QUICK GUIDE TO DEATH CLEARANCE

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

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.

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.

CANCER PATIENT DATA MANAGEMENT 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	X	
Sex	1	1	
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 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 FOLLOW UP: Sequence 1   Site 37

Update   Cancel   Reject

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.

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

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

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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
         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 ]
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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.

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."