1) Global tab > tools > security > user maintenance

Ensure the user has a TxEVER account.

Ensure user has an account at your location. If not, add the location to their account.

			USE	R MAINTENA	NCE				
User ID: *				Email: *					
First Name: *					5	Show password r	ules		
Middle Name:				Password	1: *				
Last Name: *				User Type	e: *				
Suffix:								Show List	
						Save Upd	ate Search	Advanced Search	ı
	Clea	ar Fields	Deactivate User	Add/Edit Locations	Add/Ed Process	lit Ges Unlock	User		

2) Ensure the user has the correct security processes.

Physicians must have two sets of processes.

Physicians must have "DEATH MEDICAL CERTIFIER" and "DEATH MEDICAL CLERK" process groups attached to their accounts.

Medical Examiners and Justices of the Peace must have "DEATH ME/JP CERTIFIER" and "DEATH ME/JP CLERK" process groups.

Click save after correcting the processes.

<ul> <li>Death Medical Certifier (ADMIN, SYSADMIN, ADMIN)</li> <li>Death ABANDON MEDICAL/DEMOGRAPHIC AMENDMENT AND DI</li> <li>DEATH ABANDON MEDICAL/DEMOGRAPHIC AMENDMENT AND DI</li> <li>DEATH MEDICAL CERTIFICATION</li> <li>DEATH MEDICAL CERTIFICATION</li> <li>DEATH MEDICAL CLERK (STATEUSER3, SYSADMIN, STATEUSER3)</li> <li>DEATH MEDICAL CLERK (STATEUSER3, SYSADMIN, STATEUSER3)</li> <li>DEATH DECLINE</li> <li>DEATH DECLINE</li> <li>DEATH MEDICAL CERTIFIER NEW RECORD MDE</li> <li>DEATH MEDICAL CERTIFIER PRODUCTIVITY REPORT (UNCERTIFIED)</li> <li>DEATH MEDICAL CATA ENTRY</li> <li>DEATH MEDICAL CATA FORTY</li> <li>DEATH MEDICAL CATA FORTY</li> <li>DEATH MEDICAL CATA FORTY</li> <li>DEATH MEDICAL CATA SOLUTIVITY REPORT</li> <li>DEATH MEDICAL FACILITY PRODUCTIVITY REPORT</li> <li>DEATH MEDICAL CAUSE OF DEATH LISTING</li> <li>DEATH MEDICAL EXAMINER MDE</li> <li>DEATH RECORDS - FILED BY MEDICAL CERTIFIER LOCATION REF</li> <li>DEATH REJECTED RECORDS REPORT</li> <li>DEATH REJECTED RECORDS REPORT</li> <li>DEATH REJECTED RECORDS REPORT</li> <li>DEATH REJECTED RECORDS REPORT</li> </ul>			DCOA Allocation Indicator TDCJ Allocation Indicator
0-112	<ul> <li>DEATH MEDICAL CERTIFIER (ADMIN, SYSADMIN, ADMIN)</li> <li>DEATH ABANDON MEDICAL/DEMOGRAPHIC AMENDMENT AND DI</li> <li>DEATH MEDICAL CERTIFICATION</li> <li>DEATH MEDICAL CLERK (STATEUSER3, SYSADMIN, STATEUSER3)</li> <li>DEATH MEDICAL AMENDMENT</li> <li>DEATH MEDICAL AMENDMENT</li> <li>DEATH MEDICAL CARTIFIER PRODUCTIVITY REPORT</li> <li>DEATH MEDICAL FACILITY PRODUCTIVITY REPORT</li> <li>DEATH RECORD STATUS REPORT</li> <li>DEATH RECORD S- FILED BY MEDICAL CERTIFIER LOCATION REF</li> <li>DEATH REJECTED RECORDS REPORT</li> <li>DEATH REJECTED RECORDS REPORT</li> </ul>	44	Process Assigned: DEATH MEDICAL CERTIFIER (ADMIN, SYSADMIN, ADMIN) DEATH ABANDON MEDICAL/DEMOGRAPHIC AMENDMENT AND DI DEATH DE-CERTIFY DEATH MEDICAL CERTIFICATION DEATH RELEASE MDE DEATH MEDICAL CLERK (STATEUSER3, SYSADMIN, STATEUSER3) DEATH DELOLAL CLERK (STATEUSER3, SYSADMIN, STATEUSER3) DEATH DECLINE DEATH DECLINE DEATH DECLINE DEATH MEDICAL CLERK (STATEUSER3, SYSADMIN, STATEUSER3) DEATH DECLINE DEATH MEDICAL CLERK (STATEUSER3, SYSADMIN, STATEUSER3) DEATH MEDICAL CERTIFIER PRODUCTIVITY REPORT DEATH MEDICAL CERTIFIER PRODUCTIVITY REPORT DEATH MEDICAL CERTIFIER PRODUCTIVITY REPORT DEATH MEDICAL FACILITY PRODUCTIVITY REPORT DEATH MEDICAL FACILITY PRODUCTIVITY REPORT DEATH MEDICAL HELP DEATH MEDICAL HELP DEATH RECORD STATUS REPORT DEATH RECORDS - FILED BY MEDICAL CERTIFIER LOCATION REF DEATH RECORDS - FILED BY MEDICAL CERTIFIER LOCATION REF DEATH REFER TO JP/MEDICAL EXAMINER MDE DEATH REJECTED RECORDS REPORT

3) Open Physician Table by Selecting the "Death" tab > Tools > Library Maintenance > Physicians

Skip to main content GLOBAL DEATH FETAL DEATH	9	🛎   👫   LogOut
TEXAS Health and Human Services Texas Department of State Health Services FUNCTION -	TOOLS - REPORTS - HELP	. 🚱
, welcome to the Texas Department of State Healt	Villes >	

4) When the table scrolls to the bottom of the screen where physicians registered at your facility are listed, and then scroll the screen to the right until you see the column "Mapped User ID"

	Mapped User ID	Date/Time	User ID	Display In List	Method Of Contact	CC Email	To Email	NPI	License Number	Zip Ext	Sip
-1	TBROWN	9/26/2018 2:17:31 PM	STATEU	ALWAYS	E-MAJL				R2587		5525
		11/7/2018 5:19:11 PM	JANBUR	ALWAYS	E-MAJL				R2589		5025
	GCARPENTIER	10/23/2018 10:11:20 AM	GCARPE	ALWAYS	E-MAJL				B2587		5032
		10/8/2018 2:27:51 PM	ADMIN	ALWAYS	E-MAJL				15151511		9714
		9/26/2018 2:58:10 PM	STATEU	ALWAYS	E-MAJL				C1234		5032
		10/19/2018 12:13:09 PM	ADMIN	ALWAYS	E-MAJL				25526		5215
	>	9/11/2018 4:42:35 PM	STATEU	ALWAYS	E-MAIL	1	1.11.11.1		Z1234		8525

5) Select the row where a mapped user ID is missing and "Edit":

			1	ielect a physician typ	e to filter the grid below:	Selec	t a value		*		
<u>Zip</u>	Zip Ext	License Number	NPI	To Email	CC Email	Method Of Contac	Display In List	User ID	Date/Time	Mapped User ID	
5525		R2587				E-MAIL	ALWAYS	STATEU	9/26/2018 2:17:31 PM	TBROWN	
'5025		R2589			1	E-MAIL	ALWAYS	JANBUR	11/7/2018 5:19:11 PM		
'5032		B2587				E-MAJL	ALWAYS	GCARPE	10/23/2018 10:11:20 AM	GCARPENTIER	
9714		15151511				E-MAIL	ALWAYS	ADMIN	10/8/2018 2:27:51 PM		
'5032		C1234				E-MAJL	ALWAYS	STATEU	9/26/2018 2:58:10 PM		
5215		25526				E-MAIL	ALWAYS	ADMIN	10/19/2018 12:13:09 PM		
'8525 《		Z1234				E-MAIL	ALWAYS	STATEU	9/11/2018 4:42:35 PM	>	
14.4	Page 1	of 2   🕨 🔰   🕻	>						Display	ing Records 1 - 10 o	of 19

The toolbar is located above the table:

Zip: *	78756	V EXT:								
		New	Edit	Save	Clear	Delete	Search	Undo		
		Select a pl	hysician office to	o filter the grid below	w:	TEST PHYSICIAN		v P		
		Select a pl	nysician type to	filter the grid below	:	Select a value		*		
hysician Office Name	Туре	Title	Prefix	First Name	Middle Na	ame   Last Name 🔺	Suffix	Street Address	Apt/Suite	State/Ce ^
EST PHYSICIAN	CERTIFYING PHYSICI	MD		SAM		DERRICK		123 NEW STREET		TEXAS
EST PHYSICIAN	PHYSICIAN	OTHER		SANDRA	L	LACKEY		1100 W 49TH STREE	Т	TEXAS
EST PHYSICIAN	CERTIFYING PHYSICI	MD		RAVEN		WRENCHER		1100 W 49TH ST		TEXAS

If the user does not appear in the library table, select "new" to create a new entry.

6) Ensure that the "display in list" entry for the account is set to "always" and that the method of contact is set to "e-mail."

## PHYSICIAN

Physician Orrice/Practice: *	PRESBYTERIAN HOSPITAL OF GREEF	
License Number: *	X0000	
NPI:		
TO Email: *	fieldservices@dshs.texas.gov	
CC Email:		
Method Of Contact: *	E-MAIL	]
Display in List: *	ALWAYS	
User: *	DSMITH1	

7) View the available User IDs in the drop down just above the grid:

Street Address: *	123 GENESIS DRIVE	E			User: *		Select a value	
Apt/Suite:								
State/Country: *	TEXAS		~				STATEUSER3	
County: *	ANDREWS		*					
City/Town: *	PRECINCT 1		*					
Zip: *	15215 💌	EXT:						
		New	Edit	Save	Clear	Delete	Search	Undo

\_

8) Select user ID for the certifying physician and select save:

Street Address: *	123 GENESIS DRIVE				User: *		ADMIN	
Apt/Suite:								
State/Country: *	TEXAS		~					
County: *	ANDREWS		~					
City/Town: *	PRECINCT 1		*					
Zip: *	15215 👻	EXT:						
		New	Edit	Save	Clear	Delete	Search	Undo

9) Verify the mapped user ID appears in the grid:

Advanced Library MD	Parts Therein	Tabler of L	Personal Inc. in Const.	Martin and Pol Constant.	CO Frank	To Parent	-	A location in the second	The state	2
Mapped Oser ID	Constraine	Userio	Cespray in Cest	Memore or contact	CO Email	TO Email	ners .	Conservation	100.04	4
TEROWN	9/26/2018 2:17:31 PM	STATEU	ALWAYS	E-MAIL				R2587		5525
	11/7/2018 S 19 11 PM	JANEUR	ALWAYS.	E-MAIL				R2589		5025
OCARPENTIER	10/23/2018 10:11:20 AM	OCARPE	ALWAYS	E-MAIL				82587		5032
	10/6/2018 2:27:51 PM	ADAMN	ALWAYS	E-MAL	1			15151511		9714
	9/26/2018 2 58 10 PM	STATEU	ALWAYS	E-MAIL				C1234		5032
ADMIN .	10/19/2018 12:13:09 PM	ADAAN	ALWAYS	EAMAL				25526		5215
	9/11/2018 4 42:35 PM	STATEU	ALWAYS	E-MAIL				21234		10525

10) Click save.

PINs can be acquired in using two methods.

A) Local administrators can now view physicians' PINs in the global > tools > security > user maintenance table.

			User Maintenance			
User ID: *	2		Email: *			
First Nam	e: *			Show password rules		
Middle Na	me:		Password: *			
Last Name	e: *		User Type: *		Charles 1	- 4
Suffix:					<u>Snow L</u>	<u>SI</u>
		Clear Fields D	eactivate Add/Edit Add/E User Locations Proces	Edit Sses Unlock User	1 Advanced	Search
	Select User Status:	Select a value	✓ Select Location:	TEST PHYSICIAN - (DEATH)		✓ 📍
ency	User Phone	User Email	User Location Email Fax	Location	Pin	User Types
HS		DANIELLE.SMITH2@DS	DANIELLE.SMITH2@D	TEST PHYSICIAN - (DEATH)	986162	F JNERAL DIRE(
		DANIELLE.SMITH2@DS	DANIELLE.SMITH2@D5	TEST PHYSICIAN - (DEATH)	528338	STATE USERS
		raven.wrencher@dshs.te	raven.wrencher@dshs.te	TEST PHYSICIAN - (DEATH)	386658	F JNERAL DIRE
		HTRAN@GENESISINE	HTRAN@GENESISINE	TEST PHYSICIAN - (DEATH)	708177	

- B) Alternatively, physicians can now re-generate a PIN, if necessary.
  - 1. The physician should log in to their account.
  - 2. Global > tools > utilities > update profile
  - 3. Select the "generate new PIN" checkbox.

First Name:	DANIELLE		Middle Name:		
Last Name: *	SMITH		Suffix:	Select a value	~
Method Of Contact: *	EMAIL	~	Phone #:	(512)776-3651	
Fax #:	(512)776-7538		Email: *	DANIELLE.SMITH2@DSHS.TEXAS	GOV
Password: *	•••••		PIN:		Senerate New Pin
NPI #:					

4. Select update profile.

Your new PIN will be e-mailed the address listed above the "Generate New Pin" checkbox.