NEBRASKA

Good Life. Great Mission.

DEPT. OF HEALTH AND HUMAN SERVICES

NEBRASKA DEPARTMENT of HEALTH & HUMAN SERVICES (DHHS) VITAL RECORDS ELECTRONIC REGISTRATION SYSTEM (ERS) PHYSICIAN MANUAL FOR FILING DEATH CERTIFICATES

Revised July 2021

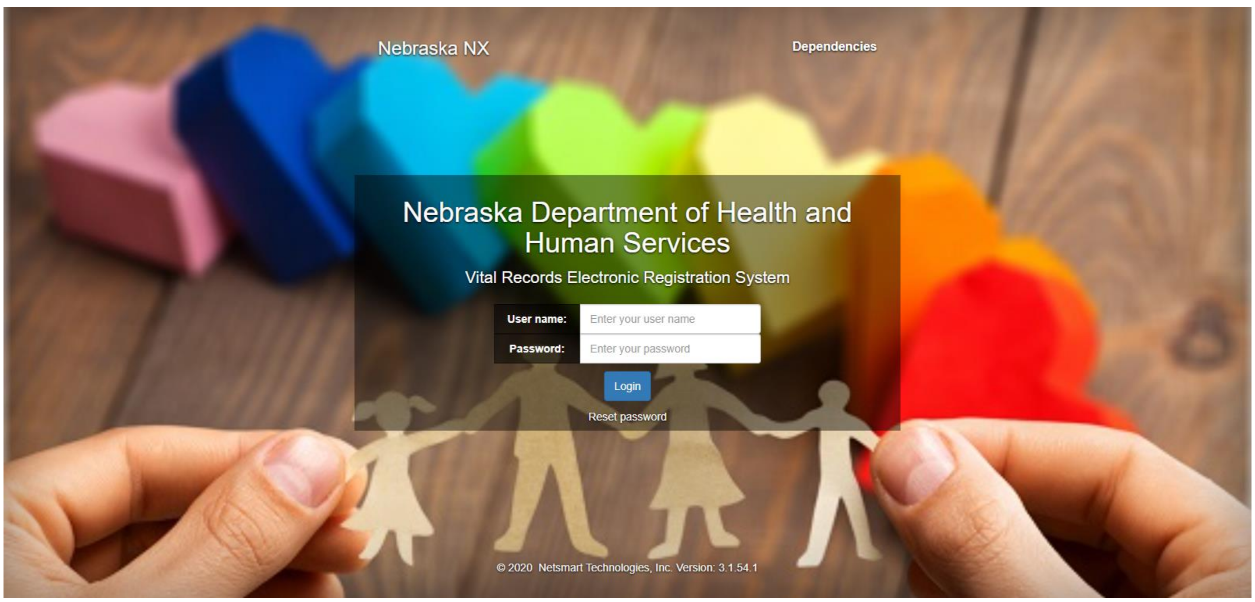


Table of Content

SUBSCRIPTION PAGE

The following link will take you to the Subscription page. This page was established for Physicians, Funeral Directors, County Attorneys and County Coroners. Select the link that best fits your job and interests. You can also subscribe to the subscriptions page and each time it is updated with information you will be notified via an email alert.

http://dhhs.ne.gov/Pages/Vital-Records-Partners.aspx

CDC TRAINING

CDC has free Cause of Death training for continuing education credits. CDC Link: https://www.cdc.gov/nchs/nvss/improving_cause_of_death_reporting.htm

Note: Subscription Page is also located in the Help menu after login. Click on Help>Subscription Page>Death or the link is below:

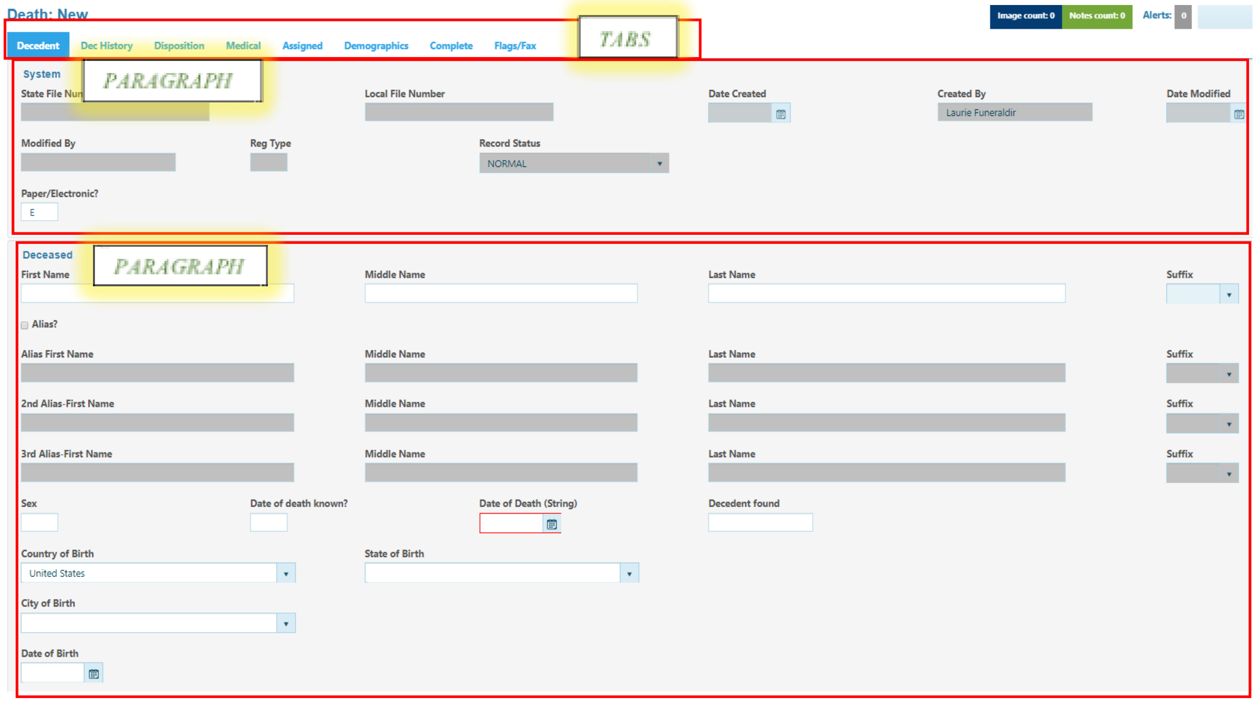
https://dhhs.ne.gov/Pages/Vital-Records-Death-Partners.aspx

DEFINITION OF TABS AND PARAGRAPHS IN ERS

Tabs – Tabs are referred to the tabs at the top of the webpage where you enter the information on Decedent, Dec History, Disposition, Medical, Assigned, Demographics, Complete and Flags tabs. Screen shot below has a red rectangle around the tabs with a label indicating tabs.

NOTE: The Medical and Flags Tab is for your information only.

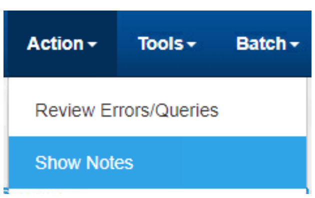
Paragraph – Refers to each section in a particular tab, for example 'System' and 'Deceased' are paragraphs in the Decedent Tab. Screen shot below. The word 'Paragraph' in italics with yellow labels is listed in each paragraph below. In this document the paragraphs are identified as black Italic font.



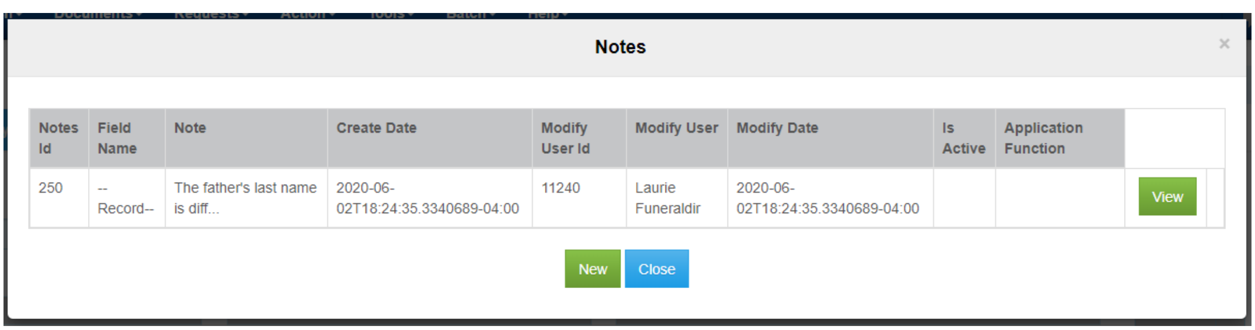
NOTES UTILITY

The user can also add a note to the record or a particular field even after the user has finalized the record by selecting Actions and Show Notes.

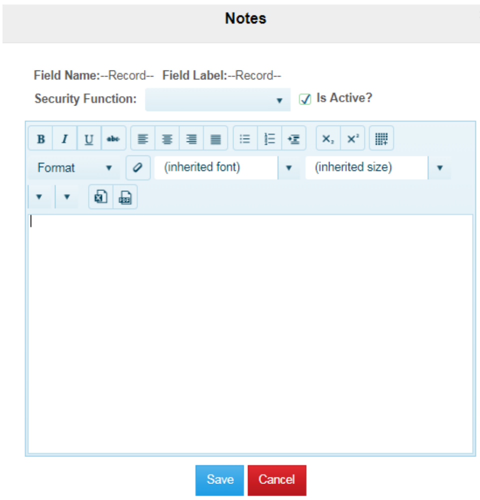
Click on Actions>Show Notes



Notes window displays. Click 'New' button to add a new note.

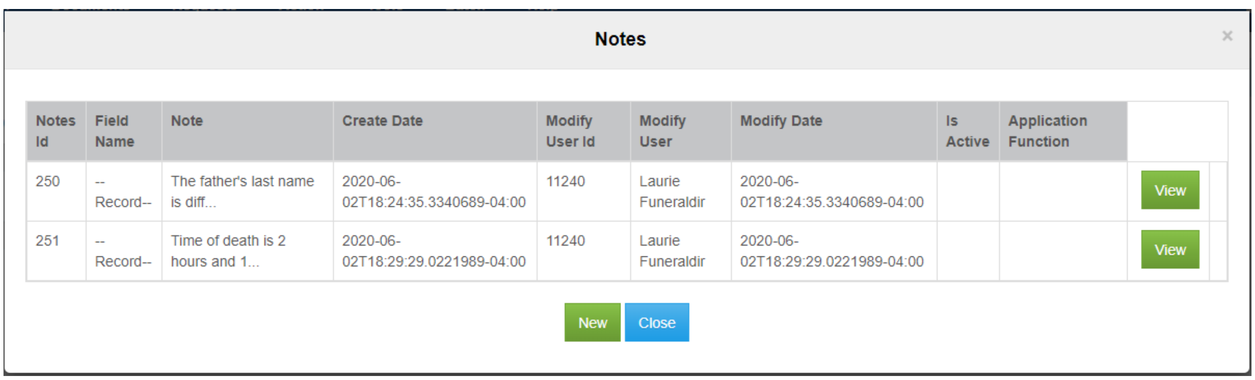


Type in your note and click Save.



You can also double click on the green Notes button in the upper right to access notes utility.

You can see in the Notes grid that your Note was successfully saved.

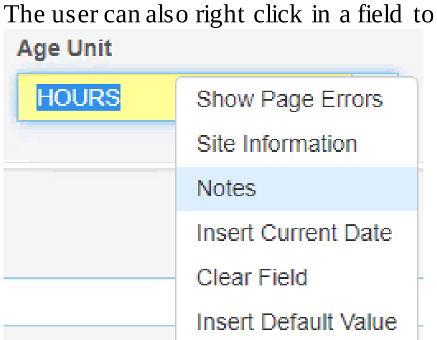


Notes

Notes Id	Field Name	Note	Create Date	Modify User Id	Modify User	Modify Date	Is Active	Application Function	
250	--Record--	The father's last name is diff...	2020-06-02T18:24:35.3340689-04:00	11240	Laurie Funeraldir	2020-06-02T18:24:35.3340689-04:00			View
251	--Record--	Time of death is 2 hours and 1...	2020-06-02T18:29:29.0221989-04:00	11240	Laurie Funeraldir	2020-06-02T18:29:29.0221989-04:00			View

New Close

The user can also right click in a field to add a Notes. Choose any field, right click and Select Notes.



NOTE: Once a note is added the 'Notes Count' highlighted in green at the top will display a count of the notes that were added. You can look at notes by either clicking on the Actions>Notes or double clicking on the green highlighted box that says Notes count.

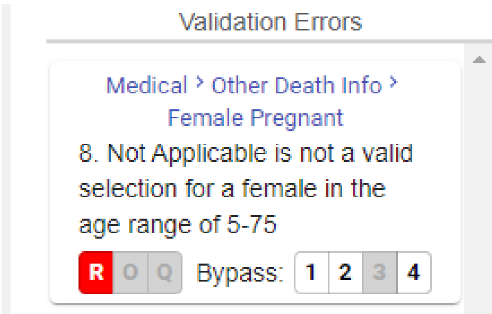
The user can also add a note to the record or a particular field even after the user has finalized the record by selecting Actions and Show Notes. However, it is preferred that the hospital comments section be primarily used for comments or notes (see Complete Tab). Only after the record has been finalized by the hospital (hospital complete=Y and saved) should the Notes feature be used.

OVERRIDES AND QUERIES

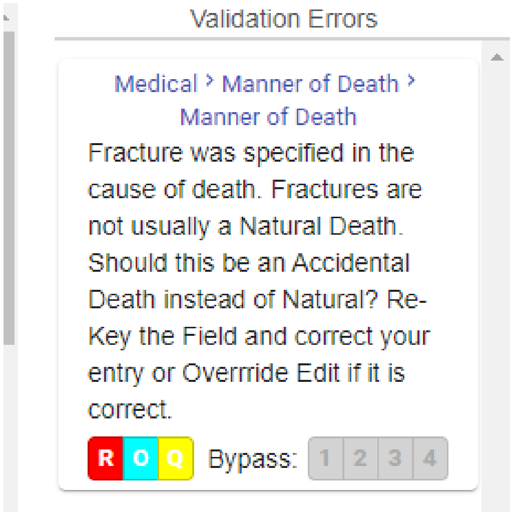
Depending upon the field and the given user's security role, options of **Override** and **Query** may also be available.

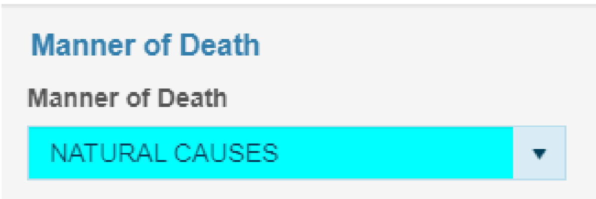
If fields are overridden please add a Note with an explanation as to why it was overridden.

Note: You should seldom use Query unless you are planning on finding out more information before completing the record. In this example there are 3 options to query which are 1, 2 and 4. You can hover over each number to see how each are defined.



Once you hit Override by selecting O it turns the field aqua blue. In the example below, the Manner of Death is Natural Causes and the Cause of Death contained the word Fracture.

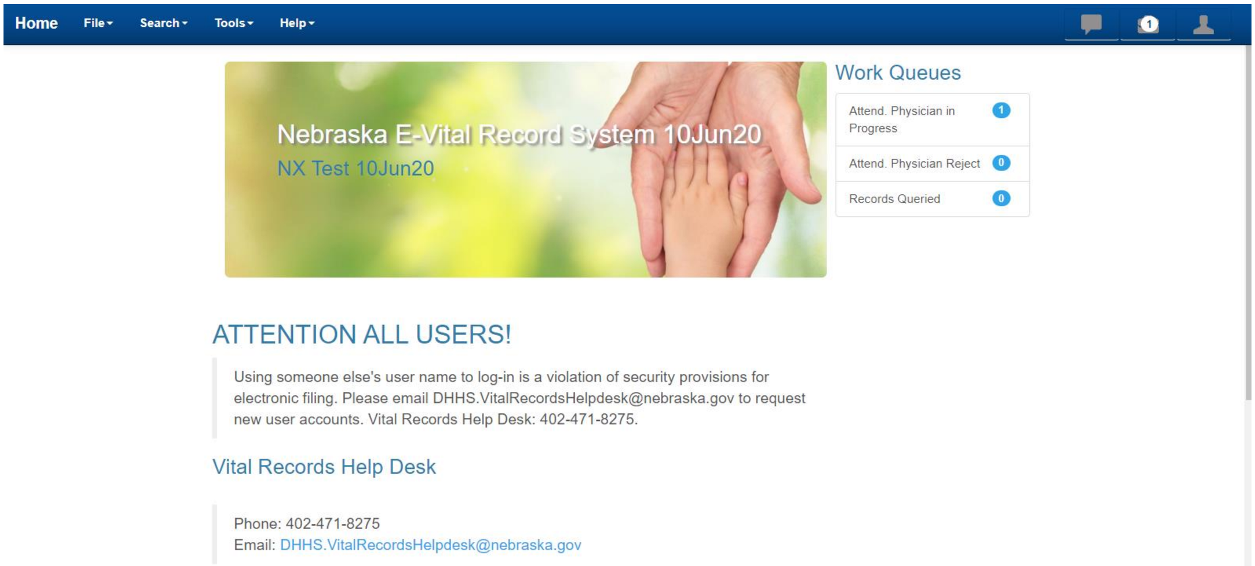




ELECTRONIC REGISTRATION SYSTEM (ERS) INSTRUCTIONS

Electronic Registration System (ERS) Log on Screen

Enter: User Name, Password
Click: Log In

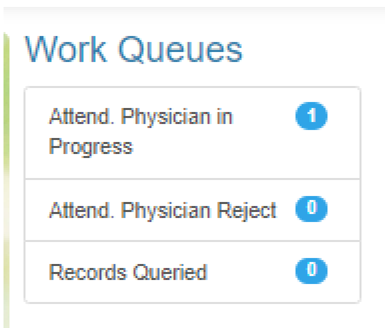


NOTE: In the Help menu you can access the Handbook for Physicians, Cause of Death e-Training and Subscription Page. There is free available continuing education hours from the CDC. For a summary of course information and continuing education the URL is: https://www.cdc.gov/nchs/nvss/improving_cause_of_death_reporting.htm. The course training URL is: https://www.cdc.gov/nchs/training/improving_cause_of_death_reporting/.

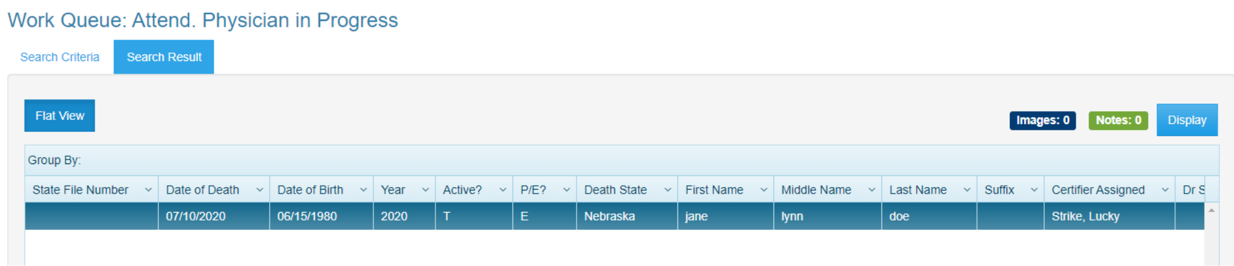
NOTE: It is highly recommended to use Chrome or Safari when using this application. Each field that is in focus will be highlighted yellow to indicate which field you are on. If it is a checkbox field the label will be underlined.

NOTE: The fax servers have been retired. The notification process will all be through email.

How to display a death record. Click on the work queues. There are three work queues which are Attend Physician in Progress, Attend Physician Reject and Records Queried. When logged in as a Physician you will click on the appropriate queue. If a death record is in progress you will click on Attend Physician in Progress. If any record has been rejected you will click on Attend Physician Reject queue.



Click on the Work Queue Attend. Physician in Progress will display. To display the record highlight the record you would like to see and click on the Display button or you can also double click on the highlighted row.



Once the record is displayed the Medical tab will be in focus. All other tabs are for informational purposes only.

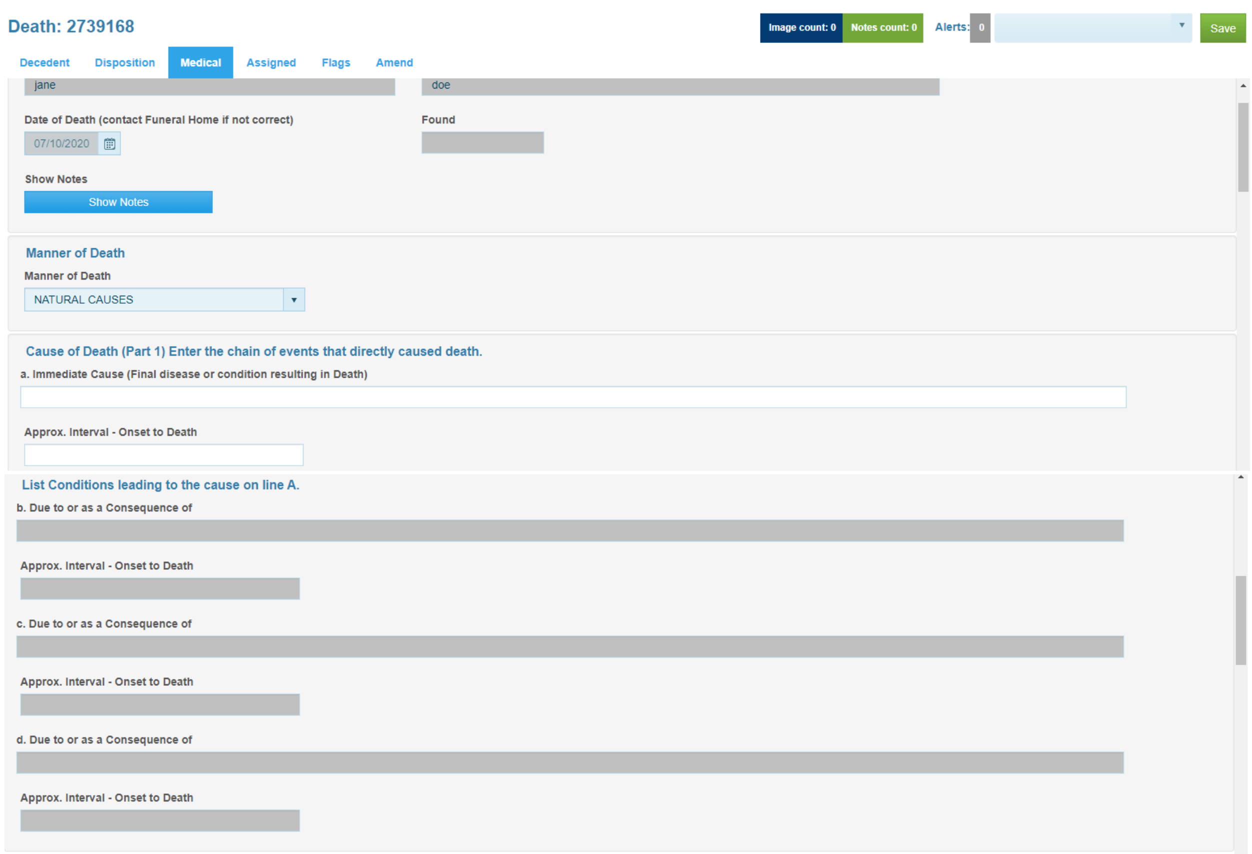
Decedent Tab

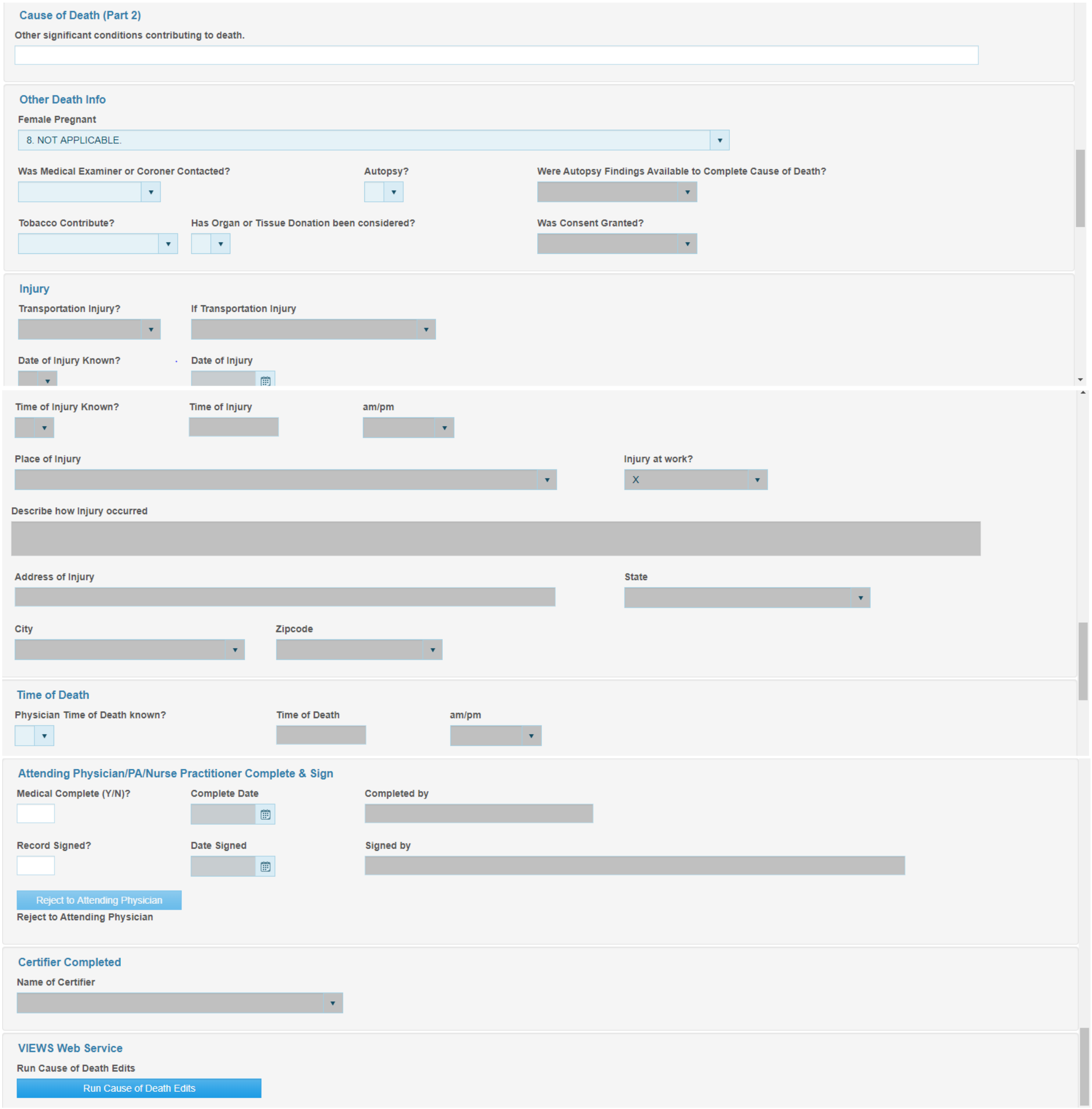
This tab is for information purposes only.

Disposition Tab

This tab is for information purposes only.

Medical Tab





Decedent First Name – This will autofill

Decedent Last Name – This will autofill

Date of Death (contact Funeral Home if not correct) – This will autofill

Found – This will autofill

Show Notes – This is a button to click on and see any notes that have been provided

Manner of Death paragraph

Manner of Death – Select manner of death from the dropdown list

If the Manner of Death is not due to natural causes, you will need to enter all the Injury information.

Cause of death (Part 1) Enter the chain of events that directly caused the death – paragraph

NOTE: Casing is turned off for the Immediate Cause of Death and the List of Conditions leading to the cause of death below.

a. **Immediate Cause (Final disease or condition resulting in Death)-**Text field. This field is required.
 Approx. Interval – Onset to Death – Text field. This field is required. If unknown, enter Unknown.

List Conditions leading to the cause on Line A paragraph

b. **Due to or as a Consequence of -**Text field.
 Approx. Interval – Onset to Death – Text field

c. **Due to or as a Consequence of -**Text field.
 Approx. Interval – Onset to Death – Text field

d. **Due to or as a Consequence of -**Text field.
 Approx. Interval – Onset to Death – Text field

Cause of Death (Part 2) paragraph

Other significant conditions contributing to death – Text field.

Other Death Info paragraph

Female Pregnant – Select from the dropdown list

Was Medical Examiner or Coroner Contacted? – Select from the dropdown list

Autopsy? – Select from the dropdown list

Were Autopsy Findings Available to complete Cause of death? – Select from the dropdown list

Tobacco Contribute? – Select from the dropdown list

Has Organ or Tissue Donation been considered? – Select from the dropdown list

Was Consent Granted? – Select from the dropdown list. A is for Not Applicable and is automatically picked when previous field is No

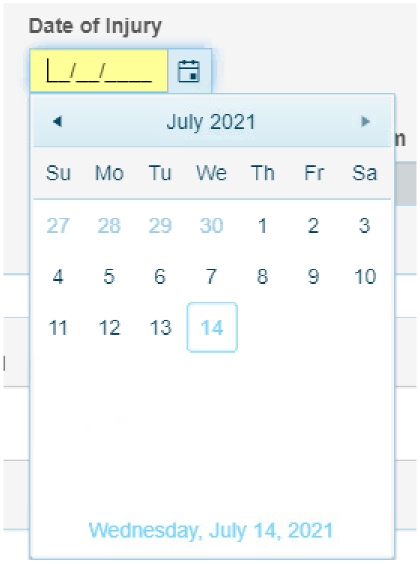
Injury paragraph

Note: Injury fields only apply if the manner of death is not due to Natural Causes.

Transportation Injury? – Select from the dropdown list

If Transportation Injury – Select from the dropdown list

Date of Injury known? – Date field. You can type in the date or select from the calendar widget.

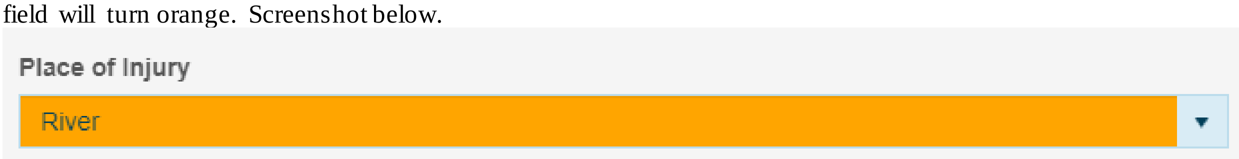


Time of Injury Known? – Select from the dropdown list.

Time of Injury – Enter time

Am/pm – Select from the dropdown list.

Place of Injury – Select from the dropdown list. If place is not in the dropdown type in the place and tab and the field will turn orange. Screenshot below.



Injury at work? – Select from the dropdown list.

Describe how injury occurred – Enter text on how injury occurred

Address of injury – Enter address

State – Select from the dropdown list.

City – Select from the dropdown list.

Zipcode – Select from the dropdown list.

Time of Death paragraph

Physician Time of death known? – Select Y or N. If you select N the following two fields will be automatically field in

Time of Death – Enter time of death

Am/pm – Choose AM or PM

Attending Physician/PA/Nurse Practitioner Complete & Sign paragraph

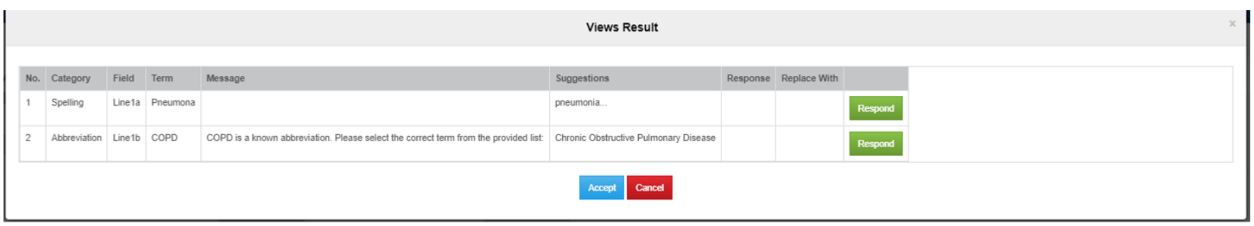
Medical Complete (Y/N)? – Select Y or N.

Once the Medical Complete is answered Y, Views will run automatically. VIEWS (Validations and Interactive Web Edits) is an online service provided by CDCs National Center for Health Statistics enabling improved mortality validations during entry into state's electronic death systems.

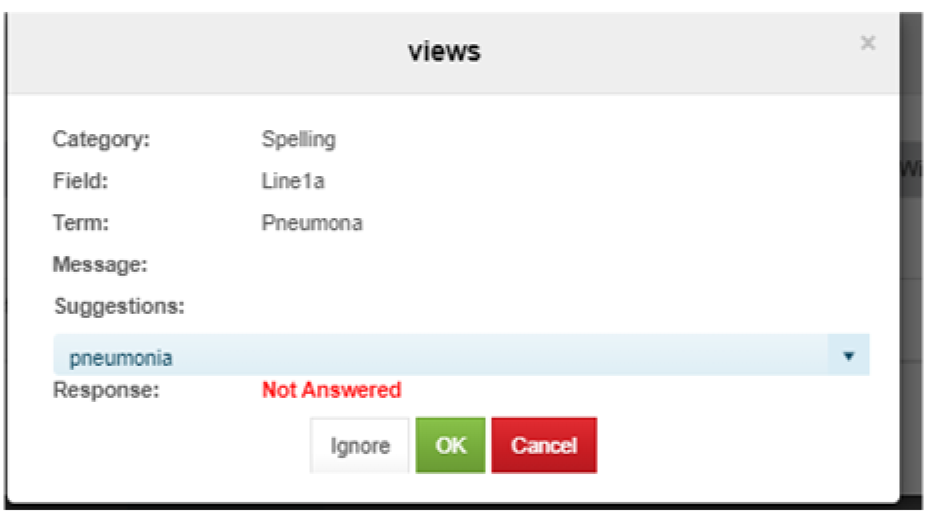
If VIEWS does not find any issues, the following will be returned:

You can either select Accept or Cancel to continue.

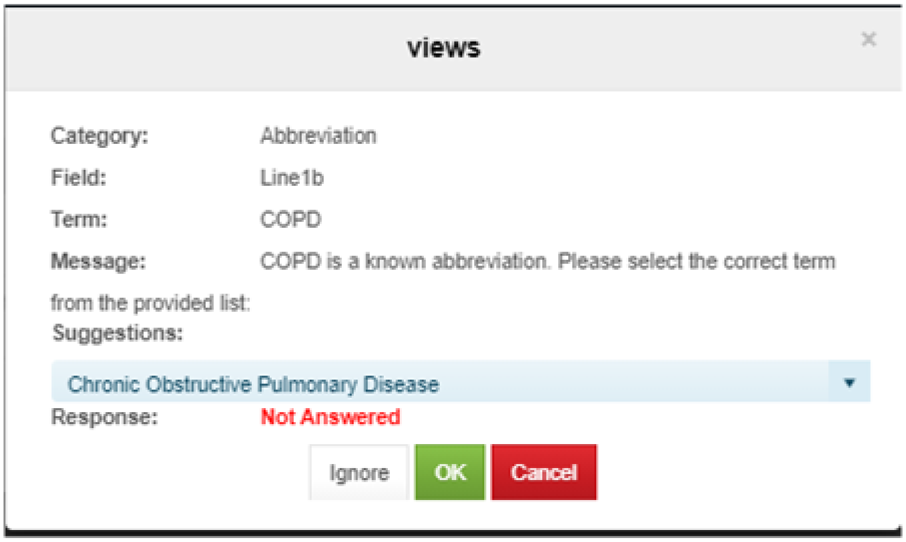
The following two examples and instructions below are for what to do if VIEWS returns suggestions that should be followed up on.



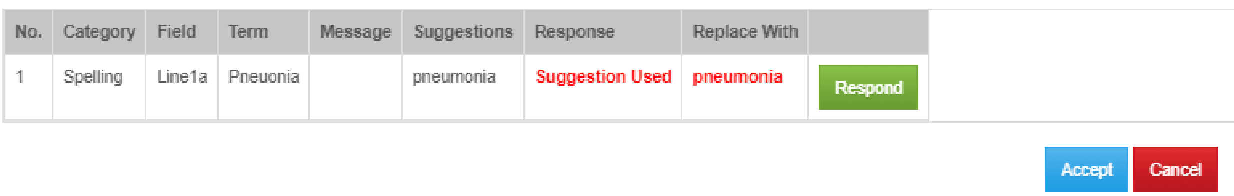
Click on the Respond button and the Views window will display.



Click on OK if agree with suggestion or Ignore if don't agree with suggestion. If you click OK, what was entered will be replaced with the Suggestion on the record.

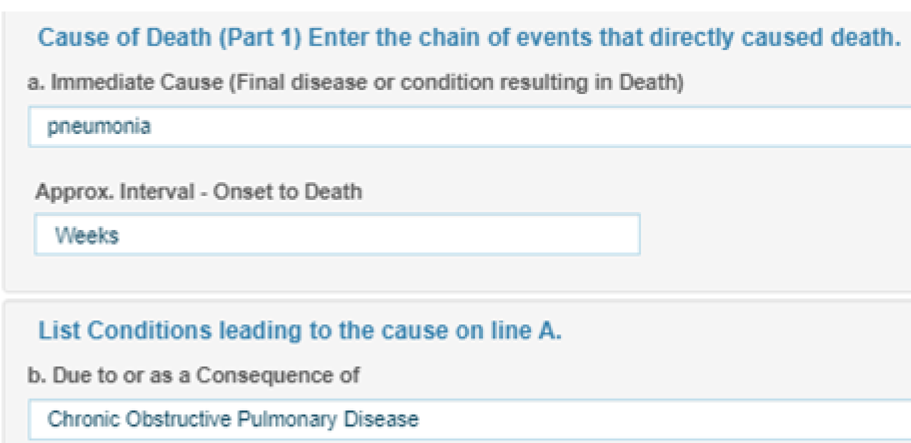


Follow instructions above for this example.



Then when done, click the blue Accept button.

The information on the record has been changed:

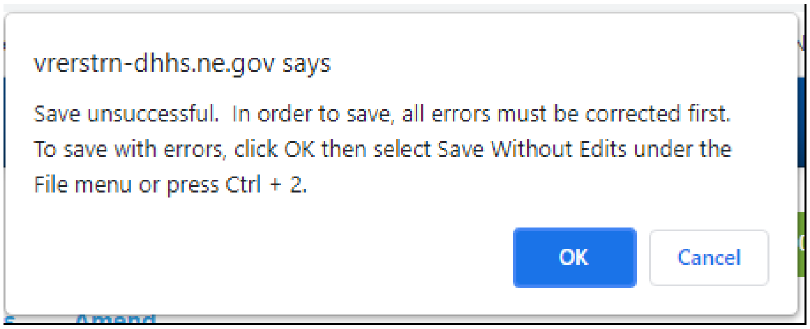


Complete Date – Will autofill with today's date

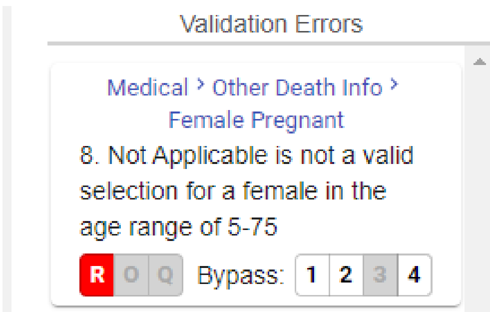
Completed By – Will autofill with the user that is logged into the system

Certifier or Completed paragraph

If you try and do a full save by clicking on the Save button with validation errors you will receive the message below.



Save Without Edits should go here.

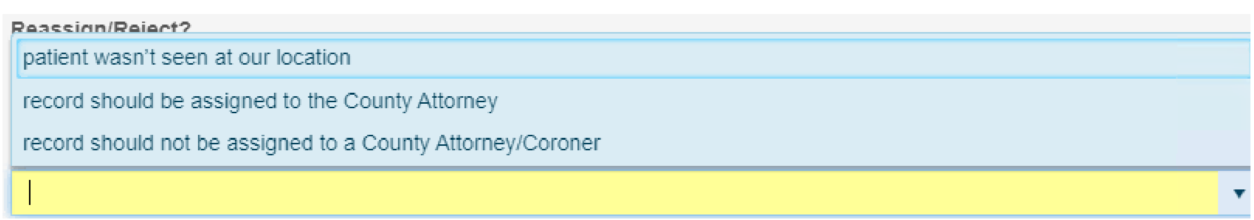


Assigned Tab

If you have been assigned a record that was not a patient at your location or should be assigned to the County Attorney you can do the following:

You will need to select Y from the dropdown.

Select the reason from the dropdown list and save the record. An email will automatically be generated and sent to the Funeral Home for them to reassign the record.



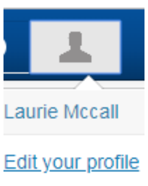
Flags Tab

This tab is for information purposes only.

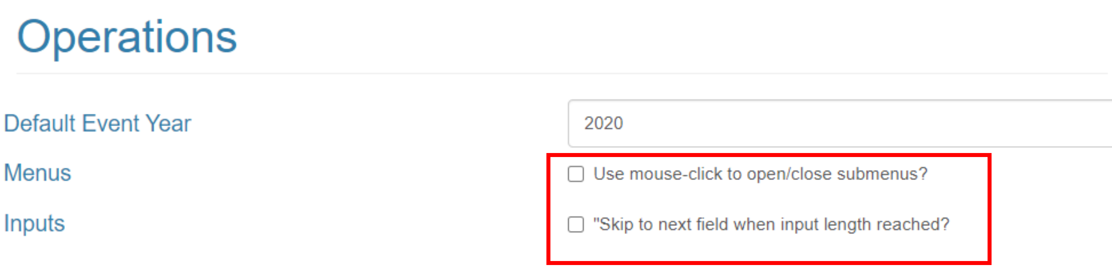
USER PROFILE

Click on Profile icon on the Toolbar. Click on Edit Your Profile link which takes you to the profile page.

If you want to click for your menu choices without hovering you can edit your Profile which is located on the right side of the page on the toolbar. This will allow you to not hover over the submenus in the tool bar. To change your preference from hovering, go to Profile button and click on Edit your profile link. Then check the box next to 'Use mouse-click to open/close submenus?' in the Operations section of the profile page. You may want to experiment with this to see what your preference is. After making the change please remember to click on the Save button.



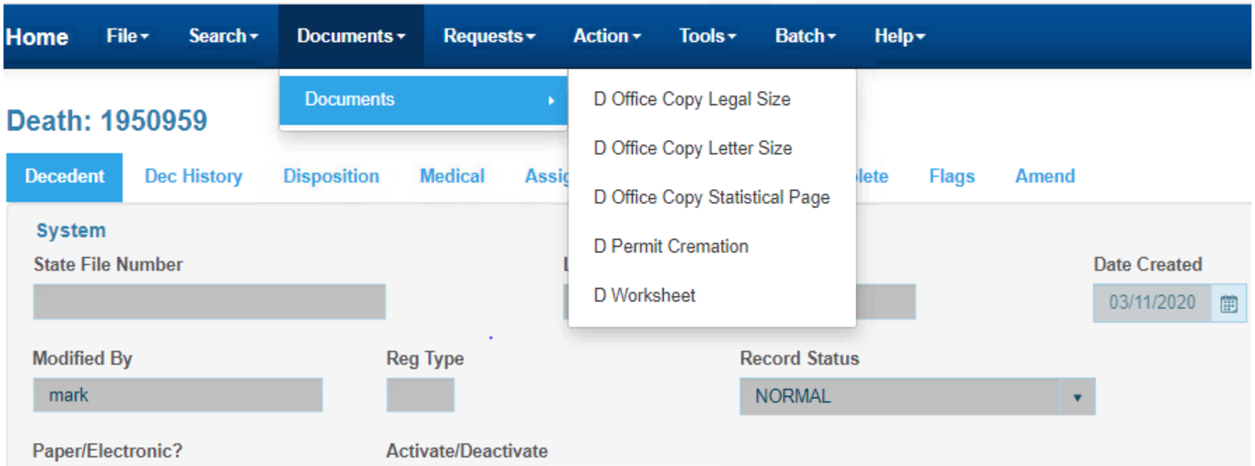
You are able to change the functionality of the submenu's and you can skip to the next field when the input length have been reached by checking the User mouse-click to open/close submenus or Skip to next field when input length reached. See screen shot below.



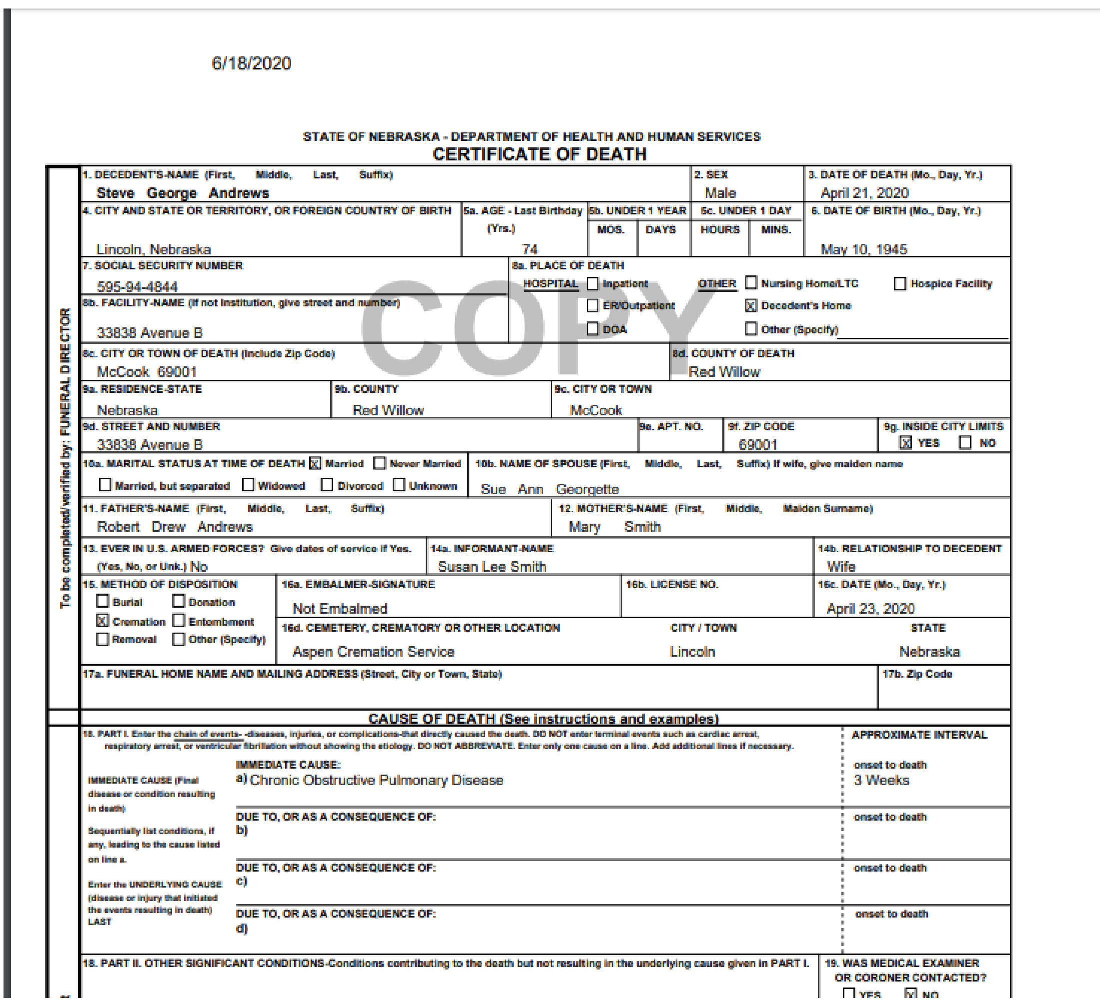
PRINTING DOCUMENTS/FORMS

You can print when you have the death record displayed or when a record is highlighted on the Search Results screen, including Work Queues.

Click on Documents >Documents> choose document you want to print. You can see the list of documents to print from the dropdown list. In this example we are selecting D Office Copy Legal Size.



Example of documents below.



6/18/2020

STATE OF NEBRASKA - DEPARTMENT OF HEALTH AND HUMAN SERVICES

CERTIFICATE OF DEATH

COPY

1. DECEDENT'S NAME (First, Middle, Last, Suffix): Steve George Andrews
2. SEX: Male
3. DATE OF DEATH (Mo., Day, Yr.): April 21, 2020
4. CITY AND STATE OR TERRITORY, OR FOREIGN COUNTRY OF BIRTH: Lincoln, Nebraska
5a. AGE - Last Birthday (Yrs.): 74
5b. UNDER 1 YEAR: MOS. DAYS
5c. UNDER 1 DAY: HOURS MINS.
6. DATE OF BIRTH (Mo., Day, Yr.): May 10, 1945
7. SOCIAL SECURITY NUMBER: 595-94-4844
8a. PLACE OF DEATH: HOSPITAL ☐ Inpatient ☐ ER/Outpatient ☐ DOA; OTHER ☐ Nursing Home/LTC ☐ Hospice Facility ☒ Decedent's Home ☐ Other (Specify)
8b. FACILITY NAME (If not institution, give street and number): 33838 Avenue B
8c. CITY OR TOWN OF DEATH (Include Zip Code): McCook 69001
8d. COUNTY OF DEATH: Red Willow
9a. RESIDENCE-STATE: Nebraska
9b. COUNTY: Red Willow
9c. CITY OR TOWN: McCook
9d. STREET AND NUMBER: 33838 Avenue B
9e. APT. NO.
9f. ZIP CODE: 69001
9g. INSIDE CITY LIMITS: ☒ YES ☐ NO
10a. MARITAL STATUS AT TIME OF DEATH: ☒ Married ☐ Never Married ☐ Married, but separated ☐ Widowed ☐ Divorced ☐ Unknown
10b. NAME OF SPOUSE (First, Middle, Last, Suffix) If wife, give maiden name: Sue Ann Georgette
11. FATHER'S NAME (First, Middle, Last, Suffix): Robert Drew Andrews
12. MOTHER'S NAME (First, Middle, Maiden Surname): Mary Smith
13. EVER IN U.S. ARMED FORCES? Give dates of service if Yes. (Yes, No, or Unk.): No
14a. INFORMANT NAME: Susan Lee Smith
14b. RELATIONSHIP TO DECEDENT: Wife
15. METHOD OF DISPOSITION: ☐ Burial ☐ Donation ☒ Cremation ☐ Entombment ☐ Removal ☐ Other (Specify)
16a. EMBALMER SIGNATURE: Not Embalmed
16b. LICENSE NO.
16c. DATE (Mo., Day, Yr.): April 23, 2020
16d. CEMETERY, CREMATORY OR OTHER LOCATION: Aspen Cremation Service; CITY / TOWN: Lincoln; STATE: Nebraska
17a. FUNERAL HOME NAME AND MAILING ADDRESS (Street, City or Town, State)
17b. Zip Code

To be completed/verified by: FUNERAL DIRECTOR

CAUSE OF DEATH (See instructions and examples)

18. PART I. Enter the chain of events - diseases, injuries, or complications-that directly caused the death. DO NOT enter terminal events such as cardiac arrest, respiratory arrest, or ventricular fibrillation without showing the etiology. DO NOT ABBREVIATE. Enter only one cause on a line. Add additional lines if necessary.

APPROXIMATE INTERVAL

IMMEDIATE CAUSE (Final disease or condition resulting in death): IMMEDIATE CAUSE: a) Chronic Obstructive Pulmonary Disease — onset to death: 3 Weeks

Sequentially list conditions, if any, leading to the cause listed on line a. DUE TO, OR AS A CONSEQUENCE OF: b) — onset to death

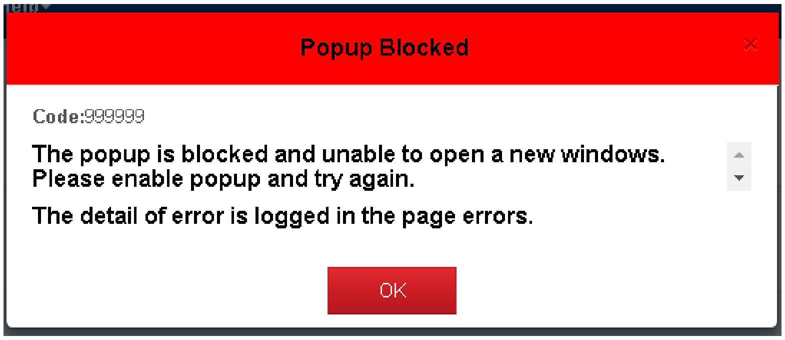
DUE TO, OR AS A CONSEQUENCE OF: c) — onset to death

Enter the UNDERLYING CAUSE (disease or injury that initiated the events resulting in death) LAST. DUE TO, OR AS A CONSEQUENCE OF: d) — onset to death

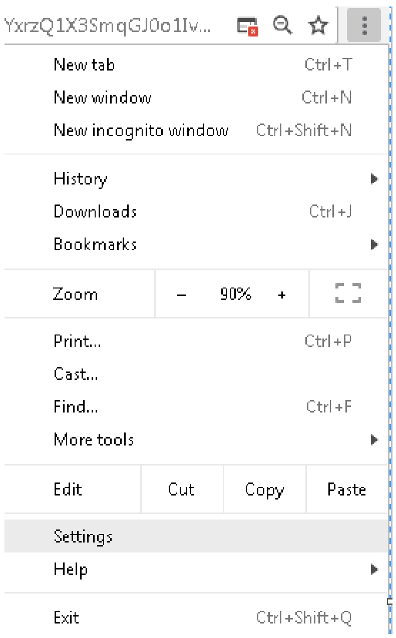
18. PART II. OTHER SIGNIFICANT CONDITIONS-Conditions contributing to the death but not resulting in the underlying cause given in PART I.

19. WAS MEDICAL EXAMINER OR CORONER CONTACTED? ☐ YES ☒ NO

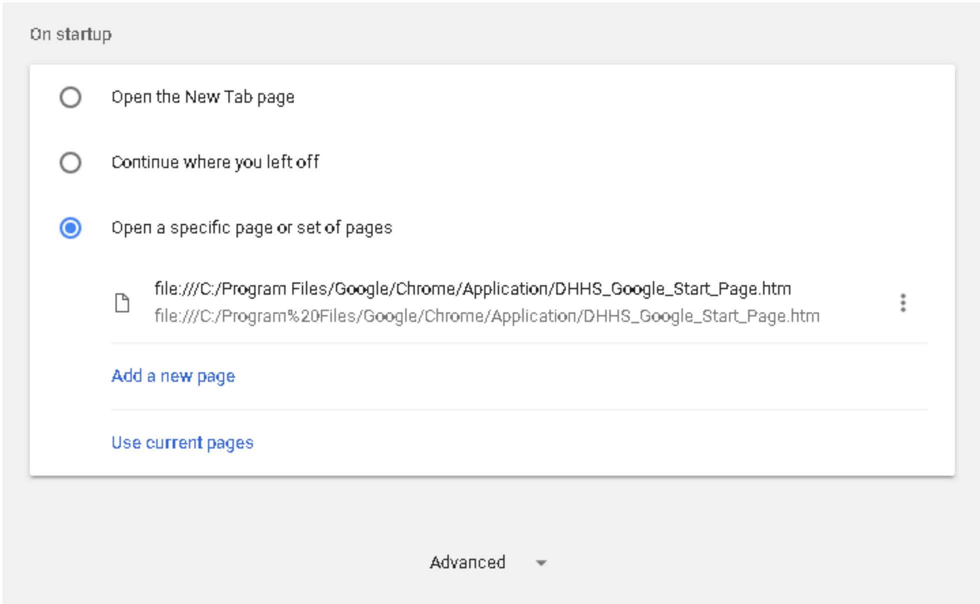
If you are trying to print and you get the following message indicating that the popup is blocked, Follow the instructions below to enable the popup.



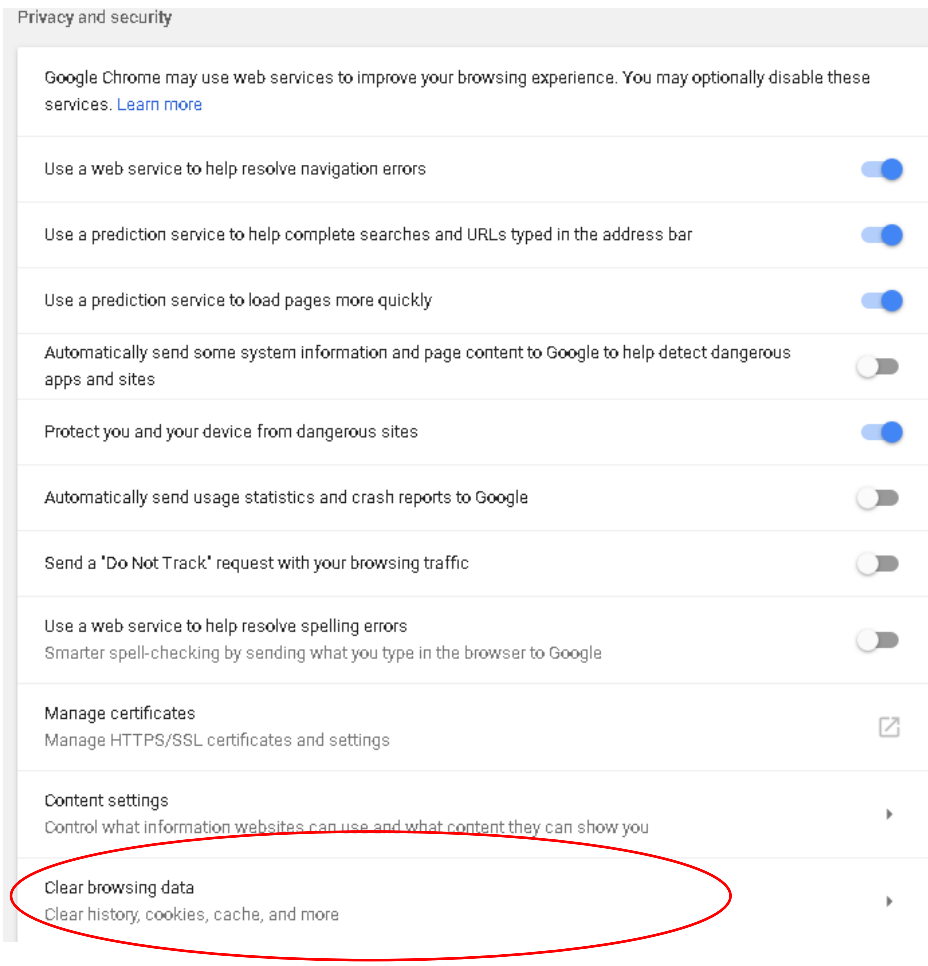
If you are using **Chrome** click on the ellipses in the upper right corner and go to Settings



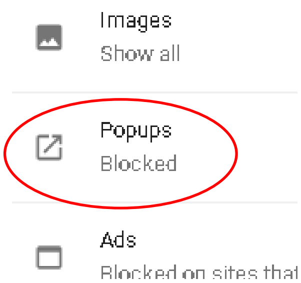
Once the Settings page loads click on Advanced



Once you click on Advance go to Content

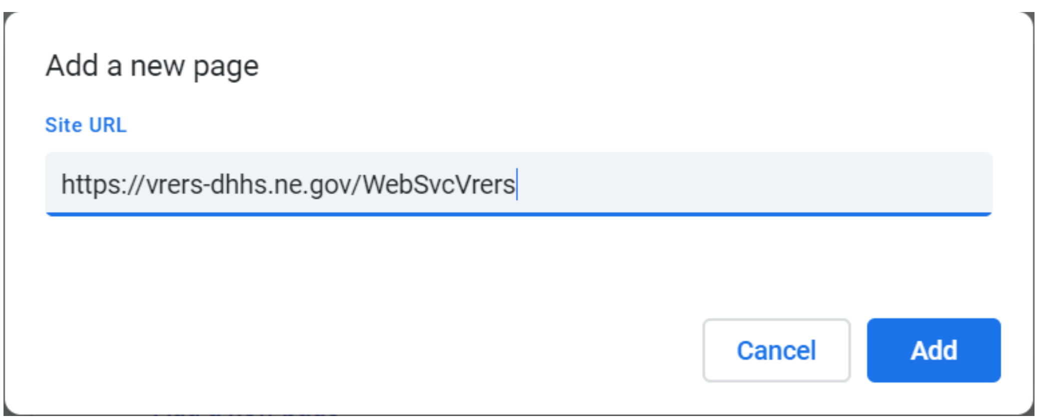


Click on Popups



The Popups page displays

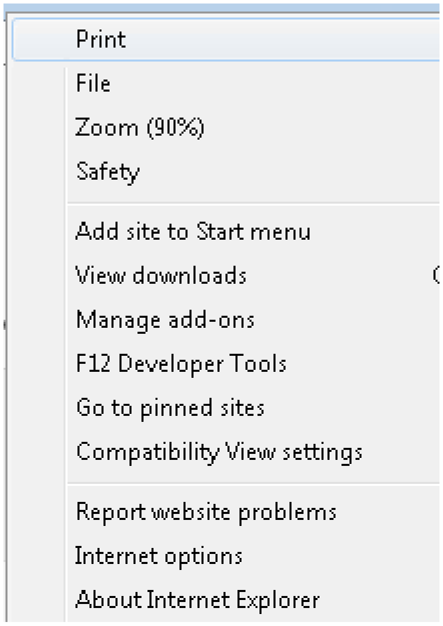
Click the Add button that is associated with Allow. The Add window will display. The in the following in the Site line: https://vrers-dhhs.ne.gov/WebSvcVrers and click the Add button. The site has been added to popups and you will no longer receive the popup blocker message.



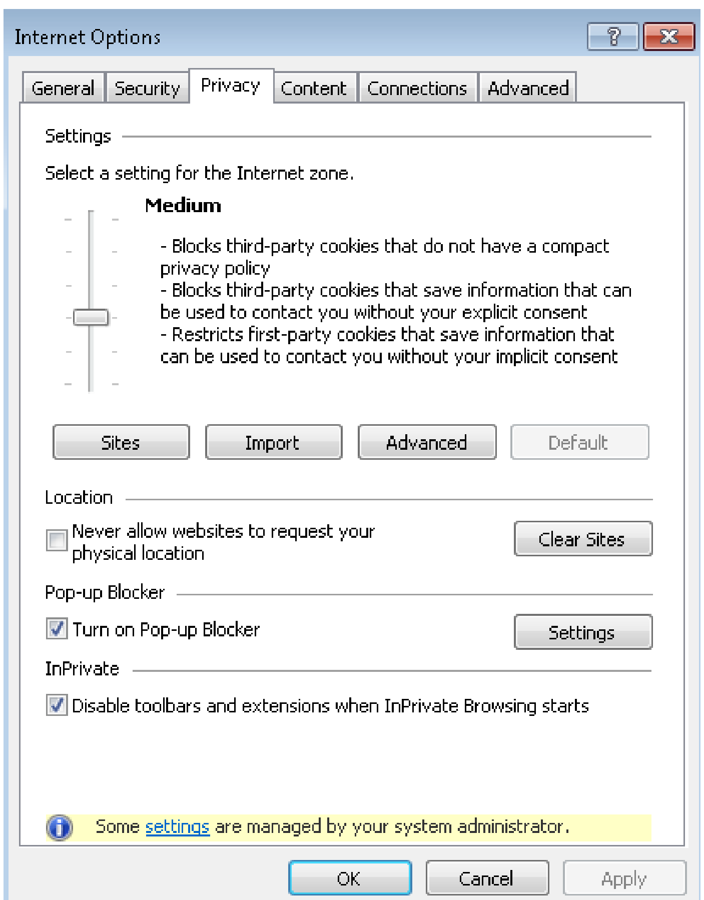
If you have **Internet Explorer** follow the instructions below:

Click on the Setting icon in the upper right corner that looks like a gear.

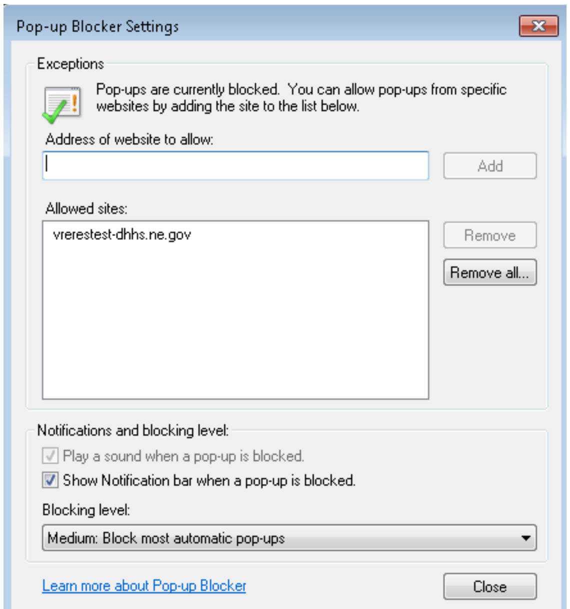
Click on Internet Options



Click on the Privacy tab, then click on the Settings button in the Pop-up Blocker section.

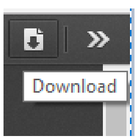


Type the following address in the Address of website to allow: https://vrers-dhhs.ne.gov/WebSvcVrers click the Add button and it will move to the Allowed sites box to allow popups on Internet Explorer.



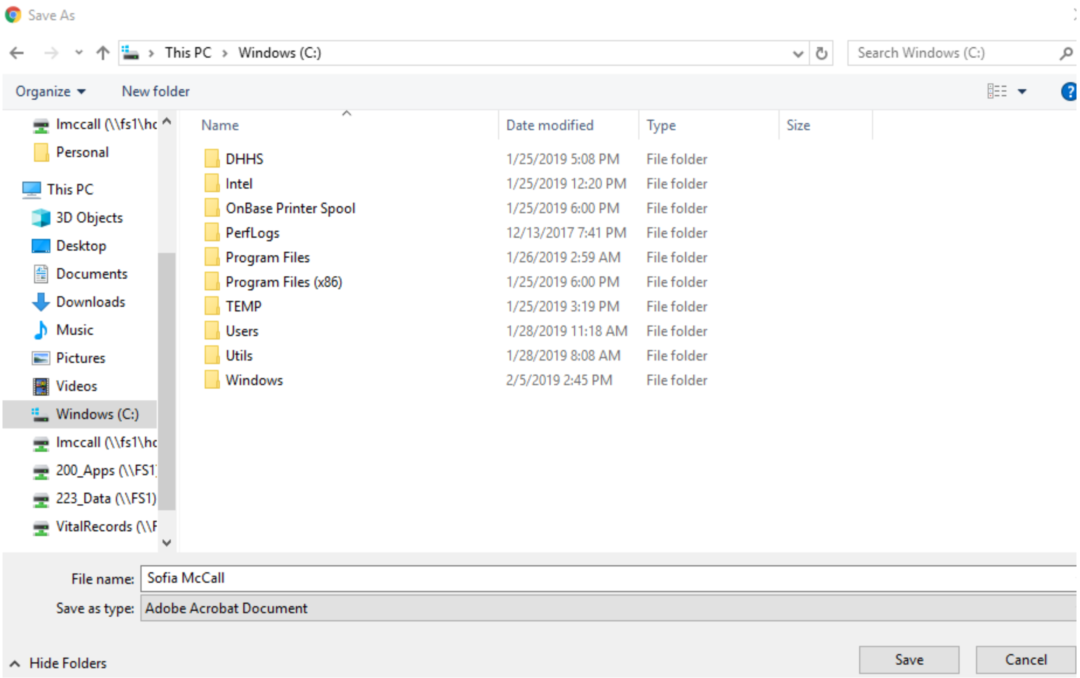
To **Save as PDF in Chrome** follow the instructions below:

You can also print it as a PDF by clicking on the download arrow icon in the upper right.



Once downloaded, it is in the download tray at the bottom. Click to open. It will open again in another window.

Click the Download button again and the Save As window will display. You can change the File Name to whatever you choose. Verify that the Save as Type is Adobe Acrobat Document.

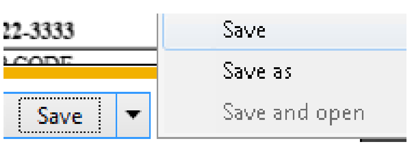


Click on the Print icon in the upper right to print the document.

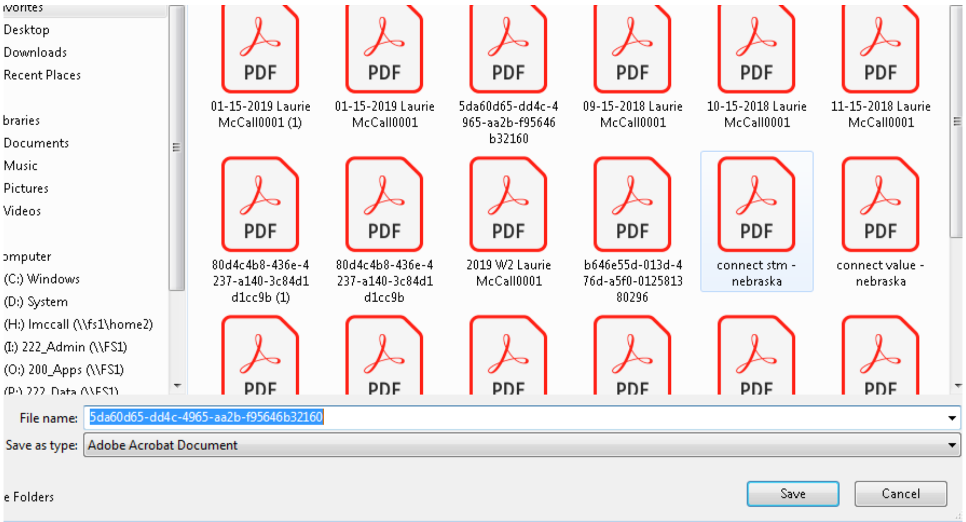
To **Save as PDF in Internet Explorer** follow the instructions below:

Click on the Download button

At the bottom of the screen, click on the down arrow next to the Save button and choose Save As



Save As window will display. In the File Name field you can change the document name to what you want. In the Save As Type field be sure that Adobe Acrobat Document is selected as this saves it to a PDF. Then click on Save.

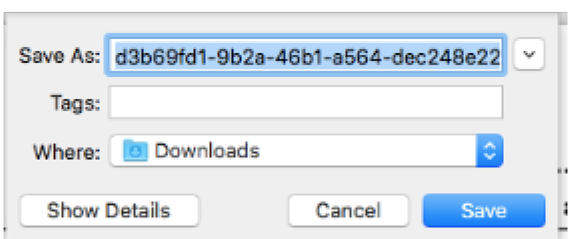


To **Save as PDF in Safari** follow the instructions below:

Click on the Download button

Click on the Downloads icon and choose Open Folder

Look for your document in the download list and double click on it. Then choose File>Export as PDF. The following Save As window will display. Change the Save As field to the name you choose and you can change the Where field to where you want to save the document. Click Save.



KEYBOARD SHORTCUTS

The **Tab** key moves the user from field to field within the data entry form. Before the field is exited, it is edited for errors (unless the edits for the field are overridden or the field is queried). Fields are ordered left to right, top to bottom, in normal reading order. When the **Tab** key is pressed in the last enterable field on a page, the notebook selects the next page and the text cursor is placed in the first enterable field on that next page. If a page contains no enterable fields, it is skipped.

Shift-Tab moves the user to the previously held field. It will not automatically switch pages.

Delete
Put the cursor in the text field and hit the Delete key.

F1
Depressing **F1** displays field help for the field your cursor is on.

Ctrl- 0 (zero)
The data entry form is built from labeled boxes which are referred to as paragraphs (in Windows terminology, group boxes). Pressing **Ctrl-0** will move the text cursor from the present field to the first enterable field in the next paragraph.

Ctrl-R
This brings up a dialog box to 'Reload the page' with a warning indicating that the changes might not be saved.

Ctrl-C
This key copies the highlighted text to the clipboard. The field contents are not altered from the clipboard.

Ctrl-V
Pastes the contents of the Windows clipboard into the field containing the text cursor. The contents pasted by **Ctrl-V** replaces whatever may otherwise be in the field.

Ctrl-X
This shortcut cuts the present field and copies its contents to the Windows clipboard. From the clipboard, it can be pasted into another data entry field, or into another Windows application which supports the clipboard.

T (F and B)
On many date fields the user can enter a "**T**", for "today", and the current system date will display. Additionally, the values "**F**", for "forward" (the next following date), and "**B**", for "back" (or, the immediately preceding date), are available. These values may be repeatedly entered to continue the process of either advancing or reversing the date one day at a time.

Ctrl-S
This saves the current Event. This is equivalent to the **File / Save** menu item.

Left Mouse Click
The left mouse button can be used to place the text cursor in a particular field by clicking when the mouse cursor is over the desired field. The left mouse can also select notebook pages by clicking on the tab for the desired page.

Right Mouse Click
A menu of options for a field may be displayed by clicking the right mouse button when the mouse cursor is positioned over the field. This can be used to clear a field.

Alt-F4
This key combination displays a dialog box indicating Leave Site? With a message displaying 'Changes you made may not be saved.' If you click on the Leave button, Windows will close the web browser.

'U' in date field – If you type in a U for unknown in the date field it will fill in all 9's for the date.

HOW TO SEARCH WITHIN ERS

Search Criteria

On the **Search Screen**, first note that there are two tabs – the **Search Criteria** tab and the **Search Results** tab.

The **Search Criteria** tab is where the criteria for the search are entered. The **Search Results** tab is where the results (record entries, if any) of that search is displayed.

You can search by using the following special characters as well:

- Search criteria

%	**Smi%**
_	**Sm_th**
,A or **,D**	**A**scending or **D**escending
NULL	
<>NULL	
(X + Y)	Records with a value *between* (and including) **X** and **Y**
IN(A+B+C)	Records with a value in that listed set
>,>=,<>,<,<=	Other operators

To search on Date fields you will need to include the slashes "/", for example: 01/04/2019

Fields included on the **Search** tab have been selected for their relevancy to the search for each Event. They typically include name fields, key date fields, facility fields and the like. Any one of these fields by itself is sufficient to institute the search. For example, a name field alone will yield search results. If, however, you wish to refine the search, additional search criteria can be entered in additional fields thereby narrowing the results set.

Note, though, that while a greater number of fields used in the search will result in a more refined set of results, **each** of the criteria entered becomes part of the match process and this, in turn, necessitates a greater accuracy in those criteria that are entered. Entering '**Betty'** for a woman's first name, for example, will cause the entire search to fail if the person's name is known to the system as '**Elizabeth'**.

In addition to entering exact information for the search, other options are possible.

% - The **percent sign** allows the user to not enter some letters in the search field. For example, if the exact spelling of the decendent's last name is not known, the user could enter the characters of the decedent's last name that are known and use the **%** to signify the remaining letters. If, for example, "**Smi%** " is used in the search field, it would find and display all records that started with "**Smi**". Or, if the last part of the decedent's name was known, the user could enter "**% son**" to locate all names that ended in "**son**".

_ (the **underline character**) – This character is used to denote that exactly **1** letter is unknown and can be anything.

,A or **,D** – When a "**,A**" is put in a search field, the resulting records will displayed in **a**scending order on that field. If a "**,D**" is put in a search field, the results will be in **d**escending order on that field. This is used when a large result is expected. It can be used in combination with other search criteria.

NULL – When this word is used in a search field, the records with an empty (or, **null**) value are displayed. For example, this might be used in the **State File Number** field to display those records that have not been numbered yet.

<> NULL – This indicates a **not** null, or not empty, value – i.e., some sort of value is present.

(X+Y) – This is interpreted as "**Search for records that have a value BETWEEN X and Y**". This actually includes the values **X** and **Y** too. This can be used for any field including the state file number and the date fields that are true dates and not just string representations of the dates. True dates are usually the dates that cannot have an unknown component. **IN(A+B+C)** – This search construction directs that at least one of the listed values be present -
either **A** *or* **B** or **C**.

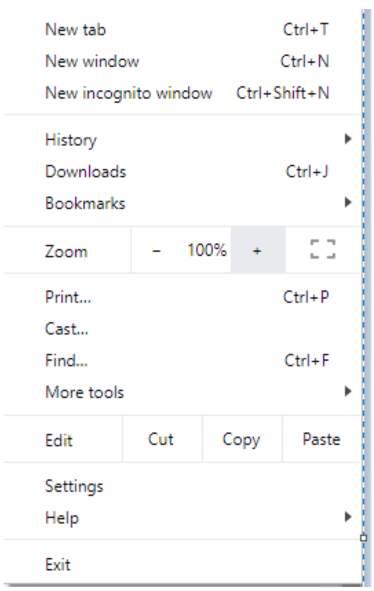
Other operators – These include >,>=,<>,<,<=. For example the operator **>=** will find records with a value greater than or equal to the rest of the search field entered. To find a last name that is greater than or equal to **M**, for example, the characters **>= M** would appear in the Last Name field. The <> operator means "**not equal to**".

From menu click on Search> Death. The 'Search (Death)' screen displays:

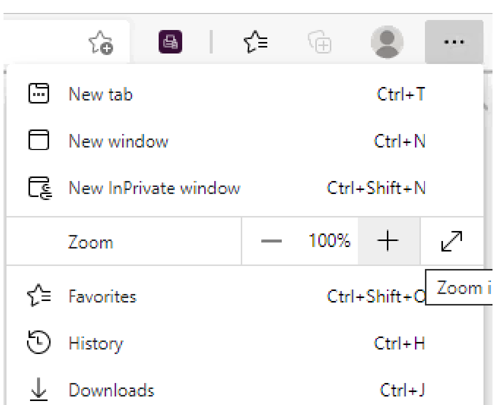
HOW TO CHANGE SCREEN SIZES

Many users may want larger text on their screen. The following instructions are for various browsers if you want to experiment with what size works best for you.

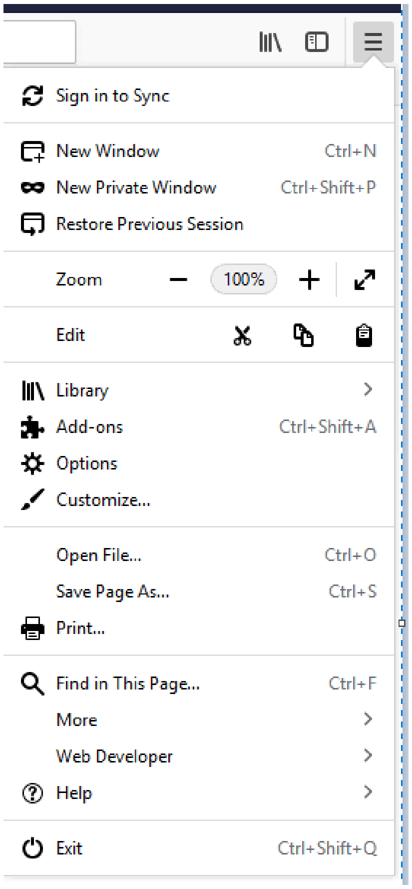
To change the screen size in **Chrome** go to your ellipses button (looks like 3 dots). Then click on the plus button next to Zoom in order to make your screen bigger. Screen shot below.



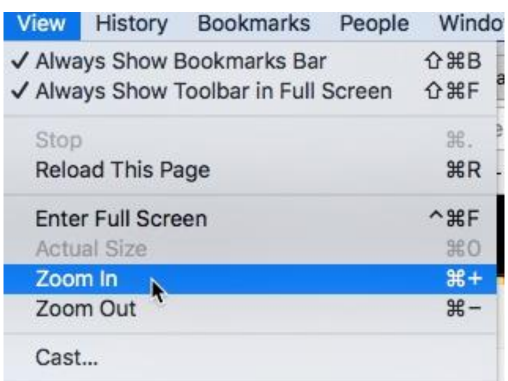
To change the screen size in **Microsoft Edge** go to your Settings which is the eclipse (three dots) in the upper right corner. Then click on the plus or minus buttons to zoom in out. Screen shot below.



To change the screen size in **Firefox** click on the hamburger button. Then click on the Zoom button and choose to zoom in or out or choose the percent size you want. Screen shot below.



To change the screen size in **Safari** hold the Command button down and click on + to increase the size or – to decrease the size. Or you can click on View on the toolbar and choose Zoom In or Zoom Out.



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For Query questions please email - DHHS.VRDeathQueries@nebraska.gov