

**State of Vermont**  
**Department of Health**  
Health Surveillance  
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*Agency of Human Services*

October 7, 2009

To: Physicians who certify Vermont deaths  
From: Linda Merchant, Supervisor of Vital Records Registration  
Re: REVISED Preliminary Report of Death form for certifying Vermont deaths

We have revised the Preliminary Report of Death (PROD) form to reflect changes needed as a result of recent state legislation related to civil marriage and to palliative care. While most of the changes impacted the “Demographic Information” side that is typically completed by a funeral director, two items were added to the “Medical Certification” side with this update.

Enclosed is a copy for your reference and use.

**Please replace any older forms you may have with this new form** (note the DH-PHS-PROD-09 in upper left corner). We would like for this to occur as soon as possible, however, we will continue to accept any certifications that come through on the old form while you make this transition.

This form can also be printed from the VDH web site by following the directions at the bottom of this page.

### **New Fields Added to Medical Certification Side of PROD**

#### **Item 19 – Did the Decedent Receive Hospice Care? (In past 30 days)** **Items 20 & 21 a-c – Place of Death**

These fields previously existed only on the demographic side of the PROD. They have been added to the medical side to allow for cases, particularly hospital deaths, in which the physician is more likely to know this information.

The information in these fields must be complete on at least one side of the form. So, you should always enter the information as you know it. If the funeral director has already provided this information and it appears different from what you know, you should contact him/her to determine which information is most accurate.

Note: the numbering of these fields is the same on both sides of the PROD; this is intentional.

In addition, “**Intensive Care Unit**” has been added as a response to the **Place of Death** (Item 20).





**To Obtain Additional Copies of the PROD:**

Additional Preliminary Report of Death forms can be printed at any time from the Vermont Department of Health web site:

1. Go to: <http://healthvermont.gov/>
2. Select "Contents A- Z" from the gray bar at the top of the page.
3. Select "E"
4. Select "Electronic Death Registration System (EDRS)"
5. From the list on the upper right hand side of the screen choose "Forms"
6. Open and print the Preliminary Report of Death form.

Or, go directly to the EDRS forms page: <http://healthvermont.gov/hc/EDRS/Forms.aspx>

Hospitals or other institutions requiring large numbers of copies may contact the Vital Records office to obtain pre-printed copies of the form, or email [EDRS@vdh.state.vt.us](mailto:EDRS@vdh.state.vt.us). Please provide your name, mailing address, and phone number.

