



Database Application for Vital Events
A LexisNexis® VitalChek® Network Inc. Product

One Integrated System for All Your Vital Records Business Needs

West Virginia Medical Examiner Training Exercises

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Logging Into the DAVE Application

Exercise 1: Logging Into DAVE

Skills Learned: in this exercise, you will learn how to log into the **DAVE** (Database Application for **Vital Events**) Application:

1. Double click the **DAVE** icon on your desktop or select the **DAVE** Favorite (Bookmark) from within your web-browser.
2. Enter **User Name** and **Password**.
3. Click the **Login** button.



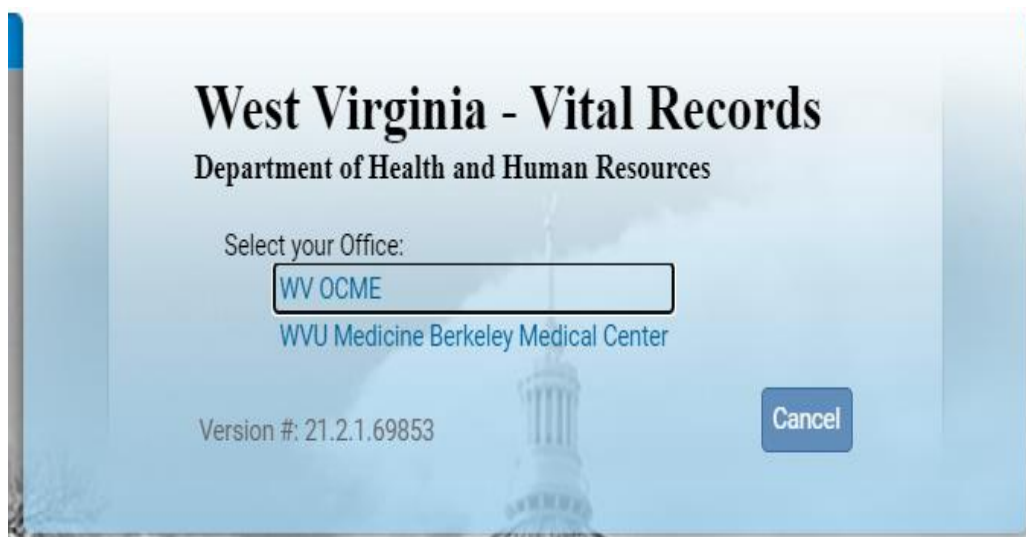
West Virginia - Vital Records
Department of Health and Human Resources

Username: Password:

Version #: 21.2.1.69853 [Login](#)

[Forgot your password?](#) [New User Enrollment](#)

4. If your **User Name** is associated with more than one office or location, then you must also make a selection from the **Office:** dropdown list, shown below:



West Virginia - Vital Records
Department of Health and Human Resources

Select your Office:

WVU Medicine Berkeley Medical Center

Version #: 21.2.1.69853 [Cancel](#)

You should now be logged into the **DAVE** application where the **Main Menu** and **Fast Links** sections are displayed:

WV OCME medexam Logout

West Virginia - Vital Records Department of Health and Human Resources

Main Life Events Queues Forms Help

Home

Fast Links

Messages

Death Locate Case

Death Start/Edit New Case

Queues

Registration Work Queue Summary

Exercise 2: Current Activities

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

The **Current Activities** pane displays a listing of the **Queues** that contain records requiring immediate attention. (See [Queues](#), elsewhere in this training guide, for more information about **Queues**.) In the example below, there is 1 record in the Cause of Death Pending queue needing attention. This record is 7 days old.

1. Click on the **Certification Required** link to open the **Search by Registration Work Queue** page, allowing access to the records in the queue.

Queue Name	Type	Count	Age of Oldest in Days
Cause of Death Pending	Death	6	3
Certification Required	Death	12	153
Cremation Clearance Approved	Death	21	160
Cremation Clearance Rejected	Death	1	5
Cremation Clearance Required	Death	15	161
ME Review Required	Death	8	134
Medical Pending	Death	129	190
Personal Pending	Death	122	190
Total Queues : 8			

2. At this time, simply look around on the page. We will look at how to access and edit records in the **DAVE** system elsewhere in this manual.

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"/>	3362		Mills, Elizabeth	NOV-07-2021	Charleston Mortuary Ser, LLC
<input type="checkbox"/>	3348		Doe, John	NOV-06-2021	Charleston Mortuary Service, Inc.
<input type="checkbox"/>	3356		Whitley, Adaline	NOV-05-2021	Cooke Funeral Home Crematorium
<input type="checkbox"/>	3346		Bouche, Bobby	NOV-05-2021	Charleston Mortuary Ser, LLC
<input type="checkbox"/>	3337		Doe11042021, John	NOV-04-2021	
<input type="checkbox"/>	3343		Doe, John	NOV-04-2021	Allen Funeral Home
<input type="checkbox"/>	3328		Haynes, Fugi	OCT-18-2021	Charleston Mortuary Service, Inc.
Total Records : 7					

3. Click the **Return** button to close this page and return to the **Current Activities Screen**

Exercise 3: The Messages Pane

Skills Learned: Basic Navigation within the **Messages** pane

One fast link that appears when you first login to the **DAVE** application is the **Messages** Link. Some **Messages** are messages sent from User to User, while others are system generated and appear with no interaction from the user.

The **Messages** pane is a grid control 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 on the underlined link in the **From** column. The **Message Text** column displays all or a portion of the text of the message that was sent. **Date Sent** displays the date and time the message was sent. Notice that the **Remove from List** button is grayed out.

1. Click on any of the underlined links in the **From** column of the **Messages** pane to read that particular message.

From	Subject	Message	Date Sent	
<u>medical examiner</u>	Test Message	This is just a test to verify the messaging system is working properly.	11/9/2021 3:27:42 PM	<input type="checkbox"/>

Total Records : 1

2. The **Message** window is a popup that appears on top of the main **DAVE** page. After the **Message** has been read, click the **Close** button.

Message

From: medical examiner
Sender Office: WV OCME
Subject: Test Message
Date Sent: Tuesday, November 9, 2021
Message Text: This is just a test to verify the messaging system is working properly.

Close

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

Notice that the **Remove from List** button is now active.

Do not click on the **Remove from List** button unless you are sure you want to remove all of these messages from the list.

Messages

Send Message Mark as Read Remove from List

From	Subject	Message	Date Sent	<input checked="" type="checkbox"/>
medical examiner	Test Message	This is just a test to verify the messaging system is working properly.	11/9/2021 3:27:42 PM	<input checked="" type="checkbox"/>

Total Records : 1

Note: Deleted messages cannot be restored. Do not delete messages unless you are sure that you will not need them.

4. 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.

Now click the **Remove from List** button to remove a single message from the list.

Again, once removed, messages cannot be restored.

Messages

Send Message Mark as Read Remove from List

From	Subject	Message	Date Sent	<input checked="" type="checkbox"/>
medical examiner	Test Message	This is just a test to verify the messaging system is working properly.	11/9/2021 3:27:42 PM	<input type="checkbox"/>

Total Records : 1

Exercise 4: Change Password

Skills Learned: in this exercise, you will learn how to change your DAVE system password.

Your supervisor will provide you with a password that will enable you to login to the DAVE system. This is just a temporary password and must be changed when you login for the first time.

To change your password,

1. From the **Main Menu**, 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 6 characters in length and should be a combination of letters, number, uppercase and lowercase characters.

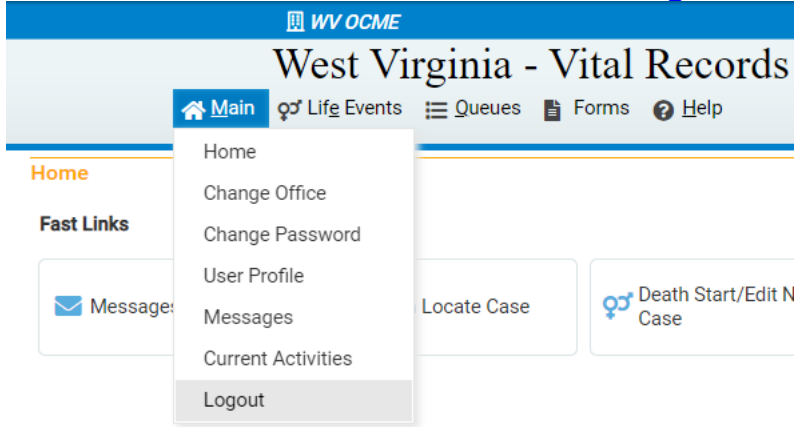
The screenshot shows the 'West Virginia - Vital Records' web application interface. At the top, there is a blue navigation bar with 'WV OCME' on the left, 'medexam' and 'Logout' on the right. Below this is a header for 'West Virginia - Vital Records Department of Health and Human Resources'. A main menu is open, showing options like Home, Change Office, Change Password (highlighted), User Profile, Messages, Current Activities, and Logout. The 'Change Password' form is displayed, including a countdown timer for password expiration (89 Days, 8 Hours, 28 Minutes), input fields for Old Password, New Password, and Confirm Password, a Security Question dropdown, and a Security Answer input field. At the bottom right of the form are 'Save', 'Later', and 'Clear' buttons.

4. Re-enter the new password in the **Confirm Password** text entry box. NOTE: you must enter the exact same password both times.
5. Select the **Security Question** you wish from the Security Question dropdown.
6. Enter a **Security Answer**.
7. Click the **Save** button.

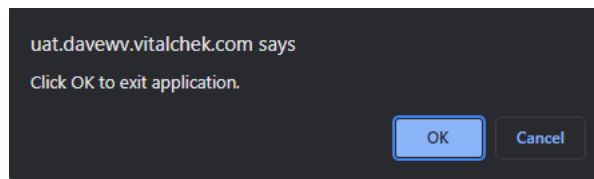
Exercise 5: Logging out of the DAVE Web-Base Application

Skills Learned: Logging out of the **DAVE** application.

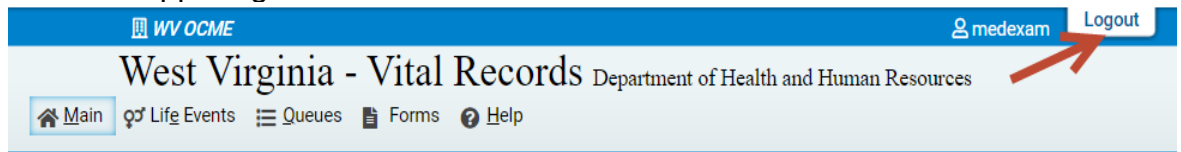
1. From the **Main Menu** select **Main -> Logout**.



2. You will be prompted to “**Click OK to exit application**”. Click the **OK** button to exit. If you do not want to logout of the application, click the **Cancel** button, instead.



3. You can also directly select the **Logout Button**, always displayed and located in the far upper right of the screen.



If you select this option for logout, you will not receive the “**Click OK to exit application**” prompt. You will simply be logged out.

4. Once logout is complete, you will be returned to the **Login** page.

General Death Registration Page Functionality

Page Controls and Navigation

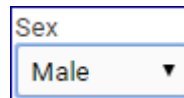
Skills Learned: In these exercises you will learn how to navigate through **DAVE** using the various controls and icons provided. Mastery of these controls will speed you on your way

to more efficient death record processing. The following exercises are designed to help you gain that mastery.

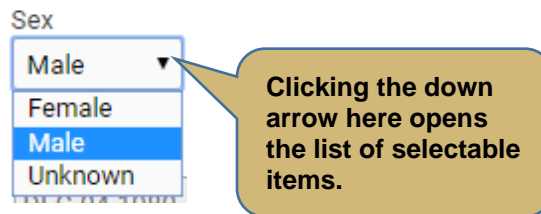
Exercise 1: Dropdown Lists

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

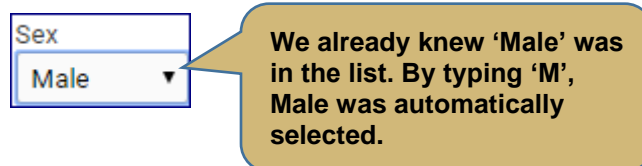
1. One of the first dropdown lists you are likely to encounter is the **Sex** dropdown list on the main **Start/Edit New Case** page. To view all items in the list simply click on the down-arrow on the right side of the control.



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



- 3 It's possible to select an item from the list without actually dropping the list down. If you already know the item you want to select, just tab to the dropdown and type the first letter in the name of the item.



If more than one word in the list starts with the same letter, typing that letter again will scroll through the list for you.

4. Once the list is highlighted, it is possible to navigate up and down through the list using the directional arrow keys on your keyboard. You can tell a list is highlighted by the blue shading that is placed around the outside of the field.

Not Highlighted:

Highlighted:











With the list highlighted and 'Actual Date of Injury' selected, press the down-arrow button on your keyboard.

Pressing the down-arrow with 'Actual Date of Injury' highlighted scrolls down the list to 'Approximate Date of Injury'. Now press the up-arrow button.

Pressing the up-arrow with 'Approximate Date of Injury' highlighted scrolls back up the list to 'Actual Date of Injury'.

Exercise 2: Standard Date Format

Skills Learned: In this exercise you will learn how to properly key 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: are illustrated below:

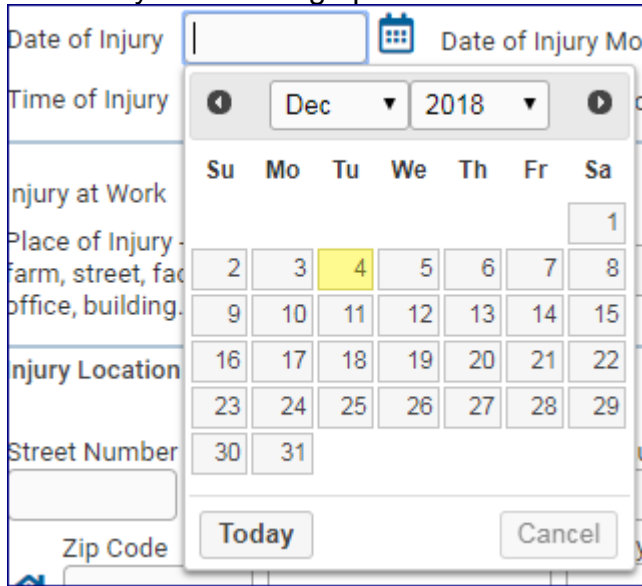
Input Formats	Typed As:	System Converts to:
MM-DD-YYYY	<input type="text" value="02052014"/> 	<input type="text" value="Feb-05-2014"/> 
MM/DD/YYYY	<input type="text" value="02/05/2014"/> 	<input type="text" value="Feb-05-2014"/> 
MMDDYYYY	<input type="text" value="02052014"/> 	<input type="text" value="Feb-05-2014"/> 
MonDDYYYY	<input type="text" value="Feb052014"/> 	<input type="text" value="Feb-05-2014"/> 
Mon/DD/YYYY	<input type="text" value="Feb/05/2014"/> 	<input type="text" value="Feb-05-2014"/> 
Mon-DD-YYYY	<input type="text" value="Feb-05-2014"/> 	<input type="text" value="Feb-05-2014"/> 

In all cases you must use 2 digits each for Month and Day and 4 digits for Year. The only exception is the MonDDYYYY format that allows you to enter a 3-letter abbreviation for the Month. The MonDDYYYY format also supports Mon/DD/YYYY and Mon-DD-YYYY formats.

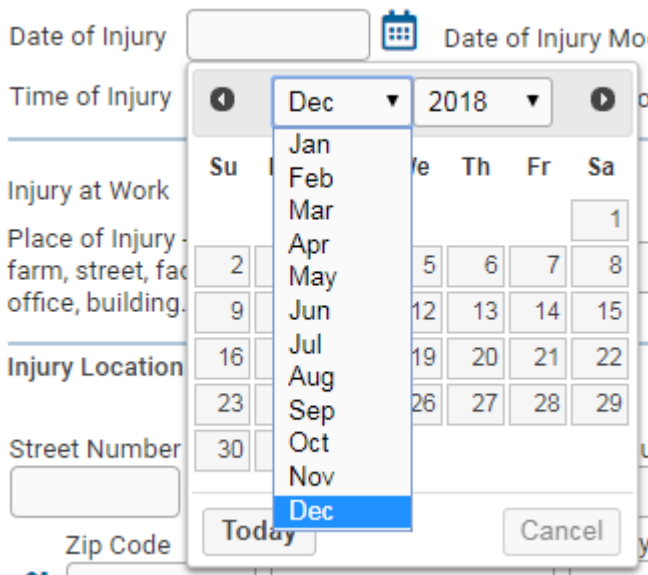
Exercise 3: Using Calendars

Skills Learned: In this exercise you will learn how to use the **Calendar control** to input dates without typing them in manually.

1. In addition to manual date entry, you can also click on the **Calendar icon** next to a date entry box to bring up a **Calendar control**.



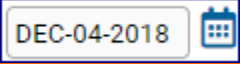
2. By default, the current Month, Day and Year are pre-selected. The current month is pre-selected in the Month dropdown list, the current year is pre-selected in the Year dropdown list and the current day is highlighted in Yellow. As with other drop-down lists we have seen, clicking on the down-arrow next to the month control (Dec, in this example) will reveal all the items in the list.



In addition to manually dropping down the list, we can just type the first letter of the month we are interested in or use the up and down arrows on the keyboard to scroll through the list until we find the month we want to select.

3. Once we have selected the correct Month and Year, clicking on the Day of the month will auto-populate the Date for us.



With 'December' and '2018' selected in the dropdown lists, clicking on the 4th will give us the now familiar date format:



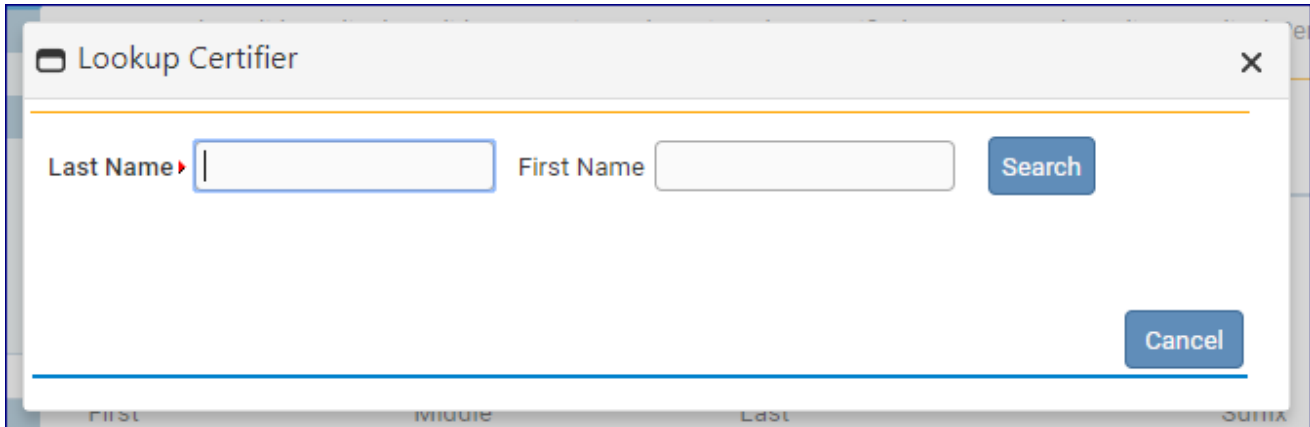
Keyboard Shortcut: Once a date control has been selected or tabbed into, pressing the f12 key will automatically place the current system date into the control.

Exercise 4: Lookup Controls

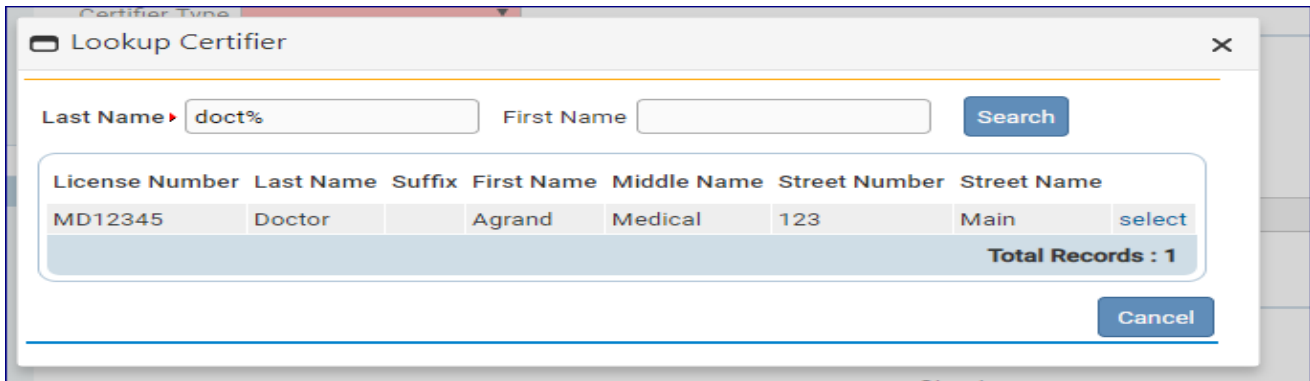
Skills Learned: In this exercise you will learn how to use **Lookup Controls**. **Lookup Controls** are searchable lists that display a grid of selectable data. **Lookup Controls** are all labeled, so you will know one when you see it.

1.  The **Lookup Icon** is a control displayed as a small magnifying glass next to fields in which a lookup can be performed. Wherever a **Lookup Icon** is displayed,  **Eraser Icon** control is also displayed.



2. Selecting the **Lookup Icon** will display a pop-up control to search for a lookup the value that should be entered into the select field. For example, selecting the Certifier Name **Lookup Icon**, will display the Lookup Certifier Name pop-up.



3. A Last Name should be entered into the search field. Wildcard searches can be utilized for Lookups. Simply enter a % at the end of the search criteria to perform a wildcard search. In the below example I entered “doct%” and selected Search, which returned a data grid of results for Certifier names with last name of Doct



4. From the data grid list, select a doctor. Notice that all of the controls on the **Certifier Name** page have now been auto-filled.

Certifier Name  

License Number
MD12345

First Middle Last Suffix
Agrand Medical Doctor

Title Other Specify
Doctor of Medicine

Certifier Address

Edit Certifier Address

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

Zip Code City or Town State Country
27514 Chapel Hill North Carolina United States

Exercise 5: Registration Status Bar

Skills Learned: In this exercise you will learn about the **Registration Status Bar**. The **Registration Status Bar** helps you keep track of missing data that can prevent a death record from being properly registered. It's also a valuable tool for tracking the status of a death case.

1. The **Registration Header** can be viewed from any of the pages of information in the **Death Registration Menu**. Simply locate the bar at the top of the information window that displays the case number, decedent name and date of death.

The screenshot shows the West Virginia - Vital Records web application interface. At the top, there is a navigation bar with 'WV OCME', 'medexam', and 'Logout'. Below this is the header 'West Virginia - Vital Records Department of Health and Human Resources' with a 'Main' link and a 'Life Events' menu. The main content area is titled 'Death Registration Menu' and contains a sidebar with various options like 'Personal Information', 'Decedent', 'Medical Certification', and 'Other Links'. The main form area displays the case information: '3364 :Robin Hood NOV-09-2021' and '/New Event/New Event/Not Registered/Unsigned/Uncertified/NA'. A red box highlights the 'Registration Status Bar' which includes the case number, name, date, and a dropdown menu for 'Will OCME be responsible for final disposition?' set to 'No'. Other fields include 'Decedent's Legal Name' (Prefix, First: Robin, Middle, Other Middle, Last: Hood, Suffix), 'Decedent's Maiden Name' (Last), 'Aliases' (Add/Edit Alias Names), 'Sex' (Male), 'Social Security Number' (None/Unknown), 'Date of Birth' (MM-dd-yyyy), 'Age' (Years, Months, Days, Hours, Minutes), 'SSN Verification Status' (UNVERIFIED (0)), 'Decedent's Birth Place' (City or Town, County, State, Country: United States), and 'Ever in US Armed Forces?'.

2. The **DAVE** application provides work flow and data quality management through the assignment of statuses. The death registration process involves many steps that are completed by several parties. In order to track these steps the **DAVE** system assigns one or more statuses to the record when an action is performed (e.g. Select the validate page button).

The initial status assigned to a new electronic case is **New Event/New Event/Not Registered/Unsigned/Uncertified/NA**. (The status shown in the example above.) The goal of all parties in the registration process is to obtain a 'perfect' status. A perfect status would indicate the highest data quality and completion of all steps in the registration process (e.g. Personal Valid/Fact of Death Valid/Medical Valid/Registered). Sometimes a death record may contain values which are valid however cause soft edit rule failures, therefore it is also

possible to have a registered record have a Personal Valid with exceptions or Medical Valid with exceptions status or any combination of valid and valid with exceptions.



Exercise 6: Validate Page and the Validation Frame

Skills Learned: In this exercise you will learn how to validate death records and prepare them for registration.

1. Once you've entered information into the system you can validate that information by clicking on the **Validate Page** button.

The screenshot shows the 'Death Registration Menu' on the left and the 'Pronouncement' form on the right. The menu includes sections for Personal Information, Medical Certification, and Other Links. The form contains fields for Date of Death (NOV-09-2021), Time of Death, Date Pronounced Dead, Pronouncer Name, License Number (1111), and Date Signed. At the bottom right, a row of buttons includes 'Validate Page' (highlighted with a red circle), 'Next', 'Clear', 'Save', and 'Return'.

When you click on the **Validate Page** button, the **Validation Frame** will list all of the errors associated with that page. The list of Validation Results specific to data entry issues regarding the page will be displayed directly below the *Validate Page*, *Next*, *Clear*, *Save* and *Return* buttons.

Validation Results	List All Errors	Save Overrides	Hide
<p>Error Message</p> <p>DR_6217: Time Pronounced cannot be left blank. Verify that Time Pronounced is correct. The Time Pronounced cannot be blank.</p> <p>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.</p> <p>DR_8148: Pronouncer's first name is not in proper case. Only the first letter of the first name should be capitalized.</p> <p>DR_8150: Pronouncer's last name is not in proper case. Only the first letter of the last name should be capitalized.</p>			
		Override	Goto Field Popup
		<input type="checkbox"/>	Fix Fix
			Fix Fix
			Fix Fix
			Fix Fix

The fields on the specific page which contain errors will be highlighted. Those highlighted in red must be corrected before the record can be signed or certified and registered.

3364 :Robin Hood NOV-09-2021

/Personal Invalid/Medical Invalid/Not Registered/Unsigned/Uncertified/NA/Fact of Death Pending/FIPS Coding Required/Personal Pending/Medical Pending

Pronouncement

Date of Death Date of Death Modifier

Time of Death Time of Death Modifier

Date Pronounced Dead Time Pronounced Dead

2. If you click on the **List All Errors** button the system will display all errors associated with the entire death case, including those errors which exist for the current page.

First Middle Last Suffix

Title Other Specify

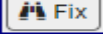
Date Signed

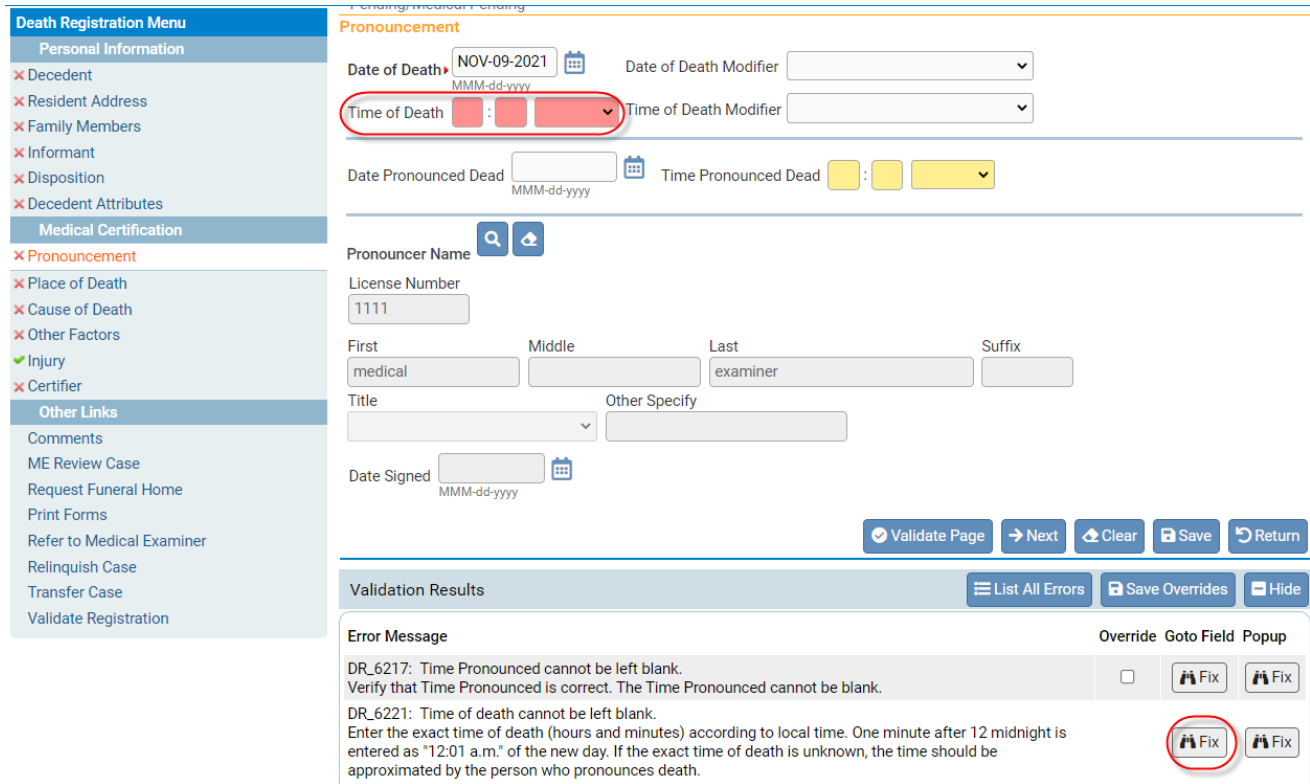
Validation Results

Error Message	Override	Goto Field	Popup
DR_0059: Decedent SSN cannot be left blank. Enter a valid SSN for Decedent. If decedent does not have an SSN select the appropriate checkbox.	<input type="checkbox"/>	<input type="button" value="Fix"/>	<input type="button" value="Fix"/>
DR_0061: Age cannot be left blank. Enter Age at time of Death in Years, Months, Days, Hours, or Minutes. All items cannot be blank.	<input type="checkbox"/>	<input type="button" value="Fix"/>	<input type="button" value="Fix"/>
DR_0071: The Date of Birth cannot be blank. Enter a valid date for Date of Birth. If date is unknown, enter 99/99/9999.	<input type="checkbox"/>	<input type="button" value="Fix"/>	<input type="button" value="Fix"/>
DR_0075: Birthplace city cannot be left blank. Enter the decedent's city of birth. If unknown, enter "Unknown."	<input type="checkbox"/>	<input type="button" value="Fix"/>	<input type="button" value="Fix"/>
DR_0079: Decedent in Armed Forces cannot be left blank. Decedent in Armed Forces must be "Yes", "No", or "Unknown".	<input type="checkbox"/>	<input type="button" value="Fix"/>	<input type="button" value="Fix"/>
DR_0097: Decedent Birthplace State and/or country is invalid. Verify entries for birth place state and country. If Country is "United States", a state must be entered.	<input type="checkbox"/>	<input type="button" value="Fix"/>	<input type="button" value="Fix"/>
DR_0840: Marital Status cannot be left blank. Enter a valid value for Decedent's Marital Status.	<input type="checkbox"/>	<input type="button" value="Fix"/>	<input type="button" value="Fix"/>

3. Notice that the **List All Errors** button has now become the **List Page Errors** buttons. Clicking this button will reduce the list to those errors associated only with the currently displayed page.

4. If you want to hide the displayed list of errors then just click on the **Hide** button. Just re-click on the **Validate Page** button to view the errors again.

5. To fix an error, click on the  button in the **Goto Field** column. This will place the cursor or focus in the field that needs to be corrected. Use this option if you are on a page with many errors to correct.



Death Registration Menu

- Personal Information
 - Decedent
 - Resident Address
 - Family Members
 - Informant
 - Disposition
 - Decedent Attributes
- Medical Certification
 - Pronouncement
 - Place of Death
 - Cause of Death
 - Other Factors
 - Injury
 - Certifier
- Other Links
 - Comments
 - ME Review Case
 - Request Funeral Home
 - Print Forms
 - Refer to Medical Examiner
 - Relinquish Case
 - Transfer Case
 - Validate Registration

Pronouncement

Date of Death: NOV-09-2021
 Date of Death Modifier: [Dropdown]
 Time of Death: [Red Circle]
 Time of Death Modifier: [Dropdown]
 Date Pronounced Dead: [Calendar]
 Time Pronounced Dead: [Dropdown]
 Pronouncer Name: [Search] [Upload]
 License Number: 1111
 First: medical Middle: Last: examiner Suffix: [Dropdown]
 Title: [Dropdown] Other Specify: [Text]
 Date Signed: [Calendar]

Validate Page Next Clear Save Return


Validation Results List All Errors Save Overrides Hide

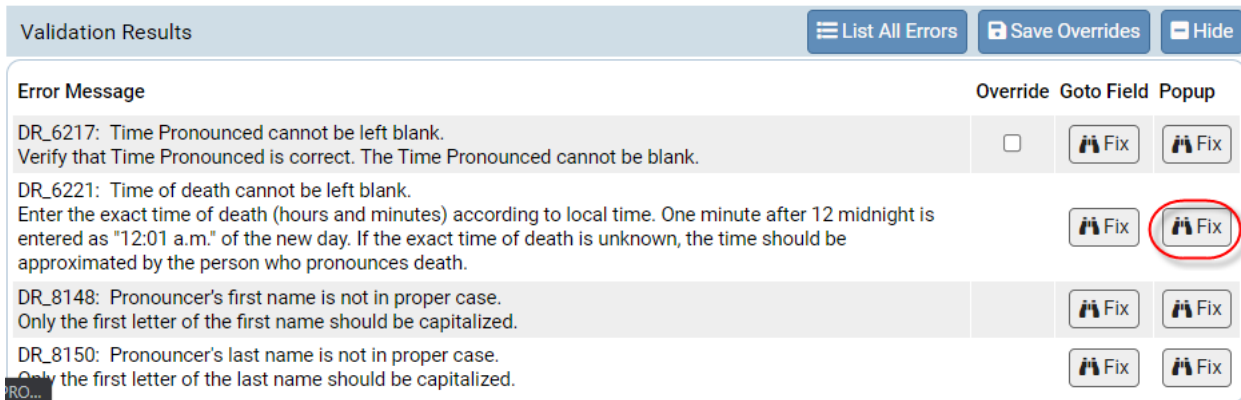
Error Message Override Goto Field Popup

DR_6217: Time Pronounced cannot be left blank.
 Verify that Time Pronounced is correct. The Time Pronounced cannot be blank. [] [Fix] [Fix]

DR_6221: Time of death cannot be left blank.
 Enter the exact time of death (hours and minutes) according to local time. One minute after 12 midnight is entered as "12:01 a.m." of the new day. If the exact time of death is unknown, the time should be approximated by the person who pronounces death. [Fix] [Fix]

'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.

6. Another method of correcting mistakes is to click on the  button in the **Popup** column...



Validation Results List All Errors Save Overrides Hide

Error Message Override Goto Field Popup

DR_6217: Time Pronounced cannot be left blank.
 Verify that Time Pronounced is correct. The Time Pronounced cannot be blank. [] [Fix] [Fix]

DR_6221: Time of death cannot be left blank.
 Enter the exact time of death (hours and minutes) according to local time. One minute after 12 midnight is entered as "12:01 a.m." of the new day. If the exact time of death is unknown, the time should be approximated by the person who pronounces death. [Fix] [Fix]

DR_8148: Pronouncer's first name is not in proper case.
 Only the first letter of the first name should be capitalized. [Fix] [Fix]

DR_8150: Pronouncer's last name is not in proper case.
 Only the first letter of the last name should be capitalized. [Fix] [Fix]

...to launch a popup window containing the error to be corrected:

Validation Popup

Validation Popup

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.

Pronouncement

Date of Death Time of Death :

MMM-dd-yyyy

7. Correct the error and click the **Save** button to submit your changes. The popup will close and your changes to the item will now be displayed on the page. Click the **Close** button if you want to close the popup without making any changes.

8. Sometimes, a death registration can be processed even with certain errors present in the registration. In those cases, a checkbox will be provided in the **Override** column.

3364 :Robin Hood NOV-09-2021
/Personal Invalid/Medical Invalid/Not Registered/Unsigned/Uncertified/NA/Fact of Death Pending/FIPS Coding Required/Personal Pending/Medical Pending

Pronouncement

Date of Death Date of Death Modifier

Time of Death : Time of Death Modifier

Date Pronounced Dead Time Pronounced Dead :

MMM-dd-yyyy

Pronouncer Name

License Number

First Middle Last Suffix

Title Other Specify

Date Signed

MMM-dd-yyyy

Validation Results

Error Message	Override	Goto Field	Popup
DR_6217: Time Pronounced cannot be left blank. Verify that Time Pronounced is correct. The Time Pronounced cannot be blank.	<input type="checkbox"/>	<input type="button" value="Fix"/>	<input 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.	<input type="checkbox"/>	<input type="button" value="Fix"/>	<input type="button" value="Fix"/>

9. Put a checkmark (☑) in the **Override** box and click the **Save Overrides** button. This allows you to process a death registration even if some errors are present.

Validation Results			List All Errors	Save Overrides	Hide
Error Message	Override	Goto Field	Popup		
DR_6217: Time Pronounced cannot be left blank. Verify that Time Pronounced is correct. The Time Pronounced cannot be blank.	<input checked="" type="checkbox"/>				
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"/>				
DR_8148: Pronouncer's first name is not in proper case. Only the first letter of the first name should be capitalized.	<input type="checkbox"/>				
DR_8150: Pronouncer's last name is not in proper case. Only the first letter of the last name should be capitalized.	<input type="checkbox"/>				

Important Note: Not all errors can be overridden!

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. In the example below we have used a lower-case 'n' for middle initial and left out the last name entirely.

Certifier

Certifier Type [Red] Red or 'Hard' edits cannot be overridden and must be corrected.

Certifier Name 🔍

License Number 📄 Intern/Resident (If Not Licensed)

First Middle n Last Suffix

Title Other Specify

Yellow, or 'Soft' edits can be overridden.

Certifier Address 📍

Edit Certifier Address

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

Zip Code City or Town State Country

Date Signed

You may have noticed that certain pages on the Death Registration Menu are marked with either a **red x**, **yellow** caution sign or **green** checkmark.

These colored shapes are your indication as to which pages contain errors and which pages are complete.



For example, pages marked with a red arrow ✘ contain hard edits that must be corrected before registration can be completed.

Pages marked with a yellow error ● contain errors that can be overridden or errors that have already been overridden.

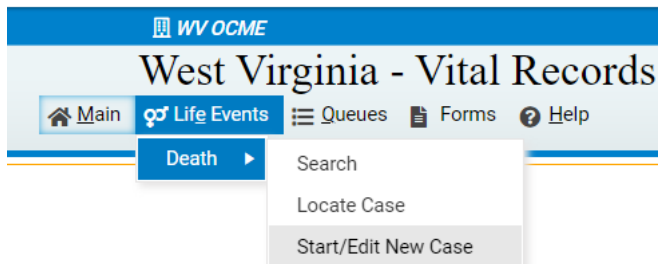
Pages marked with a green arrow ✔ contain no errors.

Once you have clicked the *Validate Page* button on any page the system will evaluate all pages and mark them accordingly with the red, yellow or green arrows.

[Start/Edit New Case](#)

Skills Learned: In these exercises you will learn how to use the Medical Certification pages of the **DAVE** application to process and certify a death record.

[Exercise 1: Decedent Page](#)





1. From the Main Menu, select **Life Events -> Death -> Start/Edit New Case**.

2. This will bring up the **Start/Edit New Case** page. Notice that **First:**, **Last:**, **Date of Death:**, **Sex:**, **Date of Birth:**, **Place of Death Location Type:** and **Place of Death** are all marked with red arrows (▶). Fields with a red arrow next to them are required entries and must be completed before you will be allowed to perform a search.

Death Start/Edit New Case

Decedent's Information

First: ▶ <input type="text"/>	Last: ▶ <input type="text"/>	Date of Death: ▶ <input type="text"/>  MMM-dd-yyyy
Sex: ▶ <input type="text"/>	SSN: <input type="text"/>	Date of Birth: <input type="text"/>  MMM-dd-yyyy
Case Id: <input type="text"/>	ME Case Number: <input type="text"/>	Medical Record Number: <input type="text"/>
Place of Death Location Type: <input type="text"/>	Place of Death: <input type="text"/>	

Note: Before you will be allowed to create a new Death Record you must first search for an existing record. This is to prevent the creation of duplicate Death Records.

Death Start/Edit New Case

Decedent's Information

First:	<input type="text" value="Thomas"/>	Last:	<input type="text" value="Test"/>	Date of Death:	<input type="text" value="NOV-09-2021"/>
Sex:	<input type="text" value="Male"/>	SSN:	<input type="text" value="---"/>	Date of Birth:	<input type="text" value=""/>
Case Id:	<input type="text"/>	ME Case Number:	<input type="text"/>	Medical Record Number:	<input type="text"/>
Place of Death Location Type:	<input type="text" value="County"/>	Place of Death:	<input type="text"/>		

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

- Once you have filled in the required items, click the **Search** button to proceed or, if you need to, click on the **Clear** button to clear all entries and start over.

Death Search 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 are found, you will only be allowed to create a new record by selecting the **Start New Case** button or begin a new search by selecting the **New Search** button.

- If you select the **Start New Case** button, a new case will be started and the **Decedent** page will be displayed

Death Search Results

<u>Case Id</u>	<u>Decedent's Name</u>	<u>Date of Death</u>	<u>Sex</u>	<u>Place of Death</u>	<u>Date of Birth</u>	<u>Preview</u>
3364	<u>Hood, Robin</u>	NOV-09-2021	Male			<u>Preview</u>

Total Records : 1

[+ Start New Case](#) [New Search](#)

- If a matching event was found, as would be the case when a medical certifier completes a record started by a funeral director, then select the underlined link in the **Decedent's Name** column.

Note: All of the column headers on the Results page are underlined links. Clicking on any of these links will resort the table data accordingly.

- Once either the **Start New Case** or the **Decedent's Name** Link are selected the **Death Registration Menu** and **Decedent** page will be displayed. You can now begin the process of creating or completing a death registration.

The Death Registration Menu is displayed to the left and lists the Registration Pages.

Main Life Events Queues Reports Forms Help

The State of North Carolina - Center for Health Statistics
Database Application for Vital Events (DAVE)

1011 :User Guide DEC-07-2018
/New Event/New Event/Not Registered/Unsigned/Uncertified/NA/Notification of Death

Decedent

Will medical institution be responsible for final disposition?

Decedent's Legal Name

Prefix First Middle Other Middle Last Suffix

Decedent's Maiden Name

Last

Aliases

Add/Edit Alias Names

Sex Social Security Number None Unknown

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

Decedent's Birth Place

City or Town County State Country

Ever in US Armed Forces?

Notice also, that not all information displayed on the **Decedent** page can be changed by Medical Facility users. Items that are grayed out can only be completed when the medical facility is responsible for final disposition or by the funeral home.

Items in gray cannot be changed by Medical Facility users.

The Medical Certification user shall select the **Next** button to be taken to the first page of the Medical Certification portion of the Death record. This is the portion of the record the Medical Certifier is responsible for completing and certifying.

Exercise 2: Pronouncement

Skills Learned: In this exercise you will learn how to complete the **Pronouncement** page.

Under **Medical Certification** on the **Death Registration Menu** the Medical Facility user will need to fill out the **Pronouncement** page:

The screenshot displays the 'Pronouncement' form within the 'Death Registration Menu'. The left-hand navigation menu includes sections for 'Personal Information', 'Decedent', 'Medical Certification', and 'Other Links'. Under 'Medical Certification', 'Pronouncement' is the active selection. The form fields include: 'Date of Death' (calendar icon, value: DEC-07-2018), 'Date of Death Modifier' (dropdown), 'Time of Death' (time picker, value: 00:00), 'Time of Death Modifier' (dropdown), 'Date Pronounced Dead' (calendar icon), and 'Time Pronounced Dead' (time picker). At the bottom right, there are buttons for 'Validate Page', 'Next', 'Clear', 'Save', and 'Return'. The page title is '1011 :User Guide DEC-07-2018' and the breadcrumb is '/New Event/New Event/Not Registered/Unsigned/Uncertified/NA/Notification of Death'.

1. Make a selection from the **Date of Death Modifier** dropdown list. If the actual date of death is known, select **Actual Date of Death**. If the date of death is questionable, then select **Approximate Date of Death**. If the date is determined by court, then select **Court determined date of death**. If the date is presumed, then select **Presumed Date of Death**. If it is known when the body was found but a date cannot be determined, then select **Found Date of Death**.
2. In the **Date of Death** calendar control enter the date on which death occurred. This is a mandatory field and must be completed for all death registrations. Even when actual date of death is not known. This field is required to start a new death record on **DAVE** and will most often already be completed based on the information entered to start the case.
3. Make a valid selection from the **Time of Death Modifier** control. If the actual Time of death is known, select **Actual Time of Death**. If the Time of death is questionable, then select **Approximate Time of Death**. If the Time is determined by court, then select **Court determined Time of death**. If the Time is presumed, then select **Presumed Time of Death**. If the Time is unknown, then select **Unknown Time of Death**. If it is known when the body was found but a Time cannot be determined, then select **Found Time of Death**.
4. In the **Time of Death** control enter the time death occurred. Be sure to make a valid selection from the **AM/PM** dropdown list.

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 **Main Menu**.


Exercise 3: Place of Death


Skills Learned: In this exercise you will learn how to complete the **Place of Death** page.

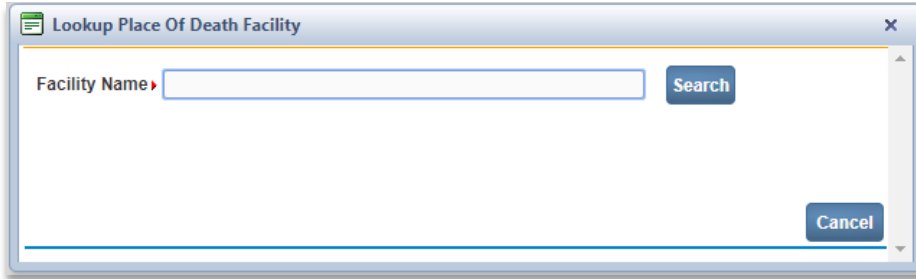
1. From the **Type of Place of Death** dropdown list, select the type of place that best matches the location where death occurred.

2. The **Facility Name** and **Address** are system filled with the facility information the Medical Certifier has logged in under. Depending on the **Type of Place of Death** selected this information can be updated.

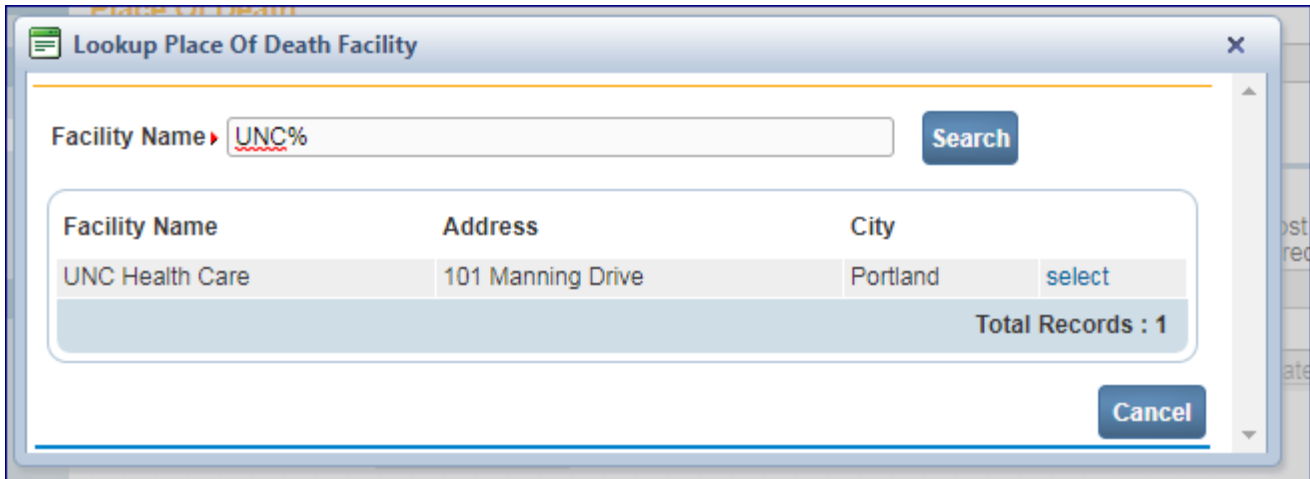
If *Other (specify)* is selected from the *Type of place of death* dropdown, the facility name. (if known or applicable), and address fields should be manually entered. The facility name field can be left blank.

For all other **Type of Place of Death** dropdown selection, the *Place of Death* can be entered manually or the LOV Lookup  icon can be used to launch the *Lookup Place of Death* search tool.

2. Use the **Lookup** control  to search for and select the actual facility where death occurred. The Lookup Place of Death Facility pop-up search box is displayed.



Enter search criteria into the facility name field. A wildcard (%) can be used to search in this field. From the search results list, click the **Select** link to add the Place of Death facility.



Facility Name	Address	City
UNC Health Care	101 Manning Drive	Portland

Total Records : 1

4. 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 **Main Menu**.

Exercise 4: Cause of Death

Skills Learned: In this exercise you will learn how to complete the **Cause of Death** page.

1. The **Cause of Death** page is somewhat unique in that it consists primarily of text boxes. Using the text boxes enter the cause(s) of death, the interval onset to death and any other contributing factors.

The screenshot shows the 'Cause of Death' page in the VitalChek system. On the left is a 'Death Registration Menu' with options like 'Personal Information', 'Medical Certification', and 'Cause of Death' (which is highlighted). The main content area is titled '1011 :User Guide DEC-07-2018' and includes instructions for entering the cause of death. It features a table with four rows for 'Line a' through 'Line d', each with a text box for the cause, a dropdown for 'Due to or as a consequence of', and a text box for 'Approximate Interval Onset to Death'. There is also a 'PART II' section for 'Other significant conditions'. At the bottom right are buttons for 'Validate Page', 'Next', 'Clear', 'Save', and 'Return'.

2. For help in completing this page, click on the **NCHS Recommendations for Entry of Cause of Death** link. A dialog will open (shown below) with instructions for completing the **Cause of Death** page.

NCHS Recommendations for Entry of Cause of Death

A death certificate is a permanent record of the fact of death of an individual. It provides important personal information about the decedent and about the circumstances and cause of death. Information on cause of death is important to the family to bring closure, peace-of-mind, and to document the exact cause of death. Cause of death is also used for medical and epidemiological research on disease etiology and evaluating the effectiveness of national and international levels.

Physician's responsibility

The physician's primary responsibility in completing the cause-of-death section is to report to the best of his or her knowledge, based upon available information, the causal chain that led to the death. The causal chain should begin with the cause that was closest to the time of death and work backwards to the initiating condition which is called the underlying cause of death. For example, the physician might report a death for which staphylococcus pneumonia occurs closest to the time of death; however the physician also reports that the pneumonia is due to carcinoma metastatic to both lungs, which in turn, is due to poorly differentiated adenocarcinoma, unknown primary site.

Medical examiner/coroner's responsibility

The medical examiner/coroner investigates deaths that are unexpected, unexplained, or if an injury or poisoning was involved. State laws provide guidelines for when a medical examiner/coroner must be notified. In the case of deaths known or suspected to have resulted from injury or poisoning, report the death to the medical examiner/coroner as required by State law. The medical examiner/coroner will either complete the cause-of-death section of the death certificate or waive that responsibility. If the medical examiner/coroner does not accept the case, then the certifier will need to complete the cause-of-death section.

General instructions for completing cause of death

- Cause-of-death information should be your best medical opinion.
- List only one condition per line in Part I. Additional lines may be added as needed.
- Each condition in Part I should cause the condition above it.
- Abbreviations and parentheses should be avoided in reporting causes of death.
- Provide the best estimate of the interval between the presumed onset of each condition and death.
- The original death certificate should be amended if additional medical information or autopsy findings become available that would change the cause of death originally reported.
- For deaths caused by injury or poisoning, complete only if the medical examiner or coroner instructs you to do so.

3. The **Cause of Death** page consists of two parts:

Immediate Cause (Final disease or condition resulting in death)

PART I
Line a

Due to or as a consequence of

Line b

Due to or as a consequence of

Line c

Due to or as a consequence of

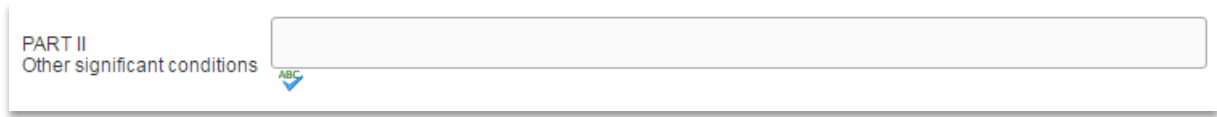
Line d

Part 1 is for reporting the chain of events leading directly to death. The *Immediate Cause*, (the final disease, injury, or complication directly causing death), is listed on *line a*. The underlying cause(s), (chain of events that led to the immediate cause), is listed in *lines b* through *d*.

Approximate Interval Onset to Death: To the right of each of the lines *Part 1* there is a corresponding *Approximate Interval Onset to Death* field. For each cause listed in *Lines a-d* an *Approximate Interval Onset to Death* must also be completed. While every line on the *Cause of Death* form will not necessarily be used for all deaths, lines that are used must be filled in sequentially.

Approximate Interval
Onset to Death

Part 2 is for reporting all other significant diseases, conditions, or injuries that contributed to death.

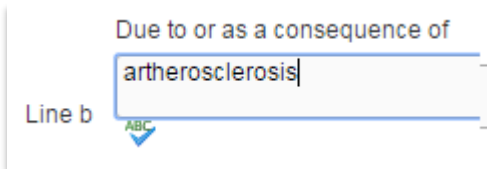


PART II
Other significant conditions

ABC

Spell Check functionality is available for *Cause of Death lines a-d* and the *Other significant conditions* field.

1. After making an entry, select the *Spell Check* icon located below the line.



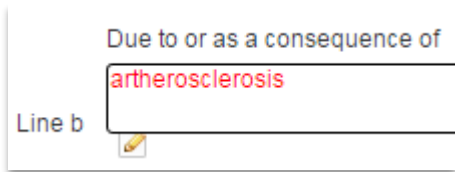
Due to or as a consequence of

Line b

atherosclerosis

ABC

2. DAVE™ will check all phrases entered and highlight any misspelled entries.

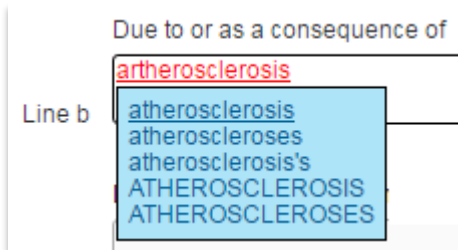


Due to or as a consequence of

Line b

atherosclerosis

3. Select the highlighted word. A list of possible corrections is displayed. Select an option from the list to replace the misspelled word.



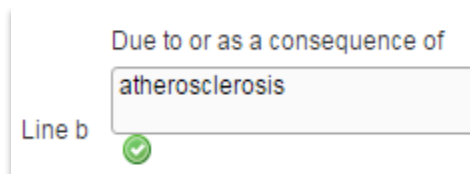
Due to or as a consequence of

Line b

atherosclerosis

- atherosclerosis
- atheroscleroses
- atherosclerosis's
- ATHEROSCLEROSIS
- ATHEROSCLEROSES

4. Upon correction of all misspelled entries in a line, the *Spell Check* icon will be replaced with a *Corrected* icon.



Due to or as a consequence of

Line b

atherosclerosis

5. 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 **Main Menu**.

Exercise 5: Other Factors

Skills Learned: In this exercise you will learn how to complete the **Other Factors** page.

1. The **Other Factors** page contains any other information relevant to the death: **Autopsy Performed, Tobacco Use, etc...**

1011 :User Guide DEC-07-2018
/New Event/New Event/Not Registered/Unsigned/Uncertified/NA/Notification of Death

Other Factors

Autopsy Performed: [Dropdown]

Autopsy findings available to complete cause of death: [Dropdown]

If decedent was female, was decedent pregnant within the last year?: Not Applicable [Dropdown]

Did tobacco use contribute to death: [Dropdown]

Manner of Death: [Dropdown]

Was Medical Examiner or Coroner contacted?: [Dropdown] ME Case Number: [Text Field]

Validate Page Next Clear Save Return

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, also.

1011 :User Guide DEC-07-2018
/New Event/New Event/Not Registered/Unsigned/Uncertified/NA/Notification of Death

Other Factors

Autopsy Performed: Yes [Dropdown]

Autopsy findings available to complete cause of death: [Dropdown]

If decedent was female, was decedent pregnant within the last year?: Not Applicable [Dropdown]

Did tobacco use contribute to death: [Dropdown]

Manner of Death: [Dropdown]

Was Medical Examiner or Coroner contacted?: [Dropdown] ME Case Number: [Text Field]

Validate Page Next Clear Save Return

3. If decedent is female, make a selection from the **If Female, specify pregnancy status** dropdown list. If male or undetermined, the field will be greyed out and system filled with Not Applicable.

1011 :User Guide DEC-07-2018
/New Event/New Event/Not Registered/Unsigned/Uncertified/NA/Notification of Death

Other Factors

Autopsy Performed: Yes [Dropdown]

Autopsy findings available to complete cause of death: [Dropdown]

If decedent was female, was decedent pregnant within the last year?: Not Applicable [Dropdown]

Did tobacco use contribute to death: [Dropdown]

Manner of Death: [Dropdown]

Was Medical Examiner or Coroner contacted?: [Dropdown] ME Case Number: [Text Field]

Validate Page Next Clear Save Return

4. Finish the page by making selections from the remaining dropdown lists. Include the **ME Case Number** if **Was Medical Examiner or Coroner contacted** was answered **Yes**.

5. 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 **Main Menu**.



Exercise 6: Injury

Skills Learned: In this exercise you will learn how to complete the Injury page.

1. The **Injury** page, shown below, will only be completed if the manner of death, selected on the **Other Factors** page, was anything other than Natural.

1011 :User Guide DEC-07-2018
/New Event/New Event/Not Registered/Unsigned/Uncertified/NA/Notification of Death

Injury

ME Case Number

Date of Injury Date of Injury Modifier

Time of Injury : Time of Injury Modifier

Injury at Work

Place of Injury - at home, farm, street, factory, office, building, etc. Other Specified Place

Injury Location

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

Zip Code City or Town County State Country

Describe how injury occurred:

If transportation injury, Specify Other Specify

Validate Page Next Clear Save Return

All non-natural manners of death should be completed and reported ONLY by the Medical Examiner or Tribal Law Enforcement Authority. The Medical Certifier is not given access to select any other Manner of Death except Natural and therefore will not complete the Injury page.

For Medical Examiners and Tribal Law Enforcement Authority:

2. Place date fatal injury occurred in the **Date of Injury** control, without respect to actual date of death. Select the appropriate **Date of Injury Modifier**.
3. Place time fatal injury occurred in the **Time of Injury** control, without respect to actual time of death. Select the appropriate **Time of Injury Modifier**.
4. If injury occurred on the job, select **Yes** from the **Injury at Work** dropdown list.
5. Make a selection from **Place of Injury** dropdown list.
6. Complete the **Injury Location** tab by providing the address at which fatal injury occurred.
7. Provide the circumstance surrounding the injury in the **Describe how injury occurred** text box control.
9. 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** text box control. If injury is not transportation related then leave both of these controls blank.

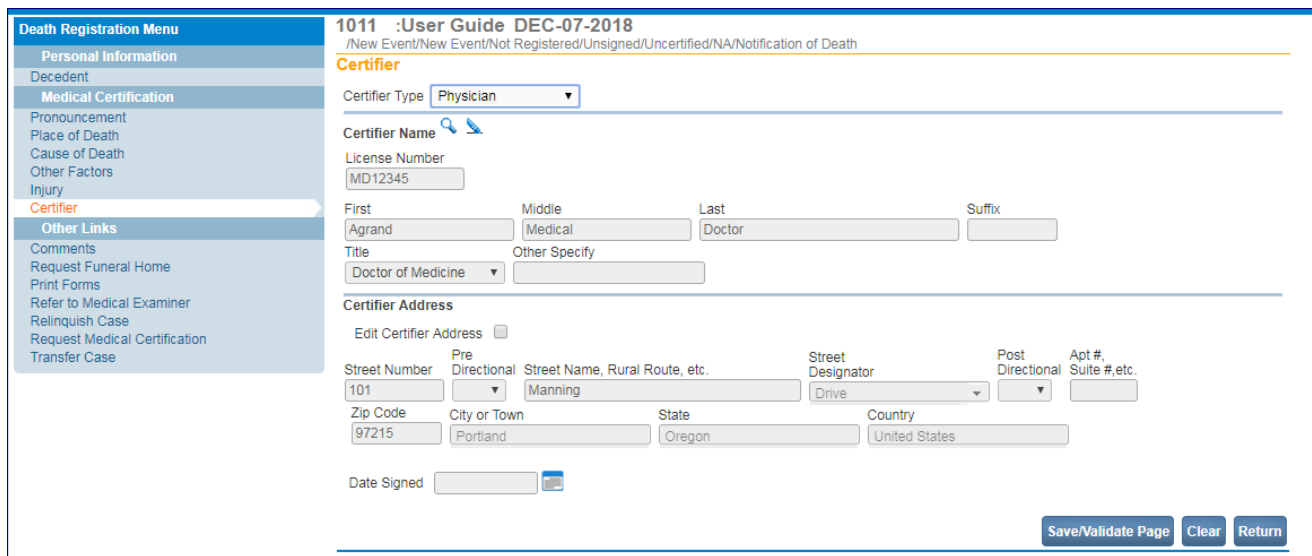
10. Click the **Validate Page** button to check this page for errors, the **Next** button to proceed to the **Certifier** page, the **Clear** button to clear all entries, the **Save** button to save changes without leaving this page, or the **Return** button to return to the **Main Menu**.

Exercise 7: Certifier

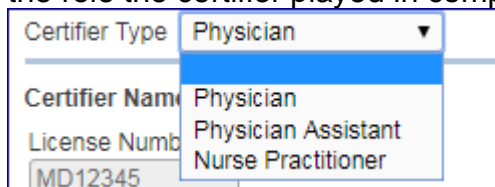
Skills Learned: In this exercise you will learn how to complete information relative to the person certifying the death.


1. The **Certifier** page, shown below, is used to gather information on the person legally responsible for providing the decedent's cause of death.

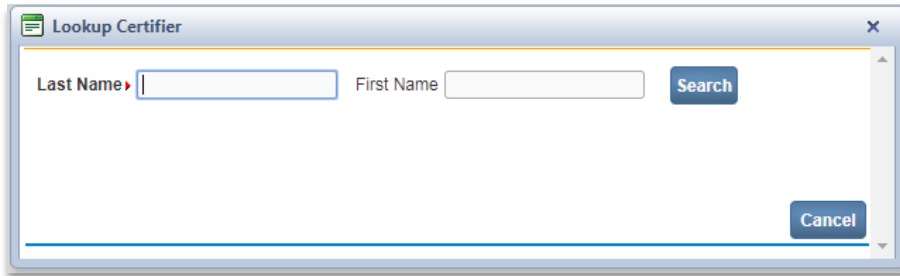
If the current user is a medical certifier, then the **Certifier** controls will be system filled with the user's information. If it is necessary to change the certifier information, as would be the case when one certifier was keying the case on behalf of another, then select the **Lookup** icon  and select the appropriate certifier. If the user is not a medical certifier then the **Certifier** controls will be blank upon initial display of the certifier page.



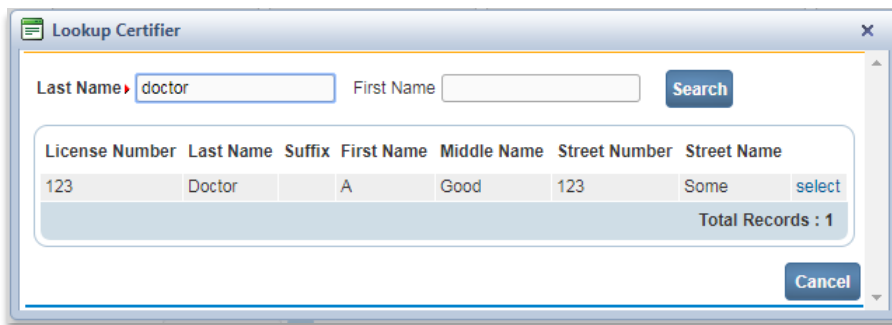
2. Make a selection from the **Certifier Type** dropdown list. **Certifier Type** represents the role the certifier played in completing the case.



3. To update or add a certifier, select the **Lookup** icon  next to Certifier Name. The Lookup Certifier popup will be displayed.



Enter the Certifier's last name and select search. A wildcard (%) can be used to search in this control.



License Number	Last Name	Suffix	First Name	Middle Name	Street Number	Street Name
123	Doctor	A	Good		123	Some

Total Records : 1

4. Click the **Select** link to auto-populate **Certifier Name** and **Certifier Address** tab controls.

5. The **Certifier Address** is system filled with a medical facility address or the office address from the physician table. Sometimes it may be necessary to change this address, as would be the case when a physician works from multiple offices. To change the **Certifier Address**, select the **Edit Certifier Address** checkbox. The address will be cleared and the controls enabled to allow new address entry.



5. The **Date Signed** control will be system filled upon successful **Affirmation** by the certifier.

6. Click the **Save/Validate Page** button to check this page for errors, the **Clear** button to clear all entries, or the **Return** button to return to the **Main Menu**.

Note: If the case does not have a status of Medical Valid or Medical Valid with Exceptions (all page indicators are green or yellow), the affirmation section won't be displayed.

7. Upon clicking on **Save/Validate Page** button, if the case has a status of Medical Valid or Medical Valid with Exceptions, system will display the affirmation section at the end of the Certifier Page

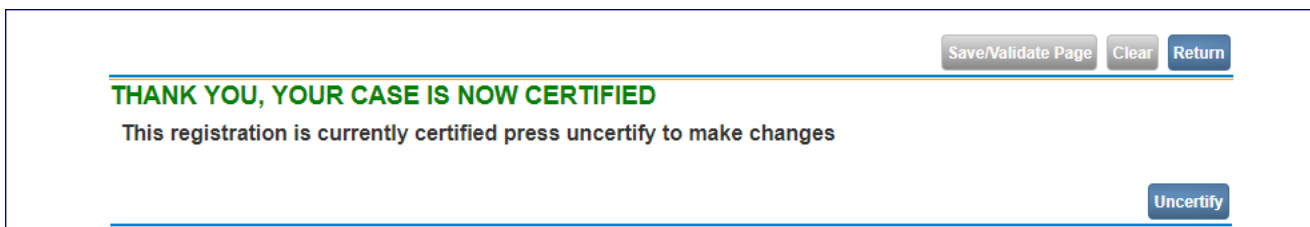
The screenshot shows a web form for certifier information. At the top, there is a dropdown for 'Certifier Type' set to 'Medical Examiner'. Below this is a search icon and a home icon. The 'Certifier Name' field is empty. The 'License Number' field contains 'MD56789'. There are four input fields for 'First', 'Middle', 'Last', and 'Suffix', with values 'Thestate', 'Medical', 'Examiner', and an empty field respectively. The 'Title' dropdown is set to 'Doctor of Medicine', and there is an 'Other Specify' field. The 'Certifier Address' section has an 'Edit Certifier Address' checkbox. Below are fields for 'Street Number' (600), 'Pre Directional' (empty), 'Street Name, Rural Route, etc.' (Moye), 'Street Designator' (Boulevard), 'Post Directional' (empty), 'Apt #, Suite #, etc.' (empty), 'Zip Code' (97213), 'City or Town' (Rose City Park), 'State' (Oregon), and 'Country' (United States). At the bottom right are three buttons: 'Save/Validate Page', 'Clear', and 'Return'. A callout box on the left says '2. Select the Checkboxes to Certify' with a keyboard icon. A callout box on the right says '3. Select Certify'. Below the form, a red banner reads 'YOUR CASE IS READY TO BE CERTIFIED'. Below the banner, it says 'Click the checkbox and press the certify button'. There are two checkboxes: the first is unchecked and labeled 'I certify that based on examination and/or investigation, in my opinion, death occurred at the time, date, and place, and due to the cause(s) and manner stated.'; the second is unchecked and labeled 'I certify that death occurred at the time, date and place indicated.' A 'Certify' button is at the bottom right.

An affirmation is used to record the fact that the medical certifier is accepting legal

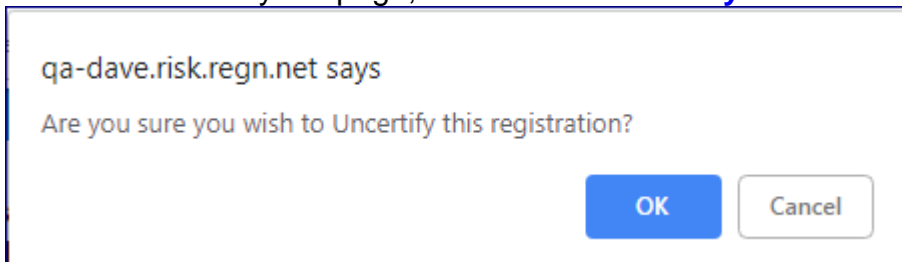
responsibility for the accuracy of the information provided. In many jurisdictions these are legally binding statements made under the penalty of perjury.

8. To **Certify** a death record, place a checkmark in the **Certify the following:** checkbox and click the **Certify** button

9. Once the case is certified, System will display the message “Thank You, Your Case is now certified



10. To Uncertify the page, Click on the **Uncertify** button and select Ok from the pop up

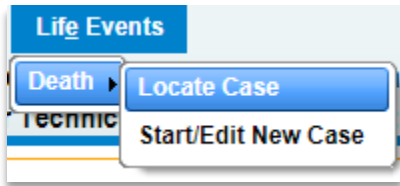


11. To Certify again, Click on **Save/Validate Page** button

Exercise 8: Locate Case

Skills Learned: In this exercise you will learn how to locate cases in the **DAVE** system. Please note that, when searching for existing cases, only those records “owned” by the user or facility currently using the application will be returned.

The **Locate Case** page is used by data providers such as funeral directors, physicians and medical examiners to locate registered and unregistered cases ‘owned’ by the office to which the current user is associated and logged in under. These cases can be opened for review or editing purposes for a jurisdictionally defined period of time even after they have been formally registered.



1. From the **DAVE Main Menu**, select **Life Events -> Death -> Locate Case**:

2. The **Locate Case** page offers many different identifiers on which to base a search. While there is no minimum requirement on the number of identifiers to use, it is recommended that as much information be included as possible. This will help to narrow your search results.

A screenshot of the 'Death Locate Case' search form. The form is titled 'Death Locate Case' and contains a section for 'Decedent's Information'. The fields include: First (text input), Last (text input), Date of Death (text input with calendar icon), Sex (dropdown menu), SSN (text input with dashes), Date of Birth (text input with calendar icon), Case Id (text input), ME Case Number (text input), and Medical Record Number (text input). There is also a 'Place of Death Location Type' dropdown menu set to 'County' and a 'Place of Death' text input with a search icon. At the bottom right, there are three buttons: 'Search', 'Soundex', and 'Clear'.

3. In the example below, we are searching only on **Last** name. Enter the decedent's last name as 'Test' and selecting the **Search** button.

Death Locate Case

Decedent's Information

First: Last: Date of Death:

Sex: SSN: Date of Birth:

Case Id: ME Case Number: Medical Record Number:

Place of Death Location Type: Place of Death:

4. Searching on **Last** name only returns the following results:

Death Search Results

Case Id	Decedent's Name ↓	Date of Death	Sex	Place of Death	Date of Birth	
1011	Guide, User	DEC-07-2018	Male	Washington	DEC-07-1980	Preview

Total Records : 1

5. The **Death Search Results** page is used to retrieve records that have been started and need to be reviewed/edited. However, in the example above, there are 1 potential matching records. Locate and click the **Preview** link in the far right column of the **Results** window. Clicking on this link will open a preview pane that provides a brief summary of the record.

Death Search Results

Case Id	Decedent's Name ↓	Date of Death	Sex	Place of Death	Date of Birth	
1011	Guide, User	DEC-07-2018	Male	Washington	DEC-07-1980	Select

Total Records : 1

Preview

File Number: File Date:

Case Id: 1011 Medical Record Number: 314234312 ME Case Number:

Decedent's Name: User Guide Date of Death: DEC-07-2018

Spouse's Name: Marital Status:

Sex: Male Date of Birth: DEC-07-1980 SSN:

City or Town of Death: Portland County: Washington

Place of Death: UNC Health Care

Residence: North Carolina, United States

Mother's Maiden Name:

Funeral Director:

Funeral Home:

Medical Certifier: Agrand Medical Doctor

Date Entered: DEC-07-2018 Last Update Made By: Agrand Medical Doctor

Status: /Personal Invalid/Medical Valid/Not Registered/Unsigned/Uncertified/NA/Notification of Death/FIPS Coding Required/Personal Pending/Certification Required

9. If, after examining the preview pane, you are confident that you have located the desired record, then click on the decedent name link in the **Decedent's Name** column to open the record for review and/or editing.

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

Death Registration Menu 1011 :User Guide DEC-07-2018
 /Personal Invalid/Medical Valid/Not Registered/Unsigned/Uncertified/NA/Notification of Death/FIPS Coding Required/Personal Pending/Certification Required

Personal Information

Decedent

Medical Certification

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

Other Links

- Comments
- Request Funeral Home
- Print Forms
- Refer to Medical Examiner
- Relinquish Case
- Request Medical Certification
- Transfer Case

Will medical institution be responsible for final disposition?

Decedent's Legal Name

Prefix First Middle Other Middle Last Suffix
 User Guide

Decedent's Maiden Name

Last

Aliases

Add/Edit Alias Names

Sex Social Security Number

None Unknown

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

Decedent's Birth Place

City or Town County State Country
 United States

Ever in US Armed Forces?

11. Another feature of the **Locate Case** page is the **Soundex** button. Using **Soundex** you can locate records even when you are unsure of the spelling of the decedent's name. In the example below, we have misspelled "User Guide" as "Usserr Guide". However, clicking the **Soundex** button instead of the **Search** button...

Death Locate Case

Decedent's Information

First: Last: Date of Death:

Sex: SSN: Date of Birth:

Case Id: ME Case Number: Medical Record Number:

Place of Death Location Type: Place of Death:

Which produces the exact same search results as if we would have searched for User Guide.

Remember, only those records "owned" by the current user's facility will be returned.

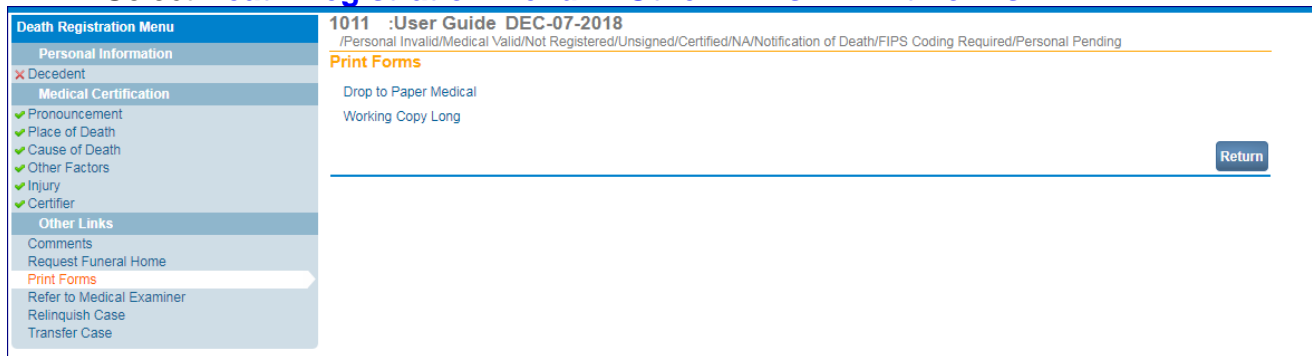
Other Links

Exercise 1: Print Forms - Working Copy

Skills Learned: In this exercise you will learn how to send working copies of a completed death certificate to an installed printer.

Note: The ability to print Work Copies is based on user security privileges. Typically, Physicians, Medical Personnel, Funeral Directors, and Medical Examiners will be allowed to print Working Copies.

1. Select **Death Registration Menu -> Other Links -> Print Forms.**



2. Select the **Working Copy Long** for printing. Depending on which browser you are accessing DAVE within you will get different options for opening and printing the working copy.

Internet Explorer - Displays the following message:



Select the Open link and the PDF of the Working Copy will be displayed.

Google Chrome - Displays a downloaded document link in the lower left corner of the browser.



Select the download link and the PDF of the Working Copy will be displayed.

NORTH CAROLINA DEPARTMENT OF HEALTH AND HUMAN SERVICES
N.C. VITAL RECORDS

CERTIFICATE OF DEATH

STATE FILE NO. _____

DECEDENT TYPE/PRINT IN PERMANENT BLACK, BLUE, BLACK OR BLUE INK	DECEDENT'S LEGAL NAME										
	1a. FIRST User	1b. MIDDLE *****	1c. LAST Guide	1d. SUFFIX *****	1e. LAST NAME PRIOR TO FIRST MARRIAGE						
	aka	aka	aka	aka							
2. SEX Male	3a. AGE-LAST BIRTHDAY (Yrs) 38	3b. UNDER 1 YEAR Months Days	3c. UNDER 1 DAY Hours Minutes	4. DATE OF BIRTH December 07, 1980	5. BIRTHPLACE (County/State or Foreign Country) *****, *****	6. DATE OF DEATH December 07, 2018					
7a. PLACE OF DEATH Inpatient			7b. FACILITY NAME (If not institution, give street, number, city or town) UNC Health Care								
7c. COUNTY OF DEATH Washington		8. MARITAL STATUS			9. SURVIVING SPOUSE (Give name prior to first marriage)						
10a. DECEDENT'S USUAL OCCUPATION				10b. KIND OF BUSINESS/INDUSTRY				11. DECEDENT'S SOCIAL SECURITY NUMBER ***-**-****			
12a. RESIDENCE-STATE OR FOREIGN COUNTRY North Carolina				12b. RESIDENCE-COUNTY *****				12c. RESIDENCE-CITY OR TOWN *****			
12d. RESIDENCE-STREET AND NUMBER *****				12e. INSIDE CITY LIMITS		12f. ZIP CODE		13. WAS DECEDENT EVER IN U.S. ARMED FORCES?			
14. DECEDENT'S EDUCATION Unknown			15. DECEDENT OF HISPANIC ORIGIN?			16. DECEDENT'S RACE					
PARENTS 17. FATHER/PARENT NAME (First, Middle, Last, Suffix) *****					18. MOTHER/PARENT NAME (First, Middle, Last Name Prior to First Marriage, Suffix) *****						
19a. INFORMANT'S NAME Unknown			19b. RELATIONSHIP TO DECEDENT		19c. MAILING ADDRESS (Street and Number, City, State, Zip Code)						
DISPOSITION 20a. METHOD OF DISPOSITION		20b. PLACE OF DISPOSITION (Name of cemetery, crematory, other place) *****				20c. LOCATION (City or Town and State) *****					
21a. SIGNATURE OF FUNERAL DIRECTOR			21b. LICENSE NO.		21c. NAME OF EMBALMER			21d. LICENSE NO.			
22. NAME AND ADDRESS OF FUNERAL HOME											
MEDICAL CERTIFICATION 23. Part I. Enter the <u>chain of events</u> (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 on lines b, c and/or d. Enter only one cause on a line. DO NOT ABBREVIATE.										Approximate interval: Onset to death for IMMEDIATE CAUSE	
IMMEDIATE CAUSE (Final disease or condition resulting in death) → a. Test										Test	
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											
b. _____ Due to (or as a consequence of)											
c. _____ Due to (or as a consequence of)											
d. _____ Due to (or as a consequence of)											
PART II. Other significant conditions contributing to death, but not resulting in the underlying cause given in PART I.					24a. WAS AN AUTOPSY PERFORMED? Yes		24b. WERE AUTOPSY FINDINGS AVAILABLE TO COMPLETE THE CAUSE OF DEATH? No				
25. MANNER OF DEATH Natural	26. WAS CASE REFERRED TO MEDICAL EXAMINER? No	27. TIME OF DEATH (Approximate) 01:01 AM	28. DID TOBACCO USE CONTRIBUTE TO DEATH? Yes	29. PREGNANCY STATUS, IF APPLIES: Not Applicable							

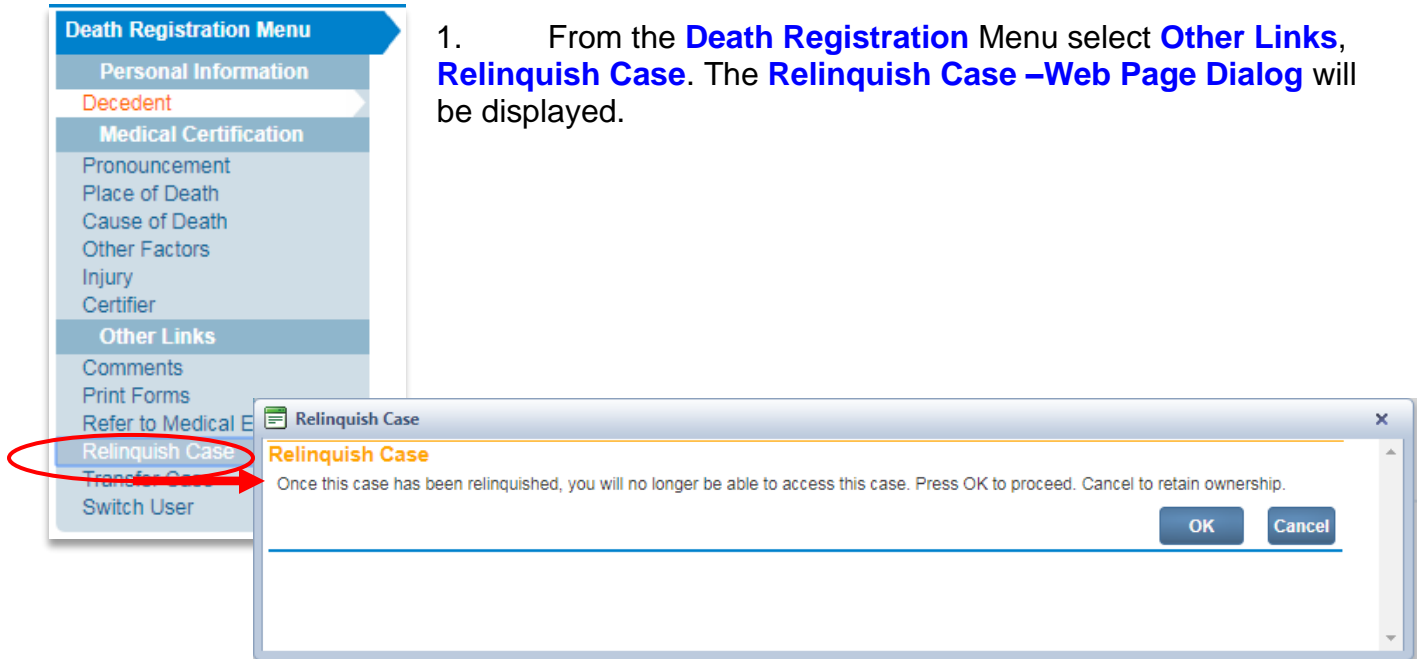
BURIAL/CREMATION PERMIT
Head Examiner: Authorization for Disposition/Disposition of the medical examiner completed and sign this burial or cremation permit. If the medical examiner is not available, permission authorization, it constitutes authority for all cremation, transportation or removal from the state. Copy of this form serves as a Burial/Cremation Permit.

Exercise 2: Relinquish Case

Once a Physician, Medical Examiner or Funeral Home Director has taken “ownership” of a record no other similar user will be allowed “write access” to the record. That is, only the medical facility, physician’s office, medical examiner office, or funeral home director that “owns” the record can make changes to the record.

The **Relinquish Case** link allows a user to relinquish control of the record so that a different user can login and make changes.

1. From the **Death Registration** Menu select **Other Links**, **Relinquish Case**. The **Relinquish Case –Web Page Dialog** will be displayed.



The image shows a screenshot of a web application interface. On the left is a 'Death Registration Menu' with several sections: 'Personal Information', 'Decedent', 'Medical Certification', and 'Other Links'. The 'Other Links' section is expanded, showing options like 'Comments', 'Print Forms', 'Refer to Medical Examiner', 'Relinquish Case', 'Transfer Ownership', and 'Switch User'. A red circle highlights the 'Relinquish Case' option, with a red arrow pointing to it. To the right of the menu is a 'Relinquish Case' dialog box. The dialog box has a title bar with 'Relinquish Case' and a close button. The main content area contains the text: 'Relinquish Case' followed by 'Once this case has been relinquished, you will no longer be able to access this case. Press OK to proceed. Cancel to retain ownership.' At the bottom right of the dialog box are two buttons: 'OK' and 'Cancel'.

2. From the **Relinquish Case –Web Page Dialog**, select **OK** to relinquish control or **Cancel** to retain ownership of the record.

Exercise 3: Transfer Case

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.

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**.

Notice, that on the **Transfer Case** page there are two options: **Transfer Personal Ownership** and **Transfer Medical Ownership**.

The **Transfer Case** page, shown below, can be used by both Funeral Home personnel and Medical Facility personnel.

Medical Facility staff would not be able to transfer **Personal Ownership**, but would be able to transfer **Medical Ownership**.

1011 :User Guide DEC-07-2018
/Personal Invalid/Medical Valid/Not Registered/Unsigned/Certified/NA/Notification of Death/FIPS Coding Required/Personal Pending

Transfer Case

Transfer Personal Ownership To:

Transfer Medical Ownership To:
UNC Health Care

Message
The following case has been transferred to your facility: Case Id 1011 - User Guide, Date of Death: DEC-07-2018 referred by UNC Health Care

Clear Save Return

Since we are logged in as a Medical Certifier we will transfer **Medical Ownership** in the example below.

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

2. To **Transfer Medical Ownership**, place a checkmark in the **Transfer Medical Ownership To:** check box.

- Next, select the **Lookup Icon** to display the **Lookup office to transfer medical ownership** to pop-up search tool.
- Enter a facility name in the facility name search field and then select the Search button. Wildcards (%) may be used to search in this field.

The screenshot shows a web application interface for transferring medical ownership. On the left is a navigation menu with categories like 'Personal Information', 'Medical Certification', and 'Other Links'. The main area is titled '1011 :User Guide DEC-07-2018' and contains a 'Transfer Case' section with checkboxes for 'Transfer Personal Ownership To' and 'Transfer Medical Ownership To'. A message box contains the text: 'The following case has been transferred to your facility: Case Id 1011 – User Guide, Date of Death: DEC-07-2018 referred by UNC Health Care'. A pop-up window titled 'Lookup office to transfer medical ownership to' is open, showing a search field with the wildcard '%', a 'Search' button, and a table of results:

Facility Name	Address	City	
Edgecome County Medical Examiners Office	321 Med Ex Avenue	Greenville	select
North Carolina State Medical Examiner	600 Moye Boulevard	Rose City Park	select

The pop-up also shows 'Total Records : 2' and a 'Cancel' button.

- From the search results list, click on the **Select** link next to the facility the **Medical Ownership** should be transferred to.

This screenshot shows the 'Transfer Case' interface after a facility has been selected. The 'Transfer Medical Ownership To' checkbox is checked, and the search field now contains 'North Carolina State Medical Examiner'. The message box remains the same as in the previous screenshot. At the bottom right, there are buttons for 'Clear', 'Save', and 'Return'.

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

Note: the Message box is pre-filled and can be left as is, edited, or deleted and replaced entirely.

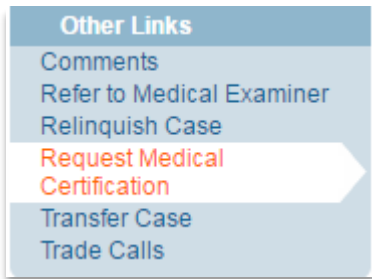
Exercise 4: Request Medical Certification

Request Medical Certification assigns the ownership of the *Medical Information* to the selected medical facility.

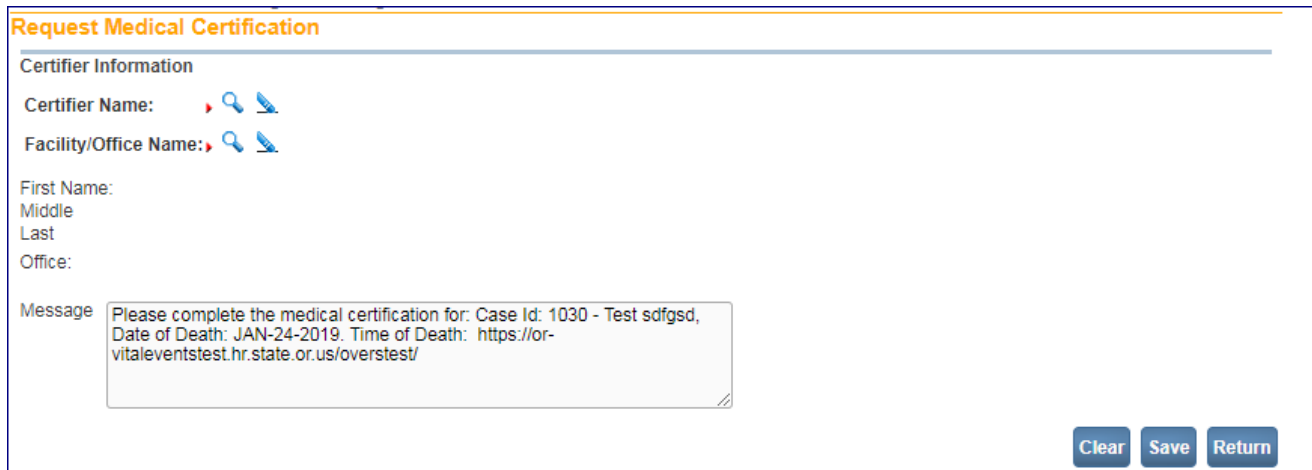
The Request Medical Certification link is available based on user security privileges and is suppressed if the case already has a medical owner.


Steps to Request Medical Certification

1. From the Death Registration Menu select *Other Links > Request Medical Certification*



2. The **Request Medical Certification** page will display



3. Select the Lookup icon  next to **Certifier Name** to access the **Lookup Certifier** page.
4. Enter in the **Last** and **First Name** of the certifier; if known. If not known a wildcard search can be performed by entering at least two characters in the **Last** name field followed by the percent sign (%).

License Number	Last Name	Suffix	First Name	Middle Name	Street Number	Street Name	
654987321	Certifier	MD	Medical	Certify	321	Med Cert	select
MD-555444	Certifier	IV	Medical	Test	123	Main	select
MD12345	Doctor		Agrand	Medical	123	Main	select

Total Records : 3

5. From the *Search Results List* Select the link next to the correct Certifier.

The list of certifiers available from the Certifier Lookup dialog box will be filtered to include only those data providers that have been configured to sign death certificates and are valid (i.e., current) users of the DAVE™ application.

6. Selection of a certifier will close the LOV search page and populate the certifier's name fields on the **Request Medical Certification** page.

Request Medical Certification

Certifier Information

Certifier Name:

Facility/Office Name:

First Name: Medical
 Middle: Certify
 Last: Certifier

Office:

Message: Please complete the medical certification for: Case Id: 1030 - Test sdfgsd, Date of Death: JAN-24-2019. Time of Death: https://or-vitaleventstest.hr.state.or.us/overstest/

Clear Save Return

7. Select the Lookup icon next to **Facility/Office Name** to access the **Lookup Medical Facilities** page.

8. In the **Facility Name** field, if known, enter the full name of the facility and choose **Search**.

Facility Name	Address	City
UNC Health Care	101 Manning Drive	Portland

Total Records : 1

If the full name of the facility is not known, **enter %**, then **select search** to perform a wildcard search.

9. A list of available facilities will be returned. Select the **Select** link next to the correct facility in the list.
10. Selecting a facility will close the LOV search page and populate the **Office** name in the *Certifier Information* section of the **Request Medical Certification** page.

Request Medical Certification

Certifier Information

Certifier Name:

Facility/Office Name:

First Name: Medical

Middle Certify

Last Certifier

Office: **UNC Health Care**

Message: Please complete the medical certification for: Case Id: 1030 - Test sdfgsd, Date of Death: JAN-24-2019. Time of Death: https://or-vitaleventstest.hr.state.or.us/overstest/

11. The **Message** text entry box is system-filled with information related to the case and the request for medical certification. Additional information may be added if needed.
12. Once all items are completed select the **Save** button to save changes and forward the request the selected certifier.

13. When **Save** is selected:

- The Request Medical Certification page refreshes with all fields disabled except the *Return* button. This allows the user to review the message sent while simultaneously preventing the user from inadvertently saving and sending a new message.
- An internal message and external email requesting medical certification are sent to the physician and facility to which the request is being made.
- The ownership of the Medical Information is assigned the medical facility to which the request was selected to be sent.
- A status of “Medical Certification Requested” is assigned to the record.

**Selecting Clear will clear all information that has been entered on the page.
Selecting Return will return the user to the last page they took action on.**

1030 :Test sdfgsd JAN-24-2019
/New Event/New Event/Not Registered/Unsigned/Uncertified/NA/Notification of Death/Medical Certification Requested

Request Medical Certification

Certifier Information

Certifier Name:

Facility/Office Name:

First Name: Medical
Middle Certify
Last Certifier
Office: UNC Health Care

Message: Please complete the medical certification for: Case Id: 1030 - Test sdfgsd, Date of Death: JAN-24-2019. Time of Death: https://or-vitaleventstest.hr.state.or.us/overstest/

Clear Save Return

Exercise 5: Refer to the Medical Examiner

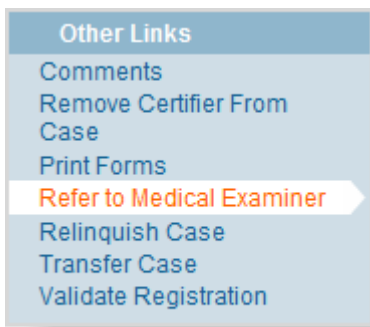
In most jurisdictions, any death that is thought to be the result of an accident, suicide, homicide or any death that occurred in a suspicious or unusual manner, must be referred to a medical examiner (ME)

. The *Refer to Medical Examiner* feature is used by funeral directors, medical data providers, and vital record offices to refer such deaths to a medical examiner.

Additionally, DAVE™ edit rules check the cause of death entries for “referral” terms that may require review by an ME. Referral terms are terms such as accident, trauma, fall, poisoning, etc. When an edit rule fails due to the use of a referral term, an error message will be displayed advising that the case should be referred to a medical examiner.

Access to the Refer to Medical Examiner page is dependent upon user security privileges.


1. From the Death Registration Menu, select *Other Links > Refer to Medical Examiner*.



The Refer to Medical Examiner link will be hidden from funeral home users and medical data providers if the case has a status of Registered or Dropped to Paper.

2. The **Refer to Medical Examiner** page will display and the **County** field will be pre-filled according to the county listed on the **Place of Death** page.

A screenshot of a web form titled "1030 :Test sdfgsd JAN-24-2019". Below the title is a breadcrumb trail: "/New Event/New Event/Not Registered/Unsigned/Uncertified/NA/Notification of Death/Medical Certification Requested". The form has a sub-header "Refer To Medical Examiner". It contains four fields: "County" (pre-filled with "Washington"), "Office", "Medical Examiner", and "Message". The "Office" and "Medical Examiner" fields have search icons. The "Message" field contains a text box with the message: "Please review Case Id: 1030 - Test sdfgsd, Date of Death: JAN-24-2019 referred by UNC Health Care. Time of Death: https://or-vitaleventstest.hr.state.or.us/overstest/". At the bottom right are "Clear", "Save", and "Return" buttons.

3. Select the LOV lookup tool  to search for the medical examiner office.
4. In the **Facility Name** field, enter the full name of the facility, if known, and select the *Search* button.

If the full name of the facility is not known, **enter at least two letters followed by the %**, then **select search** to perform a wildcard search.

5. A list of available facilities will be returned. Select the **Select** link next to the correct facility in the list.
6. The selection system-fills the office selected on the **Refer to Medical Examiner** page.
7. The **Message** displayed is system filled and contains information related to the case being referred. The user making the referral may add additional information if needed.
8. Once all items are completed, selecting **Save** will:
 - Assign a *Referred to ME* and *ME Review Required* status to the case.
 - Send an internal message and external email to the selected Medical Examiner office.
 - Disable all fields on the *Refer to Medical Examiner* page to prevent a duplicate message from being sent.

**Selecting Clear will clear all information that has been entered on the page.
Selecting Return will return the user to the last page they took action on.**

Exercise 6: ME Review Case

Skills Learned: In this exercise you will learn to use the **ME Review Case** page to accept, decline, pend, or take ownership of a record.

The **ME Review Case** page provides the ability for a medical examiner or coroner to accept a referral, decline a referral, take control of a case or to set the referral action to pending.

1. From the **Death Registration Menu**, select **Other Links -> ME Review Case**. Notice that both **Referral Action** and **ME Case Number** are marked with red arrows (➤) indicating that these are mandatory fields.

The screenshot shows the 'ME Review Case' page. On the left is a 'Death Registration Menu' sidebar with categories: Personal Information, Medical Certification, and Other Links. 'ME Review Case' is highlighted in the 'Other Links' section. The main content area displays '4354 :User fgdgf DEC-04-2018' and a status bar. Below this, the 'ME Review Case' section contains a 'Referral Action' dropdown menu and an 'ME Case Number' input field, both marked with red arrows. A 'Message' text area is below these fields. At the bottom right are 'Clear', 'Save', and 'Return' buttons.

Note: Access to the ME Review Case page is restricted based on user security privileges. You may or may not be able to access this page.

2. Make a selection from the **Referral Action** dropdown list:

This close-up shows the 'Referral Action' dropdown menu open. The options listed are 'Accept Referral', 'Decline Referral', and 'Pending'. The 'ME Case Number' field is visible to the right of the dropdown.

About Referral Actions:

- a. **Accept Referral** is used for cases referred to ME that can occur at any point in the registration process including after filing.
- b. **Decline** is used to deny taking ownership or control of a record.
- c. **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.

- Note that 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.

4354 :User fgdgf DEC-04-2018
/Personal Invalid/Medical Invalid/Not Registered/Unsigned/Uncertified/Referred to ME/ME Review Required/Personal Pending/Medical Pending/FIPS Coding Required/Notification of Death

ME Review Case

Referral Action ▶ Accept Referral ▼

ME Case Number

Message
Case Id: 4354 - User fgdgf, Date of Death:Dec-04-2018 has been reviewed.
This referral action for this case was: Accept Referral.

Clear Save Return

- As noted above, **ME Case Number** is marked by a red arrow (▶), and is a mandatory field. Enter the appropriate case number and select **Clear** to clear all entries and start over, **Save** to save your changes and take the referral action selected, or **Return** to return to the **Death Registration Menu** without saving your changes.

4354 :User fgdgf DEC-04-2018
/Personal Invalid/Medical Invalid/Not Registered/Unsigned/Uncertified/Referred to ME/ME Review Required/Personal Pending/Medical Pending/FIPS Coding Required/Notification of Death

ME Review Case

Referral Action ▶ Accept Referral ▼

ME Case Number ▶

Message
Case Id: 4354 - User fgdgf, Date of Death:Dec-04-2018 has been reviewed.
This referral action for this case was: Accept Referral.

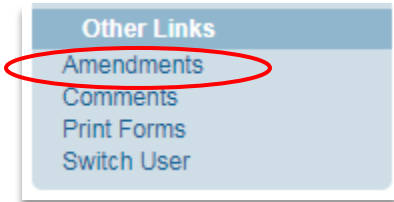
Clear Save Return

Exercise 7: Amendments

Skills Learned: In this exercise you will learn how to submit **Amendment** requests.

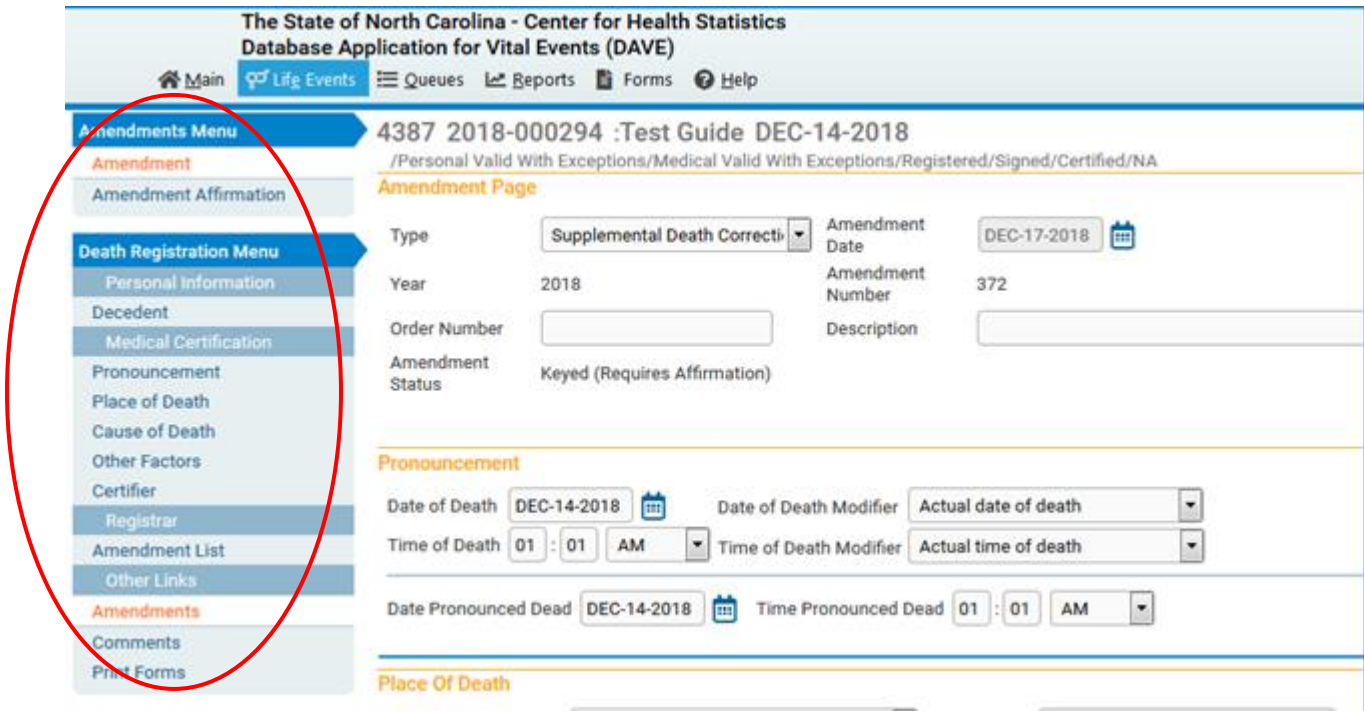
From time to time, it may be necessary to make changes to a registered death record. These changes are called amendments.

1. To access the **Amendments** link, select **Other Links** -> **Amendments**.



Note: Access to the Amendments link is restricted based on user security privileges. You may or may not be able to access this page.

2. Notice, when the **Amendments** link is selected, the **Amendments Menu** is displayed above the Death Registration Menu.

A screenshot of the DAVE (Database Application for Vital Events) web application. The interface is for 'The State of North Carolina - Center for Health Statistics'. The main header shows '4387 2018-000294 :Test Guide DEC-14-2018'. On the left, there is a navigation menu with two main sections: 'Amendments Menu' and 'Death Registration Menu'. The 'Amendments Menu' is circled in red and includes 'Amendment Affirmation', 'Amendments', 'Comments', and 'Print Forms'. The 'Death Registration Menu' includes 'Personal Information', 'Decedent', 'Medical Certification', 'Pronouncement', 'Place of Death', 'Cause of Death', 'Other Factors', 'Certifier', 'Registrar', and 'Amendment List'. The main content area is titled 'Amendment Page' and contains several form fields: 'Type' (Supplemental Death Correcti...), 'Amendment Date' (DEC-17-2018), 'Year' (2018), 'Amendment Number' (372), 'Order Number', 'Description', 'Amendment Status' (Keyed (Requires Affirmation)), 'Date of Death' (DEC-14-2018), 'Date of Death Modifier' (Actual date of death), 'Time of Death' (01 : 01 AM), 'Time of Death Modifier' (Actual time of death), 'Date Pronounced Dead' (DEC-14-2018), and 'Time Pronounced Dead' (01 : 01 AM). The 'Place Of Death' section is partially visible at the bottom.

3. The first step in processing an amendment is to select an amendment **Type** from the dropdown list. The options available are dependent upon User Security Setup. In this example, because we are logged in as a Medical Certifier we will see only the options for amendment types assigned to the Medical Certifier role.

4387 2018-000294 :Test Guide DEC-14-2018
 /Personal Valid With Exceptions/Medical Valid With Exceptions/Re
Amendment Page

Type Supplemental Death Correcti
 Year Supplemental Death Correction (MC)

4. Add a description of the amendment in the **Description** text entry control and click **Save**.

The State of North Carolina - Center for Health Statistics
 Database Application for Vital Events

Amendment Menu
 Amendment
 Amendment Affirmation

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

4387 2018-000294 :Test Guide DEC-14-2018
 /Personal Valid With Exceptions/Registered/Signed/Certified/NA

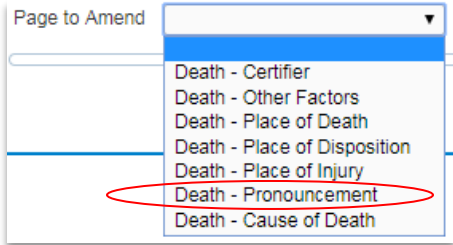
Amendment Date: DEC-17-2018
 Amendment Number: 372
 Description: Test for User guide

Cancel Amendment Save Clear Return

After selecting Amendment Type, upon selection of the 'Save' button, the 'Amendment Status' and 'Page to Amend' dropdown are displayed.

5. The page will refresh and the **Amendment Date** calendar control will automatically fill in with the current system date. In addition, new controls appear onscreen. These controls consist an **Amendment Status** control and a **Page to Amend** dropdown.

6. Next select the **Page to Amend** dropdown and select a registration page from the list; this page will then be displayed, with all items completed as they currently are registered. The list of pages available to amend will be dependent upon user security setup. In this case we are logged in as a Medical Certifier so we only see pages the Medical Certifier is responsible for available to select from.



7. Make changes to the item you wish to amend on the page and then select **Clear** to clear all entries and begin again, **Save** to save and display your changes in a data grid, or **Return** to leave this page without saving your changes and return to the previous page.

You can also select **Cancel Amendment** to cancel the amendment process, select **Validate Page** to check for any data entry errors the update may cause on that page, or select **Validate Amendment** to check for any data entry errors the update to the item may cause.

8. Upon **Save**, the **Item in Error** data grid will display. This data grid displays the current value of the item to be changed, **Item as it Appears** and the updated value of the item to be changed, **Item as it Should Be**.

4387 2018-000294 :Test Guide DEC-14-2018

/Personal Valid With Exceptions/Medical Valid With Exceptions/Registered/Signed/Certified/NA

Amendment Page

The Amendment has not been affirmed. Please select Amendment Affirmation to Affirm the amendment.

Type	State Medical Examiner (ME)	Amendment Date	DEC-17-2018
Year	2018	Amendment Number	372
Order Number		Description	Test for User guide
Amendment Status	Keyed (Requires Affirmation)		
Page to Amend			

Item In Error	Item as it Appears	Item as it Should be	Edit	Delete
Pronouncement-Date of Death Modifier	Actual date of death	Approximate date of death	Edit	Delete
Pronouncement-Time of Death Modifier	Actual time of death	Presumed time of death	Edit	Delete
Pronouncement - Time Pronounced Dead	01:01 AM	10:01 AM	Edit	Delete
Pronouncement-Time of Death	01:01 AM	12:01 AM	Edit	Delete

Cancel Amendment Validate Amendment Save Clear Return

9. The **Amendments** page allows the user to add multiple amendments to a record. Simply select the **Page to Amend** dropdown and select a new page to Amend – following steps 6 through 7 again.

10. Before the Amendment is submitted to the Local Registration Office for approval it must be **Affirmed**. Once you have made all of the changes needed for the Amendment, from the **Amendments Menu** select the **Amendment Affirmation** link. The **Affirmations** page will be displayed.

Amendments Menu	4387 2018-000294 :Test Guide DEC-14-2018
Amendment	/Personal Valid With Exceptions/Medical Valid With Exceptions/Registered/Signed/Certified/NA
Amendment Affirmation	Affirmations
Affirm the following:	
<input checked="" type="checkbox"/> I certify that, to the best of my knowledge, death occurred at the time, date, and place, and due to the cause(s) and manner stated. I affirm that this medical information is submitted for inclusion on the death record	
Affirm Clear Return	

11. Place a checkmark in the box next to the affirmation statement and then select **Affirm** to certify the amendment and submit it to the Local Registration Office for approval, or select **Clear** to clear all entries, or select **Return** to leave this page without affirming and return to the previous page.

12. Once the amendment is affirmed a checkmark will appear next to the **Amendment Affirmation** link in the **Amendments Menu**. The **Amendment Status** will be updated from

Keyed (Requires Affirmation) to Pending. The amendment will also no longer allow for changes as the **Save** and **Clear** buttons are now disabled.

Amendments Menu 4387 2018-000294 :Test Guide DEC-14-2018
 /Personal Valid With Exceptions/Medical Valid With Exceptions/Registered/Signed/Certified/NA

Amendment
 ✓ Amendment Affirmation Amendment Page

Death Registration Menu

- Personal Information
- Decedent
- Medical Certification
- Pronouncement
- Place of Death
- Cause of Death
- Other Factors
- Certifier
- Registrar
- Amendment List
- Other Links

Amendments

Comments

Print Forms

Type: State Medical Examiner (ME) Amendment Date: DEC-17-2018
 Year: 2018 Amendment Number: 372
 Order Number: [] Description: Test for User guide
 Amendment Status: Pending

Item In Error	Item as it Appears	Item as it Should be
Pronouncement-Date of Death Modifier	Actual date of death	Approximate date of death
Pronouncement-Time of Death Modifier	Actual time of death	Presumed time of death
Pronouncement - Time Pronounced Dead	01:01 AM	10:01 AM
Pronouncement-Time of Death	01:01 AM	12:01 AM

Validate Amendment Save Clear Return

13. Use the **Return** button to close this page and return to the **Death Registration Menu**.

Exercise 8: Comments

Skills Learned: How to add comments to a registration.

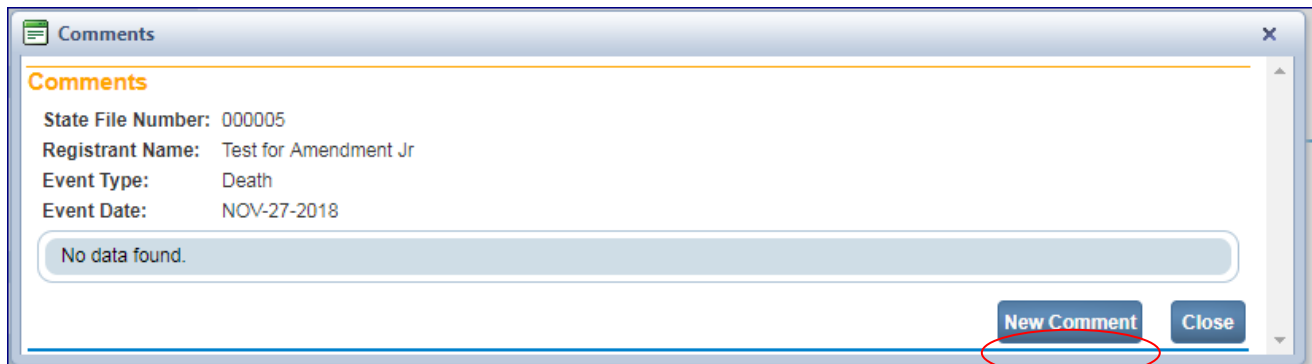
During the process of entering and registering a death record it is sometimes necessary to store comments or remarks about the case. These comments can serve as reminders or as instructions to others who will work on the case.

Step 1 – Add Comment:

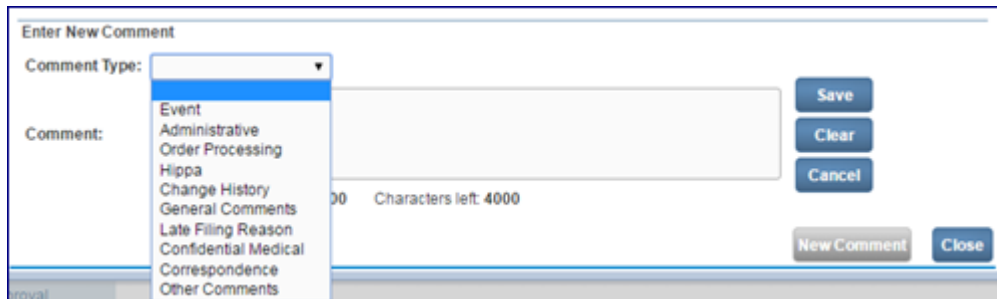
1. Select **Other Links > Comments**.



The **Comments** popup page appears, displaying the *State File Number* (if registered), *Registrant Name*, *Event Type*, and *Event Date*. This default information is displayed for reference.



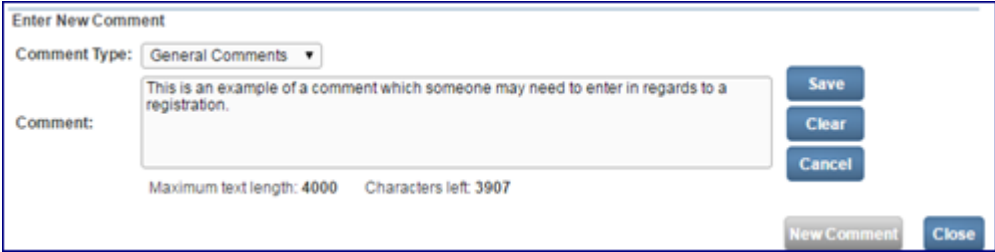
2. To add a new comment to a death case, select the **New Comment** button. The page expands to display the **Enter a New Comment** section.



3. Select a **Comment Type** from the dropdown.

Comment types available vary based on user assigned security privileges.

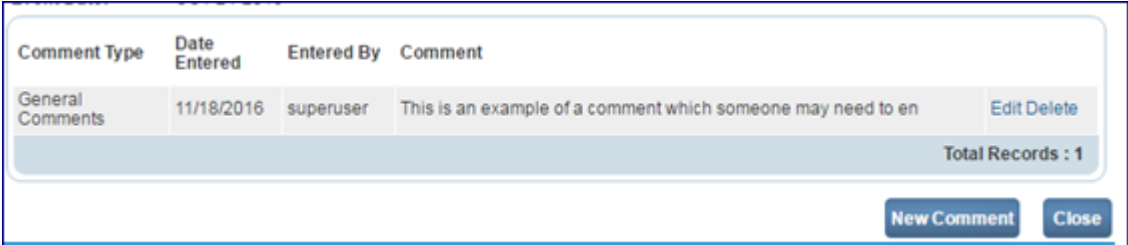
4. Enter the comment in the **Comment** field. Comments are limited to 4000 characters. A running total of the characters remaining is displayed at the bottom of the window.



5. Once a comment has been entered, select the **Save** button.

Select *Clear* to clear the comment text, or *Cancel* to close the comment window.

Selecting **Save** will add the comment to the registration. A portion of the comment displays in the Comments window.



Comment Type	Date Entered	Entered By	Comment	Edit Delete
General Comments	11/18/2016	superuser	This is an example of a comment which someone may need to en	Edit Delete

Total Records : 1

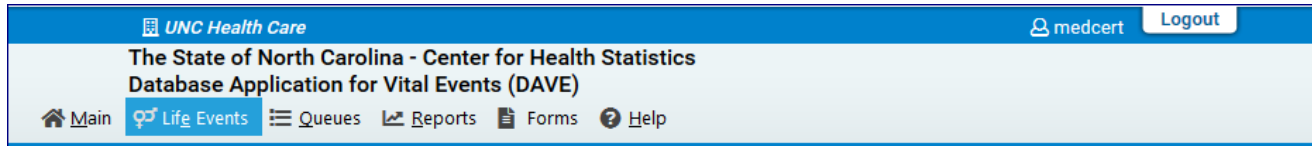
Select the **Close** button on the comments popup window. A checkmark appears next to the **Comments** link in the **Other Links** sub-menu to indicate that a comment has been added to the registration.



NOTE: The ability to Edit or Delete comments is determined by the individual user's security configuration. You may or may not be able to Edit or Delete existing comments.

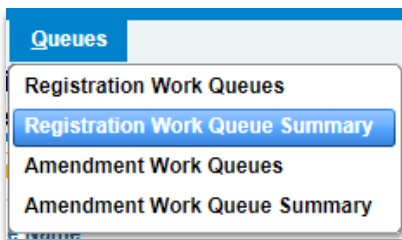
Work Queues

Skills Learned: In this exercise you will learn how to navigate through the various work queues in the system. For this exercise we will be working from the **Main Menu**, not the **Death Registration Menu**. The **Main Menu** is continuously displayed across the top of the DAVE screen when logged in.



From the **Main Menu**, select **Queues**. **Queues** contain registrations, orders, or amendments which have a work queue status assigned. 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 is done primarily through the assignment of a work queue status when a validation rule fails.

Exercise 1: Work Queues - Summary

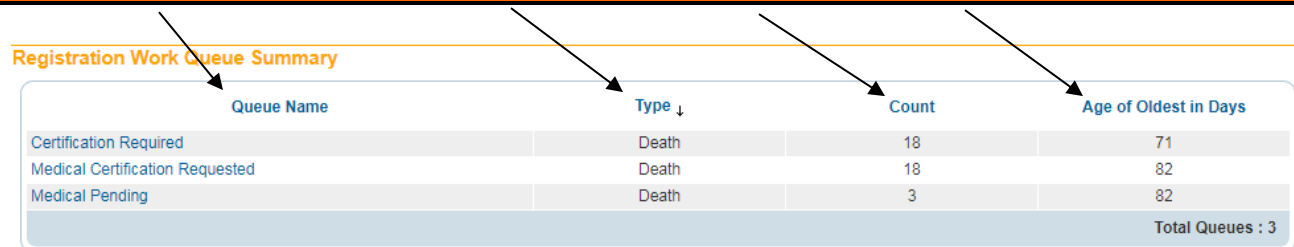


1. From the **Main Menu**, select **Queues**, **Registration Work Queue Summary**.

This will bring up a listing of all the available work queues containing cases. If a queue does not contain any cases it will not be displayed in the list. Additionally, if a user does not have security access to a specific queue it will not appear in the list.

The default sort order is by **Queue Name**. However, the column headers summary tables are all underlined links. Clicking on any of these links will re-order the table based on that columns content.

Click any of the column headers to re-sort the Work Queue Summary.



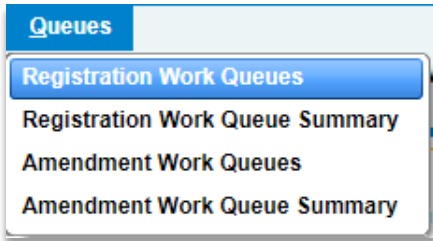
The screenshot shows a table titled 'Registration Work Queue Summary'. The table has four columns: 'Queue Name', 'Type', 'Count', and 'Age of Oldest in Days'. The data rows are: 'Certification Required' (Death, 18, 71), 'Medical Certification Requested' (Death, 18, 82), and 'Medical Pending' (Death, 3, 82). A footer row shows 'Total Queues : 3'. Arrows from the text above point to the underlined column headers.

<u>Queue Name</u>	<u>Type</u>	<u>Count</u>	<u>Age of Oldest in Days</u>
Certification Required	Death	18	71
Medical Certification Requested	Death	18	82
Medical Pending	Death	3	82
			Total Queues : 3

2. **Queue Name** indicates the type of work that needs to be done in the queue, **Type** indicates which type of event, (Death), and the queue contains work for. **Count** indicates how many cases are in the queue. **Age of Oldest in Days** indicates the age of the oldest case in the queue.

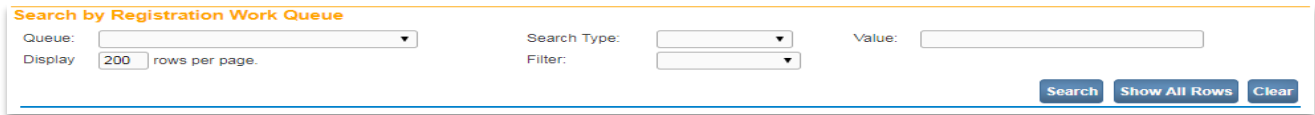
Exercise 2: Work Queues - Search

Skills Learned: In this exercise you will learn how to search for cases based on their queue status.

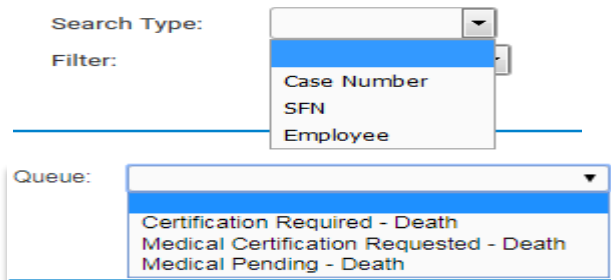


1. From the **Main Menu** select **Queues -> Registration Work Queues**. This will open the **Search by Work Queue** window.

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



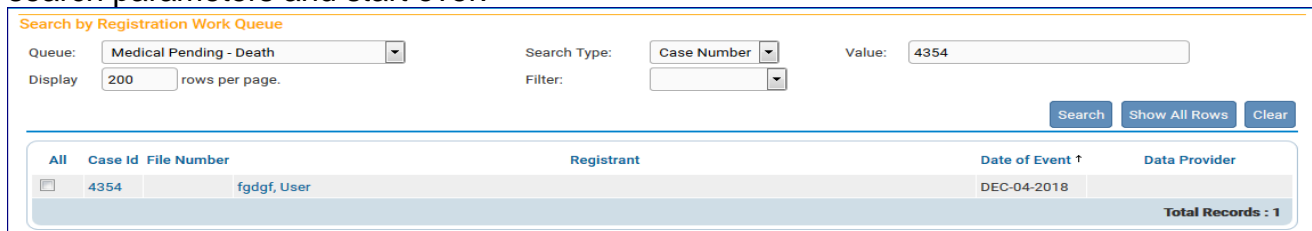
2. Select one of the available options from the **Queue**, or **Search Type** dropdown list or enter a value to search for in the **Value** text-entry box.



3. To narrow your search you can use all three or a combination of the three search parameters. However, you must always make a selection from the **Queue** dropdown list.

You must enter at least one of the above search parameters, but can also use any combination of the three.

3. Click the **Search** button to execute the search or the **Clear** button to clear your search parameters and start over.





All	Case Id	File Number	Registrant	Date of Event ↑	Data Provider
<input type="checkbox"/>	4354	fgdgf, User		DEC-04-2018	

Total Records : 1

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**: Automatically populates information in one field based on data entered in another. For example, based on data entered in the *Date of Birth* field, selecting the *Auto-populate* button  calculates the age and populates the *Age* field.

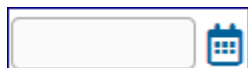



Date of Birth	Years
DEC-17-1980  	Age 38

 **Calendar Icon**: Launches the interactive Calendar and is placed next to date entry fields.

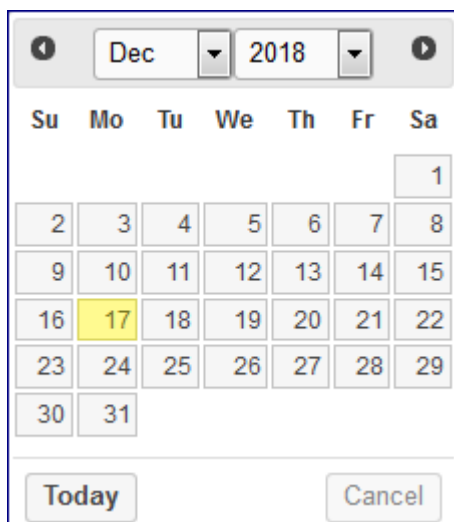
The Interactive Calendar is an alternative to manually entering the date.

1. Launch the calendar by selecting the Calendar Icon next to the date entry field:



<input type="text"/>	
----------------------	---

2. Select a *Month* and *Year* from the dropdown menus.



Dec	2018					
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
Today	Cancel					

3. Select the specific day. Once the day is chosen, the calendar will close and enter the date into the date field.

Note: Selecting the calendar's Today link enters the current date in the date field. Pressing the F12 button on your keyboard does this as well.



Checkboxes: Checkboxes allow users to make one or more selections from a variety available options. To select or de-select a checkbox, simply click inside the box .

Note: If a *Checkbox* or *Radio Button* has focus:
- Use the Spacebar to “press” and select the button, or
- Use the Enter key to “press” and select the button.

Validate Page Next Clear Save Return

Buttons initiate various functions within the application. They are used to navigate the application, accept data input, write information to the database, and trigger the processing of underlying system code.



Fix Icon: Appears in the DAVE™ Validation frame only. Selecting this icon will place the focus or cursor in the item containing invalid information.

Marital Status

Label Control: Identifies a nearby text box or other control. Indicates what type of information is expected in that control.



More Icon: A DAVE™ specific element that returns more information than what is currently displayed.



LOV Icon: A search tool used in the DAVE™ application.



LOV Eraser Icon: Removes values selected using the LOV search tool.



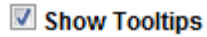
Place Search Icon: Launches a popup that facilitates the entry of city, state, county and/or country.



Radio Buttons: Allows the user to choose only one of a predefined set of options



Required Controls: All controls accompanied by small red arrows are mandatory and must be completed or attempts to save the page will cause a pop up error message to appear. The data must be completed before the user can continue.



Show Tooltips Checkbox: The Show Tooltips checkbox under the Help menu controls whether 'hint' text is displayed when hovering over an icon or control.

Date of Birth

Text Box Control: Allows user to enter information that will be used by the program. Can be formatted to accept only text, a combination of text and numbers, numbers only, or dates.

First 1 2 3 4 5 6 7 8 9 10 ... Last

Table Paging: When a table of data contains more rows than can be displayed on a single page, DAVE™ provides a set of controls located at the bottom of the search results page that displays the page currently selected, the total number of pages of search results, and links to the other search result pages.

Death Search Results

Case Id	SFN	Decedent's Name ↓	Date of Death	Sex	Place of Death	Date of Birth	
4368		Barton, Hashim	DEC-12-2018	Male		JAN-15-2006	Preview
4381		Blah, Blah	DEC-13-2018	Male	Mecklenburg	DEC-13-1942	Preview
4373		Blah, Blah	DEC-12-2018	Male		DEC-12-1941	Preview
4357		Burton, Tim	DEC-04-2018	Male	Wake	JAN-01-1950	Preview
4364		Daniels, Kimberley	DEC-10-2018	Unknown		DEC-16-1974	Preview
4385		Davis, Roger	DEC-14-2018	Male	Wake	AUG-11-1926	Preview
4366		Dorsey, Linus	DEC-10-2018	Female		DEC-19-1991	Preview
4367		Event, Validate	DEC-11-2018	Male	Alexander	DEC-11-2018	Preview
4354		fgdgf, User	DEC-04-2018	Male	Orange	DEC-04-1980	Preview
4382	2018-000291	Garland, Judy	DEC-13-2018	Female	Johnston	APR-08-1981	Preview

First 1 2 3 4 Last Total Records : 36

[New Search](#)

The number of the selected page appears as bold text. The **First** and **Last** links allow users to easily jump to the beginning or ending of the search results.

In addition to providing links to quickly access the **First** page, pages **1 – 10**, and the **Last** page of the search results, the total amount of pages available for selection can be easily revealed by selecting the ellipsis link (...).

First 1 2 3 4 5 6 7 8 9 10 ... Last

First ... 11 12 13 14 15 16 17 18 19 20 Last

If the number of records returned is greater than the system preference for the maximum records allowed, DAVE™ will display a warning message encouraging the user to refine search criteria. The message below was displayed on the search results page when a user attempted to search for all death records within a 2 year time span.

The number of records found matching the criteria entered is greater than the value specified for "Maximum records to display:". Please refine your search criteria or increase the system preference value for "Max Rows to Return".

Please note: Increasing this number will negatively impact system performance. Therefore, it is recommended that the user key additional search criteria in order to limit the number of matching events instead of viewing all matching events.

Total Records : 10,677



Not all pages will require table paging. In some cases it will be more useful to show a very large result set and use scroll bars to see the records that extend below the browser window.

✔ - **Validation Checkmark-Green**: this is a display only icon. Clicking on it has no effect. This icon is used in the **Death Registration Menu** and indicates that a **DAVE** information page contains valid information.


✘ - **Validation X Symbol-Red**: this is a display only icon. Clicking on 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 Caution Symbol-Yellow**: this is a display only icon. Clicking on 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.

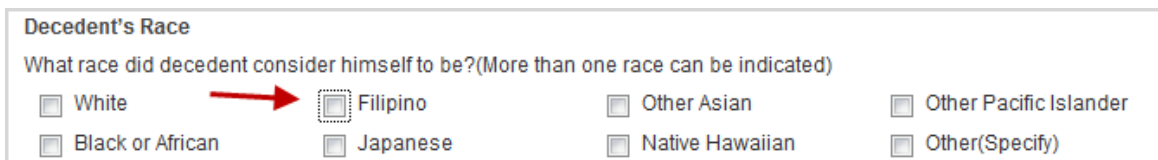
1. **Focus – Focus** determines which control on the page will receive the action. For example, if an empty text box has the focus then a flashing cursor will appear in the far left hand side of the box. Anything you type will appear in the text box.



If a Dropdown menu has focus it will be highlighted in blue. Once the dropdown is opened, a user can choose from a list of values.



A Checkbox or Radio Button will be surrounded by a dotted line when it receives focus. The box can then be selected by the user by pressing the keyboard space bar.



Passing the Focus: Moving between these controls is a matter of passing the focus. This is accomplished by using the following keyboard shortcuts:

- The *Tab* key advances the focus forward
- *Alt+Tab* (holding down the *Alt* key while pressing *Tab*) passes the focus back to the previous control.

Every page is structured a little differently. Exactly where *Tab* and *Alt+Tab* send the focus will vary, but it should always advance logically from one control to the next.

3. Keyboard Shortcuts – Now that you understand what **Focus** is and how to pass it from one control 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 on 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 control.

- 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 control 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

Did You Know?

Using **Alt-Left Arrow** is the same as using your web browser's 'Back' button.
Using **Alt Right Arrow** will trigger your browser's 'Forward' button.

4. Standard Date Formats:

DAVE™ uses a standard date format but is flexible enough to recognize and convert other formats users may enter. Formats accepted for conversion are illustrated below:

Input Formats	Typed As:	System Converts to:
MM-DD-YYYY	12-13-1942	<input type="text" value="DEC-13-1942"/> 
MM/DD/YYYY	12/13/1942	<input type="text" value="DEC-13-1942"/> 
MMDDYYYY	12131942	<input type="text" value="DEC-13-1942"/> 
MonDDYYYY	Dec131942	<input type="text" value="DEC-13-1942"/> 
Mon/DD/YYYY	Dec/13/1942	<input type="text" value="DEC-13-1942"/> 
Mon-DD-YYYY	Dec-13-1942	<input type="text" value="DEC-13-1942"/> 

Did You Know?

- 1. Selecting F12 will automatically key today's date into the selected date field**
- 2. Entry of dates in any other date format will result in an error.**


5. **Zip Code Auto-Populate Address** - Zip code based auto-population controls are built into the DAVE™ application to assist users in entering address data accurately and efficiently.

Address

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

The **Zip Code** field appears as the first entry amongst the address location fields of: *City or Town, County, State and Country*.

Upon entry of the *Zip Code*, the *City or Town, County, State and Country* fields will auto-populate.

Zip Code	City or Town	County	State	Country
 28511	Atlantic	Carteret	North Carolina	United States

If the *Zip Code* entered has multiple *City or Town* or *County* associated options, the system will display a list of valid values to choose from in City or Town and County field.

Did You Know?
The *Zip Code* auto complete feature is optional and can be turned off in DAVE through System Preferences.