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What is Indiana Fetal Death Registry System?

Effective 1/1/2011, IC 16-37-3-3 requires the mandatory usage of the Indiana Fetal Death Registration System (IFDRS) for the recording of all fetal deaths in Indiana.

IC16-37-3-3
Certificate of death or stillbirth; filing

Sec. 3. (a) The person in charge of interment shall file a certificate of death or of stillbirth with the local health officer of the jurisdiction in which the death or stillbirth occurred.

(b) Notwithstanding subsection (a), beginning January 1, 2011, the person in charge of interment shall use the Indiana death registration system established under IC 16-37-1-3.1 to file a certificate of death with the local health officer of the jurisdiction in which the death occurred. The local health officer shall retain a copy of the certificate of death. As added by P.L.2-1993, SEC.20. Amended by P.L.61-2009, SEC.8.
### Key Terms

<table>
<thead>
<tr>
<th>Key Terms</th>
<th>Definitions</th>
</tr>
</thead>
<tbody>
<tr>
<td>EFDR</td>
<td>Electronic Fetal Death Registration Number</td>
</tr>
<tr>
<td>BTP#</td>
<td>Burial Transit Permit Number</td>
</tr>
<tr>
<td>SFD</td>
<td>State File Date</td>
</tr>
<tr>
<td>SFN</td>
<td>State File Number</td>
</tr>
<tr>
<td>LFD</td>
<td>Local File Date</td>
</tr>
<tr>
<td>LFN</td>
<td>Local File Number</td>
</tr>
<tr>
<td>View</td>
<td>Select View from a results window to open a specific record</td>
</tr>
<tr>
<td>Extracts</td>
<td>Extract process will extract a pre-determined data set when selected</td>
</tr>
<tr>
<td>PIN#</td>
<td>Your unique PIN# is assigned at the time of completion of the User Agreement. This PIN# is your electronic signature when certifying records.</td>
</tr>
<tr>
<td>Medical Certification</td>
<td>Certification done by a physician or coroner that certifies that the medical portion of the death record is accurate and complete.</td>
</tr>
<tr>
<td>Reports</td>
<td>Not available at this time ~ Future Development</td>
</tr>
<tr>
<td>Record Actions</td>
<td>Tab located on the right side of a record that allows access to perform certain functions for a record.</td>
</tr>
<tr>
<td>Event History</td>
<td>Tab located on the right side of a record that allows you to view all actions taken on a specific record.</td>
</tr>
<tr>
<td>Relinquished</td>
<td>If the Funeral Home that originally entered a record is contacted by the family and notified that they desire the services of a different funeral home, the Funeral Home of Record will ‘Relinquish’ the record by removing their designation on the record as the Funeral Home of Record.</td>
</tr>
<tr>
<td>Queues</td>
<td>Depending on your role, work queues are available that present records in various categories.</td>
</tr>
<tr>
<td>Notifications</td>
<td>Notifications are alerts that actions have been taken on a record</td>
</tr>
<tr>
<td>Verifications</td>
<td>Verification is required to complete a Record and is completed by the Funeral Director.</td>
</tr>
<tr>
<td>Workflow</td>
<td>Workflow is the presentation of records that is assigned to you to that some action is required.</td>
</tr>
</tbody>
</table>
IFDRS Process Flows Overview

Indiana Fetal Death Registry System – at least 20 weeks gestation

<table>
<thead>
<tr>
<th>Funeral Director</th>
<th>Medical Certifier</th>
<th>Local Health Department</th>
<th>Indiana State Department of Health</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create New Electronic Record</td>
<td>Update Medical Information</td>
<td>Approve Record</td>
<td>Record Review</td>
</tr>
<tr>
<td>Update Demographic Data</td>
<td>Certify Record</td>
<td></td>
<td>Complete Record</td>
</tr>
<tr>
<td>Release Record</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Verify Record is Complete</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# Indiana Fetal Death Registry System – *Less than 20 weeks gestation*

<table>
<thead>
<tr>
<th>Funeral Director</th>
<th>Medical Certifier</th>
<th>Local Health Department</th>
<th>Indiana State Department of Health</th>
</tr>
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<tr>
<td>Create New Electronic Record</td>
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<td></td>
</tr>
<tr>
<td>Update Demographic Data</td>
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<td>Complete Record</td>
<td></td>
</tr>
<tr>
<td>Release Record</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Verify Record is Complete</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
System Access

System Requirements:
Prior to making any attempts to access the Indiana Fetal Death Registry System, please verify that your computer meets the following requirements.

1. Live Internet Connection
2. Widely used standard web browser (preferably Internet Explorer 6.0 or higher)
3. Acrobat Reader
4. Also, it is recommended, (but not required) that your PC should have a minimum of 2GB of memory.

Login and Password:
A login and password is required to access the Indiana Fetal Death Registry System. This must be obtained in advance by contacting ISDH.

- All users who have access to IDRS as of 12/22/2010 will be migrated to IFDRS and will receive an email with credentials and the Web site address. You will receive your Password & PIN in another email.
- January 1, 2011, new users will need to complete a User Agreement and return to the State of Indiana Department of Health Vital Records. Credentials will be verified and a Login, password, and PIN will be generated and communicated in separate emails. User Agreements can be found on-line at https://myweb.in.gov/ISDH/IDRSThin/

System Security:
IFDRS has several built in security features such as but not limited to:

1. Secure Login process
2. Automatic log off if inactive for 10 minutes
3. Credentialing process before assigning User Names, Temporary Passwords, and PINs
4. New passwords are required at the time of initial login
5. Passwords requirements:
   a. Eight char minimum, and
   b. Upper and lower case letters, and
   c. Numeric characters
6. Passwords will expire in 365 days
Local Health Departments Role in the IFDRS:

Local Health Departments will have permissions to perform certain functions in the Indiana Fetal Death Registry System. Permissions are controlled by your login. If you feel that you do not have permissions to perform a needed function, please contact the System Administrator. Based on your permissions you will be able to perform some or all of the following functions:

1. Search for existing records
2. Process items that are in your work queues
3. Accept or Reject Fetal Death Records
4. Add Paper Records prior to 1/1/2011
5. Demographic Corrections
6. Medical Amendment Processing
7. Perform Local Health Department Extracts
8. Generate Reports

There are 2 types of records, less than 20 weeks gestation and 20 weeks or more gestation. Only records that are 20 weeks or more gestation will be forwarded to the ISDH.
IFDRS Login Process:

Access the Indiana State Department of Health Gateway

The ISDH Gateway Page is the first page you see after you access the web page. This is where you will login under the Secure Account Sign In.

1. Enter your User Name and Password and select Sign in.
   → If logging in for the first time, the system will direct you to create a new password after you have logged in with the temporary password.

2. After you have successfully logged in, you will be redirected to IFDRS Profile Screen.
3. If your login attempt fails you will receive the below message. Enter your User Name and Password again.

4. If you are unable to login, you can follow the Forgot Password prompt or contact the Electronic Register Helpdesk @ 317-233-7989.
IFDRS Profile Screen
The Profile Screen has several functions:

1. Allows you to view the profile information for your login and allows you to make changes in the My Profile page at the top of the screen.
2. Provides important messages concerning the Gateway such as scheduled system downtime.
3. Quick Info Links
4. Provides entry to the Fetal Death System by selecting the Tab.

5. Once you select the Fetal Death tab, depending on your login you will either be directed to the Location page or the IFDRS Start Page.
IFDRS Start Page

The IFDRS Home Page is the first page you see after you login and select your location (if multiple locations). The Home Page contains four panes.

1. The Title pane on the top contains your login information which includes the location as well as a Logout button.

2. Process Tabs are directly under the Title pane and provide you navigation to specific areas of the IFDRS.

3. The Left Bar gives you access to perform system related functions including a FAQ as well as provides scrolling information that provides you with important information such as scheduled system maintenance.

4. The Workflow pane is where you will see pending items as well as notifications.
From the Home page you can:

- Access workflow or notifications

![Workflow](image1) ![Notifications](image2)

- Access the Process Tabs where you can:

<table>
<thead>
<tr>
<th>Home</th>
<th>Functions</th>
<th>Queues</th>
<th>Reports</th>
<th>Extracts</th>
<th>Help</th>
</tr>
</thead>
</table>

  - **Functions Tab:**
    - Search for existing records
    - Add new records
  
  - **Queues Tab:**
    - View your **General** work queue
    - View Notifications
    - View Records to be Approved
    - Demographic Resubmits to be approved
    - Medical Resubmits to be approved
  
  - **Reports Tab:** *(This feature is not available at this time ~Future Development)*
  
  - **Extract Tab:** Perform a LHD Extract process
  
  - **Help Tab:** View a mock up of a Fetal Death Form

- Access the Left Bar Function Tabs:

  - **User Document:** Allows you to view the IFDRS user documents.
  
  - **Help Desk:** Provides you with information on how to contact the Help Desk.
  
  - **FAQ:** Provides a list of frequently asked questions.
  
  - **User Printer Setup:** Allows you to set up your printer to have print capability in the IFDRS.
Approve or Reject a Record ~ Less than 20 weeks and 20 weeks or more

**Procedure**

**Approve Record**

**Introduction**

Use these steps to review and Approve or Reject a record.

You can access records that are Ready for Approval 2 ways.

1. From the Home Workflow ‘Ready for Approval’ to approve individual records; or

2. By accessing the Records to be approved Queue for approving either multiple records at one time, or individual records.
The **Approve Records** window is made up of 2 Tabs:

- a. Records to be Approved
- b. Print Approved Records

The **Records to be Approved Tab** allows you to:

- a. Approve all records at same time or individually
- b. Reject all records at same time or individually
- c. View Test Print
- d. Refresh page
- e. Extract Data in Excel; PDF, CSV, or Word formats

The **Print Approved Records Tab** allows you to print records based on certain criteria.
Steps to Follow

Approve Records Tab:

Approve Records from Queue Tab:

1. From the Queue Tab, select ‘Records to be approved’.

<table>
<thead>
<tr>
<th>Queues</th>
<th>Reports</th>
<th>Extracts</th>
<th>Help</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Queues</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Notification(s)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Records to be approved</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. The queue will display all records that are ready to be approved. You can select either:
   a. All records by checking them on the left side of the results list; or
   b. View individual records and release individually.

3. Select Records to be Approved:
   a. **All Records**: Select check box in the ‘blue’ column heading, this will select all records.
   b. **Select one or more records**: Select check box next to the record or records you want to release
   c. **Individual Record**: You can either select an individual record by selecting the check box, or you can select ‘View’ and open the record. You can approve by opening the Record Actions Tab on the right.

4. Select Approve:
   a. You will receive the below prompt:
d. Select:
   i. Ok to continue, the records you have selected will be moved to approved status and you will be returned to the Approved Records window; or
   ii. Cancel to return to results list.

Approving Records in the Individual Record:
   a. Select 'View' records from the results list.
   b. Select Record Action Tab.
   c. Are you sure you want to approve this record prompt?
      i. Ok to continue and approve record
      ii. Cancel to return to record
   d. Ok moves record to approved and completed status. You will be returned to the Record page with a complete status.
   e. Once a record has been approved you now have the capability to print needed documents. From the Record Actions tab you can:
      iii. Print
      iv. Print or view a Report of Fetal Death Form with watermark, “Not for Official Use”
      v. Void
      vi. Amendments
      vii. Record Flags
      viii. Issuance
      ix. Report of Fetal Death Certificate
      x. Certificate of Birth Resulting in Stillbirth
Reject Records
After you have reviewed a record and determined that you need to reject that record:

1. Return to the Records to be approved queue.
2. Select record that you want to reject by checking the box for that record(s).
3. Select Reject
4. Answer prompt:
   a. OK will complete the reject process and return you to the Results Page;
   b. Cancel will return you to the Results Page
Steps to Follow

5. Records that have been rejected will go to certain work queues based on who started the initial record.
   a. Initial Records:
      i. Electronic records started by Funeral Director will go to the FD queue.
   b. Resubmits:
      i. Demographic Resubmits that are rejected will go to the Funeral Director.
      ii. Medical Resubmits that are rejected will go to the Medical Certifier.

Print Approved Records Tab:

The Print Approved Records Tab allows you to print one or more records using certain input criteria.

1. Return to the Records to be approved queue.
2. Select the Print Approved Records Tab
3. Enter search criteria
   a. Enter information in one or more of the below fields; and/or
      i. From Date (Date of Delivery):
      ii. To Date (Date of Delivery):
      iii. SFN Start:
      iv. SFN End:
      v. Year:
      vi. LFN Start:
      vii. LFN End:
   b. Check ‘Pending for printing’
4. Select Reset or Search:
   a. Reset will clear the data previously entered
   b. Search will perform the search based on criteria entered and return a results window.
5. The Results Window allows you to view the Details of a record or View the actual record.
6. You can view the individual report by:
   a. Selecting the PDF Icon for the specific record; or
   b. Check the box for the record and then select View Test Print.
7. **Print Selected** will display all records selected in PDF format with watermark “Not for Official Use”. Once you have viewed/and or printed you can close the window by clicking on the ‘X’.

**Tips and Notes**

As with other Results windows in the IFDRS, there are user friendly features such as ability to sort by column headings, moving between Tabs, and ability to extract data in various formats.

**More Info**
Search for a Record

General

- Record Type:
- Record Status:
- Gestation:
- Place Of Delivery Type:
- Approved
- Overdue

Advanced

- EFDRS:
- BTP #:
- Coroner Case #:
- LHD Name:
- Date Of Delivery:
- Date Of Delivery Range:

General

- Funeral Home:
- Medical Facility:
- Medical Director:
- Medical Certifier:

Mother

- First Name:
- Middle Name:
- Last Name:
- Maiden Name:

Father

- First Name:
- Middle Name:
- Last Name:

File Date And Number

- SFN:
- SFD:
- LFN:
- LFD:

Case Recognition

- Facility Registered
- LHD Registered
- Funeral Home
- State Registered

Approved
Overdue
# Search for a Record

## Introduction

Use these steps to search for an existing record in the IFDRS. This function will search for records based on the input criteria and return possible matches in a results list. From there you can view the **Details** of the record, **View** the entire record, and view the **Report** which is a Not for Official Use version of the Certificate of Fetal Death in PDF format.

Also, the Search function has a General and an Advanced Search Tab.

**Please note**, when using the Advanced Search Tab you must first enter a minimum of the **Year** in the Date of Delivery field located in the **General Tab**.

## Steps to Follow

### General Search

1. **Access** IFDRS
2. **Click** the **Search** under the **Functions** tab.
3. **Enter** the **Fetus** Information: These fields are not mandatory, but will improve the search results.
   a. **First Name**
   b. **Middle Name**
   c. **Last Name**
   d. **Gender** *Select from drop down box*
4. **Enter** **General Information**
   a. **Select** Record Type
   b. **Select** Record Status
   c. **Select** Gestation
   d. **Enter** EFDR#  
   e. **Enter** BTP#
   f. **Enter** Coroner Case#
   g. **Enter** Date of Delivery
      i. **MM**: Month
      ii. **DD**: Day
      iii. **YY**: Year *(required field)*
   h. **Enter** Date of Delivery Range
      i. **MM/DD/YY** to **MM/DD/YY**
   i. **Select** LHD from drop down box
   j. **Select** Place of Delivery Type
   k. **Select** Place of Delivery
5. **Select** Search, Reset, or Advance Tab
a. **Search**: will perform a search based on the criteria entered in the General Tab and display the Results Window with data, or display the Results Window with the message ‘No records to display’.

b. **Reset**: will clear any data entered in the input criteria fields.

c. **Advanced Tab**: will allow you to enter additional information for your search.

**Advanced Search**

1. Enter data in the General Tab (see above input criteria).

2. Enter as much of the following fields as needed for your specific search.

   a. Funeral Home Name
   
   b. Enter Funeral Director Name
   
   c. Enter Medical Facility Name
   
   d. Enter Medical Certifier Name
   
   e. Enter Mother Name Information
      
      i. First Name
      
      ii. Middle Name
      
      iii. Last Name
      
      iv. Maiden name
   
   f. Enter Father Name Information
      
      i. First Name
      
      ii. Middle Name
      
      iii. Last Name
   
   g. File Date And Number
      
      i. SFN:
      
      ii. SFD: MM/DD/YYYY
      
      iii. LFN:
      
      iv. LFD: MM/DD/YYYY
   
   h. Case Recognition
      
      i. Facility Registered
      
      ii. Funeral Home
      
      iii. LHD Registered
      
      iv. State Registered
3. **Select Search or Reset**

   a. **Search**: will perform a search based on the criteria entered in the General Tab and display the Results Window with data, or display the Results Window with the message ‘No records to display’.

   b. **Reset**: will clear any data entered in the input criteria fields.

**Select Record**

The results page display the Results Window with data, or display the Results Window with the message ‘No records to display’. The results window has several user friendly features.

1. Ability to **sort** on any column heading.

2. **Status Column** that provides a quick visual for records that are Approved or Overdue.

3. **Details**: when you select details of the one of Search Results, the Details Window will appear below the search results and provide basic data of the record under each tab.

   a. **More Information**:

      i. Fetus Information
      ii. Mother Information
      iii. Father Information
      iv. Funeral Director/Certifier Information

   b. **Event History**
   c. **Change History**
   d. **Record Flags**
   e. **Issuance History**
   f. **Notification History**
   g. **Overrides**
4. **Report** option provides a PDF of a ‘Not for Official Use’ Certificate of Death.

5. **View** option to open and view a specific record. When you select View, the system will take you into the Demographic and Medical sections of that specific record. To return to the queue, you can use your browsers back button.

6. **# Of Pages and # of Records** indicator. This is located at the bottom of the results list and will:
   a. Tell you how many total items and pages there are.
   b. Allow you to go to a specific page by selecting that page number or using arrows to go back and forward.
   c. Allow you to change how many results are displayed on each page

7. **Extract** data from the queue criteria in various formats
   a. Microsoft Excel
   b. PDF
   c. CSV
   d. Microsoft Word

<table>
<thead>
<tr>
<th><strong>Tips and Notes</strong></th>
<th>Only records that have been assigned to your Local Health Department will be available to you to view/process. Once you have selected View and have gone into the record, if you want to perform another search you will need to return to Function/Search and start the process again.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>More Info</strong></td>
<td>What you see in IFDRS depends on the permissions granted to your user ID, so you may not see the same things as another user.</td>
</tr>
</tbody>
</table>
Adding a New Record

**Procedure**

**Introduction**

The Local Health Department has permissions to add records that were filed in 2010 or earlier.

Use these steps to add a new record to the IFDRS. This function will search for duplicate records and for a non-duplicate record; the record will be added and assigned an Electronic Fetal Death Record#.

Once the record is added, the system will take you to the Demographic Section. The new record will be available in the work queues and will be in pending status. At this time you can navigate to other areas of the system such as the **Home** page.

When records are added by the Local Health Department, both the Demographic and Medical sections must be completed. Once these are completed the record can be released and approved.
Steps to Follow

1. Access IFDRS
2. Click the Add New Record under the Functions tab.
3. Enter General Information
   a. Select Record Type (required field)
      i. Missing
      ii. Identified
      iii. Unidentified
   b. Select Gestation (required field)
      i. Less than 20 Weeks
      ii. More than 20 Weeks
   c. Enter BTP Number
d. Enter Coroner Case Number
e. Enter EFDR Number
4. Enter Fetus Name Information
   a. First Name (required field)
b. Middle Name
c. Last Name (required field)
d. Select Suffix (if applicable)
5. Enter Mother Name Information
   a. First Name (required field)
b. Middle Name
c. Last Name (required field)
d. Select Suffix (if applicable)
6. Enter Fetus Information
   a. Time of Delivery
      i. Time
      ii. AM/PM (if time entered in standard time)
b. Date of Delivery (required field)
c. Gender (required field)
      i. Male
      ii. Female
      iii. Unknown
7. Select Funeral Home: from drop down box.
8. Search: This button performs a search for duplicate records.
   a. If possible duplicate record is found; a duplicate screen will appear with a list of the possible duplicate. You can:
      i. Retrieve the record by selecting Retrieve in the record.
      ii. Go back to Change: This returns you to the record you added to make changes.
      iii. Cancel: Returns you to the record you added.
b. If no duplicate the Add New button is highlighted.
9. **Add New**: This function adds the record, assigns the EFDR #, and takes you to the Record **Demographic** page.

**Tips and Notes**

When you select a specific function your workspace moves from the **Home** page. You can return to the **Home** page by moving your mouse to the Home tab and clicking.

If you are in the process of adding a new record and return to the **Home** page before you have selected **Add New** in the **Add New Record** page, the data you entered will be reset.

**More Info**

What you see in IFDRS depends on the permissions granted to your user ID, so you may not see the same things as another user.
Demographic Data – Adding/Updating

Use these steps to enter and complete the Demographic section of IFDRS.

Please note:

- The Record Status Bar above the Demographic and Medical tabs. This is a visual status bar that tracks each process through to completion.

- The Record Information in the blue banner above the Record Status, this provides basic information for verification you are in the correct record.

- The Fetal Death Record is divided into two sections, Demographic and Medical. Access to these sections will depend on your role permissions.
- There are 2 Function tabs on the right side of the form:
  - Record Actions
    - Save
    - Delete
    - Save and Validate
    - Print
    - Report of Fetal Death Form
  - Event History
    - View Event History

- The Demographic section is divided into 8 different Tabs:
  - Fetus
  - Place of Delivery
  - Mother
  - Mothers Address
  - Mothers Origin
  - Father
  - Funeral Home
  - Medical Certifier

- The data that was entered on the New Record page will automatically be transferred to the appropriate Demographic page.
- The system allows you to tab from field to field outlining the field you are on.
- You can navigate between Tabs by selecting the directional red arrows at the bottom right of the page, or by selecting the tab of the page you would like to go to.
- You can move between Tabs without saving data on each page. However, please note, if you are logged out by system inactivity or loss of connection, any data not saved will be lost.
- **Save vs. Save & Validate:** You can save data as you enter each page; this allows you to start a record and come back to it later. **Validate**, checks that data you entered against the IFDRS Edits and Audits. This step is necessary to move from Pending Status to Demographic Resolved Status.
### Steps to Follow

1. Enter the following sections
   - a. Fetus Data
   - b. Place of Delivery Data
   - c. Mother
   - d. Mother’s Address
   - e. Mother’s Origin
   - f. Father
   - g. Funeral Home
   - h. Medical Certifier

2. Save or Save and Validate

3. Resolve any Edit/Audits (if any)

### Tips and Notes

Remember, if you are inactive for 10 minutes the system will automatically log you out and any data not saved will need to be re-entered.
Fetus Data

Introduction
Use these steps to enter and complete the Fetus Data in the Demographic section of IFDRS.

Steps to Follow

1. Enter General Information:
   a. Record Type: Data was brought forward from New Record page. *(required field)*
   b. Gestation: Data was brought forward from New Record page. *(required field)*
   c. BTP#: Verify that this is correct. Data was brought forward from New Record page. *(required field)*
   d. Coroner #: Verify that this is correct if entered in New Record page, or enter data.
   e. Less than 48 Hours?: *To be completed by Funeral Director*

2. Enter Fetus Name:
   a. First Name: Verify that this is correct. Data was brought forward from New Record page. *(required field)*
   b. Middle Name: Verify that this is correct if entered in New Record page, or enter data if available.
   c. Last Name: Verify that this is correct. Data was brought forward from New Record page. *(required field)*
   d. Suffix: Verify that this is correct if entered in New Record page, or enter data if available.
3. Enter Fetus Information:
   a. **Time of Delivery Type:** Select from drop down box.
      i. Actual
      ii. Presumed
   b. **Time of Delivery:** Verify that this is correct. Data was brought forward from New Record page. *(required field)*
   c. **Date of Delivery Type:** Select from drop down box. *(required field)*
      i. Actual
      ii. Presumed
   d. **Date of Delivery:** Verify that this is correct. Data was brought forward from New Record page. *(required field)*
   e. **Gender:** Verify that this is correct. Data was brought forward from New Record page. *(required field)*

4. **Save or Save and Validate**

4. **Proceed to Place of Delivery by using arrows or select**

**Tips and Notes**

If you Save and Validate and there are errors found during the Edit/Audit process, the system will return an error box that will provide you with the issues that need to be resolved. The system will also highlight in red the sections where data needs to be completed.

<table>
<thead>
<tr>
<th>Edit Id</th>
<th>Error Message</th>
<th>Check to override</th>
</tr>
</thead>
<tbody>
<tr>
<td>1006</td>
<td>Mother's Date of Birth is required</td>
<td></td>
</tr>
</tbody>
</table>

**More Info**
## Place of Delivery

### Procedure

**Demographic Data: Place of Delivery**

**Introduction**

Use these steps to enter and complete the **Place of Delivery** in the **Demographic** section of IFDRS.

**Steps to Follow**

1. **Enter Place of Delivery:**
   a. **Place where delivery occurred:** Use drop down to make selection:
      i. Hospital
      ii. Freestanding Birthing Center
      iii. Home (Intended)
      iv. Home (Unintended)
      v. Clinic/Doctors Office
   b. **Specify:** This field is opened for entry when ‘Other’ is chosen as the Place of Delivery.
   c. **Facility:** This field is opened for entry when the following Place of Delivery is selected:
      i. Hospital
      ii. Freestanding Birthing Center
      iii. Clinic/Doctors Office
   d. **NPI:** This field will be populated based on Facility selected.
   e. **LHD:** Depending on the Place of Delivery this field is either auto-populated or you will need to use a drop down box
      i. You will need to select the LHD when the following Place...
of Delivery is selected:
1. Home (Intended)
2. Home (Unintended)
3. Other

2. **Address of the Place of Delivery:** If a specific Facility is selected in the Facility field under Place of Delivery the address information in this block will be automatically populated and no further information is needed. If a specific Facility is not chosen the below fields will need to be populated.
   a. **Building Nbr:**
   b. **Pre Direction:** Select from drop down box
   c. **Street Name:**
   d. **Street Type:** Select from drop down box
   e. **Post Direction:** Select from drop down box
   f. **Apt#**
   g. **State/Country:** Select from drop down box
   h. **County:** Select from drop down box
   i. **City/Town:** Select from drop down box
   j. **Zip:** Select from drop down box
   k. **Ext:**

5. **Save or Save and Validate**

3. **Proceed to Mother by using arrows or select**
## Procedure

### Mother

#### Introduction

Use these steps to enter and complete the **Mother** page in the **Demographic** section of IFDRS.

#### Steps to Follow

1. **Enter Mother Current Legal Name:**
   - **First Name:** Verify that this is correct. Data was brought forward from New Record page. *(required field)*
   - **Middle Name:** Verify that this is correct if entered in New Record page, or enter data if available.
   - **Last Name:** Verify that this is correct. Data was brought forward from New Record page. *(required field)*
   - **Suffix:** Verify that this is correct if entered in New Record page, or use drop down to select data if available.

2. **Mothers Birth:**
   - **Date of Birth:** Enter Month / Day / Year in the following format: MM/DD/YYYY
   - **Age:** System will automatically calculate age based on the date of birth entered.
   - **Place of Birth:** Select from drop down box.
d. **Birth Place**: Select from drop down box.

3. **Mother Married**:
   a. At Delivery, conception, or anytime in between, use drop down to select data:
      i. Yes
      ii. No
      iii. Unknown

4. **Mother’s Name Prior to First Marriage**:
   a. **First Name**: Verify that this is correct. Data was brought forward from New Record page. *(required field)*
   b. **Middle Name**: Verify that this is correct if entered in New Record page, or enter data if available.
   c. **Last Name**: Enter Mother's Maiden Name.
   d. **Suffix**: Verify that this is correct if entered in New Record page, or enter data if available.

5. **Save or Save & Validate**

6. **Proceed to Mother’s Address by using arrows or select**

<table>
<thead>
<tr>
<th>Tips and Notes</th>
<th>Mother Date of Birth is a required field.</th>
</tr>
</thead>
<tbody>
<tr>
<td>More Info</td>
<td></td>
</tr>
</tbody>
</table>
Mother's Address

Procedure

Demographic Data: Mother’s Address

Introduction

Use these steps to enter and complete the Mother’s Address page in the Demographic section of IFDRS.

Steps to Follow

1. Enter Residential Address:
   a. Residential Place Type: Select from drop down box.
   b. Residential Place: If other than US is selected for Residential Place Type, select from drop down box.
   c. Building Nbr:
   d. Pre Direction: Select from drop down box
   e. Street Name:
   f. Apt#
   g. Street Type: Select from drop down box
   h. Post Direction: Select from drop down box
   i. State: Select from drop down box
   j. County: Select from drop down box
   k. City/Town: Select from drop down box
   l. Zip: Select from drop down box
   m. Ext:
   n. Inside City Limits: Select from drop down box

2. Save or Save & Validate
3. Proceed to Mother by using arrows or select
Mother’s Origin

Procedure

Demographic Data: Mother’s Origin

Introduction

Use these steps to enter and complete the Mother’s Origin page in the Demographic section of IFDRS.

Steps to Follow

1. **Mother’s Education:** Select from drop down box.
   a. Blank
   b. 8th Grade or less
   c. 9th-12th Grade, no diploma
   d. High School Graduate or GED Completed
   e. Some college credit but not degree
   f. Associate Degree
   g. Bachelors Degree
   h. Masters Degree
   i. Doctorate or Professional Degree

2. **Mother of Hispanic Origin? (Check the box that best describes whether the mother is Spanish/Hispanic/Latina. Check the 'No' box if mother is not Spanish/Hispanic/Latina)**
   a. No, Not Spanish/Hispanic/Latina
   b. Yes, Mexican, Mexican American, Chicana
   c. Yes, Puerto Rican
3. **Race of Mother:** (check one or more of the races to indicate what the mother considers herself to be)
   a. White
   b. Black or African American
   c. American Indian, Alaska Native
      i. Name of the enrolled or principal tribe: *(Enter information in available box)*
   d. Asian Indian
   e. Chinese
   f. Filipino
   g. Japanese
   h. Korean
   i. Vietnamese
   j. Other Asian: *(Enter information in available box)*
   k. Native Hawaiian
   l. Guamanian or Chamorro
   m. Other Pacific Islander: *(Enter information in available box)*
   n. Other: *(Enter information in available box)*
   o. Unknown

4. **Save or Save and Validate**

5. **Proceed to Father by using arrows or select**
Father

Introduction

Use these steps to enter and complete the Father page in the Demographic section of IFDRS.

Steps to Follow

1. Father’s Information:
   a. Will this Record Include Father Information? Select from drop down box.
      i. Blank
      ii. Yes, proceed to First Name
      iii. No, page is complete
   b. First Name
   c. Middle name
   d. Last Name
   e. Suffix (Select from drop down box.)

2. Father’s Birth
   a. Date of Birth: Enter Month / Day / Year in the following format: MM/DD/YYYY
   b. Age: System will automatically calculate age based on the date of birth entered.
   c. Place of Birth: Select from drop down box.
   d. Birth Place: Select from drop down box.

3. Save or Save and Validate

4. Proceed to Funeral Home by using arrows or select

Tips and Notes

More Info
Funeral Home

Introduction

Use these steps to enter and complete the Funeral Home page in the Demographic section of IFDRS.

Steps to Follow

1. Method of Disposition:
   a. **Method:** Select from drop down box.
      i. Blank
      ii. Burial
      iii. Cremation
      iv. Hospital Disposition
      v. Donation
      vi. Removal from State
      vii. Entombment
      viii. Other (Specify)
      ix. Unknown
   b. **Other:** (Complete if 'Other' is selected from drop down box)

2. Name and Address of Funeral Home
   a. **Funeral Home Name:** (This data was previously entered)
   b. **Address:** (This is automatically completed based Funeral Home Selected)
c. **State:** (This is automatically completed based Funeral Home Selected)
d. **County:** (This is automatically completed based Funeral Home Selected)
e. **City:** (This is automatically completed based Funeral Home Selected)
f. **Zip:** (This is automatically completed based Funeral Home Selected)
g. **License Number:** (This is automatically completed based Funeral Home Selected)
h. **Additional Funeral Service provider**

3. **Funeral Service Licensee or Other Agent**
   a. **Funeral Director:** Select from drop down box.
   b. **Was Coroner Contacted?** Select from drop down box.
      i. Blank
      ii. Yes
      iii. No
      iv. Unknown

4. **Place of Disposition**
   a. **Place of Disposition Name**
   b. **Type:** Select from drop down box.
      i. Blank
      ii. US State
      iii. Other Country
   c. **State/Foreign County:** Select from drop down box.
   d. **City:** Select from drop down box.

5. **Save or Save and Validate**

6. **Proceed to Medical Certifier by using arrows or select**
Medical Certifier

Procedure

Demographic Data: Medical Certifier

Introduction

Use these steps to enter and complete the Medical Certifier page in the Demographic section of IFDRS.

Steps to Follow

1. Medical Certifier Search:
   a. **Certifier Type**: Select from drop down box.
      i. Physician
      ii. Coroner
      iii. Health Officer
   b. **Location**
   c. **First Name**
   d. **Middle Name**
   e. **Last Name**
   f. **License #**

2. Search or Reset
   a. **Search**:
      i. After you enter the data needed for your search, click on the ‘Search’ button with your mouse and the system will bring back all results that matched your input data.
      ii. If no match is found to your input data, the system will return ‘No records to display’
   b. **Reset**:

3. **Results**: If you the data you entered in the search fields match records, the results screen will be returned with one or more records.
4. Select: Select the Medical Certifier from this results list by clicking on the Select next to the record.

5. Designate: Once you have selected the correct record, you will need to designate the Medical Certifier by clicking your mouse on the Designate Icon. Once you have designated the Medical Certifier the system will return a new window ‘Currently Designated’. Please review the data to ensure you have made the correct selection.
   a. If correct: Save or Save and Validate
   b. If incorrect: Select the Re-Designate button Select from drop down box.
      i. Blank
      ii. US State
      iii. Other Country
   c. State/Foreign County: Select from drop down box.
   d. City: Select from drop down box.

6. Save or Save and Validate

7. Go to Medical page.
## Medical Data: Create / Update Medical Report

<table>
<thead>
<tr>
<th>Procedure</th>
<th>Create/Update Medical Record</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Introduction</strong></td>
<td>Use these steps to update the Medical Record.</td>
</tr>
</tbody>
</table>

- The **Record Information** in the blue banner above the Record Status, this provides basic information for verification you are in the correct record.

![Record Information](image)

- The Fetal Death Record is divided into two sections, Demographic and Medical. Access to these sections will depend on your role permissions.

- There 2 Function tabs on the right side of form:
  - Record Actions
    - Save
    - Delete
    - Save and Validate
    - Print
    - Report of Fetal Death Form
  - Event History
    - View Event History

- The Medical portion of the Fetal Death Record consists of 12 separate tabs:
  - a. Fetus
  - b. Certifier
  - c. Initiating COD
  - d. Other COD
  - e. Manner of Death
  - f. Manner of Death 2
  - g. Medical Info 1
  - h. Medical Info 2
  - i. Risk Factors
  - j. Infections
  - k. Method of Delivery
  - l. Congenital Anomalies
The pages are set-up to allow you to tab from field to field with the field your cursor is on outlined.

You can navigate between Tabs by selecting the tab of the page you would like to go to, or by selecting the directional red arrows at the bottom right of the page.

You can move between Tabs without saving data on each page. However, please note, if you are logged out by system inactivity or loss of connection, any data not saved will be lost.

Save vs. Save & Validate: You can save data as you enter each page; this allows you to start a record and come back to it later. Validate, checks that data you entered against the IFDRS Edits and Audits. This step is necessary to move from Pending Status to Demographic Resolved Status.

Once all Tabs are completed and all Edit/Audits are resolved the Status Bar will show that the Medical Section is Resolved. You can then proceed to Certification.

Steps to Follow

1. Access IFDRS
2. From the Home Page and either Less than 48 Hours Cremation Tab or the General Tab, click the arrow next to Ready for Medical Data Entry. Please note: You may have records in both workflows.
3. From List of Records, select the record you want to release by clicking on “View”. This will take you into the demographic section of the record. Please note, records that are overdue are indicated with the Overdue Icon. The record will open to the Medical Tab.
4. You will notice that the Status Bar will have **Green** Lights through ‘Released’. The Record Status Bar tracks the progress of each record through the entire process.

<table>
<thead>
<tr>
<th>IFDRS</th>
<th>Fetus Name</th>
<th>Date of Delivery</th>
<th>Mother</th>
<th>LHD</th>
<th>Gestation</th>
<th># of days</th>
</tr>
</thead>
<tbody>
<tr>
<td>280</td>
<td>Baby A, Doe</td>
<td>10/30/2010</td>
<td>Jane, Doe</td>
<td>MARION COUNTY HEALTH DEPARTMENT</td>
<td>M</td>
<td>5</td>
</tr>
<tr>
<td>276</td>
<td>Infant, Nine</td>
<td>10/17/2010</td>
<td>Mother, Nine</td>
<td>MARION COUNTY HEALTH DEPARTMENT</td>
<td>M</td>
<td>10</td>
</tr>
</tbody>
</table>

5. Enter the following sections
   a. Fetus
   b. Certifier
   c. Initiating COD
   d. Other COD
   e. Manner of Death
   f. Manner of Death 2
   g. Medical Info 1
   h. Medical Info 2
   i. Risk Factors
   j. Infections
   k. Method of Delivery
   l. Congenital Anomalies

6. Select Record Actions Tab from the right side of the screen. This will open up the available actions tabs you can process for this record.

7. Select Certify

8. Enter your assigned PIN# to certify that the information is
complete and accurate to the best of your knowledge, and select
a. OK: to complete the verification process
b. Cancel to return to the record.

If you select OK, you will be presented with a verification screen. Select OK. The system will:
1. Return you to the demographic page of the record you just verified.
2. A system generated e-mail will be sent to your indicating that a record has been verified. There is no action required, this is a security measure. An email will also be generated to the Local Health Department for their notification.
3. The Record Status will change and reflect the completion of the Verification process.

Tips and Notes
Remember, if you are inactive for 10 minutes the system will automatically log you out and any data not saved will need to be re-entered.

More Info
What you see in IFDRS, Record Actions will depend on the permissions granted to your user ID, you may not see the same things as another user.
Fetus Page

Procedure  Medical Data: Fetus Page

Introduction  Use these steps to enter and complete the Fetus Data in the Medical section of IFDRS.

Steps to Follow

1. Enter General Information: Most fields will already been completed from data entered by the Funeral director.
   a. Record Type: Data was brought forward from New Record page.
   b. Gestation: Data was brought forward from New Record page.
   c. BTP#: Data was brought forward from New Record page.
   d. Coroner Case #: Data was brought forward from New Record page.
   e. Less than 48 Hours?: No entry required
   f. Is Mother Alive?: Select Yes or No (required field)
   g. Medicaid #:
   h. Medical Record #:

2. Enter Fetus Name:
   a. First Name: Data was brought forward from Demographic Section. (required field)
   b. Middle Name: Data was brought forward from Demographic Section.
   c. Last Name: Data was brought forward from Demographic Section. (required field)
   d. Suffix: Verify that this is correct if data is available. Data was brought forward from Demographic Section.
3. **Enter Date of Delivery Information:**
   a. **Time of Delivery Type:** Data will be brought forward from Demographic Section if entered. Select from drop down box.
      i. Actual
      ii. Presumed
   b. **Time of Delivery:** Verify that this is correct. Data was brought forward from Demographic Section. *(required field)*
   c. **Date of Delivery Type:** Select from drop down box. *(required field)*
      i. Actual
      ii. Presumed
   d. **Date of Delivery:** Verify that this is correct. Data was brought forward from Demographic Section. *(required field)*
   e. **Gender:** Verify that this is correct. Data was brought forward from Demographic Section. *(required field)*
   f. **Plurality:** Select from drop down box. *(required field)*
      i. Single
      ii. Twins
      iii. Triplets
      iv. Quadruplets
      v. Quintuplets
      vi. Sextuplets
      vii. Septuplets
      viii. Octuplets or more
      ix. Unknown
   g. **Birth Order:** Select from drop down box. *(required field)*
      i. If Single is selected in Plurality, ‘1’ will automatically be populated.
      ii. If Twins, through Octuplets are selected, the appropriated numbers will appear for selection.
      iii. If unknown is selected 1 through 9 will appears as your options.

4. **Save or Save and Validate**

5. **Proceed to Place of Delivery by using arrows or select**

### Tips and Notes

If you Save and Validate and there are errors found during the Edit/Audit process, the system will return an error box that will provide you with the issues that need to be resolved. The system will also highlight in red the sections where data needs to be completed.

<table>
<thead>
<tr>
<th>Validation Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tab</td>
</tr>
<tr>
<td>Congenital Anomalies</td>
</tr>
<tr>
<td>FetosInfo</td>
</tr>
</tbody>
</table>

More Info
Certifier Page

**Procedure**

**Medical Data: Certifier Page**

**Introduction**

Use these steps to enter and complete the **Certifier Data** in the **Medical** section of IFDRS.

**Steps to Follow**

1. **Enter Certifier Information**: Verify that this is correct in the below fields. Data was brought forward from Demographic Section. *(required field)*
   
   a. **Type**:
   
   b. **Name**:
   
   c. **Certifier**:
   
   d. **Address**:
   
   e. **State**:
   
   f. **County**:
   
   g. **City**:
   
   h. **Zip**:
   
   i. **License #**:

2. **Attendant**:
   
   a. **Name**: Enter name of attendant.
   
   b. **Title**: Select title from drop down box.
      
      i. Blank
      
      ii. MD
      
      iii. DO
      
      iv. CNM/OM
      
      v. Other Midwife
      
      vi. Other
   
   c. **Other**:
3. **Funeral Home**: This information is brought forward based upon the Funeral Home who created the record. It is informational only on this screen.
   a. **Funeral Home**:
   b. **Funeral Director**:
   c. **Address**:
   d. **State**:
   e. **County**:
   f. **City**:
   g. **Zip**:
   h. **License**:

4. **Date Certified**: This field will be automatically populated once the Medical Certification has been completed.

5. **Save** or **Save and Validate**

6. **Proceed to Place of Delivery by using arrows or select**
Initiating Cause of Death Page

**Introduction**

Use these steps to enter and complete the Initiating Cause/Condition Data in the **Medical** section of IFDRS.

**Steps to Follow**

1. **Initiating Cause/Condition:** Among the choices below, please select the one that most likely began the sequence of events resulting in the death of the fetus. *(required field)*
   a. **Cause of Death Pending:** Check Box
   b. **Maternal Conditions/Diseases (Specify):** Manually enter information if applicable.
   c. **Complications of Placenta, Cord, or Membranes:** Check one if applicable.
      i. Rupture of Membranes;
      ii. Placental Insufficiency;
      iii. Abruptio Placenta;
      iv. Prolapsed Cord;
      v. Other (specify); Input box will be available to type in Other.
      vi. Chorioamnionitis
   d. **Other Obstetrical or Pregnancy Complications (Specify):**
e. Fetal Anomaly (Specify):

f. Fetal Injury (Specify):

g. Fetal Infections (Specify):

h. Other Fetal Conditions/Disorders (Specify):

i. Unknown: Check box

2. **Date Certified**: This field will be automatically populated once the Medical Certification has been completed.

3. **Save** or **Save and Validate**

4. **Proceed to Other Cause of Death** by using arrows or select tab.
Procedure

Medical Data: Other Cause of Death Page

Introduction

Use these steps to enter and complete the Other Cause/Condition Data in the Medical section of IFDRS.

Steps to Follow

1. **Other/Condition:** Among the choices below, please select the one that most likely began the sequence of events resulting in the death of the fetus.
   a. **Maternal Conditions/Diseases (Specify):** Manually enter information if applicable.
   b. **Complications of Placenta, Cord, or Membranes:** Check one if applicable.
      i. Rupture of Membranes;
      ii. Placental Insufficiency;
      iii. Abruption Placenta;
      iv. Prolapsed Cord;
      v. Other (specify); Input box will be available to type in Other.
      vi. Chorioamnionitis
c. **Other Obstetrical or Pregnancy Complications (Specify):**
d. **Fetal Anomaly (Specify):**
e. **Fetal Injury(Specify):**
f. **Fetal Infections (Specify):**
g. **Other Fetal Conditions/Disorders(Specify):**
h. **Unknown:** Check box

2. **Date Certified:** This field will be automatically populated once the Medical Certification has been completed.

3. **Save** or **Save and Validate**
4. Proceed to Manner of Death by using arrows or select

<table>
<thead>
<tr>
<th>Tips and Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>More Info</td>
</tr>
</tbody>
</table>
Manner of Death Page

Procedure Medical Data: Manner of Death Page

Introduction

Use these steps to enter and complete the Manner of Death Data in the Medical section of IFDRS.

Steps to Follow

1. **Manner of Death:**
   a. **Manner of Death:** Use drop down box to make the appropriate selection.
      i. Blank
      ii. Natural
      iii. Accident
      iv. Homicide
      v. Pending Investigation
      vi. Could not be determined

   b. **Date Pronounced Dead:** MM/DD/YYYY *(required field)*

2. **Injury:** This section is completed for all Manner of Death types except Natural
   a. **Injury?** Use drop down to make your selection.
      i. Blank
ii. Yes
iii. No
b. Date of Injury: MM/DD/YYYY Complete if Injury? = Yes
c. Time of Injury: HH:MM AM/PM Complete if Injury? = Yes
d. Describe How Injury Occurred:
e. Place of Injury:
f. Location (Street or Rural Route Number, City or Town, State)
g. Motor Vehicle Accident:
   i. Blank
   ii. Yes
   iii. No
   iv. Unknown
h. Role: Complete if Motor Vehicle Accident = Yes

3. Save or Save and Validate

4. Proceed to Manner of Death 2 by using arrows or select
Procedure

Medical Data: Manner of Death Page

Introduction
Use these steps to enter and complete the Manner of Death 2 Data in the Medical section of IFDRS.

Steps to Follow
1. Fetus Information:
   a. Weight Grams: *(required field)*
   b. Weight Pounds/Oz: *(required field)*
   c. Obstetric Estimate of Gestation (weeks): *(required field)*
   d. Calculated Gestation (weeks):
   e. Estimated Time of Fetal Death: Use drop down box to make selection *(required field)*  
      i. Dead Time First Assessment - No Labor
      ii. Dead Time First Assessment - Labor Ongoing
      iii. Died During Labor - After First Assessment
      iv. Unknown Time of Fetal Death

2. Autopsy/Histological Placental Examination:
   a. Was an Autopsy Performed: Use drop down box to make selection *(required field)*  
      i. Blank
      ii. Yes
      iii. No
      iv. Planned
   b. Was a Histological Placental Examination Performed? Use drop down
<table>
<thead>
<tr>
<th>box to make selection (required field)</th>
</tr>
</thead>
<tbody>
<tr>
<td>i. Blank</td>
</tr>
<tr>
<td>ii. Yes</td>
</tr>
<tr>
<td>iii. No</td>
</tr>
<tr>
<td>iv. Planned</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>c. Was Autopsy or Histological Placental Examination Results Used in Determining the Cause of Fetal Death? (required field)</th>
</tr>
</thead>
<tbody>
<tr>
<td>v. Blank</td>
</tr>
<tr>
<td>vi. Yes</td>
</tr>
<tr>
<td>vii. No</td>
</tr>
<tr>
<td>viii. Unknown</td>
</tr>
</tbody>
</table>

3. **Save** or **Save and Validate**

4. **Proceed to Medical Info 1** by using arrows or select

<table>
<thead>
<tr>
<th><strong>Tips and Notes</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>More Info</strong></td>
</tr>
</tbody>
</table>
Medical Info 1 Page

Medical Data: Medical Info 1 Page

**Introduction**

Use these steps to enter and complete the Medical Info 1 Data in the Medical section of IFDRS.

**Steps to Follow**

1. **Mothers Health Information:**
   a. Did mother receive WIC food for herself because she was pregnant with this child?: Drop down Box *(required field)*
      i. Yes
      ii. No
      iii. Unknown
   b. Mother’s Height (Feet : Inches): *(required field)*
   c. Mother’s Weight Pre-pregnancy (Pounds): *(required field)*
   d. Mother’s Weight at Delivery (Pounds): *(required field)*

2. **Pregnancy History:**
   a. Live Births now living: Enter number , if none please enter zero (0) *(required field)*
   b. Date of Last Live Birth: MM/YYYY
   c. Live Births Now Dead: Enter number , if none please enter zero (0) *(required field)*
   d. Number of Other Pregnancy Outcomes: Enter number , if none please
3. Prenatal Care
   a. Prenatal Care?
      i. Yes
      ii. No
      iii. Unknown
   b. Date of First Visit (MM/DD/YYYY) (required field)
   c. Date of Last Visit (MM/DD/YYYY) (required field)
   d. Total Number of Prenatal Visits For This Pregnancy: (required field)
   e. Date of Last Other Pregnancy Outcome: MM/YYYY

4. Save or Save and Validate

5. Proceed to Medical Info 2 by using arrows or select tab.
Medical Info 2 Page

### Procedure

**Medical Data: Medical Info 2 Page**

**Introduction**

Use these steps to enter and complete the Medical Info 2 Data in the Medical section of IFDRS.

**Steps to Follow**

1. **Cigarette Smoking Before and During Pregnancy**: Please complete either the Cigs per Day or the Pack per Day for each of the below time periods. If none, please enter <0>.
   - a. Three Months Before - *(Can override)*
   - b. First Three Months - *(Can override)*
   - c. Second Three Months - *(Can override)*
   - d. Third Trimester - *(Can override)*

2. **Mother Transfer Information**:
   - a. **Was mother transferred for maternal, medical, or fetal indicators?**: *(required field)*
     - i. Yes
     - ii. No
   - b. **Name of Facility**:

3. **Save** or **Save and Validate**

4. **Proceed to Medical Info 2** by using arrows or select tab.

**Tips and Notes**

**More Info**
Risk Factors Page

**Procedure**

**Medical Data: Risk Factors Page**

**Introduction**

Use these steps to enter and complete the Risk Factors Data in the Medical section of IFDRS.

At least one selection is required.

**Steps to Follow**

1. **Risk Factors in this Pregnancy**: *(Check all that apply)*
   a. None
   b. Diabetes
      i. Pre-pregnancy (Diagnosis prior to this pregnancy)
      ii. Gestational (Diagnosis in this pregnancy)
   c. Hypertension
      i. Pre-pregnancy
      ii. Gestational (PIH, preeclampsia)
      iii. Eclampsia
   d. Previous preterm birth
   e. Other previous poor pregnancy outcome (Includes perinatal, small-for-gestational age/intrauterine growth restricted birth)
      i. Fertility-enhancing drugs, Artificial insemination or Intrauterine insemination
      ii. Assisted Reproductive Technology (e.g., in vitro, fertilization (IVF), gamete intrafallopian transfer (GIFT))
      iii. Mother had a previous caesarean delivery
      iv. If checked, how many previous caesarean deliveries?
         a. Unknown

(IVF), gamete intrafallopian transfer (GIFT)

f. Mother had a previous caesarian delivery

i. If checked, how many previous caesarian deliveries?

g. Unknown

2. **Save** or **Save and Validate**

3. **Proceed to Infections by using arrows or select tab.**
Infections Page

<table>
<thead>
<tr>
<th>Procedure</th>
<th>Medical Data: Infections Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>Use these steps to enter and complete the Infections Data in the Medical section of IFDRS.</td>
</tr>
<tr>
<td>Steps to Follow</td>
<td>1. <strong>Infections: Present and/or Treated During this Pregnancy</strong> <em>(Check all that apply, at least one is required)</em></td>
</tr>
<tr>
<td></td>
<td>a. 00. None</td>
</tr>
<tr>
<td></td>
<td>b. 01. Gonorrhea</td>
</tr>
<tr>
<td></td>
<td>c. 02. Syphilis</td>
</tr>
<tr>
<td></td>
<td>d. 03: Chlamydia</td>
</tr>
<tr>
<td></td>
<td>e. 04: Listeria</td>
</tr>
<tr>
<td></td>
<td>f. 05: Group B Streptococcus</td>
</tr>
<tr>
<td></td>
<td>g. 06: Cytomegalovirus</td>
</tr>
</tbody>
</table>
2. Syphilis Test:
   a. Was a Standard Licensed Diagnostic test for Syphilis performed for the Mother? (Select from drop down box)
      i. Yes: Go to step b
      ii. No: go to step C
      iii. Unknown
   b. Test Given During Pregnancy or At Delivery? (Select from drop down box)
      i. During Pregnancy
      ii. Time of Delivery
      iii. Unknown
   c. If Test NOT given, Specify Reason:
      i. Mother Refusal
      ii. Syphilis Status Known
      iii. Insurance would not pay
      iv. Other (Please specify)
      v. Unknown

3. HIV Test:
   a. Was a Standard Licensed Diagnostic test for HIV performed for the Mother? (Select from drop down box)
      vi. Yes: Go to step b
      vii. No: go to step C
      viii. Unknown
   b. Test Given During Pregnancy or At Delivery?
      i. During Pregnancy
      ii. Time of Delivery
      iii. Unknown
   c. If Test NOT given, Specify Reason:
      i. Mother Refusal
      ii. HIV Status Known
      iii. Insurance would not pay
      iv. Other (Please specify)
      v. Unknown

4. Save or Save and Validate

5. Proceed to Method of Delivery by using arrows or select tab.
Method of Delivery Page

**Procedure**

**Medical Data: Method of Delivery Page**

**Introduction**

Use these steps to enter and complete the Method of Delivery Data in the Medical section of IFDRS.

**Steps to Follow**

1. Method of Delivery *(Check all that apply, at least one is required)*
   a. Was delivery with forceps attempted but unsuccessful: (Select from drop down box)
      i. Yes
      ii. No
      iii. Unknown
   b. Was delivery with vacuum extraction attempted but unsuccessful: (Select from drop down box)
      iv. Yes
      v. No
      vi. Unknown
   c. Fetal Presentation at birth:
      i. Cephalic
      ii. Breech
      iii. Other *(If other is selected, complete data in Other Box)*
   d. Final route and method of delivery:
      i. Vaginal/Spontaneous
      ii. Vaginal/Forceps
iii. Vaginal/Vacuum
iv. Cesarean (If Cesarean selected, complete next question)
v. Unknown
e. If cesarean, was a trial of labor attempted?
i. Yes
ii. No
iii. Unknown
f. Hysterotomy /Hysterectomy
i. Yes
ii. No
iii. Unknown

2. Maternal Morbidity: Complications associated with labor and delivery (Check all that apply)
a. 00. None
b. 01. Maternal Transfusion
c. 02. Third or fourth degree perineal laceration
d. 03. Ruptured Uterus
e. 04. Unplanned Hysterectomy
f. 05. Admission to intensive care unit
g. 06. Unplanned operating room procedure following delivery

3. Save or Save and Validate

4. Proceed to Congenital Anomalies by using arrows or select tab.
## Medical Data: Congenital Anomalies

### Introduction

Use these steps to enter and complete the Congenital Anomalies Data in the Medical section of IFDRS.

### Steps to Follow

1. **Congenital Anomalies of the Fetus (Check all that apply, at least one is required)**
   - a. None
   - b. Anencephaly
   - c. Meningomyelocele/Spina Bifida
   - d. Cyanotic congenital heart disease
   - e. Congenital diaphragmatic hernia
   - f. Omphalocele
   - g. Gastrochisis
   - h. Limb induction (excluding congenital amputation and dwarfing syndromes)
   - i. Clift Lip with or without Cleft Palate
   - j. Cleft Palate alone
   - k. Down Syndrome (If selected, please complete Karyotype)
      - i. Karyotype:
         1. Confirmed
         2. Pending
         3. Unknown
   - l. Suspected chromosomal disorder (If selected, please complete Karyotype)
      - i. Karyotype:
         4. Confirmed
         5. Pending
         6. Unknown
2. **Save** or **Save and Validate**: You must Save and Validate to complete the record so it can be released. Once all Edit / Audits are resolved, please **Save and Validate** again. The status bar will change from Pending to **Resolved**.

3. **Proceed to** Release record.

Tips and Notes

More Info
Release Record

Introduction

Use these steps to release a record for Approval. Records must be in Released status before Approval can be completed.

You can access records that are Ready to be Released by:

1. **Record Actions**: From a record that you have just completed and resolved all Medical Data; or

   ![Record Actions](image.png)
2. From the Home Page / Workflow section under Ready to be Released

If you have records that are Ready for Release, the system will indicate how many. To view these records, click on the arrow and the records will be displayed or hidden.

Select view of the Record you want to release to open the record.

**Steps to Follow**

1. From the Record Actions Tab on your right select Release.

2. You will be prompted “Are you sure you want to release this record?”
   a. Select OK to release the record; or
   b. Cancel this and return to the record
3. Once the record has been **released**, it is now available for Approval. Status bar will now reflect **Released**.

<table>
<thead>
<tr>
<th>Record Status</th>
<th>Pending</th>
<th>Resolved</th>
<th>Released</th>
<th>Approved</th>
<th>Completed</th>
</tr>
</thead>
</table>

**Tips and Notes**

**More Info**
Queues

Work queues or workflow provide you with a list of records that require action. You can access your workflow in 2 ways.

1. When you first login to the IFDRS you are presented with the Home Page. The Home Page displays records that are active and notifications that are within 30 days. Workflow is listed in 3 separate tabs: **Less than 48 Hours Cremation**, **General**, and **Other Locations (if your login is associated with other locations)**.

2. **Less than 48 Hours Cremation**: This tab will show you any records that have been labeled Less than 48 Hours Cremation so you are aware these are in your work queue and work on them first.

3. **General**: This tab will show you all the general records for your location.

4. **Other Locations**: If your login is associated with other locations, this tab will be presented and allows you to view records that are open for other locations.
5. **Queues Tab** provides you access to the General Queue as well as Notification. You can search for certain records using a search function. Access to records by the Queues Tab allows you to see records that are more than 30 days old or have been completed.

<table>
<thead>
<tr>
<th>Queues</th>
<th>Reports</th>
<th>Extracts</th>
<th>Help</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Queues</td>
<td>Demographic Resubmits to be approved</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Notification(s)</td>
<td>Medical Resubmits to be approved</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Records to be approved</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**General Queues**

The General Queue page has 2 sections; Demographic Data and Results.

The Demographic section allows you to select the type of records you would like to see in the Queue Type as well enter specific demographic data to perform searches of data.

The Results section displays the results based on the search criteria entered. When you first access the General Queue, all records for your login/location will be displayed.
Queue Type
You have the option of selecting from several different queue types by selecting a type from the drop down box:

1. **Unresolved**: This queue will provide you a listing of open records for your location.
2. **Medical Certifier not designated**: This queue will provide list of all records where the Medical Certifier has not yet been designated.
3. **Late Records**: This queue will provide a list of all records that have exceeded the limit on the number of days to complete a record.
4. **Rejected/Declined/Void**: This queue will provide a list of all records for your login/location that have been rejected, declined, or voided.
5. **Open Records**: This queue will provide a complete list of all open records for your login/location.
6. **Suspected Duplicates**: This type will provide a listing of all records that are suspected duplicates.
7. **Administrative Flag**:

![Queue Type Drop Down Box]

---

Queue Type

<table>
<thead>
<tr>
<th><strong>Queue</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Unresolved</td>
</tr>
<tr>
<td>Medical Certifier not designated</td>
</tr>
<tr>
<td>Late Records</td>
</tr>
<tr>
<td>Rejected/Declined/Void</td>
</tr>
<tr>
<td>Open Record(s)</td>
</tr>
<tr>
<td>Suspected Duplicates</td>
</tr>
<tr>
<td>Administrative Flag</td>
</tr>
</tbody>
</table>
Queue Results

The Queue Results window displays the results of the specific queue and data requested in the search. The results window has several user friendly features.

### Unresolved Queue

<table>
<thead>
<tr>
<th>FDR#</th>
<th>Fetus Name</th>
<th>Mother Name</th>
<th>Date of Delivery</th>
<th>Time of Delivery</th>
<th>Gestation</th>
<th>Gender</th>
<th>Record Type</th>
<th># of Days</th>
<th>LHD</th>
<th>LPN</th>
<th>SFN</th>
</tr>
</thead>
<tbody>
<tr>
<td>279</td>
<td>test, one</td>
<td>test, one</td>
<td>:</td>
<td>M</td>
<td>M</td>
<td>IDENTIFIED</td>
<td>25</td>
<td>MARION COUNTY HEALTH DEPARTMENT</td>
<td>View</td>
<td></td>
<td></td>
</tr>
<tr>
<td>289</td>
<td>Baby A, Doe</td>
<td>Jane, Doe</td>
<td>10/30/2010</td>
<td>05:10</td>
<td>M</td>
<td>M</td>
<td>IDENTIFIED</td>
<td>12</td>
<td>MARION COUNTY HEALTH DEPARTMENT</td>
<td>View</td>
<td></td>
</tr>
</tbody>
</table>

1. **Status Column** that provides a quick visual for records that are Approved or Overdue.

   ![Approved Overdue]

2. Ability to **sort** on any column heading.

3. **View** option to open and view a specific record. When you select View, the system will take you into the Demographic and Medical sections of that specific record. To return to the queue, you can use your browser's back button.

   ![View]

4. **# Of Pages and # of Records** indicator. This will appear if the record count is greater than 5. It is located at the bottom of the results list and will:
   a. Tell you how many total items and pages there are.
   b. Allow you to go to a specific page by selecting that page number or using arrows to go back and forward.
   c. Allow you to change how many results are displayed on each page

5. **Extract** data from the queue criteria in various formats
   a. Microsoft Excel
   b. PDF
   c. CSV
   d. Microsoft Word
Notification(s) Queue
The Notification(s) Queue page displays any record where a notification has been sent to your login or on a record that is associated to your location. Notifications that are 30 days or less appear on the Home page, you can also view current and past notifications by using the Notification Queue. Notifications are issued when records are updated at specific intervals. Not all notifications require action by you.

The Notification Queue page is broken down in 2 sections.
1. Search Criteria
2. Results List

Search Criteria
1. You can search by one or more of the following input criteria:
   - **Entered by:**
   - **From Date:** You can enter the date in MM/DD/YYYY format or select from Calendar tool.
   - **To Date:** You can enter the date in MM/DD/YYYY format or select from Calendar tool.
   - **Description:**
   - **Active:** Select from drop down box
     - Blank
     - Yes
     - No
2. Once your search criteria is entered you can select:
   a. **Search:** A search will be performed based on the input criteria
   b. **Reset:** Data entered into the search fields will be erased
3. **Search Results:** Your search results are displayed in the Results Window below the search criteria.
Search Results

Results are displayed in list form showing you the Description, Entered By, and Date for each Notification. The results window has several user friendly features.

1. **View** option to open and view a specific record. When you select View, the system will take you into the Demographic and Medical sections of that specific record. To return to the queue, you can use your browser's back button.

2. **# Of Pages** and **# of Records** indicator. This is located at the bottom of the results list and will:
   a. Tell you how many total items and pages there are.
   b. Allow you to go to a specific page by selecting that page number or using arrows to go back and forward.
   c. Allow you to change how many results are displayed on each page.

3. **Extract** data from the queue criteria in various formats
   a. Microsoft Excel
   b. PDF
   c. CSV
   d. Microsoft Word

4. **Refresh and Delete Notifications**:
   a. Refresh will update any additions/changes since you last ran the search.
   b. Delete Notifications will delete any Notifications that you have selected with the check box.
Records to be Approved Queue

The Records to be Approved Queue page displays any record where there is an open record is waiting approval by the Local Health Department. Records to be approved also appear on the Home page. This queue is made up of two sections; Records to be Approved and Print Approved Records.
Demographic Resubmits to be Approved Queue
The Demographic Resubmits to be Approved Queue displays any record where there is an open Demographic Resubmit that is waiting approval by the Local Health Department.

<table>
<thead>
<tr>
<th>General Queues</th>
<th>Demographic Resubmits to be approved</th>
<th>Medical Resubmits to be approved</th>
</tr>
</thead>
</table>

Procedure

Introduction
Demographic Resubmits queue will automatically display all open records that are waiting for approval. You can further narrow down by performing a search. To display the search window, select ‘Display Search Options’.

The Window is divided into 2 tabs:
1. Demographic Resubmits to be Approved; and
2. View Previously Approved Demographic Resubmits

Resubmits can either be approved or rejected. You can also view the record.

Steps to Follow
1. Access Demographic Resubmits from the Queue tab.
2. Select record or perform search to locate record.
3. View Selected or View: Select one of these to view details of record.
4. Approve: Select this to approve one or more records that have
5. Reject: Select this to reject one or more records.
6. Refresh will refresh the records displayed.

Tips and Notes

More Info
Medical Resubmits to be Approved Queue

The Medical Resubmits to be Approved Queue displays any record where there is an open Medical Resubmit that is waiting approval by the Local Health Department. Records to be approved also appear.

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<tr>
<th>Procedure</th>
<th>Medical Resubmits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Introduction</strong></td>
<td>Declining a record releases a record from your login/location queue and allows another user to access that record.</td>
</tr>
<tr>
<td><strong>Steps to Follow</strong></td>
<td></td>
</tr>
<tr>
<td>7. Access IFDRS</td>
<td></td>
</tr>
<tr>
<td>8. Access the record by selecting from your Workflow or perform a Search to access the record that you will be declining.</td>
<td></td>
</tr>
<tr>
<td>9. From Record Actions Tab, select Decline.</td>
<td></td>
</tr>
<tr>
<td>10. You will be prompted to confirm that you want to decline this record.</td>
<td></td>
</tr>
<tr>
<td>a. Cancel to stop; or</td>
<td></td>
</tr>
<tr>
<td>b. Select Ok to continue. This will remove this record from your queue and return you to the search screen.</td>
<td></td>
</tr>
<tr>
<td><strong>Tips and Notes</strong></td>
<td>Once you have declined a record, you can no longer view that record in your queue. The record will be available in the Funeral Director queue as Pending.</td>
</tr>
<tr>
<td><strong>More Info</strong></td>
<td></td>
</tr>
</tbody>
</table>
# Change PIN Number

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<th>Change PIN Number</th>
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<tbody>
<tr>
<td><strong>Introduction</strong></td>
<td>You are assigned a PIN # when you sign up to use the IFDRS. This PIN# acts as your electronic signature. Your PIN# is required when you Certify a Record. You can change this PIN# at anytime.</td>
</tr>
<tr>
<td><strong>Steps to Follow</strong></td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td><strong>Access IFDRS</strong></td>
</tr>
<tr>
<td>2.</td>
<td>Select ‘Change PIN Number’ from the left side functions, Access</td>
</tr>
<tr>
<td>3.</td>
<td>Enter your current PIN #</td>
</tr>
<tr>
<td>4.</td>
<td>Enter your new PIN#</td>
</tr>
<tr>
<td>5.</td>
<td>Confirm New PIN#</td>
</tr>
<tr>
<td>6.</td>
<td>Select OK or Cancel</td>
</tr>
</tbody>
</table>

**Tips and Notes**

**More Info**
## Extract

### Procedure: Performing a Local Health Department Extract

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</thead>
<tbody>
<tr>
<td>Steps to Follow</td>
<td>1.</td>
</tr>
</tbody>
</table>

### Tips and Notes

### More Info

## Reports

### Procedure: Running Reports

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<th>This functionality is yet available.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Steps to Follow</td>
<td>1.</td>
</tr>
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</table>

### Tips and Notes

### More Info