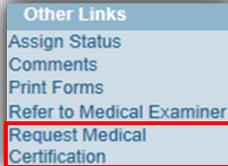


Requesting Medical Certification

1

From the death case, click the **Request Medical Certification** link on the *Other Links* section of the Death Registration Menu.



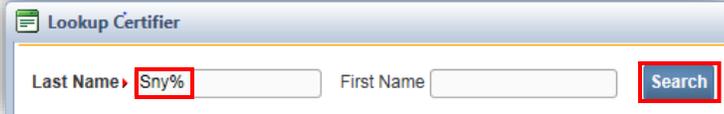
2

Click the **Lookup** icon to search for the **Certifier's Name**.



3

Search for the **Certifier's Name**.



Tip: If you are having difficulty finding the certifier you need, enter a few letters of the certifier's **Last Name** followed by the Wildcard symbol (%). **Example:** Sny%

4

Select the **Certifier's Name**.

License Number	Last Name	Suffix	First Name	Middle Name	Street Number	Street Name	
	Snyder		Christi		123	Main	select
MD666666L	Snyder		Doctor		111	Front	select

5

Click the **Lookup** icon to search and select the **Facility/Office Name**.



6

Search for the **Facility/Office Name**.



Tip: Entering just the Wildcard symbol (%) will display all facilities that the selected certifier is associated with.

7

Select the **Certifier's Name**.

Facility Name	Address	City	
Harrisburg Hospital	111 S Front St	Harrisburg	select

8

The selected certifier and facility display below the **Lookup** icons.



Click the **Save** button to send the request.

First Name: Doctor
Middle
Last Snyder
Office: Harrisburg Hospital

9

The status bar displays *Medical Certification Requested*.

/Personal Valid/Medical Invalid/Not Registered/Signed Over 1 Year **Medical Certification Requested**