

Signing a Death Case

Notes:

- This Quick Reference Sheet is for the role of a **Funeral Director only**. This functionality is **not for use by funeral home staff**. Use of another user's login credentials to perform this functionality is strictly prohibited and a violation of the User Agreement and Confidentiality Policy.

1

From the death case, review and verify the information on the Decedent screen.



2

Click the **Next** button to review and verify the information on the Resident Address screen.



3

Click the **Next** button to review and verify the information on the Family Members screen.

4

Click the **Next** button to review and verify the information on the Informant screen.

5

Click the **Next** button to review and verify the information on the Disposition screen.

6

Click the **Next** button to review and verify the information on the Decedent Attributes screen.

7

Click the **Next** button, and the Pronouncement screen will display. Data on this screen can only be edited by a medical certifier, so click the **Next** button to review and verify the information on the Place of Death screen.

Note: This step is only for hybrid fax attestation cases. If a medical certifier has completed the Place of Death screen, this step can be skipped.

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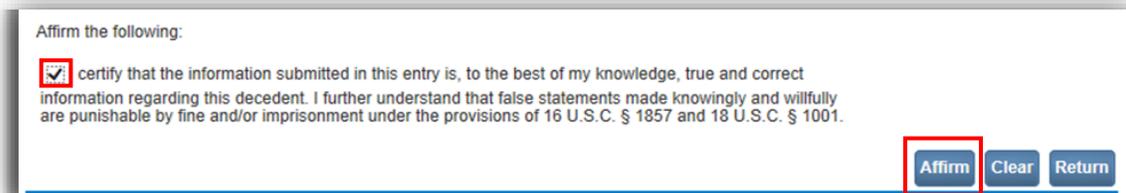
Click the **Sign** link on the Death Registration Menu to review the Affirmations screen.



IMPORTANT: The **Sign** link only displays when all of the personal information has been validated. If you are a funeral director and the **Sign** link is not displaying, click the **Validate Page**

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Select the **Affirm** checkbox and click the **Affirm** button to sign the case.



The screenshot shows an 'Affirm the following:' section with a checkbox that is checked. Below the checkbox is a paragraph of text: 'certify that the information submitted in this entry is, to the best of my knowledge, true and correct information regarding this decedent. I further understand that false statements made knowingly and willfully are punishable by fine and/or imprisonment under the provisions of 16 U.S.C. § 1857 and 18 U.S.C. § 1001.' At the bottom right, there are three buttons: 'Affirm' (highlighted with a red box), 'Clear', and 'Return'.

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When the case is affirmed, a confirmation message displays and the [Sign](#) link has a checkmark next to it.

Affirmations

Authentication successful.

- ✓ Informant
- ✓ Disposition
- ✓ Decedent Attributes
- ✓ **Sign**