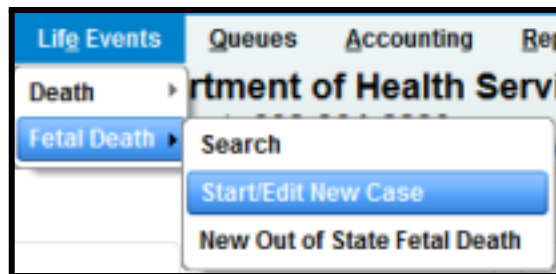
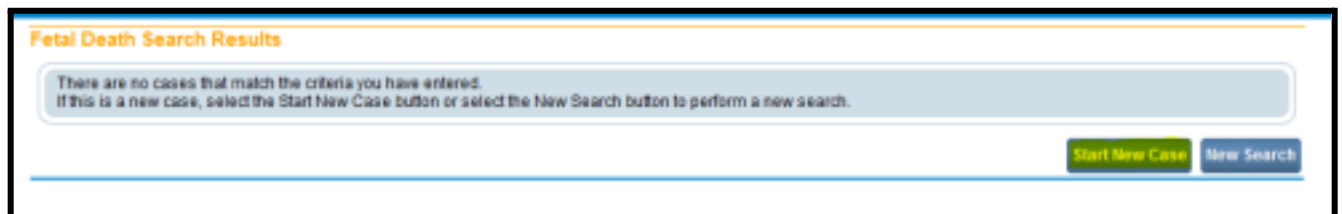


Fetal Death – Abortion Clinic/At Home

1. From the 'Life Events' dropdown select 'Start/Edit New Case' from the Fetal Death Option.



2. On the 'Fetal Death Start/Edit New Case' page enter information outlined in red to begin the new record. Once complete entering information click 'Search'
3. If no duplicates are found on the 'Fetal Death Search Results' page click on 'Start new case' to initiate the record.



4. On the Fetus page switch the question: 'Funeral Home/County Information Available for Disposition' to 'Yes'

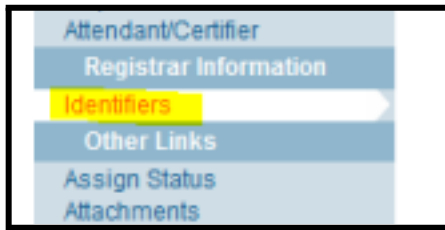
A screenshot of the 'Fetus' registration page. At the top, it says '330198 :Training OCT-20-2017' and '/New Event/New Event/NA/NA/Not Registered'. Below this is the 'Fetus' section. A dropdown menu for 'Funeral Home/County Information Available for Disposition' is set to 'Yes'. Below this is a text input field for 'Fetus Name'.

5. Complete **ALL** pages under the Fetal Death Registration menu including the 'Personal Information' and 'Medical Information' (Including Disposition Page)



- When the record is valid and ready to be registered, on the identifiers page you will need to change the record source from 'Electronic' to 'Paper' once complete click 'save'

****Note:** This step is only required if an external partner initiated the record. (ie. Hospital , Medical Examiner)

The 'Identifiers' form contains several input fields. 'Record Source' is a dropdown menu set to 'Paper'. Other fields include 'State File Number', 'File Date', 'Out of State Fetal Death' (checkbox), 'Out of State File Number', 'NCHS Extract Date', 'Interstate Exchange Extract Date', 'Interstate Exchange Print Date', 'STEVE Extract Date', and 'Refresh Report Extract Date'. Below these is a section for 'Disposition-Transit permit' with fields for 'Date Disposition-Transit Permit Printed', 'Number of Permits Printed' (set to 0), and 'Disposition-Transit Permit Number'. At the bottom is a 'Parent Role Identifier' dropdown set to 'No'. Action buttons at the bottom right are 'Validate Page', 'Clear', 'Save' (highlighted in green), and 'Return'.

Note: When Personal and Medical sections are Valid the Record will automatically register and provide a Permit when you switch the record to 'Paper' Record Source.

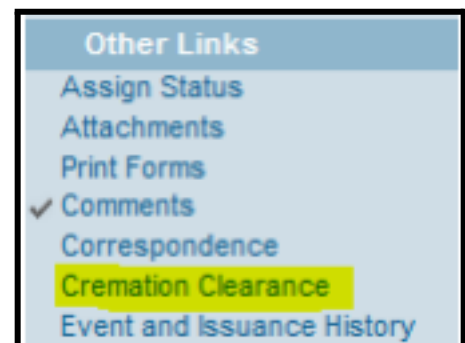
Cremation as Final Disposition

- If cremation is final disposition the county will need to request cremation clearance from the Medical Examiner.

Note: The record will not register and a permit will not be available until ME approves cremation.

- To Request Cremation Clearance Click on the 'Cremation Clearance' link under 'Other Links'.

- On the Cremation Clearance select 'Requested' from the 'Cremation Clearance Status' dropdown and click 'Save'



Cremation Clearance

Notify Medical Examiner Office

Office Name

Medical Examiner  

First Middle Last

Cremation Clearance Status **Requested** ▼

ME Case Number

Cremation Clearance Authorized By:

First Middle Last

Cremation Reject Reason

4. Once the Medical Examiner approves cremation the record will automatically register if Personal and Medical are valid or valid with exceptions.

Tips when working on the record

1. When Fetus is not named do not check off the 'Not Named' check box. Enter 'Not Named' as their first name and enter last name.

Fetus

Funeral Home/County Information Available for Disposition ▼

Fetus Name

Not Named ☐

First Middle Last Suffix

2. The reporter on the Reporter page should be the person that completed the worksheet.
3. The Attendant will be the Individual that delivered the fetus (In abortion cases use the same Individual as the Attendant and the Certifier on the Attendant/Certifier page)