

## MINNESOTA REGISTRATION & CERTIFICATION (MR&C)

### HOW TO CORRECT CAUSE AND MANNER OF DEATH

**Corrections may be made to the demographic, legal and medical items on a death record within one year of the date of death *unless a death certificate has been issued.***

#### **If death certificates have been issued**

To change the cause or manner of death, the medical certifier named on the certificate must complete and submit a Request to Change Cause or Manner of Death (PDF) form found on the MDH Forms for Medical Certifiers webpage. Otherwise, a coroner/medical examiner from the county where the death occurred may complete the form.

1. Click the Death tab in MR&C.
2. Select Search Death Record from the Tasks list; enter the search criteria.
3. Click **Search** at the bottom of the page.
4. A record summary will be displayed at the top of the screen along with a list of other records matching the search criteria.
  - a. If the record summary displays the record to be corrected, go to step 5.
  - b. If the record summary does not display the record to be corrected, scroll down to review the list of names; click the decedent's name to select the record.
5. In the **Select a Follow on action** field, choose 'Correct death record' from the drop-down menu.
6. The screen will refresh to the *Correct a death record* page; review the drop-down menu to choose the reason for a correction. Click **Continue**.
7. The page will refresh to the *Decedent I* page.
8. Click one of the Cause of Death links. Enter corrections. Click **Continue**.
9. Click **Finalize corrections**.
10. Review the previous and new value(s) of the field(s) corrected to verify the changes.
  - a. Click **File Corrections** if satisfied. **Death record updated successfully** will display.
  - b. Click **Back** to retain the corrections just made and to make additional corrections.
  - c. Click **Cancel corrections** to discard the corrections.