Processing Death Clearance Follow-Back Cases

Death Clearance follow-back cases can be sent to you as an encrypted attachment to an email or directly through the internet. If they're sent as an attachment, you need to save the attached file somewhere. It doesn't matter where as long as you can find it again. Once the file is saved, start the FTP program, select **Process death follow-back (email)** from the dropdown list, and click **OK**. You'll be prompted to select the saved file that was attached to the email.

If the cases are sent directly through the internet, you will still get an email to let you know the cases are available, but the email won't have an attachment. In that case, start the FTP program, select **Process death follow-back (internet)** from the dropdown list, and click **OK**.

Figure 1: Death Clearance Follow-Back Dialog

At this point the dialog window shown in Figure 1 is displayed. It's divided into three parts. The upper left part, enclosed in a blue rectangle as shown in Figure 2, is the patient list. The bottom part, enclosed in a red rectangle as shown in Figure 3, is the patient data taken from the death certificate. The upper right part, enclosed in a green rectangle as shown in Figure 4, is the tab area.

At any time you can click the **Save** button to save your work and close the program. Then at a later time you can open it again by running the FTP program. If you originally selected **Process death follow-back (email)** from the dropdown list, select it again and click **OK**. This time you won't be prompted to find the file, because the FTP program will remember where it is. On the other hand, if you originally selected **Process death follow-back (internet)**, select that. Either way, you will start wherever you left off when you clicked the **Save** button.
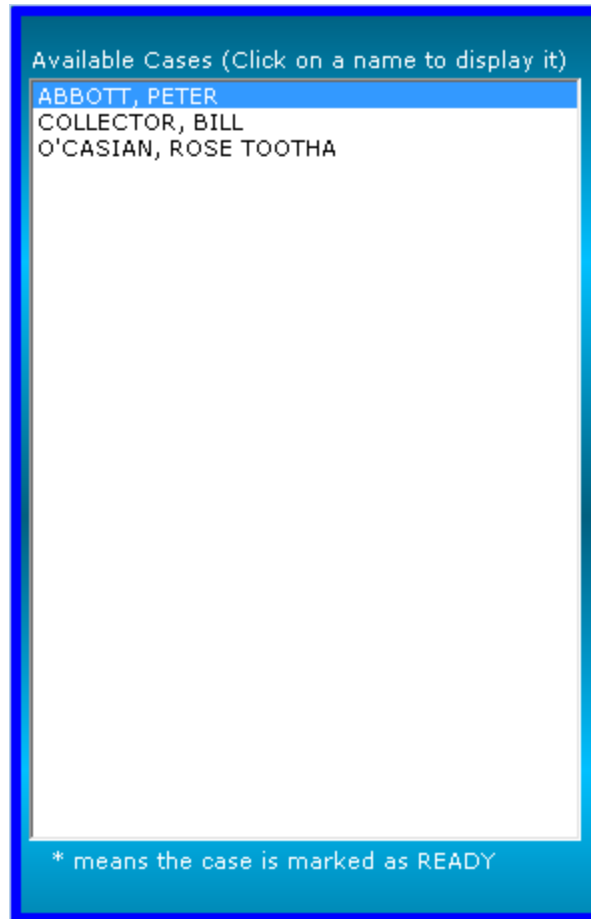
Parts of the Dialog Window

Figure 2: Patient List

The patient list shown in Figure 2 is in the upper left part of the window. It shows the names of the patients that have been sent to you for follow-back. The other two parts of the window show the information for patient whose name is highlighted in this list. You can highlight any name in the list by clicking on it.

Figure 3: Patient Data From the Death Certificate

The patient data shown in Figure 3 is at the bottom of the window. It displays information taken from the death certificate about the currently selected patient. This data is read-only, so you cannot change it.

The tab area shown in Figure 4 is in the upper right part of the window. It's where you enter information about the currently selected patient. There are 4 tabs for each patient. You can display any tab by clicking the corresponding **Tab** button at the top of the tab area. Alternatively, you can click the **Next** button to go through the tabs and cases in order. This is what the instructions shown in the green bar near the bottom of the tab area tell you to do.

Figure 4: Tab Area Showing Tab 1
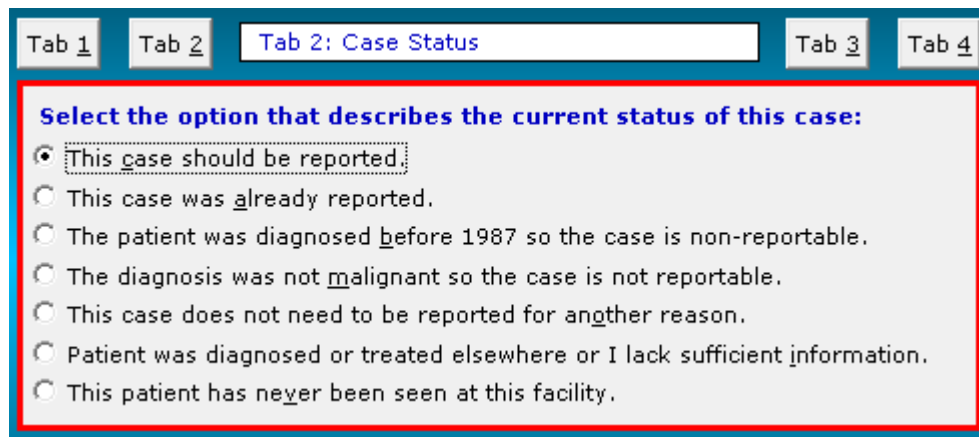
Tab 1

Tab 1, shown in Figure 4, prompts for two things you will rarely have to change: Your name, which should already be filled in, and whether the cause of death shown in the death certificate in Figure 3 is a metastatic site.

The rest of Tab 1 consists of two textboxes that display information from someone at the state registry that may be useful to you. These textboxes are read-only, so you cannot change them. The textboxes are displayed only if someone at the state registry entered information to put in them.
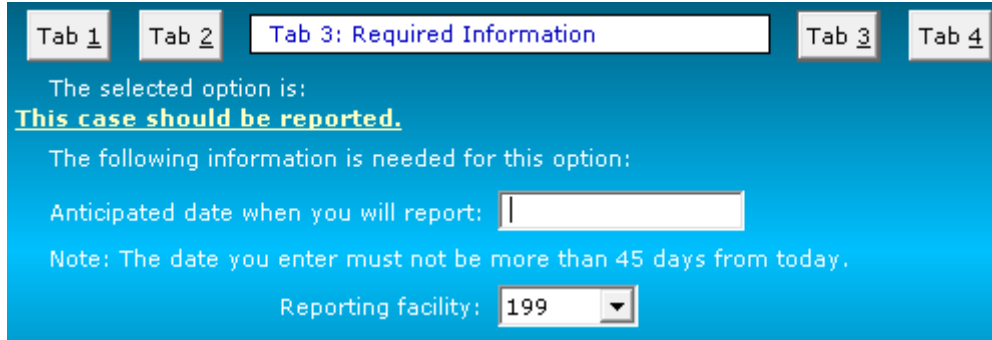
Tab 2

Figure 5: Tab 2

Tab 2, shown in Figure 5, presents a set of 7 radio buttons. Check the button that best describes the current status of the case.

Tab 3

The content of Tab 3 depends on which option you selected for this patient in Tab 2. If you select any of the following options, there is no additional information that you need to enter in Tab 3:
- The patient was diagnosed before 1987 so the case is non-reportable.
- The diagnosis was not malignant so the case is non-reportable.
- The patient has never been seen at this facility.
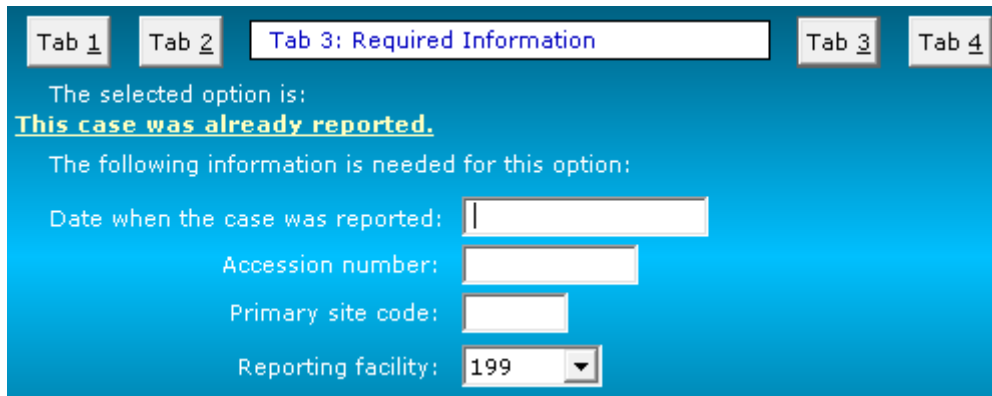
Figure 6: Tab 3 When the Case Should be Reported

If you check the radio button in Tab 2 saying the case should be reported, then Tab 3, shown in Figure 6, prompts for the date when you expect to report. This must be an actual date that is no more than 45 days from the current date, and not a phrase like "end of the month." The date is just your best guess. You don't have to report on exactly that date.

Tab 3 also prompts for the reporting facility. If you report for only one facility, this will be preset to your facility ID and you won't be able to change it. If you report for more than one facility, please select the facility that will be reporting the case.

Figure 7: Tab 3 When the Case was Already Reported

If you check the radio button in Tab 2 saying the case was already reported, then Tab 3, shown in Figure 7, prompts for the date when the case was reported, the accession number, and the primary site code. The date must be an actual date.

Tab 3 also prompts for the reporting facility. If you report for only one facility, this will be preset to your facility ID. If you report for more than one facility, please select the facility that reported the case.

Figure 8: Tab 3 When the Case is Non-Reportable

If you check the radio button in Tab 2 saying the case does not need to be reported a reason other than it was diagnosed before 1987 or it's not malignant, then Tab 3, shown in Figure 8, prompts for the reason why the case is non-reportable.

Figure 9: Tab 3 For Option 6

If you check the radio button in Tab 2 saying the case was diagnosed or treated elsewhere or you don't have sufficient information about the case, then Tab 3, shown in Figure 9, prompts for a doctor or facility that may have information about the patient. You must enter something for either the person's name or the facility name. If you have no contact information at all, enter **Unknown** as either the person's name or the facility name.

Tab 4

Tab 4, shown in Figure 10, prompts for any additional information you may have about the patient that you think might be helpful to the state registry.

In Tab 4 also has a **READY** box that you must check for each patient to indicate you've finished entering data for that patient. Checking the box puts an asterisk (*) next to the name in the patient list.

After you've entered the data for all the patients in the list, click the **Send** button to return the data to state registry. This will encrypt the data and attach it to an email. Click the **Send** button in the email to send it to the state registry.

More Information

If you need more information about any textbox or button, click the question mark in the upper right corner of the window next to the close box. This changes the cursor into a question mark. Then if you click on a button or textbox, a little window pops up telling about that button or textbox.

If you need still more information, click the **Help** button to display the help file.