

Stillbirth Registration

Role(s): Funeral Director, Funeral Home Clerk

Objective

This job aid provides the necessary steps to creating and certifying a Statement of death to register a stillbirth. The steps include:

- Entering the disposition information for a stillbirth registration after the medical portion of the stillbirth registration has been completed.
- Certifying the case.

Scenario

A baby is born prematurely, an autopsy performed, requiring a Registration of Stillbirth. The mother is available to verify the information. The autopsy revealed the cause of death to complete a Standard MCD for registering the stillbirth and the medical informant has certified the stillbirth up to the disposition information portion to be completed by the funeral home.

Preconditions

The user must be logged in to EDRN and at the Home screen to perform the functionality discussed in this job aid.

NOTE: MANDATORY FIELDS

*Mandatory fields are displayed with an *asterisk next to their fieldname. All mandatory fields must be filled in prior to certification.*

*Fields stating "Enter Unknown, if not known", are also mandatory, though not designated with the *mandatory asterisk.*

If a Tab name, such as "General Information" or "Death Information", displays in red text, mandatory field information is missing on that tab. Once the information has been entered, the tab text will turn green.

Procedural Steps: Completing the Registration of a Stillbirth

The case will be located on the open cases tab.

Home Screen

1. Locate the case on the Open Cases tab:

eHealth Saskatchewan Electronic Death Registration and Notification

JENNIFER Reddick
Funeral Director
Speers Funeral & Cremation Services

Dashboard

Open Cases Pending Cases Unassigned Cases Submitted Cases

Open Cases

Case number	Surname	Given Names	Health Card Number	Date of Death	Assigned To	Date Assigned	Edit Case
EDR127	THOMPSON	TIM	UNKNOWN	03/12/2024		04/26/2024	Edit Case
EDR156	COOKE	PATRICIA	UNKNOWN	06/01/2024		06/04/2024	Edit Case
EDR212	TEST	ANGELA	123456789	06/15/2024		06/20/2024	Edit Case
SBEDR580	HUMAN	TINY		04/01/2024		04/04/2024	Edit Case

Records: 14, Page 2 of 2

1. Click **Edit Case**.

Disposition Information Tab

2. Enter the disposition information.

Disposition Information

Registration of Stillbirth - TINY HUMAN

JENNIFER Reddick
Funeral Director
Speers Funeral & Cremation Services

General Information Mother Father Non-Parental Informant **Disposition** Stillbirth Information Certification Case Admin

Disposition

Method of Disposition *

ⓘ ▾

You must enter information in this field.

Date of Disposition *

ⓘ 📅

You must enter information in this field.

Name of Location or Details *

ⓘ

You must enter information in this field.

Country *

ⓘ ▾

You must enter information in this field.

Province *

ⓘ ▾

You must enter information in this field.

1. **Method of Disposition*:** Click the drop-down arrow and select the **Method of Disposition**.
2. **Date of Disposition*:** Click the **calendar** button and select the **date**.
3. **Name of Location or Details*:** Type any **location details**.
4. **Country*:** Click the drop-down arrow and select **Canada**.
5. **Province*:** Click the drop-down arrow and select **Saskatchewan**.

NOTE: The next two fields are mandatory. Enter "UNKNOWN" if the information is not known.

6. **City, town, village or other place*:** Type **city** or **UNKNOWN**.
7. **Street Address:** Type the **street address** or **UNKNOWN**.

Funeral Home

Funeral Home

Individual Responsible for the Remains

Funeral Home Name

TRAINING FUNERAL HOME

Street Address

321 TRAINING STREET

City, town, village or other place (if rural give section, township, range and meridian)

REGINA

Province

SASKATCHEWAN

Country

CANADA

Postal Code

S4S 6T1

Notes

Notes

I hereby affirm that the information being submitted is accurate and correct to the best of my knowledge.

Sign Case

< Previous

Continue >

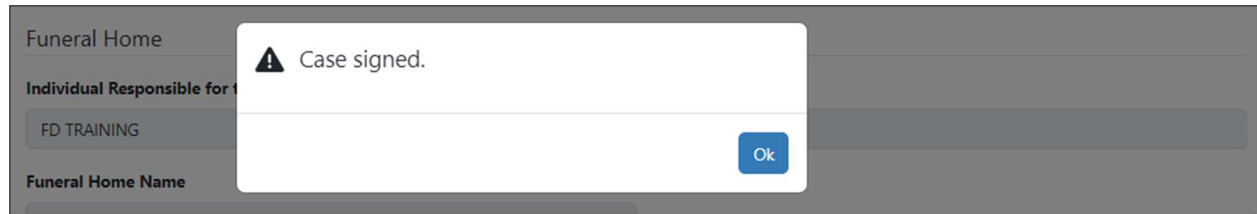
NOTE: "Funeral Home" data is prepopulated based on user login and the facility they are assigned to.

8. Click **Sign Case**.

NOTE: If "Sign Case" is greyed out, mandatory information has been missed. Look for any tab with red text to determine where mandatory information is missing. Field names in red text will need to be entered. Complete and "Sign Case".

Once a case has been signed, it can be amended. At this stage, the "Sign Case" button is replaced with "Amend Case" button.

9. Click **I Confirm**.




10. If all mandatory information is filled correctly, the window will say **Case signed**. Press the **OK** button.

Burial Permit

Burial Permit



11. Click the  **Burial Permit** button in the toolbar on the right side.
12. A new window will appear, displaying the burial permit. Print or save the permit from browser menu.

NOTE: *The steps to printing the permit will change depending on the browser used.*

End of Procedure.