BASIC FETAL DEATH REGISTRATION FOR FUNERAL HOMES
<table>
<thead>
<tr>
<th>Shortcuts</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Press T or</td>
<td>Enters current date in any date field.</td>
</tr>
<tr>
<td>Press T and Tab or</td>
<td>Enters the current date and you can populate a day before or after.</td>
</tr>
<tr>
<td>Shift Tab or Enter</td>
<td>Moves forward from one box/field to another box/field.</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. Right to Left or Left to Right.</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>
<tr>
<td>State Abbreviations</td>
<td>Selects the associated State by typing the first letter.</td>
</tr>
</tbody>
</table>
**Diacritical Marks**

TxEVER will allow the use of Diacritical Marks. To insert a diacritical mark within a name, Press and Hold the “ALT” key and type the 3 or 4 digit code. Release the “ALT” key and the respective diacritical mark will appear. Example: **ALT+128 = Ç**

<table>
<thead>
<tr>
<th>ALT Code</th>
<th>Name</th>
<th>ALT Code</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>128</td>
<td>Ç Diacritical Mark</td>
<td>0200</td>
<td>È Diacritical Mark</td>
</tr>
<tr>
<td>142</td>
<td>Ä Diacritical Mark</td>
<td>0205</td>
<td>Í Diacritical Mark</td>
</tr>
<tr>
<td>144</td>
<td>É Diacritical Mark</td>
<td>0207</td>
<td>Ì Diacritical Mark</td>
</tr>
<tr>
<td>153</td>
<td>Ö Diacritical Mark</td>
<td>0204</td>
<td>Ì Diacritical Mark</td>
</tr>
<tr>
<td>154</td>
<td>Ü Diacritical Mark</td>
<td>0211</td>
<td>Ó Diacritical Mark</td>
</tr>
<tr>
<td>165</td>
<td>Ñ Diacritical Mark</td>
<td>0210</td>
<td>Ò Diacritical Mark</td>
</tr>
<tr>
<td>0193</td>
<td>Á Diacritical Mark</td>
<td>0213</td>
<td>Ő Diacritical Mark</td>
</tr>
<tr>
<td>0194</td>
<td>Â Diacritical Mark</td>
<td>0218</td>
<td>Ú Diacritical Mark</td>
</tr>
<tr>
<td>0192</td>
<td>À Diacritical Mark</td>
<td>0217</td>
<td>Ù Diacritical Mark</td>
</tr>
<tr>
<td>0195</td>
<td>Ð Diacritical Mark</td>
<td>0221</td>
<td>Ý Diacritical Mark</td>
</tr>
<tr>
<td>0235</td>
<td>Ë Diacritical Mark</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Login to TxEVER

Login to TxEVER via the web:
https://txever.dshs.texas.gov/TxEverUI/Welcome.htm
Step 2: Click Yes to agree to the terms and conditions and gain access to TxEVER.
Step 3: Type your TxEVER user name and password.

Forgot your password?
Click here to reset password.

Step 4: Click “Log In”.
Find important news and updates in the TxEVER broadcast message area.

**Step 5:** Select your user location. Use dropdown if you have multiple locations/offices.

**Step 6:** Click “OK.”
Step 7: Select Fetal Death Module Tab

Step 8: Click the dropdown arrow next to “FUNCTION” to be taken to the Demographic Data Entry

Step 9: Select “Demographic Data Entry” to start, locate, search, save or reject a record from your work queue.

Helpful Tip: Click “Show dashboard” for a list of different statuses regarding existing records
### Dashboard filters:

<table>
<thead>
<tr>
<th>EFR #</th>
<th>Fetus Med Rec #</th>
<th>Fetus DOD</th>
<th>Fetus First Name</th>
<th>Fetus Middle Name</th>
<th>Fetus Last Name</th>
<th>Medical Certifier</th>
<th>Funeral Home</th>
</tr>
</thead>
<tbody>
<tr>
<td>00000000000186</td>
<td>EEEEE</td>
<td>03/12/2018</td>
<td>JOSIE</td>
<td>THE</td>
<td>RIVETER</td>
<td>JOE SMITH</td>
<td>DALLAS COUNTY MEDIC</td>
</tr>
<tr>
<td>00000000000186</td>
<td>BLAH</td>
<td>03/16/2018</td>
<td>MINNI3</td>
<td>LOU.</td>
<td>MOUSE</td>
<td>ALICIA WILLIAMS-JONES</td>
<td>DALLAS COUNTY MEDIC</td>
</tr>
<tr>
<td>00000000000186</td>
<td>........</td>
<td>03/19/2018</td>
<td>INFANT</td>
<td></td>
<td>INFANT</td>
<td>ALICIA WILLIAMS-JONES</td>
<td>GOLDEN GATE FUNERA</td>
</tr>
<tr>
<td>0000000000019C</td>
<td>99</td>
<td>03/29/2018</td>
<td>INFANT</td>
<td></td>
<td>INFANT</td>
<td>ALICIA WILLIAMS-JONES</td>
<td>GOLDEN GATE FUNERA</td>
</tr>
<tr>
<td>0000000000019C</td>
<td>CHS123</td>
<td>04/04/2018</td>
<td>INFANT</td>
<td></td>
<td>INFANT</td>
<td>ALICIA WILLIAMS-JONES</td>
<td>DALLAS COUNTY MEDIC</td>
</tr>
<tr>
<td>0000000000019C</td>
<td></td>
<td>03/25/2018</td>
<td>INFANT</td>
<td></td>
<td>INFANT</td>
<td>ALICIA WILLIAMS-JONES</td>
<td>DALLAS COUNTY MEDIC</td>
</tr>
</tbody>
</table>

**Helpful Tip:** Click on Dashboard filters to see a dropdown of record options like “Records not filed within 5 days of birth”, “Record Returned for Correction from the State”, and “All Unresolved”.

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**Note:** The EFR # is a unique identifier for each record. The Fetus Med Rec # is the medical record number associated with the fetus. The Fetus DOD is the date of death. The Fetus First Name, Fetus Middle Name, and Fetus Last Name are the names of the fetus. The Medical Certifier is the person who certified the death. The Funeral Home is the location where the funeral services were held.
Step 10: Click new record icon in upper left-hand corner to start a new record
Step 11: Answer questions 1-4

Answer the questions below regardless of the calculated or estimated gestational age of the fetus:

1. Did the fetus take a breath?
2. Was there pulsation of the umbilical cord?
3. Was there definite movement of voluntary muscles?
4. Select APGAR score
Step 12: Enter calculated or estimated gestational age. This field will only appear if questions 1-3 are answered “no” and the APGAR score is 0.

Step 13: Click “OK”
Helpful Tip: If answers to questions 1-4 on top qualifies it as a fetal death, the bottom fields will open: white -> yellow, once you click “OK”.
Helpful Tip: If answers to questions 1-4 does not qualify it as a fetal death, you will receive this notice. A birth and death record will need to be filed for the deceased infant.
Step 14: Fill-out General, Fetus and Mother Fields. Fields with a red asterisk are required.

Step 15: Click “Find Record”
Step 16: Click “OK” to create a new record
Step 17: Fill-out Demographic tab

Helpful Tip: Only the medical certifier can fill-out the first 11 tabs.
**PLACE OF DISPOSITION**

- **Place of Disposition Type:** CEMETERY
- **Place of Disposition:** EVERGREEN CEMETERY-AUSTIN
- **State/Country:** Texas
- **City/Town:** Austin
- **Zip:** 78721
- **Date of Disposition:** 06/17/2019

**FUNERAL HOME INFORMATION**

- **Funeral Home:** GOLDEN GATE FUNERAL HOME-DALLAS
- **Funeral Home Address:** 4555 S. R. L. THORNTON
- **Funeral Home City:** Dallas
- **Funeral Home Zip:** 75224
- **Funeral Home County:** Dallas
- **Funeral Home State:** Texas
- **Funeral Home Town:** Dallas
- **Funeral Director:** CAROLINE ZANOT
- **Funeral Director’s First Name:** CAROLINE
- **Funeral Director’s Middle Name:**
- **Funeral Director’s Last Name:** ZANOT
- **License Number:** 123456
- **Date Verified:** 

Demographic tab continued...
Step 18: Next designate the medical certifier by clicking “Medical Designation” in the Record drop-down menu.
Step 19: Enter the Certifier Type

Step 20: Enter searchable data; facility name and/or name of certifier and/or license number

Step 21: Click “Search”
Step 22: Select certifier in table

Step 23: Click “Designate”
From the Medical Certifier Side

• The medical certifier will login to TxEVER, open the fetal death record, accept designation, fill-out the remaining tabs, then certify the record.

  o Fetal Death -> “Show Dashboard” -> All Unresolved work queue filter -> select record designated to you -> accept ownership of record -> fill-out remaining tabs -> certify record
Step 24: Once the certifier has filled out the remaining tabs and certified the record, the funeral home will verify the record. To verify: Select “verify” under the record-drop down menu.
### Fetus Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td>CHEWBACCA</td>
</tr>
<tr>
<td>Middle Name</td>
<td></td>
</tr>
<tr>
<td>Last Name</td>
<td>VADER</td>
</tr>
<tr>
<td>Suffix</td>
<td></td>
</tr>
<tr>
<td>Date of Delivery</td>
<td>05/04/2019</td>
</tr>
</tbody>
</table>

### Verifier Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Funeral Home</td>
<td>GOLDEN GATE FUNERAL HOME-DALLAS</td>
</tr>
<tr>
<td>First Name</td>
<td>CAROLINE</td>
</tr>
<tr>
<td>Middle Name</td>
<td>ZANOT</td>
</tr>
<tr>
<td>Last Name</td>
<td></td>
</tr>
</tbody>
</table>

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**Recommended:** Click “Preview” to open a printable screen for the abstract of the fetal death record.

**Step 25:** Click “Verification” when you are ready to certify the record.
Step 26: Read and check box

Step 27: Enter pin number. (Same pin number used for death registration)

Step 28: Click “Ok”
Step 29: Click “Yes”
Step 30: Click “OK”
Helpful Tip: Make sure to review all of your inputs before releasing. The only way to make a correction after releasing is through an amendment.

Step 31: Click the record drop-down menu, then click "Release."
Step 32: Click “Yes”
Who can order fetal death records?

The family of the deceased fetus or the funeral home can order the certificate from:

- The state (form on DSHS website that family can mail-in)
- The local registrar in the county where the death occurred
Basic Fetal Death Registration for Medical Certifiers and Funeral Homes

• Medical certifiers **can** create and release fetal death records start to finish without involvement of a funeral home.

• Funeral homes **cannot** complete fetal death records independent of Medical certifiers.
  ➢ Funeral homes can start fetal death records, but they are limited in what they can do.
Basic Fetal Death Registration if Funeral Home 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).
Basic Fetal Death Registration if Medical Certifier starts record with involvement of Funeral Home

1. Medical Certifier starts record and performs data entry
2. Medical Certifier demographically designates Funeral Home
   - Note: Medical certifier cannot click “demographic designation” if they have already medically certified
3. Medical certifier certifies record
4. Funeral home accepts and verifies record
5. Medical certifier releases record
Basic Fetal Death Registration if Medical Certifier Starts Fetal Death Record without involvement of Funeral Home

1. Medical Certifier starts record and performs data entry
2. Medical certifier certifies record
3. Medical certifier releases record
Rule §181.7 - Fetal Death (Stillbirth)
(a) A certificate of fetal death shall be filed for any fetus weighing 350 grams or more, or if the weight is unknown, a fetus aged 20 weeks or more as calculated from the start date of the last normal menstrual period to the date of delivery.
(b) A certificate of fetal death shall be considered properly filed:
   (1) when all of the items thereon have been satisfactorily and definitely answered; and
   (2) when the certificate has been presented for filing to the local registrar of the registration district in which the fetal death (stillbirth) occurred or the fetus was found. A certificate of fetal death (stillbirth) shall be filed with the local registrar within five days after the date of fetal death (stillbirth).

APGAR Score: The acronym for “Appearance, Pulse, Grimace, Activity, and Respiration” score. This score (from 0 to 10) is determined by evaluating the condition of the newborn baby based on the five criteria above.