

SC VRSIIS Death Module Quick Reference Guide for BRTP Log/Sub-registrars

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South Carolina Department of Health
and Environmental Control

This Deliverable is being provided for acceptance in conformity with the Formal Acceptance Process set forth in the contract between the South Carolina Vital Records and Statistics Integrated Information System (SC VRSIIS) and Genesis Systems, Inc. If changes are required hereto, this Deliverable shall be returned to Genesis Systems, Inc., within the allotted time limits, and with the required changes documented.



Sub-Registrar

1 BRTP Log

1. After logging in to a location, select the **Death** module located in the top left corner.
2. Access the BRTP Log by selecting **Tools→BRTP Log→BRTP Log**.
3. The BRTP log is broken up into sections designed for the user to either search for a BRTP, update it, or to add a new one. The users are able to save the information, release the BRTP, or print the BRTP.

2 Search BRTP Log

1. Enter the BRTP Number, Date of Death, Included Released BRTP(s).
2. Select **Search**.
3. Select the record(s) listed in the search results.

3 Generate BRTP Number

1. To generate a BRTP Number, the user must enter in the information under **Decedent Information** that is highlighted.
NOTE: While the BRTP Number is highlighted, the system will automatically enter a number in this field once the BRTP is saved.
2. Save the log by clicking **Save**.
3. A Save Message will appear. Click **OK**.
4. BRTP Number will appear in the field. The number will be un-editable.

4 Release BRTP Number

1. Enter the remaining mandatory (*) information.
NOTE: Depending on how certain fields are answered, will result in others becoming editable.
2. Select the **Release** button.
3. Pin authorization will appear. Enter the PIN number.
4. Record Release message will appear. Click **OK**.

5 Printing a BRTP

1. After BRTP is released, print the BRTP to give to the Funeral Home arriving to receive the body by selecting **Print**.
2. The printed BRTP will appear and allow the user to either print or download the document.