

Entering a Fetal Death Record



Easy Reference Guide




Enter a Fetal Death Record

Directions:

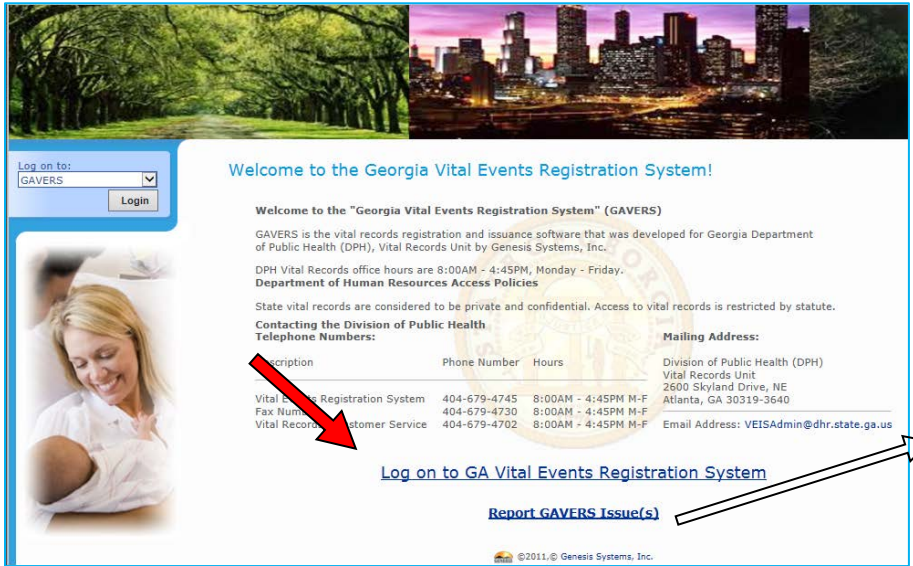
Follow these directions to enter a **Fetal Death Record** using Georgia Vital Events Registration System (GAVERS).


Log in and open the **“Fetal Death Module.”** Here’s how...

1. Type <https://gavers.dph.ga.gov/Welcome.htm> into your browser (to get to the internet).

 Notice the W in the word, **Welcome**, is capitalized.

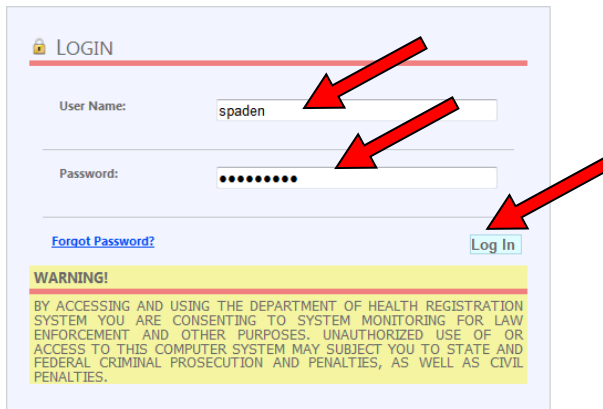
What happens? The Welcome Page appears. (See image below.)



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

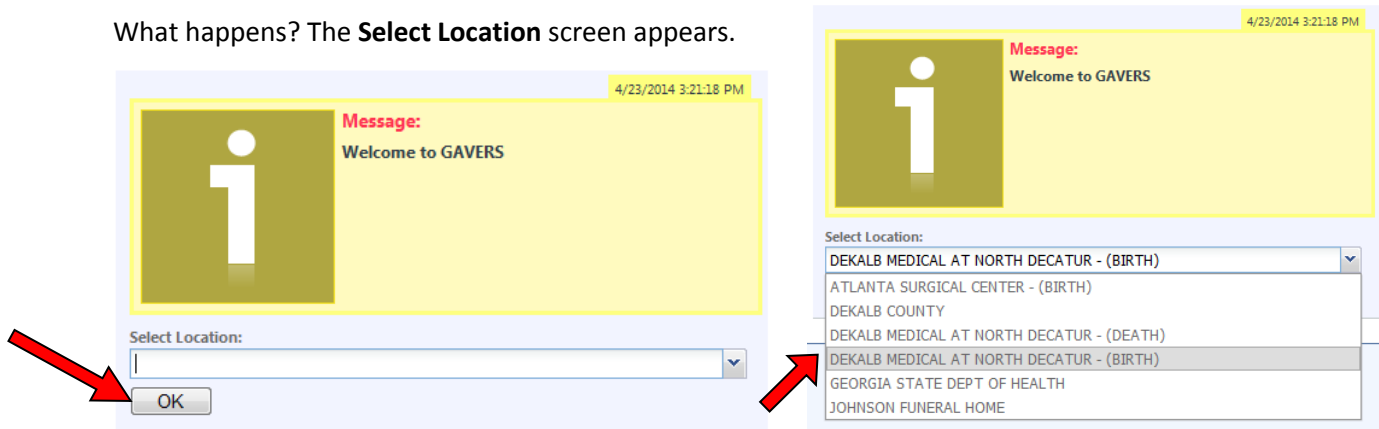
2. Click **Log on to GA Vital Events Registration System** at the bottom of the screen. **Option:** You can also log on at the top of the screen where you see the **Login** button.

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



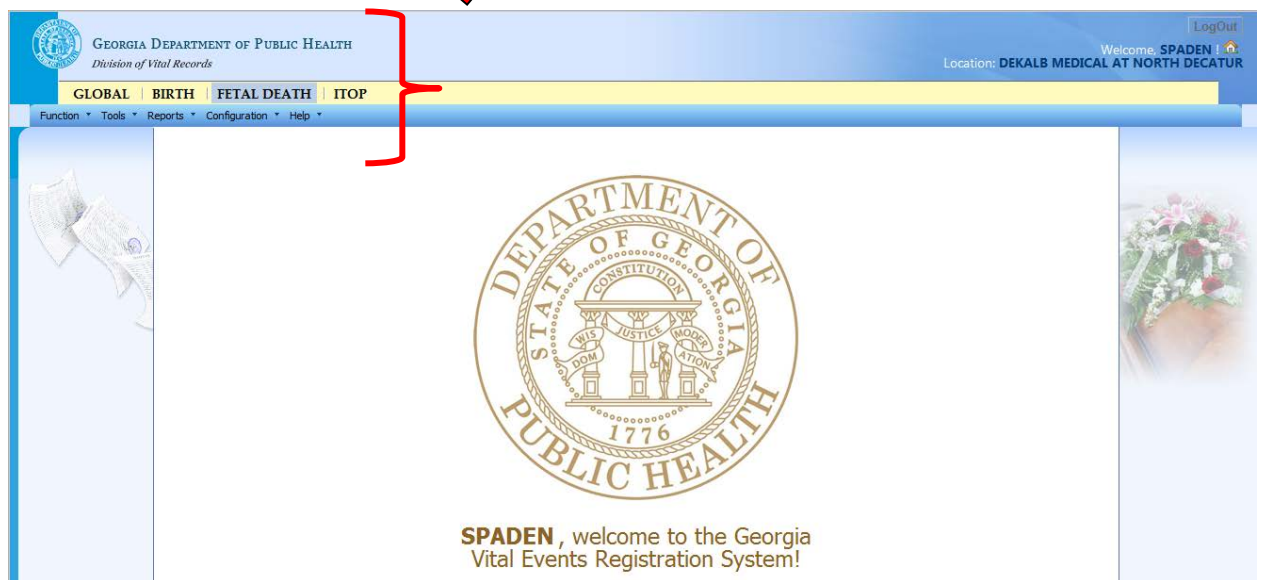
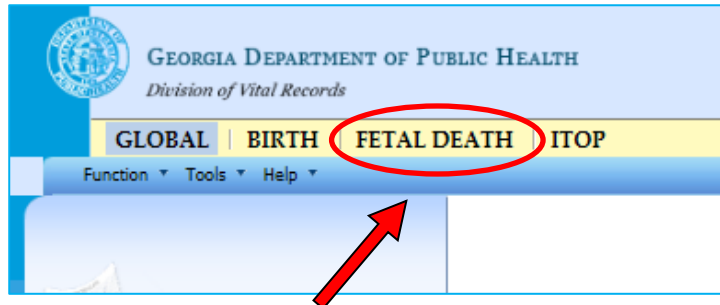
3. Enter your **User Name**.
4. Enter your **Password** (NOT your PIN).
5. Click the **Log In** button.

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



6. Click the dropdown arrow and select your Facility. (**NOTE:** Pick your facility with the word (Birth), when entering Birth Records and Fetal Death.) 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 with upper and lower case letters, 9 characters in length including the symbol #, @, or ?)



- Click the **Fetal Death** tab at the top of the screen (shown with a red circle).
- Click the **dropdown arrow** next to Function and click **Fetal Death Registration**.



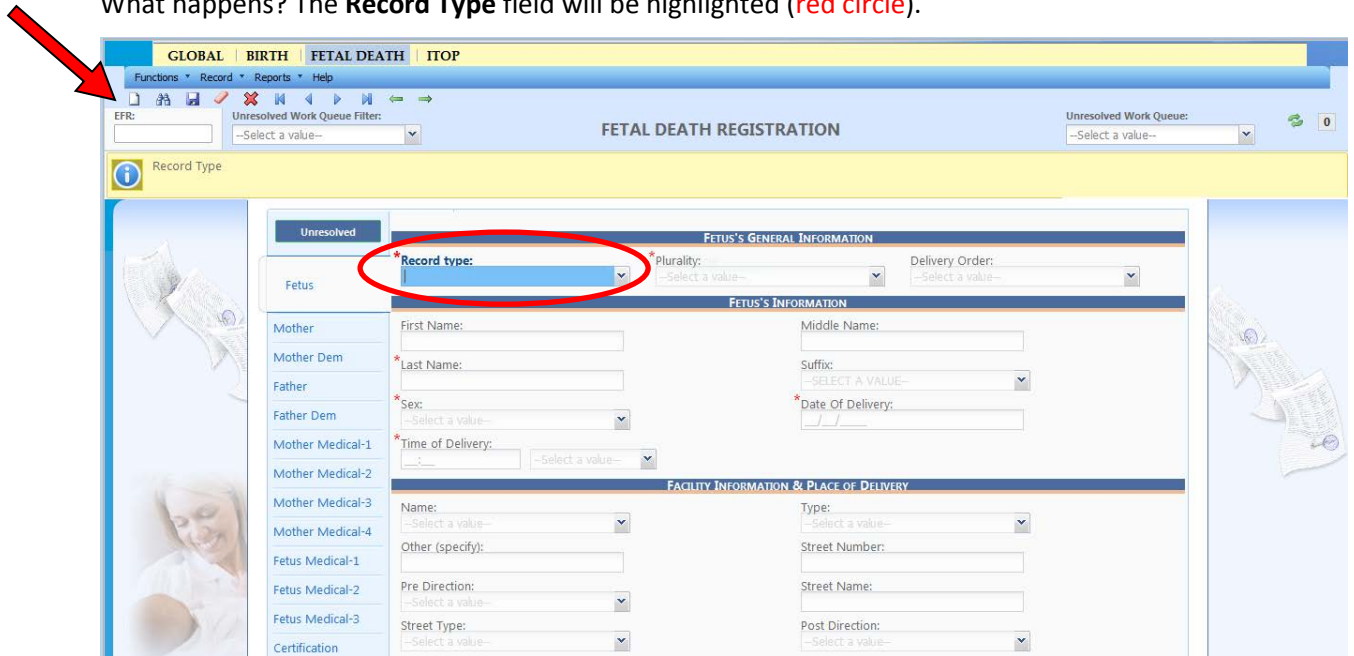
What happens? The **Fetal Death Registration Screen** appears (See below).

- Notice that this screen is where you'll enter information about the Fetus (**red arrows**) and the Facility (**green arrow**) where the baby was born.
- Notice the fields with red * next to them which are required fields.
- Notice the red bracket } down the left side of the image below showing the names of the Tabs (or screens) where you will enter information from the Fetal Death Worksheet.

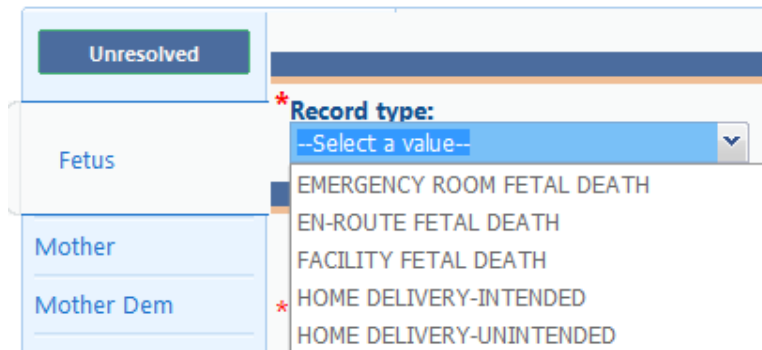
Complete the **Fetus** and **Facility** parts of the Fetal Death Record. Here's how...

1. Select the **New** button (arrow below).

What happens? The **Record Type** field will be highlighted (red circle).



2. Click the Record Type dropdown arrow and choose the appropriate Record Type.



3. After you select a **Record Type**, GAVERS displays the following screen to validate the state of the Fetus. Answer all questions and click **OK**.

Fetal Death Registration

Answer the questions below regardless of the calculated or estimated gestational age of the fetus:

1. Did the fetus take a breath? Yes No

2. Was there pulsation of the umbilical cord? Yes No

3. Was there definite movement of voluntary muscles? Yes No

4. Select APGAR score

Enter calculated or estimated gestational age

OK

4. Select from the dropdown options for **Plurality**. For **multiple births or fetal deaths**, go to the **Helpful Tips** section at the end of this document to find directions for entering information.
5. **Tab** out of the **Plurality** field and complete the **Fetus Information** fields. (NOTE: You have to tab/touch each box to resolve the field. Fields marked with a **red asterisk*** are mandatory). When you are finished entering all the blanks, go to the bottom of the page and click **NEXT**.



By Georgia law, all fetal deaths should be registered within 3 days. If the Worksheet is not turned in by 3 days, you can register the child using **“Baby”** as the first name, **“Boy/Girl”** as the middle name and **Mother’s Last Name** as the last name.

6. Complete the **Facility Information and Place of Delivery** fields, clicking **Tab** to move from field to field.

| | | |
|------------------|---|---|
| Unresolved | FETUS'S GENERAL INFORMATION | |
| Fetus | * Record type: <input type="text" value="--Select a value--"/> | * Plurality: <input type="text" value="--Select a value--"/> |
| Mother | FETUS'S INFORMATION | |
| Mother Dem | First Name: <input type="text"/> | Middle Name: <input type="text"/> |
| Father | * Last Name: <input type="text"/> | Suffix: <input type="text" value="--SELECT A VALUE--"/> |
| Father Dem | * Sex: <input type="text" value="--Select a value--"/> | * Date Of Delivery: <input type="text" value="___/___/___"/> |
| Mother Medical-1 | * Time of Delivery: <input type="text" value="--Select a value--"/> | |
| Mother Medical-2 | FACILITY INFORMATION & PLACE OF DELIVERY | |
| Mother Medical-3 | Name: <input type="text" value="--Select a value--"/> | Type: <input type="text" value="--Select a value--"/> |
| Mother Medical-4 | Other (specify): <input type="text"/> | Street Number: <input type="text"/> |
| Fetus Medical-1 | Pre Direction: <input type="text" value="--Select a value--"/> | Street Name: <input type="text"/> |
| Fetus Medical-2 | Street Type: <input type="text" value="--Select a value--"/> | Post Direction: <input type="text" value="--Select a value--"/> |
| Fetus Medical-3 | Apt: <input type="text"/> | Zip: <input type="text"/> |
| Certification | State: <input type="text" value="--Select a value--"/> | County: <input type="text" value="--Select a value--"/> |
| Comments | City/Town: <input type="text" value="--Select a value--"/> | Zip Ext: <input type="text"/> |
| ACTIVITY: | | |
| Field Name: | | |
| Field Status: | | |
| Action: | | |
| Default Mode | | |

- Click **Next** at the bottom of the screen. (Please wait to save until after completing the second page.)

(NOTE: If you click **Save**, you will see a message telling you to complete the mother's name and other information on the second page before saving.) **Click OK.** (You will return to the Fetus screen where you can click **Next**.)

When clicking **Next**, what happens? The **Mother Tab** will appear.

Complete the fields on the **Mother Tab**. Here's how...

1. Tab through and complete the fields on the **Mother Tab**.



If **Signed Paternity Acknowledgement (PA)** status is shown on marital status, other fields regarding the PA will open.

| | | |
|-------------------|---|---|
| Unresolved | MOTHER'S CURRENT LEGAL NAME | |
| Fetus | * First Name: JOANN | Middle Name: |
| Mother | * Last Name: DOE | |
| Mother Dem | MOTHER'S NAME PRIOR TO FIRST MARRIAGE | |
| Father | First Name: JOANN | Middle Name: |
| Father Dem | * Last Name: DOE | |
| Mother Medical-1 | MOTHER'S INFORMATION | |
| Mother Medical-2 | * Date of birth: 03/27/1966 | Age at Child's Birth: 48 |
| Mother Medical-3 | Birth place (State in US, or Country if not US): GEORGIA | SSN: -_- -_- |
| Mother Medical-4 | Marital status: NOT MARRIED (PA) | Date Paternity Acknowledgment or Legitimation Signed: 04/01/2014 |
| Fetus Medical-1 | | |
| Fetus Medical-2 | | |

2. Click the **Save** button (at the lower part of the screen). What happens? The **message** shown below appears.

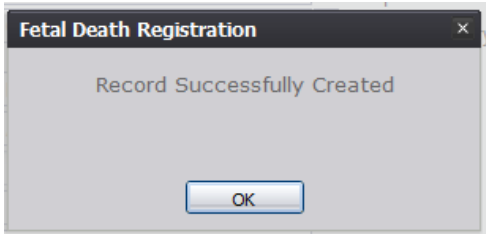
| MOTHER'S RESIDENCE ADDRESS INFORMATION | | MOTHER'S MAILING ADDRESS INFORMATION | |
|--|------------------------------|--|--------------------|
| Street Number: | 123 | <input checked="" type="checkbox"/> Same as Residence? | |
| Pre Direction: | --Select a value-- | Street Number: | 123 |
| Street Name: | PEACHTREE | Pre Direction: | --Select a value-- |
| Street Type: | STREET | Street Name: | PEACHTREE |
| Post Direction: | --Select a value-- | Street Type: | STREET |
| Apt: | | Post Direction: | --Select a value-- |
| Zip: | 30303 | Apt: | |
| State/Country: | GEORGIA | Zip: | 30303 |
| County: | | | |
| City/Town: | | | |
| City(Other): | | | |
| Zip Ext: | | | |
| Phone Number: | () - - | | |
| Inside City Limits: | YES | | |
| Residing at current residence For | Years: <input type="text"/> | | |
| | Months: <input type="text"/> | | |
| Previous | | Save | Next |

Fetal Death Registration

You are going to create a new record, are you sure you want to proceed?

Yes No

3. Click **Yes**. What happens? GAVERS will search for duplicate records.


| If... | Then... |
|--|---|
| A duplicate record is not found | You will see this message: <i>"Record Created Successfully"</i>  |
| A duplicate record is found | You will see this message: <i>"The information entered matches a duplicate record already created."</i> Click OK and follow the directions in Helpful Tips at the end of this document. |


4. Click OK and then click the **Next** button.


What happens? The **Mother Demographic Tab** will appear.

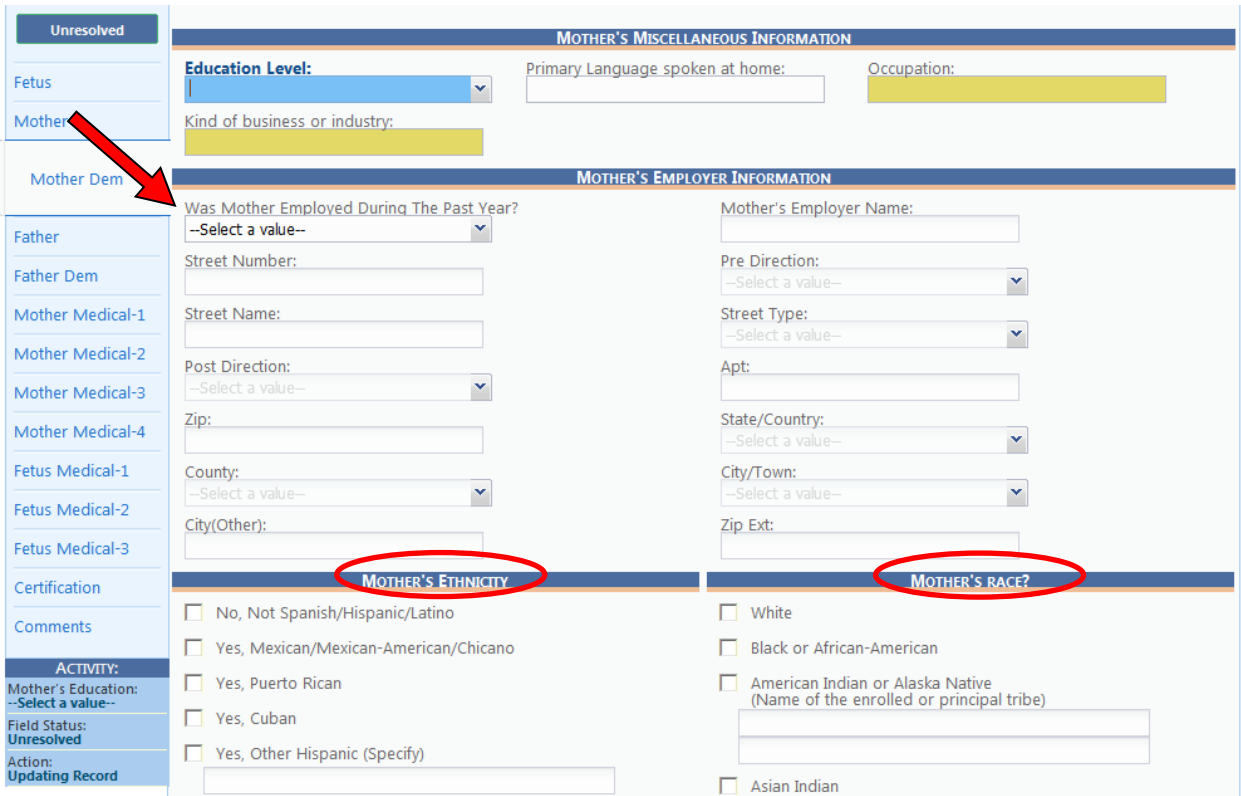
Complete the fields on the **Mother Demographic Tab**. Here's how...

1. Tab through and complete the fields on the **Mother Demographic Tab**.

 If the user selects **Yes** in the **Was Mother Employed During The Past Year** field, the remaining fields under the *Mother's Employer Information* section will become available and you will complete those fields.

 Select only one checkbox in the *Ethnicity* section.

 In the *Mother's Race* section, select the main two races. If you select more than two checkboxes, a window will appear and you will verify that you meant to select more than two races.



The screenshot shows the 'Mother Demographic Tab' selected in the left sidebar. The main content area is divided into sections: 'MOTHER'S MISCELLANEOUS INFORMATION', 'MOTHER'S EMPLOYER INFORMATION', 'MOTHER'S ETHNICITY', and 'MOTHER'S RACE?'. The 'MOTHER'S ETHNICITY' and 'MOTHER'S RACE?' sections are circled in red.

2. Click the **Save** button (Optional; saving is not required at the end of each page but saving is encouraged before breaks/or when there are other interruptions so that you don't lose your work).
3. Click the **Next** button.

What happens? The **Father Tab** will appear.

Complete the fields on the **Father Tab**. Here's how...

1. Tab through and complete the fields on the **Father Tab**.



If paternity is not identified on the record, the fields will remain blank. Click **NEXT** at the bottom of the page.

The screenshot shows a web form with a sidebar on the left and a main content area. The sidebar has a tab labeled 'Father' which is highlighted with a red arrow. The main content area is divided into several sections:

- FATHER'S LEGAL NAME**: Fields for First Name, Middle Name, Last Name, and Suffix (dropdown menu).
- FATHER'S INFORMATION**: Fields for Date of birth, Age, Birth place (dropdown menu with a globe icon), and SSN.
- FATHER'S RESIDENCE ADDRESS INFORMATION**: A checkbox for 'Same as Mother's Residence?', and fields for Pre Direction, Street Number, Street Name, Street Type, Post Direction, Apt., Zip, State/Country (dropdown menu with a globe icon), City/Town, City(Other), Zip Ext, and County (dropdown menu).


At the bottom of the form are three buttons: 'Previous', 'Save', and 'Next'.

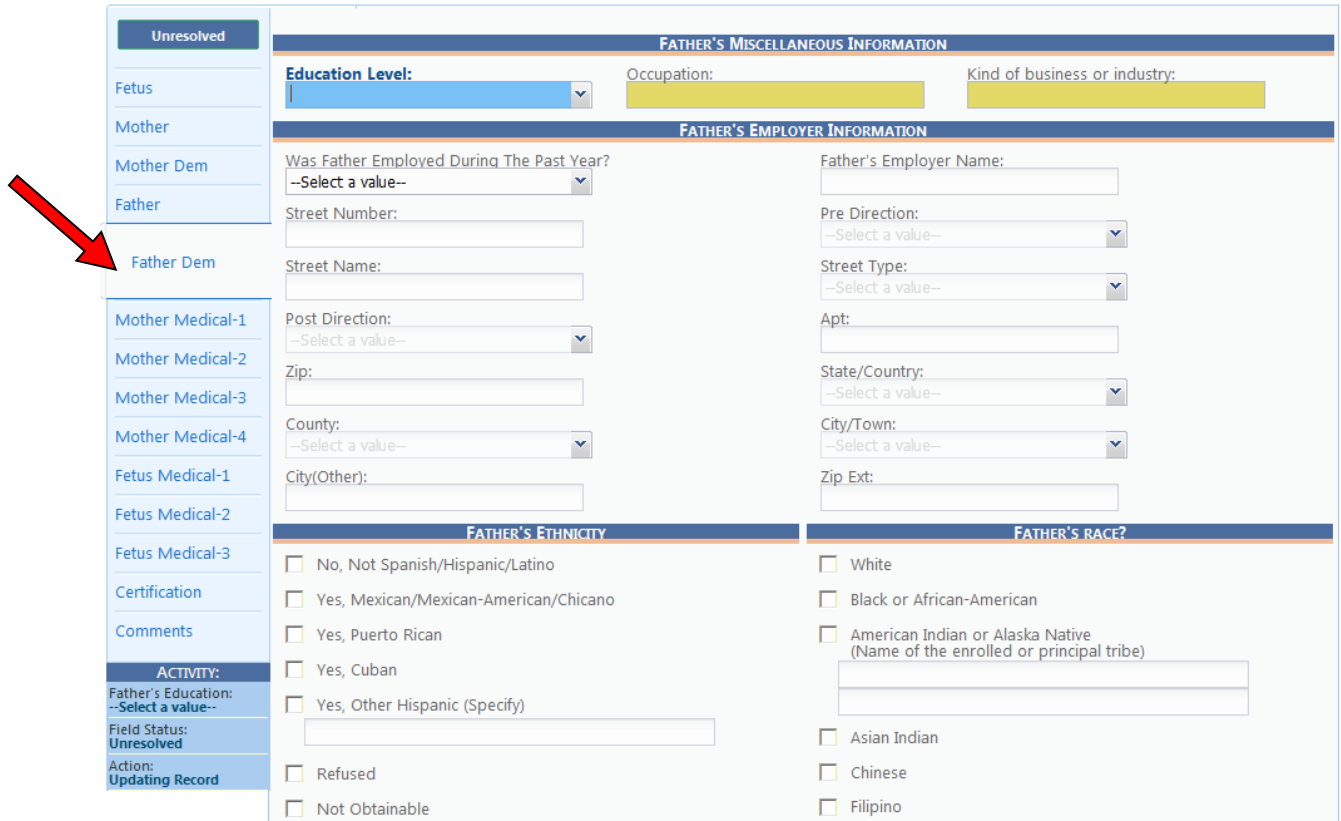
2. Click the **Save** button (Optional).
3. Click the **Next** button.

What happens? The **Father Demographic Tab** will appear.

Complete the fields on the **Father Demographic Tab**. Here's how...

1. Tab through and complete the fields on the **Father Demographic Tab**.

 If paternity is not identified on the record, the fields will remain blank. Click **NEXT** at the bottom of the page.



Unresolved

Fetus

Mother

Mother Dem

Father

Father Dem

Mother Medical-1

Mother Medical-2

Mother Medical-3

Mother Medical-4

Fetus Medical-1

Fetus Medical-2

Fetus Medical-3

Certification

Comments

ACTIVITY:

Father's Education: --Select a value--

Field Status: Unresolved

Action: Updating Record

FATHER'S MISCELLANEOUS INFORMATION

Education Level: [dropdown] Occupation: [text] Kind of business or industry: [text]

FATHER'S EMPLOYER INFORMATION

Was Father Employed During The Past Year? --Select a value--

Street Number: [text]

Street Name: [text]

Post Direction: --Select a value--

Zip: [text]

County: --Select a value--

City(Town): [text]

City(Other): [text]

Father's Employer Name: [text]

Pre Direction: --Select a value--

Street Type: --Select a value--

Apt: [text]

State/Country: --Select a value--

City/Town: --Select a value--

Zip Ext: [text]

FATHER'S ETHNICITY

No, Not Spanish/Hispanic/Latino

Yes, Mexican/Mexican-American/Chicano

Yes, Puerto Rican

Yes, Cuban

Yes, Other Hispanic (Specify) [text]

Refused

Not Obtainable

FATHER'S RACE?

White

Black or African-American

American Indian or Alaska Native (Name of the enrolled or principal tribe) [text]

Asian Indian

Chinese


Filipino


2. Click the **Save** button (Optional).
3. **Click** the **Next** button at the bottom of the screen.


What happens? The **Mother Medical 1 Tab** will appear.

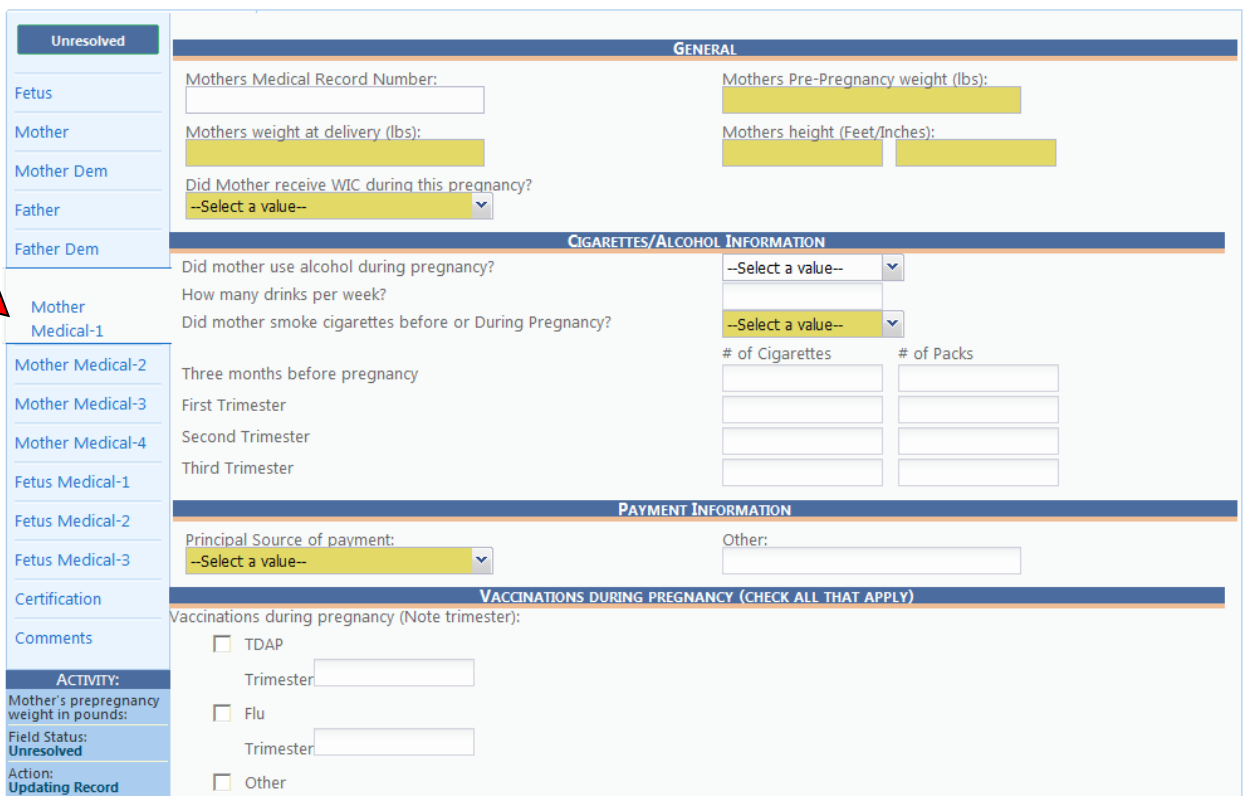
Complete the fields on the **Mother Medical 1 Tab**. Here's how...

1. Tab through and complete the fields on the **Mother Medical 1**.

 If you indicate the mother used alcohol during her pregnancy, you will also complete **How many drinks per week** field.

 If **Yes** is selected in the **Did mother smoke cigarettes before or during pregnancy** dropdown field, you will then complete the fields concerning the number of cigarettes and packs throughout different stages of the pregnancy.

 If you select the **TDAP, Flu, and/or Other** checkbox in the *Vaccinations* section, a textbox will appear where you enter the trimester the vaccine was given. If you select **None of the above**, you do not have to enter additional information.



The screenshot displays the 'Mother Medical 1' tab interface. The left sidebar contains a list of tabs, with 'Mother Medical-1' highlighted and indicated by a red arrow. The main content area is divided into several sections:

- GENERAL:** Includes fields for 'Mothers Medical Record Number', 'Mothers Pre-Pregnancy weight (lbs)', 'Mothers weight at delivery (lbs)', 'Mothers height (Feet/Inches)', and a dropdown for 'Did Mother receive WIC during this pregnancy?'.
- CIGARETTES/ALCOHOL INFORMATION:** Includes dropdowns for 'Did mother use alcohol during pregnancy?', 'How many drinks per week?', and 'Did mother smoke cigarettes before or During Pregnancy?'. Below these are tables for recording '# of Cigarettes' and '# of Packs' for the 'First Trimester', 'Second Trimester', and 'Third Trimester'.
- PAYMENT INFORMATION:** Includes a dropdown for 'Principal Source of payment:' and a text box for 'Other:'.
- VACCINATIONS DURING PREGNANCY (CHECK ALL THAT APPLY):** Includes checkboxes for 'TDAP', 'Flu', and 'Other'. Each checkbox has a 'Trimester:' text box next to it.

2. Click the **Save** button (Optional).
3. **Tab** to the **Next** button at the bottom of the screen.
What happens? The **Mother Medical 2 Tab** will appear.

Complete the fields on the **Mother Medical 2 Tab**. Here's how...

1. Tab through and complete the fields on the **Mother Medical 2 Tab** using the notes below the screen shot.

The screenshot shows a medical record interface with a sidebar on the left containing tabs like 'Fetus', 'Mother', 'Mother Dem', 'Father', 'Father Dem', 'Mother Medical-1', and 'Mother Medical-2'. A red arrow points to the 'Mother Medical-2' tab. The main form area is titled 'PREGNANCY HISTORY' and contains several input fields and dropdown menus. The 'Is this the mother's first pregnancy?' dropdown is highlighted in yellow. Below it are fields for 'Number of previous live births now living', 'Date of last live birth', 'Number of previous live births now dead', 'Number of fetal deaths less than 20 weeks', 'Date of last other pregnancy outcome', and 'Number of previous fetal deaths 20 weeks or greater'. The 'PRENATAL' section includes 'Did Mother Receive Prenatal Care?' (highlighted), 'Date of First Prenatal Care Visit', 'Enter Month Prenatal Care Began', 'Date of Last Prenatal Care Visit', 'Total Number of Prenatal Care Visits', and 'Date last normal menses began' (highlighted). The 'MOTHER'S TRANSFER STATUS' section has 'Mother transferred for delivery?' (highlighted) and 'If yes, from what location?'. The 'METHOD OF DELIVERY' section contains several dropdown menus for delivery attempts and methods. At the bottom are 'Previous', 'Save', and 'Next' buttons.

| If... | Then... |
|---|--|
| If this is the mother's first pregnancy or it is unknown if this is the mother's first pregnancy... | You will not need to complete the other fields in the <i>Pregnancy History</i> section. |
| If this is not the mother's first pregnancy... | You will complete these fields: <ul style="list-style-type: none"> • Number of previous live births now living* <ul style="list-style-type: none"> ○ *Additional information will be entered for Date of last live birth. • Number of previous live births now dead • Number of previous fetal deaths* <ul style="list-style-type: none"> ○ *Additional information will be entered for Date of last other pregnancy outcome • Number of previous induced terminations (abortions)* <ul style="list-style-type: none"> ○ *Additional information will be entered for Date of last other pregnancy outcome |

| If... | Then... |
|--|--|
| If the mother received prenatal care... | You will complete the other fields in the <i>Prenatal Information</i> section. |
| If the mother did not receive prenatal care (or if it is unknown)... | You will complete only the field for Date of Last Normal Menses (period). |

| If... | Then... |
|--|---|
| If the mother was transferred for delivery in the <i>Mother Transfer Status</i> section... | You will complete the If yes, where from field. Click the arrow and select the facility the mother was transferred from or click the Search icon beside the field to search for a specific facility. Or type the name of the facility in the field. |

2. Always complete the following fields in the *Method of Delivery* section:

- **Was delivery with forceps attempted but unsuccessful?**
- **Was delivery with vacuum extract attempted by unsuccessful?**
- **Fetal presentation at birth**
- **Final route & method of delivery**




If **Cesarean** is selected in the **Final route & method of delivery** field, you will also complete the field asking **if a trial of labor was attempted**.


3. Click **Save (Optional)**.
4. Click the **Next** button.


What happens? The **Mother Medical 3 Tab** appears with the **Exposure/Infections sub-tab** appearing first.

Complete the fields on Exposure/Infections sub-tab of the **Mother Medical 3 Tab**. Here's how...

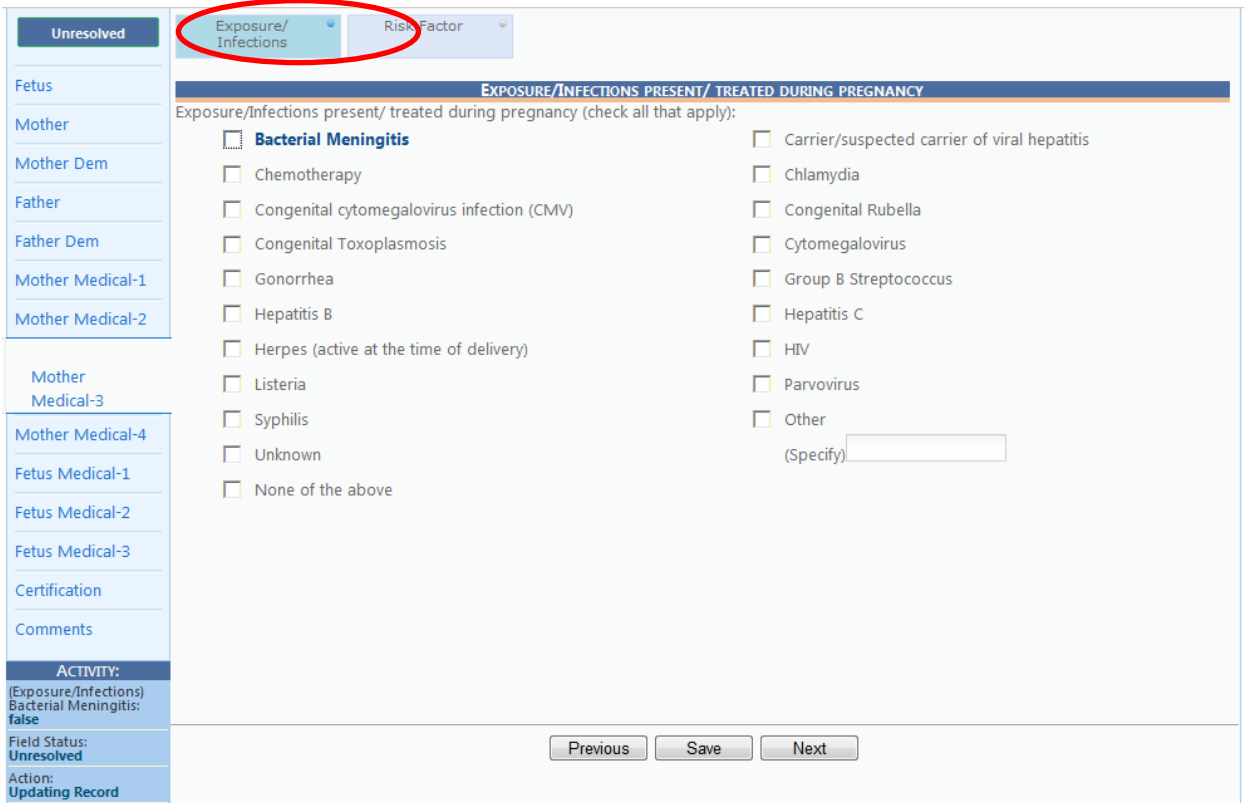
1. Tab through and complete the fields on the **Mother Medical 3 Tab**, starting with the Exposure/Infections sub-tab.

 Make sure you check at least one box in the **Infections Present And/Or Treated During this Pregnancy** and **Risk Factor** sub-tabs. (**None of the above** or **Unknown** are acceptable choices.)

 **NOTE:** Checking a box in this section may bring up a text box or sub-checkbox asking for additional information. Be sure to complete these fields.

 It's important to note that if you check **Hepatitis B** in the **Infections Present And/Or Treated During this Pregnancy**, the **HBIG Administered** field will become available in the **Fetus Health-3 Tab**.

2. Complete the fields on the **Exposure/Infections** sub-tab.



The screenshot shows the 'Mother Medical 3 Tab' interface. The 'Exposure/Infections' sub-tab is selected and circled in red. The main content area is titled 'EXPOSURE/INFECTIONS PRESENT/ TREATED DURING PREGNANCY' and contains a list of checkboxes for various conditions. The conditions are:

- Bacterial Meningitis
- Chemotherapy
- Congenital cytomegalovirus infection (CMV)
- Congenital Toxoplasmosis
- Gonorrhea
- Hepatitis B
- Herpes (active at the time of delivery)
- Listeria
- Syphilis
- Unknown
- None of the above
- Carrier/suspected carrier of viral hepatitis
- Chlamydia
- Congenital Rubella
- Cytomegalovirus
- Group B Streptococcus
- Hepatitis C
- HIV
- Parvovirus
- Other (Specify)

The interface also shows a sidebar with navigation options and a status bar at the bottom.

3. Then, click the **Risk Factor** sub-tab at the top of the page and complete the fields that are appropriate.

The screenshot shows a medical record interface with a sidebar on the left and a main content area. The sidebar includes tabs for 'Unresolved', 'Fetus', 'Mother', 'Mother Dem', 'Father', 'Father Dem', 'Mother Medical-1', 'Mother Medical-2', 'Mother Medical-3', 'Mother Medical-4', 'Fetus Medical-1', 'Fetus Medical-2', 'Fetus Medical-3', 'Certification', and 'Comments'. Below these is an 'ACTIVITY:' section with 'Field Status: Unresolved' and 'Action: Updating Record'. The main content area has a top navigation bar with 'Exposure/Infections' and 'Risk Factor' (circled in red). Below this is a section titled 'RISK FACTOR IN THIS PREGNANCY (CHECK ALL THAT APPLY)'. It contains two columns of options:

- Diabetes (select one of the following)**
 - Pre-pregnancy (diagnosis prior to this pregnancy)
 - Gestational (diagnosis in this pregnancy)
 - Previous preterm birth
 - Other Previous poor pregnancy outcome (select one of the following)
 - Perinatal death
 - Small for gestational age
 - Intrauterine growth restriction
 - Other Specify
 - None of the above
 - Unknown

- Hypertension (select one of the following)**
- Pre-pregnancy (chronic)
- Gestational (PIH, preeclampsia)
- Eclampsia
- Pregnancy resulted from infertility treatment(Check all that apply):
 - Fertility enhancing drugs
 - Artificial insemination
 - Intrauterine insemination
 - In Vitro Fertilization (IVF)
 - Gamete Intrafallopian Transfer(GIFT)
 - Other Specify
- Mother had a previous cesarean delivery
If selected, how many?


At the bottom of the form are three buttons: 'Previous', 'Save', and 'Next'.


4. Click **Save (Optional)**.
5. Click **Next** at the bottom of the page.

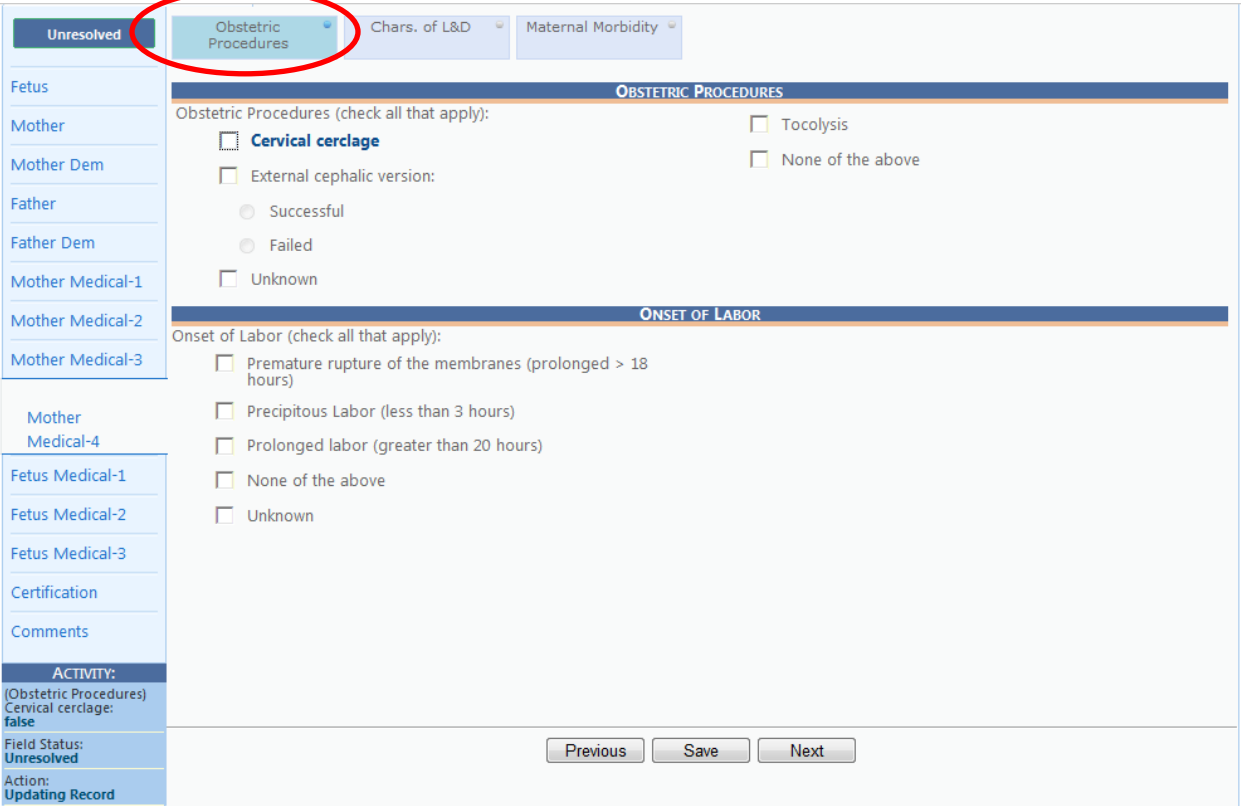
What happens? The **Mother Medical 4** Tab appears.

Complete the fields on the **Mother Medical 4 Tab**. Here's how...

1. Tab through and complete the fields on the **Mother Medical 4 Tab**, starting with the Obstetric Procedures sub-tab.

 Make sure you check at least one box in the **Obstetric Procedures, Characteristics of Labor & Delivery**, and **Maternal Morbidity** sub-tabs. (**None of the above** or **Unknown** are acceptable choices.)

 If placing a check in a box brings up a sub-checkbox, you need to mark the appropriate sub-checkbox before the section is complete.



The screenshot displays a medical record interface. At the top, there are tabs for 'Unresolved', 'Obstetric Procedures', 'Chars. of L&D', and 'Maternal Morbidity'. The 'Obstetric Procedures' tab is selected and circled in red. On the left sidebar, the 'Mother Medical-4' tab is highlighted with a red arrow. The main content area is divided into two sections: 'OBSTETRIC PROCEDURES' and 'ONSET OF LABOR'. The 'OBSTETRIC PROCEDURES' section includes checkboxes for 'Cervical cerclage', 'External cephalic version', 'Tocolysis', and 'None of the above', along with radio buttons for 'Successful', 'Failed', and 'Unknown'. The 'ONSET OF LABOR' section includes checkboxes for 'Premature rupture of the membranes (prolonged > 18 hours)', 'Precipitous Labor (less than 3 hours)', 'Prolonged labor (greater than 20 hours)', 'None of the above', and 'Unknown'. At the bottom, there are 'Previous', 'Save', and 'Next' buttons. The left sidebar also shows 'ACTIVITY:' with '(Obstetric Procedures) Cervical cerclage: false', 'Field Status: Unresolved', and 'Action: Updating Record'.

- Once you have finished the **Obstetric Procedures** sub-tab, click on the **Char L&D** (Characteristics of Labor and Delivery) sub-tab and complete those fields and then click on the **Material Morbidity** sub-tab and complete those fields. Click the **Save** button (Optional).

The image displays two screenshots of a medical record interface. The top screenshot shows the 'CHARACTERISTICS OF LABOR & DELIVERY' tab. The left sidebar contains tabs for 'Fetus', 'Mother', 'Mother Dem', 'Father', 'Father Dem', 'Mother Medical-1', 'Mother Medical-2', 'Mother Medical-3', 'Mother Medical-4', 'Fetus Medical-1', 'Fetus Medical-2', and 'Fetus Medical-3'. A red arrow points to the 'Mother Medical-4' tab. The main content area lists various conditions with checkboxes: 'Induction of labor', 'Augmentation of labor', 'Non-vertex presentation', 'Steroids (glucocorticoids) for fetal lung maturation received by the mother prior to delivery', 'Antibiotics received by mother during labor', 'Clinical chorioamnionitis diagnosed during labor or maternal temperature is >38 C (100.4 F)', 'Moderate /heavy meconium staining of the amniotic fluid', 'Fetal intolerance of labor such that one or more of the following action was taken: in-utero resuscitative measures, further fetal assessment, or operative delivery', 'Epidural or spinal anesthesia during labor', 'None of the above', and 'Unknown'. The 'Chars. of L&D' tab is circled in red. The bottom screenshot shows the 'MATERNAL MORBIDITY' tab. The left sidebar is the same as the top screenshot. The main content area lists complications with checkboxes: 'Maternal transfusion' (with radio buttons for 1, 2, or 3 or more), 'Third or fourth degree perineal laceration', 'Ruptured uterus', 'Unplanned hysterectomy', 'Admission to intensive care unit', 'Unplanned operating room procedure following delivery', 'None of the above', and 'Unknown'. The 'Maternal Morbidity' tab is circled in red. At the bottom of the interface are 'Previous', 'Save', and 'Next' buttons. Below the bottom screenshot, the 'ACTIVITY' section shows '(Maternal Morbidity) Maternal transfusion: false', 'Field Status: Unresolved', and 'Action: Updating Record'.

- Click the **Next** button at the bottom of the screen.
What happens? The **Fetus Medical 1 Tab** will appear.

Complete the fields on the **Fetus Medical 1 Tab**. Here's how...

1. Tab through and complete the fields on the **Fetus Medical 1 Tab**.

| If... | Then... |
|---|--|
| If you do not know the Fetus Medical Record Number... | Use the Mother's Medical Record Number |


| If... | Then... |
|--|--|
| If you do not know the fetus weight information... | Look on the pathology report, if available |


The screenshot shows a software interface for medical records. On the left is a vertical sidebar with tabs: 'Unresolved', 'Fetus', 'Mother', 'Mother Dem', 'Father', 'Father Dem', 'Mother Medical-1', 'Mother Medical-2', 'Mother Medical-3', 'Mother Medical-4', 'Fetus Medical-1', 'Fetus Medical-2', 'Fetus Medical-3', 'Certification', 'Comments', and an 'ACTIVITY:' section with 'Fetus Medical Record Number', 'Field Status: Unresolved', and 'Action: Updating Record'. The main content area is titled 'GENERAL' and contains a field for 'Fetus's Medical Record Number' (circled in red) and 'Obstetric Estimated Gestation (completed weeks)'. Below this is a section titled 'FETUS'S WEIGHT INFORMATION' with three input fields for 'Grams:', 'Pounds:', and 'Ounces:'. At the bottom of the main area are three buttons: 'Previous', 'Save', and 'Next'. A red arrow points from the left sidebar to the 'Fetus Medical-1' tab.

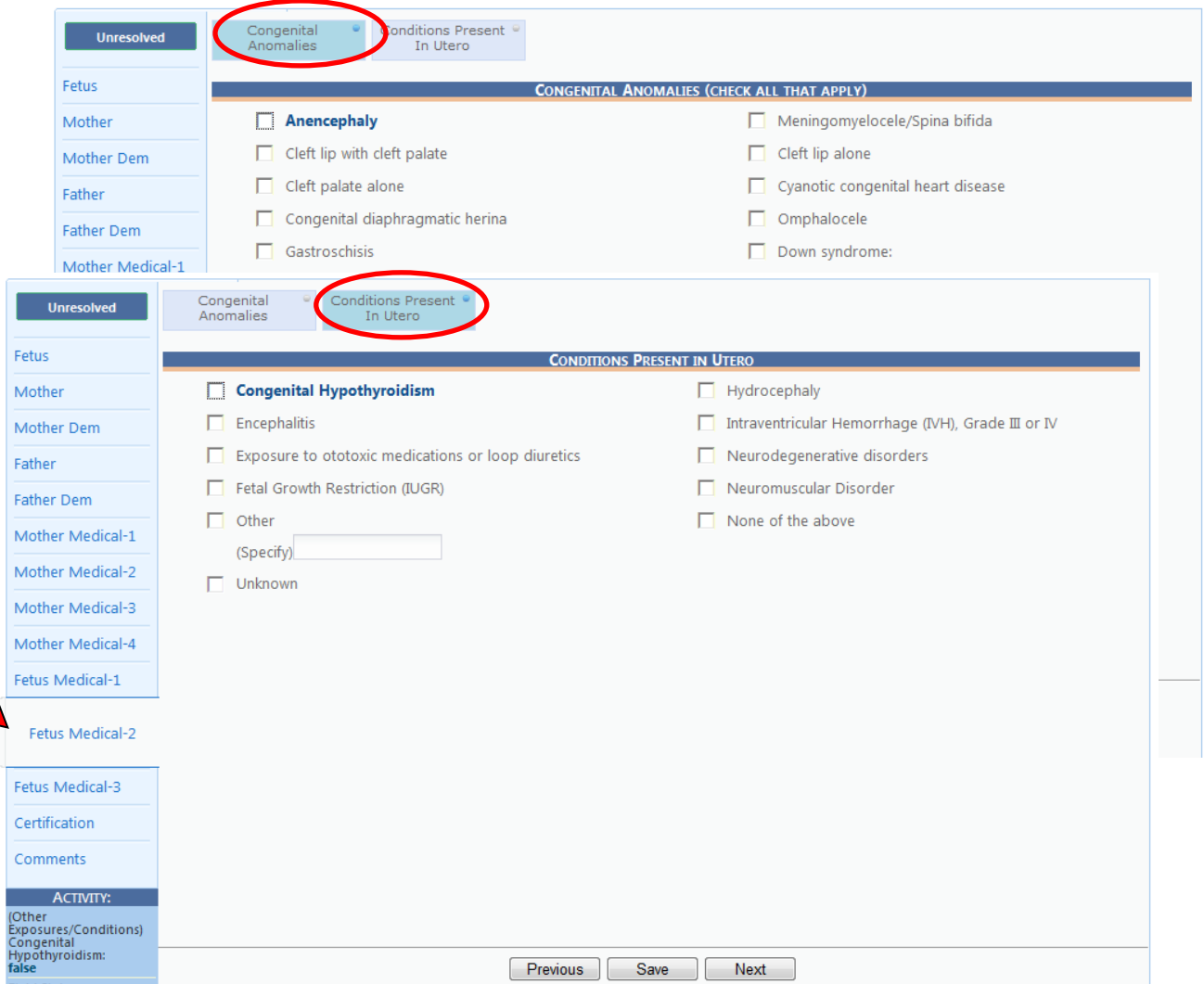
2. Click the **Save** button (Optional).
3. **Tab** to the **Next** button at the bottom of the screen.
What happens? The **Fetus Medical 2 Tab** will appear.

Complete the fields on the **Fetus Medical 2 Tab**. Here's how...

1. Tab through and complete the fields on the **Fetus Medical 2 Tab**.

 Make sure you check at least one box in the **Congenital Anomalies** and **Conditions Present In Utero** sub-tabs. (**None of the above** or **Unknown** are acceptable choices.)

 If placing a check in a box brings up a sub-checkbox, you need to mark the appropriate sub-checkbox before the section is complete.



The screenshot displays the 'Fetus Medical 2 Tab' interface. The left sidebar shows a list of tabs: Unresolved, Fetus, Mother, Mother Dem, Father, Father Dem, Mother Medical-1, Mother Medical-2, Mother Medical-3, Mother Medical-4, Fetus Medical-1, Fetus Medical-2 (highlighted with a red arrow), Fetus Medical-3, Certification, and Comments. The main content area is divided into two sub-tabs: 'Congenital Anomalies' and 'Conditions Present In Utero'. The 'Congenital Anomalies' sub-tab is active, showing a list of conditions with checkboxes: Anencephaly, Cleft lip with cleft palate, Cleft palate alone, Congenital diaphragmatic hernia, Gastroschisis, Meningomyelocele/Spina bifida, Cleft lip alone, Cyanotic congenital heart disease, Omphalocele, and Down syndrome. The 'Conditions Present In Utero' sub-tab is also visible, showing a list of conditions with checkboxes: Congenital Hypothyroidism, Encephalitis, Exposure to ototoxic medications or loop diuretics, Fetal Growth Restriction (IUGR), Other (Specify), Unknown, Hydrocephaly, Intraventricular Hemorrhage (IVH), Grade III or IV, Neurodegenerative disorders, Neuromuscular Disorder, and None of the above. At the bottom of the screen, there are 'Previous', 'Save', and 'Next' buttons.

2. Click the **Save** button (Optional).
3. **Tab** to the **Next** button at the bottom of the screen.

What happens? The **Fetus Medical 3 Tab** will appear.

Complete the fields on the **Fetus Medical 3 Tab**. Here's how...

1. Tab through and complete the fields on the **Fetus Medical 3 Tab**.

Unresolved

INITIATING CAUSE/CONDITION

Cause of Death Pending

Among the choices below, please select **ONE** which is most likely began the sequence of events resulting in the death of the fetus.

--Select a value--

MATERNAL CONDITIONS/DISEASES - SPECIFY

RUPTURE OF MEMBRANES PRIOR TO ONSET OF LABOR

ABRUPTIO PLACENTA

PLACENTAL INSUFFICIENCY

PROLAPSED CORD

CHORIOAMNIONITIS

COMPLICATIONS OF PLACENTA, CORD OR MEMBRANES - OTHER

Rupture of Membranes Prior to Onset of Labor

Abruptio Placenta

Placental Insufficiency

Prolapsed Cord

Chorioamnionitis

Other (Specify) _____

Other Obstetrical or Pregnancy Complications

Specify: _____

Fetal Anomaly

Specify: _____

Fetal Injury

Specify: _____

Fetal Infection

Specify: _____

Other Fetal Conditions/Disorders

OR CONDITIONS

Fetus Medical-3

Certification

Comments

ACTIVITY:

Cause of Death Pending: false

Field Status: Resolved

Action: Updating Record


2. Click the **Save** button (Important to click **Save**).
3. Click the **Next** button.

What happens? The **Certification Tab** will appear.

Certification and Release

Complete the **Certification and Release** process. Here's how...

1. Search for a specific **Attendant** (Doctor) and **Certifier** (Hospital Staff) in the dropdown box.

| If... | Then... |
|---|--|
| If the name appears in the dropdown... | Select the name and Tab to the next field. What happens? The attendant's and certifier's information will appear in the appropriate sections. |
| If the name does not appear in the dropdown list... | Click on the green "Lens"  button and search for the name. If found, select the name and Tab to the next field. |
| If the name is not found... | Select the Add New option in the dropdown list. What happens? The Add On Fly (AOF) window appears. (See details in the Helpful Tips.) (See next image.) Complete all fields with a red asterisk* and any other information you can. Click OK . What happens? The new informaton will populate the record. |

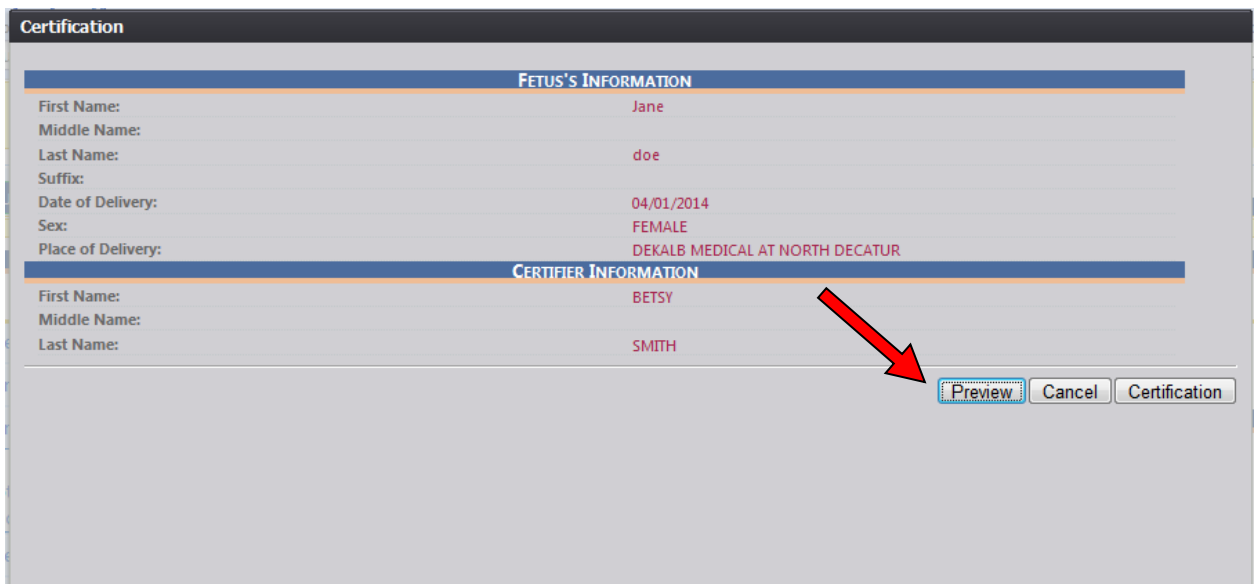
2. Click **Save** on the Certification screen.
3. Click the **Unresolved** button.

| If... | Then... |
|---|--|
| If there are any unresolved fields shown in the list... | Click on the field's link, go directly to the unresolved field and resolve the problem and click Save . |
| If there are no unresolved issues to solve... | You will see "Certification Incomplete" and "Release Incomplete." |

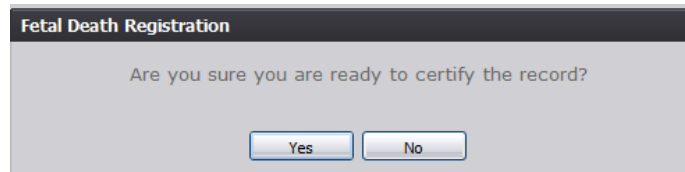
- Click the **Record/Certify** menu item.



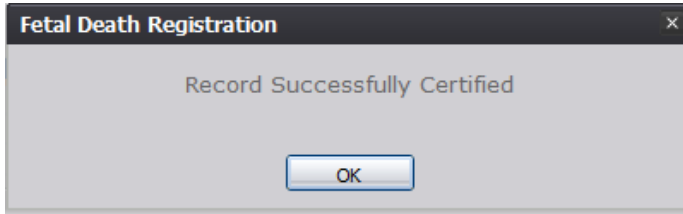
- The Certification Screen will appear.



- Click the **Preview** button (arrow above) to review the Fetal Death Worksheet in a separate window. (**NOTE:** This is your chance to carefully review the fetal death record to check for errors.) If you see that you made a mistake (for example spelled the mother's first name incorrectly), then click the Red X at the top of the screen to close the window. Go back to the Mother Tab (where you typed the mother's name originally) and correct the spelling. Click **Save** at the bottom of the page, and it will say Record Successfully Updated and click **Ok**.
- Click the **Certification** button to continue certifying the record.
What happens? The following statement will appear: *"I verify that a fetal death occurred at the location, date and time indicated on this fetal death record."*
- Mark the **checkbox** beside the statement, **enter your unique PIN**, and click the **OK** button.
What happens? If the user entered the correct PIN, a certification validation message will appear.

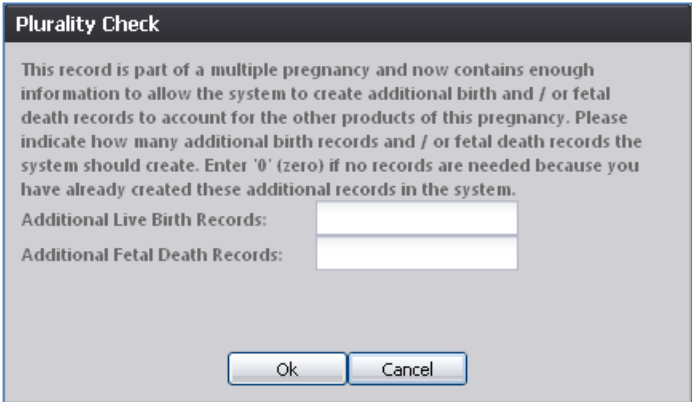


9. Click **Yes**. A confirmation message will appear.



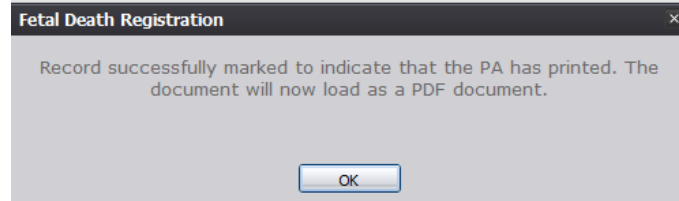
10. Select the **Record/Release** menu item.

11. Depending on the type of fetal death record being released, one of three messages may appear:

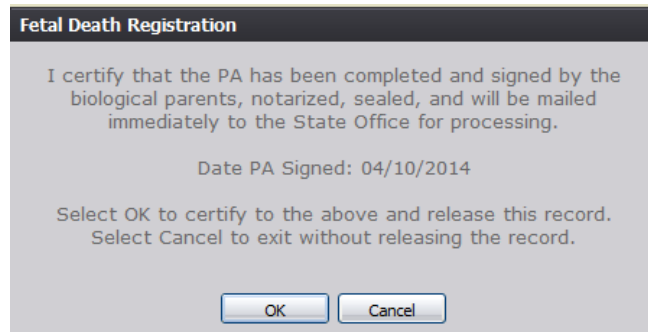
| If... | Then... |
|--|---|
| <p>If the record being released is for multiple live births or fetal deaths (plurality)...</p> | <p>The following message will be displayed...</p>  <ol style="list-style-type: none"> 1. To create the additional records and release the record, enter the correct number of live birth records and fetal death records and then click OK. 2. To enter the second live birth or fetal death (TWIN), go to the top of the page and click on Unresolved Work Queue Filter and then click on All Unresolved. Next, go to Unresolved Work Queue and find the first baby's last name and click on that name. This will bring up the screen for you to start the second live birth or fetal death entry. |

If the record being released is associated with a PA and all fields are resolved...

You may select the **Record/Print/Paternity Acknowledgement** menu item to print the Paternity Acknowledgement Form, although printing of the PA Form is not required in order to release the record. The following message will appear if you print the PA Form:



- Click **OK** to print the Paternity Acknowledgement Form. The “Date PA Signed” field in the “Mother” tab can be completed before or after the Paternity Acknowledgement Form is printed. Resolve the field and save the record before attempting to release the record.
- After clicking the **Record/Release** menu item, the following message will appear:



Click **OK** to confirm completion of the PA and release the record.

12. A message will appear which asks if you are ready to release.

13. Click **Yes**.

What happens? A message appears which says **Record Released Successfully**.

Helpful Tips

In order to use the Georgia Vital Event Registration System (GAVERS), please verify that you have access to all of following requirements:

- Live internet connection
- Widely used JavaScript enabled standard web browser (IE8+, Mozilla Firefox, etc.)
- Java runtime
- Adobe acrobat reader for forms and letters
- MS Excel for accessing/running reports

Plurality (Multiple Births such as Twins, Triplets, etc.)

1. If you select multiple births such as twins, triplets, etc. the “Delivery Order” data entry field will display.
2. For example, selecting Triplets in the “Plurality” field will cause the “Delivery Order” field to show options for First Born, Second Born, or Third Born.
3. The “Delivery Order” field will only show values up to the selected plurality value.

The screenshot displays a web form for fetal registration. On the left is a navigation menu with items: Unresolved, Fetus, Mother, Mother Dem, Father, Father Dem, Mother Medical-1, and Mother Medical-2. The main form area is titled 'FETUS'S GENERAL INFORMATION' and contains the following fields:

- Record type: FACILITY FETAL DEATH
- Plurality: TRIPLETS
- Delivery Order: --Select a value-- (dropdown menu is open showing options: FIRST BORN, SECOND BORN, THIRD BORN, UNKNOWN)

Below this is the 'FETUS'S INFORMATION' section with fields for:

- First Name: [redacted]
- Middle Name: [redacted]
- Last Name: [redacted]
- Suffix: --SELECT A VALUE--
- Sex: --Select a value--
- Date Of Delivery: [redacted]
- Time of Delivery: [redacted] --Select a value--

The bottom section is titled 'FACILITY INFORMATION & PLACE OF DELIVERY'.

Certification and Completion of Records for Second Born, etc.:

Please follow the detailed steps found in the **Certification and Release** section of this *Easy Reference Guide*.

Duplicate Record

- If GAVERS thinks the record is a duplicate, this grid will appear.

Duplicate Record(s)

Based on the information entered, system found the below mentioned records. Please make sure that you are not creating duplicate record.

| Mothers First Name | Mothers Last Name | Mothers Maiden Last Name | Childs/Fetus Date Of Birth | State File Date |
|--------------------|-------------------|--------------------------|----------------------------|-----------------|
| MARY | HARRIS | YOUNG | 01/01/2013 | |

Mothers First Name: MARY
Mothers Last Name: HARRIS
Mothers Date Of Birth: 01/01/1980
Mothers Maiden Last Name: YOUNG
Childs/Fetus Date Of Birth: 01/01/2013
Plurality: SINGLE
Birth/Delivery Order: SINGLE DELIVERY

- **Either:** Continue with the creation of the new record by selecting the **“Continue to Save Record”** button. The record will be flagged as a potential duplicate/plural after being released.
- **Or:** Select the **Cancel** button to return to the record and make changes to the fields before attempting to save again and re-initiate the duplicate check.

Add-On-Fly (AOF)

- This function is used when you cannot find the Attendant (Doctor) or Certifier (Hospital Staff) you want to populate in the boxes under attendant/certifier.
- Click on **AOF**.
- Complete the fields so that you can add the Attendant's/Certifier's name for this Fetal Death Record.

The image shows a software interface with a background form titled "INFORMANT'S INFORMATION" and a foreground modal window titled "AOF - Attendant".

INFORMANT'S INFORMATION

Fields visible in the background form:

- First Name: [Text Box]
- Middle Name: [Text Box]
- Last Name: [Text Box]
- Relation to Fetus: [Text Box]

AOF - Attendant

Fields in the modal window:

- First Name: [Text Box]
- Middle Name: [Text Box]
- Last Name: [Text Box]
- Suffix: [Dropdown: --SELECT A VALUE--]
- Title: [Dropdown: --Select a value--]
- Other Title: [Text Box]
- Street Number: [Text Box]
- Pre-Direction: [Dropdown: --Select a value--]
- Street Name: [Text Box]
- Street Type: [Dropdown: --Select a value--]
- Role: [Dropdown: BOTH ATTENDANT AND CERTIFIER]
- License: [Text Box]
- NPI: [Text Box]
- State: [Dropdown: --Select a value--]
- County: [Dropdown: --Select a value--]
- City/Town: [Dropdown: --Select a value--]
- Zip: [Dropdown: --SELECT A VALUE--]
- Ext: [Text Box]
- Display in list: [Dropdown: ALWAYS]
- Post-Direction: [Dropdown: --Select a value--]
- Apt/Suite: [Text Box]

Buttons: OK, CANCEL

Search for a Registered Record

1. Click on the binoculars icon at the top of the page (Search).

GEORGIA DEPARTMENT OF PUBLIC HEALTH
Division of Vital Records

GLOBAL | BIRTH | FETAL DEATH | ITOP

Functions | Record | Reports | Help

EFR: Unresolved Work Queue Filter:

FETAL DEATH REGISTRATION

Unresolved Work Queue: 0

State file Number

Unresolved

Fetus

Mother

Mother Dem

Father

Father Dem

Mother Medical-1

Mother Medical-2

Mother Medical-3

Mother Medical-4

FETUS'S GENERAL INFORMATION

*Record type: *Plurality: Delivery Order:

FETUS'S INFORMATION

First Name: Middle Name:

Last Name: Suffix:

*Sex: *Date Of Delivery:

*Time of Delivery:

FACILITY INFORMATION & PLACE OF DELIVERY

Name: Type:

2. Type in the search information and click **Search**.

Fetal Death Search

Wild-Card

Soundex

FETUS INFORMATION

State file Number:

EFR Number:

Delivery Order:

Fetus First Name:

Fetus Middle Name:

Fetus Last Name:

Fetus Suffix:

Fetus Date of Delivery: * (ex. 00/00/2012 if month and day are not known, 02/00/2012 if day is not known.)

Fetus Sex:

Fetus Time Of Delivery:

Fetus Time AMPM:

MOTHER'S INFORMATION

Mother's Medical Record Number:

Mother's Current Legal First Name:

Mother's Current Legal Middle Name:

Mother's Current Legal Last Name:

Mother's Date of Birth:

Mother's Maiden Last Name:

FATHER'S INFORMATION

Father's First Name:

Father's Last Name:

CERTIFIER/ATTENDANT INFORMATION

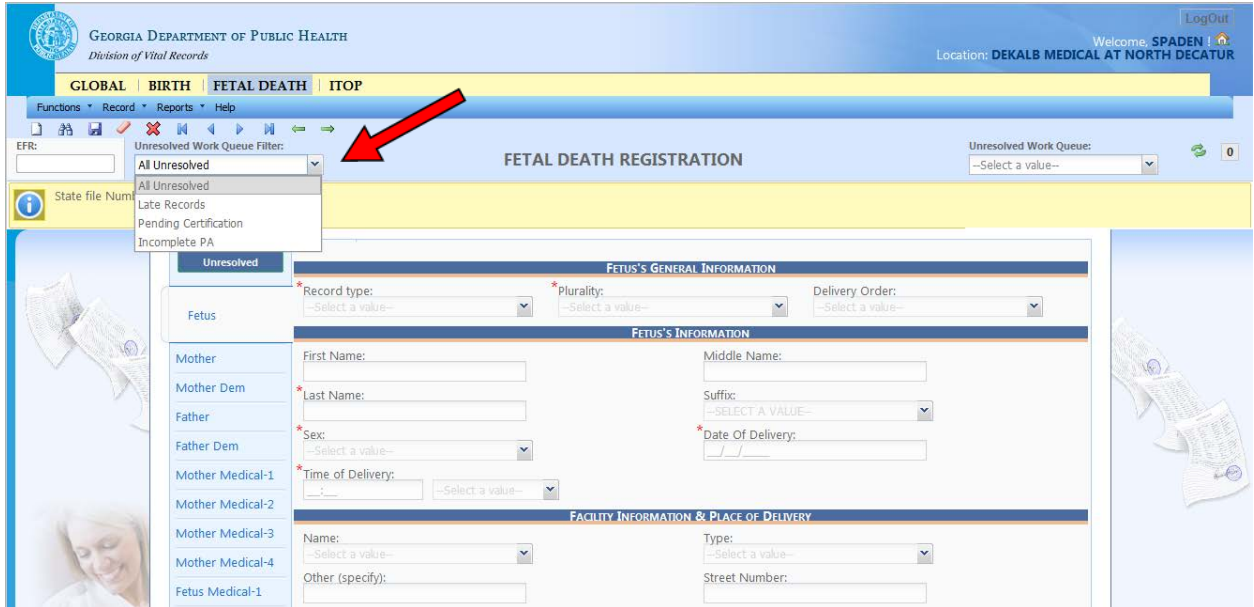
Certifier Last Name:

Attendant Last Name:

Search Select Record(s) Clear Close

Searching for a Record Not Completed

1. Go to the top of the page, and find **Unresolved Work Queue Filter**.
2. Use drop down arrow, and click on **All Unresolved**.



3. That will bring up all records that are not registered.
4. Go to the top right of the page, and find **Unresolved Work Queue**. Use the drop down arrow to find the fetus' name, and click on that record.

Printing Forms

- You may print confirmations, blank worksheets, etc., by clicking on **Record** (at the top) and then click on **Print**.



Reports

- To run reports for your facility, click on **Reports** at the top of the tool bar beside Record.

The screenshot shows the Georgia Department of Public Health Division of Vital Records software interface. The top navigation bar includes 'GLOBAL', 'BIRTH', 'FETAL DEATH', and 'ITOP'. A dropdown menu is open under 'Reports', showing 'Fetal Death Registration and Timeliness Report'. Two red arrows point to the 'Reports' menu and the specific report option. Below the navigation, there are fields for 'EFR:' and 'Unresolved Work Queue Filter: All Unresolved'. The main content area is titled 'FETAL DEATH REGISTRATION' and contains a sidebar with 'Unresolved' and 'Fetus' sections, and a main form with sections for 'FETUS'S GENERAL INFORMATION' and 'FETUS'S INFORMATION'.

- Click the name of the report, enter information, and click **Generate**.

The screenshot shows the 'Fetal Death Registration and Timeliness Report' dialog box. It features two date input fields: 'Date Of Fetal Death (From):' and 'Date Of Fetal Death (To):'. Below these is a 'Report Format' section with radio buttons for 'EXCEL' (selected) and 'PDF'. At the bottom are 'Generate' and 'Close' buttons.

Making Corrections

- You are allowed to make corrections **before you certify** a record, but not after it is **released**.