Editing an Amendment Request

Notes:
- This Quick Reference Sheet is for the role of a <u>Funeral Director, Medical Certifier or Coroner/Medical Examiner only</u>. This functionality is <u>not for use by staff in a funeral home, medical office or facility, or 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.
- This is used when the Division of Statistical Registries has not yet approved the amendment. If it has been approved by the Division of Statistical Registries, then another amendment must be entered instead.

1 From the registered case, click the **Amendment List** link in the *Registrar* section of the Death Registration Menu.

Registrar
Amendment List

2 Click the **Amendment ID** link to view the details of the amendment to be edited.

Amendment List

Amendment Id	Processing History	Amendment Type	Date Received
2305869	History	Personal	May-19-2016

3 The Amendment Page displays. The data in the amendment request can be edited if the amendment status is *Amendment Pending Approval* and the **Item in Error** table displays with **Edit** links.

Amendment Status   Amendment Pending Approval

To edit the amendment request, click an **Edit** link to display the page that you need, or select a page from the **Page to Amend** drop-down list.

Note: To remove an item from the amendment request, click the **Delete** link for that item.

Item as it Should be	Edit	Delete
Jim	Edit	Delete
Stark	Edit	Delete
Linwood	Edit	Delete
Indiana	Edit	Delete

4 The selected screen displays. Make the necessary change(s) and click the **Validate Page** button.

Cancel Amendment   Validate Page   Validate Amendment

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

Validate Page

6 The **Item to Amend** table updates to reflect all changes that were made.

If additional changes need to be made, select the appropriate **Edit** link or select a new page from the **Page to Amend** drop-down list and repeat **Steps #4** and **#5.**

7 When finished, click the **Return** button to return to the Amendment List.

Save   Clear   Return