POLICY AND PROCEDURE	
SUBJECT/TITLE:	Death Certificate Affidavits/Corrections
SCOPE:	Vital Statistics
CONTACT PERSON & DIVISION:	Olivia Roston, Vital Statistics Registrar
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PURPOSE

The intent of this document is to establish guidelines for proper registration and/or creations of death certificate affidavits/corrections. Adherence to this standard will:
1. Ensure death certificate affidavits/corrections are completed when appropriate and;
2. Ensure death affidavits/corrections are complete and accurate.

POLICY

The Galion City Health Department registers death certificate affidavits for deaths 2006 and prior for funeral homes needing corrections to death certificates in accordance with ODH guidelines. The health department may also be requested to create death corrections for deaths 2007 to present.

BACKGROUND

Death certificates are at times created with minor errors that are discovered after the record has been registered. Therefore, a funeral home can create a Death Certificate Affidavit for deaths 2006 and prior and present it to the local health departments for registration to correct some of these minor issues in accordance with ODH guidelines. For deaths 2007 to present, corrections are electronic and if created by funeral homes, do not get physically registered by the health department. The health department may create these corrections as well.

GLOSSARY OF TERMS

The following definitions are relevant to this document.
ODH – Ohio Department of Health
EDRS – Electronic Disease Reporting System

PROCEDURES & STANDARD OPERATING GUIDELINES

I. **For deaths 2006 and prior,** when an affidavit for a death certificate is received, go into EDRS (Data Entry) and click on "Work Queue", "DEATH Affidavit Ready Reg".

    a. Find the name of the person the affidavit is for and open the record. Go to the "Completed" tab and put a "Y" in the box for "Registrar Signed". Fill in the "Date Affirmed/Subscribed" with the date the Notary affirmed/subscribed document on the bottom of the affidavit. The "Registrar Date Signed" will auto fill. **DO NOT HIT SAVE**. Click on "Linking" in the top menu, then click "To Death Record". Search for the death record and open it. Slide the death record to the side, so you can see the affidavit screen again. Click on

the affidavit screen with the death record still open. Then in the affidavit screen, click "Save". Close out of the screens, the affidavit is now registered and linked to the death record.

    b.   Photocopy the original affidavit and attach the copy to the copy of the death record in our file. Put the original affidavit in the VS envelope in the top drawer of Safe #2 to be mailed to ODH on Thursdays.
***If a funeral home has questions on how to finish an affidavit. Once all information is entered, they should change the status to "Pending". Then put a "Y" in the boxing indicating the record is complete. This will generate the date. Then click "Save". That will change the status to "Complete" and EDRS will prompt them to print.

II.   **For deaths 2007 to present**, corrections are all electronic and can be initiated by the funeral home or at the health department as well. Items above the "Certifier" section can be corrected by the funeral home or health department. Items at the "Certifier" section and below must be corrected by the certifier with a Medical Supplement. To create and complete a death correction, use the ODH "Death Correction Easy Step Guide".

    a.   Once the correction has been completed, the correction can be printed and paperclipped to the file copy. The correction does not get sent to the state as it is already in EDRS.

III.   If certified copies of the death certificate have been purchased, free certified copies go to the purchaser/person (found on receipt from original purchase). Copy the affidavit onto death paper as you would a death certificate & stamp (See Death Certificate Issuance). Next, open the "Security Paper Logs" excel file in the "Vital Statistics" folder on the shared drive and record the appropriate information on the "Death Affidavits" tab. Mail to or call applicant when completed, if necessary.

CONTRIBUTORS

The following staff contributed to the authorship of this document:
1. Olivia Roston, primary author

APPENDICES

Appendix A: Death Certificate Issuance

REFERENCE FORMS

Security Paper Logs
Death Correction Easy Step Guide

SIGNATURES

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Interim Health Commissioner