



Using the Illinois Vital Records System (IVRS) for Medical Examiners, Coroners, and Their Staff Manual

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What is the Illinois Vital Records System?

The Illinois Vital Records system (IVRS) is a web-based application to create and process death certificates. The IVRS streamlines the current paper process of creating and issuing certified death certificates. Once you request and receive your login information, you can access the system from any computer with internet access. IVRS runs in a standard web browser.

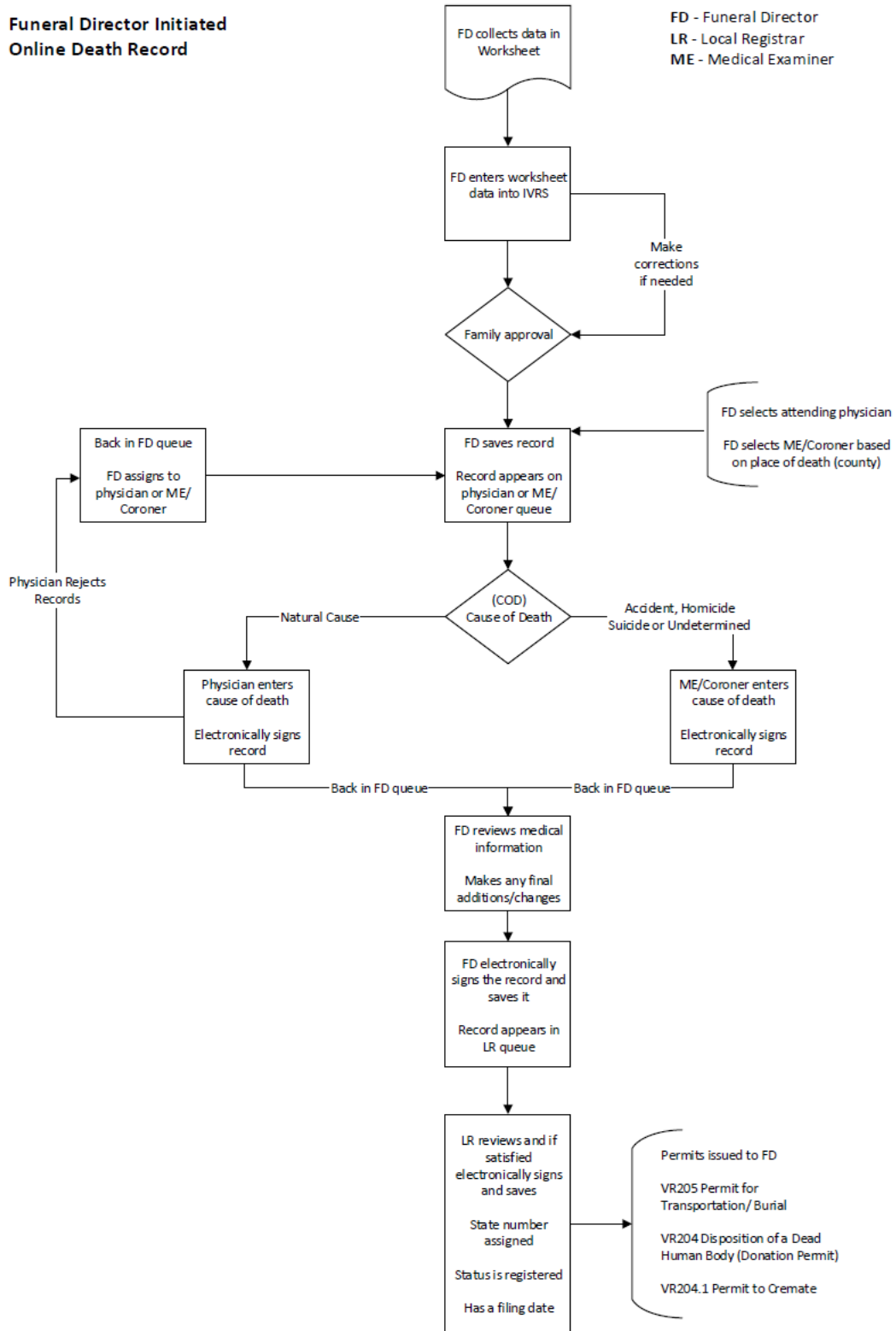
What does the Illinois Vital Records System do?

The system allows the electronic registration of all deaths in the State of Illinois. All applicable permits and forms are printable from within the system. The IVRS automatically assigns a State File Number when the record is registered. Records are available for issuance once accepted by the Local Registrar and can be printed at the funeral home. The records in the system are identified by their city or county of occurrence and access is limited to users within that city or county. In addition, the system tracks a new certificate in the registration process and routes it to the appropriate authority(ies) as required. Records are routed electronically, eliminating any driving or mailing of a certificate to the certifier or registrar for their signature. You can locate death records using its fully functional search feature. Amendments to records are performed and available in real time.

What is the process to certify a death certificate?

The basic electronic process is similar to the paper one – except the steps will be done electronically. The following diagram shows the flow of a basic death certificate through IVRS (see Figure 1).

Figure 1: Funeral Director Initiated Online Death Record Flow Chart



Who can use the Illinois Vital Records System?

Users must submit an application to their Local Registrar for access to the IVRS. The various roles defined in the system are as follows:

- VR staff
- Local Registrars
- Medical Examiners (MEs)/Coroners
- ME/Coroner acting as FD
- Funeral Directors
- Physicians
- Hospital staff
- County clerks

User Administration

User administration is limited to the Site Registration Authority (SRA) for your location. Contact your location SRA for any changes to your login or personal information.

What is the IVRS Work Queue?

The IVRS work queue is where items (records) are waiting for action. When you select the Work Queue menu, there is a list of the various queues assigned to your role in the system. There are numbers in parentheses behind the various items in the menu. These numbers are the counts of how many items are waiting in each queue. If the number is zero, nothing is in that queue.

NOTE: Your work queue list is automatically updated when logging into the system. When you have been working in the system for a while, you will need to refresh the work queue page to display records that were added since you last logged into the system. Select your browser **Refresh** button to refresh the queue.

Processing Work Queue Items

When you select the Work Queue menu, it has several queues that appear. To select a queue to review, select the name of the queue. A search screen appears with all the queue's items in a spreadsheet view. To review an item, select it from the list and select the **Display** button.

NOTE: Double-clicking a highlighted item will also open it for review.

When you complete an item in your queue, it will be automatically routed to the appropriate next step. For example, in a natural cause of death scenario, an FD initiates a death record, entering a physician as the certifier. Then, the record is electronically routed to the *Physician in Progress* queue. The certifying physician will select the record from their work queue, enter the cause of death, and electronically sign the record. Then, it is electronically routed back to the FD's queue to be completed and signed. Once the FD signs the record, it is routed electronically to the Local Registrar (LR) for signature.

NOTE: All MEs/Coroners are issued two roles in IVRS: one as the **ME/Coroner** and a second role as the **ME/Coroner Acting as a FD**. There are distinct differences in the work queues available for each of these roles. The following statements detail applicable work queue functions or actions for each of these roles.

ME/Coroner Work Queues

ME/Coroner in Progress

This queue contains death records that have not been marked complete by the ME/Coroner.

ME/Coroner Reject

This queue contains death records that are rejected by the Funeral Home or Local Registrar and returned to the ME/Coroner.

Death Coroner OK to Cremate

This queue contains registered records from which you can print cremation permits.

Temp Records Awaiting Update

This queue contains death records that have been registered as temporary.

ME/Coroner (as FD) in Progress

This queue contains death records created by the Coroner/ME acting as the FD (when there is no FD/ Funeral Home involved, such as when entering an unidentified body death record). These records have not been marked complete by the FD.

Fetal Work Queues

Fetal work queues will be explained in a subsequent training.

Coroner Acting as FD Work Queues

Funeral Director in Progress

This queue contains death records that have not been marked complete by the FD.

Funeral Director Rejects

This queue contains records that are rejected by the Physician, ME/Coroner, or Local Registrar and returned to the FD.

Funeral Director VR 204 Print

This queue contains registered records from which you can print a Disposition of Dead Human Body (Donation Permit).

Funeral Director VR 204.1 Prt

This queue contains registered records from which you can print a Permit to Cremate.

ME/Coroner Signed

This queue contains records signed by the ME/Coroner.

ME/Coroner (as FD) in Progress

This queue contains records that are not marked completed by the ME/Coroner.

Physician Signed

This queue contains records signed by the physician.

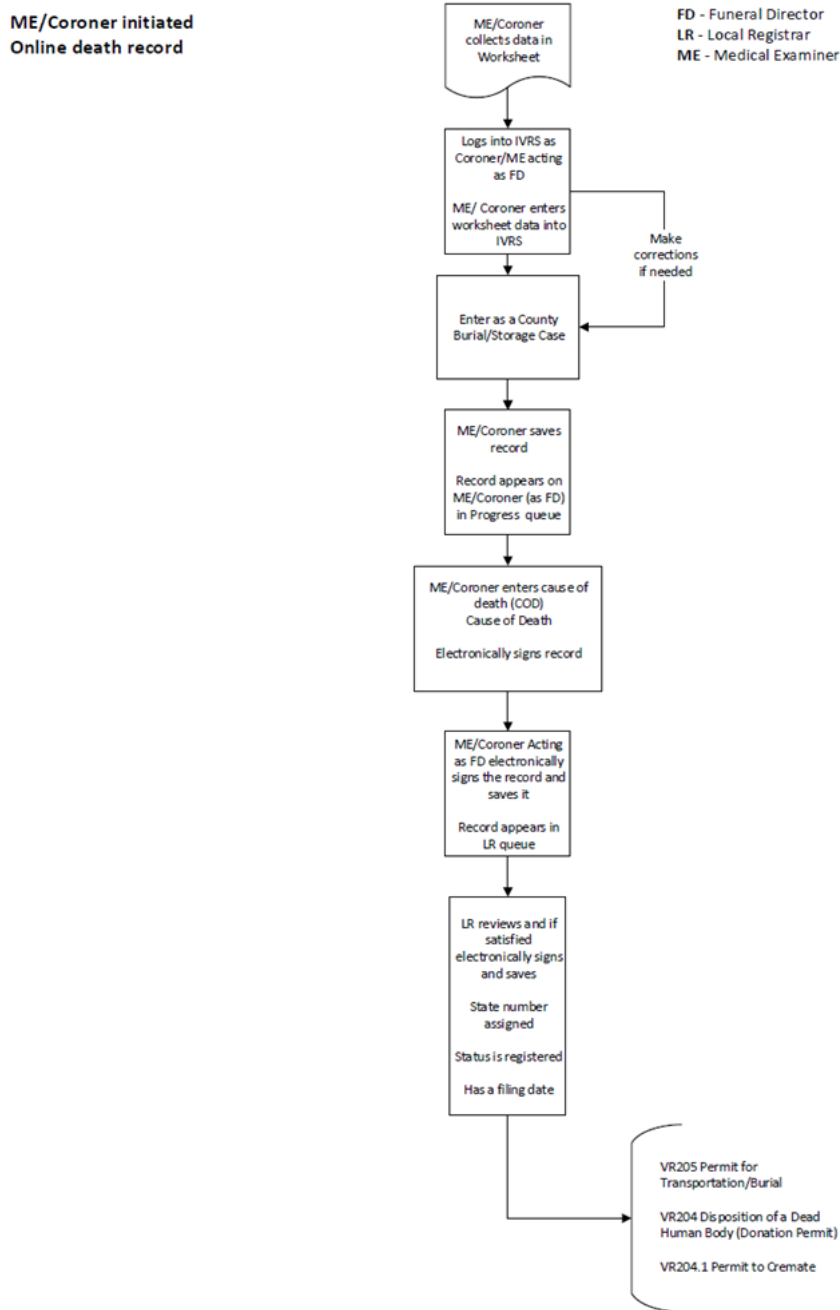
Fetal Work Queues

Fetal work queues will be explained in a subsequent training.

Creating a Death Record with the ME/Coroner Acting as an FD Role

In certain situations, the ME/Coroner will initiate and process the death record, and process the disposition of the decedent without involvement of a funeral home. Here is the process for an ME/Coroner acting as a FD (see Figure 2).

Figure 2: ME/Coroner Acting as FD Flow Chart



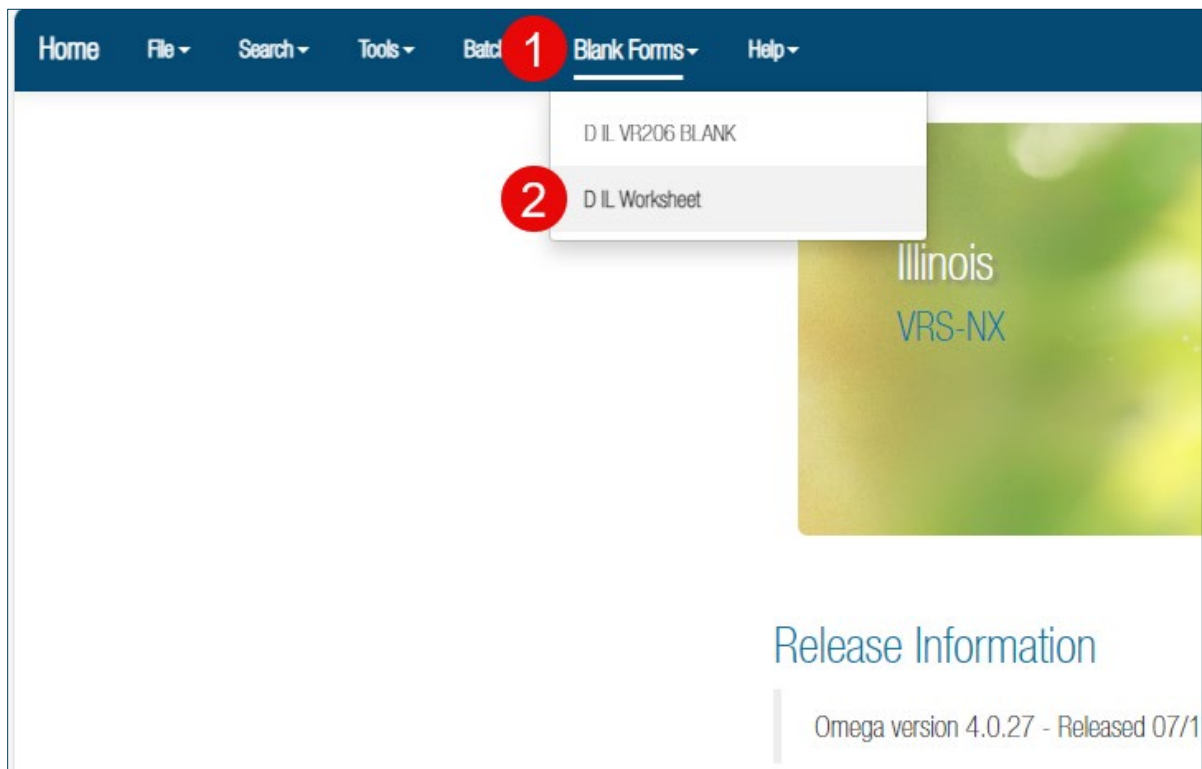
Printing a Death Worksheet

You can print a blank death worksheet to collect a decedent's information with an informant to facilitate data entry into the IVRS system.

Follow these steps to print a blank *IL Death Worksheet* (see Figure 3):

1. Select the **Blank Forms** button from the main menu on the main page.
2. Select the "D IL Worksheet" option from the drop-down list.

Figure 3: Printing a Death Worksheet



3. Select the **Printer** icon in the browser window that opens.
4. Follow the normal steps for printing from your browser.

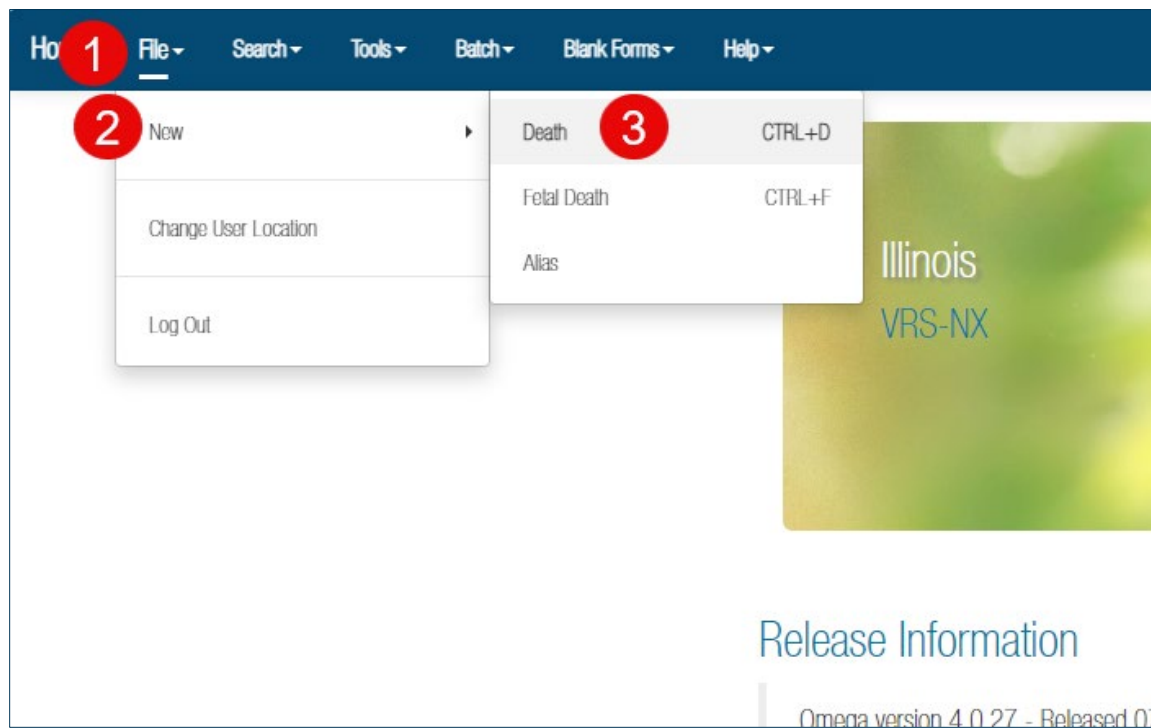
NOTE: Worksheets must be printed; email functionality is not available in the IVRS.

Creating a New Death Record

In situations when an FD is not involved, the ME/Coroner initiates the death record by logging into IVRS using the *ME/Coroner Acting as FD* role and following these steps:

1. Select the **File** button from the main menu.
2. Select "New" from the drop-down list.
3. Select "Death" from the fly-out menu (see Figure 4).

Figure 4: Creating a New Death Record



Completing the Decedent Tab

The **Decedent** tab allows you to enter information about the decedent. This tab includes the following sections (see Figure 5).

- *System*
- *Deceased*
- *Age if Decedent is Under 1 Year Old*
- *Place of Death*

Figure 5: Decedent Tab

Home File Search Documents Action Linking Tools Batch Help

Death: New Image count: 0 Notes count: 0 Alerts: 0 Save

Decedent Dec History Disposition Certifier Cause of Death Demographics Complete Flags Fax Amend

System

State File Number Local File Number Record Status
PENDING

Date Created Created by One, Coroner FD Created by User Group 10080 Date Modified Modified By

Reg Type Record Type - (Electronic/Paper) E Amendment Flag Correction Flag

Deceased

First Name Middle Name Last Name Suffix

Add Alias Add Alias Current Number of Alias 0

Sex Date of death known? Date of Death Decedent Found Date of Birth

Age Age Unit

Age if Decedent is Under 1 Year Old

UNDER 1 YEAR OF AGE - Months Days UNDER 1 DAY OF AGE - Hours Minutes

Place of Death

State ILLINOIS County City Place of Death

Facility Name Address Apt No Zip Code Registration District Code

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System Section

Enter information into the appropriate *System* section fields.

For the **Record Type - (Electronic/Paper)** field, some additional guidance is provided:

- Enter “E” for electronic (“E” is auto-populated) or “P” for paper.
- When the coroner is entering the Decedent’s information in IVRS, “E” is the proper entry.

Deceased Section

Enter information into the appropriate *Deceased* section fields.

For the following fields, some additional guidance is provided:

- **Last Name:** Enter “Unknown” when the deceased name is unknown at the time of creating their record.
- **Add Alias:** See the Creating an Alias Record - During the Entry of a New Death Record section of this document for instructions.

For all other fields in this section, as you use the **Tab** key on your keyboard to advance to and through these fields, be aware of the **Validation Errors** side panel. It provides guidance for entering required fields.

IMPORTANT: Continue adding information to a new record until you complete all required fields in the first two tabs of a record before saving. This will prevent errors in the database.

NOTE: When you need to leave a record before completing all entries, you can save without edits. This will allow you to come back later and complete the record. From the **Main Menu**, select **File > Save Without Edits**.

IMPORTANT: All validation errors must be completed before you can formally save and submit a record.

Age if Decedent is Under 1 Year Old Section

Enter information into the appropriate *Age if Decedent is Under 1 Year Old* section fields.

Place of Death Section

Enter information into the appropriate *Place of Death* section fields.

For the **Place of Death** field some additional guidance is provided:

- Enter appropriate choice from drop-down menu.
- For bodies that have a place of death at other than a home or facility where no address is available, be as descriptive as possible, (e.g., “farm field at the address entered” for the Place of Death field with the address fields also entered).

For all other fields in this section, as you use the **Tab** key on your keyboard to advance to and through these fields, be aware of the **Validation Errors** side panel. It provides guidance for entering required fields.

IMPORTANT: All validation errors must be completed before you can formally save and submit a record.

Completing the Dec History Tab

The **Dec History** tab allows the entry of a decedent's birth, marital, military service, residence, parents, and informant information. This tab includes the following sections (see Figure 6).

- *Decedent Birth Information*
- *Marital/Civil Union*
- *U.S. Armed Forces Service*
- *Residence*
- *Parents*
- *Informant*

Figure 6: Dec History Tab

The screenshot displays the 'Dec History' tab in a web application. The interface includes a navigation bar at the top with options like Home, File, Search, Documents, Action, Linking, Tools, Batch, and Help. Below the navigation bar, there are tabs for 'Decedent', 'Dec History', 'Disposition', 'Certifier', 'Cause of Death', 'Demographics', 'Complete', 'Flags', 'Fax', and 'Amend'. The 'Dec History' tab is active, showing several sections for data entry:

- Decedent Birth Information:** Fields for Country of Birth (dropdown), State of Birth (dropdown), City of Birth (dropdown), and Social Security Number (text input).
- Marital/Civil Union:** A dropdown for Decedent's Status, and text inputs for Surviving Spouse/Civil Union Partner's First Name, Middle Name, Last Name (Maiden), and Suffix.
- U.S. Armed Forces Service:** A checkbox for 'US Armed Forces?'.
- Residence:** Fields for Country (dropdown), State (dropdown), County (dropdown), City (dropdown), Street Address, Apt No, Zip Code, and In City Limits? (checkbox). It also includes Health Department Code and Health Service Area.
- Parents:** Text inputs for Father/Co-Parent's First Name, Middle Name, Last Name (prior to first marriage/civil union), and Suffix, repeated for the Mother/Co-Parent.
- Informant:** Text inputs for First Name, Middle Name, Last Name, and Suffix, a dropdown for Relationship to Deceased, a dropdown for Country, and text inputs for Mailing Address, Apt No, State (dropdown), City (dropdown), and Zip Code.

At the bottom left of the form, there is a copyright notice: © 2024 Nelmsmart Technologies, Inc.

Decedent Birth Information Section

Enter information into the appropriate *Decedent Birth Information* section fields.

For all fields in this section, when entering an unknown decedent's information, as you enter the **Tab** key on your keyboard to advance to the next field, be aware of the **Validation Errors** side panel. It will provide guidance for entering unknown required fields.

IMPORTANT: All validation errors must be completed before you can formally save and submit a record.

Marital/Civil Union Section

Enter information into the appropriate *Marital/Civil Union* section fields.

For all other fields in this section, when entering an unknown decedent's information, refer to notes in *Marital/Civil Union* section.

U.S. Armed Forces Service Section

Enter information into the appropriate *U.S. Armed Forces Service* section fields.

For all other fields in this section, when entering an unknown decedent's information, refer to notes in *U.S. Armed Forces Service* section.

Residence Section

Enter information into the appropriate *Residence* section fields.

For all other fields in this section, when entering an unknown decedent's information, refer to notes in *Residence* section.

Parents Section

Enter information into the appropriate *Parents* section fields.

For all other fields in this section, when entering an unknown decedent's information, refer to notes in *Parents* section.

Informant Section

Enter information into the appropriate *Informant* section fields.

For all other fields in this section, when entering an unknown decedent's information, refer to notes in *Informant* section.

Completing the Disposition Tab

The **Disposition** tab allows the entry of a decedent's disposition method request and funeral home choice. This tab includes the following sections (see Figure 7).

- Disposition
- Funeral Home

Figure 7: Disposition Tab

Disposition Section

Enter information into the appropriate *Disposition* section fields.

For all fields in this section, when entering an unknown decedent's information, as you enter the **Tab** key on your keyboard to advance to the next field, be aware of the **Validation Errors** side panel. It will provide guidance for entering unknown required fields.

IMPORTANT: All validation errors must be completed before you can formally save and submit a record.

Funeral Home Section

Enter information into the appropriate *Funeral Home* section fields.

For the following fields, some additional guidance is provided.

In this scenario, an ME/Coroner assigns themselves as the Funeral Home for final disposition by following these steps:

1. **Name:** Select "County Coroner" from drop-down list.
2. **Address, State, City, and Zip Code:** These fields will auto-populate based on the **Name** field entry.

Completing the Certifier Tab

The **Certifier** tab allows an ME/Coroner to either assign a natural cause of death record to an attending physician or they can enter information for death circumstances requiring investigation and assign themselves as the certifier. The second option means the record is not forwarded to a physician's work queue for certification. For this scenario, the ME/Coroner will assign themselves as the certifier. This tab includes the following sections (see Figure 8):

- *Assigned To*
- *Certificate Type*
- *Certifier*
- *Coroner*
- *Certifier Statement*

Figure 8: Certifier Tab

Home File Search Documents Action Linking Tools Batch Help

Death: 13071326 Image count: 0 Notes count: 0 Alerts: 0 Save

Decedent Dec History Disposition **Certifier** Cause of Death Demographics Complete Flags Fax Amend

Assigned To

Certifier Type: MEDICAL EXAMINER/CORONER Name: CORONER, CLARICE Physician's License: [Redacted]

Address 1: 200 SOUTH 9TH STREET, ROOM 303 Address 2: [Redacted]

State: ILLINOIS City: SPRINGFIELD Zip code: 62701

Preferred Method of Contact: Phone Phone: (217)753-6810 Extension: [Redacted] Fax: (217)753-6609 Email: [Redacted]

Attend the Deceased Prior to Death (Y/N): [Redacted] Last Date Seen Alive: [Redacted]

Certificate Type

Certificate Type (Temporary/Permanent): TEMPORARY Medical Examiner's Case Number: C298374

Certifier

Time of Death: 04:00 AM/PM: AM

Coroner

Pronounced Dead: 03/19/2024 Was Medical Examiner or Coroner Contacted?: [Redacted]

Certifier Statement

Certifier Statement: MEDICAL EXAMINER/CORONER - ON THE BASIS OF EXAMINATION AND/OR INVESTIGATION, IN MY OPINION, DEATH OCCURRED AT THE TIME, DATE AND PLACE, AND DUE TO THE CAUSE(S) AND M...

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Assigned To Section

Enter the following information in the *Assigned To* section fields.

- **Certifier Type:** Select “MEDICAL EXAMINER/CORONER” from the drop-down list.
- **Name:** Select your name from the drop-down list.
- **Physician’s License, Address1, Address 2, State, City, Zip code, Preferred Method of Contact, Phone, Extension, Fax, and Email fields:** Will auto-populate based on **Name** field entry.

Certificate Type Section

Enter the following information in the *Certificate Type* section fields. For the following fields, some additional guidance is provided:

3. **Certificate Type (Temporary/Permanent):** Select “Temporary” or “Permanent” from the drop-down list.
 - **Medical Examiner’s Case Number:** Enter your case number when available.

NOTE: A Temporary certificate status is used for cases that are awaiting Autopsy results and/or other investigation results. If the cause of death is available you can select “Permanent” and finish the record.

Certifier Section

Enter the following information in the *Certifier* section fields.

- **Time of Death:** Enter Time of Death in HH:MM format (e.g., 07:02) when known.
- **AM/PM:** Select “AM”, “MIDNIGHT”, “NOON”, “PM”, or “UNKNOWN” from the drop-down menu.

Coroner Section

Enter the following in the *Coroner* section fields, These fields may be left blank if unknown at this time.

- **Pronounced Dead?:** Enter the date in MM/DD/YYYY format or select the date using the **Calendar** icon.
- **Was Medical Examiner or Coroner Contacted?:** Will be inactive.

Certifier Statement Section

Enter the following in the *Certifier Statement* section fields. These fields may be left blank if Cause of Death (COD), date, and time of death are unknown at this time.

- **Certifier Statement:** Select “Medical Examiner/Coroner - On the basis of examination and/or investigation, in my opinion, death occurred at the time, date and place, and due to the cause(s) and manner stated” from the drop-down list.

Completing the Cause of Death Tab

The **Cause of Death** (COD) tab allows the entry of the cause of death chain of events once the investigation for COD is completed. This tab may be left blank when establishing a new temporary death record. In this scenario, when an investigation is required, the ME/Coroner enters the COD after the autopsy results are available and during the process of updating a record from a temporary status to a permanent status [see Changing a Record From a Temporary (Temp) to a Permanent (Perm) Status.].

This tab includes the following sections (see Figure 9):

- *Cause of Death (Part1) Enter the chain of events that directly caused death.*
- *List Conditions leading to the cause of line A.*
- *Cause of Death (Part 2)*
- *Cause of Death (cont)*
- *Injury*

Figure 9: Cause of Death Tab

Home File Search Documents Action Linking Tools Batch Help

Death: 13071338 Image count: 0 Notes count: 0 Alerts: 0 Save

Decedent Dec History Disposition Certifier **Cause of Death** Demographics Complete Flags Fax Amend

Cause of Death (Part 1) Enter the chain of events that directly caused death.

a. Immediate Cause (Final disease or condition resulting in Death)

Approx. Interval - Onset to Death Interval Units

List Conditions leading to the cause on line A.

b. Due to or as a Consequence of

Approx. Interval - Onset to Death Interval Units

c. Due to or as a Consequence of

Approx. Interval - Onset to Death Interval Units

Cause of Death (Part 2)

Other significant conditions contributing to death.

Cause of Death (cont)

Autopsy? Were Autopsy Findings Used to Complete Cause of Death?

Tobacco Contributor? Female Pregnant

Manner of Death

Injury

Date of Injury

Time of Injury AM/PM Place of Injury Injury at work?

Address of Injury State City Zipcode

Describe how injury occurred

Transportation Injury?

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Cause of Death (Part1) Enter the chain of events that directly caused death Section

Enter the information into the appropriate fields for the *Cause of Death (Part 1) section*.

For all fields in this section, when entering information, as you enter the **Tab** key on your keyboard to advance to the next field, be aware of the **Validation Errors** side panel. It will provide guidance for entering required fields.

IMPORTANT: All validation errors must be completed before you can formally save and submit a record.

NOTE: Cause of death entries should not contain abbreviations. There is a spell check capability for this field. If IVRS does not recognize text entered, the spell check will pop up.

List Conditions leading to the cause on line A Section

Enter the information into the appropriate fields for the *List Conditions leading to the cause on line A section*.

For all fields in this section, when entering information, as you enter the **Tab** key on your keyboard to advance to the next field, be aware of the **Validation Errors** side panel. It will provide guidance for entering required fields.

IMPORTANT: All validation errors must be completed before you can formally save and submit a record.

NOTE: Cause of death entries should not contain abbreviations. There is a spell check capability for this field. If IVRS does not recognize text entered, the spell check will pop up.

Cause of Death (Part 2) Section

Enter the information into the appropriate fields for the *Cause of Death (Part 2) section*.

For all fields in this section, when entering information, as you enter the **Tab** key on your keyboard to advance to the next field, be aware of the **Validation Errors** side panel. It will provide guidance for entering required fields.

IMPORTANT: All validation errors must be completed before you can formally save and submit a record.

NOTE: Cause of death entries should not contain abbreviations. There is a spell check capability for this field. If IVRS does not recognize text entered, the spell check will pop up.

Cause of Death (cont) Section

Enter the information into the appropriate fields for the *Cause of Death (cont) section*.

For the following fields some additional guidance is provided:

- The **Autopsy?** and **Were Autopsy Findings Used to Complete Cause of Death?** fields are connected.
- The **Were Autopsy Findings Used to Complete Cause of Death?** field will be inactive until the **Autopsy?** field is completed with a “Y”.
- **Female Pregnant:** Select the appropriate choice from the drop-down list as appropriate.
 - NOT PREGNANT WITHIN LAST YEAR
 - NOT PREGNANT, BUT PREGNANT WITHIN 42 DAYS OF DEATH
 - NOT PREGNANT, BUT PREGNANT 43 DAYS TO 1 YEAR BEFORE DEATH
 - PREGNANT AT TIME OF DEATH
 - PREGNANT WITHIN 1 YEAR BUT TIME UNKNOWN
 - UNKNOWN
 - NOT APPLICABLE

NOTE: If the decedent is over 75 or under 5 years of age, “NOT APPLICABLE” is auto-populated. If between these ages an entry is required.

- **Manner of Death:** Select the appropriate choice from the drop-down list.
 - 1. NATURAL
 - 2. ACCIDENT
 - 3. SUICIDE
 - 4. HOMICIDE
 - 5. COULD NOT BE DETERMINED
 - 6. PENDING INVESTIGATION

NOTE: When the ME/Coroner is acting as the FD and the COD is still under investigation, the only entry here for a Temporary record status is “6. PENDING INVESTIGATION”. Then, the ME/Coroner will return after the autopsy and enter the COD.

Injury Section

Enter the information into the appropriate fields for the *Injury* section.

For all fields in this section, when entering information, as you enter the **Tab** key on your keyboard to advance to the next field, be aware of the **Validation Errors** side panel. It will provide guidance for entering required fields.

IMPORTANT: All validation errors must be completed before you can formally save and submit a record.

Completing the Demographics Tab

The **Demographics** tab allows the entry of a decedent’s demographic information which includes education level, ethnicity, race, and occupational information. For records where the decedent’s identification is not known, this information may be marked as unknown. This tab includes the following sections (see Figure 10).

- Demographics

- Race
- Occupation

Figure 10: Demographics Tab

Demographics Section

Enter information into the appropriate *Demographics* section fields.

For all fields in this section, when entering information, as you enter the **Tab** key on your keyboard to advance to the next field, be aware of the **Validation Errors** side panel. It will provide guidance for entering required fields. All validation errors must be completed before you can formally save and submit a record.

Race Section

Enter information into the appropriate *Race* section fields.

For all fields in this section, when entering information, refer to notes in the *Demographics* section of this document.

Occupation Section

Enter information into the appropriate *Occupation* section fields.

For all fields in this section, when entering information, refer to notes in the *Demographics* section of this document.

Completing the Complete Tab

The **Complete** tab allows the role of the person logged into IVRS to date and sign their entries, attesting they are true and complete. This tab includes the following sections (see Figure 11):

- Hospital Clerk
- Funeral Home
- Physician/APRN/PA (Physician/Advanced Practice Registered Nurse/Physician Assistant)
- Coroner's Permit to Cremate (VR 204.1)
- Coroner
- Local Registrar

Figure 11: Complete Tab

Home File Search Documents Action Linking Tools Batch Help

Death: 13071326 Image count: 0 Notes count: 0 Alerts: 0 Save

Decedent Dec History Disposition Certifier Cause of Death Demographics **Complete** Flags Fax Amend

Hospital Clerk

Ready for Physician? Date Complete Reject to Hospital Clerk

Funeral Home

Funeral Director: CORONER, CLARICE Funeral Director License: Complete (Y/N/R)? Complete Date: Completed by:

Signed? Date Signed: Reject to Funeral Home

Physician/APRN/PA

Complete (Y/N)? Complete Date: Completed by: Physician/APRN/PA Sign? Date Signed: Reject to Attending Physician/APRN/PA

Coroner's Permit to Cremate (VR 204.1)

Signed OK to Cremate: Date Signed: Approved by (Title): Approved by:

Coroner

Complete (Y/N)? Complete Date: Completed by: Coroner Sign? Date Signed: Reject to Coroner

Permit for Disposition (VR 204)

Local Registrar Sign? (Y/N) Date Signed:

Permit for Disposition (VR 205)

Local Registrar Sign? (Y/N) Local Reg. Sign Date:

Local Registrar

Registrar Sign? Date Filed by Registrar: Registrar Name: Temporary Certificate Filed Date:

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IMPORTANT: The ME/Coroner signs and completes the record as both the ME/Coroner and FD. This is required so the record can be registered as "Temporary" at this time.

Hospital Clerk Section

All fields in this section will be inactive.

Funeral Home Section

Enter information into the appropriate *Funeral Home* section fields. The scenario for this guidance is that there is no funeral home involvement. Therefore, the ME/Coroner Acting as FD will complete and sign the record as the FD. For the following fields some additional guidance is provided:

- **Funeral Director:** Select your name from the drop-down list.
- **Funeral Director License:** will auto-populate
- **Complete (Y/N/R)?:** Enter “Y” for yes.
- **Complete Date:** Will auto-populate with today’s date.
Completed by: Will auto-populate with the name of the ME/Coroner that is signed into the system.
- **Signed?:** Enter “Y” for yes.
- **Date Signed:** Will auto-populate with today’s date.

Coroner Section

Enter information into the appropriate Coroner’s section fields. The scenario for this guidance is that there is no funeral home involvement. In these cases, the ME/Coroner has entered all the known information about the decedent to this point, then the COD information will be entered after the autopsy results are available. For this record to become a registered temporary record, both the FD and Coroner must complete and sign the record.

For the following fields, some additional guidance is provided:

- **Complete (Y/N)?:** Enter “Y” for yes.
- **Complete Date:** Will auto-populate with today’s date.
Completed by: Will auto-populate with the name of the ME/Coroner that is signed into the system.
- **Signed?:** Enter “Y” for yes.
- **Date Signed:** Will auto-populate with today’s date.
- Select the **Save** button.

NOTE: The case will now appear in the *Local Registrar* work queue for review, signature, and registration. The record will then appear in the *Temp Records Awaiting Update* work queue, when signing in as an **ME/Coroner**.

ME/Coroner Initiates Death Record, Then Assigns the Case to a Funeral Director Role

The ME/Coroner can initiate the death record and then assign it to an FD role. In these situations, the ME/Coroner enters the initial basic information about the decedent and signs it. The record is registered with a Temporary status. This status is placed so the record displays in the ME/Coroner's work queue, titled *Temp Records Awaiting Update*. The ME/Coroner then assigns the record to the funeral home for final entries and disposition.

Printing a Death Worksheet

You can print a blank death worksheet to collect a decedent's information with an informant to facilitate data entry into the IVRS system.

To print a blank IL Death Worksheet, refer to the Printing a Death Worksheet section of this document.

NOTE: Worksheets must be printed; email functionality is not available in the IVRS.

Creating or Updating a Death Record

In these situations, when an FD is **not** initially involved in a case, the ME/Coroner initiates the death record by logging into the IVRS using the *ME/Coroner Acting as FD* role and follows these steps: (see Creating a New Death Record).

Complete the Decedent Tab

The **Decedent** tab allows you to enter information about the decedent. See the Completing the Decedent Tab section of this document for steps.

Complete the Dec History Tab

The **Dec History** tab allows the entry of a decedent's birth, marital, military service, residence, parents, and informant information. See the Completing the Dec History Tab section of this document for steps.

Completing the Disposition Tab

The **Disposition** tab allows the entry of a decedents disposition method request and funeral home choice. In this scenario where a Funeral Home is being added after the record was initially established, this section may be the only information needed. This tab includes the following sections (see Figure 12).

- Disposition
- Funeral Home

Figure 12: Disposition Tab

Death: New

Image count: 0 Note count: 0 Alerts: 0 Save

Decedent Dec History **Disposition** Certifier Cause of Death Demographics Complete Flags Fax Amend

Disposition

Method of Disposition

Cemetery/Crematory Country UNITED STATES Cemetery/Crematory State ILLINOIS Cemetery/Crematory City

Cemetery, Crematory or Other Location

Disposition Date

Funeral Home

Name SANGAMON COUNTY CORONER Address 200 SOUTH 9TH STREET, ROOM 303

State ILLINOIS City SPRINGFIELD Zip Code 62701

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Disposition Section

Enter information into the appropriate *Disposition* section fields.

For all fields in this section, when entering an unknown decedent's information, as you enter the **Tab** key on your keyboard to advance to the next field, be aware of the **Validation Errors** side panel. It will provide guidance for entering unknown required fields.

IMPORTANT: All validation errors must be completed before you can formally save and submit a record.

Funeral Home Section

Enter information into the appropriate *Funeral Home* section fields. For the following fields some additional guidance is provided.

In this scenario, an ME/Coroner initiates the record, then at some point in the process of waiting for a body to be identified, an identity is made, and the family is contacted. At this point, a Funeral Home may be assigned for final disposition. To add a funeral home and director for disposition follow these steps:

1. **Name:** Select the funeral home from the drop-down list.
2. **Address, State, City, and Zip Code:** These fields will auto-populate based on the **Name** field entry.

NOTE: The record, once saved, displays in the *Funeral Director in Progress* work queue for the chosen funeral home.

Complete the Demographics Tab

The **Demographics** tab allows the entry of a decedent's demographic information which includes education level, ethnicity, race, and occupational information. For this scenario, since you are adding a Funeral Home to the record, you can allow the FD to complete this section after you save the record. If needed, see the Completing the Demographics Tab section of this document for steps.

Complete the Certifier Tab

The **Certifier** tab allows you to enter information about your observations and the date and time of death. See the Completing the Certifier Tab section of this document for steps.

Complete the Cause of Death Tab

The **Cause of Death** tab allows the entry of the cause of death chain of events. See the Completing the Cause of Death Tab section of this document for steps.

Complete the Complete Tab

The **Complete** tab allows the role of the person logged into IVRS to date and sign their entries, attesting they are true and complete. This tab includes the following sections:

- Funeral Home
- Physician/APRN/PA (Physician/Advanced Practice Registered Nurse/Physician Assistant)
- Coroner's Permit to Cremate (VR 204.1)
- Coroner
- Local Registrar

Coroner Section

Enter information into the appropriate Coroner's section fields. For this scenario, the funeral home information was just entered. In these cases, the ME/Coroner has entered all the known information about the decedent to this point. The record will remain in its current status until the COD information is available. At which time, the ME/Coroner will complete this section. For now, the following fields are left as is.

1. Select the **Save** button.

NOTE: The record will route to the *Funeral Director in Progress* work queue.

IMPORTANT: Outside IVRS, the ME/Coroner will contact the FD involved in the disposition regarding the assignment of the case.

Entering Cause of Death

These steps apply to a death record involving an accident, suicide, homicide, undetermined, or natural cause with the ME/Coroner as the certifier.

In these cases when an FD initiates a death record in IVRS, the record, will need a cause of death to be entered once it is available, so they assign an ME/Coroner to enter that cause of death.

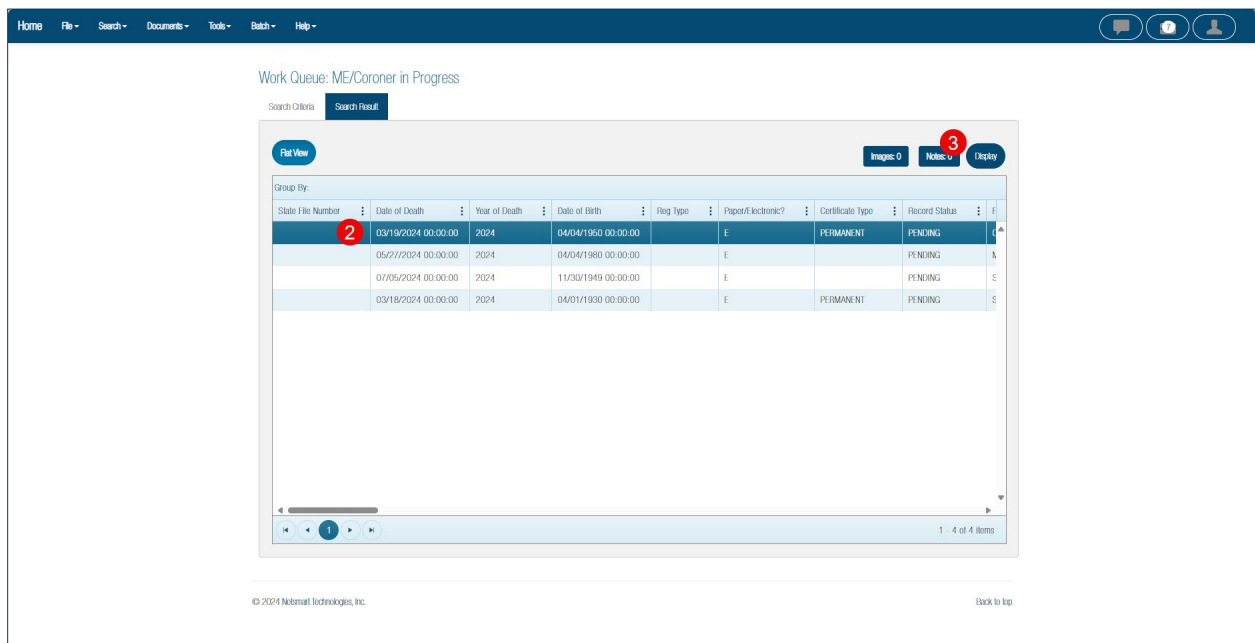
ME/ Coroner

The ME/Coroner logs into IVRS selecting the ME/Coroner role. Follow these steps:

1. Select the *ME/Coroner in Progress* work queue.
2. Highlight the appropriate record (see Figure 13).
3. Select the **Display** button to open the record.

NOTE: Double-click a highlighted record will also open it.

Figure 13: ME/Coroner in Progress Record Selection



ME/Coroner Completing the Cause of Death Tab

The **Cause of Death** tab allows the entry of the cause of death chain of events. See the Completing the Cause of Death Tab section of this document for steps.

Completing the Complete Tab

The **Complete** tab allows the role of the person logged into the system to date and sign their entries, attesting they are true and complete. See the Completing the Complete Tab section of this document for steps.

1. Select the **Save** button.

NOTE: The record will route back to the *Funeral Director in Progress* work queue.

ME/Coroner Certifies Temporary Death On-Line

In certain situations, a temporary Death Certificate is requested for legal and/or other reasons. A Temporary Death Certificate can be provided. In these cases, the funeral director will assign the ME/Coroner as the Certifier due to the need for further investigation. The ME/Coroner will assign a Certificate Type of “Temporary” in the **Certifier** tab. On the **Complete** tab, the ME/Coroner will complete the record and sign it. The case returns to the FD and Local Registrar for completion and signature. This will result in the issuance of a Temporary Death Certificate until the ME/Coroner completes the investigation, enters the remaining information in the death record, and assigns a “Permanent” status to the death record.

NOTE: For a Temporary certificate, please advise the recipients there will be no cause of death listed, these sections will be blank.

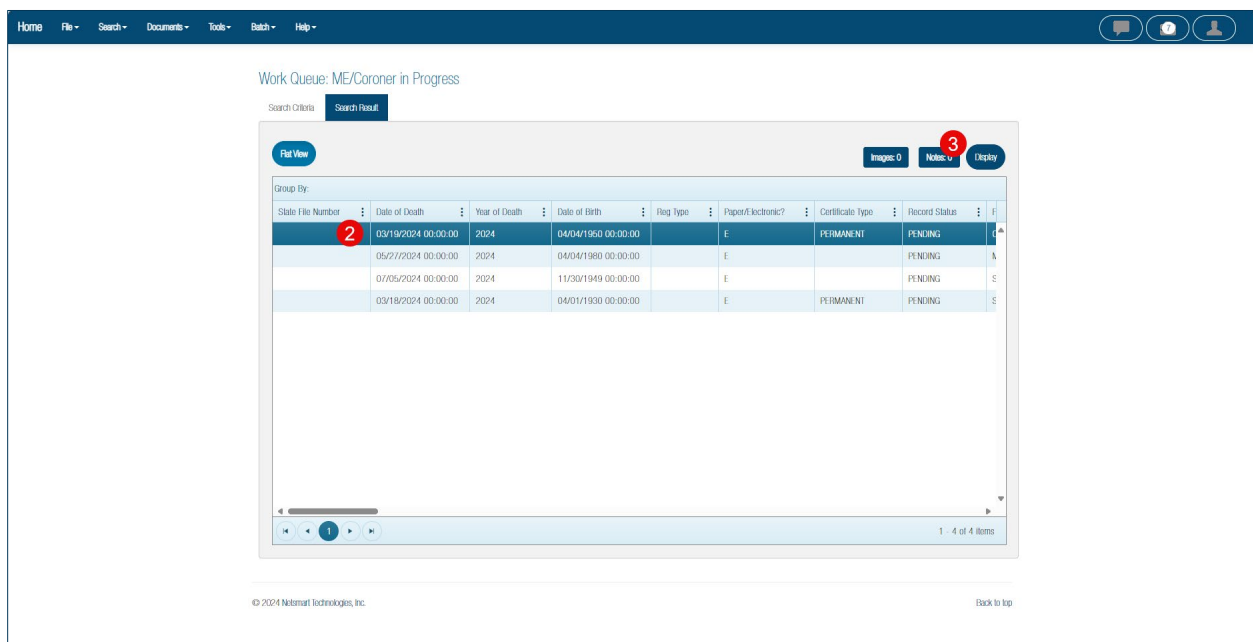
ME/ Coroner Enters Temporary Record Status

ME/Coroner logs into IVRS selecting the ME/Coroner role. Follow these steps:

1. Select the *ME/Coroner in Progress* work queue (see Figure 14).
2. Highlight the appropriate record.
3. Select the **Display** button to open the record.

NOTE: Double-click a highlighted record will also open it.

Figure 14: ME/Coroner in Progress Record Selection



ME/Coroner Assigns a “Temporary” Certificate Type in the **Certifier** tab by following these steps:

1. Select the **Certifier** tab.

Certificate Type Section

2. **Certificate Type:** Select “Temporary” from the drop-down list.
3. Select the **Complete** tab.

Coroner Section.

4. **Complete (Y/N)?:** Enter “Y” for yes.
5. **Complete Date:** Auto-populates with today’s date.
6. **Completed by:** Auto-populates with login name.
7. **Coroner Sign?:** Enter “Y” for yes.
8. **Date Signed:** Auto-populates with today’s date.
9. Select the **Save** button.

NOTE: A temporary Death Certificate can now be printed.

ME/Coroner Updates COD and Changes Record Status from Temp to Perm

In the normal flow of events, when a death record requires further investigation, a record is started, and a certificate type of “temporary” is entered on the **Certifier** tab. Also, the record must have a status of “registered”, which requires the ME/Coroner and FD to complete and sign the record. The record will then route to the Local Registrar (LR) to be registered. This places the record in the *Temp Records Awaiting Update* work queue. All death records requiring further investigation will require the **ME/Coroner (acting as) FD** and **LR** to perform these steps.

Changing a Record from a Temporary (Temp) to a Permanent (Perm) Status

These steps are performed when an ME/Coroner updates the Cause of Death or (COD) information and is required to change the status of the record from “Temp” to “Perm”. This allows a Permanent Death Certificate to be created.

ME/Coroner logs into IVRS selecting the ME/Coroner role. Follow these steps:

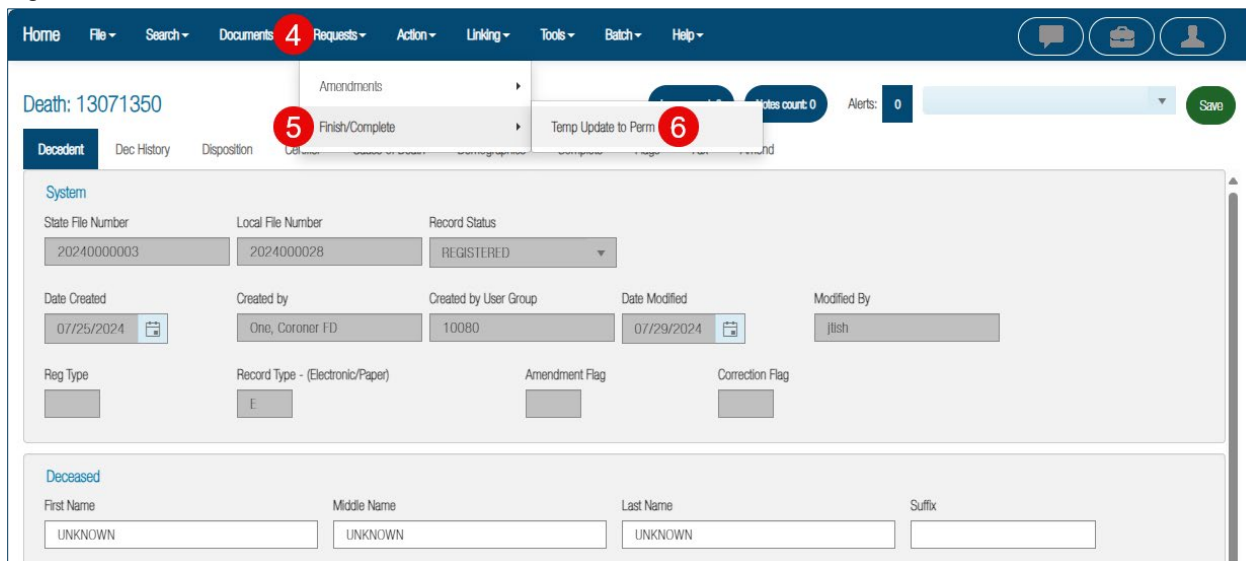
1. Select the *Temp Records Awaiting Update* work queue.
2. Highlight the appropriate record.
3. Select the **Display** button to open the record.

Note: Double-click a highlighted record will also open it.

4. Select the **Requests** button in the main menu bar.
5. Select “Finish/Complete” from the drop-down list.
6. Select “Temp Update To Perm” from the flyout menu (see Figure 15).

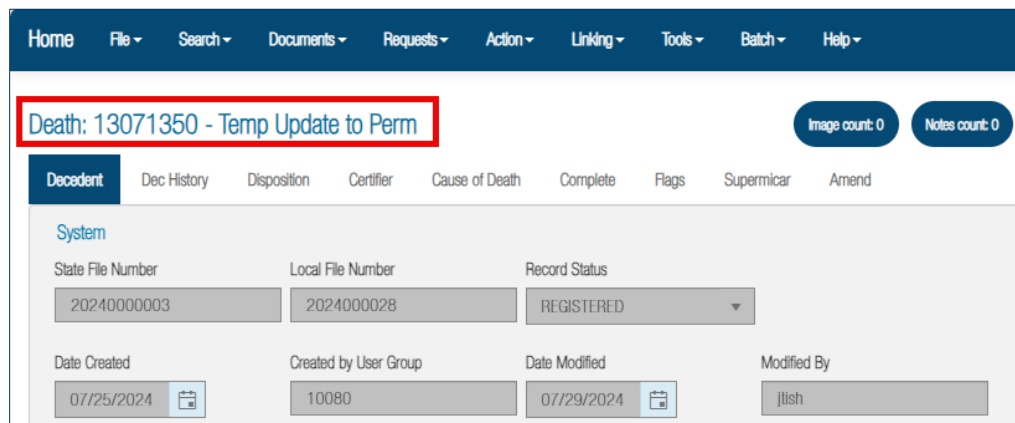
Figure 15: Requests > Finish/Complete > Temp to Perm

Figure 15



NOTE: The record will now display “Death:13071350 – Temp Update to Perm” in its title to confirm the record is now in the process of being converted to a Permanent status (see Figure 16).

Figure 16: Temp Update to Perm



7. Select the **Certifier** tab.
8. **Certificate Type (Temporary/Permanent):** Select the “X” to clear the “Temporary” entry.
9. **Certificate Type (Temporary/Permanent):** Select “Permanent” from the drop-down menu.

Complete Cause of Death Tab

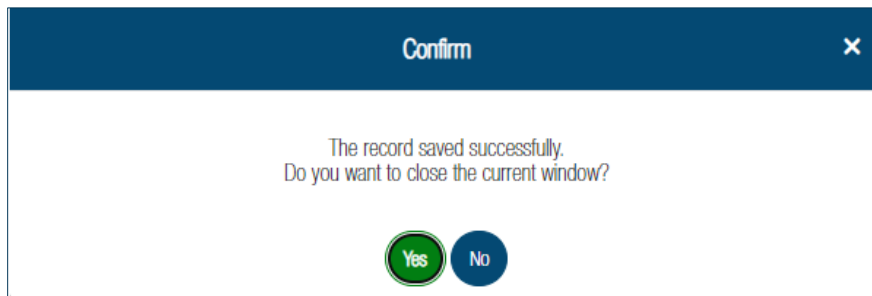
The **Cause of Death** tab allows the entry of the cause of death chain of events. See the Completing the Cause of Death Tab section of this document.

Complete the Complete Tab

The **Complete** tab allows the role of the person logged into IVRS to date and sign their entries, attesting they are true and complete. Follow these steps to complete the **Complete** tab (see Figure 17):

1. Select the **Complete** tab.
2. **Coroner Sign Permanent (Y/N)**: Enter “Y” for yes.
3. Select the **Save** button.
4. A confirmation message window will appear.

Figure 17: Saved Record Confirmation



The record will no longer appear in the *Temp Update to Perm* queue. The record is sent to the Local Registrar and the FD to finish processing the final registration of the permanent record.

Updating a Record

Any record, before it is registered, can be updated. Records marked as complete but not yet signed can also be updated. Any active field on an existing record can be updated. Inactive fields cannot be updated.

NOTE: Some inactive fields are dependent on earlier entries. Make sure you check the fields to the left of the entry to identify any dependencies.

Coroner's Amendment

An ME/Coroner can amend a death record up to one year after the date of death.

NOTE: The ME/Coroner must be logged into the IVRS as a ME/Coroner role.

Follow these steps when performing a Coroner's amendment:

1. Select the **Search** button from the main menu.
2. Search for the death record to be amended.
3. Highlight the desired record in the list.
4. Select the **Display** button to open the record.
5. Select the **Requests** button from the main menu.
6. Select “Amendments” from the drop-down list.
7. Select “Death Coroner Amendment” from the fly out menu.

NOTE: The record will open in Amendment mode with “Death Coroner Amendment” displayed in the title bar of the record window.

8. Edit the information in the death record.
9. Select the **Amend Tab** to enter notes regarding the amendment made into the notes field.
10. Select the **Save** button.

Managing Decedent Alias’s

This section addresses the creation of an alias, viewing an Alias record from a Death record, viewing a Death record from an Alias record, and searching for an Alias record.

Creating an Alias

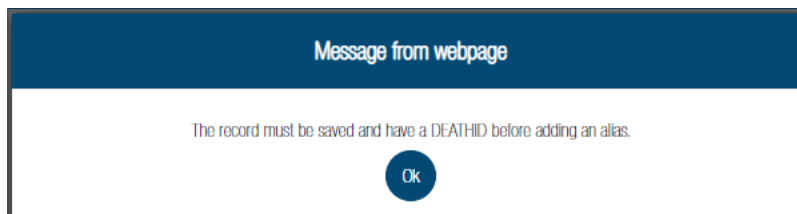
There are two times when you can create an Alias record: while you are creating a New Death record or after the creation and saving of a Death record. The difference is where you start the process of creating an Alias record.

Creating an Alias Record - During the Entry of a New Death Record

Follow these steps to add an alias to a Death record:

1. Select the **Decedent** tab.
2. **Add Alias:** Select **Add Alias** button. Since the record is a new record that has not been saved yet, the system will send this error message (see Figure 17).

Figure 18: Record Must be Saved Error Message



To add an Alias and avoid this error, use the Save without Edit steps.

- a. Select **File** button from **Main Menu**.
 - b. Select the “Save without Edits” choice from the drop-down menu.
3. **Alias First Name:** Enter the decedent’s Alias first name (see Figure 18).
 4. **Alias Middle Name:** Enter the decedent’s Alias middle name.
 5. **Alias Last Name:** Enter the decedent’s Alias last name.
 6. Select the **OK** button in the confirmation pop-up window.

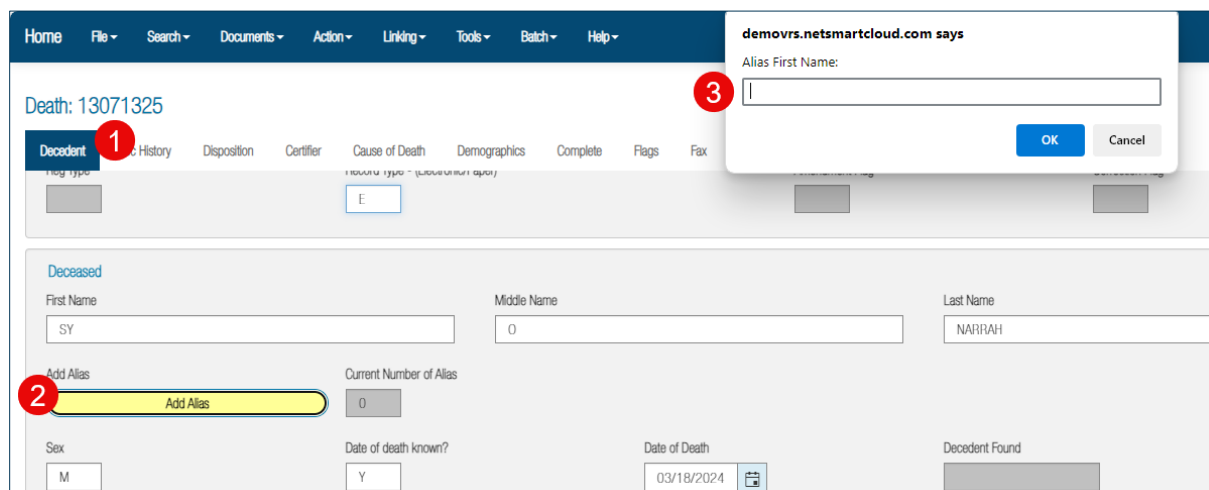
IMPORTANT: Continue adding information to a new record until you complete all required fields in the first two tabs of a record before saving. This will prevent errors in the database.

Creating an Alias Record – After a Death Record Exists in the IVRS

Once you have located the previously created Death record, open it and follow these steps to add an Alias record:

1. Select the **Decedent** tab.
2. Select the **Add Alias** button.
3. **Alias First Name:** Enter the decedent's Alias first name (see Figure 19).

Figure 19: Entering Alias First Name

The screenshot shows the IVRS interface for a death record. The main window has a dark blue header with navigation options: Home, File, Search, Documents, Action, Linking, Tools, Batch, and Help. Below the header, the record ID 'Death: 13071325' is displayed. A tabbed interface is visible with 'Decedent' selected, indicated by a red circle '1'. Other tabs include History, Disposition, Certifier, Cause of Death, Demographics, Complete, Flags, and Fax. A pop-up window titled 'demovrs.netsmartcloud.com says' is open, with a red circle '3' highlighting the 'Alias First Name:' input field. The pop-up has 'OK' and 'Cancel' buttons. In the background, the 'Deceased' section shows fields for First Name (SY), Middle Name (O), and Last Name (NARRAH). A yellow 'Add Alias' button is highlighted with a red circle '2'. Other fields include Sex (M), Date of death known? (Y), Date of Death (03/18/2024), and Decedent Found.

4. **Alias Middle Name:** Enter the decedent's Alias middle name.
5. **Alias Last Name:** Enter the decedent's Alias last name.
6. Select the **OK** button in the confirmation pop-up window.

Viewing an Alias Record from a Death Record

With a death record open, if there is a "Y" entered in the **Alias?** field, there is an alias record attached to the death record. Follow these steps to view an Alias record from a Death record:

1. Select the **Linking** button from the main menu.
2. Select the "To Alias Record" from the drop-down list.
3. Highlight the Alias record from the list.
4. Select the **Display** button to open the Alias record.

NOTE: If there is more than one alias attached to the record, each alias (up to three) will be listed here.

Viewing a Death Record from an Alias Record

From within an open alias record:

1. Select the **Linking** button from the main menu.
2. Select "To Death Record" from the drop-down menu.
3. Highlight the Death record you want to view.
4. Select the **Display** button to open the record.

Searching for an Alias record

Follow these steps to search for an Alias record:

1. Select the **Search** button on the main menu.
2. Select **Alias** from the drop-down menu.
3. **Search Criteria** fields: Enter known search criteria – original name or Alias name for example.

NOTE: Wildcard characters may be used to search for a record.

4. Highlight the desired record.
5. Select the **Display** button.

Validation Errors

When an error or reminder message appears in IVRS application, reading the message will explain how to rekey, override, or query to clear the error. IVRS performs a validation error check when you leave a field. If the system detects an error, the *Validation Errors* side panel will display (see Figure 20).

Figure 20: Validation Errors Side Panel

The screenshot displays the IVRS application interface for a death record. The main window shows the 'Cause of Death' section with a text input field containing 'CARDIAC ARREST'. Below this is a section for 'List Conditions leading to the cause on line A.' with a sub-section 'b. Due to or as a Consequence of' and an empty text input field. On the right side, a 'Validation Errors' panel is open, displaying a message: 'Cause of Death > Cause of Death (Part 1) Enter the chain of events that directly caused death. > a. Immediate Cause (Final disease or condition resulting in Death) The condition you reported (CARDIAC ARREST) usually develops as a complication of another more specific condition. Was there a specific underlying condition in this case? If so, please report it in the lower boxes in Part I, and override this edit.' At the bottom of the error message are three buttons: 'R' (Rekey), 'O' (Override), and 'Q' (Query).

A validation error will occur in the following circumstances:

- When you leave a required field blank.
- When a data validation error is detected.
- When your entry may need some explanation or modification.

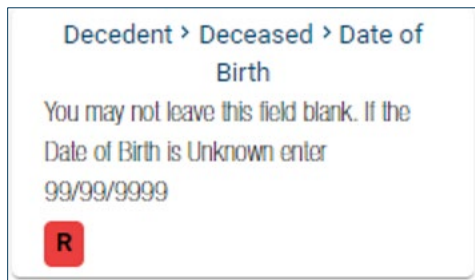
NOTE: If you are not sure what information is required or what format to use, these error messages are a great resource.

Follow these steps to correct a field entry that initiates a Validation Error message:

1. Select one of the following buttons to correct the error:
 - a. Select **R**: Rekey or re-enter the field information (see Figure 21).
 - b. **Select O**: Override allows you to override the validation check and keep your entry as is (see Figure 22).

- c. Select **Q**: Query allows you to override your entry and enter a reason you are not correcting the information to meet the validation check.

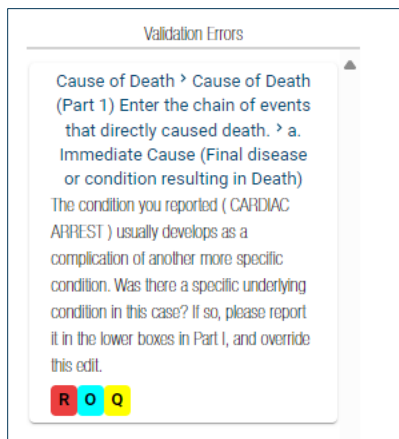
Figure 21: Rekey Error Example



You may continue to enter information in the next field without correcting the error. The *Validation Errors* side panel will remain open and collect all error messages as errors are detected. You can continue entering information until you need to save a record. IVRS requires all validation errors be corrected before a record will save.

NOTE: When selecting a **Rekey** button, the system will navigate you back to the field to correct the error.

Figure 22: Override & Query Error Example



IVRS Help Desk Support

PHONE: 866-220-5247

Users requiring IVRS support can contact the IDPH Help Desk via phone at the above number. Voice messages will be responded to within 24 hours, or the next business day.

Help Desk business hours are Monday through Friday, 8:30am - 4:30 pm, excluding State Holidays.

When contacting the helpdesk, please be sure to include the following information:

- Name and the best way to contact you.
- Facility Name
- User Role
- Detailed Description of your problem

Providing detailed information will assist the helpdesk in directing your question to the appropriate person and ensuring a timely response to your questions.