DAVE ™ One Integrated System for All Your Vital Record Business Needs



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Maine Death Module Medical Facility User Training Exercises

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(Updated April, 2019)

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Section 1: General DAVETM Navigation

Exercise 1.1 – Logging Into DAVETM

Skill Learned: How to log into the **DAVETM** application.

- 1. Double click the **DAVETM** icon on your desktop or select **DAVETM** from the Favorites Bookmark) from within your web-browser.
- 2. Enter your User Name and Password.
- 3. Click the **Login** button.

Maine Department of Health a	and Human Services	
Username:	Password:	
Version #: 18.2.7.57215		Login
Forgot your password?		

4. If your **User Name** is associated with more than one office, then you must also make a selection from the office list.

Maine		
Department of Health and Human	Services	
Select your Office: Alfond Center for Health	Select the appropriate office.	
Maine Medical Center		
Northern Light Acadia Hospital		
Version #: 18.2.7.57215	Cancel	1

5. You should now be logged into the **DAVETM** application **Home** page with the **Current Activities** and **Messages** Fast Links displayed.



Exercise 1.2 – Messages

Skill Learned: Basic Navigation within the Messages window.

The Messages Fast Link is one of two Fast Links that displays upon logging into DAVE™.

Retrieve Messages

1. Select the **Messages** fast link to open the **Messages** window. Some **Messages** are text messages sent from one system user to another, while others are automatically system generated during the registration process.



Note: Messages can also be accessed from the Main menu on the Home page.

Acadia Hospital		
<u>M</u> ain	Lif <u>e</u> Events	
Home		
Change Office Change Password		
Current	Activities	
Logout		

The **Messages** window is a grid that displays all the messages that have been sent to the user or current office (the office selected at login.) To read a message, click the blue hyperlink in the **From** column. The **Message Text** column displays all or a portion of the message that was sent, depending on message length. **Date Sent** displays the date and time the message was sent. Notice that the **Remove from List** button is initially grayed out or disabled.

2. Click any of the blue hyperlinks in the **From** column of the **Messages** window to read that specific message.

Messages		Send Message Remove from L	List
From	Message Text	Date Sent	
Cecile Sprout	Case 37837 - Approved Martin Mann	9/9/2013 8:38:23 AM	
		Total records : *	1

3. The **Message** window is a popup that appears on top of the **DAVETM** page. After reading the message, click the **Close** button.

Message		×
Message		
From: Sender Office: Subject: Date Sent: Message Text:	Cecile Sprout Office of Vital Records Registration Registered Monday, September 09, 2013	
WESSAUE TEAL	Case 37837 - Approved Martin Mann	<
	Clos	е

4. Place a checkmark in the checkbox next to the **Date Sent** column header.

lessages		Send Message Remove fr	om List
From	Message Text	Date Sent	✓
Cecile Sprout	The amendment submitted for: 54415; ; David Drake, Event Date: Aug-21-2014 has been Approved.	8/21/2014 12:31:35 P	M
Cecile Sprout	An Amendment has been submitted for approval for: Case Id: 54415 ; David Drake, Date of Death: Aug-21-2014.	8/21/2014 12:31:09 PI	м 🔽

5. Notice that the **Remove from List** button is now active. Clicking the **Remove from List** button with the **Date Sent** checkbox selected will delete all selected messages from the list.

Note: Deleted messages cannot be restored. <u>Do not</u> delete messages unless you are sure that you will not need them.

- 6. Remove the checkmark from the checkbox next to the **Date Sent** column header and place a checkmark in any of the boxes next to a single message.
- 7. Click the **Remove from List** button to remove a single message from the list.

Messages		Send Message Remove from	m List
From	Message Text	Date Sent	
Cecile Sprout	Case 37837 - Approved Martin Mann	9/9/2013 8:38:23 AM	
		Total records	ls : 1

Create Messages

1. To create a message click on the **Send Messages** button.

N	lessages	Ser	nd Message Remove fro	om List
	From	Message Text	Date Sent	
	Mike Lee Examiner	Case Id: 317360 - Bryan Berry, Date of Death: May-09-2017 has been reviewed. This referral action for this case was: Accept Referral.	5/9/2017 1:13:21 PM	

2. The **Send Message** box will open. Click the **Recipients** link to open the **Choose Recipient** box.

Send Messa	ge		
Recipients:	Remove Recipient		
Send By:	Notify		
Subject:			
			~
	🚍 Messages	×	
	Choose Recipients	~	
	Search Type of Search Person		
	Type of Search Person V Name First Last: Search		
	No data found.		
	Add		
	—		
	Selected Recipients		~
	No data found.		
			d Cancel
	Remove		
	Save Cancel	\sim	

- 3. In the **Choose Recipients** box, the Type of Search defaults to 'Person'. A search can also be made on an 'Organization'.
- 4. Type in the first and last name of the person you wish to send a message to. Select the **Search** button.

🗐 Messages	×
Choose Recipients	~
Search	
Type of Search Person	
Name First : Jack Last : Hall Search	
No data found.	
Add	
Selected Recipients	
No data found.	
Remove	
Save Cancel	\sim

5. Place a checkmark in the checkbox next to the name of the person you wish to send a message to.

📰 Messag	es			×
Choose F	Recipients			~
Search				
Type of Se	earch Person			
Name	First : Jack	Last : Hall	Search	
	Name	Туре		
	Hall, Jack	Medical Certifier		
			Total records : 1	
Add				
Selected F	Recipients			
No data	found.			
Remove				
				Save Cancel 🗸

- 6. Click the **Add** button.
- 7. Click the **Save** button. The name will appear near the **Recipients** link.

Send Messa	ge		
Recipients:	Name	Туре	
Necipienta.	🗌 Hall, Ja	ack Medical Certifier	Remove Recipient
Send By:	Notify	\checkmark	
Subject:	•		

8. To remove a Recipient, place a checkmark in the checkbox next to the name in the **Selected Recipients** section and click on the **Remove Recipient** button. Click the **Save** button.

📰 Messages	5			×
Choose R	ecipients			~
Search Type of Sea	arch Person 🔽			
Name	First : Jack	Last : Hall	Search	
	Name	Туре		
	Hall, Jack	Medical Certifier		
			Total records : 1	
Add Selected Re	ecipients			
	Name		Туре	
	Hall, Jack		Medical Certifier	
			Total records : 1	
Remove]			
			Save	\sim

9. You will be returned to the **Send Message** screen. Next, select the **Send By** dropdown. Select one of the three available methods you wish this message to be received: Email and Notification, Email, or Notify.

Send Mess	je	
Recipients:	Name Type	
• Send By:	Email Notify	
Subject:		
	f Email and Notification is selected, both an Email and e sent to the recipient. f "Email" is selected, only an Email will be sent to the	
	f "Notify" is selected, only an internal Message will be	-
		Send C

10. Next, type in a subject.

Send Messa	ige			
Recipients:	•	Name	Type k Medical Certifier	Remove Recipient
Send By:	•	Email and Notif	ication 🔽	
Subject:	•	This is a test me	essage	
Please review	v this	case. Thank yo	ou.	

- 11. Type in your message. Please remember to sign your name on the message.
- 12. Click the **Send** button. A popup will appear to confirm the message was sent.

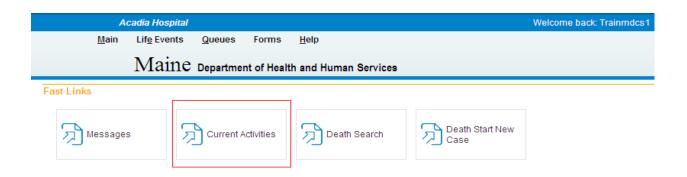


Exercise 1.3 – Current Activities

Skill Learned: Basic navigation within the Current Activities pane.

The Current Activities is another Fast Link that displays upon logging into DAVETM.

1. Select the **Current Activities** Fast Link to open the **Current Activities** window.



The **Current Activities** window displays a listing of the **Queues** that contain records requiring immediate attention. In the example below, there is 1 record in the <u>Certification Required</u> queue needing attention. This record is 21 days old.

2. Click the <u>Certification Required</u> link (or other **Queue Name** link) to open the **Search by Registration Work Queue** page allowing access to the record(s) in the queue.

Current Activities						
Queue Name	Туре ↓	Count	Age of Oldest in Days			
Certification Required	Death	1	21			
			Total Queues : 1			

3. Review the various fields on the **Search by Registration Work Queue**. We will look at how to access and edit records in the **DAVETM** application elsewhere in these exercises.

Queue:	Certi	fication Requir	red - Death 💌	Search Type:	~	Value:	
Display	15	rows per pag	ge.	Filter:	~		
						Search	Show All Rows Clear Retu
All	Case Id	File Number	Registrant			Date of Event †	Data Provider
	38045		Thimble, Paul			Oct-09-2013	
							Total records : *
ctions			Add			P	rint
	Event		Comments				

4. Click the **Return** button to close this page and return to the **Home** page.

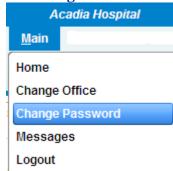
Exercise 1.4 – Change/Forgot Password

Skill Learned: How to change your DAVETM system password.

The Application Support Specialist will provide new enrollees with a password that will enable the user to log into $DAVE^{TM}$. This is a <u>temporary</u> password that must be changed when logging in for the first time.

Change your password:

1. From the **Home** page, select **Main -> Change Password**.



- 2. Enter your old or temporary password into the **Old Password** text entry box.
- 3. Enter your new password into the **New Password** text entry box. Passwords must be at least 8 characters in length and should be a combination of letters, numbers, uppercase and lowercase characters.

Change Password			
	Time left before your password expires:	39 Days, 9 Hours, 39 Minutes	
	Old Password:		
	New Password:		
	Confirm Password:		
	Security Question	What is your favorite color? 💌	
	Security Answer	*****	

- 4. Re-enter the new password in the **Confirm Password** text entry box. Note: you must enter the exact same password both times.
- 5. Answer the Security Question and Security Answer.
- 6. Click the **Save** button.

Forgot your Password

- 1. At the Login screen, type in your **Username**.
- 2. Click the <u>Forgot your password?</u> link.

Username:	Password:
Trainmdcs1	
Version #: 17.3.5.55331	Logi
Forgot your password?	

3. Type in your username and code from the image as shown below.

Request New Password	
To reset your password, enter your Username and the characters in the picture below.	
Username: Trainmecs1	
W28A4	
W28A4 Type the code from the image	
	Next Clear Cancel

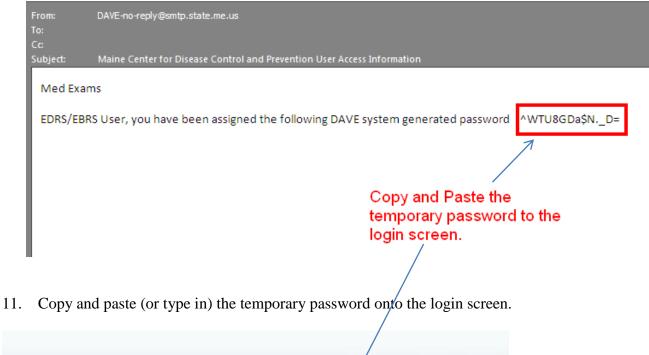
- 4. Select the **Next** button.
- 5. At "Please answer your security question below", type in the answer to the security question you completed earlier in Step 5 above of the "Change Your Password" section.

Request New Password				
Please answer your security question below.				
What is your favorite color?				
		Next	Clear Ca	ncel

- 6. Select the **Next** button.
- 7. A message will appear stating a temporary password has been sent to your email address.

Request New Password	
Password Request Successful. A temporary password has been sent to your email address.	
	Continue

- 8. Select **Continue**.
- 9. The Login screen will appear.
- 10. Retrieve the automated email message with the temporary password.



Username:	Password:
Trainmdcs1	••••••
Version #: 17.3.5.55331	Login
Forgot your password?	

Exercise 1.5 – Logging out of DAVETM

Skill Learned: How to Log out of the **DAVE[™]** application.

1. Locate and select the **Logout** button in the upper right corner of the **DAVETM** page.

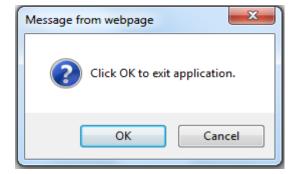


The Login screen will appear.



Or, another way to logout of **DAVETM** is to select the **Logout** link from the **Home Page>Main** menu. **DAVETM** will prompt the user to confirm if the user wants to exit the application. Click **OK** to log out of **DAVETM** or **Cancel** to remain in the application.





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Section 2: Page Controls and Features

Exercise 2.1 – Dropdown Lists

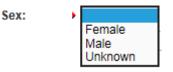
Skill Learned: How to navigate through **DAVETM** using the various fields and icons.

Dropdown lists provide you with a pre-defined list of choices. This eliminates the need to manually type in data, prevents inappropriate data from being entered, and prevents spelling errors.

1. One of the first dropdown lists you are likely to encounter is the Sex dropdown list on the main Start/Edit New Case page. To view all options in the list, click the down-arrow on the right side of the field.



2. Notice that clicking the down arrow will reveal the list of options that can be selected from to populate the field. Some dropdown lists will have more selectable options than can be displayed on one page. In those cases, a scroll bar will appear on the left side of the list.



3. It is possible to select an option from the list without actually dropping the list down. If you already know the option you want to select, just tab to the dropdown field, and type the first letter of the name of the option.



Note: If more than one word in the list starts with the same letter, typing that letter again will scroll through the list for you.

4. Once the list is highlighted, it is possible to navigate up and down through the list using the directional arrow keys on your keyboard.

Sex:	Female 🗸	With the list highlighted and "Female" selected, press the
		down-arrow button on the keyboard.
Sex:	Male	Pressing the down-arrow with "Female" highlighted
		scrolls down the list to "Male". Now press the up-arrow
		button.
Sex:	Female	Pressing the up-arow with "Male" highlighted scrolls back
		up the list to "Female".

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Exercise 2.2 – Standard Date Format

Skill Learned: How to properly enter dates into the **DAVETM** system. While processing death registrations, you will frequently be inputting dates. **DAVETM** allows you much flexibility in using several different date formats.

1. Practice entering dates using the various allowable formats shown below. Note the date format displayed is always the same regardless of the format entered.

	If user enters	:	System will d	lisplay:
MM-DD-YYYY:	Date of Death:	▶ 06-09-2004	Date of Death:	▶ JUN-09-2004 🚽
MM/DD/YYYY:	Date of Death:	▶ 06/09/2004	Date of Death:	, JUN-09-2004 5
MMDDYYY:	Date of Death:	, 06092004	Date of Death:	, JUN-09-2004 5
MONDDYYYY:	Date of Death:	🖌 jun092004 🛛 🔗	Date of Death:	, JUN-09-2004 5

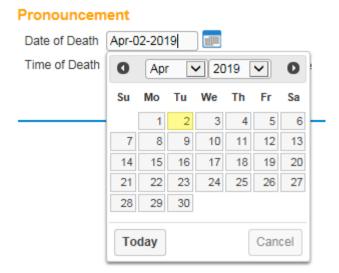
Note: In all cases a 2 digit must be entered for the Month and Day, and 4 digits for Year. The only exception is the MonDDYYYY format that allows the entry of a 3-letter abbreviation for the Month. The MonDDYYYY format also supports Mon/DD/YYYY and Mon-DD-YYYY formats.

Exercise 2.3 – Using Calendars

Skill Learned: How to use the **Calendar** control to input dates without entering them in manually.

1. In addition to manual date entry, you can also click the **Calendar icon** next to a date entry box to bring up a **Calendar** control.





2. Once displayed, there are two drop-down lists within the **Calendar** control; one for selecting the month and the other for selecting the year.

Pronouncem Date of Death Time of Death	ent Apr-02	Jan Feb Mar Apr May	20	19	9	0
	Su I	Jun	/e	Th	Fr	Sa
		Jul Aug	3	4	5	6
	7	Sep Oct	10	11	12	13
	14	Nov	17	18	19	20
	21	Dec	24	25	26	27
	28	29 30				
	Toda	ay			Can	cel

- 3. By default, the current Month, Day, and Year are displayed. Clicking the down arrow next to the month (in this example September) will open the full list. Or, type the first letter of a month can be typed for quick select or the up and down arrows on the keyboard can be used to scroll to the desired selection.
- 4. Selection of any day of any month will populate that date in the corresponding **Date Entry** text box in the MON-DD-YYYY format. For example, using "May" and "2009" in the dropdown lists and clicking on "27" will display the date format.

Date Entry Shortcut: Place the cursor inside a date field and press the F12 button on your computer keyboard. Pressing F12 will automatically populate the date field with the current system date.

Exercise 2.4 – Lookup Controls

Skill Learned: How to use **Lookup Controls** that launch **Lists of Values** that display a grid of selectable data.

1. On the **Certifier** page shown in the example below, locate the **Lookup** button. The **Lookup** control appears onscreen as a magnifying lens (). Click the **Lookup** control to launch the **Name** search field.

Certifier		Clicking the lookup launch the List of V	control () will alues search page
Certifier Type			
Certifier Name 🔍 🔽			
License Number MD2222			
First	Middle	▶ Last	Suffix
Mark		Mann	
Title	Other Specify		
Doctor of Medicine			

2. If the exact certifier name is known, enter the first and last name and click the **Search** button. The **Last Name** field also supports Wild Card searches. Entering the letter "P" with a trailing percent sign (%) character and clicking **Search** will return a list of all potentially matching certifiers with last names that begin with the letter "P." Note that First Name is not a required field.

			×
Last Name P%	First Name	Search	_
		Ca	ncel

3. The **List of Values** (LOV) below lists all the physicians' in the system with the last name beginning with the letter "P". Click the <u>Select</u> link next to any corresponding names to auto-populate the physician's name and address fields on the **Certifier** page.

ast Name∙ Þ%		F	irst Name		Searc	h	
License Number	Last Name	Suffix	First Name	Middle Name	Street Number	Street Name	
6440	Page		Lyman	Α		\$	select
13114	Painter		David	М		5	select
838	Painter	Jr	John	W		5	select
808	Painter	Jr	Stanley	L		5	select
15247	Pakiam		Anthony	S		5	select
81369	Palmer		Cynthia	J		5	select
81818	Palmer		Jens	Kersten		5	select
15118	Panesar		Gunjan			5	select
14347	Panesar		Ravinder	S		5	select
1956	Papura		William	Α		5	select
First 1 2 3	4 5 6 7	8 9	10 La	ast		Total records :	127

4. The Certifier Name and Address tab is now complete.

Certifier							
Certifier Type	~						
Certifier Name 💊 💊							
License Number MD2222							
First	Middle	Last		Suffix			
Mark		Mann					
Title	Other Specify						
Doctor of Medicine							
Certifier Address							
Edit Certifier Address							
Street Number Directional	Street Name, Rural Route, e Any Street	tc.	Street Designator		Post Directional NW 🗸	Apt #, Suite #,etc.	
City or Town	State	Cou		Zip Coo	le		
Bangor	Maine	Uni	ted States	04401			
Date Signed	Was Body Viewed a	fter Death?	V				
				Valida	ate Page	Clear Save	Return

Exercise 2.5 – Clear Data Controls

Skill Learned: In the previous exercise, we saw how to use the **Lookup** control (\bigcirc) to quickly locate a provider and enter that provider's data into a record. The **Clear** button (\bigcirc), is used to clear data from a page.

1. Locate and click the **Clear** button.

Certifier		The Clear button is used to erase data	
Certifier Type	~	from onscreen controls.	
Certifier Name 🤍 🔌 🗕		1	
License Number MD2222			
First N	liddle	▶ Last	Suffix
Mark		Mann	
Title Doctor of Medicine	Other Specify		

2. **DAVETM** displays a warning message. Select **OK** to clear the facility data or **Cancel** to keep the data as displayed.

Message from webpage	×
Are you sure y	rou want to clear the Certifier data?
	OK Cancel

3. Selecting **OK** above will clear the certifier name and address data.

Exercise 2.6 – Place Lookup

Skill Learned: How to use the Place Lookup.

1. Select the house $\widehat{}$ icon (Place Lookup) adjacent to City or Town field.

317363 :Phillip Roux May-10-2017			
/New Event/New Event/Not Registered/Unsigned/Uncertified/NA			
Place Of Death			
Type of place of death Other (Specify) Other Specify Lake Placid			
Facility Name			
Address			
Street Number Pre Directional Street Name or PO Box, Rural Route, etc. Street Designator		Apt #, Suite #,etc	
City or Town County State Country	Zip Code		
Medical Record Number			
Validate Pag	je Next (Clear	Return

2. A lookup table with dropdowns for City, County, State, Country and Zip will appear.

Places	×
Places	
Country	
Please Select	
State	
County	
City	
Zip	
Select Cancel	\sim

3. Make the appropriate selections from the dropdowns, and click the **Select** button. As each selection is made, the dropdown list below is filtered to include only those places valid for the place selected. For example, if Maine is selected, the county list will include only those counties in Maine.

Places	×
Places	
Country	
United States	
State	
Maine	
County	
Kennebec	
City	
Augusta 🗸	
Zip 04330	
Select Cancel	~

Exercise 2.7 – Tooltip

Skill Learned: How to use Tooltips.

When **Tooltips** is turned on, this permits the user to view what is required in a specific field by hovering over the field.

Was	ME Contacted?
	Enter death registration ME referral.

Tooltips can be turned on or off by the user. To turn **Tooltips** on go to the **Home** page and select the **Help** menu and place a checkmark in the **Show Tooltips** checkbox as shown below. To turn **Tooltips** off, remove the checkmark from the checkbox.

	A	cadia Hospital						
	<u>M</u> ain	Lif <u>e</u> Events	<u>Q</u> ueues	Forms	<u>H</u> elp			
Maine Department of Health and				Biometric Setup Files				
TVICIIIC Department of Health and				nearth an	Biometric	: Tester		
Fast Link	s				Medical C	Certifier Use	r Guide	_
					Show	Tooltips		

Exercise 2.8 – Predictive Text

Skill Learned: What is Predictive Text?

DAVETM can anticipate the word being entered in the registration pages for the City, State and Country fields when only a few letters are typed.

1. In the City or Town field on the Place of Birth page, key in the first 3 letters for the city of 'Augusta'. **DAVETM** will automatically bring up all the cities that begin with 'Aug'.

Place	Of Death						
Туре	of place of death Other	(Specify)	✓ Other	Specify			
Facili	ity Name						
Addre	ess						
Street	t Number Pre Directional	Street Name or PO Box, R	ural Route, etc.	Street Designator		Apt #, ional Suite #,etc	
	City or Town	County	State	Country	Zip C	Code	
	Aug]					
	August						
Medic	Augusta						
	Augusta-Richmond						
	County			1	Validate Dage	ext Clear Save	Return
	Augustine	J		l	Validate Page Ne	ext Clear Save	Return

Section 3: Record Validation

Exercise 3.1 – Status Bar

Skill Learned: How to use the **Status Bar** to help you track missing data that can prevent a death record from being properly registered. It is also a valuable tool for tracking the status of a death case.

DAVETM provides work flow and data quality management through the assignment of statuses. The death registration process consists of several sub-processes that are often completed by different users. In order to track these steps **DAVETM** assigns one or more statuses to the record when an action is performed (e.g., the **Validate Page** button is clicked) or an event occurs (e.g., a validation rule fails).

The initial status assigned to a new electronic death record is /New Event/New Event/Not Registered/NA/NA/NA. The goal of all parties in the registration process is to obtain a 'perfect' status. A perfect status indicates the highest data quality and completion of all steps in the registration process (e.g. Personal Valid/Medical Valid/Registered). Sometimes a death record may contain values which are valid; however, those values cause soft (yellow) edit rule failures (see Exercise 3.2 below for more information on edit rule failures). Therefore, it is also possible to have a registered record with a Personal Valid with exceptions / Medical Valid with exceptions.

1. The **Status Bar** is viewable from any of the **Death Registration Menu** data entry pages. Simply locate the bar at the top of the page that displays the case number, registrant name, and date of death.

	STATUS BAR	
38148 :John Peabody Oct-30-2013 /New Event/New Event/Not Registered/Unsigned/Uncertified/NA		
Pronouncement		
Date of Death Oct-30-2013 Image: Date of Death Modifier Time of Death : Image: Death Modifier	Actual date of death 👻	
	Validate Page	Next Clear Save Return

Exercise 3.2 – Record Validation and Error Correction

Skill Learned: How to validate death records and prepare them for registration.

1. Click the **Validate Page** button to validate the registration data entered into the system.

38148 :John Peabody Oct-30-2013 /New Event/New Event/Not Registered/Unsigned/Uncertified/NA			Clicking the Validate Page button reveals two types of errors: "Hard" edit rule failures			
Pronouncement Date of Death V Oct-30-2013 Date of Death Modifier V Actual date of death			(highlighted in red) and "Soft" edit rule failures (highlighted in yellow).			
Time of Death	Time of Death Modifier		V			
		Va	idate Page Next Clear Save Return			

2. When you click the **Validate Page** button, the **Validation Results** frame will list all the errors associated with that page.

Pronouncement Date of Death Oct-30-2013 Date of Death Modifier > Actua	al date of death	
Time of Death Modifier	~	
	Validate Page Next C	lear Save Return
Validation Results	List All Errors Sa	ave Overrides Hide
Error Message	Override	e Goto Field Popup
DR 6218: The time of death modifier cannot be left blank.		fix #6 fix #6
Enter the appropriate modifier for the time of death.		

3. Initially, the **Validation Results** frame will only display those errors associated with the current registration page. All the errors in the example below are related to the **Pronouncement** page. However, if you then click the **List All Errors** button,

	Clicking "L reveal the of the regis	errors	s on all pag	
Validation Results	List All Errors	s Sa	ive Override	s Hide
Error Message	0	verride	Goto Field	Popup
DR_6218: The time of death modifier cannot be left blank. Enter the appropriate modifier for the time of death.			fix 🍋	fix 🍂
DR_6221: Time of death cannot be left blank. Enter the exact time of death (hours and minutes) according to local time. One minute after 12 min entered as 12:01 a.m. of the new day. If the exact time of death is unknown, the time should be approximated by the person who pronounces death.	dnight is		fix 🙀	fix 🍋

the **Validation Result** frame will refresh and display all the errors associated with the current registration.

Validation Results	Lis	t Page Errors	Save Overrid	es Hide
Error Message	\square	Ove	rride Goto Field	Popup
DR_2566: Medical Certifier type cannot be left Select the appropriate entry to indicate the med	List All Errors button will change back to List Page Errors button.	C	fix 🏍	fix 🍋
	ed. Do not leave the interval blank. If unknown , ente		fix di	fix 😼
DR_4998: Did Tobacco Use Contribute to Deat Enter a valid value for Did Tobacco Use Contrib		[fix 🏍	fix 🏍
DR_5000: Autopsy Performed cannot be left bla Enter a valid value for Autopsy Performed. Autop	ank. Isy Performed must be either 'Yes' or 'No'; it cannot	be blank.	fix 🏍	fix 🏍
DR_5011: Referred to ME cannot be left blank Indicate whether this case was referred to an M Medical Examiner.	E/coroner. All non-natural cases must be referred to	oa [fix 👼	fix 🍋
DR_5013: Type of Place of Death cannot be lef Enter a valid value for the Type of Place of Death of Death.	t blank. n. Select an entry from the dropdown list for the Type	e of Place [fix 🍋	fix 🎜
DR_6218: The time of death modifier cannot be Enter the appropriate modifier for the time of de		[fix 🏍	fix 🏍
DR_6221: Time of death cannot be left blank. Enter the exact time of death (hours and minute entered as 12:01 a.m. of the new day. If the exact approximated by the person who pronounces d		night is	fix 🏍	fix 🍂

- 4. Notice also that the **List All Errors** button has now become the **List Page Errors** button. Clicking this button again will remove any errors not associated with the current registration page.
- 5. Click the **Hide** button to close the **Validation Results** frame. Re-validate any registration page to view the **Validation Results** frame again.

Validation Results		List Page Errors	Save Override	es Hide
Error Message	Click the Hide button to temperarily remove		Goto Field	Popup
DR_2566: Medical Certifier type Select the appropriate entry to in	Click the Hide button to temporarily remove the Validation Results frame. Re-validate any page to view the results frame again.	ſ	fix 🍂	fix 🍂
			fix 🍋	fix 🙀
DR_4998: Did Tobacco Use Co Enter a valid value for Did Tobac	ntribute to Death cannot be left blank. co Use Contribute to Death.	E	fix 🚧	fix 🏍
DR_5000: Autopsy Performed c Enter a valid value for Autopsy Pe	annot be left blank. erformed. Autopsy Performed must be either 'Yes' or 'No'; it c	annot be blank.	fix 🚜	fix 🏍
DR_5011: Referred to ME canno Indicate whether this case was n Medical Examiner.	ot be left blank eferred to an ME/coroner. All non-natural cases must be refe	erred to a	fix 🍋	fix 🍋
DR_5013: Type of Place of Deat Enter a valid value for the Type of of Death.	th cannot be left blank. f Place of Death. Select an entry from the dropdown list for th	e Type of Place	fix 🍂	fix 🍋
DR_6218: The time of death mo Enter the appropriate modifier fo		E	fix 🚜	fix 🍋
	urs and minutes) according to local time. One minute after 1. v day. If the exact time of death is unknown, the time should b		fix 🍋	fix 🎜

Error Correction Using the Goto Field Button

6. To correct an error, click the **fix M** button in the **Goto Field** column of the **Validation Results** page. This will place the cursor or "focus" in the field that needs to be corrected. Use this option if you are on a single registration page with many errors to correct.

Certifier					
Certifier Type	×	the fo	cus was sent to th	is control	
Certifier Name 🔍 🔌					
License Number MD2222					
First	Middle	▶ Last		Suffix	
Mark		Mann			
Title	Other Specify	1			_
Doctor of Medicine					
Certifier Address Edit Certifier Address Pre Street Number Direction] nal Street Name, Rur	al Route, etc.	Street Designator	Post	Apt #, nal. Suite # etc
123	Any Street				king the Goto Field
City or Town Bangor	State Maine		ited States	Z "Fix" icor	
Date Signed	was Bod	y Viewed after Death?	V	Validate Page	e Clear Return
Validation Results				List All Errors	Save Ov ides Hide
Error Message				Over	ride Goto Field Popup
DR_2566: Medical Certifi Select the appropriate ent					fix 🍋 fix 🏍

Note: "Focus" determines which onscreen element is the target of action. If a text box "has the focus", then anything typed on the keyboard appears in the text box. If a dropdown list "has the focus", the down-arrow will open the list and the up-arrow will close the list.

Error Correction Using the Popup Icon

7. Another method of correcting errors is to click the **fix M** icon in the **Popup** column

	Validate I	Page Clear	or, click Save the "fix" icon under
Validation Results	List All E	rrors Save O	Denum
Error Message	Override	Goto Field	Рорир
DR_2566: Medical Certifier type cannot be left blank. Select the appropriate entry to indicate the medical certifier type.		fix 🚧	fix #6

to launch a popup window containing the error or errors to be corrected. This functionality is useful when an error is caused by conflicting entries across multiple registration pages. Rather than searching across many pages trying to determine which field contains the error. **Popup** presents all of the conflicting fields in one window.

In the example above, a conflict between two separate fields generated error number **DR_3021**. Correcting either of the entries below may correct the issue; however, more than one correction may be needed in some cases.

📄 Validation Popup	×
Validation Popup	
DR_3021: The condition you reported in line a indicates trauma. Causes of death that are not natural or involve injury or trauma should be referred to the ME. Please verify your entry for cause of death. If your entry indicates a possible injury or trauma and the Manner of Death <> 'Natural' must be referred to ME or that the certifier must be a medical examiner.	' it
Other Factors Was ME Contacted?	
Save 0	Cancel

8. Correct the error and click the **Save** button to submit your changes. The popup will close and your changes will appear on the registration page. Click the **Close** button to close the popup without making any changes.

Overridable Errors

In certain instances, a record may still be registered, even if it contains types of errors. For those soft edit errors, a checkbox will be provided in the **Override** column.

Validation Results List All Er	rors	Save Overrides	s Hide
Error Message	Overri	de Goto Field	Popup
DR_3002: Interval for line a cannot be left blank. Provide the best estimate of the interval between the presumed onset of each condition and death. The terms 'approximately' and 'unknown' may be used. Do not leave the interval blank. If unknown , enter 'unknown.'		fix 🏍	fix 🍂
DR_3003: Interval for line b cannot be left blank. Provide the best estimate of the interval between the presumed onset of each condition and death. The terms 'approximately' and 'unknown' may be used. Do leave the interval blank. If unknown , enter 'unknown.'		fix 🎜	fix 🍋

9. Place a checkmark (☑) in the **Override** box next to the error to be overridden and click the **Save Overrides** button. This allows you to process a death record even if some errors are present.

Note: After clicking Save Overrides, re-validate the page by selecting the Validate Page button.

Note: If a checkmark is placed in the Override checkbox, and later the error is fixed, take the checkmark out of the checkbox, and select the Save Override button again. This will remove the error from the Validation Results page, and remove the hard edit (highlighted in red).

In the example below the data was corrected, therefore the checkmarks were removed and the Save Overrides button was selected.

Death Registration Menu	317352 :Wendy Denver May-05-2017
Personal Information	/Personal Invalid/Medical Invalid/Not Registered/Unsigned/Uncertified/N Now that data was keyed in to fix the
✓ Decedent	Required error messages, de-select the
Medical Certification	Cause of Death checkmarks in the Override checkboxes
× Pronouncement	NCHS Recommendations for Entry of Cause of Death and select the Save Overrides button to
× Place of Death	Enter the chain of events- diseases, injuries, or complications- that direct
Cause of Death	arrest, respiratory arrest or ventricular fibrillation without showing the etic one cause on a line. Add additional lines if necessary.
X Other Factors	one cause on a me, Aud additional mes in necessary. Sequentially list conditions, if any, leading to the cause listed on line a. E
Certifier Other Links	events resulting in death) LAST.
Attachments	Cause of Death Approximate Interval
Comments	Onset to Death
Print Forms	Immediate Cause (Final disease or condition resulting in death)
Refer to Medical Examiner Relinguish Case	PART I Acute Myocardial infarction
Request Non Affiliated Certification	Due to or as a consequence of
Transfer Case	Arteriosolerotic heart disease
Validate Registration	Line b
Switch User	Due to or as a consequence of
	Line c
	Due to or as a consequence of
	Line d
	PART II Other significant conditions
	Validate Page Next Clear Save Return
	Validation Results List All Errors Save Overrides Hide
	Error Message Override Goto Field Popup
	DR_3002: Interval for line a cannot be left blank. Provide the best estimate of the interval between the presumed onset of each condition and death. The terms iapproximately and 'unknown' may be used. Do not leave the interval blank. If unknown , enter 'unknown.' fix black
	DR_3003: Interval for line b cannot be left blank. Provide the best estimate of the interval between the presumed onset of each condition and death. The terms iapproximately' and 'unknown' may be used. Do leave the interval blank. If unknown , enter 'unknown.'

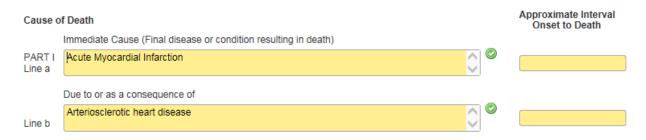
Death Registration Menu Personal Information ✓ Decedent	317352 :Wendy Denver May-05-2017 /Personal Invalid/Medical Invalid/Not Registered/Unsigned/Uncertified/NA/FIPS Coding Required Cause of Death	Required/Personal Pending/Medical Pending/ICD Coding
Medical Certification	NCHS Enter arrest electing Save Overrides will change the red edit to a green edit.	DO NOT enter terminal events such as cardiac REVIATE. DO NOT ENTER OLD AGE. Enter only NG CAUSE (disease or injury that initiated the
Attachments	Cause of Death	Approximate Interval Onset to Death
Comments Print Forms Refer to Medical Examiner Relinquish Case	Immediate Cause (Final disease or condition resulting in death) PART I Acute Myocardial infarction Line a	2 days
Request Non Affiliated Certification Transfer Case Validate Registration Switch User	Due to or as a consequence of Arteriosclerotic heart disease Line b	0 vears

10. There are two types of errors in **DAVETM**: Hard and Soft. Hard edits are highlighted on screen in red. Soft edits are highlighted on screen in yellow.

Certifier			
Certifier Type	\checkmark		
Certifier Name 🔍 📐			
License Number MD2222			
First	Middle	▶ Last	Suffix
Mark		Mann	
Title	Other Specify		
Doctor of Medicine			

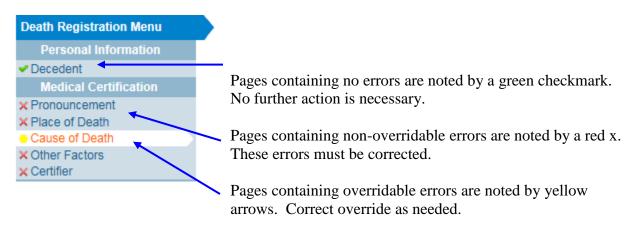
Notice that the **Certifier Type** field is highlighted in red. Registration will not be permitted until this error has been corrected.

The **Approximate Interval Onset to Death** field is highlighted in yellow. Using the **Override** feature described above, this entry can be accepted as submitted and registration permitted.



Additionally, notice that certain pages on the various registration menus are marked with a red \mathbf{x} , yellow \mathbf{a} or a green \mathbf{v} .

These symbols serve as indicators as to which pages contain errors and which pages pass validation.



For example, pages marked with a green checkmark \checkmark contain no errors.

Pages marked with a red x \times contain hard edit rule failures that must be corrected before registration can be completed.

Pages marked with a yellow dot - contain soft edit rule failures that may be overridden or that have already been overridden.

Note: Anytime the Validate Page button is clicked the system will evaluate all pages and mark them accordingly with red, yellow, or green indicators.

Exercise 3.3 – Duplicate Record Resolution

Skill Learned: How to use the <u>Potential Duplicates</u> link to resolve duplicate records.

1. When the **Validation** button is activated from any of the **Death Registration Menu** pages, the **DAVETM** system runs a search for potential duplicate records. This is done to prevent the creation of duplicate death registrations.

Decedent

Decedent	's Legal Name							
Prefix	First	Middle	Other Middle	Last		Suffix		
	John			Peabody				
Aliases								
Add/Edit A	Alias Names							
Gender Male	Social Sect	irity Number	e 🔾 Unknown					
Date of Bi	rth Ye	Under 1 Yea ears Months Days	Hours Minutes		SSN Verification Statu UNVERIFIED (0)	IS		
Decedent	's Birth Place							
City or To	own St	ate	Country United States					
Ever in US	Armed Forces?	~						
					Validate Page	Next Clea	ar Save F	Return
Validati	on Results				List All	Errors Save	• Overrides	Hide
Error Mes	ssage				Override	Goto Field	Popup	
_	: One or more record rify this case is not a	· · · · · · · · · · · · · · · · · · ·				fix 🚜	fix d	96

2. If **DAVETM** finds potential duplicates, an error message will appear in the **Validation Frame** containing the following message and link:

÷.		 	10	
- 8	DR_0055: One or more records currently exist for this decedent. Please verify this case is not a duplicate <u>Potential Duplicates</u>	fix 🍋	fix 🏍	

3. Click the <u>Potential Duplicates</u> link to open the **Duplicate Resolution** page. This page lists all of the records in the **DAVETM** database that have been identified as potential duplicates. Please note that all records may not be accessible. Access to the records displayed is based on the user's security profile. If one of the duplicate cases is not owned by the current office, it will be disabled.

_		_		
D	dicat	to D.	ocoli	ution
Dui		le ru	eson	uuon

Case Id	Decedent's Name	Date of Death	Gender	Place of Death	Date of Birth	
38148	Peabody, John	Oct-30-2013	Male	Penobscot		Compar
38153	Peabody, John	Oct-30-2013	Male	Penobscot		Compar
					T	otal records : 2
Current Case						
Date of Deat Gender: Mal	Vame: John Peabody h: Oct-30-2013 e United States ctor:		File Number: City or Town of County: Penobs SSN: Date of Birth:			
	ifier: Medicine Man th: Acadia Hospital		File Date:			
	I: OCT-30-2013			y: Medicine Man		
Status: /Per Pending	sonal Invalid/Medical Invalid/Not R	egistered/Unsigned/Uncertified/	NA/FIPS Coding Req	uired/Death Potential Duplic	ate/Personal Pending/Medical	

- Return to Rule Failures
- 4. Click the <u>Compare</u> link to open a **Preview** window. This will display a summary of the record to help you determine whether the record you are currently working on is, in fact, a duplicate record. If the **Preview** window does not provide enough information, then click the <u>Decedent's Name</u> link to open the actual record.

	Decedent's Name	Date of Death	Gender	Place of Death	Date of Birth	
38148	Peabody, John	Oct-30-2013	Male	Penobscot		Select
38153	Peabody, John	Oct-30-2013	Male	Penobscot		Compar
					Т	otal records : 2
Current Case	•					
Case Id: 38	153		File Number:			
Decedent's	Name: John Peabody		City or Town of			
	th: Oct-30-2013		County: Penobs	scot		
Gender: Mal	e United States		SSN: Date of Birth:			
Residence: Funeral Dire			Date of Birth:			
Funeral Hor						
	tifier: Medicine Man					
	ath: Acadia Hospital		File Date:			
	d: OCT-30-2013		Last Updated by	y: Medicine Man		
Status: /Per Pending	sonal Invalid/Medical Invalid/Not F	egistered/Unsigned/Uncertified/	NA/FIPS Coding Req	uired/Death Potential Duplic	ate/Personal Pending/Medical	
Potential Dup	licate Case					
Case Id: 38	148		File Number:			
	Name: John Peabody		City or Town of			
	th: Oct-30-2013		County: Penobs	scot		
Gender: Mal	le United States		SSN: Date of Birth:			
Residence: Funeral Dire			Date of Birth:			
Funeral Hom						
	tifier: Medicine Man					
			File Date:			
Medical Cer	ath: Acadia Hospital		The Date.			

5. When you have finished looking over the opened record, click the **Return** button at the bottom of the page to return to the **Duplicate Resolution** window.

/Personal Invalid/Medical Invali Coding Reguired	id/Not Registered/Un:	signed/Uncertified/N/	A/FIPS Coo	ding Required/Personal	Pending	/Medical	Pending	g/ICD
Decedent								
Decedent's Legal Name								
Prefix First	Middle	Other Middle	Last Peabody	1	Suffix			
Aliases								
Add/Edit Alias Names								
Gender Social Sect Male 💽	urity Number	e 🔿 Unknown						
Date of Birth Ye	Under 1 Yea ears Months Days	Hours Minutes	/erify SSN	SSN Verification Statu UNVERIFIED (0)	s			
Decedent's Birth Place								
City or Town S	tate	Country United States						
Ever in US Armed Forces?	~							
				Validate Page	Next	Clear	Save	Return

38148 :John Peabody Oct-30-2013

6. If you are certain the record you are working on is not a duplicate, then click the **Return to Rule Failures** button to return to the new record.

If a duplicate record has been created in error, contact the Vital Records' EDRS Help Line to have one of the duplicate cases abandoned.

Case Id	Decedent's Name	Date of Death	Gender	Place of Death	Date of Birth	
38148	Peabody, John	Oct-30-2013	Male	Penobscot		Compare
38153	Peabody, John	Oct-30-2013	Male	Penobscot		Compare
					To	al records : 2
Current Case	153		File Number:			
	Name: John Peabody :h: Oct-30-2013 le		City or Town of County: Penobs SSN:			
Residence:	United States		Date of Birth:			
	ctor:					
Funeral Dire						
Funeral Hon						
Funeral Hon Medical Cer	tifier: Medicine Man		File Date:			
Funeral Hon Medical Cer Place of De			File Date: Last Updated by	/: Medicine Man		
Funeral Hon Medical Cer Place of De Date Entere	tifier: Medicine Man ath: Acadia Hospital	egistered/Unsigned/Uncertified	Last Updated by		ate/Personal Pending/Medical	

7. Place a checkmark in the checkbox located in the **Override** column and click the **Save Overrides** button.



Section 4: Start/Edit New Case

In the exercises that follow, you will learn how to use the **Medical Certification** pages of the **DAVETM** application to process and certify a death record.

Exercise 4.1 – Required Fields

Skill Learned: How to complete and execute the Start/Edit New Case page.

1. From the Home page, select Life Events -> Death -> Start/Edit New Case.

Acad	ia Hospital			
<u>M</u> ain L	if <u>e</u> Events	<u>Q</u> ueues	Forms	<u>H</u> elp
M	ath 🕨 Loca	ate Case	a	nd Human Services
	Star	t/Edit New C	ase	
Fast Links				
Messages	5	Current A	ctivities	Death Locate Case

This will bring up the Start/Edit New Case page shown below. Notice that First, Last, Date of Death, and Sex are all marked with a red indicator (). Fields denoted by red indicators are required entries that must be completed before you will be allowed to proceed.

Death Sta	art/Edit New Case		 	
Deceder	nt's Information			
First:	•	Last:	Date of Death:	
Sex:		SSN:	 Data of Birth	
Case Id:		ME Case Number:	Tip: When on a date f keyboard will system-	ield, selecting F12 on the fill the date with the
Place of De	eath Location Type: Cou	unty Place of Death:	 current date.	
				Scarcin

Note: Before you will be allowed to create a new Death Record you must first search for an existing record. This is to prevent the creation of duplicate Death Records.

- 3. Once you have filled in the required fields, click the **Search** button to proceed or, if you need to, click the **Clear** button to clear all entries and start over.
- 4. If no matching records are found, you will be allowed to begin creating a new record by clicking the **Start New Case** button. To begin a new search, click the **New Search** button.

Results		
There are no cases that match the c If this is a new case, select the Start	riteria you have entered. New Case button or select the New Search button to perform a new search.	
	If no matching records were found, click the Start New Case button to create a new file.	Start New Case New Search To begin a new search
		with new search criteria click the New Search button.

5. If a matching event was found (e.g., the record may have already been started by a funeral practitioner), click the blue hyperlink in the **Decedent's Name** column to open the record. A popup (shown below) will appear asking if the certifier wants to assume responsibility for the certification. Click **OK** to assume responsibility or **Cancel.**

Case Id	Decedent's Name	Date of Death	Gender	Place of Death	Date of Birth	
38157	Caper, Johnny	Oct-30-2013	Male			Previev
					To	tal records : 1

A	cadia Hospital					Welc
<u>M</u> ain	Lif <u>e</u> Events	<u>Q</u> ueues	Forms	<u>H</u> elp		
\mathbf{N}	laine Dep	artment of I	lealth and	Human Services		
h Search R						
Case Id	Decedent's	Name		Date of Death	Sex	Place of Deat
317367	Moser, Man	۷.		May-10-2017	Female	
		💽 re	he Case you	I have selected has not b for the medical certifica list.		
					ОК	Cancel

For the purposes of this exercise the Search results did not bring up any matching cases. Select **Start New Case**.

Note: All the column headers on the search Results page have blue hyperlinks. Clicking any of these links will re-sort the table data accordingly.

6. Click the **Start New Case** button. The **Decedent** page will appear.

Acadia Hospital	Welcome back: Trainmdcs1
<u>M</u> ain Lif <u>e</u> Events <u>Q</u> ueues Forms <u>H</u> elp	
Maine Department of Health and Human Services	
Death Search Results	
There are no cases that match the criteria you have entered. If this is a new case, select the Start New Case button or select the New Search button to perform a new search.	
	Start New Case New Search

Acadia Hosp	Dital	Welcome back:	Trainmdcs1 Logout
<u>M</u> ain Lif <u>e</u> Eve			
Maine	Department of Health and Human Services		
Death Registration Menu Personal Information Decedent Medical Certification	317353 :Paul Page May-05-2017 /New Event/New Event/Not Registered/Unsign Decedent	ed/Uncertified/NA	
Pronouncement Place of Death Cause of Death Other Factors Certifier	Decedent's Legal Name Prefix First Middle Paul Aliases Add/Edit Alias Names	Other Middle Last Page	Suffix
Other Links Attachments Comments Print Forms Refer to Medical Examiner Refunquish Case Request Non Affiliated	Unde	ne Unknown r 1 Year Under 1 Day s Days Hours Minutes SSN Verifica	
Certification Transfer Case Validate Registration Switch User	Decedent's Birth Place City or Town State	Country United States	
	Ever in US Armed Forces?	Vali	date Page Next Clear Save Return

Exercise 4.2 – Decedent

Skill Learned: How to complete the **Decedent** page.

The decedent page is normally completed by the funeral practitioner. The only fields that are enabled for the medical certifier to edit are the **Decedent's Legal Name** and **Sex** field.

Note: The Aliases tab is disabled for Medical Examiner and Medical Facility users.

Exercise 4.3 – Pronouncement

Skill Learned: How to complete the **Pronouncement** page.

Pronouncement							
Date of Death May-05-2017	间 Date of Death Modifier 🕨	Actual date of death	~				
Time of Death	Time of Death Modifier		\checkmark				
			Validate Page	Next	Clear	Save	Return

- 1. **Date of Death** will be auto-filled based on the date entered on the **Start Edit New Case** page.
- 2. The **Date of Death Modifier** will default to "Actual date of death". If the **Date of Death Modifier** is not "Actual date of death", select the correct choice from the dropdown list.

Pronouncement				
Date of Death May-05-2017 Time of Death	Date of Death Modifier >	Actual date of death Approximate date of death Court determined date of death Presumed date of death Date Found	age Next	Clear Save Return

3. Enter the **Time of Death**. **Time** consists of 3 fields: 2 number entry boxes and one **AM/PM/MILITARY** dropdown list. In the first number field, enter the 2-digit hour during which death occurred. For example, if death occurred at 5:00 AM, enter "05" in the first field.

Pronounceme	ent		
Date of Death	May-05-201	7 📃	
Time of Death	05 : 00	AM PM Military	

4. In the second number entry box enter the 2-digit minutes at which death occurred. If the death occurred at 5:00 am, enter "00" in the 2nd number box. Complete the **Time** entry by making a valid selection from the **AM/PM/MILITARY** dropdown list.

Note: If the Time of Death is Unknown, key in '99' for hour and '99' for minutes as shown below. The AM/PM/Military indicator will automatically change to 'Unknown'.

Pronouncement					
Date of Death	May-05-2017				
Time of Death	99 : 99 U	nknown 🔽			

5. Make a valid selection from the **Time of Death Modifier** dropdown list.

Pronounceme	ent			
Date of Death	May-05-2017	间 Date of Death Modifier 🕨	Actual date of death	\checkmark
Time of Death	05 : 00 AM	✓ Time of Death Modifier ►		
			Actual time of death Approximate time of death Court determined time of death Presumed time of death	'age
			Unknown time of death Time Found	

6. Click the **Validate Page** button to check this page for errors, the **Next** button to proceed to the **Place of Death** page, the **Clear** button to clear all entries, the **Save** button to save changes without leaving this page, or the **Return** button to return to the **Home** page.

Exercise 4.4 – Place of Death

Skill Learned: How to complete the **Place of Death** page. For medical facility users, the fields on this page will be auto-filled based on the facility with which the user is associated. If the user is associated with more than one facility, then the fields on this page will be auto-filled based on the office selected at login.

1. First, select from the **Type of place of death** dropdown list.

Place Of Death		-			
Type of place of death	Hospital-Inpatient Hospital-Emergency Room/Outpatient Hospital-Dead on Arrival Decedent's Home	Other Specify			
Address Street Number 123 City or Town	Found Hospice Facility Nursing Home/Long Term Care Facility Assisted Living Facility Other (Specify) Unknown	Street etc. Designator	Post Directional	Apt #, Suite #,etc	
Bangor	Penobscot Maine	United States 0	4401		
Medical Record Numbe	ər				
		Validate Pag	je Next	Clear Save	Return

- 2. If any of the "Hospital" types are selected as the **Type of place of death**, the **Facility Name** and **Address** tabs and fields will be auto-filled with the user's facility name and address, and will be disabled.
- 3. If "Hospice", "Nursing Home", or "Assisted Living" types are selected as the **Type of place of death**, and the user is not from one of those facilities, the fields will be disabled. Select the LOV ^Q to select a facility. The facility selected will be system-filled.
- 4. If "Decedent" is selected as the **Type of place of death**, the decedent's address will be system-filled with the address keyed in by funeral practitioner. If funeral practitioner has not yet completed the address, the fields will remain enabled.
- 5. If "Other (specify)" is selected as the **Type of place of death** the fields will remain enabled. Complete the **Other Specify** field as well.
- 6. If "Found" is selected as the **Type of place of death** the fields will remain enabled.

7. If "Unknown" is selected as the **Type of place of death** the street address and zip code will be disabled. Complete only the City, County, State and Country.

Place Of Death					_	
Type of place of death Oth	er (Specify)	Cther	Specify Sebago Lake			
Facility Name						
Address						
Street Number Pre Directional	Street Name or PO	Box, Rural Route, etc.	Street Designator	Post Directional	Apt #, Suite #,etc	
City or Town	County	State	Country	Zip Code		
Medical Record Number						
			Vali	date Page Next	Clear Save	Return

- 8. Select "Nursing Home/Long Term Care Facility" as the **Type of place of death**.
- 9. The page will refresh, and enable the facility and address fields. Use the Lookup Place of **Death Facility** (LOV) control to locate and assign the correct facility to the death record (see Using Lookup Controls).
- 10. Click on the Lookup control \bigcirc .

Place Of Deat	h					-	
Type of place of	death Nursing Home/Long	Term Care Facility 🔽 Othe	Lookup c	ontrol (LO	V)]	
Facility Name		Q					
Address							
Street Number	Pre Directional Street Name or	PO Box, Rural Route, etc.	Street Designator		Post Directional	Apt #, Suite #,etc	
City or Town	County	State	Country	Zip	Code]	
Medical Record I	Number						
				Validate Page	Next	Clear Save	Return

11. Key in the name of the Facility or use a Wild Card (%) to locate the facility. In the example below (%Br%) will search for all Nursing Home/Long Term Care Facilities (selected from the **Type of place of death**) that contain the letters "Br".

E Lookup Place	Of Death Facility		×
Facility Name	%br%	Search	\sim
		Cancel	
			- ×

- 12. Click the Search button.
- 13. The Search Results will return all facilities that contain the letters "Br".

acility Name %br%	Sea	arch	
Facility Name	When a wild card (%) is used <u>be</u> (Br), DAVE™ will search for all fa		
Brentwood Rehab & Nursing Center	letters.		
Brewer Head Injury Unit			
Brewer Rehab and Living	74 Parkway S	Brewer	select
	186 Portland Rd	Bridgton	select
Bridgton Health Care Center			
Bridgton Health Care Center Fa brook Woods	418 Ray Street	Portland	select

Facility Name			
Bra tiford Common	When a wild card (%) is use DAVE™ will search for all fa		
Brentwood Rehab & Nursing Center	letters (Br).	•	
Brewer Head Injury Unit			
Brewer Rehab and Living	74 Parkway S	Brewer	select
Briegton Health Care Center	186 Portland Rd	Bridgton	select

14. On the search results page, click on the **select** button on the same row as desired facility.

Lookup Place Of Death Facility				×
Facility Name br%	Se	arch		^
Facility Name	Address	City		
Bradford Common	3 Huntington Common Drive	Kennebunk	select	

- 15. Enter the decedent's Medical Record Number in the space provided.
- 16. Click the **Validate Page** button to check this page for errors, the **Next** button to proceed to the **Cause of Death** page, the **Clear** button to clear all entries, the **Save** button to save changes without leaving this page, or the **Return** button to return to the **Home** page.

Exercise 4.5 – Cause of Death

Skill Learned: How to complete the Cause of Death page.

- 1. The **Cause of Death** page is composed of text boxes used to enter the cause(s) of death, the interval onset to death and any other contributing factors.
- 2. For help in completing Lines a-d (Causes of Death), click the <u>NCHS Recommendations for</u> <u>Entry of Cause of Death</u> link. A window will open (shown below) containing general instructions for completing the **Cause of Death** page.

Cause of Death

NCHS Recommendations for Entry of Cause of Death

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. DO NOT ENTER OLD AGE. Enter only one cause on a line. Add additional lines if necessary.

Sequentially list conditions, if any, leading to the cause listed on line a. Enter the UNDERLYING CAUSE (disease or injury that initiated the events resulting in death) LAST.

NCHS Recommendations for Entry of Cause of Death

A death certificate is a permanent record of the fact of death of an individual. It provides important personal information about the decedent and about the circumstances and cause of death. Information on cause of death is important to the family to bring closure, peace-of-mind, and to document the exact cause of death. Cause of death is also used for medical and epidemiological research on disease etiology and evaluating the effectiveness of national and international levels.

Physician's responsibility

F

The physician's primary responsibility in completing the cause-of-death section is to report to the best of his or her knowledge, based upon available information, the causal chain that led to the death. The causal chain should begin with the cause that was closest to the time of death and work backwards to the initiating condition which is called the underlying cause of death. For example, the physician might report a death for which staphylococcus pneumonia occurs closest to the time of death; however the physician also reports that the pneumonia is due to carcinoma metastatic to both lungs, which in turn, is due to poorly differentiated adenocarcinoma, unknown primary site.

Medical examiner/coroner's responsibility

The medical examiner/coroner investigates deaths that are unexpected, unexplained, or if an injury or poisoning was involved. State laws provide guidelines for when a medical examiner/coroner must be notified. In the case of deaths known or suspected to have resulted from injury or poisoning, report the death to the medical examiner/coroner as required by State law. The medical examiner/coroner will either complete the cause-of-death section of the death certificate or waive that responsibility. If the medical examiner/coroner does not accept the case, then the certifier will need to complete the cause-of-death section.

General instructions for completing cause of death

- Cause-of-death information should be your best medical opinion.
- 3. Enter the **Cause of Death** in Lines a-d, and an **Approximate Interval Onset to Death** must also be added. If the interval is unknown, key in "Unknown".

Cause of Death				
NCHS Recommendations for Entry of Cause of Death				
Enter the chain of events- diseases, injuries, or complications- that directly caused the death. DO NOT enter arrest, respiratory arrest or ventricular fibrillation without showing the etiology. DO NOT ABBREVIATE. DO one cause on a line. Add additional lines if necessary.				
Sequentially list conditions, if any, leading to the cause listed on line a. Enter the UNDERLYING CAUSE (d events resulting in death) LAST.	lisea	ise or in	jury that initiate	d the
Cause of Death		Ap	proximate Int Onset to Dea	
Immediate Cause (Final disease or condition resulting in death)				
	ABC	Ĺ		
Due to or as a cor For every cause of death listed on Lines a through d, a corresponding "Approximate Interval Onset to Death" must be entered.	ABC			
Line b				
Due to or as a consequence of				
Line c	ABC			
Due to or as a consequence of				
Line d	ABC			
PART II Other significant conditions			ABC	
Validate Pa	ge	Next	Clear	Return

4. After the cause of death has been entered, click the **VIEWS** icon (>). **VIEWS** will check for misspelled words, abbreviations, rare causes, etc., and make suggestions. Click on the red highlighted word to view the suggestions. Or, clicking the **VALIDATE PAGE** button will also trigger **VIEWS** to do a check of the information.

Cause of Death		
NCHS Recommendations for Entry of Cause of	f Death	
	r complications- that directly caused the death. DO NOT n without showing the etiology. DO NOT ABBREVIATE. essary.	
Sequentially list conditions, if any, leading to th events resulting in death) LAST.	e cause listed on line a. Enter the UNDERLYING CAUS	E (disease or injury that initiated the
Cause of Death		Approximate Interval Onset to Death
Immediate Cause (Final disease or co	ondition resulting in death)	\sim
PART I Rupture of myocardium		Minutes
Due to or as a consequence of		
Line b		
Due to or as a consequence of	While it is not necessary to use every line $(a - d)$, lines used must be	VIEWS ICON
Coronary artery thrombosis Line c	sequential.	5 years
Due to or as a consequence of		
Line d		
PART II Other significant conditions		ABC
	Validate	Page Next Clear Save Return

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5. The following are a few examples of messages received by **VIEWS** :

Misspelled word

Cause of Death

Immediate Cause (Final disease or condition resulting in death)

PART I	hart	I
Line a	art	
	heart	
	harm	
	part	ABC
Line b	cart	
Line b	hard	
	mart	
	hapt	
		ABC
Line c	"hart" appears rarely in mortality data. Please confirm or select an alternative from provided list:	

Clicking any misspelled word shown in red will generate a list of possible corrections. Click any option in the list to replace the misspelled word.

Upon correction of all misspelled entries in a line, the **VIEWS** icon will be replaced with a **Corrected** icon: (^(O)) as shown below.

Cause of Death

	Immediate Cause (Final disease or condition resulting in death)	
PART I Line a	heart	

Abbreviation

Cause of Death

Immediate Cause (Final disease or condition resulting in death)

PARTI	RA		Ì
Line a	Rheumatoid Arthritis		
	Renal Artery		
(Right Atrium		
	Right Atrial	A	ABC
Line b	Refractory Anemia Radioactive	\sim	
	Right Arm		
	Rheumatic Arthritis		
(RA is an ambiguous abbreviation. Please select the correct term from the provided list:	_	ABC
Line c		- 0	Ť

Rare Cause

Cause o	f Death		Approximate Interval Onset to Death
	Immediate Cause (Final disease or condition resulting in death)		
PART I	botulism		
Line a	Rare Cause term "BOTULISM" found on Line1a. Please verify entries.		
	Due to or as a consequence of		
Line b		ABC ABC	
Line b		~	

If no change is required, click on the pencil icon (shown above) to continue to key in data.

Below is a sample of a completed **Cause of Death** page.

Cause of Death	
NCHS Recommendations for Entry of Cause of Death	
Enter the chain of events- diseases, injuries, or complications- that directly caused the death. DO NOT enter terr arrest, respiratory arrest or ventricular fibrillation without showing the etiology. DO NOT ABBREVIATE. DO NOT one cause on a line. Add additional lines if necessary.	
Sequentially list conditions, if any, leading to the cause listed on line a. Enter the UNDERLYING CAUSE (diseas events resulting in death) LAST.	e or injury that initiated the
Cause of Death	Approximate Interval Onset to Death
Immediate Cause (Final disease or condition resulting in death)	
PART I Pseudomonas aeruginosa sepsis	2 Days
Due to or as a consequence of	
Line b	2 Days
Due to or as a consequence of	
Line c	6 Months
Due to or as a consequence of	
Line d	2 Years
PART II Other significant conditions	ABC-
Validate Page	Next Clear Save Return

6. Click the **Validate Page** button to check this page for errors, the **Next** button to proceed to the **Other Factors** page, the **Clear** button to clear all entries, the **Save** button to save changes without leaving this page, or the **Return** button to return to the **Home** page.

Exercise 4.6 – Other Factors

Skill Learned: How to complete the Other Factors page.

1. The **Other Factors** page is used to record other data relevant to the death: **Autopsy Performed**, **Tobacco Use**, etc.

Other Factors		
Autopsy Performed	Yes 🗸	
Autopsy findings available to complete cause of death	Yes 💌	
If decedent was female, was decedent pregnant within the last year?		~
Did tobacco use contribute to death	No 💌	
Manner of Death	Natural 🗸	
Was ME Contacted? Yes 🗸 ME Case Number 12	3123	
	Validate Pag	ge Next Clear Save Return

- 2. From the Autopsy Performed dropdown list select either Yes or No, accordingly. If Yes is selected from Autopsy Performed, then select an item from the Autopsy findings available to complete cause of death dropdown list. If No is selected, the Autopsy findings available to complete cause of death field will be disabled.
- 3. If decedent is female, select an item from the **If decedent was female, was decedent pregnant within the last year** dropdown list.

Other Factors			
Autopsy Performed	Yes 🗸		
Autopsy findings available to complete cause of death	Yes 💌		
If decedent was female, was decedent pregnant within the last year?			
	Not pregnant within 1 year of death Pregnant at time of death Not pregnant, but pregnant within 42 days of death Not pregnant, but pregnant 43 days to 1 year before death Unknown if pregnant within one year of death		
		Clear Save	Return

4. If the decedent's sex was designated as **Male** on the **Start Edit New Case** page, then this field will be auto-filled with "Not Applicable" and will be disabled. Or, if decedent is over 65 years of age or under the age of 10, then the **If decedent was female, was decedent pregnant within the last year** field will also be disabled and system-filled with **Not Applicable**.

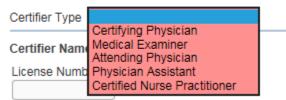
Autopsy Performed Autopsy findings available to complete cause of death If decedent was female, was decedent pregnant within the last year? Did tobacco use contribute to death Manner of Death Was ME Contacted? ME Case Number	Other Factors	
Autopsy multips available to complete cause of dealth If decedent was female, was decedent pregnant within the last year? Did tobacco use contribute to death Manner of Death Not Applicable the age of 10 or over 65 years of age, this field will show "Not Applicable" and will be disabled.	Autopsy Performed	If decedent is Male, or if
was decedent pregnant within the last year? Did tobacco use contribute to death Manner of Death Manner of Death	Autopsy findings available to complete cause of death 📃 😒	
Did tobacco use contribute to death Manner of Death Manner of Death Manner of Death	INOT ADDICADLE	
Manner of Death disabled.	Did tobacco use contribute to death 🛛 🚽	
Was ME Contacted? ME Case Number	Manner of Death	
	Was ME Contacted? 🛛 💌 ME Case Number	

- 5. Select an item from the **Did tobacco use contribute to death** dropdown list.
- 6. Select an item from **Manner of Death** dropdown list.
- 7. Finish the page by selecting an item from the **Was ME Contacted?** dropdown list. Selecting **Yes** will activate the **ME Case Number** field requiring case number entry. If the case is referred to the Medical Examiner (discussed in Section 5), this field will system-fill with "Yes" if the Medical Examiner accepts the referral.
- 8. Click the **Validate Page** button to check this page for errors, the **Next** button to proceed to the **Certifier** page, the **Clear** button to clear all entries, the **Save** button to save changes without leaving this page, or the **Return** button to return to the **Home** page.

Exercise 4.7 – Certifier/Certify

Skill Learned: How to complete the **Certifier** page. The **Certifier** page is used to record the name and other data related to the person legally responsible for certifying the decedent's cause of death.

1. Select the certifier type from the **Certifier type** dropdown. **Certifier**



2. If the current user who started the case is not the medical certifier (such as a non-certifier), then the **Certifier Name and Address section** will be blank upon initial display.

Certifier			
Certifier Type	×		
Certifier Name 🔦 🔌			
License Number			
First	Middle Last		Suffix
Title	Other Specify		
Certifier Address			
Edit Certifier Address			
Pre		Street	Post Apt #,
	Street Name, Rural Route, etc.	Designator	Directional Suite #,etc.
			- · ·
City or Town	State	Country	Zip Code
		United States	
Was Body Viewed after De	ath?		
			Save/Validate Page Clear Return

3. To complete the **Certifier Name and Address section** click on the **LookUp** control

Certifier		Lookup control	
Certifier Type			
Certifier Nam 🔍 🕅			
License Number			
First	Middle	► Last	Suffix
Title Other Specify			

The Lookup Certifier box will appear. Key in the last name of the desired Certifier and select the Search button. Or, a search can be done using a wild card (%) as explained earlier.

E Lookup Certifier		×
Last Name Mann	First Name	Search
		Cancel

OR (Wild card)

E Lookup Certifier			×
Last Name M%	First Name	Search	^
			Cancel 🗸

In this example a search was made using the Certifier's last name. Click on the select button to add the certifier.

📰 Lookup Ce	rtifier								×
Last Name 🕨	Mann			First Name		Searc	h		^
License Nu	mber	Last Name	Suffix	First Name	Middle Name	Street Number	Street Name		
MD2222		Mann		Mark		5	Carpenter	select	
							Total recor	ds : 1	
							(Cancel	~

The certifier's name and address will system-fill.

4. If the current user who started the case is a medical certifier then the **Certifier Name and Address section** will be system-filled with the login user as shown below.

Certifier				
Certifier Type Certifying Ph	nysician			
Certifier Name 🖳 🔌				
License Number MD2222				
First	Middle	Last	Suffix	
Mark		Mann		
Title	Other Specify			
Doctor of Medicine				
Certifier Address				_
Edit Certifier Address				
Street Number Directiona	I Street Name, Rural Route, et Any Street	c. Designator	Post Apt #, Directional Suite #,etc.	
City or Town	State	Country	Zip Code	
Portland	Maine	United States	04102	
Was Body Viewed after D	Death?			
			Save/Validate Page Clear Ret	um

5. Another alternate way to enter the **Certifier Name and Address section** is by keying in the Certifier License Number and then clicking the auto-populate button (). The **Certifier Name and Address section** will get auto-populated.

Certifier			
Certifier Type	~]	
Certifier Name 🔍 🖣	<u>.</u>		
License Number			
First	Middle	► Last	Suffix
Title	Other Specify		

6. Select an item from the **Was Body Viewed after Death?** dropdown.

Was Body Viewed after Death?	
	No
	Yes

- 7. Click the **Save/Validate Page** button to check this page for errors, the **Clear** button to clear all entries, the **Save** button to save changes without leaving this page, or the **Return** button to return to the **Home** page.
- 8. Upon completion and successful validation of all medical registration pages (Medical Valid or Medical Valid with Exceptions), selecting the **Save/Validate Page** button will bring up the 'Your Case Is Ready to be Certified' popup at the bottom of the Certifier page as shown below.

Certifier		
Certifier Type Certifying Physician	•	
Certifier Name 🔍 📐		
License Number MD2222		
First Middle	Last	Suffix
Mark	Mann	
Title Other Spec	ify	
Certifier Address		
Edit Certifier Address		
Street Number Directional Street Name, F	Rural Route, etc. Designator	Post Apt #, Directional Suite #,etc.
City or Town State	Country	Zip Code
Augusta	United States	04330
Was Body Viewed after Death? No 💌		
		Save/Validate Page Clear Return
		Certify

9. Click on the affirmation checkbox, and then click the Certify button. A new popup will appear stating the case is now certified.

THANK YOU, YOUR CASE IS NOW CERTIFIED

This registration is currently certified press uncertify to make changes



11. To uncertify the case, click the <u>Uncertify</u> button as shown above. **NOTE: The case** cannot be uncertified if it has been registered.

Uncertify

12. Click OK or Cancel in the popup message.

Message from w	ebpage 🛛 🔍
? Are	ou sure you wish to Uncertify this registration?
	OK Cancel

13. If OK is selected, make any necessary changes, and then re-select the **Save/Validate Page** button which will bring up the 'Your Case Is Ready To Be Certified' popup. Check the affirmation checkbox, and click the **Certify** button.

Exercise 4.8 – Locate Case

Skill Learned: In Exercise 4.1 above, we learned how to start a new case. In this exercise, you will learn how to complete the **Locate Case** page which is used by data providers such as funeral practitioners, physicians and medical examiners to locate pre-existing cases "owned" by the office to which the current user is associated.

1. From the **Home Page**, select **Life Events -> Death -> Locate Case**.

Acadia Hospital			Welcome back: Trainm	dcs1 Logout
<u>M</u> ain Lif <u>e</u> Events	<u>Q</u> ueues Forms <u>H</u> elp			
14.	e Case Edit New Case	Services		
Death Locate Case				
Decedent's Information				
First:	Last:		Date of Death:	
Sex:	SSN:		Date of Birth:	
Case Id:	ME Case Number:		Medical Record Number:	
Place of Death Location Type: Cou	nty V Place of Death:			
				Search Soundex Clear

- 2. The Locate Case page offers many different identifiers on which to base a record search. While there are no required fields, as when using the Start/Edit New Case feature, it is recommended that as much information as possible be included in each search. This will help to minimize the number of records returned.
- 3. In the example below, we are searching only on **Last** name. Enter the decedent's last name and click the **Search** button.

Death Locate Case				
Decedent's Information				
First:	Last:	Page	Date of Death:	
Sex:	SSN:	.	Date of Birth:	
Case Id:	ME Case Number:		Medical Record Number:	
Place of Death Location Type: County	Place of Death:			
				Search Soundex Clear

4. Searching by **Last** name returns the following results:

cadia Hospital			Welcome back	c Trainmdcs1 Logout	
Lif <u>e Events</u> <u>Q</u> ueues F	Forms <u>H</u> elp				
laine Department of He	alth and Human Services				
esults					
Decedent's Name	Date of Death	Sex	Place of Death	Date of Birth	
Page, Pamela	May-08-2017	Female	Penobscot		Preview
Dana Davi			Descharat	0.1.04.4054	Description
Page, Paul	May-05-2017	Male	Penobscot	Oct-01-1954	Previev
1	Life Events Queues F Laine Department of He esuits Decedent's Name	Life Events Queues Forms Help Laine Department of Health and Human Services esuits Decedent's Name Date of Death	Life Events Queues Forms Help Laine Department of Health and Human Services esults Decedent's Name Date of Death Sex	Life Events Queues Forms Help Laine Department of Health and Human Services esuits Decedent's Name Date of Death Sex Place of Death	Life Events Queues Forms Help Iainte Department of Health and Human Services esuits Decedent's Name Date of Death Sex Place of Death Date of Birth

- 5. Click the **New Search** button in the lower, right-hand corner of the **Results** window.
- 6. For this search, enter both the decedent's **First** and **Last** name and then click the **Search** button.

Death Loc	cate Case				
Deceden	t's Information				
First:	Paul	Last:	Page	Date of Death:	
Sex:	~	SSN:		Date of Birth:	
Case Id:		ME Case Number:		Medical Record Number:	
Place of De	eath Location Type: Count	y V Place of Death:			
					Search Soundex Clear

7. Notice that this search returned only the specific record desired.

<u>M</u> ain	Lif <u>e</u> Events Qu	ueues	Forms	<u>H</u> elp					
Maine Department of Health and Human Services									
h Search R	esults Decedent's Na	me		Date of Death	Sex	Place of Death	Date of Birth		
Case Id	Decedent's Na								
Case Id 317353	Page, Paul			May-05-2017	Male	Penobscot	Oct-01-1954	Previev	

8. Click on the decedent's name link to open the case.

Case Id	Decedent's Name	Date of Death	Sex	Place of Death	Date of Birth	
317353	Page, Paul	May-05-2017	Male	Penobscot	Oct-01-1954	Previe
					То	tal records : 1

Exercise 4.9 – Preview Case

Skill Learned: How to preview a record prior to opening it.

1. Still not sure if you have located the desired record? Simply locate and click the <u>Preview</u> link in any of the search result entries. This will generate a **Preview** page for that registration.

Case Id	Decedent's Name	Date of Death	Sex	Place of Death	Date of Birth	
317353	Page, Paul	May-05-2017	Male	Penobscot	Oct-01-1954	Previ
						Total records :

Preview		
File Number:	File Date:	
Case Id: 317353	Medical Record Number:	ME Case Number:
Decedent's Name: Paul Pag	ge	Date of Death: May-05-2017
Decedent Alias:		
Spouse's Name:	Marital Status: Never Married	
Sex: Male	Date of Birth: Oct-01-1954	SSN: 222-76-8585
City or Town of Death: Ban	gor	County: Penobscot
Place of Death: Acadia Hos	pital	
Residence: Augusta Maine,	United States	
Mother's Maiden Name: Ali	cia White	
Informant Name: Sonya Pag	ge	
Funeral Director: Ron Sarge	ent	
Funeral Home: Albert & Bur	pee Funeral Service, Inc., 253 Pine St, Lewiston	
Medical Certifier: Mark Man	In	
Date Entered: MAY-05-2017	7	Last Update Made By: Mark Mann
Status: /Personal Valid With	Exceptions/Medical Valid/Not Registered/Signed/Certified/	NA/Registration Approval Required/ICD Coding Required

2. Once the <u>Preview</u> link is selected, the link changes to a <u>Select</u> link.

Case Id De	cedent's Name	Date of Death	Sex	Place of Death	Date of Birth	
317353 Pa	ge, Paul	May-05-2017	Male	Penobscot	Oct-01-1954	Sele
						Total records :
						New Sea
view						
le Number:	File Date:					
Case Id: 317353 Medical Record Number:			ME Case Number:			
ecedent's Name: Paul F	age			Date of Death: May-05-2017		
ecedent Alias:						
oouse's Name:	Marital Status	: Never Married				
ex: Male	Date of Birth:	Oct-01-1954		SSN: 222-76-8585		
ty or Town of Death: B	angor			County: Penobscot		
ace of Death: Acadia H	ospital					
esidence: Augusta Main	e, United States					
other's Maiden Name: 🧳	Alicia White					
formant Name: Sonya F	Page					
Ineral Director: Ron Sa	rgent					
Ineral Home: Albert & B	urpee Funeral Service, Inc	., 253 Pine St, Lewiston				
edical Certifier: Mark M	ann					
ate Entered: MAY-05-20)17			Last Update Made By: Mark	Mann	

- 3. Once you have previewed the registration and are sure that you have located the correct record, click on the decedent's name link or the <u>Select</u> link to open the record.
- 4. You should now see the **Decedent** page.

Death Registration Menu Personal Information Decedent	38169 :George Gill Oct /Personal Invalid/Medical Valid/ Decedent		gned/Certified/NA/F	IPS Coding I	Required/Personal Pe	nding/ICD	Coding	Require	ed
Medical Certification	Decedent's Legal Name								
 Pronouncement Place of Death Cause of Death 	Prefix First George	Middle	Other Middle	Last Gill		Suffix			
 Other Factors Injury Certifier Certify Other Links 	Aliases Add/Edit Alias Names Gender Social Secu Male V		e O Unknown						
Attachments Comments Print Forms Refer to Medical Examiner	Date of Birth Ye	Under 1 Yea ears Months Days	Hours Minutes		SSN Verification Statu UNVERIFIED (0)	IS			
Relinquish Case Validate Registration Switch User	City or Town St	ate	Country United States	3					
	Ever in US Armed Forces?	~							

Section 5: Other Links/Registrar

Exercise 5.1 – Amendment Lists

Skill Learned: How to use the Amendment List to view existing Amendments (corrections).

Note: Access to the Amendment List link is based on user security privileges.

1. From within an amended record, under the **Registrar** sub-menu select **Amendment List**.

Decedent Resident Address Medical Certification Pronouncement Place of Death Cause of Death Comments Event and Issuance History Merid Beaulstration <	Death Registration Menu	38088 2013508631 :James Bell Oct-21-2013 Amendment Exists
Decedent Decedent's Legal Name Snow Admendment Pronouncement Prefix First Middle Other Middle Last Berlin Snow Admendment Place of Death Cause of Death Images Decedent's Legal Name Berlin Decedent's Legal Name Snow Admendment Cause of Death Images Images Decedent's Legal Names Decedent's Legal Names Snow Admendment has been 'approved' on the record. AddEdit Alias Names Add/Edit Alias Names Decedent's Scial Security Number Decedent's Country Duder 1 Year Under 1 Day Duder 1 Year Under 1 Day Amendments Assign Status Adue Mane Under 1 Year Under 1 Day Verify SSN UNVERIFIED (0) Decedent's Birth Place City or Town State Country Country Augusta Mane United States Ever in US Armed Forces? No w Validate Review Case Print Forms Validate Review Case Print Forms Mane United States	Personal Information	/Personal Valid/Medical Valid/Registered/Signed/Certified/ICD Coding Required Foreath F
Medical Certification Prefix First Middle Other Middle Last amendment has been 'approved' on the record. Prefix First Middle Other Middle Last amendment has been 'approved' on the record. Cause of Death Add/Edit Alias Names Gender Social Security Number record. Registrar Gender Social Security Number Under 1 Day Months Days Hours Minutes SSN Verification Status Amendments Assign Status Adge 102 Other United States SSN Verify SSN UNVERIFIED (0) Mered besistration Decedent's Birth Place City or Town State Country Validate Besistration Maine United States Ever in US Armed Forces? No	Decedent	Decedent show "Amendment
Medical Certification Prefix First Middle Other Middle Last amendment has been 'approved' on the record. Prace of Death Aliases Add/Edit Alias Names approved' on the record. approved' on the record. Other Factors Injury Gender Social Security Number record. amendment has been 'approved' on the record. Identifiers Add/Edit Alias Names Under 1 Year Under 1 Day amendment List Other Links Date of Birth Years Months Days Hours Minutes SSN Verification Status Attachments Assign Status Attachments Age 102 Verify SSN UNVERIFIED (0) Ever in US Armed Forces? ME Review Case Print Forms Maine United States Ever in US Armed Forces? No	Resident Address	Decedent's Legal Name Fxists" if an
Producement Place of Death Cause of Death Other Factors Injury Certifier Registrar Identifiers Amendment List Other Links Amendments Assign Status Attachments Assign Status Comments Event and Issuance History ME Review Case Print Forms	Medical Certification	
Place of Death Cause of Death Other Factors Injury Certifier Registrar Identifiers Amendment List Other Links Amendments Assign Status Atachments Assign Status Comments Event and Issuance History ME Review Case Print Forms	Pronouncement	
Other Factors Add/Edit Alias Names Injury Gender Social Security Number Registrar Gender 999-99-9999 Identifiers Under 1 Year Under 1 Day Amendment List Date of Birth Years Other Links Jul-09-1911 Age 102 Verify SN UNVERIFIED (0) Amendments Decedent's Birth Place City or Town State Comments City or Town State Country Augusta Maine United States Event and Issuance History Ever in US Armed Forces? No 💌	Place of Death	approved on the
Injury Add/Edit Alias Names Injury Gender Social Security Number Registrar Male 999-99-9999 None Under 1 Day Hours Minutes SSN Verification Status Under 1 Year Under 1 Year Under 1 Year Under 1 Year Under 1 Day Hours Minutes SSN Verification Status Amendments Age 102 Verify SSN UNVERIFIED (0) Amendments Decedent's Birth Place Comments City or Town State Country Augusta Maine United States Event and Issuance History Mere Print Forms No Validate Registration Verify SA Registration	Cause of Death	Aliases record.
Certifier Gender Social Security Number Registrar Male 999-99-9999 None		Add/Edit Alias Names
Registrar Male 999-99-9999 None Unknown Identifiers Under 1 Year Under 1 Day Amendment List Date of Birth Years Months Days Hours Minutes SSN Verification Status Other Links Jul-09-1911 Age 102 Verify SSN UNVERIFIED (0) Amendments Age 102 Country Inited States Attachments City or Town State Country Augusta Maine United States Event and Issuance History Ever in US Armed Forces? No v Validate Review Case Print Forms Validate Review Information No v		Conder Social Security Number
Identifiers Under 1 Year Under 1 Day Identifiers Date of Birth Years Months Days Other Links Jul-09-1911 Age 102 Verify SN UNVERIFIED (0) Amendments Assign Status City or Town State Comments Country Augusta Maine Event and Issuance History ME Review Case Print Forms Validate Revisition Forces? No 🛩		
Amendment List Date of Birth Years Months Days Hours Minutes SSN Verification Status Other Links Jul-09-1911 Age 102 Verify SSN UNVERIFIED (0) Amendments Assign Status Decedent's Birth Place Country Attachments City or Town State Country Augusta Maine United States Event and Issuance History Me Review Case Print Forms Validate Repristration Verify Review Case No	Registrar	
Other Links Jul-09-1911 Age 102 Verify SSN UNVERIFIED (0) Amendments Assign Status Decedent's Birth Place Country Attachments City or Town State Country Augusta Maine United States Event and Issuance History Me Review Case Ever in US Armed Forces? Print Forms Validate Review Interview No		,
Amendments Decedent's Birth Place Assign Status City or Town Attachments City or Town Comments Maine Event and Issuance History Maine Print Forms Ever in US Armed Forces?		
Assign Status Assign Status Attachments Comments Event and Issuance History ME Review Case Print Forms Validate Begistration	Other Links	Jul-09-1911 m Age 102 Verify SSN UNVERIFIED (0)
Attachments City or Town State Country Comments Augusta Maine United States Event and Issuance History Ker in US Armed Forces? No Print Forms Validate Begistration No	Amendments	Decedent's Birth Place
Audurnents Comments Event and Issuance History ME Review Case Print Forms Validate Revisitation		Other Tours State Country
Event and Issuance History ME Review Case Print Forms		
ME Review Case Ever in US Armed Forces? No V Print Forms		Augusta marre Orneo States
ME Review Case Print Forms Validate Registration		Ever in US Armed Forces? No 🗸
Validate Registration		
Validate Registration Validate Page Next Clear Save Return		
Switch User	-	Validate Page Next Clear Save Return

2. The **Amendment List** page will display a listing of all amendments associated with the current record. Notice that the **Amendment Id** column contains links to specific amendments. Click on an **Amendment Id** link to view the amendment.

Amendment Id	Process Hist	Click on the A link to view the		Date Completed / Rejected	Amendment Status	Order #
8626	History	Medical	Oct-21-2013	10/21/2013 2:32:02 PM	Complete	Status of the
8643	History	Personal	Nov-14-2013		Keyed	amendment.

3. The **Amendment Page** will display with the details of the amendment including the **Amendment Status**.

Amendment Page						
Туре	Medical	\checkmark	Amendment Date	May-08-2017		
Year	2017		Amendment Number	25356		
Order Number		_	Description	Test		
Amendment Status	Keyed (Requires Affirmation	1)	Microfilm Number			
Select Add Docume	entation to add documentary	evidence to	o this amendment.			
Add Documentary I	Evidence					
Page to Amend						
Item In Error		ltem as i	t Appears	Item as it Should be	Edit	Delete
Pronouncement-Time	e of Death	08:00 AN	1	07:00 AM	Edit	Delete
				Cancel Amendment	Save	Clear Return

4. Click the **Return** button to return to the **Amendment List** page.

Exercise 5.2 – Amendments (Corrections)

Skill Learned: How to request amendments/corrections to death records. Amendments (corrections) can only be made on records that have been <u>registered</u>. All amendments are approved by the Office of Vital Records.

1. From within a <u>registered</u> record, select from the **Death Registration Menu** the **Other** Links -> Amendments link.

Personal Information Decedent	Decedent							
Medical Certification	Decedent's Le	gal Name						
Pronouncement Place of Death Cause of Death	Prefix Fir	st ank	Middle	Other Middle	Last Francis		Suffix	
Other Factors Certifier	Aliases Add/Edit Alias	Names						
Registrar Amendment List Other Links Amendments Attachments Comments Event and Issuance History	Gender Male) O No Unde	one Onknown or1 Year S Days Hours M	nutes	SSN Verification Statu VNVERIFIED (0)	S	
Print Forms Validate Registration Switch User	Decedent's Bi City or Town Augusta		State Maine	Country United				
	Ever in US Arm	ed Forces? N	0 🗸					

Note: Access to the Amendments link is restricted based on user security privileges, and the link is only viewable when a record has been registered.

2. Notice, when the <u>Amendments</u> link is selected, the **Death Registration Menu** is removed from the page, and the **Amendment Page** is displayed.

Amendments Menu		043 :Lawrence Fields N al Valid/Registered/Signed/Certifie		nt Exists	
	Type Year Order Number Amendment Status	Medical	Amendment Date Amendment Number Description Microfilm Number	Test	
					Save Clear Return

- 3. Click on the amendment **Type** dropdown list on the **Amendment Page** and select <u>Medical</u>.
- 4. Add a description.
- 5. Click the **SAVE** button.

Amendments Menu		043 :Lawrence Fields Mar-0 al Valid/Registered/Signed/Certified/NA		nt Exists		
	Type Year Order Number Amendment Status	Medical	Amendment Date Amendment Number Description Microfilm Number	Test		
					Save Clear	Return

6. The page will refresh and the **Amendment Date** calendar control will auto-fill with the current system date.

Amendment Page			
Туре	Medical	Amendment Date	May-08-2017
Year	2017	Amendment Number	25357
Order Number		Description	Test
Amendment Status	Keyed (Requires Affirmation)	Microfilm Number	
Page to Amend			
)
			Cancel Amendment Save Clear Return

7. Next, select a page to amend from the **Page to Amend** dropdown list.

	Amendment Page						
	Туре	Medical	~	Amendment Date	е	May-08-2017	
	Year	2017		Amendment Num	nber	25357	
ł.	Order Number			Description	Not	on Only Medical Examinara have	
	Amendment Status	Keyed (Requires Affirmation)				e: Only Medical Examiners have ess to the "Injury" page.	
	Dea Dea Dea Dea	ath - Certifier ath - Other Factors ath - Place of Death ath - Injury ath - Pronouncement ath - Cause of Death				Cancel Amendment Save Clear R	Return

8. Selecting a page to amend will refresh the page and expand the selected page beneath the amendments window. In the example shown below we have elected to change data found on the **Cause of Death** page.

Туре	Medical	 Amendment Date 	May-08-2017
Year	2017	Amendment Number	25357
Order Number		Description	Test
Amendment Statu	IS Keyed (Requires Affirmation)	Microfilm Number	
Page to Amend	Death - Cause of Death 🔽		

NCHS Recommendations for Entry of Cause of Death

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. DO NOT ENTER OLD AGE. Enter only one cause on a line. Add additional lines if necessary.

Sequentially list conditions, if any, leading to the cause listed on line a. Enter the UNDERLYING CAUSE (disease or injury that initiated the events resulting in death) LAST.

Cause of	Death	Approximate Interval Onset to Death
	Immediate Cause (Final disease or condition resulting in death)	
PART I Line a		Instant

9. Make the necessary changes to the **Cause of Death** page. In this example we are amending the cause of death from "Heart Attack" to "Acute Myocardial Infarction".

Page to	Amend Death - Cause of Death 🔽	
Cause o	f Death	
NCHS F	ecommendations for Entry of Cause of Death	
arrest, re	e chain of events- diseases, injuries, or complications- that directly caused the death. DO NOT enter term spiratory arrest or ventricular fibrillation without showing the etiology. DO NOT ABBREVIATE. DO NOT se on a line. Add additional lines if necessary.	
	ally list conditions, if any, leading to the cause listed on line a. Enter the UNDERLYING CAUSE (disease esulting in death) LAST.	e or injury that initiated the
Cause o		Approximate Interval Onset to Death
	Immediate Cause (Final disease or condition resulting in death)	
PART I Line a	Acute myocardial infarction	2 days
Line a	¥	
	ABC.	
Line b		
Line c		
	A A	
Line d	✓	
PART II Other sig	inificant conditions	ABC-
	Cancel Amendment Validate Page Validate Amendr	nent Save Clear Return

10. Click the SAVE button.

11. The **Item in Error** grid (as shown below) will appear showing the item(s) as it appears today, and the item(s) as it should be.

Amendment Page							
Туре	Medical	\checkmark	Amendment Date	May-08	-2017		
Year	2017		Amendment Number	25357			
Order Number			Description	Test			
Amendment Status	Keyed (Requires Affirmation)		Microfilm Number				
Page to Amend	~						
Item In Error		ltem a	as it Appears	ltem as it	Should be	Edit	Delete
Cause of Death-Line	A Description	Heart	Attack	Acute my	ocardial infarction	Edit	Delete
Cause of Death-Line	A Onset Interval	Instan	ıt	2 days		Edit	Delete
					Cancel Amendment	Save Cl	ear Return

- 12. Click the **Validate Page** button to validate the Cause of Death changes made. This will bring up any error messages, if any. In the example above there are no errors.
- 13. Select the **Amendment Affirmation** link from the **Amendment** menu to affirm the amendment.

Amendments Menu Amendment Processing History Attachments Amendment Affirmation		043 :Lawrence Fields			May-08-2017		
Death Registration Menu	Order Number			Description	Test		
Personal Information	Amendment Status	Keyed (Requires Affirmation)		Microfilm Number			
Decedent Medical Certification	Page to Amend	\checkmark					
Pronouncement Place of Death	Item In Error		Item a	as it Appears	Item as it Should be	Edit	Delete
Cause of Death Other Factors	Cause of Death-Line	A Description	Heart	Attack	Acute myocardial infarction	Edit	Delete
Certifier	Cause of Death-Line	A Onset Interval	Instar	ıt	2 days	Edit	Delete
Registrar							
Amendment List					Consul Amondation of	C	Deferm
Other Links					Cancel Amendment	Save	lear Return
Amendments							

14. Click on the **Affirm the following** checkbox.

Amendments Menu Amendment	317039 2017500043 :Lawrence Fields Mar-07-2017 Amendment Exists /Personal Valid/Medical Valid/Registered/Signed/Certified/NA/ICD Coding Required			
Processing History	Affirmations			
Attachments Amendment Affirmation	Affirm the following:			
	certify that this amendment is being made for the purpose of changing or completing the medical certification information for which the medical certifier is responsible; time, date, place, cause, manner and circumstances of death.			
		Affirm	Clear	Return

- 15. Click the **Affirm** button.
- 16. The amendment is now in Pending status. The amendment will remain in Pending status until the Office of Vital Records approves the amended change(s). In addition, the case will automatically drop into an Amendment Pending Work Queue for review and approval by the Office of Vital Records.

Death Registration Menu			:Lawrence Fiel		17 Amendment Exists		
Personal Information	Amendment		u/Registereu/Signeu/	Certilled/MAVICD (Jouing Required		
Decedent	Amenament	LIST					
Medical Certification							
Pronouncement	Amendment Id	Processing	Amendment Type	Date Received	Date Completed / Rejected	Amendment Status	Order #
Place of Death	iu	history					
Cause of Death	25356	History	Medical	May-08-2017		Keyed (Requires Affirmation)	
Other Factors	25357	History	Medical	May-08-2017		Pending	
Certifier							
Registrar							
Amendment List						New Amendme	nt Retu
Other Links							

17. Once the Office of Vital Records has approved the amendment, the status will change to "Complete" as shown below.

Amendment Id	Processing History	Amendment Type	Date Received	Date Completed / Rejected	Amendment Status	Order #
25356	History	Medical	May-08-2017		Keyed (Requires Affirmation)	
25357	History	Medical	May-08-2017	5/8/2017 3:58:15 PM	Complete	

18. The status bar on the record will also indicate an amendment exists once the case has an 'approved' amendment.

/Personal Valid/Medical Valid/Registered/Signed.	Contribution of County I	toquirou				
Decedent's Legal Name						
Prefix First Middle	Other Middle	Last Fields		Suffix		
Aliases						
Add/Edit Alias Names						
Sex Social Security Number Male 000-00-0000 None	Unknown					
Under 1 Date of Birth Years Months Jun-02-1988 Age 28	Days Hours Minutes	SSN erify SSN UN	N Verification Status VERIFIED (0)			
Decedent's Birth Place						
City or Town State Augusta Maine	Country United States					
Ever in US Armed Forces? No 🔽						
			Validate Page	Next Clear	Save	Return

19. If an amendment status is "Keyed (Requires Affirmation) as amendment ID 25356 shown below, this indicates that the certifier has not yet affirmed the amendment. The amendment must be affirmed by the certifier before the status changes to 'Pending' and drops into the Amendment Pending Work Queue for review and approval by the Office of Vital Records.

Amendment Id	Processing History	Amendment Type	Date Received	Date Completed / Rejected	Amendment Status	Order #
25356	History	Medical	May-08-2017		Keyed (Requires Affirmation)	
25357	History	Medical	May-08-2017	5/8/2017 3:58:15 PM	Complete	

Note: Add attachments, if any, to the amendment <u>prior to affirming the amendment</u> as once an amendment is affirmed a message is sent to Vital Records indicating the amendment is ready for approval. This will insure the necessary documentation is attached when Vital Records reviews the amendment for approval.

20. To attach documentation <u>during the amendment process</u>, select the <u>Attachments</u> link in the **Amendments Menu**.

Amendments Menu	317039 2017500043 :Lawrence Fiel	Ids Mar-07-2017 Amendme Certified/NA/ICD Coding Required		
Amendment Processing History Attachments Amendment Affirmation	Amen Attachment link	Amendment Date	May-08-2017	
Amenument Amination	Year 2017	Amendment Number	25356	
Death Registration Menu	Order Number	Description	Test	
Personal Information	Amendment Status Keyed (Requires Affirmat	tion) Microfilm Number		
Decedent Medical Certification	Page to Amend			
Pronouncement Place of Death	Item In Error	Item as it Appears	Item as it Should be	Edit Delete
Cause of Death Other Factors	Pronouncement-Time of Death	08:00 AM	07:00 AM	Edit Delete
Certifier Registrar Amendment List			Cancel Amendment	Save Clear Return

21. The attachment dialog box will open. Select the New Attachment button.

Attachments	×
Attachments	~
No data found.	
New Attachment Close	~

22. The **Attachments** window will open. Click on the **Browse** button to go search for the attachment in your hard drive.

Attachments	×
Attachments	~
No data found.	
New Attachment	
Upload new attachment Browse	
Save Cancel	
New Attachment Close	\sim

23. When the attachment has been uploaded, click the **Save** button.

Attachments		,
Attachments		
No data found.		
New Attachment		
Upload new attachment	P:\ATTACHMENT_Attachments for TESTING EDRS\Certificate.docx	Browse
Save Cancel		
		New Attachment Close

24. To return to a record and attach documentation to an already <u>existing amendment</u>, open the case you wish to add an attachment. Click on the <u>Amendment List</u> link in the **Death Registration Menu.**

Death Registration Menu	54281 201450346							
Personal Information		al valid/Registered/Sign	ed/Certified/NA/ICD Codir	ng Required				
Decedent	Decedent							
Medical Certification	Decedent's Legal Nam	ie						
Pronouncement Place of Death Cause of Death	Prefix First Bonnie	Middle	Other Middle	Last Jones	Suff	ix		
Other Factors	Aliases							
Certifier	Add/Edit Alias Names							
Registrar AmendmentList Other Links Amendments Attachments Comments Event and Issuance History Print Forms Validate Registration Switch User		Under Years Months Age 81	e Unknown Year Under 1 Day Days Hours Minutes Country United States	Verify SSN UNVE	/erification Status RIFIED (0)			
	Ever in US Armed Forc	es? No 💌			Validate Page Ne	Close	Sam	Return

- 25. The Amendment List page will open.
- 26. Click on the Amendment ID number to open the Amendment menu.
- 27. Select the Attachment link. The attachment dialog box will open.
- 28. Select the New Attachment button. The Attachments window will open.
- 29. Click on the **Browse** button to go search for the attachment in your hard drive. When the attachment has been uploaded, click the **Save** button.

Exercise 5.3 – Comments

Skill Learned: How to view and enter comments. During the process of entering and registering death records, it is sometimes necessary to store comments or remarks about a case. These comments can serve as reminders or as instructions to others who will work on the case.

The case must be opened to add comments.

1. From the **Death Registration Menu** select **Other Links -> Comments**.

Death Registration Menu	317039 2017500043 :Lawrence Fields Mar-07-2017 Amendment Exists
Personal Information	/Personal Valid/Medical Valid/Registered/Signed/Certified/NA/ICD Coding Required Decedent
Decedent	
Medical Certification	Decedent's Legal Name
Pronouncement	Prefix First Middle Other Middle Last Suffix
Place of Death Cause of Death	Lawrence Fields
Other Factors	Aliases
Certifier	Add/Edit Alias Names
Registrar	Sex Social Security Number
Amendment List	Male V 000-00-0000 None Unknown
Other Links	
Amendments	Under 1 Year Under 1 Day Date of Birth Years Months Days Hours Minutes CONV/critication Otature
Attachments	Todale Internal Baye House Internal Solve Solve Solve Venication Status
Comments Print Forms	Jun-02-1988 m Age 28 Verify SSN UNVERIFIED (0)
Validate Registration	Decedent's Birth Place
Switch User	City or Town State Country
	Augusta Maine United States
	Ever in US Armed Forces? No
	Validate Page Next Clear Save Return

2. The **Comments** dialog will appear as a pop-up window. To add a new comment, click the **New Comment** button located at the bottom of the **Comments** window.

Comments				×
Comments				~
State File Number:	500043			
Registrant Name:	Lawrence Fields			
Event Type:	Death			
Event Date:	Mar-07-2017			
No data found.				
		New Comment	Close	~

3. The **Enter New Comment** tab will open allowing you to enter comments.

Comments			×
Comments			~
State File Number:	500043		
Registrant Name:	Lawrence Fields		
Event Type:	Death		
Event Date:	Mar-07-2017		
No data found.			
			_
Enter New Comme	nt		
Comment Type:			
ſ		Save	
Comment:	^	Clear	
	~		
L L		Cancel	
	Maximum text length: 4000 Characters left: 4000		
		New Comment Clos	e 🗸

- 4. The first step in adding a new comment is to select a **Comment Type**. Every comment must have a type assigned to it.
- 5. Comments are limited to 4000 characters. Fortunately, **DAVETM** keeps track of the number of characters used and displays that information onscreen.

E Comments						×
Comments						~
State File Number						
Registrant Name:						
Event Type: Event Date:	Death					
Event Date:	Mar-07-2017					
No data found.						
Enter New Comme	ent					
Comment Type:	General Comments 🔽					
	This is a test.		s	ave		
Comments				1		
Comment:				lear		
l			Ca	ancel		
	Maximum text length: 4000	Characters left: 3985				
	Λ		Nou	v Comment	Close	
			New	Comment	Close	Ť.
Maxim	um numbers of	Number of remaining				
	ters that can be	characters that can be				
include	d.	added to the current				
		comment.				

- 6. When you have finished entering the comment, select the **Save** button to save the comment, **Clear** to clear the entry, or **Cancel** to close the comment window without saving changes.
- 7. Selecting Save will write the comment to the DAVE[™] database and return you to the main Comments window, shown below. Notice that a portion of the comment can be read in the Comment window. Lengthy comments will have to be opened to be read in their entirety. Clicking the Edit link will open the Update Existing Comment tab for you to view and, if necessary, edit the comment.

Comments					×
Comments					~
State File Number:	500043				
Registrant Name:	Lawrence Fie	elds			
Event Type:	Death				
Event Date:	Mar-07-2017				
Comment Type	Date Entered	Entered By	Comment		
General Comments	05/09/2017	Trainmdcs1	This is a test.	Edit Delete	
				Total records : 1	
				New Comment Close	~

8. Once a comment has been added to a record, a checkmark will appear next to the **Comments** link in the **Other Links** sub-menu. This serves as a visual cue to all users that comments exist on a record.

Personal Information Decedent	/Personal Valid/Medical Valid/Registered/Signed/Certified/NA/ICD Coding Required Decedent
Medical Certification	Decedent's Legal Name
Pronouncement Place of Death	Prefix First Middle Other Middle Last Suffix
Cause of Death Other Factors Certifier	The checkmark serves as a visual indicator that one or more comments have been added to this registration.
Registrar	
Amendment List	
Other Links	Wide-
Amendments	Under 1 Year Under 1 Day Date of Birth Years Months Days Hours Minutes SSN Verification Status
Attacher Comments Print Forms	Date of Birth Years Months Days Hours Minutes SSN Verification Status Jun-02-1988 Image Age 28 Image Verify SSN UNVERIFIED (0)
Validate Registration	Decedent's Birth Place
Switch User	City or Town State Country
	Augusta Maine United States

Note: The ability to Edit or Delete comments is determined by the individual user's security configuration.

9. Another indication that there is a comment on the record can be found on the Search Results page and the Registration queues.

Case Id	Decedent's Name	Date of Death	Sex	Place of Death	Date of Birth	
317039	Fields, Lawrence	Mar-07-2017	Male	Penobscot	Jun-02-1988	Preview
Cor	Comment indicator	on Search			Τα	otal records : 1
Results page.						New Sear

Search b	y Registration Work Qu	Jene								
Queue:	Medical Pending - Death	\checkmark	Search Type:		~	Value:				
Display	200 rows per page.		Filter	Age	~	Value:	<= 29 day	/s 🗸		
		Comment indicator in registration queues.						Search	Show All Rows	Clear
All	Case Id	K	egistrant			Date	of Event 🕇		Data Provider	
	317377 Mas	son, Mike				May-1	7-2017			

Exercise 5.4 – Attachments (Registration)

Skill Learned: How to add attachments. It is sometimes necessary to add attachments to a case. Adding attachments to the registration is very similar to adding attachments within an amendment.

Note: There is a 4M size limitation on attachments. If the attachment is too large, reduce and scan the attachment prior to attaching the document to the record.

- 1. Open the record applicable to the attachment.
- 2. From the Death Registration Menu select Other Links ->Attachments

Personal Information	Decedent
Medical Certification	Decedent's Legal Name
Pronouncement Place of Death Cause of Death	Prefix First Middle Other Middle Last Suffix Lawrence Image: Comparison of the state of th
Other Factors Certifier Registrar	Aliases Add/Edit Alias Names
Amendment List Other Links	Sex Social Security Number Male 💟 000-00-0000
Amendments Attachments Comments Print Forms	Under 1 Year Under 1 Day Date of Birth Years Months Days Hours Minutes SSN Verification Status Jun-02-1988 Age 28 Verify SSN UNVERIFIED (0)
/alidate Registration	Decedent's Birth Place
Switch User	City or Town State Country Augusta Maine United States
	Ever in US Armed Forces? No

3. The **Attachments** dialog box will open.

×
~
Close 🗸 🗸

Page 73 of 97

- 5. The Attachment tab will open allowing you to add an attachment.
- 6. Click on the **Browse** button.

Attachments			×
Attachments			~
No data found.	The attachment type defaults to Record.		
New Attachment			
Attachment Type Record 🗸			
Upload new attachment		Browse	
Save Cancel			
		New Attachment Close	\sim

- 7. Clicking on the **Browse** button will open the Choose File to Upload directory.
- 8. Click on the file to attach to the record.

🔵 🗢 📕 🗢 ATTA	CHN	IENT Attachments for TESTING EDRS	✓ 49 Search _Attachments for TESTI 3						
Organize 👻 New f	olde			H • 🗖	0				
퉳 Downloads	^	Name	Date modified	Туре	Size				
🖳 Recent Places		Certificate.docx	5/9/2017 9:28 AM	Microsoft Word D					
词 Libraries		Court Documentation 1.docx	8/18/2014 8:22 AM	Microsoft Word D					

9. The file name will show in the <u>Upload new attachment</u> box.

Attachments			×
Attachments			~
No data found.			
New Attachment			_
Attachment Type	Record		
Upload new attachment	P:\ATTACHMENT_Attachments for TESTING EDRS\Certificate.docx	Bro	wse
Save Cancel			
		New Attachment C	Close 🗸 🗸

10. Select Save.

11. Once the file is saved, the attachment can be viewed or deleted. (This is based on user security privileges.)

Attachments				×
Attachments				~
Attachment Name	Date Acquired	Attachment Ty	ре	
Certificate.docx	5/9/2017 10:19:36 AM	Record	View Delete	
			Total records : 1	
		N	ew Attachment Close	~

12. A checkmark indicator will be shown in front of the <u>Attachments</u> link when there is an attachment included with the record.

Acadia F	Hospital	Welcome back: Trainmdcs1
<u>M</u> ain Lif <u>e</u>	Events <u>Q</u> ueues Forms <u>H</u> elp	
Mair	1C Department of Health and Human Services	
Death Registration Menu Personal Information Decedent	317039 2017500043 :Lawrence Fields Mar-07-2017 Amendm /Personal Valid/Medical Valid/Registered/Signed/Certified/NA/ICD Coding Require Decedent	
Medical Certification Pronouncement Place of Death Cause of Death Other Factors Certifier Registrar Amendment List	A checkmark will appear in front of the Attachments link indicating one or more attachments are included in the registration.	ds Suffix
Other Links	Date of Birth Years Months Days Hours Minutes Jun-02-1988 Age 28 Verify St	SSN Verification Status SN UNVERIFIED (0)
Validate Registration Switch User	City or Town State Country Augusta Maine United States	
	Ever in US Armed Forces? No	

Exercise 5.5 – Print Forms - Working Copy

Skill Learned: How to send working copies of death certificates to an installed printer.

Working Copies can be used to proof data, as a file copy, etc.. A **Working Copy** contains a watermark so the certificate cannot ever be used as a legal document.

Note: The ability to print a Working Copy of a registration is based on user security privileges.

1. Open a record.

2. Select Death Registration Menu -> Other Links ->Print Forms.

Death Registration Menu	317039 2017500043 :Lawrence Fields Mar-07-2017 Amendment Exists											
Personal Information	/Personal Valid/Medical Valid/Registered/Signed/Certified/NA/ICD Coding Required											
Decedent	Decedent											
Medical Certification	Decedent's Legal Name											
Pronouncement Place of Death Cause of Death	Prefix First Middle Other Middle Last Suffix Lawrence											
Other Factors	Aliases											
Certifier Registrar	Add/Edit Alias Names											
Amendment List Other Links	Sex Social Security Number Male V 000-00-0000 None Unknown											
Amendments Attachments Print Forms Validate Registration	Under 1 Year Under 1 Day Date of Birth Years Months Days Hours Minutes SSN Verification Status Jun-02-1988 Age 28 Verify SSN UNVERIFIED (0) Decedent's Birth Place											
Switch User	City or Town State Country Augusta Maine United States											
	Ever in US Armed Forces? No											
	Validate Page Next Clear Save Return											

3. Click on the underlined <u>Working Copy</u> link.

Print Forms	
Drop to Paper Medical Working Copy	
	Return

4. Clicking any form link will open the **File Download** dialog box and launch the document.

Do you want to open or save WorkingCopy.pdf (152 KB) from gatewaytest.state.me.us?	Open	Save 🔻	Cancel	×
				-

- 5. Click **Open** to view the <u>Working Copy</u>.
- 6. Click on the Printer icon to print the <u>Working Copy</u>.

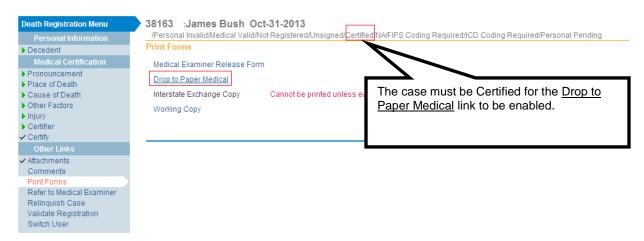


	Name Known to Physician (a.k.a) Department of Health and Human Services								118-2017-500043								
					•			of Death					_		State	File Number	
	1a. First Name				1b. Middle	Name				lc. Last Na	me					1d. Suffix	
	Lawrence				<< >>					Fields						<< >>	
	2. Date of Death		3. Sex	4. Soci	al Security 1	Number		5a. Age (yrs)	5b. Under		5c. 1	Jnder 1	Day	6. Date	of Birth	
	Actual date of death March 07 2017 Male 00				00-000			28		Months	Da	ys Hou	rs	Minutes	June	02, 1988	
	March 07, 2017 7. Birthplace	000	00 0000		Decedent Fr	Last Birthd				9. Place of	Death						
Decedent	Augusta, Maine			No			incu r	urtes.		Hospita		tient					
	10. Facility Name						11. Coun Penobs	ty of Death							wn of Dea	th	
ede	Acadia Hospital 13. Marital Status at Ti			Considera	Spouse/Par		Penous		A	Usual Occup			Ban	<u> </u>	usiness / I		
)ec	Never Married	me of Death	1 14.	Surviving	Spouse/rar	tuer		Teach		osual Occup	ition		1	ication	usiness / L	adustry	
Π	17. Education				18. A	ncestry		TCaci				19. Race	. Luu	cauon			
	Master's Degree					known						White					
	20. Residence State	21. Res	idence Coun	ty	22. R	esidence C	ity or Town	1		23. Residen	ce Stre	et and Numbe	r				_
	Maine	Kenn	ebec			gusta				10 Rural							
	24a. Parent First Name				iddle Name					Last Name P	rior to l	irst Marriag	e			24d. Suffix	
	Paul			Unkr						elds						Unknown	
	25a. Parent First Name Laura			Unkn	iddle Name IOWN					Last Name P NGEF	rior to l	first Marriag	•			25d. Suffix Unknown	
	Informant		rmant Name					27. Mail	_								
		John	Fields		_			98 W	est A	venue Au	gusta						
Disposition	28. Method of Disposit Burial	on			29. Date of Disposition						_	30. Was Bo NO	dy Emb	oalmed?			
	31a. Place of Disposition				March 07, 2017					ocation (City	or tow		-				
	Brackett Cemete		31b. Location (City or town, state) Augusta, Maine														
bo	32a. Signature of Fune	orized Pers	son 32b. Name and Address of Facility or					r Authorized	Person				_				
Di	→ Ron Sargent				Albert & Burpee				Imee Fund	eral S	ervice In						
	Signature Electron		253 Pine St, Lewiston, Maine 04240														
L	33a. Signature and Titl		red at the time, date, and place, due to the cause(s) and manner as stated.							33b. Date Signed							
fie				ume, date	e, and pla	ce, due to t	ne ca	iuse(s) and	mann	er as stated	1.		March	07, 2017			
Certifier	Mark Mann Doctor of Medicine Signature Electronically Authentical									d	đ						
Ö	33c. Name and Address of Certifier Mark Mann, 123 Any Street NW, Bangor, Maine 04401										34. W		iewed After Death?				
	35. Time of Death				36. Manner of Death						37. Medical Examiner Case Number						
	08:00 AM Actua	I time of	death		Natural												
	38. Part I.															Approximate Inter	
																Between Onset a Death	a
	Immediate Cause of Des (Final disease or conditi				art Attack										2 days		
ath	resulting in death)		→ -	Due to (o (Or as a consequence of):												
Cause of Death			→ -	b.			-										
of				Due to ((Or as a con	sequence o	đ):										
ISC	Sequential list of other conditions, if any, leading	ig to		c.													
Cal	immediate cause. The a cause (Disease or injury			Due to ((Or as a con	sequence o	f):										
	initiated events resulting	gin _	→	d.													
	death) is entered <i>last.</i> Part II. <u>Other significan</u>	t conditi-	-	a to doot	hutuctor	lting in the	underhei		n Peri				_			L	
	Fart II. Other signment	at condition	s contribution	P to deatu	Dut Hot lesu	nning m file	e ander tyllig	s cause given	n rafi								
	ļ	39. Signatu	re of Registr	ar											40. Dat	e Filed	
1	Registrar		n E. Ha													ch 08, 2017	
		Signat	ure Electronical	ly Authentica	ztod												
															ļ		

Exercise 5.6 – Print Forms - Drop to Paper - Medical

Skill Learned: How and when to use the <u>Drop to Paper Medical</u> feature. The <u>Drop to Paper</u> <u>Medical</u> feature should only be used if the Personal Information on the death certificate will be completed on paper instead of electronically. Once a certificate is "dropped to paper", previously authenticated signatures are printed along with all filled-in data. The paper document is then considered the official source of the death certificate information. At this point, **DAVETM** locks all "authenticated" information from further update to ensure the paper document matches the electronic record. Authorized users, such as state users, has the ability to update "locked" fields once the paper document is filed.

1. From the **Death Registration Menu**, select **Other Links -> Print Forms -> Drop to Paper Medical**. (Note: Case must be certified)



Note: Access to the Drop To Paper link is limited by both user security configuration AND the status of the record in question. Even with the proper security profile, you may or may not have access to the Drop to Paper link. Once a record is dropped to paper, the certifier will no longer be able to edit the record. However, if the case has not yet been registered, the certifier can cancel the drop to paper as instructed below.

2. The form will launch in PDF format for printing.



NAME KNOWN T	O PHYSIC	[AN	DEPARTMENT OF				ICES			
			CE	RTIFICATE O	F DEATH	4			Sta	te File Number
1a. FIRST NAME			1b. MIDDLE NAME			1c. L/	ST NAME			1d. JR., etc.
James						Bush	1 I			
2. DATE OF DEATH Actual date of death	3. SEX	4. 5	OCIAL SECURITY NUMBER	5a. AGE (Yrs)	5b. UNDE	R 1 YEAR	5c. UND DAY		6. D	ATE OF BIRTH
October 31, 2013	Male	Unl	known	Last Birthday	Months	Days	Hours	Minutes	Unl	nown

The status bar will indicate when a record has been Drop to Paper Medical.

	70 :Britney Burns May-11-2017 .onal Invalid/Medical Valid/Not Registered ^{(D} ropped To Paper - Medical/C ertified/NA/FIPS Coding Required/ICD Coding Required/F ling	ersonal
Ρ	Forms	
	to Paper Medical	
	king Copy	
		Return

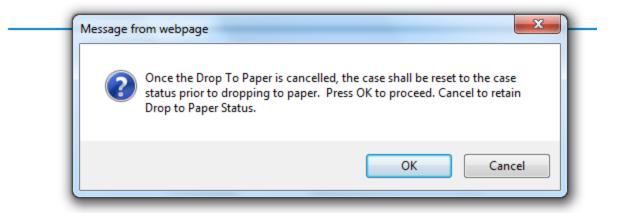
The record will automatically drop into a Drop to Paper Medical Work Queue assigned to the Office of Vital Records for completion of the **Personal Information**.

Search I	y Registration Work Queue				
Queue:	Dropped To Paper - Medical - Death	Search Type:	~	Value:	
Display	200 rows per page.	Filter:	~		
					Search Show All Rows Clear
All	Case Id File Number	Registrant		Date of Event †	Data Provider
	317370 Burns, Britney			May-11-2017	

- 3. To cancel the drop-to-paper select **Other Links ->Cancel Drop to Paper.**
- 4. Select **Ok** on the popup message as shown below.

Print Forms

Drop to Paper Medical Working Copy



Exercise 5.7 – Refer To Medical Examiner

Skill Learned: How to refer a case to the medical examiner for review. The purpose of the **Refer to Medical Examiner** page is to notify a medical examiner of a death that was due or may have been due to unnatural causes.

1. From within the registration (case) requiring referral, select **Other Links -> Refer to Medical Examiner**.

Death Registration Menu Personal Information Decedent	317360 :Bryan Berry May-09-2017 /New Event/New Event/Not Registered/Unsigned/Uncertified/NA Decedent
Medical Certification Pronouncement Place of Death Cause of Death Other Factors Certifier Other Links Attachments	Decedent's Legal Name Prefix First Middle Other Middle Last Suffix Bryan Berry Aliases Add/Edit Alias Names Sex Social Security Number Male V None Unknown
Comments Print Forms Refer to Medical Examiner Relinquish Case Request Non Affiliated Certification Transfer Case	Under 1 Year Under 1 Day Date of Birth Years Months Days Hours Minutes SSN Verification Status Age Verify SSN UNVERIFIED (0) Decedent's Birth Place
Validate Registration Switch User	City or Town State Country United States Ever in US Armed Forces?

2. This will launch the **Refer to Medical Examiner** page as shown below. Notice, that the **Message** field is auto-filled with a pre-formatted message. This message can be sent as is, edited, or deleted and replaced entirely.

Death Registration Menu Personal Information		ryan Berry May-09-2017 w Event/Not Registered/Unsigned/Uncertified/NA			
Decedent Medical Certification Pronouncement Place of Death	Refer To Me	dical Examiner			
Cause of Death Other Factors Certifier Other Links	Office Name Message	Office of Chief Medical Examiner Please review Case Id: 317360 - Bryan Berry, Date of Death: May-09- 2017 referred by Acadia Hospital. This message can be edited.	^		
Attachments Comments Print Forms Refer to Medical Examiner Relinguish Case			>	Clear	e Return
Request Non Affiliated Certification Transfer Case Validate Registration Switch User					

- 3. Click **Save** to complete the referral process. The next time the medical examiner logs in, this case will appear in his/her work queue and in the **Messages** menu.
- 4. Once the message is saved, the information on the page and the SAVE button is disabled. The status bar will show ME Review Required as shown below.

	ryan Berry May-09-2017 lid/Medical Invalid/Not Registered/Unsigned/Uncertified/Referred to ME/F cal Pending	-IPS Coo	ding Required	ME Review Requ	iired Pers	onal
Refer To Me	dical Examiner					
Office Name	Office of Chief Medical Examiner					
Message	Please review Case Id: 317360 - Bryan Berry, Date of Death: May-09- 2017 referred by Acadia Hospital. This message can be edited.	~				
				Clear	Save	Return

The <u>medical examiner</u> will be able to go into the case and select Accept, Decline, Pending or Take Control of Case as shown below.

ME Review Case	
Referral Action ME Case Number	Accept Referral
Message	Decline Referral Pending Take Control of Case

The medical certifier will receive both a **DAVE[™]** message and email indicating the action taken from the medical examiner. Below is an example of the message the medical certifier will received.

Messages		Send	d Message Remove inc	om List
From		Message Text	Date Sent	
Med B	Exams	Case Id: 38157 - Johnny Caper, Date of Death:Oct-30-2013 has been reviewed. This referral action for this case was: Accept Referral.	11/1/2013 8:14:14 AM	

The status bar on the case will show "Under ME Review" when the medical examiner has taken one of the following actions: Accepted, Pending, Take Control of Case. <u>If the Medical Examiner</u> <u>selects Accept Referral or Take Control of Case, the certifier will no longer have access to the case.</u>

38157 :Johnny Caper Oct-30-2013 /Personal Invalid/Medical Invalid/Not Registered/Unsigned/Uncertified/Under ME Review/FIPS Coding Required/Personal Pending/Medical Pending If the case has been "declined" by the medical examiner the status bar will indicate "Referral Declined" and an automated email and message will be sent to the medical certifier. The medical certifier will continue to have access rights to the case.

```
38158 :Paul Lane Oct-30-2013
/Personal Invalid/Medical Invalid/Not Registered/Unsigned/Uncertified Referral Declined FIPS Coding Required/Personal Pending/Medical Pending
```

Exercise 5.8 – Relinquish Case

Skill Learned: How to surrender ownership of an unregistered record. Once a certifier has certified a record, no other user has "write access" to that portion of the record. That is, only the certifier that "owns" the information is allowed to edit the information.

The <u>Relinquish Case</u> link allows a user to relinquish control of their portion of a record so that a different user can login and take ownership. If the case is "certified" it will become "uncertified" once the owner relinquishes the case giving another user access to the case. A case, however, does not need to be certified to be relinguished.

NOTE: Once the record is relinquished, the person who relinquished the record will no longer have access to the record <u>once the new user has taken ownership</u>. If the new user has not yet taken ownership, the person who relinquished the case can regain access of the record by going to Life Events>Death>Start/Edit New Case.

1. From the Death Registration Menu select Other Links -> Relinquish Case



2. The **Relinquish Case** window will open. Select **OK** to relinquish control of the record or **Cancel** to retain ownership of the record.

ſ	🗐 Relinquish Case	×
	Relinquish Case	~
	Once this case has been relinquished, you will no longer be able to access this case. Press OK to proceed. Cancel to retain ownership.	
	OK Cancel	
		×

3. To regain control of the record (if ownership has not yet been taken by another user), access it from the Life Events -> Death -> Start Edit New Case. A dialog will pop up asking the user if they want to take ownership of the case.

Exercise 5.9 – Request Non-Affiliated Certification

Skill Learned: How to request certification from a user who is not affiliated with the medical facility that started the case.

There may be occasions when the certifier on record does not have an in-depth knowledge of the decedent's medical history to complete the cause of death. In cases such as this, the certifier may request certification from a non-affiliated user (different facility). The non-affiliated user must be a DAVETM user.

Note: This option may or may not be available based on security privileges.

1. From the **Death Registration Menu** select **Other Links -> Request Non-Affiliated Certification.**

Death Registration Menu	317362 :Mike Maples May-09-2017
Personal Information	/New Event/New Event/Not Registered/Unsigned/Uncertified/NA
Decedent	Decedent
Medical Certification	Decedent's Legal Name
Pronouncement Place of Death Cause of Death Other Factors Certifier Other Links Attachments Comments Print Forms	Prefix First Middle Other Middle Last Suffix Mike Maples Atlases Add/Edit Alias Names Sex Social Security Number Male Under 1 Year Under 1 Day
Refer to Medical Examiner Relinquish Case Request Non Affiliated Certification	Under 1 Year Under 1 Day Date of Birth Years Months Days Hours Minutes SSN Verification Status Age Verify SSN UNVERIFIED (0) Decedent's Birth Place
Transfer Case Validate Registration Switch User	City or Town State Country United States
	Ever in US Armed Forces?
	Validate Page Next Clear Save Return

The Request Non-Affiliated Medical Certification page will appear.

Request	Non Affiliated Medical Certification				
Certifier I	nformation				
Certifier I	Name: 💦 + 🔛 💁				
Facility/O)ffice Name: > 🔍 📐				
First Name Middle Last Office:	9.				
Message	Please complete the medical certification for: Case Id: 317362 - Mike Maples, Date of Death: May-09-2017.	< >			
			Clear	Save	Return

2. Click on the Certifier Name LOV. The Lookup Certifier page will popup.

Request Non Affiliated Medical Certification	
Certifier Information LOV	
Certifier Name: V 🔍 💁	
Facility/Office Name: > 🔍 💁	
First Name: Middle Last Office: Message Please complete the medical certification for: Case Id: 317362 - Mike Maples, Date of Death: May-09-2017.	
Eookup Certifier	×
Last Name First Name Search	^
	Cancel

- 3. Key in the Last Name of the certifier for whom non-affiliated medical certification is requested.
- 4. Click the **Search** button.

Lookup Certifier			×
Last Name Hall	First Name	Search	~
		[Cancel 🧹

5. Click the **Select** button on the same row as the desired certifier.

📰 Lookup Ce	rtifier								×
Last Name 🕨	Hall			First Name		Searc	h		^
License Nu	mber	Last Name	Suffix	First Name	Middle Name	Street Number	Street Name		
MD5454		Hall		Jack		890	West	select	
							Total record	ds : 1	
								Cancel	~

The certifier's name is system-filled on the **Request Non-Affiliated Medical Certification** page.

	Non Affiliated Medical Certification				
Certifier	Name: 🔸 🔛 📐				
Facility/C)ffice Name:) 🔍 🔽				
First Name Middle Last Hall Office:	e: Jack				
Message	Please complete the medical certification for: Case Id: 317362 - Mike Maples, Date of Death: May-09-2017.	< >			
			Clear	Save	Retu

6. Next, click on the Facility LOV.

Request Non Affiliated Medical Certification	
Certifier Information	
Certifier Name: 🔸 🔛 💁	
Facility/Office Name: 🔍 💁	
First Name: Jack Middle Last Hall	
Office:	
Message Please complete the medical certification for: Case Id: 317362 - Mike Maples, Date of Death: May-09-2017.	•
	~
	Clear Save Return

The Facilities popup will appear.

🗐 Lookup Medie	cal Facilities	×
Facility Name	Search	^
		Cancel

7. Key in the name of the facility. Type in either the entire facility name, or use a wild card (Augus%) as done in the example below.

E Lookup Medical Facilities		×
Facility Name Augus%	Search	^
		Cancel

- 8. Click the **Search** button.
- 9. Click the **Select** button on the same row of the desired facility.

Lookup Medical Facilities			×
Facility Name Augus%		Search	-
Facility Name	Address	City	
Augusta Family Medicine	15 Enterprise Drive	Augusta	select
		Tota	l records : 1
			Cancel

The office name is system-filled with the selected facility.

Request Non Affiliated Medical Certification	n		
Certifier Information			
Certifier Name: 💦 💊 💁			
Facility/Office Name: 🔉 🔛 📐			
First Name: Jack Middle Last Hall			
Office: Augusta Family Medicine			
Message Please complete the medical certification f Maples, Date of Death: May-09-2017.	or: Case Id: 317362 - Mike	$\langle \rangle$	
			Clear Save Return

10. Click the **Save** button.

Both an external email and an internal message will be sent to the requested certifier as shown below.

Fro To: Cc:		DAVE-no-reply@smtp.state.me.us		
X	bject: lack Hall	Case id 317362 - Medical Certification Requested	· · · · 6 · · · · · · ·	· · · 7 · · · · · · · · · · ·
,	Please cor	nplete the medical certification for: Case Id: 317362 - Mike Maples, Date of [Death: May-09-2017.	Maples, Mike
N	lessages		Send Message	Remove from List
	From	Message Text	Date Se	ent 🗆

The Status Bar will then show that a Non-Affiliated Medical Certification has been requested.

Mark Mann

Please complete the medical certification for: Case Id: 317362 - Mike Maples, Date of Death: May-09-2017. Maples, Mike 5/9/2017 2:26:24 PM

		les May-09-2017 ot Registered/Unsigne	/ d/Uncertified/N/ <mark>/</mark> /Non Affi	liated Medical Certific	ation Requested
Deceder Deceder	nt nt's Legal Name				
Prefix	First Mike	Middle	Other Middle	Last Maples	Suffix

Both the certifier who started the case and the certifier who received a non-affiliated medical certification request can access the case. The Certifier who started the case can access the case from the **LifeEvents>Death>Locate Case** menu. The Certifier who received the request can access the case only through **Messages** by clicking on the decedent name link in the message received. Once a **Non-Affiliated Medical Certification** has been requested, only the certifier who received the request is able to certify the case.

In this example, the certifier who received the non-affiliated certification request completed the cause of death.

Cause of Death

NCHS Recommendations for Entry of Cause of Death		
Enter the chain of events- diseases, injuries, or complications- that directly caused the death. DO NC arrest, respiratory arrest or ventricular fibrillation without showing the etiology. DO NOT ABBREVIATI one cause on a line. Add additional lines if necessary.		
Sequentially list conditions, if any, leading to the cause listed on line a. Enter the UNDERLYING CAU events resulting in death) LAST.	JSE (diseas	se or injury that initiated the
Cause of Death		Approximate Interval Onset to Death
Immediate Cause (Final disease or condition resulting in death)		
PART I Hemorrhagic Shock Line a	↓ ABC	Minutes
Due to or as a consequence of	ABC	
Line b	0	Hour
Due to or as a consequence of		
Abruptio placenta Line c		13 Hours
Due to or as a consequence of		
Line d		
PART II Gestational hypertension 36 weeks into pregnancy Other significant conditions		ABC-
Valida	ate Page	Next Clear Save Return

Section 6: Work Queues

In this section, you will learn how to navigate through the various **DAVETM** work queues. From the **Home** page, select the **Queues** menu. Queues are used to group death cases together based on the amount of work that has been done with them and the amount of work that still needs to be done. This grouping is accomplished through the assignment of work queue statuses based on validation rule failures.

Exercise 6.1 – Work Queue Summary

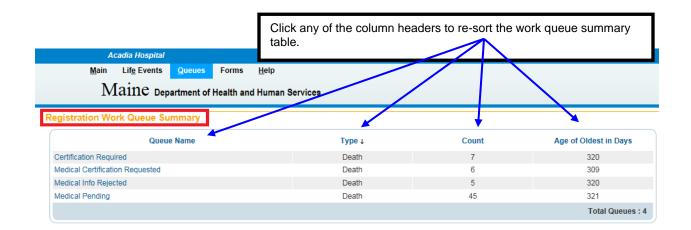
Skill Learned: How to access records via work queues. As registrations work their way through **DAVETM**, they will pass from one work queue to another. **Queues** represent the statuses assigned to records in **DAVETM**.

1. From the **Home** page, select **Queues>Registration Work Queue Summary**. This will bring up a listing of all the available work queues containing cases. **Queues** contain registrations, or amendments having a work queue status. If a queue does not contain any records the queue will not be displayed in the list.

A	cadia Hospital			
<u>M</u> ain	Lif <u>e</u> Events	<u>Q</u> ueues	Forms	<u>H</u> elp
Maine Dep		Registration Work Queues		
101	Registration Work Queue Summary			
Fast Links		Amendme	nt Work Qu	ieues
		Amendme	nt Work Qu	ieue Summary

Acadia Hospital		Welcome back: Trair	nmdcs1 Logout				
<u>M</u> ain Lif <u>e</u> Events <u>Q</u> ueues Forms	<u>H</u> elp						
Maine Department of Health and Human Services							
egistration Work Queue Summary							
Queue Name	Type ↓	Count	Age of Oldest in Days				
Certification Required	Death	7	320				
Medical Certification Requested	Death	6	309				
Medical Info Rejected	Death	5	320				
Medical Pending	Death	45	321				

2. The default sort order is by **Queue Name**. Notice however, that the column headers in the summary table are all hyperlinks. Clicking any of these header links will change the sort order of the table based on that column's content.



Note: The actual work queues available will vary based on user type and user security setup.

- 3. **Type** indicates the kind of record being presented. (e.g., Death, Birth).
- 4. **Count** indicates how many records are in the queue. **Age of Oldest in Days** indicates the age of the oldest record in the queue.
- 5. Click the **Queue**>**Certification Required-Death** queue to view a list of the records currently found in that queue. In the example shown here there are 7 records in the **Certification Required** queue.

Queue:	Certificat	tion Required -		~]	Search Type:		Valu	e:			
Display	200 ro	ws per page.				Filter:	~		Search	Show All Rows	Clear	Return
All	Case Id	File Number				Registrant			Date of Event 1	Data P	rovider	
	317048		Day, Dahlia						Mar-08-2017			
	316997		Jumper, Jack						Feb-28-2017	Albert & Burpee Inc.	Funeral S	ervice,
	316956		Jones, Gerard						Feb-22-2017	Albert & Burpee Inc.	Funeral S	ervice,
	316849		Jenkins, John						Feb-06-2017	Albert & Burpee Inc.	Funeral S	ervice,
	316823		Paterson, Pau	I.					Feb-01-2017	Albert & Burpee Inc.	Funeral S	ervice,
	308878		Grisby, Noe Q	q7					Aug-05-2016			
	308607		Atencio, Allie (Qq7					Jun-24-2016			
										Т	otal recor	rds:7

6. Click any <u>Registrant</u> name or <u>Case Id</u> link to open that record for review or editing.

Queue: Display	Certification Require		Search Type:	Va	ilue:	
					Search	Show All Rows Clear Retu
All	Case Id File Numb	er	Registrant		Date of Event ↑	Data Provider
	317048	Day, Dahlia			Mar-08-2017	
	317048 316997	Day, Dahlia Jumper, Jack			Mar-08-2017 Feb-28-2017	Albert & Burpee Funeral Service Inc.

Section 7: Forms

Exercise 7.1 – Vital Records Forms

Users can access forms from the DAVE[™] application. Restricted forms will no longer be located on Vital Records Data, Research, and Vital Statistics web site.

Forms that were form-fillable on the Vital Records web site will continue to be form-fillable in DAVETM.

1. From the **Home** page select **Forms>Print Forms**.

	Acadia Hospital			
<u>M</u> air	n Lif <u>e</u> Events	<u>Q</u> ueues	Forms	<u>H</u> elp
]	Maine Dep	artment of	Print For	^{ms} nan Services

2. Click on the desired form link.

Print Forms	
All_Certaband_Certificate of Abandonment	HCP_VS7A_Hospital Application correcting Maine Certificate of Birth_Instructions
All_Fetal Death Certificate and Disposition Permit Procedure	MC_Changing Designation of Parent on Birth Certificate
All_Instructions to Renew Your DAVE Password	MC_Checklist for Issuing a Marriage License
All_VR Staff Name Listing	MC_DRVS 128th Legislation_New Laws
All_VS3_Certificate of Death	MC_Eligibility Matrix_Who can obtain a Vital Record
All_VS35_Permit for Disposition of Human Remains	MC_incounterbthform_Counter Form for Births
All_VS36_Report of Death	MC_incounterdthform_Counter form for Deaths
All_VS37_Medical Examiner's Release of Human Remains	MC_incountermarform_Counter form for Marriages
All_VS38_Application for Disinternment or Removal of Human Remains	MC_Instmunservfee_Instructions for Completing State Share Reporting Form
All_VS3A_EDRS_Medical Certification of Death	MC_Internalvrform_Clerks Vital Records Request Form

3. Click **Open** in the dialog box.

Do you want to open or save All_VS36_ReportofDeath.pdf (209 KB) from gatewaytest.state.me.us?	Open	Save 🔻	Cancel	×
	· ·			

4. Print the form as you would normally print any other document.

Section 8: User Guide

Exercise 8.1 – User Guide Medical Facility

Skilled Learned: Where to locate the Medical Facility User Guide

1. On the **Home** page select the **Help** menu.

Ac	adia Hospital							
<u>M</u> ain	Lif <u>e</u> Events	Queues	Forms	<u>H</u> elp				
Μ	Biometric Setup Files							
	Maine Department of Health an					Biometric Tester		
Fast Links				Medica	l Certifier User Gu	ide		
				Sho	w Tooltips			

2. Click on the **Medical Certifier User Guide** link to open the manual.

Section 9: Resources

The National Center for Health Statistics (NCHS) has prepared the following handbook which contain instructions for completing death certificates:

- Physicians' Handbook on Medical Certification of Death

You can obtain this handbook at the following link: https://www.cdc.gov/nchs/data/misc/hb_cod.pdf

Appendices

<u>Appendix 1 – Glossary of Icons and Controls</u>

There are several different types of **icons** and **controls** used in **DAVETM**. Many of these are industry-standard or universal controls that you may already be familiar with from using other programs and/or websites. Others, are **DAVETM** specific controls that you will not find anywhere else.

Auto-populate Button – this control can be clicked on using your mouse's left click button. This control is used in conjunction with a dropdown list to auto-fill information relevant to the entity selected within the dropdown list. Clicking the auto-populate button below will auto-fill the Age.



Auto-populate - Auto-populate Tool Tip: this is an onscreen tool-tip that appears whenever the cursor is allowed to 'hover' over an Auto-populate button. This is simply a visual indicator that the auto-populate feature can be used.

Calendar Icon: this is an onscreen control that can be clicked on using your mouse's left click button. This icon is used in conjunction with Date Entry text boxes. Clicking this icon will bring up the Calendar control that can be used to select a specific date.

Calendar control: this is an onscreen control containing several other controls. There are two dropdown lists, one for selecting the month and the other for selecting the year. The default calendar displayed will be for the current month and year with the current day displayed in red. Clicking any day of any date will cause that date to be displayed in the corresponding **Date Entry** text box using a MMDDYYYY format.

Pronouncement



□ - Checkboxes: these are universal, onscreen controls that can be clicked on using your mouse's left click button. Checkboxes are used for making selections among various onscreen options. More than one checkbox can be selected at a time (compared to **Radio Buttons** that can only be selected one at a time.) Checkboxes exist in two states: Checked and Unchecked. Clicking unchecked checkboxes will place a checkmark () in the checkbox. Clicking a checked checkbox will remove the checkmark.

Validate Page Next Clear Save Return - Click Buttons: these are universal controls that can be clicked on using your mouse's left click button. They are used to accept data inputs, write information to databases and usually trigger the processing of underlying system code.

Was ME Contacted? **Dropdown Lists**: these are universal, onscreen controls that can be selected from using your mouse's left click button. Clicking the down-arrow button will cause a list of selectable options to dropdown. Clicking any option in the list will select it and display it in the text box field.

Was ME Contacted? Yes No

Fix M - **Fix Icons**: this is an onscreen icon that appears only in the **DAVETM Validation Frame**. Clicking this icon will send the cursor to the field containing invalid information so that it can be corrected.

Validation Results	List Al	Errors Save C)verrides Hide
Error Message	Override	Goto Field	Popup
DR_6218: The time of death modifier cannot be left blank. Enter the appropriate modifier for the time of death.		fix 🍋	fix 🏍

First: Labels –are universal controls or fields. Actually, most fields have labels. A **Label** tells you what type of information is displayed in a field or what type of information to place in a field. In our example here, the field has a label containing the word **First.** That tells you to place the Decedent's first name in this text box field.

• **Radio Buttons**: these are universal controls that can be selected using your mouse's left click button. Clicking a radio button will fill in (•) the circle. Unlike **Checkboxes**, which allow for multiple selections, only one **Radio Button** per group of buttons may be selected at one time. For example, you might use a radio button to select a brand of car to purchase, but use checkboxes to add all the features you want.

First: - **Text Entry Boxes**: these are universal controls used to record information. **Text Entry Boxes** can be formatted to accept only text, a combination of text and numbers, numbers only or dates. In this example, the **Text Box** is being used to record someone's **First** name. In this case, the text entry box is formatted to prevent the entry of any numbers or special characters. Some **Text-Entry Boxes** are display only.

✓ Pronouncement - Validation – Green Checkmark: this is a display only icon. Clicking it has no effect. This icon is used in the Death Registration Menu and indicates that a DAVETM information page contains valid information.

★ Cause of Death - Validation – Red X: this is a display only icon. Clicking it has no effect. This icon is used in the Death Registration Menu and indicates that a DAVETM information page contains invalid information that must be corrected before certification will be allowed.

• Place of Death • Validation – Yellow Circle: this is a display only icon. Clicking it has no effect. This icon is used in the Death Registration Menu and indicates that a DAVETM information page contains information that may be invalid and must be corrected or overridden before certification will be allowed.

Appendix 2 – Usage and Common Conventions

This appendix consists of useful tips and tricks to help you become a more efficient user of the **DAVETM** application. These hints will actually help you with almost any Windows based application.

1. **Focus** – **Focus** determines which field on the page will receive the action. For example, if an empty text box has the focus then a flashing cursor will appear in the far left hand side of the box. Anything you type will appear in the text box.

Street Number 1234	Pre Directional	Street Name Springfield	The presence of cursor tells you textbox has the	that this t	Apartment Number
City or Town		County	State	Country	Zip Code
New York	10	ſ	New York	United States	10011

If a pre-filled textbox has the focus then the text in that box will be highlighted. If you type here with the text highlighted, the current text will be deleted.

Address Street Number	Pre Directional	Street Name		The highlighted text within this textbox indicates this control has the Focus.	nt
1234	E	Springfield		S Drive	
City or Town		County	State	Country	Zip Code
New York		5	New York	United States	10011

If a **Checkbox**, **Radio Button**, or **Click Button** receives the focus then a dotted line will surround the checkbox or radio button.

Ounknown	White	Next
----------	-------	------

2. **Passing the Focus** There are two ways to pass the focus to a field: clicking the field with your mouse or pressing the **Tab** key until the desired field is highlighted.

The most common way of placing the focus on a field is by clicking the field with your mouse. This is also the slowest and least efficient way of passing the focus from one field to the next.

Instead, learn to use **Tab** and **Shift-Tab** to pass the focus back and forth among the fields. Using **Tab** will advance the focus forwards. **Shift-Tab**, which is triggered by holding down the **Shift** key while pressing the **Tab** key, will pass the focus back to the previous field.

Every page is structured a little differently. Exactly where **Tab** and **Shift-Tab** sends the Focus will vary, but it should always advance you logically from one field to the next.

3. **Keyboard Shortcuts** – Now that you understand what **Focus** is and how to pass it from one field to the next, let's see how you can use it to become a more efficient **DAVETM** user.

If a **Text Entry Box** has the **Focus**, then just start typing to fill in the box. Note: If the text entry box already contains text, then when it receives the focus that text will be highlighted. Anything typed while the text is highlighted will replace the old text.

If a **Checkbox** has the **Focus**, then pressing the spacebar will check or uncheck the control.

If a **Dropdown List** receives the **Focus** then you have several options:

- Use the mouse to click the down-arrow to reveal the list of selectable options. However, try to avoid using the mouse.
- If you know the first letter of the option you want to select, type just that letter. The focus will then shift down to the first option in the list beginning with that letter.
- If there are multiple selections beginning with that letter, then keep typing it until your desired option shows up. Then, **Tab** off of the list to save that selection.
- Use the **Up** and **Down Arrows** on your keyboard to scroll through the list of options. When the correct option is highlighted, use the **Tab** key to save that selection and move to the next field.
- Hold down the **Alt** key and press the **Down-Arrow** button on your keyboard to reveal the list. Then, using either your mouse or the **Up** and **Down Arrows**, make your selection and **Tab** off to the next field or hit the **Enter** button.

Validate Page Next Clear Save Return

receives the focus you

If a Click Button have two options:

- Use the **Spacebar** to "press" the button, or

- Use the Enter key to "press" the button

Selecting the **F12** key while your cursor is in a <u>Date field</u> will auto-fill the date field with the current date.