

Vital Update



Medical Certifier Announcement • Bureau of Health Statistics • Iowa Department of Public Health • October 2019



Follow these instructions to avoid creating duplicate death records.



Who Starts the Death Record?

A funeral director starts a death record when:

The manner of death is NATURAL,

AND

The death occurred in a hospital, nursing home or under hospice care.

A medical examiner is **REQUIRED** to start the death record when:

The manner of death is NON-NATURAL,

OR

The death occurs outside of a hospital or nursing home setting regardless of manner of death.

Funeral directors please note:

- For deaths where the manner is NON-NATURAL or the death occurs outside of a hospital or nursing home setting, search for the decedent record in IVES first.
- If you are unable to locate the decedent record, either contact the Bureau of Health Statistics or call the medical examiner/medical examiner investigator in the county where the death occurred and ask to be assigned to the death record.
- DO NOT IMMEDIATELY START A DEATH RECORD FOR ME CASES.

Medical examiners please note:

- For deaths where the manner is NATURAL and the death occurred in a hospital, nursing home or under hospice care, search for the death record in IVES. You can provide jurisdiction decline data on the death record that is started by the funeral home.
- If you are unable to locate the decedent record, contact the Bureau of Health Statistics or the Iowa Office of the State Medical Examiner to help locate the record.
- DO NOT IMMEDIATELY START A DEATH RECORD.

Contact Information

| Name | Phone | Email |
|--------------------------------------------------|--------------|-------------------------------|
| Sandra Lyles Field Representative | 515-725-2963 | Sandra.Lyles@idph.iowa.gov |
| Michele Houston Death Registration Specialist | 515-281-5153 | Michele.Houston@idph.iowa.gov |
| IVES Help Desk | 866-309-0831 | IVESHelpDesk@idph.iowa.gov |

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