NEBRASKA
Good Life. Great Mission.

DEPT. OF HEALTH AND HUMAN SERVICES

NEBRASKA DEPARTMENT of HEALTH & HUMAN SERVICES (DHHS)
VITAL RECORDS ELECTRONIC REGISTRATION SYSTEM (ERS)
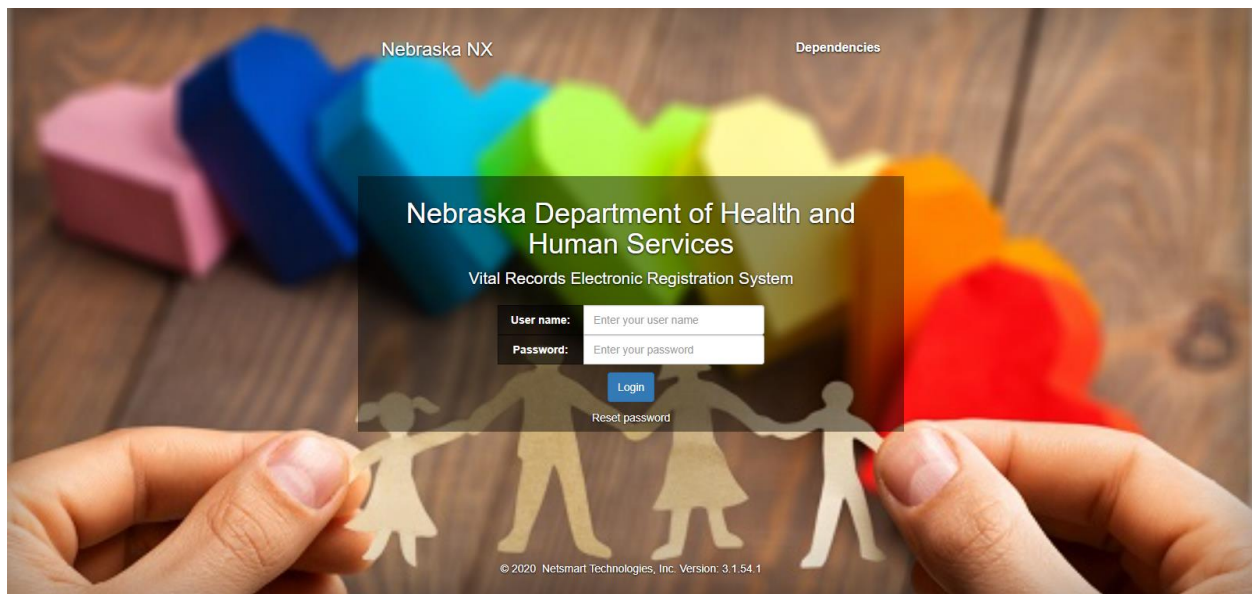*FUNERAL DIRECTOR'S MANUAL FOR FILING DEATH CERTIFICATES*
*Revised July 2021*

Table of Content

Special characters: If you need to put accents (tildes) like: ñ, á, é, í, ú, Ñ. You need to press **SHIFT + ~ KEY** until you find the correct accent. You will need to type the letter first then do the SHIFT + ~ KEY (The ~ is located next to #1 key on your keyboard).

Extra spaces around punctuation are not allowed. For example: Do not include spaces around a hyphen or other punctuation such as an apostrophe. Any other characters like: periods, number signs, commas, etc., a warning box will appear.

Suffix: Suffixes such as Jr I II III IV are allowed. Suffixes such as The I, The II, The III are not allowed. Professional titles such as MD, DMD, DNP, DO, RN, DDS, etc. should not be used in the suffix field. Suffixes with periods, number signs, commas, etc. are also not allowed. If the suffix is not in the dropdown type it in manually and the field will turn orange. Example screenshot below.
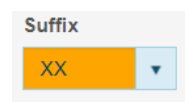
Field Help: In some of the fields containing the text cursor you can select **F1** and you will see additional information about that field. Screen shot below:

.
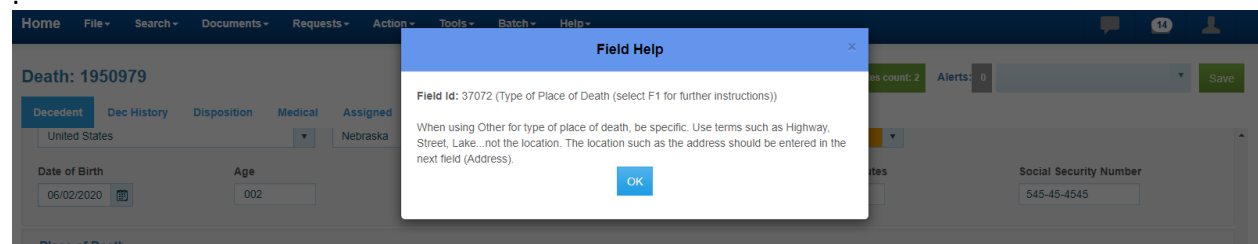
KEYBOARD SHORTCUTS

The **Tab** key moves the user from field to field within the data entry form. Before the field is exited, it is edited for errors (unless the edits for the field are overridden or the field is queried). Fields are ordered left to right, top to bottom, in normal reading order. When the **Tab** key is pressed in the last enterable field on a page, the notebook selects the next page and the text cursor is placed in the first enterable field on that next page. If a page contains no enterable fields, it is skipped.

Shift-Tab moves the user to the previously held field. It will not automatically switch pages.

Delete
Put the cursor in the text field and hit the Delete key.

F1
Depressing **F1** displays field help for the field your cursor is on.

Ctrl- 0 (zero)
The data entry form is built from labeled boxes which are referred to as paragraphs (in Windows terminology, group boxes). Pressing **Ctrl-0** will move the text cursor from the present field to the first enterable field in the next paragraph.

Ctrl-R

This brings up a dialog box to 'Reload the page' with a warning indicating that the changes might not be saved.

Ctrl-C
This key copies the highlighted text to the clipboard. The field contents are not altered from the clipboard.

Ctrl-V
Pastes the contents of the Windows clipboard into the field containing the text cursor. The contents pasted by **Ctrl-V** replaces whatever may otherwise be in the field.

Ctrl-X
This shortcut cuts the present field and copies its contents to the Windows clipboard. From the clipboard, it can be pasted into another data entry field, or into another Windows application which supports the clipboard.

T (F and B)
On many date fields the user can enter a "**T**", for "today", and the current system date will display. Additionally, the values "**F**", for "forward" (the next following date), and "**B**", for "back" (or, the immediately preceding date), are available. These values may be repeatedly entered to continue the process of either advancing or reversing the date one day at a time.

Ctrl-S
This saves the current Event. This is equivalent to the **File / Save** menu item.

Left Mouse Click
The left mouse button can be used to place the text cursor in a particular field by clicking when the mouse cursor is over the desired field. The left mouse can also select notebook pages by clicking on the tab for the desired page.

Right Mouse Click
A menu of options for a field may be displayed by clicking the right mouse button when the mouse cursor is positioned over the field. This can be used to clear a field.

Alt-F4
This key combination displays a dialog box indicating Leave Site? With a message displaying 'Changes you made may not be saved.' If you click on the Leave button, Windows will close the web browser.

Check Box Fields
A left mouse click will toggle the checked state of a check box field. Pressing the space bar when the field is selected also toggles the state.

Combo Box Fields
Combo box fields associated with a dropdown list of values, are indicated by a small box with an inverted triangle to the right of the field. When a combo box is selected, several keys are operative. **Up** and **Down** arrows change the field contents to the next available value from the list. Clicking on the inverted triangle with the left mouse button also toggles the drop-down list. Typing a partial character string when the field is selected will position the list to the first selection that begins with that string. For example, in a list of US States, typing "**A**" positions to "**A**labama" and "**ALAS**" positions to "**Alas**ka". If user types "**AL**", "**Al**abama" is displayed. If you start typing and then you typed something in you didn't want you can hit the Delete key to restore the dropdown list.

NOTE: If entry is not in dropdown list type it in manually and the field will turn orange. Orange indicates that the field was manually entered. If queried or overridden the field(s) turn aqua blue.

'U' in date field – If you type in a U for unknown in the date field it will fill in all 9's for the date.

SUBSCRIPTION PAGE

The following link will take you to the Subscription page. This page was established for Physicians, Funeral Directors, County Attorneys and County Coroners. Select the link that best fits your job and interests. You can also subscribe to the subscriptions page and each time it is updated with information you will be notified via an email alert.

http://dhhs.ne.gov/Pages/Vital-Records-Partners.aspx

Note: Subscription Page is also located in the Help menu after login and it is also on the home page after login.

Death

Phone: 402-471-0912 or 402-471-0923
Email: DHHS.DeathDesk@nebraska.gov
Click here to go to the Death subscription page.

DEFINITION OF TABS AND PARAGRAPHS IN ERS

Tabs – Tabs are referred to the tabs at the top of the webpage where you enter the information on Decedent, Dec History, Disposition, Medical, Assigned, Demographics, Complete and Flags tabs. Screen shot below has a red rectangle around the tabs with a label indicating tabs.

NOTE: The Medical and Flags Tab is for your information only.

Paragraph – Refers to each section in a particular tab, for example 'System' and 'Deceased' are paragraphs in the Decedent Tab. Screen shot below. The word 'Paragraph' in italics with yellow labels is listed in each paragraph below. In this document the paragraphs are identified as black Italic font.
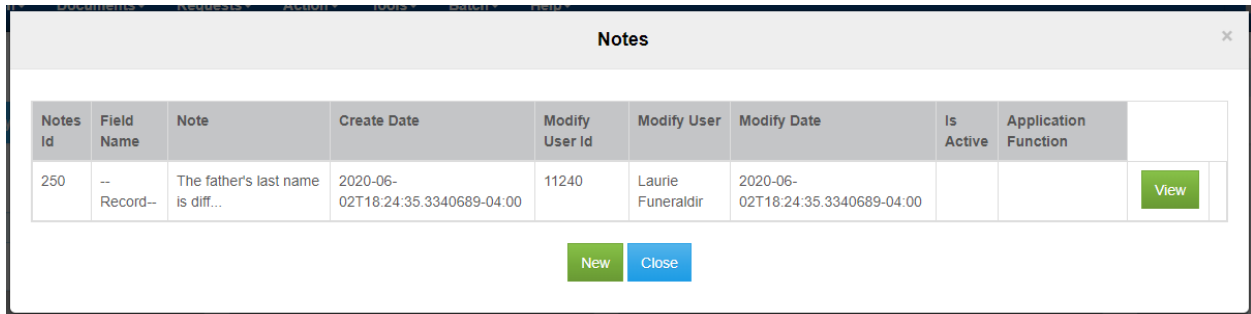

NOTES UTILITY

The user can also add a note to the record or a particular field even after the user has finalized the record by selecting Actions and Show Notes.
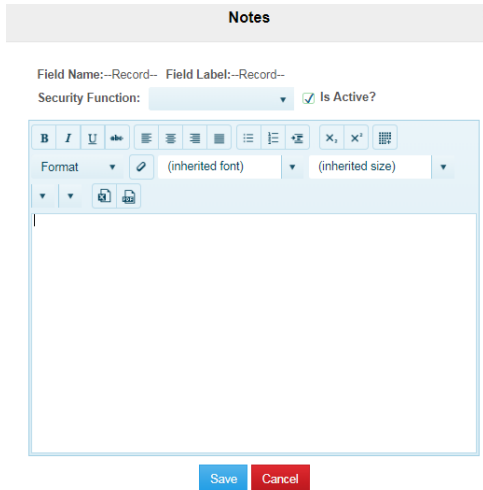
Click on Actions>Show Notes
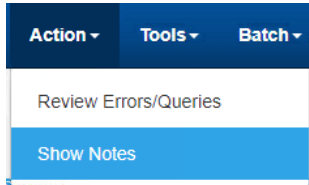
Notes window displays. Click 'New' button to add a new note.

Type in your note and click Save.

You can also double click on the green Notes button in the upper right to access notes utility.
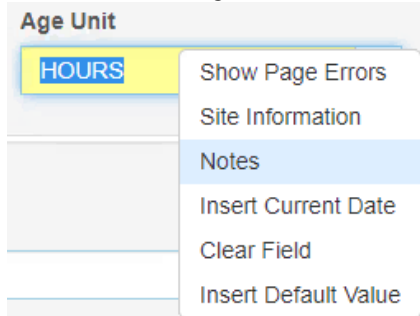

You can see in the Notes grid that your Note was successfully saved.

The user can also right click in a field to add a Notes. Choose any field, right click and Select Notes.

NOTE: Once a note is added the 'Notes Count' highlighted in green at the top will display a count of the notes that were added. You can look at notes by either clicking on the Actions>Notes or double clicking on the green highlighted box that says Notes count.

The user can also add a note to the record or a particular field even after the user has finalized the record by selecting Actions and Show Notes. However, it is preferred that the hospital comments section be primarily used for comments or notes (see Complete Tab). Only after the record has been finalized by the hospital (hospital complete=Y and saved) should the Notes feature be used.

OVERRIDES AND QUERIES

Depending upon the field and the given user's security role, options of **Override** and **Query** may also be available.

If fields are overridden please add a Note with an explanation as to why it was overridden.

Note: You should seldom use Query unless you are planning on finding out more information before completing the record.

Death: New

Decedent | **Dec History** | Disposition | Medical | Assigned | Demographics | Complete | Flags | Amend

Image count: 0 | Notes count: 0 | Alerts: 0 | Save

History

Marital Status

NEVER MARRIED

Spouse's First Name	Middle Name	Last Name (Maiden)	Suffix

Parents

Father's First Name	Middle Name	Last Name	Suffix
Charles	William	Smith	

Mother's First Name	Middle Name	Last Name (Maiden)	Suffix
Mary	Marie	Jones	

U.S. Armed Forces Service

US Armed Forces? | Begin Service | End Service

Validation Errors

Dec History › Parents › Last Name
The Father's Last Name does not agree with the Decedent's Last Name. Are you sure this is the correct name?
R O Q Bypass: 1 2 3 4

Once you hit Override it turns the field aqua blue. Example below is the Father's last name does not agree with the decedent's last name when male.

Death: 1950959

Decedent | **Dec History** | Disposition | Medical | Assigned | Demographics | Complete | Flags

Image count: 0 | Notes count: 0 | Alerts: 0

History

Marital Status

NEVER MARRIED

Spouse's First Name	Middle Name	Last Name (Maiden)	Suffix

Parents

Father's First Name	Middle Name	Last Name	Suffix
Stu		Smith	

Mother's First Name	Middle Name	Last Name (Maiden)	Suffix
Mary		Smith	

U.S. Armed Forces Service

US Armed Forces? | Begin Service | End Service
N | |

HOW TO SEARCH WITHIN ERS

Search Criteria

On the **Search Screen**, first note that there are two tabs – the **Search Criteria** tab and the **Search Results** tab.

The **Search Criteria** tab is where the criteria for the search are entered. The **Search Results** tab is where the results (record entries, if any) of that search is displayed.

You can search by using the following special characters as well:

- Search criteria
%	**Smi%**
_	**Sm_th**
,A or **,D**	**A**scending or **D**escending
NULL	

8

<>**NULL**

(X + Y)	Records with a value *between* (and including) **X** and **Y**
IN(A+B+C)	Records with a value in that listed set
>,>=,<>,<,<=	Other operators

To search on Date fields you will need to include the slashes "/", for example: 01/04/2019

Fields included on the **Search** tab have been selected for their relevancy to the search for each Event. They typically include name fields, key date fields, facility fields and the like. Any one of these fields by itself is sufficient to institute the search. For example, a name field alone will yield search results. If, however, you wish to refine the search, additional search criteria can be entered in additional fields thereby narrowing the results set.

Note, though, that while a greater number of fields used in the search will result in a more refined set of results, **each** of the criteria entered becomes part of the match process and this, in turn, necessitates a greater accuracy in those criteria that are entered. Entering '**Betty'** for a woman's first name, for example, will cause the entire search to fail if the person's name is known to the system as '**Elizabeth'**.

In addition to entering exact information for the search, other options are possible.

% - The **percent sign** allows the user to not enter some letters in the search field. For example, if the exact spelling of the decendent's last name is not known, the user could enter the characters of the decedent's last name that are known and use the **%** to signify the remaining letters. If, for example, "**Smi%**" is used in the search field, it would find and display all records that started with "**Smi**". Or, if the last part of the decedent's name was known, the user could enter "**%son**" to locate all names that ended in "**son**".

_ (the **underline character**) – This character is used to denote that exactly **1** letter is unknown and can be anything.

,A or **,D** – When a "**,A**" is put in a search field, the resulting records will displayed in **a**scending order on that field. If a "**,D**" is put in a search field, the results will be in **d**escending order on that field. This is used when a large result is expected. It can be used in combination with other search criteria.

NULL – When this word is used in a search field, the records with an empty (or, **null**) value are displayed. For example, this might be used in the **State File Number** field to display those records that have not been numbered yet.

<> NULL – This indicates a **not** null, or not empty, value – i.e., some sort of value is present.

(X+Y) – This is interpreted as "**Search for records that have a value BETWEEN X and Y**". This actually includes the values **X** and **Y** too. This can be used for any field including the state file number and the date fields that are true dates and not just string representations of the dates. True dates are usually the dates that cannot have an unknown component. **IN(A+B+C)** – This search construction directs that at least one of the listed values be present -
either **A** *or* **B** *or* **C**.

Other operators – These include >,>=,<>,<,<=. For example the operator >= will find records with a value greater than or equal to the rest of the search field entered. To find a last name that is greater than or equal to **M**, for example, the characters >= **M** would appear in the Last Name field. The <> operator means "**not equal to**".

From menu click on Search> Death. The 'Search (Death)' screen displays:

WORK QUEUES

On the home page the Work Queues are located in the upper right corner of the page. Records rejected will be in the Funeral Director Rejects queue. Funeral Director records still in progress will be in the Funeral Director in Progress queue. The Number in the blue circle indicates how many records are in each queue.

ELECTRONIC REGISTRATION SYSTEM (ERS) INSTRUCTIONS

Electronic Registration System (ERS) Log on Screen

Enter: User Name, Password
Click: Log In
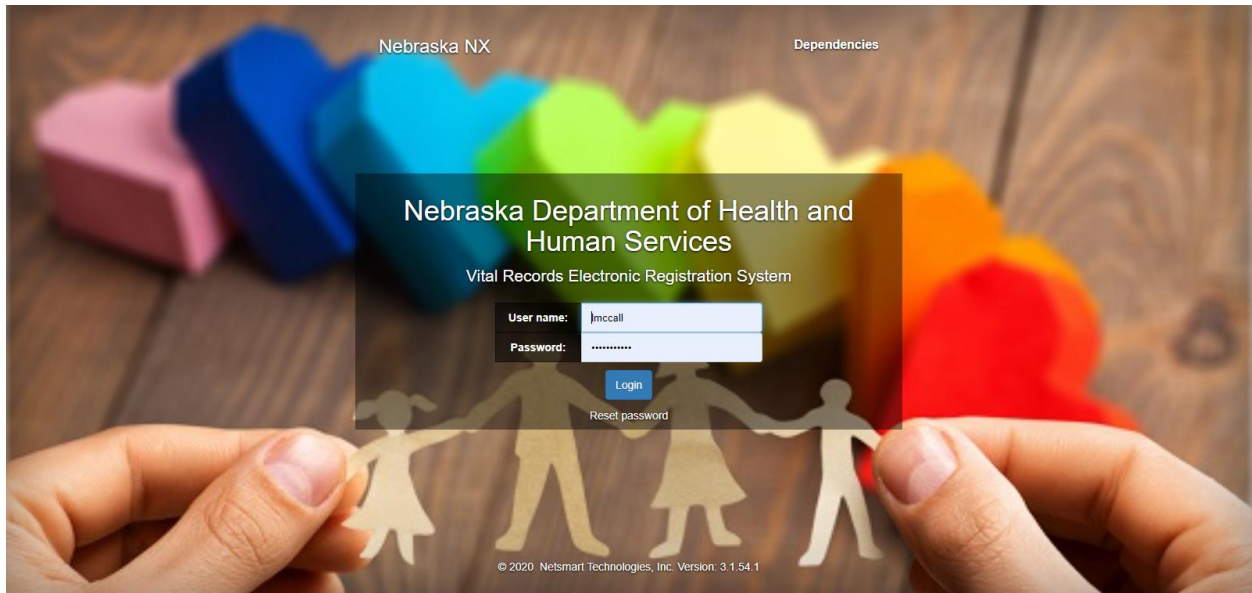
The following Information box may display with a message if there is a message to display: The box will have messages like when the office is closed, system is down for maintenance, etc. Click 'X' to close the message.
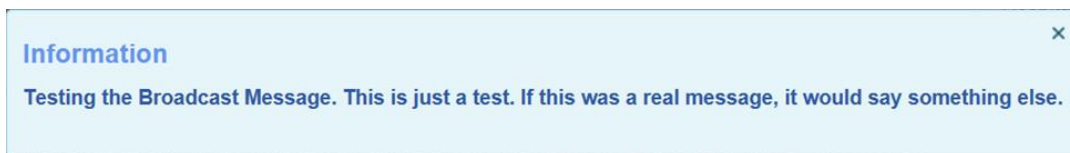
The following page will display: This page will display messages for all users in the 'Attention All Users' section and/or you may have messages under the header of 'Messages' for only certain roles.

NOTE: In the Help menu you can also access the Handbook for Funeral Directors as well as the Subscription page. User can hit **F1** key which displays context-sensitive help for the field containing text. You will need to hover over the label of the field.

NOTE: It is highly recommended to use Chrome or Safari when using this application. Each field that is in focus will be highlighted yellow to indicate which field you are on. If it is a checkbox field the label will be underlined.

To enter a New Death record follow the instructions below:

Click on File> New> Death to enter a new death certificate. Or you can use the keys CTRL + D.

Decedent Tab

Begin entering the decedent's information. Various edits are in place in the system and will pop up if you enter anything incorrectly.

NOTE: You can do a Save Without Edits any time after entering the required fields which are noted by a red asterisk. The following fields that are required are Decedent Last Name and Date of Death.

If you get validation errors when doing a full save by doing a File >Save or green save button in the upper right corner it will not save the record. At this point you will need to Save Without Edits to save the record or save any changes that have been made to the record.

System paragraph - overview

This section is for Vital Records use. Your name (Created by) will be entered as you create the record.

Paper/Electronic field will be defaulted to E.

Record Status: Defaults to Normal

Deceased paragraph

Social Security Number - If unknown, please enter 999-99-9999.

First Name – Enter First Name

Middle Name – Enter middle name.

Last Name – Enter the last name.

Note: In the Name fields of any paragraph the first letter of the first name, middle name and last name will automatically capitalize after tabbing off the field.

You can also 'Ignore the Casing' rules by deleting the name in it and right click in the field and choose 'Ignore Casing Rules'. This allows you to capitalize whatever letters need to be capitalized, for example: van Buren.   The

casing rules are automatically turned on for each field. If you need another name field to be capitalized differently you will need to turn off casing rules for that field.
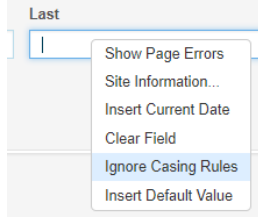
NOTE: If there is a special character in the middle of a name you will need to turn off Casing Rules.

Suffix – Select from dropdown list

Alias – Check box field. The following rows will be enabled if this field is checked. If this checkbox is not checked the fields will be disabled. You can add up to three alias names. Please do not enter nicknames in these boxes.

Sex – Select F = Female, M = Male, U = Unknown field.

Date of death known? Enter a Y or N. If the date of death is not known, enter an N in this field. This prompts the system to place the word "found" on the certificate in the date of death field on the decedent found field.

Date of Death (String) Enter in the Date of Death or you can use the calendar widget to choose the date. You cannot select a future date.

Decedent found – This will autofill with Found if the Date of Death Known field is No.

Country of Birth – Dropdown list, if not United States the State and City fields will not be entered.

State of Birth – Select from the dropdown list.

City of Birth – Select from the dropdown list. If the city is not in the dropdown list type in the city name and tab. The field will turn orange.

NOTE: You can do this with any dropdown field where your information is not in the list.

Date of Birth – Date of birth of decedent.

Age - This will calculate after entering Date of Birth.

Age Unit – This will calculate after entering Date of Birth.
NOTE: If Date of Birth and Date of Death are the same you will need to enter the Age in the Age field and choose Age Unit from the dropdown.

Sex	Date of death known?	*Date of Death (String)
		06/01/2020 📅

Country of Birth	State of Birth
United States ▼	▼

Date of Birth	Age	Age Unit
06/01/2020 📅	028	MINUTES ▼

Age Days – Age Days is optional if Age Unit months is selected.

Sex	Date of death known?	*Date of Death (String)	Decedent found
		06/01/2020 📅	

Country of Birth	State of Birth	City of Birth
United States ▼	▼	▼

Date of Birth	Age	Age Unit	Age Days	Age Minutes
04/18/2020 📅	001	MONTHS ▼	13	

Age Minutes – Age Minutes is optional if Age Unit Hours is selected.

Sex	Date of death known?	*Date of Death (String)	Decedent found
		06/01/2020 📅	

Country of Birth	State of Birth	City of Birth
United States ▼	▼	▼

Date of Birth	Age	Age Unit	Age Days	Age Minutes
06/01/2020 📅	005	HOURS ▼		15

Social Security Number – Enter the social security number. If the decedent does not have a social security number, enter 9's. Ex: 999-99-9999.

Place of Death paragraph

If the decedent died at home, the residence information will autofill from the information entered in the place of death.

Once you have completed the last field on the screen, the system will automatically take you to the next screen for you to complete.

Type of Place of Death (select F1 for further instructions) – Select one of the following from the dropdown list: Assisted Living, Dead on Arrival, Decedent's Home, Emergency Room/Outpatient, Hospice Facility, Inpatient or Nursing Home/Long Term Care Facility.

Facility Name – Select from the dropdown list. The address, State, County, City and Zip Code will autofill. When searching for a Facility Name you can search on the Facility or the City or both. You can also search on partial facility name as well. Example below I typed in "CHI" and all facilities that have "chi" will display. Screen shots below for examples.

Partial Search on Facility Name:
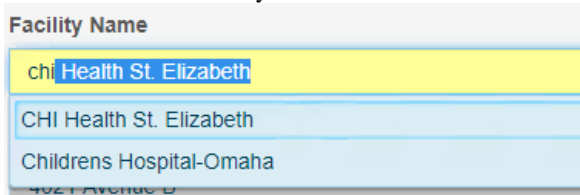
Search on City: In this example 'Lincoln' is typed in Facility Name and everything associated with 'Lincoln' will display.

Address Search: In this example '22' and everything associated with '22' will display.
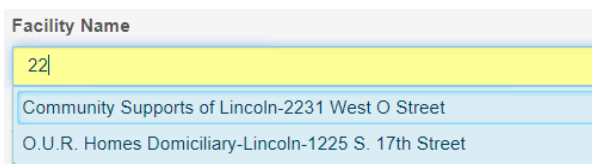
Address – Address field will auto populate after selecting the Facility Name.

Apt No – Apt number will auto populate after selecting the Facility Name.

State – State will auto populate after selecting the Facility Name.

County – County will auto populate after selecting the Facility Name.

City – City will auto populate after selecting the Facility Name.

Zip Code – Zip Code will auto populate after selecting the Facility Name.

Address	Apt No	State
555 South 70th Street		Nebraska ▼

County	City	Zip Code
Lancaster ▼	Lincoln ▼	68510 ▼

NOTE: If the decedent died at home and if the zipcode is not in list type it in and the field will turn orange.

Zip Code

68519 ▼

If the Place of Death is not in the list you can type it in manually and the field will turn orange. The rest of the address information will need to be completed manually.

Place of Death

Type of Place of Death (select F1 for further instructions)

Road

If the Facility Name is not in the dropdown list type it in manually and the field will turn orange. The rest of the address information will need to be completed manually. Please contact Vital Records Help Desk so that they can verify and add to system.

Place of Death

Type of Place of Death (select F1 for further instructions)

ASSISTED LIVING ▼

Facility Name

Laurie's Place ▼

Address	Apt No	State
		▼

County	City	Zip Code
▼	▼	▼

Residence paragraph

If the decedent died at home, the residence information will autofill from the information entered in the place of death – you don't have to type it. You will need to complete the City Limits field.

Residence

Street Address	Apt No	In City Limits?
		▼

Country	State	Zip, City, County
United States ▼	▼	▼

County	City	Zip Code
▼	▼	▼

Street Address – enter street address

Apt No – Enter apartment number

In City Limits - Select Y or N

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Country – Defaults to United States. If not in the United States select Country from dropdown list.

State – Select from dropdown list

Zip, City, County – dropdown list. You can put in partial zipcode and it will show city and county which user can choose the correct one.

If you search by the zip code and put in a partial zip code it will bring back all the results that have those numbers in it. For example if I type in '681' you will see all zip codes starting with 681 and their associated city and county. If you put in the County and/or City it will filter the zip code for that particular County and City. See below:

Searching on partial zipcode:

68101 - Omaha - Douglas
68102 - Omaha - Douglas
68103 - Omaha - Douglas
68104 - Omaha - Douglas
68105 - Omaha - Douglas
68106 - Omaha - Douglas
68106 - Omaha - Sarpy

68101 - Omaha - Douglas
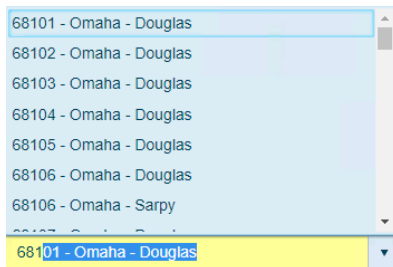
Searching on county:

68301-Adams-Gage
68309-Barneston-Gage
68310-Badger-Gage
68310-Beatrice-Gage
68310-Ellis-Gage
68310-Hoag-Gage
68310-Holmesville-Gage

gage

Search on city:

68010-Omaha-Douglas
68022-Omaha-Douglas
68101-Omaha-Douglas
68101-Omaha-Sarpy
68102-Omaha-Douglas
68102-Omaha-Sarpy
68103-Omaha-Douglas

omaha-Douglas

If Zip Code not in list for Zip, City, County field select Other-Not in List from dropdown. Then manually type in County, City and Zip Code and the Zip Code field will turn orange. If the City is not in the dropdown then you can manually type it in the City field and the field will turn orange as well.

Note: Once you have completed the last field on the screen, the system will automatically take you to the next tab.

County – dropdown list

City – dropdown list

Zip Code – Will autofill from the Zip, City, County field.

Dec History Tab

On the decedent history tab, enter the information as requested. Please note the spouse's last name is her maiden name as is the mother's last name. Spouse is require if they are married at time of death or optional if widowed.

History paragraph

Marital Status – choose any of the following from the dropdown list: Divorced, Married, Married but Separated, Never Married, Not Obtainable, Unknown or Widowed.

If the informant is the spouse, you will enter her married name in the informant field.

Spouse's First Name – Enter first name

Middle Name – Enter middle name

Last Name (Maiden) – Enter last name

Suffix - select suffix from dropdown list

Parents paragraph

Father's First Name – Enter first name

Middle Name – Enter middle name

Last Name – Last name is autofilled from the decedent paragraph if the decedent was male.

Suffix – Select suffix from dropdown list

Mother's First Name – Enter first name

Middle Name – Enter middle name

Last Name – Enter last name

Suffix – Select suffix from dropdown list

U.S. Armed Forces Service paragraph

US Armed Forces? Y/N – If yes the Begin and End Service dates are enabled.

Begin Service – If part of date is unknown you can select F1 for field help for examples of how to enter the date.
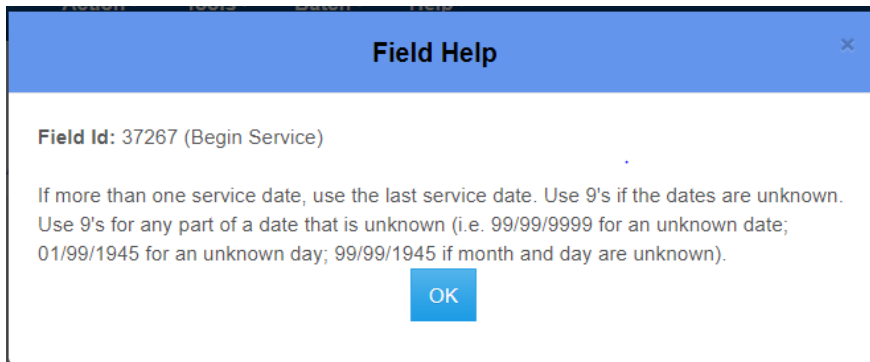
End Service – If date is unknown the same instructions apply as Begin Service date. See screen shot above.

Informant paragraph

Note: If decedent is married the spouse's information will autofill. If informant is not the spouse you will need to change the fields manually. If the decedent is not married you will need to enter the fields manually.

First Name

Middle Name

Last Name
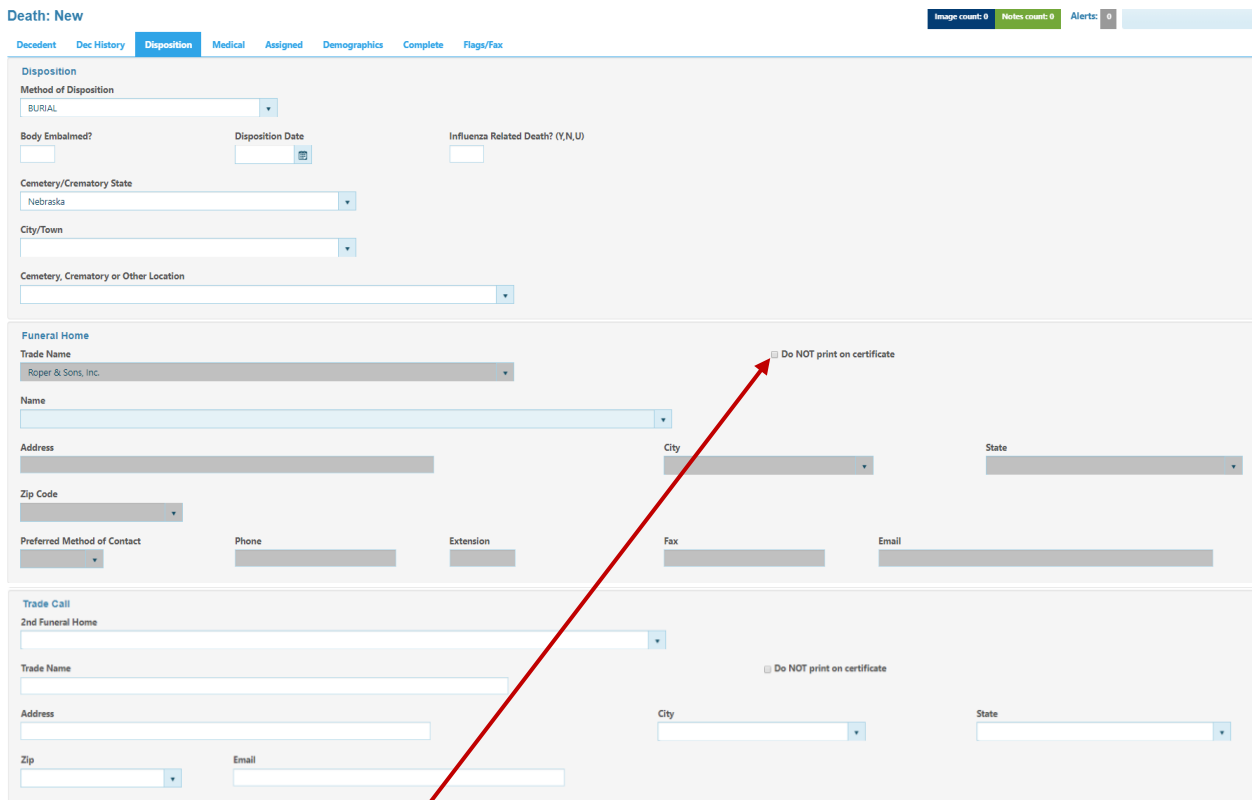
Suffix.

Relationship to Deceased – Select from dropdown list. If not in list type it in manually and the field will turn orange.

Note: If the informant is the spouse, you will enter her married name in the informant field.

Disposition Tab

If more than one funeral home is involved, list the one starting the record in the first Funeral Home field. You have the option to check "Do Not Print on Certificate" if you do not want it printed on the certificate. List the other funeral home in the 2nd Funeral Home field. This will allow both funeral homes to have access to the record. However, if the funeral home is an out of state funeral home and does not have a Nebraska licensed funeral director both funeral homes will have to be printed on the death record. If the out of state funeral home has a funeral director who holds a Nebraska license, and is registered to use Nebraska's VRERS then that funeral home can be printed on the death record by itself.

Method of Disposition – Select from dropdown list. If what you need is not in the dropdown list you can type it in. If you happen to select Hospital Disposition you will get the following message. The death certificate cannot be filed.
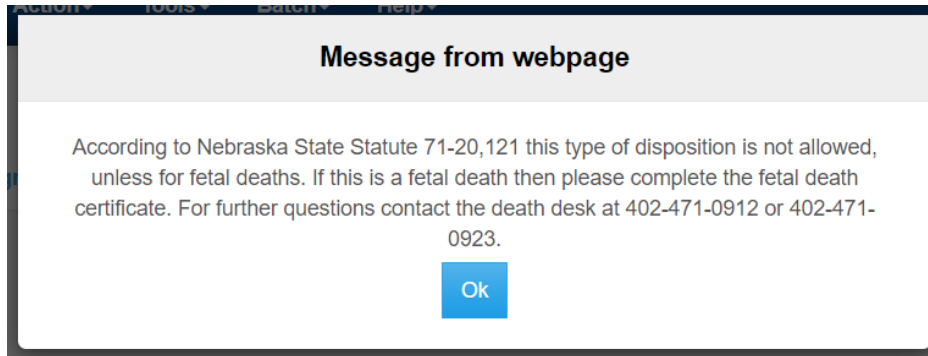
Body Embalmed? Select Y, N

Disposition Date – Type in the Date of Disposition or use the Date Widget to select the date

Covid – 19 Related Death? Select Y, N or U for Unknown

Cemetery/Crematory State - Select from dropdown. If not in dropdown type in the Country and field will turn orange.

City/Town – Select from dropdown. If not in the dropdown type the City name and the field will turn orange.

Cemetery, Crematory or Other Location - Select from dropdown. If not in the dropdown type in the name and the field will turn orange.

Trade Name – Prefilled and is how you logged on

Do NOT print on certificate - Checkbox

Name – Select from dropdown. This name is based on the Trade Name.

Address – Autofills after selecting the Name

City – Autofills after selecting the Name

State – Autofills after selecting the Name

Zip Code – Autofills after selecting the Name

Preferred Method of Contact – Autofills after selecting the Name

Phone – Autofills after selecting the Name

Extension – Autofills after selecting the Name

Fax – Autofills after selecting the Name

Email – Autofills after selecting the Name

2nd Funeral Home – Select from dropdown list if there is a Nebraska License Funeral Director.

Note: If this is an out of state funeral home and does not have a Nebraska Licensed Funeral Director both funeral homes will have to be printed on the death record. You will need to add the funeral home manually by selecting 'Other – not in list'. If the out of state funeral home has a funeral director who holds a Nebraska license, and is registered to use Nebraska's VRERS then that funeral home can be printed on the death record by itself.

Trade Name – Will autofill after selecting 2nd Funeral Home if it's in the dropdown list.

Do NOT print on certificate – check box

Address – Will auto populate after selecting 2nd Funeral Home if it's in the dropdown list.

City – Will autofill after selecting 2nd Funeral Home if it's in the dropdown list.

State – Will autofill after selecting 2nd Funeral Home if it's in the dropdown list.

Zip - Will autofill after selecting 2nd Funeral Home if it's in the dropdown list.

Email – Will autofill after selecting 2nd Funeral Home if it's in the dropdown list. If entered manually email is optional.

Medical Tab

The Physician will complete this tab and is for informational use only.

Assigned Tab

Assigned To

Certifier Type – Select from dropdown list. Defaults to 'Attending Physician'.

Certifier Name, Location, and City – Choose certifier name and location from the dropdown list. You can put in partial name and it will display the location and city and you can choose the correct one.

You can filter on a partial Name, Location or City. For example if I type in 'Intern' and you will see everything that is associated with 'Intern".

Name – Will auto populate after selecting Physician Name, Location, and City field.

Location – Will auto populate after selecting Physician Name, Location, and City field.

Preferred Method of Contact – Will auto populate after selecting Physician Name, Location, and City field.

Phone – Will auto populate after selecting Physician Name, Location, and City field.

Extension – Will auto populate after selecting Physician Name, Location, and City field.

Email – Will auto populate after selecting Physician Name, Location, and City field.

Send Email to Certifier – Click on this button when you want to send the notification email to the certifier to complete the record. This is required by the Funeral Home for the email notification to be sent to the certifier. When selecting this button it will automatically be Saved without Edits. If the email sent date is not populated, the email is not sent because there are missing required fields for the email. The required fields are First and Last Name of the decedent, date of death, date of birth and Funeral Home dropdown name. This process can be repeated once a day until the record has been signed by the certifier.

Email Sent Date – This field will automatically populate when you click on the Send Email to Certifier button.

Certifier Completed

This paragraph will auto fill when the certifier signs the record.

Reassign paragraph

Reassign/Reject? – If the record has been assigned to an incorrect location the certifier will Reassign/Reject with a Y and an email will be sent notifying the funeral home that record needs to be reassigned.

Reason for Rejecting – Certifier will select one of the three options why the record should be reassigned.

patient wasn't seen at our location
record should be assigned to the County Attorney
record should not be assigned to a County Attorney/Coroner

Demographics Tab

Demographics paragraph

Education - Select from the dropdown list

Hispanic Ethnicity (yes/no)? – Enter Y. N or U. if you enter N it will autofill the Mexican, Cuban, Purto Rican and Other fields with an N. If the Hispanic Ethnicity is 'Yes', 'U' cannot be selected for the rest of the Hispanic fields. You will need to select one or more that apply with a yes.

Mexican – Enter Y, N

Cuban - Enter Y, N

Puerto Rican - Enter Y, N

Other - Enter Y, N. If you select Y you will need to complete the Other Description field.

Other Desc. – Enter description, example below.

Occupation paragraph

Decendent's Usual Occupation – (do not use retired) – Select from dropdown list. You can search by using a partial search, etc. For example you can type in 'Farm' and anything associated with 'Farm' will display in the dropdown list. See screen shot below.

If the Occupation is not in list type it in and the field will turn orange.

Kind of Industry/Business – Select from dropdown list. You can search by using a partial search, etc. For example you can type in 'Bin' and anything associated with 'Bin' will display in the dropdown list. See screen shot below.

If the Kind of Industry/Business is not in list type it in and the field will turn orange.

Note: Under the Help link there is additional information for Occup./Industry Instructions.

Race paragraph

Check all races that apply:
White – Check box
Black – Check box
Asian Indian – Check box
Chinese – Check box
Filipino – Check box
Vietnamese – Check box
Japanese – Check box
Korean – Check box
Hawaiian – Check box
Samoan – Check box
Guamanian or Chomorr – Check box

American Indian – If this is checked then enter the Tribal affiliation(s) in the text box(s). If unknown type in unknown in the Native Desc1.
Native Desc 1 – Enter text
Native Desc 2 – Enter text

Other Asian – If this is checked you will need to enter in their race in the description box(s).
Other Asian Desc 1 – Enter text
Other Asian Desc 2 – Enter text

Other Pacific Islander – If this is checked you will need to enter in their race in the description box(s).
Other Pacific Isl Desc 1 – Enter text
Other Pacific Isl Desc 2 – Enter text

Other – If this is checked you will need to enter in their race in the description box(s).
Other Desc 1 – Enter text
Other Desc 2 – Enter text

Unknown – Check box

Complete Tab

Funeral Home paragraph

Embalmer Signed (Y/N)? – Yes/No text box. This will be protected unless the body was embalmed. It will need to be signed by the embalmer before the record can be completed.

Date Signed – Will auto fill if Embalmer has signed the record.

Funeral Director / Embalmer Name - Will autofill if Embalmer Signed is a Yes

Embalmer License # - Will autofill if Embalmer Signed is a Yes

Record Complete (Y/N/R)? – Yes/No text box. This will be completed after the certifier signs the record.

Complete Date – Will autofill if Record Complete is a Yes

Record Completed By - Will autofill if Record Complete is a Yes

Fun. Home License # - Will autofill if Record Complete is a Yes

Attending Physician or County Attorney or Coroner *paragraphs*

Funeral Home has the option to Reject to Attending Physician and/or to Coroner or County Attorney if the information in the medical tab is incorrect. Click on the appropriate reject button. A Note will need to be added to notify the certifier as to why the record was rejected. An email will automatically be generated to the medical certifier.

Flags

Note: If you have received an email or notification that your record has been queried you can check this tab to see the status of the record. If you want to check OVS (online verification with Social Security) you can check here.

Decedent   Dec History   Disposition   Medical   Assigned   Demographics   Complete   Flags   Supermicar   Amend

Re-Key Verification

Re-Key Verified?	Verified Date	Verified by
Y	01/06/2020	Christine Noren

Query

18a	21a	.b.	D	22a	B
C	D	E	F		

Queried to	Query Date
CY	01/06/2020

Reason Record Queried

Please complete Part I (item 18a) and correct item 21a and complete item 21b if due to a MVA and correct item 21d and complete items 22a-f, if need be as per your investigation when completed, thanks.   Christine

Query Changed

N

Nosologist Notes

2nd q 2-11-20df
3rd q 3-11-20df
4th q 4-8-20df

DEATHID

2724608

Extract Flags

Charts Flag

S

Flags

Year of Death	OK to Print
2019	N

Print Hold Reason

Record is queried back

Sent to SSA?	Date Sent to SSA	Ready for NCHS?	Date Sent to NCHS	NCHS Registration Date	Birth SFN
S	12/26/2019	S		01/06/2020	1991002159

Alerts

10

OVS

Send Status	Return Status	Date Transmitted	Verified Date	Number of times sent
SENT	PASSED	12/23/2019	12/23/2019	1

USER PROFILE

Click on Profile icon on the Toolbar. Click on Edit Your Profile link which takes you to the profile page.

If you want to click for your menu choices without hovering you can edit your Profile which is located on the right side of the page on the toolbar. This will allow you to not hover over the submenus in the tool bar. To change your preference from hovering, go to Profile button and click on Edit your profile link. Then check the box next to 'Use mouse-click to open/close submenus?' in the Operations section of the profile page. You may want to experiment with this to see what your preference is. After making the change please remember to click on the Save button.

Laurie Mccall

Edit your profile
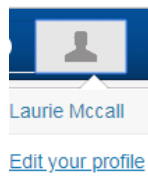
You are able to change the functionality of the submenu's and you can skip to the next field when the input length have been reached by checking the User mouse-click to open/close submenus or Skip to next field when input length reached. See screen shot below.

Operations

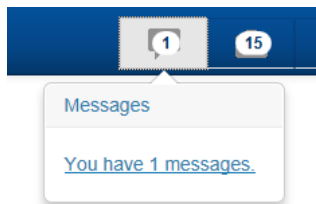|	
Default Event Year	2020
Menus	☐ Use mouse-click to open/close submenus?
Inputs	☐ "Skip to next field when input length reached?

MESSAGE ICON

On the Toolbar there is an icon for messages so you can view your messages from here as well as on the Home page.

Once you click on the messages icon a dropdown displays the link to view your messages.

Messages
You have 1 messages.

Click on the link and it will take you to your messages for you to view.

		Messages				×

From	Subject	Message	Received	Event	Local File Number	
Laurie Mccall	Smith's record	Please keep a look out for Joe Smith's records. This record will need...	12/17/2018 12:00:00 AM			View

PRINTING DOCUMENTS/FORMS

You can print when you have the death record displayed or when a record is highlighted on the Search Results screen, including Work Queues.

Click on Documents >Documents> choose document you want to print. You can see the list of documents to print from the dropdown list. In this example we are selecting D Office Copy Legal Size.

Example of documents below.

If you are trying to print and you get the following message indicating that the popup is blocked, Follow the instructions below to enable the popup.

Popup Blocked ✕

Code:999999

The popup is blocked and unable to open a new windows.
Please enable popup and try again.

The detail of error is logged in the page errors.

OK
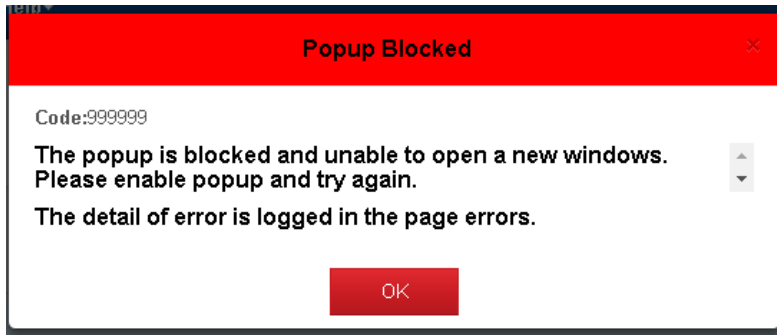
If you are using **Chrome** click on the ellipses in the upper right corner and go to Settings
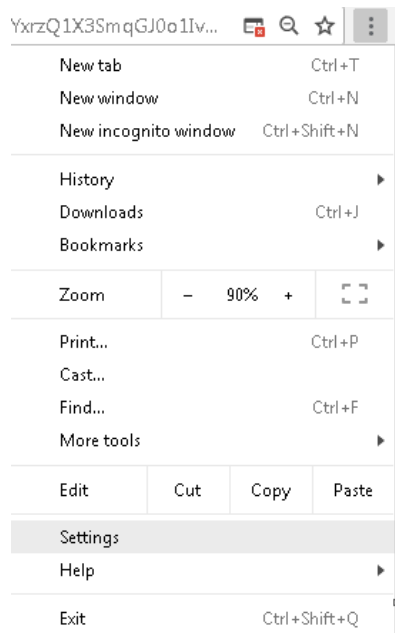
Once the Settings page loads click on Advanced

On startup

○ Open the New Tab page

○ Continue where you left off

● Open a specific page or set of pages

file:///C:/Program Files/Google/Chrome/Application/DHHS_Google_Start_Page.htm
file:///C:/Program%20Files/Google/Chrome/Application/DHHS_Google_Start_Page.htm
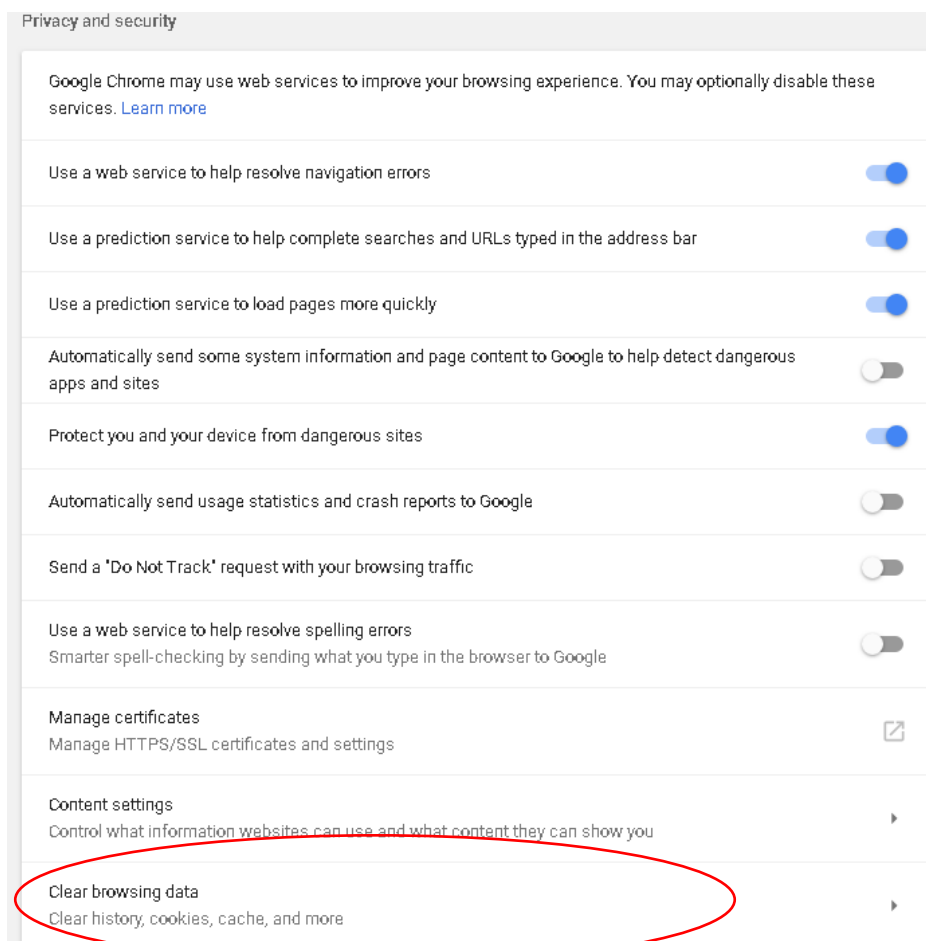
Add a new page

Use current pages
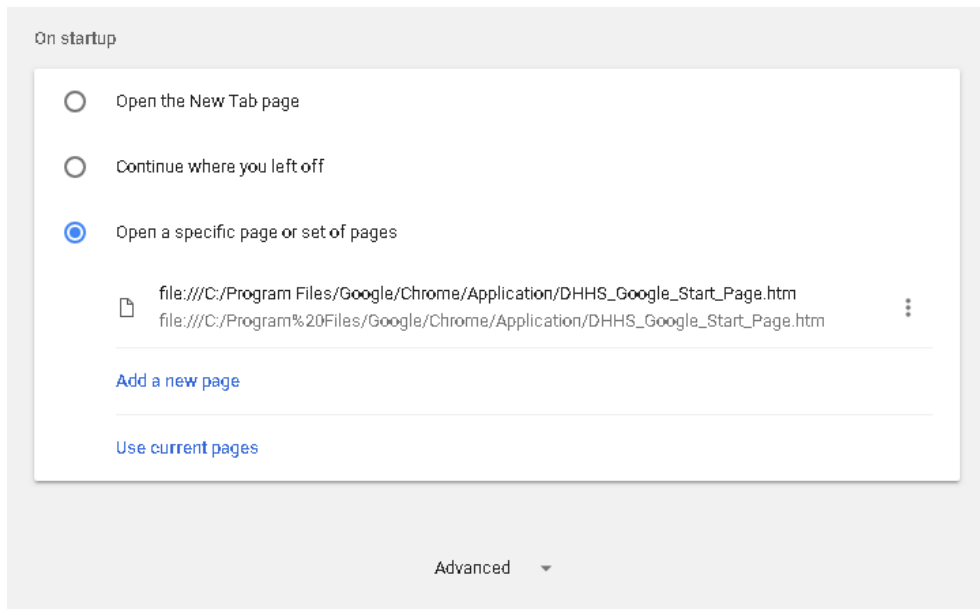
Advanced ▾

Once you click on Advance go to Content

Privacy and security

Google Chrome may use web services to improve your browsing experience. You may optionally disable these services. Learn more

Use a web service to help resolve navigation errors

Use a prediction service to help complete searches and URLs typed in the address bar

Use a prediction service to load pages more quickly

Automatically send some system information and page content to Google to help detect dangerous apps and sites

Protect you and your device from dangerous sites

Automatically send usage statistics and crash reports to Google

Send a "Do Not Track" request with your browsing traffic

Use a web service to help resolve spelling errors
Smarter spell-checking by sending what you type in the browser to Google

Manage certificates
Manage HTTPS/SSL certificates and settings

Content settings
Control what information websites can use and what content they can show you

Clear browsing data
Clear history, cookies, cache, and more

Click on Popups

Images
Show all

Popups
Blocked

Ads
Blocked on sites that

The Popups page displays

← Popups

Blocked (recommended)

Block   ADD

No sites added
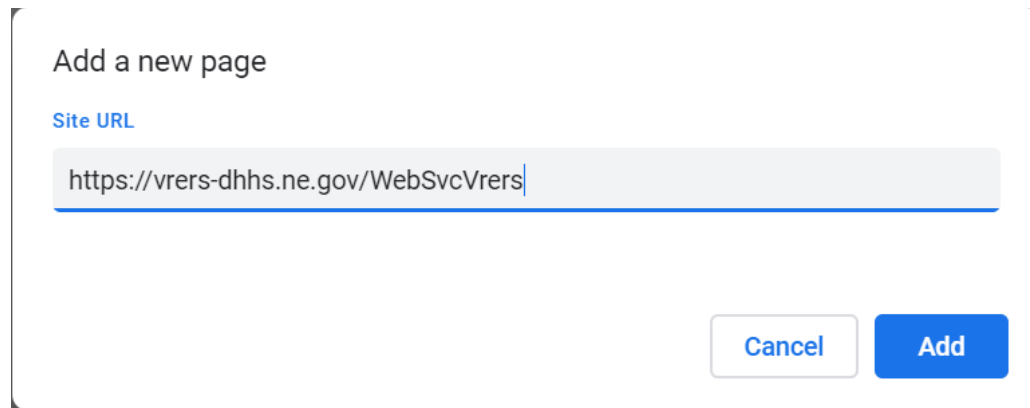
Allow   ADD

No sites added

Click the Add button that is associated with Allow. The Add window will display. The in the following in the Site line: https://vrers-dhhs.ne.gov/WebSvcVrers and click the Add button. The site has been added to popups and you will no longer receive the popup blocker message.

Add a new page

Site URL

https://vrers-dhhs.ne.gov/WebSvcVrers

Cancel   Add

If you have **Internet Explorer** follow the instructions below:

Click on the Setting icon in the upper right corner that looks like a gear.
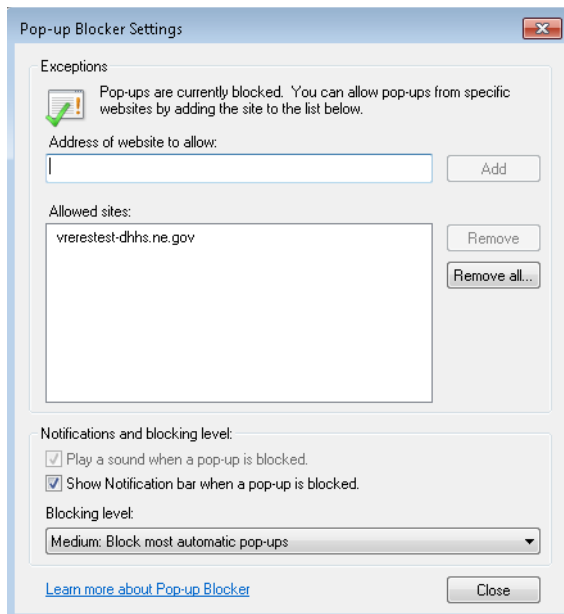
Click on Internet Options
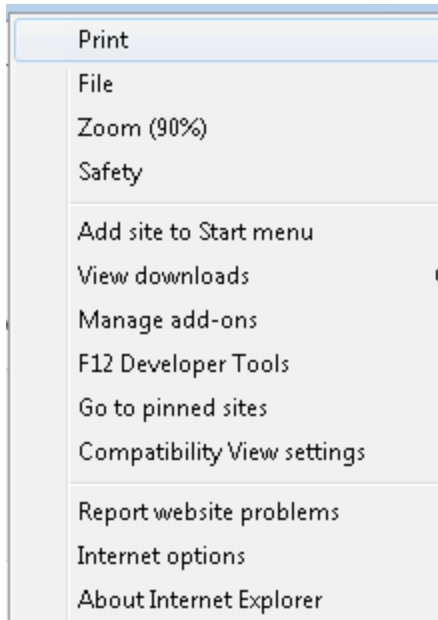
Click on the Privacy tab, then click on the Settings button in the Pop-up Blocker section.
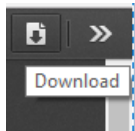
Type the following address in the Address of website to allow: https://vrers-dhhs.ne.gov/WebSvcVrers click the Add button and it will move to the Allowed sites box to allow popups on Internet Explorer.


To **Save as PDF in Chrome** follow the instructions below:

You can also print it as a PDF by clicking on the download arrow icon in the upper right.

Once downloaded, it is in the download tray at the bottom. Click to open. It will open again in another window.
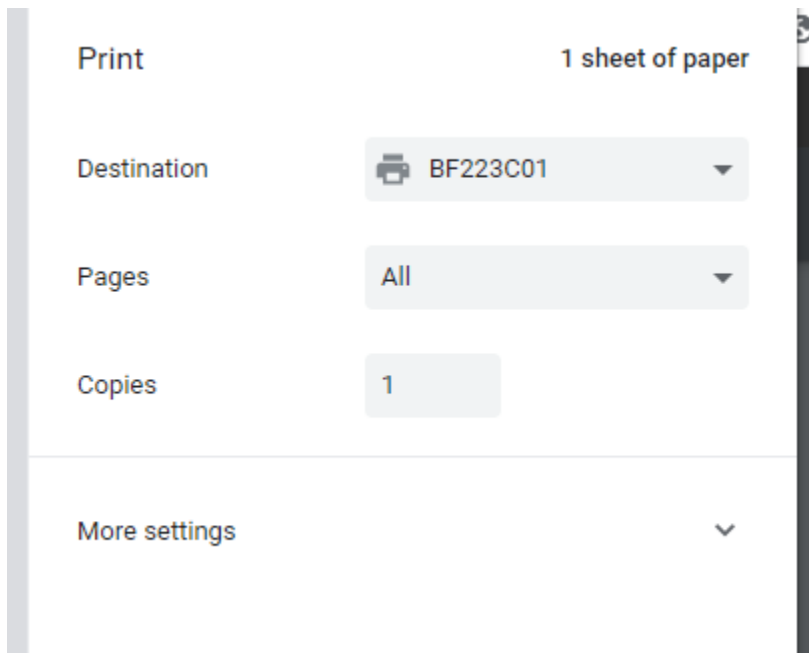
Click the Download button again and the Save As window will display. You can change the File Name to whatever you choose. Verify that the Save as Type is Adobe Acrobat Document.
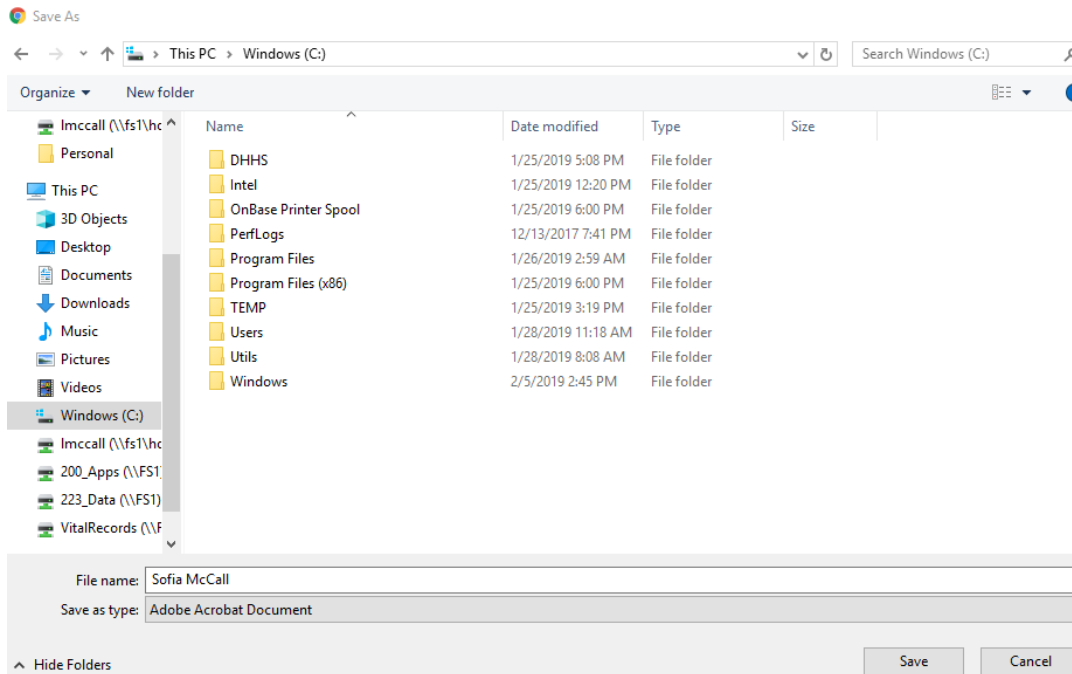
Click on the Print icon in the upper right to print the document.

The following will display. Select the Destination printer that you want to print to.
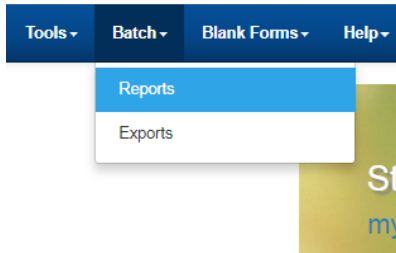
Click on 'More Settings' and then choose the appropriate paper size of what you are trying to print.

REPORTS/EXPORTS

Reports

Report Center - Click on Batch >Reports

Expand Death to see what reports you can select from. This example we are selecting Death Report for Funeral Homes.

Note: You can also export the file to different file formats listed in the File Format dropdown and putting a check in the checkbox next to Export to a file.

The report will open up in a separate window, example below.

Certifier Summary for Electronic Death Records
For the Year 2009
Lincoln Memorial Funeral Home-Lincoln-6800 S. 14th Street

Last Name	First Name	Middle Name	Number Signed
Baugous	Nancy		2
Biga	Louis		1
Carstensen	Sarah		1
Clough	Alissa		3
Cox	Nathan		1
Crowder	Jay	D.	1
Dionisopoulos	Peter	N.	1
Driewer	Matthew		3
Ebke	Russell	J.	2
Exum	Lynette		2

Note: Follow the same steps for any report that you wanted printed.

Export:

- **Today's Death Records** Export Will Extract Date Range of Records
- Export Can Be Run Multiple Times Throughout The Day
- Export Will Be Protected Against Inadvertent Changes (Run Only Capability)

Click on Batch > Export.

Exports panel displays on the left of the screen. You will need to click on the arrow to see the Funeral Home Records export. Click on the Funeral Home Records export. Screen shot below.

The following page will display. Leave the Create Output File checkbox checked and add the Output File Name. You then can uncheck the Create Report File and Create Summary File checkboxes. Then you can add your parameters in Field, First Name (optional), Last Name (optional) and Date of death (mm/dd/yyyy) fields. Now you can click on Run Export button.

NOTE: On the Date of Death field you can put in a

The Export Results page will display with counts of records processed, written and total. Click OK.

Export Results

Output File	fhtest.TXT
Records Processed	2
Records Written	2
Total Records	2
Errors	0
Result	

OK
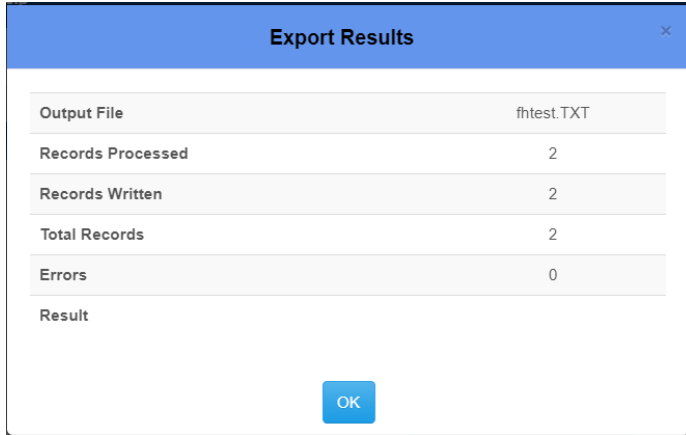
After clicking on the Execute button the Download buttons will become enabled in order to download the files. You can save it to a location and name of your choice.

File Names

|		
☑ Output	QSTVRS Documents\NE\Exports\@main.txt	Download
☑ Report	QSTVRS Documents\NE\Exports\@rpt.txt	Download
☑ Summary	QSTVRS Documents\NE\Exports\@sum.txt	Download
Error	QSTVRS Documents\NE\Exports\@err.txt	Download
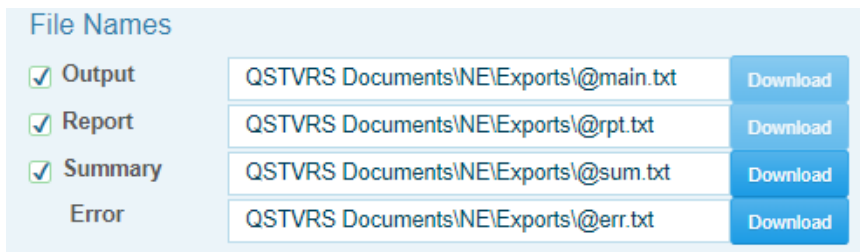
When you click on Download button it will be in the bottom of the page. Click on up arrow and choose Open. Notepad will open with the results of the report. You can do a Save As here to a location of your choice.
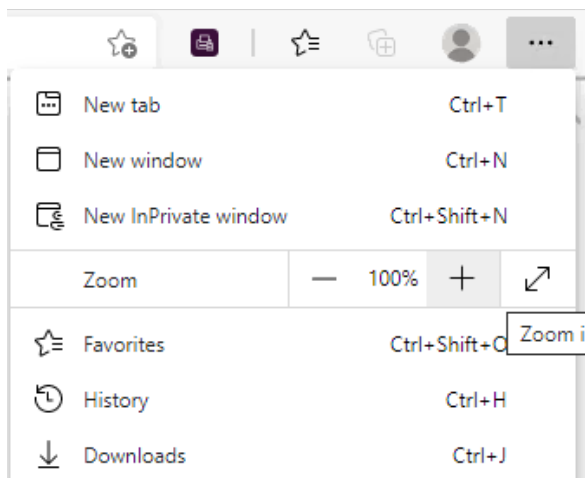
HOW TO CHANGE SCREEN SIZES

Many users may want larger text on their screen. The following instructions are for various browsers if you want to experiment with what size works best for you.

To change the screen size in **Chrome** go to your ellipses button (looks like 3 dots). Then click on the plus button next to Zoom in order to make your screen bigger. Screen shot below.
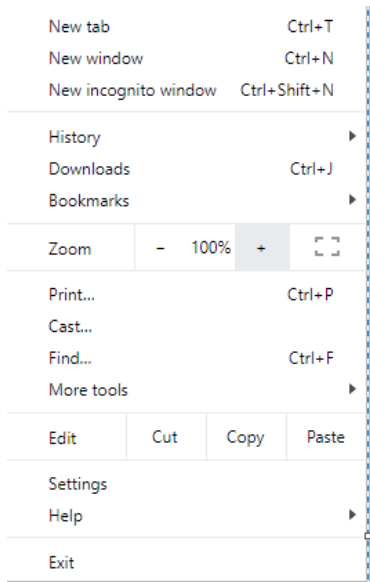
To change the screen size in **Microsoft Edge** go to your Settings which is the eclipse (three dots) in the upper right corner. Then click on the plus or minus buttons to zoom in out. Screen shot below.

To change the screen size in **Firefox** click on the hamburger button. Then click on the Zoom button and choose to zoom in or out or choose the percent size you want. Screen shot below.
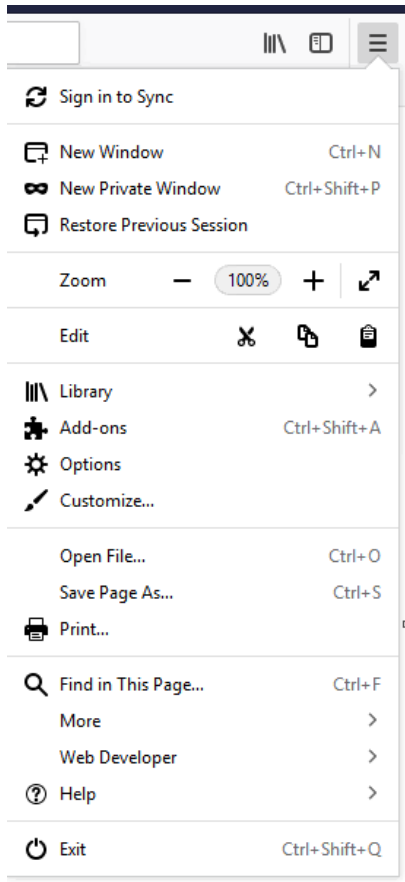
To change the screen size in **Safari** hold the Command button down and click on + to increase the size or – to decrease the size. Or you can click on View on the toolbar and choose Zoom In or Zoom Out.
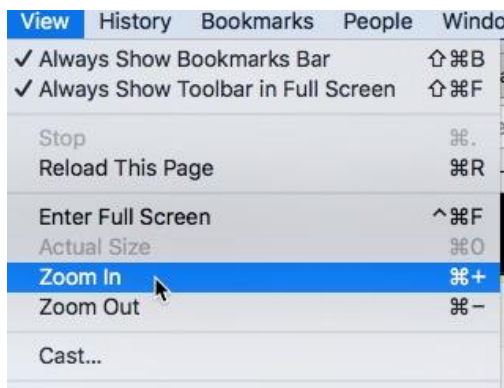
CONTACTS, HELP DESK

Vital Records Help Desk: 402-471-8275
Vital Records Nosologist: 402-471-0912
Legal Questions: 402-471-0916
Email – DHHS.deathdesk@nebraska.gov
Add or Remove users – email DHHS.VitalRecordsHelpDesk@nebraska.gov