

# SVRIS Death Event

## Quick guide—Funeral home



WISCONSIN DEPARTMENT  
of HEALTH SERVICES

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## Logging into SVRIS

1. Open your web browser and go to the [SVRIS logon page](#).
2. Select the green **SVRIS** button.
3. Enter your **Username** (Logon ID) and **Password**.
4. Select the **Logon** button.
5. Select the **VRS\_PROD icon** to load SVRIS.
6. Choose your location if applicable.
7. Select **OK** when the message about unauthorized access appears.

## Searching

1. From the SVRIS home screen, select the **Search** menu and choose **Death**.
2. Enter the search criteria. Multiple criteria can be used to search for the desired death record. In general, most searches are successful using the decedent's last name and date pronounced. Select the **Search button**.
3. On the **Results tab**, SVRIS will retrieve all records that meet the indicated search criteria.
4. Highlight the desired record and then select the **Display button**.

## Starting a death record

1. From the SVRIS home screen, select **File menu** then **New > Death**.
2. Complete the following tabs: **Decedent**, **Decedent Demographics**, **Decedent Statistics**, and **Disposition**.
3. Select the **Certifier tab** and select either **Physician or Coroner/Medical Examiner** from the **Certifier Type** drop-down menu.
4. Select the Certifier from the **Certifier's Name** drop-down menu. (See below if certifier is not found).
5. Select **Save** and the record will be routed to the work queue of the selected Medical Certifier.

## Cannot find certifier (physician) in the dropdown menu

1. If you are unable to find the Certifier after searching in the **Certifier tab > Certifier's Name** dropdown:
  - a. In the **Assigned To** section, select the **Certifier Type** from the dropdown menu.
  - b. Expand the **Certifier's Name** dropdown menu and select **Other** from the list.
  - c. Complete the **Certifier section** by entering the Certifier's full name, title, license number, full address, phone number and fax number.
  - d. Enter a **Y** in the **Fax Attestation Ready to Send?** field.
2. Select the **Signatures tab** and enter a **Y** in the **Personal Information Complete?** and select **Save**.
3. While in the death record and after entry of a **Y** in the Fax Attestation Ready to Send field, select **Requests > Fax: D Notice to Physician**.
4. Select **Close** when the fax attestation preview window opens. This will trigger the fax to send.
5. Do **not** close the **Printing in Progress** window as it will disappear once the fax has been sent.
6. The physician will receive instructions on how to become an electronic certifier. Once the physician can be selected in the dropdown, SVRO will change the record to reflect the certifier's electronic status and the record will be routed accordingly. You **will not** receive a fax reply with cause of death information.

## Password and ID Management



Visit the [SVRIS logon page](#) for instructions to create or update your SVRIS ID.

Contact the WI Help Desk for Password Reset or Recovery



1-866-335-2180



[helpdesk@wi.gov](mailto:helpdesk@wi.gov)



### Completing a death record

1. Once the Medical Certifier has completed the Cause of Death tab and signed the record, the record will be routed back to the funeral director. Wis. Stat. § [69.18\(2\)\(b\)](#) governs the timeframe for completion of the medical certification.
2. From the SVRIS home screen, select **Work Queue > Death FD Ready to Sign** and **open** the record.
3. After completing a final review of the record, select the **Signatures tab** and enter a **Y** in the **FD Signed?** field.
4. Select **Save** and the completed death record will be routed to the Local Vital Records Office queue for acceptance.

### Rejecting a record

1. Select the **Signatures tab** and enter a **Y** in the **Reject to Certifier** field.
2. Over-ride the edit to confirm that you mean to reject the record.
3. Enter the reject reason in the **Reason Rejected to Medical Certifier** field.
4. The Last Rejected Date and Last Rejected By fields will automatically be completed.
5. Select **File > Save** and the record will go back to the medical certifier.

### Responding to a rejected record

1. From the SVRIS home screen, select **Work Queue > Death Reject** and **open** the record.
2. Select the **Signatures tab** and review the **Reason Rejected to Funeral Home** field.
3. Change or add the information as requested.
4. After completing a final review of the record, select the **Signatures tab** and enter a **Y** in the **FD Signed?** field.
5. Select **Save** and the completed death record will be routed back to the rejecter.

### Requesting amendments

1. In the record, select **File menu** then **New > Death Amendment**. SVRIS will then create an amendment record that is linked to the death record. Maximize the screen.
2. In the amendment record, choose **Funeral Director Amendment** in the Amendment Type field.
3. Go to the **tab with the incorrect information** (for example the Decedent tabs or the Disposition tab).
4. Enter the **new information** in the field that corresponds to the field with the incorrect information. **Do not re-enter information that is not changing.**
5. Go to the **Completion tab** and enter a **Y** in the **Amendment Request Complete** field and save.
6. The record will be routed to the SVRO for review, and if approved, an automated email will be sent with the updated status.