EVitals

HANDBOOK for E-Vitals / DAVE®
Death Certificate
Medical

For Support with EVitals,

Contact the Dept of Health Help Desk:

(800) 280-1618, select **1**

(select 4 for weekends and Holidays)

Monday ~ Friday 8am~5pm

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

Revised June 2015

Table of Contents

Introduction and General Information

What is E-Vitals?

E-Vitals is a statewide electronic vital cases system accessible via the Web for the registration and issuance of birth and death certificates. E-Vitals can reduce the wait times for customers (NM citizens), reduce paper work for certifiers and funeral directors, and improve the quality of birth/death data in New Mexico.

DAVE®

DAVE® is the software for the E-Vitals project. It was developed by ChoicePoint and has been modified to suit New Mexico. Several other states are also using this software, adapted for their own state.

Security

The data entered into the system is very secure. The program and data are not kept on individual computers where it would be vulnerable. Instead the program and data are kept on secure servers (large computers) in access-controlled state buildings. Many processes and procedures are in place to keep the data secure, yet to provide easy access for people doing the data entry. Access to the program is controlled by User Names and Passwords. User Names allow access only to the data and the parts of the program necessary for specific users to do their work. Aside from the State Registrar and the program administrators, no one has access to the entire program.

Computer Requirements

Since E-Vitals/ DAVE® is a web based program, there is nothing from the program that is loaded onto your computer. However, a computer does need the following to be able to use the DAVE® program:

Windows 2000 or higher Operating System

Internet Explorer 8.0 or higher

Adobe Acrobat Reader 8 or higher. Reader is a free program, widely available on the web. To install it: http://www.adobe.com/products/acrobat/readermain.html

Getting Help ~ (800) 280-1618

The Department of Health Help Desk is available Monday ~ Friday 8am ~ 5pm, at (800) 280-1618, select 1 (select 4 for weekends and holidays)

Opening and Closing the DAVE® Application

Accessing the Web Site

The web site is: https://evitals.health.state.nm.us/DAVE/logon.aspx

Creating a Shortcut to the DAVE® Application

If there is no shortcut to DAVE® on your desktop, open **Internet Explorer**. Type the address into the **Address** field and press **Enter** on your keyboard:

Once you have the Login page showing, right click in the empty space around the photo and select Create Shortcut, then select OK. This will place a shortcut to DAVE® on your computer desktop.

Logging In

This will open the Login page:
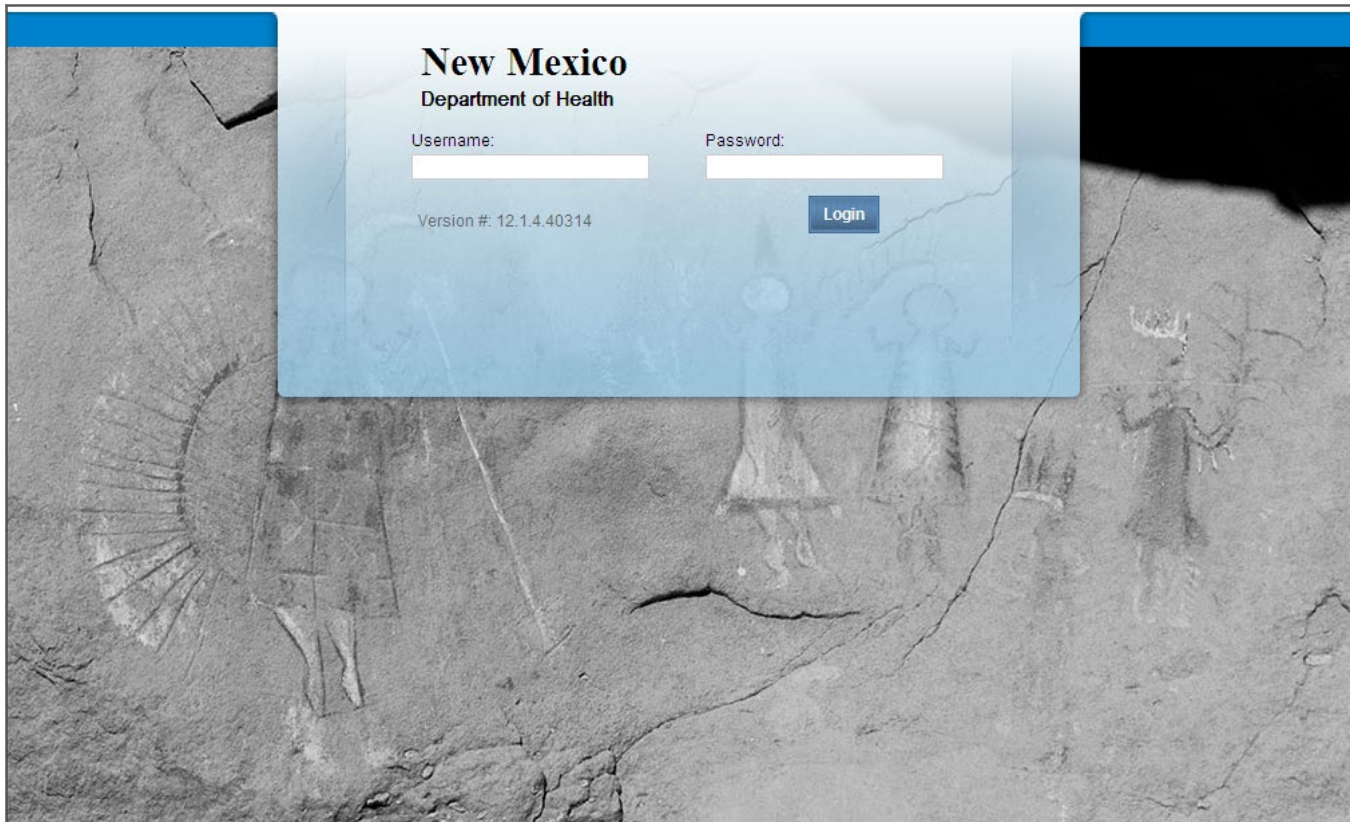
For User Name, enter your User Name that was provided by Vital Cases.

Press the **Tab** key to move to the Password field, and enter your **Password**.

Press the **Enter** key (or click the **Login** button).

If an **AutoComplete** window opens, click in the check box "**Don't offer to remember any more passwords**" and select the **No** button.

For security purposes check this box. ☑
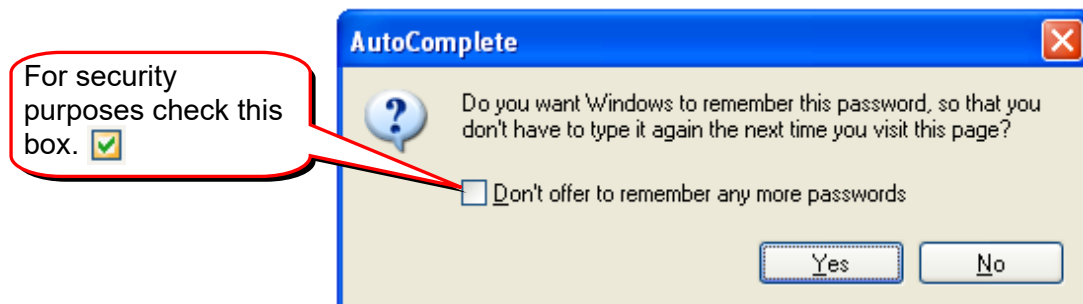
Server Not Found

The server not found message could indicate that your computer is not connected to the internet. Check your network connection. It could also indicate that the address is typed incorrectly. Reboot your computer and try again. If the problem persists, contact the Help Desk.

Timed Out
If the system logs you out, you can log back in by clicking on the "here" link.


Click to log back in.
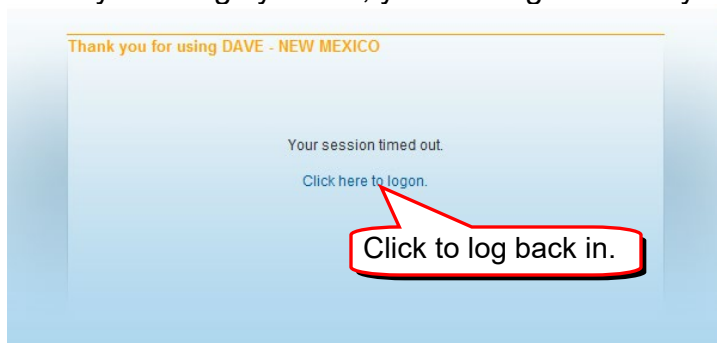
Passwords

As a new user, you will be provided with your user name and password. If you forget your user name or password, contact the Help Desk.

If you enter the wrong password more than 3 times in a row when you are trying to log in, your account will be locked. You will need to contact the Help Desk to have it reset.
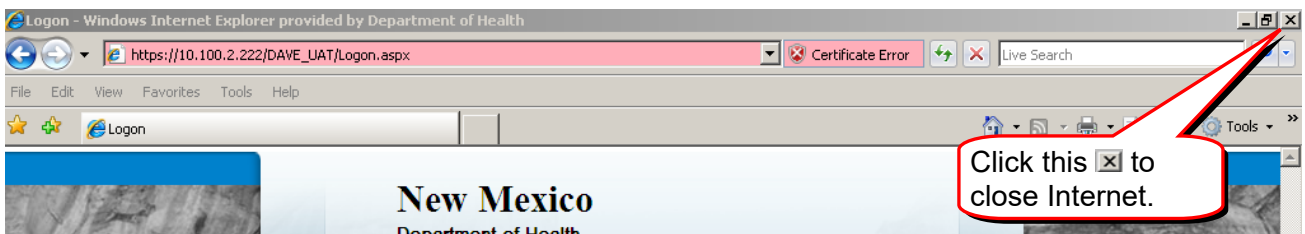
Logging Off

You can log off by selecting **Main** on the left hand menu bar, and then selecting **LogOff** OR, select the small **Logout** button near the top right of your page.
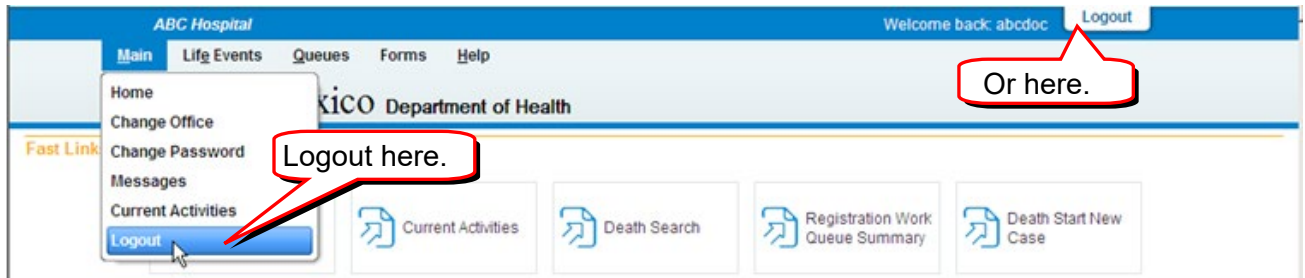
You will see a small window asking if you want to exit the program. Select **OK.**
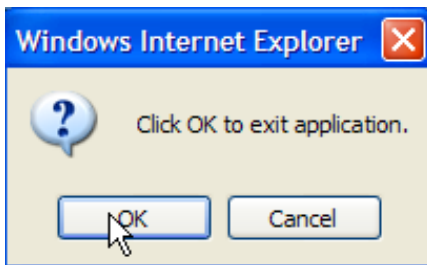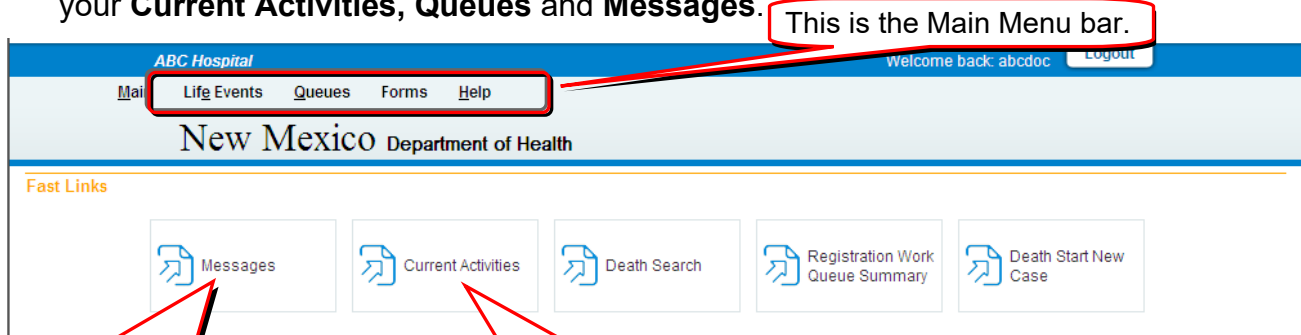

Now you are out of DAVE®. Click the top right hand ❌ to close **Internet Explorer**.

Navigation, Data Entry Rules and Searching

Home Page

When you log in to E-Vitals, the first page you see is your **Home Page**. You can see your **Current Activities, Queues** and **Messages**.
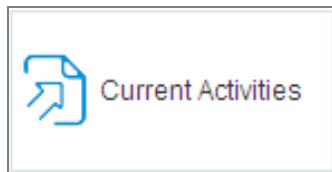

This is the Main Menu bar.

These are your messages.

Your current activities are here.

Queues

You will now need to *__click here to display your current activities__* in order to view your queues.

The **Medical Certification Requested** queue shows cases where a funeral home has requested **Medical Certification**. The **Medical Pending** queue is a list of the cases your facility is working on that are not yet certified.

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

Count is the number of cases that are waiting in the Queue. **Age of Oldest in Days** shows how long the oldest case has been waiting to be certified in the Queue.

By clicking on the **Medical Pending** queue, you will be able to view the list of cases that still need to be completed.

Search by Registration Work Queue

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

[Search] [Show All Rows] [Clear] [Return]

All	Case Id	File Number	Registrant	Date of Event ↑	Data Provider
☐ 👁	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
☐	2559948		Marchby, Charles Randy	Jan-01-2013	ABC Funeral Home
☐	2559945		Marchando 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
☐	2559951		Marchaca, Bianca Natasha	May-25-2012	ABC Funeral Home
					Total records : 8

Actions	Add	Print
Abandon Case	Comments	
Certify Registration		

By clicking on the **Medical Certification Requested** queue, you will be able to view the list of cases that have been assigned to you or your facility.

Search by Registration Work Queue

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

[Search] [Show All Rows] [Clear] [Return]

All	Case Id	File Number	Registrant	Date of Event ↑	Data Provider
☐ 👁	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
☐	2559948		Marchby, Charles Randy	Jan-01-2013	ABC Funeral Home
☐	2559945		Marchando 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
☐	2559951		Marchaca, Bianca Natasha	May-25-2012	ABC Funeral Home
					Total records : 8

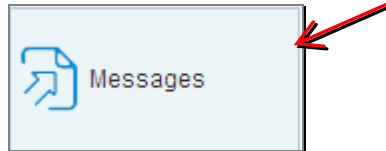| Actions	Add	Print
Abandon Case	Comments	
Certify Registration		

Messages

Messages are sent to you when action is taken on one of your cases. Actions include:

- ♦ Medical Certification
- ♦ Transfers
- ♦ Registrations
- ♦ Approvals

Click here to display your messages.

Sometimes there are too many messages to display at once. There will be a note at the bottom of the page on the left that says something like "**First 1 2 …Last**". Click on any of the underlined numbers or the word **Last** to see more items in the list. This same process works for any list in DAVE®

Messages

From	Message Text	Date Sent	
Abc Doc	Case 2559843 - Approved Michelle Julyrain	7/5/2013 3:54:01 PM	☐
Funeral Director	Case 2560011 - Approved Firefox Newskin	7/5/2013 10:24:41 AM	☐
death reg specialist	The amendment submitted for: 2560001: ; Charity Newskin, Event Date: Apr-10-2013 has been Approved.	6/6/2013 4:52:40 PM	☐
Abc Doc	An Amendment has been submitted for approval for: Case Id: 2560001 ; Charity Newskin, Date of Death: Apr-10-2013.	6/4/2013 4:50:56 PM	☐
Abc Doc	Case 2560001 - Approved Charity Newskin	6/4/2013 4:46:31 PM	☐
Funeral Director	Please complete the medical certification for: Case Id: 2560001 - Charity Newskin, Date of Death: Apr-10-2013. Newskin, Charity	6/4/2013 4:44:17 PM	☐
death reg specialist	Case 2559998 - Approved Peppie Newskin	6/3/2013 5:00:34 PM	☐
Funeral Director	Case 2559990 - Approved Clemente Newskin	5/29/2013 4:39:15 PM	☐
Funeral Director	Please complete the medical certification for: Case Id: 2559969 - Death Newskin, Date of Death: Mar-31-2013. Newskin, Death	5/24/2013 9:30:49 AM	☐
Abc Doc	Case 2559946 - Approved Everett Marchingband	3/6/2013 2:14:03 PM	☐
Funeral Director	Please complete the medical certification for: Case Id: 2559951 - Bianca Natasha Marchaca, Date of Death: May-25-2012. Marchaca, Bianca	3/4/2013 1:51:31 PM	☐
Funeral Director	Please complete the medical certification for: Case Id: 2559950 - Lucille Marchi, Date of Death: Feb-13-2013. Marchi, Lucille	3/4/2013 1:41:00 PM	☐
Funeral Director	Please complete the medical certification for: Case Id: 2559949 - Donald Marchtion, Date of Death: Aug-28-2012. Marchtion, Donald	3/4/2013 1:31:36 PM	☐
Funeral Director	Please complete the medical certification for: Case Id: 2559948 - Charles Randy Marchby, Date of Death: Jan-01-2013. Marchby, Charles	3/4/2013 1:21:55 PM	☐
Funeral Director	Please complete the medical certification for: Case Id: 2559947 - Sandra Marchinski, Date of Death: Nov-27-2012. Marchinski,	3/4/2013 12:07:55 PM	☐
Funeral Director	Please complete the medical certification for: Case Id: 2559946 - Everett Marchingband, Date of Death: Mar-01-2013. Marchingband, Everett	3/4/2013 11:55:37 AM	☐
Funeral Director	Please complete the medical certification for: Case Id: 2559945 - Jose Marchando Jr, Date of Death: Dec-30-2012. Marchando, Jose	3/4/2013 11:45:16 AM	☐
Funeral Director	Please complete the medical certification for: Case Id: 2559944 - Janice March, Date of Death: Feb-15-2013. March, Janice	3/4/2013 11:31:44 AM	☐
Funeral Director	Please complete the medical certification for: Case Id: 2559941 - Death Certificate, Date of Death: Jan-02-2013. Certificate, Death	1/16/2013 10:55:23 AM	☐
Funeral Director	Please complete the medical certification for: Case Id: 2559940 - Electronic Signing, Date of Death: Jan-01-2013. Signing, Electronic	1/16/2013 10:54:34 AM	☐

First1 2Last

Total records : 39

To see more pages, click here.

Navigation

Moving Around

Using the Tab key on your keyboard moves your cursor to the next field

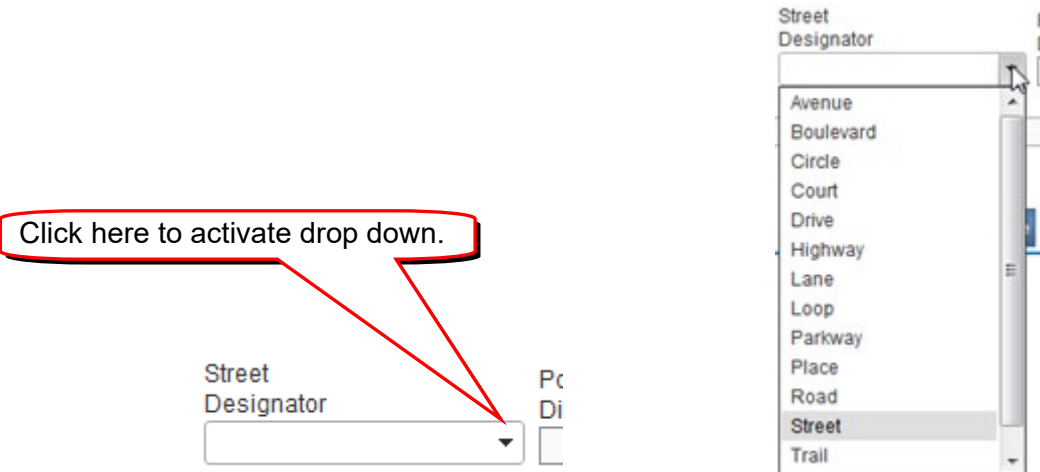Using the Tab + Shift keys together moves your cursor to the previous field

Navigation Buttons

On a data entry page:

- ♦ The **Validate Page** button checks the data on this page.
- ♦ The **Next** Button saves this page and moves on to the next page.
- ♦ The **Clear** Button clears any information you have entered on this page since last save.
- ♦ The **Save** Button saves information on this page.
- ♦ The **Return** Button takes you back to your previous action.
- ♦ The **Status Bar** – clicking on the status bar gives you information on the status of the case.

It is important to either use the **Next** button or the **Save** button before you leave a page to navigate to another part of DAVE®. If you use the links on the left menu bar, you will lose all the information you have entered on that page.

Drop Down Lists

To make a selection in a drop down list, mouse click on the small down arrow, and then click on the item of your choice.

Street
Designator

Avenue
Boulevard
Circle
Court
Drive
Highway
Lane
Loop
Parkway
Place
Road
Street
Trail

Click here to activate drop down.

Street
Designator

Sorting Columns

Sorting Columns – any column with an underlined heading in blue can be sorted by clicking on the heading. In this case, clicking **Date of Death** sorts the column by the **Date of Death**.

Click here to sort by **Date of Death**.

Results

Case Id	Decedent's Name	Date of Death	Gender	Place of Death	Date of Birth	
2559944	March, Janice	Feb-15-2013	Female	Bernalillo	May-25-1937	Preview
2559951	Marchaca, Bianca Natasha	May-25-2012	Female	Curry	May-05-1935	Preview
2559945	Marchando Jr, Jose	Dec-30-2012	Male	Santa Fe	Dec-30-2012	Preview
2559948	Marchby, Charles Randy	Jan-01-2013	Male	Rio Arriba	Aug-27-1914	Preview
2559950	Marchi, Lucille	Feb-13-2013	Female	Lea	Mar-27-1948	Preview
2559946	Marchingband, Everett	Mar-01-2013	Male	Santa Fe	Nov-16-1945	Preview
2559947	Marchinski, Sandra	Nov-27-2012	Female	Bernalillo	Apr-17-1994	Preview
2559949	Marchtion, Donald	Aug-28-2012	Male	Bernalillo	Jun-30-1972	Preview

Total records : 8

New Search

Results

Case Id	Decedent's Name	Date of Death	Gender	Place of Death	Date of Birth	
2559946	Marchingband, Everett	Mar-01-2013				
2559944	March, Janice	Feb-15-2013				
2559950	Marchi, Lucille	Feb-13-2013		Lea	Mar-27-1948	Preview
2559948	Marchby, Charles Randy	Jan-01-2013	Male	Rio Arriba	Aug-27-1914	Preview
2559945	Marchando Jr, Jose	Dec-30-2012	Male	Santa Fe	Dec-30-2012	Preview
2559947	Marchinski, Sandra	Nov-27-2012	Female	Bernalillo	Apr-17-1994	Preview
2559949	Marchtion, Donald	Aug-28-2012	Male	Bernalillo	Jun-30-1972	Preview
2559951	Marchaca, Bianca Natasha	May-25-2012	Female	Curry	May-05-1935	Preview
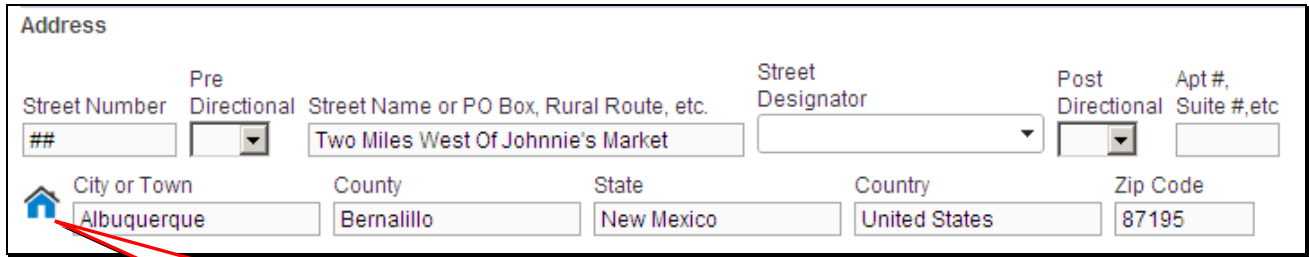
These results are now sorted by **Date of Death**.

Total records : 8

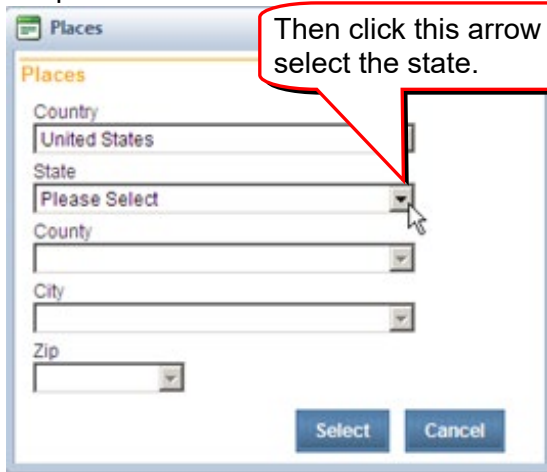New Search

Place Help Icon

There is a **Place Help Icon** 🏠 that can assist in entering **City**, **County**, **State** and **Country**. Using it will prevent spelling errors and keep our data clean. Please use it every time you enter a place of death.
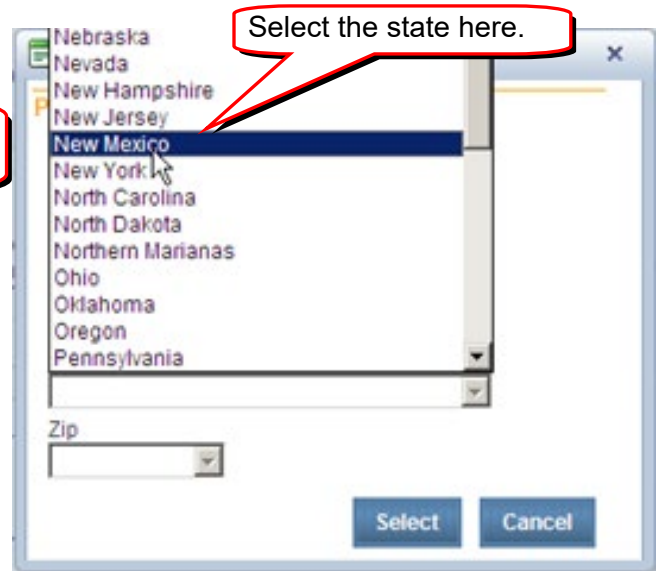
Address

	Pre Directional	Street Name or PO Box, Rural Route, etc.	Street Designator	Post Directional	Apt #, Suite #,etc
Street Number					
##	▼	Two Miles West Of Johnnie's Market	▼	▼	

🏠 **City or Town** Albuquerque | **County** Bernalillo | **State** New Mexico | **Country** United States | **Zip Code** 87195

Place Help Icon

Instead of keying in the **City, County, State** and **Country**, click on the **Place Help Icon** to open the **Place**s window:

Then click this arrow to select the state.

Places

Places

Country
United States

State
Please Select ▼

County
▼

City
▼

Zip
▼

Select   Cancel

Select the state here.

Nebraska
Nevada
New Hampshire
New Jersey
New Mexico
New York
North Carolina
North Dakota
Northern Marianas
Ohio
Oklahoma
Oregon
Pennsylvania
▼

Zip
▼

Select   Cancel

Places   ×

Places

Country
United States   ▼

State
New Mexico   ▼

County
Santa Fe   ▼

City
Please Select   ▼

Zip
▼

Select   Cancel

To move to the next field click on the arrow by the next field or press the TAB key and click on the arrow next to the field. This loads the appropriate data in to the next field (**State** in this case), and moves your cursor there. Most of the time, the **Country** field will already be set to United States, and you will start with **State**. Now you select the appropriate **County.**

Now, you select the appropriate **City**. Then click on **Select.**

Click on the **Select** button and then manually fill in the Zip for the address field.

The **Place Help Icon** will not currently give you a list of all zip codes, so stop after you select the city, and click on the **Select** button.

The **Select** button will take you back to the address page. Mouse click or tab to the **Zip** field and enter the correct Zip code.

If a city or town (for **Place of Death**) is not found in the **Place Help** Icon please call the E-Vitals Help Desk so it can be added.

Lookups

Lookup fields are very similar to **Drop Down** fields, but usually have longer lists and can be searched. Lookup fields have a button with a magnifying glass 🔍 at the end of the field:

This 🔍 indicates a **Lookup** field.

Wild Card Searches

Using a **Wild Card** during a search can help you find cases you might otherwise miss when doing a locate. The DAVE® system uses the percent sign (%) as the wild card. Typing it in a search tells the system to find all words beginning with the letters before the %. If you searched for Jo%, the system would show any names starting with Jo: Jo, Joe, Joseph, Josephine and so on.

First:	Jo%		Las

Results

Case Id	Decedent's Name	Date of Death	Gender	Place of Death	Date of Birth	
2559945	Marchando Jr, Jose	Dec-30-2012	Male	Santa Fe	Dec-30-2012	Preview
2559935	November Jr, John	Nov-01-2012	Male	Sandoval	May-26-1932	Preview
2560019	Quiz, Joe	Jul-11-2013	Male	Santa Fe		Preview
2560018	Quiz, Joe	Jul-11-2013	Male			Preview
					Total records : 4	

New Search

In the DAVE® system, the wild card cannot be used at the beginning of a word or in the middle: %alazar won't work, neither will Jo%ph.

The Wild Card does not work for Start Edit.

When you click on the 🔍 , the **Place Name** will appear. Type in part of the event place name you are looking for using the Wild Card symbol **%**. (**2 letters** and **%**) Click on **Search**.

Lookup Place Of Death Facility

Facility Name ▸ A% Ho%   Search

Type in part of the name here and use the Wild Card symbol **%**.

Cancel

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Click on the **select** link by the **Facility Name** you wish to choose.

When selected, the facility's information will auto populate.

You may also select the **Eraser Icon** to clear the field it is associated with.

If you do click on the **Eraser Icon** you will see this message. Select **Ok** to proceed.

Data Entry Rules

Names

All names must be entered with first letter capitalized (Jane, not jane or JANE).

Names cannot include a period, even for Jr, Sr or an initial.

Addresses

PO Boxes may not be used for Data Entry, with the exception of the Certifier, into any fields in the **Medical** section of DAVE®.

Some cities in New Mexico have a NW, SE, etc. in their address after the **Street Designator** (Street, Drive, etc.) such as 1100 San Mateo NE, Albuquerque. Enter the NE (or other) in the **Post Directional** field.

If there is an apartment or suite, enter the number of the apartment or suite in the **Apt** field. There are only 5 spaces in this field – if you type in Suite, you will not have enough space to enter a suite number.

City, State and Zip

Please use the **Place Help Icon** 🏠 (see above) to assist in entering City, County, State and Country. Using it will help keep our data clean.

However, the **Place Help Icon** 🏠 will not currently give you a complete list of zip codes. Stop before you enter the zip code, click on the **Select** button. The **Select** button will take you back to the address page. Mouse or tab to the **Zip** field and enter the zip code.

If a place is not found in the **Place Help** and is in the US, contact the Help Desk with the information.

If a Zip code is unknown, you can enter 99999.

Dates

Dates can be entered by using the **Calendar Icon** 📅 or, by typing in date as MMDDYYYY (07112013).

Click on the **Calendar Icon**.

The date will auto populate.

Click on the date.

Times

Times must be entered as Hour Hour Minute Minute (HH MM; for instance, 01 30). Then use the drop down box to select AM or PM.

If the time is unknown, you may enter 99 for hour, and 99 for minute, and AM. This will only work on the **Injury** page. The **Pronouncement** page requires actual times.
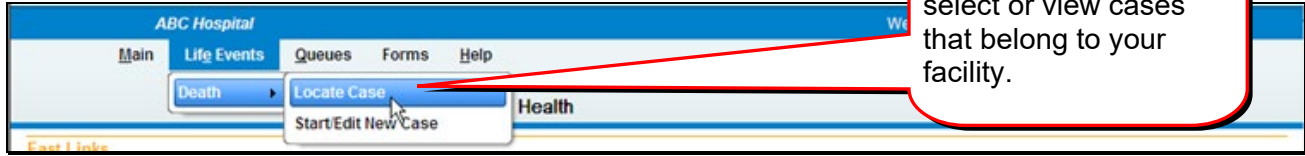
Searching

Locate Case

You can use the **Locate Case** link to search for cases belonging to your office. Cases "belong" to your office if anyone in your office has worked on them. To search for these cases, use the **Locate Case** link (**Life Events > Death > Locate Case**):

> When you use **Locate Case,** you can only select or view cases that belong to your facility.

Enter the **First** and **Last** name, you can use the wild card to help you find cases—Jo% will find Joseph, Jo, Joe, etc. Don't limit your search with **Date of Death** or **Gender** – you need to cast a broad net to be sure you find a duplicate case if there is one.

If one or more cases are found, open them and check to be sure they are not duplicates of the one you are entering.

You can also use the **Locate Case** page to search by **SSN, Date of Birth, Case ID, Medical Case Number**, and by the **Place of Death**.

> These only apply when entered by a funeral home.

==If you need to start a case that was not started by your facility or by another facility, use the **Start/Edit New Case** link.==

Start/Edit New Case

This is another form of searching. This is used to search for a case before you create a new case. It is also used to search for a case that does not have a "medical owner" – see Retrieving Un-Owned Cases, page 22.

To search the data base for an existing case, you need to conduct two searches: **Locate Case** and then **Start/Edit New Case**.

If one or more cases are found, open them and check to be sure they are not duplicates of the one you are entering.

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If NO Previous Case Is Found

Proceed to the **Start/Edit New Case** link (**Main Menu** bar > **Life Events** > **Death** > **Start/Edit New Case**):

Enter only the mandatory fields, the **First** name, **Last name**, **Date of Death** and **Gender** of the decedent. Click the **Search** button.

The items with the red arrows (First: Last:) are mandatory fields.

Since you have already searched, no previous case should be found. The system will show a message asking if you want to start a new case.

If you want to start a new case, click the **Start New Case** button to enter the new case.

The **Decedent** page will open, showing the data you entered in the **Start New Case** page. The data is grayed out because certifiers will not be entering personal information into the system. This page is just to show you which case you have started.

2560020   :Jane Quiz Jul-14-2013 — Case ID Number, Decedent's Name and Date of Death

/New Event/New Event/Not Registered/Not Affirmed/Uncertified/NA

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
	Jane			Quiz	

Decedent's Maiden Name

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

Gender   Social Security Number

Female   ___-__-____   ○ None ● Unknown

                        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

City or Town	State	Country
		United States

Ever in US Armed Forces?

[Validate Page] [Next] [Clear] [Save] [Return]

To get to your data entry pages, click on the **Next** button.

If a Previous Case Is found

If there is a case found, DAVE® will show a **Cases Found** or **Results** page:

Results

Case Id	Decedent's Name	Date of Death	Gender	Place of Death	Date of Birth	
2560020	Quiz, Jane	Jul-14-2013	Female			Preview

Total records : 1

[New Search]

Click on the **Decedent's Name** or the preview page. If it is the right case, you can proceed with data entry. If it is **not** the correct case, use the **New Search** button to get back to where you can start a new case.

Retrieving Un-Owned Cases

General Information

Certifiers can take control of the medical section of a case that has been started by someone else if the case is "un-owned". Un-owned means that the case does not have a medical owner already assigned to it, such as when the case was started by a funeral home but has not yet had medical information entered. You will need to know the **First Name, Last Name, Date of Death** and **Gende**r of the decedent to use this search.

Use the **Start/Edit New Case** link, NOT the **Locate Case** link. The **Locate Case** link will only find cases that belong to your office.

To Retrieve an Un-Owned Case

Use the **Start/Edit New Case** link. Enter the **First Name, Last Name, Date of Death** and **Gender** of the decedent and press **Search**:

If the case is entered into the system and available to you, you will see it listed:

Click on the **Decedent's Name** to open the case. You will see a message "The case you have selected has not been certified. Press **OK** to assume responsibility for the medical certification of this case or **Cancel** to return to the list."

Press **OK** to accept ownership of the case.

Medical Data Entry

Entering a New Case

As a certifier, you will rarely need to start a new case. Your work in E-Vitals will almost always be locating cases that have already been entered by a funeral home.

Search First

If you do need to start a new case, it is imperative that you **search** the data to be sure the case has not already been entered or started. Eliminating (or at least reducing) duplicate cases is one of the big advantages of DAVE®. Use the Searching section of this handbook (page 19) for instructions on searching.

To Find an Existing Case

Usually you will start working on a case by clicking on it from your **Home Page** in one of your queues or messages.
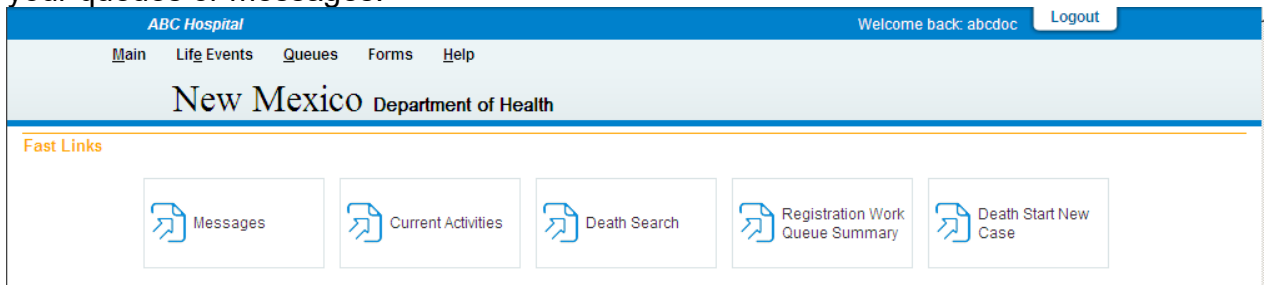
You will now need to *Click here to display your current activities* in order to view your queues.

You will need to click here to display your current activities.
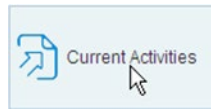
Current Activities

Queue Name	Type ↓	Count	Age of Oldest in Days
Medical Certification Requested	Death	10	180
Medical Pending	Death	8	133
			Total Queues : 2

By clicking on the **Medical Pending** queue you will be able to view the list of cases that still need to be completed.

Search by Registration Work Queue

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

Search   Show All Rows   Clear   Return

All	Case Id	File Number	Registrant	Date of Event ↑	Data Provider
☐ 👁	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
☐	2559948		Marchby, Charles Randy	Jan-01-2013	ABC Funeral Home
☐	2559945		Marchando 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
☐	2559951		Marchaca, Bianca Natasha	May-25-2012	ABC Funeral Home
					Total records : 8

Actions

Abandon Case

Certify Registration

Add

Comments

Print

By clicking on the **Medical Certification Requested** queue you will be able to view the list of cases that have been assigned to you or your facility.

Current Activities

Queue Name	Type ↓	Count	Age of Oldest in Days
Medical Certification Requested	Death	10	180
Medical Pending	Death	8	133
			Total Queues : 2

The case will open to the **Decedent** page. To get to your data entry pages, click on the **Next** button.

Case ID Number, Decedent's Name, Date of Death.

2559951   :Bianca Natasha Marchaca May-25-2012
/Personal Valid/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
	Bianca	Natasha		Marchaca	

Decedent's Maiden Name

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

Universe

Gender: Female

Social Security Number: 000-00-0000   ⦿ None ○ Unknown

Date of Birth: May-05-1935

Age: 77 Years   Months   Days (Under 1 Year)   Hours   Minutes (Under 1 Day)

Verify SSN   SSN Verification Status   UNVERIFIED (0)

Decedent's Birth Place

City or Town	State	Country
Clovis	New Mexico	United States

Ever in US Armed Forces? Yes

[Validate Page] [Next] [Clear] [Save] [Return]

To get to the Medical Data Entry pages, click on **Next**.

Entering Medical Information

<u>Pronouncement</u>

If the case was started by a funeral home, this page may already contain information they entered. You can change any of the information you wish.

Note the case ID# to the left of the decedent's name. This number is used throughout E-Vitals to locate records. **Write it down for reference in case of interruption.**

Pronouncement page:

Press the **Validate Page** button to check your information. For more information on validation, turn to the **Validation** section on page 41 of this handbook**.**

After the **Pronouncement** information has been entered click the **Next** button. This will take you to the **Place of Death** page.

Place of Death

If the case was started by a funeral home, this page may already contain information they entered. You can change any of the information you wish.

Place of Death page:

Place Of Death

Type of place of death Hospital-Inpatient ▼   Other Specify [   ]

Facility Name ABC Hospital   🔍 ✎

Address

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

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

Medical Record Number [   ]

[Validate Page] [Next] [Clear] [Save] [Return]

More **Place of Death** page information:

- **Assisted Living** – type in the name and address of the facility.

- **Hospitals, Hospices and Nursing Homes** – use the lookup 🔍, do not key the name of the facility or address. If the hospice facility is not listed in lookup 🔍 contact the Help Desk.

- **Place of Death Facility Name Problem** – If the facility name is not in the **Facility Name** lookup 🔍, do not type anything into the **Facility Name** field. Contact the Help Desk at 1-800-280-1618.

- **Other** – If the **Type of place of death** is **Other**, enter the place into the **Other Specify** field.

After the **Place of Death** information has been entered, click the **Next** button. This will take you to the **Cause of Death** page.

Cause of Death

Cause of Death page:

The **Cause of Death** page also includes spell check functionality for the causes of death listed on lines a – d and the **Other significant conditions** field. After making any entry in lines a – d, click the **Spell Check** icon (ABC).

DAVE™ will check the spelling of all phrases entered and underline any misspelled entries. However, **DAVE™** may still not identify some of the misspelled words.

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

Upon changes of misspelled entries in a line, the **Spell Check** icon will be replaced with a **Corrected icon**: (✓).

Alternatively, all lines can be spell checked simultaneously by clicking the **Check Spelling** button located at the bottom of the **Cause of Death** page.

Clicking the **Check Spelling** button ✓ will automatically spell check lines a – d and the **Other significant conditions** field simultaneously.

Click the **Validate Page** button to check this page for errors, click 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.

Other resources to assist in completing entries for **Cause of Death:**

- U.S. Department of Health and Human Services document, <u>Instructions for Completing the Cause-of-Death Section of the Death Certificate</u>, included in folder

- National Association of Medical Examiners (NAME) website: http://www.thename.org/. Go to the Death Certificate Completion section on the left menu tab under GENERAL INFO

After the **Cause of Death** information has been entered, click the **Next** button. This will take you to the **Other Factors** page.

Other Factors

Other Factors page:

2559951 :Bianca Natasha Marchaca May-25-2012
/Personal Valid/Medical Valid/Not Registered/Affirmed/Uncertified/NA/Medical Certification Requested/Certification Required

Other Factors

Autopsy Performed	No
Autopsy findings considered in determining cause of death	

Location where autopsy was performed

City or Town	State	Country

Was recent surgical procedure performed?	No
If yes, specify type of procedure	
Date of procedure	
If decedent was female, was decedent pregnant within the last year?	Not pregnant within 1 year of death
If pregnant at time or near the time of death, estimated length of pregnancy in weeks	
Did tobacco use contribute to death	Yes
Did Alcohol contribute to death	Probably
Was OMI contacted?	No
OMI Case Number	

[Validate Page] [Next] [Clear] [Save] [Return]

After the **Other Factors** information has been entered, click the **Next** button. This will take you to the **Certifier** page.

Certifier

Certifier page:

2559951   :Bianca Natasha Marchaca May-25-2012
/Personal Valid/Medical Valid/Not Registered/Affirmed/Uncertified/NA/Medical Certification Requested/Certification Required

Certifier

Certifier Type [Certifying Physician ▾]

License Number   Lookup
[   ] [↗]   [Abc Doc]   🔍 ✎

Certifier Name

First	Middle	Last	Suffix
Abc		Doc	

Title   Other Specify
[Doctor of Medicine ▾]   [   ]

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 [🖩] [   ]
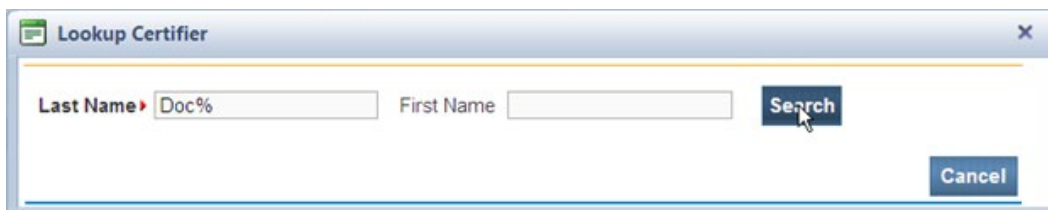
[Validate Page] [Clear] [Save] [Return]
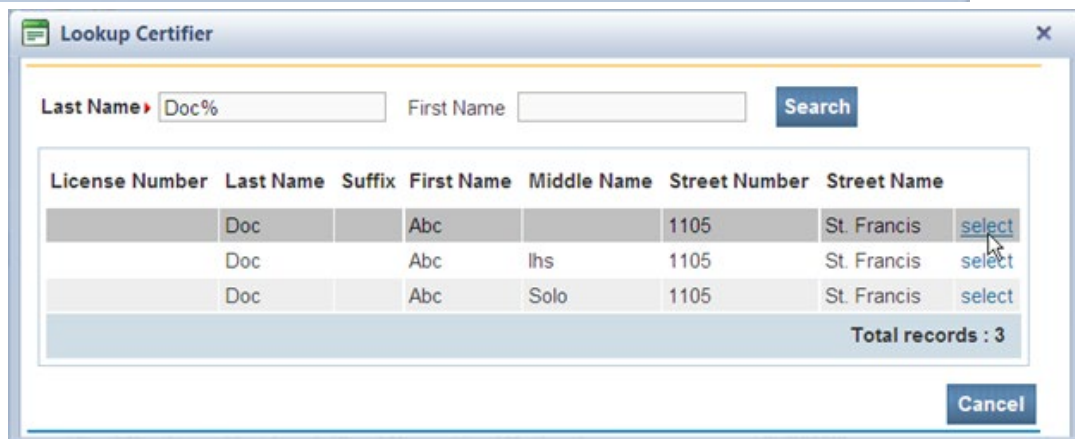
If you are not logged in as a **certifier**, you will need to select a **certifier**. Click on the magnifying glass 🔍 in the **Lookup** field. . You will get a Lookup window where you can search for the **certifier**. If you are logged in as a **certifier**, your information will auto populate on this page.

📑 Lookup Certifier   ✕

Last Name▸ [Doc%]   First Name [   ]   [Search]

[Cancel]

📑 Lookup Certifier   ✕

Last Name▸ [Doc%]   First Name [   ]   [Search]

License Number	Last Name	Suffix	First Name	Middle Name	Street Number	Street Name	
	Doc		Abc		1105	St. Francis	select
	Doc		Abc	lhs	1105	St. Francis	select
	Doc		Abc	Solo	1105	St. Francis	select
						Total records : 3	

[Cancel]

If the **Certifier Address** is incorrect, you can use the **Edit Certifier Address** box and enter the correct information. Call the Help Desk at 1-800-280-1618, option 1, to change the address.

After the information has been entered, click on the **Validate Page** button at the bottom of the page. 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 this handbook.

The case needs to pass all of the validation rules to proceed. To check to see if the case has passed all of the rules, click on the status bar:

If the case has passed all of the rules, you will see **Medical Valid** or **Medical Valid With Exceptions.**

If you are logged in as a person with certifying rights, you will now see a link to **Certify**. If so, proceed to the next section on **Certifying.**

STOP If you do not have permission to **certify**, stop here. The case will show up in the **Certifier's** queue.

Processes

Certifying a Case

Certifying

The **Certifier** page will open. When certification is complete the data will auto populate.

You will then see the **Affirmations** page. Click in the check box, then select **Affirm**.

When the affirming process is completed, you will see the following message on the **Affirmations** page.

You have now completed the process for entering and certifying the medical information for the Death Certificate.

Changing the Data you have entered

> Only if the case has **not** been registered.

Uncertify process

Sometimes you will need to make a change in a case that you have already certified, but that has not been registered. You can do this by uncertifying (undoing the certification).

Be sure the case does **not have a State File Number (SFN)**. And that it is Certified:

> Because this case has a SFN it **cannot** be uncertified.

2560021 2013000014 :Fred Quiz Jul-14-2013 Amendment Exists
/Personal Valid/Medical Valid/Registered/Affirmed/Certified/NA

> No SFN

> Not Registered

> Use the Status Bar to see the registration

Death Registration Menu
2560019 :Joe Quiz Jul-11-2013
/Personal Invalid/Medical Valid/Not Registered/Not Affirmed/Certified/NA/FIPS Coding Required/Personal Pending

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

Affirmations

This registration is currently certified.

> But it is **Certified**

Uncertify Clear Return

Select the **Certify** link on **Main Menu** bar to see the **Uncertify** button on the right.

Click the **Uncertify** button to re-open the case to make changes.

You will be asked if you are sure you wish to uncertify. Click on **Ok.**

Message from webpage

? Are you sure you wish to Uncertify this registration?

OK   Cancel

You will see a window saying the case is now **Uncertified**:

2560019 :Joe Quiz Jul-11-2013
/Personal Invalid/Medical Invalid/Not Registered/Not Affirmed/Uncertified/NA/FIPS Coding Required/Personal Pending
Affirmations

This registration has been uncertified.

Clear Return

Click on **Return** or the page of the **Death Registration Menu** item you would like to change. Then **Validate** and **Certify** again.

Amendments

If you need to make changes to something you entered on a case that has already been registered, you need to create an amendment. This can be done electronically.

Start by opening the case. On the **Main Menu** bar, select **Amendments**.

Before selecting **Amendments,** check the **Amendment List** to make sure the amendment you wish to make has not already been created.

A blank field here indicates there are no amendments done to this record.

Amendment Id	Processing History	Amendment Type	Date Received	Date Completed / Rejected	Amendment Status	Order #
310623	History	Medical	Jul-16-2013		Cancelled	
310624	History	Medical	Jul-16-2013		Cancelled	
310625	History	Medical	Jul-16-2013		Pending	
310626	History	Medical	Jul-16-2013		Keyed (Requires Affirmation)	

Click on **Amendments** to proceed.

Select **Medical** in the drop down box. Type a description of what is being changed in **Description** box.

Because **Documentation Type** has a red arrow, this a mandatory field and must be completed. Use the dropdown menu to select the document type.

Click on **Save.**

If **Other (Specify Type)** or **Medical Records (Specify Type)** is selected, then Other **Document Type** will need to be filled in.

The **Amendment Menu** bar will now show on the left and the **Page to Amend** field will now appear. Use the drop down menu for the **Page to Amend.**

Amendments Menu bar

Amendments Menu	2860022 2013000015 :Lucy Test Jul-15-2013 Amendment Exists
Amendment	/Personal Valid/Medical Valid/Registered/Affirmed/Certified/NA
Amendment Affirmation	**Amendment Page**

Death Registration Menu	Type	Medical	Amendment Date	Jul-17-2013
Personal Information	Year	2013	Amendment Number	310627
▶ Decedent	Order Number		Description	Time of Death
Medical Certification	Amendment Status	Keyed (Requires Affirmation)	Archival Reference	
▶ Pronouncement	Documentation Type ▶	Other (Specify Type)		
▶ Place of Death	Other Document Type			
▶ Cause of Death	Facts Supported			
▶ Other Factors	Reject Reason			
▶ Certifier	Other Reject Reason			
Registrar				
Amendment List	Page to Amend		Click **Page to Amend**.	
Other Links	Item In Error	Death - Certifier	Item as it Should be	Edit Delete
Amendments		Death - Other Factors		
Comments		Death - Place of Death		
Print Forms		Death - Pronouncement		Cancel Amendment Save Clear Return
Validate Registration		Death - Cause of Death		
Switch User				

The page you have selected to amend will appear below the **Amendment Page**.

Amendment Page

Type	Medical	Amendment Date	Jul-17-2013
Year	2013	Amendment Number	310627
Order Number		Description	Time of Death
Amendment Status	Keyed (Requires Affirmation)	Archival Reference	

Documentation Type ▶	Other (Specify Type)
Other Document Type	
Facts Supported	
Reject Reason	
Other Reject Reason	

Page to Amend Death - Pronouncement

Item In Error	Item as it Appears	Item as it Should be

Pronouncement

Date of Death ▶	Jul-15-2013	Date of Death Modifier	Actual Date of Death
Time of Death	10 : 45 AM	Time of Death Modifier	Approximate Time of Death

Date Pronounced Dead Jul-15-2013   Time Pronounced Dead 09 : 00 PM

Cancel Amendment   Validate Page   Validate Amendment   Save   Clear   Return

Make the changes to the page you have selected to amend and click on **Save**.

You may also click **Validate Page**, or **Validate Amendment** before clicking on **Save**.

The changes you have made will show up on the **Amendment** page:

After you click on **Save,** click on the **Amendment Affirmation** link on the left **Main Menu bar.**
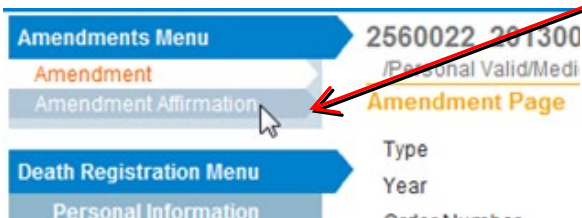
If you have finished entering changes, click on the **Amendment Affirmation** link.

The amendment is now electronically placed in a queue for the State office. They will approve (or reject) the amendment. You will receive a message when they act on the amendment.

Validation Process

DAVE® is programmed to reduce or eliminate data entry errors. There is a process called **Validation** to assist you in getting correct data into the system.

When moving within the **Medical Information** pages, you must use **Validate**, **Next** or **Save** buttons. If you use links on the left **Main Menu** bar, the information you enter may not be saved.

To Validate a Page or Case

At the bottom of every data entry page, there is a **Validate Page** button.

When you select a **Validate Page** button, the system will go back and review all of the data you have entered so far on this case. Also, red, green and yellow arrows will appear on the far left side of the **Main Menu** bar. They indicate pages that have validation errors: Red for "hard edit" errors, Yellow for "soft" and Green for "no edit" errors).

When the system finds errors, a list is produced that shows up at the bottom of the page as **Error Messages**.

To the right of the **Error Messages** are two **fix** buttons fix . The first one takes you to the field containing the error, the second one creates a pop up window containing the error. Either one can be selected to correct the errors.

Some errors are "**Hard**" – meaning that you must make a change before you will be able to validate the case. The field containing a **Hard** edit has a red or pink background. Hard edits must be corrected in order for the information to pass **Validation**.

"**Soft**" errors provide you with the choice of making the change or clicking the **Override** button in the **Validation Results** area. Soft Edits turn a field yellow. If you choose to override the error, click the box in the **Override** column, then click **Save Overrides**.

Use the **Fix** and **Overrid**e buttons to make the necessary changes. Then press the **Validate** button again.

Validation Problems

To avoiding Validation Problems

♦ Validate each page as you go.
♦ At the end, double check each red or yellow arrow.
♦ Is the Date of Death correct?

Again, some other resources to assist in completing entries for **Cause of Death:**

• U.S. Department of Health and Human Services document, Instructions for Completing the Cause-of-Death Section of the Death Certificate, included in folder

• National Association of Medical Examiners (NAME) website: http://www.thename.org/. Go to the Death Certificate Completion section on the left menu tab under GENERAL INFO

Notes

updated June 2015