

# LHD Users Training Guide

Indiana State Department of Health



## WEB ELECTRONIC BIRTH REGISTRATION PROJECT

**IN-01-0074-LHD Users Training Guide-A-061124**  
**November 27, 2006**  
**Document Version A**

The **Industry Standard** in Vital



Records Integrated Systems

	<b>Genesis Systems, Inc.</b>	Document ID: <b>IN-01-0074-LHD Users Training Guide-A-061124</b> Issue Date: <b>November 27, 2006</b>	Version: <b>A</b>
Title: <b>IN EBRS Training Guide – LHD Users</b>		Approved By: <b>Annachristine M. Hoover</b>	Page No: <b>2 of 69</b>

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## 1.0 Version / Change Log

Version	Date	Author(s)	Notes
A	11/27/2006	Annachristine M. Hoover Vladyslav Solodovnyk	Original Document

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## 2.0 Introduction

### 2.1. Scope

This document serves as a training guide for Local Health Department users of the Indiana Electronic Birth Registration System (IN EBRS). The topics covered in this document address functionalities specific to the scope of responsibility of Local Health Department users within the IN EBRS.

### 2.2. Management/Technical Issues

Any management issues and/or problems that may affect the implementation and/or use of the LHD Users Training Guide should be reported immediately to the following Genesis team members for the development of counter measures, solutions and/or alternatives:

Project Manager: Annachristine M. Hoover

Technical Lead: Thomas Young

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### 3.0 Training Topics

The training topics listed below pertain to functionalities that are specific to Local Health Department Users of the IN EBRS. Each topic will be addressed separately in the pages to follow.

- Accessing the IN EBRS
- Navigating the IN EBRS
- Printer Set-up
- Accessing User Parameters
- IN EBRS Main Menu
- Batch Printing
- Paternity Affidavit Review
- Legal View Screen
  - Accessing a Record in Legal View
  - Legal Corrections
  - Statistical Corrections
  - Net Change History
  - AOF History
  - Issuance History
  - Record Flags
  - Issuance Bridge
- Back Data Entry
- In-House/Registration
  - Adding an Attendant/Certifier to Library Maintenance Tables
  - Adding a Birth Record
  - Electronic Certification
  - Searching for a Birth Record
  - Updating an Unresolved Birth Record
  - Releasing a record to Batch Printing
- Printing Forms
- Printing Reports

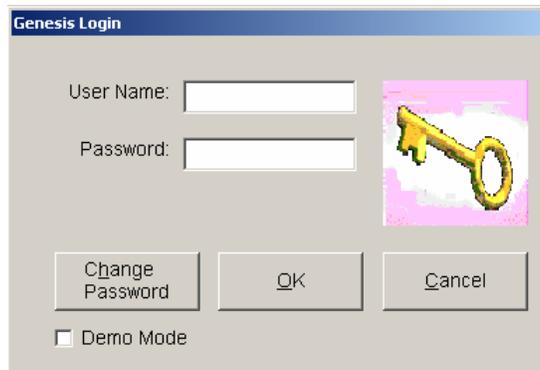
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### 3.1. Login

1. To access the IN EBRS, click on the IN EBRS icon on your desktop.



2. Login to the EBRS by entering your username and password in the appropriate fields provided and Click OK.


 A dialog box titled 'Genesis Login'. It contains two text input fields: 'User Name:' and 'Password:'. To the right of the password field is a small icon of a golden key. Below the input fields are three buttons: 'Change Password', 'OK', and 'Cancel'. At the bottom left, there is a checkbox labeled 'Demo Mode'.

**Passwords must be between 6-8 characters in length and must contain at least 1 letter and 1 number.**

3. The window (below) will appear only if you are assigned to more than one location. Select a location by picking from the selection in the drop-down list and click OK.

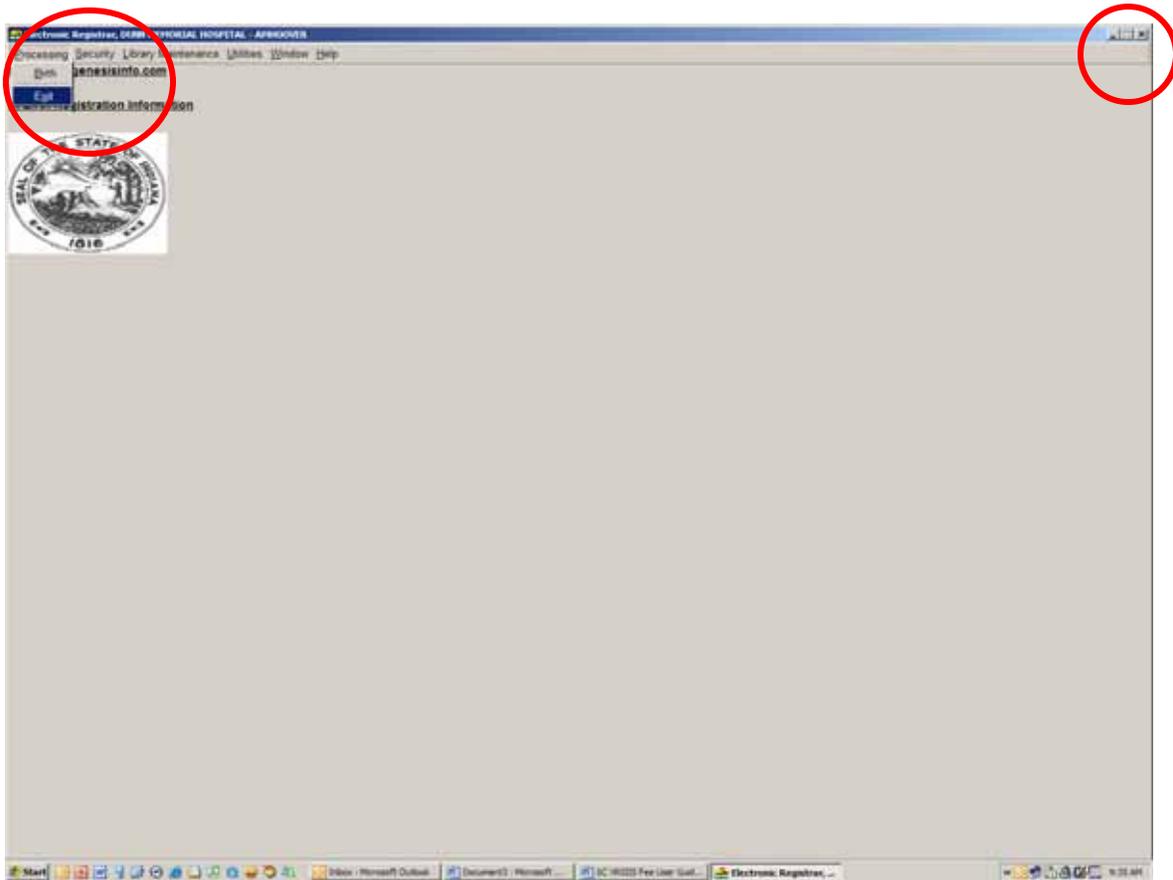

 A dialog box titled 'Select a Location'. It has a purple header bar. Below the title bar, it says 'Please select the location you are in'. There is a 'Location Name:' label followed by a drop-down menu. At the bottom are 'OK' and 'Cancel' buttons.

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### 3.2. Logout

Exit or Logout of the IN EBRS using one of the following methods:

- Select Exit from the Processing menu in the main window of the IN EBRS.
- From the Main Menu, click on the [X] (close window option) located in the upper right hand corner of the screen to close the application.



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### 3.3. Navigating the IN EBRs

#### Using the Mouse

Use the mouse to navigate the IN EBRs. Click on the various items (hyperlinked text and/or icons) on the menu to perform functions related to Birth Registration.

#### Using Your Keyboard

**TAB:** The 'TAB' key is the Windows standard for moving from one control to another. A control refers to anything on the screen that either accepts user input or enables action. When you are 'on' a control, the control is said to 'have focus'. A flashing cursor, bolded text and in some cases, a dotted line frame will indicate where focus is located. You can also change focus by clicking on another control with the left mouse button.

**Shift + Tab:** Holding down the shift key and pressing Tab simply reverses the 'TAB order' and moves focus back to the previous control.

**Enter:** The 'Enter' key typically means 'Execute'. It is the equivalent of double clicking using the mouse. If a control has focus and the Enter key is pressed, whatever action is associated with that control will be initiated.

**Alt + key:** The sequence of holding down the Alt key and then pressing one of the letter keys on the keyboard is referred to as a 'Hot Key'. The screen will provide a visual cue to indicate what Hot Keys exist to perform a function.

**Left/Right/Up/Down Arrows:** These keys are used to navigate within a field or within a 'pick list'. Within a field, the left and right arrows will move the cursor back and forth to let you change a specific letter, etc. The backspace and delete keys also operate within a field to allow editing. Within a drop down list (pick list), the Up and Down arrows can be used to navigate through the list. Also the PgUp and PgDn keys can be used. In a drop down list, once you have selected the choice you want (highlighted) by placing focus on it with the arrow keys, pressing Tab will accept the selected choice and move focus to the next field.

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**Alt+Down Arrow:** This key sequence has significance for a special type of field referred to as a 'Drop Down Box'. It is also known as a 'Combo Box' or 'Pick List'. The small arrow pointer (drop down arrow) on the right side of the field indicates that a list is available for you to select from. You can, of course, click on the drop down arrow to cause the list to open and then use the mouse to scroll through and select a choice. If you prefer to keep your hands on the keyboard, you can hold down the Alt key and press the 'Down Arrow' on the keyboard. This will open the pick list and you can use the Down and Up arrows to navigate through the list.

### Minds Eye (Type Ahead Logic)

Type Ahead logic provides another way to save time by eliminating the number of keystrokes to pull up an item from a drop down box. In the drop down boxes for States, Counties, Towns, Attendants/Certifiers, and facilities we have introduced this 'Type Ahead' feature. This simply means that when you have focus on these fields you can simply begin typing and the list will filter as you type. Where this deviates from typical combo boxes is the typing is not limited to 1 character. If focus is on the State field and you type 'C', focus will be on 'C'alifornia. If you then type an 'O', the field will filter down to 'CO'lorado and if you then type an 'N' the field will filter to 'CON'necticut. This is a more advanced type ahead method than used in typical Windows applications where normally the first 'C' would yield California, pressing the 'O' would give you Oregon and the 'N' would probably produce 'Norway' or 'North Carolina.' In our 'State' lists you can also type the two character standard abbreviation such as 'OK' or 'OH' or 'NJ' to immediately focus on the correct choice.

### Space Bar

For the most part, you will find it more convenient to use the mouse to click on 'Check Boxes' to turn them on or off. But if you wish, you can also use the Tab key to advance to the checkbox and then press the Space Bar to toggle the checkbox item on or off. Using the Tab key can be a time saving step.

### Tool Tips

Tool Tips can be very helpful if the user needs to know what a certain icon represents. Simply hover the mouse over the icon and the Tool Tip will display.



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## Registration Toolbar

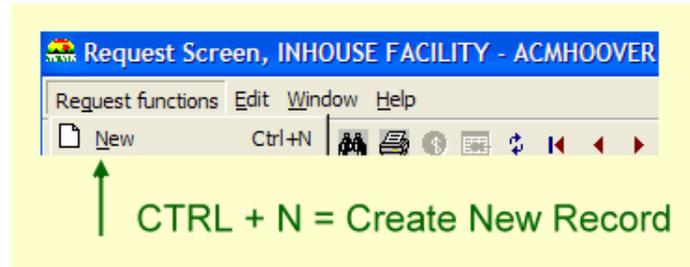
The toolbar within Registration provides quick and easy access to the most commonly used commands:

Icon	Hot Key	Registration Function
	Alt + F + X	Exit the Application
	Alt + G + F Ctrl + F	Find Records
	Alt + G + N Ctrl + N	Create a <u>N</u> ew Record
	Alt + G + S Ctrl + S	Save the Current Record
	Alt + G + A	Cancel
	Alt + G + D	Delete Record
	Alt + G + P	Print Menu
	Alt + G + R F5	Refresh Record Queue
		Move to the First Record
	Alt + G + I	Move to the Previous Record
	Alt + G + E	Move to the Next Record
	Alt + G + L	Move to the Last Record
	Alt + G + V	Move to the Previous Screen Tab
	Alt + G + C	Move to the Next Screen Tab
	Alt + E + U	Cut
	Alt + E + O	Copy
	Alt + E + P	Paste
	Alt + H + H F1	Topic Help
	Alt + H + S	Search Online Help

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## Hot Keys

Hot keys provide shortcuts to perform various actions using the keyboard. Hot keys can be accessed using the **ALT key** in combination with the underscored letter in various menu items.



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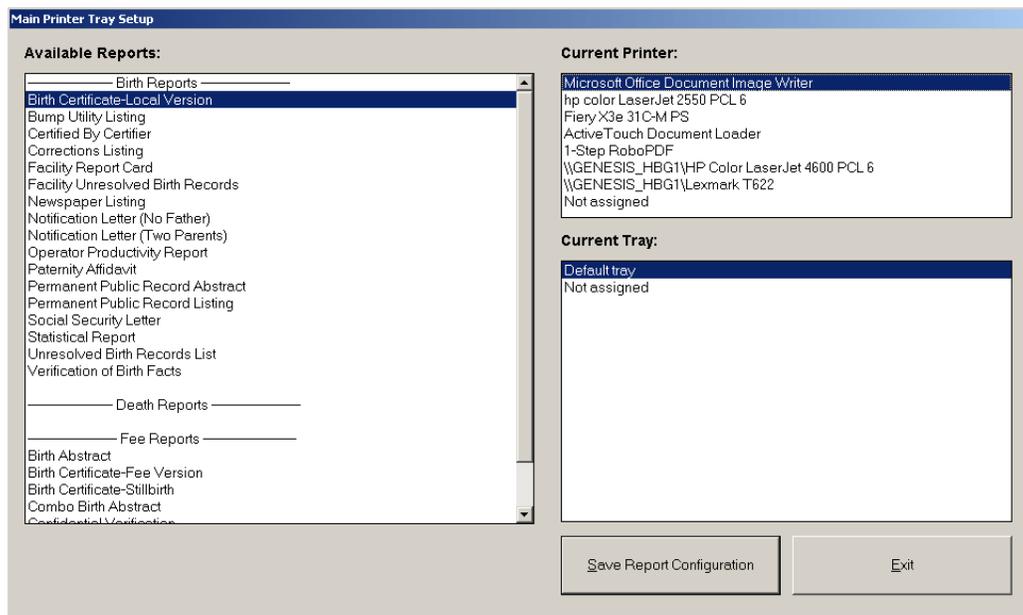
### 3.4. Utilities Set Up and Configuration

#### 3.4.1. Printer Setup

The Printer Setup function provides the capability to select a specific printer to be used for each printed form. The hardcopy output will be directed to the specified printer each time that particular form is generated. For example, your facility may want to direct birth certificates to one printer and reports to another printer.

Configuring forms/reports is specific to each individual workstation. If you attempt to run a report that has not been configured in the Printer Setup, an error will occur, so please remember to set-up your forms/reports prior.

#### Main Printer Tray Setup Window



The Main Printer Tray Setup window is divided into three frames:

#### Available Reports

This frame will display all available reports and forms to a user.

#### Current Printer

This frame will display all available printers that are currently mapped to your workstation and available for selection.

#### Current Tray

This frame will display the tray options for the corresponding printer that is selected under Current Printer.

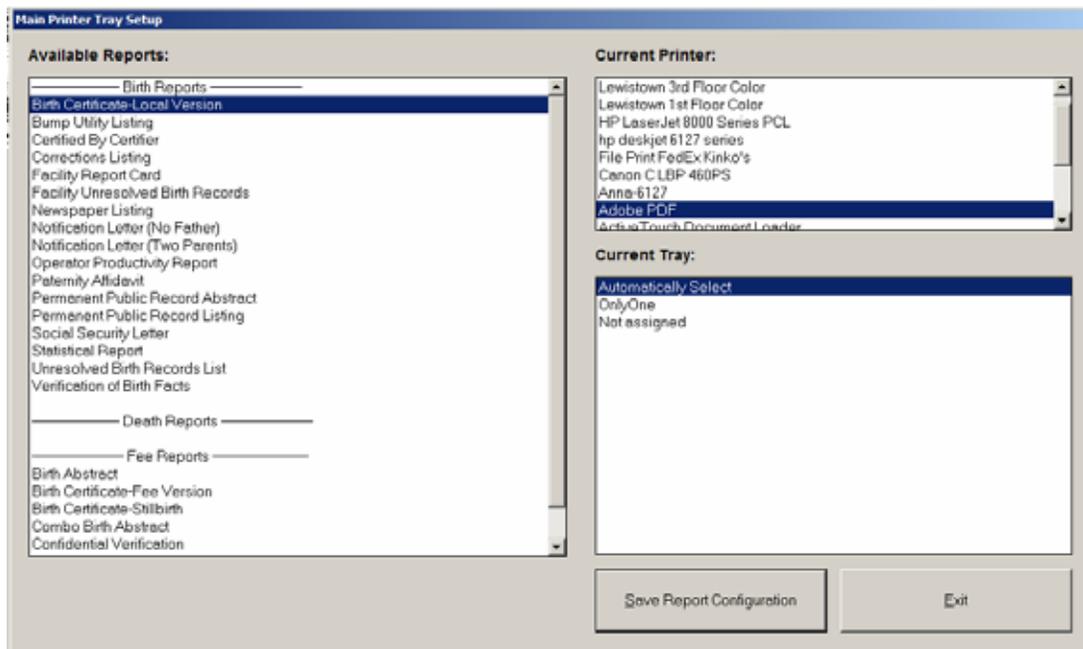
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### 3.4.2. Assigning Forms or Reports to Printers:

1. From the main menu, under Utilities, click Printer Setup.



2. The Main Printer Tray Setup screen will be displayed.



3. In Available Reports, select the report or form to be configured.
4. Under Current Printer, select the printer that you would like to direct the report or form to.

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5. Under Current Tray, select the desired printer tray/settings.
6. Click on the Save Report Configuration button to save printer assignment.

**Notes:**

- This process must be repeated for each report.
- If a printer is changed on the system, any forms or reports that had been configured for the previous printer must be re-configured for the new printer.

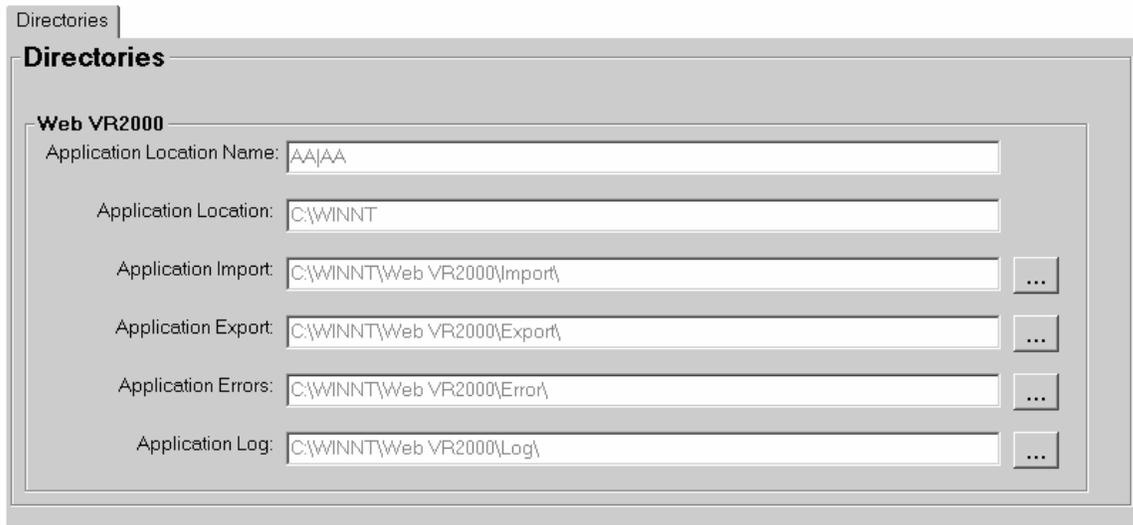
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### 3.4.3. User Parameters

Certain characteristics of the system can be tailored according to user preference. This includes items such as color schemes, time-out durations, and directory paths for certain files, etc. In some cases, the tabs in this area allow for changing settings and in other cases they provide a source for information about current settings. User Parameters contains four tabs: Directories, Visual Cueing, Admin and Preferences.

As a hospital user, the tabs that will be of main concern to you are two tabs: Directories and Visual Cueing. The following pages will provide details about these two tabs specific to the scope of our responsibility within the IN EBRS.

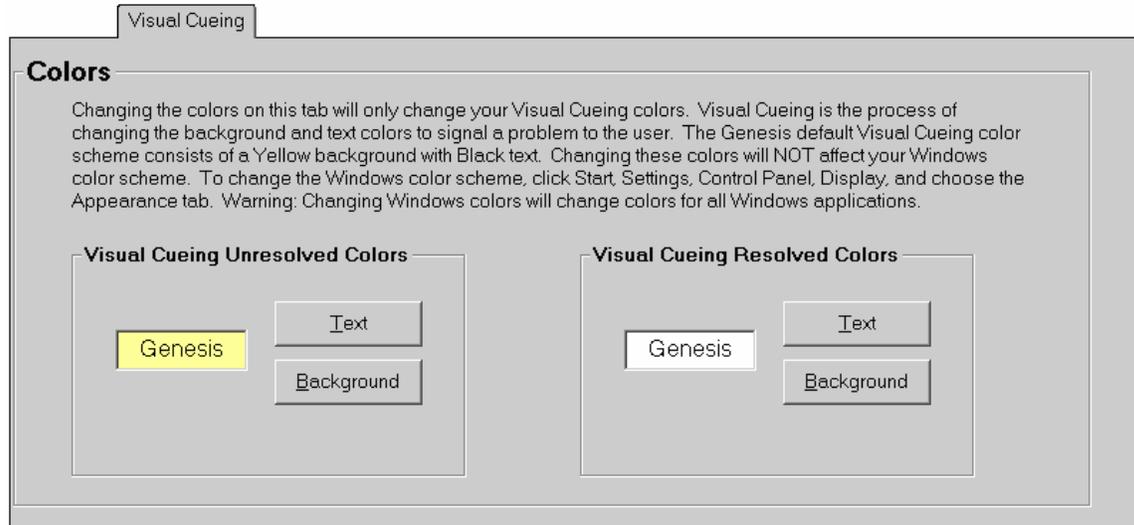
### Directories



This tab contains all of the locations for each directory used by the IN EBRS. Application location name and application location are set when the system is installed and therefore, cannot be manually changed. The remaining items on this tab are application import, export, errors and log. These four sections indicate the directory paths for the import, export, errors and log files. They can be manually changed at any time by clicking on the associated ellipses.

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## Visual Cueing



The default visual cueing color schemes are as follows:

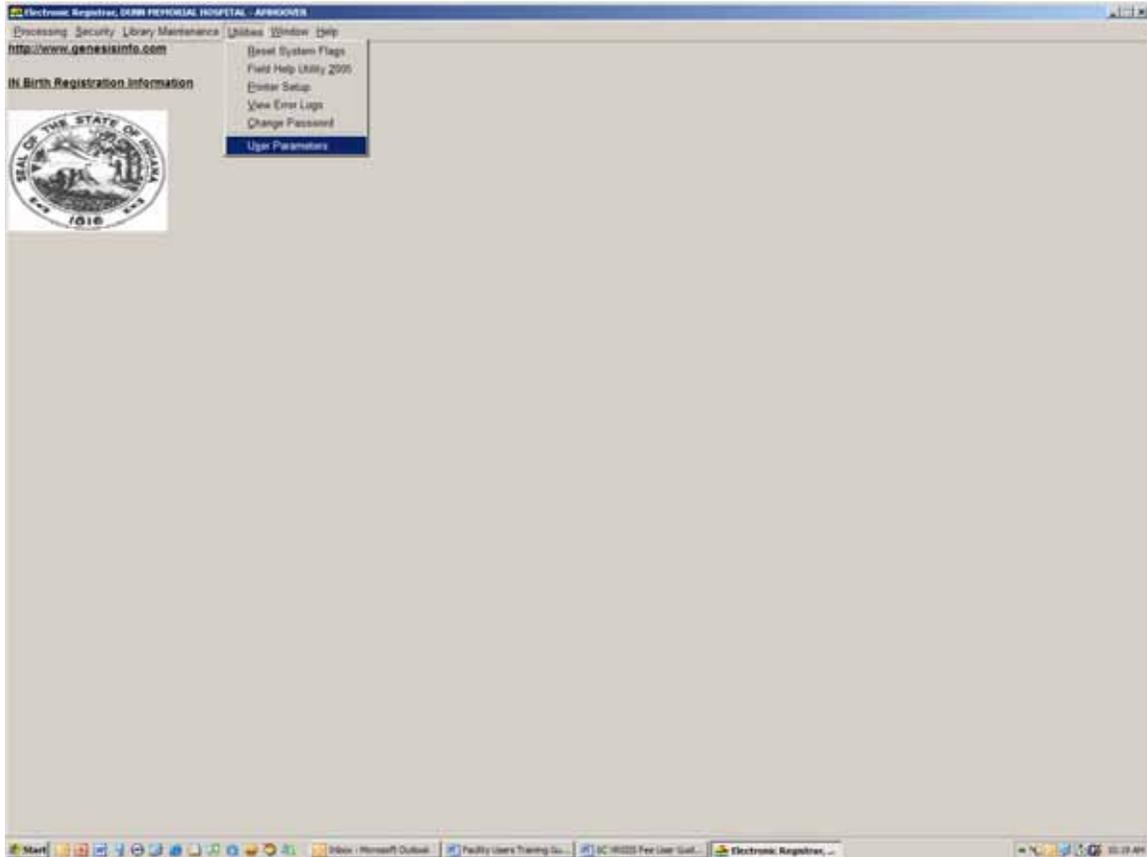
- Unresolved fields: **bright yellow background with black text**
- Field in focus: **light yellow background** with black text
- Resolved fields: white background with black text
- Disabled fields: **gray background** with white and/or black text

However, these colors may be changed to accommodate vision-impaired users. This is simply done by clicking on the text or background buttons and selecting the preferred color. The resolved colors can also be changed in this manner.

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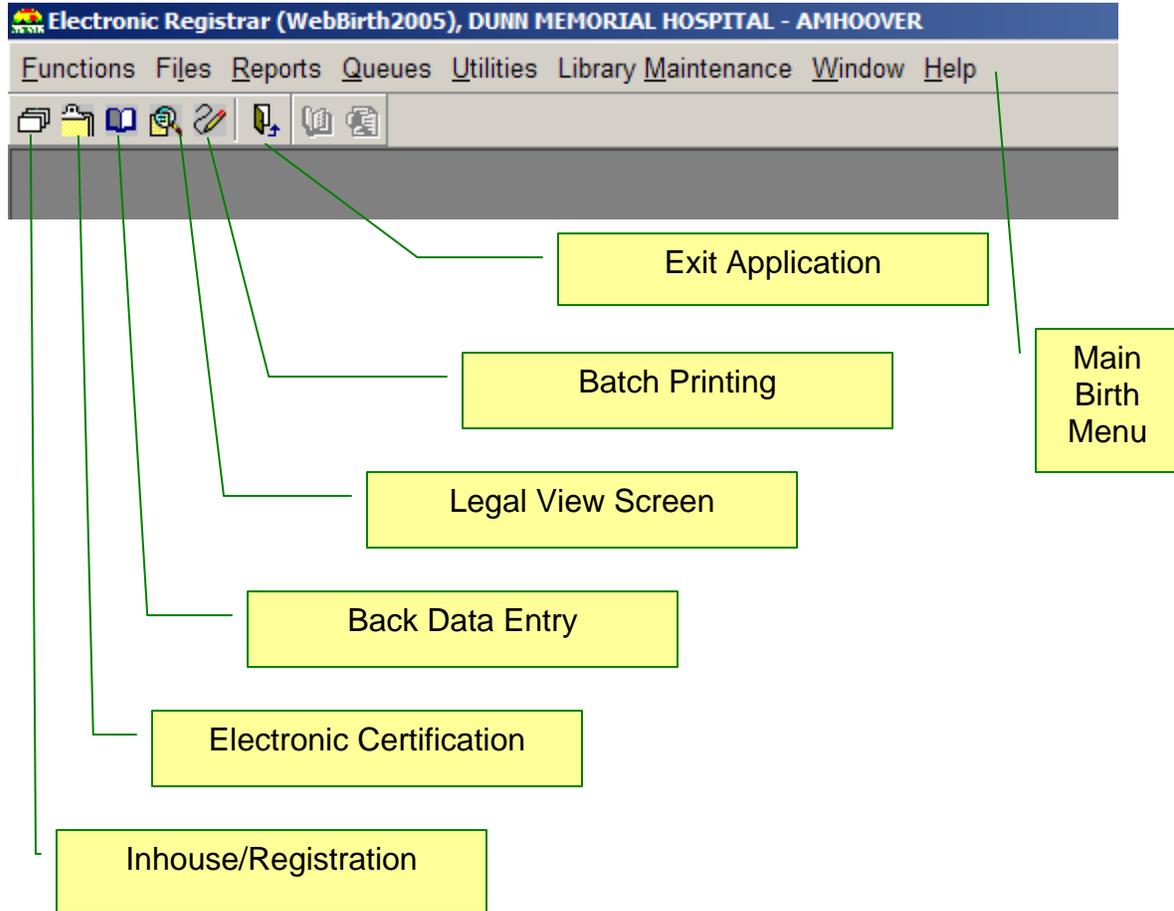
### 3.4.4. Accessing User Parameters:

From the Main Menu, click on Utilities, then User Parameters from the choices available in the drop-down list.



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### 3.5. IN EBRS LHD Birth Menu



Menu items can be accessed either by using your mouse or using your keyboard (Alt + Hotkey combination, i.e. Alt + H to access Help).

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### 3.6. Batch Printing

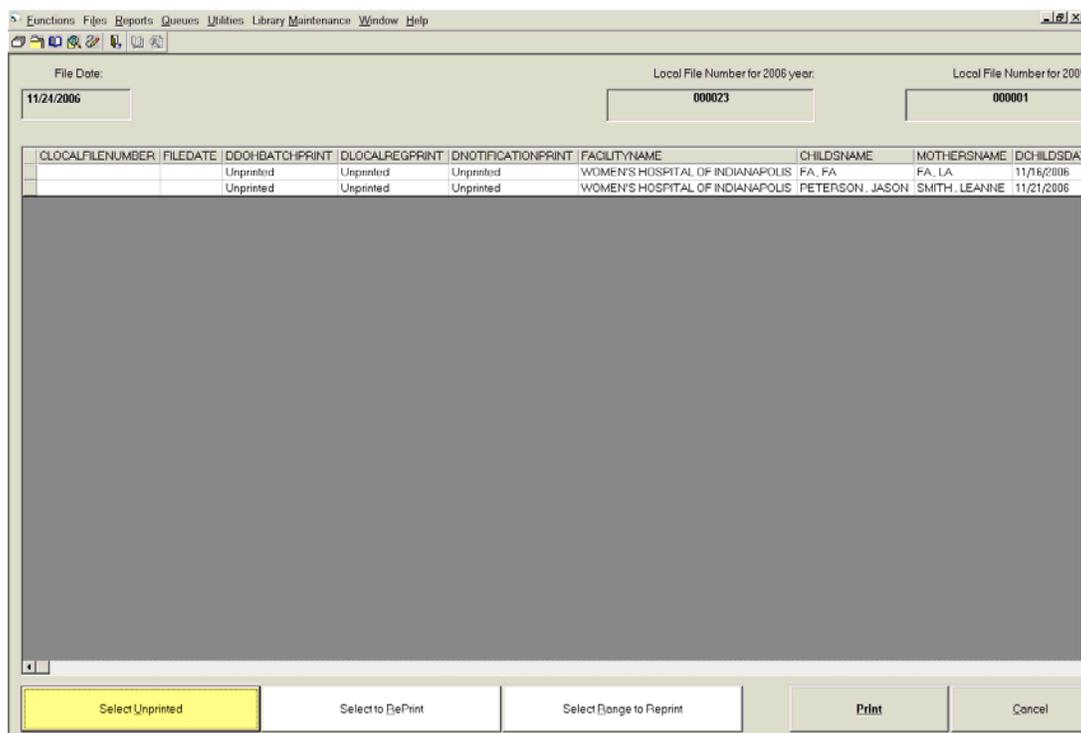
Batch Printing of your record acceptance process provides a means to assign a sequential Local File Number (LFN) and File Date (FD) to each eligible record. It is also at within the batch printing process were copies of Certificates of Live Birth (COLB) and Notification Letters are printed (as applicable).

Records are available for LHD batch printing when the following statements are true:

- Legal Release from Facility or In-house Registration
- Not held in Paternity Review Queue
- Not held in AOF Validation Queue
- Not held in Demographic Review Queue

#### 3.6.1. Batch Print Eligible Records

1. From the Birth Menu, click on the Batch Print icon , or select Batch Printing from the Functions menu. The Batch Printing screen will open:



The default screen will display all eligible records for LFN and File Date assignment, as well as printing of the Certificates of Live Birth and Notification Letters as appropriate.

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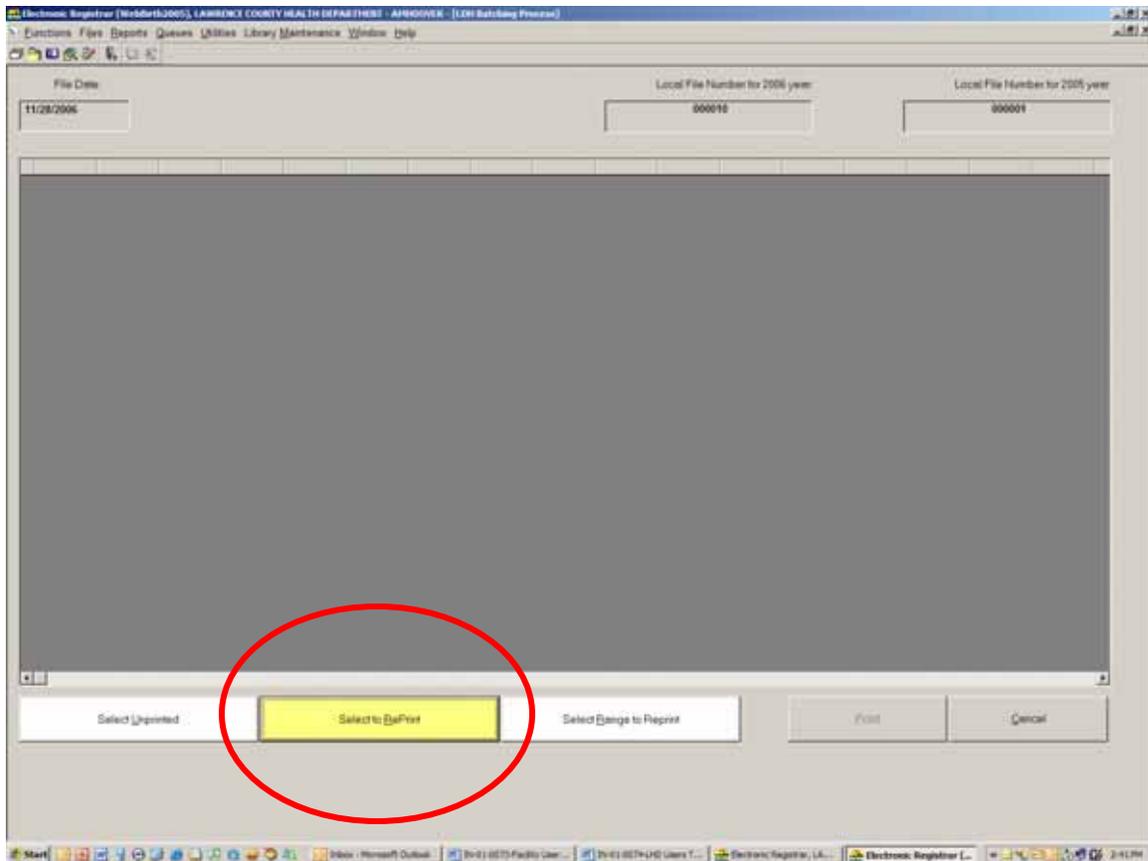
2. Click on the 'Select Unprinted' button to select all eligible records for batch printing.
3. Click on the 'Print' button to initiate batch print of the COLBs and corresponding Notification Letters.
4. Click on 'Yes' in the verification message to confirm assignment of LFNs and File Date to the batch of records prior to printing.
5. The system will prompt if the printing was successful. Select the applicable answer.

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### 3.6.2. Re-print following a Printer Error

IN EBRS provides the ability for you to re-print COLBs and Notification Letters (as applicable) when you encounter errors associated with the printer. In cases where the forms fail to print due to printer error, the LFN and File is nevertheless assigned. This feature provides the user with the means to re-print forms associated with printer errors as soon as printer errors are resolved.

1. From the Birth Menu, click on the Batch Print icon , or select Batch Printing from the Functions menu. The Batch Printing screen will open:



2. Click on the Select to Reprint button  to access the screen that lists records with LFNs and FD assigned but failed to print due to printer error(s).
3. Click on the Print button to initiate re-print.

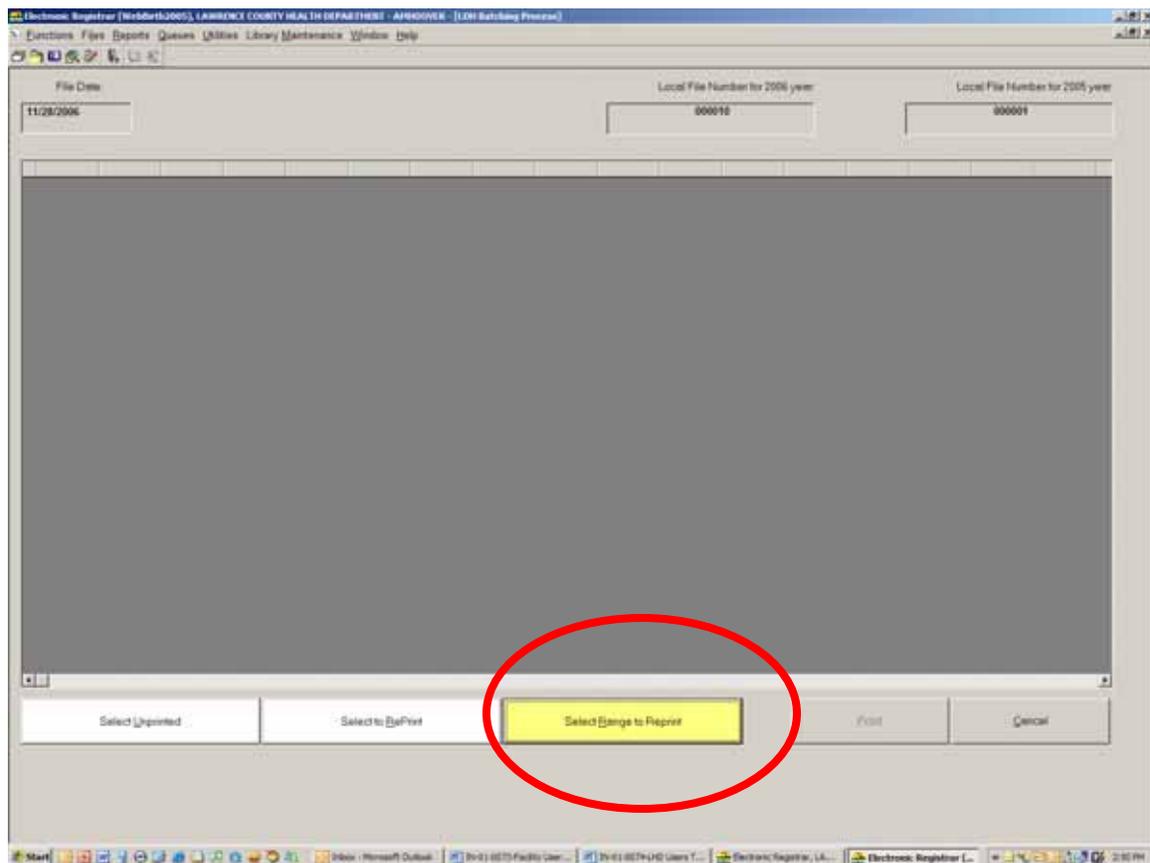
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### 3.6.3. Re-print using LFN Record Range

IN EBRS provides the ability for you to re-print COLBs and Notification Letters (as applicable) for a range of records (current and/or previous year), on demand.

Please follow the steps below to re-print using LFN record range.

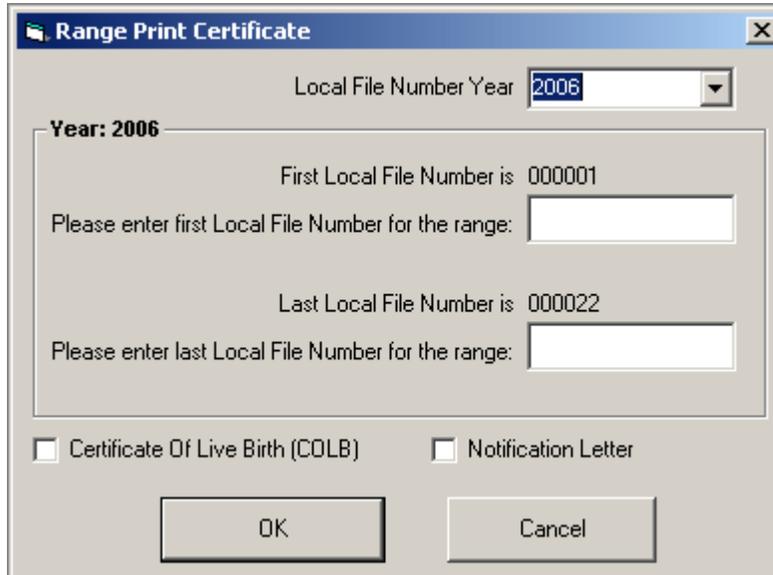
1. From the Birth Menu, click on the Batch Print icon , or select Batch Printing from the Functions menu. The Batch Printing screen will open:



2. Click on the Select Range to Reprint button  to access the Range Print Certificate window.

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3. Select Local File Number Year from the drop down box.



4. Enter the desired re-print range on the fields provided (First LFN and Last LFN).

**Note: To print a single record, enter the same LFN in both range fields (First LFN and Last LFN).**

5. Select the form or forms to be printed by marking one or both checkboxes that correspond to the form(s) you wish to print.
6. Press the OK button to initiate printing.

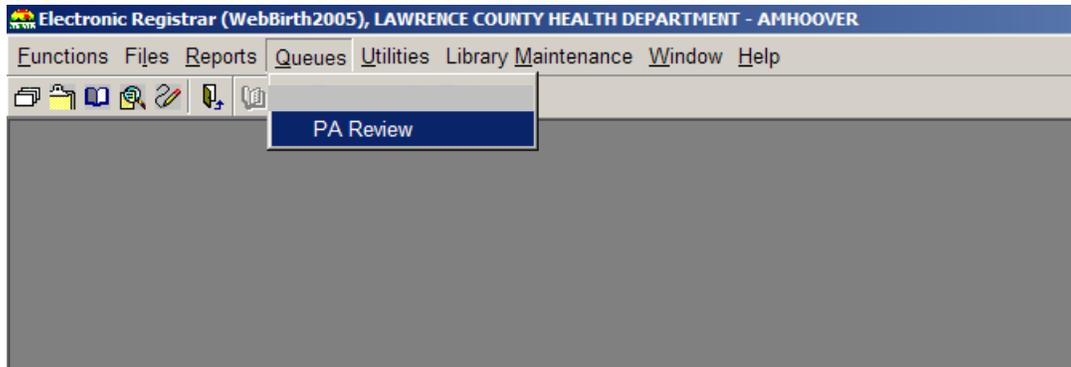
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### 3.7. Paternity Affidavit Review

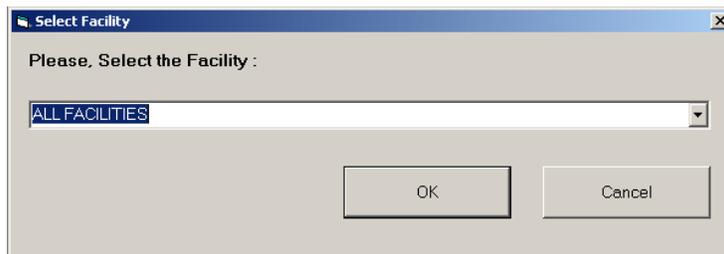
All records associated with a Paternity Affidavit (generated at the hospital) will be held in the Paternity Affidavit Review Queue. As a LHD user, you will have the ability to either 'Accept' or 'Reject' paternity affidavits associated with the record as appropriate.

#### 3.7.1. Review Records with Associated PAs

1. From the Birth Menu, click on Queues and select PA Review.

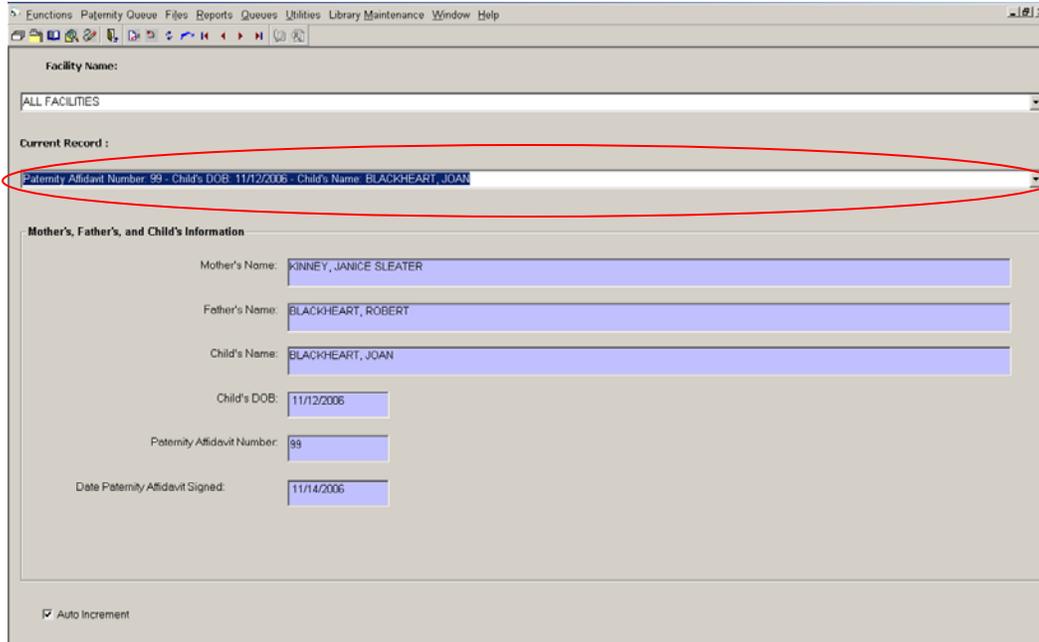


2. Select a specific facility from the drop down list to review associated records OR select ALL FACILITIES (default) to review all records from all facilities.



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- The Paternity Affidavit Review Screen will be displayed, along with the first record's identifying information.



- Select a record to review from the PA Review Record Queue to display the record's identifying information.
- Review the record and then click on either Accept  or Reject  as appropriate.

- Accepting the record will clear the record from the queue and make the record available for subsequent LHD and ISDH processing.

(Tip: Click on the 'Refresh'  icon to update the queue)

- Rejecting the record will associate the record with a rejected Paternity, remove Father's information from the record and replace Child's Last Name with Mother's Legal Last Name.

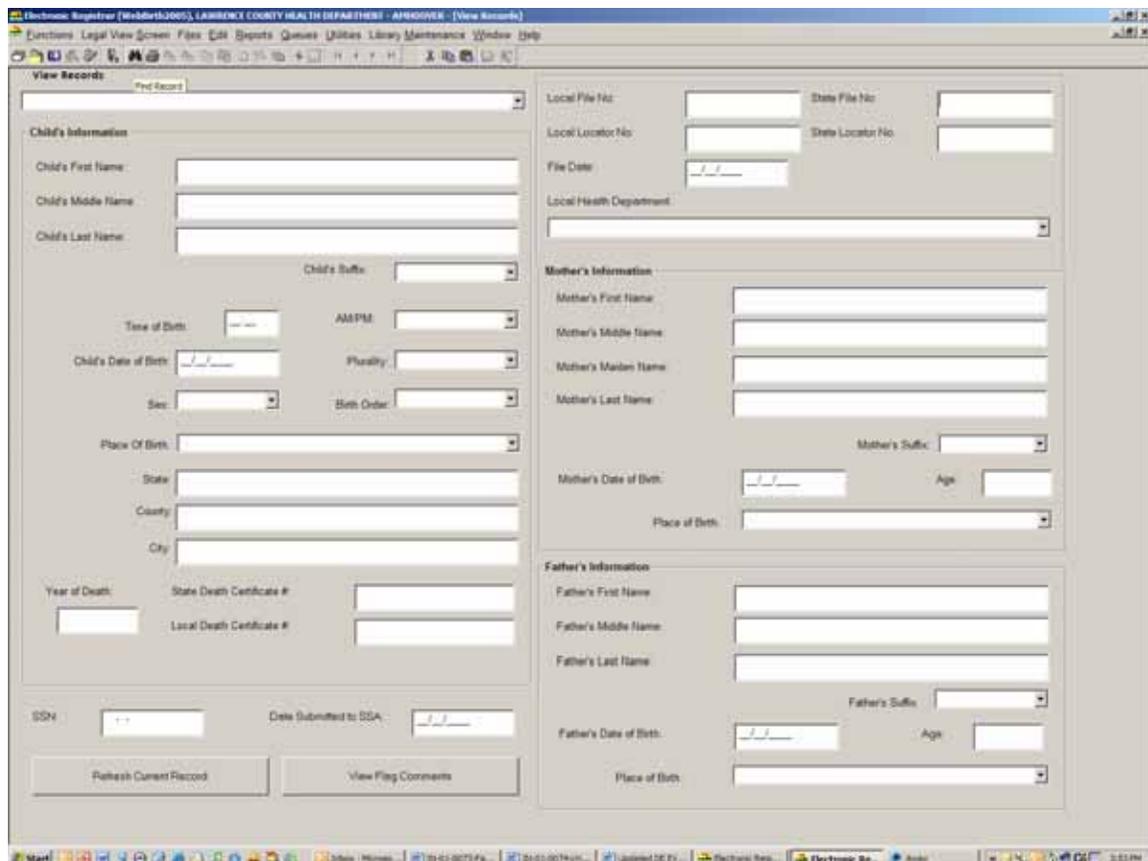
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### 3.8. Legal View Screen

The Legal View Screen provides you with functionalities related to Customer Service and Issuance for eligible records. The system supports access to the following functionalities from the Legal View Screen:

- Corrections
  - Statistical Corrections
  - Legal Corrections
- Net Change History
- AOF History
- Issuance History
- Set or Re-set Record Flags
- Issuance Bridge

**It is important to note that a record must be retrieved to the Legal View Screen first, in order to use/apply the functionalities listed above.**

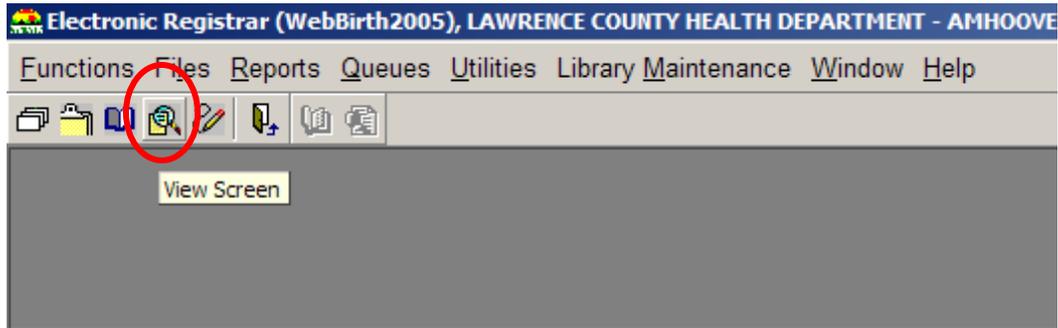
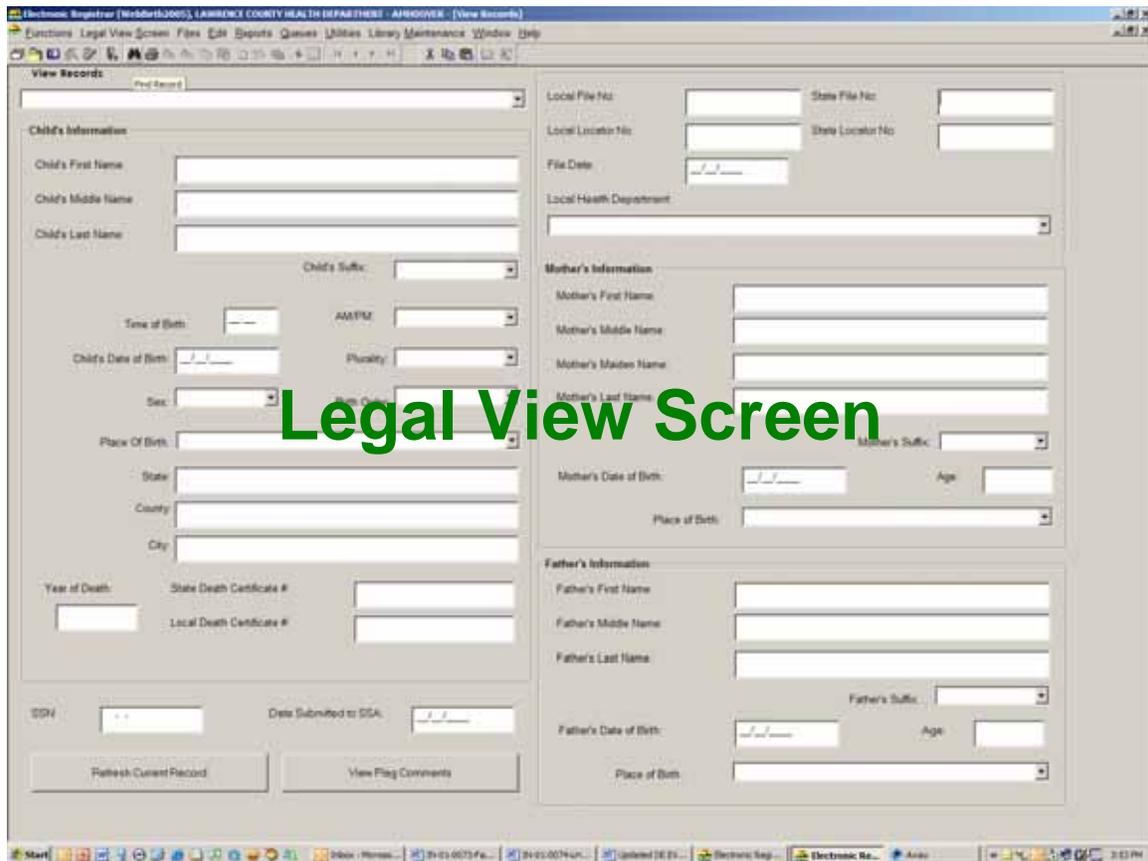


**Note: Not all records available to the Legal View Screen will have all customer service and/or issuance processes available to them as the system will disable links based on the status of the record.**

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### 3.8.1. Retrieve a Record in Legal View Screen

1. From the Birth Menu, click on Legal View icon  to access the Legal View Screen.

**Legal View Screen**

**View Records:**

**Child's Information**

Child's First Name:

Child's Middle Name:

Child's Last Name:

Child's Suffix:

Time of Birth:  AM/PM:

Child's Date of Birth:  Plocity:

Sex:

Place Of Birth:

State:

Country:

City:

Year of Death:  State Death Certificate #:

Local Death Certificate #:

SSN:  Date Submitted to SSA:

**Mother's Information**

Local File No:  State File No:

Local Location No:  State Location No:

File Date:

Local Health Department:

Mother's First Name:

Mother's Middle Name:

Mother's Maiden Name:

Mother's Last Name:

Mother's Suffix:

Mother's Date of Birth:  Age:

Place of Birth:

**Father's Information**

Father's First Name:

Father's Middle Name:

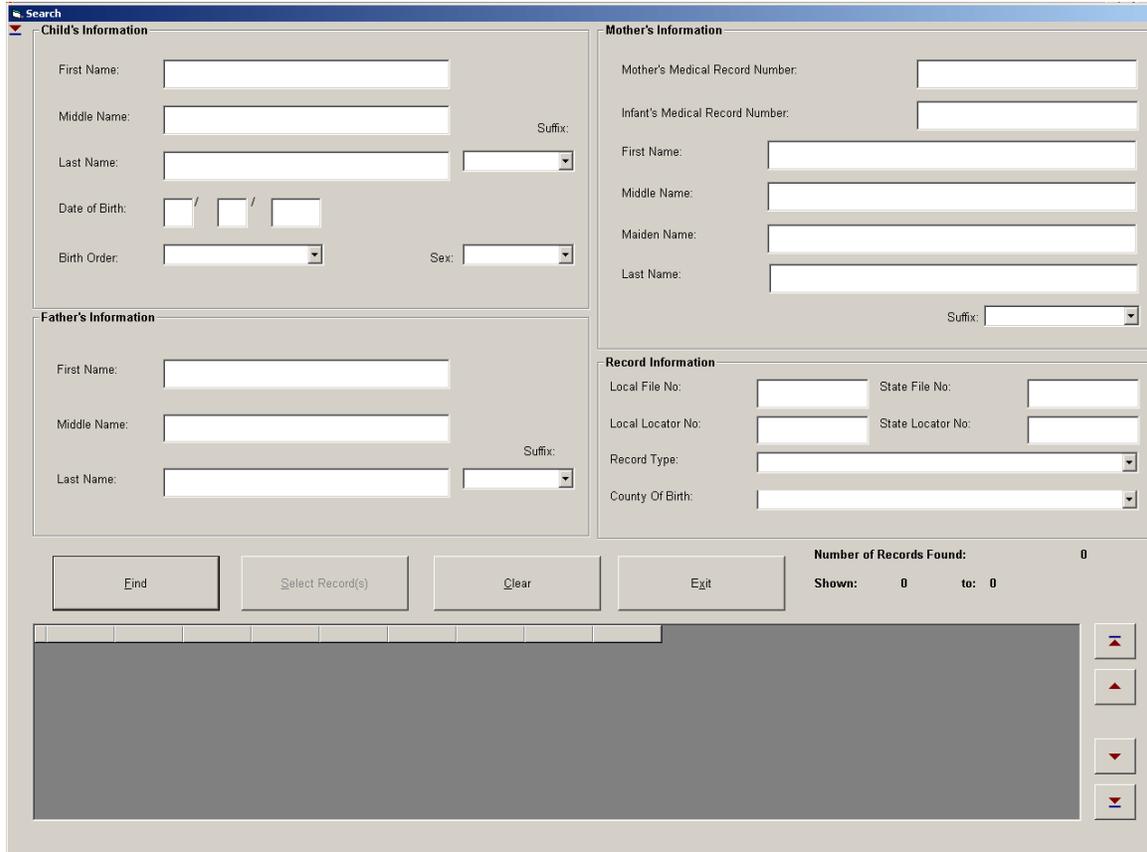
Father's Last Name:

Father's Suffix:

Father's Date of Birth:  Age:

Place of Birth:

2. Click on the Search icon  to access the Legal View Search screen.



The screenshot shows a search interface with the following sections:

- Child's Information:** First Name, Middle Name, Last Name (with Suffix dropdown), Date of Birth (MM/DD/YYYY), Birth Order, and Sex.
- Mother's Information:** Mother's Medical Record Number, Infant's Medical Record Number, First Name, Middle Name, Maiden Name, Last Name (with Suffix dropdown).
- Father's Information:** First Name, Middle Name, Last Name (with Suffix dropdown).
- Record Information:** Local File No., State File No., Local Locator No., State Locator No., Record Type, and County of Birth.
- Search Controls:** Find, Select Record(s), Clear, and Exit buttons.
- Results Summary:** Number of Records Found: 0, Shown: 0 to 0.
- Record Grid:** A large empty grid area with scroll bars on the right.

3. Enter identifying information about the birth record you wish to view and/or retrieve and click on the Find button. (When available, enter the Local File Number and Child's Date of Birth in the appropriate fields.)

**Note: Child's Date of Birth is a mandatory field.**

4. Records that match the search criteria will be displayed in the record grid.



The screenshot shows the search results after clicking the Find button. The interface is similar to the previous one, but with the following changes:

- Search Controls:** Find, Select Record(s), Clear, and Exit buttons.
- Results Summary:** Number of Records Found: 1, Shown: 1 to 1.
- Record Grid:** A single record is displayed in the grid:

Child's ID	Child's Date of Birth	Child's First Name	Child's Middle Name	Child's Last Name	Child's Suffix	Birth Order	Child's Sex	Father's First Name	Father's Middle Name	Father's Last Name
5120000004680	11/10/2006	JIM	F	CRAMER		SINGLE	MALE			

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5. Select the appropriate record from the grid (single-click to highlight) and click on the 'Select Record(s)' button.
  
6. The system will retrieve the record from the database and display it on the Legal View screen for viewing and/or processing.

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### 3.8.2. Perform a Legal Correction

The IN EBRS provides the LHD user with ability to perform legal corrections to eligible records on demand. Legal Corrections pertain to modifications that are made to legal items on a birth record.

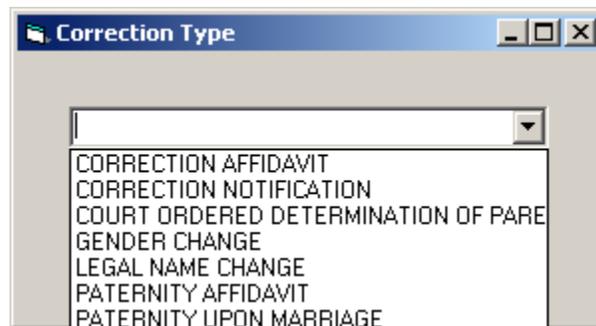
The following types of Legal Corrections are available:

- Legal Name Change
- Correction Affidavit
- Gender Change
- Paternity Affidavit at LHDs (PALHD)
- Paternity Affidavit Upon Marriage (PAUM)
- Court Order Determination of Parentage (CODP)
- Correction by Notification

**Note: Certified abstracts that are issued after a correction will reflect the amended data.**

To perform a Legal Correction please follow the steps below:

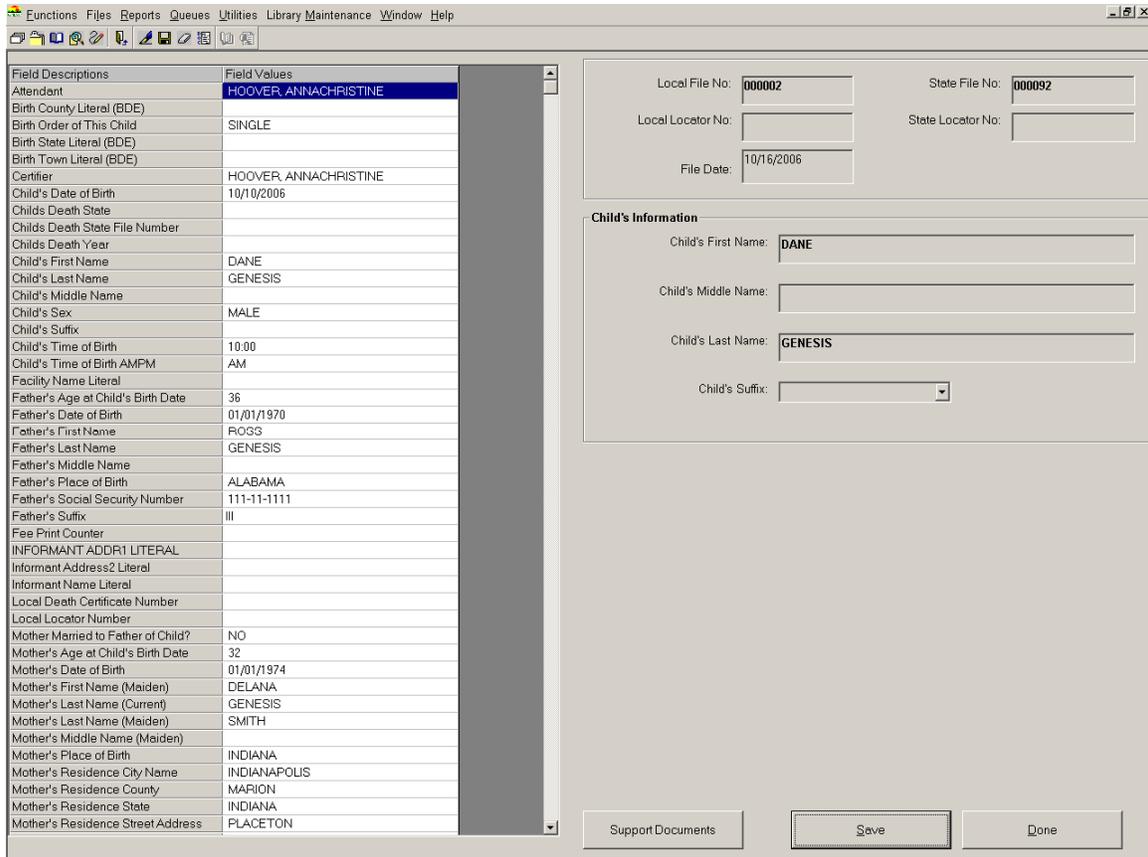
1. Retrieve the record that requires a correction to the Legal View Screen using the Legal View Search .
2. Click on the Legal Correction icon  or select Legal Correction option from the Legal View Screen menu. This will open the Correction Type window:



3. Select the appropriate correction type.

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4. The Corrections Screen will be displayed:



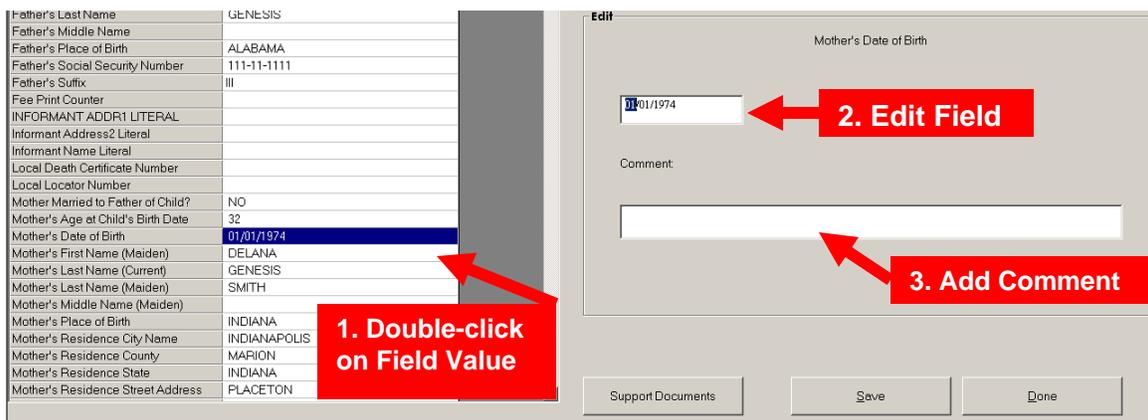
Field Descriptions	Field Values
Attendant	HOOVER, ANNACHRISTINE
Birth County Literal (BDE)	
Birth Order of This Child	SINGLE
Birth State Literal (BDE)	
Birth Town Literal (BDE)	
Certifier	HOOVER, ANNACHRISTINE
Child's Date of Birth	10/10/2006
Child's Death State	
Child's Death State File Number	
Child's Death Year	
Child's First Name	DANE
Child's Last Name	GENESIS
Child's Middle Name	
Child's Sex	MALE
Child's Suffix	
Child's Time of Birth	10:00
Child's Time of Birth AMPM	AM
Facility Name Literal	
Father's Age at Child's Birth Date	36
Father's Date of Birth	01/01/1970
Father's First Name	ROGS
Father's Last Name	GENESIS
Father's Middle Name	
Father's Place of Birth	ALABAMA
Father's Social Security Number	111-11-1111
Father's Suffix	III
Fee Print Counter	
INFORMANT ADDR1 LITERAL	
Informant Address2 Literal	
Informant Name Literal	
Local Death Certificate Number	
Local Locator Number	
Mother Married to Father of Child?	NO
Mother's Age at Child's Birth Date	32
Mother's Date of Birth	01/01/1974
Mother's First Name (Maiden)	DELANA
Mother's Last Name (Current)	GENESIS
Mother's Last Name (Maiden)	SMITH
Mother's Middle Name (Maiden)	
Mother's Place of Birth	INDIANA
Mother's Residence City Name	INDIANAPOLIS
Mother's Residence County	MARION
Mother's Residence State	INDIANA
Mother's Residence Street Address	PLACETON

Local File No: 000002      State File No: 000092  
 Local Locator No:      State Locator No:      File Date: 10/16/2006

**Child's Information**  
 Child's First Name: DANE  
 Child's Middle Name:      Child's Last Name: GENESIS  
 Child's Suffix:      [v]

Buttons: Support Documents, Save, Done

5. Double-click on the field value to display the Field Edit frame and modify:



Father's Last Name	GENESIS
Father's Middle Name	
Father's Place of Birth	ALABAMA
Father's Social Security Number	111-11-1111
Father's Suffix	III
Fee Print Counter	
INFORMANT ADDR1 LITERAL	
Informant Address2 Literal	
Informant Name Literal	
Local Death Certificate Number	
Local Locator Number	
Mother Married to Father of Child?	NO
Mother's Age at Child's Birth Date	32
Mother's Date of Birth	01/01/1974
Mother's First Name (Maiden)	DELANA
Mother's Last Name (Current)	GENESIS
Mother's Last Name (Maiden)	SMITH
Mother's Middle Name (Maiden)	
Mother's Place of Birth	INDIANA
Mother's Residence City Name	INDIANAPOLIS
Mother's Residence County	MARION
Mother's Residence State	INDIANA
Mother's Residence Street Address	PLACETON

**1. Double-click on Field Value** (points to 01/01/1974)

**2. Edit Field** (points to the date input field in the edit frame)

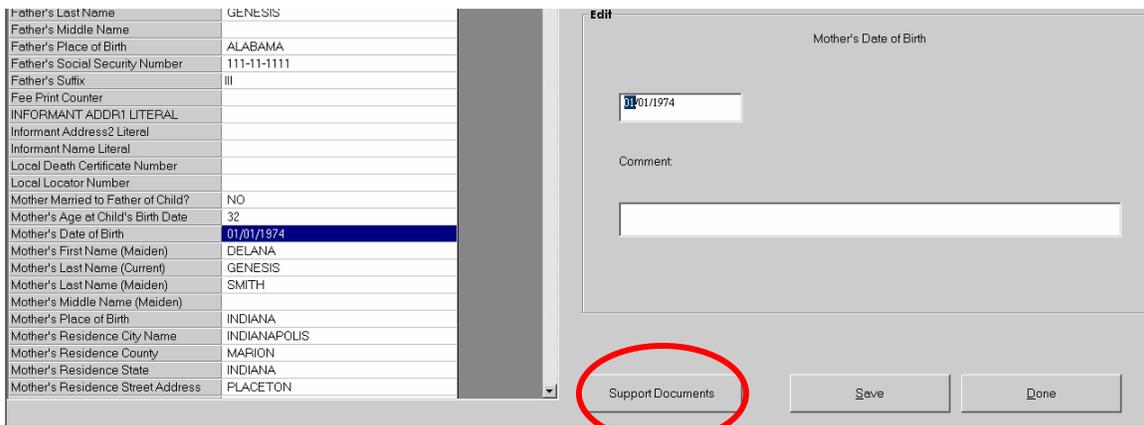
**3. Add Comment** (points to the comment text area in the edit frame)

**Edit** frame: Mother's Date of Birth  
 [01/01/1974]  
 Comment: [text area]  
 Buttons: Support Documents, Save, Done

6. Modify the applicable data and enter a comment in the Comment box (as needed).

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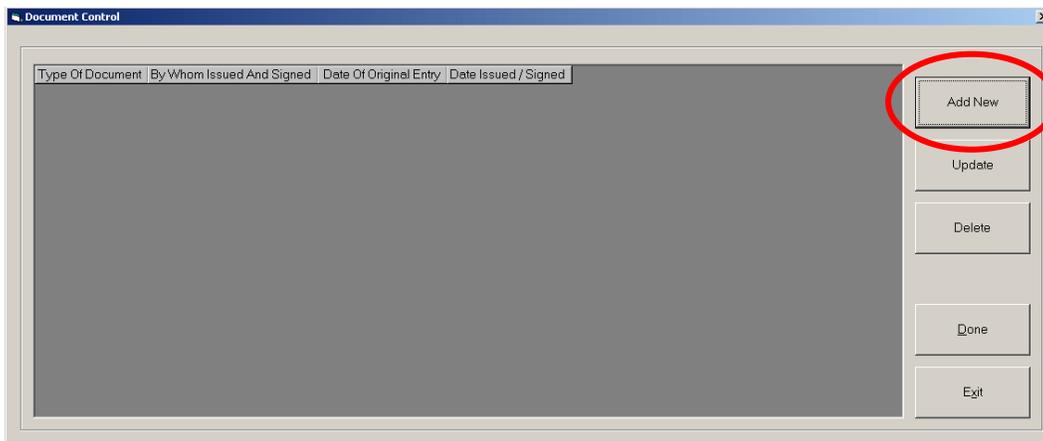
7. If supporting documents are available, click on the Support Documents button to open the Document Control screen (grid):



The screenshot shows a data entry form with a list of fields on the left and an 'Edit' section on the right. The 'Support Documents' button at the bottom is circled in red. The 'Edit' section includes a date field for 'Mother's Date of Birth' with the value '01/01/1974' and a 'Comment' field.

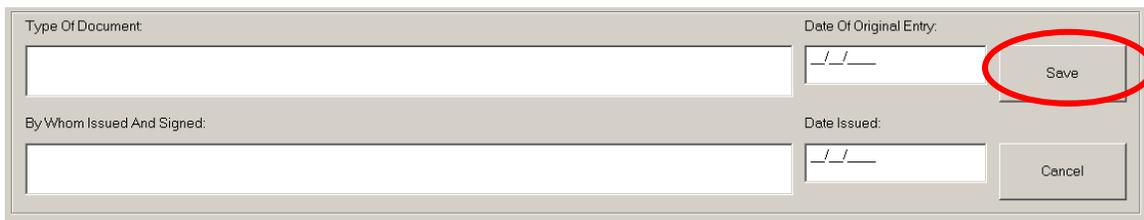
Father's Last Name	GENESIS
Father's Middle Name	
Father's Place of Birth	ALABAMA
Father's Social Security Number	111-11-1111
Father's Suffix	III
Fee Print Counter	
INFORMANT ADDR1 LITERAL	
Informant Address2 Literal	
Informant Name Literal	
Local Death Certificate Number	
Local Locator Number	
Mother Married to Father of Child?	NO
Mother's Age at Child's Birth Date	32
Mother's Date of Birth	01/01/1974
Mother's First Name (Maiden)	DELANA
Mother's Last Name (Current)	GENESIS
Mother's Last Name (Maiden)	SMITH
Mother's Middle Name (Maiden)	
Mother's Place of Birth	INDIANA
Mother's Residence City Name	INDIANAPOLIS
Mother's Residence County	MARION
Mother's Residence State	INDIANA
Mother's Residence Street Address	PLACETON

8. Click on the Add New button to add supporting documents for the current correction.



The screenshot shows the 'Document Control' window with a grid area and a vertical toolbar on the right. The 'Add New' button at the top of the toolbar is circled in red. Other buttons include 'Update', 'Delete', 'Done', and 'Exit'.

9. This will open a data entry section for the Supporting Documents information:



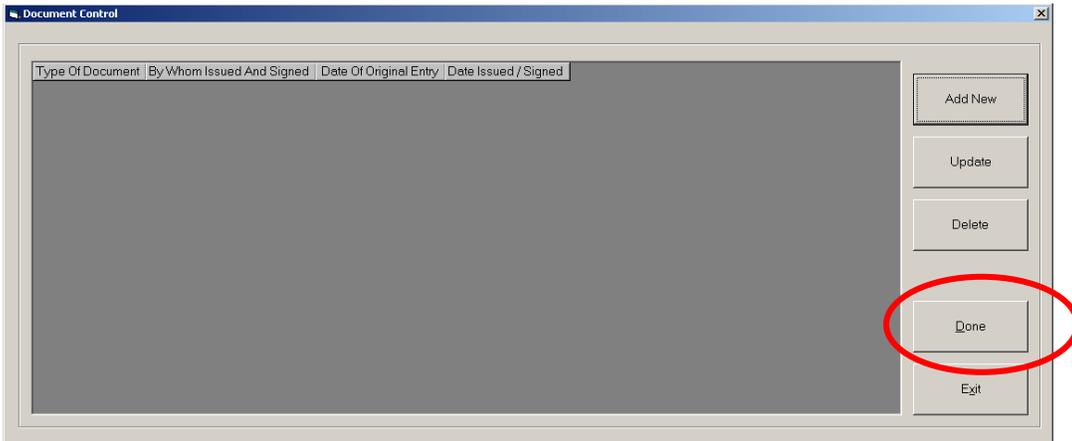
The screenshot shows a data entry form with four fields: 'Type Of Document', 'Date Of Original Entry', 'By Whom Issued And Signed', and 'Date Issued'. The 'Save' button is circled in red. The 'Date Of Original Entry' and 'Date Issued' fields contain date placeholders '\_\_\_/\_\_\_/\_\_\_'.

10. Enter the applicable data in the fields provide and click on the Save button.

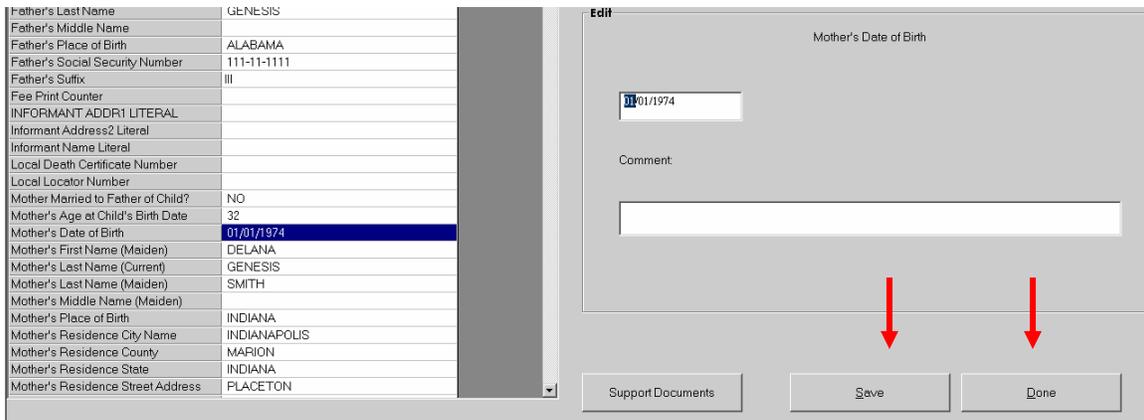
**You can add up to six (6) supporting documents for each correction session.**

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11. Press the Done button on the Document Control screen when you are finished entering the supporting documents.



12. Click 'Save' and 'Done' on the Corrections screen to apply the modification and complete the correction session.



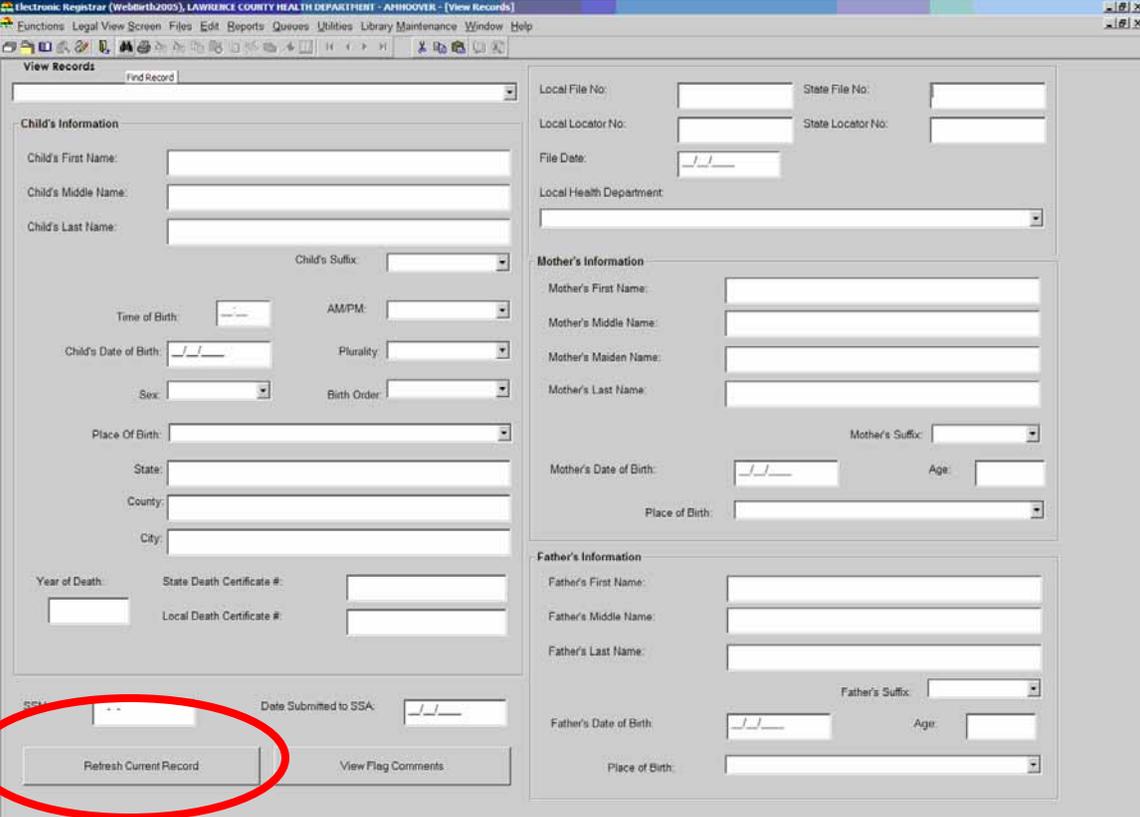
13. The system will issue a correction session number to acknowledge that a correction has taken effect.



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14. Click on the 'OK' button to close the Corrections screen and return to the Legal View Screen.

**Note: Click on the Refresh button to view the corrections made record.**



The screenshot shows the 'View Records' screen in the 'Electronic Registrar (WebBirth2005)' application. The interface is divided into several sections for data entry:

- Child's Information:** Includes fields for Child's First Name, Middle Name, Last Name, Suffix, Time of Birth, AM/PM, Date of Birth, Plurality, Sex, Birth Order, Place of Birth, State, County, and City.
- Mother's Information:** Includes fields for Mother's First Name, Middle Name, Maiden Name, Last Name, Suffix, Date of Birth, Age, and Place of Birth.
- Father's Information:** Includes fields for Father's First Name, Middle Name, Last Name, Suffix, Date of Birth, Age, and Place of Birth.
- Death Information:** Includes fields for Year of Death, State Death Certificate #, and Local Death Certificate #.
- Submission:** Includes a field for 'Date Submitted to SSA'.

At the bottom of the form, there are two buttons: 'Refresh Current Record' and 'View Flag Comments'. The 'Refresh Current Record' button is circled in red, indicating the action to be taken.

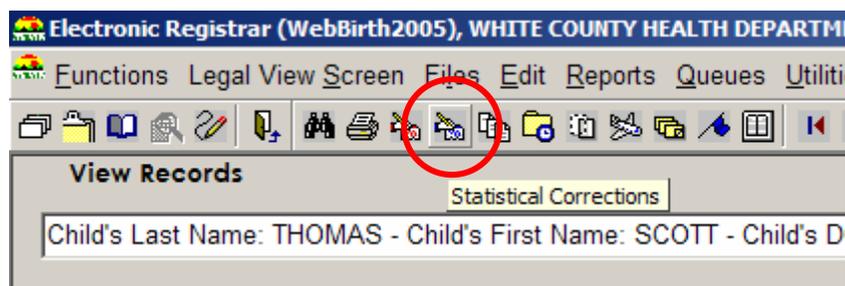
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### 3.8.3. Perform a Statistical Correction

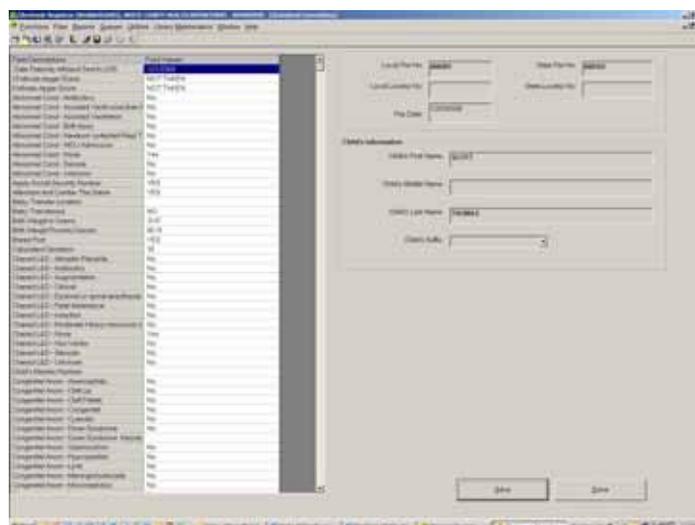
The IN EBRS provides the LHD user with ability to perform statistical corrections to eligible records on demand. Statistical Corrections pertain to modifications that are made to statistical items on a birth record. Statistical Corrections are not captured in a record's Net Change History.

To perform a Statistical Correction please follow the steps below:

1. Retrieve the record that requires a correction to the Legal View Screen using the Legal View Search . See section [Retrieve a Record in Legal View Screen](#).
2. Click on the Statistical Corrections icon found in the Legal View Screen menu.

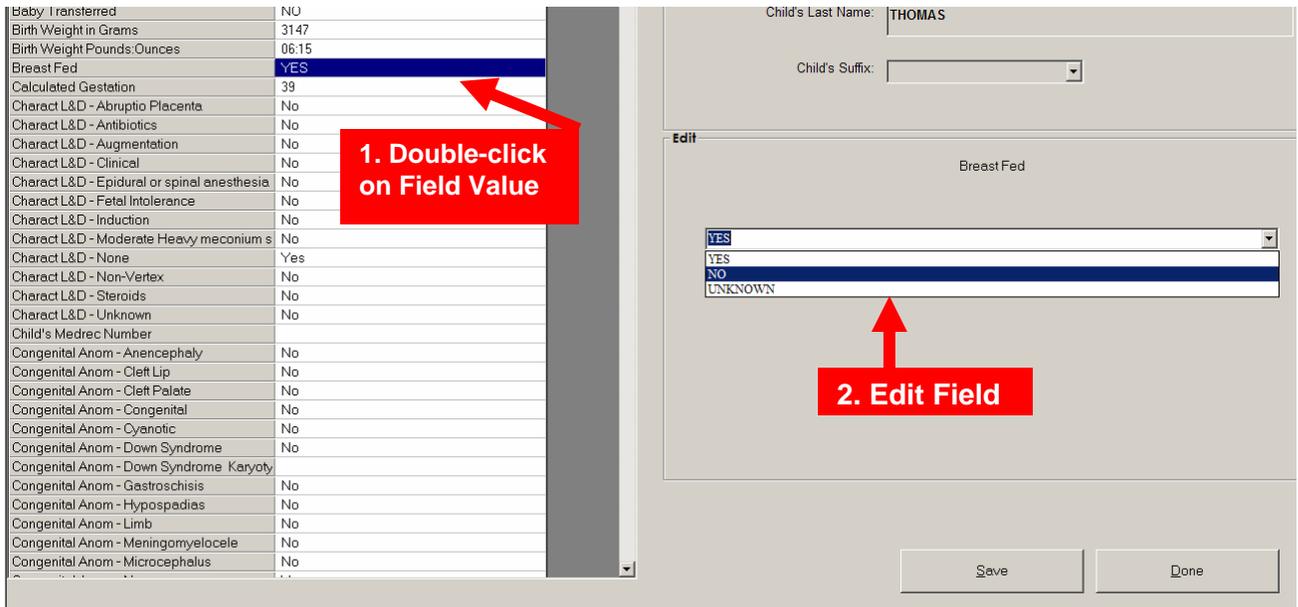


3. The corrections screen will be automatically displayed:



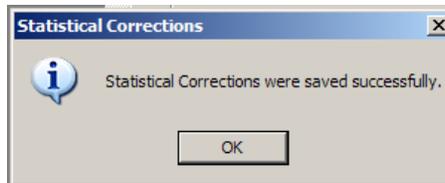
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4. Double-click on the field value that you would like to change to display the Field Edit frame and modify as appropriate.



The screenshot shows a data entry application. On the left is a list of fields with their current values. The 'Breast Fed' field has the value 'YES'. A red arrow points to this value with a callout box that says "1. Double-click on Field Value". On the right is an 'Edit' dialog box for the 'Breast Fed' field. The dialog shows a dropdown menu with options 'YES', 'NO', and 'UNKNOWN'. A red arrow points to the dropdown menu with a callout box that says "2. Edit Field". At the bottom of the dialog are 'Save' and 'Done' buttons.

5. Click 'Save' and 'Done' on the Corrections screen to apply the modification and complete the correction session.
6. The system will display the following message following the successful saving of the statistical correction performed.



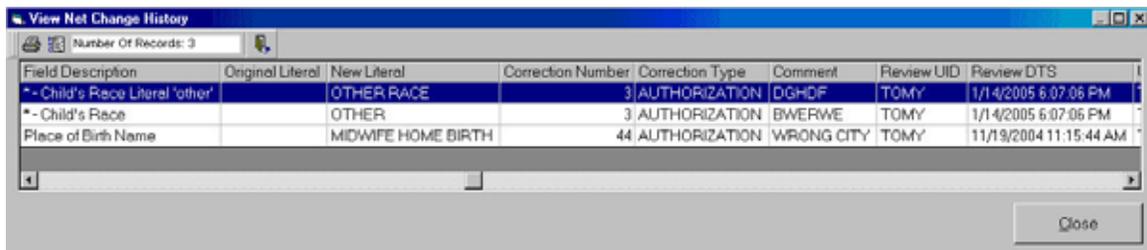
7. Click on OK to exit the Corrections screen.

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### 3.8.4. View a Record's Net Change History

The Net Change History screen displays all legal changes/corrections performed on a record.

1. To view a record's Net Change History, please follow the steps to retrieve a record in Legal View Screen. See section [Retrieve a Record in Legal View Screen](#).
2. Once the record is retrieved in Legal View Screen, click on the Net Change History icon  to view a record's Net Change History.



Field Description	Original Literal	New Literal	Correction Number	Correction Type	Comment	Review UID	Review DTS
* - Child's Race Literal 'other'		OTHER RACE	3	AUTHORIZATION	DGHDF	TOMY	1/14/2005 6:07:06 PM
* - Child's Race		OTHER	3	AUTHORIZATION	BWERWE	TOMY	1/14/2005 6:07:06 PM
Place of Birth Name		MIDWIFE HOME BIRTH	44	AUTHORIZATION	WRONG CITY	TOMY	11/19/2004 11:15:44 AM

3. Click on the Close button to close the View Net Change History screen.

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### 3.8.5. View a Record's AOF History

Records with library maintenance table entries that were 'added on the fly' (AOF) during the data entry process at facilities or during In House/Registration and were verified in the AOF Validation process at the ISDH are included in a record's AOF History.

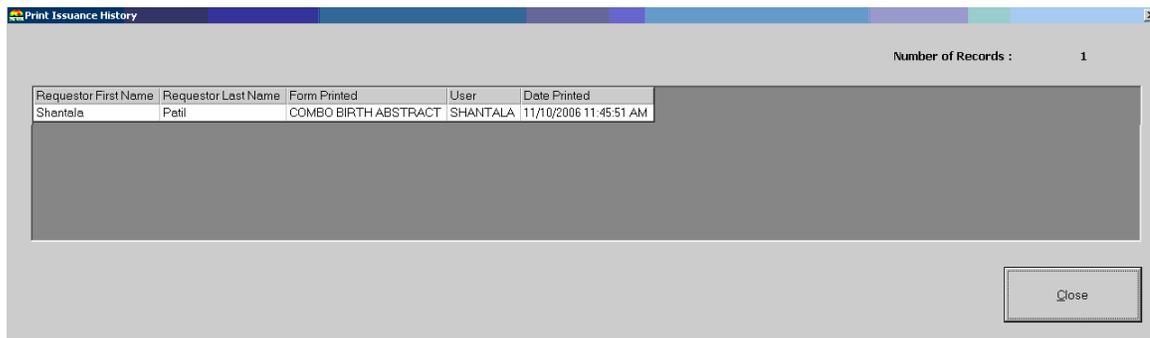
1. To view a record's AOF History, please follow the steps to retrieve a record in Legal View Screen. See section [Retrieve a Record in Legal View Screen](#).
2. Once the record is retrieved in Legal View Screen, click on the AOF History icon  to view a record's AOF History.
3. Click on the Close button to close the AOF History screen.

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### 3.8.6. View a Record's Issuance History

A record's Issuance History reflects details related to the issuance (printing) of certificates, including Requestor's First and Last Name, Type of Certificate printed, UserID of the person who issued (printed) the certificate and the date/time the issuance was performed.

1. To view a record's Issuance History, please follow the steps to retrieve a record in Legal View Screen. See section [Retrieve a Record in Legal View Screen](#).
2. Once the record is retrieved in Legal View Screen, click on the Issuance History icon  to view a record's Issuance History.



3. Click on the Close button to close the Issuance History screen.

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### 3.8.7. View Flags Associated with a Record

Record Flagging refers to a process of marking a record to indicate a special circumstance. Each 'flag' is associated with a corresponding message and in some cases will cause the system to restrict some functions from being performed on the record (i.e. Issuance) or to warn the operator of a special circumstance (i.e. Missing Child) with appropriate instructions. The message associated with a given flag will appear on screen when a record is retrieved on the Legal View Screen or when you click on View Flag Comments.

1. To view a record's Issuance History, please follow the steps to retrieve a record in Legal View Screen. See section [Retrieve a Record in Legal View Screen](#).
2. Once the record is retrieved in Legal View Screen, click on the Record Flag icon  to view a flags associated with the record.

<p><b>Child's Information</b></p> <p>State File Number: <input type="text" value="000135"/></p> <p>Child's First Name: <input type="text" value="DON"/></p> <p>Child's Middle Name: <input type="text" value="LOUIS"/></p> <p>Child's Last Name: <input type="text" value="MENDEZ"/></p> <p>Child's Suffix: <input type="text"/></p> <p>Child's Sex: <input type="text" value="MALE"/></p> <p>Child's DOB: <input type="text" value="11/09/2006"/></p>	<p><b>Flags</b></p> <p><input type="checkbox"/> Do not Issue</p> <p><input type="checkbox"/> Require ID</p> <p><input type="checkbox"/> Missing Child</p> <p><input type="checkbox"/> Deceased</p> <p><input type="checkbox"/> Putative Father</p> <p><input type="checkbox"/> Medical History</p> <p><input type="checkbox"/> Certificate has been printed 10 times</p>
<p><b>Administrative Flags</b></p> <p> <input type="checkbox"/> 1    <input type="checkbox"/> 2    <input type="checkbox"/> 3    <input type="checkbox"/> 4    <input type="checkbox"/> 5  <input type="checkbox"/> 6    <input type="checkbox"/> 7    <input type="checkbox"/> 8    <input type="checkbox"/> 9    <input type="checkbox"/> 10         </p>	
<p> <input type="button" value="Save"/>    <input type="button" value="Exit"/> </p>	

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### 3.8.8. Set or Remove a Record Flag

1. To set or remove a record flag, please follow the steps to retrieve a record in Legal View Screen. See section [Retrieve a Record in Legal View Screen](#).
2. Once the record is retrieved in Legal View Screen, click on the Record Flag icon  to view a flags associated with the record.

<p><b>Child's Information</b></p> <p>State File Number: <input type="text" value="000135"/></p> <p>Child's First Name: <input type="text" value="DON"/></p> <p>Child's Middle Name: <input type="text" value="LOUIS"/></p> <p>Child's Last Name: <input type="text" value="MENDEZ"/></p> <p>Child's Suffix: <input type="text"/></p> <p>Child's Sex: <input type="text" value="MALE"/></p> <p>Child's DOB: <input type="text" value="11/09/2006"/></p>	<p><b>Flags</b></p> <p><input type="checkbox"/> Do not Issue</p> <p><input type="checkbox"/> Require ID</p> <p><input type="checkbox"/> Missing Child</p> <p><input type="checkbox"/> Deceased</p> <p><input type="checkbox"/> Putative Father</p> <p><input type="checkbox"/> Medical History</p> <p><input type="checkbox"/> Certificate has been printed 10 times</p>
<p><b>Administrative Flags</b></p> <p> <input type="checkbox"/> 1    <input type="checkbox"/> 2    <input type="checkbox"/> 3    <input type="checkbox"/> 4    <input type="checkbox"/> 5  <input type="checkbox"/> 6    <input type="checkbox"/> 7    <input type="checkbox"/> 8    <input type="checkbox"/> 9    <input type="checkbox"/> 10         </p>	
<p> <input type="button" value="Save"/>    <input type="button" value="Exit"/> </p>	

3. Click on the check box of each applicable flag to set or remove and enter comments as necessary.
4. Click on the Save button to save your changes.
5. Click on the Exit button to exit the Record Flags screen.

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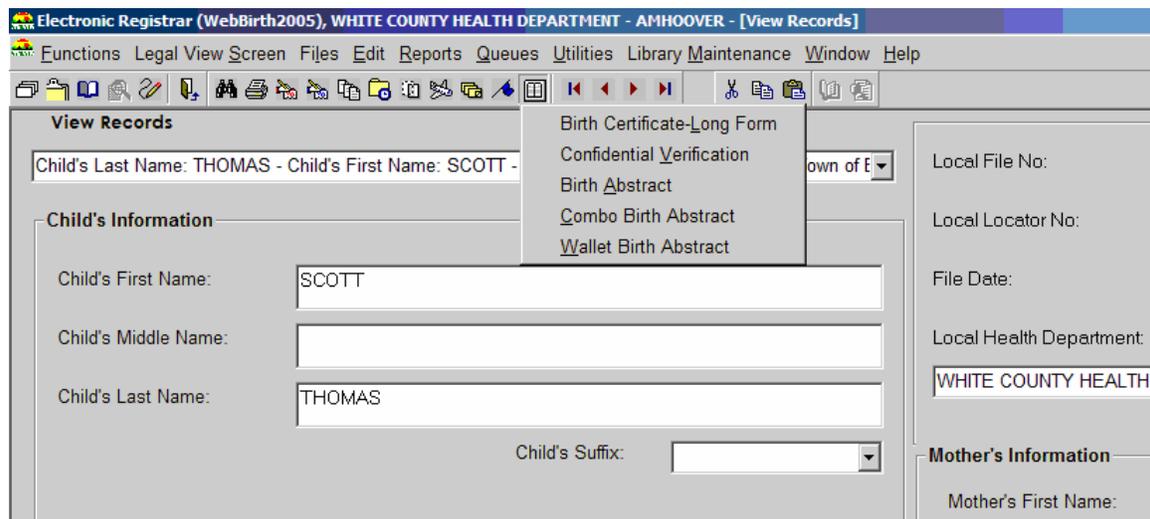
### 3.8.9. Issue or Print Certificates

The Issuance Bridge function provides the means for authorized users to print certified copies of forms/certificates using the Issuance Bridge in the Legal View Screen.

The following certificates can be issued using the Issuance Bridge function:

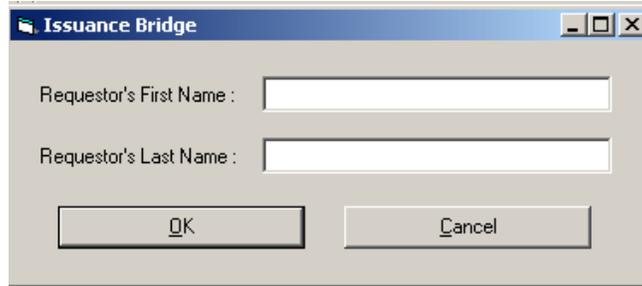
- Birth Certificate – Long Form
- Confidential Verification
- Birth Abstract
- Combo Birth Abstract
- Wallet Birth Abstract

1. Please follow the steps to retrieve a record in Legal View Screen. See section [Retrieve a Record in Legal View Screen](#).
2. Click on the Issuance Bridge icon  to initiate the issuance process.
3. Select from the list of certificate types to print.



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4. The Issuance Bridge screen will display the window below:



5. Enter the Requestor's Last and First Names (if available).

6. Click the OK button to print the requested certificate to the printer specified in the Printer Setup utility.

**Printing Notes:**

For records with a Date of Death and Place of Death indicated, a 'Deceased' watermark will be printed on the issued (printed) certificates.

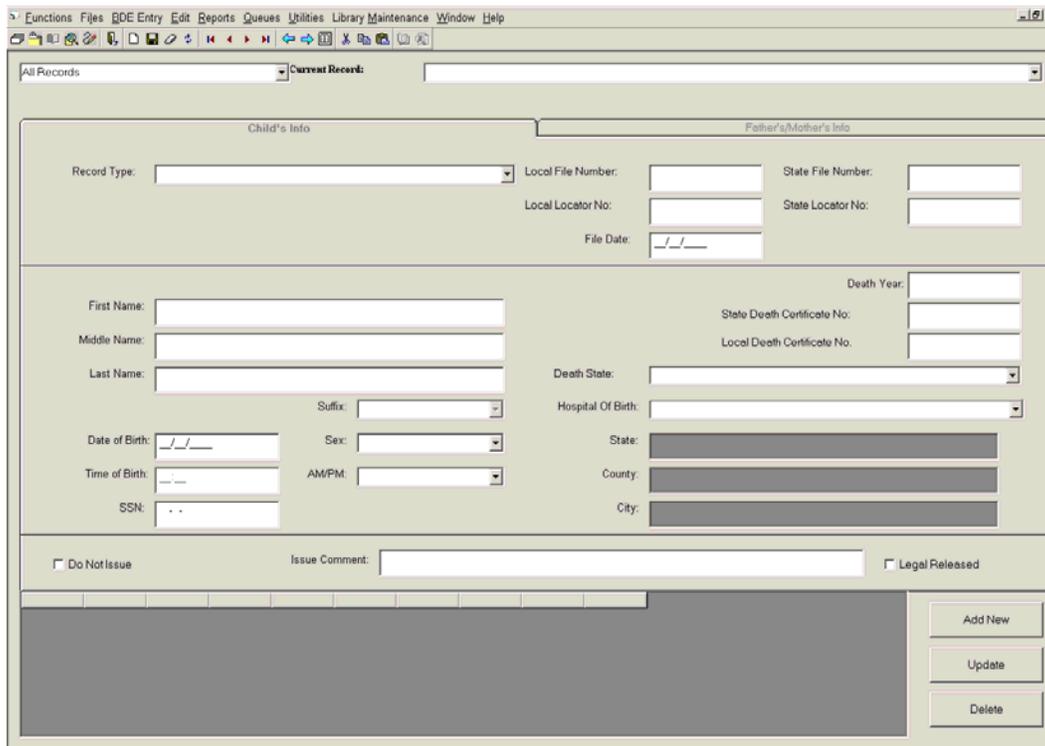
	<b>Genesis Systems, Inc.</b>	Document ID: <b>IN-01-0074-LHD Users Training Guide-A-061124</b> Issue Date: <b>November 27, 2006</b>	Version: <b>A</b>
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### 3.9. Back Data Entry

The Back Data Entry process provides the means to enter Legacy (Missing) and Belated record types so that they can be made available on the system for subsequent use.

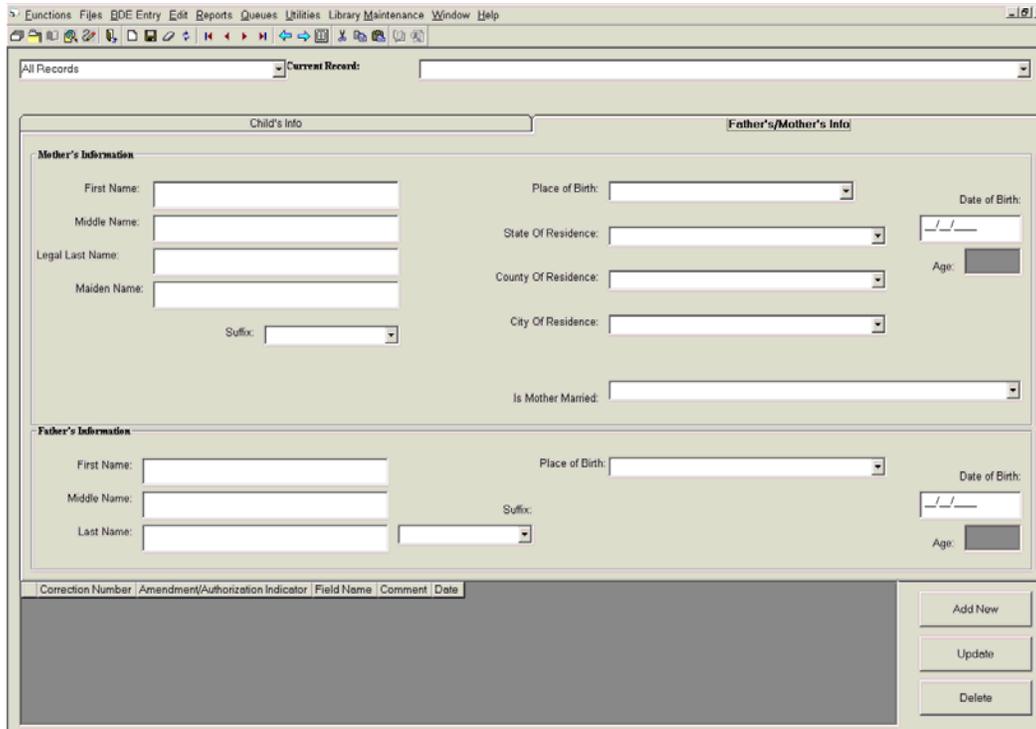
#### 3.9.1. Add a Missing or Belated Record

1. From the Birth Menu, click on the Back Data Entry icon  to access the BDE screen.
2. Click on the Create a New Record icon  to begin a new record in the IN EBRS. Enter information in the Child's Info screen.



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3. Click on the Father's/Mother's Info and enter all available information.



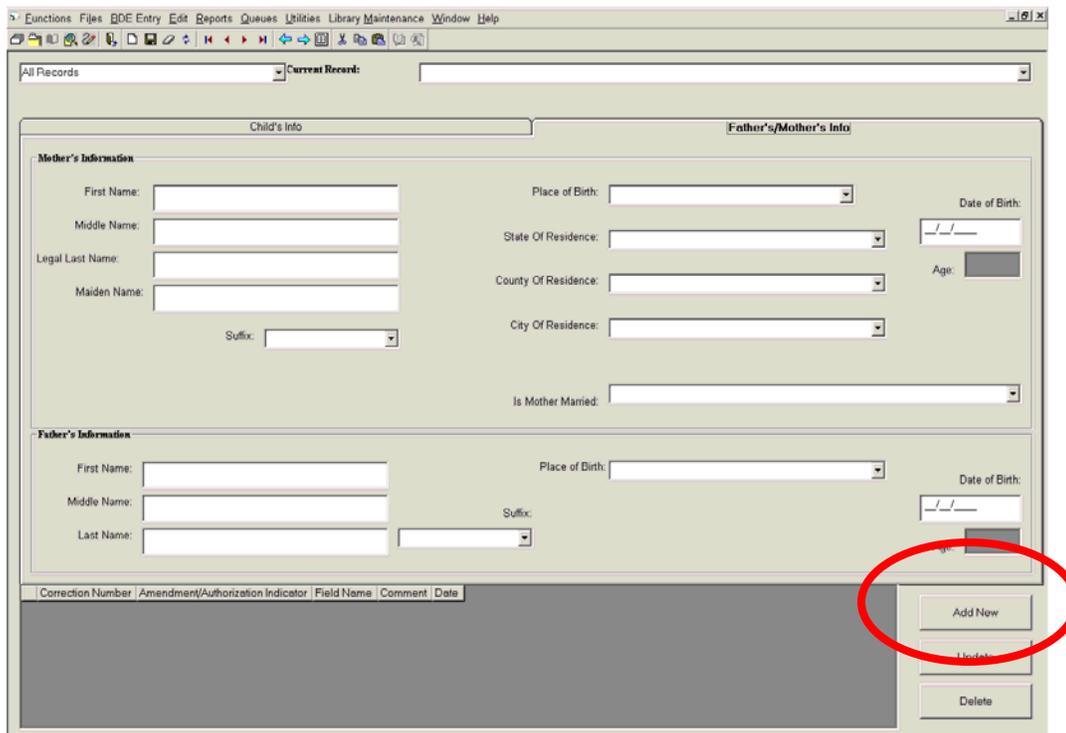
The screenshot shows a software window titled 'Functions Files BDE Entry Edit Reports Queues Utilities Library Maintenance Window Help'. Below the title bar, there are navigation buttons and a 'Current Record:' dropdown menu. The main content area is divided into two tabs: 'Child's Info' and 'Father's/Mother's Info'. The 'Father's/Mother's Info' tab is active and contains two sub-sections: 'Mother's Information' and 'Father's Information'. Each sub-section has several input fields and dropdown menus for personal and residential details. At the bottom right of the form, there are three buttons: 'Add New', 'Update', and 'Delete'.

4. Click on the Save icon  to save the record in the IN EBRS.

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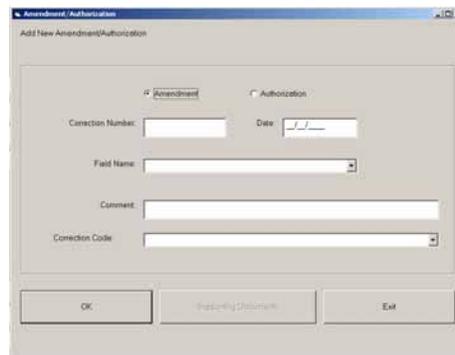
### 3.9.2. Add Supporting Documents to BDE Records

1. Add a new record in BDE (Legacy (Missing) or Belated type). See section [Add a Missing or Belated Record](#).
2. To enter supporting documents using the Amendment Editor, click on the Add New button.



The screenshot shows the 'BDE Entry' application window. The 'Father's/Mother's Info' tab is active, displaying fields for 'Mother's Information' and 'Father's Information'. The 'Add New' button is circled in red.

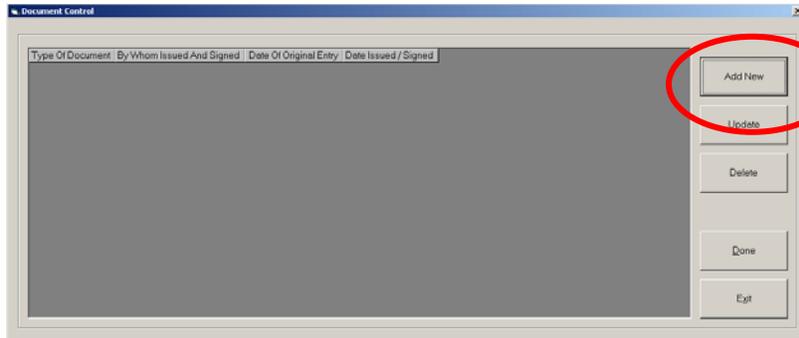
3. Enter the available (applicable) information in the fields provided in the Amendment / Authorization screen and press the 'OK' button.



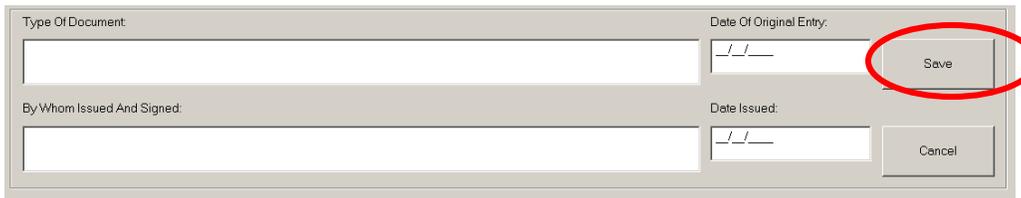
The screenshot shows the 'Add New Amendment/Authorization' dialog box. It has two radio buttons: 'Amendment' (selected) and 'Authorization'. The fields include: Correction Number, Date, Field Name, Comment, and Correction Code. At the bottom are buttons for 'OK', 'Helping Documents', and 'Exit'.

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- The Supporting Documents button will be enabled once the OK button is clicked. Please click on the Supporting Documents button to add the supporting documents information.
- Click on the Add New button to add supporting documents related to the record.

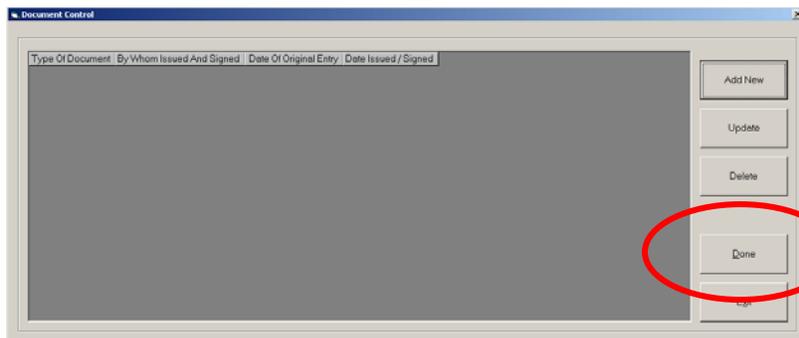


- This will open a data entry section for the Supporting Documents information:



The screenshot shows a data entry form with four input fields: "Type Of Document", "Date Of Original Entry", "By Whom Issued And Signed", and "Date Issued". Each field has a corresponding date mask (////). On the right side of the form, there are two buttons: "Save" and "Cancel". The "Save" button is circled in red.

- Enter the applicable data in the fields provide and click on the Save button. You may add up to six (6) supporting documents for each correction session.
- Press the Done button on the Document Control screen when you are finished entering the supporting documents.



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### 3.9.3. Issue or Print Certificates in BDE

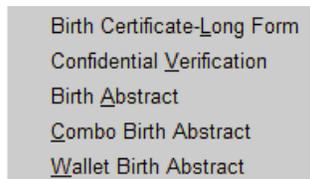
The Issuance Bridge function found in BDE provides the means for authorized users to print certified copies of forms/certificates without having to retrieve the record in the Legal View Screen.

The following certificates can be issued using the Issuance Bridge function:

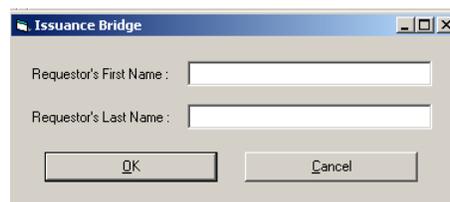
- Birth Certificate – Long Form
- Confidential Verification
- Birth Abstract
- Combo Birth Abstract
- Wallet Birth Abstract

The above certificate types can be created for the record in focus in the Back Data Entry Screen.

1. Click on the Issuance Bridge icon  to initiate the issuance process.
2. Select from the list of certificate types to print.



3. The Issuance Bridge screen will display the Issuance Bridge window below:



4. Enter the Requestor's Last and First Names (if available).
5. Click the OK button to print the requested certificate to the printer specified in the Printer Setup utility.

#### Printing Notes:

For records with a Date of Death and Place of Death indicated, a 'Deceased' watermark will be printed on the issued (printed) certificates.

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### 3.10. In House/Registration

In House/Registration area of the IN EBRS application provides the capability for the LHD to key the following types of records:

- Home Births
- Non Participating Facility Births
- Foundlings

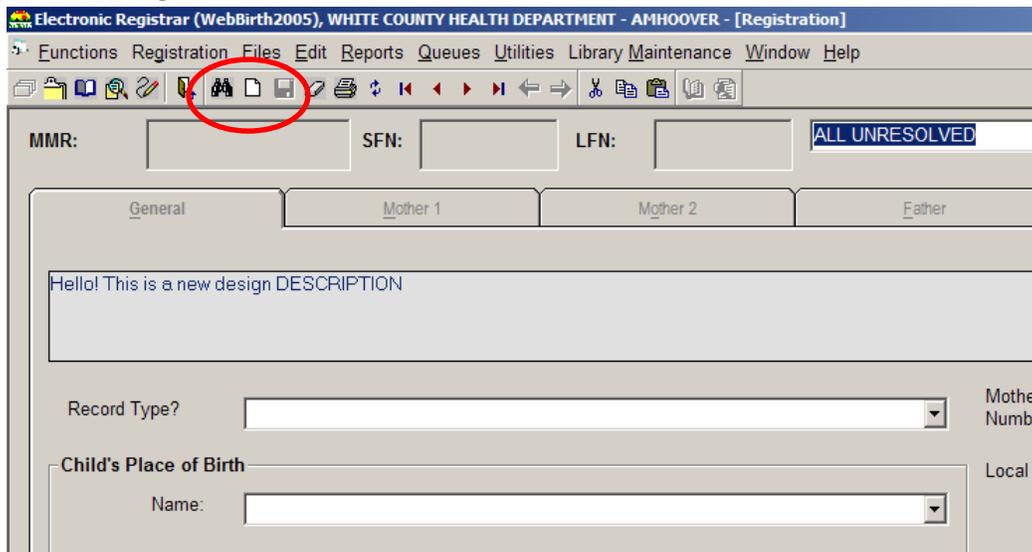
#### 3.10.1. Adding a New Birth Record

Please follow the steps below to add a new birth record in the IN EBRS:

1. Click on the Registration icon  found in the Birth Menu to access the registration screen.



2. Click on the Create a New Record icon  to begin a new record in the IN EBRS.



Electronic Registrar (WebBirth2005), WHITE COUNTY HEALTH DEPARTMENT - AMHOOVER - [Registration]

Functions Registration Files Edit Reports Queues Utilities Library Maintenance Window Help

MMR:  SFN:  LFN:  [ALL UNRESOLVED](#)

General Mother 1 Mother 2 Father

Hello! This is a new design DESCRIPTION

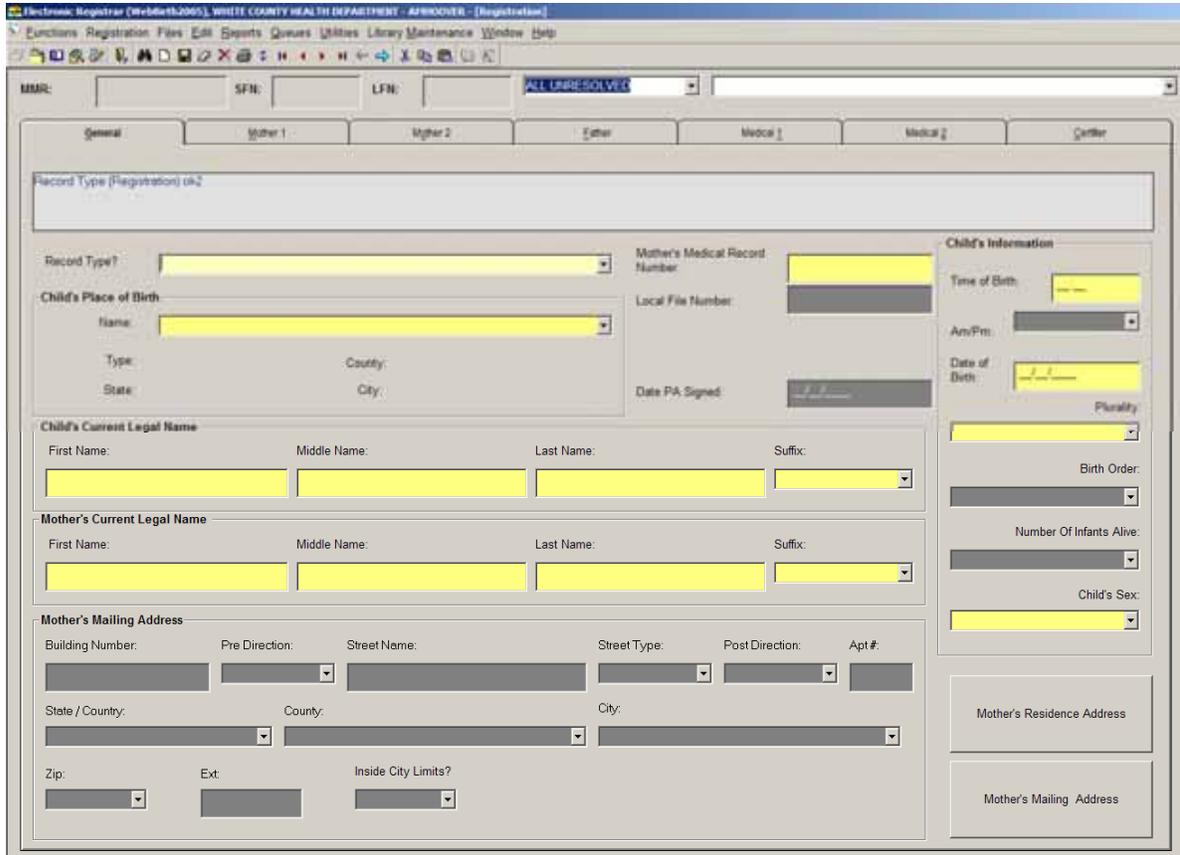
Record Type?  Mother Number

Child's Place of Birth  Local f

Name:

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3. Enter all available information in applicable fields in the General Tab.



The screenshot shows the 'Electronic Registrar (WebBirth2005)' application window. The 'General' tab is selected, and the form is populated with yellow highlights. The 'Record Type' is set to 'Registration (042)'. The 'Child's Place of Birth' section includes fields for Name, Type, County, State, and City. The 'Child's Current Legal Name' section includes First Name, Middle Name, Last Name, and Suffix. The 'Mother's Current Legal Name' section includes First Name, Middle Name, Last Name, and Suffix. The 'Mother's Mailing Address' section includes Building Number, Pre Direction, Street Name, Street Type, Post Direction, Apt #, State / Country, County, City, Zip, Ext, and Inside City Limits?. The 'Child's Information' section on the right includes Time of Birth, Am/Pm, Date of Birth, Plurality, Birth Order, Number Of Infants Alive, and Child's Sex.

4. Click on the Save icon  to save/initiate the record in the IN EBRS.

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5. Enter all available information in applicable fields in the Mother 1 Tab.

The screenshot shows the 'Mother 1' tab of a software application. The form is divided into several sections:

- Mother's Date of Birth (Registration):** A text field with a date entered.
- Mother's Information (Left Column):**
  - Date of Birth: [Text Field]
  - Age: [Text Field]
  - State, Territory, or Foreign Country of Birth: [Dropdown Menu]
  - Mother's SSN: [Text Field]
  - Will Infant Be Placed for Adoption?: [Dropdown Menu]
  - SSN for Baby?: [Text Field]
- Mother's Information (Right Column):**
  - Education: [Dropdown Menu]
  - Occupation: [Text Field]
  - Type of Business (Industry): [Text Field]
  - Mother of Hispanic Origin? (Check only one):**
    - 00. No, not Spanish/Hispanic/Latina
    - 01. Yes, Mexican, Mexican American, Chicana
    - 02. Yes, Puerto Rican
    - 03. Yes, Cuban
    - 04. Yes, other Spanish/Hispanic/Latina (Specify) [Text Field]
    - 99. Unknown if Spanish/Hispanic/Latina

6. Enter all available information in applicable fields in the Mother 2 Tab.

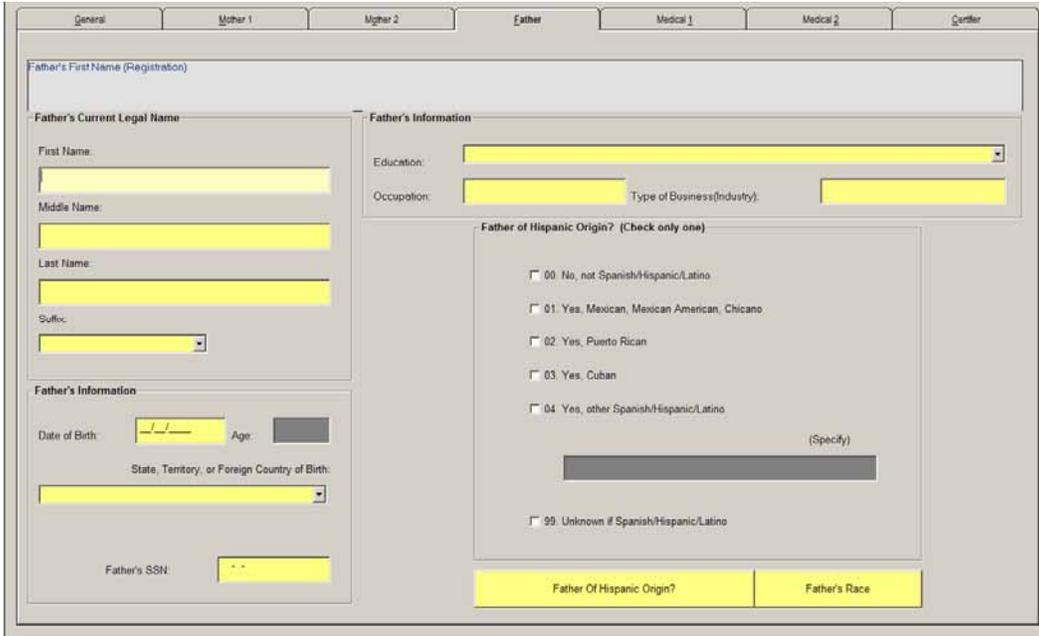
The screenshot shows the 'Mother 2' tab of a software application. The form is divided into several sections:

- Mother's Health Information:**
  - Did Mother Receive WIC Food For Herself Because she was pregnant with this child?: [Dropdown Menu]
  - Mother's Weight (Pounds):
    - Prepregnancy: [Text Field]
    - At Delivery: [Text Field]
  - Mother's Height (Feet - Inches): [Text Field]
- Cigarette Smoking Before and During Pregnancy:**

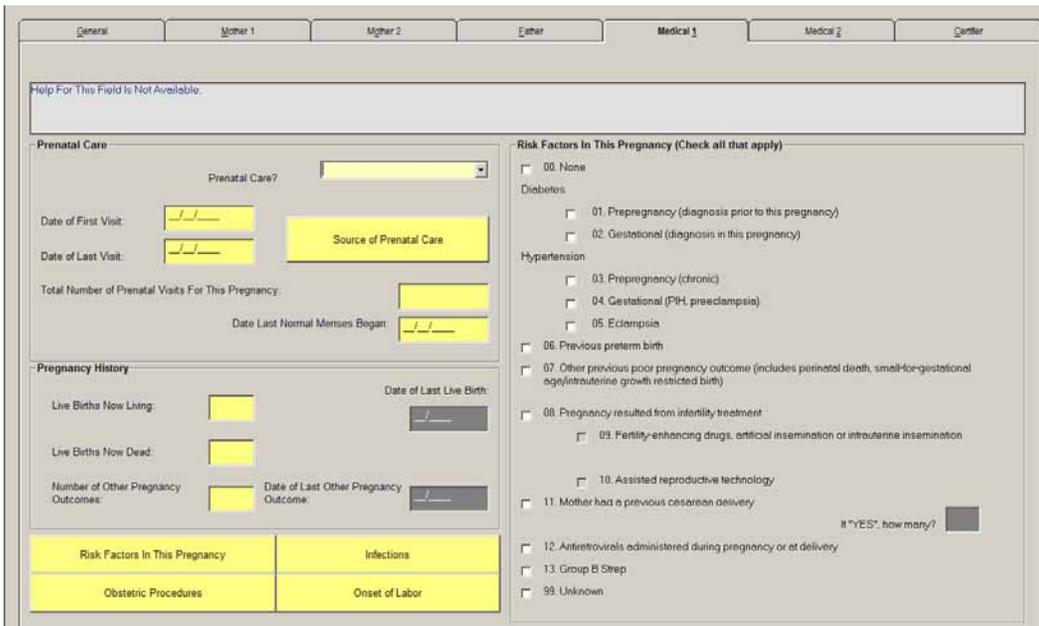
	Cigs / Day	Packs / Day
Three Months Before -	[Text Field]	[Text Field]
First Three Months -	[Text Field]	[Text Field]
Second Three Months -	[Text Field]	[Text Field]
Third Trimester -	[Text Field]	[Text Field]
- Mother's Information:**
  - Mother's Name Prior to Her First Marriage:
    - First Name: [Text Field]
    - Middle Name: [Text Field]
    - Last Name: [Text Field]
    - Suffix: [Dropdown Menu]
  - Marital Status: [Dropdown Menu]
  - Is Mother Married to the Father of This Child?: [Dropdown Menu]
  - Will a Paternity Affidavit Be Completed?: [Dropdown Menu]
  - Paternity Affidavit Number: [Text Field]

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7. Enter all available information in applicable fields in the Father Tab (when there is a father associated with the birth record).

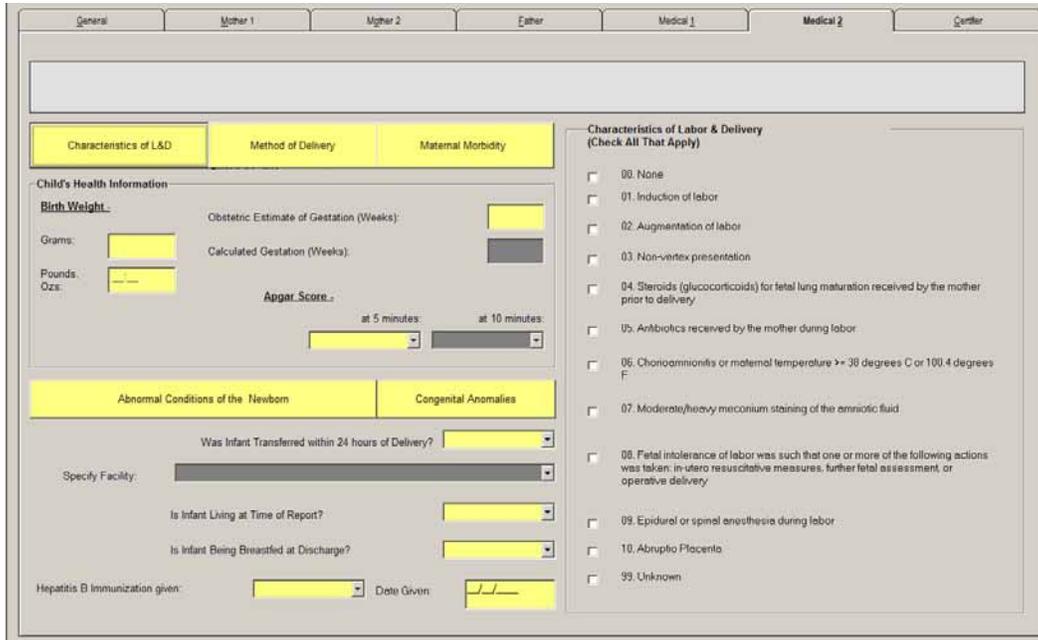


8. Enter all available information in applicable fields in the Medical 1 Tab.



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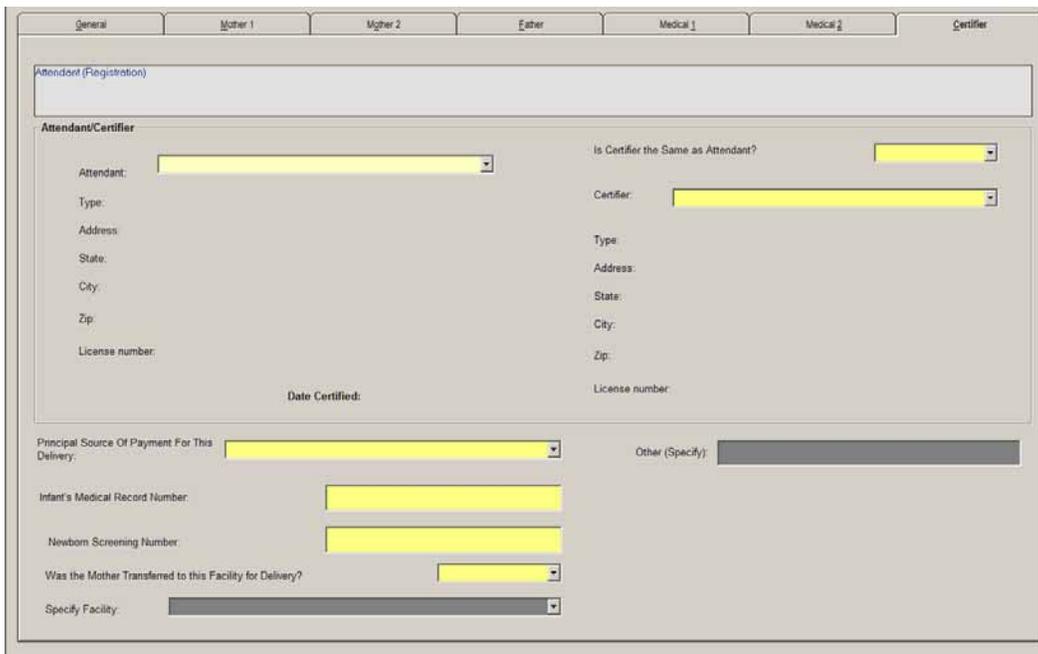
9. Enter all available information in applicable fields in the Medical 2 Tab.



The screenshot shows the 'Medical 2' tab in the software. The 'Characteristics of Labor & Delivery' section is highlighted in yellow. It contains the following fields and options:

- Child's Health Information:**
  - Birth Weight: Grams ( ), Pounds, Ozs. ( )
  - Obstetric Estimate of Gestation (Weeks): ( )
  - Calculated Gestation (Weeks): ( )
  - Apgar Score: at 5 minutes: ( ), at 10 minutes: ( )
- Abnormal Conditions of the Newborn:**
  - Was Infant Transferred within 24 hours of Delivery? ( )
  - Specify Facility: ( )
  - Is Infant Living at Time of Report? ( )
  - Is Infant Being Breastfed at Discharge? ( )
  - Hepatitis B Immunization given: ( ), Date Given: ( )
- Congenital Anomalies:** ( )
- Characteristics of Labor & Delivery (Check All That Apply):**
  - 00. None
  - 01. Induction of labor
  - 02. Augmentation of labor
  - 03. Non-vertex presentation
  - 04. Steroids (glucocorticoids) for fetal lung maturation received by the mother prior to delivery
  - 05. Antibiotics received by the mother during labor
  - 06. Chorioamnionitis or maternal temperature >= 38 degrees C or 100.4 degrees F
  - 07. Moderate/heavy meconium staining of the amniotic fluid
  - 08. Fetal intolerance of labor was such that one or more of the following actions was taken: in-utero resuscitative measures, further fetal assessment, or operative delivery
  - 09. Epidural or spinal anesthesia during labor
  - 10. Abruptio Placentae
  - 99. Unknown

10. Enter all available information in applicable fields in the Medical 2 Tab.



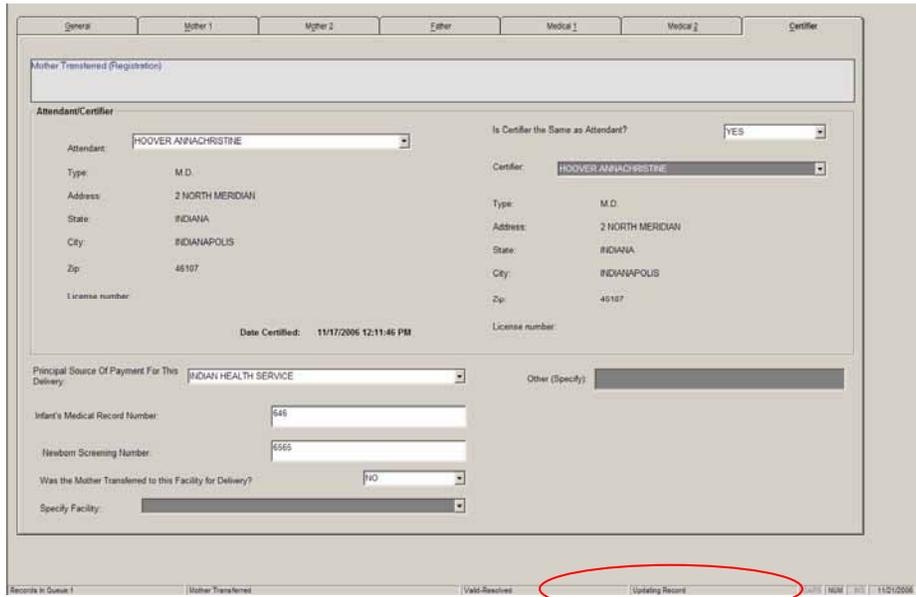
The screenshot shows the 'Medical 2' tab in the software. The 'Attendant/Certifier' section is highlighted in yellow. It contains the following fields and options:

- Attendant/Certifier:**
  - Attendant: ( )
  - Type: ( )
  - Address: ( )
  - State: ( )
  - City: ( )
  - Zip: ( )
  - License number: ( )
  - Date Certified: ( )
  - Is Certifier the Same as Attendant? ( )
  - Certifier: ( )
  - Type: ( )
  - Address: ( )
  - State: ( )
  - City: ( )
  - Zip: ( )
  - License number: ( )
- Principal Source of Payment For This Delivery:** ( )
- Other (Specify):** ( )
- Infant's Medical Record Number:** ( )
- Newborn Screening Number:** ( )
- Was the Mother Transferred to this Facility for Delivery?** ( )
- Specify Facility:** ( )

11. Click on the Save icon  to save the record in the IN EBRS.

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12. Check the Unresolved Fields List for fields that are still detected by the system as having the status of unresolved, by clicking on the record status frame of the registration screen.



The screenshot shows a registration form with several tabs: General, Mother 1, Mother 2, Father, Medical 1, Medical 2, and Certifier. The 'Certifier' tab is active. The form contains fields for 'Attendant/Certifier' information, including name, type, address, state, city, zip, and license number. There are also fields for 'Principal Source Of Payment For This Delivery', 'Infant's Medical Record Number', 'Newborn Screening Number', and 'Was the Mother Transferred to this Facility for Delivery?'. At the bottom of the form, there is a status bar with buttons for 'Records in Queue', 'Mother Transferred', 'Valid-Resolved', 'Updating Record', and 'Exit'. The 'Updating Record' button is circled in red.

13. The Unresolved Field List will identify any field (hyperlinked) that is still considered unresolved by the system. If there are any unresolved fields that are identified in this window, please complete (resolve) them as the record will not be available for release to the Local Health Department Batch Printing process until all fields are detected as resolved.



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### 3.10.2. Adding an Attendant and/or Certifier in Library Maintenance

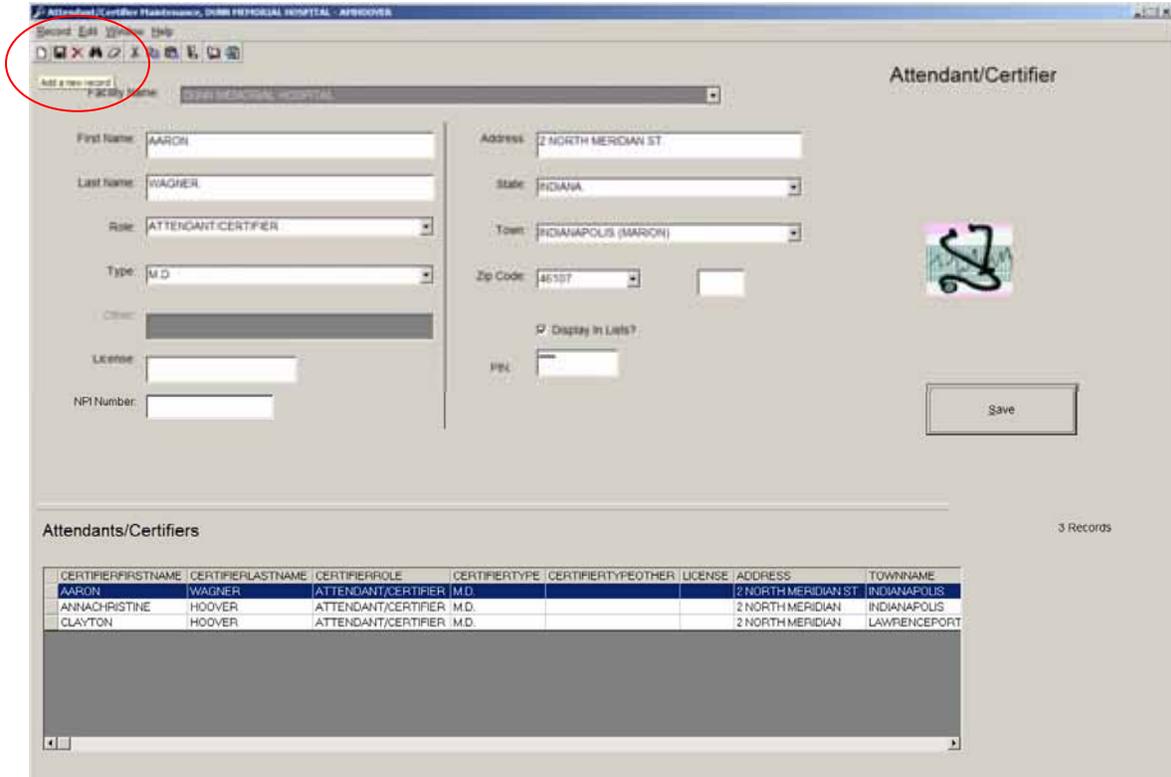
The purpose of adding an attendant and/or certifier in library maintenance is to populate the Attendants/Certifiers list that users from your facility can select from when assigning an attendant and/or certifier to a birth record.

Please follow the steps below to add an attendant and/or Certifier in Library Maintenance:

- From the Birth Menu, under Library Maintenance, select Attendant/Certifier.

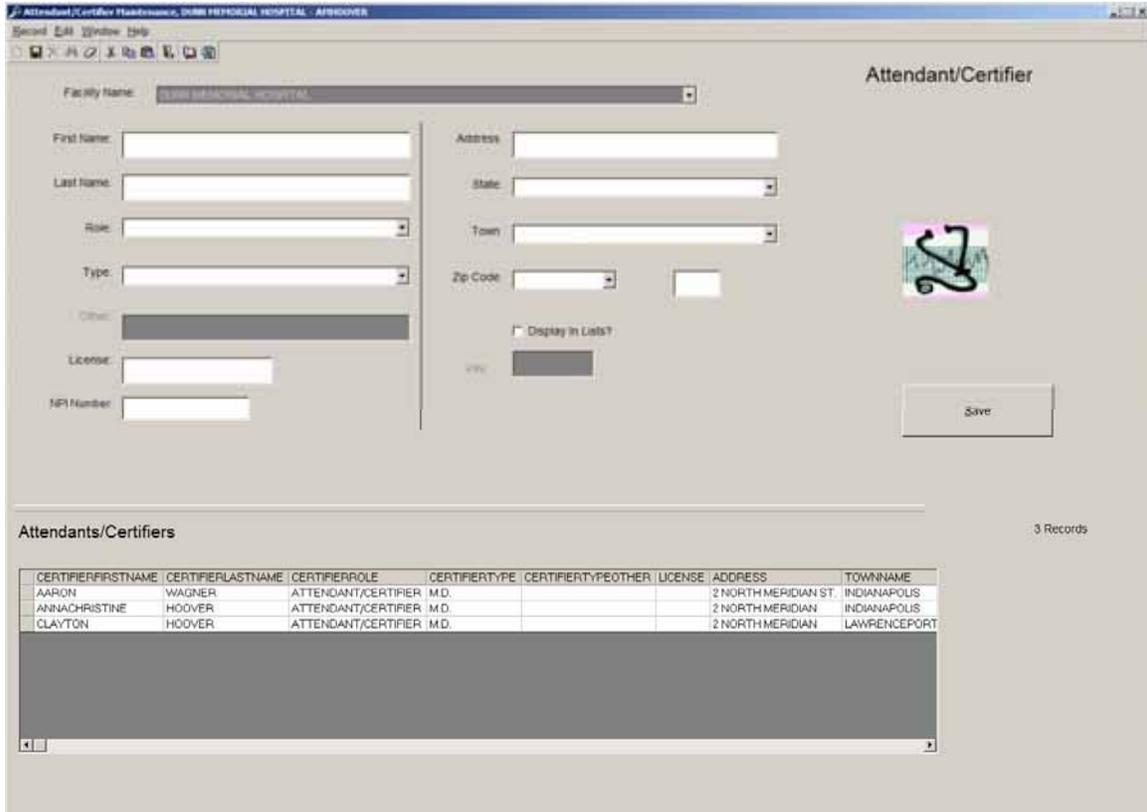


- Click on the Add New Record icon  in the Attendant/Certifier Library Maintenance Table window to create a new entry.



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16. Enter all available information in the appropriate fields and click on the Save button to add entry to the library maintenance table.



Attendant/Certifier

Facility Name: CLAYTON MEMORIAL HOSPITAL

First Name:

Last Name:

Role:

Type:

Other:

License:

NPI Number:

Address:

State:

Town:

Zip Code:

Display in Lists?

Save

Attendants/Certifiers 3 Records

CERTIFIERFIRSTNAME	CERTIFIERLASTNAME	CERTIFIERROLE	CERTIFIERTYPE	CERTIFIERTYPEOTHER	LICENSE	ADDRESS	TOWNNAME
AARON	WAGNER	ATTENDANT/CERTIFIER	M.D.			2 NORTH MERIDIAN ST.	INDIANAPOLIS
ANNACHRISTINE	HOOVER	ATTENDANT/CERTIFIER	M.D.			2 NORTH MERIDIAN	INDIANAPOLIS
CLAYTON	HOOVER	ATTENDANT/CERTIFIER	M.D.			2 NORTH MERIDIAN	LAWRENCEPORT

17. Your entry should be immediately available in the list of Attendants/Certifiers for your facility.

Attendants/Certifiers 3 Records

CERTIFIERFIRSTNAME	CERTIFIERLASTNAME	CERTIFIERROLE	CERTIFIERTYPE	CERTIFIERTYPEOTHER	LICENSE	ADDRESS	TOWNNAME
AARON	WAGNER	ATTENDANT/CERTIFIER	M.D.			2 NORTH MERIDIAN ST.	INDIANAPOLIS
ANNACHRISTINE	HOOVER	ATTENDANT/CERTIFIER	M.D.			2 NORTH MERIDIAN	INDIANAPOLIS
CLAYTON	HOOVER	ATTENDANT/CERTIFIER	M.D.			2 NORTH MERIDIAN	LAWRENCEPORT

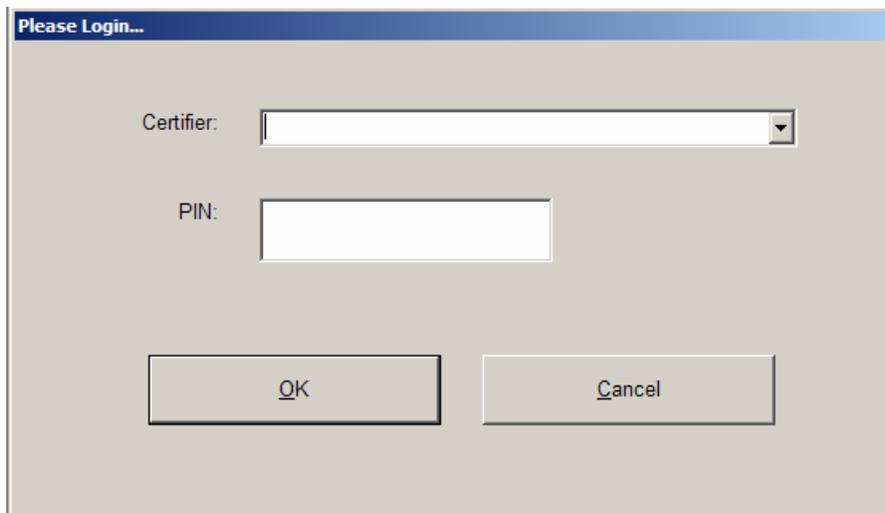
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### 3.10.3. Electronic Certification

Electronic Certification of a birth record is performed by the Certifier identified on the birth record in the Certifier Tab of the registration screen. If a certifier is NOT identified on the record, he/she will NOT be able to perform electronic certification on the birth record.

Please follow the steps below to perform electronic certification on a birth record.

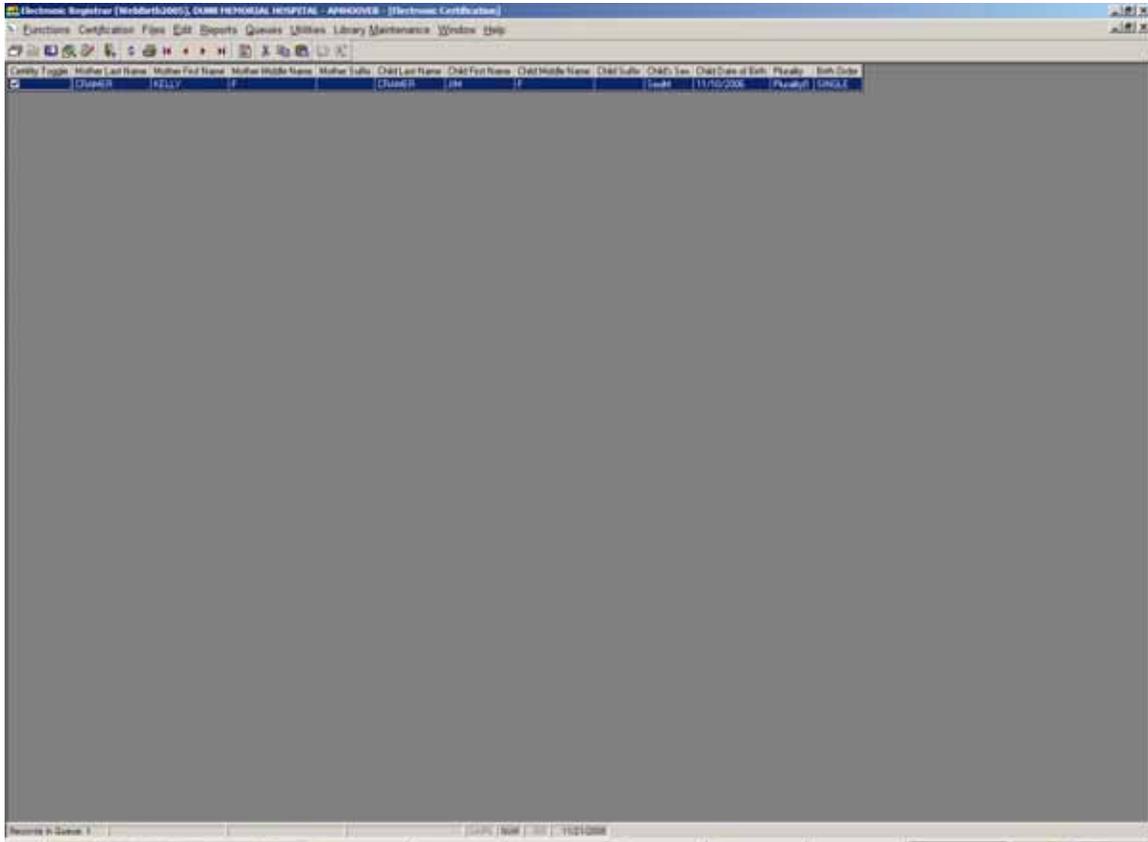
1. Certifier must be logged in to the IN EBRS to access the Electronic Certification function. Please follow the directions contained in this document (Login).
2. From the Birth Menu, click on the Electronic Certification icon 
3. Select a certifier from the drop-down list in the Certifier window and enter the four-digit PIN.



**If this is the first time that a certifier is accessing the electronic certification function of the IN EBRS, the system will prompt the user to enter the temp PIN and specify a new PIN.**

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- All records assigned to the certifier will appear on the certification screen.



- Select the record(s) you would like to certify by checking (or unchecking) the box(es) (under the Certify Toggle column) that corresponds with the birth record(s) you wish to certify.



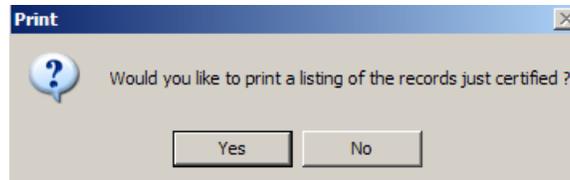
- Click on the Certify Record icon  to certify the selected record(s).

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- Please re-enter your four digit PIN when prompted by the system and click OK.



- To print a listing of the records that were certified during this session select Yes; to close the window without printing select No.



- To exit the Electronic Certification screen click on [ X ] located at the top right hand corner of the screen. (Note: 2<sup>nd</sup> 'X' from the top).



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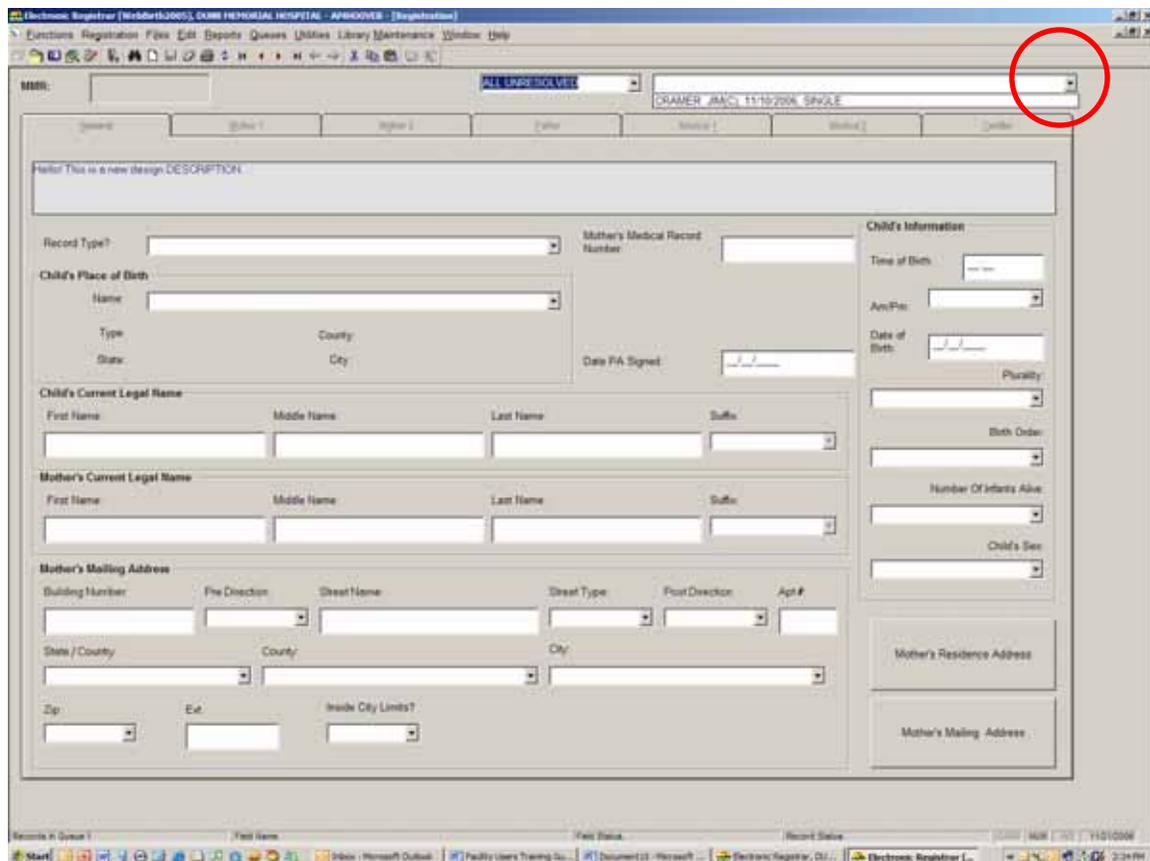
### 3.10.4. Searching for a Birth Record

There are two ways to search for and retrieve a birth record in the Registration/Inhouse section of the IN EBRS.

1. Unresolved Work Queue – contains all the unresolved birth records for your location.
2. Search Engine – will retrieve all records (both resolved and unresolved) associated with your location.

### Unresolved Work Queue

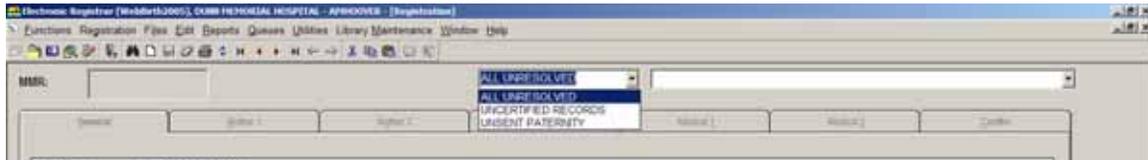
1. Expand the drop-down list by clicking on the arrow to view/select the appropriate unresolved record.



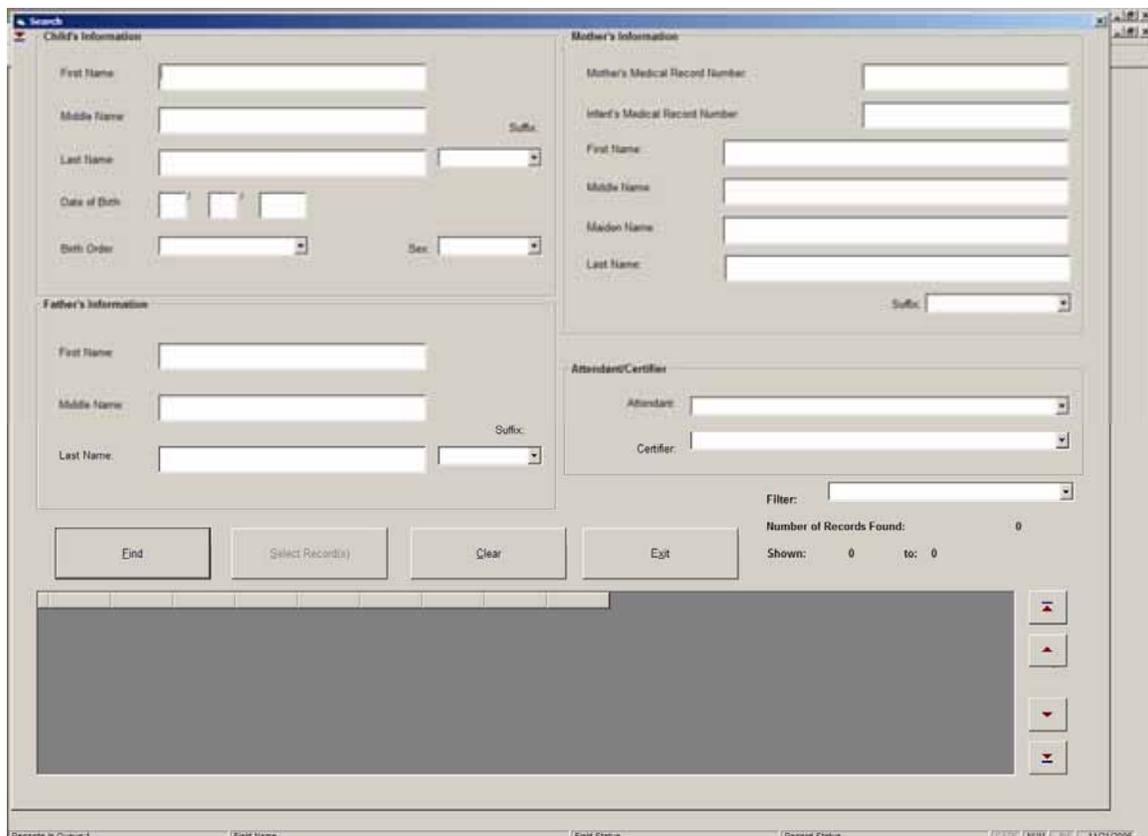
The screenshot shows the 'Electronic Registrar' application window. At the top, there is a menu bar with options like 'Functions', 'Registration', 'Files', 'Edit', 'Reports', 'Queues', 'Utilities', 'Library', 'Maintenance', and 'Window'. Below the menu bar is a toolbar. The main area contains a form for birth record registration. At the top of the form, there is a dropdown menu labeled 'ALL UNRESOLVED' which is circled in red. To its right is a text field containing 'CRAMER, JIMC 11/10/2006 SINGLE'. Below this are several sections of the form, including 'Record Type?', 'Child's Place of Birth', 'Child's Current Legal Name', 'Mother's Current Legal Name', 'Mother's Mailing Address', and 'Child's Information'. The 'Child's Information' section includes fields for 'Time of Birth', 'Am/PM', 'Date of Birth', 'Paternity', 'Birth Order', 'Number of Infants Alive', and 'Child's Sex'. The 'Mother's Mailing Address' section includes fields for 'Building Number', 'P.O. Direction', 'Street Name', 'Street Type', 'Post Direction', 'Apt #', 'State / Country', 'County', 'City', 'Zip', 'Ext.', and 'Inside City Limits?'. At the bottom of the window, there is a taskbar showing the Start button and several open applications, including 'Inbox - Microsoft Outlook', 'Healthy Users Training Gu...', 'Document12 - Microsoft...', 'Electronic Registrar, DI...', and 'Electronic Registrar L...'. The system clock shows '11/10/2006' and '2:24 PM'.

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The following filters can also be applied to the Unresolved Work Queue to increase the specificity of your search: Uncertified Records and Unsent Paternity.



2. Click on the Search icon  to access the Registration Search screen.



3. Enter identifying information about the birth record you wish to view and/or retrieve and click on the Find button.

**Note: Child's Date of Birth is a mandatory field.**

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4. Records that match the search criteria will be displayed in the record grid.



5. Select the appropriate record from the grid (single-click to highlight) and click on the Select Record(s) button.
6. The system will retrieve the record from the database and display it on the registration screen for viewing and/or further editing.

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### 3.10.5. Updating an Unresolved Birth Record

Editing and/or updating fields in a birth record is possible for records that have not yet been released (legal and/or statistical) after Electronic Certification.

Please follow the steps below to update an unresolved birth record:

1. Retrieve the unresolved record to the Registration screen using either the Unresolved Work Queue or the Search Engine.
2. Check the Unresolved Field List for fields that is still considered unresolved by the system.

**Note that each field listed in the Unresolved Field List is a hyperlink to the direct location of the field in question. Clicking on the hyperlink will bring you directly to the selected unresolved field.**

3. Update the unresolved fields in the birth record.
4. Verify that all fields are resolved by checking the Unresolved Fields List.
5. Click on the Save icon  to save the changes you made on the record.

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### 3.10.6. Releasing an In House/Registration Record for Batch Printing

In order for a birth record to be eligible for release for Batch Printing process, all applicable fields must be detected as resolved by the system. When the IN EBRIS detects that all fields are completed when the record is saved, the system will ask you the following (as applicable):

- Would you like to legally release this record to the system?
- Would you like to statistically release this record to the system?

Answering ‘Yes’ to each prompt will lock that portion of the record in the system preventing further editing.

Answering ‘No’ to each prompt will not release the applicable portion to the system.

Answering ‘Yes’ to both prompts will lock the entire record (no longer editable in Registration/Inhouse) and releases the entire record for Batch Printing Process.

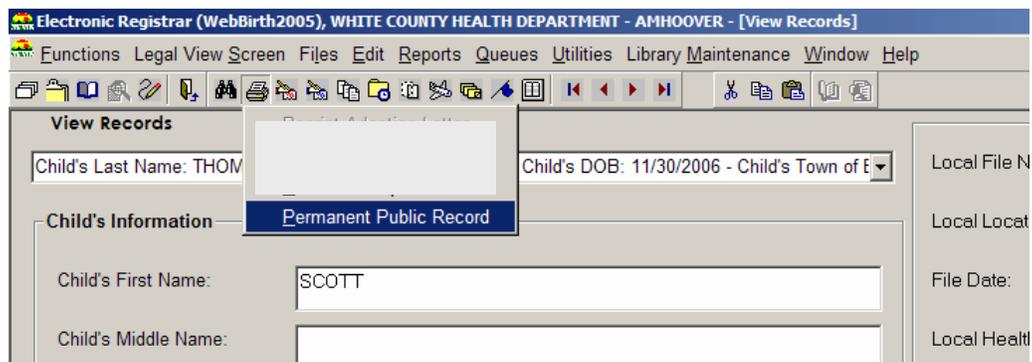
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### 3.11. Printing the Permanent Public Record Form

The following forms are available for printing using the IN EBRS:

- Permanent Public Record
  1. Please follow the steps to retrieve a record in Legal View Screen. See section [Retrieve a Record in Legal View Screen](#).

2. Click on the Printer icon  found in the Legal View Screen and select the Permanent Public Record.



3. The IN EBRS automatically sends the form to be printed to the printer specified in Printer Setup Utility.

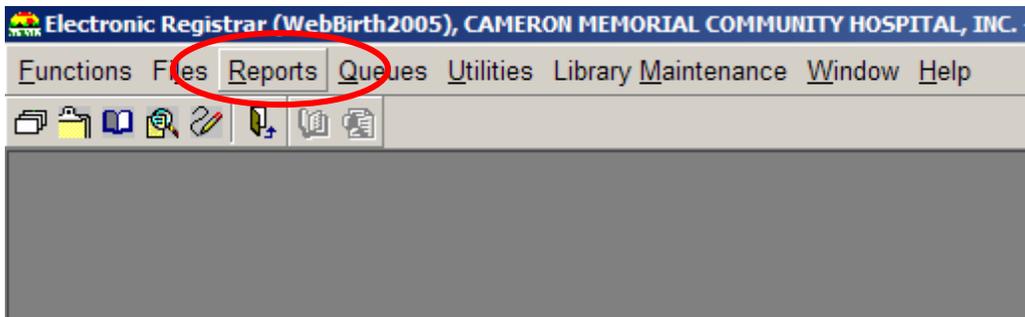
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### 3.12. Printing Reports

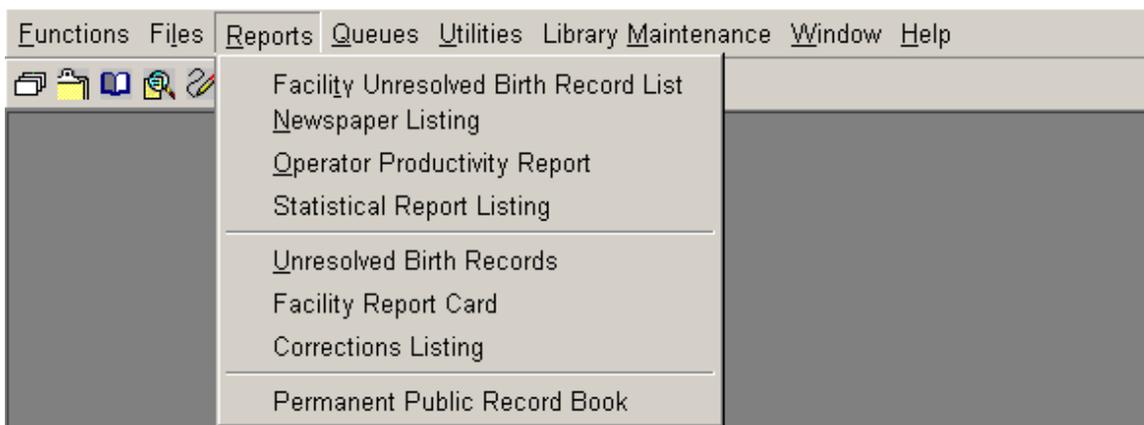
The following reports are available for printing using the IN EBRIS:

- Facility Unresolved Birth Records
- Operator Productivity
- Statistical Report
- Newspaper Listing
- Unresolved Birth Records
- Facility Report Card
- Corrections Listing
- Permanent Public Record Book

1. Click on Reports found in the Birth Menu.

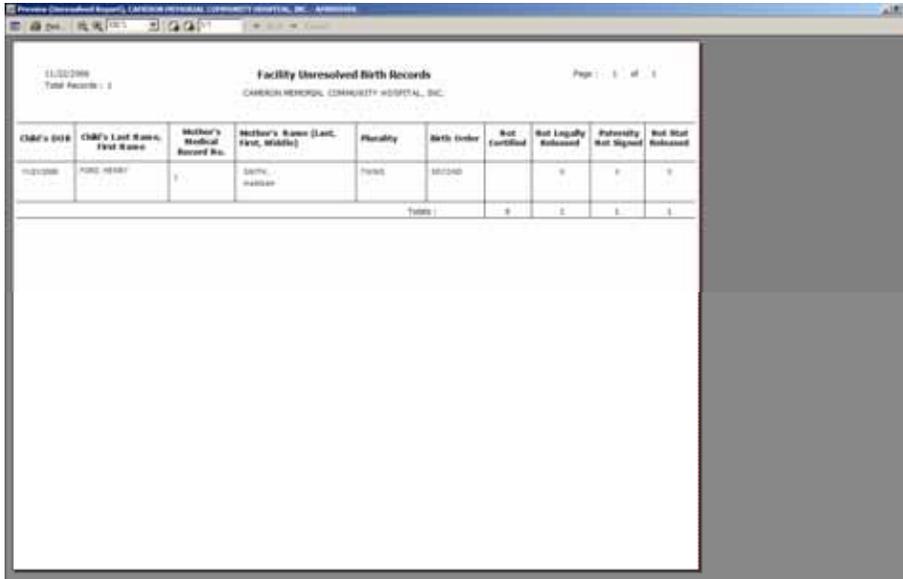


2. Select the report you wish to print from the list.

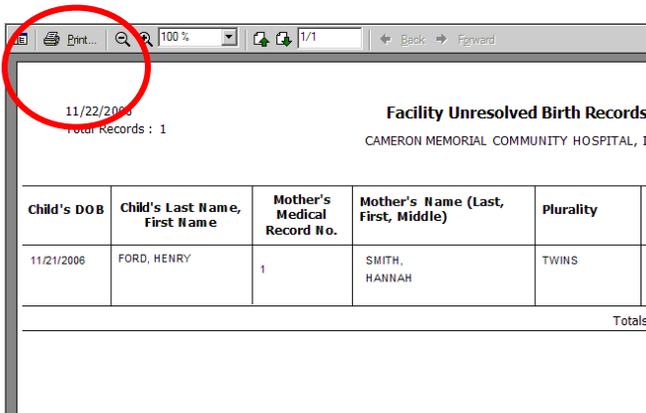


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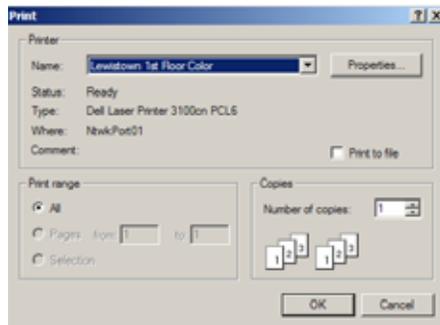
3. The system will display the report in Print-Preview mode.



4. Click on the Print Icon found on the top left corner of the screen.



5. Click on OK to print.



The **Industry Standard** in Vital



Records Integrated Systems