Medical Certifier Cheat Sheet-Fetal Death

Fetal Death Certificate Process:

If MC starts record and FH is involved:

1. MC starts record and performs data entry
2. MC demographically designates FH
3. FH accepts ownership
   Note: MC cannot certify until FH accepts ownership
4. MC certifies record
5. FH verifies record
6. MC or FH can release record

FH Designation:

1. Go to Fetal Death module
2. Record --> Demographic Designation
3. Select Verifier type, enter searchable data, click "Search"
4. Select the verifier's name in the table --> Click "Designate"

Medical Certification:

1. Go to Fetal Death module
2. Record --> Certify
3. Click "Preview" to open a printable screen for the abstract of the fetal death record. Click "Certification" to move forward
4. Read and check box in lower left--> Enter PIN --> Click, "Ok" --> Click, "Yes"

Release record:

1. Go to Fetal Death module
2. Record --> Release, click, "Yes"
   *Only Physicians/JPs/MEs should certify fetal deaths
   *Fetal Death Reporting begins where fetal death occurred

Keyboard Shortcuts:

T	T	Enters current date in any date field.
T + up/down	T ↑ ↓	Enters the current date and you can populate a day before or after.
Tab	tab	Moves forward from one box/field to another box/field.
Shift Tab	shift tab	Moves backward from one box/field to another box/field.
Enter	enter	Activates the next button on the page.
1st Letter of a Word		Enters selection from pick list of a dropdown list. Scroll through that letter.
Space Bar	space	Selects a radio button or check box.
Arrow Keys	↑ ↓	Moves from one radio button to the next.
Down Arrow	↓	Opens a dropdown list.
Escape	esc	Closes a dropdown list.
Ctrl + S	Ctrl S	Saves the current record.
State Abbreviations		Selects the associated state by typing the first letter.

Diacritical Marks:

Press and hold "ALT" key, type 3 digit code, release the "ALT" key

ALT Code	Diacritical Mark	ALT Code	Diacritical Mark	ALT Code	Diacritical Mark
128	Ç	0194	Â	0204	Ì
142	Ä	0192	À	0211	Ó
144	É	0195	Ã	0210	Ò
153	Ö	0235	Ë	0213	Õ
154	Ü	0200	È	0218	Ú
165	Ñ	0205	Í	0217	Ù
0193	Á	0207	Ï	0221	Ý

Questions? The TxEVER team can be reached at Help-TxEVER@dshs.texas.gov or 512-776-3010

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