

VIRGINIA DEPARTMENT OF HEALTH

DIVISION OF VITAL RECORDS

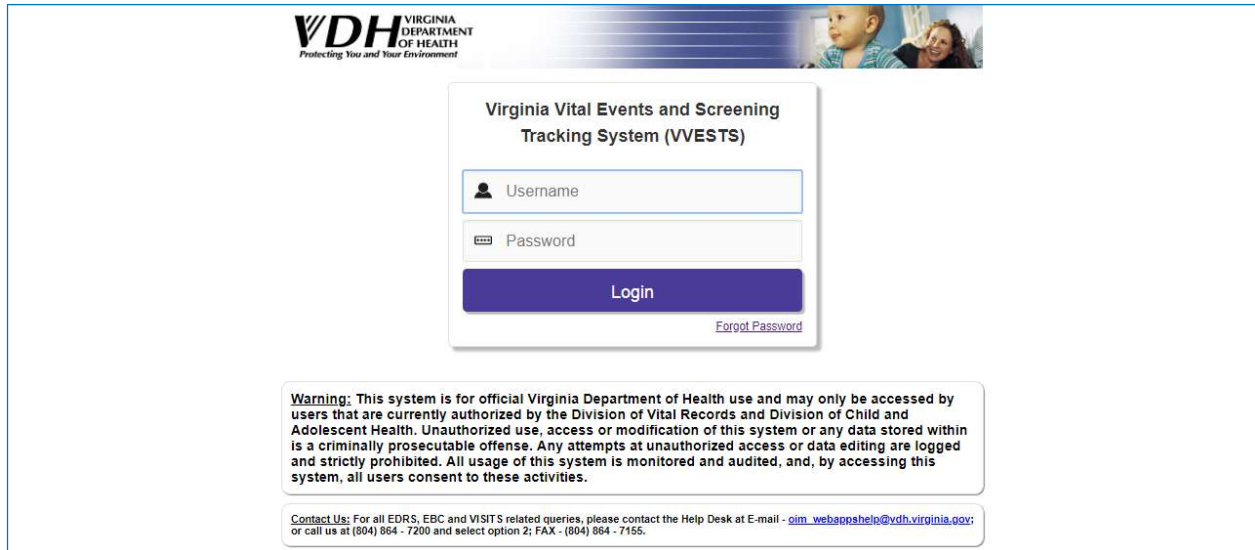
**ELECTRONIC DEATH REGISTRATION SYSTEM (EDRS)
USER MANUAL FOR
REGISTRATION OF FETAL DEATHS FOR
FUNERAL HOMES**

Contents

1. FETAL DISPOSTION (FUNERAL HOMES)	2
---	---

1. FETAL DISPOSITION (FUNERAL HOMES)

- 1.1 Launch the Virginia Vital Events and Screening Tracking System (VVESTS) URL. Enter your username and password to log into the application.



The screenshot shows the login interface for the Virginia Vital Events and Screening Tracking System (VVESTS). At the top left is the VDH logo with the text "VIRGINIA DEPARTMENT OF HEALTH Protecting You and Your Environment". The main heading is "Virginia Vital Events and Screening Tracking System (VVESTS)". Below this are two input fields: "Username" and "Password". A blue "Login" button is positioned below the password field, with a "[Forgot Password](#)" link to its right. A warning box contains the following text: "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." At the bottom, a "Contact Us" section provides information: "For all EDRS, EBC and VISITS related queries, please contact the Help Desk at E-mail - oit_webappshelp@vdh.virginia.gov; or call us at (804) 864 - 7200 and select option 2; FAX - (804) 864 - 7155."

- 1.1 The next screen is the VVESTS menu. Click on the Electronic Death Registration System icon to continue.



The screenshot shows the main menu of the Virginia Vital Events and Screening Tracking System (VVESTS). At the top left is the VDH logo. The main heading is "Virginia Vital Events and Screening Tracking System (VVESTS)". In the center, there is a red oval highlighting an icon of a computer monitor with a document, labeled "Electronic Death Registration System". At the bottom, there is a navigation bar with four links: "Change Facility", "Messages", "Edit Profile", and "Logout". A red asterisk note at the bottom left states: "* Please note that EDRS help desk contact information has recently changed. For EDRS Support please contact the Help Desk at E-mail - oit_webappshelp@vdh.virginia.gov; or call us at (804)864-7200 and select option 2; FAX - (804)864-7155".

- 1.2 On the Death Registration Menu on the left, the Fetal Death Assignment link will show the count of active fetal death cases assigned to your funeral home.

Death Registration Menu										
Recent Active Cases										
Case ID	Case Type	Decedent Name			Gender	DOB	DOD	Current Owner		
		First	Middle	Last						
962	Green Border	BERTIE		RYDI	FEMALE	05/05/1990	11/25/2018	WOODY (CENTRAL) FUNERAL HOME		
1876	Green Border	MINNIE	LEIGH	MOUSE	FEMALE	06/18/1958	08/31/2018	WOODY_FH_DIR (WOODY (CENTRAL) FUNERAL HOME)		
1847	Green Border	DONALD	EUGENE	DUCK	MALE	07/12/1955	08/24/2018	WOODY_FH_DIR (WOODY (CENTRAL) FUNERAL HOME)		
1177	Green Border		<SCRIPT>ALERT...</SCRIPT>	CHAN	FEMALE	01/01/2011	01/01/2015	VITAL RECORDS		
285	RB - LME	RED		HERRING	FEMALE	06/18/1958	08/31/2018	WOODY (CENTRAL) FUNERAL HOME		
676	Green Border	MARK		ANTHONY	MALE	05/20/1970	11/14/2014	HENRICO - LOCAL HEALTH DEPARTMENT		
1431	Green Border	SAM		PERKINS	MALE	01/01/1985	12/31/2017	HENRICO - LOCAL HEALTH DEPARTMENT		
1407	Green Border	JOHN	PRINCE	DOE	MALE	11/15/1923	10/02/2017	HENRICO - LOCAL HEALTH DEPARTMENT		
1045	Green Border	JAGUAR		RYDI	MALE	12/12/1992	12/05/2014	RICHMOND COUNTY - LOCAL HEALTH DEPARTMENT		

- 1.3 Click on the **FETAL DEATH ASSIGNMENTS** link to view the active fetal death cases. Click on **SELECT** to complete the disposition information on the fetal death case.

Fetal Death Assignments	Active Cases					
	Fetal - Funeral Home Assignment					
	Name[First,Middle,Last]	Sex	Date of Delivery	Mother's Name	Status	
	MARY SAUNDERS	NOT DETERMINED	08/21/2019	TIFFANY, ROBIN, SAUNDERS	Assigned to Funeral Home	Select

- 1.4 On the Fetal Details page, you can accept the fetal death case by clicking on the **ACCEPT CASE** link.

Fetal Details		Fetal Name: MARY SAUNDERS	
Accept Case		Reject Case	
Fetal Information			
First Name: MARY	Middle Name:	Last Name: SAUNDERS	Suffix:
Date Of Delivery: 08/21/2019	Time Of Delivery: 12:31	Gender: NOT DETERMINED	
Birth Order: 1	Birth Weight: 1899	Estimated Gestation: 15	
Mother Information			
First Name: TIFFANY	Middle Name: ROBIN	Last Name: SAUNDERS	Maiden Name:
Date of Birth: 03/01/1970	Address: 111 MAIN ST RICHMOND VIRGINIA 23230		
Delivery Information			
Medical Attendant: CENT_LME_2 CENT_LME_2 MEDICAL DOCTOR		Place of Delivery: HOSPITAL	
Hospital/Facility Name: BON SECOURS ST. MARY'S HOSPITAL		Address: 5801 BREMO ROAD RICHMOND VIRGINIA 23226	
Disposition			
Method of Disposition:	Other (Specify):	Final Method of Disposition:	Facility Name:
Address Type:	Street Address:	Country:	Zip Code:
City:	County:	State:	Home County:
Status: Assigned to Funeral Home			

1.5 Click on the **SUBMIT** button to confirm acceptance of the case.

Electronic Death Registration System

User: Woody_Fh_Dir Woody_Fh_Dir(WOODY_FH_DIR)
Facility: Woody (Central) Funeral Home

Fetal Details Fetal Name: MARY SAUNDERS

ACCEPT CERTIFIER ASSIGNMENT

By Accepting the case, ownership of the Fetal record will now be assigned to you/your facility for further actions. Please click Submit if you agree, else click Cancel

Submit Cancel

1.6 A message will appear confirming the fetal death case has been accepted.

Electronic Death Registration System

User: Woody_Fh_Dir Woody_Fh_Dir(WOODY_FH_DIR)
Facility: Woody (Central) Funeral Home

Fetal Details Fetal Name: MARY SAUNDERS

Fetal case has been accepted.

ACCEPT CERTIFIER ASSIGNMENT

Facility Name:	WOODY (CENTRAL) FUNERAL HOME	Name:	Pending (Facility)
Address:	2649 MILLER CIR RICHMOND VA 23219	Title:	Pending (Facility)
		Phone:	Pending (Facility)

Case assignment has been accepted and ownership belongs to above mentioned facility.

1.7 Click on the **FETAL DISPOSITION** link on the navigation menu to complete the fetal disposition information and click **SAVE**.

Electronic Death Registration System

User: Woody_Fh_Dir Woody_Fh_Dir(WOODY_FH_DIR)
Facility: Woody (Central) Funeral Home

Fetal Details Fetal Name: MARY SAUNDERS

Fetal Disposition

Method of Disposition: Burial Other (Specify): Disposition: Final Method of Disposition: Facility Name: CALVARY MEMORIAL PARK INCORPORATE

Address Type: Complete Street Address: 9600 BRADDOCK ROAD Country: VIRGINIA Zip Code: 22032

City: FAIRFAX County: FAIRFAX COUNTY State: VIRGINIA Home County:

Save Undo HELP

FDIFED

1.8 Click on the **E-SIGNATURE** link in the navigation menu and input your digital signature by checking the affirmation box, enter and then re-enter your PIN. Click **CERTIFY** to complete the certification.

Electronic Death Registration System

User: Woody_Fh_Dir Woody_Fh_Dir(WOODY_FH_DIR)
Facility: Woody (Central) Funeral Home

Fetal Details Fetal Name: MARY SAUNDERS

E-Signature

I affirm under the penalty of perjury that I am the authorized signatory whose name will appear on this certificate

You must enter your secured pin for verification to continue.

Enter Pin: *****
Re-enter Pin: *****

Note: Entering your secure PIN and clicking on Submit will electronically sign this Death Certificate. Your electronic signature is legally binding.

Certify

1.9 A success message will appear indicating that the case has been successfully certified.

Electronic Death Registration System User: Woody_Fh_Dir Woody_Fh_Dir(WOODY_FH_DIR) Facility: Woody (Central) Funeral Home

E-Signature Fetal Name: MARY SAUNDERS

Demographics Information has been successfully certified.

E-Signature

Facility Name: WOODY (CENTRAL) FUNERAL HOME Name: WOODY_FH_DIR WOODY_FH_DIR
 Address: 2649 MILLER CIR Title: RICHMOND VA 23219 Phone:

The case has been certified by the above mentioned funeral home

1.10 Click on the **FETAL MAIN MENU** link on the navigation menu to review the case status.

Fetal Death Assignments Active Cases

- Fetal Details
- Fetal Disposition
- E-Signature
- Create/Print Forms
- Case History
- Fetal Main Menu**
- EDRS Menu
- Logout

Demographics Information has been successfully certified.

E-Signature

Facility Name: SCOTT'S FUNERAL HOME Name: SCOTT'S_FH_DIR SCOTT'S_FH_DIR
 Address: 115 E BROOKLAND PARK BOULEVARD Title: RICHMOND VA 23222 Phone:

The case has been certified by the above mentioned funeral home

FDVEVT

1.11 Click on **COMPLETED CASES** to review file status.

VDH VIRGINIA DEPARTMENT OF HEALTH Protecting You and Your Community

Electronic Death Registration System User: Scott's_Fh_Dir Scott's_Fh_Dir(SCOTT'S_FH_DIR) Facility: Scott's Funeral Home

Fetal Death Assignments Completed Cases

- Active Cases
- Completed Cases**
- EDRS Menu
- Logout

Name(First,Middle,Last)	Sex	Date of Delivery	Fetal - Funeral Home Assignment	Status
LEANN, DESTINY, DICKERSON	FEMALE	07/30/2019	PATRICIA, ANGLINA, DICKERSON	State file number assigned Select
HELANA, MARIE, MORGAN	FEMALE	09/03/2019	TIFFANY, LAVERN, MORGAN	State file number assigned Select
LORETTA, LYNN, LILLY	FEMALE	07/31/2019	MARSHA, RENEE, LILLY	Filed with DVR Select
MARY, SAUNDERS	NOT DETERMINED	08/29/2019	TIFFANY, ROBIN, SAUNDERS	Filed with DVR Select
SHANTA, KENYA, DICKENS	FEMALE	03/16/2014	JANELLE, SAMANTHA, DICKENS	Filed with DVR Select

[HELP](#) FDLSCC

1.12 Click on the **CREATE/PRINT FORMS** link in the navigation menu to create any associated permits.

Fetal Death Assignments Create/Print Forms Fetal Name: MARY SAUNDERS

- Fetal Detail
- E-Signature
- Create/Print Forms**
- Case History
- Fetal Main Menu
- EDRS Menu
- Logout

Form/Permit	Description	Status
Cremation Certificate	Permit required to dispose of fetal remains by cremation	New/Pending Create/New
Out-of-state Transit Permit	Permit required to move the body of the person whose death occurs or found in Commonwealth of Virginia.	Method of disposition needs to be Removal from State and FH Certified N/A
Communicable Disease Permit	Permit required to move the corpse to out-of-state/out-of-country by Health Dept.	New/Pending Create/New

[HELP](#) FDIPI