VRISM – Electronic Death Registration System (EDRS) Manual

Tennessee Department of Health, Office of Vital Records

Index

Account Management & Login Process:

- Each user must have their own profile to use EDRS with a valid email address. It is important that each User keep track of their login information, especially their PIN.
  - PIN: This 4 digit number will be required when the user wants to change their Login/Security Information.

VRISM Homepage:

- To Logon to VRISM, go to the following link using Internet Explorer: https://vrism.tn.gov/vrism

- Once you see this page, click the Login button.

MAILING . ADDRESS
Tennessee Office of
Vital Records
Andrew Johnson Tower, 1st Floor
710 James Robertson Parkway
Nashville, TN 37243

PHONE
1-(855) -VRISMTN

TENNESSEE VRISM

The purpose of the Tennessee VRISM system is to support the registration of Tennessee vital events for the Tennessee Department of Health and other users such as funeral directors, attending physicians, medical examiners and birthing facilities. This system may be used only for the purpose for which it is provided. Any attempt to file fraudulent certificates of live birth, death or reports of fetal death is punishable in accordance with Tennessee statutes.

By accessing this system, I agree to use this system only for the purpose of registering a Certificate of Live Birth, Certificate of Death or Report of Fetal Death for events occurring in the State of Tennessee.

I understand that failure to adhere to the above agreement will result in loss of access to the VRISM system. Any unauthorized access, misuse and/or disclosure of information may result in disciplinary action including, but not limited to, suspension or loss of individual or facility access privileges, an action for civil damages, or criminal charges.

LOGIN

Logging into VRISM:

- Please note, with the exception of your username, all of the other login information is default and can be changed.
- After clicking the Login button, you will see this screen. Enter your Username and then click continue.

WARNING:
This system is for use by authorized personnel only. Individuals accessing this system without authority or in excess of their authority are in violation of Federal and/or State laws, regulations and policies and may be subject to criminal, civil and/or administrative actions. Any information, including personal information, on this computer system may be intercepted, recorded, read, copied and disclosed by and to authorized personnel for administrative purposes, including criminal investigations. Anyone using this system expressly consents to such monitoring and SHOULD HAVE NO EXPECTATION OF PRIVACY for any information stored or communicated in or through this system.

Username: [   ]   Forgot Username?

[Continue]   [Reset]

- Next the security question screen will come up. Answer the security question, **if you have not set up your own security questions the answer will be the last word of the sentence**. Then click continue.

WARNING:
This system is for use by authorized personnel only. Individuals accessing this system without authority or in excess of their authority are in violation of Federal and/or State laws, regulations and policies and may be subject to criminal, civil and/or administrative actions. Any information, including personal information, on this computer system may be intercepted, recorded, read, copied and disclosed by and to authorized personnel for administrative purposes, including criminal investigations. Anyone using this system expressly consents to such monitoring and SHOULD HAVE NO EXPECTATION OF PRIVACY for any information stored or communicated in or through this system.

What was your childhood nickname?
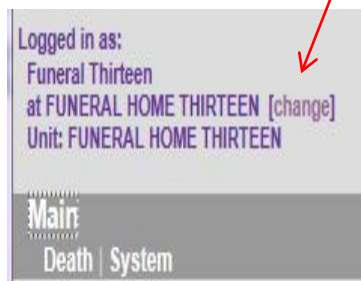
Answer: [   ]   Forgot Answer?

[Continue]   [Reset]

Logging into VRISM Cont.

- The next screen will be the Image & Key Screen; make sure that they are correct.

⚠ **WARNING:**
This system is for use by authorized personnel only. Individuals accessing this system without authority or in excess of their authority are in violation of Federal and/or State laws, regulations and policies and may be subject to criminal, civil and/or administrative actions. Any information, including personal information, on this computer system may be intercepted, recorded, read, copied and disclosed by and to authorized personnel for administrative purposes, including criminal investigations. Anyone using this system expressly consents to such monitoring and SHOULD HAVE NO EXPECTATION OF PRIVACY for any information stored or communicated in or through this system.

⚠ **Please Note**
Identify your Image and Key. Press Cancel if they don't match.

VRISM

Forgot Image or Key?

Continue   Cancel

Make sure that the Image and the Key Word is correct. If it isn't correct, then you need to return to the homepage to start over. If you haven't set up an Image and Key Word, then you should see a lion with the word VRISM.

⚠ **WARNING:**
This system is for use by authorized personnel only. Individuals accessing this system without authority or in excess of their authority are in violation of Federal and/or State laws, regulations and policies and may be subject to criminal, civil and/or administrative actions. Any information, including personal information, on this computer system may be intercepted, recorded, read, copied and disclosed by and to authorized personnel for administrative purposes, including criminal investigations. Anyone using this system expressly consents to such monitoring and SHOULD HAVE NO EXPECTATION OF PRIVACY for any information stored or communicated in or through this system.

Password: _____   Forgot Password?

Log In   Reset

TN Department of Health

Users assigned to Multiple Locations:

If a user works at multiple locations, once they put in their password, they will need to select a specific location by clicking on it.

Select your location:

- FUNERAL HOME THIRTEEN   - FUNERAL HOME TWELVE

While logged into the system, you can also switch locations as needed by clicking the word 'change' in the top left-hand corner.

Logged in as:
Funeral Thirteen
at FUNERAL HOME THIRTEEN [change]
Unit: FUNERAL HOME THIRTEEN

Main
Death | System

VRISM Main Page & News Section:

The VRISM Main Screen should look like this:

Be sure to check the News section for general and user specific information that the State Office of Vital Records may add on a regular basis!

Changing Your Security Information:

If you want to change your security/login information, you can click on the word System and Change Security Information. Simply click the word change that corresponds with the information that you wish to change. You may want to click the word change next to email to ensure that you will receive the email link.

Changing Your Password
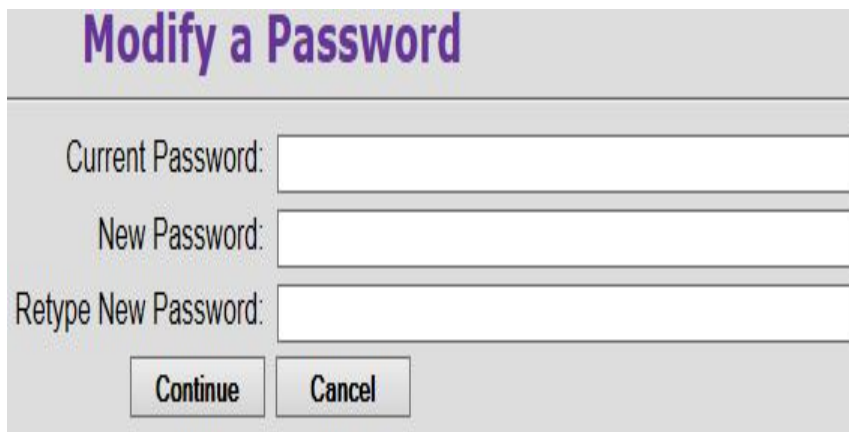
Click on the word Change

Enter the current information, then the new information and click continue.

Modify Password - Confirm

Click Continue again.

The User will receive a confirmation that an email has been sent to the User.
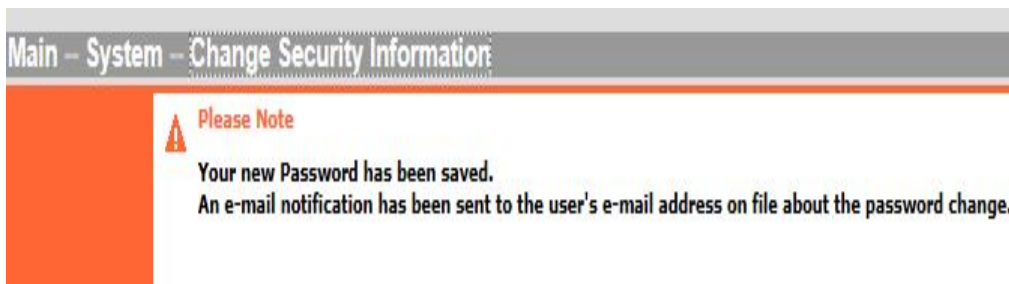
Changing your Password – Email Confirmation

Wait for email and click the link only once.
This link will expire within 24 hours.

TN VRVWeb - Reset Password Request

health.vrism@tn.gov

Sent: Tue 9/12/2017 3:27 PM

To:

https://vrism.tn.gov:443/vrism/servlet/fpw/fvF6ZvKQ1IHzwL84mCyKvFl/fNM

This is an auto generated e-mail in response to your request to reset your password. Click on the link to reset your password. If you can not click on the link then copy and paste the link into your browser. You will be aked for your pin before your can reset your password.

Thank you.

Tennessee Department of Health Office of Vital Records

The information transmitted is intended only for the person or entity to which it is addressed and may contain confidential and/or privileged material. Any review, retransmission, dissemination or other use of, or taking of any action in reliance upon, this information by persons or entities other than the intended recipient is prohibited.

If you received this in error, please notify the VRISM help desk at 1-(866) -TNVRISM, and delete the material from any computer. Do not reply to this automatically generated e-mail.

Changing your Security Questions

Click on the word Change next to Security Questions Answers.

Enter your PIN and click Continue.

Changing your Security Questions - Confirm

Click Continue again.

Modify a User's Security Questions - Confirm

Continue	Cancel

Verify successful transaction screen.

Successful Transaction
Your transaction has been saved successfully.

Main Menu	Repeat Task

Changing your Security Questions - Email

Wait for email and click the link only once.

TN VRVWeb - Reset Security Questions Request

health.vrism@tn.gov

Sent: Thu 9/14/2017 4:51 PM

To:

https://vrism.tn.gov:443/vrism/servlet/fpw/myqCwopTmdelnYgQppvtRGtQxIg

This e-mail is auto-generated in response to your request to reset your security questions. Click on the link to reset your security questions. If you can not click on the link then copy and paste the link into your browser. You will be aked for to enter your pin before your can reset your security information.

Thank you.

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Changing your Security Questions – Enter PIN & Make Selections

Once you have clicked the link, enter your PIN.

Enter your Pin below. If you have forgotten the pin then please contact the System Administrator

Pin :

Continue   Reset

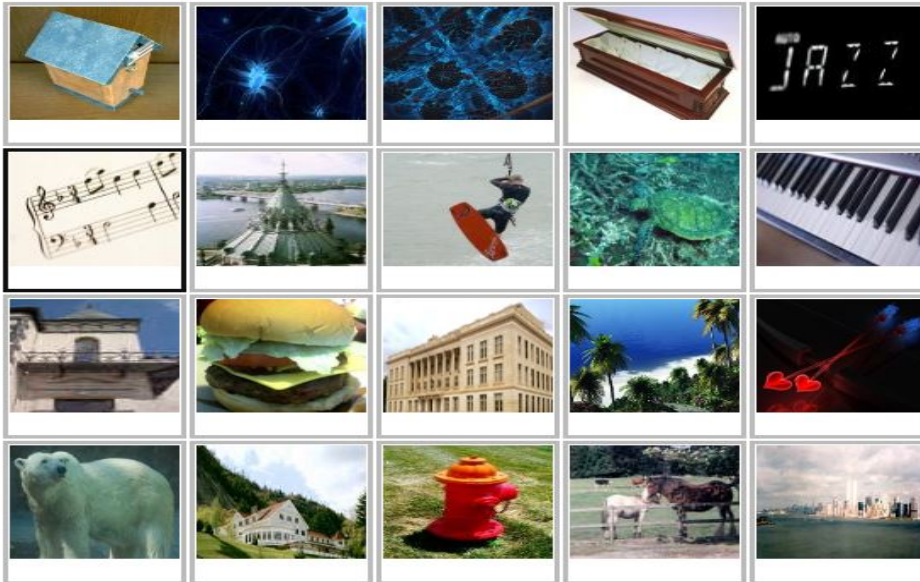Select your questions from the dropdown and enter the answers into the security answer field then click Continue.

⚠ **Please Note**
Please Update your Security Information.

* Denotes Required Field

Security Question 1:   -- Please choose --

Security Answer 1:   Answer goes here

Security Question 2:   -- Please choose --

Security Answer 2:   Answer goes here

Security Question 3:   -- Please choose --

Security Answer 3:   Answer goes here

Continue   Reset

TN Department of Health

Changing your Security Questions – Verify Successful Transaction

Successful Transaction

Your transaction has been saved successfully.

Main Menu   Repeat Task

Changing your Image and Key Phrase

Click change next to Image and Key Phrase.

Main -- System -- Change Security Information

Security Informations List

Modify an existing Security Information

Security Information	Change
Password	CHANGE
Security Question Answer	CHANGE
Image and Key Phrase	CHANGE
Pin	CHANGE
E-mail	CHANGE

Cancel

Enter PIN.

Modify a User's Image & Key

User's current Pin : ••••

Continue   Cancel

Successful Transaction

Successful Transaction
Your transaction has been saved successfully.

Main Menu   Repeat Task

TN Department of Health

Changing your Image and Key Phrase - Email

Wait for email and click the link only once.

TN VRVWeb - Reset Image and Key Request

☐ health.vrism@tn.gov
Sent: Thu 9/14/2017 5:26 PM
To:

https://vrism.tn.gov:443/vrism/servlet/fpw/myqCwopTmdelnYgQppvtRGtQxIg

This e-mail is an auto-generated e-mail in response to your request to reset your security image and key. Click on the link to reset your security image and key. If you can not click on the link then copy and paste the link into your browser. You will be aked to enter your pin before your can reset your security information.

Thank you.

Tennessee Department of Health Office of Vital Records

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If you received this in error, please notify the VRISM help desk at 1-(866) -TNVRISM, and delete the material from any computer. Do not reply to this automatically generated e-mail.

Enter Pin.

⚠ **Please Note**
Enter your Pin below. If you have forgotten the pin then please contact the System Administrator

Pin : [   ]

[Continue]   [Reset]

Changing your Image and Key Phrase

Make your Image selection and enter a phrase then click Continue.

Then click continue again.

Changing your PIN

Click on the word change, next to PIN.

Enter PIN or select User Forgot Pin (Verify user before selecting)

Changing your PIN

Click Continue

Modify a User's Pin - Confirm

Continue   Cancel

Confirm Successful Transaction

Successful Transaction
Your transaction has been saved successfully.

Main Menu   Repeat Task

Changing PIN - Email

Wait for email and click the link only once.

TN VRVWeb - Reset Pin Request

health.vrism@tn.gov

Sent: Thu 9/14/2017 5:45 PM

To:

https://vrism.tn.gov:443/vrism/servlet/fpw/myqCwopTmdelnYgQppvtRGtQxIg

This e-mail is in response to your request to reset your pin. Click on the link to reset your pin. If you can not click on the link then copy and paste the link into your browser. You will be aked for your temporary pin provided to you by the System Administrator before your can reset your password.

Thank you.

Tennessee Department of Health Office of Vital Records

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If you received this in error, please notify the VRISM help desk at 1-(866)-TNVRISM, and delete the material from any computer. Do not reply to this automatically generated e-mail.

Changing your PIN

Enter your current PIN.

⚠ Please Note
Enter your Pin below. If you have forgotten the pin then please contact the System Administrator

Pin : [   ]

[Continue]   [Reset]

Enter your current PIN again, enter your new PIN twice and click continue.

⚠ Please Note
Please Update your Security Information.

* Denotes Required Field

Current Pin: [   ] *

New Pin (Last 4 digits of SSN recommended): [   ] *

Confirm New Pin: [   ] *

[Continue]   [Reset]

Changing your PIN – Successful Transaction

Successful Transaction

Your transaction has been saved successfully.

Main Menu   Repeat Task

Changing your Email Address

Click on the word change next to E-mail.

Main -- System -- Change Security Information

Security Informations List

Modify an existing Security Information

Security Information	Change
Password	CHANGE
Security Question Answer	CHANGE
Image and Key Phrase	CHANGE
Pin	CHANGE
E-mail	CHANGE

Cancel

Enter your PIN and the new email address twice.

Modify a User's E-mail

current.email@website.com

User's current Pin :

User Forgot Pin (Verify user before selecting): ☐

New E-mail:

Retype New E-mail:

Continue   Cancel

TN Department of Health

Changing your Email Address – Confirm & Successful Transaction

Click Continue.

Modify a User's E-mail - Confirm

Continue   Cancel

Confirm Successful Transaction.

Successful Transaction
Your transaction has been saved successfully.

Main Menu   Repeat Task

Changing your Email address – Email link

Wait for email and click the link only once.

TN VRVWeb - Reset E-mail verification

health.vrism@tn.gov

Sent: Mon 9/11/2017 9:18 AM

To: Tina Wetherbee

https://vrism.tn.gov:443/vrism/servlet/fpw/SLXlkxvfYTBHS+hQt/ddxEGDgU4

Click on the link to verify your new e-mail address. If you can not click on the link, then copy the link and paste into your browser. If you requested a new pin because you forgot your old pin, then you will be able to reset your pin once your e-mail has been verified. When you are asked for current pin, use the temporary pin assigned to you by the System Administrator.

Thank you.

Tennessee Department of Health Office of Vital Records

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If you received this in error, please notify the VRISM help desk at 1-(866) -TNVRISM, and delete the material from any computer. Do not reply to this automatically generated e-mail.

Changing your Email - Verified

After clicking the link, it will take you to the website and confirm that your new email address has been saved.

⚠ Please Note
Your e-mail has been verfied
Please continue to Login screen now

Go back to Login Page [Continue]

Resetting Your Login/Security Information:

If you have forgotten your Login/Security Information, you can click the Reset Button at any point during the log in process.

⚠ WARNING:
This system is for use by authorized personnel only. Individuals accessing this system without authority or in excess of their authority are in violation of Federal and/or State laws, regulations and policies and may be subject to criminal, civil and/or administrative actions. Any information, including personal information, on this computer system may be intercepted, recorded, read, copied and disclosed by and to authorized personnel for administrative purposes, including criminal investigations. Anyone using this system expressly consents to such monitoring and SHOULD HAVE NO EXPECTATION OF PRIVACY for any information stored or communicated in or through this system.

Username: [   ] Forgot Username?

[Continue]   [Reset]

Once you have clicked Reset, you will need to enter the following information:

⚠ Please Note
Enter the information below. If it is correct then you will shortly get an e-mail with details about how to retrieve your information.

First Name: [   ]
Last Name: [   ]
E-mail: [   ]

[Continue]   [Reset]

Starting a Death Record at a Funeral Home:

Funeral Directors or Funeral Director Staff have the same path to take when it comes to creating a New Death record by clicking the words Death>New Death>Create.
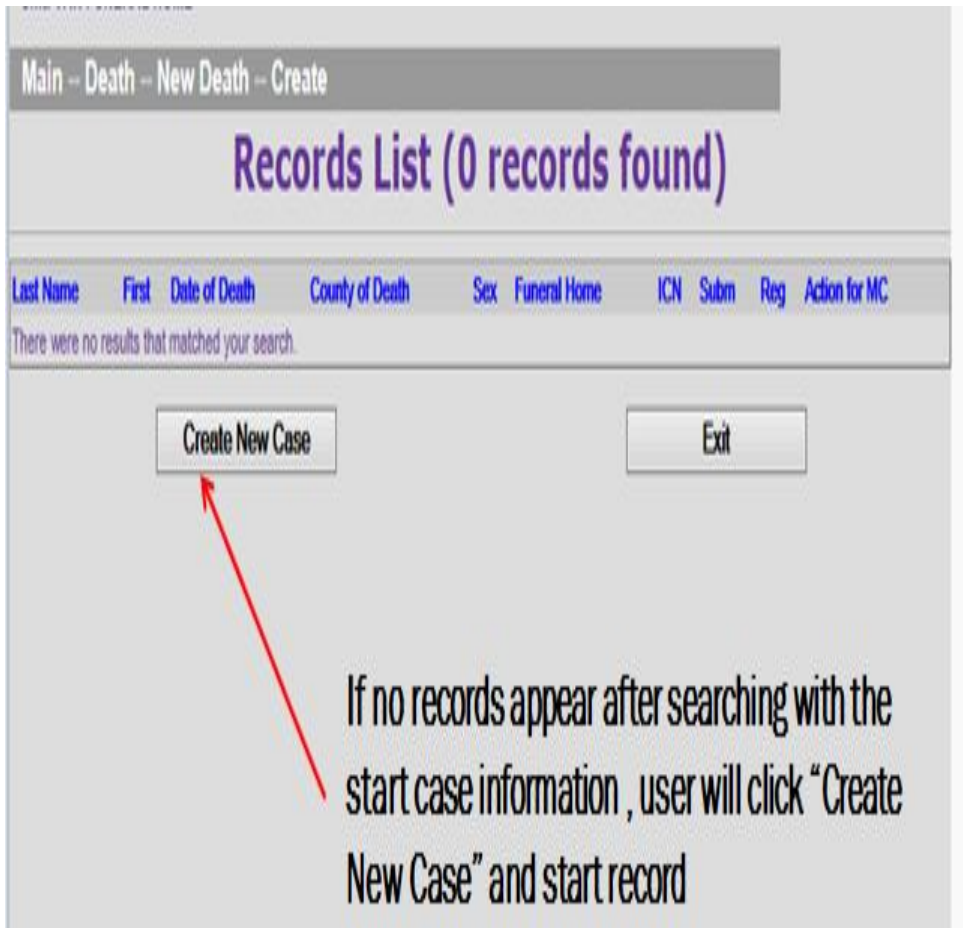
Enter the decedents first and last name, sex, death date and date of birth.

Then Search records to ensure there is not a duplicate on file.

Records List:

Tab 1. Decedent's Tab

Social Security Number: Make sure that you enter the Social Security Number of the Decedent. If you do not know the SSN, you may enter all 9's. If the Decedent does not have a SSN, check none. The fields that aren't yellowed out must be completed. Please keep in mind that some fields will open up depending on the information that you enter/select.

Tab 2. Decedents Information

Tab 3. Origin/Race

Death -- Last:*SENIOR* First:*JUNIOR* Date of death:*02/06/2017*

1 Decedent | 2 Decedent Info | **3 Origin/Race** | 4 Parents/Informant | 5 Disposition | 6 Funeral Director/Embalmer | 7 **Time/Autopsy** | 8 **Cause of Death** | 9 **Manner/Details/Injury** | 10 **Certifier** | 11 Case Actions

16. Decedent's Hispanic Origin (Check only one)

- ☐ No, not Spanish/Hispanic/Latino
- ☐ Yes, Mexican, Mexican American, or Chicano
- ☑ Yes, Puerto Rican
- ☐ Yes, Cuban
- ☐ Yes, other Spanish/Hispanic/Latino

Specify other [   ]

> Check this if the decedent was Spanish, Hispanic or Latino, but it is not listed above.

- ☐ Unknown

17. Decedent's Race (Check all that apply)

- ☐ White
- ☑ Black or African American
- ☐ American Indian or Alaska Native

Tribe 1 [   ]

Tribe 2 [   ]

- ☐ Asian Indian
- ☐ Chinese
- ☐ Filipino
- ☐ Japanese
- ☐ Korean
- ☐ Vietnamese
- ☐ Other Asian

Specify 1 [   ]

Specify 2 [   ]

- ☐ Native Hawaiian
- ☐ Guamanian or Chamorro
- ☐ Samoan
- ☐ Other Pacific Islander

Specify 1 [   ]

Specify 2 [   ]

- ☐ Other race

Specify 1 [   ]

Specify 2 [   ]

- ☐ Unknown

Item 16 - Only one check mark for Hispanic Origin.

Item 17 - Check one or more races if needed to indicate what the decedent considered himself or herself to be. Do not leave blank.

[Previous] [Next] [Finish] [Cancel]

TN Department of Health

Tab 4. Parents Information

Enter the names of the natural parents, do not enter names of foster parents or guardian. If decedent was legally adopted, list adopted parents.

Very important to list all the correct information on the informant which is on the right side. This is the person that supplied the personal facts about the decedent and his/her family.

Tab 5. Disposition of Body

If you selected **OTHER** for the method of disposition, you must specify the disposition.

Note: The hospital, medical school or mortuary school that receives the body for scientific purposes generally should be responsible for preparing the death certificate.

Tab 6. Funeral Director/Embalmer

If a Funeral Director or Embalmer is selected, these fields are automatically populated. If not selected, you have to enter the license # of the Funeral Director or Embalmer.

Tab 11. Case Actions

Assign your case to a Physician or Medical Examiner. Select Physician from the list. If Physician is not listed, check the not in list box. Check the box when assignment is complete. Click the Finish at bottom of screen. **Note: Finish is your Save button!**

VRISM Warning Page

If any information has been missed, this page will inform the user.
Simply click on the word and it will take the user back to the appropriate section in order to enter/select the information required for that field.

Funeral Home – Click Save as Pending to Notify Medical Certifier

VRISM Warning

The record you are trying to save is UNFINISHED. All of the following fields are required for a FINISHED record.

ATTN: MEDICAL CERTIFIER - The following information must be entered to complete the medical information section. Fix all the following:

Cause of death must be specified
Field Group Description: Cause of death must be specified or Pending checked

Did tobacco use contribute to death must be answered
Field Group Description: Did tobacco use contribute to death must be answered

Certifier's first name must be entered
Field Group Description: Certifier's first name must be entered

Certifier's last name must be entered
Field Group Description: Certifier's last name must be entered

Was medical examiner contacted must be answered
Field Group Description: Was medical examiner contacted must be answered

Certifier's medical license number must be entered
Field Group Description: Certifier's medical license number must be entered

Manner of death must be selected
Field Group Description: Manner of death must be selected

Certifier's title must be selected
Field Group Description: Certifier's title must be selected

Certifier's address - street and number
Field Group Description: Street name and number of the certifier must be entered

Certifier's address - state or province
Field Group Description: State or province for the certifier's address must be entered

Certifier's address - city
Field Group Description: City for the certifier's address must be entered

Certifier's address - zip code
Field Group Description: Zip code for the certifier's address must be entered

Autopsy must be answered or select Unknown
Field Group Description: Autopsy must be answered or select Unknown

Required to register or complete: If dropped to paper, the State office must complete the information and register the record. Fix all the following:

Medical Information Section
Field Group Description: Must be certified or released for registration.

Personal Information Section
Field Group Description: Must be released for registration

Save (as Pending)

TN Department of Health

Successfully sent to Medical Certifier
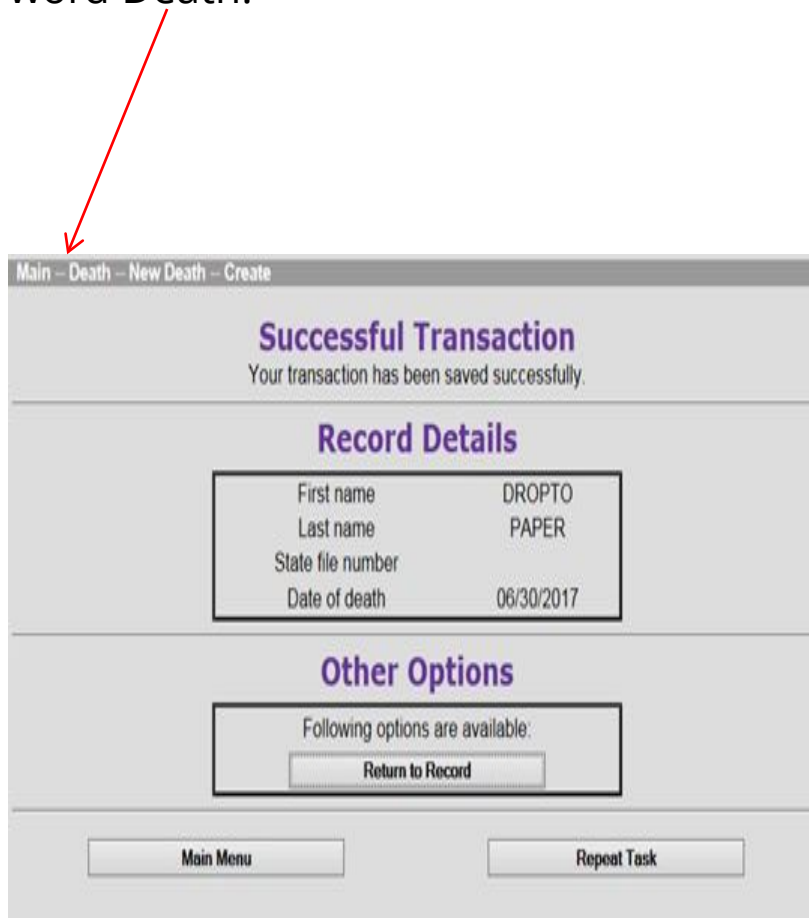
Drop-to-Paper

Once you receive a successful transaction page after completing the electronic portion of the record and determined that the physician that you are working with is not on VRISM, yet. You will click on the word Death.

Drop-to-Paper Records

Next you will click on Print

Then click on the Drop to Paper menu option

Drop to Paper: Search for the Record

Next you will come to a search screen, you will need to enter at a minimum the Decedent's First and Last Name & the year of Death, then click search.
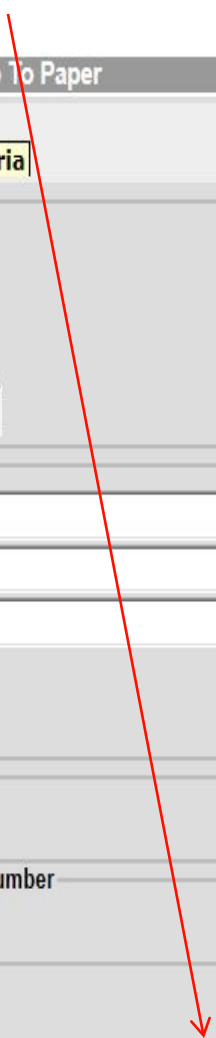
Drop to Paper: Records List

Once you hit search, a Records List will come up - click on the word Details...

Drop to Paper: Reviewing the Record Details

Once you click the word details, it allows you to do a quick review of the record, from here you will click Continue at the bottom of the page.

Drop to Paper: Generate & Print

After reviewing the record details and clicking continue, you will click Generate, and the death certificate will appear populated with the demographic information that you entered in VRISM. You can print it from here onto plain white paper. It will already be formatted in the current state of Tennessee paper format.
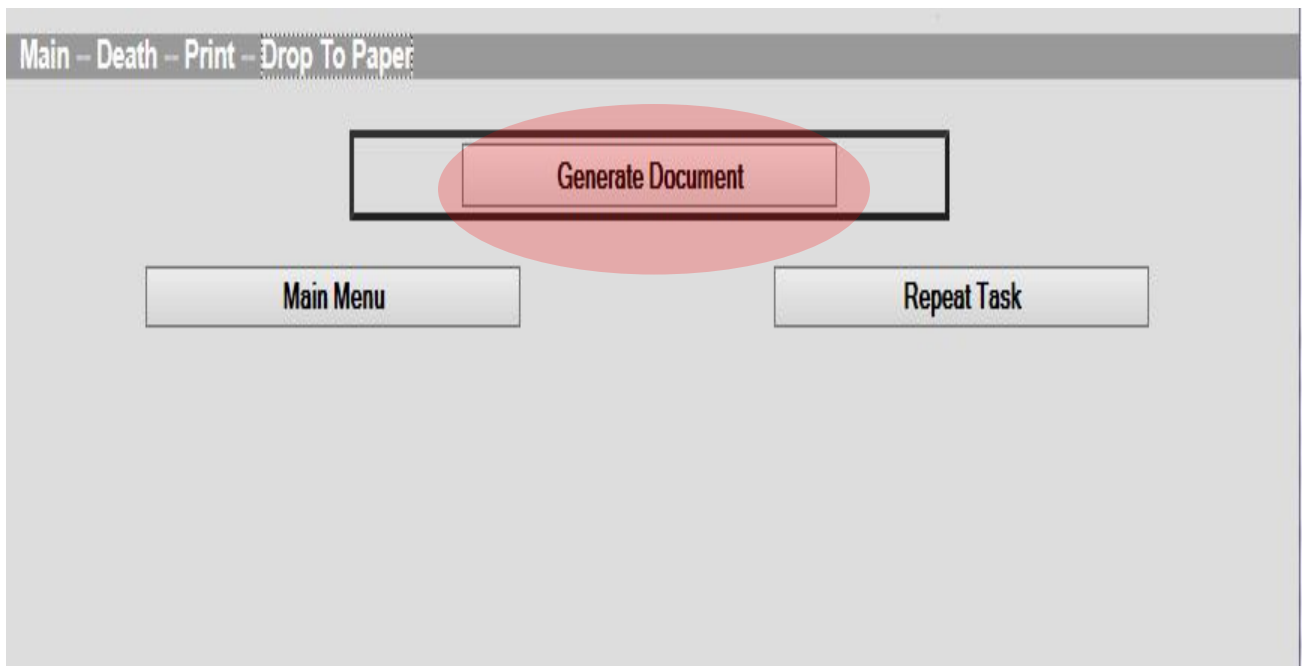

Once you have your drop-to-paper record, have the Medical Certifier complete their portion then email a copy of the record to certificates.health@tn.gov. You will still need to mail in the original certificate, but emailing a copy allows for quicker processing time.
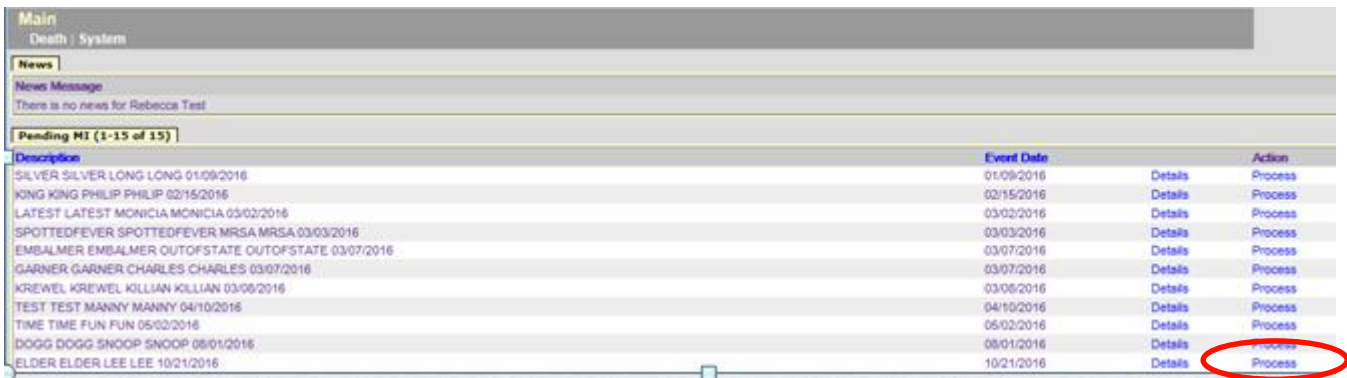
Additional Printing Options for Funeral Homes

This is the path to print your Funeral Home Copy/Working Copy of the Certificate; you can also print the following: **Transition/Disposition Permits; Cremation Permits & Disinterment Permits**, as well. You will still need to get to complete them, per usual.

Main – Death – Print

Funeral Home Copy | Drop To Paper | Transit/Disposition Permit | Cremation Permit | Disinterment Permit

News

News Message
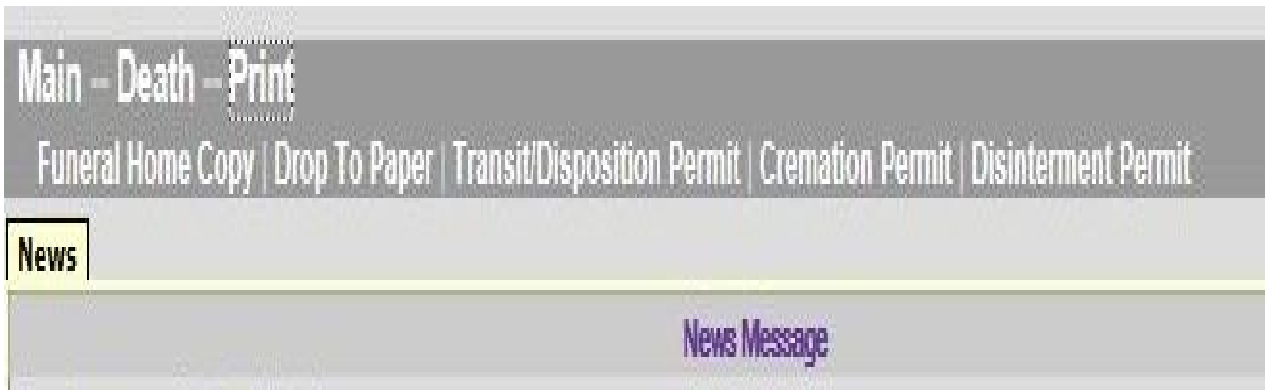
Medically Certifying a Record from a Funeral Home (Tabs 7-10):

Once a Funeral Director has assigned a record to a Physician, the Physician will receive an email notification to certify a record in their queue.

Medical Certifiers simply locate the record that they intend to medically certify and click on Process, which will take you to Tab 1. Move forward by clicking on Tab 7 Time/Autopsy.

Tab 7. Time/Autopsy

Tab 7 is the Time/Autopsy. You will see the decedent's case information (First and Last name, date of birth, and sex). Below this on number 3 will be the date of death. Number 4 will have the time of death. If a funeral home starts a record, they enter a date and time of death which will populate onto tab 7.

If your findings conclude that their date or time of death are incorrect, you can change it on tab 7 and this will be the date and time of death that appears on the death certificate.

Tab 8. Cause of Death: Not Pending

1 Decedent	2 Decedent Info	3 Origin/Race	4 Parents/Informant	5 Disposition	6 Funeral Director/Embalmer	7 **Time/Autopsy**

8 **Cause of Death**	9 **Manner/Details/Injury**	10 **Certifier**	11 Case Actions

28. Cause of Death PART I.

Enter the chain of events (diseases, injuries, or complications) that directly caused the death. DO NOT enter terminal events such as cardiac arrest, respiratory arrest, or ventricular fibrillation without showing the etiology. Enter only one cause on a line. DO NOT ABBREVIATE.**

☐ Cause of death pending
☐ Cause could not be determined

IMMEDIATE CAUSE (Final disease or condition resulting in death)

APPROXIMATE INTERVAL:
Onset to death

a. [   ]

Due to (or as a consequence of)

Sequentially list conditions, if any, leading to the cause listed on line a.
Enter the UNDERLYING CAUSE (disease or injury that initiated the events resulting in death) LAST.

b. [   ]

Due to (or as a consequence of)

c. [   ]

Due to (or as a consequence of)

d. [   ]

28. PART II.

Enter other significant conditions contributing to death but not resulting in the underlying cause given in PART I.
Other Significant Conditions contributing to death

[   ]

Rare Cause Alert

If a rare cause of death warning appeared at the top of this tab the cause(s) listed is considered a Rare and Unusual cause of death and requires confirmation from National Center for Health Statistics.

Has this cause(s) been confirmed by medical testing? [Select ▼]

[Previous] [Next] [Finish] [Cancel]

Cause of Death on tab 8 will have a few different options. There are two check boxes at the top, Pending and Could Not Be Determined. If pending is marked after cause of death is found, certifier will need to complete the delayed diagnosis. Only a Medical Examiner can mark could not be determined.

If neither of those check boxes are used, certifier will need to input part 1 immediate cause of death and other conditions leading to the cause. As they also should enter part 2 if there are any significant conditions contributing to death for this decedent.

Please note here that you can not enter terminal events such as cardiac arrest, respiratory arrest, or ventricular fibrillation without showing the etiology. You are to only input ONE cause of death on a line and DO NOT ABBREVIATE.

Also, if an entered cause of death is rare, after the user clicks Next, the system will flag the rare cause and a warning will appear at the top of tab 8 stating it is a rare cause. At the bottom, the system will then ask the question, "has this cause(s) been confirmed by medical testing?" You will be able to answer yes or no.

TN Department of Health

Tab 8. Cause of Death: Pending

28. Cause of Death PART I.

Enter the chain of events (diseases, injuries, or complications) that directly caused the death. DO NOT enter terminal events such as cardiac arrest, respiratory arrest, or ventricular fibrillation without showing the etiology. Enter only one cause on a line. DO NOT ABBREVIATE.

☐ Cause of death pending
☐ Cause could not be determined

IMMEDIATE CAUSE (Final disease or condition resulting in death)

APPROXIMATE INTERVAL: Onset to death

a. [   ]   [   ]

Due to (or as a consequence of)

Sequentially list conditions, if any, leading to the cause listed on line a.
Enter the UNDERLYING CAUSE (disease or injury that initiated the events resulting in death) LAST.

b. [   ]   [   ]

Due to (or as a consequence of)

c. [   ]   [   ]

Due to (or as a consequence of)

d. [   ]   [   ]

28. PART II.

Enter other significant conditions contributing to death but not resulting in the underlying cause given in PART I.
Other Significant Conditions contributing to death

[   ]

Rare Cause Alert

If a rare cause of death warning appeared at the top of this tab the cause(s) listed is considered a Rare and Unusual cause of death and requires confirmation from National Center for Health Statistics.

Has this cause(s) been confirmed by medical testing? Select ☑

| Previous | Next | Finish | Cancel |

In this example the cause of death has been marked as Pending. It will also mark Pending as the manner of death on tab 9. This locks out all the other fields for entry.

Click Next and it will take you through the remaining tabs to certify the record.

Tab 9. Manner/Details/Injury

30. Manner of Death

Manner of death [Select ▼]

31. Tobacco Use

Did tobacco use contribute to death? [Select ▼]

32. If Female

If female, select one from list [Select ▼]

34 a. Injury - Date

Date of injury (MM/DD/YYYY) [   ] 🔲

☐ Found

34 b. Injury - Time

Time of injury (HH:MM) [   ]

Time designation [Select ▼]

34 c-d. Injury - Place

Injury at work? [Select ▼]

Place of injury - at home, farm, street, factory, office, building, etc. (Specify) [   ]

34 e. Injury - How

Description [   ]

34 f. Injury - Where

Street and number [   ]

Apartment number [   ]

Country [Select]

State/province [Select ▼]

County list [Select ▼]

County [   ]

City list [Select ▼]

City or town [   ]

Zip code [   ]

33. If Transportation Injury

Specify [Select ▼]

Other - specify [   ]

[Previous] [Next] [Finish] [Cancel]

Manner of Death Drop-down box:
Select
Natural
Accident
Suicide
Homicide
Pending Investigation
Could not be determined

Tobacco Use Drop-down box :
Yes
No
Probably
Unknown

If Female Drop-down box :
Select
Pregnant
Not Pregnant, but pregnant within 42 days of death
Not Pregnant, but pregnant within 43 days to 1 year before death
Unknown if pregnant within the last year

TN Department of Health

Tab 10. Certifier: Physician

Tab 10 has all of the certifiers information. If any information is incorrect, contact the VRISM Team Help Desk. Information on this tab is what will print on the registered death certificate.

Note: Make sure on number 26 it has you marked correctly as a Physician or Medical Examiner

Tab 11. Case Actions

Once you have completed tabs 7-10, on tab 11: Case Actions click Finish.

VRISM Warning Screen

Main
Death | System

VRISM Warning

The record you are trying to save is UNFINISHED. All of the following fields are required for a FINISHED record.

Required to register: If dropped to paper, the State office must complete the information and register the record. Fix following:

Personal Information Section
Field Group Description: Must be released for registration

Save (as Pending)

After clicking Finish information is run on the data entered and you will see the VRISM Warning Screen. This will show if any medical information is incomplete. If all information is entered, click Save (as pending) and Return to Record on the next screen.

Successful Transaction Screen

Successful Transaction
Your transaction has been saved successfully.

Record Details

First name	PHAEDRA
Last name	PATTERSON
State file number	
Date of death	04/01/2017

Other Options

Following options are available:

Return to Record

Main Menu   Repeat Task

Click Return to Record

TN Department of
Health

Return to Tab 1. Decedent

Returning to the record takes you to tab 1. You are able to review all information and then certify on tab 11.

Tab 11. Case Actions: Certifying

Check either the 'check when ready to certify' or 'check if you decline to certify' box. Note you do have the option to decline certification, but you will have to give a reason as to why you are not certifying the record then click finish.

If you started the record and need to assign to a funeral home on the top right select your funeral home and check the assignment is complete button, then click Finish. Note: If you need to assign to a funeral home, ensure this has been done before certifying the record.

If you click certify then click the Certify button on the bottom left, then click the 'finish' button and 'save as pending'.

The record will then leave your work queue to be registered with the State by the funeral home.

If you are completing an entire death certificate, on the right side, click the 'when ready for review' box and then click the Release button. Once this is done, clicking Finish will take you to a successful transaction page and the certificate will be registered with the State.

End of Certification

VRISM Warning

The record you are trying to save is UNFINISHED. All of the following fields are required for a FINISHED record.

Required to register: If dropped to paper, the State office must complete the information and register the record. Fix following:

Personal Information Section
Field Group Description: Must be released for registration

Save (as Pending)
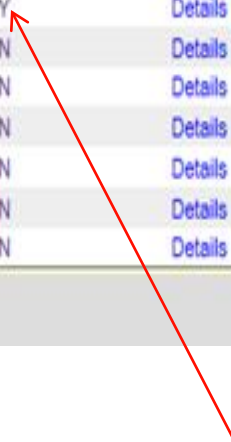
Funeral Home – Releasing the Record for Registration

Funeral Homes can always view the record in their queue and will be able to see when those records have been medically certified.

Find the name of the decedent in the description and MI (Medical Information) Finished should have a Y in the column. Click process to go into the record.

Release for Registration – After clicking Process

After selecting process, it will bring you back to Tab 1. Decedent. You can start reviewing information to make sure everything is correct. Then Proceed to Tab 11 by simply clicking the tab.

Releasing for Registration

The Funeral Director receives the record back in their work queue from the Medical Certifier. Go to Tab 11 Case Actions. Release for registration and your record will now be registered with the State of TN.

Check the box when ready for review (after reviewing everything).

If information is correct, Release the record for Registration.

VRISM – Successful Transaction Page

YOUR DEATH CERTIFICATE REGISTRATION PROCESS IS NOW COMPLETE!!!

Reminders

- You must complete all required fields.
- The VRISM Warning Screen will tell you if any information is missing from the record which the Funeral Director has to complete before it can be assigned to the Medical Certifier.
- When the Medical Certifier sends the record back to the Funeral Director work queue, you can review the record to make sure everything is correct. If all information is correct, RELEASE the record for REGISTRATION.

Frequently Asked Questions:

- **"We have a new employee in our office. Can I just let them use my account to log into the system?"**
  - No; please have them send in a completed VRISM Access User Request & Agreement to <u>vrismuser@tdhs.zendesk.com</u> . Once they have been registered, an email will be sent to their email address with their login information.
- **"When I'm logging in, I get a question I never set up. How do I answer the question?"**
  - DO NOT ANSWER the question if you do not recognize it. Simply close the login window and click Login again on the VRISM Main Page. If this problem persists, ensure that you are entering your login information correctly; it is case sensitive (use shift key, not caps lock).
- **"When I'm logging in, I get a question I never set up. How do I answer the question?"**
  - You may go in and reset your password by clicking System on the Main Page once you are logged in. You may also click the reset button when prompted to enter your username. If you have difficulty, please call the Help Desk.
- **"How can I save my work?"**
  - It is important to keep in mind that the **'Finish' button is your save button.** The record should still be in your queue. If it is not in your queue, it is because it was completed/registered with the State. You may search for the record through the search menu option, but you will no longer be able to make changes to the record.
- **"Can I use VRISM in Google Chrome, Edge or Mozilla?"**
  - The VRISM system works best with Internet Explorer 11, which is the preferred choice. It also works well with Safari.
- **"Can I get a copy of the Tennessee Funeral Director's Handbook?**
  - Yes; please use this link: https://www.tn.gov/assets/entities/commerce/attachments/FuneralDirectorsHandbook-2012.pdf
- **"If a Physician starts a record and assigns it to a Funeral Home, will the Funeral Home be able to complete their portion (the demographic portion) of the record?"**
  - Yes; the system is set up to support this. The Funeral Director and staff will always be prevented from touching the Medical Tabs

VRISM Help Desk:

Please call our VRISM Help Desk number: 1-855-874-7686, if you need assistance.

Help Desk Hours are from 8:00 AM CST – 4:30 PM CST, Monday through Friday, at the moment.

Beginning in October, the Help Desk Hours will extend to 8:00 AM - 6:00 PM CST Monday through Thursday to better assist our users.

You may also email the VRISM Team at the following emails:
kathy.seelye@tn.gov
erin.wilson@tn.gov
tina.wetherbee@tn.gov
van.bryant@tn.gov
harriet.fultz@tn.gov
anne.carpenter@tn.gov

TN Department of Health