

## **QUICK REFERENCE GUIDE**

1. Log into the system with YOUR user name, password and domain.
2. Click on the icon that says “Vital Records Production.”
3. Click OK on the screen entitled “THIS IS A GOVERNMENT COMPUTER SYSTEM.”
4. Click on the “Work Queue” tab on the tool bar at the top.
5. Click on the tab titled “Attend. Physician in Progress.” If a record is rejected back to you, you will click on the tab titled “Attend. Physician Reject.”
6. Double click on the line of the record you want to work on. You can also highlight the record and click on the “Display” tab at the bottom of the screen.
7. Start completing the record under the “Cause of Death” tab.
8. Navigate through the system by using the TAB key.
9. On the “Complete” tab enter Y for Medical Complete and Y for Physician Sign the “Save” the record.