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.

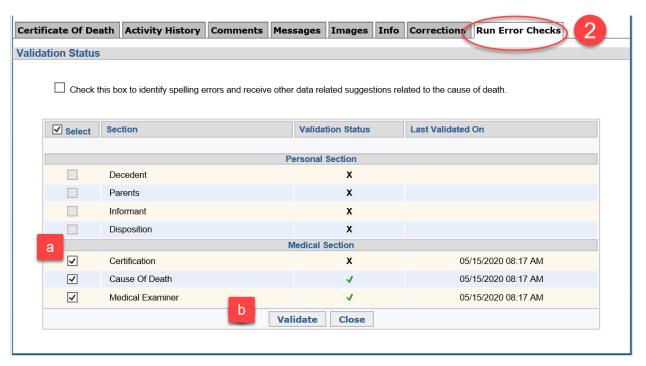


Once the information is complete, click **Save**.

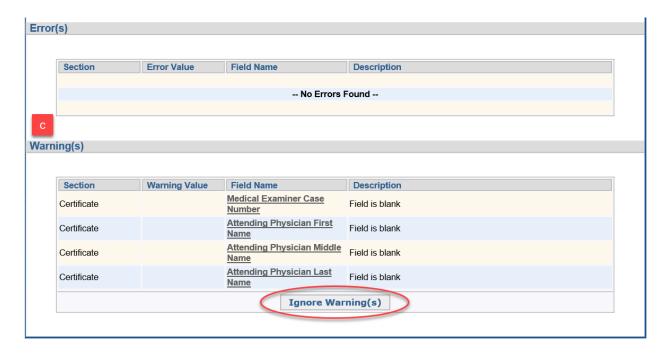


Step 2 Validate Record: After saving, go to the Run Error Checks tab to validate the information.

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



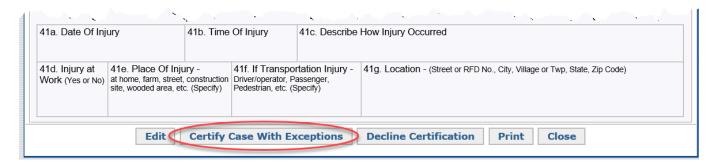
c. A list will display showing errors and warnings.



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).



Confirm that you want to certify by clicking Continue.



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



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