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.
4. 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.

5. 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.

6. **IMPORTANT:** Click **Save** and then Click **Next** or Medical 2 tab to move to the next page.
7. 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.

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

9. 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.

![Image of the Medical 3 tab interface]

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.

13. Go to the **Registration** menu and choose **Medical Certification**. It will give you a synopsis of the decedent.
14. Click **Preview** to view the death record, save, and/or print it, if desired. **TIP:** Proofread your entries here.

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

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.