

# Entering a Death Record



## Easy Reference Guide

County Office

**(Electronic and Drop to Paper)**



# Enter a Death Record

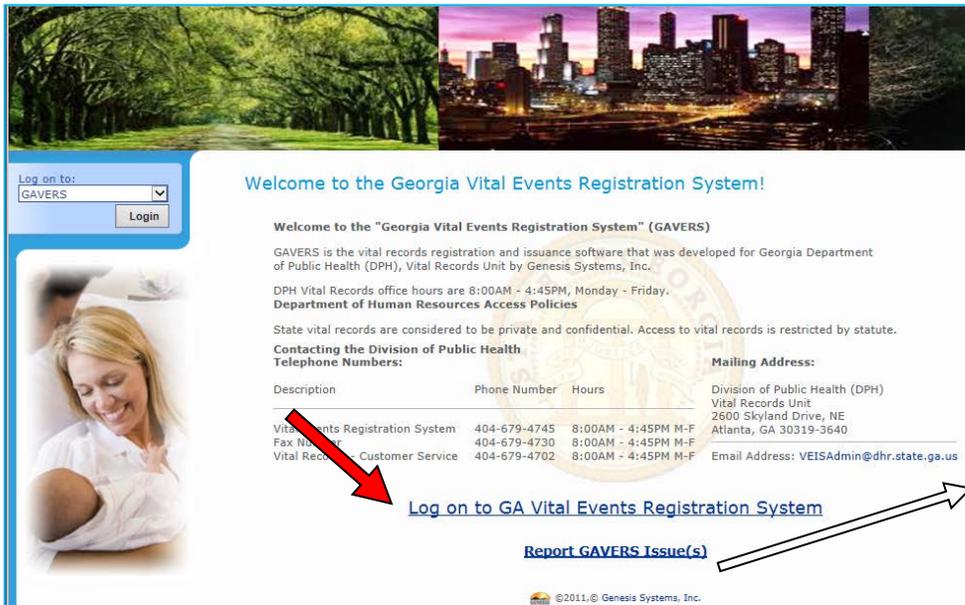
## Directions:

Follow these directions to enter a **Death Record** using Georgia Vital Events Registration System (GAVERS).

Log in and open the **“Death Module.”** Here’s how...

1. Type <https://gavers.dph.ga.gov/welcome.htm> into your browser (to get to the Internet).

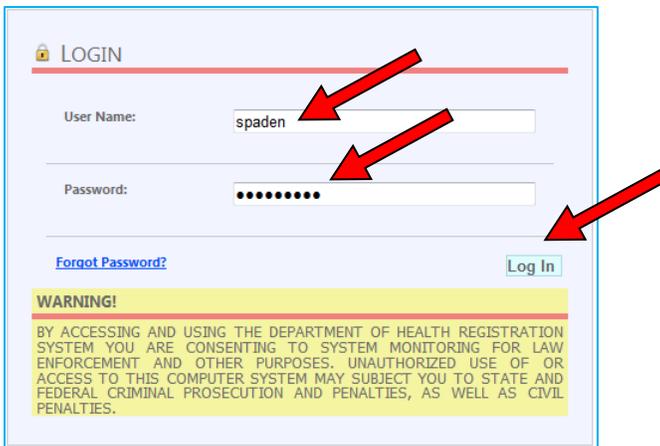
What happens? The Welcome Page appears. (See image below.)



Notice the link for **Reporting GAVERS Issues** that you can use whenever you have a problem with GAVERS.

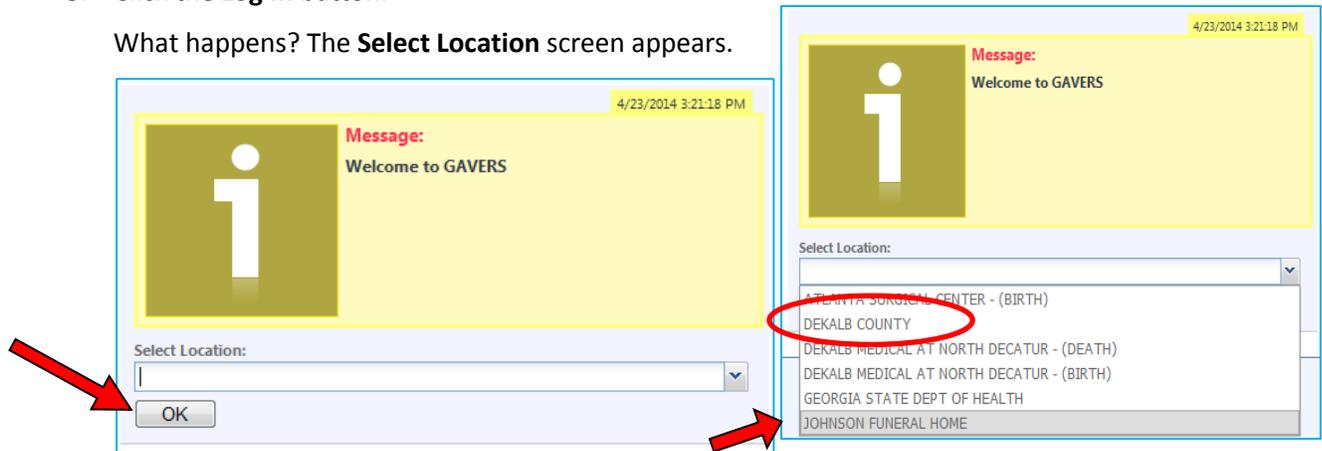
2. Click **Log on to GA Vital Events Registration System** at the bottom of the screen. **Option:** You can also log on at the top of the screen where you see the **Login** button.

What happens? The **Login** screen appears.



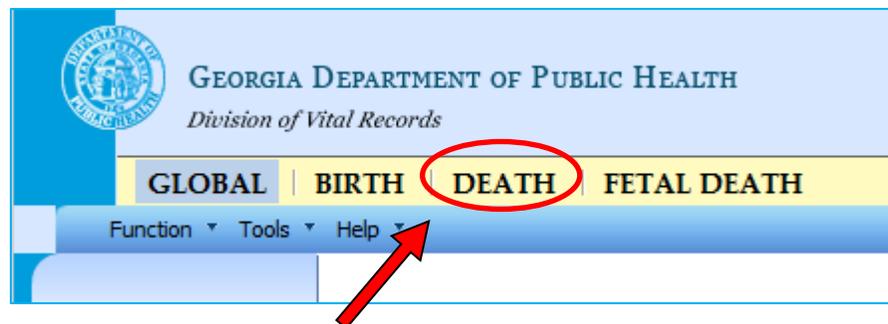
3. Enter your **User Name**.
4. Enter your **Password** (NOT your PIN).
5. Click the **Log In** button.

What happens? The **Select Location** screen appears.



6. Click the dropdown arrow and select your county office. Click **OK**.

What happens? The **Home Page** appears. (**NOTE: The first time you login, you may be asked to change your password. Please choose a word that has a minimum of 9 characters: One capital letter, One symbol (!, @,#,\$), and a number.**)





County Offices generally use GAVERS to perform the following functions:

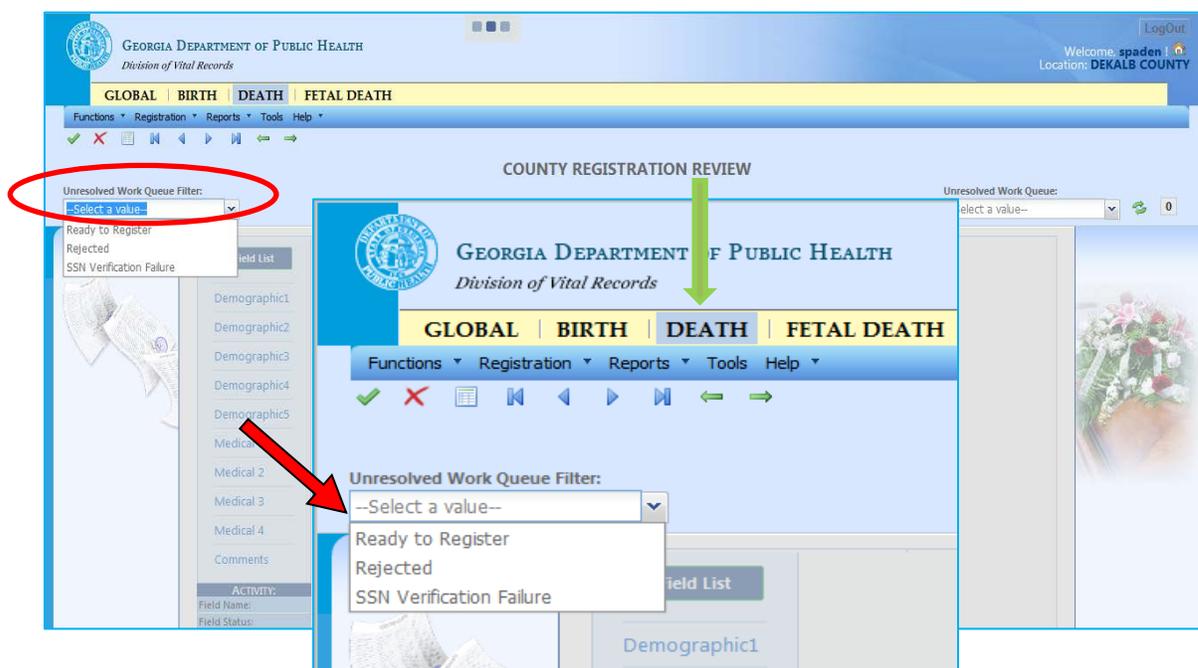
- Register a complete electronically-generated record
- Finish recording medical information on a record and register it
- Complete a record from start to finish (long form)
- Find a record and print it

#### How to Register a Complete Electronically-Generated Record

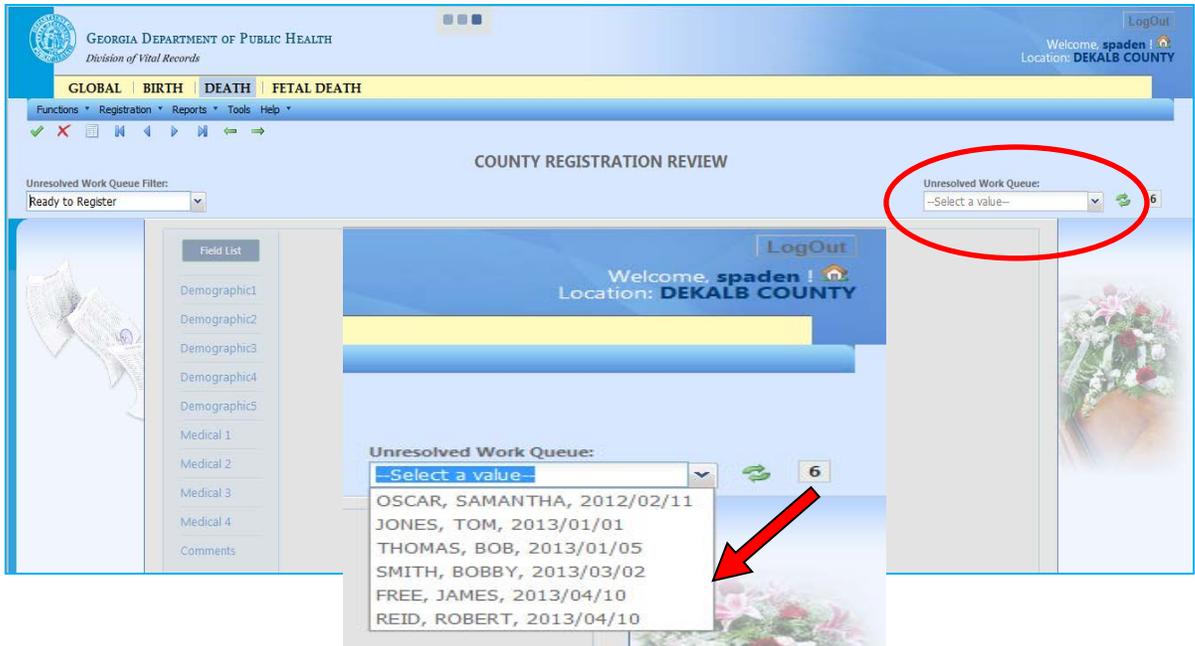
1. Click the **Death** tab at the top of the screen (shown with a red circle).
2. Click the **dropdown arrow** next to **Function** and click **Death Registration Review**.
3. The **County Registration Review** screen appears. The system loads the application and the death worksheet is displayed, but immediately becomes disabled.



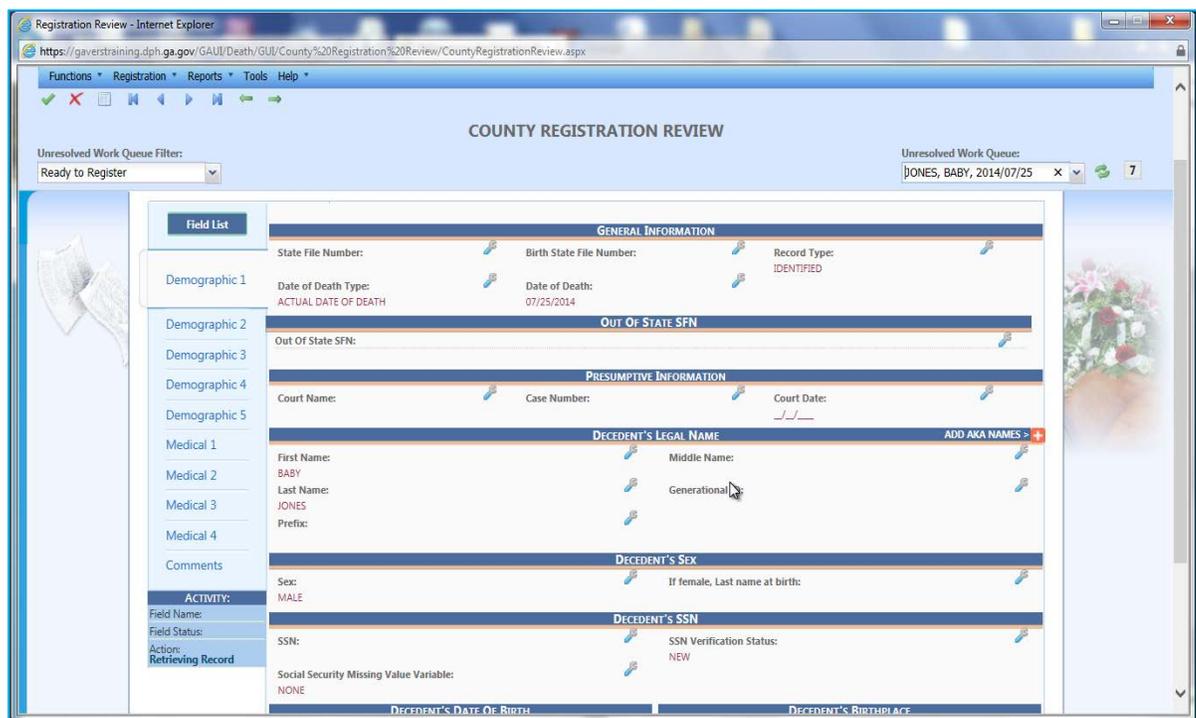
4. Select **Ready to Register** from the Unresolved Work Queue Filter drop down menu (upper left - under the icons).



5. All records that are ready to register are listed in the unresolved work queue dropdown (upper right-hand corner).



6. Select the record to register. The record displays with wrench icons next to each field.



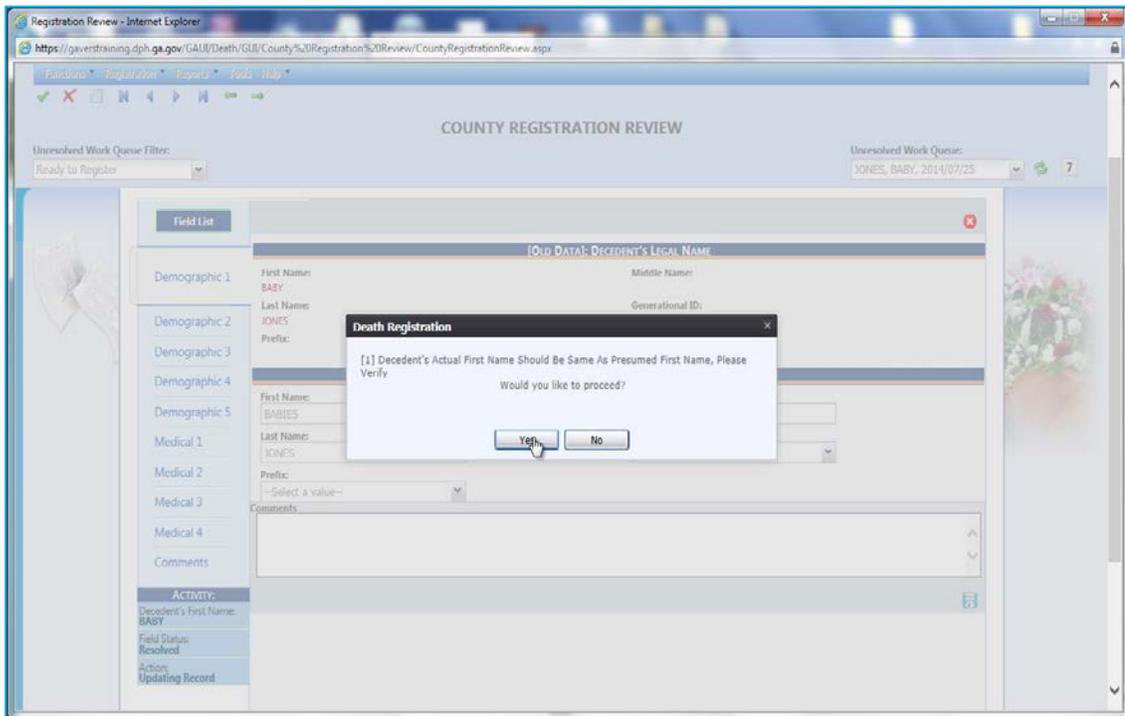
7. County users are authorized to make minor changes to a death record after it has been certified by a medical facility and verified by the funeral home. For example, if you need to change a name, click the wrench and the system will take you to that part of the death record to make the change.

8. Click the disc icon to save the change.

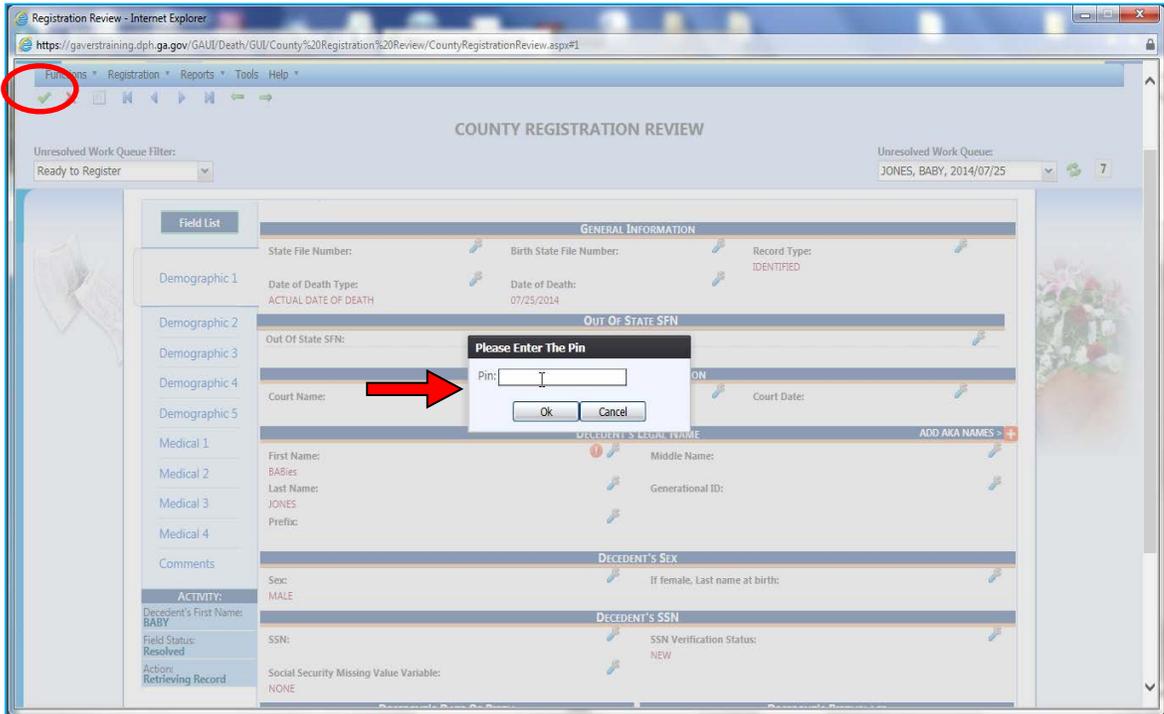
 Note: County offices can make minor changes to a record. However, if the record has too many changes, the County can reject it. (Counties should be as clear as possible as to why they rejected the record in the comment field.)

If the record is rejected, it will go back either to the funeral home or medical certifier based on the commented reason for rejection. Depending on the corrections needed, the funeral home would de-verify and then re-verify the record or the medical certifier would de-certify and then re-certify the record.

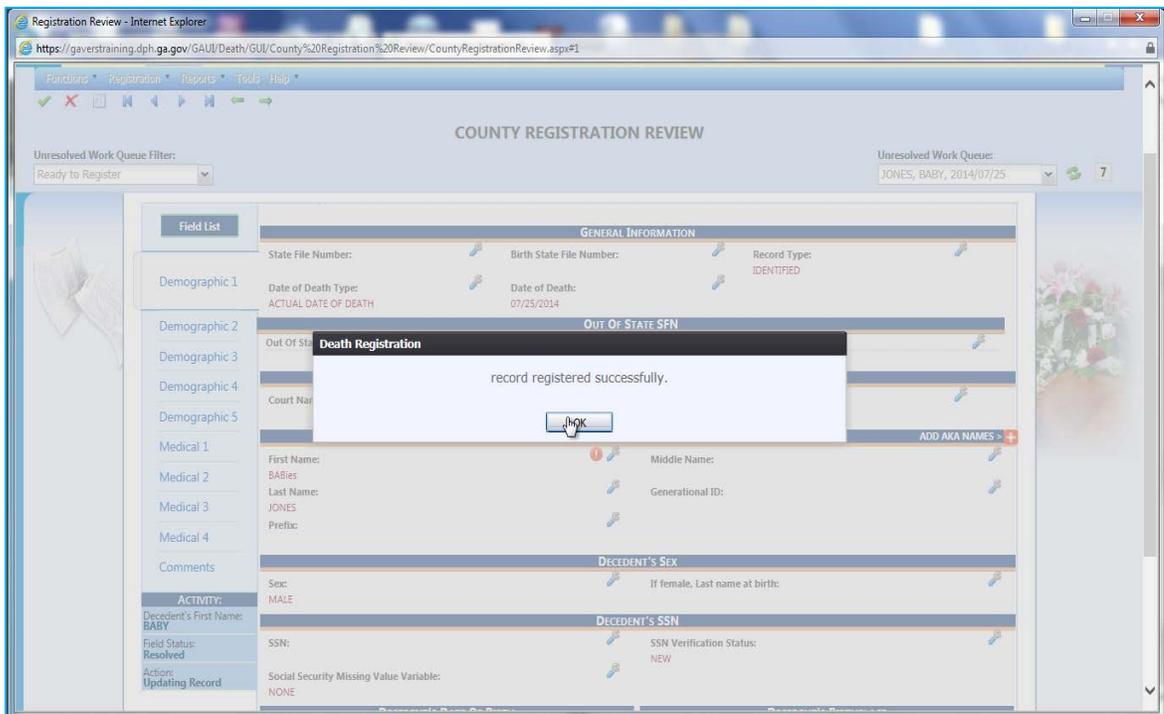
9. If you need to make changes to any other part of the record, the system will display a notification. (For example, if you made a change to Demographic 1, you would also need to change Medical 1.) Click **Yes**.



10. After you are finished changing the record, click the green check mark to accept the changes, enter your PIN and click OK.



11. The system registers the record and displays a confirmation message. Click Ok.



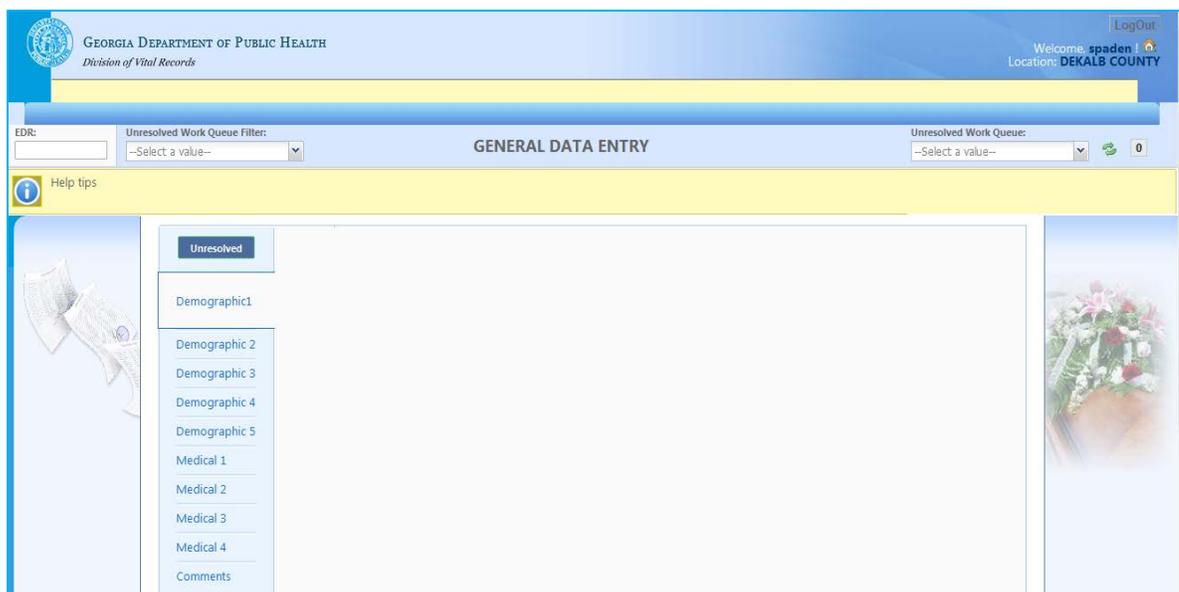
## How to Finish Recording Medical Information on a Record and Registering It

 **Note:** Use this process when the Funeral Home has already done their part (entered the Demographics 1-5 and Medical 1 tabs). They have verified the information and sent the record to the doctor. The doctor has manually entered his/her information using the Drop to Paper worksheet and sent it back to the Funeral Home. The Funeral Home has faxed or delivered the information to the County of Death.

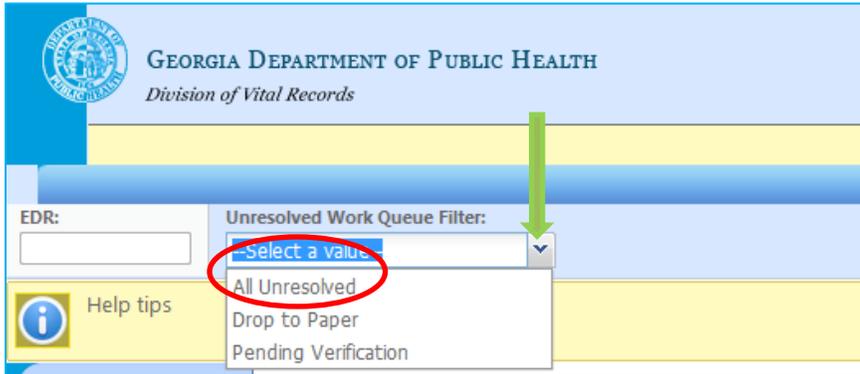
1. Click the **Death** tab at the top of the screen (shown with a red circle).
2. Click the **dropdown arrow** next to **Function** and click **General Data Entry**.



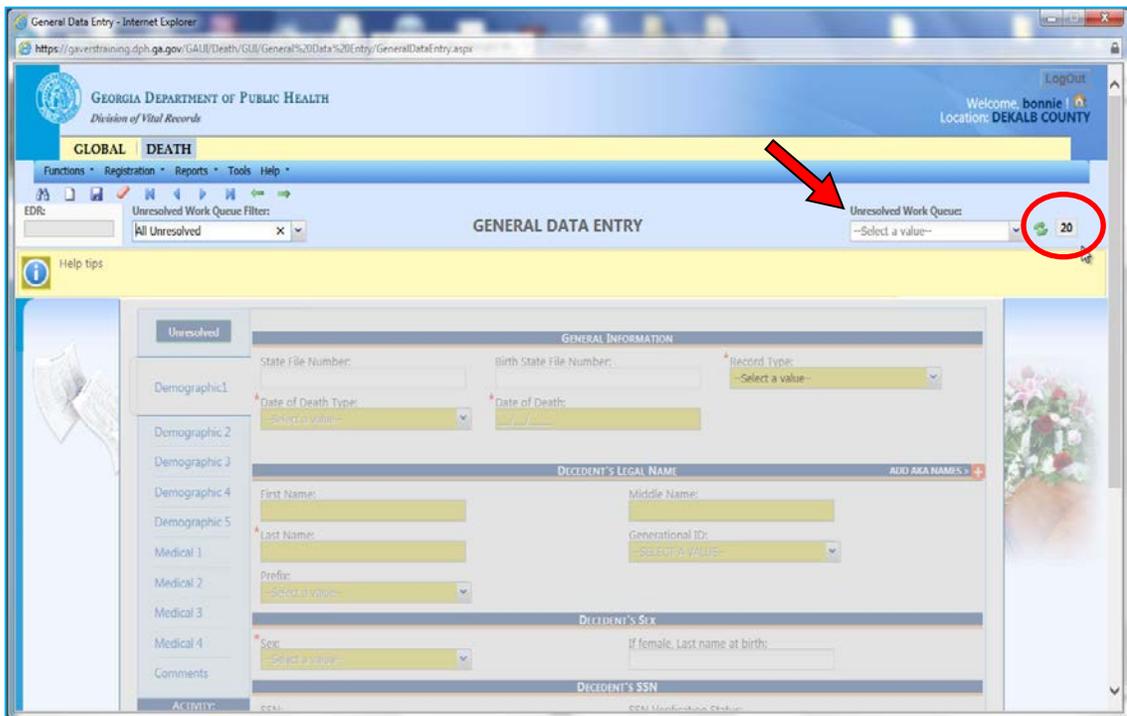
3. The General Data Entry screen appears.



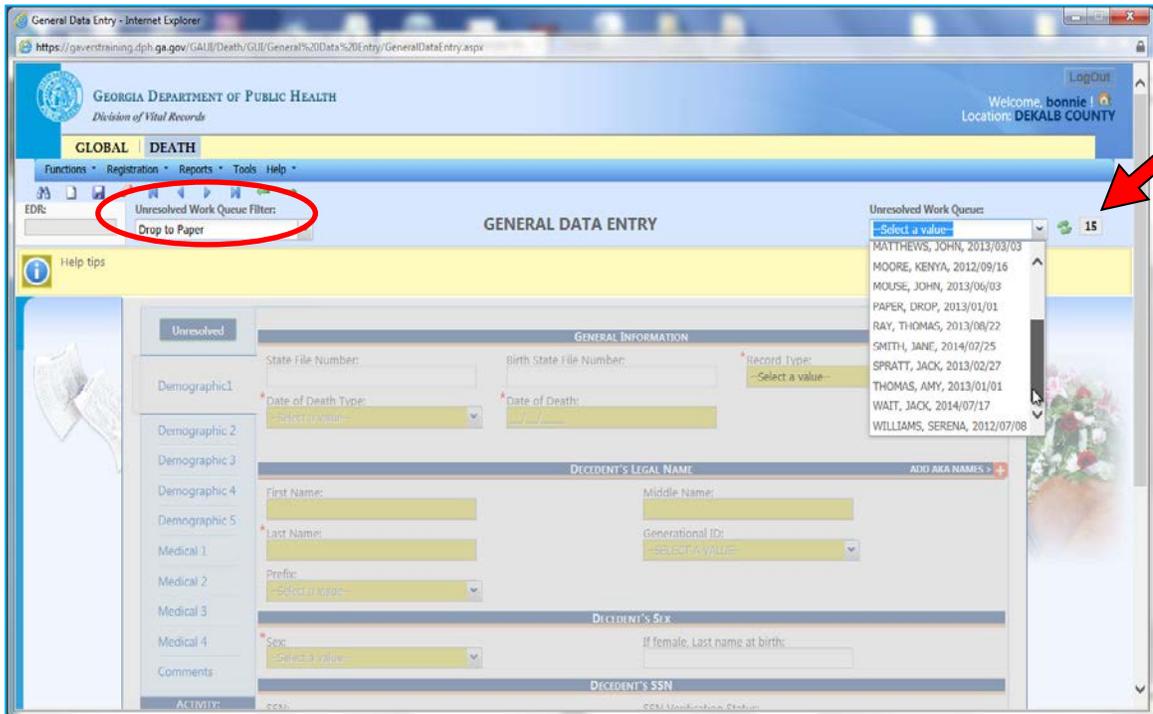
Select **All Unresolved** from the Unresolved Work Queue Filter drop-down menu (upper left - under the icons).



4. All records that have not been finished are listed in the unresolved work queue drop-down (upper right-hand corner). This example shows there are 20 total records that are unresolved.



5. Select **Drop to Paper** in the Unresolved Work Queue Filter and select the desired record from the Unresolved Work Queue list. (In this example, out of the 20 unresolved records, there are 15 Drop to Paper records.)



- The record becomes active and displays the decedent's information in red. The Funeral Home owns Demographics 1-5 and the information is "read only."

General Data Entry - Internet Explorer  
 https://gaverstraining.dph.ga.gov/GAUJ/Death/GUI/General%20Data%20Entry/GeneralDataEntry.aspx

GEORGIA DEPARTMENT OF PUBLIC HEALTH  
 Division of Vital Records

Welcome, **bonnie** !  
 Location: DEKALB COUNTY

GLOBAL | DEATH

Functions \* Registration \* Reports \* Tools Help \*

EDR: 000000295322 Unresolved Work Queue Filter: Drop to Paper

GENERAL DATA ENTRY

Unresolved Work Queue: RAY, THOMAS, 2013/08/22 x 15

Help tips

Unresolved

Demographic1

Demographic2

Demographic3

Demographic4

Demographic5

Medical1

Medical2

Medical3

Medical4

Comments

ACTIVITY:

**GENERAL INFORMATION**

State File Number: Birth State File Number: Record Type: IDENTIFIED

Date of Death Type: ACTUAL DATE OF DEATH Date of Death: 08/22/2013

**DECEDENT'S LEGAL NAME** ADD AKA NAMES +

First Name: THOMAS Middle Name: BROADFIELD  
 Last Name: RAY Generational ID:  
 Prefix: MR.

**DECEDENT'S SEX**

Sex: MALE If female, Last name at birth:

**DECEDENT'S SSN**

SSN: 256-44-4652 SSN Verification Status: NEW  
 Social Security Missing Value Variable:

- Click the Medical 1 Tab and review the Pronouncer Information section. Compare it to the information that the Funeral Home faxed or delivered to you. Tab through to resolve all fields and click **Save**.

General Data Entry - Internet Explorer  
 https://gaverstraining.dph.ga.gov/GAUJ/Death/GUI/General%20Data%20Entry/GeneralDataEntry.aspx#5

Please Enter Medical Record Number

Unresolved

Demographic1

Demographic2

Demographic3

Demographic4

Demographic5

Medical1

Medical2

Medical3

Medical4

Comments

ACTIVITY:

Medical Record Number:  
 Field Status: Resolved  
 Action: Updating Record

**MRN AND DECEDENT'S PRESUMED NAME**

Medical Record No.: First Name: THOMAS  
 Middle Name: BROADFIELD Last Name: RAY  
 Generational ID: --SELECT A VALUE-- Prefix: --Select a value--

**DATE AND TIME OF DEATH**

Date of Death Type: ACTUAL DATE OF DEATH Date of Death: 08/22/2013  
 Time of Death: 11:40 AM/PM: AM

**PRONOUNCER INFORMATION**

Pronouncer Type: PRONOUNCING REG. NURSE Pronouncer: PATSY LATRICIA CRUCE  
 First Name: PATSY Middle Name: LATRICIA Last Name: CRUCE  
 Title: RN License Number: RN02942 Date Signed by Pronouncer: 08/22/2013

**DATE AND TIME PRONOUNCED DEAD**

Date Pronounced Dead: 08/22/2013 Time Pronounced Dead: 11:40 AM/PM: AM

Previous Save Next

- Click the Medical 2 Tab and enter in the Cause of Death. Put in exactly what is on the paper. If you can't read it, call the Funeral Home to verify the information. Resolve all fields and click **Save**.

General Data Entry - Internet Explorer  
 https://gaverstraining.dph.ga.gov/GAUJ/Death/GUI/General%20Data%20Entry/GeneralDataEntry.aspx#6

Please enter Enter the chain of events - that caused the death

**Unresolved**

Demographic 1  
 Demographic 2  
 Demographic 3  
 Demographic 4  
 Demographic 5  
 Medical 1  
**Medical 2**  
 Medical 3  
 Medical 4  
 Comments

**CAUSE OF DEATH - PART I**

Cause Of Death Is Pending

Enter the chain of events - diseases, injuries, or complications that directly caused the death. DO NOT enter terminal events such as cardiac arrest, respiratory arrest, or ventricular fibrillation without showing the etiology. DO NOT ABBREVIATE. Enter only one cause on a line.

Approximate Interval Onset to Death

IMMEDIATE CAUSE (Final disease or condition resulting in death.)

a.

DUE TO (or as a consequence of)

b.

DUE TO (or as a consequence of)

c.

DUE TO (or as a consequence of)

d.

**CAUSE OF DEATH - PART II**

**ACTIVITY:**  Alzheimer's Disease  Asthma

Enter the chain of events - that caused the death:   Dementia

Field Status: **Unresolved**  Blood Alcohol Content field (BAC Value)  Hypertension

Action: **Updating Record**  Diabetes  Prescription Drug (Opioid) Overdose

Obesity

Enter other significant conditions contributing to death but not resulting in the underlying cause given in Part I:

**MANNER OF DEATH**

Manner of death:  Coroner Contacted:

9. Click the Medical 3 Tab and identify if there was an accident involved. Select “No” if there was no accident and the fields will be disabled. Select “Yes” if there was an accident. It is probably a Coroner’s case and you will need to enter the accident information. Click **Save**.

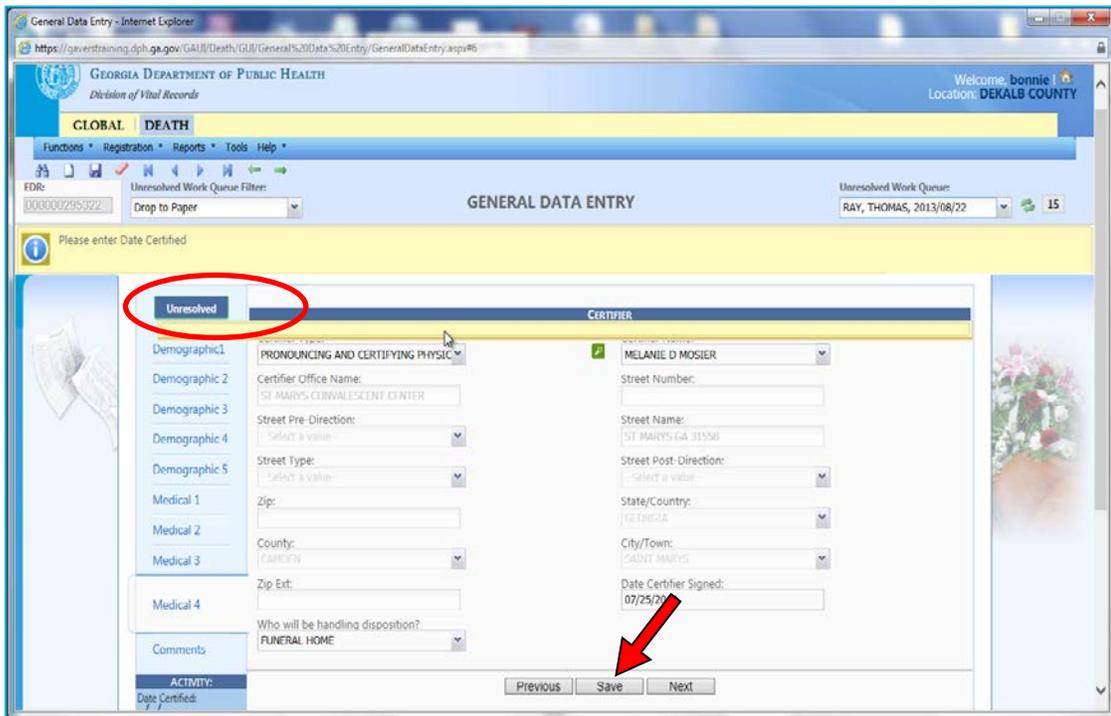
The screenshot shows a web browser window titled "General Data Entry - Internet Explorer" with the URL <https://gavertraining.dph.ga.gov/GAIE/Death/2014/General%20Data%20Entry/GeneralDataEntry.aspx#6>. The left sidebar contains a navigation menu with tabs for Demographic 4, Demographic 5, Medical 1, Medical 2, Medical 3 (selected), Medical 4, Comments, and ACTIVITY. The main content area is divided into sections: "Place of Injury" with fields for Injury at Work, Street Number, Street Pre Direction, Street Name, Street Type, and Street Post Direction; "Apt:" and "Zip:" fields; "State/Country:", "County:", "City/Town:", and "Zip Ext:" fields. To the right are checkboxes for Seat Belt, Child Safety Seat, Helmet, Air Bag, None, and Unknown. Below these is a section titled "DESCRIBE HOW INJURY OCCURED, IF TRANSPORTATION INJURY, STATE THE TYPE(S) OF VEHICLES INVOLVED" with a text input field. The "TRANSPORTATION INJURY INFORMATION" section contains "Was injury related to a transportation accident:" (with a dropdown menu) and "Decedent's Role In Transportation Injury:" (with a dropdown menu). A red arrow points to the "Save" button at the bottom of the form, which is flanked by "Previous" and "Next" buttons. The footer of the page reads "© 2012 Genewis Systems, Inc. | Current Date: 25 Jul 2014 | Build Number: 1.0.0.2".

10. Click the Medical 4 Tab and identify the Medical Certifier if the Funeral Home has not already done so. Look at the fax or document the Funeral Home delivered to you and enter the date that the certifier signed. Click **Save**.

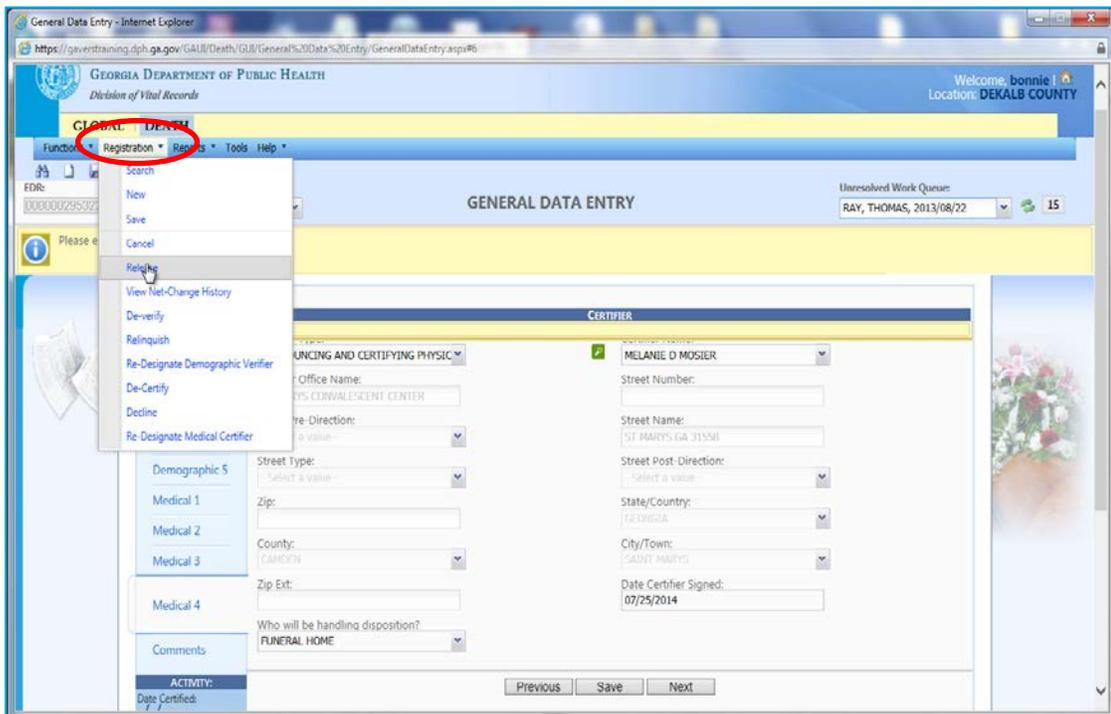
The screenshot shows the 'GENERAL DATA ENTRY' interface for the Georgia Department of Public Health, Division of Vital Records. The user is logged in as 'bonnie' in 'DEKALB COUNTY'. The 'Medical 4' tab is active, displaying the 'CERTIFIER' information. The 'Date Certifier Signed' field is highlighted in blue and contains the date '07/25/2016'. A red arrow points to this field, and another red arrow points to the 'Save' button at the bottom of the form. The 'Who will be handling disposition?' field is set to 'FUNERAL HOME'.

Field	Value
Certifier Type	PRONOUNCING AND CERTIFYING PHYSIC
Certifier Office Name	ST MARYS CONValesCENT CENTER
Street Pre-Direction	- Select a value -
Street Type	- Select a value -
Zip	
County	CAMDEN
Zip Ext.	
Who will be handling disposition?	FUNERAL HOME
Certifier Name	MELANIE D MOGIER
Street Number	
Street Name	ST MARYS GA 31558
Street Post-Direction	- Select a value -
State/Country	GEORGIA
City/Town	SANT MARYS
Date Certifier Signed	07/25/2016

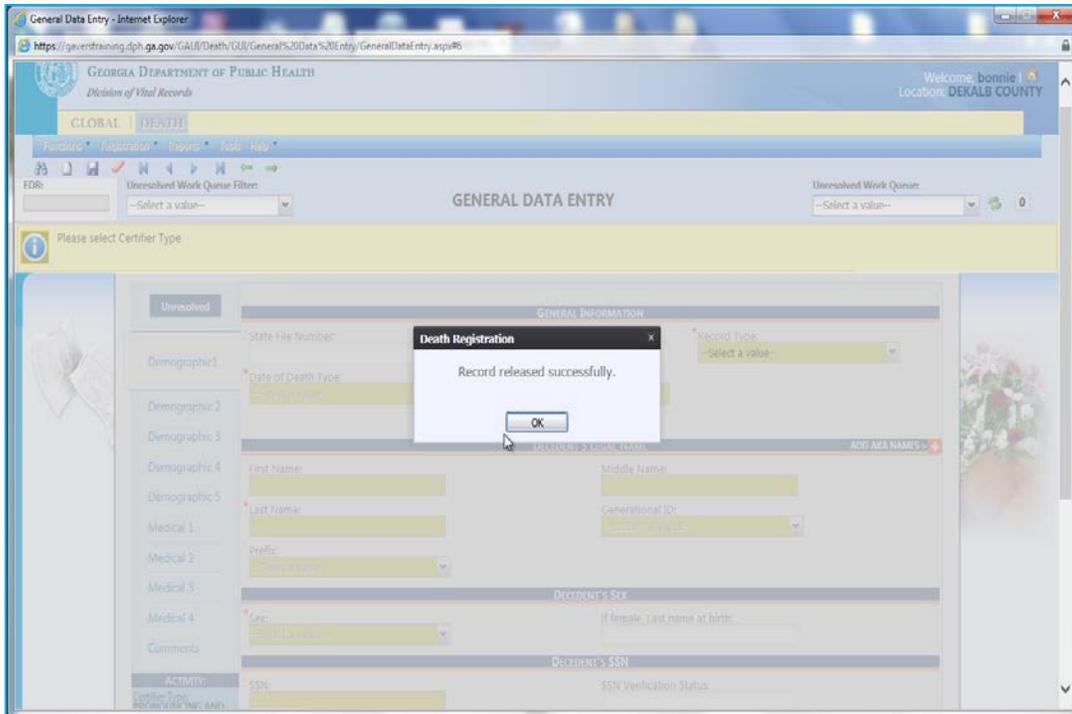
11. Click the **Unresolved** button (just above Demographic 1 Tab) to validate that you have entered all required information. If everything is fine, you will see a blank yellow bar. If you have unresolved fields, the system will display the fields that you need to resolve. Click **Save**.



12. Click the Registration menu and select Release to release the record.







The record is registered.