EDRS Quick Reference Sheets for Coroners/Medical Examiners

This User Guide is comprised of the following Quick Reference Sheets:

- QRS-2000, Finding a Death Case Someone Else Started
- QRS-2001, Creating a New Death Case: Personal Information
- QRS-2002, Verifying the Social Security Number
- QRS-2004-CME, Creating a New Death Case: Medical Information
- QRS-2005, Entering Other as Place of Death
- QRS-2006-CME, Certifying a Death Case
- QRS-2007, Entering Pronouncement Information
- QRS-2008, Creating a Pending Death Case
- QRS-2011, Declining a Referral
- QRS-2015, Printing a Working Copy (Noncertified)
- QRS-2016, Dropping a Death Case to Paper
- QRS-2017, Abandoning a Death Case
- QRS-2018, Removing an Abandoned Case Status
- QRS-2021-CME, Amending a Death Case: Replacement Medical (Pending to Final)
- QRS-2022-FH, Amending a Death Case: Personal
- QRS-2022-MC, Amending a Death Case: Medical
- QRS-2024, Editing an Amendment Request
- QRS-2034, Viewing the Processing History of an Amendment
- QRS-2046, Uncertifying a Death Case
- QRS-2049, Selecting a Local Registrar
- QRS-2052, Adding Comments
Finding a Death Case Someone Else Started

1. Determine which search method you need to use.
   - If the case was started by another facility, you must use the Death Start/Edit New Case search because this case is new (not associated) to you and your facility.
   - If the case was started by (associated with) your facility, use the Death Locate Case search.

2. Begin your search by clicking the Death Start/Edit New Case link or the Locate Case link on your Home page.

3. Enter the required data and click the Search button.
   - **Start/Edit New Case search**: You must enter the Decedent's Name, Date of Death and Gender EXACTLY as the other facility entered it because it is looking for an exact match. If you cannot find the case, try the search again using a different spelling or contact the other facility to confirm how the data was entered.
   - **Locate Case search**: If you cannot locate the case, your facility might not have ownership yet. Try using the Start/Edit New Case search.

4. If one or more results display, you can click the Preview link to view additional case information to help you determine if this is the case you are looking for.

5. If you find the case you need, click the Decedent Name link or the Select link to open the case.

   If you do not find the case you need, contact the person/facility who started the case to confirm how the name, date of death and gender was entered. Then search again using that confirmed information. If that does not work, go to the Death Start/Edit New Case search and click the Start New Case button to create a new case.
Creating A New Death Case: Personal Information

Note: To avoid duplication of cases, before you create a new case you must perform a Death Start/Edit New Case search to determine if the case was already started by another party.

1. Click the Death Start/Edit New Case link on your Home page to search for existing cases that match the one on which you are working.

Note: The Death Locate Case search is only used to locate cases you have already started.

2. Enter the required data and click the Search button.

3. If you find a matching case, click the Decedent’s Name link to open the case.
   If you cannot find any matching cases, click the Start New Case button.
   
   Note: If you know the case was started but cannot find it, ask exactly how this data was entered and search again.

4. Decedent screen:
   - Enter the required data
   - Click [ ] to calculate the Age
   - Verify the SSN
   - Click the Next button

   Note: For detailed information on the SSN validation process, reference QRS-2002, Verifying the Social Security Number.

5. Resident Address screen:
   - Enter the required data
   - Click the Next button

6. Family Member’s screen:
   - Enter the required data
   - Click the Next button
Disposition screen:
- Enter the required data
- Use the ☐ to select the FD (if not displaying)
- Use the ☐ to select the Filing Registrar Office
- Click the Next button

**IMPORTANT:** You must use the Lookup search ( ☐ ) to locate/select the funeral director information. Manually entering this information will generate an error that will prevent the funeral director from signing the case.

**Note:** For detailed information on entering the local registrar information, reference QRS-2049, Selecting a Local Registrar.

Decedent Attributes screen:
- Enter the required data
- Click the Save button
Place of Death screen:
- Select the **Type of Place of Death**
- Use the 📜 to select the **Facility Name**
- Click the **Save** button
- If the facility does not appear in the lookup, email the facility name and address to RA-DHDeathSupport@pa.gov

Click the **Validate Page** button to validate all of the data entered.

If needed, correct or override validation errors and re-validate.
Verifying the Social Security Number

1. The following information must be completed before attempting to verify the SSN:
   - First and Last Name
   - Gender
   - Social Security Number
   - Date of Birth
   - Click to calculate the Age

2. Click the Verify SSN link.

3. The SSN Verification Status is set to Pending.
   - Click the Save button to update the SSN Verification Status.

4. If the information does not match, the SSN Verification Status displays the reason for the failure and the number of attempts.
   - In this example, the verification failed because it could not find a match for the name, and this was the first verification attempt.
   - You have up to five attempts to verify the SSN, and these are possible failure codes:
     - FAILSSN
     - FAILNAME
     - FAILDOB
     - FAILGENDER
   - If the verification failed, review the SSN, Name, Date of Birth and Gender fields to determine if this data was entered correctly in DAVE™. If the data was entered correctly, you may need to contact the informant or decedent’s family to determine which piece of data is incorrect.
   - If the verification passed, skip to Step #6.

5. The Verify SSN link becomes disabled after each verification attempt. To activate the Verify SSN link again, you must change data in one or more of the required fields (SSN, Name, Date of Birth or Gender).
   - Change SSN, Name, Date of Birth or Gender and click the Verify SSN link.

6. When the information matches, the SSN Verification Status changes to Passed and the number of attempts is displayed. You have completed the SSN verification process.
Creating A New Death Case: Medical Information
(Coroner/Medical Examiner)

Note: To avoid duplication of cases, before you create a new case you must perform a Death Start/Edit New Case search to determine if the case was already started by another party.

1. Click the **Death Start/Edit New Case** link on your Home page to search for existing cases that match the one on which you are working.

**Note:** The **Death Locate Case** search is only used to locate cases you have already started.

2. Enter the required data and click the **Search** button.

3. If you find a matching case, click the **Decedent’s Name** link to open the case.

   If you cannot find any matching cases, click the **Start New Case** button.

   **Note:** If you know the case was started but cannot find it, ask exactly how this data was entered and search again.

4. Click the **Pronouncement** link on the **Medical Certification** section of the Death Registration Menu.

5. Pronouncement screen:
   - Enter the required data (**Date** and **Time of Death** fields)
   - Enter the pronouncer data, if appropriate (Optional)
   - Click the **Next** button

   **IMPORTANT:** If the Pronouncer and Certifier are the same person, you must use the **Lookup** search ( ) to locate/select the Pronouncer. Manually entering data in these fields will generate an error during the certification process.

6. Place of Death screen:
   - Select the **Type of place of death**
   - Confirm or enter address data
   - Click the **Next** button
7. **Cause of Death screen:**
   - Enter the required data
   - Click the **Next** button

   ![Cause of Death Screen](image1)

8. **Other Factors screen:**
   - Enter the required data
   - Click the **Next** button

   **Note:** You can only select an answer to the pregnancy question when the decedent was a female between the ages of 10 and 65.

9. **Injury screen:**
   - Enter the required data, if needed
   - Click the **Next** button

   **Notes:**
   - If the cause of death is Natural, the Injury screen does not display.
   - If the cause of death is anything other than Natural, the information on this screen may be entered at any time but is not required until the final cause of death is entered.
   - If the **Date of Injury** is unknown, enter 99/99/9999.
   - If the **Time of Injury** is unknown, enter 99 in the **Hour** field and 99 in the **Minute** field. The **AM/PM/Military Time** indicator automatically defaults to **Unknown**.

10. **Certifier screen:**
    - Enter the required data
    - Click the **Save** button

    **IMPORTANT:** You must use the **Lookup** search ( ) to locate/select the certifier. Manually entering data in these fields will generate an error that prevents the certifier from certifying the case.

    **Note:** Do not enter a date in the **Date Signed** field. This information will automatically be generated when the case is certified.
11. Click the **Validate Page** button to validate all of the data entered.

12. If needed, correct or override validation errors and re-validate.

![Validation Results Table]

**Error Message:**
- DR_5029: Place of Death ZIP code cannot be left blank. Enter a valid ZIP code for the Place of Death.

- Override: [Checkmark]
- Goto Field: [Field Name]
- Popup: [Popup Options]
Entering *Other* as Place of Death

1. From the Place of Death screen select *Other (specify)* from the Type of place of death drop-down list, then complete the rest of the fields as follows:

   - **Type of place of death**: Other (specify)
   - **Other Specify**: Highway

   If the death occurred on a highway, select Other (specify).
   - Enter Highway in the Other Specify field.
   - Enter as much of the Street Address as is available.
   - The City, County, State, Country and Zip Code must be entered.
   - Do not enter "scene."

   - **Type of place of death**: Other (specify)
   - **Other Specify**: Friend's Residence

   If the death occurred in a residence other than the decedent’s home, select Other (specify).
   - Enter a description of the residence in the Other Specify field, such as Friend's Residence.
   - Enter the full address including Street Address, City, County, State, Country and Zip Code.

   - **Type of place of death**: Other (specify)
   - **Other Specify**: Smith Personal Care Home

   If the death occurred in a personal care home, select Other (specify).
   - Enter the name of the personal care home such as Smith Personal Care Home in the Other Specify field.
   - Enter the full address including Street Address, City, County, State, Country and Zip Code.

2. Click the Save or Next button to continue.
Certifying A Death Case

1. From the decedent's death case, click the Pronouncement link on the Medical Certification section of the Death Registration Menu to review and verify the information.

2. Click the Next button to review and verify the Place of Death information.

3. Click the Next button to enter or verify the Cause of Death information.

4. Click the Next button to review and verify the Other Factors information.

5. Click the Next button to review and verify the Injury information.

6. Click the Next button to review and verify the Certifier information.

7. Click the Certify link on the Death Registration Menu to review the Affirmations screen.

   IMPORTANT: The Certify link only displays for medical certifiers, and only when all of the medical information has been validated. If you are a medical certifier and the Certify link is not displaying, click the Validate Page button to validate the case.

8. Select the Affirm checkbox and click the Affirm button to certify the case.

9. When the case is affirmed, a confirmation message displays and the Certify link has a checkmark next to it.
**Entering Pronouncement Information**

**Notes:** Date and time of death information must be entered at the top of the Pronouncement screen. However, the rest of the fields on the Pronouncement screen are optional because pronouncement of death is not required in Pennsylvania.

1. From the death case, click the **Pronouncement** link on the Medical Certification section of the Death Registration Menu.

2. Review, and if necessary, edit the **Date of Death** and select the **Date of Death Modifier** from the drop-down list.

3. Enter the **Time of Death** and select **AM, PM, or Military** from the drop-down list.

   - **Note:** Enter single digit times as two digits.
   - **Example:** 7:09 is entered as 07:09

4. Select the **Time of Death Modifier**.

5. **Optional:** Enter the **Date Pronounced Dead**.

6. **Optional:** Enter the **Time Pronounced Dead** and select **AM, PM, or Military** from the drop-down list.

7. **Optional:** If you are a coroner/medical examiner, physician, certified registered nurse practitioner or physician assistant*, enter the **Pronouncer Name** information using one of the following methods (both of these methods will auto-populate all of the Pronouncer Name fields):
   - Enter the **License Number** and click the **Auto-Populate** icon, or
   - Click the **Lookup** icon to search for the name.

   - **Note:** If you are a professional nurse, enter the information manually.

8. Enter the **Date Signed** for the pronouncement.

9. Click the **Save or Next** button to save this data.

*An amendment to the Vital Statistics Law of 1953 will permit physician assistants to act as medical certifiers for death cases beginning September 5, 2017.
Creating A Pending Death Case

Note: To avoid duplication of cases, before you create a new case you must perform a Death Start/Edit New Case search to determine if the case was already started by another party.

1. Click the Death Start/Edit New Case link on your Home page to search for existing cases that match the case on which you are working.

Note: The Death Locate Case search is only used to locate cases you have already started.

2. Enter the required data and click the Search button.

3. If you find a matching case, click the Decedent’s Name link to open the case.
   If you are unable to find any matching cases click the Start New Case button.

Note: If you know the case was started but you cannot find it, ask exactly how this data was entered and search again.

4. Click the Pronouncement link on the Medical Certification section of the Death Registration Menu.

5. Pronouncement screen:
   - Enter the required data (Date and Time of Death fields)
   - Enter the pronouncer data, if appropriate (Optional)
   - Click the Next button

   IMPORTANT: If you enter the Pronouncer information, you must use the Lookup search ( ) to locate/select the pronouncer. Manually entering data in these fields will generate an error during the certification process.

6. Place of Death screen:
   - Select the Type of place of death
   - Confirm or enter address data
   - Click the Next button

Note: If selecting Other as the Type of Place of death, please reference QRS-2005, Entering Other as Place of Death.
7. **Cause of Death screen:**
   - Enter **Pending** in PART 1 Line a
   - Enter **Pending** as the Approximate Interval Onset to Death
   - Click the Next button

8. **Other Factors screen:**
   - Enter the required data
   - Select **Pending Investigation** from the Manner of Death drop-down list
   - Click the Next button
   **Note:** You can only select an answer to the pregnancy question when the decedent was a female between the ages of 10 and 65.

9. **Injury screen:**
   - Enter the required data, if needed
   - Click the Next button
   **Notes:**
   - The information on this screen may be entered at any time but is not required until the final cause of death is entered.
   - If the **Date of Injury** is unknown, enter 99/99/9999.
   - If the **Time of Injury** is unknown, enter 99 in the Hour field and 99 in the Minute field. The AM/PM/Military Time indicator automatically defaults to **Unknown**.

10. **Certify screen:**
    - Enter the required data
    - Click the Save button

    **IMPORTANT:** You must use the Lookup search ( ) to locate/select the certifier. Manually entering data in these fields will generate an error that prevents the certifier from certifying the case.

    **Note:** Do not enter a date in the **Date Signed** field. This information will automatically be generated when the case is certified.

11. Click the **Validate Page** button to validate all of the data entered.

12. If needed, correct or override validation errors and re-validate.
Declining a Referral

Notes:
- If a death case was referred to a coroner/medical examiner’s office in error, it can be returned to the referring medical facility using the functionality described below.
- Before a referral is declined, communication with the medical facility outside of EDRS is essential to ensure appropriate handling of the case.
- When a referral is declined, all end users in the medical facility will receive a message in DAVE™ notifying them that ownership of the case has been transferred back to that facility.

1. From the death case, click the Transfer Case link in the Other Links section of the Death Registration Menu.

2. The Transfer Case screen displays. In the Transfer Medical Ownership To field, first click the checkbox to insert a checkmark. Then click the Lookup (  ) icon.

3. The Lookup office to transfer medical ownership to dialog box displays. Search for the medical facility name by entering all or part of the Facility Name followed by the Wildcard symbol (%) in the Facility Name field and click the Search button.

4. Click the select link beside the name of the facility to whom the case is to be returned.

5. The Transfer Case screen will display again. Review your selections and the auto-generated text in the Message field.
   **Optional:** You may enter additional message text, but it is not required.

6. Click the Save button to return the case to the medical facility.

**Note:** Clicking the Save button immediately transfers ownership back to the medical facility, which means that your office will no longer be able to access the case. Before you click the Save button, make sure you are returning the case to the correct facility.
Printing a Working Copy (Noncertified)

Note: A working copy (noncertified) can be printed at any time, even after the case has been registered.

1. From the death case, click the Print Forms link in the Other Links section of the Death Registration Menu.

2. From the Print Forms screen, click the Working Copy (Noncertified) link.

3. At the bottom of the screen, click the Open button to display a working copy (noncertified) in a new window.

Note: The working copy (noncertified) will print ALL information that has been entered in the death case.

4. To print a working copy (noncertified), click the Printer icon located in the top left corner of the document.

Note: Clicking the Printer icon automatically sets the printer to the recommended settings for printing the working copy (noncertified).

5. Click the Print button to print the working copy (noncertified) and close the document window.
Dropping a Death Case to Paper

**Note:** An electronic death case can only be dropped to paper when it is signed or certified.

1. From the death case, click the **Print Forms** link on the **Other Links** section of the Death Registration Menu.

2. From the Print Forms screen, click the **Drop to Paper** link.

   **Note:** The Drop to Paper link will be disabled if the case does not have a Signed or Certified status.

3. A confirmation box displays with important information. Click the **OK** button to proceed.

   **IMPORTANT:** When a case is dropped to paper:
   - The electronic case is locked, so no changes can be made.
   - The drop to paper process cannot be reversed.
   - Drop to paper certificates only print the data entered in your section of the death case.

4. At the bottom of the screen, click the **Open** button to display the drop to paper certificate in a new window.

5. Click the **Printer** icon located in the top left corner of the document.

   **IMPORTANT:** When a case is dropped to paper:
   - You only have ONE opportunity to print the paper certificate.
   - Clicking the Printer icon automatically sets the printer to the recommended settings for printing.
   - If you need to print this document again, contact the EDRS Hotline for assistance.

6. Click the **Print** button to print the certificate, then close the document window.
Abandoning a Death Case

Notes: Electronic death cases cannot be removed or deleted, but abandoning a case will disable it. Therefore, all unregistered electronic case that cannot be completed should be assigned the status of “Abandoned.” Registered cases cannot be abandoned and must be voided by the Division of Vital Records.

1. From the death case, click the Assign Status link.

2. Select the New Special Status button from the Assign Special Status dialog box.

3. Select Abandoned from the Status drop-down list and enter a Reason.

4. Click the Save link.

5. Click the OK button to confirm the status change.

6. Click the Close button.

7. The status bar now includes the word Abandoned and a checkmark now displays to the left of the Assign Status link on the Death Registration Menu.

Note: For detailed information on removing an abandoned status from a death case, reference QRS-2018, Removing an Abandoned Case Status.
Removing an Abandoned Case Status

**Note:** Abandoned cases have the word *Abandoned* in the status bar, a checkmark next to the Assign Status link, and the case is read-only.

1. From the death case, click the Assign Status link.

2. From the Assign Special Status dialog box, click the Delete link.

3. Click the OK button to confirm that you want to delete the status of *Abandoned*.

4. Click the Close button.

5. The checkmark no longer displays beside the Assign Status link, the case status returned to the status prior to abandonment, and the ability to enter or modify data has been restored.
Amending a Death Case: Replacement Medical (Pending to Final)

Notes:
- Replacement Medical amendments must be used when you need to change/update the cause of death, change the medical certifier, or when all of the medical information is being replaced.
- If the cause of death changes, determine whether the manner of death should also be changed. If so, make that change as well.
- Each time a Replacement Medical amendment is done, the certifier’s “date signed” must be updated to the date of the Replacement Medical amendment.
- To electronically amend a death case after the case has been registered, the case must have been electronically certified by your facility.
- If the case does not have a status of Registered, wait until it becomes electronically registered to submit the amendment request electronically. If the case has not yet been dropped to paper or registered, you can uncertify the case and make your change. For detailed information on uncertifying a death case, reference QRS-2046, Uncertifying a Death Case.

IMPORTANT: If you certified the death on paper, you must submit the amendment on paper.

1. From the registered death case, click the Amendments link in the Other Links section of the Death Registration Menu.

2. Select Replacement Medical from the Amendment Page Type drop-down list.

3. Enter an Amendment Description and click the Save button.
   Use the following format: Correction – Field Name(s)
   Example: Correction – Pending to Final Cause of Death

4. All of the medical information displays below the amendment request fields. Scroll down the screen and make all of the necessary changes.
   You must amend one or more of the following:
   - Cause of Death
   - Certifier

5. Click the Validate Amendment button.

6. If there are any validation error messages, correct or override the message(s) and click the Validate Amendment button again.

7. Click the Save button to submit the amendment request.
Click the **OK** button to submit the amendment request.

The **Amendment Status** now displays as **Amendment Pending Approval**.

Click the **Return** button to return to the Decedent screen.

**Notes:**
- The person who submitted the request is the only one who is notified when the amendment request is approved or rejected.
- Amendment requests and approved amendments can only be seen by users from the same facility. So the funeral home will not be able to view the replacement medical amendment request.
- When an amendment request is approved, the status of the request changes to **Complete** and the words **Amendment Exists** display to the right of the decedent's name at the top of the screen.
Amending a Death Case: Personal

**Note:** Each amendment is reviewed for approval by the Bureau of Health Statistics and Registries. Allow one full business day for this process to be completed.

1. From the registered death case, click the Amendments link in the Other Links section of the Death Registration Menu.

2. Select Personal from the Amendment Page Type drop-down list.

3. Enter an Amendment Description and click the Save button. Use the following format: **Correction – Field Name(s)**
   (Examples: Correction – Informant Address, Correction – Education)

4. Select the Page to Amend from the drop-down list.

5. The fields from the selected page display below the amendment request. Make the necessary change(s) and click the Validate Page button.
   *IMPORTANT: DO NOT CLICK SAVE UNTIL YOU HAVE COMPLETED ALL CHANGES.*

6. An Item in Error table displays in the middle of the Amendment Page with all of the changes you have made.
   Review and confirm the changes.

7. If there are any validation error messages, correct or override the message(s) and click the Validate Page button again.

8. If additional information needs to be amended, select a new page from the Page to Amend drop-down list and repeat Step #5 and #6.

9. The Item in Error table updates to include the additional changes. Review and confirm the changes.

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Version 2.5
When all changes have been completed, click the **Save** button to submit the amendment request.

The **Amendment Status** now displays as **Amendment Pending Approval**. This status remains until the amendment is reviewed by the Bureau of Health Statistics and Registries (allow one full business day for review).

Click the **OK** button to submit the amendment request.

Click the **Return** button to return to the Decedent screen.

**Notes:**
- The person who submitted the request is the only one who is notified when the amendment request is approved or rejected.
- Amendment requests and approved amendments can only be seen by users from the same facility. So if the funeral director submits an amendment request, the medical certifier will not be able to view the request or the submitted amendment.
- When an amendment request is approved, the status of the request changes to **Complete** and the words **Amendment Exists** display to the right of the decedent’s name at the top of the screen.
Amending a Death Case: Medical

Notes:
- This process cannot be used to change the certifier, or make any updates to the cause of death page. To change certifier or cause of death information, you must submit a Replacement Medical amendment.
- Each amendment is reviewed for approval by the Bureau of Health Statistics and Registries. Allow one full business day for this process to be completed.

1. From the registered death case, click the Amendments link in the Other Links section of the Death Registration Menu.

2. Select Medical from the Amendment Page Type drop-down list.

3. Enter an Amendment Description and click the Save button. Use the following format: Correction – Field Name(s)
   (Examples: Correction – Other Factors, Correction – Type of Place of Death)

4. Select the Page to Amend from the drop-down list.

5. The fields from the selected page display below the amendment request.
   Make the necessary change(s) and click the Validate Page button.
   IMPORTANT: DO NOT CLICK SAVE UNTIL YOU HAVE COMPLETED ALL CHANGES.

6. An Item in Error table displays in the middle of the Amendment Page with all of the changes you have made.
   Review and confirm the changes.

<table>
<thead>
<tr>
<th>Item in Error</th>
<th>Item as it Appears</th>
<th>Item as it Should be</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other Factors-Tobacco Use</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>

7. If there are any validation error messages, correct or override the message(s) and click the Validate Page button again.

8. If additional information needs to be amended, select a new page from the Page to Amend drop-down list and repeat Step #5 and #6.

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The Item in Error table updates to include the additional changes. Review and confirm the changes.

When all changes have been completed, click the Save button to submit the amendment request.

Click the OK button to submit the amendment request.

The Amendment Status now displays as Amendment Pending Approval. This status remains until the amendment is reviewed by the Bureau of Health Statistics and Registries (allow one full business day for review).

Click the Return button to return to the Decedent screen.

Notes:
- The person who submitted the request is the only one who is notified when the amendment request is approved or rejected.
- Amendment requests and approved amendments can only be seen by users from the same facility. So if the funeral director submits an amendment request, the medical certifier will not be able to view the request or the submitted amendment.
- When an amendment request is approved, the status of the request changes to Complete and the words Amendment Exists display to the right of the decedent’s name at the top of the screen.
Editing an Amendment Request

**Note:** This is used when the Division of Vital Records has not yet approved the amendment. If it has been approved by the Division of Vital Records, then another amendment must be entered instead.

1. From the registered case, click the Amendment List link in the Registrar section of the Death Registration Menu.

2. Click the Amendment ID link to view the details of the amendment to be edited.

3. The Amendment Page displays. The data in the amendment request can be edited if the amendment status is Amendment Pending Approval and the Item in Error table displays with Edit links.

   To edit the amendment request, click an Edit link to display the page that you need, or select a page from the Page to Amend drop-down list.

   **Note:** To remove an item from the amendment request, click the Delete link for that item.

4. The selected screen displays. Make the necessary change(s) and click the Validate Page button.

5. If there are any validation error messages, correct or override the message(s) and click the Validate Page button again.

6. The Item to Amend table updates to reflect all changes that were made.

   If additional changes need to be made, select the appropriate Edit link or select a new page from the Page to Amend drop-down list and repeat Step #4 and #5.

7. When finished, click the Return button to return to the Amendment List.
Viewing the Processing History of an Amendment

1. After an amendment is submitted, the Amendment List link displays in the Registrar section of the Death Registration Menu. From the death case, click the Amendment List link to view all amendment requests and completed amendments that you have submitted for this case.

   Note: You will not be able to view amendment information submitted by other users.

2. The Amendment List displays. Any notes or actions taken on the amendment can be viewed on the Processing History screen. To view the history of an amendment, click the History link.

   ![Amendment List screenshot]

3. The Processing History screen displays. When an amendment request has been processed, information will be entered in the Processing History fields by the Division of Vital Records. The Status History table displays every action related to the amendment along with the date, the status and the login of the user who took the action.

   ![Processing History screenshot]

Amendment Statuses
- When an amendment is entered but has not been submitted for approval, the status displays as Keyed and Amendment Approval Pending.
- When an amendment has been submitted for review, the status changes to Amendment Pending Approval.
- If an amendment is approved, rejected, or cancelled the status changes to Complete, Rejected, or Cancelled.

4. Click the Return button to return to the Amendment List.
Uncertifying a Death Case

**Note:** If updated information is obtained on a case that has already been certified, but not yet registered, the certifier can uncertify the case to make the necessary updates.

1. From the death case, click the **Certify** link in the Medical Certification section of the Death Registration Menu.

2. Click the **Uncertify** button to uncertify the death case.

3. A Confirmation dialog box displays. Click the **OK** button to confirm that you want to uncertify the death case.

4. The case is now uncertified and the **Certify** link no longer appears in the Death Registration Menu.

5. Make the necessary updates to the Medical Information section.

6. When all revisions are complete, click the **Validate Page** button to revalidate the death case and verify that all updates are accurate.

7. When validation is successful, you must re-certify the death case. Click the **Certify** link.

8. Click the check box (☐) to affirm, and click the **Affirm** button.
Selecting a Local Registrar

Notes:
- The Lookup (🔍) icon MUST be used when selecting the Local Registrar.
- The coroner/medical examiner will only select a local registrar if he/she is responsible for final disposition and no funeral director is involved (meaning that the coroner/medical examiner selected “yes” to the question on the Decedent screen which asks “Will Coroner/Medical Examiner be responsible for final disposition?”)

1. From the death case, click the Disposition link on the Personal Information section of the Death Registration Menu.

2. Click the Lookup icon to search for the Filing Registrar's Office.

3. To locate the Filing Registrar Office, enter the first few letters of the Registrar's Last Name followed by the Wildcard symbol (%), then click the Search button.

   IMPORTANT: If you do not use the Wildcard symbol (%) when searching for the Filing Registrar Office, you will not be able to find the office you need.

4. Click the Select link to select the Filing Registrar Office.

5. The selected Filing Registrar Office and Registrar Name now display in the Registrar Section.

6. Click either Next to move to the next screen or Save to retain the information.
Adding Comments

Notes:
- Comments should be pertinent to the overall death registration process.
- Comments should not be used to respond to data entry queries from the Department of Health.
- Anyone that accesses the case will be able to view the comments.

1. From the death case, click the Comments link in the Other Links section of the Death Registration Menu.

2. The Comments dialog box displays. Click the New Comment button to enter a new comment.

3. The Edit New Comment section displays. Select a Comment Type.

4. Enter your comment in the Comment field and click the Save button.

5. The Comments dialog box displays the newly added comment. When finished with the comments, click the Close button.

Notes:
- You can edit or delete comments by using the Edit or Delete links.
- You can only edit or delete comment(s) that you created.
- To add another comment, click the New Comment button.

6. The death case displays with a checkmark to the left of the Comments link to indicate that one or more comments are associated with this case.