## QUICK GUIDE TO DEATH CLEARANCE

From the Main Menu, choose Data Exchange, then Death Clearance. The following screen will appear:

🕘 CPDN	MS - Microsoft Int	ernet Explorer						
CANCER PATIENT DATA MANAGEMENT SYSTEM .net								
EMIL	LY REED		TRAINING DAT	ABASE	Dea	ath Certificate List		
Death Certificate List								
	SSN	LAST NAME	FIRST NAME	MIDDLE NAM	E BIRTHDATE	FACILITY		
	500-65-3242	ACHEBE	CHINUA	X X	09-29-1949	123456		
	548-99-3219 487-55-3065 548-00-2264 125-87-3054 874-55-2936 021-33-2400	CALLIS JOHNSTON MCGEE OBRIAN ODDFELLOW TUCKER	JAMES NORMA WAYLON LUCIUS FRANK FRANCES	M I A N O	05-24-1934 08-19-1915 09-22-1920 09-16-1943 11-09-1942 07-09-1945	123456 123456 123456 123456 123456 123456		
	Highlight and click "Select" to process a death certificate record							
		Prev	Next Se	elect	Cancel			
							~	

This screen contains a list of all death certificates which are probable matches to patients in a particular registry. In order to process these death certificates, highlight a record and click "Select." "Cancel" returns to the Main Menu, while "Prev" and "Next" are used to scroll through multi-page death certificate lists.

🕙 CPDMS - Microsoft Internet E	xplorer				_ 0	X
EMILY REED	CANCER PATIEN	T DATA MANAGEME TRAINING DATABASE	NT SYSTEM .net	Death Certificate Up	date	^
		th Certificate Upd i-3242, CHINUA A		<u> </u>		
Soc Sec Number Last Name First Name Middle Name Sex	<b>Current Values</b> 500-65-3242 ACHEBE CHINUA X 1	Death Certificate 500-65-3242 ACHEBE CHINUA X 1	Update Values			Ш
Date of Birth Place of Birth	- 09/29/1949 047	- 09/29/1949 999	09 / 29 / 1949 047 <i>P</i>			
Race 1 Race 2	01 88	01 n/a				
Race 3	88	n/a	88 2			
Race 4 Race 5	88 88	n/a n/a	88 A 88 A			
Spanish Origin Cause of Death(ICD)	0 777.7	0 C67.9	0 Non-Spanish C67.9		•	
Vital Status Patient DLC	0 06/01/2005	0 05/24/2005	0			
	CASE FOL	LOW UP: Sequence :	1 Site 37			~
	Update	Cancel	Reject			

Now the death certificate record is displayed side by side with the values from the patient record.

Choose "Cancel" at any time to return to the Death Certificate List without processing this record. Carefully compare the two records to determine that they are actually the same individual. If they are not, click the "Reject" button at the bottom of the screen. The following message appears:



Click "Yes" to reject the link and "No" to return to the death certificate update screen.

🕙 CPDMS - Microsoft Internet E	xplorer				X
	CANCER PATIENT	I DATA MANAGEME	NT SYSTEM .net		
EMILY REED		TRAINING DATABASE		Death Certificate Update	
Death Certificate Update 500-65-3242, CHINUA ACHEBE					
	Current Values	Death Certificate	Update Values		
Soc Sec Number	500-65-3242	500-65-3242			
Last Name	ACHEBE	ACHEBE			
First Name	CHINUA	CHINUA			=
Middle Name	X	×			
Sex Date of Birth	1	1			
	09/29/1949	09/29/1949	09 / 29 / 1949		
Place of Birth	047	999	047 🔎		
Race 1	01	01	01 🔎		
Race 2	88	n/a	88 🔎		
Race 3	88	n/a	88 🔎		
Race 4	88	n/a	88 🔎		
Race 5	88	n/a	88 🔎		
Spanish Origin	0	0	0 Non-Spanish	~	
Cause of Death(ICD)	777.7	C67.9	C67.9 🖉		
Vital Status	0	0	0		
Patient DLC	06/01/2005	05/24/2005			
	CASE FOLI	LOW UP: Sequence I	L Site 37		*

If the death certificate record and patient record are truly a match, the patient and case follow-up values should now be updated. Users may update the following patient level fields: Date of Birth, Place of Birth, Race 1-5, Spanish Origin, and Cause of Death. The fields are filled in with default values, but these may be overwritten. The priority for the defaults is that known values overwrite unknown values, and if two known values differ, the CPDMS.net record overwrites the death certificate record.

NOTE: Due to the frequency of inaccurate codes in death certificate records, users are not given the option of editing SSN, Last Name, First Name, Middle Name, or Sex in this form. When these fields differ between the patient record and death certificate record, do **not** edit the patient record unless there is compelling evidence that the death certificate record is definitely correct. The obvious exception to this rule is fake SSN's, which should be updated with the real SSN. In order to update any of these fields, simply edit or key change them after escaping from this screen. Scroll down the page to update the case follow-up record information. The fields Date of Last Contact, Survival Status, Cancer Status, FU Source Central, Primary Follow-up Method, and Alternate Follow-up Method are available for editing. Date of Last Contact is auto-filled with the date of death, and FU Source Central is automatically filled in with "State death tape/Death Certificate File." Both follow-up method fields are auto-filled with 9's. Any of these values may be overwritten if necessary.

When Survival Status is coded 4 through 6 in the follow-up record (indicating that the patient is deceased and the cause), the existing code is the default, as seen in the example below. However, this code should be reviewed to make sure it reflects the cause of death information from the death certificate and edited if necessary. If Survival Status is coded 1 through 3 (patient is alive) or 9 (patient dead, cause unknown) in the follow-up record, the update value will be blank. The existing code for Cancer Status is the default value, but like Survival Status, this should be reviewed and updated if necessary.

CPDMS - Microsoft Internet	Explorer		
First Name Middle Name Sex	×	CHINUA X 1	
Date of Birth	09/29/1949	09/29/1949	09 / 29 / 1949
Place of Birth	047	999	047
Race 1	. 01	01	
Race 2	88	n/a	88 🔎
Race 3	88	n/a	88 🔎
Race 4	88	n/a	88 🔎
Race 5	88	n/a	88 🔎
Spanish Origin	0	0	0 Non-Spanish
Cause of Death(ICD)	777.7	C67.9	C67.9
Vital Status	-	0	0
Patient DLC	06/01/2005	05/24/2005	
	CASEI	FOLLOW UP: Seque	nce 1 Site 37
	Current Values	Update Values	
Date of Last Contact	06/01/2005	05 / 24 / 2005	
Survival Status	6	6 Dead from com	plications of this disease 💌
Cancer Status	2	2 Tumor present	
FU Source Central	30		tape/Death Certificate file
Primary FU Method	8	9 No follow up	
Alternate FU Method		9 No follow up	required 💌
	Update	Cancel	Reject

NOTE: If a patient has more than one case, the follow-up record for each case is available for editing in the update screen.

🕙 CPDMS - Microsoft Internet Explorer									
CANCER PATIENT DATA MANAGEMENT SYSTEM .net									
EMILY REED TRAINING DATABASE Death Certificate Review									
Death Certificate Review 500-65-3242, CHINUA ACHEBE									
Current Values Death Certificate Update Values									
Soc Sec Number	500-65-3242	500-65-3242							
Last Name	ACHEBE	ACHEBE							
First Name	CHINUA	CHINUA							
Middle Name	X	X	=						
Sex	1	1	3						
Date of Birth	09/29/1949	09/29/1949	09/29/1949						
Place of Birth	047	999	047						
Race 1	01	01	01						
Race 2	88	n/a	88						
Race 3	88	n/a	88						
Race 4	88	n/a	88						
Race 5	88	n/a	88						
Spanish Origin	0	0	0						
Cause of Death(ICD)	777.7	C67.9	C67.9						
Vital Status	0	0	0						
Patient DLC	06/01/2005	05/24/2005							
CASE FOLLOW UP: Sequence 1 Site 37 Current Values Update Values Date of Last Contact 06/01/2005 05/24/2005 Edit Save Cancel									

Once all the fields have been compared and edited, click "Update."

Now the fields which will be updated are shown once more and users have the opportunity to briefly review them for accuracy. Choose "Edit" to go back and change any values, "Cancel" to escape to the Death Certificate List without updating the record, or "Save" to automatically save these changes in the patient record. If any errors were detected by edit checks, an error message will appear. The screen will then go directly to that patient's record, which may be edited at that time or saved with errors.

If no errors were found, the screen returns directly to the death certificate list. Note that the death certificate which was processed no longer appears on the list.

🔄 CPDMS - Microsoft Internet Explorer								
CANCER PATIENT DATA MANAGEMENT SYSTEM .net								
EMILY REED		TRAINING DATA	BASE	Dea	ath Certificate List			
Death Certificate List Death Certificates Resolved/Total 1/7								
SSN	LAST NAME	FIRST NAME	MIDDLE NA	ME BIRTHDATE	FACILITY			
548-99-3219	CALLIS	JAMES	М	05-24-1934	123456			
487-55-3063 548-00-2264 125-87-3054 874-55-2936 021-33-2400	JOHNSTON MCGEE OBRIAN ODDFELLOW TUCKER	NORMA WAYION LUCIUS FRANK FRANCES	I A N O	08-19-1915 09-22-1920 09-16-1943 11-09-1942 07-09-1945	123456 123456 123456 123456 123456			
Highlight and c	Highlight and click "Select" to process a death certificate record							
	Frev	Next Se	lect	Cance1				

Continue until all death certificates have been processed and the list is empty. If a user attempts to choose Death Clearance from the Data Exchange menu when no death certificates are available, an error message appears stating "There are no death certificates to be processed."