



TxEVER
Modified Commercial Off-the-Shelf Product for
Vital Events Registration System
Medical Certifier User Guide

Version 1.0

06/04/2018

Revision History

Date	Description	Version of System	Author
06/04/2018	Initial Document	1.0	Rebecca Orner

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Important Terms

Medical Examiner: The Medical Examiner is a Medical Certifier responsible for investigating deaths where the manner of death is anything other than natural. The Medical Examiner may also assume responsibility for completing a death certificate in the case of an unknown or unclaimed body as well as any cases referred to them. In these cases Medical Examiner may act as a funeral director and also complete and verify the demographic information of the certificate. Justices of the Peace (JPs)/County Judges may act as Medical Examiners, in the certifying of the medical information on the record.

Local Registrar Users: The Local Registrar users may enter the demographic data entry section of a death record. Local Registrars can accept permit requests and issue death certificates.

Demographic Data Entry: Demographic data entry refers to the system process that supports data capture of the items on Demographic tabs (Demographic 1 through Demographic 5) defined as the responsibility of the Funeral Director or an entity acting as such.

Demographic Verification: Demographic Verification refers to the electronic equivalent of the funeral director signing the death certificate to indicate that the information completed by the funeral home is accurate. The demographic verifier is the person who reviews and verifies the demographic portion of the death certificate and as such is most often ultimately responsible for the completion and filing of the death certificate.

Burial Transit Permit: The Burial Transit Permit is the mechanism for the authorization of the disposition and transit of the deceased body. It is a printable form from the system.

Disinterment Permit: The Disinterment Permit is issued from the fee module and used in the disinterment of a body connected to a registered death record.

Funeral Director: The funeral director is a licensed professional responsible for completing, filing and verifying the demographic portion of the death certificate. Typically, the funeral director is the person who verifies the death record.

General/Back Data Entry: General Data Entry is the data entry process provided to authorized State users. It allows for the data entry of records that are fully paper by allowing the user access to all data entry fields.

Medical Certifier: This term refers to the Physician, Physician Assistant, Certified Nurse Practitioner, Justice of the Peace or Medical Examiner who is responsible for completing and certifying the accuracy of the medical items on the death certificate. Physicians are generally tied to a specific login location, but they may be tied to more than one login location.

It is standard procedure for Physicians to certify only those cases where the manner of death is natural.

Medical Certification: Medical Certification refers to the electronic equivalent of the Medical Certifier signing the death certificate to indicate that the information completed by the Medical Certifier is accurate. This includes cause of death and underlying causes as well.

Medical Data Entry: Medical Data Entry refers to the system process that supports data capture of the items on Medical tabs (Medical 1 through Medical 4) defined as the responsibility of the Medical Certifier.

State Users: This term refers to staff at the central State Office associated with the State Office location. Related processes will vary based on the users' assigned roles.

Record Locking: It is assumed that the record will typically be completed with two distinct data entry processes: demographic and medical. Each will have its own 'release' point that is related to the respective "verification" (demographic portion) or "certification" (medical portion) component. Once a given portion has been certified or verified, that portion of the record is locked from further change by the respective participant.

Designation: The term designation relates to the process of identifying either the Medical Certifier office or the Funeral Home on the record so that the record becomes accessible to that entity for continued processing. Anytime the designated location is changed regarding a Medical Certifier, a new e-mail or text message will be generated as described for notification.

Filing on Behalf of: The Funeral Home of Record (responsible for filing the death certificate) may specify the name and address of an additional Funeral Service Provider on the record to capture the provider of additional services that might include Funeral Service and interment. This item is then available for printing on the death certificate as the funeral home of record.

Information captured in this form will be populated to the death record. Information is also displayed back on the Electronic Death Record (EDR) screen as display only fields.

Relinquish: Some scenarios will require that a Funeral Home that has become the owner of a record needs to Relinquish the record so a different Funeral Home can pick it up. This security driven process allows the current funeral home to be removed from the record making the record available to be picked up by a different funeral home. The record will no longer be in the work queue of the original funeral home.

The process will also be provided to users at the Local and State office from within General Data Entry if needed as an override.

Decline: This is a process to allow the Medical Certifier to decline the record in cases where the record does not actually fall under their jurisdiction. When a decline option is executed the system captures a reason as to why the case is being declined and a notification is sent to the funeral home regarding the record being declined. The Medical Certifier cannot change any medical data on the record until the record is accepted.

1 About the TxEVER Death Application

The Texas Electronic Vital Events Registrar (TxEVER) system improves timeliness and accuracy of event registration in Texas.

1.1 Intended Audience

This user guide is for Medical Certifier users (Physicians, Coroners, and Medical Examiners) who use the Web-Enabled Electronic Death Registration System to create and process death records for the State of Texas.

The Medical Certifier may be an Attending Physician, Family Physician or Coroner/Medical Examiner depending on the circumstances of the death. The Medical Certifier may initiate a death certificate if the certification occurs before the Demographic Verifier (typically the Funeral Director) is contacted.

This user guide serves as a comprehensive reference for medical certifiers who participate in the death registration by using the Medical Data Entry and Certification functions of the TxEVER Death Application System. The concept of Medical Data Entry and Certification encompasses the following: electronic completion and signatures (PIN) for certifiable data, real time verification of decedent's social security numbers with the Social Security Administration and Cause of Death coding acceptance.

2 System Overview

2.1 Application Features

2.1.1.1 Contact Directory

A contact directory will be available in the system for users to access and search for other users in the system directly. Stakeholders will be able to view other Facility and Local stakeholder's information.

The directory will be contingent upon the inclusion of each user's email and contact information, collected and created at the time of User Maintenance. Users have the option to update this information and preferred contact via the **Update My Profile** menu option.

2.1.1.2 Internal Messaging

The internal messaging capability will allow users to send messages back and forth within the system. A visible icon, located at the top right hand corner of the screen will indicate a new message has been received. The unread notification will appear in the UI until the user reads the unread message.

At any point a particular participant's action is required on a record, that participant shall be notified automatically through a system generated email. The message will include a brief description of the action that needs to be taken.

Messages can also be sent between system users for any other reason. Users will be able to look up the user ID of another user to send a message. A brief message history will be viewable to the user.

2.1.1.3 Help Features

The following resources provide reliable ways to get answers to questions and support for all of the functionalities included in the **Death** module:

- Field Level Help
- Module Level Help
- System Level Help
- About TxEVER Death Application
- Help Desk Ticket

2.1.1.4 Field Level Help

Field Level Help provides specific help information related to the field in focus which is displayed in the **Field Level Help** frame between the data entry tabs and the data entry screen. The content in the **Field Level Help** frame can be configured in **Screen Configuration** by a system administrator.

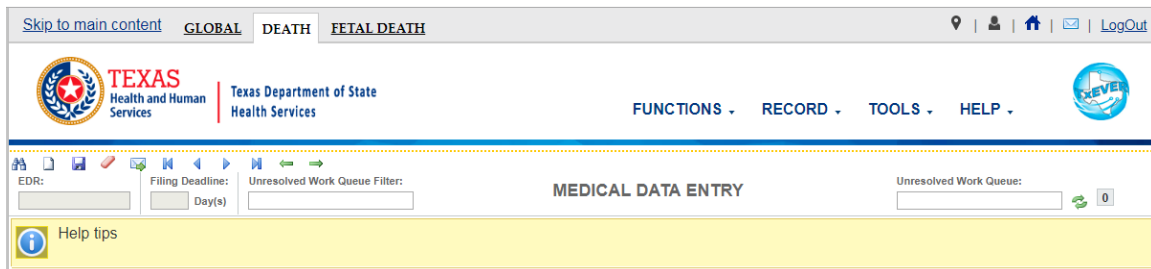


Figure 1: Field Level Help

2.1.1.5 System Level Help

System Level Help provides a searchable help index with various help topics of interest pertaining to the functions and processes available within the **TxEVER** system. Select the **Death/Help/Help** menu item to access **System Level Help** for either **Medical Help** or **Demographic Help**.

2.1.1.6 About TxEVER Death Application

About TxEVER Death Application details system information regarding the current version of the **TxEVER Death** module. To access this option, select the **Death/Help/About** menu item.

2.1.1.7 Help Desk Ticket

The system allows users to send a help desk ticket directly to the DSHS Center of Excellence through a menu item. The Help Desk email address will automatically populate the standard pre-defined recipient and message based on the context of the ticket. It will be a no-reply sender. Users will have limited character space to describe the issue and will be identified automatically by name and user ID. If the user sends a help desk ticket within an open record, the email will be automatically populated with the record ID number and location of the user at the time of help desk ticket creation. This email will have a subject of the record ID number (EBR). This information will not include protected health information (PHI). All help desk tickets are logged and tracked.

2.2 Technical Support Resources

2.2.1.1 TxEVER Help Desk Technical Support

The TxEVER DSHS Center of Excellence help desk is the main source of technical support for users of the **TxEVER Death** module. Users will be able to send a help desk ticket from the interface. When the user selects the **Help Desk Ticket** menu option, the Center of Excellence email address will prepopulate the message with a no-reply sender.

There will be limited characters to describe the issue and the initiating user will be stamped on the ticket. If the user initiates a ticket within a record, the record

number will populate the subject line. The time and location will be stamped on the ticket also. No personal health information (PHI) will be included in the ticket.

In order to report an issue to the Help Desk, click the **Help/Contact Helpdesk** menu item.

TEXAS
Health and Human Services | Texas Department of State Health Services

Welcome to the Texas Department of State Health Services!

LOG IN to TxEVER

TxEVER is the vital records registration and issuance software that was developed for Texas Department of State Health Services (DSHS), State Office of Vital Records by Genesis Systems, Inc.
 DSHS Vital Records office hours are 8:00 AM - 4:30 PM, Monday - Friday.
 State vital records are considered to be private and confidential. Access to vital records is restricted by statute.

Contacting the Texas Department of State Health Services(DSHS)

Telephone Numbers:			Mailing Address:
Description	Phone Number	Hours	
Vital Events Registration System	XXX-XXX-XXXX	8:00 AM - 4:30 PM M-F	Texas Department of State Health Services State Office of Vital Records Address: 1100 West 49th Street, Austin, TX 78756
Fax Number	XXX-XXX-XXXX	8:00 AM - 4:30 PM M-F	
Vital Records - Customer Service	XXX-XXX-XXXX	8:00 AM - 4:30 PM M-F	Ph. (512) 776-7111

Log on to Texas Department of State Health Services

[User Enrollment](#)
[Report TxEVER Issue\(s\)](#)

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Figure 2: TxEVER Splash Page

2.3 Login System Access

Prior to making any attempts to access the TxEVER system, the user needs to verify that they have access to the following requirements:

- ✓ Live Internet connection
- ✓ Widely used JavaScript-enabled standard web browser (IE8+, Mozilla Firefox, etc.)
- ✓ Java runtime
- ✓ Adobe acrobat reader for forms and letters
- ✓ MS Excel for CSV flat files and for accessing/running reports

If one or more requirements are missing, the **TxEVER Death** application will *not* be accessible and/or will *not* function properly. Follow the instructions below after verifying that all technical requirements are met, as specified above.

1. Access the **TxEVER Death** module on the web:
 - a. Open the updated version of the web browser to establish a live internet connection.
 - b. Type the application address in the URL box or select from Favorites:
<https://txever.dshs.texas.gov/TxEverUI/Welcome.htm>
2. The application splash page will load, as pictured below:



Welcome to the Texas Department of State Health Services!



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Vital Records - Customer Service	XXX-XXX-XXXX	8:00 AM - 4:30 PM M-F	

Log on to Texas Department of State Health Services

[User Enrollment](#)
[Report TxEVER Issue\(s\)](#)



Figure 3: TxEVER Splash Page

3. Click the **Log On to Texas Department of State Health Services** button.
4. The **Terms of Use Screen** will load, as pictured below:

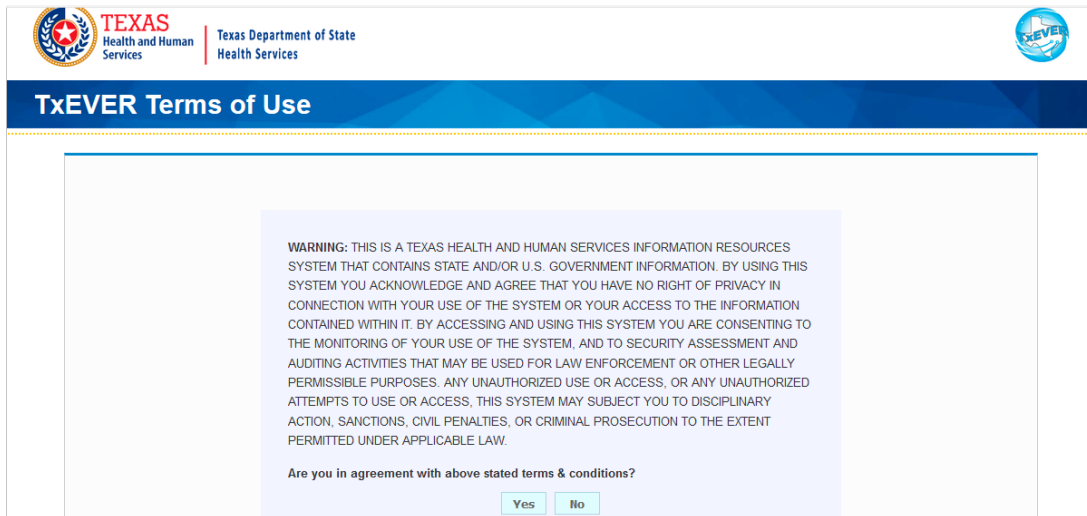


Figure 4: Terms of Use Page

5. Click the **Yes** button to confirm agreement with the terms of use.
 - a. Click the **No** button to be returned to the TxEVER splash page.
6. The TxEVER login screen will display:

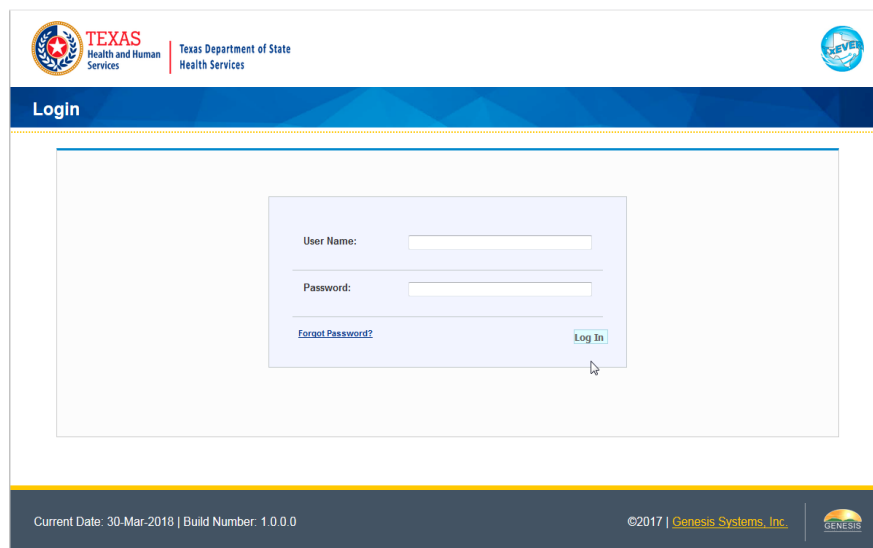


Figure 5: TxEVER Login Page

7. Enter in a user name and password and click the **Log In** button.
8. The Select Location window will be displayed.

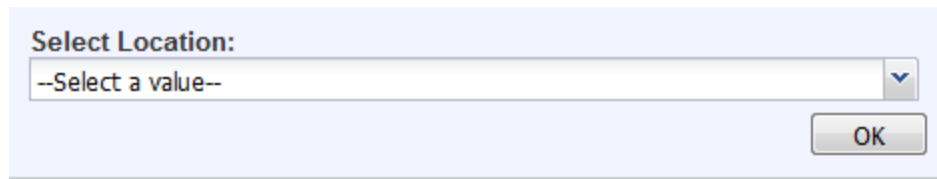


Figure 6: Select Location Window

- a. Select the appropriate facility from the available choices in the drop-down list.
- b. If the user works at multiple physical locations, the drop-down list will contain all physical locations assigned to their user account.
- c. Click **OK**. The main page of the **TxEVER** application will be displayed:

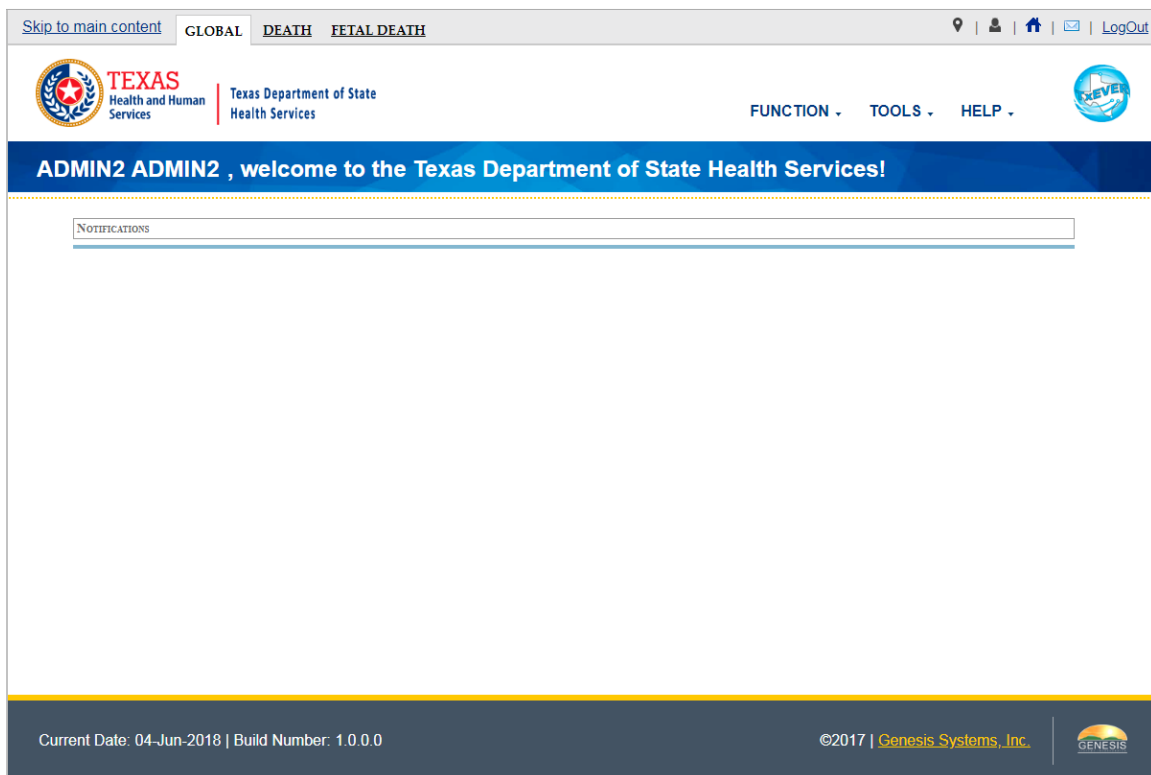


Figure 7: TxEVER Home Page

Note: The highlighted tab at the top of the screen determines what menus and sub-menus will appear.

9. Click the **Death** tab to go to the **Death Home** screen.

2.3.1.1 Session Timeouts

If the system has not detected action within 20 minutes, the session will timeout and the user will not receive further responses from the system. No unsaved work will be automatically saved in the case of a time-out. Two minutes prior to a session timeout, the system will issue the following warning message:

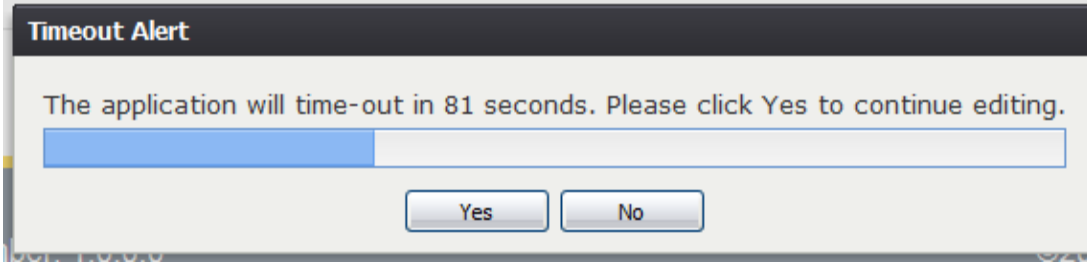


Figure 8: Timeout Warning Message

If the system appears to stop responding (i.e., no choices in some pick lists, cannot save a record, cannot retrieve a record, etc.) it is likely that a session time-out has occurred and the following message will alert the user of session timeout:

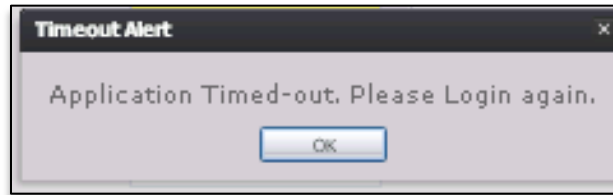


Figure 9: Timeout Message

To recover from a session time-out, exit and re-login to start a new session. Users should save their work frequently to prevent session time-outs.

2.3.1.2 About Passwords

Users are assigned a temporary password at the time they sign up for use of the application. The temporary password must be changed upon the user's first login into the system. At the time of a user's first login into the application, the following screen will appear:

Change Password

Password must meet the following criteria:

- Must have at least one numeric character
- Must contain uppercase and lowercase characters
- Must contain at least one of the [?!@#\$%^&*()_+;:"',./?=-] symbols
- Must be a minimum of 9 characters long

Old Password:

New Password:

Confirm New Password:

[Save](#)

WARNING!

BY ACCESSING AND USING THE DEPARTMENT OF HEALTH REGISTRATION SYSTEM YOU ARE CONSENTING TO SYSTEM MONITORING FOR LAW ENFORCEMENT AND OTHER PURPOSES. UNAUTHORIZED USE OF OR ACCESS TO THIS COMPUTER SYSTEM MAY SUBJECT YOU TO STATE AND FEDERAL CRIMINAL PROSECUTION AND PENALTIES, AS WELL AS CIVIL PENALTIES.

Figure 10: Change Password Screen

The new password must meet all of the following criteria:

- Number of password attempts before being locked out
- Time between password attempts required for reset-time
- Number of days until required password reset
- Specific special character inclusion
- Numeric character inclusion
- Uppercase and lowercase character inclusion
- Number of character minimum

The system defaults to the password criteria listed above, but a system administrator can change the password settings at any time. If a user's new password does not meet the criteria, the following message will appear:

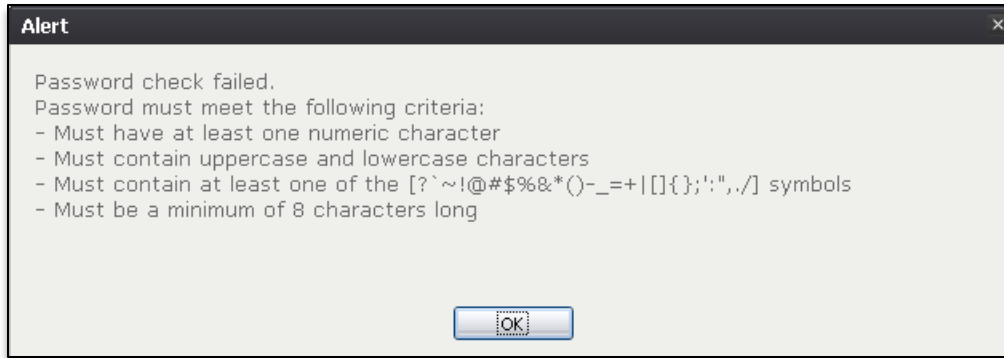


Figure 11: Password Check Failed Message

Passwords expire after 90 days. When this happens, the user will be alerted when an attempt is made to login with an old password.

If a user attempts to log on but fails to successfully enter their password, after a DSHS configurable number of unsuccessful login attempts, the user will be locked out of their account. An authorized State user will be able to unlock a user's account that has been locked due to consecutive invalid login attempts. A user may also request a new temporary password in the event that they forget their existing password by clicking the **Forgot Password** button located on the **Login** screen.

2.3.1.3 Logout/Exit the System

Exit or log out of the **TxEVER Death** application using one of the following methods:

1. From the Main Menu, select the **Function/Exit Application** menu item to logout

OR

2. Click the **Log Out** button. 

Note: Although closing the browser by clicking on the **[X]** (close window option) located in the upper right corner of the screen will close the application; it is recommended that the user exit by using the **Logout** icon or the **Exit Application** menu option instead. This will ensure that the user's session is also closed and prevent possible problems when the user tries to login again.

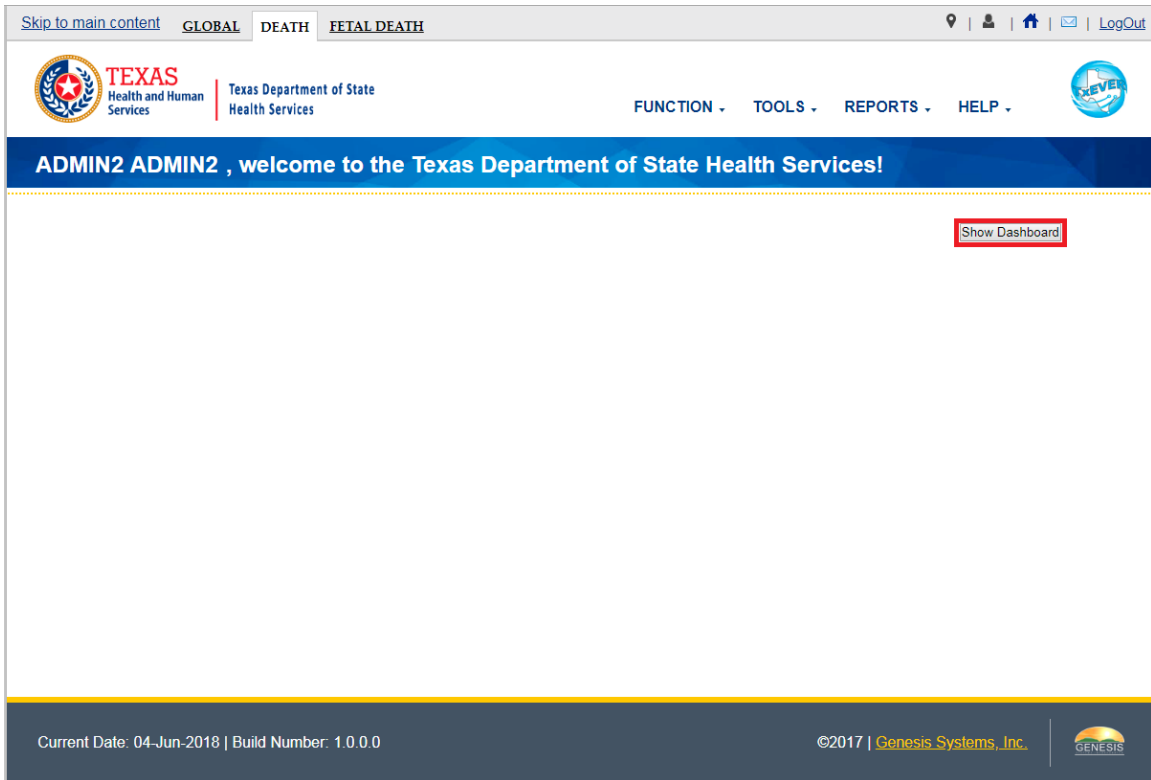


Figure 12: Show Dashboard Button

2.4 Death Dashboard

From the Death Home screen, users may access the Death Dashboard by clicking on the Show Dashboard button, as pictured in Figure 12. The Death Dashboard provides a summary of all pending death records for the login location in the TxEVER Death Module.

Dashboard filters: **RECORD NOT FILED WITHIN 10 DAYS OF DEATH**

EDR #	Medical Case Number	Date Of Death	Date Of Birth	Decedent First Name	Decedent Middle Name	Decedent Last Name	Certifier Office	Certifier
000000000023		2018/01/04	2018/01/04	L	L	LOCAL		
000000000025	90909230	2018/01/05	2018/01/05	S	S	JOHN		
000000000049		2018/01/09	2018/01/09	M	M	MMM	ABONA MEDICAL OFFIC KING WOODLOCI	
000000000051	293892389	2018/01/09	2018/01/09	S1	S1	KOOPER	ABONA MEDICAL OFFIC KING WOODLOCI	
000000000055	324302940	2018/01/09	2018/01/09	SS	S	HOOOPER	ABONA MEDICAL OFFIC KING WOODLOCI	
000000000057		2018/01/09	2010/01/01			?		
000000000061	82372837	2018/01/11	2018/01/11	S	S	ROOT	ABONA MEDICAL OFFIC KING WOODLOCI	
000000000062	8467856	2018/01/11	2018/01/11	A	A	BOSMAN	ABONA MEDICAL OFFIC KING WOODLOCI	
000000000063	0950495	2018/01/11	2018/01/11	A	A	BOUCHER	ABONA MEDICAL OFFIC KING WOODLOCI	
000000000064	0098	2018/01/11	2018/01/11	S	S	YOUNG		
000000000065	0909	2018/01/11	2018/01/11	S	S	DONALD		
000000000071		2018/01/11	2018/01/11	R	R	RTYPE	ABONA MEDICAL OFFIC KING WOODLOCI	
000000000078		2018/01/12	2018/01/12	E	E	RENOL	ABONA MEDICAL OFFIC KING WOODLOCI	
000000000088		2018/01/12	2018/01/12	TIM		COOK		
000000000089		2018/01/12		A	A	JONES		
000000000092		2018/01/15	1980/01/01	JONA	P	BRANCH	ABONA MEDICAL OFFIC KING WOODLOCI	
000000000093		2018/01/15	2018/01/15	F	F	FFF		
000000000094		2018/01/15	2018/01/15	F	F	FFFF		

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Figure 13: Death Dashboard

Users may select a value from the **Dashboard Filters** drop-down list (pictured in Figure Page | 19

13) to filter the grid of pending records to include only those records that meet certain criteria.

2.5 Navigation, Data Entry and Tool Tips

The **TxEVER Death** module is designed with an emphasis on enhancing data entry logistics by providing intuitive interfaces. Mouse navigation, keyboard navigation or a combination of the two are equally accessible methods for maneuvering the system.

2.5.1.1 Using the Mouse

Use the mouse to navigate the **TxEVER Death** module. Click the various items (hyperlinked text and/or icons) on the menu to perform functions related to death registration data entry and certification. The mouse can also be used to navigate from one field to another during data entry.

2.5.1.2 Using the Keyboard

The following keys allow for easy navigation through the screens in the TxEVER Death application without using the mouse:

Tab Key: Moves cursor from one field to another. When a field is selected, the field will be highlighted with a green background, blue background, and in some cases, a frame will form around the selected field to aid the user.

Shift + Tab: Reverses the tab order and moves focus back to the previous control.

Enter: Initiates the action selected. Pressing **Enter** is equivalent to double-clicking the mouse.

Left/Right/Up/Down Arrows: Used to navigate within a field or within a pick list. The **PgUp** and **PgDn** keys may also be used.

Down Arrow for Dropdown Box: Pressing the **Down Arrow** key in a selected drop-down box will reveal available selections in a list form. Use the **Up** or **Down** arrows to scroll through the list.

Type-ahead Logic: Type-ahead logic provides another way to save time by eliminating the number of keystrokes to pull up an item from a drop-down box. This feature enables the user to begin typing and the list will filter according to what the user types.

Space Bar: Used to toggle a check box item on or off.

2.5.1.3 Using Tool Tips

Tool tips display information revealing an icon's function. To view a tool tip, hover the mouse cursor over an icon.

2.5.1.4 Using Internal Messaging

Messages can be sent to any user on the system using the internal messaging functionality. The user can send a message by selecting the **Send/Check New**

Messages icon. The **Web Messaging** screen will appear where the user can search for a select a user in the system. The message has a limited amount of characters and will appear to the recipient as an icon in the top right-hand corner.



Figure 14: Web Messaging Screen

The unread message notification will appear on the display for the recipient of a message until they open/read the message. A brief history of their messages will be available to the user.

2.5.1.5 Visual Cueing (Viz-e-Q©)

The **Visual Cueing** feature of the **TxEVER Death** module provides users with color-coded field cues to indicate the status of each data field. Users have the ability to change colors as per their own preferences using the **User Parameters** settings under the **Global/Tools/Utilities/User Parameters** menu item.

USER PARAMETERS

Fields Visual Cueing

UNRESOLVED:	RESOLVED:	ON FOCUS:
Text Color: 000001 *	Text Color: 000001 *	Text Color: 5c505c *
Background Color: e366e3 *	Background Color: fcfcfc *	Background Color: 78f5ae *
PREVIEW Text Color (magenta bar)	PREVIEW Text Color (white bar)	PREVIEW Text Color (green bar)

Save Reset to Initial Values

Figure 15: User Parameters Screen

2.5.1.6 Edit Checks (Fast-Fire©)

2.5.1.7 Soft Edit

According to the NCHS, a soft edit is defined as: “An edit that identifies and queries entries which are outside of the expected range, but which accepts out-of-range entries.”

An example of a soft edit in the **Death** module involves the decedent’s education. If the decedent’s documented level of education does not coincide with the calculated age, the application will query the user as shown below:

Crosscheck

Message: If Decedent's calculated age is less than the minimum listed for the corresponding education level, verify the education and Decedent's DOB.

Date Of Death: 06/04/2018

Decedent's Date Of Birth: 01/01/1998

Decedent's Education: MASTER'S DEGREE (E.G., MA, MS, MENG, MED, MSW, MBA) ▼

Please enter a comment

OK

Figure 16: Soft Edit Message

1. If the user alters one or more of the values so that the decedent’s documented level of education coincides with the calculated age and presses **OK**, the screen disappears and the fields become resolved.

appears:

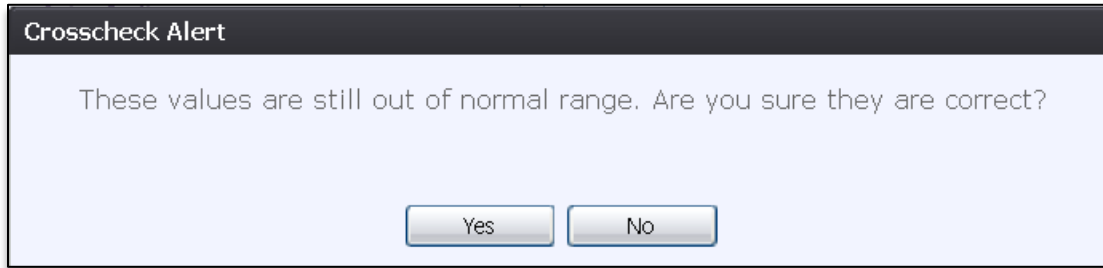


Figure 17: Crosscheck Alert Message

2. If the user selects **No**, the soft edit will not be resolved and the user will return to the crosscheck window.

If the user selects **Yes**, the soft edit becomes resolved and the values in all crosscheck fields become resolved.

2.5.1.8 Hard Edit

According to the NCHS, a hard edit is defined as: "An edit that identifies and queries entries which are outside of the expected range which must be corrected before the record can be filed."

An example of a hard edit in the **Death** module involves the date of death. If this date is greater than the system date, the following message will appear:

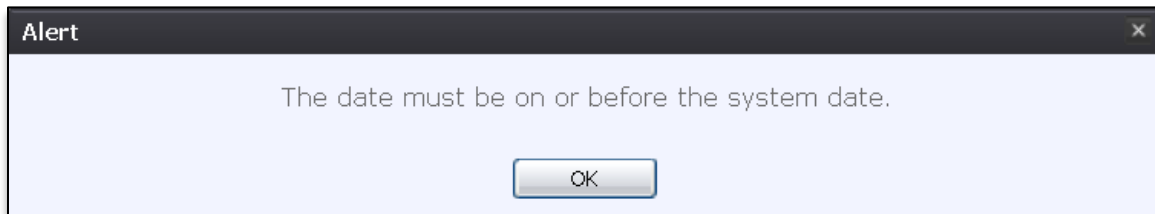




Figure 18: Hard Edit Message

2.5.1.9 Status Bar

The **Status** bar will appear at the bottom left corner of the **Death Data Entry Registration** screen in the **TxEVER Death** module. Information appearing on the **Status** bar includes:

Skip to main content GLOBAL DEATH FETAL DEATH LogOut


TEXAS
 Health and Human Services | Texas Department of State Health Services

FUNCTIONS · RECORD · TOOLS · HELP · 

EDR: 000000001652 Filing Deadline: 10 Day(s) Unresolved Work Queue Filter: --Select a value-- **MEDICAL DATA ENTRY** Unresolved Work Queue: --Select a value-- 0

Please select Decedent's Origin - No, not Spanish/Hispanic/Latin

Unresolved List / Stakeholders	DECEDENT OF HISPANIC ORIGIN?	DECEDENT'S RACE
Demographic 1	<input type="checkbox"/> No, Not Spanish/Hispanic/Latino	<input type="checkbox"/> White
Demographic 2	<input type="checkbox"/> Yes, Mexican, Mexican American, Chicano	<input type="checkbox"/> Black or African American
Demographic 3	<input type="checkbox"/> Yes, Puerto Rican	<input type="checkbox"/> American Indian or Alaska Native (Name of the Enrolled or Principal Tribe)
Demographic 4	<input type="checkbox"/> Yes, Cuban	<input type="checkbox"/> Asian Indian
Demographic 5	<input type="checkbox"/> Yes, Other Spanish/Hispanic/Latino (Specify)	<input type="checkbox"/> Chinese
Medical 1	<input type="checkbox"/> Unknown	<input type="checkbox"/> Filipino
Medical 2	Decedent's Ethnicity MVR: --Select a value--	<input type="checkbox"/> Japanese
Medical 3		<input type="checkbox"/> Korean
Comments		<input type="checkbox"/> Vietnamese
Active:		<input type="checkbox"/> Other Asian (Specify)
Decedent's Origin - No, not Spanish/Hispanic/Latin: false		<input type="checkbox"/> Native Hawaiian
Field Status: Unresolved		<input type="checkbox"/> Guamanian or Chamorro
Action: Updating Record		<input type="checkbox"/> Samoan
		<input type="checkbox"/> Other Pacific Islander (Specify)
		<input type="checkbox"/> Other (Specify)
		<input type="checkbox"/> Unknown
		Decedent's Race MVR: --Select a value--

Previous Save Next

Figure 19: Status Bar

Field Name: Displays the name of the field currently in focus.

Field Status: Displays the status of the field currently in focus (Resolved/Unresolved).

Current Action: Displays the action that is currently being performed on the record.

2.6 Medical Certifier Library Maintenance

In the **TxEVER** application, one or more of the users at a medical certifier location may be assigned local administrator privileges. These local administrator privileges allow users to complete all medical data entry processes, plus additional administrative processes such as **User Maintenance** and **Library Maintenance** for their particular locations.

Library Maintenance tables provide the capability for a management level user at a facility to maintain library tables used during data entry as pick lists. Library tables serve to reduce data entry time by automatically filling in associated information. The ability to add, update, search and view listings of the **Library Maintenance** tables is based on a user's security privileges.

Medical Certifiers are responsible for entering and certifying the Cause of Death

information on the death record by means of applying their PIN in a process known as Medical Certification. The Medical Certifier for the record is in some cases assigned by the Funeral Director and is specified on the Certifier Frame found on the Medical 1 Tab of the Medical Data Entry process. Multiple Medical Certifiers may be associated with each Medical Office and the Medical Certifier Maintenance process accounts for listing additional Medical Certifiers for specific facilities that appear on the list.

The **Medical Certifier Maintenance** window consists of the following frames:

- Medical Certifier Profile
- Medical Certifier Grid

JP/MEDICAL EXAMINER
* Indicates a mandatory field

Type: * [dropdown]
 Title/Degree: * [dropdown]
 Prefix: --Select a value-- [dropdown]
 First Name: * [text]
 Middle Name: [text]
 Last Name: * [text]
 Suffix: --Select a value-- [dropdown]
 Street Address: * [text]

State/Country: * TEXAS [dropdown]
 County: * --Select a value-- [dropdown]
 City/Town: * --Select a value-- [dropdown]
 Zip: * --Select a value-- [dropdown] EXT: [text]
 Office Association * ABONA JP OFFICE [dropdown]
 JP/IME Code: [text]
 TO Email: [text]
 CC Email: [text]
 Fax #: * () - - [text]
 Method Of Contact: * FAX [dropdown]
 Display in List: * ALWAYS [dropdown]
 User: * --Select a value-- [dropdown]

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

Select a JP/ ME Office to filter the grid below: ABONA JP OFFICE [dropdown]
 Select a JP/IME Medical Examiner type to filter the grid below: --Select a value-- [dropdown]

Type	Title	Prefix	First Name	Middle Name	Last Name	Suffix	Street Address	State/Country	County	City/Town
JP	MRCP	DR.	AUDITCORONER	AUDITSLOGA	AUDITSLA	SR.	MARK STREET	TEXAS	COKE	SANCO
JP	TITLE	DR.	JP		E	JR.	QA	TEXAS	ABONA	ABONA CITY
JP	QA	DR.		Ç	É	JR.	QA	TEXAS	ABONA	ABONA CITY
DEPUTY MEDICAL EX	MAB	DR.	NOLD	P	HENCE	JR.	A1	TEXAS	ABONA	ABONA CITY
COUNTY JUDGES	SS	DR.	AB COUNTY	D	JUDGE	JR.	SDSD	TEXAS	ABONA	ABONA CITY
MEDICAL EXAMINER	MD	DR.	JAMES	P	POLDER	JR.	SN-A	TEXAS	ABONA	ABONA CITY
JP	TITI F	MR	JP RIHANA	JP	RI	JR	SNTST	TEXAS	ARONA	ARONA CITY

Page 1 of 1 | Displaying Records 1 - 9 of 9 | 9 Records

Figure 20: Medical Certifier Library Maintenance Screen

2.6.1.1 Medical Certifier Profile

The **Medical Certifier** profile includes relevant information about a person acting in the capacity of a Medical Certifier.

When adding a Certifier profile, enter the following information:

- Name (first and last are mandatory)
- Address (street number, street name, street type, state, county, city/town, and zip are mandatory)
- Title
- To Email
- CC Email

- Fax Number
- Method of Contact
- Display in Lists drop-down menu (mandatory)

The **Display in Lists** drop-down menu provides the option to have the table entry displayed as a choice in the pick list as an available option during data entry. The **Display in Lists** drop-down is useful in those cases when an entry added to a library table may only apply to a single record.

Note: When an entry is added or modified in a library table, a duplicate check is performed. If a duplicate entry is detected during the **Save** or **Update** process, the user will be notified that a matching entry already exists and be prevented from adding or updating the entry.

2.6.1.2 Medical Certifier Grid

The **Medical Certifier** grid displays a list of Medical Certifiers that are associated with the current location. To view a specific attendant's or certifier's profile, click the profile listing.

The **Certifier Maintenance Library Table** grid is initially blank. Each local administrator will create a list of available Medical Certifiers associated with their location that will appear on the grid. Once the library table information is entered, the information will populate the available pick lists for selection.

2.6.1.3 Adding a Medical Certifier from Library Maintenance

If a user wants to add a Medical Certifier to their locations profile, they must complete the following steps:

1. Select the **Death/Tools/Library Maintenance/Certifier** menu item to load the **Certifier Library Maintenance** screen.
2. Enter the appropriate information for the entry.
3. To display in lists used during data entry, check **Display in Lists**.
4. Click **Save**.

3 Death Registration Data Entry and Certification Functions

This section provides detailed information about the **TxEVER Death** application regarding functions related to **Death Registration Data Entry** and **Certification** that allow completion of the death certificate.

TxEVER Death allows you to access and complete your section of a record regardless of whether other case participants use the system or rely on the paper-based method to complete their portion of the death certificate.

3.1 Start and Save a New Record

The **Death Registration** menu item function allows authorized users to create/initiate medical data entry within the **TxEVER Death** module.

1. Select the **Death/Function/Medical Data Entry**.

If there are any records in the Late Records work queue, the application will issue a message alerting the user to the presence of these late records as shown below.

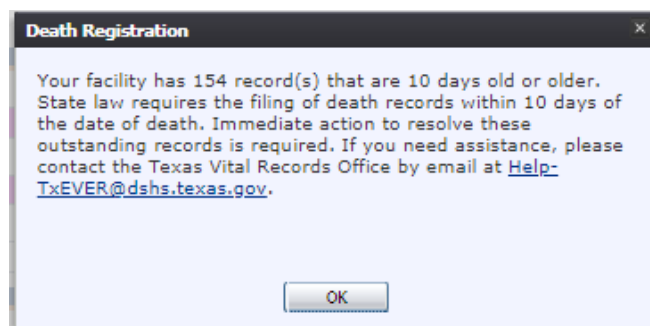



Figure 21: Late Records Message

The initial **Medical Data Entry** screen will appear.

The screenshot shows the 'MEDICAL DATA ENTRY' interface. At the top, there is a navigation bar with 'FUNCTIONS', 'RECORD', 'TOOLS', and 'HELP' menus. Below this is a toolbar with icons for file operations and a search bar. The main area is divided into sections: 'GENERAL INFORMATION' (State File Number, Birth State File Number, Record Type), 'DECEDENT'S LEGAL NAME' (Prefix, First Name, Middle Name, Last Name, Suffix), 'DATE OF DEATH' (Date of Death Type, Date of Death), 'TIME OF DEATH' (Time of Death Type, Time of Death, Time of Death Indicator), 'DECEDENT'S SEX' (Sex, Maiden Last Name), 'DECEDENT'S DATE OF BIRTH' (Date of Birth, Age Units, Age), 'DECEDENT'S BIRTHPLACE' (State/Country, County, City), and 'DECEDENT'S SSN' (SSN, Social Security Missing Value Variable, SSN Verification Status). A sidebar on the left contains a list of 'Unresolved List / Stakeholders' and 'Activity' options.

Figure 22: Medical Data Entry Screen-Initial Load

2. Click the **New**  icon or select the **Record/New** menu item. Enter all available information about the death event into the following fields:
3. The **New Record** Screen will appear:

The 'New Record' screen is divided into three main sections: 'GENERAL', 'DECEDENT', and 'PLACE OF DEATH'. The 'GENERAL' section includes 'Date Of Death Type' (set to 'ACTUAL DATE OF DEATH'), 'Date Of Death', 'SSN', 'SSN Missing Value Variable', 'Record Type' (set to 'IDENTIFIED'), 'EDR Number', 'MED Rec', and 'ME Case Number'. The 'DECEDENT' section includes 'First Name', 'Middle Name', 'Last Name', 'Suffix', 'Date Of Birth', and 'Gender'. The 'PLACE OF DEATH' section includes 'Type Of Place Of Death' and 'Place Of Death'. At the bottom, there are 'Find Record' and 'Cancel' buttons.

Figure 23: New Record Screen

Field Name	Value Required
Date of Death Type	Select a Date of Death Type from the dropdown list
Date of Death	Enter Date
SSN or EDR Number	Enter either the SSN or the EDR Number
Record Type	Select a Record Type
Last Name	Enter Text
Gender	Select a Gender Option

- Minimally, the user must enter values into all fields listed above and click **Find Record**.

The system will display the following message if a record is not found:

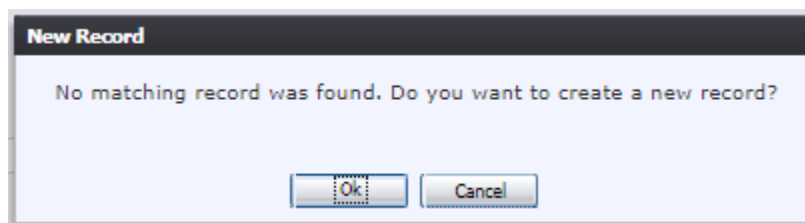


Figure 24: Record Creation Confirmation Message

- If the user selects **Cancel**, the record will not be saved.
 - If the user selects **OK**, a new record is created.
- After a new record is created, proceed with medical data entry by completing the information requested on Medical Tabs 1 – 4. See Medical Data Entry Topics for more details on how to complete the record.

The application will perform an automatic SSN Verification and provide response codes, instructions and notifications to the user, as applicable.

- Click on Save Record to save.

3.2 Pick Up a Record


- Click the **New**  icon or select the **Record/New** menu item. Enter all available information about the death event into the following fields:
- The **New Record Screen** will appear:

Figure 25: New Record Screen

Field Name	Value Required
Date of Death Type	Select a Date of Death Type from the dropdown list
Date of Death	Enter Date
SSN or EDR Number	Enter either the SSN or the EDR Number
Record Type	Select a Record Type
Last Name	Enter Text
Gender	Select a Gender Option

3. Minimally, the user must enter values into all fields listed above and click **Find Record**.
4. If a match is found at the same location, the following message will appear:



Figure 26: Duplicate Record Message

- a. Select **Continue with the existing record** to open the existing record and continue editing.
- b. Select **Create a new record** to start a new record with the same information.

5. If the record belongs to another location, that location must relinquish the record before it can be edited, and a message similar to Figure 26 will appear:

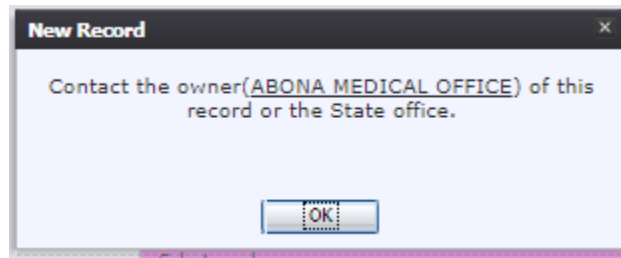


Figure 27: Contact Record Owner Message

6. After a record is opened, proceed with medical data entry by completing the information requested on Medical Tabs 1 – 4. See Medical Data Entry Topics for more details on how to complete the record.

The application will perform an automatic SSN Verification and provide response codes, instructions and notifications to the user, as applicable.

3.3 Search for a Record

Searching for a record in the application can be accomplished using the following options:

- Search screen
- Work Queue search

3.3.1.1 Search Screen

1. Click the **Search** icon  or select the **Record/Search** menu item.

The **Search Record** screen will appear.

Figure 28: Death Record Search Screen

2. Enter all available information regarding the record that needs to be located.

- ✓ **Tip:** Text fields such as names do not have to be complete. Enter the first several letters instead of the entire text when spelling is in question but include other items to reduce the number of matches.
- ✓ **Tip:** Along with a name, including the year of death (which can be entered as a series of 00s followed by a year - i.e. 00/00/2012) and gender and other information will reduce the number of matches that are returned and cause faster search results.
- ✓ **Tip:** Choosing Soundex still requires the user to enter at least the Decedent's year of death. If the user also decides to search by a name, the full name must be entered and the application will search for not only all exact matches but names that sound familiar as well.

3. Click **Search**.

Records that match the search criteria will populate in the grid in the lower half of the screen.

Death Search

Wild-Card Soundex

Decedent's Actual Information

EDR Number:

Date Of Death: (ex: 00/00/2012 if month and day are not known, 02/00/2012 if day is not known.) *

Decedent's First Name:

Decedent's Middle Name:

Decedent's Last Name:

Decedent's Sex:

Decedent's Date Of Birth:

Record Information

State File Number:

Place Of Death Information

Place Of Death Type:

Place Of Death:

Place Of Death County:

Disposition And Facility

Facility Name:

Certifier

Certifier Type:

Medical Certifier: (First Name or Last Name)

EDR Number	Date Of Death	Decedent's First Name	Decedent's Middle	Decedent's Last Name	Decedent's Sex	Decedent's Date Of Birth	State File Number	Place Of Death
000000000325	01/01/2018	MYKE	DE	MOORE	FEMALE	02/08/2011	0000882018	DECEDEN
000000000157	01/01/2018	LOTA-AB	P-AB	KANE-AB	UNKNOWN	01/01/1981	0000432018	OTHER (S)
000000000398	01/01/2018	ARLEN	M	ALDIS	MALE	01/01/2018		HOSPITAL-
000000000473	01/01/2018	ALISA	DEE	MORGUN	FEMALE	02/17/1980	0001272018	HOSPITAL-
000000000326	01/02/2018	JIMMI	TIGER	WOOD	FEMALE	02/08/1983	0000872018	HOSPITAL-
000000000022	01/04/2018	NOLD	P	DLN	MALE	01/01/1980	0000012018	DECEDEN
000000000023	01/04/2018	L	L	LOCAL	MALE	01/04/2018		HOSPITAL-

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Figure 29: Death Record Search Results Grid

4. Click the appropriate record to select. Select multiple records by holding down the **Ctrl** key and clicking on records.
5. Click **Select Record(s)** to retrieve records to the Work Queue.
6. Select a record from the work queue by clicking on it to retrieve it to the screen.

The selected record will be retrieved by the system and its information will appear on the screen as an active record for additional review and/or processing.

3.3.1.2 Work Queue Search

The Work Queue in the **Medical Data Entry** process will contain the following:

- Death records associated with the user's login location that still require some type of action.

- The list in the work queue will be sorted by the date of death and will display the decedent's last name, decedent's first name, and decedent's date of death.
1. From the drop-down list, set the filter for the appropriate record type, as shown below. Options include:

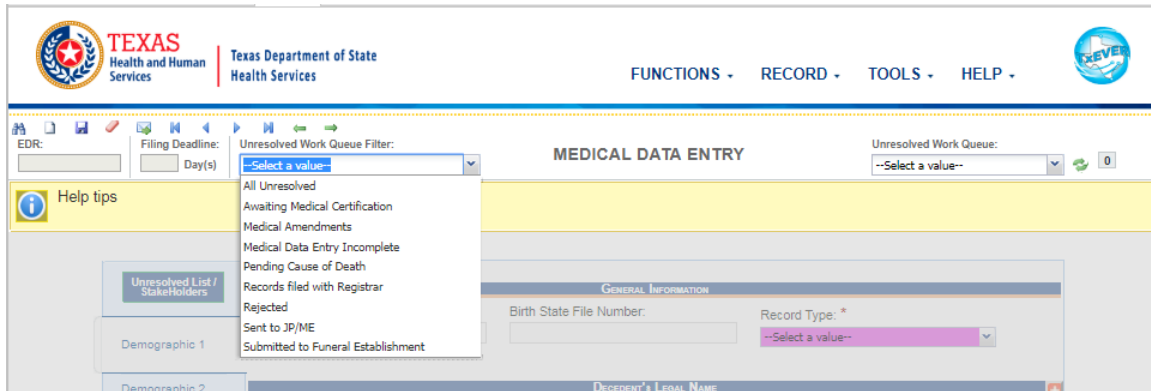


Figure 30: Unresolved Work Queue Filter

- **All Unresolved:** All records that have been started but the information is not yet complete.
 - **Awaiting Medical Certification:** All records that are awaiting medical certification.
 - **Medical Amendments:** All records that have medical amendments.
 - **Medical Data Entry Incomplete:** All records that have been started, but Medical Data Entry is not complete.
 - **Pending Cause of Death:** All records that have cause of death pending whether or not the record has been registered.
 - **Records Filed with Registrar:** All records that have been filed with the registrar.
 - **Rejected Records:** All records that have been queued back to the facility from the State.
 - **Sent to JP/ME:** All records that have been sent to the Justice of the Peace or the Medical Examiner.
 - **Submitted to Funeral Establishment:** All records that have been submitted to a funeral establishment for demographic verification.
2. From the record list, select the appropriate record by clicking on it, or with the focus on the list, start typing the decedent's last name (if available).

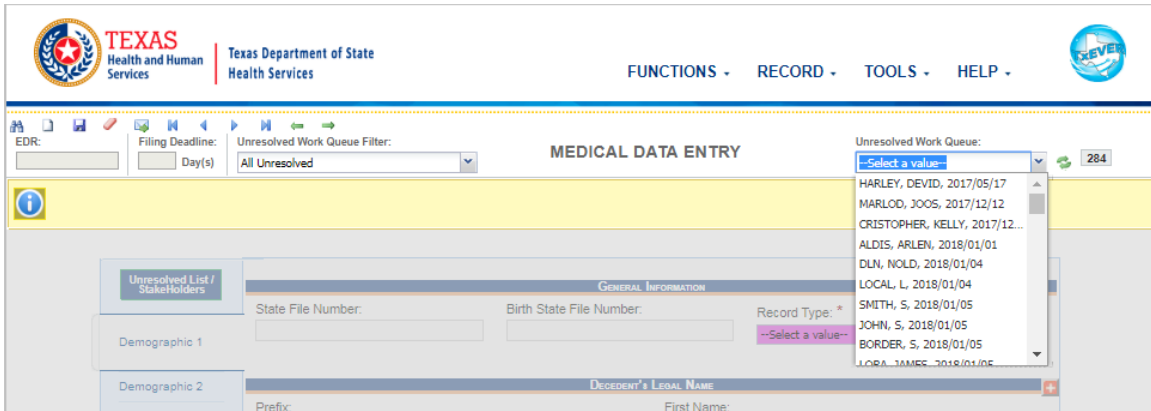


Figure 31: Unresolved Work Queue

3. The selected record will be retrieved by the system and its information will appear on the screen as an active record for additional review and/or processing.

3.4 Cancel Changes

A user may cancel changes made to a record since it was last saved in **Medical Data Entry**.

1. Retrieve an existing record using the [Work Queue Search](#) or the [Search Screen](#).
2. Enter information or modify information entered in any fields. If a user navigates away from the current record by completing such an action as initiating a record search or accessing a new record, the system will display the following message:

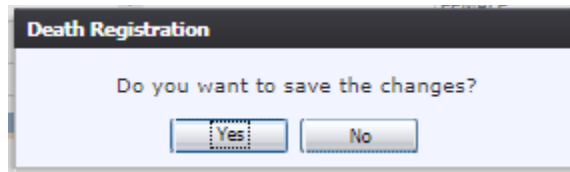



Figure 32: Save Changes Confirmation Message

- a. Click **No** to cancel the changes made to the record.
- b. Click **Yes** to save the changes made to the record.
3. Or click the cancel button , and the system will display the following message:

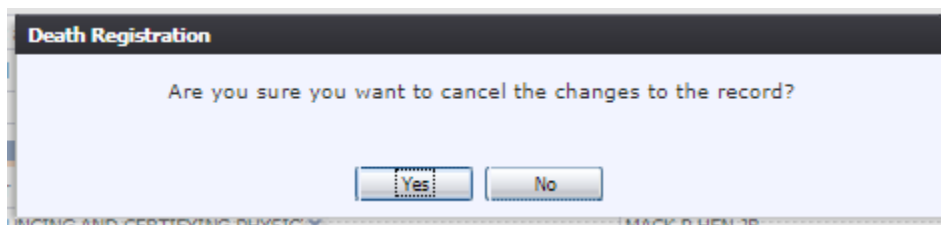


Figure 33: Cancel Changes Confirmation Message

- a. Click **Yes** to cancel the changes made to the record.
- c. Click **No** to return to the data entry screen.

3.5 Update a Record

The **Medical Data Entry** menu item function allows authorized users to create/initiate a death record as well as update an existing record within the **TxEVER Death** module.

1. Select the **Death/Function/Medical Data** menu item.
 - a. If there are any records in the Late Records Work Queue, the following message will appear:

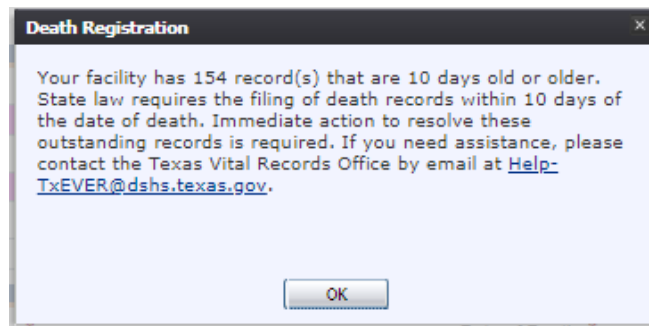


Figure 34: Late Records Message

The initial **Medical Data Entry** screen will load:

The screenshot displays the 'MEDICAL DATA ENTRY' interface. At the top, there are navigation menus for 'FUNCTIONS', 'RECORD', 'TOOLS', and 'HELP'. Below these are utility buttons for 'Unresolved List / Stakeholders', 'Filing Deadline', and 'Unresolved Work Queue Filter'. The main area is divided into several sections:

- GENERAL INFORMATION:** Includes fields for 'State File Number', 'Birth State File Number', and 'Record Type'.
- DECEDENT'S LEGAL NAME:** Contains fields for 'Prefix', 'First Name', 'Middle Name', 'Last Name', and 'Suffix'.
- DATE OF DEATH:** Includes 'Date of Death Type' and 'Date of Death'.
- TIME OF DEATH:** Includes 'Time of Death Type', 'Time of Death', and 'Time of Death Indicator'.
- DECEDENT'S SEX:** Includes 'Sex' and 'Maiden Last Name'.
- DECEDENT'S DATE OF BIRTH:** Includes 'Date Of Birth', 'Age Units', and 'Age'.
- DECEDENT'S BIRTHPLACE:** Includes 'State/Country', 'County Of Birth', 'City Of Birth', and 'City(Other)'. A note says 'Please click checkbox to filter countries only'.
- DECEDENT'S SSN:** Includes 'SSN', 'Social Security Missing Value Variable', and 'SSN Verification Status'.

On the left side, there is a sidebar with a tree view showing 'Demographic 1' through 'Demographic 5', 'Medical 1' through 'Medical 3', and 'Comments'. Below this is an 'ACTIVITY' section with 'Field Name', 'Field Status', 'Action', and 'Default Mode'.

Figure 35: Medial Data Entry Screen-Initial Load

2. Search for a record using the [Search Screen](#) or the [Unresolved Work Queue](#) and update unresolved fields on the record that is retrieved on the screen.
3. While a record with unsaved changes is on screen, select the **Record/Save** menu option, or the **Save** icon.

The following message will appear:

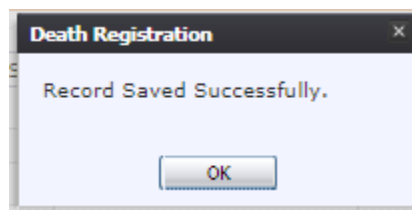


Figure 36: Record Successfully Updated Message

All previously unsaved changes made to the record will be saved.

4. Proceed with death registration data entry by completing the information requested on the data entry tabs. See [Medical Data Entry Topics](#) for more details on how to complete the record.

3.6 Abandon a Record

Any user can choose to abandon a record up until the record is released and assigned a State File Number (SFN). If a record is registered, the record can be voided in **Legal View**.

To abandon the record, select **Record/Abandon**.

The following message will appear:

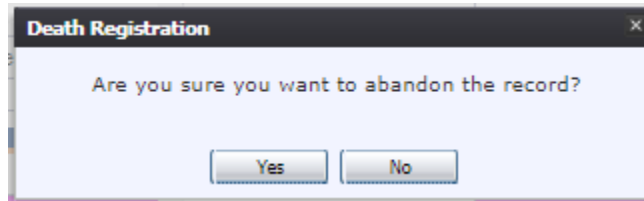


Figure 37: Record Abandon Confirmation Message

Select **No** to cancel the action and return to the record or select **Yes** to continue abandoning the record. Provide a reason for abandoning the record in the **Comment** box shown below and press **OK**.

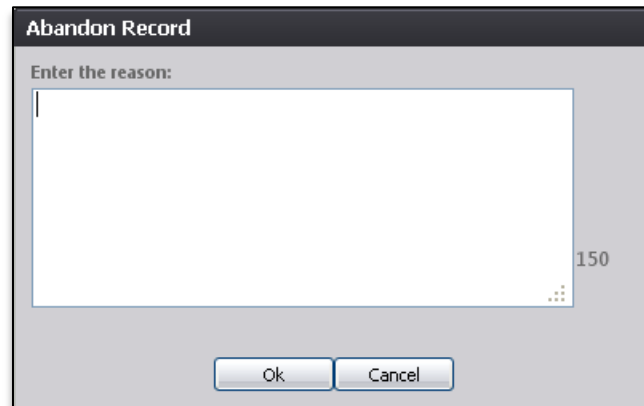


Figure 38: Abandon Record Comment Screen

The following message will appear:

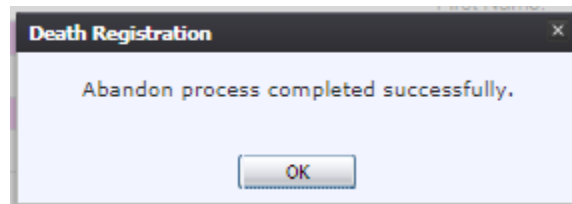


Figure 39: Record Abandon Completed Successfully Message

3.7 Return to the Main Menu

Return to the **Death** module main menu at any time by selecting the **Function/Home** menu item.

3.8 Using the Unresolved Fields List

Depending on the type of record, a number of actions need to be performed before a record is ready to be submitted for further processing. To check if all data items were completed, use the **Unresolved Fields** list to identify areas that require some sort of action before the record is resolved. The unresolved list displays individual data fields that need to be completed for a specific record before it can be resolved.

1. Retrieve a record.
2. Click **Unresolved** to open the list.

The **Unresolved Fields** list will open.

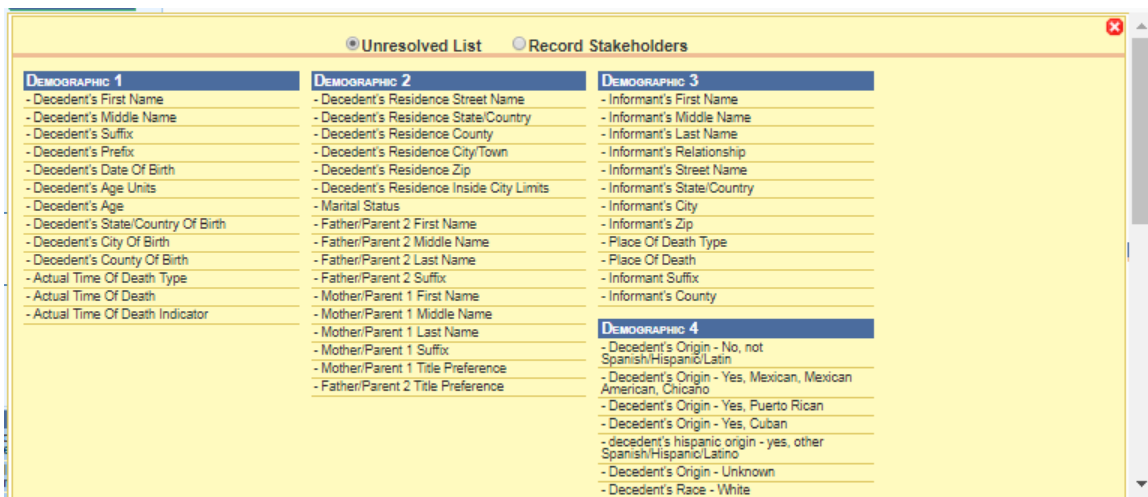


Figure 40: Unresolved Fields List

3. To be directed to a particular unresolved field, click the field's link. The system will navigate to that particular field directly so that it may be resolved; the **Unresolved Fields** list will close.
4. Click **Unresolved List** again to close the list and return to the data entry screen.

3.9 Medical Data Entry Topics

The objective of this section is to address data entry completion topics so that records may be available for further processing. Most of the data items that need to be completed will only require the **Tab** key to advance to the field, typing the necessary information, and then pressing the **Tab** key to advance again. This section describes the remaining scenarios.

3.9.1.1 Presumed Fields

There are some data fields that are called **Presumed**. The next few paragraphs describe the reason why they are labeled so.

Typically, data items captured on the death record fall under distinct responsibility of either the Funeral Director or the Medical Certifier. For functional reasons, a few items need to be captured within both the medical and the demographic data entry processes. This is required to support record identification and matching when the record is started by one entity and completed by the other.

Several fields of this nature have been defined. They share the characteristics that will cause them to be included in both medical and demographic data entry. These data items will be stored on the record twice with one set being referred to as 'presumed' and the other set referred to as 'actual'. The actual items will be those completed by the entity that is in fact responsible for the item. The presumed set will be entered by the entity that is not responsible but from whom the item is needed for record identification, matching, or other functional purposes.

The complete list of fields that will be captured to create a NEW record is as follows:

- ✓ Decedent's Name
- ✓ Type of Place of Death
- ✓ Place of Death
- ✓ County of Death
- ✓ Date of Death Type
- ✓ Date of Death
- ✓ Decedent's Social Security Number (if known)
- ✓ SSN Missing Variable (if SSN not known)
- ✓ Date of Birth
- ✓ Gender
- ✓ Record Type (Identified/Unidentified)
- ✓ EDR Number (generated by the system)

A clear example would be the Date of Birth. Ownership of this item would rest with the funeral director so the funeral director actually provides the Date of Birth. The medical certifier would provide the Presumed Date of Birth.

The Decedent's Name is owned by the funeral director. As a result, the actual and presumed names are not required to be the same.

3.9.1.2 Double Data Entry

Certain fields (such as Decedent's First Name) within the Medical Data Entry screen will require that the user enter the value into the main data entry screen and then confirm the entered value by entering it again in a separate data entry interface. Fields that require double data entry will present users with the following screen when the user tabs off the field:

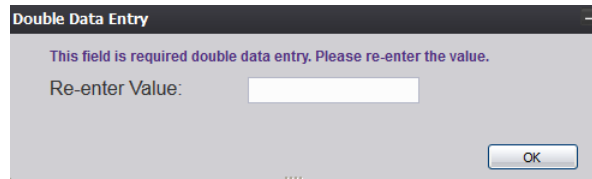


Figure 41: Double Data Entry Screen

Enter the value again and click the **OK** button to close the Double Data Entry screen. If the value entered in the Double Data Entry screen matches the value entered on the main data entry screen, the user will be moved to the next data field. If the values do not match, the following message will appear:

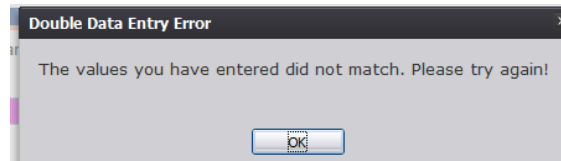


Figure 42: Double Data Entry Error Screen

Click **OK** to close the message and return to the data entry screen. The value entered into the field will be cleared and the double data entry process will be required again.

3.9.1.3 Pick List Navigation

Place of Death fields illustrate the concept of pick-list, or drop-down, menus. Some address fields utilize similar concepts. Refer to examples below to quickly retrieve entries and expedite data entry.

Figure 43: Place of Death Fields

1. Set focus on the **Type of Place of Death** field by clicking in the field. Open the drop-down list by clicking on the arrow symbol or by pressing the down arrow key on the keyboard.
 - Selecting from the drop-down is the standard approach when unfamiliar with the entries. Instead of opening the list, the user can also start typing the first letters of the entry to retrieve it.
2. After selecting an item from the pick list, press the **Tab** key to advance to the next

field. Mandatory fields and pick lists will change based on what item was selected for **Type of Place**.

3.9.1.4 Zip Code Functionality

Set focus on the Zip field in the **Decedent's Residence Address** section of the **Demographic 2** tab and enter a zip code. Tab out of the field and the following fields will auto-populate:

- State/Country
- County
- City/Town

3.9.1.5 Cause of Death Data Entry

Cause of death information is not entered from a pick list. The medical certifier must enter the information by typing the causes associated with the death. Cause of death abbreviations and misspellings as well as inappropriate and vague causes of death being entered into the system will prompt a pop up message requiring that the cause of death fields be corrected and/or verified.

If the **Lethal Injection** checkbox is selected as the cause of death, the **Immediate Cause** and **Manner of Death** fields will be prefilled.

CAUSE OF DEATH - PART I	
<input type="checkbox"/> Lethal injection Enter the chain of events - diseases, injuries, or complications that directly caused the death. DO NOT enter terminal events such as cardiac arrest, respiratory arrest, or ventricular fibrillation without showing the etiology. DO NOT ABBREVIATE. Enter only one cause on a line:	
IMMEDIATE CAUSE (Final disease or condition resulting in death.)	
a.	<input type="text" value=""/>
DUE TO (or as a consequence of.)	
b.	<input type="text" value=""/>
DUE TO (or as a consequence of.)	
c.	<input type="text" value=""/>
DUE TO (or as a consequence of.)	
d.	<input type="text" value=""/>
Approximate Interval: Onset to Death	
<input type="text" value=""/>	
<input type="text" value=""/>	
<input type="text" value=""/>	
<input type="text" value=""/>	
CAUSE OF DEATH - PART II	
Enter other significant conditions contributing to death but not resulting in the underlying cause given in Part I:	
<input type="text" value=""/>	
AUTOPSY INFORMATION	
Was an Autopsy Performed:	Were Autopsy Findings Available to Complete Cause of Death:
<input type="text" value="--Select a value--"/>	<input type="text" value="--Select a value--"/>
MANNER OF DEATH	
Manner Of Death:	<input type="text" value="NATURAL"/>
DID TOBACCO USE CONTRIBUTE TO DEATH	
Tobacco use contribute to death:	<input type="text" value="--Select a value--"/>
IF FEMALE (AGED 10-54) PREGNANT	
Pregnant:	<input type="text" value="--Select a value--"/>
<input type="button" value="Previous"/> <input type="button" value="Save"/> <input type="button" value="Next"/>	

Figure 44: Cause of Death Screen

3.9.1.6 Injury Related Data Entry

The **Any Injury Information to Report** field is used to determine if the system needs to capture any information related to an injury. If you have any information to report that relates to any of the questions under the **Medical 3** section, respond **YES** to this question. Otherwise all of the injury questions remain disabled and no responses are possible.

The screenshot displays the 'Injury Information Screen' with the following sections and fields:

- ANY INJURY INFORMATION TO REPORT**: A dropdown menu for 'Any Injury Information To Report' with a green highlight.
- TRANSPORTATION INJURY INFORMATION**:
 - 'Was injury related to a transportation accident:': A dropdown menu.
 - 'Decedent's Role In Transportation Injury:': A dropdown menu.
 - '(Specify)': A text input field.
- DATE AND TIME OF INJURY**:
 - 'Date of Injury:': A date input field (MM/YY).
 - 'Injury Time:': A time input field (HH:MM).
 - 'AM/PM:': A dropdown menu.
- PLACE OF INJURY**:
 - 'Injury at Work:': A dropdown menu.
 - 'Place of Injury:': A text input field.
 - 'Street Address:': A text input field.
 - 'Apt:': A text input field.
 - 'State/Country: (Please click checkbox to filter countries only)': A dropdown menu with a checkbox.
 - 'County:': A dropdown menu.
 - 'City/Town:': A dropdown menu.
 - 'City(Other)': A text input field.
 - 'Zip:': A dropdown menu.
 - 'Zip Ext:': A text input field.
- DESCRIBE HOW INJURY OCCURED. IF TRANSPORTATION INJURY, STATE THE TYPE(S) OF VEHICLE(S) INVOLVED**: A large text input field.
- Navigation buttons: 'Previous', 'Save', and 'Next'.

Figure 45: Injury Information Screen

3.9.1.7 Screen Tab Navigation

When the last field on the **Medical 1** tab is resolved the next field that needs a response is on the **Medical 2** tab.

Pressing **Tab** from the final field on the **Medical 1** tab automatically advances the focus to the **Save** button at the bottom of the screen and the user can press **Tab** one more time and then press **Enter** on the keyboard to load the **Medical 2** tab. The user can also navigate to various screen tabs by clicking on them with a mouse.

3.9.1.8 Place of Death Facility

Once a facility is selected, the address fields for a listed hospital are automatically populated. These types of fields are retrieved from the database and are referred to as bypassed and disabled. The address information of a given facility cannot be directly edited on the screen.



Figure 46: Place of Death Screen

3.9.1.9 Certifier Profile

Certifier type and profile is based on the login profile of the user who originally initiated or picked up the record. The address fields are retrieved from the database and cannot be directly modified on the screen. The certifier name may be modified however, which will cause the address fields to change.

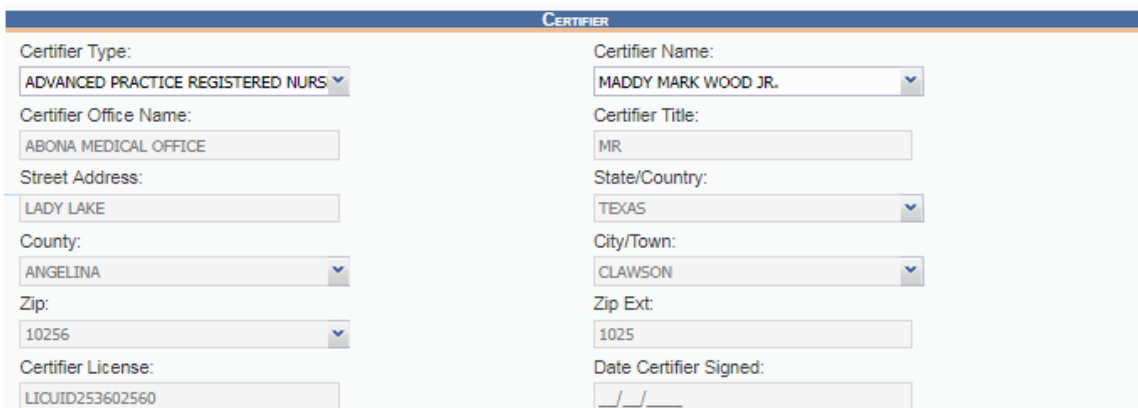


Figure 47: Certifier Profile Screen

3.10 Ethnicity and Race Fields Properties

Ethnicity allows selecting one choice from the available options.

- To change the choice, first un-check the selected choice.

DECEDENT OF HISPANIC ORIGIN?	DECEDENT'S RACE
<input checked="" type="checkbox"/> No, Not Spanish/Hispanic/Latino <input type="checkbox"/> Yes, Mexican, Mexican American, Chicano <input type="checkbox"/> Yes, Puerto Rican <input type="checkbox"/> Yes, Cuban <input type="checkbox"/> Yes, Other Spanish/Hispanic/Latino (Specify) <input type="text"/> <input type="checkbox"/> Unknown Decedent's Ethnicity MVR --Select a value-- <input type="button" value="v"/>	<input type="checkbox"/> White <input type="checkbox"/> Black or African American <input type="checkbox"/> American Indian or Alaska Native (Name of the Enrolled or Principal Tribe) <input type="text"/> <input type="checkbox"/> Asian Indian <input type="checkbox"/> Chinese <input type="checkbox"/> Filipino <input type="checkbox"/> Japanese <input type="checkbox"/> Korean <input type="checkbox"/> Vietnamese <input type="checkbox"/> Other Asian (Specify) <input type="text"/> <input type="checkbox"/> Native Hawaiian <input type="checkbox"/> Guamanian or Chamorro <input type="checkbox"/> Samoan <input type="checkbox"/> Other Pacific Islander (Specify) <input type="text"/> <input type="checkbox"/> Other (Specify) <input type="text"/> <input type="checkbox"/> Unknown Decedent's Race MVR --Select a value-- <input type="button" value="v"/>
<input type="button" value="Previous"/> <input type="button" value="Save"/> <input type="button" value="Next"/>	

Figure 48: Ethnicity and Race Fields

- Race fields allow multiple choices.
- Race check box fields can also be selected and de-selected using the mouse or the keyboard. Use the **Tab** key and the **Shift+Tab** key to navigate to the desired choices and the **Spacebar** or the mouse to select or de-select.

3.11 Record Comments

Certain events that take place, such as when a coroner declines a designation or a referral, require that a comment be entered. These comments are stored and can be viewed in a grid on the Comments tab of the data entry screens:

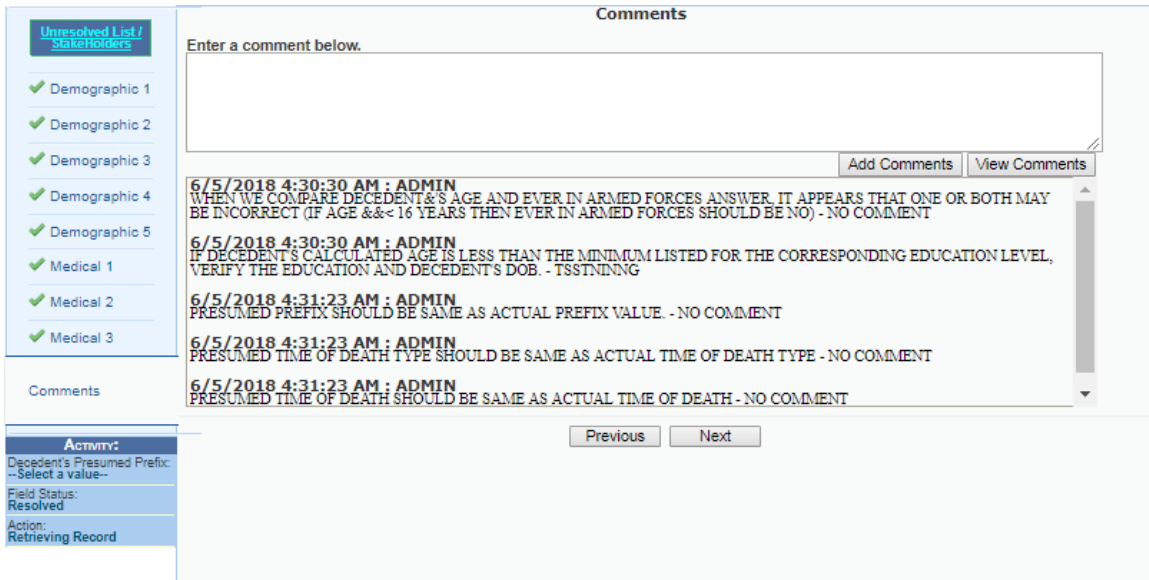


Figure 49: Comment Log Screen

The following information regarding each comment will be stored:

- Action that required the comment
- User logged in when the comment was entered
- Date and time the comment was entered
- Text of the Comment (600 characters)

Comments may be entered or viewed by clicking on the **Comments Tab** in Medical Data Entry.

3.12 Designate a Funeral Home

1. Retrieve a record that needs designation of a Funeral Home using the **Search Screen** or through the **Work Queue**.
2. Select the **Record/Demographic Designation** menu item to initiate the search/selection process.
3. If all required fields are resolved, the following screen will load:

Figure 50: Demographic Designation Search Screen

- a. If all required fields are not resolved, the system will issue the following message:

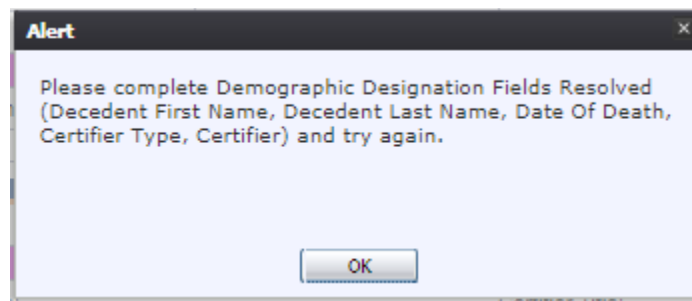


Figure 51: Incomplete Data Message

4. Enter the **Verifier Type** and then select **Facility Name, First Name, Middle name, Last Name,** and/or **License** to populate Search Results:

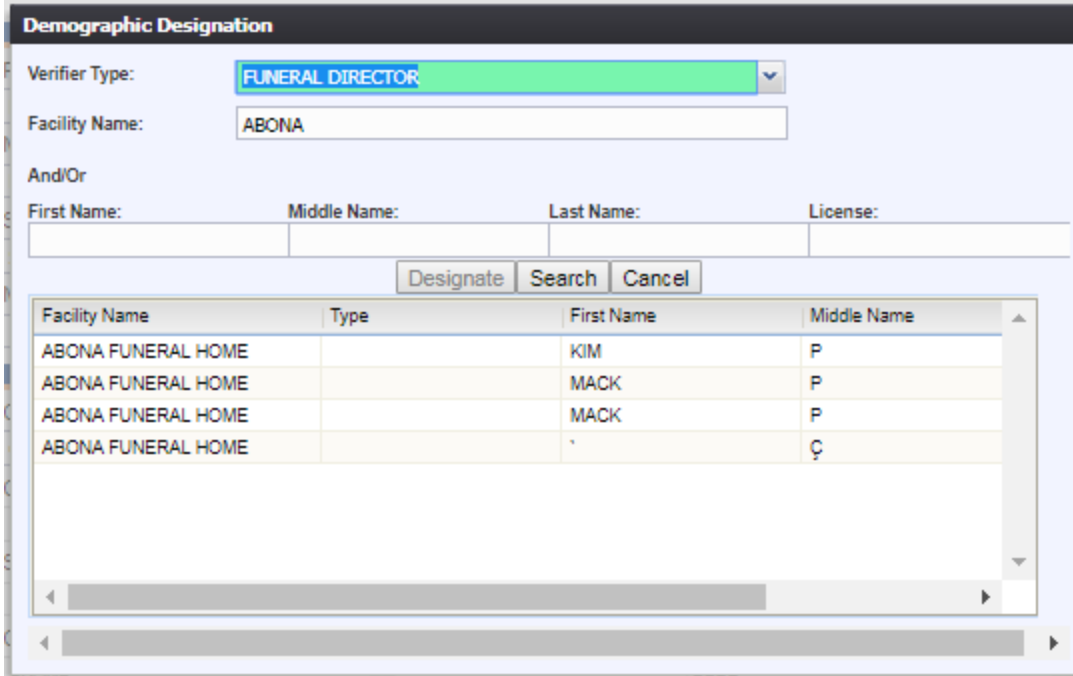


Figure 52: Demographic Designation Search Results Screen

5. Select the desired funeral director by clicking the associated row in the search results grid and then click the **Designate** button.
6. The Demographic Designation Screen will close and the funeral director's information will populate in the funeral home fields.

3.13 JP/Medical Examiner Referral

3.13.1.1 Refer to JP/Medical Examiner if location is participating

1. Retrieve a record that needs referral to a JP/Medical Examiner using the **Search Screen** or through the **Work Queue**.
2. Select **Record/Refer to JP/Medical Examiner** menu item to initiate the search/selection process. The following screen will load:

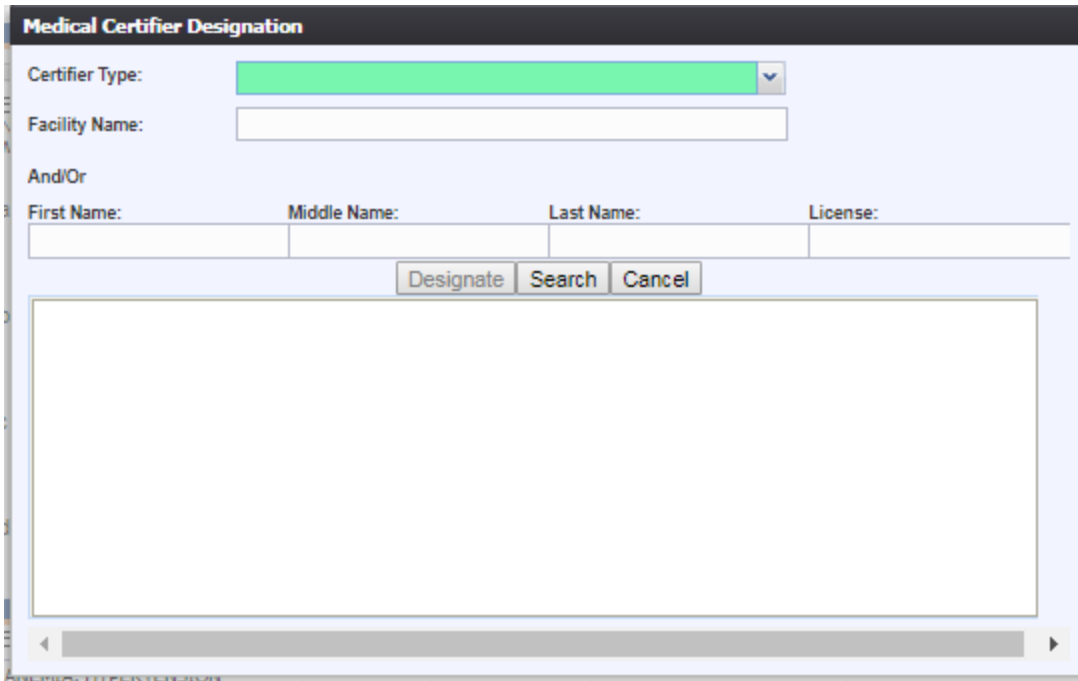


Figure 53: Medical Certifier Designation Screen

3. Select **Medical Examiner, Justice of the Peace, or County Judges** from the Certifier Type drop-down and then select **Facility Name, First Name, Middle name, Last Name, and/or License** to populate Search Results:

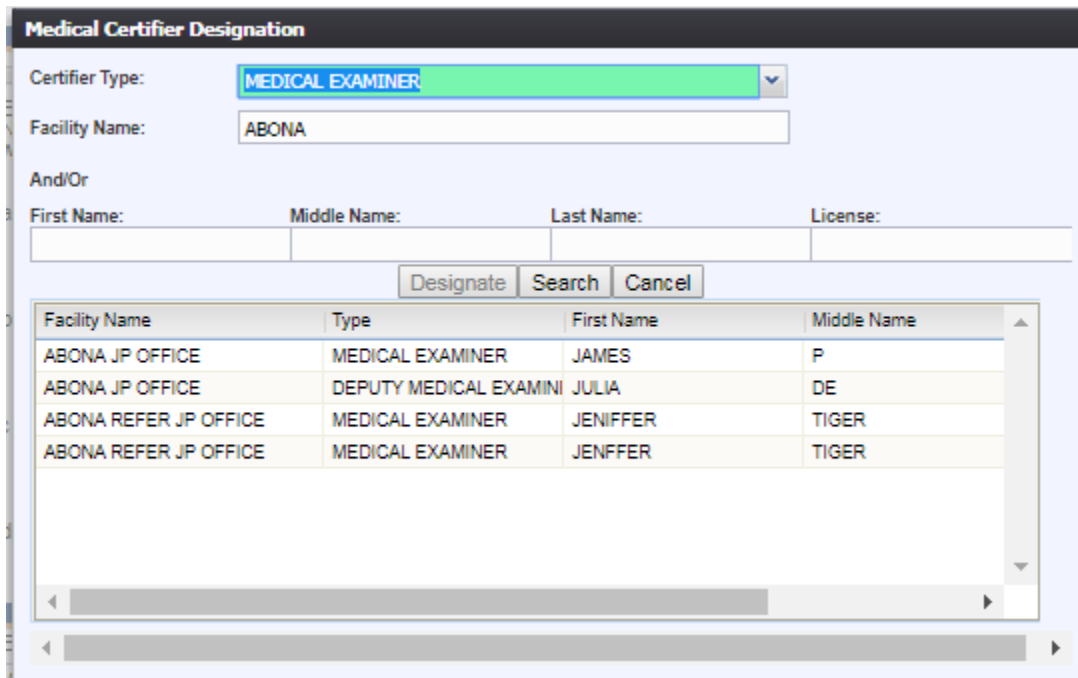


Figure 54: Medical Certifier Designation Search Results Screen

4. Select the desired medical certifier by clicking the associated row in the search results grid and click **Designate**. The Medical Certifier Designation Search Screen will close and the medical certifier's information will populate in the medical certifier fields and

the fields will disable.

3.13.1.2 Refer to JP/Medical Examiner if Location Is Non-Participating

1. Search for the record using the **Search** icon or by using the Unresolved Work Queue Filter.
2. Ensure all necessary information is entered for the record.
3. For the cases where JP/Medical Examiner is non-participating in the TxEVER system, the record will need to be dropped to paper. Select the **Record/Drop to Paper** menu item. If necessary information is missing, a message similar to the following will appear:

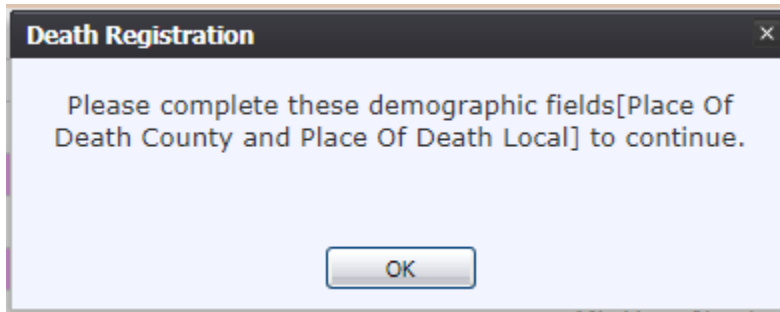


Figure 55: Complete Information Message

4. If all necessary information is entered, the system will display the following prompt:

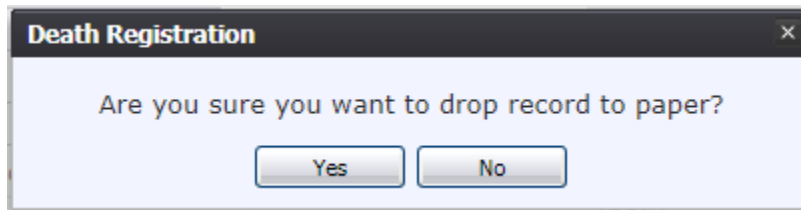


Figure 56: Drop to Paper Confirmation Message

- a. If **Yes** is selected, then the record will drop to paper.
 - b. If **No** is selected, the record will not drop to paper and the user will be returned to the Medical Data Entry screen.
5. If **Yes** is selected, a PDF with the incomplete Certificate of Death will load. Click the **Print** icon in the PDF window to print the document.
 6. Once the document has been printed, close the PDF browser window using the X in the upper right-hand corner of the screen to return to the death application.
 7. Once a record has been dropped to paper, the electronic record becomes locked so that no further action can be taken by external users, but the drop to paper form can be printed again as many times as necessary. The form will need to be physically given to the referred JP/Medical Examiner.

3.14 Printing Forms

3.14.1.1 Print/Re-print Death Certificate Worksheet

The application provides users the ability to generate a **Death Certificate** worksheet after the record is initially saved and throughout the entire registration process.

1. Retrieve an existing record using the [Work Queue Search](#) or the [Search Screen](#).
2. Select the **Record /Print/Death Certificate Worksheet** menu option.
3. The application will open the PDF version of the form that allows printing.
4. Click the **Print** icon in the PDF window to print the document.
5. When the document is printed, close the PDF browser window using the **X** in the upper right corner of the screen to return to the **TxEVER** application.

3.14.1.2 Print Death Certificate (Un-Certified)

The application provides users the ability to generate an un-certified copy of the Death Certificate in the **Medical Data Entry** screen.

1. Retrieve an existing record using the [Work Queue Search](#) or the [Search Screen](#).
2. Select the **Record/Print/Death Certificate (Un-Certified Copy)** menu option.
3. The application will open the PDF version of the form that allows printing.
4. Click the **Print** icon in the PDF window to print the document.
5. When the document prints, close the PDF browser window using the **X** in the upper right corner of the screen to return to the TxEVER system.

3.14.1.3 Print Report of Death

The application provides users the ability to generate a Report of Death in the **Medical Data Entry** screen.

6. Retrieve an existing record using the [Work Queue Search](#) or the [Search Screen](#).
7. Select the **Record/Print/Report of Death** menu option.
8. The application will open the PDF version of the form that allows printing.
9. Click the **Print** icon in the PDF window to print the document.

When the document prints, close the PDF browser window using the **X** in the upper right corner of the screen to return to the TxEVER system

3.15 Medical Certification

This section describes different aspects of Medical Certification and addresses certain implications of this process.

3.15.1.1 Performing Medical Certification

Medical Certification is the process provided to medical certifiers as a means to electronically sign the medical portion of the death record after the review of values of medical items on the Death Certificate for submission to registration

Before medical certification can be successfully performed, **Medical Data Entry** must be completed, and certification cannot be performed by the same user that performed the Medical Data Entry. Check for unresolved data fields before certifying a record.

1. Search for the desired record using the [Work Queue Search](#) by setting the unresolved work queue filter to **Awaiting Medical Certification**.

OR

By using the [Search Screen](#) method by clicking the **Search** icon or selecting **Record/Search**.

2. Select a record from the **Work Queue** drop-down list or from the **Search** screen grid.
3. When the appropriate record appears on the screen, select the **Record/Medical Certification** menu item to initiate the electronic certification process.
4. If the medical fields have been resolved, but a funeral home has not been designated, the following message will appear:

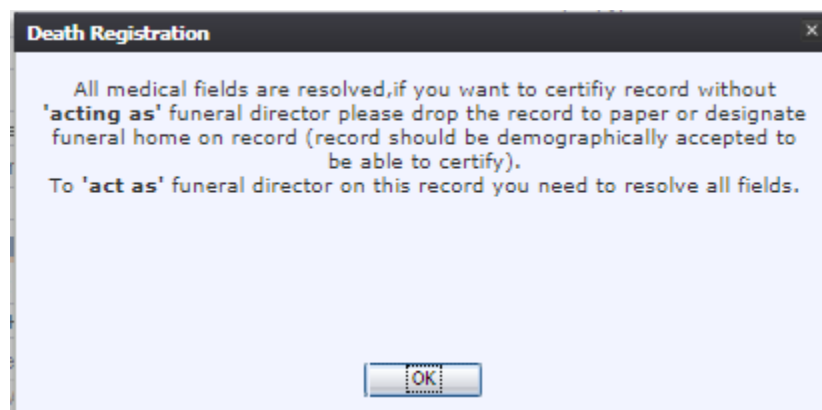


Figure 57: Drop the Record to Paper Message

- a. Click **OK** and follow the directions to drop the record to paper, or designate a funeral home.
5. The **Medical Certification** screen will display the following information:

- General Information: Decedent's Name (First, Middle, Last, Suffix, Prefix)
- Death Information: Date of Death, Gender, Place of Death
- Certifier Information: First Name, Middle Name, Last Name

The screenshot shows a 'Medical Certification' window with two main sections: 'DECEDENT'S INFORMATION' and 'DEATH INFORMATION'. The decedent's information includes First Name: MARVIN, Middle Name: MAX, Last Name: HENRY, and Suffix: (blank). The death information includes Date of Death: 08/04/2018, Time of Death: 10:01 MILITARY, and Place of Death: ABONA HOSPITAL. At the bottom right, there are three buttons: 'Preview', 'Cancel', and 'Certification'.

Figure 93: Medical Certification Screen

6. Review the information to ensure that the correct record is being electronically verified.
7. If the record is not fully electronic and the funeral home is not participating OR a funeral home is not designated on the record, the following message will be displayed:

The screenshot shows a 'Death Registration' message box. The text inside reads: 'You have either not identified a funeral home for this record using the 'Designate Funeral Home' feature or designated to non-participating funeral home. The system will assume that the funeral home is not participating in the electronic system. If this is the case, you must drop this record to paper and manually provide it to the funeral home for completion before it can be filed. Do you wish to drop this record to paper and process it manually please click 'Yes' If you want to 'act as' funeral director on this record, click on 'Proceed' to continue certification of this record'. At the bottom, there are three buttons: 'Yes', 'Proceed', and 'Cancel'.

Figure 58: Funeral Home Designation Message

- a. Click **Yes** to drop the record to paper and continue processing the record manually.
- b. Click **Proceed** to act as the funeral director on the record and continue to certify the record.
- c. Click **Cancel** to return to the **Medical Data Entry** screen and discontinue the certification.

8. Click **Certification** if all data items are correct.
 - a. To view a preview of a **Death Certification Worksheet** for the record, click **Preview** to load a new browser window containing the **Death Certification Worksheet** in PDF format. The **Death Certification Worksheet** from this screen can be printed from this screen.
 - b. If data items are not correct and need to be edited, click **Cancel** to correct the information on the **Medical Data Entry** screen. Save the corrections made to the record and return to Step 1 instructions above to reinitiate medical certification.
9. If the record is complete, the system will display the following message: *“To the best of my knowledge, death occurred at the time, date, and place, and due to the cause(s) and manner stated.”*

The screenshot shows a window titled "Medical Certification". It is divided into three main sections:

- DECEDENT'S INFORMATION:**
 - First Name: MARVIN
 - Middle Name: MAX
 - Last Name: HENRY
 - Suffix:
- DEATH INFORMATION:**
 - Date of Death: 08/04/2018
 - Time of Death: 10:01 MILITARY
 - Place of Death: ABONA HOSPITAL
- PLEASE ENTER PIN:**
 - A checkbox is checked, with the text: "To the best of my knowledge, death occurred at the time, date, and place, and due to the cause(s) and manner stated."
 - Below the checkbox is the label "Certifier Pin:" followed by an empty text input field.
 - Buttons for "Preview", "Cancel", and "Certification" are located to the right of the checkbox area.
 - Buttons for "Ok" and "Cancel" are located at the bottom right of the window.

Figure 94: Certification Statement and PIN Field

10. Check the box, enter your PIN and click **OK** to complete medical certification.

If the correct PIN has been entered, the following message will appear:

The screenshot shows a dialog box titled "Death Registration" with a close button (X) in the top right corner. The main text inside the dialog box asks: "Are you sure you are ready to certify the record?". At the bottom of the dialog box, there are two buttons: "Yes" and "No".

Figure 59: Certify the Record Confirmation Message

11. Click **Yes** to certify the record, and the following message will appear:

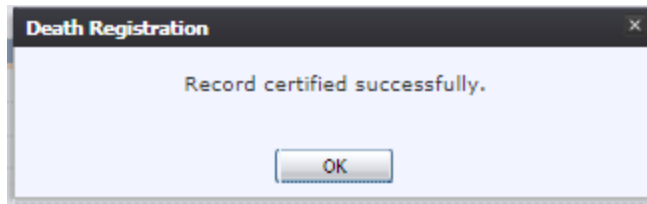


Figure 95: Record Successfully Certified Message

12. Click **OK** to close the **Medical Certification** screen.

Once a record has been certified it is locked from further changes by the facility user.

3.15.1.2 De-Certifying a Record

Once the record has been medically certified, the record is locked from further changes by the respective participant. Certain circumstances will permit de-certification of a record to allow the respective portion of the record to be edited again.

In some cases, the record may become locked and may not be able to be de-certified. A record cannot be de-certified if:

- Record has not been Medically Certified
- Record has been assigned a State File Number and Date signifying its acceptance by the local registrar
- Record has been data entered at the State Office for non-participating facility

1. To de-certify a record, search for the record by clicking the **Search** icon or by clicking **Record/Search**.
2. Once the record is retrieved, select the **Record/De-Certify** menu item. The following prompt will appear:

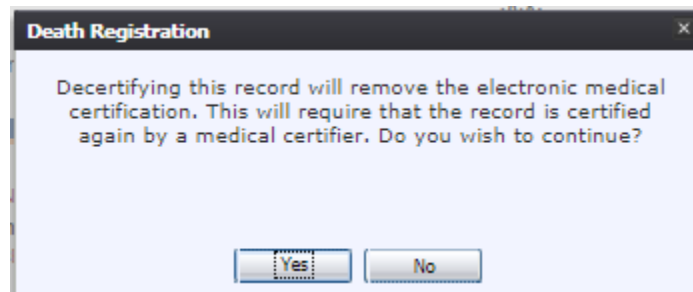


Figure 60: Decertify Record Confirmation Message

3. Click **Yes** to confirm the de-certification of the record.
 - a. Click **No** to exit the message and cancel the de-certification of the record.
4. The reason for de-certification comment box will load:

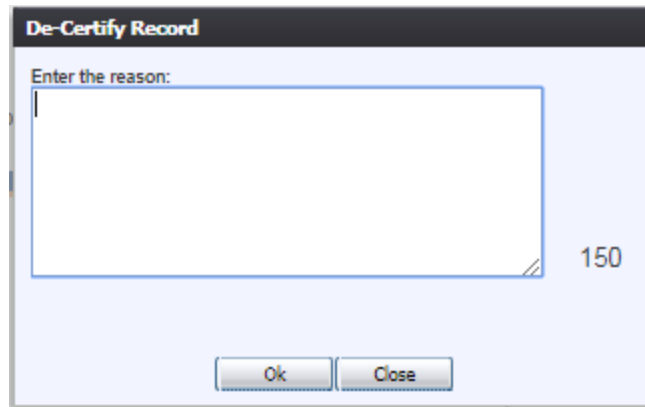


Figure 61: De-Certify Record Reason Message

5. Enter the reason for de-certification in the comment box and then click **OK** to save the comment.
 - a. Click **Close** on the Reason for De-Certification comment box to close the comment box and cancel the de-certification process.
6. If you click **Yes** after entering a comment into the comment box, the following message will appear:

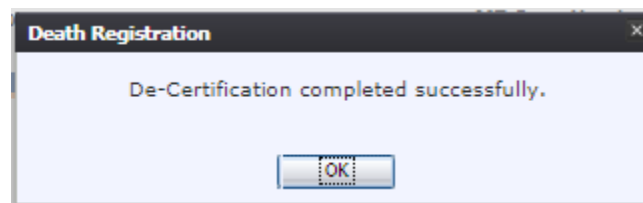


Figure 62: De-Certification Complete Message

7. Click **OK** to close the message and then make changes, as appropriate, and follow the steps to perform Medical Certification

3.16 Perform Drop-to-Paper

The **Drop-to-Paper** function in medical data entry can be used when one or more relevant entities are not participating in the use of the **TxEVER** Death application. When used, **Drop-to-Paper** will cause the record to be printed on the Death Certificate Worksheet for forwarding to a non-participating entity for additional manual processing prior to registration.

Note: The ability to drop-to-paper will only enable if work related to any participating entities identified on the record has been completed (i.e. if medical certifier is participating, then medical data entry and medical certification must be complete).

1. Search for the record using the **Search** icon or by using the Unresolved Work Queue Filter.
2. Follow the steps to perform Medical Certification in [3.15.1 Performing Medical Certification](#).

- For the cases where a funeral home is not a participating owner on the record at the time of medical certification, the system will provide the following prompt:

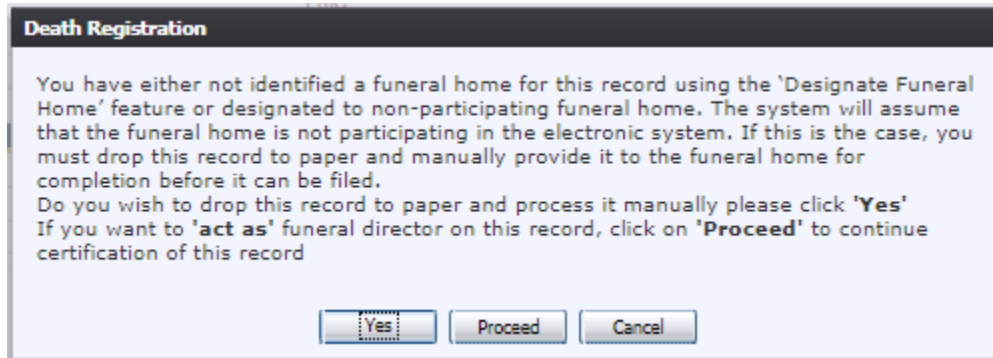


Figure 63: Drop to Paper Prompt

- If **Yes** is selected, then the record will not be demographically verified
 - If **Proceed** is selected, the record will be demographically verified.
- A print preview of the Death Certificate Worksheet as a PDF document will load in a separate browser.
 - Click the **Print** icon in the PDF window to print the document.
 - Once the document has been printed, close the PDF browser window using the X in the upper right-hand corner of the screen to return to the death application.
 - Once a record has been dropped to paper, the electronic record becomes locked so that no further action can be taken by external users, but the drop to paper form can be printed again as many times as necessary.

3.17 Generating Reports

3.17.1.1 Death Records – Filed by Medical Certifier Location Report

The application provides medical certifiers the ability to generate a **Death Records – Filed by Medical Certifier Location** report.

- Select the **Reports/Death Records – Filed by Medical Certifier Location** menu option.
- The following screen will appear:

Figure 98: Death Records – Filed by Medical Certifier Location Screen

3. Complete the fields on the input screen.
4. Select **Excel** or **PDF** for the report's format.
5. Print the document from the **PDF** window or from **Microsoft Excel**.
6. When the document is printed, close the **PDF** window or **Microsoft Excel** using the **X** in the upper right corner of the screen to return to the **TxEVER** system.

3.17.1.2 Demographic Amended Records Report

The application provides facility users the ability to generate a **Demographic Amended Records** report.

1. Select the **Reports/Demographic Amended Records Report** menu option.
2. The following screen will appear:

Figure 99: Demographic Amended Records Report Screen

3. Complete the fields on the input screen.
4. Select **Excel** or **PDF** for the report's format.
5. Print the document from the **PDF** window or from **Microsoft Excel**.

6. When the document is printed, close the **PDF** window or **Microsoft Excel** using the **X** in the upper right corner of the screen to return to the **TxEVER** system.

3.17.1.3 Facility Delinquent Report (UnCertified) Report

The application provides facility users the ability to generate a **Facility Delinquent Report (UnCertified)** report.

1. Select the **Reports/Facility Delinquent Report (UnCertified)** menu option.
2. The following screen will appear:

The screenshot shows a software window titled "Facility Delinquent Report (UnCertified)". It features two date input fields: "Date Of Death (From): *" and "Date Of Death (To): *". Below the date fields are radio buttons for "Record Status" with options: "Pending", "Dropped to paper", "Complete but not yet registered", and "Pending Cause of Death". Underneath are radio buttons for "Report Format" with options: "EXCEL" and "PDF". At the bottom of the window are two buttons: "Generate" and "Close".

Figure 100: Facility Delinquent Report (UnCertified) Screen

3. Complete the fields on the input screen.
4. Select **Excel** or **PDF** for the report's format.
5. Print the document from the **PDF** window or from **Microsoft Excel**.
6. When the document is printed, close the **PDF** window or **Microsoft Excel** using the **X** in the upper right corner of the screen to return to the **TxEVER** system.

3.17.1.4 Fatalities by County by Month Report

The application provides facility users the ability to generate a **Fatalities by County by Month** report.

1. Select the **Reports/Fatalities by County by Month Report** menu option.
2. The following screen will appear:

Figure 101: Fatalities by County by Month Report Screen

3. Complete the fields on the input screen.
4. Select **Excel** or **PDF** for the report's format.
5. Print the document from the **PDF** window or from **Microsoft Excel**.
6. When the document is printed, close the **PDF** window or **Microsoft Excel** using the **X** in the upper right corner of the screen to return to the **TxEVER** system.

3.17.1.5 ME/JP Case Totals Report

The application provides facility users the ability to generate a **ME/JP Case Totals** report.

1. Select the **Reports/ME/JP Case Totals Report** menu option.
2. The following screen will appear:

Figure 102: ME/JP Case Totals Report Screen

3. Complete the fields on the input screen.

4. Select **Excel** or **PDF** for the report's format.
5. Print the document from the **PDF** window or from **Microsoft Excel**.
6. When the document is printed, close the **PDF** window or **Microsoft Excel** using the **X** in the upper right corner of the screen to return to the **TxEVER** system.

3.17.1.6 Medical Certifiers – Jurisdictional Manner of Death Reporting (ME) Report

The application provides facility users the ability to generate a **Medical Certifiers – Jurisdictional Manner of Death Reporting (ME)** report.

1. Select the **Reports/Medical Certifiers – Jurisdictional Manner of Death Reporting (ME) Report** menu option.
2. The following screen will appear:

Figure 103: Medical Certifier Jurisdictional Manner of Death Report Screen

3. Complete the fields on the input screen.
4. Select **Excel** or **PDF** for the report's format.
5. Print the document from the **PDF** window or from **Microsoft Excel**.
6. When the document is printed, close the **PDF** window or **Microsoft Excel** using the **X** in the upper right corner of the screen to return to the **TxEVER** system.

3.17.1.7 Pending Cause of Death Listing Report

The system provides facility users the ability to generate a **Pending Cause of Death Listing** report.

1. Select the **Reports/Pending Cause of Death Listing Report** menu option.
2. The following screen will appear:

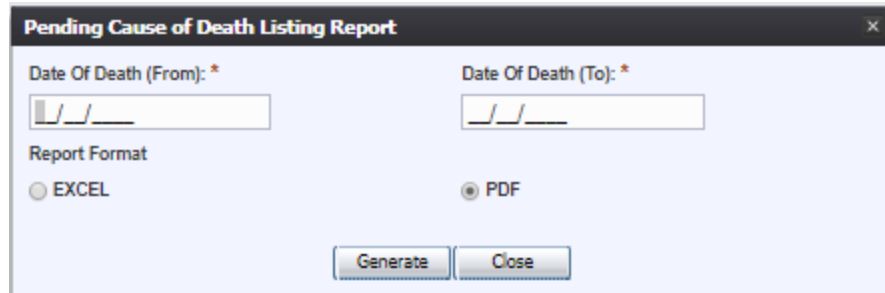


Figure 104: Pending Cause of Death Listing Report Screen

3. Complete the fields on the input screen.
4. Select **Excel** or **PDF** for the report's format.
5. Click **Generate**.
6. Print the report from the **PDF** window or from **Microsoft Excel**.
7. When the document is printed, close the **PDF** window or **Microsoft Excel** using the **X** in the upper right corner of the screen to return to the **TxEVER** system.

3.17.1.8 Timeliness by Medical Certifier Type Report

The system provides facility users the ability to generate a **Timeliness by Medical Certifier Type** report.

1. Select the **Reports/Timeliness by Medical Certifier Type Report** menu option.
2. The following screen will appear:

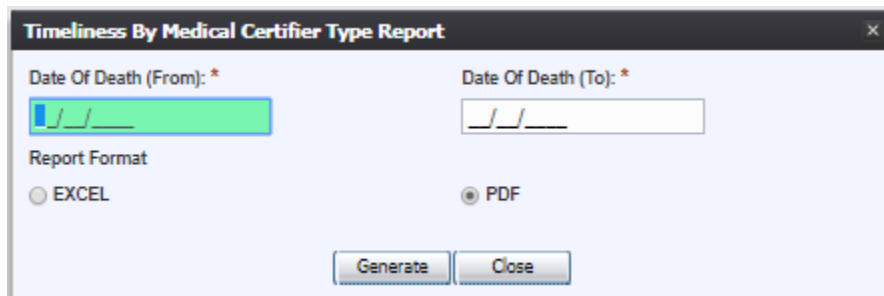


Figure 105: Timeliness by Medical Certifier Type Report Screen

3. Complete the fields on the input screen.
4. Choose **Excel** or **PDF** for the report's format.
5. Click **Generate**.
6. Print the report from the **PDF** window or from **Microsoft Excel**.

7. When the document is printed, close the **PDF** window or **Microsoft Excel** using the **X** in the upper right corner of the screen to return to the TxEVER system.

3.18 Reject a Record

Medical Certifiers are able to decline a record that has been erroneously assigned to the Medical Office by a demographic user (Funeral Director, etc.).

If the Medical Certifier designated on the record by the funeral director is notified of the case, but upon review determines that the case does not fall under their jurisdiction, they can execute the decline process, which requires entry of a comment to explain why they are declining the case.

1. Search for the record by selecting the **Search** icon or **Record/Search** menu item.
2. Once the record is retrieved, the following prompt will appear:

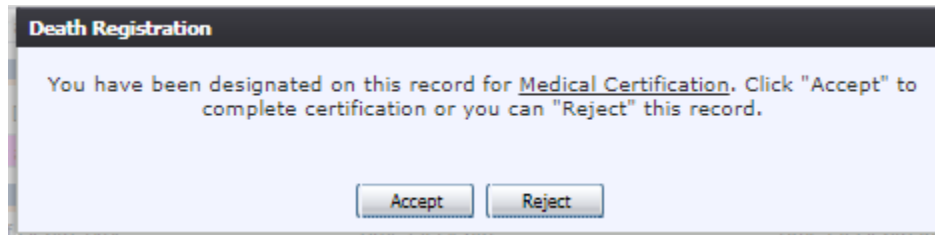


Figure 64: Record Designation Confirmation

3. Click **Reject** to decline the record.
4. The Comment Field will be displayed requesting the reason for declining the record to be entered.

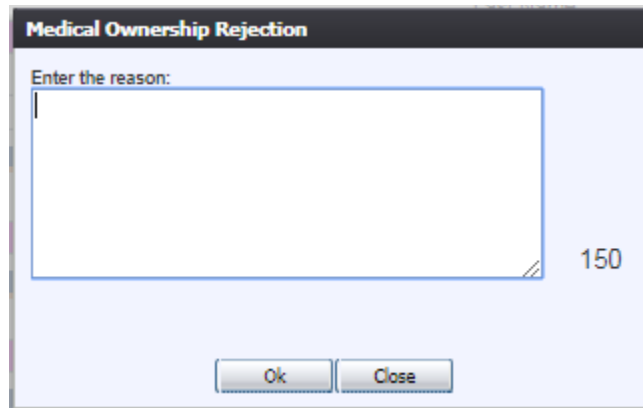


Figure 65: Medical Ownership Rejection Message

5. Type reason for declining the record to be displayed to the funeral director and click **OK**. Select **Cancel** to close the Reason for Decline window and be returned to the data entry screen.

3.19 Release a Record

After both Demographic Verification and Medical Certification have been completed, a record is ready to be released and assigned a State File Number.

To release a record:

1. Retrieve an existing record using the [Work Queue search](#).
2. When the appropriate record appears on the screen, select the **Record/Release** menu item to initiate the **Release** process.
3. The system will prompt for a PIN.

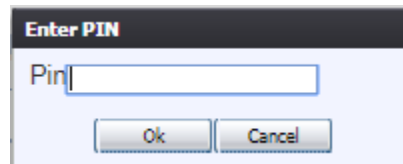


Figure 66: Enter PIN Message

4. Enter the PIN and click **OK**. The following message will appear:

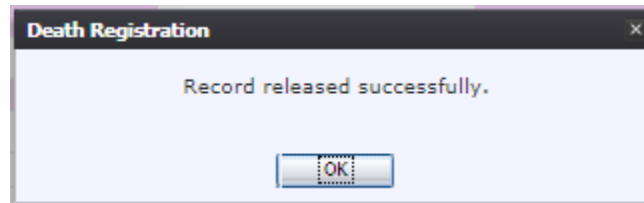


Figure 67: Record Released Successfully Message

4 Facility Statistical Correction

This section provides detailed information about the **TxEVER Death** application regarding functions related to **Facility Statistical Corrections** for demographic information.

4.1 Start a Facility Statistical Correction

The **Statistical Corrections** menu item function allows authorized users to submit a statistical correction on a death record within the **TxEVER Death** module.

1. Select the **Function/Facility Statistical Correction** menu item.
2. The Facility Statistical Correction screen will load:

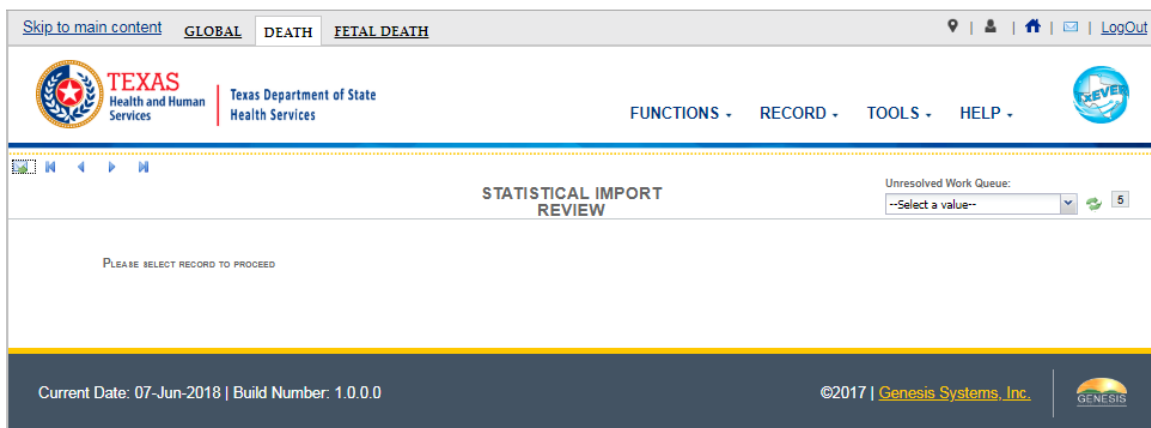


Figure 116: Main Facility Statistical Correction Screen

3. Retrieve an existing record using the Work Queue Search.
4. Select the **Record/Statistical Correction** menu option to open the desired record in the **Statistical Corrections** screen, as shown below:

STATISTICAL CORRECTION

EDR: 00000001673 Registrant Name: JOHN KEN THOMAS Date of Death: 2018/06/05 SFN: 0006082018

Fields List	DECEDENT OF HISPANIC ORIGIN?	DECEDENT'S RACE
<input checked="" type="checkbox"/> Demographic1	<input checked="" type="checkbox"/> No, Not Spanish/Hispanic/Latino	<input checked="" type="checkbox"/> White
<input checked="" type="checkbox"/> Demographic2	<input type="checkbox"/> Yes, Mexican, Mexican American, Chicano	<input type="checkbox"/> Black or African American
<input checked="" type="checkbox"/> Demographic3	<input type="checkbox"/> Yes, Puerto Rican	<input type="checkbox"/> American Indian or Alaska Native (Name of the Enrolled or Principal Tribe)
<input checked="" type="checkbox"/> Demographic4	<input type="checkbox"/> Yes, Cuban	<input type="checkbox"/> Asian Indian
<input checked="" type="checkbox"/> Demographic5	<input type="checkbox"/> Yes, Other Spanish/Hispanic/Latino (Specify)	<input type="checkbox"/> Chinese
<input type="checkbox"/> Medical 1	<input type="checkbox"/> Unknown	<input type="checkbox"/> Filipino
<input type="checkbox"/> Medical 2	Decedent's Ethnicity MVR	<input type="checkbox"/> Japanese
<input type="checkbox"/> Medical 3		<input type="checkbox"/> Korean
<input type="checkbox"/> Comments		<input type="checkbox"/> Vietnamese
Activity:		<input type="checkbox"/> Other Asian (Specify)
Field Name:		<input type="checkbox"/> Native Hawaiian
Field Status:		<input type="checkbox"/> Guamanian or Chamorro
Action:		<input type="checkbox"/> Samoan
Retrieving Record		<input type="checkbox"/> Other Pacific Islander (Specify)
		<input type="checkbox"/> Other (Specify)
		<input type="checkbox"/> Unknown
		Decedent's Race MVR

Figure 117: Statistical Correction Screen

- After coming to a field that needs to be corrected, click the icon located next to the appropriate field. The Statistical Correction screen will show both the old and new data.

STATISTICAL CORRECTION

EDR: 000000001673 Registrant Name: JOHN KEN THOMAS Date of Death: 2018/06/05 SFN: 0006082018

Fields List	[OLD DATA]: DECEDENT'S RACE	[NEW DATA]: DECEDENT'S RACE
<input checked="" type="checkbox"/> Demographic1	<input checked="" type="checkbox"/> White	<input checked="" type="checkbox"/> White
<input checked="" type="checkbox"/> Demographic2	<input type="checkbox"/> Black or African American	<input type="checkbox"/> Black or African American
<input checked="" type="checkbox"/> Demographic3	<input type="checkbox"/> American Indian or Alaska Native (Name of the Enrolled or Principal Tribe)	<input type="checkbox"/> American Indian or Alaska Native (Name of the Enrolled or Principal Tribe)
<input checked="" type="checkbox"/> Demographic4	<input type="checkbox"/> Asian Indian	<input type="checkbox"/> Asian Indian
<input checked="" type="checkbox"/> Demographic5	<input type="checkbox"/> Chinese	<input type="checkbox"/> Chinese
<input checked="" type="checkbox"/> Medical 1	<input type="checkbox"/> Filipino	<input type="checkbox"/> Filipino
<input checked="" type="checkbox"/> Medical 2	<input type="checkbox"/> Japanese	<input type="checkbox"/> Japanese
<input checked="" type="checkbox"/> Medical 3	<input type="checkbox"/> Korean	<input type="checkbox"/> Korean
Comments	<input type="checkbox"/> Vietnamese	<input type="checkbox"/> Vietnamese
Activity:	<input type="checkbox"/> Other Asian (Specify)	<input type="checkbox"/> Other Asian (Specify)
Decedent's Race - White: true	<input type="checkbox"/> Native Hawaiian	<input type="checkbox"/> Native Hawaiian
Field Status: Resolved	<input type="checkbox"/> Guamanian or Chamorro	<input type="checkbox"/> Guamanian or Chamorro
Action: Updating Record	<input type="checkbox"/> Samoan	<input type="checkbox"/> Samoan
	<input type="checkbox"/> Other Pacific Islander (Specify)	<input type="checkbox"/> Other Pacific Islander (Specify)
	<input type="checkbox"/> Other (Specify)	<input type="checkbox"/> Other (Specify)
	<input type="checkbox"/> Unknown	<input type="checkbox"/> Unknown
	Decedent's Race MVR	Decedent's Race MVR
		--Select a value--
Comments		
Supplemental Documents		
	Document Type :	<input type="text"/>
	Who Issued :	<input type="text"/>
	IssueDate :	<input type="text"/>
Download Print Plugin <small>GEN_PRINT_PLUGIN: 0.0.0</small>		
Save		


CONNECTION: WAITING

Figure 118: Statistical Correction Screen

6. Enter the corrected value into the field.
7. Add any supporting documentation at this time by completing the fields in the **Supplemental Documents** section located at the bottom of the screen and then click either the **Scan Document** or **Upload Document** icon.


4.1.1.1 Scan Supporting Documentation

To scan supporting documentation:

1. Add any supporting documentation at this time by completing the fields in the **Supplemental Documents** section located at the bottom of the screen and then click the **Scan Document** icon .

The screenshot shows a software window titled 'Supplemental Documents Information Screen'. At the top, there is a 'Comments' section with a large empty text area. Below this, the 'Supplemental Documents' section contains three input fields: 'Document Type' with the value 'VOTER REGISTRATION', 'Who Issued' with the value 'STATE', and 'IssueDate' with the value '01/01/1990'. At the bottom right of the window is a 'Save' button. A toolbar with several icons is visible below the input fields.

Figure 68: Supplemental Documents Information Screen


If the user does not intend to scan in any supporting documentation, they can click the **Save Document without Scan** icon  after entering a new value in the **New Data** section.

2. The **Scan Documents** window will appear.

The screenshot shows a software window titled 'Scan Documents'. It contains a form with the following fields: 'Document Type' (VOTER REGISTRATION), 'Who Issued' (STATE), 'Date Issued' (06/13/2018), 'Image Description' (a green highlighted text area), 'List of Scanners' (an empty text area), and 'Scan Type' (an empty text area). At the bottom of the form are three buttons: 'Scan Document', 'Save Document', and 'Close'.


Figure 69: Scan Documents Window

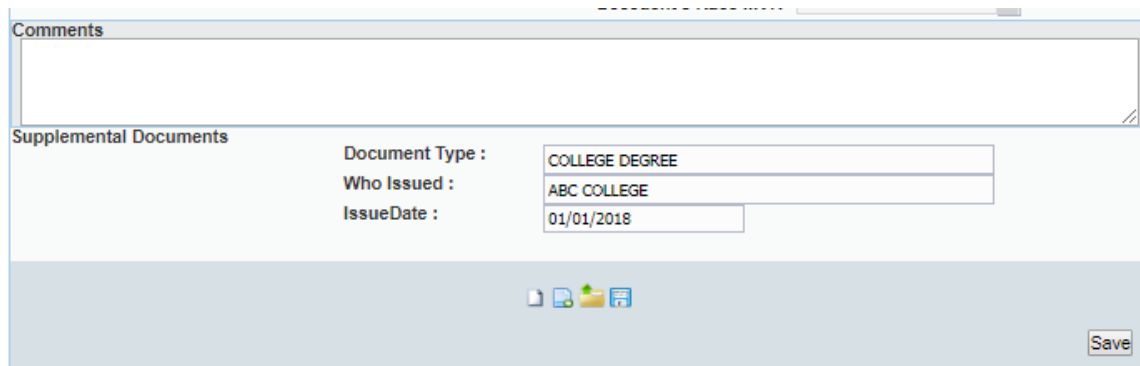
5. Enter a description of the document being scanned, choose a scanner from the List of Scanners drop-down, and select a Scan Type.

6. Click **Scan Document** to scan the document.
After the scanning process has been completed, a preview of the scanned document will load in the scanned image area of the window.
7. Click the **Save Document** button to save the document.
8. Click the **Close** button to close the Scan Documents window and return to the QA Audit Review Corrections Screen
9. The user can choose to scan more supporting documentation by clicking the **Scan Another Document** icon  and completing the scanning process again.
10. Save the changes by clicking the **Save** button in the **New Data** section of the **Corrections** screen.

4.1.1.2 Upload Supporting Documentation

To upload supporting documentation:

1. Add any supporting documentation at this time by completing the fields in the **Supplemental Documents** section located at the bottom of the screen and then click the **Upload Document** icon .



Supplemental Documents	
Document Type :	COLLEGE DEGREE
Who Issued :	ABC COLLEGE
IssueDate :	01/01/2018

Figure 122: Supplemental Documents Section

2. The **File Upload** screen will appear.

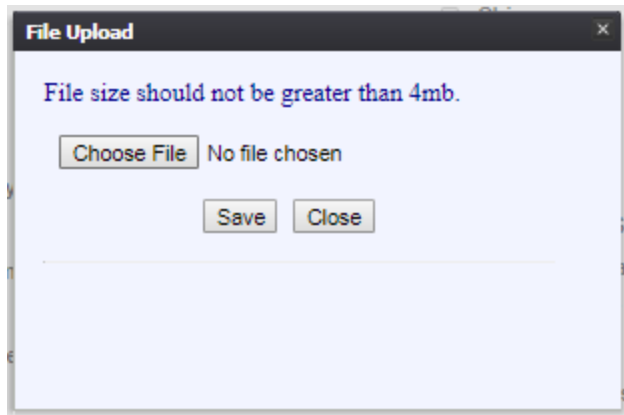


Figure 123: File Upload Screen

3. Click the **Browse** button to open the **File Upload** screen.
4. Locate the desired .tif or .tiff file and click the **Open** button.
5. The **File Upload** screen will appear as seen below:

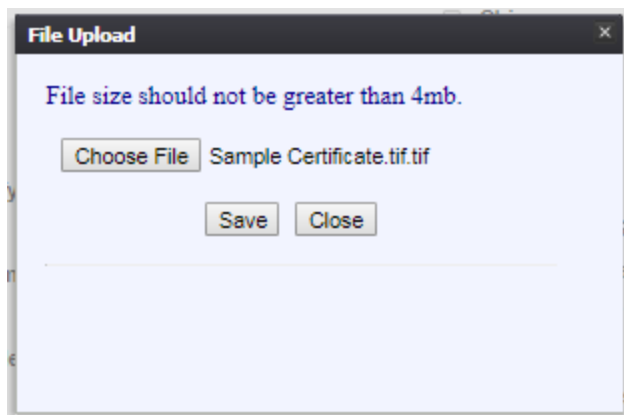


Figure 124: File Upload Screen with File Selected

6. Click the **Save** button.
7. The following message will appear:

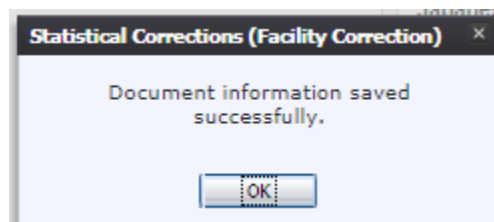



Figure 125: Document Information Saved Successfully Message

8. Click **OK** to close the message.
9. Save the changes by clicking the **Confirm Changes** button in the **New Data** section

of the **Corrections** screen.

4.2 Submit a Facility Statistical Correction

To submit a statistical correction:

1. Select the **Process/Submit** menu item or click the **Submit**  icon.
2. The following message will appear:

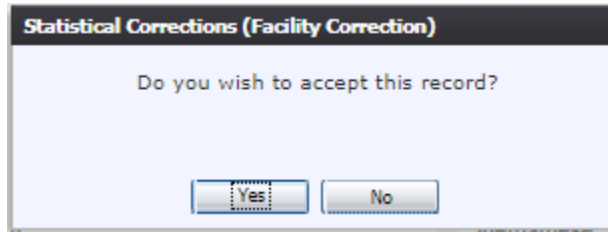


Figure 126: Record Submission Confirmation Message

3. Click the **Yes** button to confirm submission of the correction. The following message will appear:

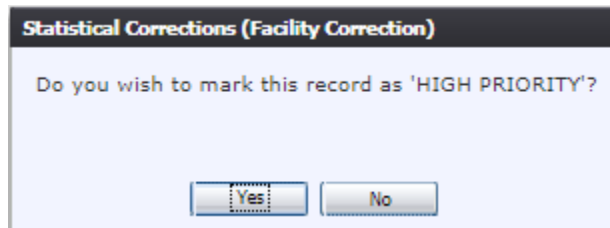


Figure 127: High Priority Record Confirmation Message

4. Click the **Yes** button to submit the correction as high priority.
 - a. Click the **No** button to decline submitting the correction as high priority.
5. The **Enter PIN** screen will appear:

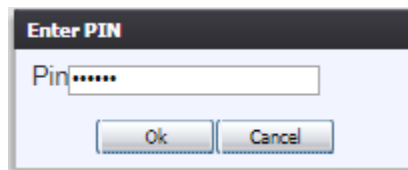


Figure 128: Enter PIN Screen

6. Enter in a valid PIN and click the **OK** button.
7. The following message will appear:

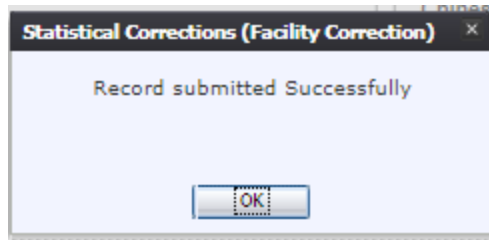



Figure 129: Record Submitted Successfully Message


4.3 Cancel a Facility Statistical Correction

To cancel a statistical correction:

1. With the Statistical Correction screen open, click the **Cancel** icon .

4.4 View Corrections

To view corrections:

1. With the Statistical Correction screen open, select the **Process/View Corrections** menu item or click the **View Corrections**  icon.

4.5 Reject Facility Statistical Correction

The **Reject** Statistical Corrections menu item function allows authorized users to reject completing a statistical correction on a death record within the **TxEVER Death** module.

1. After accessing the main Facility Statistical Correction screen and retrieving a record from the work queue, select the **Record/Reject Statistical Correction** menu option.
2. The following message will appear:

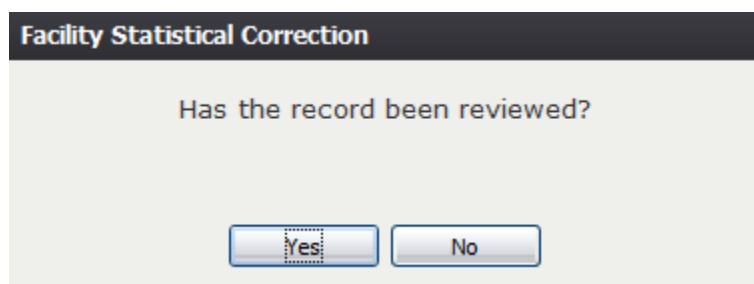


Figure 130: Record Review Confirmation Message

3. Click the **Yes** button to confirm that the record has been reviewed.
 - a. Click the **No** button to close the message and be returned to the Statistical Corrections screen.
4. The Reject Record screen will load:

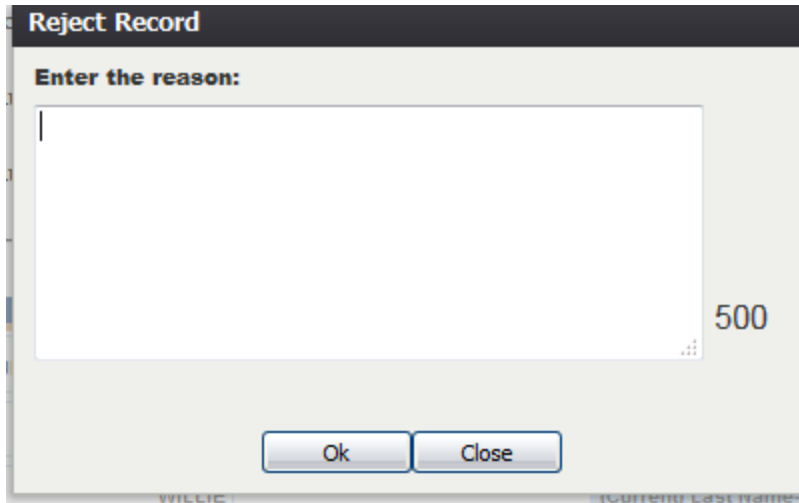


Figure 131: Reject Record Comment Screen

5. Enter a reason for the rejection and click the **OK** button.
 - a. Click the **Close** button to close the screen and be returned to the Statistical Corrections screen.

5 Medical Amendment

This section provides detailed information about the **TxEVER Death** application regarding functions related to **Medical Corrections** for medical data entry information including updating pending cause of death.

5.1 Start a Medical Amendment

The **Medical Amendment** menu item function allows authorized users to submit a statistical correction on a death record within the **TxEVER Death** module.

1. Select the **Function/Medical Amendment** menu option.
2. The **Medical Amendment** screen will load:

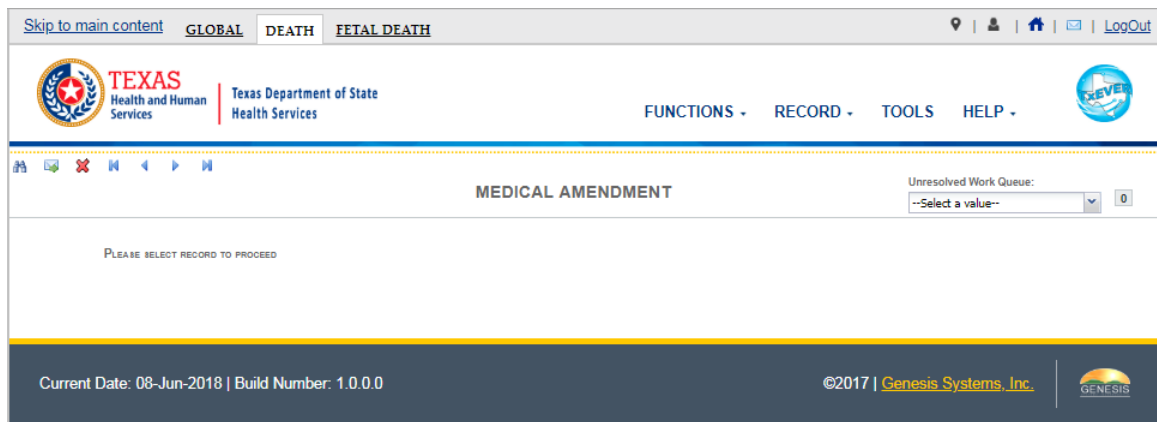


Figure 70: Medical Amendment Initial Load Screen

3. Click the **Search** icon or **Record/Search** to locate the needed record.
 - a. **Tip:** Text fields such as names do not have to be complete. Enter the first several letters instead of the entire text when spelling is in question but include other items to reduce the number of matches.
 - b. **Tip:** Along with a name, including the year of death (which can be entered as a series of 00s followed by a year - i.e. 00/00/2012) and gender and other information will reduce the number of matches that are returned and cause faster search results.
 - c. **Tip:** Choosing Soundex still requires the user to enter at least the Decedent's year of death. If the user also decides to search by a name, the full name must be entered and the application will search for not only all exact matches but names that sound familiar as well.

Death Search

Wild-Card Soundex

DECEDENT'S ACTUAL INFORMATION

EDR Number:

Date Of Death: * 00/00/2018
(ex. 00/00/2012 if month and day are not known, 02/00/2012 if day is not known.)

Decedent's First Name:

Decedent's Middle Name:

Decedent's Last Name:

Decedent's SSN:

DECEDENT'S PRESUMED INFORMATION

Medical Record Number:

RECORD INFORMATION

State File Number:

EDR Number	Date Of Death	Decedent's First Nar	Decedent's Middle N	Decedent's Last Nar	Decedent's SSN	State File Number	Medical Record Num
00000000842	03/27/2018	JEMS	SAM	JEFFERSON	338-93-2098	0002402018	
00000000849	03/27/2018	CELINE	SAM	JONES	235-23-8905	0002392018	
00000000871	03/28/2018	MAIGEN	SAM	TRAINER	983-46-9734	0002422018	
00000000881	03/28/2018	SERENA	JACK	WHITE	486-48-2481	0002432018	
00000001269	04/01/2018	DFN-LAMD	DMN	DLN	111-11-0148	0004342018	
00000000910	04/02/2018	DORATHY	SAM	BORNAC	496-80-9089	0002492018	
00000000918	04/02/2018	JARED	SAM	XEN		0002502018	

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Search Select Record(s) Clear Close

Figure 71: Medical Amendment Search Screen

4. Select the record, or multiple records using **Ctrl + Click**, and click the **Select Record(s)** button.
 - a. All selected records will appear in the **Unresolved Work Queue** and can be selected to work.
5. The first selected record will populate on the screen. Click the **Go** button or **Record/Process Medical Amendment** to initiate the Medical Amendment process.

TEXAS
Health and Human Services | Texas Department of State Health Services

FUNCTIONS - RECORD - TOOLS HELP -

Search
Process Medical Amendment
Abandon

Work Queue: JEFFERSON, JEMS, 03/27/2018

MEDICAL AMENDMENT

Show Comments

Added By	Added On	Comment
ADMIN	03/27/2018 02:34:43	PRESUMED TIME OF DEATH SHOULD BE SAME AS ACTUAL TIME OF DEATH - I
ADMIN	03/27/2018 02:38:29	IF DECEDENT'S CALCULATED AGE IS LESS THAN THE MINIMUM LISTED FOR 1
ADMIN	03/27/2018 08:48:31	RESCIND RECORD; RESCIND AMENDMENT

DECEDENT'S ACTUAL INFORMATION

Date Of Death: 03/27/2018
Decedent's First Name: JEMS
Decedent's Middle Name: S&M
Decedent's Last Name: JEFFERSON
Decedent's Suffix: SR.
Decedent's Sex: MALE
Decedent's Date Of Birth: 03/27/2018
Decedent's State/Country Of Birth: MASSACHUSETTS
Birth State File Number:

RECORD INFORMATION

State File Number: 0002402018
State File Date: 03/27/2018

PARENT'S INFORMATION

Father/Parent 2 First Name: AS
Father/Parent 2 Last Name: ASF
Mother/Parent 1 First Name: SD SDG
Mother/Parent 1 Last Name: GSD

DISPOSITION AND FACILITY

Method Of Disposition: REMOVAL FROM STATE
Facility Name: ABONA FUNERAL HOME
Funeral Service Licensee: KIM JOO

PLACE OF DEATH INFORMATION

Place Of Death: ABONA HOSPITAL
Place Of Death County: ABONA
Place Of Death Town: ABONA CITY

DECEDENT'S PRESUMED INFORMATION

Time Of Death: 11:11
Time Of Death Indicator: AM

MANNER OF DEATH

Manner Of Death: HOMICIDE

Go

Figure 72: Medical Amendment View Screen

6. A confirmation message will appear asking if you would like to add a medical amendment to the record.

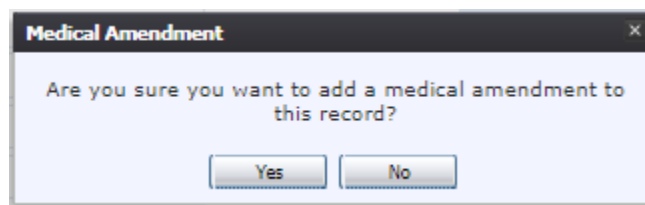



Figure 73: Add Medical Amendment Confirmation Message

- a. Select **Yes** to add a medical amendment.
 - b. Select **No** to cancel and return to the Medical Amendment view screen
7. If **Yes** is selected, the Medical Amendment screen will load allowing edits.

<ul style="list-style-type: none"> Unresolved Demographic1 Demographic2 Demographic3 Demographic4 Demographic5 	DECEDENT'S PRESUMED NAME	
	Prefix: DR.	First Name: JEMS
	Middle Name: SAM	Last Name: JEFFERSON
	Suffix: SR.	Sex: MALE
	Medical Record Number:	ME Case Number:
<ul style="list-style-type: none"> Medical 1 Medical 2 Medical 3 Comments Activity: Field Name: Field Status: Action: Retrieving Record 	CERTIFIER	
	Certifier Type: CERTIFYING PHYSICIAN	Certifier Name: KING P WOODLOCK
	Certifier Office Name: ABONA MEDICAL OFFICE	Certifier Title: MD
	Street Address: A-12	State/Country: TEXAS
	County: ABONA	City/Town: ABONA CITY
	Zip: 12345	Zip Ext: 1234
	Certifier License: 123456790	Date Certifier Signed: 03/27/2018
DATE AND TIME OF DEATH		
Date Of Death : 03/27/2018	Time Of Death Type: ACTUAL TIME OF DEATH	
Time Of Death: 01:13	Time Of Death Indicator: PM	

Figure 74: Medical Amendment Edit Screen

- In order to edit a field, click the **Edit** icon  beside the field. A screen will load displaying both the old and the new data.

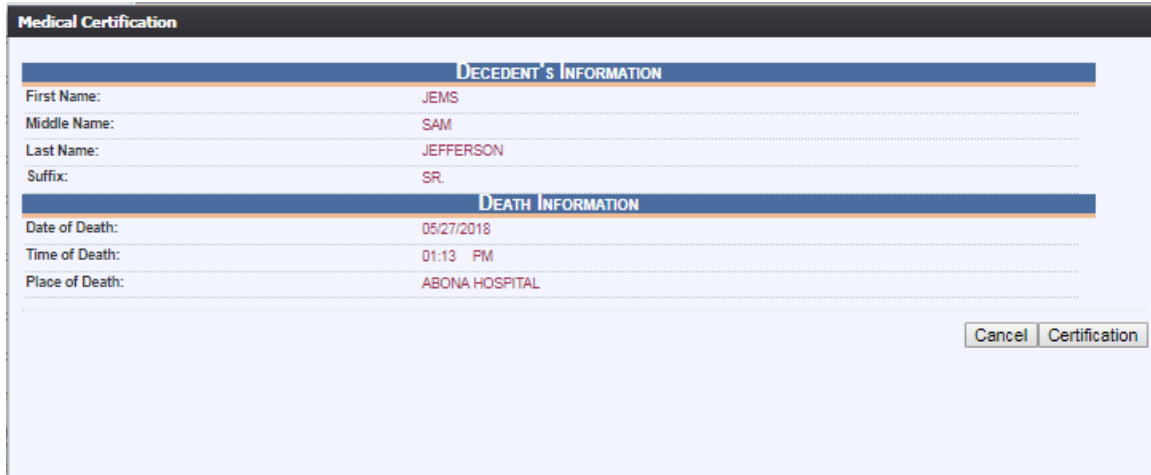
<ul style="list-style-type: none"> Unresolved Demographic1 Demographic2 Demographic3 Demographic4 Demographic5 	[OLD DATA]: DATE AND TIME OF DEATH	
	Date Of Death : 03/27/2018	Time Of Death Type: ACTUAL TIME OF DEATH
	Time Of Death: 01:13	Time Of Death Indicator: PM
	[NEW DATA]: DATE AND TIME OF DEATH	
	Date Of Death : 03/27/2018	Time Of Death Type: ACTUAL TIME OF DEATH
Time Of Death: 01:13	Time Of Death Indicator: PM	
<ul style="list-style-type: none"> Medical 1 Medical 2 Medical 3 Comments 	Comments	
	<input type="button" value="Save"/>	
<ul style="list-style-type: none"> Activity: Presumed Date Of Death: 03/27/2018 Field Status: Resolved Action: Updating Record 		

Figure 75: Medical Amendment Edit Screen

- Make the necessary change and add any comments you want to add to the record.
- Click the **Save** button.

5.2 Submit a Medical Amendment

1. Once all necessary changes have been made, select the **Submit to State Review** button ✓ or select the **Process/Submit to State Review** menu item.
2. The Medical Certification screen will appear with basic Decedent Information.



The screenshot shows a web application window titled "Medical Certification". It contains two main sections: "DECEDENT'S INFORMATION" and "DEATH INFORMATION".

DECEDENT'S INFORMATION	
First Name:	JEMS
Middle Name:	SAM
Last Name:	JEFFERSON
Suffix:	SR.

DEATH INFORMATION	
Date of Death:	05/27/2018
Time of Death:	01:13 PM
Place of Death:	ABONA HOSPITAL

At the bottom right of the form, there are two buttons: "Cancel" and "Certification".

Figure 76: Medical Certification Screen

3. Click the **Certification** button to proceed with the certification. Click **Cancel** to cancel the certification and return to the Medical Amendment Screen.
4. If the record is complete, the system will display the following message: *“To the best of my knowledge, death occurred at the time, date, and place, and due to the cause(s) and manner stated.”*



The screenshot shows the same "Medical Certification" window as Figure 76, but with a new section at the bottom highlighted by a red box. This section is titled "PLEASE ENTER PIN".

Below the title, there is a checkbox that is checked, followed by the text: "To the best of my knowledge, death occurred at the time, date, and place, and due to the cause(s) and manner stated." Below this text is a label "Certifier Pin:" and a text input field containing six asterisks (*****).

At the bottom right of this section, there are two buttons: "Ok" and "Cancel".

Figure 77: Certification Message

5. Check the checkbox and enter a PIN. Click **OK** to complete the certification.
6. A confirmation message will load:

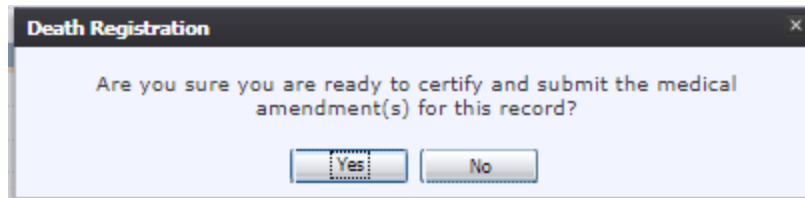


Figure 78: Certification Confirmation Message

- a. Click **Yes** to submit the medical amendment.
- b. Click **No** to cancel the certification and return to the medical amendment screen.

11. If **Yes** is selected, the following screen will appear:

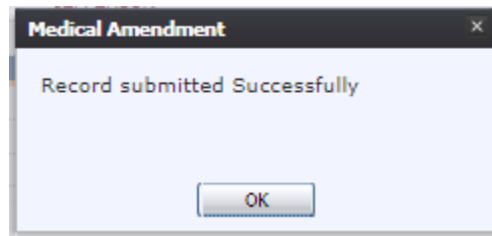


Figure 79: Record Submitted Successfully Message

6 Approvals

Sign-off Sheet

I have read the above TxEVER Death Module Facility User Guide and accept the contents herein written.

Project Sponsor: _____

Date

Senior Project Manager: _____

Date

Genesis Project Manager: _____

Date