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.

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**.

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:
Question Answer

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>What was your childhood nickname?</td>
<td>nickname</td>
</tr>
<tr>
<td>In what city did you meet your spouse/significant other?</td>
<td>other</td>
</tr>
<tr>
<td>What is the name of your favorite childhood friend?</td>
<td>friend</td>
</tr>
</tbody>
</table>

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 your 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.
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.

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
5. Age
6. Date of Birth
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**
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’
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.
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.

<table>
<thead>
<tr>
<th>Description</th>
<th>Event Date</th>
<th>M Finished</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1/22/2017</td>
<td>Y</td>
<td>Process</td>
</tr>
</tbody>
</table>

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.
Changing / Resetting Your Password

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

You will then receive the following message:

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

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

The following confirmation message will be received; select ‘Continue.’

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