

Massachusetts Vital Records Information Collaborative (MAVRIC) Funeral Director Electronic Attestation Quick Start Guide

1. Getting Started with Electronic Attestation (See the 'Non-Electronic Attestation Quick Start Guide' in your TRAIN MA training plan for non-electronic medical certification.)
 - a. Log in to MAVRIC at <https://vitalrecordsregistrations.mass.gov/>
 - b. **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 to open the case or choose **Start New Case**.
 - c. **If the case was pronounced electronically**, the case may be in your work queue or can be found through search. Click on the decedent's name to continue to work on the case.
 - d. On the **Decedent** page, make sure "No" is selected for the "Non-Electronic Attestation Required?" question.

If pronouncement is required (paper pronouncement completed)

- 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 all information provided on the paper form on the page. Click on the **Save** button.

2. Entering Death Record Data

- a. Complete each page under the **Personal Information** heading.
- b. Note that manual validation of the SSN is required. Click "Verify SSN" next to the Date of Birth.

Death Registration Menu	
Personal Information	
Decedent	
Resident Address	
Family Members	
Informant	
Disposition	
Decedent Attributes	Required

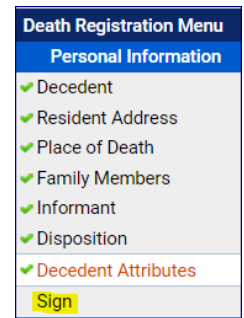
3. Validating Death Record Data

- a. 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).
- b. 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 clicking 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. Sign the Death Record

- After all corrections and overrides are complete, the **Sign** link will appear after the Decedent Attributes link in the left-side menu.
- Click on the **Sign** link.
- Read the affirmation statement and click on the check box to affirm the statement.
- Click **Affirm**. The page will refresh then display Authentication Successful. The report is now complete.



5. If Medical Certification Needs to be Initiated

- From the left hand **Death Registration** Menu in the **Other Links** section, select **Request Medical Certification**.
- This will display the **Request Medical Certification** page. Select a certifier to assign the case by clicking on the Certifier Name look up icon. Type in the last name of the online certifier and click the Search button.
- Select from the list. If you don't know the spelling of the last name you can add a % sign as a wildcard.
- If the certifier is associated with only one facility, it will auto populate. If the certifier is associated with more than one facility, select a facility to assign the case by clicking on the **Facility /Office Name** look-up icon and typing in the facility name and select from the list.
- Note that a standard message appears in the Message box. You can modify or add to the message as needed.
- Click the **Save** button. This will automatically send the record to the medical certifier.

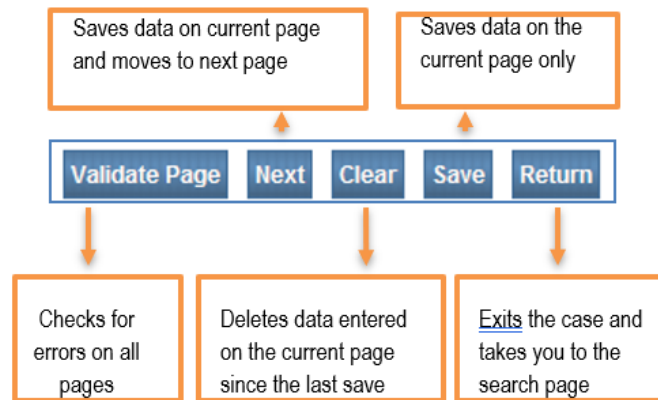


(See the 'How to Determine if a Medical Certifier is Online or Offline Quick Start Guide' in your TRAIN MA training plan.)



Note: Once the record has been certified by the medical certifier and affirmed by the funeral director, the record will automatically be released and assigned to the burial agent.

Site navigation: Using the buttons at the bottom of the pages



Questions? Email RVRs at RVRCommunications@mass.gov