

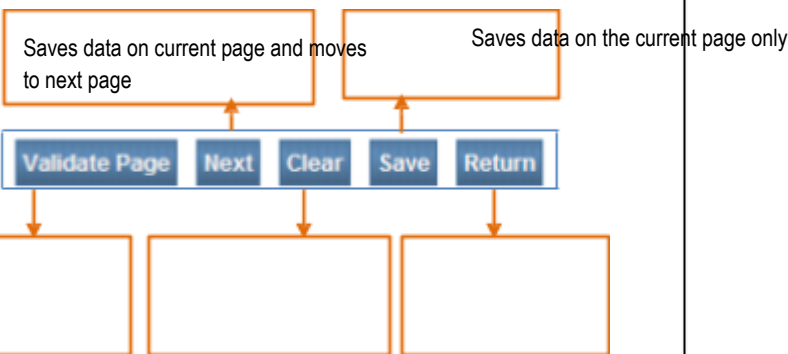
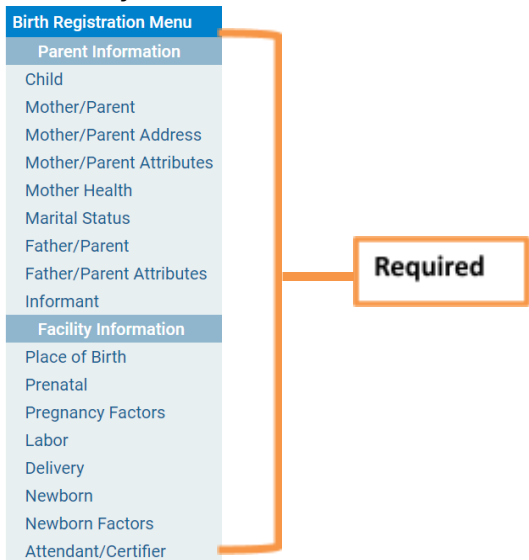
Medical Certifiers Birth Quick Start Guide

1. Getting Started

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

2. Entering Birth Certificate Data

- a. Complete each page under the **Parent Information and Facility Information**.



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

[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 Birth 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.

Facility Information
✓ Place of Birth
✓ Prenatal
✓ Pregnancy Factors
✓ Labor
✓ Delivery
✓ Newborn
✓ Newborn Factors
✓ Attendant/Certifier
Certify

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 **Other Links**, click **Amendments**. Choose the type of amendment and the page you want to amend.

Make the changes and choose **Save**

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c. Check the box to certify the changes. **Click Affirm.**

3. Validating Birth 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**

Page again.

d. The page will refresh, then show **Authentication Successful**.

e. The amendment must 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 Opt. 6, Monday through Friday during regular business hours.