VERS (Vital Event Registration System) Training

Medical Certifiers

Montana Vital Records

MONTANA DPHHS

DEPARTMENT OF PUBLIC HEALTH & HUMAN SERVICES

Introduction

We will cover:

1. VERS Overview
2. How to obtain access to VERS
3. Medical Certifier User Role Capabilities
4. Questions
5. Demo (if time allows)

VERS Overview

- Replacement system for VSIMS

- Accessed through Okta - you will need an Okta account to request access to VERS.

- Login – you will be provided an online link, but the link changes when you sign in. If you choose to "favorite" or "bookmark" the link, you will have to go to the bookmark, edit it, and paste the link you are sent via email when access is set up.

- VERS does not allow for transcription of cause of death. Cause of death tabs must be completed by the physician/HIM in the system.
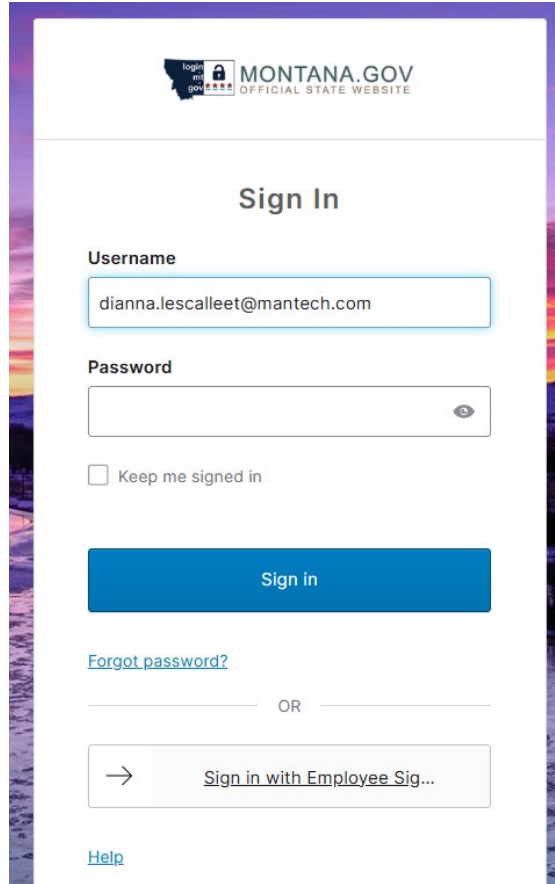
Obtaining Access

- Instructions to come. Type your email address into the chat so these can be sent to you.

- The access process can take several days, so plan ahead.

- No shared email addresses can be used such as info@sph.com

- Call 406-444-9500 if you have any issues requesting access.

Logging In

Login with your Okta account you set up. It will direct you to VERS.

If your password expires, contact State IT at 406-444-9500.

If you bookmark the link, make sure you edit the bookmark and paste the link in the edit area because the link changes with each login.

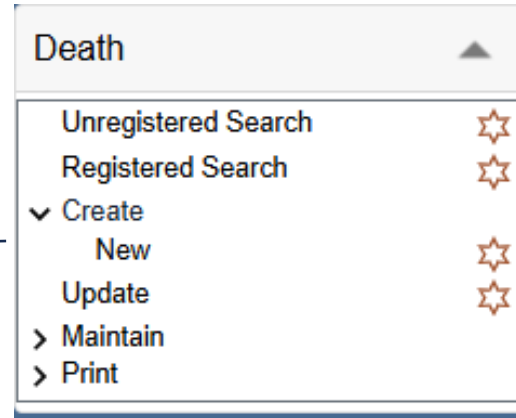# Medical Certifier
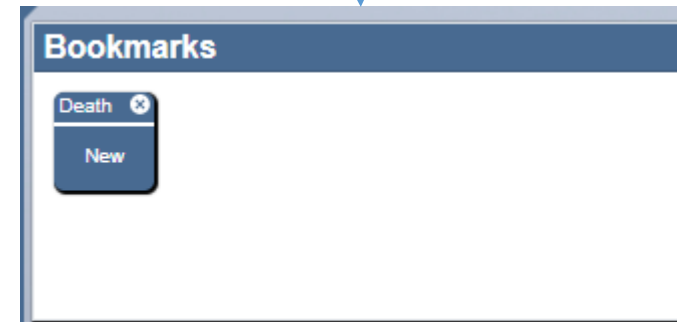# User Role

Dashboard

Dashboard: Menu Panel and Bookmarks

1. In the Menu panel navigate to (i.e., click) **Death** → **Create** → **New**.

2. Click the star next to **New** to add a bookmark for this menu option.

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Type Ahead List

Assign/Transfer to Medical Certifier (select facility OR select certifier)

Assigned facility:	BEAVERHEAD COUNTY CORONER -
Type/select facility's name or city	Select ⬍
Assigned certifier:	
Type/select certifier's name or facility	Select ⬍

sm

CHOWDHURY JASMINE S ERNEST D MADARANG MD FACP
CHOWDHURY JASMINE S INDIAN TRAIL FAMILY MEDICINE
SMITH SUSAN KAYE III COMMUNITY HEALTH CARE

Start typing to narrow the list to rows that contain the text you enter.
Then select the one you are looking for.

Entering Cause and Manner of Death Information & Record Flow

Case is Assigned to Your Location

Your record flow begins when you see a case assigned to your location (office or practice) on your Missing Medical Info queue.

- Click the double arrow for your record (Action column) on the Missing Medical Info queue.

- The form for the record you selected opens.

💡 You can also use your update menu option to find and select a record.

Tab 6 Sections – Left side

- In the Person Completing Cause of Death section:
  - Select the Coroner who is certifying cause info. The name and address and email information is populated when you select a Coroner.
  - The ME case number is optional.
- Information in the certifier's address section is automatically set based on you logged on location.

Tab 6 Sections – Right side

- The date certified is automatically set when the record is certified.

- In the Pronouncer Information section:
    - If the pronouncer is the certifier, select the checkbox to copy the certifier information to the pronouncer fields.
    - You must enter the pronouncing date and time manually.

Tab 7 Sections Entering Cause

- For each cause line entered in Part I:
  - Select the time Unit.
  - The number of the unit is optional
- If there are any other significant conditions, enter them in Part II.
- The system runs cause checks and displays pertinent alerts when you leave this tab.

Tab 8 Sections

If the decedent is a female aged 10-54, select the pregnancy status at the time of death.

If the decedent is a female less than 10 or more than 54 years old or a male, pregnancy status is not required unless you check you are reporting a pregnancy for a female outside of the common age (10-54) or for a male. If you select this checkbox, select the pregnancy status, and then check the box to confirm.

Tab 9 Sections – Left side

If you need to enter injury information, begin by entering the date of injury. When you do this, you will be able to enter additional injury information.

Tab 9 Sections – Right side

- If you entered the date of injury, you will be able to enter additional injury information in these sections.

- If the location of injury is the same as the place of death, check the same as place of death box. The system will then copy the place of death address info to the location of injury section.

- In the transportation accident section:

    - If you select yes , select the role of the decedent in the accident.

    - If you select other, specify the other role.

Saving Your Work

Saving Your Record

- Click the Finish button at the bottom of any page.

- VERS runs specified checks on the record.

- If the record does not pass the checks, a warning page opens.

Click link to return to that tab.

ATTN: MEDICAL CERTIFIER - The following information must be entered to complete the medical information section. Fix all the following:

Was an autopsy performed?
Field Group Description: Autopsy must be answered
Tobacco use
Field Group Description: Did tobacco use contribute to death must be answered.
Manner of death
Field Group Description: Manner of death must be selected.

Save (as Pending)

Click Save as Pending to save the unfinished record.

- When you click Save as Pending at the bottom of the list, you will see the Successful Transaction page.

Scroll down or press Shift + Tab to go to the bottom of the list.

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Successful Transaction Page

Successful Transaction
Your transaction has been saved successfully.

Record Details

Decedent's First Name	
Decedent's Last Name	
Date of death	12/24/2024
Record ID	11976769

Print Confirmation
Your actions have triggered the following documents to be printed.
Please select all documents you wish to print.

HIPPA Proof Copy: ◉
Skip this print option: ○
ART form: ◉
Skip this print option: ○
Death Certificate Proof Copy: ◉
Skip this print option: ○

Print

Begins the process of printing the selected document.

Other Options
Following options are available:

Return to Record

Takes you back to your record

Main Menu   Repeat Task

Takes you back to the Dashboard.

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Printing from Successful Transaction Page

Print Confirmation

Your actions have triggered the following documents to be printed.
Please select all documents you wish to print.

HIPPA Proof Copy: ◉
Skip this print option: ○
ART form: ◉
Skip this print option: ○

Print

Print Proof Copy

Generate Document

Continue

1. The default is to print each document. If you do not want to print all listed documents, select the corresponding Skip this print option.

2. Click Print.

3. Click Generate Document.

4. The generated document is shown in a new tab in your browser or in Adobe Acrobat where you can view and print the document.

💡 If you do not want to print any listed document, do *not* press the Print button.
You can also print the document from your [Print menu](#).

Updating Records

- Click the double arrow for your record (Action column) on the Missing Medical Info queue.

- Update it and save your changes.

💡 You can also use your Update menu option to find and select a record.

Case Assignment Tab
(Tab 2)

Case Assignment Page - Left Side

Allows you to assign a case to a funeral home or transfer it to another physician office.

Begin by typing in these special type-ahead list boxes. As you type, the list narrows to show entries that contain the text that you type. Click the Finish button.

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Case Assignment Page – Right Side

Allows you to decline a record that was assigned to you or assign it to ME/coroner office at the county of death.

Check the checkbox to decline assignment and then enter the reason you are declining. Save the record.

Check the checkbox to assign a case to the ME/coroner for the county where the death occurred

Declined by Medical Certifier/Facility

☐ Check this if you decline assignment

Reason [   ]

Assign to ME/Coroner

County of occurrence: BEAVERHEAD
☐ Check this to assign directly to ME/Coroner

Assigned ME/coroner office: NOT CURRENTLY ASSIGNED

Select ME/coroner office   [Select ⬍]

Case Assignment Page (showing assignments)

Certify and Approve Record

Warning Page

If you see this page when you click Finish, it means that the record is still incomplete. If you see the ATTN: MEDICAL CERTIFIER section, the medical information is not complete and, therefore, not ready to be certified.

When you no longer see the ATTN: MEDICAL CERTIFIER section, will see the Successful Transaction page with additional options when you click Save (as Pending).

Successful Transaction Page: Other Options (Certify)

When the medical portion of a record is complete and you go to the Successful Transaction page, you will see a ready to certify button or a certify now button in the Other Options section based on your user role.

Ready to Certify Button (data entry role)

Press to Certify Button (certifying physician role)

Certification Workflow (Data Entry Staff)

Note: Records ready to certify are added to the certifying physician's Certify MI queue.

Physician's Certify MI Queue

Records ready for certification are shown on the Certify MI queue. Certifying physicians can begin the certification workflow from this queue by clicking the double arrow for a record in the Action column to open the record.

Review the record and click the Finish button at the bottom of any page and click Save (as Pending) on the Warning page. If the medical information is complete, you will the certify button on the Successful Transaction page.

Certification Workflow (Certifying Physician)

Successful Transaction
Your transaction has been saved successfully.

Record Details
Decedent's First Name	
Decedent's Last Name	COUNTY
Date of death	02/06/2025
Record ID	12051769

Print Confirmation
Your actions have triggered the following documents to be printed.
Please select all documents you wish to print.

HIPPA Proof Copy: ◉
Skip this print option: ○
ART form: ◉
Skip this print option: ○
Death Certificate Proof Copy: ◉
Skip this print option: ○

[Print]

Other Options
Following options are available:

[PRESS TO CERTIFY]
[Return to Record]

[Main Menu]   [Repeat Task]

Certify Record - Confirm
I approve the content of this section of the death report. On the basis of examination, and/or investigation, in my opinion, death occurred at the time, date and place, and due to the cause(s) and manner stated.

[Continue]   [Cancel]

Successful Transaction
Your transaction has been saved successfully.

Record Details
Decedent's First Name	BH
Decedent's Last Name	COUNTY
Date of death	02/06/2025
Record ID	12051769

[Main Menu]   [Repeat Task]

Approval Workflow (Certifying Physician)

Successful Transaction
Your transaction has been saved successfully.

Record Details
Decedent's First Name
Decedent's Last Name
Date of death   10/29/2024
Record ID   11896769
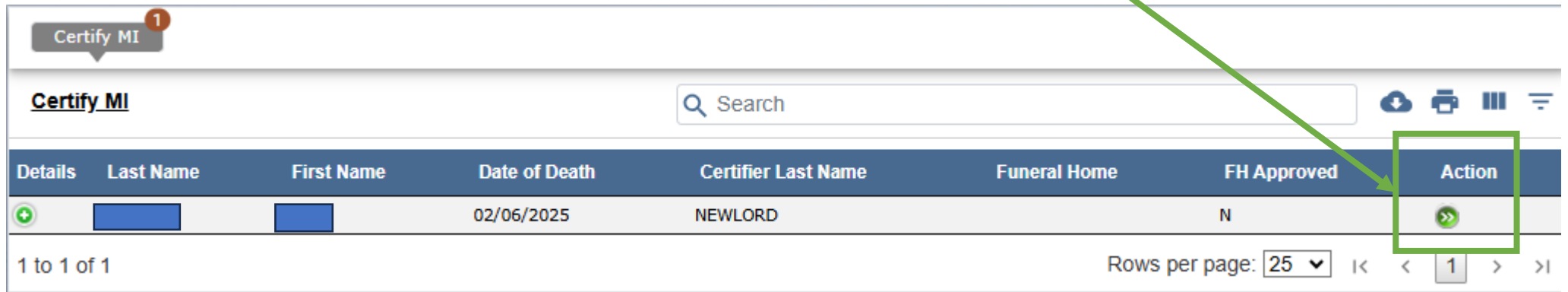
Print Confirmation
Your actions have triggered the following documents to be printed.
Please select all documents you wish to print.
HIPPA Proof Copy: ⦿
Skip this print option: ○
ART form: ⦿
Skip this print option: ○

Print

Other Options
Following options are available:

Approve

Return to Record

Main Menu   Repeat Task

Approve PI - Confirm
I approve the content of this section of the death report. Information about the decedent was obtained from the informant listed. Disposition will occur at the time, date, and place and in the manner stated.

Continue   Cancel

Successful Transaction
Your transaction has been saved successfully.

Record Details
Decedent's First Name   NOTSO
Decedent's Last Name   COLD
Date of death   10/29/2024
Record ID   11896769

Main Menu   Repeat Task

Reminder: Approved records are sent to Funeral Home and to State for review.

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State Record Review

Once the record is sent to the State by the funeral home, the State reviews the record. The state can send back the record for corrections before it is filed allowing for less online amendments.

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State Reviews Record

The record is registered when the state approves it.

- If the state determines that the record needs some revision, they will reject the demographic and/or COD information and may enter the reason on this tab.

- If the COD is rejected, you will see the record on your Declined Cause queue for further action.

- If the demographic information is rejected, you will see the record on your Declined Record queue for further action.

Working with Declined Cause Records

Your records where the state rejected the medical information are placed on your Declined Cause Queue.

Un-Certifying Declined Cause Records

Edit Information

☐ Un-certify and edit Medical Information — EDIT MI

☐ Un-sign and edit Personal Information — EDIT PI

☐ Take case and edit — EDIT MI

1. Click Un-certify checkbox.
2. Click the Edit MI button. Cause of death fields open so you can modify them.
3. Update and save the record.
4. Certify the revised record.

💡 You can read comments concerning why the record was rejected on Tab 10 State.

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Finding and Printing Records

View, Update, and Print

What You Can Print

- Blank Forms:
  - Full Certificate: Full certificate for manual data collection
  - HIPPA: Top portion of certificate for manual data collection
- Populated Forms:
  - ART Form: Authorization for Removal, Transportation and Final Disposition
  - HIPPA Proof Copy: Top portion of certificate
  - Certificate Copy: Full certificate

How to Print

Blank Forms

- Click blank forms option from the Print submenu.
- Select the one you want to print.
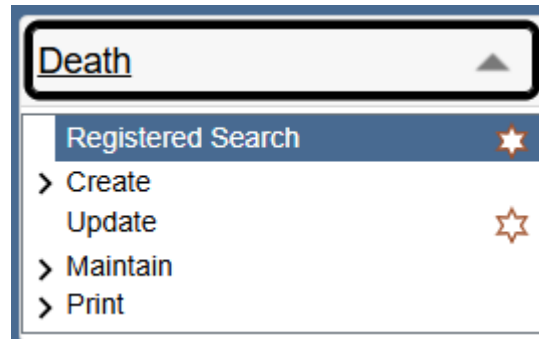- Generate the document.

Populated Forms

- Click the name of the form (e.g., Certificate Copy) you want to print from the Print submenu.
- Use the Search page to find the record you want to print on the form.
- Generate the document.

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How to Find Records – Registered Search

- On the menu panel select Death → Registered Search

- The Search criteria page opens

- Fill in information to allow the system to locate the record

Search Criteria Page

- Search criteria must be entered.
- For date of death:
  - You can enter an exact date of death.
  - Specify a date range.
  - Enter the year.
  - Select the month and enter the year.
- Click Search after entering your criteria.

Amending Registered Records

How to Create and Submit an Amendment

1. Navigate to Death → Modify → Submit Amendment.

2. Use the search page to find the record.

3. Click the double arrows on the search results page.

4. Click Continue on the Record Details page to open the form.

5. Make your changes.

6. Click Finish to go to the Record Modify Confirm page.

NOTE: cannot create another amendment if an amendment for the record is already in process.

Record Modify Confirm Page

Record Modify - Confirm

Please confirm that the following changes are correct

Field (DB Name)	Original Value	Changed Value	Remove Change
(AMEND_HISTORY)		02/13/2025 -- AMENDED BY FUNERAL HOME	Remove
Time of death (TOD_4_FD)	01:01	01:15	Remove

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

[Make Another Change] [Continue] [Cancel Full Transaction]

Click Remove if you made a change in error.

If you missed modifying a value, click Make Another Change to return to the record.

If the listed changes are correct, click Continue. The Successful Transaction page opens.

If needed, you can cancel your changes by clicking Cancel Full Transaction.

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Successful Transaction Page 2

Questions