

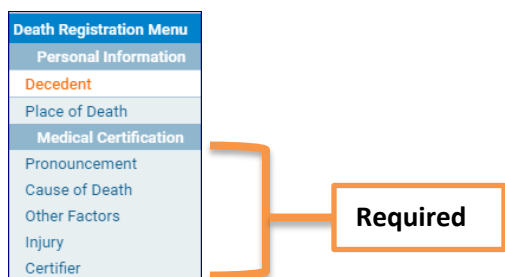
Medical Certifiers Quick Start Guide

1. Getting Started

- a. Log in to DAVE at <https://davewv.vitalchek.com/web/Logon.aspx>
- b. Find the case: Go to **Life Events, Death**, then **Start/Edit New Case** to look for the death report.
- c. Click on the Registrant's name to open the case or choose **Start New Case**.

2. Entering Death Certificate Data

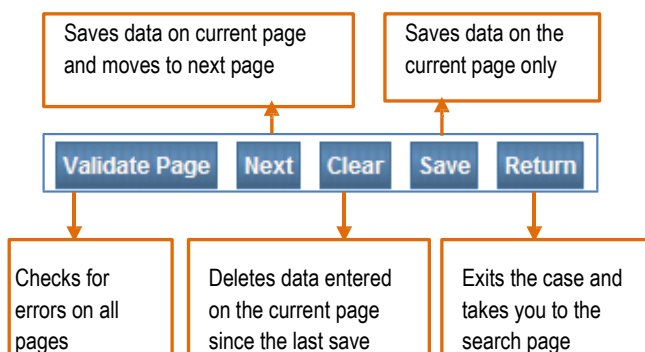
- a. Complete each page under the **Medical Information** Heading.



Regarding Cause of Death:

You may sometimes be confused about errors that appear for cause of death. Most errors are related to using terminology to report the cause of death that does not comply with national standards for reporting. For more information about reporting cause of death, visit:

Site Navigation: Use the buttons at the bottom of the page.



3. Validating Death Report Data

After you enter the information on the last page, click **Validate Page**. This will check for errors on all pages. An arrow will appear to the left of each page. The color tells you what to do next.

After you make the necessary corrections, click **Validate**

- ▶ [Green] There are no errors on the page. You may certify the report. (See step 4 below.)
- ▶ [Yellow] Click on the page with the yellow arrow pointing toward it. *Carefully read the error message.* You may: 1.) edit and save the information, or 2.) confirm your entry is accurate by clicking the **Override** box, then click **Save Override**. *The arrow will remain yellow even after you override the message.*
- ▶ [Red] Go to the page with the red arrow pointing toward it. You must edit the item highlighted in red to complete the report.

4. Certify the Death Certificate

- a. After all corrections and overrides are complete, the **Certify** link will appear after the **Certifier** link. Click on **Certify**.



- b. Read the affirmation statement. Click the check box to affirm the statement. Then click **Affirm**.
- c. The page will refresh then show **Authentication Successful**.
- d. The report is complete.

Making Corrections or Amendments

Before the report is registered (no SFN assigned):

- a. Click on **Certify**, then click the **Uncertify** button. Make the necessary changes then click **Validate Page**. Then follow step 4 above to **Certify** the report again.

After the record is registered (assigned a SFN):

- a. Under **Registrar**, click **Amendment List**. Choose the type of amendment and the page you want to amend. Make the changes and choose **Save**
- b. In the **Amendments Menu**, click on **Amendment Affirmation**.
- c. Check the box to certify the changes. **Click Affirm.**
- d. The page will refresh, then show **Authentication Successful**.
- e. The amendment has to be approved by the vital records office before the new information will appear on the death record.



Questions? Contact the Help Desk at 304-558-2931, Monday through Friday 8:30 am – 5:00 pm.