



State of Rhode Island  
Department of Health  
Rhode Island Vital Events Registration  
System  
(RIVERS)

Death Medical Certifier Training Guide

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## Important Terms

**Medical Examiner:** The Medical Examiner is a Medical Certifier responsible for investigating deaths where the manner of death is anything other than natural. The Medical Examiner may also assume responsibility for completing a death certificate in the case of an unknown or unclaimed body as well as any cases referred to them. In these cases, Medical Examiner may act as a funeral director and also complete and verify the demographic information of the certificate.

**Demographic Data Entry:** Demographic data entry refers to the system process that supports data capture of the items on Demographic tabs (Demographic 1 through Demographic 5) defined as the responsibility of the Funeral Director or an entity acting as such.

**Demographic Verification:** Demographic Verification refers to the electronic equivalent of the funeral director signing the death certificate to indicate that the information completed by the funeral home is accurate. The demographic verifier is the person who reviews and verifies the demographic portion of the death certificate and as such is most often ultimately responsible for the completion and filing of the death certificate.

**Burial Transit Permit:** The Burial Transit Permit is the mechanism for the authorization of the disposition and transit of the deceased body. It is a printable form from the system.

**Disinterment Permit:** The Disinterment Permit is issued from the fee module and used in the disinterment of a body connected to a registered death record.

**Funeral Director:** The funeral director is a licensed professional responsible for completing, filing and verifying the demographic portion of the death certificate. Typically, the funeral director is the person who verifies the death record.

**General/Back Data Entry:** General Data Entry is the data entry process provided to authorized State users. It allows for the data entry of records that are fully paper by allowing the user access to all data entry fields.

**Medical Certifier:** This term refers to the Physician, Physician Assistant, Certified Nurse Practitioner, or Medical Examiner who is responsible for completing and certifying the accuracy of the medical items on the death certificate. Physicians are generally tied to a specific login location, but they may be tied to more than one login location.

It is standard procedure for Physicians to certify only those cases where the manner of death is natural.

**Medical Certification:** Medical Certification refers to the electronic equivalent of the Medical Certifier signing the death certificate to indicate that the information completed by the Medical Certifier is accurate. This includes cause of death and underlying causes as well.

**Medical Data Entry:** Medical Data Entry refers to the system process that supports data capture of the items on Medical tabs (Medical 1 through Medical 4) defined as the responsibility of the Medical Certifier.

**State Users:** This term refers to staff at the central State Office associated with the State Office location. Related processes will vary based on the users' assigned roles.



**Record Locking:** It is assumed that the record will typically be completed with two distinct data entry processes: demographic and medical. Each will have its own 'release' point that is related to the respective "verification" (demographic portion) or "certification" (medical portion) component. Once a given portion has been certified or verified, that portion of the record is locked from further change by the respective participant.

**Designation:** The term designation relates to the process of identifying either the Medical Certifier office or the Funeral Home on the record so that the record becomes accessible to that entity for continued processing. Anytime the designated location is changed regarding a Medical Certifier, a new e-mail or text message will be generated as described for notification.

**Filing on Behalf of:** The Funeral Home of Record (responsible for filing the death certificate) may specify the name and address of an additional Funeral Service Provider on the record to capture the provider of additional services that might include Funeral Service and interment. This item is then available for printing on the death certificate as the funeral home of record.

Information captured in this form will be populated to the death record. Information is also displayed back on the Electronic Death Record (EDR) screen as display only fields.

**Relinquish:** Some scenarios will require that a Funeral Home that has become the owner of a record needs to relinquish the record so a different Funeral Home can pick it up. This security driven process allows the current funeral home to be removed from the record making the record available to be picked up by a different funeral home. The record will no longer be in the work queue of the original funeral home.

The process will also be provided to users at the State office from within General Data Entry if needed as an override.

**Decline:** This is a process to allow the Medical Certifier to decline the record in cases where the record does not actually fall under their jurisdiction. When a decline option is executed the system captures a reason as to why the case is being declined and a notification is sent to the funeral home regarding the record being declined. The Medical Certifier cannot change any medical data on the record until the record is accepted.

## 1.0 About the RIVERS Death Application Medical Certifier Training Guide

This guide is intended to provide step-by-step exercises that will allow the user to explore functions and features related to completion of the Medical Certifier section of the death certificate. Individual Tasks will help users gain experience in completing a death record in the system. The process will also allow the user to understand general concepts associated with the application. Working through these exercises will ensure that all features of the application are understood so as to provide an efficient process in day-to-day business operations.

The exercises contained in this guide will in many cases provide specific answers to questions concerning the features of the system.

### 1.1 Medical Certifier Death Registration

Contains exercises designed to familiarize users with the basic application features. The Medical Certifier user will learn multiple techniques to work on the record and navigate through different areas of the record and registration module.

*Exercises provided in this section include:*

- Exercise 1 – Login
- Exercise 2 – Start and Save a New Record
- Exercise 3 – Search for a Record
- Exercise 4 – Cancel Changes
- Exercise 5 – Using the Unresolved Field List
- Exercise 6 – Medical Data Entry
- Exercise 7 – Designate a Funeral Home
- Exercise 8 – Refer to Medical Examiner
- Exercise 9 – Printing Forms
- Exercise 10 – Medical Certification
- Exercise 11 – Release a Record

### 1.2 Medical Amendment

Contains exercises designed to familiarize users with the basic application features. The Medical Certifier user will learn how to utilize the functionality with the Medical Amendment screens.

*Exercises in this section include:*

- Exercise 12 – Start a Medical Amendment
- Exercise 13 – Submit a Medical Amendment





### 1.3 Process BTP

Contains exercises designed to familiarize users with the basic application features. The Medical Certifier user will learn how to utilize the functionality with the Process BTP Request screens.

*Exercises in this section include:*

- Exercise 14- Review BTP Request
- Exercise 15- Accept a BTP Request

### 1.4 Generating Reports

Contains exercises designed to familiarize users with the basic application features. The Medical Certifier user will learn to generate reports as well as the information each report provides.

*Reports in this section include:*

- Death Records – Filed by Medical Certifier Location Report
- Facility Delinquent Records Report
- Pending Cause of Death Listing Report
- Physician License Report
- Timeliness by Medical Certifier Type Report



## 2.0 Medical Certifier Death Registration

### 2.1 Login- Exercise 1

This exercise provides an overview of how to login to RIVERS and access Death Registration.

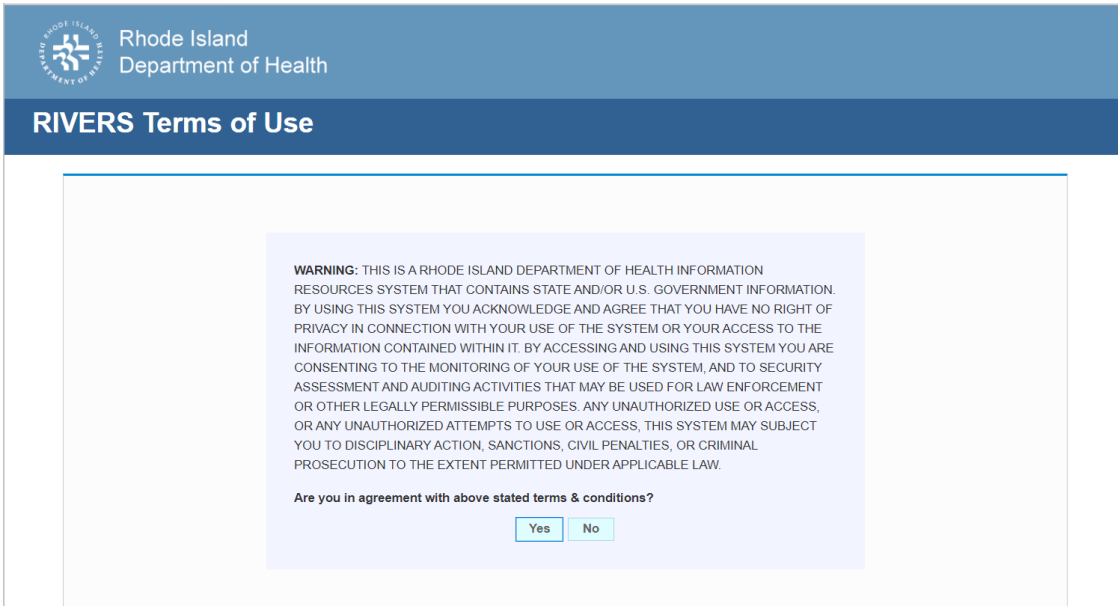
*To complete this exercise, you will need:*

- ✓ Live Internet connection
  - ✓ Widely used JavaScript enabled standard web browser (IE8+, Mozilla Firefox, etc.)
  - ✓ Java Runtime
  - ✓ Adobe Acrobat reader for forms and letters
  - ✓ MS Excel for accessing/running reports
1. Launch your internet browser (IE8+, Mozilla Firefox, etc.)
  2. Enter the following address in the URL box or select from Favorites:  
<https://rivers.rihosting-by-genesis.com/RIUIV2/Welcome.htm>
  3. The application splash page will load:



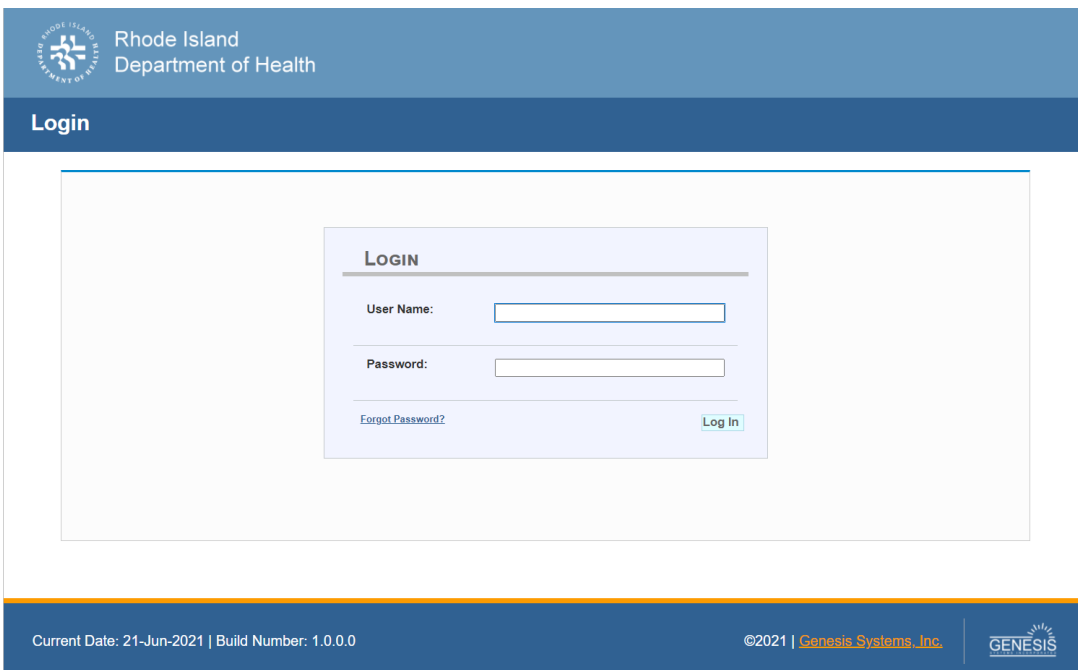
#### 1. RIVERS Splash Page

4. Click the **Login to RIVERS** button.
5. The **Terms of Use Screen** will load:



2. *RIVERS Terms of Use*

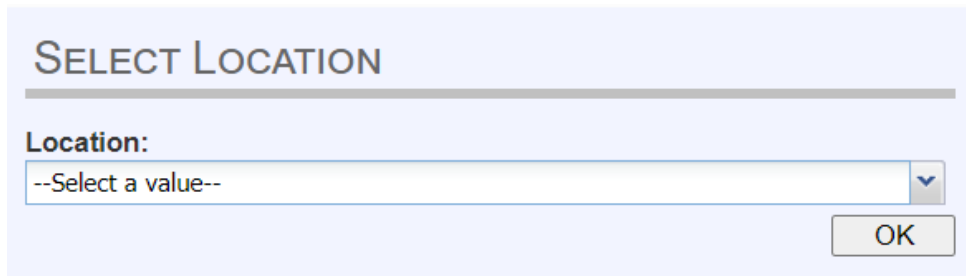
6. Click the **Yes** button to confirm agreement with the Terms of Use.
  - ✓ Click the **No** button to be returned to the RIVERS Splash Page.
7. The RIVERS login screen will display:



3. *RIVERS Login Screen*

8. Type in the User Name provided to you to login – this is not case sensitive.

9. Press the **Tab** key on the keyboard to advance focus to the Password field (or use the mouse and click on the password field if you prefer).
10. Type the password provided to you to login.
11. Press the **Tab** key on the keyboard to advance focus to the **Log In** command button.
12. With the focus on the Log In command button, press the **Enter** key to execute the Login command.
  - ✓ **Optional approach:** After entering the password you can also use the mouse to point to and left click on the **Log In** command button instead of using the **Tab** and **Enter** keys.
13. Login Locations – If you are associated with more than one location, the Location Selection Window pictured below will contain all locations assigned to your account. If you create NEW records while logged in under a given location, they will become associated with that location.



#### 4. Select Location

**NOTE:** The field on the screen has a set of arrows on the right side. This indicates that there is a drop-down list associated with this item.

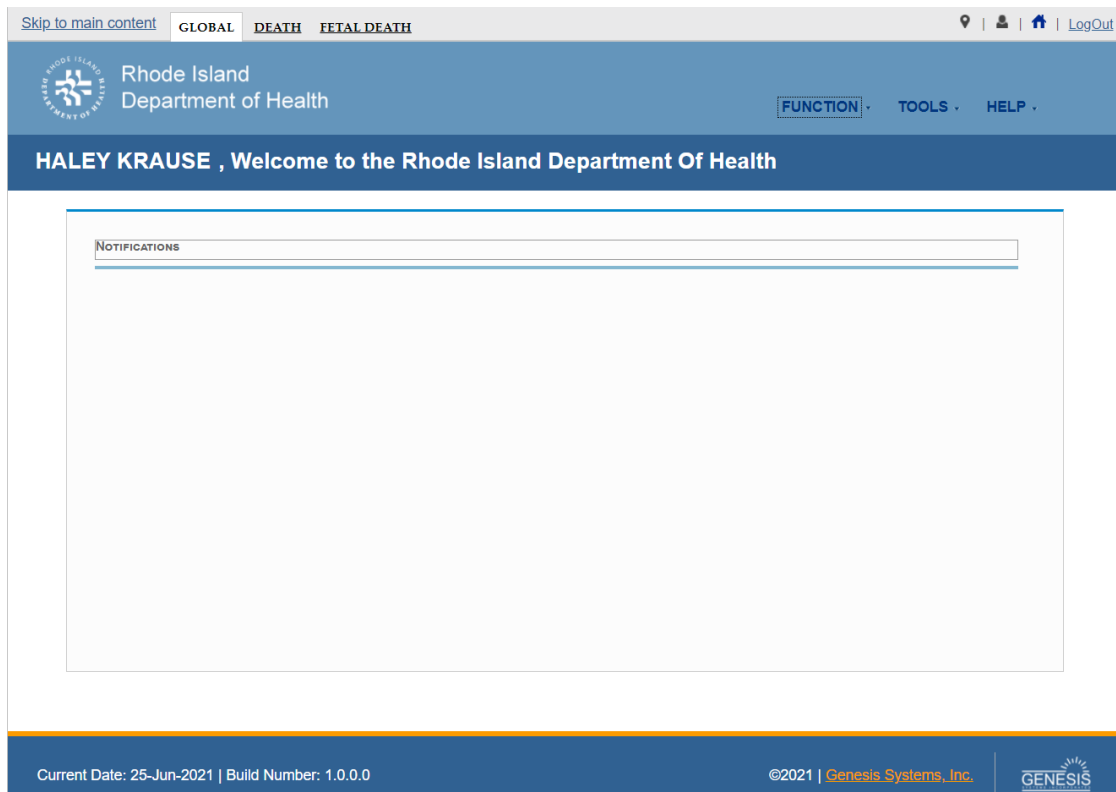
- ✓ Press the **Tab** key to set focus on the Select Location field. This will open the list.
  - ✓ Use the arrow keys to highlight a desired location followed by the **Tab** key to select it and set focus on the **OK** command button.
  - ✓ Press **Enter** to finalize the location choice and access the application.
14. Mouse – There are intuitive mouse alternatives for navigating the application and selecting items. Practice alternating the use of mouse and the keyboard approaches to determine the optimal method for you.

### Session Time Out

**During these exercises it may take much more time to complete operations than would be true in actual use of the application. If the system has not detected a business transaction (save a record, search for a record, login) within 20 minutes, the session will time-out and you will not receive further responses from the system. A warning will appear to alert you to this. If the system appears to stop responding (no choices in some pick lists, cannot save a record, cannot retrieve a record, etc.), it**

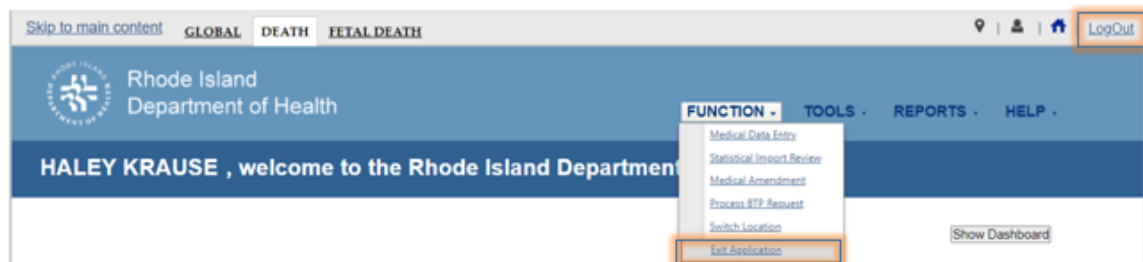
is likely that a session time-out has occurred. To recover from a session time-out, close the application Internet browser and re-login to start a new session. Saving the work you are doing frequently will prevent session time-outs. If you will not be using the application for a time, you should close it and then login again when you need to.

15. The main menu of the application appears:



5. RIVERS Main Menu

16. Exit the application by using the mouse to click on the **Log Out** link or to the **Function** → **Exit Application** menu item and click once with the left mouse button. Refer to the screenshot below for a visual representation of logging out of RIVERS.

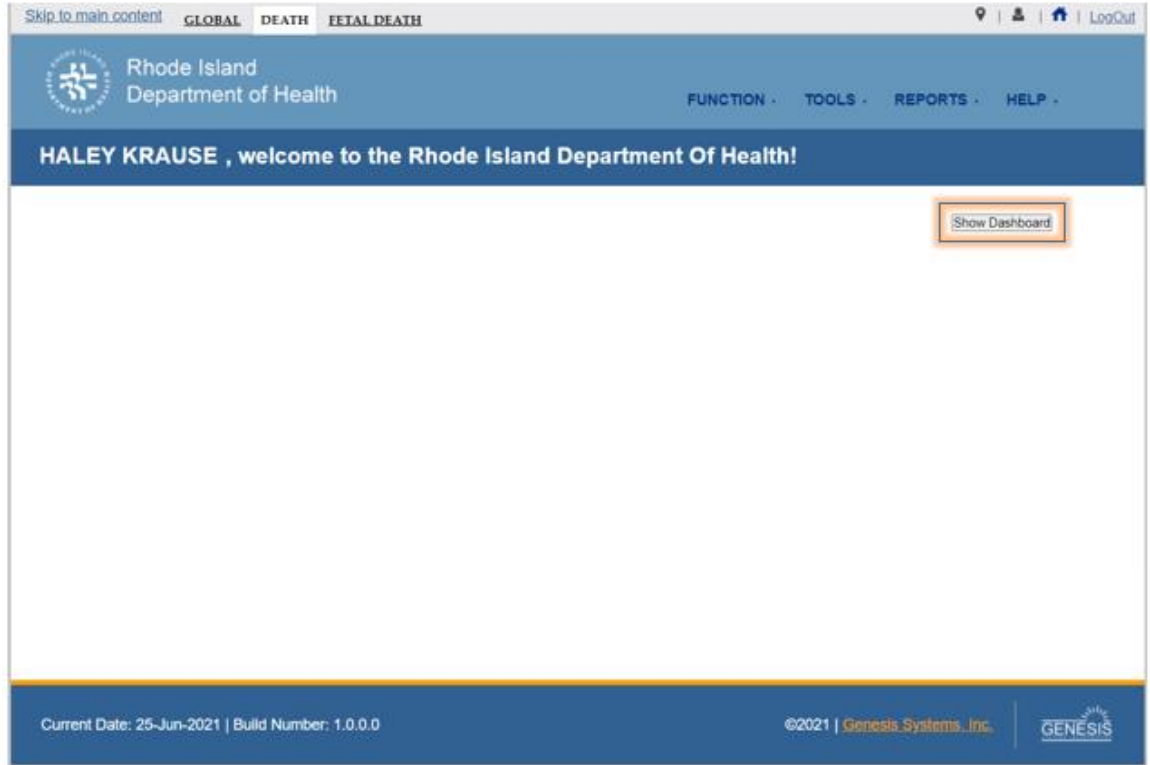


6. Log Out/Exit Application



### 2.1.1 Death Dashboard

From the Death Home screen, users may access the Death Dashboard by clicking on the Show Dashboard button. The Death Dashboard provides a summary of all pending death records for the login location in the RIVERS Death Module.



### 7. Death Dashboard

Dashboard filters: RECORD NOT FILED WITHIN 7 DAYS OF DEATH

EDR #	Date Of Death	Date Of Birth	Decedent First Name	De	Funeral Ho
000000000150503	2021/04/14	2000/02/02	TH	KAUFFMAN	A D GIVEN
000000000150509	2021/04/15	1997/02/02	MAC	MIL	
000000000150511	2021/04/15	1990/10/10	PENNY	JENNY HENNY	BRISTOL COUNTY PHY: ABIGAIL KAUFFMAN A D GIVEN
000000000150524	2021/04/15	1975/08/17	HARLAN	TIEN	KIEHN
000000000150548	2021/04/21				PIZZA
000000000150895	2021/05/24	1955/06/11	JASON	THOMAS	BARKER BRISTOL COUNTY PHY: ABIGAIL KAUFFMAN
000000000151024	2021/06/08	1960/05/14	CHRISTOPHER	ALAN	BAKER BRISTOL COUNTY PHY: ABIGAIL KAUFFMAN
000000000151026	2021/06/08	1960/11/14	MEGAN	ELIZABETH	SANDERS BRISTOL COUNTY PHY: ABIGAIL KAUFFMAN
000000000151087	2021/06/14	1960/09/12	JESSICA	LILLIAN	BROWN BRISTOL COUNTY PHY: ABIGAIL KAUFFMAN
000000000151088	2021/06/14	1960/05/11	ROBERT	DAVID	MANSON BRISTOL COUNTY PHY: ABIGAIL KAUFFMAN
000000000151089	2021/06/14	1960/11/26	MADISON	RENEE	POTTER BRISTOL COUNTY PHY: ABIGAIL KAUFFMAN
000000000151099	2021/06/16				STAR

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### 8. Death Dashboard Filters

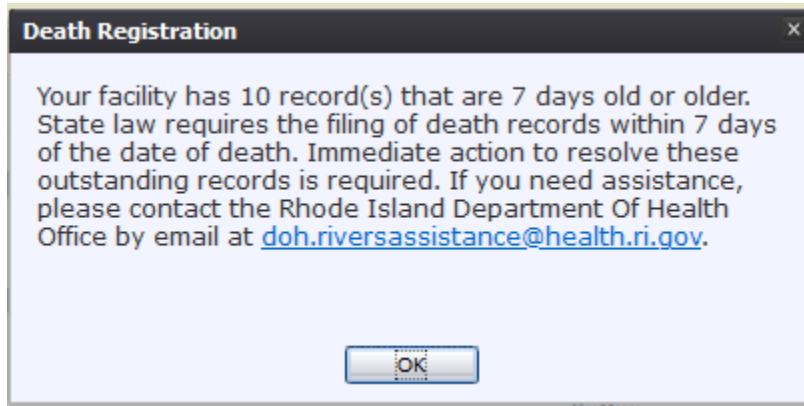
Users may select a value from the **Dashboard Filters** drop-down list to filter the grid of pending records to include only those records that meet certain criteria.

## 2.2 Start and Save a New Record- Exercise 2

This exercise describes how to initiate a record in the system and discusses the duplicate checking functionality associated with the process.

### 1. Select the **Death**→**Function**→**Medical Data Entry**.

If there are any records in the Late Records work queue, the application will issue a message alerting the user to the presence of these late records as shown below.



9. Death Registration Filing Records Reminder

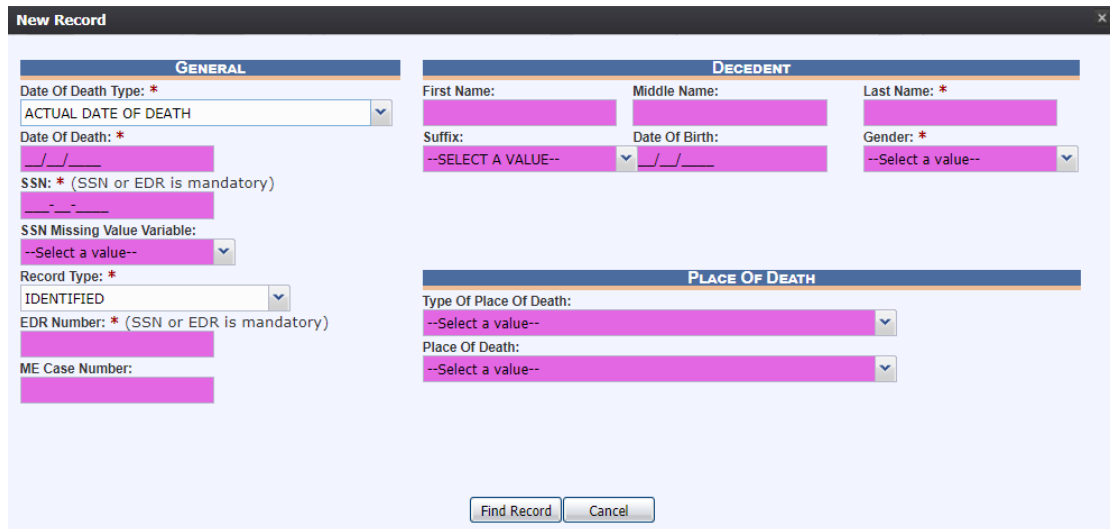
The initial **Medical Data Entry** screen will appear:



10. Death Medical Data Entry

2. Click the **New** icon or select the **Record**→**New** menu item. Enter all available information about the death event into the following fields:

3. The New Record Screen will appear:

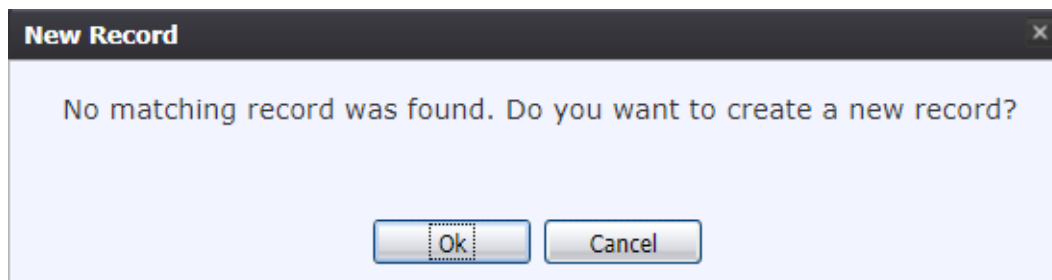


11. New Record Screen

Field Name	Value Required
Date of Death Type	Select a Date of Death Type from the dropdown list
Date of Death	Enter Date – requires double entry
SSN	Enter the SSN – requires double entry. Missing Value Variable dropdown list. – Requires double entry
Record Type	Select a Record Type
Last Name	Enter Text
Gender	Select a Gender Option

4. Minimally, the user must enter values into all fields listed above and click **Find Record**.

The system will display the following message if a record is not found:



12. Create a New Record? Yes/No





5. If the user selects **Cancel**, the record will not be saved.
  - If the user selects **OK**, a new record is created.
6. After a new record is created, proceed with medical data entry by completing the information requested on Medical Tabs 1 – 4. See Medical Data Entry Topics for more details on how to complete the record.

The application will perform an automatic SSN Verification and provide response codes, instructions and notifications to the user, as applicable.

7. Click on **Save** to save the record.

### 2.3 Search for a Record- Exercise 3

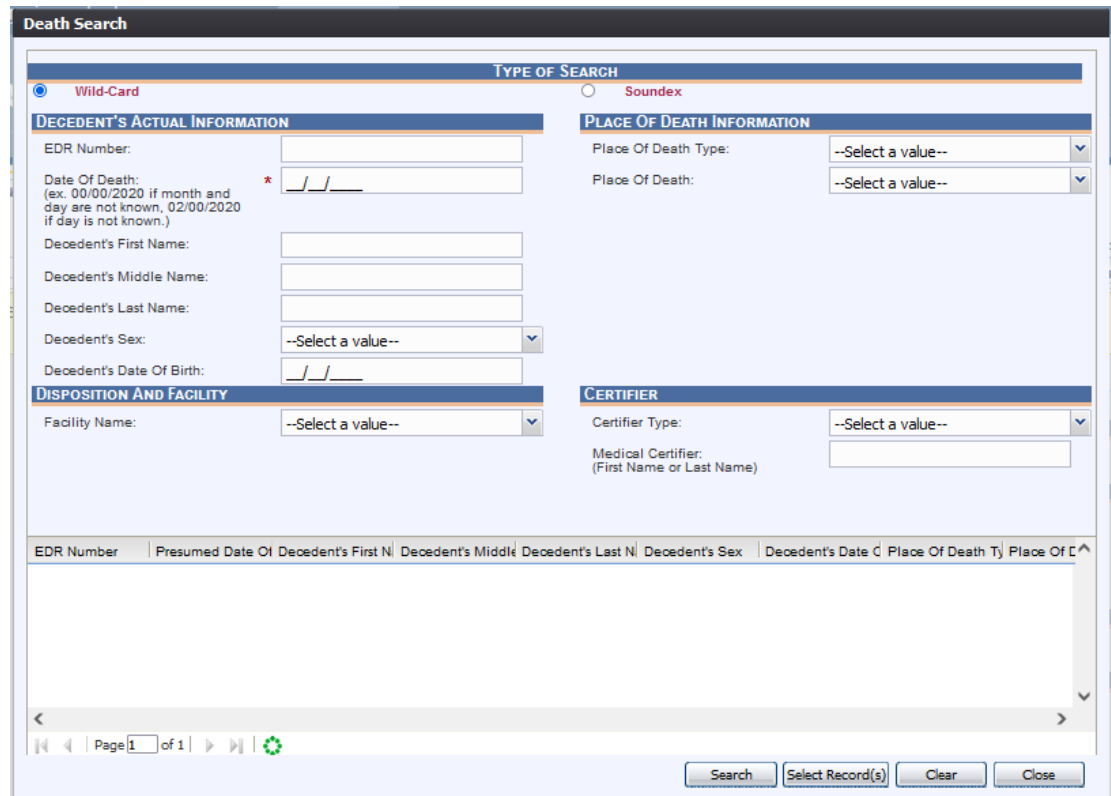
This exercise will explore two different ways to access a given record: using either the Search Record feature or the Work Queue approach. If you know that a given record is already saved in the system, rather than using the New Record process the record can be retrieved by a Search Record process or in many cases by looking for it in the Work Queue.

The Work Queue is a drop-down list of death records that have been started but still need some action to complete them. Only records that are associated with a given medical office will appear in the work queue for users who login under that location.

Search Record feature allows a broader approach to retrieving records regardless of whether or not they may be in the work queue. Searching can be used to retrieve records that have already been completed and electronically filed. However, searching is also limited to records that are associated with the particular login location.

#### 2.3.1 Search Screen

1. From the Home screen, click the **Function→Medical Data Entry** menu option.
2. Click the **Search** icon or select the **Record→Search** menu item. The **Search Record** screen will appear.



The screenshot shows the 'Death Search' application window. At the top, there are two radio buttons for 'TYPE OF SEARCH': 'Wild-Card' (selected) and 'Soundex'. Below this, the form is divided into four main sections:

- DECEDENT'S ACTUAL INFORMATION:** Includes fields for EDR Number, Date Of Death (with a red asterisk and a date format '\_\_\_/\_\_\_/\_\_\_'), Decedent's First Name, Middle Name, Last Name, Sex (dropdown menu), and Date Of Birth (date format).
- PLACE OF DEATH INFORMATION:** Includes dropdown menus for Place Of Death Type and Place Of Death.
- DISPOSITION AND FACILITY:** Includes a dropdown menu for Facility Name.
- CERTIFIER:** Includes a dropdown menu for Certifier Type and a text field for Medical Certifier (First Name or Last Name).

At the bottom of the form, there is a table header with columns: EDR Number, Presumed Date Of Decedent's First N, Decedent's Middle, Decedent's Last N, Decedent's Sex, Decedent's Date of Birth, Place Of Death Ty, and Place Of De. Below the header is an empty table grid. At the very bottom, there are navigation buttons: Search, Select Record(s), Clear, and Close. A status bar at the bottom left shows 'Page 1 of 1' and a refresh icon.

13. Death Search Screen

3. Enter all available information regarding the record that needs to be located.

- ✓ **Tip:** Along with a name, including the date of death (which can be entered as a series of 00s followed by a year - i.e. 00/00/2021) and sex and other information will reduce the number of matches that are returned and cause faster search results.
- ✓ **Tip:** Choosing Wild-Card allows the user to enter text fields such as names do not have to be complete. Enter the first several letters instead of the entire text when spelling is in question but include other items to reduce the number of matches.
- ✓ **Tip:** Choosing Soundex still requires the user to enter at least the Decedent's date of death. If the user also decides to search by a name, the full name must be entered and the application will search for not only all exact matches but names that sound similar as well.

4. Click **Search**.

Records that match the search criteria will populate in the grid in the lower half of the screen.

**Death Search**

TYPE OF SEARCH

Wild-Card       Soundex

**DECEDENT'S ACTUAL INFORMATION**

EDR Number:

Date Of Death: (ex. 00/00/2020 if month and day are not known, 02/00/2020 if day is not known.) \* 00/00/2021

Decedent's First Name:

Decedent's Middle Name:

Decedent's Last Name:

Decedent's Sex: --Select a value--

Decedent's Date Of Birth:

**DISPOSITION AND FACILITY**

Facility Name: --Select a value--

**PLACE OF DEATH INFORMATION**

Place Of Death Type: --Select a value--

Place Of Death: --Select a value--

**CERTIFIER**

Certifier Type: --Select a value--

Medical Certifier: (First Name or Last Name)

EDR Number	Presumed Date Of	Decedent's First N	Decedent's Middl	Decedent's Last N	Decedent's Sex	Decedent's Date of	Place Of Death Ty	Place Of t
0000000015123	08/11/2021	JIMMY		JOHN	MALE	08/11/1975	HOSPITAL-INPAT	GENESIS
0000000015129	08/23/2021	BILLY		BUTLER	MALE	01/01/2000	DECEDENT'S HO	
0000000015131	08/25/2021			KAUFFMAN	MALE	02/02/2002		
0000000015131	08/25/2021	LOOKAT		ME	MALE	09/29/1982	HOSPITAL-INPAT	GENESIS
0000000015138	09/10/2021	JACK	ALAN	JONES	MALE	11/02/1957	HOSPITAL-INPAT	GENESIS
0000000015152	10/20/2021	PANCAKE	WAFFLE	EGG	FEMALE	02/02/2000	HOSPITAL-INPAT	GENESIS

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Search Select Record(s) Clear Close

#### 14. Death Search Screen Results

- Click the appropriate record. Select multiple records by holding down the **Ctrl** key and clicking on records.
- Click **Select Record(s)** to retrieve records to the Work Queue.
- Select a record from the work queue by clicking on it to retrieve it to the screen.

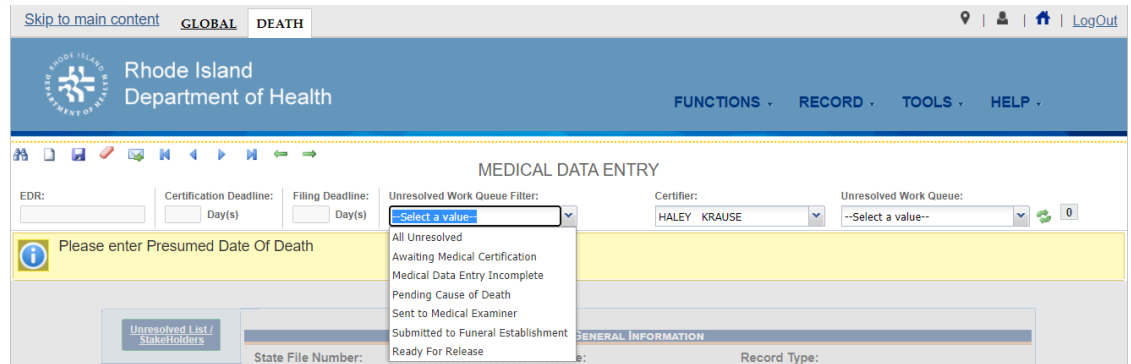
The selected record will be retrieved by the system and its information will appear on the screen as an active record for additional review and/or processing.

#### 2.3.2 Work Queue Search

The Work Queue in the **Medical Data Entry** process will contain the following:

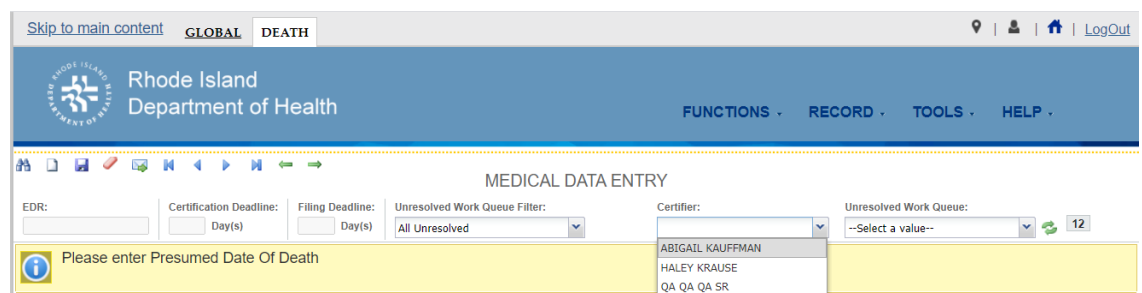
- Death records associated with the user's login location that still require some type of action.
- The list in the work queue will be sorted by the date of death and will display the decedent's last name, decedent's first name, and decedent's date of death.

- From the drop-down list, set the filter for the appropriate record type, as shown below. Options include:



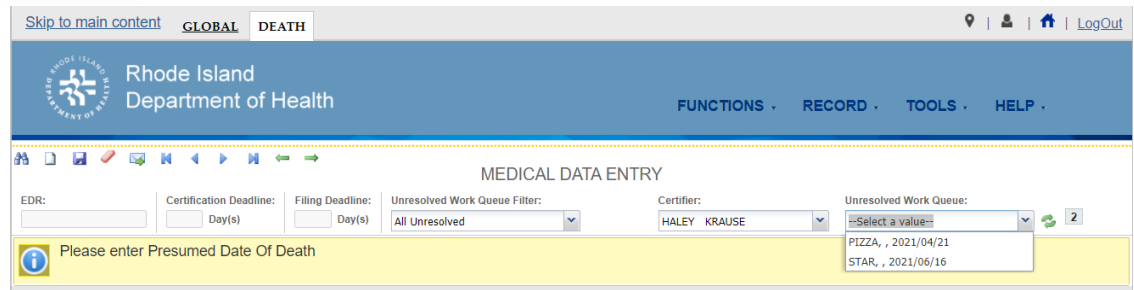
15. Unresolved Work Queue Filter

- **All Unresolved:** All records that have been started but the information is not yet complete.
  - **Awaiting Medical Certification:** All records that are awaiting medical certification.
  - **Medical Data Entry Incomplete:** All records that have been started, but Medical Data Entry is not complete.
  - **Pending Cause of Death:** All records that have cause of death pending whether or not the record has been registered.
  - **Sent to Medical Examiner:** All records that have been sent to the Medical Examiner.
  - **Submitted to Funeral Establishment:** All records that have been submitted to a funeral establishment for demographic verification.
  - **Ready for Release:** All records that are ready for release.
2. Next, select the appropriate certifier from the Certifier Queue dropdown menu and select the name. Or begin typing the certifier's first name.



16. Certifier Queue

3. From the record list, select the appropriate record by clicking on it, or with the focus on the list, start typing the decedent's last name (if available).



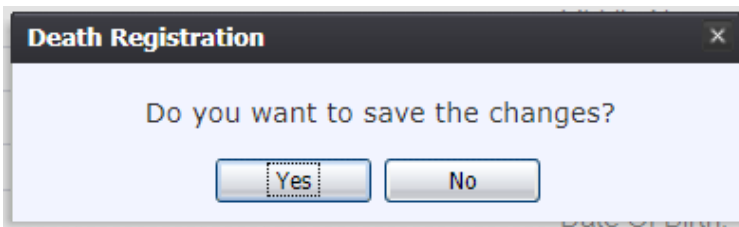
17. Unresolved Work Queue

4. The selected record will be retrieved by the system and its information will appear on the screen as an active record for additional review and/or processing.

## 2.4 Cancel Changes- Exercise 4

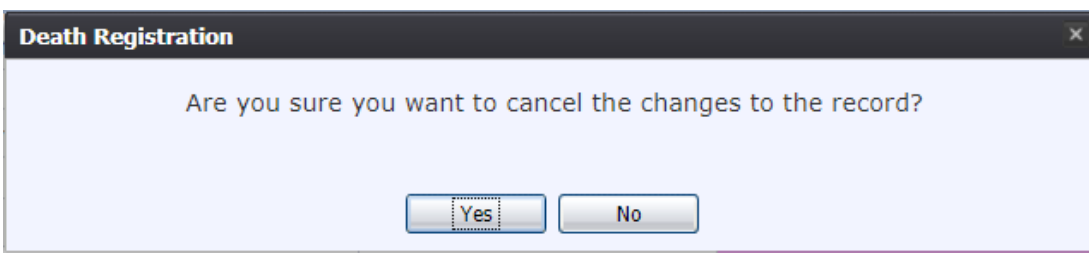
This exercise will walk the user through canceling changes made to a record before the record is saved. A user may cancel changes made to a record since it was last saved in **Medical Data Entry**.

1. Retrieve an existing record using the Work Queue Search or the Search Screen.
2. Enter information or modify information entered in any fields. If a user navigates away from the current record by completing such an action as initiating a record search or accessing a new record, the system will display the following message:



18. Do you want to Save the Changes? Yes/No

- a. Click **No** to cancel the changes made to the record.
- b. Click **Yes** to save the changes made to the record.
3. Or click the cancel button, and the system will display the following message:



19. Cancel Changes to the Record? Yes/No

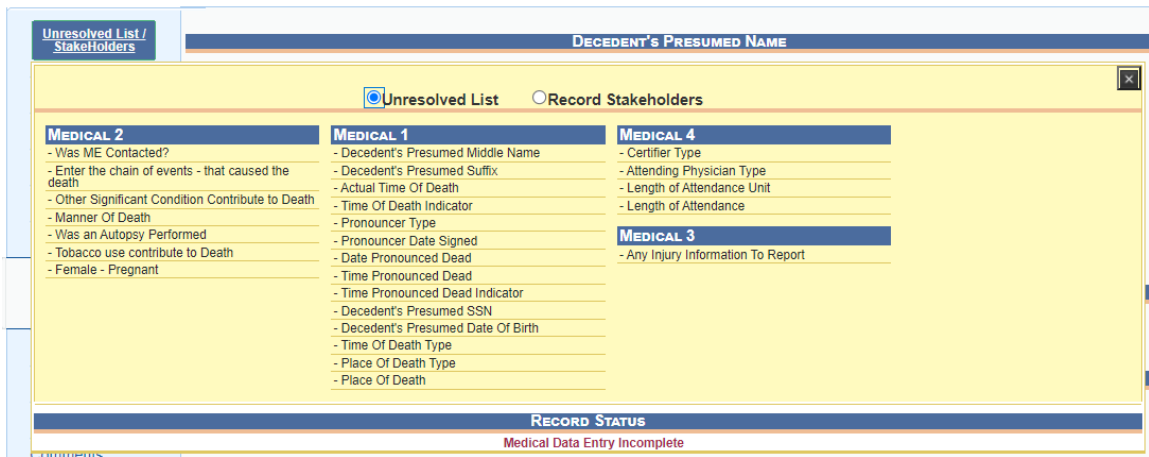
- a. Click **Yes** to cancel the changes made to the record.
- b. Click **No** to return to the data entry screen.

## 2.5 Using the Unresolved Fields List- Exercise 5

This exercise will cover using the Unresolved Fields List. Depending on the type of record, a number of actions need to be performed before a record is ready to be submitted for further processing. To check if all data items were completed, use the **Unresolved Fields** list to identify areas that require some sort of action before the record is resolved. The unresolved list displays individual data fields that need to be completed for a specific record before it can be resolved.

1. Retrieve the record.
2. Click **Unresolved** to open the list.

The **Unresolved Fields** list will open.



20. Unresolved/Stakeholders List

3. To be directed to a particular unresolved field, click the field's link. The system will navigate to that particular field directly so that it may be resolved; the **Unresolved Fields** list will close.
4. Click **Unresolved List** again or click the X in the upper right corner to close the list and return to the data entry screen.

## 2.6 Medical Data Entry- Exercise 6

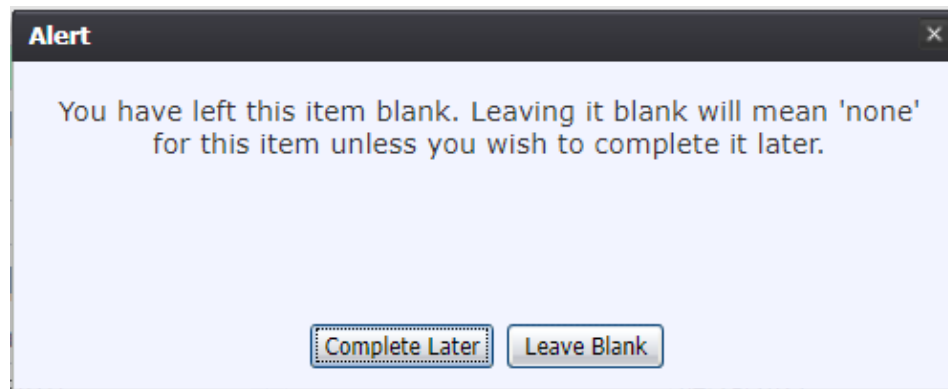
The objective of this exercise is to address the steps needed to complete Medical Data Entry. Most of the data items that need to be completed will only require the **Tab** key to advance to the field, typing the necessary information and pressing the **Tab** key to advance again. But there are many fields that require double data entry, so the information must be entered in the same manner twice before moving to the next field. Both the demographic and medical tabs will be available for viewing and editing, but this exercise will only focus on the medical tabs in order to designate a funeral home. Once a funeral home is designated, demographic tabs will not be available for editing.

1. Load the record created in Exercise 2 by going to **Functions**→**Medical Data Entry** and using either the Unresolved Work Queue or the Search Screen.
2. When the record loads, the Medical 1 tab will be the default tab.
3. Enter the **Decedent's Presumed Name** fields by pressing the **Tab** key and entering the information.
  - a. When you **Tab** from a field that requires double data entry, the double data entry window will load. Enter the information again and press **Tab** to highlight the **OK** button and the press **Enter** to move to the next field.



21. Double Data Entry

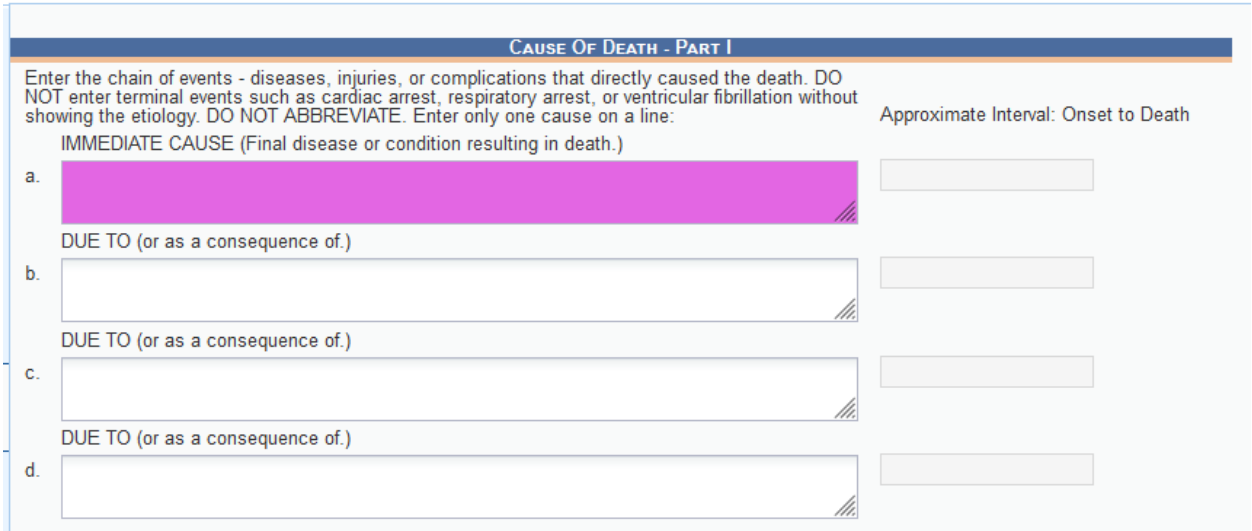
- b. Some data items can be left blank, even though they are marked required. If you need to leave one of these fields blank, either click the **Leave Blank** button or press the **Tab** key to move from the **Complete Later** button to the **Leave Blank** button and press **Enter**.



22. Complete Item Later Alert

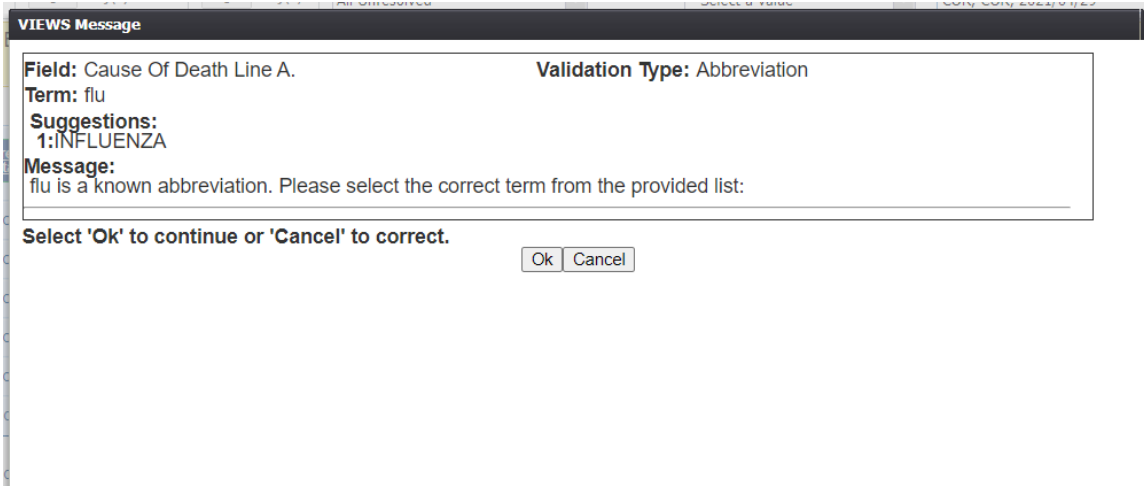
4. Enter the in the Sex field.
5. **Date and Time of Death** Fields. **Date of Death** should be filled in from the **New Record** screen. **Tab** to the **Time of Death Type** field. Start typing “Actual” to populate the field with “Actual Time of Death.” Press **Tab** to advance to the **Time of Death Field**.
  - a. Enter the Time of Death and press **Tab** to advance to the **Time of Death Indicator** field. Enter “A” for “am” or “P” for “pm”.

6. Enter in the **Pronouncer Information**.
7. Save the record and advance to the next screen.
8. The Medical 2 tab contains Cause of Death information.
9. Enter an **Immediate Cause of Death** and **Tab** to the **Approximated Interval: Onset to Death** field and enter a time period. **Tab** through the following information entering any information you wish.



23. Cause of Death- Part 1

10. If the terminology used in the **Cause of Death** fields is determined by the system to be ill-defined, a confirmation message will pop up asking you to verify the cause of death.



24. VIEWS Message

11. Enter **Cause of Death – Part II**. This field is other significant conditions contributing





to death but not resulting in the underlying cause given in Part I. Enter any conditions and then **Tab** to advance to the next field.

CAUSE OF DEATH - PART II	
<input type="checkbox"/> Alzheimer's Disease	<input type="checkbox"/> Asthma
<input type="checkbox"/> Blood Alcohol Content field (BAC Value)	<input type="checkbox"/> Dementia
<input type="checkbox"/> Diabetes	<input type="checkbox"/> Hypertension
<input type="checkbox"/> Obesity	<input type="checkbox"/> Prescription Drug (Opioid) Overdose
Enter other significant conditions contributing to death but not resulting in the underlying cause given in Part I:	

25. Cause of Death - Part 2

12. The next section is Autopsy Information. In the **Was an Autopsy Performed** field, type either Y for Yes or N for No. If Yes is selected, the **Were Autopsy Findings Available to Complete Cause of Death** field will be enabled. Press **Tab** to move to the **Manner of Death** field.

AUTOPSY INFORMATION	
Was an Autopsy Performed: --Select a value--	Were Autopsy Findings Available to Complete Cause of Death: --Select a value--

26. Autopsy Information

13. In the **Manner of Death** field, type N for Natural. Natural is the only **Manner of Death** type allowed to be entered by a Medical Certifier. All other Manner of Death Types must be referred to a ME. Press **Tab** to continue to the next field.

MANNER OF DEATH	
Manner Of Death:	NATURAL

27. Manner of Death

14. In the **Did Tobacco Use Contribute To Death** field, enter Y for Yes, N for No, P for Probably, or U for Unknown. Press **Tab** to continue.

15. If the decedent is female between the ages of 10 and 54, the **If Female (Aged 10-54) Pregnant** field will be enabled. Enter the relevant information and then save and navigate to Medical 3.

Did Tobacco Use Contribute To Death	If Female (Aged 10-54) Pregnant
Tobacco use contribute to death: --Select a value--	Pregnant: --Select a value--

28. Tobacco Use and Pregnant Information

16. With **Natural** selected as Manner of Death, Medical 3 tab will automatically be completed.

17. Save the record.

18. The Medical 3 tab contains **Any Injury to Report** information.



- a. This tab is only available a the Medical Examiner’s Office.
- 19. Save the record.
- 20. The Medical 3 tab contains **Certifier and Attending** information.
- 21. Fill out the Certifier/Attending information.
- 22. Save the record.

### 2.7 Designate a Funeral Home- Exercise 7

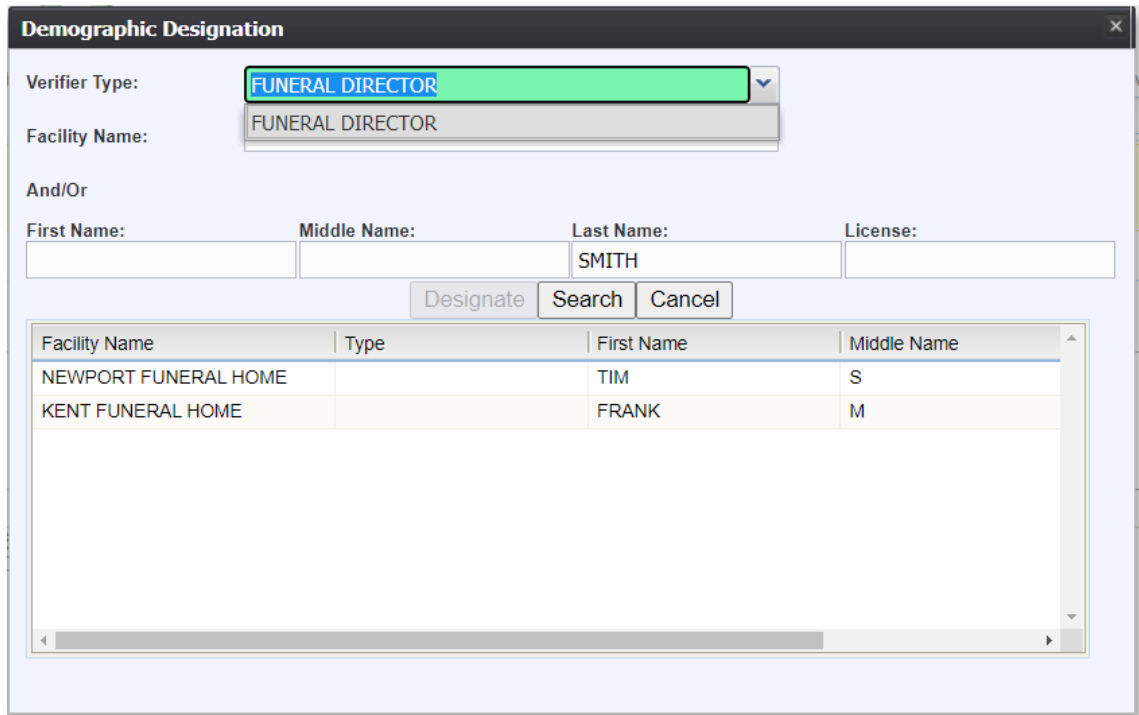
Designation of the Funeral Home occurs when the Medical Certifier has initiated the record in the application and the record is ready to be sent to the Funeral Home location for further processing. The objective of this exercise is to complete designation of the Funeral Director on the record and explore various scenarios associated with this process. A Medical Certifier who has already certified (and released) the medical part of the record could still change the designated Funeral Home on the record if the record was declined by a funeral director.

- 1. From the Home screen, click the **Functions→Medical Data Entry** menu item.
- 2. Retrieve the record that needs designation of a Funeral Home using the **Search Screen** or through the **Work Queue**.
- 3. Select the **Record→Demographic Designation** menu item to initiate the search/selection process.

29. Demographic Designation

**Note:** A Funeral Home can be designated after the first initial save of a record.

4. Enter the **Verifier Type** and then enter at least one search criteria to popular Search Results:



The screenshot shows a window titled "Demographic Designation". It contains a dropdown menu for "Verifier Type" with "FUNERAL DIRECTOR" selected. Below it is a text field for "Facility Name" containing "FUNERAL DIRECTOR". There are "And/Or" options and fields for "First Name", "Middle Name", "Last Name" (containing "SMITH"), and "License". Below these are "Designate", "Search", and "Cancel" buttons. A table displays search results:

Facility Name	Type	First Name	Middle Name
NEWPORT FUNERAL HOME		TIM	S
KENT FUNERAL HOME		FRANK	M

### 30. Demographic Designation Results

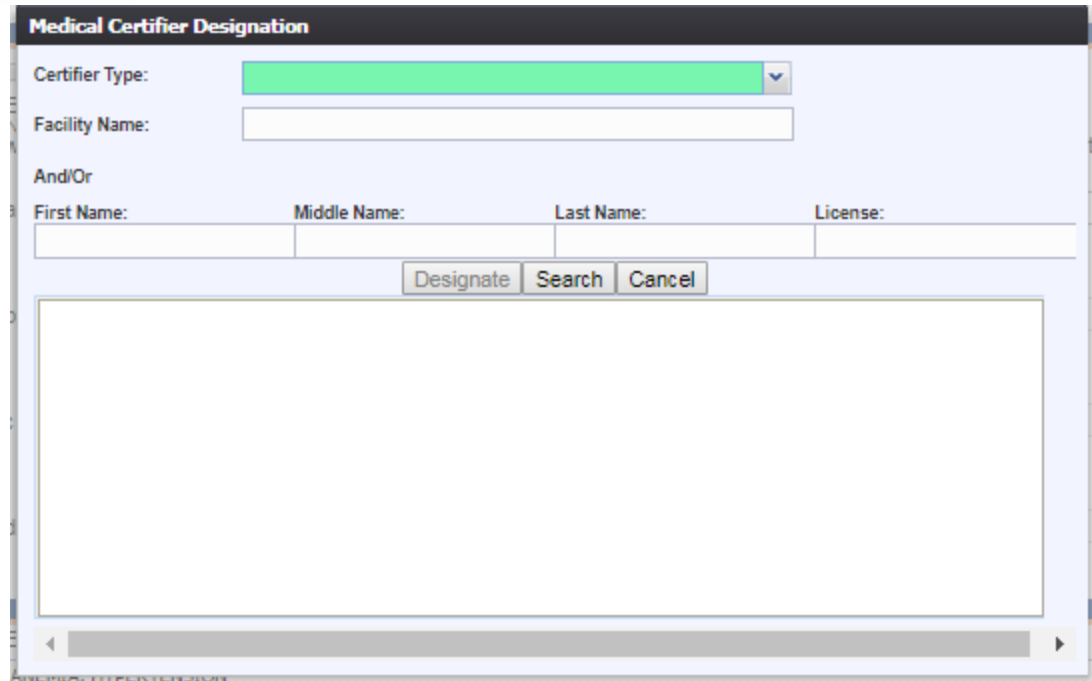
5. Select the desired funeral director by clicking the associated row in the search results grid and then click the **Designate** button.
6. The Demographic Designation Screen will close, and the funeral director's information will populate in the funeral home fields.

## 2.8 Refer to Medical Examiner- Exercise 8

Referral to Medical Examiner (ME) occurs when the Medical Certifier has initiated the record in the application and the medical section of the death record is nearly complete but needs to be sent to a ME for further processing. The objective of this exercise is to complete a referral to a Medical Examiner.

### 2.8.1 Refer to Medical Examiner

1. From the Home screen, click on the **Functions**→**Medical Data Entry** menu item.
2. Retrieve the record that needs referral to a Medical Examiner using the **Search Screen** or through the **Work Queue**.
3. Select **Record**→**Refer to Medical Examiner** menu item to initiate the search/selection process. The following screen will load:



**Medical Certifier Designation**

Certifier Type:

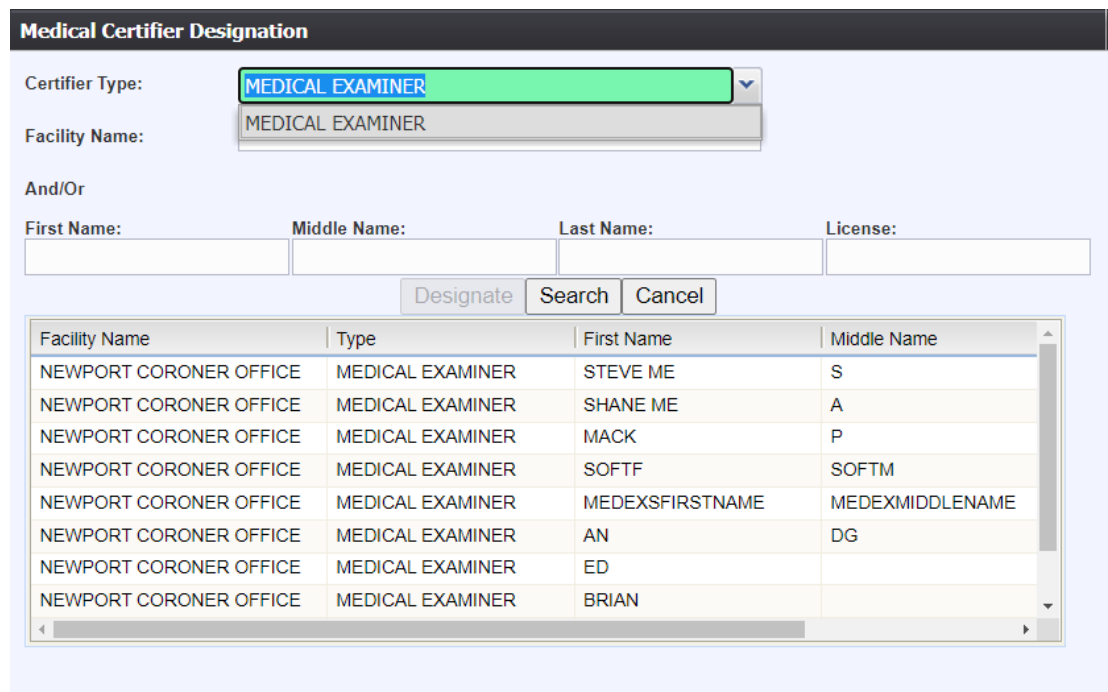
Facility Name:

And/Or

First Name:  Middle Name:  Last Name:  License:

31. Medical Certifier Designation

4. Select **Medical Examiner** from the Certifier Type drop-down and then select **Facility Name, First Name, Middle Name, Last Name, and/or License** to populate Search Results:



**Medical Certifier Designation**

Certifier Type:

Facility Name:

And/Or

First Name:  Middle Name:  Last Name:  License:

Facility Name	Type	First Name	Middle Name
NEWPORT CORONER OFFICE	MEDICAL EXAMINER	STEVE ME	S
NEWPORT CORONER OFFICE	MEDICAL EXAMINER	SHANE ME	A
NEWPORT CORONER OFFICE	MEDICAL EXAMINER	MACK	P
NEWPORT CORONER OFFICE	MEDICAL EXAMINER	SOFTF	SOFTM
NEWPORT CORONER OFFICE	MEDICAL EXAMINER	MEEXSFIRSTNAME	MEEXMIDDLENAME
NEWPORT CORONER OFFICE	MEDICAL EXAMINER	AN	DG
NEWPORT CORONER OFFICE	MEDICAL EXAMINER	ED	
NEWPORT CORONER OFFICE	MEDICAL EXAMINER	BRIAN	

32. Medical Certifier Designation Results



5. Select the desired medical certifier by clicking the associated row in the search results grid and click **Designate**. The Medical Certifier Designation Search Screen will close, and the medical certifier's information will populate in the medical certifier fields and the fields will disable.

## 2.9 Printing Forms- Exercise 9

This exercise will cover how to print forms from the Medical Data Entry screen in the RIVERS Death module. Medical Certifiers can print the Death Certificate (Un-Certified Copy) and Report of Death.

### 2.9.1 Print Death Certificate (Un-Certified Copy)

The application provides users the ability to generate an un-certified copy of the Death Certificate in the **Medical Data Entry** screen.

1. Retrieve an existing record using the Work Queue Search or the Search Screen.
2. Select the **Record→Print→Death Certificate (Un-Certified Copy)** menu option.
3. The application will open the PDF version of the form that allows printing.
4. Click the **Print** icon in the PDF window to print the document.
5. When the document prints, close the PDF browser window using the **X** in the upper right corner of the screen to return to the RIVERS system.

### 2.9.2 Print Report of Death

The application provides users the ability to generate a Report of Death in the **Medical Data Entry** screen.

1. Retrieve an existing record using the Work Queue Search or the Search Screen.
2. Select the **Record→Print→Report of Death** menu option.
3. The application will open the PDF version of the form that allows printing.
4. Click the **Print** icon in the PDF window to print the document.

When the document prints, close the PDF browser window using the **X** in the upper right corner of the screen to return to the RIVERS system.

## 2.10 Medical Certification- Exercise 10

When the medical data entry is complete, the medical certification process is accessed by the Medical Certifier to apply their PIN to the record. Medical Certification locks the medical portion of the record from further editing and certifies the cause of death data as well as the underlying causes.

### 2.10.1 Performing Medical Certification

Medical Certification is the process provided to medical certifiers as a means to



electronically sign the medical portion of the death record after the review of values of medical items on the Death Certificate for submission to registration

Before medical certification can be successfully performed, **Medical Data Entry** must be completed. Check for unresolved data fields before certifying a record.

1. Search for the desired record using the Work Queue Search by setting the unresolved work queue filter to **Awaiting Medical Certification**.

**OR**

By using the Search Screen method by clicking the **Search** icon or selecting **Record→Search**.

2. Select a record from the **Work Queue** drop-down list or from the **Search** screen grid.
3. When the appropriate record appears on the screen, select the **Record→Medical Certification** menu item to initiate the electronic certification process.
4. The **Medical Certification** screen will display the following information:
  - **Decedent's Information:** Decedent's Name (First, Middle, Last, Suffix)
  - **Death Information:** Date of Death, Time of Death, Place of Death

The screenshot shows a web interface titled "Medical Certification". It is divided into two main sections: "DECEDENT'S INFORMATION" and "DEATH INFORMATION".

DECEDENT'S INFORMATION	
First Name:	TEST
Middle Name:	S
Last Name:	TESTS
Suffix:	

DEATH INFORMATION	
Date of Death:	06/25/2021
Time of Death:	11:11 AM
Place of Death:	

At the bottom right of the form, there are three buttons: "Preview", "Cancel", and "Certification".

### 33. Medical Certification Screen

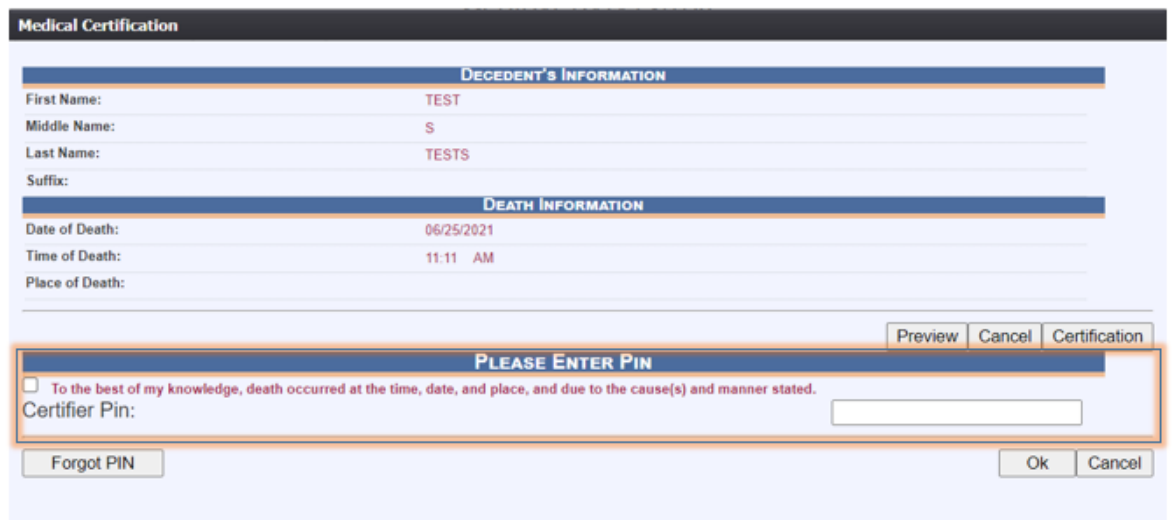
5. Review the information to ensure that the correct record is being electronically verified.
6. Click **Certification** if all data items are correct.
  - a. To view a preview of a **Medical Abstract** for the record, click

**Preview** to load a new browser window containing the **Medical Abstract** in PDF format. The **Medical Abstract** from this screen can be printed from this screen.

- b. If data items are not correct and need to be edited, click **Cancel** to correct the information on the **Medical Data Entry** screen. Save the corrections made to the record and return to Step 1 of the instructions above to reinitiate medical certification.

7. If the record is complete, the system will display the following message:

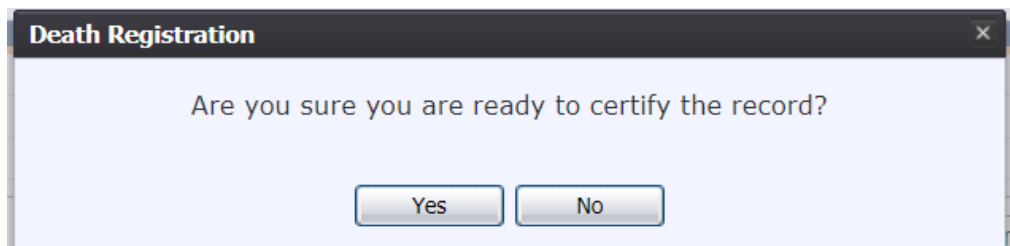
*“To the best of my knowledge, death occurred at the time, date, and place, and due to the cause(s) and manner stated.”*



34. Enter PIN

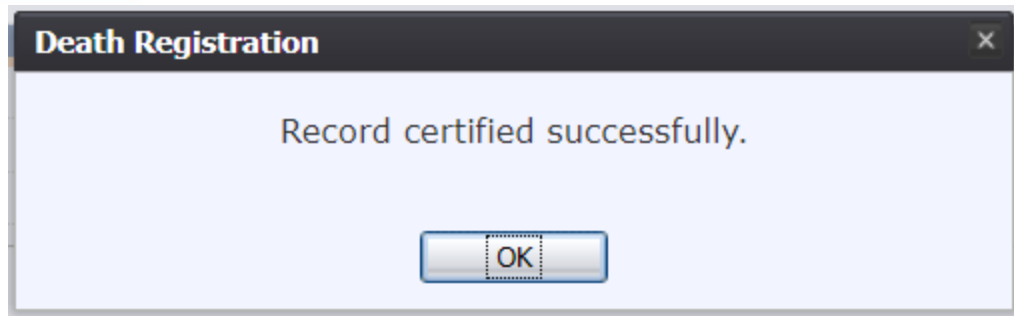
- 8. Check the box, enter your **PIN** and click **OK** to complete medical certification.

If the correct PIN has been entered, the following message will appear:



35. Ready to Certify the Record? Yes/No

- 9. Click **Yes** to certify the record, and the following message will appear:



36. Record Certified Successfully Message

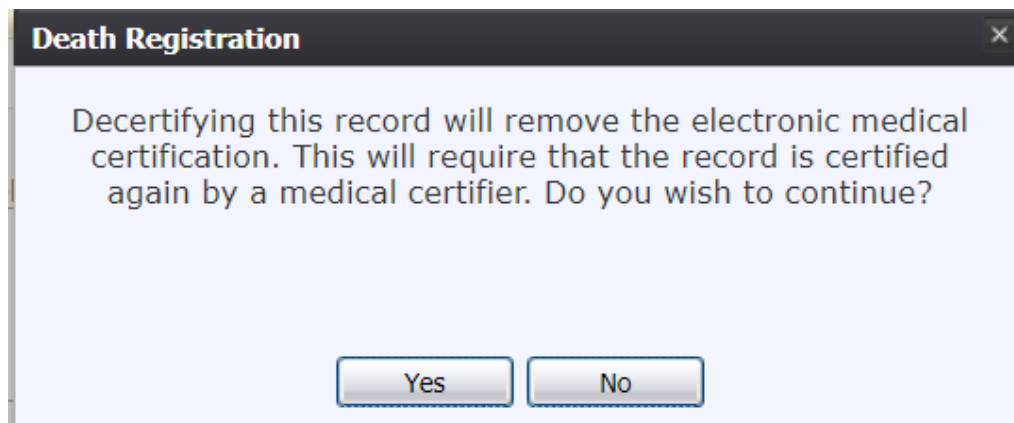
10. Click **OK** to close the **Medical Certification** screen.

Once a record has been certified it is locked from further changes by the medical certifier.

#### 2.10.2 De-Certifying a Record

Once the record has been medically certified, the record is locked from further changes by the respective participant. The record will become locked and will not be able to be de-certified once it has been released.

1. To de-certify a record, search for the record by clicking the **Search** icon or by clicking **Record**→**Search** or search within the Unresolved Work Queue.
2. Once the record is retrieved, select the **Record**→**De-Certify** menu item. The following prompt will appear:



37. Decertify will remove Certification? Yes/No

3. Click **Yes** to confirm the de-certification of the record.
  - a. Click **No** to exit the message and cancel the de-certification of the record.
4. The reason for de-certification comment box will load:





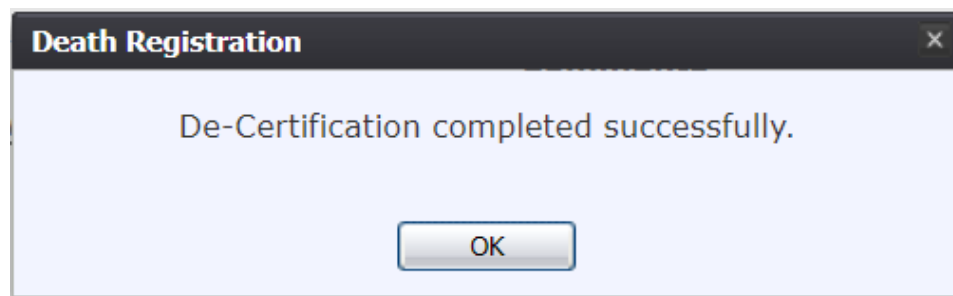
**De-Certify Record**

Enter the reason:

150

38. De-Certify Record Comment

5. Enter the reason for de-certification in the comment box and then click **OK** to save the comment.
  - a. Click **Close** on the Reason for De-Certification comment box to close the comment box and cancel the de-certification process.
6. If you click **Yes** after entering a comment into the comment box, the following message will appear:



**Death Registration** ×

De-Certification completed successfully.

39. De-Certification Completed Successfully Message

7. Click **OK** to close the message and then make changes, as appropriate, and follow the steps to perform Medical Certification.

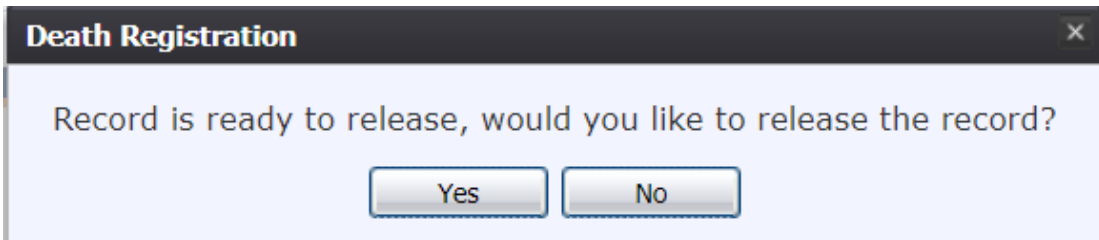
## 2.11 Release a Record- Exercise 11

After both Demographic Verification and Medical Certification have been completed, a record is ready to be released and assigned a State File Number.

To release a record:

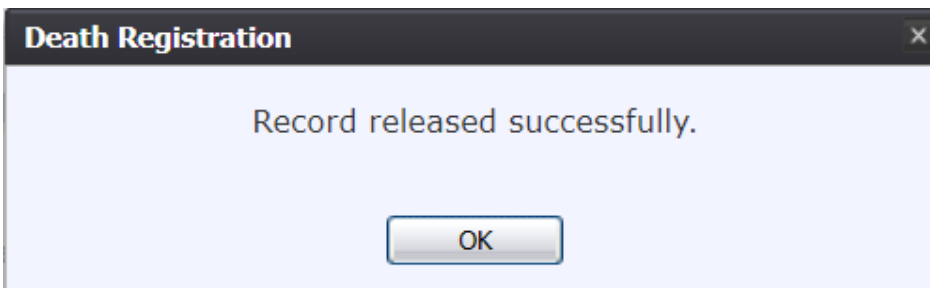
1. Retrieve an existing record using the Work Queue search.

2. When the appropriate record appears on the screen, select the **Record** → **Release** menu item to initiate the **Release** process.



*40. Ready to Release Record? Yes/No*

3. The following message will appear:



*41. Record Released Successfully Message*

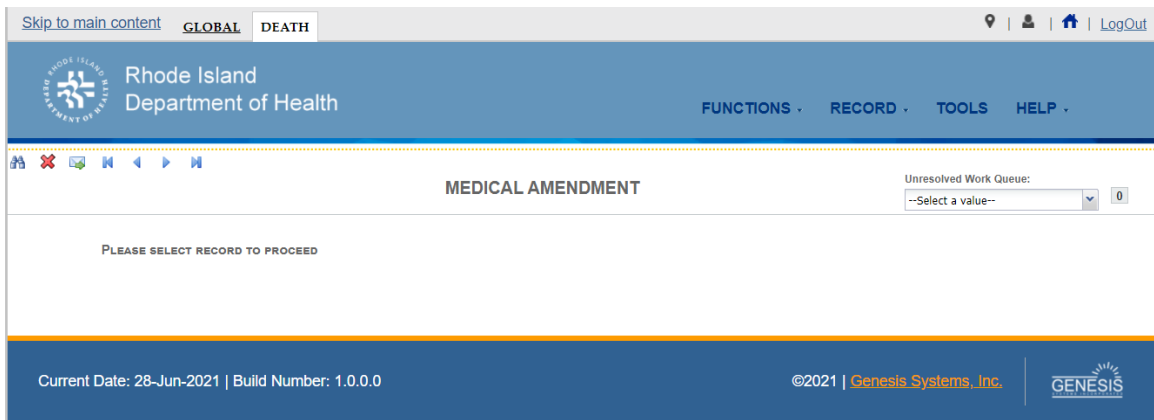
### 3.0 Medical Amendment

This section provides information about the **RIVERS Death** application regarding functions related to **Medical Amendments** for medical data entry information.

#### 3.1 Start a Medical Amendment- Exercise 12

The **Medical Amendment menu item** function allows authorized users to submit a medical amendment on a death record within the **RIVERS Death** module. This exercise will cover how to start a Medical Amendment

1. Select the **Function**→**Medical Amendment** menu option.
2. The **Medical Amendment** screen will load:



#### 42. Medical Amendment

3. Click the **Search** icon or **Record**→**Search** to locate the needed record.
  - **Tip:** Text fields such as names do not have to be complete. Enter the first several letters instead of the entire text when spelling is in question but include other items to reduce the number of matches.
  - **Tip:** Choosing Wild-Card allows the user to enter text fields such as names do not have to be complete. Enter the first several letters instead of the entire text when spelling is in question but include other items to reduce the number of matches.
  - **Tip:** Choosing Soundex still requires the user to enter at least the Decedent’s date of death. If the user also decides to search by a name, the full name must be entered, and the application will search for not only all exact matches but names that sound similar as well.

**Death Search**

TYPE OF SEARCH

Wild-Card       Soundex

**DECEDENT'S ACTUAL INFORMATION**

EDR Number:

Date Of Death:  \*  
(ex. 00/00/2020 if month and day are not known, 02/00/2020 if day is not known.)

Decedent's First Name:

Decedent's Middle Name:

Decedent's Last Name:

Decedent's SSN:

EDR Number	Presumed Date Of Death	Decedent's First Name	Decedent's Middle Name	Decedent's Last Name	Decedent's SSN
00000000151296	08/23/2021	BILLY		BUTLER	228-63-3541
00000000151526	10/27/2021	TEST	CHRIS	KAUFFMAN	789-63-2145
00000000151558	11/08/2021	TEST	C	KAUFFMAN	753-69-5147
00000000151559	11/08/2021	BLUE	GREEN	RED	789-65-4123

Page 1 of 1      Displaying Records 1 - 4 of 4

Search    Select Record(s)    Clear    Close

43. Death Medical Amendment Search Results

4. Select the record, or multiple records using **Ctrl + Click**, and click the **Select Record(s)** button.
  - All selected records will appear in the **Unresolved Work Queue** and can be selected to work.
5. The first selected record will populate on the screen. Click the **Go** button or **Record→Process Medical Amendment** to initiate the Medical Amendment process.

**MEDICAL AMENDMENT**

Unresolved Work Queue:  
BUTLER, BILLY, 06/23/2021

DECEDENT'S ACTUAL INFORMATION		PARENT'S INFORMATION	
Date Of Death:	06/23/2021	Father/Parent 2 First Name:	MALCOLM
Decedent's First Name:	BILLY	Father/Parent 2 Last Name:	BUTLER
Decedent's Middle Name:		Mother/Parent 1 First Name:	MARY
Decedent's Last Name:	BUTLER	Mother/Parent 1 Last Name:	BEVER
Decedent's Suffix:			
Decedent's Sex:	MALE		
Decedent's Date Of Birth:	01/01/2000		
Decedent's State/Country Of Birth:	PENNSYLVANIA		
Time Of Death:	01:01		
Actual Time Of Death Indicator:	AM		
PLACE OF DEATH INFORMATION		DISPOSITION AND FACILITY	
Place Of Death:	222 FREE, PROVIDENCE, PROVIDENCE, RI 02904	Method Of Disposition:	BURIAL
Place Of Death County:	PROVIDENCE	Facility Name:	GENESIS FUNERAL HOME
Place Of Death Town:	PROVIDENCE	Funeral Service Licensee:	ABIGAIL KAUFFMAN
MANNER OF DEATH		CERTIFIER	
Manner Of Death:	NATURAL	Certifier Name:	ABIGAIL KAUFFMAN
RECORD INFORMATION			
State File Date:	06/23/2021		

**Go**

44. Medical Amendment Process Screen

6. A confirmation message will appear asking if you would like to add a medical amendment to the record.

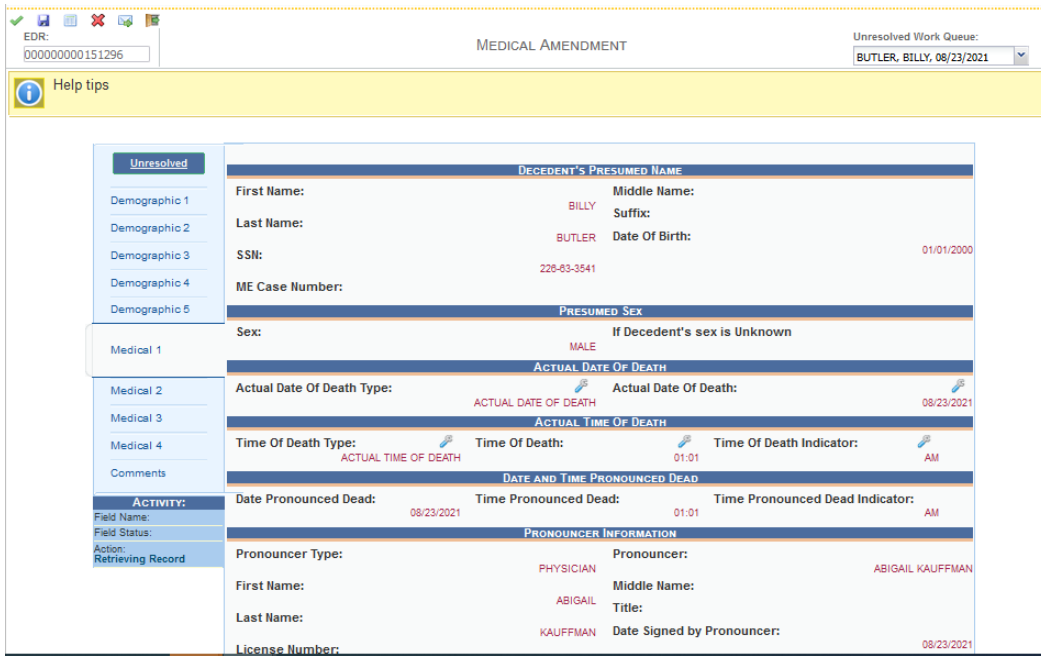
**Medical Amendment** ✕

Are you sure you want to add a medical amendment to this record?

45. Add Medical Amendment to Record? Yes/No

- a. Select **Yes** to add a medical amendment.
- b. Select **No** to cancel and return to the Medical Amendment view screen

7. If **Yes** is selected, the Medical Amendment screen will load allowing edits.



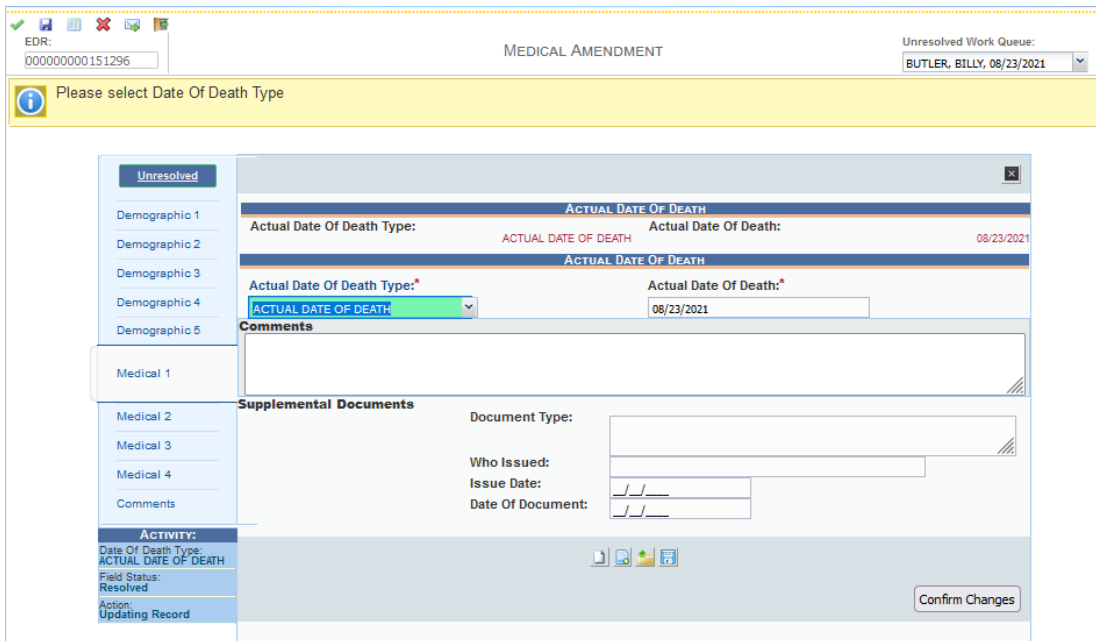
The screenshot shows the 'MEDICAL AMENDMENT' screen for EDR 000000000151296. The 'Unresolved Work Queue' is 'BUTLER, BILLY, 08/23/2021'. The form is divided into several sections:

- DECEDENT'S PRESUMED NAME:** First Name: BILLY, Middle Name: , Last Name: BUTLER, Suffix: , Date Of Birth: 01/01/2000, SSN: 228-63-3541, ME Case Number: .
- PRESUMED SEX:** Sex: MALE, If Decedent's sex is Unknown: .
- ACTUAL DATE OF DEATH:** Actual Date Of Death Type: ACTUAL DATE OF DEATH, Actual Date Of Death: 08/23/2021.
- ACTUAL TIME OF DEATH:** Time Of Death Type: ACTUAL TIME OF DEATH, Time Of Death: 01:01, Time Of Death Indicator: AM.
- DATE AND TIME PRONOUNCED DEAD:** Date Pronounced Dead: 08/23/2021, Time Pronounced Dead: 01:01, Time Pronounced Dead Indicator: AM.
- PRONOUNCER INFORMATION:** Pronouncer Type: PHYSICIAN, Pronouncer: ABIGAIL KAUFFMAN, First Name: ABIGAIL, Middle Name: , Last Name: KAUFFMAN, Title: , License Number: , Date Signed by Pronouncer: 08/23/2021.

The left sidebar shows 'Medical 1' is selected. The 'ACTIVITY' section shows 'Retrieving Record'.

46. Medical Amendment Screen

8. In order to edit a field, click the **Edit** icon beside the field. A screen will load displaying both the old and the new data.



The screenshot shows the 'MEDICAL AMENDMENT' screen for EDR 000000000151296. The 'Unresolved Work Queue' is 'BUTLER, BILLY, 08/23/2021'. A yellow banner at the top says 'Please select Date Of Death Type'. The form is focused on the 'ACTUAL DATE OF DEATH' section:

- ACTUAL DATE OF DEATH:** Actual Date Of Death Type: ACTUAL DATE OF DEATH, Actual Date Of Death: 08/23/2021.
- ACTUAL DATE OF DEATH (Edit Mode):** Actual Date Of Death Type: ACTUAL DATE OF DEATH (dropdown menu), Actual Date Of Death: 08/23/2021.

The left sidebar shows 'Medical 1' is selected. The 'ACTIVITY' section shows 'Updating Record'. A 'Confirm Changes' button is visible at the bottom right.

47. Medical Amendments Old Data/New Data

9. Make the necessary change and add any comments you want to add to the record.



10. Click the **Confirm Changes** button.

### 3.2 Submit and Accept a Medical Amendment- Exercise 13

This exercise will cover how to submit a Medical Amendment once all changes for the amendment have been made.

1. Once all necessary changes have been made, select the **Accept** button or select the **Process→Accept** menu item.
2. The Medical Certification screen will appear with basic Decedent Information.

The screenshot shows a web application window titled "Medical Certification". It contains two main sections: "DECEDENT'S INFORMATION" and "DEATH INFORMATION".  
**DECEDENT'S INFORMATION**  
First Name: MICHAEL  
Middle Name: ALAN  
Last Name: DAVIDSON  
Suffix:  
**DEATH INFORMATION**  
Date of Death: 05/30/2021  
Time of Death: 12:15 PM  
Place of Death: GENESIS HOSPITAL  
At the bottom right of the form, there are three buttons: "Preview", "Cancel", and "Certification".

48. Medical Certification Screen

3. Click the **Certification** button to proceed with the certification. Click **Cancel** to cancel the certification and return to the Medical Amendment Screen.
4. If the record is complete, the system will display the following message:  

*“To the best of my knowledge, death occurred at the time, date, and place, and due to the cause(s) and manner stated.”*



**Medical Certification**

**DECEDENT'S INFORMATION**

First Name: MICHAEL  
 Middle Name: ALAN  
 Last Name: DAVIDSON  
 Suffix:

**DEATH INFORMATION**

Date of Death: 05/30/2021  
 Time of Death: 12:15 PM  
 Place of Death: GENESIS HOSPITAL

Preview Cancel Certification

**PLEASE ENTER PIN**

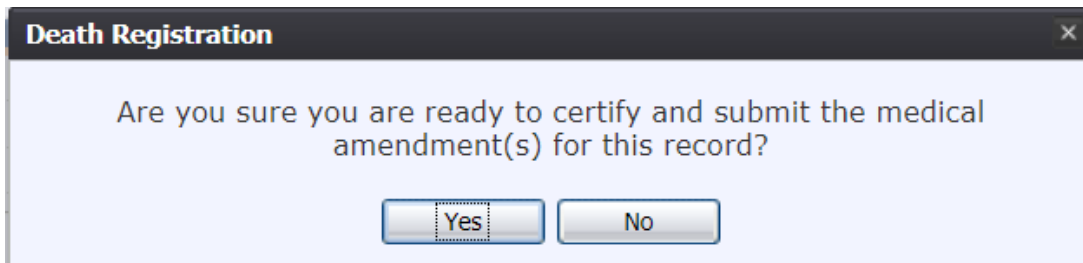
To the best of my knowledge, death occurred at the time, date, and place, and due to the cause(s) and manner stated.

Certifier Pin:

Forgot PIN Ok Cancel

49. Certification Enter PIN

5. Check the checkbox and enter a PIN. Click **OK** to complete the certification.
6. A confirmation message will load:



**Death Registration** [X]

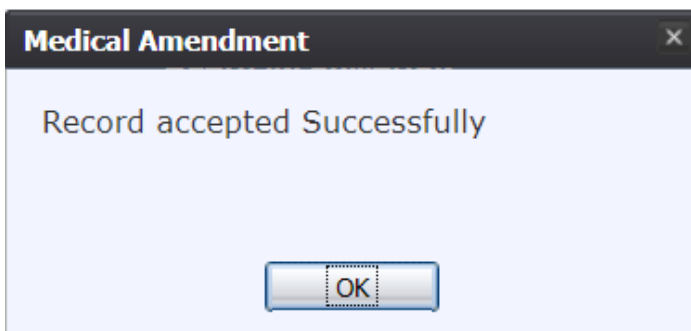
Are you sure you are ready to certify and submit the medical amendment(s) for this record?

Yes No

50. Submit the Medical Amendments? Yes/No

- Click **Yes** to submit the medical amendment.
- Click **No** to cancel the certification and return to the medical amendment screen.

11. If **Yes** is selected, the following screen will appear:



**Medical Amendment** [X]

Record accepted Successfully

OK

51. Record Accepted Successfully Message





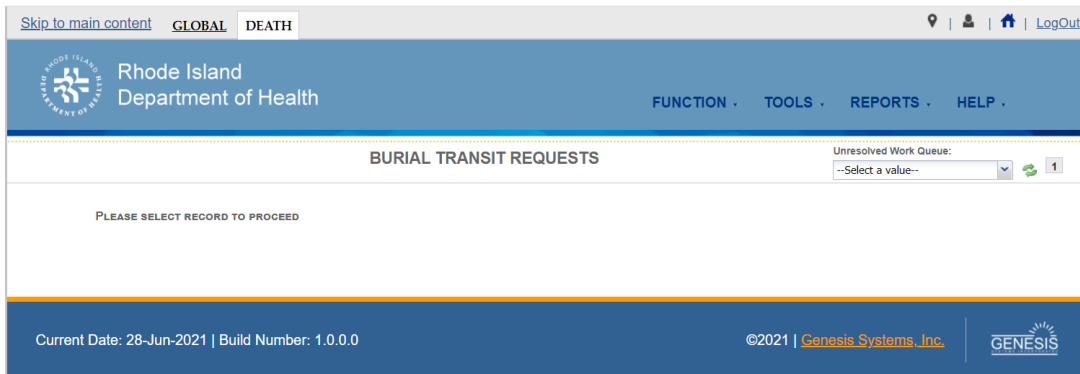
## 4.0 Process BTP

This section provides detailed information about the **RIVERS Death** application regarding functions related to **Process BTP Request**.

### 4.1 Review BTP Request- Exercise 14

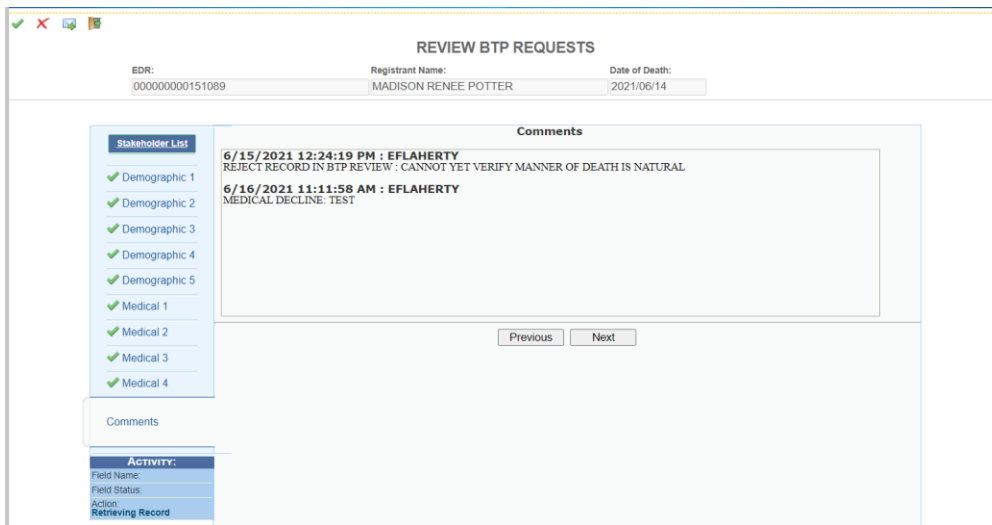
The **Process BTP Request** menu item function allows authorized users to submit or reject Burial Transit Requests on a death record within the **RIVERS Death** module.

1. Select the **Function**→**Process BTP Request** menu item.
2. The Burial Transit Requests screen will load:



52. RIVERS Burial Transit Requests

3. Retrieve an existing record using the Unresolved Work Queue.
4. Select the blue **GO** button to open the desired record in the **Review BTP Requests** screen, as shown below:

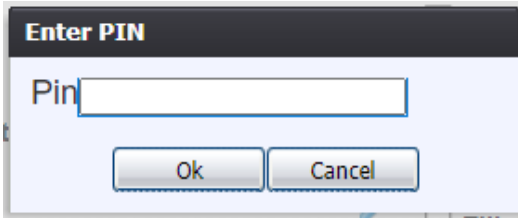


53. Review BTP Requests Screen

## 4.2 Accept a BTP Request- Exercise 15

To accept a BTP Request:

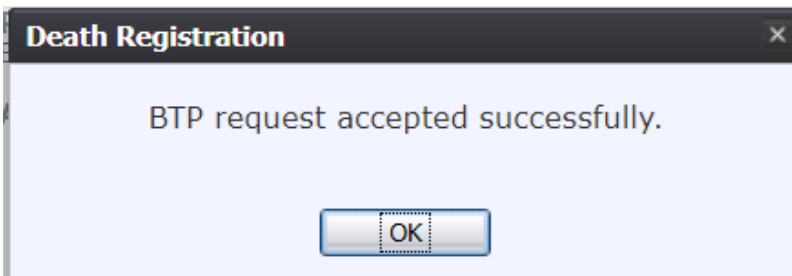
1. Select the **Process**→**Accept** menu item or click the **Accept** icon.
2. The **Enter PIN** screen will appear:



The screenshot shows a dialog box titled "Enter PIN". It contains a text input field labeled "Pin" with a cursor inside. Below the input field are two buttons: "Ok" and "Cancel".

54. PIN Box

3. Enter in a valid PIN and click the **OK** button.
4. The following message will appear:



The screenshot shows a message box titled "Death Registration" with a close button (X) in the top right corner. The main text reads "BTP request accepted successfully." Below the text is a single "OK" button.

55. BTP Request Accepted Successfully Message

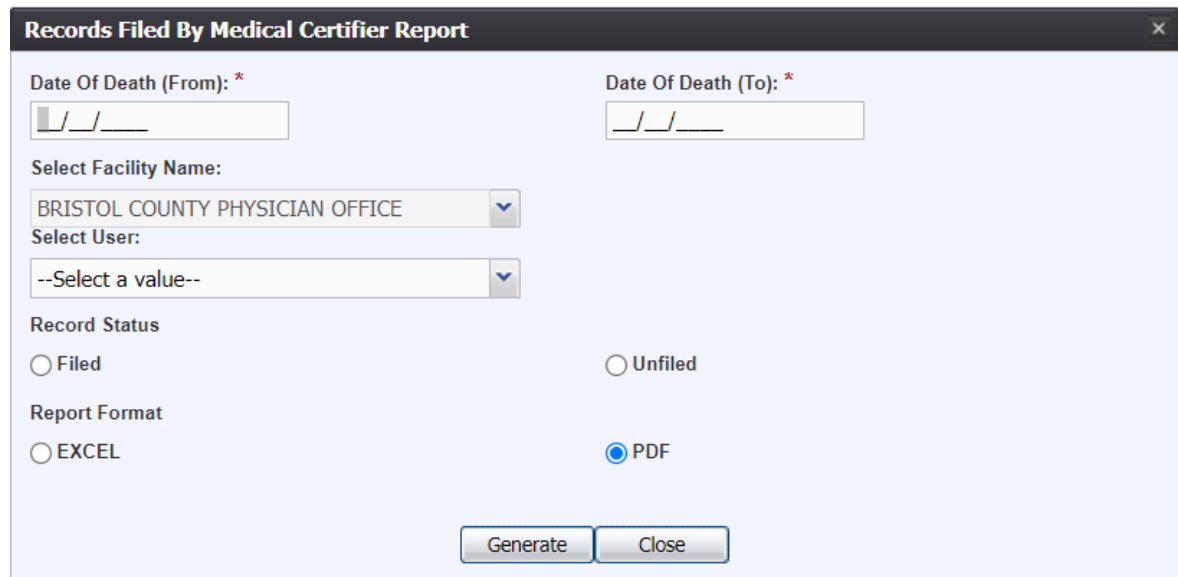
## 5.0 Generating Reports

This section discusses the reports that are available to Medical Certifiers. Each of these reports are available to authorized users and can be set with specified parameters. The available reports are:

### 5.1 Death Records – Filed by Medical Office Report

The application provides medical certifiers the ability to generate a **Death Records – Filed by Medical Certifier Location Office** report.

1. Select the **Reports→Death Records – Filed by Medical Office Report** menu option.
2. The following screen will appear:



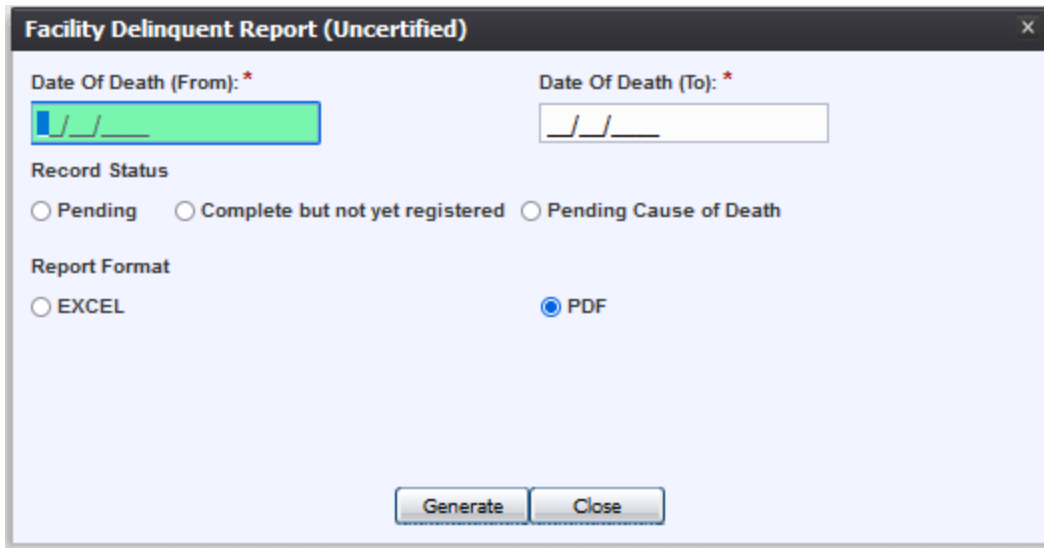
56. Records Filed by Medical Office Report

3. Complete the fields on the input screen.
4. Select **Excel** or **PDF** for the report's format.
5. Print the document from the **PDF** window or from **Microsoft Excel**.
6. When the document is printed, close the **PDF** window or **Microsoft Excel** using the **X** in the upper right corner of the screen to return to the **RIVERS** system.

### 5.2 Facility Delinquent Report (UnCertified) Report

The application provides medical certifiers the ability to generate a **Facility Delinquent Report (UnCertified)** report.

1. Select the **Reports→Facility Delinquent Report (UnCertified)** menu option.
2. The following screen will appear:



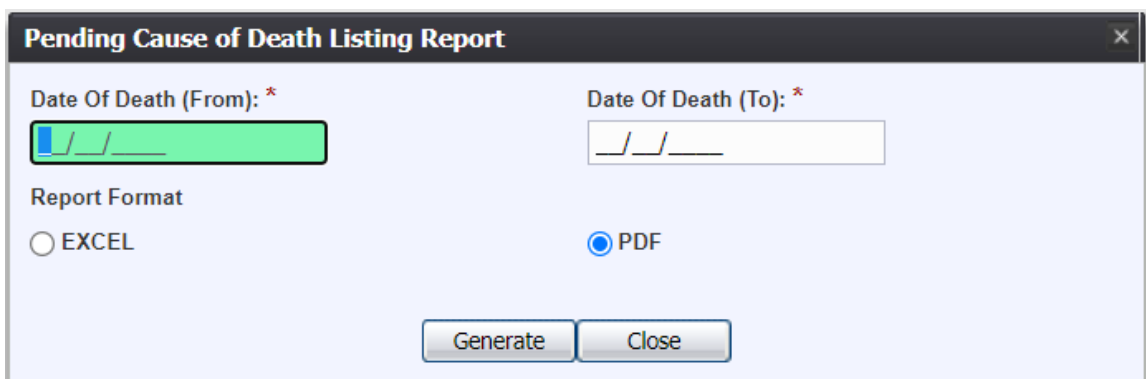
57. Facility Delinquent Report (Uncertified)

3. Complete the fields on the input screen.
4. Select **Excel** or **PDF** for the report's format.
5. Print the document from the **PDF** window or from **Microsoft Excel**.
6. When the document is printed, close the **PDF** window or **Microsoft Excel** using the **X** in the upper right corner of the screen to return to the **RIVERS** system.

### 5.3 Pending Cause of Death Listing Report

The system provides medical certifiers the ability to generate a **Pending Cause of Death Listing** report.

1. Select the **Reports**→**Pending Cause of Death Listing Report** menu option.
2. The following screen will appear:



58. Pending Cause of Death Listing Report

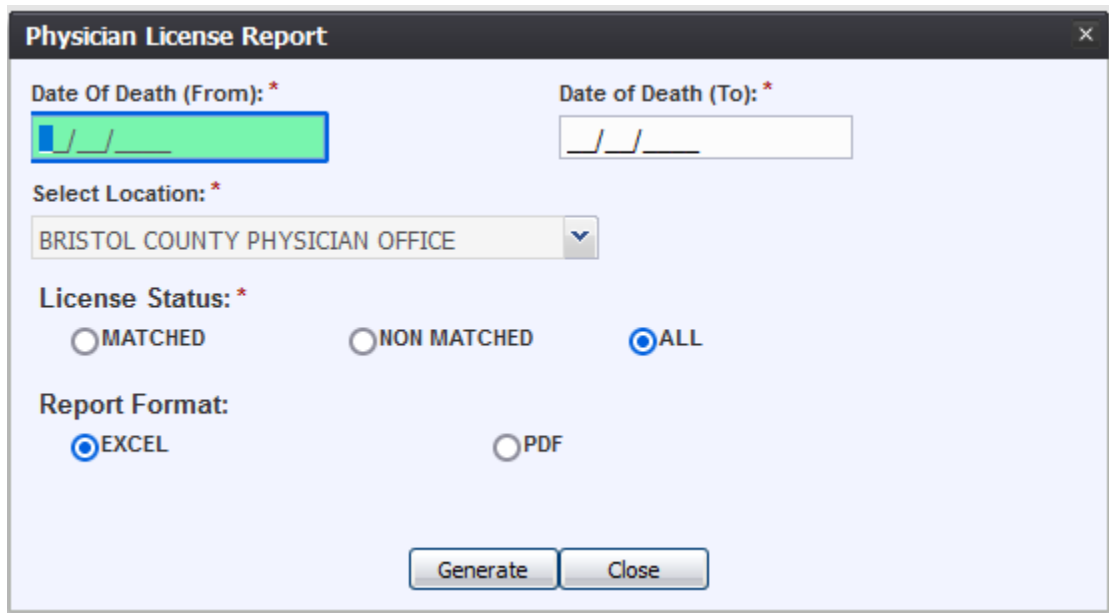
3. Complete the fields on the input screen.

4. Select **Excel** or **PDF** for the report's format.
5. Click **Generate**.
6. Print the report from the **PDF** window or from **Microsoft Excel**.
7. When the document is printed, close the **PDF** window or **Microsoft Excel** using the **X** in the upper right corner of the screen to return to the **RIVERS** system.

#### 5.4 Physician License Report

The system provides medical certifiers the ability to generate a **Physician License Report**.

8. Select the **Reports**→**Physician License Report** menu option.
9. The following screen will appear:



The screenshot shows a window titled "Physician License Report" with a close button (X) in the top right corner. The form contains the following fields and options:

- Date Of Death (From): \*** - A date input field with a green background.
- Date of Death (To): \*** - A date input field.
- Select Location: \*** - A dropdown menu showing "BRISTOL COUNTY PHYSICIAN OFFICE".
- License Status: \*** - Three radio button options: **MATCHED**, **NON MATCHED**, and **ALL** (which is selected).
- Report Format:** - Two radio button options: **EXCEL** (which is selected) and **PDF**.

At the bottom of the form are two buttons: **Generate** and **Close**.

59. Physician License Report

10. Complete the fields on the input screen.
11. Select **Excel** or **PDF** for the report's format.
12. Click **Generate**.
13. Print the report from the **PDF** window or from **Microsoft Excel**.
14. When the document is printed, close the **PDF** window or **Microsoft Excel** using the **X** in the upper right corner of the screen to return to the **RIVERS** system.

#### 5.4 Timeliness by Medical Certifier Type Report

The system provides medical certifiers the ability to generate a **Timeliness by Medical Certifier Type** report.



1. Select the **Reports**→**Timeliness by Medical Certifier Type Report** menu option.
2. The following screen will appear:

A screenshot of a software window titled "Timeliness By Medical Certifier Type Report". The window has a dark grey title bar with a close button (X) in the top right corner. The main area is light blue and contains two date input fields: "Date Of Death (From):\*" and "Date Of Death (To):\*", each with a small calendar icon to its left. Below these is a "Report Format" section with two radio buttons: "EXCEL" (unselected) and "PDF" (selected). At the bottom center are two buttons: "Generate" and "Close".

60. *Timeliness by Medical Certifier Type Report*

3. Complete the fields on the input screen.
4. Choose **Excel** or **PDF** for the report's format.
5. Click **Generate**.
6. Print the report from the **PDF** window or from **Microsoft Excel**.

When the document is printed, close the **PDF** window or **Microsoft Excel** using the **X** in the upper right corner of the screen to return to the RIVERS system.