Medical Certifier
TxEVER Cheat Sheet

**Death Certificate Process:**
1. FH creates new record and completes data entry
2. FH designates medical certifier
3. MC accepts record and completes data entry
4. MC certifies record
5. FH verifies record and completes DCOA
6. FH prints or requests BTP
7. FH releases record

**Medical Certification:**
1. Go to Death module, then Functions —> Medical Data Entry
2. Complete medical tabs 1, 2, and 3 (if applicable)
   - Medical tab 3 is only for ME/JP. Physicians can ignore.
3. Record —> Medical Certification
4. Verify the information is correct using the “Preview” button
5. Click the “Certification” button, check the checkbox, then enter your pin.

**Refer to Medical Examiner or Justice of the Peace (ME/JP):**
Physicians: If a death certificate was assigned to you, but the cause of death was unnatural, refer the death to a ME/JP ASAP.
ME/JP: If a death certificate was assigned to you, but someone else did the inquest, then refer to the appropriate ME/JP ASAP.
1. Access record in TxEVER
2. Record —> Refer to JP/Medical Examiner
3. Enter certifier information and click “designate”

FH—Funeral Home; MC—Medical certifier; LR—Local Registrar

**Website:** https://txever.dshs.texas.gov/TxEverUI/Welcome.htm

**Help Desk Email:** help-txever@dshs.texas.gov

**Keyboard Shortcuts:**

<table>
<thead>
<tr>
<th>Key Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>T + up/down</td>
<td>Enters current date in any date field.</td>
</tr>
<tr>
<td>Enter</td>
<td>Enters the current date and you can populate a day before or after.</td>
</tr>
<tr>
<td>Tab</td>
<td>Moves forward from one box/field to another box/field.</td>
</tr>
<tr>
<td>Shift Tab</td>
<td>Moves backward from one box/field to another box/field.</td>
</tr>
<tr>
<td>1st Letter of a Word</td>
<td>Activates the next button on the page.</td>
</tr>
<tr>
<td>Space Bar</td>
<td>Enters selection from pick list of a dropdown list. Scroll through that letter.</td>
</tr>
<tr>
<td>Arrow Keys</td>
<td>Opens a dropdown list.</td>
</tr>
<tr>
<td>Ctrl + S</td>
<td>Closes a dropdown list.</td>
</tr>
<tr>
<td>State Abbreviations</td>
<td>Saves the current record.</td>
</tr>
</tbody>
</table>

**Diacrictical Marks:**
Press and hold “ALT” key, type 3 digit code, release the “ALT” key

<table>
<thead>
<tr>
<th>ALT Code</th>
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Questions? Contact the TxEVER team at txeverinfo@dshs.texas.gov or 512-776-3010.

10/4/18 version 1.0
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MEDICAL CERTIFICATION
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Basic Death Registration Checklist

Funeral Home Part 1 – Starting a Death Record

☐ Log into TxEVER and Select the DEATH Tab
☐ Start a new record
☐ Verify there are no Duplicate Records
☐ Complete all Yellow Fields on all Demographic tabs.
☐ Print the Verification of Death Facts; have the Informant sign it.
☐ Assign the Medical Certifier for the Record.

Medical Certifier – Medical Data Entry

☐ Log into TxEVER and Select the DEATH Tab
☐ Accept the death record assigned.
☐ Complete the Medical Data Entry (Tabs 1 through 3)
☐ Medically Certify the Record.

Funeral Home Part 2 – Demographic Verification and Release

☐ Log back into TxEVER and locate the Record the Medical Certifier Certified
☐ Complete the DCOA Order
☐ Demographically Verify the Record
☐ Release the Record

~ State Office Reviews and Accepts the Record ~

Local Registrar – Accepts and Prints the Record

☐ Log into TxEVER and Select the DEATH Tab
☐ Accept the record
☐ Print the Local Copy – the Local file number and Local File Date will be automatically assigned.
☐ Index the new record within the Local’s Files
<table>
<thead>
<tr>
<th>Key Combination</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Press T or T</td>
<td>Enters current date in any date field.</td>
</tr>
<tr>
<td>Press T and ↑ or ↓</td>
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<td>Tab or</td>
<td>Moves forward from one box/field to another box/field.</td>
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<tr>
<td>Shift Tab or shift +</td>
<td>Moves backward from one box/field to another box/field.</td>
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<td>1st Letter of a Word</td>
<td>Enters selection from pick list of a dropdown list. Scroll through that letter.</td>
</tr>
<tr>
<td>Space Bar or space</td>
<td>Selects a radio button or check box.</td>
</tr>
<tr>
<td>Arrow Keys or ← or →</td>
<td>Moves from one radio button to the next. Right to Left or Left to Right.</td>
</tr>
<tr>
<td>Down Arrow or ↓</td>
<td>Opens a dropdown list.</td>
</tr>
<tr>
<td>Escape or esc</td>
<td>Closes a dropdown list.</td>
</tr>
<tr>
<td>Ctrl + S or Ctrl + S</td>
<td>Saves the current record.</td>
</tr>
<tr>
<td>State Abbreviations</td>
<td>Selects the associated State by typing the first letter.</td>
</tr>
</tbody>
</table>
Diacritical Marks

TxEVER will allow the use of Diacritical Marks. To insert a diacritical mark within a name, Press and Hold the “ALT” key and type the 3 or 4 digit code. Release the “ALT” key and the respective diacritical mark will appear. Example: \textbf{ALT+128 = Ç}

<table>
<thead>
<tr>
<th>ALT Code</th>
<th>Name</th>
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<th>Name</th>
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<tbody>
<tr>
<td>128</td>
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BASIC DEATH REGISTRATION
MEDICAL CERTIFIER - MEDICAL DATA ENTRY
LOG INTO TxEVER

Log into TxEVER via the web https://txever.dshs.texas.gov/TxEverUI/Welcome.htm
Step 2: Click Yes to agree to the terms and conditions and gain access to TxEVER.
Forgot your password?
Click here to reset password.

Step 3: Type your TxEVER user name and password.

Step 4: Click "Log In".
Step 5: Select your user location. Use dropdown if you have multiple locations/offices.

Step 6: Click “OK.”

Find important news and updates in the TxEVER broadcast message area.
Helpful Tip: Click “Show Dashboard” for a list of different reports regarding records.

Step 7: Select Death Module Tab to start the Medical part of Death Registration.

Helpful Tip: Click on Dashboard Filters to see a dropdown of record options like “Records not filed within 10 days of Death”, “Records Returned for Correction from State”, and “All Unresolved”.

The TxEVER Dashboard is a tool that helps track, analyze, and displays information regarding registration. The Dashboard is the most efficient way to track multiple record statuses.
Step 8: Click the dropdown arrow next to "FUNCTION" to be taken to the Medical Data Entry.

Step 9: Select "Medical Data Entry" to locate a death record, search, save, or reject a record from your work queue.
Start NEW Record

Search for a Record

Save Current Record

CANCEL current changes since last save

Navigation buttons for switching between registration tabs

Navigation buttons for switching between records in queue
Step 10: Click the drop down arrow to expand the list of available queues. Select “All Unresolved”.

Step 11: Click the drop down arrow to expand the list of available records assigned in the selected queue. Select the record to complete the Medical Tabs.

The Unresolved Work Queue will update showing how many records are in the queue after selecting which queue you would like to view on step 4.
If you are not the Medical Certifier for this record, Click Reject. The Funeral Home will be notified to designate the correct Medical Certifier.

Step 12: Click “Accept” to start adding the Medical Data for the selected Record.
Step 13: Click “Medical 1” Tab

Yellow Fields still need to be addressed. If it has a Red Asterisk (*), then it is mandatory. If not, select it and tab out to show it was reviewed.

Some Fields, though not mandatory, want to verify you intended to leave blank or gives you the option to complete later.

Mandatory fields on the Medical Tabs will ask you if you want to complete them later if you click or tab into the field and then tab out without completing.
Step 14: Complete all Yellow Fields. Once all fields have been filled in or addressed, a Green Check Mark (✔) will appear next to the tab showing the tab as completed.

Step 15: Click “Next” to advance through the Medical Tabs. The Green Arrows (← →) on the icon bar can also be used to navigate between tabs.

It is recommended to Save often to avoid losing data.
Step 16: Once all Medical tabs are completed, Click the drop down arrow to select Medical Certification.
Verify the information is correct. Preview the record by clicking the “Preview” button.
Review the information and ensure nothing was missed. This includes the Date of death, Time of Death, and Cause of death.
Step 17: After Previewing the record, Click “Certification” to expand the section.

Step 18: Click the box to verify you have reviewed the data and you agree with the statement. Enter your PIN then click “OK”

What if I forgot my Pin?
Contact your local TxEVER administrator or the TxEVER Helpdesk to have your Pin Emailed to you.

Step 19: Click “OK” to complete the Medical Certification.
After the Medical Certification is complete, the funeral home will receive notification that it is ready to go. The record will stay in your queue until the Funeral Home signs and releases the Demographics.
APPENDIX

Unresolved Work Queue Filters

- **All Unresolved**: Unresolved Work Queue will list all records that are unresolved for any reason.
- **Awaiting Medical Certification**: Unresolved Work Queue will display all records that are waiting for the Medical Certification.
- **Medical Amendment**: Unresolved Work Queue will display all records that have a medical amendment started and are waiting for completion.
- **Medical Data Entry Incomplete**: Unresolved Work Queue will display all records that are waiting for the medical data to be completed.
- **Pending Cause of Death**: Unresolved Work Queue will display all records that have been flagged with a Pending cause of death.
- **Records Filed with Registrar**: Unresolved Work Queue will display all records that are waiting on the Local Registrar to accept and print.
- **Rejected**: Unresolved Work Queue will display all records that were rejected by either the medical certifier, state registrar, or the local registrar.
- **Sent to Medical Examiner**: Unresolved Work Queue will display all records that are waiting for the medical examiner.
- **Submitted to Funeral Establishment**: Unresolved Work Queue will display all records that were started by a medical examiner or justice of the peace and have been assigned to the funeral establishment to complete.
TxEVER
How-To Death Registration – Medical Amendment for ME and JP
Provider Readiness and Training
Medical Amendment (ME & JP)

**TxEVER medical amendment features:**

- Medical Amendment Data Entry available after a record is fully registered at state and local levels;

- Comprehensive Cause of Death reporting; and

- Medical Certification with electronic signature.
Medical Amendment (ME & JP)

Step 1: Select the Death Module Tab to start the Medical part of death registration.

Step 2: Click the dropdown arrow next to “FUNCTION” to be taken to the Medical Data Entry.

Step 3: Select “Medical Amendment” to locate a death record or to search, save, or reject a record from the work queue.
Medical Amendment (ME & JP)

Step 4: Search for a Death Record.

Step 5: Enter searchable data.

Step 6: Click “Search” and select an death record. Click “Select Record(s)” to be taken to the medical data entry for the selected record.
Medical Amendment (ME & JP)

Step 7: After verifying that this is the record that needs to be amended, click “GO.”
Medical Amendment (ME & JP)

Step 8: Click “Yes” to access the record.
Step 9: Go to the appropriate Medical Tab and click "   " to edit or change the medical data.
Step 10: Edit the field, then click “Confirm Changes” to save the amended data.
Medical Amendment (ME & JP)

Step 11: Click “Submit to State Review” in the Process menu or click “✓.”
Step 12: After Previewing the record, Click “Certification” to expand the section.

Step 13: Click the box to verify data review and to agree with the statement. Enter the PIN, then click “OK.”

Step 14: Click “Yes” to complete the Medical Certification.
Step 15: Click “OK” to complete the submission process.
After the Medical Certification is complete, the State will review the record.
Thank You

If you have any questions, please contact your TxEVER Field Services team at TxEVERinfo@dshs.texas.gov or (512) 776-3010.

Please continue to visit our website at http://www.dshs.texas.gov/vs/field/The-TxEVER-Project/ for the latest updates.
Vital Statistics Criminal Background Check Requirement

DSHS is continuing to roll out a phased implementation of criminal background checks for all users who access TxEVER, per Health and Safety Code §191.071. TxEVER users will need to meet this requirement.

How Do I Schedule Fingerprinting?

- Schedule an appointment with the fingerprint vendor, IdentoGO, online at https://www.identogo.com. Choose the location using the “Find the nearest IdentoGo center” search bar. Select location from list and “Schedule Appointment”. Choose “Digital Fingerprinting” services, input DSHS Service Code 11H6J9, and schedule your appointment.
- Arrive at your scheduled appointment with the DSHS Service Code, ORI number, your driver’s license, and fee payment. See the Background Check Fees section on this flyer for a breakdown of fees.
- If you do not have a valid Texas Driver’s License, please visit: https://www.identogo.com or call 1-888-467-2080 to determine what documentation will suffice.
- After fingerprints have been submitted, request a purchasing receipt from IdentoGO. Do not throw away your receipt.
- Results should be ready within 10 business days.

Mail-In Submissions

- Complete a legible set of fingerprints on a DPS-approved card from a local law enforcement agency.
- Pre-enroll your fingerprint online or on the phone.
- Complete payment with IdentoGO.
- Print and mail authorization letter with fingerprint card to IdentoGO.
- Contact IdentoGO or visit https://www.identogo.com for full description of mail-in process.

IdentoGO
Fingerprinting Services

Mail-In Submissions

- Complete a legible set of fingerprints on a DPS-approved card from a local law enforcement agency.
- Pre-enroll your fingerprint online or on the phone.
- Complete payment with IdentoGO.
- Print and mail authorization letter with fingerprint card to IdentoGO.
- Contact IdentoGO or visit https://www.identogo.com for full description of mail-in process.
Vital Statistics Criminal Background Check Requirement

Criminal History Evaluation
After receiving background check results, DSHS will assess the risk associated with the user’s background history to determine TxEVER access.

Background Check Fees
Total Cost: $41.50

<table>
<thead>
<tr>
<th>Service</th>
<th>Cost</th>
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<tbody>
<tr>
<td>IdentoGO</td>
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<tr>
<td>DPS</td>
<td>$15.00</td>
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<tr>
<td>FBI</td>
<td>$13.25</td>
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</tbody>
</table>

Cost varies for mail-in submissions. Visit [http://www.identogo.com](http://www.identogo.com) or call 1-888-467-2080 for more info.

FAQs

I live out-of-state; how do I submit my fingerprints?
A specific mail-in process is required for out-of-state users. A fingerprint card must be mailed to IdentoGO. This service will require an additional cost. Visit: [https://www.identogo.com](https://www.identogo.com) or call 1-888-467-2080 for additional information.

How long until my results are ready?
Once the information is received, it will take approximately 10 business days for results to be ready. Results are then mailed to the user.

What kind of criminal information will be pulled?
The background check will search for state and federal criminal activity nationwide, and any information from the Sex Offender registry.

What if I am convicted of a crime after my background check?
Users who commit additional crimes must report it to DSHS within five days. If a user does not report additional criminal activity, the agency will receive notice from DPS and/or FBI.

Will my results be private?
Yes, you will receive a letter in the mail with your results. However, if your criminal history is considered unacceptable, you will no longer have access to TxEVER.

Will there be additional communication regarding this change?
Yes. DSHS will communicate necessary information to users via email and GovDelivery.