Process Model

OVSR: Fetal Death Recording Process from a birthing hospital		
Process Step	**Description**	**Statistics / Comments**
1	Mother delivers stillborn fetus	
2	Hospital staff logs into VIP system and enters fetal death information	• Hospital staff (birth clerk, nurse, attendant, etc.) inputs fetal death information in VIP system • Mother's current name, date of admission, and medical record number must be entered in order to save a record for future retrieval. • Hard edits fired to make sure information is valid for submission
3	Hospital staff completes all Legal Fields mandated by the State to record a fetal death	• Hospital staff reviews record for accuracy. • Hard edits fired to make sure information is valid for submission
4	Hospital staff reviews registration screen with parents for approval	• Parents view to make sure the legal portion of the fetal death record is accurate. • Parents sign the electronic signature pads in order to electronically capture their signatures attesting to the information. If parents are not available or unwilling to sign the attestation, a blank signature will be captured in the system. • Electronic signature saved in VIP system • Hospital staff electronically verify fetal death record attesting to parents' approval.
5	Certifying physician signs fetal death record.	• Physician logs into VIP system and locates record • Physician reviews record to assure that the child was delivered on the correct date, time, place, and correct gender recorded. • Physician enters electronic PIN number to certify case.
6	Hospital completes paper fetal death certificate	• Hospital will transfer data onto paper fetal death certificate (REG-26 revision Jan 2016) and secure hospital signatures including certifying physician. Form can be found on OVSR web page or on EDRS web page. • Hospital provides fetal death certificate to funeral director.
7	Funeral director submits paper fetal death certificate to local registrar	• Funeral director verifies and completes information recorded on paper fetal death certificate and delivers it to Local Registrar where the delivery occurred. • Funeral director provides Local Registrar with final disposition for the fetus.

8	Local Registrar receives paper fetal death certificate from funeral director.	• Local Registrar receives paper fetal death certificate with final method of disposition recorded. (only if delivery occurred in own municipality). • Local Registrar contacts hospital with final disposition of record so that hospital can add the information in VIP.
9	Hospital staff legally releases the fetal death record	• Hospital enters final disposition information in VIP • Upon completion of all legal fields, physician certification and hospital verification, the record is electronically released to the local registrar where the event occurred.

10	Local Registrar reviews electronic fetal death certificate	• Local Registrar enters log in information to access VIP system.
		    o Registrar will upload the Fetal Death module by clicking on the Fetal Death tab.
		 • Local Registrar pulls up fetal death work queue and locates matching electronic fetal death record.
		 • Local Registrar reviews electronic fetal death certificate for accuracy.
		    o Did the fetal death occur within the municipality?
		    o Does the electronic version match the paper version?
		    o Is the final disposition entered?

11	Does fetal death record meet State regulations?	• If yes, local registrar accepts electronic fetal death record in VIP.
		    o Local Registrar signs paper fetal death certificate and mails original to the State and keep a copy for their records. Proceed to Step 12
		 • If no, local registrar rejects fetal death record and sends back to hospital for correction.
		    o Hospital staff corrects fetal death record. Return to step 9.

12	Local Registrar creates burial permit	• Local registrar uses information provided on the paper fetal death certificate to create a paper burial permit. • Paper burial permit is provided to the funeral director.
13	Local Registrar creates certified copy of fetal death certificate	• Local registrar will use **page one only** of the paper fetal death certificate to copy the image onto safety paper.
14	Fetal death record assigned State File Number and recorded in State Repository	• OVSR receives completed paper fetal death certificate. • OVSR staff locates electronic version in VIP • OVSR staff records State File Number assigned in VIP onto paper fetal death certificate.