The E-Vitals success story continues!!! Training and implementation for the counties’ use of the CAS component of the new electronic vital records registration system, E-Vitals, is ongoing. The Duval County Pilot began in July, and two new counties are currently being coordinated for subsequent pilots. As part of the pilot process, numerous improvements and enhancements are being made to the system as a result of user feedback. Once the pilot process is complete, we will begin the rollout to all other counties throughout the state. The schedule of training dates will be sent to chief deputy registrars in September. CDRs will be kept up to date on this process through the monthly CDR conference calls.

“CAS” stands for Correspondence Accounting System, which is an all-in-one system for processing vital record requests. CAS is successfully being utilized in the state office and pilot counties for issuing and tracking birth certifications and associated monies, with on-line death certificate requests to be added in 2005. The CAS story is one of continuing improvement to a system that is already a major upgrade to vital records registration and issuance.
The following appointments have been made to the position of Registrar:

Local Registrar:
Marsha Rau, R.N. ……….. Hardee County

Chief Deputy Registrar
Tonja M. Edmondson ….... Marion County

ACKNOWLEDGMENT & 2 WITNESSES

When mom is unmarried and dad wishes to acknowledge paternity, it can be done through the in-hospital paternity acknowledgment, or through the Paternity Acknowledgment, DH 432, filed directly with the state office. For either process, both signatures must be notarized or signed before two witnesses.

Questions regarding paternity acknowledgment should be directed to the state office, (904) 359-6900, ext. 9004.

SECURITY PAPER LOGS

Chief Deputy Registrars must have separate Audit Control Number logs for each printer and/or copier used for making certifications. There must be a separate log for each type of security paper (1563A—pinfeed, 1946—short, 1947—long) used in the printers.

A Shipment Receipt Log noting shipments received, monthly inventory and note of any transfer of paper must be maintained for each type of security paper. Inventory of all paper, including open packages of paper currently in use, stores of paper within VS, and any security paper stored off site — all must be inventoried at least once a month and noted to the log.

If paper is transferred, a Transfer of Paper Log must be maintained for each type of paper transferred. Copies of the completed Transfer of Paper form, DH 1941 must be kept with that page of the log. This applies to both the transferring and receiving counties.

The CDR Operations Manual (COM) includes copies of sample logs. Chapter 4 outlines the proper procedures for handling of security paper. If you have any questions regarding logs, contact your QA field representative.

VENDORS, VENDORS, VENDORS

As the State Office of Vital Statistics gears up for the January 2005 implementation of the revised Florida Death Certificate, we have contacted the approved vendors who provide funeral homes software programs to generate the death certificate. All approved vendors have been provided with a copy of the revised death certificate and the necessary specifications to reproduce the form. This will ensure that enough time is available for them to upgrade their current systems.

The following are approved software packages for generating the Florida Certificate of Death:
- Florida Graphtech, Last Writes;
- Belmar, Mortware;
- FM Solutions;
- Continental Directors Assistant;
- Kamber Systems, Talaris
- Christian Bahnsen, Information and Graphics Management

Funeral directors need to be in touch with their vendors to be sure they are approved and have been contacted by the state office. Those funeral homes that utilize software to print to the pre-printed form should let those vendors know of the revised form and advise them to contact the state office for information on the revised form. Questions regarding software and the revised death certificate should be directed to Mike Grant, (904) 359-6900 ext. 1056.

Funeral directors who want to be emailed the quarterly updates to the County Health Department phone listing can provide their email address, & the listing will be sent automatically. To have your name put on the list, send an email to: sharon_dover@doh.state.fl.us

Welcome Aboard

The following appointments have been made to the position of Registrar:
Local Registrar:
Marsha Rau, R.N. ……….. Hardee County

Chief Deputy Registrar
Tonja M. Edmondson ….... Marion County
EXPLOSIONS, FIRES & CAUSE OF DEATH

The State Fire Marshal has contacted the Office of Vital Statistics recently regarding possible deaths from explosions and/or fires. They have asked for our assistance in obtaining better reporting of explosions and fires on Florida death certificates. Out of 45 possible fire/explosion related deaths for 2003, 17 did not indicate any type of fire or explosion in the cause of death.

One record indicated smoke and soot inhalation from electrical malfunction of an extension cord, with no further information. The death record did not indicate what actually happened, if the house caught on fire or an explosion was involved. When coding cause of death, certain coding rules apply. In this instance, the rules dictated the code for poisoning from toxic effects from gases, fumes and vapors. Due to lack of information, the record could not be coded as a result of a fire.

Another record involved two cars in a collision with one car catching fire. The death record was correctly coded to a transport accident, even though there was fire involved. In order to sufficiently identify the transport accident as fire related, from a coding standpoint, the medical examiner would have to indicate that the person’s injuries involved burns, which was not done in this case. Without this information, these records cannot be coded properly.

It is important that we have all available information included in the medical certification of death. Cause of death information is used for federal, state and local programs to identify target areas and direct federal grants to local and state injury prevention programs. If there is a question as to whether information is pertinent or any other question regarding cause of death, contact Dolores Smith, (904)359-6900 ext. 1087.

ISSUANCE REMINDERS

Chapter 5 of the CDR Operations Manual (COM) outlines the procedures for issuance of certifications, who is considered authorized, how applications are to be completed, what documentation or ID is required and when it is required, etc. The following are some reminders regarding proper issuance of certifications:

- Photo ID must be provided for issuance of all birth certifications and all death certifications with cause of death;
- Photo ID number or copy of ID must be on all applications;
- Applications are required for all issuances; the standard application is preferred, but a letter that includes all the data elements from the application will be acceptable;
- Applications must be completed in their entirety;
- Funeral directors must submit their applications with all items completed, not just a partially completed application. You must include the name of the person you represent and that person’s relationship to the deceased; you must also indicate if you are from the funeral home of record.

Questions on issuance should be directed to Priscilla Smith, (904) 359-6922 or SunCom 829-6922 or to Evelyn Fugate, (904) 359-6900, ext. 1022.

BITS ‘N PIECES

Item 7 on the birth certificate:

- **Home Birth (Planned to deliver at home?)** - If No is checked and mother and baby go to the hospital immediately after the delivery, there should be a note on the back to indicate hospital name. This will authorize the birth registrar to certify the birth.
- **En Route** births - “Other (Specify)” should be checked, followed by “En Route”. Item 8 should have the hospital name.
CHANGE OF ADDRESS FORM

PLEASE PRINT OR TYPE ALL INFORMATION

Date: _______________________________

Address as shown on current newsletter: __________________________________________________________________
___________________________________________________________________________________________________
____________________________________________________________________________________________________

New Mailing Address: ________________________________________________________________________________
___________________________________________________________________________________________________
___________________________________________________________________________________________________

PLEASE MAIL CHANGE OF ADDRESS TO:

OFFICE OF VITAL STATISTICS, QUALITY ASSURANCE UNIT

P.O. BOX 210

JACKSONVILLE, FLORIDA 32231-0042

Department of Health
Office of Vital Statistics
Quality Assurance Unit (HPEVSRR)
P. O. Box 210
Jacksonville, FL 32231-0042