

HOW TO MEDICALLY CERTIFY A DEATH RECORD

STEP 1:

- You will need: Your **User Name** and **Password**.
Your **4-digit PIN** (signature) to certify.
- Open **Internet Explorer** (IE) web browser.
- Launch **TER Thin Client** webpage:

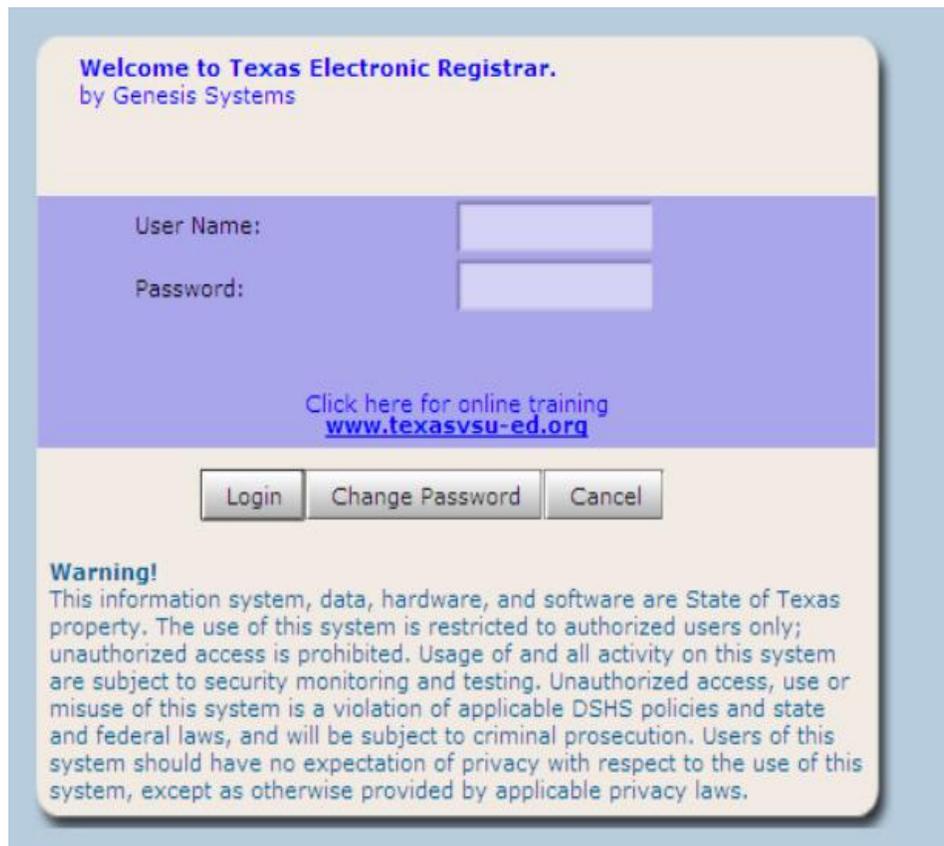
<https://ter2.dshs.state.tx.us/edeath/>

STEP 2:

- Go to and click on button:

Log into the TER Death Application

- Enter **User Name** (ID) and **Password**. (Password is Case Sensitive!)
- Click **Login**.



The screenshot shows a web application interface for the Texas Electronic Registrar. At the top, it says "Welcome to Texas Electronic Registrar. by Genesis Systems". Below this is a login section with two input fields: "User Name:" and "Password:". Underneath the password field is a link: "Click here for online training www.texasvsu-ed.org". At the bottom of the login section are three buttons: "Login", "Change Password", and "Cancel". Below the buttons is a "Warning!" section with a detailed disclaimer about the system's security and legal implications.

Welcome to Texas Electronic Registrar.
by Genesis Systems

User Name:

Password:

Click here for online training
www.texasvsu-ed.org

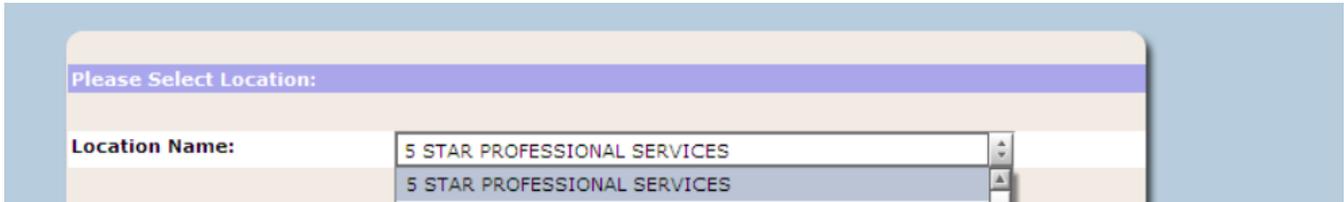
Login Change Password Cancel

Warning!
This information system, data, hardware, and software are State of Texas property. The use of this system is restricted to authorized users only; unauthorized access is prohibited. Usage of and all activity on this system are subject to security monitoring and testing. Unauthorized access, use or misuse of this system is a violation of applicable DSHS policies and state and federal laws, and will be subject to criminal prosecution. Users of this system should have no expectation of privacy with respect to the use of this system, except as otherwise provided by applicable privacy laws.

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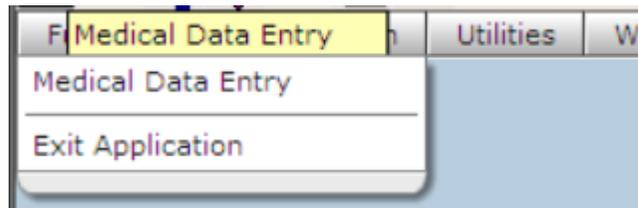
STEP 3:

- Select your **Location Name**; use dropdown arrow if necessary.
- Click **“Ok”**; blank page will load.



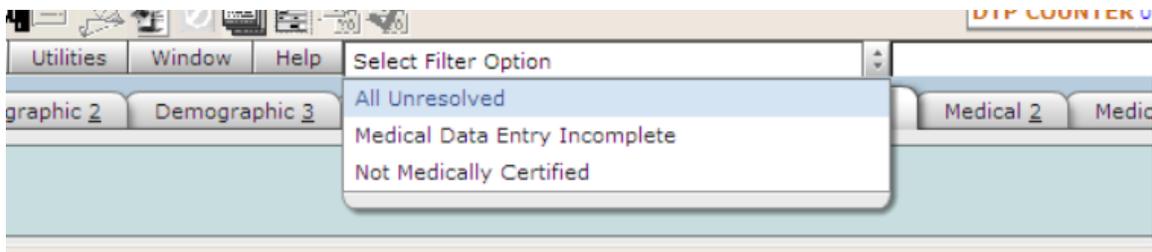
STEP 4:

- Click on **Functions** tab on top left.
- Select **“Medical Data Entry”**.



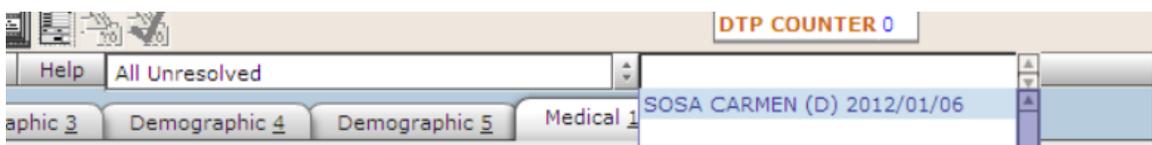
STEP 5:

- Go to **Select Filter Options**; Click dropdown arrow.
- Select **“All Unresolved”**.



STEP 6:

- Move to the right of **“All Unresolved”** to blank window. Click **dropdown arrow**.
A list of Name(s) and date of death will appear.
- Click on the **NAME**.
Electronic death record (EDR) will now be open.

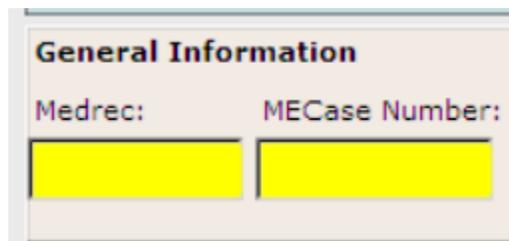


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STEP 7:

- Fill out **MEDICAL TAB 1, 2 and 3**

- a) Use **TAB** key to navigate through each field.
- b) **YELLOW** data fields should be resolved; will turn WHITE when resolved.
- c) "**Medrec**" and "**MECase Number**" are optional fields.
If unknown, place cursor in first field and **TAB** through both.



The image shows a window titled "General Information". Inside the window, there are two input fields. The first field is labeled "Medrec:" and the second field is labeled "MECase Number:". Both fields are currently highlighted in yellow, indicating they are unresolved.

- d) Review record data appearing in **GRAY** for accuracy.
This information is provided by Funeral Home. If data is incorrect please contact funeral home to make the correction.

- Click **SAVE**

The "**Save**" icon is Floppy Disk located on icon bar to the left of Binoculars.
Save as you go to avoid re-entering data if page times out.

STEP 8:

- Click "**Unresolved List**" button located on top right corner of page.
Page will open and show all fields that are unresolved or "pending".
Close page to resume process.



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STEP 9:

- Click **Green** Check Mark “**Medical Certification**” icon to medically certify record.
- Follow prompts; enter 4-digit **PIN** when ready.
 - If you receive a “Temporary” PIN you will be prompted to change it to your own.
 - Temporary PIN = Old PIN.
- See instructions below.

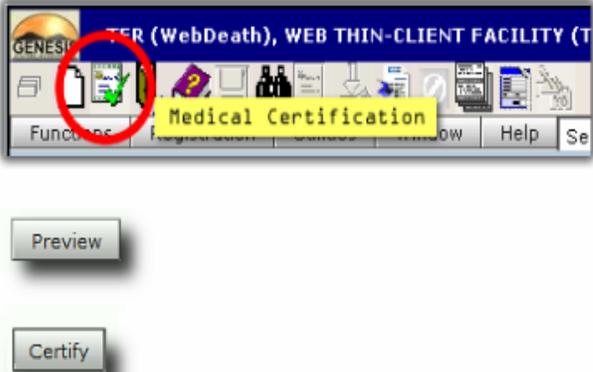
How does a Medical Certifier certify a death record?

A Medical Certifier, logged into the TER system with the record open, may perform the following steps to medically certify a death record.

1. Select the Medical Certification icon.

Note: An alert may indicate unresolved fields to be completed before the record can be medically certified.

2. Click the Preview button to review the medical information.
3. The Medical Abstract of Death Certificate will appear as a PDF document in a new window. Click the browser print icon to print, if desired.
4. Close the Medical Abstract of Death Certificate.
5. Click the Certify button in the Medical Certification box to enter the PIN and medically certify the record. The record will be locked from any further edits.



The screenshot shows the TER (WebDeath) interface. The title bar reads "TER (WebDeath), WEB THIN-CLIENT FACILITY (T...". The menu bar includes "Functions", "View", "Help", and "Se...". A toolbar contains several icons, with the "Medical Certification" icon (a green checkmark) circled in red. Below the toolbar, a yellow box labeled "Medical Certification" contains two buttons: "Preview" and "Certify". The "Certify" button is circled in red.