



Funeral Homes Cheat Sheet-Fetal Death



Fetal Death Certificate Process if MC starts Record:

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

Fetal Death Certificate Process if FH starts Record:

1. Funeral home starts record
2. Funeral home fills out demographic tab
3. Funeral home designates a medical certifier
4. Medical certifier performs data entry and certifies record
5. Funeral home verifies record (FH cannot verify until MC certifies record)
6. Funeral home releases record (Medical certifier can also release record as long as the funeral home has completed verification).

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



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Keyboard Shortcuts:

T		Enters current date in any date field.
T + up/down		Enters the current date and you can populate a day before or after.
Tab		Moves forward from one box/field to another box/field.
Shift Tab		Moves backward from one box/field to another box/field.
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		Selects a radio button or check box.
Arrow Keys		Moves from one radio button to the next.
Down Arrow		Opens a dropdown list.
Escape		Closes a dropdown list.
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	Ï
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

6/27/19 version 1.0