



Helping You...Help Others

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

Vital Statistics	Maintenance	About	Exit
Birth & Dea			
Payin Repor	ts		

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.

Maintenance Return	
Add/Delete/Modify Tables	Death-20a. Place of disposition
Field Names	Death-21a. Name of embalmer
Export/Import Death Certificates	Death-22a. Name of Director
General Profile	Death-29. Person completing cause of death
<u>L</u> etters	Facility
<u>P</u> rinter Setup	ICD9 Codes
P <u>r</u> ofile	ICD10 Codes
Quick Birth Index Entry	Manner of Death
Quick Death Index Entry	Marital Status
Quick Registrar Number Entry	Method of Disposition
<u>R</u> eceipts	Origin
Receipts <u>P</u> ayin Report	Place of Death
Reindex/Pack Vital Data Files	Race
State Registrars	Type of Attendant
	Type of Facility





Death-20a. Place of disposition

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

dd/Modify/Delete 20a. Place of disposition	1		
20b. Place of disposition	20c. Location	^	Close
			L
99 ACRE CEMETERY	100 ACRE WOOD		Add
ATLANTICLANDCEMETERY	1 UNDER SEA		
DAYBREAK TOWN CEMETERY	1 DAYBREAK DRIVE		Delete
OBLIVION CEMETERY	1 OBLIVION DRIVE		
REMEMBRANCE CEMETERY	1 REMEMBERANCE LANE		Print
TRAVERSE TOWN CEMETERY	1 TRAVERSE LANE		
TWILIGHT TOWN CEMETERY	1 TWILIGHT AVENUE		
		-	
		-	
		-	
		-	
		-	
		-	
		-	
		-	
		¥	

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.

- 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.

Add/Modify/Delete 21a. Name of emb	almer		
21a. Name of embalmer	21b. Embalmer license #	•	Close
			Cluse
ALICE VIOLET	1234		Add
CIDNEY CRANE	1234		Add
NO EMBALMING			Delete
NONE	NA		Delete
NOT APPLICABLE			Print
NOT EMBALMED			
		<i>ب</i>	
٤	>		

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.

- 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.

C 4	dd/Modify/Delete 22a. Name of Direc	tor			×
	22a. Name of Director	22b. Funeral license #	23. Funeral facility	^	Close
Þ					5
	BOZAK JOE	008951	123 GRAVEYARD STREET		Add
	HELEN GREENE	006304	123 AFTERLIFE DRIVE		
	RAHIM LEONARD	5596	123 CEMETERY AVE		Delete
	RAIS SWIFT	010120	123 FUNERAL LANE		
I	RAY WHITE	007245	456 FUNERAL AVE		Print
+				_	
-					
+				_	
-				_	
-				_	
-					
+					
+					
-					
+				_	
I					
-					
-					
-					
Ē				>	

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.

- 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

	dd/Modify/Delete 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	▲ Close
Þ				ši
	BLUE MD	640 S LIME DR	LEAF OH 44443	Add
	GREENE MD	30000 MAGENTA DR	LEAF OHIO 44444	
	LEO MD	2425 BLUE AVE	WATER OH 44447	Delete
	MARY LITTLE MD	3355 PINK RD	LEAF CITY OH	
	RED MD	777 SOUND LN	SOUND MI 44442	Print
	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.

- 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

100/0	ciece, woonly racincy rabie			
Code	Name	City	County 🔨	Close
5555	AIR LAND			
1111	LEAF CITY			Add
3333	SEAPLACE			
4444	SUNSHINE CITY			Delete
2222	TACOLAND			
				Print
			· · · · · · · · · · · · · · · · · · ·	
5			>	

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.

- 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

cd9	Desc	^	Close
0084	MALARIA		Add
0119	UNSPECIFIED; PULMONARY TUBERCULOSIS		
0188	OTHER SPECIFIED MILIARY TUBERCULOSIS		Delete
0189	MILIARY TUBERCULOSIS UNSPECIFIED		
0360	MENINGOCOCCAL MENINGITIS		Print by Coo
0381	STAPHYLOCOCCAL SEPTICEMIA		
0383	SEPTICAEMIA DUE TO ANAEROBES		Print by Alph
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		

To enter ICD9 Codes:

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

- 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	~	01
oue	Thir PA-covered transactions			Close
00	0	CHOLERA		Add
000	1	CHOLERA DUE TO VIBRIO CHOLERAE 01, BIOVAR CHOLERAE		Add
A001	1	CHOLERA DUE TO VIBRIO CHOLERAE 01, BIOVAR ELTOR		Delete
4009	1	CHOLERA, UNSPECIFIED		201010
A01	0	TYPHOID AND PARATYPHOID FEVERS		Print by Code
A010	0	TYPHOID FEVER		,
A0100	1	TYPHOID FEVER, UNSPECIFIED		Print by Alpha
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		
402	0	OTHER SALMONELLA INFECTIONS		
4020	1	SALMONELLA ENTERITIS		
4021	1	SALMONELLA SEPSIS		
4022	0	LOCALIZED SALMONELLA INFECTIONS		
40220	1	LOCALIZED SALMONELLA INFECTION, UNSPECIFIED		
40221	1	SALMONELLA MENINGITIS		
40222	1	SALMONELLA PNEUMONIA		
40223	1	SALMONELLA ARTHRITIS		
40224	1	SALMONELLA OSTEOMYELITIS		
40225	1	SALMONELLA PYELONEPHRITIS		
40229	1	SALMONELLA WITH OTHER LOCALIZED INFECTION		
A028	1	OTHER SPECIFIED SALMONELLA INFECTIONS		
A029	1	SALMONELLA INFECTION, UNSPECIFIED		
A03	0	SHIGELLOSIS		
4030	1	SHIGELLOSIS DUE TO SHIGELLA DYSENTERIAE	V	

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.

- 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 Close 1 NATURAL Add 2 ACCIDENT Add 3 SUICIDE Delete 4 HOMICIDE PENDING INVESTIGATION 5 PENDING INVESTIGATION Print				
1 NATURAL Add 2 ACCIDENT Delete 3 SUICIDE Delete 4 HOMICIDE PENDING INVESTIGATION 6 COULD NOT BE DETERMINED	Code	Name	^	Close
1 NATURAL Add 2 ACCIDENT Delete 3 SUICIDE Delete 4 HOMICIDE Print 5 PENDING INVESTIGATION Print				
2 ACCIDENT 3 SUICIDE 4 HOMICIDE 5 PENDING INVESTIGATION 6 COULD NOT BE DETERMINED	1	NATURAL	_	Add
3 SUICIDE Delete 4 HOMICIDE	2	ACCIDENT		
4 HOMICIDE 5 PENDING INVESTIGATION 6 COULD NOT BE DETERMINED	3	SUICIDE		Delete
5 PENDING INVESTIGATION Print 6 COULD NOT BE DETERMINED	4	HOMICIDE		
6 COULD NOT BE DETERMINED	5	PENDING INVESTIGATION		Print
	6	COULD NOT BE DETERMINED	_	
			-	

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.

- 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

Add/De	lete/Modify Marital Status	Table	X
Code	Name	^	Close
•			
2	MARRIED	_	Add
3	WIDOWED		Delete
4	DIVORCED		
5	NOT CLASSIFIABLE	_	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.

- 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

Add/De	lete/Modify Method of Di	spositi	ion Tal	ble	2
Code	Name	^	Γ	Close	
1	BURIAL	_		Add	
2	CREMATION	_			
3	REMOVAL FROM STATE	<u>E</u>		Delete	
4	DONATION	_			
5	OTHER	_		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.

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





<u>Origin</u>

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

Add/De	lete/Modify Origin Table		×
Code	Origin	^	Close
0	NOT HISPANIC		
1	MEXICAN		Add
2	PUERTO RICAN		
3	CUBAN		Delete
4	CENTRAL/SOUTH AMERICAN		
5	OTHER AND UNKNOWN HISPANIC		Print
9	NOT CLASSIFIABLE		

To enter Origin:

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

- 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

Add/De	lete/Modify Place of Death Table		×
Code	Name	^	Close
	RESIDENCE		Add
	NURSING HOME		
1	HOSPITAL/INPATIENT		Delete
2	HOSPITAL/ER-OUTPATIENT		
3	HOSPITAL/D.O.A.		Print
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.

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





<u>Race</u>

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

Add/De	elete/Modify Race Table		8
Code	Name	^	Close
Þ	CAUCASIAN		Add
	MULTI-RACIAL		
2	MERMAID		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.

- 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

C	Add/De	elete/Modify Type of A	Atten	dantTable
	Code	Name	^	Close
	▶ 1	MD		Add
	2	DO	ţ	Add
	3	C.N.M.	+	Delete
	5	OTHER	t	Print
	9	UNKNOWN	$\left \right $	
			+	

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.

- 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

C	Add/De	elete/Modify Type of A	Attend	lantTable 🔀
	Code	Name	^	Close
	Þ			
	1	MD	T	Add
	2	DO	I	
	3	C.N.M.	II	Delete
	4	OTHER MIDWIFE	II	
	5	OTHER	II	Print
	9	UNKNOWN		
			ΤI	
			T	

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.

- 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.

Birth Certificate for									×
Find	Child/Attendant	Info 9-21	Int	fo 22-31	Info	o 32-33	Info 34-36	Info 37-40	
Enter last name, firs	t name middle name(examp	Ie: SMITH, JOHN JAMES)	(a) by	Noma Obv (Data of Dirt	h O Bagiatrar #	Add	Close	
I			Uy		Jale of Bill		Add	01036	"
Child's Name		Date of Birth	Sex	Date Filed	Census	Registrar#		^	~
GREEN, JOH	INNY L	10/12/2009	M	10/12/2009		2017-			
			_						
_									
			_						
			_						
			-						
			+						
<		1	I	1				>	





Child Attendant Tab

From Vital Statistics > Birth Certificates > Child/Attendant

Birth Certificate for	or,						X
Find	Child/Attendant	Info 9-21	Info 22-31	Info 32-33	Info 3	4-36	Info 37-40
	Reg. Dist. No.	Notes				<	
	Primary Reg. Dist. No.	Affidavit	N Affidavit	Registrar's Name or	#		
	Registrar's No. 2017-	File Number	Page N	lumber	State Cert/Volume#		
	1.Child - Name First	Middle	Last	Suffix	2.Sex 3a.Date of birth	3b.Time of birth	1
	4a. Faciltiy code and Name		4b.City of	birth	4c.County	y of birth	
	5.Place of birth	Other (sp	ecify)	7. Date fi	led by registrar	8b.Date signed	
	8c.Type of Attendant	Other (sp	ecify)	8d.Attend	lant's name		
	8a.Attendant's address	City		State		Zip	
		Print	Previous	Next De	lete 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

Find	Child/Attendant	Info 9-21	Info 22-31	Info 32-33	Info 34-36	Info 37-40
	9a.Mother's first name	Middle	Last	9b.Maiden su	rname 10a.Date of b	irth]
	10b.Age 11.Birthplace	12a.Residence - State OH	12b.County	12e.Mother wi	thin city limits?	
	12d.Street and number	Census 1	2c.City,town or locatio	n Mother's p	rimary dist. Mother's zip co	ode
	13.Mother's mailing address	Mother's mailing	g city	Mother's mailing zip cod	e	
	14.Father's first name	Middle	Last	15a.Date of birth	15b.Age 16.Birthplace	
	17. Informant		Informant Relation			
	18a.Mother's origin	19a.Mother's race	20a.EE 2	Da.CE 21a.Occupation	21b.Industry	
	Father's origin	Father's race	20b.EE 2	b.CE 21c.Occupation	21d.Industry	

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

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 no	rmal menses began	26a. Total prenatal visits	
	22a.Now living 22b. Now Number Number	v dead 22d. Other termination	ns 25. Month pregnac prenatal care bega	cy 26b. City an	26c. County	ł
			27. Birth wgt in gra	ams Grams/pounds	28. Clinical esimate of gestatio	'n
	22c. Date of last birth 22e. D	Date of last other termination	29a. Plurality 29b. If no	30a. Apg 1 minute	ar score 30b. Apgar score e 5 minute	
	31a. Mother transferred?	Facility code 31b. Facility	name		31c. Mother's transfer from city	-
	31d. Infant transferred?	Facility code 31e. Baby's t	transfer from faciltiy		31f. Baby's transferred from ci	ty

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 C	hild/Attendant	Info 9-21	Info 22-31	[Info 32-33	Info 34-36	Info 37-40
Find C	hild/Attendant	Info 9-21 ctors for this pregnancy Anemia(Hct < 30/h Cardiac (D Genital Hydraminos/Oligohydr Hypertension, ypertention, pregnancy-ass Ed Incompete Previous infant 4000 r small-for-gestational-ac Renal Uterine b	Info 22-31 gb.<10)(01) [disease(02) [disease(03) [disease(03) [liabetes(04) [herpes(05) [amnios(06) [nopathy(07) [chronic(08) [ssociated(9) [ampsia(10) [hergams(12) [ye infant(13) [disease(14) [littization(15) [None(00) [Other(17) []]		Info 32-33 32b.Other risk factors fo Tobacco used? Average number of Alcohol Used? Average # of drinks Weight Gail Pre pregnancy weig 33.Obstetric procedures An Electronic fett Indu Stimul:	Info 34-36 r this pregnancy j cigs per day per week ned pht nniocentesis(01) al monitoring(02) ction of labor(03) ation of labor(04) Tocolysis(05) Ultrasound(06) None(00) Other(07)	Info 37-40

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





Info 34-36 Tab

Find	Child/Attendant	Info 9-21	Info 22-31	Info 32-33	Info 34-36	Info 37-4
	34.Complications of	abor and/or delivery		35.Method of delivery		
					Vaginal(01) 🗌	
	Fe	ebrile (> 100 F or 38 C)(0	1) 🗌 🔰	Vaginal birth after previ	ious C-section(02) 🗌	
	Mec	onium, moderate/heavy(0)	2) 🗌 📔 📔	Prir	mary C-section(03)	
	Premature rupture	of membrane(>12 hrs.)(03	3) 🗌 🔰 📔	Re	peat C-section(04)	
		Abruptio placenta(04	4)		Forceps(05)	
		Placenta previa(0)	5)		Vacuum(06) 🗌	
	Ot	her excessive bleeding(0)		36 Abnormal conditions of the	newborn	
	Dente	Seizures during labor(0)		An article (114		
	Preci	ptious labor (<3 nours)(0)		Anemia (Hct	(<39/Hgb <13)(01)	
	P1010	Disfunctional Johns (1)		Estal al	Birtri Injury(02)	
		Dystuticitorial labor(1)		Hvoline membrane	disesse/RDS(04)	
	Conh	alongly is disproportion(1)		Moconium achir	ation syndrome(05)	
	Ceph	Cord prospec(1)		Accieted ventil	ation < 30 min(06)	
	Ar	esthetic complications(1		Assisted ventil	ation > 30 min(07)	
	· · · · · · · · · · · · · · · · · · ·	Fetal distress(1			Seizures(08)	
		None(0)			None(00)	
		Other(1)	5) □		Other(specify)(09)	

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





Info 37-40 Tab

Find	Child/Attendant	Info 9-21	Info 22-31	Info 32-33	Info 34-36	Info 37-40
	37. Congenital Anolmali Spinal bifida	es of child Anencephalus(01) [] /meningocele(02) [] Iydrocephalus(03) []	Polydactyly/ Dia Other musc	syndactyly/adactyly(16) Club foot(17) phragmatic hernia(18) Jlos/integumanom(19)		
	Other central nervous Heart I	nalformations(06)	Other chromo	Down's syndrome(20) somal anomalies(21)		
	Rectal at Tracheo-esoph fist Omphalocele	resia/stenosis(08) esoph atresia(09) /gastroschisis(10)	Other con	None genital anomalies(22)		
	Other gastrointesti Malfo Re	ral anomalies(11) rmed genitalia(12) nal agenesis((13)	38. Name of prophylad ILOTYCIN 39. Blood test for syph	illis	Reason Reason]
	Other urogen	ital anomalies(14) 🗌	40. Blood test for gond	orrhea	Reason	

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.

Find	
● by Name ○ by Date of Death ○ Registrar #	
Enter last name, first name middle name (example: SMITH, JOHN JAMES)	
View Add Death <= 2006 Add Death => 2007 Close	
Name Sex Date of Death Date of Birth Registrar's #	
, // //	
BLUE, SKY CLOUD 01/01/2001 / / 123	
GUINEAPIG, MIKE M 12/28/2017 07/07/1989 2017-1	
·	
× >	





Decedent Tab [Add Death <=2006]

Decedent	Decedent 10-19b	Dis/Rea/Cert	Cause of Death	Child Death Review
Dec	Dist No	Nataa		
Kej	J. DISL IND.	Notes		
Primary Reg	g. Dist. No.	Affidavit Affidavit		
Reg	istrar's No. File	Pa Number Pa	ge Number	
1.Deceden	ťs Name			
First	Middle	Last	Suffix	2.Sex 3a.Date of death
	5a.Age	-last birthday 5b.U	nder one year	5c.Under one day
4.Social se	curity # Years	Mon	ths Days	Hours Minutes
6 Date of b	idh 7 Bidh	niace 8.4r	med forces? 9a Place of de	ath
		place 0.Al	neutorces? Sallace of de	au
9b. Faciltiy	code and Name	9c.City,	illage,Twp. or location of death	9D.County of death
~				×
			Print	Delete Modity Close

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]

🖀 =< 2006 - Death Certificat	te for ,					×
Decedent	Decedent 10-19b		Dis/Reg/Cert	Cause o	of Death	Child Death Review
10.M	larital status	11.Surviving spou	ISE	12a.D	ecedent's usual oo	ccupation
12b.	Kind of business	13a.Stat	e	13b.C	ounty	
Cen	sus 13c.City	13d.Add	ress		13e.Inside city lir	nits? Res.Pri.Dist
13f.Z	Zip 14.Hispanic origin	~	15.Race	16.Elemer	itary education 16	College education
17.F	ather		18.Mother			
19a.	Informant		19b.Informant address			

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 ,						23
Decedent	Decedent 10-19	b E)is/Reg/Cert	С	ause of Death	Child Deat	h Review
20a.Me	thod of disposition 20	b.Place of disposition		~ Add	20c.Location		
20d.Da	te of disposition 21	la. Name of embalmer		~ Add	21b.Embalmer license	#	
22a.Na	me of Director	 ✓ Add 	22b.Funeral license #	# 23.Fune	eral facility		
23.Fun	eral facility address			23.Fune	eral faciltiy city,state,zip		
25.Date	e filed 26a.Issued permit		26b.District# 27.D	ate issued	Burial Permit # County	y of Cemetery	
28a.Ce	rtifier 28b.Tim	e of death AM/PM	28c.Date p	pronounced	dead 28d.Refe	rred to coroner?	
28e.Ce	rtifier	28f.Lic	ense# 28g.Date sign	ned 29.Pers	on completing cause of c	death 🗸 Add	
Addr of	person completing cause of	death		City,stat	te,zip of person completin	ig 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 condi	tions			
31a.Autopsy?	31b.Findings available 32.Man	iner of death 3	33a.Date of injury 33b.Time of inju	ry 33c.Injury at work
33d.Describe h	now injury occured	33e.Place of inju	У	
33f.Location		Accident #	Injury #	
1.Branch of se	vice 2.Entry date 3.Ty	pe of discharge 4.Date o	f 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]

Decedent	Decedent 9-21	Dis/Re	a/Cert	Cause o	f Death	Child Death Review
Re	eg. Dist. No.	Notes				
Primary Re	eg. Dist. No.	Affidavit	fidavit			
Re	gistrar's No. 2017-	File Number	Page	Number		
1.Decede	nt's Name					
First	N	iddle	Last		Suffix 2.Se	3a.Date of death
		5a Age-last birthday	5b Und	ter one vear	5c U	nder one dav
4.Social s	ecurity #	Years	Months	a Days	Hour	s Minutes
6.Date of	birth	7.Birthplace	8a. Re	sidence State	8b.C	ounty
11			OH			\sim
Census	8c.City or Town	8d. Street and N	lumber	8e. Apt. No.	8f. Zipcode	3g. Inside city limits?
	/				\sim	
			Add Death	n => 2007 P	rint Dele	ete Modify Close

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]

Decedent	Decedent 9-21		Dis/Reg/Cert	Cause of Death	Child Death Review
9. Ever in	US Armed Forces?	10.Marital status a	at Time of Death	11.Surviving spouse's Name	
12. Desc	edent's Education	13.Decedent of Hi	ispanic Origin	14. Decedent's Race	Res.Pri.Dist
15. Fathe	r's Name		16.Mother's Name		
17a. Info	mant's Name		17b. Relationship to Dece	dent	
17c. Mail	ing Address			18a. Place of death	~
18b. Faci	18b. Facility code and Name		18c.City or 1	own, State, and Zip Code 18d.	County of death
19.Name			20. License Number	21.Funeral Facility Name	
Funeral Facility Address				Funeral Faciltiy City, State, Zip	

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]

22a. Metr	and of disposition 22b.	Date of disposition 22c. Place of disposition	disposition	Add
220. 200				uitt nu.
25. Date	Burial Permit Issued 26a. Certi	fier 26b.Time of death	26c. Date pronounced dead 26d.R	eferred to coroner?
26e. Sign	ature and Title of Certifier	261. License # 269. Date s	Igned	
27. Name	e of Person Who Completed Cause	of Death Address		
City, State	, Zip			

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]

ecedent	Decedent 9-2	1	Dis/Reg/Cert	Cau	se of Death	Child Death	Review
	Primary/S	Secondary			Tertiary/Other		
28a.Prim	ary Description Image: Description				Classification (Classification (Dnset	
	~	Change to	Icd9 Codes	Change to lcd10 Codes			
Other co	nditions						
29a. Aut 32. Man Natu Accio Suici	ppsy? 29b. Findings ava	ilable 30. Did to to De Yes No stigation determined	bbacco use contribute ath? Unknown Probably	31. If Female, Preg Not pregnant wi Pregnant at tim Not pregnant, b Not pregnant, b Unknown if preg	inancy Status thin past year e of death ut pregnant within 42 (ut pregnant 43 days to gnant within the past y	days of death o 1 year before death ear	
33a.Dat // 33d.Loo	e of injury 33b.Time of i	njury 33c.Pl M 33e. D	lace of injury Describe how injury oc	cured	33d.Inju 33f. If Tra	ry at work ans.Injury, Specify	
1.Brand	n of service 2.Er	try date 3.Type (of discharge	4.Date of discharge 6.	Section #	7.Lot # 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]

				Objid Death D. 1
Decedent	Decedent 9-21	Dis/Reg/Cert	Cause of Death	Child Death Review
Date Reviewed	Reviewed (Y/N)	Recommendations (Y/N)		
Recommendations				
				~
				~

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.

Requestor/Ship To: Cert. Name:				×
Find		Vita	al Statistics Application	
by Requestor/Ship To Name O by Certificate Name	O by Check #	Only Not Shipped		
Enter Last Name, First Name, Middle Name				
,			Add	Close
Requestor to Last Name Requestor to First Nam	ne Requestor to Mi	ddle Certificate La	st Name Certificate First I	Name ^
		ACUFF	NOAH	
		ACUFF	NOAH	
		ALBAN	JOSEPH	
		ABBOTT	NICOLE	
		ABBOTT	NICOLE	
		ABBOTT	NICOLE	
BB				
BB B				
POSSIBLE KIM		POSSIBLE	ALEXA	
REQLAST REQFIRST				
			I	~ ~
				-





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]





<u>Certificate Applications</u>

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

Maintenance	Return			
<u>A</u> dd/Delete	Add/Delete/Modify Tables			
Field Name	Field Names			
Export/Imp	Export/Import Death Certificates			
General Pro	file			
<u>L</u> etters				
<u>P</u> rinter Setu	ıp			
P <u>r</u> ofile	P <u>r</u> ofile			
Quick Birth	Quick Birth Index Entry			
Quick Deat	Quick Death Index Entry			
Quick Regi	strar Number Entry			
<u>R</u> eceipts				
Receipts <u>P</u> a	yin Report			
Reindex/Pa	ck Vital Data Files			
State Regist	trars			

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





Field Names – Birth

ield Name	Data Base Field Name	^	Close
1. LAST NAME	BIRTH.LAST		
1. FIRST NAME	BIRTH.FIRST		Print
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

ïeld Name	Data Base Field Name	^	Close
I.LAST NAME	DEATH.LAST		
I.FIRST	DEATH.FIRST		Print
.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		
B.DAYS UNDER 1 YEAR	DEATH.DAYS_UOY5B		
C.HOURS UNDER 1 DAY	DEATH.HOURS_UOD5C		
5C.MINUTES UNDER 1 DAY	DEATH.MIN_UOD5C		
DATE OF BIRTH	DEATH.DOB6		
7.BIRTHPLACE	DEATH.BIRTH_PLACE7		
3.ARMED FORCES ?	DEATH.ARMED_FOR8		
A.PLACE OF DEATH	DEATH.PLACE_DEATH9A		
ACILITY CODE	DEATH.FAC_CODE		
B.FACILITY	DEATH.FACILITY9B		
C.FACILITY CITY	DEATH.FAC_CITY9C		
D.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		
I3B.COUNTY	DEATH.COUNTY		
CENSUS	DEATH.CENSUS		
13C.CITY	DEATH.CITY		
RESIDENT PRIMAY DISTRICT	DEATH.RES_PRI_DIST		
3D.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

🖆 Export/Import Death Certificate	s 🕺	
Export Death Certificates	O Import Death Certificates	
From Date Filed To	Date Filed 2/19/2017	
Start Export Process	Close	

Import

🖆 Export/Import Death Certificates	83
O Export Death Certificates	Import Death Certificates
Data drive & directory	
A:\	Browse
Start Import Process	Close





General Profile

Maintenance > General Profile

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

Demessie							-					
Demographics	j General	Ma	nagement		Environm	ental	Co	mmunity & Pi	iblic Health	Services		Vital
	* Health Department	Mahonin	g County G	eneral Heal	th District		* City	NOTCLEVEL	AND			
	Division						* State	OH				
	* Address1	7550 Luc	erne Drive				🛨 Zin	44130				
								44100				
	Address2						* County	MAHONING				
	★ Phone #s	1-440-89	1-9100				* FAX #	1-440-891-9	458			
	Federal Tax ID	ADFA										
	Commissioner	Patricia S	Sweeney, J	D,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	





Letters

La Enter/Modify Letters			83
Letter A	Letter B	Letter C	
		^	
		•	
		Close	

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

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





Print Setup

Page Setup		×
Paper Size :	The second secon	
Size:	Letter	~
Source:	Automatically Select	~
Orientation	Margins (inches)	
Portrait	Left: 1	Right: 1
O Landscape	Top: 1	Bottom: 1
		OK Cancel

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	8
Birth/Death Certificate Defaults	
Reg. Dist. No. Primary Reg. Dist. No.	
County	
State OH Facility Code	
Origin NOT HISPANIC	
Attendant Type MD	
Name of Prophylactic Used ILOTYCIN	
Location of EBC file	
Options for Printing Birth Certificates	
8 Pre-printed birth cert - 1/4 inches from top	
Options for Printing Letters 0 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**.

🖆 Birth Index Table				×
Last Name	Firs	st Name	Middle Name	Suffix
Reg. No.	Date of Birth	Maiden Name	Roll	Frame
				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**.

📩 Death Index Table			×
Last Name	First Name	Middle	e Name
Reg. No.	Date of Death	Roll	Frame
			Add





Quick Registrar Number Entry

12	8							 5
	1. Last name	1. First name	3a. Date of birth	Registrar's #	7. Date filed by registrar	8b. Date signed	File#	^
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Receipts

Receipts							8
	Date Receiv 12/19/2017	red by			Print	Close	
	Fee Code Fee De	escription		0.00 *	Amount 1	0.00 Check #/0	Cash
	Per. # / Lic.# / ID# Cor	npany Name	or Client - L	_ast Name First A	ddress/Comment		
						Add Fee	elete Fee
Code	Description	Quan. Amount	Check#	Name	Address/Comment	Per#/Lic#/ID#	Received of
<				·	·	·	>
	Totals	0 0.00)	F	Receipt #	0	

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		X
From Date 12/19/2017 Pay In by Receipt Book Pay in by Fund Pay in by Initials Receipt	To Date 12/19/2017	OK Close
Output to: Preview Print		

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 Distri	ct	Primary Registration District Numbers and Names
by Health District Name	O by Registration District # () By Registrar's Name	Close
Health District		Registration [District # Street
<	_		~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~





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.

Registration Di	istrict										×
Fi	ind		Registra	tion Distri	ct		Primary Re	gistration Dist	rict Numbers and	Names	
	R	egistration reet	District #	Re	gistration Dist	ict Name		Stat	te Zip Code]	
	Pi -	10ne 			Delete	Previou	s Ne	xt Add	Close		
Local [Deputy	Sub-Reg.	Last		First		Middle		Street		^
											_
											_
											_
											_
											-
											_
<		1	1								>
								Print	Delete* Add	Мос	lify





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**

Find	Regis	stration District	Primary Registra	ation District Numbers and N	ame
			<u> </u>		
	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]

🖰 Browse/List Birth Certificates	X
Output to:	ОК
Screen	Close
	Filters
⊖ SDF file	East
O Delimited file	Folit
C:\HDIS\EXPORT Browse	
Output data:	
All Fields Selected fields only	
Sort by: No Sorting Name Date of birth County of Birth City of Birth Census	





Death Certificates

[See Birth Certificates]

[See Chapter 6 for information on Filters]

Browse/List Death Certificates	×
Output to:	ОК
●Screen	Close
O Printer	01030
O DBF file	Filters
⊖ SDF file	Font
O Delimited file	Ton
C:\HDIS\EXPORT Browse	
Output data:	
All Fields	
◯ Selected fields only	
Sort by:	
Sort by: O No Sorting	
Sort by: O No Sorting Name	
Sort by: O No Sorting Name Date of death	
Sort by: No Sorting Name Date of death Age at death	
Sort by: No Sorting Name Date of death Age at death Cause of death	





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

🖆 Import Birth Certificates	×
Data drive & directory of file to import	
C:\HDIS\IMPORT Browse	
IPHIS File	
Start Import Process Close	





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.

eport nue				
. Last name			Filters C	lose OK
egend Title				
		Output to:		
		Screen	○ Print	
. Last name	^	O DBF file	⊖SDF file ⊖Delin	nited file
. First name				
. Middle name		C:\HDIS\EXF	PORT	Browse
. Suffix				
. Sex				
a. Date of birth		Output:		
b. Time of birth		top ten	Oall	
D. AM/PM		Gropten	0 4	
tegistrars district #				
nmary district #		Туре		Sort by
a Facility name		count		High to low
a Facility code			O pio graph (full page)	
b. City.village or location of birth		O pie graph	O pie grapii (iuli page)	Cow to high
c. County of birth		O bar graph) bar graph (full page)	🔾 by data
Place of birth				
. Other (specify)				
. Date filed by registrar				
b. Date signed				
c. Attendant				
c. Other attendant type				
d. Attendant's name				
c. Attendant's address				
c. Attendant's city	~			
oter				





<u>Count</u>

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	Print Pr
	Number Percent Last name	
	1 100 % TEST 1 100 % Totals	
	Filters	
	3a. Date of birth=>01/01/2017=<12/20/2017	

100% 🗸

۱t

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.

1. Last name		Print Preview
5%	una.	
Filters 3a. Date of birth=>01/01/2017 =<12/20/2017		
Mahoning County General Health District	12/20/2017	

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









Print Previ

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.









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."

Filters	for Browse/List						8
Output	Field			Data			Data
	1. LAST NAME	=	\sim		=	\sim	
	1. FIRST NAME	=	\sim		=	\sim	
	1. MIDDLE NAME	=	\sim		=	\sim	
	1. SUFFIX	=	\sim		=	\sim	
	2. SEX	=	\sim		=	\sim	
	3A. DATE OF BIRTH	=>	\sim	01/01/2017	=<	\sim	12/21/2017
	3B. TIME OF BIRTH	=	\sim		=	\sim	
	3B. AM/PM	=	\sim		=	\sim	
	REGISTRARS DISTRICT #	=	\sim		=	\sim	
	PRIMARY DISTRICT #	=	\sim		=	\sim	
	REGISTRAR'S #	=	\sim		=	\sim	
	4A. FACILITY NAME	=	\sim		=	\sim	
	4A. FACILITY CODE	=	\sim		=	\sim	
	4B. CITY, VILLAGE OR LOCATION O	=	\sim		=	\sim	
	4C. COUNTY OF BIRTH	=	\sim		=	\sim	
	5. PLACE OF BIRTH	=	\sim		=	\sim	
	5. OTHER (SPECIFY)	=	\sim		=	\sim	
	7. DATE FILED BY REGISTRAR	=	\sim		=	\sim	
	8B. DATE SIGNED	=	\sim		=	\sim	
	8C. ATTENDANT	=	\sim		=	\sim	
	8C. OTHER ATTENDANT TYPE	=	\sim		=	\sim	
	8D. ATTENDANT'S NAME	=	\sim		=	\sim	
	8C. ATTENDANT'S ADDRESS	=	\sim		=	\sim	
	8C. ATTENDANT'S CITY	=	\sim		=	\sim	
	8C. ATTENDANT'S STATE	=	\sim		=	\sim	
<							>
				Clear Filter	r [Ope	en 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)"

