

HDIS
Health Department Information System
Helping You...Help Others

**Vital Statistics
User Manual**



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Contents

| | |
|--|----|
| Chapter 1: Getting Started | 2 |
| Death-20a. Place of disposition | 3 |
| Death-21a. Name of embalmer | 4 |
| Death-22a. Name of Director..... | 5 |
| Death-29. Person completing cause of death..... | 6 |
| Facility | 7 |
| ICD9 Codes | 8 |
| ICD10 Codes | 9 |
| Manner of Death..... | 10 |
| Marital Status..... | 11 |
| Method of Disposition | 12 |
| Origin..... | 13 |
| Place of Death | 14 |
| Race..... | 14 |
| Type of Attendant | 16 |
| Type of Facility | 17 |
| Chapter 2: Entering Birth and Death Certificates | 18 |
| Part 1 – Birth Certificates..... | 18 |
| Child Attendant Tab | 19 |
| Info 9-21 Tab | 20 |
| Info 22-31 Tab | 21 |
| Info 32-33 Tab | 22 |
| Info 34-36 Tab | 23 |
| Info 37-40..... | 24 |
| Part 2 – Death Certificates | 25 |
| Decedent Tab [Add death <= 2006] | 26 |
| Decedent 10-19b Tab [Add Death <=2006] | 27 |
| Dis/Reg/Cert Tab [Add Death <= 2006] | 28 |
| Cause of Death Tab [Add Death <= 2006]..... | 29 |
| Decedent Tab [Add Death => 2007]..... | 30 |
| Decedent 9-21 Tab [Add Death => 2007] | 31 |

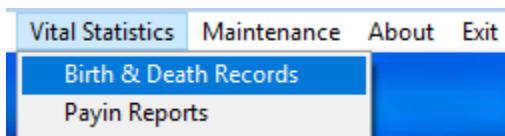
| | |
|--|----|
| Dis/Reg/Cert Tab [Add Death => 2007] | 32 |
| Cause of Death Tab [Add Death => 2007]..... | 33 |
| Child Death Review Tab [Add Death => 2007]..... | 34 |
| Chapter 3: Certificate Application & Reports..... | 35 |
| Vital Statistics Application Tab..... | 36 |
| Reports..... | 37 |
| Reports – Birth Certificates..... | 37 |
| Reports – Death Certificates | 39 |
| Reports – Certificate Applications | 40 |
| Chapter 4: Maintenance | 41 |
| Field Names - Birth..... | 42 |
| Field Names - Death..... | 43 |
| Export/Import Death Certificates | 44 |
| General Profile | 45 |
| Letters | 46 |
| Print Setup | 47 |
| Profile..... | 48 |
| Quick Birth Index Entry | 49 |
| Quick Death Index Entry | 50 |
| Quick Registrar Number Entry | 51 |
| Receipts..... | 52 |
| Receipts Payin Report | 53 |
| Reindex/Pack Vital Data Files..... | 54 |
| State Registrars | 55 |
| Registration District Tab..... | 56 |
| Primary Registration District numbers and Names Tab..... | 57 |
| Chapter 5: Browse/List/Export & Import Tab | 58 |
| Browse/List Birth Certificates | 58 |
| Browse/List Death Certificates..... | 59 |
| Sort by | 60 |
| Import - Birth Certificates | 61 |
| Chapter 6: Count/Graph & Filters..... | 62 |

| | |
|---|----|
| Birth Certificates/Death Certificates | 62 |
| Count..... | 63 |
| Pie Graph..... | 64 |
| Bar Graph | 65 |
| Filters..... | 65 |

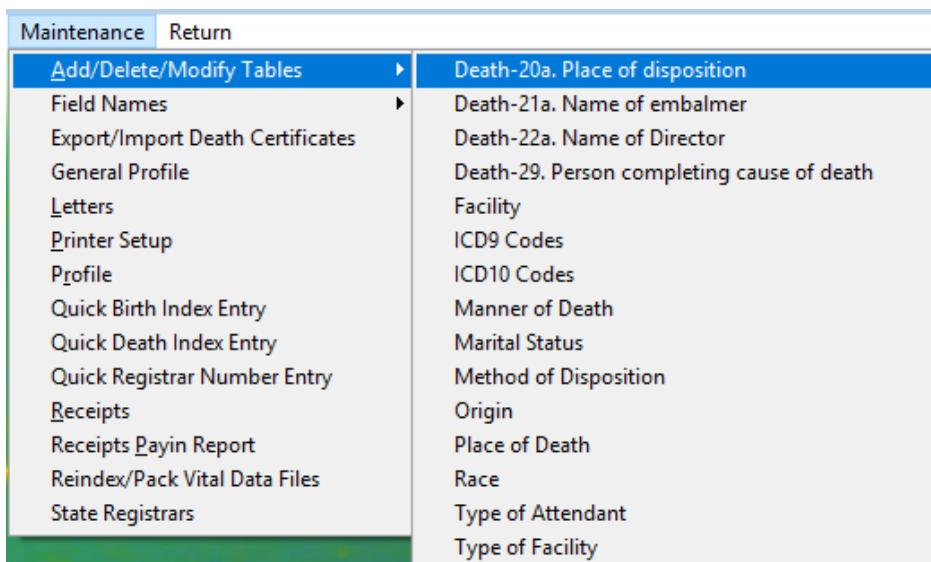
Chapter 1: Getting Started

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.**

[illegible]

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.**

[illegible]

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.**

[illegible]

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.

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

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**

[illegible]

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**

Add/Delete/Modify ICD9 Table

| 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 | CONUSION 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 |

Close
Add
Delete
Print by Code
Print by Alpha

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**

Add/Delete/Modify ICD9 Table

| 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 |

Close
Add
Delete
Print by Code
Print by Alpha

To enter ICD10 Codes:

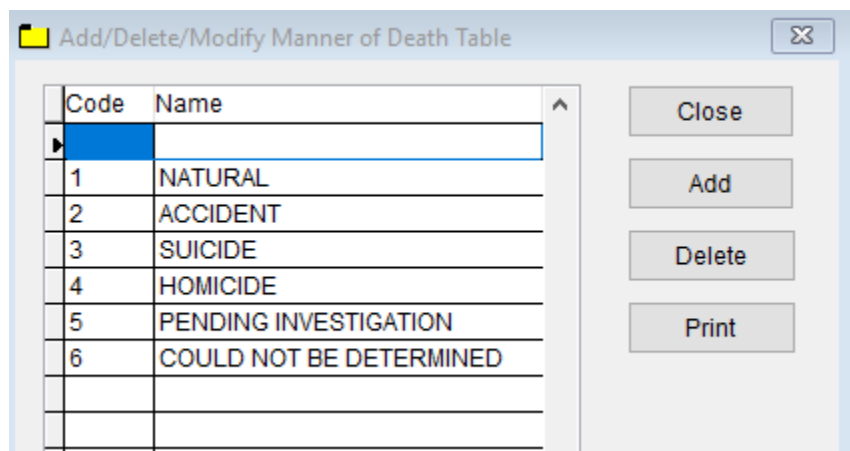
1. Click **Add** and enter the "Code"
2. Enter the "HIPAA-covered transactions"
3. Fill "Description" area.
4. Click **Close** to exit the table.

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**



| Code | Name |
|------|-------------------------|
| 1 | NATURAL |
| 2 | ACCIDENT |
| 3 | SUICIDE |
| 4 | HOMICIDE |
| 5 | PENDING INVESTIGATION |
| 6 | COULD NOT BE DETERMINED |
| | |
| | |

Buttons: Close, Add, Delete, Print

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**

| Code | Name |
|------|------------------|
| 1 | NEVER MARRIED |
| 2 | MARRIED |
| 3 | WIDOWED |
| 4 | DIVORCED |
| 5 | NOT CLASSIFIABLE |
| | |
| | |
| | |

Buttons: Close, Add, Delete, Print

To enter Marital Status:

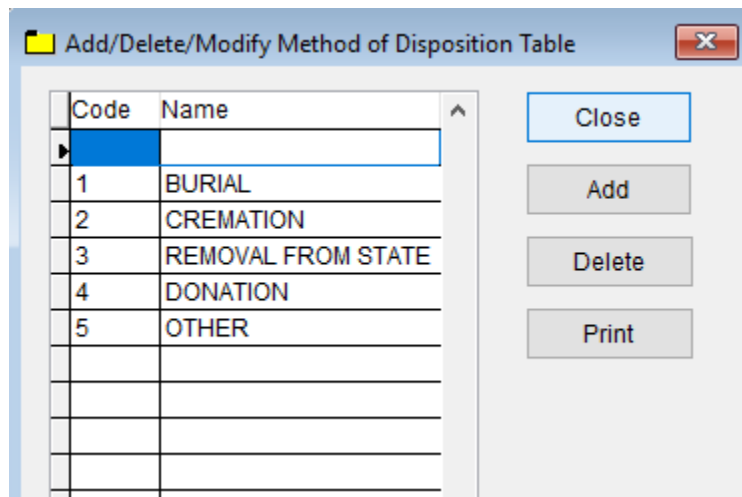
1. Click **Add** and enter the “Code”
2. Enter the “Name” – which would be the Marital status.
3. Click **Close** to exit the table.

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**



| Code | Name |
|------|--------------------|
| 1 | BURIAL |
| 2 | CREMATION |
| 3 | REMOVAL FROM STATE |
| 4 | DONATION |
| 5 | OTHER |
| | |
| | |
| | |
| | |

Buttons: Close, Add, Delete, Print

To enter Method of Disposition:

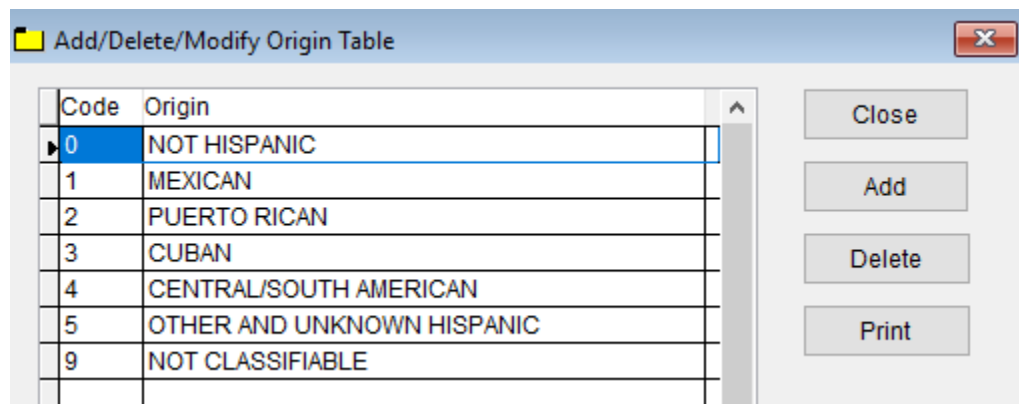
1. Click **Add** and enter the "Code"
2. Enter the "Name" – which would be the Method of Disposition.
3. Click **Close** to exit the table.

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**



| Code | Origin |
|------|----------------------------|
| 0 | NOT HISPANIC |
| 1 | MEXICAN |
| 2 | PUERTO RICAN |
| 3 | CUBAN |
| 4 | CENTRAL/SOUTH AMERICAN |
| 5 | OTHER AND UNKNOWN HISPANIC |
| 9 | NOT CLASSIFIABLE |

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**

| Code | Name |
|------|-------------------------|
| | |
| | RESIDENCE |
| | NURSING HOME |
| 1 | HOSPITAL/INPATIENT |
| 2 | HOSPITAL/ER-OUTPATIENT |
| 3 | HOSPITAL/D.O.A. |
| 4 | HOSPITAL/STATUS UNKNOWN |
| 5 | OTHER/NURSING HOME |
| 6 | OTHER/RESIDENCE |
| 7 | OTHER/OTHER |
| 8 | NOT CLASSIFIABLE |

To enter Place of Death:

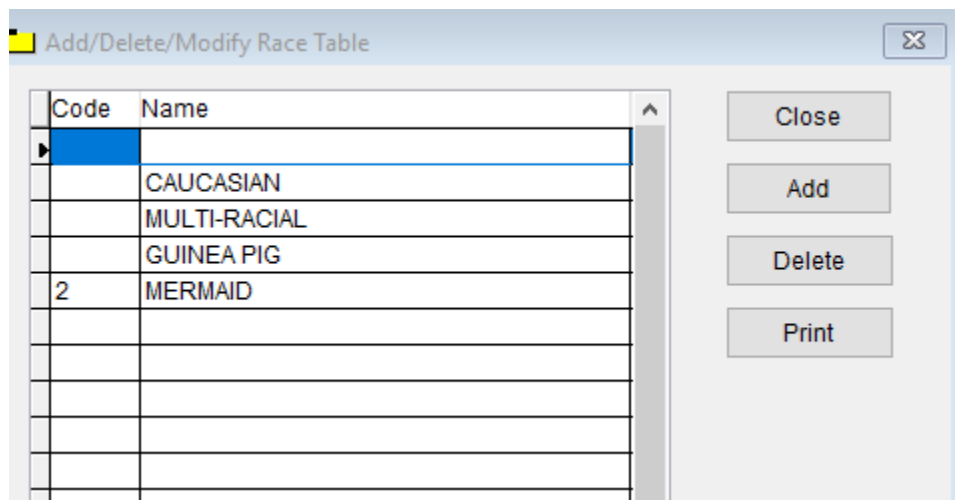
7. Click **Add** and enter the "Code"
8. Enter the "Name" – which would be the place of death.
9. Click **Close** to exit the table.

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**



| Code | Name |
|------|--------------|
| | |
| | CAUCASIAN |
| | MULTI-RACIAL |
| | GUINEA PIG |
| 2 | MERMAID |
| | |
| | |
| | |
| | |
| | |

Buttons: Close, Add, Delete, Print

To enter Place of Death:

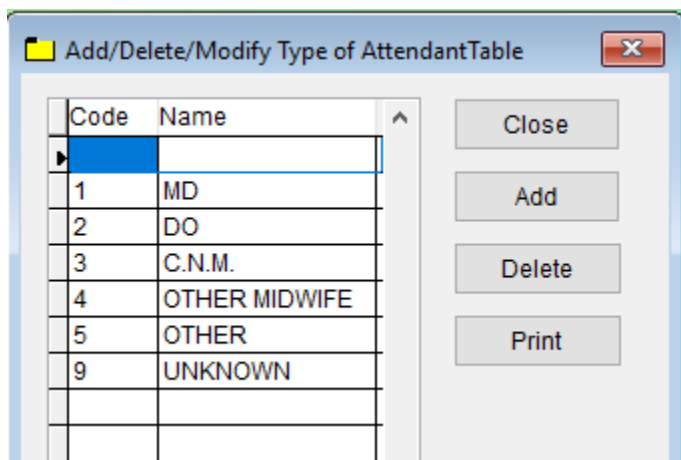
10. Click **Add** and enter the "Code"
11. Enter the "Name" – which would be race.
12. Click **Close** to exit the table.

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**



| Code | Name |
|------|---------------|
| 1 | MD |
| 2 | DO |
| 3 | C.N.M. |
| 4 | OTHER MIDWIFE |
| 5 | OTHER |
| 9 | UNKNOWN |
| | |
| | |

To enter Type of Attendant:

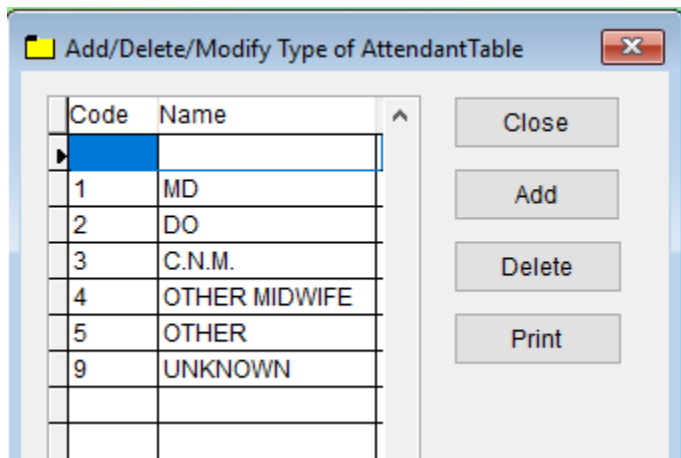
13. Click **Add** and enter the "Code"
14. Enter the "Name" – which would be type of attendant.
15. Click **Close** to exit the table.

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**



| Code | Name |
|------|---------------|
| 1 | MD |
| 2 | DO |
| 3 | C.N.M. |
| 4 | OTHER MIDWIFE |
| 5 | OTHER |
| 9 | UNKNOWN |
| | |
| | |

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.

The screenshot shows a software window titled "Birth Certificate for". It has a tabbed interface with tabs for "Find", "Child/Attendant", "Info 9-21", "Info 22-31", "Info 32-33", "Info 34-36", and "Info 37-40". The "Find" tab is active. Below the tabs is a search bar with the placeholder text "Enter last name, first name middle name(example: SMITH, JOHN JAMES)". To the right of the search bar are three radio buttons: "by Name" (selected), "by Date of Birth", and "Registrar #". Further right are "Add" and "Close" buttons. Below the search area is a table with the following columns: "Child's Name", "Date of Birth", "Sex", "Date Filed", "Census", and "Registrar#". The first row of the table contains the data: "GREEN, JOHNNY L", "10/12/2009", "M", "10/12/2009", "2017-", and an empty field. The table has 15 rows in total, with the first row highlighted. A scrollbar is visible on the right side of the table.

| Child's Name | Date of Birth | Sex | Date Filed | Census | Registrar# |
|-----------------|---------------|-----|------------|--------|------------|
| GREEN, JOHNNY L | 10/12/2009 | M | 10/12/2009 | 2017- | |
| | | | | | |
| | | | | | |
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Child Attendant Tab

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

Birth Certificate for ,

Find Child/Attendant Info 9-21 Info 22-31 Info 32-33 Info 34-36 Info 37-40

Reg. Dist. No. Notes

Primary Reg. Dist. No. Affidavit Registrar's Name or #

Registrar's No. File Number Page Number State Cert/Volume#

1. Child - Name
First Middle Last Suffix 2. Sex 3a. Date of birth 3b. Time of birth

4a. Facility code and Name 4b. City of birth 4c. County of birth

5. Place of birth Other (specify) 7. Date filed by registrar 8b. Date signed

8c. Type of Attendant Other (specify) 8d. Attendant's name

8a. Attendant's address City State Zip

Print Previous Next Delete Add Modify Close

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

Birth Certificate for ,

| Find | Child/Attendant | Info 9-21 | Info 22-31 | Info 32-33 | Info 34-36 | Info 37-40 |
|---|-----------------|-----------|------------|------------|------------|------------|
| <div> <div>9a.Mother's first name</div> <div>Middle</div> <div>Last</div> <div>9b.Maiden surname</div> <div>10a.Date of birth</div> </div> | | | | | | |
| <div> <div>10b.Age</div> <div>11.Birthplace</div> <div>12a.Residence - State</div> <div>12b.County</div> <div>12e.Mother within city limits?</div> </div> | | | | | | |
| <div> <div>12d.Street and number</div> <div>Census</div> <div>12c.City,town or location</div> <div>Mother's primary dist.</div> <div>Mother's zip code</div> </div> | | | | | | |
| <div> <div>13.Mother's mailing address</div> <div>Mother's mailing city</div> <div>Mother's mailing zip code</div> </div> | | | | | | |
| <div> <div>14.Father's first name</div> <div>Middle</div> <div>Last</div> <div>15a.Date of birth</div> <div>15b.Age</div> <div>16.Birthplace</div> </div> | | | | | | |
| <div> <div>17. Informant</div> <div>Informant Relation</div> </div> | | | | | | |
| <div> <div>18a.Mother's origin</div> <div>19a.Mother's race</div> <div>20a.EE</div> <div>20a.CE</div> <div>21a.Occupation</div> <div>21b.Industry</div> </div> | | | | | | |
| <div> <div>Father's origin</div> <div>Father's race</div> <div>20b.EE</div> <div>20b.CE</div> <div>21c.Occupation</div> <div>21d.Industry</div> </div> | | | | | | |

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

Birth Certificate for ,

| Find | Child/Attendant | Info 9-21 | Info 22-31 | Info 32-33 | Info 34-36 | Info 37-40 |
|--|---|--|--|--|--|------------|
| 23. Mother married? | | 24. Date of last normal menses began | | 26a. Total prenatal visits | | |
| <input type="text" value="Y"/> | | <input type="text" value="11"/> | | <input type="text"/> | | |
| 22a. Now living Number <input type="text"/> | 22b. Now dead Number <input type="text"/> | 22d. Other terminations Number <input type="text"/> | 25. Month pregnancy prenatal care began <input type="text"/> | 26b. City <input type="text"/> | 26c. County <input type="text"/> | |
| | | | 27. Birth wgt in grams <input type="text"/> | Grams/pounds <input type="text"/> | 28. Clinical estimate of gestation <input type="text"/> | |
| 22c. Date of last birth <input type="text"/> | 22e. Date of last other termination <input type="text"/> | 29a. Plurality <input type="text"/> | 29b. If not single birth <input type="text"/> | 30a. Apgar score 1 minute <input type="text"/> | 30b. Apgar score 5 minute <input type="text"/> | |
| 31a. Mother transferred? <input type="text" value="N"/> | Facility code <input type="text"/> | | 31b. Facility name <input type="text"/> | | 31c. Mother's transfer from city <input type="text"/> | |
| 31d. Infant transferred? <input type="text" value="N"/> | Facility code <input type="text"/> | | 31e. Baby's transfer from facility <input type="text"/> | | 31f. Baby's transferred from city <input type="text"/> | |

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

Birth Certificate for ,

Find Child/Attendant Info 9-21 Info 22-31 **Info 32-33** Info 34-36 Info 37-40

32a. Medical risk factors for this pregnancy

Anemia(Hct < 30/hgb.<10)(01) ☐

Cardiac disease(02) ☐

Acute or chronic lung disease(03) ☐

Diabetes(04) ☐

Genital herpes(05) ☐

Hydraminos/Oligohydramnios(06) ☐

Hemoglobinopathy(07) ☐

Hypertension, chronic(08) ☐

Hypertention, pregnancy-associated(9) ☐

Eclampsia(10) ☐

Incompetent cervix(11) ☐

Previous infant 4000+grams(12) ☐

Previous preterm or small-for-gestational-age infant(13) ☐

Renal disease(14) ☐

Rh sensitization(15) ☐

Uterine bleeding(16) ☐

None(00) ☐

Other(17) ☐

32b. Other risk factors for this pregnancy

Tobacco used? ☐

Average number of cigs per day

Alcohol Used? ☐

Average # of drinks per week

Weight Gained

Pre pregnancy weight

33. Obstetric procedures

Amniocentesis(01) ☐

Electronic fetal monitoring(02) ☐

Induction of labor(03) ☐

Stimulation of labor(04) ☐

Tocolysis(05) ☐

Ultrasound(06) ☐

None(00) ☐

Other(07) ☐

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

Info 34-36 Tab

Birth Certificate for ,

| Find | Child/Attendant | Info 9-21 | Info 22-31 | Info 32-33 | Info 34-36 | Info 37-40 |
|---|-----------------|-----------|------------|------------|------------|------------|
| <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>34. Complications of labor and/or delivery</p> <p>Febrile (> 100 F or 38 C)(01) <input type="checkbox"/></p> <p>Meconium, moderate/heavy(02) <input type="checkbox"/></p> <p>Premature rupture of membrane(>12 hrs.)(03) <input type="checkbox"/></p> <p>Abruptio placenta(04) <input type="checkbox"/></p> <p>Placenta previa(05) <input type="checkbox"/></p> <p>Other excessive bleeding(06) <input type="checkbox"/></p> <p>Seizures during labor(07) <input type="checkbox"/></p> <p>Precipitous labor (<3 hours)(08) <input type="checkbox"/></p> <p>Prolonged labor (>20 hours)(09) <input type="checkbox"/></p> <p>Dysfunctional labor(10) <input type="checkbox"/></p> <p>Breech/malpresentation(11) <input type="checkbox"/></p> <p>Cephalopelvic disproportion(12) <input type="checkbox"/></p> <p>Cord proapse(13) <input type="checkbox"/></p> <p>Anesthetic complications(14) <input type="checkbox"/></p> <p>Fetal distress(15) <input type="checkbox"/></p> <p>None(00) <input type="checkbox"/></p> <p>Other(16) <input type="checkbox"/></p> <p><input type="text"/></p> </div> <div style="width: 45%;"> <p>35. Method of delivery</p> <p>Vaginal(01) <input type="checkbox"/></p> <p>Vaginal birth after previous C-section(02) <input type="checkbox"/></p> <p>Primary C-section(03) <input type="checkbox"/></p> <p>Repeat C-section(04) <input type="checkbox"/></p> <p>Forceps(05) <input type="checkbox"/></p> <p>Vacuum(06) <input type="checkbox"/></p> <p>36. Abnormal conditions of the newborn</p> <p>Anemia (Hct <39/Hgb <13)(01) <input type="checkbox"/></p> <p>Birth injury(02) <input type="checkbox"/></p> <p>Fetal alcohol syndrome(03) <input type="checkbox"/></p> <p>Hyaline membrane disease/RDS(04) <input type="checkbox"/></p> <p>Meconium aspiration syndrome(05) <input type="checkbox"/></p> <p>Assisted ventilation < 30 min(06) <input type="checkbox"/></p> <p>Assisted ventilation > 30 min(07) <input type="checkbox"/></p> <p>Seizures(08) <input type="checkbox"/></p> <p>None(00) <input type="checkbox"/></p> <p>Other(specify)(09) <input type="checkbox"/></p> <p><input type="text"/></p> </div> </div> | | | | | | |

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

Info 37-40 Tab

Birth Certificate for ,

| Find | Child/Attendant | Info 9-21 | Info 22-31 | Info 32-33 | Info 34-36 | Info 37-40 |
|--|-----------------|-----------|------------|------------|------------|------------|
| <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>37. Congenital Anomalies of child</p> <p>Anencephalus(01) <input type="checkbox"/></p> <p>Spinal bifida/meningocele(02) <input type="checkbox"/></p> <p>Hydrocephalus(03) <input type="checkbox"/></p> <p>Microcephalus(04) <input type="checkbox"/></p> <p>Other central nervous system anom.(05) <input type="checkbox"/></p> <p><input type="text"/></p> <p>Heart malformations(06) <input type="checkbox"/></p> <p>Other circul/respir anomalies(07) <input type="checkbox"/></p> <p><input type="text"/></p> <p>Rectal atresia/stenosis(08) <input type="checkbox"/></p> <p>Tracheo-esoph fist/esoph atresia(09) <input type="checkbox"/></p> <p>Omphalocele/gastroschisis(10) <input type="checkbox"/></p> <p>Other gastrointestinal anomalies(11) <input type="checkbox"/></p> <p><input type="text"/></p> <p>Malformed genitalia(12) <input type="checkbox"/></p> <p>Renal agenesis(13) <input type="checkbox"/></p> <p>Other urogenital anomalies(14) <input type="checkbox"/></p> <p><input type="text"/></p> <p>Cleft / lip palate(15) <input type="checkbox"/></p> </div> <div style="width: 45%;"> <p>Polydactyly/syndactyly/adactyly(16) <input type="checkbox"/></p> <p>Club foot(17) <input type="checkbox"/></p> <p>Diaphragmatic hernia(18) <input type="checkbox"/></p> <p>Other musculos/integumanom(19) <input type="checkbox"/></p> <p><input type="text"/></p> <p>Down's syndrome(20) <input type="checkbox"/></p> <p>Other chromosomal anomalies(21) <input type="checkbox"/></p> <p><input type="text"/></p> <p>None <input type="checkbox"/></p> <p>Other congenital anomalies(22) <input type="checkbox"/></p> <p><input type="text"/></p> </div> </div> <div style="margin-top: 10px;"> <p>37A. Social Security Card requested <input type="checkbox"/></p> <p>38. Name of prophylactic used in eyes of child Reason</p> <p>ILOTYCIN <input type="text"/></p> <p>39. Blood test for syphilis Reason</p> <p>/ / <input type="text"/></p> <p>40. Blood test for gonorrhea Reason</p> <p>/ / <input type="text"/></p> </div> | | | | | | |

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 \leq 2006” or “Add Death \geq 2007.”

Click the “View” button to view.

[illegible]

Decedent Tab [Add Death <=2006]

=< 2006 - Death Certificate for, X3

| | | | | |
|----------|-----------------|--------------|----------------|--------------------|
| Decedent | Decedent 10-19b | Dis/Reg/Cert | Cause of Death | Child Death Review |
|----------|-----------------|--------------|----------------|--------------------|

Reg. Dist. No. Notes

Primary Reg. Dist. No. Affidavit ☐ Affidavit ☐

Registrar's No. File Number Page Number

1. Decedent's Name

| | | | | | |
|----------------------------|-----------------------------|---------------------------|-----------------------------|-----------------------------|--|
| First <input type="text"/> | Middle <input type="text"/> | Last <input type="text"/> | Suffix <input type="text"/> | 2. Sex <input type="text"/> | 3a. Date of death <input type="text"/> |
|----------------------------|-----------------------------|---------------------------|-----------------------------|-----------------------------|--|

4. Social security #

5a. Age-last birthday
Years

5b. Under one year
Months Days

5c. Under one day
Hours Minutes

6. Date of birth

7. Birthplace

8. Armed forces?

9a. Place of death

9b. Facility code and Name

9c. City/Village/Twp. or location of death

9d. County of death

| 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]

The screenshot shows a web-based form titled "< 2006 - Death Certificate for," with a close button in the top right corner. The form has five tabs: "Decedent", "Decedent 10-19b" (which is selected), "Dis/Reg/Cert", "Cause of Death", and "Child Death Review". The "Decedent 10-19b" tab contains the following fields:

- 10. Marital status: A dropdown menu.
- 11. Surviving spouse: A text input field.
- 12a. Decedent's usual occupation: A text input field.
- 12b. Kind of business: A text input field.
- 13a. State: A dropdown menu with "OH" selected.
- 13b. County: A dropdown menu.
- Census: A dropdown menu.
- 13c. City: A text input field.
- 13d. Address: A text input field.
- 13e. Inside city limits?: A checkbox.
- Res. Pri. Dist: A text input field.
- 13f. Zip: A dropdown menu.
- 14. Hispanic origin: A dropdown menu with "NOT HISPANIC" selected.
- 15. Race: A dropdown menu.
- 16. Elementary education: A checkbox.
- 16. College education: A checkbox.
- 17. Father: A text input field.
- 18. Mother: A text input field.
- 19a. Informant: A text input field.
- 19b. Informant address: A text input field.

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]

= < 2006 - Death Certificate for ,

| Decedent | Decedent 10-19b | Dis/Reg/Cert | Cause of Death | Child Death Review |
|--|---|--------------------------|-------------------------------------|------------------------------------|
| 20a.Method of disposition | 20b.Place of disposition | 20c.Location | | |
| 20d.Date of disposition | 21a. Name of embalmer | 21b.Embalmer license # | | |
| 22a.Name of Director | 22b.Funeral license # | 23.Funeral facility | | |
| 23.Funeral facility address | 23.Funeral facility city,state,zip | | | |
| 25.Date filed | 26a.Issued permit | 26b.District # | 27.Date issued | Burial Permit # County of Cemetery |
| 28a.Certifier | 28b.Time of death AM/PM | 28c.Date pronounced dead | 28d.Referred to coroner? | |
| 28e.Certifier | 28f.License # | 28g.Date signed | 29.Person completing cause of death | |
| Addr of person completing cause of death | City,state,zip of person completing cause | | | |

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]

=< 2006 - Death Certificate for ,

| Decedent | Decedent 10-19b | Dis/Reg/Cert | Cause of Death | Child Death Review |
|----------------------------------|------------------------|---------------------|---------------------|--------------------|
| 30a.Primary | Description | Classification | Onset | |
| 30a.Secondary | Description | Classification | Onset | |
| 30a.Tertiary | Description | Classification | Onset | |
| 30a.Other | Description | Classification | Onset | |
| 30.Other conditions | | | | |
| 31a.Autopsy? | 31b.Findings available | 32.Manner of death | 33a.Date of injury | 33b.Time of injury |
| | | | // | M |
| 33d.Describe how injury occurred | | 33e.Place of injury | | |
| | | | | |
| 33f.Location | | Accident # | Injury # | |
| | | | | |
| 1.Branch of service | 2.Entry date | 3.Type of discharge | 4.Date of discharge | 6.Section # |
| | // | | // | |
| 7.Lot # | 8.Grave # | | | |
| | | | | |

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]

2007 - Death Certificate for ,

| Decedent | Decedent 9-21 | Dis/Regl/Cert | Cause of Death | Child Death Review |
|--|---------------|---------------|----------------|--------------------|
| <p>Reg. Dist. No. <input type="text"/> Notes <input type="text"/></p> <p>Primary Reg. Dist. No. <input type="text"/> Affidavit <input type="checkbox"/> Affidavit <input type="button" value="Affidavit"/></p> <p>Registrar's No. <input type="text" value="2017-"/> File Number <input type="text"/> Page Number <input type="text"/></p> <p>1. Decedent's Name First <input type="text"/> Middle <input type="text"/> Last <input type="text"/> Suffix <input type="text"/> 2. Sex <input type="text"/> 3a. Date of death <input type="text" value="//"/></p> <p>4. Social security # <input type="text" value="--"/> 5a. Age-last birthday Years <input type="text"/> 5b. Under one year Months <input type="text"/> Days <input type="text"/> 5c. Under one day Hours <input type="text"/> Minutes <input type="text"/></p> <p>6. Date of birth <input type="text" value="//"/> 7. Birthplace <input type="text"/> 8a. Residence State <input type="text" value="OH"/> 8b. County <input type="text"/></p> <p>Census <input type="text"/> 8c. City or Town <input type="text"/> 8d. Street and Number <input type="text"/> 8e. Apt. No. <input type="text"/> 8f. Zipcode <input type="text"/> 8g. Inside city limits? <input type="checkbox"/></p> | | | | |
| <p> <input type="button" value="Add Death => 2007"/> <input type="button" value="Print"/> <input type="button" value="Delete"/> <input type="button" value="Modify"/> <input type="button" value="Close"/> </p> | | | | |

| 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]

2007 - Death Certificate for ,

| Decedent | Decedent 9-21 | Dis/Reg/Cert | Cause of Death | Child Death Review |
|---|--|---|--|--------------------|
| 9. Ever in US Armed Forces? <input type="checkbox"/> | 10. Marital status at Time of Death <input type="text"/> | 11. Surviving spouse's Name <input type="text"/> | | |
| 12. Decedent's Education <input type="text"/> | 13. Decedent of Hispanic Origin NOT HISPANIC <input type="text"/> | 14. Decedent's Race <input type="text"/> | Res. Pri. Dist <input type="text"/> | |
| 15. Father's Name <input type="text"/> | 16. Mother's Name <input type="text"/> | | | |
| 17a. Informant's Name <input type="text"/> | 17b. Relationship to Decedent <input type="text"/> | | | |
| 17c. Mailing Address <input type="text"/> | | 18a. Place of death <input type="text"/> | | |
| 18b. Facility code and Name <input type="text"/> | 18c. City or Town, State, and Zip Code <input type="text"/> | | 18d. County of death <input type="text"/> | |
| 19. Name of Director <input type="text"/> | 20. License Number <input type="text"/> | 21. Funeral Facility Name <input type="text"/> | | |
| Funeral Facility Address <input type="text"/> | | Funeral Facility City, State, Zip <input type="text"/> | | |

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]

2007 - Death Certificate for ,

| Decedent | Decedent 9-21 | Dis/Reg/Cert | Cause of Death | Child Death Review |
|---|---------------|--------------|----------------|--------------------|
| <div> <div>22a. Method of disposition</div> <div>22b. Date of disposition</div> <div>22c. Place of disposition</div> <div>Add</div> </div> | | | | |
| <div> <div>22d. Location</div> <div>24. Date filed</div> <div>25a. Name of Person Issuing Permit</div> <div>25b. District No.</div> </div> | | | | |
| <div> <div>25. Date Burial Permit Issued</div> <div>26a. Certifier</div> <div>26b. Time of death</div> <div>26c. Date pronounced dead</div> <div>26d. Referred to coroner?</div> </div> | | | | |
| <div> <div>26e. Signature and Title of Certifier</div> <div>26f. License #</div> <div>26g. Date signed</div> </div> | | | | |
| <div> <div>27. Name of Person Who Completed Cause of Death</div> <div>Address</div> <div>Add</div> </div> | | | | |
| <div> <div>City, State, Zip</div> </div> | | | | |

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]

The screenshot shows the 'Cause of Death' tab of a 2007 Death Certificate form. The form is divided into several sections:

- Decedent Information:** Includes fields for Decedent, Decedent 9-21, Dis/Reg/Cert, Cause of Death, and Child Death Review.
- Primary/Secondary Section:** Contains fields for 28a.Primary (Description, Classification, Onset) and 28b.Secondary (Description, Classification, Onset). Below these are buttons for 'Change to Icd9 Codes' and 'Change to Icd10 Codes'.
- Other conditions:** A text area for additional conditions.
- 30. Did tobacco use contribute to Death?:** Radio buttons for Yes, Unknown, No, and Probably.
- 31. If Female, Pregnancy Status:** Radio buttons for Not pregnant within past year, Pregnant at time of death, Not pregnant, but pregnant within 42 days of death, Not pregnant, but pregnant 43 days to 1 year before death, and Unknown if pregnant within the past year.
- 32. Manner of Death:** Radio buttons for Natural, Accident, Suicide, Homicide, Pending Investigation, and Could not be determined.
- 33a. Date of injury, 33b. Time of injury, 33c. Place of injury, 33d. Injury at work:** Fields for date, time, location, and a checkbox for injury at work.
- 33e. Describe how injury occurred, 33f. If Trans.Injury, Specify:** Text areas for describing the injury and specifying if it is a transference injury.
- Bottom Section:** Fields for 1.Branch of service, 2.Entry date, 3.Type of discharge, 4.Date of discharge, 6.Section #, 7.Lot #, and 8.Grave #.

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]

2007 - Death Certificate for ,

| Decedent | Decedent 9-21 | Dis/Reg/Cert | Cause of Death | Child Death Review |
|---|--|---|---|--------------------|
| Date Reviewed // | Reviewed (Y/N) <input type="checkbox"/> | Recommendations (Y/N) <input type="checkbox"/> | <p>Recommendations</p> <div style="border: 1px solid black; height: 200px; width: 100%;"></div> | |
| <input type="button" value="Print"/> <input type="button" value="Spell Check"/> <input type="button" value="Modify"/> | | | | |

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**.

[illegible]

Vital Statistics Application Tab

Requestor/Ship to: POSSIBLE, KIM Cert. Name: POSSIBLE, ALEXA LYNN

Find Vital Statistics Application

☒ Birth ☐ Death
 Application Date: 05/25/2016
 # of Certified: 1
 Amount Paid: 25.00
 Check # / Cash: 12345

Certificate Last Name: POSSIBLE
 Certificate First Name: ALEXA
 Certificate Middle Name: LYNN
 Date of Birth: 02/07/2016

Street: 7550 LUCERNE DRIVE
 Microfilm #:
 Certificate #:
 State Cert. #:
 Audit #:

Requestor/Ship To: Last Name: POSSIBLE First Name: KIM Middle Name:

Street: 7550 LUCERNE DRIVE City: CLEVELAND State: OH Zip code: 44130

Shipping Date: / / Phone: - - - Driver's License: Political Subdivision:

Comments

Print Previous Next Delete Add Modify

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] |

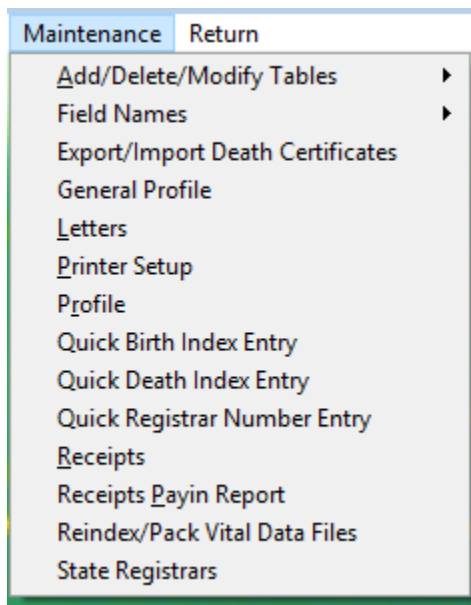
[Certificate Applications](#)

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

Data Base Field Names for Birth Certificate

| 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 BIRTH | BIRTH.CITY_OF_BIRTH |
| 4C. COUNTY OF BIRTH | BIRTH.COUNTY_OF_BIRTH |
| 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 |

Close Print

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

| Data Base Field Names for Death Certificates | | |
|--|----------------------|--|
| 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 | |
| REGISTRAR # | 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.

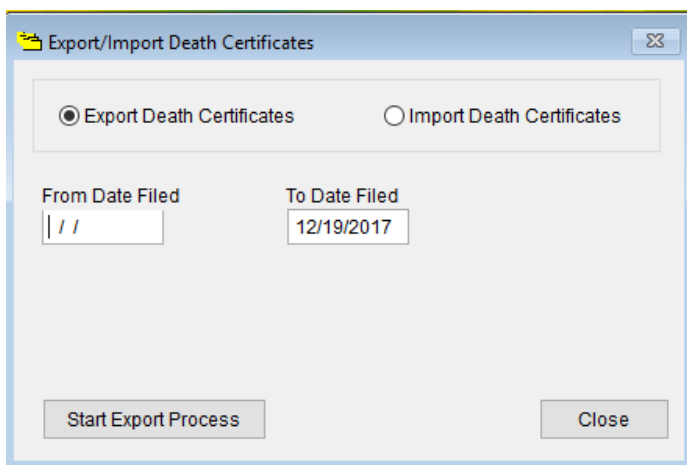
Enter the field name in capital letters in the body of the letter surrounded by asterisks (no spaces between asterisks and field name).

Export/Import Death Certificates

Maintenance > Export/Import Death Certificates

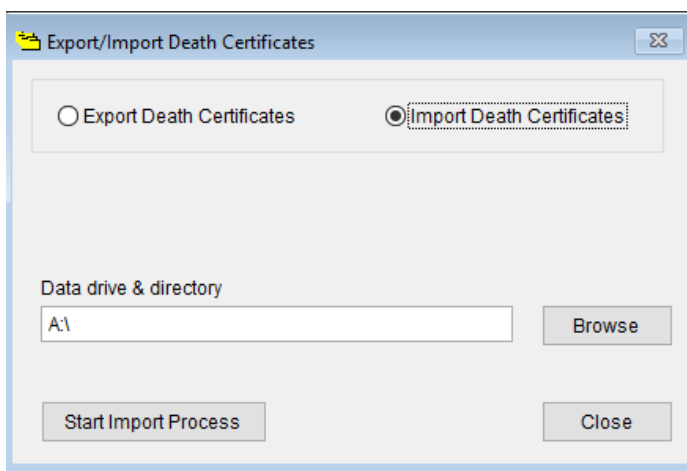
This menu helps export or import death certificates. Fill in the From and To dates and click **“Start Export/Import process”**. To import: select the drive and directory, and then click **“Start Import Process”**. HDIS has created it to run easy and mostly automatic.

Export



The screenshot shows a Windows-style dialog box titled "Export/Import Death Certificates". It contains two radio buttons: "Export Death Certificates" (which is selected) and "Import Death Certificates". Below these are two date input fields: "From Date Filed" (containing " / / ") and "To Date Filed" (containing "12/19/2017"). At the bottom are two buttons: "Start Export Process" and "Close".

Import



The screenshot shows the same "Export/Import Death Certificates" dialog box, but with "Import Death Certificates" selected. The "From Date Filed" and "To Date Filed" fields are no longer present. Instead, there is a "Data drive & directory" label above a text input field containing "A:\". To the right of this field is a "Browse" button. At the bottom are two buttons: "Start Import Process" and "Close".

General Profile

Maintenance > General Profile

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

General Profile

Demographics | General | Management | Environmental | Community & Public Health Services | Vital

* Health Department: Mahoning County General Health District

City: NOTCLEVELAND

State: OH

Address 1: 7550 Lucerne Drive

Zip: 44130

County: MAHONING

* Phone #s: 1-440-891-9100

* FAX #: 1-440-891-9458

Federal Tax ID: ADFA

Commissioner: Patricia Sweeney, JD, MPH, RN

Client/Server Location: M:\HDIS\DATA

Email: ADFASD

Make Checks Payable to: ADSF

View Archives: ☒ 2017 ☒ 2016 ☐ 2015 ☐ 2014 ☐ 2013 ☐ 2012 ☐ 2011 ☐ 2010 ☐ 2009 ☐ 2008 ☐ 2007 ☐ 2006 ☐ 2005 ☐ 2004 ☐ 2003 ☐ 2002 ☐ 2001 ☐ 2000 ☐ 1999 ☐ 1998

* - Required Fields

Cancel Close

Letters

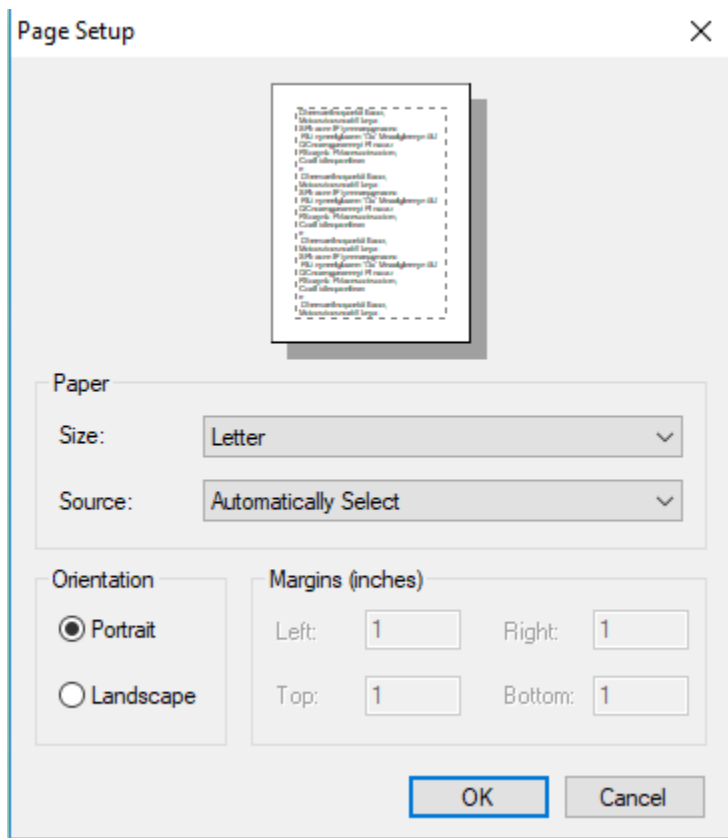
The HDIS system provides you the flexibility to write standard letters that can be sent to clients. These letters will pull data through use of the *. The * is placed on each end of the field name that you want to pull into the letter.

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

Profile

Birth/Death Certificate Defaults

Reg. Dist. No. Primary Reg. Dist. No.

County

State Facility Code

Origin

Attendant Type

Name of Prophylactic Used

Location of EBC file

Options for Printing Birth Certificates

Pre-printed birth cert - 1/4 inches from top

Options for Printing Letters

Letters-1/4 inches from top

Close

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.

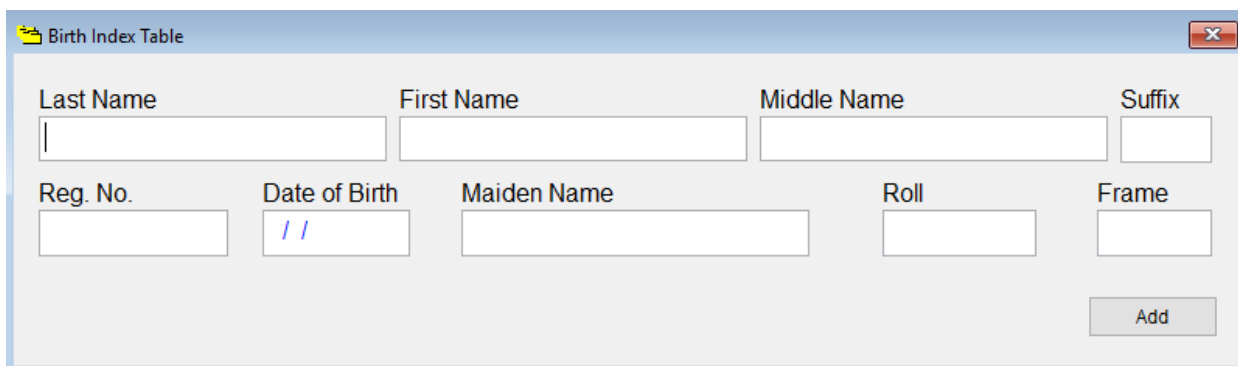
Quick Birth Index Entry

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**.



The screenshot shows a software window titled "Birth Index Table" with a standard Windows-style title bar (minimize, maximize, close buttons). The form contains two rows of input fields. The first row has four fields: "Last Name", "First Name", "Middle Name", and "Suffix". The second row has five fields: "Reg. No.", "Date of Birth" (with a blue double-slash icon indicating a date format), "Maiden Name", "Roll", and "Frame". An "Add" button is located at the bottom right of the form area.

| | | | | |
|----------------------|---------------------------------|----------------------|----------------------|----------------------|
| Last Name | First Name | Middle Name | Suffix | |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| Reg. No. | Date of Birth | Maiden Name | Roll | Frame |
| <input type="text"/> | <input type="text" value="//"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Add

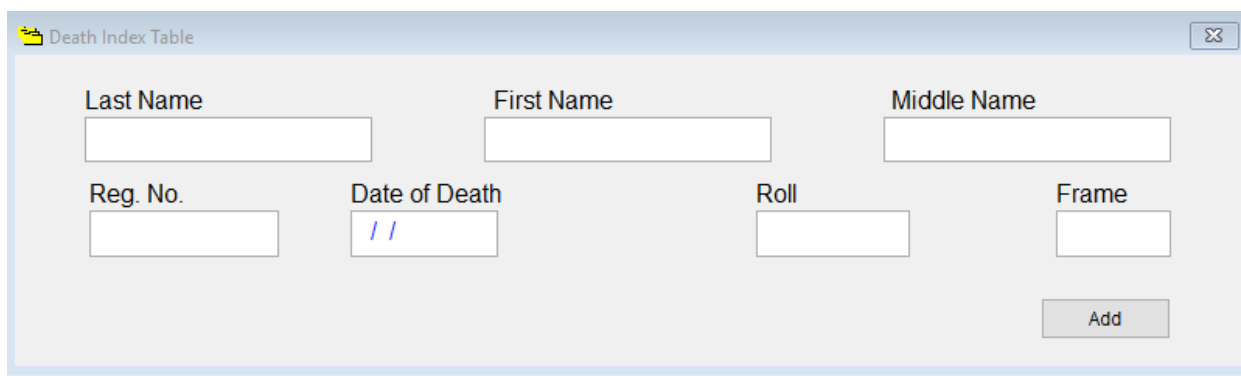
Quick Death Index Entry

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**.



| | | | |
|------------------------------------|---------------------------------|----------------------|----------------------|
| Last Name | First Name | Middle Name | |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| Reg. No. | Date of Death | Roll | Frame |
| <input type="text"/> | <input type="text" value="//"/> | <input type="text"/> | <input type="text"/> |
| <input type="button" value="Add"/> | | | |

[illegible]

Receipts

[illegible]

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

Print Pay In or Receipt

From Date: 12/19/2017 To Date: 12/19/2017

☒ Pay In by Receipt Book
☐ Pay in by Fund
☐ Pay in by Initials
☐ Receipt

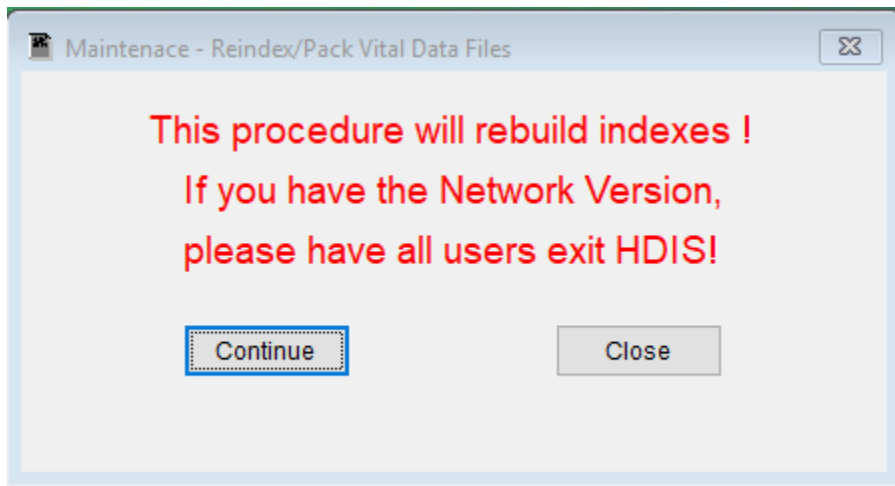
Output to:
☒ Preview
☐ Print

OK Close

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



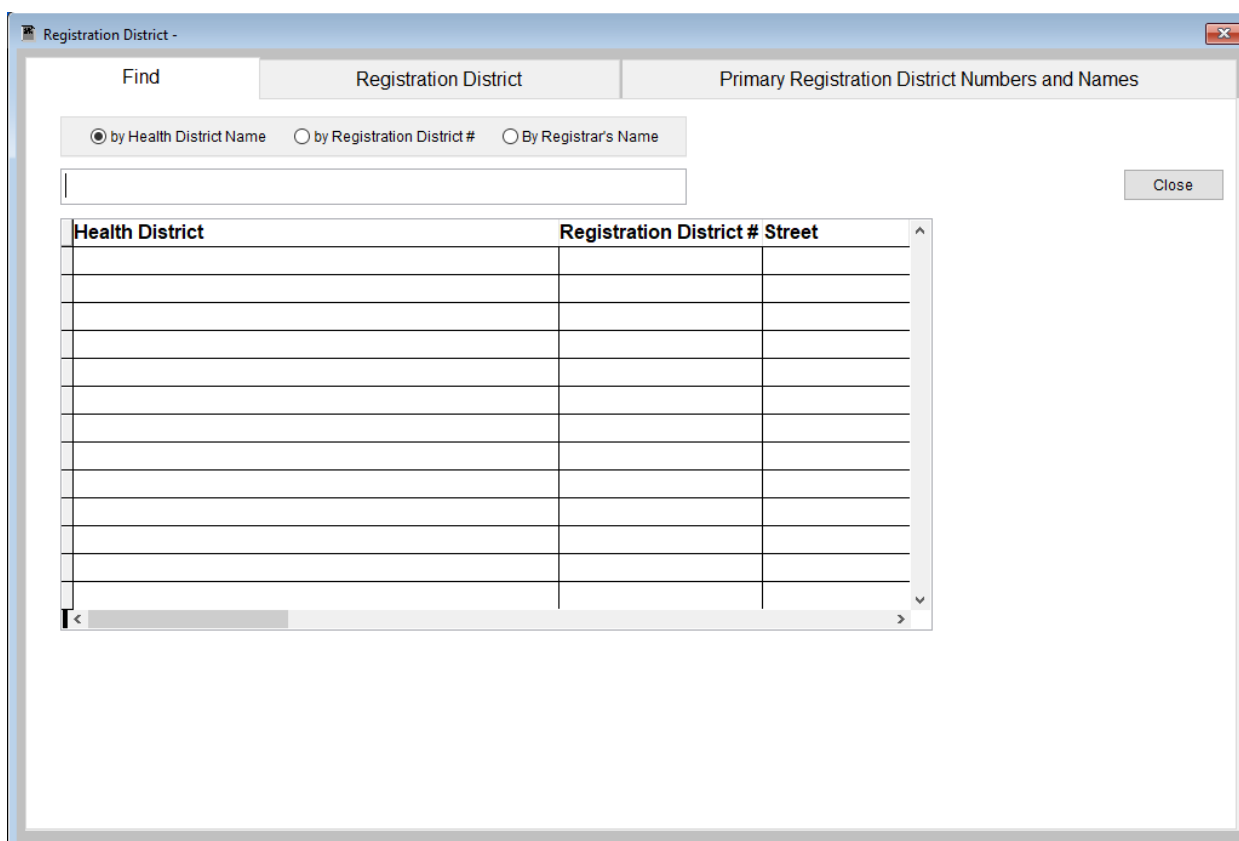
This function is only needed should your data be corrupted due to a power failure. Please contact BGI if you have any questions or concerns.

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 -

Find Registration District Primary Registration District Numbers and Names

☒ by Health District Name ☐ by Registration District # ☐ By Registrar's Name

Close

| Health District | Registration District # | Street |
|-----------------|-------------------------|--------|
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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.

The screenshot shows a software window titled "Registration District -". It has a "Find" tab and a "Registration District" tab. The main area contains input fields for "Registration District #", "Registration District Name", "Street", "City", "State", "Zip Code", and "Phone". Below these fields are buttons for "Delete", "Previous", "Next", "Add", and "Close". At the bottom, there is a table with columns: "Local", "Deputy", "Sub-Reg.", "Last", "First", "Middle", and "Street". The table has 15 rows. At the bottom right of the window are buttons for "Print", "Delete*", "Add", and "Modify".

| Local | Deputy | Sub-Reg. | Last | First | Middle | Street |
|-------|--------|----------|------|-------|--------|--------|
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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**

Registration District - -

Find Registration District Primary Registration District Numbers and Names

Districts 01 - 10 Districts 11 - 20 Districts 21 - 30 Districts 31 - 40

| | |
|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> |

Print Modify

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]

The screenshot shows a Windows-style dialog box titled "Browse/List Birth Certificates". It contains three main sections for configuration:

- Output to:** A group of radio buttons with "Screen" selected. Other options are "Printer", "DBF file", "SDF file", and "Delimited file". Below this is a text field containing "C:\HDIS\EXPORT" and a "Browse" button.
- Output data:** A group of radio buttons with "All Fields" selected. The other option is "Selected fields only".
- Sort by:** A group of radio buttons with "Name" selected. Other options are "No Sorting", "Date of birth", "County of Birth", "City of Birth", and "Census".

On the right side of the dialog, there are five buttons: "OK", "Close", "Filters", and "Font".

Death Certificates

[See Birth Certificates]

[See Chapter 6 for information on Filters]

The screenshot shows a Windows-style dialog box titled "Browse/List Death Certificates". It contains three main sections for configuration:

- Output to:** A group of radio buttons with "Screen" selected. Other options are "Printer", "DBF file", "SDF file", and "Delimited file". Below these is a text field containing "C:\HDIS\EXPORT" and a "Browse" button.
- Output data:** A group of radio buttons with "All Fields" selected. The other option is "Selected fields only".
- Sort by:** A group of radio buttons with "Name" selected. Other options are "No Sorting", "Date of death", "Age at death", "Cause of death", and "Census".

On the right side of the dialog, there are four buttons: "OK", "Close", "Filters", and "Font".

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.

Sort by: (3 Max)

<

>

of people who received vacx ^

of person's exposed

1st date issued

2nd date issued

3rd date issued

Anim. imm. at bite time

Animal Owned

Animal Species

Animal Tag#

Animal control officer

Animal mixed ?

Animal neutered

Animal sex

Animal's Color

Animal's Imm. Date

Animal's breed

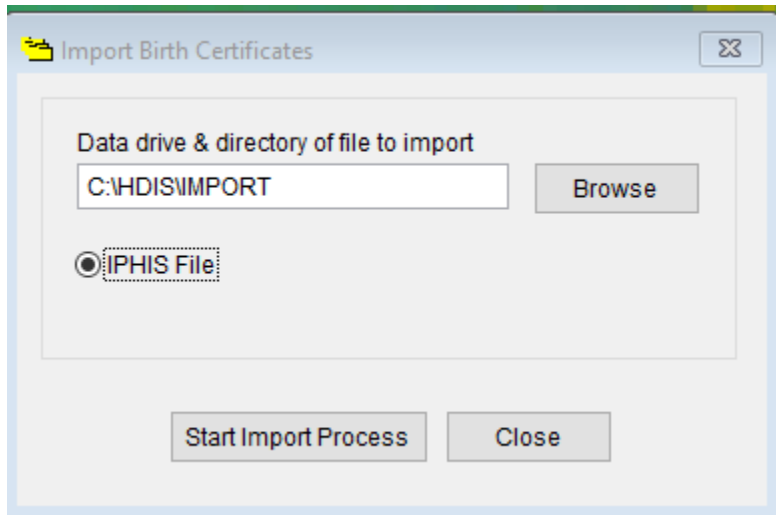
Animal's name

Animal's vaccination

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/Graph Birth Certificates

Report Title
1. Last name

Legend Title

1. Last name
1. First name
1. Middle name
1. Suffix
2. Sex
3a. Date of birth
3b. Time of birth
3b. AM/PM
Registrars district #
Primary district #
Registrar's #
4a. Facility name
4a. Facility code
4b. City,village or location of birth
4c. County of birth
5. Place of birth
5. Other (specify)
7. Date filed by registrar
8b. Date signed
8c. Attendant
8c. Other attendant type
8d. Attendant's name
8c. Attendant's address
8c. Attendant's city
8c. Attendant's state

Filters Close OK

Output to:
☒ Screen ☐ Print
☐ DBF file ☐ SDF file ☐ Delimited file
 C:\HDIS\EXPORT Browse

Output:
☒ top ten ☐ all

Type
☒ count
☐ pie graph ☐ pie graph (full page)
☐ bar graph ☐ bar graph (full page)

Sort by
☒ High to low
☐ Low to high
☐ by data

Footer

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.

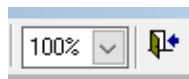
Report Designer - count.frx - Page 1

| 1. Last name - Count/Percentage | | |
|---------------------------------|---------|-----------|
| Number | Percent | Last name |
| 1 | 100 % | TEST |
| 1 | 100 % | Totals |

| Filters |
|---|
| 3a. Date of birth=>01/01/2017=<12/20/2017 |

Print Preview

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

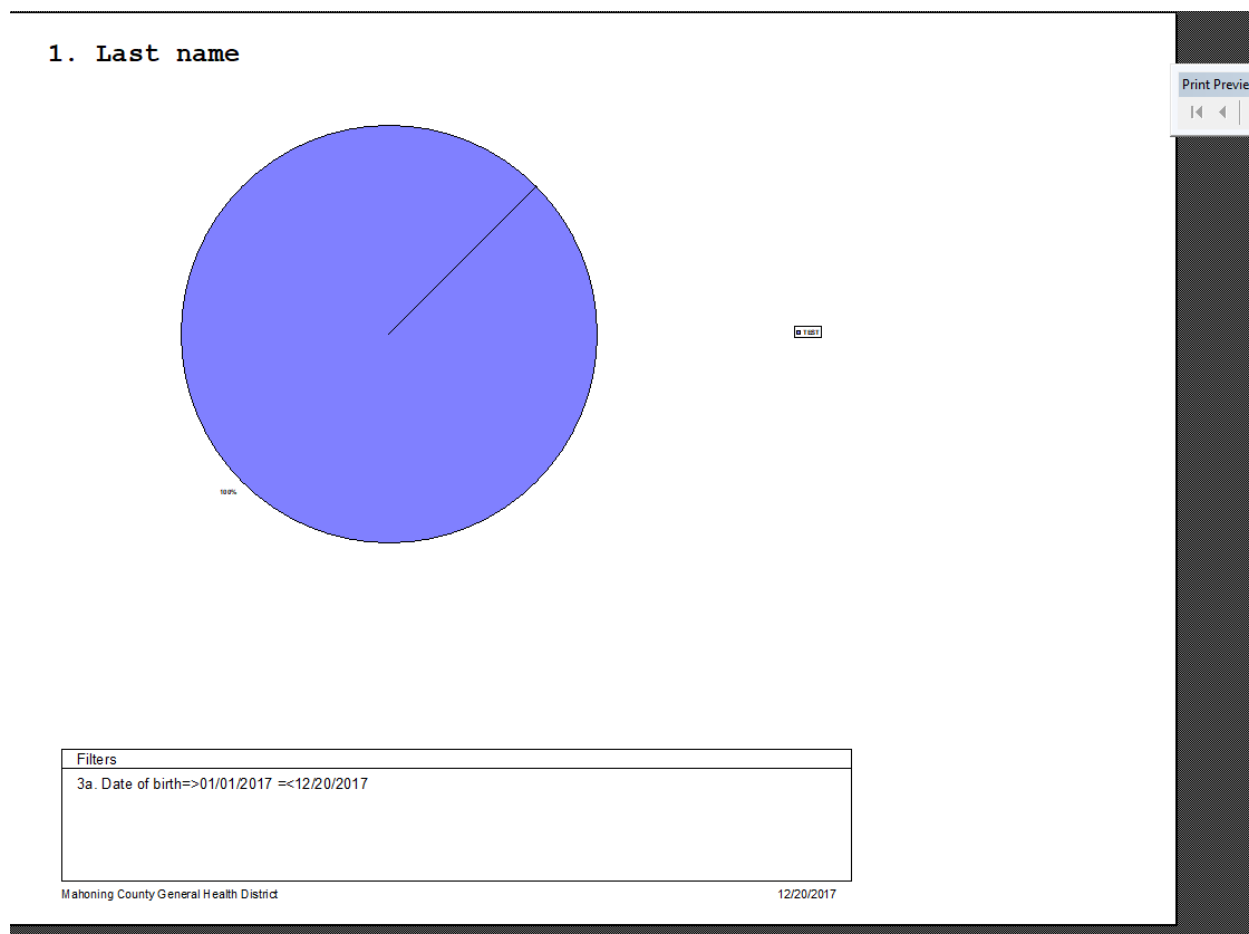


Pie graph

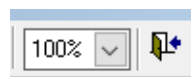
Here is an example of what the “**Pie Graph**” type would look like.

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

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



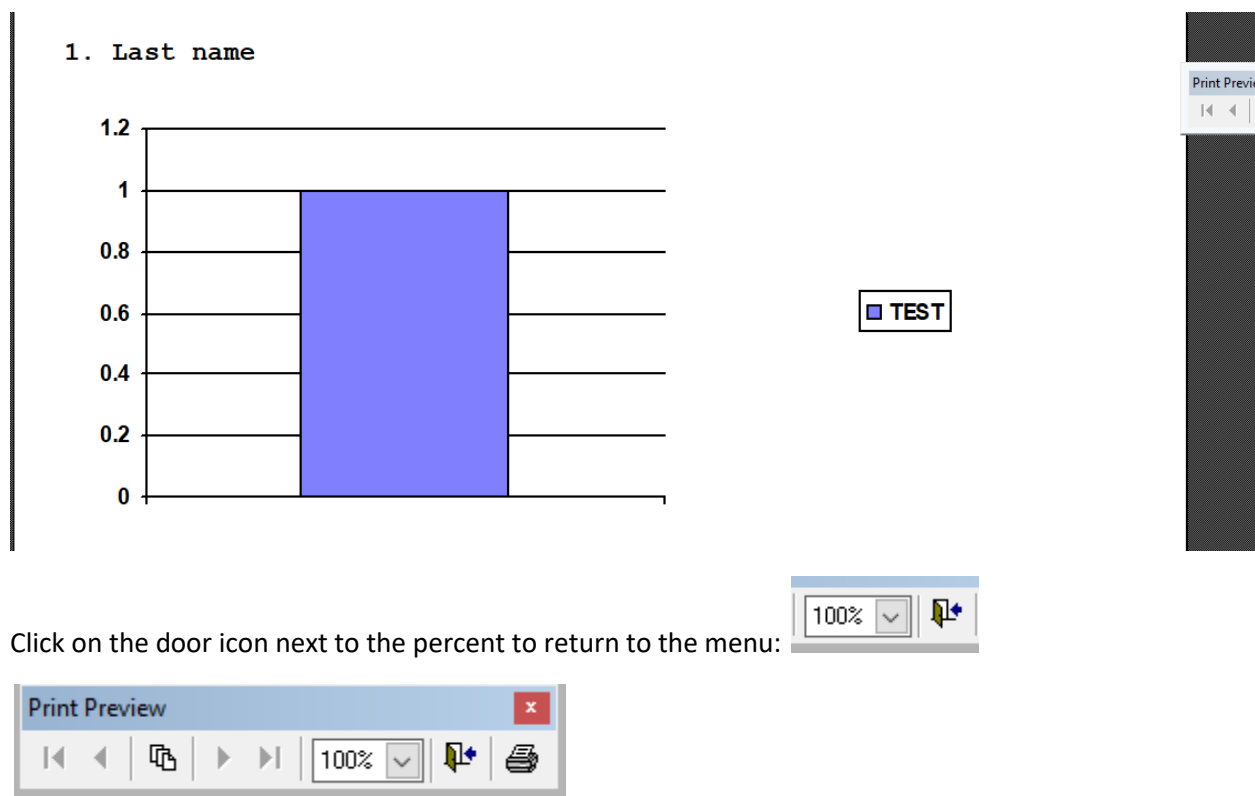
Click on the door icon next to the percent to return to the menu:



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**.”

| Output Field | Data | Data |
|---|------|------------|
| <input type="checkbox"/> 1. LAST NAME | = | |
| <input type="checkbox"/> 1. FIRST NAME | = | |
| <input type="checkbox"/> 1. MIDDLE NAME | = | |
| <input type="checkbox"/> 1. SUFFIX | = | |
| <input type="checkbox"/> 2. SEX | = | |
| <input type="checkbox"/> 3A. DATE OF BIRTH | => | 01/01/2017 |
| <input type="checkbox"/> 3B. TIME OF BIRTH | = | |
| <input type="checkbox"/> 3B. AM/PM | = | |
| <input type="checkbox"/> REGISTRARS DISTRICT # | = | |
| <input type="checkbox"/> PRIMARY DISTRICT # | = | |
| <input type="checkbox"/> REGISTRAR'S # | = | |
| <input type="checkbox"/> 4A. FACILITY NAME | = | |
| <input type="checkbox"/> 4A. FACILITY CODE | = | |
| <input type="checkbox"/> 4B. CITY,VILLAGE OR LOCATION C | = | |
| <input type="checkbox"/> 4C. COUNTY OF BIRTH | = | |
| <input type="checkbox"/> 5. PLACE OF BIRTH | = | |
| <input type="checkbox"/> 5. OTHER (SPECIFY) | = | |
| <input type="checkbox"/> 7. DATE FILED BY REGISTRAR | = | |
| <input type="checkbox"/> 8B. DATE SIGNED | = | |
| <input type="checkbox"/> 8C. ATTENDANT | = | |
| <input type="checkbox"/> 8C. OTHER ATTENDANT TYPE | = | |
| <input type="checkbox"/> 8D. ATTENDANT'S NAME | = | |
| <input type="checkbox"/> 8C. ATTENDANT'S ADDRESS | = | |
| <input type="checkbox"/> 8C. ATTENDANT'S CITY | = | |
| <input type="checkbox"/> 8C. ATTENDANT'S STATE | = | |

Clear Filter Open Filter Save Filter Close

**** 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)”