



## Public Health Accreditation Board

### Vital Records Health Statistics Acronyms and Glossary of Terms Supplement

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This **Vital Records Health Statistics Acronyms and Glossary of Terms** is a supplement to the **Public Health Accreditation Board Acronyms & Glossary of Terms**. The **Vital Records Health Statistics Acronyms and Glossary of Terms** includes relevant VRHS Unit accreditation terminology and acronyms. Please refer to the **Public Health Accreditation Board Acronyms & Glossary of Terms** for accreditation related terms not included here.

## Acronyms

NAPHSIS	National Association for Public Health Statistics and Information Systems
NCHS	National Center for Health Statistics

## A

### ***Amendment***

An amendment is a change to a certification item on a vital record after a certification has been issued.

## C

### ***Certification***

Certification is the document, paper or electronic format, issued by the State Registrar and containing all or a part of the exact information contained on the original vital record, and which, when issued by the State Registrar, has the full force and effect of the original vital record.

***Certification Item***

A certification item is any item of information that appears on certifications, whether paper or electronic, that are issued.

***Correction***

A correction is a change to a non-certification item on a vital record, or a change to a certification item provided no certification, whether paper or electronic, has been issued.

**D*****Data Providers***

Data providers are individuals who report information to the Vital Records Health Statistics Unit to register a vital event. Data providers may include hospital staff, midwives, physicians, funeral home staff, medical examiners, and coroners.

***Disclosure***

A disclosure is to make available, or make known, personally identifiable information contained in a vital record, by any means of communication.

**E*****Electronic Signature***

An electronic signature is an electronic sound, symbol, or process attached to, or logically associated with, a contract or other record and executed or adopted by a person with the intent to attest to the accuracy of the facts in the record.

**F*****Facts of Live Births***

Facts of live birth are the child's name, date of birth, place of birth and sex, and the parent'(s) name(s), appearing on the record of live birth.

**H*****Health Research***

Health research is the systematic study to gain information and understanding about health with the goal of finding ways to improve human health. Such study shall conform to or be conducted in accordance with generally accepted scientific standards or principles and be designed to develop or contribute to generalizable scientific knowledge.

## L

### ***Live Birth***

A live birth is the complete expulsion or extraction from its mother of a product of human conception, irrespective of the duration of pregnancy, which, after such expulsion or extraction, breathes, or shows any other evidence of life, such as beating of the heart, pulsation of the umbilical cord, or definite movement of voluntary muscles, whether or not the umbilical cord has been cut or the placenta is attached. Heartbeats are to be distinguished from transient cardiac contractions; respirations are to be distinguished from fleeting respiratory efforts or gasps.

## M

### ***Model Law***

The Model State Vital Statistics Act and Model State Vital Statistics Regulations, 2011 Revision, Department of Health and Human Services, Centers for Disease Control and Prevention, National Center for Health Statistics, Hyattsville, Maryland, provides detailed guidance to State registrars of vital statistics and State legislators to guide them in updating their State vital statistics laws and regulations. The Model Act and Regulations serve to promote uniformity among States in authorities, definitions, security, registration and issuance practices, preservation, disclosure, fees, penalties and other functions that comprise a State system of vital statistics. A State may wish to adopt this revision in total or may wish to adopt various sections of the Model Act and Regulations.

## N

### ***NAPHSIS Security Guide***

The NAPHSIS security guide was created to provide enhanced guidelines for performing the mandated responsibilities of the Vital Records Health Statistics Unit required by law and regulations. The manual is based on excerpts from the Model State Vital Statistics Act and Regulations, recommendations of the NAPHSIS Intelligence Reform work group, and “best practices” utilized in various states. Please note that in some states, adopting the guidelines of the manual may require changes to state laws and/or regulations.

### ***NAPHSIS Succession Planning Toolkit***

The NAPHSIS Succession Planning Toolkit was developed by NAPHSIS to assist Vital Records Health Statistics Units with planning for an inevitable change in the Director position. The toolkit provides reference materials that cover the Director’s responsibilities, developing potential replacements, and creating a Succession Plan specific to the Vital Records Health Statistics Units.

## P

### ***Parentage***

Parentage is the identity of a registrant's parents.

### ***Personally Identifiable Information***

Personally identifiable information is information that can be used to distinguish or trace an individual's identity, such as, but not limited to, his or her name, Social Security number, biometric records or address, alone, or when combined with other personal or identifying information which is linked or linkable to a specific individual, such as, but not limited to, date and place of live birth or mother's name prior to first marriage.

## R

### ***Record***

A record is a report of a vital event that has been registered by the State Registrar.

### ***Registration***

Registration is the process by which vital records are accepted and incorporated into the official records of the (Office of Vital Statistics).

### ***Registration Date***

Registration Date is the month, day, and year a vital record is incorporated into the official records of the (Office of Vital Statistics).

### ***Report***

A report is a document, paper or electronic, containing information related to a vital event submitted by a person or entity required to submit the information to the State Registrar for the purpose of registering a vital event.

## S

### ***Sealed Record***

A sealed record is the original record of a vital event and the evidence submitted to support the change and shall not be subject to inspection except upon order of a court with competent jurisdiction over the State Agency or as provided by regulation.

### ***Security Coordinator***

A Vital Records Health Statistics Security Coordinator is the person or persons responsible for establishing and implementing security and fraud prevention standards regarding vital events. Responsibilities include acting as liaison for law enforcement related to criminal activity involving vital event records and associated fraud, as well as, working with the health department's information systems personnel to ensure security, privacy, confidentiality and preservation of vital records.

### ***System of Vital Statistics***

A system of vital statistics means the collection, registration, preservation, amendment, certification, verification, and the maintenance of the security and integrity of vital records; the collection of other reports required by this Act; and activities related thereto including the tabulation, analysis, publication, and dissemination of vital statistics.

## **V**

### ***Verification***

Verification is a confirmation of the information on a vital record based on the facts contained in a certification.

### ***Vital Records***

Vital records are reports of live birth, death, fetal death, marriage, (divorce, dissolution of marriage, or annulment) and data related thereto which have been accepted for registration and incorporated into the official records of the (Office of Vital Statistics).

### ***Vital Statistics***

Vital statistics are the aggregated data derived from the records and reports of live birth, death, fetal death, induced termination of pregnancy, marriage, (divorce, dissolution of marriage, or annulment) and supporting documentation and related reports.

Definition.