



Revised Fetal Death Certificate

The State Office of Vital Statistics has come to the end of the form revision road! With the implementation of the revised Florida Certificate of Fetal Death in January 2006, we will have revised three of the Florida vital records forms—birth, death, and now, fetal death. The process has been a laborious undertaking but with each record, we became more and more proficient.

Our training reached over 1000 people—county vital statistics staff, hospital and birthing center staff, funeral home staff, and medical examiner staff. The training on the revised record consisted of four showings of a prerecorded tape, each followed by a live question and answer period via a statewide conference call. A list of the questions and answers was provided to chief deputy registrars, emailed to the funeral director distribution list and medical examiner distribution list, emailed to the Independent Funeral Directors Association and the Florida Funeral Directors Association, as well as being posted to the website at: http://www.doh.state.fl.us/planning_eval/vital_statistics/index.html.

Preprinted forms may be obtained from the local vital statistics office. It is important to use the correct form when filing. All 2004 fetal deaths and those prior will continue to use the current DH 428. Fetal deaths occurring in 2006 and forward must use the revised form, DH 428 1/06. A medical affidavit specific to the fetal death certificate has been developed. The Affidavit to Amend the Medical Certificate of Fetal Death, DH 434B, is available from the county vital statistics office.

The forms revision process required the cooperative effort of many people throughout the state and without their support and commitment, we could never have been so successful. We thank everyone involved and look forward to maintaining the good will we have developed these last few years.



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What's New in E-Vitals

One thing relatively new in e-Vitals is the number of county staff using handheld barcode scanners to record audit control numbers in the system. We now have more users than ever using the scanners in e-Vitals. Scanners should definitely cut down on errors and *improve* productivity! It should also make for happier users because nearly everyone who tries the scanners loves them. Questions on how to obtain a scanner or how they would directly benefit vital statistics staff should be directed to the Help Desk at (904) 359-6900, ext. 1054 or SC 826-6900 ext. 1054.

Here's a reminder for those counties with a large number of requests per AFS, such as can be found in funeral home on-account applications: please remember the system is only designed for 99 RER's per AFS. There is the capability to go over that amount slightly, but more than 200 can cause major problems!

CDR's are reminded to review the Security Paper Usage report on a *daily basis* to keep track of the audit control numbers of the paper used in your office. Any discrepancies must be researched and corrected immediately. In our experience, most of these are found somewhere else in the logs but just not recorded properly, or numbers have been used out of sequence. This gives the CDR the chance to review how staff are performing within the system and the opportunity to address any issue *before* it becomes a problem. Besides, it keeps us all on our toes!

DOH Representative On New Funeral Board

Effective October 1, 2005, funeral professionals are no longer licensed by the Department of Business and Professional Services, but by the Department of Financial Services. Regulation now comes under the Board of Funeral, Cemetery and Consumer Services. With the formation of the new board, the Secretary of Health or their designee will represent the Department of Health. The secretary has appointed Ken Jones, Deputy State Registrar for the Office of Vital Statistics, to fill that seat.

Mr. Jones also is the department representative on the Florida Medical Examiner Commission.

HANDBOOK & COM REVISED

With the revision of so many vital record forms it is necessary to also revise the Vital Records Registration Handbook. This reference tool is primarily for the preparers of the birth, death, and fetal death records — hospital and birthing center staff, midwives, funeral home staff, and medical examiner office staff. The 2006 revision of the handbook has the latest information on how to prepare records, what information goes in the specific items, who is responsible for what, and other pertinent vital record information. Anyone involved in the preparation of records should have a copy. This handbook is available on the vital statistics website at: http://www.doh.state.fl.us/planning_eval/vital_statistics/index.html



The Chief Deputy Registrar Operations Manual (COM), used by county vital statistics staff in the day to day operation of the local vital statistics office, has also been revised to coincide with the revision of the records as well as any security related updates. It can be downloaded from the department IntRAnet website. All vital statistics staff should have easy access to a current copy of the COM.

The County Health Department phone list is now posted to the Internet at:

http://www.doh.state.fl.us/planning_eval/vital_statistics/index.html

This list will continue to be updated quarterly & funeral directors can download their own copy at any time.

Who Keys All Those Records?



Pat Fletcher, contract manager, and her ACCLARIS crew key all of the Birth, Death, Marriage, and Divorce records here at the state office. Currently, a staff of only 10 manage to key approximately 49,000 records a month. Think about *that* the next time you think you have a lot to do.

The 2004 Florida Vital Statistics Annual Report is available on the website at: www.doh.state.fl.us

Military Recruiters

The Florida Office of Vital Statistics has developed standard procedures for military recruiters' requests for birth certificates on new enlistees in the U.S. Armed Forces. Letters outlining these procedures have been sent to armed forces recruiting offices for dissemination throughout the state.

When the recruiter needs the birth certificate for a prospective recruit, the recruit must complete the standard affidavit, authorizing release of the record to the named recruiter; a notarized release signed by the recruit will also be acceptable. The completed affidavit/release can be submitted to the local vital statistics office or the state office to obtain the requested birth certification. Copies of this affidavit are available on the department website at:

http://www.doh.state.fl.us/planning_eval/vital_statistics/index.html

Questions should be referred to the chief deputy registrar in the county health department or to the state office quality assurance unit, (904) 359-6900 extensions 1021, 1056, or 1020.

Welcome Aboard



The following appointments have been made to the position of Registrar:

Local Registrar

Pam Steinke Lake County
Winifred Holland ..Bradford/Union County
James A. Jones Walton County

Chief Deputy Registrar

Nella Carter Bradford County
Michelle Hinkle Lafayette County
Rhondia Waller Putnam County

Holiday Greetings from the State Registrar

Florida public health officials, as always, were there to assist our neighbors as they began the recovery process. Vital statistics staff in county health departments and at the state office assisted evacuees who had lost all their personal documentation, once again showing the strong spirit of cooperation and compassion. The last minute appearance of Hurricane Wilma brought back memories of the 2004 hurricane season, again presenting opportunities to serve the citizens of Florida in an exemplary fashion. Sacrifice, dedication, and determination can be emblazoned on every county's standard!

Florida implemented the revised Florida Death Certificate and began the task of revising the last Florida vital record, the Fetal Death Certificate, scheduled for January 2006 implementation. We gathered representatives from funeral directors' associations, medical examiners, the Florida Hospital and Medical Associations, all for the purpose of developing a fetal death record that would suit the needs of Florida as well as meet the recommendations of the National Center for Health Statistics. Trainings were held in the fall, allowing opportunity for live question and answers. The e-vitals registration system is fully operational in all 67 counties, a feat that kept Quality Assurance staff on the road quite a bit this year. The benefits of this updated registration system afford us easy access to important information regarding vital record activity, monitoring issuance, security and accounting practices.



With all I've just said, it's important to once again thank all of you who make this possible. Our accomplishments are those of teamwork - from county health departments, the state office, hospitals and birthing centers, midwives, funeral directors, physicians and medical examiners, the many professional associations and boards, all so important in putting Florida in the forefront of public health. Your continued support and commitment is vital to the Florida registration system. From all of us at the State Office of Vital Statistics, we wish you a happy holiday season and prosperity and good health for the coming year.

C. Meade Grigg, State Registrar

Forms for Clerk of Court

Amendment Forms for Reporting Court Actions to Office of Vital Statistics:

DH 427, Report of Legal Change of Name, Jul 03 (obsoletes previous editions)

DH 527, Certified Statement of Final Decree of Adoption, Jan 03 (replaces previous editions)

DH 673, Certified Statement of Final Judgment of Paternity, May 03 or Jul 04 valid

DH 1905, Certified Statement of Final Order of Affirmation of Parental Status, Oct 02

Note: DH 527, DH 673, and DH 1905 (prior versions) do not indicate they obsolete previous editions, however, please replace older versions with the newer versions as indicated above.

Court Filed Certificate of Birth Forms

DH 744, Petition for Delayed Certificate of Birth, Jul 04 (obsoletes previous editions)

DH 745, Delayed Certificate of Birth, Jul 04 (obsoletes previous editions)

Note: Instructions for proper completion and samples of abstracting of evidence for the Delayed Certificate of Birth are contained on the reverse side of the form. S. 382.0195, F.S. mandates that evidence used in support of the filing of the delayed record be recorded on the certificate. It is also required that proof of "no record on file" issued from the State Registrar of the alleged state of birth be provided to the court and so indicated on the certificate in space provided. Please check your supply of forms and if you do not have these latest revisions, place an order for a supply. Request should be on official letterhead containing the DH Form number and the quantity desired. Requests for forms should be mailed to State Office of Vital Statistics, Attn: Administrative Services, P.O. Box 210, Jacksonville, FL 32231-0042. You may also fax your request to the attention of Dave Sanford at (904) 359-6948.

Once you receive your new supply of forms, all prior versions can be recycled.

BITS 'N PIECES

- **Erasures, erasures, erasures!** We continue to see far too many erasures on vital records. This necessitates the re-preparing of the record, thus causing undue delay for the family. Funeral directors and subregistrars must be more careful in reviewing the record before taking to the physician for certifying. Remember, it's the families we serve that suffer when this happens.
- As always, with the new year comes the transition from using the **old date to the new date**. Be sure when completing and reviewing vital records that the year has rolled over to 2006. Don't get stuck in the past, move forward!

The statistical tables, along with past issues of the *Vital News*, are found on the department's website at the following address:

http://www.doh.state.fl.us/Planning_eval/Vital_Statistics/VitalNews/vn-index.htm

