

Wyoming Department of Health Vital Statistics Services
Electronic Death Registration System (EDRS)

The address for Vital Statistics Services (VSS) System is: <https://vss.health.wyo.gov>.

The screenshot shows the login page for the WDH Application Gateway - TEST. On the left is the Wyoming Department of Health logo with the tagline "Commit to your health." To the right of the logo are input fields for "User name" and "Password", followed by a "Login" button. Below the login fields are two links: "Forgot Password?" and "Forgot UserName?". The page has an orange header and footer with the text "© 2012 - Wyoming Department of Health".

Once a profile has been established, an email will be sent to the user to create a new password. The email is sent with a return of "noreply.wdh@wyo.gov" and sometimes is placed in a user's "spam" or "junk" mailbox. For security purposes, this link expires in 1 hour.

The screenshot shows an email from "noreply.wdh@wyo.gov" with the subject "WDH Gateway Password Link - The link will expire in: 1 hour Follow the link below: h". The email body states: "The link will expire in: 1 hour Follow the link below: https://gatewaytest.health.wyo.gov/NonSecure/SelfServeChangePassword.aspx?x=F1A9428C592AE70A66DAFA34F2FCD411614C7F6DE4F4E4890F96297EA535C60D6E4D1A1DA83F2B6B58546A99037DE75A108883A3CCE39D212F379CE2B14E5A66731BEA4B70B0499A".

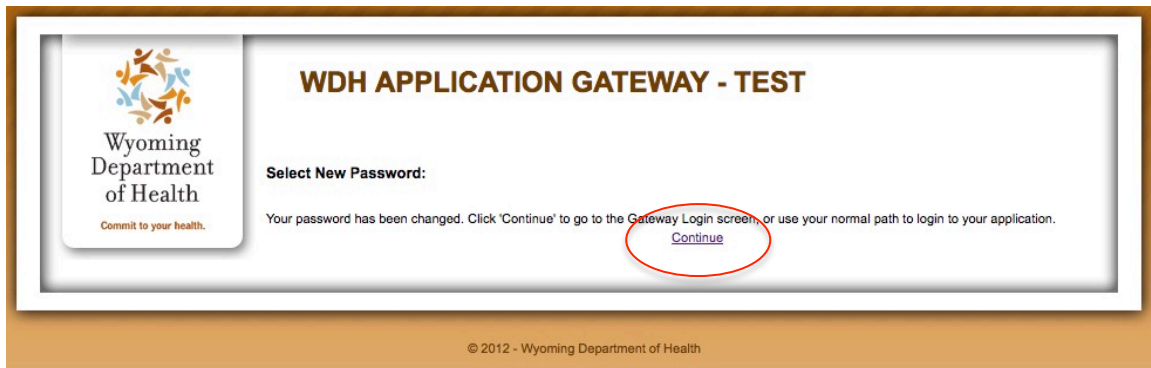
The email will contain a link for users to select, and it directs the new user to the Gateway Application to CREATE a new password.

The screenshot shows the password creation page for the WDH Application Gateway - TEST. It features the Wyoming Department of Health logo on the left. The main heading is "WDH APPLICATION GATEWAY - TEST". Below this is the section "Select New Password:". It contains input fields for "New Password:" and "Confirm Password:", followed by a "Create Password" button. To the right of these fields is a list of "Matched rules:" with five items, each preceded by a red "X" and a checkmark: "At least 9 characters", "Includes a symbol (e.g., !@#\$%^&*()_+~=-\|{}[];,<>?,.)", "Includes a number", "Has lower case letter", and "Has upper case letter". A red arrow points from the logo area towards the password fields.

Once the new password is entered, confirmed, and all GREEN checkmarks are noted to the right, the user should select "create password."

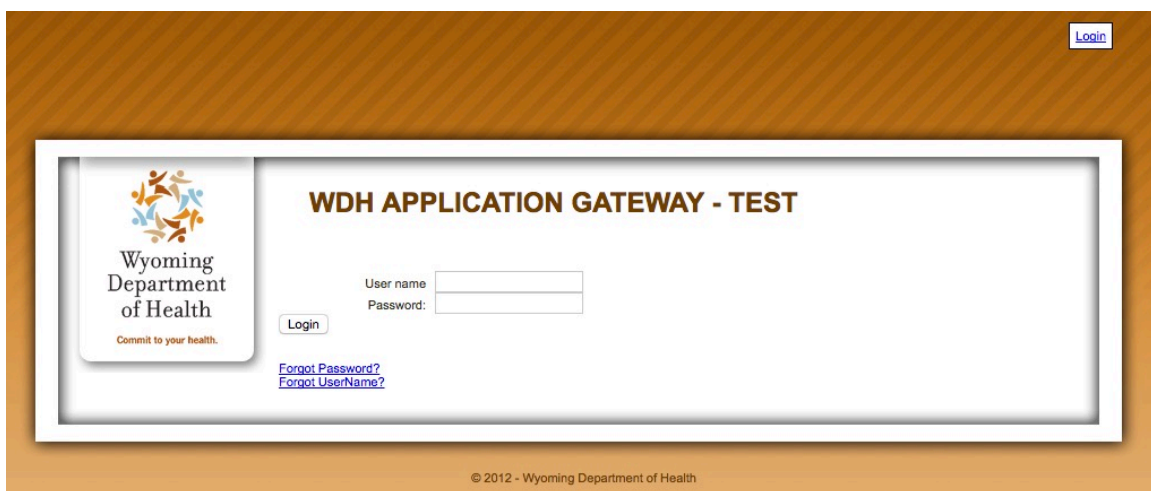
Wyoming Department of Health Vital Statistics Services
Electronic Death Registration System (EDRS)

A successful change will be noted and the user should select “continue.”



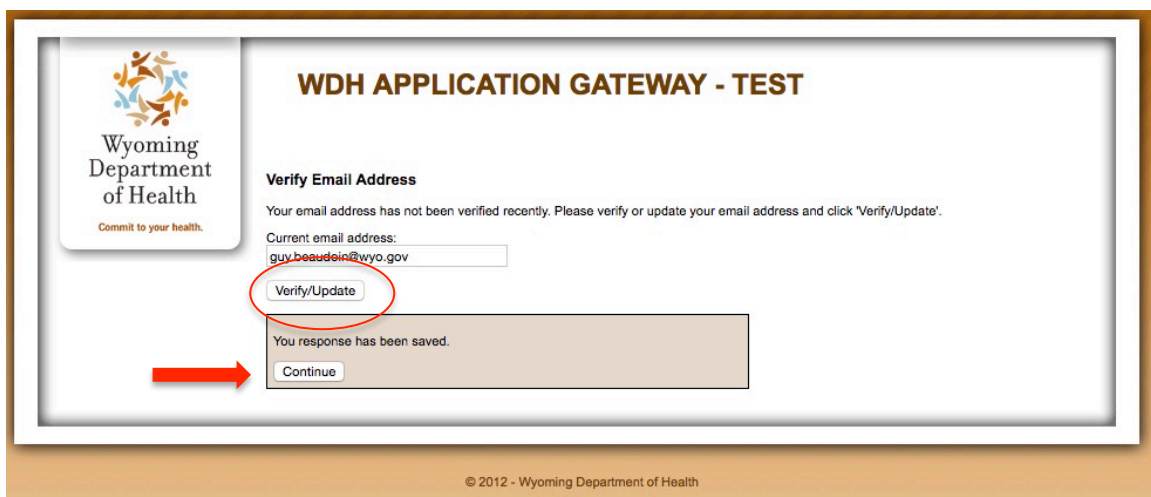
The screenshot shows the 'WDH APPLICATION GATEWAY - TEST' page. On the left is the Wyoming Department of Health logo with the tagline 'Commit to your health.' The main content area displays the heading 'Select New Password:' followed by the message: 'Your password has been changed. Click 'Continue' to go to the Gateway Login screen, or use your normal path to login to your application.' The word 'Continue' is a blue hyperlink and is circled in red. At the bottom of the page, there is a copyright notice: '© 2012 - Wyoming Department of Health'.

Enter username and new password.



The screenshot shows the 'WDH APPLICATION GATEWAY - TEST' page. On the left is the Wyoming Department of Health logo with the tagline 'Commit to your health.' The main content area displays the heading 'WDH APPLICATION GATEWAY - TEST' followed by a login form with fields for 'User name' and 'Password:'. Below the fields is a 'Login' button. There are also links for 'Forgot Password?' and 'Forgot UserName?'. In the top right corner, there is a 'Login' button. At the bottom of the page, there is a copyright notice: '© 2012 - Wyoming Department of Health'.

Verify user email select “verify/update” and continue.



The screenshot shows the 'WDH APPLICATION GATEWAY - TEST' page. On the left is the Wyoming Department of Health logo with the tagline 'Commit to your health.' The main content area displays the heading 'WDH APPLICATION GATEWAY - TEST' followed by the heading 'Verify Email Address'. Below this is the message: 'Your email address has not been verified recently. Please verify or update your email address and click 'Verify/Update'.' There is a text input field for 'Current email address:' containing the text 'guy.boudoin@wyo.gov'. Below the field is a 'Verify/Update' button, which is circled in red. A red arrow points to the 'Continue' button below the 'Verify/Update' button. At the bottom of the page, there is a copyright notice: '© 2012 - Wyoming Department of Health'.

Wyoming Department of Health Vital Statistics Services
Electronic Death Registration System (EDRS)

The screenshot shows the 'WDH APPLICATION GATEWAY - TEST' page. On the left is the Wyoming Department of Health logo with the tagline 'Commit to your health.' The main heading is 'WDH APPLICATION GATEWAY - TEST'. Below it, the text reads 'Collect Security Questions And Answers: newuser' and 'Please select and answer 3 security questions. Answers can not be the same.' There are three numbered dropdown menus (1, 2, 3) for selecting questions, each with a blue arrow icon. To the right of these are three empty text boxes for answers. A 'Next' button is located at the bottom right of the form area. The footer of the page reads '© 2012 - Wyoming Department of Health'.

Select questions from the dropdown lists (complete all three) and provide answers to each. These answers will be used in the event a password reset is necessary and the user wishes to complete the action without staff assistance.

The screenshot shows the 'WDH APPLICATION GATEWAY - TEST' page. On the left is the Wyoming Department of Health logo with the tagline 'Commit to your health.' The main heading is 'WDH APPLICATION GATEWAY - TEST'. Below it, there are two links: 'Change Password' and 'Update User Information'. At the bottom, there is a horizontal bar with two tabs: 'Application' and 'User Administration'. The 'Application' tab is selected and highlighted with a red circle. The 'User Administration' tab is also visible. The footer of the page reads '© 2012 - Wyoming Department of Health'.

If other changes or updates to the profile, the appropriate link may be selected. If the user is continuing to sign a certificate, select "Vital Statistics."

Wyoming Department of Health Vital Statistics Services Electronic Death Registration System (EDRS)

etestsitewhiletesting.Testsite:Thisisatesto

Username: newuser Change Password Add to Bookmarks Logout

VITAL STATISTICS SERVICES Wyoming Department of Health vsstest

Death

State of Wyoming
Department of Health
Confidentiality Agreement
User Access

State and local registrars protect the information on vital records from unwarranted or indiscriminate disclosure. Vital records are available only to persons who are authorized access by State law and supporting regulations. Legal safeguards to the confidentiality of vital records have been strengthened in recent years. Users within the process of filing vital records are assured that extensive legal and administrative measures are used to protect individuals and establishments from unauthorized disclosure of personal information.

State policy requires that all user ID's, passwords, and other procedures related to the legitimate access to the Vital Statistics Information Management System must be maintained on a strictly confidential basis. Permitting others to use user ID's, passwords, other materials or procedures to gain access to the system is expressly prohibited. Any person who is authorized to use the system having knowledge of actual or attempted security violations must report them to Vital Records Services.

Confidentiality of Data

Issuance of a User ID allows access to confidential and protected information and data. Each user must agree to the following:

1. Confidential information is used only as needed to perform legitimate tasks required in the process of filing certificates.
2. Under any circumstance, confidential information may not be divulged, copied, released, sold, loaned, altered or destroyed except as properly authorized. At all times there must be an active safeguard by the user to retain the confidentiality of information and data.
3. Use of an assigned access code identifies the individual responsible for all activities undertaken. The misuse or wrongful disclosure of confidential information will be seen as being committed by the person to whom the access code was assigned.
4. Any suspect activity that may compromise the confidentiality of information or data must be reported to Vital Records Services immediately.
5. Vital Records Services may at any time revoke any access code, other authorizations or access to confidential information.

☐ I agree to the terms of the Confidentiality Agreement. Continue

Read and select agree to the terms. Select “continue”.

ofthetestsitewhiletesting.Testsite:Thisisate

Username: newuser Change Password Add to Bookmarks Logout

VITAL STATISTICS SERVICES Wyoming Department of Health vsstest

Death

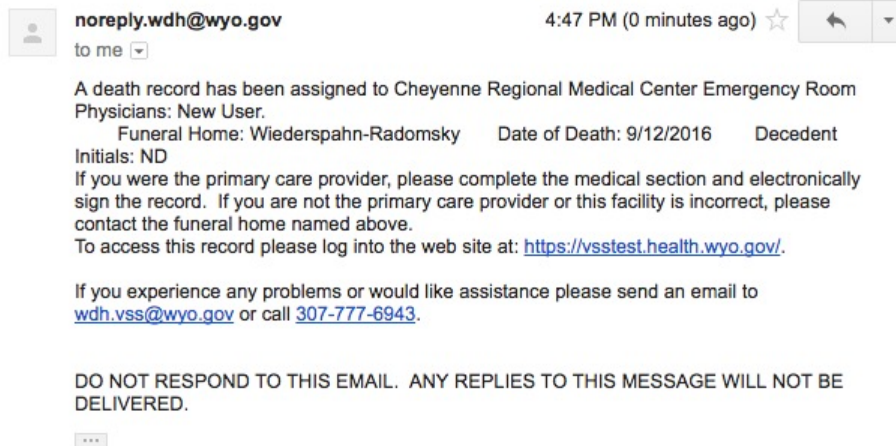
Test site: This is a test of the test site while testing.

The red banner will display updates and contact information for users.

Note the “Death” tab in the upper left portion of the screen, just subordinate to the VITAL STATISTICS SERVICES header. This is the EDRS portion of the system for accessing, reviewing and certifying death certificates.

Once a death is assigned to a user/facility, a notification will be sent to inform the health care provider and facility an action is required.

Wyoming Department of Health Vital Statistics Services Electronic Death Registration System (EDRS)



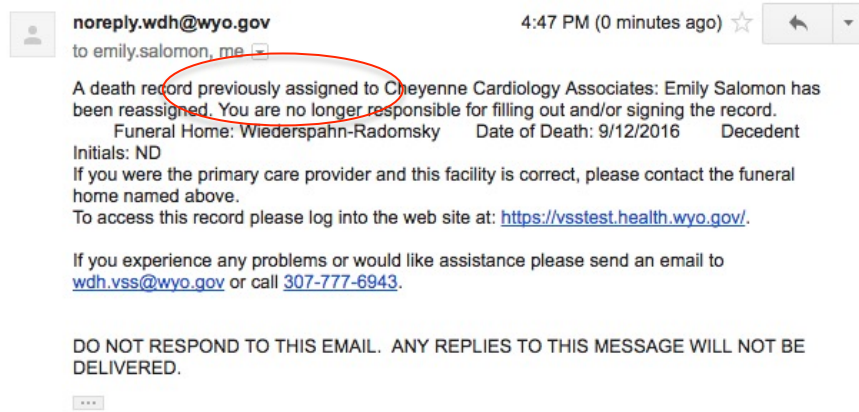
The user may follow the provided link to access the Gateway and logs in. At the banner page, select the “Death Tab”.



The user may see a number of death files pending review and certification. The user and the facility HIM will be able to determine the decedent’s name and match the certification to the appropriate medical certifier (health care provider). Once the decedent/file is matched, select the “view” icon and access the file.

If the incorrect certifier has been assigned and the HIM or provider refer this to the VSS staff, the correct health care provider or coroner will be contacted. If this occurs, a notice will be sent to the first facility and health care provider indicating the reassignment of responsibilities.

Wyoming Department of Health Vital Statistics Services Electronic Death Registration System (EDRS)



When the “view” icon is selected, the file will be rendered at the “signatures” section. The health care provider should select the “medical” tab and begin the review of the file.

Username: newuser Change Password Add to Bookmarks Logout

VITAL STATISTICS SERVICES Wyoming Department of Health vsstest

Death

Search New Record Inbox

Ownership **Signatures** Demographic Medical Notes Attachments Print

Decedent: Deathrcd, Newly Created Date Of Death: 9/12/2016 Status: Pending Medical

Funeral Home: Wiederspahn-Radomsky Medical Certifier: Cheyenne Regional Medical Center Emergency Room Physicians Registrar: Unassigned

Death Signatures

Signatures

Funeral Home

☐ Medical section will be completed on paper

Sign

Medical Certifier

☐ File As Pending

Sign

County Registrar

Sign

Vital Statistics

Complete

Review questions 20-23.

If the disease or condition involved a fall or injury occurring outside the facility, it is a good practice to contact or notify the coroner, who may review the event for potential investigation. This does not mean the coroner will certify the file, it only means they have a responsibility to review the event(s) associated with the death to support the health care provider's determined manner of death.

Wyoming Department of Health Vital Statistics Services Electronic Death Registration System (EDRS)

Pronounced

20. Time of Death (HHMM): 1100
Time Type: Actual

22. Time Pronounced Dead (HHMM): 1101
Pronouncing Person: New User MD

21. Date Pronounced Dead: 12/06/2016

23. Was Coroner Contacted? Yes

Cause

24. Cause of Death

PART I. Enter the diseases, injuries, or complications that caused the death. Do not enter the mode of dying, such as cardiac or respiratory arrest, shock, or heart failure. List only one cause on each line. Approximate interval: Onset to death

IMMEDIATE CAUSE

a. myocardial infarction involving left anterior descending coronary ar minutes

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.

c.

d.

PART II. Other significant conditions contributing to death but not resulting in the underlying cause given in Part I.

hypertension, diabetes type 2, obesity

Manner

25. Was an Autopsy Performed? No

26. Were Autopsy Findings Available?

27. Did Tobacco Use Contribute to Death? Probably

28. If Female Aged 10-54: Not Applicable

29. Manner of Death: Natural Death

Injury

☐ Did this death involve an injury of any kind?

Save Validate Delete

The user will enter the immediate cause of death into question 24, Part I: following the instruction for the “cause” section, being sure to input the “onset to death” as well; e.g., minutes or immediate, or in the case of some diseases, years.

Part II, is for other significant conditions, see the example above. Complete the “Manner” section of the certificate and select save or validate prior to transitioning to another tab. When the validate button is selected, the system will verify the entries to ensure all required fields are completed prior to adding the signature.

• Validation was successful.

Decedent

1. Legal Name:

First: Newly

Middle: Created

Last: Deathrcd

Suffix: Add Alias (0)

2. Sex: Male

3. Date of Death: 12/06/2016

Date Type: Actual

Options

File as Pending Investigation (29):

☐ Yes

☒ No

Place of Death GPS Coordinates (7):

Latitude (decimal degrees):

Longitude (decimal degrees):

Map Datum:

Accuracy:

If the file passes validation, transition to the signatures tab and select the “sign” button. If it fails, enter the required data for file validation. The file moves back to the funeral home for final demographic data entry, then to the local registrar and finally to the vital statistics services staff for review and recording.

Wyoming Department of Health Vital Statistics Services Electronic Death Registration System (EDRS)

itewhiletesting.Testsite:Thisisatestofthete: Username: newuser Change Password Add to Bookmarks Logout

VITAL STATISTICS SERVICES

Wyoming Department of Health vsstest

Death

Search New Record Inbox

Ownership Signatures Demographic Medical Notes Attachments Print

Decedent: Deathrcd, Newly Created Date Of Death: 9/12/2016 Status: Pending Medical

Funeral Home: Wiederspahn-Radomsky Medical Certifier: Cheyenne Regional Medical Center Emergency Room Physicians Registrar: Unassigned

Death Signatures

Signatures

Funeral Home

☐ Medical section will be completed on paper

Sign

Medical Certifier

☐ File As Pending

Sign

County Registrar

Sign

Vital Statistics

Complete

If there are errors or questions associated with the file, the users may select the “notes” tab on the system to communication with the other reviewers.

itewhiletesting.Testsite:Thisisatestofthete: Username: newuser Change Password Add to Bookmarks Logout

VITAL STATISTICS SERVICES

Wyoming Department of Health vsstest

Death

Search New Record Inbox

Ownership Signatures Demographic Medical Notes Attachments Print

Decedent: Deathrcd, Newly Created Date Of Death: 9/12/2016 Status: Pending Medical

Funeral Home: Wiederspahn-Radomsky Medical Certifier: Cheyenne Regional Medical Center Emergency Room Physicians Registrar: Unassigned

Death Signatures

Signatures

Funeral Home

☐ Medical section will be completed on paper

Sign

Medical Certifier

☐ File As Pending

Sign

County Registrar

Sign

Vital Statistics

Complete

Wyoming Department of Health Vital Statistics Services Electronic Death Registration System (EDRS)

stotheteststewhiletesting.Testsite:Thisis

Username: crmcuser Change Password Add to Bookmarks Logout

VITAL STATISTICS SERVICES Wyoming Department of Health vsstest

Death

Search New Record Inbox

Ownership Signatures Demographic Medical Notes **Attachments** Print

Decedent: **Alexander, Leon A.** Date Of Death: **12/2/2016** Status: **Vital Statistics Rejected Medical**

Funeral Home: **Wiederspahn-Radomsky** Medical Certifier: **Cheyenne Regional Medical Center Emergency Room Physicians** Registrar: **Laramie County Death Registrar**

[Note Detail](#)

The decedent was a heavy smoker 25 years ago. The habit probably contributed to the cancer. DR.

Submit

If there are conflicting data on the cause of death, the staff may reject the file back to the medical certifier to either verify the data or provide additional clarification. The staff member who rejects the file will leave a note on the appropriate area or question when this occurs.

itewhiletesting.Testsite:Thisisatestofthete

Username: crmcuser Change Password Add to Bookmarks Logout

VITAL STATISTICS SERVICES Wyoming Department of Health vsstest

Death

Search New Record **Inbox**

Death Inbox

Last Name Status

Filter

| View | File Number | Date of Death | Days | First Name | Last Name | Funeral Home | Medical Certifier | Registrar | Status | Paper |
|------|-------------|---------------|------|------------|-----------|----------------------|--|--------------------------------|-----------------------------------|-------|
| | | 12/2/2016 | 6 | Leon | Alexander | Wiederspahn-Radomsky | Cheyenne Regional Medical Center Emergency Room Physicians | Laramie County Death Registrar | Vital Statistics Rejected Medical | |

Decedent: **Alexander, Leon A.** Date Of Death: **12/2/2016** Status: **Vital Statistics Rejected Medical**

Funeral Home: **Wiederspahn-Radomsky** Medical Certifier: **Cheyenne Regional Medical Center Emergency Room Physicians** Registrar: **Laramie County Death Registrar**

[Death Medical](#)

gbeaudoin 12/8/2016 1:50 PM: Please enter cause. Current the Mode is noted. Was this a cancer or other lung related disease? Also review #27 if the individual had a history of smoking or tobacco use. Thank you. GRB

Wyoming Department of Health Vital Statistics Services Electronic Death Registration System (EDRS)

Cause

VIEWS Validation

24. Cause of Death
PART I. Enter the diseases, injuries, or complications that caused the death. Do not enter the mode of dying, such as cardiac or respiratory arrest, shock, or heart failure. List only one cause on each line. Approximate interval: Onset to death

IMMEDIATE CAUSE

a. Respiratory Arrest immediate

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. Other significant conditions contributing to death but not resulting in the underlying cause given in Part I.

Manner

25. Was an Autopsy Performed? No
26. Were Autopsy Findings Available?
27. Did Tobacco Use Contribute to Death? Probably

28. If Female Aged 10-54: Not Applicable
29. Manner of Death: Natural Death

Injury

☐ Did this death involve an injury of any kind?

Notes

Enter the updated cause information.

Cause

VIEWS Validation

24. Cause of Death
PART I. Enter the diseases, injuries, or complications that caused the death. Do not enter the mode of dying, such as cardiac or respiratory arrest, shock, or heart failure. List only one cause on each line. Approximate interval: Onset to death

IMMEDIATE CAUSE

a. large cell neuroendocrine carcinoma 4 months

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. Other significant conditions contributing to death but not resulting in the underlying cause given in Part I.

pancreatic cancer, COPD, diabetes

Manner

25. Was an Autopsy Performed? No
26. Were Autopsy Findings Available?
27. Did Tobacco Use Contribute to Death? Probably

28. If Female Aged 10-54: Not Applicable
29. Manner of Death: Natural Death

Once the date is entered, select “save” or “validate” and move to the signatures tab to complete the file.

Wyoming Department of Health Vital Statistics Services Electronic Death Registration System (EDRS)

Username: newuser Change Password Add to Bookmarks Logout

VITAL STATISTICS SERVICES Wyoming Department of Health vsstest

Death

Search New Record Inbox

Ownership Signatures Demographic Medical Notes Attachments Print

Decedent: **Deathrcd, Newly Created** Date Of Death: **9/12/2016** Status: **Pending Medical**

Funeral Home: **Wiederspahn-Radomsky** Medical Certifier: **Cheyenne Regional Medical Center Emergency Room Physicians** Registrar: **Unassigned**

Death Signatures

Signatures

Funeral Home

☐ Medical section will be completed on paper

Sign

Medical Certifier

☐ File As Pending

Sign

County Registrar

Sign

Vital Statistics

Complete

The POC for filing deaths on the EDRS is Liz Saucedo at liz.sauceda@wyo.gov or 307-777-6943.

The POC for obtaining and updating a username and profile for the EDRS is Laurie Holtz at lauri.holtz@wyo.gov or 307-777-6040.