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**EDRS Project Team**

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**EDRS  
Use Case Specification:  
EDRS\_UC\_064\_Register\_a\_Case**

**Version 1.2**

EDRS	Version: 1.2
Use Case Specification: EDRS_UC_064_Register_a_Case	Date: 01/14/04

## Revision History

Date	Version	Description	Author
10/22/03	1.0	New EDRS use case to register a case.	Kumar Batra
12/24/03	1.1	Updated based on review comments from the EDRS Core Team. Added SR 6.2	Kumar Batra
01/14/04	1.2	Modified structure of the Atl flow 4.2.1	Kumar Batra

EDRS	Version: 1.2
Use Case Specification: EDRS_UC_064_Register_a_Case	Date: 01/14/04

## Table of Contents

1.	EDRS_UC_064_Register_a_Case	4
1.1	Brief Description	4
2.	Actor(s)	4
2.1	Registrar	4
3.	Pre-Conditions	4
3.1	The Death Certificate Case exists in system. The status of the 'Personal Information Section' on the case is 'Signed' and the status of the 'Medical Information Section' on the Case is 'Certified'.	4
4.	Flow of Events	4
4.1	Basic Flow	4
4.2	Alternate Flow(s)	5
4.2.1	One or more duplicates are found in Basic Flow Step 3	5
4.2.2	Actor selects option 'No' to indicate it is a different record in Alternate Flow 4.2.1 Step 3A.3	6
4.2.3	Actor selects 'Review Failed' for 'Personal Information Section' only in Basic Flow Step 5	6
4.2.4	Actor selects 'Review Failed' for 'Medical Information Section' only in Basic Flow Step 5	7
4.2.5	Actor selects 'Review Failed' for both the sections in Basic Flow Step 5	7
4.2.6	Actor selects the option 'Refer to ME/Coroner' in Basic Flow Step 5	8
5.	Post-Conditions	9
5.1	The Death Certificate Case is 'Registered'.	9
5.2	The Death Certificate Case is not 'Registered' as a duplicate case was found. (Alt Flow 4.2.1)	9
5.3	The Death Certificate Case is not 'Registered' as review of 'Personal Information Section' failed. (Alt Flow 4.2.3)	9
5.4	The Death Certificate Case is not 'Registered' as review of 'Medical Information Section' failed. (Alt Flow 4.2.4)	9
5.5	The Death Certificate Case is not 'Registered' as review of both the sections failed. (Alt Flow 4.2.5)	9
5.6	The Death Certificate Case is not 'Registered' as the case was referred to ME/Coroner. (Alt Flow 4.2.6)	9
5.7	Updated event log	9
6.	Special Requirements / Business Rules	9
6.1	A separate process would be run to assign the GEOCODE, SuperMICAR, O&I and any other codes to the registered records at the back office.	9
6.2	If the FH or the MC or ME/Coroner informs the Registrar that, no correction needs to be made to the 'Rejected' Personal Information Section and/or Medical Information Section of the case, the Registrar should be able to locate the case and 'Register' it.	9
7.	Data	9
7.1	Case information	9
7.2	Activity History	9
7.3	Event log entry	9

EDRS	Version: 1.2
Use Case Specification: EDRS_UC_064_Register_a_Case	Date: 01/14/04

# Use Case Specification: EDRS\_UC\_064\_Register\_a\_Case

## 1. EDRS\_UC\_064\_Register\_a\_Case

### 1.1 Brief Description

This Use case describes the function of registering a Death Certificate Case in EDRS.

Registering a case is the prime function of the 'Registrar' actor. During the process of registering the case, it is assigned a unique state file number registered date and it becomes an official legal document for the office of vital statistics and certified copies of that record can be issued.

The Death Certificate Cases are submitted for registration once the 'Personal Information Section' of the case is signed and the 'Medical Information Section' containing the COD, is certified.

## 2. Actor(s)

### 2.1 Registrar

## 3. Pre-Conditions

**3.1 The Death Certificate Case exists in system. The status of the 'Personal Information Section' on the case is 'Signed' and the status of the 'Medical Information Section' on the Case is 'Certified'.**

## 4. Flow of Events

### 4.1 Basic Flow

	<u>Actor</u>	<u>System</u>
1.	Select option to view the list of submitted cases.	Display list of cases available for registration.  <i>All the cases which have the 'Personal Information Section' signed and the 'Medical Information Section' certified are submitted to the jurisdiction for registration.</i>
2.	Select a Case from the list to register.	Search for potential duplicates.  <i>Jurisdictions will define rules to search for Potential duplicates for each type or record.</i>
3.		<i>(No duplicates found)</i> Display the selected case.  <i>The system would highlight the fields with exceptions (accepted out-of-range values) on the case for the registrar to review.</i>  Display options – 'Review OK' and 'Review Failed' for both

EDRS	Version: 1.2
Use Case Specification: EDRS_UC_064_Register_a_Case	Date: 01/14/04

		<p>the 'Personal Information Section' and the 'Medical Information section'.</p> <p>Display option 'Refer to ME/Coroner' on the case.</p> <p><i>The basic flow details the steps for the scenario if no duplicates are found in the system. See Alternate flow 4.2.1 for the scenario if one or more duplicates are found.</i></p>
4.	Review the case displayed.	
5.	<p>Select option – 'Review OK' on both the 'Personal Information Section' and the 'Medical Information Section'.</p> <p><i>The Basic flow details the steps if the review of the case is successful and the registrar selects the option 'Review OK' on both the sections of the case. See Alternate Flow 4.2.3 for the scenario if the review fails.</i></p>	<p>Populate jurisdictional entry fields: State File Number, Registrar Name, and Date Registered etc.</p>
6.		Update Case status to 'Registered'.
7.		Save the Case.
8.		Update event log.
9.		Exit.

## 4.2 Alternate Flow(s)

### 4.2.1 One or more duplicates are found in Basic Flow Step 3

	<u>Actor</u>	<u>System</u>
3.A		<p><i>(1 or more Potential Duplicates found)</i></p> <p>Display the list of potential duplicate cases.</p>
3A.1	<p>Review the cases in the list of potential duplicate(s).</p> <p><i>The system would allow the actor to view the details of the case so that he/she can make sure that it is a duplicate.</i></p>	
3A.2	<p>Select a case from the list and indicate it is a duplicate.</p> <p><i>This alternate flow details the scenario</i></p>	<p>Display reasons for rejection.</p> <p><i>The system displays the reasons for rejecting the record, which</i></p>

EDRS	Version: 1.2
Use Case Specification: EDRS_UC_064_Register_a_Case	Date: 01/14/04

	<i>when a duplicate is found in the list. See Alt Flow 4.2. for the scenario when the actor indicates that no duplicate is found.</i>	<i>has been submitted for registration.</i>
3A.3	Select reason(s) for rejection and/or enter explanation for rejection.	Save reason(s) for rejection.
3A.4		Update status of 'Personal Information Section' to 'Rejected'.
3A.5		Send notification to the owner of the case.  <i>The notification would contain the reason and/or explanation entered in Step 5A.1.</i>
3A.6		Update event log.
3A.7		Exit.

4.2.2 Actor indicates not duplicate found in Alt Flow 4.2.1 Step 3A.2

	<u>Actor</u>	<u>System</u>
3A.3A	Indicate 'No duplicate found' in the list of potential duplicates.	Go to step 3

4.2.3 Actor selects 'Review Failed' for 'Personal Information Section' only in Basic Flow Step 5

	<u>Actor</u>	<u>System</u>
5.A	Select Option – 'Review failed' for 'Personal Information Section' and 'Review OK' for 'Medical Information Section'.	Display reasons for rejection for review failure of the 'Personal Information Section'.
5A.1	Select reason(s) of rejection and/or enter explanation for review failure on the 'Personal Information Section'.	Save reason(s) of rejection with explanation.
5A.2		Update status of 'Personal Information Section' to 'Rejected'.  Keep status of 'Medical Information Section' to 'Certified'.  <i>The 'Personal Information Section' of the case is now available for the owner to update using the 'EDRS_UC_065_Update_a_Case - FH' or 'EDRS_UC_066_Update_a_Case - MC' use case and re-submit for registration after the 'Personal Information Section' is signed.</i>
5A.3		Send notification to the owner of the case.  <i>The notification would contain the reason and/or explanation entered in Step 5A.1.</i>

EDRS	Version: 1.2
Use Case Specification: EDRS_UC_064_Register_a_Case	Date: 01/14/04

5A.4	Update event log.
5A.5	Exit.

4.2.4 Actor selects 'Review Failed' for 'Medical Information Section' only in Basic Flow Step 5

	<b>Actor</b>	<b>System</b>
5.B	Select Option – 'Review failed' for 'Medical Information Section' and 'Review OK' for 'Personal Information Section'.	Display reasons for rejection for review failure of the 'Medical Information Section'.
5B.1	Select reason(s) of rejection and/or enter explanation for review failure on the 'Medical Information Section'.	Save reason(s) of rejection with explanation.
5B.2		Update status of 'Medical Information Section' to 'Rejected'. Keep status of 'Personal Information Section' to 'Signed'. <i>The 'Medical Information Section' of the case is now available for the MC or ME/Coroner, who certified the 'medical Information Section' to update using the 'EDRS_UC_066_Update_a_Case - MC' use case and re-submit for registration after the 'Medical Information Section' is certified.</i>
5B.3		Send notification to the MC or ME/Coroner of the case. <i>The notification would contain the reason and/or explanation entered in Step 5B.1. If a FD 'signed' on the 'Personal Information Section' he/she is notified about the rejection.</i>
5B.4		Update event log.
5B.5		Exit.

4.2.5 Actor selects 'Review Failed' for both the sections in Basic Flow Step 5

	<b>Actor</b>	<b>System</b>
5.C	Select Option – 'Review failed' for both 'Personal Information Section' and 'Medical Information Section'.	Display reasons for rejection for review failure of both the sections.
5C.1	Select reason(s) of rejection and/or enter explanation for review failure on the both the sections.	Save reason(s) of rejection with explanation.

EDRS	Version: 1.2
Use Case Specification: EDRS_UC_064_Register_a_Case	Date: 01/14/04

5C.2	<p>Update status of both the sections to 'Rejected'.</p> <p><i>The 'Personal Information Section' of the case is now available for the owner to update using the 'EDRS_UC_065_Update_a_Case - FH' or 'EDRS_UC_066_Update_a_Case - MC' use case and re-submit for registration after the 'Personal Information Section' is signed.</i></p> <p><i>The 'Medical Information Section' of the case is now available for the MC or ME/Coroner, who certified the 'medical Information Section' to update using the 'EDRS_UC_066_Update_a_Case - MC' use case and re-submit for registration after the 'Medical Information Section' is certified.</i></p>
5C.3	<p>Send notification to the owner and the MC or ME/Coroner of the case.</p> <p><i>The notification would contain the reason and/or explanation entered in Step 5C.1.</i></p>
5C.4	Update event log.
5C.5	Exit.

#### 4.2.6 Actor selects the option 'Refer to ME/Coroner' in Basic Flow Step 5

	<b>Actor</b>	<b>System</b>
5.D	Select option – 'Refer to ME/Coroner'.	Display the list of ME/Coroner(s).
5D.1	<p>Select a ME/Coroner from the list.</p> <p><i>In offices with large numbers of ME's, the referral should just go to the "office" not a specific ME/Coroner. The office would then take care of the actual assignment of an ME/Coroner if the case is accepted.</i></p>	<p>Refer the case to the selected ME/Coroner.</p> <p>Replace the information of the Medical Facility of the logged in user with the information of Medical Facility of the ME/Coroner.</p>
5D.3		<p>Display reasons to refer the Case to ME/Coroner.</p> <p><i>Specific list of reasons will be developed by the jurisdiction in the design phase.</i></p>
5D.4	Select reason(s) and/or enter explanation for declining to certify the case.	Save reason(s) with explanation of referring the case to ME/Coroner.
5D.5		Set status of 'Medical Information Section' to 'Referred to ME'.
5D.6		Notify the ME/Coroner.

EDRS	Version: 1.2
Use Case Specification: EDRS_UC_064_Register_a_Case	Date: 01/14/04

5D.7	If Case is owned by a FH: Send notification to the FD of the FH associated to the case.
5D.8	Update event log.
5D.9	Exit.

## 5. Post-Conditions

5.1 The Death Certificate Case is 'Registered'.

5.2 The Death Certificate Case is not 'Registered' as a duplicate case was found. (Alt Flow 4.2.1)

5.3 The Death Certificate Case is not 'Registered' as review of 'Personal Information Section' failed. (Alt Flow 4.2.3)

5.4 The Death Certificate Case is not 'Registered' as review of 'Medical Information Section' failed. (Alt Flow 4.2.4)

5.5 The Death Certificate Case is not 'Registered' as review of both the sections failed. (Alt Flow 4.2.5)

5.6 The Death Certificate Case is not 'Registered' as the case was referred to ME/Coroner. (Alt Flow 4.2.6)

5.7 Updated event log

## 6. Special Requirements / Business Rules

6.1 A separate process would be run to assign the GEOCODE, SuperMICAR, O&I and any other codes to the registered records at the back office.

6.2 If the FH or the MC or ME/Coroner informs the Registrar that, no correction needs to be made to the 'Rejected' Personal Information Section and/or Medical Information Section of the case, the Registrar should be able to locate the case and 'Register' it.

## 7. Data

7.1 Case information

7.2 Activity History

7.3 Event log entry