

TENNESSEE VRISM

Initial VRISM Login

There are 2 emails received that are necessary to complete the initial login.

The first email you will receive will contain items such as your login info, temporary pin number, answers to the primary security questions, etc. (see example below). **DO NOT** click on any links in this email until you have received the second email and verified your email address.

Message Instructions to change pin and security questions.docx (71 KB)

A link has been sent to verify user email. Please click it once

Thank you for registering for the Electronic Death Registration System within VRISM with the Tennessee Department of Health, Office of Vital Records. Below you will find your login information.

VRISM homepage: <https://vrism.tn.gov/vrism/gui/login/welcomeTN.jsp>

Username: SCurtis (Case sensitive, please use the Shift Key, not Caps Lock)

Temporary Pin: 1234

Security Questions: You will receive one of the questions below every time you log in. We always use the last name in the sentence.

- 1.) What was your childhood nickname?
Answer: nickname
- 2.) In what city did you meet your spouse/significant other?
Answer: other
- 3.) What is the name of your favorite childhood friend?
Answer: friend

Image: Lion or an American Flag

Phrase: VRISM

Enter password: Click **Forgot password**. Enter username with correct capitalization and email all lowercase. It will then send a link to change password.

If you have any questions or issues, **please contact the VRISM Help Desk at 1-855-874-7686**. Please keep in mind that we expect a high volume of calls within the first few weeks of roll out, so if you can't reach us right away, please leave a message and we will get back with you as soon as possible. Thank you for patience!

-The VRISM Team

The second email you will receive will contain a link to verify your email address (see example below).

Select the link in the email by left clicking 1 time only – **DO NOT DOUBLE CLICK**.

Subject: TN VRRWeb - Reset E-mail verification

<https://na01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fvrism.tn.gov%3A443%2Fvrism%2Fservlet%2Ffpw%2F9IGdOjmKSpGwBwKYnJOvo99Aay8&data=02%7C01%7Cs.curtis%40vanderbilt.edu%7C1a6e2f4dc07d4328377308d543d2227%7Cba5a7f39e3be4ab3b45067fa80faecad%7C0%7C636489492276816444&sddata=IZoFBocrAKa%2F39pGQN%2Fjeip02MdTKNOigU8VqE%2B2JbU%3D&reserved=0>

Click on the link to verify your new e-mail address. If you can not click on the link, then copy the link and paste into your browser. If you requested a new pin because you forgot your old pin, then you will be able to reset your pin once your e-mail has been verified. When you are asked for current pin, use the temporary pin assigned to you by the System Administrator.

Thank you.

Tennessee Department of Health Office of Vital Records

The information transmitted is intended only for the person or entity to which it is addressed and may contain confidential and/or privileged material. Any review, retransmission, dissemination or other use of, or taking of any action in reliance upon, this information by persons or entities other than the intended recipient is prohibited.

If you received this in error, please notify the VRISM help desk at 1-(866) -TNVRISM, and delete the material from any computer. Do not reply to this automatically generated e-mail.

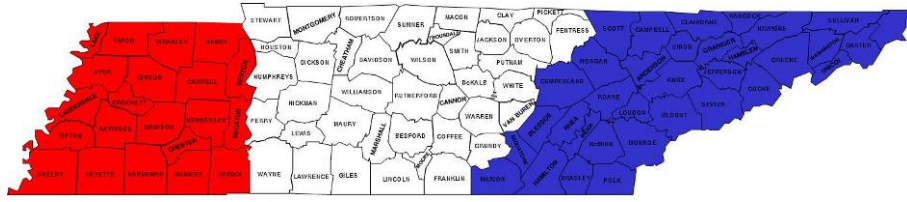
Enter the pin number which was given in the first email.

You will then get a screen that states your email has been successfully verified. Select 'Continue.'

Return to the first email received and select the VRISM Homepage link.

Enter your Username. Please note that this entry and all remaining entries are **case sensitive**.

One of the security questions identified in the first email will appear. During the initial VRISM login the answer to this question has been set as the last answer to the question. For example:



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Question	Answer
What was your childhood nickname?	nickname
In what city did you meet your spouse/significant other?	other
What is the name of your favorite childhood friend?	friend

The image of either a lion or an American flag with the word 'VRISM' should appear.

Note: If another image appears then the answer to the security question was entered incorrectly.



When asked to enter your password, select 'Forgot Password'

You will get another email with a link to reset your password. Select the link in this email by left clicking one time only – **DO NOT DOUBLE CLICK.**

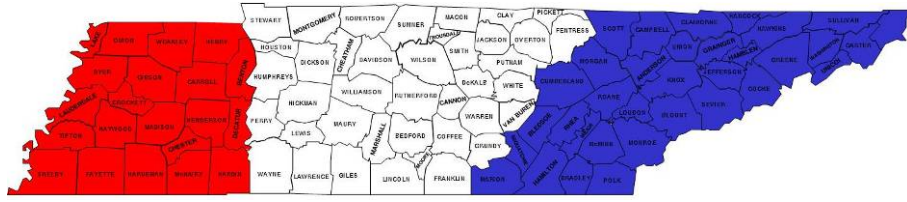
Create a new password and enter it twice. Please remember that this is case sensitive so any time the password is entered it needs to contain any capital letters or spaces originally entered.

Note: Passwords expire every 90 days and will need to be changed when indicated (See pg. 7-8 for instructions on how to change password)

This should take you to the main VRISM screen that will have your name and Vanderbilt University Medical Center listed in the upper left corner. This is also where any pending death certificates that are in need of your signature will be listed in you queue.

When the Vanderbilt Decedent Affairs department initiates a certificate in the system for the provider to sign, an email will be sent to the physician informing them that it is pending. However, if a death certificate is entered by a local funeral home, no email will be sent.

Beginning January 1, 2018 all death certificates for deaths that occur within the Vanderbilt system shall be initiated by the Decedent Affairs department. If you have not already successfully logged into the system please do so in order to easily sign any certificates entered for you.



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Completing a Death Certificate in VRISM

On the line in which the decedent’s name appears, select the word ‘Process’ under the ‘Action’ column to complete their death certificate.

Description	Event Date	MI Finished	Details	Action
██████████ 11/20/2017	11/20/2017	Y		Process

Note: If you would like to reference the patient’s chart in EPIC, the MRN will be listed on tab #11 in the comments box of in the upper left corner.

1 Decedent:

Please verify the following information that has been entered:

1. Decedent’s Legal Name
2. Sex
3. Date of Death
4. Time of Death
6. Date of Birth
5. Age
8. Place/Location of Death

If any of these items are not entered or are incorrect, STOP, and contact the Decedent Affairs department either via telephone at 615-343-5165 or via email at decedentaffairs@vanderbilt.edu and inform us of the missing / incorrect information. The information will be completed / corrected by the appropriate entity and a new email will be sent to you by Decedent Affairs informing you that the certificate is ready for you again.

Select ‘Next’

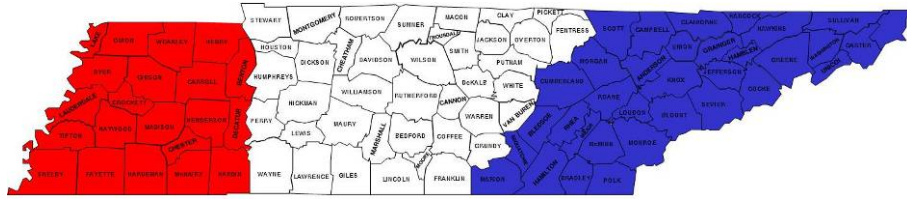
7 ****Time/Autopsy****

Enter the following information:

- If the medical examiner was contacted
29. Autopsy
- If an autopsy was performed
 - If yes, enter if the findings were available to complete the cause of death on the certificate.

Select ‘Next’

8 ****Cause of Death****



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Enter the following information:

28. Cause of Death, Part I

- Enter the chain of events (i.e. diseases, injuries, or complications) that directly caused the death
- DO NOT enter terminal events such as cardiac arrest, respiratory arrest, or ventricular fibrillation without showing the etiology
- Enter only one cause on a line
- DO NOT ABBREVIATE

Cause of Death, Part II – if applicable

- Enter other significant conditions contributing to death but not resulting in the underlying cause given in PART I

If the cause(s) had been confirmed by medical testing?

- Note: this answer is not required to be entered to complete the certificate

9 ****Manner/Details/Injury****

Enter the following information:

- 30. Manner of Death
- 31. Tobacco Use

If female,

- 32. Pregnant or not at time of death

If 'injury' is chosen as the Manner of Death in #30, enter the following information:

- 34 a. Injury – Date
- 34 b. Injury – Time
- 34 c-d. Injury – Place
- 34 e. Injury – How
- 34 f. Injury – Where

If transportation injury, enter the following information:

- 33. Specify

10 ****Certifier****

Verify the following information entered on this page is correct:

- 26. Person Completing Cause of Death (i.e. Certifier) - Certifier designation
- 27d. Certifier's Name, Address and Title
- 27b. Certifier's Number
- 27a, c. Will be filled in once you complete Tab #11

Select 'Finish'



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This will take you to a page titled 'VRISM Warning' that will have a long list of UNFINISHED items. The only section you are concerned with is one titled 'Attn: Medical Certifier.'

- If the section is present, this indicates there are items necessary to complete prior to being able to complete the certificate.
 - Select the blue underlined words and this will redirect you to the exact area of the certificate that still needs info.
 - Select 'Finish' again and repeat the above steps as necessary until all items are resolved.
- If the section is not present, this indicates everything required has been completed.

Select 'Save as Pending'

Select 'Return to Record'

Select Tab #11 – Case Actions

II **Case Actions**

If the certificate was initiated by Vanderbilt Decedent Affairs, the patient's MRN will be listed in the comments box in the upper left corner.

Halfway down the page on the left, under 'Certify Medical' select 'Check when ready to certify.'

Note: You will not be able to complete this step until all items on Tabs #7-10 are complete

The 'Certify' button should change from gray to black. Select 'Certify.'

Select 'Finish'

VRISM Warning Page

Select 'Save as Pending'

Select 'Main Menu'

The certificate should disappear from your queue. If the certificate is still listed, repeat the steps on Tab #11.



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Refusing to Complete a Death Certificate in VRISM

Select the word 'Process' under the 'Action' column next to the decedent's name that you need to complete the death certificate on.

Description	Event Date	Is Finished	Details	Action
[REDACTED] 11/20/2017	11/20/2017	Y	Details	Process

Skip to Tab #11 – Case Actions

Halfway down the page on the left, under 'Certify Medical' select 'Check if you decline to certify.'

Enter the reason you are declining to sign in the 'Reason' box below.

Note: If the reason is that another physician should sign, please indicate this along with the other physician's first and last name.

Select 'Finish'

On the VRISM Warning page, select 'Save as Pending'

Select 'Main Menu'

The certificate should disappear from your queue. If the certificate is still listed, repeat the steps on Tab #11.



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Changing / Resetting Your Password

The first step in changing your password is to enter your VRISM Username and E-Mail.

Please Note
Enter the information below. If it is correct then you will shortly get an e-mail with details about how to retrieve your information.

Username:

E-mail:

Continue

Reset

You will then receive the following message:

Please Note
If your information was found in the system then you will shortly receive an E-mail with details about how to retrieve your information

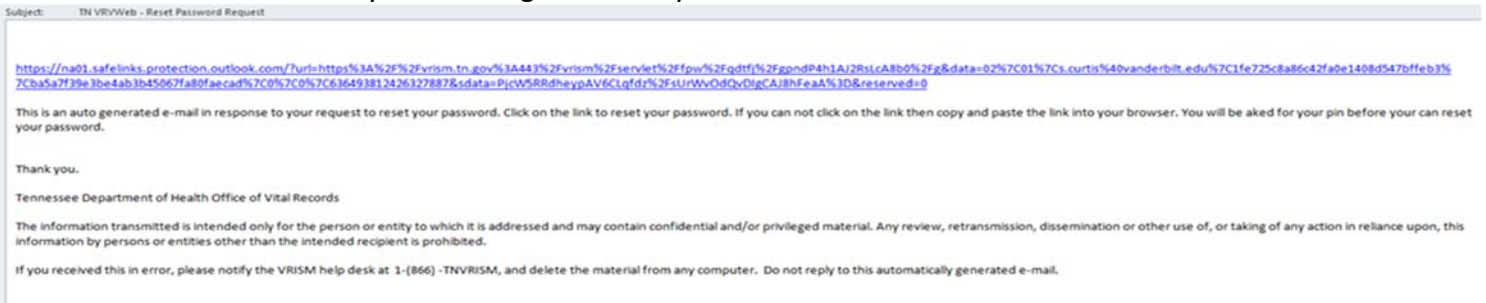
Click on the button to close this window

Close window

Select Close Window

And then will get an email to reset password.

Select the link in the email by left clicking 1 time only – DO NOT DOUBLE CLICK.



The link will take you to a screen in which you need to enter our pin number.

Please Note
Enter your Pin below. If you have forgotten the pin then please contact the System Administrator

Pin:

Continue

Reset



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If the correct pin is entered, the screen to enter your new password will appear:

Please Note
Please Update your Security Information.

* Denotes Required Field

New Password:

Confirm New Password:

Continue

Valid passwords should have:
-minimum length of 8 characters
-maximum length of 100 characters
-have at least one lower case and upper case letter
-have at least one Numerical digit (0-9)
-have at least one special character (e.g. +=|!\$_~^&.,@#%{}|;?<>`~/[\`)
-can not have space
-can not be same as previous 0 passwords
-can not be same as username

Reset

Note: The instructions for what needs to be included in the new password appear on the screen. Enter your new password twice to confirm is it typed correctly.

The following confirmation message will be received; select 'Continue.'

Please Note
Your new Password has been saved.

Go back to Login Page [Continue](#)

Enter your login credentials and newly created password to gain entry into the VRISM system.