

Web-Based Electronic Death Registration (EDR)

TX EDR THIN CLIENT Trainers Guide
MEDICAL CERTIFIER SECTION

Prepared for:

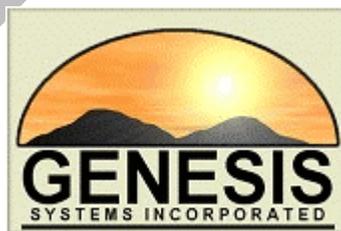
Texas Department of Health



December 12, 2005

Version 1.0

Prepared by:



The **Industry Standard** in Vital Records Integrated Systems

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About the EDR Medical User Training Guide

This guide is intended to provide step-by-step exercises that will allow the user to explore functions and features related to completion of the Medical Office section of the death certificate. Individual tasks will help users gain experience in completing a death record in the system. The process will also allow the user to understand general concepts associated with the application. Working through these exercises will ensure that all features of the application are understood so as to provide an efficient process in day-to-day business operations.

The exercises contained in this guide will in many cases provide specific answers to questions concerning the features of the system. These exercises should be executed when the user is accessing a 'test' or 'training' site rather than the 'production' site. Fictitious records should be used for the exercises in this guide.

The guide covers the following specific tasks:

- Login
- Access 'Medical Data Entry' process
- Starting a NEW Record
- Search and Work Queue
- Special Data Item Definitions
- Medical Certification of the record
- Drop-to-Paper

Exercise 1 – Login

This exercise provides an overview of the EDR application access process as well as introduces concepts related to functionality associated with 'user security profile' and the login 'location' record access rules.

To complete this exercise, you will need:

- A computer with Internet access meeting the minimum system requirements
- Valid User Name, Password and a Location (please obtain from your training instructor if you do not have any)

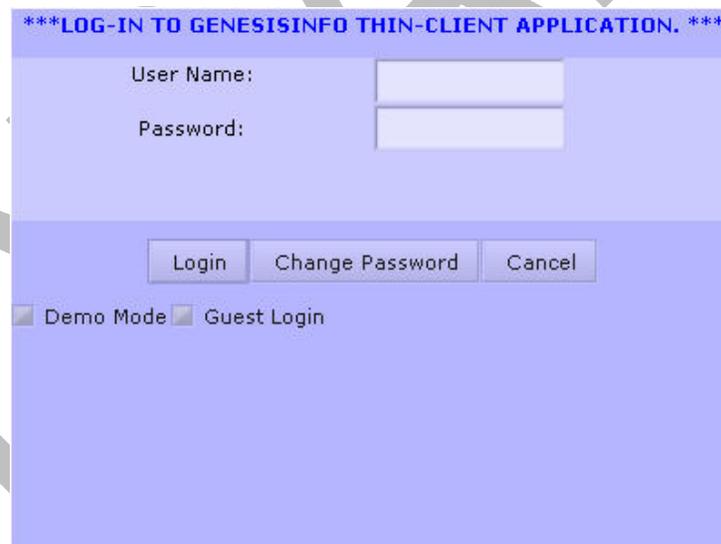
1. Launch your Internet Explorer (version 5.0 or higher) or compatible internet browser by

pointing your mouse and double-clicking on the Explorer icon  on your screen or by clicking once on the 'Start' button at the bottom left corner of your screen and clicking once on

the Internet Explorer symbol



2. Enter the following into the address bar: _____
3. Wait for the application to load and for the login screen to appear
 - Note: the appearance of the menu colors may vary on your screen. Coloring schematic, however, will not affect application functions.

The screenshot shows a login window titled '***LOG-IN TO GENESISINFO THIN-CLIENT APPLICATION.***'. It has a light blue background. There are two input fields: 'User Name:' and 'Password:'. Below the input fields are three buttons: 'Login', 'Change Password', and 'Cancel'. At the bottom, there are two checkboxes: 'Demo Mode' and 'Guest Login'. A large grey arrow points from the text 'the Internet Explorer symbol' to the 'Internet Explorer' icon in the screenshot.

4. Use the mouse to point and click on 'User Name' field to set Focus - to get focus on the 'User Name' field after the 'Login' screen appears, you must use the mouse to point into the user name field and click the left mouse button once. At present there is no keyboard method to cause focus to go to that item. Once focus is in the login screen you can use the keyboard or the mouse to navigate.
5. Type in the user name provided to you to login – this is not case sensitive
6. Press the 'TAB' key on the keyboard to advance focus to the 'Password' field

7. Type the password provided to you to login
8. Press the 'ENTER' key on the keyboard to submit the password.
 - Note: It is not necessary to 'TAB' to the LOGIN command button before pressing 'ENTER' because the LOGIN command is the DEFAULT for this form. If you press 'TAB' to advance to the LOGIN command, you can also press 'ENTER' at that point.
9. Login Locations – If you are associated with more than one medical office you will need to select the specific location that you wish to login to. This will determine what death records you will have access to in the session so it is important to carefully select the correct location for the work you are about to do. If you create NEW records while logged in under a given location, they will become associated with that medical office location. You will only see the location screen if you have more than one location assigned to you.



10. Note that the 'field' on the screen has a set of arrows on the right side. This indicates that there is a 'Drop-Down' list associated with this item.
 - Press the 'TAB' key to open the drop-down list and use the 'Down Arrow' key to point to desired location
 - Press the 'Enter' key to select a location, then the 'Tab' key to advance focus to the 'OK' button.
 - Press the 'Enter' key while the focus is on the 'OK' button to access the application.

Session Time Out:

During these exercises it may take much more time to complete operations that would be true in actual use of the application. If the system has not detected a 'business transaction' (save a record, search for a record, login) within 20 minutes, the session will 'time-out' and you will not receive further responses from the system. Depending on the current version of the application, a warning may appear to alert you to this but early versions may not have this warning feature. If the system appears to stop responding (no choices in some pick lists, cannot save a record, cannot retrieve a record, etc.) it is likely that a session time-out has occurred. To recover from a session time-out the user will need to exit and re-login to start a new session. Saving the work you are doing frequently will prevent session time-outs. If you will not be using the application for a time you should close it and then login again when you need it.



11. The main menu of the application appears. Exit the application by using the mouse to point to the 'Open Door' icon  that means 'EXIT' and then click once with the left mouse button
12. Repeat the exercise as needed and then continue to Exercise 2.

Exercise 2 - Access Medical Data Entry

This exercise describes two different ways to access the Medical Data Entry section of the application. You will need to access this process before you begin any data entry.

1. Follow the steps for Exercise 1 to login and access the main menu.

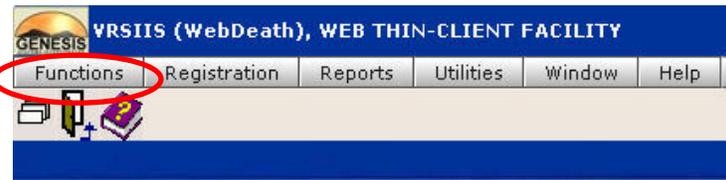


The main menu provides access to different sections of the application. You will only see the areas that are related to your processes. Some users may have multiple functions available.

2. Icon Approach - Click on the blank screen icon  to access the 'Medical Data Entry' process.

The screen that appears as the medical data entry process includes multiple 'tabs' of data that represent the entire death record. A user who accesses this screen as the 'Medical Data Entry' process will only be able to data enter items on the tabs labeled 'Medical'. The 'Demographic' tabs can be viewed but not edited.

- Exit to Main Menu - Exit the 'Medical Data Entry' process to return to the MAIN MENU by using the mouse to point to the 'Open Door' Icon  and then click once with the left button.



- Menu Bar Approach - Another means of accessing functions is by using the categories found on the menu bar. On the 'MAIN MENU' use the mouse to point to and then left click once on the word 'Functions' in the menu bar.



- With the list of functions open, use the mouse to point to and then left click on the option for 'Medical Data Entry'

A screenshot of the application's main menu. The title bar reads 'GENESIS VRSIIS (WebDeath), WEB THIN-CLIENT FACILITY (ABELL FUNERAL HOME)'. The menu items are 'Functions', 'Registration', 'Utilities', 'Window', 'Help', and 'Select Filter Option'. The 'Medical 1' tab is selected. The form contains the following fields:

- EDR No: [Text Field]
- Record Type: [Dropdown Menu]
- Date of Death Type: [Dropdown Menu] Date of Death: [Text Field]
- Decedent's Name:
 - First Name: [Text Field]
 - Middle Name: [Text Field]
 - Last Name: [Text Field] Suffix: [Dropdown Menu]
 - Maiden: [Text Field]
 - AKA: [Table with columns: AKA, First, Middle, Last, Suffix]
- Decedent's Birthplace:
 - State/Foreign Country: [Dropdown Menu]
 - Enter town's first character: [Text Field]
 - City Of Birth: [Text Field]
- Decedent's Date Of Birth:
 - Date of Birth: [Text Field]
 - Age Units: [Dropdown Menu]
 - Age: [Text Field]
- Decedent's Sex:
 - Sex: [Dropdown Menu]
 - SSN: [Text Field]
 - SSN Verification Status: [Text Field]

- Exit to Main Menu - using the mouse, point to the 'Open Door' Icon to exit to the main menu.
- Exit the application – using the mouse click on the 'Open Door' Icon on the main menu to close the application.

Exercise 3 - Starting a NEW Record

This exercise describes how to initiate a record in the system and discusses the duplicate checking functionality associated with the process.

1. Execute the steps for exercises 1 and 2 to access the 'Medical Data Entry' Process.

TEB (WebDeath), WEB THIN-CLIENT FACILITY (ABELL FUNERAL HOME)

Functions Registration Utilities Window Help Select Filter Option

Demographic 1 Demographic 2 Demographic 3 Demographic 4 Demographic 5 Medical 1 Medical 2 Medical 3

EDR No: []

Record Type: []

Date of Death Type: [] Date of Death: []

Decedent's Birthplace

State/Foreign Country: []

Enter town's first character: []

City Of Birth: []

Decedent's Name

First Names: []

Middle Name: []

Last Name: [] Suffix: []

Maiden: []

AKA	First	Middle	Last	Suffix

Add Edit Delete

Decedent's Date Of Birth

Date of Birth: []

Age Units: []

Age: []

Decedent's Sex

Sex: []

SSN: []

SSN Verification Status: []

2. Use the mouse to point to and then left click on the 'Blank Page'  icon and wait for the 'NEW SCREEN' to appear.

Texas Record Data

General

Date Of Death: []

SSN: []

Record Type: [IDENTIFIED]

Date Of Death Type: []

EDR Number: []

Medrec: []

ME Case Number: []

Decedent

First Name: [] Middle Name: [] Last Name: []

Suffix: []

Date Of Birth: [] Gender: []

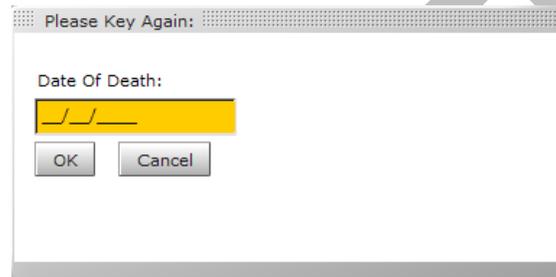
Place Of Death

Type of Place of Death: []

Place of Death: []

Find Record Cancel

3. The field focus is automatically set to the left side of the 'Date of Death' field on the new screen as indicated by the change of color of that field. The colors scheme and its meaning is further discussed in Exercise 5 and is referred to as 'Visual Cueing' or 'Viz-e-Q'.
 - Note: the user can navigate and perform all functions on this screen with the keyboard.
 - Note: if using the mouse to position/reposition field focus, the cursor must be positioned at the extreme left side of the date of death field before you begin to enter a date. If the mouse was not pointed far enough left when focus was established, use the 'BACKSPACE' key to move the cursor as far as it will go to the left in that field.
4. Type the Date of Death for this record. Type only the numbers. You will see that the slashes are provided as you type.
5. Press the 'TAB' key on the keyboard to advance the cursor



- The date of death field is one of several fields that are critical to the system and that therefore require verification by double entry. After pressing TAB to advance from the date of death field on the NEW screen, the double entry verification screen for the date of death will appear.
6. When a verification screen appears, focus will advance to the field in the verification window.
 7. Type the date of death in the field in the verification window. It must match what was originally entered on the NEW screen.
 8. **Press the TAB key to advance the focus from the date of death field to the 'OK' button.**
 9. **Press the 'ENTER' key to execute the 'OK' command after the 'OK' command button has focus.**
 - Note: after entering the date of death in the verify field you can use the mouse to point at and click on the 'OK' command instead of using the 'TAB' key followed by the 'ENTER' key. If the 'ENTER' key is pressed before focus is placed on the 'OK' command button, the date will not be verified.
 10. If the date entered matches the original date the verify window will disappear and focus will to advance to the 'SSN' field.
 - **Practice: the steps involved in responding to a verify window will be necessary throughout the application and the user should become familiar with the process. You may wish to repeat steps 3 through 9 using different values for the date of death for practice.**
 11. For this exercise leave the 'SSN' (Social Security Number) field blank and press 'TAB' to advance to the next field. In live use of the application it will be important to enter the

decedent's social security number on the NEW screen. However, since the social security numbers that are entered are verified by the Social Security Administration automatically, fictitious numbers or numbers not associated with actual death records must not be entered. The social security number is a field that requires double entry verification.

12. Mouse - 'Record Type'

- The 'Record Type' field is a 'Drop-Down' field as discussed in exercise 1 related to selecting the login location.
- Note: for some locations, this field will automatically display a non-modifiable selection based on location security profile. If this feature is enabled, pressing 'TAB' from the previous field will skip this entry and the user will be unable to make modifications to it. This concept is referred to as 'Bypass and Disable' discussed in Exercise 5 – Special Data Item Definitions. If this field is bypassed and disabled, go to next step.
 - The options for this field include: Identified and Unidentified. Use the mouse to point directly at the arrows at the right side of the field and then click once with the left mouse button. This will open the list.
 - Use the mouse to point directly at 'Identified' option and then click once with the left mouse button to select it.
 - Advance to the next field by pressing the 'TAB' key, or use the mouse to position the cursor at the arrows at the right side of the 'Date of Death Type' field.

13. Keyboard - 'Date of Death Type'

- The 'Date of Death Type' field is another 'Drop-Down' field related to selecting the login location. In this exercise we will use the keyboard approach rather than the mouse approach for the drop-down field.
- The options for this field include: Actual, Presumed and Court Ordered. Begin to type the word 'Actual' until the drop-down list opens and the word 'Actual' is highlighted.
 - To open the list when you don't know what options might be there you can press the 'down arrow' key on your keyboard while focus is on the field but the list is not open
- With the word 'Actual' highlighted in the list, press the 'ENTER' key to select the highlighted choice.
 - Note: pressing 'ENTER' to select the highlighted choice is necessary before pressing the TAB key to move to the next field
- Press the TAB key to advance focus to the 'BRTP Number' field.

14. The 'EDR' number will only apply when a death record has already been started in TER. It is printed on the Report of Death and will appear on a 'Drop-To-Paper' death certificate when one is necessary. In most cases of creating a NEW record the EDR number will not apply however, it should be entered on the NEW screen if it is available. Leave the EDR number blank for this exercise.

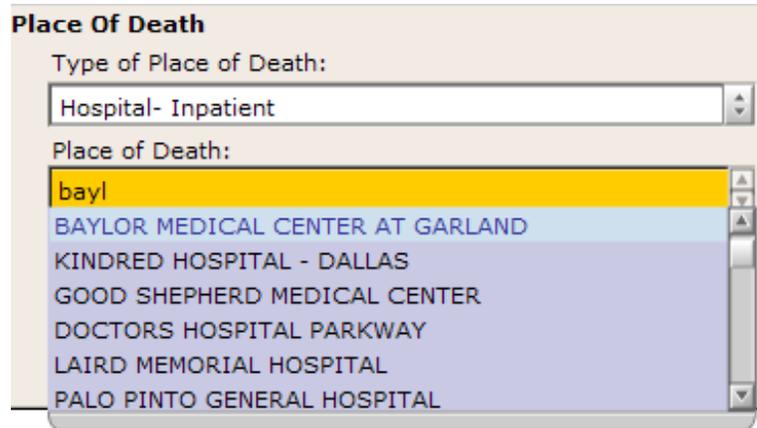
15. Press the 'TAB' key to advance focus from the EDR number field. (The EDR number is another field that requires double entry to insure its accuracy if one is entered.)

16. Since one of the 'KEY FIELDS' (SSN, EDR, Medrec, ME Case Number) is required to start a NEW record, enter a number in the Medrec field. Be sure to remember it as it will need to be keyed a second time to verify it.

- 17.** Leave the 'ME Case Number' field blank and 'TAB' to advance
 - This field will only apply to coroner/ME cases but is also used to determine if the record may already exist and is therefore important if there is one and it is available.
- 18.** Type information for the decedent's first name and then press 'TAB' to advance to the middle name and then repeat to complete the middle and last names. 'TAB' from the last name field to set focus on the 'Suffix' field
- 19.** With focus on the 'Suffix' field: type the letter 'j', press the 'ENTER' key and then press TAB.
 - This is the keyboard approach to drop-down lists when you know the first few letters of the option you need. It will result in 'Jr' being selected as the suffix.
- 20.** With focus on the 'Date of Birth' field, hold down the 'SHIFT' key and while it is held down press the 'TAB' key.
 - Focus should return to the 'Suffix' field. This is referred to as 'Shift+TAB' and it moves focus back to the previous field.
- 21.** With focus on the suffix field containing 'Jr', press the 'Esc' key to clear the contents of the field.
 - Once a drop-down field has a value in it you can use backspace or delete to erase the letters in order to make another selection. To clear the field and leave it blank, it must be cleared with the 'Esc' key.
- 22.** With focus on the cleared 'Suffix' field, press the 'Down Arrow' on the keyboard to open the list and then use the down arrow to navigate until 'II' is highlighted. When 'II' is highlighted press 'ENTER' to select it and then 'TAB' to advance to the 'Date of Birth' field.
 - Regardless of the method used to highlight an item in a drop-down list, it is necessary to either press 'ENTER' to select the item or to use the mouse and left click on the item before using TAB to advance from the field. Otherwise the highlighted item will not be selected.
- 23.** With focus on the 'Date of Birth' field, enter the date of birth of the decedent. Type only the numbers.
- 24.** Press the 'TAB' key to advance from the date of birth field.
 - The date of birth field is the final field that requires double entry. Verify the date of birth in the verify window (type the date, 'TAB' to set focus on 'OK', press 'ENTER' to execute 'OK').
- 25.** With focus on the 'Gender' field, type the letter 'm', then press 'ENTER' and 'TAB'
 - Highlights 'Male', selects 'Male', advances focus to 'Type of Place of Death' field.
- 26.** Press 'ENTER' to select 'Hospital-Inpatient' as the type of place of death
 - Indicating the type of place of death will cause the 'place of death' drop-down list to contain only places that are of the indicated type.
- 27.** Press 'TAB' to advance to 'Place of Death' field
 - Since it has probably been more than 20 minutes since the beginning of the exercise, the session may have 'timed-out'. Refer to the note regarding [session time-outs](#) in Exercise 1.

28. With the 'Type of Place of Death' set as 'Hospital-Inpatient' and focus on the 'Place of Death' slowly type 'BAYL'

- As you type the letters notice that the list is changing to highlight the first item in the list that matches what you have typed. When you reach 'BAYL' there will be only one that matches 'Baylor Medical Center at Garland' but until you get to the 'L', the match is on 'Bayside Community Hospital'.



The screenshot shows a window titled "Place Of Death". It contains two fields: "Type of Place of Death:" with a dropdown menu showing "Hospital- Inpatient", and "Place of Death:" with a list box. The list box contains the text "bayl" and a list of hospital names: "BAYLOR MEDICAL CENTER AT GARLAND", "KINDRED HOSPITAL - DALLAS", "GOOD SHEPHERD MEDICAL CENTER", "DOCTORS HOSPITAL PARKWAY", "LAIRD MEMORIAL HOSPITAL", and "PALO PINTO GENERAL HOSPITAL". The first item, "BAYLOR MEDICAL CENTER AT GARLAND", is highlighted in blue.

- This is an example of the 'Mind's Eye' drop-down functionality that allows you to simply type the response you are looking for and then select it (press 'ENTER') when it becomes highlighted. In most cases you will not need to type more than a few letters of the item you are looking for.

29. Press 'ENTER' to select the highlighted choice 'Baylor Medical Center at Garland' and then press 'TAB' to advance to 'Find Record'.

30. Press 'ENTER' to execute the 'FIND RECORD' command'

- Although you are trying to create a NEW record, the system will always assume that the record may have already been created by a user at a different location. Death records may be created at the place of death and in some cases may have had the demographic portion completed and demographically verified. The information captured on the NEW screen has been carefully defined to optimize the likelihood of finding the matching record if one exists.
- The response from 'FIND RECORD' will vary according to the results. If a single matching record is found that is either not already 'owned' by a different medical office or that is already owned by the location you are logged in under, the record will be retrieved to the medical data entry screen for your access. If no matching record is found, a new record will be created. If multiple matching records are found or if a record is found that is already 'owned' by another medical office, the system will provide that information so you can investigate further.
- We will assume that the result in the present exercise is that a NEW record will be created. Press 'TAB' to place focus on the 'OK' command button and then press 'ENTER' to execute the 'OK' command or use the MOUSE to point to the 'OK' command and click once with the left mouse button.



31. The first tab of the demographic data entry screen will appear. Use the Mouse to point to the SAVE ICON  and then click once with the left mouse button to save the NEW record before continuing to complete the data entry.
- Clicking 'SAVE' at this point rather than waiting until the entire record has been completed will accomplish two important things:
 - The information captured so far will be preserved and the record will be established in the database
 - The current session timer will be reset to prevent session time out messages

Exercise 4 will use the record created in exercise 3 to describe searching for a record and some data entry topics.

Exercise 4 - Searching and Work Queue

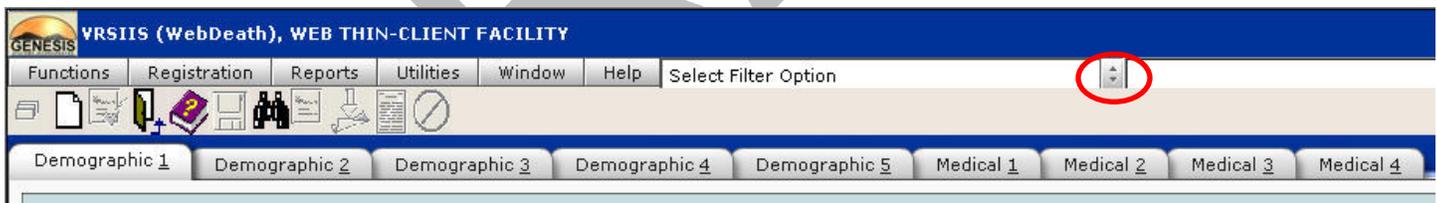
This exercise will explore two different ways to access a given record: using either the 'Search Record' feature or the 'Work Queue' approach. If you know that a given record is already saved in the system, rather than using the 'NEW Record' process the record can be retrieved by a 'Search Record' process or in many cases by looking for it in the 'Work Queue'.

The 'Work Queue' is a drop-down list of death records that have been started but still need some action to complete them. Only records that are associated with a given location will appear in the work queue for users who login under that location.

'Search Record' feature allows a broader approach to retrieving records regardless of whether or not they may be in the work queue. Searching can be used to retrieve records that have already been completed and electronically filed. However, searching is also limited to records that are associated with the particular login location.

To complete this exercise, you will need:

- One or more records initiated and saved following steps in Exercise 3. You will need some of the entered data noted or memorized (First, Middle and Last names will do for the purposes of training)
1. Exit the application and login again (see exercise 1 if needed).
 2. Access the 'Medical Data Entry Process' (see exercise 2 if needed)
 3. Using the mouse, point to the double arrow symbol at the right edge of the box ' Select Filter Option'



4. Use the left mouse button to click on the double arrow symbol to cause the list of choices to open

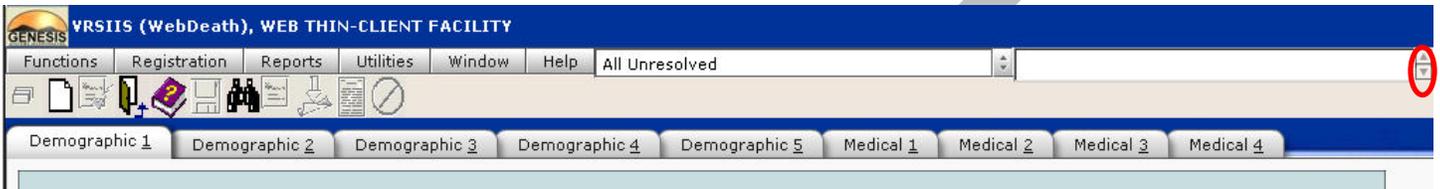


- The list of filter choices allows the user to populate the work queue with records that need specific types of action.
 - All Unresolved - all records that need any action

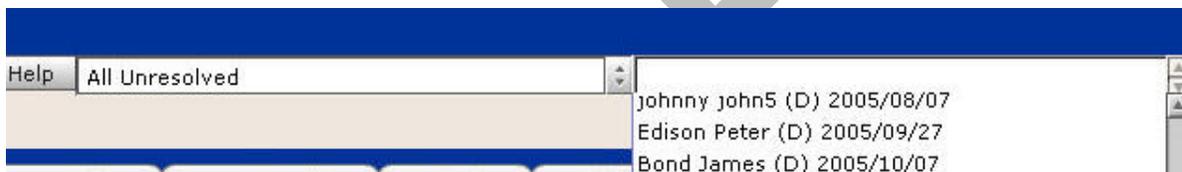
- Medical Data Entry Incomplete – records that have some missing data fields that need to be filled in
- Not Medically Certified – records with Medical Data Entry completed but Medical Certification not done. Note that records that are not complete regarding medical data entry will not appear under this filter.

5. Use the mouse to point at and then click on the 'All Unresolved' option in the filter list.

6. Use the mouse to point at the double arrow symbol at the right edge of the 'Work Queue' drop down list.



7. Click on the double arrow of the work queue to drop open the list of unresolved records that match the filter criteria you selected.



8. Use the mouse to point to and click on the record you wish to retrieve.

- You may need to use the left mouse button to click once on the 'Medical 1' tab to be able to enter medical data.

General Information

Medrec:	First Name:	Middle Name:	Last Name:	Suffix:	Sex:	SSN:	Date of Birth:
12121211							

Actual or Presumed Date of Death

12/01/2005

Place Of Death

Type of Place of Death: [Dropdown]

Place of Death: [Text]

Certifier

Certifier Type: [Dropdown]

Certifier Office: [Text]

Medical Certifier: [Text]

Address: [Text]

State/Country: [Text]

City/Town: [Text]

County: [Text]

Zip: [Text]

License Number: [Text]

Date Certified: [Text]

Zip Ext: [Text]

Time of Death

Time of Death Type: [Dropdown]

Time of Death: [Text] AM/PM: [Dropdown]

9. Now use an alternative approach to retrieve this same record. Use the mouse to point to and click on the Search icon: .

Search Record Screen

General		Decedent	
Date Of Death	EDR Number	First Name	Middle Name
Med Rec Number	Coroner / ME Case Number	Last Name	Suffix
County of Occurance	Certifier Title	Date Of Birth	Gender
Medical Certifier's First Name	Medical Certifier's Last Name	SSN	
Funeral Home		Decedent's Mother / Father	
Place Of Death		Mother's First Name	
Type of Place of Death:		Mother's Maiden Last Name	
Place of Death:		Father's First Name	
		Father's Last Name	

Find Select Records Clear Exit **Number of Records Found: 0**

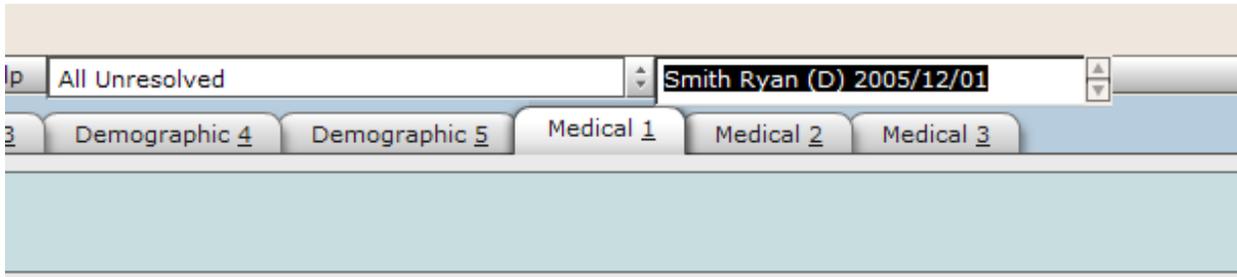
10. Use the mouse to click in the Decedent's First name field then enter the first name and press TAB twice to advance to the last name. Enter the last name and then click on the 'FIND' command at the lower left of the search screen.

Find Select Records Clear Exit **Number of Records Found: 1**

DecedentsFirstName	DecedentsMiddleName	DecedentsLastName	DecedentsSuffix	CertifierFirstName
Jackie	Michelle	Smith		

11. Use the mouse to click on the first name of the decedent that you want to retrieve from the list at the bottom of the screen. If no records are listed, make sure you have spelled the decedent's first and last names correctly in the fields at the top of the form.
- It is not necessary to enter the entire name. You may enter only the first several characters of each item you use to search by to minimize spelling errors.
 - The best fields to use for the search are any of the key fields in combination with the year of death (EDR number, Social Security Number, Coroner/ME case number). These will filter down to a single record. Searching by names will take longer.

12. After highlighting the first name of the record you wish to select, click on 'Select Records'.



The record or records that you selected on the search screen (select more than one by holding down the 'CTRL' key while clicking on each row) are returned to the work queue on the data entry screen. Select the record in the work queue to display it on the screen.

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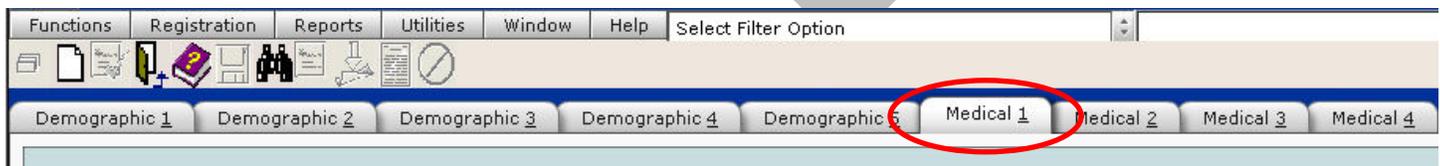
Exercise 5 - Special Data Item Definitions

The objective of this exercise will be to complete data entry on a record so that it is available for the remaining exercises. Most of the data items that need to be completed will only require the TAB key to advance to the field, typing the necessary information and then pressing the TAB key to advance again. Drop-down list fields require the extra key-press of the 'ENTER' key to select an option from the list. Exercise 5 will address only certain fields or steps that involve some new functions.

To complete this exercise, you will need:

- A record created during exercises 1 through 3.

1. Execute the steps in Exercise 1 to login and access the main menu. Then access Medical Data Entry screen following steps in Exercise 2.
2. Start a NEW record by following steps outlined in Exercise 3, or utilize an existing record created while completing previous exercises. If necessary, use the mouse to open the 'Medical 1' tab. A user who accesses this screen as the 'Medical Data Entry' process will only be able to data enter items on the tabs labeled 'Medical'. The 'Demographic' tabs can be viewed but not edited.



3. Most of the items on this tab will either be filled in by data entry done on the 'NEW' screen or will automatically be determined by the system. The 'certifier office' for instance is determined by the location associated with the user who is logged in. The 'Date Certified' will be applied when the record is 'Medically Certified' by the 'Medical Certification' process. The date and place of death are supported on the NEW screen and would usually be filled in there however this tab allows them to be changed if necessary. The 'Time of Death' fields may be the only items that need to be completed on this tab in most cases. You can use the mouse to click ahead to the first field that needs to be completed.

General Information							
Medrec:	First Name:	Middle Name:	Last Name:	Suffix:	Sex:	SSN:	Date of Birth:
12121211							
Actual or Presumed Date of Death				Certifier			
12/01/2005				Certifier Type:			
Place Of Death				Certifier Office:			
Type of Place of Death:				Medical Certifier:			
Place of Death:				Address:			
				License Number:			
				State/Country:			
				City/Town:			
				County:			
				Zip:			
				Zip Ext:			
				Date Certified:			
Time of Death							
Time of Death Type:							
Time of Death:							
AM/PM:							

- The yellow background on a field is referred to as 'Visual Cueing' or 'Viz-e-Q'. Fields that have a yellow background are 'unresolved'. The system needs a response to these fields before the record is considered complete. Some fields can be left blank and still become

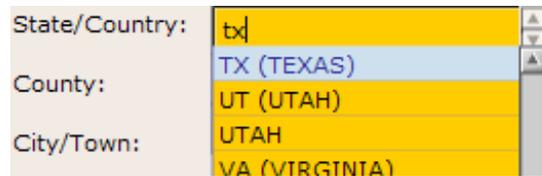
resolved. Others cannot be resolved unless they have a valid entry. This system will provide different prompts to these fields when you attempt to leave them blank. If you leave a field blank and it remains yellow but the system does not provide a prompt, it means that this is a field that can only be resolved by entering a valid response.

- When the background of all fields is white instead of yellow, data entry on the record is complete.
4. Use the MOUSE and/or the TAB key to navigate and complete all item on the screen except the AM/PM of the time of death at the bottom.
 5. The 'AM/PM' of the time of death is the last field on 'Medical 1' tab and therefore the next field that needs a response is on 'Medical 2' tab. To reduce the number of times the user needs to switch between the mouse and the keyboard, the system will automatically advance to the next screen when you 'TAB OFF' the last field of a screen. Enter a response in 'AM/PM' and press the TAB key.

The screenshot shows a medical record form with two tabs: 'Autopsy Information' and 'Injury'. The 'Injury' tab is active, and the field 'Was Death a Result of an Injury?' is circled in red. Other fields include 'Date of Injury', 'Time of Injury', 'Place of Injury', 'Street Name', 'Apt #', 'State/Country', 'County', 'City/Town', 'Zip', 'Ext.', 'Describe How Injury Occurred', 'If Transportation Injury, Specify', and 'Specify'.

6. Complete items on the next tab down to and including 'Did Tobacco Use Contribute to Death?' The next item is 'If Female – Pregnant'. This field will be disabled when it does not apply. It will not apply in the case of a male decedent and also when the age of a female decedent is outside of a defined range. If the field is enabled, enter a response and press 'TAB'.
7. The next question 'Was Death a Result of Injury' is used to determine if the system needs to capture any information related to an injury. If you have any information to report that relates to any of the questions under the 'INJURY' section, respond 'YES' to this question. Otherwise all of the injury questions remain disabled and no responses are possible. In this case, answer 'YES' to 'Was Death a Result of Injury' and complete items down to the street name and apartment number.

With focus on the 'State/Country' of the injury address, type the letters 'tx' followed by a space.

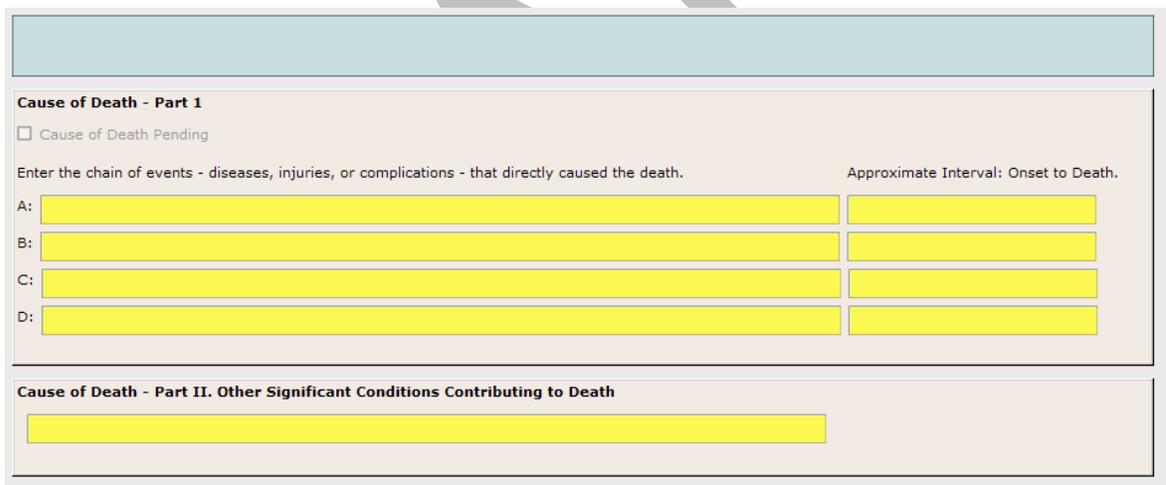


A screenshot of a web form showing a dropdown menu for 'State/Country'. The text 'tx' is entered in the input field. The dropdown list is open, showing the following options: 'TX (TEXAS)' (highlighted in blue), 'UT (UTAH)' (highlighted in yellow), 'UTAH' (highlighted in yellow), and 'VA (VIRGINIA)' (highlighted in yellow). The labels 'State/Country:', 'County:', and 'City/Town:' are visible to the left of the dropdown.

This is the convention for finding a state using the state abbreviation. Type the two-character state abbreviation followed by a space. If you don't type the space the list will filter to choices that have the two letters as the first two letters in the spelled out name. This does not present a problem for 'TX' but will for states such as 'SC (South Carolina)' where just typing SC will return 'Scotland'. Typing 'TEX ' will also find 'Texas'.

With the option for TX (Texas) highlighted in the list, press the 'ENTER' key to select the option and the 'TAB' key to advance to the field for 'County'. As you make a selection of the county and town, note that the list is filtered to include only the counties within the state and towns within the county already selected.

8. When you TAB off the last applicable question on the screen the system will advance to the cause of death screen.



A screenshot of a web form titled 'Cause of Death - Part I'. At the top, there is a checkbox labeled 'Cause of Death Pending'. Below this, there is a text prompt: 'Enter the chain of events - diseases, injuries, or complications - that directly caused the death.' To the right of this prompt is the text 'Approximate Interval: Onset to Death.' Below the prompt are four rows of text input fields, labeled A, B, C, and D. Each row has two adjacent input fields. The input fields are highlighted in yellow. Below the input fields is a section titled 'Cause of Death - Part II. Other Significant Conditions Contributing to Death' with a single large text input field, also highlighted in yellow.

9. All items on this screen are text fields that allow entering any text that is needed. Certain words or phrases will cause the system to provide prompts that are intended to reduce queries regarding the cause of death. These prompts will appear solely on the use of certain words or phrases that are frequently associated with ambiguity and the need to query the cause of death. The system does not interpret the context of the words that cause the prompt and the context may already supply the clarification needed to avoid a query.
10. Complete the remaining Medical unresolved fields. Use the mouse to examine each of the medical tabs and respond to any items that remain unresolved (yellow). Note that the 'Date Certified' item cannot be resolved in data entry. It requires 'Medical Certification' which is the subject of the next exercise.
11. Save entries by clicking on the SAVE icon at the top of the screen .

Exercise 6 – Medical Certification

Medical certification is the electronic equivalent of placing a signature on a paper form. When the medical data entry is complete, the medical certification process is accessed by the medical certifier (who may be an attending physician, family physician or coroner/medical examiner) to apply their PIN to the record. Medical Certification locks the medical portion of the record from further editing and certifies 'cause of death' data as well as the underlying causes.

To complete this exercise, you will need:

- A record with all applicable medical fields completed, resolved, and record saved
- A valid PIN number (obtain a valid PIN number from your training instructor if you have not been assigned one already)

Execute the steps in exercises 1 and 2 to login, access the main menu and the medical data entry screen.

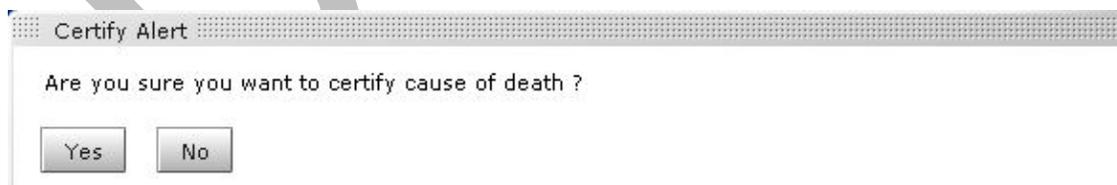
Start a NEW record by following steps outlined in Exercise 3, or utilize an existing record created while completing previous exercises.

Proceed to complete (resolve) all available medical fields using the techniques learned in Exercise 5, then press 'SAVE'.

Using the mouse, point and click on the Medical Certification icon: .

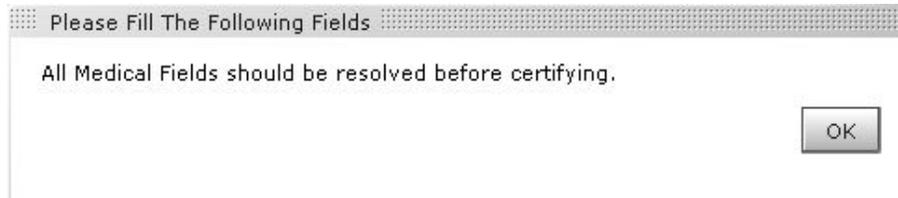


If all applicable medical fields are resolved, the following message will appear:



Press 'Yes' to continue with the Medical Certification process. Responding 'No' to this question will cause the certification process to be cancelled (close without certifying the record).

In the case that some medical fields remain unresolved, the following message will appear:



- If you have finished all data entry and keep receiving this message, make sure that none of the fields have remained 'unresolved' as indicated by the yellow background (Viz-e Q™)

The Medical Certification screen provides three (3) options: 'PREVIEW', 'CERTIFY', and 'CANCEL'.

- Pressing the 'PREVIEW' button will cause a Printing Message to appear: 'Are you sure you want to print this record?' (Y/N). Answering 'Y' will print the record on Drop-To-Paper form; answering 'N' results in exiting from the Medical Certification screen.
- The 'CERTIFY' button is initially disabled. To enable the 'Certify' option, select your role from one of the three (3) checkbox choices: 'Certifying Physician', 'Medical Examiner', and 'Justice of the Peace'.
- Pressing the 'CANCEL' button results in exiting from the Demographic Verification screen.

Certifying Physician

To the best of my knowledge, death occurred at the time, date and place and due to the cause(s) and manner stated

Medical Examiner

On the basis of examination and/or investigation, in my opinion, death occurred at the time, date and place and due to the cause(s) and manner stated

Justice of the Peace

On the basis of examination and/or investigation, in my opinion, death occurred at the time, date and place and due to the cause(s) and manner stated

- Select an appropriate checkbox. This will enable the 'Certify' button.

Press the 'Certify' button and respond 'Yes' to the following statement that appears: 'Are you sure you are ready to certify cause of death?' Responding 'Yes' to this question will require the certifier to enter the PIN which completes the medical certification.

- Press the 'OK' button in the box with 'Please verify your PIN' message.
- Enter your PIN number into the verification box and press 'OK'.



- Note that the first time a medical certifier uses the PIN number that was provided by the system administrator, the certifier is prompted through a process to change the PIN

number so that the certifier becomes the only person who knows that number. If a PIN number is forgotten, the system administrator can supply another 'temporary PIN' that will again need to be changed the first time it is used.

You will receive a message informing that Medical Certification for the record has been successful. The record fields will be locked from modification



To modify record fields after certification you will need to 'De-certify' the record. To de-certify the record, locate and press the 'De-certify' icon  and acknowledge de-certification by pressing on the 'OK' button on a message that confirms successful de-certification.

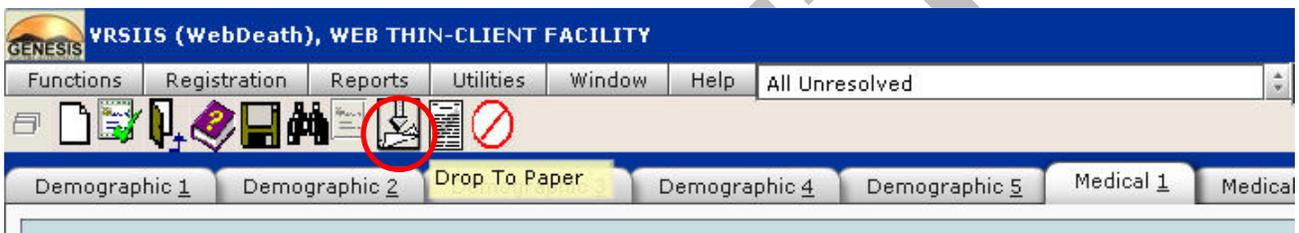
DRAFT

Exercise 7 - Drop to Paper

This exercise is aimed at providing an overview of important to understand functionality affects the way a Death Certificate is further processed.

Drop-To-Paper will be appropriate if the funeral home is not participating in the electronic data entry (a non-participating entity.) If the funeral home is participating, dropping the record to paper at the medical certifier office will prevent electronic processing of the record by the funeral home.

Dropping a record to paper has significant implications regarding the process required to finish filing the death record. Follow the steps in previous exercises to complete Medical Data Entry (Exercises 1 through 5) and Medical Certification (Exercise 6.) Point and click on the 'Drop to Paper'  icon.



The following message will appear:

'To print a "FILE COPY" – choose "Medical Abstract". Choosing "Drop-to-Paper" will prohibit electronic filing. Are you sure you want to "Drop-to-Paper"?'

Once a record has 'Dropped-to-Paper' the electronic record becomes completely locked from further action by external users. All subsequently required certification or verification would occur on the paper document. Before a record can be dropped-to-paper at the medical certifier's office, medical data entry and medical certification must be complete. If a participating Funeral Home has been identified on the record, then demographic data entry and demographic verification must be completed before the record can 'Drop-To-Paper'. For the certification/verification that have been performed at the time the record Drops-To-Paper the certifier's/verifier's name will print on the corresponding signature line with the following notation (Signed Electronically.)