



Michigan VERA Birth What Triggers Home Birth to File

Step 1: From your home page, select the **Registration Work Queue Summary**.

Step 2: Click on the **Local Registrar Affirmation Required** link.

Queue Name	Type	Count	Age of Oldest in Days
Local Registrar Affirmation Required	Birth	15	5

Total Queues : 1

Work queues can be sorted by Case Id, Registrant (Infant's Name), Date of Event (Birth) or Data Provider. The Data Provider is the hospital reporting the birth. In the event of a home birth, the Data Provider field will be blank.

Step 3: Click on the **Case ID** link or the **Registrant** name link to open the case.

All	Case Id	File Number	Registrant	Date of Event	Data Provider
<input type="checkbox"/>	364538			MAY-11-2020	Spectrum Health
<input type="checkbox"/>	364497			MAY-09-2020	Spectrum Health



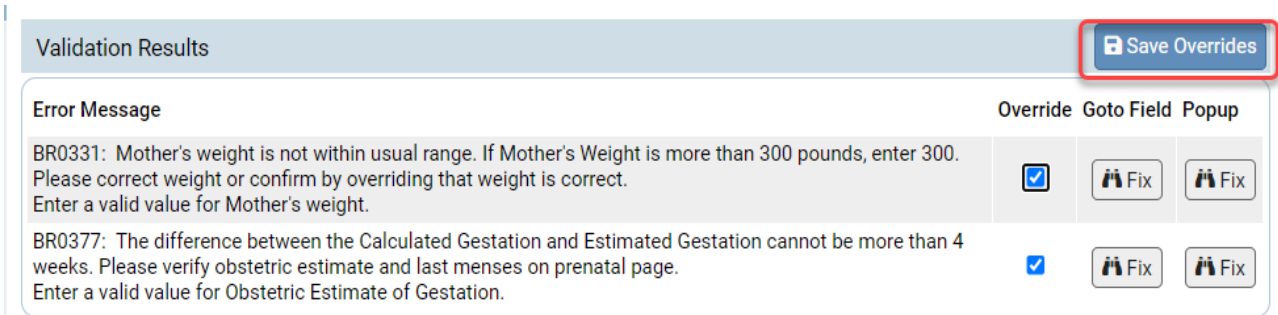
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Step 4: From the Birth Registration Menu, click on the **Validate Registration** link to review the record for overridden errors.



Step 5: Review the **Validation Results**. Click the **Save Overrides** button to save.

If there's an error, contact the certifier and have them unaffirm and correct the error. Once the local registrar affirms and files the record, an amendment is required to make any corrections.



Step 6: Click on the **Local Registrar Affirm** link.



Step 7: Check the box and click the **Affirm** button to file the record and automatically assign the local file number.



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Affirmations

Affirm the following:

I affirm I am authorized to approve this record for filing.

Affirm

Clear

Return

Step 8: Click the **Print Forms** link to go to the print menu.



Step 9: Click the **Vault Copy** link to download the PDF of the Birth Certificate.

Note: the downloaded form remains on the computer download folder and should either be deleted or moved to a location that is secure for HIPAA protected information.

Print Forms

Vault Copy
 Working Copy

Step 10: Open the downloaded PDF.

Step 11: Click on **Print** button to open the print menu.

Step 12: Select destination, either printer or Save as PDF.



Michigan VERA Birth What Triggers Home Birth to File

Print 1 sheet of paper

Destination

Pages

Copies

More settings

Print 1 page

Destination

Pages

Pages per sheet

Step 13: Close the PDF and return to the VERA application. Return to the VERA home page by clicking **Return** on the **Print Forms** page

Print Forms

Working Copy

click **Return** again on the **Child** page.