Tip Sheet

For using the online Indiana Death Registry System

1. When you receive an e-mail from the funeral home stating that a death certificate needs completed, log into the Indiana Death Registration System. The funeral home should fill in the demographics and date/time of death.

2. Enter user name.

3. Enter password.

4. Click Login.

5. Select the location on the drop-down screen.

6. Click on Medical Data Entry icon (farthest left, looks like index cards).

7. Select Filter Option drop-down screen and select all unresolved. Select name of deceased patient.

8. Select Medical Tab 1 and complete yellow boxes. Move the slide bar on the right to view entire screen.

9. Select Medical Tab 2 and complete the yellow boxes If patient is female aged 75 years or greater select NA in Pregnant? box.

10. Select Medical Tab 3 and enter the chain of events that directly caused the death and add contributing conditions in the box at the bottom.

11. Click on the Diskette icon to save data.

12 Click on the Green Check icon .

13. Click OK if correct.

14. Enter PIN number and click OK.

15. Click Door icon to exit system.

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