
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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Six Cadillac Drive
Brentwood, TN 37027

Maine

Death Module

Medical Examiner User

Training Exercises

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Introduction:

This document is targeted for Medical Examiner users of VitalChek's EDRS/DAVE™ application, (Database Application for Vital Events), in the State of Maine. The intent is to provide training material to assist Medical Examiners with how to use the DAVE™ application in their day-to-day business workflow. It is important to note that while the screen images are representative of the actual system configuration in Maine, the textual descriptions may describe features which are not being used in Maine.

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.



Maine
Department of Health and Human Services

Username: Password:

Version #: 13.2.3.42662 [Login](#)

[Forgot your password?](#)

4. If your **User Name** is associated with more than one office or location, then you must also select the appropriate office.

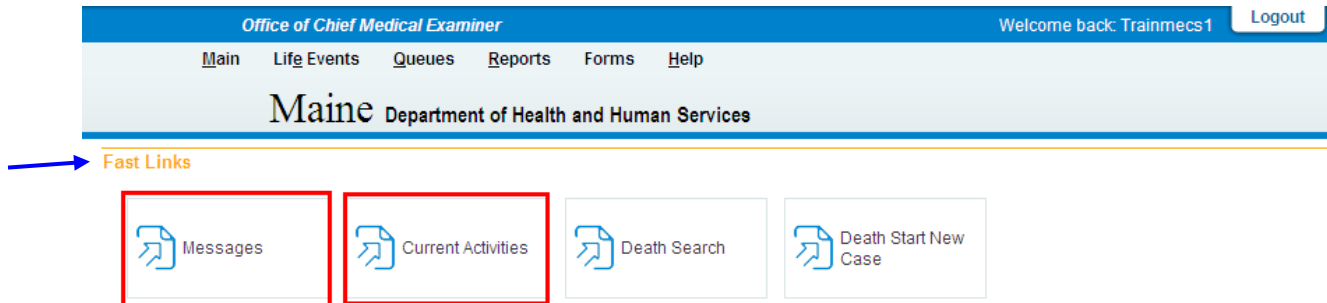


Maine
Department of Health and Human Services

Select your Office:
[Maine Medical Center](#)
[Office of Chief Medical Examiner](#)

Version #: 13.2.3.42662 [Cancel](#)

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



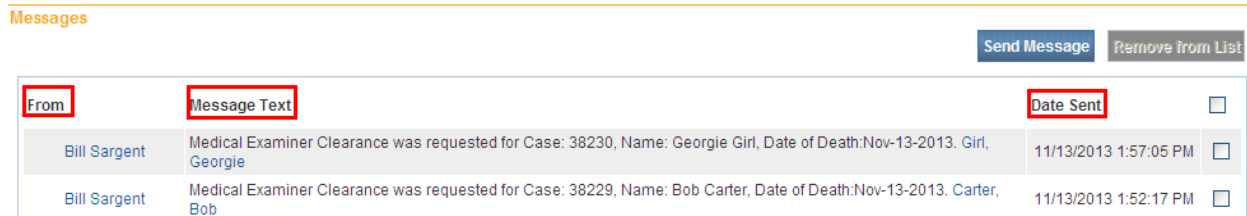
Exercise 1.2 – Messages

Skill Learned: Basic Navigation within the **Messages** window.

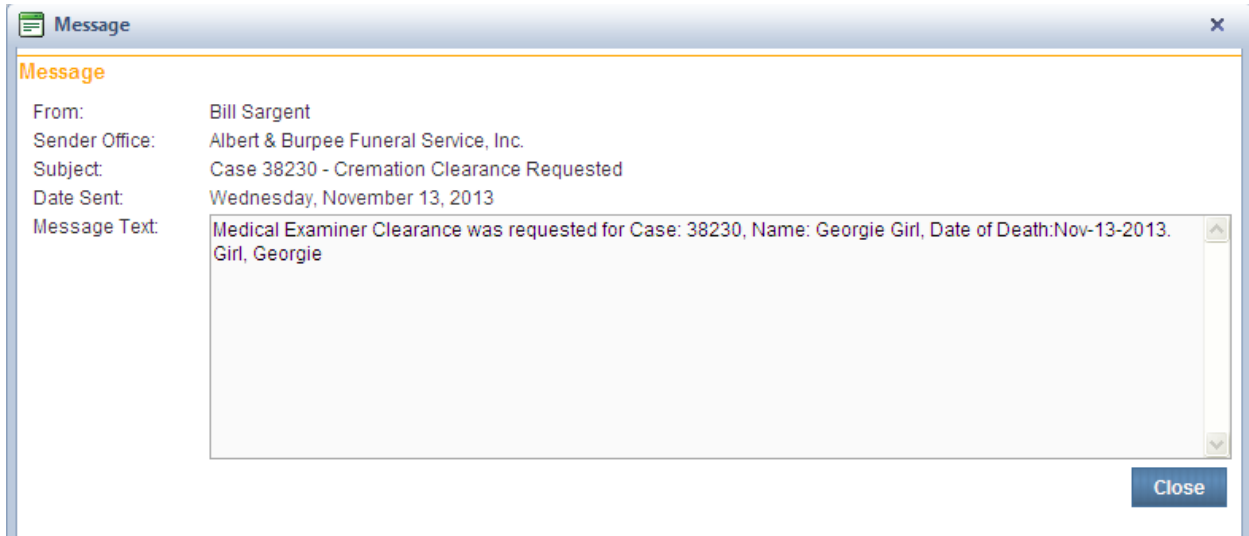
The **Messages** window is one of two windows that display upon logging into **DAVE™**. Initially, this window is minimized. Click the **Messages** fast link to open the **Messages** window. Some **Messages** are text messages sent from one system user to another, while others are automatically system generated during the registration process.

The **Messages** window is a grid that displays all of the messages that have been sent to the user or current office (the office selected at login.) To read a message, click the underlined link 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.

- Click any of the blue links in the **From** column of the **Messages** window to read that particular message.



- The **Messages** window is a popup that appears on top of the **DAVE™** home page. After reading the message, click the **Close** button.



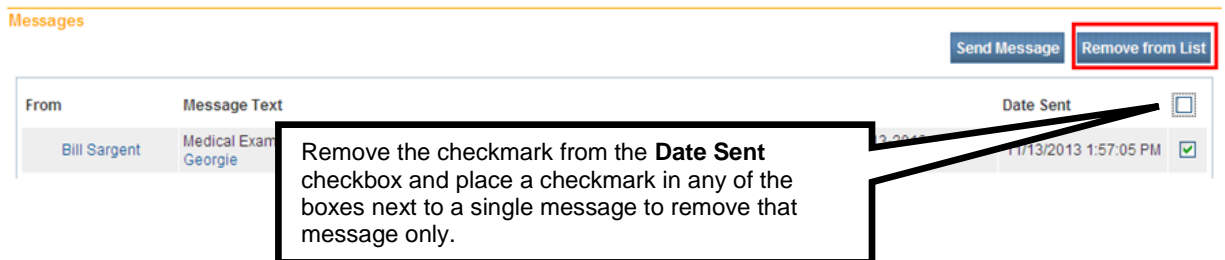
- Place a checkmark in the checkbox next to the **Date Sent** column header.



- 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. Do not delete messages unless you are sure that you will not need them.

- 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.
- Click the **Remove from List** button to remove a single message from the list.



Send Messages

1. To send a message, click the **Messages** fast link.

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	<input checked="" type="checkbox"/>

Total records : 1

Acadia Hospital

Main Life Events Queues Forms

Department of Health and Human Services
Maine People Living Safe, Healthy and Productive Lives

Maine Department

Fast Links

Messages fast link

Messages

Current Activities

2. The Message box will open. Click the **Send Message** button.

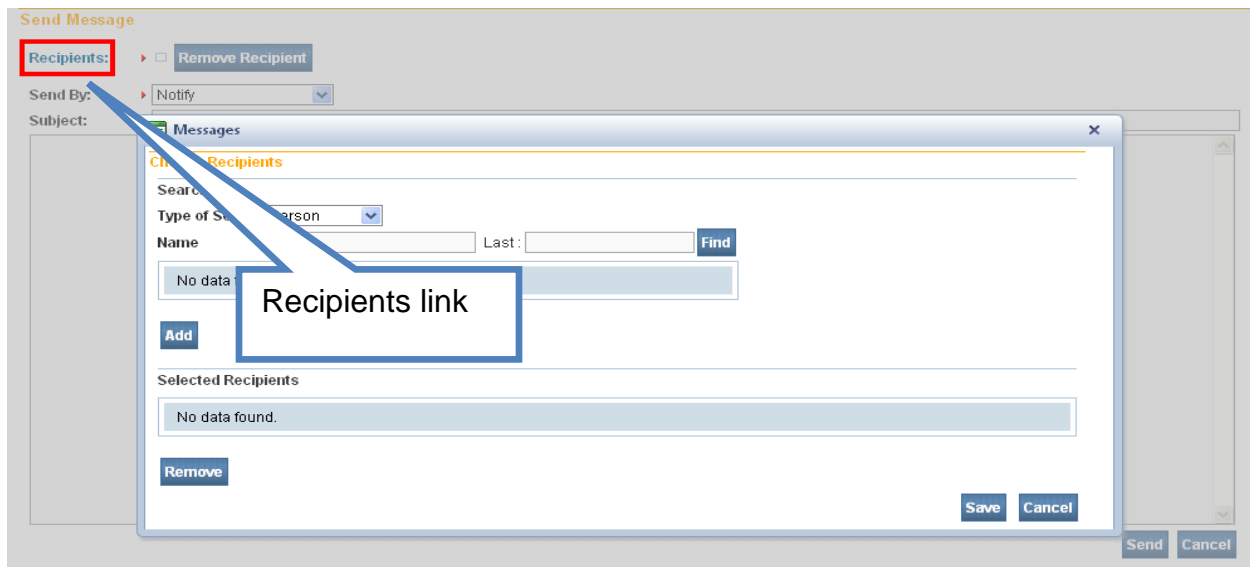
Messages

Send Message Remove from List

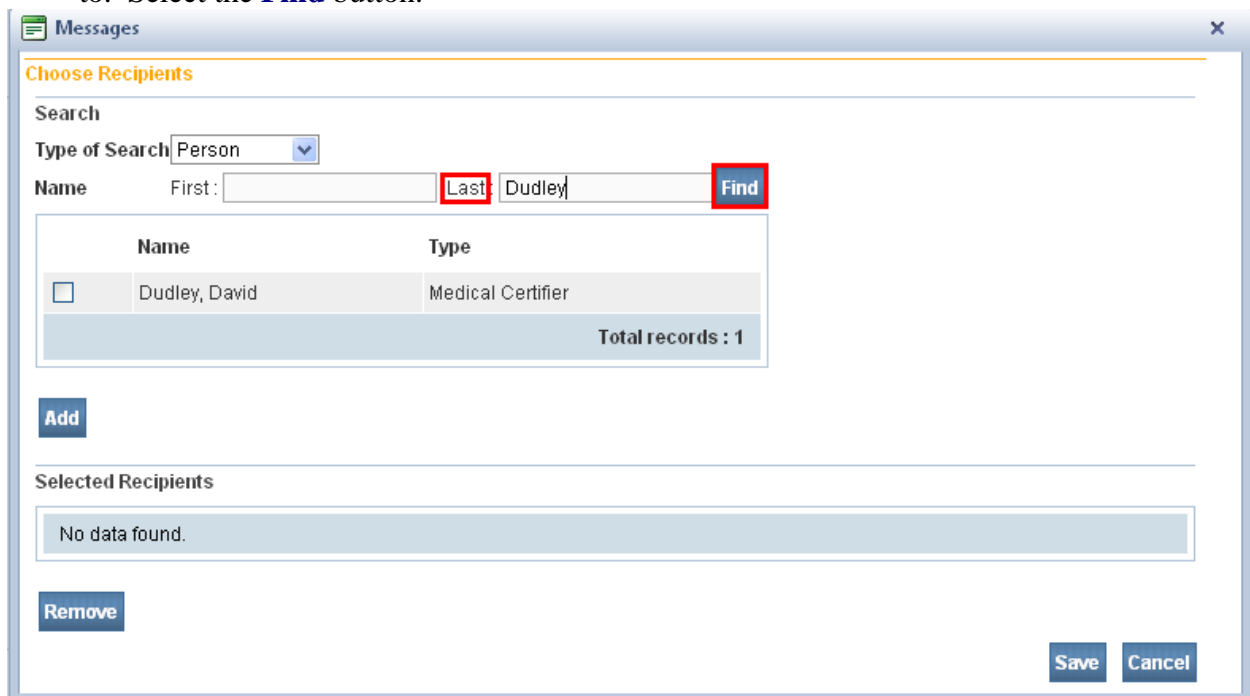
From	Message Text	Date Sent	
Med Exams	Case Id: 54274 - Jane Smith, Date of Death: Jul-17-2014 has been reviewed. This referral action for this case was: Accept Referral.	7/18/2014 10:39:11 AM	<input type="checkbox"/>
Cecile Sprout	Case 54262 - Appr	7/14/2014 1:29:46 PM	<input type="checkbox"/>

Send Message button

3. The **Send Message** box will open. Click the [Recipients](#) link to open the [Choose Recipients](#) box.



4. In the [Choose Recipients](#) box, type in the Last name of the user you wish to send a message to. Select the **Find** 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.

Messages

Choose Recipients

Search

Type of Search Person

Name First: Last: Dudley Find

	Name	Type
<input type="checkbox"/>	Dudley, David	Medical Certifier

Total records : 1

Add

Selected Recipients

No data found.

Remove

Save Cancel

Messages

Choose Recipients

Search

Type of Search Person

Name First: Last: Dudley Find

	Name	Type
<input checked="" type="checkbox"/>	Dudley, David	Med

Add

Selected Recipients

	Name	Type
<input type="checkbox"/>	Dudley, David	Medical Certifier

Total records : 1

Remove

Save Cancel

The Choose Recipients box will expand and show you a list of Selected Recipients.

Messages

Choose Recipients

Search

Type of Search: Person

Name: First: [] Last: Dudley **Find**

Name	Type
<input checked="" type="checkbox"/> Dudley, David	Medical Certifier

Total records : 1

Add

Selected Recipients

Name	Type
<input type="checkbox"/> Dud	Medical Certifier

Total records : 1

Remove

Save **Cancel**

8. Should you wish to remove any recipients, place a checkmark in the checkbox next to the recipient's name, and click the **Remove** button. Then, click the **Save** button.
9. You will be returned to the **Send Message** screen. Select the **Send By** dropdown. Select one of the three available methods you wish this message to be received.

Send Message

Recipients:

Name	Type
<input type="checkbox"/> Dudley, David	Medical Certifier

Remove Recipient

Send By: **Notify**

Subject: **Email and Notification**

Type message here.

Send **Cancel**

Available methods to send messages:
 1) By email and notification (internal message);
 2) Email only; and,
 3) Notify (internal message only)

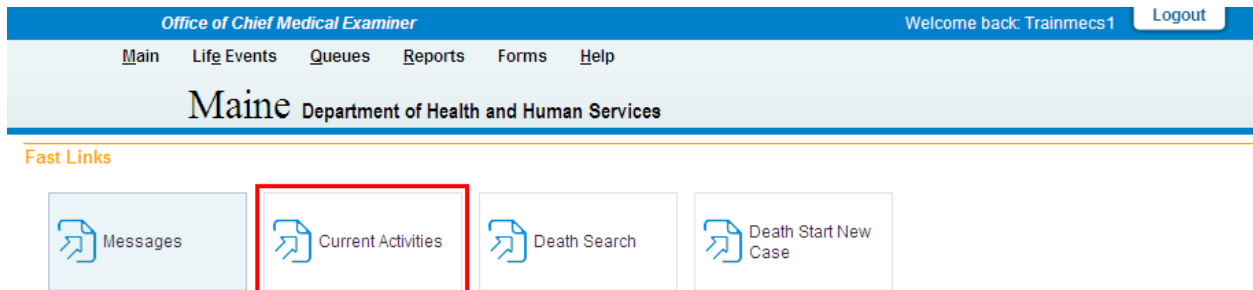
10. Type in a subject. Then, type in your message. Click the **Send** button.

Exercise 1.3 – Current Activities

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

The **Current Activities** fast link displays upon logging into **DAVE™**. Initially, this window is minimized.

1. Click 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. (See [Work Queues](#) for more information). In the example below, there are 6 records in the Referred to ME queue needing attention. The oldest record is 78 days old.

2. Click the [Referred to ME](#) link (or other **Queue Name** link) to open the **Search by Registration Work Queue** page allowing access to the records in the queue.

Current Activities

Queue Name	Type ↓	Count	Age of Oldest in Days
Approved	Death	16	1225
Cause of Death Pending	Death	166	706
Certification Required	Death	13	84
Completed ME Cases	Death	71	1018
Hold		18	686
ME Certification Affirmation Required		771	1212
ME Review Required		418	917
Medical Pending		78	127
Not Approved		1	1
Pending		1	20
Referral Declined	Death	1445	1108
Referred to ME	Death	6	78
Requested	Death	5	43
Under ME Review	Death	154	975
			Total Queues : 14

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.

Search by Registration Work Queue

Queue: Search Type: Value:
Display: rows per page. Filter:

All	Case Id	File Number	Registrant	Date of Event ↑	Data Provider
<input type="checkbox"/>	38064		Jupiter, Joe	Oct-15-2013	Albert & Burpee Funeral Service, Inc.
<input type="checkbox"/>	38063		Drew, John	Oct-15-2013	
<input type="checkbox"/>	37802		Test, Val	Aug-30-2013	Autumn Green Funeral Home
<input type="checkbox"/>	37626		Lopes, Tara	Aug-25-2013	Veilleux Funeral Home
<input type="checkbox"/>	37196	2013-508590	Deweese, Enrique	Aug-21-2013	Dan & Scott's Cremation and Funeral Service (Skowhegan)
<input type="checkbox"/>	37753		Packer, Arjun	Aug-19-2013	J.S. Pelkey Funeral Home

Total records : 6

Actions: Assign To Another Queue Add: Comments Print

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

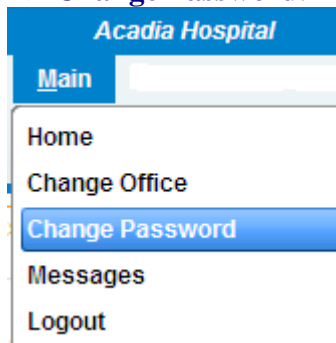
Exercise 1.4 – Change /ForgotPassword

Skill Learned: How to change your **DAVE™** system password.

The Application Support Specialist will provide you with a password that will enable you to log into **DAVE™**. This is a temporary password that must be changed when you login 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:

Security Answer:

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

Forgot your Password

1. At the Login screen, type in your **Username**.
2. Click the [Forgot your password?](#) link.



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:



Type the code from the image

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 item 5 of the “Change Your Password” section above.

Request New Password

Please answer your security question below.

What is your favorite color?

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.

8. Select **Continue**.
9. You will be returned to the Login screen.
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 your login screen.

Maine
Department of Health and Human Services

Username: Trainmecs1

Password: [Redacted]

Version #: 13.2.3.42662

[Forgot your password?](#)

[Login](#)

Exercise 1.5 – Logging out of DAVE™

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

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

Office of Chief Medical Examiner

Welcome back: Trainmecs1 [Logout](#)

[Main](#) [Life Events](#) [Queues](#) [Reports](#) [Forms](#) [Help](#)

Maine Department of Health and Human Services

2. **DAVE™** will return you to the Login screen.

3. Another way to logout from **DAVE™** is to select **Logout** from the **Main Menu**.



4. **DAVE™** will query to make sure you intend to exit the system. Click **OK** to log out.

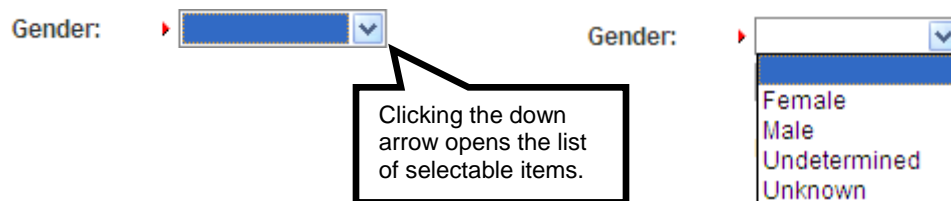
Section 2: Page Controls and Features

Exercise 2.1 – Dropdown Lists

Skill Learned: How to navigate through **DAVE™** using the various field and icons.

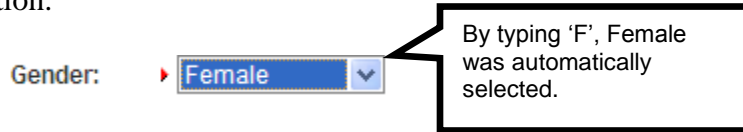
Dropdown lists provide you with a pre-defined list of choices. This eliminates the need to manually type in data, prevents inappropriate data from being entered, and prevents spelling errors.

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



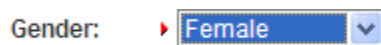
2. Notice that clicking the down arrow will reveal the list of options that can be selected from to populate the field. Some dropdown lists will have more selectable options than can be displayed on one page. In those cases, a scroll bar will appear on the left side of the list.

- 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, and type the first letter of the name of the option.



Note: If more than one word in the list starts with the same letter, typing that letter again will scroll through the list for you. For example, typing “U” in this example would display “Undetermined”. Typing it again will display “Unknown”.

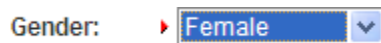
- Once the list is highlighted, it is possible to navigate up and down through the list using the directional arrow keys on your keyboard.



With the list highlighted and “Female” selected, press the down-arrow key on the keyboard.



Pressing the down-arrow key on your keyboard with “Female” highlighted scrolls down the list to “Male”. Now press the up-arrow key.



Pressing the up arrow key on your keyboard 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.

- 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:		
MM/DD/YYYY:		
MMDDYYYY:		
MONDDYYYY:		

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

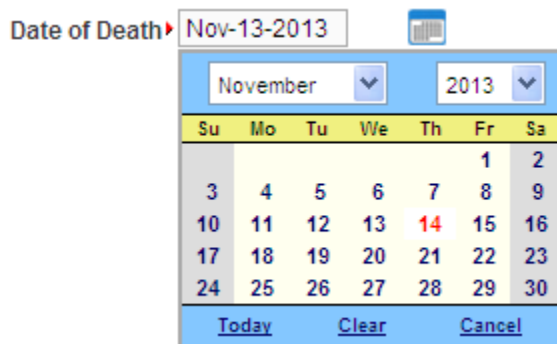
Skill Learned: How to use the **Calendar** control to input dates without entering them in manually.

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.

Date of Death:



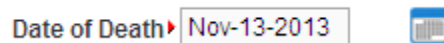
2. Once displayed, there are two drop-down lists within the **Calendar** control; one for selecting the month and the other for selecting the year.



3. By default, the current Month, Day, and Year are displayed. Clicking the down arrow next to the month (in this example November) will open the full list. Or, 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 “November” and “2013” in the dropdown lists and clicking on “13” will display the date format:



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

Exercise 2.4 – Lookup Controls

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

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

Certifier

Certifier Type


License Number

Lookup Intern

Certifier Name

First Middle Last

Title Other Specify

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 “T” 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 “T.” Note that **First Name** is not a required field.

Lookup Certifier ✕

Last Name First Name

3. The **List of Values** (LOV) control below lists all of the certifiers in the system beginning with the letter “T”. Click the [Select](#) link next to any corresponding names to auto-populate the certifier name and address fields on the **Certifier** page.

Lookup Certifier [Close]

Last Name First Name

License Number	Last Name	Suffix	First Name	Middle Name	Street Number	Street Name	
MD1900	Taylor		Ed		10	Mapleleaf	<input type="button" value="select"/>
17694	Taylor		Edwin	T	74	Access	<input type="button" value="select"/>
13279	Taylor		Janine	D	67	Eustis	<input type="button" value="select"/>
1992	Taylor		John	A	11	Medical Center	<input type="button" value="select"/>
1880	Taylor		Melissa	D	159	Silver	<input type="button" value="select"/>
10271	Taylor		Paul	E	6	Farley	<input type="button" value="select"/>
5227	Taylor		Richard	W	5	Torry Pine	<input type="button" value="select"/>
81669	Taylor		Stephanie	H			<input type="button" value="select"/>
81437	Taylor		Teresa	C	35	Summit	<input type="button" value="select"/>
81509	Taylor-Libby		Theresa	A	75	Oak Ridge	<input type="button" value="select"/>

First [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) Last Total records : 78

4. The **Certifier** name and address is now complete.

Certifier

Certifier Type

License Number Lookup Intern

Certifier Name

First Middle Suffix

Title Other Specify

Certifier Address

Edit Certifier Address



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

City or Town State Country Zip Code

Date Signed

The Certifier Name and Address controls were auto-filled by selecting the certifier from the List of Values control.



Exercise 2.5 – Clear Data Controls

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


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

Certifier

Certifier Type

License Number  Lookup  Intern

Certifier Name

First Middle Last 


Title Other Specify


Certifier Address

Edit Certifier Address

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

City or Town State Country Zip Code

Date Signed 

The Clear button  is used to erase data from onscreen controls.

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

Certifier Name

First Middle Last

Title

Certifier Address

Edit Certifier Address

Street Number Pre Directional

Message from webpage

Are you sure you want to clear the Certifier data?

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

Certifier

Certifier Type

License Number Lookup Intern

Certifier Name

First Middle Last

Title Other Specify

Certifier Address

Edit Certifier Address

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

City or Town State Country Zip Code

Date Signed

Clicking the Clear button erased the Certifier data from the page.

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 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 under the case number, registrant name and date of death.

Status Bar

38148 :John Peabody Oct-30-2013
 /New Event/New Event/Not Registered/Unsigned/Uncertified/NA

Pronouncement

Date of Death ▶ Oct-30-2013 Date of Death Modifier ▶ Actual date of death ▼

Time of Death : ▼ Time of Death Modifier ▶ ▼

Exercise 3.2 – Record Validation and Error Correction

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

Note: The rule failures shown in the following examples may or may not appear depending upon the jurisdictions choice to turn certain rules on or off. The intent of the exercise is to illustrate the validation and rule correction process.

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

38148 :John Peabody Oct-30-2013
 /New Event/New Event/Not Registered/Unsigned/Uncertified/NA

Pronouncement

Date of Death ▶ Oct-30-2013 Date of Death Modifier ▶ Actual date of death ▼

Time of Death : ▼ Time of Death Modifier ▶ ▼

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

38158 :Paul Lane Oct-30-2013

/Personal Invalid/Medical Invalid/Not Registered/Unsigned/Uncertified/Referral Declined/FIPS Coding Required/Personal Pending/Medical Pending

Pronouncement

Date of Death ▶ Oct-30-2013 Date of Death Modifier ▶ Actual date of death
Time of Death [] : [] : [] Time of Death Modifier ▶ []

Validate Page Next Clear Save Return

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.	<input type="checkbox"/>	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.	<input type="checkbox"/>	fix	fix

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

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

Clicking the List All Errors button....

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.	<input type="checkbox"/>	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.	<input type="checkbox"/>	fix	fix

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


Validation Results List Page Errors Save Overrides Hide

...will reveal all errors associated with the entire death registration.

Error Message	Override	Goto Field	Popup
DR_1555: Decedent Residence City cannot be left blank. Enter the decedent's city of residence.	<input type="checkbox"/>	fix	fix
DR_1557: Decedent's residence address street name cannot be left blank. A valid street name for the decedent's residence address is required. Enter the street name of the decedent's residence. Do not record a rural route number or PO Box number. If the name is unknown, enter 'Unknown'.	<input type="checkbox"/>	fix	fix
DR_1558: Decedent's residence address street number cannot be left blank. A valid street number for the decedent's residence address is required. Enter the building number assigned to the decedent's residence. Do not record a rural route number or PO Box number. If the number is unknown, enter 'Unknown'.	<input type="checkbox"/>	fix	fix
DR_1559: Decedent's Residence ZIP code cannot be left blank. Enter a valid ZIP code for the Decedent Residence.	<input type="checkbox"/>	fix	fix




- 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.
- 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

- 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.

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

Pronouncement

Date of Death ▶ Oct-30-2013  Date of Death Modifier ▶ Actual date of death ▼
 Time of Death  Time of Death Modifier ▶ 

Validation Results


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.	<input type="checkbox"/>	<input <img="" alt="Goto Field icon" data-bbox="1242 1144 1291 1186" type="button" value="fix"/>	<input <img="" alt="Goto Field icon" data-bbox="1339 1144 1388 1186" type="button" value="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.			

The focus was sent to this control.....

....by clicking the Goto Field “fix” icon....

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

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

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.	<input type="checkbox"/>	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.	<input type="checkbox"/>	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.

Validation Popup
x

DR_3021: The condition you reported in line a indicates trauma. Causes of death that are not natural or involve injury or trauma should be referred to the ME.
Please verify your entry for cause of death. If your entry indicates a possible injury or trauma and the Manner of Death <=> 'Natural' it must be referred to ME or that the certifier must be a medical examiner.

Other Factors

Was ME Contacted?

- 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 errors, a checkbox will be provided in the **Override** column.

Pronouncement

Date of Death ▶ Oct-30-2013 Date of Death Modifier ▶ Actual date of death
Time of Death : : Time of Death Modifier ▶

Validate Page Next Clear Save Return

Validation Results

List All Errors Save Overrides Hide

Error Message

DR_6218: The time of death modifier cannot be left blank.
Enter the appropriate modifier for the time of death.

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.

Override	Goto Field	Popup
<input type="checkbox"/>	fix	fix
<input type="checkbox"/>	fix	fix

- 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.

Validation Results List All Errors Save Overrides Hide

Error Message	Override	Goto Field	Popup
DR_0047: Decedent's last name cannot be left blank. Enter the Decedent's last name. If the last name is unknown, enter 'Unknown' in the last name and leave remaining names blank.	<input checked="" type="checkbox"/>	fix	fix
DR_0080: Decedent in Armed Forces is inconsistent with decedent age Verify entries for decedent age and armed forces. Decedent age should be 18 or greater for armed forces = yes	<input type="checkbox"/>	fix	fix

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 a checkmark was placed in the two **Override** checkboxes as the missing data was not available. Eventually, the missing data was keyed in (Time of Death and Time of Death Modifier). The checkmarks were then removed from the checkboxes, and the **Save Override** 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.

....now that data was keyed in to fix the error messages, de-select the checkmarks in the Override checkboxes and select the Save Overrides button to remove the errors

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.	<input checked="" type="checkbox"/>	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.	<input checked="" type="checkbox"/>	fix	fix

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

38235 : Nov-14-2013

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

Decedent

Decedent's Legal Name

Prefix First Middle Other Middle Last Suffix

Aliases

Add/Edit Alias Names

Gender Social Security Number

Male 999-99-9999 None Unknown

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

Jul-02-1985 Age 28 Verify SSN 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

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

First name 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 **red**, **yellow**, or **green** arrows.


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


The screenshot shows a web application interface for death registration. On the left is a navigation menu with sections: Personal Information, Medical Certification, and Other Links. The main content area shows a form for 'Decedent' with fields for Name, Date of Birth, and Location. Three callout boxes with arrows pointing to specific menu items provide the following information:

- Green arrow:** Pages containing no errors are noted by green arrows. No further action is necessary.
- Yellow arrow:** Pages containing overridable errors are noted by yellow arrows. Correct or override as needed.
- Red arrow:** Pages containing non-overridable errors are noted by red arrows. These errors must be corrected.

At the bottom right of the form, there are buttons: Validate Page, Next, Clear, Save, and Return.

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

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

Pages marked with a yellow error  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 arrows.

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.

Decedent

Decedent's Legal Name

Prefix First Middle Other Middle Last Suffix

Aliases

[Add/Edit Alias Names](#)

Gender Social Security Number

None Unknown

Date of Birth Age Years Months Days Hours Minutes SSN Verification Status

UNVERIFIED (0)

Decedent's Birth Place

City or Town State Country

Ever in US Armed Forces?

Validation Results

Error Message	Override	Goto Field	Popup
DR_0055: One or more records currently exist for this decedent. Please verify this case is not a duplicate Potential Duplicates	<input type="checkbox"/>	<input type="button" value="fix"/>	<input type="button" value="fix"/>

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

“DR_0055: One or more records currently exist for this decedent. Please verify this case is not a duplicate [Potential Duplicates](#)”

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	
38237	Grey, Christian	Nov-14-2013	Male			Compare
38236	Grey, Christian	Nov-14-2013	Male			Compare
						Total records : 2

Current Case

Case Id: 38237
Decedent's Name: Christian Grey
Date of Death: Nov-14-2013
Gender: Male
Residence: United States
Funeral Director:
Funeral Home:
Medical Certifier: Med Exams
Place of Death:
Date Entered: NOV-14-2013
Status: /Personal Invalid/Medical Invalid/Not Registered/Unsigned/Uncertified/NA/FIPS Coding Required/Death Potential Duplicate/Personal Pending/Medical Pending

File Number:
City or Town of Death:
County:
SSN:
Date of Birth:
File Date:
Last Updated by: Med Exams

[Return to Rule Failures](#)

- Click the [Compare](#) link to open a **Preview** window. This will display a summary of the record to help you determine whether or not 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	
38237	Grey, Christian	Nov-14-2013	Male			Compare
38236	Grey, Christian	Nov-14-2013	Male			Select
						Total records : 2

Current Case

Case Id: 38237
Decedent's Name: Christian Grey
Date of Death: Nov-14-2013
Gender: Male
Residence: United States
Funeral Director:
Funeral Home:
Medical Certifier: Med Exams
Place of Death:
Date Entered: NOV-14-2013
Status: /Personal Invalid/Medical Invalid/Not Registered/Unsigned/Uncertified/NA/FIPS Coding Required/Death Potential Duplicate/Personal Pending/Medical Pending

File Number:
City or Town of Death:
County:
SSN:
Date of Birth:
File Date:
Last Updated by: Med Exams

Potential Duplicate Case

Case Id: 38236
Decedent's Name: Christian Grey
Date of Death: Nov-14-2013
Gender: Male
Residence: Augusta Maine, United States
Funeral Director:
Funeral Home:
Medical Certifier: Med Exams
Place of Death:
Date Entered: NOV-14-2013
Status: /Personal Invalid/Medical Invalid/Not Registered/Unsigned/Uncertified/NA/FIPS Coding Required/Personal Pending/Medical Pending

File Number:
City or Town of Death:
County:
SSN:
Date of Birth:
File Date:
Last Updated by: Med Exams

[Return to Rule Failures](#)

- If you are certain that 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.

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

Validation Results				List All Errors	Save Overrides	Hide
Error Message	Override	Goto Field	Popup			
DR_0055: One or more records currently exist for this decedent. Please verify this case is not a duplicate Potential Duplicates	<input checked="" type="checkbox"/>	fix	fix			

Section 4: Start/Edit New Case as Medical Examiner User

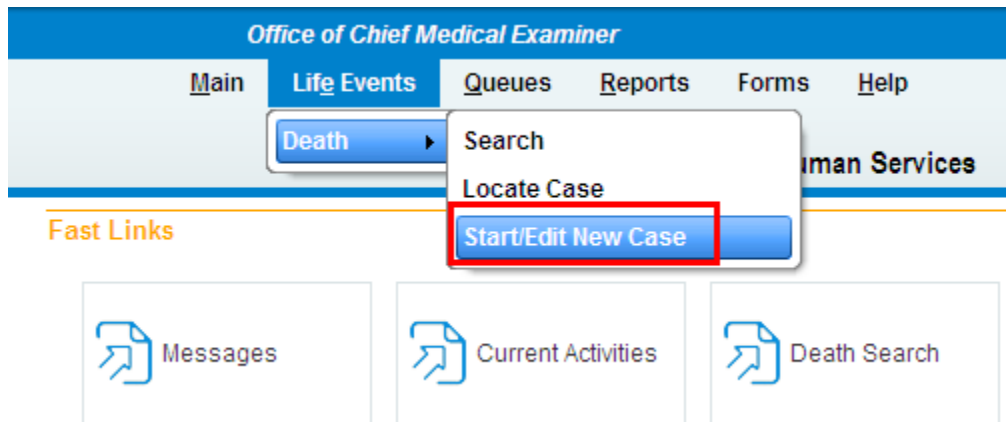
In the exercises that follow, you will learn how to use the **Medical Certification** pages of the **DAVE™** application to process and certify a death record.

Note: Login to the DAVE™ application as a Medical Examiner for the following exercises.

Exercise 4.1 – Required Fields

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

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



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

Start/Edit New Case

Decedent's Information

First: Last: Date of Death:
Gender: SSN: Date of Birth:
Case Id: ME Case Number: Medical Record Number:
Place of Death Location Type: Place of Death:

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 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.

Start/Edit New Case

Decedent's Information

First: Last: Date of Death:
Gender: SSN: Date of Birth:
Case Id: ME Case Number: Medical Record Number:
Place of Death Location Type: Place of Death:

Search Clear

- 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.

Start New Case New Search

If no matching records were found, click the "Start New Case" button to create a new file.

To begin a new search with new search criteria click the "New Search" button.

- 5. If a matching event was found, click the underlined link in the **Decedent's Name** column to open the record.

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

Exercise 4.2 – Decedent

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

Note: The Decedent page and Resident Address page are normally completed by the funeral practitioner. Both pages have been made available to medical examiner users.

1. **Will medical institution be responsible for final disposition?** Defaults to **No**. Select **Yes** if desired.

Decedent

Will medical institution be responsible for final disposition?

Note: “Will medical institution be responsible for final disposition” is intentionally no longer visible on the Decedent’s page. Should you require this field please contact the System Administrator.

2. Complete the **Decedent’s Legal Name** tab. **Prefix** is used to record titles such as Mr., Mrs., Father, Sister, Monsignor (Msgr), etc. Enter the **First, Middle,** and **Last** name of the decedent. If the decedent had more than one middle name, include it in the **Other Middle** field. **Suffix** is used to record generational suffixes such as Jr., III, etc.

38238 :Doris Daly Nov-14-2013

/New Event/New Event/Not Registered/Unsigned/Uncertified/NA

Decedent

Decedent's Legal Name

Prefix First Middle Suffix

If Registrant has an Alias Name click on the blue link to add the alias name.

Aliases

[Add/Edit Alias Names](#)

Gender Social Security Number None Unknown

Date of Birth Age Years Months Days Under 1 Year Under 1 Day Hours Minutes SSN Verification Status UNVERIFIED (0)

Decedent's Birth Place

City or Town State Country

Ever in US Armed Forces?

3. The **Gender** dropdown list will be pre-populated based on the selection that was made on the **Start Edit New Case** page.

- The remaining fields on this page are disabled and cannot be completed by Medical Examiner users.
- Click the **Validate Page** button to check this page for errors, the **Next** button to proceed to the **Resident Address** 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 4.3 – Resident Address

Note: The Decedent page and Resident Address page are normally completed by the funeral practitioner. Both pages have been made available to medical examiner users.

- Complete the Resident Address page.
- Click **Save**.

Resident Address

Address


Street Number	Pre Directional	Street Name, Rural Route, etc.	Street Designator	Post Directional	Apt #, Suite #, etc.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	City or Town	County	State	Country	Zip Code
	<input type="text"/>	<input type="text"/>	<input type="text"/>	United States	<input type="text"/>

Validate Page **Next** **Clear** **Save** **Return**

Exercise 4.4 – Pronouncement

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


Pronouncement






Date of Death	<input type="text" value="Nov-14-2013"/>		Date of Death Modifier	<input type="text" value="Actual date of death"/>
Time of Death	<input type="text"/> : <input type="text"/>	<input type="text"/>	Time of Death Modifier	<input type="text"/>

Validate Page **Next** **Clear** **Save** **Return**

- Date of Death** will be auto-filled based on the date entered on the **Start Edit New Case** page.
- Make a selection from the **Date of Death Modifier** dropdown list.

Pronouncement

Date of Death ▶ Nov-14-2013  Date of Death Modifier ▶ Actual date of death
Time of Death : Time of Death Modifier ▶ Actual date of death
Actual date of death
Approximate date of death
Court determined date of death
Presumed date of death
Date Found


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.

In the second number entry box enter the 2 digit minute 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.

Time of Death :


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





Pronouncement

Date of Death ▶ Nov-14-2013 
Time of Death 99 : 99 Unknown

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

Pronouncement

Date of Death ▶ Nov-14-2013  Date of Death Modifier ▶ Actual date of death
Time of Death 99 : 99 Unknown Time of Death Modifier ▶
Actual time of death
Approximate time of death
Court determined time of death
Presumed time of death
Unknown time of death
Time Found

5. 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 4.5 – 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.

Note: The Place of Death page will be blank if the user is a medical examiner with the Office of Chief Medical Examiner.

1. First, make a selection from the **Type of place of death** dropdown list. If the type of place of death is the same as the medical facility associated with the current user, no further entry is required.
2. The **Facility Name** and **Address** tabs and fields will be auto-filled and disabled for medical facility users.

Place Of Death

Type of place of death Other Specify

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

3. If the **Type of place of death** is a facility other than the facility type associated with the current user, select that type from the dropdown list.

Place Of Death

Type of place of death Other Specify

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

4. The page will refresh, clearing the fields. Use the **Lookup Place of Death Facility** control to locate and assign the correct facility to the death record (see [Using Lookup Controls](#)).

Place Of Death

Type of place of death Other Specify

Facility Name **Lookup Place of Death Facility**

Address

Street Number	Pre Directional	Street Name or PO Box, Rural Route, etc.	Street Designator	Post Directional	Apt #, Suite #, etc
<input type="text"/>	<input type="button" value="v"/>	<input type="text"/>	<input type="button" value="v"/>	<input type="button" value="v"/>	<input type="text"/>
City or Town	County	State	Country	Zip Code	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Medical Record Number


- 5. If the place of death was not a facility, as would be the case in the event of a home death, then select the place of death type from the dropdown list. If **Other (specify)** is selected as the **Type of place of death**, complete the **Other Specify** field as well.

Place Of Death

Type of place of death Other Specify

Facility Name

Address

Street Number	Pre Directional	Street Name or PO Box, Rural Route, etc.	Street Designator	Post Directional	Apt #, Suite #, etc
<input type="text"/>	<input type="button" value="v"/>	<input type="text"/>	<input type="button" value="v"/>	<input type="button" value="v"/>	<input type="text"/>
 City or Town	County	State	Country	Zip Code	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Medical Record Number


- 6. Complete the remaining place of death **Address** fields.
- 7. Enter the decedent's **Medical Record Number** in the space provided.

Place Of Death

Type of place of death Other Specify

Facility Name

Address

Street Number	Pre Directional	Street Name or PO Box, Rural Route, etc.	Street Designator	Post Directional	Apt #, Suite #, etc
<input type="text"/>	<input type="button" value="v"/>	<input type="text"/>	<input type="button" value="v"/>	<input type="button" value="v"/>	<input type="text"/>
 City or Town	County	State	Country	Zip Code	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

- 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 4.6 – Cause of Death

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

- 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.

Cause of Death

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

Click this link for help in completing the Cause of Death page.

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

PART I

Line a Immediate cause of death Approximate Interval Onset to Death

Line b Due to or as a consequence of

Line c Due to or as a consequence of

Line d Due to or as a consequence of

For every immediate cause of death listed in Lines a – d.....

...a corresponding Approximate Interval Onset to Death must also be listed.

PART II

Other significant conditions

[Check Spelling](#) [Validate Page](#) [Next](#) [Clear](#) [Save](#) [Return](#)

- 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 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.

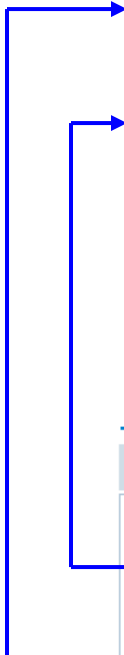
Physician's responsibility

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.


- For each **Cause of Death** listed in Lines a-d, an **Approximate Interval Onset to Death** must also be added.



Cause of Death	Approximate Interval Onset to Death
PART I Line a Heart Attack Immediate Cause (Final diagnosis)	1 hour
Line b Due to or as a consequence of	1 year
Line c Heart Disease Due to or as a consequence of	
Line d Due to or as a consequence of	
PART II Other significant conditions Morbid obesity	

While it is not necessary to use every line on the form, any lines used must be used sequentially. Below are some errors that might occur on this page.






Validation Results	List All Errors	Save Overrides	Hide
Error Message DR_3004: Interval for line c 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.'	<input type="checkbox"/>	<input type="button" value="fix"/>	<input type="button" value="fix"/>
DR_3030: The Cause of Death Line b cannot be blank if Line c and/ or Line d are not blank. Enter a valid value condition for the Cause of Death Line b or move the entries up one line. Cause of Death Line b must be entered if Line c or Line d are entered.	<input type="checkbox"/>	<input type="button" value="fix"/>	<input type="button" value="fix"/>
DR_3034: Cause of Death Time Interval Line b should be blank if Cause of Death Line b is blank. Remove the time interval for Cause of Death Line b. If a cause of death line item (b-d) is blank then the corresponding time interval (b-d) must be blank.	<input type="checkbox"/>	<input type="button" value="fix"/>	<input type="button" value="fix"/>


- The **Cause of Death** page also includes special check functionality for the causes of death listed on lines a-d and the **Other significant conditions** field. (Please note: the spelling dictionary is not a medical dictionary.) After making any entry in lines a-d, click the **Spell Check** icon ().

Cause of Death		Approximate Interval Onset to Death
PART I Line a	H1N1 Vrius 	2 days
Immediate Cause (Final disease or condition resulting in death)		
Line b	High fveer 	2 days

- DAVE™** will check the spelling of all phrases entered and underline any misspelled entries.

Cause of Death		Approximate Interval Onset to Death
PART I Line a	H1N1 <u>vrius</u>  <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;"> Click the misspelled word to generate a list of possible corrections. </div> <div style="border: 1px solid blue; padding: 2px; display: inline-block; margin-top: 5px;"> virus arius </div>	2 days
Immediate Cause (Final disease or condition resulting in death)		
Line b	High fveer 	2 days

- Clicking any misspelled word 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 **Spell Check** icon will be replaced with a **Corrected** icon: ().

Cause of Death		Approximate Interval Onset to Death
PART I Line a	H1N1 virus 	2 days
Immediate Cause (Final disease or condition resulting in death)		

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

Cause of Death		Approximate Interval Onset to Death
PART I	H1N1 virus	2 days
Line a	Immediate Cause (Final disease or condition resulting in death)	
Line b	High fever	2 days
	Due to or as a consequence of	
Line c	Heart Disease	
	Due to or as a consequence of	
Line d		
	Due to or as a consequence of	
PART II	Morbid obesity	
Other significant conditions		

Clicking the **Check Spelling** button will automatically spell check Lines a-d and the Other significant conditions field simultaneously.

9. 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 4.7 – Other Factors

Skill Learned: How to complete the **Other Factors** page.

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

Other Factors

Autopsy Performed

Autopsy findings available to complete cause of death

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

Did tobacco use contribute to death

Manner of Death

Was ME Contacted? ME Case Number

2. From the **Autopsy Performed** dropdown list select either **Yes** or **No**, accordingly. If **Yes** is selected from **Autopsy Performed**, then make a selection from the **Autopsy findings available to complete cause of death** dropdown list.

Other Factors

Autopsy Performed

Autopsy findings available to complete cause of death

3. If decedent is female, make a selection from the **If decedent was female, was decedent pregnant within the last year** dropdown list.

Other Factors

Autopsy Performed

Autopsy findings available to complete cause of death

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

Did tobacco use contribute to death

Manner of Death

Was ME Contacted? ME Case Number

4. If the decedent's gender was designated as **Male** on the **Start Edit New Case** page, then this field will be system field with "Not Applicable" and will be disabled. If the decedent is female and over 65 years of age, this field will show "Not Applicable" and will be disabled.

Other Factors

Autopsy Performed

Autopsy findings available to complete cause of death

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

Did tobacco use contribute to death

Manner of Death

Was ME Contacted? ME Case Number


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

[Validate Page](#) [Next](#) [Clear](#) [Save](#) [Return](#)

5. Make a selection from the **Did tobacco use contribute to death** dropdown list.
6. Select from the **Manner of Death** dropdown the manner of death.
7. Finish the page by making a selection from the **Was ME Contacted?** dropdown list. Selecting **Yes** will activate the **ME Case Number** field requiring case number entry.
8. Click the **Validate Page** button to check this page for errors, the **Next** button to proceed to the **Injury** 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 4.8 – Injury

Skill Learned: How to complete the **Injury** page (for Medical Examiners **ONLY**).

1. Enter the **Date of Injury** manually or use the **Calendar** icon () to launch the **Calendar** control (see [Using Calendars](#)).

Note: The **Injury** page will only be enabled if the manner of death (shown on the **Other Factors** page) was accident, homicide, suicide, pending investigation, could not be determined, or withheld per AG. If the manner of death is "natural" the **Injury** page will be disabled.

Also, the **Injury** page will be completed by Medical Examiners **ONLY**.

Injury

ME Case Number

Date of Injury



Date of Injury Modifier



Time of Injury :

Time of Injury Modifier



Injury at Work

Place of Injury

Injury Location

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

City or Town County State Country Zip Code

Describe how injury occurred

Injury Activity

If transportation injury Specify Other Specify

If Time of Injury is unknown, key in '99' for hours and '99' for minutes. The AM/PM/Military indicator will automatically change to 'unknown'.

Note: Date of Injury is not necessarily the same as Date of Death.

2. Make a selection from the **Date of Injury Modifier** dropdown list.
3. Enter the **Time of Injury**. **Time** consists of 3 fields: 2 number entry fields and one **AM/PM** dropdown list. In the first number entry field enter the 2-digit hour of death. For example, if death occurred at 5:00 am, enter "05" in the first number box.

Time

:

4. In the second number entry box enter the 2 digit minute of death. 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** dropdown list.

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

5. Make a selection from the **Time of Injury Modifier** dropdown list.
6. Select **No** from the **Injury at Work** dropdown list.
7. Select **Home** from the **Place of Injury** dropdown list.
8. Complete the **Injury Location** tab by providing the address at which fatal injury occurred. Enter the decedent's home address.

9. Provide the circumstances surrounding the injury by manually entering the **Describe how injury occurred** field.
10. Make a valid selection from the **Injury Activity** dropdown list by selecting the option that best describes the injury incurred.
11. If fatal injury was the result of a transportation mishap, then make a selection from the **If transportation injury Specify** dropdown list. If **Other** is selected from the list, then complete the **Other Specify** field. If injury is not transportation related select “Not Applicable”.
12. 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 4.9 – Certifier

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. If the current user is not a medical certifier, then the **Certifier** page will be blank upon initial display. If the current user is a medical certifier, then the **Certifier** page will be auto filled with the user’s name and address. Select the **Certifier Type** from the dropdown list.

Certifier

Certifier Type

License Number Lookup Intern

Certifier Name

First Middle Suffix

Title Other Specify



Certifier Address

Edit Certifier Address

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

City or Town State Country Zip Code

Date Signed

- There are two ways to complete the **Certifier Name** and **Address** information. One way is to use the standard **LookUp** controls as described in [Using Lookup Controls](#). Alternatively, you can enter the Certifier **License Number** and use the auto-populate button () to complete the onscreen elements.
- In the example below, we have entered a known license number: 2015. Click the auto-complete button () to automatically locate the certifier corresponding to that license number and insert that medical provider's data into field. Notice that both the **Certifier Name** and the **Certifier Address** data are auto-populated.

Note: Auto-population of the certifier data will only occur if the certifier selected is only associated with a single facility. If the certifier is associated with multiple facilities, this information must be entered manually.

- Date Signed** will be auto-filled upon certification/affirmation by the certifier.
- Click the **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.

Note: If the case does not have a status of Medical Valid or Medical Valid with Exceptions (all page indicators are green or yellow), you will not be able to advance to the Certify page.

Exercise 4.10 – Certify

Skill Learned: How to complete the **Affirmations** page. An affirmation is used to record the fact that the medical certifier is accepting legal responsibility for the accuracy of the information provided.

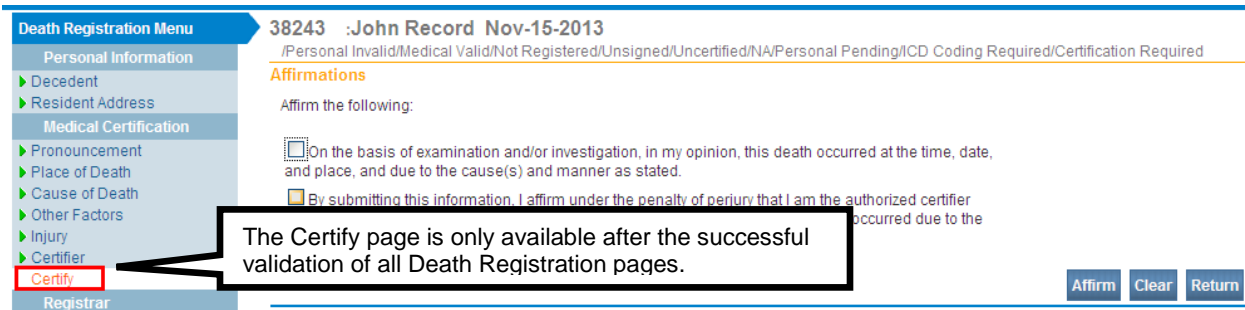
Pronounce/Certify

Pronounce: affirming that the decedent died at the date, time, and place stated on the registration.

Certify: affirming that the decedent died of the causes specified in the registration.

Pronounce/Certify: affirms both the date, time, and place of death and the cause of death in one step.

1. Upon completion and successful validation of all Death Registration pages, a new page will be made available to medical certifiers; **Certify**.



Death Registration Menu 38243 :John Record Nov-15-2013
/Personal Invalid/Medical Valid/Not Registered/Unsigned/Uncertified/NA/Personal Pending/ICD Coding Required/Certification Required

Affirmations
Affirm the following:

On the basis of examination and/or investigation, in my opinion, this death occurred at the time, date, and place, and due to the cause(s) and manner as stated.

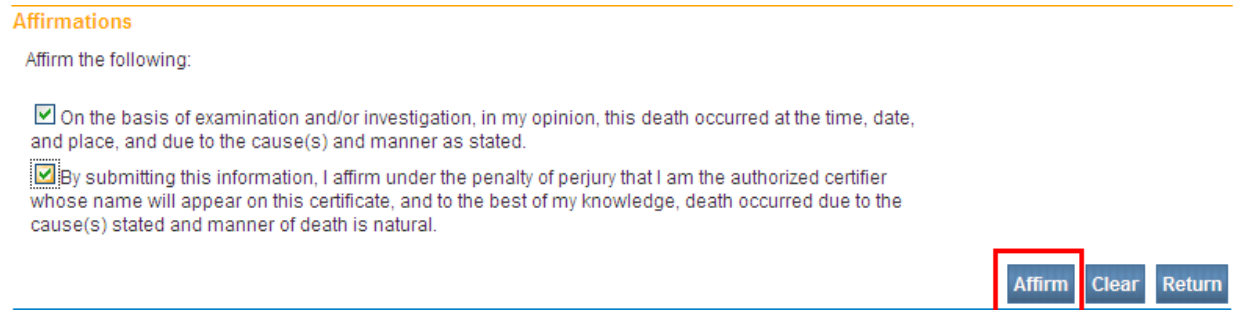
By submitting this information, I affirm under the penalty of perjury that I am the authorized certifier whose name will appear on this certificate, and to the best of my knowledge, death occurred due to the cause(s) stated and manner of death is natural.

Certify Affirm Clear Return

Registrar

The Certify page is only available after the successful validation of all Death Registration pages.

2. To Certify the record and achieve a status of “Certified”, place a checkmark in the **Affirm the following** checkboxes. And click the **Affirm** button.

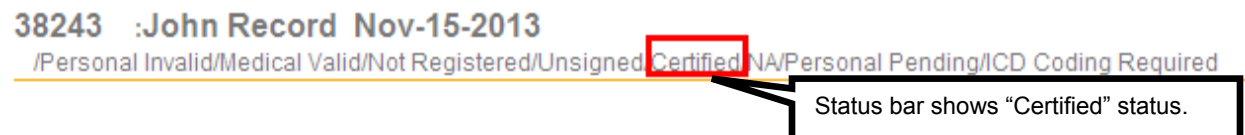


Affirmations
Affirm the following:

On the basis of examination and/or investigation, in my opinion, this death occurred at the time, date, and place, and due to the cause(s) and manner as stated.

By submitting this information, I affirm under the penalty of perjury that I am the authorized certifier whose name will appear on this certificate, and to the best of my knowledge, death occurred due to the cause(s) stated and manner of death is natural.

Affirm Clear Return



38243 :John Record Nov-15-2013
/Personal Invalid/Medical Valid/Not Registered/Unsigned **Certified** NA/Personal Pending/ICD Coding Required

Status bar shows “Certified” status.

3. Click the **Return** button to return to the **Certify** page.
4. Should the case need to be un-certified, click the [Certify](#) link, and click the **Uncertify** button shown below.

Note: Once the case is either Drop-To-Paper-Medical or Registered, the medical certifier will not be able to uncertify the case.

Exercise 4.11 – Locate Case

Skill Learned: 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.

Locate Case

Decedent's Information


First: Last: Date of Death: 
Gender: SSN: Date of Birth: 
Case Id: ME Case Number: Medical Record Number:
Place of Death Location Type: Place of Death: 

[Search](#) [Soundex](#) [Clear](#)

- In the example below, we are searching only on **Last** name. Enter the decedent's last name and click the **Search** button.

Locate Case

Decedent's Information

First: Last: Date of Death: 
Gender: SSN: Date of Birth: 
Case Id: ME Case Number: Medical Record Number:
Place of Death Location Type: Place of Death: 

[Search](#) [Soundex](#) [Clear](#)

- Searching on **Last** name only returns the following results:

Results

Case Id	Decedent's Name	Date of Death	Gender	Place of Death	Date of Birth	
38169	Gill, George	Oct-31-2013	Male	Penobscot		Preview
38171	Gill, Peter	Oct-31-2013	Male	Penobscot		Preview

Total records : 2

[New Search](#)

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

Locate Case

Decedent's Information

First: Last: Date of Death: 
Gender: SSN: Date of Birth: 
Case Id: ME Case Number: Medical Record Number:
Place of Death Location Type: Place of Death: 

[Search](#) [Soundex](#) [Clear](#)

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

Results

Case Id	Decedent's Name	Date of Death	Gender	Place of Death	Date of Birth	
38169	Gill, George	Oct-31-2013	Male	Penobscot		Preview

Total records : 1

[New Search](#)

8. Locate and click the [Preview](#) link in the far right column of the **Results** window.

Results

Case Id	Decedent's Name	Date of Death	Gender	Place of Death	Date of Birth	
38169	Gill, George	Oct-31-2013	Male	Penobscot		Preview

Total records : 1

[New Search](#)

9. Clicking the [Preview](#) link will open a preview window offering a brief summary of the selected record.

Results

Case Id	Decedent's Name	Date of Death	Gender	Place of Death	Date of Birth	
38169	Gill, George	Oct-31-2013	Male	Penobscot		Select

Total records : 1

[New Search](#)

Preview

File Number: File Date:
Case Id: 38169 Medical Record Number: ME Case Number:
[Decedent's Name: George Gill](#) Date of Death: Oct-31-2013
Spouse's Name: Marital Status:
Gender: Male Date of Birth:
City or Town of Death: Bangor County: Penobscot
Place of Death: Acadia Hospital
Residence: United States
Mother's Maiden Name:
Funeral Director:
Funeral Home:
Medical Certifier: Medicine Man
Date Entered: OCT-31-2013 Last Update Made By: Acadia User
Status: /Personal Invalid/Medical Valid/Not Registered/Unsigned/Certified/NA/FIPS Coding Required/Personal Pending/ICD Coding Required

10. If, after examining the preview pane, you are confident that you have located the desired record, then click the [Decedent's Name](#) link to open the actual record.

Results

Case Id	Decedent's Name	Date of Death	Gender	Place of Death	Date of Birth	
38169	Gill, George	Oct-31-2013	Male	Penobscot		Preview

Total records : 1

[New Search](#)

11. With the record open, it can now be reviewed and/or edited.

Death Registration Menu

- Personal Information
- ▶ **Decedent**
- Medical Certification
 - ▶ Pronouncement
 - ▶ Place of Death
 - ▶ Cause of Death
 - ▶ Other Factors
 - ▶ Injury
 - ▶ Certifier
 - ✓ Certify
- Other Links
 - Attachments
 - Comments
 - Print Forms
 - Refer to Medical Examiner
 - Relinquish Case
 - Validate Registration
 - Switch User

38169 :George Gill Oct-31-2013

/Personal Invalid/Medical Valid/Not Registered/Unsigned/Certified/NA/FIPS Coding Required/Personal Pending/ICD Coding Required

Decedent

Decedent's Legal Name

Prefix First Middle Other Middle Last Suffix

| | George | | | Gill | |

Aliases

Add/Edit Alias Names

Gender Social Security Number

Male None Unknown

Date of Birth Age Years Months Days Under 1 Year Under 1 Day Hours Minutes

SSN Verification Status UNVERIFIED (0)

Verify SSN

Decedent's Birth Place

City or Town State Country

United States

Ever in US Armed Forces?

Validate Page Next Clear Save Return

Exercise 4.12 – Preview Case

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

- 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 of that particular registration.

Results

Case Id	Decedent's Name	Date of Death	Gender	Place of Death	Date of Birth	
38169	Gill, George	Oct-31-2013	Male	Penobscot		Preview
38171	Gill, Peter	Oct-31-2013	Male	P		Select

Total records : 2

Click here to Preview the case.

New Search

Preview

File Number:

Case Id: 38171

Decedent's Name: Peter Gill

Spouse's Name:

Gender: Male Date of Birth:

City or Town of Death: Bangor

Place of Death: Acadia Hospital

Residence: United States

Mother's Maiden Name:

Funeral Director:

Funeral Home:

Medical Certifier: Medicine Man

Date Entered: OCT-31-2013

Status: /New Event/New Event/Not Registered/Unsigned/Uncertified/NA

ME Case Number:

Date of Death: Oct-31-2013

SSN:

County: Penobscot

Last Update Made By:

This Preview window will help determine whether or not the correct record has been located.

- Once you have previewed the registration and are sure that you have located the correct record, click the decedent's name to open the actual record.

Results

Case Id	Decedent's Name	Place of Death	Date of Birth	
38169	Gill, George	Penobscot		Preview
38171	Gill, Peter	Penobscot		Preview

Total records : 2

Click on Decedent's name to open the record.

New Search

3. You should now see the **Decedent Personal Information** page.

Death Registration Menu 38169 :George Gill Oct-31-2013
/Personal Invalid/Medical Valid/Not Registered/Unsigned/Certified/NA/FIPS Coding Required/Personal Pending/ICD Coding Required

Decedent

Decedent's Legal Name

Prefix First Middle Other Middle Last Suffix
George Gill

Aliases

Add/Edit Alias Names

Gender Social Security Number
Male None Unknown

Date of Birth Age Years Months Days Under 1 Year Under 1 Day Hours Minutes SSN Verification Status
UNVERIFIED (0)

Decedent's Birth Place

City or Town State Country
United States

Ever in US Armed Forces?

Validate Page Next Clear Save Return

Section 5: Other Links/Registrar

Exercise 5.1 – Amendment Lists

Skill Learned: How to use the **Amendment List** to retrieve existing Amendments.

Note: Access to the Amendment List link is based on user security privileges and is typically restricted to State office users.

- 1. From within an amended record, under the **Registrar** sub-menu select the [Amendment List](#) link.

Death Registration Menu

38088 2013508631 :James Bell Oct-21-2013 **Amendment Exists**

Personal Information

Decedent

Resident Address

Medical Certification

Pronouncement

Place of Death

Cause of Death

Other Factors

Injury

Certifier

Registrar

Identifiers

Amendment List

Other Links

Amendments

Assign Status

Attachments

Comments

Event and Issuance History

ME Review Case

Print Forms

Validate Registration

Switch User

Decedent

Decedent's Legal Name

Prefix First Middle Other Middle Last

Aliases

Add/Edit Alias Names

Gender Social Security Number

Date of Birth Years Under 1 Year Under 1 Day

SSN Verification Status

Decedent's Birth Place

City or Town State Country

Ever in US Armed Forces?

Validate Page Next Clear Save Return

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

- 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	Medical	Personal	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	

New Amendment Return

Click on the amendment id link to view the amendment.

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

Amendment Page

Type	Medical	Amendment Date	Oct-21-2013
Year	2013	Amendment Number	8626
Order Number		Description	
Amendment Status	Complete	Microfilm Number	
Documentation Type			
Other Document Type			
Facts Supported			
Reject Reason			
Other Reject Reason			

Item In Error	Item as it Appears	Item as it Should be
Other Factors-Manner of Death	Pending Investigation	Accident
Cause of Death-Line A Description	Pending	Head Trauma

[Save](#) [Clear](#) [Return](#)

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

Exercise 5.2 – Amendments

Skill Learned: How to request amendments to certified death records.

- From within a **registered** record, select **Other Links -> Amendments**.

Death Registration Menu	54419 2014503477 :Frank Francis Aug-22-2014
Personal Information	/Personal Valid/Medical Valid/Registered/Signed/Certified/NAICD Coding Required
Decedent	Decedent
Medical Certification	Decedent's Legal Name
Pronouncement	Prefix First Middle Other Middle Last Suffix
Place of Death	
Cause of Death	
Other Factors	
Certifier	Aliases
Registrar	Add/Edit Alias Names
Amendment List	Gender Social Security Number
Other Links	Male 999-99-9999 None Unknown
Amendments	Date of Birth Years Months Days Hours Minutes SSN Verification Status
Attachments	Jul-02-1911 Age 103 Under 1 Year Under 1 Day Verify SSN UNVERIFIED (0)
Comments	Decedent's Birth Place
Event and Issuance History	City or Town State Country
Print Forms	Augusta Maine United States
Validate Registration	Ever in US Armed Forces? No
Switch User	

[Validate Page](#) [Next](#) [Clear](#) [Save](#) [Return](#)

Note: Access to the **Amendments** link is restricted based on user security privileges.

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

Amendments Menu 54419 2014503477 :Frank Francis Aug-22-2014
 /Personal Valid/Medical Valid/Registered/Signed/Certified/NA/ICD Coding Required

Amendment Page

Type Amendment Date
 Year Amendment Number
 Order Number Description
 Amendment Status Microfilm Number

Add Documentary Evidence

Save Clear Return

3. The first step in processing an amendment is to make a selection from the amendment **Type** dropdown list on the **Amendment Page**.

Amendments Menu 54419 2014503477 :Frank Francis Aug-22-2014
 /Personal Valid/Medical Valid/Registered/Signed/Certified/NA/ICD Coding Required

Amendment Page

Type Amendment Date
 Year Amendment Number
 Order Number Description
 Amendment Status Microfilm Number

Add Documentary Evidence

Save Clear Return

The only type of amendment available to a medical certifier is "Medical".

4. Next, add a description of the amendment in the **Description** field and click **Save**.

Amendments Menu 54419 2014503477 :Frank Francis Aug-22-2014
 /Personal Valid/Medical Valid/Registered/Signed/Certified/NA/ICD Coding Required

Amendment Page

Type Amendment Date
 Year 2014 Amendment Number 10999
 Order Number Description
 Amendment Status Keyed (Requires Affirmation) Microfilm Number

Select Add Documentation to add documentary evidence to this amendment.

Add Documentary Evidence

Page to Amend

Cancel Amendment Save Clear Return

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

6. Next, make a selection from the **Page to Amend** dropdown list.

The screenshot displays the 'Amendment Page' for record 54419 2014503477 :Frank Francis Aug-22-2014. The page is categorized as 'Medical' and has an amendment date of 'Aug-22-2014'. The 'Amendment Status' is 'Keyed (Requires Affirmation)'. A callout box with a black border and white text says 'Select a Page to Amend to continue.' pointing to the 'Page to Amend' dropdown menu. The dropdown menu is open, showing a list of options: 'Death - Certifier', 'Death - Other Factors', 'Death - Place of Death', 'Death - Injury', 'Death - Pronouncement', and 'Death - Cause of Death'. The 'Page to Amend' dropdown is highlighted with a red border. Below the dropdown is a text input field. At the bottom right, there are buttons for 'Cancel Amendment', 'Save', 'Clear', and 'Return'. On the left side, there are two main menu sections: 'Amendments Menu' and 'Death Registration Menu'. The 'Amendments Menu' includes 'Amendment', 'Processing History', 'Attachments', and 'Amendment Affirmation'. The 'Death Registration Menu' includes 'Personal Information', 'Decedent', 'Medical Certification', 'Registrar', 'Amendment List', 'Other Links', 'Amendments', and 'Attachments'. The 'Amendments' link is highlighted in orange.

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

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
PART I Line a Rupture of myocardium Immediate Cause (Final disease or condition resulting in death)	Minutes
Line b Acute myocardial infarction	5 days
Line c Coronary artery thrombosis	5 years
Line d Due to or as a consequence of	
PART II Other significant conditions	

Cancel Amendment **Validate Page** **Validate Amendment** **Save** **Clear** **Return**

8. Make the necessary changes to the Cause of Death page.
9. 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.

Using another case, below is an example of an error message. See items 10 through 16 on how to correct errors.

Cause of Death

PART I

Line a Rupture of myocardium Approximate Interval Onset to Death: Minutes

Immediate Cause (Final disease or condition resulting in death)

Line b Acute myocardial infarction 6 days

Line c Coronary artery thrombosis 5 years

Line d Atherosclerotic coronary artery disease 7 years

Due to or as a consequence of

PART II
Other significant conditions Diabetes, Chronic obstructive pulmonary disease

Error Message	Id	ValidationRuleCode	ValidationRuleId	ValidationRuleError	Severity
DR_5010: Manner of Death is pending investigation. Cause of Death cannot be coded until Manner of death is completed.	0	DR_5010	280	Manner of Death is pending investigation.	Cause of Death cannot be coded until Manner of death is SEVERITY_LEVEL_SC completed.

Error Message indicates that the Cause of Death cannot be coded until Manner of Death is completed.

Cancel Amendment Validate Page Validate Amendment Save Clear Return

10. The Error Message indicates the current Cause of Death cannot be coded until Manner of Death is completed.
11. To correct the Manner of Death scroll back up to the **Page to Amend** dropdown list and select the Other Factors page to amend.
12. In the Manner of Death dropdown, change the original manner of death “Pending Investigation” to “Natural”.

Page to Amend **Death - Other Factors**

Item In Error	Item as it Appears	Item as it Should be
Cause of Death-Line A Description	Pending	Rupture of myocardium
Cause of Death-Line A Onset Interval	Instant	minutes
Cause of Death-Line B Description		Acute myocardial infarction
Cause of Death-Line B Onset Interval		6 days
Cause of Death-Line C Description		Coronary artery thrombosis
Cause of Death-Line C Onset Interval		5 years
Cause of Death-Line D Description		Atherosclerotic coronary artery disease
Cause of Death-Line D Onset Interval		7 years

Select Other Factors from the Page to Amend dropdown to correct the Manner of Death.

The Other Factors page will open. In this example, the Manner of Death is changed from "Pending" to "Natural".

Other Factors

Autopsy Performed

Autopsy findings available to complete cause of death

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

Did tobacco use contribute to death?

Manner of Death

Was ME Contacted? ME Case Number

13. After errors are fixed, select the **Validate Amendment button** to validate the amendment and to insure there are no more errors.

Item In Error	Item as it Appears	Item as it Should be	Edit	Delete
Cause of Death-Line A Description	Pending	Rupture of myocardium	Edit	Delete
Cause of Death-Line A Onset Interval	Instant	minutes	Edit	Delete
Cause of Death-Line B Description		Acute myocardial infarction	Edit	Delete
Cause of Death-Line B Onset Interval		6 days	Edit	Delete
Cause of Death-Line C Description		Coronary artery thrombosis	Edit	Delete
Cause of Death-Line C Onset Interval		5 years	Edit	Delete
Cause of Death-Line D Description		Atherosclerotic coronary artery disease	Edit	Delete
Cause of Death-Line D Onset Interval		7 years	Edit	Delete
Other Factors-ME Contacted	Yes	Yes	Edit	Delete
Other Factors-Manner of Death	Pending Investigation	Natural	Edit	Delete

14. The Amendment page shows the Item in Error grid with all the changes made as shown above.

15. Click the **Save** button at the bottom of the Amendment page as shown below.

16. The Validation Results (Error Messages) have been fixed and are no longer displayed.

Amendments Menu

- Amendment
- Processing History
- Attachments
- Change History
- Amendment Affirmation

Death Registration Menu

- Personal Information
- Decedent
- Resident Address
- Medical Certification
- Pronouncement
- Place of Death
- Cause of Death
- Other Factors
- Injury
- Certifier
- Registrar
- Identifiers
- Amendment List
- Other Links
- Amendments
- Assign Status
- Attachments
- Comments
- Event and Issuance History
- ME Review Case
- Print Forms
- Validate Registration
- Switch User

54420 2014503478 :David Drew Aug-25-2014

/Personal Valid/Medical Valid With Exceptions/Registered/Dropped To Paper - Medical/Certified/ICD Coding Required/FIPS Coding Required

Amendment Page

Type: Amendment Date:

Year: 2014 Amendment Number: 11000

Order Number: Description:

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
Cause of Death-Line A Description	Pending	Rupture of myocardium	Edit	Delete
Cause of Death-Line A Onset Interval	Instant	minutes	Edit	Delete
Cause of Death-Line B Description		Acute myocardial infarction	Edit	Delete
Cause of Death-Line B Onset Interval		6 days	Edit	Delete
Cause of Death-Line C Description		Coronary artery thrombosis	Edit	Delete
Cause of Death-Line C Onset Interval		5 years	Edit	Delete
Cause of Death-Line D Description		Atherosclerotic coronary artery disease	Edit	Delete
Cause of Death-Line D Onset Interval		7 years	Edit	Delete
Other Factors-ME Contacted	Yes	Yes	Edit	Delete
Other Factors-Manner of Death	Pending Investigation	Natural	Edit	Delete

Once errors are corrected, proceed with the next steps.

Note: Add attachments, if any, to the amendment prior to affirming the amendment 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 views the amendment for approval.

17. To attach documentation to an amendment currently being working on, select the [Attachments](#) link in the **Amendments Menu**.

Attachments link

Amendments Menu

- Amendment
- Processing History
- Attachments**
- Change History
- Amendment Affirmation

Death Registration Menu

- Personal Information
 - Decedent
 - Resident Address
- Medical Certification
 - Pronouncement
 - Place of Death
 - Cause of Death
 - Other Factors
 - Injury
 - Certifier
- Registrar
 - Identifiers
 - Amendment List
- Other Links
 - Amendments
 - Assign Status
 - Attachments
 - Comments
 - Event and Issuance History
 - ME Review Case
 - Print Forms
 - Validate Registration

Amendment Page

Type: Medical | Amendment Date: Aug-25-2014 | Amendment Number: 11000

Year: 2014

Order Number: | Description: |

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
Cause of Death-Line A Description	Pending	Rupture of myocardium	Edit	Delete
Cause of Death-Line A Onset Interval	Instant	minutes	Edit	Delete
Cause of Death-Line B Description		Acute myocardial infarction	Edit	Delete
Cause of Death-Line B Onset Interval		6 days	Edit	Delete
Cause of Death-Line C Description		Coronary artery thrombosis	Edit	Delete
Cause of Death-Line C Onset Interval		5 years	Edit	Delete
Cause of Death-Line D Description		Atherosclerotic coronary artery disease	Edit	Delete
Cause of Death-Line D Onset Interval		7 years	Edit	Delete
Other Factors-ME Contacted	Yes	Yes	Edit	Delete
Other Factors-Manner of Death	Pending Investigation	Natural	Edit	Delete

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

Attachments

No data found.

New Attachment **Close**

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

Attachments

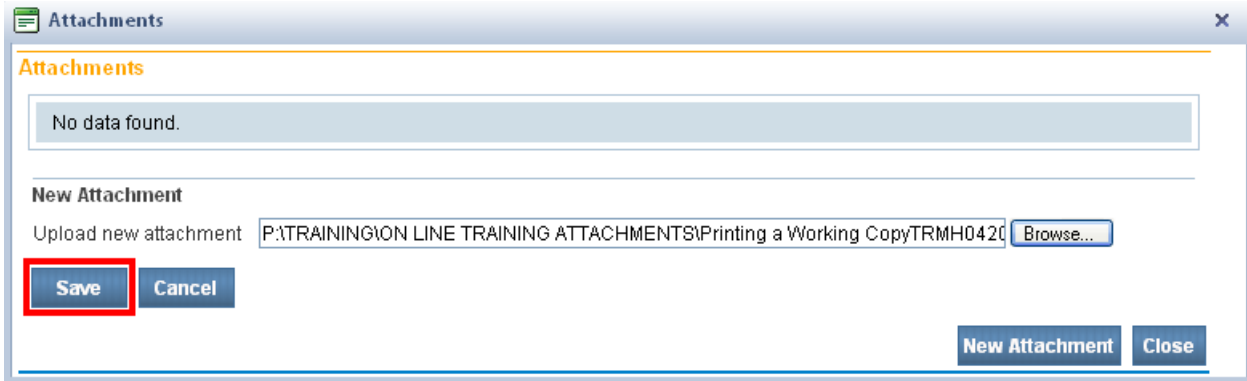
No data found.

New Attachment

Upload new attachment: | **Browse...**

Save **Cancel** **New Attachment** **Close**

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



21. To attach a document 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**.

22. The **Amendment List** page will open.
23. Click on the **Amendment ID** number to open the **Amendment Menu**.
24. Select the [Attachment](#) link. The attachment dialog box will open.
25. Select the **New Attachment** button. The Attachments window will open.
26. 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.

Once the attachments have been downloaded and attached to the amendment:

27. Select the [Amendment Affirmation](#) link to affirm the amendment.
28. Place a checkmark in the affirmations checkbox and click the **Affirm** button.

Affirmations

Affirm the following:



I certify that this change is being requested due to a data entry error. (Note: all other types of errors require original documentation and cannot be submitted electronically.)

Affirm

Clear

Return

29. The page will refresh and display an **Authentication Successful** message. The amendment request will now appear in an **Amendment Registration** queue for processing by authorized personnel.

Affirmations

Authentication successful.

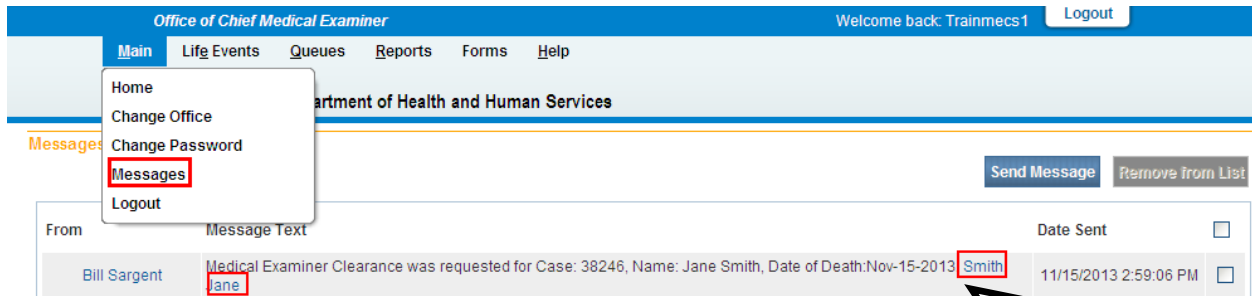
Clear

Return

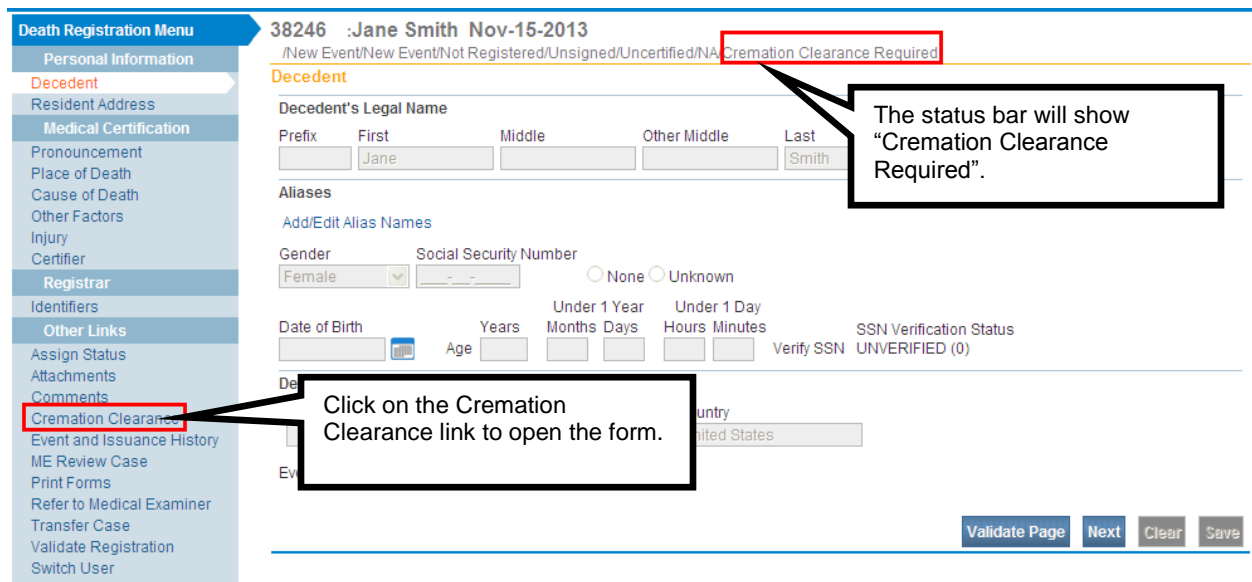
Exercise 5.3 – Cremation Clearance - Medical Examiner

Skill Learned: How to complete the **Cremation Clearance** page from the perspective of a Medical Examiner.

1. From the **Home** page select **Messages**.
2. To open the record, click on the decedent's name link in the message requesting medical examiner clearance.



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



The status bar will show "Cremation Clearance Required".

Click on the Cremation Clearance link to open the form.

3. From the **Other Links** sub-menu, select **Cremation Clearance**. This page must be completed before final disposition will be authorized.

Death Registration Menu 38246 :Jane Smith Nov-15-2013
 /New Event/New Event/Not Registered/Unsigned/Uncertified/NA/Cremation Clearance Required

Cremation Clearance

Authorizing Individual Name
 First: Bob Last: Smith
 Relation to deceased: Brother

Authorizing Individual Address
 Street Number: 100 Directional: N Street Name or PO Box, Rural Rd: Main Street
 City or Town: Augusta State: Maine Country: United States Zip Code: 04330

Notify Medical Examiner
 Office Name: Office of Chief Medical Examiner
 First: Middle: Last:
 Medical Examiner Review Status: Requested
 ME Case Number:
 Cremation Clearance Authorized By:
 First: Middle: Last:
 Medical Examiner Reject Reason:

Clear Save

The authorizing name and address will be system-filled based on the information provided by the funeral practitioner.

- The **Authorizing Individual Name** and **Authorizing Individual Address** tabs will be system filled based on the information entered by the funeral home user.
- Make a selection from the **Medical Examiner Review Status** dropdown list. If **Not Approved** is selected, a **Cremation Reject Reason** must be provided in the space provided. Select **Approved** from the dropdown list

Notify Medical Examiner

Office Name: Office of Chief Medical Examiner

First: Middle: Last:

Medical Examiner Review Status: **Approved** (dropdown menu open showing Requested, Approved, Pending, Not Approved)

ME Case Number:

Cremation Clearance Authorized By:
 First: Middle: Last:

Medical Examiner Reject Reason:

Clear Save

- If one has been assigned, enter the **ME Case Number** and click **Save**.

Notify Medical Examiner

Office Name

First Middle Last

Medical Examiner Review Status

ME Case Number

Cremation Clearance Authorized By:

First Middle Last

Medical Examiner Reject Reason

7. The page will refresh and the **Cremation Clearance Authorized By** fields will be system filled with the name of the official authorizing the cremation.

Notify Medical Examiner

Office Name

First Middle Last

Medical Examiner Review Status

ME Case Number

Cremation Clearance Authorized By:

First Middle Last

Medical Examiner Reject Reason

38246 Jane Smith Nov-15-2013

/New Event/New Event/Not Registered/Unsigned/Uncertified/NA

Cremation Clearance

Authorizing Individual Name

First Last
Bob Smith

Relation to deceased Brother Other Specify

Authorizing Individual Address

Street Number Directional Street Name or PO Box, Rural Route, etc. Designator Directional Suite #, etc
100 N Main Street

City or Town State Country Zip Code
Augusta Maine United States 04330

Phone Number

Notify Medical Examiner

Office Name Office of Chief Medical Examiner

First Middle Last

Medical Examiner Review Status Approved

ME Case Number 13-54321

Cremation Clearance Authorized By:

First Middle Last
Med Exams

Medical Examiner Reject Reason

Note that once the Medical Examiner has selected "Approved" the status bar no longer shows "Cremation Clearance Required".



Exercise 5.4 – Comments

Skill Learned: How to read 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.

Death Registration Menu 38171 :Peter Gill Oct-31-2013
 /New Event/New Event/Not Registered/Unsigned/Uncertified/NA

Personal Information
Decedent

Medical Certification
 Pronouncement
 Place of Death
 Cause of Death
 Other Factors
 Injury
 Certifier

Other Links
 Attachments
Comments
 Print Forms
 Refer to Medical Examiner
 Relinquish Case
 Validate Registration
 Switch User

Decedent's Legal Name
 Prefix First Middle Other Middle Last Suffix
 Peter Gill

Aliases
 Add/Edit Alias Names
 Gender Social Security Number
 None Unknown

Date of Birth Age Years Months Days Under 1 Day Hours Minutes Under 1 Year
 SSN Verification Status Verify SSN UNVERIFIED (0)

Decedent's Birth Place
 City or Town State Country United States
 Ever in US Armed Forces?

Validate Page Next Clear Save Return

1. From the **Death Registration Menu** select **Other Links -> Comments**.
2. The **Comments** dialog will appear onscreen as a pop-up window. To add a new comment, click the **New Comment** button located at the bottom of the **Comments** window

Comments

Comments

State File Number:
 Registrant Name: Peter Gill
 Event Type: Death
 Event Date: Oct-31-2013

No data found.

New Comment **Close**

Click the New Comment button to add a comment to this record.

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

Comments

State File Number:

Registrant Name: Peter Gill

Event Type: Death

Event Date: Oct-31-2013

No data found.

Enter New Comment

Comment Type:
 Confidential Medical
 General Comments
 HIPAA
 Late Filing Reason
 Event

Comment:

Maximum text length: 4000 Characters left: 4000

Save
Clear
Cancel

New Comment Close

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.

Comments

State File Number:

Registrant Name: Peter Gill

Event Type: Death

Event Date: Oct-31-2013

No data found.

Enter New Comment

Comment Type: General Comments

Comment: FD will be attaching copy of death certificate.

Maximum text length: 4000 Characters left: 3953

Save
Clear
Cancel

New Comment Close

Maximum numbers of characters that can be included.

Number of remaining characters that can be added to the current comment.

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

Exercise 5.5 – Attachments (Registration)

Skill Learned: How to add attachments. It is sometimes necessary to add attachments to a case. (Note: There is a 4M size limitation on attachments. If the attachment is too large, scan and reduce the attachment prior to attaching the document to the case.)

1. Open the case applicable to the attachment.
2. From the **Death Registration Menu** under **Other Links** select **Attachments**

Death Registration Menu 38163 :James Bush Oct-31-2013
/New Event/New Event/Not Registered/Unsigned/Uncertified/NA

Decedent

Decedent's Legal Name
Prefix First Middle Other Middle Last Suffix
James Bush

Aliases
Add/Edit Alias Names

Gender Social Security Number
Male None Unknown

Date of Birth Age Years Months Days Under 1 Year Under 1 Day Hours Minutes SSN Verification Status
Verify SSN UNVERIFIED (0)

Decedent's Birth Place
City or Town State Country
United States

Ever in US Armed Forces?

Validate Page Next Clear Save Return

3. The **Attachments** dialog box will open.
4. Select the **New Attachment** button.

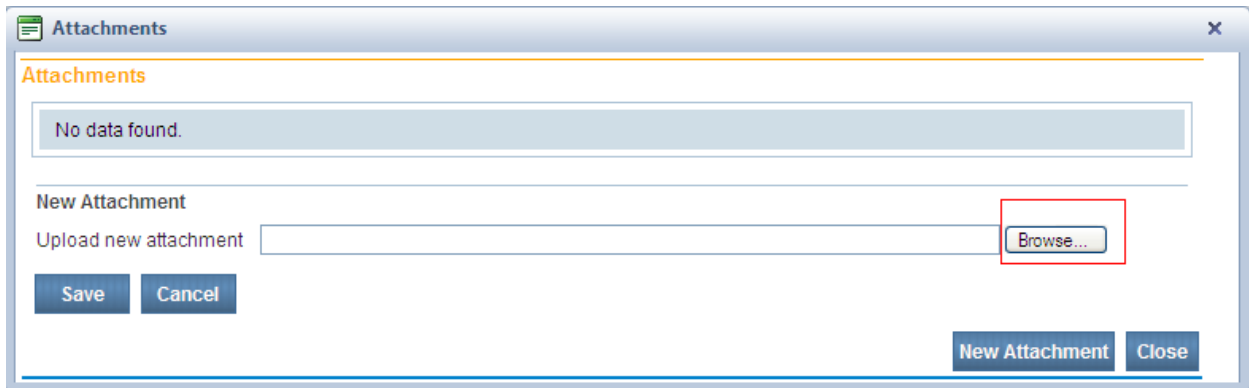
Attachments

Attachments

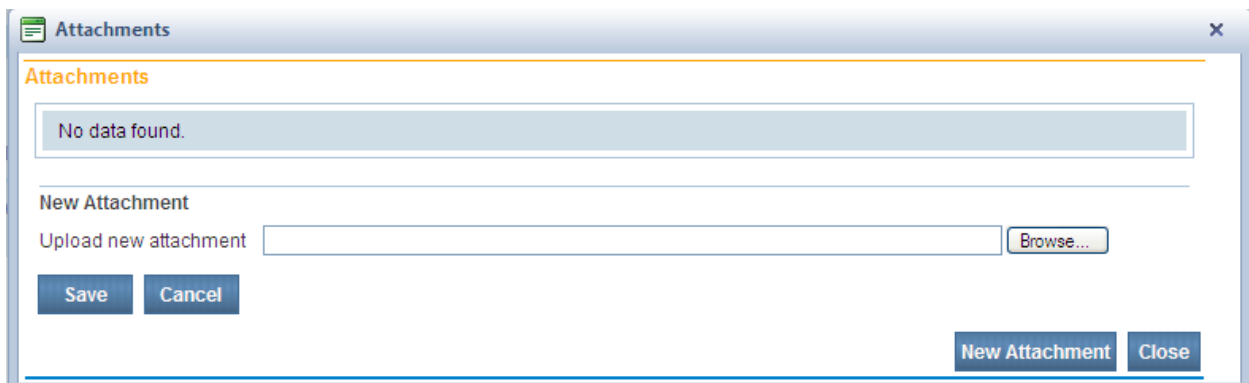
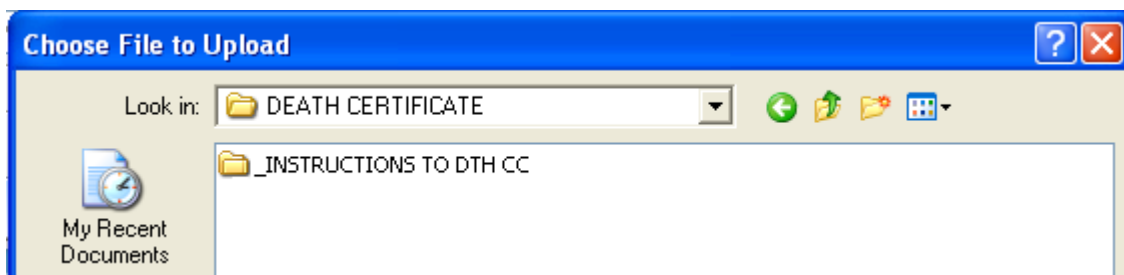
No data found.

New Attachment Close

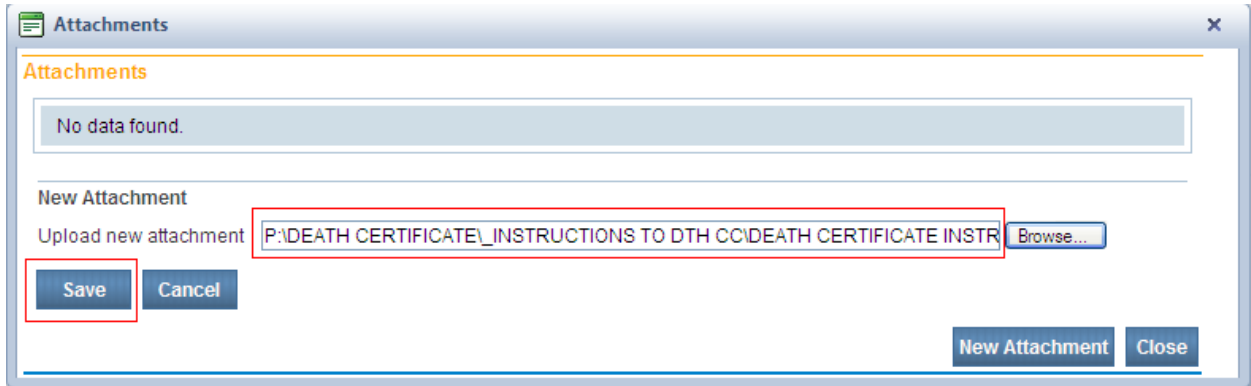
5. The **Attachments** tab will open allowing you to add an attachment.
6. Click on the **Browse** button.



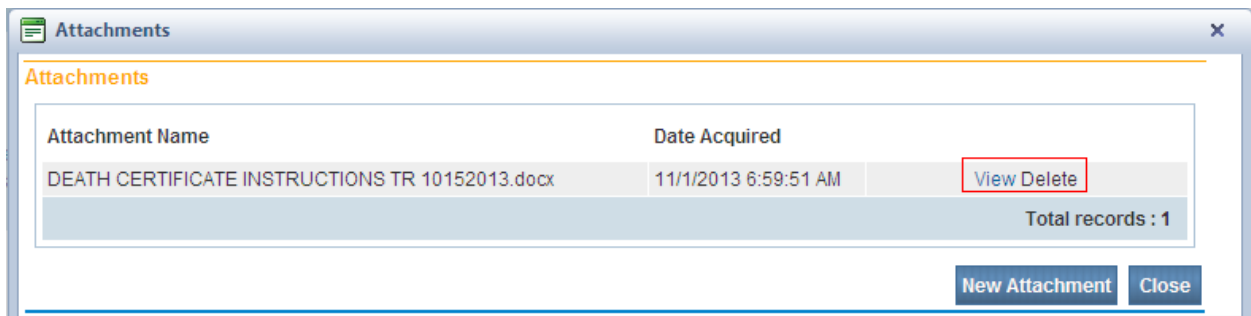
7. Clicking on the **Browse** button will open the Choose File to Upload directory.
8. Click on the file to attach to the record.



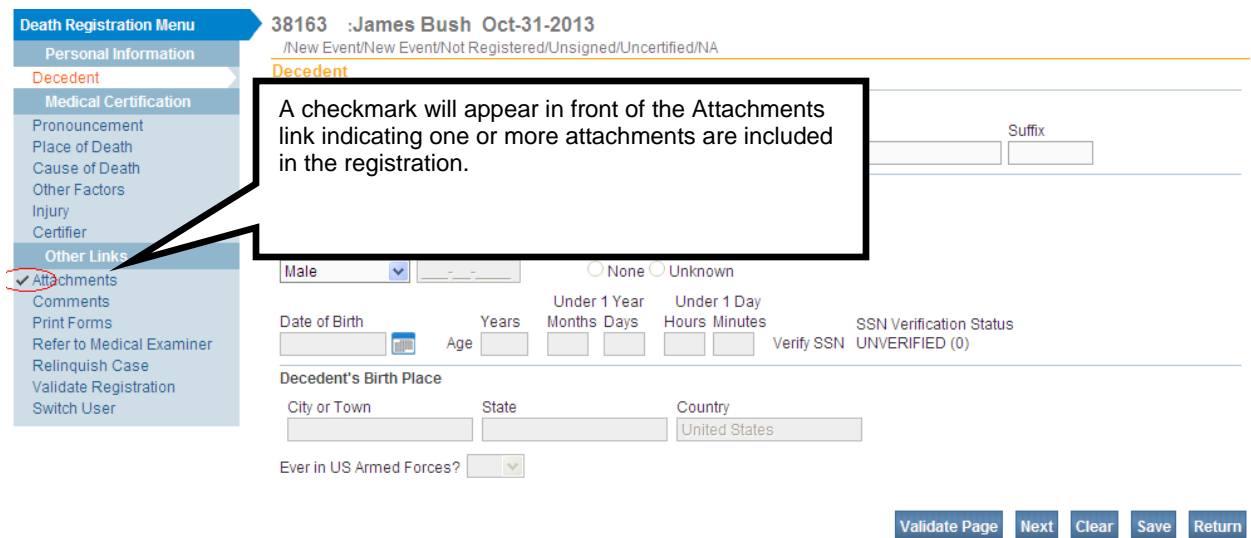
9. The file name will show in the **Upload New Attachment** box.
10. Select **Save**.



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



- A checkmark indicator will be shown in front of the [Attachments](#) link when there is an attachment included with the case.



Exercise 5.6 – ME Review Case

Skill Learned: How to use the **ME Review Case** page to perform referral action: accept referral, decline referral, pending, or take control of record that has been referred to the Medical Examiner.

1. Login to **DAVE™** as a medical examiner. From the **Current Activities** window, locate and click the **ME Review Required** link to view the cases that require medical examiner review.

Office of Chief Medical Examiner

[Main](#) [Life Events](#) [Queues](#) [Reports](#) [Forms](#) [Help](#)

Maine Department of Health and Human Services

Fast Links

[Messages](#) [Current Activities](#) [Death Search](#)

Current Activities

Queue Name	Type ↓	Count	Age of Oldest in Days
Approved	Death	17	1229
Cause of Death Pending	Death	167	710
Certification Required	Death	13	88
Completed ME Cases	Death	71	1022
Hold	Death	18	690
ME Certification Affirmation Required	Death	1775	1216
ME Review Required	Death	420	921
Medical Pending	Death	83	131
Not Approved	Death	1	5
Pending	Death	1	24
Referral Declined	Death	1445	1112
Referred to ME	Death	7	82
Under ME Review	Death	154	979
			Total Queues : 13

2. Click on the Registrant's name to open the case that needs Medical Examiner review.

Search by Registration Work Queue

Queue: Search Type: Value:

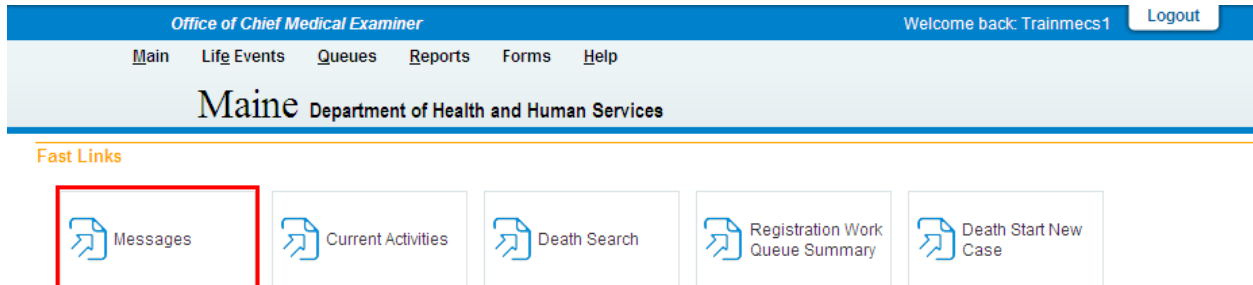
Display rows per page. Filter:

All	Case Id	File Number	Registrant	Date of Event ↑	Data Provider
<input type="checkbox"/>	38249		Bass, George	Nov-18-2013	Albert & Burpee Funeral Service, Inc.
					Total records : 1

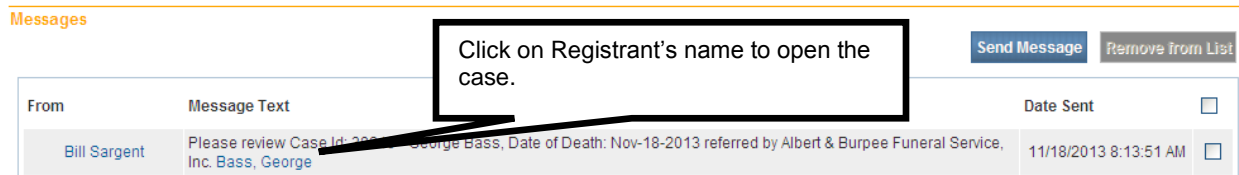
Click on Registrant's name to open the case.

- Or, another way to retrieve cases that have been referred to the Medical Examiner is through **Messages**.

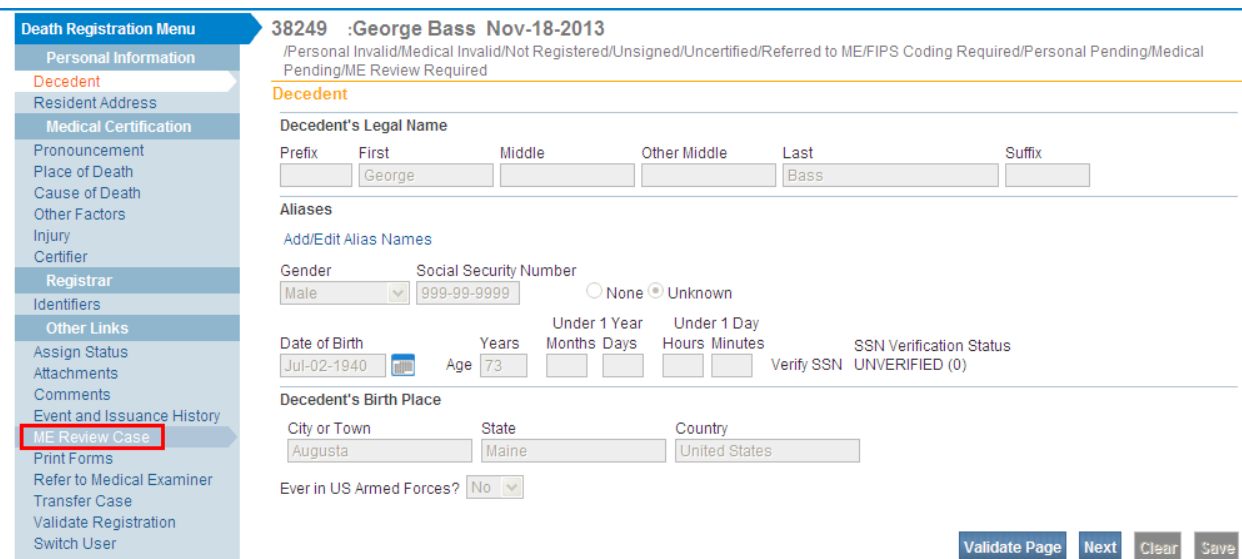
From the **Home** page, select the **Messages** fast link.



- Click on the Registrant's name within the message to open the case.



- Once the case is open, from the **Death Registration Menu**, under **Other Links** select **ME Review Case**.



- Notice that both **Referral Action** and **ME Case Number** are marked with red arrows (➤) indicating that these are mandatory fields. Select **Accept Referral** from the **Referral Action** dropdown list and enter a **ME Case Number**.

ME Review Case

Referral Action ▾

ME Case Number ▾

Message

Accept Referral
 Decline Referral
 Pending
 Take Control of Case

About Referral Actions

- **Accept Referral** is used for cases referred to ME that can occur at any point in the registration process including after filing.
 - **Decline Referral** is used to deny taking ownership or control of a record.
 - **Pending** is used to handle those cases where the ME determines that additional discussion is needed with the physician before making a determination on the case or when the cause of death is inadequate or incomplete.
 - **Take Control of Case** is used when the ME is not the medical owner of the case; however, he/she determines that the case falls under ME jurisdiction. Once the ME user accepts or takes control of a case then he/she is responsible for completing and certifying the medical information.
7. Once a selection has been made from the **Referral Action** dropdown list, a system message is automatically entered into the **Message** box. This message can be used as is, edited, or deleted entirely.

ME Review Case

Referral Action ▾ Accept Referral

ME Case Number ▾ 13-123131

Message

Case Id: 38249 - George Bass, Date of Death:Nov-18-2013 has been reviewed. This referral action for this case was: Accept Referral.

8. Click the **Save** button to save changes and accept the referral request.

Note: The person referring the case to the Medical Examiner’s office will receive an automated message indicating the referral action taken by the Medical Examiner.

Messages

[Send Message](#)[Remove from List](#)

From	Message Text	Date Sent	<input type="checkbox"/>
Med Exams	Case Id: 38254 - Paul Brooms, Date of Death:Nov-18-2013 has been reviewed. This referral action for this case was: Take Control of Case Brooms, Paul	11/18/2013 11:15:12 AM	<input type="checkbox"/>
Med Exams	Case Id: 38253 - Bob Beetles, Date of Death:Nov-18-2013 has been reviewed. This referral action for this case was: Pending Beetles, Bob	11/18/2013 11:13:17 AM	<input type="checkbox"/>
Med Exams	Case Id: 38252 - Bill Tires, Date of Death:Nov-18-2013 has been reviewed. This referral action for this case was: Decline Referral Tires, Bill	11/18/2013 11:10:51 AM	<input type="checkbox"/>
Med Exams	Case Id: 38251 - John Blue, Date of Death:Nov-18-2013 has been reviewed. This referral action for this case was: Accept Referral Blue, John	11/18/2013 11:07:28 AM	<input type="checkbox"/>

Status Bar:

If the Medical Examiner performs a Referral Action of: Accept Referral, Pending, or Take Control of Case, the status bar will show “Under ME Review”.

38251 :John Blue Nov-18-2013

/Personal Invalid/Medical Invalid/Not Registered/Unsigned/Uncertified **Under ME Review** FIPS Coding Required/Personal Pending/Medical Pending

If the Medical Examiner selects to Decline Referral the status bar will show Referral Declined.

38252 :Bill Tires Nov-18-2013

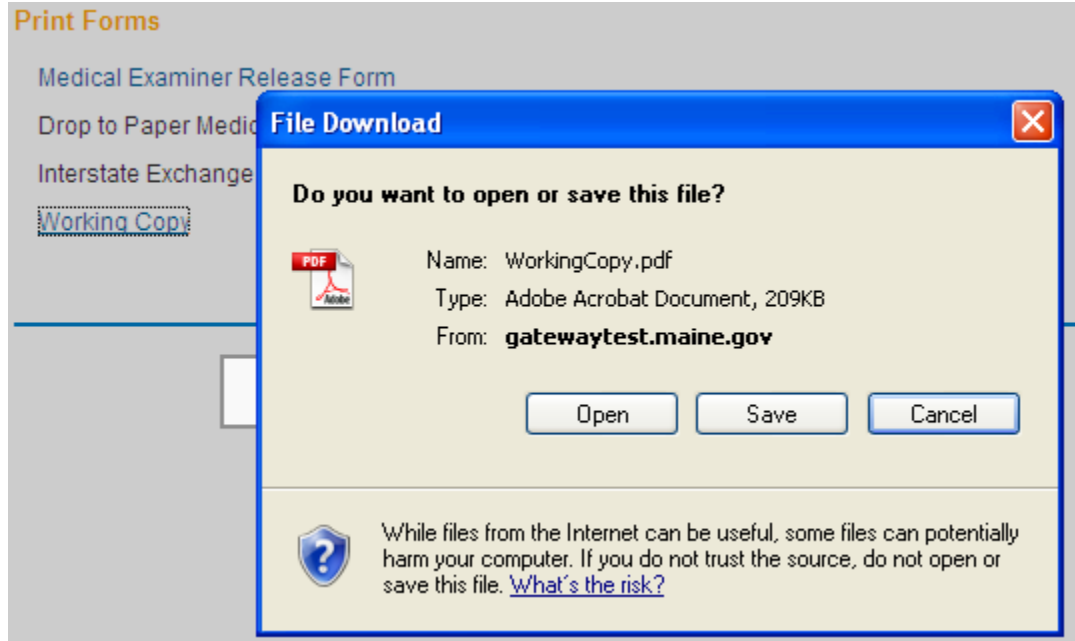
/Personal Invalid/Medical Invalid/Not Registered/Unsigned/Uncertified **Referral Declined** FIPS Coding Required/Personal Pending/Medical Pending

Exercise 5.7 – Print Forms - Working Copy

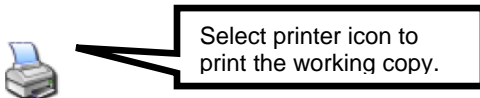
Skill Learned: How to send working copies of death certificates to an installed printer.

Note: The ability to print a Working Copy of a registration is based on user security privileges. Typically, only Physicians, Medical Certifiers, Funeral Practitioners, and Medical Examiners print Work Copies.

1. Select **Death Registration Menu -> Other Links ->Print Forms.**
2. Locate the underlined [Working Copy](#) link.



3. Clicking any form link will open the **File Download** dialog box and launch the document for printing.
4. Click Open to print the [Working Copy](#).
5. Select the Printer icon to print the [Working Copy](#).



NAME KNOWN TO PHYSICIAN		DEPARTMENT OF HEALTH AND HUMAN SERVICES						State File Number
		CERTIFICATE OF DEATH						
1a. FIRST NAME		1b. MIDDLE NAME		1c. LAST NAME		1d. JR., etc.		
James				Bush				
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
October 31, 2013	Male	Unknown	Last Birthday	Months	Days	Hours	Minutes	
								Unknown

Exercise 5.8 – Print Forms - Drop to Paper

Skill Learned: How to use the [Drop to Paper-Medical](#) link in order to print a death certificate when the personal information will not be entered electronically.

Once a certificate is “dropped to paper – medical”, previously authenticated signatures are printed along with all filled-in data keyed in. 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** in order to ensure the paper document matches the electronic record. Authorized users, such as state users still have 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**.

The screenshot shows a web interface for a death registration system. On the left is a 'Death Registration Menu' with categories: Personal Information, Decedent, Medical Certification (with sub-items: Pronouncement, Place of Death, Cause of Death, Other Factors, Injury, Certifier, Certify), Other Links, Attachments, and Comments. The 'Print Forms' link is highlighted. The main content area shows case details for '38163 :James Bush Oct-31-2013' with a status bar containing options like 'Personal Invalid/Medical Valid/Not Registered/Unsigned/Certified/NA/FIPS Coding Required/ICD Coding Required/Personal Pending'. Below this, under 'Print Forms', are links for 'Medical Examiner Release Form', 'Drop to Paper Medical' (highlighted with a red box), 'Interstate Exchange Copy' (with a red note 'Cannot be printed unless e...'), and 'Working Copy'. A callout box points to the 'Drop to Paper Medical' link with the text: 'The case must be **Certified** for the Drop to Paper - Medical link to be enabled.'

Note: Access to the Drop To Paper – Medical 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 – Medical link.

2. The File Download box will open. Select **Open**.

Print Forms

Medical Examiner Release Form

Drop to Paper Medical

Interstate Exchange Copy

Working Copy

File Download ✖

Do you want to open or save this file?

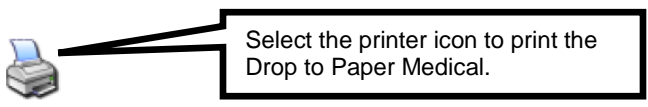
Name: DroptoPaperMedical.pdf

Type: Adobe Acrobat Document, 202KB

From: **gatewaytest.maine.gov**

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

- The form will launch in PDF format for printing.



NAME KNOWN TO PHYSICIAN		DEPARTMENT OF HEALTH AND HUMAN SERVICES						State File Number
		CERTIFICATE OF DEATH						
1a. FIRST NAME James		1b. MIDDLE NAME			1c. LAST NAME Bush		1d. JR., etc.	
2. DATE OF DEATH Actual date of death October 31, 2013	3. SEX Male	4. SOCIAL SECURITY NUMBER Unknown	5a. AGE (Yrs) Last Birthday	5b. UNDER 1 YEAR		5c. UNDER 1 DAY		6. DATE OF BIRTH Unknown
			Months		Days	Hours	Minutes	

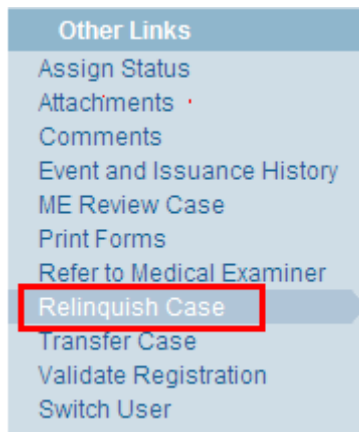
Exercise 5.9 – Relinquish Case

Skill Learned: How to surrender ownership of an unregistered, certified record. The [Relinquish Case](#) link allows a user to relinquish control of their portion of the record so that a different user can login and take ownership.

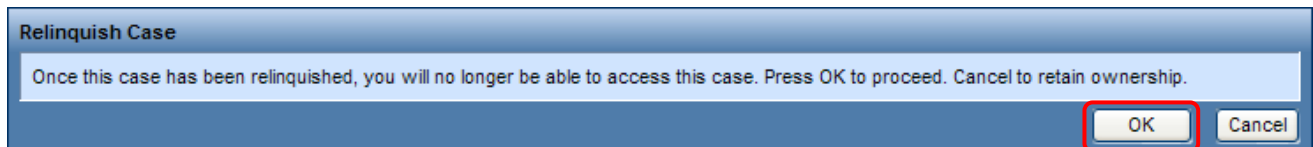
For example, if the case is “Certified” it will become “un-Certified” once the owner relinquishes the case giving another user access to the case.

Note: The Relinquish Case link will be disabled if the record is registered.

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



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



NOTE: The Medical Examiner does not lose access to viewing the case even after the record has been relinquished by the medical examiner and certified by another user.

NOTE: If the case has an “Under ME Review” status, the status shall be removed when a record is relinquished by the Medical Examiner.

Exercise 5.10 – Transfer Case

Skill Learned: How to transfer ownership of a non-registered record to a specific facility. From time to time, it may be necessary for a facility such as a Funeral Home or Hospital to transfer ownership of a case to another, similar facility. For example, if the decedent had multiple survivors and burial arrangements were made at multiple sites, one of those sites might have to transfer ownership of the case to the one, appropriate site.

Note: The **Transfer Case** link will be disabled if the record is registered.



In this case, the transferring home would use the **Transfer Case** page to relinquish ownership to the firm responsible for interment.



1. From the **Death Registration Menu**, select **Other Links -> Transfer Case**.

The screenshot shows a web interface for death registration. On the left is a 'Death Registration Menu' with a sidebar containing various options. The 'Other Links' section is expanded, and 'Transfer Case' is highlighted with a red box. The main content area displays information for a decedent named Kevin Band, born on November 18, 2013. The form includes fields for the decedent's legal name (Prefix, First, Middle, Other Middle, Last, Suffix), aliases, gender (Male, None, Unknown), social security number (999-99-9999), date of birth (Jun-02-1911), age (102), and decedent's birth place (Augusta, Maine, United States). There are also buttons for 'Validate Page', 'Next', 'Clear', 'Save', and 'Return'.

2. Notice that there are two transfer options available on the **Transfer Case** page: **Transfer Personal Ownership** and **Transfer Medical Ownership**. These two options exist because the **Transfer Case** page is used by both Funeral Home personnel and Medical Facility personnel.

Transfer Case

Transfer Personal Ownership To:
  

Transfer Medical Ownership To:
Office of Chief Medical Examiner  

Message



The following case has been transferred to your facility: Case Id: 38273 - Joy James, Date of Death: Nov-19-2013 transferred by Office of Chief Medical Examiner.



- Whether signed in as a funeral home user or a medical facility user, only one transfer option will be available. In the example above, the **Transfer Medical Ownership To:** option is available because the current user is a physician. Medical Facility users can transfer **Medical Ownership** of a record, but not **Personal Ownership**.

Note: There are two types of ownership: Personal, which is controlled at the Funeral Home, and Medical, which is controlled by the governing medical facility. The availability of each is dynamically controlled based on user security profile.

- To **Transfer Medical Ownership**, place a checkmark in the **Transfer Medical Ownership To:** checkbox.

Transfer Case

Transfer Personal Ownership To:
  

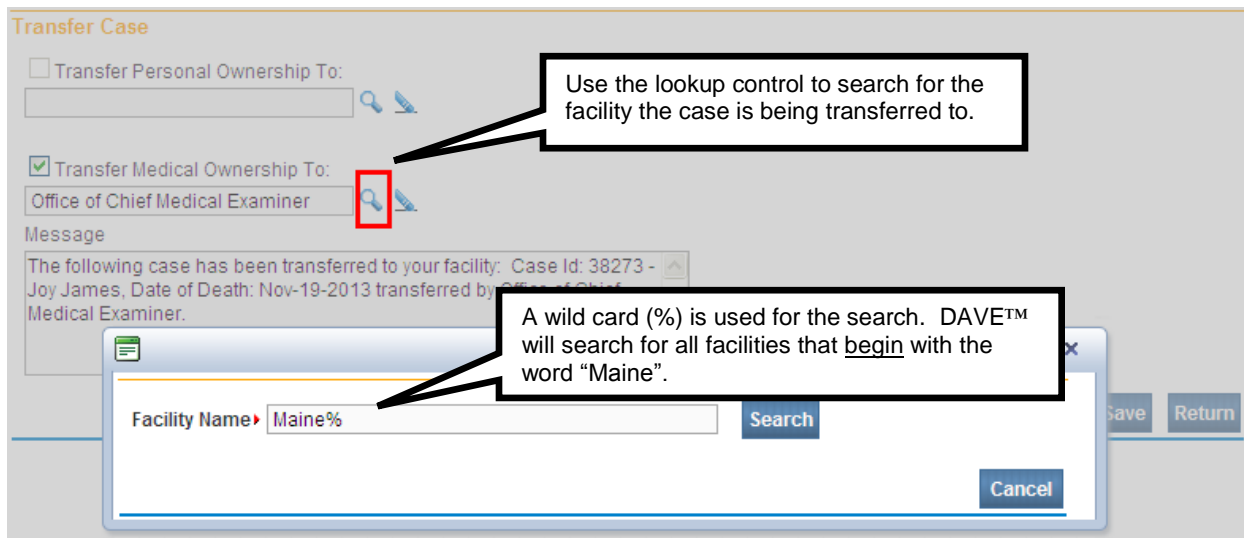
Transfer Medical Ownership To:
Office of Chief Medical Examiner  

Place a checkmark here to transfer ownership of the medical portion of this case.

Message

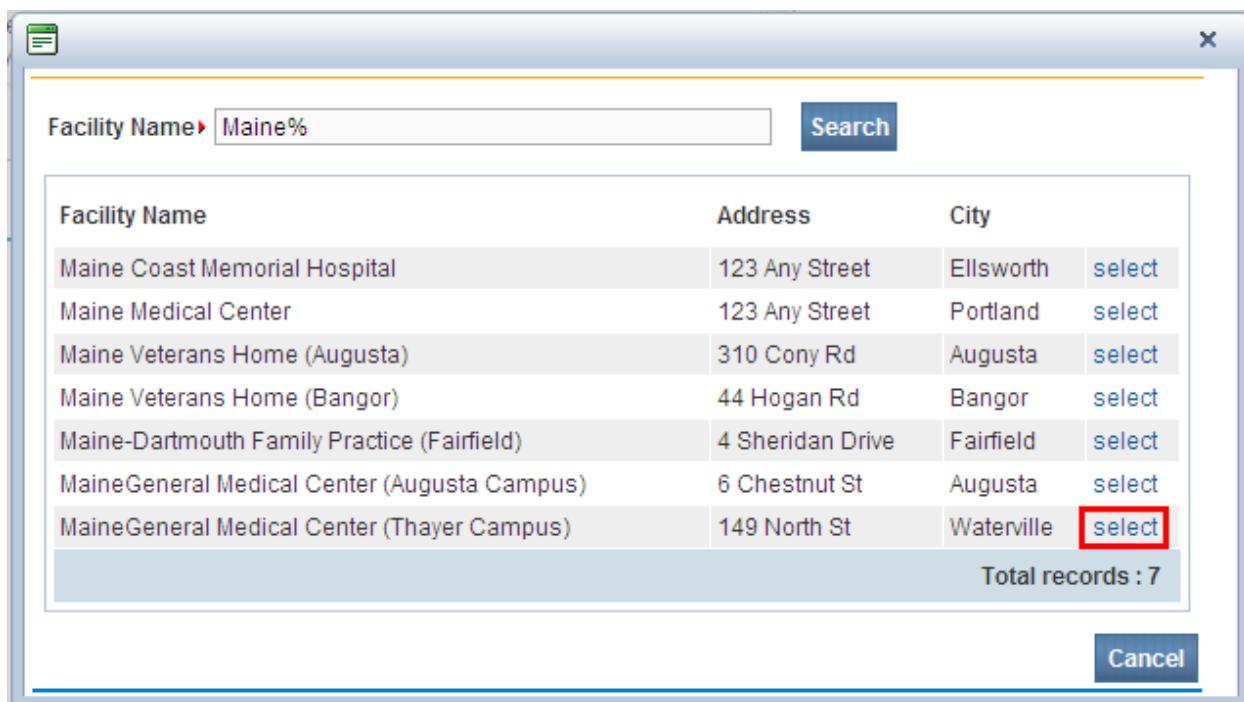
The following case has been transferred to your facility: Case Id: 38273 - Joy James, Date of Death: Nov-19-2013 transferred by Office of Chief Medical Examiner.

- Next, use the **Lookup** control to select the receiving facility (see [Using Lookup Controls](#) for details).



Note: A wild card (%) can also be used before and after a letter(s) such as (%And%). DAVE™ will search all facilities that contain those letter(s) anywhere within the facilities' name. This is helpful if the user is unaware that a facility name may begin with "The", etc.

6. Click on the Select button near the desired facility name.



7. Finally, select **Save** to save changes and transfer ownership of the record, **Clear** to clear all entries and begin again, or **Return** to leave this page without saving changes and return to the previous page.

Transfer Case

Transfer Personal Ownership To:

Transfer Medical Ownership To:
MaineGeneral Medical Center (Thayer)

Message
The following case has been transferred to your facility: Case Id: 38273 - Joy James, Date of Death: Nov-19-2013 transferred by Office of Chief Medical Examiner.

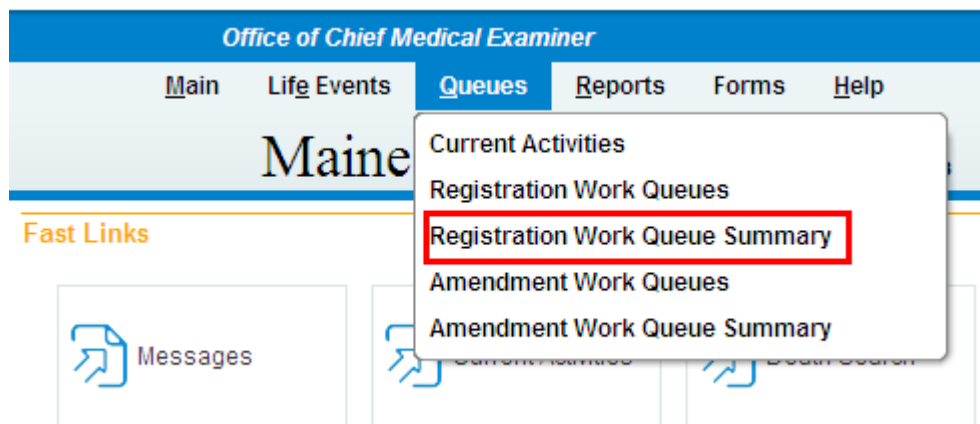
Section 6: Work Queues

In this section, you will learn how to navigate through the various **DAVE™** work queues. From the **Home** page, select **Queues**. 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**. This will bring up a listing of all the available work queues containing cases. **Queues** contain registrations, orders, or amendments having a work queue status. If a queue does not contain any cases it will not be displayed in the list.



2. Select the [Registration Work Queue Summary](#) link.

- The default sort order is by **Queue Name**. Notice however, that the column headers in the summary table are all links. Clicking any of these 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.

Registration Work Queue Summary

Queue Name	Type ↓	Count	Age of Oldest in Days
Approved	Death	17	1230
Cause of Death Pending	Death	167	711
Certification Required	Death	13	89
Completed ME Cases	Death	71	1023

- Type** indicates the kind of record being presented.
- Count** indicates how many cases are in the queue. **Age of Oldest in Days** indicates the age of the oldest record in the queue.
- Click any link in the **Queue Name** to view a list of the items currently found in that particular queue. In the example shown here there are 13 cases in the **Certification Required-Death** queue.

Search by Registration Work Queue

Queue: Certification Required - Death Search Type: Value:

Display rows per page. Filter:

[Search](#) [Show All Rows](#) [Clear](#) [Return](#)

All	Case Id	File Number	Registrant	Date of Event ↑	Data Provider
<input type="checkbox"/>	38046		Carter, Jasper	Oct-09-2013	
<input type="checkbox"/>	38045		Thimble, Paul	Oct-09-2013	
<input type="checkbox"/>	37769		Halbert, Billy	Aug-27-2013	Memorial Alternatives
<input type="checkbox"/>	37624		Raley, Valeria	Aug-25-2013	Birmingham Funeral Home
<input type="checkbox"/>	37568		Montelongo, Duncan	Aug-25-2013	Mockler Funeral Home
<input type="checkbox"/>	37588		Gutshall, Jesus	Aug-25-2013	Brookings-Smith (Bangor)
<input type="checkbox"/>	37620		Guillory, Luis	Aug-24-2013	Hampden-Gilpatrick Funeral Home
<input type="checkbox"/>	37580		Alcantar, Lance	Aug-22-2013	Advantage Funeral & Cremation
<input type="checkbox"/>	37582		Yocum, Hanna	Aug-22-2013	J.S. Pelkey Funeral Home
<input type="checkbox"/>	37194		Ervin, Jalen	Aug-20-2013	Brookings Smith Orono Chapel (Orono)
<input type="checkbox"/>	37174		Chu, Dania	Aug-18-2013	Hall Funeral Home (Waldoboro)
<input type="checkbox"/>	35551		Hayward, Julio	Jul-15-2013	Advantage Funeral & Cremation
<input type="checkbox"/>	34454		Haywood, Ismael	Jun-27-2013	Dunn Funeral Home

Total records : 13

- 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 rows per page. Filter:

[Search](#) [Show All Rows](#) [Clear](#) [Return](#)

All	Case Id	File Number	Registrant	Date of Event ↑	Data Provider
<input type="checkbox"/>	38046		Carter, Jasper	Oct-09-2013	
<input type="checkbox"/>	38045		Thimble, Paul	Oct-09-2013	
<input type="checkbox"/>	37769			Aug-27-2013	Memorial Alternatives
<input type="checkbox"/>	37624			Aug-25-2013	Birmingham Funeral Home
<input type="checkbox"/>	37568			Aug-25-2013	Mockler Funeral Home
<input type="checkbox"/>	37588		Guislain, Jesus	Aug-25-2013	Brookings-Smith (Bangor)
<input type="checkbox"/>	37620		Guillory, Luis	Aug-24-2013	Hampden-Gilpatrick Funeral Home
<input type="checkbox"/>	37580		Alcantar, Lance	Aug-22-2013	Advantage Funeral & Cremation
<input type="checkbox"/>	37582		Yocum, Hanna	Aug-22-2013	J.S. Pelkey Funeral Home
<input type="checkbox"/>	37194		Ervin, Jalen	Aug-20-2013	Brookings Smith Orono Chapel (Orono)
<input type="checkbox"/>	37174		Chu, Dania	Aug-18-2013	Hall Funeral Home (Waldoboro)
<input type="checkbox"/>	35551		Hayward, Julio	Jul-15-2013	Advantage Funeral & Cremation
<input type="checkbox"/>	34454		Haywood, Ismael	Jun-27-2013	Dunn Funeral Home

Total records : 13

Click either the Case ID number or the Registrant's name to open the case.

Exercise 6.2 – Work Queues - Search

Skill Learned: How to search for cases based on their queue status.

- From the **Home** page select **Queues -> Registration Work Queues**. This will open the **Search by Registration Work Queue** window.

Office of Chief Medical Examiner

[Main](#) [Life Events](#) [Queues](#) [Reports](#) [Forms](#) [Help](#)

Current Activities

Registration Work Queues

Registration Work Queue Summary

Amendment Work Queues

Amendment Work Queue Summary

Fast Links

Messages

Search by Registration Work Queue

Queue: Search Type: Value:
 Display: Filter:

- Approved - Death
- Cause of Death Pending - Death
- Certification Required - Death
- Completed ME Cases - Death
- Hold - Death
- ME Certification Affirmation Required - Death
- ME Review Required - Death
- Medical Pending - Death
- Not Approved - Death
- Pending - Death
- Referral Declined - Death
- Referred to ME - Death
- Under ME Review - Death

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

- Select one of the available queues from the **Queue** dropdown and click the **Search** button. This will return a list of all cases in the selected queue.

Search by Registration Work Queue

Queue: Search Type: Value:
 Display: rows per page. Filter:

All	Case Id	File Number	Registrant	Date of Event ↑	Data Provider
<input type="checkbox"/>	26708	2012510301	Schuster Jr., Carson	Dec-17-2012	Bragdon-Kelley Funeral Home (Machias)
<input type="checkbox"/>	26007	2012509568	Stratton, Nathalia	Dec-01-2012	Blais and Hay Funeral Home

- Notice that this search returned two records. Click the [Registrant](#) name or [Case Id](#) link to open the record for review or editing.

Death Registration Menu

- Personal Information
- Decedent**
- Resident Address
- Medical Certification
 - Pronouncement
 - Place of Death
 - Cause of Death
 - Other Factors
 - Injury
 - Certifier
- Registrar
- Identifiers
- Amendment List
- Other Links
 - Amendments
 - Assign Status
 - ✓ Attachments
 - ✓ Comments
 - Cremation Clearance
 - Event and Issuance History
 - ME Review Case
 - Print Forms
 - Validate Registration

26708 2012510301 :Carson Schuster Jr. Dec-17-2012
 _/Personal Valid/Medical Valid/Registered/Signed/Dropped to Paper/Cause of Death Pending/ME Review Required/Completed ME Cases

Decedent

Decedent's Legal Name

Prefix First Middle Other Middle Last Suffix

Aliases

Add/Edit Alias Names

Gender Social Security Number None Unknown

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

Decedent's Birth Place

City or Town State Country

Ever in US Armed Forces?

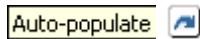
Appendices

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.



- **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: 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.



- **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.



- **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**. To check a checkbox just click in the box with your mouse. Clicking unchecked checkboxes will place a checkmark (☑) in the checkbox. Clicking a checked checkbox will remove the checkmark.

Validate Page


Next

Clear



Save

Return

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

Injury at Work 

- **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.

Injury at Work 




- **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.

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.



- **Validation Arrow-Green:** 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.

 - **Validation Arrow-Red**: 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.

 - **Validation Arrow-Yellow**: 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 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.

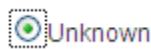
- 1. **Focus – Focus** determines which field on the page will receive the action. For example, if an empty text box has the focus then a flashing cursor will appear in the far left hand side of the box. Anything you type will appear in the text box.

The screenshot shows a 'Resident Address' form with various input fields. A callout box with a black border and white background points to the 'County' field, which is highlighted with a red border. The callout text reads: 'The presence of the cursor tells you that this box has the Focus.' The form includes fields for Street Number, Directional, Street Name, Rural Route, etc., Country, State, City or Town, and Zip Code. At the bottom right, there are buttons for 'Validate Page', 'Next', 'Clear', 'Save', and 'Return'.

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.

The screenshot shows the same 'Resident Address' form. In this instance, the 'State' field contains the text 'Maine' and is highlighted with a blue background. A callout box with a black border and white background points to this field, containing the text: 'The highlighted text within this box indicates this control has the Focus.' The 'City or Town' field is filled with 'Augusta' and the 'Country' field is 'United States'. The same navigation buttons are present at the bottom right.

If a **Checkbox** or **Radio 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** or **Radio Button** 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, then just type 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 receives the focus you have two options:

- Use the **Spacebar** to “press” the button, or
- Use the **Enter** key to “press” the button