MN DEPARTMENT OF HEALTH

Enter a death record

MR&C USER GUIDE FOR FUNERAL DIRECTORS AND STAFF

After logging in to MR&C:

1. Select the **Death** tab.

2. Select *Enter death record* from the **Tasks** menu.

Enter basic information for death record

1. Complete the following fields for the decedent:

   a. First name

   b. Middle name (optional)

   c. Last name

   d. Last name prior to first marriage (optional)

   e. Sex

   f. SSN

   g. Date of death and date modifier (actual date of death, court ordered date, or date body was found)

   h. Date of birth

   i. County of death

2. Select the name of the funeral establishment. (If you set a default funeral home in your profile on the **Home** page, this will be pre-selected.)

3. Select the name of the funeral director. (If you are a funeral director, MR&C will display your name automatically.)

4. Click the **Select** button.

5. Answer the question *Was or will the decedent be embalmed?*

> **Note:** You cannot change this answer after the fact of death files.

6. Click **Save & Continue.**

Decedent I

1. Enter decedent's AKA information, if any.

2. Enter the time of death:

   a. Select actual time of death, time body was found, or unknown time of death

     b. Select 24 Hour, AM, or PM

     c. Enter the time as four digits without a colon (:)

3. Enter the decedent's date of birth.

- If the date of birth is the same or the day before date of death, you must manually select the age as days, hours, or minutes and enter the age in the appropriate field(s).

4. Select the decedent's country of birth, state or province of birth (if applicable), and city of birth.

Note: To find a city in a dropdown list, start typing the name and select the one you want.

5. Click **Continue**.

Decedent II

1. Was decedent's permanent residence a nursing home or other long term care facility?

- If yes, check the box and begin typing the name of the facility to find the one you want. MR&C will complete the address.
- If no, enter the residence address.

2. Indicate if the address is inside city limits.

3. Select the decedent's highest level of education achieved.

4. Indicate if the decedent was ever in the U.S. armed forces.

5. Enter the decedent's usual occupation.

6. Enter the kind of business or industry.

7. Select the decedent's Hispanic origin.

8. Check the decedent's race(s).

9. Click **Continue**.

Decedent III

1. Select the decedent's marital status at the time of death.

2. If the decedent was married, or married but separated, enter the surviving spouse's name:

     a. First name

     b. Middle name (optional)

     c. Last name prior to first marriage

     d. Married last name (optional)

     e. Suffix (optional)

3. Enter the father's name.

4. Enter the mother's name.

5. Select *Individual* or *Entity* as the informant.

   ▪ If the informant is an individual, enter their name.

   ▪ If the informant is an entity, enter the name of the entity.

6. Select the informant's relationship to the decedent.

7. Enter the informant's address.

   ▪ Click **Same as decedent** if the informant lives at the same address.

8. Click **Continue**.

Place of Death

1. Indicate if the place of death was the same as the decedent's residence.

   ▪ If "yes," MR&C will populate the address.

   ▪ If "no," select the place of death type.

      ▪ If you select hospice, hospital, or nursing home/long term care facility, begin typing the name of the facility to find the one you want. MR&C will complete the address.

      ▪ If you select "Other," specify the location and enter the address.

2. Click **Continue**.

Disposition

1. Check all disposition methods that apply.

   ▪ If disposition includes burial or entombment, start typing the name of the cemetery to find and select the one you want.

   ▪ If disposition includes cremation or donation, or if you check *Other* and enter "alkaline hydrolysis":

      ▪ Select a medical examiner or coroner to approve the disposition

      ▪ Start typing the name of the facility that will handle the cremation, donation, or alkaline hydrolysis disposition to find and select the one you want.

2. Review the funeral home and funeral director information. Change if needed.

3. Click **Continue**.

Medical Certifier

1. To the best of your knowledge, indicate whether a medical examiner or coroner will provide the cause and manner of death.

2. Enter the medical certifier's last name, first name, or license number and click the **Search** button.

> **Note**: If you indicated that a medical examiner or coroner would provide the cause and manner of death, your search results for a medical certifier will be limited. If you do not want your search to be limited, uncheck *Search county of death me's* and search again.

3. If multiple records are found, select the medical certifier from the dropdown list.

4. Click **Finalize fact of death**.

Finalize Filing

1. Review any red "edit" messages that appear.

   - *Mandatory* messages require you to provide missing information.

   - *Confirmation* and *Verify* messages ask you to confirm unlikely information or unknown responses. If the information is correct, check the box in front of the message.

2. Click **File fact of death** after you have resolved all messages.

   - MR&C will display the message "Fact of death filed successfully" and assign the record a state file number.

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*To obtain this information in a different format, call
651-201-5970.*