pennsylvania
DEPARTMENT OF HEALTH

Amending a Death Case: Replacement Medical

Notes:

- This Quick Reference Sheet is for the role of a <u>Coroner/Medical Examiner only</u>. This functionality is <u>not for use by staff in a coroner/medical examiner office</u>. Use of another user's login credentials to perform this functionality is strictly prohibited and a violation of the User Agreement and Confidentiality Policy.
- Replacement Medical amendments must be used when you need to change/update the cause of death, change the medical certifier, or when all of the medical information is being replaced.
- If the cause of death changes, determine whether the manner of death should also be changed. If so, make that change as well.
- Each time a Replacement Medical amendment is done, the certifier's "date signed" must be updated to the date of the Replacement Medical amendment.
- To electronically amend a death case after the case has been registered, the case must have been electronically certified by your facility.
- If the case does <u>not</u> have a status of *Registered*, wait until it becomes electronically registered to submit the amendment request electronically. If the case has not yet been dropped to paper or registered, you can uncertify the case and make your change. For detailed information on uncertifying a death case, reference **QRS-2046, Uncertifying a Death Case**.

IMPORTANT: If you certified the death on paper, you must submit the amendment on paper.

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

Other Links
Amendments

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

Amendment Page
Type   Replacement Medical

3 Enter an **Amendment Description** and click the **Save** button.

Use the following format: **Correction – Field Name(s)**

Example: Correction – Pending to Final Cause of Death

Description   Correction - Pending to Final Cause of Death

Save   Clear   Return
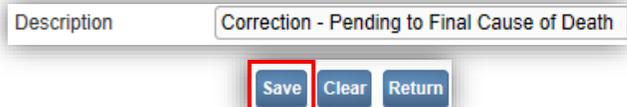
4 All of the medical information displays below the amendment request fields. Scroll down the screen and make all of the necessary changes.

You must amend one or more of the following:
- Cause of Death
- Certifier

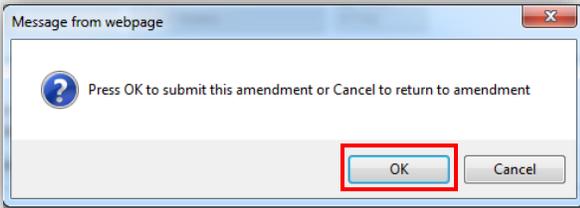**5** Click the **Validate Amendment** button.

Cancel Amendment   Validate Amendment   Save

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

Validate Amendment

7 Click the **Save** button to save the amendment request.

Validate Amendment   Save   Clear   Return

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

Message from webpage

? Press OK to submit this amendment or Cancel to return to amendment

OK   Cancel

9 The **Amendment Status** now displays as *Amendment Pending Approval*.

Amendment Page

Type	Replacement Medical
Year	2016
Order Number	
Amendment Status	Amendment Pending Approval

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

Validate Amendment   Save   Clear   Return

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 the funeral home will not be able to view the replacement medical amendment request.
- 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.

27247354 300132-2016 :Marilyn Monroe Apr-01-2016 Amendment Exists
/Personal Valid With Exceptions/Medical Valid/Registered/Signed/Certified/NA/ICD Coding Required