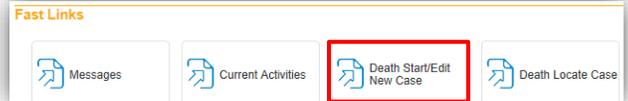


Creating A New Death Case: Medical Information (Physician/Certified Registered Nurse Practitioner/Physician Assistant*)

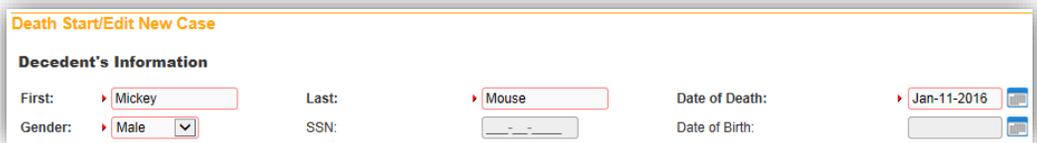
Note: To avoid duplication of cases, before you create a new case you must perform a **Death Start/Edit New Case** search to determine if the case was already started by another party.

- 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.

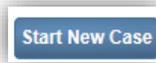


Note: The **Death Locate Case** search is only used to locate cases you have already started.

- 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 cannot find any matching cases click the **Start New Case** button.



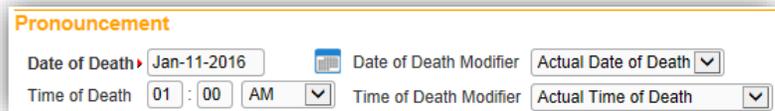
Death Search Results	
Case Id	Decedent's Name
27239556	Mouse, Mickey

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.

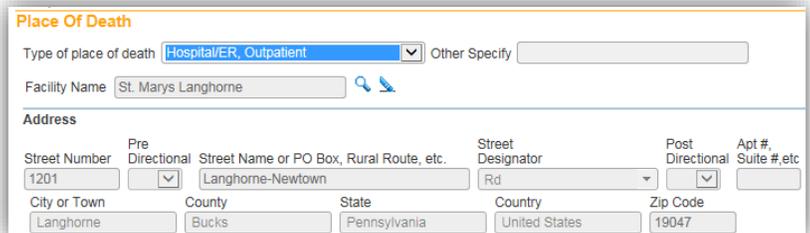


- 5** Pronouncement screen:
- Enter required data (**Date, Time of Death, and Modifier** fields)
 - Enter the pronouncer data, if appropriate (Optional)
 - Click the **Next** button



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:
- The facility name and address will pre-populate based on your login credentials.
 - Select the **Type of place of death**
 - Click the **Next** button



7

- Cause of Death screen:
- Enter the required data in **Part I** including the **Immediate Cause, Due to or as a Consequence of, and Approximate Interval Onset to Death**
 - Enter the required data in **Part II** for **Other significant conditions**
 - Click the **Next** button

Cause of Death Approximate Interval Onset to Death

Immediate Cause (Final disease or condition resulting in death)

PART I
Line a ABC

Due to or as a consequence of

Line b ABC

PART II
Other significant conditions ABC

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.

Other Factors

Autopsy Performed ABC

Autopsy findings available to complete cause of death

If decedent was female, was decedent pregnant within the last year? ABC

Did tobacco use contribute to death ABC

Manner of Death ABC

Was Medical Examiner or Coroner contacted? ABC ME Case Number

9

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

IMPORTANT:

If you are not the medical certifier, you must use the **Lookup** search () locate/select the certifier. Manually entering data in these fields will generate an error that prevents the certifier from certifying the case.

If you are the medical certifier, your identifying information will pre-populate based on your login credentials.

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

Certifier Copy Pronouncer to Certifier

Certifier Type ABC

Certifier Name ABC

License Number ABC

First Middle Last Suffix

Title Other Specify

Certifier Address Edit Certifier Address

Street Number Pre Directional Street Name, Rural Route, etc. Street Designator Post Directional Apt. #, Suite #, etc.

City or Town State Country Zip Code

Date Signed ABC

10

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



11

If any errors display, correct the error by selecting one of the **fix** buttons and entering the correct information in the field.

Then click the **Validate Page** button to re-validate.

Validation Results List All Errors Save Overrides Hide

Error Message Override Goto Field Popup

DR_3003: Interval for line b cannot be left blank.
Provide the best estimate of the interval between the presumed onset of each condition and death. The terms 'approximately' and 'unknown' may be used. Do not leave the interval blank. If unknown, enter 'unknown.'

fix fix

Check Spelling Validate Page Next Clear Save Return

*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.