

Training On Revised Fetal Death Certificate

Implementation of the revised death certificate is now “old news” in Florida. We have moved into the next phase, and that is the revision of the Florida Certificate of Fetal Death, scheduled for January 2006 implementation. If you’ve been following this process in previous issues of the *Vital News*, then you’re ready for this final chapter in Florida vital records form revision!

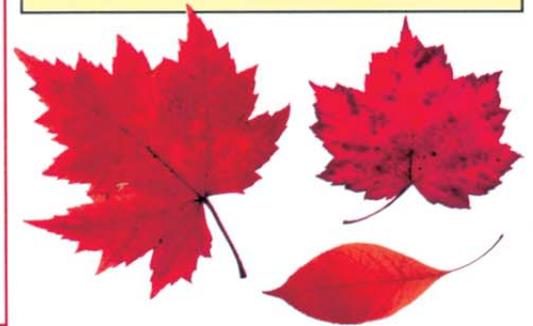
As with the other revisions, we met with vital statistics staff, Department of Health representatives, and representatives of our various partners in the private sector — all those involved in the fetal death registration process. The workgroups provided valuable input toward the development of the fetal death certificate form.

To ensure all users of the form are familiar with the changes and how to complete any new items, the quality assurance field reps will conduct formal training throughout the state. County health departments will be the host sites for this important training on the new fetal death certificate which will introduce the revised form in its official capacity. Questions and answers will be allowed at the end of the training session. The first scheduled training is October 19. There will be additional training opportunities on October 25 and November 2 for those unable to make the first date. Funeral directors and staff, medical examiners and staff, hospitals and birthing center staff, and county vital statistics staff are encouraged to attend one of the training sessions offered. Chief Deputy Registrars will provide details to the professionals in the area, so be sure you register with your CDR as soon as you are notified.

CDRAC Update

The CDRAC group has been busy implementing e-Vitals, just like the rest of the state. Conference calls have covered a range of e-Vitals issues - sharing solutions helps make problems go away!

The group assisted the state office with several tasks. Some additional ID options received the CDRAC seal of approval. A request to review a vendor suggested change in the format of the burial transit permit brought forth a few good suggestions and will be implemented at a later date.



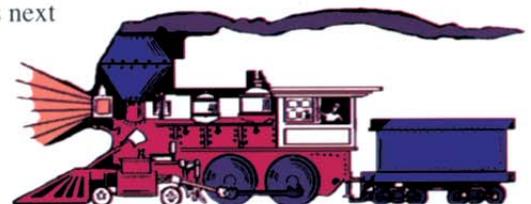
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E-Vitals Training

The e-Vitals training train has just returned to the station from a worldwide, well-okay, statewide tour, training all of Florida’s 67 counties. And what a success that tour has been! E-Vitals has been implemented in all 67 Florida counties—that means all counties are using e-Vitals to record client requests, issue copies, and track security paper. Some additional recent activities include two “standing room only” engagements training business managers from across the state, and a couple of hands-on, follow up practical trainings in exotic locales including, but not limited to, Key West. Due to popular demand, an additional training session was held in Jacksonville during the last week of August. Fifteen people attended this session, mostly folks new to e-Vitals, but a few were “repeat” customers who had not had the opportunity to be active in the system..

Not yet ready for retirement, the e-Vitals training train will be preparing for its next assignment; bi-annual follow-up trainings for whomever is in need. We will ensure that regular training opportunities are available for anyone who wishes to attend.



Change In Latitude

Dolores Smith, Health Services Manager of the Medical Classification Unit has retired after 30 years of service to the Office of Vital Statistics. We're sure Dolores will have no problem finding ways to spend her free time! Her expertise in nosology (coding cause of death) and her exuberance will be missed by all of us in the state office and we wish her well.

CDR/DR Training In Jacksonville

The state office conducted a training for new chief deputy and deputy registrars in July. The training was attended by 22 registrars from around the state, most new to the job, but there were a few who came for a "refresher" opportunity. It was a good training session and, as always, the trainers (mostly QA) learned as much as the trainees.

Training of this type not only is good for "nuts and bolts" type of information, but is also a perfect chance to share ideas, concerns, perhaps shed light on issues of which we were unaware, and offer support and insight to our peers. Our goal is to send these "enlightened" individuals back home with the tools they need to do their jobs. We also hope they leave knowing they don't have to have all the answers, we're just a phone call away for assistance.

Anatomical Donation

Inquiries concerning anatomical donation of decedent's remains should be directed to:

Anatomical Board
University of Florida
College of Medicine
P.O. Box 100235
Gainesville, FL 32610-0235
352/392-3588
anatbd@dean.med.ufl.edu

OR branch office at:

Department of Anatomy
University of Miami
P.O. Box 016960 (R124)
Miami, FL 33101-6960
305/243-6691
dhoodiman@med.miami.edu

For out of state donations, contact the receiving institution directly.

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.

Barcode Scanner & e-Vitals

The state office strongly recommends that county vital statistics offices use a hand held or portable barcode scanner when inputting security paper audit control numbers into e-Vitals. Using the scanner eliminates the possibility of transposition of numbers, a critical factor when reconciling security paper. The scanner can also be used to search for an application or request in e-Vitals.

When purchasing the scanner, it must be able to read Bar Code 39 (3 of 9) and should be purchased as a kit that includes the scanner, stand and connection cord. Questions on the scanner should be directed to Kevin Wright at (904) 359-6900 ext. 1020.

Disinterment/Reinterment

The state office continues to receive calls asking about a permit to disinter/reinter human remains. The **disinterment/reinterment permit was repealed July 1, 1997**. Funeral directors should continue to follow guidelines established in their regulatory statute, Chapter 470, Florida Statute, and by policy and procedure within their own establishment.

Should the funeral director encounter difficulty with cemeteries or crematories requesting a "permit", remind them of the statute's repeal in 1997. Our recommendation is to obtain a certified copy of the death certificate and to construct a statement on funeral home letterhead stationery, such as, "the State of Florida no longer issues a disinterment/reinterment permit, effective July 1, 1997". We have made this suggestion since 1997 and have not heard of anyone having a problem. When dealing with out-of-state establishments that may be unfamiliar with our laws, the process is still the same. We cannot provide what does not exist.

If you disinter a decedent and plan to have the remains cremated, authorization from the district medical examiner where death occurred is still required.

Welcome Aboard



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

Local Registrar

Homer J. Rice Leon County
Thomas R. Coleman, M.D. .. Volusia County
Jim A. Jones Walton County
Marlon Hunter Wakulla County

Chief Deputy Registrar

Alexa L. Doepel Brevard County
Jeanina Green Franklin County
Kenneth Lentini Miami-Dade County
Carolyn DeRuggiero Manatee County
Margie Parker Santa Rosa County
Sue Dietz Washington County

Social Security Update, Enumeration At Birth Form, SSA 2853

Re-printed from the NAPHSIS Executive Directors Newsletter, March 15, 2005:

Form SSA 2853 is provided by the hospital representative to the parent as proof that he/she requested that a Social Security Number be assigned to his/her child through the Enumeration at Birth process. Form SSA-2853 is available in both English and Spanish. There are 10 versions of the English and Spanish forms. The only difference in the forms is the language in reference to the length of time (as appropriate for the individual State) that it takes to process the request for the Social Security card.

Hospitals and birthing centers can check the Social Security number processing time for their states at Social Security Online: <http://www.ssa.gov/ssnumber/> Click on "Questions about Your Social Security Number Card" and go to "Question #28."

Hospitals and birthing centers should use the appropriate version of the SSA 2853 based on the processing time of their state. In doing so, the parents are provided with a realistic time frame as to when to expect delivery of their child's Social Security number card. This helps prevent parents from going into the local Social Security office to file another

application for a number that can result in an issuance of a duplicate card.

Social Security looks forward to working with state vital statistics offices to ensure Social Security numbers are issued within the 30 calendar day turnaround time as specified in the Enumeration at Birth contracts. In the meantime, however, hospitals and birthing centers should provide the appropriate SSA 2853. A hospital or Vital Statistics office can order form SSA 2853. Send a FAX that includes the following information to (410) 965-2037:

1. Who the requester is (requester must use official letterhead);
2. Their mailing address;
3. A personal contact (e.g. Joan Smith);
4. The contact's telephone number;
5. The name of the form (Message from Social Security) along with the version number; and
6. The number of "UNITS" being requested. The forms are stored in units of 100, so if an entity orders 100 units, they will actually receive 10,000 forms.

On The Road with

Let's see, it's hard to say where QA has **not** been these last few months!! Mike Grant and Kevin Wright completed their last round of training for the e-Vitals system, having spent time in Miami-Dade and Monroe Counties, barely missing Hurricane Dennis when leaving Key West!. There were a couple of specialized e-Vitals trainings for county business managers, making sure they have an understanding of the new system and how it affects their county. These training sessions took the fellows to Orlando and Tallahassee. Kevin has made a couple of trips to the larger health departments, assisting them with their specific needs in coming up on the new system. Just so they can stay home awhile, we plan to offer an opportunity for e-Vitals training a couple of times a year at the state office, but that's a subject we'll hear more about later.

Mike made a presentation on the revised fetal death certificate to the Florida Health Information Management Association (FHIMA), making sure they are informed of the upcoming changes. Sharon Dover traveled to Cincinnati for the annual meeting of the National Association of Public Health Statistics and Information Systems (NAPHSIS). Meeting with fellow vital statistics personnel provided the opportunity to discuss common issues such as recent Intelligence Reform Bill requirements, valid identification for illegal immigrants, how to work with reluctant physicians, and more.



BITS 'N PIECES

CDRs must remember that s. 63.054(3). F.S. requires the CHD to stock all forms related to the **Putative Father Registry**. The following forms should be ordered from the warehouse:

Putative Father brochures

DH 150-771, English

DH 150-772, Spanish

DH 150-773, Creole

Putative Father applications

DH 1963, English

DH 1963S, Spanish

DH 1963H, Creole

Putative Father Claim of Paternity-Update to Registry

DH 1964, English

DH 1964S, Spanish

DH 1964H, Creole

Putative Father Claim of Paternity

DH 1965, English

DH 1965S, Spanish

DH 1965H, Creole

If these forms have not been ordered and stocked, CDRs must do so immediately. Questions on ordering forms should be directed to Dave Sanford, at (904) 359-6900, ext. 1060.

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

