ERAVE
Physician Assistant
User Manual
Physician Assistant’s Guide to Electronic Reporting
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Overview

The purpose of this guide is to instruct the Physician Assistant on how to accurately assist the Certifying Physician in filing a Death Certificate electronically using ERAVE.

A Physician Assistant will have the ability to create a Death Cases and enter the Medical Information on behalf of the Certifying Physician as well as mark the Death Case “Ready to be certified” for the Certifying Physician.

The Certifying Physician will then review the information entered by their assistant, make changes if necessary, then certify the Death Case. The Physician Assistant will also be able to modify medical information on behalf of the physician.
1 To-Do Queues

All uncompleted death cases must be opened from the Open Cases Queue. Once opened, the Physician can complete and certify the Medical Information Section.

Once you log into ERAVE click “View Queues” to display the To Do Queues.

Open Cases Queue
• Houses death cases that have been assigned to the Physician for completion and/or certification of the Medical Information Section.
• Death Cases that have been completed by the Physician and are waiting to be submitted for registration by the funeral home.

Pending COD Queue
• Houses death case with the Cause Of Death pending. This type of death case will only appear in this queue when the death case becomes registered at the Vital Records State Office. The Physician can access the death case from this queue at any time and enter the Cause and Manner of Death. Once that Medical Information has been added, the death case will disappear from the Pending COD queue.

RFI Queue
• Holds case that have a pending Request For Information (RFI) letter from the State Office. An RFI letter is sent to the certifier when there is a need for additional medical information or there are question about the Cause/Manner of Death.
2 Creating a Death Case

Creating a death case consists of; first adding the decedent’s basic personal information that the ERAVE application will use to search the system to see if a death case has already been started. If no matching cases are found, you can create a new death case, enter the medical information, save and/or certify the death case. *Certifying Physician is responsible for Tabs 8-11.*

**Step 1.** From the ERAVE Main Menu click “Death.”

**Step 2.** Click the words “Create Case.”

**Step 3.** Start Case Information Screen – Enter the following information:
- a. Decedents First and Last names
- b. Decedents Gender
- c. Date of Death
- d. Date of Birth
- e. Select “County of Death”

Click the “SEARCH” button

**Step 4.** Click “Create New Case.”
Step 5. Click “Tab 8 Actual Date/Pronounce/Contact.”

Step 6. Tab 8 Actual Date/Pronounce/Contact

Complete “Sections; 3. Actual or Presumed Date/Time of Death & 18a-b. Date/Time Pronounced Dead.”

Section 18c. Person Pronouncing Death
a. Select one of the following from the “Pronouncer Type” dropdown menu:
   i. Select “Pronouncer Same as Certifier” if you are Pronouncing and Certifying
   ii. Select “Physician” if another physician pronounced, then select that physicians’ name from the Physician List.
   iii. Select “Hospice RN” if a Hospice Nurse pronounced, then select that nurses’ name from the Hospice RN list.
   iv. Select “Medical Examiner” if a Medical Examiner pronounced, then select the ME from the Medical Examiner list.
   v. Select “Coroner” if a Coroner pronounced, then select the Coroners’ name from the Coroner list.

Section 19. ME or Coroner Contacted – Select “Yes” or “No” from dropdown menu.

Click the NEXT button.

Note: if a pronouncer’s name is not in either of the dropdown list, enter the name into the name fields and select their title from the Title List.
Step 7  **Tab 9 Cause of Death**

a. Enter the Immediate Cause on line “a”

b. Enter the Approximate Interval for line “a”

c. If Necessary, list all Underlying Causes on lines b, c and d.

If Cause of Death is pending check the Cause of Death Pending checkbox.

### Part II
Enter any other significant conditions that contributed to death.

Click the NEXT button.

Step 8  **Tab 10 Manner/Details/Injury**

21. Autopsy – Select “Yes” or “No” from the dropdown menu. If “Yes”, answer “Were autopsy findings available…”

22. Manner of Death – Select either: Natural, Accident, Suicide, Homicide, Pending Investigation, Could not be determined or Execution.

23-24. Death Details – Did tobacco contribute select “Yes” or “No”

Answer Pregnancy question only if female decedent.

Complete Sections 25a-d thru 25f if manner of death was an Accident, Suicide or Homicide. If necessary, complete section 25g.

Click the NEXT button.
Step 9  **Tab 11 Certifier**

a. Select either “Certifying Physician” or “Pronouncing and Certifying Physician” from the Certifier Designation dropdown menu.

![Image of Form]

Click the **NEXT** button.
3  Tab 12 Case Actions – How to Assign a Death Case to a Funeral Home

Note: Do not assign a Medical Certifier to the death case.

a. In the section entitled Assign/Transfer/Notify Funeral Home select “Assign Funeral Home to Case” from the Action dropdown menu. From the Responsible Funeral Home dropdown menu select the funeral home responsible for the death case.
b. If the Funeral Home is not yet known, select “Not Listed – Drop to Paper.”

Click the FINISH button to review your death case
Understanding the ERAVE Warning Screen

All Medical Exceptions should be reviewed Fix following: The “Cause of Death Edit Check” will not prevent you from signing off on a death Case.

Required to Submit to State. Fix all the following: This message is simply a reminder that the Medical Information Section has not been Certified or Signed off on by the physician. This exception will disappear once the Medical Section has been certified.

The following information must be entered to complete the medical information section. Fix all the following: Items in this section are either incomplete fields and/or unanswered medical questions. These items must be completed before the physician can sign off on the death case.

Once all the Medical Exceptions have been cleared. Scroll to the bottom of the ERAVE Warning Screen and click the Save (as pending) button mark case as “Ready to be Certified.”
5 How to Mark a Death Case Ready to be Certified

Step 1. On the Successful Transaction screen click the “Case Ready to Certify” button.

Case successfully marked “Ready to be certified.”

Step 2. Click the Main Menu button.

Step 3. From the ERAVE Main Menu click “View Queues.”

Step 4. Locate the decedent’s name in the Open Cases Queue and verify that the Med Status says “Ready to be certified.” The Medical Information is now ready for the Medical Certifier to Review and then Certify.
5.1 Physician Instructions for Certifying a Death Case

To Certify a Death Case, the Physician should do the following:

1. From the ERAVE Main Menu click “View Queues.”
2. Locate the death case in the Open Cases queue and click the word “Process.”
3. Once the death case opens, Review the information on Tabs 8-11. *(Make changes if necessary.)*
4. Once all the Medical Information has been reviewed click the “FINISH” button.
5. On the ERAVE Warning Screen, scroll to the bottom and click the “Save (as Pending)” button.
6. Click the “Certify Case” button
7. On the **Medical Certification-Confirm screen**, click the “Continue” button
8. On the **Certify Death Case-Confirm screen**, click the “Continue” button.

Your Death Case is now certified. On the Successful Transaction Screen click the Main Menu button to return to the ERAVE Main Screen.
6 How to print a Draft Copy of a Death Certificate

Once the Certifying Physician has completed the certifying process and is now on the “Successful Transaction” screen they will see an option to “Print Draft.”

**Step 1.** On the Successful Transaction screen click the “Print” button

**Step 2.** Next, click the “Generate Document” button and wait for the death certificate image to appear.

**Step 3.** Print the image, then closeout the image window. You should still logged into ERAVE.

- Click the Continue button
- Click the Main Menu button to return to the Main Menu
7 How to Un-Certify a Death Case

**Step 1.** From the ERAVE Main Menu click “View Queues.”

**Step 2.** Locate the decedent’s name in the Open Cases Queue and click the word “Process” locate to the far right of the decedent’s name.

**Step 3.** Record opens and defaults to Tab 1 Decedent. Click Tab 12 Case Actions.

If one or more Pop ups appear click the “OK” button on the pop up and then click Tab 12 Case Actions again.
Step 4. On Tab 12 Case Actions locate the Medical Information Actions section and click the Un-certify Checkbox.

Step 5. Click the FINISH button.

Step 6. On the ERAVE Warning Screen click the “Save (as Pending)” button.

Step 7. On the Successful Transaction screen click the “Return to Record” button.

The Certifying Physician can only modify the information on Tabs 8-11. The Funeral Home is responsible for modifying information on Tabs 1-7.

For gender, date of birth and First and/or Last name discrepancies, change the information on Tab 11 Certifier in the Case Information Section.

Once the necessary changes have been made click the FINISH button, if there are no exceptions click Save as pending and click the “Case ready to Certify” button to mark case as ready to be certified.
How to Add the Cause of Death (Pending COD Death Record)

**Step 1.** From the ERAVE Main Menu click “View Queues.” *(To-Do Queues appear.)*

**Step 2.** Click the “Pending COD Tab.” *(Pending COD Queue is displayed.)*

**Step 3.** Locate the decedent’s name in the Pending COD Queue then click “Process.” *(Record Details screen appears.)*

**Step 4.** Scroll to the bottom of the Record Details screen and click the “Continue” button.

**Step 5.** Basis/Reason for Modification Screen – Enter the appropriate reason into the Reason Field. Basis will default to Cause of Death. Next click the **FINISH** button. *(Record Opens at Tab 1. Decedent.)*
**Step 6.** When record opens click “Tab 9 Cause of Death.” *(Tab 9 Cause of Death appears.)*

**Note:** if cause of death has been pending for more than 90 days you will receive a message stating you must use the Amend Record function to add the cause of death.

**Step 7.** Un-check the Cause of Death Pending check box. *(Cause of Death fields become available)*

**Step 8.** On Tab 9 Cause of Death – Add the Cause of Death on line “a” and add the approximate interval for line “a.” If Necessary add any Underlying Causes on lines b, c and d. In Part II add any other significant conditions that contributed to death.

Click the NEXT button.
**Step 9.** On Tab 10 Manner/Details/Injury – Change sections; 21 Autopsy, 22 Manner of Death and 23-24 Death Details. If necessary complete the injury sections.

Click the **FINISH** button

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**Step 10. Record Modify-Confirm Screen** – Check to make sure current changes are correct and also make sure no additional changes are needed. If additional changes are needed click the “Make Another Change” button.

If no other changes are needed, click the **CONTINUE** button.
Step 11. On the Successful Transaction Screen to print the Supplemental Cause of Death do the following:

- Select “Print Supplemental Cause of Death.”
- Select “Skip this print option” for all other documents.

Step 12. Click the “Generate Document” button and wait for the image to appear.

Step 13. Print the Supplemental Cause of Death.

Once you have printed the Supplemental, close the image window and click the “Continue” button. Then click the Main Menu button.
9  How to Amend a Death Case

**Step 1.** From the ERAVE Main Menu click “Death.”

**Step 2.** Click “Modify Record.”

**Step 3.** Click “Amend Record.”

**Step 4.** Death Record Search Criteria Screen – User can search using ONE of the following: The decedent’s First and Last Names or Date of Death or Certificate Number.

Click the SEARCH button.
Step 5. On the Record List Screen click the word “Details.”

Step 6. On the Record Details Screen scroll to the bottom and click the “Continue” button.

Step 7. Basis/Reason for Modification Screen – Select “Affidavit” from the Basis dropdown menu. Enter the reason for making the amendment into the Reason text field.

*Note:* if the amendment was court ordered select “Court Order” from the basis dropdown menu.

Click the Finish button.

Step 8. Record opens at Tab 1 Decedent. Navigate to the Medical Information Section(s) (Tabs 8-11) you wish to amend and edit the information.

*Note:* if a popup appears click the “OK” button, then proceed to make changes to the medical information.

Step 9. After all changes have been made click the FINISH button.

Step 10. Record Modify-Confirm Screen – Check to make sure current changes are correct and also make sure no additional changes are needed. If additional changes are needed click the “Make Another Change” button.

If no other changes are needed, click the CONTINUE button.
Re-Certifying the Death Case

Step 11. Successful Transaction Screen – Click the “Case Ready to Certify” button and then the physician must certify the death case again using the steps on page 9.

Printing the Affidavit

Step 12. On the Successful Transaction Screen select “Print Affidavit for Correction. Select “Skip this print option” for all other documents then click the “Print” button.


Step 14. Affidavit appears. Print the Affidavit then close the image Window
ERAVE Help Desk Information

ERAVE SYSTEM ISSUES – (501) 661-2785
DEATH AMENDMENTS – (501) 661-2810