

VIRGINIA DEPARTMENT OF HEALTH

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DIVISION OF VITAL RECORDS

**ELECTRONIC DEATH REGISTRATION SYSTEM (EDRS) USER  
MANUAL FOR  
ABORTION FACILITIES**

## Contents

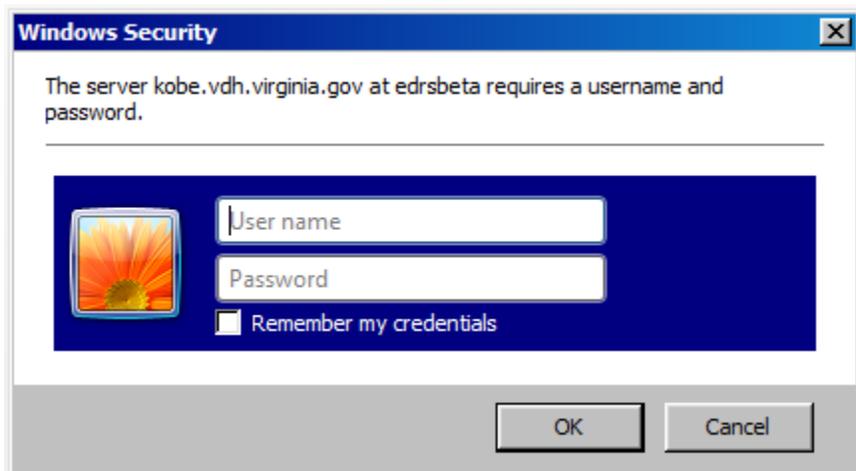
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# 1. GETTING INTO THE EDRS

## STEP 1.

The EDRS can be accessed from the following link – <https://vr-fhs.vdh.virginia.gov>

Once you have launched the EDRS using the URL provided to you, you will see a pop-up box to enter your user name and password to log into the application. (See illustration below)



Enter your username and password and click OK.

## STEP 2.

You may view your messages in the inbox displayed on the resulting screen. Click on Continue to navigate to the next screen. In order to delete the messages from your inbox, simply check the box next to the message that you wish to delete and click on Continue.



### Virginia Vital Events And Screening Tracking System

#### New Messages

Please check the box to acknowledge each message and click Continue button to continue to the application

	From	Subject	Date Received
<input type="checkbox"/>	Stmary_Ph_1, Stmary_Ph_1 (BON SECOURS ST. MARY'S HOSPITAL)	Case No. 431 has been accepted by BON SECOURS ST. MARY'S HOSPITAL	07/10/2014
	Case No. 431 for CARL GALLUP has been accepted by BON SECOURS ST. MARY'S HOSPITAL. Please view your active cases list to monitor the most recent status of this case.		
<input type="checkbox"/>	Stmary_Ph_1, Stmary_Ph_1 (BON SECOURS ST. MARY'S HOSPITAL)	Medical Certification completed for Case No. 431	07/10/2014
	Dr.STMARY_PH_1, STMARY_PH_1 has certified the Case No. 431 for CARL GALLUP.		
<input type="checkbox"/>	Diman, Krystina (MORRISSETT FUNERAL HOME AND CREMATION SERVICE)	Out of State Transit Permit approval Requested for Case No. 95	07/10/2014
	MORRISSETT FUNERAL HOME AND CREMATION SERVICE has submitted an Out of State Transit Permit for your approval for Case No. 95 for CHRISTY COLES. The permit is now available for your review.		
<input type="checkbox"/>	Totman, Jane (METROPOLITAN FUNERAL SERVICE INC.)	Out of State Transit Permit approval Requested for Case No. 327	07/10/2014
	METROPOLITAN FUNERAL SERVICE INC. has submitted an Out of State Transit Permit for your approval for Case No. 327 for KHAL DROGO. The permit is now available for your review.		
<input type="checkbox"/>	Vr_User_1, Vr_User_1 (VITAL RECORDS)	State File Number assigned for Case No. 431	07/10/2014
	A State File Number has been assigned to Case No. 431 for CARL GALLUP by the Division of Vital Records		
<input type="checkbox"/>	Baker, Tyra (CHINN FUNERAL SERVICE)	Out of State Transit Permit approval Requested for Case No. 440	07/10/2014
	CHINN FUNERAL SERVICE has submitted an Out of State Transit Permit for your approval for Case No. 440 for SAMUEL BELL. The permit is now available for your review.		



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**STEP 3.**

The next screen is the Virginia Vital Events and Screenings Tracking System Screen Menu with all the modules. Based on your role, you will only have access to the ITOPS Module. Click on the ITOPS module to continue.

**Virginia Vital Events And Screening Tracking System**  
 Logged in as STMARY\_ITOPS - BON SECOURS ST. MARY'S HOSPITAL

Birth Certificate Reporting      Certifiable      Correspondence Tracking System      Virginia Infant Screening and Infant Tracking System

**ITOPS** ← **CLICK HERE**      Maintenance

Messages(2New)      Edit Profile      Application Assistant      Logout

If you need VDH application support, please send your request via email to [cim\\_webapps@help@vdh.virginia.gov](mailto:cim_webapps@help@vdh.virginia.gov) or call us at 804-864-7200 and select option 2, FAX - 804-864-7155.

**Warning:**This system is for official Virginia Department of Health use and may only be accessed by users that are currently authorized by the Division of Vital Records and Division of Child and Adolescent Health. Unauthorized use, access or modification of this system or any data stored within is a criminally prosecutable offense. Any attempts at unauthorized access or data editing are logged and strictly prohibited. All usage of this system is monitored and audited, and, by accessing this system, all users consent to these activities.

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The resulting screen is the **ITOPS Home screen.**

**Active Cases of Induced Termination**

Your search returned 14 records. Records 1 through 14 are displayed

Patient Identification No	Event Date	Status	Name of the Facility
<a href="#">1111555</a>	12/31/2013	Registration in Progress	BON SECOURS ST. MARY'S HOSPITAL
<a href="#">2525888</a>	02/11/2014	Registration in Progress	BON SECOURS ST. MARY'S HOSPITAL
<a href="#">3232664</a>	12/31/2013	Registration in Progress	BON SECOURS ST. MARY'S HOSPITAL
<a href="#">3232665</a>	01/01/2014	Registration in Progress	BON SECOURS ST. MARY'S HOSPITAL
<a href="#">4441212</a>	01/12/2014	Registration in Progress	BON SECOURS ST. MARY'S HOSPITAL
<a href="#">5431122</a>	01/21/2014	Registration in Progress	BON SECOURS ST. MARY'S HOSPITAL
<a href="#">5551212</a>	01/04/2014	Registration in Progress	BON SECOURS ST. MARY'S HOSPITAL
<a href="#">566566</a>	04/25/2014	Registration in Progress	BON SECOURS ST. MARY'S HOSPITAL
<a href="#">567432</a>	01/22/2014	Registration in Progress	BON SECOURS ST. MARY'S HOSPITAL
<a href="#">6661212</a>	10/24/2013	Registration in Progress	BON SECOURS ST. MARY'S HOSPITAL
<a href="#">7771212</a>	01/08/2014	Registration in Progress	BON SECOURS ST. MARY'S HOSPITAL
<a href="#">8001212</a>	01/08/2014	Ready to Submit to DVR	BON SECOURS ST. MARY'S HOSPITAL
<a href="#">8877</a>	10/10/2013	Registration in Progress	BON SECOURS ST. MARY'S HOSPITAL
<a href="#">999998</a>	04/21/2014	Registration in Progress	BON SECOURS ST. MARY'S HOSPITAL

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## 2. HOW TO CREATE A CASE?

- To begin creating a case, click on the “SEARCH / NEW ” link in the left navigation bar.

**Active Cases of Induced Termination**

Your search returned 14 records. Records 1 through 14 are displayed

Patient Identification No	Event Date	Status	Name of the Facility
1111555	12/31/2013	Registration in Progress	BON SECOURS ST. MARY'S HOSPITAL
2525888	02/11/2014	Registration in Progress	BON SECOURS ST. MARY'S HOSPITAL
32326464	12/31/2013	Registration in Progress	BON SECOURS ST. MARY'S HOSPITAL
32326565	01/01/2014	Registration in Progress	BON SECOURS ST. MARY'S HOSPITAL
4441212	01/12/2014	Registration in Progress	BON SECOURS ST. MARY'S HOSPITAL
5431122	01/21/2014	Registration in Progress	BON SECOURS ST. MARY'S HOSPITAL
5551212	01/04/2014	Registration in Progress	BON SECOURS ST. MARY'S HOSPITAL
6665656	04/25/2014	Registration in Progress	BON SECOURS ST. MARY'S HOSPITAL
667432	01/22/2014	Registration in Progress	BON SECOURS ST. MARY'S HOSPITAL
8661212	10/24/2013	Registration in Progress	BON SECOURS ST. MARY'S HOSPITAL
7771212	01/08/2014	Registration in Progress	BON SECOURS ST. MARY'S HOSPITAL
8001212	01/08/2014	Ready to Submit to DVR	BON SECOURS ST. MARY'S HOSPITAL
8877	10/10/2013	Registration in Progress	BON SECOURS ST. MARY'S HOSPITAL
8888988	04/21/2014	Registration in Progress	BON SECOURS ST. MARY'S HOSPITAL

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- Search for any similar cases uses the criteria shown in the illustration below.

**Search Induced Termination Records**

Please Enter the Search Criteria

Patient Identification No:

Date of Pregnancy Termination (mm/dd/yyyy):  TO

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- If no case was found matching your search criteria, click on the new case button at the bottom of the page.

**Search Results for Induced Termination**

Your search returned 23 records. Records 1 through 15 are displayed

Patient Identification No	Event Date	Status	Name of the Facility
01022014	12/12/2013	Filed with DVR	BON SECOURS ST. MARY'S HOSPITAL
1111555	12/31/2013	Registration in Progress	BON SECOURS ST. MARY'S HOSPITAL
1212999	01/15/2014	State file number assigned	BON SECOURS ST. MARY'S HOSPITAL
123456789	09/15/2013	State file number assigned	BON SECOURS ST. MARY'S HOSPITAL
123987	01/24/2014	Filed with DVR	BON SECOURS ST. MARY'S HOSPITAL
1888888	01/01/2014	State file number assigned	BON SECOURS ST. MARY'S HOSPITAL
2525888	02/11/2014	Registration in Progress	BON SECOURS ST. MARY'S HOSPITAL
32326464	12/31/2013	Registration in Progress	BON SECOURS ST. MARY'S HOSPITAL
32326565	01/01/2014	Registration in Progress	BON SECOURS ST. MARY'S HOSPITAL
44224434	06/30/2014	Filed with DVR	BON SECOURS ST. MARY'S HOSPITAL
4441212	01/12/2014	Registration in Progress	BON SECOURS ST. MARY'S HOSPITAL
45124512	12/12/2013	Filed with DVR	BON SECOURS ST. MARY'S HOSPITAL
5431122	01/21/2014	Registration in Progress	BON SECOURS ST. MARY'S HOSPITAL
5551212	01/04/2014	Registration in Progress	BON SECOURS ST. MARY'S HOSPITAL
565656	04/25/2014	Registration in Progress	BON SECOURS ST. MARY'S HOSPITAL

Next 15 Records=>  Last Records=>>

**CLICK HERE**

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- Enter all pertinent information and click on the Save button at the bottom of the screen.

- Active Cases
- Completed Cases
- Search/New

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- Reports

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- VVEST Menu

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- **Logout**

**TOP INFORMATION**

Facility of Termination:	BON SECOURS ST. MARY'S HOSPI **	Patient Identification No:	23232323 **
Hispanic Origin:	NON-HISPANIC	Other Hispanic specify:	
Education:	03-Third Grade	Patient Age:	
Is patient married to father ?	NO	Patient City:	ATLANTIC
Patient State:	Virginia	Patient Country:	
Patient County:	ACCOMACK COUNTY	Estimated Date of Conception:	(mm/dd/yyyy)
Date of Pregnancy Termination:	07/14/2014 ** (mm/dd/yyyy)	Now Dead:	1 *
Now Living:	0 *	Induced:	0 *
Spontaneous:	1 *		12 *
Physician's Estimated Gestation Based on Estimated Date of Conception:			
Type of Termination Procedure	Medical (Non-Surgical) - Specify medi	Other Termination specify:	
Was this Abortion performed because of a known Genetic Defect ?		If Genetic Defect=Yes, specify	

**Patient's Race**

<input checked="" type="checkbox"/> White	<input type="checkbox"/> Black Or African American	<input type="checkbox"/> Chinese	<input type="checkbox"/> Japanese
<input type="checkbox"/> Native Hawaiian	<input type="checkbox"/> Filipino	<input type="checkbox"/> Asian Indian	<input type="checkbox"/> Korean
<input type="checkbox"/> Samoan	<input type="checkbox"/> Vietnamese	<input type="checkbox"/> Guamanian Or Chamorro	
<input type="checkbox"/> Other Specify			
<input type="checkbox"/> American Indian Or Alaska Native Tribe(S)			
<input type="checkbox"/> Other Asian Specify			
<input type="checkbox"/> Other Pacific Islander Specify			
<input type="checkbox"/> Unknown			

Created By	Date Created
Modified By	Date Modified

Save Undo

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- A success message will indicate that all information was successfully saved.

### 3. SUBMIT TO VITAL RECORDS

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- To submit the case for filing with the Division of Vital Records, click on the SUBMIT TO DVR link in the left navigation bar.

The screenshot shows the ITOPS interface. On the left, a navigation bar contains the following items: ITOPS Entry, **Submit to DVR** (circled in red), ITOPS Main, Reports, VVEST Menu, and Logout. The main content area displays patient information for Patient Id: 23232323 at Facility Name: BON SECOURS ST. MARY'S HOSPITAL, with a status of Pending Validations. A green message states "Changes are saved successfully!". Below this is the "ITOP INFORMATION" form, which includes fields for Facility of Termination (BON SECOURS ST. MARY'S HOSPI), Hispanic Origin (NON-HISPANIC), Education (03-Third Grade), Is patient married to father? (NO), Patient State (Virginia), Patient County (ACCOMACK COUNTY), Date of Pregnancy Termination (07/14/2014), Now Living (0), Spontaneous (1), Physician's Estimated Gestation Based on Estimated Date of Conception, Type of Termination Procedure (Medical (Non-Surgical) - Specify med), and Was this Abortion performed because of a known Genetic Defect? (No). Other fields include Patient Identification No (23232323), Other Hispanic specify, Patient Age, Patient City (ATLANTIC), Patient Country, Estimated Date of Conception, Now Dead (1), Induced (0), and If Genetic Defect=Yes, specify (12). At the bottom, there is a "Patient's Race" section with checkboxes for White (checked), Black Or African American, Chinese, Japanese, Native Hawaiian, Filipino, Asian Indian, Korean, Samoan, Vietnamese, and Guamanian Or Chamorro.

- The EDRS will display a confirmation page where you must click SUBMIT in order to confirm the submission.

The screenshot shows the confirmation page in the ITOPS system. The navigation bar on the left includes ITOPS Entry, Submit to DVR, ITOPS Main, Reports, VVEST Menu, and Logout. The main content area displays Patient Id: 23232323 at Facility Name: BON SECOURS ST. MARY'S HOSPITAL, with a status of Ready to Submit to DVR. A red message states "Submit will file the case with DVR. You may not edit the record once it has been filed." Below this message is a "Submit to DVR" button.

- Once submitted, a confirmation message will indicate successful submission to Vital Records.