

NEBRASKA

Good Life. Great Mission.

DEPT. OF HEALTH AND HUMAN SERVICES

Nebraska Vital Records Electronic Registration System Browser Application (VRERS-BA): Death County Attorney/Coroner Help Guide

Effective November 21, 2017

Good Life. Great Mission.



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System Requirements


Minimum

Processor: 1 gigahertz (GHz) 32-bit (x86)
Operating System: Windows 7
Memory: 1 GB RAM
Storage: 512 MB
Browser: Internet Explorer 7 (32-bit only)
Java: JRE 1.6.0_17 or later (32-bit only)
.Net 4.5.2 Client Profile and Extended Framework installed

Recommended

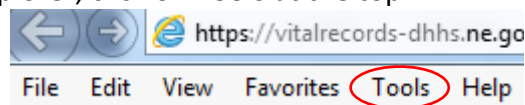
Processor: 2 gigahertz (GHz) 32-bit (x86)
Operating System: Windows 7 or higher
Memory: 2 GB RAM or greater
Storage: 1 GB or greater
Browser: Internet Explorer 11 or greater (32-bit only)
Java: JRE 1.6.0_17 or later (32-bit only)
.Net 4.5.2 Client Profile and Extended Framework or later installed

Prerequisites

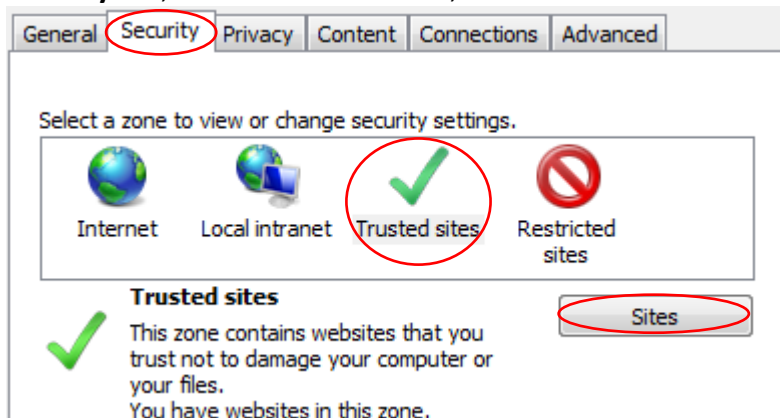
1. Fill out the [New User Request Form](#) and send it to DHHS.VRRS@nebraska.gov (An email will be sent with your User ID, temporary password and a link to the password station)
2. Go to the VRERS-BA site
 - a. Open Internet Explorer (32-bit version) 
 - b. Go to <https://vitalrecords-dhhs.ne.gov/VrWebprod/Login.aspx>

3. Add the site to your trusted sites

- a. While in Internet Explorer, click on **Tools** at the top



- b. Click on **Internet Options** from the drop down menu
- c. Go to the **Security** tab, click on **Trusted sites**, then the **Sites** button

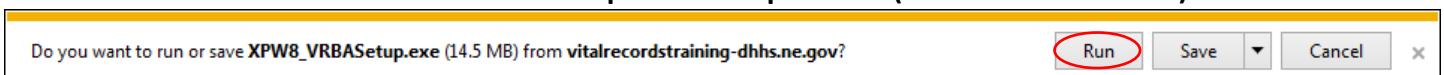


- d. Type <https://vitalrecords-dhhs.ne.gov> under **Add this website to the zone:**, then click on **Add** then **Close**

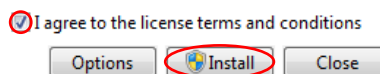


4. Install prerequisites

- a. Click on **View Application Prerequisites** from the log in page
- b. Click on **Netsmart VR BA Prerequisites Setup Wizard (does all of the above)** then **Run**



- c. Check the box to agree to the license terms and conditions then click on **Install**



- d. Click on **Close** once setup is complete. If prompted to modify setup click on **Close**.

Password Management

Introduction

The DHHS External Password Management System will be used for:

- Forgot Password – Securely reset a forgotten password by answering your private questions
- Unlock Password – If your account has been locked due to typing incorrect passwords, it can be unlocked here by answering your private questions.
- Change Password – Change a known password if needed due to dial-up, VPN, or other access restrictions
- Enrollment – Security questions, Phone PIN, and email address attached to account can be changed here
- Account Information – Displays account information which includes password age and expiration date

Create New Password

Once a [New User Request Form](#) has been filled out and sent to DHHS.VRRS@nebraska.gov an email will be sent to you with your User ID and temporary password. Once you enter your User ID on the log in page and click on **I Agree**, you will need to create your own password. It will need to be at least 8 characters in length and include at least three of the following criteria:

- One Upper case letter
- One Lower case letter
- One number
- One symbol

After creating your own password you will be prompted to choose three security questions that will be used to reset a forgotten password or unlock your account. These can be changed at any time under Enrollment. You will be notified by email 15 days in advance when a password will expire.

Password Management Privacy Policy & Terms of Use

This system is for use by authorized users only and I represent and warrant that I am an authorized user. Any individual using this system, by such use, acknowledges and consents to the right of the company to monitor, access, use, and disclose any information generated. Unauthorized and/or improper use of this system, as delineated by corporate policies, is not tolerated and the Company may take formal action against such individuals.

Signing Death Records

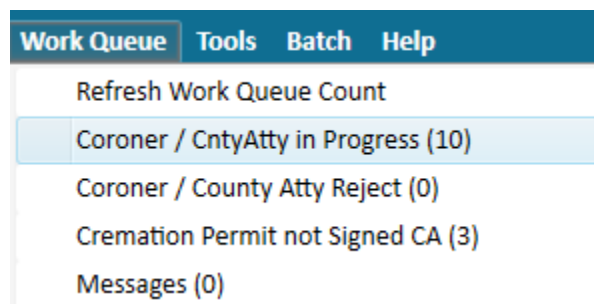
Logging in to VRERS-BA

Once all the prerequisites have been done you can log in to VRERS-BA at <https://vitalrecords-dhhs.ne.gov/VrWebprod/Login.aspx>. You will need to select your location if you have multiple locations for your account. Otherwise you will be taken directly to the home page of the application shown here:



Work Queue

From the Work Queue tab you can refresh the work queue count, display records that are ready to sign and complete, display records that have been rejected back to you, as well as any messages that you have received through VRERS-BA. You will be notified when a record has entered your work queue depending on your preferred method of contact you filled in on the [New User Request Form](#). The system security is by user location, therefore you may see records in your work queue that are assigned to other certifiers in your office. This is to allow completion of records by other death certifiers if the user is not available. User roles can be set up for other employees located in the office that are not certifiers, and can fill in the information required except signing a record. Your work queue and the records that are in progress can be found here:



Once selected, you can then chose the record to display from the Results tab:

Search Criteria		Results							
State File Number	Date of Death	Date of Birth	Event Year	Active?	P/E?	Death State	Record Status	First Name	Middle
	7/20/2016	06/15/1985	2016	T	E	Nebraska	NORMAL	Bob	
	7/25/2016	06/15/1942	2016	T	E	Nebraska	NORMAL	Robert	John B
	12/7/2016	06/15/1985	2016	T	E	Nebraska	NORMAL	Sammy	
	1/6/2017	01/01/1995	2017	T	E	Nebraska	NORMAL	Dead	

Reset/Clear

Display

Records Found: 4

Reassign/Reject Record

A certifier can request the funeral home to reassign a death record. First ensure that you are the certifier it is assigned to (your work queue will include the death records of other certifiers in a location. This is so that if a certifier is on vacation, their colleagues can complete and sign a death record in their place.)

Assigned To

Certifier Type Attending Physician	Name 	Location
Preferred Method of Contact 	Phone () - -	Extension
	Fax () - -	Email
Email 		

If you are the assigned certifier and wish for the funeral home to reassign the death record, select “Y” for Reassign/Reject then select the reason for rejection. Save the record and an email will be sent notifying the funeral home of your request to reassign the death record.

Reassign

Reassign/Reject? Y	Reason for Rejecting
------------------------------	---------------------------------

Item Entry

Decedent Information – Information of decedent. Notes from funeral home or rejection will be displayed if “Show notes?” is checked and next field is selected.

Decedent First Name AI	Decedent Last Name Testc	Date of Death (contact Funeral Home if not correct) 03/18/2016	Found
Show notes? <input type="checkbox"/>			

Manner of Death – Select the manner of death. Injury section will be protected if Natural Causes is chosen. If pending investigation, check the Pending Investigation box and select Pending Investigation from the drop down. (**Tips:** A common error is using Natural Causes instead of Accident for Hip Fractures.)

Manner of Death

Pending Investigation ☒

Manner of Death
PENDING INVESTIGATION

Cause of Death – Immediate Cause of Death, if interval is not known type “Unknown” (**Tips:** Do not abbreviate. The system will suggest replacements for abbreviations. Any misspellings will be underlined in red. Do not enter terminal events such as Cardiac Arrest, Respiratory Arrest or Septic Shock without showing the etiology on the next lines. If drug toxicity or poisoning was involved, please specify as much detail as possible.)

Cause of Death (Part 1) Enter the chain of events that directly caused death.

a. Immediate Cause (Final disease or condition resulting in Death) 	Approx. Interval - Onset to Death
---	--

Conditions or Chain of Events Leading to Cause of Death – Last condition entry should be the underlying cause of death. (Again, if drug toxicity or poisoning was involved, please specify as much detail as possible.)

List Conditions leading to the cause on line A.

b. Due to or as a Consequence of	Approx. Interval - Onset to Death
c. Due to or as a Consequence of	Approx. Interval - Onset to Death
d. Due to or as a Consequence of	Approx. Interval - Onset to Death

Cause of Death (Part 2) – State other significant conditions if applicable.

Cause of Death (Part 2)

Other significant conditions contributing to death.

Other Death Info –Select appropriate answers from drop down boxes.

Other Death Info

Female Pregnant: 8. NOT APPLICABLE. Was Medical Examiner or Coroner Contacted? N Autopsy? N

Were Autopsy Findings Available to Complete Cause of Death? X

Tobacco Contribute? No Has Organ or Tissue Donation been considered? N Was Consent Granted? A

Injury – Describe the injury. (Only applies to non-natural deaths. Again, if drug toxicity or poisoning was involved, please specify as much detail as possible in the “Describe how Injury occurred field”.)

Injury

Transportation Injury? If Transportation Injury

Date of Injury Known? Date of Injury Time of Injury Known? Time of Injury am/pm

Place of Injury Injury at work?

Describe how Injury occurred

Address of Injury State City Zipcode

Time of Death – Insert Time of Death, Date Pronounced, and Time Pronounced (Not military time). (The Physician Time of Death known is for your reference when signing a cremation permit.)

Time of Death

Physician Time of Death known? Time of Death am/pm

Time of Death known? Time of Death am/pm Approximate? Date Pronounced Dead Time Pronounced am/pm

Complete & Sign – Type “Y” on Medical Complete or Record Pending and Coroner/Attorney Sign? to sign and complete the record.

County Attorney or Coroner

Signed OK to Cremate	Date Signed	OK to Cremate Signed by	Title
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Medical Complete or Record Pending (Y/N)?	Complete Date	Completed by	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Coroner/Attorney Sign?	Date Signed	Signed by	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="checkbox"/> Reject to Coroner or County Attorney			

Save – Once the record is complete click on “Save”. An email will be sent to the funeral home notifying them that the certifier has signed the record. If there is any missing information, you will be notified before the record is saved.

File Search Requests Actions Work Queue Linking Tools Help

Decedent Disposition **Medical** Assigned Flags/Fax

save close

Note Present – Records will sometimes have notes attached to them. One example would be a funeral home indicating the time of death. When a note is attached it will be shown on the bottom of the window:

Editing an existing event. **NOTE PRESENT** 0 Alerts:

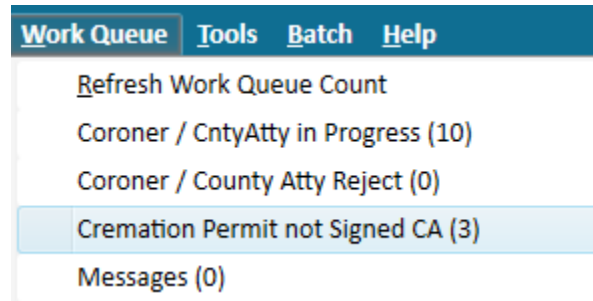
To view the note, double click on the green “NOTE PRESENT” icon or select **Actions** (top of the window) then **Show Notes**.

Actions Work Queue Linking Tools

- Number Record (SFN)
- Document Tracking
- Activate/Deactivate
- Review Errors/Queries
- Scan Image
- Load Image From File
- Load PDF/Word Document
- Display Image/Document
- Type From Image
- Show Notes

Signing Cremation Permits

On the application home page select **Work Queue**, then **Cremation Permit not signed CA**:



This will display all records that are waiting for a signature for a cremation permit in your county. Select a record and click on **Display**:

Search Criteria		Results								
State File Number	Date of Death	Date of Birth	Event Year	Active?	P/E?	Death State	Record Status	First Name	Middle	Last Name
	7/20/2016	06/15/1985	2016	T	E	Nebraska	NORMAL	Bob		
	7/25/2016	06/15/1942	2016	T	E	Nebraska	NORMAL	Robert	John B	
	12/7/2016	06/15/1985	2016	T	E	Nebraska	NORMAL	Sammy		
	1/6/2017	01/01/1995	2017	T	E	Nebraska	NORMAL	Dead		

Reset/Clear **Display** Records Found: 4

On the bottom of the **Medical Tab** is the **Signed OK to Cremate** field. Enter "Y" then **Save** the record.

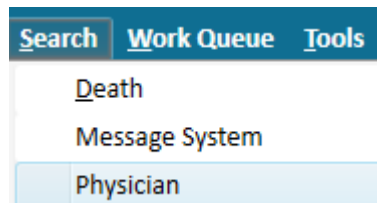
County Attorney or Coroner

Signed OK to Cremate	Date Signed
<input type="text" value="Y"/>	<input type="text" value="10/12/2017"/>

Frequently Asked Questions

Q. How do I change my contact information?

A. On the application home page select **Search**, then **Physician**:



Enter the **Search Criteria** and select **Search**:

Search Criteria		Results	
First Name		Last Name	
<input type="text"/>		<input type="text"/>	
License Number	Phone #	Fax #	Email 1
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Email 2			
<input type="text"/>			
<input type="button" value="Reset/Clear"/>		<input type="button" value="Search"/>	

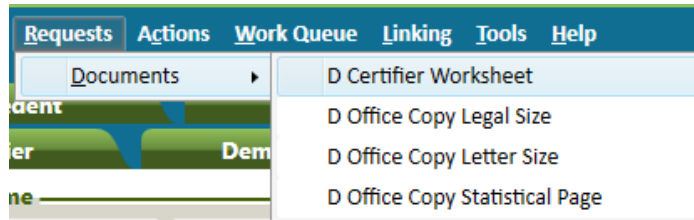
Select your record then make any necessary changes. **Save** when you are done:

File Search Requests Actions Work Queue Linking Tools Help				save	close
Physician Flags					
Physician					
First Name		Last Name			
<input type="text" value="Lucky"/>		<input type="text" value="Strike"/>			
License Number					
<input type="text" value="43215"/>					
Certifier Type					
<input type="text" value="Attending Physician"/>					
Contact					
Preferred Contact		Phone	Extension	Fax Number	
<input type="text" value="Attestation"/>		<input type="text" value="(402)471-0919"/>	<input type="text"/>	<input type="text" value="(402)742-2338"/>	
Email Address		Second Email Address			
<input type="text" value="mark.miller@nebraska.gov"/>		<input type="text"/>			
Address					
Location					
<input type="text" value="Oncology Hematology West"/>					
Editing an existing event. IMAGE PRESENT NOTE PRESENT 0 Alerts: <input type="text"/>					

- Q. Why was a record rejected?
- A. This is usually from questions or concerns regarding the record. A note will be attached to the record explaining the reason for rejection or query. An example would be Natural Causes is selected instead of Accident for Manner of Death when a Hip Fracture is involved.

Q. How can I print a worksheet/legal/letter copy, or save a copy of my records?

A. Once a record is completed and saved, select **Requests** then **Documents**:



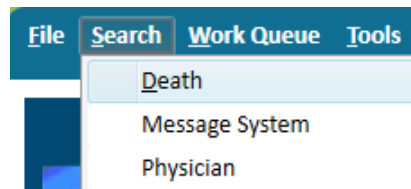
A window will show that will have a print and save icon on the top left corner:



After clicking on the print icon it will prompt you to select your printer. If you click on the save icon it will prompt you for the location where you want to save the record as a pdf to. (You can find a completed record by performing a **Search** from the home page)

Q. How to search for a previously signed record at my location?

A. On the application home page select **Search**, then **Death**:



Enter the **Search Criteria** and select **Search**:

Search Criteria		Results		
State File Number	Date of Death	Date of Birth	Year	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="2017"/>	
P/E?	Death State	Record Status		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
First Name	Middle Name	Last Name	Suffix	Soundex Code
<input type="text" value="Dead"/>	<input type="text"/>	<input type="text" value="Person"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Reset/Clear"/>		<input type="button" value="Search"/>		

Contact Us

Vital Records Help Desk

Phone: (402) 471-8275

E-Mail: DHHS.DeathDesk@nebraska.gov

Nosologists (For questions on what to put in a field)

Phone: (402) 471-0912

(402) 471-0923