



Physicians Cheat Sheet-Fetal Death



Adding Fetal Death Reporting to an Existing User:

1. Global -> tools -> security -> user maintenance
2. Add the birth-fetal death facility location to the user's locations
3. Add "fetal death clerk" and "fetal death certifier" process groups to medical certifiers. Fetal death clerks should only have the "fetal death clerk" process group.
4. If adding to a physician's account, enter that physician into the fetal death library attendant/certifier table as a certifier: Fetal death -> tools -> facility -> library maintenance

Fetal Death Certificate Process:

If PHY starts record and FH is involved:

5. PHY starts record and performs data entry
6. PHY demographically designates FH
7. FH accepts ownership
Note: PHY cannot certify until FH accepts ownership
8. PHY certifies record
9. FH verifies record
10. PHY or FH can release record

FH Designation:

1. Go to Fetal Death module
2. Record --> Demographic Designation
3. Select Verifier type, enter searchable data, click "Search"
4. Select the verifier's name in the table --> Click "Designate"

Medical Certification:

1. Go to Fetal Death module
2. Record --> Certify



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3. Click "Preview" to open a printable screen for the abstract of the fetal death record. Click "Certification" to move forward
4. Read and check box in lower left--> Enter PIN --> Click, "Ok" --> Click, "Yes"

Release record:

1. Go to Fetal Death module
2. Record --> Release, click, "Yes"
*Only Physicians/JPs/MEs should certify fetal deaths
*Fetal Death Reporting begins where fetal death occurred

Keyboard Shortcuts:

T		Enters current date in any date field.
T + up/down		Enters the current date and you can populate a day before or after.
Tab		Moves forward from one box/field to another box/field.
Shift Tab		Moves backward from one box/field to another box/field.
Enter		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		Selects a radio button or check box.
Arrow Keys		Moves from one radio button to the next.
Down Arrow		Opens a dropdown list.
Escape		Closes a dropdown list.
Ctrl + S		Saves the current record.
State Abbreviations		Selects the associated state by typing the first letter.

Questions? The TxEVER team can be reached at Help-TxEVER@dshs.texas.gov or 512-776-3010

7/31/19 version 1.0