



TxEVER

**Modified Commercial Off-the-Shelf Product for
Vital Events Registration System
Medical Certifier Training Guide**

Version 1.0

06/20/2018



Revision History

Date	Description	Version of System	Author
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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.

About the TxEVER Death Application Medical Certifier Training Guide

This guide is intended to provide step-by step exercises that will allow the user to explore functions and features related to completion of the Medical Certifier section of the death certificate. Individual Tasks will help users gain experience in completing a death record in the system. The process will also allow the user to understand general concepts associated with the application. Working through these exercises will ensure that all features of the application are understood so as to provide an efficient process in day-to-day business operations.

The exercises contained in this guide will in many cases provide specific answers to questions concerning the features of the system. These exercises should be executed when the user is accessing a test or training site rather than the production site. Fictitious records should be used for the exercises in this guide.

Section I: Medical Certifier Death Registration contains exercises designed to familiarize users with the basic application features. The Medical Certifier user will learn multiple techniques to work on the record and navigate through different areas of the record and registration module. These exercises should be executed when the user is accessing a test or training site rather than the production site. Fictitious records should be used for the exercises in this guide.

Exercises provided in this section include:

- Exercise 1 – Login
- Exercise 2 – Start and Save a New Record
- Exercise 3 – Search for a Record
- Exercise 4 – Cancel Changes
- Exercise 5 – Using the Unresolved Field List
- Exercise 6 – Medical Data Entry
- Exercise 7 – Designate a Funeral Home
- Exercise 8 – Refer to JP/Medical Examiner
- Exercise 9 – Printing Forms
- Exercise 10 – Medical Certification
- Exercise 11 – Performing Drop-to-Paper
- Exercise 12 – Release a Record

Section II: Facility Statistical Correction contains exercises designed to familiarize users with the basic application features. The Medical Certifier user will learn how to utilize the functionality within the Facility Statistical Corrections screens. These exercises should be executed when the user is accessing a test or training site rather than the production site. Fictitious records should be used for the exercises in this guide.

Exercises in this section include:

- Exercise 13 – Start a Facility Statistical Correction
- Exercise 14 – Submit a Facility Statistical Correction

- Exercise 15 – View Corrections
- Exercise 16 – Reject Facility Statistical Corrections

Section III: Medical Amendment contains exercises designed to familiarize users with the basic application features. The Medical Certifier user will learn how to utilize the functionality with the Medical Amendment screens. These exercises should be executed when the user is accessing a test or training site rather than the production site. Fictitious records should be used for the exercises in this guide.

Exercises in this section include:

- Exercise 17 – Start a Medical Amendment
- Exercise 18 – Submit a Medical Amendment

Section IV: Generating Reports contains exercises designed to familiarize users with the basic application features. The Medical Certifier user will learn to generate reports as well as the information each report provides. These exercises should be executed when the user is accessing a test site rather than the production site. Fictitious records should be used for the exercises in this guide.

Reports in this section include:

- Death Records – Filed by Medical Certifier Location Report
- Demographic Amended Records Report
- Facility Delinquent Records Report
- Fatalities by County by Month Report
- ME/JP Case Totals Report
- Medical Certifiers – Jurisdictional Manner of Death Reporting (ME) Report
- Pending Cause of Death Listing Report
- Timeliness by Medical Certifier Type Report

1 Section I: Medical Certifier Death Registration

1.1 Exercise 1 - Login

This exercise provides an overview of how to login to TxEVER and access Local Birth Registration.

To complete this exercise, you will need:

- ✓ 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 accessing/running reports

1. Launch your internet browser (IE8+, Mozilla Firefox, etc.)
2. Enter the following address in the URL box or select from Favorites:
<https://txever.dshs.texas.gov/TxEverUI/Welcome.htm>
3. The application splash page will load:

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 (DHS), State Office of Vital Records by Genesis Systems, Inc.
DHS 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(DHS)

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

Log on to Texas Department of State Health Services

User Enrollment
Report TxEVER Issue(s)

Figure 1: TxEVER Splash Page

4. Click the **Log In** button.
 5. The **Terms of Use Screen** will load:
- Page | 8

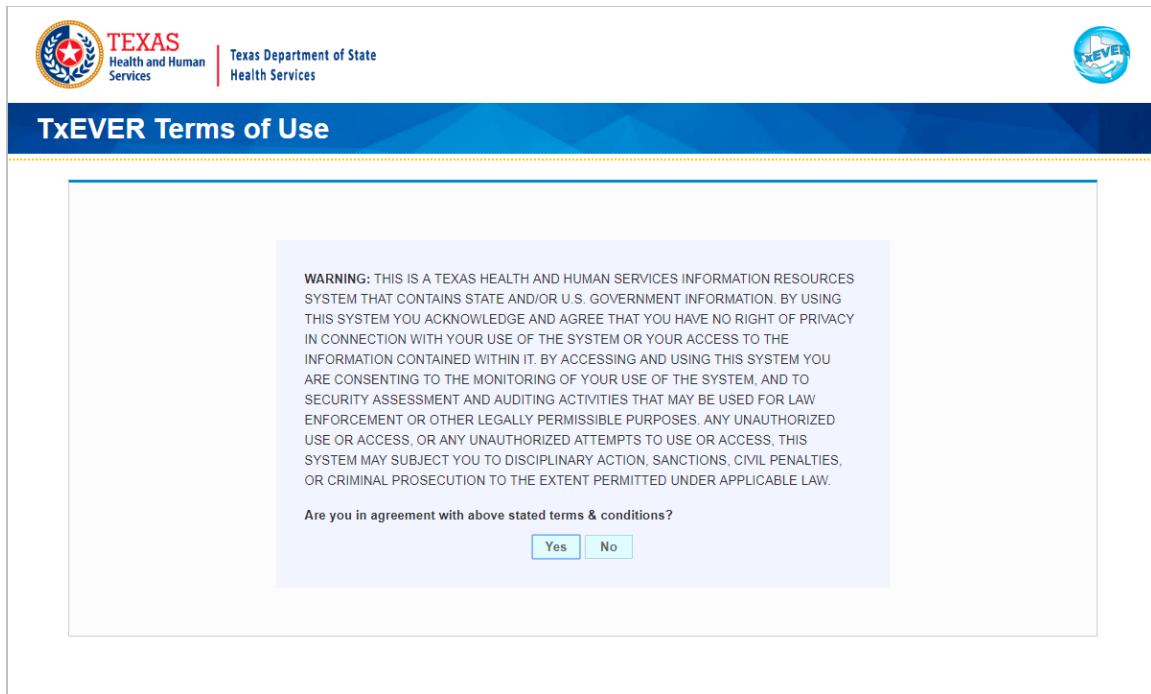


Figure 2: TxEVER Terms of Use Screen

6. Click the **Yes** button to confirm agreement with the Terms of Use.
 - ✓ Click the **No** button to be returned to the TxEVER Splash Page.
7. The TxEVER login screen will display:

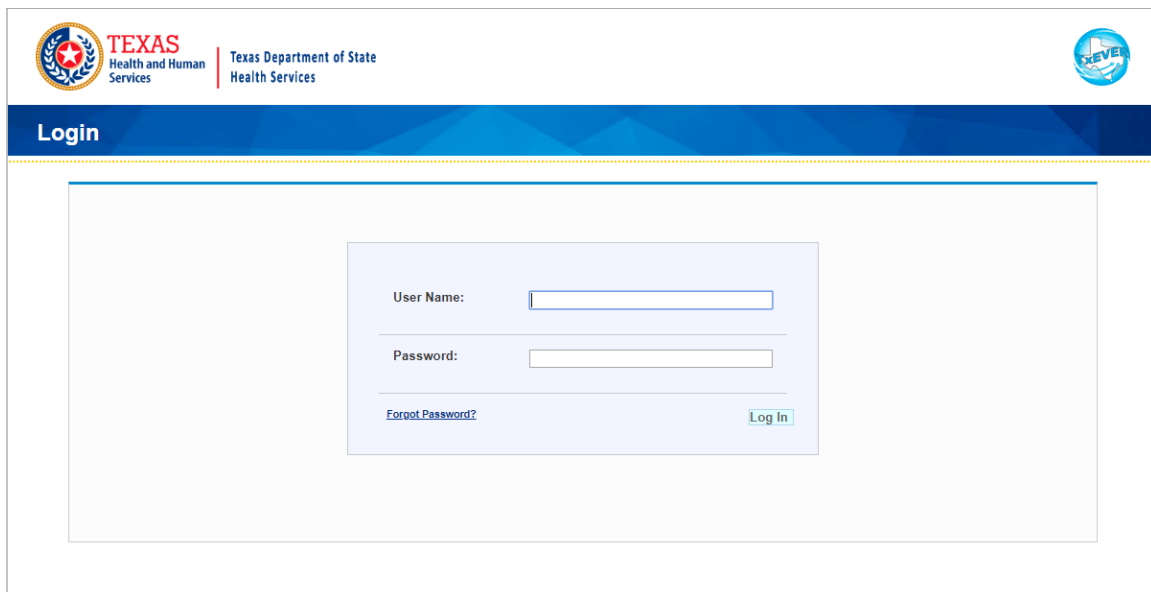


Figure 3: TxEVER Login Screen

8. Type in the User Name provided to you to login – this is not case sensitive.
9. Press the **Tab** key on the keyboard to advance focus to the Password field (or use the mouse and click on the password field if you prefer).

10. Type the password provided to you to login.
11. Press the **Tab** key on the keyboard to advance focus to the **Log In** command button.
12. With the focus on the Log In command button, press the **Enter** key to execute the Login command.
 - ✓ Optional approach: After entering the password you can also use the mouse to point to and left click on the **Log In** command button instead of using the **Tab** and **Enter** keys.
13. Login Locations – If you are associated with more than one location, the Location Selection Window pictured below will contain all locations assigned to your account. If you create NEW records while logged in under a given location, they will become associated with that location.

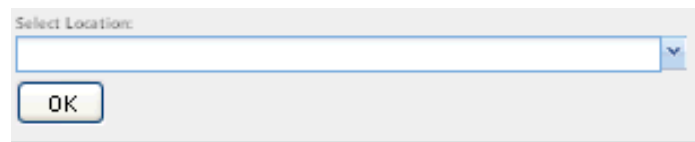


Figure 4: Select Location Drop-Down

14. Note that the field on the screen has a set of arrows on the right side. This indicates that there is a drop-down list associated with this item.
 - ✓ Press the **Tab** key to set focus on the Select Location field. This will open the list.
 - ✓ Use the arrow keys to highlight a desired location followed by the **Tab** key to select it and set focus on the **OK** command button.
 - ✓ Press **Enter** to finalize the location choice and access the application.
15. Mouse – There are intuitive mouse alternatives for navigating the application and selecting items. Practice alternating the use of mouse and the keyboard approaches to determine the optimal method for you.

Session Time Out

During these exercises it may take much more time to complete operations than would be true in actual use of the application. If the system has not detected a business transaction (save a record, search for a record, login) within 20 minutes, the session will time-out and you will not receive further responses from the system. A warning will appear to alert you to this. If the system appears to stop responding (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. To recover from a session time-out, close the application Internet browser and re-login to start a new session. Saving the work you are doing frequently will prevent session time-outs. If you will not be using the application for a time, you should close it and then login again when you need to.

16. The main menu of the application appears:



Figure 5: TxEVER Main Screen

- Exit the application by using the mouse to click on the **Log Out** link or to the **Function/Exit Application** menu item and the click once with the left mouse button. Refer to the screenshot below for a visual representation of logging out of TxEVER.

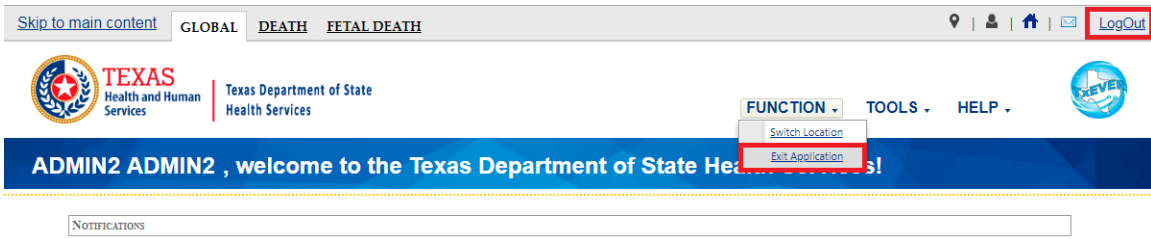


Figure 6: Log Out Options

1.2 Exercise 2 – Start and Save a New Record

This exercise describes how to initiate a record in the system and discusses the duplicate checking functionality associated with the process.

To complete processing of any record, you will need to at a minimum finish the following steps listed below:

- ✓ Start a record using the **New Record** function and fill all fields in Medical Tabs 1-4 (and/or acknowledge that certain fields need to remain blank) until they are resolved and save record
- ✓ Perform Medical Certification

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.

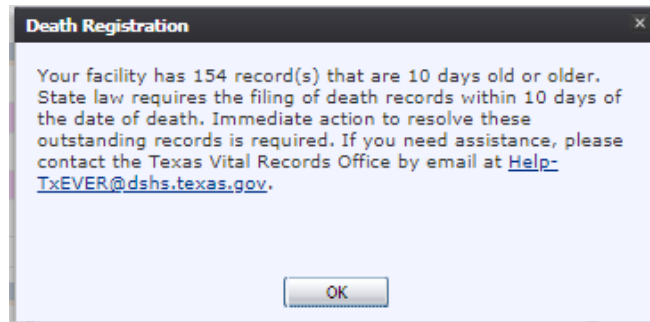


Figure 7: Late Records Message

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

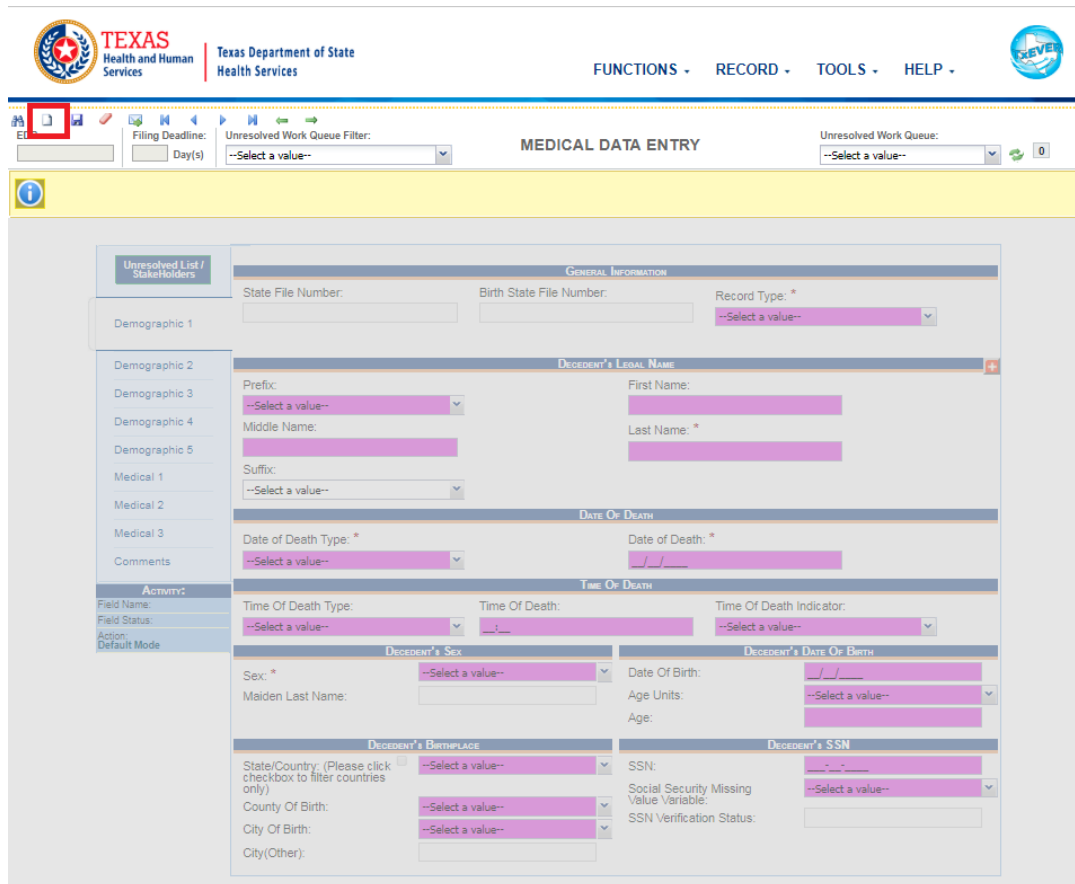


Figure 8: Medical Data Entry Screen-Initial Load

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 screenshot shows a 'New Record' form with three main sections: GENERAL, DECEDENT, and PLACE OF DEATH. The GENERAL section includes fields for 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 9: New Record Screen

4. The **Date of Death Type** field will be defaulted to a value of **Actual Date of Death** so this field may not need to be altered unless the **Date of Death Type** is something other than **Actual**.
 - If the Date of Death type is Actual, press the **Tab** key on the keyboard to advance on the **Date of Death** field for this record.
 - If the Date of Death type is not Actual, you may change the field value using the keyboard – Type either an E for Estimated, F for Found, AP for Approximate, P for Presumed, or C for Court Determined, and then press the **Tab** key to advance to the Date of Death field for this record.
5. Type the Date of Death for this record. Type only the numbers as the slashes are already in the field. Press **Tab** to advance to the Social Security Number field.
6. For this exercise, leave the **Social Security Number** field blank and press **Tab** to advance to the **SSN Missing Variable** field. The SSN is important if one is available.

Note: In live use of the application, it will be required for the user to enter the decedent's SSN on the New Screen (if the SSN is known).
7. The options for the SSN Missing Variable field include: Unknown, Pending, None, and Not Obtainable. Begin to type the word 'Unknown' until the drop-down list opens and the word 'Unknown' is highlighted. Press the **Tab** key to advance to the **Record Type** field.
 - To open the list when you don't know what options might be there, you can press the down arrow key on your keyboard while focus is on the field but the list is not open.
8. The **Record Type** for this death record is defaulted to **Identified**.
 - If the Record Type is Identified, press the **Tab** key on the keyboard to advance to the EDR Number field for this record.

- If the Record Type is not Identified, you may change the field value using the keyboard. Begin to type the word Unidentified until the drop-down list opens and the Unidentified is highlighted and then press the **Tab** key to advance to the EDR Number field for this record.
9. Leave the EDR Number field blank and press **Tab** to advance. The EDR Number is important if there is one available.
 10. Type information for the decedent's first name and then press **Tab** to advance to the middle name and then repeat to complete the middle and last names. **Tab** from the last name field to set focus on the Suffix field.
 11. With focus on the Suffix field: type the letter J for Jr. or use the down arrow key to select another suffix. Press **Tab** to advance to the next field.
 12. Enter the **Date of Birth** of the decedent and press the **Tab** key.
 13. With focus on the **Gender** field, type the letters MA for male, or use the down arrow key to scroll through the options, and then press **Tab**.
 14. With the focus on **Type of Place of Death**, press the down arrow on the keyboard to highlight the option for **Hospital – Inpatient**. Press **Tab**.
 15. Start typing **Abona** in the **Place of Death** field:

The screenshot shows a form titled "PLACE OF DEATH". It contains two dropdown menus. The first is labeled "Type Of Place Of Death:" and has "HOSPITAL-INPATIENT" selected. The second is labeled "Place Of Death:" and has "ABONA HOSPITAL" selected. Below the second dropdown, a list of options is visible: "ABONA HOSPITAL" (highlighted in green), "ABONA HOSPITAL", and "ABONA POST HOSPITAL CENTER".

Figure 10: Place of Death Fields

- This is an example of **Mind's Eye** drop-down functionality that allows you to simply type the response you are looking for. In most cases, you will not need to type more than a few letters of the item you are looking for.
16. Press **Tab** to advance to the **Find Record** button and press **Enter**, or click on the **Find Record** button.
 - Although you are trying to create a new record, the system will always assume that the record may have already been created by a user at a different location. Death records may be created at the place of death and in some cases may have had the medical portion completed and medically certified. The information captured on the New Screen has been carefully defined to optimize the likelihood of finding the matching record if one exists.
 - The response from **Find Record** will vary according to the results. If a single matching record is found that is either not already owned by a different medical certifier or that is already owned by the location you are logged in under, the record will be retrieved to the medical data entry screen for your access. If no matching record is found, a new record will be created. If multiple matching records are found or if a record is found that is already owned by another medical certifier, the system will provide that information so you can investigate further.

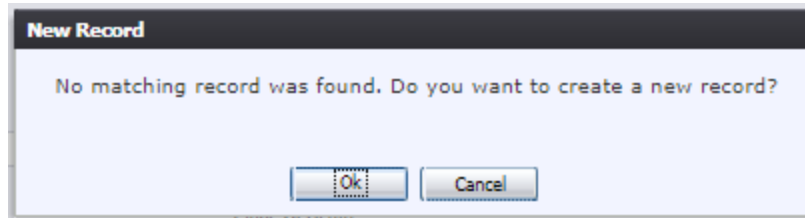



Figure 11: Record Creation Confirmation Message

17. Select **OK** to create a new record by pressing **Enter** or by clicking with the mouse.
18. The first Medical Tab (Medical 1) of the record will appear. Click on the **Save** icon  and then click **OK** to save the new record before continuing to complete the data entry.
 - Clicking **Save** at this point rather than waiting until the entire record has been completed will accomplish three important things:
 - i. The information captured so far will be preserved and the record will be established in the database.
 - ii. The current session timer will be reset to prevent session time out messages.
 - iii. Assuming the decedent's SSN, name, date of birth and gender have been completed on the New Screen, the Save action will initiate the process of verifying the decedent's SSN with the Social Security Administration. A response must be received from SSA regarding this verification before the record can be electronically filed with the state. Initiating the verification at this point will make it likely that the response will be back by the time the record is saved again or searched for. Once a verification attempt is initiated, the system automatically looks for a response each time the record is saved or retrieved.


1.3 Exercise 3 - Search for a Record

This exercise will explore two different ways to access a given record: using either the Search Record feature or the Work Queue approach. If you know that a given record is already saved in the system, rather than using the New Record process the record can be retrieved by a Search Record process or in many cases by looking for it in the Work Queue.

The Work Queue is a drop-down list of death records that have been started but still need some action to complete them. Only records that are associated with a given medical office will appear in the work queue for users who login under that location.

Search Record feature allows a broader approach to retrieving records regardless of whether or not they may be in the work queue. Searching can be used to retrieve records that have already been completed and electronically filed. However, searching is also limited to records that are associated with the particular login location.

1.3.1 Search Screen

1. From the Home screen, click the **Function/Medical Data Entry** menu option.
2. Click the **Search** icon  or select the **Record/Search** menu item.
The **Search Record** screen will appear.

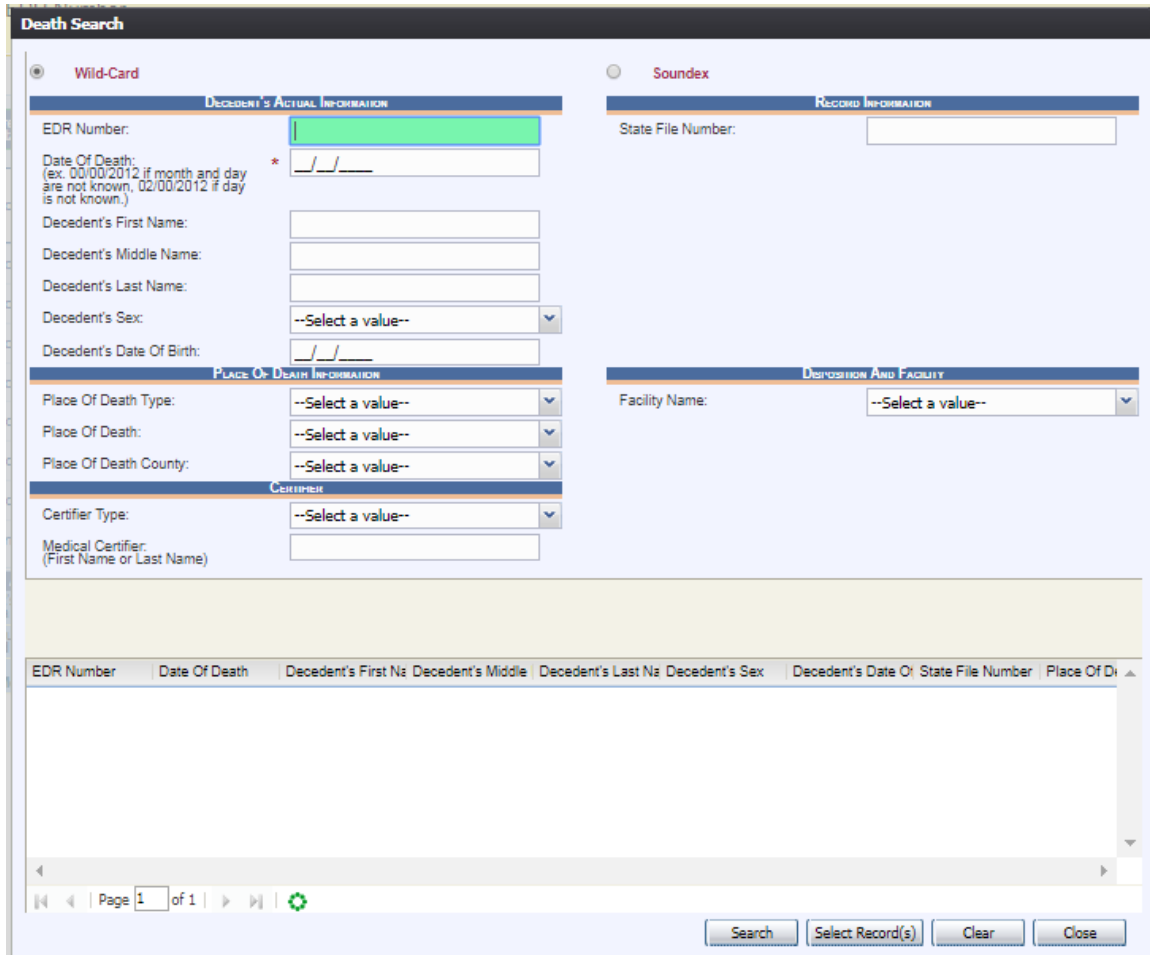


Figure 12: Death Record Search Screen

3. 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.

4. Click **Search**.

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

The screenshot shows the 'Death Search' application interface. It features two main sections: search criteria and search results. The search criteria section is divided into several categories: 'Decedent's Actual Information', 'Record Information', 'Place Of Death Information', and 'Certifier'. Each category contains input fields and dropdown menus. The search results section displays a grid of records with columns for EDR Number, Date Of Death, Decedent's First Name, Middle Name, Last Name, Sex, Date Of Birth, State File Number, and Place Of Death. The grid shows several records, and the interface includes navigation controls at the bottom, such as 'Page 1 of 5', 'Search', 'Select Record(s)', 'Clear', and 'Close' buttons.

EDR Number	Date Of Death	Decedent's First Na	Decedent's Middle	Decedent's Last Na	Decedent's Sex	Decedent's Date Of	State File Number	Place Of Di
000000000325	01/01/2018	MYKE	DE	MOORE	FEMALE	02/08/2011	0000862018	DECEDEN
000000000157	01/01/2018	LOTA-AB	P-AB	KANE-AB	UNKNOWN	01/01/1981	0000432018	OTHER (S)
000000000396	01/01/2018	ARLEN	M	ALDIS	MALE	01/01/2016		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-

Figure 13: Death Record Search Results Grid

5. Click the appropriate record. Select multiple records by holding down the **Ctrl** key and clicking on records.
6. Click **Select Record(s)** to retrieve records to the Work Queue.
7. 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.

1.3.2 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 Home screen, click on the **Functions/Medical Data Entry** menu item.
 2. From the drop-down list, set the filter for the appropriate record type, as shown below. Options include:

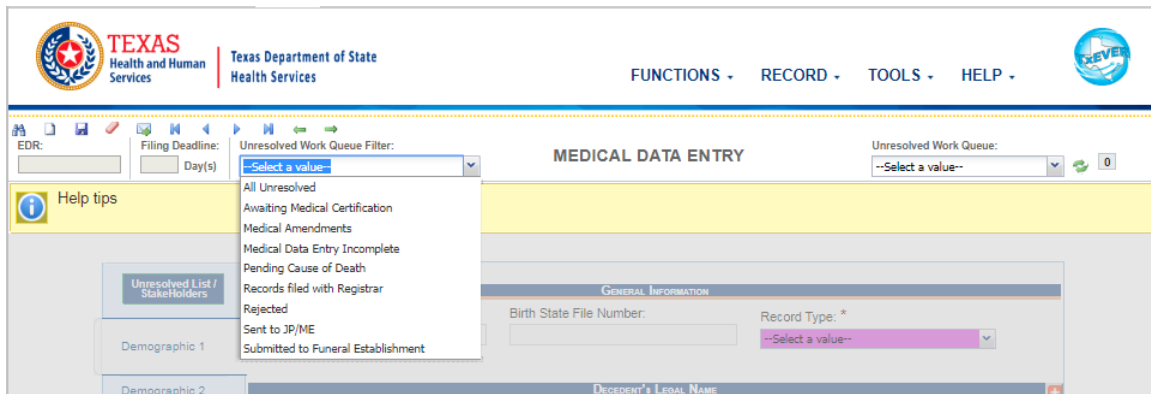


Figure 14: Unresolved Work Queue Filter

- **All Unresolved:** All records that have been started but the information is not yet complete.
- **Awaiting Medical Certification:** All records that have not yet had medical certification.
- **Medical Amendments:** All records that have medical amendments.
- **Medical Data Entry Incomplete:** All records with incomplete medical data entry.
- **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.
3. 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).

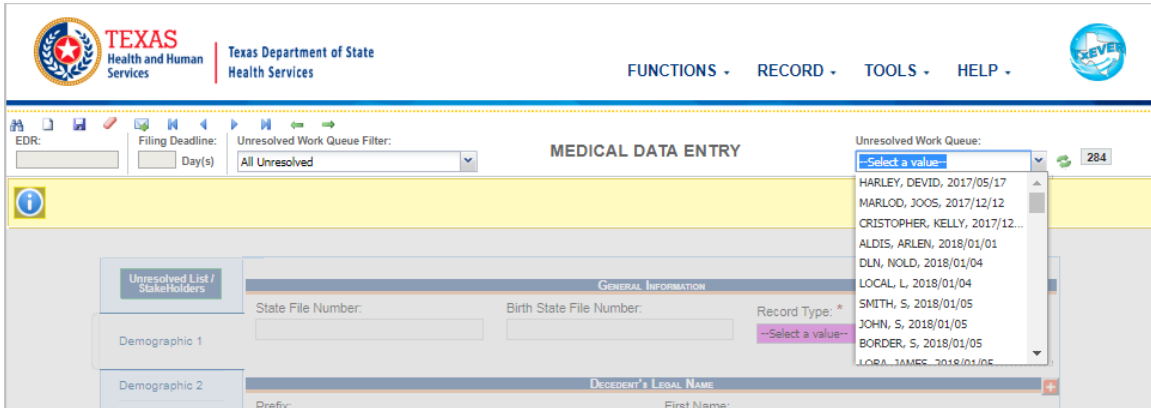


Figure 15: Unresolved Work Queue

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.

1.4 Exercise 4 – Cancel Changes

This exercise will walk the user through canceling changes made to a record before the record is saved. 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:

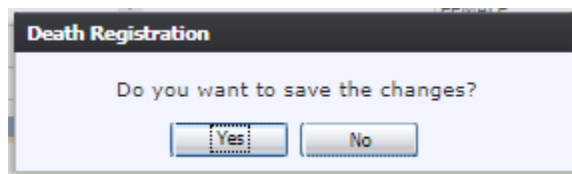



Figure 16: Save Changes Confirmation Message

- 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:

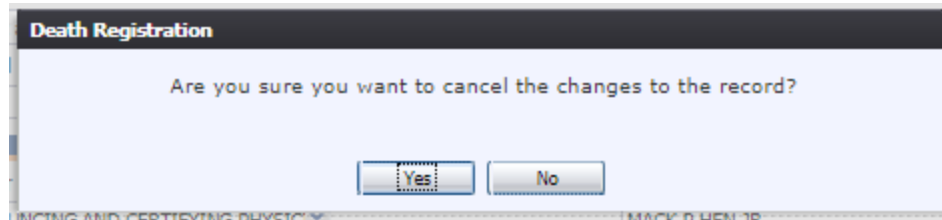


Figure 17: Cancel Changes Confirmation Message

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

1.5 Exercise 5 - Using the Unresolved Fields List

This exercise will cover 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 the record.
2. Click **Unresolved** to open the list.

The **Unresolved Fields** list will open.

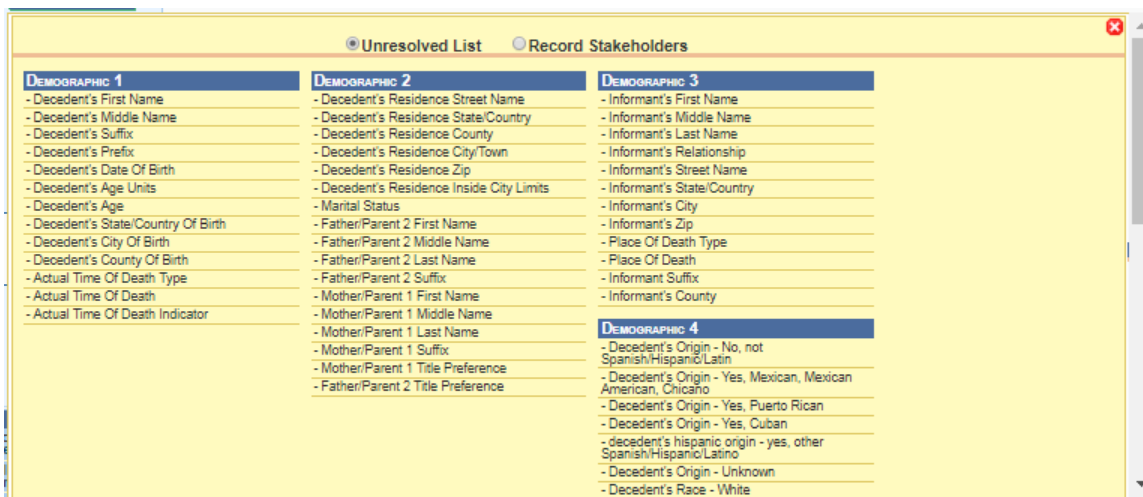


Figure 18: Unresolved Fields List

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 or click the X in the upper right corner to close the list and return to the data entry screen.

1.6 Exercise 6 – Medical Data Entry

The objective of this exercise is to address the steps needed to complete Medical Data Entry. 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 pressing the **Tab** key to advance again. But there are many fields that require double data entry, so the information must be entered in the same manner twice before moving to the next field. Both the demographic and medical tabs will be available for viewing and editing, but this exercise will only focus on the medical tabs in order to designate a funeral home. Once a funeral home is designated, demographic tabs will not be available for editing.

1. Load the record created in Exercise 2 by going to **Functions/Medical Data Entry** and using either the Unresolved Work Queue or the Search Screen.
2. When the record loads, the Medical 1 tab will be the default tab.
3. Enter the **Decedent's Presumed Name** fields by pressing the **Tab** key and entering the information.
 - a. When you **Tab** from a field that requires double data entry, the double data entry window will load. Enter the information again and press **Tab** to highlight the **OK** button and the press **Enter** to move to the next field.

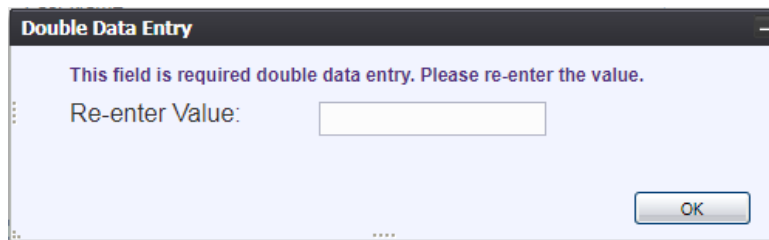


Figure 19: Double Data Entry

- b. Some data items can be left blank, even though they are marked required. If you need to leave one of these fields blank, either click the **Leave Blank** button or press the **Tab** key to move from the **Complete Later** button to the **Leave Blank** button and press **Enter**.

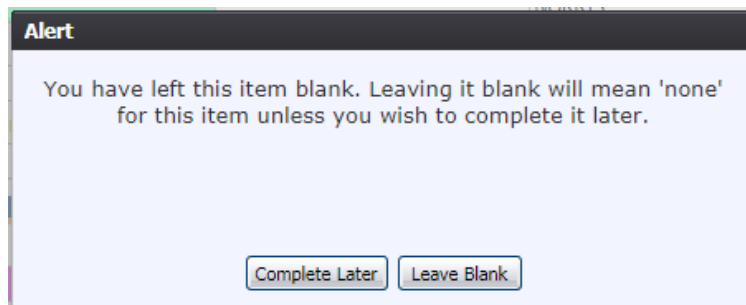


Figure 20: Leave Item Blank Confirmation Message

4. With focus on the **Certifier Type** field, begin typing the phrase “Pronouncing and Certifying Physician.” The field will populate with the “Pronouncing and Certifying Physician” value. Press **Tab** to advance to the **Pronouncer Name** field.
5. When the **Certifier Type** field is selected, the **Certifier Name** field will become enabled and the dropdown will contain all certifiers of that type available for

selection. If you know the name of the certifier, you can begin typing it, or use the dropdown to search through the list.

6. Once the Certifier Name is selected, the other fields in the section will auto populate with the certifier's information and will not be available for editing.

CERTIFIER	
Certifier Type: PRONOUNCING AND CERTIFYING PHYSIC	Certifier Name: DEAN RIVER
Certifier Office Name: ABONA MEDICAL OFFICE	Certifier Title: MD
Street Address: 123	State/Country: TEXAS
County: ABONA	City/Town: ABONA CITY
Zip: 12345	Zip Ext: 1234
Certifier License: 123456	Date Certifier Signed: _/_/___

Figure 21: Certifier Fields

7. Enter the **Date and Time of Death** Fields. **Date of Death** should be filled in from the **New Record** screen. **Tab** to the **Time of Death Type** field. Start typing "Actual" to populate the field with "Actual Time of Death." Press **Tab** to advance to the **Time of Death Field**.
8. Enter the Time of Death and press **Tab** to advance to the **Time of Death Indicator** field. Enter "A" for "am" or "P" for "pm."
9. Save the record and advance to the next screen.
10. The Medical 2 tab contains Cause of Death information. If **Lethal Injection** is checked, certain fields will be prefilled and become uneditable, such as the **Cause of Death – Part I, Cause of Death Part II, and Manner of Death**. For this example, do not check Lethal Injection.
11. Enter an **Immediate Cause of Death** and **Tab** to the **Approximated Interval: Onset to Death** field and enter a time period. **Tab** through the following information entering any information you wish.

CAUSE OF DEATH - PART I

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.) Approximate Interval: Onset to Death

a.

DUE TO (or as a consequence of.)

b.

DUE TO (or as a consequence of.)

c.

DUE TO (or as a consequence of.)

d.

Figure 22: Cause of Death - Part I

12. If the terminology used in the **Cause of Death** fields is determined by the system to be ill-defined, a confirmation message will pop up asking you to verify the cause of death.

VEIEWS Message

Field: Cause Of Death Line A. **Validation Type:** IIIDefined

Term: Pneumonia

Message:
 III Defined term "Pneumonia" found on Line1a. Please verify entries.

Select 'Ok' to continue or 'Cancel' to correct.

Figure 23: Cause of Death Confirmation Message

13. Enter **Cause of Death – Part II**. This field is other significant conditions contributing to death but not resulting in the underlying cause given in Part I. Enter any conditions and then **Tab** to advance to the next field.

CAUSE OF DEATH - PART II

Enter other significant conditions contributing to death but not resulting in the underlying cause given in Part I:

Figure 24: Cause of Death - Part II

14. The next section is Autopsy Information. In the **Was an Autopsy Performed** field, type either Y for Yes or N for No. If Yes is selected, the **Were Autopsy Findings Available to Complete Cause of Death** field will be enabled. Press **Tab** to move to the **Manner of Death** field.

AUTOPSY INFORMATION	
Was an Autopsy Performed:	Were Autopsy Findings Available to Complete Cause of Death:
YES	NO

Figure 25: Autopsy Information Fields

15. In the **Manner of Death** field, type N for Natural. Natural is the only **Manner of Death** type allowed to be entered by a Medical Certifier. All other Manner of Death Types must be referred to a JP/ME, unless Lethal Injection is checked. Press **Tab** to continue to the next field.

MANNER OF DEATH	
Manner Of Death:	NATURAL

Figure 26: Manne of Death Field

16. In the **Did Tobacco Use Contribute To Death** field, enter Y for Yes, N for No, P for Probably, or U for Unknown. Press **Tab** to continue.
17. If the decedent is female between the ages of 10 and 54, the **If Female (Aged 10-54) Pregnant** field will be enabled. Enter the relevant information and then save and navigate to Medical 3.

DID TOBACCO USE CONTRIBUTE TO DEATH		IF FEMALE (AGED 10-54) PREGNANT	
Tobacco use contribute to death:	NO	Pregnant:	NOT APPLICABLE

Figure 27: Tobacco Use and Pregnancy Fields

18. With **Natural** selected as Manner of Death, Medical 3 tab will automatically be completed. If Lethal Injection was checked, select **No** from the **Any Injury Information to Report** drop down.
19. Save the record.

1.7 Exercise 7 – Designate a Funeral Home

Designation of the Funeral Home occurs when the Medical Certifier has initiated the record in the application and the Medical section of the Death record is nearly complete and the record is ready to be sent to the Funeral Home location for further processing. The objective of this exercise is to complete designation of the Funeral Director on the record and explore various scenarios associated with this process. A Medical Certifier who has already certified (and released) the medical part of the record could still change the designated Funeral Home on the record if the record was declined by a funeral director.

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

Figure 28: Demographic Designation Search Screen

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

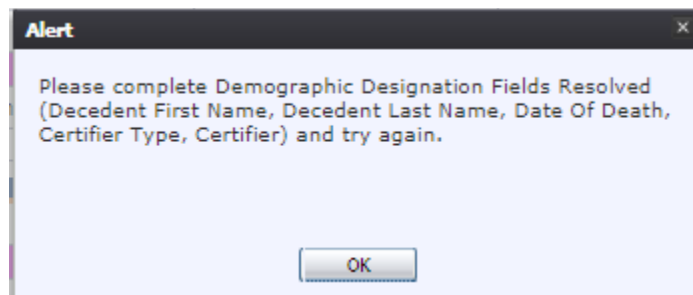


Figure 29: Incomplete Data Message

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

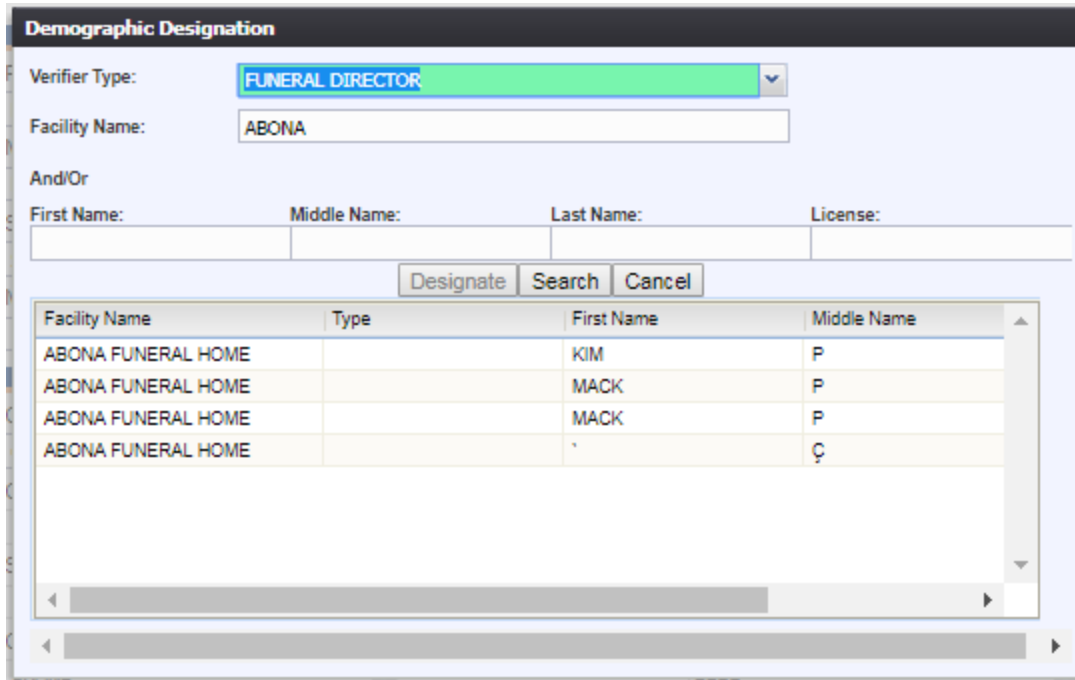


Figure 30: Demographic Designation Search Results Screen

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

1.8 Exercise 8 - JP/Medical Examiner Referral

Referral to a JP/Medical Examiner (ME) occurs when the Medical Certifier has initiated the record in the application and the Medical section of the death record is nearly complete, but needs to be sent to a JP/ME for further processing. The objective of this exercise is to complete a referral to a JP/ME both a participating and a non-participating location.

1.8.1 Refer to JP/Medical Examiner if location is participating

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

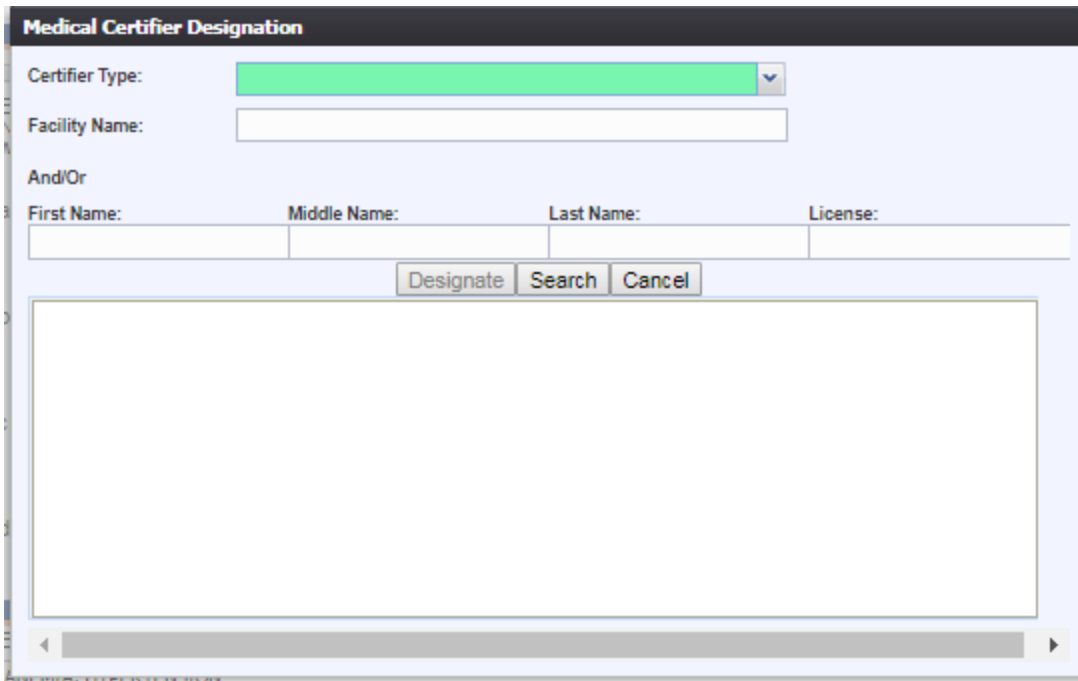


Figure 31: Medical Certifier Designation Screen

4. 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:

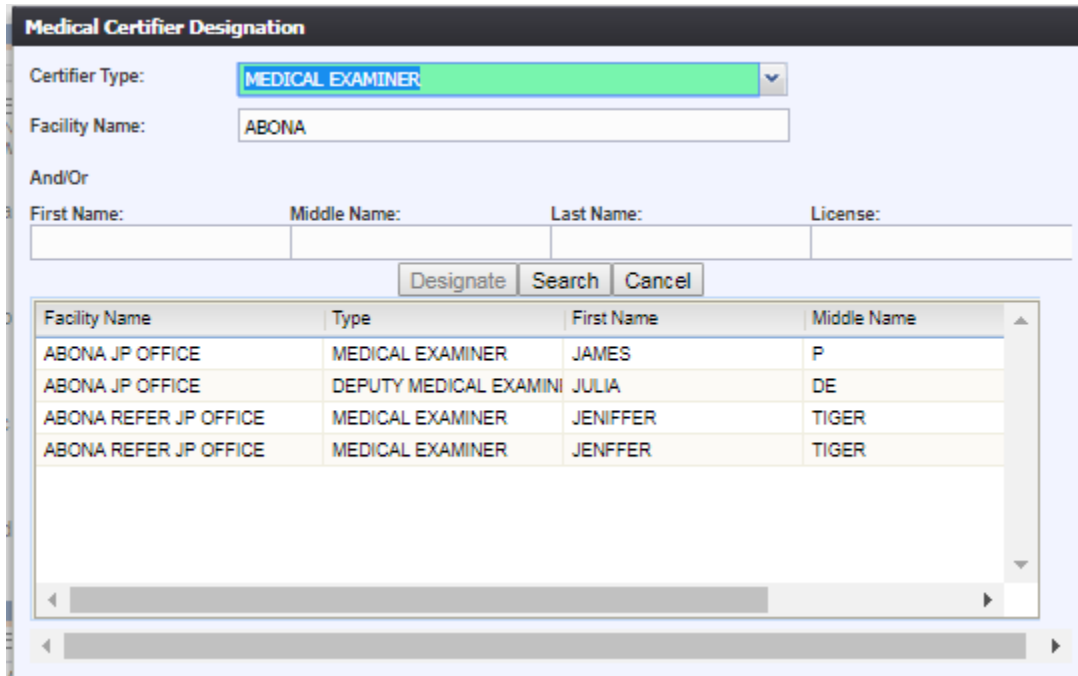


Figure 32: Medical Certifier Designation Search Results Screen

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.

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

1. From the Home screen, click **Functions/Medical Data Entry** menu item.
2. Search for the record using the **Search** icon or by using the Unresolved Work Queue Filter.
3. Ensure all necessary information is entered for the record.
4. 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:

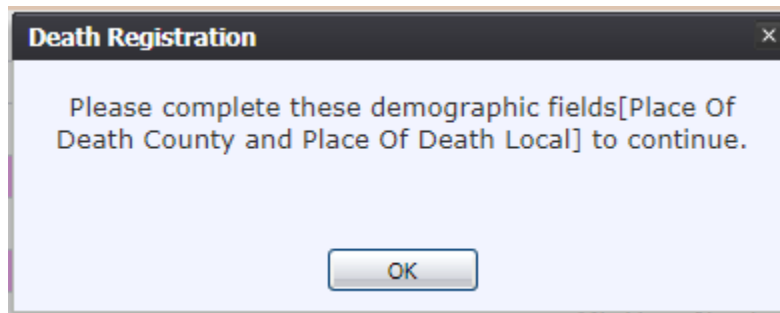


Figure 33: Complete Information Message

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

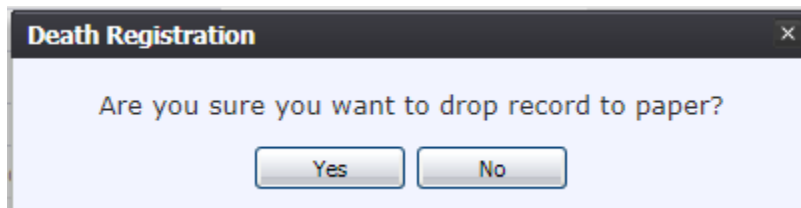


Figure 34: Drop to Paper Confirmation Message

- 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.
6. 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.
 7. 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.
 8. 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.

1.9 Exercise 9 - Printing Forms

This exercise will cover how to print forms from the Medical Data Entry screen in the

TxEVER Death module. Medical Certifiers can print the Death Certificate Worksheet, Death Certificate (Un-Certified Copy), Drop to Paper Form, and the Report of Death.

1.9.1 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.

1.9.2 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.

1.9.3 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

1.10 Exercise 10 – Medical Certification

When the medical data entry is complete, the medical certification process is accessed by

the Medical Certifier to apply their PIN to the record. Medical Certification locks the medical portion of the record from further editing and certifies the cause of death data as well as the underlying causes.

1.10.1 Performing Medical Certification

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. When the appropriate record appears on the screen, select the **Record/Medical Certification** menu item to initiate the electronic certification process.
3. If the medical fields have been resolved, but a funeral home has not been designated, the following message will appear:

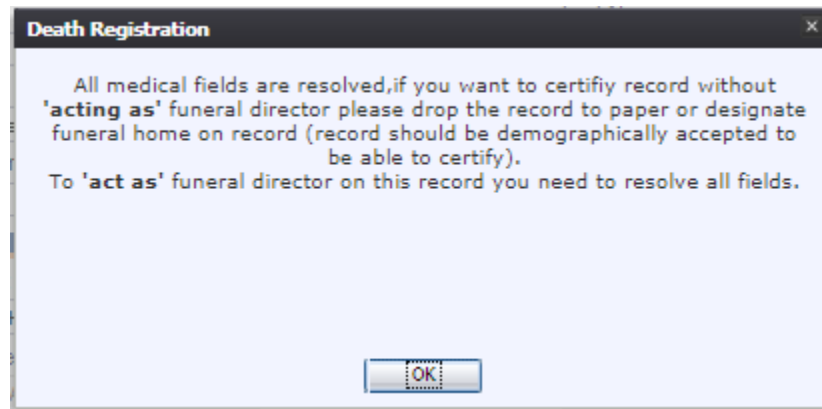


Figure 35: Drop the Record to Paper Message

- a. Click **OK** and follow the directions to drop the record to paper, or designate a funeral home.
4. 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' form with two main sections: 'DECEDENT'S INFORMATION' and 'DEATH INFORMATION'. The 'DECEDENT'S INFORMATION' section includes fields for First Name (MARVIN), Middle Name (MAX), Last Name (HENRY), and Suffix. The 'DEATH INFORMATION' section 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

5. Review the information to ensure that the correct record is being electronically verified.
6. 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 36: 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.
7. 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.
8. 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 'Medical Certification' window with the following 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
- PINASE ENTER PIN:**
 - Buttons: Preview, Cancel, Certification
 - Text: To the best of my knowledge, death occurred at the time, date, and place, and due to the cause(s) and manner stated.
 - Label: Certifier Pin: [Text Input Field]
 - Buttons: Ok, Cancel

Figure 94: Certification Statement and PIN Field

9. 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 dialog box titled 'Death Registration' contains the text: "Are you sure you are ready to certify the record?" and two buttons: "Yes" and "No".

Figure 37: Certify the Record Confirmation Message

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

The dialog box titled 'Death Registration' displays the message: "Record certified successfully." and an "OK" button.

Figure 95: Record Successfully Certified Message

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

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

1.10.2 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:

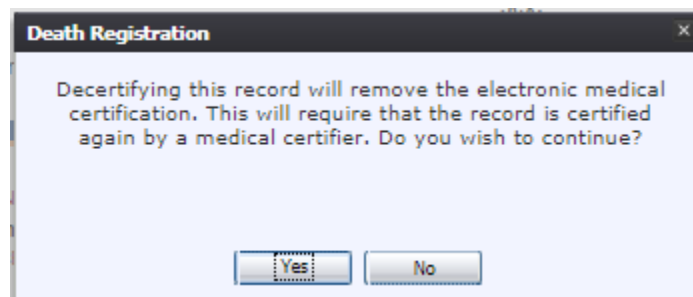


Figure 38: Decertify Record Confirmation Message

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:

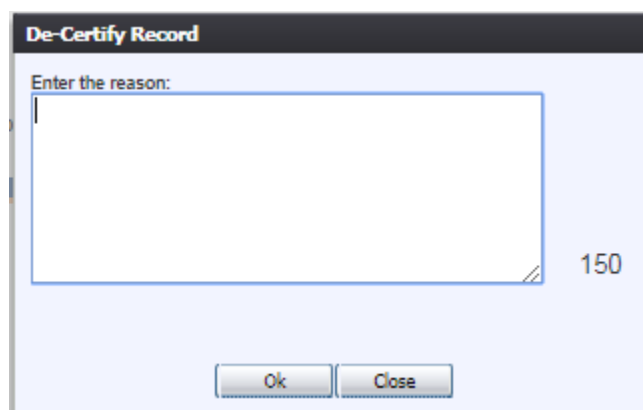


Figure 39: De-Certify Record Reason Message

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:

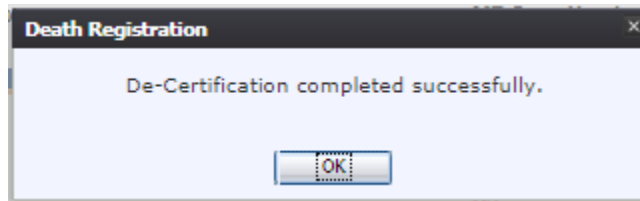


Figure 40: De-Certification Complete Message

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

1.11 Exercise 11 – 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. Ensure Medical Certification is completed.
3. 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:

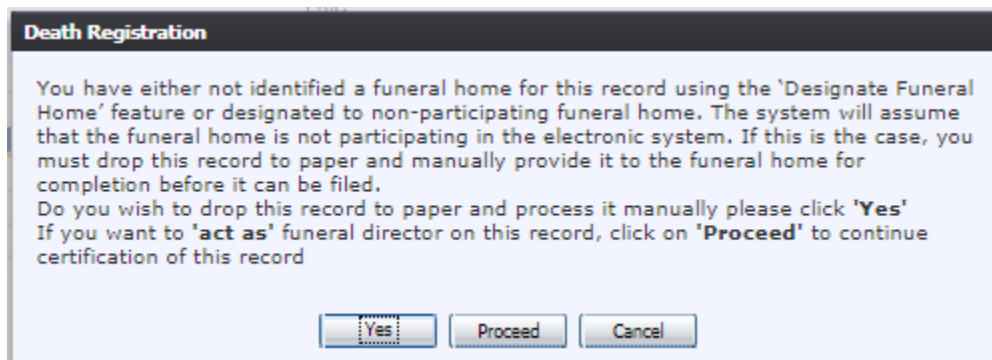


Figure 41: Drop to Paper Prompt

- a. If **Yes** is selected, then the record will not be demographically verified
 - b. If **Proceed** is selected, the record will be demographically verified.
4. A print preview of the Death Certificate Worksheet as a PDF document will load in a separate browser.

5. 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.

1.12 Exercise 12 – 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. This exercise will cover how to release a record.

1. Retrieve the 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.

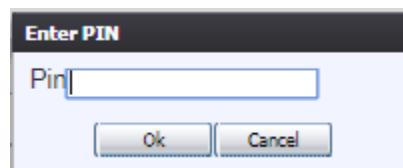


Figure 42: Enter PIN Message

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

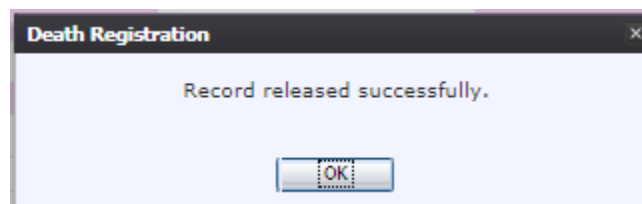


Figure 43: Record Released Successfully Message

2 Section II: Facility Statistical Correction

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

2.1 Exercise 13 – 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:

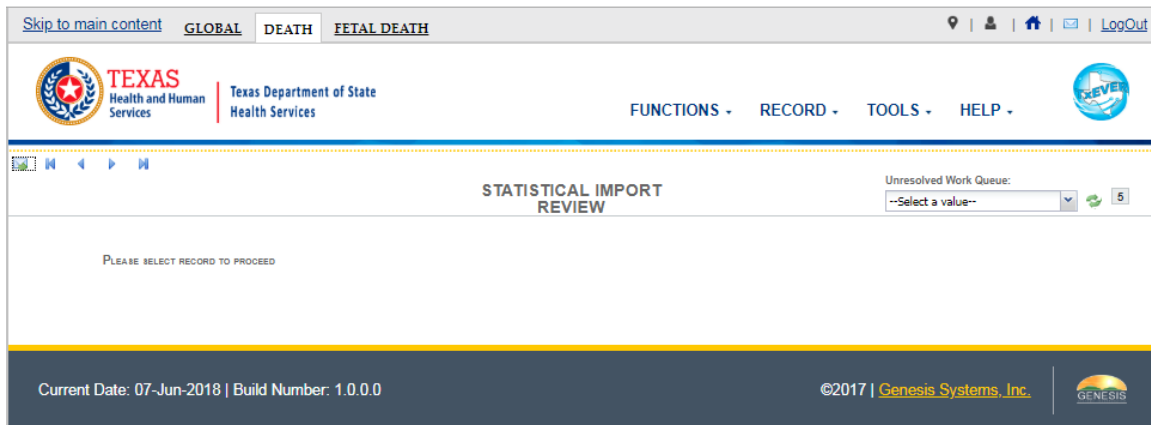


Figure 116: Main Facility Statistical Correction Screen

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

STATISTICAL CORRECTION


EDR: 000000001673 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 checked="" type="checkbox"/> Medical 1	<input type="checkbox"/> Unknown	<input type="checkbox"/> Filipino
<input checked="" type="checkbox"/> Medical 2	Decedent's Ethnicity MVR	<input type="checkbox"/> Japanese
<input checked="" type="checkbox"/> Medical 3		<input type="checkbox"/> Korean
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


5. 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.

Figure 118: Statistical Correction Screen

6. Enter the corrected value into the field.
7. For the purposes of this exercise, enter the supplemental document information in the **Document Type**, **Who Issued**, and **Issue Date** fields, and then click the **Save Document Without Scan** button .

2.2 Exercise 14 – Submit a Facility Statistical Correction

This exercise will cover the process of submitting a Facility Statistical Correction back to the State.

1. With the record on the screen, select the **Process/Submit** menu item or click the **Submit**  icon.
2. The following message will appear:

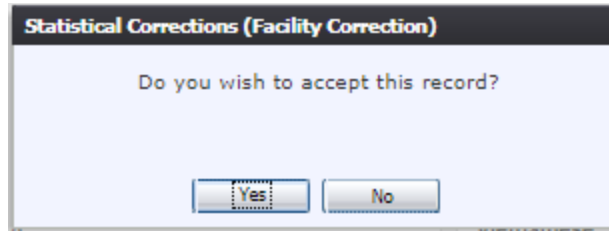


Figure 126: Record Submission Confirmation Message

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

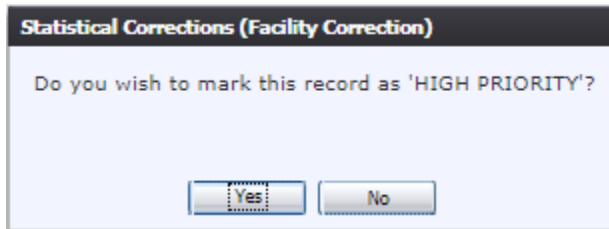


Figure 127: High Priority Record Confirmation Message

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:

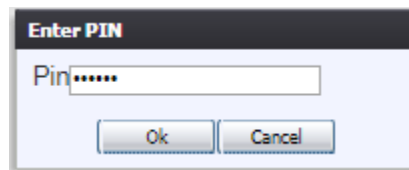


Figure 128: Enter PIN Screen

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

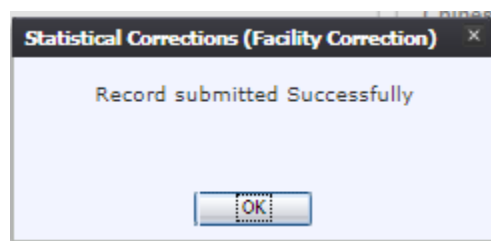



Figure 129: Record Submitted Successfully Message

2.3 Exercise 15 – 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.

2.4 Exercise 16 – 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. This function rejects record corrections where the original input was correct. This exercise will cover rejecting Facility Statistical Corrections.

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:

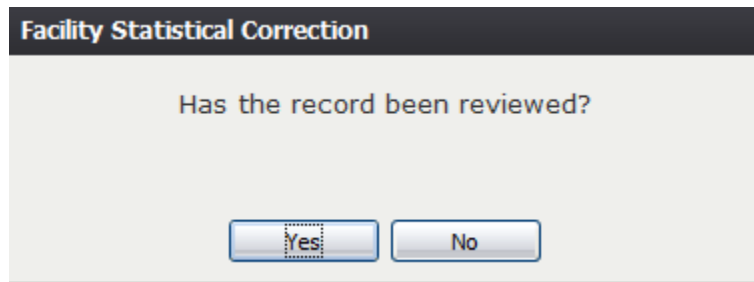


Figure 130: Record Review Confirmation Message

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:

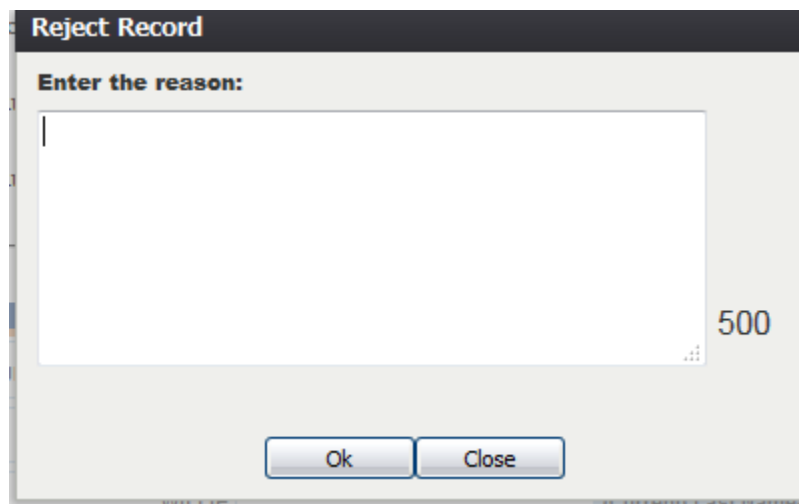


Figure 131: Reject Record Comment Screen

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.

3 Section III: Medical Amendment

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

3.1 Exercise 17 – 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. This exercise will cover how to start a Medical Amendment

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

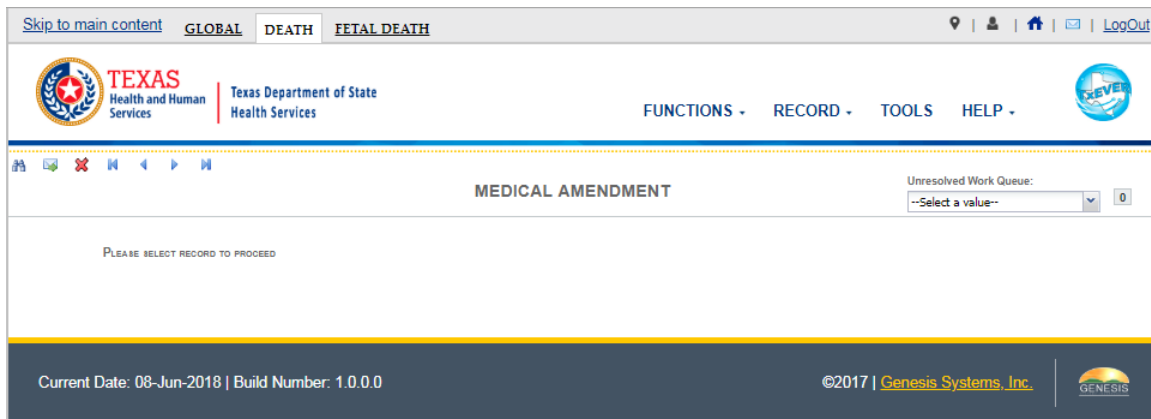


Figure 44: Medical Amendment Initial Load Screen

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						Record Information		
EDR Number:	<input type="text"/>					State File Number:	<input type="text"/>	
Date Of Death: (ex: 00/00/2012 if month and day are not known, 02/00/2012 if day is not known.)	*	<input type="text" value="00/00/2018"/>						
Decedent's First Name:	<input type="text"/>							
Decedent's Middle Name:	<input type="text"/>							
Decedent's Last Name:	<input type="text"/>							
Decedent's SSN:	<input type="text" value="- - -"/>							
Decedent's Presumed Information								
Medical Record Number:	<input type="text"/>							

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	486-46-2481	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 45: 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.

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FUNCTIONS - RECORD - TOOLS HELP -

Search
Process Medical Amendment
Abandon

Work Queue: JEFFERSON, JEMS, 03/27/2018 4

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:	SAM
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 46: Medical Amendment View Screen

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




Figure 47: Add Medical Amendment Confirmation Message

- Select **Yes** to add a medical amendment.
 - Select **No** to cancel and return to the Medical Amendment view screen
- 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:
Medical 1	CERTIFIER	
Medical 2	Certifier Type: CERTIFYING PHYSICIAN	Certifier Name: KING P WOODLOCK
Medical 3	Certifier Office Name: ABONA MEDICAL OFFICE	Certifier Title: MD
Comments	Street Address: A-12	State/Country: TEXAS
Activity:	County: ABONA	City/Town: ABONA CITY
Field Name:	Zip: 12345	Zip Ext: 1234
Field Status:	Certifier License: 123456790	Date Certifier Signed: 03/27/2018
Action: Retrieving Record	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 48: 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
Medical 1	Time Of Death: 01:13	Time Of Death Indicator: PM
Medical 2	Comments	
Medical 3		
Comments		
Activity:	Save	
Presumed Date Of Death: 03/27/2018		
Field Status: Resolved		
Action: Updating Record		

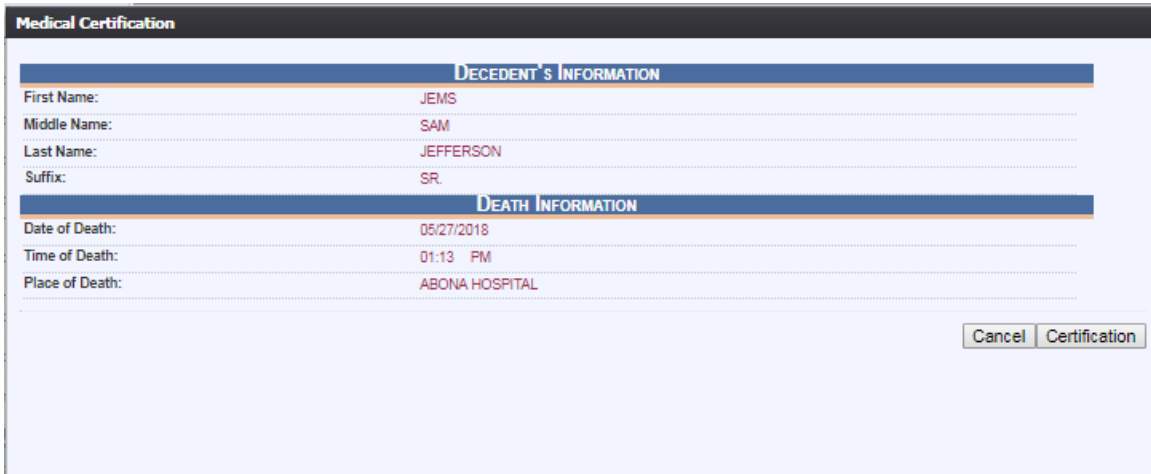
Figure 49: Medical Amendment Edit Screen

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

3.2 Exercise 18 – Submit a Medical Amendment

This exercise will cover how to submit a Medical Amendment once all changes for the amendment have been made.

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 form titled "Medical Certification". It is divided into two main sections: "DECEDENT'S INFORMATION" and "DEATH INFORMATION".

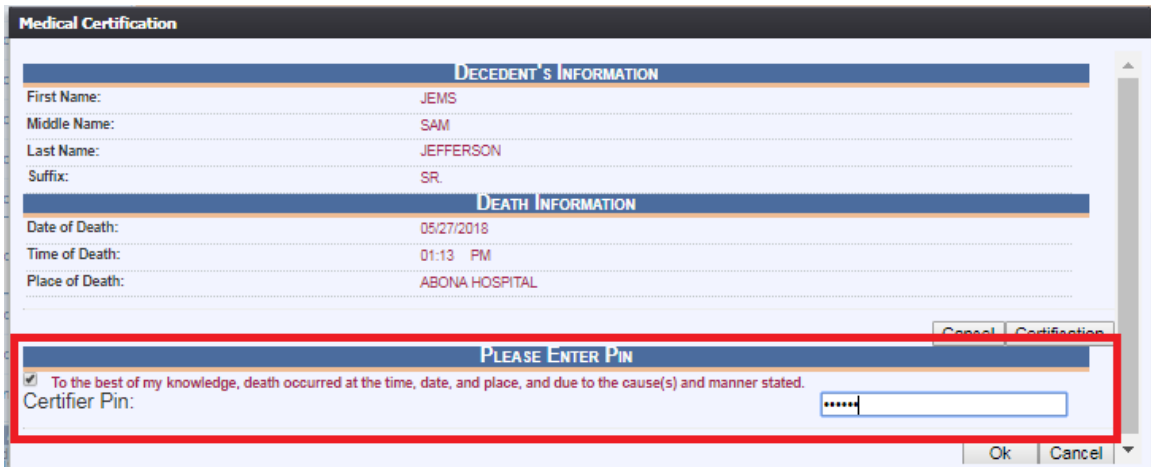
DECEDENT'S INFORMATION	
First Name:	JEMS
Middle Name:	SAM
Last Name:	JEFFERSON
Suffix:	SR.

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 50: 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" form as in Figure 50, but with a new section at the bottom highlighted by a red box. This section is titled "PLEASE ENTER PIN".

It contains a checked checkbox 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 a label "Certifier Pin:" followed by a text input field with a masked PIN (represented by six dots).

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

Figure 51: Certification Message

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

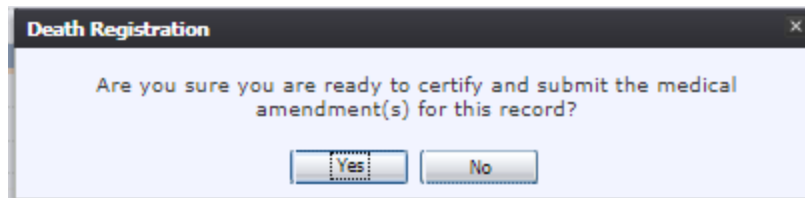


Figure 52: Certification Confirmation Message

- 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:

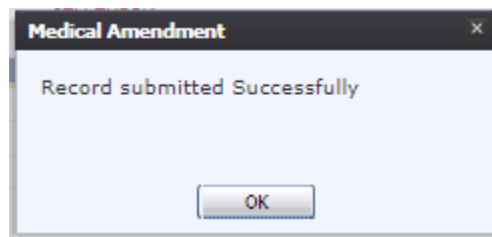


Figure 53: Record Submitted Successfully Message

4 Section IV: Generating Reports

This section discusses the reports that are available to Medical Certifiers. Each of these reports are available to authorized users and can be set with specified parameters. The available reports are:

- **Death Records – Filed by Medical Certifier Location Report:** This report is a listing of all records filed by a specific medical certifier location. To access this report, go to **Reports/Death Records – Filed by Medical Certifier Location Report**.
- **Demographic Amended Records Report:** This report provides information on all records which had demographic amendments made at your location, as well as what information was changed.
- **Facility Delinquent Report (UnCertified):** This report provides information on delinquent un-certified records from your facility.
- **Fatalities by County by Month Report:** This report provides information on the fatalities that occurred in a set county during a set period of time determined by the user.
- **ME/JP Case Totals Report:** This report provides information on the number of deaths registered per ME/JP per manner of death.
- **Medical Certifiers – Jurisdictional Manner of Death Reporting (ME) Report:** This report provides a list of records registered by medical certifiers in a specific area including manner of death.
- **Pending Cause of Death Report:** This report provides a list of all records by the facility that are listed as having a pending cause of death.
- **Timeliness by Medical Certifier Type Report:** This report provides information regarding the number of deaths registered by the county and medical certifier type, and what percentage of records were registered within 10 days.

4.1 Generating a Report

This exercise will cover how to generate a report in the TxEVER Death Module. In this example, you will generate the **Death Records – Filed by Medical Certifier Location** report.

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

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

3. Enter the **Date of Death (From)** and the **Date of Death (To)**.
4. The **Facility Name** will auto populate to the location you are set to.
5. Select a User from the dropdown. This field can also be left blank to pull the report for all users.
6. Select **Excel** or **PDF** for the report's format.
7. Print the document from the **PDF** window or from **Microsoft Excel**.
8. 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.

5 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