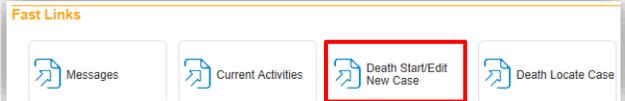


Creating A Pending Death Case

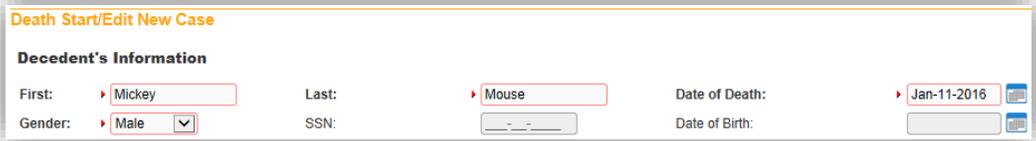
Note: To avoid duplication of cases, before you create a new case you must perform a **Death Start/Edit New Case** search to determine if the case was already started by another party.

- 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.

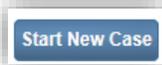
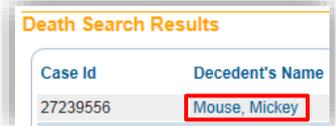


Note: The **Death Locate Case** search is only used to locate cases you have already started.

- 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.

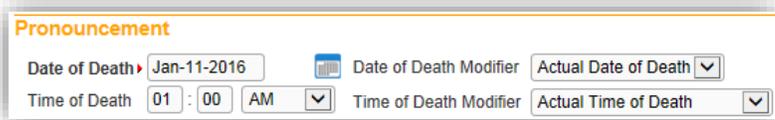



Note: If you know the case was started but you cannot find it, ask exactly how this data was entered and search again.

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



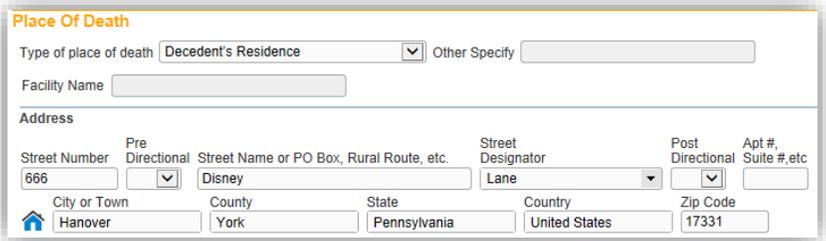
- 5 Pronouncement screen:
- Enter the required data (**Date and Time of Death** fields)
 - Enter the pronouncer data, if appropriate (Optional)
 - Click the **Next** button



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

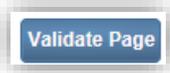
- Certify screen:
- Enter the required data
 - Click the **Save** button

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.