
EDRS Project Team

**EDRS
Use Case Specification:
EDRS_UC_002_Create_a_Case - MC**

Version 2.7

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| EDRS | Version: 2.7 |
| Use Case Specification: EDRS_UC_002_Create_a_Case - MC | Date: 01/08/04 |
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Revision History

| Date | Version | Description | Author |
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| 1/28/03 | 1.2 | Updated Actors associated with Use Case | Donn Olsen |
| 1/28/03 | 1.3 | Refined Use Case to only the scenario of creating a new Case. Remaining portions of scenario included in new Use Cases. | Donn Olsen |
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| 12/19/03 | 2.6 | Updated based on review comments from the EDRS Core Team. | Kumar Batra |
| 01/08/04 | 2.7 | Minor modification. UC name updated. | Kumar Batra |
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Use Case Specification: EDRS_UC_002_Create_a_Case - MC

1. EDRS_UC_002_Create_a_Case – MC

1.1 Brief Description

This use case describes the process of creating a case within the EDRS for the Medical Certifier & ME/Coroner users. This use case is the primary mechanism by which a medical provider initiates a death certificate or begins the process of entering data on a death certificate that has no medical provider associated with it.

There are two main scenarios when this use case is invoked. In the most common scenario of hospital or facility based deaths the MC or ME/Coroner would create a case. The typical circumstance is when a case is not in the EDRS.

In the second scenario another MC or ME/Coroner may have already created a case and has entered some or the entire medical portion of the certificate. These cases would be 'Unowned'. Alternatively, a funeral home may also have already created the case. These cases would be owned by the FH. The system informs the MC or ME/Coroner if the case has already been created when he/she tries to create a case using this use case.

After creating the case, if the MC or ME/Coroner only completes and certifies the 'Medical Information Section', the case is left 'Unowned' and any FH in the jurisdiction can pick it up and own it (See Use Case: EDRS_UC_002_Create_a_Case - FH).

Once the case is signed and certified the case is automatically submitted to the jurisdiction for registration.

2. Actor(s)

2.1 Medical Certifier

2.2 ME/Coroner

2.3 Medical Data Entry Clerk

3. Pre-Conditions

3.1 The actor has 'Case Identification data' to create a case.

4. Flow of Events

4.1 Basic Flow

| | <u>Actor</u> | <u>System</u> |
|----|--|--|
| 1. | Select option to 'Create a Case'. | Display Screen to 'Create a Case'. |
| 2. | Enter 'Case Identification data' and select to Search. | Search for already created cases. Search for cases: |

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| | | <ul style="list-style-type: none"> Created by the MF of the logged in user (may or may not be owned by the MF) Created by FH, no MC assigned <p><i>If no cases are found the system continues to Step 3. See Alt flows 4.2.1, 4.2.2, 4.2.3 and 4.2.4 for other scenarios.</i></p> |
| 3. | | (No matching case found) Save the Case. |
| 4. | | Assign Internal System ID. |
| 5. | | Update event log. |
| 6. | | Display message – ‘Will this Case be handled by a Funeral Home? (Y/N)’. |
| 7. | <p>Select option – ‘No’.</p> <p><i>The actor would select this option so that the case is left ‘Unowned’ and a FH can pick up the case and own it.</i></p> <p><i>See Alternate Flow 4.2.8 for the scenario when the actor selects the option ‘Yes’ to own the case.</i></p> | <p>Assign the Medical Facility of the logged in user to the Case.</p> <p>Set the owner of the case as ‘Unowned’.</p> <p><i>This Medical Facility is now responsible for completing and certifying the ‘Medical Information Section’ including the COD, on this case.</i></p> <p><i>Since the case is ‘unowned’ any FH in the jurisdiction can pick it up and own it. The FH that owns the case would be responsible for completing and signing off on the ‘Personal Information Section’ on this case.</i></p> |
| 8. | | Display screen to enter the data in the ‘Medical Information’ section. |
| 9. | Enter information in the ‘Medical Information section’. | <p>Perform field and cross-field edits (See Use Case: MVRs_UC_014_Perform_Edit).</p> <p><i>The edits would be performed on the fields only if data is entered into the field. Similarly a cross-field edit would only be performed when data in both the fields involved in the cross-field edit is entered.</i></p> |
| 10. | | <p>If all edits passed successfully, display options ‘Certify Now’, ‘Ready to be certified’ and ‘Save’ (as pending).</p> <p>If one or more fields have out-of-range values accepted by the actor, display options ‘Certify Now – with exceptions’, ‘Ready to be certified with exceptions’ and ‘Save’ (as pending).</p> <p>If one or more edits is skipped or the case has incomplete required fields, display option ‘Save’ (as pending).</p> <p><i>The above options are displayed for the ‘Medical Information</i></p> |

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| | | <i>Section' of the Case. The actor would be able to select one of the options displayed.</i> |
| 11. | Select option – ‘Ready to be certified’ or ‘Ready to be certified with exceptions’. <i>The Basic Flow details the steps when the actor selects the option ‘Ready to be certified’ or ‘Ready to be certified with exceptions’ on the ‘Medical Information Section’. See Alt Flow 4.2.10 for the scenario when the actor selects the option ‘Certify Now’ or ‘Certify Now with exceptions’ on the ‘Medical Information Section’. See Alt Flow 4.2.11 for the scenario when the actor selects the option to ‘Save’ (as Pending) on the ‘Medical Information Section’.</i> | Set the status of ‘Medical Information Section’ on the case to - ‘Ready to be certified’ or ‘Ready to be certified with exceptions’ as applicable. <i>The case is added to the list of ‘Ready to be certified’ cases or ‘Ready to be certified with exceptions’ cases for the MC or MC/Coroner to certify. (See Use Case – EDRS_UC_63_Certify_COD_from_Queue).</i> |
| 12. | | Update event log. |
| 13. | | If the Medical Facility is handling the case: Go to Alt Flow 4.2.10 to complete the ‘Personal Information Section’. Else: Exit. |

4.2 Alternate Flow(s)

4.2.1 Exact one matching case, created and owned by Medical Facility of the logged in user, found in Basic Flow Step 2.

| | Actor | System |
|------|--|--|
| 2.A | | <i>(The system finds exact one matching case and it is owned by the Medical Facility of the logged in user)</i> Display options – ‘Continue with this Case’, ‘Create a new Case’ and ‘Exit’ (without creating any case). <i>The actor would be able to choose one of the options that are displayed.</i> |
| 2A.1 | Select option – ‘Continue with this case’. <i>The actor selects this option if he/she wishes to continue with the case. See Alt Flow 4.2.7 for the scenario when the actor selects to ‘Create a new Case’. See Alt Flow 4.2.8 for the scenario when the actor select to ‘Exit’.</i> | Go to Basic Flow Step 8. |

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4.2.2 Exact 1 matching case found and the MF of logged in user is assigned to the case in Basic Flow Step 2

| | Actor | System |
|-----|--------------|---|
| 2.B | | <p><i>(1 matching case found and MF of logged in user is assigned to the case.)</i></p> <p>If Case is owned by a FH: Go to Basic Flow Step 8.</p> <p>If Case is 'Unowned': Go to Basic Flow Step 6.</p> <p><i>(The case was created earlier at this MF)</i></p> |

4.2.3 Exact 1 case found and no MC is assigned to the case

| | Actor | System |
|------|--|---|
| 2.C | | <p><i>(Case created by a FH but no MC assigned to it)</i></p> <p>Display options – 'Continue with this Case', 'Create a new Case' and 'Exit' (without creating any case).</p> |
| 2C.1 | Select option – 'Continue with this Case'. | <p>Associate the Medical Facility of the logged in user to the Case.</p> <p><i>The case is owned by the FH that created it.</i></p> |
| 2C.2 | | Go to Basic Flow Step 8. |

4.2.4 More than 1 case found in Basic Flow Step 2

| | Actor | System |
|------|--|--|
| 2.D | | <p>Display the list of cases found.</p> <p>The system would display enough information about the cases in the list so that the actor can perform one of the following:</p> <ul style="list-style-type: none"> - select a case, owned by a FH but no MF assigned and 'Continue with that case' - select an 'unowned' case assigned to this MF - select an 'owned' case and work on it - select option 'Create a new case' - select option 'Exit' (without creating a case) |
| 2D.1 | <p>Select a case, owned by a FH but no MF assigned and 'Continue with that case'.</p> <p><i>This Alt Flow details the steps when the actor selects a case owned by a FH and decides to 'Continue with that case'. See Alt Flow 4.2.5 for the scenario when the actor selects as 'unowned' case assigned to this MF. See Alt Flow 4.2.6 for the scenario when the actor selects an 'owned' case and work on it.</i></p> | <p>Associate the Medical Facility of the logged in user to the Case.</p> <p><i>The case is owned by the FH that created it.</i></p> |

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| | <i>See Alt Flow 4.2.7 for the scenario when the actor selects to 'Create a new Case'. See Alt Flow 4.2.8 for the scenario when the actor select to 'Exit'.</i> | |
| 2D.2 | | Go to Basic Flow Step 8. |

4.2.5 Actor selects to work on an 'unowned' case assigned to this MF is Alt Flow 4.2.4 Step 2D.1

| | Actor | System |
|-------|--|--------------------------|
| 2D.1A | Select to work on an 'unowned' case assigned to this Medical Facility. | Go to Basic Flow Step 6. |

4.2.6 Actor selects to work on an 'owned' case and work on it in Alt Flow 4.2.4 Step 2D.1

| | Actor | System |
|-------|--|--------------------------|
| 2D.1B | Select an 'owned' case and option to work on it. | Go to Basic Flow Step 8. |

4.2.7 Actor selects 'Create a new Case' in Alt Flow 4.2.1 Step 2A.1 or Alt Flow 4.2.3 Step 2C.1 or Alt Flow 4.2.4 Step 2D.1

| | Actor | System |
|-------------------------|--------------------------------------|--------------------------|
| 2A.1A 2C.1A 2D.1C | Select option – 'Create a new Case'. | Go to Basic Flow Step 3. |

4.2.8 Actor selects 'Exit' in Alt Flow 4.2.1 Step 2A.1 or Alt Flow 4.2.3 Step 2C.1 or Alt Flow 4.2.4 Step 2D.1

| | Actor | System |
|-------------------------|---|---------------|
| 2A.1B 2C.1B 2D.1D | Select option – 'Exit' (without creating any case). | Exit. |

4.2.9 Actor selects the option 'Yes' in Basic Flow Step 7.

| | Actor | System |
|------|---|--|
| 7.A | Select option – 'Yes'. <i>The actor wishes to own the case and therefore selects the option 'Yes'. Once the case is owned, the actor is responsible for completing the 'Personal Information Section' on the case. No FH is involved in this scenario.</i> | Set the owner of the case to the Medical Facility of the logged in user. |
| 7A.1 | | Enable the 'Personal Information Section' of the case. |
| 7A.2 | | Go to Basic Flow Step 8. |

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4.2.10 Actor selects 'Certify Now' or 'Certify Now – with exceptions' on 'Medical Information Section' in Basic Flow Step 11.

| | <u>Actor</u> | <u>System</u> |
|-------|---|--|
| 11.A | Select option – 'Certify Now' or 'Certify Now – with exceptions'. | Invoke EDRS_UC_023_Certify_COD Use Case. |
| 11A.1 | | Save Case information. |
| 11A.2 | | Go to Basic Flow Step 12. |

4.2.11 Actor selects 'Save' (as Pending) on 'Medical Information Section' in Basic Flow Step 11.

| | <u>Actor</u> | <u>System</u> |
|-------|--------------------------------------|--|
| 11.B | Select option – 'Save' (as Pending). | Set Status of 'Medical Information Section' on the Case to 'Pending'. <i>The case is added to the list of 'Pending' case for the actor to add/update more information to it later, when it is available. (See Use Case: EDRS_UC_066_Update_a_Case - MC)</i> |
| 11B.1 | | Go to Basic Flow Step 12. |

4.2.12 The Medical Facility is handling the case and the actor needs to enter the information in the 'Personal Information Section' in Basic Flow Step 13.

| | <u>Actor</u> | <u>System</u> |
|-------|---|--|
| 13.A | | Display screen to enter the data in the 'Personal Information Section'. |
| 13A.1 | Enter information in the 'Personal Information Section'. <i>If the case is going to be handled by the Medical Facility and not the Funeral Home, the 'Personal Information Section' is available to the actor.</i> | Perform field and cross-field edits (See Use Case: MVRs_UC_014_Perform_Edit). <i>The edits would be performed on the fields only if data is entered into the field. Similarly a cross-field edit would only be performed when data in both the fields involved in the cross-field edit is entered.</i> |
| 13A.2 | | On the Personal Information Section: If key data elements are entered – Enable 'Verify SSN' option. Else – Proceed to Step 13A.4. |
| 13A.3 | Select option 'Verify SSN' on the 'Personal Information Section'. <i>This is an optional step. The actor may or may-not verify the SSN at this point. See SR 6.5 also.</i> | Invoke 'EDRS_UC_015_Social_Security_Number_Verification' Use Case. <i>The use case describes the process of SSN verification through the services of software from the Social Security Administration. This is an important capability of the EDRS, as it will greatly enhance the quality control and integrity of</i> |

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| | | <i>the SSN processing associated with Death Certificates. Based on the outcome of the Use Case, an indicator will be set on the case.</i> |
| 13A.4 | | <p>If all edits passed successfully, display options ‘Sign Now’, ‘Ready to be signed’ and ‘Save’ (as pending).</p> <p>If one or more fields have out-of-range values accepted by the actor, display options ‘Sign Now – with exceptions’, ‘Ready to be signed with exceptions’ and ‘Save’ (as pending).</p> <p>If one or more edits is skipped or the case has incomplete required fields, display option ‘Save’ (as pending).</p> <p><i>The above options are displayed for the ‘Personal Information Section’ of the Case.</i></p> <p><i>The actor would be able to select one of the options displayed.</i></p> |
| 13A.5 | <p>Select option – ‘Ready to be signed’ or ‘Ready to be signed with exceptions’.</p> <p><i>This Alt Flow details the steps when the actor selects the option ‘Ready to be signed’ or ‘Ready to be signed with exceptions’ on the ‘Personal Information Section’.</i></p> <p><i>See Alt Flow 4.2.13 for the scenario when the actor selects the option ‘Sign Now’ or ‘Sign Now with exceptions’.</i></p> <p><i>See Alt Flow 4.2.14 for the scenario when the actor selects the option ‘Save as Pending’.</i></p> | <p>Set status of the ‘Personal Information Section’ on the case to - ‘Ready to be signed’ or ‘Ready to be signed with exceptions’ as applicable.</p> <p><i>The case is added to the list of ‘Ready to be signed’ cases or ‘Ready to be signed with exceptions’ cases for the MC or ME/Coroner to sign. (See Use Case – EDRS_UC_62_Sign_Case).</i></p> |
| 13A.6 | | Update event log. |
| 13A.7 | | Exit. |

4.2.13 Actor selects ‘Sign Now’ or ‘Sign now with exceptions’ on ‘Personal Information Section’ in Alt Flow Step 4.2.12 Step 13A.5

| | Actor | System |
|----------|---|--|
| 13A.5A | Select option – ‘Sign Now’ or ‘Sign Now – with exceptions’. | Invoke EDRS_UC_009_Sign_Personal_Information Use Case. |
| 13A.5A.1 | | Save Case Information. |
| 13A.5A.2 | | Exit. |

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4.2.14 Actor selects 'Save' (as Pending) on 'Personal Information Section' in Alt Flow Step 4.2.12 Step 13A.5

| | <u>Actor</u> | <u>System</u> |
|----------|--------------------------------------|--|
| 13A.5B | Select option – 'Save' (as Pending). | Set the status of 'Personal Information Section' on the Case to 'Pending'. <i>The case is added to the list of 'Pending' cases for the actor to add/update more information to it later, when it is available. (See Use Case: EDRS_UC_066_Update_a_Case - MC)</i> |
| 13A.5B.1 | | Update event log. |
| 13A.5B.2 | | Exit. |

5. Post-Conditions

5.1 The 'Medical Information Section' on the new Death Certificate Case is in 'Ready to be certified' or 'Ready to be certified with exceptions' status.

5.2 The new Death Certificate case exists in the system and is 'Unowned'.

5.3 A MC takes ownership of the case. (Alt Flow 4.2.9)

If the MC takes ownership of the Case, then the 'Personal Information Section' of the case is in one of the following status:

- 'Ready to be signed' or 'Ready to be signed with exceptions' (Alt Flow 4.2.12)
- 'Signed' or 'Signed with exceptions' (Alt Flow 4.2.13)
- 'Pending' (Alt Flow 4.2.14)

5.4 New Death Certificate case is 'Certified' or 'Certified with exceptions'. (Alt Flow 4.2.10)

5.5 New Death Certificate case exists in the system in 'Pending' status. (Alt Flow 4.2.11)

5.6 Updated event log

6. Special Requirements / Business Rules

6.1 Case may be dropped-to-paper.

From this point onward the user has the option to drop the case to paper. Once the case is dropped to paper, the case is locked by the system. The case may be unlocked by the Registrar.

6.2 Data elements and edits must conform to NCHS guidelines.

6.3 OVS functional specifications will determine the SSN return code and others.

6.4 Rights for all updates of fields have been determined by Profile settings.

6.5 Verify SSN before signing.

If SSN is provided, its verification must be attempted before signing. If key SSN verification data elements change, SSN verification must be re-done.

6.6 Some fields (jurisdictionally defined) on 'unowned' cases, would be re-entered by the FH.

Although data into some fields on the Case Identification Data, which are part of the 'Personal Information

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Section' would be entered at the Medical Facility, so as to facilitate the FH to search and locate the record, however the information on those fields would not be printed on the Death Certificate. The FH would re-enter the information as part of the 'Personal Information Section', once they own the case. The information entered by the FH would ultimately be printed on the death certificate. The information entered by the MF is not deleted or over-ridden; it should be kept separately with the record.

7. Data

7.1 Medical Information Section on the Death Certificate Case

7.2 Personal Information (if applicable) Section on the Death Certificate Case

7.3 NAPHSIS section 5.6.2 (Information for unique key fields)

The EDRS National Model will propose a standard for uniquely identifying possible duplicates of a Death Certificate.

7.4 Medical Facility information

7.5 Activity History of the case

7.6 Event log entry