

TxEVER Death Module

Medical Certifier Quick Reference Guide for Medical Amendments

Version 1.0



TEXAS
Health and Human
Services

Texas Department of State
Health Services

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The Industry Standard in Vital



Records Integrated Systems

Quick Steps for Making a **Medical Amendment**

1. Login to TxEVER and select the appropriate location.
2. Select the **Death/Function/Medical Amendment** menu item.
3. Retrieve a record through the Search screen. Selected search results will appear in the Unresolved Work Queue.
4. Once the record is loaded on the Medical Amendment Screen, select the **Record/Process Medical Amendment** menu item or click the **Go** button.
5. After arriving to the Amendment Screen, click on the 'tool' icon next to the appropriate field(s) that needs to be changed.
6. Enter the corrected value(s). Enter any comments in the comments section.
7. Click the **Confirm Changes** button to save the corrections.
8. Click the **Submit** button or **Process/Submit** menu item to load a message asking if the record should be submitted.
9. Click the **Yes** button to confirm submission of the amendment. Clicking **No** will cancel the submission of the correction.
10. Click the **Certification** button. This system will display the message "*To the best of my knowledge, death occurred at the time, date, and place and due to the cause(s) and manner stated.*"
11. Check the check box, enter a valid PIN and click the **OK** button. Clicking **No** will cancel the submission of the correction.
12. A message will appear that the record has been submitted successfully.

Medical Certifier Users – Medical Amendment Processes

In order to use the Texas Electronic Vital Events Registrar (TXEVER), please verify that you have access to all of following requirements:

- ✓ Live internet connection
- ✓ Widely used JavaScript enabled standard web browser (IE8+, Mozilla Firefox, etc)
- ✓ Java runtime
- ✓ Adobe acrobat reader for forms and letters
- ✓ MS Excel for accessing/running reports

Omission of one or more requirements will prevent access and effective use of TXEVER.

Accessing TxEVER

1. Open the updated version of your standard web browser (IE8+, Mozilla Firefox, etc.).
2. In the address box, enter the following URL:
<https://txever.dshs.texas.gov/TxEverUI/Welcome.htm>.
3. Click the **Log IN to TxEVER** button.
4. Click **Yes** to confirm agreement with Terms of Use.
5. Enter your username and password in the appropriate fields on the login screen and click **OK**.
6. Select the appropriate location from the dropdown menu and click **OK**.

Record Ownership Rules

- ✓ Once the state obtains ownership of a record, the state has sole ownership of a record. Amendments can be made on records by the facility that registered them and be resubmitted to the State.

Basic Medical Amendment Functions

A facility user can perform the following standard functions if the proper security processes are assigned to their account by a system administrator.

1. Access the Medical Amendments Screen
2. Make a Medical Amendment
3. Submit a Medical Amendment
4. View Corrections
5. Generating Reports

Access the Amendment Screen

A facility user can make a Medical Amendment after arriving to the Medical Amendment Screen through the **Death/Function/Medical Amendment** menu item.

1. Once arriving to the Medical Amendment Screen, the facility user can retrieve a record for amendment through the search screen and the work queue.
2. The record will load in the Medical Amendment screen.
3. A Medical Amendment is started by selecting the **Record/Process Medical Amendment** menu item or by clicking the **Go** button.

Make a Medical Amendment

1. Access the Medical Amendment screen and select the desired record from the work queue.
2. Once the record is retrieved to the Medical Amendment Screen, select the **Record/Statistical Correction** menu item. The record will load in the Medical Amendment screen.

3. Go to the field that needs to be corrected and click the 'tool' icon located next to the appropriate field.
4. The old data will appear above the new data that the facility user is creating.
5. Enter the corrected value and place comments in the Comments box.
6. Click the **Confirm Changes** button.

Submit a Medical Amendment

A Medical Amendment can be submitted once the fields have been corrected.

To submit a Medical Amendment:

1. Select the **Process/Submit** menu item or click the **Submit** icon.
2. The system will issue a message asking the user to confirm submission of the correction. Click **Yes** to confirm submission of the correction.
3. Enter a valid PIN and click the **OK** button. Clicking the **Close** button will cancel the submission of the correction.
4. A message confirming that the record has been submitted successfully will appear.

View Corrections

To view corrections:

1. With the desired record open in the Statistical Correction screen, select the **Process/ View Corrections** menu item or click the **View Corrections** icon.

Generating Reports

Each report is a separate process in the system that must be individually assigned by an administrator. The steps for generating each report are largely the same.

1. Follow the steps to access the TxEVER application.
2. From the Death home page, select the desired report from the **Reports** menu. The report criteria screen will open.
3. Enter/select the report criteria, select the desired report format and click the **Generate** button.

Note: Generating a report as a **PDF** will automatically process the report and open it in a separate window. If **Excel** is selected as the output file type, the file will be downloaded and must be opened manually by the user.

Note: If the entered search information does not pull a report, the system will display a message indicating this in a new window.