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.)

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.

   Notice the link for Reporting GAVERS Issues that you can use whenever you have a problem with GAVERS.
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 ?)**
7. Click the **Fetal Death** tab at the top of the screen (shown with a red circle).

8. 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.
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**.

![Fetal Death Registration](image)

- 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.
7. 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.

2. Click the Save button (at the lower part of the screen). What happens? The message shown below appears.
3. Click **Yes**. What happens? GAVERS will search for duplicate records.

<table>
<thead>
<tr>
<th>If...</th>
<th>Then...</th>
</tr>
</thead>
<tbody>
<tr>
<td>A duplicate record <strong>is not</strong> found</td>
<td>You will see this message: “Record Created Successfully”</td>
</tr>
<tr>
<td></td>
<td><img src="image.png" alt="Image" /></td>
</tr>
<tr>
<td>A duplicate record <strong>is found</strong></td>
<td>You will see this message: “The information entered matches a duplicate record already created.”</td>
</tr>
<tr>
<td></td>
<td>Click <strong>OK</strong> and follow the directions in <strong>Helpful Tips</strong> at the end of this document.</td>
</tr>
</tbody>
</table>

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.

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**.

   ![Image of Father Tab]

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

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.

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 the **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.

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.

<table>
<thead>
<tr>
<th>If...</th>
<th>Then...</th>
</tr>
</thead>
<tbody>
<tr>
<td>If this is the mother’s first pregnancy or it is unknown if this is the mother’s first pregnancy...</td>
<td>You will not need to complete the other fields in the <strong>Pregnancy History</strong> section.</td>
</tr>
<tr>
<td>If this is not the mother’s first pregnancy...</td>
<td>You will complete these fields:</td>
</tr>
<tr>
<td></td>
<td>• Number of previous live births now living*</td>
</tr>
<tr>
<td></td>
<td>o *Additional information will be entered for <strong>Date of last live birth</strong>.</td>
</tr>
<tr>
<td></td>
<td>• Number of previous live births now dead</td>
</tr>
<tr>
<td></td>
<td>• Number of previous fetal deaths*</td>
</tr>
<tr>
<td></td>
<td>o *Additional information will be entered for <strong>Date of last other pregnancy outcome</strong></td>
</tr>
<tr>
<td></td>
<td>• Number of previous induced terminations (abortions)*</td>
</tr>
<tr>
<td></td>
<td>o *Additional information will be entered for <strong>Date of last other pregnancy outcome</strong></td>
</tr>
</tbody>
</table>
If… Then…

<table>
<thead>
<tr>
<th>If the mother received prenatal care…</th>
<th>You will complete the other fields in the Prenatal Information section.</th>
</tr>
</thead>
<tbody>
<tr>
<td>If the mother did not receive prenatal care (or if it is unknown)…</td>
<td>You will complete only the field for Date of Last Normal Menses (period).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>If… Then…</th>
</tr>
</thead>
<tbody>
<tr>
<td>If the mother was transferred for delivery in the Mother Transfer Status section…</td>
</tr>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>

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

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

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.
2. 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).

3. 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**.

<table>
<thead>
<tr>
<th>If...</th>
<th>Then...</th>
</tr>
</thead>
<tbody>
<tr>
<td>If you do not know the Fetus Medical Record Number...</td>
<td>Use the Mother’s Medical Record Number</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>If...</th>
<th>Then...</th>
</tr>
</thead>
<tbody>
<tr>
<td>If you do not know the fetus weight information...</td>
<td>Look on the pathology report, if available</td>
</tr>
</tbody>
</table>

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.

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**.

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.

<table>
<thead>
<tr>
<th>If...</th>
<th>Then...</th>
</tr>
</thead>
<tbody>
<tr>
<td>If the name appears in the dropdown...</td>
<td>Select the name and Tab to the next field. What happens? The attendant’s and certifier’s information will appear in the appropriate sections.</td>
</tr>
<tr>
<td>If the name does not appear in the dropdown list...</td>
<td>Click on the green “Lens” button and search for the name. If found, select the name and Tab to the next field.</td>
</tr>
<tr>
<td>If the name is not found...</td>
<td>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 information will populate the record.</td>
</tr>
</tbody>
</table>
2. Click **Save** on the Certification screen.
3. Click the **Unresolved** button.

<table>
<thead>
<tr>
<th>If...</th>
<th>Then...</th>
</tr>
</thead>
<tbody>
<tr>
<td>If there are any unresolved fields shown in the list...</td>
<td>Click on the field’s link, go directly to the unresolved field and resolve the problem and click <strong>Save</strong>.</td>
</tr>
<tr>
<td>If there are no unresolved issues to solve...</td>
<td>You will see “Certification Incomplete” and “Release Incomplete.”</td>
</tr>
</tbody>
</table>
4. Click the **Record/Certify** menu item.

5. The Certification Screen will appear.

6. 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**.

7. 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.”

8. 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.

![Fetal Death Registration]

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

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

<table>
<thead>
<tr>
<th>If...</th>
<th>Then...</th>
</tr>
</thead>
<tbody>
<tr>
<td>If the record being released is for multiple live births or fetal deaths (plurality)...</td>
<td>The following message will be displayed...</td>
</tr>
</tbody>
</table>

![Plurality Check]

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.
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 Grid](image)

- **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.
Search for a Registered Record

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

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

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

Making Corrections

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