



SVRIS QUICK REFERENCE FOR BIRTH CERTIFIERS

Logging in

1. Go to the [SVRIS logon page](#) and select the green SVRIS button.
2. Enter your **Username** (Logon ID) and **Password** and select the **Logon** button.
3. Select the **VRS_PROD icon** to load SVRIS and choose your location if applicable.
4. Read and select **OK** when the message about unauthorized access appears.

Entering Birth Records

Note: [Wisconsin Stat. § 69.14\(1\)\(a\)](#) requires that a birth record be filed within 5 days of the birth.

1. From the SVRIS home screen, select File → New → Birth
2. Complete all appropriate fields. Further details on specific fields can be found in the SVRIS User Manual.
3. Once all information is entered, go to the Certification tab to certify, and save the record.

Special Circumstance Birth Records

1. Birth certifiers can enter birth records with the following special circumstances electronically in SVRIS: Adoption (Potential), Surrogate Registration, Safe Haven, Foundling, Refusal, and None of the Above. If one of the special circumstances is checked, you will notice that certain fields will already be completed and some fields will be made unavailable so information cannot be entered into them.
2. Brief descriptions of each of the special circumstances can be found in the SVRIS User Manual. For further questions, please contact SVRO.

Twin Birth Records

Note: This process is used when both twins are live births. This process should not be used if one twin is a fetal death and the other is a live birth. The fetal death should be reported separately in SVRIS.

1. Enter Twin #1 as any other birth record is entered in SVRIS.
2. At the point where the plurality for this twin is entered, SVRIS will automatically assign a Plurality Match Number to the record. This number is used to link the twin records in SVRIS.
3. Once Twin #1's birth record is complete, save it using File → Save. Do not exit this record.
4. With Twin #1's record still open, choose File → Save As Twin (no edits). This will create Twin #2's birth record. All of the information that is not child specific will be copied to this new record.
5. Complete all of the child specific information for Twin #2, and choose File → Save.
6. For multiples beyond twins, further information can be found in the SVRIS User Manual.

Fetal Deaths (Stillbirths)

Note: Per [Wisconsin Stat. § 69.18\(1\)\(e\)1](#), a stillbirth of at least 20 weeks gestation or 350 grams or more must be reported within 5 days after delivery. Do not report stillbirths (fetal deaths) that were less than 20 weeks gestation and under 350 grams. A fetal death report is not used for induced terminations of pregnancy (induced abortions).

1. From the SVRIS home screen, select File → New → Fetal Death
2. Complete all appropriate fields. Further details on specific fields can be found in the SVRIS User Manual.
3. Once all information is entered, go to the Certification tab to certify and then save the record.
4. A Fetal Death COBRIS form must be provided to parents. This form can be printed from the Blank Forms Menu in SVRIS.

Searching

1. From the SVRIS home screen, select the Search menu and choose Birth.
2. Enter the search criteria. Multiple criteria can be used to search for the desired birth record. In general, most searches are successful using the subject's last name and date of birth. Select the Search button.
3. On the Results tab, SVRIS will display a list of all records that meet the indicated search criteria. Only results from your facility will be returned.
4. Highlight the desired record and then click the Display button or choose Enter.

Requesting Hospital Modify Amendments

1. Search for and display the record requiring the amendment. (See Searching above.)
2. Once the record is displayed, select File → New → Birth Amendment/Update Request. SVRIS will then create an amendment record that is linked to the birth record.
3. Maximize the screen for the display.
4. Hospital Modify will be the only Amendment Type available.
5. On the Child, Mother, and Husband tabs change any of the available fields. There are two columns of information fields – Current and New Values. Only enter new values for fields that have changed.
6. Go to the Completion tab and enter a Y in the Amendment Request Complete field and save. The amendment will be routed to SVRO for acceptance. You will not see the change on the record until it has been accepted by SVRO.

Requesting a Medical Correction

1. A listing of all fields that can be corrected using a medical correction can be found in the SVRIS User Manual.
2. Search for and display the record requiring the correction. (See searching above.)
3. Once the record is displayed, select Requests → Corrections → Medical Corrections
4. Make any changes to the medical fields.
5. Enter a Y in "Verify Correction is Correct" field on the Certification tab and then save the record. The change will be immediately applied to the record.

Helpful Hints and Edit Screen Messages

1. Help Text is provided by SVRIS for most fields. Help text assists by providing instruction on how to complete the field. For assistance on a particular field, you can choose F1 when your cursor is located in that field to display help text.
2. SVRIS contains Edit Screen messages which will automatically appear on the screen when an incorrect, questionable, or erroneous entry is made. This error message will let you know what field or fields are in error. Hard edits are edits that must be fixed; for example, leaving a required field blank. Soft edits are edits that warn the user of an outlying value; for example, mother's age is 12 years old. A 12-year-old mother is possible; however, it is rare so an edit ensures the correct information was entered. Each type of error has different options available on the Edit Screen.

SVRIS Help

1. Call or email the Wisconsin Help Desk if you have issues using SVRIS. The Wisconsin Help Desk can be reached at 1-866-335-2180 or by email at helpdesk@wi.gov. The Wisconsin Help Desk can also assist with password resets.
2. If you have general registration questions, or would like to request a copy of the SVRIS User Manual, you can contact SVRO at 608-266-1373 Option 7 or by email at DHSVitalRecords@dhs.wisconsin.gov.
3. Please visit the [SVRIS logon page](#) for information on creating a SVRIS account or submitting a SVRIS account update request.