

RECEIPT OF SECURITY PAPER

At the statewide meeting Dave Sanford discussed some of the requirements for the requisition of security paper as outlined in Chapter 4 of the Chief Deputy Registrar Operations Manual (COM). The CDR must indicate on the requisition (DH 1370) the name of the health department, a requirement of the SIMS manual, and the CDR's telephone number and extension.

Once the security paper is received, the CDR has 72 hours to fax Dave a copy of the receipt for pre-numbered forms (DH1234). Subsequently, the original receipt for pre-numbered forms must also be mailed to Dave.

CDRs SHOULD NOT SEND THE STATE OFFICE COPIES OF ISSUE DOCUMENTS. The state office no longer needs to know how much is spent for security paper. The county office is the buyer and the health department accounting office needs the copies of the issue documents.

The state office requires only the signed and dated receipt for pre-numbered forms. The receipt must have been dated prior to faxing and mailing it. Dating the receipt for pre-numbered forms is mandatory. The auditors require this date as part of their audit process. If the auditor makes a county visit and the yellow copy is not dated, that is one discrepancy per receipt.

Supplies of security paper should not be allowed to get too low. The county office should maintain sufficient quantities on hand (two month supply) so that there is no danger of running out of security paper.

Questions on ordering security paper and proper completion of the forms should be directed to Dave Sanford at (904) 359-6900 ext. 1060 or SC 826-6900 ext. 1060.

CHIEF DEPUTY REGISTRAR ADVISORY COMMITTEE

The CDRAC held its last meeting at the state office in Jacksonville in November 2002. The main focus of the meeting was an overview of the QS System, which is being evaluated as a means to further automate vital statistics processes. This versatile system will search records, track fees, produce certified copies and run various reports. South Dakota and New Jersey are already using it. During the remainder of the meeting, the CDRAC defined and discussed membership roles, duties, and terms. CDRAC members elected Sherri McDonald as the new chairperson and Luz Perez as vice-chair.

In early December, nominations for the CDRAC vacancy, created by Kaki Burmester's retirement, were solicited from all CDRs in the central Florida area.

CDRAC

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TRAUMA CASES NOT TAKEN BY MEDICAL EXAMINER

The medical examiner (ME) must be notified of any case that involves: an act of criminal violence, accident, homicide, suicide, sudden death, criminal abortion, poisoning, death while in police custody or while in a penal institution or any other unusual circumstances. The Vital Records Registration Handbook (VRRH) provides a list of terms to assist in identifying cases that fall into these categories.

Upon notification, the ME may wish to contact the attending physician for more information and may elect to take jurisdiction of the case. The ME may make recommendations to the attending physician on the best way to enter the cause of death on the record. These suggestions assist the state office in obtaining more accurate data for coding as well as providing the family with a clearer picture of the facts of death. It then becomes the responsibility of the certifier to include all information related to the trauma. If any of the information is not available, "Unknown" or "Unavailable" should be entered into the related items at the bottom of the death record.

Depending on the circumstances, the ME may also decline jurisdiction. In the event the ME does not take jurisdiction of a case involving suspected trauma, the physician certifying the cause of death must complete the accident items at the bottom of the death record, items 32a-f.

Subregistrars reviewing the COD after the physician has signed the record should ensure that the accident items are completed. If not, the record should be returned to the physician for completion of those items. CDRs should also check for this, just in case one gets past the eyes of the subregistrar. If the subregistrar has not caught the omission, the CDR should return the record to the funeral director; the funeral director must then have the physician complete those items.

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USE OF MAIL IN FILING VITAL RECORDS

Florida statutes do not prohibit the use of the mail in filing birth, death and fetal death records; it also does not afford the user an extension of time for filing because of delays from using the mail. All time constraints established by law are still in effect, regardless of how the record is filed with the local vital statistics office. Whether you hand deliver, use a courier or use the mail, the filing time for filing vital records remains the same. If a vital record is lost in the mail, the originator of that record is still responsible for its timely filing.

Section 382.008 (1) Florida Statutes requires death and fetal death records to be filed within five days of death. These are calendar days, day one beginning the day after death. An extension of time may be granted when the physician will be unavailable to complete the medical certification within 72 hours of death as required by s. 382.008 (3), F.S. This extension is an additional five business days, excluding weekends and holidays.

Filing times for the submission of birth records are addressed in a separate article within this issue of the Vital News.

Consult your Vital Records Registration Handbook, Chapter 4 for further information/clarification on filing times for vital records or contact your chief deputy registrar.



Looking for the name of a Florida hospital, birthing center, nursing home, or other medical provider?

Visit the following website for information:

<http://www.floridahealthstat.com/qs/owa/facilitylocator.faclocator>

TIMELY SUBMISSION OF BIRTH RECORDS

The state office continues to monitor filing times of birth records. Hospitals and birthing centers must file birth records within five calendar days of the date of birth, as outlined in section 382.013, Florida Statutes. The third quarter figures for 2002 indicate there are still many facilities that are not meeting these filing requirements.

Quality Assurance has been working with the counties, the hospitals and birthing centers to assist in bringing all facilities into compliance with the statutorily mandated filing time. Field visits to the noncompliant facilities will be made to emphasize the importance of timely filing and possible ramifications for failure to do so. The QA Field Rep may also offer formal training for birth registrars while in the area. This will ensure that all involved in the registration process are familiar with the requirements.

The department has the authority to levy an administrative fine of up to \$1000 a day for every day a record is late. The goal is to have all records filed on time in order to meet the needs of Florida citizens as well as the statute's requirements.

SECURITY PAPER LOGS

Counties have done a fine job in implementing the security paper logs introduced at the Orlando meeting in September 2002. As everyone knows, implementation of the logs was mandated by the state registrar in an October 2002 memo.

CDRs have been contacted by their QA Field Rep and asked to provide copies of their Audit Control Number Log. The logs have been reviewed to ensure all the required data elements are present and they meet the state standard. If you have been contacted by your field rep with recommendations to revise your log, be sure you have done so.

Below are some common problems seen with the logs reviewed:

- Applicant's Name - when issuing birth certifications, if applicant is the mother or father, you must enter the person's name, not "mother" or "father." If it is the same as the registrant, "self" can be entered.
- Tracking Number - this is the receipt number for the particular issuance. This number needs to be included in the log, even if it is also included on the application. If the VS office does not handle money, but checks the receipt to verify proof of payment, the receipt number should be entered on the log and application. If you are not involved with the receipts, you can enter N/A (not applicable) in that column or delete it altogether.
- Separate Logs for Each Paper Type - each type of paper requires its own log.

You cannot combine more than one numerical sequence on the same log.

Your QA Field Rep will be reviewing your logs during the next field visit to be sure everyone is in compliance. If you have questions on any of the three logs, check the COM, Chapter 4, "Accounting For Use of Paper." If there is still a question, give QA a call.



WELCOME ABOARD

The following appointment has been made to the position of Registrar:

Chief Deputy Registrar:

Brenda L. Sims Okaloosa County

Copies of this issue and back issues of the Vital News can be found on the DOH website at the following address:
http://www.doh.state.fl.us/Planning_eval/Vital_Statistics/VitalNews/vn-index.htm

MIDWIVES COMPLETING BIRTH RECORDS

Section 382.013, Florida Statutes requires birth certificates to be filed within five days after birth. Midwives who attend deliveries must adhere to this statutory requirement. Birth certificates must be prepared (typewritten) and filed in the county vital statistics office where the birth occurred. At no time should the birth certificate leave the custody of the midwife. The parents should not be given the birth certificate to file with vital statistics. Failure to file the birth record in accordance with the statute may result in an administrative complaint and possibly an administrative fine levied against the midwife.

The following are a few things the midwife should remember when completing the birth record:



Item 7, Place of Birth

- “Hospital” should be checked only for births occurring:
 1. In a hospital;
 2. En route to a hospital;
 3. In a birthing center within a hospital.
- Other options for Place of Birth include: Freestanding Birthing Center, Clinic/doctor’s office, residence and other.

Item 13, Attendant’s Name & Title

- If a Certified Nurse Midwife (CNM) delivers the child, she is listed as attendant and “CNM” is checked. A physician should not be listed as the attendant unless a physician was, in fact, the attendant.
- If a student in training for CNM delivers the child, under the direction of a CNM, the CNM is listed as attendant and “CNM” is checked. Do **not** list the student as “Other Midwife.”
- If a Licensed Midwife (LM) delivers the child, she is listed as attendant and “Other Midwife” is checked. This box should be checked only for those deliveries by a Florida LM.
- If a student in training as a licensed midwife delivers the child, under the direction of the LM, the LM is listed as attendant and “Other Midwife” is checked.
- “Other” should be checked for any other person who might be the attendant at the birth, such as father, grandmother, neighbor, taxi driver, mother herself, etc. In these cases, that person’s name and title should be listed as attendant.

Paternity Acknowledgment

If the parents are not married and the father wishes to acknowledge paternity at the time of birth, he must provide photo identification and both parents must sign the paternity acknowledgment on the reverse side of the birth certificate. The parents’ signatures must be witnessed or notarized. Neither parent may witness nor notarize each other’s signature. If the father is unavailable at the time of birth, the parents can contact the state office Paternity Unit to assist in getting the father’s name added to the record. That number is (904) 359-6900 ext. 9004.

For questions regarding the proper completion of the birth certificate and the birth registration process, refer to the Vital Records Registration Handbook, Chapter 3 or contact the CDR in your county.

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For questions on completion of the cause of death on the death record, consult the Vital Records Registration Handbook, Chapter 5, “Reviewing of Medical Certification of Cause of Death,” or contact Dolores Smith at (904) 359-6900 ext. 1087 or SunCom 826-6900 ext. 1087.

CDRAC

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Three candidates were nominated and a statewide vote resulted in the selection of Darlene Ginrich, CDR in Lake County, as the newest member. Darlene has worked in Vital Statistics for the past 12 years, and as a state employee for a total of 27 years. She is very interested in the CDRAC and campaigned diligently for the position. Darlene brings a lot of vital statistics knowledge and experience to our group and we are very pleased to welcome her aboard.

BITS ‘N PIECES

- NCHS has advised that on some Florida birth records there are discrepancies between the age of the mother, as calculated from her date of birth (item 18) and her education (item 29a). CDRs should check these two items carefully to be sure that what is reported is possible and accurate.
- When mailing birth records to the state office, please do not fold the records-use an envelope large enough to accommodate the size of the record. Folded records have a tendency to jam the numbering machine which can damage the record. CDRs should ask hospitals and midwives not to fold their records before mailing to the county office.

STATISTICAL TABLES HAVE MOVED

The *Vital News* no longer publishes statistical tables. The tables can now be found on the department’s website at the following address:

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

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