VIRGINIA VITAL EVENTS AND SCREENING TRACKING SYSTEM (VVESTS)
USER MANUAL FOR REGISTRATION OF FETAL DEATHS FOR MEDICAL PERSONNEL
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1. MOTHER REGISTRATION & FETAL REGISTRATION

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

1.2 The next screen is the VVESTS menu. Based on your role, you will either have access to only Birth Certificate Registration, only Fetal Death Registration, or both. Click on the Fetal Death module icon to continue.
1.3 After login as a Fetal Registrar, you can begin with existing fetal death cases by clicking on the PENDING LIST link located on the navigation menu to the left.

1.4 Select the desired case from the list by clicking the SELECT link. This will take you to the Fetal Update page for existing cases previously created (skip to section 1.18 to continue with the processes of completing existing cases and continue from there).

1.5 To register a new fetal death/demise, select SEARCH NEW on the navigation menu and enter the mother’s information to search for an existing record of the mother in VVESTS and click FIND.
1.6 If no matching records are found, click on the **NEW** button to enter the mother’s registration information.

1.7 Enter the basic demographic information concerning the mother and click **SAVE**.
1.8 Once the information has been successfully saved, the option will appear to enter any additional race values for the mother. If additional races need to be entered, click the Mother’s Additional Races link, check the additional race(s) and click SAVE. Select back to mother in the upper left corner to return to the mother’s update screen. (See 1.8A) If no additional race(s) need to be entered, click NEXT.

1.8A Additional Races

1.9 If the mother has had any previous pregnancies, these pregnancies will appear as a list on the Pregnancy Search Results screen. If not, click on the NEW button to associate this mother with a new pregnancy.
1.10 Enter the pregnancy information on the New Pregnancy screen and click SAVE. When successfully saved, click on the NEXT button to navigate to the next screen.

**NOTE:** Fetal Deaths do not require the parents to sign an acknowledgment of paternity.

1.11 Enter information about the Mother’s residential address and click SAVE. When successfully saved, click NEXT to navigate to the next screen.

**Note:** Use the physical address if available.
1.12 If the mother’s mailing address is different from the residence address, enter the address on this screen. If it is not different, then click NEXT to navigate to the next screen.

1.13 Select the appropriate checkboxes to enter the various pregnancy statistics and click SAVE. When successfully saved, click on the NEXT button to navigate to the next screen.
1.14 If the Mother is married, Father/Parent-II information will need to be completed. Enter Father/Parent II information and click FIND.

1.15 If no matching records are found, click on the NEW button to enter the father/parent II information.

1.16 Enter the basic demographic information concerning the father/parent II and click SAVE. When successfully saved, click NEXT to navigate to the next screen. If additional races need to be entered, click the Father’s/Parent II’s Additional Races link, check the additional race(s) and click Save. If no additional race(s) need to be entered, click Next. Once the father’s/parent II’s information has been entered, click SAVE. When the information has been successfully saved, the option will appear to enter any additional race values for the father/parent II. If additional races need to be entered, click the Father’s/Parent II Additional Races link, check the additional race(s) and click SAVE. Select back to father/parent II in the upper left corner to return to the father/parent II update screen. (See 1.16A) If no additional race(s) need to be entered, click NEXT.
1.16A Additional Races

1.17 Click on the NEW FETAL DEATH button to begin registering a deceased fetus.

1.18 Enter the information about the Fetus and delivery and click SAVE. If the Fetal Disposition is selected as “Hospital Disposition” or “Release to Parent,” then you can complete details on this screen. If the estimated gestation is less than 12 weeks, Fetal Statistics and Cause of Death will be removed (See 1.18A).

NOTE: If the Fetal Disposition is selected as “Release to FH,” detailed steps required to select Funeral Home and transfer of the case to Funeral Home can be found in section “4. FETAL DISPOSITION”.

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Fetal Update

- Drop to Paper  
- Statistics  
- Fetal COD

Hospital/Facility: BON SECOURS ST. MARY
First Name: MARY
Last Name: SAUNDERS
Estimated Gestation: 11 weeks
Date of Delivery: 08/25/2019 (mm/dd/yyyy)
Gender: NOT DETERMINED
Weight of Fetus (grams): 0
Now Living: 0
Now Dead: 1
Date of Last Termination: 01/01/1850 (mm/dd/yyyy)
Fetal Disposition: Release to FH

Medical Attendant
Title: Medical Doctor
First Name: STMARY.PH.1

New Medical Attendant
Title: Medical Doctor
First Name: STMARY.PH.FMC

Other Place Of Delivery:

Middle Name: 
Suffix: 

Time of Delivery: 12:31 PM  
Birth Order: 1 
Lbs: 
Date of Last Live Birth: 01/01/1850 (mm/dd/yyyy) 
No. Of Terminations: 1

Created By: STMARY.FR (BON SECOURS ST. MARY’S HOSPITAL)  
Modified By: STMARY.FR (BON SECOURS ST. MARY’S HOSPITAL)  
Date Created: 08/30/2015 10:25:11  
Date Modified: 09/05/2015 14:44:08
1.18A Estimated gestation is Less than 12 weeks. Check the acknowledgment box and Click OK.

The following Statistical and Fetal Cause of Death information is not required if the gestation is less than 12 weeks.
1.19 The Fetal Death registration has been completed and ready for Electronic or Manual Medical Certification (DTP) Drop to Paper. See section 2. Requesting Medical Certification.
1.20 If the estimated gestation is Greater than 12 weeks, the Fetal Death Report must be completed in its entirety.

1.21 Select the appropriate checkboxes to enter the fetal statistics and click SAVE. When successfully saved, click on the NEXT button to navigate to the next screen.
1.22 Continue to enter the Fetal Statistics on the next page and click **SAVE**. When successfully saved, click on the **NEXT** button to navigate to the next screen.
1.23 If you have the details available, you may enter the Fetal Cause of Death information. If the Medical Certifier is enrolled in EDRS, the report of Fetal Death may be sent for certification by clicking the Medical Certification button. *(See section 2. Requesting Medical Certification)* If the Medical Certifier is not enrolled in EDRS, click the Drop to Paper link to prepare the report for manual signature.
2 REQUESTING MEDICAL CERTIFICATION

2.1 Medical Certification may be requested from the Fetal Cause of Death screen, or the link on the left navigation menu.

2.2 Search for the Medical Certifier by entering their First Name and Last Name, the click the SEARCH PHYSICIAN button.
2.3 Select the **ASSIGN** button corresponding to the desired Medical Certifier.

![Assign button image]

2.4 Review the details of the Medical Certification Request for accuracy. To submit the request for Medical Certification, click **SUBMIT**.

![Medical Certification Request form]

2.5 A success message will indicate that the Medical Certification has been requested. The Fetal Registrar now has the option to deactivate the Request for Medical Certificate, if needed, before the medical certifier accepts the case.

![Record Successfully Assigned]

Medical Certification

![Medical Certification form]
2.6 If the Medical Certification request is canceled the following message will populate, Click **OK** to disassociate or **CANCEL** to continue.

2.6 If you select **OK** the system will revert to the Search for the Medical Certifier screen. Search again for the Medical Certifier by entering their First Name and Last Name, the click the **SEARCH PHYSICIAN** button.
3 CERTIFYING THE CAUSE OF DEATH (FOR MEDICAL CERTIFIERS)

3.1 To certify the Fetal Cause of Death, log into VVESTS and select the Fetal Death Registration module icon. You will see a pending list for Fetal Medical Certification. Select the desired case from this list.
3.2 Once logged in the system the Medical Certifier will see the **FETAL MEDICAL CERTIFICATION – PENDING LIST. SELECT** the desired case from the Pending List.

3.3 In order to complete the Medical Certification, you must first accept the case from the Fetal Summary page. The **ACCEPT** link appears at the top of the page. If the case is not yours and you wish to reject it, the **REJECT** link also appears at the top of the page.

3.4 Upon accepting the case, you will get a confirmation. Click **SUBMIT**.
3.5 To review/complete the Fetal Cause of Death, click on the FETAL COD link on the navigation menu to the left.

3.6 If Fetal Registration staff completed this information, please review/edit for completeness and accuracy and click SAVE. If the information is blank, enter the cause of death information and click SAVE. When successfully saved, click on the NEXT button to navigate to the next screen.
3.7 Perform your digital signature by checking the affirmation box, entering and then re-entering your PIN. Click SUBMIT to electronically sign.

3.8 A success message will indicate that the fetal death has been certified. The record will automatically be removed from the Pending list and status will indicate filed with DVR.
FETAL DISPOSITION (RELEASE TO FUNERAL HOME)

4.1 If the Fetal Disposition was selected as “Release to FH,” navigate to the Fetal Update screen, and click the RELEASE FETUS link to choose a Funeral home.

4.2 Choose the appropriate funeral home by selecting from the List of Values.
4.3 After selecting a funeral home from List of Values, click **ASSIGN TO FUNERAL HOME**.

**NOTE:** If Drop to Paper is selected, the case will be marked as "Dropped to Paper" and you will lose privileges to electronically assign the case to the medical certifier. Upon printing the case, the DIVISION OF VITAL RECORDS expects you to obtain Medical Certification for the case from a Medical Certifier and then file the Death Certificate with your Local Health Department.

4.4 A confirmation page will appear indicating that the case has been assigned and is awaiting acceptance from the Funeral Home.
4.5 The Fetal Registrar can deactivate the Funeral Home assignment if needed by clicking the **CANCEL ASSIGNMENT TO FUNERAL HOME** button.