

ADVANCED DEATH

Presentation by:

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AGENDA

- ▶ Texas Electronic Registration (TER) Problems and Solutions
- ▶ Drop-to-paper Update
- ▶ Medical Amendments

TEXAS ELECTRONIC REGISTRATION PROBLEMS AND SOLUTIONS

- ▶ Medical examiner is the medical certifier
- ▶ Cannot enter the City of Birth
- ▶ Change either name or suffix on record
- ▶ Registrar returns record

TEXAS ELECTRONIC REGISTRATION PROBLEMS AND SOLUTIONS

- ▶ SSN verification status stays as “pending”
- ▶ Cannot find a doctor
- ▶ Medical certifiers – updating a record

ASSUMPTION

Familiar with the basics of creating and processing a death record on Texas Electronic Registration

TER PROBLEMS AND SOLUTIONS

How does a funeral home process a death record when the medical examiner is a medical certifier?

WHEN WOULD A MEDICAL EXAMINER INVESTIGATE?

- Dies within 24 hours after admission to hospital, institution, prison or jail
- Unnatural death
- Either a body or a part of body found
- Circumstances that cause one to suspect death by unlawful means

WHEN WOULD A MEDICAL EXAMINER INVESTIGATE?

- Suicide
- Person unattended by a physician
- Child less than 6 years of age. Death reported under Chapter 264, Family Code
- Code of Criminal Procedure, Subchapter B.

First Path of a Death Record

Funeral home



Medical Certifier (Physician or Justice of Peace)



Funeral home



Local Registrar



State

Second Path of a Death Record

Medical Examiner



Funeral home



Local Registrar



State

True for many records that are completed by medical examiners.

https://ter2.dshs.state.tx.us:8443/ - Texas Web Death Application - Internet Explorer

TER (WebDeath), WEB THIN-CLIENT FACILITY (HARRIS COUNTY ME) USERID: JMOSHIER Unresolved List

DTP COUNTER 0

Functions | Registration | Utilities | Window | Help | All Unresolved | 'Brown Mary' | (D) 2016/05/15

Demographic 1 | Demographic 2 | Demographic 3 | Demographic 4 | Demographic 5 | Medical 1 | Medical 2 | Medical 3

*****This field is Optional*** This space can be used to enter the medical record number of the decedent. If you do not want to enter medical record number, use the TAB button to tab through to the next field to resolve.**

General Information EDR No:

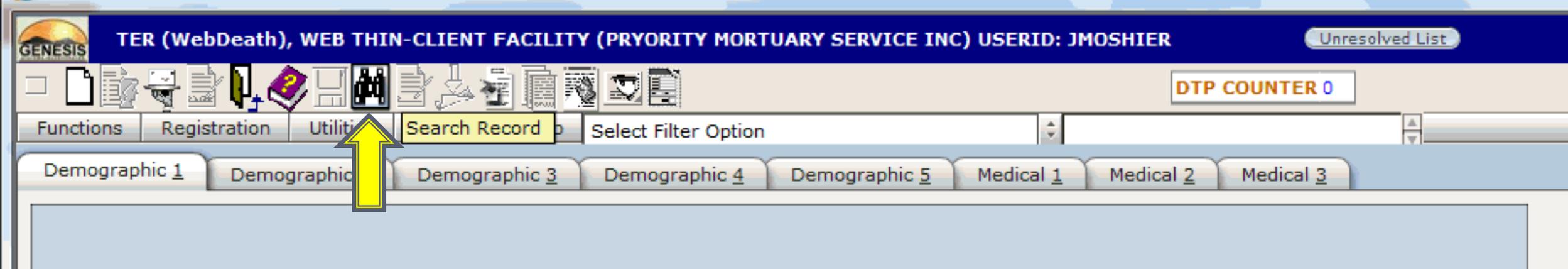
Medrec:	MECase Number:	First Name:	Middle Name:	Last Name:	Suffix:	Sex:	SSN:	Date of Birth: (MM-DD-YYYY)
<input type="text"/>	ML16-1800	'Mary'	<input type="text"/>	'Brown'	<input type="text"/>	FEMALE	<input type="text"/>	<input type="text"/>

<p>2. Actual or Presumed Date of Death (MM-DD-YYYY)</p> <p><input type="text" value="05/15/2016"/> <input type="text" value="ACTUAL"/></p> <p>Place Of Death</p> <p>Type of Place of Death:</p> <p><input type="text" value="Decedents Home"/></p>	<p>27. - 29. & 31. - 32. Certifier</p> <p>Certifier Type: <input type="text" value="MEDICAL EXAMINER"/></p> <p>Certifier Office: <input type="text" value="HARRIS COUNTY ME"/></p> <p>Medical Certifier: <input type="text" value="ANA LOPEZ, M.D."/></p> <p>Address: 1885 OLD SPANISH TRAIL License: K2812</p>
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Medical examiner starts and certifies a record.

STEPS:

- Medical Examiner completed the investigation, created and certified the record.
- Medical Examiner notifies the Funeral Home of the record.
- Funeral Home wants to claim record.



Select the binoculars icon. It is the ninth icon from the left.

Search Record Screen

General

Date Of Death / / EDR Number

Med Rec Number Coroner / ME Case Number

County of Occurance

Certifier Title

Medical Certifier's First Name Medical Certifier's Last Name

Funeral Home

Place Of Death

Type of Place of Death:

Enter first character:

Place of Death:

Decedent

First Name Middle Name

Last Name Suffix

Date Of Birth / /

Gender SSN

Decedent's Mother / Father

Mother's First Name

Mother's Maiden Last Name

Father's First Name

Father's Last Name

Find Select Records Clear Exit **Number of Records Found: 0**

The search screen is displayed.

https://ter2.dshs.state.tx.us:8443/ - Texas Web Death Application - Internet Explorer

TER (WebDeath), WEB THIN-CLIENT FACILITY (PRYORITY MORTUARY SERVICE INC) USERID: JMOSHIER Unresolved List

Search Record Screen

General

Date Of Death: 05 / 15 / 2016 EDR Number:

Med Rec Number: Coroner / ME Case Number:

County of Occurance:

Certifier Title:

Medical Certifier's First Name: Medical Certifier's Last Name:

Funeral Home:

Place Of Death

Type of Place of Death:

Enter first character:

Place of Death:

Decedent

First Name: Middle Name:

Last Name: Suffix:

Date Of Birth: / /

Gender: SSN:

Decedent's Mother / Father

Mother's First Name:

Mother's Maiden Last Name:

Father's First Name:

Father's Last Name:

Find Select Records Clear Exit **Number of Records Found: 0**

Enter: Date of death
You may enter it twice.

https://ter2.dshs.state.tx.us:8443/ - Texas Web Death Application - Internet Explorer

TER (WebDeath), WEB THIN-CLIENT FACILITY (PRYORITY MORTUARY SERVICE INC) USERID: JMOSHIER Unresolved List

Search Record Screen

General

Date Of Death: 05 / 15 / 2016 EDR Number: 1903166

Med Rec Number: [] Coroner / ME Case Number: []

County of Occurance: []

Certifier Title: []

Medical Certifier's First Name: [] Medical Certifier's Last Name: []

Funeral Home: []

Place Of Death

Type of Place of Death: []

Enter first character: []

Place of Death: []

Decedent

First Name: [] Middle Name: []

Last Name: [] Suffix: []

Date Of Birth: [] / [] / []

Gender: [] SSN: []

Decedent's Mother / Father

Mother's First Name: []

Mother's Maiden Last Name: []

Father's First Name: []

Father's Last Name: []

Find Select Records Clear Exit **Number of Records Found: 0**

Enter: Either EDR number or SSN
 Here, it is the EDR number. You may be asked to enter the SSN twice.

https://ter2.dshs.state.tx.us:8443/ - Texas Web Death Application - Internet Explorer

TER (WebDeath), WEB THIN-CLIENT FACILITY (PRYORITY MORTUARY SERVICE INC) USERID: JMOSHIER Unresolved List

Search Record Screen

General		Decedent	
Date Of Death	EDR Number	First Name	Middle Name
05 / 15 / 2016	1903166	[Redacted]	[Redacted]
Med Rec Number	Coroner / ME Case Number	Last Name	Suffix
[Redacted]	[Redacted]	[Redacted]	[Redacted]
County of Occurance	Certifier Title	Date Of Birth	Gender
[Redacted]	[Redacted]	[Redacted]	FEMALE
Medical Certifier's First Name	Medical Certifier's Last Name	SSN	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]
Funeral Home	Decedent's Mother / Father		
[Redacted]	Mother's First Name	[Redacted]	
	Mother's Maiden Last Name	[Redacted]	
	Father's First Name	[Redacted]	
	Father's Last Name	[Redacted]	
Place Of Death			
Type of Place of Death:			
[Redacted]			
Enter first character:			
[Redacted]			
Place of Death:			
[Redacted]			

Find Select Records Clear Exit **Number of Records Found: 0**

Enter: Gender

Search Record Screen

General		Decedent	
Date Of Death	EDR Number	First Name	Middle Name
05 / 15 / 2016	1903166	[Redacted]	[Redacted]
Med Rec Number	Coroner / ME Case Number	Last Name	Suffix
[Redacted]	[Redacted]	[Redacted]	[Redacted]
County of Occurance	Certifier Title	Date Of Birth	Gender
[Redacted]	[Redacted]	[Redacted]	FEMALE
Medical Certifier's First Name	Medical Certifier's Last Name	SSN	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]
Funeral Home	Decedent's Mother / Father		
[Redacted]	Mother's First Name	[Redacted]	[Redacted]
Place Of Death		Mother's Maiden Last Name	[Redacted]
Type of Place of Death:	[Redacted]	Father's First Name	[Redacted]
Enter first character:	[Redacted]	Father's Last Name	[Redacted]
Place of Death:	[Redacted]		

Find Select Records Clear Exit **Number of Records Found: 0**



Click on the "Find" button on the bottom.

Search Record Screen

Functions Reg

Demographic 1

General Inform

Medrec: M

2. Actual or Pre (MM-DD-YYYY)

05/16/2016

Place Of Death

Type of Place

Enter first cha

Place of Death

Street Address

State/Country

County:

City/Town:

Zip:

30. Time of Dea

Time of Death Typ

General

Date Of Death: / / EDR Number: 1900062

Med Rec Number: Coroner / ME Case Number:

County of Occurance: Certifier Title:

Medical Certifier's First Name: Medical Certifier's Last Name:

Funeral Home:

Place Of Death

Type of Place of Death:

Enter first character: Place of Death:

Decedent

First Name: Middle Name:

Last Name: Suffix:

Date Of Birth: / / Gender: SSN: - - -

Decedent's Mother / Father

Mother's First Name: Mother's Maiden Last Name:

Father's First Name: Father's Last Name:

n: (Y)

3

ified:

Find Select Records Clear Exit **Number of Records Found: 1**

DecedentsFirstName	DecedentsMiddleName	DecedentsLastName	DecedentsSuffix	CertifierFirstNam
'Eliza'	R.	'Doolittle'		LIAM



Search Record Screen

Functions Reg

Demographic 1

General Inform

Medrec: M

2. Actual or Pre (MM-DD-YYYY)

05/16/2016

Place Of Death

Type of Place

Enter first cha

Place of Death

Street Address

State/Country

County:

City/Town:

General

Date Of Death / / EDR Number 1900062

Med Rec Number Coroner / ME Case Number

County of Occurance

Certifier Title

Medical Certifier's First Name Medical Certifier's Last Name

Funeral Home

Place Of Death

Type of Place of Death:

Enter first character:

Place of Death:

Decedent

First Name Middle Name

Last Name Suffix

Date Of Birth / /

Gender SSN

Decedent's Mother / Father

Mother's First Name

Mother's Maiden Last Name

Father's First Name

Father's Last Name

Select Records **Clear** **Exit** **Number of Records Found: 1**

DecedentsFirstName DecedentsMiddleName DecedentsLastName DecedentsSuffix CertifierFirstNam

Highlight the record. Click "Select Records" button.

MESSAGE DISPLAYED:

**“EXISTING RECORD FOUND AND WILL BE
DISPLAYED.”**

GENESIS TER (WebDeath), WEB THIN-CLIENT FACILITY (HARRIS COUNTY ME) USERID: JMOSHIER Unresolved List

DTP COUNTER 0

Functions Registration Utilities Window Help All Unresolved 'Brown Mary' (D) 2016/05/15

Demographic 1 Demographic 2 Demographic 3 Demographic 4 Demographic 5 Medical 1 Medical 2 Medical 3

19. Method of Disposition
Method:
Other:

21. Burial Details
 Unknown
Section:
Block:
Lot:
Space:

24. - 25. Name and Address of Funeral Facility
Facility Name:
Address:
State/Country: Zip:
County: Zip Ext:
City/Town:

22. Place Of Disposition
Place of Disposition Name (Name of Cemetery, crematory, other place)

Currently, the funeral home is not listed.

FUNERAL HOME CLAIMS THE RECORD

- Save the record immediately.
- This action places the name of the funeral home on the record.
- Then the funeral home can continue entering information.
- Questions?

TER PROBLEMS AND SOLUTIONS

The Funeral home cannot enter the city of birth if the city is located within the United States

WHY DOES THIS HAPPEN?

- Enter a country by accident.
- A city of birth normally is not listed for a country.
- When a country is replaced with a state, unable to enter city.

Enter the City where the Decedent was Born. This item is used to match birth and death certificates of the deceased in their birth state. Matching these records is required by law to prevent the use of birth certificates of the deceased for fraudulent purposes. If City of Birth is not known put 'Unknown'.

EDR No: Local Part Medical Part

Record Type: IDENTIFIED

Date of Death:(MM-DD-YYYY) 02/09/2016

DCOA Response:

6. Decedent's Birthplace

State/Foreign Country:
TX(TEXAS)

City Of Birth:

1. Decedent's Name

First Name: 'Larry'

Middle Name:

Last Name: 'Smith' Suffix: JR

Maiden:

Time of Death

Time of Death Type:
ACTUAL

Time of Death: AM/PM:
09:43 AM

Example: State of birth is TX(Texas). Cannot enter City of Birth.

Local Part Medical Part

IDENTIFIED

02/09/2016

Suffix: JR

6. Decedent's Birthplace

State/Foreign Country: AA(ARUBA)

City Of Birth:

Time of Death

Time of Death Type: ACTUAL

Time of Death: AM/PM: 09:43 AM

4. - 5. Decedent's Date Of Birth

Date of Birth:(MM-DD-YYYY) 11/27/2015

Id	Last	Suffix

Add

Click on drop-down box.
Select a country, such as Aruba.

required by law to prevent the use of birth certificates of the deceased for fraudulent purposes. If City of Birth is

Local Part Medical Part

IDENTIFIED

02/09/2016

6. Decedent's Birthplace

State/Foreign Country: TEXAS

City Of Birth:

Time of Death

Time of Death Type: ACTUAL

Time of Death: AM/PM: 09:43 AM

4. - 5. Decedent's Date Of Birth

Date of Birth:(MM-DD-YYYY) 11/27/2015

Age Units: MONTHS

Age: 2

3. Decedent's Sex

Sex: MALE

7. SSN: ?

SSN Verification Status: INVALID

First	Middle	Last	Suffix

Add

Edit

Delete

Select state again. This time, it is Texas.
The selection clears the City of Birth.

required by law to prevent the use of birth certificates of the deceased for fraudulent purposes. If City of Birth is

<input type="checkbox"/> Local Part <input checked="" type="checkbox"/> Medical Part	6. Decedent's Birthplace
IDENTIFIED	State/Foreign Country: TEXAS
02/09/2016	City Of Birth: San Antonio
	Time of Death
	Time of Death Type: ACTUAL
	Time of Death: AM/PM: 09:43 AM
	4. - 5. Decedent's Date Of Birth
	Date of Birth:(MM-DD-YYYY) 11/27/2015
	Age Units: MONTHS
	Age: 2
	3. Decedent's Sex
	Sex: MALE
	7. SSN: ?
	SSN Verification Status: INVALID

First	Middle	Last	Suffix

Suffix: JR

Add Edit Delete

Now can enter City of Birth.

TER PROBLEMS AND SOLUTIONS

Funeral home must either change the Name or add a suffix after a death record is created.

WHY DOES THIS HAPPEN?

- Funeral home creates the death record.
- The informant asks to change information after finding the social security card.

EXAMPLE

- Funeral home created the death record.
- Family informs you to add “SR”.

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GENESIS TER (WebDeath), WEB THIN-CLIENT FACILITY (PRUITTS MORTUARY HOUSTON) USERID: JMOSHIER Unresolved List

DTP COUNTER 0

Functions Registration Utilities Window Help All Unresolved 'Smith Larry' ID (D) 2016/04/05

Demographic 1 Demographic 2 Demographic 3 Demographic 4 Demographic 5 Medical 1 Medical 2 Medical 3

EDR No: [] Local Part Medical Part

Record Type: IDENTIFIED

Date of Death:(MM-DD-YYYY) 04/05/2016

DCOA Response: []

6. Decedent's Birthplace

State/Foreign Country: TX(TEXAS)

City Of Birth: GALVESTON

1. Decedent's Name

First Name: 'Larry'

Middle Name: []

Last Name: Smith

Maiden: []

Suffix: []

Time of Death

Time of Death Type: ACTUAL

Time of Death: AM/PM: 06:50 PM



Suffix is blank now. Need to add "SR" to Suffix.

EXAMPLE

- Neither you nor medical certifier can update.
- If medical certifier has certified, please ask to decertify.

Sent: 5/17/2016 11:21 AM

To: help-ter@dshs.state.tx.us

Subject: EdR # 000001882501

CAN YOU PLEASE ADD SR. TO HIS NAME.

Please send email message to help-
TER@texasvsu.org

WHY? HELP DESK CANNOT CHANGE
IT. ONLY OUR IT CAN CORRECT.

Thank you for contacting TER.

We have received your request and will notify you when the specific changes have been made.

Please do not reply to this message. Replies to this message are routed to an unmonitored mailbox. If you have additional questions, please email us at: Help-TER@texasvsu.org

Thank you,

TER Helpdesk sends the request to our IT support.
You will receive the message that will displayed above.

Dear Raymond,

Thank you for contacting TER.

We were able to make the corrections needed for the specific request. You may continue the registration process.

Please do not reply to this message. Replies to this message are routed to an unmonitored mailbox. If you have additional questions, please email us at: Help-TER@texasvsu.org

Thank you,

After the correction is made, you receive this email message.

GENESIS TER (WebDeath), WEB THIN-CLIENT FACILITY (PRUITTS MORTUARY HOUSTON) USERID: JMOSHIER Unresolved List

DTP COUNTER 0

Functions Registration Utilities Window Help All Unresolved 'Smith Larry' (D) 2016/04/05

Demographic 1 Demographic 2 Demographic 3 Demographic 4 Demographic 5 Medical 1 Medical 2 Medical 3

EDR No: [] Local Part Medical Part

Record Type: IDENTIFIED

Date of Death:(MM-DD-YYYY) 04/05/2016

DCOA Response: []

1. Decedent's Name

First Name: 'Larry'

Middle Name: []

Last Name: 'Smith'

Maiden: []

Suffix: SR

AKA First Middle Last Suffix

Add

6. Decedent's Birthplace

State/Foreign Country: TX(TEXAS)

City Of Birth: GALVESTON

Time of Death

Time of Death Type: ACTUAL

Time of Death: AM/PM: 06:50 PM

4. - 5. Decedent's Date Of Birth

Date of Birth:(MM-DD-YYYY) 11/24/1940

Age Units: YEARS

Result: Suffix updated. Suffix now contains "SR".

General Spouse/Parents Place/Inform Disposition Certifier

Record Type? IDENTIFIED

Date of Death Type: ACTUAL State File Number: _____

Date of Death (MM-DD-YYYY): 05/16/2016 State File Date: ____/____/____

Decedent's Place of Birth: OKLAHOMA OKLAHOMA CITY

Decedent's Name

First: 'Linda'

Middle: _____

Last: 'Lester'

Maiden: 'Lester'

AKA	First Name	Middle Name	Last Name	Suffix

Ac
Ed
Del

In this example, deceased is 'Linda Lester'. There is no middle name.

EXAMPLE

- After creating record, family informs you to add “June” to middle name.
- Neither funeral home nor medical certifier can change.
- If medical certifier has certified, please ask to decertify.

Sent: 5/19/2016 10:29 AM

To: help-ter@dshs.state.tx.us

Subject: error on death certificate

I need a death certificate fixed that had some errors on it and the doctor had already certified it and we cant fix it. The doctor has decertified it now and we need June added to the middle name.

Please send an email message to help-
TER@texasvsu.org

WHY? HELP DESK CANNOT CHANGE IT.
ONLY OUR IT CAN CORRECT.

Thank you for contacting TER.

We have received your request and will notify you when the specific changes have been made.

Please do not reply to this message. Replies to this message are routed to an unmonitored mailbox. If you have additional questions, please email us at: Help-TER@texasvsu.org

Thank you,

TER Helpdesk sends the request to our IT support.
You receive above message.

Thank you for contacting TER.

We were able to make the corrections needed for the specific request. You may continue the registration process.

Please do not reply to this message. Replies to this message are routed to an unmonitored mailbox. If you have additional questions, please email us at: Help-TER@texasvsu.org

Thank you,

After the correction is made, you receive this email message.

General Spouse/Parents Place/Inform Disposition Certifier

Record Type? IDENTIFIED

Date of Death Type: ACTUAL State File Number: _____

Date of Death (MM-DD-YYYY): 05/16/2016 State File Date: ____/____/____

Decedent's Place of Birth: OKLAHOMA OKLAHOMA CITY

Decedent's Name

First: 'Linda'

Middle: 'June'

Last: 'Lester'

Maiden: 'Lester'

AKA	First Name	Middle Name	Last Name	Suffix

Ac
Ed
Del

After the request is completed, the middle name was changed to 'June'.

TER PROBLEMS AND SOLUTIONS

Registrar declines the record.

WHY WOULD THE REGISTRAR RETURN THE DEATH RECORD?

- Death occurred in another registration district.
- Incomplete information.
- Death should be filed as a delayed death because it is over a year old.

https://ter2.dshs.state.tx.us:8443/ - Texas Web Death Application - Internet Explorer

GENESIS TER (WebDeath), WEB THIN-CLIENT FACILITY (HILLIER FUNERAL HOME COLLEGE STATION) USERID: JMOSHIER Unresolved List

DTP COUNTER 0

Functions Registration Utilities Window Help All Unresolved

Demographic 1 Demographic 2 Demographic 3 Demographic 4 Demographic 5 Medical 1 Medical 2 Medical 3

EDR No: Local Part Medical Part

Record Type:

Date of Death:(MM-DD-YYYY)

DCOA Response:

1. Decedent's Name

First Name:

Middle Name:

Last Name:

Maiden:

Suffix:

6. Decedent's Birthplace

State/Foreign Country:

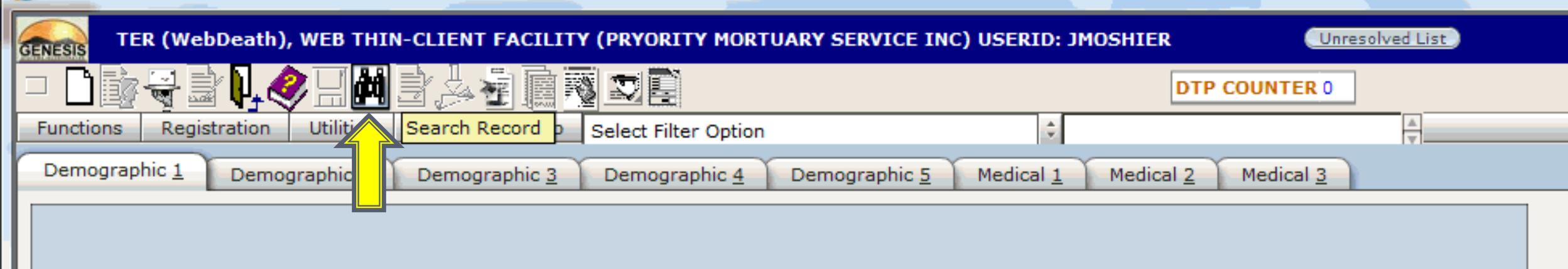
City Of Birth:

Time of Death

Time of Death Type:

Time of Death: AM/PM:

Log on to display the record.



Find the record. Select the binoculars icon. It is the ninth icon from the left.

https://ter2.dshs.state.tx.us:8443/ - Texas Web Death Application - Internet Explorer

GENESIS TER (WebDeath), WEB THIN-CLIENT FACILITY (HILLIER FUNERAL HOME COLLEGE STATION) USERID: JMOSHIER Unresolved List

Search Record Screen

General

Date Of Death / / EDR Number

Med Rec Number Coroner / ME Case Number

County of Occurance

Certifier Title

Medical Certifier's First Name Medical Certifier's Last Name

Funeral Home

Decedent

First Name Middle Name

Last Name Suffix

Date Of Birth / /

Gender SSN

Decedent's Mother / Father

Mother's First Name

Mother's Maiden Last Name

Father's First Name

Father's Last Name

Place Of Death

Type of Place of Death:

Enter first character:

Place of Death:

Find Select Records Clear Exit **Number of Records Found: 0**

Demographic 1

EDR No:

Record Type:

Date of Death:(M

DCOA Response:

1. Decedent's N

First Name:

Middle Name:

Last Name:

Maiden:

AKA Fir

Causes the Search screen to be displayed.

TER (WebDeath), WEB THIN-CLIENT FACILITY (HILLIER FUNERAL HOME COLLEGE STATION) USERID: JMOSHIER [Unresolved List](#)

Search Record Screen

General

Date Of Death: / / EDR Number:

Med Rec Number: Coroner / ME Case Number:

County of Occurance:

Certifier Title:

Medical Certifier's First Name: Medical Certifier's Last Name:

Funeral Home:

Decedent

First Name: Middle Name:

Last Name: Suffix:

Date Of Birth: / /

Gender: SSN:

Decedent's Mother / Father

Mother's First Name:

Mother's Maiden Last Name:

Father's First Name:

Father's Last Name:

Place Of Death

Type of Place of Death:

Enter first character:

Place of Death:

1. Decedent's N

First Name:

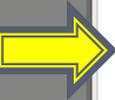
Middle Name:

Last Name:

Maiden:

AKA: Fir:

Find **Select Records** **Clear** **Exit** **Number of Records Found: 0**



Enter the EDR number. Click on the "Find" button.

TER (WebDeath), WEB THIN-CLIENT FACILITY (HILLIER FUNERAL HOME COLLEGE STATION) USERID: JMOSHIER Unresolved List

Search Record Screen

General

Date Of Death: [] / [] / [] EDR Number: 1898944

Med Rec Number: [] Coroner / ME Case Number: []

County of Occurance: []

Certifier Title: []

Medical Certifier's First Name: [] Medical Certifier's Last Name: []

Funeral Home: []

Decedent

First Name: [] Middle Name: []

Last Name: [] Suffix: []

Date Of Birth: [] / [] / []

Gender: [] SSN: []

Decedent's Mother / Father

Mother's First Name: []

Mother's Maiden Last Name: []

Father's First Name: []

Father's Last Name: []

Place Of Death

Type of Place of Death: []

Enter first character: []

Place of Death: []

Find Select Records Clear Exit **Number of Records Found: 1**

DecedentsFirstName	DecedentsMiddleName	DecedentsLastName	DecedentsSuffix	CertifierFirstName
'Smith'		'Larry'	JR	TERRY

If the record is found, then it is displayed at the bottom.

Search Record Screen

General		Decedent	
Date Of Death	EDR Number	First Name	Middle Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Med Rec Number	Coroner / ME Case Number	Last Name	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
County of Occurance	<input type="text"/>	Date Of Birth	<input type="text"/>
<input type="text"/>	<input type="text"/>	Gender	SSN
Certifier Title	<input type="text"/>	<input type="text"/>	<input type="text"/>
Medical Certifier's First Name	Medical Certifier's Last Name	Decedent's Mother / Father	
<input type="text"/>	<input type="text"/>	Mother's First Name	<input type="text"/>
Funeral Home	<input type="text"/>	Mother's Maiden Last Name	<input type="text"/>
Place Of Death		Father's First Name	<input type="text"/>
Type of Place of Death:	<input type="text"/>	Father's Last Name	<input type="text"/>
Enter first character:	<input type="text"/>		
Place of Death:	<input type="text"/>		

Find Select Records Clear Exit **Number of Records Found: 1**

DecedentsFirstName	DecedentsMiddleName	DecedentsLastName	DecedentsSuffix	CertifierFirstName
'Smith'		'Larry'	JR	TERRY

Highlight the entry. Click on "Select Records".

GENESIS TER (WebDeath), WEB THIN-CLIENT FACILITY (HILLIER FUNERAL HOME COLLEGE STATIO

Functions Registration Utilities Window Help Search Results

Demographic 1 Demographic 2 Demographic 3 Demographic 4 Demographic 5 Medical

EDR No: 9999999 Local Part Medical Part

Record Type: IDENTIFIED

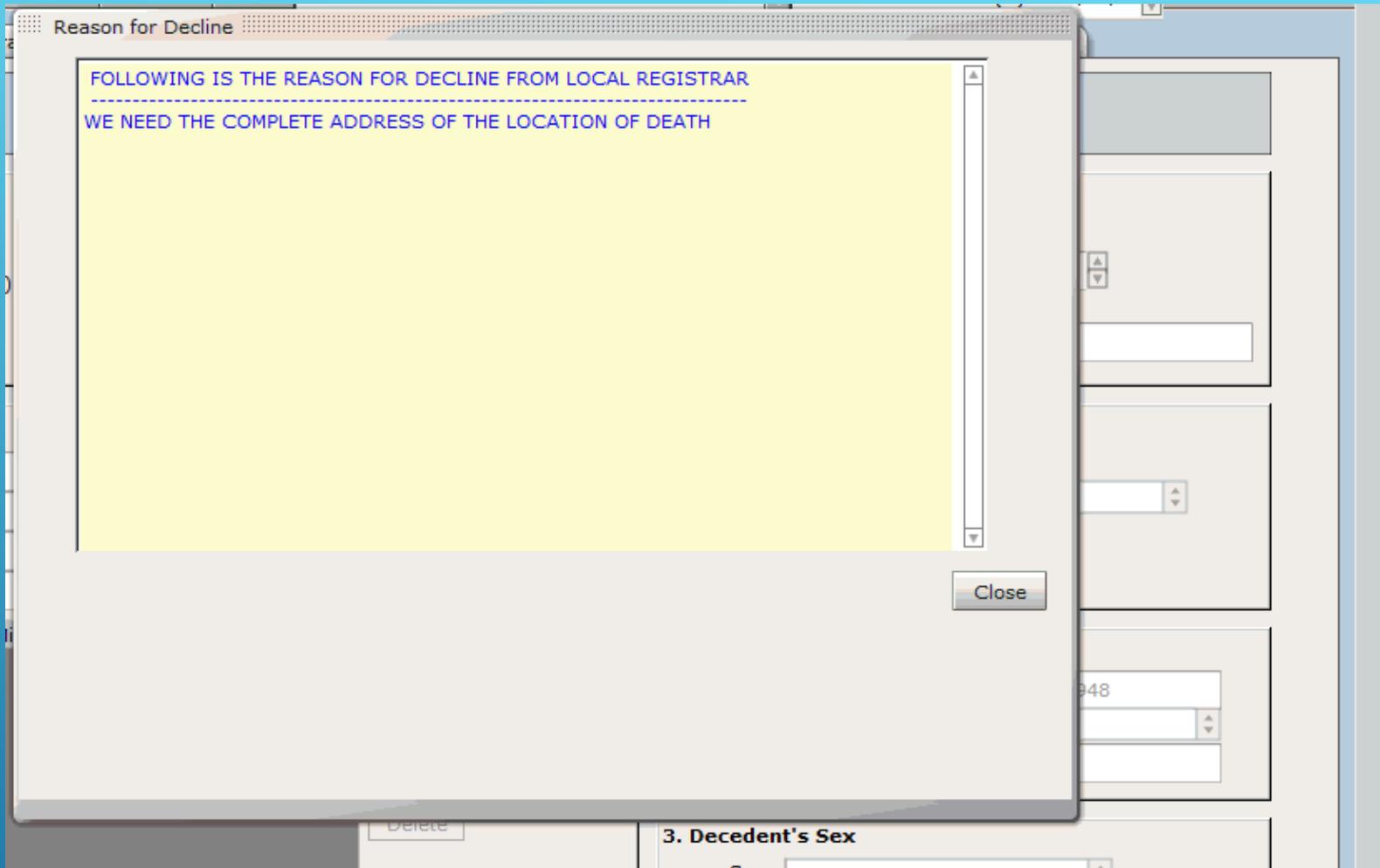
Date of Death:(MM-DD-YYYY) 05/08/2016

DCOA Response: SUCCESS

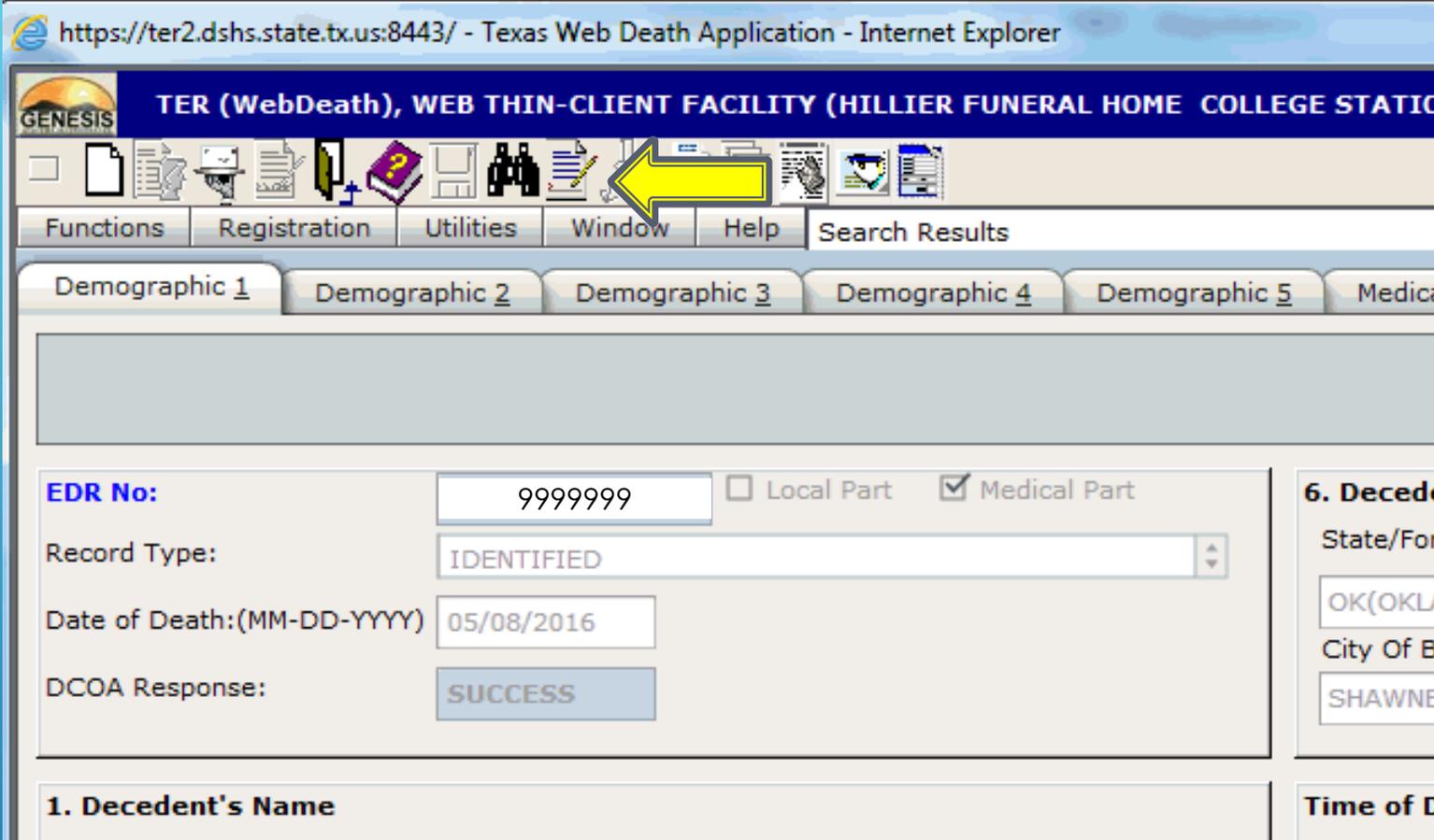
6. Decede
State/For
OK(OKLA
City of B
SHAWNE

1. Decedent's Name **Time of D**

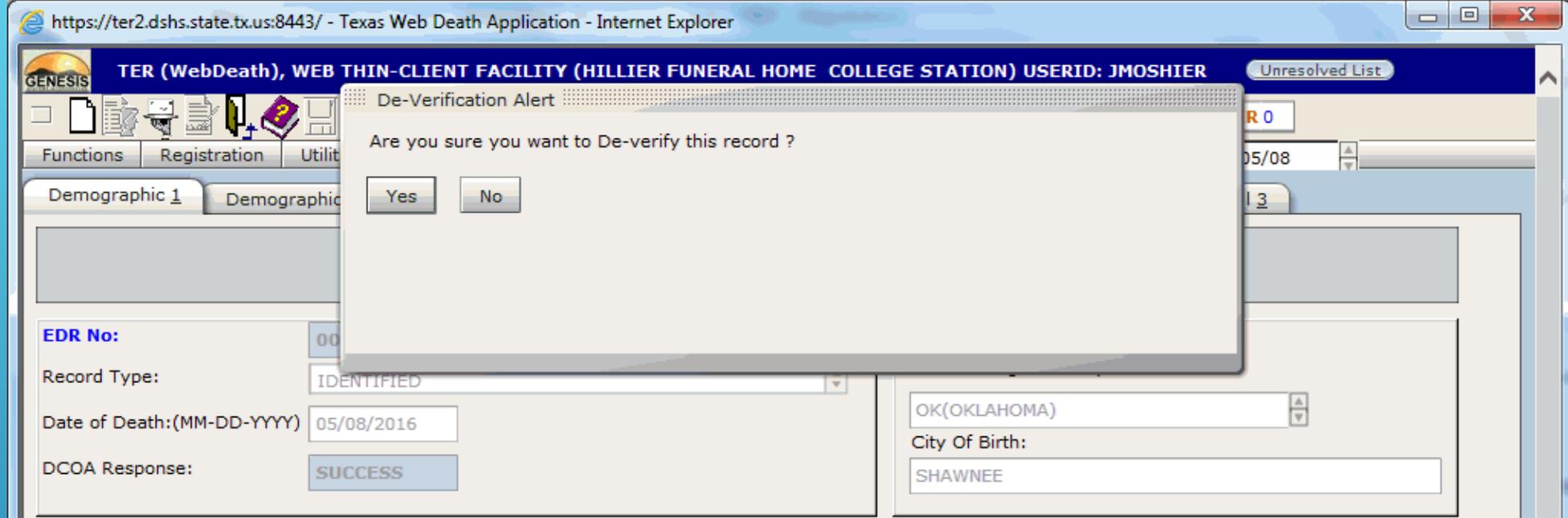
The record now is displayed.



Now see the reason for why the local registrar declined.



Deverify the record. The icon is right of the binoculars icon. It is the tenth icon from the left.



You will be asked if you want to de-verify the record.
Click "Yes".

Demographic 1 Demographic 2 Demographic 3 Demographic 4 Demographic 5 Medical 1 Medical 2 Medical 3

EDR No: 9999999 Local Part Medical Part

Record Type: IDENTIFIED

Date of Death:(MM-DD-YYYY) 05/08/2016

DCOA Response: SUCCESS

6. Decedent's Birthplace

State/Foreign Country: OK(OKLAHOMA)

City Of Birth: SHAWNEE

1. Decedent's Name

Time of Death

Time of Death Type:

The record now unlocked. You can make the required changes.

Demographic 1 Demographic 2 Demographic 3 Demographic 4 Demographic 5 Medical 1 Medical 2 Medical 3

Report only those years of school that were completed. Select the box that best describes the highest degree of level of school completed at the time of death. Select 'Unknown' if the deceased's education is not known. A person who enrolls in college but does not complete one full year should not be identified with any college education in this item; that is, select 'High School Graduate of GED completed'

Local Registrar: **If deceased served in U.S Armed Forces, fill out the following**

Decedent's Education: Is the deceased reported to have

BACHELOR'S DEGREE (BA, AB, BS)

Decedent's Usual Occupation: Name of next of kin or next friend:

QUALITY CONTROL

Decedent's Kind of Business/Industry: Post Office Address:

FOOD MANUFACTURING

Ever A Peace Officer In This State: Name of next of kin or next friend:

NO

Ever in US Armed Forces? UNKNOWN

Decedent of Hispanic Origin?

00. No, not Spanish/Hispanic/Latino

01. Yes, Mexican, Mexican American, Chicano

Decedent's Race

White

Black or African American

American Indian or Alaska Native

Filipino

Japanese

Korean

Guamanian or Chamorro

Samoan

Other Pacific Islander (Specify)

99. Unknown



Local Designation

Please Select Local Registrar: REGISTRAR - BRAZOS COUNTY CLERK

OK Cancel

When a registrar declines a record, the name of the registrar is removed. You must designate a registrar. Otherwise, you will be ask to print the record.

SOCIAL SECURITY VERIFICATION DOES NOT
CHANGE FROM “PENDING”.

WHY DOES THIS HAPPEN?

- The social security number is checked.
- Sometimes, the social security verification status is not updated on the death record.

		<input type="button" value="Delete"/>		SSN Verification Status: PENDING			
Records In Queue:1	Field Name.	Field Status.	Updating Record	CAPS	NUM	INS	5/23/2016

- In this example, the status is PENDING.
- Result: Funeral home cannot verify.

SSN VERIFICATION PENDING HOW CAN IT BE CORRECTED?

- How to change the verification status on the death record?
- Contact the TER Help Desk (email or telephone).
- Provide information about record.
- The Help Desk looks up the record.
- Click on tabs to update the verification status.
- Must display record again to see the change.

<input type="button" value="Delete"/>		SSN Verification Status: PASSED	
Records in Queue.	Field Name.	Field Status.	Record

Here is an example of an updated death record.
Now can verify.

THE MEDICAL CERTIFIER CANNOT UPDATE THE
PLACE OF DEATH

WHEN WOULD THE PLACE OF DEATH NEED TO BE UPDATED?

- Address is not always accurate.
- Address close to a county line.
- In area that was recently annexed by city.

SUMMARY OF PROBLEM

- Person dies at home.
- Under place of death, entered the name of a city.
- Registrar returns because address is in a precinct.
- Medical certifier cannot update.

https://ter2.dshs.state.tx.us:8443/ - Texas Web Death Application - Internet Explorer

GENESIS TER (WebDeath), WEB THIN-CLIENT FACILITY (CARNES FUN

Functions Registration Utilities Window Help All Unresolved

Demographic 1 Demographic 2 Demographic 3 Demographic 4

General Information

Medrec: MECase Number: First Name: Middle Name: L

'Lacy'

2. Actual or Presumed Date of Death Date of Death Type
(MM-DD-YYYY)

Place Of Death

Type of Place of Death:

In this example, 'Lacy' died at home.

Place Of Death

Type of Place of Death:

Decedents Home

Street Address: 1755 E. Dawn Street

State/Country: TX (TEXAS)

County: HARRIS

City/Town: HOUSTON

Zip:

77099

Ext:

Told that the address is within the city limits.
This address is copied to the medical side.
Medical certifier completes and certifies record.

Place Of Death

Type of Place of Death:

Decedents Home

Street Address: 1755 E. Dawn Street

State/Country: TX (TEXAS)

County: HARRIS

City/Town: HOUSTON

Zip:

77099

Ext:

Local registrar declines the death record.
The address is outside the city limits.
The City/Town should be Precinct 1.

Place Of Death

Type of Place of Death:

Decedents Home

Street Address: 1755 E. Dawn Street

State/Country: TX (TEXAS)

County: HARRIS

City/Town: HOUSTON

Zip:

77099

Ext:

The funeral home changes the address.
However, medical certifier tries to change the
City/Town to Precinct 1, but cannot.

Place Of Death

Type of Place of Death:

Decedents Home

Street Address: 1755 E. Dawn Street

State/Country: TX(TEXAS)

County:

HARRIS

City/Town:

HOUSTON

Zip:

77099

Ext:



What to do?
State/Country – Replace TX(Texas)

Place Of Death

Type of Place of Death:

Decedents Home

Street Address: 1755 E. Dawn Street

State/Country: TEXAS

County:

City/Town:

Zip:

77099

Ext:



What to do?.

State/Country – Replace TX(Texas) with TEXAS

Clears rest of address.

Place Of Death

Type of Place of Death:

Decedents Home

Street Address: 1755 E. Dawn Street

State/Country: TEXAS

County: Harris
Precinct 1

City/Town:

Zip: 77099 Ext:

Now can enter correct address.

THE MEDICAL CERTIFIER CANNOT FIND A DEATH RECORD

- ▶ If a user id has a location and a death record have a medical certifier location that do not match exactly, then unable to find record.
- ▶ Example: Dr. Usha Patel's user id lists the location as "Scott & White Healthcare System".
- ▶ On a death record, Dr. Patel is listed as the medical certifier at the location "UT Southwestern Medical – Dallas".

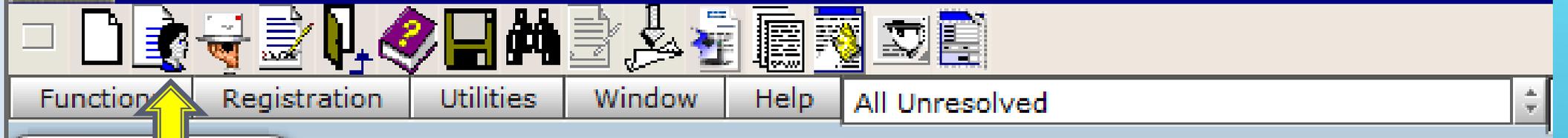
THE MEDICAL CERTIFIER CANNOT FIND A DEATH RECORD

- ▶ TER help desk corrects.
- ▶ Funeral home designates medical certifier again.
- ▶ Reasons:
 - ▶ At more than one location.
 - ▶ Changed medical practices.

POSSIBLE REASONS WHY FUNERAL HOME CANNOT FIND A SPECIFIC MEDICAL CERTIFIER:

- Medical certifier information is incomplete.
- Medical certifier not enrolled.

FIRST SCENARIO: MEDICAL CERTIFIER INFORMATION IS INCOMPLETE



Designate medical certifier.
It is the third icon from the left.

The screenshot shows a software window titled "Medical Certifier Designation Search". The window has a menu bar with "Utilities", "Window", and "Help". The title bar includes "DTP COUNTER 0" and "BUTCHER JACK (D) 2016/05/2". The main content area is divided into two sections: "Medical Certifier Type" and "Medical Certifier Information".

Medical Certifier Type

Medical Certifier Type:

Medical Certifier Information

First Name:	Middle Name:	Last Name:	License#:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Buttons: Designate, Search, Cancel, Relinquish

Below the buttons is a large, empty light blue rectangular area, likely a list or table for search results.

The Medical Certifier Designation screen is displayed.

Medical Certifier Designation Search

Medical Certifier Type

Medical Certifier Type: PHYSICIAN

Medical Certifier Information

First Name: Middle Name: Last Name: License#:

z9999

Designate Search Cancel Relinquish

In this example, seek a doctor. Select "Physician". Search by the medical license number. Enter: "Z9999". Result: Cannot find doctor.

WHAT IS THE NEXT STEP?

- Contact the TER help desk.
- Ask why the medical certifier cannot be found.
- TER help desk can look up. State the full name of medical certifier.
- If found, Ter help desk can correct.

Display In Lists?

Save

Medical certifiers:

The information includes a “Display in lists?” box.

If this box is not checked, you are unable to find the medical certifier.

After the TER help desk corrects, you can find the medical certifier.

WHAT IF THE MEDICAL CERTIFIER IS NOT LISTED IN TER?

- Encourage the medical certifier to enroll.
- If necessary, can expedite the enrollment if waiting to assign medical certifier.

QUESTIONS ABOUT TER?

Drop to paper update

ON MAY 26, 2016, PER THE STATE REGISTRAR, WE WILL STOP REJECTING DEATH RECORDS FOR NON-COMPLIANCE WITH HB 1739.

HOWEVER, WE STRONGLY ENCOURAGE
FUNERAL DIRECTORS AND MEDICAL
CERTIFIERS TO ENROLL IN TER.

WHY?

Health and Safety Code Sec. 193.002

The person in charge of internment or removal of a body...shall

(4) File the record electronically as specified by the state registrar.

HEALTH AND SAFETY CODE SEC. 193.005 (H)

The person completing the medical certification shall submit the information and attest to its validity using an electronic process approved by the state registrar.

In effect since September 1, 2007.

QUESTIONS ON DROP TO PAPER?

**IN WHAT OTHER SITUATIONS WILL YOU
SEE DROP TO PAPER RECORDS?**

FAMILY ACTS AS FUNERAL DIRECTOR

Health and Safety Code Sec. 193.002:
The person in charge of internment or removal of a body...for
disposition...

Note that the statute states **only** “person”.

WHY?

- Family has family cemetery
- Green burial

GENERAL DEFINITION OF A GREEN BURIAL

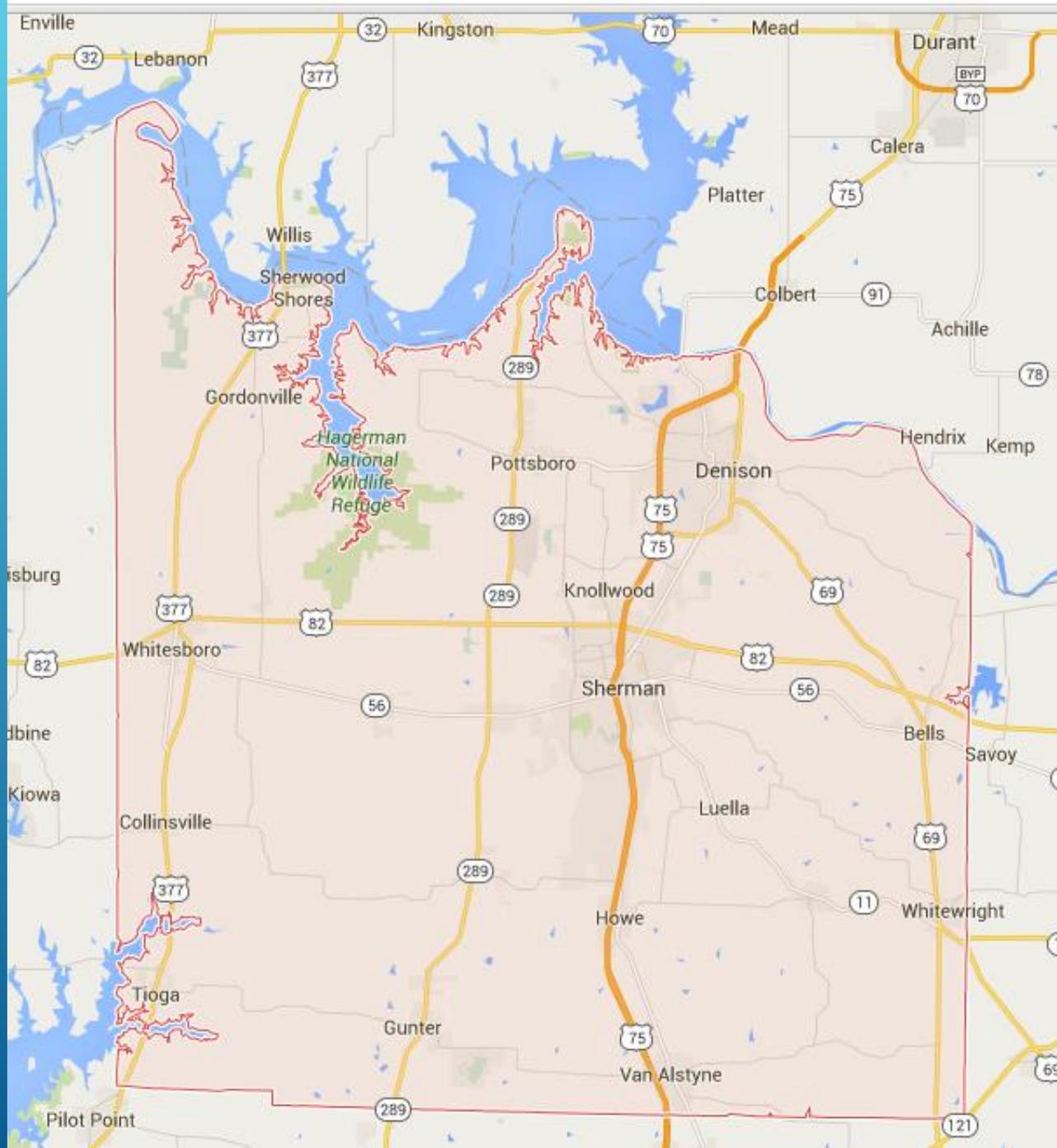
Inter the body of a dead person in the soil in a manner that does not inhibit decomposition but allows the body to recycle naturally.

SCENARIO

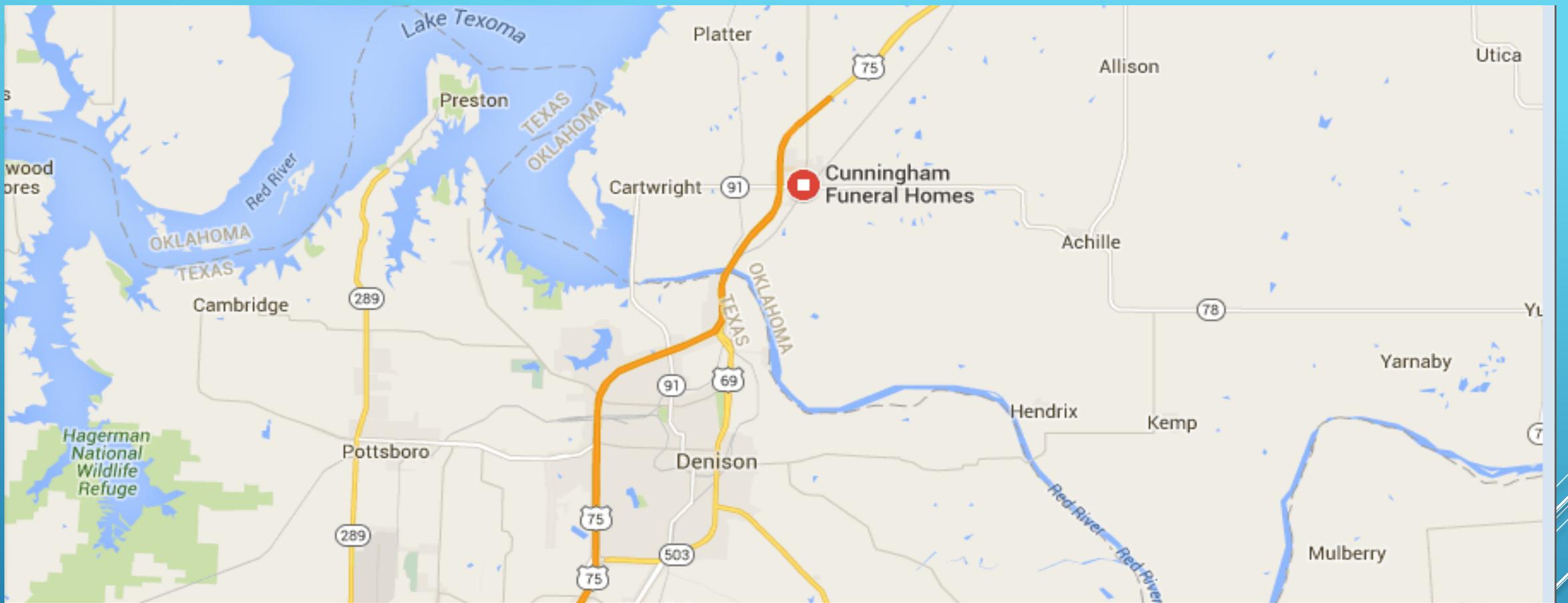
- Medical certifier creates and certifies record.
- Drop to paper
- Given to family.
- Family completes.
- Handed to local registrar.

DEATH IN TEXAS. FUNERAL HOME IN BORDER STATE HANDLES FUNERAL.

Examples: Oklahoma, Arkansas, Louisiana, and New Mexico.



Person dies in Grayson County.



Funeral home in Oklahoma handles funeral.

WHAT HAPPENS?

- Medical certifier creates and certifies record.
- Drop to paper
- Handed to funeral home out of state.
- Funeral home completes.
- Gives to local registrar.

MEDICAL AMENDMENTS

- Fully-electronic death record.
- Medical amendment also filed online.

SCENARIO 1: INQUEST DONE AFTER MEDICAL RECORD CERTIFIED BY PHYSICIAN

Either the Justice of the peace or the Medical examiner can file amendment

SCENARIO 2: LOCAL REGISTRAR NEEDS TO HAVE ONLINE MEDICAL AMENDMENT SENT TO LOCAL PRINT QUEUE

- Call TER Help Desk.
- Provide either EDR number or full name.
- TER Help Desk can send to registrar print queue.

SCENARIO 3: MEDICAL CERTIFIER WANTS TO CLEAR A PENDING AMENDMENT

- Create a medical amendment.
- A message is displayed that the amendment is in progress.
- Review a medical amendment.
- Displays message that amendment is not found.

SCENARIO 3: PENDING AMENDMENTS BE CLEARED

- Send message to help-TER@texasvsu.org to clear the amendment
- After it is cleared, can proceed.

PAPER AMENDMENTS

NEW JUSTICE OF THE PEACE FILES AMENDMENT TO ENTER AUTOPSY RESULTS

- The Justice of the peace files record with the cause of death “Pending”. Date of death is 12/20/2015
- Term of office ends 12/31/2015
- New Justice of the peace comes into office on 01/01/2016.
- Receives autopsy results on 02/03/2016.

SCENARIO:

- Reviewing (submitting) amendment requires PIN of old JP.
- New JP does not have PIN of old JP.
- New Justice of the Peace files paper medical amendment.

CHANGE DATE OF DEATH > 365 DAYS

- Date of death on record is 05/15/2015
- Wants to change date of death to 05/16/2015

NAME CHANGE OF MEDICAL
CERTIFIER'S LOCATION AFTER RECORD
CERTIFIED

- ▶ Since the beginning of this year, our enrollment specialist received requests to add “Baylor” to “Scott & White”.
- ▶ Scott and White General Hospital-Garland
- ▶ Baylor Scott and White General Hospital-Garland

EXAMPLE:

SCENARIO:

- Location was James R. Brown MD – P9999
- Death record was completed on 04/01/2016.

SCENARIO:

- Request change in name of practice on 04/18/2016
- Old: James R. Brown MD – P9999
- New: Family Medicine of West Frisco

SCENARIO:

- Doctor tries to file online amendment on 05/15/26
- May be able to view record, but not make changes due to name change

CONCLUSION: QUESTIONS?