Vital Statistics
User Manual

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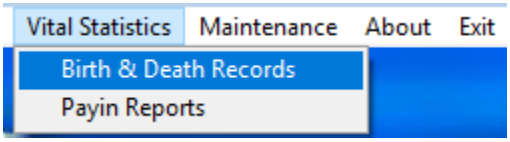
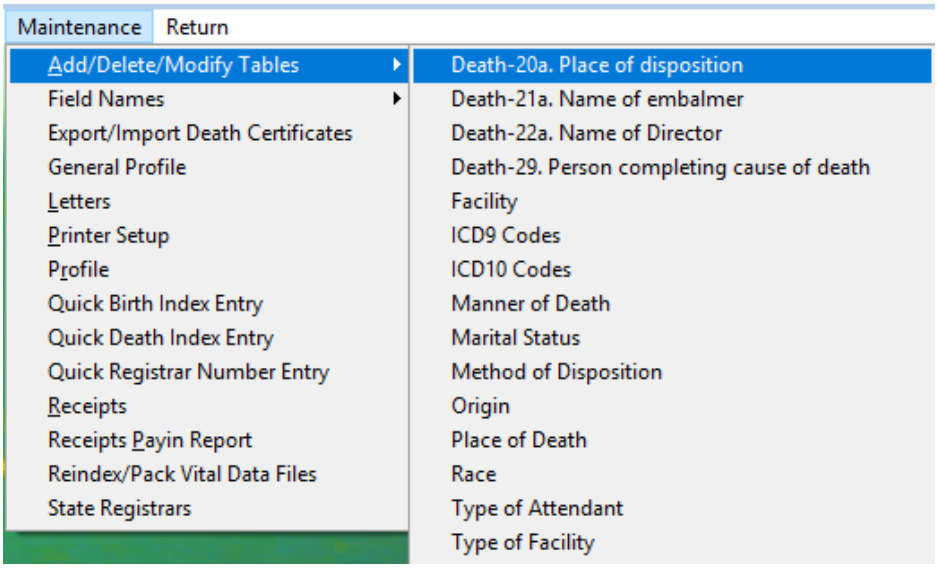
Chapter 1: Getting Started

Once the Vital Statistics Module has been installed, it can be accessed by going to:
Vital Statistics > Birth & Death Records

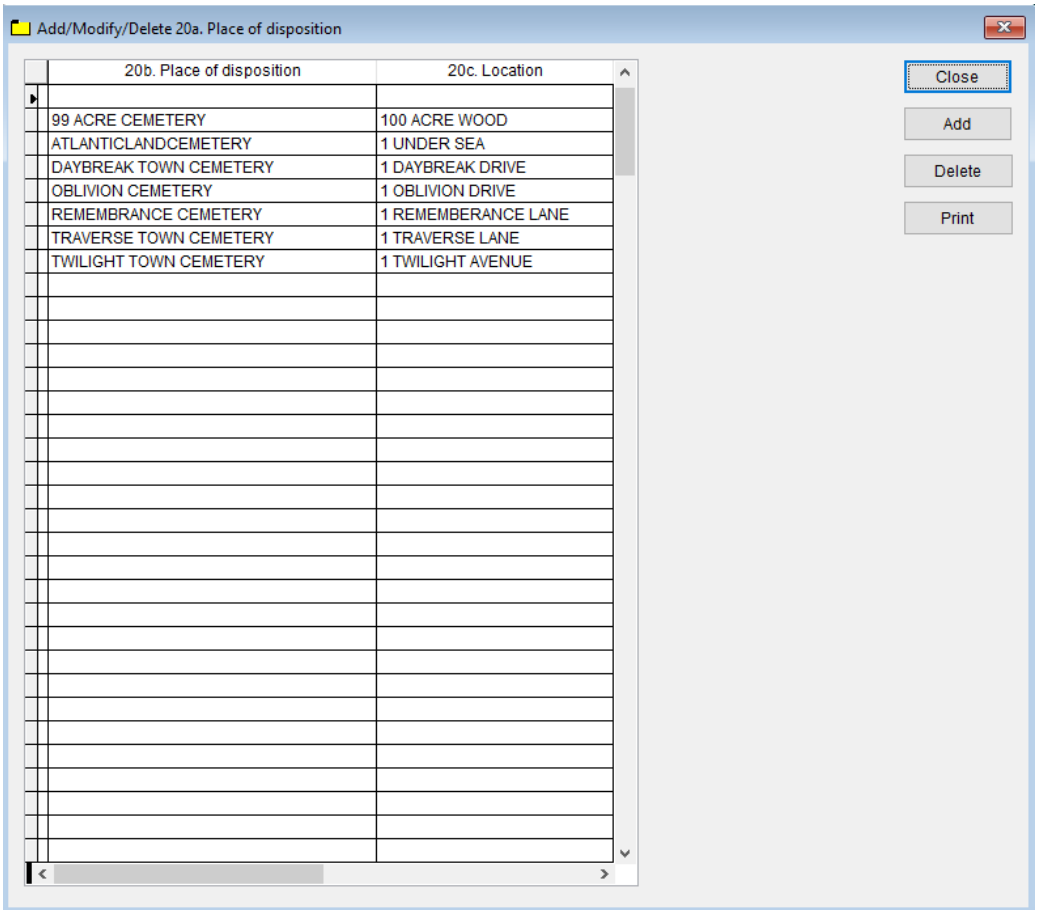


The first order of business is to complete the control files that will drive the module. After going into the Vital Statistics Module, these files can be found by going to: Maintenance > Add/Delete/Modify Tables.



Death-20a. Place of disposition

From the Vital Statistics Module, navigate to: **Maintenance > Add/Delete/Modify Tables > Death-20a. Place of disposition**.



The information entered in this table populates the place of disposition for death records.
To enter place of disposition:

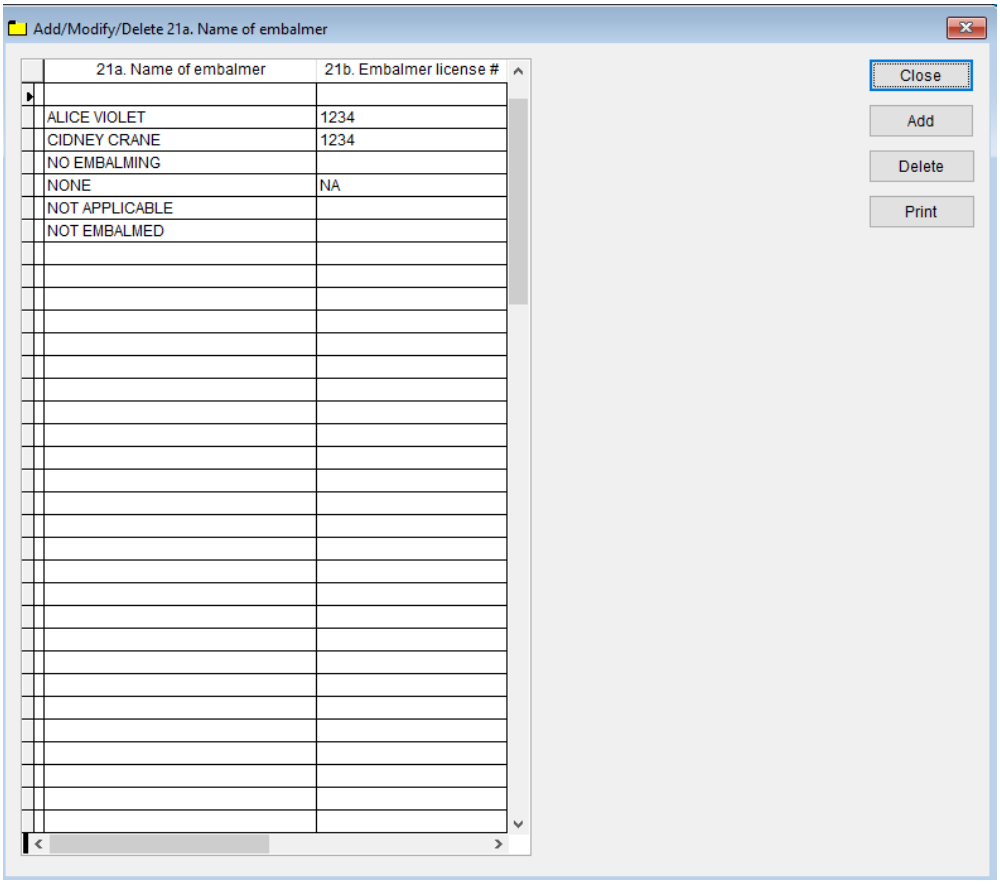
1. Click **Add** and you will be enter the place underneath *"20b. Place of disposition."*
2. Enter a **Location** for the place of disposition under *"20c. Location."*
3. Click **Close** to exit the table.

Additional information:

1. Other buttons will be outlined later, as needed.
2. **Delete**: Use to delete the record where your cursor is positioned.
3. **Print:** Use to print the list.

Death-21a. Name of embalmer

From the Vital Statistics Module, navigate to: **Maintenance > Add/Delete/Modify Tables > Death-21a. Name of embalmer**.



The information entered in this table populates the name of embalmer for death records.
To enter Name of embalmer:

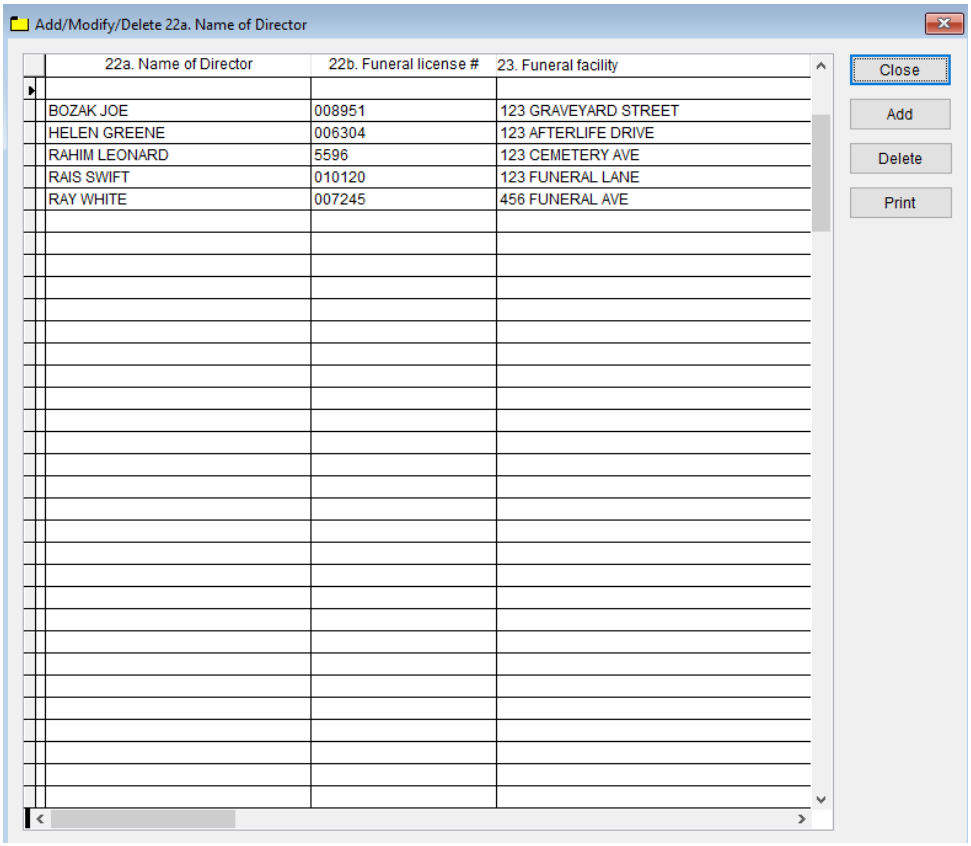
1. Click **Add** and you will be able to enter the place underneath *"21a. Name of embalmer."*
2. Enter a license number under "*21b. Embalmer license #*."
3. Click **Close** to exit the table.

Additional information:

1. **Delete**: Use to delete the record where your cursor is positioned.
2. **Print:** Use to print the list.

Death-22a. Name of Director

From the Vital Statistics Module, navigate to: **Maintenance > Add/Delete/Modify Tables > Death-22a. Name of Director.**



The information entered in this table populates the name of director fields for death records.
To enter Name of Director:

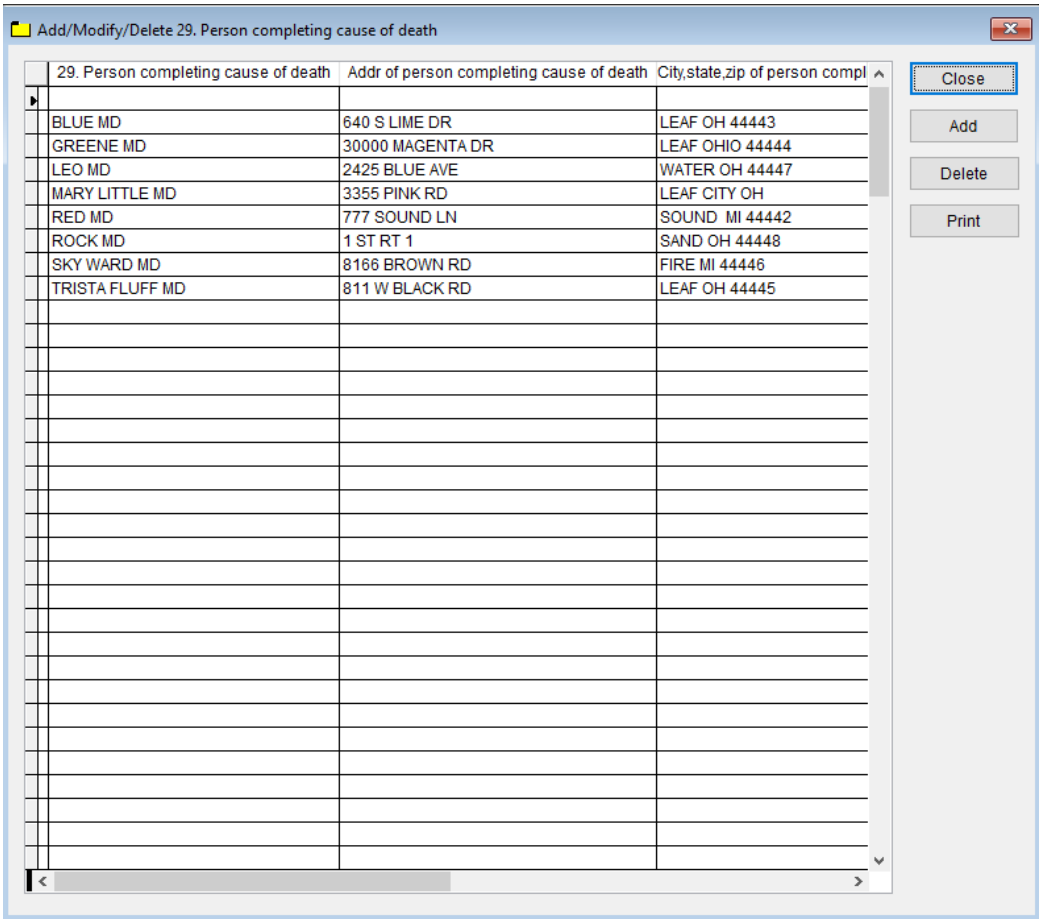
1. Click **Add** and you will be able to enter the place underneath *"22a. Name of Director."*
2. Enter a license number under "*22b. Funeral license #*."
3. Enter the funeral facility under "*23. Funeral facility."*
4. Enter the funeral facility address under "*23. Funeral facility address.*"
5. Enter the funeral facility city, state, zip under "*23. Funeral facility city, state, zip*."
6. Click **Close** to exit the table.

Additional information:

1. **Delete**: Use to delete the record where your cursor is positioned.
2. **Print:** Use to print the list.

Death -29. Person completing cause of death

From the Vital Statistics Module, navigate to: **Maintenance > Add/Delete/Modify Tables > Death-29. Person completing cause of death**



29. Person completing cause of death	Addr of person completing cause of death	City,state,zip of person compl
BLUE MD	640 S LIME DR	LEAF OH 44443
GREENE MD	30000 MAGENTA DR	LEAF OHIO 44444
LEO MD	2425 BLUE AVE	WATER OH 44447
MARY LITTLE MD	3355 PINK RD	LEAF CITY OH
RED MD	777 SOUND LN	SOUND MI 44442
ROCK MD	1 ST RT 1	SAND OH 44448
SKY WARD MD	8166 BROWN RD	FIRE MI 44446
TRISTA FLUFF MD	811 W BLACK RD	LEAF OH 44445

The information entered in this table populates the person completing cause of death field

Click **Add** and you will be able to enter the place underneath *"29. Person completing cause of death."*

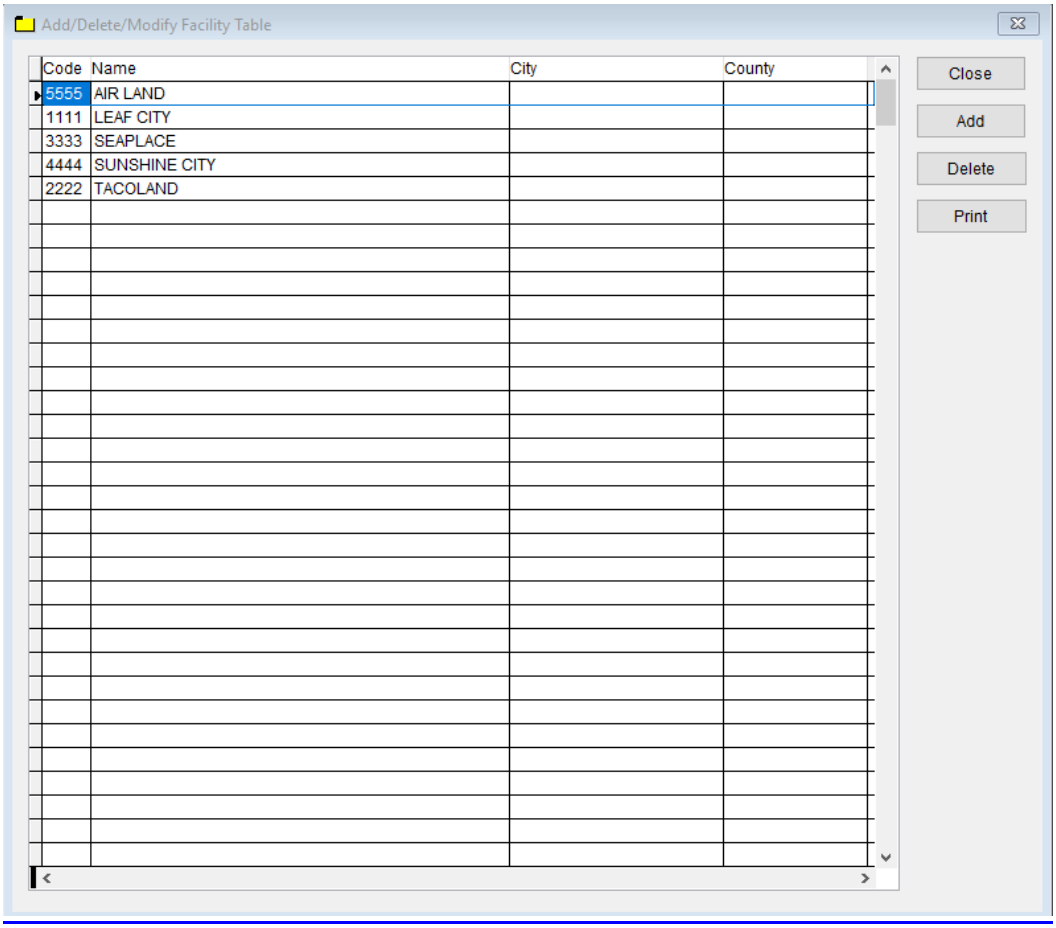
1. Enter an address under "*Address of person completing cause of death*."
2. Enter the "*City state, zip of person completing cause of death*."
3. Click **Close** to exit the table.

Additional information:

1. **Delete**: Use to delete the record where your cursor is positioned.
2. **Print:** Use to print the list.

Facility

From the Vital Statistics Module, navigate to: **Maintenance > Add/Delete/Modify Tables > Facility**



The information entered in this table populates the facility field when entering a record.
To enter Facility:

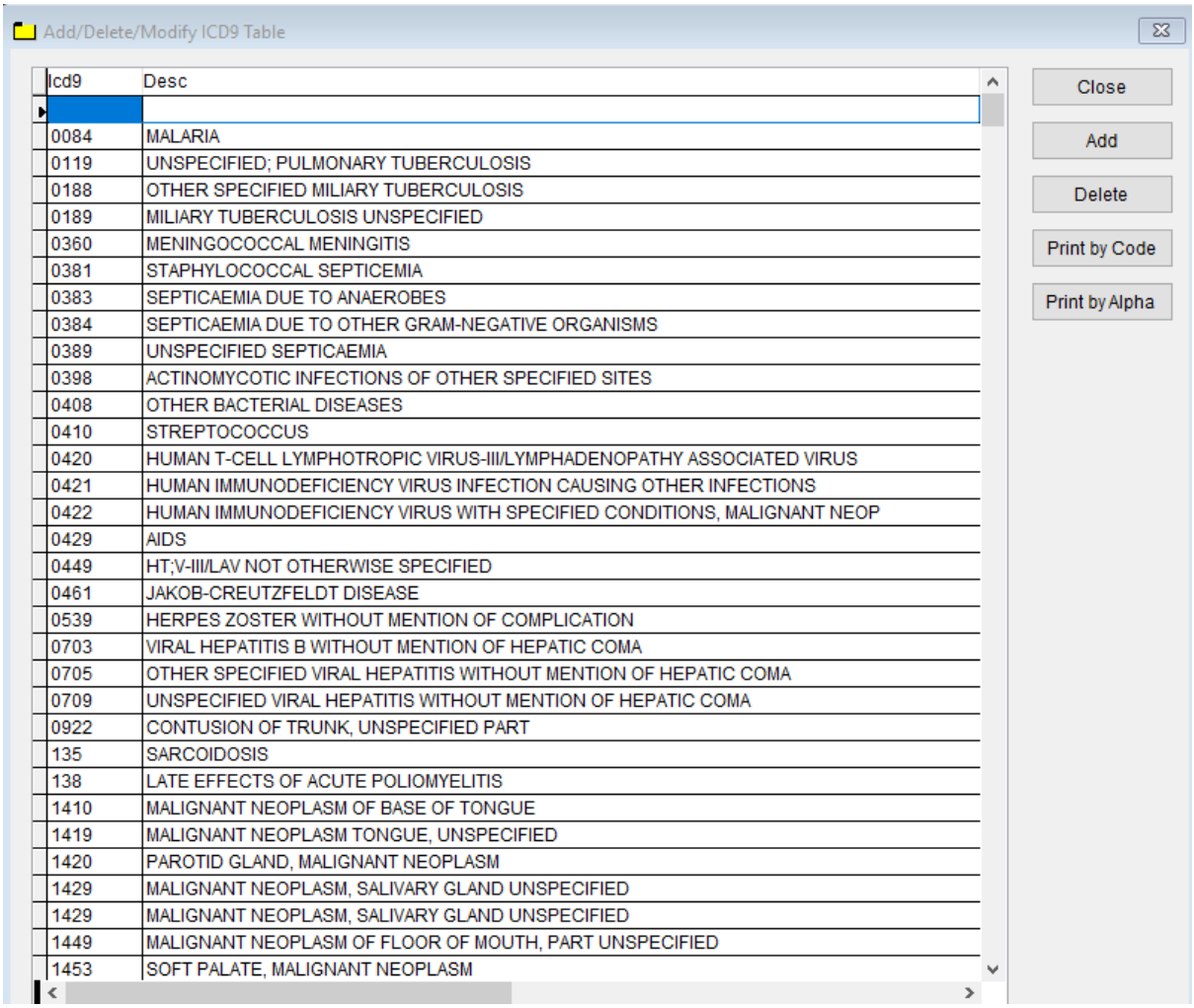
1. Click **Add** and enter the "*Code*" for the Facility.
2. Enter the facility "Name" next.
3. Enter the "*City*"
4. Enter the "*County*"
5. Click **Close** to exit the table.

Additional information:

1. **Delete**: Use to delete the record where your cursor is positioned.
2. **Print:** Use to print the list.

ICD9 Codes

From the Vital Statistics Module, navigate to: **Maintenance > Add/Delete/Modify Tables > ICD9 Codes**



Icd9	Desc
0084	MALARIA
0119	UNSPECIFIED; PULMONARY TUBERCULOSIS
0188	OTHER SPECIFIED MILIARY TUBERCULOSIS
0189	MILIARY TUBERCULOSIS UNSPECIFIED
0360	MENINGOCOCCAL MENINGITIS
0381	STAPHYLOCOCCAL SEPTICEMIA
0383	SEPTICAEMIA DUE TO ANAEROBES
0384	SEPTICAEMIA DUE TO OTHER GRAM-NEGATIVE ORGANISMS
0389	UNSPECIFIED SEPTICAEMIA
0398	ACTINOMYCOTIC INFECTIONS OF OTHER SPECIFIED SITES
0408	OTHER BACTERIAL DISEASES
0410	STREPTOCOCCUS
0420	HUMAN T-CELL LYMPHOTROPIC VIRUS-III/LYMPHADENOPATHY ASSOCIATED VIRUS
0421	HUMAN IMMUNODEFICIENCY VIRUS INFECTION CAUSING OTHER INFECTIONS
0422	HUMAN IMMUNODEFICIENCY VIRUS WITH SPECIFIED CONDITIONS, MALIGNANT NEOP
0429	AIDS
0449	HT;V-III/LAV NOT OTHERWISE SPECIFIED
0461	JAKOB-CREUTZFELDT DISEASE
0539	HERPES ZOSTER WITHOUT MENTION OF COMPLICATION
0703	VIRAL HEPATITIS B WITHOUT MENTION OF HEPATIC COMA
0705	OTHER SPECIFIED VIRAL HEPATITIS WITHOUT MENTION OF HEPATIC COMA
0709	UNSPECIFIED VIRAL HEPATITIS WITHOUT MENTION OF HEPATIC COMA
0922	CONTUSION OF TRUNK, UNSPECIFIED PART
135	SARCOIDOSIS
138	LATE EFFECTS OF ACUTE POLIOMYELITIS
1410	MALIGNANT NEOPLASM OF BASE OF TONGUE
1419	MALIGNANT NEOPLASM TONGUE, UNSPECIFIED
1420	PAROTID GLAND, MALIGNANT NEOPLASM
1429	MALIGNANT NEOPLASM, SALIVARY GLAND UNSPECIFIED
1429	MALIGNANT NEOPLASM, SALIVARY GLAND UNSPECIFIED
1449	MALIGNANT NEOPLASM OF FLOOR OF MOUTH, PART UNSPECIFIED
1453	SOFT PALATE, MALIGNANT NEOPLASM

To enter ICD9 Codes:

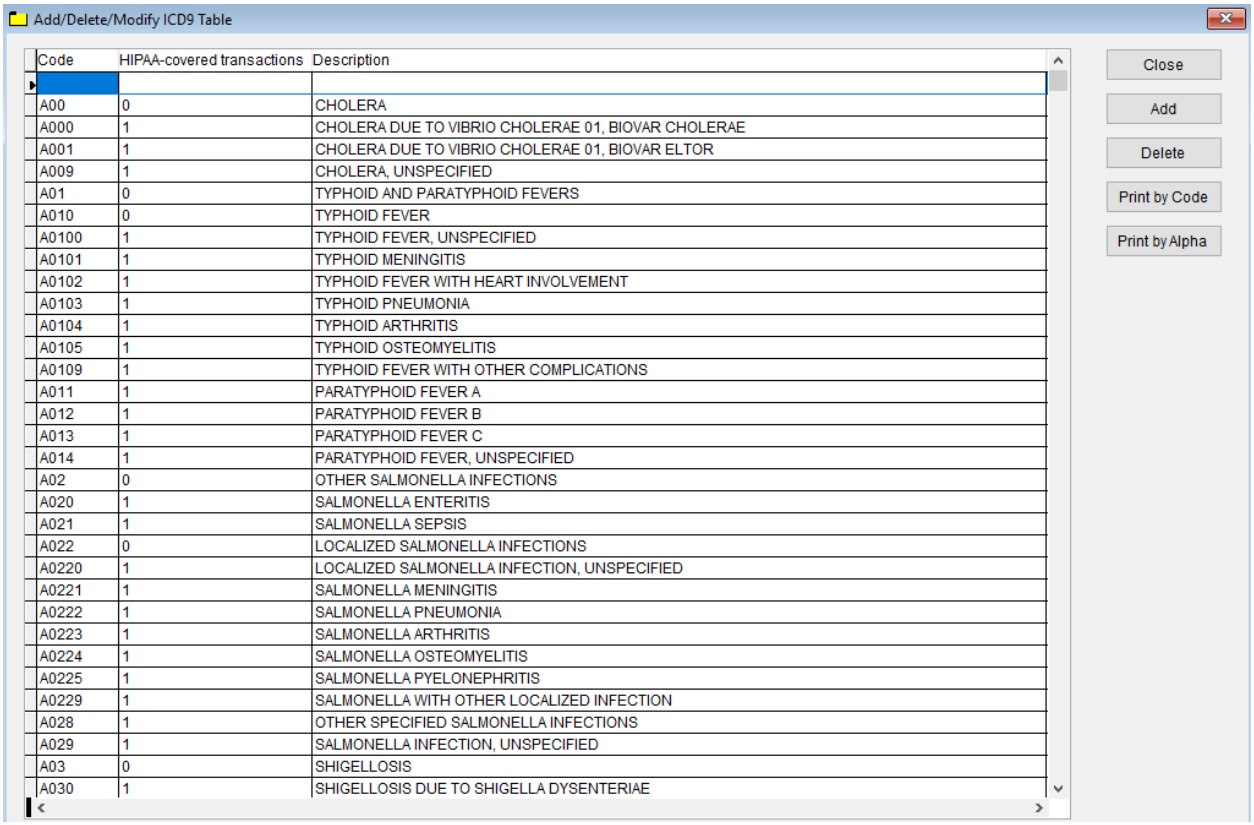
1. Click **Add** and enter the "*Icd9"*
2. Enter the description under "*Desc*."
3. Click **Close** to exit the table.

Additional information:

1. **Delete**: Use to delete the record where your cursor is positioned.
2. **Print by code:** Click to print a list by code
3. **Print by Alpha:** Click to print by alpha

ICD10 Codes

From the Vital Statistics Module, navigate to: **Maintenance > Add/Delete/Modify Tables > ICD10 Codes**



Code	HIPAA-covered transactions	Description
A00	0	CHOLERA
A000	1	CHOLERA DUE TO VIBRIO CHOLERAE 01, BIOVAR CHOLERAE
A001	1	CHOLERA DUE TO VIBRIO CHOLERAE 01, BIOVAR ELTOR
A009	1	CHOLERA, UNSPECIFIED
A01	0	TYPHOID AND PARATYPHOID FEVERS
A010	0	TYPHOID FEVER
A0100	1	TYPHOID FEVER, UNSPECIFIED
A0101	1	TYPHOID MENINGITIS
A0102	1	TYPHOID FEVER WITH HEART INVOLVEMENT
A0103	1	TYPHOID PNEUMONIA
A0104	1	TYPHOID ARTHRITIS
A0105	1	TYPHOID OSTEOMYELITIS
A0109	1	TYPHOID FEVER WITH OTHER COMPLICATIONS
A011	1	PARATYPHOID FEVER A
A012	1	PARATYPHOID FEVER B
A013	1	PARATYPHOID FEVER C
A014	1	PARATYPHOID FEVER, UNSPECIFIED
A02	0	OTHER SALMONELLA INFECTIONS
A020	1	SALMONELLA ENTERITIS
A021	1	SALMONELLA SEPSIS
A022	0	LOCALIZED SALMONELLA INFECTIONS
A0220	1	LOCALIZED SALMONELLA INFECTION, UNSPECIFIED
A0221	1	SALMONELLA MENINGITIS
A0222	1	SALMONELLA PNEUMONIA
A0223	1	SALMONELLA ARTHRITIS
A0224	1	SALMONELLA OSTEOMYELITIS
A0225	1	SALMONELLA PYELONEPHRITIS
A0229	1	SALMONELLA WITH OTHER LOCALIZED INFECTION
A028	1	OTHER SPECIFIED SALMONELLA INFECTIONS
A029	1	SALMONELLA INFECTION, UNSPECIFIED
A03	0	SHIGELLOSIS
A030	1	SHIGELLOSIS DUE TO SHIGELLA DYSENTERIAE

To enter ICD10 Codes:

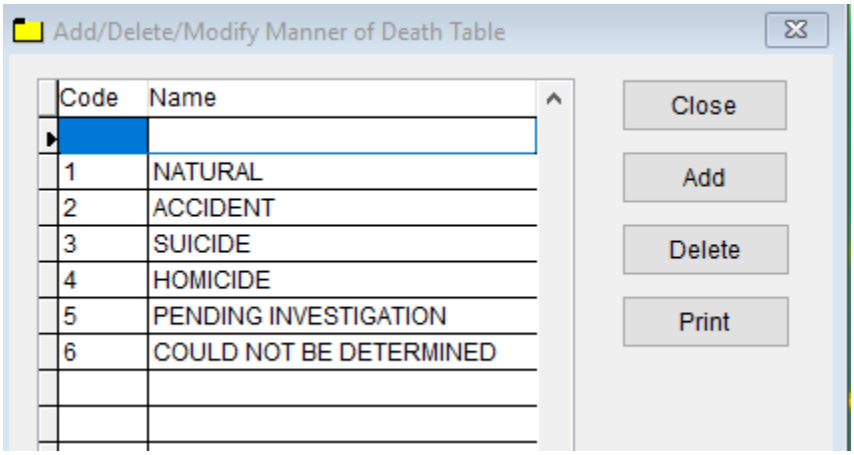
1. Click **Add** and enter the "*Code*"
2. Enter the "HIPAA-covered transactions"
3. Fill "*Description*" area.
4. Click **Close** to exit the table.

Additional information:

1. **Delete**: Use to delete the record where your cursor is positioned.
2. **Print by code:** Click to print a list by code
3. **Print by Alpha:** Click to print by alpha

Manner of Death

From the Vital Statistics Module, navigate to: **Maintenance > Add/Delete/Modify Tables > Manner of Death**



To enter Manner of Death:

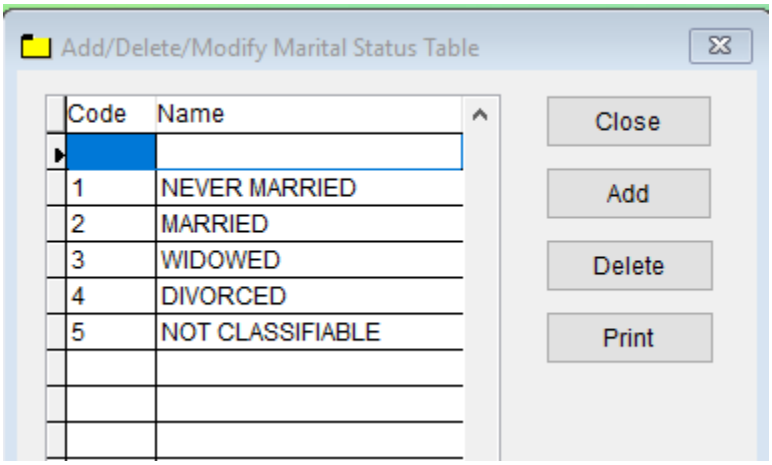
1. Click **Add** and enter the "*Code*"
2. Enter the "*Name*" – which would be the Manner of death.
3. Click **Close** to exit the table.

Additional information:

1. **Delete**: Use to delete the record where your cursor is positioned.
2. **Print:** Use to print the list.

Marital Status

From the Vital Statistics Module, navigate to: **Maintenance > Add/Delete/Modify Tables > Marital Status**



To enter Marital Status:

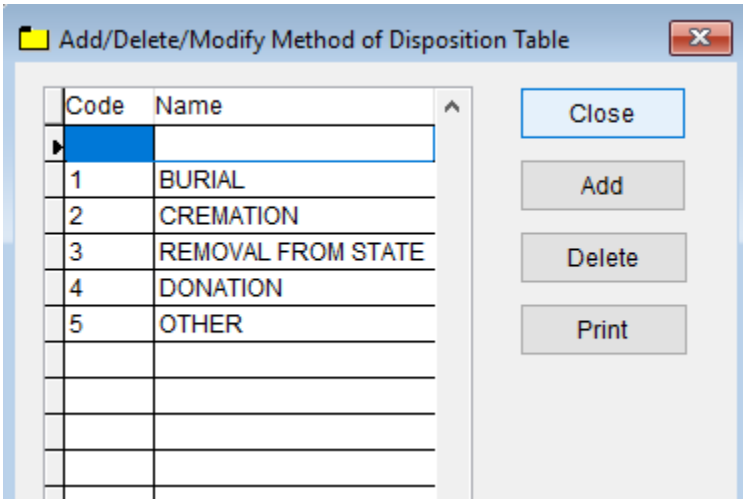
1. Click **Add** and enter the "*Code*"
2. Enter the "*Name*" – which would be the Marital status.
3. Click **Close** to exit the table.

Additional information:

1. **Delete**: Use to delete the record where your cursor is positioned.
2. **Print:** Use to print the list.

Method of Disposition

From the Vital Statistics Module, navigate to: **Maintenance > Add/Delete/Modify Tables > Method of Disposition**



To enter Method of Disposition:

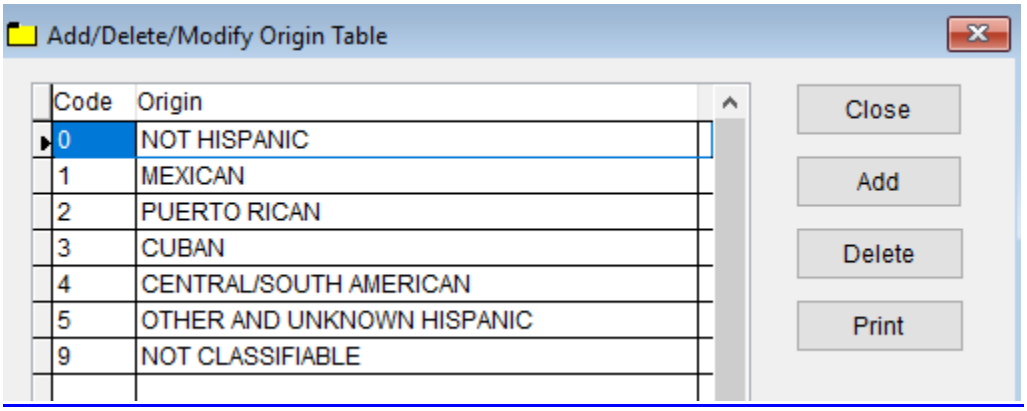
1. Click **Add** and enter the "*Code*"
2. Enter the "*Name*" – which would be the Method of Disposition.
3. Click **Close** to exit the table.

Additional information:

1. **Delete**: Use to delete the record where your cursor is positioned.
2. **Print:** Use to print the list.

Origin

From the Vital Statistics Module, navigate to: **Maintenance > Add/Delete/Modify Tables > Origin**



To enter Origin:

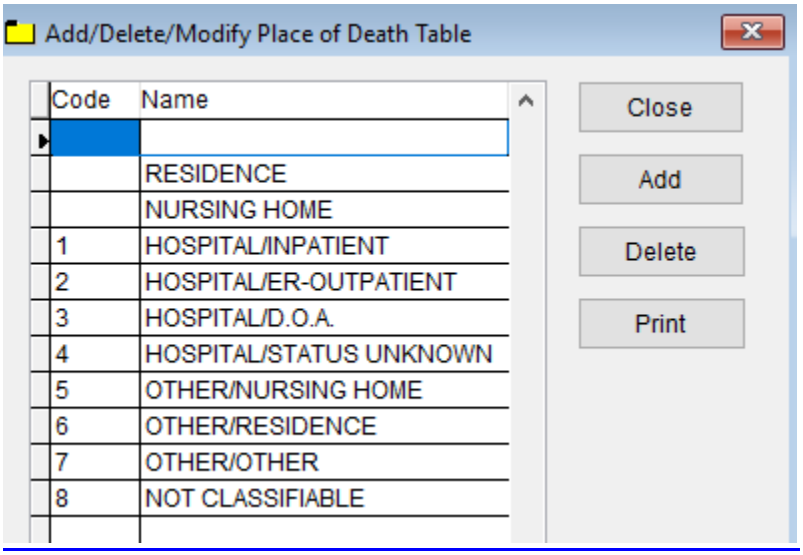
4. Click **Add** and enter the "*Code*"
5. Enter the "*Origin*".
6. Click **Close** to exit the table.

Additional information:

3. **Delete**: Use to delete the record where your cursor is positioned.
4. **Print:** Use to print the list.

Place of Death

From the Vital Statistics Module, navigate to: **Maintenance > Add/Delete/Modify Tables > Place of Death**



To enter Place of Death:

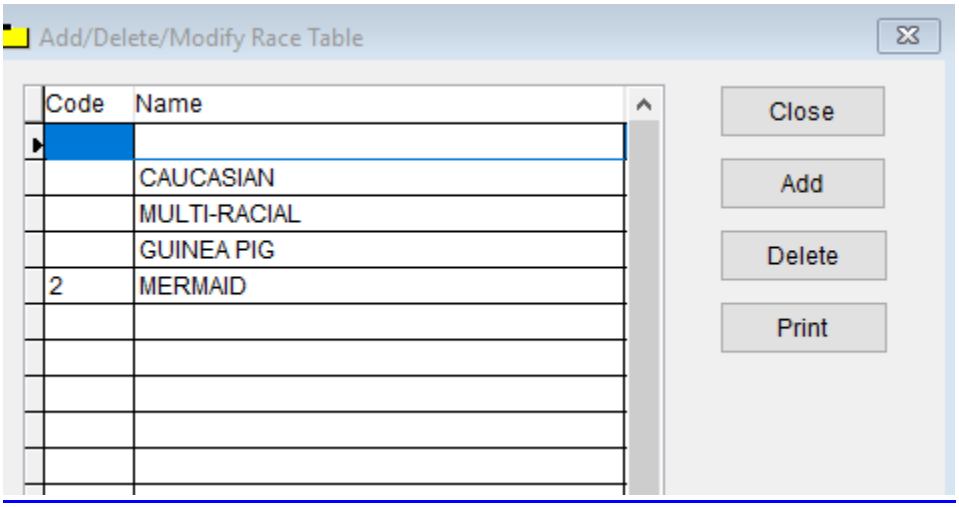
7. Click **Add** and enter the "*Code*"
8. Enter the "*Name*" – which would be the place of death.
9. Click **Close** to exit the table.

Additional information:

5. **Delete**: Use to delete the record where your cursor is positioned.
6. **Print:** Use to print the list.

Race

From the Vital Statistics Module, navigate to: **Maintenance > Add/Delete/Modify Tables > Race**



To enter Place of Death:

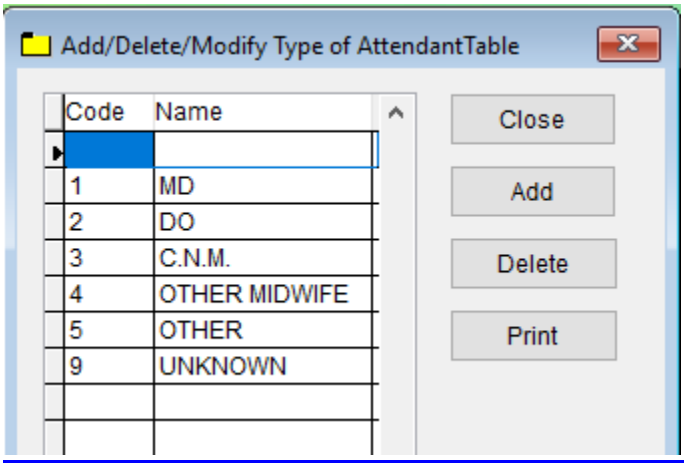
10. Click **Add** and enter the "*Code*"
11. Enter the "*Name*" – which would be race.
12. Click **Close** to exit the table.

Additional information:

7. **Delete**: Use to delete the record where your cursor is positioned.
8. Print: Use to print the list.

Type of Attendant

From the Vital Statistics Module, navigate to: **Maintenance > Add/Delete/Modify Tables > Type of Attendant**



To enter Type of Attendant:

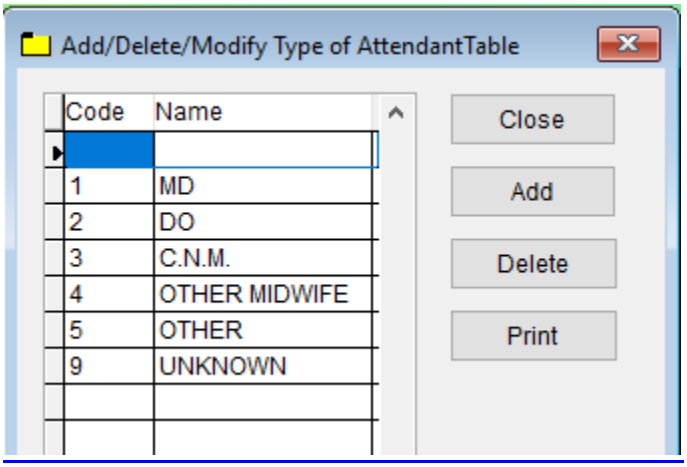
13. Click **Add** and enter the "*Code*"
14. Enter the "*Name*" – which would be type of attendant.
15. Click **Close** to exit the table.

Additional information:

9. **Delete**: Use to delete the record where your cursor is positioned.
10. **Print:** Use to print the list.

Type of Facility

From the Vital Statistics Module, navigate to: **Maintenance > Add/Delete/Modify Tables > Type of Facility**



To enter Type of Facility

16. Click **Add** and enter the "*Code*"
17. Enter the "*Name*" – which would be type of facility.
18. Click **Close** to exit the table.

Additional information:

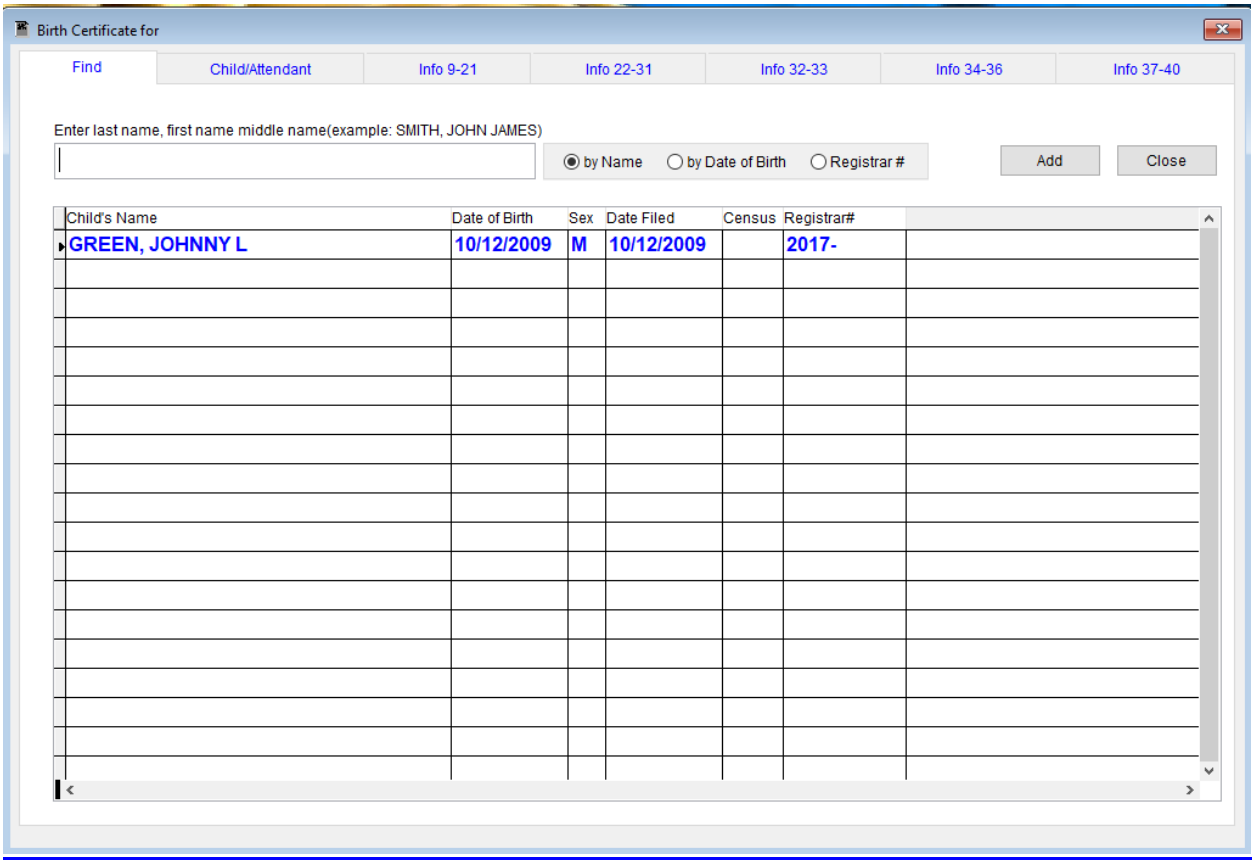
11. **Delete**: Use to delete the record where your cursor is positioned.
12. **Print:** Use to print the list.

Chapter 2: Entering Birth and Death Certificates

Part 1 – Birth Certificates

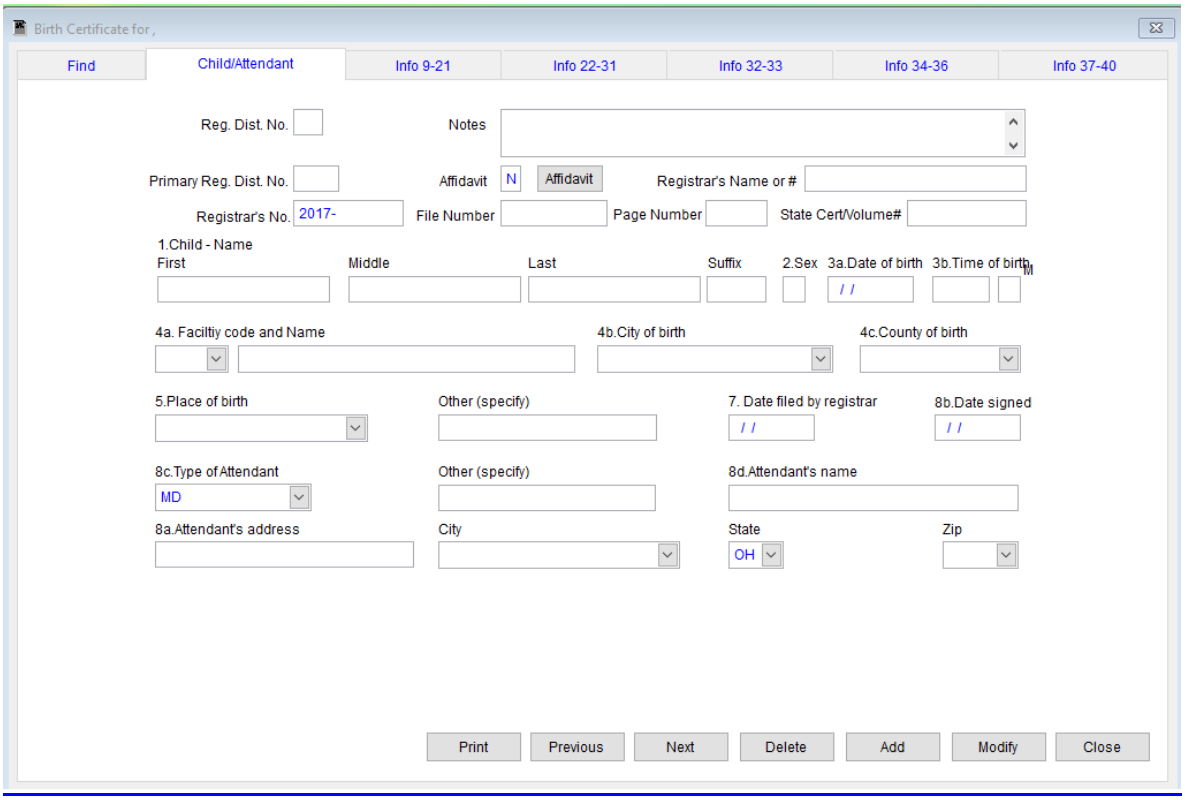
Navigate to **Vital Statistics > Birth Certificates**

Here you will see a list starting with the Child's name. You can search for a specific record by clicking: "by Name," "by Date of Birth," "Registrar #." Click on the specific record you want to observe or enter in a new record.



Child Attendant Tab

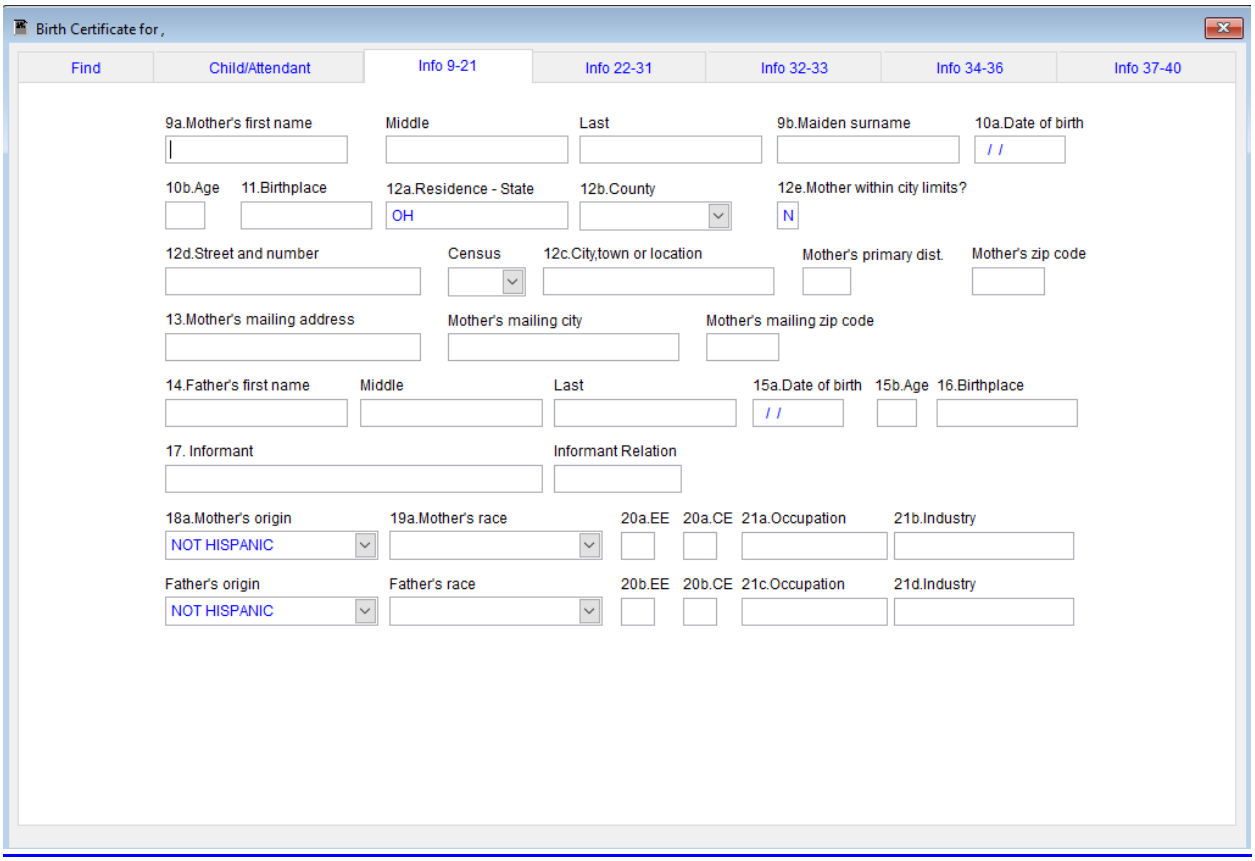
From **Vital Statistics > Birth Certificates > Child/Attendant**



Click "Modify" to enter information for the child/attendant.

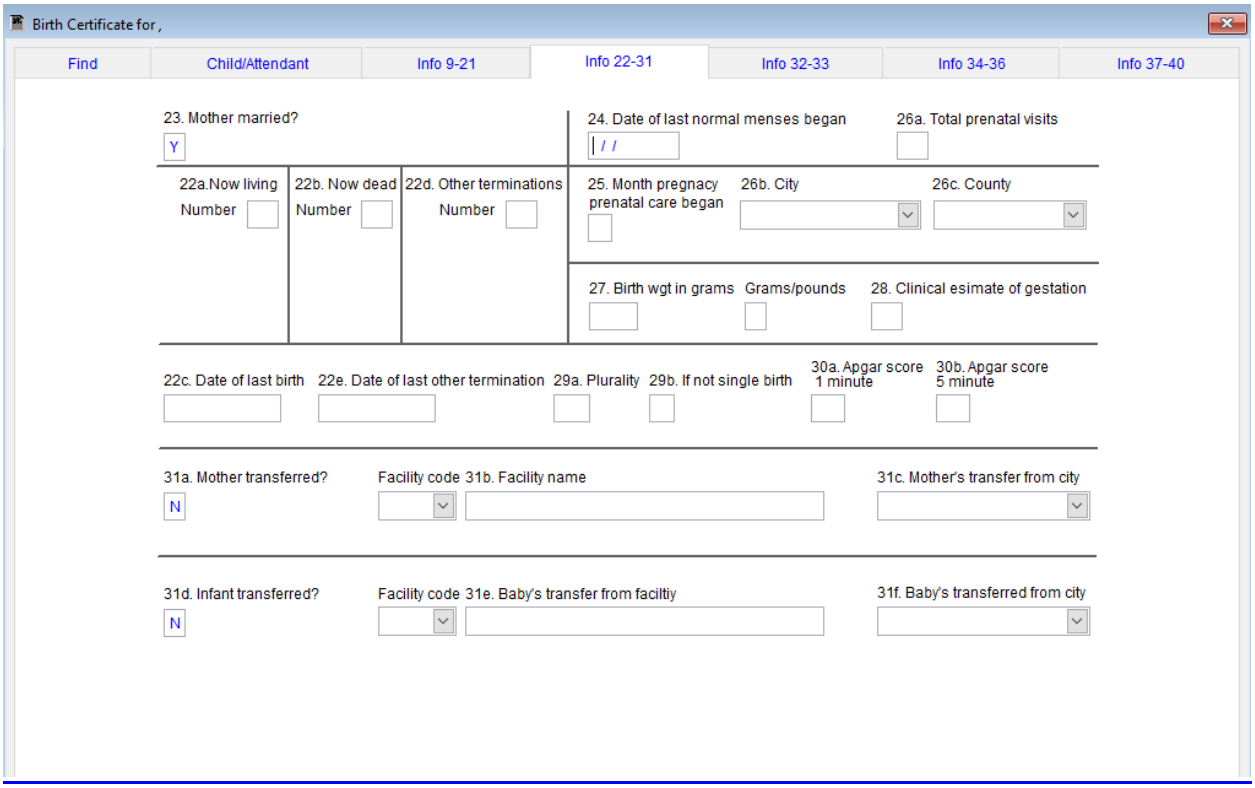
Field/Button	Description
Modify	Allows you to enter information into a record
Add	Creates blank fields to allow you to enter a new record
Delete	Deletes record
Next/Previous	Displays next or previous record
Print	Opens menu to print selection

Info 9-21 Tab



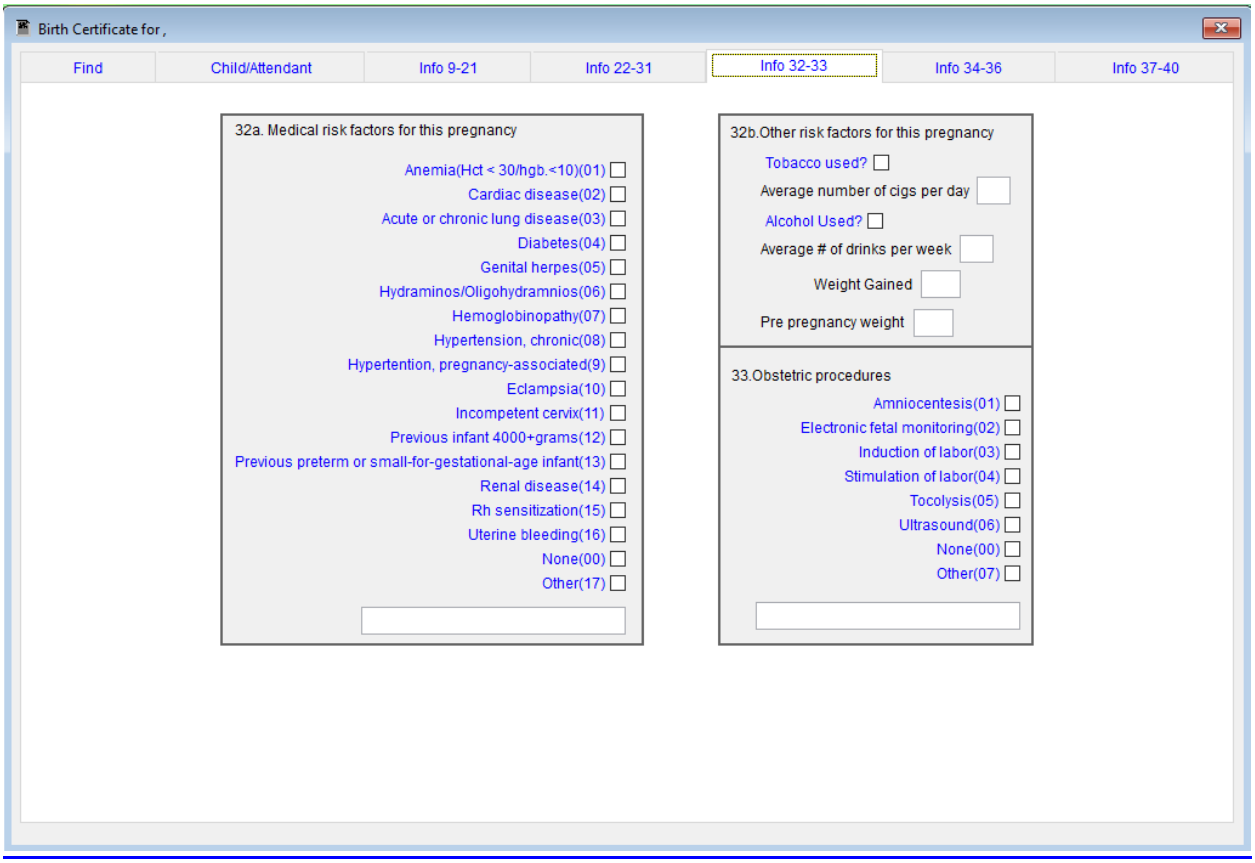
Fill in appropriate information under the Info 9-21 tab. The dropdown fields are stored in tables to make entering data quicker.

Info 22-31 Tab



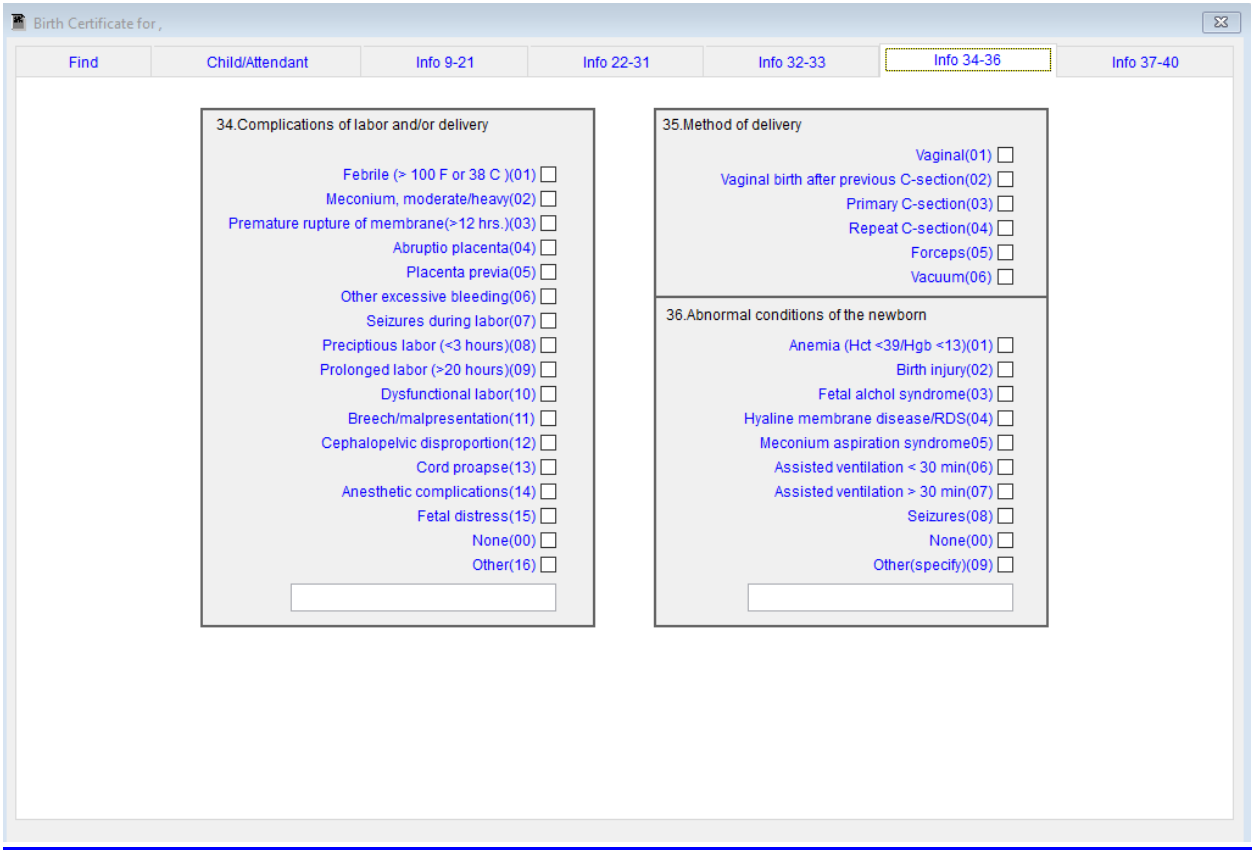
Fill in appropriate information under the Info 22-31 tab. The dropdown fields are stored in tables to make entering data quicker.

Info 32-33 Tab



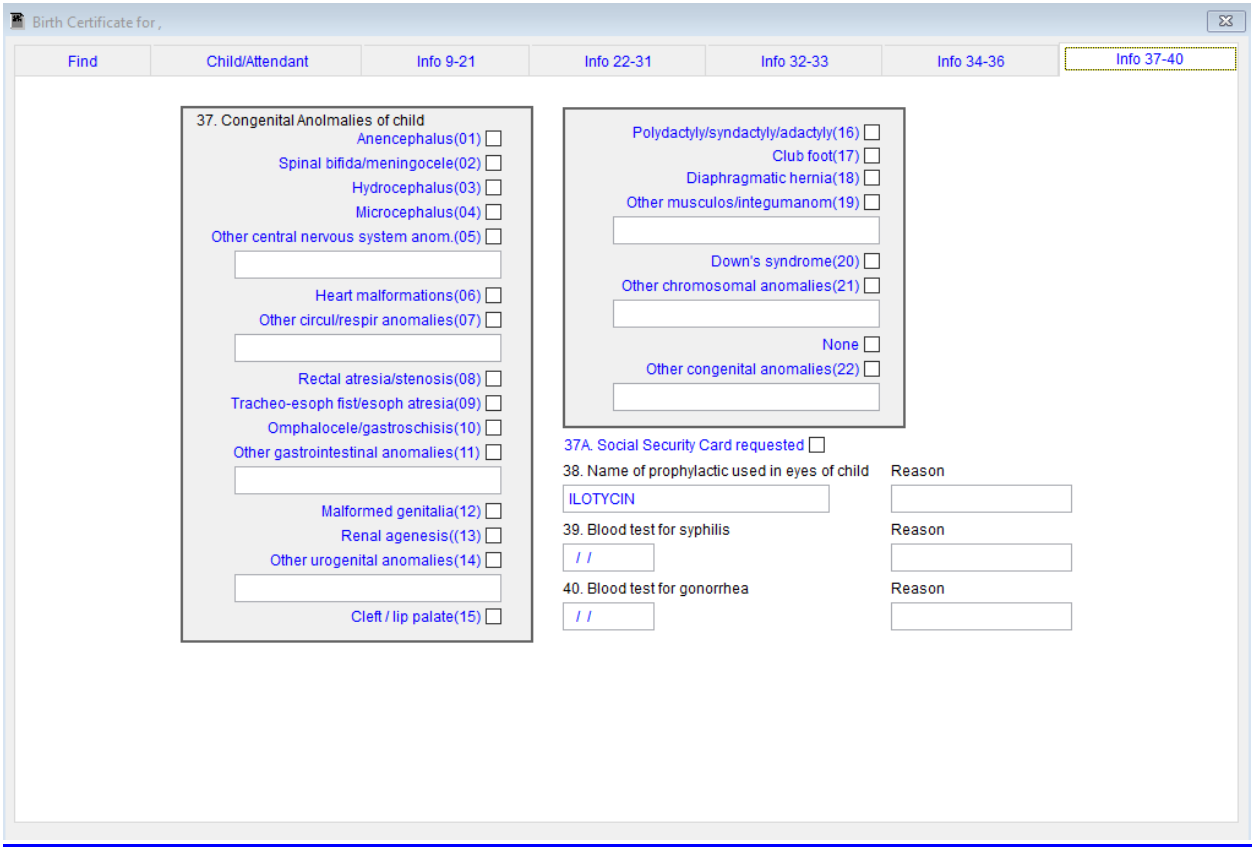
Fill in/check mark appropriate information under the Info 32-33 tab.

Info 34-36 Tab



Fill in/check mark appropriate information under the Info 34-36 tab.

Info 37-40 Tab



Fill in/check mark appropriate information under the Info 37-40 tab.

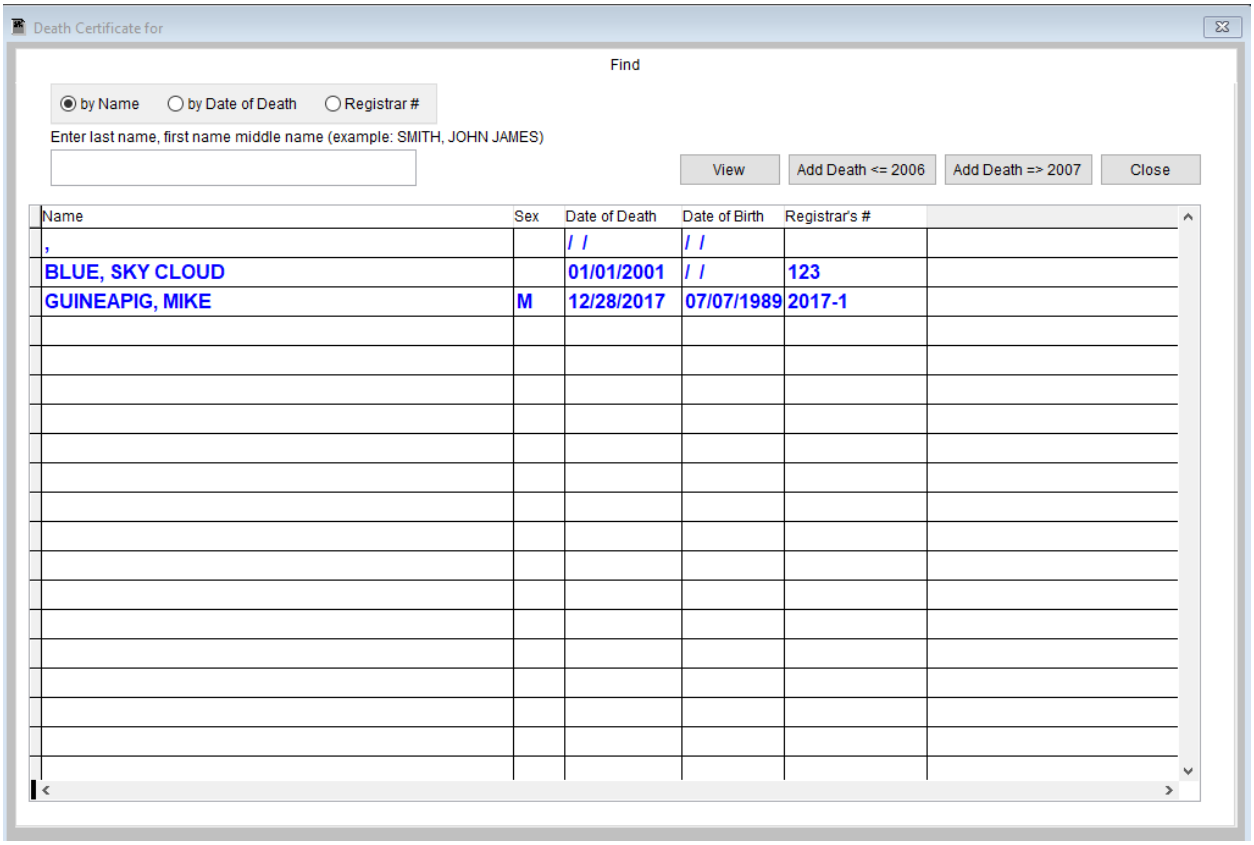
Part 2 – Death Certificates

Navigate to **Vital Statistics > Death Certificates**

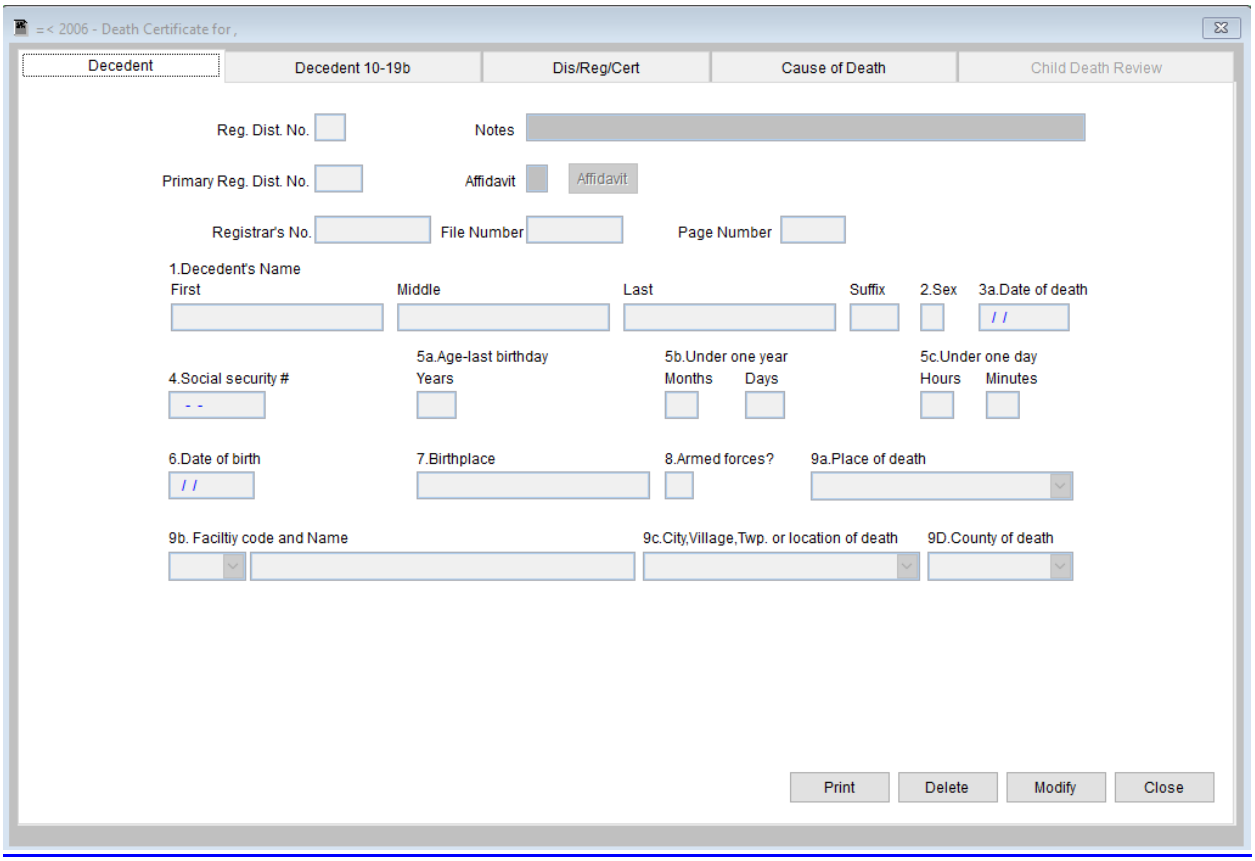
Here you will see a list starting with the name. You can search for a specific record by clicking: "by Name," "by Date of Death," "Registrar #." Click on the specific record you want to observe or enter in a new record.

You can add death records by clicking either "Add Death <= 2006" or "Add Death => 2007."

Click the "View" button to view.

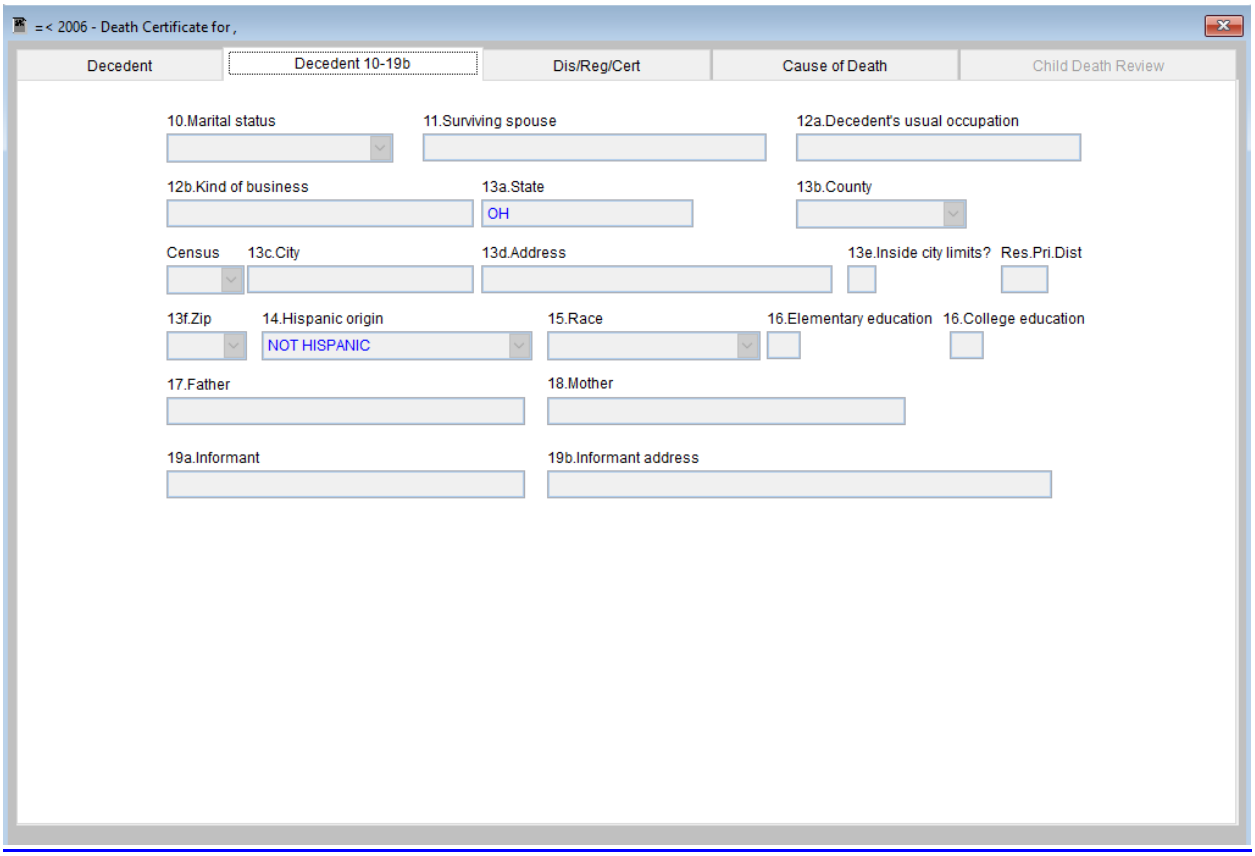


Decedent Tab [Add Death <=2006]



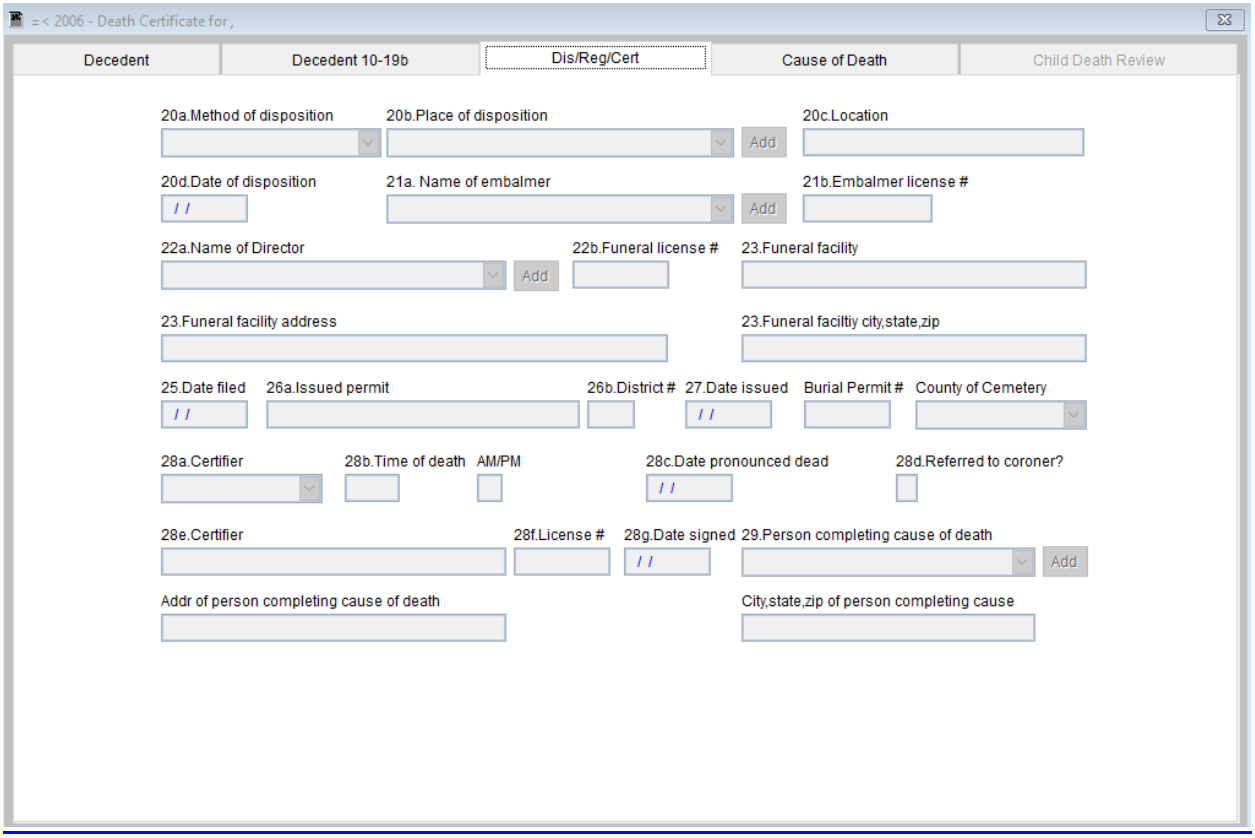
Field/Button	Description
Modify	Allows you to enter information into a record
Delete	Deletes record
Print	Opens menu to print selection

Decedent 10-19b Tab [Add Death <=2006]



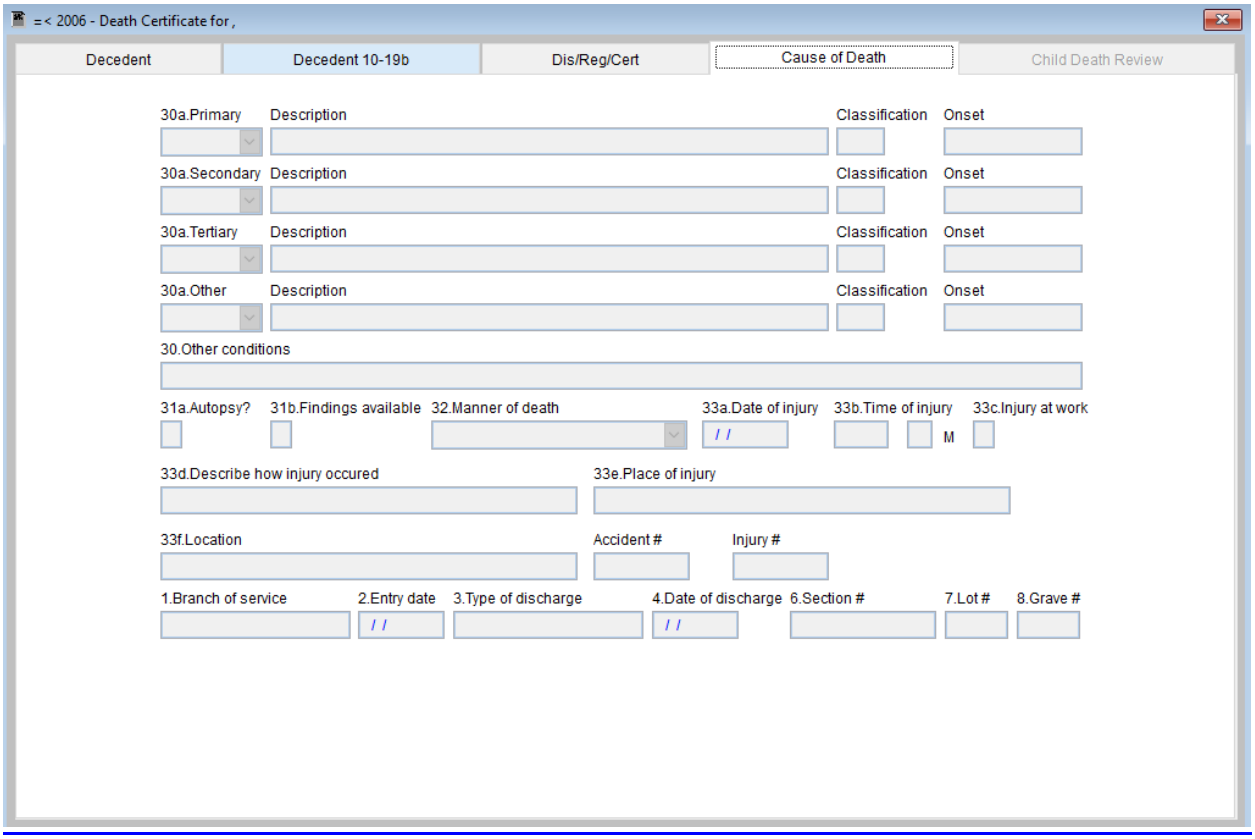
Fill in appropriate information under the Decedent 10 – 19b. The dropdown fields are stored in tables to make entering data quicker.

Dis/Reg/Cert Tab [Add Death <=2006]



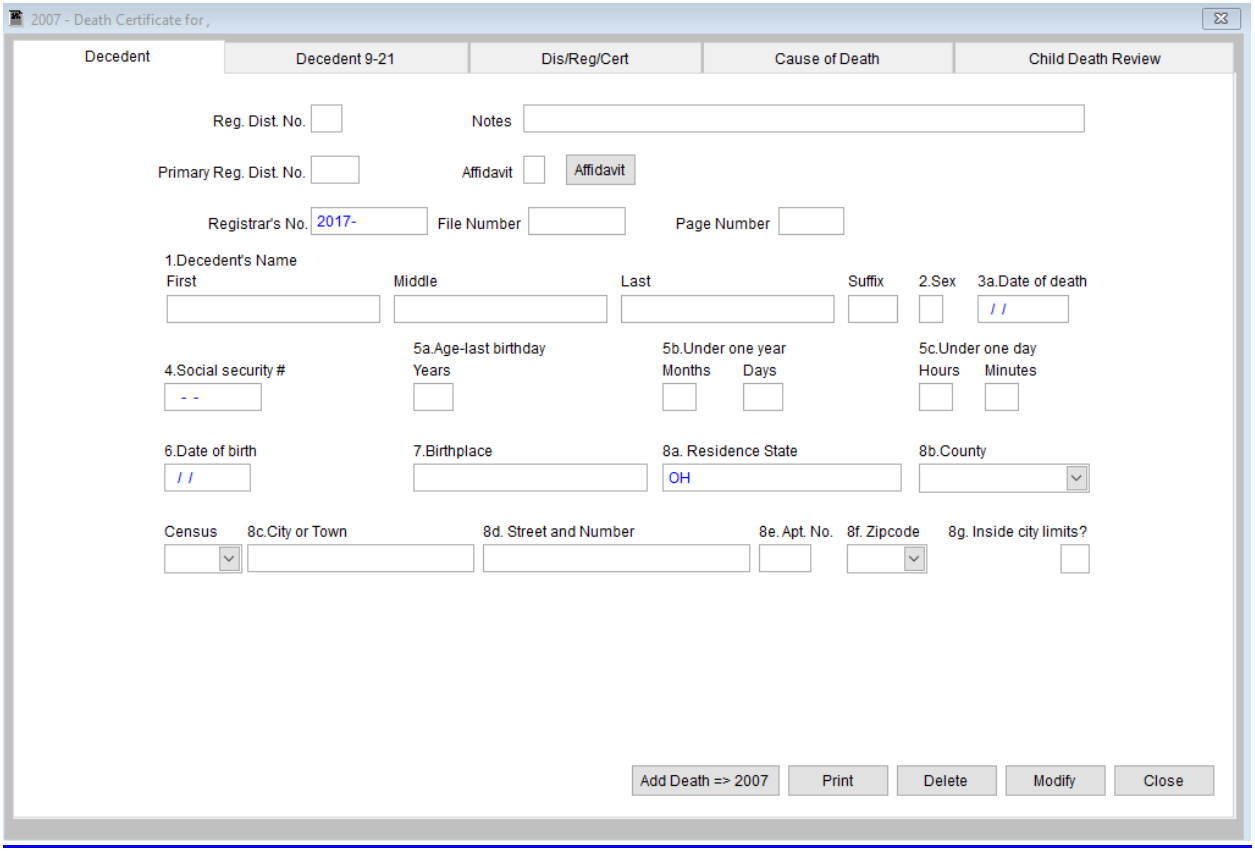
Fill in appropriate information under the Dis/Reg/Cert tab. The dropdown fields are stored in tables to make entering data quicker.

Cause of Death Tab [Add Death <=2006]



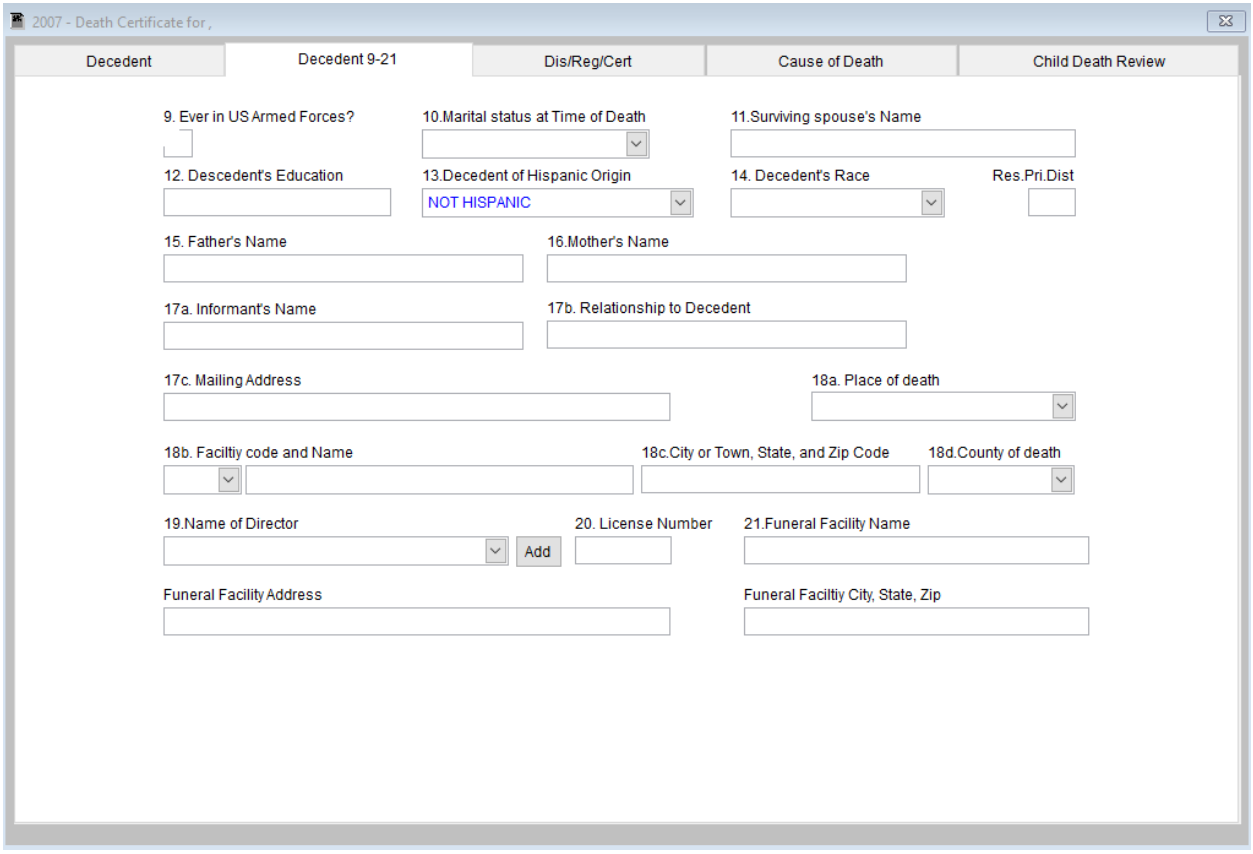
Fill in appropriate information under the Cause of Death tab. The dropdown fields are stored in tables to make entering data quicker.

Decedent Tab [Add Death => 2007]



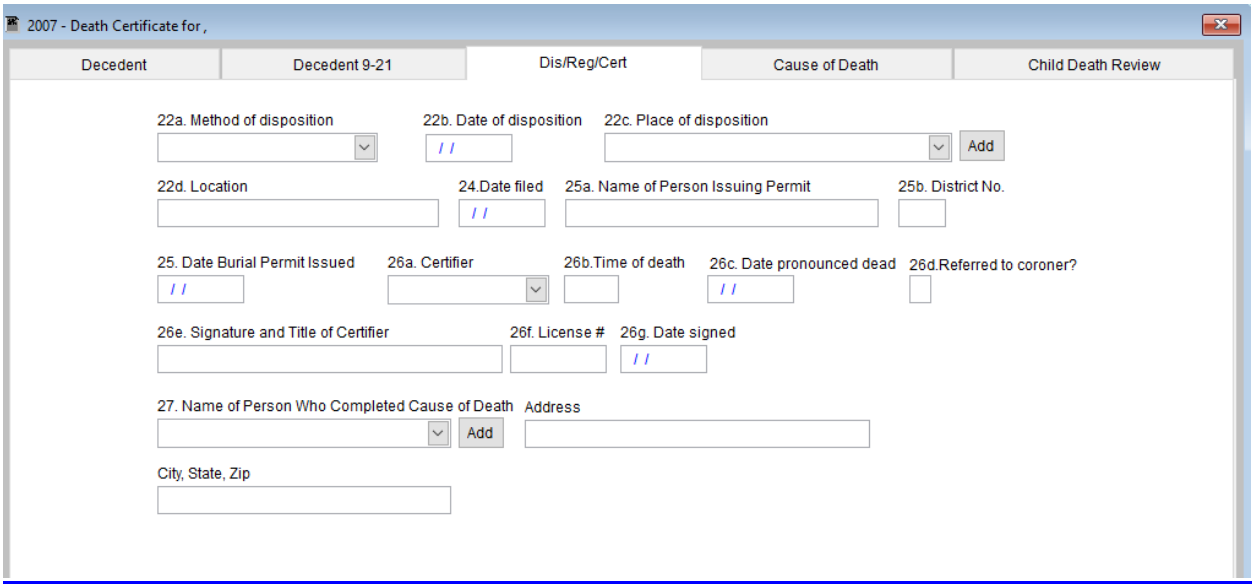
Field/Button	Description
Modify	Allows you to enter information into a record
Delete	Deletes record
Print	Opens menu to print selection
Add Death => 2007	Add a new death record => 2007

Decedent 9-21 Tab [Add Death => 2007]



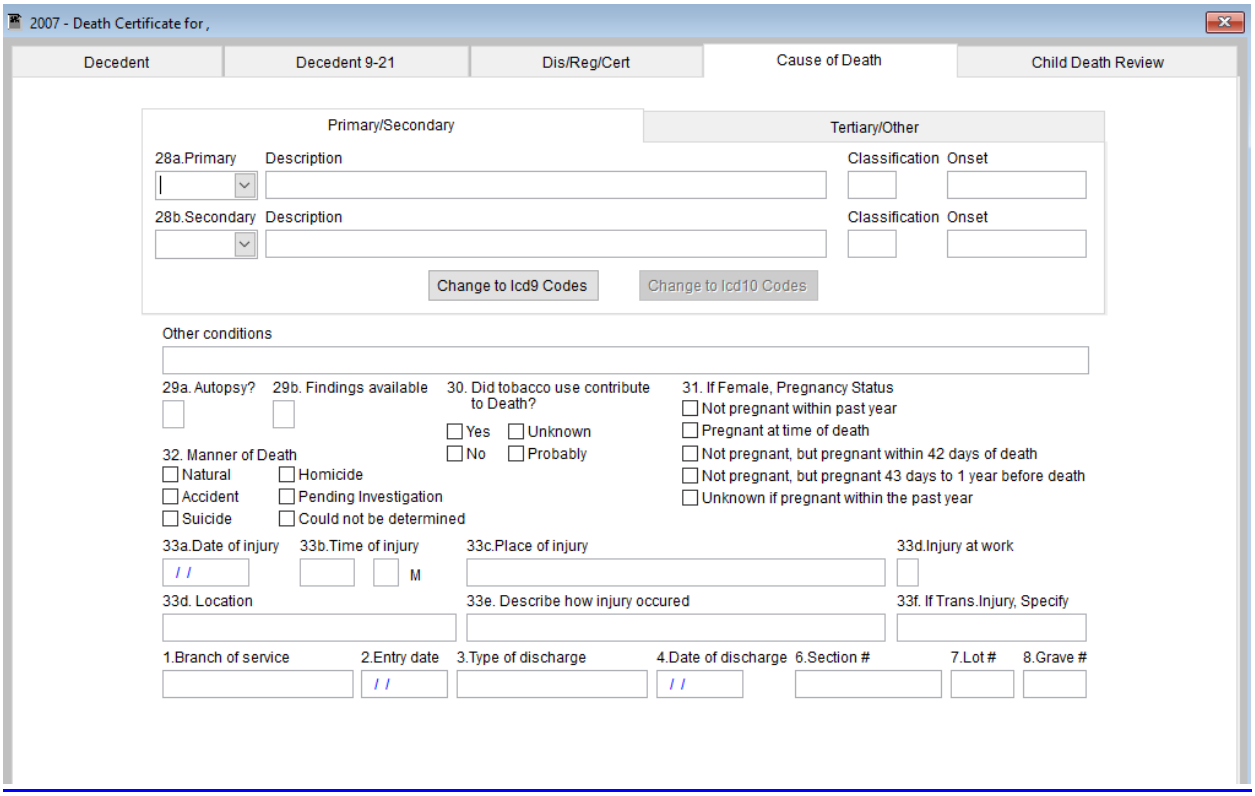
Fill in appropriate information under the Decedent 9-21 tab. The dropdown fields are stored in tables to make entering data quicker.

Dis/Reg/Cert Tab [Add Death => 2007]



Fill in appropriate information under the Dis/Reg/Cert tab. The dropdown fields are stored in tables to make entering data quicker.

Cause of Death Tab [Add Death => 2007]

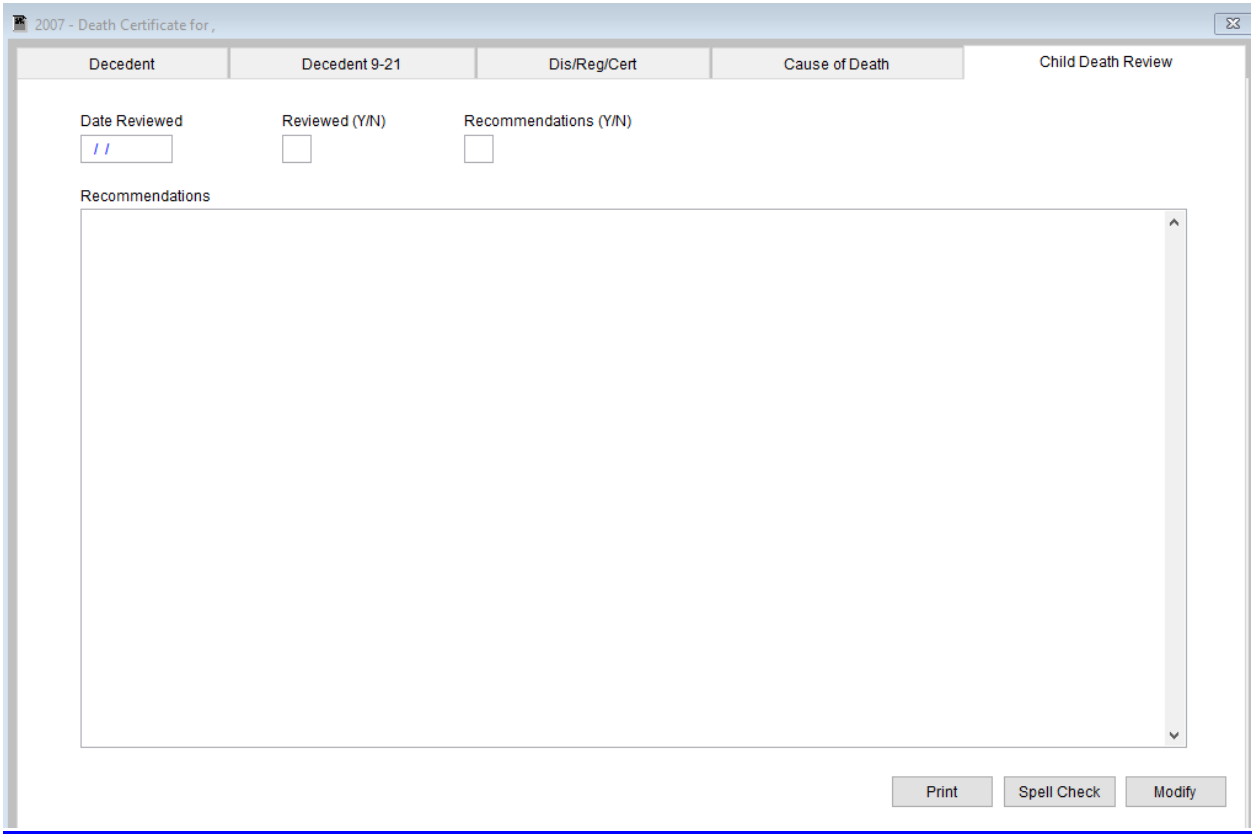


Fill in/check mark appropriate information under the Cause of Death tab. The dropdown fields are stored in tables to make entering data quicker.

Subtabs: Primary/Secondary, Tertiary/Other

Buttons: Change to Icd9 Codes, Change to ICD10 Codes

Child Death Review Tab [Add Death => 2007]



Enter the **Date Reviewed**, Y or N for **Reviewed** and **Recommendations**. Enter in text for **Recommendations**. Click "**Spell Check**" to check for spelling errors.

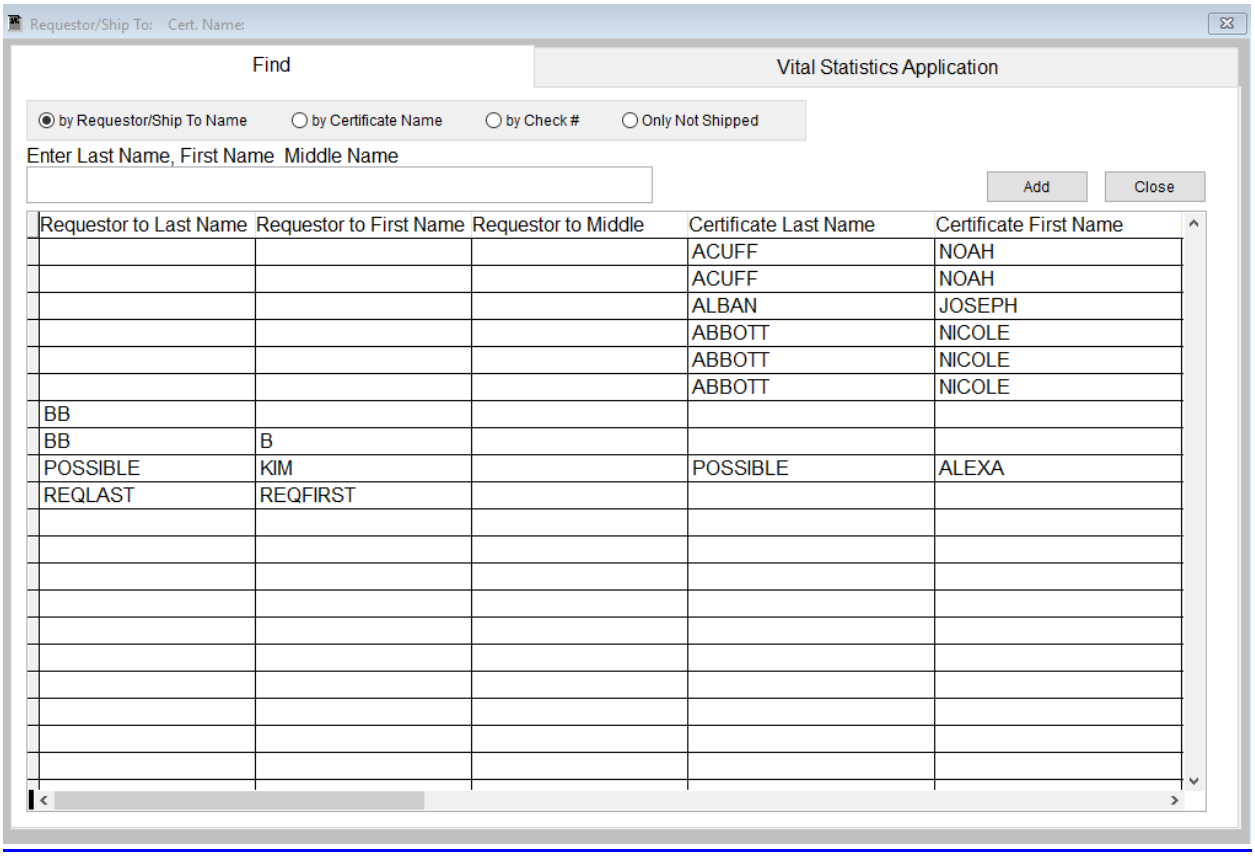
Chapter 3 – Certificate Application & Reports

Certification Application

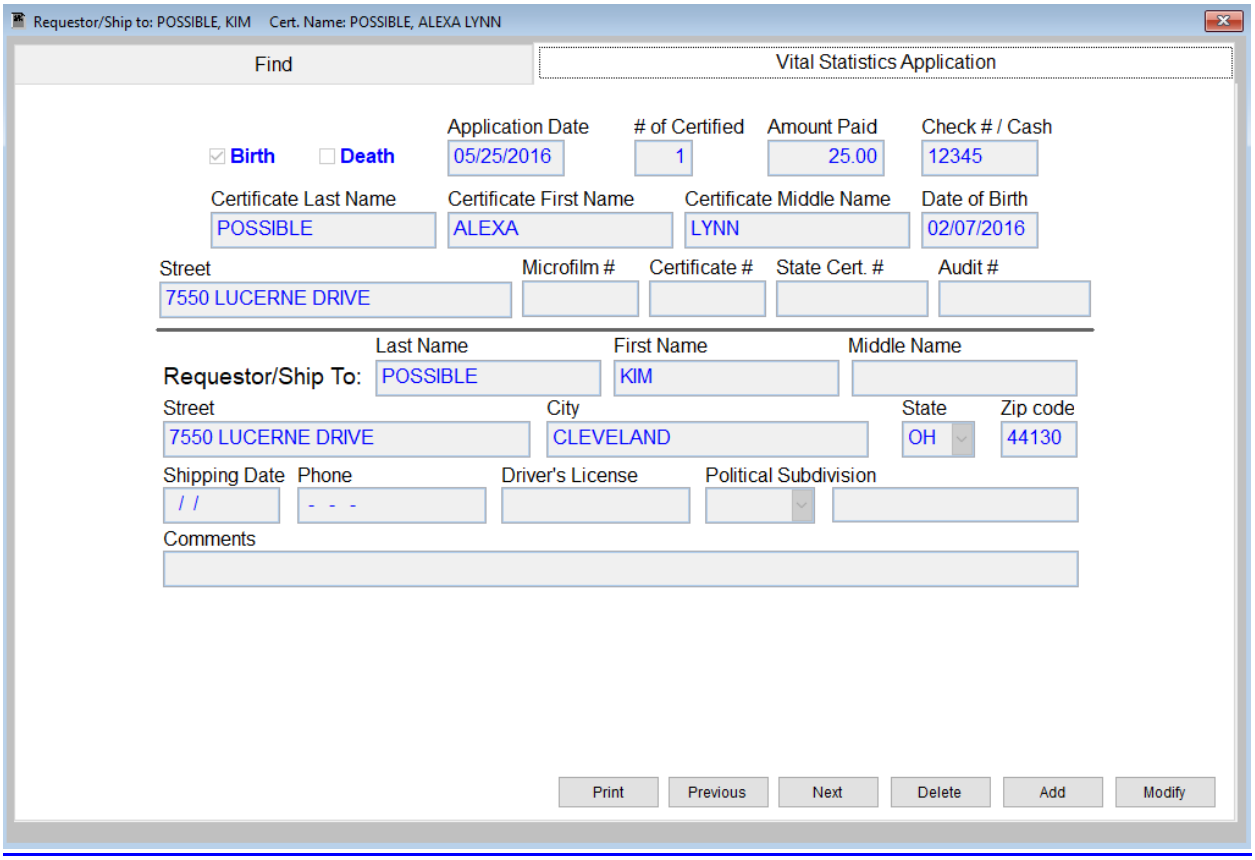
Have the option to "**Find**" or "**Add**".

To Find, type in either: "**by Requestor/Ship to Name**," "**by Certificate Name**," "**by Check #**," "**Only Not Shipped**."

Click on record and go to **Vital Statistics Application Tab**.



Vital Statistics Application Tab



This is where you can create or view a vital statistic application. Click "**Modify**" to edit details, "**Add**" to add in a new record, "**Delete**" to delete record, "**Next**" to view the next record, "**Previous**" to view the previous record, and "**Print**" to print the information presented.

Reports

Birth Certificates

Navigate to: Reports > Birth Certificates

Field/Button	Description
Birth Certificates	
Age of mother at child's birth	Will show a report with the mother's age at the child's birth and detailed information.
Age of mother at child's birth – census tract	Will show the Political subdivision and age of mother with an average for age.
Age of mother at child's birth – summary	Will show a summary report of age of mother and a percent.
Apgar Scores	Will show Apgar Score of 1 minute and 5 minutes with a count by default.
Birth information – Format A	Birth information report in format A.
Birth information – Format B	Birth information report in format B.
Birth information – Format C	Birth information report in format C.
Birth information – Format D	Birth information report in Format D.
Birth weight of child	Report listing birth weight of child and number. Shows a total.
Education level	Report of mothers and their education levels.
Genealogical Report	Report with mother and father.
Genealogical Report – Birth & Death	Genealogical report with birth & death records.
Index Cards – 3 X 5	Creates an index card with birth record information.
Index Cards – 3 X 5 (Avery 5388)	Creates an index card (Avery 5388) style with birth record information.
Labels / Filing Labels	Creates labels for birth records – Choose sizing and either print or output to screen.
Letter A	Outputs/Prints Letter A. [Edit letter in Maintenance section]
Letter B	Outputs/Prints Letter B. [Edit letter in Maintenance section]
Letter C	Outputs/Prints Letter C. [Edit letter in Maintenance section]
Medical information	Outputs/Prints medical information from birth certificates.
Method of delivery	Displays or prints Method of Delivery with Registrar's No. and Method of Delivery results/totals.
Method of delivery – summary	Displays or prints a summary of the method of deliveries – shows percentages and totals.

Month prenatal visits began	Displays or prints Month Prenatal Visits Began [Trimester Prenatal Visits Began] – Number, Percent, and Totals
Mother/Child transferred	Displays or prints a report on if the Mother/Child transferred to another hospital – Affidavit filed for birth - Multiple births
Most popular first name	Displays or prints most popular child first name [Shows number & percent]
Prenatal visits	Displays or prints prenatal visits [Shows number & percent]
Registrar's birth report	Displays or prints registrars birth report – shows Last name, first name, date of birth, registrar #, file, and page
Welcome Home	Displays or prints welcome home report – shows the child's name, gender, parents
Welcome Home Candidates	Shows Child's date of birth, name, parents, and parents ages

Death Certificates

Navigate to: Reports > Death Certificates

Field/Button	Description
Death Certificates	
Age at Death – Full	Displays/Prints age at death detailed report
Age at Death – Summary	Displays/Prints age at death summary report
Average Age – Census Tract	Displays/Prints average age census tract [subdivision, age at death, number]
Board of Elections – Format A	Displays/Prints health officer's monthly report of deaths [Format A]
Board of Elections – Format B	Displays/Prints health officer's monthly report of deaths [Format B]
Cause of Death	Displays/Prints a report of cause of death
Cause/Age – Census Tract	Displays/ Prints cause of death, ICD, subdivision, age at death, census, and number
Coroner's Report	Displays/Prints Coroners Report
Death Report – Format A	Displays/Prints Death Report [Format A]
Death Report – Format B	Displays/Prints Death Report [Format B]
Death Report – Format C	Displays/Prints Death Report [Format C]
Death Report – Age	Displays/Prints Death Report [by age]
Death Report – General	Displays/Prints Death Report with general information
Filing Label	Displays/Prints a filling label of decedent
Genealogic Report	Displays/Prints a Genealogic report for death records
Index Cards – 3 X 5	Index card size 3 x 5 with death record information
Index Cards (Avery 5388)	Index card avery style with death record information
Missing Codes	Displays/Prints death record information with missing codes
Registrar's Report	Displays/Prints Registrars death report
Registrar's Report – Full	Displays/Prints Registrars death report [full version]
User Defined	Displays/Prints report that is user defined [By cause of death description]

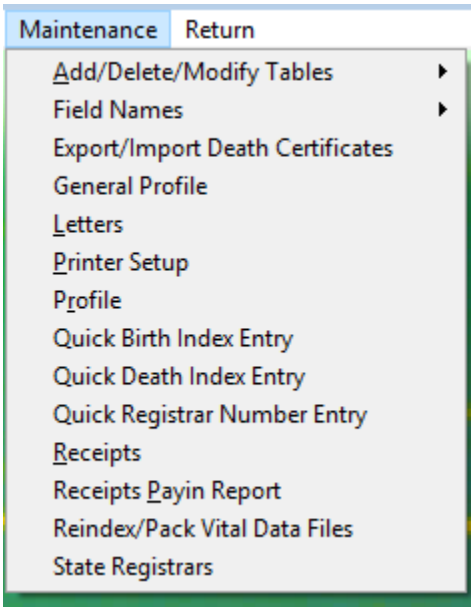
Certificate Applications

Navigate to: Reports > Certificate Applications

Field/Button	Description
Certificate Applications	
List	Can print/display a list of certificate applications [enter in dates]
Count by Political Subdivision	Can print/display count totals by political subdivision
List by Political Subdivision	Can print/display list of certificate application clients by political subdivision

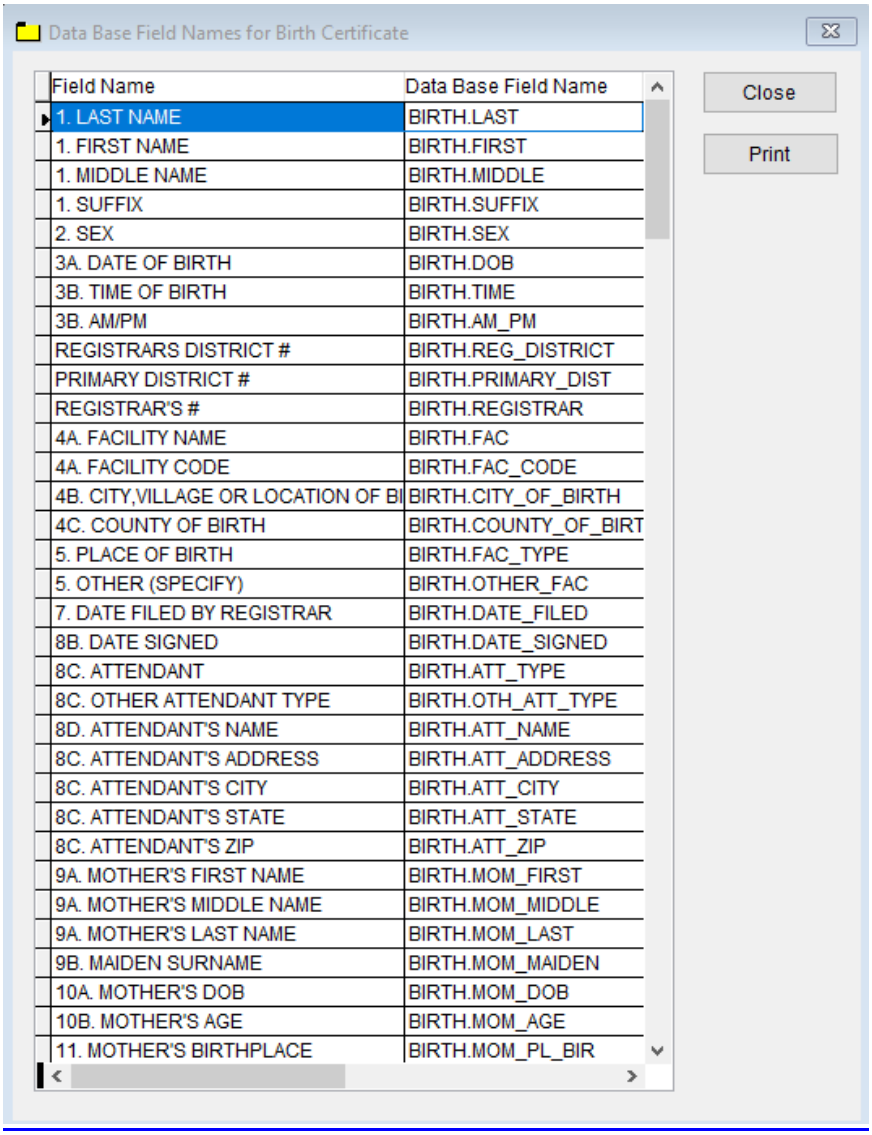
Chapter 4 Maintenance

Click on the "**Maintenance**" tab



The **Maintenance Menu** contains a list of the tables that you can modify for your program.

Field Names – Birth

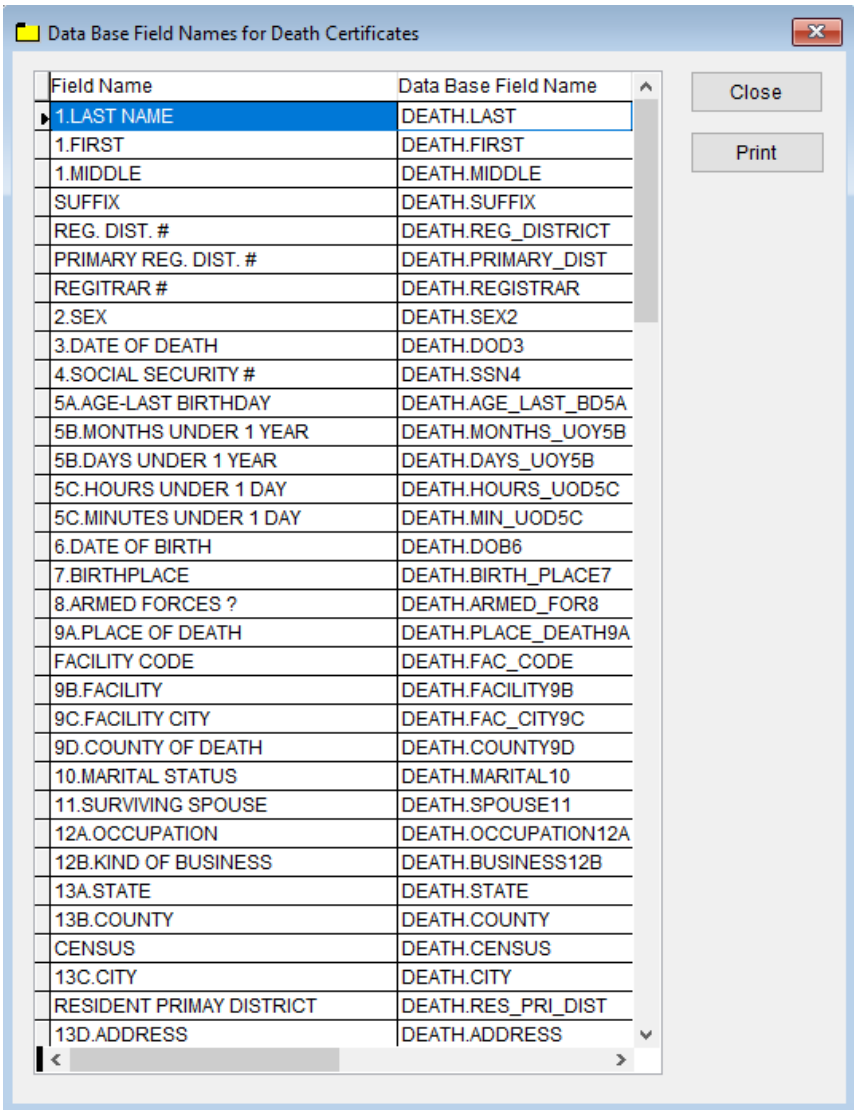


Field Name	Data Base Field Name
1. LAST NAME	BIRTH.LAST
1. FIRST NAME	BIRTH.FIRST
1. MIDDLE NAME	BIRTH.MIDDLE
1. SUFFIX	BIRTH.SUFFIX
2. SEX	BIRTH.SEX
3A. DATE OF BIRTH	BIRTH.DOB
3B. TIME OF BIRTH	BIRTH.TIME
3B. AM/PM	BIRTH.AM_PM
REGISTRARS DISTRICT #	BIRTH.REG_DISTRICT
PRIMARY DISTRICT #	BIRTH.PRIMARY_DIST
REGISTRAR'S #	BIRTH.REGISTRAR
4A. FACILITY NAME	BIRTH.FAC
4A. FACILITY CODE	BIRTH.FAC_CODE
4B. CITY,VILLAGE OR LOCATION OF BI	BIRTH.CITY_OF_BIRTH
4C. COUNTY OF BIRTH	BIRTH.COUNTY_OF_BIRT
5. PLACE OF BIRTH	BIRTH.FAC_TYPE
5. OTHER (SPECIFY)	BIRTH.OTHER_FAC
7. DATE FILED BY REGISTRAR	BIRTH.DATE_FILED
8B. DATE SIGNED	BIRTH.DATE_SIGNED
8C. ATTENDANT	BIRTH.ATT_TYPE
8C. OTHER ATTENDANT TYPE	BIRTH.OTH_ATT_TYPE
8D. ATTENDANT'S NAME	BIRTH.ATT_NAME
8C. ATTENDANT'S ADDRESS	BIRTH.ATT_ADDRESS
8C. ATTENDANT'S CITY	BIRTH.ATT_CITY
8C. ATTENDANT'S STATE	BIRTH.ATT_STATE
8C. ATTENDANT'S ZIP	BIRTH.ATT_ZIP
9A. MOTHER'S FIRST NAME	BIRTH.MOM_FIRST
9A. MOTHER'S MIDDLE NAME	BIRTH.MOM_MIDDLE
9A. MOTHER'S LAST NAME	BIRTH.MOM_LAST
9B. MAIDEN SURNAME	BIRTH.MOM_MAIDEN
10A. MOTHER'S DOB	BIRTH.MOM_DOB
10B. MOTHER'S AGE	BIRTH.MOM_AGE
11. MOTHER'S BIRTHPLACE	BIRTH.MOM_PL_BIR

The **field names** listing can be very useful in determining what fields you wish to utilize to merge data for letters or when creating ad hoc reports. The **Field Name** column is used to merge data into letters.

Enter the field name in capital letters in the body of the letter surrounded by asterisks (no spaces between asterisks and field name).

Field Names – Death



Field Name	Data Base Field Name
1.LAST NAME	DEATH.LAST
1.FIRST	DEATH.FIRST
1.MIDDLE	DEATH.MIDDLE
SUFFIX	DEATH.SUFFIX
REG. DIST. #	DEATH.REG_DISTRICT
PRIMARY REG. DIST. #	DEATH.PRIMARY_DIST
REGITRAR #	DEATH.REGISTRAR
2.SEX	DEATH.SEX2
3.DATE OF DEATH	DEATH.DOD3
4.SOCIAL SECURITY #	DEATH.SSN4
5A.AGE-LAST BIRTHDAY	DEATH.AGE_LAST_BD5A
5B.MONTHS UNDER 1 YEAR	DEATH.MONTHS_UOY5B
5B.DAYS UNDER 1 YEAR	DEATH.DAYS_UOY5B
5C.HOURS UNDER 1 DAY	DEATH.HOURS_UOD5C
5C.MINUTES UNDER 1 DAY	DEATH.MIN_UOD5C
6.DATE OF BIRTH	DEATH.DOB6
7.BIRTHPLACE	DEATH.BIRTH_PLACE7
8.ARMED FORCES ?	DEATH.ARMED_FOR8
9A.PLACE OF DEATH	DEATH.PLACE_DEATH9A
FACILITY CODE	DEATH.FAC_CODE
9B.FACILITY	DEATH.FACILITY9B
9C.FACILITY CITY	DEATH.FAC_CITY9C
9D.COUNTY OF DEATH	DEATH.COUNTY9D
10.MARITAL STATUS	DEATH.MARITAL10
11.SURVIVING SPOUSE	DEATH.SPOUSE11
12A.OCCUPATION	DEATH.OCCUPATION12A
12B.KIND OF BUSINESS	DEATH.BUSINESS12B
13A.STATE	DEATH.STATE
13B.COUNTY	DEATH.COUNTY
CENSUS	DEATH.CENSUS
13C.CITY	DEATH.CITY
RESIDENT PRIMAY DISTRICT	DEATH.RES_PRI_DIST
13D.ADDRESS	DEATH.ADDRESS

The **field names** listing can be very useful in determining what fields you wish to utilize to merge data for letters or when creating ad hoc reports. The **Field Name** column is used to merge data into letters.

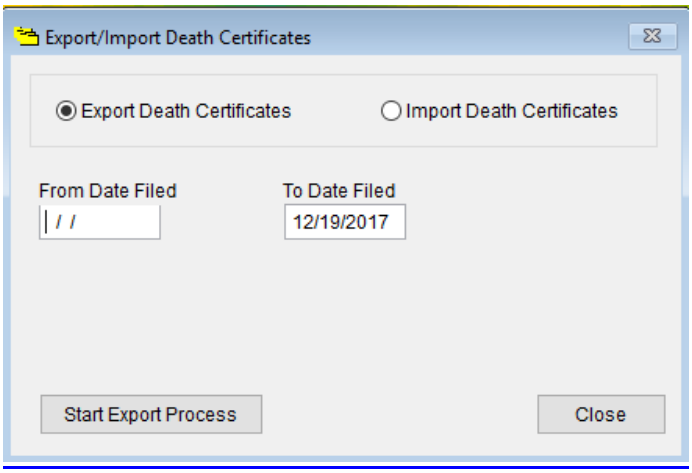
Enter the field name in capital letters in the body of the letter surrounded by asterisks (no spaces between asterisks and field name).

Export/Import Death Certificates

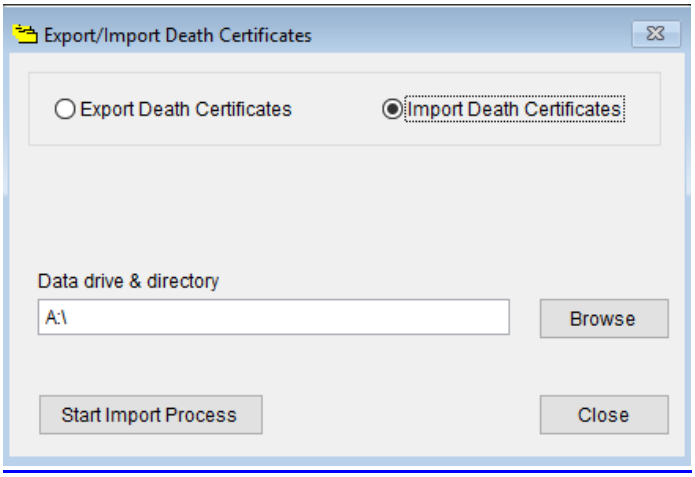
Maintenance > Export/Import Death Certificates

This menu helps export or import death certificates. Fill in the From and To dates and click **"Start Export/Import process".** To import: select the drive and directory, and then click "**Start Import Process**". HDIS has created it to run easy and mostly automatic.

Export



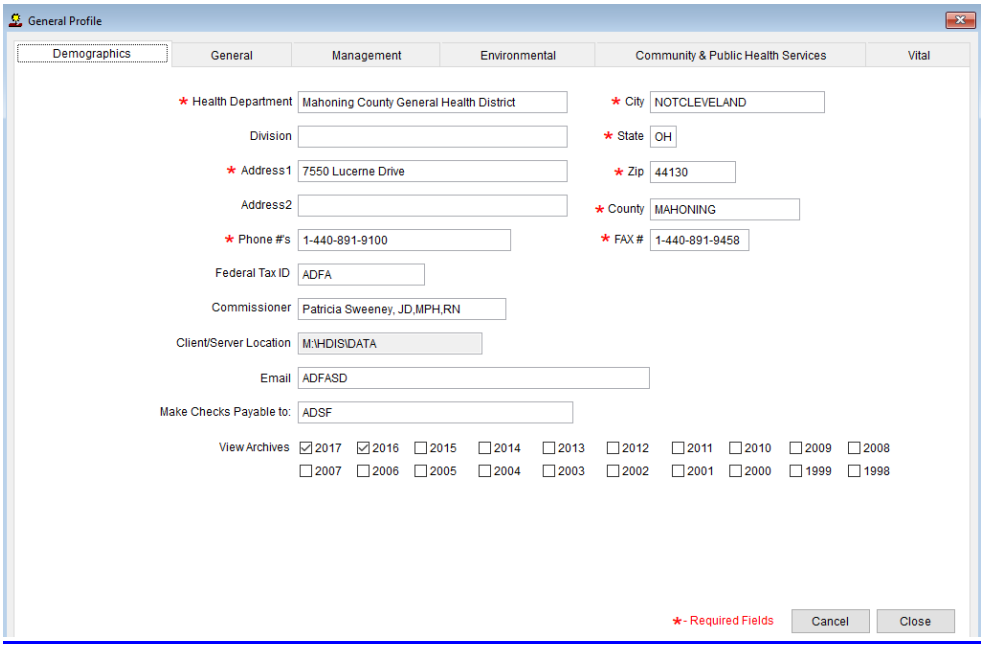
Import



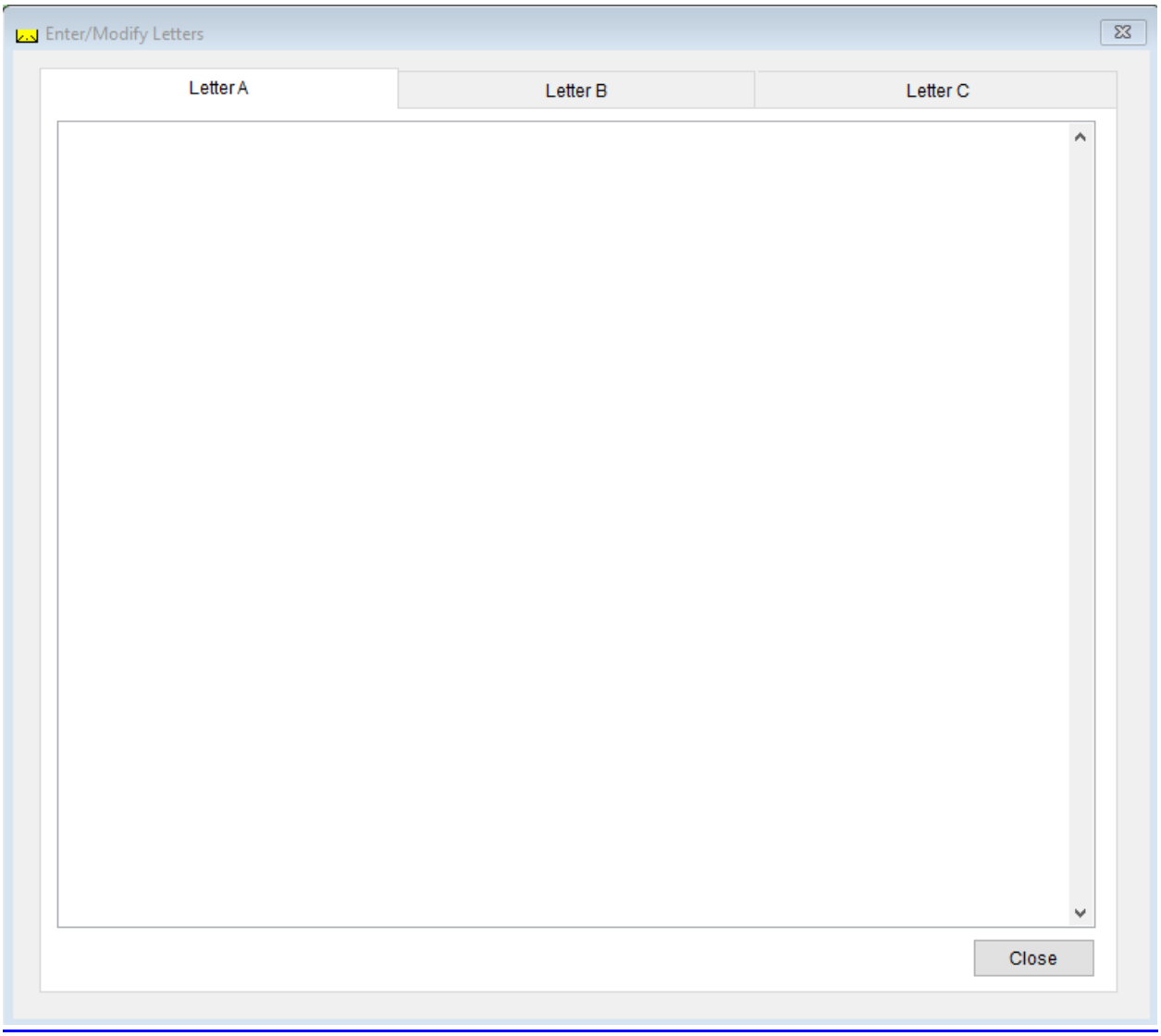
General Profile

Maintenance > **General Profile**

The **General Profile** allows you to fill out the basic information related to and regarding Vital Statistics.



Letters



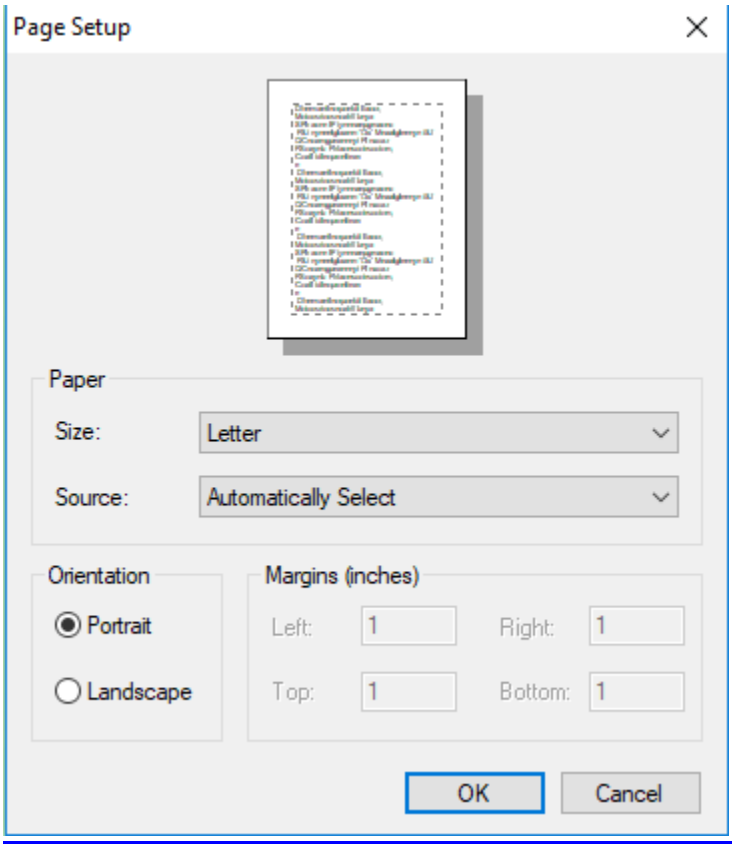
The HDIS system provides you the flexibility to write standard letters that can be sent to clients. These letters will pull data through use of the *. The * is placed on each end of the field name that you want to pull into the letter.

Merge fields:

All upper case:	*OWNER*	JOSEPH NAPAVER
Only first letter uppercase	*Owner*	Joseph Napaver
All lower case	*type of animal*	dog

Examples: *OWNER* = TOM GORDON
Owner = Tom Gordon
type of animal = dog

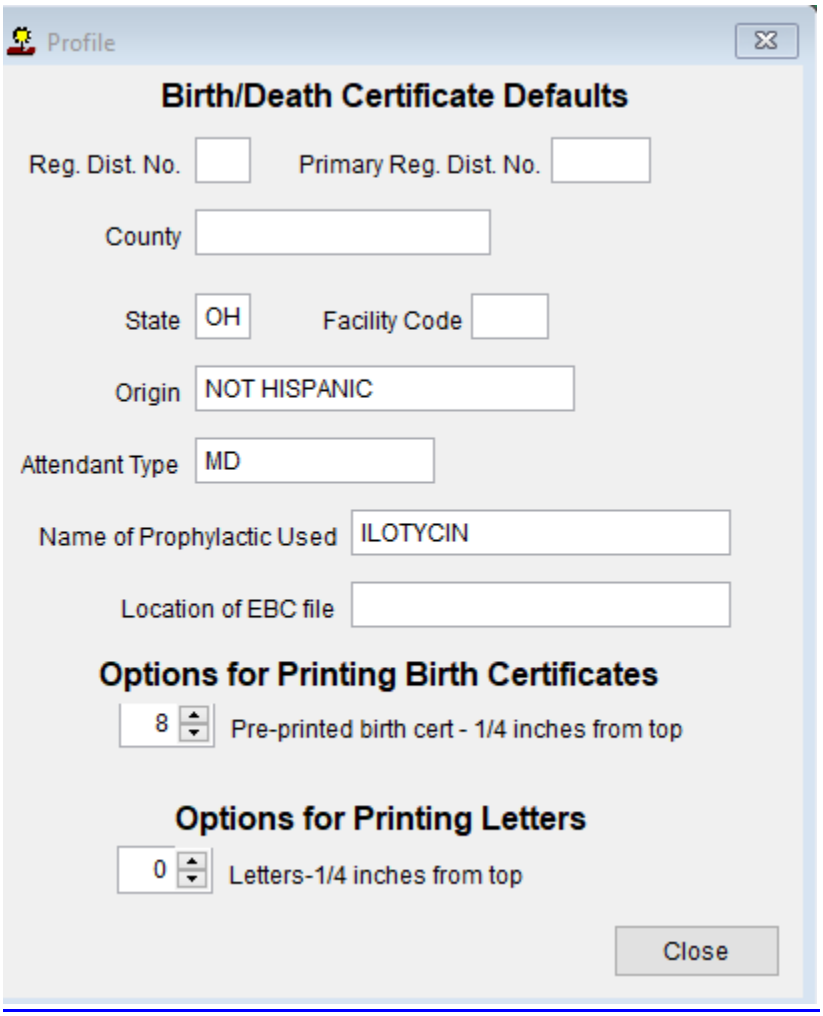
Print Setup



The print setup allows you to choose which printer you would like to print.

Select the printer in the name dropdown and click “OK”.

Profile



Maintenance > Profile

Use this to set up Birth/Death certificate defaults. Make sure the location of EBC file is correct. There are also default options to set up for printing birth certificates and letters.

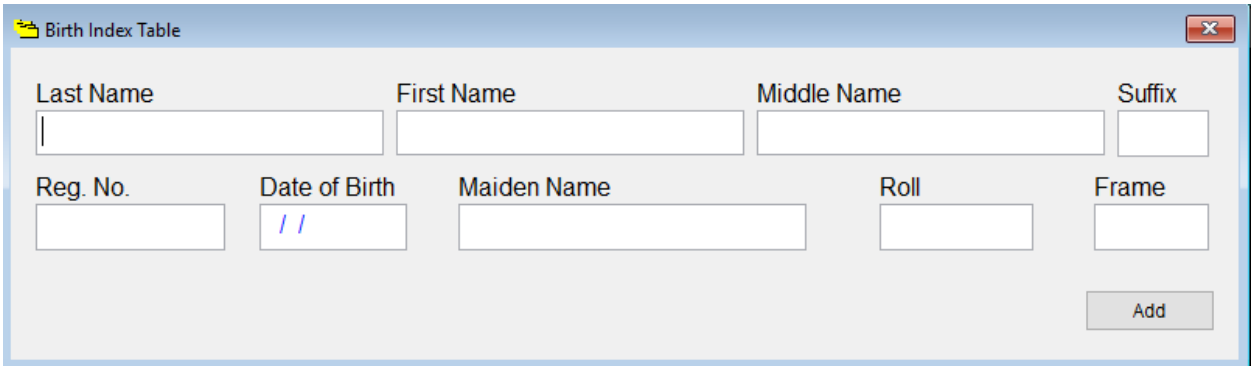
Quick Birth Index Entry

To add a quick birth index entry go to:

Maintenance > **Quick Birth Index**

Fill in the fields and click "**Add**" to quick add a birth record.

The record should now show in **Birth Certificates**.



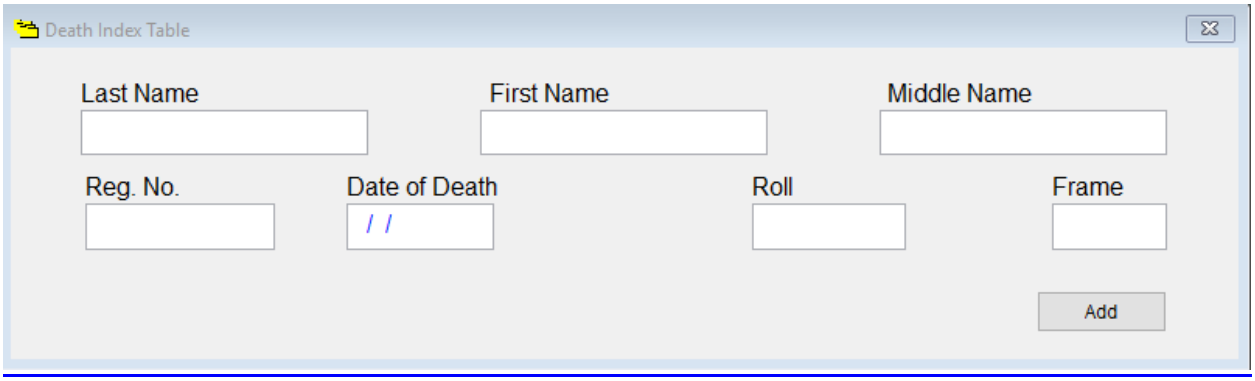
Quick Death Index Entry

To add a quick death index entry go to:

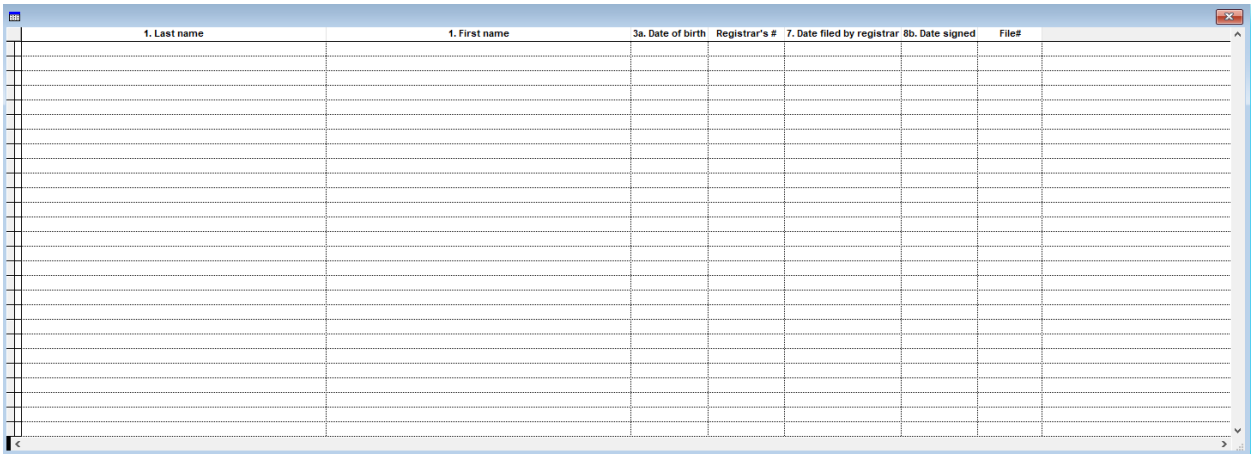
Maintenance > **Quick Death Index**

Fill in the fields and click "**Add**" to quick add a death record.

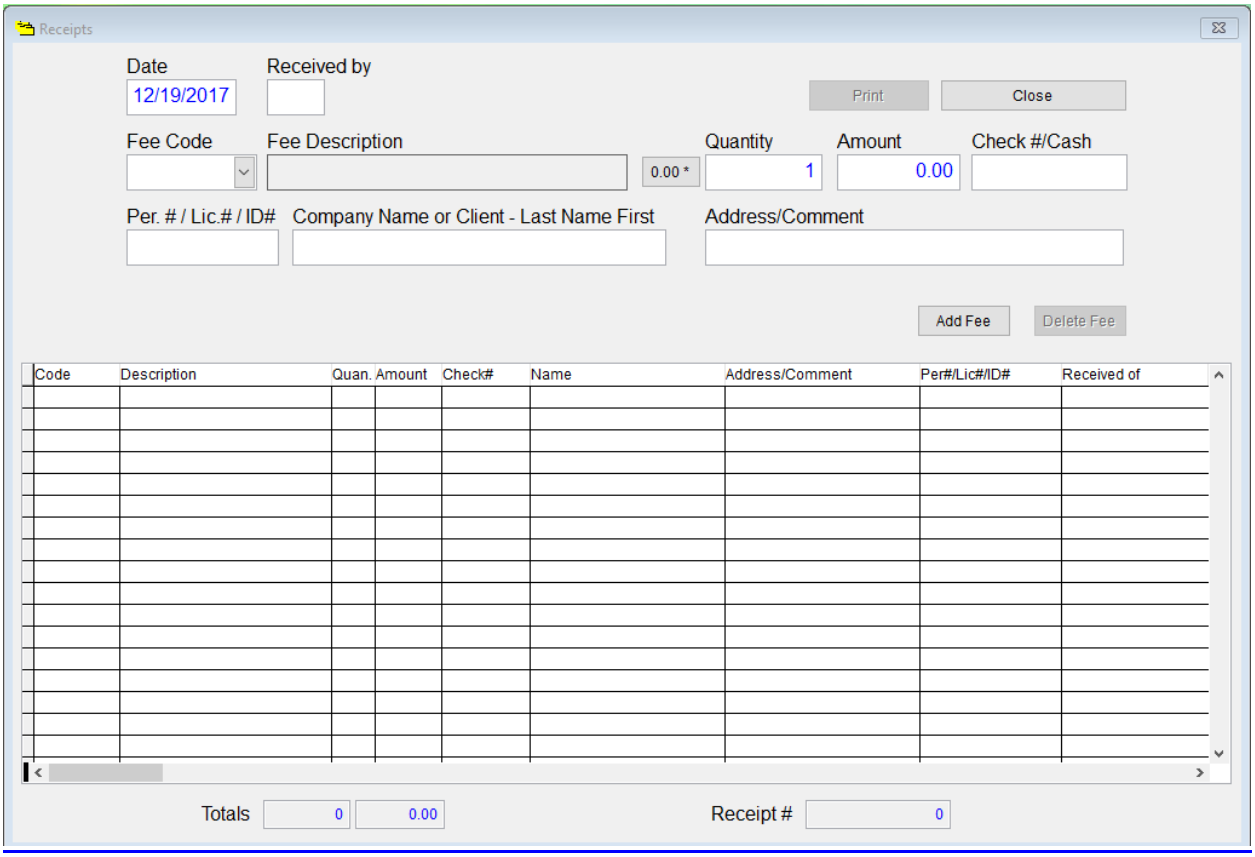
The record should now show in **Death Certificates**.



Quick Registrar Number Entry

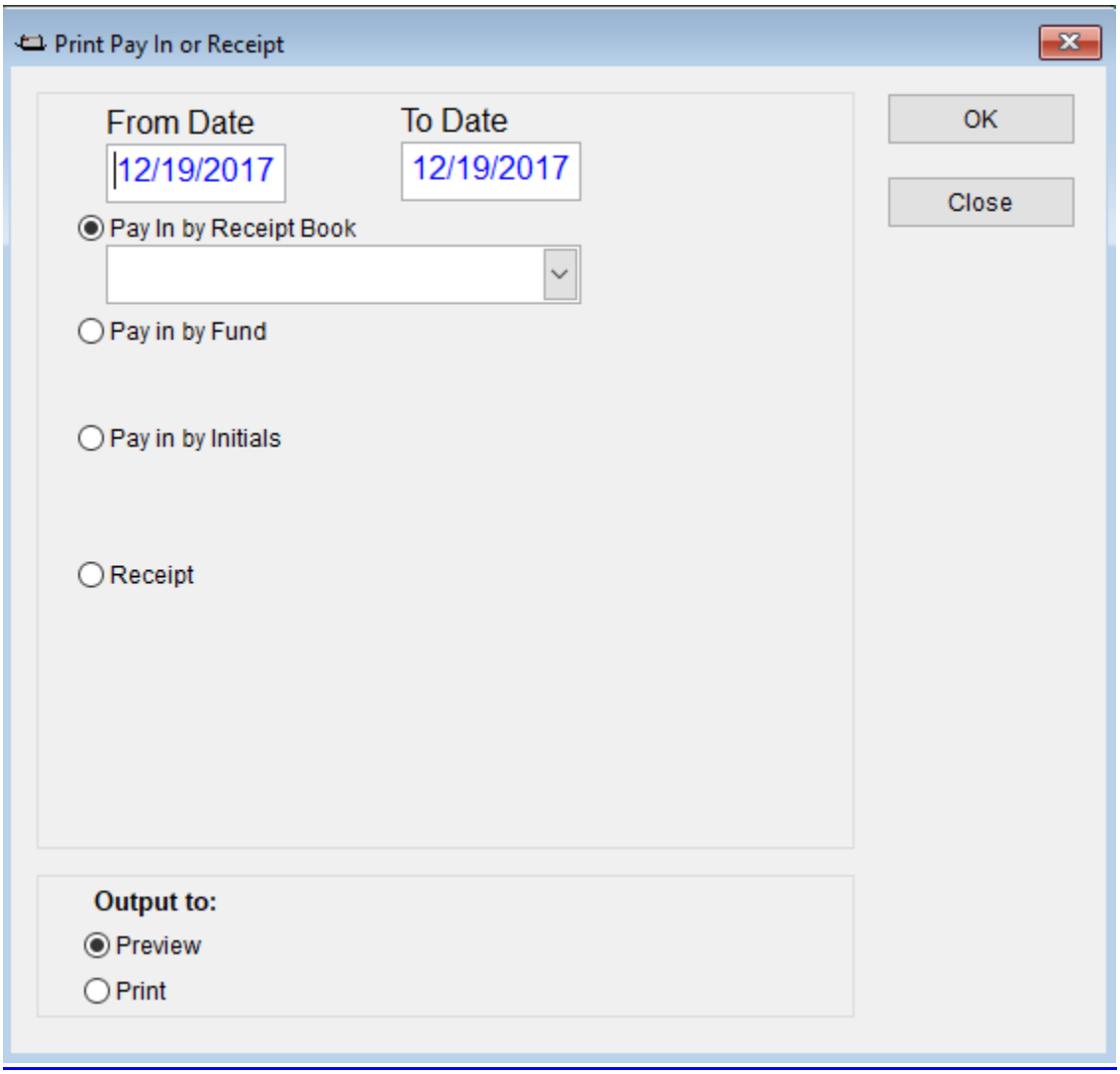


Receipts



If your health department has the "**Receipts**" module, you have the ability to print any receipt through the "**Maintenance**" tab. You may also print a receipt from the data entry windows by pressing ALT-R keys.

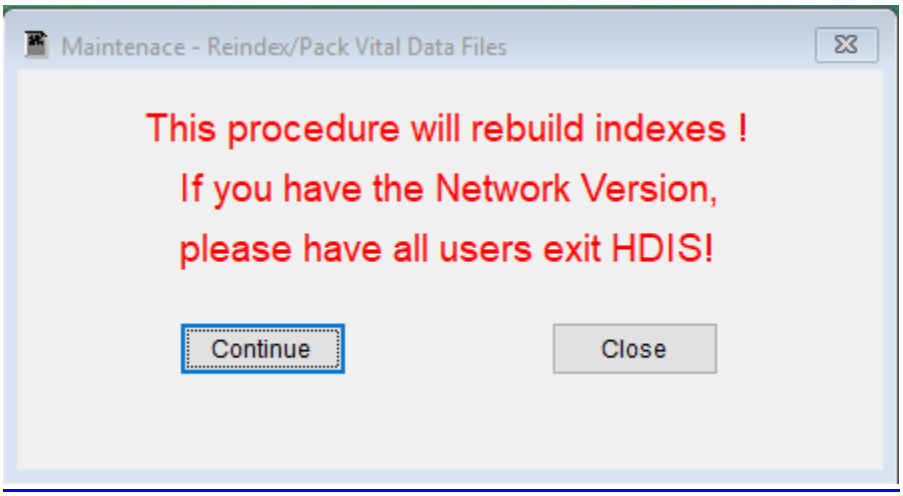
Receipts Payin Report



If your health department has the "**Receipts**" module, you have the ability to print your pay in reports through the "**Maintenance**" tab.

There is a drop down menu for each selection: "Pay in by Receipt Book, Pay in by Fund, Pay in by Initials, and Receipt." Either choose or fill in the necessary options available for your receipt.

Reindex/Pack Vital Data Files



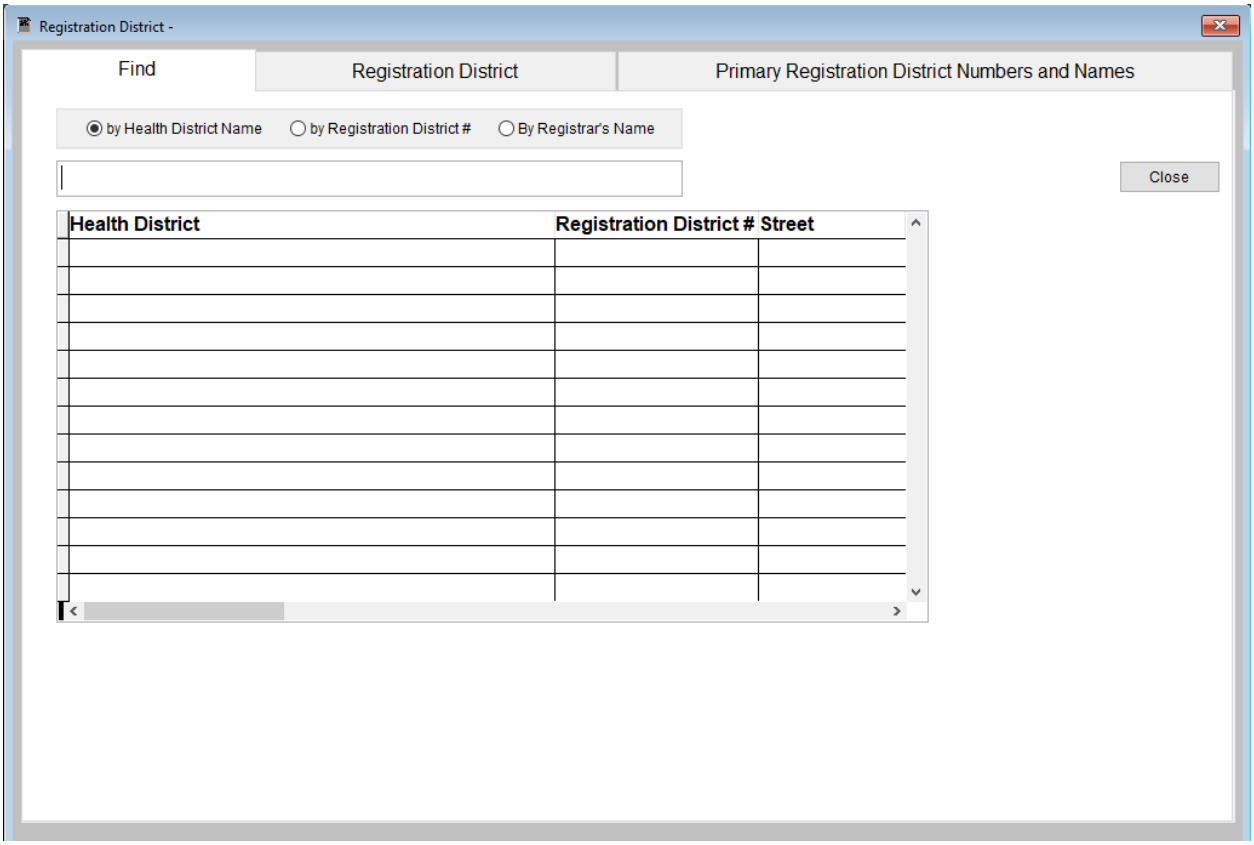
This function is only needed should your data be corrupted due to a power failure. Please contact BGI if you have any questions or concerns.

State Registrars

Navigate to: **Maintenance > State Registrars > Find tab**

Find a Registration District by entering information: "**by Health District Name**," "**by Registration District #**," "**by Registrar's Name**".

Select entry you want to **view**, **modify**, or **delete**. If you want to add new entries go to the "**Registration District**" subtab.

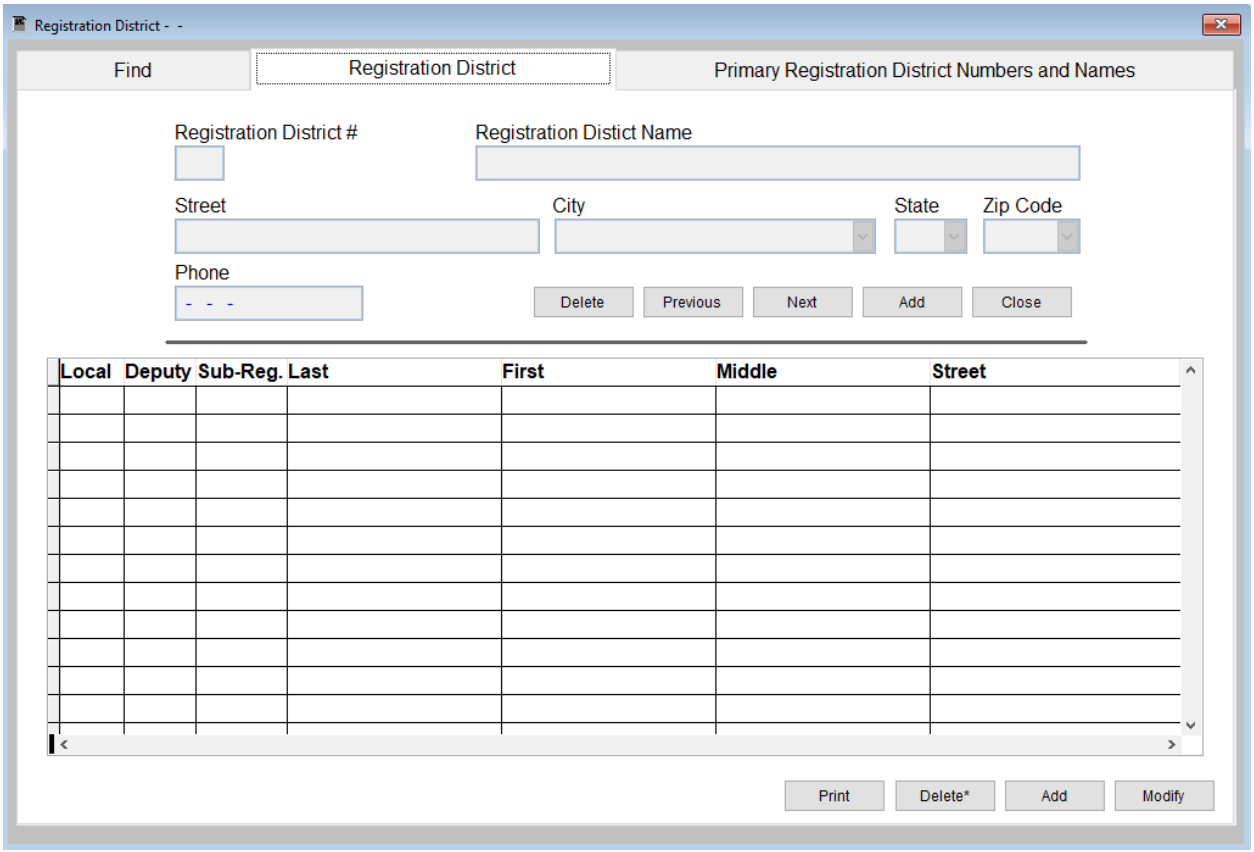


Registration District Tab

Navigate to: **Maintenance > State Registrars > Registration District tab**

When editing the Registration District, click "**Modify**" to modify, click "**Add**" to add a new District, **right-click "Delete"** to delete the highlighted entry, and "**Print**" to print the information.

Enter the Districts information when adding or modifying, you can navigate through entries by pressing "**Previous**" and "**Next**". The "**Close**" button will close this window.

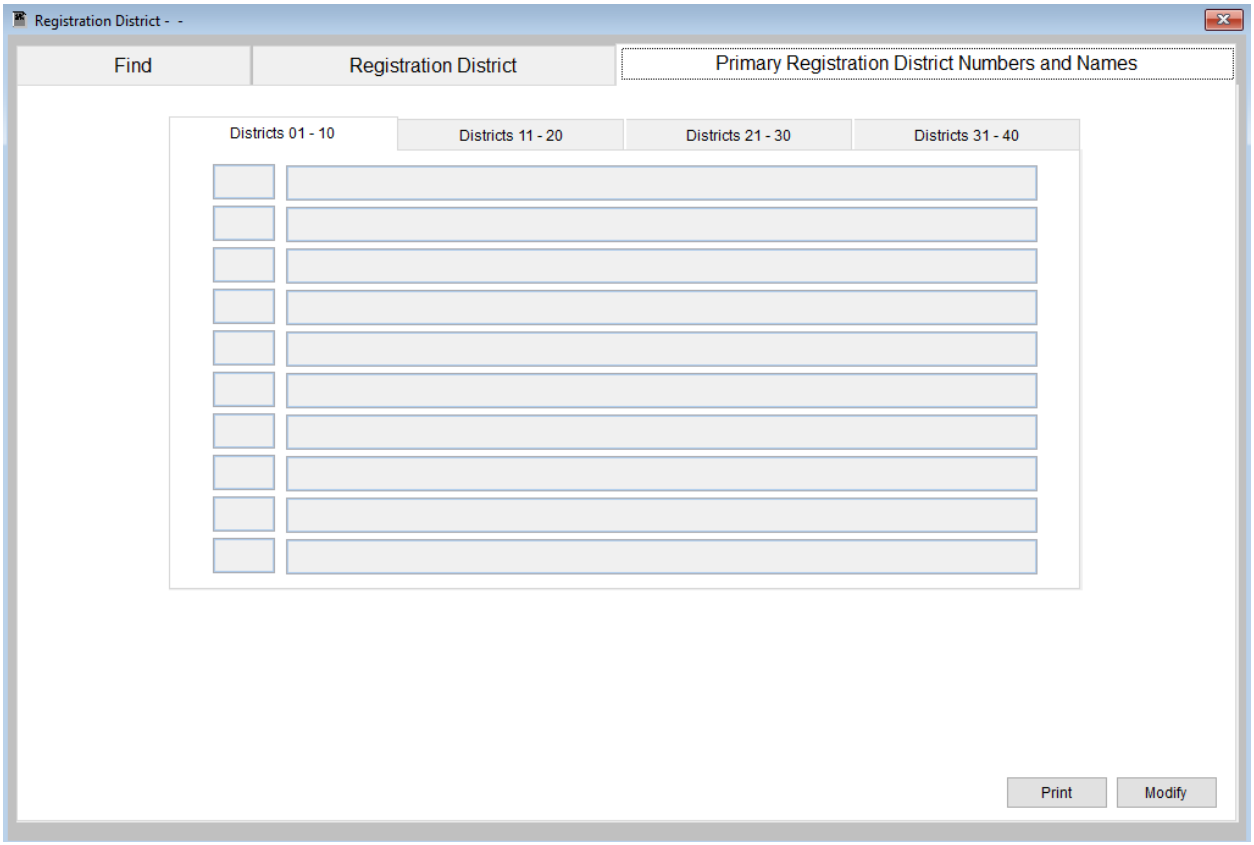


Primary Registration District Numbers and Names Tab

Navigate to: **Maintenance > State Registrars > Primary Registration District Numbers and Names tab**

When editing the Registration District, click “Modify” to modify.

Enter the Districts information through appropriate subtab: **Districts 01-10**, **Districts 11-20**, **Districts 21-30**, **Districts 31-40**



Chapter 5 Browse/List/Export & Import Tab

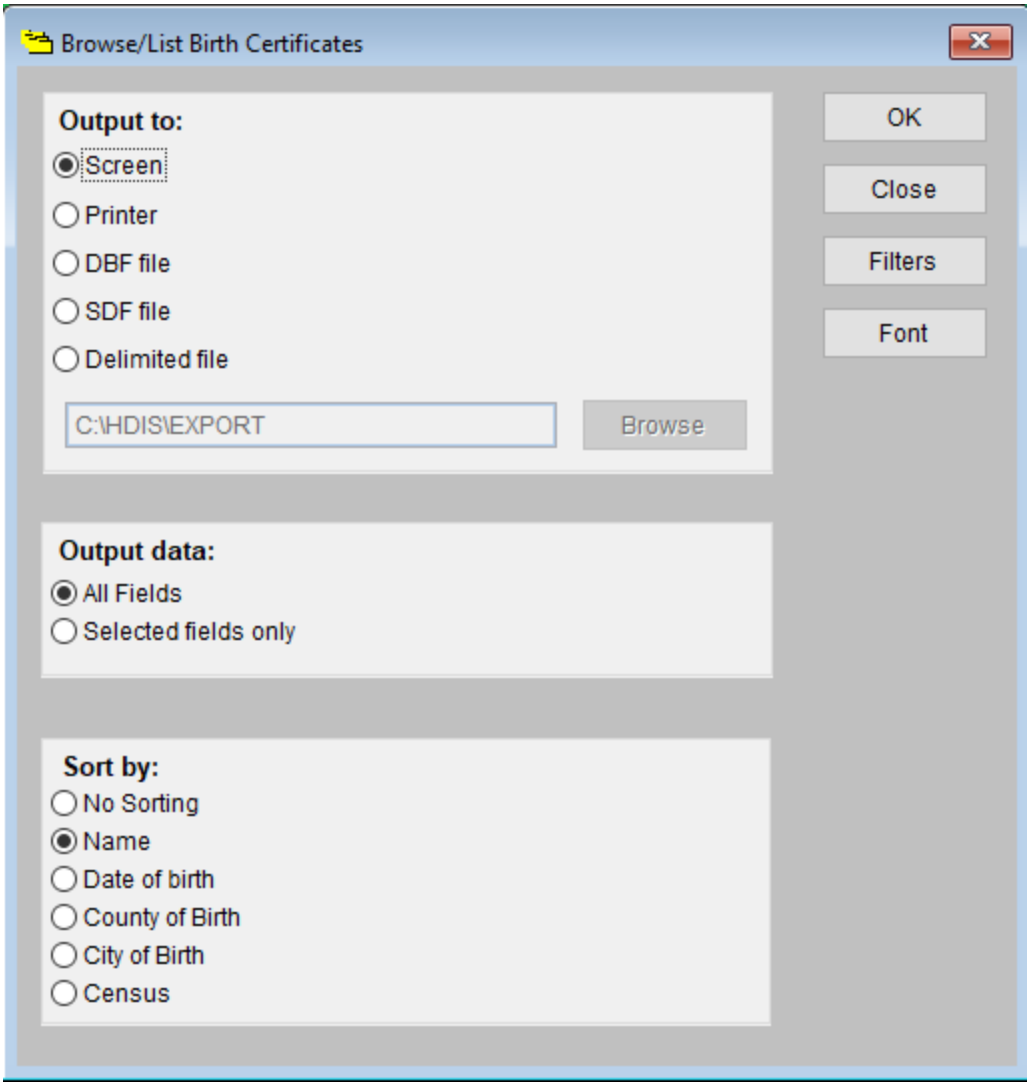
Birth Certificates

Inside the Vital Statistics module navigate to the "**Browse/List/Export.**"

There will be two options "**Birth Certificates**" or "**Death Certificates**".

This section allows the exportation of data, also allowing the user to use **Filters**.

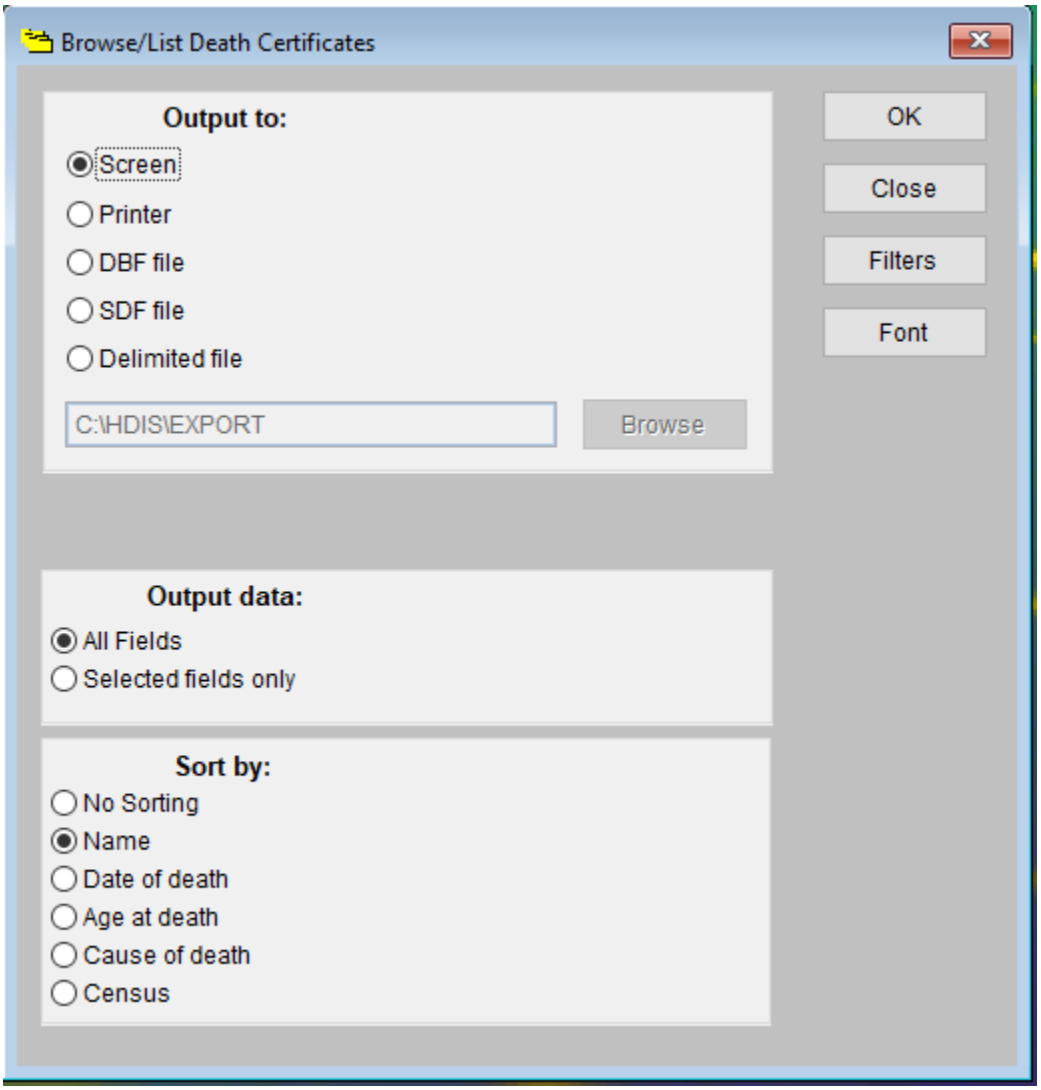
[See Chapter 6 for information on Filters]



Death Certificates

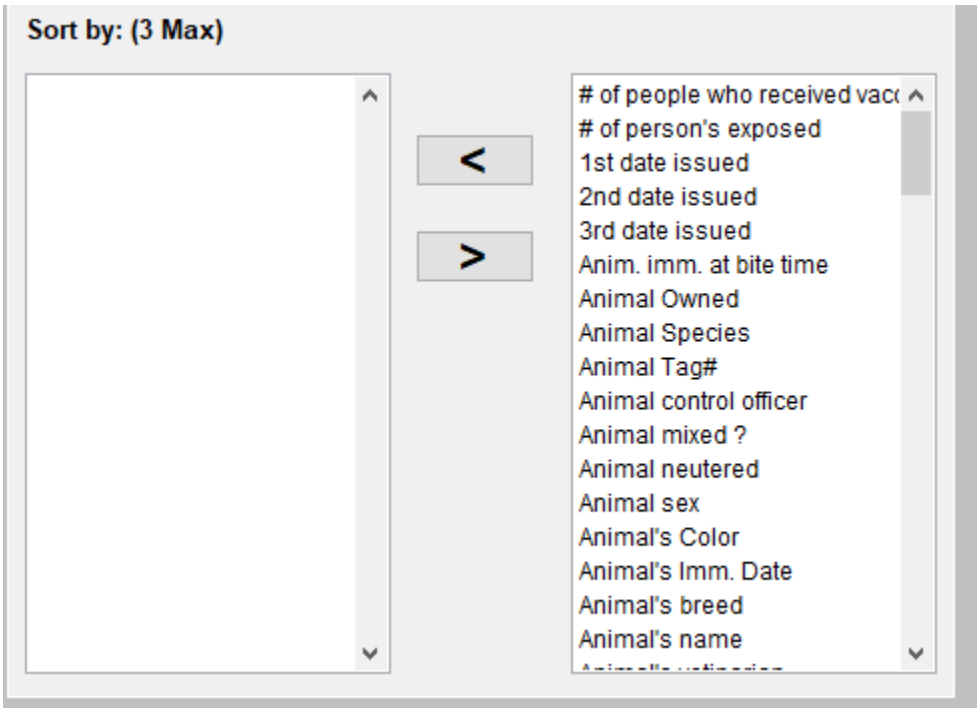
[See Birth Certificates]

[See Chapter 6 for information on Filters]



Sort by

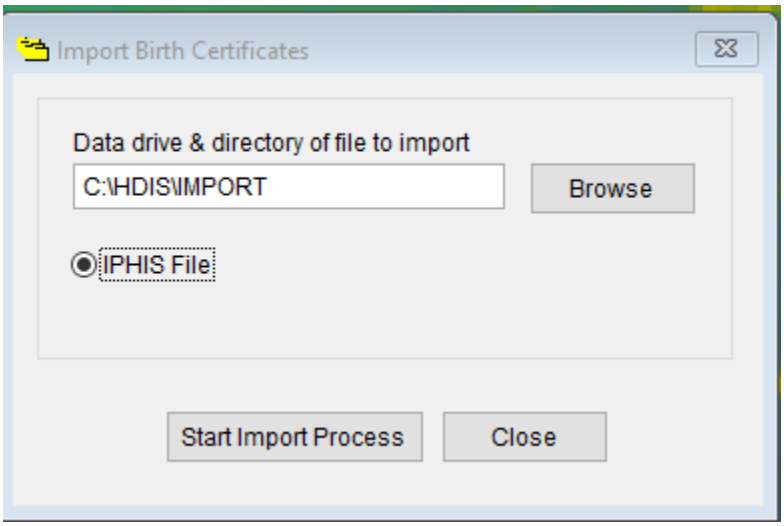
Sorting by Field Names (3 Max) is an option. Click on the Field Name you want to sort by and press the "<" symbol to move the Field Name to the empty box. If you want to remove a Field Name, click the Field Name and press the ">" symbol.



Import

Birth Certificates

Navigate to: Import > Birth Certificates



Chapter 6 Count/Graph & Filters

Birth Certificates\ Death Certificates

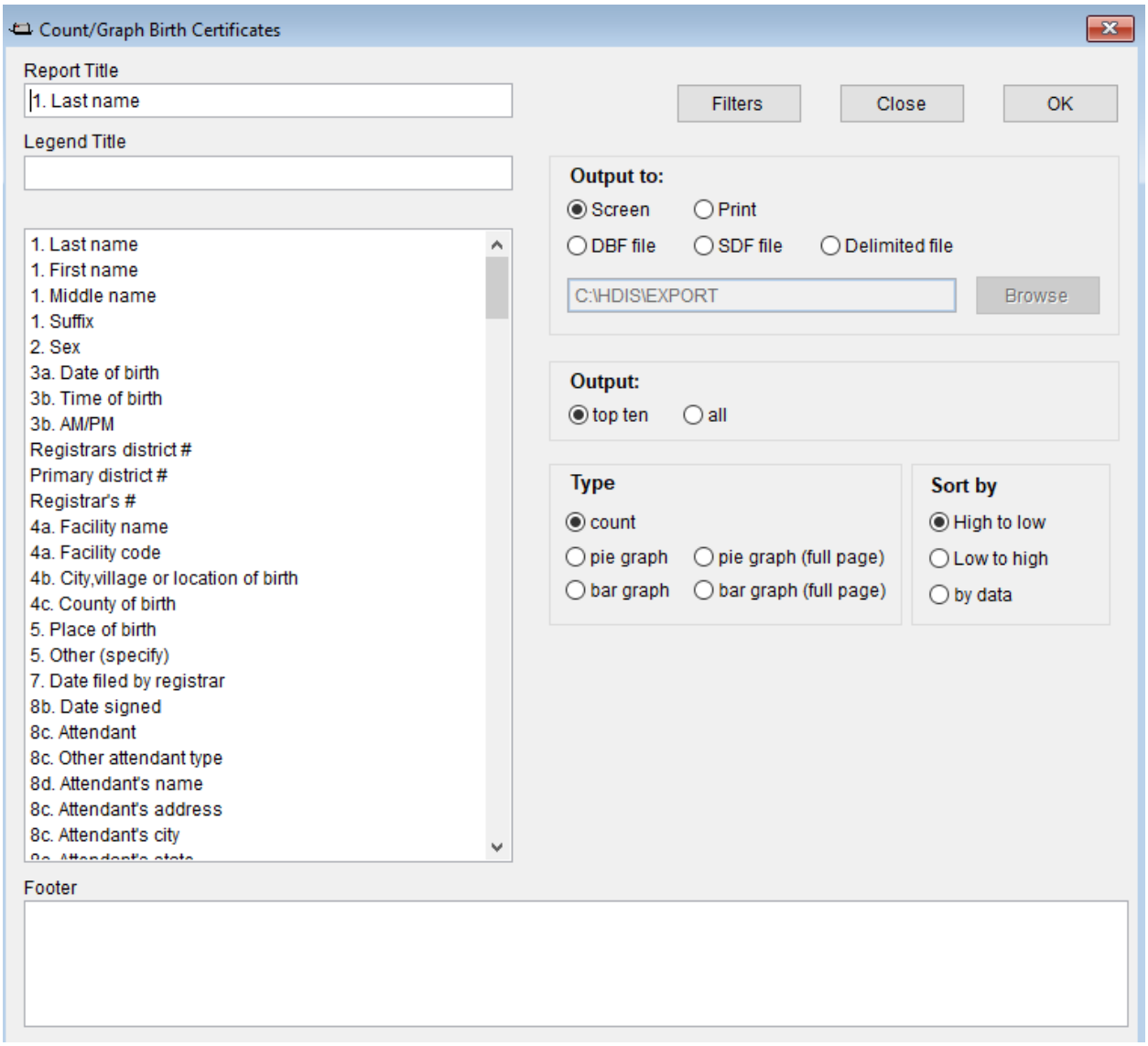
Inside the Birth & Death Records module navigate to the "**Count/Graph" Tab.**

This section allows you to create a Count, Pie graph, or bar graph of the data. There is a **Report Title**, **Legend Title**, **List of Field Names**, and **Footer**.

Under the "**Output**:" there is an option to show the ***top ten*** or ***all*** results.

There is a "**Filters**" button which is identical to the "Filters" in the "**Browse/List/Export.**" section.

There is a "**Sort by**" section where you can organize your results from *High to low*, *Low to high*, and by *data*.

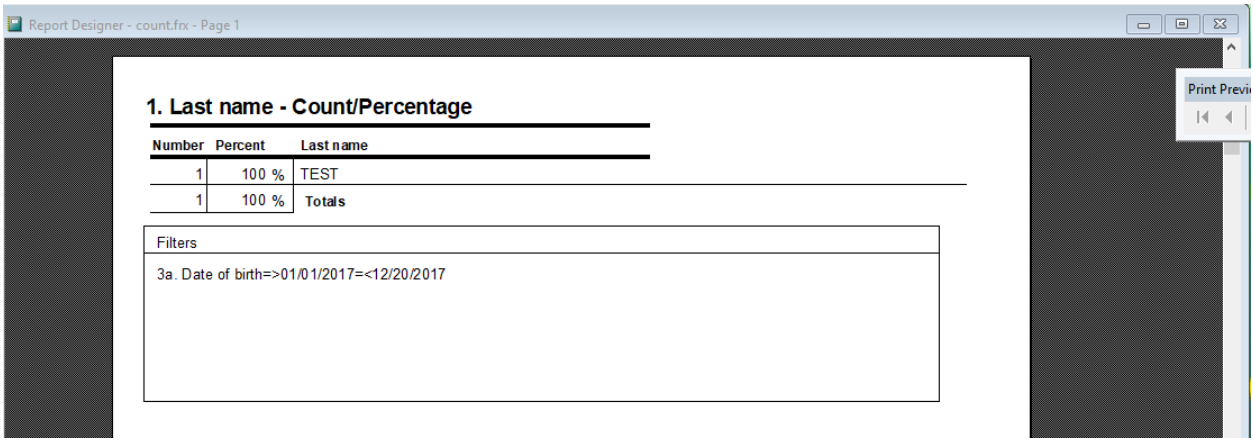


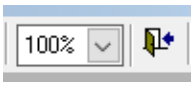
Count

Here is an example of what the "**Count**" type would look like.

There are percentages and Totals on the side and bottom of the page.

If you choose to add filters, those will also be shown at the bottom of the page.



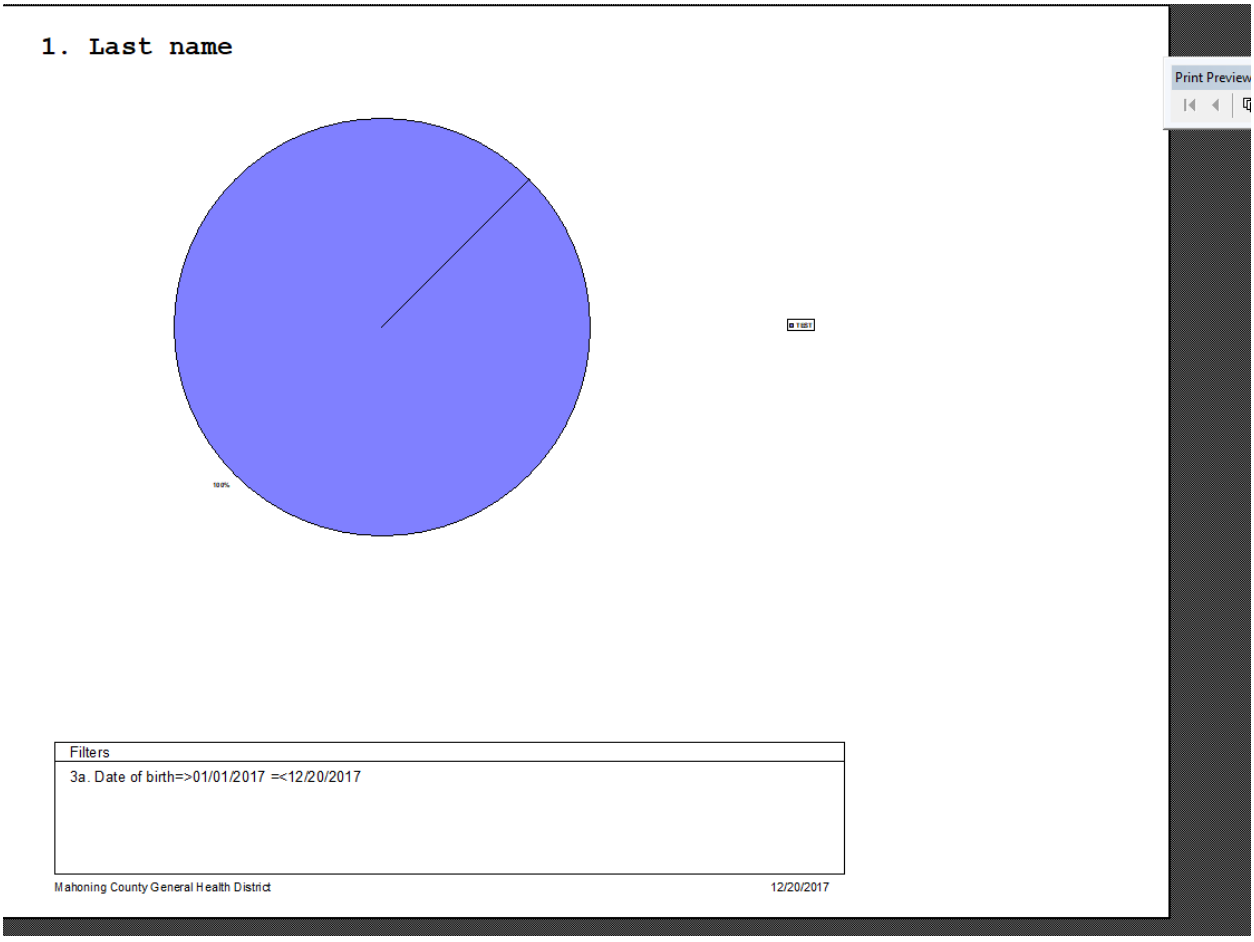
Click on the door icon next to the percent to return to the menu: 

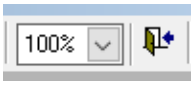
Pie graph

Here is an example of what the "**Pie Graph**" type would look like.

Depending on the data chosen, the percentages are altered to reflect it.

There is a legend displaying the data chosen and the color representation.

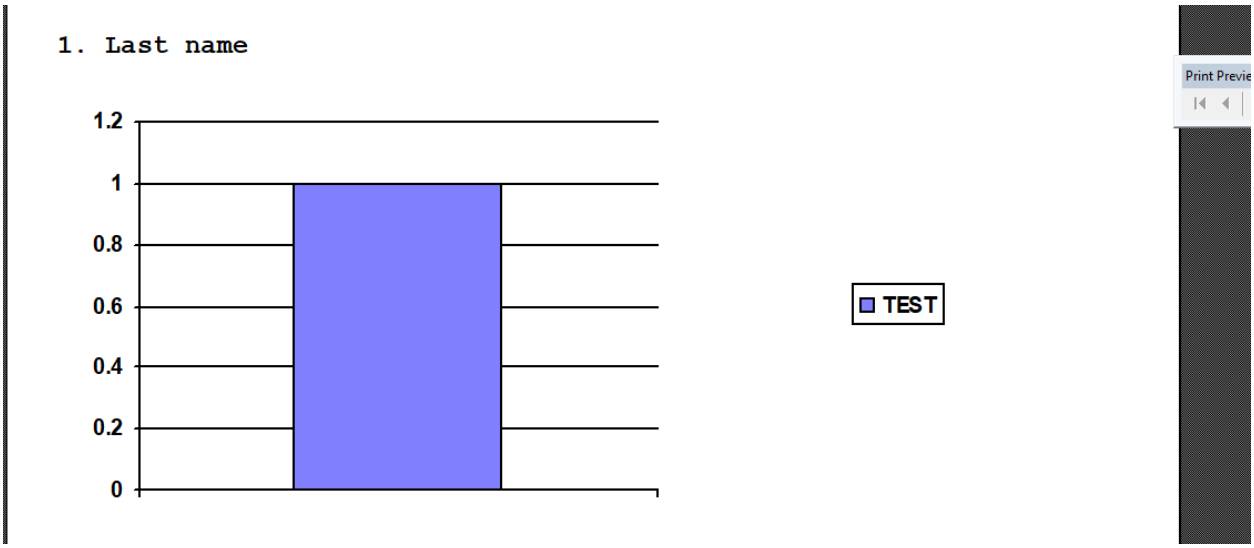


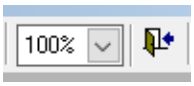
Click on the door icon next to the percent to return to the menu: 

Bar Graph

Here is an example of what the "**Bar Graph**" type would look like.

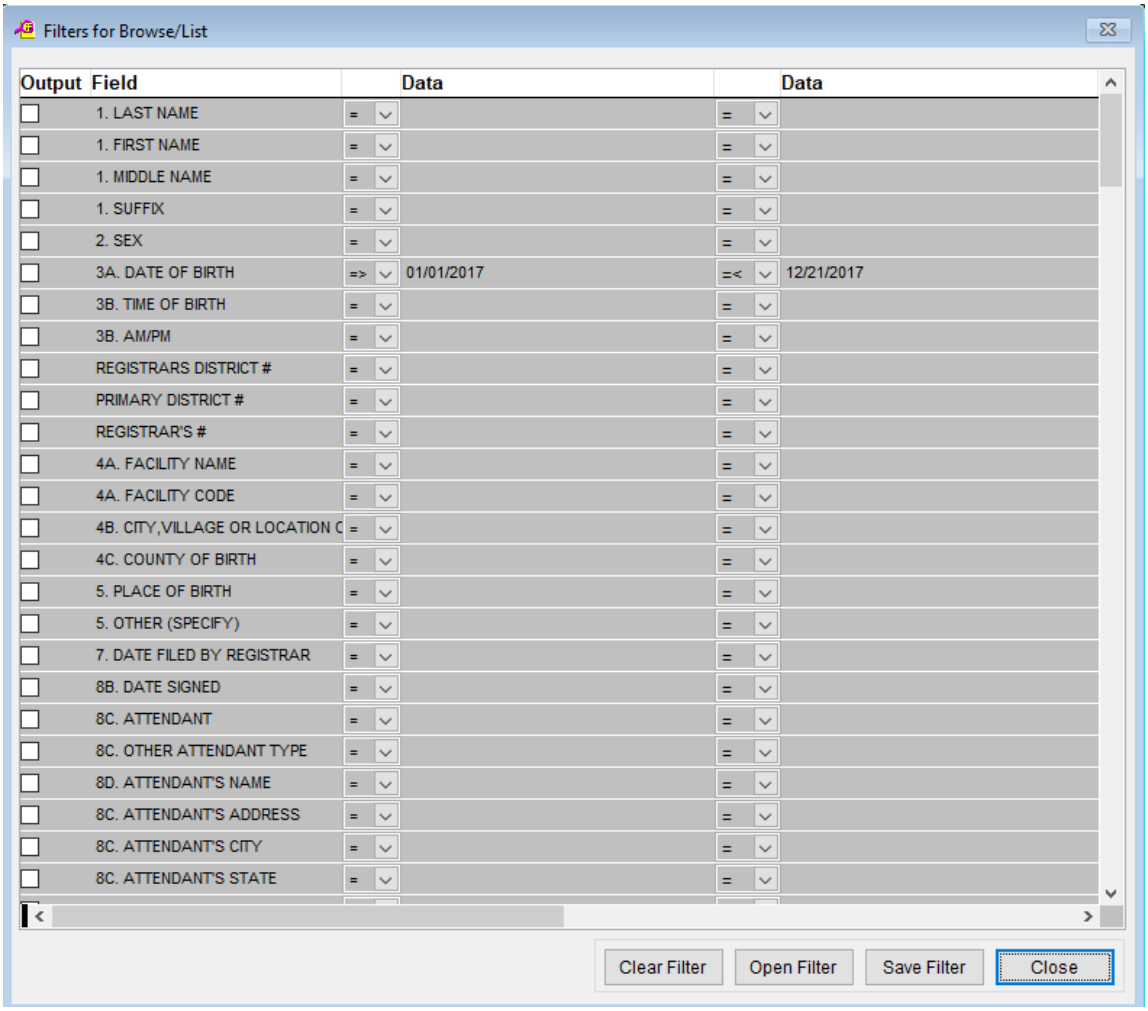
Depending on the data chosen, there will be a specific color to represent the data's bar.



Click on the door icon next to the percent to return to the menu: 

Filters

From the "**Browse/List/Export,**" click on the "**Filters**" button. This section allows you to set filters based on the "**Output Field**." There is also another option to use "**Filters**" which would be located under "**Reports**."



**** Note **** If you are attempting to create a filter to search for ***only*** blank data use: "(Blank)."

"(Blank)" is appropriate when you are searching for an unspecified name, date, or Boolean (True/False – Yes/No).

**** Note **** If you want to search for a string with some spacing after the characters use: "AB(B)".

Example for characters with a space:

Desired Search Result: "Monkey Inc"

Appropriate Search: "Monkey(B)"