1. From the Home tab, click **Work Queue** on the Tasks menu.
2. Click **Death record referral with cremation** or **Death record referral without cremation** to view the list of records pending action.
3. Click a decedent’s name; the decedent’s death record opens to the **Decedent I** node.
4. Review the medical certifier’s cause and manner of death entries by clicking on **Cause of Death I** and **Cause of Death II**.
5. Click **ME Processing**.
6. Click **Approve**. The record status will change from Referred to M.E. to Filed and **Death record approved successfully** will be displayed on the screen.

   **NOTE:** If cremation authorization was requested, continue with #7, otherwise stop here.

7. Return to the bottom of the page and click **Approve cremation authorization**.
8. “You selected approve cremation authorization, do you want to continue?” will appear. Click **OK**.
9. The page will refresh and display the message **Cremation authorization successfully approved**. MR&C then generates cremation approved email notifications to the funeral home and the medical certifier and removes the item from the MEs work queue.