Entering a Death Record

Easy Reference Guide

County Office

(Long Form)

Version 2.00

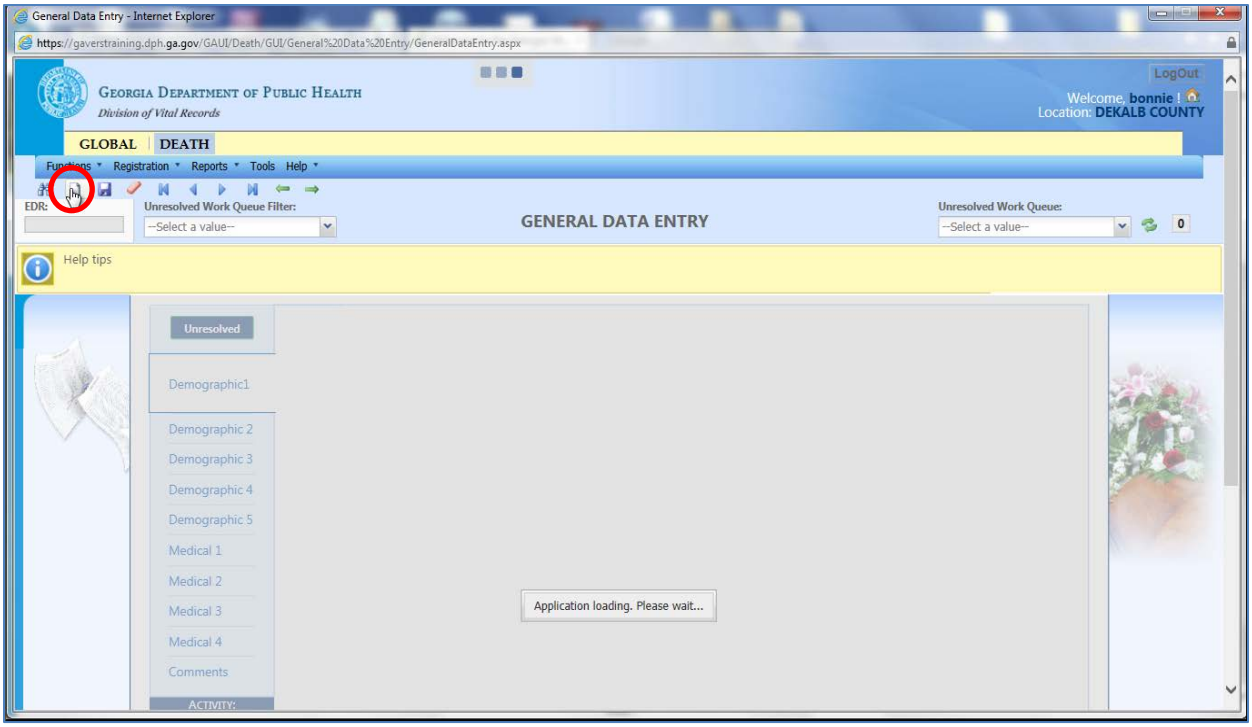
Last Updated: 1-12-2016

Enter a Death Record – Long Form

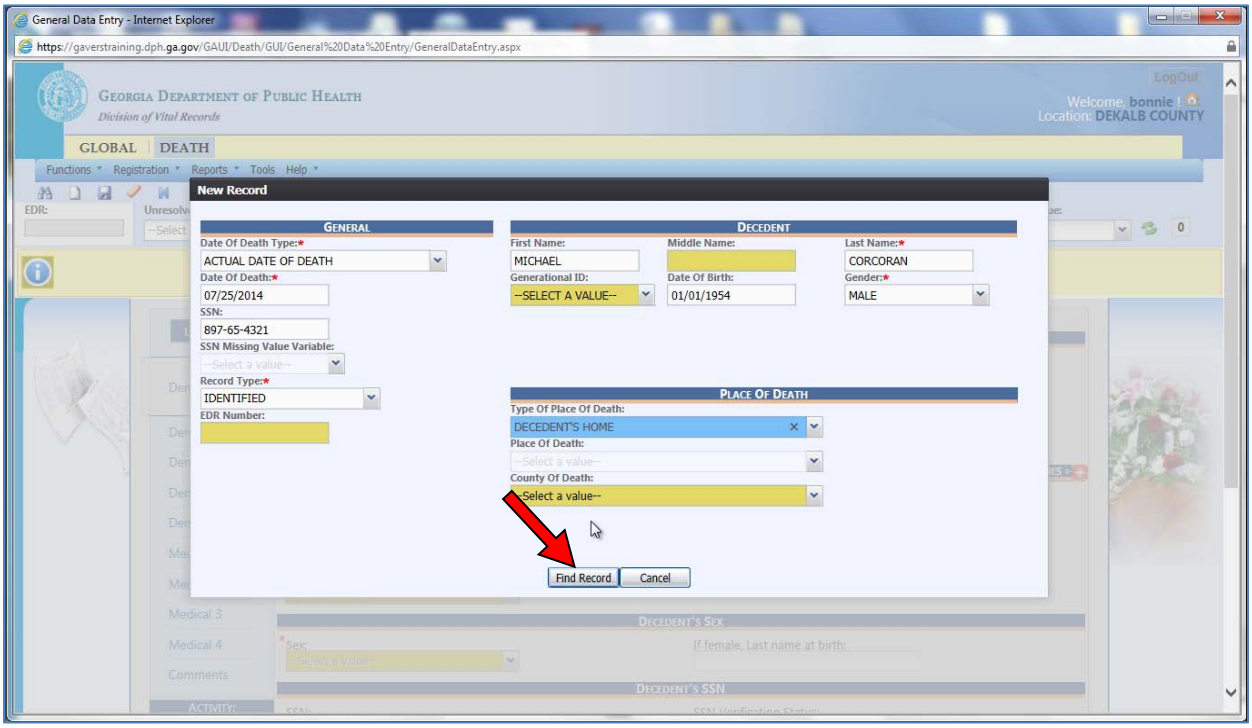
Complete a Record from Start to Finish (Long Form)

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.**

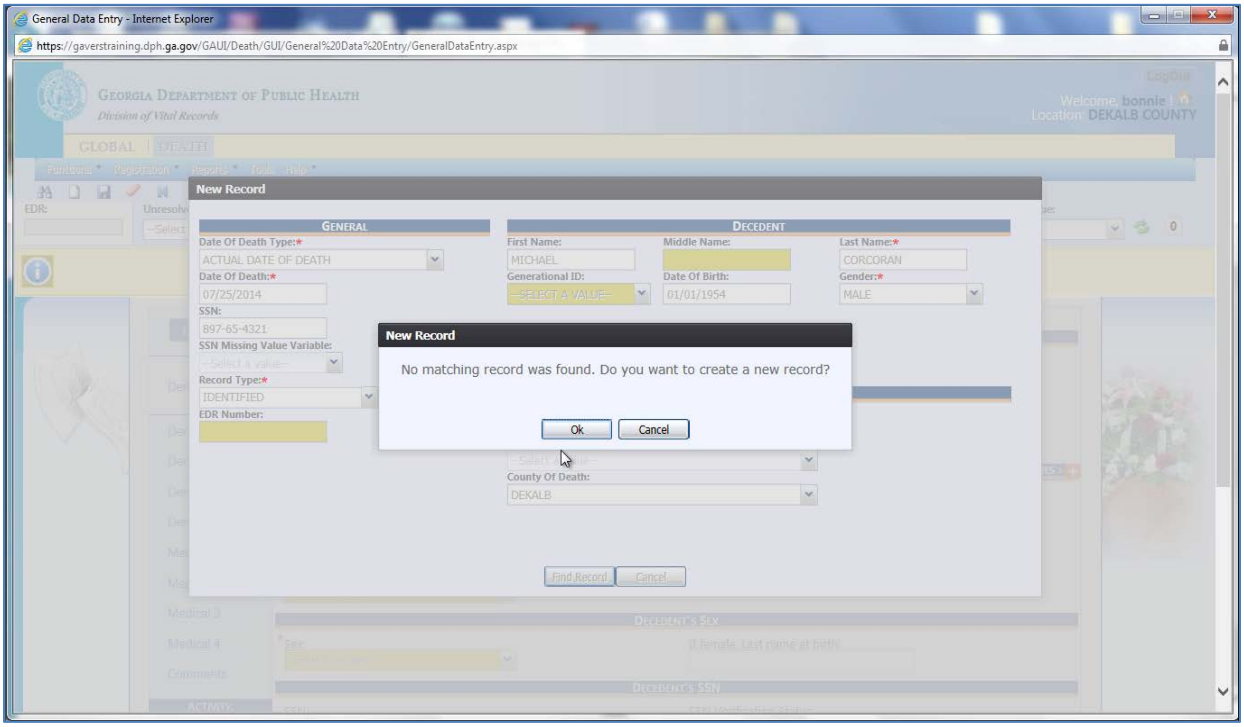
3. Click the white paper icon to start a new record. The worksheet displays but it is disabled until you select or create a record.



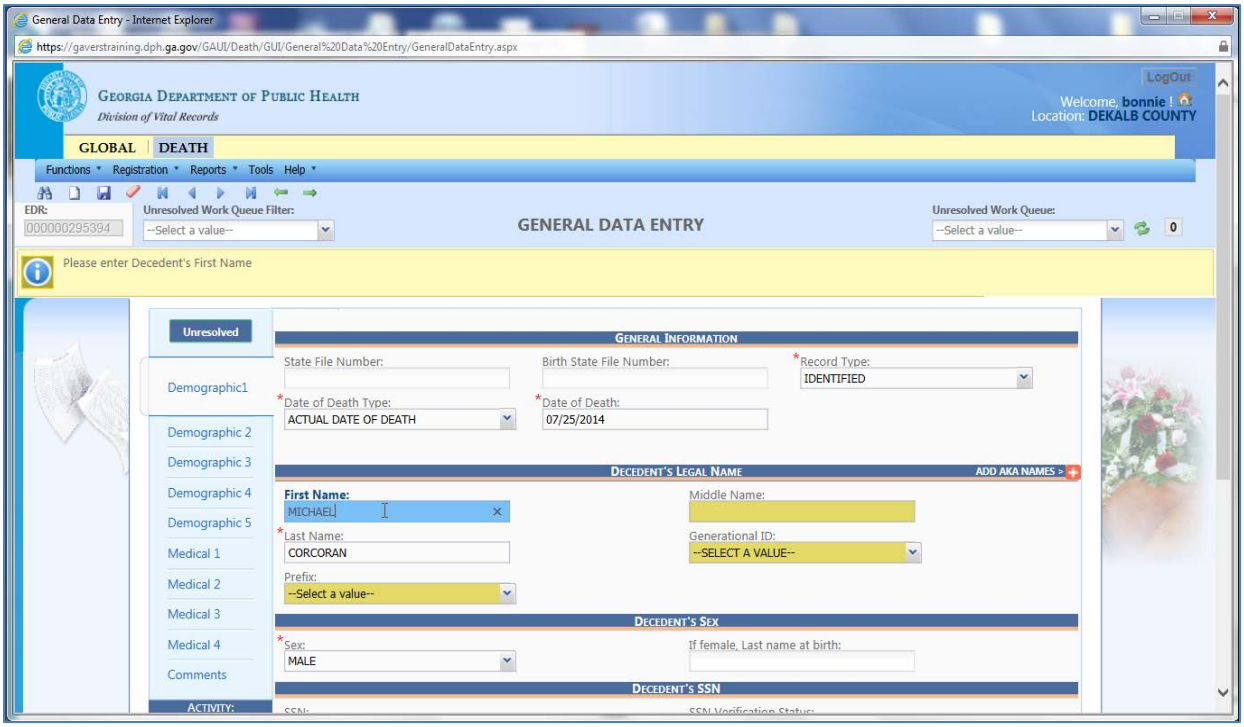
4. A New Record screen displays. Tab through all fields and enter information. Click the **Find Record** button.



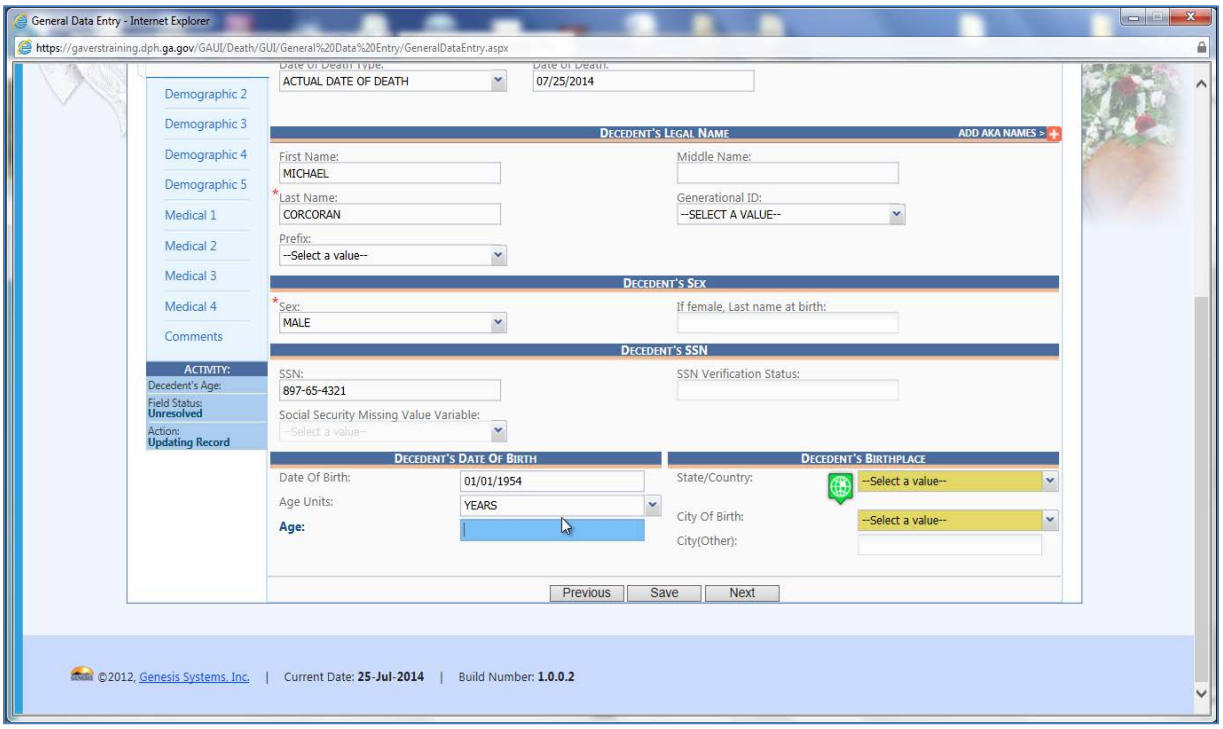
5. GAVERS searches the database to see if there is a duplicate record. Click **OK**.



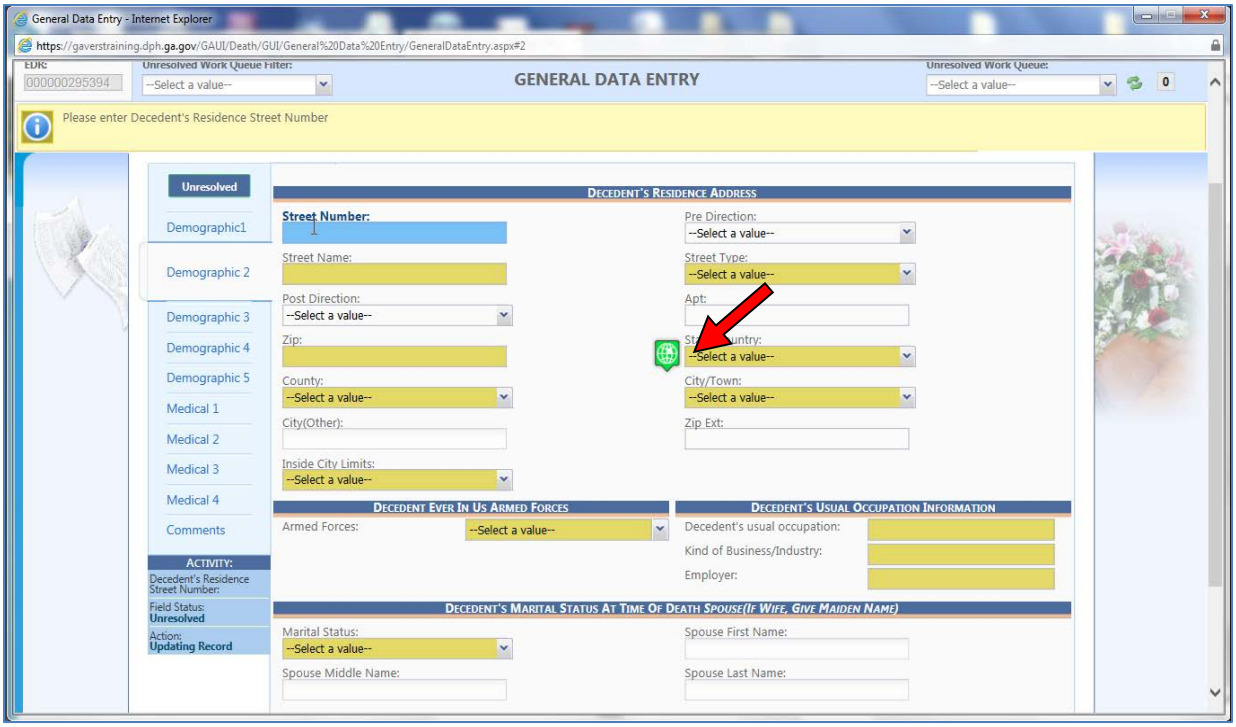
6. The General Data Entry worksheet is now enabled and you are on Demographic 1 tab. You will need to tab through all fields even if the information is not required (e.g. middle name). If you skip any field, the system will ask you if you want to leave the field blank. Resolve all yellow fields until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



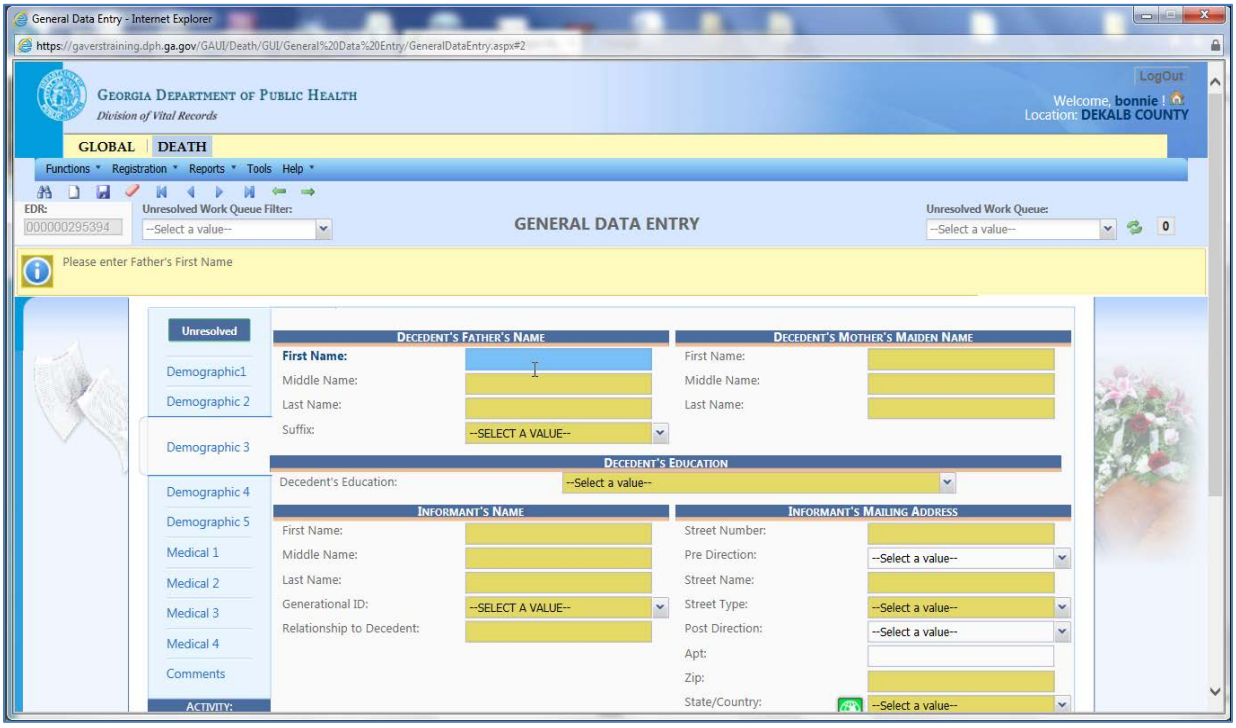
7. On Demographics 1 tab, enter the decedent's date of birth and age. (GAVERS does not calculate age but will display a warning message if you enter the wrong age.) If you click the green globe, when you pick the birthplace, you will only get US cities and foreign countries. You will need to manually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



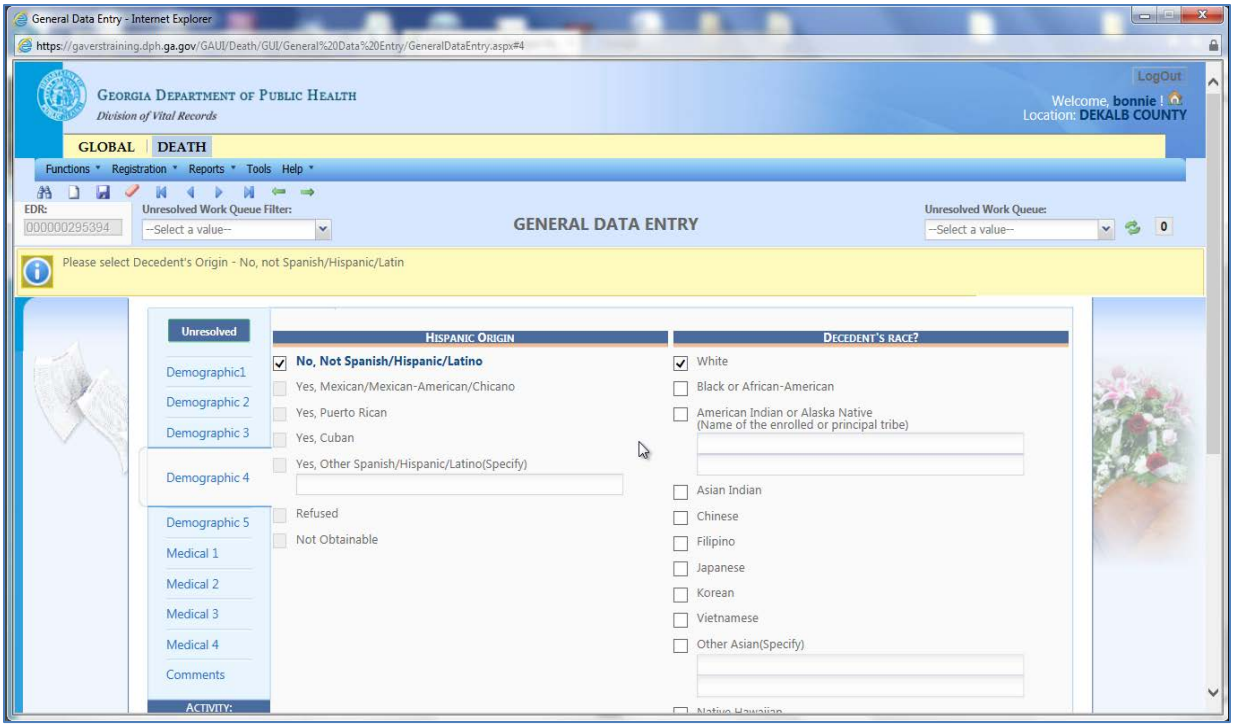
8. Click Demographic 2 and enter all fields. When you tab in a field, enter the first letter of what you are searching for, and the system will show the first item it finds with that letter. Click **Save**.



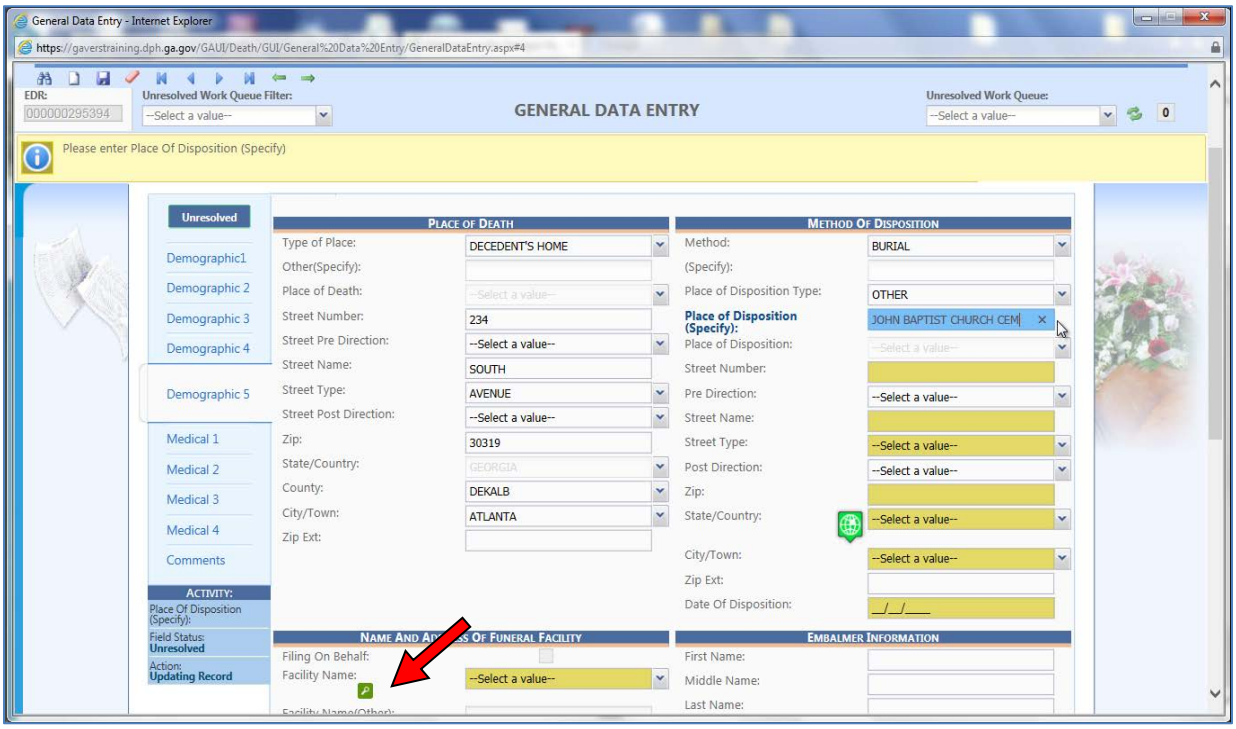
9. Click Demographic 3, enter information and tab to resolve all fields. Click **Save**.



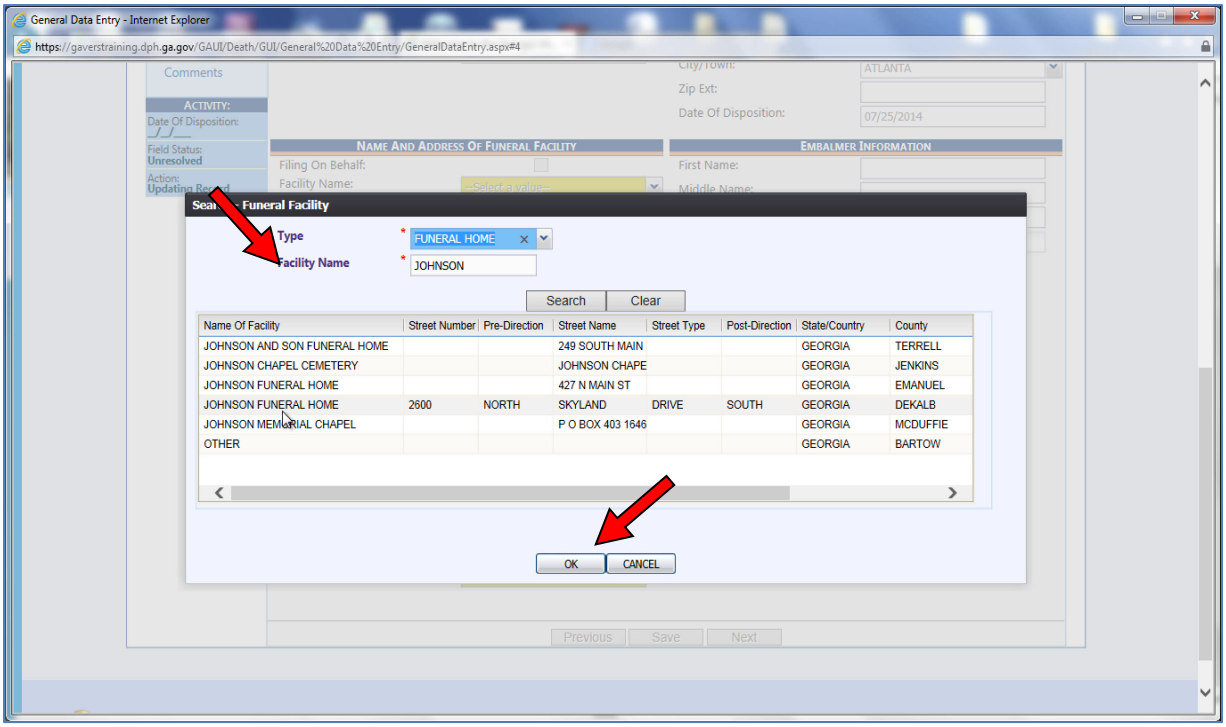
10. Click Demographic 4, enter information and tab to resolve all fields. Click **Save**.


General Data Entry - Internet Explorer
https://gaverstraining.dph.ga.gov/GAUI/Death/GUI/General%20Data%20Entry/GeneralDataEntry.aspx#4
GEORGIA DEPARTMENT OF PUBLIC HEALTH
Division of Vital Records
LogOut
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
Demographic1
Demographic 2
Demographic 3
Demographic 4
Demographic 5
Medical 1
Medical 2
Medical 3
Medical 4
Comments
ACTIVITY:
HISPANIC ORIGIN
No, Not Spanish/Hispanic/Latino
Yes, Mexican/Mexican-American/Chicano
Yes, Puerto Rican
Yes, Cuban
Yes, Other Spanish/Hispanic/Latino(Specify)
Refused
Not Obtainable
DECEDENT'S RACE?
White
Black or African-American
American Indian or Alaska Native
(Name of the enrolled or principal tribe)
Asian Indian
Chinese
Filipino
Japanese
Korean
Vietnamese
Other Asian(Specify)

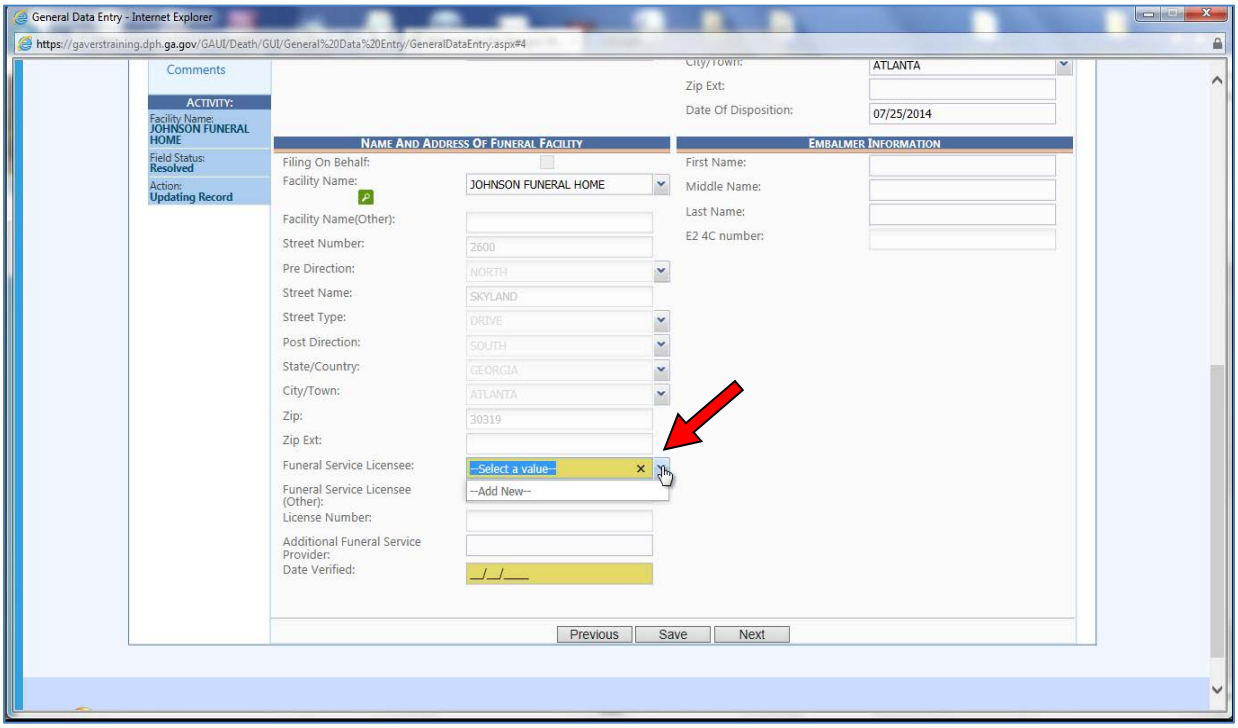
Click Demographic 5, enter information and tab to resolve all fields. Make sure the County is correct for all addresses. If the wrong County is designated as the County of Death, the record will be sent to the wrong County and the correct County won't be able to see the record. Verify the name and address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



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

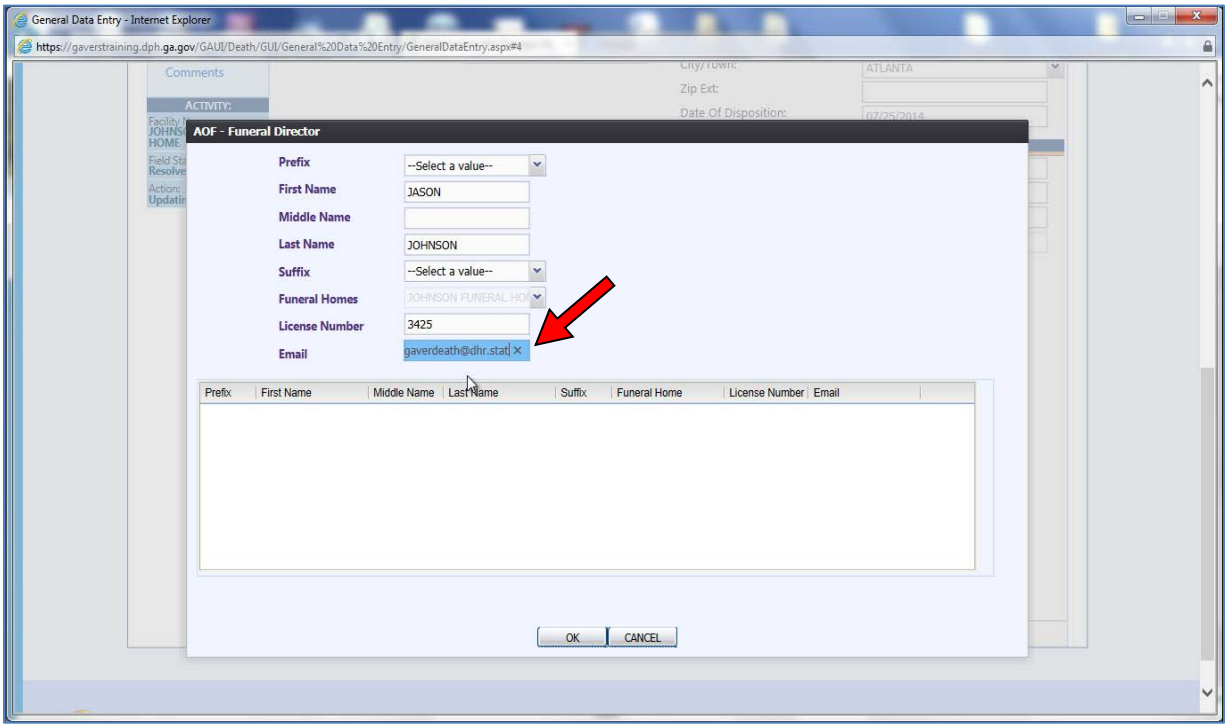


12. If you pick a Funeral Service Licensee and there is no Funeral Director name showing, you can select **Add New** from the drop-down list.

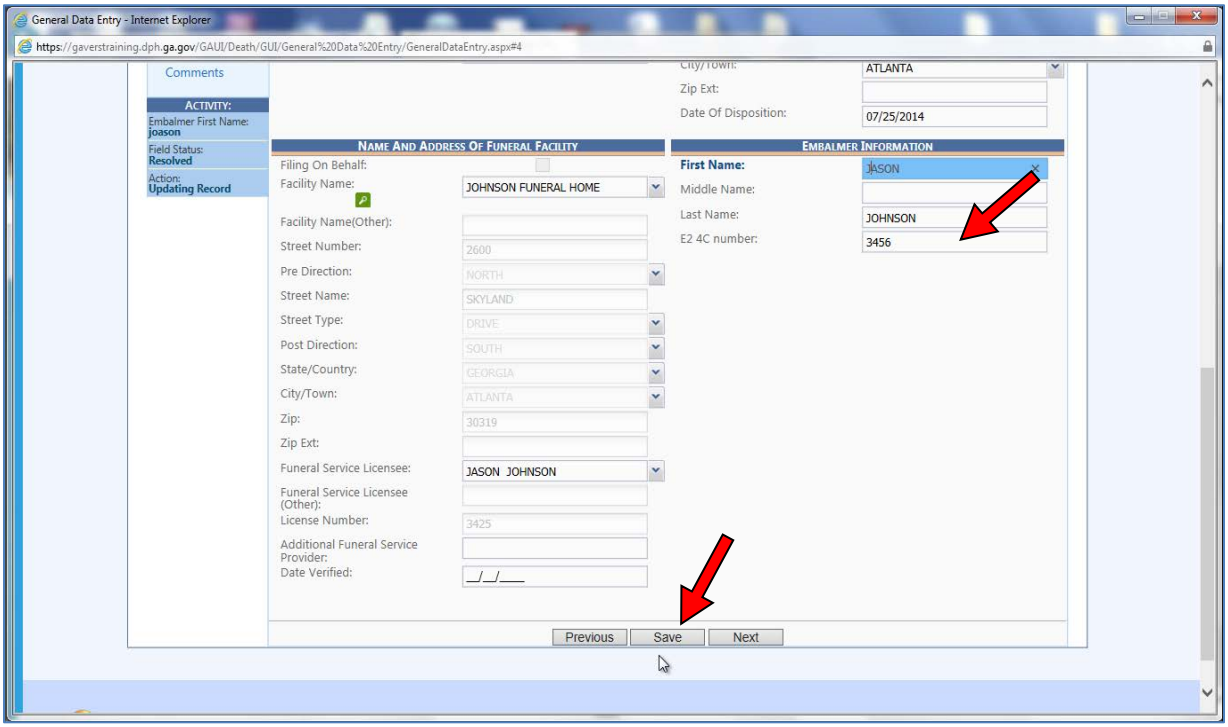


Note: This triggers the Add On The Fly (AOF) table. Someone at the State will verify the Funeral Director information and will add the name to the permanent Funeral Director's table.

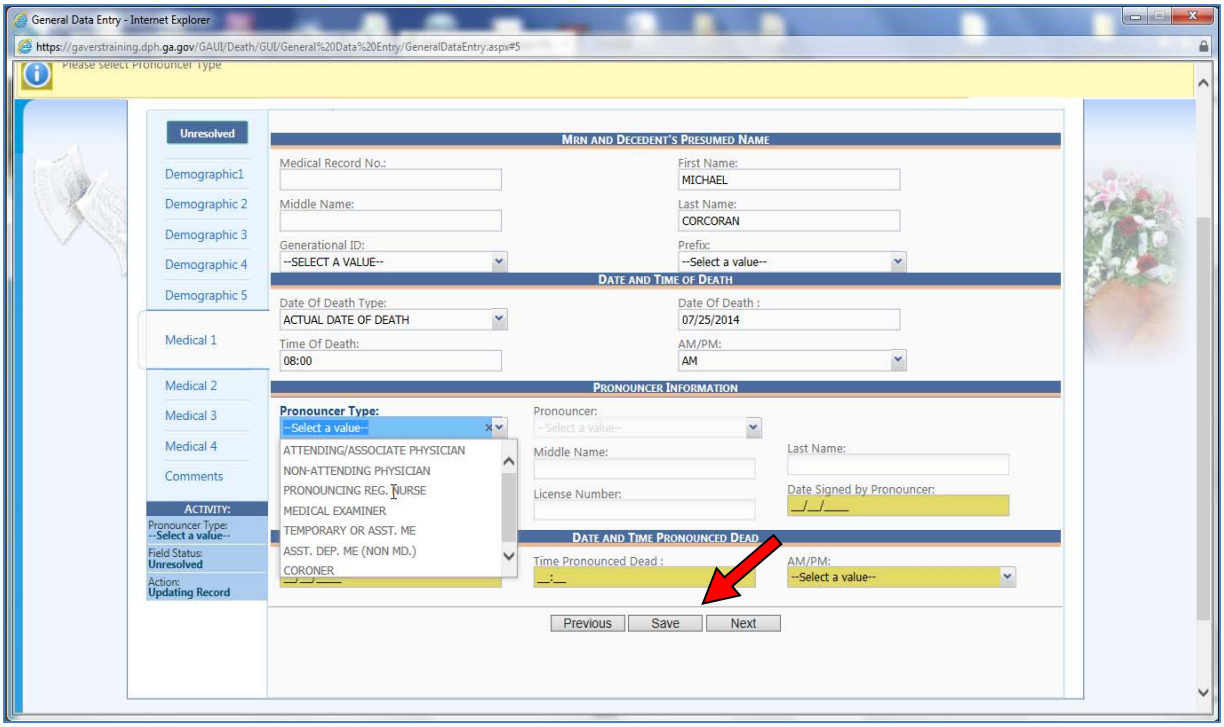
13. If you don't know the Funeral Director's email address, enter gaversdeath@dhr.state.ga.us and Vital Records will change it at a later time. Click **OK**.



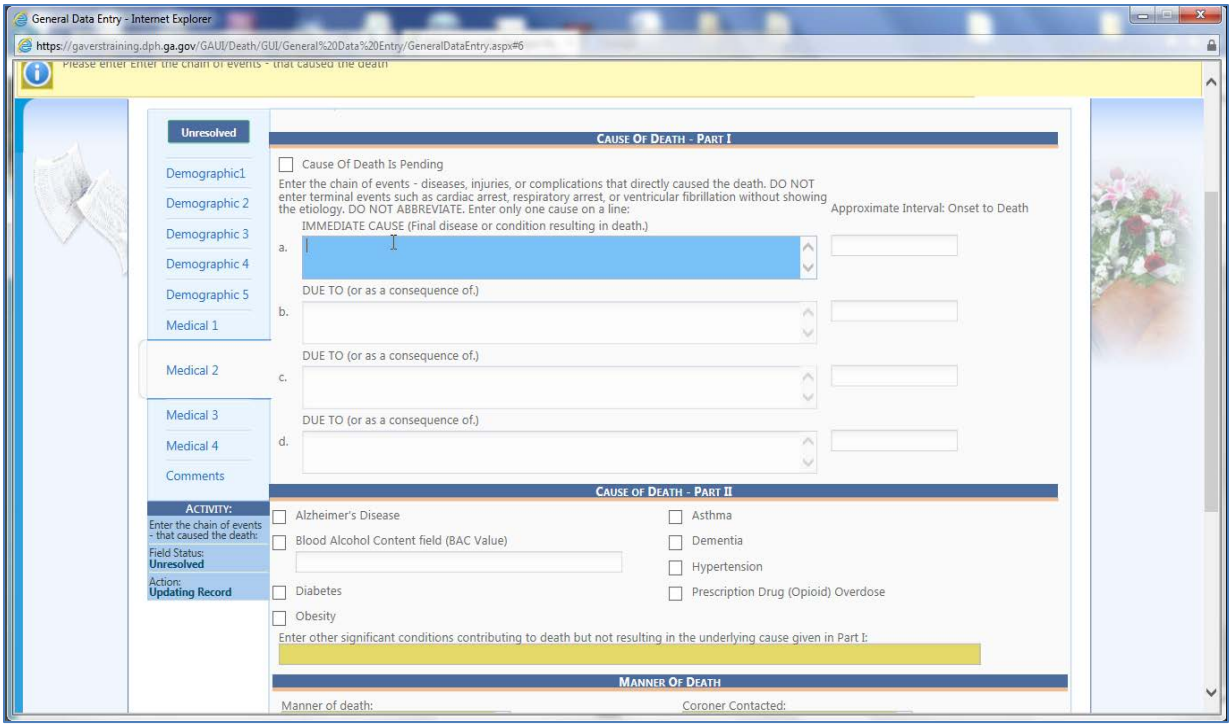
14. As a County, you can tab through the **Date Verified** field. Enter the **E2 4C number** which is the embalming license number. Click **Save**.



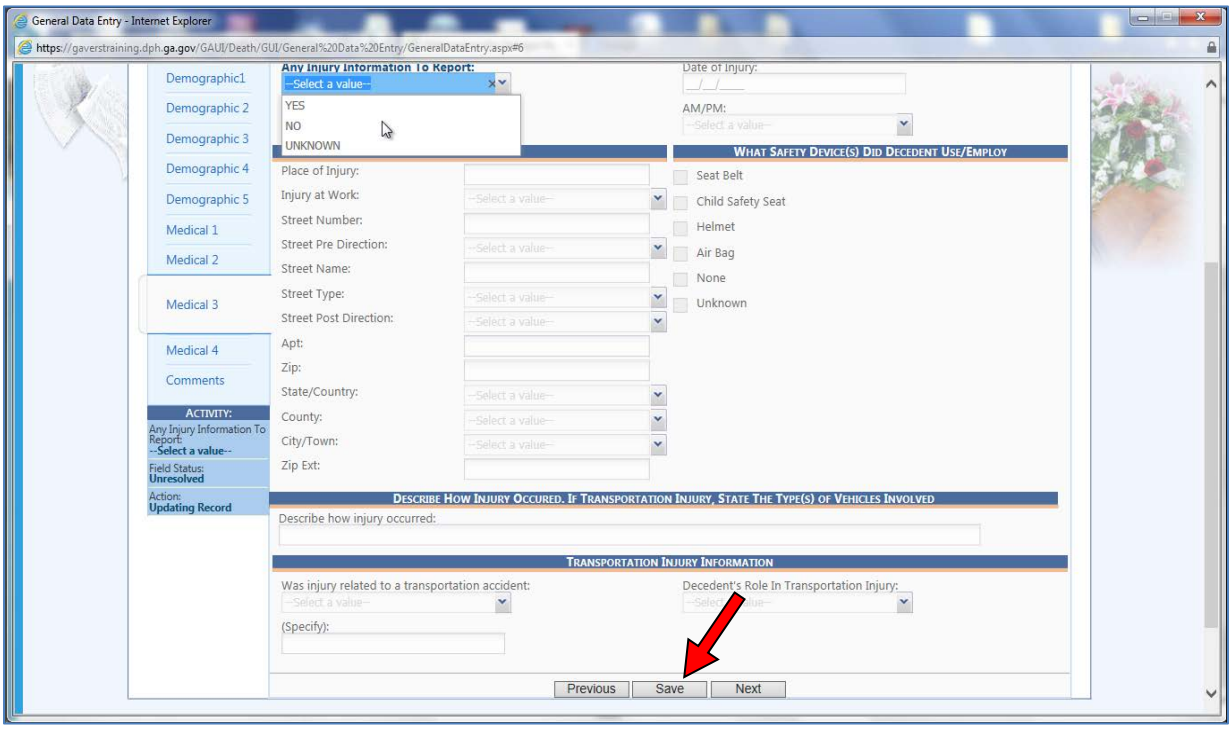
15. Click the Medical 1 Tab and review the Pronouncer Information section. Compare it to the information that the Funeral Home faxed or delivered to you. Tab through to resolve all fields and click **Save**.



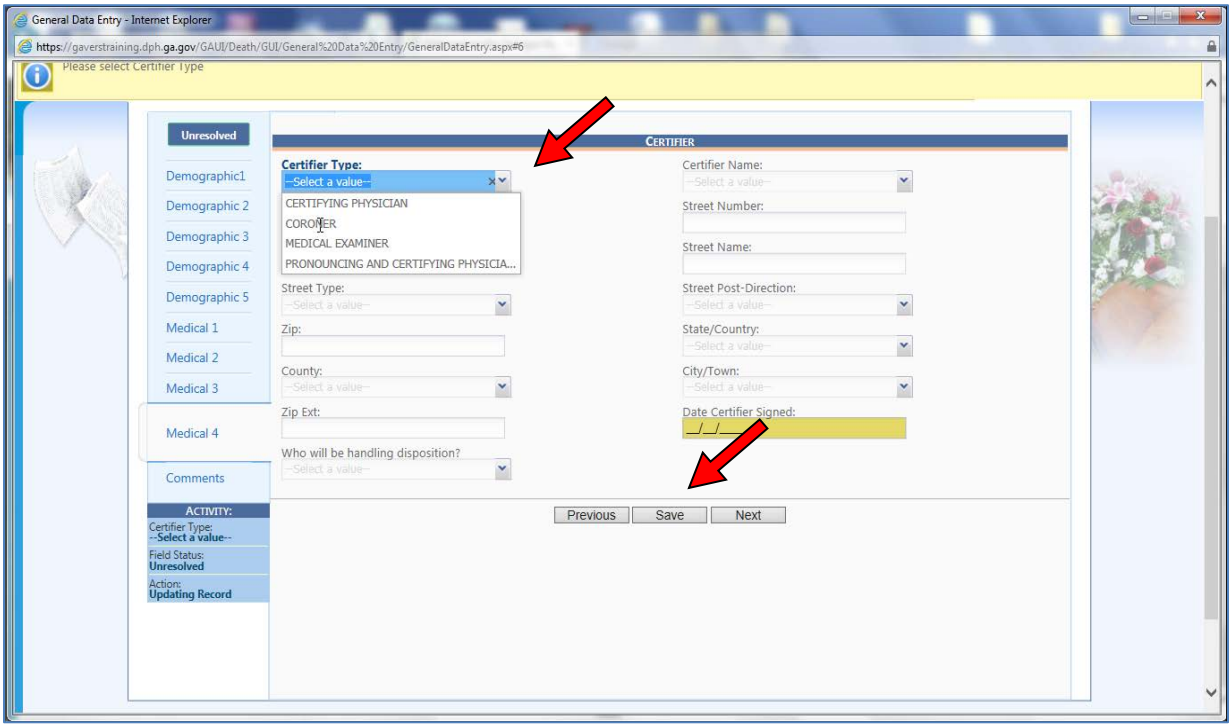
16. Click the Medical 2 Tab and enter in the Cause of Death. Put in exactly what is on the paper. If you can't read it, call the Funeral Home to verify the information. Resolve all fields and click **Save**.



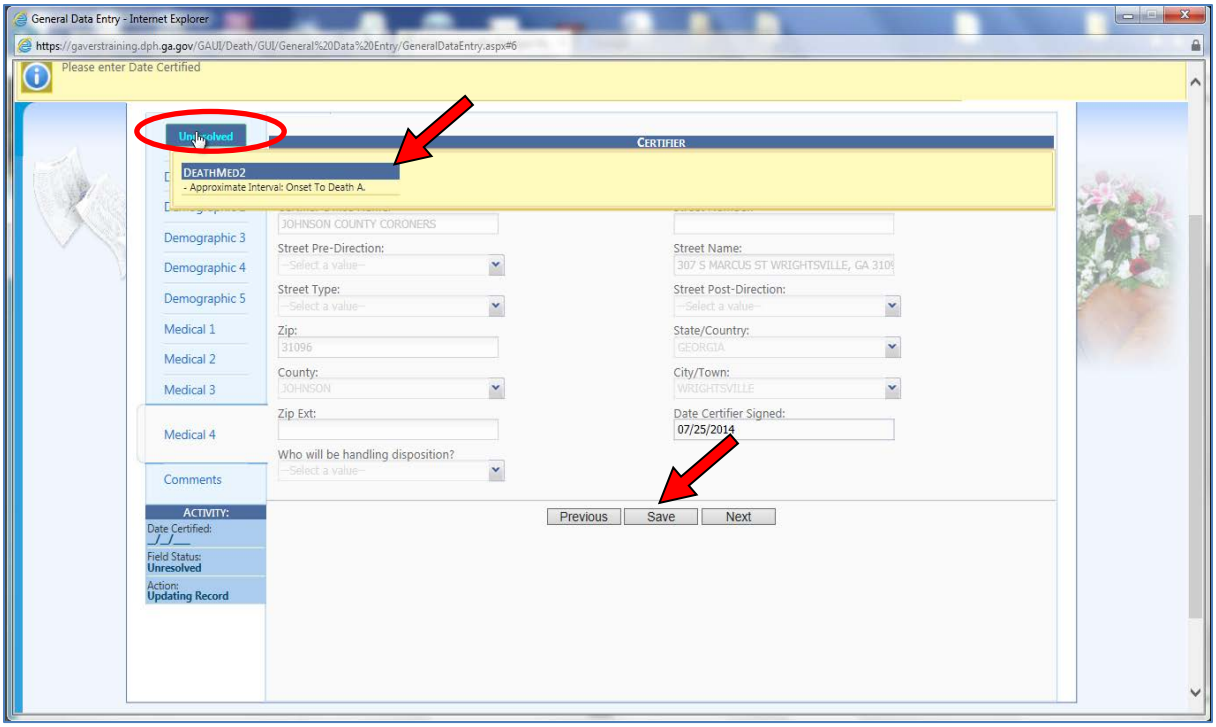
17. Click the Medical 3 Tab and identify if there was an accident involved. Select "No" if there was no accident and the fields will be disabled. Select "Yes" if there was an accident. It is probably a Coroner's case and you will need to enter the accident information. Click **Save**.



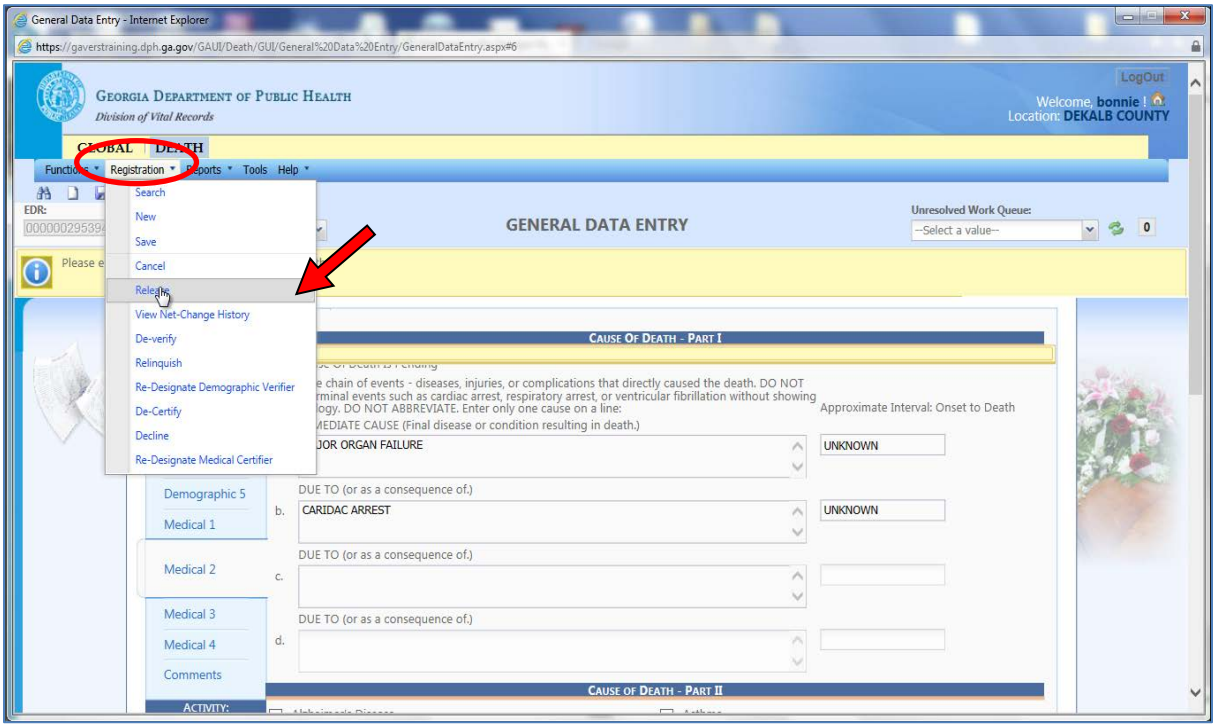
18. Click the Medical 4 Tab and identify the Medical Certifier if the Funeral Home has not already done so. Look at the fax or document the Funeral Home delivered to you and enter the date that the certifier signed. Click **Save**.



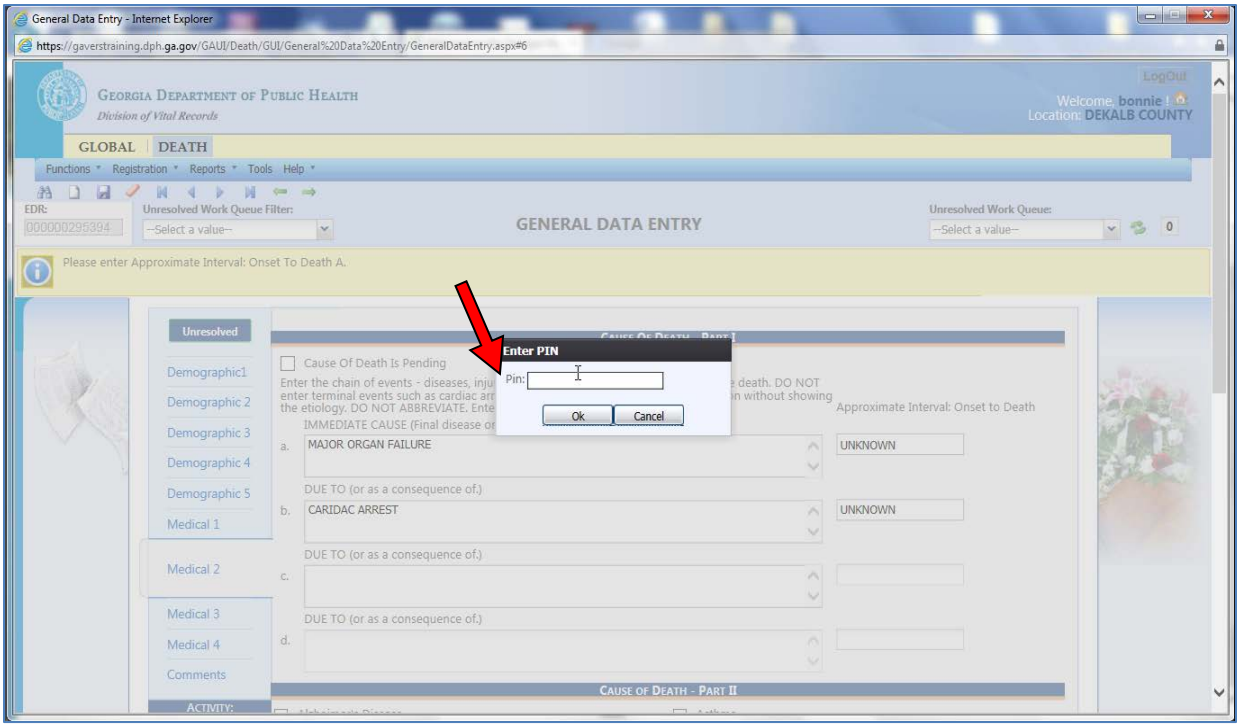
19. Click the **Unresolved** button (just above Demographic 1 Tab) to validate that you have entered all required information. If you have unresolved fields, the system will display the fields that you need to resolve. (See example below.) Click the link to go to that field in the worksheet, make the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



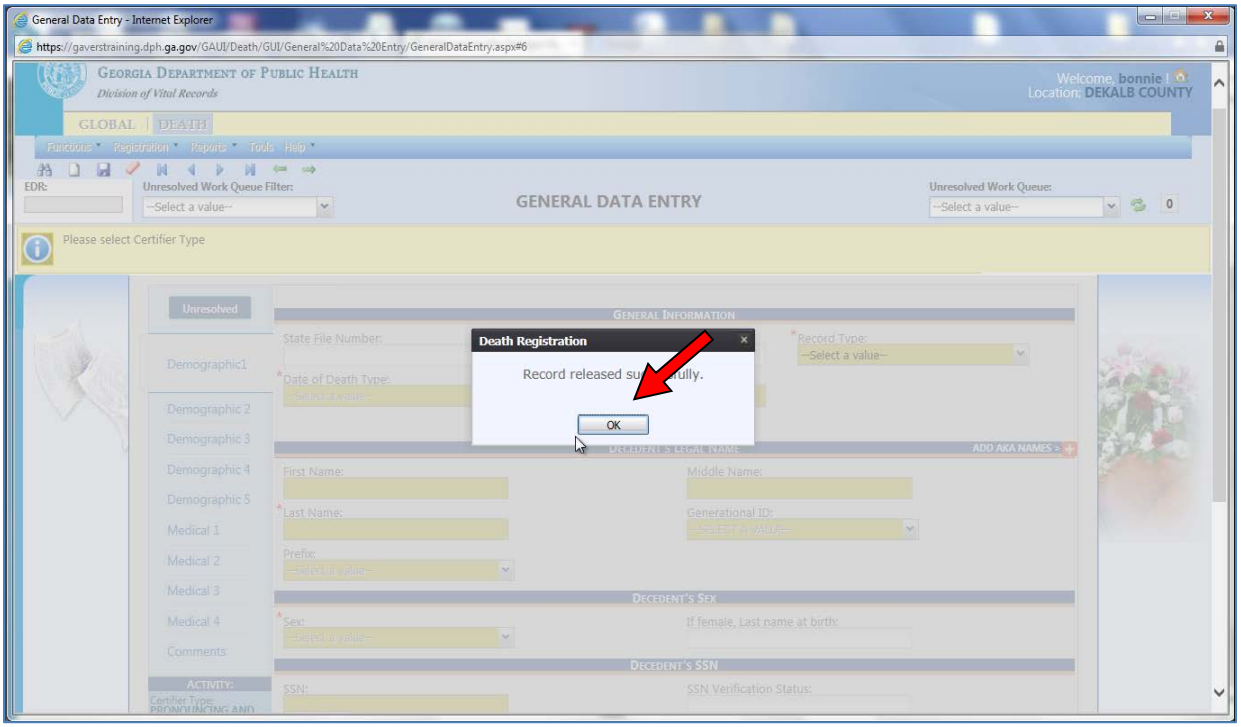
20. Click the Registration menu and select Release to release the record.



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.