

POLICY AND PROCEDURE

SUBJECT/TITLE:	Death Certificate Registration
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 of death certificates. Adherence to this standard will:

1. Ensure death certificates are registered ensuring completeness and accuracy of information;

POLICY

The Galion City Health Department registers death certificates for events occurring within the city limits of Galion.

BACKGROUND

The registration of death certificates must be done in accordance with the Ohio Revised Code 3705.

GLOSSARY OF TERMS

The following definitions are relevant to this document.

ODH – Ohio Department of Health

PROCEDURES & STANDARD OPERATING GUIDELINES

When funeral home employees come in with original death certificates, the certificate must be registered.

E-Filing Death Certificates: Records can also be sent in via email for registration. The only email address that can be used to electronically file a death certificate is GCHDVitalStats@gmail.com. The password is gchd1869. When an email is received to register a death certificate, you must respond to the sender within 1 hour. Going through Gmail itself (not opening through Outlook if you have it linked), open the email from the funeral home and click reply. In the reply box, there are three vertical dots on the bottom, right side next to the trash can. Click those three dots and then hover over “Canned Responses,” then click “E-File Received.” That will enter the required text to inform the funeral home the record was received. Click send. Then print the death certificate. Next, open the tracking sheet in Q/Vital Statistics/Death Docs called “E-File Tracking Sheet”. Fill in all of the needed information as you register the record. Then continue below to register. The certificate must be registered with 1 business day. Once registered, you must send another email. Go back into the email in Gmail and click reply. Again, click on the three vertical dots, go to “Canned Responses,” then click on “E-File Received.” That will enter the required text to inform the funeral home the record was registered and they may now order copies. Click send. Funeral homes can ONLY register death certificates via email. They still must come in to order.

When filing/registering the death certificates, check the following items before filing...

Verify that the death certificate is completely and correctly filled out. All boxes should be completed, except conditional information. Important items to verify are...

First the three required signatures.

- Box 19 Signature of funeral director (can be electronic)
- Box 23 Registrar's Signature (person registering the certificate will sign our registrar's name)
- Box 26e Signature and titled of certifier (can be electronic signature)

Second, review dates and/or times in the following boxes: 22b, 24, 25c, 26b, 26c, and 26g (proper sequence is important – Date of Death (box 3) should be the same as Date Pronounced Dead (box 26c) & must be dates occurring FIRST if the same (26c can be after 3 if body was discovered after date of death, but ask to be sure it is correct, if they are different). The Date Burial Permit Issued (in EDRS on "Registrar" tab toward bottom for Burials, at bottom for Cremations) MUST be prior to or the same as the Date of Disposition (in EDRS on "Disposition" tab). The Physician must sign (box 26e & g) before or the same as the Registrar signature (box 23 & 24). If a Cremation was requested, the physician must sign and date on or before the approval of the disposition permit. If disposition date or burial permit approval dates are blank in EDRS, instructions on approving the permit and adding the date of disposition are below.

- Box 3 Date of Death
- (No box) Date of Disposition (Only in EDRS not on certificate. In "Disposition" tab)
- Box 24 Date Filed
- (No box) Date Burial Permit Issued (Only in EDRS not on certificate. In "Registrar" tab)
- Box 26b Time of Death (should be in military time, it is okay if it is not but must have AM/PM if not)
- Box 26c Date Pronounced Dead
- Box 26g Date signed (by certifier)

Third, is the cause of death legible and printed?

- Box 28a Immediate cause of death (**approximate interval between onset and death isn't required**)
- Box 28b-d If used must be printed and legible.
- Part II If other significant conditions were entered, must be legible and printed.

****Above 3 requirement sections can be viewed with illustrations on word document "Death Record Filing – What to Look For"**

Other important information to verify...

- Box 26d Was case referred to coroner? (Any death that is not natural must be coroner)
- Box 26f License number (of certifier)
- Box 27 Name & address of person who completed cause of death
- Box 29a Was an autopsy performed?
- Box 29b Were autopsy findings available prior to completion of cause of death?
- Box 30 Did tobacco use contribute to death?
- Box 31 If Female, pregnancy status (must be checked if female was less than 75 years of age)
- Box 32 Manner of death (If this is anything other than natural, only a coroner can certify the record. Therefore, 26d must be yes and 26a must be checked indicating the certifier is a coroner.

If Box 32 is accident, then Boxes 33a, b, c, d, e, f, g need to be completed, also. Only a coroner can complete this information. A physician cannot complete a death certificate that is not natural and therefore cannot complete anything in this section.

After verifying all information is available and accurate, login to IPHIS/EDRS and select the User Number that lists the GUI group ending in "Loc Registrar Data Entry". Click on "Work Queue", then "Death Complete". Double click on the name from the death certificate.

Click on the Disposition tab. Is disposition date filled in? If there is not a date, call the funeral home and have them fill in the date.

Go to the Registrar tab. First scroll down to “Burial Permit or Provisional” to see if a burial permit has been requested and not approved. If “Burial Permit Requested?” or “Cremation Permit” “Permit Requested” is “Y” and “Permit approved” is “N”, then continue to 3. If, the “Permit approved” is “Y”, check the “Ready to Print Frist time?” If this is “Y”, the funeral home has already printed the permit, continue filing the death record if it was presented for filing. If “Ready to Print Frist Time?” is “N”, go to step 4 under Burial/Cremation Permit Approval. If EDRS is down or a funeral home brings in a Report of Fetal Death and needs a burial/cremation permit, the permit must be handwritten. Skip down to the “Handwritten Burial Permit” Section.

Burial/Cremation Permit Approval

1. Go to the Registrar tab. First scroll down to “Burial Permit or Provisional” to see if a burial permit has been requested and not approved. If “Burial Permit Requested?” or “Cremation Permit” “Permit Requested” is “Y” and “Permit approved” is “N”, then continue to 3. If, the “Permit approved” is “Y”, check the “Ready to Print Frist time?” If this is “Y”, the funeral home has already printed the permit, continue filing the death record if it was presented for filing. If “Ready to Print Frist Time?” is “N”, go to step 5.
 2. If the body has already been buried (“Date of Disposition” on “Disposition” tab in EDRS, date can be today’s date), DO NOT issue a burial permit. If the “Date of Disposition” is today’s date or after, go to step 4. If the “Date of Disposition” is blank, call the funeral home ask them to enter it or ask them the date and enter it for them. If they enter the date, close the record and wait a few minutes for them to enter it, then open the record and make sure the date is there. If we enter the date, save the record before continuing (floppy disk icon, next to the calendar icon).
 3. a. If “Burial Permit Requested?” is “Y” and “Permit Approved” is blank, a burial permit needs to be approved. If it is assigned to our registrar* (“Assignment to Local or Sub Registrar” section above “Burial Permit” section), type a “Y” in “Permit approved” for burial permits and then click the save icon at the top (looks like a floppy disk, next to the calendar icon).
- OR**
- b. If “Burial Permit Requested” is “N”, check the next section, “Cremation Permit.” If “Permit Requested?” under “Cremation Permit” is “Y” and it is assigned to our registrar* and you have the Completed Signed Death Certificate with the Manner of Death as Natural, type “Y” in “Approve Permit and click save.

* Funeral homes may need called to have burial permits approved in EDRS if it is not approved and we were not assigned to approve it. We can print it for them once the assigned person approves it. This is allowable for burials but not necessarily for cremations. If this is needed for a cremation, the assigned person will have to be called and see if they will allow you to email them a copy of the record, so they can verify it is complete before approving. If the assigned person will not allow the emailed verification, the funeral home will have to take it to the assigned person or change the assigned person and redo the death certificate to put the new assigned person on it.

4. If the funeral home is present and needs a copy of the disposition permit, click on “Requests” then “Print Burial Permit-No Cremation” on the top menu. When the preview comes up, print the burial/cremation permit out. If the funeral home is not present, they typically will print the permit themselves. If approving when a funeral home is not present or paying for the disposition permit, log the approval on the “[Burial Permit Needing Paid](#)” excel sheet. If the death record is filed/registered prior to printing the burial permit, go to “Requests”, “Print: Burial/Cremation Permit”.

Hand Written Burial/Cremation Permits

Hand written permits are used for all fetal deaths needing burial/cremation or if the EDRS system is down. For fetal deaths, the Report of Fetal Death must be fully completed and signed by the doctor prior to issuing the burial permit. The "Burial-Transit Permit" forms are in the bottom drawer of safe #2 and are a long, thin "booklet". There are two parts to the form. First complete the smaller, left-hand side "Stub of Burial-Transit Permit." If the permit is for a fetal death or due to the system being down, make up a "Permit Number" that is date related (I.E. for 1/1/13 write 1702-2013010113). Also for fetal death permits, write "FD" for fetal death on the right end of the permit number line. The rest of the permit can be completed using the information on the death certificate/report of fetal death. Name of Deceased is in Box 1 of both. For place of death use the city of death found in Box 18c of the death certificate and Box 5a of the report of fetal death. Date of death is in Box 3 of the death certificate and Box 4 of the report of fetal death. Name of funeral director is in Box 19 of the death certificate; however it does not appear on the report of fetal death, so the information must be obtained. The address of the funeral director is in Box 21 of the death certificate and again this information does not appear on the report of fetal death, so it must be obtained. The date issued is the date the permit is being completed and the person issuing the permit is the initials of the person completing the permit. On the right half of the burial-transit permit, write the same permit number used on the left side, in the top right corner on the "Permit No." line. Complete the name of deceased the same as the left side. Sex of the deceased is in Box 2 of the death certificate and Box 3 of the report of fetal death. Age is in Box 5a of the death certificate and is "0" for fetal deaths. Place of death is the same as the left side (city), and county is in Box 18d of the death certificate and Box 6 of the report of fetal death. Cause of death is in Box 28, Part I, A, on the death certificate and Box 18a on the report of fetal death. The type of disposition is in Box 22a on the death certificate and Box 13 on the report of fetal death. The name and county of cemetery (or crematory) is in Box 22c & 22d on the death certificate and again do not appear on the report of fetal death, so they will have to be obtained from the funeral home. The funeral director's name and address are the same as on the left side. Then the registrar who initialed the left side, signs under signature of registrar. In the "Registration District No." box write "1702". Then write the date the permit is being completed the same as the left side. The funeral home will get the right side of the permit and the left side stub stays in the booklet to be kept by the registrar. Now write the current date on the death certificate in Box 25c "Date Burial Permit Issued" or Box 13 (far right side) "Date Permit Issued."

If a burial permit has already been approved or after it is printed, in the "Registrar" tab of EDRS, type "Y" in the "Physician Sign?" box under "Certifying Physician or Coroner". Then using the date the physician/coroner wrote on the death certificate in Box 26g, type that date in "Date Signed" box next to "Physician Sign?". Next under the "Registrar" section in the "Registrar Sign?" box, type "Y". Now click the "Save" icon at the top. (If an error pops up about the "state of the record," the funeral home may not have certified the record on the "Completed" tab. Click the "Completed" tab and see if there is a "Y" below the "By certifying below..." statement. If it is "N" call the funeral home and have them mark it "Y". Then go back and enter "Y" for the "Registrar Sign?" box.) After saving, the record will jump to the "Completed" tab, click back on the "Registrar" tab and under the "Registrar" section get the number from the "Local Registrar Number" box. Write this number in the top left of the death certificate, next to "Registrar's No. Now sign in Box 23 and date in Box 24.

Issue certified copies to funeral home, if requested (See "[Death Certificate Issuance](#)"). Then make a copy of the death certificate. Put the original, in the VS envelope in the top drawer of Safe #2 to be mailed to ODH on Thursdays. Put the copy in the corresponding folder in the safe for deaths for the appropriate year.

CITATIONS

Ohio Revised Code 3705

CONTRIBUTORS

The following staff contributed to the authorship of this document:

1. Olivia Roston, primary author

APPENDICES

Appendix A: [Death Certificate Issuance](#)

REFERENCE FORMS

[Application for Certificates](#)

SIGNATURES

Andrea Barnes, RS
Interim Health Commissioner

_____/_____/_____
Date