This guide contains instructions on how to enter medical information for a deceased individual using the Electronic Death Registration System. This guide is intended for use by Certifying Physicians Only.
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1 To-Do Queues

All uncompleted death cases must be opened from the Open Cases Queue. Once opened, the Physician can complete and certify the Medical Information Section.

Once you log into ERAVE click “View Queues” to display the To Do Queues.

Open Cases Queue
- Houses death cases that have been assigned to the Physician for completion and/or certification of the Medical Information Section.
- Death Cases that have been completed by the Physician and are waiting to be submitted for registration by the funeral home.

Pending COD Queue
- Houses death case with the Cause Of Death pending. This type of death case will only appear in this queue when the death case becomes registered at the Vital Records State Office. The Physician can access the death case from this queue at any time and enter the Cause and Manner of Death. Once that Medical Information has been added, the death case will disappear from the Pending COD queue.

RFI Queue
- Holds case that have a pending Request For Information (RFI) letter from the State Office. An RFI letter is sent to the certifier when there is a need for additional medical information or there are question about the Cause/Manner of Death.
2  Accessing a Death Case 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 this popup message asking you to verify information on Tab 8. Click the “OK” button on this popup and then click Tab 8 again.
3. Creating & Completing a Death Case

Creating a death case consists basically of first adding basic information that the ERAVE application uses to search cases that already exist to see if the case has already been started. If no matching cases are found, you can continue entering case information and save the information you added. The instructions in this chapter tell you where to find the form you need, what pages and sections are on the form, and provide various tips to guide you through the process of filling out the form. *Certifying Physician is responsible for Tabs 8-11*

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

**Step 2** Click “Create Case.”

**Step 3** Start Case Information Screen – Enter the decedent’s first and last names, gender, Date of Death, Date of Birth and Place of Death aka Death County.

Click the SEARCH button. *(Record List Screen Appears.)*
**Step 4**  Record List Screen should say “0” Records Found. Click the “Create New Case” button. *(Record opens at Tab 1. Decedent.)*

![Records List Screen](image)

**Step 5**  Click Tab 8 Actual/Pronounce/Contact *(Tab 8 appears.)*

![Tab 8 Actual/Pronounce/Contact](image)

**Step 6**  Tab 8 Actual Date/Pronounce/Contact

![Tab 8 Actual Date/Pronounce/Contact](image)

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 another physician pronounced, then select that physicians’ name from the Physician List.

iii. Select “Hospice RN” if a 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” from dropdown menu.

Click the NEXT button.

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

- Enter the Immediate Cause on line “a”
- Enter the Approximate Interval for line “a”
- If Necessary, list all Underlying Causes on lines b, c and d.

[Image of a form]

If Cause of Death is pending check the Cause of Death Pending checkbox.

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”

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.

Click the NEXT button.
Step 9  Tab 11 Certifier
a. Select either “Certifying Physician” or “Pronouncing and Certifying Physician” from the Certifier Designation dropdown menu. Click the NEXT button.

3.1 Tab 12 Case Actions – How to Assign a Death Case to 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.”

Click the FINISH button.
3.2 Understanding the ERAVE Warning Screen

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 physician can sign off on the death case.

Scroll to the bottom of the ERAVE Warning Screen and click the Save (as pending) button.
3.3 How to Certify a Death Case

**Successful Transaction**
Your transaction has been saved successfully.

**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 and Logout.
4. How to Un-Certify a Death Case

A Certifying Physician will have the ability to Un-Certify a death case if changes need 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 Certifying Physician 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.
5. How to Add the Cause of Death (Pending COD Death Record)

Once a death case with a Pending Cause of Death has been registered with Arkansas State Vital Records, Registration Department that death case will appear in a Pending COD Queue for the Certifying Physician or Physicians’ Assistant. To see the Pending COD Queue, the Certifying Physician or Physician’s Assistant must log into ERAVE and click View Queues.

Either the Certifying Physician or Physician’s Assistant can access that death case from the Pending COD Queue to add the Cause of Death. Once the Cause of Death has been added and the Supplemental Cause of Death Report has been printed the death case will disappear from the Pending COD queue. **Use the Amend Record function if COD is pending for more than 90 days.**

**Step 1** From the ERAVE Main Menu click “View Queues.” *(To-Do Queues appear.)*

**Step 2** Click the “Pending COD Tab.” *(Pending COD Queue is displayed.)*

**Step 3** Locate the decedent’s name in the Pending COD Queue then click “Process.” *(Record Details screen appears.)*
Step 4  Scroll to the bottom of the Record Details screen and click the “Continue” button.

Step 5  Basis/Reason for Modification Screen – Enter the appropriate reason into the Reason Field. Basis will default to Cause of Death. Next click the FINISH button. (Record Opens at Tab 1. Decedent.)

Step 6  When record opens click “Tab 9 Cause of Death.” (Tab 9 Cause of Death appears.)

Note: if cause of death has been pending for more than 90 days you will receive a message stating you must use the Amend Record function to add the cause of death.

Step 7  Un-check the Cause of Death Pending check box. (Cause of Death fields become available)
Step 8  **On Tab 9 Cause of Death** – Add the Cause of Death on line “a” and add the approximate interval for line “a.” If Necessary add any Underlying Causes on lines b, c and d. In Part II add any other significant conditions that contributed to death.

Click the NEXT button.

Step 9  **On Tab 10 Manner/Details/Injury** – Change sections; 21 Autopsy, 22 Manner of Death and 23-24 Death Details. If necessary complete the injury sections.

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>Manner of death (MANNER)</td>
<td>P</td>
<td>N</td>
<td>Remove</td>
</tr>
</tbody>
</table>

Some system columns will be changed. Show system columns

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

**Step 11** On the **Successful Transaction Screen** to print the Supplemental Cause of Death do the following:

a. Select “Print Supplemental Cause of Death.”

b. Select “Skip this print option” for all other documents.

Click the **PRINT** button.

**Step 12** Click the “Generate Document” button and wait for the image to appear.
Step 13  Print the Supplemental Cause of Death.

Once you have printed the Supplemental, close the image window and click the “Continue” button. Then click the Main Menu button.
6. How to Amend a Death Case

Step 1 From the ERAV 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.”

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 amendment was court ordered 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 Section(s) (Tabs 8-11) you wish to amend and edit the information.

   Note: if a popup appears click the “OK” button, then proceed to make changes to the 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 (FL_UPDATE_PENDING)</td>
<td>N</td>
<td>Y</td>
<td>Remove</td>
</tr>
<tr>
<td>Manner of death (MANNER)</td>
<td>N</td>
<td>C</td>
<td>Remove</td>
</tr>
<tr>
<td>Request fee paid (FL_REQUEST_FEE_PAID)</td>
<td>N</td>
<td>P</td>
<td>Remove</td>
</tr>
<tr>
<td>Was an autopsy performed? (AUTOPSY)</td>
<td>N</td>
<td>Y</td>
<td>Remove</td>
</tr>
<tr>
<td>Did tobacco use contribute to death? (TOBAC)</td>
<td>U</td>
<td>P</td>
<td>Remove</td>
</tr>
<tr>
<td>Were autopsy findings available to complete the cause of death? (AUTOPSY_E_AVAIL)</td>
<td>Y</td>
<td>Remove</td>
<td></td>
</tr>
</tbody>
</table>

Some system columns will be changed. **Show system columns**

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

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**Re-Certifying the Death Case**

Step 11  **Successful Transaction Screen** – Click the “Certify Case” button.

Step 12  On the **Medical Certification-Confirm Screen** – Click the “Continue” button.

Step 13  On the **Certify Death-Confirm Screen** – Click the “Continue’ button.

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**Printing the Affidavit**

Step 14  On the **Successful Transaction Screen** select “Print Affidavit for Correction, Select “Skip this print option” for all other documents then click the “Print” button.

Step 15  On the **Report-Confirm Screen** click the “Generate Document” button and wait for the image to appear.
Step 16  Affidavit appears. Print the Affidavit then close the image Window

To return to the ERAVE Main Menu click CONTINUE then click the “Main Menu” button.
ERADE Help Desk Information

**ERADE SYSTEM ISSUES** – (501) 661-2785
**DEATH AMENDMENTS** – (501) 661-2810