

Creating and Accessing Records in DRIVE:

Start Edit New Case

VS.

Locate Case



Overview

The purpose of this document is to train and instruct users in the use of Start Edit New Case and Locate Case when creating and accessing records in the Indiana DRIVE application.

Start Edit New Case

Start Edit New Case is used by both the funeral director and the death medical certifier the first time they attempt to create or even access a record. For example, the funeral director uses Start Edit New Case to create a new death record. Doing so automatically grants them “ownership” of the Personal Data of the record and entitles them to legally Sign the record. When the death medical certifier then attempts to access the record they must also use Start Edit New Case as it is a new case for them. They select Start Edit New Case, enter the same data entered by the funeral director and select the Search button. This search is necessary to prevent the creation of duplicate records. Upon selecting the Search button the case started by the funeral director will appear in the Search Results. The medical certifier then selects the case and is given the opportunity to become responsible for the Medical Data of the record. It is this acceptance of ownership that grants them the legal authority to Certify the death.

Locate Case

Once the case has been started and the user, either the funeral director or the death medical certifier, has become an “owner” of the record they may then use Locate Case to access and edit the record as needed. NOTE: Locate Case will not work to retrieve records until the user has used Start Edit New Case to start and become owner of the record.

Detailed instructions follow.

DRIVE – Start Edit New Case vs Locate Case

The Funeral Director Starts the Death Record

- 1.) The funeral director logs into DRIVE and selects Life Events -> Death -> Start Edit New case. Note that they may also use the “Death Start/Edit New Case” Fast Link on the Home page.

The screenshot shows the top navigation bar for 'Abbott Funeral Home' with the user 'FunDir01' logged in. The main menu includes 'Main', 'Life Events', 'Queues', 'Reports', 'Forms', and 'Help'. Under 'Life Events', the 'Death' dropdown is open, showing 'Locate Case' and 'Start/Edit New Case' (highlighted with a red box). The 'Home' section features 'Fast Links' with 'Messages' (515), 'Death Locate Case', 'Death Start/Edit New Case' (highlighted with a red box), and 'Report: Case Status - Death'. The 'Queues' section shows 'Registration Work Queue Summary' (275).

- 2.) The funeral director completes the required fields, highlighted in red and noted by red arrows, and selects the Search button.

The screenshot shows the 'Death Start/Edit New Case' form. Fields for 'First' (John), 'Last' (Smith), 'Date of Death' (JAN-20-2021), 'Sex' (Male), and 'Date of Birth' are highlighted with red boxes. The 'Search' button is also highlighted with a red box. Other fields include SSN, ME Case Number, Medical Record Number, and Place of Death.

- 3.) If no matching records are returned the funeral director selects the Start New Case button.

The screenshot shows the 'Death Search Results' page with a message: 'There are no cases that match the criteria you have entered. If this is a new case, select the Start New Case button or select the New Search button to perform a new search.' The 'Start New Case' button is highlighted with a red box.

DRIVE – Start Edit New Case vs Locate Case

- 5.) The Decedent page is displayed and the funeral director is now the “owner” of the death record Personal Data. Upon completion and successful validation of all the Personal Information pages the funeral director is able to legally Sign the death record. Also, they may now use the **Locate Case** feature to access the record.

Abbott Funeral Home Database Registration of Indiana's Vital Events (DRIVE) FunDir01 Logout

Main Life Events Queues Reports Forms Help

4874987 :John Smith JAN-20-2021
/New Event/New Event/Not Registered/Unsigned/Uncertified/NA/Burial Permit Ready to Print

Decedent

Is Coroner going to complete both personal and medical information? No

Decedent's Legal Name

Prefix First Middle Other Middle Last Suffix
 John Smith

Decedent's Maiden Name

Last

Aliases
[Add/Edit Alias Names](#)

Sex Gender Social Security Number

Death Registration Menu

- Personal Information
- Decedent
- Resident Address
- Family Members
- Informant
- Disposition
- Decedent Attributes
- Medical Certification
- Pronouncement
- Place of Death
- Cause of Death
- Other Factors
- Injury
- Certifier

The Death Medical Certifier Accesses the Record for the First Time

- 6.) The death medical certifier logs into DRIVE and selects Life Events -> Death -> Start Edit New case. Note that they may also use the “Death Start/Edit New Case” Fast Link on the Home page.

Adams Memorial Hospital DeathCer01 Logout

Main Life Events Queues Reports Forms Help

Da Death Locate Case na's Vital Events (DRIVE)

Start/Edit New Case

Home

Fast Links

- Messages 203
- Death Locate Case
- Death Start/Edit New Case
- Report: Case Status - Death

Queues

- Registration Work Queue Summary 365
- Amendment Work Queue Summary

DRIVE – Start Edit New Case vs Locate Case

- 7.) The death medical certifier completes the required fields, highlighted in red and noted by red arrows, using the same data as entered by the funeral director and selects the Search button. This Search is required to prevent the creation of duplicate records.

Adams Memorial Hospital | DeathCer01 | Logout

Main | Life Events | Queues | Reports | Forms | Help

Database Registration of Indiana's Vital Events (DRIVE)

Death Start/Edit New Case

Decedent's Information

First: John | Last: Smith | Date of Death: JAN-20-2021
Sex: Male | SSN: | Date of Birth: |
Case Id: | ME Case Number: | Medical Record Number: |
Place of Death Location Type: County | Place of Death: |

Search | Clear

- 8.) As the case has already been started by the funeral director it will appear in the Death Search Results screen. The medical certifier then selects the Decedent's Name link to access the record.

Adams Memorial Hospital | DeathCer01 | Logout

Main | Life Events | Queues | Reports | Forms | Help

Database Registration of Indiana's Vital Events (DRIVE)

Death Search Results

Case Id	Decedent's Name	Date of Death	Sex	Place of Death	Date of Birth	Preview
4874987	Smith, John	JAN-20-2021	Male			Preview

Total Records : 1

Start New Case | New Search

- 9.) However, before the medical certifier can access and edit the record, they must assume responsibility for the medical certification by selecting the OK button on the pop-up message.

Adams Memorial Hospital | DeathCer01 | Logout

Main | Life Events | Queues | Reports | Forms | Help

Database Registration of Indiana's Vital Events (DRIVE)

Death Search Results

The Case you have selected has not been certified. Press Ok to assume responsibility for the medical certification of this case or Cancel to return to the list.

OK | Cancel

DRIVE – Start Edit New Case vs Locate Case

10.) Upon selecting OK the Decedent page is displayed and the medical certifier becomes the owner of the Medical portion of the record. Upon completion and successful validation of all the Medical Certification pages the death medical certifier is able to legally Certify the death record. Also, they may now use the **Locate Case** feature to access the record.

Adams Memorial Hospital | DeathCer01 | Logout

Main | Life Events | Queues | Reports | Forms | Help

Database Registration of Indiana's Vital Events (DRIVE)

4874987 :John Smith JAN-20-2021
/New Event/New Event/Not Registered/Unsigned/Uncertified/NA/Burial Permit Ready to Print

Decedent

Is Coroner going to complete both personal and medical information?

Decedent's Legal Name

Prefix First Middle Other Middle Last Suffix
 John Smith

Decedent's Maiden Name

Last

Aliases

Add/Edit Alias Names

Sex: Male Gender: Social Security Number: None Unknown

Date of Birth: Age: Years Months Days Hours Minutes SSN Verification Status: UNVERIFIED (0) Verify SSN

Decedent's Birth Place

City or Town: County: State: Country:

Death Registration Menu

- Personal Information
- Decedent
 - Resident Address
 - Family Members
 - Informant
 - Disposition
 - Decedent Attributes
 - Medical Certification**
 - Pronouncement
 - Place of Death
 - Cause of Death
 - Other Factors
 - Injury
 - Certifier
- Other Links
 - Attachments
 - Comments
 - Print Forms
 - Refer to Coroner
 - Relinquish Case
 - Request Medical Certification
 - Request Non Affiliated Certification
 - Transfer Case
 - Trade Calls