



Death Module for Funeral Directors and Funeral Directors Staff Assistants

How to REQUEST CREMATION AUTHORIZATION - Unfinished Record

NOTE: ALL FIELDS MARKED WITH A RED ASTERISK (*) MUST BE COMPLETED

1. Login and click the Death tab at the top of the screen.
2. Select "Enter death record" from the *Tasks* menu.

BASIC DECEDENT INFORMATION

3. Complete the fields on this page by typing basic information about the decedent or selecting an answer from the drop down menus.
4. The social security field allows only numbers. Do not enter hyphens or slash marks when entering SSN. If you do not have the information, click on the button that applies. The Online Verification System submits data to the Social Security Administration (SSA) and will inform you if the information matches.
5. Dates must be entered in the following format: mm/dd/yyyy or you can click on the calendar to select the date.
6. "Actual Date of Death" is the default for the *Type of date of death* field. If this is not correct, click the drop down menu to make the appropriate selection.
7. The National Center for Health Statistics (NCHS) monitors and records pandemic deaths. During a pandemic, a question may be added to the system for tracking purposes. When the question appears, it is a required field. To the best of your knowledge, select an answer from the drop down menu.
8. Click on **Save & Continue**. The page will refresh to the *Decedent I* node, which is pre-populated with the Decedent's identification information.

DISPOSITION INFORMATION

9. Click on *Disposition*.
10. In the Disposition information pane, click in the box to select "**Cremation**".
11. Click the down arrow to the left of the **ME/Coroner** field to view the list of medical examiners/coroners for the county where the death occurred.
12. Click on the ME/Coroner's name, if more than one name is listed. The page refreshes and auto-populates with the ME/Coroner information.

13. Select crematory from the drop down menu. The screen refreshes and auto-populates the required fields. If crematory is not listed, select "*Other*" and complete crematory information.
14. The **Institution type**, **Establishment name**, and **Funeral director** fields are default fields and are pre-populated with the Users profile information. Use the drop down menu to select appropriate institution, establishment name, or funeral director if different from default fields.

Please note: If the user is a funeral director staff assistant, he/she must choose the funeral director from the list from the drop down list.

MEDICAL CERTIFIER

CAUTION: Please answer the question below correctly; you will not be able to return to this page to make any changes or corrections.

15. Click "*Yes*" or "*No*" to respond to the question, "Could the manner of this death be Accident, Homicide, Suicide, or is this Death pending investigation or will the Cause of Death be provided by Coroner/ME?"
16. Type in first three or four letters of physician's last name and click the **Search** button.
17. At the License number field, click on the drop down menu arrow and select the appropriate physician. The physician information auto-populates.
18. Click the **Save** button. The message "Death record updated successfully" displays.

An Email notification will be sent simultaneously to the ME/Coroner for the county in which the death occurred and to the physician named as medical certifier on the death record informing each of the pending cremation authorization approval request from the funeral director.
