ERAVE

Electronic Death Registration System

Coroner/Deputy Coroner's Guide to Filing Electronic Death Certificates

Created by:
Arkansas Department of Health
4815 W Markham St.
Little Rock, AR 72205

For:
Arkansas County Coroners

This guide is intended for use by Arkansas County Coroner personnel only.

Table of Contents

1. Getting Started

How to gain access to ERAVE

How to login for the first time

Sign-up for ERAVE

User Application

All users must complete and sign an ERAVE user application before they receive their user name and password. The user application must be emailed or faxed to the ERAVE Project Team at the number listed on the application.

If you are a Coroner but also perform duties at a Funeral Home, ERAVE will allow you to access both locations.

ERAVE User Confirmation Email

Once you are setup in the system you will receive an email containing your ERAVE User Account Information that includes;

- Your username
- A temporary password
- A link to the ERAVE production site

Simply click on the link and it will take you to the ERAVE Welcome page

ERAVE Welcome Screen

Consist of three Modules
- Death Registration Module
- Infant Hearing Screening Module
- Birth Registration Module

Additional Information
- ERAVE Help Desk Information
- Vital Records Section Information
- Infant Hearing Screening Information

ERAVE Help Desk

PHONE: 501-661-2785
EMAIL: ADHErave@Arkansas.gov
8:00 am to 4:00 pm
(Monday - Friday)

Vital Records Section

PHONE: 501-661-2336
FAX: 501-661-2717
Vital Records ERAVE Information
ADDRESS:
Vital Records Section
Arkansas Department of Health
4815 West Markham, Slot 44
Little Rock, AR 72205

Infant Hearing Screening Program

PHONE: 501-280-4765
FAX: 501-280-4170
ADDRESS:
Infant Hearing Program
Arkansas Department of Health
4815 West Markham, Slot 20
Little Rock, AR 72205

Welcome to the Electronic Registration of Arkansas Vital Records (ERAVE) system provided by the Arkansas Department of Health. The ERAVE system provides authorized users a secure, online method for submitting and managing reports of vital events including deaths, infant hearing screenings, births, and fetal deaths.

Death Registration Module

The Electronic Death Registration System (EDRS) allows funeral directors and medical certifiers to electronically file death certificates. The EDRS includes online correction and amendment requests, printing of permits, and requests for certified copies.

Infant Hearing Screening Module

The Electronic Infant Hearing System (EIHS) allows specified users involved in Early Hearing Detection and Intervention (EHDI) in Arkansas online access for reporting newborn hearing screening and follow-up hearing test results.

Birth Registration Module

The Electronic Birth Registration System (EBRS) provides electronic filing of birth and fetal death records. The EBRS will be available late 2013.

Click the "**LOGIN**" button

Logging in the First Time

Step 1. Enter the username and password you received in your confirmation email and click the "Log In" button.

Username: aenoch
Password: •••••

Log In   Reset

Forgot your password or password expired?
click here

Step 2. Once you click the Log In button you will be prompted to change your password. You will be asked to re-enter the password you received in your email in the "Original Password" field. Next, you must created a new password in the "New Password" field, then re-enter it into the "Confirm New Password" field and click the "Continue" button.

Please reset your password:

Original Password: •••••
New Password: •••••••
Confirm New Password: •••••••

Continue   Clear Screen

Note: Your new password must be at least 8 characters long containing one upper case letter, one lower case letter, one number and one special character.
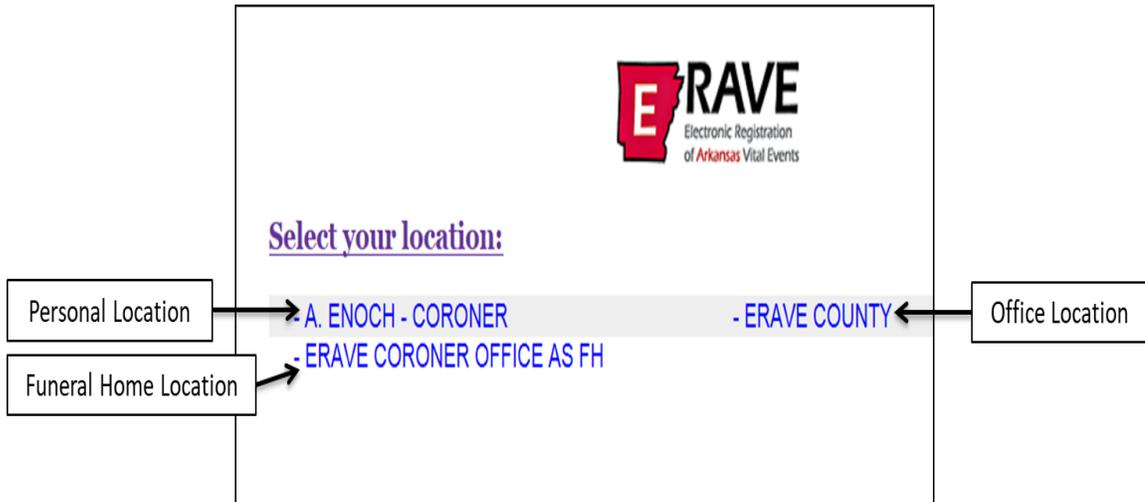*Password example: Online97%*

3. Select Your Location Screen

Understanding the different Coroner Locations
- Personal Location
- Office Location
- Coroner as FH location
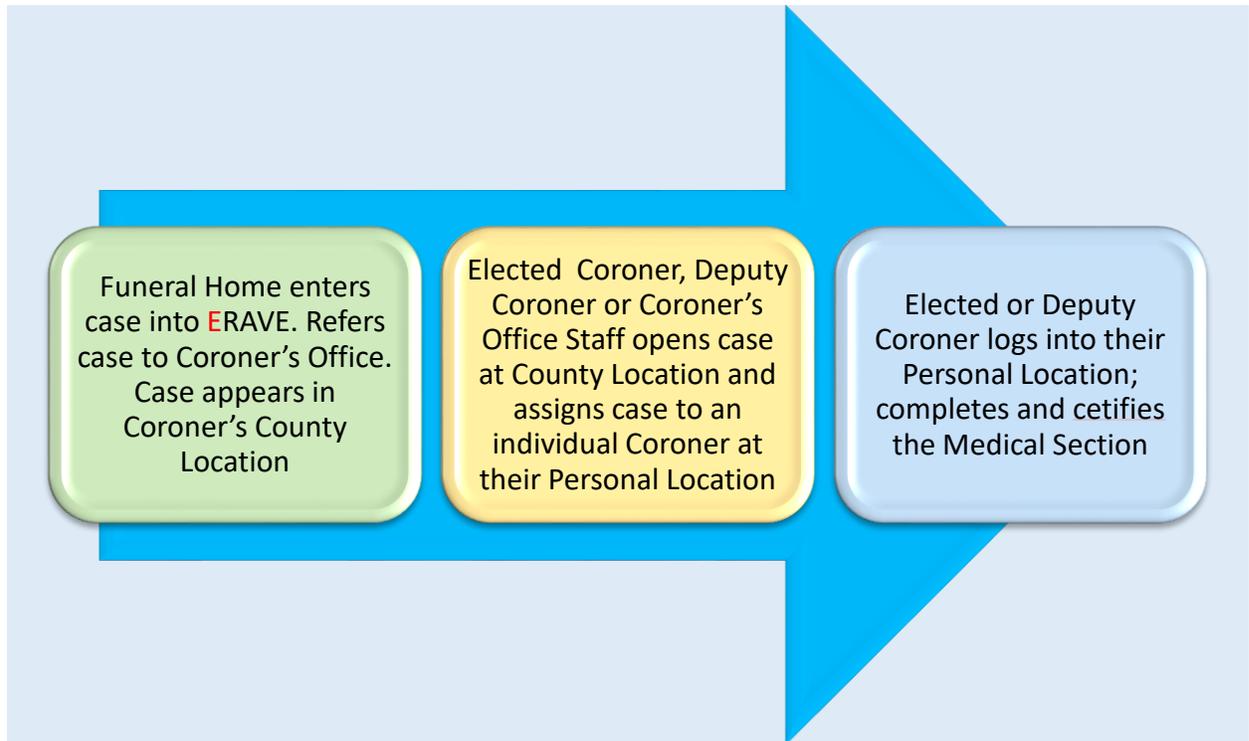
Select Your Location Screen

A. ENOCH - ELECTED OR DEPUTY CORONER – This location is also known as the *Personal Location for Elected and Deputy Coroners*. This location will display the Elected or Deputy Coroner's name and is the only location they can complete and sign-off on the medical section of a death case. While an Elected or Deputy Coroner can create death cases and enter the Medical Information at all three locations, it is recommended that they only create and complete cases at the Personal Location. Cases can also be assigned to a funeral home and/or another medical certifier from this location.

ERAVE COUNTY – This location is also known as the *Office Location*. At this location an Elected or Deputy Coroner can view all the death cases that occurred in their county that have been filed electronically. As well as complete the Medical Information section. Cases at this location are assigned to the Elected or Deputy Coroner to be completed and signed at their Personal Location.

ERAVE CORONER OFFICE AS FH – This location is used by the Coroner's Office when there is a death case with no funeral home involved. The Elected or Deputy Coroner can; complete the decedent's Personal Information section at this location and submit the record for registration from this location after completing and signing the Medical Information Section at their Personal Location.

Location Flow Chart

This chart only applies to death cases started by other facilities. (I.e. funeral homes, hospice rn's etc.)

Funeral Home enters case into ERAVE. Refers case to Coroner's Office. Case appears in Coroner's County Location

Elected Coroner, Deputy Coroner or Coroner's Office Staff opens case at County Location and assigns case to an individual Coroner at their Personal Location

Elected or Deputy Coroner logs into their Personal Location; completes and cetifies the Medical Section

2. Assigning a Death Case to your Personal Location

How to assign a death case to your Personal Location from the Office Location.

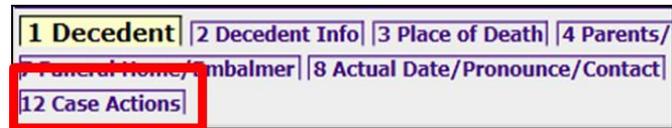**Step 1.**   Log into ERAVE and select your "County Location."

Step 2.   From the *Main Menu* select "View Queues."

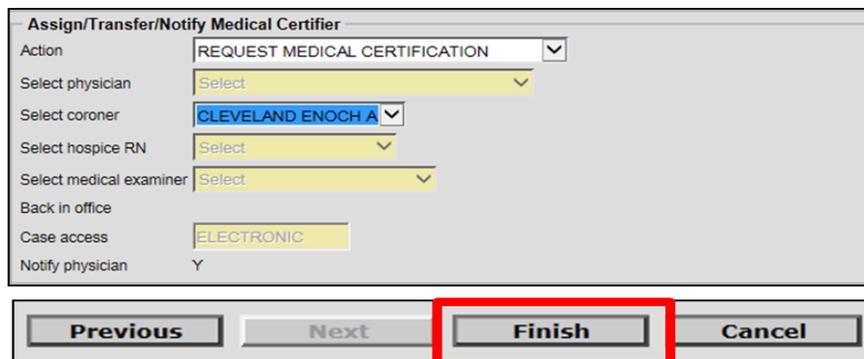**Step 3.**   Locate the decedent's name in the *Open Cases* queue and click the word "Process."

Step 4.   When there record opens, click "Tab 12 Case Actions."

───
Note: if a popup box appears, click the "OK" button on the popup box ten click Tab 12 Case Actions.
───

Step 5.   **Tab 12 Case Actions – Assign/Transfer/Notify Medical Certifier Section.**
   a.   From the Actions dropdown menu select "Request Medical Certification."
   b.   From the Select Coroner dropdown menu select the Coroner's name that will be completing the Medical Information Section.

Click the **FINISH** button

ERAVE Warning

Step 6. On the ERAVE Warning Screen scroll to the bottom and click "Save (as Pending)."

Save (as Pending)

Successful Transaction
Your transaction has been saved successfully.

Step 7. On the Successful Transaction screen click the "Main Menu" button.

Main Menu   Repeat Task

Step 8. From the Main Menu click the word "Change" located in the Upper left-hand corner of the screen.

Logged in as:
ANTHONY ENOCH
at CLEVELAND COUNTY [change]
Unit: CLEVELAND COUNTY

Main
Death | System | View Queues

Step 9. On the *Select your location screen,* click your "Personal Location."

Select your location:

- A. ENOCH - ELECTED CORONER
- CLEVELAND CORONER OFFICE AS FH

Step 10. From the Main Menu click "View Queues."

Main
Death | System | View Queues

Step 11. Locate the decedents' name in the Open Cases queue and click the word "Process" to open the record and complete the Medical Information.

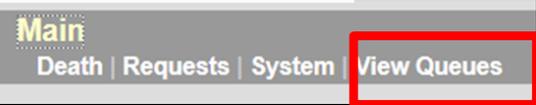| Open Cases (8)							
First	Last Name	Date of Death	PI Status	Med. Status	Case Status	Details	Action
MERYL	STREEP	12/04/2017	Case pending	New	Not submitted	Details	Process
HUGH	JACKMAN	12/03/2017	Case pending	New	Not submitted	Details	Process
TAYLOR	SWIFT	12/02/2017	Case pending	New	Not submitted	Details	Process

4. Coroners' To-Do Queues

The following queues are only displayed at the Elected Coroner or Deputy Coroners' Personal Location:

- Open Cases Queue
- Pending COD Queue
- RFI Queue

Once the Personal Location has been selected click "View Queues" to display the To Do Queues.

Open Cases Queue

- Holds cases that have been assigned to the Elected or Deputy Coroner for completion and/or certification of the Medical Information Section.
- Death Cases that have been completed by the Elected or Deputy Coroner and are waiting to be submitted for registration by the funeral home.

Open Cases (3)	Pending COD (1)	RFI (1)					
First	**Last Name**	**Date of Death**	**PI Status**	**Med. Status**	**Case Status**	**Details**	**Action**
TODD	LANDRY	12/01/2017	New	Certified	Not submitted	Details	Process
BRETT	BELEAM	11/24/2017	New	Case pending	Not submitted	Details	Process
COUNTY	CORONER	11/14/2014	Case pending	Case pending	Not submitted	Details	Process

Pending COD Queue

Holds cases with the Cause of Death pending. This type of death case will only appear in this queue when the death case becomes registered at the Vital Records State Office. The Elected Coroner or Deputy Coroner can access the death case from this queue at any time and enter the Cause and Manner of Death. Once that Medical Information has been added, the death case will disappear from the Pending COD queue.

Open Cases (3)	Pending COD (2)	RFI (1)										
First	**Last Name**	**Date of Death**	**County of Death**	**Date of Birth**	**Sex**	**Funeral Home**	**PI Status**	**MI Status**	**Case Status**	**Certificate**	**Rev**	**Details Action**
PERRY	PENDING	11/05/2017	CLEVELAND	01/01/1944	M	ERAVE FUNERAL HOME	Signed	Certified	Registered	2017000001	0	Details Process

RFI Queue

Holds cases that have a pending Request for Information (RFI) letter from the State Office. An RFI letter is sent to the certifier when there is a need for additional medical information or there are questions about the Cause/Manner of Death.

Open Cases (3)	Pending COD (2)	RFI (1)						
Decedent First	**Last Name**	**Date of Death**	**Certifier First**	**Last Name**	**Status**	**Query Date**	**Details**	**Action**
DAVE	TEST	05/27/2009	A	ENOCH	QUERY	12/06/2017	Details	Process

4.1. Accessing a Death Case from the Open Cases Queue

Step 1. From the Main Menu click "View Queues" to display the Open Cases Queue

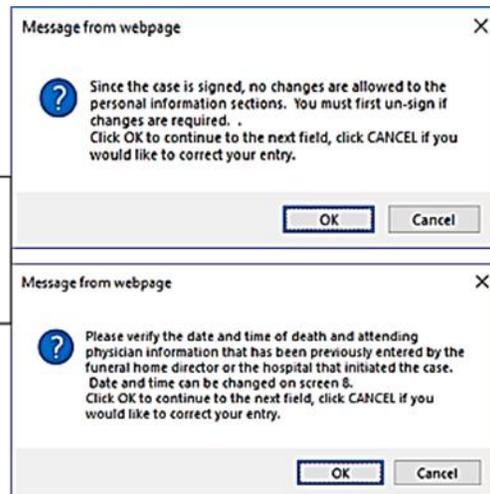**Step 2.** Locate the decedent's name in the Open Cases queue and click the word "Process."

Step 3. Records opens at Tab 1 Decedent. Click "Tab 8 Actual Date/Pronounce/Contact." When Tab 8 appears, then proceed to complete the Medical Information Section.

Note: The Medical Certifier is responsible for completing Tabs 8-11

Note: when you click Tab 8, you may see these two pop-ups. Click "OK" on one or both of these messages, then click Tab 8 again.

5. Creating & Completing a Death Case

Step 1. From the Main Menu click "Death."

Logged in as:
ANTHONY ENOCH
at A. ENOCH - ELECTED CORONER [change]
Unit: A. ENOCH - ELECTED CORONER

Main
Death | Requests | System | View Queues

Step 2. Click the words "Create Case."

Logged in as:
ANTHONY ENOCH
at A. ENOCH - ELECTED CORONER [change]
Unit: A. ENOCH - ELECTED CORONER

Main -- Death
Create Case | Update Case | Modify Record |
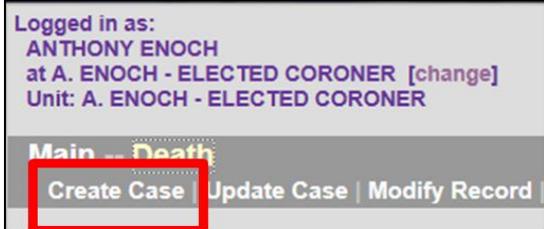
Step 3. On the **Start Case Information Screen** enter:
- a. Decedent's First and Last names.
- b. Decedent's Gender.
- c. Decedent's Date of Death.
- d. Decedent's Date of Birth.
- e. Place of Death defaults to Coroner's County

Then click the **SEARCH** button

Start Case Information

Decedent's Name
First
Last
☐ Soundex on last name

Decedent's Sex
Sex Select

Decedent Unknown
☐ Decedent's name is unknown
ME case number

Date of Death
Date of death (MM/DD/YYYY)

Decedent's Date of Birth
Date of birth (MM/DD/YYYY)

Place of Death
Death County CLEVELAND

Search   Cancel

Help
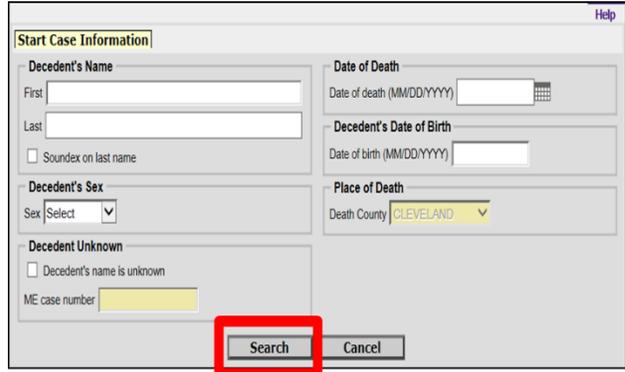
Step 4. Record List Screen displays and should show "0 Records found." Click the "Create New Case" button.

Records List (0 Records found)

First Last Name Date of Death County of Death Sex Funeral Home Certificate Subm Reg Action for FH Action for MC Details
There were no results that matched your search.

Create New Case
Exit

Step 5. Record opens at Tab 1 Decedent. Click "Tab 8 Actual/Pronounce/Contact" and start entering the Medical Information. Do not enter information on Tab 1 Decedent.

Arkansas -- EDRS: Name: BELEAM , BRETT   DOD: 11/24/2017
1 Decedent | 2 Decedent Info | 3 Place of Death | 4 Parents/Informant | 5 Disposition | 6 Decedent History
7 Funeral Home/Embalme | 8 Actual Date/Pronounce/Contact | 9 Cause of Death | 10 Manner/Details/Injury | 11 Certifier
12 Case Actions
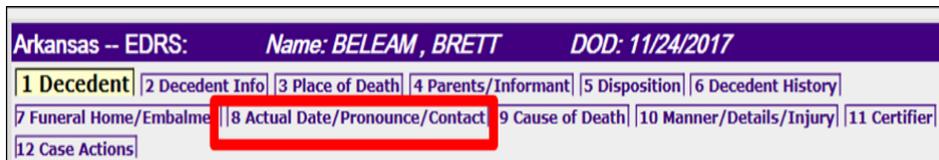
Step 6. Tab 8 Actual Date/Pronounce/Contact – Sections 3 & 18a-b.

    a. Section 3. Actual or Presumed Date/Time of Death
        i. Enter the Date of Death. If unknown enter all 9's (example 99/99/9999)
        ii. Enter Time of Death and select either AM, PM or Military time indicator.

    b. Section 18a-b. Date/Time Pronounced Dead.
        i. Enter Date Pronounced.
        ii. Enter Time Pronounced and select either AM, PM or Military time indicator.

Step 7. Tab 8 Actual Date/Pronounce/Contact – Sections 18c. & 19.

    a. Section 18c. Person Pronouncing Death.
        i. Select Pronouncer Type by choosing one of the following:
           – Select "Pronouncer same as Certifier" if you are Pronouncing and Certifying.
           – Select the appropriate Pronouncer type from the dropdown menu then select their name from the appropriate list.

    b. Section 19. ME or Coroner Contacted Select "Yes"

Note: if pronouncers name doesn't appear in the list, enter their name into the name field and select their title from the Title List.

Click the **NEXT** button

Step 8. Tab 9 Cause of Death

    a. Enter the "Immediate Cause " on line "a" then the "Approximate Interval" for Line "a"

    b. List any "Underlying Causes" on lines b, c, & d along with their approximate intervals.

    Part II

    Enter any Significant Conditions that contributed to death

    Click the **NEXT** button

Step 9. Tab 10 Manner/Details/Injury – Sections 21-24, & 25a-d. *(if necessary)*

    a. Section 21. Autopsy – Select "Yes" or "No."

    b. Section 22. Manner of Death – select the appropriate Manner of Death.

    c. Sections 23-24. Death Details

        i. Select "Yes" or "No" for "Did Tobacco use contribute to Death?"

        ii. If female, answer pregnancy question

    d. Sections 25a-d. When and Where Injury Occurred.

        i. Enter Date, Time and Place injury occurred.

Step 10. Tab 10 Manner/Details/Injury – Sections 25e-g. *(if necessary)*

a. Section 25e. Location of Injury Address – Enter full address including city and zip code, then click the Validate button.
   i. If injury or accident occurred on a highway or street list the name.
   ii. If injury or accident occurred at a residence, list the residence address.

b. Section 25f. Describe How Injury Occurred – Enter a detailed description of how the injury occurred.

c. Section 25g. If Transportation Injury (if necessary) – select either; driver/operator, passenger, pedestrian or other

Click the **NEXT** button

25e. Location of Injury Address
Location unknown ☐
Number and street: 4525 S HAVEN ST
Apartment number:
Country: UNITED STATES
State/province: ARKANSAS
City list: Select
City or town: LITTLE ROCK
Zip code: 72206
Validate address: **VALIDATE**
Validation result: Building number is invalid.
☑ Accept address

25f. Describe How Injury Occurred
Description: SUBJECT ABUSED ALCOHOL, METHAMPHETAMINE, AND CITALOPRAM

25g. If Transportation Injury
Specify: Select
Other - specify:

Previous | Next | Finish | Cancel

Step 11. Tab 11 Certifier – Select Coroner/Deputy Coroner from the dropdown menu, then click the "NEXT" Button.

26a. Certifier's Name and Designation
Certifier designation: CORONER/DEPUTY CORONER
Physicians: Select
Medical examiners: Select
Coroners: Select
Hospice RN's: Select
First name: A
Middle name:
Last name: ENOCH
Suffix: Select
Title list: Select
Title: CORONER
Preferred method of contact: EMAIL
Contact information: ANTHONY.ENOCH@ARKANSAS.GOV
Case access: ELECTRONIC
Phone number:
Date signed by certifier (MM/DD/YYYY):

26b. Certifier's Address
Number and street: 4815 W MARKHAM ST
Apartment number:
Country: UNITED STATES
State/province: ARKANSAS
City list: Select
City or town: RISON
Zip code: 72205

26c. Certifier's License Number
Medical license number:

Case Information
Decedent's first name: BRETT
Decedent's last name: BELEAM
Decedent's date of birth: 10/10/1945
Sex: MALE

Previous | Next | Finish | Cancel

5.1. Assigning a Funeral Home to a Death Case (If Necessary)

Step 12.   Tab 12 Case Actions – Assign/Transfer/Notify Funeral Home Section.

      a.   From the "Action" dropdown menu select "Assign Funeral Home To Case

      b.   From the Responsible Funeral Home dropdown menu select the funeral home that will handle the final disposition of the deceased.

Click the **FINISH** button.

Note: The Coroner and Deputy Coroner also have the ability to the death case to another certifier

6. Understanding the ERAVE Warning Screen

The ERAVE Warning screen is a list of exceptions within the death record that need to be either reviewed and possibly corrected by the funeral home or certifier, completed by the funeral home or certifier, or reviewed by the Vital Records State Office.

Note: *A Death Case cannot be certified if any fields are left blank.*

1ˢᵗ Section. Demographic Exceptions – Refers to information completed by the funeral home. Coroners will not need to review these items.

> All Demographic Exceptions should be reviewed Fix all the following:
>
> Residence address validation not successful
> **Field Group Description:** Residence address validation not successful.
>
> Informant's city is blank
> **Field Group Description:** Informant's city is blank.

2ⁿᵈ Section. Required to Submit to State. Fix all the following:

Medical Information Section. **Field Group Description: Must be certified or dropped to paper** – This is a reminder to the certifier that the case has not been certified. This message will disappear once the death case has been certified.

> **Required to Submit to State.** Fix all the following:
>
> Personal Information Section
> **Field Group Description:** Must be signed or dropped to paper.
>
> Medical Information Section
> **Field Group Description:** Must be certified or dropped to paper.

3ʳᵈ Section. Personal Information that must be completed – This section is to be completed by the Funeral Home.

> The following information must be entered to complete the personal information section. Fix all the following:
>
> Informant's last name
> **Field Description:** *Required to print certificate. Enter the name of the informant - last name.

4th Section. Medical Information that must be completed – Here are items the coroner must complete. Click on the blue description of the item and the system will take the user back to the area of the record where the exception exists. Complete the field and click the finish button.

> The following information must be entered to complete the medical information section. Fix following:
>
> Autopsy must be answered or select Unknown
> **Field Group Description:** Autopsy must be answered or select Unknown.

When all exceptions have been completed, return to the warning screen and click "Save as Pending." This will take you to the Successful Transaction Screen

> Save (as Pending)

7. Signing a Death Case Electronically

Because there is no paper involved in the electronic filing system all Elected and Deputy Coroners will be required to sign their death case electronically. ERAVE will apply an Electronic Signature for Both the Elected Coroner and Deputy Coroner(s).

Step 1. On the Successful Transaction Screen, click the "Case Ready to Certify" button.

Other Options

Following options are available:

Case ready to certify

Return to Record

Step 2. Click the "Certify Case" button.

Other Options

Following options are available:

Return to Record

Certify Case

Step 3. On the Medical Certification-Confirm Screen click the Continue button.

Medical Certification - Confirm

Your electronic signature as Coroner attests to the following examination, and/or investigation, in my opinion, death occurred

Continue   Cancel

Step 4. On the Certify Death Case-Confirm screen, click the Continue button.

Certify Death Case - Confirm

Case successfully certified.

Continue   Cancel
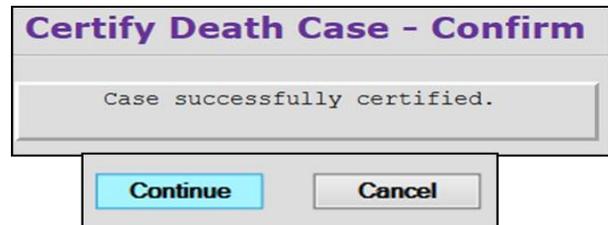
Step 5. On the Successful Transaction screen the user can click the "Main Menu" button to return to the Main Menu or print a draft copy of the death certificate

Print Confirmation

Your actions have triggered the following documents to be printed.
Please select all documents you wish to print.

Print Draft: ⦿

Print

Main Menu   Repeat Task
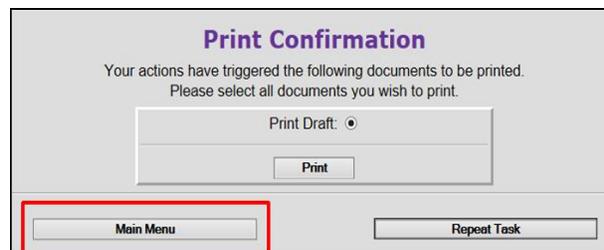
When you return to the ERAVE Main Menu, click "View Queues" then click the Open Cases queue tab, locate the decedents' name in the queue and verify that the Med. Status says "CERTIFIED"

8. Printing a Draft Death Certificate

An Elected or Deputy Coroner will have the ability to print a non-legal copy of a death certificate from ERAVE.

Drafts should be printed from your Personal Location and there are two ways to print a draft.

- After the death has been certified by the certifier.
- From a death case in the Open Cases queue.

Note: *All printing is initiated on the Successful Transaction Screen. Once the Elected or Deputy Coroner has successfully completed the signing process and is now on the "Successful Transaction" screen they will see an option to print a draft.*

Printing a Draft Death Certificate Copy After Certifying

Step 1. On the Successful Transaction Screen click the "Print" button.

    a. If necessary, select "Skip this print option" for all other printing options. By doing this you will only print a draft copy of the death record.

Step 2. Next, click the "Generate Document" button andwait for the Death Certificate image to appear.

Step 3. Print the image, then close the image window. You should be back in ERAVE.

After Succefully printing the draft copy, click the "Continue" button, then click the "Main Menu" button to return to the ERAVE Main Screen.

Printing a Draft Death Certificate from a Death Case in the Open Cases Queue

Step 1. From the ERAVE Main Screen click "View Queues."

Logged in as:
ANTHONY ENOCH
at A. ENOCH - ELECTED CORONER [change]
Unit: A. ENOCH - ELECTED CORONER

Main -- View Queues

Step 2. Locate the Decedent's name in the Open Cases Queue and click "Process."

Open Cases (3)	Pending COD (2)	RFI (1)					
First	Last Name	Date of Death	PI Status	Med. Status	Case Status	Details	Action
TODD	LANDRY	12/01/2017	New	Certified	Not submitted	Details	Process
BRETT	BELLAM	11/24/2017	New	Certified	Not submitted	Details	Process
COUNTY	CORONER	11/14/2014	Case pending	Case pending	Not submitted	Details	Process

Step 3. Record opens at Tab 1 Decedent. Click the **FINISH** button.

Arkansas -- EDRS: Name: LANDRY , TODD
| 1 Decedent | 2 Decedent Info | 3 Place of Death | 4 Parents/

Previous   Next   Finish   Cancel

Step 4. On the ERAVE Warning screen scroll to the bottom and click "Save (as Pending.)
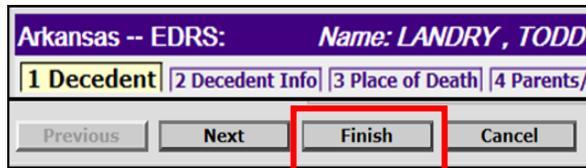
ERAVE Warning

Save (as Pending)

Step 5. On the Successful Transaction screen click the "Print" button

Successful Transaction
Your transaction has been saved successfully.

Print Confirmation
Your actions have triggered the following documents to be printed.
Please select all documents you wish to print.

Print Draft: ⦿

Print

Step 6. Click the Generate Document button.

Report - Confirm

Print Death Certificate
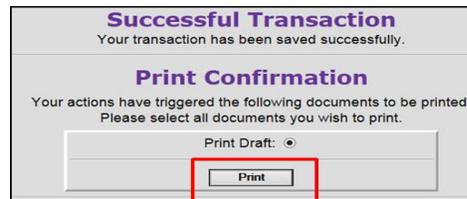
Generate Document

Step 7. Print the image, then closeout the image window. You should be back in ERAVE.

After Succefully printing the draft copy, click the "Continue" button, then click the "Main Menu" button to return to the ERAVE Main Screen.

9. Modifying Death Cases

There are 2 types of modifications that a Coroner can perform with a death case:

1   Pending COD or Manner
2   Amendment to any Medical Information

Completing Pending Cause of Death and/or Manner of Death

All Death Certificates that are registered and have a Pending Cause and/or Manner of Death will be located in the Pending Cause of Death Queue. The Coroner should always access these Death Cases from the Pending COD Queue. ERAVE will allows update from this queue within 90 days of registration

Step 1. Log into ERAVE and select your Personal Location.

- A. ENOCH - ELECTED CORONER

Step 2. From the ERAVE Main Screen click "View Queues."

Logged in as:
ANTHONY ENOCH
at A. ENOCH - ELECTED CORONER [change]
Unit: A. ENOCH - ELECTED CORONER

Main
Death | Requests | System | View Queues

Step 3. Locate the decednt's name then click the word "Process."

							PI	MI	Case			
First	**Last Name**	**Date of Death**	**County of Death**	**Date of Birth**	**Sex**	**Funeral Home**	**Status**	**Status**	**Status**	**Certificate**	**Rev**	**Details Action**
PENNY	PENDING	12/17/2018	CLEVELAND	01/01/1944	F	ERAVE FUNERAL HOME	Signed	Certified	Registered	2018000010	0	Details Process
PERRY	PENDING	11/05/2017	CLEVELAND	01/01/1944	M	ERAVE FUNERAL HOME	Signed	Certified	Registered	2017000001	1	Details Process

Pending COD (3) | RFI (1)

Step 4. Scroll to the bottom of the Record Details Screen and click the "Continue" button.

Record Details

Continue   Cancel

Step 5. Basis/Reason for Modification Screen

a. In the Reason section, enter the reason for modification

Basis/Reason for Modification

Basis

Basis CAUSE OF DEATH ∨

Reason

ADDING CAUSE AND MANNER OF DEATH

Reason

Click the **FINISH** button

Finish   Cancel

Step 6. Record opens at Tab 1 Decedent. Click Tab 9 Cause of Death to enter the Cause of Death

1 Decedent | 2 Decedent Info | 3 Place of Death | 4 Parents/Informant | 5 Disposition | 6 Decedent History | 7 Funeral Home/Embalmer | 8 Actual Date/Pronounce/Contact | 9 Cause of Death | 10 Manner/Details/Injury | 11 Certifier | 12 Case Actions

Step 7. Uncheck the Cause of Death Pending checkbox, then enter the Causes of Death, Approximate Intervals and any Underlying Causes. *(Complete Part II if necessary.)*

UNCHECK THIS BOX FIRST

☐ Cause of death pending

APPROXIMATE INTERVAL: Onset to death

IMMEDIATE CAUSE (Final disease or condition resulting in death)

a. ACUTE COMBINED ALCOHOL, METHAMPHETAMINE, AND CITALOPRAM INTOXICATION | UNKNOWN

Due to (or as a consequence of)

Sequentially list conditions, if any, leading to the cause listed on line a.
Enter the UNDERLYING CAUSE (disease or injury that initiated the events resulting in death) LAST.

b.

Due to (or as a consequence of)

c.

Due to (or as a consequence of)

d.

PART II.
Enter other significant conditions contributing to death but not resulting in the underlying cause given in PART I.
Other Significant Conditions contributing to death

Previous   Next   Finish   Cancel

Click the **NEXT** button

Step 8. Complete Tab 10 Manner/Details/Injury section if necessary then click the FINISH button. ***Be sure Manner of Death does not say "Pending Investigation."***

Step 9. On the Record Modify-Confirm Screen confirm that the changes are correct. If additional editing is needed click the "Edit Additional Information button. If not then click the "Continue button

Step 10. On the Successful Transaction Screen print the Supplemental Cause of Death. To print the Supplemental Cause of Death do the following:

    a. Select "skip this print option" under Print Affidavit for Correction

    b. Select "Print Supplemental Cause of Death"

    c. Click the "Print" button

Step 11. "Click the Generate Document button" and wait for the image to appear.

Step 12. Once the image appears print the Supplemental Cause of Death. Closeout the image window, click the continue button and then click the Main Menu button to return to the ERAVE Main Menu.

Amending the Medical Information

The Amend Record function should be used when making a change and/or adding information to the Medical Information Section of a death record that has been registered for more than 90 days. This also applies to registered death records with a Pending Cause of Death.

Step 1. From the ERAVE Main Screen click "Death."

Step 2. Click "Modify Record."

Step 3. Click "Amend Record."

Step 4. Death Record Search Criterias Screen – Searching using one of the following:
   a. Certificate Number
   b. Decedent's First and Last names
   c. Date of Death

Click the **SEARCH** button

Step 5. On the Record Details Screen locate the decedent's name and click "Details."

Step 6. On the Record Detail Screen scroll to the bottom of the screen and click the "Continue" button.

Step 7. Basis/Reason for Modification screen – From the Basis section select either Affidavit or Court Order as your basis for making your Amendment. Next, in the Reason section enter the reason you are making your Amendment.

Note: A court order is required when making an amendment to the decedent's;

Step 8. Record opens at Tab 1 Decedent. Click the Tab that is associated with the information that you will amend. *(Medical Information is contained on tabs 8-11.)*

Step 9. You will receive a popup message. Click the "OK" button on the popup message and again, click the tab associated with the information you will amend.

Step 10. Amend the medical information that requires amending and click the **FINISH** button.

Step 11. On the Record Modify-Confirm screen review the items that have been amended. If more changes are needed then click the "Make Another Change" button to make more changes. If all the needed Amendments have been made then click the **CONTINUE** button. *(To cancel the amendment process click the "Cancel Full Transaction" button.)*

Step 12. On the "Successful Transaction" Screen click the PRINT button to print the Affidavit for Correction.

Step 13. On the Report-Confirm screen click "Generate Document." Wait for the image to appear.

Step 14. When the image appears, print the Affidavit, then close out the Affidavit image window. You should still be in ERAVE. Click the Main Menu button to return to the Main Menu.

‖‖‖‖‖‖‖‖‖‖‖‖
2 0 1 7 0 0 0 0 0 1

ARKANSAS DEPARTMENT OF HEALTH
VITAL RECORDS
AFFIDAVIT FOR CORRECTION OF A RECORD

The original record of death for __PERRY PENDING__

Who died on __NOVEMBER 5, 2017__, in the County of __CLEVELAND__, State of Arkansas is

incorrect or incomplete as follows:

NOTE: (ANY FRAUDULENT ENTRY MADE WILL BE TURNED OVER TO THE PROSECUTING ATTORNEY)

ITEM	The record now shows:	The true facts are:
20. Approximate Interval A		SOON
20. Immediate Cause	PENDING	HEART ATTACK
20. Approximate Interval A	SOON	SUDDEN
22. Manner of Death	P	N
23. Tobacco Use	U	Y

The above information is true to the best of my knowledge, information and belief.

Affiant __ANTHONY ENOCH__   Date   December 21, 2018

__4815 W MARKHAM ST, RISON, AR, 72205__
Present Address

__/s/__
Signature