Screenshots and tips to complete the CT death certificate.

1. Search for the patient name and date of birth. Since this is a new death, an existing case will NOT be in the system
2. Decedent page will have the information you entered. This will always have an "X" for during validation. That is ok
3. Enter details for pronoucement and confirm your details are correct. Use AM/PM, not 24 hour time. Then validate and save.
4. Confirm hospital. Then validate and save.
5. Enter causes of death. Common ED causes the system accepts are:
   a. Hypoxia
   b. Presumed ___ OR Probable ___
   c. Based on risk factors use your best judgement. Some of this is trial and error in what will be accepted
   d. For "approximate interval" you can just write "hours", "days", "years"
6. Other factors: complete the smoking section and ME case number
   a. If you already contacted the ME, this is often populated for you
7. Injury section is for the ME if they accept the case.
8. Certifier is the person completing the paperwork
9. Certify is your signing of the paperwork. Death certificate is incomplete until you sign this page. NOTE: THIS ONLY SHOWS WHEN THE PREVIOUS STEPS HAVE BEEN COMPELTED.

Screenshots and tips to complete the RI death certificate.

1. Log in and select "Westerly Hospital - Death"
2. Click the "Death" tab and then under the "Function" menu select "Medical Data Entry"
3. Use the "Paper" icon to create a new case or the "Binoculars" icon to search for an existing case
4. New case: enter as much info as able and the system will check if a case has already been started
   a. if SSN is unknown, enter "SSN Missing Value Variable"
5. Enter data in "Medical 1-4" Sections. You do **NOT** need to touch the "Demographic Sections"
6. Medical 2 (approximate interval can be stated as "days", "weeks", "months", "years"
7. Medical 3- Select "NO" if there was no relevent injury
8. Medical 4- enter the certifier's information
9. Ensure the record is complete and check marks are on Medical 1-4
10. Ensure unresolved list says "Ready to Release" or is only missing funeral home information
11. Once data entry is complete you must certify the case with your PIN
    a. Select "Medical Certification" and enter your PIN