VRISM Medical Certifier User Guide

For help, contact us at (855) 874-7686 or health.vrism@tn.gov.

Logging In

- After receiving the email verification link and setting up your security information (password, pin, security questions, image and phrase), go to:
- https://vrism.tn.gov/vrism/gui/login/welcomeTN.jsp
- Press the blue login button at the bottom of the screen.
- Enter your username (case sensitive).
- Answer one of your three selected security questions (case sensitive).
- Verify that your security image and phrase are correct.
- Enter your password (case sensitive).
- If you have any certificates assigned, they should appear on your main screen in a queue.

Certifying a Certificate

- Select a record in your queue by clicking the green arrows to the far right of the name.
- The record always opens on tab 1. If any of the information on tab 1 is incorrect, please work with the funeral home to correct this. Different fields will be open to specific users on tab 1. Medical Examiners have access to all tabs.
- **Tab 7** – **Time/Autopsy** on the left side of the screen to start the medical portion.
- **Verify the date and time of death entered by the funeral home, medical record # not required**
- Enter all 9's for unknown numerical information, such as time of death if unknown. Answer "was ME contacted" and "was an autopsy performed".
- Click next when ready to proceed to the next screen.
- **Tab 8** – **Cause of Death** - enter the cause of death and underlying causes **without** abbreviations. Be as specific as possible. The rare cause alert will only need to be answered if the rare cause warning appears after clicking next. Click next.
- **Tab 9** - **Manner/Details/Injury,** select the manner that applies to the case. Click next.
- **Tab 10** - Certifier, check to make sure all information is correct. Please be aware Certification Date item 27 a,c. will not be open for entry. When the record is certified on tab 11 it will enter the date automatically. Click Next.
- **Tab 11** – **Case Actions** - If all of the information is complete, you will be able to click the box "check when ready to certify" and the click on the "certify" button. When both of these transactions are completed, you will be able to click on "Finish" and you are done with the record. To close the record, click on "save as pending".
- If you cannot click on "certify" something is missing, press finish and save as pending. Review any warnings where items were not completed, you can click on the blue link to complete.
- Go back to Tab 11 and you should now be able to click on the two required locations.
- If you would like to print a copy take path Main>Death>Print>Funeral Home Copy. After entering search fields, click "Details," then press continue at the bottom of the screen. Click the "Generate Document" button to generate a printable PDF of the record.