



**Database Application for Vital Events**  
A LexisNexis<sup>®</sup> VitalChek<sup>®</sup> Network Inc. Product

**One Integrated System for All Your Vital Records Business Needs**

# **Medical Facility/Coroner Training Exercises**

***October 2020***

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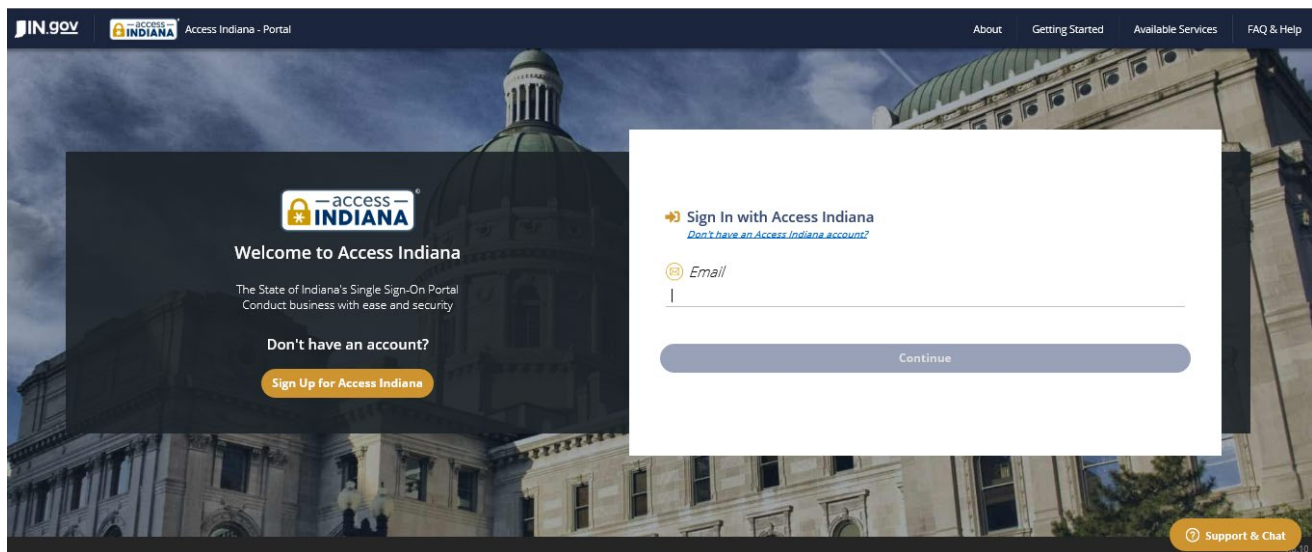
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## Logging Into the DRIVE Application

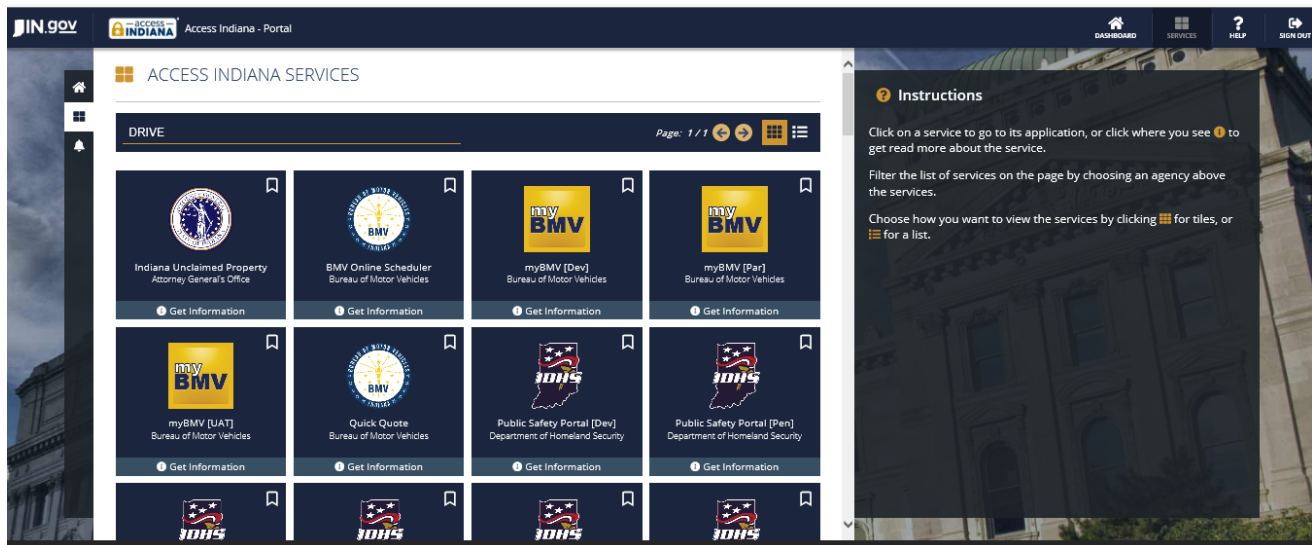
### Exercise 1: Logging Into DRIVE

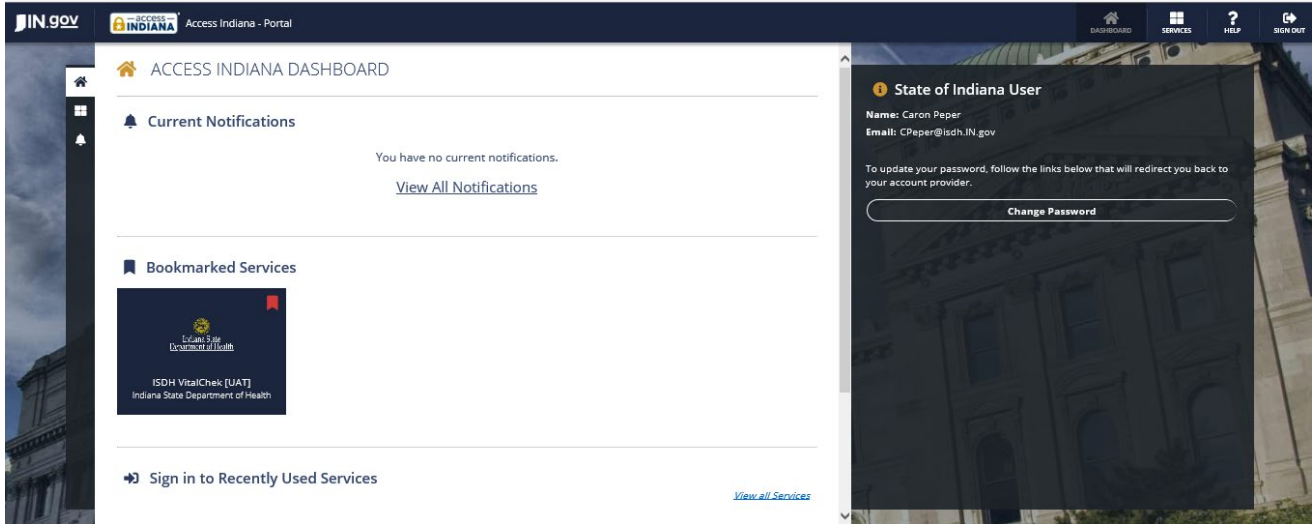
**Skills Learned:** in this exercise, you will learn how to log into the **DRIVE** (Database Registration of Indiana's Vital Events) Application:

1. You will access **DRIVE** through Access Indiana: <https://www.in.gov/access/>. Select the Access Indiana icon on your desktop or select the Access Indiana Favorite (Bookmark) from within your web-browser.
2. Enter **Email** and select **Continue**.

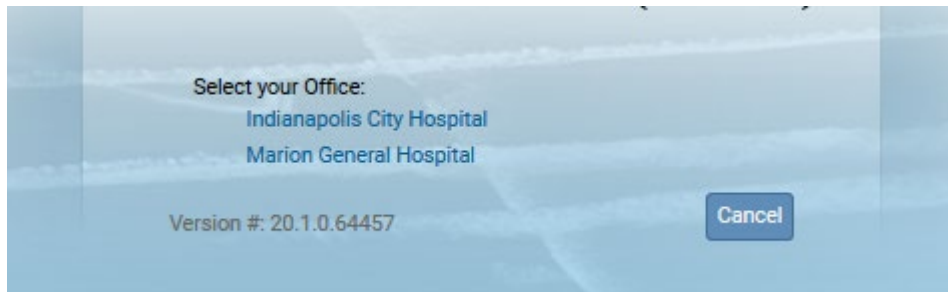


3. Click the **DRIVE** icon, and it will take you to the **DRIVE** landing page.

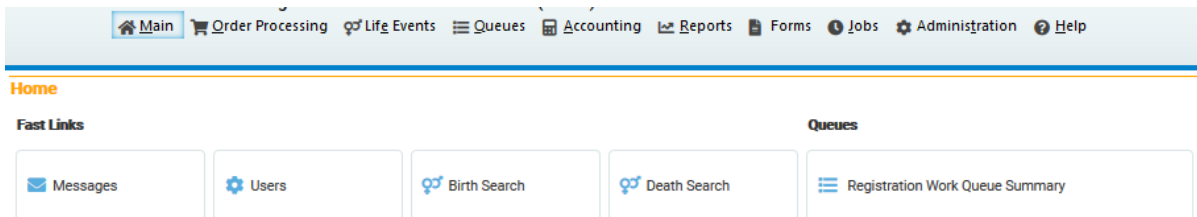




4. If your **User Name** is associated with more than one office or location, then you must also make a selection from the **Office:** dropdown list, shown below:



You should now be logged into the **DRIVE** application where the **Main Menu** and **Fast Links** sections are displayed:



## Exercise 2: The Messages Pane

**Skills Learned:** Basic Navigation within the **Messages** pane

One fast link that appears when you first login to the **DRIVE** application is the **Messages** Link. Some **Messages** are messages sent from User to User, while others are system generated and appear with no interaction from the user.

The **Messages** pane is a grid control that displays all of the messages that have been sent to the current office (the office selected at login). To read a message, click on the underlined link in the **From** column. The **Message Text** column displays all or a portion of the text of the message that was sent. **Date Sent** displays the date and time the message was sent. Notice that the **Remove from List** button is grayed out.

1. Click on any of the underlined links in the **From** column of the **Messages** pane to read that particular message.

From	Message Text	Date Sent	<input type="checkbox"/>
<a href="#">Testing Purposes</a>	Case Id: 4604 - Sandra Testtwo, Date of Death:Jun-21-2017 has been reviewed. This referral action for this case was: Accept Referral.	6/21/2017 11:09:28 AM	<input type="checkbox"/>
<a href="#">Funeral Director</a>	Please complete the medical certification for: Case Id: 4604 - Sandra Testtwo, Date of Death: JUN-21-2017. Time of Death: <a href="https://uat.daveaz.vitalchek.com/Web/Logon.aspx">https://uat.daveaz.vitalchek.com/Web/Logon.aspx</a> Testtwo, Sandra	6/21/2017 10:54:23 AM	<input type="checkbox"/>
<a href="#">Afuneral Director</a>	Case 4554 - Registered Davy Michael Muddy	6/20/2017 6:23:37 AM	<input type="checkbox"/>
<a href="#">Afuneral Director</a>	A change has been made to Case 4554, New Name: Davy Michael Muddy, Date of Death: JUN-19-2017	6/20/2017 6:04:26 AM	<input type="checkbox"/>

First 1 2 Last Total Records : 25

2. The **Message** window is a popup that appears on top of the main **DRIVE** page. After the **Message** has been read, click the **Close** button.



3. Place a checkmark in the checkbox next to the **Date Sent** column header.

Notice that the **Remove from List** button is now active.

Do not click on the **Remove from List** button unless you are sure you want to remove all of these messages from the list.

Date Sent	<input checked="" type="checkbox"/>
6/21/2017 11:09:28 AM	<input checked="" type="checkbox"/>
6/21/2017 10:54:23 AM	<input checked="" type="checkbox"/>
6/20/2017 6:23:37 AM	<input checked="" type="checkbox"/>
6/20/2017 6:04:26 AM	<input checked="" type="checkbox"/>
6/20/2017 5:56:10 AM	<input checked="" type="checkbox"/>
6/2/2017 2:53:39 PM	<input checked="" type="checkbox"/>

**Note: Deleted messages cannot be restored. Do not delete messages unless you are sure that you will not need them.**

**Remove from List**

Date Sent	<input type="checkbox"/>
6/21/2017 11:09:28 AM	<input type="checkbox"/>
6/21/2017 10:54:23 AM	<input checked="" type="checkbox"/>
6/20/2017 6:23:37 AM	<input type="checkbox"/>
6/20/2017 6:04:26 AM	<input checked="" type="checkbox"/>
6/20/2017 5:56:10 AM	<input type="checkbox"/>
6/2/2017 2:53:39 PM	<input type="checkbox"/>

4. Remove the checkmark from the checkbox next to the **Date Sent** column header and place a checkmark in any of the boxes next to a single message.

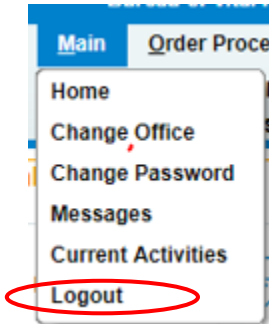
Now click the **Remove from List** button to remove a single message from the list.

Again, once removed, messages cannot be restored.

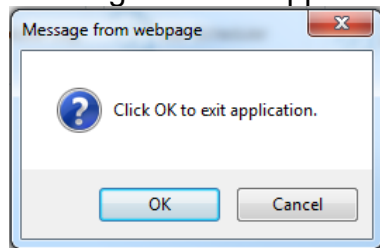
### Exercise 3: Logging out of the DRIVE Web-Base Application

**Skills Learned:** Logging out of the **DRIVE** application. Logging out of **DRIVE** will **NOT** log you out of Access Indiana.

1. From the **Main Menu** select **Main -> Logout**.



2. You will be prompted to “**Click OK to exit application**”. Click the **OK** button to exit. If you do not want to logout of the application, click the **Cancel** button, instead.



3. You can also directly select the **Logout Button**, always displayed and located in the far upper right of the screen.



If you select this option for logout, you will not be receive the “**Click OK to exit application**” prompt. You will simply be logged out.

4. Logging out of **DRIVE** will **NOT** log you out of Access Indiana.

## General Death Registration Page Functionality

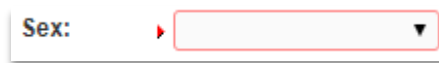
### Page Controls and Navigation

**Skills Learned:** In these exercises you will learn how to navigate through **DRIVE** using the various controls and icons provided. Mastery of these controls will speed you on your way to more efficient death record processing. The following exercises are designed to help you gain that mastery.

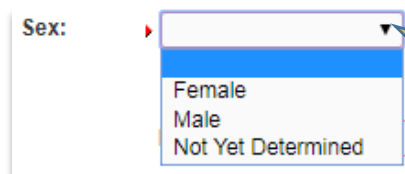
#### Exercise 1: Dropdown Lists

Dropdown lists provide you with a pre-defined list of choices. This eliminates the need to manually type in data, prevents inappropriate items from being entered, prevents spelling errors.

1. One of the first dropdown lists you are likely to encounter is the **Sex** dropdown list on the main **Start/Edit New Case** page. To view all items in the list simply click on the down-arrow on the right side of the control.

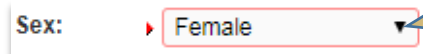


2. Notice that clicking on the down arrow will reveal the list of items that can be selected from that control. Some dropdown lists will have more selectable items than can be displayed on one page. In those cases, a scroll bar will appear on the left side of the list.



Clicking the down arrow here opens the list of selectable items.

3. It's possible to select an item from the list without actually dropping the list down. If you already know the item you want to select, just tab to the dropdown and type the first letter in the name of the item.



We already knew 'Female' was in the list. By typing 'F', Female was automatically selected.

**If more than one word in the list starts with the same letter, typing that letter again will scroll through the list for you. For example, typing 'U' in this example would display 'Undetermined'. Typing it again will display 'Unknown'.**



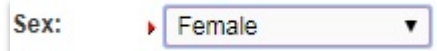
## Exercise 1: Dropdown Lists

---

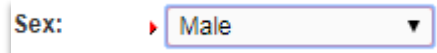
4. Once the list is highlighted, it is possible to navigate up and down through the list using the directional arrow keys on your keyboard. You can tell a list is highlighted by the blue shading that is placed around the outside of the field.

Not Highlighted:  Highlighted: 

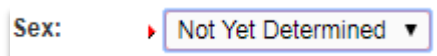
With the list highlighted and 'Female' selected, press the down-arrow button on your keyboard.



Pressing the down-arrow with 'Female' highlighted scrolls down the list to 'Male'. Now press the up-arrow button.



Pressing the up-arrow with 'Male' highlighted scrolls back up the list to 'Female'.



**Exercise 2: Standard Date Format**

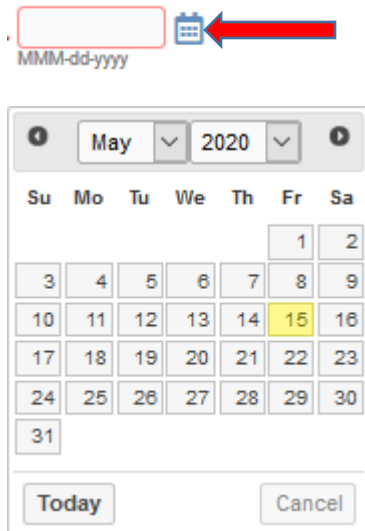
**Skills Learned:** In this exercise you will learn how to properly key dates into the **DRIVE** system. While processing death registrations, you will frequently be inputting dates. **DRIVE** allows you much flexibility in using several different date formats: are illustrated below:

Input Formats	Typed As:	System Converts to:
MM-DD-YYYY	<input type="text" value="02-05-2014"/>	<input type="text" value="Feb-05-2014"/>
MM/DD/YYYY	<input type="text" value="02/05/2014"/>	<input type="text" value="Feb-05-2014"/>
MMDDYYYY	<input type="text" value="02052014"/>	<input type="text" value="Feb-05-2014"/>
MonDDYYYY	<input type="text" value="Feb052014"/>	<input type="text" value="Feb-05-2014"/>
Mon/DD/YYYY	<input type="text" value="Feb/05/2014"/>	<input type="text" value="Feb-05-2014"/>
Mon-DD-YYYY	<input type="text" value="Feb-05-2014"/>	<input type="text" value="Feb-05-2014"/>

**In all cases you must use 2 digits each for Month and Day and 4 digits for Year. The only exception is the MonDDYYYY format that allows you to enter a 3-letter abbreviation for the Month. The MonDDYYYY format also supports Mon/DD/YYYY and Mon-DD-YYYY formats.**

### Exercise 3: Using Calendars

**Skills Learned:** In this exercise you will learn how to use the **Calendar control** to input dates without typing them in manually.



1. In addition to manual date entry, you can also click on the **Calendar icon** next to a date entry box to bring up a **Calendar control**.
2. By default, the current Month, Day and Year are pre-selected. The current month is pre-selected in the Month dropdown list, the current year is pre-selected in the Year dropdown list and the current day is highlighted in red. As with other drop-down lists we have seen, clicking on the down-arrow next to the month control (January, in this example) will reveal all the items in the list.
3. Once we have selected the correct Month and Year, clicking on the Day of the month will auto-populate the Date for us.

**In addition to manually dropping down the list, we can just type the first letter of the month we are interested in or use the up and down arrows on the keyboard to scroll through the list until we find the month we want to select.**

**Keyboard Shortcut: Once a date control has been selected or tabbed into, pressing the f12 key will automatically place the current system date into the control.**

## Exercise 4: Lookup Controls

**Skills Learned:** In this exercise you will learn how to use **Lookup Controls**. **Lookup Controls** are searchable lists that display a grid of selectable data.

1. The **Lookup Icon** is a control displayed as a small magnifying glass next to fields in which a lookup can be performed. Wherever a **Lookup Icon** is displayed an **Eraser Icon** control is also displayed.
2. Selecting the **Lookup Icon** will display a pop-up control to search for a value that should be entered into the select field. For example, selecting the Place of Death **Lookup Icon**, will display the Lookup Place of Death Facility pop-up.

3. A **Facility Name** is should be entered into the search field. Wildcard searches can be used for Lookups. Simply enter a % at the end of the search criteria to perform a wildcard search. In the below example I entered “indiana%” and selected Search, which returned a data grid of results for facility names which start with “Indiana”.



Facility Name	Address	City
Indiana Orthopaedic Hospital Llc	8400 Northwest Boulevard	Indianapolis
Indiana University Health Methodist Hospital	1701 N. Senate Blvd.	Indianapolis
Indiana University Hospital	550 North University Boulevard	Indianapolis
Indiana University Medical Center	550 North University Boulevard	Indianapolis

Total Records : 4

4. Select a facility. Notice all controls on **Place of Death** are now auto-filled.

**Place Of Death**

Type of place of death  Other Specify

Facility Name   

**Address**

Street Number  Pre Directional  Street Name or PO Box, Rural Route, etc.  Street Designator  Post Directional  Apt #, Suite #,etc

Zip Code  City or Town  County  State  Country

**Exercise 5: Registration Status Bar**

**Skills Learned:** In this exercise you will learn about the **Registration Status Bar**. The **Registration Status Bar** helps you keep track of missing data that can prevent a death record from being properly registered. It's also a valuable tool for tracking the status of a death case.

1. The **Registration Header** can be viewed from any of the pages of information in the **Death Registration Menu**. Simply locate the blue bar at the top of the information window that displays the case number, decedent name and date of death.

6801 :Atest Casefortesting JUL-17-2017  
/New Event/New Event/Not Registered/Unsigned/Uncertified/NA

**Decedent**

Medical Institution or Tribal Law Enforcement Authority will be entirely responsible for registration of record. No ▾

**Decedent's Legal Name**

First Middle Last Suffix  
Atest Casefortesting

**Aliases**  
Add/Edit Alias Names

Sex Social Security Number  
Male None Unknown

Date of Birth Age Under 1 Year Under 1 Day SSN Verification Status  
JUL-17-1932 Years Months Days Hours Minutes UNVERIFIED (0)  
Verify SSN

**Decedent's Birth Place**

City or Town County State Country  
United States

Ever in US Armed Forces? ▾

Validate Page Next Clear Save Return

2. The **DRIVE** application provides work flow and data quality management through the assignment of statuses. The death registration process involves many steps that are completed by several parties. In order to track these steps the **DRIVE** system assigns one or more statuses to the record when an action is performed (e.g. Select the validate page button) or event occurs (e.g. cremation clearance required).

The initial status assigned to a new electronic case is **New Event/New Event/Not Registered/Unsigned/Uncertified/NA**. (The status shown in the example above.) The goal of all parties in the registration process is to obtain a 'perfect' status. A perfect status would indicate the highest data quality and completion of all steps in the registration process. Sometimes a death record may contain values which are valid however cause soft edit rule failures, therefore it is also possible to have a registered record have a Personal Valid with exceptions or Medical Valid with exceptions status or any combination of valid and valid with exceptions.

**Exercise 6: Validate Page and the Validation Frame**

**Skills Learned:** In this exercise you will learn how to validate death records and prepare them for registration.

- Once you've entered information into the system you can validate that information by clicking on the **Validate Page** button.

6801 :Atest Casefortesting JUL-17-2017  
 /New Event/New Event/Not Registered/Unsigned/Uncertified/NA

**Pronouncement**

Date of Death JUL-17-2017 Date of Death Modifier  
 Time of Death : Time of Death Modifier

Validate Page Next Clear Save Return

When you click on the **Validate Page** button, the **Validation Frame** will list all of the errors associated with that page. The list of Validation Results specific to data entry issues regarding the page will be displayed directly below the *Validate Page*, *Next*, *Clear*, *Save* and *Return* buttons.

Validation Results List All Errors Save Overrides Hide

Error Message Override Goto Field Popup

DR\_6221: Time of death cannot be left blank.  
 Enter the exact time of death (hours and minutes) according to local time. One minute after 12 midnight is entered as "12:01 a.m." of the new day. If the exact time of death is unknown, the time should be approximated by the person who pronounces death.

Fix Fix

The fields on the specific page which contain errors will be highlighted. Those highlighted in red must be corrected before the record can be signed or certified and registered.

**Pronouncement**

Date of Death MAY-15-2020 Date of Death Modifier  
 Time of Death : Time of Death Modifier

- If you click on the **List All Errors** button the system will display all errors associated with the entire death case, including those errors which exist for the current page.

## Exercise 6: Validate Page and the Validation Frame

Validation Results List All Errors Save Overrides Hide

Error Message Override Goto Field Popup

DR\_6221: Time of death cannot be left blank.  
Enter the exact time of death (hours and minutes) according to local time. One minute after 12 midnight is entered as "12:01 a.m." of the new day. If the exact time of death is unknown, the time should be approximated by the person who pronounces death.

Fix Fix

3. Notice that the **List All Errors** button has now become the **List Page Errors** buttons. Clicking this button will reduce the list to those errors associated only with the currently displayed page.

4. If you want to hide the displayed list of errors then just click on the **Hide** button. Just re-click on the **Validate Page** button to view the errors again.

5. To fix an error, click on the Fix button in the **Goto Field** column. This will place the cursor or focus in the field that needs to be corrected. Use this option if you are on a page with many errors to correct.

Pronouncement

Date of Death  MMM-dd-yyyy Date of Death Modifier  ▼

Time of Death  :  ▼ Time of Death Modifier  ▼

Validate Page Next Clear Save Return

Validation Results List All Errors Save Overrides Hide

Error Message Override Goto Field Popup

DR\_6221: Time of death cannot be left blank.  
Enter the exact time of death (hours and minutes) according to local time. One minute after 12 midnight is entered as "12:01 a.m." of the new day. If the exact time of death is unknown, the time should be approximated by the person who pronounces death.

Fix Fix

Send the focus to this control ...

... by selecting the "Fix" button here.

**'Focus' determines which onscreen element is the target of action. If a text box 'has the focus' then anything typed on the keyboard appears in the text box. If a dropdown list 'has the focus' the down-arrow will open the list and the up-arrow will close the list.**

6. Another method of correcting mistakes is to click on the Fix button in the **Popup** column...

## Exercise 6: Validate Page and the Validation Frame

Validation Results List All Errors Save Overrides Hide

Error Message	Override	Goto Field	Popup
DR_6221: Time of death cannot be left blank. Enter the exact time of death (hours and minutes) according to local time. One minute after 12 midnight is entered as "12:01 a.m." of the new day. If the exact time of death is unknown, the time should be approximated by the person who pronounces death.		<span>Fix</span>	<span>Fix</span>

...to launch a popup window containing the error to be corrected:

Validation Popup

**Validation Popup**

DR\_6221: Time of death cannot be left blank.  
Enter the exact time of death (hours and minutes) according to local time. One minute after 12 midnight is entered as "12:01 a.m." of the new day. If the exact time of death is unknown, the time should be approximated by the person who pronounces death.

**Pronouncement**

**Date and Time of Death or found dead**

Date of Death   Time of Death | :  :

MMM-dd-yyyy

Save Cancel

7. Correct the error and click the **Save** button to submit your changes. The popup will close and your changes to the item will now be displayed on the page. Click the **Close** button if you want to close the popup without making any changes.

8. Sometimes, a death registration can be processed even with certain errors present in the registration. In those cases, a checkbox will be provided in the **Override** column.

Validation Results List All Errors Save Overrides Hide

Error Message	Override	Goto Field	Popup
DR_3006: When indicating neoplasms as a cause of death indicate the following: 1- primary site or that primary site is unknown, 2- benign or malignant, 3-cell type or that cell type is unknown, 4- grade of neoplasm and 5-part or lobe of an organ affected. Verify you have specified the primary site, cell type or if the cancer has metastasized for the cancer reported in line a.	<input type="checkbox"/>	<span>fix</span>	<span>fix</span>
DR_3010: The condition you reported on the lowest line in Part I usually develops as a complication of another more specific condition. Please verify the condition reported on the lowest line in Part I.	<input type="checkbox"/>	<span>fix</span>	<span>fix</span>
DR_3028: The last cause reported is unacceptable. Please enter the medical conditions that led to this terminal event. Mechanistic terminal events such as the last entry preferably should not be either the only cause or underlying cause in a cause-of-death statement. Please enter the medical conditions that led to this terminal event.	<input type="checkbox"/>	<span>fix</span>	<span>fix</span>



## Exercise 6: Validate Page and the Validation Frame

9. Put a checkmark (☑) in the **Override** box and click the **Save Overrides** button. This allows you to process a death registration even if some errors are present.

Validation Results	List All Errors	Save Overrides	Hide
Error Message	Override	Goto Field	Popup
DR_3006: When indicating neoplasms as a cause of death indicate the following: 1- primary site or that primary site is unknown, 2- benign or malignant, 3-cell type or that cell type is unknown, 4- grade of neoplasm and 5-part or lobe of an organ affected. Verify you have specified the primary site, cell type or if the cancer has metastasized for the cancer reported in line a.	<input checked="" type="checkbox"/>	fix 🗑️	fix 🗑️
DR_3010: The condition you reported on the lowest line in Part I usually develops as a complication of another more specific condition. Please verify the condition reported on the lowest line in Part I.	<input type="checkbox"/>	fix 🗑️	fix 🗑️
DR_3028: The last cause reported is unacceptable. Please enter the medical conditions that led to this terminal event. Mechanistic terminal events such as the last entry preferably should not be either the only cause or underlying cause in a cause-of-death statement. Please enter the medical conditions that led to this terminal event.	<input type="checkbox"/>	fix 🗑️	fix 🗑️

**Important Note: Not all errors can be overridden!**

10. There are two types of errors in **DRIVE**: Hard and Soft. Hard edits are highlighted onscreen in red. Soft edits are highlighted in yellow. In the example below we have used a lower-case 'n' for middle initial and left out the last name entirely.

**Certifier**

Certifier Type

Certifier Name

License Number  Intern/Resident (If Not Licensed)

First  Middle  Last  Suffix

Title  Other Specify

Certifier Address  Edit Certifier Address

Street Number  Pre Directional  Street Name, Rural Route, etc.  Street Designator  Post Directional  Apt #, Suite #, etc.

Zip Code  City or Town  State  Country

Date Signed

**Red or 'Hard' edits cannot be overridden and must be corrected.**

**Yellow, or 'Soft' edits can be overridden.**


You may have noticed that certain pages on the Death Registration Menu are marked with either a **red x**, **yellow** caution sign or **green** checkmark.


## Exercise 6: Validate Page and the Validation Frame


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These colored shapes are your indication as to which pages contain errors and which pages are complete.



For example, pages marked with a red arrow  contain hard edits that must be corrected before registration can be completed.

Pages marked with a yellow error  contain errors that can be overridden or errors that have already been overridden.

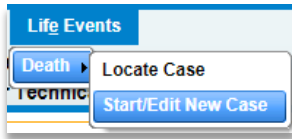
Pages marked with a green arrow  contain no errors.

**Once you have clicked the *Validate Page* button on any page the system will evaluate all pages and mark them accordingly with the red, yellow or green arrows.**

## Start/Edit New Case

**Skills Learned:** In these exercises you will learn how to use the Medical Certification pages of the **DRIVE** application to process and certify a death record.

### Exercise 1: Decedent Page



1. From the Main Menu, select **Life Events -> Death -> Start/Edit New Case**.

2. This will bring up the **Start/Edit New Case** page. Notice that First:, Last:, **Date of Death:**, and **Sex** are all marked with red arrows(▶). Fields with a red arrow next to them are required entries and must be completed before you will be allowed to perform a search.

Death Start/Edit New Case

Decedent's Information

First: ▶ <input type="text"/>	Last: ▶ <input type="text"/>	Date of Death: ▶ <input type="text"/> 
Sex: ▶ <input type="text"/>	SSN: <input type="text"/>	Date of Birth: <input type="text"/> 
Case Id: <input type="text"/>	ME Case Number: <input type="text"/>	Medical Record Number: <input type="text"/>
Place of Death Location Type: <input type="text"/>	Place of Death: <input type="text"/>	

**Note: Before you will be allowed to create a new Death Record you must first search for an existing record. This is to prevent the creation of duplicate Death Records.**

3. Once you have filled in the required items, click the **Search** button to proceed or, if you need to, click on the **Clear** button to clear all entries and start over.

4. If no matching records are found, you will only be allowed to create a new record by selecting the **Start New Case** button or begin a new search by selecting the **New Search** button.

Death Search Results

There are no cases that match the criteria you have entered.  
If this is a new case, select the Start New Case button or select the New Search button to perform a new search.

**If no matching records were found, click the 'Start New Case' button.**

**To begin a new search with new criteria click the 'New Search' button.**

5. If you select the **Start New Case** button, a new case will be started and the **Decedent** page will be displayed

## Exercise 1: Decedent Page

6. If a matching event was found, as would be the case when a medical certifier completes a record started by a funeral director, then select the underlined link in the **Decedent's Name** column.

Death Search Results

<u>Case Id</u>	<u>Decedent's Name</u>	<u>Date of Death</u>	<u>Sex</u>	<u>Place of Death</u>	<u>Date of Birth</u>	<u>Preview</u>
6803	<u>Example, Atestrecord</u>	JUL-17-2017	Male	Maricopa	JUL-17-1942	<a href="#">Preview</a>

Total Records : 1

[Start New Case](#) [New Search](#)

**Note: All of the column headers on the Results page are underlined links. Clicking on any of these links will resort the table data accordingly.**

7. Once either the **Start New Case** or the **Decedent's Name** Link are selected the **Death Registration Menu** and **Decedent** page will be displayed. You can now begin the process of creating or completing a death registration.

2856 - John Doe, MAY 17 2020

[/New Event/New Event/Not Registered on site/newevent](#)

**Decedent**

Will Coroner be responsible for final disposition?

Decedent's Legal Name

Prefix First Middle Other Middle Last Suffix

John    Doe

Decedent's Maiden Name

Last

Aliases

Add/Edit Alias Names

Sex  Social Security Number   None  Unknown

Date of Birth  Age Years Months Days Under 1 Year Under 1 Day Hours Minutes SSN Verification Status UNVERIFIED (0)

Decedent's Birth Place

City or Town County State Country

United States

Ever in US Armed Forces?

Death Record Type

[Validate Page](#) [Next](#) [Clear](#) [Save](#) [Return](#)

The Death Registration Menu is displayed to the left and lists the Registration Pages.

Notice also, that not all information displayed on the **Decedent** page can be changed by Medical Facility users. Items that are grayed out can only be completed when the "**Will Coroner be responsible for final disposition?**" question is **Yes**.

**Items in gray cannot be changed by Medical Facility users.**

However, both **Sex** and **Gender** fields appear on the **Decedent** page and can be modified by the medical certifier.

# Exercise 1: Decedent Page

<b>Death Registration Menu</b>	<b>4873286 : Test Test SEP-18-2020</b>
<b>Personal Information</b>	/New Event/New Event/Not Registered/Unsigned/Uncertified/NA/Burial Permit Ready to Print
<b>Decedent</b>	<b>Decedent</b>
Resident Address	Is Coroner going to complete both personal and medical information? <input type="button" value="No"/>
Family Members	Decedent's Legal Name
Informant	Prefix First Middle Other Middle Last Suffix
Disposition	<input type="text"/> Test <input type="text"/> <input type="text"/> <input type="text"/> Test <input type="text"/>
Decedent Attributes	Decedent's Maiden Name
<b>Medical Certification</b>	Last
Pronouncement	<input type="text"/>
Place of Death	Aliases
Cause of Death	Add/Edit Alias Names
Other Factors	Sex Gender Social Security Number <input type="radio"/> None <input type="radio"/> Unknown
Certifier	<input type="text"/> Male <input type="text"/> <input type="text"/>
<b>Other Links</b>	Date of Birth Age Under 1 Year Under 1 Day SSN Verification Status
Attachments	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> UNVERIFIED (0)
Comments	MMM-dd-yyyy
Print Forms	Decedent's Birth Place
Refer to Coroner	City or Town County State Country
Relinquish Case	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Request Medical Certification	Ever in US Armed Forces? <input type="text"/>
Request Non Affiliated Certification	Death Record Type <input type="text"/>
Transfer Case	
Trade Calls	
	<input type="button" value="Validate Page"/> <input type="button" value="Next"/> <input type="button" value="Clear"/> <input type="button" value="Save"/> <input type="button" value="Return"/>

8. **Will coroner be responsible for final disposition?** defaults to **No**. **This option is greyed out and can only be changed by a coroner who will be fully responsible for completion of the record.** This is how the coroner will complete an entire death record, both personal and medical portions.

**Exercise 2: Pronouncement**

**Skills Learned:** In this exercise you will learn how to complete the **Pronouncement** page. The **Pronouncement** and **Place of Death** pages can be completed by either the funeral home or medical certifier, but the medical certifier is certifying the accuracy of the two pages.

Under **Medical Certification** on the **Death Registration Menu** the Medical Facility user will need to fill out the **Pronouncement** page:

The screenshot displays the 'Death Registration Menu' interface. On the left is a vertical navigation menu with categories: 'Personal Information' (Decedent), 'Medical Certification' (Pronouncement, Place of Death, Cause of Death, Other Factors, Injury, Certifier), and 'Other Links' (Comments, Print Forms, Refer to Medical Examiner, Transfer Case, Switch User). The main content area is titled '6803 :Atestrecord Example JUL-17-2017' with a subtitle '/New Event/New Event/Not Registered/Unsigned/Uncertified/NA'. Below this is the 'Pronouncement' section containing:
 

- 'Date of Death' with a calendar icon and the value 'JUL-17-2017'.
- 'Date of Death Modifier' with a dropdown arrow.
- 'Time of Death' with two input boxes for hours and minutes, and a dropdown arrow.
- 'Time of Death Modifier' with a dropdown arrow.

 At the bottom right of the form area are five buttons: 'Validate Page', 'Next', 'Clear', 'Save', and 'Return'.

1. Make a selection from the **Date of Death Modifier** dropdown list. If the actual date of death is known, select **Actual**. If the date of death is questionable, then select **Estimated**. If it is known when the body was found but a date cannot be determined, then select **Found**.
2. In the **Date of Death** calendar control enter the date on which death occurred. This is a mandatory field and must be completed for all death registrations, even when actual date of death is not known. This field is required to start a new death record on **DRIVE** and will most often already be completed based on the information entered to start the case.
3. Make a valid selection from the **Time of Death Modifier** control.
4. In the **Time of Death** control enter the time death occurred. Be sure to make a valid selection from the **AM/PM** dropdown list.
5. Click the **Validate Page** button to check this page for errors, the **Next** button to proceed to the **Place of Death** page, the **Clear** button to clear all entries, the **Save** button to save changes without leaving this page, or the **Return** button to return to the **Main Menu**.

**Exercise 3: Place of Death**

**Skills Learned:** In this exercise you will learn how to complete the **Place of Death** page.

1. From the **Type of Place of Death** dropdown list, select the type of place that best matches the location where death occurred.

2. The **Facility Name** and **Address** are system filled with the facility information the Medical Certifier has logged in under. Depending on the **Type of Place of Death** selected this information can be updated.

If the **Type of Place of Death** selected is *Dead on Arrival*, *Emergency*, or *Inpatient* then the **Facility Name** and **Address** will remain system filled and disabled.

### Exercise 3: Place of Death

If **Decedent's Residence** is selected from the **Type of place of death** dropdown, the **Address** fields for **Place of Death** will be auto-populated with the information entered on the **Resident Address** page. If no information has been entered on the **Resident Address** page, the residence address can be manually entered. The **Facility Name** field is not required and will be disabled.

**Place Of Death**

Type of place of death ▾ Decedent's Residence ▾ Other Specify

Facility Name

---

**Address**

Street Number	Pre Directional	Street Name or PO Box, Rural Route, etc.	Street Designator	Post Directional	Apt #, Suite #, etc
<input type="text" value="123"/>	<input type="text" value="N"/>	<input type="text" value="Test"/>	<input type="text" value="Street"/>	<input type="text"/>	<input type="text"/>
Zip Code	City or Town	County	State	Country	
<input type="text" value="85016"/>	<input type="text" value="Phoenix"/>	<input type="text" value="Maricopa"/>	<input type="text" value="Arizona"/>	<input type="text" value="United States"/>	

Medical Record Number

If **Other (specify)** is selected from the **Type of place of death** dropdown, the facility name (if known or applicable), and **Address** fields should be manually entered. The **Facility Name** field can be left blank.

**Place Of Death**

Type of place of death ▾ Other, Specify ▾ Other Specify

Facility Name


---

**Address**

Street Number	Pre Directional	Street Name or PO Box, Rural Route, etc.	Street Designator	Post Directional	Apt #, Suite #, etc
<input type="text"/>	<input type="text"/>	<input type="text" value="Mile Mark 27 on Highway 43"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Zip Code	City or Town	County	State	Country	
<input type="text" value="85016"/>	<input type="text" value="Phoenix"/>	<input type="text" value="Maricopa"/>	<input type="text" value="Arizona"/>	<input type="text" value="United States"/>	

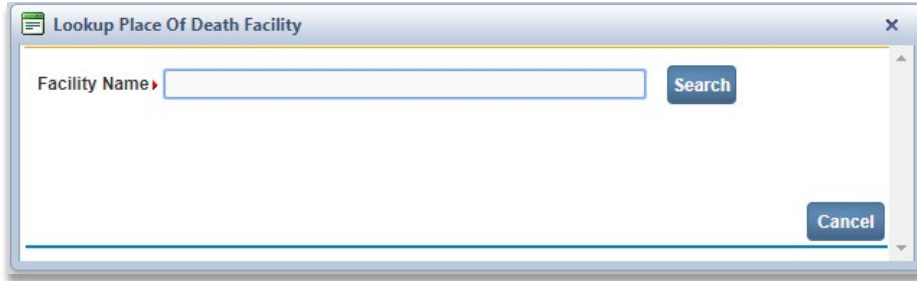
Medical Record Number

For all other **Type of Place of Death** dropdown selections, the **Place of Death** can be entered manually or the LOV Lookup  icon can be used to launch the *Lookup Place of Death* search tool.

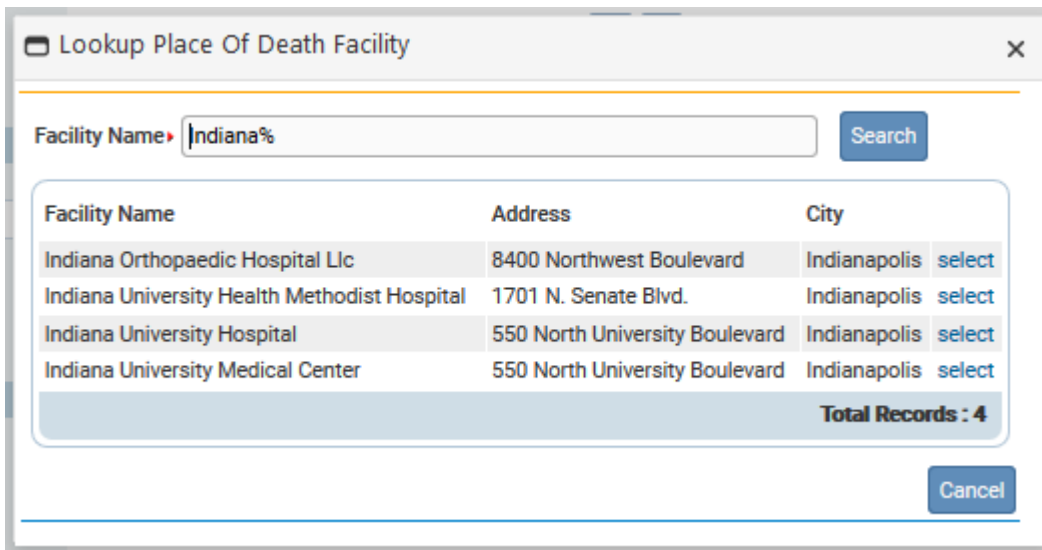
3. Use the **Lookup** control  to search for and select the actual facility where death occurred. The Lookup Place of Death Facility pop-up search box is displayed.



### Exercise 3: Place of Death



Enter search criteria into the facility name field. A wildcard (%) can be used to search in this field. From the search results list, click the **Select** link to add the **Place of Death** facility.



Facility Name	Address	City	
Indiana Orthopaedic Hospital Llc	8400 Northwest Boulevard	Indianapolis	select
Indiana University Health Methodist Hospital	1701 N. Senate Blvd.	Indianapolis	select
Indiana University Hospital	550 North University Boulevard	Indianapolis	select
Indiana University Medical Center	550 North University Boulevard	Indianapolis	select

Total Records : 4

4. Click the **Validate Page** button to check this page for errors, the **Next** button to proceed to the **Cause of Death** page, the **Clear** button to clear all entries, the **Save** button to save changes without leaving this page, or the **Return** button to return to the **Main Menu**.

**Exercise 4: Cause of Death**

**Skills Learned:** In this exercise you will learn how to complete the **Cause of Death** page.

1. The **Cause of Death** page is somewhat unique in that it consists primarily of text boxes. Using the text boxes enter the cause(s) of death, the interval onset to death and any other contributing factors.

2. For help in completing this page, click on the **NCHS Recommendations for Entry of Cause of Death** link. A dialog will open (shown below) with instructions for completing the **Cause of Death** page.

## Exercise 4: Cause of Death

### NCHS Recommendations for Entry of Cause of Death

A death certificate is a permanent record of the fact of death of an individual. It provides important personal information about the decedent and about the circumstances and cause of death. Information on cause of death is important to the family to bring closure, peace-of-mind, and to document the exact cause of death. Cause of death is also used for medical and epidemiological research on disease etiology and evaluating the effectiveness of national and international levels.

#### Physician's responsibility

The physician's primary responsibility in completing the cause-of-death section is to report to the best of his or her knowledge, based upon available information, the causal chain that led to the death. The causal chain should begin with the cause that was closest to the time of death and work backwards to the initiating condition which is called the underlying cause of death. For example, the physician might report a death for which staphylococcus pneumonia occurs closest to the time of death; however the physician also reports that the pneumonia is due to carcinoma metastatic to both lungs, which in turn, is due to poorly differentiated adenocarcinoma, unknown primary site.

#### Medical examiner/coroner's responsibility

The medical examiner/coroner investigates deaths that are unexpected, unexplained, or if an injury or poisoning was involved. State laws provide guidelines for when a medical examiner/coroner must be notified. In the case of deaths known or suspected to have resulted from injury or poisoning, report the death to the medical examiner/coroner as required by State law. The medical examiner/coroner will either complete the cause-of-death section of the death certificate or waive that responsibility. If the medical examiner/coroner does not accept the case, then the certifier will need to complete the cause-of-death section.

#### General instructions for completing cause of death

- Cause-of-death information should be your best medical opinion.
- List only one condition per line in Part I. Additional lines may be added as needed.
- Each condition in Part I should cause the condition above it.
- Abbreviations and parentheses should be avoided in reporting causes of death.
- Provide the best estimate of the interval between the presumed onset of each condition and death.
- The original death certificate should be amended if additional medical information or autopsy findings become available that would change the cause of death originally reported.
- For deaths caused by injury or poisoning, complete only if the medical examiner or coroner instructs you to do so.

3. The **Cause of Death** page consists of two parts:

Immediate Cause (Final disease or condition resulting in death)

PART I  
Line a

Due to or as a consequence of

Line b

Due to or as a consequence of

Line c

Due to or as a consequence of

Line d

**Part 1** is for reporting the chain of events leading directly to death. The *Immediate Cause*, (the final disease, injury, or complication directly causing death), is listed on *line a*. The underlying cause(s), (chain of events that led to the immediate cause), is listed in *lines b* through *d*.

## Exercise 4: Cause of Death

**Approximate Interval Onset to Death:** To the right of each of the lines *Part 1* there is a corresponding **Approximate Interval Onset to Death** field. For each cause listed in *Lines a-d* an **Approximate Interval Onset to Death** must also be completed. While every line on the **Cause of Death** form will not necessarily be used for all deaths, lines that are used must be filled in sequentially.



A vertical rectangular box titled "Approximate Interval Onset to Death" containing four empty text input fields stacked vertically.

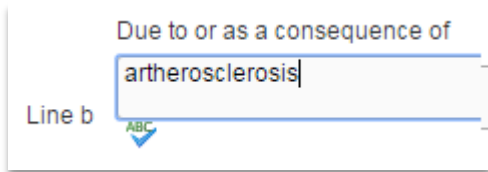
**Part 2** is for reporting all other significant diseases, conditions, or injuries that contributed to death.



A horizontal rectangular box with the text "PART II Other significant conditions" on the left and a large empty text input field on the right. A small "ABC" icon is located below the input field.

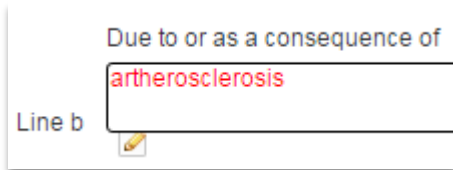
**Spell Check** functionality is available for **Cause of Death** *lines a-d* and the **Other significant conditions** field.

1. After making an entry, select the *Spell Check* icon located below the line.



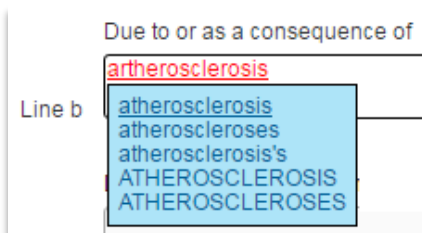
A screenshot of a text input field with the text "Due to or as a consequence of" above it and "artherosclerosis" inside. The text "Line b" is to the left. Below the input field is a small "ABC" icon.

2. **DRIVE** will check all phrases entered and highlight any misspelled entries.



A screenshot of the same text input field as above, but the word "artherosclerosis" is highlighted in red. A small pencil icon is visible below the input field.

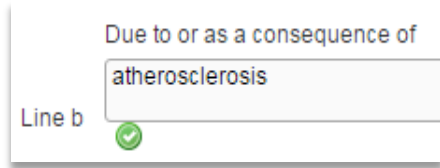
3. Select the highlighted word. A list of possible corrections is displayed. Select an option from the list to replace the misspelled word.




A screenshot of the text input field with a dropdown menu open. The dropdown menu lists several corrections for "artherosclerosis": "atherosclerosis", "atheroscleroses", "atherosclerosis's", "ATHEROSCLEROSIS", and "ATHEROSCLEROSSES".

## Exercise 4: Cause of Death

- Upon correction of all misspelled entries in a line, the Spell Check icon will be replaced with a Corrected icon.

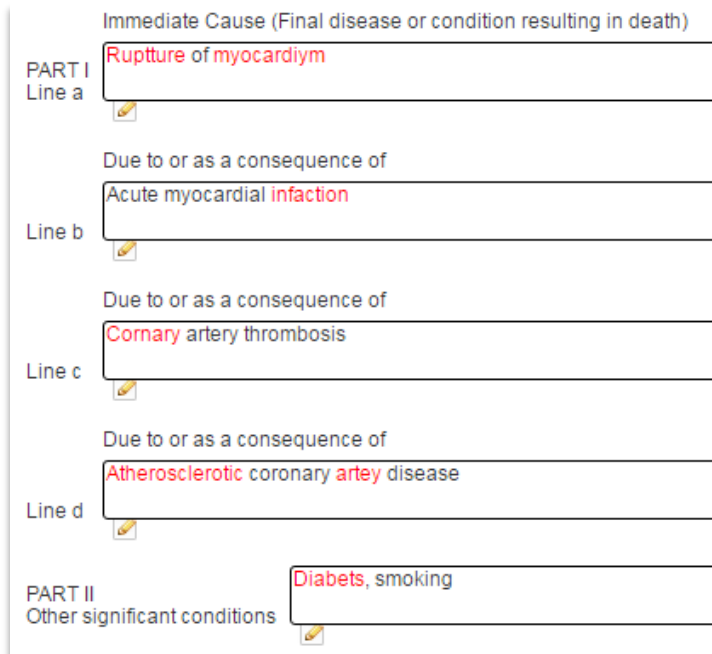


Due to or as a consequence of  
atherosclerosis  
Line b 


- Alternately, all lines can be spelled checked simultaneously by selecting the *Check Spelling* button located at the bottom of the Cause of Death page.





**DRIVE** will check all phrases entered on all lines and highlight any misspelled entries. You can then select the phrases and use the same control as in step 3 above to view and select suggested properly spelled words.





Immediate Cause (Final disease or condition resulting in death)

PART I  
Line a Rupture of myocardium 

Due to or as a consequence of  
Line b Acute myocardial infaction 

Due to or as a consequence of  
Line c Coronary artery thrombosis 

Due to or as a consequence of  
Line d Atherosclerotic coronary artery disease 

PART II  
Other significant conditions Diabets, smoking 

- Click the **Validate Page** button to check this page for errors, the **Next** button to proceed to the **Other Factors** page, the **Clear** button to clear all entries, the **Save** button to save changes without leaving this page, or the **Return** button to return to the **Main Menu**.

**Exercise 5: Other Factors**

**Skills Learned:** In this exercise you will learn how to complete the **Other Factors** page.

- The **Other Factors** page contains any other information relevant to the death: **Autopsy Performed**, **Tobacco Use**, etc.

- From the **Autopsy Performed** dropdown list select either **Yes** or **No**, accordingly. If **Yes** is selected from **Autopsy Performed**, then make a selection from the **Autopsy findings available to complete cause of death** dropdown list, also.

- If decedent is female, make a selection from the **If Female, specify pregnancy status** dropdown list. If male or undetermined, the field will be greyed out and system filled with Not Applicable.

4. Finish the page by making selections from the remaining dropdown lists. Include the **Coroner Case Number** if **Was case referred to Coroner** was answered **Yes**.
5. Click the **Validate Page** button to check this page for errors, the **Next** button to proceed to the **Injury** page (*only for coroners who have stated the manner of death as anything other than natural*), the **Clear** button to clear all entries, the **Save** button to save changes without leaving this page, or the **Return** button to return to the **Main Menu**.

**Exercise 6: Injury**

**Skills Learned:** In this exercise you will learn how to complete the Injury page.

1. The **Injury** page, shown below, will only be completed if the manner of death, selected on the **Other Factors** page, was anything other than Natural.

All non-natural manners of death should be completed and reported **ONLY by the Coroner**. The Medical Certifier is not given access to select any other Manner of Death except Natural and therefore will not complete the Injury page.

**For Coroner:**

2. Place date fatal injury occurred in the **Date of Injury** control, without respect to actual date of death. Select the appropriate **Date of Injury Modifier**.
3. Place time fatal injury occurred in the **Time of Injury** control, without respect to actual time of death. Select the appropriate **Time of Injury Modifier**.
4. If injury occurred on the job, select **Yes** from the **Injury at Work** dropdown list.
5. Make a selection from **Place of Injury** dropdown list.
6. In the **Place of Injury Description** text box, manually type in the actual location where injury occurred.
7. Complete the **Injury Location** tab by providing the address at which fatal injury occurred.




8. Provide the circumstance surrounding the injury in the **Describe how injury occurred** text box control.
9. Make a valid selection from the **Injury Activity** dropdown list by selecting the option that best describes the injury incurred.
10. If fatal injury was the result of a transportation mishap, then make a selection from the **If Transportation Accident, specify** dropdown list. If **Other** is selected from the list, then complete the **Other Specify** text box control. If injury is not transportation related then leave both of these controls blank.
11. Click the **Validate Page** button to check this page for errors, the **Next** button to proceed to the **Certifier** page, the **Clear** button to clear all entries, the **Save** button to save changes without leaving this page, or the **Return** button to return to the **Main Menu**.

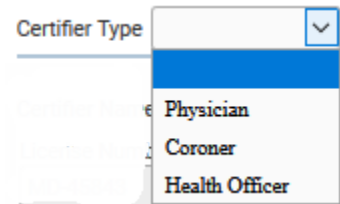
**Exercise 7: Certifier**


**Skills Learned:** In this exercise you will learn how to complete information relative to the person certifying the death.

1. The **Certifier** page, shown below, is used to gather information on the person legally responsible for providing the decedent’s cause of death.

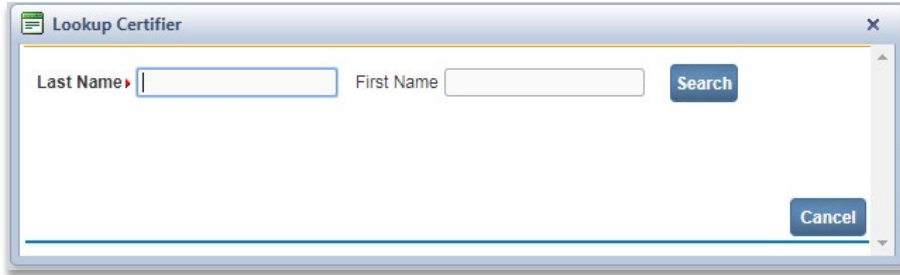
If the current user is a medical certifier, then the **Certifier** controls will be system filled with the user’s information. If it is necessary to change the certifier information, as would be the case when one certifier was keying the case on behalf of another, then select the **Lookup** icon  and select the appropriate certifier. If the user is not a medical certifier then the **Certifier** controls will be blank upon initial display of the certifier page.

2. Make a selection from the **Certifier Type** dropdown list. **Certifier Type** represents the role the certifier played in completing the case.

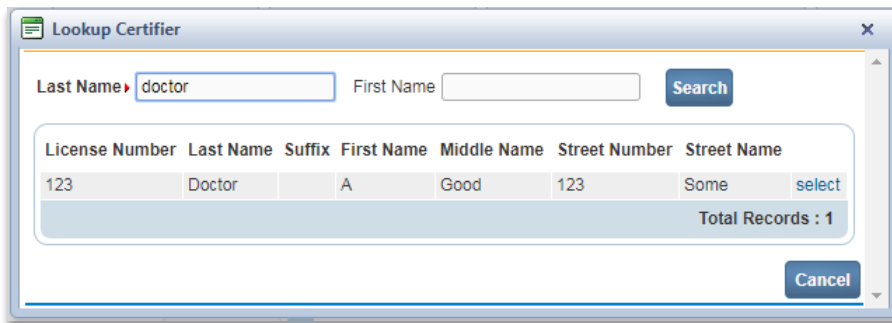


3. To update or add a certifier, select the **Lookup** icon  next to Certifier Name. The Lookup Certifier popup will be displayed.

## Exercise 7: Certifier

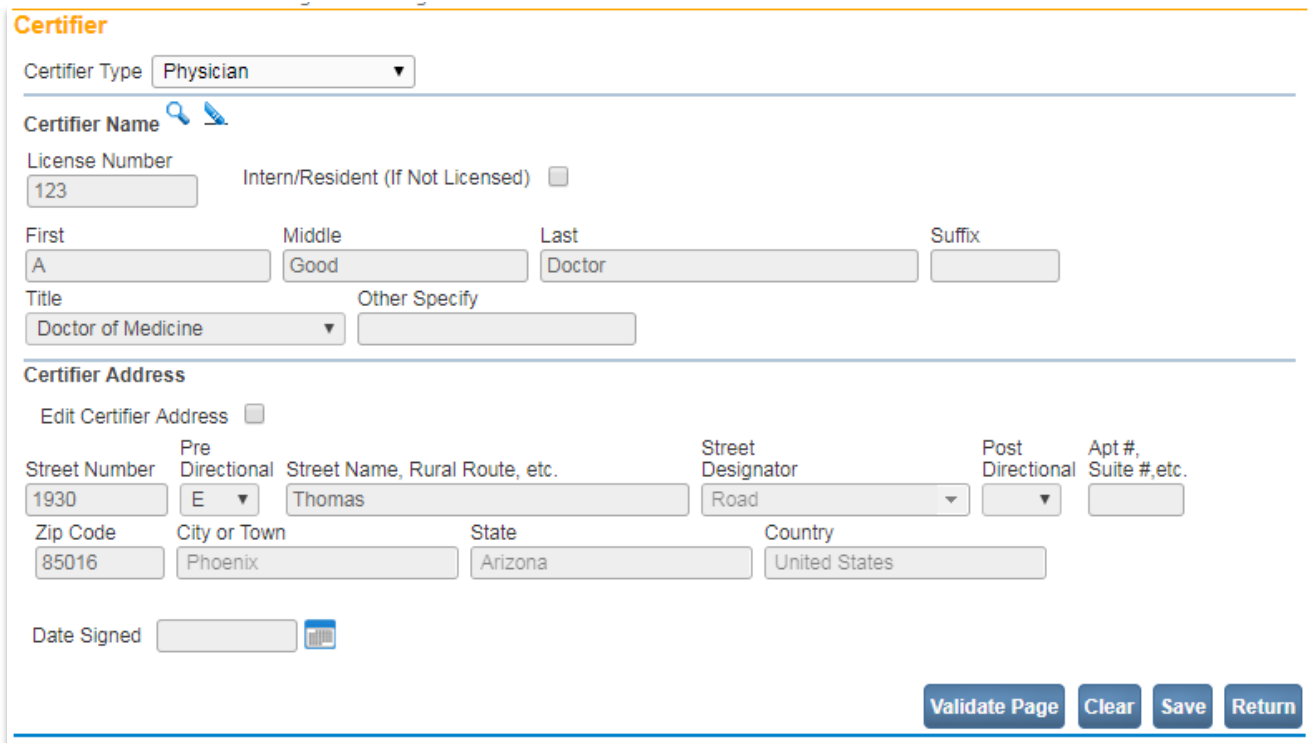


Enter the Certifier's last name and select search. A wildcard (%) can be used to search in this control.



License Number	Last Name	Suffix	First Name	Middle Name	Street Number	Street Name
123	Doctor	A	Good		123	Some

4. Click the **Select** link to auto-populate **Certifier Name** and **Certifier Address** tab controls.



5. The **Certifier Address** is system filled with a medical facility address or the office address from the physician table. Sometimes it may be necessary to change this address, as would be the case when a physician works from multiple offices. To change the **Certifier Address**, select the **Edit Certifier Address** checkbox. The address will be cleared and the controls enabled to allow new address entry.

The screenshot shows a form titled "Certifier Address". At the top left, there is a checkbox labeled "Edit Certifier Address" which is checked. Below this, the form is organized into two rows of input fields. The first row contains: "Street Number" (text input), "Pre Directional" (dropdown menu), "Street Name, Rural Route, etc." (text input), "Street Designator" (dropdown menu), "Post Directional" (dropdown menu), and "Apt #, Suite #, etc." (text input). The second row contains: a home icon, "Zip Code" (text input), "City or Town" (text input), "State" (text input), and "Country" (text input).

6. The **Date Signed** control will be system filled upon successful **Affirmation** by the certifier.

7. Click the **Validate Page** button to check this page for errors, the **Clear** button to clear all entries, the **Save** button to save changes without leaving this page, or the **Return** button to return to the **Main Menu**.

**Note: If the case does not have a status of Medical Valid or Medical Valid with Exceptions (all page indicators are green or yellow), you will not be able to advance to the affirmation page.**

## Exercise 8: Certify-Affirm

**Skills Learned:** In this exercise you will learn how **Certify-Affirm** a Death Record.

An affirmation is used to record the fact that the medical certifier is accepting legal responsibility for the accuracy of the information provided. In many jurisdictions these are legally binding statements made under the penalty of perjury.

1. Select the **Certify** page in the **Medical Certification** Menu.
2. To **Certify-Affirm** a death record, the first authentication of the certifier must take place. Select the **Send Code** link and a code will be sent to the email address shown. This email address is the email address associated with the user's **DRIVE** profile.

### Affirmations

Affirm the following:

I certify that death occurred at the time, date and place indicated.

A code will be sent to the following email address.

**snor\*\*\*@\*\*\*chek.com**

[Send Code](#)

[Affirm](#) [Clear](#) [Return](#)

3. Enter the code received in the text box displayed and select the **Verify Code** button. If the code needs to be sent again, select the **Re-send Code** link.

### Affirmations

Affirm the following:

I certify that death occurred at the time, date and place indicated.

Enter the verification code that was sent to your email.

Code:

[Verify Code](#)

[Re-send Code](#)

[Affirm](#) [Clear](#) [Return](#)

4. Place a checkmark in the **Affirm the following:** checkbox and click the **Affirm** button.

Once the **Affirm** link is selected the Authentication Successful message will be displayed.

## Exercise 8: Certify-Affirm

**Affirmations**

Affirm the following:

I certify that death occurred at the time, date and place indicated.

Authenticated

Affirm Clear Return

**2. Select the Checkbox Next to the Affirmation**

**3. Select Affirm**

5. Click the **Return** button to return to the **Decedent** page of the **Death Registration Menu**.

**Death Registration Menu**

- Personal Information
- × Decedent
- Medical Certification
  - ✓ Pronouncement
  - ✓ Place of Death
  - ✓ Cause of Death
  - ✓ Other Factors
  - ✓ Certifier
  - ✓ Certify
- Other Links
  - Comments
  - Print Forms
  - Refer to Medical Examiner
  - Transfer Case
  - Switch User

**6803 :Atestrecord Example JUL-17-2017**  
/Personal Invalid/Medical Valid/Not Registered/Unsigned/Certified/NA/Personal Pending/FIPS Coding Required

**Affirmations**

Authentication successful.

Clear Return

## Exercise 9: Locate Case

**Skills Learned:** In this exercise you will learn how to locate cases in the **DRIVE** system. Please note that, when searching for existing cases, only those records “owned” by the facility associated with the user currently using the application will be returned.

The **Locate Case** page is used by data providers such as funeral directors, physicians and medical examiners to locate registered and unregistered cases ‘owned’ by the office to which the current user is associated and logged in under. They can be opened for review or editing purposes for a defined period of time even after they have been formally registered.



1. From the **DRIVE Main Menu**, select **Life Events -> Death -> Locate Case**:

2. The **Locate Case** page offers many different identifiers on which to base a search. While there is no minimum requirement on the number of identifiers to use, it is recommended that as much information be included as possible. This will help to narrow your search results.

A screenshot of the 'Death Locate Case' search form. The form is titled 'Decedent's Information' and contains several input fields: First, Last, Date of Death, Sex, SSN, Date of Birth, Case Id, ME Case Number, Medical Record Number, and Place of Death Location Type (County) and Place of Death. There are 'Search', 'Soundex', and 'Clear' buttons at the bottom right.

3. In the example below, we are searching only on **Last** name. Enter the decedent's last name as 'Test' and selecting the **Search** button.

A screenshot of the 'Death Locate Case' search form, identical to the previous one, but with the word 'Test' entered in the 'Last' name field. The 'Last' field is circled in red. The 'Search' button is highlighted.

4. Searching on **Last** name only returns the following results:

## Exercise 9: Locate Case

**Death Search Results**

Case Id	Decedent's Name	Date of Death	Sex	Place of Death	Date of Birth	
4602	Test, Sandra	JUN-21-2017	Male	Maricopa	APR-28-1923	<a href="#">Preview</a>
1	Test, Sandra A	JAN-02-2017	Male	Maricopa	APR-28-1923	<a href="#">Preview</a>
3322	Test Jraslfkj, Zip Code	MAY-01-2017	Male	Apache	MAY-01-1990	<a href="#">Preview</a>

Total Records : 3

[New Search](#)

5. The **Death Search Results** page is used to retrieve records that have been started and need to be reviewed/edited. However, in the example above, there are 3 potential matching records. Locate and click the **Preview** link in the far right column of the **Results** window. Clicking on this link will open a preview pane that provides a brief summary of the record.

**Death Search Results**

Case Id	Decedent's Name	Date of Death	Sex	Place of Death	Date of Birth	
4602	Test, Sandra	JUN-21-2017	Male	Maricopa	APR-28-1923	<a href="#">Select</a>
1	Test, Sandra A	JAN-02-2017	Male	Maricopa	APR-28-1923	<a href="#">Preview</a>
3322	Test Jraslfkj, Zip Code	MAY-01-2017	Male	Apache	MAY-01-1990	<a href="#">Preview</a>

Total Records : 3

[New Search](#)

**Preview**

File Number:                      File Date:  
Case Id: 4602                      Medical Record Number:                      ME Case Number: 123456  
Decedent's Name: Sandra Test                      Date of Death: JUN-21-2017  
Spouse's Name:                      Marital Status: Never Married  
Sex: Male                      Date of Birth: APR-28-1923                      SSN: None  
City or Town of Death: Phoenix                      County: Maricopa  
Place of Death: Arizona Heart Hospital  
Residence: Phoenix Arizona, United States  
Mother's Maiden Name: Ma Ma  
Funeral Director: Funeral Director  
Funeral Home: Abbey Funeral Chapel, 3435 N First Avenue, Tucson  
Medical Certifier: A Good Doctor  
Date Entered: JUN-21-2017                      Last Update Made By: Testing Purposes  
Status: /Personal Valid/Medical Valid/Not Registered/Unsigned/Uncertified/NA/Signature Required/Certification Required/Cremation Clearance Approved

6. If, after examining the preview pane, you are confident that you have located the desired record, then click on the decedent name link in the **Decedent's Name** column to open the record for review and/or editing.

7. With the record open, it can now be reviewed and/or edited.



## Exercise 9: Locate Case

Death Registration Menu

4602 :Sandra Test JUN-21-2017

[/Personal Valid/Medical Valid/Not Registered/Unsigned/Uncertified/NA/Signature Required/Certification Required/Cremation Clearance Approved](#)

**Decedent**

Medical Institution or Tribal Law Enforcement Authority will be entirely responsible for registration of record. No ▾

**Decedent's Legal Name**

First:  Middle:  Last:  Suffix:

**Aliases**

Add/Edit Alias Names

Sex:  Social Security Number:   None  Unknown

Date of Birth:  Age:  Under 1 Year:  Under 1 Day:  Hours:  Minutes:  Verify SSN:  SSN Verification Status: UNVERIFIED (0)

**Decedent's Birth Place**

City or Town:  County:  State:  Country:

Ever in US Armed Forces? No ▾

Decedent Maiden Name:

8. Another feature of the **Locate Case** page is the **Soundex** button. Using **Soundex** you can locate records even when you are unsure of the spelling of the decedent's name. In the example below, we have misspelled "**Sandra Test**" as "**Sawndraw Testt**". However, clicking the **Soundex** button instead of the **Search** button...

**Death Locate Case**

**Decedent's Information**

First:  Last:  Date of Death:

Sex:  SSN:  Date of Birth:

Case Id:  ME Case Number:  Medical Record Number:

Place of Death Location Type:  Place of Death:

Which produces the exact same search results as if we would have searched for Sandra Test.

**Death Search Results**

Case Id	Decedent's Name	Date of Death	Sex	Place of Death	Date of Birth	
4602	Test, Sandra	JUN-21-2017	Male	Maricopa	APR-28-1923	<a href="#">Preview</a>
1	Test, Sandra A	JAN-02-2017	Male	Maricopa	APR-28-1923	<a href="#">Preview</a>
						Total Records : 2

**Remember, only those records "owned" by the current user's facility will be returned.**

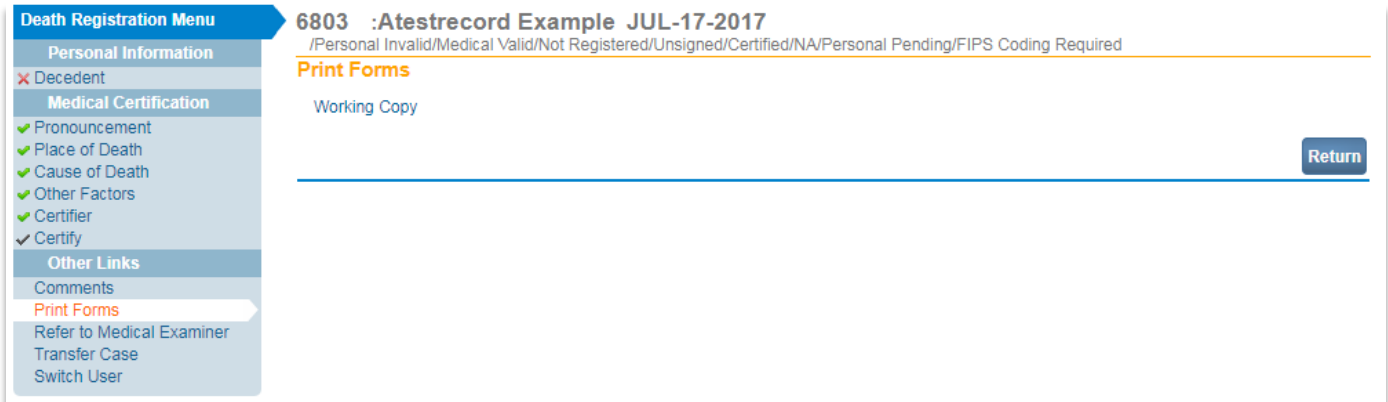
## Other Links

### Exercise 1: Print Forms - Working Copy

**Skills Learned:** In this exercise you will learn how to send working copies of a completed death certificate to an installed printer.

**Note:** The ability to print Work Copies is based on user security privileges. Typically, Physicians, Medical Personnel, Funeral Directors, and Medical Examiners will be allowed to print Working Copies.

1. Select **Death Registration Menu** -> **Other Links** -> **Print Forms**.



2. Select the **Working Copy** for printing. Depending on which browser you are accessing DRIVE within you will get different options for opening and printing the working copy.

**Internet Explorer** - Displays the following message:



Select the Open link and the PDF of the Working Copy will be displayed.

**Google Chrome** - Displays a downloaded document link in the lower left corner of the browser.

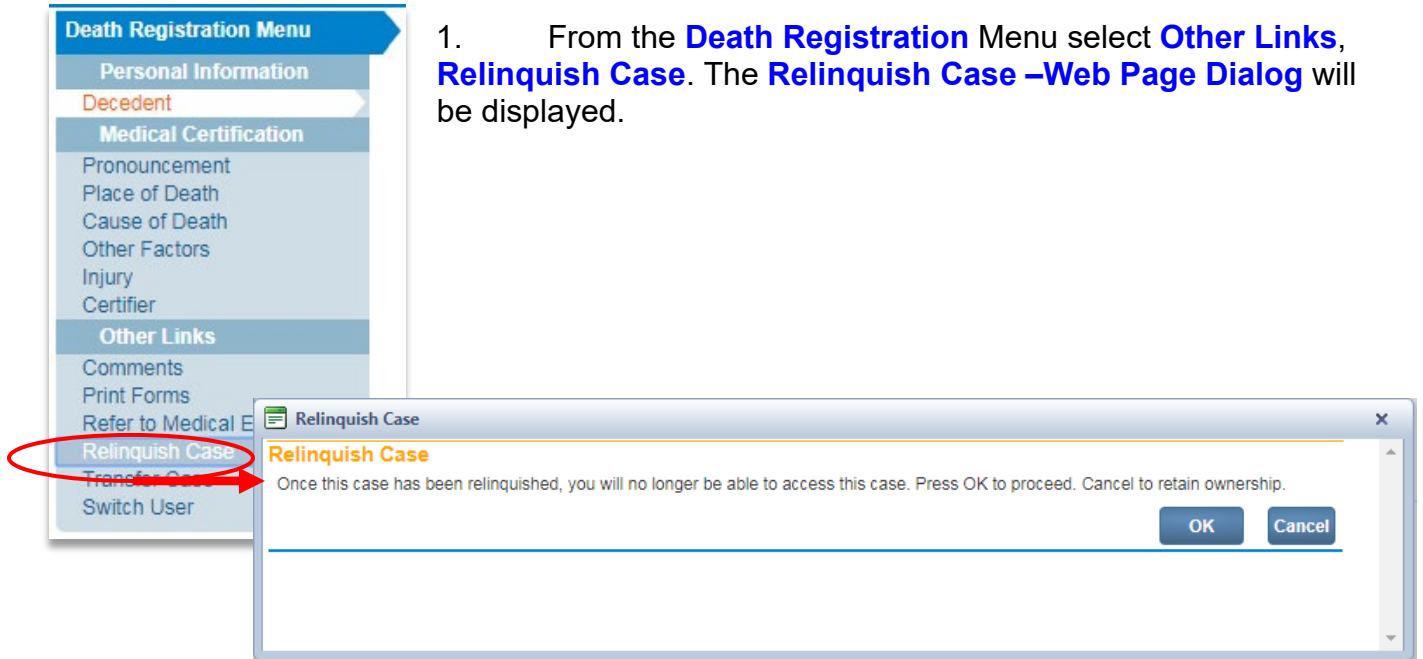


Select the download link and the PDF of the Working Copy will be displayed.

## Exercise 2: Relinquish Case

Once a Physician, Medical Examiner or Funeral Home Director has taken “ownership” of a record no other similar user will be allowed “write access” to the record. That is, only the medical facility, physician’s office, medical examiner office, or funeral home director that “owns” the record can make changes to the record.

The **Relinquish Case** link allows a user to relinquish control of the record so that a different user can login and make changes.



The image shows a screenshot of a software interface. On the left is a 'Death Registration Menu' with several sections: 'Personal Information', 'Decedent', 'Medical Certification' (with sub-items: Pronouncement, Place of Death, Cause of Death, Other Factors, Injury, Certifier), and 'Other Links' (with sub-items: Comments, Print Forms, Refer to Medical E, Relinquish Case, Transfer Case, Switch User). The 'Relinquish Case' option is circled in red, and a red arrow points from it to a dialog box on the right. The dialog box is titled 'Relinquish Case' and contains the text: 'Relinquish Case' followed by 'Once this case has been relinquished, you will no longer be able to access this case. Press OK to proceed. Cancel to retain ownership.' At the bottom right of the dialog are two buttons: 'OK' and 'Cancel'.

1. From the **Death Registration** Menu select **Other Links**, **Relinquish Case**. The **Relinquish Case –Web Page Dialog** will be displayed.

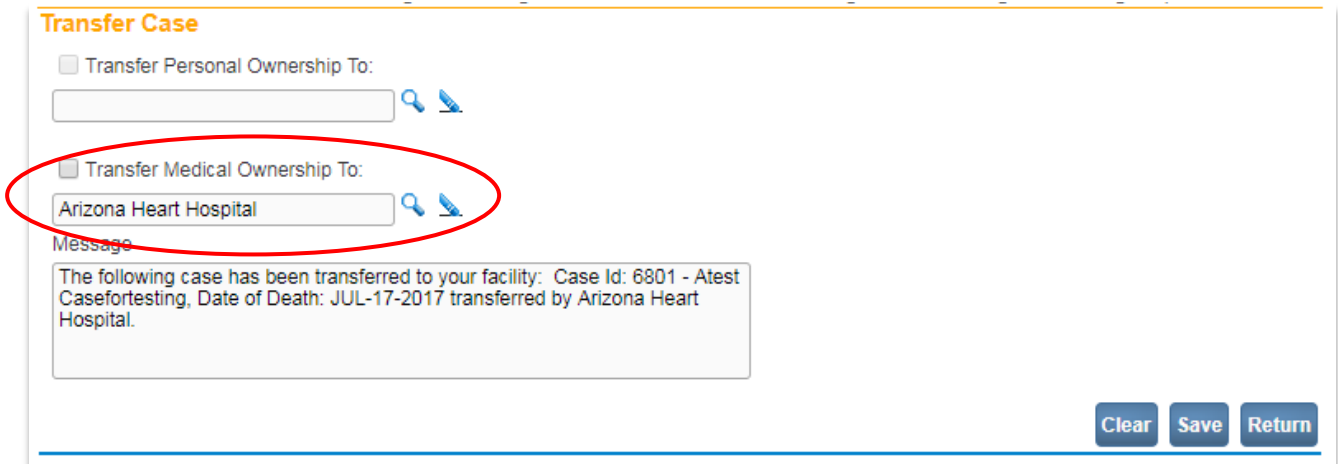
2. From the **Relinquish Case –Web Page Dialog**, select **OK** to relinquish control or **Cancel** to retain ownership of the record.

**Exercise 3: Transfer Case**

From time to time, it may be necessary for a facility such as a Funeral Home or Hospital to transfer ownership of a case to another, similar facility. For example, if the decedent had multiple survivors and burial arrangements were made at multiple sites, one of those sites might have to transfer ownership of the case to the one, appropriate site.

In this case, the transferring home would use the **Transfer Case** page to relinquish ownership to the firm responsible for interment.

1. From the **Death Registration Menu**, select **Other Links -> Transfer Case**.
2. Notice that on the **Transfer Case** page there are two options: **Transfer Personal Ownership** and **Transfer Medical Ownership**.
3. The **Transfer Case** page, shown below, can be used by both Funeral Home personnel and Medical Facility personnel.
4. Medical Facility staff would not be able to transfer **Personal Ownership**, but would be able to transfer **Medical Ownership**.

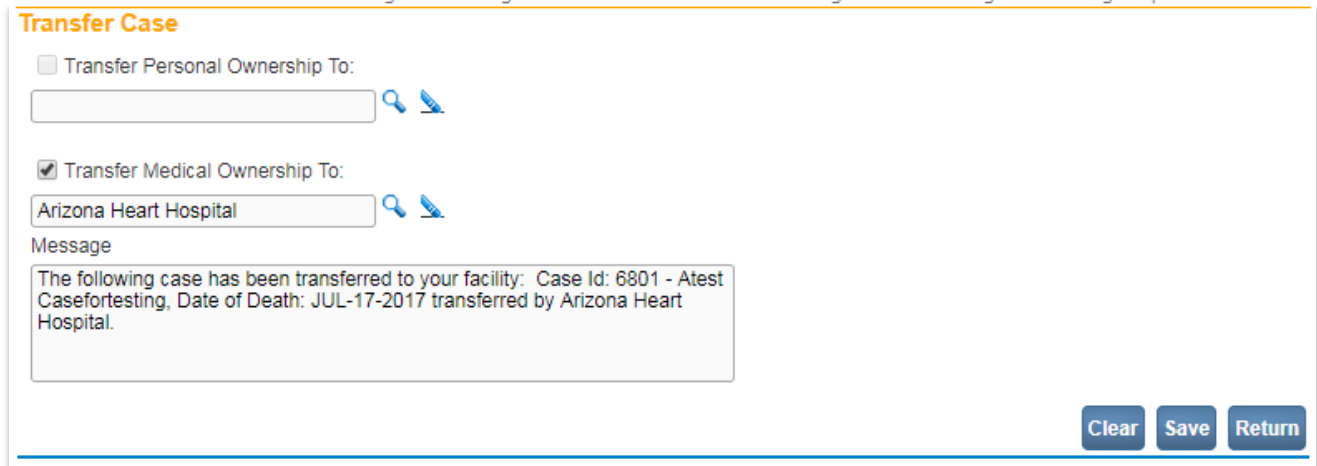


Since we are logged in as a Medical Certifier we will transfer **Medical Ownership** in the example below.

## Other Links

**There are two types of ownership: Personal, which is controlled at the Funeral Home, and Medical, which is controlled by the governing medical facility. Each option's availability is dynamically controlled based on user security profile.**


5. To **Transfer Medical Ownership**, place a checkmark in the **Transfer Medical Ownership To:** check box.

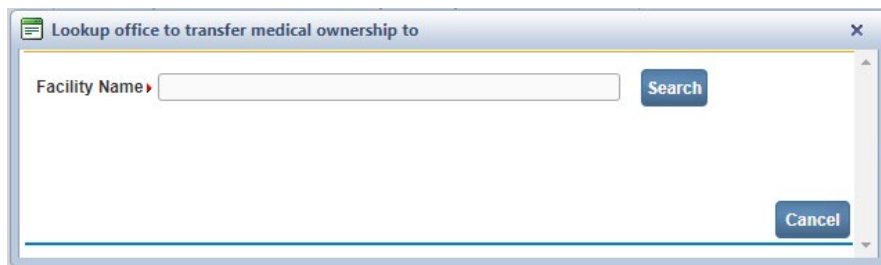


The screenshot shows a web form titled "Transfer Case". It has two sections for ownership transfer:

- Transfer Personal Ownership To: (with an empty search field and a magnifying glass icon)
- Transfer Medical Ownership To: (with a search field containing "Arizona Heart Hospital" and a magnifying glass icon)

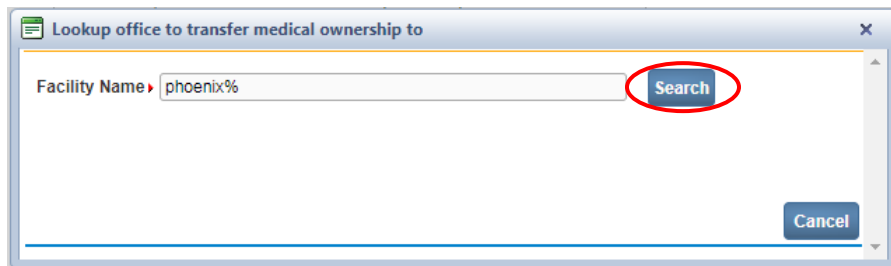
Below these sections is a "Message" box containing the text: "The following case has been transferred to your facility: Case Id: 6801 - Atest Casefortesting, Date of Death: JUL-17-2017 transferred by Arizona Heart Hospital." At the bottom right of the form are three buttons: "Clear", "Save", and "Return".

6. Next, select the  **Lookup Icon** to display the **Lookup office to transfer medical ownership to** popup search tool.



The screenshot shows a popup window titled "Lookup office to transfer medical ownership to". It contains a search field labeled "Facility Name" with a magnifying glass icon to its left. To the right of the search field is a "Search" button. At the bottom right of the popup is a "Cancel" button.

7. Enter a facility name in the facility name search field and then select the Search button. Wildcards (%) may be used to search in this field.



This screenshot is identical to the previous one, but the "Search" button is circled in red. The search field now contains the text "phoenix%".

## Other Links

- From the search results list, click on the **Select** link next to the facility the **Medical Ownership** should be transferred to.
- Finally, select **Clear** to clear all entries and begin again, **Save** to save your changes and transfer ownership of the record, or **Return** to leave this page without saving your changes and return to the previous page.

**Death Registration Menu**

- Personal Information
- Decedent
- Medical Certification
  - Pronouncement
  - Place of Death
  - Cause of Death
  - Other Factors
  - Injury
  - Certifier
- Other Links
  - Comments
  - Print Forms
  - Refer to Medical Examiner
  - Transfer Case**
  - Switch User

**6801 :Atest Casefortesting JUL-17-2017**  
/Personal Invalid/Medical Invalid/Not Registered/Unsigned/Uncertified/NA/Personal Pending/Medical Pending/FIPS Coding Required

**Transfer Case**

Transfer Personal Ownership To:

Transfer Medical Ownership To:  
Phoenix Regional Medical Center

Message  
The following case has been transferred to your facility: Case Id: 6801 - Atest Casefortesting, Date of Death: JUL-17-2017 transferred by Arizona Heart Hospital.

**Clear Save Return**

**Note: the Message box is pre-filled and can be left as is, edited, or deleted and replaced entirely.**

## Exercise 4: Request Non Affiliated Medical Certification

For a medical facility, a patient may pass in the facility but the attending physician, will not be certifying the death. In those cases, the facility will start the case but the Local Health Officer will complete the medical certification portion of the death record. The **Request Non Affiliated Certification** link allows a user to request the Local Health Officer certify a record.



1. From the **Death Registration** Menu select **Other Links**, **Request Non Affiliated Certification**. The **Request Non Affiliated Certification –Web Page Dialog** will be displayed.

2. This will display the **Request Non Affiliated Certification** page as shown below:

The screenshot shows a web form titled 'Request Non Affiliated Medical Certification'. It includes a 'Certifier Information' section with fields for 'Facility/Office Name' and 'Certifier Name', each with a search icon and an upward arrow. Below these are fields for 'First Name', 'Middle', 'Last', and 'Office'. There is a large 'Message' text area. At the bottom right, there are three buttons: 'Clear', 'Save', and 'Return'.


3. Assign the case to a Facility by clicking **Office Name Selector Button** (  ).

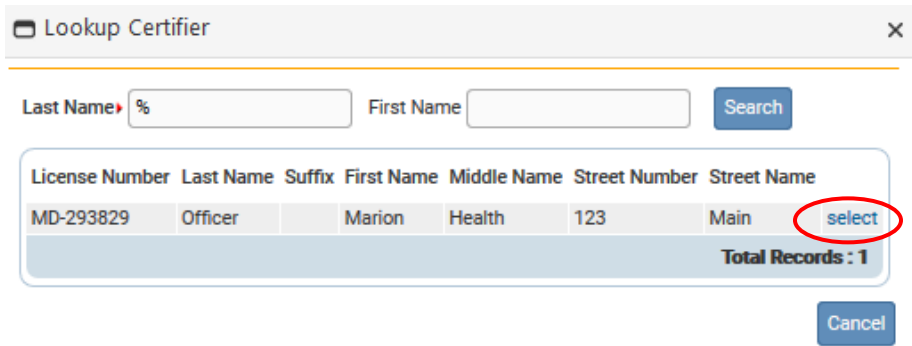
4. From **Lookup Facilities** enter the facility name and click **search**. If you don't know which facilities the certifier is associated to you can put in a % sign. Select from the list by clicking **select**. **Lookup Facilities** will close and insert the name into the **Facility** text box.

The screenshot shows a dialog box titled 'Lookup Medical Facilities'. It has a search input field with 'Mar%' entered and a 'Search' button. Below the search field is a table with columns for 'Facility Name', 'Address', and 'City'. The table contains two rows: 'Marion County Coroner' with address '12 Main Alley' and city 'West Newton', and 'Marion County Health Department' with address '3838 N Rural St' and city 'Indianapolis'. Each row has a 'select' button to its right, with the second 'select' button circled in red. At the bottom right of the table area, it says 'Total Records : 2'. There is a 'Cancel' button at the bottom right of the dialog box.

Facility Name	Address	City	
Marion County Coroner	12 Main Alley	West Newton	select
Marion County Health Department	3838 N Rural St	Indianapolis	select

## Other Links

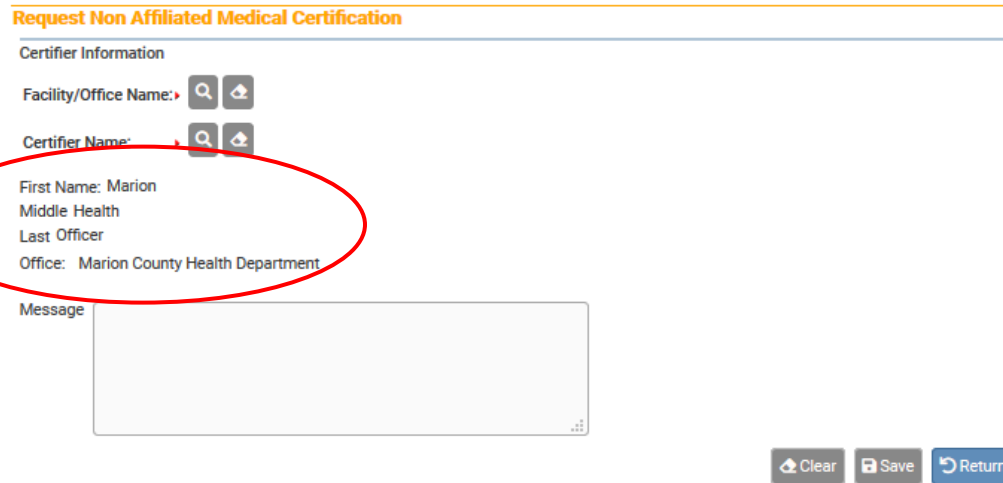
- Next, assign a certifier by clicking on the **Certifier Name Selector Button** (  ).
- From the **Search Certifiers** enter the last name of the certifier and click the **search** button. If you don't know the spelling of the Certifier you can put in a % sign as a wildcard. Select a Certifier from the list by clicking on the corresponding **select** link. This will close the **Search Certifiers** dialog and insert the certifier name into the **Name** text entry box.



License Number	Last Name	Suffix	First Name	Middle Name	Street Number	Street Name	
MD-293829	Officer		Marion	Health	123	Main	<a href="#">select</a>



Total Records : 1



- The selected office and certifier are selected. Edit the prefilled message text box to include any information needed by the certifier.



**Request Non Affiliated Medical Certification**




Certifier Information

Facility/Office Name:  

Certifier Name:  

First Name: Marion  
Middle Health  
Last Officer  
Office: Marion County Health Department

Message

- Select **Clear** to clear all entries and begin again, **Save** to save your changes and request certification or **Return** to leave this page without saving your changes and return to the previous page.



## Exercise 5: Refer to Coroner

The **Refer to Coroner** page is to notify a coroner of a death that was due or may have been due to unnatural causes.

1. From the **Death Registration Menu**, select **Other Links**, **Refer to Coroner**.

**Death Registration Menu** 2856 :John Doe MAY-17-2020  
./New Event/New Event/Not Registered/Unsigned/Uncertified/NA

**Decedent**

Will Coroner be responsible for final disposition? No

**Decedent's Legal Name**

Prefix First Middle Other Middle Last Suffix  
[ ] John [ ] [ ] [ ] Doe [ ]

**Decedent's Maiden Name**

Last  
[ ]

**Aliases**

Add/Edit Alias Names

Sex Social Security Number None Unknown  
Male [ ] [ ] [ ] [ ]

Date of Birth Age Years Months Days Under 1 Year Under 1 Day Hours Minutes SSN Verification Status  
[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] UNVERIFIED (0)

**Decedent's Birth Place**

City or Town County State Country  
[ ] [ ] [ ] United States

2. County should autofill based on place of death. If not, select "County" lookup control.

**Refer To Coroner**

County Marion [ ] [ ]

Office [ ] [ ] [ ]

Coroner [ ] [ ] [ ]

Message: Please review Case Id: 2856 - John Doe, Date of Death: MAY-17-2020 referred by Indianapolis City Hospital. Time of Death: #TimeOfDeath#

[ ] Clear [ ] Save [ ] Return

3. A list of all counties will display. Select county of jurisdiction relative to current case.

**Place Search**


County Name [ ] [ ] Search Reset



Place Name	
Adams	select
Allen	select
Bartholomew	select
Benton	select
Blackford	select
Boone	select
Brown	select
Carroll	select
Cass	select
Clark	select



4. The page will refresh and display the county selected. Select the Office lookup (magnifying lens) control

## Other Links




### Refer To Coroner

County ▾ Marion 

Office ▾  

Coroner ▾  


Message



  



5. Enter the facility of jurisdiction in the **Facility Name** control and select the **Search** button. Note that this field is compatible with Wild Card searches.
6. Select the office of jurisdiction from the search results list. The page will refresh and display the office selected.
7. If Coroner is known, select the Coroner name using the lookup icon.
8. Enter the Coroner's Last Name and select the **Search** button. Note that this field is compatible with Wild Card searches.

Note that the Message field is pre-filled as shown below. This message can be used as presented, edited as needed, or deleted and replaced in its entirety. Select the **Save** button to complete the referral process. The next time the Medical Examiner logs in, this case will appear in their work queue.




### Refer To Coroner

County ▾ Marion 

Office ▾ Marion County Coroner  

Coroner ▾ Marion Coroner  

Message

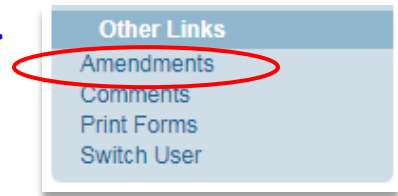
  

## Exercise 6: Amendments

**Skills Learned:** In this exercise you will learn how to submit **Amendment** requests.

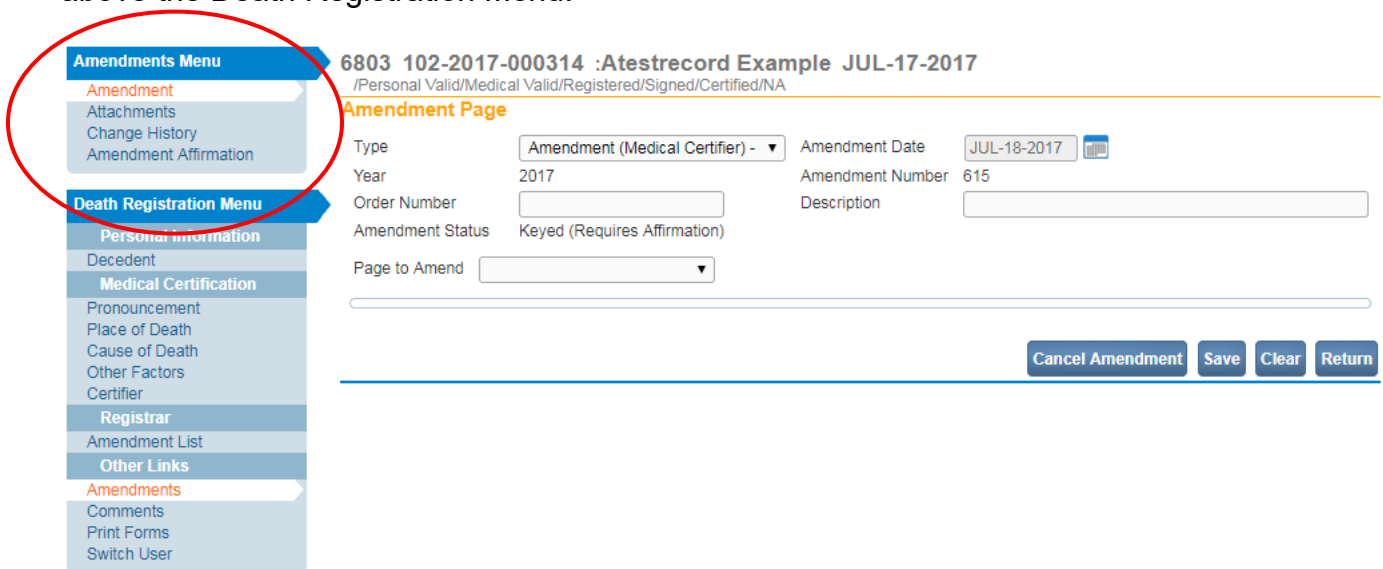
From time to time, it may be necessary to make changes to a registered death record. These changes are called amendments.

1. To access the **Amendments** link, select **Other Links -> Amendments**.



**Note: Access to the Amendments link is restricted based on user security privileges. You may or may not be able to access this page.**

2. Notice, when the **Amendments** link is selected, the **Amendments Menu** is displayed above the Death Registration Menu.



3. The first step in processing an amendment is to select an amendment **Type** from the dropdown list. The options available are dependent upon User Security Setup. In this example, because we are logged in as a Medical Certifier we will see only the options for amendment types assigned to the Medical Certifier role.

**Amendment Page**

Type

Amendment (Medical Certifier) - Death  
Correction (Medical Certifier) - Death

4. Add a description of the amendment in the **Description** text control and click **Save**.

**6803 102-2017-000314 :Atestrecord Example JUL-17-2017**  
/Personal Valid/Medical Valid/Registered/Signed/Certified/NA

**Amendment Page**

Type  Amendment Date

Year  Amendment Number

Order Number

Amendment Status  Description

Page to Amend

After selecting Amendment Type, upon selection of the 'Save' button, the 'Amendment Status' and 'Page to Amend' dropdown are displayed.

5. The page will refresh and the **Amendment Date** calendar control will automatically fill in with the current system date. In addition, new controls appear onscreen. These controls consist an **Amendment Status** control and a **Page to Amend** dropdown.

6. Next select the **Page to Amend** dropdown and select a registration page from the list; this page will then be displayed, with all items completed as they currently are registered. The list of pages available to amend will be dependent upon user security setup. In this case we are logged in as a Medical Certifier so we only see pages the Medical Certifier is responsible for available to select from.

Page to Amend

Death - Certifier  
Death - Other Factors  
Death - Place of Death  
Death - Place of Disposition  
Death - Place of Injury  
Death - Pronouncement  
Death - Cause of Death

**6803 102-2017-000314 :Atestrecord Example JUL-17-2017**  
 /Personal Valid/Medical Valid/Registered/Signed/Certified/NA

**Amendment Page**

Type  Amendment Date

Year  Amendment Number

Order Number

Amendment Status  Description

Page to Amend

---

**Pronouncement**

Date of Death  Date of Death Modifier

Time of Death  :   Time of Death Modifier

7. Make changes to the item you wish to amend on the page and then select **Clear** to clear all entries and begin again, **Save** to save and display your changes in a data grid, or **Return** to leave this page without saving your changes and return to the previous page.

You can also select **Cancel Amendment** to cancel the amendment process, select **Validate Page** to check for any data entry errors the update may cause on that page, or select **Validate Amendment** to check for any data entry errors the update to the item may cause.

8. Upon **Save**, the **Item in Error** data grid will display. This data grid displays the current value of the item to be changed, **Item as it Appears** and the updated value of the item to be changed, **Item as it Should Be**.

**6803 102-2017-000314 :Atestrecord Example JUL-17-2017**  
 /Personal Valid/Medical Valid/Registered/Signed/Certified/NA

**Amendment Page**

The Amendment has not been affirmed. Please select Amendment Affirmation to Affirm the amendment.

Type  Amendment Date

Year  Amendment Number

Order Number

Amendment Status  Description

Page to Amend

Item In Error	Item as it Appears	Item as it Should be	Edit	Delete
Pronouncement-Time of Death	04:00 AM	04:15 PM	<a href="#">Edit</a>	<a href="#">Delete</a>

9. The **Amendments** page allows the user to add multiple amendments to a record. Simply select the **Page to Amend** dropdown and select a new page to Amend – following steps 6 through 7 again.

10. Before the Amendment is submitted to the Local Registration Office for approval it must be **Affirmed**. Once you have made all of the changes needed for the Amendment, from the **Amendments Menu** select the **Amendment Affirmation** link. The **Affirmations** page will be displayed.

11. Place a checkmark in the box next to the affirmation statement and then select **Affirm** to certify the amendment and submit it to the Local Registration Office for approval, or select **Clear** to clear all entries, or select **Return** to leave this page without affirming and return to the previous page.

12. Once the amendment is affirmed a checkmark will appear next to the **Amendment Affirmation** link in the **Amendments Menu**. The **Amendment Status** will be updated from *Keyed (Requires Affirmation)* to *Pending*. The amendment will also no longer allow for changes as the **Save** and **Clear** buttons are now disabled.

Item In Error	Item as it Appears	Item as it Should be
Pronouncement-Time of Death	04:00 AM	04:15 PM

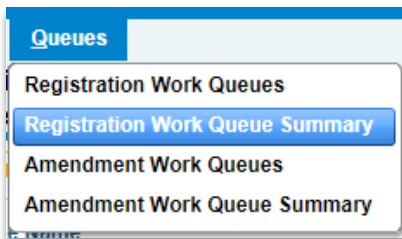
13. Use the **Return** button to close this page and return to the **Death Registration Menu**.

## Work Queues

**Skills Learned:** In this exercise you will learn how to navigate through the various work queues in the system. For this exercise we will be working from the **Main Menu**, not the **Death Registration Menu**. The **Main Menu** is continuously displayed across the top of the DRIVE screen when logged in.

From the **Main Menu**, select **Queues**. **Queues** contain registrations, orders, or amendments which have a work queue status assigned. Queues are used to group death cases together based on the amount of work that has been done with them and the amount of work that still needs to be done. This is done primarily through the assignment of a work queue status when a validation rule fails.

### Exercise 1: Work Queues - Summary



1. From the **Main Menu**, select **Queues**, **Registration Work Queue Summary**.

This will bring up a listing of all the available work queues containing cases. If a queue does not contain any cases it will not be displayed in the list. Additionally, if a user does not have security access to a specific queue it will not appear in the list.

The default sort order is by **Queue Name**. However, the column headers summary tables are all underlined links. Clicking on any of these links will re-order the table based on that columns content.

Click any of the column headers to re-sort the Work Queue Summary.

Registration Work Queue Summary

Queue Name	Type ↓	Count	Age of Oldest in Days
Certification Required	Death	18	71
Medical Certification Requested	Death	18	82
Medical Pending	Death	3	82
			Total Queues : 3

2. **Queue Name** indicates the type of work that needs to be done in the queue, **Type** indicates which type of event, (Death or Fetal Death), the queue contains work for. **Count** indicates how many cases are in the queue. **Age of Oldest in Days** indicates the age of the oldest case in the queue.
3. Click on any **Queue Name** to view a list of the death cases currently in that queue. In the example shown here there are 2 cases in the **Registration Approval Required** queue.

# Coroner Features

**Search by Registration Work Queue**

Queue:  Search Type:  Value:

Display:  rows per page. Filter:

All	Case Id	File Number	Registrant	Date of Event ↑	Data Provider
<input type="checkbox"/>	6801		<b>Casefortesting, Atest</b>	JUL-17-2017	
<input type="checkbox"/>	6802		Test, Sandra	JUN-09-2017	Abel Funeral Services
<input type="checkbox"/>	3218		Messagestest, Transfercase	APR-27-2017	Abbey Funeral Chapel

Total Records : 3

**Actions**

Register Event  
Abandon Case  
Certify Registration

**Add Comments**

**Print Queue List**

4. Click on the **Registrant** name link to display that record for review or editing. This will open up record and display the Decedent Page.

**Death Registration Menu**

- Personal Information
- Decedent**
- Medical Certification
  - Pronouncement
  - Place of Death
  - Cause of Death
  - Other Factors
  - Injury
  - Certifier
- Other Links
  - Comments
  - Print Forms
  - Refer to Medical Examiner
  - Relinquish Case
  - Transfer Case
  - Switch User

**6801 :Atest Casefortesting JUL-17-2017**  
/Personal Invalid/Medical Invalid/Not Registered/Unsigned/Uncertified/NA/Personal Pending/Medical Pending/FIPS Coding Required

**Decedent**

Medical Institution or Tribal Law Enforcement Authority will be entirely responsible for registration of record.

**Decedent's Legal Name**

First  Middle  Last  Suffix

**Aliases**

Add/Edit Alias Names

Sex  Social Security Number   None  Unknown

Date of Birth  Age  Years  Months  Days  Hours  Minutes  SSN Verification Status  Verify SSN

**Decedent's Birth Place**

City or Town  County  State  Country

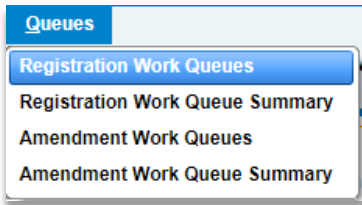
Ever in US Armed Forces?

Decedent Maiden Name



## Exercise 2: Work Queues - Search

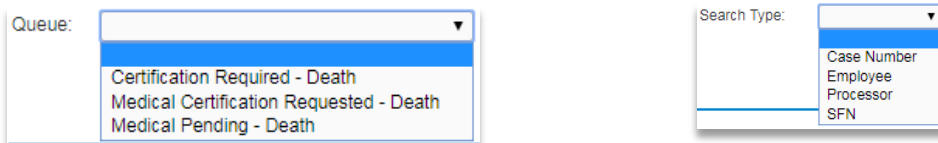
**Skills Learned:** In this exercise you will learn how to search for cases based on their queue status.



1. From the **Main Menu** select **Queues -> Registration Work Queues**. This opens the **Search by Work Queue** window.

**NOTE: The work queues available vary based on user type and user security setup.**

2. Select one of the available options from the **Queue**, or **Search Type** dropdown list or enter a value to search for in the **Value** text-entry box.



3. To narrow your search you can use all three or a combination of the three search parameters. However, you must always make a selection from the **Queue** dropdown list.

**You must enter at least one of the above search parameters, but can also use any combination of the three.**

4. Click the **Search** button to execute the search or the **Clear** button to clear your search parameters and start over.

All	Case Id	File Number	Registrant	Date of Event ↑	Data Provider
<input type="checkbox"/>	6801	Casefortesting, Atest	Casefortesting, Atest	JUL-17-2017	

Total Records : 1

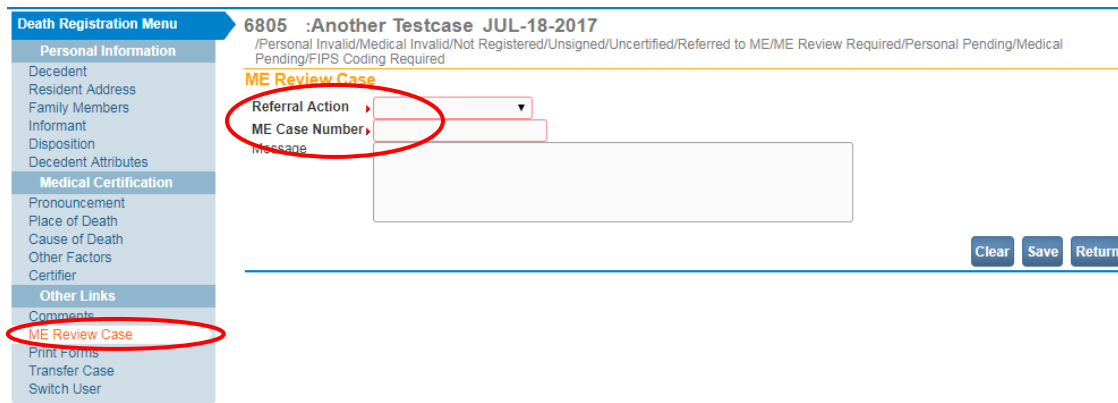
## Coroner Features

### Exercise 1: Coroner Review Case

**Skills Learned:** In this exercise you will learn to use the **Coroner Review Case** page to accept, decline, pend, or take ownership of a record.

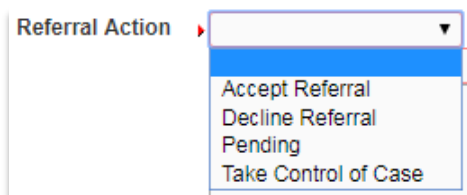
The **Coroner Review Case** page provides the ability for a coroner to accept a referral, decline a referral, take control of a case or to set the referral action to pending.

- From the **Death Registration Menu**, select **Other Links -> Coroner Review Case**. Notice that both **Referral Action** and **Coroner Case Number** are marked with red arrows (▶) indicating that these are mandatory fields.



**Note: Access to the Coroner Review Case page is restricted based on user security privileges. You may or may not be able to access this page.**

- Make a selection from the **Referral Action** dropdown list:



**About Referral Actions:**

- Accept Referral** is used for cases referred to Coroner that can occur at any point in the registration process including after filing.
- Decline** is used to deny taking ownership or control of a record.
- Pending** is used to handle those cases where the Coroner determines that additional discussion is needed with the physician before making a determination on the case or when the cause of death is inadequate or incomplete.

3. Note that once a selection has been made from the **Referral Action** dropdown list, a system message is automatically entered into the **Message** box. This message can be used as is, edited, or deleted entirely.

**ME Review Case**

Referral Action ▸ Accept Referral ▾  
ME Case Number ▸   
Message  
Case Id: 6805 - Another Testcase, Date of Death: Jul-18-2017 has been reviewed. This referral action for this case was: Accept Referral.

Clear Save Return

4. As noted above, **Coroner Case Number** is marked by a red arrow (▸), and is a mandatory field. Enter the appropriate case number and select **Clear** to clear all entries and start over, **Save** to save your changes and take the referral action selected, or **Return** to return to the **Death Registration Menu** without saving your changes.

**ME Review Case**


Referral Action ▸ Accept Referral ▾  
ME Case Number ▸ 1234567890  
Message  
Case Id: 6805 - Another Testcase, Date of Death: Jul-18-2017 has been reviewed. This referral action for this case was: Accept Referral.

Clear Save Return

## Appendices

### Appendix 1 - Glossary of Icons and Controls

There are several different types of **icons** and **controls** used in **DRIVE**. Many of these are industry-standard or universal controls that you may already be familiar with from using other programs and/or websites. Others, are **DRIVE** specific controls that you will not find anywhere else.

 - **Auto-populate Button**: Automatically populates information in one field based on data entered in another. For example, based on data entered in the *Date of Birth* field, selecting the *Auto-populate* button calculates the age and populates the *Age* field.



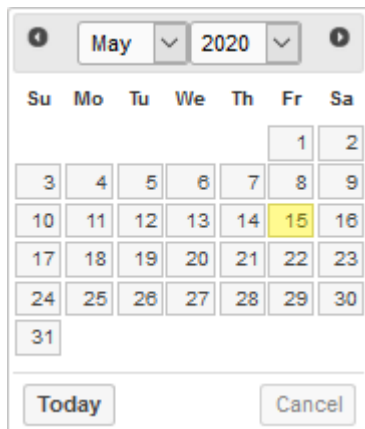
 **Calendar Icon**: Launches the interactive Calendar and is placed next to date entry fields.

The Interactive Calendar is an alternative to manually entering the date.

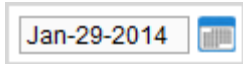
1. Launch the calendar by selecting the Calendar Icon next to the date entry field:



2. Select a *Month* and *Year* from the dropdown menus.



3. Select the specific day. Once the day is chosen, the calendar will close and enter the date into the date field.



**Note: Selecting the calendar's *Today* link enters the current date in the date field. Pressing the F12 button on your keyboard does this as well.**



**Checkboxes:** Checkboxes allow users to make one or more selections from a variety available options. To select or de-select a checkbox, simply click inside the box .

**Note: If a *Checkbox* or *Radio Button* has focus:**  
- Use the Spacebar to “press” and select the button, or  
- Use the Enter key to “press” and select the button.



**Buttons** initiate various functions within the application. They are used to navigate the application, accept data input, write information to the database, and trigger the processing of underlying system code.



**Fix Icon:** Appears in the **DRIVE** Validation frame only. Selecting this icon will place the focus or cursor in the item containing invalid information.



**Label Control:** Identifies a nearby text box or other control. Indicates what type of information is expected in that control.



**More Icon:** A **DRIVE** specific element that returns more information than what is currently displayed.



**LOV Icon:** A search tool used in the **DRIVE** application.



**LOV Eraser Icon:** Removes values selected using the LOV search tool.



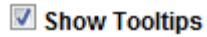
**Place Search Icon:** Launches a popup that facilitates the entry of city, state, county and/or country.



**Radio Buttons:** Allows the user to choose only one of a predefined set of options



**Required Controls:** All controls accompanied by small red arrows are mandatory and must be completed or attempts to save the page will cause a pop up error message to appear. The data must be completed before the user can continue.



**Show Tooltips Checkbox:** The Show Tooltips checkbox under the Help menu controls whether 'hint' text is displayed when hovering over an icon or control.

Date of Birth

**Text Box Control:** Allows user to enter information that will be used by the program. Can be formatted to accept only text, a combination of text and numbers, numbers only, or dates.



**Table Paging:** When a table of data contains more rows than can be displayed on a single page, **DRIVE** provides a set of controls located at the bottom of the search results page that displays the page currently selected, the total number of pages of search results, and links to the other search result pages.

Death Search Results

Case Id	SFN	Decedent's Name ↓	Date of Death	Sex	Place of Death	Date of Birth	
194		Alley, J	OCT-11-2016	Male	Burnside	DEC-01-1990	Preview
514	2016000021	Andy, Pete	OCT-28-2016	Female		APR-04-1987	Preview
176	2016000009	Anthony 33rd, Susan B.	OCT-09-2016	Female	Burnside	APR-17-1956	Preview
480		arerules, Joey	OCT-27-2016	Male		APR-14-1990	Preview
526	2016000022	Attacque, Blaccque Jacque	OCT-31-2016	Male	Burnside	JAN-21-1940	Preview
227		Bake, Clam	OCT-12-2016	Male	Burnside	JAN-21-1940	Preview
332		Beaches, Sandy	OCT-18-2016	Female	Burnside	JAN-01-2000	Preview
155		Ben, Benjamin Isa	OCT-07-2016	Male	Burnside	JAN-21-1940	
151		Binka, Inka metadeug	OCT-07-2016	Male		JAN-21-1940	Preview
427		Black, Franklin	OCT-25-2016	Female		SEP-25-1950	Preview

First **1** 2 3 4 5 6 7 8 9 10 ... Last Total Records : 212

[New Search](#)

The number of the selected page appears as bold text. The **First** and **Last** links allow users to easily jump to the beginning or ending of the search results.

In addition to providing links to quickly access the **First** page, pages **1 – 10**, and the **Last** page of the search results, the total amount of pages available for selection can be easily revealed by selecting the ellipsis link ( ... ).



If the number of records returned is greater than the system preference for the maximum records allowed, **DRIVE** will display a warning message encouraging the user to refine search criteria. The message below was displayed on the search results page when a user attempted to search for all death records within a 2 year time span.

The number of records found matching the criteria entered is greater than the value specified for "Maximum records to display:". Please refine your search criteria or increase the system preference value for "Max Rows to Return".

Please note: Increasing this number will negatively impact system performance. Therefore, it is recommended that the user key additional search criteria in order to limit the number of matching events instead of viewing all matching events. Total Records : 10,677

Not all pages will require table paging. In some cases it will be more useful to show a very large result set and use scroll bars to see the records that extend below the browser window.

✔ - **Validation Checkmark-Green**: this is a display only icon. Clicking on it has no effect. This icon is used in the **Death Registration Menu** and indicates that a **DRIVE** information page contains valid information.

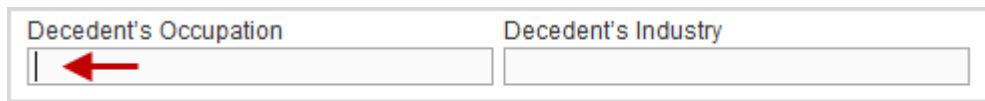
✘ - **Validation X Symbol-Red**: this is a display only icon. Clicking on it has no effect. This icon is used in the **Death Registration Menu** and indicates that a **DRIVE** information page contains invalid information that must be corrected before certification will be allowed.

⚠ - **Validation Caution Symbol-Yellow**: this is a display only icon. Clicking on it has no effect. This icon is used in the **Death Registration Menu** and indicates that a **DRIVE** information page contains information that may be invalid and must be corrected or overridden before certification will be allowed.

### [Appendix 2 - Usage and Common Conventions](#)

This appendix consists of useful tips and tricks to help you become a more efficient user of the **DRIVE** application. These hints will actually help you with almost any Windows based application.

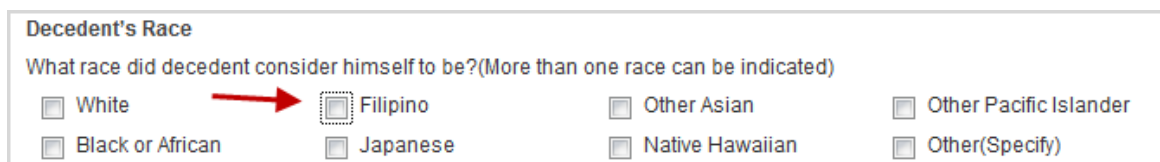
1. **Focus – Focus** determines which control on the page will receive the action. For example, if an empty text box has the focus then a flashing cursor will appear in the far left hand side of the box. Anything you type will appear in the text box.



If a Dropdown menu has focus it will be highlighted in blue. Once the dropdown is opened, a user can choose from a list of values.



A Checkbox or Radio Button will be surrounded by a dotted line when it receives focus. The box can then be selected by the user by pressing the keyboard space bar.



**Passing the Focus:** Moving between these controls is a matter of passing the focus. This is accomplished by using the following keyboard shortcuts:

- The *Tab* key advances the focus forward
- *Alt+Tab* (holding down the *Alt* key while pressing *Tab*) passes the focus back to the previous control.

Every page is structured a little differently. Exactly where *Tab* and *Alt+Tab* send the focus will vary, but it should always advance logically from one control to the next.

**2. Keyboard Shortcuts** – Now that you understand what **Focus** is and how to pass it from one control to the next, let's see how you can use it to become a more efficient **DRIVE** user.

If a **Text Entry Box** has the **Focus**, then just start typing to fill in the box. **Note:** If the text entry box already contains text, then when it receives the focus that text will be highlighted. Anything typed while the text is highlighted will replace the old text.

If a **Checkbox** or **Radio Button** has the **Focus**, then pressing the spacebar will check or uncheck the control.

If a **Dropdown List** receives the **Focus** then you have several options:

- Use the mouse to click on the down-arrow to reveal the list of selectable options.

However, try to avoid using the mouse.

- If you know the first letter of the option you want to select then just type that letter.

The focus will then shift down to the first option in the list beginning with that letter. If there are multiple selections beginning with that letter then keep typing it until your desired option shows up. Then, **Tab** off of the list to save that selection.

- Use the **Up** and **Down Arrows** on your keyboard to scroll through the list of options.

When the correct option is highlighted, use the **Tab** key to save that selection and move to the next control.

- Hold down the **Alt** key and press the **Down-Arrow** button on your keyboard to reveal the list. Then, using either your mouse or the **Up** and **Down Arrows**, make your selection and **Tab** off to the next control or hit the **Enter** button.

If a Click Button receives the focus you have two options:

- Use the **Spacebar** to “press” the button, or
- Use the **Enter** key to “press” the button

**Did You Know?**

**Using Alt-Left Arrow is the same as using your web browser's 'Back' button.  
Using Alt Right Arrow will trigger your browser's 'Forward' button.**

**3. Standard Date Formats:**

DRIVE™ uses a standard date format but is flexible enough to recognize and convert other formats users may enter. Formats accepted for conversion are illustrated below:



Input Formats	Typed As:	System Converts to:
MM-DD-YYYY	<input type="text" value="02-05-2014"/>	<input type="text" value="Feb-05-2014"/>
MM/DD/YYYY	<input type="text" value="02/05/2014"/>	<input type="text" value="Feb-05-2014"/>
MMDDYYYY	<input type="text" value="02052014"/>	<input type="text" value="Feb-05-2014"/>
MonDDYYYY	<input type="text" value="Feb052014"/>	<input type="text" value="Feb-05-2014"/>
Mon/DD/YYYY	<input type="text" value="Feb/05/2014"/>	<input type="text" value="Feb-05-2014"/>
Mon-DD-YYYY	<input type="text" value="Feb-05-2014"/>	<input type="text" value="Feb-05-2014"/>

**Did You Know?**

- 1. Selecting F12 will automatically key today's date into the selected date field**
- 2. Entry of dates in any other date format will result in an error.**

- 4. Zip Code Auto-Populate Address** - Zip code based auto-population controls are built into the DRIVE™ application to assist users in entering address data accurately and efficiently.

**Address**

<small>Street Number</small>	<small>Pre Directional</small>	<small>Street Name, Rural Route, etc.</small>	<small>Street Designator</small>	<small>Post Directional</small>	<small>Apt#, Suite #, etc.</small>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<small>Zip Code</small>	<small>City or Town</small>	<small>County</small>	<small>State</small>	<small>Country</small>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="United States"/>	

The **Zip Code** field appears as the first entry amongst the address location fields of: *City or Town*, *County*, *State* and *Country*.

Upon entry of the *Zip Code*, the *City or Town*, *County*, *State* and *Country* fields will auto-populate.

Zip Code	City or Town	County	State	Country
85019	Phoenix	Maricopa	Arizona	United States

If the *Zip Code* entered has multiple *City or Town* or *County* associated options, the system will display a list of valid values to choose from.

Zip Code	City or Town	County	State	Country
85321	<ul style="list-style-type: none"><li>Ajo</li><li>Charco</li><li>Childs</li><li>Kaka</li><li>Why</li></ul>	<ul style="list-style-type: none"><li>Maricopa</li><li>Pima</li></ul>	Arizona	United States

**Did You Know?**  
The *Zip Code* auto complete feature is optional and can be turned off in **DRIVE** through **System Preferences**.