Entering a Death Record

Easy Reference Guide

County Office

(Electronic and Drop to Paper)

Version 2.00 Last Updated: 1-12-2016

Enter a Death Record

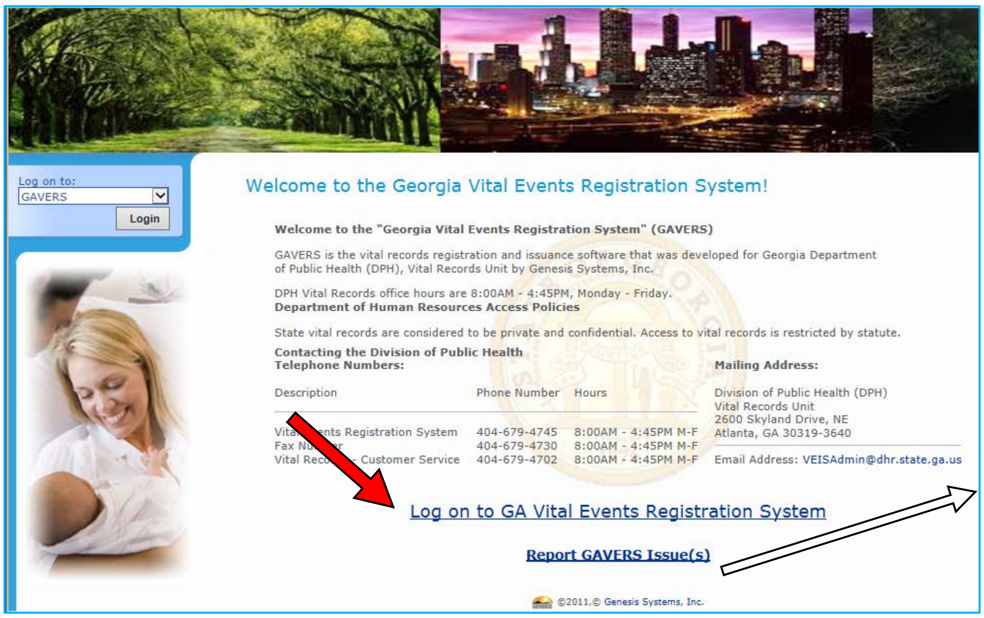
Directions:

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).

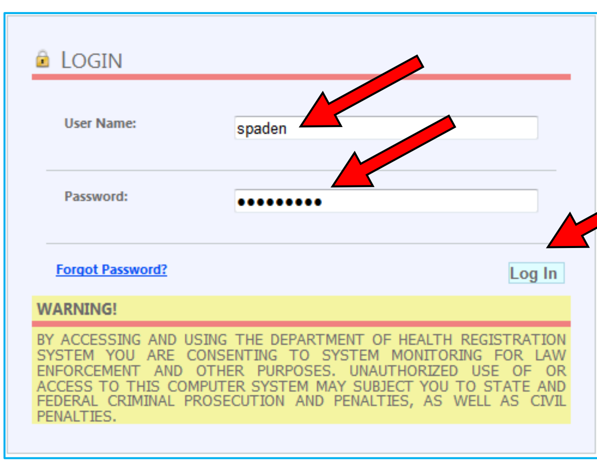
   What happens? The Welcome Page appears. (See image below.)



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

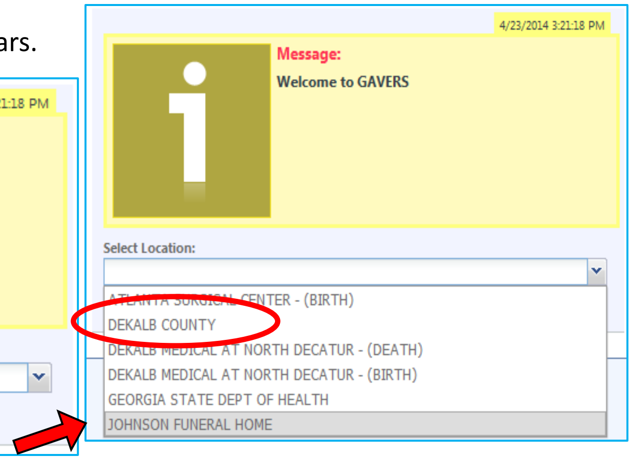
2. Click **Log on to GA Vital Events Registration System** at the bottom of the screen. **Option**: You can also log on at the top of the screen where you see the **Login** button.

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



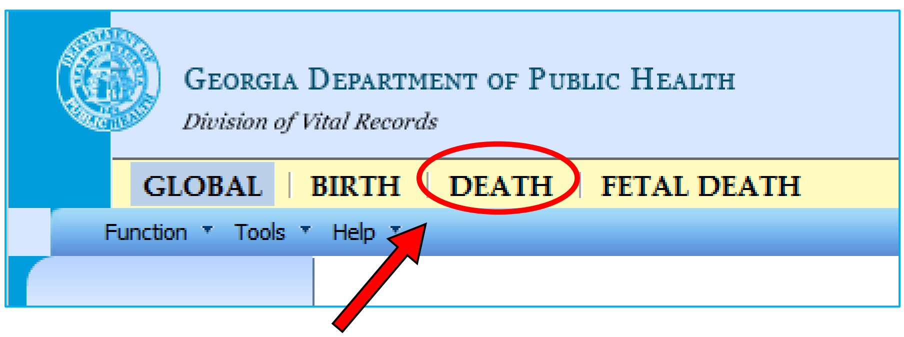
3. Enter your **User Name**.
4. Enter your **Password** (NOT your PIN).
5. Click the **Log In** button.

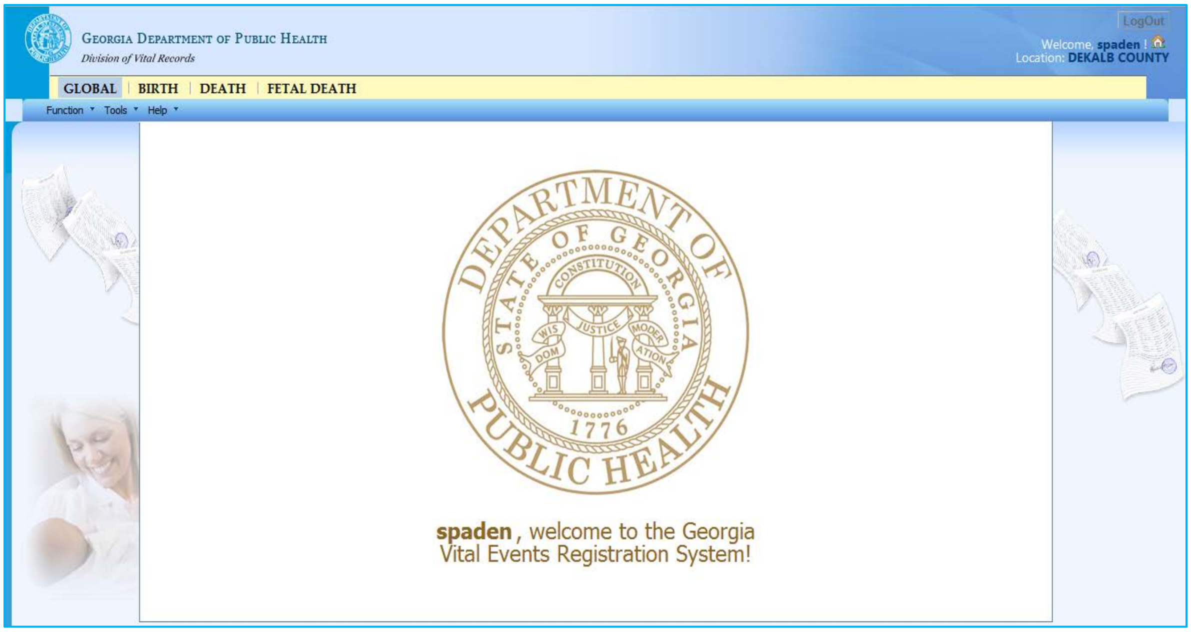
   What happens? The **Select Location** screen appears.



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.)



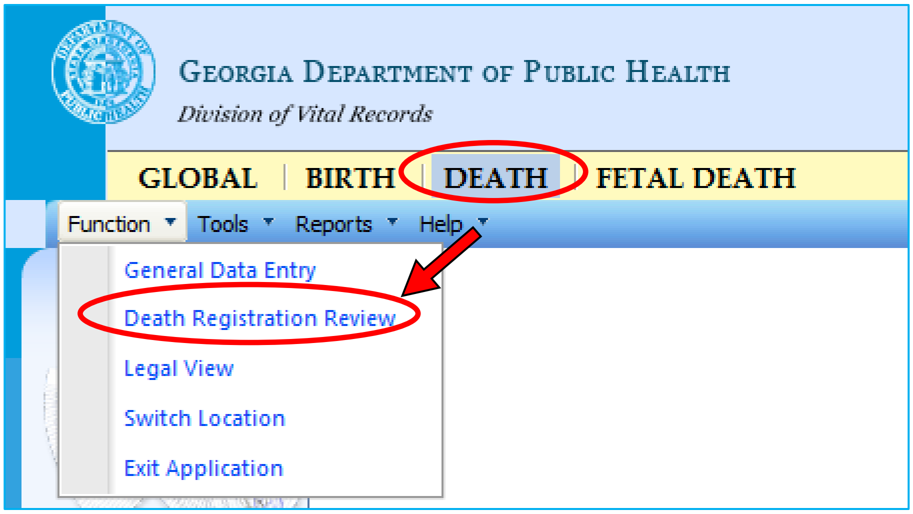


County Offices generally use GAVERS to perform the following functions:

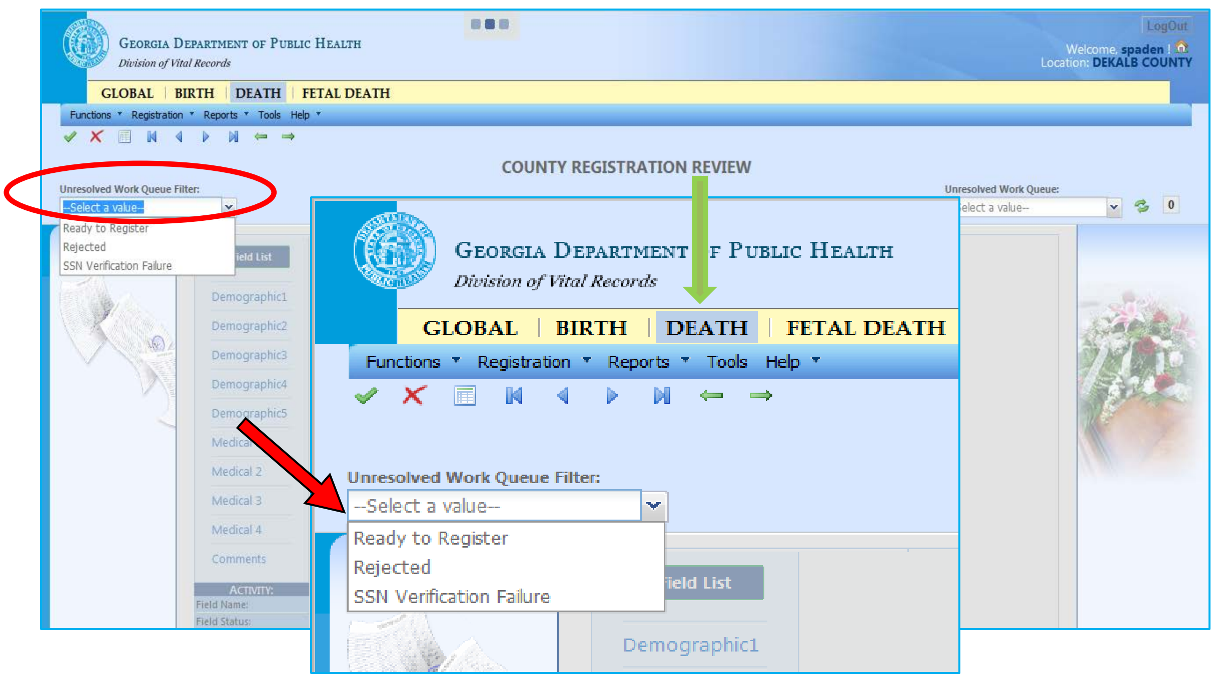
- Register a complete electronically-generated record
- Finish recording medical information on a record and register it
- Complete a record from start to finish (long form)
- Find a record and print it

How to Register a Complete Electronically-Generated Record

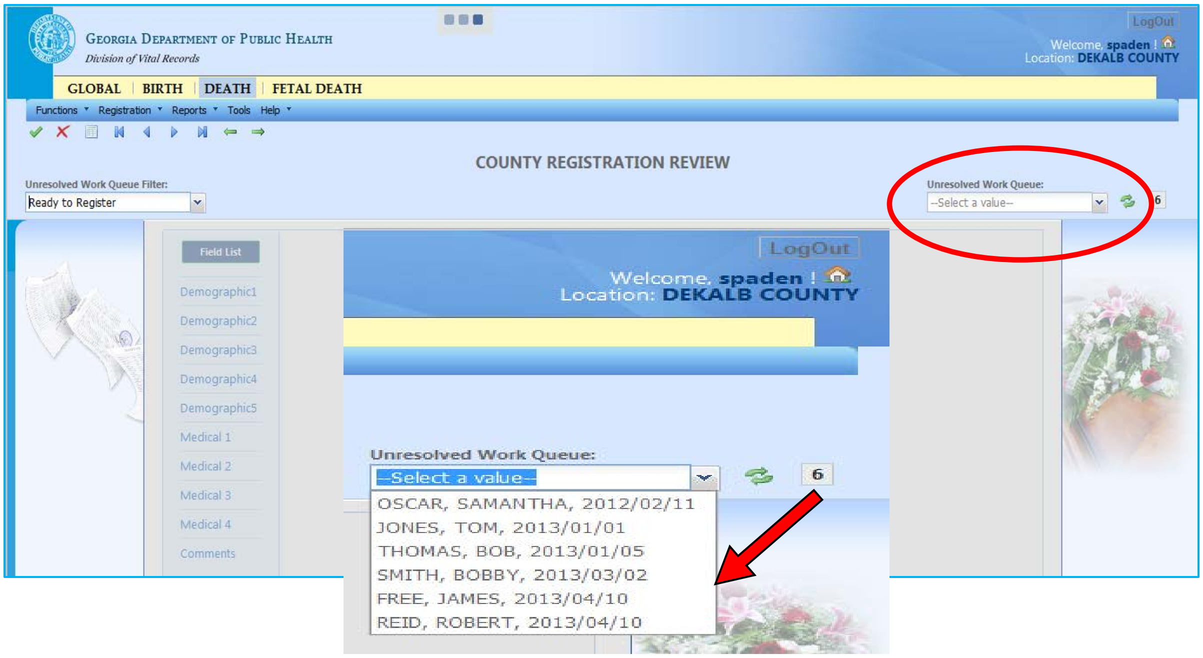
1. Click the **Death** tab at the top of the screen (shown with a red circle).
2. Click the **dropdown arrow** next to **Function** and click **Death Registration Review.**
3. The **County Registration Review** screen appears. The system loads the application and the death worksheet is displayed, but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



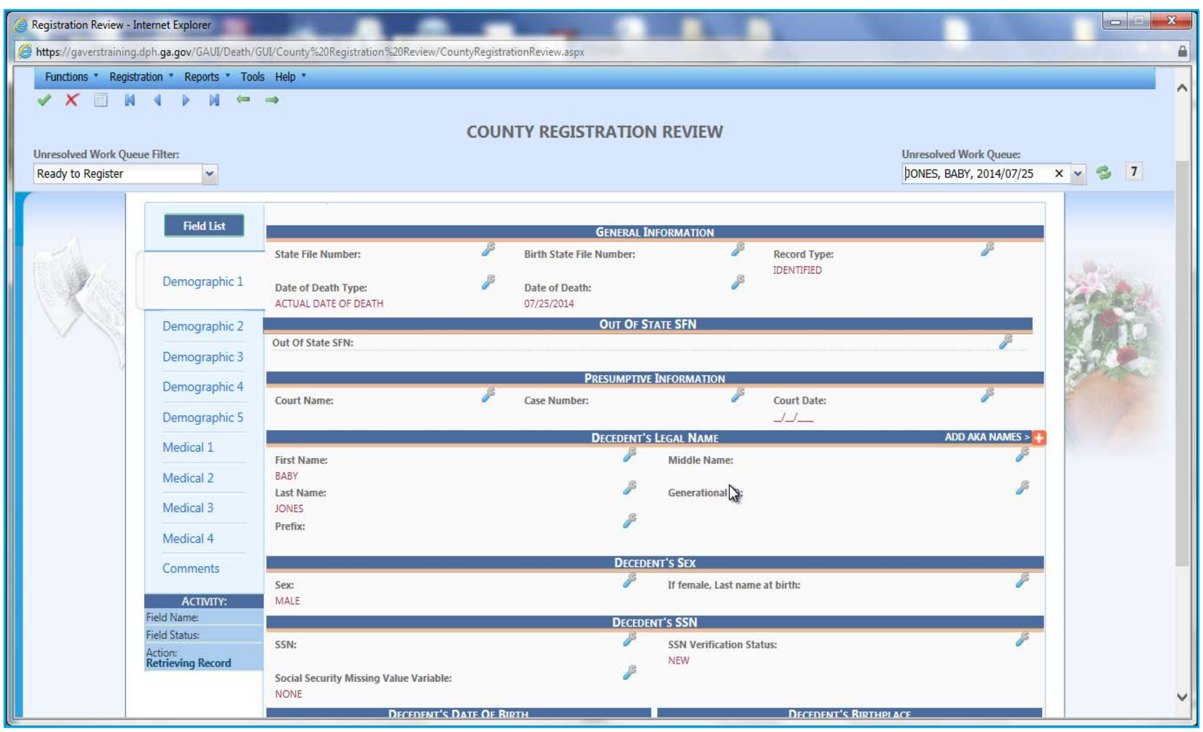
4. Select **Ready to Register** from the Unresolved Work Queue Filter drop down menu (upper left - under the icons).



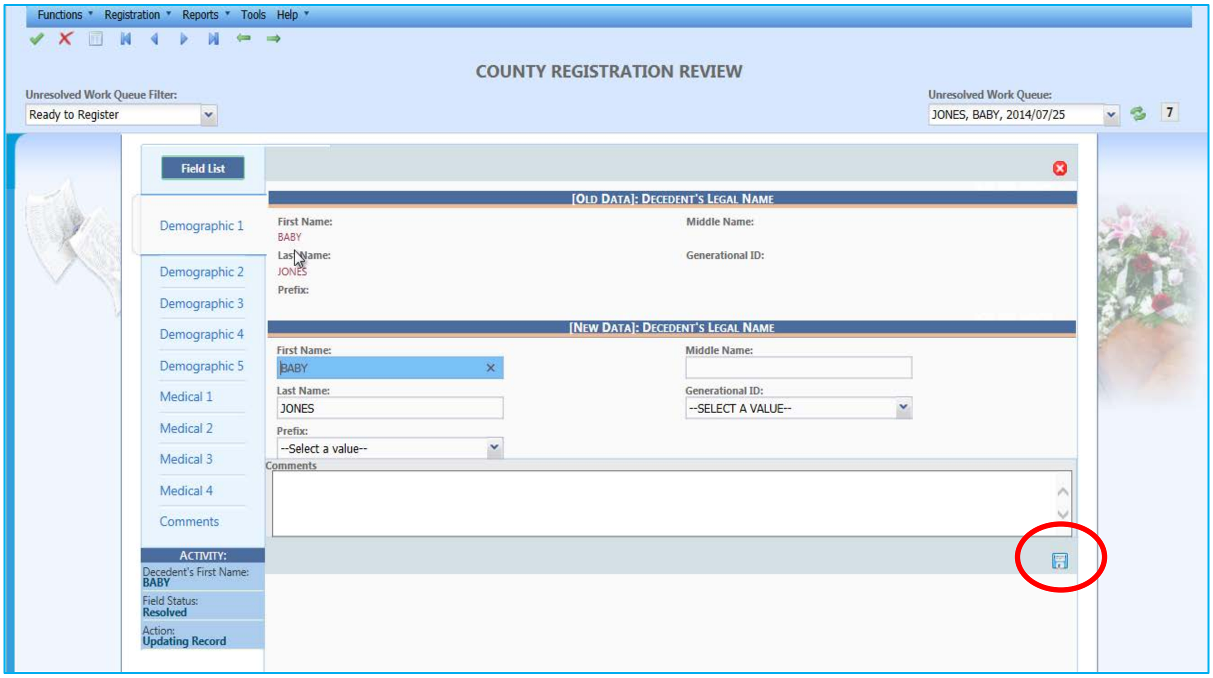
5. All records that are ready to register are listed in the unresolved work queue dropdown (upper right-hand corner).



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.

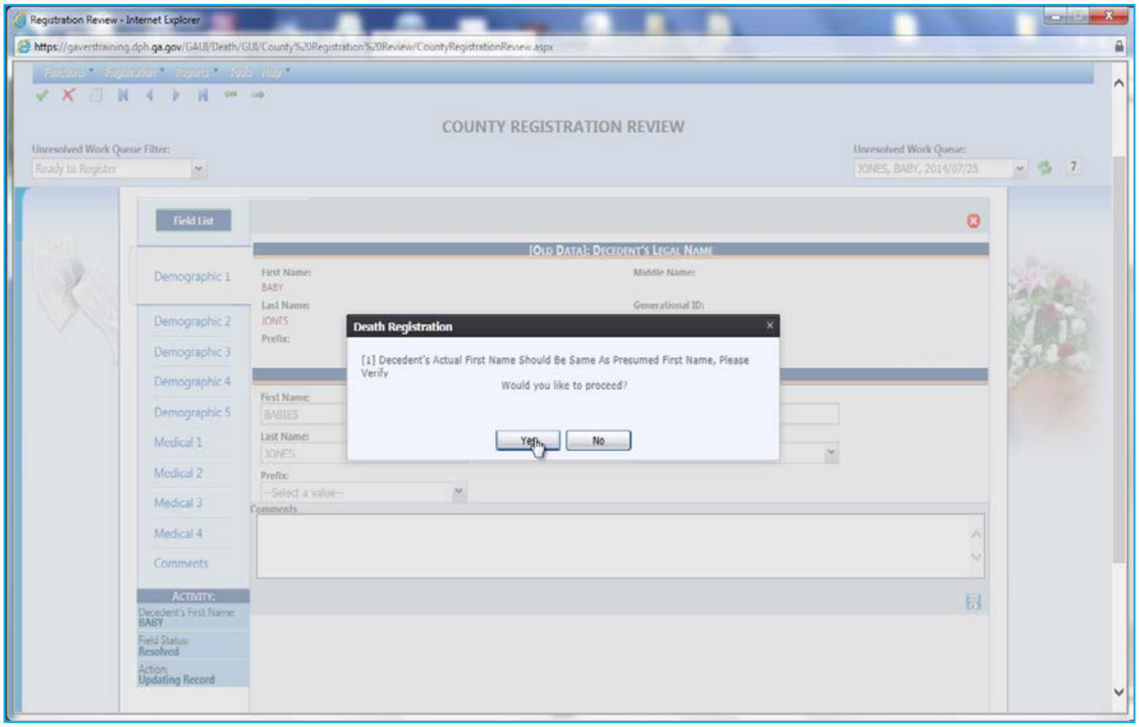


8. Click the disc icon to save the change.

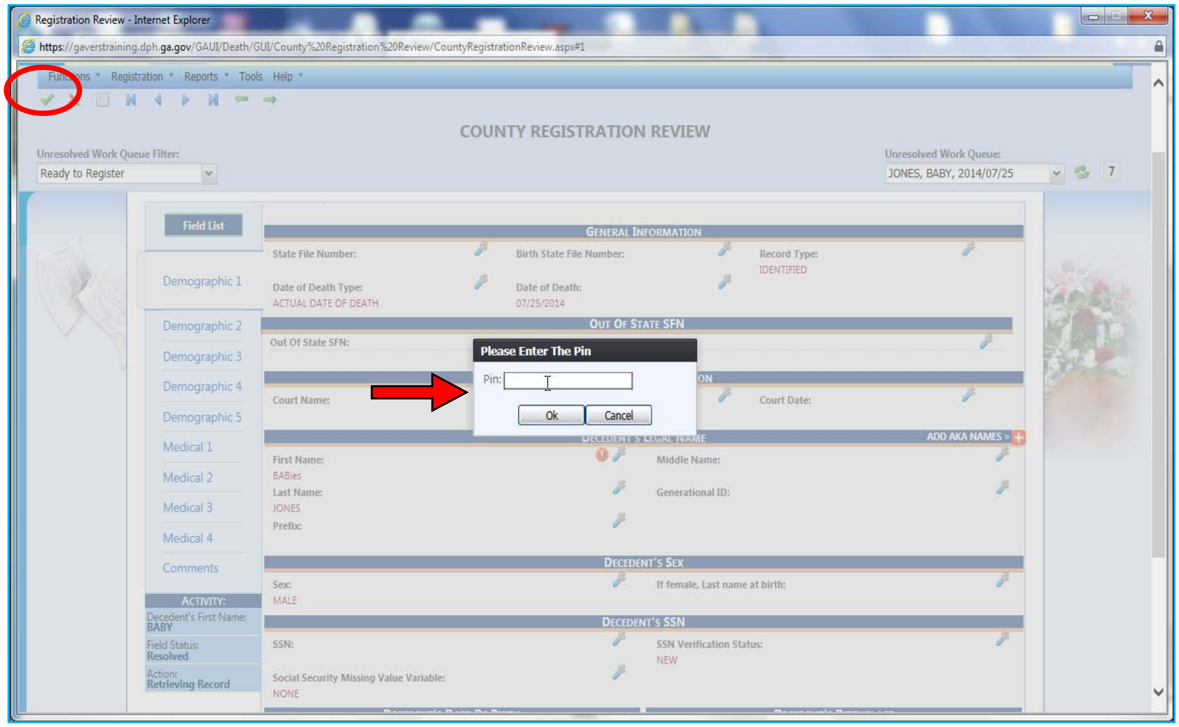
Note: County offices can make minor changes to a record. However, if the record has too many changes, the County can reject it. (Counties should be as clear as possible as to why they rejected the record in the comment field.)

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.

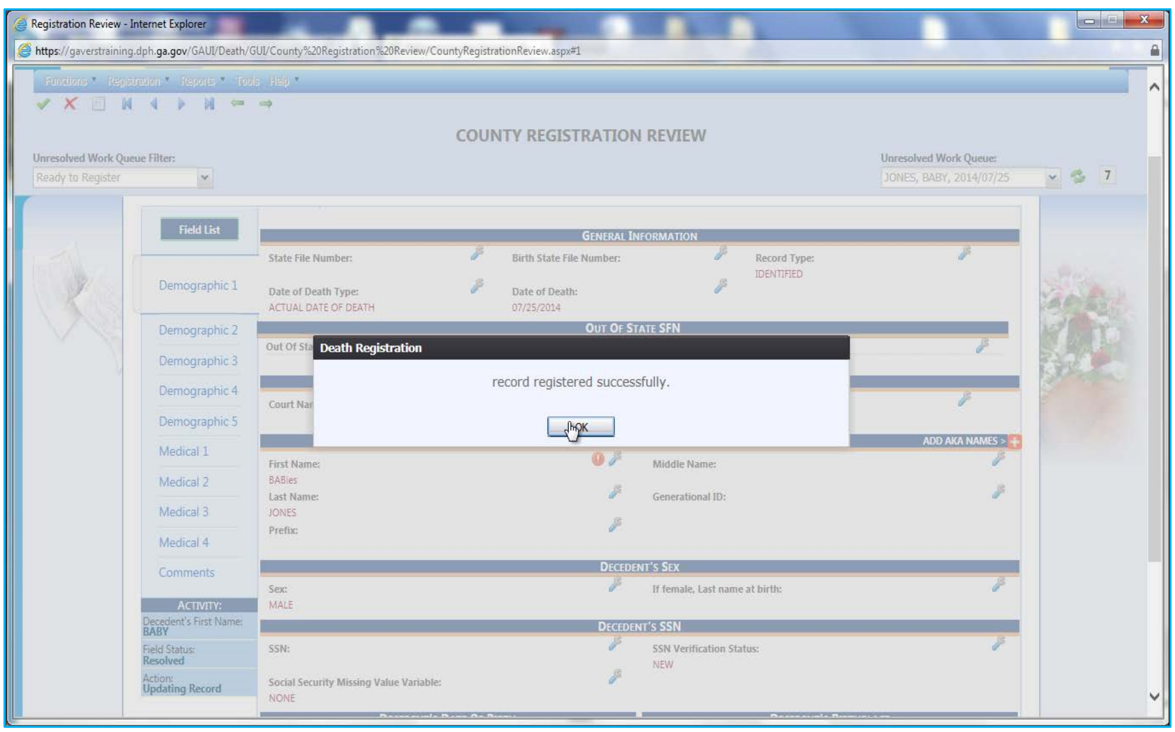
9. If you need to make changes to any other part of the record, the system will display a notification. (For example, if you made a change to Demographic 1, you would also need to change Medical 1.) Click **Yes**.



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

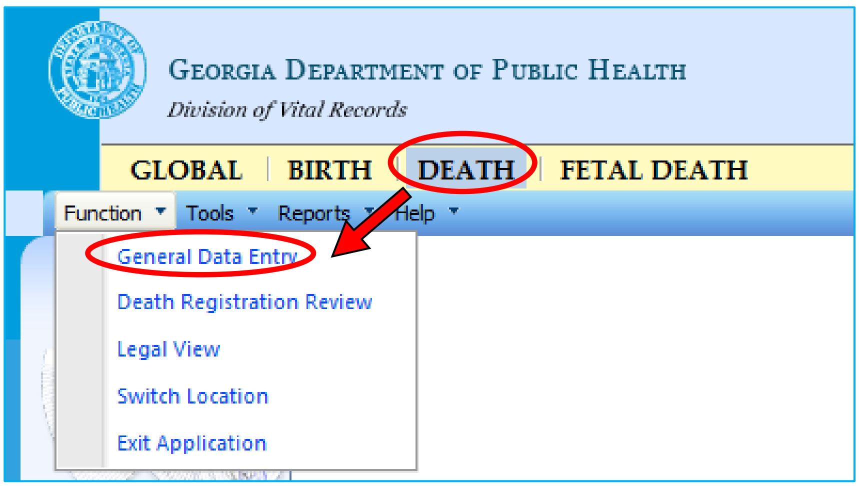


11. The system registers the record and displays a confirmation message. Click Ok.

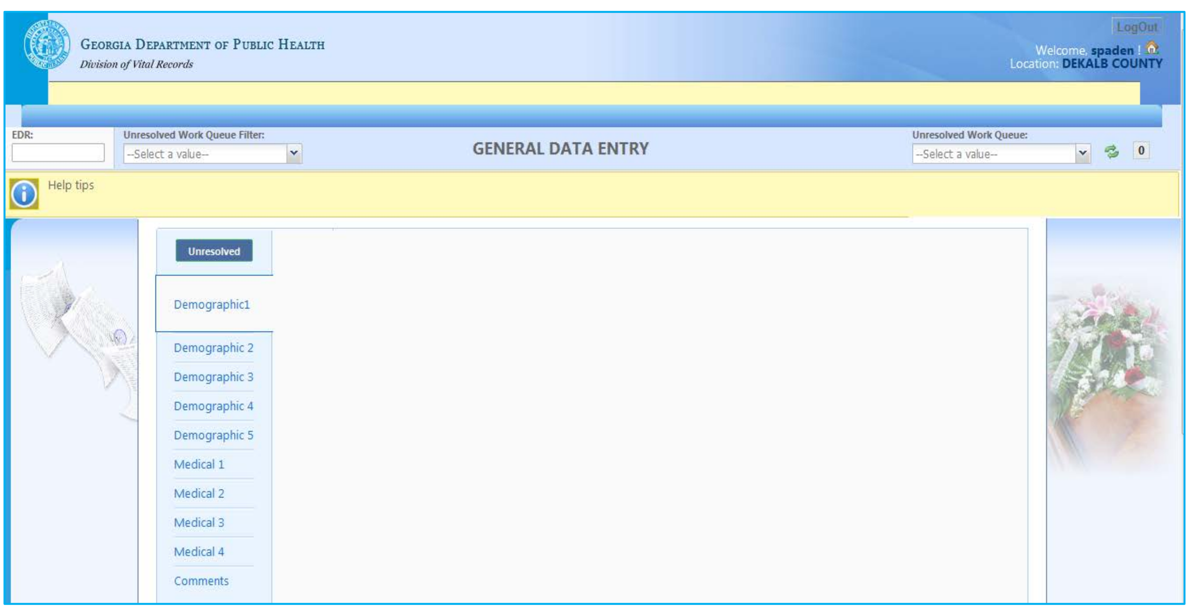


Note: Use this process when the Funeral Home has already done their part (entered the Demographics 1-5 and Medical 1 tabs). They have verified the information and sent the record to the doctor. The doctor has manually entered his/her information using the Drop to Paper worksheet and sent it back to the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

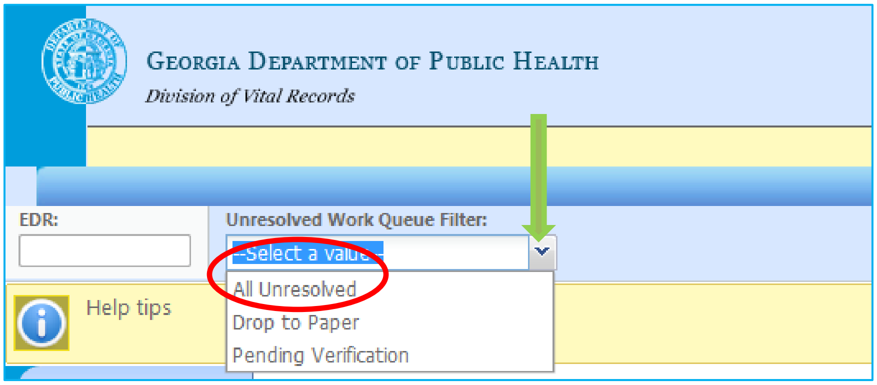
1. Click the **Death** tab at the top of the screen (shown with a red circle).
2. Click the **dropdown arrow** next to **Function** and click **General Data Entry.**



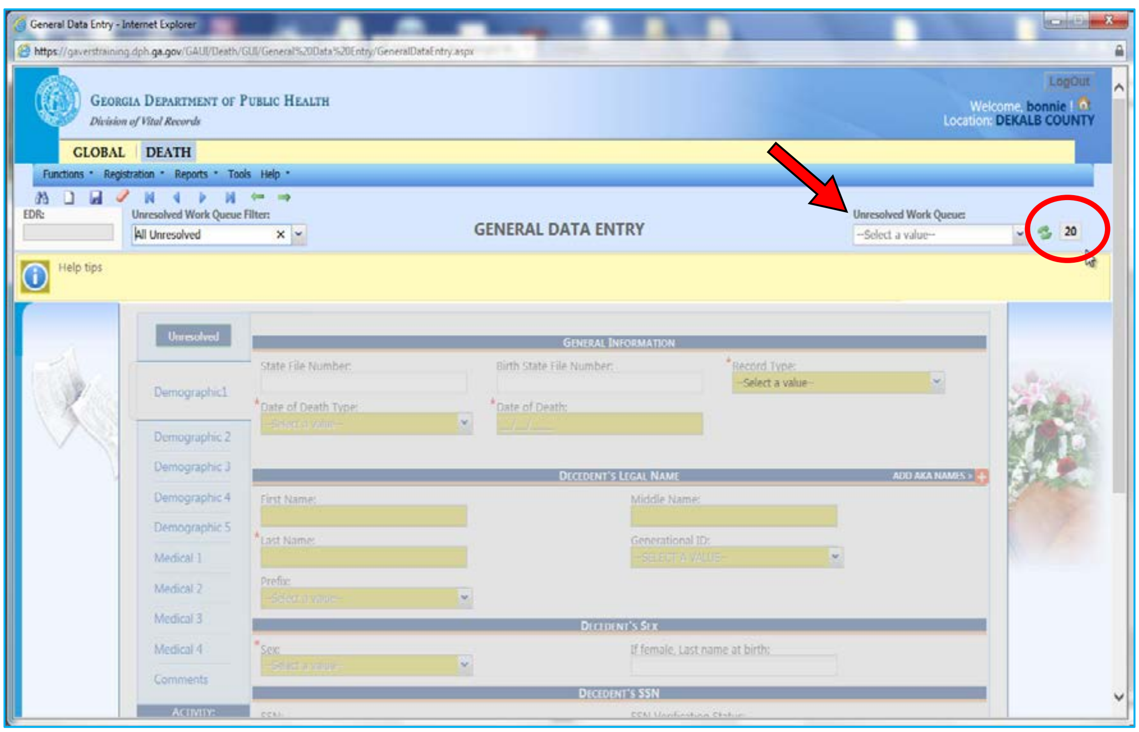
3. The General Data Entry screen appears.



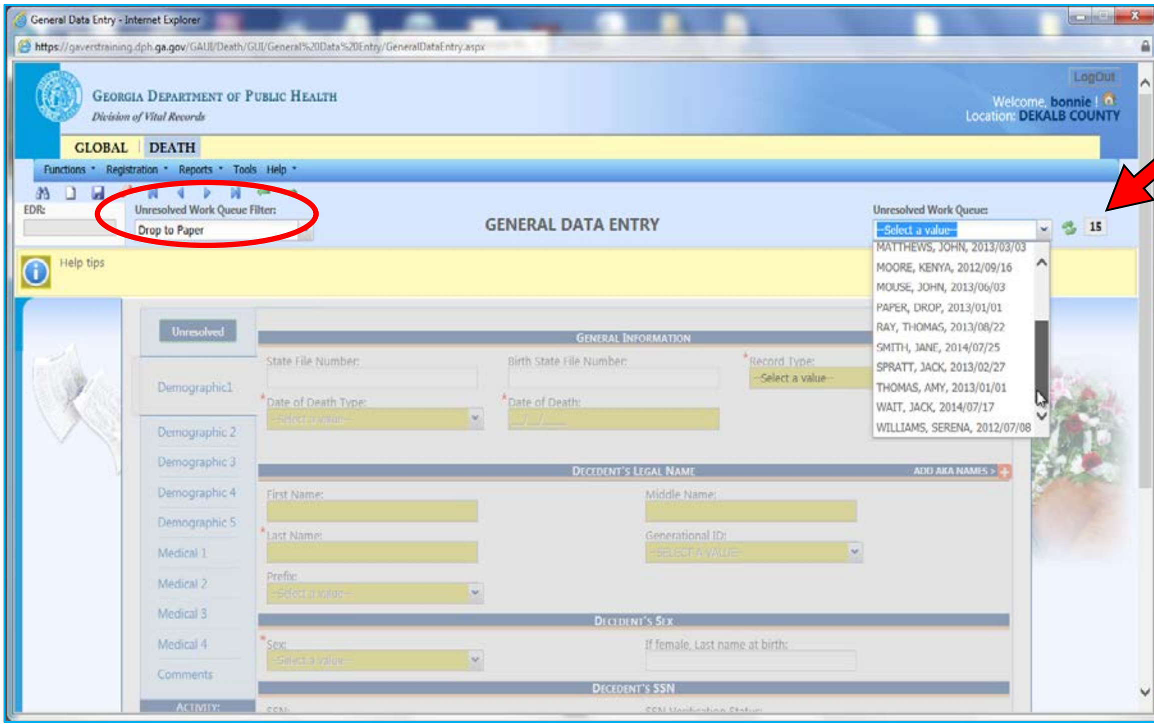
Select **All Unresolved** from the Unresolved Work Queue Filter drop-down menu (upper left - under the icons).



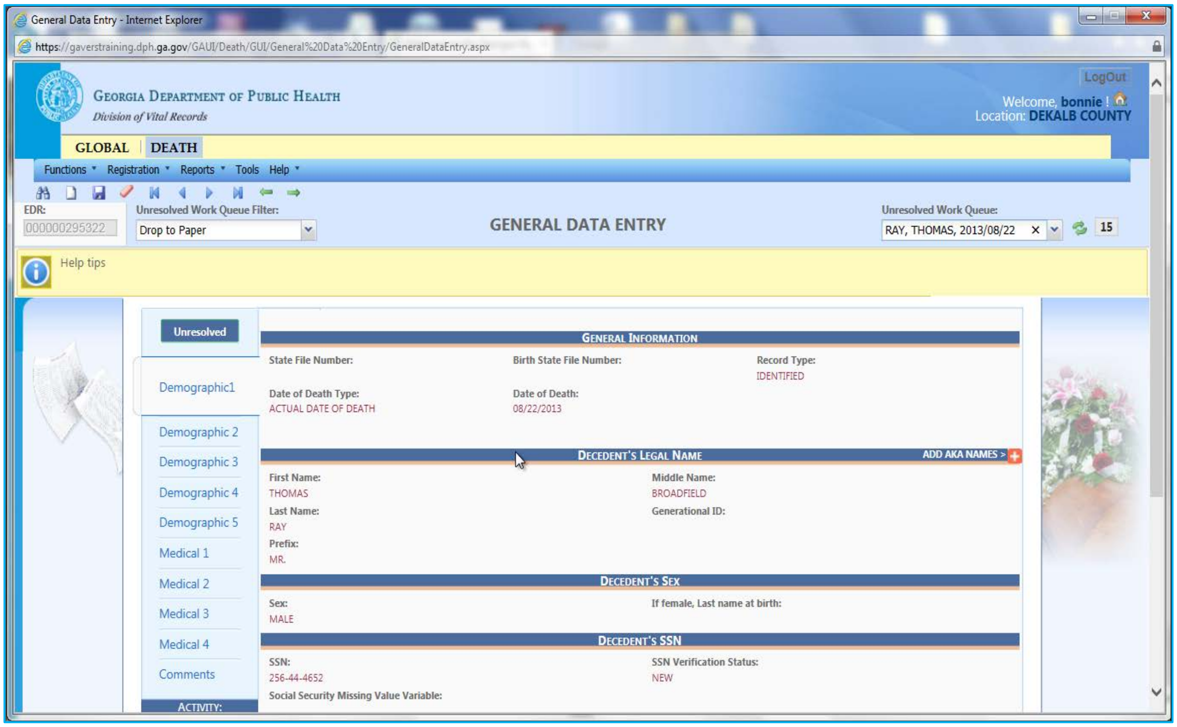
4. All records that have not been finished are listed in the unresolved work queue drop-down (upper right-hand corner). This example shows there are 20 total records that are unresolved.



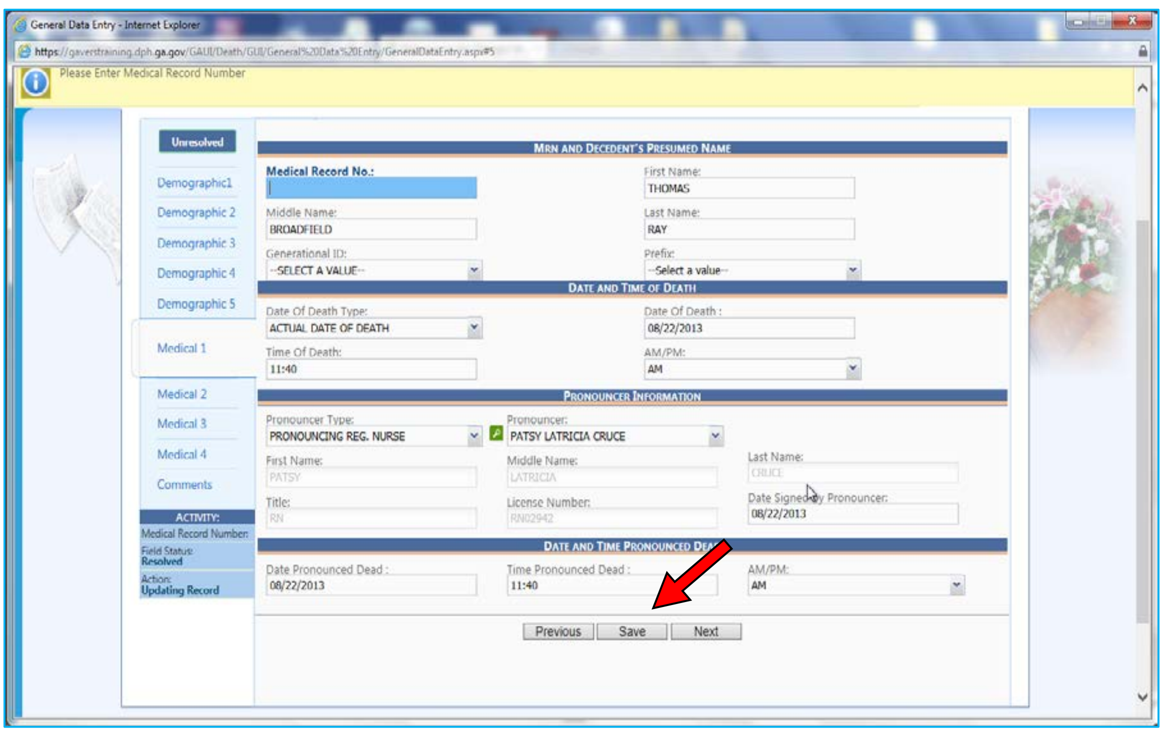
5. Select **Drop to Paper** in the Unresolved Work Queue Filter and select the desired record from the Unresolved Work Queue list. (In this example, out of the 20 unresolved records, there are 15 Drop to Paper records.)



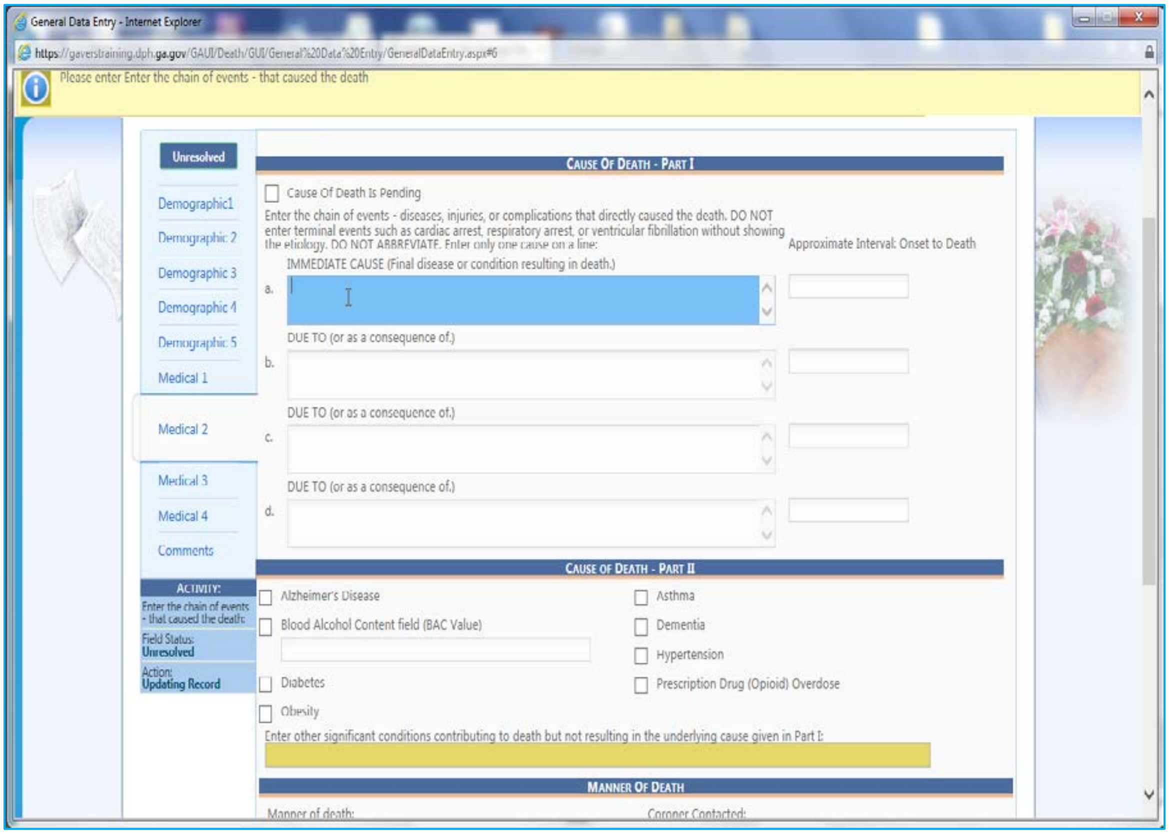
6. The record becomes active and displays the decedent's information in red. The Funeral Home owns Demographics 1-5 and the information is "read only."



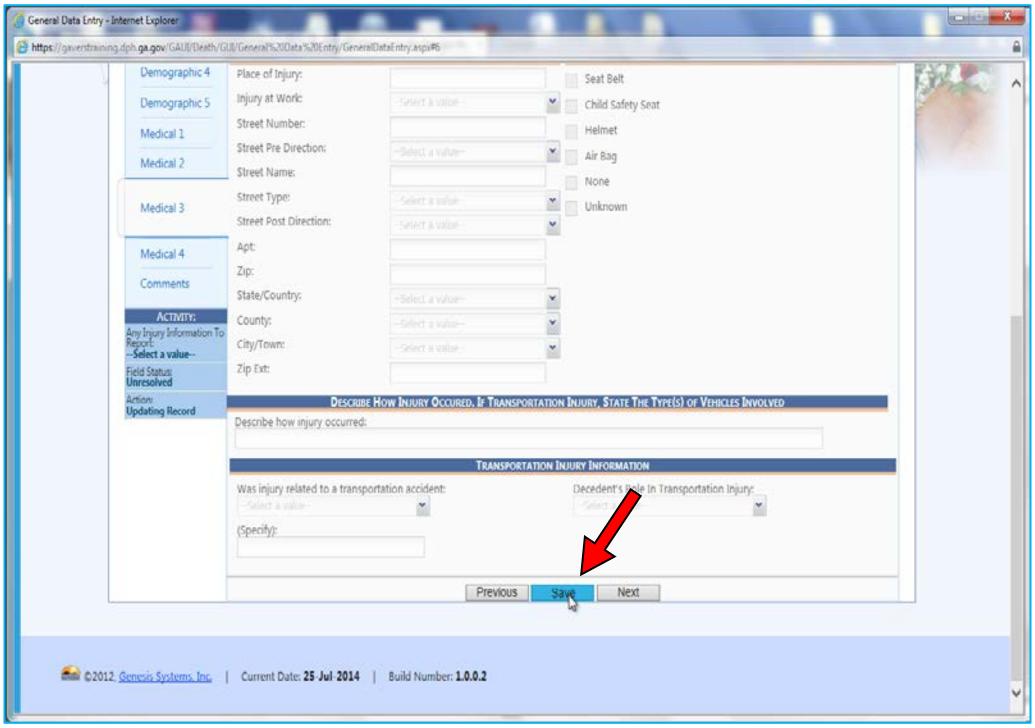
7. Click the Medical 1 Tab and review the Pronouncer Information section. Compare it to the information that the Funeral Home faxed or delivered to you. Tab through to resolve all fields and click **Save**.



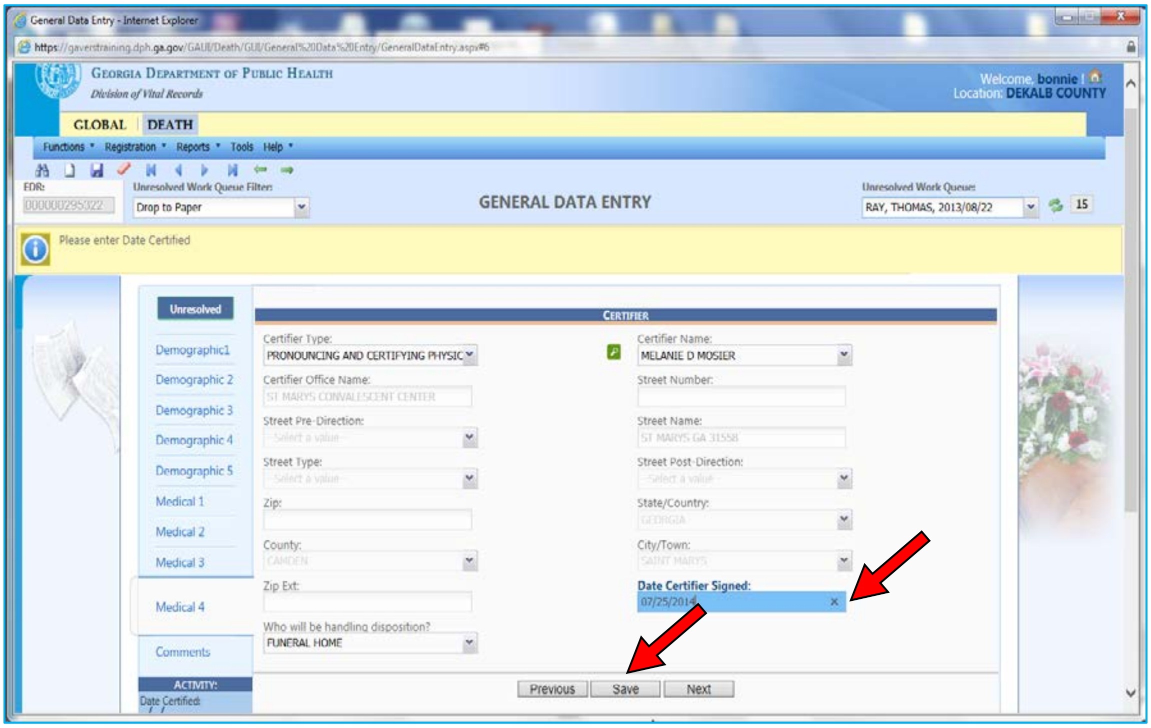
8. Click the Medical 2 Tab and enter in the Cause of Death. Put in exactly what is on the paper. If you can't read it, call the Funeral Home to verify the information. Resolve all fields and click **Save**.



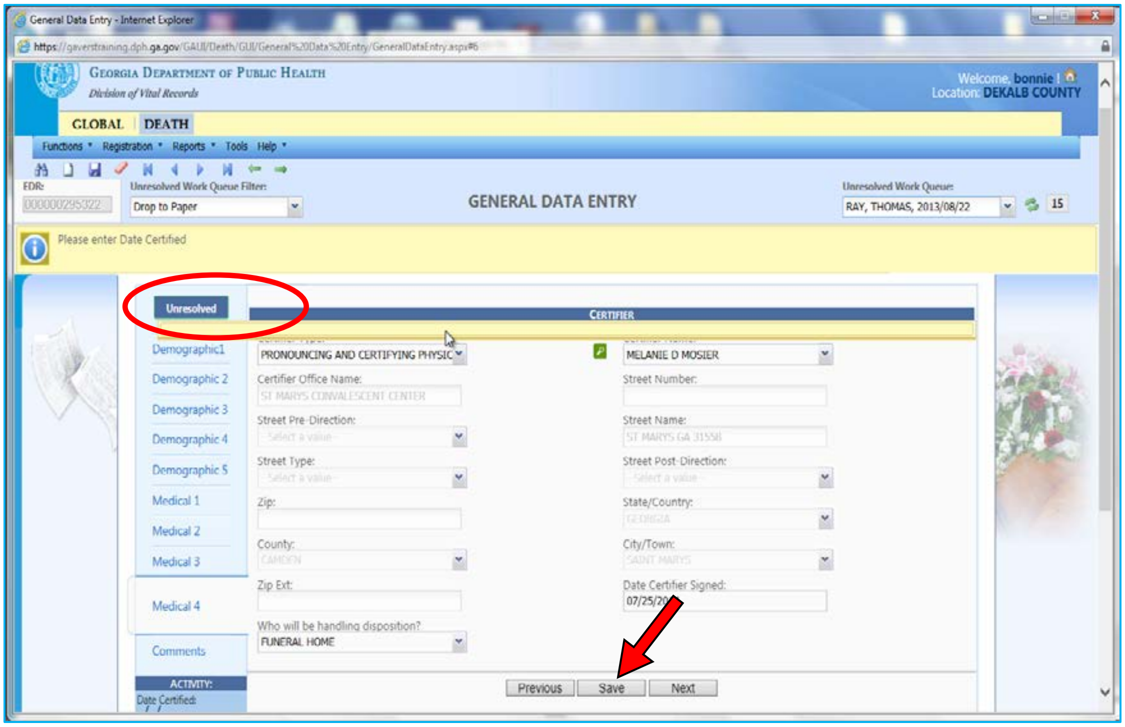
9. Click the Medical 3 Tab and identify if there was an accident involved. Select "No" if there was no accident and the fields will be disabled. Select "Yes" if there was an accident. It is probably a Coroner's case and you will need to enter the accident information. Click **Save**.



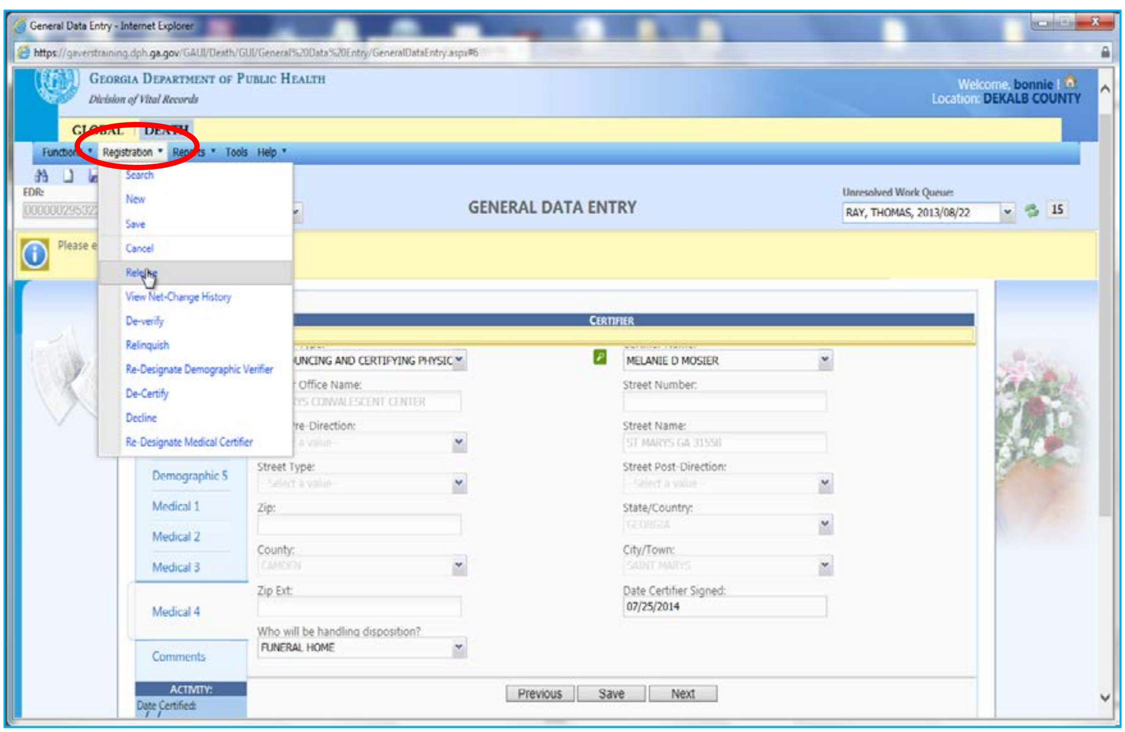
10. Click the Medical 4 Tab and identify the Medical Certifier if the Funeral Home has not already done so. Look at the fax or document the Funeral Home delivered to you and enter the date that the certifier signed. Click **Save**.



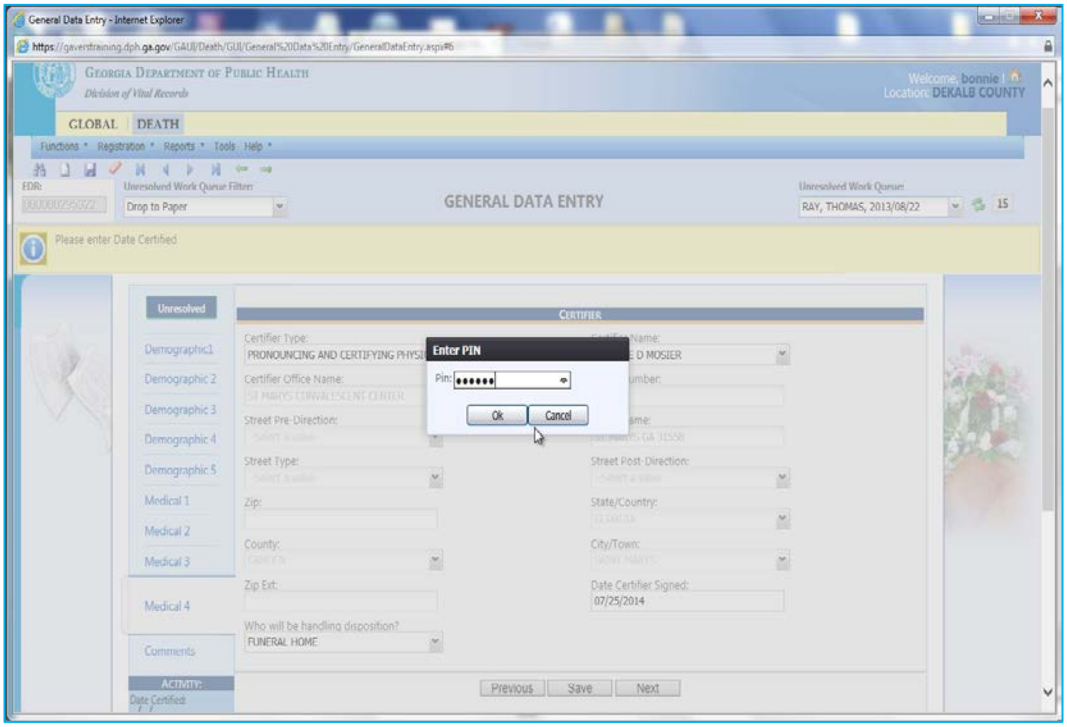
11. Click the **Unresolved** button (just above Demographic 1 Tab) to validate that you have entered all required information. If everything is fine, you will see a blank yellow bar. If you have unresolved fields, the system will display the fields that you need to resolve. Click **Save**.



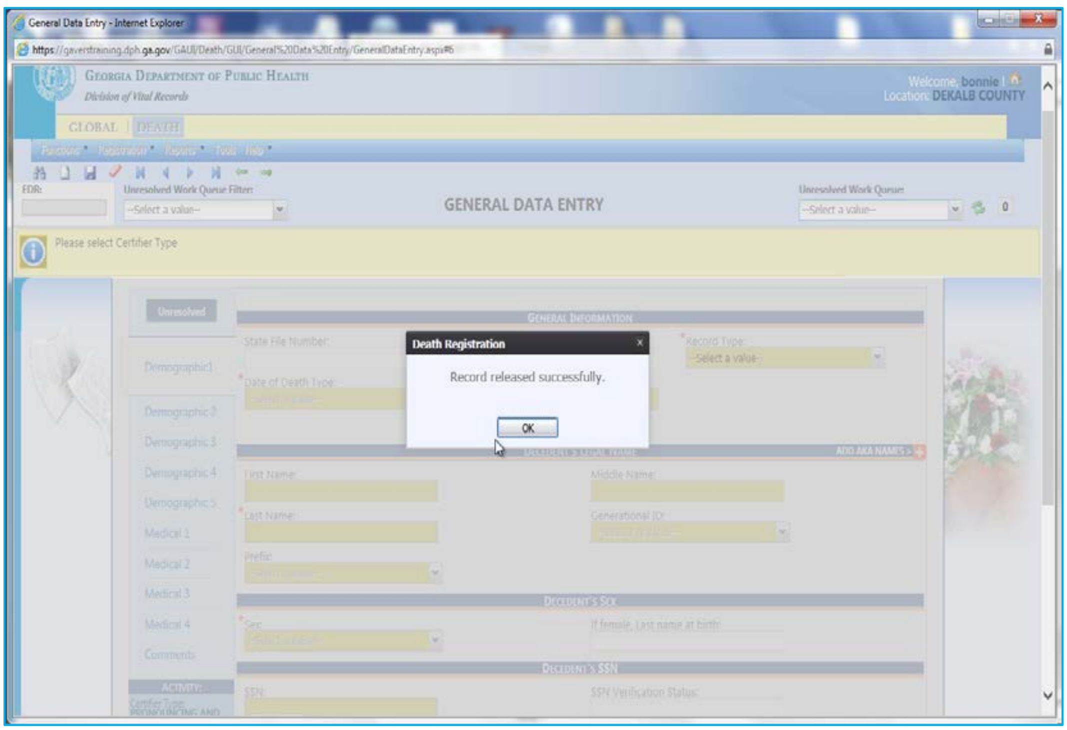
12. Click the Registration menu and select Release to release the record.

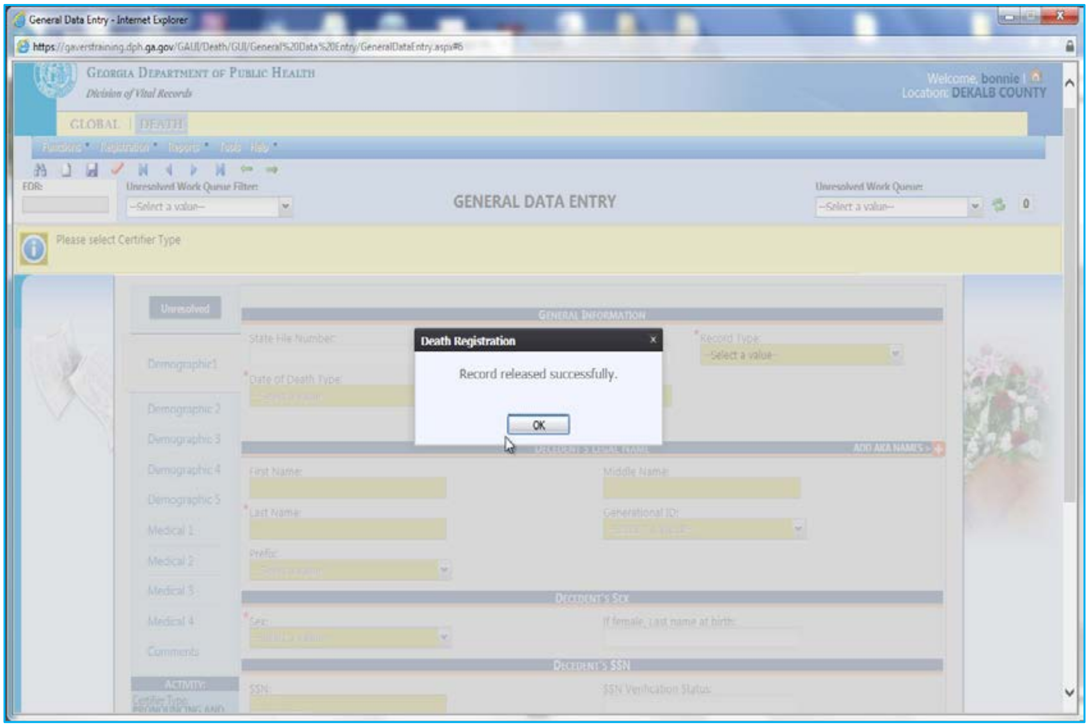


13. Enter your PIN and click **OK** to release the record and get a State file number.



14. The system registers the record and displays a confirmation message. Click **OK**.





The record is registered.