



Minnesota Registration & Certification

## Death Module for Funeral Directors and Funeral Director Staff Assistants

### Using the WORK QUEUE

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

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**Purpose: To assist you in managing your work priorities and track status of death records entered in the MR&C. The Work Queue allows you to view a list of pending items or unfinished tasks and to take action by selecting any work queue item.**

1. Select "Work Queue" from the *Tasks* menu.
2. Click on any link to select a pending item type from the work queues:
  - Death certificate request
  - Pending cause of death with cremation – Fact of death
  - Pending cause of death without cremation – Fact of death
  - Queries awaiting responses
  - Unfinished death record
  - Approved cremation authorization request
  - Approved certified death certificate
3. Click on the decedent's name to complete and enter required information to complete the task or record.