

POLICY AND PROCEDURE

SUBJECT/TITLE:	Supplementary Medical Certifications
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 completion of Supplementary Medical Certifications. Adherence to this standard will:

1. Ensure Supplementary Medical Certifications are registered and/or completed to finalize death records;

POLICY

The Galion City Health Department registers and/or completes Supplementary Medical Certifications for death records that required updates to the coroner/physician section for events occurring within the city limits of Galion.

BACKGROUND

Some death records need updates to the coroner/physician section for things such as the cause of death was not available at the time the original record was created or there was a mistake in the coroner/physician section.

GLOSSARY OF TERMS

The following definitions are relevant to this document.

ODH – Ohio Department of Health

PROCEDURES & STANDARD OPERATING GUIDELINES

When a Supplementary Medical Certification is **completed by a coroner** (26d. Yes on Death Record), it will appear in the EDRS work queue “LR Recent Supplement”. When a supplement is in this queue, it is fully registered. However, it needs to be printed by opening the record and clicking “Requests”, “Print: Supplemental Certification”.

****If the supplementary medical certification was completed by a physician, it will come in the mail and it will not show in EDRS. Verify the appropriate fields are complete and accurate. Sign and date the record in the appropriate boxes.**

Next check the “[Security Paper Logs](#)” excel file in the “Vital Stats” folder on the “Q”. Find the person’s name on the list of the “Supp Med Certs” tab and determine if certified copies of the original death certificate were purchased in the “Reason for Waiver” column. Or check the file copy of the death record for a note. If there were death certificates purchased, free certified copies go to the purchaser/person FH has indicated listed in the “Applicant” column. The applicant’s contact information is listed in the next column. Make certified copies on the death certificate paper as you would with a death certificate and type the security paper numbers and number of pages in the appropriate columns on the “Supp Med Certs” tab. Mail to or call applicant when completed.

If the original supplement was electronic, the printed copy needs to be paperclipped to the back of the original death record in death record file cabinet. As this is a registered, electronic record, it does not need to be sent to ODH. If the original supplement was paper, photocopy the original supplemental and attach the copy to the copy of the death record in our file. Put the original supplemental in the envelope to be shipped to Vital Stats on Thursday. If the cause of death was updated, update the death statistics for the month and year the death occurred.

CONTRIBUTORS

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SIGNATURES

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Interim Health Commissioner

_____/_____/_____
Date