



Wisconsin
Department of Health Services

**Vital Records Reports (VR Reports)
Local Health Department
User Manual**

**Division of Public Health
P-01226 April 1, 2026**

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Revision History

Date	Version	Description	Author
12/30/2016	1.0	Initial Draft	Lisa Hebl, Michelle Smith
3/29/2016	1.1	Addition of Appendices	Lisa Hebl
05/10/2018	1.2	Updates include adding aggregate birth record reports, a revision history, merged health departments, entering NULL values in parameters, and linked statistical abstract functionality.	Michelle Smith
05/01/2020	1.3	Added a new report – Overdose Fatality Review	Lisa Hebl
12/01/2021	1.4	Updated cause of death groupings to align with NCHS guidance. Updates impacted four reports: Cause-of-death County by Hispanic Origin & Sex, Cause-of-death Counts by Race & Sex, 113 Select Causes of Death, & 50+ Rankable Causes of Death.	Lisa Hebl
07/01/2025	1.5	The Secure Public Health Electronic Record Environment (SPHERE) application was retired effective June 30, 2025. SPHERE Birth Report functionality was moved to the VR Reports environment; therefore, this manual has been updated to include information on four new birth reports.	Lisa Hebl
08/05/2025	1.6	Added an additional birth report called “Birth Listing.” And, added instructions about saving to a CSV file.	Lisa Hebl

08/28/2025	1.7	Revised the Statistical Death Record Abstract to include two additional occupation and industry fields. Also, additional parameters and a wildcard search function was added to both the Statistical Death and Birth Record Abstract reports.	Lisa Hebl
04/01/2026	1.8	Added new instructions for creating a VR Reports logon ID and password.	Lisa Geue

Introduction to Wisconsin's Vital Records Reports (VR Reports)

VR Reports Overview

VR Reports is a web-based application that electronically provides pre-defined reports developed by the State Vital Records Office (SVRO) in partnership with several local health departments (LHDs). These reports contain both record-level and aggregate birth and death record data.

The data contained in the reports is current to the previous day. When each report is run, it will contain records within your jurisdiction that were registered (assigned a state file number) prior to the day you are running the report, except for reports containing cause-of-death coding. The literal causes of death indicated on each death record by the medical certifier are exported to the National Center for Health Statistics (NCHS), where they are assigned ICD-10 codes. There is a lag time (approximately two weeks) between when the record is registered and when it is imported back into SVRIS.

Data in all the reports is preliminary data because changes and amendments are continually being made to these records by SVRO. If the same report is run one month apart with the same parameters, there will certainly be differences in the data presented. By providing preliminary data, LHDs receive the data much sooner and can use it for public health planning purposes.

Capabilities of VR Reports

LHDs can run any of the reports on demand.

- Death reports: There is three (3) full years of death data available to use, as well as partial data of current year.
- Birth reports: Individual record-level birth data is available for one year from the date the birth record was filed. Aggregate birth record data is available from 2011 to present.

Confidentiality of VR Reports

Many reports contain confidential information such as names and manner of death, and some contain statistical information only, such as race and ethnicity. Signing a confidentiality agreement indicates agreement to abide by all confidentiality restrictions and to make every effort to prevent any person who has not signed an agreement from viewing or accessing this data. The unauthorized disclosure of confidential data presented in these reports is prohibited under Wis. Stats. § 69.20.

Important Note: LHDs can report out on “aggregate” preliminary birth and death record data only and the following disclaimer must be included: “The data estimates are provisional and subject to change. Please interpret associated indicators with caution.” Aggregate data must not involve sensitive information or, if it does, cell counts between one and four cannot be reported. Cell counts between one and four must be suppressed by reporting them as “<5” (“less than five”).

Under no circumstances can the reported data include identifiable death data such as names, dates of birth, and addresses. The data in VR Reports should never be considered final data as it continually fluctuates. LHDs should use the WISH data sets to obtain ‘final’ annual data. The WISH website is located at:

<https://www.dhs.wisconsin.gov/wish/index.htm>.

Jurisdiction of VR Reports

The birth and death records for Wisconsin residents who were born or die out of state belong to the jurisdiction in which the event occurred, so out-of-state birth and death data will not be included in these reports. Each LHD will have access to birth and death data of individuals who were born or died in Wisconsin and who were residents of their jurisdiction when the event occurred. Jurisdiction extends to the area represented by the governing body of the county, city, village, or town that established the local health department per Wis. Stat. § 251.08.

For those health departments which have merged, VR Reports will display the combined birth or death record data from both jurisdictions.

If LHDs want access to or information about the out-of-state birth or death records for their residents, they must contact the state where the death occurred. Contact information for each state can be found at: <http://www.cdc.gov/nchs/w2w.htm>.

Becoming a VR Reports User

Requesting Access

To request access to VR Reports, you will need to meet the following requirements:

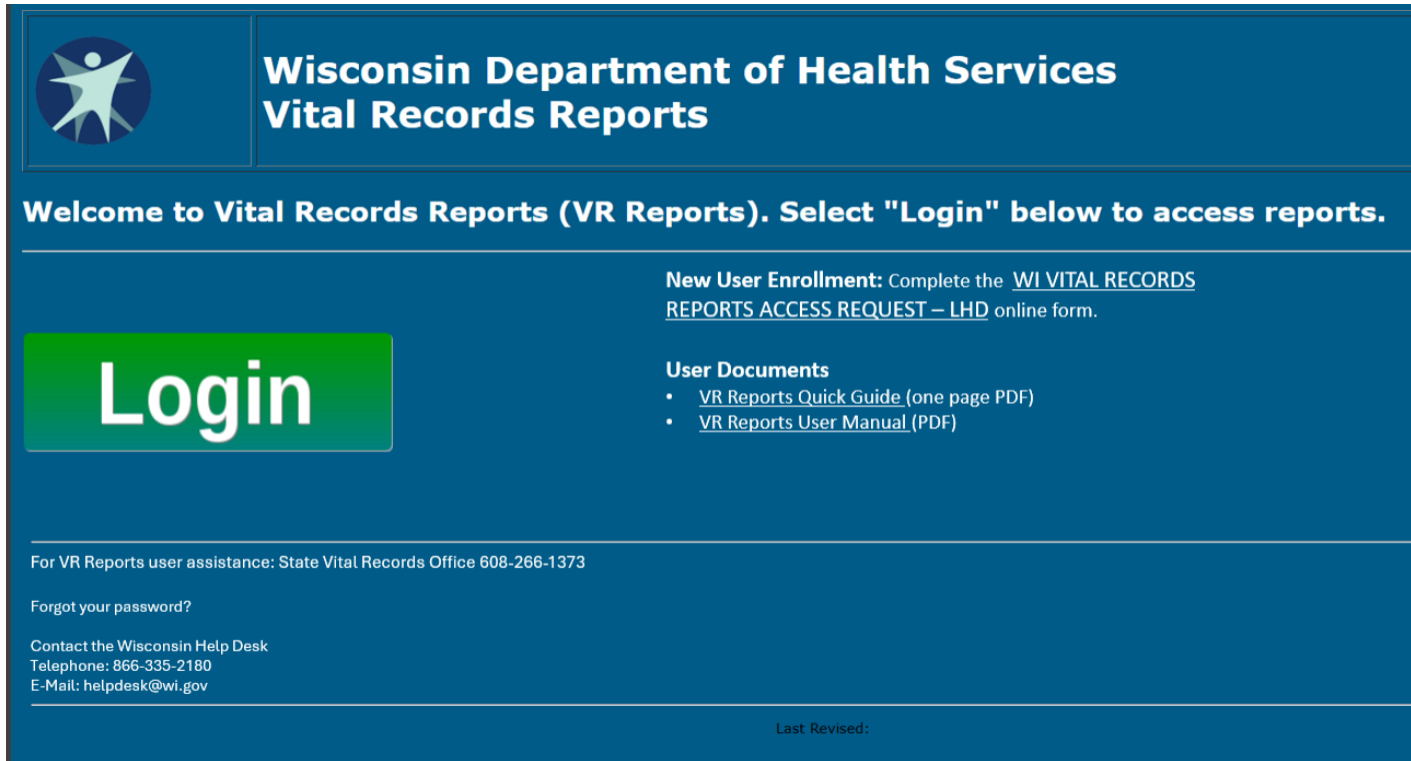
1. Read the current **data use agreement (DUA)**. This agreement covers access to both birth and death data. This DUA must be signed and maintained by the LHD director. This agreement requires a yearly renewal, which is a Department of Health Services standard.

To renew and/or update your DUA with SVRO regarding access to and use of Vital Records data, send an email to DHSVitalRecords@dhs.wisconsin.gov.

2. Click the link to “**WI Vital Records Reports Access Request-LHD**” under New User Enrollment on the [VR Reports landing page](#). An account must be set up for each LHD staff person using VR Reports. Only employees of the LHD will be granted access to VR Reports. Passwords must NOT be shared.

Logging into VR Reports

1. VR Reports will work with Firefox, Chrome, or Safari.
2. Open your web browser and go to: <https://reports.vitalrecords.wisconsin.gov>. If you wish to bookmark VR Reports for future use, this is the page you should bookmark. This page contains information such as user messages, links to the Access Request, user resource documents, an email contact, password recovery, and Help Desk contact information.
3. Click "Login."



The screenshot shows the login page for the Wisconsin Department of Health Services Vital Records Reports. The page has a dark blue header with the department's logo and name. Below the header, there is a green button labeled "Login". To the right of the button, there are links for "New User Enrollment" and "User Documents". At the bottom, there is contact information for the State Vital Records Office and the Wisconsin Help Desk.

**Wisconsin Department of Health Services
Vital Records Reports**

Welcome to Vital Records Reports (VR Reports). Select "Login" below to access reports.

Login

New User Enrollment: Complete the [WI VITAL RECORDS REPORTS ACCESS REQUEST – LHD](#) online form.

User Documents

- [VR Reports Quick Guide](#) (one page PDF)
- [VR Reports User Manual](#) (PDF)

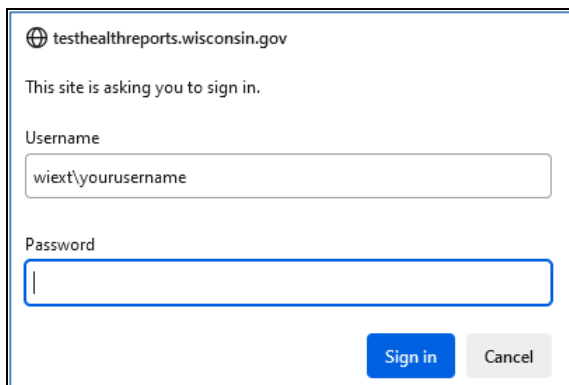
For VR Reports user assistance: State Vital Records Office 608-266-1373

Forgot your password?

Contact the Wisconsin Help Desk
Telephone: 866-335-2180
E-Mail: helpdesk@wi.gov

Last Revised:

4. The "Authentication Required" box will appear on the screen. Enter your "Username" and "Password." You must enter "wiext\" and then your logon ID after the backslash (no spaces). Enter your password. Click "Sign in."



The screenshot shows a dialog box titled "testhealthreports.wisconsin.gov". It contains a message "This site is asking you to sign in." and two input fields: "Username" and "Password". The "Username" field contains the text "wiext\yourusername". Below the input fields are two buttons: "Sign in" and "Cancel".

testhealthreports.wisconsin.gov

This site is asking you to sign in.

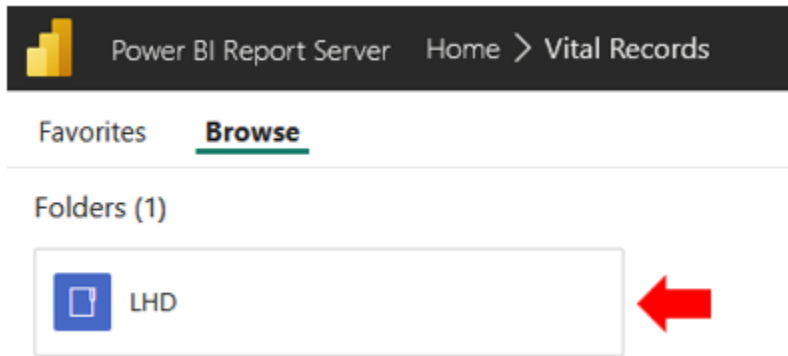
Username

wiext\yourusername

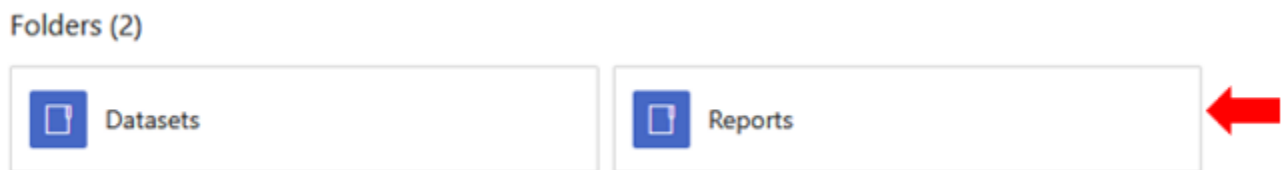
Password

Sign in Cancel

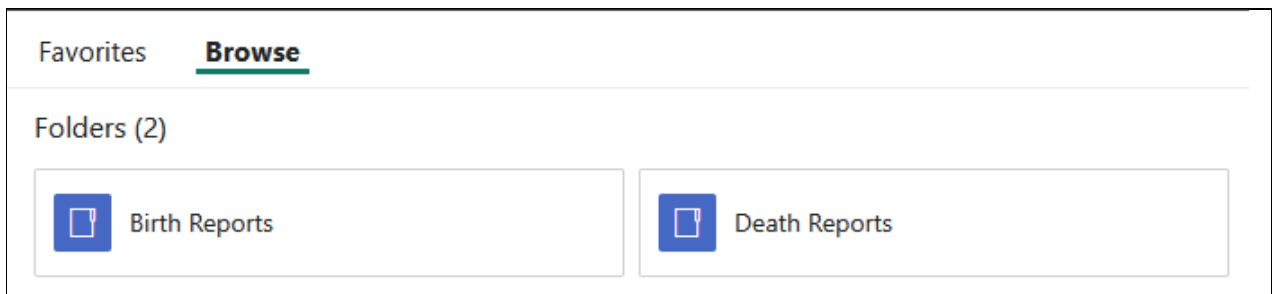
5. The Power BI Report Server “Vital Records” Home page will appear on the screen. Click “LHD.”



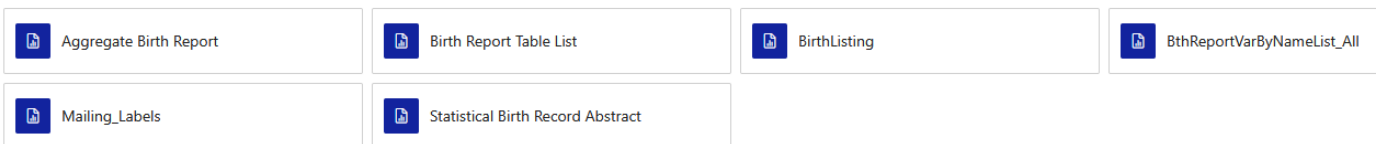
6. The Power BI Report Server “LHD” page will appear on the screen. Click “Reports.”



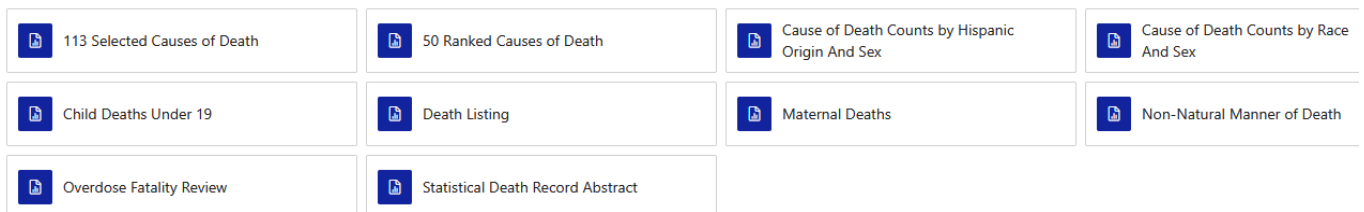
7. Select Birth Reports or Death Reports.



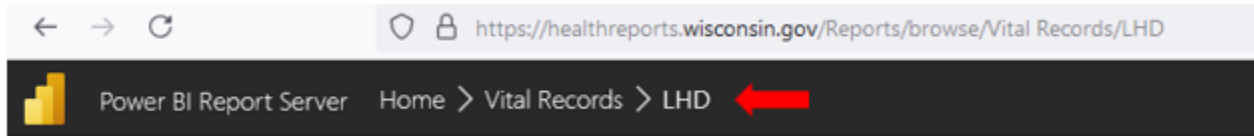
8. If **Birth Reports** is selected, the following reports will be available:



9. If **Death Reports** is selected, the following reports will be available:



Note: If you unintentionally click on an item or folder for which access is not available, you can always return to the Vital Records page or the LHD page by clicking “Vital Records” or “LHD” on the navigation bar at the top. You can also click “Home” on the navigation bar, and then click on the “Vital Records” folder.



User Inactivity

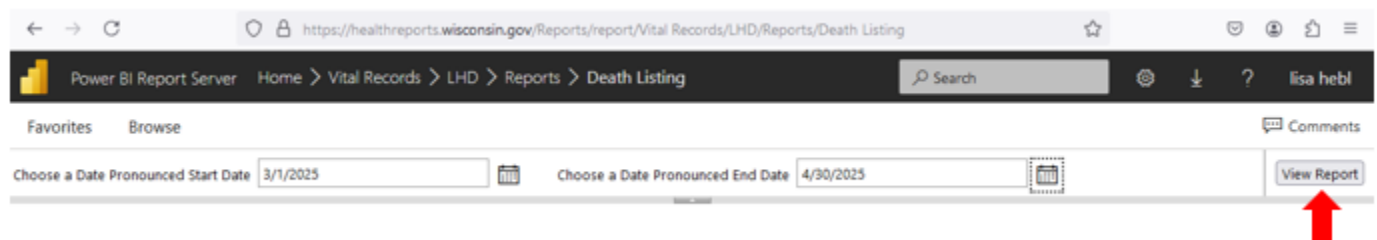
The State Vital Records Office routinely monitors VR Reports user accounts for inactivity. Any user whose account has not been used for a period of three consecutive months will receive an email notification to verify that the account is still needed. Users who receive this communication must reply to the email or the user account will be deactivated. Logging into VR Reports after receiving this email will NOT keep a user’s account active.

Running Death Reports

Entering Parameters

1. To run a report, click on the desired report.
2. For death record related reports, enter the parameter(s). The only parameter available to enter is a date range parameter, except on the Statistical Death Record Abstract report. **(See details on running the Statistical Death Record Abstract in the next section.)** The date needs to be entered with a starting date, e.g., 01/01/2014, and an ending date, e.g., 12/31/2014. The report will list all deaths within your jurisdiction for the date range entered. If you want to see deaths from one day, e.g., just December 31, 2014, enter 12/31/2014 in both starting and ending date. To pull two years of data such as 2024 and 2025, use 01/01/2024 as the starting date and 12/31/2025 as the ending date.

Note: To reduce the potential for errors in date fields, click on the calendar next to the date parameter fields and select the desired date. If you enter an incorrect date parameter, such as 01/33/2014 as the end date, you will receive the following error message: “The value provided for the report parameter 'pEndDate' is not valid for its type. (rsReportParameterTypeMismatch).”



3. Once you have the desired parameter(s) entered, click “View Report” to run the report.

Entering Parameters for the Statistical Death Record Abstract

The Statistical Death Record Abstract report has additional parameters you can enter to narrow your search. For the Statistical Death Record Abstract, the Date Pronounced Start Date and Date Pronounced End Date must have a valid date in each field. The Age Range, Age Type, and Manner fields must NOT be left blank for this report to run, but the selection for these fields is defaulted “Null or “all” to include all records unless otherwise specified. **See sample of the parameter fields below.**

The asterisk (*) can be used as a wildcard to search for a record. For example, D* in the first name field and John* in the last name field, will produce a list of all records where the first name starts with a D and the last name begins with John. Possible results include Don Johnson, Donald Johnston, Donny Johnathon, etc.

Sorting Columns

Some report columns can be sorted by ascending and descending order. The arrows at the top of a column are an indication that the column can be sorted either ascending or descending.

Total Deaths, All Causes is: 299

	Cause of Death Category	Number of Deaths
1	ALL OTHER DISEASES (RESIDUAL)	54
2	ALZHEIMER'S DISEASE	25

Linking to the Statistical Death Record Abstract

The Child Deaths Under 19, Death Listing, Maternal Death, Non-Natural Manner of Death, and Overdose Fatality Review reports display the state file number in the report results. The state file number is a hyperlink to the Statistical Death Record Abstract report for the specific individual. To link to the Statistical Abstract report from a report that displays the state file number, click on the desired state file number.



Wisconsin Department of Health Services
Division of Public Health
State Vital Records Office

5/10/2018

Page 1 of 1

This report contains preliminary, confidential and identifying death data from the Wisconsin State Vital Records Office for deaths that occurred in Wisconsin and does not include resident deaths that occurred out of state. Per your Local Health Department Confidentiality Agreement, appropriate administrative, physical and technical safeguards must be utilized to prevent unauthorized use or disclosure of this data (Wis. Stat. § 69.20).

DEATH LISTING

Public Health - Madison and Dane County
Door County Health Department
Deaths Pronounced : March 01, 2018 - May 10, 2018

Total Number of Deaths = 5

STATE FILE NUMBER	DECEDENT'S NAME (LAST/SUFFIX, FIRST, MIDDLE)	AGE	DATE PRONOUNCED	CITY (C), VILLAGE (V), TOWNSHIP (T) OF DEATH	MANNER OF DEATH	IMMEDIATE CAUSE OF DEATH
1 2018008237	[REDACTED]	[REDACTED]	3/1/2018	MADISON (C)	PENDING	
2 2018008235	[REDACTED]	[REDACTED]	3/2/2018	DEFOREST (T)	NATURAL	ATHEROSCLEROTIC CARDIOVASCULAR DISEASE

After clicking on the state file number, the Statistical Death Record Abstract, seen below, displays.

STATISTICAL DEATH RECORD ABSTRACT

<i>Decedent Data</i>		State File Number : 2022011716
Name (First,Middle,Last,Suffix)	[REDACTED]	
Birth Last Name	[REDACTED]	
Sex	FEMALE	
Date of Birth and Age	[REDACTED]	
State of Birth	WISCONSIN	
Father's Birth Name(First,Middle,Last,Suffix)	[REDACTED]	
Mother's Birth Name (First,Middle,Last,Suffix)	[REDACTED]	
Marital Status	WIDOWED	
<i>Death Data</i>		
Date and Time (24hr) Pronounced Dead	[REDACTED]	
Place of Death	RESIDENCE OF DECEDENT	

Running Birth Reports

Entering Parameters

See the instructions below on how to enter report parameters (i.e., birth date and file date) so all birth records within your selected file date range are included. The new Birth Listing report and the Statistical Birth Record Abstract are the most useful for this purpose. **(See details on running the Statistical Birth Record Abstract in the next section.)**

Enter the infant’s DOB range (start date and end date) – these fields are required on all reports. It is recommended to enter a “Start Date of **Infant’s DOB**” several months previous, even back one year, to include any late filed births. The “End Date of **Infant’s DOB**” should match the date you enter as your end file date.

Deselect the “Null” boxes to enter **file** dates. Enter the desired file date or file date range. You can enter the same date in both the “Start Date of **File Date**” and “End Date of **File Date**” fields if you want a list of birth records filed on one specific day. Or enter a date range of one week, one month, six months, etc. See example below.

Power BI Report Server Home > Vital Records > Birth SPHERE Test > BirthListing

Start Date of Infant's DOB: 7/1/2021 End Date of Infant's DOB: 12/31/2021
Start Date of File Date: 12/1/2021 End Date of File Date: 12/31/2021

Wisconsin Department of Health Services
Division of Public Health
State Vital Records Office

Birth Listing

This report contains preliminary, confidential and identifying birth data from the Wisconsin State Vital Records Office for births of Wisconsin residents that occurred in Wisconsin and does not include births that occurred out of state. Per your Local Health Department Confidentiality Agreement, appropriate administrative, physical and technical safeguards must be utilized to prevent unauthorized use (Stat. § 69.20).

Date of Birth : July 01, 2021 - December 31, 2021 ; File Date : December 01, 2021 - December 31, 2021

Confidential Birth Report for Franklin Health Department, South Milwaukee Health Department, Wauwatosa Health Department

Destroy the copy no later than one year after receipt

Total Number of Births = 73

WI Cert #	DOB	Infant First Name	Infant Last Name	Mother First Name	Mother Last Name	Mailing Address	City
1 2021058036	08/12/2021						WAWWATC
2 2021058037	08/12/2021						WAWWATC
3 2021058282	10/10/2021						WAWWATC

Entering Parameters for the Statistical Birth Record Abstract

The Statistical Birth Record Abstract report has additional parameters you can enter to narrow your search. For the Statistical Birth Record Abstract, the Infant's DOB Start Date and End Date must have a valid date in each field. **See sample of the parameter fields below.**

Power BI Report Server Home > Vital Records > LHD > Reports > Birth Reports > Statistical Birth Record Abstract

Start Date of Infant's DOB: 8/1/2025
End Date of Infant's DOB: 8/18/2025
Start Date of File Date: NULL
End Date of File Date: NULL
Infant's Last Name (wildcard=*): B*
Infant's First Name (wildcard=*):
Mother's Last Name (wildcard=*):
Mother's First Name (wildcard=*):
Mother's Maiden Last Name (wildcard=*):
WI Certificate #:
Mother Resident Zip Code:
View Report

The asterisk (*) can be used as a wildcard in any name field to search for a record. For example, B* in the first name field will produce abstracts where the first name starts with a B. Possible results include Brenda, Barbara, Betsy, etc.

Power BI Report Server Home > Vital Records > LHD > Reports > Birth Reports > Statistical Birth Record Abstract

Start Date of Infant's DOB: 8/1/2025
End Date of Infant's DOB: 8/18/2025
Start Date of File Date: NULL
End Date of File Date: NULL
Infant's Last Name (wildcard=*): B*
Infant's First Name (wildcard=*):
Mother's Last Name (wildcard=*):
Mother's First Name (wildcard=*):
Mother's Maiden Last Name (wildcard=*):
WI Certificate #:
Mother Resident Zip Code:
View Report

Sorting Columns

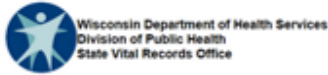
Some report columns can be sorted by ascending and descending order. The arrows at the top of a column are an indication that the column can be sorted either ascending or descending.

Total Number of Births = 73

WI Cert #	DOB	Infant First Name	Infant Last Name	Mother First Name	Mother Last Name	Mailing Address	City
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Linking to the Statistical Birth Record Abstract

The Birth Report Variables By Name Listing and the Birth Report Table List reports display the state file number in the report results when a user clicks on the plus (+) sign in the WI Cert # column. The state file number is a hyperlink to the Statistical Birth Record Abstract report for the specific individual. To link to the Statistical Abstract report from a report that displays the state file number, click on the desired state file number. To close the display of records, click on the minus (-) sign at the bottom of the list of records.



Birth Report Variables By Name Listing

3/17/2025

Page 1 of 1

This report contains preliminary, confidential and identifying birth data from the Wisconsin State Vital Records Office for births that occurred in Wisconsin and does not include resident births that occurred out of state. Per your Local Health Department Confidentiality Agreement, appropriate administrative, physical and technical safeguards must be utilized to prevent unauthorized use or disclosure of this data (Wis. Stat. § 69.20).

Date of Birth : January 01, 2022 - January 30, 2022

Confidential Birth Report for Wauwatosa Health Department

Note for Residency: C=City ; T=Town; V=Village

Destroy After 1 Year From Infant's Date of Birth

Zip code	WI Cert #	DOB	Infant Name	Mother's Current Name	Maiden Name	Residency
Table 1 Total Number of Births = 47						
Total Birth count for MILWAUKEE County is 47						
53210	Total Birth count for 53210 is : 1					
53213	Total Birth count for 53213 is : 20					
53222	1	2022000825	[REDACTED]	[REDACTED]	[REDACTED]	WAUWATOSA(C)
	2	2022002751	[REDACTED]	[REDACTED]	[REDACTED]	WAUWATOSA(C)
	3	2022002826	[REDACTED]	[REDACTED]	[REDACTED]	WAUWATOSA(C)
	4	2022005130	[REDACTED]	[REDACTED]	[REDACTED]	WAUWATOSA(C)
Total Birth count for 53222 is : 4						
53225	Total Birth count for 53225 is : 2					
53226	Total Birth count for 53226 is : 20					

After clicking on the WI certificate number, the Statistical Birth Record Abstract displays (shown below).

<i>For Administrative Use Only</i>		STATISTICAL BIRTH RECORD ABSTRACT	Page 1 of 1	Run Date: 03/17/2025
Infant Data		State File Number : 2022000825		
Name (First,Middle,Last,Suffix)	[REDACTED]			
Sex	M			
Date of birth	[REDACTED]			
Infant Died/ Date of Death	[REDACTED]			
Infant's Birth Weight	[REDACTED]			
Infant's Crown Heel Length.	[REDACTED]			
Is Infant Breastfed at Discharge	Y			
Birth Place Data				
Location /CVT	City of WEST ALLIS			
County	MILWAUKEE			
FacilityType	HOSPITAL			
Facility Name	[REDACTED]			
Attendant Name/Title/License Number	[REDACTED]	Rectangular Snip		
Attendant NPI	[REDACTED]			

Saving the Reports

Saving to a PDF File

You can save the output of any report to a PDF file by following these steps:

1. Run the report.
2. Select the “save” icon (diskette) at top of the screen.
3. Select “PDF” in the drop-down.

The screenshot shows a Power BI Report Server interface. The breadcrumb navigation is: Home > Vital Records > LHD > Reports > Death Listing. The report title is "DEATH LISTING" for "Ozaukee County Public Health". The report displays a table of death records with columns: STATE FILE NUMBER, DECEDENT'S NAME (LAST/ SUFFIX, FIRST, MIDDLE), AGE, DATE PRONOUNCED, and IMMEDIATE CAUSE OF DEATH. The table contains two rows of data. A dropdown menu is open, showing options for saving the report: Word, Excel, PowerPoint, PDF (highlighted with a red arrow), TIFF file, MHTML (web archive), CSV (comma delimited), XML file with report data, Data Feed, and Accessible PDF. The PDF option is selected.

STATE FILE NUMBER	DECEDENT'S NAME (LAST/ SUFFIX, FIRST, MIDDLE)	AGE	DATE PRONOUNCED	IMMEDIATE CAUSE OF DEATH
1 2025019292	[REDACTED]	[REDACTED]	[REDACTED]	SEPSIS
2 2025017376	[REDACTED]	[REDACTED]	[REDACTED]	CEDARBURG (C) NATURAL CHF

4. Select “Open With” (Adobe Reader) and choose “OK.” This generates a PDF file of the report you can save to a desired location.

The screenshot shows a Firefox dialog box titled "Opening 113 Selected Causes of Death.pdf". The dialog asks "What should Firefox do with this file?". The "Open with" option is selected, and "Adobe Reader (default)" is chosen in the dropdown menu. The "Save File" option is also visible, along with a checkbox for "Do this automatically for files like this from now on." The "OK" and "Cancel" buttons are at the bottom.

Saving to a CSV (Comma Delimited) File

You can save the output of any report to a CSV file by following these steps:

1. Run the report.
2. Select the “save” icon (diskette) at top of the screen.
3. Select “CSV (Comma Delimited)” in the drop-down.

Power BI Report Server Home > Vital Records > Birth SPHERE Test > BirthListing

Start Date of Infant's DOB: 7/1/2021 End Date of Infant's DOB: 12/31/2021 View Report

Start Date of File Date: 12/1/2021 End Date of File Date: 12/31/2021

Wisconsin Department of Health Services
Division of Public Health
State Vital Records Office

This report contains preliminary, confidential and identifying birth data from the Wisconsin State Vital Records Office for births of Wisconsin residents that occurred in Wisconsin and does not include resident births that occurred out of state. Per your Local Health Department Confidentiality Agreement, appropriate administrative, physical and technical safeguards must be utilized to prevent unauthorized use or disclosure of this data (Wis. Stat. § 69.20).

Date of Birth : July 01, 2021 - December 31, 2021
Confidential Birth Report for Franklin Health Department, South Milwaukee Health Department, Wauwatosa Health Department

Destroy the copy no later than one year after receipt

WI Cert #	DOB	Infant First Name	Infant Last Name	Middle Initial	Sex	Birth Name	Mailing Address	City	State	Zip Code
1	2021058036				MC		1522	WAUWATOSA	WI	53226
2	2021058037				MC		4432	WAUWATOSA	WI	53226
3	2021058282				AL		0616	WAUWATOSA	WI	53226
4	2021060246				NK		1413	SOUTH MILWAUKEE	WI	53172
5	2021055703				AN		1930	WAUWATOSA	WI	53226
6	2021055781				KIA		6535	FRANKLIN	WI	53132

4. Open the file by clicking on it from the “downloads” icon at the top.

Power BI Report Server Home > Vital Records > Birth SPHERE Test > BirthListing

Start Date of Infant's DOB: 7/1/2021 End Date of Infant's DOB: 12/31/2021 View Report

Start Date of File Date: 12/1/2021 End Date of File Date: 12/31/2021

Wisconsin Department of Health Services
Division of Public Health
State Vital Records Office

Birth Listing

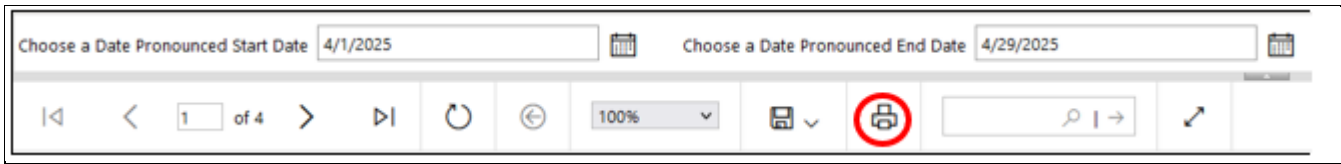
This report contains preliminary, confidential and identifying birth data from the Wisconsin State Vital Records Office for births of Wisconsin residents that occurred in Wisconsin and does not include resident births that occurred out of state. Per your Local Health Department Confidentiality Agreement, appropriate administrative, physical and technical safeguards must be utilized to prevent unauthorized use or disclosure of this data (Wis. Stat. § 69.20).

Download notification: BirthListing(1).csv Open File Show all downloads

This generates a CSV file of the report you can format (i.e., expand columns, mail merge) and save to your desired location.

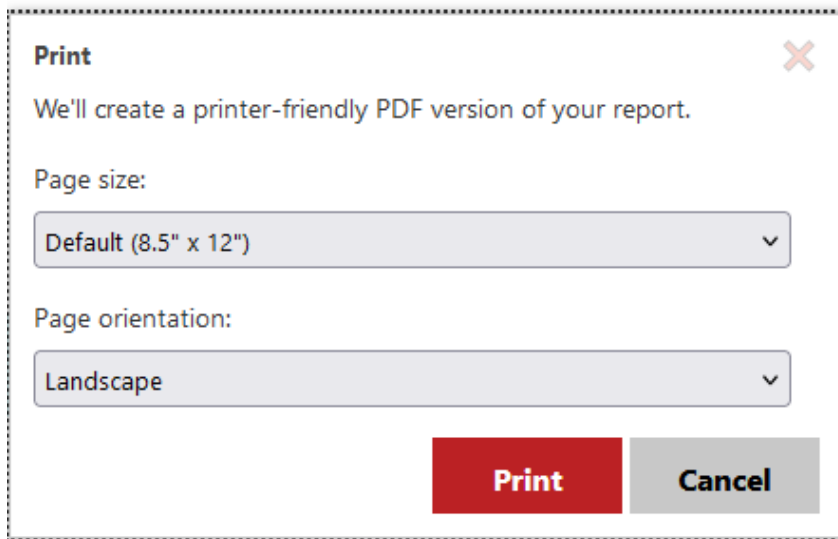
Printing the Reports

1. Select the “print” icon at the top of the screen.



2. A print dialogue box will appear, which allows you to select the number of copies, the orientation, the margins, etc. When you are ready to print, click “OK.”

NOTE: You may need to click “Install” on the PowerBI message the first time you click on the printer icon.



If you are using the Firefox browser:

1. Save the output as a PDF file (see instructions under “Saving the Reports” section).
Note: The printer icon will not be available in Firefox at the top of the ‘Reports’ screen as shown above.
2. Select the “print” icon at the top of the screen to send the report directly to the printer. (Or select the “File” menu, then “Print” to see the print dialogue box. The print dialogue box allows you to select the number of copies, the orientation, the margins, etc. When you are ready to print, select the “Print” icon.)



WISCONSIN HELP DESK INFORMATION

1. FORGOT YOUR LOGIN ID (User Name) or PASSWORD?

Go to the following Website to recover your information: <http://register.wisconsin.gov>

Click on the Logon ID/Password Recovery link under “Forgot Your Logon ID or Password?” and follow the instructions. **Note:** If you unsuccessfully attempt to log on 3 times, you will need to contact the Wisconsin Help Desk to have your password reset by SVRO.

2. HOW TO CONTACT THE WISCONSIN HELP DESK

Local Madison Number: **608-261-4400 (Press 1 for DHS)**

Toll-Free Number: **1-866-335-2180 (Press 1 for DHS)**

Email Help Desk: helpdesk@wi.gov

Wisconsin Help Desk Website: <http://www.helpdesk.wi.gov/>

When you contact the Wisconsin Help Desk, provide the following information:

Help Desk Question	Your Response
How can we help you; what is your problem?	Indicate you have questions (or issues) with Vital Records Reports. Note: It is CRITICAL to specify “Vital Records” when you call or email so your message can be routed quickly and accurately.
Name (Last, First)	Provide your name (if you are calling for another user, provide that user’s information for all the questions asked).
Where are you calling from?	Provide the name of the Local Health Department.
What is the problem?	Be as specific as possible in describing the problem and include any error messages you encounter. Provide the exact error message, if possible.
Contact Information?	Provide the best phone number and best time for a return call.

WISCONSIN HELP DESK OPERATIONS

The Wisconsin Help Desk takes calls 24 hours a day, every day (weekends and holidays included).

However, the Wisconsin Help Desk cannot resolve VR Report problems from your initial call. Instead, they gather critical information from you and route your problem ticket DIRECTLY to the State Vital Records Office Help Desk team for resolution.

The State Vital Records Office Help Desk team will get your ticket and answer your call within their **normal business hours: Monday-Friday from 7:45 a.m. to 4:15 p.m. (except holidays).**

If your call is received outside of normal business hours, the State Vital Records Office Help Desk team will get your ticket and return the call during the next business day.

Appendix A – Death Report Descriptions

Note: The death records for Wisconsin residents who die out of state belong to the jurisdiction in which they died, so out-of-state death data will not be included in these reports. Each LHD will have access to death data of decedents who died in Wisconsin and who were residents of their jurisdiction when the death occurred.

Cause-of-Death Counts by Hispanic Origin and Sex

This report provides death counts in your jurisdiction categorized by Hispanic origin and sex and further broken down by the National Center for Health Statistics (NCHS) 50 ranked causes of death groupings. (See Attachment B for the entire NCHS 50 Ranked Causes of Death groupings.) If there are no deaths in a group in the date parameter you requested, that group will not show on your report. Deaths that have not been coded by NCHS will not appear on the report. Typically, coding takes six weeks from the date the record is registered.

Cause-of-Death Counts by Race and Sex

This report provides death counts categorized by race and sex and further broken down by the National Center for Health Statistics (NCHS) 50 ranked causes of death groupings. (See Attachment B for the entire NCHS 50 Ranked Causes of Death groupings.) If there are no deaths within a group in the date parameter you requested, that group will not show on your report. Deaths that have not been coded by NCHS will not appear on the report. Typically, coding takes six weeks from the date the record is registered.

Child Deaths Under 19

This report lists all deaths in which the decedent was 18 years of age or younger at the time of death. The report includes decedent's full name, age, date of death pronouncement, the city/village/township where death occurred, manner of death, and the state file number. To obtain detailed information about a specific death, link to the Statistical Death Record Abstract report by clicking on the desired state file number.

Death Listing

This report provides a list of deaths that occurred in the Date Pronounced range you entered. The report includes the following fields for each decedent: state file number, decedent's full name, age, date of death pronouncement, city/village/township where death occurred, manner of death, and the immediate cause of death. To obtain detailed information about a specific death, link to the Statistical Death Record Abstract report by clicking on the desired state file number.

Maternal Deaths

This report provides a listing of deaths that have been assigned an underlying cause of death International Classification of Diseases, Version 10 (ICD-10), code of O00-O99, which includes deaths in the Pregnancy, Childbirth and the Puerperium grouping. Additionally, if the medical certifier indicated the decedent was pregnant at the time of death or the decedent was pregnant within one year of the time of death, these records are included as well. Deaths that have not been coded by NCHS will not appear on the report. Typically, coding takes six weeks from the date the record is registered. The report includes the following fields for each decedent: decedent's full name, date of death pronouncement, and state file number. To obtain detailed information about a specific death, link to the Statistical Death Record Abstract report by clicking on the desired state file number.

Non-Natural Manner of Death

This report identifies all death records with a manner of death determined to be non-natural by a medical certifier. All deaths in which the medical certifier indicated a homicide, suicide, accident, undetermined, or

pending manner of death are included. The report includes the following fields for each decedent: manner of death, decedent's full name, age, date of death pronouncement, the city/village/township where death occurred, and the state file number. To obtain detailed information about a specific death, link to the Statistical Death Record Abstract report by clicking on the desired state file number.

Statistical Death Record Abstract

This report produces an individual record for each death in your jurisdiction. This is the only LHD report that has the option to enter multiple parameters. You can enter the date pronounced, state file number, decedent's name, manner of death, age, or age type (years, minutes, months, etc.), and no parameter may be left blank. The report includes the following information for each decedent: decedent's full name, birthday, age, state of birth, parents' names, marital status, surviving spouse or partner's name, date death was pronounced and time of death pronouncement, facility of death, address of death, residence address, occupation/industry, armed forces status, tribal status, ethnicity, race, education, method of body disposition, place and address of disposition, medical certifier's name and address, whether autopsy was performed, pregnancy status, tobacco and alcohol use, date and time of death, manner of death, all causes of death, and, if there was an injury, all injury information.

50+ Ranked Causes of Death

This report shows the 52 ranked leading causes of death groupings within your jurisdiction, as well as an "other" category for residual causes of death, and how many deaths were attributed to each death grouping. The groupings were created by the National Center for Health Statistics (NCHS) and are used nationwide. The groupings will appear in descending order by frequency within your jurisdiction and can be re-sorted in ascending frequency order if desired. If there are no deaths in one of the 52 categories for the date parameter you indicated that cause-of-death grouping will not show up on the report; a grouping has to have at least one death to appear in the report. See Attachment C for a listing of all possible death groupings in this report. Deaths that have not been coded by NCHS will not appear on the report. Typically, coding takes six weeks from the date the record is registered.

113 Selected Causes of Death

This report shows the 113 cause-of-death groupings within your jurisdiction and how many deaths were attributed to each death grouping. The groupings were created by the National Center for Health Statistics (NCHS) and are used nationwide. The groupings will appear in descending order by frequency of deaths and can be re-sorted in ascending frequency order if desired. If there are no deaths in one of the 113 categories for the date parameter you indicated that cause-of-death grouping will not show up on the report; a grouping has to have at least one death to appear in the report. See Attachment D for a listing of all possible death groupings in this report. Deaths that have not been coded by NCHS will not appear on the report. Typically, coding takes six weeks from the date the record is registered.

Overdose Fatality Review

This report provides a listing of deaths that have been assigned an underlying cause of death International Classification of Diseases, Version 10 (ICD-10), code of X40-X44, Y10-Y14, T40.0-T40.6, T43.621, or T43.624. These codes include unintentional overdoses with a manner of death of accident or undetermined. The report includes the following fields for each decedent: state file number, decedent's full name, age, date of death pronouncement, city/village/township where death occurred, and manner of death. To obtain detailed information about a specific death, link to the Statistical Death Record Abstract report by clicking on the desired state file number.

Appendix B – Birth Report Descriptions

Note: The birth records for Wisconsin residents who are born out of state belong to the jurisdiction in which they are born, so out-of-state birth data will not be included in these reports. Each LHD will have access to birth data of babies who were born in Wisconsin and who were residents of their jurisdiction when the birth occurred.

Aggregate Birth Report

This is a multiple page report that shows aggregate birth record counts and percent of total births for multiple data elements within your jurisdiction. These include:

<ul style="list-style-type: none"> • Births by Zip Code • Age of Mother • Race/Ethnicity of Mother • Education of Mother • Marital Status of Mother • Trimester Prenatal Care Began • Number of Prenatal Care Visits • Sex of Infant • Plurality • Live Birth Order • Attendant at Birth 	<ul style="list-style-type: none"> • Birth to Women with one or more medical risk factors by sex • Births by Birthweight • Low Birthweight • Mother Smoked during pregnancy • Mother smoked during pregnancy by infant birthweight • Method of delivery • Prematurity • Gestation Age • Infants transferred to NICU or other hospital • Abnormal conditions of newborn by sex • Birth with reported congenital anomalies by sex
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Birth Report Variables By Name List

This report provides a complete list of fifteen (15) tables containing different variables and grouped by zip code. The tables include:

<p>Table 1--Total number of births by zip code</p> <p>Table 2--Total number of births to women less than 18 years</p> <p>Table 3--Total number of births to women with late (3rd trimester)</p> <p>Table 4--Total number of births to women with no Prenatal care</p> <p>Table 5_1--Total count of Singles</p> <p>Table 5_2--Total Number of twins</p> <p>Table 5_3--Total count of 3 or more</p> <p>Table 6 --Total number of births to women as first live birth</p> <p>Table 7--Total number of home births</p> <p>Table 8--Total number of births to women with 1 or more medical risk factors</p> <p>Table 9--Total number of births to women who reported smoking during pregnancy</p>	<p>Table 10--Total number of births to women who reported smoking during pregnancy and infant < 2,500 grams or 5 lbs 8 oz</p> <p>Table 11_1- birth weight > = 2,500 grams or 5 lbs 8 oz (just show the count)</p> <p>Table 11_2 --birth weight 1,500 - 2,499 grams or 3 lbs 5 oz. - 5 lbs 7oz</p> <p>Table 11_3 --Total count of birth weight <= 1,499 grams or 3 lbs 4 oz</p> <p>Table 12--Total number of infants < or equal to 35 wks gestation</p> <p>Table 13--Total number of infants transferred to NICU or other hospital</p> <p>Table 14--Total number of infants with abnormal conditions of newborn</p> <p>Table 15--Total number of infants with congenital anomalies of newborn</p>
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Birth Report Table List

This report provides the same list of fifteen (15) tables as the “Birth Report Variables By Name List” report; however, this report contains a separate link to each individual variable report.

<p>Table 1--Total number of births by zip code</p> <p>Table 2--Total number of births to women less than 18 years</p> <p>Table 3--Total number of births to women with late (3rd trimester)</p> <p>Table 4--Total number of births to women with no Prenatal care</p> <p>Table 5_1--Total count of Singles</p> <p>Table 5_2--Total Number of twins</p> <p>Table 5_3--Total count of 3 or more</p> <p>Table 6 -Total number of births to women as first live birth</p> <p>Table 7--Total number of home births</p> <p>Table 8--Total number of births to women with 1 or more medical risk factors</p> <p>Table 9--Total number of births to women who reported smoking during pregnancy</p>	<p>Table 10--Total number of births to women who reported smoking during pregnancy and infant < 2,500 grams or 5 lbs 8 oz</p> <p>Table 11_1- birth weight > = 2,500 grams or 5 lbs 8 oz (just show the count)</p> <p>Table 11_2 --birth weight 1,500 - 2,499 grams or 3 lbs 5 oz. - 5 lbs 7oz</p> <p>Table 11_3 --Total count of birth weight <= 1,499 grams or 3 lbs 4 oz</p> <p>Table 12--Total number of infants < or equal to 35 wks gestation</p> <p>Table 13--Total number of infants transferred to NICU or other hospital</p> <p>Table 14--Total number of infants with abnormal conditions of newborn</p> <p>Table 15--Total number of infants with congenital anomalies of newborn</p>
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Statistical Birth Record Abstract

This report produces an individual record for each birth in your jurisdiction. The statistical record abstract reports are the only LHD reports that have the option to enter multiple parameters. You can enter the infant’s date of birth, state file date, state file number, infant’s name, mother’s name, and mother’s residence zip code. No parameter may be left blank. The report includes the following information for each infant: infant data, birthplace data, mother/parent data, mother smoking data, mother/parent address, father/parent data, previous pregnancy data, and data about the current pregnancy.

Mailing Labels

This report produces the addresses of individuals in your jurisdiction for the selected date range. The addresses are printed three (3) across and ten (10) down, so they can be printed onto mailing labels.

Birth Listing

This report provides a list of births that occurred in the Date of Birth range you entered and on the specified File Date or in the File Date range you entered, if applicable. The report includes the following fields for each child: Wisconsin (WI) certificate number, child’s full name, date of birth, mother’s name, mailing address, including the mailing city, state, and zip code. To obtain detailed information about a specific birth, link to the Statistical Birth Record Abstract report by clicking on the desired WI certificate number.

Appendix C – 50 Ranked Causes of Death

Salmonella infections.....	A01-A02
Shigellosis and amebiasis.....	A03,A06
Tuberculosis.....	A16-A19
Whooping cough.....	A37
Scarlet fever and erysipelas.....	A38,A46
Meningococcal infection.....	A39
Septicemia.....	A40-A41
Syphilis.....	A50-A53
Acute poliomyelitis.....	A80
Arthropod-borne viral encephalitis.....	A83-A84,A85.2
Measles.....	B05
Viral hepatitis.....	B15-B19
Human immunodeficiency virus (HIV) disease.....	B20-B24
Malaria.....	B50-B54
Malignant neoplasms.....	C00-C97
In situ neoplasms,benign neoplasms & neoplasms of uncertain/unknown behavior...D00-D48	
Anemias.....	D50-D64
Diabetes mellitus.....	E10-E14
Nutritional deficiencies.....	E40-E64
Meningitis.....	G00,G03
Parkinson's disease.....	G20-G21
Alzheimer's disease.....	G30
Diseases of heart.....	I00-I09,I11,I13,I20-I51
Essential hypertension and hypertensive renal disease.....	I10,I12,I15
Cerebrovascular diseases.....	I60-169
Atherosclerosis.....	I70
Aortic aneurysm and dissection.....	I71
Influenza and pneumonia.....	J09-J18
Acute bronchitis and bronchiolitis.....	J20-J21
Chronic lower respiratory diseases.....	J40-J47
Pneumoconioses and chemical effects.....	J60-J66,J68,U07.0
Pneumonitis due to solids and liquids.....	J69
Peptic ulcer.....	K25-K28
Diseases of appendix.....	K35-K38
Hernia.....	K40-K46
Chronic liver disease and cirrhosis.....	K70,K73-K74
Cholelithiasis and other disorders of gallbladder.....	K80-K82
Nephritis, nephrotic syndrome and nephrosis.....	N00-N07,N17-N19,N25-N27
Infections of kidney.....	N10-N12,N13.6,N15.1
Hyperplasia of prostate.....	N40
Inflammatory diseases of female pelvic organs.....	N70-N76
Pregnancy, childbirth and the puerperium.....	O00-O99
Certain conditions originating in the perinatal period.....	P00-P96
Congenital malformations, deformations and chromosomal abnormalities.....	Q00-Q99
Accidents (unintentional injuries).....	V01-X59,Y85-Y86
Intentional self-harm (suicide).....	U03,X60-X84,Y87.0
Assault (homicide).....	U01-U02,X85-Y09,Y87.1
Legal intervention.....	Y35,Y89.0
Operations of war and their sequelae.....	Y36,Y89.1
Complications of medical and surgical care.....	Y40-Y84,Y88
All other (all other codes).....	Residual
Enterocolitis due to clostridium difficile.....	A04.7
Coronavirus disease 2019 (COVID-19).....	U07.1

Appendix D – 113 Selected Causes of Death

	Causes of Death	International Classification of Diseases, Tenth Revision (ICD-10) codes
1	Salmonella infections	A01-A02
2	Shigellosis and amebiasis	A03, A06
3	Certain other intestinal infections	A04, A07-A09
4	Respiratory tuberculosis	A16
5	Other tuberculosis	A17-A19
6	Whooping cough	A37
7	Scarlet fever and erysipelas	A38, A46
8	Meningococcal infection	A39
9	Septicemia	A40-A41
10	Syphilis	A50-A53
11	Acute poliomyelitis	A80
12	Arthropod-borne viral encephalitis	A83-A84, A85.2
13	Measles	B05
14	Viral hepatitis	B15-B19
15	Human immunodeficiency virus (HIV) disease	B20-B24
16	Malaria	B50-B54
17	Other and unspecified infectious and parasitic diseases and their sequelae	A00, A05, A20-A36, A42-A44, A48-A49, A54-A79, A81-A82, A85.0-A85.1, A85.8, A86-B04, B06-B09, B25-B49, B55-B99, U07.1
18	Malignant neoplasms of lip, oral cavity and pharynx	C00-C14
19	Malignant neoplasm of esophagus	C15
20	Malignant neoplasm of stomach	C16
21	Malignant neoplasms of colon, rectum and anus	C18-C21
22	Malignant neoplasms of liver and intrahepatic bile ducts	C22
23	Malignant neoplasm of pancreas	C25
24	Malignant neoplasm of larynx	C32
25	Malignant neoplasms of trachea, bronchus and lung	C33-C34
26	Malignant melanoma of skin	C43
27	Malignant neoplasm of breast	C50
28	Malignant neoplasm of cervix uteri	C53
29	Malignant neoplasms of corpus uteri and uterus, part unspecified	C54-C55
30	Malignant neoplasm of ovary	C56
31	Malignant neoplasm of prostate	C61
32	Malignant neoplasms of kidney and renal pelvis	C64-C65

	Causes of Death	International Classification of Diseases, Tenth Revision (ICD-10) codes
33	Malignant neoplasm of bladder	C67
34	Malignant neoplasms of meninges, brain and other parts of central nervous system	C70-C72
35	Hodgkin's disease	C81
36	Non-Hodgkin's lymphoma	C82-C85
37	Leukemia	C91-C95
38	Multiple myeloma and immunoproliferative neoplasms	C88, C90
39	Other and unspecified malignant neoplasms of lymphoid, hematopoietic and related tissue	C96
40	All other and unspecified malignant neoplasms	C17, C23-C24, C26-C31, C37-C41, C44-C49, C51-C52, C57-C60, C62-C63, C66, C68-C69, C73-C80, C97
41	In situ neoplasms, benign neoplasms and neoplasms of uncertain or unknown behavior	D00-D48
42	Anemias	D50-D64
43	Diabetes mellitus	E10-E14
44	Malnutrition	E40-E46
45	Other nutritional deficiencies	E50-E64
46	Meningitis	G00, G03
47	Parkinson's disease	G20-G21
48	Alzheimer's disease	G30
49	Acute rheumatic fever and chronic rheumatic heart diseases	I00-I09
50	Hypertensive heart disease	I11
51	Hypertensive heart and renal disease	I13
52	Acute myocardial infarction	I21-I22
53	Other acute ischemic heart diseases	I24
54	Atherosclerotic cardiovascular disease, so described	I25.0
55	All other forms of chronic ischemic heart disease	I20, I25.1-I25.9
56	Acute and subacute endocarditis	I33
57	Diseases of pericardium and acute myocarditis	I30-I31, I40
58	Heart failure	I50
59	All other forms of heart disease	I26-I28, I34-I38, I42-I49, I51
60	Essential hypertension and hypertensive renal disease	I10, I12, I15
61	Cerebrovascular diseases	I60-I69
62	Atherosclerosis	I70

	Causes of Death	International Classification of Diseases, Tenth Revision (ICD-10) codes
63	Aortic aneurysm and dissection	I71
64	Other diseases of arteries, arterioles and capillaries	I72-I78
65	Other disorders of circulatory system	I80-I99
66	Influenza	J09-J11
67	Pneumonia	J12-J18
68	Acute bronchitis and bronchiolitis	J20-J21
69	Other and unspecified acute lower respiratory infection	J22, U04
70	Bronchitis, chronic and unspecified	J40-J42
71	Emphysema	J43
72	Asthma	J45-J46
73	Other chronic lower respiratory diseases	J44, J47
74	Pneumoconioses and chemical effects	J60-J66, J68, U07.0
75	Pneumonitis due to solids and liquids	J69
76	Other diseases of respiratory system	J00-J06, J30-J39, J67, J70-J98
77	Peptic ulcer	K25-K28
78	Diseases of appendix	K35-K38
79	Hernia	K40-K46
80	Alcoholic liver disease	K70
81	Other chronic liver disease and cirrhosis	K73-K74
82	Cholelithiasis and other disorders of gallbladder	K80-K82
83	Acute and rapidly progressive nephritic and nephrotic syndrome	N00-N01, N04
84	Chronic glomerulonephritis, nephritis and nephritis not specified as acute or chronic, and renal sclerosis unspecified	N02-N03, N05-N07, N26
85	Renal failure	N17-N19
86	Other disorders of kidney	N25, N27
87	Infections of kidney	N10-N12, N13.6, N15.1
88	Hyperplasia of prostate	N40
89	Inflammatory diseases of female pelvic organs	N70-N76
90	Pregnancy with abortive outcome	O00-O07
91	Other complications of pregnancy, childbirth and the puerperium	O10-O99
92	Certain conditions originating in the perinatal period	P00-P96
93	Congenital malformations, deformations and chromosomal abnormalities	Q00-Q99

	Causes of Death	International Classification of Diseases, Tenth Revision (ICD-10) codes
94	Symptoms, signs and abnormal clinical and laboratory findings, not elsewhere classified	R00-R99
95	All other diseases (Residual)	Residual
96	Motor vehicle crash	V02-V04, V09.0, V09.2, V12-V14, V19.0-V19.2, V19.4-V19.6, V20-V79, V80.3-V80.5, V81.0-V81.1, V82.0-V82.1, V83-V86, V87.0-V87.8, V88.0-V88.8, V89.0, V89.2
97	Unintentional injury: Other land transport	V01, V05-V06, V09.1, V09.3-V09.9, V10-V11, V15-V18, V19.3, V19.8-V19.9, V80.0-V80.2, V80.6-V80.9, V81.2-V81.9, V82.2-V82.9, V87.9, V88.9, V89.1, V89.3, V89.9
98	Unintentional injury: Water, air and space, and other transport	V90-V99, Y85
99	Falls	W00-W19
100	Accidental discharge of firearms	W32-W34
101	Accidental drowning and submersion	W65-W74
102	Accidental exposure to smoke, fire and flames	X00-X09
103	Accidental poisoning and exposure to noxious substances	X40-X49
104	Other and unspecified nontransport accidents and their sequelae	W20-W31, W35-W64, W75-W99, X10-X39, X50-X59, Y86
105	Intentional self-harm (suicide) by discharge of firearms	X72-X74
106	Intentional self-harm (suicide) by other and unspecified means and their sequelae	X60-X71, X75-X84, Y87.0, U03
107	Assault (homicide) by discharge of firearms	X93-X95, U01.4
108	Assault (homicide) by other and unspecified means and their sequelae	X85-X92, X96-Y09, Y87.1, U01.0-U01.3, U01.5-U01.9, U02
109	Legal intervention	Y35, Y89.0
110	Discharge of firearms, undetermined intent	Y22-Y24
111	Other and unspecified events of undetermined intent and their sequelae	Y10-Y21, Y25-Y34, Y87.2, Y89.9
112	Operations of war and their sequelae	Y36, Y89.1
113	Complications of medical and surgical care	Y40-Y84, Y88