

MINNESOTA REGISTRATION & CERTIFICATION (MR&C)

HOW TO ENTER CAUSE AND MANNER OF DEATH (BRIEF)

1. Select Work queue from the Tasks list.
2. Select the desired Work queue type from the list of Work queues. For example, 'Pending cause of death with cremation – Cause of death.'
3. Click on the decedent's name to open the death record.
4. Click on Cause of death I. Complete ALL fields on the screen.
5. Click Save.
6. Review the screen. If there are no red messages or spelling suggestions, go to Step 9.
7. MR&C has a dictionary to check for misspelled terms or abbreviations. The 'spellcheck' is activated by clicking on the red **Check terms** button beneath the ***Cause of death – Part II*** field.
 - a. Suggested corrections are displayed in drop-down menus to the right of misspelled terms or abbreviations.
 - b. Click on the dropdown menu(s) to select the correct spelling or appropriate long form of the abbreviation.
 - c. Click **Apply corrections**.
8. Click **Continue**. The screen refreshes to the next page.
9. Complete the required fields on *Cause of Death II* page.
10. Scroll to the bottom of the page and click **Finalize cause of death**.
11. The screen refreshes to the *Finalize filing* page. Scroll to the bottom of the page and click **File cause of death**.