

NEBRASKA

Good Life. Great Mission.

DEPT. OF HEALTH AND HUMAN SERVICES

**Nebraska Vital Records
Mobile App:
Death Certifier Help Guide**
Effective November 21, 2017

Good Life. Great Mission.





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Sign In

Site Address

The site URL is <https://vitalrecords-dhhs.ne.gov/mobile/>. We recommend bookmarking the site, or adding it to your home screen for future use. To do this on iPhones, click on the  icon to bookmark or add to homepage, while for other browsers it will be on the upper right hand corner labeled as “MORE” or: 

Sign In Page

Once you have arrived at the site press the “Start” button to go to the Log In page. Here you will also have the option to go to the password management system for forgotten passwords, etc. A link to this training manual is for future reference if needed.


Select User

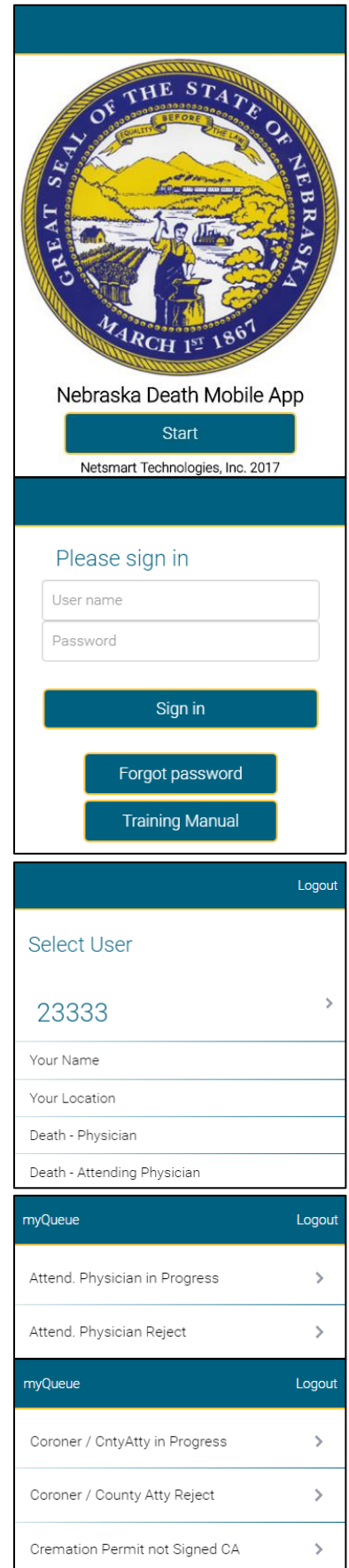
If you only have one location then you will automatically be sent to your work queue. Select the User ID in large numbers to log in with that location. If you are using the site on your desktop you scroll by using the mouse wheel, or holding down the left mouse button and dragging it up or down.

Work Queues (Dependent on your user role)

The “in Progress” work queue are death records that are currently assigned to your location. Since it is based by location you might see death records that are not assigned to you. “Reject” are those that have been rejected by our Nosologists. “Cremation Permit not Signed CA” refers to death records that are waiting for a cremation permit. Once a work queue has been selected, click on the blue DEATHID number associated with the death record.

Notes

Notes that are attached to a record will be displayed on selecting a death record, or by pressing the  button. It will show notes from the funeral home they may have left for the record, or a reason for rejection.



The screenshot displays the Nebraska Death Mobile App interface. At the top is the Great Seal of the State of Nebraska, featuring a landscape with a farmer, a plow, and a sheaf of wheat, surrounded by the text "GREAT SEAL OF THE STATE OF NEBRASKA" and "MARCH 1ST 1867". Below the seal is the text "Nebraska Death Mobile App" and a blue "Start" button. Underneath is "Netsmart Technologies, Inc. 2017".

The next section is the sign-in page, titled "Please sign in". It contains two input fields: "User name" and "Password". Below these fields are three buttons: "Sign in", "Forgot password", and "Training Manual".

The third section is the "Select User" page. It has a "Logout" link in the top right corner. The main content is a "Select User" dropdown menu showing the number "23333" with a right-pointing arrow. Below the dropdown are three input fields: "Your Name", "Your Location", and "Death - Physician". The "Death - Physician" field is currently selected, showing "Death - Attending Physician".

The final section is the "myQueue" page. It has a "Logout" link in the top right corner. The main content is a list of work queues, each with a right-pointing arrow: "Attend. Physician in Progress", "Attend. Physician Reject", "Coroner / CntyAtty in Progress", "Coroner / County Atty Reject", and "Cremation Permit not Signed CA".

Completing a Death Record

Information Input

The information that is needed to complete a death record on the desktop application is the same as what is needed for the mobile application. The format for the mobile application is a one page list document you will need to scroll through to complete. If you are using the site on your desktop you can use the mouse wheel or hold down the left mouse button to scroll. The Decedent Info and Funeral Home Info buttons provide additional information on the decedent and funeral home. The Funeral Home Info button also provides links to contact the funeral home easily. Select the yellow fields to input information as needed.

myQueue		Logout
First Name	Dead	
Last Name	Person	
Date of Death	07/24/2017	
Date of Birth	01/01/1990	
County of Death	Hall	
Disposition	CREMATION	
<input type="button" value="Decedent Info"/> <input type="button" value="Funeral Home Info"/>		
Manner of Death	NATURAL CAUSES	
a. Immediate Death Cause		
Approx. Interval		
Other significant conditions		
Was ME Contacted?		
Autopsy?	N	

Dictation

For mobile users, it is possible to dictate information instead of typing it in with a keyboard with the microphone. The location of the dictation icon will depend on the mobile device, but the icon should be on the mobile keyboard and will look like this:




Desktop User Input (Internet Explorer and Mozilla Firefox)

For desktop users on Internet Explorer and Mozilla Firefox, the date and time fields will need to be entered manually. A widget will help you input the information for these fields with other browsers and on mobile devices. For date it will need to be “MM/DD/YYYY” and time will need to be in military format with a colon such as “00:00” for example.

City and Zip-code Search

City (Search)*	<input type="text"/>
Zipcode (Search)*	<input type="text"/>

If the cause of death is not from natural causes you will need to put in the State, City, and Zip-code of the injury. The City and Zip-code fields can be searched. For example typing in “Lin” then selecting the  icon on your mobile keyboard will bring up suggestions to complete your entry. Otherwise you can dictate as shown above, or fully type it out. We recommend using the search function to avoid any misspellings.

Help Button

By pressing the  button, more information for that field will be shown.

Reassign/Reject? 	<input type="text"/>
--	----------------------

Medical Complete and Cause of Death Corrections/Suggestions

Entering “Y” for Medical Complete, or pressing the **COD Edits** (Cause of Death Edits) button will check for corrections/suggestions for all Cause of Death fields. To replace your input with a suggestion, select the suggestion, then “Respond,” then “Use Suggestion,” then “Accept.” Please check the corrections/suggestions a second time to ensure there are no issues. If there are no issues it will return “Cause of Death Edits did not return any messages.” Click on the **Save** button to complete and trigger checks for errors.

The screenshot shows a web interface with a dark blue header containing 'myQueue' and 'Logout'. Below the header, there is a message box with the following text: '[1] Abbreviation', 'Line1a : Cad', 'Term :Cad', 'Message : Cad is a known abbreviation. Please select the correct term from the provided list:', and 'Suggestions:'. A yellow button labeled 'Coronary Artery Disease' is positioned below the suggestions. At the bottom of the message box, there are three buttons: 'Respond', 'Accept', and 'Cancel'.

Missed Fields and Incorrect Entries

The form will detect any missed fields and incorrect entries for you to correct once you attempt to complete and save a record. It will explain the cause of the error and will ask you to re-enter your entry.

The screenshot shows a red error message box with a white border. The text inside reads: 'a. Immediate Death Cause' followed by a yellow input field, and 'Cause of Death must be completed'.

Signing a Death Record

Once all the appropriate information has been entered and cause of death corrections have been checked, the record will need to be signed. To do this select “Y” for the “Sign?” field and select the **Save** button. If you wish to save your progress and come back to the record later, you can save without inputting “Y” in “Medical Complete?”

The screenshot shows a form with four rows. The first row is 'Medical Complete?' with a yellow input field containing 'Y'. The second row is 'Complete Date' with a grey input field containing '11/03/2017'. The third row is 'Completed by' with a grey input field containing 'Power Strike'. The fourth row is 'Physician Sign?' with a yellow input field containing 'Y'.

The screenshot shows a form with four rows. The first row is 'Medical Complete?' with a yellow input field containing 'Y'. The second row is 'Complete Date' with a grey input field containing '10/31/2017'. The third row is 'Completed by' with a grey input field containing 'Mark Miller'. The fourth row is 'Coroner/CA Sign?' with a yellow input field containing 'Y'.

Cremation Permit

To sign a cremation permit select the “Cremation Permit not Signed CA” work queue and select “Y” on the “OK to Cremate” field, then save the record.

The screenshot shows a form with one row: 'OK to Cremate' with a yellow input field.

Contact Us

Vital Records Help Desk

Phone: (402) 471-8275

E-Mail: DHHS.DeathDesk@nebraska.gov

Nosologists (For questions on what to put in a field)

Phone: (402) 471-0912, (402) 471-0923