

Massachusetts Vital Records Information Collaborative (MAVRIC)

Funeral Director Non-Electronic Attestation Quick Start Guide

1. Getting Started with Non-Electronic Attestation

- Log in to MAVRIC at <https://vitalrecordsregistrations.mass.gov>
- UPDATED.** Find the case: Go to **Life Events, Death**, then **Start/Edit New Case** to look for the death report. Enter the first and last name, date of death, and sex of the decedent and click the **Search** button or if the name is common, click on the **Soundex** button for more results. Click on the decedent's name if it appears to open the case or choose **Start New Case**.
- On the **Decedent** page, select "Yes" from the dropdown for the "Non-Electronic Attestation Required?" question to continue with non-electronic attestation.



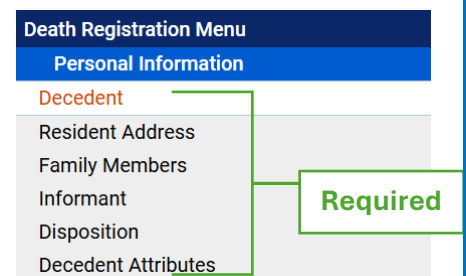
Decedent

Non-Electronic Attestation Required? Yes

- If **paper pronouncement is provided by pronouncer**, select "**No**" for "**Was a pronouncement completed for this case?**" on the **Decedent** page. Click on the **Save** button. Select the **Fact of Death/Pronouncement** page from the left-hand menu. Enter the pronouncement information. Click on the **Save** button.

2. Entering Death Record Data

- Complete each page under the **Personal Information** section.
- Note that manual validation of the SSN is required. Click "**Verify SSN**" next to the **Date of Birth**.
- Complete each page under the **Medical Certification** section, using information collected on the **Death Certificate Certifier Worksheet** (found under Print Forms).



Death Registration Menu

Personal Information

Decedent

Resident Address

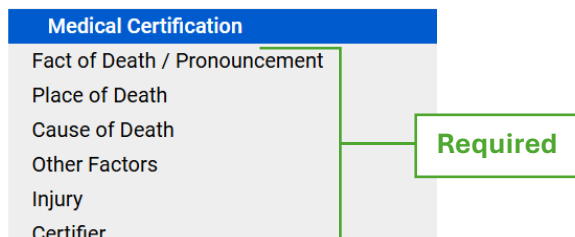
Family Members

Informant

Disposition

Decedent Attributes

Required



Medical Certification

Fact of Death / Pronouncement

Place of Death

Cause of Death

Other Factors

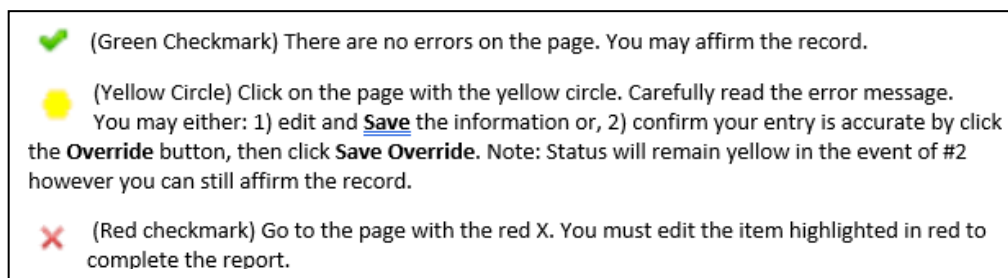
Injury

Certifier

Required

3. Validating Death Record Data

- After you enter the information on the last page, click **Validate Page**. This will check for errors on all pages. A symbol will appear to the left of each page letting you know the status of each page (see figure below).
- The color and shape indicate what to do next. After you make any necessary changes, click **Validate Page** again.



✓ (Green Checkmark) There are no errors on the page. You may affirm the record.

● (Yellow Circle) Click on the page with the yellow circle. Carefully read the error message. You may either: 1) edit and **Save** the information or, 2) confirm your entry is accurate by click the **Override** button, then click **Save Override**. Note: Status will remain yellow in the event of #2 however you can still affirm the record.

✗ (Red checkmark) Go to the page with the red X. You must edit the item highlighted in red to complete the report.

4. Non-Electronic Certifier Attestation

- Click on the **Print Forms** link from the **Other Links** section in the **Death Registration Menu**
- Under **Print Forms**, click **Death Certificate Attestation**. This will download the document for you to open and review.
- Once reviewed, close the document and click on the **Transmit Non-Electronic Attestation** link which will appear after the document downloads. (see right)
- Start typing the medical certifier's name and the dropdown will populate a list of matching names. Select the certifier and enter the email address if it does not auto populate. If the certifier is not found, you can manually enter the name and email address.
- An automated message will appear. You can edit this message if needed.

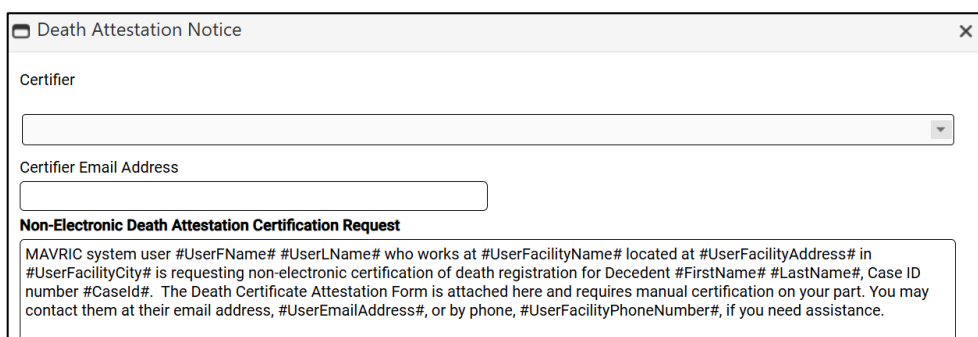
Print Forms

Attestation Copy
Death Certificate Medical Certifier Worksheet
Preliminary Death Certificate Medical Certifier Worksheet
RN/PA/NP Pronouncement of Death
Verification and Signature form
Working Copy

Burial Permit

Death Certificate Attestation

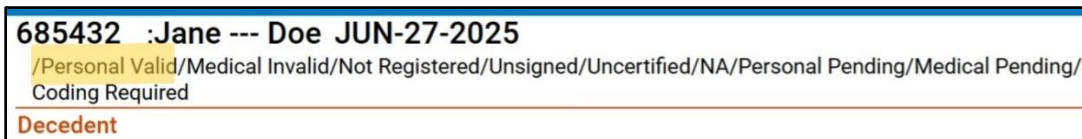
Transmit Non-Electronic Attestation



- The medical certifier will receive the email, print and review the attestation form, sign and email back to the funeral director.
- Upon receiving the signed form, upload to the record using the **Attachments** link under the **Other Links** section. Then go back to the **Decedent** page and click **Validate Page** to confirm the attachment.

5. Sign and Certify

- When "**Personal Valid**" appears in the status bar (see image below), a **Sign** link will display in the **Personal Information** menu. Click the link and review the affirmation statement. Click on the checkbox to affirm you have read the statement and then click on the **Affirm** button.



- NEW.** When "**Medical Valid**" status appears, a **Certify** link will display under the **Medical Certification** section. Click on the link and click on the checkbox certifying the information, and then click on the **Certify** button. NOTE: The personal information must be identified as "**Personal Valid**" or "**Personal Valid with Exceptions**" before the **Certify** link will appear.
- NEW.** If the **Certify** link does not display, check the funeral director or staff name listed in the "**Certifier is signing on Behalf of another**" field to see if it matches the name of the user logged in to MAVRIC. If not, go to the Decedent page in the Personal Information menu. For

the first question: “**Non electronic certification required?**” change the answer in the dropdown from “**Yes**” to “**No**”, then click the “**Save**” button at the bottom of the page. Go back and change the dropdown from “**No**” to “**Yes**”. Return to the Certifier page and verify the funeral director or staff logged on to MAVRIC matches the information appearing under “**Certifier is signing on Behalf of another**”. The record can now be certified.

The screenshot shows the MAVRIC TRAINING SITE interface. At the top, there is a blue header bar with the text "DataEntryBos1" and a "Logout" button. Below the header, the main content area is titled "TRAINING SITE". A blue arrow points to the "Logout" button. Below the header, there is a navigation bar with links for "Reports", "Forms", and "Help". The main content area is titled "Certifier is signing on Behalf of another". It contains a "Lookup" section with a text input field containing "Vincent Gonzales" and a search icon. Below the "Lookup" section, there is a section titled "On Behalf of" with fields for "First", "Middle", "Last", and "Suffix". The "First" field contains "Vincent", the "Last" field contains "Gonzales", and the "Middle" and "Suffix" fields are empty. Below the "On Behalf of" section, there is a "Title" dropdown menu and an "Other Specify" text input field. At the bottom right of the form, there are three buttons: "Save/Validate Page", "Clear", and "Return".

Note: Once the funeral director has affirmed the personal information and certified the medical information, the record will automatically move to the burial agent.

Questions? Email RVRs at RVRCommunications@mass.gov

For detailed instructions, a Funeral Director Instruction Guide is available on the TRAIN MA eLearning platform.

Additional quick start guides available on the TRAIN MA eLearning platform:

- Funeral Director Electronic Attestation Quick Start Guide
- How to Determine if a Medical Certifier is Online or Offline Quick Start Guide