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 the Cause of Death I and Cause of Death II.
5. Click ME Processing.
6. At the bottom of the page, click Assume to edit the cause and manner of death information entered by the medical certifier.
7. Click OK in response to “Are you sure you want to assume?”
8. MR&C will refresh to the Medical Certifier page.
9. Enter the medical examiner/coroner last name. Click Search.
10. Select the ME/Coroner in the field to the right of License number*.
11. Click Continue with cause of death.
12. Edit previously entered information as necessary; click Continue at the bottom of the page.
13. On Cause of Death II, edit as necessary; click Continue.
14. Click Finalize Filing; scroll to the bottom of the page and click File cause of death. Cause of death filed successfully will display.
15. Click Approve cremation authorization at the bottom of the page if the referral was ‘with cremation’.
16. “You selected approve cremation authorization, do you want to continue?” will appear. Click OK.
17. The page will refresh and display the message Cremation authorization successfully approved.