

## Amending a Death Case: Personal

**Notes:**

- This Quick Reference Sheet is for the role of a Funeral Director or Coroner/Medical Examiner only. This functionality is not for use by staff in a funeral home or coroner/medical examiner office. Use of another user’s login credentials to perform this functionality is strictly prohibited and a violation of the User Agreement and Confidentiality Policy.
- Each amendment is reviewed for approval by the Division of Statistical Registries. Allow one full business day for this process to be completed.

1 From the registered death case, click the **Amendments** link in the *Other Links* section of the Death Registration Menu.



2 Select **Personal** from the **Amendment Page Type** drop-down list.



3 Enter an **Amendment Description** and click the **Save** button.  
Use the following format: **Correction – Field Name(s)**  
(Examples: Correction – Informant Address, Correction – Education)



4 Select the **Page to Amend** from the drop-down list.



5 The fields from the selected page display below the amendment request.  
Make the necessary change(s) and click the **Validate Page** button.

**IMPORTANT: DO NOT CLICK SAVE UNTIL YOU HAVE COMPLETED ALL CHANGES.**



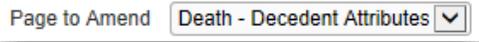
6 An **Item in Error** table displays in the middle of the Amendment Page with all of the changes you have made.  
Review and confirm the changes.

Item in Error	Item as it Appears	Item as it Should be
Informant-Address Street Number	32	320
Informant-Address Zip Code	17112	17111

7 If there are any validation error messages, correct or override the message(s) and click the **Validate Page** button again.



8 If additional information needs to be amended, select a new page from the **Page to Amend** drop-down list and repeat **Step #5** and **#6**.



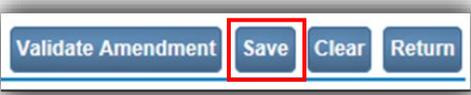
9

The **Item in Error** table updates to include the additional changes. Review and confirm the changes.

Item In Error	Item as it Appears	Item as it Should be
Informant-Address Street Number	32	320
Informant-Address Zip Code	17112	17111
Decedent Attributes-Education Level	No diploma; 9th-12th grade	High School graduate or GED completed

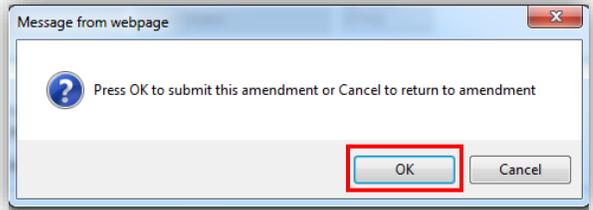
10

When all changes have been completed, click the **Save** button to save the amendment request.



11

Click the **OK** button to submit the amendment request.



12

The **Amendment Status** now displays as *Amendment Pending Approval*. This status remains until the amendment is reviewed by the Division of Statistical Registries (allow one full business day for review).



13

Click the **Return** button to return to the Decedent screen.



**Notes:**

- The person who submitted the request is the only one who is notified when the amendment request is approved or rejected.
- Amendment requests and approved amendments can only be seen by users from the same facility. So if the funeral director submits an amendment request, the medical certifier will not be able to view the request or the submitted amendment.
- When an amendment request is approved, the status of the request changes to *Complete* and the words **Amendment Exists** display to the right of the decedent's name at the top of the screen.

