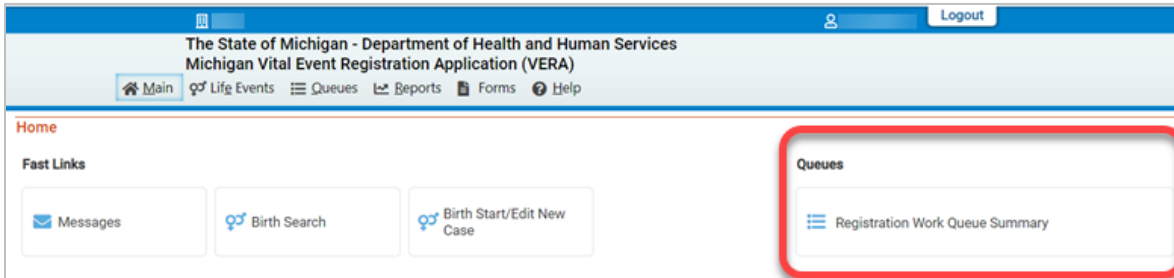


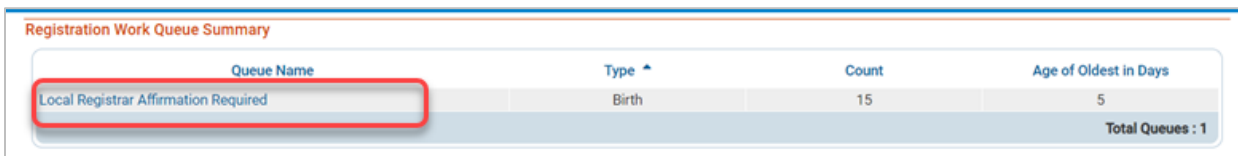


Michigan VERA Birth Affirming – Filing a Record

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

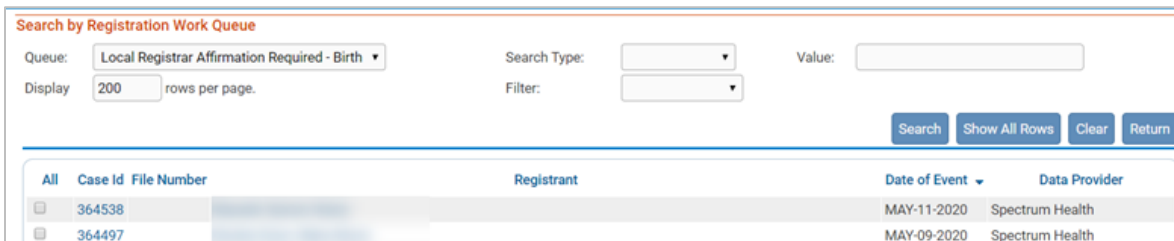


Step 2: Click on the **Local Registrar Affirmation Required** link.

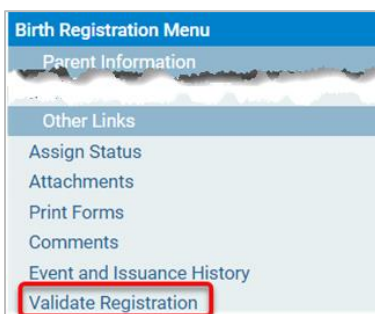


Work queues can be sorted by Case Id, Registrant (Infant’s Name), Date of Event (Birth) or Data Provider. The Data Provider is the hospital reporting the birth. In the event of a home birth, the Data Provider field will be blank.

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



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





Michigan VERA Birth Affirming – Filing a Record

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.

Validation Results		Save Overrides
Error Message	Override	Goto Field Popup
BR0331: Mother's weight is not within usual range. If Mother's Weight is more than 300 pounds, enter 300. Please correct weight or confirm by overriding that weight is correct. Enter a valid value for Mother's weight.	<input checked="" type="checkbox"/>	<input type="button" value="Fix"/> <input type="button" value="Fix"/>
BR0377: The difference between the Calculated Gestation and Estimated Gestation cannot be more than 4 weeks. Please verify obstetric estimate and last menses on prenatal page. Enter a valid value for Obstetric Estimate of Gestation.	<input checked="" type="checkbox"/>	<input type="button" value="Fix"/> <input type="button" value="Fix"/>

IMPORTANT! For non-facility births, verify that the address where the birth occurred is in your jurisdiction before affirming, and that "Home" is selected for Place of Birth. "Other" should only be used for Safe Deliveries.

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

- Attendant/Certifier
- Registrar Information
- Local Registrar Affirm**
- Identifiers

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

Affirmations

Affirm the following:

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

Step 8: Select the **Identifiers** page. If the deputy clerk's name appears, change to the Local Registrar's name. If you need to manually add Local and/or City File Number, do so here. This should be done before printing.

- Attendant/Certifier
- Registrar Information
- Amendment List
- Identifiers**

Local Registrar

Local File Number File Date
MMM-dd-yyyy

City File Number File Date
MMM-dd-yyyy

Office

Filing Registrar

First Middle Last

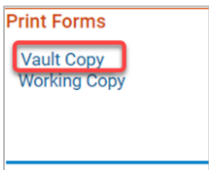


Michigan VERA Birth Affirming – Filing a Record

Step 9: Click the **Print Forms** link to go to the print menu.



Step 10: Click the **Vault Copy** link to download the PDF of the Birth Certificate.

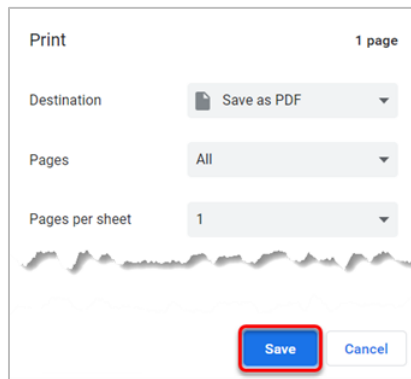
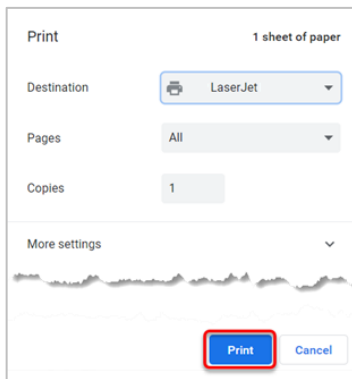


Note: the downloaded form remains on the computer download folder and should either be deleted or moved to a location that is secure for HIPAA protected information.

Step 11: Open the downloaded PDF.

Step 12: Click on **Print** button to open the print menu.

Step 13: Select destination, either printer or Save as PDF.



Step 14: Close the PDF and return to the VERA application. Return to the VERA home page by clicking **Return** on the **Print Forms** page and again clicking **Return** on the **Child** page.

