**Physicians Cheat Sheet-Fetal Death**

**Adding Fetal Death Reporting to an Existing User:**

1. Global -> tools -> security -> user maintenance
2. Add the birth-fetal death facility location to the user’s locations
3. Add “fetal death clerk” and “fetal death certifier” process groups to medical certifiers. Fetal death clerks should only have the “fetal death clerk” process group.
4. If adding to a physician’s account, enter that physician into the fetal death library attendant/certifier table as a certifier: Fetal death -> tools -> facility -> library maintenance

**Fetal Death Certificate Process:**

If PHY starts record and FH is involved:

5. PHY starts record and performs data entry
6. PHY demographically designates FH
7. FH accepts ownership
   *Note: PHY cannot certify until FH accepts ownership*
8. PHY certifies record
9. FH verifies record
10. PHY 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:**

<table>
<thead>
<tr>
<th>Key</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>T</td>
<td>Enters current date in any date field.</td>
</tr>
<tr>
<td>Tab</td>
<td>Enters the current date and you can populate a day before or after.</td>
</tr>
<tr>
<td>Shift Tab</td>
<td>Moves forward from one box/field to another box/field.</td>
</tr>
<tr>
<td>Enter</td>
<td>Activates the next button on the page.</td>
</tr>
<tr>
<td>1st Letter of a Word</td>
<td>Enters selection from pick list of a dropdown list. Scroll through that letter.</td>
</tr>
<tr>
<td>Space Bar</td>
<td>Selects a radio button or check box.</td>
</tr>
<tr>
<td>Arrow Keys</td>
<td>Moves from one radio button to the next.</td>
</tr>
<tr>
<td>Down Arrow</td>
<td>Opens a dropdown list.</td>
</tr>
<tr>
<td>Escape</td>
<td>Closes a dropdown list.</td>
</tr>
<tr>
<td>Ctrl + S</td>
<td>Saves the current record.</td>
</tr>
</tbody>
</table>

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

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