

Entering a Death Record



Easy Reference Guide

County Office

(Long Form)



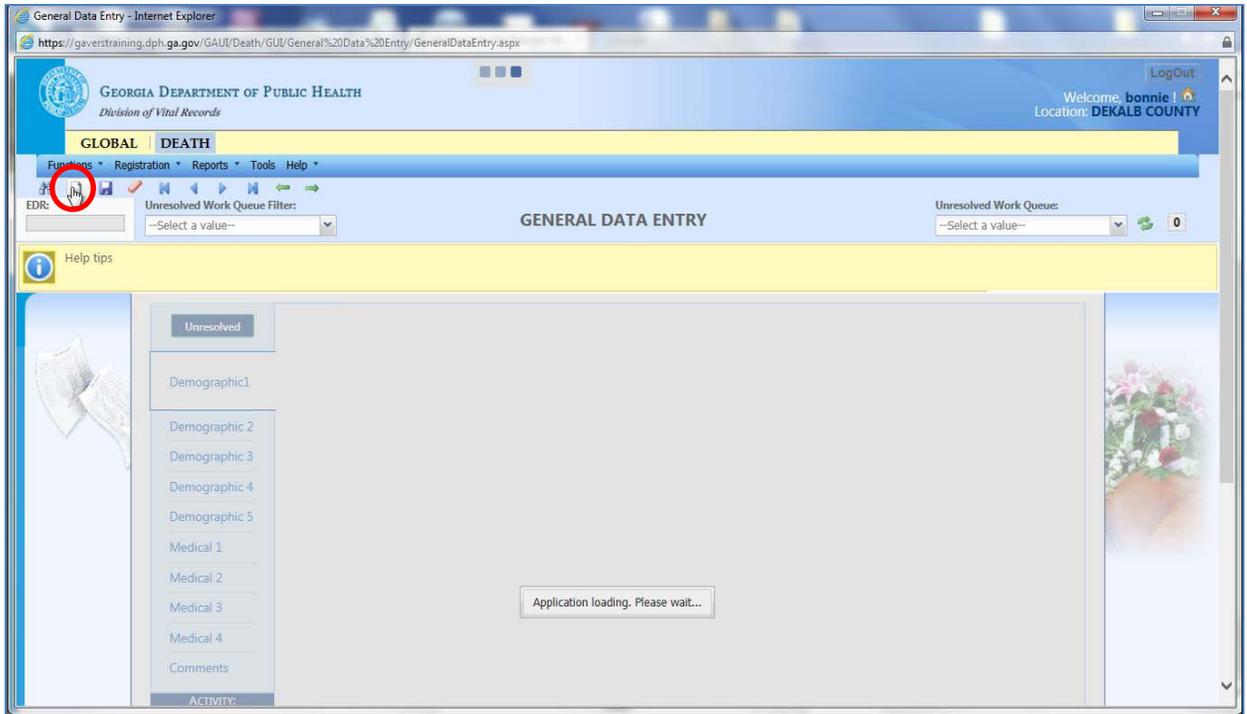
Enter a Death Record – Long Form

Complete a Record from Start to Finish (Long Form)

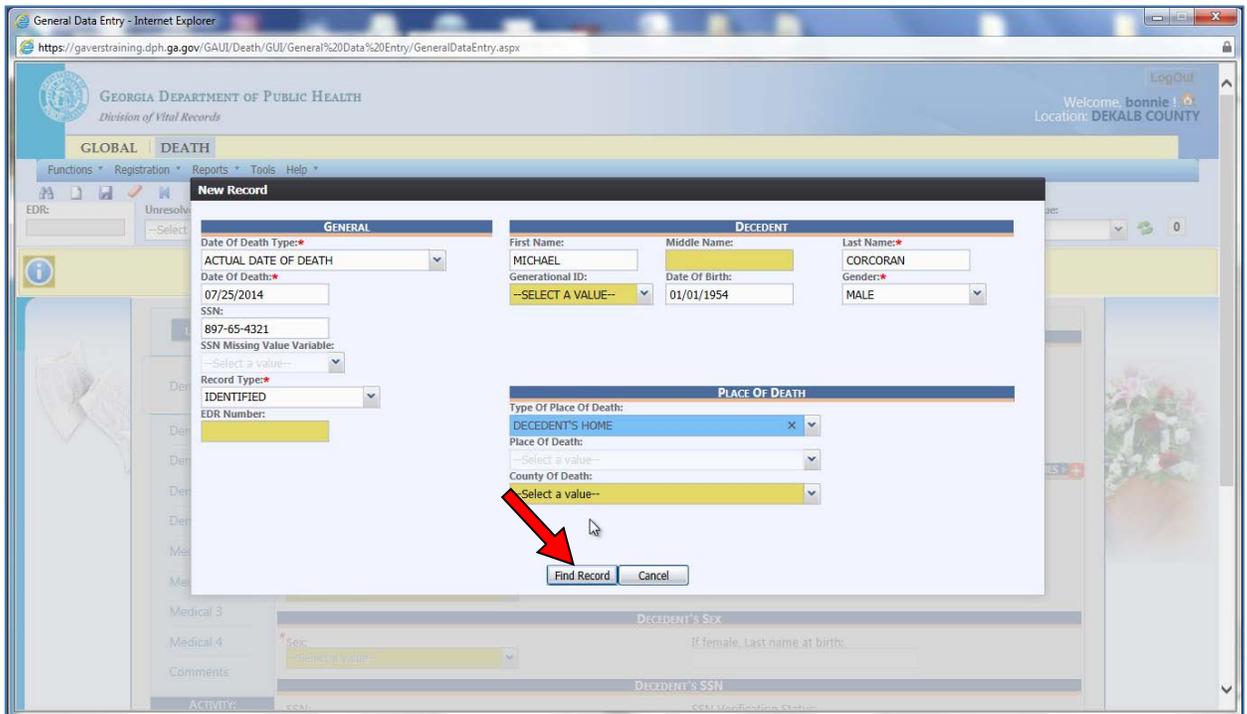
1. Click the **Death** tab at the top of the screen (shown with a red circle).
2. Click the **dropdown arrow** next to **Functions** and click **General Data Entry**.



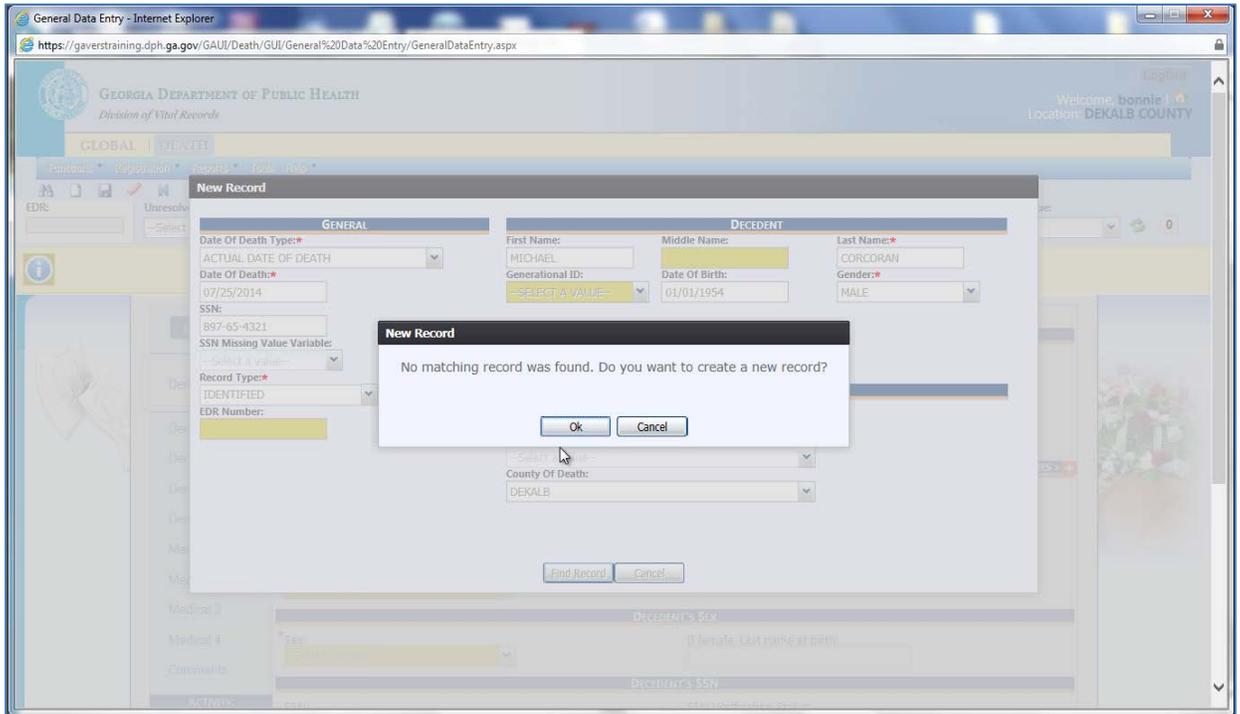
3. Click the white paper icon to start a new record. The worksheet displays but it is disabled until you select or create a record.



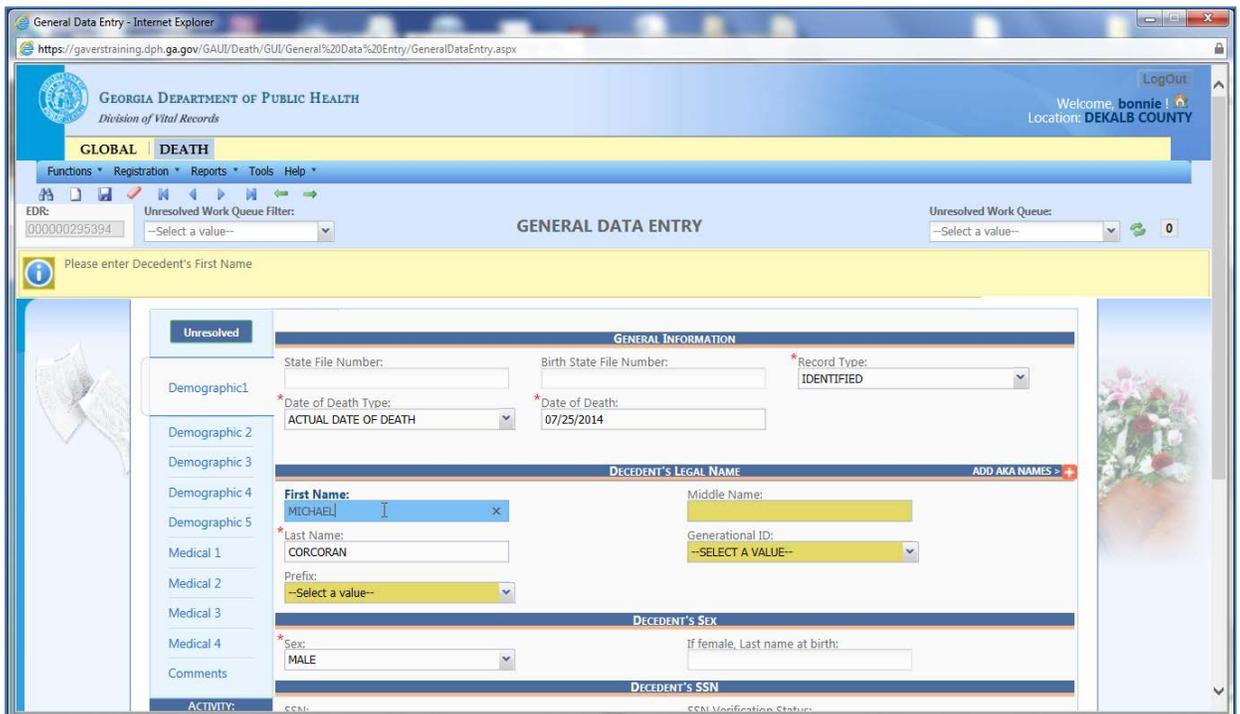
4. A New Record screen displays. Tab through all fields and enter information. Click the **Find Record** button.



5. GAVERS searches the database to see if there is a duplicate record. Click **OK**.



6. The General Data Entry worksheet is now enabled and you are on Demographic 1 tab. You will need to tab through all fields even if the information is not required (e.g. middle name). If you skip any field, the system will ask you if you want to leave the field blank. Resolve all yellow fields until they turn white.



- On Demographics 1 tab, enter the decedent's date of birth and age. (GAVERS does not calculate age but will display a warning message if you enter the wrong age.) If you click the green globe, when you pick the birthplace, you will only get US cities and foreign countries. You will need to manually enter any foreign city. Click Save.

The screenshot shows a web browser window titled "General Data Entry - Internet Explorer" with the URL "https://gaverstraining.dph.ga.gov/GAUI/Death/GUI/General%20Data%20Entry/GeneralDataEntry.aspx". The page displays a form for entering decedent information. On the left is a navigation menu with tabs: Demographic 2 (selected), Demographic 3, Demographic 4, Demographic 5, Medical 1, Medical 2, Medical 3, Medical 4, and Comments. Below the menu are sections for "ACTIVITY:", "Decedent's Age:", "Field Status: Unresolved", and "Action: Updating Record". The main form area is divided into several sections: "Date of Death" (Type: ACTUAL DATE OF DEATH, Date: 07/25/2014), "DECEDENT'S LEGAL NAME" (First Name: MICHAEL, Middle Name: , Last Name: CORCORAN, Generational ID: --SELECT A VALUE--), "DECEDENT'S SEX" (Sex: MALE, If female, Last name at birth:), "DECEDENT'S SSN" (SSN: 897-65-4321, SSN Verification Status: , Social Security Missing Value Variable: --Select a value--), "DECEDENT'S DATE OF BIRTH" (Date Of Birth: 01/01/1954, Age Units: YEARS, Age:), and "DECEDENT'S BIRTHPLACE" (State/Country: --Select a value--, City Of Birth: --Select a value--, City(Other):). At the bottom of the form are "Previous", "Save", and "Next" buttons. The footer contains copyright information: "©2012, Genesis Systems, Inc. | Current Date: 25-Jul-2014 | Build Number: 1.0.0.2".

- Click Demographic 2 and enter all fields. When you tab in a field, enter the first letter of what you are searching for, and the system will show the first item it finds with that letter. Click **Save**.

General Data Entry - Internet Explorer
 https://gaverstraining.dph.ga.gov/GAUI/Death/GUI/General%20Data%20Entry/GeneralDataEntry.aspx#2

EDR: 000000295394 Unresolved Work Queue Filter: --Select a value-- Unresolved Work Queue: --Select a value-- 0

Please enter Decedent's Residence Street Number

Unresolved

Demographic1
 Demographic2
 Demographic3
 Demographic4
 Demographic5
 Medical1
 Medical2
 Medical3
 Medical4
 Comments

ACTIVITY:
 Decedent's Residence Street Number: Unresolved
 Field Status: Unresolved
 Action: Updating Record

DECEDENT'S RESIDENCE ADDRESS

Street Number:
 Street Name:
 Post Direction: --Select a value--
 Zip:
 County: --Select a value--
 City(Other):
 Inside City Limits: --Select a value--

Pre Direction: --Select a value--
 Street Type: --Select a value--
 Apt:
 State/Country: --Select a value--
 City/Town: --Select a value--
 Zip Ext:

DECEDENT EVER IN US ARMED FORCES
 Armed Forces: --Select a value--

DECEDENT'S USUAL OCCUPATION INFORMATION
 Decedent's usual occupation:
 Kind of Business/Industry:
 Employer:

DECEDENT'S MARITAL STATUS AT TIME OF DEATH SPOUSE(IF WIFE, GIVE MAIDEN NAME)

Marital Status: --Select a value--
 Spouse First Name:
 Spouse Middle Name:
 Spouse Last Name:

9. Click Demographic 3, enter information and tab to resolve all fields. Click **Save**.

General Data Entry - Internet Explorer
 https://gaverstraining.dph.ga.gov/GAUI/Death/GUI/General%20Data%20Entry/GeneralDataEntry.aspx#2

EDR: 000000295394 Unresolved Work Queue Filter: --Select a value-- Unresolved Work Queue: --Select a value-- 0

Please enter Father's First Name

Unresolved

Demographic1
 Demographic2
 Demographic3
 Demographic4
 Demographic5
 Medical1
 Medical2
 Medical3
 Medical4
 Comments

ACTIVITY:

DECEDENT'S FATHER'S NAME

First Name:
 Middle Name:
 Last Name:
 Suffix: --SELECT A VALUE--

DECEDENT'S MOTHER'S MAIDEN NAME

First Name:
 Middle Name:
 Last Name:

DECEDENT'S EDUCATION
 Decedent's Education: --Select a value--

INFORMANT'S NAME

First Name:
 Middle Name:
 Last Name:
 Generational ID: --SELECT A VALUE--
 Relationship to Decedent:

INFORMANT'S MAILING ADDRESS

Street Number:
 Pre Direction: --Select a value--
 Street Name:
 Street Type: --Select a value--
 Post Direction: --Select a value--
 Apt:
 Zip:
 State/Country: --Select a value--

10. Click Demographic 4, enter information and tab to resolve all fields. Click **Save**.

General Data Entry - Internet Explorer
 https://gaverstraining.dph.ga.gov/GAUJ/Death/GUI/General%20Data%20Entry/GeneralDataEntry.aspx#4

GEORGIA DEPARTMENT OF PUBLIC HEALTH
 Division of Vital Records

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

GLOBAL | DEATH

Functions * Registration * Reports * Tools Help *

EDR: 000000295394 Unresolved Work Queue Filter: --Select a value--

GENERAL DATA ENTRY Unresolved Work Queue: --Select a value-- 0

Please select Decedent's Origin - No, not Spanish/Hispanic/Latin

Unresolved	HISPANIC ORIGIN	DECEDENT'S RACE?
Demographic 1	<input checked="" type="checkbox"/> No, Not Spanish/Hispanic/Latino	<input checked="" type="checkbox"/> White
Demographic 2	<input type="checkbox"/> Yes, Mexican/Mexican-American/Chicano	<input type="checkbox"/> Black or African-American
Demographic 3	<input type="checkbox"/> Yes, Puerto Rican	<input type="checkbox"/> American Indian or Alaska Native (Name of the enrolled or principal tribe)
Demographic 4	<input type="checkbox"/> Yes, Cuban	<input type="checkbox"/> Asian Indian
Demographic 5	<input type="checkbox"/> Yes, Other Spanish/Hispanic/Latino(Specify)	<input type="checkbox"/> Chinese
Medical 1	<input type="checkbox"/> Refused	<input type="checkbox"/> Filipino
Medical 2	<input type="checkbox"/> Not Obtainable	<input type="checkbox"/> Japanese
Medical 3		<input type="checkbox"/> Korean
Medical 4		<input type="checkbox"/> Vietnamese
Comments		<input type="checkbox"/> Other Asian(Specify)
ACTIVITY:		<input type="checkbox"/> Native Hawaiian

Click Demographic 5, enter information and tab to resolve all fields. Make sure the County is correct for all addresses. If the wrong County is designated as the County of Death, the record will be sent to the wrong County and the correct County won't be able to see the record. Verify the name and address of all cemeteries. Click the green magnifying glass to search for the funeral facility.

The screenshot shows the 'GENERAL DATA ENTRY' form. The 'PLACE OF DEATH' section includes fields for Type of Place (DECEDENT'S HOME), Street Number (234), Street Name (SOUTH AVENUE), and County (DEKALB). The 'METHOD OF DISPOSITION' section includes Method (BURIAL) and Place of Disposition (Specified) (JOHN BAPTIST CHURCH CEM). A red arrow points to the 'Facility Name' dropdown menu in the 'NAME AND ADDRESS OF FUNERAL FACILITY' section.

11. Enter the name of the Funeral Home and click **Search** to find it in the table. Click **OK**.

The screenshot shows a search dialog box titled 'Search Funeral Facility'. The 'Facility Name' field contains 'JOHNSON'. Below the input field is a table of search results. A red arrow points to the 'Facility Name' input field, and another red arrow points to the 'OK' button.

Name Of Facility	Street Number	Pre-Direction	Street Name	Street Type	Post-Direction	State/Country	County
JOHNSON AND SON FUNERAL HOME			249 SOUTH MAIN			GEORGIA	TERRELL
JOHNSON CHAPEL CEMETERY			JOHNSON CHAPE			GEORGIA	JENKINS
JOHNSON FUNERAL HOME			427 N MAIN ST			GEORGIA	EMANUEL
JOHNSON FUNERAL HOME	2800	NORTH	SKYLAND	DRIVE	SOUTH	GEORGIA	DEKALB
JOHNSON MEMORIAL CHAPEL			P O BOX 403 1646			GEORGIA	MCDUFFIE
OTHER						GEORGIA	BARTOW

12. If you pick a Funeral Service Licensee and there is no Funeral Director name showing, you can select **Add New** from the drop-down list.

The screenshot shows a web browser window titled "General Data Entry - Internet Explorer" with the URL "https://gaverstraining.dph.ga.gov/GAUI/Death/GUI/General%20Data%20Entry/GeneralDataEntry.aspx#4". The form is divided into several sections:

- Comments:** Includes "ACTIVITY:" with "JOHNSON FUNERAL HOME" and "Updating Record".
- NAME AND ADDRESS OF FUNERAL FACILITY:** Fields include "Filing On Behalf:", "Facility Name:" (JOHNSON FUNERAL HOME), "Facility Name(Other):", "Street Number:" (2600), "Pre Direction:" (NORTH), "Street Name:" (SKYLAND), "Street Type:" (DRIVE), "Post Direction:" (SOUTH), "State/Country:" (GEORGIA), "City/Town:" (ATLANTA), "Zip:" (30319), "Zip Ext:", "Funeral Service Licensee:" (dropdown menu), "Funeral Service Licensee (Other):", "License Number:", "Additional Funeral Service Provider:", and "Date Verified:".
- EMBALMER INFORMATION:** Fields include "First Name:", "Middle Name:", "Last Name:", and "E2 4C number:".

A red arrow points to the "Funeral Service Licensee" dropdown menu, which is currently open and shows the option "-Add New-".

 Note: This triggers the Add On The Fly (AOF) table. Someone at the State will verify the Funeral Director information and will add the name to the permanent Funeral Director's table.

13. If you don't know the Funeral Director's email address, enter gaversdeath@dhr.state.ga.us and Vital Records will change it at a later time. Click **OK**.

14. As a County, you can tab through the **Date Verified** field. Enter the **E2 4C number** which is the embalming license number. Click **Save**.

15. 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**.

The screenshot shows a web browser window titled "General Data Entry - Internet Explorer" with the URL "https://gaverstraining.dph.ga.gov/GAU/Death/GUI/General%20Data%20Entry/GeneralDataEntry.aspx#5". The page has a yellow header with the text "Please select Pronouncer type". On the left is a navigation menu with tabs: "Unresolved", "Demographic 1", "Demographic 2", "Demographic 3", "Demographic 4", "Demographic 5", "Medical 1" (selected), "Medical 2", "Medical 3", "Medical 4", and "Comments". Below the tabs are sections for "ACTIVITY:", "Pronouncer Type: --Select a value--", "Field Status: Unresolved", and "Actions: Updating Record". The main content area is divided into sections: "MRN AND DECEDENT'S PRESUMED NAME" with fields for Medical Record No., Middle Name, Generational ID, First Name (MICHAEL), Last Name (CORCORAN), and Prefix; "DATE AND TIME OF DEATH" with Date Of Death Type (ACTUAL DATE OF DEATH), Date Of Death (07/25/2014), Time Of Death (08:00), and AM/PM (AM); "PRONOUNCER INFORMATION" with Pronouncer (dropdown), Middle Name, Last Name, License Number, and Date Signed by Pronouncer; and "DATE AND TIME PRONOUNCED DEAD" with Time Pronounced Dead (dropdown) and AM/PM (dropdown). A red arrow points to the "Time Pronounced Dead" dropdown. At the bottom are "Previous", "Save", and "Next" buttons.

16. 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/GAUI/Death/GUI/General%20Data%20Entry/GeneralDataEntry.aspx#6
 Please 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

ACTIVITY:
 Enter the chain of events - that caused the death
 Field Status: Unresolved
 Action: Updating Record

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

Alzheimer's Disease
 Blood Alcohol Content field (BAC Value)
 Diabetes
 Obesity

Asthma
 Dementia
 Hypertension
 Prescription Drug (Opioid) Overdose

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:

17. 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**.

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

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

Any Injury Information To Report:
 --Select a value--
 YES
 NO
 UNKNOWN

Date of Injury:
 AM/PM:

WHAT SAFETY DEVICE(S) DID DECEDENT USE/EMPLOY

Seat Belt
 Child Safety Seat
 Helmet
 Air Bag
 None
 Unknown

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:

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

Describe how injury occurred:

TRANSPORTATION INJURY INFORMATION

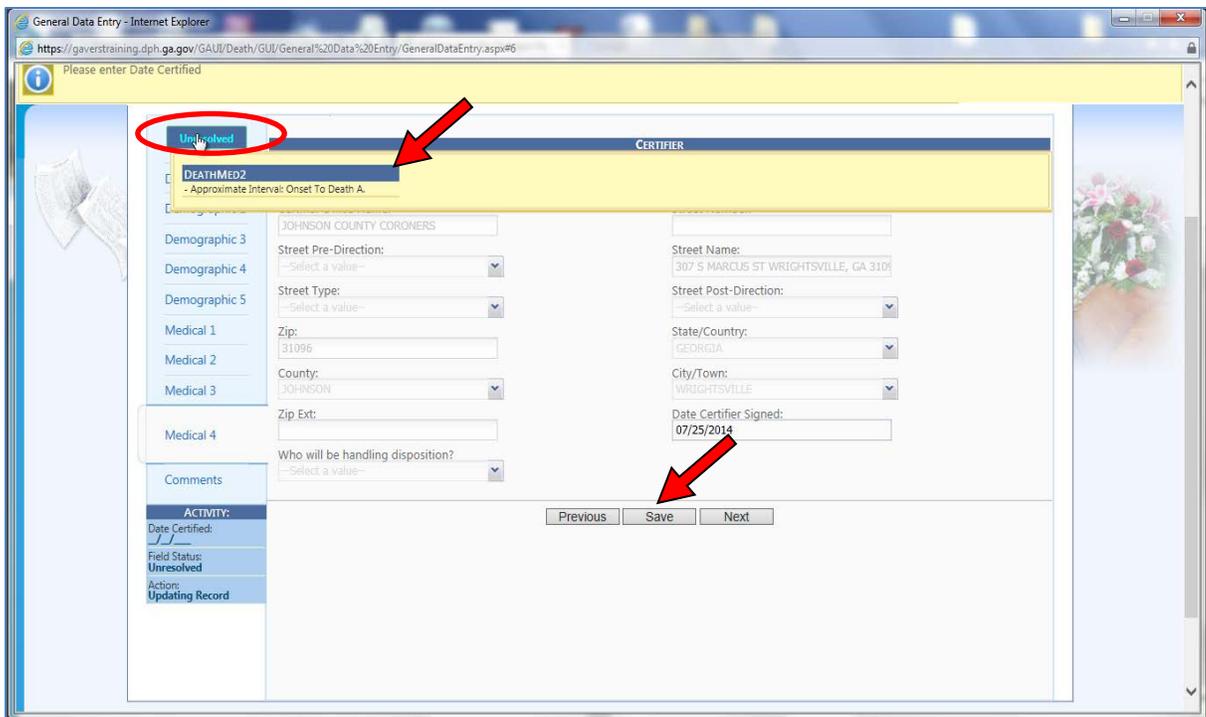
Was injury related to a transportation accident: --Select a value--
 Decedent's Role In Transportation Injury: --Select a value--
 (Specify):

Previous Save Next

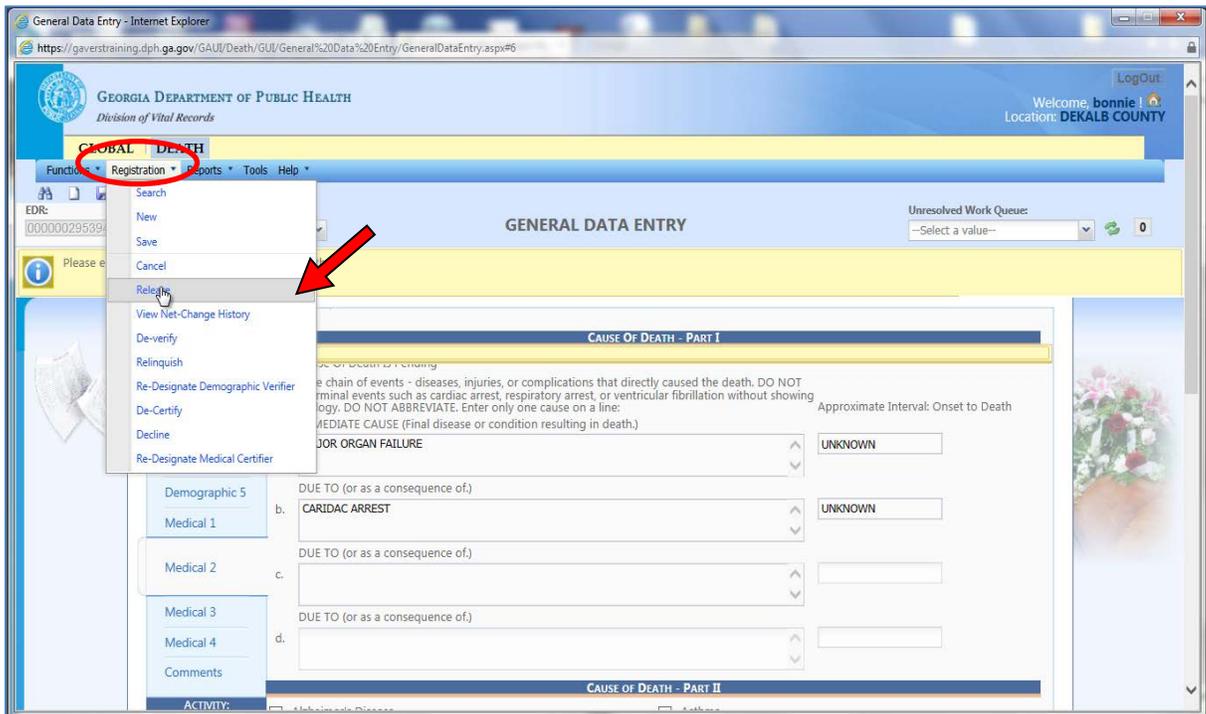
18. Click the Medical 4 Tab and identify the Medical Certifier if the Funeral Home has not already done so. Look at the fax or document the Funeral Home delivered to you and enter the date that the certifier signed. Click **Save**.

The screenshot shows a web browser window titled "General Data Entry - Internet Explorer" with the URL "https://gaverstraining.dph.ga.gov/GAUI/Death/GUI/General%20Data%20Entry/GeneralDataEntry.aspx#6". The page has a yellow header with the message "Please select Certifier Type". On the left, a navigation menu shows tabs for Demographic 1 through 5, Medical 1 through 4, and Comments. The "Medical 4" tab is selected. The main content area is titled "CERTIFIER" and contains several fields: "Certifier Type" (a dropdown menu with options: CERTIFYING PHYSICIAN, CORONER, MEDICAL EXAMINER, PRONOUNCING AND CERTIFYING PHYSICIA...), "Certifier Name" (a dropdown menu), "Street Number", "Street Name", "Street Post-Direction" (a dropdown menu), "State/Country" (a dropdown menu), "City/Town" (a dropdown menu), "Date Certifier Signed" (a date input field highlighted in yellow), and "Who will be handling disposition?" (a dropdown menu). At the bottom of the form are "Previous", "Save", and "Next" buttons. Two red arrows point to the "Certifier Type" dropdown and the "Date Certifier Signed" field.

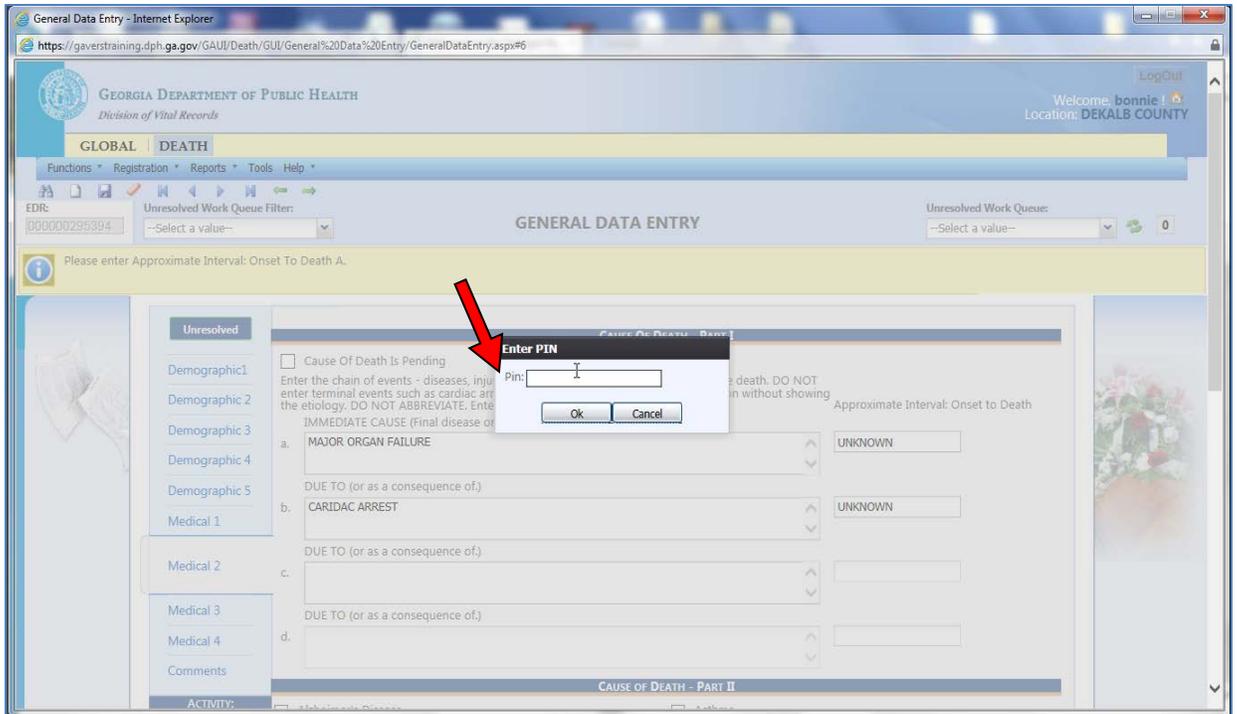
19. Click the **Unresolved** button (just above Demographic 1 Tab) to validate that you have entered all required information. If you have unresolved fields, the system will display the fields that you need to resolve. (See example below.) Click the link to go to that field in the worksheet, make the correction, and click **Save**.



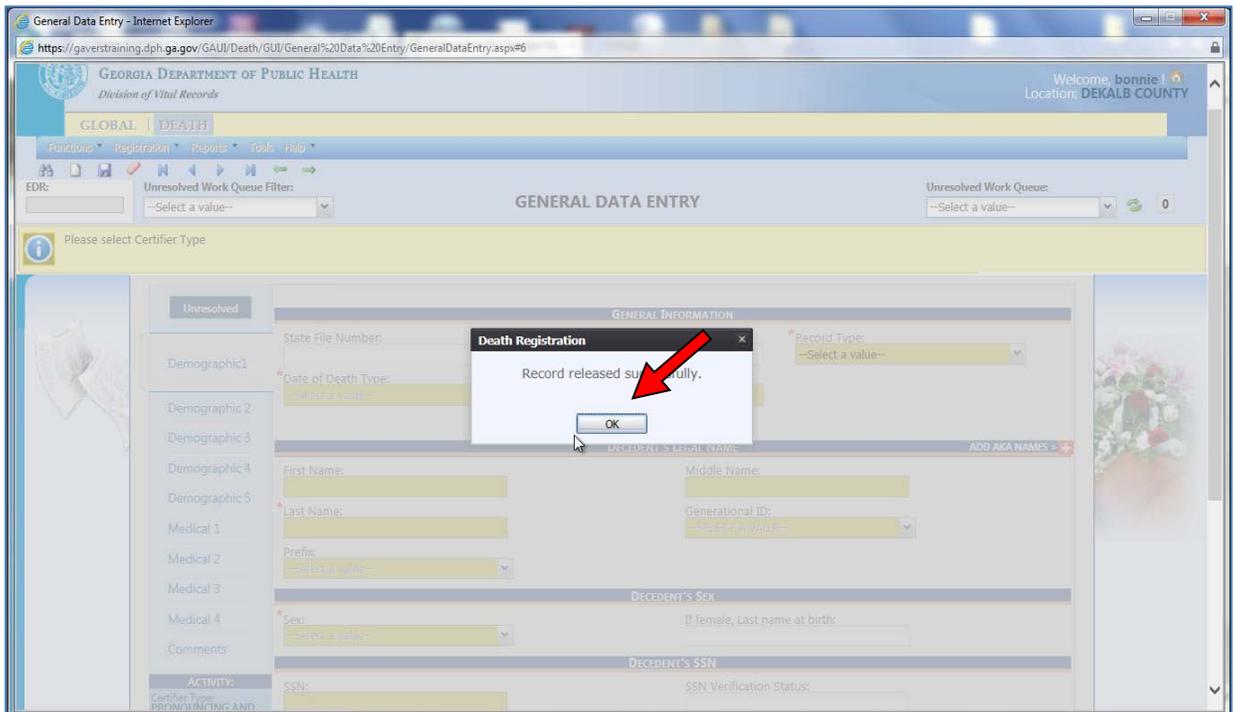
20. Click the Registration menu and select Release to release the record.



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



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



This record is registered.