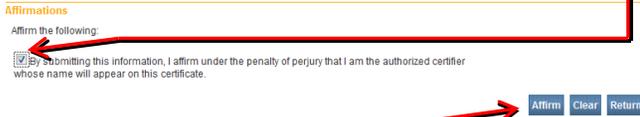5) Once the page has been validated, the **Certify** link will appear in the *Death Registration Menu.* Click on **Certify**.

6) Click in the check box to create a check mark ☑

Affirmations
Affirm the following:

☑ By submitting this information, I affirm under the penalty of perjury that I am the authorized certifier whose name will appear on this certificate.

[Affirm] [Clear] [Return]

7) Click on **Affirm**

8) This message means you have completed your information on this record.

2559951 2012007707 :Bianca Natasha Marchaca May-25-2012
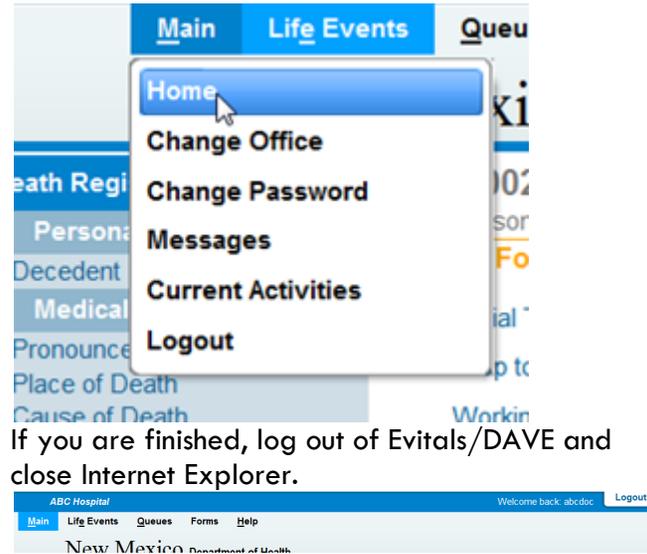/Personal Valid/Medical Valid With Exceptions/Registered/Affirmed/Certified/NA
Affirmations

Authentication successful.

If you'd like a copy of the death record, go to the **Print Forms** page and click on **Working Copy**.
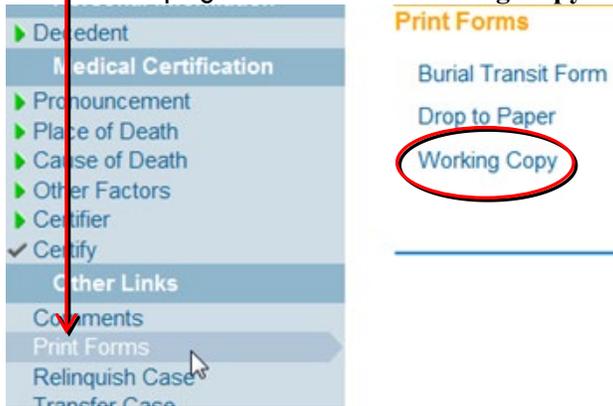
☐ Do <u>Not</u> click on <u>Drop to Paper</u>!

You can now go back to the **Home** page and select the next record.

If you are finished, log out of Evitals/DAVE and close Internet Explorer.

- -

Getting Help

For technical support with EVitals, contact the Department of Health Help Desk:
(800) 280-1618, select **1** Monday ~ Friday, 8 a.m. ~ 5 p.m.
Select **4** for weekends and holidays.

Mailing Address

BVRHS
PO BOX 26110
Santa Fe, NM 87502-6110

User Name and Password

User names are assigned by the EVitals administrator at BVRHS **after** you have received training from a qualified person at your facility or BVRHS staff.

If you type in your **password incorrectly more than 3 times,** the **system will lock you out.** Contact the DoH Help Desk at 800-280-1618 if you need to reset your password for this or any other reason.

Please protect yourself — **do NOT share your logon and password with anyone.** Don't let someone else make mistakes for you!

Quick Reference Guide Medical

Logging on to EVitals/DAVE

Using a Web Browser, go to:

→ https://evitals.health.state.nm.us/DAVE/logon.aspx

1) Type in your User Name and Password.

Username:	Password:
abcdoc	●●●●●●●●

Version #: 12.1.4.40314   **Login**

2) Click on **Login**
   * If you practice at more than one facility, select the appropriate office, if necessary, and click *Continue.*
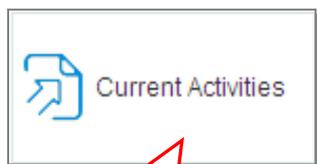
3) And, there's the **Homepage:**

ABC Hospital   Welcome back: abcdoc   **Logout**
Main   Life Events   Queues   Forms   Help

New Mexico Department of Health

Fast Links

Messages	Current Activities	Registration Work Queue Summary	Death Search	Death Start New Case

Current Activities

Check your *Current Activities* queue for the cases in need of:
- **Medical Certification Requested** and
- **Medical Pending**

Finding the Certificate

To find the records that have been referred to you for medical certification, click on the **Medical Certification Requested** queue under *Current Activities*.

Records listed in the **Medical Pending** queue are records your office is working on, but that are not yet completed. You can access them by clicking on the **Medical Pending** queue.

Current Activities

Queue Name	Type ↓	Count	Age of Oldest in Days
Medical Certification Requested	Death	10	176
Medical Pending	Death	8	129

Total Queues : 2

Queue Name	Type ↓	Count	Age of Oldest in Days
Medical Certification Requested	Death	10	176
Medical Pending	Death	8	129

After you open a queue, you can click on any of the underlined records to bring up that record.

Search by Registration Work Queue

Queue: Medical Certification Requested - Death   Search Type: Value:
Display: 15 rows per page.   Filter:

Search   Show All Rows   Return

All	Case Id	File Number	Registrant	Date of Event ↑	Data Provider
☐	2560023		Test, Walter	Jul-12-2013	ABC Funeral Home
☐	2559969		Newskin, Death	Mar-31-2013	ABC Funeral Home
☐	2559944		March, Janice	Feb-15-2013	ABC Funeral Home
☐	2559950		Marchi, Lucille	Feb-13-2013	ABC Funeral Home
☐	2559941		Certificate, Death	Jan-02-2013	ABC Funeral Home
☐	2559940		Signing, Electronic	Jan-01-2013	ABC Funeral Home
☐	2559948		Marchby, Charles Randy	Jan-01-2013	ABC Funeral Home
☐	2559945		Marchand Jr, Jose	Dec-30-2012	ABC Funeral Home
☐	2559947		Marchinski, Sandra	Nov-27-2012	ABC Funeral Home
☐	2559949		Marchtion, Donald	Aug-28-2012	ABC Funeral Home

Total records : 10

Actions   Add   Print
Abandon Case   Comments
Certify Registration

Notice the **number** just before the decedent's name **on the top blue bar** — this is the **Case ID**. This number is used throughout EVitals to locate records. **Write it down for reference in case of interruption.**

2560023 :Walter Test Jul-12-2013
/Personal Invalid/Medical Invalid/Not Registered/Not Affirmed/Uncertified/NA/Medical Certification Requested/Medical Pending/Personal Pending

Decedent

Will your institution be responsible for completing and filing the death registration for the decedent? No

Decedent's Legal Name

Prefix	First	Middle	Other Middle	Last	Suffix
	Walter			Test	

Decedent's Maiden Name
If female, give last name prior to first marriage (Maiden)

Gender: Male   Social Security Number: 999-99-9999   ○ None ◉ Unknown

Date of Birth: Mar-03-1930   Age: 83 Years   Under 1 Year Months Days   Under 1 Day Hours Minutes   Verify SSN   SSN Verification Status UNVERIFIED (0)

Decedent's Birth Place
City or Town: Huntington Woods   State: South Carolina   Country: United States

Ever in US Armed Forces? Yes

Validate Page   Next   Clear   Save   Return

Click **Next** to get to the data entry screen.

Next Steps

1) Fill in the required data.

Pronouncement

Date of Death: Jul-12-2013   Date of Death Modifier: Approximate Date of Death
Time of Death: 11 : 45 PM   Time of Death Modifier: Approximate Time of Death

Date Pronounced Dead: Jul-14-2013   Time Pronounced Dead: 12 : 00 AM
Manner of Death: Natural

Validate Page   Next   Clear   Save   Return

2) Click on **Validate Page.** This will put the record in the medical pending queue. Then, click on **Next** to get to the next page for data entry.

3) Repeat steps 1 & 2 until you complete the *Certifier* page.

4) On the *Certifier* page, click on **Validate Page.**

Certifier

Certifier Type: Certifying Physician
License Number: Lookup: Abc Doc

Certifier Name

First	Middle	Last	Suffix
Abc		Doc	

Title: Doctor of Medicine   Other Specify

Certifier Address
☐ Edit Certifier Address

Street Number	Pre Directional	Street Name, Rural Route, etc.	Street Designator	Post Directional	Apt #, Suite #, etc.
1105		St. Francis	Drive		

City or Town	State	Country	Zip Code
Santa Fe	New Mexico	United States	87505

Date Signed:

Validate Page   Clear   Save   Return

★ **If you are not a physician, stop here.** The record will appear in the **Medical Certification** queue.