

1) Global tab > tools > security > user maintenance

Ensure the user has a TxEVER account.

Ensure user has an account at your location. If not, add the location to their account.

The screenshot shows a web application interface titled "USER MAINTENANCE". The form is organized into two columns. The left column contains fields for "User ID: *", "First Name: *", "Middle Name:", "Last Name: *", and "Suffix:". The right column contains fields for "Email: *", "Password: *", and "User Type: *". Below the "User Type" field is a link labeled "Show List". At the bottom of the form, there are several buttons: "Save", "Update", "Search", "Advanced Search", "Clear Fields", "Deactivate User", "Add/Edit Locations", "Add/Edit Processes", and "Unlock User". Additionally, there are two dropdown menus: "Select User Status:" with "--Select a value--" and "Select Location:" with "--Select a value--".

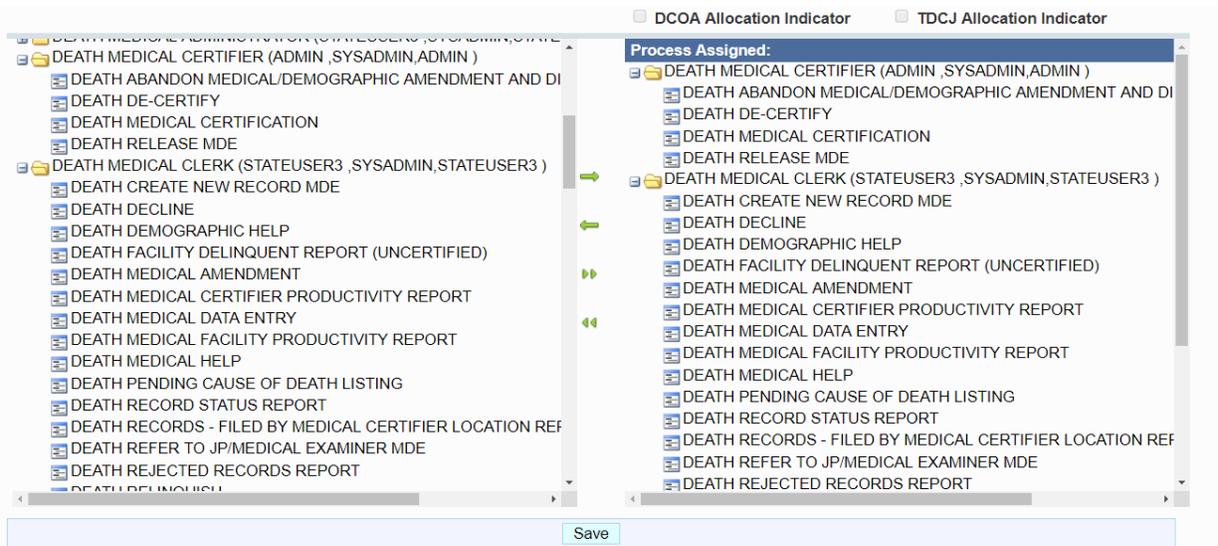
2) Ensure the user has the correct security processes.

Physicians must have two sets of processes.

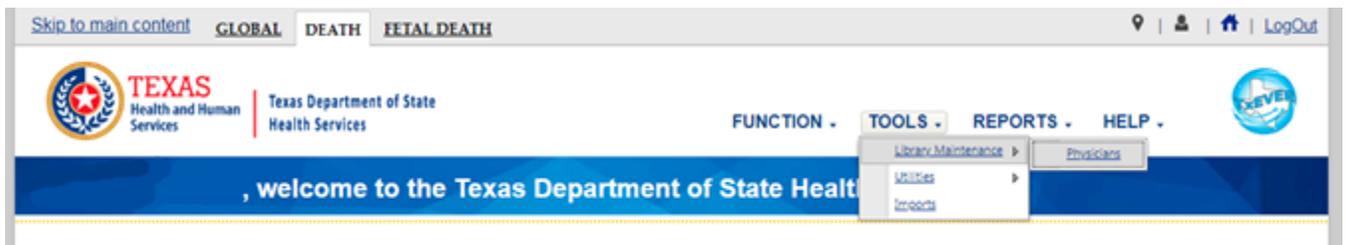
Physicians must have "DEATH MEDICAL CERTIFIER" and "DEATH MEDICAL CLERK" process groups attached to their accounts.

Medical Examiners and Justices of the Peace must have "DEATH ME/JP CERTIFIER" and "DEATH ME/JP CLERK" process groups.

Click save after correcting the processes.



3) Open Physician Table by Selecting the "Death" tab > Tools > Library Maintenance > Physicians



4) When the table scrolls to the bottom of the screen where physicians registered at your facility are listed, and then scroll the screen to the right until you see the column "Mapped User ID"

Select a physician type to filter the grid below:

| Zip | Zip Ext | License Number | NPI | To Email | CC Email | Method Of Contact | Display In List | User ID | Date/Time | Mapped User ID |
|-------|---------|----------------|-----|----------|----------|-------------------|-----------------|---------|------------------------|----------------|
| 75525 | | R2587 | | | | E-MAIL | ALWAYS | STATEU | 9/26/2018 2:17:31 PM | TBROWN |
| 75025 | | R2589 | | | | E-MAIL | ALWAYS | JANBUR | 11/7/2018 5:19:11 PM | |
| 75032 | | B2587 | | | | E-MAIL | ALWAYS | GCARPE | 10/23/2018 10:11:20 AM | GCARPENTIER |
| 79714 | | 15151511 | | | | E-MAIL | ALWAYS | ADMIN | 10/8/2018 2:27:51 PM | |
| 75032 | | C1234 | | | | E-MAIL | ALWAYS | STATEU | 9/26/2018 2:58:10 PM | |
| 75215 | | 25526 | | | | E-MAIL | ALWAYS | ADMIN | 10/19/2018 12:13:09 PM | |
| 78525 | | Z1234 | | | | E-MAIL | ALWAYS | STATEU | 9/11/2018 4:42:35 PM | |

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5) Select the row where a mapped user ID is missing and "Edit":

Select a physician type to filter the grid below: --Select a value--

| Zip | Zip Ext | License Number | NPI | To Email | CC Email | Method Of Contact | Display In List | User ID | Date/Time | Mapped User ID |
|-------|---------|----------------|-----|----------|----------|-------------------|-----------------|---------|------------------------|----------------|
| 75525 | | R2587 | | | | E-MAIL | ALWAYS | STATEU | 9/26/2018 2:17:31 PM | TBROWN |
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| 5215 | | 25526 | | | | E-MAIL | ALWAYS | ADMIN | 10/19/2018 12:13:09 PM | |
| 78525 | | Z1234 | | | | E-MAIL | ALWAYS | STATEU | 9/11/2018 4:42:35 PM | |

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The toolbar is located above the table:

Zip: * EXT:

Select a physician office to filter the grid below:

Select a physician type to filter the grid below:

| Physician Office Name | Type | Title | Prefix | First Name | Middle Name | Last Name | Suffix | Street Address | Apt/Suite | State/Ci |
|-----------------------|--------------------|-------|--------|------------|-------------|-----------|--------|--------------------|-----------|----------|
| TEST PHYSICIAN | CERTIFYING PHYSICI | MD | | SAM | | DERRICK | | 123 NEW STREET | | TEXAS |
| TEST PHYSICIAN | PHYSICIAN | OTHER | | SANDRA | L | LACKEY | | 1100 W 49TH STREET | | TEXAS |
| TEST PHYSICIAN | CERTIFYING PHYSICI | MD | | RAVEN | | WRENCHER | | 1100 W 49TH ST | | TEXAS |

If the user does not appear in the library table, select "new" to create a new entry.

6) Ensure that the "display in list" entry for the account is set to "always" and that the method of contact is set to "e-mail."

PHYSICIAN

Physician Office/Practice: * PRESBYTERIAN HOSPITAL OF GREEI [v] [🔍]

License Number: * X0000

NPI: []

TO Email: * fieldservices@dshs.texas.gov

CC Email: []

Method Of Contact: * E-MAIL [v]

Display in List: * ALWAYS [v]

User: * DSMITH1 [v]

7) View the available User IDs in the drop down just above the grid:

Street Address: * 123 GENESIS DRIVE

Apt/Suite: []

State/Country: * TEXAS [v]

County: * ANDREWS [v]

City/Town: * PRECINCT 1 [v]

Zip: * 15215 [v] EXT: []

User: * --Select a value--

ADMIN

DERJOHNSON

STATEUSER3

[New] [Edit] [Save] [Clear] [Delete] [Search] [Undo]

8) Select user ID for the certifying physician and select save:

Street Address: * 123 GENESIS DRIVE User: * ADMIN

Apt/Suite: [Redacted]

State/Country: * TEXAS

County: * ANDREWS

City/Town: * PRECINCT 1

Zip: * 15215 EXT: [Redacted]

[New] [Edit] [Save] [Clear] [Delete] [Search] [Undo]

9) Verify the mapped user ID appears in the grid:

Select a physician type to filter the grid below: --Select a value--

| Zip | Zip Ext | License Number | NPI | To Email | CC Email | Method Of Contact | Display in List | User ID | Date/Time | Mapped User ID |
|-------|---------|----------------|-----|----------|----------|-------------------|-----------------|---------|------------------------|----------------|
| 75525 | | R2587 | | | | E-MAIL | ALWAYS | STATEU | 9/26/2018 2:17:31 PM | TEBROWN |
| 75025 | | R2589 | | | | E-MAIL | ALWAYS | JANBUR | 11/7/2018 5:19:11 PM | |
| 75032 | | R2587 | | | | E-MAIL | ALWAYS | GCARPE | 10/23/2018 10:11:20 AM | GCARPENTER |
| 79714 | | 15151511 | | | | E-MAIL | ALWAYS | ADMIN | 10/8/2018 2:27:51 PM | |
| 75032 | | C1234 | | | | E-MAIL | ALWAYS | STATEU | 9/26/2018 2:58:10 PM | |
| 75215 | | 25528 | | | | E-MAIL | ALWAYS | ADMIN | 10/19/2018 12:13:09 PM | ADMIN |
| 75525 | | Z1234 | | | | E-MAIL | ALWAYS | STATEU | 9/11/2018 4:42:35 PM | |

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10) Click save.

PINs can be acquired in using two methods.

- A) Local administrators can now view physicians' PINs in the global > tools > security > user maintenance table.

USER MAINTENANCE

User ID: * Email: *

First Name: * [Show password rules](#)

Middle Name: Password: *

Last Name: * User Type: * [Show List](#)

Suffix:

Select User Status: --Select a value-- Select Location: **TEST PHYSICIAN - (DEATH)**

| Agency | User Phone | User Email | User Location Email | Fax | Location | Pin | User Types |
|--------|------------|------------------------|------------------------|-----|--------------------------|--------|---------------|
| HS | | DANIELLE.SMITH2@DŠ | DANIELLE.SMITH2@DŠ | | TEST PHYSICIAN - (DEATH) | 986162 | FUNERAL DIREC |
| | | DANIELLE.SMITH2@DŠ | DANIELLE.SMITH2@DŠ | | TEST PHYSICIAN - (DEATH) | 528338 | STATE USERS |
| | | raven.wrencher@dshs.te | raven.wrencher@dshs.te | | TEST PHYSICIAN - (DEATH) | 386658 | FUNERAL DIREC |
| | | HTRAN@GENESISINF | HTRAN@GENESISINF | | TEST PHYSICIAN - (DEATH) | 708177 | FUNERAL DIREC |

B) Alternatively, physicians can now re-generate a PIN, if necessary.

1. The physician should log in to their account.
2. Global > tools > utilities > update profile
3. Select the "generate new PIN" checkbox.

MY PROFILE

Location: **TEXAS DEPT OF STATE HEALTH SERVICES**

First Name: Middle Name:

Last Name: * Suffix: --Select a value--

Method Of Contact: * Phone #:

Fax #: Email: *

Password: * PIN: **Generate New Pin**

NPI #:

4. Select update profile.

Your new PIN will be e-mailed the address listed above the "Generate New Pin" checkbox.