

Entering a Death Record



Easy Reference Guide

Medical Certifier:

**(Doctors, Coroners, and Medical
Examiners)**



Medical Certification of a Death Record

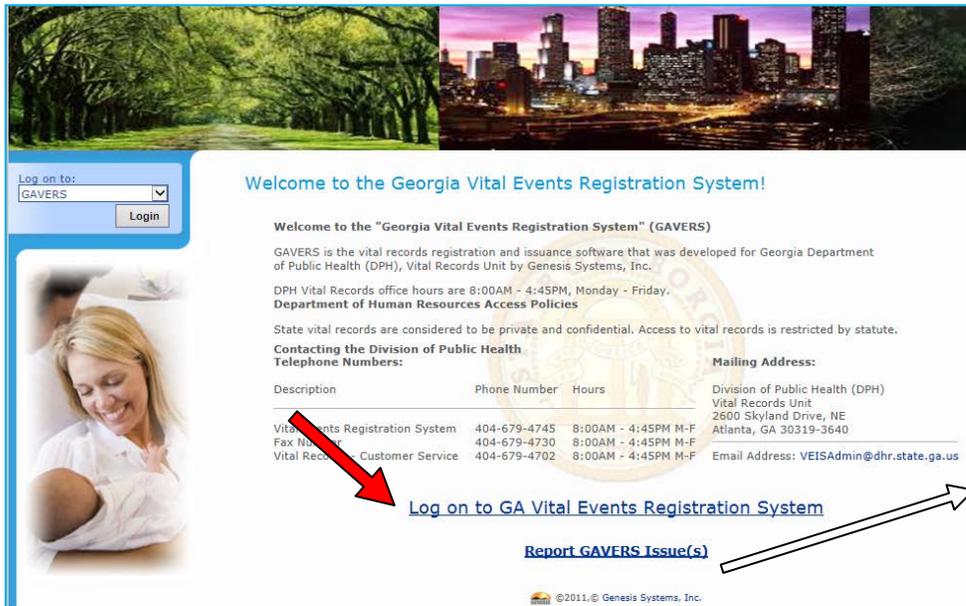
Directions:

Follow these directions to certify a **Death Record** using Georgia Vital Events Registration System (GAVERS). You will receive an email notifying you of a death record assignment.

Log in to GAVERS using either Internet Explorer or Mozilla Firefox. **Do Not** use Chrome. After you have logged in, open the **“Death Module.”** Here is 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.)

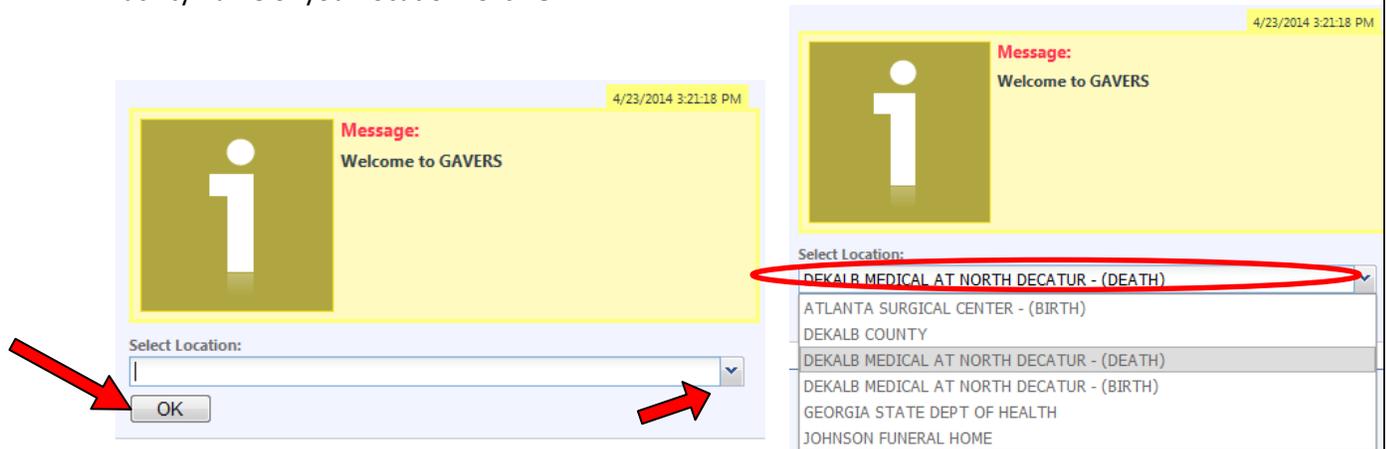


2. Click **Log on to GA Vital Events Registration System** at the bottom of the screen. **Option:** You can also log on at the top of the screen where you see the **Login** button.

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

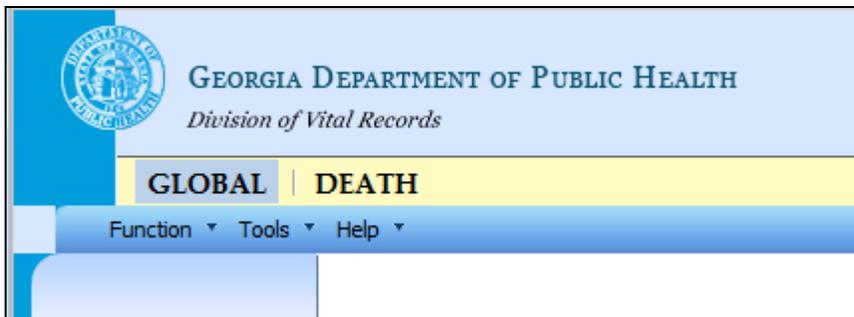
3. Enter your **User Name**.

4. Enter your **Password** (NOT your PIN).
5. Click the **Log In** button.
6. What happens? The **Select Location** screen appears. Click the dropdown arrow and select the facility name of your location. Click **OK**.



What happens? The **Home Page** appears.

(**NOTE:** The first time you login, you are asked to change your password. Please choose a password with upper and lower case letters, a minimum of 9 characters in length including one of the following symbols: #, @, \$, or a number.)

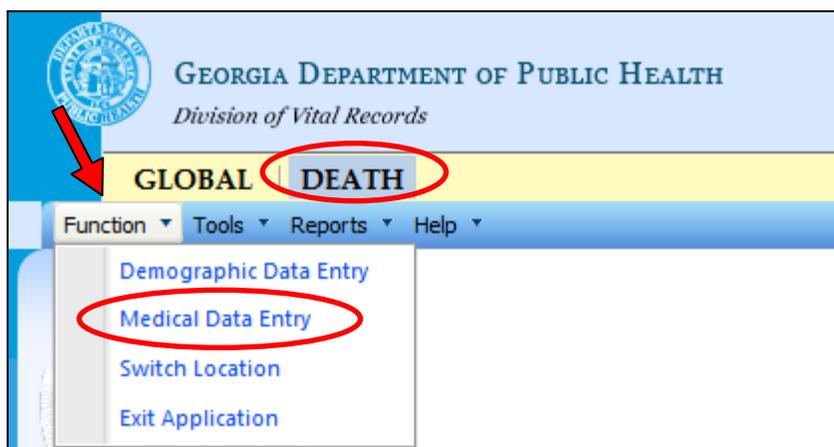


Medical Certifier assigned to certify a record

The following procedure describes what happens when the death record is assigned for certification to a medical certifier, including coroners and medical examiners.

If you need to certify a death record, follow these procedures:

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 **Medical Data Entry**.



3. Click the Unresolved Work Queue Filter and select **All Unresolved** to view all options.

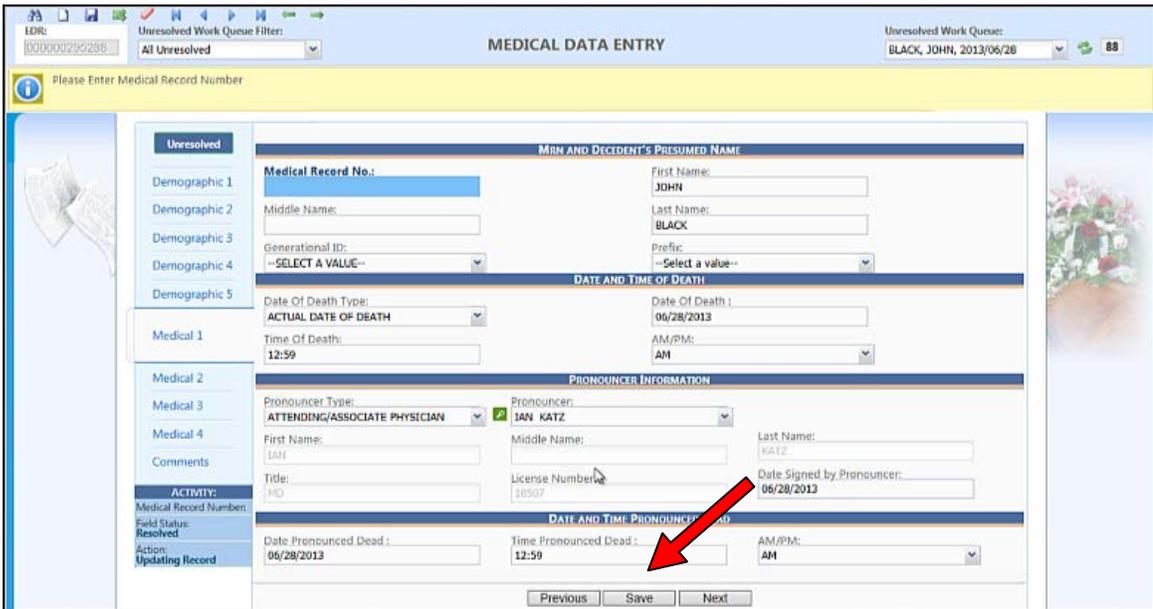


- All records that are not completed are listed in the unresolved work queue dropdown (upper right-hand corner). Select the record from the list of decedents' names.



Note: You will get a message that says, "You have been designated on this record for Medical Certification. Click "**Accept**" to complete certification **or** you can "**Reject**" this record." If you reject it, the record goes back to the Funeral Home and they have to find someone else to certify the record.

- When the record is accepted, Medical tab 1 opens. That medical information was already completed by the Funeral Home and the Medical Facility can edit the information, if needed.



- IMPORTANT:** Click **Save** and then Click **Next** or Medical 2 tab to move to the next page.

- On Medical 2 Tab, fill in the immediate cause and any contributing causes of death. Add manner of death and fill in autopsy information, if applicable.

TIP: Use the Tab key to navigate through the information.

- Tab to resolve all fields and click **Save**.

- Click **Next** or Medical 3 tab to move to the next page.

10. On Medical 3 tab, choose yes, no, or unknown, if an accident occurred. **Note:** If yes, choose none or unknown under **What Safety Device(s) Did Decedent Use/Employ.**

Please select Any Injury Information To Report

Unresolved

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

ACTIVITY:
Any Injury Information To Report: --Select a value--
Field Status: Unresolved
Action: Updating Record

DATE AND TIME OF INJURY

Any Injury Information To Report: --Select a value--
Date of Injury: / /
AM/PM: --Select a value--

WHAT SAFETY DEVICE(S) DID DECEDENT USE/EMPLOY

Place of Injury:
Injury at Work: --Select a value--
Street Number:
Street Pre Direction: --Select a value--
Street Name:
Street Type: --Select a value--
Street Post Direction: --Select a value--
Apt:
Zip:
State/Country: --Select a value--
County: --Select a value--
City/Town: --Select a value--
Zip Ext:

Seat Belt
 Child Safety Seat
 Helmet
 Air Bag
 None
 Unknown

DESCRIBE HOW INJURY OCCURRED. IF TRANSPORTATION INJURY, STATE THE TYPE(S) OF VEHICLES INVOLVED

Describe how injury occurred:

TRANSPORTATION INJURY INFORMATION

Was injury related to a transportation accident: --Select a value--
Decedent's Role In Transportation Injury: --Select a value--

11. When you get to Medical 4 Tab, the Certifier is already identified. If the certifier is incorrect, it can be changed.

12. Click **Save**. Click the **Unresolved** tab to see if you have missed any tabs. Be sure to save any changes.

GEORGIA DEPARTMENT OF PUBLIC HEALTH
Division of Vital Records

Welcome, **bonnie** | Location: **DEKALB MEDICAL**

GLOBAL DEATH

Functions * Registration * Tools * Help *

Unresolved Work Queue Filter: All Unresolved

MEDICAL DATA ENTRY

Unresolved Work Queue: BLACK, JOHN, 2013/06/28 88

Please select Certifier Type

Unresolved

Demographic 1
Demographic 2
Demographic 3
Demographic 4
Demographic 5
Medical 1
Medical 2
Medical 3
Medical 4
Comments
ACTIVITY:
Certifier Type: PRONOUNCING AND

CERTIFIER

Certifier Type: PRONOUNCING AND CERTIFYING PHYSICIAN
Certifier Office Name:
Street Pre-Direction: --Select a value--
Street Type: --Select a value--
Zip:
County: --Select a value--
Zip Ext:
Who will be handling disposition?: FUNERAL HOME

Certifier Name: --Select a value--
Street Number:
Street Name:
Street Post-Direction: --Select a value--
State/Country: --Select a value--
City/Town: --Select a value--
Date Certifier Signed: / /

Previous Save Next

13. Go to the **Registration** menu and choose **Medical Certification**. It will give you a synopsis of the decedent.

GEORGIA DEPARTMENT OF PUBLIC HEALTH
Division of Vital Records

Welcome, **bonnie** | Location: **DEKALB MEDICAL**

GLOBAL DEATH

Functions * **Registration** * Tools * Help *

Unresolved Work Queue Filter: All Unresolved

MEDICAL DATA ENTRY

Unresolved Work Queue: BLACK, JOHN, 2013/06/28 88

Please select Certifier Type

Registration

New
Save
Print
Cancel
Demographic Designation
Refer to Coroner
Medical Certification
Release
De-Certify

Demographic 3
Demographic 4
Demographic 5
Medical 1
Medical 2
Medical 3
Medical 4
Comments
ACTIVITY:

CERTIFIER

Certifier Type: PRONOUNCING AND CERTIFYING PHYSICIAN
Certifier Office Name: DEKALB MEDICAL
Street Pre-Direction: --Select a value--
Street Type: --Select a value--
Zip:
County: DEKALB
Zip Ext:
Who will be handling disposition?: FUNERAL HOME

Certifier Name: MICHELLE TAYLOR
Street Number:
Street Name: 2701 NORTH DECATUR RD DECATUR, GA 30030
Street Post-Direction: --Select a value--
State/Country: GEORGIA
City/Town: DECATUR
Date Certifier Signed: / /

Previous Save Next

- Click **Preview** to view the death record, save, and/ or print it, if desired. **TIP:** Proofread your entries here.

The screenshot shows the 'Medical Certification' form in the Georgia Department of Public Health system. The form is titled 'Medical Certification' and is divided into two main sections: 'DECEDENT'S INFORMATION' and 'DEATH INFORMATION'. The 'DECEDENT'S INFORMATION' section includes fields for First Name (JOHN), Middle Name, Last Name (BLACK), and Generational ID. The 'DEATH INFORMATION' section includes fields for Date of Death (06/28/2013), Time of Death (12:55AM), and Place of Death (DECEDENT'S HOME). At the bottom right of the form, there are three buttons: 'Preview', 'Cancel', and 'Certification'. A red arrow points to the 'Preview' button. The background shows the web application interface with a navigation menu and a sidebar.

- Review the death certificate to make sure everything is correct. Click the X to close the screen.

The screenshot shows a web browser window displaying a 'GEORGIA DEATH CERTIFICATE' form. The form is a detailed document with many fields and checkboxes. The browser's address bar shows the URL: <https://goverstaining.dph.ga.gov/GAMU/Death/GUI/Report/ReportGenerator.aspx?GeneratePrint=true&TicketNumber=725201483231AM304&Zooom=70>. A red circle highlights the 'Close' button in the top right corner of the browser window. The form itself is a standard death certificate form with fields for decedent information, death information, and funeral home information.

16. Click **Certification**.

GEORGIA DEPARTMENT OF PUBLIC HEALTH
Division of Vital Records

GLOBAL DEATH

Medical Certification

DECEDENT'S INFORMATION

First Name: JOHN
Middle Name:
Last Name: BLACK
Generational ID:

DEATH INFORMATION

Date of Death: 06/28/2013
Time of Death: 12:59AM
Place of Death: DECEDENT'S HOME

Preview Cancel Certification

17. Click the box (circled below) next to the statement, "To the best of my knowledge, this certification is correct." Enter your PIN and click, "OK" to certify the record. It is sent to the County to be registered.

GEORGIA DEPARTMENT OF PUBLIC HEALTH
Division of Vital Records

GLOBAL DEATH

Medical Certification

DECEDENT'S INFORMATION

First Name: JOHN
Middle Name:
Last Name: BLACK
Generational ID:

DEATH INFORMATION

Date of Death: 06/28/2013
Time of Death: 12:59AM
Place of Death: DECEDENT'S HOME

PLEASE ENTER PIN

To the best of my knowledge, death occurred at the time, date, and place, and due to the cause(s) and manner stated.

Certifier Pin: *****

OK Cancel

The system displays a message that the record has been certified. Click **OK**. The record is sent to the county of death to be registered. This now completes the certification process.