ERA VE
Certifying Hospice RN Training

Hospice RN Guide to Electronic Death Certificate Filing
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Created by:
Arkansas Department of Health

Created for:
Authorized Certifying Hospice Registered Nurses

This guide is intended for use by authorized Certifying Hospice Registered Nurses Only
1. Accessing a Death Record from the Open Cases Queue

**Step 1.** From the Main Menu click “View Queues” to display the To Do Queues.

**Step 2.** Locate the decedents’ name in the Open Case queue and click the word “Process”.

**Step 3.** Record opens at Tab 1 Decedent. Click “Tab 8 Actual Date/Pronounce/Contact.”

*Note: when you click Tab 8, you may see these two pop-ups. Click “OK” on one or both of these messages, then click Tab 8 again.*
2 Creating & Completing a Death Record

Certifying Hospice Nurses will have to ability to create, complete and certify a Death Case Electronically. When completing a death case electronically, the Certifying Hospice RN is only responsible for and should only complete the medical information on tabs 8-11.

Step 1. From the Main Menu click “Death.”

Step 2. Next click “Create Case.” (Start Case Information Screen appears)

Step 3. Start Case Information Screen
   a. On the Start Case Information screen enter:
      i. Decedents First and last name
      ii. Decedents gender
      iii. Date of Death
      iv. Date of Birth
      v. County of Death

Then click the SEARCH Button (Record List Screen Appears)
Step 4. Record List displays and should show 0 Records Found. Click the “Create New Case” button.

![Record List (0 Records found)](image)

Step 5. Record opens at Tab 1 Decedent. Click “Tab 8 Actual Date/Pronounce/Contact” to start entering the Medical Information.

![Arkansas – EDRS: Name: ATKINS, EDNA DOD: 12/11/2018](image)

Step 6. Tab 8 Actual Date/Pronounce/Contact

Complete “Sections; 3. Actual or Presumed Date/Time of Death & 18a-b. Date/Time Pronounced Dead.”

**Section 18c. Person Pronouncing Death**

a. Select one of the following from the “Pronouncer Type” dropdown menu:

i. Select “Pronouncer Same as Certifier” if you are Pronouncing and Certifying

ii. Select “Physician” if a physician pronounced, then select that physicians’ name from the Physician List.

iii. Select “Hospice RN” if another Hospice Nurse pronounced, then select that nurses’ name from the Hospice RN list.

iv. Select “Medical Examiner” if a Medical Examiner pronounced, then select the ME from the Medical Examiner list.

v. Select “Coroner” if a Coroner pronounced, then select the Coroners’ name from the Coroner list.

**Section 19. ME or Coroner Contacted** – Select “Yes” or “No”

Click the NEXT button

**Note:** If a pronouncer’s name is not in either of the dropdown Lists, enter the name into the name fields and select their title from the Title list.
Step 7. **Tab 9 Cause of Death**

a. Enter the Immediate Cause on line “a”

b. Enter the Approximate Interval for line “a”

c. If necessary, list all Underlying Causes on lines b, c and d.

Part II
Enter any other significant conditions that contributed to death.

Click the **NEXT** button.

Step 8. **Tab 10 Manner/Details/Injury**

21. Autopsy – Select “Yes” or “No” from the dropdown menu. If “Yes”, answer “Were autopsy findings available...”

22. Manner of Death – Select either: Natural, Accident, Suicide, Homicide, Pending Investigation, Could not be determined or Execution.

23-24. Death Details – Did tobacco contribute select “Yes” or “No.”

*Note: answer pregnancy question only if female decedent*

Complete Sections 25a-d thru 25f if manner of death was an Accident, Suicide or Homicide. If necessary, complete section 25g.

4. Creating and Completing a Death Case
Step 9. Tab 11 Certifier.
   a. Select “Hospice Registered Nurse” from the Certifier Designation dropdown menu.

   ![Certifier Designation Image]

   Click the NEXT button

2.1 Tab 12 Case Actions – How to Assign a Funeral Home

   Note: Do not assign a Medical Certifier to the death case.

   a. In the section entitled Assign/Transfer/Notify Funeral Home select “Assign Funeral Home to Case” from the Action dropdown menu. From the Responsible Funeral Home dropdown menu select the funeral home responsible for the death case.
   b. If the Funeral Home is not yet known, select “Not Listed – Drop to Paper.”

   ![Case Actions Image]

   Click the FINISH button.
2.2 Understanding the ERAVE Warning Screen

**ERAVE Warning**

All Medical Exceptions should be reviewed Fix following: The “Cause of Death Edit Check” will not prevent you from signing off on a death Case.

Required to Submit to State. Fix all the following: This message is simply a reminder that the Medical Information Section has not been Certified or Signed off on by the physician. This exception will disappear once the Medical Section has been certified.

The following information must be entered to complete the medical information section. Fix all the following: Items in this section are either incomplete fields and/or unanswered medical questions. These items must be completed before the Hospice Nurse can sign off on the death case. Click on any of the blue messages to return to that area of the record to make your correction. When all of the issues are resolved in the section, the Hospice Nurse will be allowed to certify the death record.

Scroll to the bottom of the ERAVE Warning Screen and click the Save (as pending) button.
2.3 How to Certify the Medical Information Section

Step 1. On the Successful Transaction screen click the “Case Ready to Certify” button.

Step 2. Click the “Certify Case” button.

Step 3. On the Medical Certification-Confirm screen click the “Continue” button.

Step 4. On the Certify Death Case-Confirm screen click the “Continue” button.

Your Death Case is now certified. On the Successful Transaction Screen click the Main Menu button to return to the ERAVE Main Screen.
3 How to Un-Certify a Death Record

A Certifying Hospice Registered Nurse will have the ability to Un-Certify a death case if changes need to be made to the Medical Information.

Step 1. From the ERAVE Main Menu click “View Queues.”

Step 2. Locate the decedent’s name in the Open Cases Queue and click “Process”

Step 3. Record opens and defaults to Tab 1 Decedent. Click tab 12 Case Actions

If one or more Pop ups appear click the “OK” button on the pop up and then click Tab 12 Case Actions again.
Step 4. On Tab 12 Case Actions locate the Medical Information Actions section and click the Un-certify Checkbox.

Step 5. Click the FINISH button.

Step 6. On the ERAVE Warning Screen click the “Save (as Pending)” button.

Step 7. On the Successful Transaction screen click the “Return to Record” button.

The Hospice Nurse can only modify the information on Tabs 8-11. The Funeral Home is responsible for information on Tabs 1-7.

For gender, date of birth and First and/or Last name discrepancies, change the information on Tab 11 Certifier in the Case Information Section.

Once the necessary changes have been made click the FINISH button, if there are no exceptions click Save as pending and re-certify the death case.
4 How to Amend a Death Record

The Amend Record function can only be used on Death Records that are registered.

**Step 1.** From the ERAVE Main Menu click “Death.”

**Step 2.** Click “Modify Record.”

**Step 3.** Click “Amend Record.”

**Step 4.** **Death Record Search Criteria screen** — User can search using one of the following:

The decedent’s First and Last Names or Date of Death or Certificate Number.

Click the **SEARCH** button.
Step 5. On the Record List Screen click the word “Details.”

<table>
<thead>
<tr>
<th>First</th>
<th>Last Name</th>
<th>Date of Death</th>
<th>County of Death</th>
<th>Date of Birth</th>
<th>Sex</th>
<th>Funeral Home</th>
<th>PI</th>
<th>Status MI</th>
<th>Status Case</th>
<th>Status Certificate</th>
<th>Re</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>KAREN</td>
<td>CAREFUL</td>
<td>12/11/2014</td>
<td>SALINE</td>
<td>01/01/1944</td>
<td>F</td>
<td>ERAVE FUNERAL HOME</td>
<td>Signed</td>
<td>Certified</td>
<td>Registered</td>
<td>2014000033</td>
<td></td>
<td>Details</td>
</tr>
<tr>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

Step 6. On the Record Details Screen scroll to the bottom and click the “Continue” button.

Step 7. Basis/Reason for Modification Screen – Select “Affidavit” from the Basis dropdown menu. Enter the reason for making the amendment into the Reason text field.

Note: if the reason for the amendment is Court Ordered then select “Court Order” from the Basis dropdown menu.

Click the FINISH button.

Step 8. Record opens at Tab 1 Decedent. Navigate to the Medical Information Sections (Tabs 8-11) and edit the medical information.

Note: If popup appears click the “OK” button, then proceed to make changes to medical information.

Step 9. After all changes have been made click the FINISH button.
Step 10. **Record Modify-Confirm Screen** – Check to make sure current changes are correct and also make sure no additional changes are needed. If additional changes are needed click the “Make Another Change” button.

<table>
<thead>
<tr>
<th>Field (DB Name)</th>
<th>Original Value</th>
<th>Changed Value</th>
<th>Remove Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Update pending flag</td>
<td>N</td>
<td>Y</td>
<td>Remove</td>
</tr>
<tr>
<td>(FL_UPDATE_PENDING)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(COND)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Request fee paid</td>
<td>N</td>
<td>P</td>
<td>Remove</td>
</tr>
<tr>
<td>(FL_REQUEST_FEE_PAID)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If no other changes are needed, click the **CONTINUE** button.

Step 11. **Successful Transaction Screen** – print the Affidavit by clicking the Print button.

Step 12. **Report-Confirm Screen** – Click the **Generate Document** button and wait for the image to appear.

Step 13. Print the image and closeout the image window.

To return to the ERAVE Main Menu click **CONTINUE** then click the “Main Menu” button.