



State of Rhode Island
Department of Health
Electronic Vital Records System
(RIVERS)

Fetal Death Facility User Guide

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1.0 Important Terms

APGAR Score: This stands for “Appearance, Pulse, Grimace, Activity, and Respiration.” This score (from zero to 10) is determined by evaluating the condition of an infant based on the five criteria above.

Attendant: An individual who attends the delivery or supervises the attendees of a delivery and has legal and professional responsibility for the care of the patient. An attendant can be a certifier as well, but an attendant and certifier can be two different people in some cases.

Breech Birth: When a fetus exits the pelvis with the feet or buttocks first instead of the normal head-first presentation.

Cephalic Birth: When a fetus exits the pelvis head-first.

Certifier: The individual who verifies that all of the information on a fetal death record is correct before releasing and registering the record. A certifier is often the attendant of the delivery as well, but a certifier and attendant can be two different people in some cases.

Crosscheck: A function created in logic builder that occurs when certain values are selected or entered during data entry.

De-Certification: When a record is already certified but a State user decides to de-certify the record by changing the certifier information.

Duplicate/Plural Check: A function that occurs when the application suspects a newly saved fetal death record has already been saved in the state or is part of a plural delivery where the other similar record shows only a single delivery.

Electronic Certification: The process required by the certifier before the fetal death record is released and registered.

Hard Edit: When the application fires a crosscheck because of values in two or more fields and requires the State user to edit one or more values before the fields become resolved.

IJE: Interstate Jurisdictional Exchange. The IJE Extract is a monthly scheduled AND ‘On-Demand’ process that provides records to other participating states for fetal deaths taking place in Rhode Island but are not residents in Rhode Island.

NCHS: National Center for Health Statistics

Pick-List: A dropdown data-entry field in the application with pre-determined values that are pulled from a database.

Releasing a Record: The action required after certification to register the fetal death record in the state of Rhode Island.

Soft Edit: When the application fires a crosscheck because of values in two or more fields (or because a field is left blank) but allows the State user to keep those same values after verifying the values are correct.

SSA: Social Security Administration



SSN: Social Security Number

Type Ahead Combo Box: This feature enables the user to begin typing and a pick-list will filter according to what the user types.

Unresolved Fields List: A feature in the application showing unresolved fields that need to be resolved before certification can occur.

Visual Cueing: A feature of the application that provides users with color-coded field cues to indicate the status of each data field.



2.0 About the RIVERS Fetal Death Application

This user guide serves as a comprehensive reference for the Facility functions of the Rhode Island Vital Events Record System (RIVERS) Fetal Death module.

2.1 Intended Audience

This user guide is for facility users (hospital, etc.) who use the Web-Enabled Electronic Fetal Death Registration System to create and process fetal death records for the state of Rhode Island.

This user guide serves as a comprehensive reference for facility users who participate in the fetal death registration by using the facility functions of the RIVERS Fetal Death Application.



3.0 System Overview

The **RIVERS Fetal Death** module is designed with intuitive interfaces for a seamless user experience. Mouse navigation, keyboard navigation, and Genesis' proprietary tools help streamline workflows.

3.1 Navigation, Data Entry and Tool Tips

3.1.1 Using the Mouse

Use the mouse to navigate the RIVERS Fetal Death module. Click various items (hyperlinked text and/or icons) on the menu to perform functions. The mouse can also be used to navigate from one field to another during data entry.

3.1.2 Using the Keyboard

Use the following keys to navigate through the **Fetal Death** module without using the mouse:

Tab Key: The **Tab** key is a Windows-standard-key that allows users to move from one field to another. When a field is selected, the field will be highlighted with a green background, blue background, and in some cases, a frame will form around the selected field to aid the user.

Shift + Tab: Reverses the tab order and moves focus back to the previous control.

Enter: Initiates the action selected. Pressing **Enter** is equivalent to double-clicking the mouse.

Left/Right/Up/Down Arrows: Used to navigate within a field or within a pick list. The **PgUp** and **PgDn** keys may also be used.

Down Arrow for Drop-down Box: Pressing the **Down Arrow** key in a selected drop-down box reveals the available selections in a list form. Use the **Up** or **Down** arrows to scroll through the list.

Type-ahead Logic: Type-ahead logic provides another way to save time by eliminating the number of keystrokes to pull up an item from a drop-down box. This feature enables the user to begin typing and the list will filter according to what the user types.

Space Bar: Used to toggle a check box item on or off.

3.1.3 Using Tool Tips

Tool tips display information revealing an icon's function. Hover the mouse cursor over the icon to display the tool tip.

3.1.4 Visual Cueing (Viz-e-Q©)

Visual Cueing indicates the status of each field using color-coded field cues. Users can change colors according to their own preferences using the **User Parameters Settings** option under **Global→Tools→Utilities→User Parameters**.

USER PARAMETERS

Fields Visual Cueing

UNRESOLVED:	RESOLVED:	ON FOCUS:
Text Color: * Background Color: * Color: *	Text Color: * Background Color: * Color: *	Text Color: * Background Color: * Color: *
<input type="text" value="Z"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
PREVIEW	PREVIEW	PREVIEW
<input type="text" value="Text Color"/>	<input type="text" value="Text Color"/>	<input type="text" value="Text Color"/>
		<input type="button" value="Save"/> <input type="button" value="Reset to Initial Values"/>

1. User Parameters

3.1.5 Edit Checks (Fast-Fire©)

3.1.5.1 Soft Edit

According to the National Center for Health Statistics (NCHS), a soft edit is defined as: “An edit that identifies and queries entries which are outside of the expected range, but which accepts out-of-range entries.” An example below shows the Fetus’s date of delivery and delivery patient’s date of birth shows a difference and must be verified or corrected before continuing.

Crosscheck

Message: Fetus's date of delivery and Delivery Parent 1 date of birth must be verified when age difference is <=8 or >=65.

Fetus Date of Delivery:

Delivery Parent 1 Date of Birth:

Please enter a comment

2. Soft Edit Crosscheck

3.1.5.2 Hard Edit

According to the NCHS, a hard edit is defined as: “An edit that identifies and queries entries which are outside of the expected range which must be corrected before the record can be filed.”



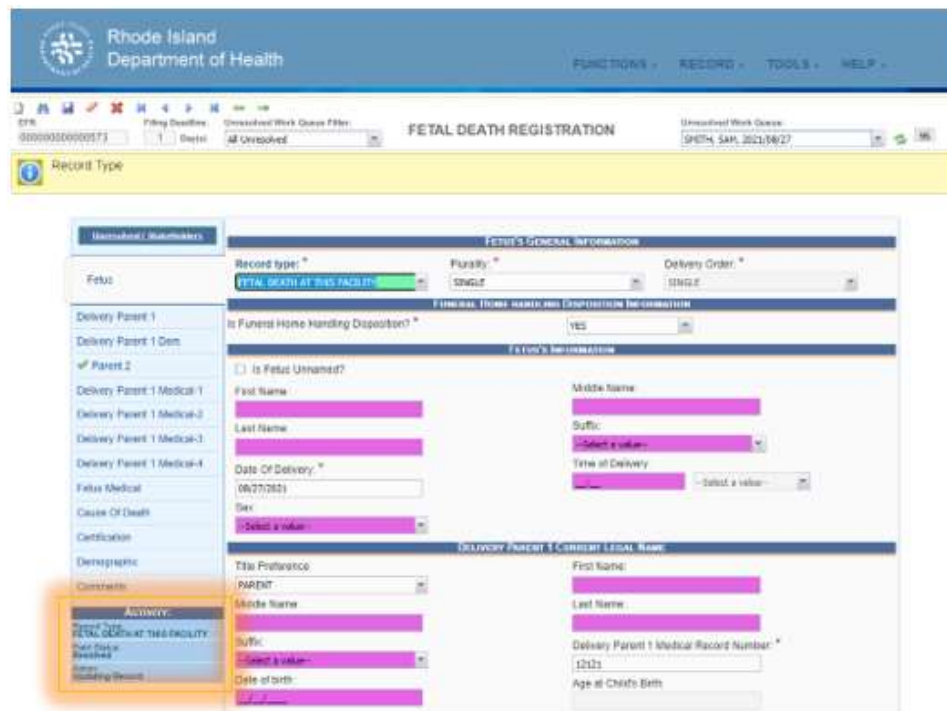
An example of a hard edit in the **Fetal Death** module involves the fetus date of delivery. If this date is greater than the date of the last normal menses began.



3. Hard Edit Crosscheck

3.1.6 Activity Bar

The **Activity** bar will appear at the bottom of every data entry screen in the **RIVERS Fetal Death** module.



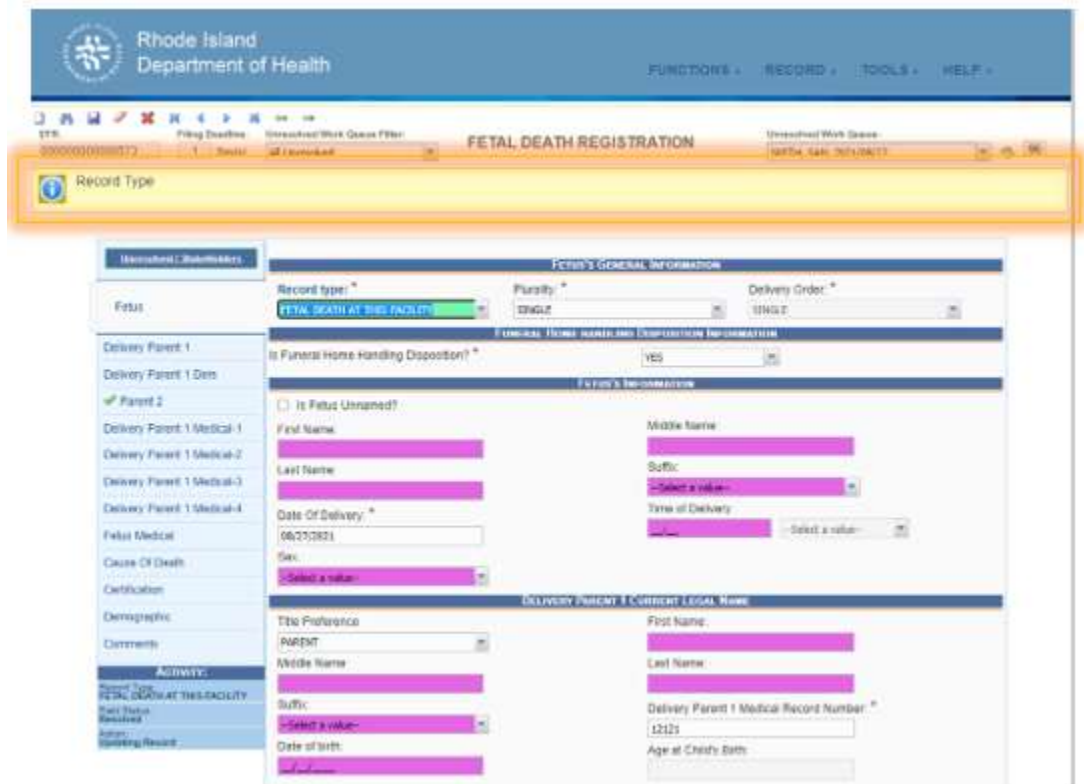
4. Activity Bar

Information appearing on the **Activity** bar includes:

- **Field Name:** Displays the name of the field currently in focus.
- **Field Status:** Displays the status of the field currently in focus (*Resolved* or *Unresolved*).
- **Current Action:** Displays the action that is currently being performed on the record.

3.1.7 Field-level Help

Field-level Help provides specific help information related to the field selected, which is displayed in the **Field-level Help** frame between the data entry tabs and the data entry screen, as shown below. The content in the **Field-level Help** frame can be configured in **Screen Configuration** by a system administrator.



5. Field Level Help

3.1.8 System Level Help

System-level Help provides a searchable help index with various help topics pertaining to the functions and processes available within the **RIVERS** system. Go to **Help**→**Help** to access System-level Help.



3.1.9 About RIVERS Fetal Death Application

About RIVERS Fetal Death Application details system information regarding the current version of the **RIVERS Fetal Death** module. To access this option, select the **Help→About** menu item.

3.1.10 Technical Support Resources

3.1.10.1 RIVERS Help Desk Technical Support

The RIVERS Help Desk is the main source of technical support for users of the **Fetal Death** module. To report an issue to the Help Desk, select **Report RIVERS Issue(s)** on the **RIVERS Splash Page** screen, as shown below:



6. Report RIVERS Issues

3.2 Login-System Access

The following technical requirements are needed to access the **RIVERS Fetal Death** module:

- Live Internet connection
- Widely used JavaScript enabled standard web browser (IE8+, Mozilla Firefox, etc.)
- Java runtime
- Adobe Acrobat reader for forms and letters
- MS Excel for accessing/running reports

If one or more requirements are missing, the **Fetal Death** module will *not* be accessible and/or will *not* function properly.

3.2.1 Accessing the RIVERS Fetal Death Module

1. Open the updated version of the web browser to establish a live internet



connection.

2. Type the application address in the URL box or select from Favorites:
3. The application splash page will load, as pictured below:



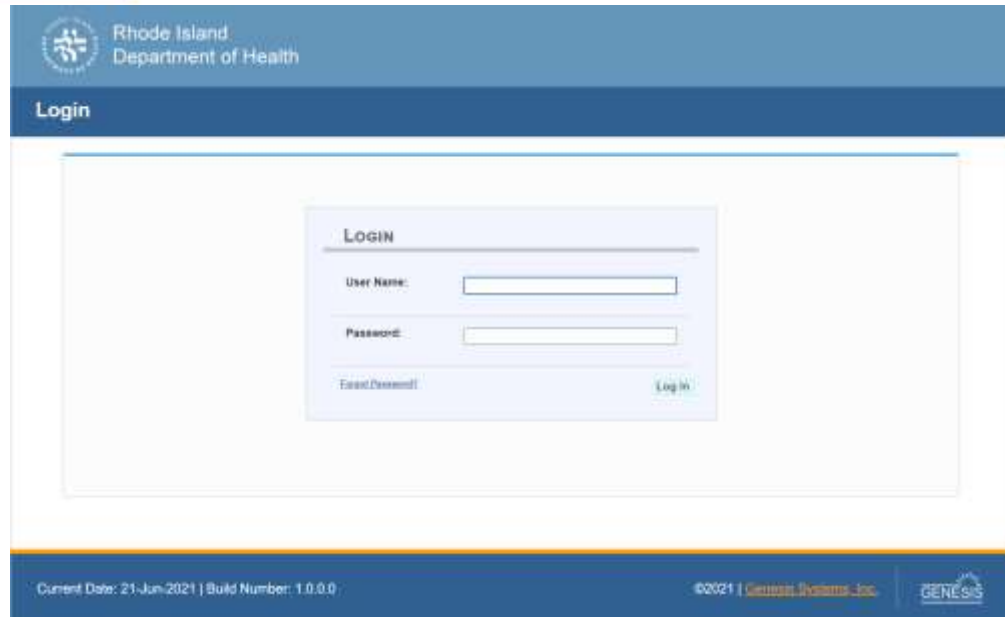
7. Application Splash Page

4. Click the **Login to RIVERS** button.
5. The **Terms of Use Screen** will load, as pictured below:



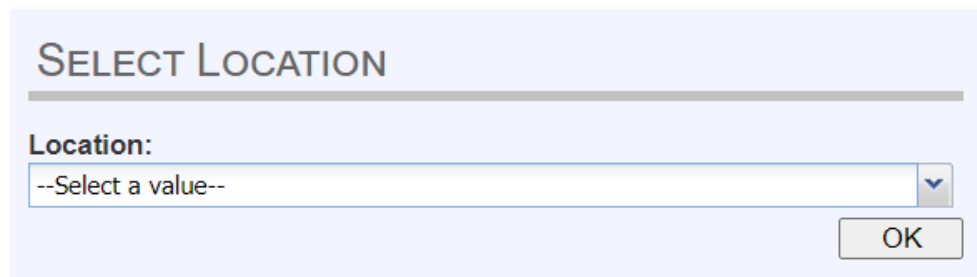
8. RIVERS Terms of Use

6. Click the **Yes** button to confirm agreement with the terms of use.
 - a. Click the **No** button to be returned to the RIVERS splash page.
7. The RIVERS login screen will display:



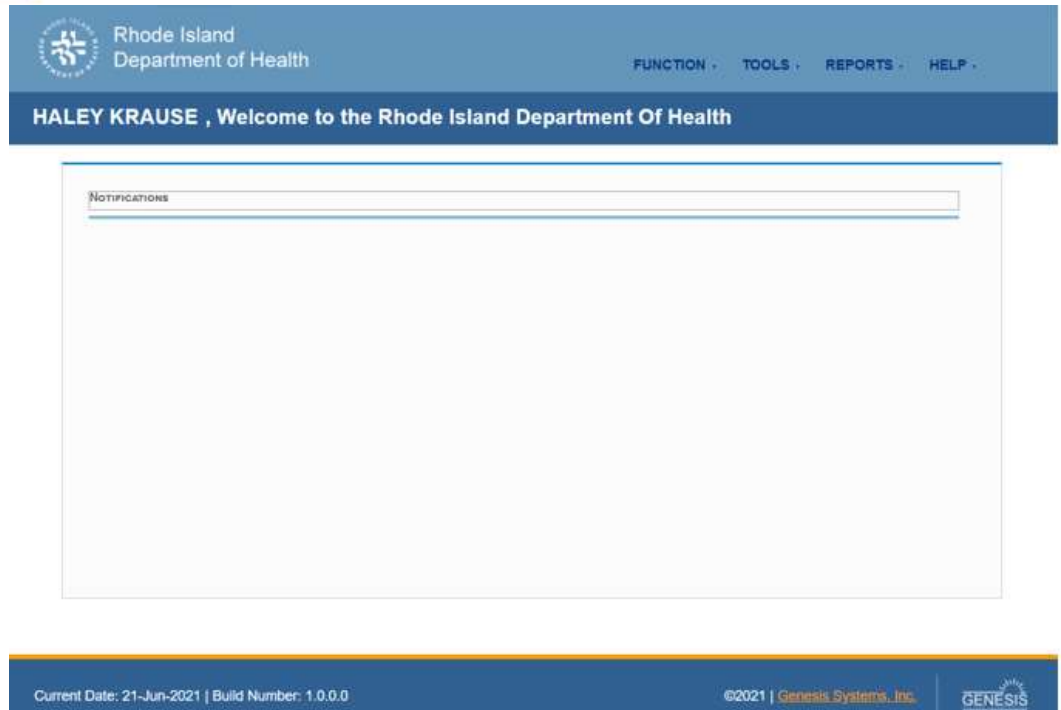
9. RIVERS Login Screen

8. Enter in a user name and password and click the **Log In** button.
9. The Select Location window will be displayed.



10. Select Location

- a. Select the appropriate facility from the available choices in the drop-down list.
- b. If the user works at multiple physical locations, the drop-down list will contain all physical locations assigned to their user account.
- c. Click **OK**. The main page of the **RIVERS** application will be displayed:



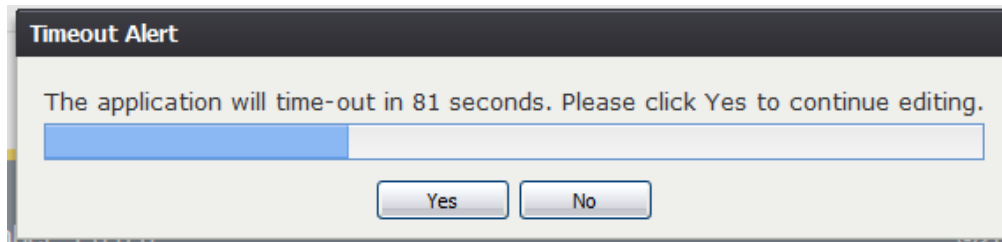
11. RIVERS Main Menu

NOTE: The highlighted tab at the top of the screen determines what menus and sub-menus will appear.

10. Click the **Fetal Death** tab to go to the **Fetal Death Home** screen.

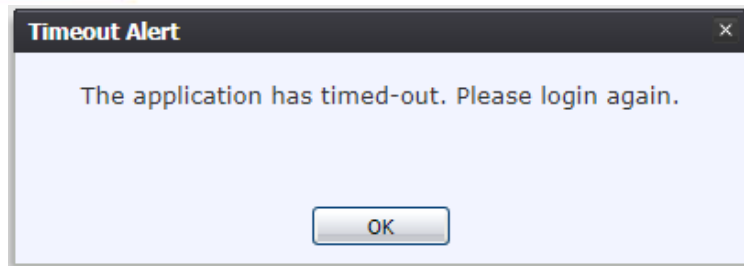
3.2.2 Session Time-Outs

If the system has not detected activity within 20 minutes, the session will time out. Two minutes prior to a session time-out, the system will issue the following warning message:



12. Timeout Alert

If the system appears to stop responding (i.e., no choices in some pick-lists, cannot save a record, cannot retrieve a record, etc.), the session has likely timed-out. The following message will appear when a timeout occurs:

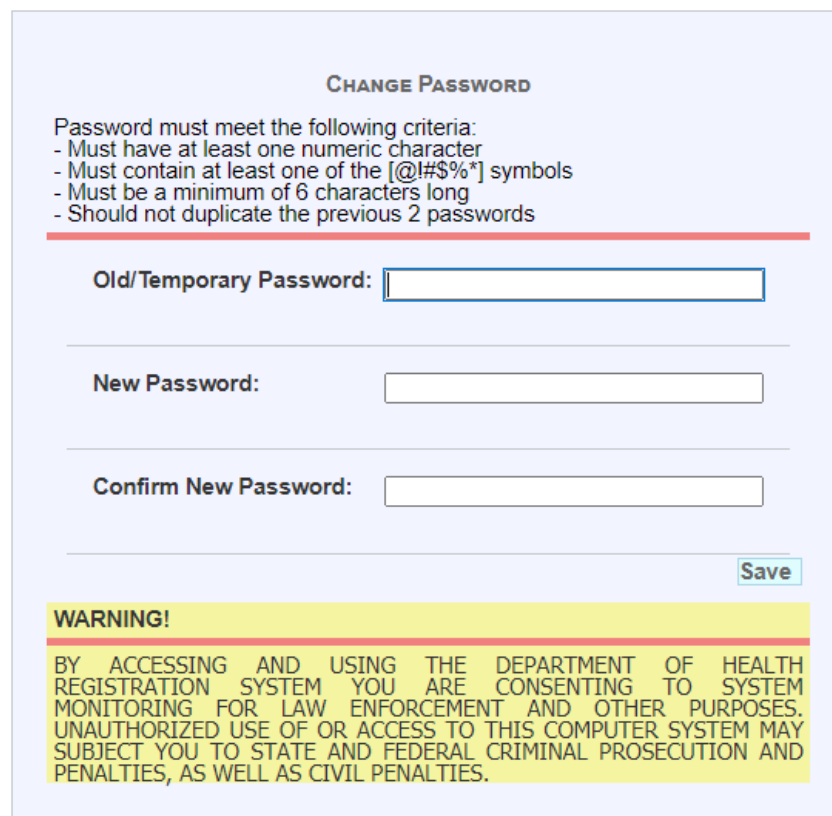


13. Application Timed Out

To resume working after a session timeout, exit the system and log on again. Frequently saving work will help to prevent session timeouts. For security purposes, log out of the system if you will not be using it for an extended period of time and then log on again when needed.

3.2.3 About Passwords

Users are assigned a temporary password when they sign up to use the system. This temporary password must be changed upon the user's first login to the system.

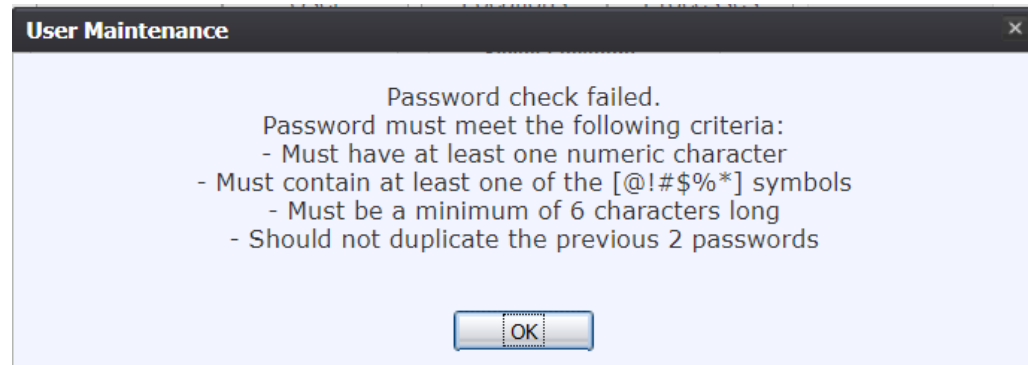


14. Change Password

The new password must initially meet all of the following requirements, although a system administrator may change password requirements at any time:

- Must have at least one numeric character
- Must contain at least one of the [@,!,#,\$,%,*]
- Must be a minimum of 6 characters long
- Should not duplicate the previous 2 passwords

If the new password does not meet these requirements, the message below will appear:



15. Password Check Failed

Passwords expire at intervals determined by system administrators. When a user attempts to log on with an expired password, they will be alerted by the system.

A user may also change a forgotten password at any time by clicking the **Forgot Password** button located on the **Login** screen as shown in step 2 of **Accessing the RIVERS Fetal Death Module**.

3.3 Log Out of the System

Exit or log out of the **RIVERS Fetal Death** module using one of the following methods:

1. From the **Main Menu**, select **Function → Exit System**.

OR

2. Click **Log Out**.

NOTE: Clicking the [X] in the upper right corner of the browser window will close the system, but it is recommended that you exit by clicking **Logout** or the **Exit System** menu option instead. This will ensure that the session closes in order to prevent possible problems when logging on again.

3.4 Fetal Death Dashboard

From the Death Home screen, users may access the Death Dashboard by clicking on the Show Dashboard button. The Death Dashboard provides a summary of all pending death records for the login location in the RIVERS Death Module. Users may select a value from the **Dashboard Filters** drop-down list to filter the grid of pending records to include only those records that meet certain criteria.



16. Fetal Death Facility Show Dashboard



17. Facility Fetal Death Dashboard Filters



4.0 Fetal Death Registration

Fetal Death Registration includes all data items on fetal death records.

4.1 Access Fetal Death Registration Data Entry

In order to access the initial **Fetal Death Registration Data Entry** screen, go to **Fetal Death**→**Function**→**Fetal Death Registration**.

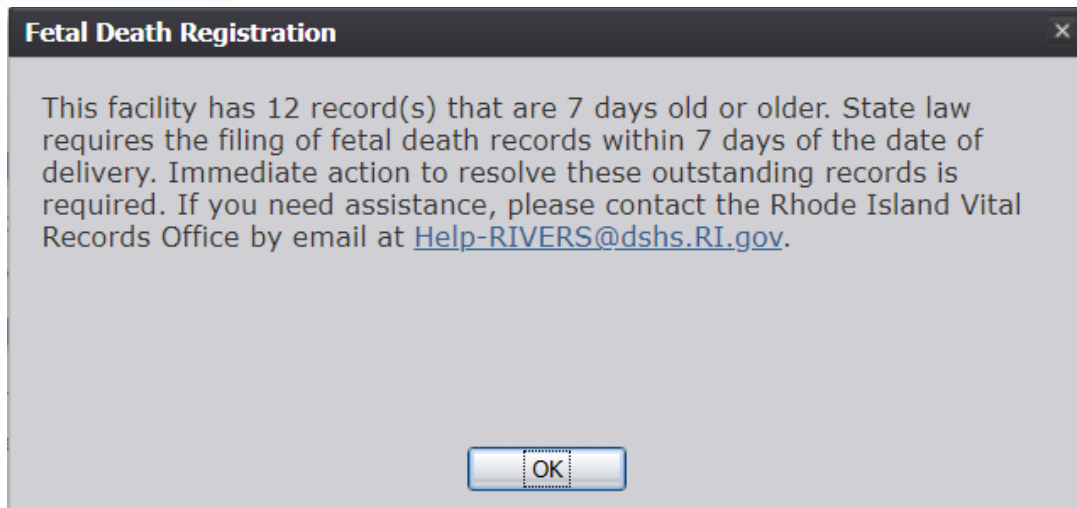
4.2 Start and Save a New Record

The **Fetal Death Registration** functionality allows authorized users to create/initiate a Fetal Death record within the **RIVERS Fetal Death** module.

1. Select the **Fetal Death**→**Function**→**Fetal Death Registration** menu item to initiate a new fetal death record. The Fetal Death initial load screen will appear.

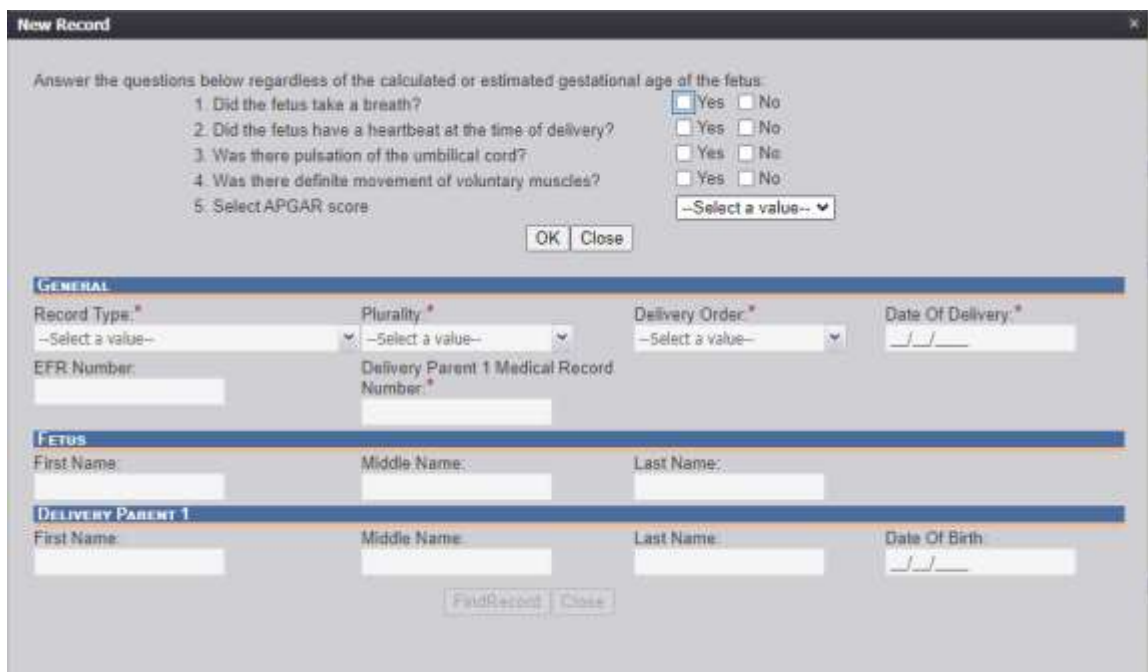
18. Facility Fetal Death Registration

2. If there are any records in the Late Records work queue, the application will issue a message alerting the user to the presence of these late records as shown below.



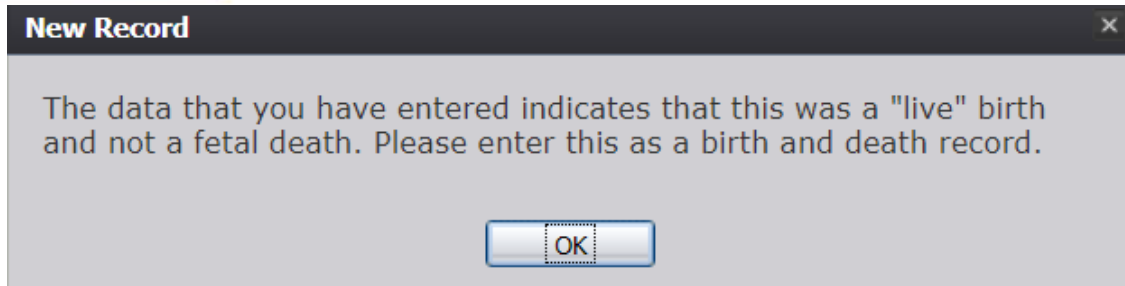
19. Late Records Message

3. Click the **New** icon or select the **Record** → **New** menu item. A prompt will appear.



20. New Record Prompt

4. Answer all questions in the top portion of the box and click **OK**.
- If any responses indicate that the fetus was born alive, the system will not allow the record to continue and a message will pop up indicating that the user must initiate a birth and a death record.

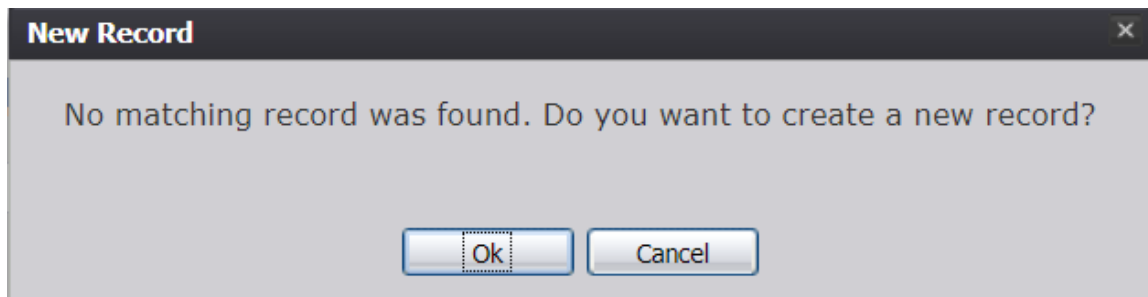


21. Live Birth Message

5. The **Record Type** field will become highlighted.
6. Enter the following mandatory information before continuing:

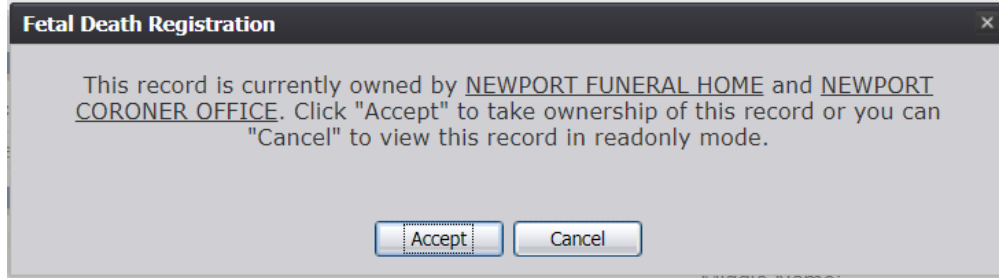
Field Name	Description
Record Type	Select a record type from the dropdown field
Plurality	Select a plurality type from the dropdown field
Delivery Order	Select a delivery order from the dropdown field
Fetus's Date of Delivery	Enter Date
Delivery Parent 1 Medical Record Number	Enter Number

7. Once all mandatory fields have been entered, click the **Find Records** button. The application will perform a search for potential duplicate records. If no match is found, the following message will appear:



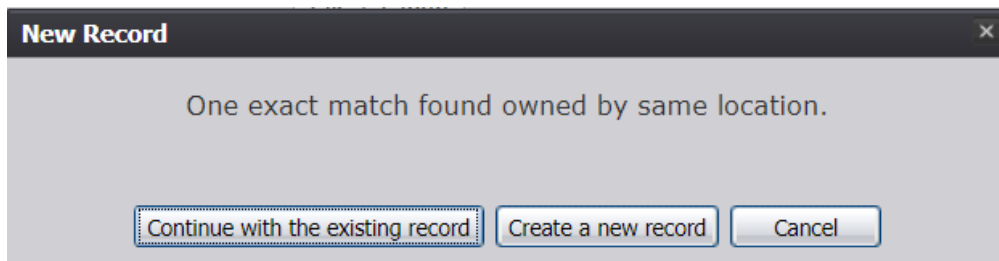
22. No Matching Record was found

8. Click **OK** to continue creating a new record. The Fetal Death Registration screen will load with the new record details.
9. If a match is found that is owned by another facility, the following message will load:



23. Record Owned by Other Facility

10. If a match is found that is owned by the same facility, the following message will load:



24. One Exact Match Owned

- a. Click **Continue with the existing record** to populate the screen with the existing record.
- b. Click **Create a new record** to continue with creating the new record.
- c. Click **Cancel** to cancel record creation.

11. Proceed with Fetal Death registration data entry by completing the information requested on the fetal death registration data entry tabs.

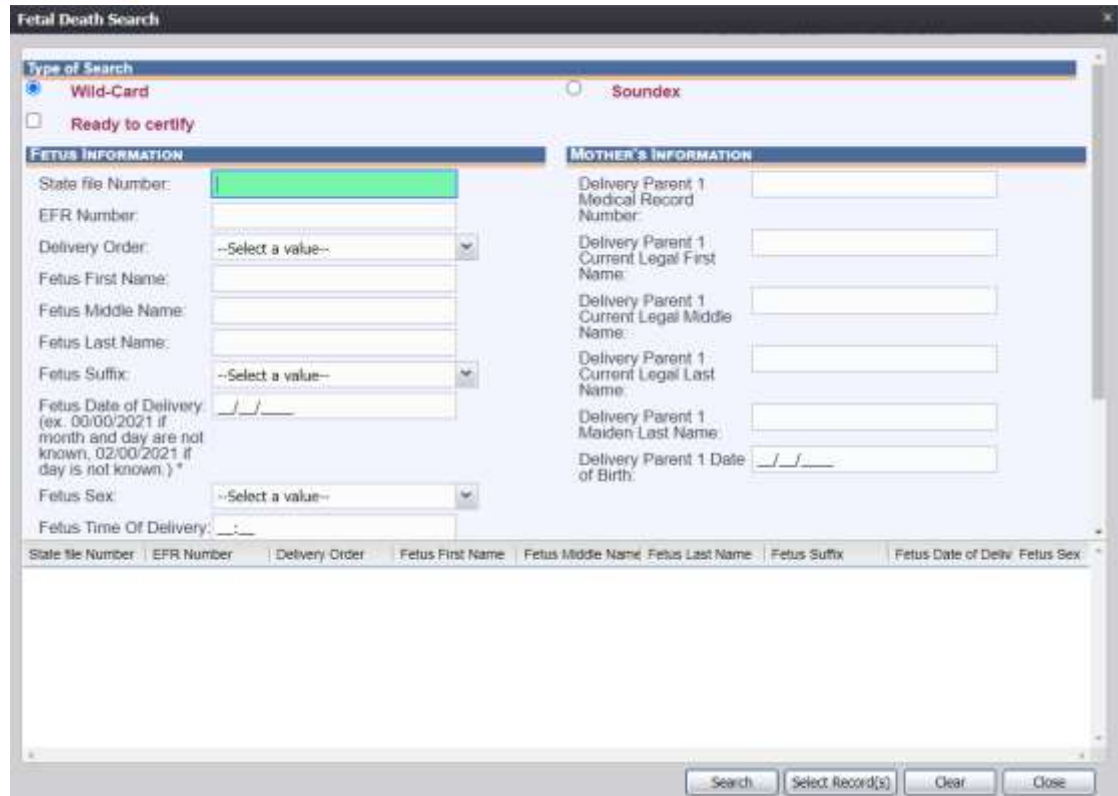
4.3 Search for a Record

Searching for a record in the application can be accomplished using the following options:

- Search screen
- Work queue search

4.3.1 Search Screen

1. Click the **Search** icon or select the **Record**→**Search** menu item. The **Search Record** screen will be displayed, as shown below:



25. Facility Fetal Death Search

2. Enter all available information regarding the record.

- ✓ **Tip:** Text fields such as names do not have to be complete. Enter the first several letters instead of the entire text when spelling is in question but include other items to reduce the number of matches.
- ✓ **Tip:** Along with a name, including the fetus' date of delivery (which can be entered as a series of 00s followed by a year- i.e. 00/00/2021) and gender and other information will reduce the number of matches that are returned and cause faster search returns.
- ✓ **Tip:** Choosing 'Soundex' still requires the user to enter at least the fetus' date of delivery. If the user also decides to search by a name, the full name must be entered and the application will search for not only all exact matches but names that sound familiar as well.

3. Click **Search**. Records that match the search criteria will populate the grid in the lower half of the screen, as shown below.

Fetal Death Search

Type of Search
 Wild-Card Soundex
 Ready to certify

FETUS INFORMATION				MOTHER'S INFORMATION			
State file Number:	<input type="text"/>	Delivery Parent 1 Medical Record Number:	<input type="text"/>	Delivery Parent 1 Current Legal First Name:	<input type="text"/>	Delivery Parent 1 Current Legal Middle Name:	<input type="text"/>
EFR Number:	<input type="text"/>	Delivery Parent 1 Current Legal Last Name:	<input type="text"/>	Delivery Parent 1 Maiden Last Name:	<input type="text"/>	Delivery Parent 1 Date of Birth:	<input type="text"/>
Delivery Order:	--Select a value--						
Fetus First Name:	<input type="text"/>						
Fetus Middle Name:	<input type="text"/>						
Fetus Last Name:	<input type="text"/>						
Fetus Suffix:	--Select a value--						
Fetus Date of Delivery:	00/00/2021 <small>(ex. 00/00/2021 if month and day are not known. 02/00/2021 if day is not known.) *</small>						
Fetus Sex:	--Select a value--						
Fetus Time Of Delivery:	<input type="text"/>						

State file Number	EFR Number	Delivery Order	Fetus First Name	Fetus Middle Name	Fetus Last Name	Fetus Suffix	Fetus Date of Deliv	Fetus Sex
2021000014	000000000000046	SINGLE	JAKE		SMITH		2021/04/21	MALE
2021000031	000000000000062	FIRST	RICK	M	PARKER	JR	2021/04/26	MALE
	000000000000063				PARKER		2021/04/26	
	000000000000085				KENT		2021/05/05	
	000000000000086	CONJOINED			KENT		2021/05/06	
	000000000000136	SINGLE	DFG	FGDS	SDQ	II	2021/05/17	FEMALE
	000000000000154	SINGLE					2021/05/19	

Search Select Record(s) Clear Close

26. Facility Fetal Death Search Results

- Click on the appropriate record in the grid. Select multiple records by holding down the **Ctrl** key and clicking on records.
- Click **Select Record(s)** to retrieve record(s) to the work queue.
- Select a record from the work queue by clicking on it to retrieve it to the screen. The record and its information will appear on the screen as an active record for additional review and/or processing.

4.3.2 Work Queue Search

The work queue in the **Fetal Death Registration Data Entry** process will contain the following:

- Fetal Death records associated with the State login location that still require some type of action.
 - The list in the work queue will be sorted by the fetus' date of delivery and will display the fetus' last name, fetus' first name, and fetus' date of delivery.
- From the drop-down list, set the filter for the appropriate record type. Options include:
 - All Unresolved:** All records that have been started but the information



is not yet complete.

- **Late Records:** All records that are considered late at 5 days old or older.
- **Ready for Certification:** All records that have complete data entry fields and are ready for certification.
- **Data Entry Incomplete:** All records with incomplete data entry fields.
- **Ready for Release:** All records that have been data entered and are ready for release
- **Pending Cause of Death:** All records that have cause of death pending whether or not the record has been registered.

2. From the list, select the appropriate record by clicking on it or, start typing fetus' last name into the field.



3. The selected record will be retrieved by the system and its information will appear on the screen as an active record for additional review and/or processing.

4.4 Unresolved Fields List

Depending on the type of record, many actions need to be performed before a record is ready to be released to the state for further processing. To check if all data items are complete, use the **Unresolved Fields** list to identify areas that require some sort of action before the record is resolved. The **Unresolved Fields** list displays individual data fields that need to be completed for a specific record before it can be resolved.

1. Retrieve an existing record.
2. On the **Fetal Death Registration** screen, click **Unresolved/StakeHolders** at the top to open the **Unresolved Fields** list.



27. Unresolved/Stakeholders List

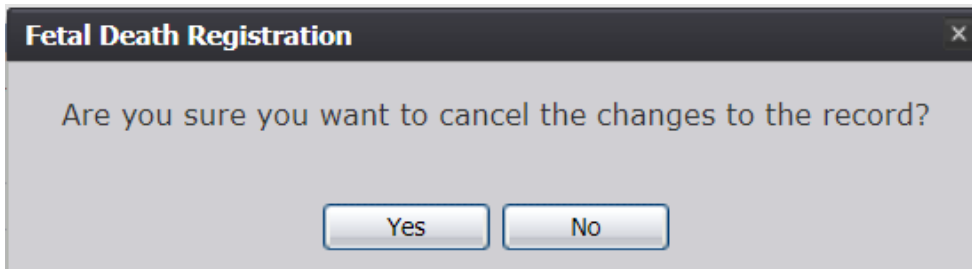
3. To be directed to a particular unresolved field, click the field's link. The application will navigate to that particular field directly so that it may be resolved.
4. Click **Unresolved/StakeHolders** again to close the list and return to the data entry screen.

4.5 Canceling Changes

Changes made to a record since it was last saved in **Fetal Death Registration** can be canceled.

To cancel changes made to a record:

1. While a record is on screen, select the **Record** → **Cancel** menu option or the button. The following message will load:

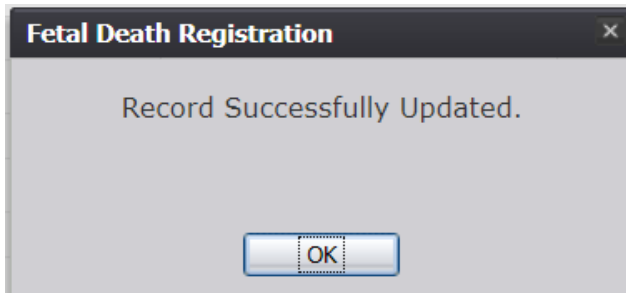


28. Cancel Changes? Yes/No

2. Click **Yes** to confirm cancelation of the changes made to the record. The changes will be canceled and the record will be restored to its previously saved state.

4.6 Update a Record

1. While a record with unsaved changes is on screen, select the **Record**→**Save** menu option, or click the **Save** button.
2. The message below will load:



29. Record Successfully Updated

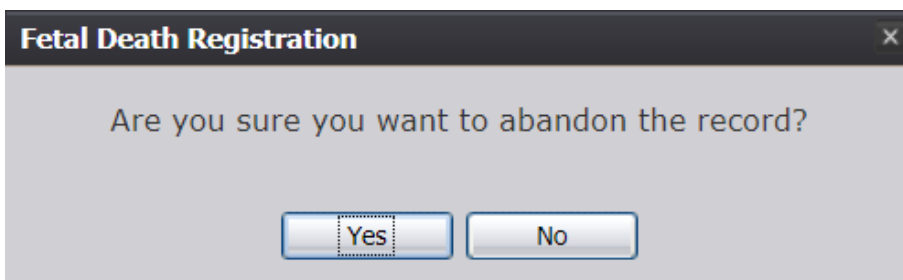
3. All previously unsaved changes made to the record will be saved.

4.7 Abandoning a Record

Any user can choose to abandon a record up until the record is released and assigned a State File Number (SFN). If a record is released, a State user can void the record through **Legal View**.

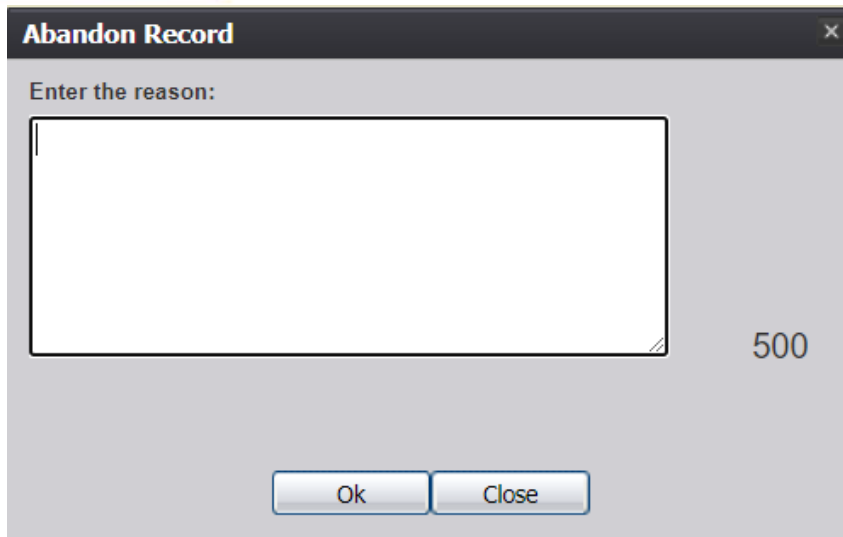
To abandon a record:

1. Select the **Record**→**Abandon** menu item or the **Abandon** icon. The following message will appear:



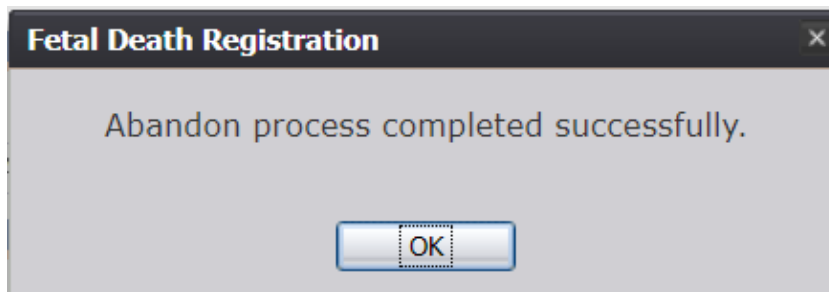
30. Abandon Record? Yes/No?

2. Select **No** to cancel the action and the user will return to the record. Select **Yes** to continue the Abandon Record Process. Provide a reason for abandoning the record in the comment box:



31. Abandon Record Reason

3. After providing a comment and clicking **OK**, the following message will appear and the record will not appear in the Unresolved Work Queue any longer:

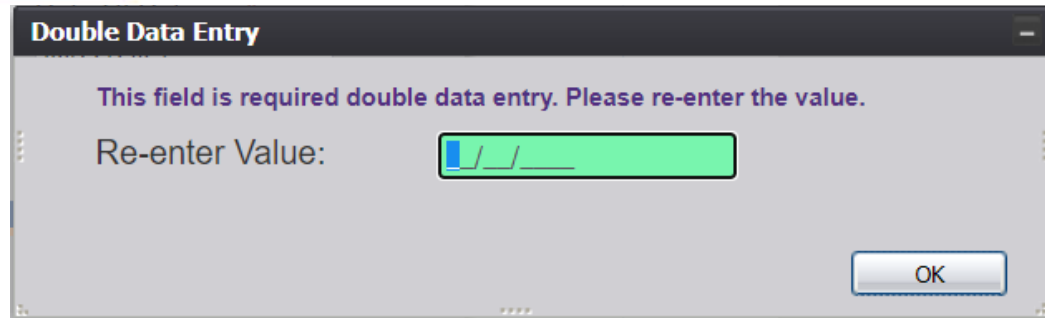


32. Abandon Process Completed Successfully

4.8 Fetal Death Data Entry Topics

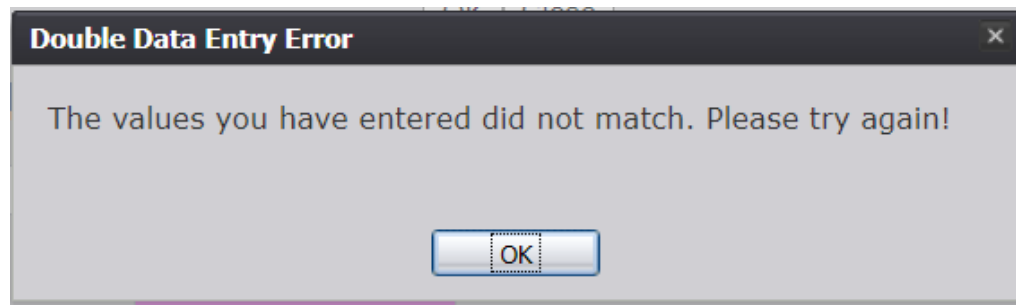
4.8.1 Double Data Entry

Certain fields (such as Fetus First Name) within the Fetal Death Registration Data Entry screen will require that the user enter the value into the main data entry screen and then confirm the entered value by entering it again in a separate data entry interface. Fields that require double data entry will present users with the following screen when the user tabs off the field:



33. Double Data Entry

Enter the value again and click the **OK** button to close the Double Data Entry screen. If the value entered in the Double Data Entry screen matches the value entered on the main data entry screen, the user will be moved to the next data field. If the values do not match, the following message will appear:

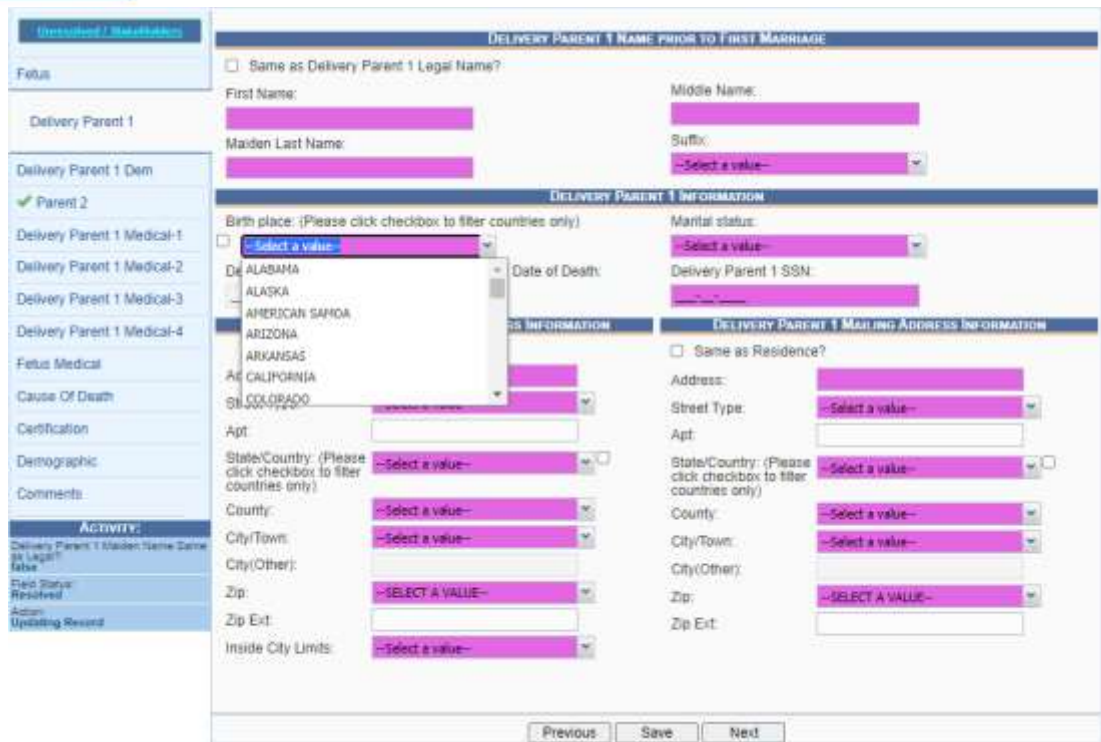


34. Double Data Entry Error

Click **OK** to close the message and return to the data entry screen. The value entered into the field will be cleared and the double data entry process will be required again.

4.8.2 Pick List Navigation

The **Delivery Parent 1 Information Birth Place** fields illustrate the concept of drop-down menus. Refer to the examples below to quickly retrieve entries and expedite data entry.



35. Birth Place Pick List

1. Set focus on the **State/Country** field by clicking on the field. Type the letters 'R' or any other beginning letters of a birthplace.
 - For example, typing 'R' will also find RHODE ISLAND and typing 'SOUTH D' will find SOUTH DAKOTA.
 - Selecting a state will filter results in the County and City/Town pick-lists as well.
2. To filter results to foreign countries only, select the check box to the left of the search field.

4.8.3 Screen Tab Navigation

When the last field on the **Fetus** tab is resolved the next field that needs a response is on the **Delivery Parent 1** tab.

Pressing **Tab** from the final field on the **Fetus** tab automatically advances the focus to the **Save** button. Press tab one more time to highlight the **Next** button at the bottom of the screen. Once highlighted, the user can press **Enter** to load the Mother tab.

4.8.4 Place of Delivery Facility

Once a facility is selected, the address fields for a listed delivery facility are automatically populated. These types of fields are retrieved from the database and are referred to as bypassed and disabled. The address information of a given



facility cannot be directly modified on the screen. However, the facility information needs to be manually inputted if the delivery occurred at home, intentionally or unintentionally.

A screenshot of a web-based form titled "FACILITY INFORMATION & PLACE OF DELIVERY". The form is divided into two columns. The left column contains fields for "Name:" (a dropdown menu with "--Select a value--" selected), "Type:" (a dropdown menu with "--Select a value--" selected), "Address:" (a text input field), "Apt:" (a text input field), "County:" (a dropdown menu with "--Select a value--" selected), "Zip:" (a dropdown menu with "--SELECT A VALUE--" selected), and "License Number:" (a text input field). The right column contains fields for "Facility Name Other (Specify):" (a text input field), "Type Other (Specify):" (a text input field), "Street type:" (a dropdown menu with "--Select a value--" selected), "State:" (a dropdown menu with "--Select a value--" selected), "City/Town:" (a dropdown menu with "--Select a value--" selected), and "Zip Ext:" (a text input field). The form has a blue header bar with the title "FACILITY INFORMATION & PLACE OF DELIVERY".

36. Facility Information and Place of Delivery

4.8.5 Ethnicity and Race Fields Properties

The **Ethnicity** field allows one selection from the available options. Use the mouse or the **Spacebar** key to select an option.

To change the choice, the selected choice must first be unchecked by clicking on it again and then selecting a different choice. Race fields allow multiple choices. Click as many choices as needed.

About Stakeholders		DELIVERY PARENT 1 MISCELLANEOUS INFORMATION	
Fetus		Education: <input type="text" value="-Select a value-"/>	
Delivery Parent 1		DELIVERY PARENT 1 ETHNICITY	DELIVERY PARENT 1 RACE?
Delivery Parent 1 Dem:		<input type="checkbox"/> No, Not Spanish/Hispanic/Latino <input type="checkbox"/> Yes, Mexican/Mexican-American/Chicano <input type="checkbox"/> Yes, Puerto Rican <input type="checkbox"/> Yes, Cuban <input type="checkbox"/> Yes, Dominican <input type="checkbox"/> Yes, Guatemalan <input type="checkbox"/> Yes, Other Hispanic (Specify) <input type="text"/> <input type="checkbox"/> Unknown	<input type="checkbox"/> White <input type="checkbox"/> Black or African-American <input type="checkbox"/> American Indian or Alaska Native (Name of the enrolled or principal tribe) <input type="text"/> <input type="checkbox"/> Asian Indian <input type="checkbox"/> Chinese <input type="checkbox"/> Filipino <input type="checkbox"/> Japanese <input type="checkbox"/> Korean <input type="checkbox"/> Vietnamese <input type="checkbox"/> Other Asian (Specify) <input type="text"/> <input type="checkbox"/> Native Hawaiian <input type="checkbox"/> Guamanian or Chamorro <input type="checkbox"/> Samoan <input type="checkbox"/> Cape Verdean <input type="checkbox"/> Portuguese <input type="checkbox"/> Other Pacific Islander (Specify) <input type="text"/> <input type="checkbox"/> Other (Specify) <input type="text"/> <input type="checkbox"/> Unknown
<input checked="" type="checkbox"/> Parent 2 Delivery Parent 1 Medical-1 Delivery Parent 1 Medical-2 Delivery Parent 1 Medical-3 Delivery Parent 1 Medical-4 Fetus Medical Cause Of Death Certification Demographic Comments		ACTIVITY: Delivery Parent 1 Education: <input type="text" value="-Select a value-"/> Field Status: <input type="text" value="Unselected"/> Action: <input type="text" value="Updating Record"/>	

37. Ethnicity and Race Fields

4.8.6 Record Comments

Certain events that take place require that a comment be entered. These comments are stored and can be viewed in a grid on the **Comments** tab of the data entry screens:

The following information regarding each comment will be stored:

- Action that required the comment
- User logged in when the comment was entered
- Date and time the comment was entered
- Text of the comment

Comments may be entered or viewed by clicking on the **Comments** tab in **Fetal Death Registration Data Entry**.



38. Comments

4.9 Technical Fetal Death Registration Data Entry Tips

4.9.1 Fetus Tab

4.9.1.1 Plurality

Selecting a **Plurality** value of anything other than **Single** will cause the **Delivery Order** field to become enabled.

For example, selecting **Triplets** in the **Plurality** field will cause the **Delivery Order** field to show options for **First**, **Second**, **Third**, and **Conjoined**. The **Delivery Order** field will only show values up to the selected plurality value.



39. Plurality

4.9.1.2 Time of Delivery

All fetal deaths entered into the **RIVERS Fetal Death** module must be entered in 12 hour format.



4.9.2 Delivery Parent 1 Medical-1 Tab

4.9.2.1 Cigarettes Information

If the user selects ‘Yes’ in the **Did Delivery Parent 1 Smoke Cigarettes before or during Pregnancy?** drop-down field in the **Cigarettes Information** section, the fields concerning whether or not the mother reported cigarette intake in number of packs or number of cigarettes will become enabled. Checking the box next to **Did Delivery Parent 1 Report in Packs?** field will enable the user to record the number of packs smoked from three months prior to pregnancy up to the third trimester.

CIGARETTES INFORMATION	
Did Delivery Parent 1 smoke cigarettes before or During Pregnancy?	--Select a value--
Did Delivery Parent 1 report in Packs?	<input type="checkbox"/>
Did Delivery Parent 1 report in Cigarettes?	<input type="checkbox"/>
	# of Cigarettes per day # of Packs per day
Three months before pregnancy	<input type="text"/>
First Trimester	<input type="text"/>
Second Trimester	<input type="text"/>
Third Trimester	<input type="text"/>

40. Cigarettes Information

Checking the box next to **Did Delivery Parent 1 Report in Cigarettes?** field will enable the user to record the number of cigarettes smoked from three months prior to pregnancy up to the third trimester.

4.9.3 Delivery Parent 1 Medical-2 Tab

4.9.3.1 Pregnancy History

If the user answers **No** for the **Is this the Delivery Parent 1 first pregnancy?** field, additional fields will become available. Indicating a number in one of these fields will enable the additional date fields.

PREGNANCY HISTORY	
Is this the Delivery Parent 1 first pregnancy?	Number of previous live births now living (Do not include this child):
--Select a value--	<input type="text"/>
Number of previous live births now dead:	Date of last live birth:
<input type="text"/>	<input type="text"/>

41. Pregnancy History

4.9.3.2 Method of Delivery

The following fields are mandatory to resolve:

- Fetal presentation at birth?
- Final route and method of delivery?
- If cesarean, was trial of labor attempted?

If the user selects **Cesarean** in the **Final Route & Method of Delivery**



field, the **If Cesarean, was a Trial of Labor Attempted?** field will become enabled.

METHOD OF DELIVERY	
Fetal presentation at delivery?	UNKNOWN
Final route & method of delivery?	CESAREAN
If cesarean, was a trial of labor attempted?	YES

42. Method of Delivery

4.9.4 Delivery Parent 1 Medical-3 Tab

At least one box needs to be checked in the **Risk Factor** section. Checking the **None of the above** or **Unknown** box will resolve the section. If a check box enables an adjacent text box or sub-check box, the user will need to provide a value in the text box and/or mark the appropriate sub-check box before the section becomes resolved.

RISK FACTOR IN THIS PREGNANCY (CHECK ALL THAT APPLY)
Risk Factor in this pregnancy (check all that apply):
<input type="checkbox"/> Diabetes (select one of the following)
<input type="radio"/> Pre-pregnancy (diagnosis prior to this pregnancy)
<input type="radio"/> Gestational (diagnosis in this pregnancy)
<input type="checkbox"/> Hypertension (select one of the following)
<input type="radio"/> Pre-pregnancy (chronic)
<input type="radio"/> Gestational (PIH, preeclampsia)
<input type="radio"/> Eclampsia
<input type="checkbox"/> Pregnancy resulted from infertility treatment(Check all that apply):
<input type="checkbox"/> Fertility enhancing drugs
<input type="checkbox"/> Assisted reproductive technology
<input type="checkbox"/> Delivery Parent 1 had a previous cesarean delivery
If selected, how many? <input type="text"/>
<input type="checkbox"/> None of the above
<input type="checkbox"/> Not Stated
<input type="checkbox"/> Unknown

43. Risk Factors in Pregnancy

4.9.5 Delivery Parent 1 Medical-4 Tab

At least one box needs to be checked in the **Maternal Morbidity** sub-tab. Checking the **None of the above** or **Unknown** box in this section will resolve the section. If a check box enables a sub-check box, the user will need to mark the



appropriate sub-check box before the section becomes resolved.

MATERNAL MORBIDITY
Complication associated with labor and delivery (check all that apply):
<input type="checkbox"/> Ruptured uterus
<input type="checkbox"/> Admission to intensive care unit
<input type="checkbox"/> None of the above
<input type="checkbox"/> Unknown

44. Maternal Morbidity

4.10 Printing Forms

There are several forms that can be printed from the RIVERS Fetal Death Module including the Certificate of Stillbirth, Fetal Death Worksheet, and Blank Fetal Death Worksheet.

4.10.1 Certificate of Stillbirth

The application provides users the ability to print a pre-populated Certificate of Stillbirth after the record is released.

1. Retrieve a record to the registration screen.
2. Select the **Record→Print→Certificate of Stillbirth** menu item.
3. The application will open the PDF version of the form that allows printing.
4. Click the **Print** icon in the PDF window to print the document.
5. When the document is printed, close the PDF browser window using the **X** in the upper right hand corner of the screen to return to the RIVERS application.

4.10.2 Fetal Death Worksheet

The application provides users the ability to print a pre-populated Fetal Death Worksheet after the record is initially saved.

1. Retrieve a record to the registration screen.
2. Select the **Record→Print→Fetal Death Worksheet** menu item.
3. The application will open the PDF version of the form that allows printing.
4. Click the **Print** icon in the PDF window to print the document.
5. When the document is printed, close the PDF browser window using the **X** in the upper right hand corner of the screen to return to the RIVERS application.

4.10.3 Blank Fetal Death Worksheet

The application provides users the ability to print a blank Fetal Death Worksheet after the record is initially saved.

1. Retrieve a record to the registration screen.



2. Select the **Record→Print→Blank Fetal Death Worksheet** menu item.
3. The application will open the PDF version of the form that allows printing.
4. Click the **Print** icon in the PDF window to print the document.
5. When the document is printed, close the PDF browser window using the **X** in the upper right hand corner of the screen to return to the RIVERS application.

4.11 Demographic Designation

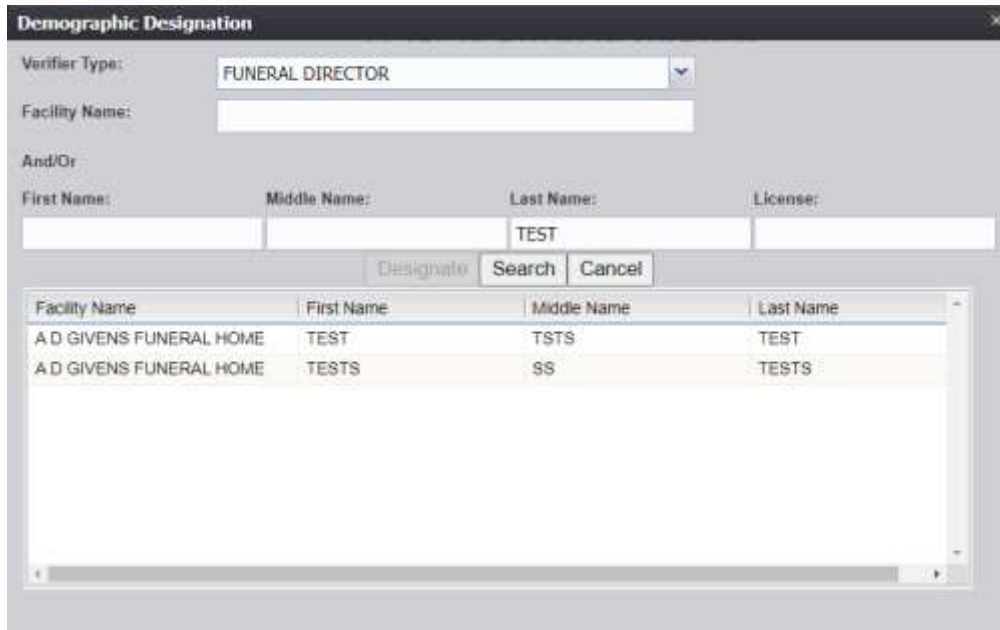
Demographic Designation is used to designate the demographic verifier on the record when a funeral home is involved.

1. Retrieve an existing record using the Work Queue Search.
2. Select the **Record→Demographic Designation** menu item. The Demographic Designation window will appear.

A screenshot of a software window titled "Demographic Designation". The window has a dark title bar with a close button (X) on the right. The main area is light gray and contains several input fields and buttons. At the top, there is a "Verifier Type:" label followed by a dropdown menu with a green highlight. Below that is a "Facility Name:" label followed by a text input field. Underneath is the text "And/Or". Below that are four labels: "First Name:", "Middle Name:", "Last Name:", and "License:", each followed by a text input field. At the bottom of the form area are three buttons: "Designate", "Search", and "Cancel".

45. Demographic Designation

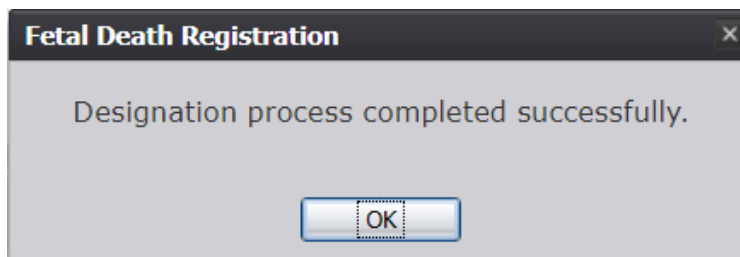
3. Select the **Verifier Type** from the dropdown.
4. Enter at least one other search criteria in the **Facility Name, First Name, Middle Name, Last Name, or License** fields.
5. Click **Search**. The Verifier Search Results Grid will populate.



Facility Name	First Name	Middle Name	Last Name
A D GIVENS FUNERAL HOME	TEST	TSTS	TEST
A D GIVENS FUNERAL HOME	TESTS	SS	TESTS

46. Demographic Designation Results

6. Select the appropriate verifier and click the **Designate** button. A confirmation message will appear:

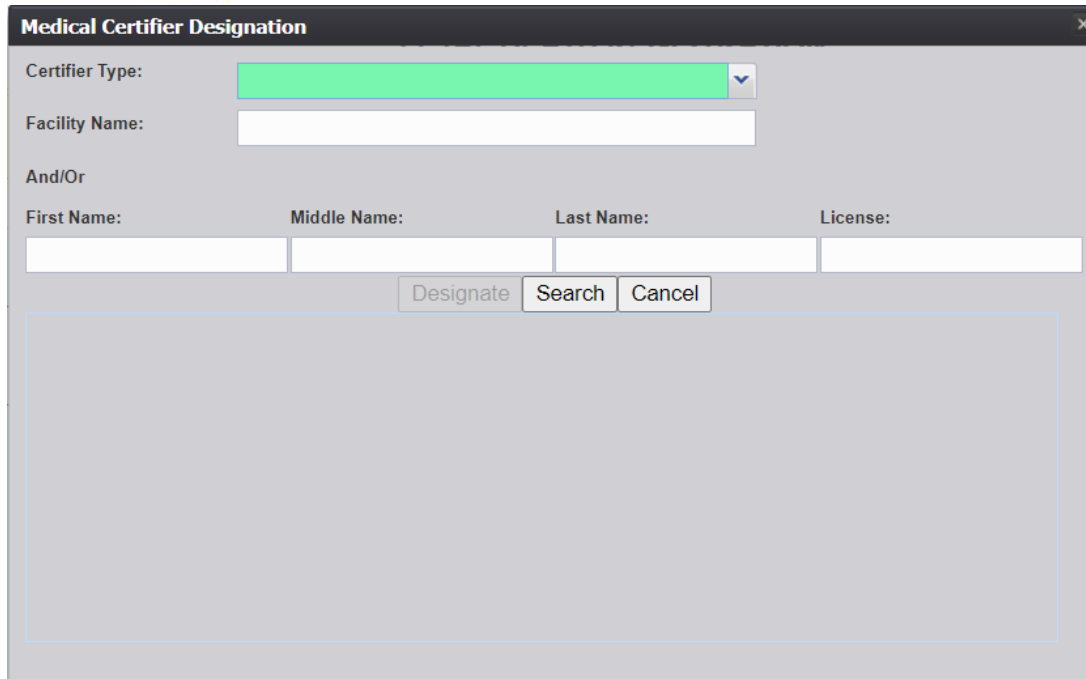


47. Designation Process Completed Successfully

4.12 Refer to Medical Examiner

Refer to Medical Examiner is used to refer the record to the Medical Examiner.

1. Retrieve an existing record using the Work Queue Search.
2. Select the **Record** → **Refer to Medical Examiner** menu item. The Medical Certifier Designation window will appear.



The screenshot shows a software window titled "Medical Certifier Designation" with a close button (X) in the top right corner. The form contains the following fields and controls:

- Certifier Type:** A dropdown menu with a green background and a downward arrow.
- Facility Name:** A text input field.
- And/Or:** A label indicating alternative search criteria.
- First Name:** A text input field.
- Middle Name:** A text input field.
- Last Name:** A text input field.
- License:** A text input field.
- Buttons:** Three buttons labeled "Designate", "Search", and "Cancel" are positioned below the name fields.
- Grid:** A large, empty rectangular area at the bottom of the form, intended for search results.

48. Medical Certifier Designation

3. Select the **Certifier Type** from the dropdown.
4. Enter at least one other search criteria in the **Facility Name, First Name, Middle Name, Last Name, or License** fields.
5. Click **Search**. The Certifier Search Results Grid will populate.

Medical Certifier Designation

Certifier Type:

Facility Name:

And/Or

First Name: Middle Name: Last Name: License:

Facility Name	Type	First Name	Middle Name
BARRINGTON COUNTY CORONE	MEDICAL EXAMINER	TEST	TST
NEWPORT CORONER OFFICE	MEDICAL EXAMINER	TESTME	PTEST

49. Medical Certifier Designation Results

6. Select the appropriate verifier and click the **Designate** button. A confirmation message will appear:

Fetal Death Registration

Refer to Medical Examiner process completed successfully.

50. Refer to Medical Examiner Process Completed

4.13 Certify a Record

After fetal death registration data entry has been completed, a record is ready to be certified.

To certify a record:

1. Retrieve an existing record using the Work Queue Search.
2. When the appropriate record appears on the screen, select the **Record**→**Certify** menu item to initiate the certify process. The following message will appear:



Certification

FETUS INFORMATION

First Name: TANYA
 Middle Name: ANNE
 Last Name: PHILIPS
 Suffix:
 Date of Delivery: 05/25/2021
 Time of Delivery: 15:16 PM
 Sex: FEMALE
 Place of Delivery: KENT BIRTHING CENTER

CERTIFIER INFORMATION

First Name: ABBY
 Middle Name:
 Last Name: KAUFFMAN

Preview Close Certification

51. Certification

3. Click **Certification** to continue certifying the record. Click **Preview** to open a PDF window containing the Fetal Death abstract.
4. The certification fields will appear.



Certification

FETUS INFORMATION

First Name: TANYA
 Middle Name: ANNE
 Last Name: PHILIPS
 Suffix:
 Date of Delivery: 05/25/2021
 Time of Delivery: 15:16 PM
 Sex: FEMALE
 Place of Delivery: KENT BIRTHING CENTER

CERTIFIER INFORMATION

First Name: ABBY
 Middle Name:
 Last Name: KAUFFMAN

Preview Close Certification

PLEASE ENTER PIN

I verify that a fetal death occurred at the location, date and time indicated on this fetal death record.

Certifier Pin:

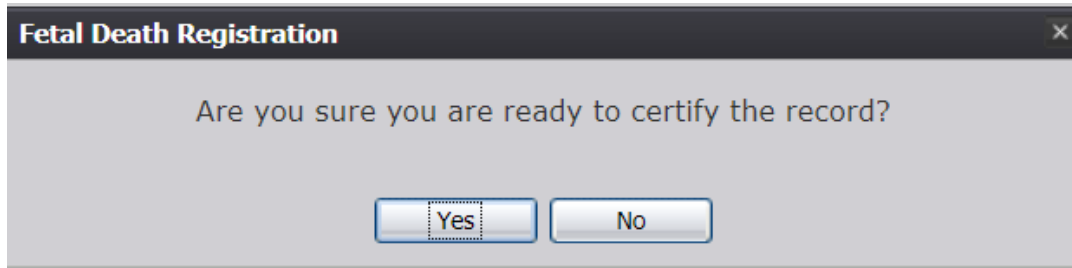
Forgot my PIN

Ok Close

52. Certification Enter PIN

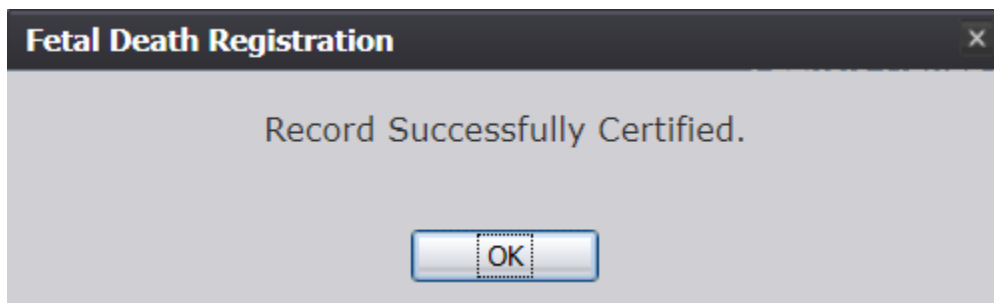
5. Check the checkbox that says *I verify that a fetal death occurred at the location, date and time indicated on this fetal death record*. Enter a valid PIN in the Certifier PIN field and click **OK**.

6. A confirmation message will appear. Click **Yes** to continue certifying the record.



53. *Certify the Record? Yes/No*

7. A message will appear indicating that the record was successfully certified.



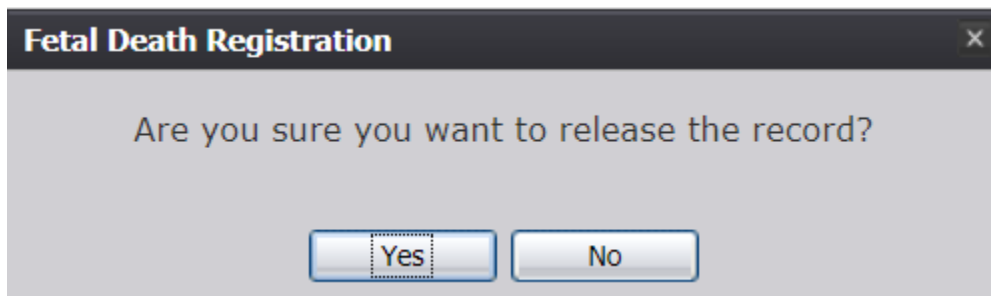
54. *Record Successfully Certified*

4.14 Release a Record

After fetal death registration data entry has been completed, a record is ready to be released and assigned a State File Number.

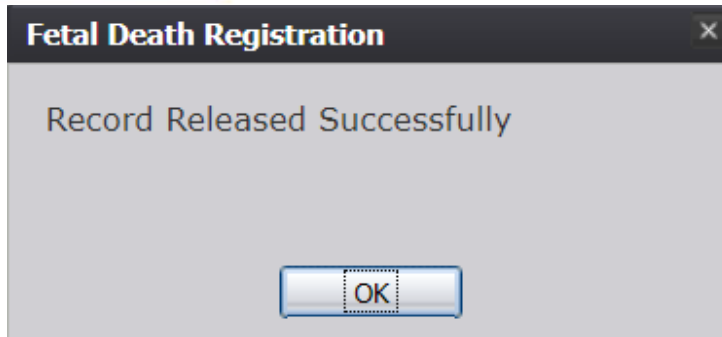
To release a record:

1. Retrieve an existing record using the Work Queue Search.
2. When the appropriate record appears on the screen, select the **Record** → **Release** menu item to initiate the certify process. The following message will appear:



55. *Release the Record? Yes/No*

3. Click **Yes** to continue releasing the record. The following confirmation message will appear:



56. Record Released Successfully



5.0 Facility Statistical Corrections

This section provides detailed information about the **RIVERS Fetal Death** application regarding functions related to **Facility Statistical Corrections**.

5.1 Start a Facility Statistical Correction

The **Statistical Corrections menu item** function allows authorized users to submit a statistical correction on a death record within the **RIVERS Fetal Death** module.

1. Select the **Function**→**Facility Statistical Correction** menu item.
2. The Statistical Import Review screen will load:



57. Facility Statistical Correction

3. Retrieve a record for Facility Statistical Correction from the **Unresolved Work Queue**.
4. Select the **Record**→**Statistical Correction** menu option to open the desired record in the **Statistical Corrections** screen.

STATISTICAL CORRECTION

Registrant Name: MIKE M JONATHAN Mothers Maiden Name: ANNA JONATHAN Date of Delivery: 08/31/2021 IFR: 2021000107 EPR: 000000000000582

Field List / Stakeholding	FETUS'S GENERAL INFORMATION	
<input checked="" type="checkbox"/> Fetus	Record type: FETAL DEATH AT THIS FACILITY	Plurality: TRIPLETS
<input checked="" type="checkbox"/> Delivery Parent 1	Date Filed: 08/31/2021	Delivery Order: FIRST
<input checked="" type="checkbox"/> Delivery Parent 1 Dem	FURNERAL HOME HANDLING DISPOSITION INFORMATION	
<input checked="" type="checkbox"/> Parent 2	Is Funeral Home Handling Disposition? YES	
<input checked="" type="checkbox"/> Delivery Parent 1 Medical-1	FETUS'S INFORMATION	
<input checked="" type="checkbox"/> Delivery Parent 1 Medical-2	<input type="checkbox"/> Is Fetus Unnamed?	
<input checked="" type="checkbox"/> Delivery Parent 1 Medical-3	First Name: MIKE	Middle Name: M
<input checked="" type="checkbox"/> Delivery Parent 1 Medical-4	Last Name: JONATHAN	Suffix: JR
<input checked="" type="checkbox"/> Fetus Medical	Date Of Delivery: 08/31/2021	Time of Delivery: 12:31 AM
<input checked="" type="checkbox"/> Cause Of Death	Sex: MALE	
<input checked="" type="checkbox"/> Certification	DELIVERY PARENT 1 CURRENT LEGAL NAME	
<input checked="" type="checkbox"/> Demographic	Title Preference: PARENT	First Name: ANNA
Comments	Middle Name: A	Last Name: JONATHAN
ACTIVITY:	Suffix: JR	Delivery Parent 1 Medical Record Number: 1222344
Field Name:	Date of birth: 01/01/1981	Age at Child's Birth: 30
Field Status:	FACILITY INFORMATION & PLACE OF DELIVERY	
Submit	Name: NEWPORT BIRTHING CENTER	Facility Name Other (Specify):
Retrieving Record	Type: HOSPITAL	Type Other (Specify):
	Address: 400 APT COUNTY: NEWPORT	Street type: BYPASS State: RHODE ISLAND City/Town: MIDDLETOWN

58. Facility Statistical Correction Page

- Navigate to the field that needs corrected and click the wrench icon located next to that field.

STATISTICAL CORRECTION

Registrant Name: MIKE M JONATHAN
 Mothers Maiden Name: ANNA A JONATHAN
 Date of Delivery: 08/31/2021
 SFR: 2021000107
 EPR: 000000000000582

Field List / Show/Hide

- Fetus
- Delivery Parent 1
- Delivery Parent 1 Dem
- Parent 2
- Delivery Parent 1 Medical-1
- Delivery Parent 1 Medical-2
- Delivery Parent 1 Medical-3
- Delivery Parent 1 Medical-4
- Fetus Medical
- Cause Of Death
- Certification
- Demographic
- Comments
- ACTIVITY:**
- Delivery Parent 1 pregnancy weight (lbs)
- Fetus Status
- Birthdate
- Admin
- Updating Record

GENERAL	
Delivery Parent 1 Pre-Pregnancy weight (lbs): ID: 02	Delivery Parent 1 height (Feet/Inches): 1 =
Did Delivery Parent 1 receive WIC during this pregnancy? NO	
GENERAL	
Delivery Parent 1 Pre-Pregnancy weight (lbs): 113	Delivery Parent 1 height (Feet/Inches): 5
Did Delivery Parent 1 receive WIC during this pregnancy? 02	
Comments	
<input type="button" value="Confirm Changes"/>	
Supplemental Documents	
Document Type:	<input type="text"/>
Who Issued:	<input type="text"/>
Issue Date:	<input type="text"/>
Date Of Document:	<input type="text"/>

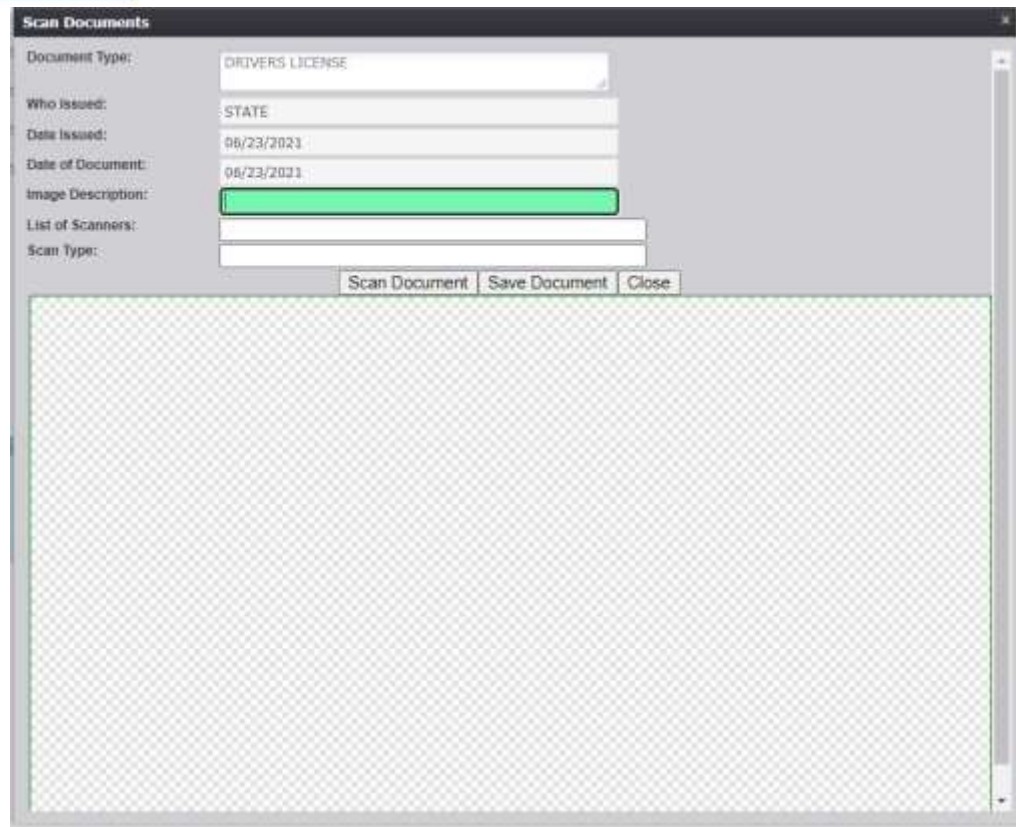
GEN PRNT FLOOR: 2.0.10 CONNECTION ACTIVE

59. Statistical Correction New Data/Old Data

6. The screen will display the Old Data fields and the New Data fields. Enter the corrected value in the New Data fields.
7. Add any supporting documentation at this time by completing the fields in the **Supplemental Documents** section located at the bottom of the screen and then click either the **Scan Document** or **Upload Document** icon.
8. Once all changes are made and documents are scanned/uploaded, click **Confirm Changes**.

5.1.1 Scan Supporting Documentation

1. After entering the document information in the Supplemental Documents fields, click the **Scan Document** button. The Scan Documents window will appear.

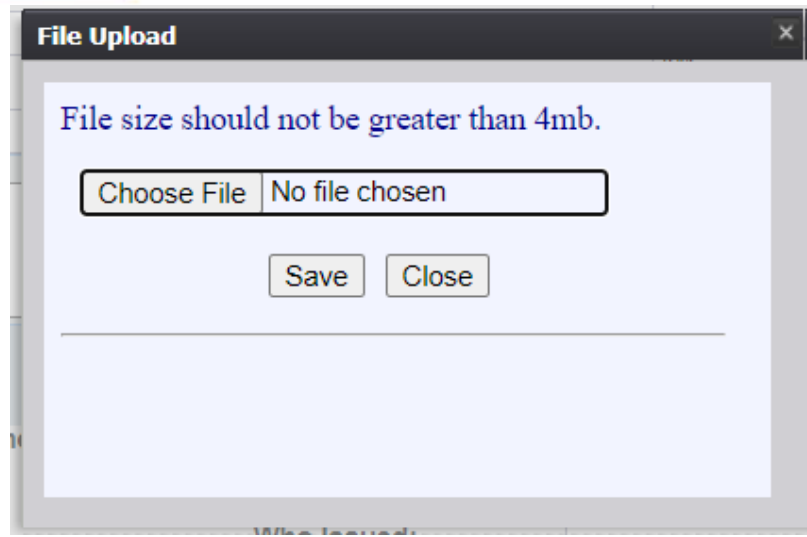


60. Scan Documentation for Facility Statistical Correction

2. Enter a description of the document being scanned, choose a scanner from the **List of Scanners** drop-down, and select a **Scan Type**.
3. Click **Scan Document** to scan the document. After the scanning process has been completed, a preview of the scanned document will load in the scanned image area of the window.
4. Click the **Save Document** button to save the document.
5. Click the **Close** button to close the Scan Documents window and return to the Corrections Screen.
6. The user can choose to scan more supporting documentation by clicking the **Scan Another Document** icon and completing the scanning process again.
7. Save the changes by clicking the **Save** button in the New Data section of the Corrections screen.

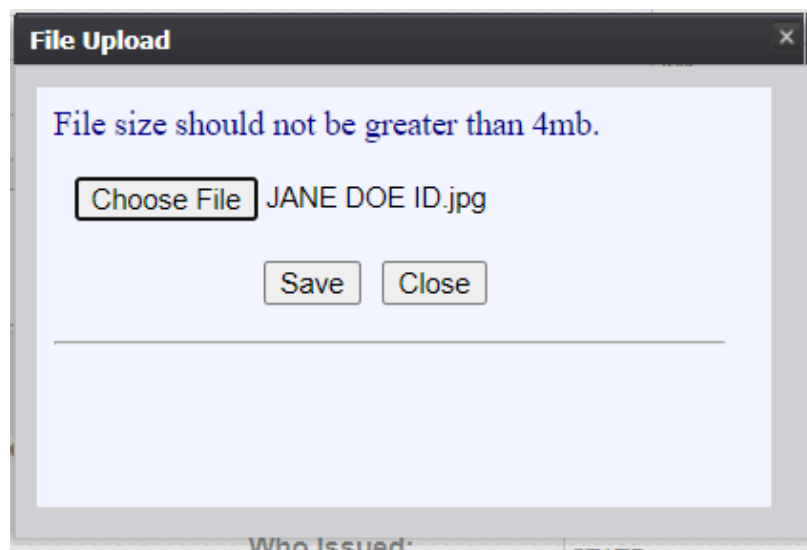
5.1.2 Upload Supporting Documentation

1. After entering the document information in the Supplemental Documents fields, click the **Upload Document** button. The File Upload window will appear.



61. Upload File for Facility Statistical Correction

2. Click the **Choose File** button to open the **File Upload** screen.
3. Locate the desired upload file and click the **Open** button.
4. The **File Upload** screen will appear as seen below:

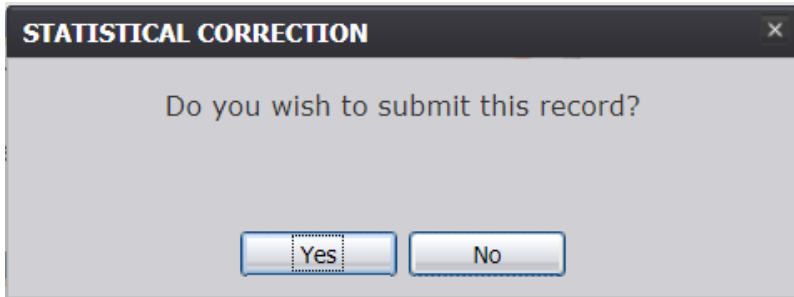


62. File Uploaded for Facility Statistical Correction

5. Click the **Save** button.
6. A message will appear letting the user know the document information has been saved successfully.
7. Click **OK** to close the message.
8. Save the changes by clicking the **Save** button in the **New Data** section of the **Corrections** screen.

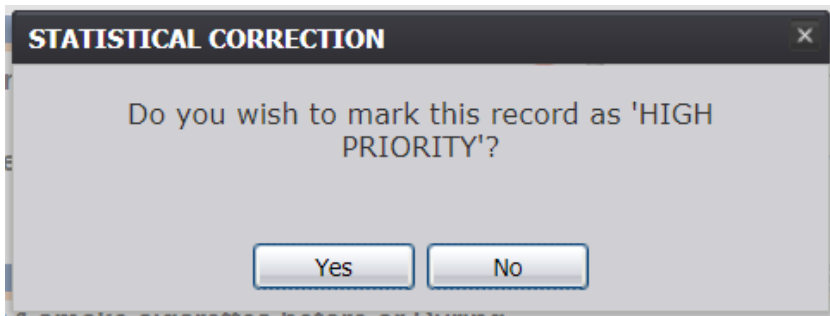
5.2 Submit a Facility Statistical Correction

1. Select the **Process**→**Submit** menu item or click the **Submit** icon.
2. The following message will appear:



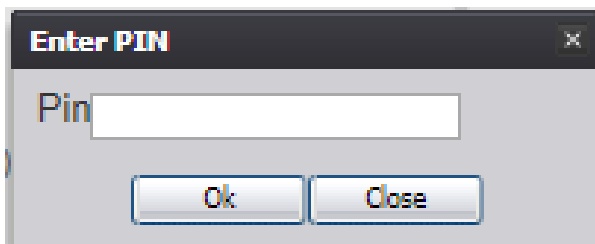
63. Submit Record? Yes/No

3. Click **Yes** to confirm submission of the correction. The following message will appear:



64. Mark Record as High Priority? Yes/No

4. Click **Yes** to submit the correction as high priority or click **No** to submit the record without marking it as high priority. The **Enter PIN** screen will appear.



65. Enter PIN

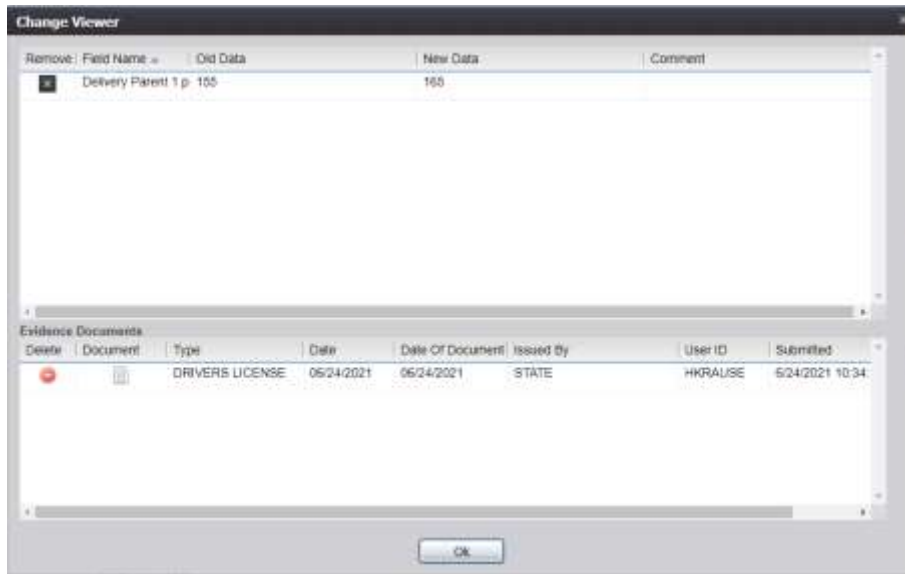
5. Enter the user PIN and click **OK**. If the record is submitted successfully, a confirmation message will appear.

5.3 Cancel a Facility Statistical Correction

With the Statistical Correction screen open, select the **Process**→**Cancel** menu item or click the **Cancel** icon.

5.4 View Corrections

With the Statistical Correction screen open, select the **Process**→**View Corrections** menu item or click the **View Corrections** icon. The **Change Viewer** will appear with all corrections and supporting documents for the record.

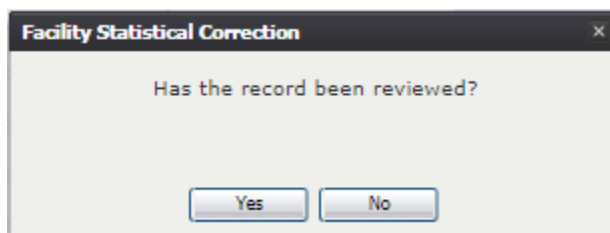


66. View Corrections

5.5 Reject Facility Statistical Correction

The **Reject Statistical Corrections** menu item allows authorized users to reject completing a statistical correction on a fetal death record within the **RIVERS Fetal Death** module.

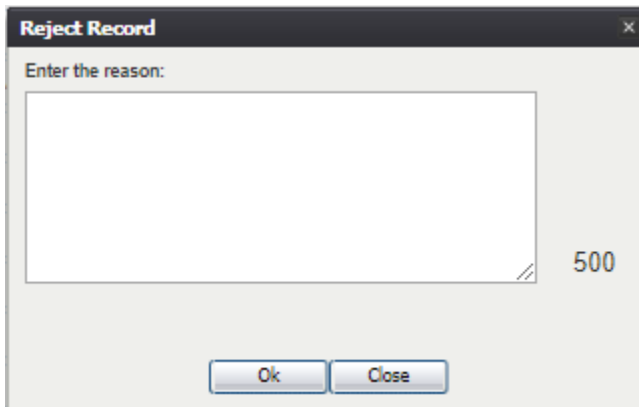
1. After accessing the main Facility Statistical Correction screen and retrieving a record from the work queue, select the **Record**→**Reject Statistical Correction** menu option.
2. The following message will appear:



67. Record Reviewed?

3. Click the **Yes** button to confirm that the record has been reviewed.
 - a. Click the **No** button to close the message and be returned to the Statistical Corrections screen.

4. The Reject Record Comment screen will load:



The image shows a dialog box titled "Reject Record" with a close button (X) in the top right corner. Inside the dialog, there is a text prompt "Enter the reason:" followed by a large empty text area. To the right of the text area, the number "500" is displayed. At the bottom of the dialog, there are two buttons: "Ok" and "Close".

68. Reject Record

5. Enter a reason for the rejection and click the **OK** button.
 - a. Click the **Close** button to close the screen and be returned to the Statistical Corrections screen.
6. The application will display a confirmation message.



6.0 Medical Amendments

This section provides detailed information about the **RIVERS Fetal Death** application regarding functions related to **Medical Amendments** for medical data entry information including updating pending cause of death.

6.1 Start a Medical Amendment

The **Medical Amendment** menu item allows authorized users to submit a correction on a death record within the **RIVERS Fetal Death** module.

1. Select the **Function**→**Medical Amendment** menu item.
2. The **Medical Amendment** screen will load.



69. Medical Amendment

3. Click the **Search** icon or the **Record**→**Search** menu item to locate the appropriate record.
 - ✓ **Tip:** Text fields such as names do not have to be complete. Enter the first several letters instead of the entire text when spelling is in question, but include other items to reduce the number of matches.
 - ✓ **Tip:** Along with a name, including the fetus' date of delivery (which can be entered as a series of 00s followed by a year – i.e. 00/00/2021), gender, and other information will reduce the number of matches that are returned and cause faster search results.
 - ✓ **Tip:** Choosing 'Soundex' still requires the user to enter at least the date of delivery. If the user also decides to search by name, the full name must be entered and the application will search for not only all exact matches but names that sounds similar as well.

Fetal Death Search

Type of Search
 Wild-Card **Soundex**

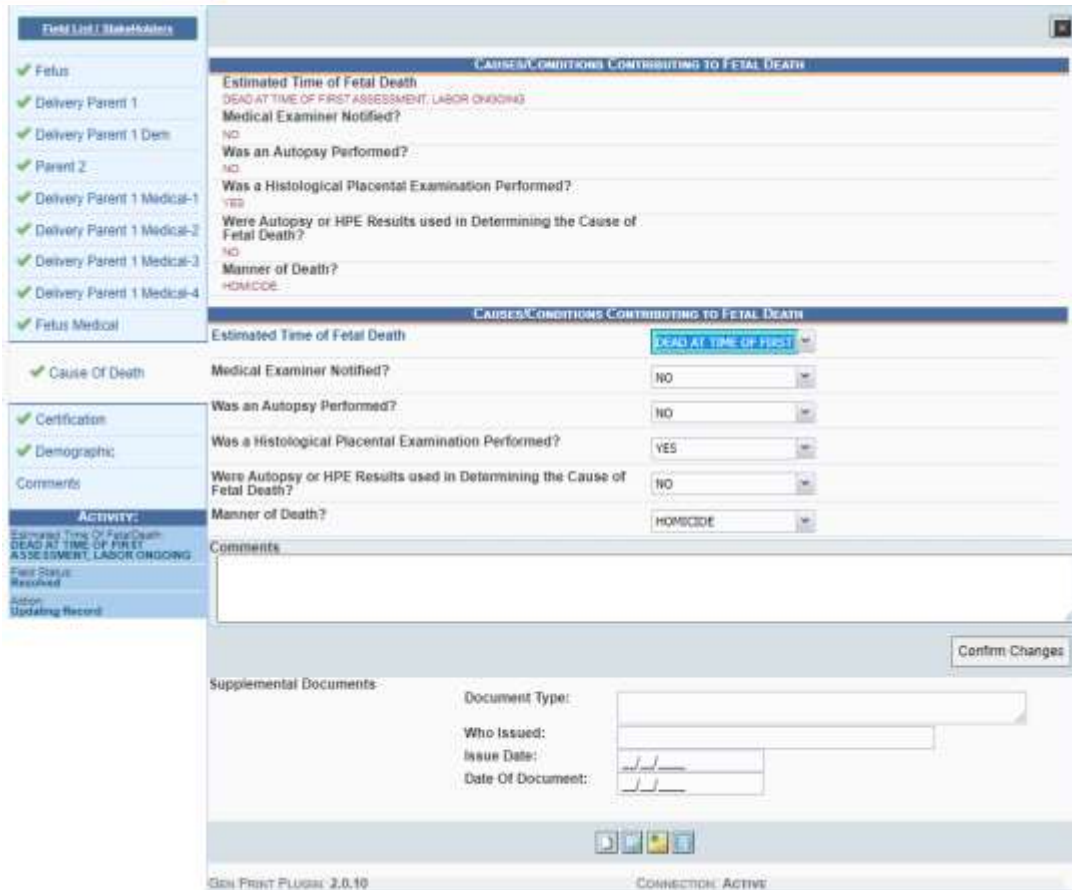
FETUS INFORMATION	MOTHER'S INFORMATION
State file Number: <input type="text"/>	Delivery Parent 1 Medical Record Number: <input type="text"/>
EFR Number: <input type="text"/>	Delivery Parent 1 Current Legal First Name: <input type="text"/>
Delivery Order: <input type="text" value="--Select a value--"/>	Delivery Parent 1 Current Legal Middle Name: <input type="text"/>
Fetus First Name 123: <input type="text"/>	Delivery Parent 1 Current Legal Last Name: <input type="text"/>
Fetus Middle Name: <input type="text"/>	Delivery Parent 1 Maiden Last Name: <input type="text"/>
Fetus Last Name: <input type="text"/>	Delivery Parent 1 Date of Birth: <input type="text" value="__/__/__"/>
Fetus Suffix: <input type="text" value="--Select a value--"/>	
Fetus Date of Delivery: <input type="text" value="__/__/__"/> <small>(ex. 00/00/2021 if month and day are not known, 02/00/2021 if day is not known.) *</small>	
Fetus Sex: <input type="text" value="--Select a value--"/>	
Fetus Time Of Delivery: <input type="text" value="__:__"/>	
Fetus Time AMPM: <input type="text" value="--Select a value--"/>	

State file Number | EFR Number | Delivery Order | Fetus First Name 1 | Fetus Middle Name | Fetus Last Name | Fetus Suffix | Fetus Date of Deliv | Fetus Sex

Search Select Record(s) Clear Close

70. Fetal Death Medical Amendment Search

4. Select the record, or multiple records using **Ctrl + Click**, and click the **Select Record(s)** button.
 - a. All selected records will appear in the **Unresolved Work Queue** and can be selected to work.
5. The first selected record will populate on the screen. Select the **Record → Medical Amendment** menu item to initiate the Medical Amendment process.
6. Navigate to the field that needs corrected and click the wrench icon next to that field. A screen will load displaying the Old Data and the New Data fields.



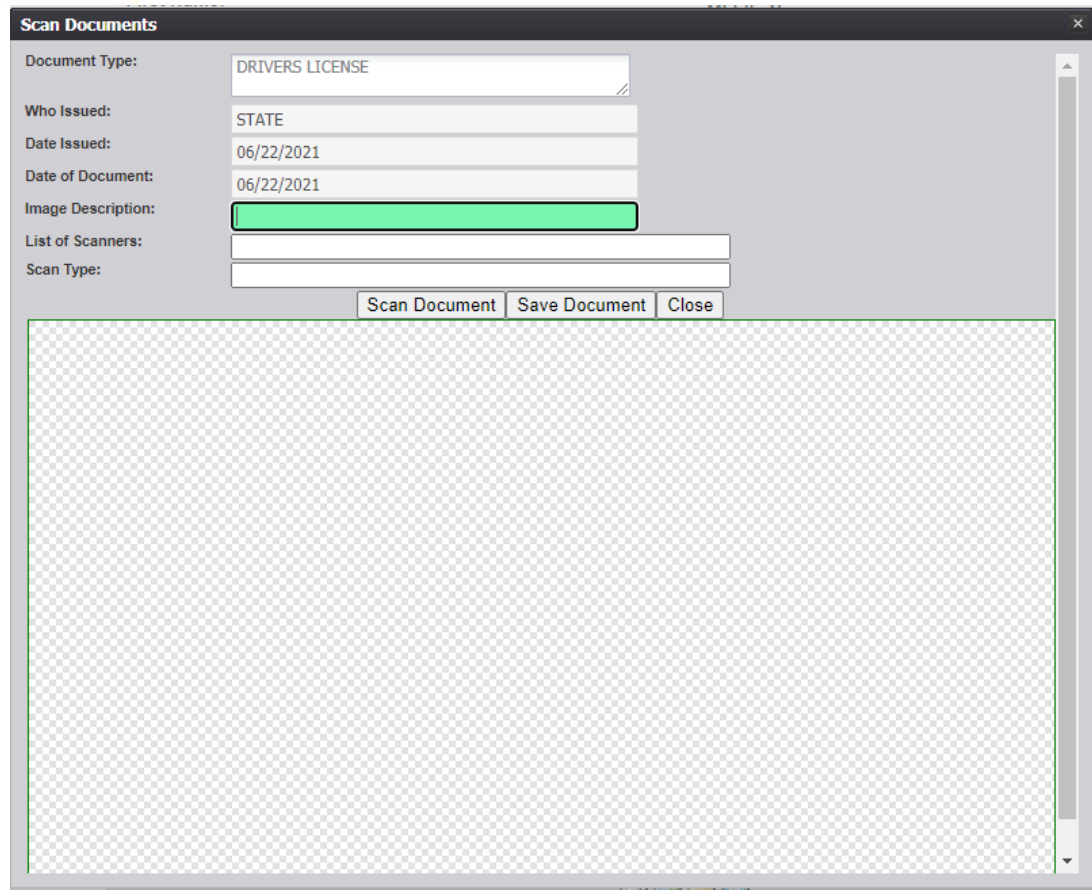
The screenshot displays a software interface for managing fetal death records. On the left, a sidebar lists various data categories such as 'Fetus', 'Delivery Parent 1', 'Parent 2', and 'Cause Of Death', each with a green checkmark. The main area is divided into sections for 'CAUSES/CONDITIONS CONTRIBUTING TO FETAL DEATH'. The top section shows a list of questions with their current values: 'Estimated Time of Fetal Death' (DEAD AT TIME OF FIRST ASSESSMENT, LABOR ONGOING), 'Medical Examiner Notified?' (NO), 'Was an Autopsy Performed?' (NO), 'Was a Histological Placental Examination Performed?' (YES), 'Were Autopsy or HPE Results used in Determining the Cause of Fetal Death?' (NO), and 'Manner of Death?' (HOMICIDE). A second, identical section is shown below it, but with dropdown menus for 'Estimated Time of Fetal Death', 'Medical Examiner Notified?', 'Was an Autopsy Performed?', 'Were Autopsy or HPE Results used in Determining the Cause of Fetal Death?', and 'Manner of Death?' set to 'DEAD AT TIME OF FIRST', 'NO', 'NO', 'NO', and 'HOMICIDE' respectively. Below these sections is a 'Comments' field. At the bottom, there is a 'Supplemental Documents' section with fields for 'Document Type', 'Who Issued', 'Issue Date', and 'Date Of Document'. A 'Confirm Changes' button is located in the top right corner of the main area. The footer of the window shows 'GEN PRINT PLUGIN 2.0.10' and 'CONNECTOR ACTIVE'.

71. Medical Amendment Old Data/New Data

7. Make the necessary changes in the New Data section.
8. Add any supporting documentation at this time by completing the fields in the **Supplemental Documents** section located at the bottom of the screen and then click either the **Scan Document** or **Upload Document** icon.
9. Once all changes are made and documents are scanned/uploaded, click **Confirm Changes**.

6.1.1 Scan Supporting Documentation

1. After entering the document information in the Supplemental Documents fields, click the **Scan Document** button. The Scan Documents window will appear.



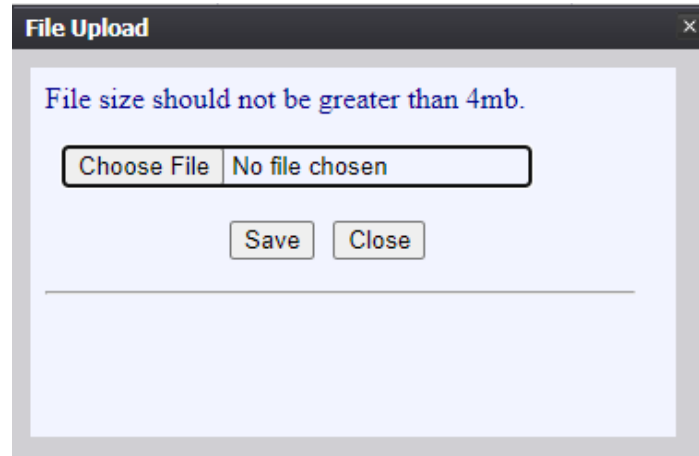
The screenshot shows a software window titled "Scan Documents". It contains several input fields: "Document Type:" with the value "DRIVERS LICENSE"; "Who Issued:" with the value "STATE"; "Date Issued:" with the value "06/22/2021"; "Date of Document:" with the value "06/22/2021"; "Image Description:" which is currently empty and highlighted in green; "List of Scanners:" which is empty; and "Scan Type:" which is empty. Below these fields are three buttons: "Scan Document", "Save Document", and "Close". The main area of the window is a large rectangular area with a gray and white checkerboard pattern, intended for a scanned document image.

72. Medical Amendment Scan Documents

2. Enter a description of the document being scanned, choose a scanner from the **List of Scanners** drop-down, and select a **Scan Type**.
3. Click **Scan Document** to scan the document. After the scanning process has been completed, a preview of the scanned document will load in the scanned image area of the window.
4. Click the **Save Document** button to save the document.
5. Click the **Close** button to close the Scan Documents window and return to the Corrections Screen.
6. The user can choose to scan more supporting documentation by clicking the **Scan Another Document** icon and completing the scanning process again.
7. Save the changes by clicking the **Save** button in the New Data section of the Corrections screen.

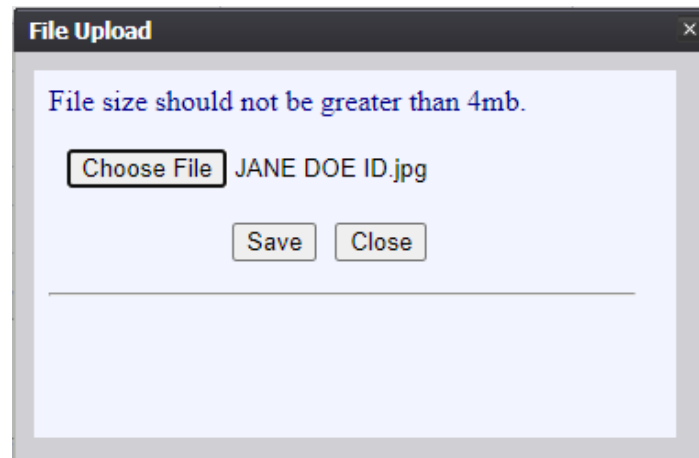
6.1.2 Upload Supporting Documentation

1. After entering the document information in the Supplemental Documents fields, click the **Upload Document** button. The File Upload window will appear.



73. Medical Amendment Upload File

2. Click the **Choose File** button to open the **File Upload** screen.
3. Locate the desired upload file and click the **Open** button.
4. The **File Upload** screen will appear as seen below:



74. Medical Amendment File Uploaded

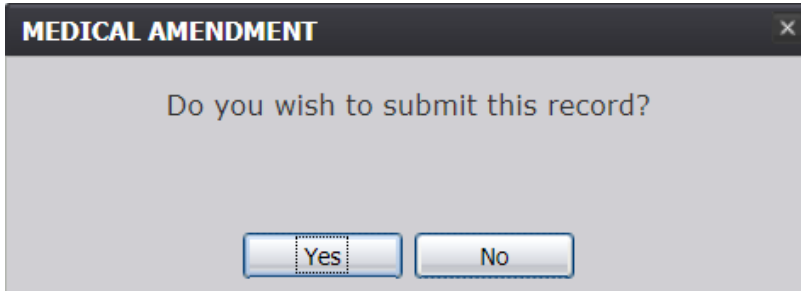
5. Click the **Save** button.
6. A message will appear letting the user know the document information has been saved successfully.
7. Click **OK** to close the message.
8. Save the changes by clicking the **Save** button in the **New Data** section of the



Corrections screen.

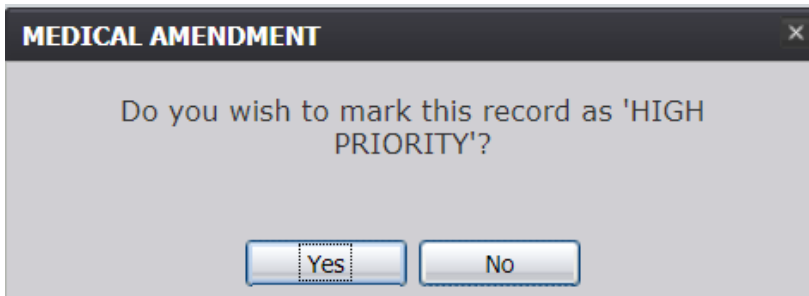
6.2 Submit a Medical Amendment

1. Select the **Process**→**Submit** menu item or click the **Submit** icon.
2. The following message will appear:



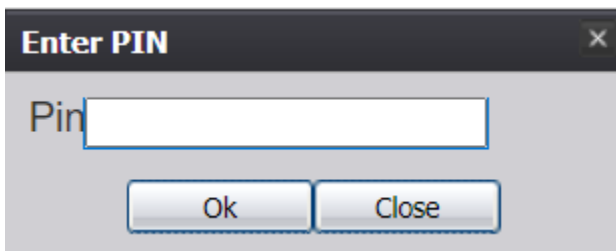
75. Submit this Record? Yes/No

3. Click **Yes** to confirm acceptance of the correction. The following message will appear:



76. Mark this Record as High Priority?

4. Click **Yes** to submit the correction as high priority or click **No** to submit the record without marking it as high priority. The **Enter PIN** screen will appear.



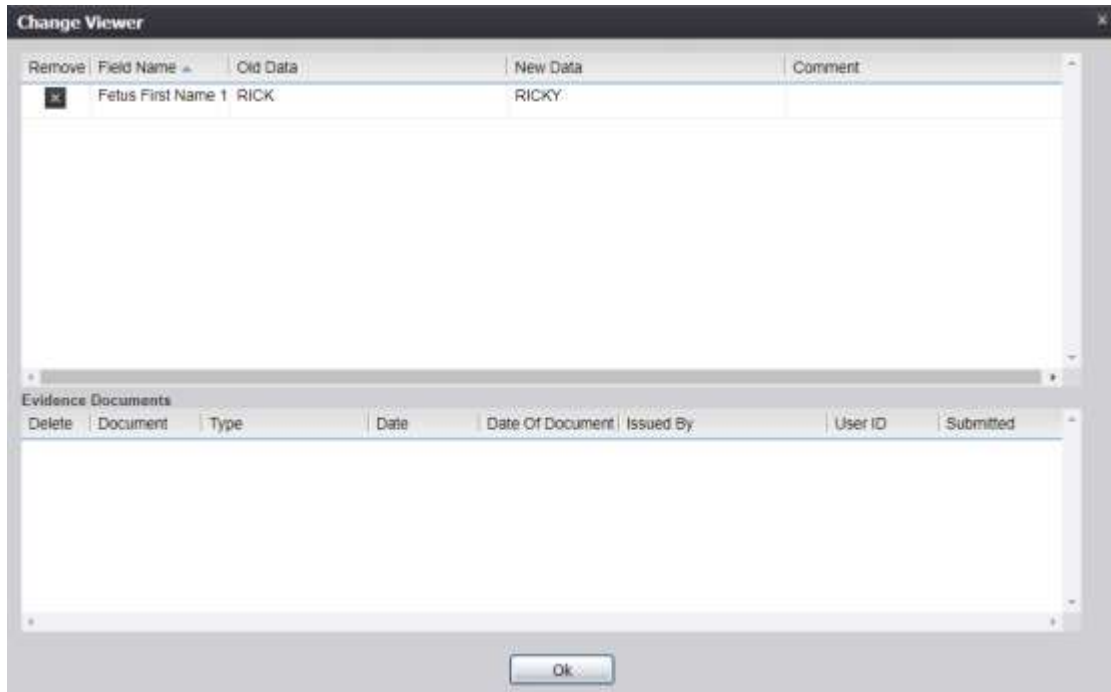
77. Enter PIN

5. Enter the user PIN and click **OK**. If the record is submitted successfully, a confirmation message will appear.



6.3 View Corrections

With the Statistical Correction screen open, select the **Process**→**View Corrections** menu item or click the **View Corrections** icon. The **Change Viewer** will appear with all corrections and supporting documents for the record.



78. View Corrections



7.0 Reports

Reports available in the **Fetal Death** module include:

- Fetal Death Registration and Timeliness Report
- Facility Productivity Report
- Certified by Certifier Report
- Uncertified by Certifier Report
- Unresolved Record Report

7.1 Running a Report

1. From the Fetal Death Homepage, select the desired report from the Reports menu. A report options screen will appear:

Fetal Death Registration and Timeliness Report

Date Of Fetal Death (From): *

Date Of Fetal Death (To): *

Report Format

EXCEL PDF

79. Generate a Report

2. From this point, enter search criteria, select the file output type, and then click **Generate**.

NOTE: Similar to previous screens, fields marked with red asterisks (*) are mandatory fields and must be resolved in order for the report to generate.

3. Generating a report as a PDF will automatically process the report and open it in a separate window.
4. If **Excel** is selected as the output file type, the file will be downloaded and must be opened manually by the user.

NOTE: If the entered search information does not pull a report that can display any of the requested data, a page indicating that the user needs to try a different search, or alter the search information will generate.