



Medical Certifier TxEVER Cheat Sheet



Death Certificate Process:

1. FH creates new record and completes data entry
2. FH designates medical certifier
3. MC accepts record and completes data entry
4. MC certifies record
5. FH verifies record and completes DCOA
6. FH prints or requests BTP
7. FH releases record

Medical Certification:

1. Go to Death module, then Functions → Medical Data Entry
2. Complete medical tabs 1, 2, and 3 (if applicable)
 - Medical tab 3 is only for ME/JP. Physicians can ignore.
1. Record → Medical Certification
2. Verify the information is correct using the "Preview" button
3. Click the "Certification" button, check the checkbox, then enter your pin.

Refer to Medical Examiner or Justice of the Peace (ME/JP):

Physicians: If a death certificate was assigned to you, but the cause of death was unnatural, refer the death to a ME/JP ASAP.

ME/JP: If a death certificate was assigned to you, but someone else did the inquest, then refer to the appropriate ME/JP ASAP.

1. Access record in TxEVER
2. Record → Refer to JP/Medical Examiner
3. Enter certifier information and click "designate"

FH—Funeral Home; MC—Medical certifier; LR—Local Registrar



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Website: <https://txever.dshs.texas.gov/TxEverUI/Welcome.htm>

Help Desk Email: help-txever@dshs.texas.gov

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? Contact the TxEVER team at txeverinfo@dshs.texas.gov or 512-776-3010.

10/4/18 version 1.0