



Minnesota Registration & Certification

Death Module for Funeral Directors and Funeral Director Staff Assistants

How to ENTER A DEATH RECORD

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

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

Basic Decedent information

Please note 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 and must be answered to the best of your knowledge.

3. Type basic information about the decedent or select an answer from the drop down menus.
4. The *Social Security Number* field accepts numbers only. Do not enter hyphens or slash marks when entering SSN. This is a required field click on the button that applies if you do not have the information decedent's social security number at this time.
5. Dates must be entered in the following format: mm/dd/yyyy or you can click on the calendar picker to select the date.
6. "Actual Date of Death" is the default for the *Type of date of death* field. If this is not the actual date of death, click the arrow on the drop down menu to make the appropriate selection.
7. Select an answer from the drop down menu to the Pandemic tracking question, "Could this death have resulted from influenza?" **Please answer to the best of your knowledge.**
8. Click on **Save & Continue**. The page will refresh and open to the Decedent I node, which is pre-populated with the Decedent's identification information.

Decedent I

9. Use the down arrow on the scroll bar to enter the Decedent's city of birth.
10. Type the first four letters in the **City/Town** field and click **Search**.
11. After searching, the system will refresh to the top of the page. To continue, scroll down to the area where you were working and click the down arrow to the right of the Search button to select the City.

12. Click **Continue** and select **OK** on the popup prompt to save.

Decedent II

13. Complete the decedent's residence information.
14. If the decedent's residence was a nursing home at the time of death, click in the check box and use the drop down menu to choose the correct facility. The page refreshes and auto-populate all address fields for the selected facility.
15. Click on the drop down menu to complete the **Inside city limits?** field.
16. Complete the **Education** field and use the drop down menu to select the decedent's education level. The page will refresh to the top.
17. Scroll down and click on the drop down menu to select "Yes", "No", or "Unknown" for the **Ever in US armed forces?** field.
18. Complete the **Usual occupation job title** and **kind of business/industry** fields in which the decedent was employed.

Please note: Although these fields are not denoted by an asterisk (*), they are required fields for all decedents age 14 and over and must be completed. If the decedent's age is less than 14 years, these fields will be inactive and are not required.

19. Click in the check boxes to select the decedent's correct Race and Hispanic origin.
20. Click **Continue** and **OK** to save.

Decedent III

21. Enter Decedent's marital status. If decedent's marital status is "Widowed (and not remarried)," the **Spouse name** fields will deactivate and not allow data entry of the former spouse's name.
22. Enter decedent's father name.
23. Enter decedent's mother name.
24. Complete informant information. Click in the appropriate circle to identify the informant as an individual or entity.
25. If the informant's address is the same as decedent address, click **Same as decedent**.
26. Note: County and State are default fields. If different, please use drop down menus to select the appropriate country and state. Type in the first three of four letters of the city in the **City/Town** field and click the **Search** button. Click the down arrow to the right of the **Search** button and select the city.
27. Click **Continue** and **OK** to save.

Place of Death

28. Click arrow on drop down menu to choose the *Type of place of death* from the list.

29. If the place of death was a hospital, hospice, nursing home or long term facility, click the drop down menu to select the facility from the list.
30. Once selected, the page will refresh and auto-populate the facility's address fields or residence address.
31. Click **Continue** and **OK** to save.

Disposition

32. Click in the appropriate box or boxes to select the method(s) of disposition. The system will allow you to select as many items that may apply.
33. When you choose "Burial" or "Entombment" from the ***Disposition Information*** section, the ***Cemetery information*** pane opens. Complete Steps 32 and 33 if "**Cremation**" is the disposition method or one of the disposition methods chosen.
34. Click the down arrow to the right of the ***Cemetery*** field to select the cemetery name. The screen refreshes and auto-populates the address fields.

Note: If the cemetery is not listed, select "Other" from the drop down menu and enter the cemetery information.

35. Click the down arrow to select the Medical Examiner/Coroner for the county where the death occurred that will be approving the cremation authorization request.
36. Click the down arrow to view the list crematories and click on the crematory name to select and auto-populates the remaining crematory fields.
37. The **Institution type** and **Establishment name** fields are default fields and are pre-populated with the Users profile information. Click the down arrow to the right of each of these fields to select another institution and/or establishment name if different.

Please note: If you are a staff assistant entering a death record for a funeral director, you must select the funeral director from the drop down list.

38. Click the arrow to the right of the Funeral director's field to view the list of funeral directors for you facility or facilities.
39. Click on the funeral director's name to select and the system auto-populates the remaining fields with the funeral director's information.

Medical Certifier

CAUTION: Please answer the following question correctly; you will not be able to return to this page to make any changes or corrections. If this is not a natural death, the drop down menu will list the Medical Examiners/Coroners for the county of death.

40. "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?" Select **Yes** or **No**.
41. Type in last name of medical certifier and click **Search**.
42. Click the down arrow and select physician from list. The page refreshes and auto-populates the physician information.

43. Click **Finalize fact of death**.

Finalize Filing

The Finalize Filing pages gives you the opportunity to correct and validate your entries as necessary. Any mandatory entries or fields that are inaccurate or incomplete are identified by error messages in red under the section heading(s) in which they occur.

44. If there are no error messages, go to Step 46; otherwise continue to Step 47.
45. The Finalize Filing page may refresh with Confirmation messages (also in red under specified heading) with a down arrow field or a check box. If information is accurate, click on down arrows and/or click in check boxes to confirm your data entries.
46. **IF THE PHYSICIAN IS NOT CURRENT A MR&C USER, THE VALIDATION ERROR WILL DISPLAY UNDER THE MEDICAL CERTIFIER TAB INFORMING YOU THAT YOU WILL NEED TO PRINT THE WORKSHEET AND FAX TO THE MEDICAL CERTIFIER FOR THE RECORD. CLICK IN THE BOX TO CONFIRM THAT YOU ARE AWARE OF THE NOTIFICATION.**
47. Click **File fact of death**. The screen refreshes and displays the message, **"Fact of death filed successfully."**
48. Click the section heading(s) with the red error message(s) that requires your attention. The system will return to that page so you can review and complete or correct the fields identified in the validation and error message(s).
49. Make the appropriate changes and click **Save** on each page that you made corrections or completed information.
50. Click on the Finalize filing link to file the record.
51. Scroll down the page and click **File fact of death**. The page refreshes with the message, **"Fact of death filed successfully."**