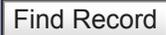
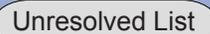
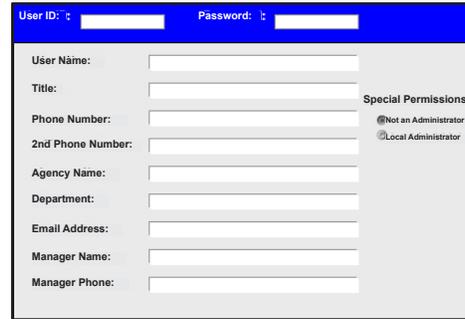


DROP-TO-PAPER

1. Type <https://ter2.dshs.state.tx.us/edeath> in the address bar and press 'Enter'.
2. Click on [Thin Client Application](#) on portal page.
3. Enter 'User Name' & 'Password', then click 'Login'. 
4. Select the appropriate location.
5. Under the '[Functions](#)' menu, select '[Medical Data Entry](#)' or click the icon. 
6. Under 'Registration' menu, select 'New Record' or click the icon. 
7. Enter items on '**Texas Record Data**' screen using the **TAB** key to advance fields. **TAB** through the EDR, Medrec & ME Case Number fields if unknown.
8. Select 'Find Record' and  click on 'New Record'. Next, save the record.
9. [Complete Medical Tabs 1 to 3](#). Save after each completed tab. 
10. Click the '**Unresolved List**' button to view a list of incomplete items. 
11. Under the '[Registration](#)' menu, select '[Medical Certification](#)' or click the icon. 
12. Select 'Yes' to the question, "Are you sure you want to certify cause of death?".
13. Select '[Preview](#)' to review and print the '**Medical Abstract of Death Certificate**'. 
14. Repeat steps 11 and 12. Select '[Certify](#)', enter PIN to medically certify, and click 'OK'.
15. Click the Drop-to-Paper icon and answer 'Yes' to the question "Are you sure you want to "Drop-to-Paper". 
16. After printing the death certificate on the state-provided 8.5" X 11" Drop-to-Paper, forward the record to the appropriate funeral home.

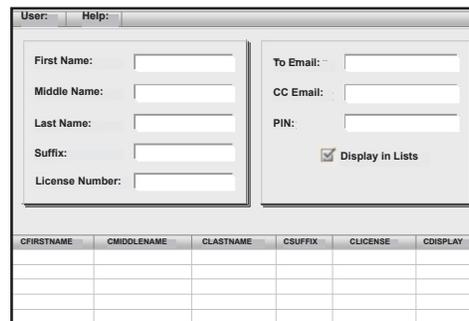
ADD NEW TER USER (medical certifier staff)

****For Local Administrator use only****



1. Under the '[Utilities](#)' menu, select '[User Security](#)'.
2. Click 'OK' on 'Local Administrator validated'.
3. Under the '[User](#)' menu, select 'New'.
4. Assign User ID and temporary password and retype.
5. Complete the demographic items.
6. Within '[Special Permissions](#)', select an administrative level and 'Save'.
7. Under the '[User](#)' menu, select '[View Locations](#)'.
8. Click on '[Locations](#)', then on 'Medical Locations' in next screen.
9. Select the appropriate medical location home.
10. Drag to '[Locations](#)' under '[User Location](#)' (right side of screen) and 'Save'.
11. Under the '[Locations](#)' menu, select '[View Groups & Processes](#)'.
12. Click on '[Groups](#)' and select 'Medical Certifiers'.
13. Drag to '[groups](#)' under '[Processes Assigned](#)' (right side of screen).

SETUP MEDICAL CERTIFIER & PIN



CFIRSTNAME	CMIDDLENAME	CLASTNAME	CSUFFIX	CLICENSE	CDISPLAY

1. Under the '[Utilities](#)' menu, select 'Medical Certifier'.
2. Under the '[User](#)' menu, select 'New'.
3. Complete the demographic information.
4. Assign and verify temporary PIN number.
5. Check the '[Display in Lists](#)' box.
6. Under the '[User](#)' menu, select 'Save' and new medical certifier will appear on list.
7. Exit.



Publication # E35-12914 Rev. 05/08

A Quick Reference Guide to
Electronic Medical Certification

Texas
Electronic
Registrar

Never Sign a Death Certificate Again!



TEXAS VITAL STATISTICS
Department of State Health Services
www.texasvsu.org

Texas Electronic Registrar (TER) Death Registration System

This brochure is designed to assist medical certifiers in electronically completing and amending the medical portion on death certificates using the TER-Death Registration System.

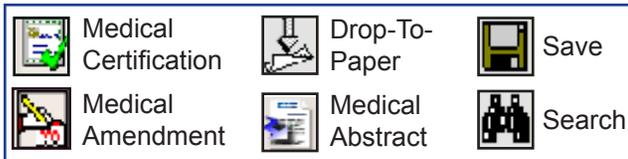
There are two types of TER-Death registrations: **Electronic** and **Drop-to-Paper**.

Electronic death registration is a paperless process that incorporates all parties (funeral home/mortuary service, medical certifier and local registration office) participating in TER.

Drop-to-Paper death registration is currently an alternate process that incorporates at least one party (funeral home/mortuary or medical certifier) participating in TER but not all.

Medical Amendments can be completed in TER by a medical certifier to correct/report information contained in the medical portion of the death certificate.

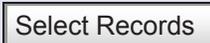
KEY ICONS



ELECTRONIC REGISTRATION ACCESSING THE RECORD

1. Upon receipt of an email notification that designates a death certificate for medical certification, open Internet. 
2. Type <https://ter2.dshs.state.tx.us/edeath> in the address bar and press 'Enter'.
3. Click on [Thin Client Application](#) on portal page.
4. Enter 'User Name' & 'Password', then click 'Login'. 
5. Select the appropriate location.

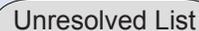
COMPLETING A RECORD

1. Under the '*Functions*' menu, select '*Medical Data Entry*' or click the icon. 
2. Retrieve the record by clicking the '*Search*' icon. 
3. On the '**Search Record Screen**', enter the Electronic Death Registration (EDR) number from the email notification and click '*Find*'.
4. Select the record and click the '*Select Records*' icon. 
5. Complete Medical tabs 1 to 3. 
 - Use the **TAB** key to advance fields.
 - If a TER notification box appears indicating a discrepancy, verify the information with the funeral home to ensure consistency.
 - Save after each completed medical tab. 

Decedent's Name:	
First Name:	Active Item
Middle Name:	Completed Item
Last Name:	Non-Completed Item
Maiden:	Disabled Item

- Note the color of each entry field and complete all non-completed items colored yellow.

6. On the upper right corner of the computer screen, click the '**Unresolved List**' button to view a list of incomplete fields.



If no fields appear, skip to #7 below.

If any fields appear on the list, then:

- Go to the appropriate medical tab(s) to complete each incomplete field.
- For a field that does not require a response (i.e. middle name), place the cursor on the field and use the **TAB** key to resolve the field. The completed field will turn white.

7. Save the record. 

CERTIFYING A RECORD

1. Under the '*Registration*' menu, select '*Medical Certification*' or click the icon. 
2. Select 'Yes' to the question "*Are you sure you want to certify cause of death?*".
3. Select '*Preview*' to review and print the '**Medical Abstract of Death Certificate**'. 
4. Repeat steps 1 and 2. Select '*Certify*', enter PIN to medically certify, and click '*OK*'.  PIN:
5. The record locks and the funeral home/mortuary service is notified via email of medical certification completion.

MEDICAL AMENDMENT

A medical amendment can only be completed in TER if:

- certified by a medical certifier;
- fully electronic; and
- electronically filed by the State Vital Statistics Unit.

1. Log onto TER and retrieve the record (refer to **Accessing the Record** and **Completing the Record** sections).

2. Click the Medical Amendment icon. 

3. Select the medical certifier, enter the PIN and click 'OK'.

4. Update medical information on the appropriate Medical tab and save the record. 

5. The record locks and the amendment is electronically submitted.

6. Within one business day of submission, print an updated '**Medical Abstract of Death Certificate**' for your files (if needed). 