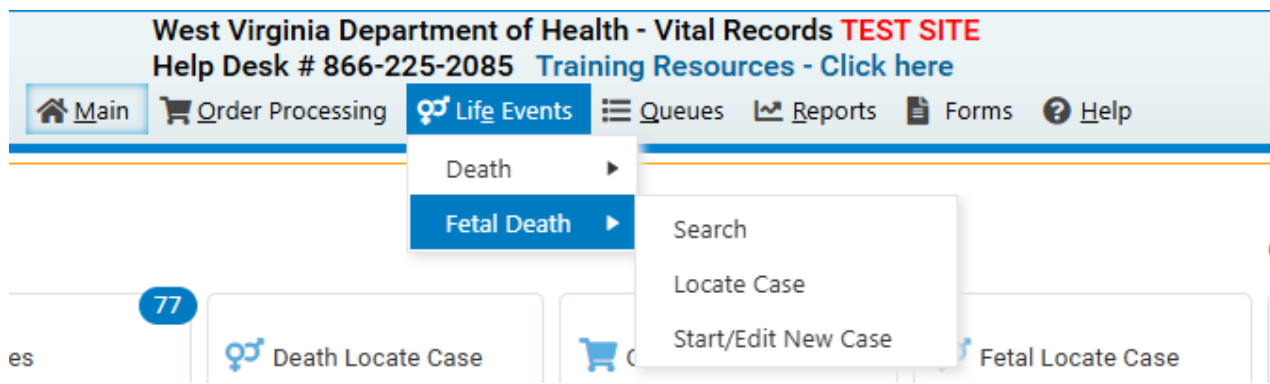


WV DAVE (Database Application for Vital Events)

Funeral Director Fetal Death Training Guides

Guide 1: Completing Disposition for Fetal Death

- First, you would log in as you normally would under the appropriate facility (if you are associated with more than one funeral home)
- Go to **Life Events** → **Fetal Death** → **Search**



- Clicking **Search** will bring you to this screen

Search for a fetal death record

Search by Identifier:

Enter one of these items

File Number:	Year:	<input type="text"/>
	Number:	<input type="text"/>
Case Id:		<input type="text"/>
File Date:		<input type="text"/>
		MMM-dd-yyyy
Date of Delivery:	Start:	<input type="text"/>
		MMM-dd-yyyy
	End:	<input type="text"/>
		MMM-dd-yyyy
Place of Fetal Death Location Type:		<input type="text"/>
Location Name:		<input type="text"/>
Maximum records to display:		<input type="text" value="200"/>

OR

Search by Registrant or Data Provider:

Enter one or more persons/organizations. Last name is required.

First Search Person/Organization

Person/Organization:	<input type="text" value="Fetus"/>
First:	<input type="text"/>
Middle:	<input type="text"/>
Last:	<input type="text"/>
Sex:	<input type="text"/>
SSN:	<input type="text"/>
Date of Birth:	Start: <input type="text"/>
	MMM-dd-yyyy
	End: <input type="text"/>
	MMM-dd-yyyy

More

Search Soundex Swap Names Clear

- Enter as much information as you can to locate the correct case

Fetal Death Search Results

Case Id	SFN	Fetus Name	Date of Delivery	Sex	Place of Fetal Death	Preview
47389		Jones, John	NOV-11-2024	Male	Kanawha	Preview

Total Records : 1

[New Search](#)

- Click on the name to open the case and this is what you will see

Fetal Death Registration Menu

Legal Information

Fetus

Disposition

Disposition

Other Links

Assign Status

Attachments

Print Forms

Comments

Switch User

47389 :John Jones NOV-11-2024
 /Medical Invalid/Disposition Invalid/Uncertified/Unaffirmed/Not Registered/Medical Pending/Disposition Pending

Fetus

Fetus Name

First: Middle: Last: Suffix:

Date of Delivery: Time of Delivery: : Sex:

Obstetric Estimate of Gestation(weeks): Does mother/parent request disposition? (Verify with mother BEFORE Certification.):

Who is responsible for disposition? [Disposition Permit](#)

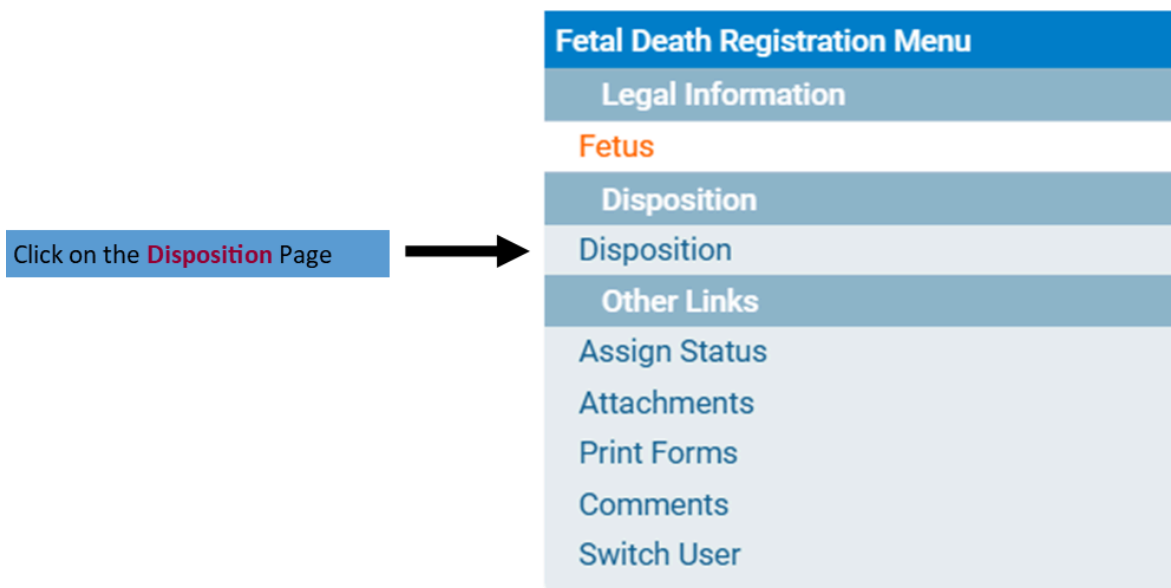
Weight of Fetus: Pounds / Ounces Grams

Date of Last Menses:

Non Reportable:

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

- Click on the **Disposition** Page to complete the disposition




- After clicking the **Disposition** Page, you will see this

47389 :John Jones NOV-11-2024

/Medical Invalid/Disposition Invalid/Uncertified/Unaffirmed/Not Registered/Medical Pending/Disposition Pending

Disposition



Method of Disposition


Date of Disposition 
MMM-dd-yyyy

Place of disposition  

Place of Burial, Cremation, Removal or Other Disposition

City or Town State Country

Funeral Director  

Registration Number 

First Middle Last

Funeral Home

Firm Registration Number Lookup

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


Zip Code City or Town State Country

Secondary Funeral Home Name

- If you click **Validate Page** before entering any information, you will see the fields that must be completed and the error messages for each field at the bottom of the page

Disposition

Method of Disposition


Date of Disposition 
MMM-dd-yyyy

Place of disposition  

Place of Burial, Cremation, Removal or Other Disposition

City or Town State Country

Funeral Director  

Registration Number 

First Middle Last

Funeral Home

Firm Registration Number Lookup



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

Zip Code City or Town State Country

Secondary Funeral Home Name

- For **Place of Disposition**, you can click on the **Magnifying Glass** Icon to bring up a search window

Place of Disposition



Clicking on the **Magnifying Glass** Icon will bring up a window that will allow you to search for a place of disposition such as a cemetery



Lookup Place Of Disposition ×

Facility Name: Search

Cancel

- If you don't know the full name of the place of disposition, you can enter part of the name and the percent sign (%) and click **Search**

% = a wild card

In this example, anything that begins with "Ac" will show up in the search

Lookup Place Of Disposition ×

Facility Name: Search

Facility Name	Address	City	
Acacia Society	17324 Sunshine Trail	Sabillasville	select

Total Records : 1

Cancel



Click **Select** to choose this facility and the information will automatically be entered

- After entering the required information, you can click Validate Page again to make sure the system validates the information