



QUICK GUIDE for E-Vitals / DAVE®
Death Certification

**Medical Certification Requested
&
Medical Pending**

Getting Help

For Technical Support with E-Vitals,
Contact the Dept. of Health Help
Desk: **(800) 280-1618**, select **1**
Monday ~ Friday, 8am~5pm
(select **4** for weekends and
holidays)

Mailing Address

New Mexico Bureau of Vital Rerecords and Health Statistics
P.O. BOX 26110
Santa Fe, NM 87502-6110

<https://evitals.health.state.nm.us/DAVE>

Logging on to E-Vitals/DAVE

- 1) Using a Web Browser, go to:
<https://evitals.health.state.nm.us/DAVE/logon.aspx>
- 2) Log in using your **User Name** and **Password**.

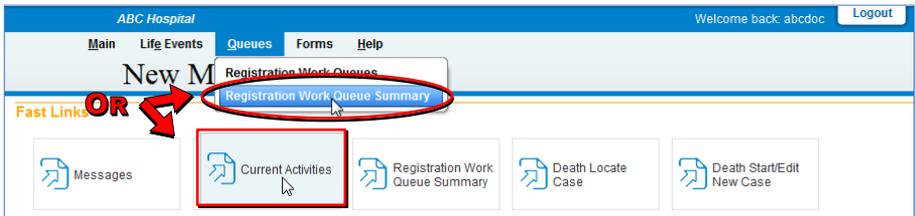
Can't Log in? In the event that you either forget your password or, you typed your password in incorrectly more than 3 times, the system will lock you out, Use the **Self-reset Password Feature** in *DAVE* to reset your own password.

Medical Certification Requested & Medical Pending:

To check the cases in the **Medical Certification Requested** queues and **Medical Pending** queues:

Go to your **Queues** and select **Registration Work Queue Summary** ~OR~

Go to your **Current Activities** queue.



The **Current Activity & Registration Work Queue Summary** pages look the same.

The screenshot shows the 'Registration Work Queue Summary' page. It contains two tables with the following data:

Queue Name	Type ↓	Count	Age of Oldest in Days
Medical Certification Requested	Death	13	433
Medical Pending	Death	25	489
Total Queues : 2			

Queue Name	Type ↓	Count	Age of Oldest in Days
Medical Certification Requested	Death	13	433
Medical Pending	Death	25	489
Total Queues : 2			

Medical Pending queue contains records that your office is working on, but that have not yet been completed.

Medical Certification Requested contains records that have been referred to you for medical certification.

Registration Work Queue Summary

Queue Name
Certification Required
Medical Certification Requested
Medical Pending

Sometimes **Certification Required** will appear on the **Registration Work Queue Summary** page. The **Certification Requested** queue contains those records that have all of the required information entered and have passed all validations. But, these records have not yet been certified.

Medical Certification Requested Queue: The records in this queue are records that has been referred to you for medical certification.

Current Activities

Queue Name

[Medical Certification Requested](#)

[Medical Pending](#)

1) To work on records that have been referred to you, click on **Medical Certification Requested**.

2) Select the record to be worked on.

Search by Registration Work Queue

Queue: Search Type: Value:

Display rows per page. Filter:

All	Case Id	File Number	Registrant	Date of Event ↑	Data Provider
<input type="checkbox"/>	2560318		Test, Kelly Kelly	Nov-06-2014	ABC Funeral Home
<input type="checkbox"/>	2560317			Nov-06-2014	ABC Funeral Home

Notice the **blue** number just before the decedent's name; this is the **Case ID**. This number is used throughout E-Vitals to locate records. **Write it down for reference in case of interruption.**

Decedent

Will your institution be responsible for completing and filing the death registration for the decedent?

Decedent's Legal Name

Prefix First Middle Other Middle Last Suffix

Decedent's Maiden Name

If female, give last name prior to first marriage (Maiden)

Gender Social Security Number None Unknown

Date of Birth Age Under 1 Year Months Days Under 1 Day Hours Minutes SSN Verification Status Verify SSN

Decedent's Birth Place

City or Town State Country

Ever in US Armed Forces?

Make sure the record you selected is the record you intend to certify.

3) Click on **Next**.

4) Select **Manner of Death**.

5) Double check the **Dates & Times**. If no dates & times are entered, you'll need to enter them.

Pronouncement

Date of Death Date of Death Modifier

Time of Death Time of Death Modifier

Date Pronounced Dead Time Pronounced Dead

Manner of Death

6) Click **Validate Page**, this will put record in the **Medical Pending Queue**.

7) Click on **Next** to get to the next page for data entry.

Place Of Death

Type of place of death Other Specify

Facility Name

Address

Street Number Pre Directional Street Name or PO Box, Rte Loop

City or Town County State Country Zip Code

Medical Record Number

Double check the **Place of Death**. If the complete place of death information hasn't been entered, please enter it.

8) Click on **Next**.

9) Enter the **Cause of Death & Approximate Interval Onset** information.

Cause of Death

NCHS Recommendations for [Entry of Cause of Death](#)

Enter the chain of events- diseases 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
PART I Line a <input type="text" value="Myocardial Infarction"/>	<input type="text" value="20min"/>
Immediate Cause (Final disease or condition resulting in death)	
Line b <input type="text" value="Coronary Artery Disease"/>	<input type="text" value="5 yrs"/>
Due to or as a consequence of	
Line c <input type="text" value="Hypertension"/>	<input type="text" value="15 yrs"/>
Due to or as a consequence of	
Line d <input type="text"/>	<input type="text"/>
Due to or as a consequence of	
PART II Other significant condition <input type="text"/>	

To check your spelling, click on the **Check Spelling** icon

10) Click on **Validate Page** to make sure the **Cause of Death** and/or **Interval Onset** will pass all validations. If the **Cause of Death** and/or **Interval Onset** don't pass, a different cause and/or interval may need to be entered.

11) Once the **Cause of Death** has passed the validation, click on **Next**.

12) Enter the Other Factors related to the cause of death.

Other Factors

Autopsy Performed

Autopsy findings considered in determining cause of death

Location where autopsy was performed

City or Town State Country

Was recent surgical procedure performed?

If yes, specify type of procedure

Date of procedure

If decedent was female, was decedent pregnant within the last year?

If pregnant at time or near the time of death, estimated length of pregnancy in weeks

Did tobacco use contribute to death

Did Alcohol contribute to death

Was OMI contacted? OMI Case Number

13) Click on Validate Page to make sure the Other Factors data passes validation.

If the **Other Factors** data doesn't pass, different factors may need to be entered.

14) Once the Other Factors data has passed validation, click on Next.

Certifier

Certifier Type

License Number Lookup

Certifier Name

First Middle Last Suffix

Title Other Specify

Certifier Address

Edit Certifier Address

Street Number Pre Directional Street Name, Rural Route, etc. Street Designator Post Directional Apt #, Suite #, etc.

City or Town State Country Zip Code

Date Signed

15) After all the Certifier information has been entered, click on the Validate Page button.

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

16) Once the information entered has passed all validations, the **Certify** link will appear in the **Death Registration Menu**. Click on **Certify**.



Death Registration Menu
 Personal Information
 Decedent
 Medical Certification
 Pronouncement
 Place of Death
 Cause of Death
 Other Factors
 Certifier
 Other Links
 Comments
 Print Forms
 Relinquish Case
 Transfer Case
 Validate Registration
 Switch User

If there are any errors they will show up beneath the **Validate Page** button, under **Validation Results**. Also, **Red**, **Green** and **Yellow** arrows will show on the **Menu Bar** on the left. For help, see **Validation Process** in the handbook. You will need to go back and correct or override the **Yellow (soft)** errors and correct the **Red (hard)** errors before the death can be certified.

17) Check the box by the “By submitting this information...” statement.

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**

18) Finally, click on **Affirm**.

Finished This death record is now medically **Certified**.

2560318 2014000060 :Kelly Kelly Test Nov-06-2014
 /Personal Valid With Exceptions/Medical Valid/Registered/Affirmed/Certified/IA

Affirmations

Authentication successful.

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

Clear **Return**

★ To select another record, click on **Return** or go to your **Queues>Medical Certification Requested**.



Medical Pending: The records in this queue are ones that your office is working on. These records have not been completed.

Registration Work Queue Summary

Queue Name
Medical Certification Requested
Medical Pending

1) To work on records that have been referred to you, click on **Medical Pending**.

2) Select the record to be worked on.

Search by Registration Work Queue

Queue: Medical Pending - Death Search Type: Value: Filter: Search Show All Rows Clear Return

All	Case Id	File Number	Registrant	Date of Event ↑	Data Provider
<input type="checkbox"/>	2560317		Test, Frank Walter	Nov-06-2014	ABC Funeral Home
<input type="checkbox"/>	2560241		Walters, Mister	Aug-03-2014	ABC Funeral Home
<input type="checkbox"/>	2560240			Aug-01-2014	ABC Funeral Home

Notice the blue number just before the decedent's name this is the **Case ID**. This number is used throughout E-Vitals to locate records. Write it down for reference in case of

2560317 :Frank Walter Test Nov-06-2014
/Personal Valid With Exceptions/Medical Invalid/Not Registered/Affirmed/Uncertified/NA/Medical Pending/Medical Certification Requested

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
Frank Walter Test

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

Gender Male Social Security Number 987-65-4321 None Unknown

Date of Birth Nov-07-1946 Age 67 Under 1 Year Under 1 Day
Months Days Hours Minutes SSN Verification Status UNVERIFIED (0)

Decedent's Birth Place

City or Town State Country
Albuquerque New Mexico United States

Ever in US Armed Forces? Yes

Validate Page Next Clear Save Return

Make sure the record you selected is the record you intend to certify.

3) Click on **Validate Page**. This will allow you to see the information that still needs to be entered and/or that has not passed validation.

Death Registration Menu

- Personal Information
 - ▶ Decedent
- Medical Certification
 - ▶ Pronouncement
 - ▶ Place of Death
 - ▶ **Cause of Death**
 - ▶ Other Factors
 - ▶ Certifier
- Other Links
 - Comments
 - Print Forms
 - Relinquish Case
 - Transfer Case
 - Validate Registration
 - Switch User

If there are any errors they will show up beneath the **Validate Page** button, under **Validation Results**. Also, **Red**, **Green** and **Yellow** arrows will show on the **Menu Bar** on the left. For help, see **Validation Process** in the handbook. You will need to go back and correct or override the **Yellow (soft)** errors and correct the **Red (hard)** errors before the death can be **Certified**.

Complete those pages that have a **Yellow** and **Red** arrow. For instructions on how to complete those pages refer to the **Medical Certification Requested Queue** section in this *Quick Guide*.

It is a good idea to double check those pages with a **Green** arrow before certifying the record.

★ To select another record click on **Return**
~OR~

Go to your **Queues>Medical Pending**.

The screenshot shows a software interface with a navigation menu at the top containing 'Main', 'Life Events', 'Queues', 'Forms', and 'Help'. Below the menu, a dropdown menu is open, showing 'Registration Work Queues' and 'Registration Work Queue Summary', with the latter circled in red. To the right, a window titled 'Registration Work Queue Summary' is displayed, showing a table with the following content:

Queue Name
Medical Certification Requested
Medical Pending

The 'Medical Pending' entry in the table is circled in red, and a mouse cursor is visible over it.

Certification Requested: The records in this queue have all of the required information entered and have passed all validations. But, these records have not yet been certified.

Queue Name
Certification Required
Medical Certification Request
Medical Pending

1) To work on the records that are requiring certification, click on **Certification Required**.

2) Select the record to be worked on.

Search by Registration Work Queue

Queue: Certification Required - Death Search Type: Value: Display: 15 rows per page. Filters: Search Show All Rows Clear Return

All	Case Id	File Number	Registrant	Date of Event	Data Provider
<input type="checkbox"/>	2560317		Test, Frank Walter	Nov-06-2014	ABC Funeral Home

Total records : 1

Because the information entered has passed all validations, the **Certify** link will appear in the **Death Registration Menu**. You may want to take one last look at the information previously entered before certifying the record.

3) Click on the **Certify** link.

Death Registration Menu 2560317 :Frank Walter Test Nov-06-2014

Personal Information /Personal Valid With Exceptions/Medical Valid/Not Register

Decedent

Will your institution be responsible for completing and filing

Decedent's Legal Name

Prefix First Middle Other

Decedent's Maiden Name

If female, give last name prior to first marriage (Maiden)

Gender Social Security Number

Date of Birth Years Months Days Ho

4) Check the box by "By submitting this information..."

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

5) Finally, click on **Affirm**.

Finished This death record is now medically **Certified**.

2560318 2014000060 :Kelly Kelly Test Nov-06-2014
/Personal Valid With Exceptions/Medical Valid/Registered/Affirmed/Certified/DA

Affirmations

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

Authentication successful.

Clear

Return

★ To select another record, click on **Return**

~OR~

Go to your **Queues>Certification Requested**

The screenshot shows a web application interface. At the top, there is a navigation menu with tabs: "Main", "Life Events", "Queues", "Forms", and "Help". Below the "Queues" tab, a dropdown menu is open, listing "Registration Work Queues" and "Registration Work Queue Summary". The "Registration Work Queue Summary" option is circled in red. To the right of the dropdown, there is a "Registration Work Queue Summary" section with a table. The table has a header "Queue Name" and three rows: "Certification Required", "Medical Certification Requested", and "Medical Pending". The "Certification Required" row is circled in red, and a mouse cursor is pointing at it.

