To: Mon Health Medical Center Medical Staff

From: Dr. Joseph Blatt, Chief of Staff

Dr. Mary Edwards, Vice President of Medical Affairs

Mark Gilliam, Chief Administrative Officer

Date: February 3, 2022

Re: **NEW** ELECTRONIC DEATH CERTIFICATE REGISTRATION/ STATE MANDATED

To meet national reporting standards and streamline data entry, the West Virginia Department of Health and Human Resources' Health Statistics Center (WVDHHR) has developed an electronic death registry called the West Virginia Database Application for Vital Events (WV DAVE).

This will replace the current paper-based death certificate system/process. This is not an optional requirement.

Anyone who is responsible for filing death certificates must complete the new user enrollment process to access the WV DAVE system.

You need to create an account online at: https://davewv.vitalchek.com/ Click New User Enrollment to create your login credentials as soon as possible.

This system is very user friendly. You will need to have a few items of information available to complete your enrollment.

- Medical License ID
- Medical License issuance date
- NPI number
- NPI enumeration date

Your NPI enumeration/effective date can be found by accessing the following link and searching your individual information by NPI or name. https://npiregistry.cms.hhs.gov/

This new process went into effect January 1, 2022. We do have a grace period but must be fully transitioned by March 1, 2022.

The DAVE system will allow deaths to be recorded and filed electronically. This will greatly improve the time it takes to certify, process and release death certificates. The system allows for communication between clinicians, the state and funeral homes regarding missing information, pronouncement and certification. Providers may also associate their login with several facilities.

Please note providers should continue to report all deaths associated with COVID-19 to their local health department: **https://dhhr.wv.gov/COVID-19/Pages/Reporting-a-Death-Associated-with-COVID-19.aspx. Nothing has changed with the process of reporting COVID associated deaths.**

It will take 24-48 hours on average to receive your credentials after registering so please allow plenty of time prior to March 1st to complete this process. Upon the first login, you will be asked to update your password. Upon initial login after password reset, an announcement window will pop up that has links to training and FAQs. These links will be particularly helpful and should be viewed prior to the first use of the system. Self-paced training on WV DAVE is available on-demand at the following link: https://sites.google.com/wv.gov/davetraining/home

Sherry Underwood, Director of Health Information Management is available to help answer any questions you may have, 304-598-1914 or underwoods@monhealthsys.org

Thank you for your prompt attention to this matter.