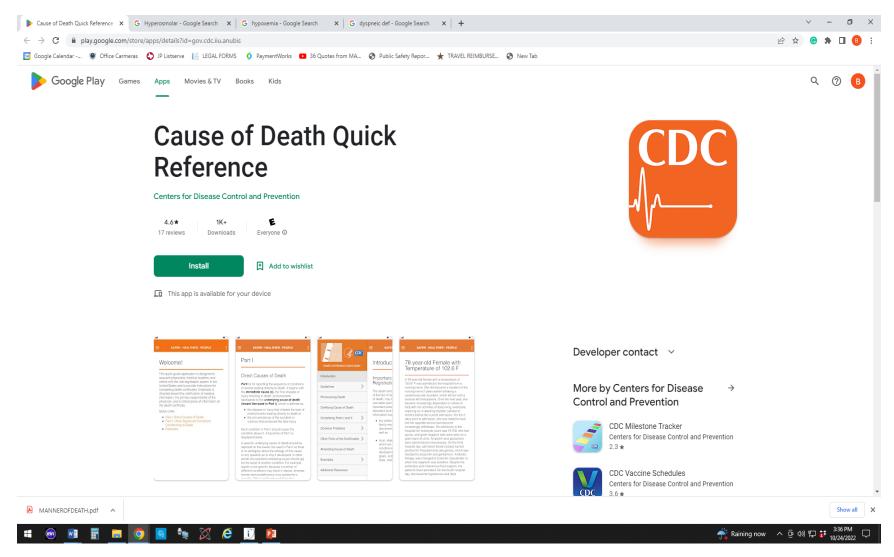
Completing Death Certificate Handout 1:

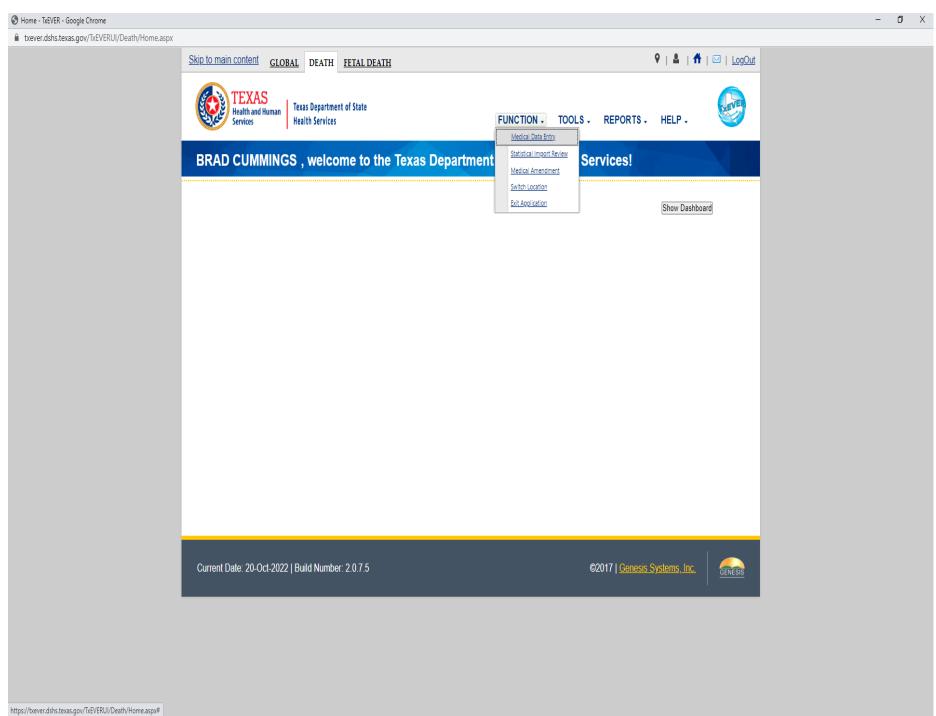
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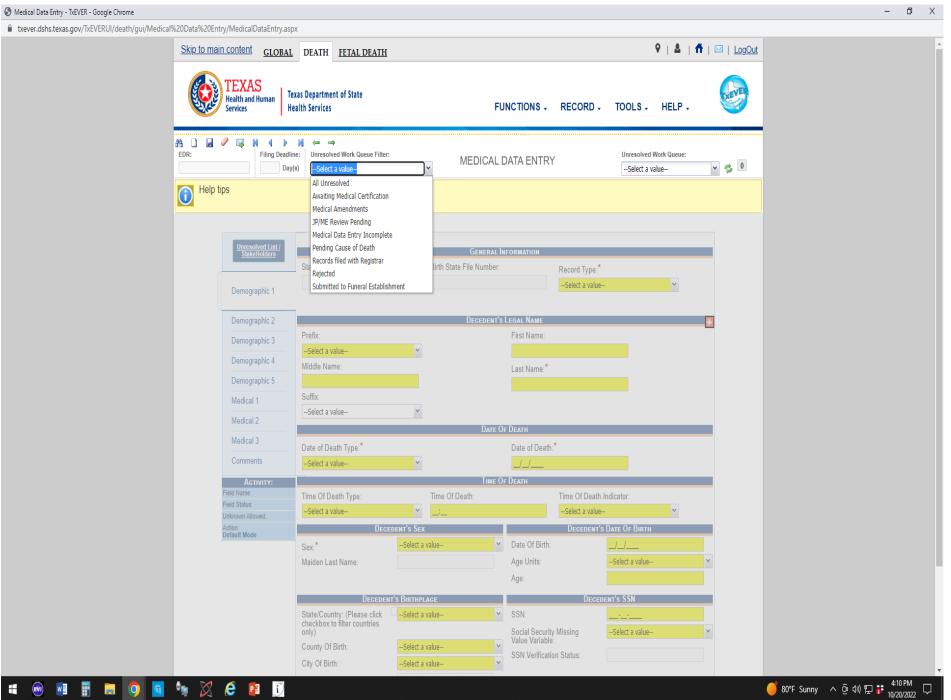
How And When to Start:

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 INBOX Autopsy and Inquest 	□ No_Reply@dshs.texas.gov yesterday at 3:28 PM ☆ You Have Been Assigned a Death Record to Complete	No_Reply@dshs.texas.gov ✓ (September 12, 2022 10:00 AM) To: BCUMMINGS@hopkinscountytx.org
> 1st Term	□ No_Reply@dshs.texas.gov 11 Oct. ☆ You Have Been Assigned a Death Record to Complete	CC: TCALHOUN@hopkinscountytx.org
✓ 2nd term 2020	□ No_Reply@dshs.texas.gov 28 Sep. ☆ 28 Sep. ☆ You Have Been Assigned a Death Record to Complete	Electronic Death Record #000044445435263 has been designated to you for Medical Data Entry.
2020	□ No_Reply@dshs.texas.gov 15 Sep. ☆ You Have Been Assigned a Death Record to Complete	Date of Death: 09/11/2022 Funeral Home: MURRAY-ORWOSKY FUNERAL HOME
2022 City of Sulphur Springs	□ No_Reply@dshs.texas.gov 12 Sep. ☆ 12 Sep. ☆ You Have Been Assigned a Death Record to Complete	Certifier: HOPKINS COUNTY JP PCT 2 Please visit https://txever.dshs.texas.gov/TxEverUI/Welcome.htm to view/update the details.
Death Certification	□ No_Reply@dshs.texas.gov 9 Sep. ☆ You Have Been Assigned a Death Record to Complete	If it has been more than 90 days since your last login to TxEVER - please contact your facility's local administrator to unlock your account.
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2019	□ No_Reply@dshs.texas.gov 28 Aug. ☆ You Have Been Assigned a Death Record to Complete	
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	TEXAS Texas Department of State Health and Human Health Services		
	Location		
	Message By: MCARRILLO On 2/1/2022 3:41:53 PM For deaths related to the winter weather, please indicate "February 2022 Winter Weather" on the death certificate. Please complete the "Disaster-Related Mortality Surveillance Form" for the February 2022 Winter Weather. The form can be found here		
	https://www.dshs.texas.gov/commprep/disasterepi/surveillance/DistasterMortalitySurvForm.pdf and email to DSHSDisasterEpi@dshs.texas.gov.		
	Location: HOPKINS COUNTY JP PCT 2 - (DEATH)		
	Current Date: 20-Oct-2022 Build Number: 2.0.7.5 ©2017 Genesis System	ems, Inc.	



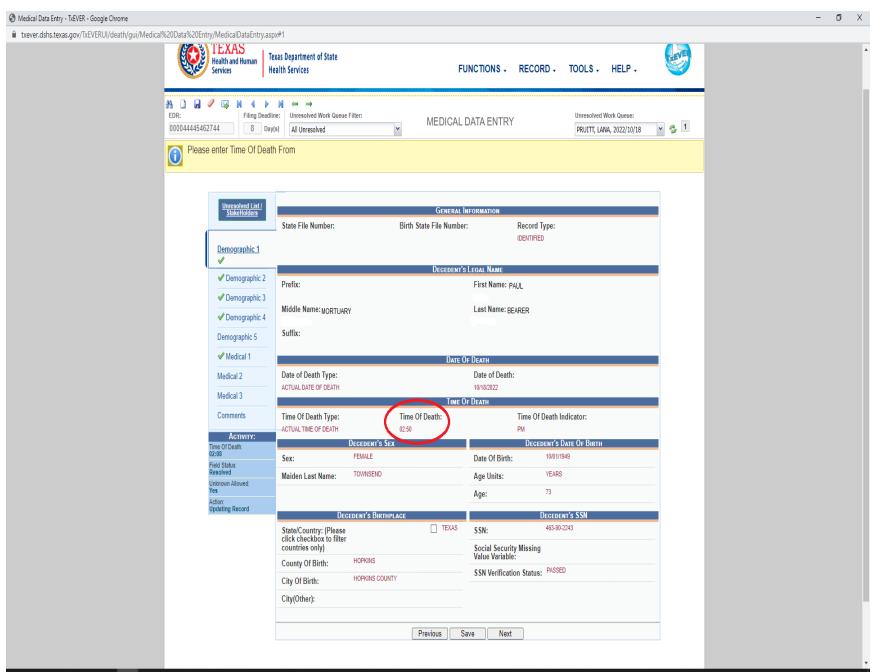
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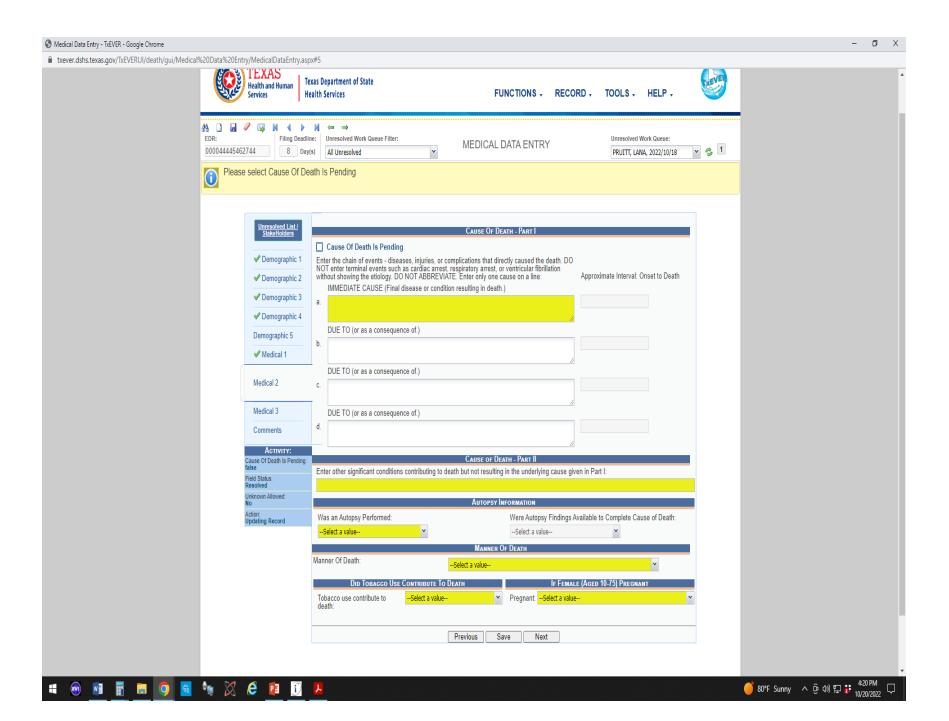
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Jakenouers	Prefix:	First Name:	
V Demographic 1	Select a value	PAUL	
✓ Demographic 2	Middle Name:	Last Name:	
	MORTUARY	BEARER	
✓ Demographic 3	Suffix:	Sex:	
✓ Demographic 4			*
Demographic 5	Medical Record Number:	ME Case Number:	
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Madial 2	Certifier Type:	Certifier Name:	1000
Medical 2	JP Y	BRAD CUMMINGS	×
Medical 3	Certifier Office Name: HOPKINS COUNTY JP PCT 2	Certifier Title: JP	
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Decedent's Presumed Pre Select a value	fix: County:	City/Town:	
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Unknown Allowed:	Zip:	Zip Ext:	
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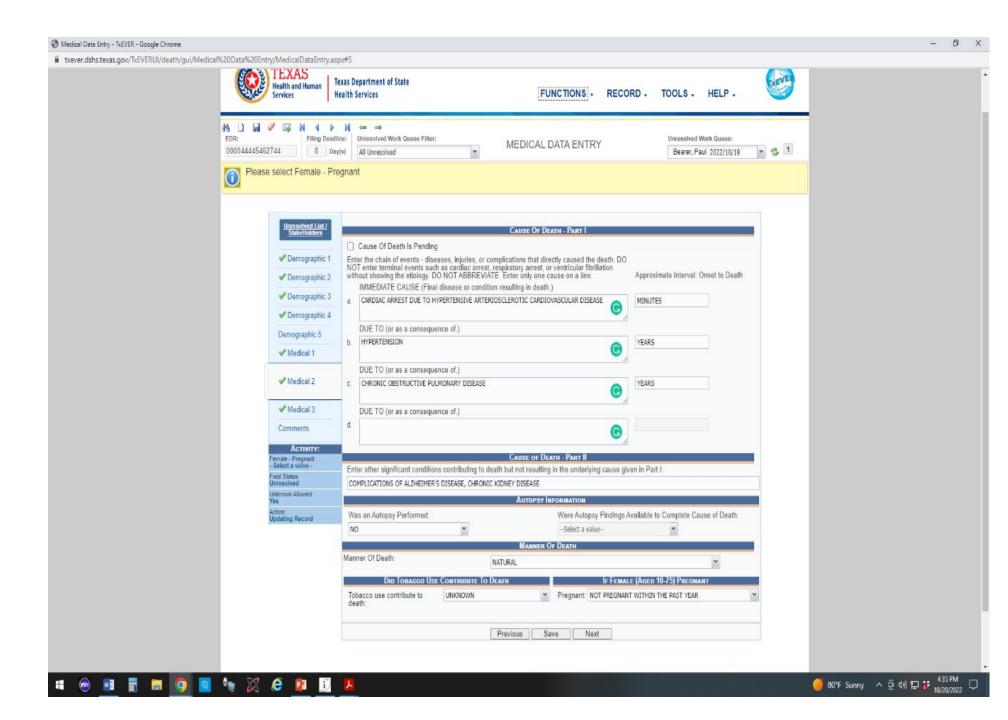


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	Manner Of Death:	
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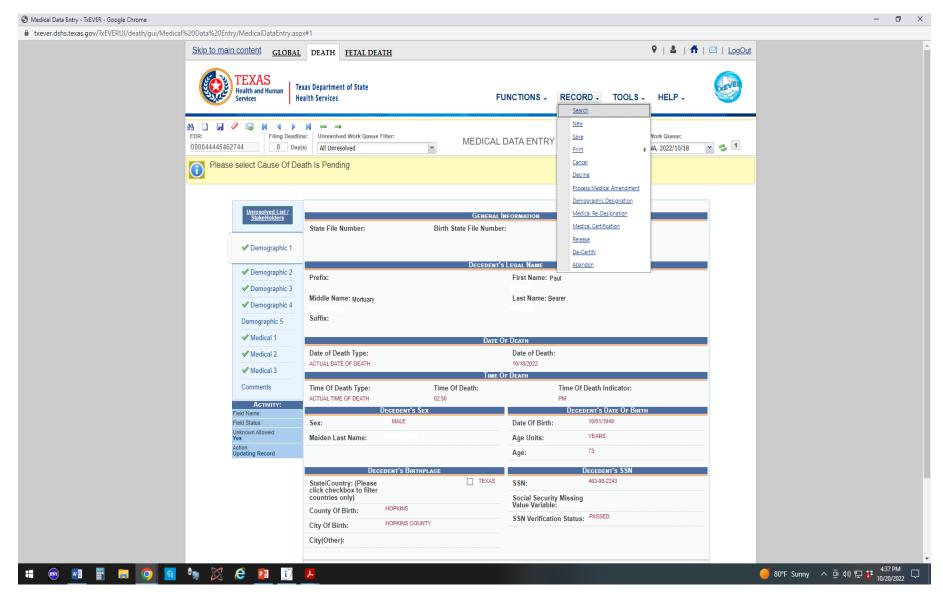
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Please select Cause Of D	eath Is Pending	
<u>Unresolved List/</u> <u>StakeHolders</u>	Cause OF Death - Part I	Years
✓ Demographic 1 ✓ Demographic 2	Enter the chain of events - diseases, injuries, or complications that directly caused the death. DO NOT enter terminal events such as cardiac arrest, respiratory arrest, or ventricular fibrillation without showing the etiology. DO NOT ABBREVITE. Enter only one cause on a line.	Months
 ✓ Demographic 3 ✓ Demographic 4 	IMMEDIATE CAUSE (Final disease or condition resulting in death.) a.	• Days
Demographic 5	DUE TO (or as a consequence of.) b.	Weeks
Medical 2	DUE TO (or as a consequence of.) c.	Hours
Medical 3	DUE TO (or as a consequence of.)	MinutesSeconds
Comments		
Activity: Cause of Death Is Pending	Cause of Death - Part II	 Immediately
false Field Status: Resolved Unknown Allowed:	Enter other significant conditions contributing to death but not resulting in the underlying cause given in Part I:	Approximately
No	Autopsy Information	
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	Did Tobacco Use Contribute To DeAth IF Female (Ageb 10.75) Pregnant Tobacco use contribute to death: Select a value	
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V Demographic 1		TRANSPORTATION INJURY INFORMATIO	DN .		
V Demographic 2	Was injury related to a transportation accident:		e In Transportation Injury:		
✓ Demographic 3 ✓ Demographic 4	Select a value (Specify):	Select a value-			
Demographic 5		Date and Time of Injury			
✓ Medical 1	Date Of Injury Type:	Date of Injury:			
Medical 2	Select a value	_/_/			
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✓ <u>Medical 3</u>	Select a value				
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Comments	Select a value				
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Female - Pregnant: Select a value	Injury at Work:	Place of Injury:			
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	City/Town:	City(Other):			
	Select a value				
	Zip:	Zip Ext:			
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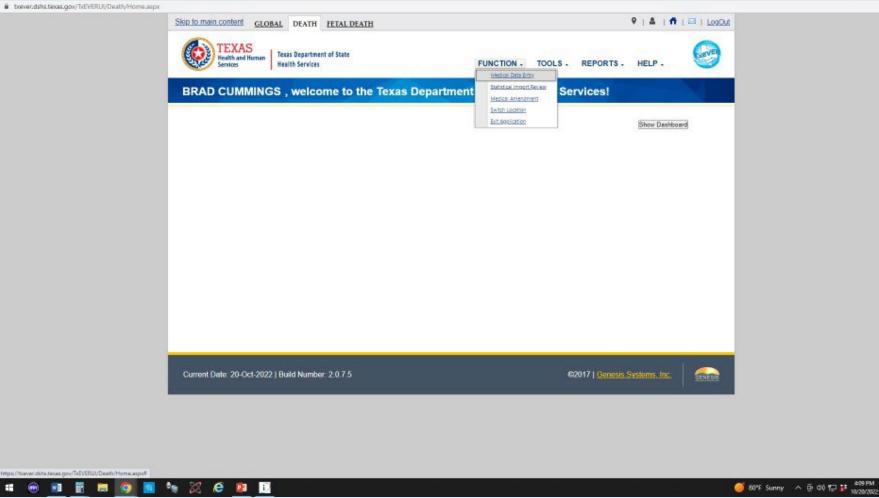


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Medical Amendment

Medical Amendment

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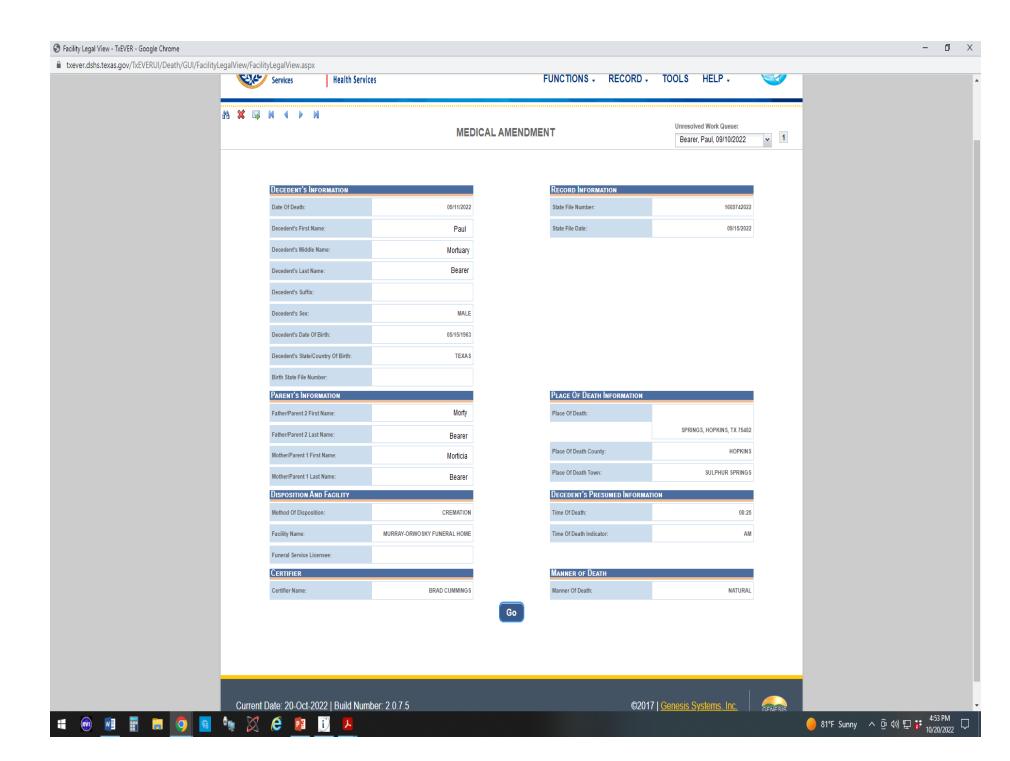
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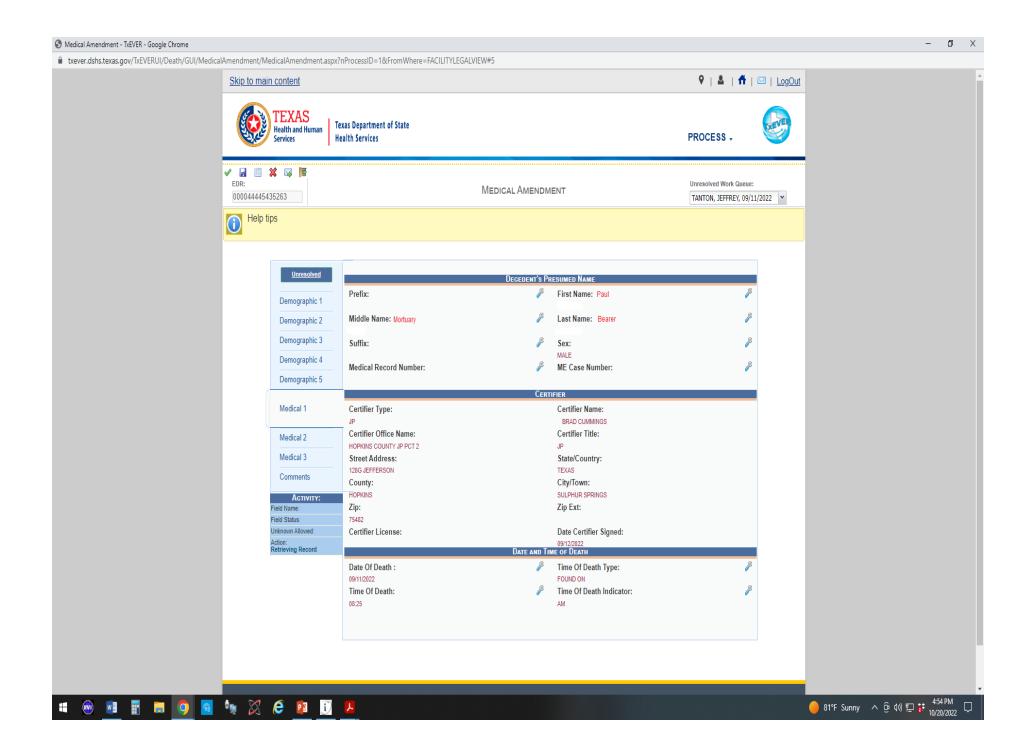
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When and How to Start?

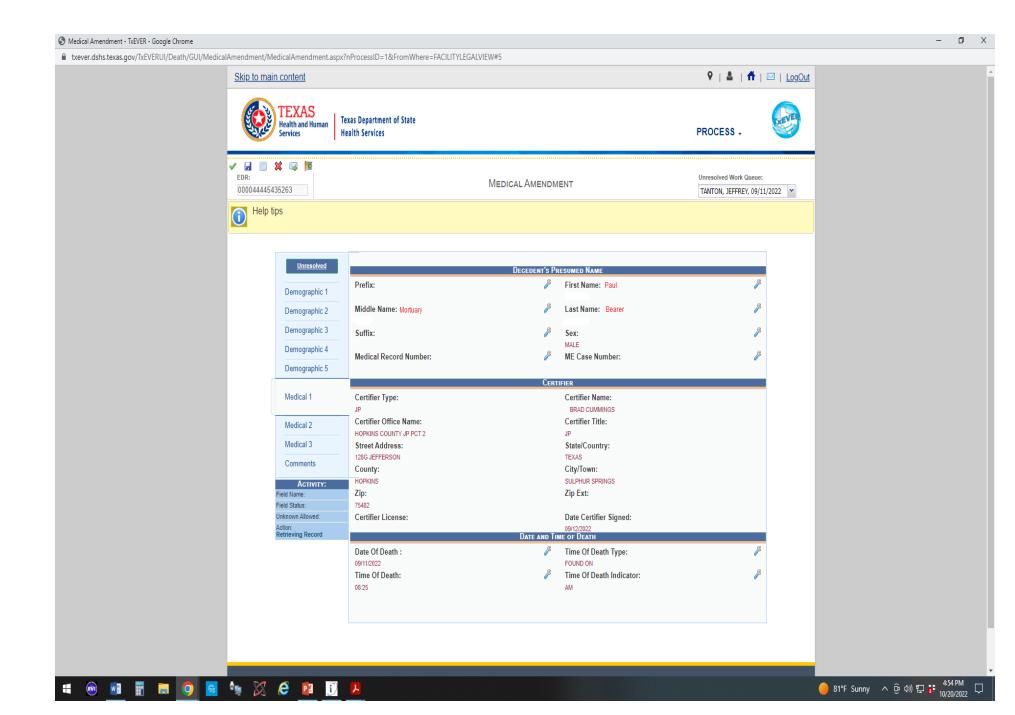
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Demographic 3	without showing the etiology. DO NOT ABBREVIATE. Enter only one cause on a line:	Approximate Interval: Onset to Death				
Demographic 4	IMMEDIATE CAUSE (Final disease or condition resulting in death.) TYPE3 MYOCARDIAL INFARCTION a	SECONDS				
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Medical 3	d					
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Unknown Allowed: No	a. CARDIAC ARREST DUE TO HYPERTENSIVE ARTERIOSCLEROTIC CARDIOVASCULAR DISEASE	SECONDS				
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Texas EMS & Trauma Registries

Data Entry Hints & Tips for Justices of the Peace

Once you have been able to log into the Texas EMS & Trauma Registries, the new user training slides will provide basic instructions for navigating the system. The following hints are provided to assist you with entering the records into the Registry system. This documents assumes that you have logged into the Registry and have selected "Create a New Record."

CREATE RECORD – PERSON INFORMATION

For Record Type, you will select Patient Record – Submersion or Patient Record TBI/SCI. For this discussion, we will address entering a submersion record.

Create Record	- Person Information
Record Information	
Record Type:	

Click the down arrow. A drop down list will show all records available. Select Patient Record – Submersion (If you wish to enter TBI/SCI in the future, follow this same process.)

Create Record - Person Information

Record Information		
Record Type:	Patient Record - Submersion	~

Enter the person information. When completed, click Save at the bottom.

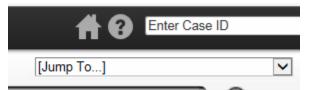
This will take you to the Record Summary. You now want to complete the question packages. At the bottom, you will see the following:



Click the down arrow and select Submersion Required Data Elements. Click View Wizard. The wizards are slow to load, so this will take some time.



The Individual information should be populated from the first page where you entered the person's demographics. If not, on the upper right tool bar is an option to "Jump To...". Click on that and select Edit person.



COMPLETE ALL QUESTIONS WITH AN ASTERISK (*) TO THE LEFT OF THE **QUESTION. THIS ARE ALL REQUIRED QUESTIONS.**

Provider Name: This is where you enter your assigned DSHS Id number.

Click on the magnifying glass and search for your entity name.

	_	
* Provider Name	Not answered 🔍 🏛	* Provider DSHS ID number

This will bring up the Search Event page.

Search Ever	nt		
Search Criteria			
Record ID:			
Name:		R	
Street:			
State:	✓	\mathbf{i}	
Zip Code:		\mathbf{X}	
Record Type:	✓		
From Date:	MM/DD/YYYY		
To Date:	MM/DD/YYYY		
Sort Options			
Sort By:	Create Date 🗸		
Sort Order:	Descending 🗸		
Search Options			
Search History:			
Search Soundex:			
Search Cl	ear		
			\mathcal{N}

On Record Type: Click down arrow and select Justice of the Peace

Record Type:

Justice of the Peace

On Name: Enter your entity name followed by an asterisk -

When you enter your entity name, include an asterisk (*) following the name. This is a wildcard symbol that must be included.

You may enter only a portion of your entity name (.e.g. County name).

Click Search at the bottom. It will bring up all JP entities with the entered criteria.

See following example:

Search Event

Search Criteria		Search Results		
Record ID:		Search Results		
Name:	Travis*	Record ID		Name
Street:		JP_2279970	N	Travis Precinct 1 Place 1
State:		JP_2279971	2	Travis Precinct 2 Place 1
Zip Code:		JP_2279972	2	Travis Precinct 3 Place 1
Zip Code.		JP_2279973	2	Travis Precinct 4 Place 1
Record Type:	Justice of the Peace 🗸	JP_2279974	N	Travis Precinct 5 Place 1
From Date:	MM/DD/YYYY	Showing 1 to 5 of 5 e	entrie	S
To Date:	MM/DD/YYYY		_	
Sort Options		Use selected event	0	Cancel Help
Sort By:	Create Date 🗸			
Sort Order:	Descending 🗸			
Search Options				
Search History:				
Search Soundex:				
Search	ear			

Double click on your entity name. It will populate in the Provider Name field and populate the DSHS Id number on the right side of the screen.

* Provider Name

JP 2279970 - Justice of the Peace - Travis Precinct 1 Place 1 3 1 + Provider DSHS ID number

2279970

Hospital Arrival/Discharge section - Skip this section. (That is for hospitals to complete since they also use this same record to report.)

JP/ME Section: Complete Date of Death

If Date of Death is grayed out, go to the Jump To box in the top tool bar and select Edit Person from the drop down. Return here to complete the record.

ICD-10 underlying cause of death code: This is an optional field- You may select a null value – Not Known/Not Recorded. We know that JPs do not work with ICD-10 codes. We are considering converting this to a narrative field.

Event Section: Complete required questions (*) or provide null value listed on right side of record. Optional questions do not have to be answered. You may opt to answer any pertinent questions you have information on. (e.g. Witness, drug/alcohol use, supervision, lifeguard, etc.) You may enter a narrative in the last box labeled "Enter any circumstances no previously entered....."

Enter any circumstances not previously entered / recorded that further describe this incident

When all information completed, click Save. You should be done.

If you have any questions or need assistance, please feel free to email us at <u>injury.web@dshs.texas.gov</u>

INQUEST INFORMATION

DEMOGRAPHICS			NOTIFICATION						
NAME			DATE		T	IME NOTIFIED		ARRIVAL TIME	
DOB AGE SEX	RACE	POSITIVE ID BY		S	CENE I	NFORMA	TION		
DL # ST SSN			LOCATION						
ADDRESS			ADDRESS						
TOWN	ST ZIF	,	TOWN				ST	ZIP	
NEXT OF KIN				D	EATH	INFORM/	ATION	<u> </u>	
NAME	PHONE		DATE OF DEATH		TIME	OF DEATH		DATE & TIME	PRONOUNCED
RELATIONSHIP	ENE	NOTIFIED	DEFINITIVE A DEATH DETERMINED B		JND Act	ual Presumed	Est. Found	ORGANIZA	ATION
ADDRESS			POSITION		CONDITIO			ONGAME	
TOWN	ST ZIF	,	LAST SEEN DATE	LAST SEEN TIM		LAST SEEN BY			
NAME	PHONE				E				
RELATIONSHIP ON SCE	ENE	NOTIFIED	FOUND DATE	FOUND TIME		FOUND BY			
ADDRESS					D	IAGRAM			
	ST ZIF								
MEDICAL INFORM									
РСР	PHONE								
SPECIALIST	PHONE								
DX RX	NOTES								
					CAUS	E & MAN	NER		
			GENERAL CAUSE		N	IANNER			
			SPECIFIC CAUSE				ONSET		
			DUE TO				ONSET		
			DUE TO				ONSET		
			DUE TO				ONSET		
			OTHER SIGNIFICANT CO	ONTRIBUTING CONDITIC	DNS				
			DID TOBACCO USE COM	NTRIBUTE			PREGN	IANT IF FEMALE	10-54
LAST ORAL INTAKE		TIME		INVESTIGA	TING	AGENCY	INFORM	ATION	J
NOTES			AGENCY			C.	ASE NUMBER		
			LEAD INVESTIGATOR				PHONE		
			INITIAL OFFICER				PHONE		
					BOD	DY RELEAS	SE		
	AUTOPSY	PREFORMED BY							
			FUNERAL HOME				NOTIFIED	AF	RRIVED
			CONTACT PHONE						
					REQUI	RED REPO	ORTS		
			DSHS INJURY			DSHS/HEAL	<u> </u>	MPCH	LE / CFRT
			SUBMERSION TBI / SCI		CR-1001	COMMUNICAB		NIDENTIFIED B	