



July 23, 2009

## MEMORANDUM

**TO:** Chief Executive Officers  
Chief Medical Officers  
Chief Information Officers  
Chief Nursing Officers  
Medical Records Directors

**FROM:** Pat Merryweather, Senior Vice President, IHA  
George S. Rudis, Deputy State Registrar, IDPH

**SUBJECT:** Illinois Department of Public Health (IDPH)  
Movement to the new Electronic Death and Birth Registration System

Much like the rest of healthcare, the movement to electronic reporting and exchange of information is moving quickly within the Illinois Department of Public Health (IDPH) Division of Vital Records. By moving to electronic reporting of death and birth records, IDPH is collecting the information in a more efficient and accurate manner and will soon be able to make the information available in a timelier manner to those requiring records and information.

### ***Designated Hospital Site Registration Authority (SRA)***

However, we need your help to make the implementation of these systems successful. In particular, we need a primary contact person, or SRA, at each hospital for the death registration and also for the birth registration system. In many hospitals, this may be two different people. **The Site Registration Authority, SRA, is the point person at your hospital that will communicate with IDPH, be responsible for coordinating training and entry, ensure hospital is current on developments, and assist other users within the hospital.**

Please complete the attached form and fax or email it directly to IDPH as training will be conducted during August and September on the electronic death registration system and in December on the electronic birth registration system for all hospitals. The Electronic Birth Registration System will be implemented on January 1, 2010 in all birthing hospitals in Illinois, discontinuing the existing one.

### **IVRS, the Electronic Registration System**

#### ***Deaths***

Throughout 2009, the Electronic Death Registration System (EDRS) was made available to all hospitals, physicians, funeral home directors, county clerks, coroners and medical

examiner, and local registrars. By making the death registration and certificates available electronically, hospitals and all other users are better able to coordinate reporting and thereby improve the responsiveness to the deceased's family as they coordinate arrangements.

Physicians and hospitals have noticed that they now are receiving faxes from funeral homes for the cause of death and for their signature. This change occurred as a result of the transition to the electronic system where there no longer is the need for lengthy instructions or details on the paper copy forms that were utilized prior to the EDRS.

**In order to better coordinate implementation of the EDRS and to ensure hospitals are aware of the changes that are occurring, please designate the EDRS-SRA (Site Registration Authority, the point person at your hospital that will communicate with the Department, be responsible for coordinating training and entry, ensure hospital is current on developments, and assist other users at your hospital) for your hospital so that they can be included in the upcoming training sessions.**

### ***Births***

While the Electronic Birth Registration System (EBRS) will not be implemented statewide until January 1, 2010, there will not be a phase in period, so hospitals will need to undergo training in December and be ready to utilize the system starting January 1<sup>st</sup>. Unlike the EDRS, the transition to the EBRS will occur simultaneously statewide.

As a result, on January 1, 2010, hospitals will be required to utilize the EBRS for reporting of birth information which in turn creates the birth certificate.

**In order to better coordinate implementation of the EBRS and to ensure hospitals are aware of the changes that will occur, please designate the EBRS-SRA (Site Registration Authority, the point person at your hospital that will communicate with the Department, be responsible for coordinating training and entry, ensure hospital is current on developments, and assist other users at your hospital) for your hospital so that they can be included in the upcoming training sessions.**

### **IVRS Hospital Equipment Requirements**

IVRS (deaths and births) is a web based system and will require no software to be installed by hospitals. However, hospitals will need to have computers capable of accessing the internet so that staff may complete the electronic records. In order to be prepared, the minimum client computer specifications are listed in Attachment I.

### **Checklist for Hospitals**

Hospital Checklist:

- ✓ CEO Designates the Birth and Death SRA (Site Registration Authority)
  - Due Friday, August 7, 2009
- ✓ Hospital ensures that it has appropriate computer equipment that can be used for all staff involved in entering death and birth records (See Attachment I)
  - Late summer 2009 or as soon as possible
- ✓ Hospital Death SRA is trained on EDRS
  - August and September 2009

July 23, 2009

Page 3

- ✓ Hospital Birth SRA is trained on EBRS
  - Early December 2009
- ✓ Hospital is fully operational on EBRS
  - January 1, 2010



**DESIGNATED HOSPITAL SRA (Site Registration Authority)  
IVRS - Electronic Death and Birth Registration System**

Please designate by **Friday, August 7** the primary and backup SRA (Site Registration Authority) for your hospital to IVRS, the Illinois Electronic Death and Birth Registration System. Please print or type responses.

Your Hospital \_\_\_\_\_ Town/City \_\_\_\_\_

**Electronic Death Registry System (EDRS)**

*Primary SRA Contact Person* \_\_\_\_\_

Title \_\_\_\_\_ Phone Number \_\_\_\_\_

E-mail \_\_\_\_\_

*Backup SRA Contact Person* \_\_\_\_\_

Title \_\_\_\_\_ Phone Number \_\_\_\_\_

E-mail \_\_\_\_\_

**Electronic Birth Registry System (EBRS)**

*Primary SRA Contact Person* \_\_\_\_\_

Title \_\_\_\_\_ Phone Number \_\_\_\_\_

E-mail \_\_\_\_\_

*Backup SRA Contact Person* \_\_\_\_\_

Title \_\_\_\_\_ Phone Number \_\_\_\_\_

E-mail \_\_\_\_\_

If you have any questions, email them to IDPH at [dph.ivrs@illinois.gov](mailto:dph.ivrs@illinois.gov). **Please return the completed form, by fax or email, by Friday, August 7 to:**

Illinois Department of Public Health  
Division of Vital Records  
FAX: 217-557-5155  
E-mail: [dph.ivrs@illinois.gov](mailto:dph.ivrs@illinois.gov)

## Illinois Vital Registration System (IVRS)

### Minimum Client Specifications for the Electronic Death and Birth Registration System

System Specifications for Windows computers

<b>Operating System:</b>	<b>Windows 98, 2000 Professional, XP Professional, or NT Workstation 4.0 with service Pack 6 or greater</b>
<b>Processor:</b>	<b>Pentium or AMD 100 MHz processor or greater</b>
<b>RAM:</b>	<b>at least 64 MB</b>
<b>Screen Resolution:</b>	<b>800 x 600</b>
<b>Connection Speed:</b>	<b>56 KBps, a broadband connection such as DSL, Cable, or ISDN is recommended</b>

System Specifications for Apple computers

<b>Operating System:</b>	<b>A Macintosh running Mac OS X Version 10.4 or later</b>
<b>RAM:</b>	<b>at least 128MB</b>
<b>Screen Resolution:</b>	<b>800 x 600</b>
<b>Connection Speed:</b>	<b>56 KBps, a broadband connection such as DSL, Cable, or ISDN is recommended</b>

**NOTE: IDPH Web Portal requires Internet Explorer 5.5 and above or Netscape 6.2 and above are required to view the portal.**