SC VRSIIS Death Module Medical Certifier Quick Reference Guide for Medical Facility Processes (Supplementals)

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Quick Steps for Medical Facility Processes

1. Login to SC VRSIIS and select the appropriate location.
2. Select the **Death→Function→Medical Facility Processes** menu item. The Medical Facility Processes Screen will appear.

Search for a Registered Record in Medical Facility Processes

1. Select the **Search** button or **Record→Search** menu item.
2. Enter at least the decedent's year of death in the Death Search Screen. Click the **Search** button and matching records will populate the grid. Highlight a record or select multiple records using the **Ctrl** keyboard button. Click the **Select Record(s)** button to retrieve the record(s) to the Legal Viewwork queue.

Medical Amendments

1. With a record loaded on the Medical Facility Processes Screen, select the **Record→Process Medical Amendment** menu item. The system will display a message, 'Are you sure you want to add a medical amendment to this record?' Yes or No. Click yes, record will open in the Medical Amendment screen.
2. Locate the field that needs to be changed, then click the wrench icon located next to the appropriate field.
3. Enter the amended value into the field. Confirm change. Enter a comment related to each field that is changed.
4. Add any supporting documentation at this time by completing the fields in the **Supplemental Documents** section located at the bottom of the screen and then click the **Scan Document** or **Upload Document** icon; if warranted
5. Click the **Accept** icon or select the **Process→Accept** menu item. The following message will appear: "Do you wish to accept this record?"
6. Click on Certification: Click checkbox, 'To be best of my knowledge death occurred due to the cause and manner of death stated'. Enter PIN.
7. The system will display the following message: *'Are you sure you want to submit medical amendment for this record?'. Click Ok to complete medical certification.*
8. The application will notify the user of the result of medical certification (success vs. failure).
9. Click **'OK'** to close the Medical Amendment window.

Medical Certifier Users – Medical Facility Processes

In order to use the South Carolina Vital Records and Statistics Integrated Information System (SC VRSIIS), please verify that you have access to all of the 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, 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 Terms of Use.
5. Enter your 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**.

Basic Medical Facility Processes Functions

A Medical Certifier can process medical amendments and after arriving to the Medical Facility Processes Screen through the **Death→Function→Medical Facility Processes** menu item.

Search for a Registered Record

A medical certifier can search for a registered record after arriving to the Medical Facility Processes Screen through the **Death→Function→Medical Facility Processes** menu item.

1. Once arriving to the Medical Facility Processes Screen, the medical certifier can select the **Search** button or **Record→Search** menu item.
2. The Death Search Screen will appear.
3. The year of death is required when searching for a registered death record. Text fields do not need to be complete and entering a specific EDR number or Social Security Number will match a single record and result in faster search results.
4. Click the **Search** button, and matching results will populate the grid on the lower half of the screen.
5. Select a single record or select multiple records by holding down the **Ctrl** key.
6. Click the **Select Record(s)** button to retrieve the record(s) to the work queue.
7. Select the record form the Medical Facility Processes work queue and the record's legal information will populate the screen.
8. The Medical Amendment is now ready to occur to the record.
9. A Medical Amendment is started by selecting the **Record   Process Medical Amendment** menu item.

Make a Medical Amendment

1. Access the Medical Facility Processes screen and Search for the appropriate record.
2. Once the record is retrieved to the Medical Facility Processes Screen select the **Record→Process Medical Amendment** menu item. The system displays the following message, are you sure you want to add a medical amendment to this record. Click Yes or No
   By clicking Yes, The Medical Amendment screen will appear.
3. Locate the field that needs to be corrected and click the wrench icon located next to the appropriate field.
4. The old data will appear above the new data that the medical certifier is creating.
5. Enter the corrected value and place comments in the Comments box.
6. In the **Supplemental Documents** section, select the supplemental document type, enter who issued the supplemental document, and enter the date the supplemental document was issued.

Scan Supporting Documentation

1. Enter Image Description
2. Select the scanner from **List of Scanners**.
3. Select the **Scan Type**.
4. Click the **Scan Document** button.
5. Click the **Save Document** button.
6. Click the **Close** button.

Upload Supporting Documentation

1. Click the **Upload Document** button at the bottom of the screen to upload the supplemental documentation.
2. The File Upload screen will load.
3. Click the **Browse** button, locate the desired file and then click the **Open** button.
4. Click the **Save** button in order to upload the document and the system will issue a message if the save was successful or failed.
5. Click the **OK** button to return to the Medical Amendment Screen.
6. Click the **Save** button above the Supplemental Documents section of the Medical Amendment Screen.

Submit a Medical Amendment

1. Click the **Accept** icon or select the **Process→Accept** menu item. The application will display the following message: "Do you wish to accept this record?
2. Click '**Yes'** to continue with the submission of the record
3. Click on Certification;
4. Click checkbox, 'To be best of my knowledge death occurred due to the cause and manner of death stated. Enter PIN.
The system will display the following message: *'Are you sure you want to submit medical amendment for this record?'. Click Ok to complete medical certification.*
The application will notify the user of the result of medical certification (success vs. failure).
5. Click **'OK'** to close the Medical Amendment window.

Abandon a Medical Amendment

A Medical Amendment may be abandoned at any time up until it is accepted
1. To abandon a Medical Amendment, click the red **X** or select the **Process→Abandon** menu item.
2. The application will display a message asking for confirmation that the medical amendment should be

abandoned. Click the **Yes** button to continue with abandoning the amendment.

3. Enter a comment regarding the reason for abandoning the medical amendment and then click **OK** to save the comment and complete the abandoning of the medical amendment.

4. The application will display a message that the record was abandoned successfully.