

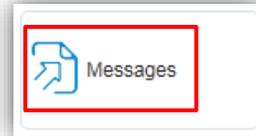
Certifying A Death Case

Notes:

- This Quick Reference Sheet is for the role of a Medical Certifier only. This functionality is not for use by staff in a medical office or facility. 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 Home screen, a row of Fast Links will display. Click on the Fast Link for **Messages**.



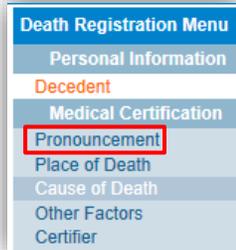
2

The Messages screen will display. Each row is a message. In each row under the Message Text column, there is a link (shown as decedent's name) to the case of a decedent. Click the name of the decedent for the death case to be certified.



3

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.



4

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



5

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



6

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



7

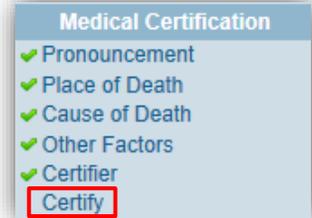
Click the **Next** button to review and verify the Certifier information.



8

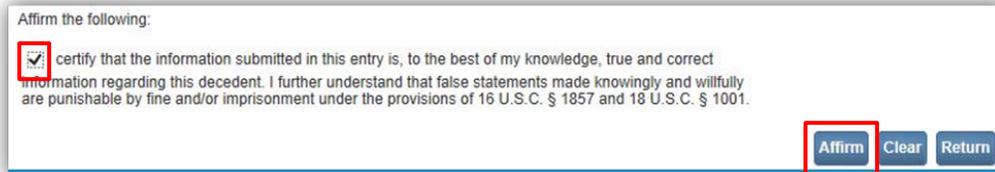
Click the **Certify** link on the Death Registration Menu to review the Affirmations screen.

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.



9

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



10

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



10