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



Database Application for Vital Events
**A LexisNexis® Product**

LexisNexis VitalChek Network, Inc.
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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 DAVE™ Navigation**

**Exercise 1.1 – Logging Into DAVE™**

**Skill Learned:** How to log into the **DAVE™** application.

1.  Double click the **DAVE™** icon on your desktop or select **DAVE™** from the Favorites Bookmark) from within your web-browser.

2.  Enter your **User Name** and **Password**.

3.  Click the **Login** button.



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

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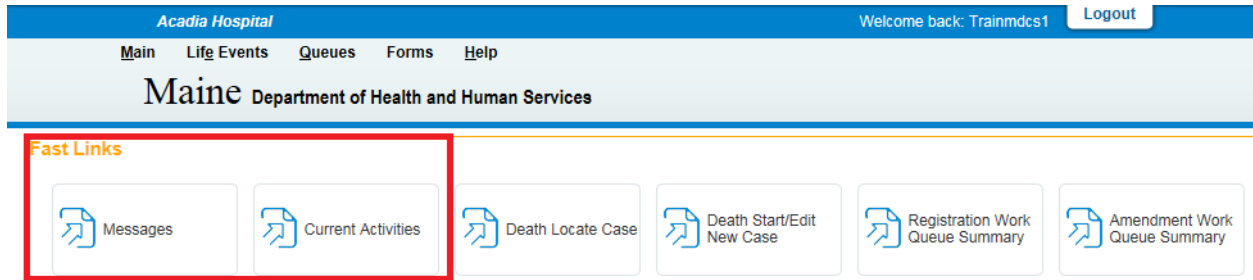


### Exercise 1.2 – Messages

**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.
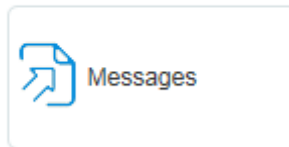


Note: Messages can also be accessed from the **Main** menu on the **Home** page.
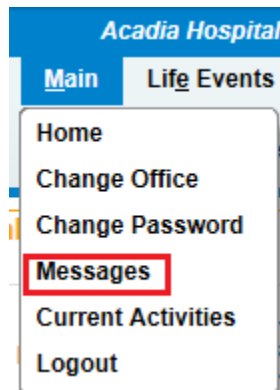
The **Messages** window is a grid that displays all the messages that have been sent to the user or current office (the office selected at login.)  To read a message, click the blue hyperlink in the **From** column.  The **Message Text** column displays all or a portion of the message that was sent, 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 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 **DAVE™** page.  After reading the message, click the **Close** button.

| Message | ✕ |
|---|---|
| **Message** | |
| From: | Cecile Sprout |
| Sender Office: | Office of Vital Records |
| Subject: | Registration Registered |
| Date Sent: | Monday, September 09, 2013 |
| Message Text: | Case 37837 - Approved  Martin Mann |
| | Close |

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

| Messages | | | Send Message | Remove from 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 PM | ☑ |
| 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 PM | ☑ |

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.



## Create Messages

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



2.     The **Send Message** box will open.  Click the **Recipients** link to open the **Choose Recipient** box.
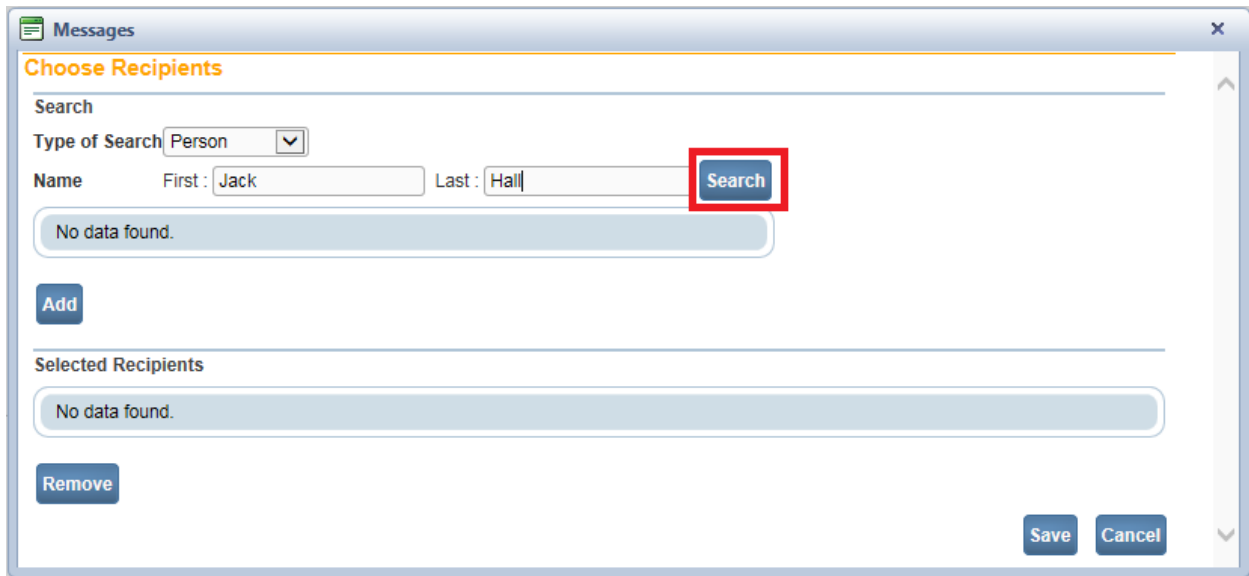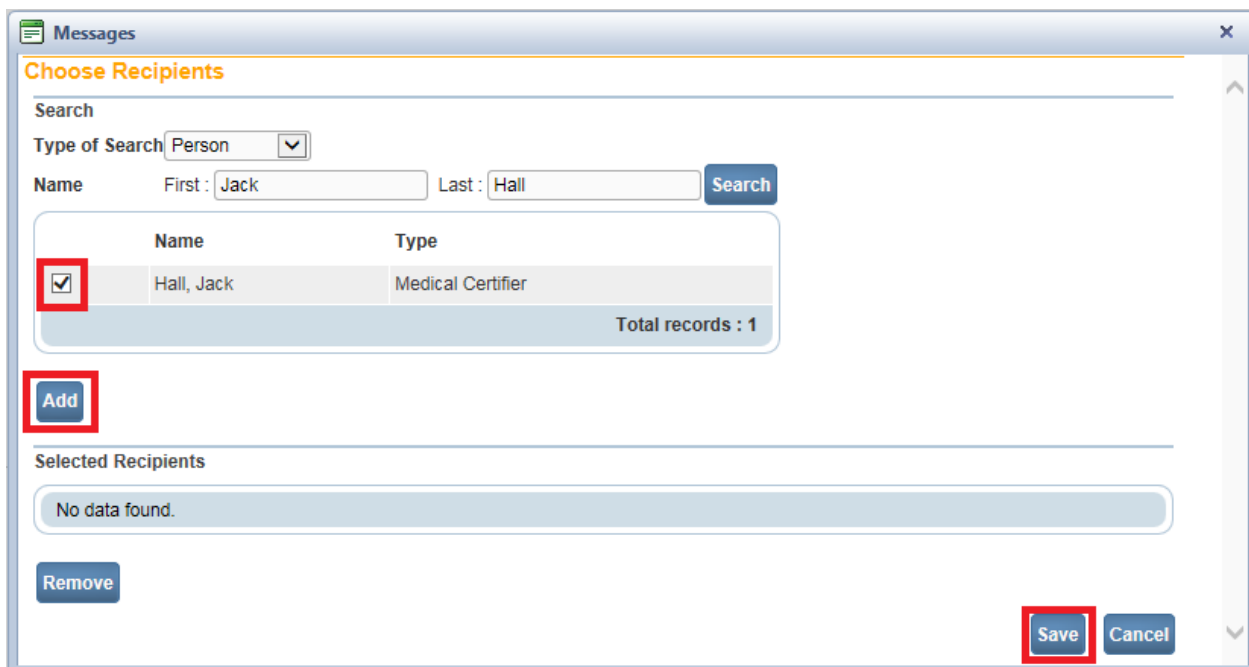
3. In the **Choose Recipients** box, the Type of Search defaults to 'Person'. A search can also be made on an 'Organization'.

4. Type in the first and last name of the person you wish to send a message to. Select the **Search** button.



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

6. Click the **Add** button.

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



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.



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.

10. Next, type in a subject.



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.
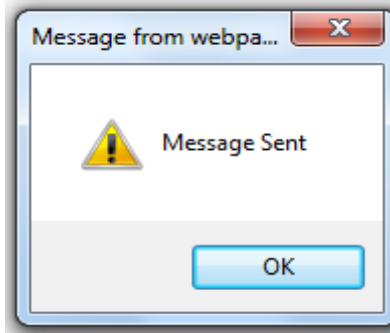
**Exercise 1.3 – Current Activities**

**Skill Learned:** Basic navigation within the **Current Activities** pane.

The **Current Activities** is another Fast Link that displays upon logging into **DAVE™**.

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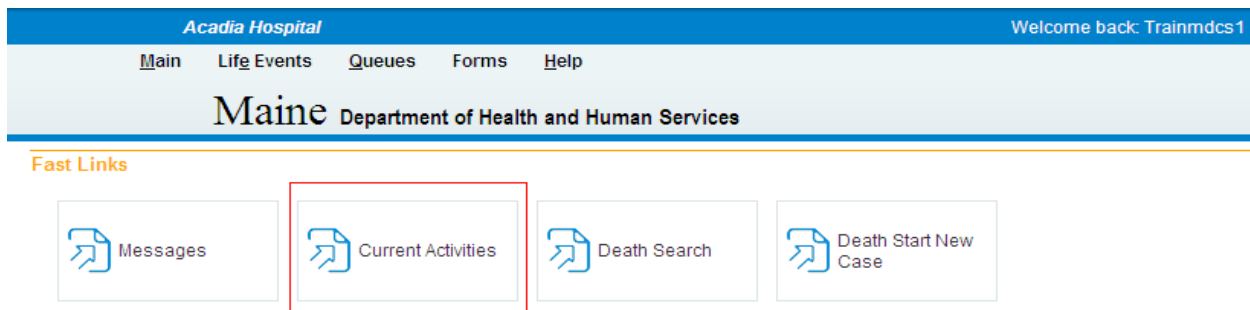


The **Current Activities** window displays a listing of the **Queues** that contain records requiring immediate attention.   In the example below, there is 1 record in the Certification Required queue needing attention.  This record is 21 days old.

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

| Queue Name | Type ↓ | 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 **DAVE™** application elsewhere in these exercises.

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 **DAVE™** system password.

The Application Support Specialist will provide new enrollees with a password that will enable the user to log into **DAVE™**. 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**.
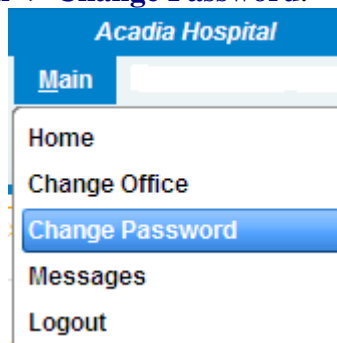


2. Enter your old or temporary password into the **Old Password** text entry box.

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 | ******* |

Save  Later  Clear

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 Forgot your password? link.



**Maine**
**Department of Health and Human Services**

Username:

Trainmdcs1

Version #: 17.3.5.55331

Password:

Login

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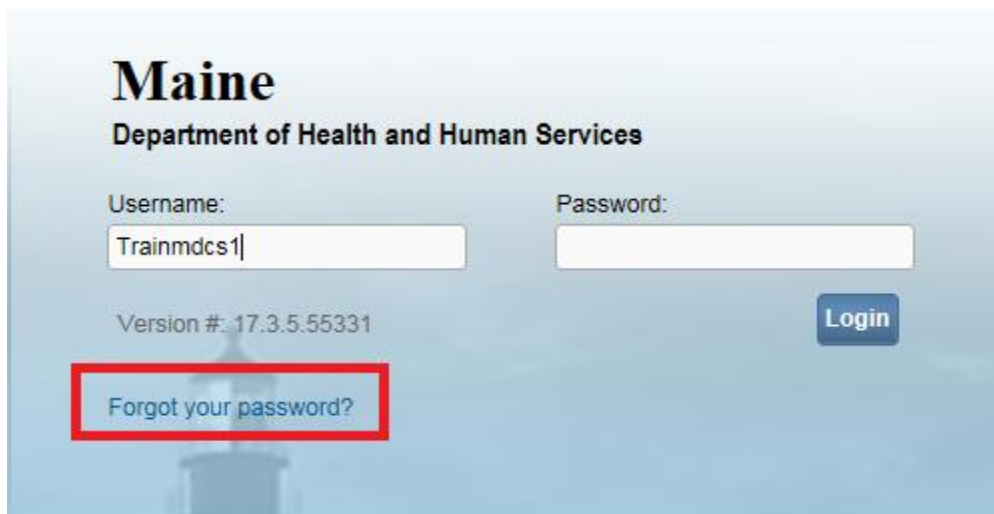
3.    Type in your username and code from the image as shown below.

**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 | Cancel

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.

From: DAVE-no-reply@smtp.state.me.us
To:
Cc:
Subject: Maine Center for Disease Control and Prevention User Access Information

Med Exams

EDRS/EBRS User, you have been assigned the following DAVE system generated password  ^WTU8GDa$N._D=

Copy and Paste the
temporary password to the
login screen.

11.   Copy and paste (or type in) the temporary password onto the login screen.



# Maine
## Department of Health and Human Services

Username:

Trainmdcs1

Password:

●●●●●●●●●●●●●●●●

Version #: 17.3.5.55331

Login

Forgot your password?

**Exercise 1.5 – Logging out of DAVE™**

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

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



Acadia Hospital                                                          Welcome back: Trainmdcs1        Logout

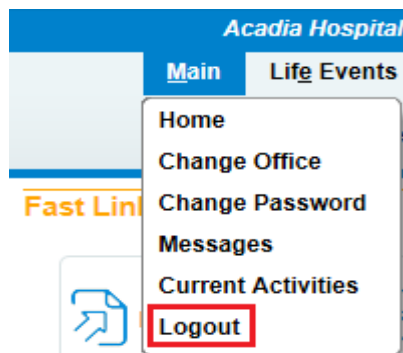Main    Life Events    Queues    Forms    Help

## Maine   Department of Health and Human Services

The Login screen will appear.



Or, another way to logout of **DAVE™** is to select the **Logout** link from the **Home Page>Main** menu. **DAVE™** will prompt the user to confirm if the user wants to exit the application. Click **OK** to log out of **DAVE™** or **Cancel** to remain in the application.
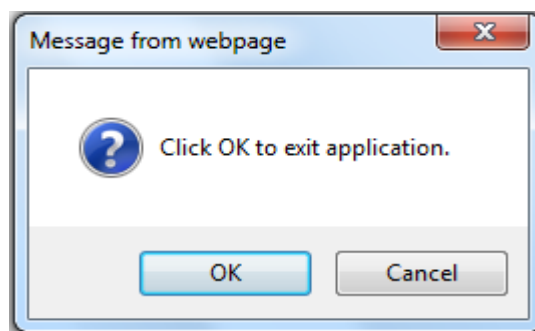
**Section 2:  Page Controls and Features**

**Exercise 2.1 – Dropdown Lists**

**Skill Learned:**  How to navigate through **DAVE™** 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.

Sex:

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.

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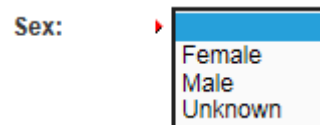
3.  It is possible to select an option from the list without actually dropping the list down.  If you already know the option you want to select, just tab to the dropdown field, and type the first letter of the name of the option.

Sex:  Female

By typing "F", Female was automatically selected.

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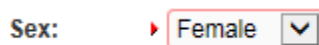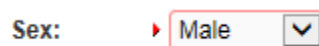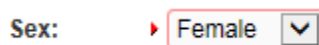
Sex:  Female — With the list highlighted and "Female" selected, press the down-arrow button on the keyboard.
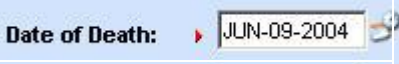
Sex:  Male — Pressing the down-arrow with "Female" highlighted scrolls down the list to "Male".  Now press the up-arrow button.

Sex:  Female — Pressing the up-arow with "Male" highlighted scrolls back up the list to "Female".

## Exercise 2.2 – Standard Date Format

**Skill Learned:** How to properly enter dates into the **DAVE™** system. While processing death registrations, you will frequently be inputting dates. **DAVE™** 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 display:** |
|---|---|---|
| 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 |
| MMDDYYY: | Date of Death: ▶ 06092004 | Date of Death: ▶ JUN-09-2004 |
| MONDDYYYY: | Date of Death: ▶ jun092004 | Date of Death: ▶ JUN-09-2004 |

**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.
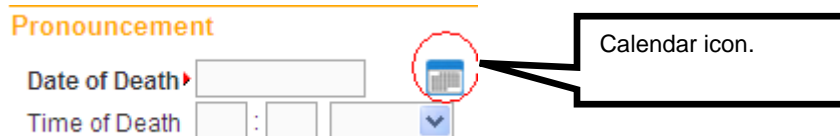
**Pronouncement**

Date of Death ▶ [          ]  ⬜ ← Calendar icon.

Time of Death [    ] : [    ] [  ▼ ]

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.
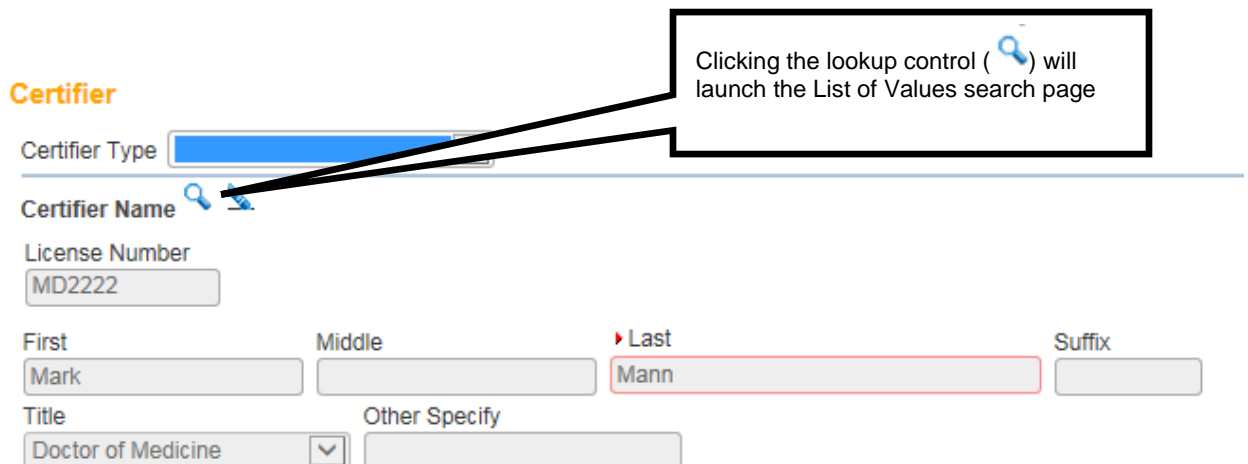


3. By default, the current Month, Day, and Year are displayed. Clicking the down arrow next to the month (in this example September) will open the full list. Or, type the first letter of a month can be typed for quick select or the up and down arrows on the keyboard can be used to scroll to the desired 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.

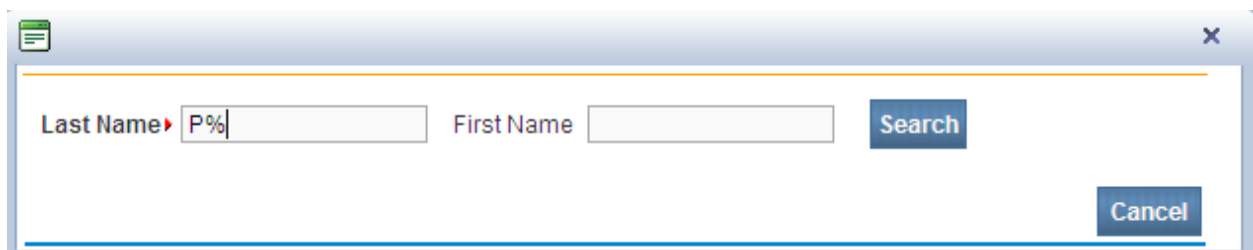**Exercise 2.4 – Lookup Controls**

**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.



Clicking the lookup control ( 🔍 ) will launch the List of Values search page

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.



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 Select link next to any corresponding names to auto-populate the physician's name and address fields on the **Certifier** page.

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

## Exercise 2.5 – Clear Data Controls

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

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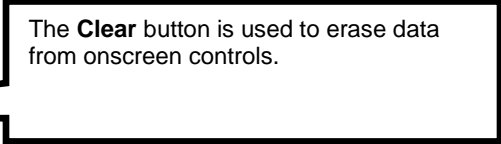


2. **DAVE™** displays a warning message. Select **OK** to clear the facility data or **Cancel** to keep the data as displayed.
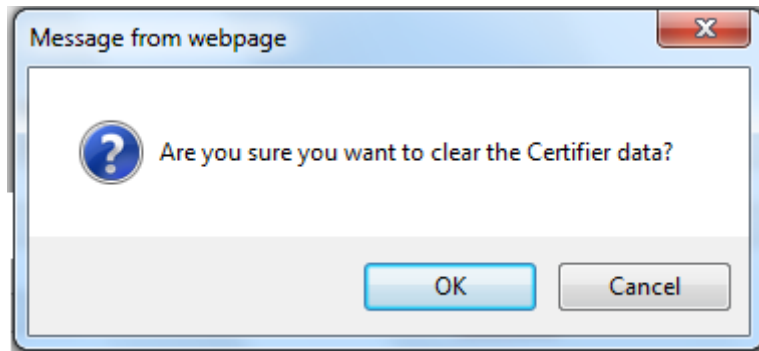


3. Selecting **OK** above will clear the certifier name and address data.

## Exercise 2.6 – Place Lookup

**Skill Learned:** How to use the Place Lookup.

1.  Select the house ⌂ 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** ▸
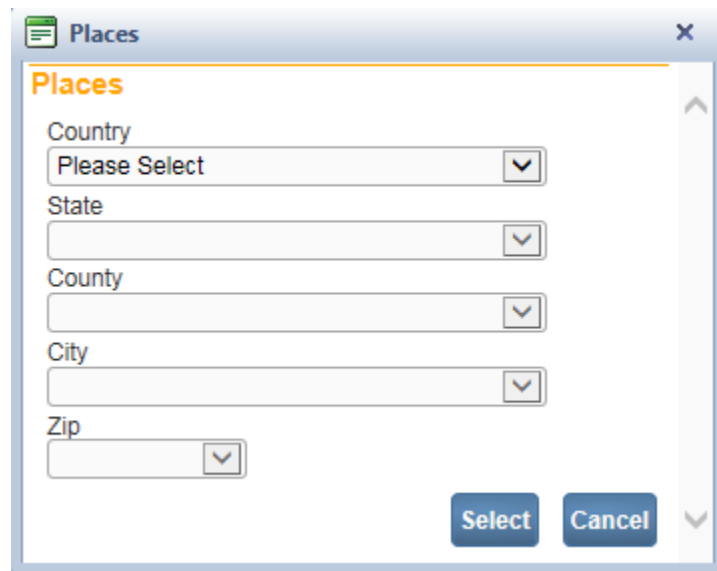
**Address**

| Street Number | Pre Directional | Street Name or PO Box, Rural Route, etc. | Street Designator | Post Directional | Apt #, Suite #,etc |
|---|---|---|---|---|---|

| City or Town | County | State | Country | Zip Code |
|---|---|---|---|---|

Medical Record Number

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

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.

**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.
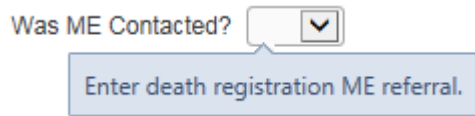


**Tooltips** can be turned on or off by the user. To turn **Tooltips** on go to the **Home** page and select the **Help** menu and place a checkmark in the **Show Tooltips** checkbox as shown below. To turn **Tooltips** off, remove the checkmark from the checkbox.
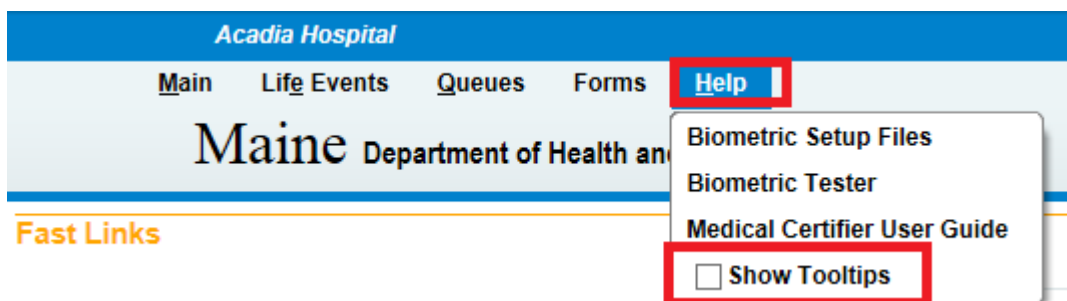
## Exercise 2.8 – Predictive Text

**Skill Learned:**  What is **Predictive Text?**

**DAVE™** 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'.  **DAVE™** will automatically bring up all the cities that begin with 'Aug'.



## 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.

**DAVE™** 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 **DAVE™** 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 / Registered** status or any combination of valid and 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.



## 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.



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

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 "List All Errors" will reveal the errors on all pages of the registration.

**Validation Results**                                                List All Errors   Save Overrides   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 |
| 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 midnight is 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. | ☐ | fix | fix |

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

**Validation Results**                                                List Page Errors   Save Overrides   Hide

List All Errors button will change back to List Page Errors button.

| Error Message | Override | Goto Field | Popup |
|---|---|---|---|
| DR_2566: Medical Certifier type cannot be left Select the appropriate entry to indicate the me | ☐ | fix | fix |
| 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_4998: Did Tobacco Use Contribute to Death cannot be left blank. Enter a valid value for Did Tobacco Use Contribute to Death. | ☐ | fix | fix |
| DR_5000: Autopsy Performed cannot be left blank. Enter a valid value for Autopsy Performed. Autopsy 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 ME/coroner. All non-natural cases must be referred to a Medical Examiner. | ☐ | fix | fix |
| DR_5013: Type of Place of Death cannot be left blank. Enter a valid value for the Type of Place of Death. Select an entry from the dropdown list for the Type of Place of Death. | ☐ | fix | fix |
| 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 midnight is 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. | ☐ | 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.



**Error Correction Using the Goto Field Button**

6.    To correct an error, click the [fix] 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 [blue dropdown]

.....the focus was sent to this control

Certifier Name 🔍 ✏️

License Number
MD2222

| First | Middle | ›Last | Suffix |
| Mark | | Mann | |

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. |
| 123 | [▼] | Any Street | | | | |

| City or Town | State | Country | Z |
| Bangor | Maine | United States | |

.....by clicking the Goto Field "Fix" icon

Date Signed [____] 📅  Was Body Viewed after Death? [pink ▼]

[Validate Page] [Clear] [Return]

**Validation Results**          [List All Errors] [Save Ov...des] [Hide]

| Error Message | Override | Goto Field | Popup |
| DR_2566: Medical Certifier type cannot be left blank. Select the appropriate entry to indicate the medical certifier type. | | 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 🔍] icon in the **Popup** column

[Validate Page] [Clear] [Save...]

…or, click the "fix" icon under Popup

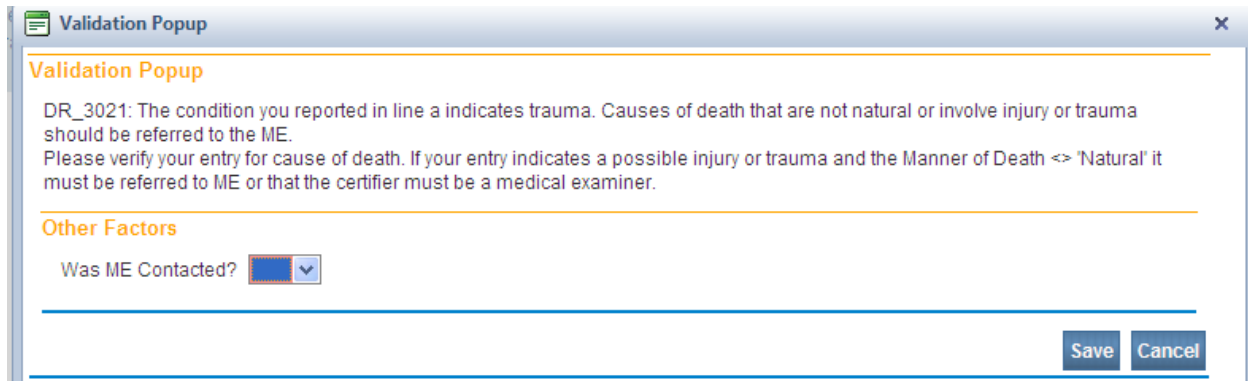**Validation Results**          [List All Errors] [Save Override...]

| Error Message | Override | Goto Field | Popup |
| DR_2566: Medical Certifier type cannot be left blank. Select the appropriate entry to indicate the medical certifier type. | ☐ | fix 🔍 | fix 🔍 |

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.
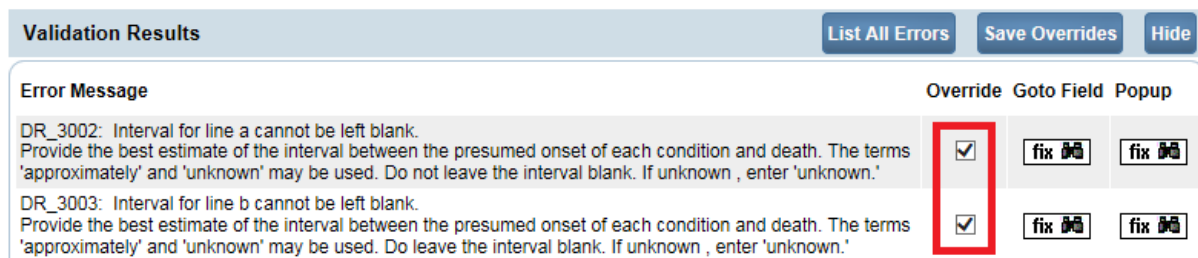


8.  Correct the error and click the **Save** button to submit your changes. The popup will close and your changes will appear on the registration page. Click the **Close** button to close the popup without making any changes.

**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.



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.

Once the error messages are fixed, and checkmarks removed from the Override column, selecting **Save Overrides** will change the red edit to a green edit.

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



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 ✖, yellow ● or a green ✔.

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



Pages containing no errors are noted by a green checkmark. No further action is necessary.

Pages containing non-overridable errors are noted by a red x. These errors must be corrected.

Pages containing overridable errors are noted by yellow arrows. Correct override as needed.

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

Pages marked with a red x ✖ 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 Potential Duplicates link to resolve duplicate records.

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

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



3.    Click the Potential Duplicates link to open the **Duplicate Resolution** page.  This page lists all of the records in the **DAVE™** 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.

**Duplicate Resolution**

| 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 |
| | | | | | | Total records : 2 |

**Current Case**

Case Id: 38153

Decedent's Name: John Peabody
Date of Death: Oct-30-2013
Gender: Male
Residence: United States
Funeral Director:
Funeral Home:
Medical Certifier: Medicine Man
Place of Death: Acadia Hospital
Date Entered: OCT-30-2013

File Number:
City or Town of Death: Bangor
County: Penobscot
SSN:
Date of Birth:

File Date:
Last Updated by: Medicine Man

Status: /Personal Invalid/Medical Invalid/Not Registered/Unsigned/Uncertified/NA/FIPS Coding Required/Death Potential Duplicate/Personal Pending/Medical Pending

Return to Rule Failures

4. Click the Compare 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 Decedent's Name link to open the actual record.

**Duplicate Resolution**

| Case Id | 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 | | Compare |
| | | | | | | Total records : 2 |

**Current Case**

Case Id: 38153

Decedent's Name: John Peabody
Date of Death: Oct-30-2013
Gender: Male
Residence: United States
Funeral Director:
Funeral Home:
Medical Certifier: Medicine Man
Place of Death: Acadia Hospital
Date Entered: OCT-30-2013

File Number:
City or Town of Death: Bangor
County: Penobscot
SSN:
Date of Birth:

File Date:
Last Updated by: Medicine Man

Status: /Personal Invalid/Medical Invalid/Not Registered/Unsigned/Uncertified/NA/FIPS Coding Required/Death Potential Duplicate/Personal Pending/Medical Pending

**Potential Duplicate Case**

Case Id: 38148

Decedent's Name: John Peabody
Date of Death: Oct-30-2013
Gender: Male
Residence: United States
Funeral Director:
Funeral Home:
Medical Certifier: Medicine Man
Place of Death: Acadia Hospital
Date Entered: OCT-30-2013

File Number:
City or Town of Death: Bangor
County: Penobscot
SSN:
Date of Birth:

File Date:
Last Updated by: Medicine Man

Status: /Personal Invalid/Medical Invalid/Not Registered/Unsigned/Uncertified/NA/FIPS Coding Required/Personal Pending/Medical Pending/ICD Coding Required

Return to Rule Failures

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.



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.

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 **DAVE™** 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**.
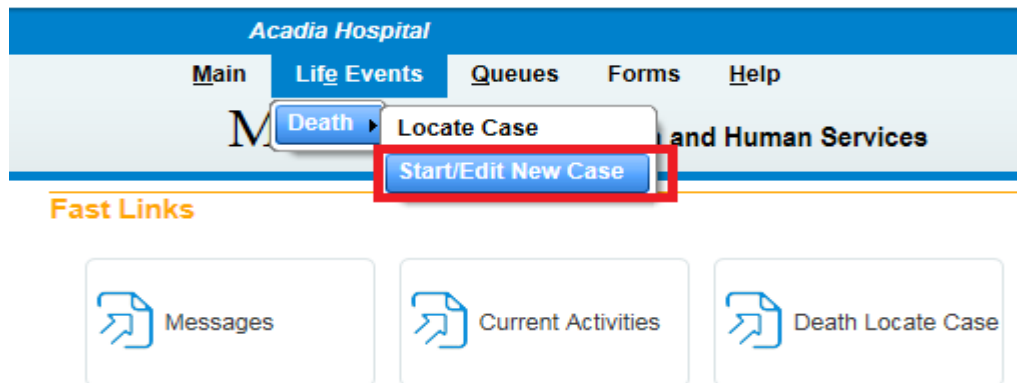


2. This will bring up the **Start/Edit New Case** page shown below. Notice that **First**, **Last**, **Date of Death**, and **Sex** are all marked with a red indicator ( ▶ ). Fields denoted by red indicators are required entries that must be completed before you will be allowed to proceed.

**Death Start/Edit New Case**

**Decedent's Information**

| First: ▸ | Last: ▸ | Date of Death: ▸ |
|---|---|---|
| Sex: ▸ [ ▾ ] | SSN: | Date of Birth: |
| Case Id: | ME Case Number: | |

Place of Death Location Type: [County ▾] Place of Death: [            ] [...]

Tip: When on a date field, selecting F12 on the keyboard will system-fill the date with the current date.

Search   Clear

---

**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 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.

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.**

**Results**

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

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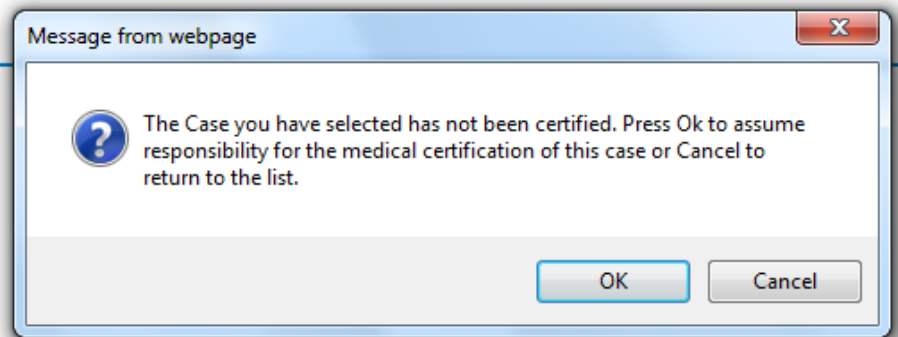
For the purposes of this exercise the Search results did not bring up any matching cases. Select **Start New Case**.

**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.

## 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.



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.

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.



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'.**



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

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.



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      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.



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 .



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".

12. Click the Search button.

13. The Search Results will return all facilities that contain the letters "Br".



When a wild card (%) is used before and after the letters (Br), DAVE™ will search for all facilities that contain those letters.



When a wild card (%) is used only after the letters (Br), DAVE™ will search for all facilities that "begin" with the letters (Br).

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



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 NCHS Recommendations for Entry of Cause of Death link. A window will open (shown below) containing general instructions for completing the **Cause of Death** page.

## 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

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 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

For every cause of death listed on Lines a through d, a corresponding "Approximate Interval Onset to Death" must be entered.

Due to or as a consequence of

Line b

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

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 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     Rupture of myocardium                    Minutes

Due to or as a consequence of

Line b

While it is not necessary to use every line (a – d), lines used must be sequential.

VIEWS ICON

Due to or as a consequence of

Line c     Coronary artery thrombosis               5 years

Due to or as a consequence of

Line d

PART II
Other significant conditions

Validate Page | Next | Clear | Save | Return

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

<u>Misspelled word</u>

**Cause of Death**

Immediate Cause (Final disease or condition resulting in death)

PART I    hart
Line a

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

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: ( ) as shown below.

**Cause of Death**

Immediate Cause (Final disease or condition resulting in death)

PART I    heart
Line a

---

<u>Abbreviation</u>

**Cause of Death**

Immediate Cause (Final disease or condition resulting in death)

PART I    RA
Line a

    Rheumatoid Arthritis
    Renal Artery
    Right Atrium
    Right Atrial
    Refractory Anemia
Line b    Radioactive
    Right Arm
    Rheumatic Arthritis
    RA is an ambiguous abbreviation. Please select the correct term from the provided list:
Line c

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.



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.



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.



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**.

If decedent is Male, or if decedent is female and under the age of 10 or over 65 years of age, this field will show "Not Applicable" and will be disabled.

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.



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.

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



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.

OR (Wild card)



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



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.



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.



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

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.



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

Uncertify

10. The status bar will also indicate the record has been certified.

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

12. Click OK or Cancel in the popup message.

Message from webpage

? Are you sure you wish to Uncertify this registration?

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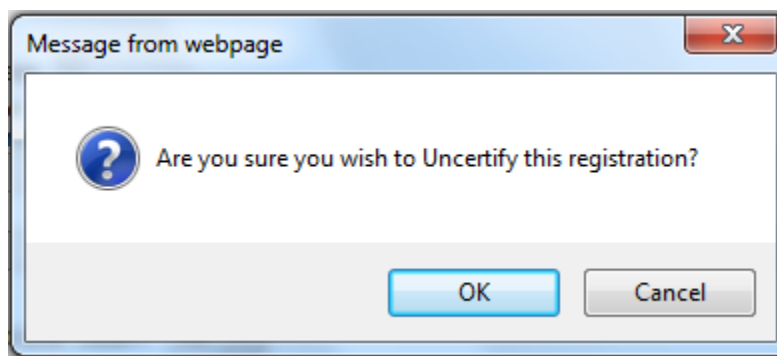
13. If OK is selected, make any necessary changes, and then re-select the **Save/Validate Page** button which will bring up the 'Your Case Is Ready To Be Certified' popup. Check the affirmation checkbox, and click the **Certify** button.

**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**.

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.



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



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.

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



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



## 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 Preview link in any of the search result entries.  This will generate a **Preview** page for that registration.

**Preview**

| | | |
|---|---|---|
| File Number: | File Date: | |
| Case Id: 317353 | Medical Record Number: | ME Case Number: |
| Decedent's Name: Paul Page | | 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: Bangor | | County: Penobscot |

Place of Death: Acadia Hospital
Residence: Augusta Maine, United States
Mother's Maiden Name: Alicia White
Informant Name: Sonya Page
Funeral Director: Ron Sargent
Funeral Home: Albert & Burpee Funeral Service, Inc., 253 Pine St, Lewiston
Medical Certifier: Mark Mann
Date Entered: MAY-05-2017                                   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 Preview link is selected, the link changes to a Select link.

**Death Search Results**

| 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 | Select |

Total records : 1

New Search

**Preview**

| | | |
|---|---|---|
| File Number: | File Date: | |
| Case Id: 317353 | Medical Record Number: | ME Case Number: |
| Decedent's Name: Paul Page | | 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: Bangor | | County: Penobscot |

Place of Death: Acadia Hospital
Residence: Augusta Maine, United States
Mother's Maiden Name: Alicia White
Informant Name: Sonya Page
Funeral Director: Ron Sargent
Funeral Home: Albert & Burpee Funeral Service, Inc., 253 Pine St, Lewiston
Medical Certifier: Mark Mann
Date Entered: MAY-05-2017                                   Last Update Made By: Mark Mann
Status: /Personal Valid With Exceptions/Medical Valid/Not Registered/Signed/Certified/NA/Registration Approval Required/ICD Coding Required

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 Select link to open the record.

4.    You should now see the **Decedent** page.

## 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**.



The status bar will show "Amendment Exists" if an amendment has been 'approved' on the record.

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 List**

| Amendment Id | Process History | Type | ... | Date Completed / Rejected | Amendment Status | Order # |
|---|---|---|---|---|---|---|
| 8626 | History | Medical | Oct-21-2013 | 10/21/2013 2:32:02 PM | Complete | |
| 8643 | History | Personal | Nov-14-2013 | | Keyed | |

> Click on the **Amendment Id** link to view the amendment.

> Status of the amendment.

[New Amendment] [Return]

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

**Amendment Page**

| | | | |
|---|---|---|---|
| Type | Medical | Amendment Date | May-08-2017 |
| Year | 2017 | Amendment Number | 25356 |
| Order Number | | Description | Test |
| Amendment Status | Keyed (Requires Affirmation) | Microfilm Number | |

Select Add Documentation to add documentary evidence to this amendment.

[Add Documentary Evidence]

Page to Amend [　　　　　▾]

| Item In Error | Item as it Appears | Item as it Should be | Edit | Delete |
|---|---|---|---|---|
| Pronouncement-Time of Death | 08:00 AM | 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 **registered**. All amendments are approved by the Office of Vital Records.

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

---

**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 Amendments link is selected, the **Death Registration Menu** is removed from the page, and the **Amendment Page** is displayed.



3. Click on the amendment **Type** dropdown list on the **Amendment Page** and select Medical.

4. Add a description.

5. Click the **SAVE** button.

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

| | | | | |
|---|---|---|---|---|
| **Amendment Page** | | | | |
| Type | 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** | | | |
| Type | Medical | Amendment Date | May-08-2017 |
| Year | 2017 | Amendment Number | 25357 |
| Order Number | | Description | |
| Amendment Status | Keyed (Requires Affirmation) | Microfilm Num | |
| Page to Amend | | | |

Death - Certifier
Death - Other Factors
Death - Place of Death
Death - Injury
Death - Pronouncement
Death - Cause of Death

Note: Only Medical Examiners have access to the "Injury" page.

Cancel Amendment  Save  Clear  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.

**Amendment Page**

| | | | |
|---|---|---|---|
| Type | 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    Death - 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 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    Heart Attack                                                  Instant
Line a

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 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    Acute myocardial infarction                                  2 days
Line a

Line b

Line c

Line d

PART II
Other significant conditions

[ Cancel Amendment ] [ Validate Page ] [ Validate Amendment ] [ **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.



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.



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

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 | | | | | | | |
|---|---|---|---|---|---|---|---|
| **317039  2017500043 :Lawrence Fields Mar-07-2017** Amendment Exists | | | | | | | |
| /Personal Valid/Medical Valid/Registered/Signed/Certified/NA/ICD Coding Required | | | | | | | |

**Amendment List**

| 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 | | Pending | |

New Amendment   Return

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

**Amendment List**

| 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 | |

New Amendment   Return

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

**317039  2017500043 :Lawrence Fields Mar-07-2017** Amendment Exists
/Personal Valid/Medical Valid/Registered/Signed/Certified/NA/ICD Coding Required

**Decedent**

**Decedent's Legal Name**

| Prefix | First | Middle | Other Middle | Last | Suffix |
|---|---|---|---|---|---|
| | Lawrence | | | Fields | |

**Aliases**

Add/Edit Alias Names

| Sex | Social Security Number | | |
|---|---|---|---|
| Male | 000-00-0000 | ● None ○ Unknown | |

Date of Birth: Jun-02-1988    Age: 28    Under 1 Year Months Days: | |    Under 1 Day Hours Minutes: | |    Verify SSN    SSN Verification Status UNVERIFIED (0)

**Decedent's Birth Place**

| City or Town | State | Country |
|---|---|---|
| Augusta | Maine | 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 List**

| 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 | |

New Amendment    Return

**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**
Amendment
Processing History
Attachments
Amendment Affirmation

**Death Registration Menu**
**Personal Information**
Decedent
**Medical Certification**
Pronouncement
Place of Death
Cause of Death
Other Factors
Certifier
**Registrar**
Amendment List

317039 2017500043 :Lawrence Fields Mar-07-2017 Amendment Exists
/Pers... Certified/NA/ICD Coding Required

Attachment link

| | | | |
|---|---|---|---|
| Type | | Amendment Date | May-08-2017 |
| Year | 2017 | Amendment Number | 25356 |
| Order Number | | Description | Test |
| Amendment Status | Keyed (Requires Affirmation) | Microfilm Number | |
| Page to Amend | | | |

| Item In Error | Item as it Appears | Item as it Should be | Edit | Delete |
|---|---|---|---|---|
| Pronouncement-Time of Death | 08:00 AM | 07:00 AM | Edit | Delete |

Cancel Amendment    Save    Clear    Return

21. The attachment dialog box will open. Select the **New Attachment** button.
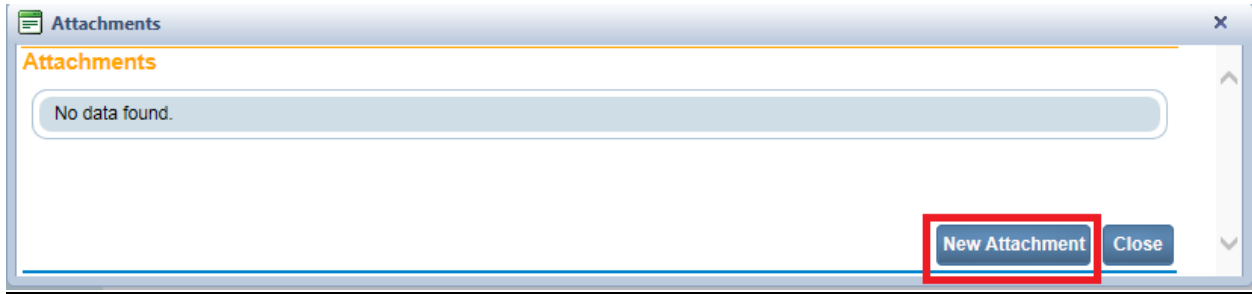
22. The **Attachments** window will open.  Click on the **Browse** button to go search for the attachment in your hard drive.
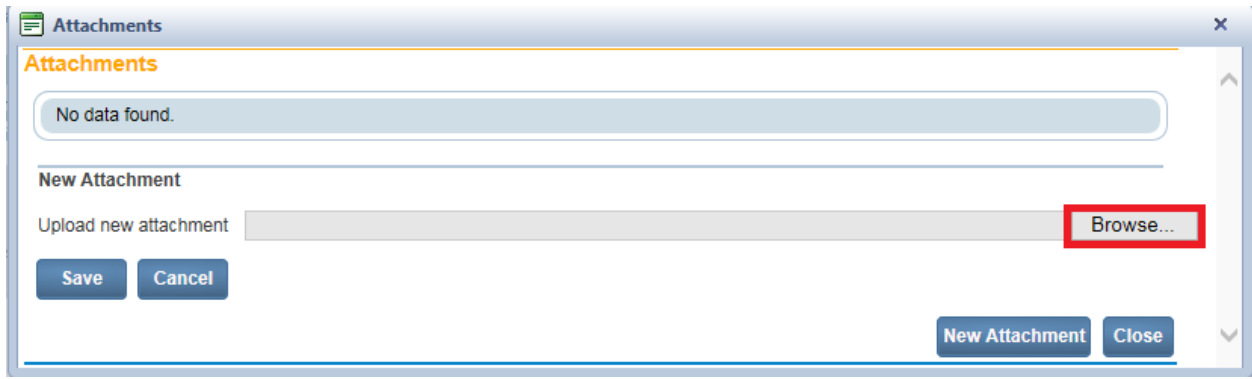


23. When the attachment has been uploaded, click the **Save** button.



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

25. The **Amendment List** page will open.

26. Click on the **Amendment ID** number to open the **Amendment** menu.
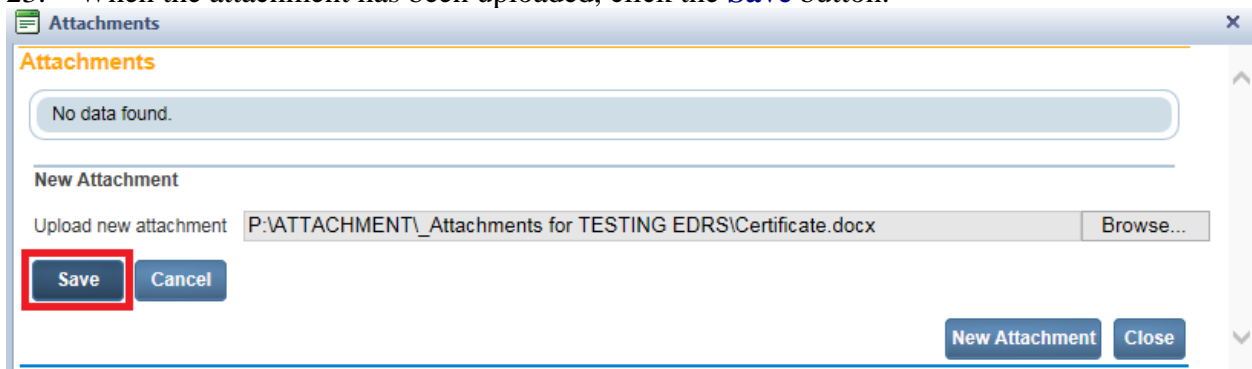
27. Select the **Attachment** link.  The attachment dialog box will open.

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**.

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.



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

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, **DAVE™** keeps track of the number of characters used and displays that information onscreen.
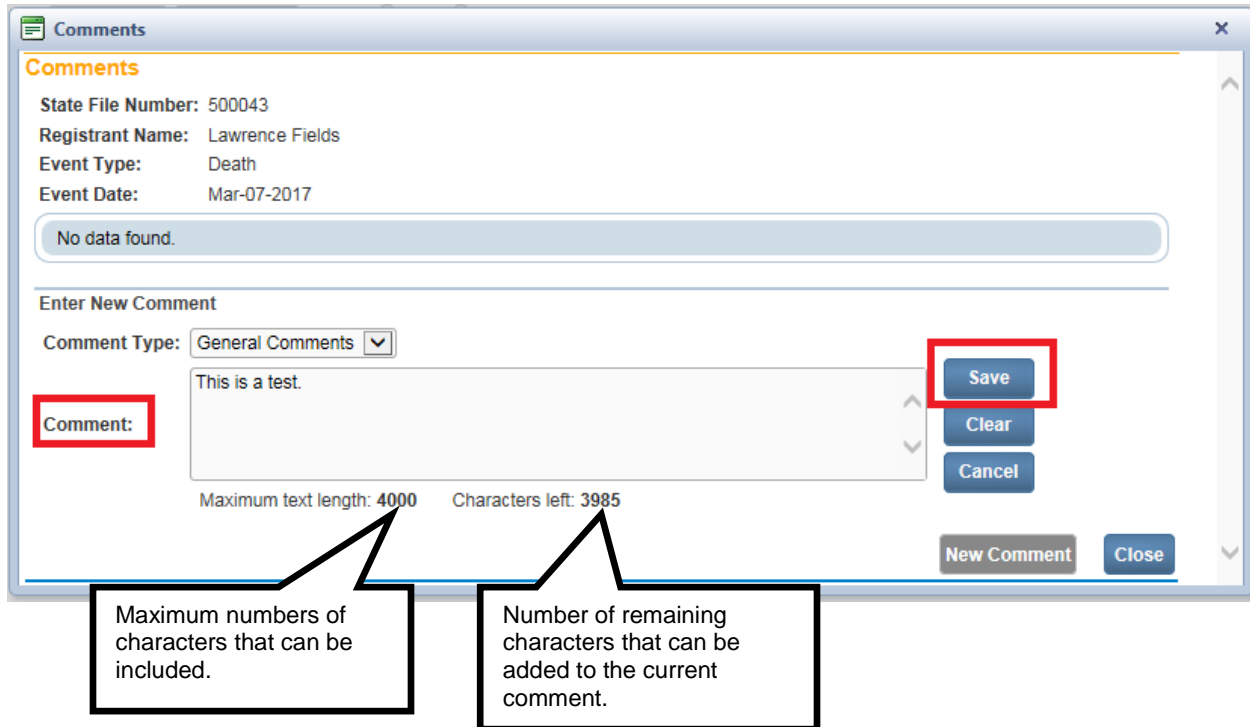


6. When you have finished entering the comment, select the **Save** button to save the comment, **Clear** to clear the entry, or **Cancel** to close the comment window without saving changes.

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.

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.



The checkmark serves as a visual indicator that one or more comments have been added to this registration.

**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.



Comment indicator on Search Results page.

Comment indicator in registration queues.

## 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**



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

4.    Select the **New Attachment** button.

5.    The **Attachment** tab will open allowing you to add an attachment.

6.    Click on the **Browse** button.



The attachment type defaults to Record.
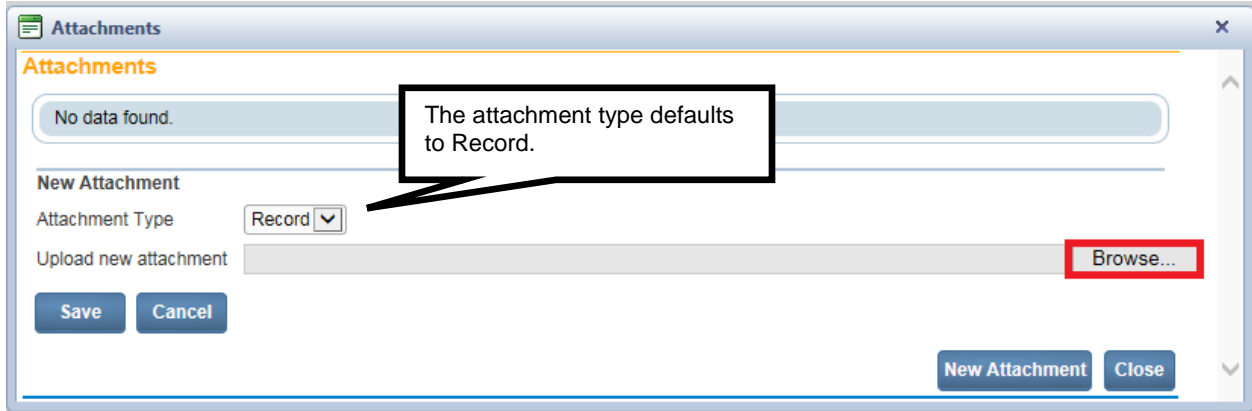
7.    Clicking on the **Browse** button will open the Choose File to Upload directory.

8.    Click on the file to attach to the record.
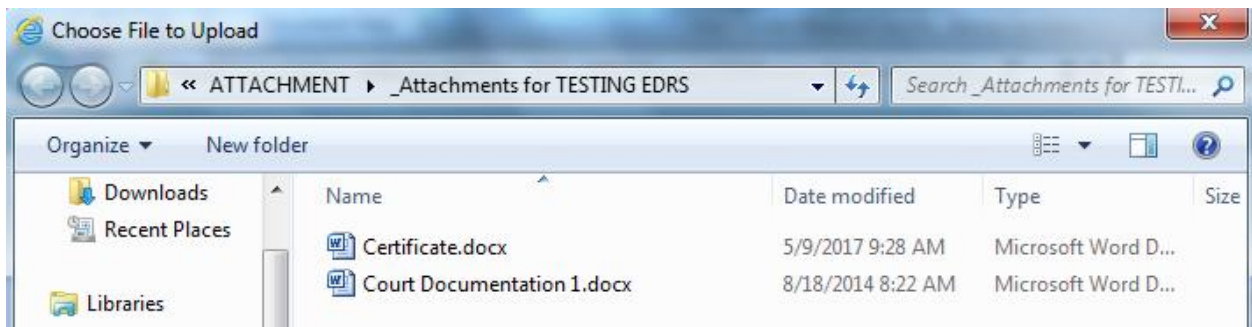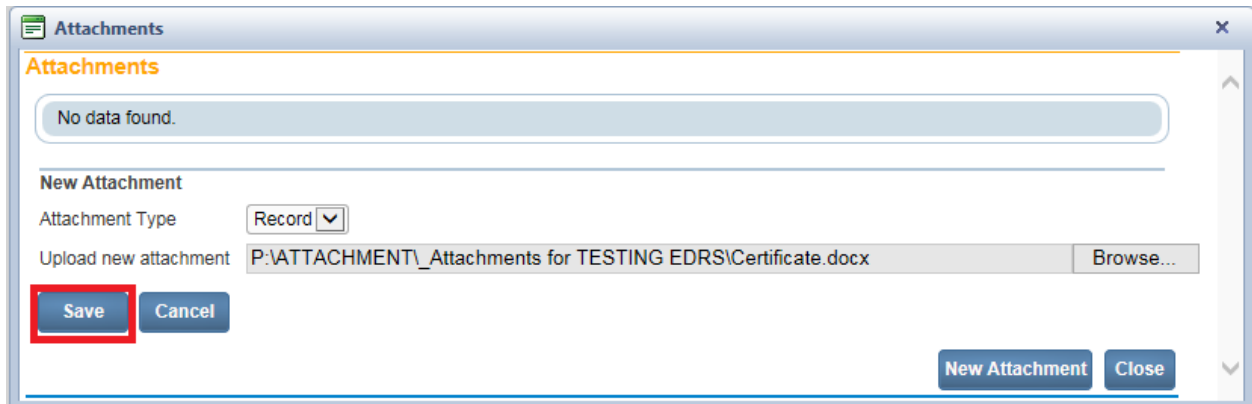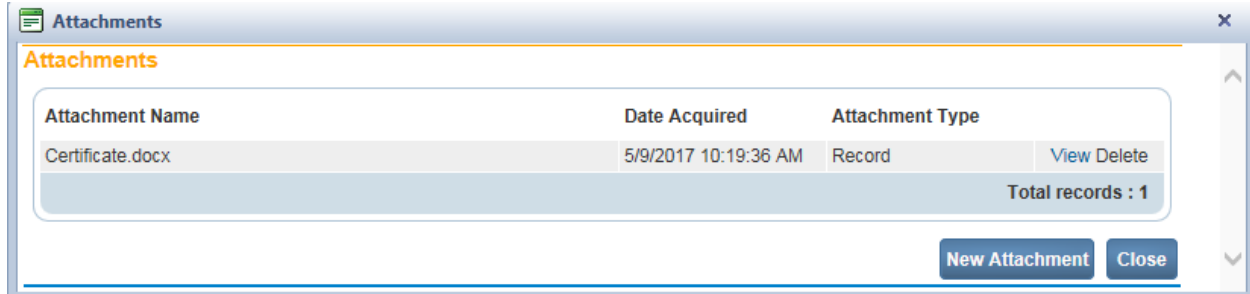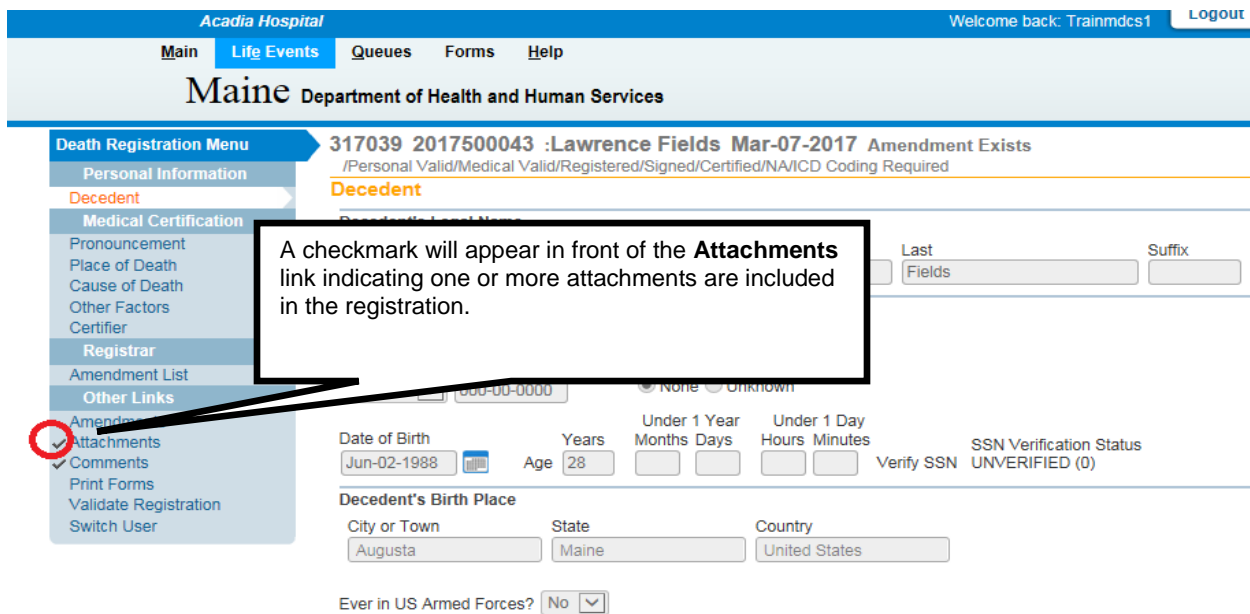


9.    The file name will show in the Upload new attachment box.

10.   Select **Save**.

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



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



### 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**.



3.   Click on the underlined Working Copy link.



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



5.   Click **Open** to view the Working Copy.

6.   Click on the Printer icon to print the Working Copy.

Printer icon

| Name Known to Physician (a.k.a) | Department of Health and Human Services | | 118- 2017-500043 | |
|---|---|---|---|---|
| | **Certificate of Death** | | State File Number | |

**Decedent**

| 1a. First Name | | 1b. Middle Name | | 1c. Last Name | | 1d. Suffix | |
|---|---|---|---|---|---|---|---|
| Lawrence | | << >> | | Fields | | << >> | |

| 2. Date of Death | 3. Sex | 4. Social Security Number | 5a. Age (yrs) | 5b. Under 1 Year | | 5c. Under 1 Day | | 6. Date of Birth |
|---|---|---|---|---|---|---|---|---|
| Actual date of death March 07, 2017 | Male | 000-00-0000 | 28 Last Birthday | Months | Days | Hours | Minutes | June 02, 1988 |

| 7. Birthplace | 8. Was Decedent Ever in U.S. Armed Forces? | 9. Place of Death |
|---|---|---|
| Augusta, Maine | No | Hospital-Inpatient |

| 10. Facility Name | 11. County of Death | 12. City or Town of Death |
|---|---|---|
| Acadia Hospital | Penobscot | Bangor |

| 13. Marital Status at Time of Death | 14. Surviving Spouse/Partner | 15. Decedent's Usual Occupation | 16. Kind of Business / Industry |
|---|---|---|---|
| Never Married | | Teacher | Education |

| 17. Education | 18. Ancestry | 19. Race |
|---|---|---|
| Master's Degree | Unknown | White |

| 20. Residence State | 21. Residence County | 22. Residence City or Town | 23. Residence Street and Number |
|---|---|---|---|
| Maine | Kennebec | Augusta | 10 Rural Route |

| 24a. Parent First Name | 24b. Middle Name | 24c. Last Name Prior to First Marriage | 24d. Suffix |
|---|---|---|---|
| Paul | Unknown | Fields | Unknown |

| 25a. Parent First Name | 25b. Middle Name | 25c. Last Name Prior to First Marriage | 25d. Suffix |
|---|---|---|---|
| Laura | Unknown | Winger | Unknown |

**Informant**

| 26. Informant Name | 27. Mailing Address |
|---|---|
| John Fields | 98 West Avenue Augusta, ME 04330 |

**Disposition**

| 28. Method of Disposition | 29. Date of Disposition | 30. Was Body Embalmed? |
|---|---|---|
| Burial | March 07, 2017 | No |

| 31a. Place of Disposition | 31b. Location (City or town, state) |
|---|---|
| Brackett Cemetery | Augusta, Maine |

| 32a. Signature of Funeral Practitioner or Authorized Person | 32b. Name and Address of Facility or Authorized Person |
|---|---|
| → *Ron Sargent* *Signature Electronically Authenticated* | Albert & Burpee Funeral Service, Inc. 253 Pine St, Lewiston, Maine 04240 |

**Certifier**

| 33a. Signature and Title of Certifier - To the best of my knowledge, death occurred at the time, date, and place, due to the cause(s) and manner as stated. → *Mark Mann Doctor of Medicine* *Signature Electronically Authenticated* | 33b. Date Signed March 07, 2017 |
|---|---|

| 33c. Name and Address of Certifier | 34. Was Body Viewed After Death? |
|---|---|
| Mark Mann, 123 Any Street NW, Bangor, Maine 04401 | No |

| 35. Time of Death | 36. Manner of Death | 37. Medical Examiner Case Number |
|---|---|---|
| 08:00 AM Actual time of death | Natural | |

**Cause of Death**

38. Part I.

| | | Approximate Interval Between Onset and Death |
|---|---|---|
| Immediate Cause of Death (Final disease or condition resulting in death) → | a. Heart Attack Due to (Or a consequence of): | 2 days |
| | b. Due to (Or a consequence of): | |
| Sequential list of other conditions, if any, leading to immediate cause. The *underlying cause* (Disease or injury which initiated events resulting in death) is entered *last.* → | c. Due to (Or a consequence of): | |
| | d. | |

Part II. Other significant conditions contributing to death but not resulting in the underlying cause given in Part I.

**Registrar**

| 39. Signature of Registrar → *Kim E. Haggan* *Signature Electronically Authenticated* | 40. Date Filed March 08, 2017 |
|---|---|

## Exercise 5.6 – Print Forms - Drop to Paper - Medical

**Skill Learned:** How and when to use the Drop to Paper Medical feature. The Drop to Paper Medical 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, **DAVE™**

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.



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

▸ 317370  :Britney Burns May-11-2017
/Personal Invalid/Medical Valid/Not Registered/Dropped To Paper - Medical/Certified/NA/FIPS Coding Required/ICD Coding Required/Personal Pending

**Print Forms**

Drop to Paper Medical

Working 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**.
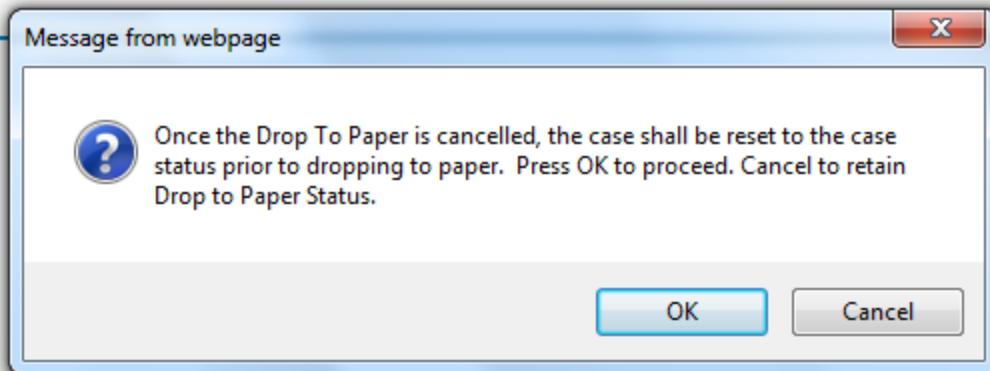
**Search by Registration Work Queue**

| 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

Message from webpage  ✕

❓ Once the Drop To Paper is cancelled, the case shall be reset to the case status prior to dropping to paper.  Press OK to proceed. Cancel to retain Drop to Paper Status.

OK   Cancel

## 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**.



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.



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.

· 317360  :Bryan Berry  May-09-2017
/Personal Invalid/Medical Invalid/Not Registered/Unsigned/Uncertified/Referred to ME/FIPS Coding Required/ME Review Required Personal
Pending/Medical Pending

**Refer To Medical 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 ▶
Message

Accept Referral
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 Message   Remove from List

| From | Message Text | Date Sent | ☐ |
|------|-------------|-----------|---|
| Med 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
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.



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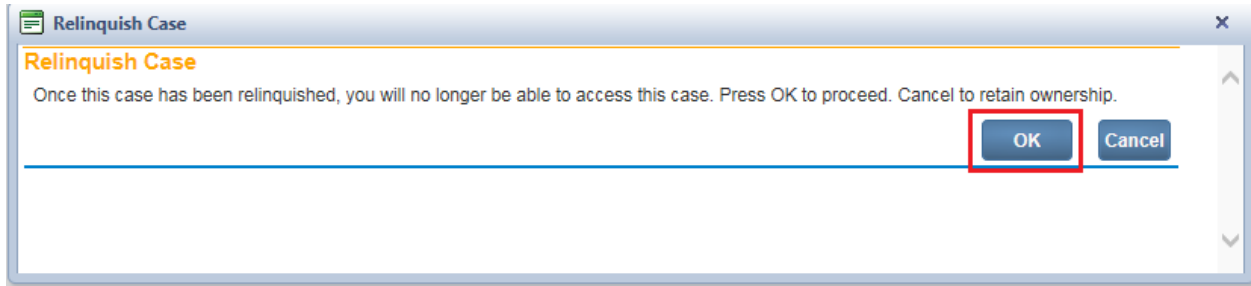
3.  To regain control of the record (if ownership has not yet been taken by another user), access it from the **Life Events -> Death -> Start Edit New Case.**  A dialog will pop up asking the user if they want to take ownership of the case.

**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 DAVE™ 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.**

The **Request Non-Affiliated Medical Certification** page will appear.



2.    Click on the Certifier Name LOV.  The **Lookup Certifier** page will popup.
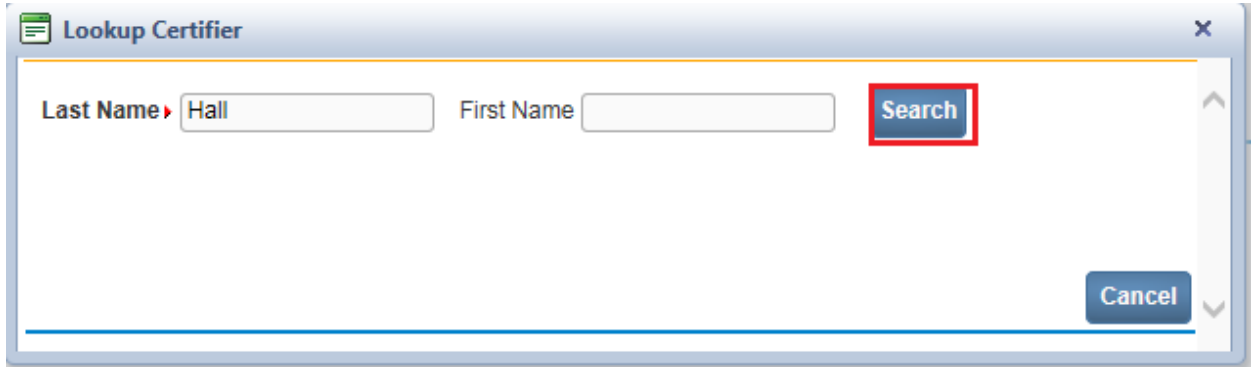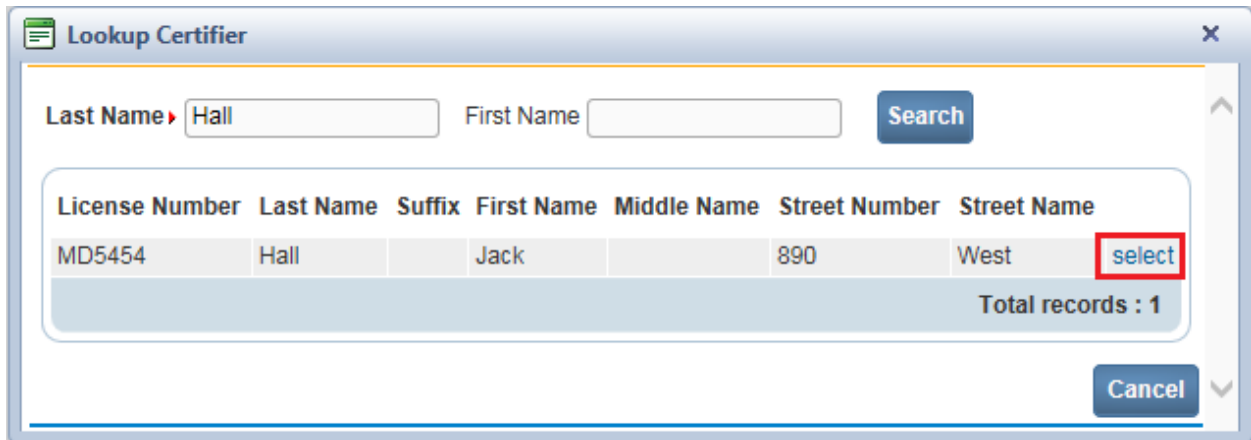
3.  Key in the Last Name of the certifier for whom non-affiliated medical certification is requested.

4.  Click the **Search** button.



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



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

6. Next, click on the Facility LOV.
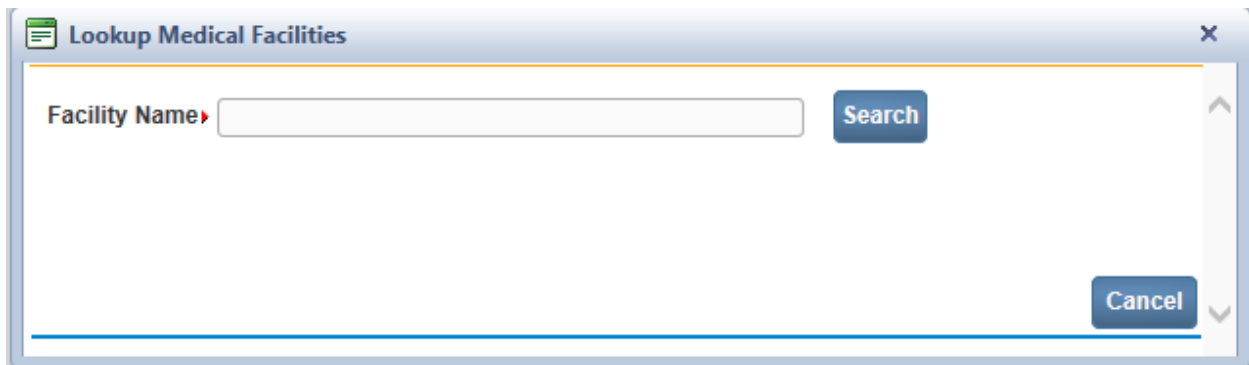


The Facilities popup will appear.



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.

8. Click the **Search** button.

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



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



10. Click the **Save** button.

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



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



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.

## Section 6: Work Queues

In this section, you will learn how to navigate through the various **DAVE™** 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 **DAVE™**, they will pass from one work queue to another. **Queues** represent the statuses assigned to records in **DAVE™**.

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.

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.



Click any of the column headers to re-sort the work queue summary table.
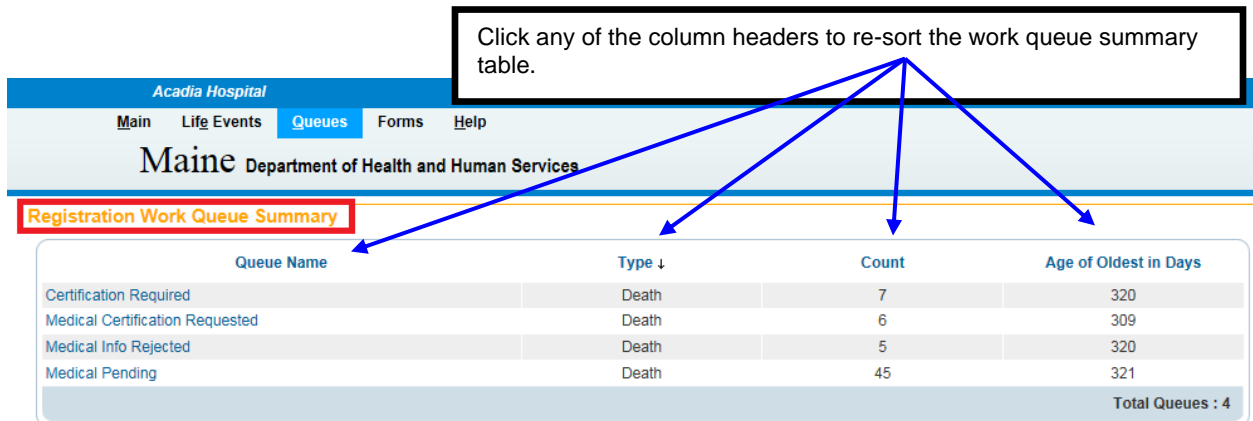
**Note: The actual work queues available will vary based on user type and user security setup.**

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.

Search by Registration Work Queue

| Queue: | Certification Required - Death ▼ | Search Type: | ▼ | Value: | |
| Display | 200 rows per page. | Filter: | ▼ | | |

Search   Show All Rows   Clear   Return

| All | Case Id | File Number | Registrant | Date of Event ↑ | Data Provider |
|-----|---------|-------------|------------|-----------------|---------------|
| ☐ | 317048 | | Day, Dahlia | Mar-08-2017 | |
| ☐ | 316997 | | Jumper, Jack | Feb-28-2017 | Albert & Burpee Funeral Service, Inc. |
| ☐ | 316956 | | Jones, Gerard | Feb-22-2017 | Albert & Burpee Funeral Service, Inc. |
| ☐ | 316849 | | Jenkins, John | Feb-06-2017 | Albert & Burpee Funeral Service, Inc. |
| ☐ | 316823 | | Paterson, Paul | Feb-01-2017 | Albert & Burpee Funeral Service, Inc. |
| ☐ | 308878 | | Grisby, Noe Qq7 | Aug-05-2016 | |
| ☐ | 308607 | | Atencio, Allie Qq7 | Jun-24-2016 | |
| | | | | | Total records : 7 |

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

Search by Registration Work Queue

| Queue: | Certification Required - Death ▼ | Search Type: | ▼ | Value: | |
| Display | 200 rows per page. | Filter: | ▼ | | |

Search   Show All Rows   Clear   Return

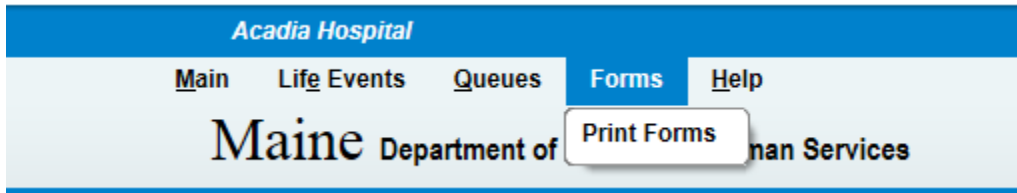| All | Case Id | File Number | Registrant | Date of Event ↑ | Data Provider |
|-----|---------|-------------|------------|-----------------|---------------|
| ☐ | 317048 | | Day, Dahlia | Mar-08-2017 | |
| ☐ | 316997 | | Jumper, Jack | Feb-28-2017 | Albert & Burpee Funeral Service, Inc. |
| ☐ | 316956 | | Jones, Gerard | Feb-22-2017 | 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 DAVE™.

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



2.    Click on the desired form link.



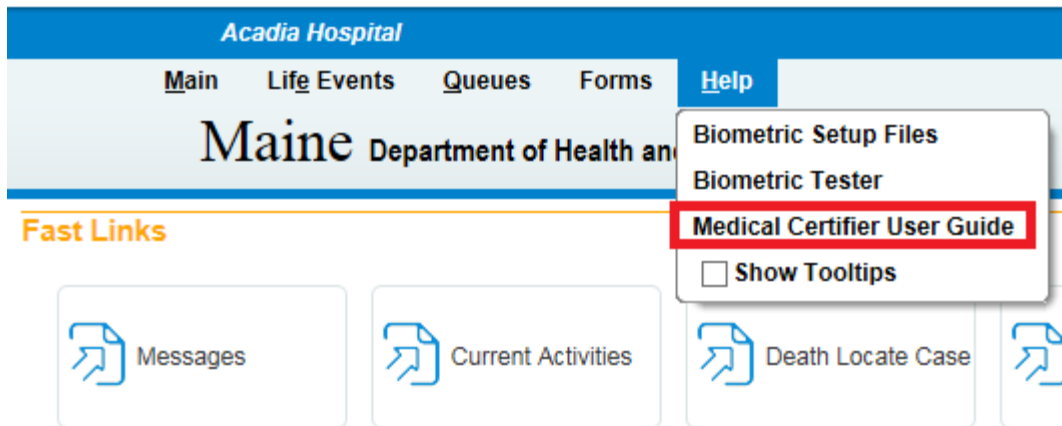3.    Click **Open** in the dialog box.



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.

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

### Appendix 1 – Glossary of Icons and Controls

There are several different types of **icons** and **controls** used in **DAVE™**.  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 **DAVE™** 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.



- **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.

- **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.

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

| Validation Results | | | List All Errors | Save Overrides | 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.
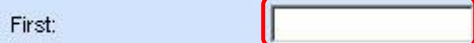
○ - **Radio Buttons**: these are universal controls that can be selected using your mouse's left click button. Clicking a radio button will fill in (●) the circle. Unlike **Checkboxes,** which allow for multiple selections, only one **Radio Button** per group of buttons may be selected at one time. For 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 **DAVE™** 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 **DAVE™** 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 indi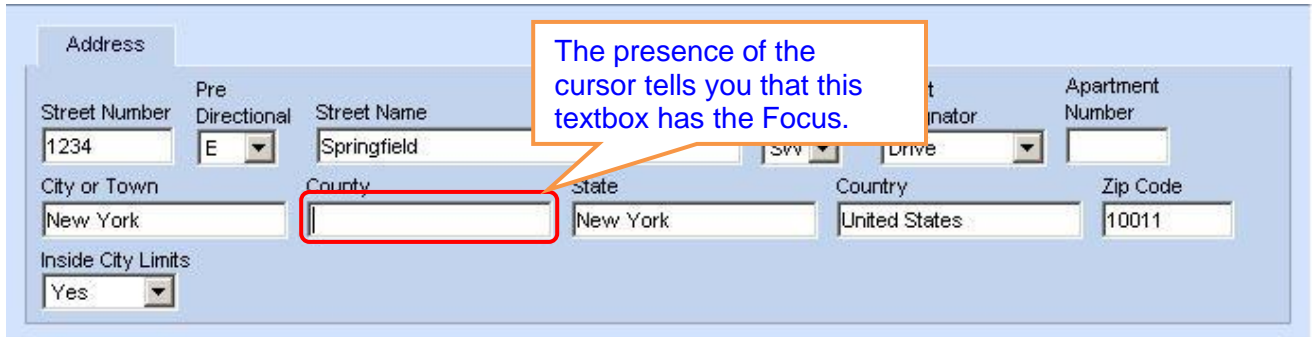cates that a **DAVE™** information page contains information that may be invalid and must be corrected or overridden before certification will be allowed.

## Appendix 2 – Usage and Common Conventions

This appendix consists of useful tips and tricks to help you become a more efficient user of the **DAVE™** 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.
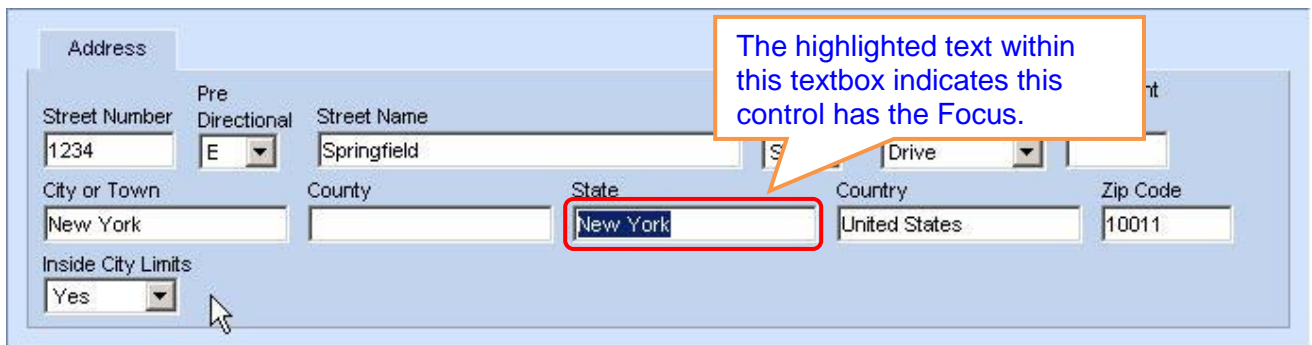


If a pre-filled textbox has the focus then the text in that box will be highlighted. If you type here with the text highlighted, the current text will be deleted.



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



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 **DAVE™** 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.

    If a Click Button ![Validate Page Next Clear Save Return] receives the focus you 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.