



Vitals Information Partnership (VIP): Electronic Death Registration System (EDRS)

EDRS Overview and User Account Enrollment- Medical Certifiers
July 2014-Massachusetts Registry of Vital Records and Statistics



Agenda

- Introduction
- Changes to Death Certificate & Process
- Medical community options for certifying death certificates
- Preparation Steps
- Getting Started, VIP Account Creation
- Project Status
- Training and System Requirements
- Questions



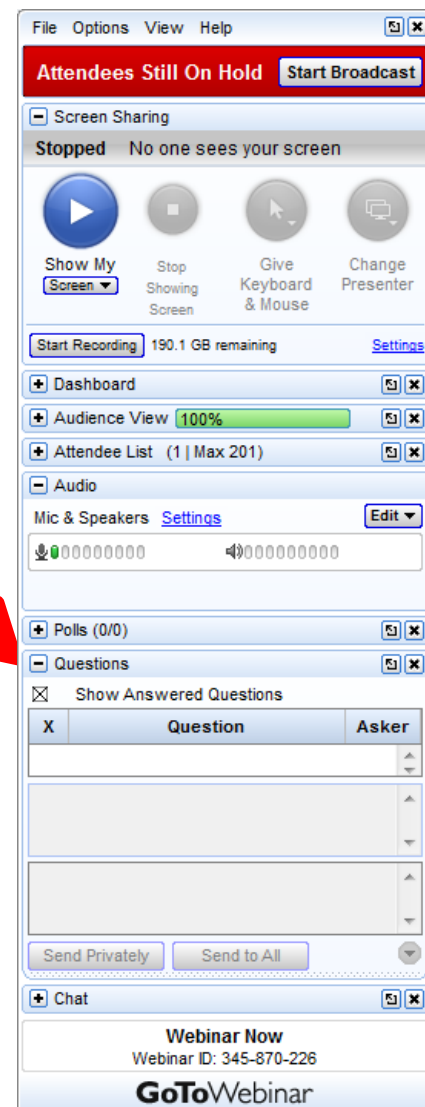
Meeting Guidelines

- Use the *6 to mute your telephone during the presentation
- Use the *6 to unmute your telephone during the presentation
- Avoid putting the meeting on hold as different systems may play music or beep
- This is an initial overview for the EDRS. We will have more in depth training sessions and materials available in the coming months



How to Submit Questions

- There are too many attendees for verbal questions
- You can type questions and submit them using the Question feature.
- We will try to answer all questions, if there is time, but may have to email answers after the session
- Copies of the presentation and Q&A will be sent to attendees



Changes to Process

- Secure, online processing enabled
- Two methods for Death Records to be certified:
 - Medical certifiers may certify records online with a user account
 - Medical certifiers may certify death records by fax referred to as fax attestation without a user account
- The online workflow is similar to the current paper process
- New fields and data rules comply with federal guidelines

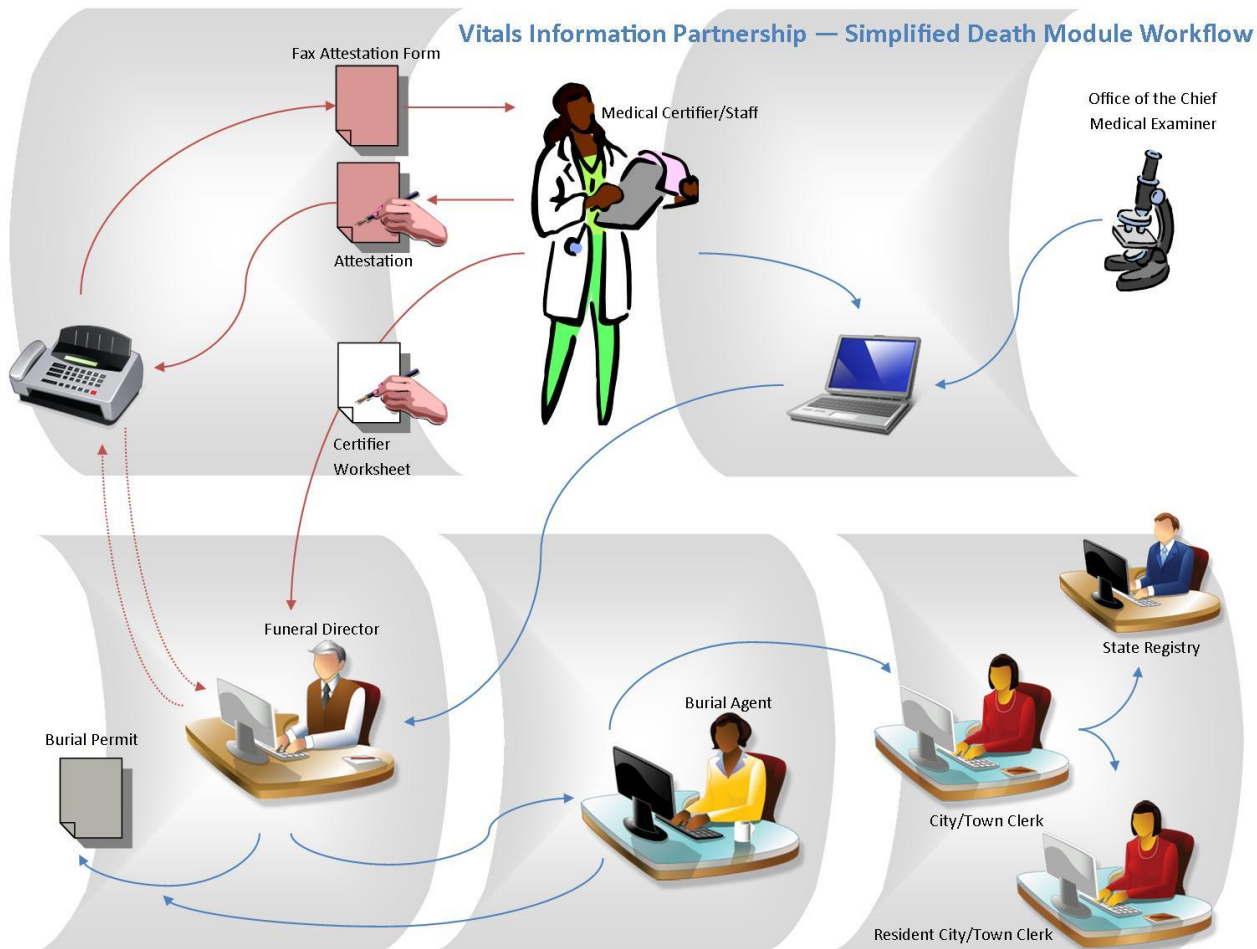


Changes to Death Certificate

- Death Certificate Changes coming on September 1, 2014 to comply with 2003 federal standards
 - Three new data items were added in medical portion of death certificate:
 - Pregnancy status at time of death
 - Transportation injury question
 - Tobacco question
- New forms were created to support the new process
 - Online users will certify and may print a copy of the certified medical info
 - Other certifiers will fill out a Death Certificate Certifier Worksheet and provide to either medical data entry staff or the funeral director
 - Certifiers will review and sign an Attestation Form, attesting to the fact that the data was entered accurately
- Most medical certifiers will fill out Death Certificate Certifier Worksheets instead of their portion of the paper death certificates, unless they have an account
- New Death Certificate Training is under development



EDRS Simplified Workflow



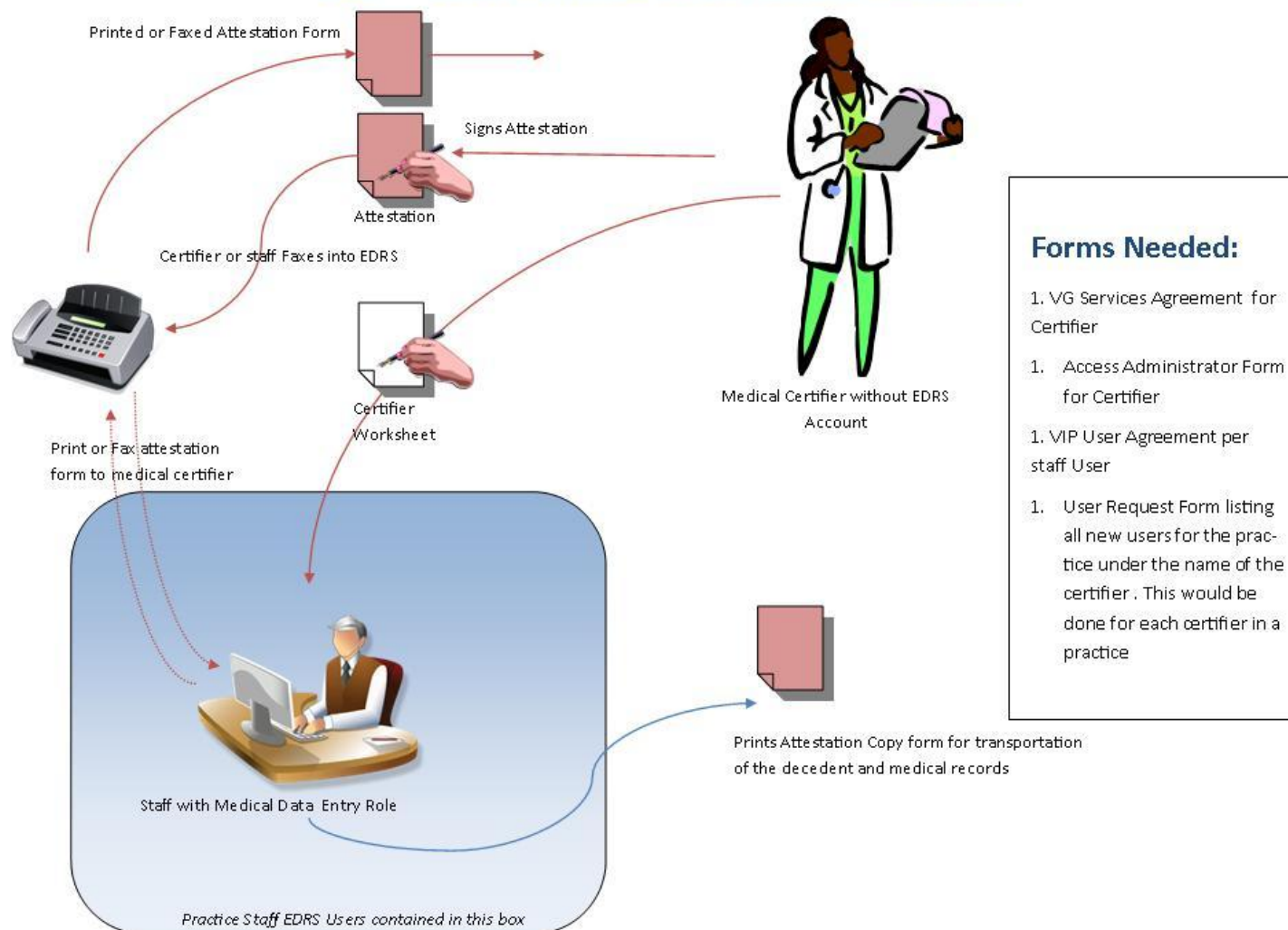
Medical Community Options

- How can physicians certify death records?
 - Online, physicians will need accounts
 - Offline, Fax Attestation, physicians will sign a paper attestation after data entry by another party and fax in to VIP, no physician user accounts needed
- How can medical staff prepare death records?
 - Online: Data entry by physician staff in the EDRS can support both online and offline certifiers
 - Offline: Fill out a Death Certificate Certifier Worksheet for funeral home to transport decedent
- Combination of above options are available to meet your office structure
- Contact the VIP Project Team to discuss

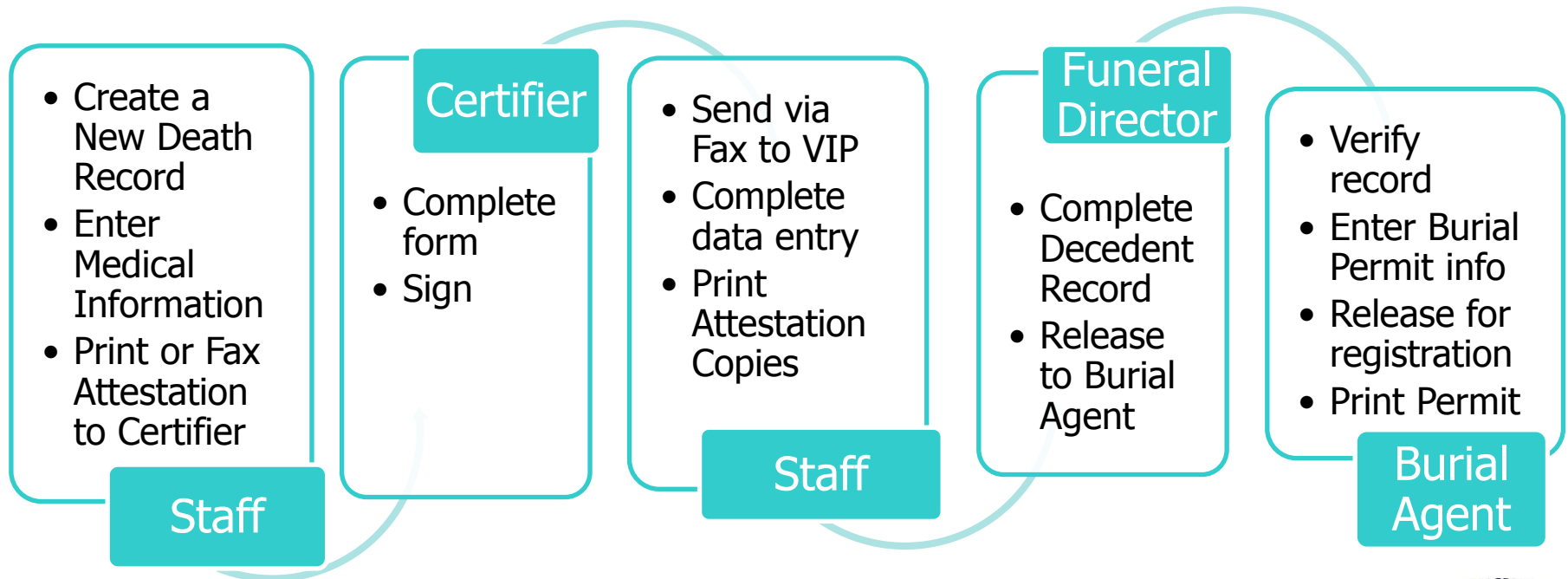


Staff Online and Certifier Offline

EDRS — Private Practice Staff Online: Certifier Not Online

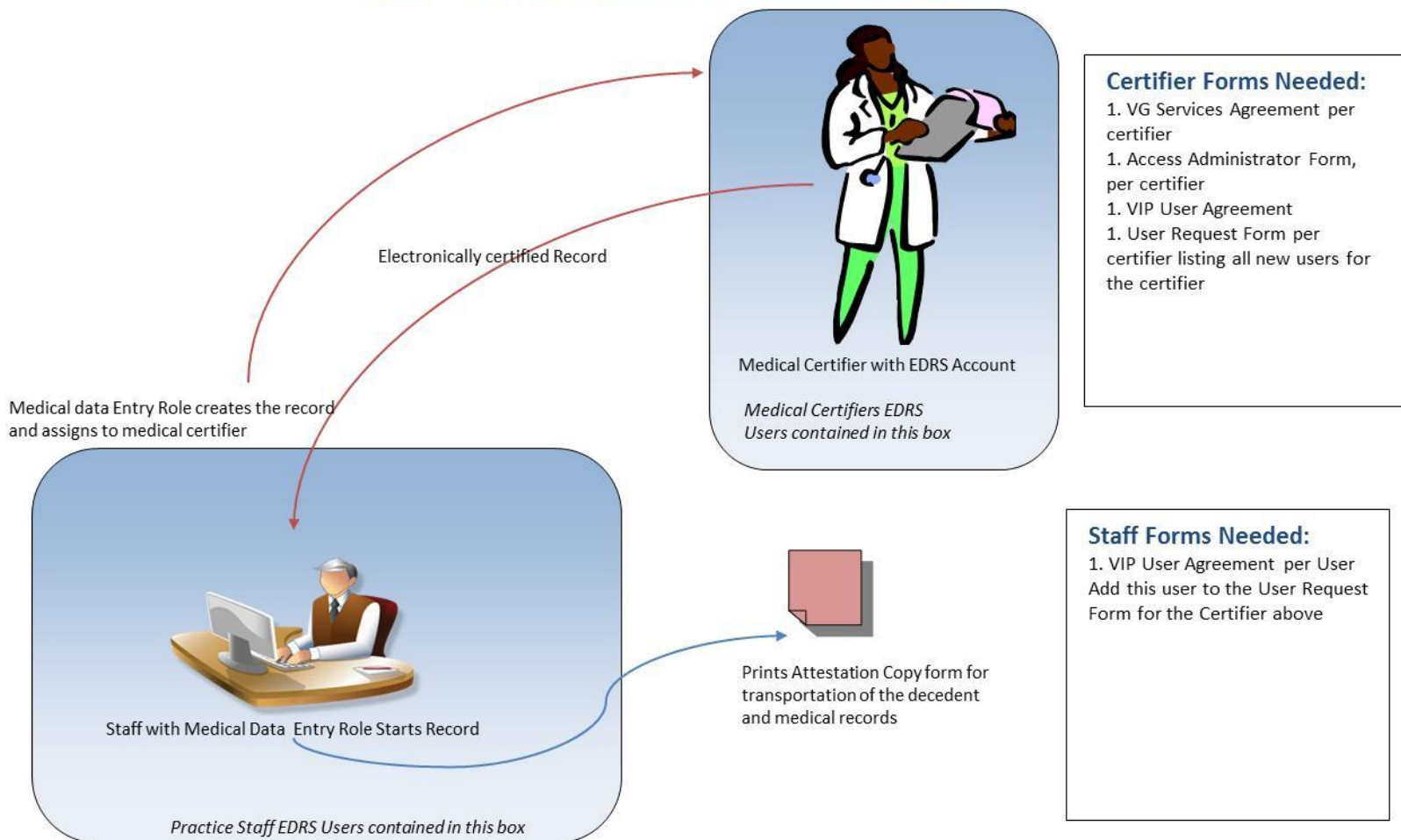


Staff Online and Certifier Offline

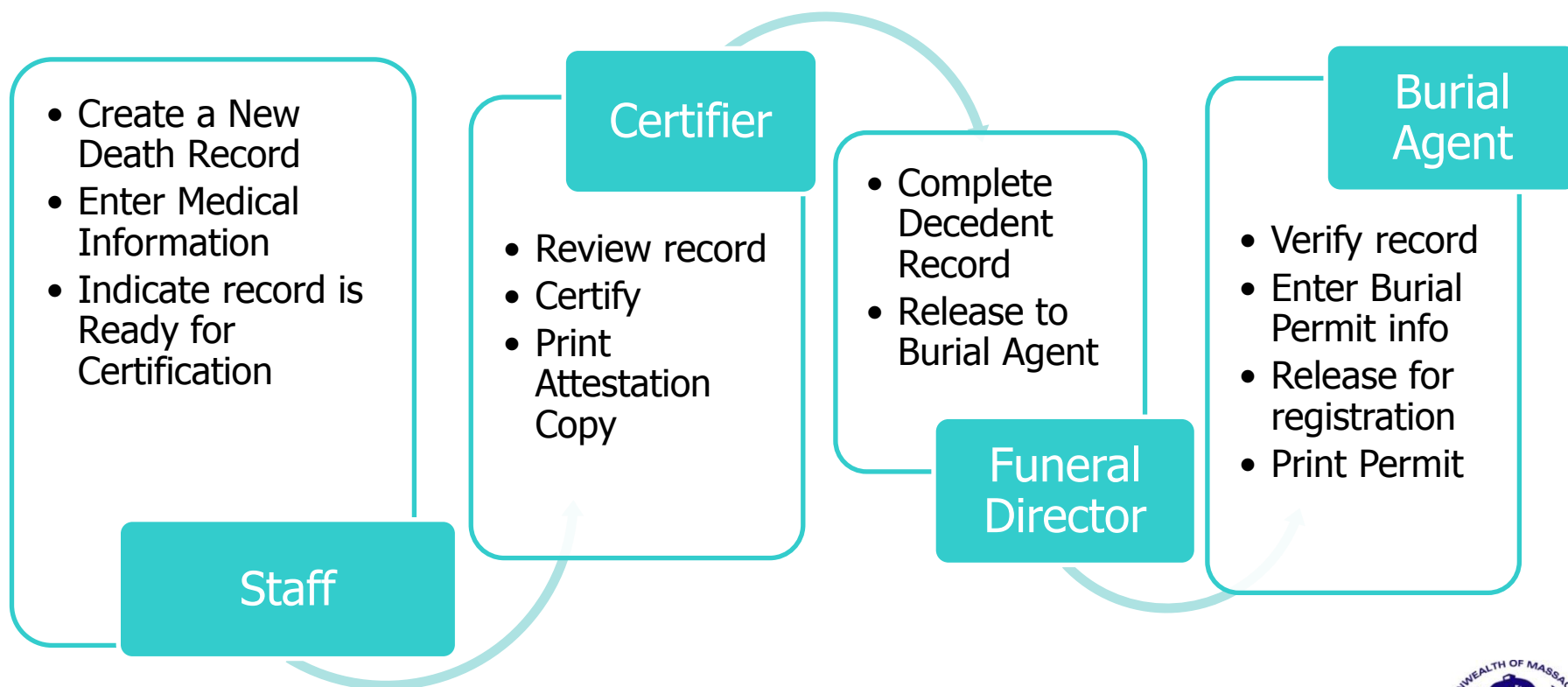


Staff Online – Certifier Online

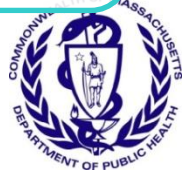
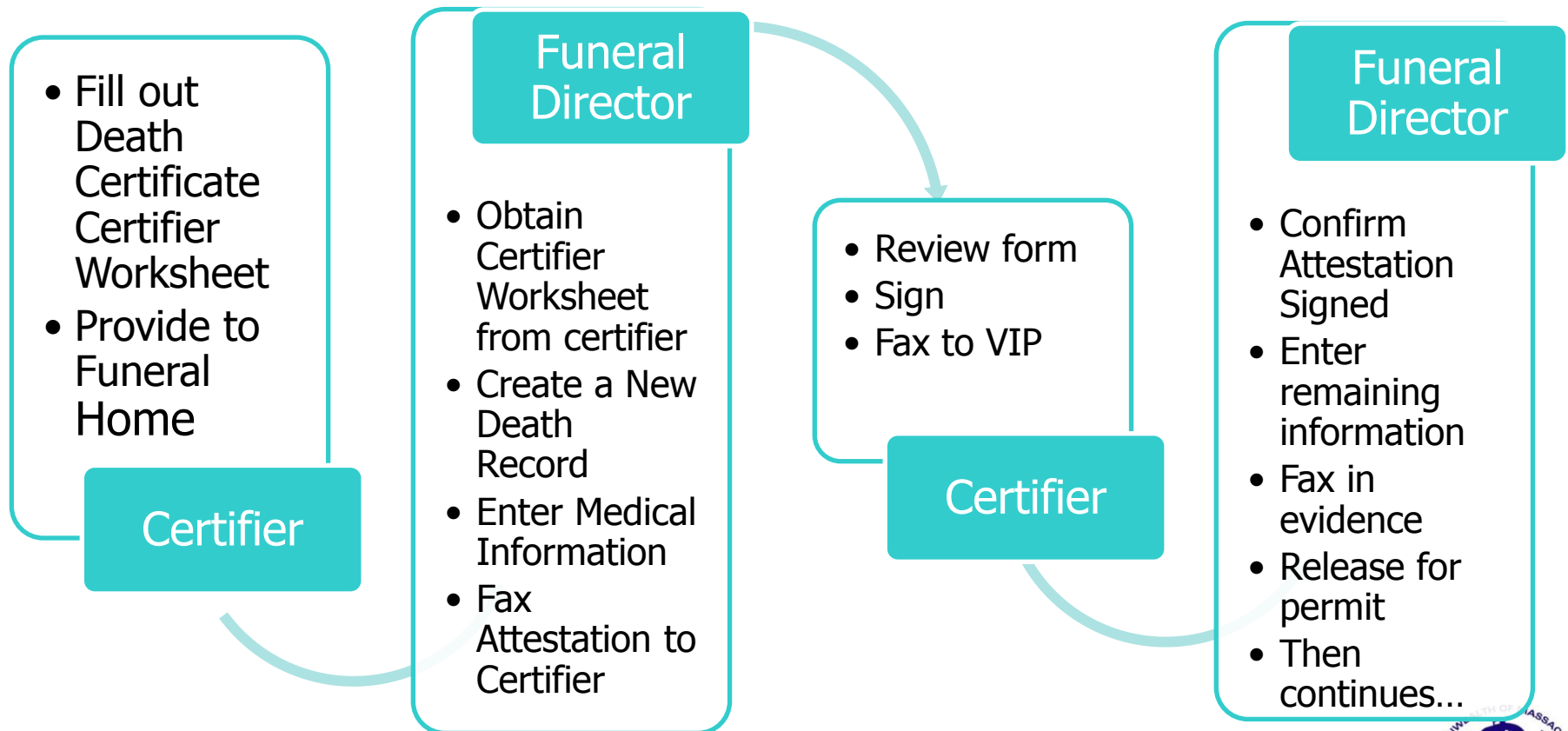
EDRS — Private Practice Staff Online: Certifier Online



Staff Online – Certifier Online

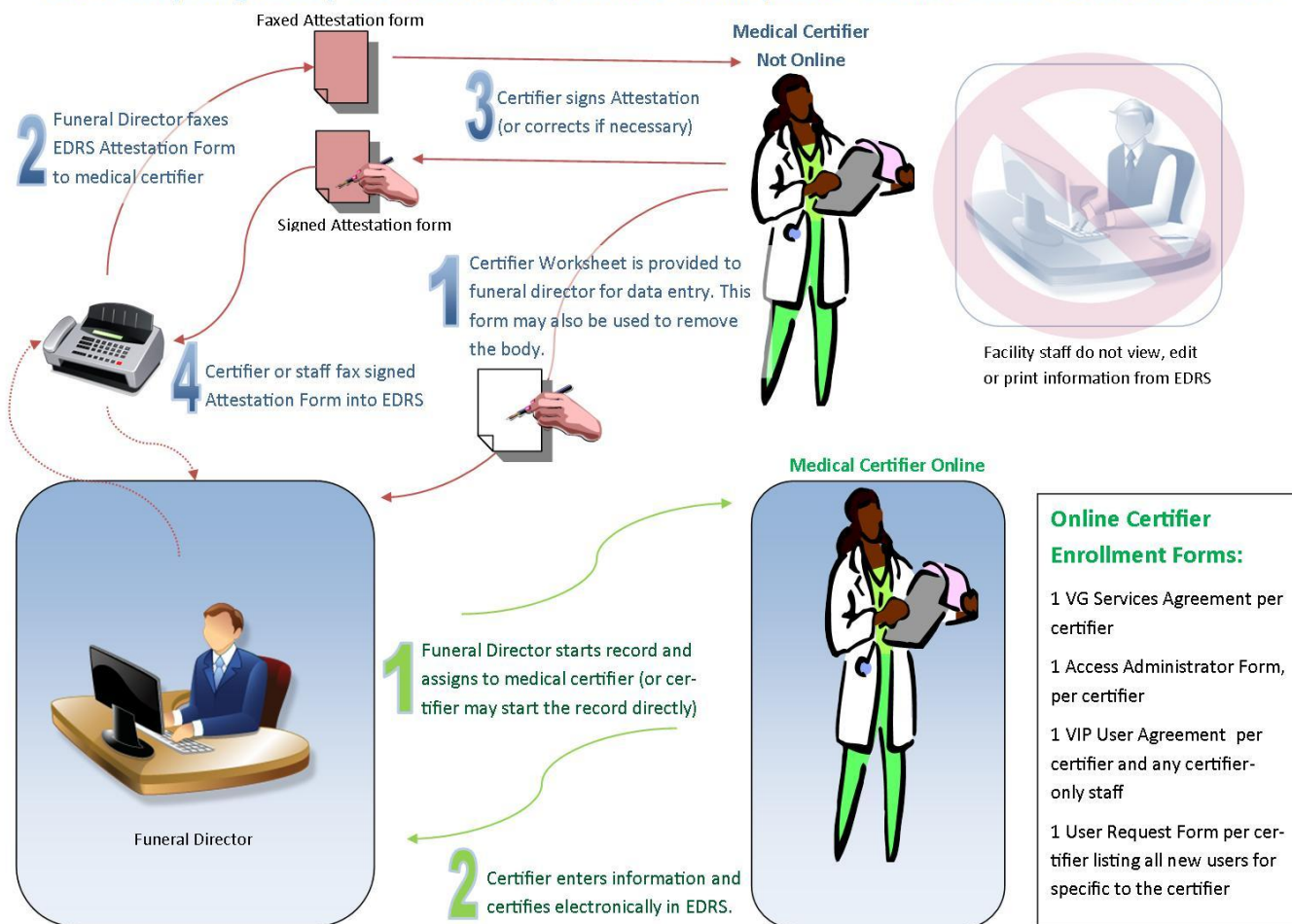


Certifier offline– paper to Funeral Director



Offline Staff - Certifiers Both Online & Offline

Non-Participating Facility Workflow: Facility Staff Not Online / Some Certifiers Online, Others Not Online



EDRS Account Roles

- Each user assigned one role by access administrator
 - If certifiers will start and contribute to death records but not certify them, they may need both roles
- Medical Data Entry Group
 - Any person who contributes to the electronic death certificate, but is not the certifier
 - Creates records
 - Edits records
 - Assigns certifiers
 - May fax and print attestation forms
 - Records created by this role will be visible to all online hospital staff
- Medical Certifier Group
 - Physicians, MEs or NPs
 - Creates records
 - Edits records
 - Certifies medical information on death certificate online
 - Records created by this role will be visible to the certifier and personal staff



Preparation Steps for EDRS

- Learn about the coming changes
- Determine how your organization would like to comply with the new process
- Request and Submit Account Request Forms if you want to use the system for data entry or online certification
- Training is available and will increase as the year progresses
- Prepare your staff to use the system before it is required
- The electronic system is scheduled to be implemented on **September 1, 2014**



VG/VIP Agreements

- There are four different agreements: 3 paper, 1 electronic
- Request agreements at vip@state.ma.us
- 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 Enrollment Forms

150 Mt. Vernon Street, 1st Floor

Boston, MA 02125-3105

- Forms are pre-processed at RVRS for completeness
- Email the electronic form to vip@state.ma.us
- Complete processing time for user accounts is 3 - 4 weeks
 - Medical Data Entry Staff accounts will be created just before we go live
- Use the sample forms as a reference for the information needed



Specific Forms Requirements

- If you have medical data entry staff who will create, monitor or print medical records online, you will need to fill out
 - ☐ One VG Services Agreement for each certifier in a practice
 - ☐ One Access Administrator for each certifier in a practice
 - ☐ A VIP User Agreement **for each user of the system (one time for each staff user)**
 - ☐ One User Request Form (for each certifier in the practice listing all medical data entry staff that will perform data entry for each)
- If your physicians or NPs will certify via attestation form (on paper), no additional accounts for certifiers are needed
- EDRS Process supported:
 - ☐ Data entry staff will create the death record online
 - ☐ Physicians or certifying NPs will sign the attestation form
 - ☐ The forms will be faxed to the VIP system



Specific Forms Requirements

- If you have or are a physician or NP who will certify online, you will need to fill out
 - One VG Services Agreement for each certifier in a practice
 - One Access Administrator for each certifier in a practice
 - A VIP User Agreement **for each user of the system (one time for each staff user)**
 - One User Request Form (for each certifier in the practice listing all medical data entry staff that will perform data entry for each)
 - Physicians and certifying NPs are treated as an organization in our enrollment process, they must complete all forms as if they are an organization
 - If you already use applications in the Virtual Gateway, you will still complete these forms. Additional permissions should be added to your existing account
- EDRS Process supported:
 - Data entry staff will create the death record online and assign to physician
 - Physicians or certifying NPs will fill in the Date Signed and Certify the record
 - Upon save, the record is certified



Creation of User Accounts

- Two step process for account creation
 - Step 1. Creation of an AIMS Account to go through the Virtual Gateway (VG)
 - When AIMS account is created, email sent to user from the Virtual Gateway team
 - User should change the temporary password on the Virtual Gateway within 7 days of receipt of email
 - Contact the Virtual Gateway customer service team with issues related to passwords at 800-421-0938, M-F 9AM-5PM
 - You will not be able to access VIP, until step 2 has been completed



Creation of User Accounts

- Step 2. Creation of VIP Account to access EDRS
 - Each user will receive an email from the VIP Project team when the VIP account has been created
 - Training documents and training information will be sent to each user at that time
 - Medical Data Entry Staff accounts will be created just before we go live as they were added as an enhancement
 - All will receive info on logging into the sandbox practice environment next month



Project Status – Where Are We

- Version 4.2 In performance testing for an **September 1, 2014** implementation
- Data entry staff and online medical certifiers need accounts before using the system
 - Medical certifiers and staff without VIP accounts will be using the certifier worksheet and fax attestation process
- Office of Chief Medical Examiner staff members are in training and will be online users
- External Working Group active in designing the system since October 2011



Training

- We will use a new training environment, the Sandbox, for all training. Instructions for accessing the practice environment are available upon request, links will be provided on our website, or attend a webinar to receive materials
- Multiple modes of training are available
- The Medical Community training will focus on the activities of the following:
 - The New Death Certificate
 - Best Practices in certifying deaths
 - Medical Certifiers: Fax vs. Online process
 - New forms



System Requirements

- We recommend:

- ☐ A Windows based operating system
- ☐ High Speed Internet access, i.e. Cable, DSL, T1, T3
- ☐ 1 GB of RAM, 20 MB hard drive
- ☐ Browser: MS Internet Explorer (version 6.0 or above) or Mozilla FireFox (version 2.0 or above)
- ☐ A Printer and a Fax machine
- ☐ Google Chrome and Safari are currently not supported browsers

- You will need Adobe Acrobat Reader software to print
- Apple/Mac users should use an approved browser and contact us with any issues or questions as the system was not designed specifically for Apple products



How Can You Help?

- Understand the coming changes and your options. Request accounts; if desired
- Refer potential partners to us for information:
 - Email us at vip@state.ma.us with questions, or requests for account forms
 - Retrieve our forms, webinar schedule, brochures and other educational material at our Website under VIP Updates:
<http://www.mass.gov/dph/vip>
- Give or email any partner who does not know about the upcoming changes a copy of our brochure



Questions?

- 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 for updates:
<http://www.mass.gov/dph/vip>



Your Next Steps

- Join our Listserv:
 - ☐ Send an email to the following:
 - ☐ Subscribe-dph_rvrsmedicalfacilities@listserv.state.ma.us
 - ☐ Have your physicians and certifying nurse practitioners send an email to the following:
 - ☐ Subscribe-dph_edrsmedicalcertifiers@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.
- Determine your options and desired process for compliance
- Complete VG and VIP Agreements for all users in your organization, if desired
- When available from MMS attend Certifying Death Certificates Training

