

Oregon Vital Events Registration System

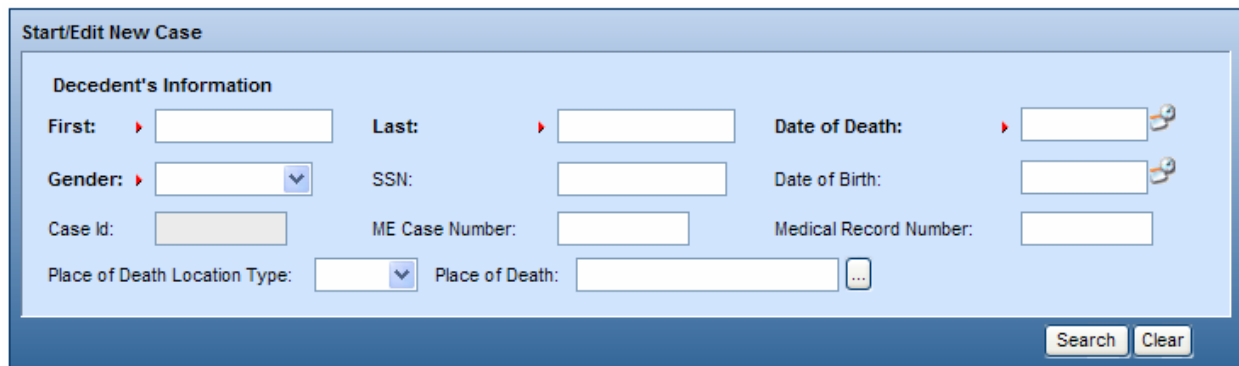
Start/Edit New Case

The first step in entering a new record into the **DAVE™** EDRS is to perform a search for previously existing records. This is necessary to prevent or minimize the creation of duplicate birth records. Outlined below are the steps involved in starting a new case when logged in as a State Employee.

From the Main Menu, select **Life Events -> Death -> Start/Edit New Case**.

Required Entries

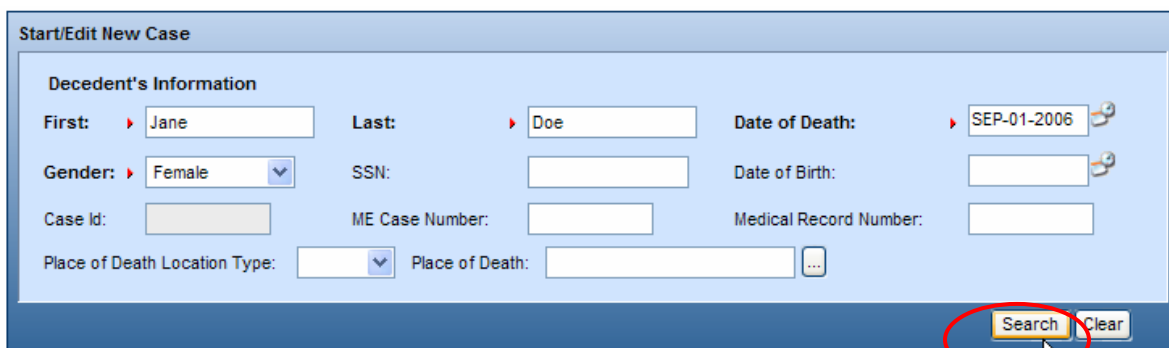
This will bring up the **Start/Edit New Case** page. Notice that **First:**, **Last:**, **Date of Death:**, and **Gender** are all marked with red arrows(▶). Fields with a red arrow next to them are **required entries** and must be completed before you will be allowed to start a new case.



The screenshot shows the 'Start/Edit New Case' form. Under the 'Decedent's Information' section, the following fields are marked with red arrows (▶) to indicate they are required: 'First:', 'Last:', 'Date of Death:', and 'Gender:'. Other fields include 'SSN:', 'Date of Birth:', 'Case Id:', 'ME Case Number:', 'Medical Record Number:', 'Place of Death Location Type:', and 'Place of Death:'. At the bottom right, there are 'Search' and 'Clear' buttons.

Note: Before you will be allowed to create a new Death Record you must first search for an existing record. This is to prevent the creation of duplicate Death Records.

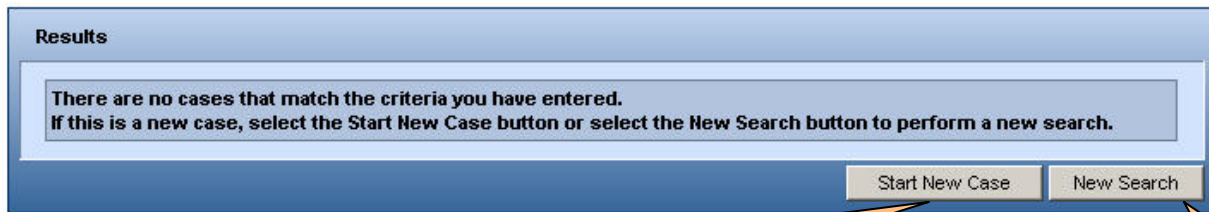
Once you have filled in the required items, click the **Search** button to proceed or, if you need to, click on the **Clear** button to clear all entries and start over.



This screenshot shows the 'Start/Edit New Case' form with the 'Search' button highlighted by a red circle. The 'First:' field contains 'Jane', the 'Last:' field contains 'Doe', and the 'Date of Death:' field contains 'SEP-01-2006'. The 'Gender:' dropdown is set to 'Female'. The 'Search' button is circled in red, and a mouse cursor is pointing at it.

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If no matching records are found, you will be allowed to begin creating a new record by clicking the **Start New Case** button. To begin a new search, click the **New Search** button.



Results

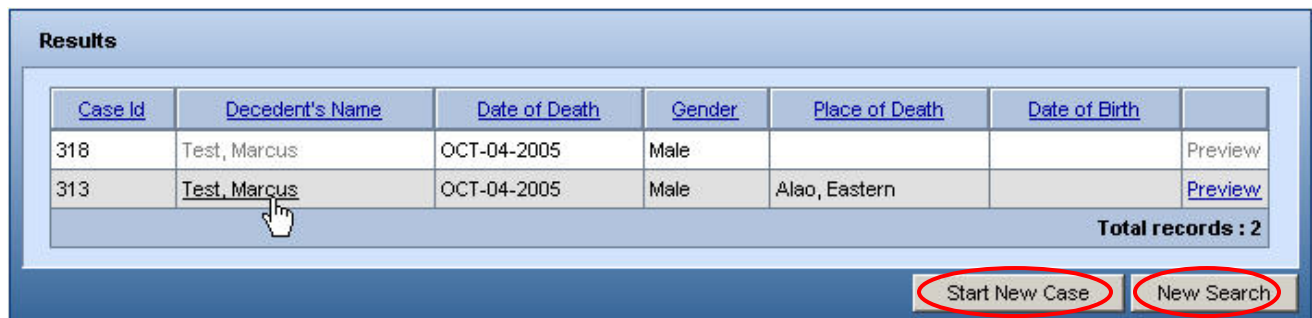
There are no cases that match the criteria you have entered.
If this is a new case, select the Start New Case button or select the New Search button to perform a new search.

Start New Case New Search

If no matching records were found, click the 'Start New Case' button to create a new file.

To begin a new search with new criteria click the 'New Search' button.

If a matching event was found, as would be the case when a funeral home was completing a case started by a medical facility or physician, click on the underlined link in the **Decedent's Name** column.



Results

<u>Case Id</u>	<u>Decedent's Name</u>	<u>Date of Death</u>	<u>Gender</u>	<u>Place of Death</u>	<u>Date of Birth</u>	
318	Test, Marcus	OCT-04-2005	Male			Preview
313	<u>Test, Marcus</u>	OCT-04-2005	Male	Alao, Eastern		Preview

Total records : 2

Start New Case New Search

To initiate a new search using different criteria, click on the **New Search** button.

For our purposes, we are selecting **Start New Case**.

Note: All of the column headers on the Results page are underlined links. Clicking on any of these links will resort the table data accordingly.