

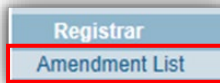
## Viewing the Processing History of an Amendment

**Notes:**

- This Quick Reference Sheet is for the role of a Funeral Director, Medical Certifier or Coroner/Medical Examiner only. This functionality is not for use by staff in a funeral home, medical office or facility, or a 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.

**1** After an amendment is submitted, the **Amendment List** link displays in the *Registrar* section of the Death Registration Menu.

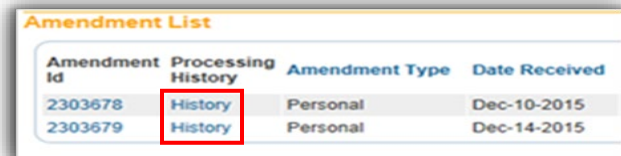
From the death case, click the **Amendment List** link to view all amendment requests and completed amendments that you have submitted for this case.



**Note:** You will not be able to view amendment information submitted by other users.

**2** The **Amendment List** displays. Any notes or actions taken on the amendment can be viewed on the Processing History screen.

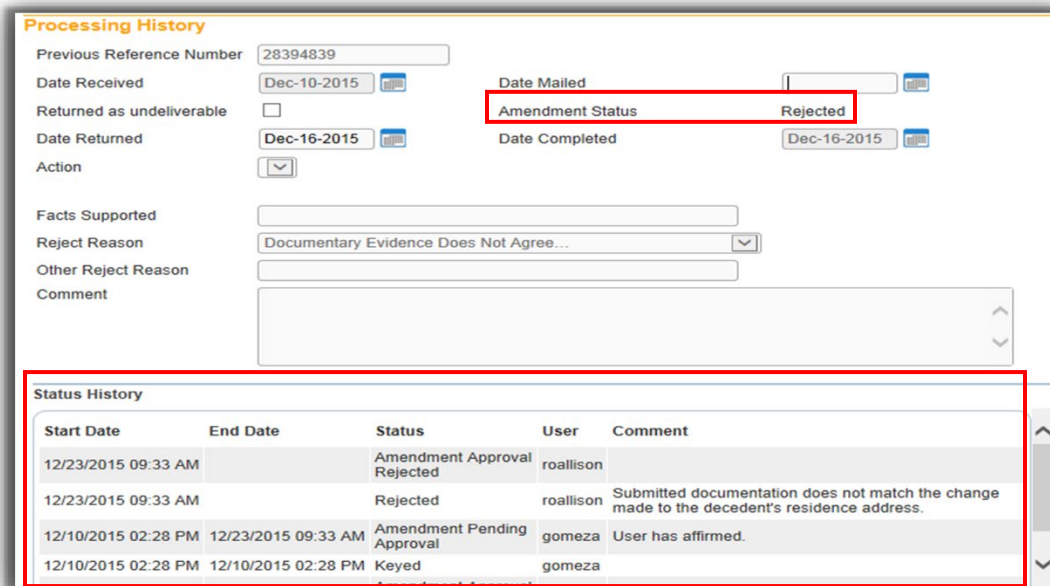
To view the history of an amendment, click the **History** link.



Amendment Id	Processing History	Amendment Type	Date Received
2303678	<a href="#">History</a>	Personal	Dec-10-2015
2303679	<a href="#">History</a>	Personal	Dec-14-2015

**3** The Processing History screen displays. When an amendment request has been processed, information will be entered in the **Processing History** fields by the Division of Statistical Registries.

The **Status History** table displays every action related to the amendment along with the date, the status and the login of the user who took the action.



**Processing History**

Previous Reference Number: 28394839

Date Received: Dec-10-2015

Returned as undeliverable:

Date Returned: Dec-16-2015

Action:

Date Mailed:

**Amendment Status: Rejected**

Date Completed: Dec-16-2015

Facts Supported:

Reject Reason: Documentary Evidence Does Not Agree...

Other Reject Reason:

Comment:

**Status History**

Start Date	End Date	Status	User	Comment
12/23/2015 09:33 AM		Amendment Approval Rejected	roallison	
12/23/2015 09:33 AM		Rejected	roallison	Submitted documentation does not match the change made to the decedent's residence address.
12/10/2015 02:28 PM	12/23/2015 09:33 AM	Amendment Pending Approval	gomeza	User has affirmed.
12/10/2015 02:28 PM	12/10/2015 02:28 PM	Keyed	gomeza	

**Amendment Statuses**

- When an amendment is entered but has not been submitted for approval, the status displays as *Keyed and Amendment Approval Pending*.
- When an amendment has been submitted for review, the status changes to *Amendment Pending Approval*.
- If an amendment is approved, rejected, or cancelled the status changes to *Complete, Rejected, or Cancelled*.

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Click the **Return** button to return to the **Amendment List**.

