

**MINNESOTA REGISTRATION & CERTIFICATION (MR&C)****HOW TO ENTER CAUSE AND MANNER OF DEATH (DETAILED)**

1. Select Work queue from the Tasks list.
2. Select the desired Work queue type, for example, Pending cause of death with cremation – Cause of death.
3. Click on the decedent's name to open the record.
4. Click Cause of death I.
5. If not already filled in, complete the ***Time of death (HHmm)***\* fields:
  - a. Choose from 'Actual time of death', 'Time body was found' and 'Unknown time of death'.
  - b. Select 'AM', 'PM' or '24 hour' from the drop-down menu.
  - c. Key in the time of death in hours and minutes.
6. Enter ***Date last saw deceased***\*. Select day (DD) and month (MM) last seen from the drop-down menus. Key in the entire year of death (YYYY).
7. Respond to the following using the drop-down menus for each field (note that lines (b) and (c) appear only when cremation is the method of disposition):
  - a. ***'Was medical examiner coroner contacted?'***\* (This may already have an entry based on the method of disposition or because of an untimely or unnatural death.)
  - b. ***'Did INJURY or TRAUMA contribute to the cause of death?'***\*
  - c. ***'Is there any reason to postpone final disposition?'***\*
8. Enter ***Cause of death - Part I*** information (which includes approximate intervals):
  - a. Three lines may be added to Cause of death – Part I, for a total of four. Click **Add cause of death** to open an additional line.
  - b. Report one condition per line.
  - c. Report the immediate *cause* of death (not the mechanism of death) on line (a).

- d. Report conditions (if any) that gave rise to the immediate cause of death on lines (b), (c) and (d).
  - e. Complete the **Approximate interval** field for each line. The shortest interval should appear on line (a) with succeeding lines having longer intervals.
9. If applicable, enter other significant conditions that contributed to death, but didn't result in the underlying cause, in **Cause of death – Part II**.
  10. Correct spelling is important. Click **Check terms** to activate MR&C's built-in spell-check. Selection boxes will display for misspelled terms or abbreviations used (see screen shot below). Select the correct spelling or long form of the abbreviation from the drop-down menus. Click **Apply corrections**.

11. Complete the **Manner of death information fields**:
  - a. **Was an autopsy performed?\***
  - b. **Were autopsy findings available to complete the cause of death?**
  - c. **Manner of death\***
  - d. **Did tobacco use contribute to death?\***
  - e. **If female, pregnancy information**
12. Click **Save**.
13. Review the screen. If there are no red messages click Cause of Death II.
14. The first question on the *Cause of Death II* page must be answered. Select the appropriate choice from the drop-down menu:
  - a. 'Yes' - Accident, injury, suicide, or poisoning contributed to the death; all fields on the screen must be completed.
  - b. 'No' - Death was natural; no additional fields on this screen need to be completed.

- c. 'Unknown'- Undetermined if accident, injury, suicide, or poisoning contributed to the death.
15. Scroll to the bottom of the page and click **Finalize cause of death**.
16. If no red messages appear on the following screen, click **File cause of death**.
17. If red messages appear on the screen, they must be addressed in order to file the cause of death.
  - a. Two types of messages display – one for mandatory fields that are incomplete and the other to gain acknowledgement that the entry in the field is correct.
  - b. To complete a mandatory field or change an entry of 'Unknown', click the link above the – Mandatory message to go to that page. Make the change and click **Save**.
  - c. To acknowledge that 'Unknown' is correct, click in the check box that appears in front of the message, for example:  **Are there any other significant conditions contributing to the death but not resulting in the underlying cause given in Part I?**
18. Return to the *Finalize filing* page. Click **File cause of death** at the bottom of the page.
19. **'Cause of death filed successfully.'** will display.