



Electronic Registry System - Paper Process

The “Decedent Worksheet” may be utilized by a Physician or Advanced Practice Registered Nurse for completion of cause of death and signature when the following occurs:

1. The Physician or Advance Practice Registered Nurse is unable to gain access to the Electronic Death Registry System; and
2. The Physician, Advanced Practice Registered Nurse or other staff associated with the certifier has spoken with the Office of Vital Records help desk and gaining access to the Electronic Death Registry System was unsuccessful. This is only required during normal hours of operation. To contact the Office of Vital Records, please call 775-684-4166.
3. The decedent passed away in any Nevada county, except Washoe County and Clark County.

To utilize the “Decedent Worksheet”, the following should occur:

1. The funeral home or the Office of Vital Records shall print the “Decedent Worksheet” (Titled: Certifier Paper Completion).
2. The funeral home or the Office of Vital Records shall send the “Decedent Worksheet” to the certifier.
3. The certifier shall verify and/or complete all fields highlighted in white on the “Decedent Worksheet”.
4. The “Decedent Worksheet” shall be sent to the Office of Vital Records by the funeral home or the certifier.
 - By fax: 775-684-4156
 - By email: ovrhelp@health.nv.gov
 - By scan: Attaching it to the record
5. The Office of Vital Records will enter the cause of death data into the Electronic Death Registry System and apply the certifier’s electronic signature to the record.
6. If not already scanned to the death record, the Office of Vital Records will attached the “Decedent Worksheet” to the death record.

Common registry system issues and how to fix:

- The pre-requisites to download the software was not properly installed.
- The website was not added to the “trusted sites”.
- The website was not added to the “compatibility view” settings.
- The location’s firewall is blocking access to the Electronic Death Registry System.
- Internet Explorer is not being used as the browser.

Please refer to the below link for a troubleshooting guide.

<http://dpbh.nv.gov/uploadedFiles/dpbhnavgov/content/Programs/BirthDeath/Docs/Installation%20Guide.pdf>

- The person attempting to download the pre-requisites is not allowed by their location to make changes to a computer. **Please contact your IT department.**

Common reasons for rejections of death records:

- The cause of death is incomplete.
- The cause of death is not properly defined (ill-defined cause).
- There is inaccurate information in the death record.

Please refer to the below link for training on the common reasons for rejections.

<http://dpbh.nv.gov/uploadedFiles/dpbhnavgov/content/Programs/BirthDeath/Docs/Cause%20of%20Death%20Training%202018.pdf>