

TxEVER

Stakeholder Conference Call

County & District Clerks in Regions 5S, 6, 8, & 11



August 13, 2014





Agenda

■ Introductions

- Host for today: Tim Patterson, Project Manager – tim.patterson@dshs.state.tx.us

Amendments and Corrections

- Statistical Corrections
- Other Corrections - errors caught between the time of certification and state file numbering
- Demographic Amendments
- Medical Amendments to Death
- Next Call Agenda



Statistical Corrections

Statistical corrections can be made up to one year from the date the record is filed. Typical corrections include:

- Birth Weight
- ImmTrac Consent
- Medical Record Number

■ Process

- User emails Support Desk with desired correction.
- Support Desk makes statistical correction.
- Emails will be logged in the Notes field of the record.
- Audit Log will be updated.



Correcting Legal/Demographic Data After Certification and Before a State File Number is Assigned: Birth Records

- Stakeholders will be able to view the status of a record to determine whether a State File Number has been assigned.
- The State registers records four times per day.
- If a State File Number has not yet been assigned, the Stakeholder will be able to decertify the record, make their corrections, and recertify the record.
- Once a State File Number has been assigned, an amendment must be filed to correct the record.

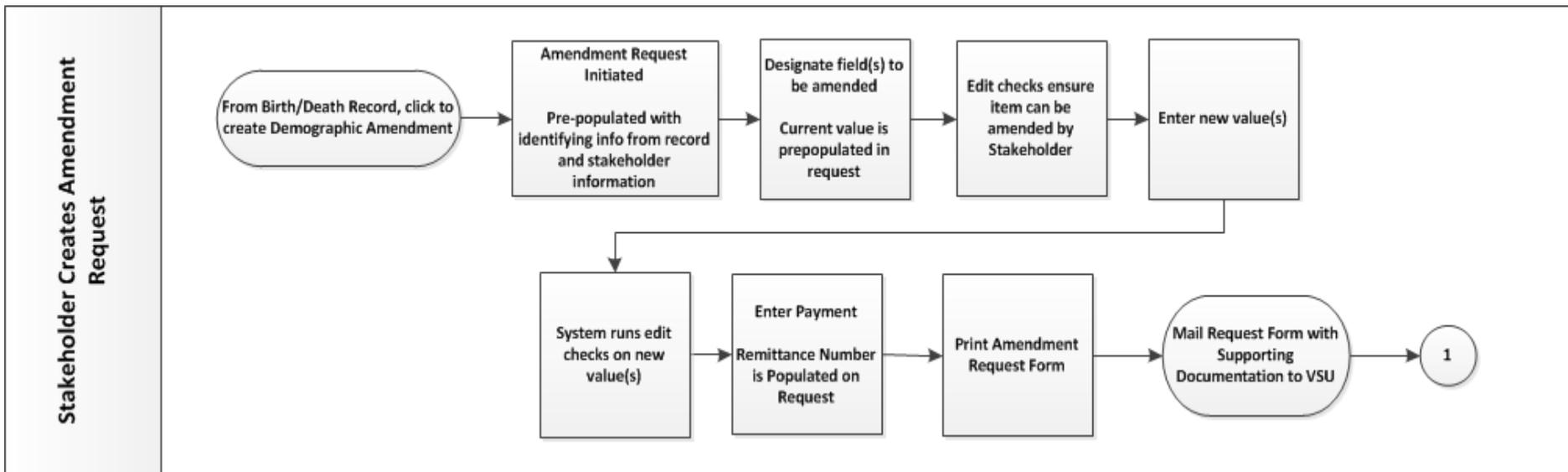


Correcting Legal/Demographic Data After Certification and Before a State File Number is Assigned: Death Records

- Stakeholders will be able to view the status of a record to determine whether a State File Number has been assigned.
- The State registers records four times per day.
- After a record has been demographically and medically certified, only corrections to decedent name fields (first, middle, last, suffix) may be made before the record is assigned a State File Number.
- Funeral Home and Medical Certifier:
 - Decertify the record to prevent it from being assigned a State File Number.
 - Once decertified, only the decedent name fields will be unlocked and highlighted.
 - The Funeral Home must coordinate with the Medical Certifier to decertify the medical section of the record. The Funeral Home and the Medical Certifier must each make the same name change to their respective sections of the record.
 - The Funeral Home and Medical Certifier must each recertify the record.
 - The Audit Log will be updated to reflect the change

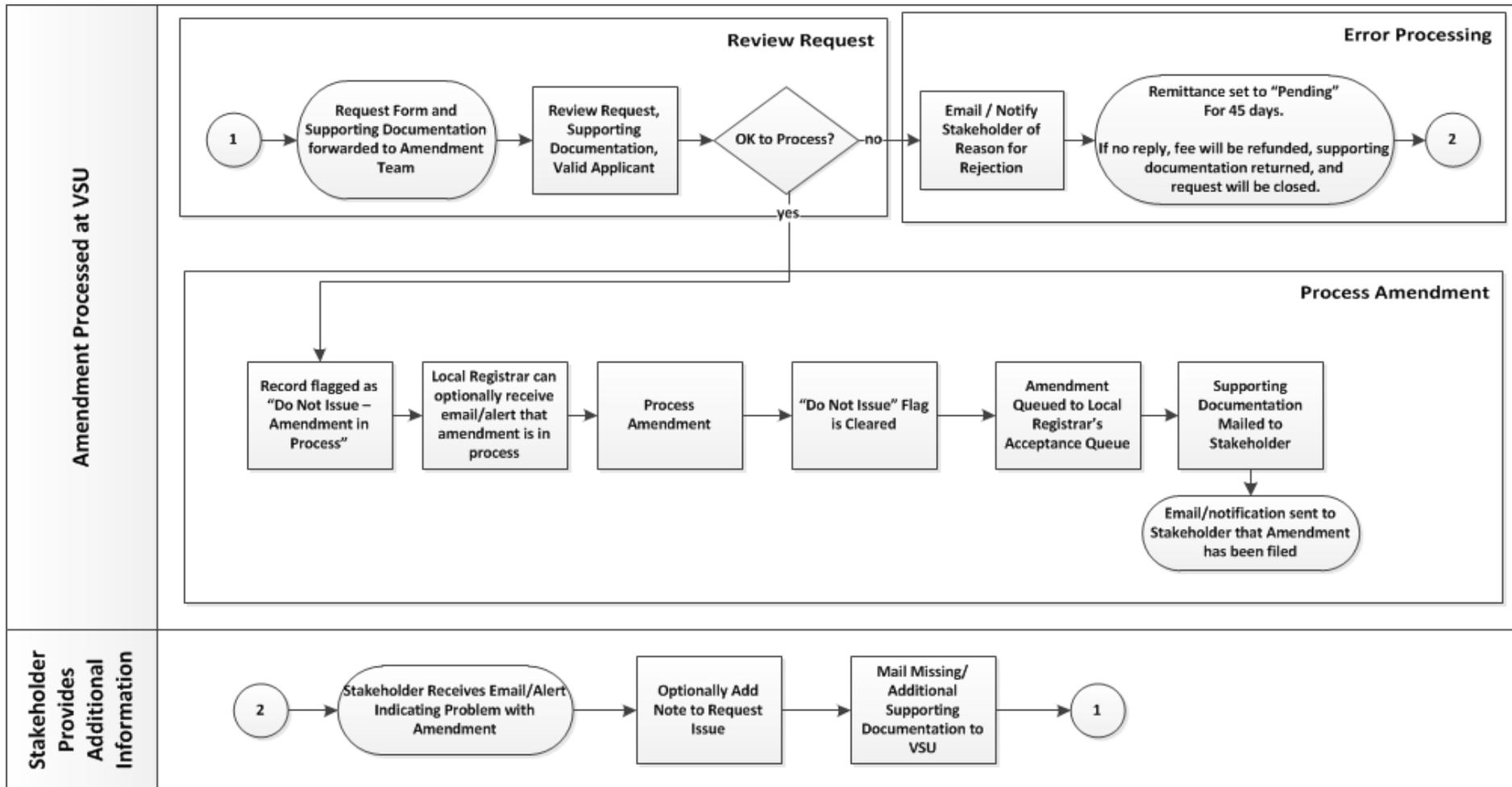


Stakeholder Electronically Submits Demographic Amendment to Birth or Death



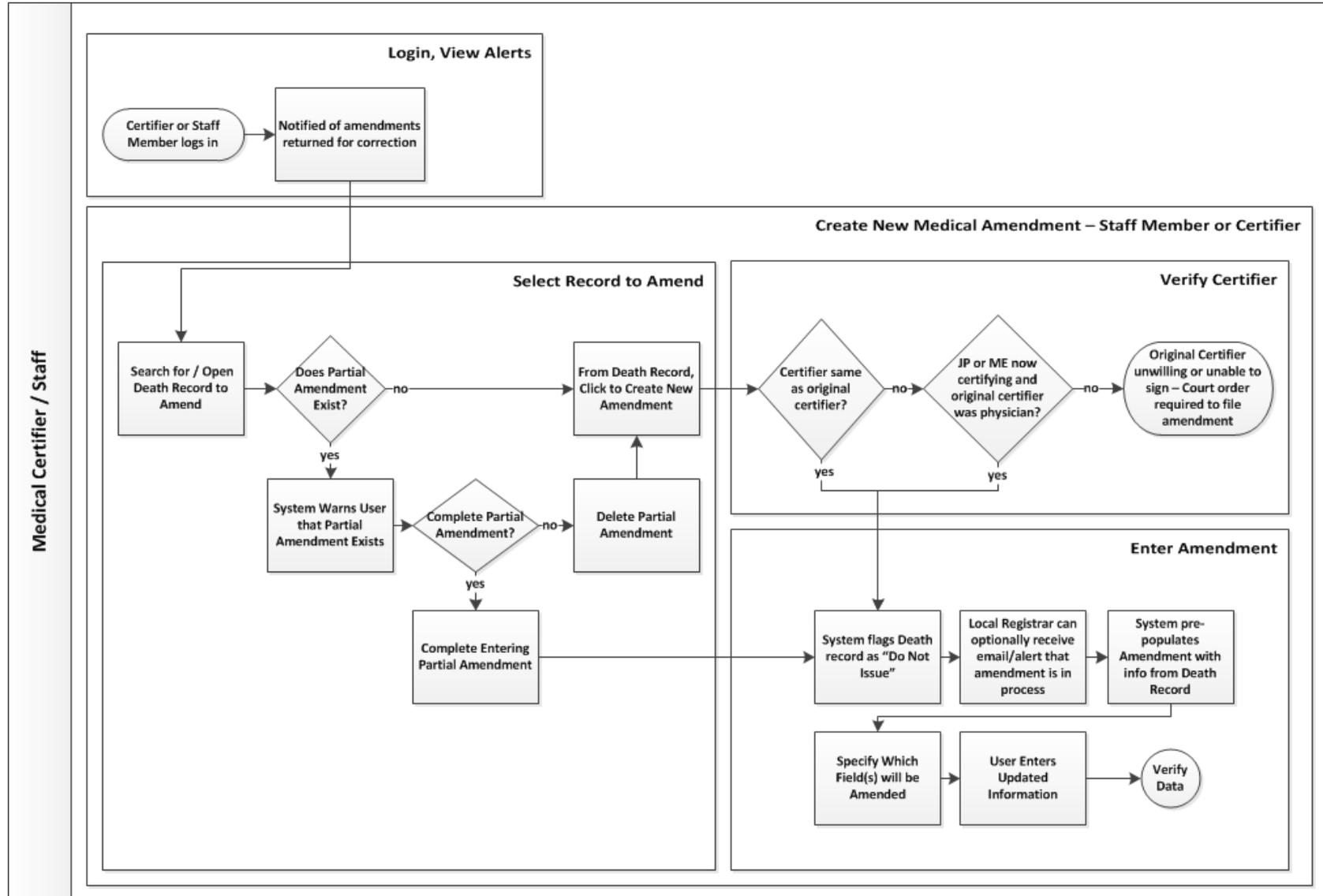


Stakeholder Electronically Submits Demographic Amendment to Birth or Death



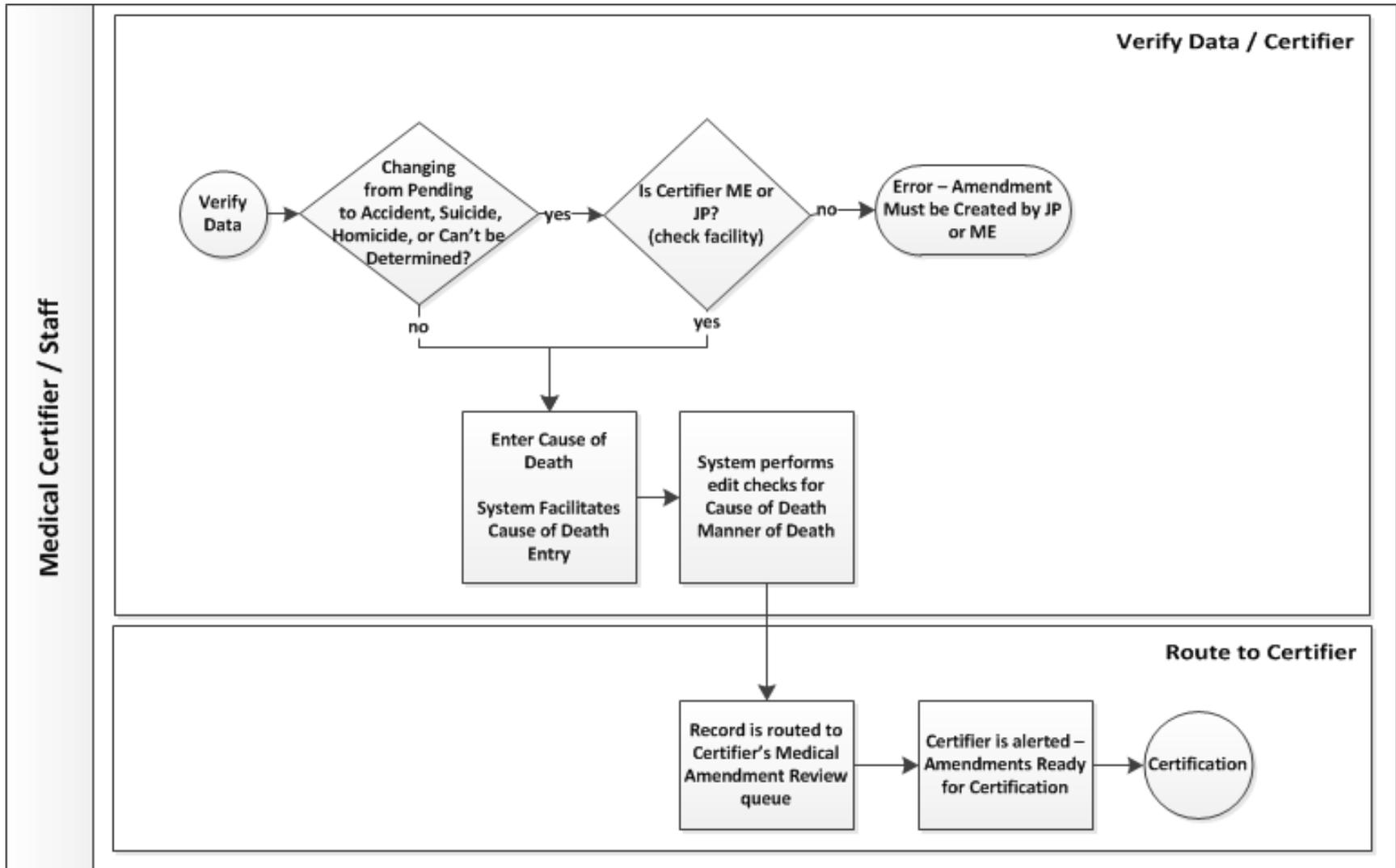


Electronic Medical Amendments – Create New Amendment



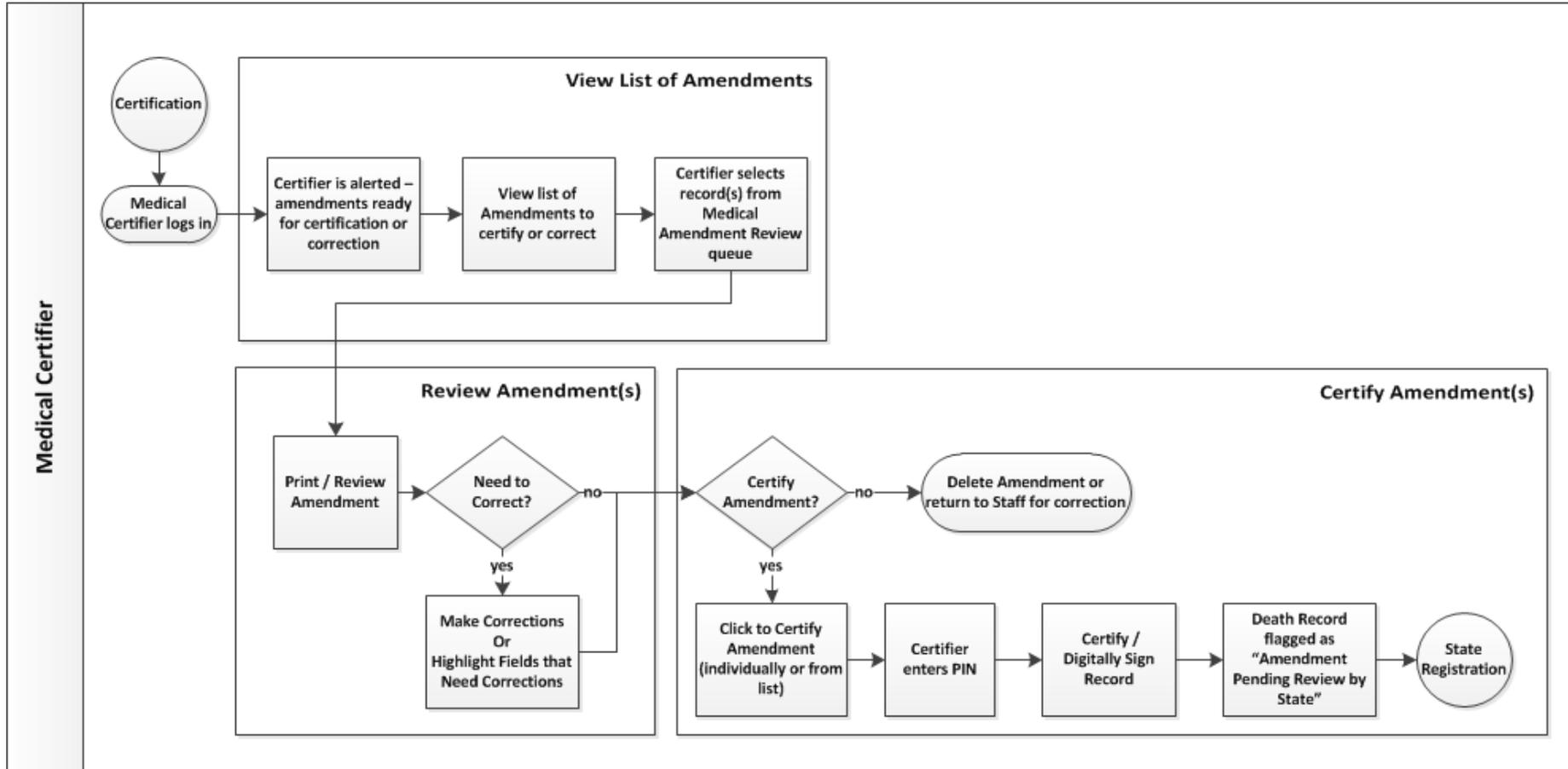


Electronic Medical Amendments – Create New Amendment



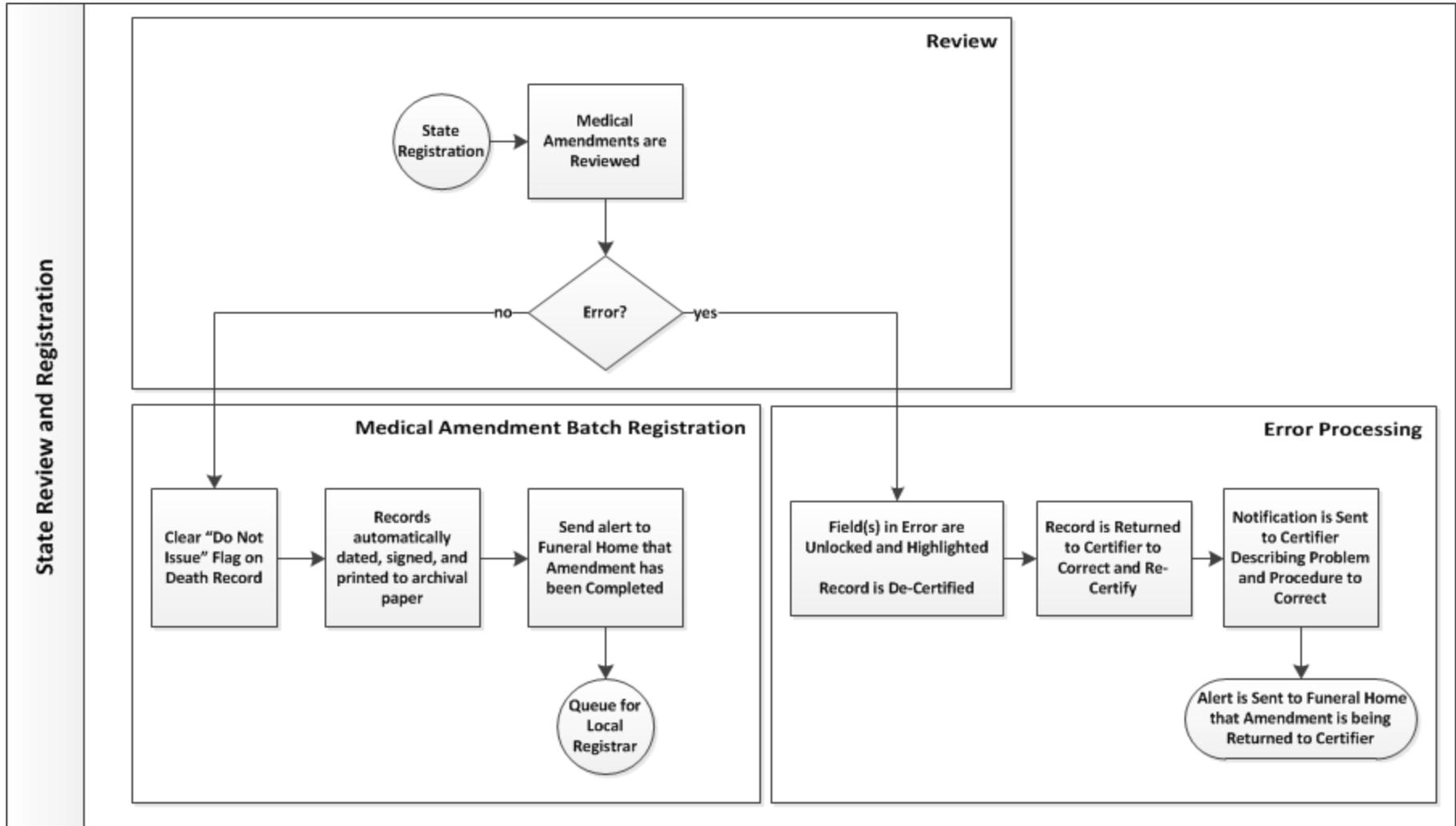


Electronic Medical Amendments - Certify and Submit to State



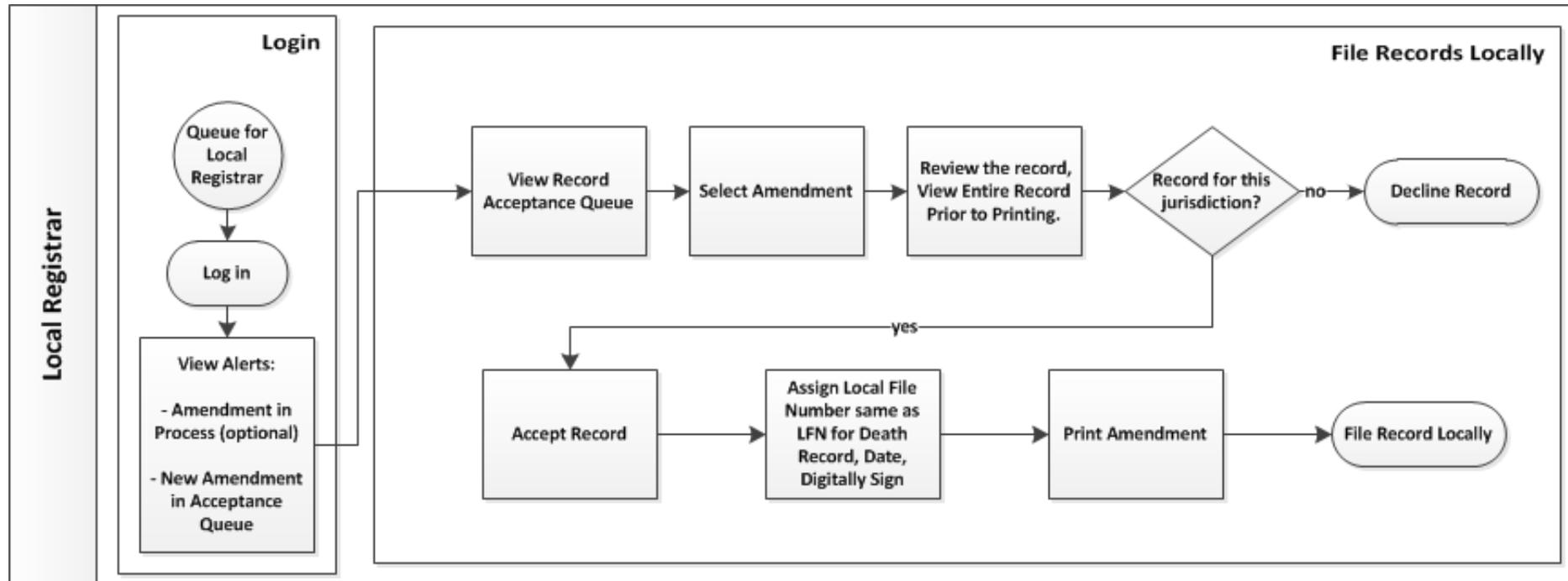


Electronic Medical Amendments - State Review





Electronic Medical Amendments - Local Registrar





Next Call Agenda

- Next conference call – October 8, 2014

- Review business rules for the “to be” business process flows
 - Birth Registration Process and Amendments
 - Death Registration Process and Amendment

- Provide project updates