Medical Certifiers Quick Start Guide

1. Getting Started

a. Log in to DAVE at
https://davewv.vitalchek.com/web/Logon.aspx
b. Find the case: Go to **Life Events**, **Death**, then
Start/Edit New Case to look for the death report.
c. Click on the Registrant's name to open the case or
choose **Start New Case**.

2. Entering Death Certificate Data

a. Complete each page under the **Medical Information
Heading**.
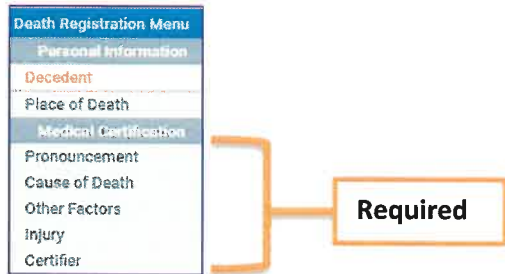
Regarding Cause of Death:

You may sometimes be confused about errors that appear for
cause of death. Most errors are related to using terminology to
report the cause of death that does not comply with national
standards for reporting. For more information about reporting
cause of death, visit:

Site Navigation: Use the buttons at the bottom of the page.
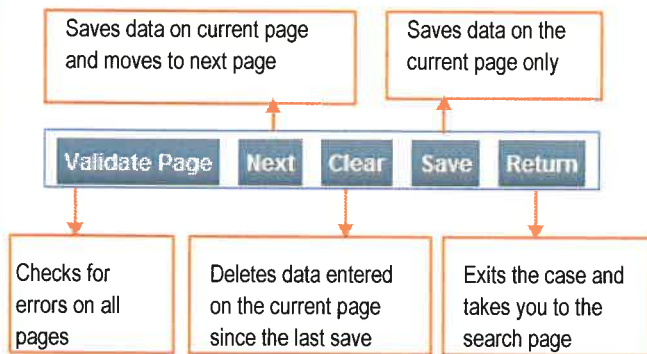

3. Validating Death Report Data

After you enter the information on the last page, click
Validate Page. This will check for errors on all pages. An
arrow will appear to the left of each page. The color tells
you what to do next.
After you make the necessary corrections, click **Validate**

▶ [Green] There are no errors on the page. You may certify the
report. (See step 4 below.)

▷ [Yellow] Click on the page with the yellow arrow pointing toward
it. *Carefully read the error message.* You may: 1.) edit and save the
information, or 2.) confirm your entry is accurate by clicking the
Override box, then click **Save Override**. *The arrow will remain
yellow even after you override the message.*

▶ [Red] Go to the page with the red arrow pointing toward it. You
must edit the item highlighted in red to complete the report.

4. Certify the Death Certificate

a. After all corrections and
overrides are complete, the
Certify link will appear after the
Certifier link. Click on **Certify**.
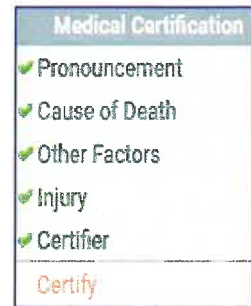
b. Read the affirmation
statement. Click the check box
to affirm the statement. Then
click **Affirm**.
c. The page will refresh then show **Authentication
Successful**.
d. The report is complete.

Making Corrections or Amendments

Before the report is registered (no SFN assigned):

a. Click on **Certify**, then click the **Uncertify** button. Make
the necessary changes then click **Validate Page**. Then
follow step 4 above to **Certify** the report again.

After the record is registered (assigned a SFN):

a. Under **Registrar**, click **Amendment List**. Choose the
type of amendment and the page you want to amend.
Make the changes and choose **Save**

b. In the **Amendments
Menu**, click on
Amendment Affirmation.

c. Check the box to certify the changes. **Click Affirm.
Page** again.
d. The page will refresh, then show **Authentication
Successful**.
e. The amendment has to be approved by the vital
records office before the new information will appear
on the death record.