medical examiner

☐ Check if physician/medical examiner is not in list

Case access

☒ Check when **ready to certify** ☐ Check if you **decline** to certify

Certify Un-Certify

Personal Info

Select funeral home

☐ Check if funeral home is not in list

☐ No designated funeral home

Case access

☒ Check when **ready for review** before releasing ☐ Check if you **decline** to complete this record

Release Un-Release

Release for Registration

Release Un-Release

Verification Form Info

Informant date

☒ No verification form

Return Record

☐ Check if you need to return this record

New Comments

☐ Check when new comments are complete

Return Record Info

Reason for returning record

- Click on the Record Actions Tab heading
- The clerk cannot register the record and issue certified copies until you release the record for registration!
- On the Record Actions Tab, click on the **RELEASE** button to release the record to the clerk of occurrence.



Questions for VIP?

- Email any question to the VIP Project Team mailbox: vip@state.ma.us
- Ask for a return call if you need to talk to someone
- Check our Website at <http://www.mass.gov/dph/vip>
- You will find an Introduction and Overview to the EDRS as well as instructions on how to fill out the forms in the Enrollment Guide for Clerks and Burial Agents



Your Next Steps

- Join our Listserv:
 - Send an email to:
Subscribe-dph_rvrsboh@listserv.state.ma.us
 - The subject of the email should be Subscribe
 - Provide your name, title, telephone
 - We will email informational updates, copies of future presentations, sample VIP EDRS forms, and future training opportunities to listserv subscribers.
- Review your current staff and VIP Accounts. Ensure all who need accounts for deaths have them
- Submit VG Agreements and URFs for you
- Refer all partners to us to discuss the system
- Attend webinar practice sessions (schedule on website)



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 VIP Project Team with any questions or comments:

vip@state.ma.us