



Minnesota Registration & Certification

Death Module for Funeral Directors

GENERAL INFORMATION & WHAT'S NEW IN MR&C

- ◆ MR&C has been tested in Internet Explorer, Firefox, and Safari browsers. The appearance of some screens may differ depending on the browser you are using.
- ◆ All forms, reports, and certificates open in PDF for printing. You must have Adobe Acrobat installed on your computer.
- ◆ The security roles and available functions have been matched as closely as possible with existing roles in VRV. Please contact us if you are unable to perform a function in MR&C that you could in VRV.
- ◆ Your user name and password active in VRV up to 1/30/11 were migrated into MR&C. If you changed your password since then, log in with your old password, click "Manage profile" in the Tasks menu, and update your password.
- ◆ You may request your death certificates from any county office. Please request death certificates for Fact of death only for records that you create in MR&C that have not been medically filed. You may also request death certificates with fact and cause from your completed records are migrated in MR&C.

PLEASE NOTE: ANY RECORDS ENTERED IN MR&C ARE FOR PRACTICE ONLY. YOU MUST CONTINUE TO ENTER YOUR DEATH RECORDS IN VRV UNTIL MARCH 2011 IMPLEMENTATION.

What's New in MR&C

Manage Profile

Print a copy of the Manage Profile instructions and update contact information as required. In Manage profile, select your default facilities so that you will not have to enter this information when you request death certificates.

Work Queue (see attached instructions for additional work queue types)

All unfinished death records and pending requests and queries are listed in work queues types, for example, pending cremation authorization approval requests, pending death certificates requests, pending cause of death with cremation, etc.

Select Follow-on Action

"Select a follow-on action" provides you with a list of tasks you normally complete and can be accessed through the Search death record link on the Tasks menu and on the Finalize Filing page after you have entered a death record. Some tasks that are completed through the "Select a follow-on action are: request a death certificate, correct a death record, print disposition permit, print a completed death worksheet, issue a disinterment permit, etc.

The Search button

Whenever you are completing a field that has the Search button beneath it or next to it, you must click the **Search** button, and then click on the down arrow to the right of the field or to the right of the **Search** button to open the drop down list and select the information. For example, to complete the **City/Town** field, type the name of the city/town and click the **Search** button. The page refreshes, use the scroll bar to return to where you were working, click the down arrow on the drop down list and select the city name from the list to populate the field.

The Medical Certifier Tab

In order to complete the medical certifier page in MR&C, type the last name of the medical certifier, click **Search** and click on the down arrow to select name and populate field.

The screenshot shows a form titled "Medical certifier information". It contains three input fields: "Last name" (containing "aquino"), "First name", and "License number". A red arrow labeled "1" points to the "Last name" field, and another red arrow labeled "2" points to the "Search" button. Below the "Search" button is a checkbox labeled "Search county of death me's". Below the checkbox is a dropdown menu with the text "AQUINO, ROMMEL, M, M.D. , 40444, SILVER BAY" and a down arrow. A red circle labeled "3" highlights the down arrow. There is also an empty rectangular box on the right side of the form.

Cremation Authorization Approval request

Since cremation authorization approval requests are automatically sent to the medical certifier and the medical examiner/coroner for the county where the death occurred and approved electronically, there is no option to print a cremation authorization request form.

When you select Cremation as the disposition method, MR&C sends email notification to both the medical certifier and ME/coroner simultaneously. Once the medical certifier completes the medical portion of the death record, the Medical Examiner/Coroner approves the cremation authorization request. An email notification is sent to the funeral home user and will also appear in the funeral home user's work queue. The approved cremation authorization can be printed from the Work Queue.