MEDICAL CERTIFIERS
SYSTEM ADMINISTRATOR
MAINTENANCE TOOLS
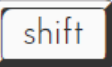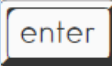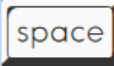
Table of Content

Version 2—REV 08/2018

Keyboard Shortcuts

Shortcut	Description
Ctrl + T or `Ctrl` + `T`	Enters current date in any date field.
Ctrl + T and `↑` or `↓`	Enters the current date and you can populate a day before or after.
Tab or `tab`	Moves forward from one box/field to another box/field.
Shift Tab or `shift` + `tab`	Moves backward from one box/field to another box/field.
Enter or `enter`	Activates the next button on the page.
1st Letter of a Word	Enters selection from pick list of a dropdown list. Scroll through that letter.
Space Bar or `space`	Selects a radio button or check box.
Arrow Keys or `←` or `→`	Moves from one radio button to the next. Right to Left or Left to Right.
Down Arrow or `↓`	Opens a dropdown list.
Escape or `esc`	Closes a dropdown list.
Ctrl + S or `Ctrl` + `S`	Saves the current record.
State Abbreviations	Selects the associated State by typing the first letter.
? or `?`	Saves the current record.

Diacritical Marks

TxEVER will allow the use of Diacritical Marks. To insert a diacritical mark within a name, Press and Hold the "ALT" key and type the 3 digit code. Release the "ALT" key and the respective diacritical mark will appear. Example: **ALT+128 = Ç**

ALT Code	Name	ALT Code	Name
128	Ç Diacritical Mark	212	È Diacritical Mark
142	Ä Diacritical Mark	214	Í Diacritical Mark
144	É Diacritical Mark	216	Ï Diacritical Mark
153	Ö Diacritical Mark	222	Ì Diacritical Mark
154	Ü Diacritical Mark	224	Ó Diacritical Mark
165	Ñ Diacritical Mark	227	Ò Diacritical Mark
181	Á Diacritical Mark	229	Õ Diacritical Mark
182	Â Diacritical Mark	233	Ú Diacritical Mark
183	À Diacritical Mark	235	Ù Diacritical Mark
199	Ã Diacritical Mark	237	Ý Diacritical Mark
211	Ë Diacritical Mark		

LIBRARY MAINTENANCE

Log into TxEVER via the web https://txever.dshs.texas.gov/TxEverUI/

Click here to open the TxEVER log in page

What about the Library Maintenance?

This section is a guide for local facility administrator and state administrator.

This section is a step-by-step walk through guide.

Click here to report issues with TxEVER

Click here to enroll

Library Maintenance
Common Navigation Buttons

| New | Edit | Save | Clear | Delete | Search | Undo |

Start a NEW entry

EDIT currently display entry

SAVE current entry

CLEAR all field in current entry form

DELETE current entry

SEARCH for a specific entry

UNDO last entry
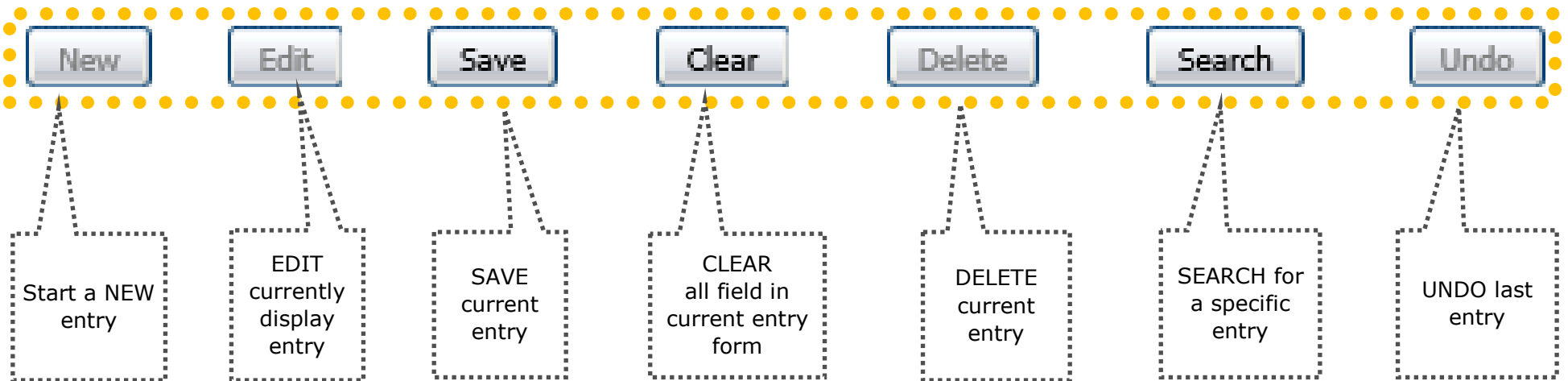
Navigation Buttons

These buttons are common throughout the Library Maintenance in Birth and Death Modules

DEATH MODULE

Library Maintenance in Death Module

This section is for Medical Certifier Local Admin at Medical Certifiers locations.

The process discuss in this section refers to the steps a local administrator or system administrator needs to take for adding users to library tables containing user information incorporated in a certificate of death.

This section is a step-by-step walk through guide.

Physicians Library Table

Step 1: Select "DEATH" Module Tab to access the User Maintenance

t.dshs.texas.gov/TxEVERUI/Death/Home.aspx

ip to main content   **GLOBAL   BIRTH   DEATH   FETAL DEATH   ITOP   FEE   MARRIAGE   ADOPTION REGISTRY   IMAGING**   📍 | 👤 | 🏠 | Lo

TEXAS
Health and Human Services   Texas Department of State Health Services

FUNCTION ▾   TOOLS ▾   REPORTS ▾   CONFIGURATION ▾   HELP ▾

STATE USER3 , welcome to the Texas Depar

Library Maintenance ▶   Place Of Death
Utilities ▶   Place Of Disposition
Imports ▶   Physicians
Extract ▶   Physicians Offices/Practices
                               JP/ME OFFICE
                               JP/MEDICAL EXAMINER
                               Funeral Homes
                               Funeral Directors

Step 2: Click the dropdown arrow next to "TOOLS" to be taken to the "Library Maintenance"

Step 3: Select "Physicians"

veruat.dshs.texas.gov/TxEVERUI/Death/GUI/LM/Physicians.aspx

Skip to main content   **GLOBAL**   **BIRTH**   **DEATH**   **FETAL DEATH**   **ITOP**   **FEE**   **MARRIAGE**   **ADOPTION REGISTRY**   **IMAGING**   ♥ | 👤 | 🏠 | LogOut

TEXAS

Texas Department
Health Services

FUNCTIONS ▾   **RECORD ▾**   **TOOLS ▾**

--Select a value--   ✕   ▾
CERTIFYING PHYSICIAN
PRONOUNCING AND CERTIFYING PH...
ADVANCED PRACTICE REGISTERED N...
PHYSICIAN'S ASSISTANT

Step 5: Fill in all available fields and select a value from dropdown lists

PHYSICIAN

* **Indicates a mandatory field**

Field	Value		Field	Value
Type: *			Physician Office/Practice: *	--Select a value-- 🔑
Title/Degree: *			License Number: *	
Prefix:	--Select a value--		NPI:	
First Name: *			TO Email:	
Middle Name:			CC Email:	
Last Name: *			Method Of Contact: *	E-MAIL
Suffix:	--Select a value--		Display in List: *	ALWAYS
Street Address: *			User: *	--Select a value--
Apt/Suite:				
State/Country: *	TEXAS			
County: *	--Select a value--			
City/Town: *	--Select a value--			
Zip: *	--Select a value-- ▾ EXT:			

🔑

Step 6: Click the green search icon. This will permit the search of an office/practice

[New]   [Edit]   [Save]   [Clear]   [Delete]   [Search]   [Undo]

Select a physician office to filter the grid below: LINCOLN PHYSICIAN OFFICE   🔑

Select a physician type to filter the grid below: --Select a value--

Step 4: Click on the "New" button

Helpful Tip: fields marked with a red asterisk (*) are mandatory

Skip to main content **GLOBAL** **BIRTH** **DEATH** **FETAL DEATH** **ITOP** **FEE** **MARRIAGE** **ADOPTION REGISTRY** **IMAGING** 📍 | 👤 | 🏠 | LogOut

TEXAS

Texas Department of State Health Services

FUNCTIONS ▾   RECORD ▾   TOOLS ▾

PHYSICIAN

* Indicates a mandatory field

Step 7: Enter a value in the search field

Type:	Physician Office/Practice: * --Select a value-- 🔑
Title/Degree:	License Number: *
Prefix: --Select a value--	NPI:
First Name: *	TO Email:
Middle Name:	CC Email:
Last Name: *	
Suffix:	

Find Facility ✕

Please enter the facility name(Please enter at least three characters).

[ ]

OK   CLOSE

Street Address: *	
Apt/Suite:	
State/Country: *	
County: *	--Select a value--
City/Town: *	--Select a value--
Zip: *	--Select a value-- EXT:

New   Edit   Save   Clear   Delete   Search   Undo

Step 8: Click the "OK" button

Select a physician office to filter the grid below: LINCOLN PHYSICIAN OFFICE ▾

Select a physician type to filter the grid below: --Select a value-- ▾

Helpful Tip: fields marked with a red asterisk (*) are mandatory

Skip to main content   GLOBAL   BIRTH   **DEATH**   FETAL DEATH   ITOP   FEE   MARRIAGE   ADOPTION REGISTRY   IMAGING   📍 | 👤 | 🏠 | LogOut

TEXAS
Health and Human Services

Step 9: Select a value from the dropdown list

--Select a value-- ✕ ▼
AUSTIN REGIONAL CLINIC-AUST...

RECORD ▾   TOOLS ▾

PHYSICIAN

* **Indicates a mandatory field**

Type: *   [green field] ▼   Physician Office/Practice: * --Select a value-- ▼ 🔍

Title/Degree: *   [yellow field]   License Number: * [yellow field]

Prefix: --Select   NPI: [yellow field]

First Name: *   TO Email: [yellow field]

Step 10: Select from dropdown list "E-MAIL"

Middle Name: CC Email: [yellow field]

Last Name: *   [Contact] E-MAIL ▼

Suffix: --Select a value-- ▼   Display in List: * ALWAYS ▼

Street Address: *   [yellow field]   User: * --Select a value-- ▼

Apt/Suite: [yellow field]

State/Country: *   TEXAS ▼

County: *   --Select a value-- ▼

City/Town: *   --Select a value-- ▼

Zip: *   --Select a value-- ▼   EXT: [yellow field]

New   Edit   Save   Clear   Delete   Search   Undo

Step 11: Select from dropdown list "ALWAYS" so that the facility become available throughout the system

Step 12: Click on the "SAVE" button. The new facility has been created.

Select a physician office to filter the grid below: LINCOLN PHYSICIAN OFFICE ▼ 🔍

Select a physician type to filter the grid below: --Select a value-- ▼

Helpful Tip: fields marked with a red asterisk (*) are mandatory

Search/Update Medical Certifiers Details in Library Table

Method 1

PHYSICIAN

* Indicates a mandatory field

Field	Value
Type: *	CERTIFYING PHYSICIAN
Title/Degree: *	MD
Prefix:	DR.
First Name: *	KEVIN
Middle Name:	D
Last Name: *	SETH
Suffix:	JR.
Street Address: *	EAST DR
Apt/Suite:	809
State/Country: *	TEXAS
County: *	DALLAS
City/Town: *	ADDISON
Zip: *	12312

EXT: 1231

Field	Value
Physician Office/Practice: *	LINCOLN PHYSICIAN OFFICE
License Number: *	123123123
NPI:	1231231231
TO Email:	kevin@licphy.com
CC Email:	
Method Of Contact: *	E-MAIL
Display in List: *	ALWAYS
User: *	ADMIN

New   Edit   Save   Clear   Delete   Search   Undo

Select a physician office to filter the grid below: --Select a value--

Select a physician type to filter the grid below: --Select a value--

Physician Office Name	Type	Title	Prefix	First Name	Middle Name	Last Name	Suffix	Street Address	Apt/Suite

Page 1 of 1

Step 1b: Click the green search icon. This will permit the search of an office/practice

Helpful Tip: fields marked with a red asterisk (*) are mandatory

PHYSICIAN

* Indicates a mandatory field

CERTIFYING PHYSICIAN

MD

DR.

First: * KEVIN

Middle Name: D

Last Name: * SETH

Suffix:

Street Address: * EAST

Apt/Suite:

State/Country: *

County: *

City/Town: *

Zip: *

Physician Office/Practice: * LINCOLN PHYSICIAN OFFICE

License Number: * 123123123

NPI: 1231231231

TO Email: kevin@licphy.com

CC Email:

Method Of Contact: * E-MAIL

Display in List: * ALWAYS

User: * ADMIN

Step 2b: Enter a value in the search field

Find Facility

Please enter the facility name(Please enter at least three characters).

OK   CLOSE

Select a physician office to filter the grid below: --Select a value

Select a physician type to filter the grid below: --Select a value--

Step 3b: Click the "OK" button

Physician Office Name	Type	Title	Prefix	First Name	Middle Name	Last Name ▲	Suffix	Street Addres

Page 1 of 1

Helpful Tip: fields marked with a red asterisk (*) are mandatory

PHYSICIAN

* Indicates a mandatory field

Field		Field	
Type: *	--Select a value--	Physician Office/Practice: *	--Select a value--
Title/Degree: *		License Number: *	
Prefix:	--Select a value--	NPI:	
First Name: *		TO Email:	
Middle Name:		CC Email:	
Last Name: *			E-MAIL
Suffix:	--Select a value--		ALWAYS
Street Address: *			
Apt/Suite:			
State/Country: *	TEXAS		
County: *	--Select a value--		
City/Town: *	--Select a value--		
Zip: *	--Select a valu...	EXT:	

Step 4b: Select a value from the dropdown list

--Select a value-- ✕
AUSTIN REGIONAL CLINIC-AUST...

--Select a value-- ✕
CERTIFYING PHYSICIAN
PRONOUNCING AND CERTIFYING PH...
ADVANCED PRACTICE REGISTERED N...
PHYSICIAN'S ASSISTANT

[New] [Edit] [Save] [Clear] [Delete] [Search] [Undo]

Select a physician office to filter the grid below: --Select a value--

Select a physician type to filter the grid below: --Select a value--

Physician Office Name	Type	Title	Prefix	First Name	Middle Name	Last Name ▲	Suffix	Street Address	Apt/Suite	State/C

Step 5b: Select a value from dropdown list

Helpful Tip: fields marked with a red asterisk (*) are mandatory

No Records

PHYSICIAN

* Indicates a mandatory field

Type: * PRONOUNCING AND CERTIFYING PH

Title/Degree: * MD

Prefix: DR.

First Name: * MAJO

Middle Name:

Last Name: * MAJOR

Suffix: --Select a value--

Street Address: * 300 WEST 49TH STREET

Apt/Suite:

State/Country: * TEXAS

County: * TRAVIS

City/Town: * AUSTIN

78751   EXT:

Physician Office/Practice: * AUSTIN REGIONAL CLINIC-AUS

J4545

juanita.moshier@dshs.texas.gov

E-MAIL

ALWAYS

MMAJOR

Step 7b: Click "Edit" button to update details for the selected user and proceed as to step 5 above shown, or click "Delete" button to delete the user from the table

Step 6b: In the list below, select one medical certifier

[New] [Edit] [Save] [Clear] [Delete] [Search] [Undo]

Select a physician office to filter the grid below: AUSTIN REGIONAL CLINIC-AUSTIN

Select a physician type to filter the grid below: NOUNCING AND CERTIFYING PHYSICIAN

Physician Office Name	Type	Title	Prefix	First Name	Middle Name	Last Name ▲	Suffix	Street Address	Apt/Suite	State/C
AUSTIN REGIONAL CI	PRONOUNCING AND	DOCTOR	DR.	MEDICAL		DOCTORRC		4456 MEDICAL DRIVE		TEXAS
AUSTIN REGIONAL CI	PRONOUNCING AND	MD	DR.	MAJOR		MAJOR		300 WEST 49TH STRE		TEXAS
AUSTIN REGIONAL CI	PRONOUNCING AND	PHYSICIAN	DR.	WENDY		WESTFALLS		4545 AIRPORT BOULE		TEXAS

◄◄ ◄ | Page 1 of 1 | ► ►► | ⟳

Helpful Tip: fields marked with a red asterisk (*) are mandatory

Search/Update Medical Certifiers Details in Library Table

Method 2

PHYSICIAN

*Indicates a mandatory field

Type: * CERTIFYING PHYSICIAN

Title/Degree: * MD

Prefix:

First Name: *

Middle Name:

Last Name: *

Suffix:

Street Address: *

Apt/Suite:

State/Country: *

County: *

City/Town: *

Zip: *

Physician Office/Practice: * LINCOLN PHYS

License Number: * 123123

NDI:

Step 1c: Enter the medical certifiers name and click the "Find" button

Search Physician

First Name:	Middle Name:	Last Name:	License:
		MAJOR	

Find   Clear

Physician Office Name	Type	Title	Prefix	First Name	Middle Name	Last Name
AUSTIN REGIONAL CL	PRONOUNCING AND	MD	DR.	MAJOR		MAJOR

of 1   Displaying Records 1 - 1 of 1

Step 2c: Select the medical certifers in the list, then click the "OK" button

OK   CLOSE

Ph...	...ype	Prefix	First Name	Middle Name	Last Name ▲	Suffix	Street Address	Apt/Suite	State/C

Page 1 of 1

No Records

PHYSICIAN

Indicates a mandatory field

Type: * PRONOUNCING AND CERTIFYING PH

Title/Degree: * MD

Prefix: DR.

First Name: * MAJO

Middle Name:

Last Name: * MAJO

Suffix: --Select a value--

Street Address: * 300 WEST 49TH STREET

Apt/Suite:

State/Country: * TEXAS

County: * TRAVIS

City/Town: * AUSTIN

78751   EXT:

Physician Office/Practice: * AUSTIN REGIONAL CLINIC-AUST

J4545

juanita.moshier@dshs.texas.gov

E-MAIL

ALWAYS

MMAJOR

Step 5c: Click "Edit" button to update details for the selected user and proceed as to step 5 above shown, or click "Delete" button to delete the user from the table

Step 3c: In the list below, assure the correct medical certifier is selected

[New] [Edit] [Save] [Clear] [Delete] [Search] [Undo]

Select a physician office to filter the grid below: AUSTIN REGIONAL CLINIC-AUSTIN

Select a physician type to filter the grid below: NOUNCING AND CERTIFYING PHYSICIAN

Physician Office Name	Type	Title	Prefix	First Name	Middle Name	Last Name ▲	Suffix	Street Address	Apt/Suite	State/C
AUSTIN REGIONAL CI	PRONOUNCING AND	DOCTOR	DR.	MEDICAL		DOCTORRC		4456 MEDICAL DRIVE		TEXAS
AUSTIN REGIONAL CI	PRONOUNCING AND	MD	DR.	MAJOR		MAJOR		300 WEST 49TH STRE		TEXAS
AUSTIN REGIONAL CI	PRONOUNCING AND	PHYSICIAN	DR.	WENDY		WESTFALLS		4545 AIRPORT BOULE		TEXAS

Page 1 of 1

Helpful Tip: fields marked with a red asterisk (*) are mandatory