

# SC VRSIIS Birth Module Facility Quick Reference Guide 'Born at This Facility' Record Type

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South Carolina Department of Health  
and Environmental Control

This Deliverable is being provided for acceptance in conformity with the Formal Acceptance Process set forth in the contract between the South Carolina Vital Records and Statistics Integrated Information System (SC VRSIIS) and Genesis Systems, Inc. If changes are required hereto, this Deliverable shall be returned to Genesis Systems, Inc., within the allotted time limits, and with the required changes documented.



## Quick Steps for Registering a 'Born at This Facility' Record Type

1. Login to **SC VRSIIS** and select the appropriate facility location.
2. Select the **Birth** module at the top of the screen.
3. From the Birth home page, select **Function→Birth Registration**.
4. If there are any records in the Late Records queue, the system will display a message alerting the user to the number of late records.
5. The Record Type field will be highlighted. Choose the **'Born at This Facility'** record type.
6. Complete all mandatory to save fields marked with a red asterisk \* and either select the **Save** icon in the toolbar, the **'Save'** button at the bottom of the page, or the **Record→Save** menu item.
7. The application will automatically search for potential duplicate/plural records. If the application does not suspect a duplicate record, the user will receive a message stating, "You are going to create a new record, are you sure you want to proceed?" **Yes/No**
  - a. If the application suspects duplicate/plural records, click the **'Select'** button on the Duplicate Record(s) screen to review the potential duplicate record.
  - b. To continue saving the potential duplicate/plural record, click the **'Continue to Save'** button.
  - c. To cancel saving the potential duplicate/plural record and return to the data entry screen, click the **'Cancel'** button.
8. During the data entry process, certain fields will require double data entry. After entering a value in one of these fields and attempting to move to the next field, the system will display the Double Data Entry screen. Type the value in the box where it says **Re-enter Value**. Click the **'OK'** button when the value is re-entered.
  - a. An alert will trigger if a field is left blank stating: "You have left this item blank. Leaving it blank will mean 'none' for this item unless you wish to complete it later." **Complete Later / Leave Blank**
9. After initially saving the record, continue completing the record and make sure to save changes frequently.
10. Search for a specific Attendant and Certifier on the Certifier tab by clicking on the green lens button if the names do not already appear in the dropdown field. Available Attendants/Certifiers that match the search criteria will populate in the dropdown menu.
  - a. If **'Other'** is selected, complete the mandatory information about the Attendant/Certifier.
11. Ensure that all data entry fields are resolved by checking that fields are no longer colored, or select the **'Unresolved/Stakeholders'** button in the top corner of the form.
12. Save the record, and click the **Record→Certify** menu option. The certification screen will appear.
  - a. Click the **'Preview'** button to review the Certificate of Live Birth in a separate window.
  - b. Click the **'Certification'** button to continue certifying the record.
  - c. A message will pop up asking if the user wishes to certify the record. Click **'Yes'** if there are no mistakes.
  - d. When certified, a confirmation message will appear.
13. After the record is certified a message will appear asking if the user wishes to release the record now. Click **'Yes'**. A confirmation message will appear.
14. The record will now be released and un-editable displaying in the Birth Registration screen.

## Facility Users – Birth Facility Processes

In order to use SC VRSIIS please verify that you have access to all of following requirements:

- ✓ Live internet connection
- ✓ Widely used JavaScript enabled standard web browser (IE8+, Mozilla Firefox, etc.)
- ✓ Java runtime
- ✓ Adobe Acrobat Reader for forms and letters
- ✓ MS Excel for accessing/running reports

Omission of one or more requirements will prevent access and effective use of SC VRSIIS.

### Accessing SC VRSIIS

1. Open the updated version of your standard web browser (IE8+, Mozilla Firefox, Google Chrome, etc.)
2. In the address box, enter the following URL:  
<https://scvrsiis.dhec.sc.gov/SCUI/welcome.htm>
3. Click the **Log on to SC VRSIIS** button.
4. Click **'Yes'** to confirm agreement with the Terms of Use.
5. Enter the username and password in the appropriate fields on the login screen and click **'OK'**.
6. Select the appropriate location from the dropdown menu and click **'OK'**.

### Record Ownership Rules

- ✓ Birth facility users will only have access to birth records associated with the particular facility they are logged in under.
- ✓ A birth clerk cannot release the facility's record until all data entry fields are resolved and the record is certified.

### Basic Data Flow at Facility Location

The facility user needs to complete all of the following steps before the record is considered a registered record:

1. Facility Birth Registration Data Entry and Resolved Fields
2. Certification
3. Release

### Facility Birth Registration Data Entry

A facility user can start a new record or continue working on an unresolved record in the SC VRSIIS application. An existing unresolved record is retrieved through the unresolved work queue by selecting **Function→Birth Registration**, and either selecting an option from the **Unresolved Work Queue Filter** dropdown or through the **Search** option. Selecting the **'Cancel'** button causes any unsaved information to clear from the record. Navigating away from the birth record page before the first save causes a non-registered record to be abandoned.

1. Login to SC VRSIIS and select the **Birth→Function→Birth Registration** menu item.

2. Select the **'New'** button or **Record→New** menu item. The Record Type field will be highlighted.
3. Enter the following mandatory fields before saving the record for the first time:
  - Record Type
  - Plurality
  - Birth Order
  - Mother's Medical Record Number
  - Child's Date of Birth
4. Select the **Save** icon in the toolbar, the **'Save'** button at the bottom of the page, or the **Record→Save** menu item.
5. The application will automatically search for potential duplicate/plural records.
6. If a potential match is found, the application will indicate that potential duplicate/plural records exist. The duplicate records screen will appear.
  - Click **'Select'** to open the potential record and review it further, unless the record is owned by another facility. The system will indicate if the record is owned by another facility.
  - Click **'Continue to Save Record'** to create a new record, but the record will be flagged as a potential duplicate/plural record.
  - Click **'Cancel'** to return to the unsaved record and make any changes before attempting to save the record again.
7. Once the record is initially saved, continue data entering the record, saving frequently.

### Print Forms

1. Bring a record up in the Birth Registration screen through the Search option or the Unresolved Work Queue.
2. Select the desired form from the **Record→Print** menu item.
3. The desired form will open in a PDF window.

### Electronic Certification

Electronic certification is used to electronically sign a birth record after all fields have been resolved and checked for accuracy.

1. Search for a record or retrieve the record from the unresolved work queue. Set the work queue filter to 'Pending Certification' to retrieve records that are ready for certification.
2. Click the **'Unresolved/Stakeholders'** button to verify all fields are resolved.
3. Select the **Record→Certify** menu item. The electronic certification screen will appear and display information about the child and the certifier. Verify the information for accuracy.
4. Click **Preview** to load the Certificate of Live Birth in a new window. Click **'Certification'** to perform the certification.
5. A confirmation message will appear indicating the record was certified successfully.

### Release a Record

Once all data entry fields are resolved and certification is completed, a record is ready to be released.

1. Once a record is certified a message will appear asking if the user wants to release the record.
2. Click **'Yes'**.
3. A confirmation message will appear. Click **'OK'**.