

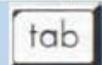
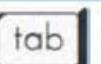
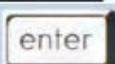


02/2024

**BASIC FETAL DEATH  
REGISTRATION  
FOR FUNERAL HOMES**



# Keyboard Shortcuts

Press T or 	Enters current date in any date field.
Press T and  or 	Enters the current date and you can populate a day before or after.
Tab or 	Moves forward from one box/field to another box/field.
Shift Tab or  + 	Moves backward from one box/field to another box/field.
Enter or 	Activates the next button on the page.
1st Letter of a Word	Enters selection from pick list of a dropdown list. Scroll through that letter.
Space Bar or 	Selects a radio button or check box.
Arrow Keys or  or 	Moves from one radio button to the next. Right to Left or Left to Right.
Down Arrow or 	Opens a dropdown list.
Escape or 	Closes a dropdown list.
Ctrl + S or  + 	Saves the current record.
State Abbreviations	Selects the associated State by typing the first letter.

# 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: **ALT+128 = Ç**

ALT Code	Name	ALT Code	Name
128	Ç Diacritical Mark	0200	È Diacritical Mark
142	Ä Diacritical Mark	0205	Í Diacritical Mark
144	É Diacritical Mark	0207	Ï Diacritical Mark
153	Ö Diacritical Mark	0204	Ì Diacritical Mark
154	Ü Diacritical Mark	0211	Ó Diacritical Mark
165	Ñ Diacritical Mark	0210	Ò Diacritical Mark
0193	Á Diacritical Mark	0213	Õ Diacritical Mark
0194	Â Diacritical Mark	0218	Ú Diacritical Mark
0192	À Diacritical Mark	0217	Ù Diacritical Mark
0195	Ã Diacritical Mark	0221	Ý Diacritical Mark
0235	Ë Diacritical Mark		

# Login to TxEVER

Login to TxEVER via the web:

<https://txever.dshs.texas.gov/TxEverUI/Welcome.htm>



**TEXAS**  
Health and Human  
Services

Texas Department of State  
Health Services



**Welcome to the Texas Department of State Health Services!**



Step 1: Click here to open the TxEVER log in

**LOG IN to TxEVER**

### Contacting the Texas Department of State Health Services (DSHS)

Please see our website for important updates, training guides, and informational materials.  
<https://dshs.texas.gov/txever/>

You can also reach us by email at [help-txever@dshs.texas.gov](mailto:help-txever@dshs.texas.gov), or phone at 1-888-963-7111 (at the prompt, press 1 for English, then press 2 for the TxEVER help desk).

State vital records are considered to be private and confidential. Access to vital records is restricted by statute.

Log on to Texas Department of State Health Services

Click here to report issues with TxEVER

[User Enrollment](#)  
[Report TxEVER Issue\(s\)](#)

Click here to enroll OR update your user account

[Windows Download](#)

[Apple Download](#)

[Windows Update](#)

GEN PRINT PLUGIN: 0.0.0

CONNECTION: WAITING

## TxEVER Terms of Use

**WARNING:** THIS IS A TEXAS HEALTH AND HUMAN SERVICES INFORMATION RESOURCES SYSTEM THAT CONTAINS STATE AND/OR U.S. GOVERNMENT INFORMATION. BY USING THIS SYSTEM YOU ACKNOWLEDGE AND AGREE THAT YOU HAVE NO RIGHT OF PRIVACY IN CONNECTION WITH YOUR USE OF THE SYSTEM OR YOUR ACCESS TO THE INFORMATION CONTAINED WITHIN IT. BY ACCESSING AND USING THIS SYSTEM YOU ARE CONSENTING TO THE MONITORING OF YOUR USE OF THE SYSTEM, AND TO SECURITY ASSESSMENT AND AUDITING ACTIVITIES THAT MAY BE USED FOR LAW ENFORCEMENT OR OTHER LEGALLY PERMISSIBLE PURPOSES. ANY UNAUTHORIZED USE OR ACCESS, OR ANY UNAUTHORIZED ATTEMPTS TO USE OR ACCESS, THIS SYSTEM MAY SUBJECT YOU TO DISCIPLINARY ACTION, SANCTIONS, CIVIL PENALTIES, OR CRIMINAL PROSECUTION TO THE EXTENT PERMITTED UNDER APPLICABLE LAW.

Are you in agreement with above stated terms & conditions?

**Step 2:** Click Yes to agree to the terms and conditions and gain access to TxEVER.



## Login

User Name:

Password:

[Forgot Password?](#)

Log In

**Step 3:** Type your TxEVER user name and password.

Forgot your password?  
Click here to reset password.

**Step 4:** Click "Log In".

## Location

Find important news and updates in the TxEVER broadcast message area.

Message By: VFARINELLI On 3/13/2018 10:53:11 AM

This message should be seen by ALL users

Select Location:

BEAUTIFUL BEGINNINGS - (BIRTH)

OK

**Step 5:** Select your user location. Use dropdown if you have multiple locations/offices.

**Step 6:** Click "OK."



**Step 7:** Select Fetal  
Death Module Tab

**Step 8:** Click the dropdown  
arrow next to "FUNCTION"  
to be taken to the  
Demographic Data Entry

**FUNCTION** ▾

**TOOLS**

**HELP** ▾

[Demographic Data Entry](#)

[Switch Location](#)

[Exit Application](#)



**Step 9:** Select "Demographic  
Data Entry" to start, locate,  
search, save or reject a  
record from your work queue.

Show Dashboard

**Helpful Tip:** Click  
"Show dashboard" for a  
list of different statuses  
regarding existing  
records



Texas Department of State Health Services

[FUNCTION](#) [TOOLS](#) [HELP](#)



**Helpful Tip:** Click on Dashboard filters to see a dropdown of record options like "Records not filed within 5 days of birth", "Record Returned for Correction from the Sate", and "All Unresolved".

Dashboard filters: **RECORD NOT FILED WITHIN 5 DAYS OF BIRTH**

EFR #	Fetus Med Rec #	Fetus DOD	Fetus First Name	Fetus Middle Name	Fetus Last Name	Medical Certifier	Funeral Home
<a href="#">0000000000018E</a>	EEEEEEE	03/12/2018	JOSIE	THE	RIVETER	JOE SMITH	DALLAS COUNTY MEDIC
<a href="#">0000000000018E</a>	BLAH	03/16/2018	MINNIE	LOU.	MOUSE	ALICIA WILLIAMS-JONES	DALLAS COUNTY MEDIC
<a href="#">0000000000018E</a>		03/19/2018				ALICIA WILLIAMS-JONES	GOLDEN GATE FUNERA
<a href="#">0000000000018E</a>	.....	03/29/2018	INFANT		INFANT		
<a href="#">0000000000019C</a>	99	03/29/2018	INFANT		INFANT	ALICIA WILLIAMS-JONES	GOLDEN GATE FUNERA
<a href="#">00000000000192</a>		04/04/2018	INFANT		INFANT		
<a href="#">0000000000019E</a>	CHS123	04/10/2018	INFANT		INFANT	ALICIA WILLIAMS-JONES	DALLAS COUNTY MEDIC
<a href="#">0000000000019E</a>		03/25/2018	INFANT		INFANT		



EDIC:  Filing Deadline:  Days) Unresolved Work Queue Filter:  --Select a value--

### MEDICAL DATA ENTRY

Unresolved Work Queue:  --Select a value--  0

Help tips



Search for a Record

Start NEW Record

Save Current Record

CANCEL current changes since last save

Navigation buttons for switching between records in queue

Navigation buttons for switching between registration tabs

Demographic 1	State	Number	Birth State File Number	Record Type
Demographic 2				--Select a value--
Demographic 3	Decedent's LEGAL			
Demographic 4				
Demographic 5				
Generational ID: <input type="text"/> --Select a value--				
DATE OF DEATH				
Date of Death Type: <input type="text"/> --Select a value--		Date of Death: <input type="text"/> / /		
TIME OF DEATH				
Time Of Death Type: <input type="text"/> --Select a value--		Time Of Death: <input type="text"/> : /	Time Of Death Indicator: <input type="text"/> --Select a value--	
Decedent's Sex			Decedent's DATE OF BIRTH	
Sex: * <input type="text"/> --Select a value--		Date Of Birth: <input type="text"/> / /		
Maiden Last Name: <input type="text"/>		Age Units: <input type="text"/> --Select a value--		Age: <input type="text"/>
Decedent's BIRTHPLACES			Decedent's SSN	
State/Country: (Please click checkbox to filter countries only) <input type="text"/> --Select a value--		SSN: <input type="text"/> - - /		
County Of Birth: <input type="text"/> --Select a value--		Social Security Missing Value Variable: <input type="text"/> --Select a value--		
City Of Birth: <input type="text"/> --Select a value--		SSN Verification Status: <input type="text"/>		



Texas Department of State  
Health Services

[FUNCTIONS](#) ▾

[RECORD](#) ▾

[HELP](#) ▾



Unresolved Work Queue Filter:

--Select a value-- ▾

## FETAL DEATH REGISTRATION

Unresolved Work Queue:

--Select a value-- ▾  0

**Step 10:** Click new record icon in upper left-hand corner to start a new record

[Unresolved / StakeHolders](#)

[Fetus](#)

[Mother](#)

[Mother Dem](#)

[Mother Medical-1](#)

[Mother Medical-2](#)

### FETUS'S GENERAL INFORMATION

Record type:

Plurality:

Delivery Order:

### FETUS'S INFORMATION

Is Fetus Unnamed?

First Name:

Middle Name:

Last Name:

Suffix:

Date Of Delivery:

Time of Delivery:

## New Record



Answer the questions below regardless of the calculated or estimated gestational age of the fetus:

1. Did the fetus take a breath?  Yes  No
2. Was there pulsation of the umbilical cord?  Yes  No
3. Was there definite movement of voluntary muscles?  Yes  No
4. Select APGAR score

OK

Close

### Step 11:

Questions 1-3 will be pre-populated with "no". You can skip #4

### GENERAL

Record Type:

--Select a value--

Plurality:

--Select a value--

Delivery Order:

--Select a value--

Date Of Delivery:\*

\_\_/\_\_/\_\_

EFR Number:

Mother's Medical Record Number:

### FETUS

First Name:

Middle Name:

Last Name:

### MOTHER

First Name:

Middle Name:

Last Name:\*

Date Of Birth:\*

\_\_/\_\_/\_\_

FindRecord

Close

## New Record



Answer the questions below regardless of the calculated or estimated gestational age of the fetus:

1. Did the fetus take a breath?  Yes  No
2. Was there pulsation of the umbilical cord?  Yes  No
3. Was there definite movement of voluntary muscles?  Yes  No
4. Select APGAR score

**Step 13:**  
Click "OK"

OK

Close

### GENERAL

Record Type:

--Select a value--

Plurality:

--Select a value--

Delivery Order:

--Select a value--

Date Of Delivery:\*

\_\_/\_\_/\_\_

EFR Number:

Mother's Medical Record Number:

### FETUS

First Name:

Middle Name:

Last Name:

### MOTHER

First Name:

Middle Name:

Last Name:\*

Date Of Birth:\*

\_\_/\_\_/\_\_

FindRecord

Close

## New Record

Answer the questions below regardless of the calculated or estimated gestational age of the fetus:

1. Did the fetus take a breath?  Yes  No
2. Was there pulsation of the umbilical cord?  Yes  No
3. Was there definite movement of voluntary muscles?  Yes  No
4. Select APGAR score

OK

Close

**Step 14:** Fill-out General, Fetus and Mother Fields. Fields with a red asterisk are required.

### GENERAL

Record Type:

BORN AT THIS FACILIT

Plurality:

SINGLE

Delivery Order:

SINGLE

Date Of Delivery:\*

05/04/2019

EFR Number:

000000000

Mother's Medical Record Number:

000000000

### FETUS

First Name:

CHEWBACCA

Middle Name:

Last Name:

VADER

### MOTHER

First Name:

PRINCESS

Middle Name:

Last Name:\*

LEIA

Date Of Birth:\*

05/04/1977

**Step 15:** Click "Find Record"

FindRecord

Close

## New Record

Answer the questions below regardless of the calculated or estimated gestational age of the fetus:

1. Did the fetus take a breath?  Yes  No
2. Was there pulsation of the umbilical cord?  Yes  No
3. Was there definite movement of voluntary muscles?  Yes  No
4. Select APGAR score

Enter calculated or estimated gestational age

## New Record

No matching record was found. Do you want to create a new record?

Record Type:\*

EFR Number:

Of Delivery:\*

FETUS

First Name:

Middle Name:

Last Name:

First Name:

Middle Name:

Last Name:

Date Of Birth:\*

**Step 16:** Click "OK" to create a new record

17. Complete the Fetus, Mother, Mother Dem, Father, and Demographic tabs.

18. Click "Record" then click on "Medical Designation"

The screenshot shows a web-based form for 'FETAL DEATH REGISTRATION'. At the top, there are navigation tabs: 'FUNCTIONS', 'RECORD', and 'HELP'. The 'RECORD' tab is active, and a dropdown menu is open, showing options: 'New', 'Search', 'Save', 'Cancel', 'Abandon', 'Verify', 'De-verify', 'Release', 'Medical Designation', 'Relinquish', and 'Reminder to Medical Certifier'. The 'Medical Designation' option is highlighted. The form itself is divided into several sections: 'Fetus' (with sub-tabs for Mother, Mother Dem, Father, and Demographic), 'MOTHER'S INFORMATION', 'METHOD OF DISPOSITION', 'BURIAL DETAILS', and 'PLACE OF DISPOSITION'. The 'Fetus' section includes fields for 'Is Fetus Unnamed?' (checked), 'First Name' (INFANT), 'Last Name' (SAMPLE), and 'Date Of Delivery' (10/01/2022). The 'MOTHER'S INFORMATION' section includes 'Title Preference' (MOTHER), 'First Name' (ASHLEY), 'Middle Name' (SANDY), 'Last Name' (SAMPLE), 'Suffix' (UNKNOWN), and 'Date of birth' (04/23/1995). The 'METHOD OF DISPOSITION' section has 'Method of Disposition' set to 'CREMATION'. The 'BURIAL DETAILS' section includes 'Unknown Section/Block/Lot/Space Number' (checked), 'Block Number', 'Space Number', 'Section Number', and 'Lot Number'. The 'PLACE OF DISPOSITION' section includes 'Place of Disposition Type' (CREMATORY), 'Place of Disposition' (AUSTIN-PEEL & SON CREMATORY), 'State/Country' (TEXAS), 'City/Town' (AUSTIN), 'Place of Disposition (Specify)', 'Street Address' (UNKNOWN), 'County' (UNKNOWN), and 'City (Other)' (AUSTIN). A left sidebar contains various tabs and an 'ACTIVITY' section showing '(Demo) Is Fetus Unnamed?: true' and 'Field Status: Resolved'.

## Medical Certifier Designation

Certifier Type:

MEDICAL EXAMINER

**Step 19:** Enter the  
Certifier Type

Facility Name:

And/Or

**Step 20:** Enter searchable data;  
facility name and/or name of  
certifier and/or license number

First Name:

Last Name:

License:

ZANOT

Designate

Search

Cancel

**Step 21:**  
Click "Search"

# Medical Certifier Designation

Certifier Type:

MEDICAL EXAMINER

Facility Name:

And/Or

First Name:

Midd

**Step 23:** Click  
"Designate"

Last Name:

ZANOT

License:

Designate

Search

Cancel

Facility Name	Type	First Name	Middle Name
DALLAS COUNTY MEDICAL EXAM	MEDICAL EXAMINER	CAROLINE	

**Step 22:** Select  
certifier in table



EFR: Unresolved Work Queue Fil  
099999941124513 --Select a value--

**i** Is Fetus Unnamed?

Click "Record" then click  
"Reminder to Medical  
Certifier" to send an  
email reminder to  
complete the current  
record.

- [New](#)
- [Search](#)
- [Save](#)
- [Cancel](#)
- [Abandon](#)
- [Verify](#)
- [De-verify](#)
- [Release](#)
- [Medical Designation](#)
- [Relinquish](#)
- [Reminder to Medical Certifier](#)

Unresolved /  
StakeHolders

Fetus

- Mother
- Mother Dem
- Father
- Demographic
- Mother Medical-1
- Mother Medical-2
- Mother Medical-3
- Mother Medical-4
- Fetus Medical-1
- Fetus Medical-2
- Cause Of Death
- Certification
- Comments

**ACTIVITY:**  
Is Fetus Unnamed?:  
false  
Field Status:  
Resolved  
Unknown Allowed:  
No  
Action:  
Updating Record

Record type: Plurality: Dev Ord

**FETUS'S INFORMATION**

Is Fetus Unnamed?

First Name: THOMAS Middle Name: BAYLOR

Last Name: SAMPLE Suffix: UNKNOWN

Date Of Delivery: 10/01/2022 Time of Delivery: --:--

Sex: --

**MOTHER'S CURRENT LEGAL NAME**

Title Preference: MOTHER First Name: ASHLEY

Middle Name: SANDY Last Name: \* SAMPLE

Suffix: UNKNOWN Mothers Medical Record Number: --

Date of birth: \* 04/23/1995 Age at Child's Birth: 27

**FACILITY INFORMATION & PLACE OF DELIVERY**

Name: Facility Name Other (Specify):

Type: Type Other (Specify):

Address: Apt:

State: County:

Local: City/Town:

# From the Medical Certifier Side

- The medical certifier will login to TxEVER, open the fetal death record, accept designation, fill-out the remaining tabs, then certify the record.
  - Fetal Death -> "Show Dashboard" -> All Unresolved work queue filter -> select record designated to you -> accept ownership of record -> fill-out remaining tabs -> certify record



Work Queue Filter:

value-- ▾

med?

**Step 24:** Once the certifier has filled out the remaining tabs and certified the record, the funeral home will verify the record. To verify: Select "verify" under the record-drop down menu.

- [New](#)
- [Search](#)
- [Save](#)
- [Cancel](#)
- [Abandon](#)
- [Verify](#)
- [De-verify](#)
- [Release](#)
- [Medical Designation](#)
- [Refer to JP/Medical Examiner](#)
- [Reminder to Medical Certifier](#)

olders

FETUS'S INFORMATION

Is Fetus Unnamed?

First Name:

CHEWBACCA

Last Name:

VADER

Date Of Delivery:

05/04/2019

Middle Name:

Suffix:

--Select a value-- ▾

MOTHER'S INFORMATION

Title Preference

MOTHER ▾

Middle Name:

Suffix:

--Select a value-- ▾

First Name:

PRINCESS

Last Name:

LEIA

Date of birth:

05/04/1977

METHOD OF DISPOSITION

Method of Disposition:

BURIAL ▾

if Other (Specify):

## Verification

### FETUS INFORMATION

First Name: CHEWBACCA  
Middle Name:  
Last Name: VADER  
Suffix:  
Date of Delivery: 05/04/2019

### VERIFIER INFORMATION

Funeral Home: GOLDEN GATE FUNERAL HOME-DALLAS  
First Name: CAROLINE  
Middle Name:  
Last Name: ZANOT

**Recommended:** Click "Preview" to open a printable screen for the abstract of the fetal death record.

Preview Close Verification

**Step 25:** Click "Verification" when you are ready to certify the record.

## Verification

### FETUS INFORMATION

First Name: CHEWBACCA  
Middle Name:  
Last Name: VADER  
Suffix:  
Date of Delivery: 05/04/2019

### VERIFIER INFORMATION

Funeral Home: GOLDEN GATE FUNERAL HOME-DALLAS  
First Name: CAROLINE  
Middle Name:  
Last Name: ZANOT

**Step 26:** Read and check box

**Step 27:** Enter pin number. (Same pin number used for death registration)

### PLEASE ENTER PIN

I verify that to the best of my knowledge the demographic information on this record is complete and accurate.

Verifier Pin:

.....

Forgot my PIN

**Step 28:**  
Click "Ok"

Ok

Close

Verification

FETUS INFORMATION

First Name: CHEWBACCA  
Middle Name:  
Last Name: VADER  
Suffix:  
Date of Delivery: 05/04/2019

VERIFIER INFORMATION

Funeral Home:  
First Name:  
Middle Name:  
Last Name:

Fetal Death Registration

Are you sure you are ready to verify the record?

Yes

No

Review Close Verification

PLEASE ENTER PIN

I verify that to the best of my knowledge the demographic record is complete and accurate.

Verifier Pin:

.....

Forgot my PIN

Ok

Close

**Step 29:**  
Click "Yes"

Unresolved / StakeHolders

- ✓ Fetus
- ✓ Mother
- ✓ Mother Dem
- ✓ Mother Medical-1

Is Fetus Unnamed

First Name:  
CHEWBACCA

Last Name:  
VADER

Date Of Delivery:

**Fetal Death Registration** [X]

Record successfully verified.

OK

**Step 30:** Click "OK"



EFR: 009999035593772  
Unresolved Work Queue Filter: --Select a value--

### FETAL DEATH REGISTRATION

- New
- Search
- Save
- Cancel
- Abandon
- Verify
- De-verify
- Release**
- Medical Designation
- Refer to JP/Medical Examiner
- Reminder to Medical Certifier

**Step 31:** Click the record drop-down menu, then click "Release."

(Demo) Is Fetus Unnamed?

- Unresolved / Stakeholders
- ✓ Fetus
- ✓ Mother
- ✓ Mother Dem
- ✓ Mother Medical-1
- ✓ Mother Medical-2
- ✓ Mother Medical-3
- ✓ Mother Medical-4
- ✓ Fetus Medical-1
- ✓ Fetus Medical-2

Record type: BORN AT THIS FACILITY  
Plurality: SINGLE  
Delivery: SINGLE

#### FETUS'S INFORMATION

Is Fetus Unnamed?

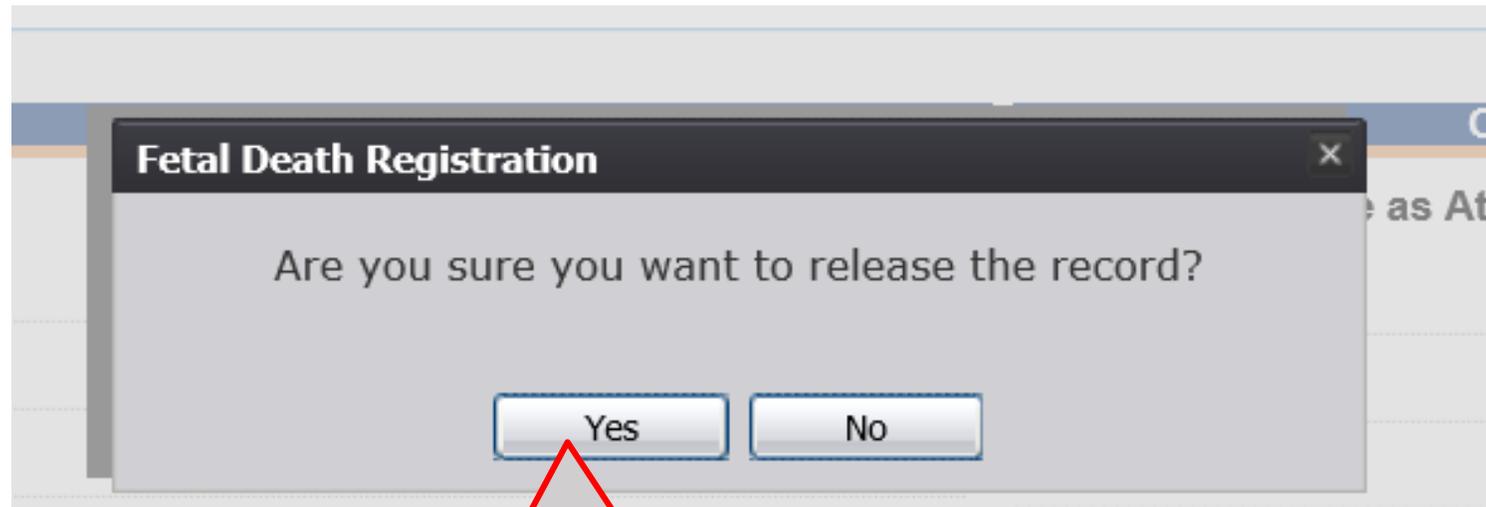
First Name: CHEWBACCA  
Last Name: VADER  
Date Of Delivery: 05/04/2019  
Sex: MALE

Middle Name:  
Suffix:  
Time of Delivery: 04:04 AM

#### MOTHER'S CURRENT LEGAL NAME

Title Preference  
First Name: PRINCESS  
Last Name: LEIA  
Mothers Medical Record Number: 00000000  
Age at Child's Birth:

**Helpful Tip:** Make sure to review all of your inputs before releasing. The only way to make a correction after releasing is through an amendment.



**Step 32:** Click "Yes"

# Who can order fetal death records?

The family of the deceased fetus or the funeral home can order the certificate from:

- The state (form on DSHS website that family can mail-in)
- The local registrar in the county where the death occurred

# Basic Fetal Death Registration for Medical Certifiers and Funeral Homes

- Medical certifiers **can** create, and release fetal death records start to finish without involvement of a funeral home.
- Funeral homes **cannot** complete fetal death records independent of Medical certifiers.
  - Funeral homes can start fetal death records, but they are limited in what they can do.

# Basic Fetal Death Registration if Funeral Home Starts Record

1. Funeral home starts record
2. Funeral home fills-out demographic tab
3. Funeral home designates a medical certifier
4. Medical certifier performs data entry and certifies record
5. Funeral home verifies record (FH cannot verify until MC certifies record)
6. Funeral home releases record (Medical certifier can also release record as long as the funeral home has completed verification).

# Basic Fetal Death Registration if Medical Certifier starts record with involvement of Funeral Home

1. Medical Certifier starts record and performs data entry
2. Medical Certifier demographically designates Funeral Home
  - Note: Medical certifier cannot click "demographic designation" if they have already medically certified
3. Medical certifier certifies record
4. Funeral home accepts and verifies record
5. Medical certifier releases record

# **Basic Fetal Death Registration if Medical Certifier Starts Fetal Death Record without involvement of Funeral Home**

1. Medical Certifier starts record and performs data entry
2. Medical certifier certifies record
3. Medical certifier releases record

# Statutes and Codes

## *Rule §181.7 - Fetal Death (Stillbirth)*

- (a) A certificate of fetal death shall be filed for any fetus weighing 350 grams or more, or if the weight is unknown, a fetus aged 20 weeks or more as calculated from the start date of the last normal menstrual period to the date of delivery.
- (b) A certificate of fetal death shall be considered properly filed:
  - (1) when all of the items thereon have been satisfactorily and definitely answered; and
  - (2) when the certificate has been presented for filing to the local registrar of the registration district in which the fetal death (stillbirth) occurred or the fetus was found. A certificate of fetal death (stillbirth) shall be filed with the local registrar within five days after the date of fetal death (stillbirth).

**APGAR Score:** The acronym for “Appearance, Pulse, Grimace, Activity, and Respiration” score. This score (from 0 to 10) is determined by evaluating the condition of the newborn baby based on the five criteria above.