

Steps to Key, Validate and Certify the Medical Section of the Death Certificate

Step 1 Key Record: Open the record that you would like to certify. To open a record:

- a. **Existing record** – use your Work Queues, or use Search to search for the specific record. Scroll to the bottom and click **Edit**.
- b. **New record** - from the home screen, select Add New Record. After Searching Potential Matches, you will be able to enter information.
- c. **New referral from funeral home** - go to your messages inbox and accept the referral, then go into the new message, click on View case Details, then scroll to bottom and click Edit.

The screenshot shows a web application interface with a top navigation bar and a main content area. A large red circle with the number '1' is in the top left corner. In the top right, a notification box says 'You have **84 new** messages.' with a red 'c' annotation. The main content area is divided into three columns: 'CASE MANAGEMENT', 'ADMINISTRATION', and 'WORK QUEUES'. Under 'CASE MANAGEMENT', there are links: 'Search' (with red 'a'), 'Add New Record' (with red 'b'), 'Blank Forms', and 'Reports'. Under 'ADMINISTRATION', there is a link 'Work Queue Manager'. Under 'WORK QUEUES', there are links: 'Active and Registered (211)', 'Filed (0)', and 'Working (8)'. A red 'a' is placed over the 'WORK QUEUES' column header.

Once the information is complete, click **Save**.

The screenshot shows a form for entering case details. It has several input fields: 'At home, farm, street, construction site, wooded area, etc. (Specify)', 'Driver/operator, passenger, Pedestrian, etc. (Specify)', 'Street No.', 'Place Name', 'Apt No.', 'City, Village, or Township', 'State/Province', and 'Zip Code'. At the bottom, there are two buttons: 'Save' (circled in red) and 'Cancel'.

Step 2 Validate Record: After saving, go to the **Run Error Checks** tab to validate the information.

- a. Check the boxes for the medical section.
- b. Click **Validate**.

Run Error Checks 2

Validation Status

☐ Check this box to identify spelling errors and receive other data related suggestions related to the cause of death.

<input checked="" type="checkbox"/> Select	Section	Validation Status	Last Validated On
Personal Section			
<input type="checkbox"/>	Decedent	X	
<input type="checkbox"/>	Parents	X	
<input type="checkbox"/>	Informant	X	
<input type="checkbox"/>	Disposition	X	
Medical Section			
<input checked="" type="checkbox"/>	Certification	X	05/15/2020 08:17 AM
<input checked="" type="checkbox"/>	Cause Of Death	✓	05/15/2020 08:17 AM
<input checked="" type="checkbox"/>	Medical Examiner	✓	05/15/2020 08:17 AM

Validate **Close**

- c. A list will display showing errors and warnings.

Error(s)

Section	Error Value	Field Name	Description
-- No Errors Found --			

Warning(s)

Section	Warning Value	Field Name	Description
Certificate		Medical Examiner Case Number	Field is blank
Certificate		Attending Physician First Name	Field is blank
Certificate		Attending Physician Middle Name	Field is blank
Certificate		Attending Physician Last Name	Field is blank

Ignore Warning(s)

If you have any errors, you must go back into the record and fix them before the record can be certified. If you have warnings, review the list of items. If you would like to update any of the items, you can go back into the record and update.

After making changes to the record, the data must be validated again on the Run Error Checks tab. If you have reviewed and do not need to make any changes, then click on the **Ignore Warnings** button to complete validation.

Step 3 Certify Record: Once the error check is complete and all errors have been corrected and warnings have been ignored, go back to the Certificate of Death tab. Scroll to the bottom and select either **Certify Case** (no warnings) or **Certify Case with Exceptions** (ignored warnings).

41a. Date Of Injury		41b. Time Of Injury	41c. Describe How Injury Occurred	
41d. Injury at Work (Yes or No)	41e. Place Of Injury - at home, farm, street, construction site, wooded area, etc. (Specify)	41f. If Transportation Injury - Driver/operator, Passenger, Pedestrian, etc. (Specify)		41g. Location - (Street or RFD No., City, Village or Twp, State, Zip Code)
<div>Edit Certify Case With Exceptions Decline Certification Print Close</div>				

Confirm that you want to certify by clicking **Continue**.

Certificate Of Death

Warning(s)

Warning(s)

Section	Field Name	Description
Certificate	Medical Examiner Case Number	Field is blank

Cancel

Message

Are you sure you wish to certify the medical section (Certification, Cause of Death and Medical Examiner) with exceptions?
If yes, click Continue to proceed, else click Cancel to abort certification.


Continue

Cancel

A message will appear at the top of the record letting you know that the Medical section was successfully certified or certified with exceptions.

Home > Death Case > View

HomeHelpExit Application



Message:

- Medical section successfully 'certified with exceptions'

Certificate Of Death

Activity History

Comments

Messages

Images

Info

Corrections

Run Error Checks

Once the medical section is certified and funeral home completes and certifies the personal section of the record, it goes to the local registrar.