

Fax Attestation Workflow for Funeral Homes

Prior to starting the fax attestation process, please call the physician's office to obtain a valid fax number and inform them that they will be receiving an instruction sheet and a death certificate to complete the medical certification for one of their patients.

Fax Attestation is processed on the CERTIFIER SCREEN

- 1) Enter in the **TIME OF DEATH** then select **ACTUAL**
- 2) Select **PHYSICIAN** from the Certifier is field
- 3) Enter 3 or 4 characters of the certifier's last name in the Certifier field to activate the table. Then click on the name.
If a doctor's name is not found in the, a user must then type in the complete name, title and address.

Note: If a doctor is selected from the table, his/her license number and facility may appear. These items will not be printed on the death record. If a doctor was not selected from the table the license number and facility fields shall remain blank. This is acceptable and will not prevent a user from completing the record. The license number and facility are not required fields.

The image displays two screenshots of the 'Alpha System' interface for the Arizona Department of Health Services, Office of Vital Records. The screenshots show the 'Certifier - Adams, Mortisha - 02/04/2009' screen.

Top Screenshot: Shows the 'Certifier is' dropdown menu with 'Physician' selected. The 'Time of Death' field is set to 02/04/2009. The 'Actual/Approx. Time' and 'Time Pronounced' fields are empty. The 'Was the M.E. contacted' checkbox is unchecked.

Bottom Screenshot: Shows the search results table with 'March, Andrew' selected. The 'Certifier is' dropdown is set to 'Physician'. The 'Time of Death' field is set to 02/04/2009. The 'Actual/Approx. Time' and 'Time Pronounced' fields are empty. The 'Was the M.E. contacted' checkbox is unchecked. The 'Certifier' field contains 'ma'. The 'License Number' and 'Facility' fields are empty. The 'Fax Certifier' button is visible.

- 4) Click the **FAX CERTIFIER** button.
- 5) Enter in the Physicians **FAX NUMBER** including the **1 + AREA CODE**. Please use dashes when entering the number in.
- 6) Click the OK button.

7) Your **ACTION HISTORY** screen will confirm the date and time a fax was initiated by a Funeral Home and the date and time the VSIMS received the fax from a physician.

Action Type	Owner / Facility	Start Date	End Date	Status
Death Legacy - Master	Schema Owner State Office of Vital Records	28-JUL-2009 14:27		
Death Remote Attestation	CARR-TENNEY MORTUARY	28-JUL-2009 14:37		

Date and Time
Fax Attestation
was initiated to
a Physician

Action Type	Owner / Facility	Start Date	End Date	Status
Death Legacy - Master	Schema Owner State Office of Vital Records	28-JUL-2009 14:27		
Death Remote Attestation	CARR-TENNEY MORTUARY	28-JUL-2009 14:37	28-JUL-2009 15:00	Complete

Date and Time
Physician faxed
death record to
the 1-801-983-
7350

****Physician's Role**:**

- ✓ Receives instruction cover sheet and death record
- ✓ Completes the cause of death section sign & date. Enter or verify the the time of death.
- ✓ Faxes death record to **1-801-983-7350**