

## Affirming a Death Case

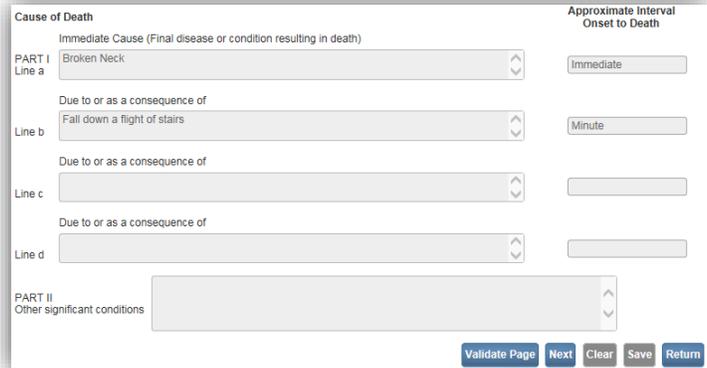
1

From the death case, click the **Cause of Death** link in the *Medical Certification* section of the Death Registration Menu.



2

The Cause of Death screen displays. Review all of the **Cause of Death** information listed in **Parts I and II**.



3

From the death case, click the **Other Factors** link in the *Medical Certification* section of the Death Registration Menu.



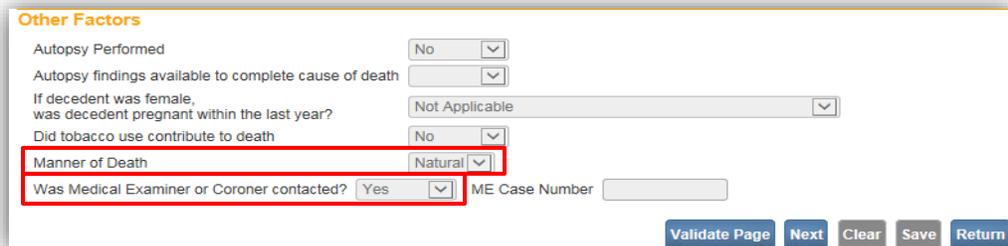
4

The Other Factors screen displays. Review the *Manner of Death* and *Was Medical Examiner or Coroner contacted?* information.

If the **Manner of Death** is **Natural**, and the **Cause of Death** reflects a death due to natural causes, proceed to register the case with **Step #5**.

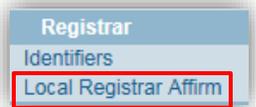
If the **Manner of Death** is **Natural**, but the **Cause of Death** reflects a death due to suspicious or other than natural causes, the case must be referred to the coroner/ME. If the Other Factors screen shows that the case was not referred to the coroner/ME, do not proceed to register the case. Instead, contact the funeral director to let them know that the case requires referral to the coroner/ME based on the information in the *Medical Certification* section.

**Note:** If the **Manner of Death** is **Natural** and a coroner/ME was contacted, even if the **Cause of Death** is consistent with suspicious or non-natural circumstances, proceed to register the case with **Step #5** if the coroner/ME has certified the case.



5

Click the **Local Registrar Affirm** link in the *Registrar* section of the Death Registration Menu.



6

The Affirmations screen displays.

Check the box next to the statement "I affirm am authorized to approve this record for filing."

Click the **Affirm** button.

