MINNESOTA REGISTRATION & CERTIFICATION (MR&C)

QUICK-START GUIDE FOR PHYSICIAN STAFF ASSISTANTS

1. Select Work queue under ***Tasks*** on the Home tab.
2. Select the desired Work queue type:
   a. Pending cause of death without cremation - Cause of death
   b. Pending cause of death with cremation – Cause of death
3. Click the decedent's name to open the death record; click Medical Certifier.
   a. Verify that the Medical Certifier shown will be providing cause and manner of death. If the record needs to be reassigned, see item 13.
   b. Click Finalize Filing.
   c. In the ***Select a follow-on action*** drop-down, select 'Print completed death worksheet'.
   d. The screen will refresh and display the *Print worksheets* page.
   e. Click ***Cause of death*** and then **Generate report**.
   f. Click Open on the PDF file popup prompt.
   g. Print the worksheet for the physician to complete.
4. With the completed worksheet in hand, reselect the decedent from the Work queue.
5. Click on Cause of death I. Complete ALL fields on the screen.
   a. **DO NOT** use Enter in fields a-d under Cause of death – Part I. Click **Add cause of death** to open lines b-d, as necessary.
   b. **DO NOT** use Enter in fields a-d under Cause of death – Part II. Use commas to separate multiple medical conditions.
6. Click **Check terms**.
7. MR&C has a built-in dictionary; selection boxes will display for any misspelled terms or abbreviations.
   a. Click on the dropdown menu(s) to select the correct spelling or appropriate long form of the abbreviation.
   b. 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**.

12. You're done!

13. If the Medical Certifier needs to be reassigned, type the last name of the physician at your facility who will be providing cause and manner of death information in the ***Last name*** field directly below 'Medical certifier information'.
    a. Click **Search**.
    b. To the right of the ***License number*** field, click on the drop-down menu to select the physician. The remaining fields will populate with the physician's information.
    c. Click **Save**.
    d. If you work with the physician who has been assigned the record, go to 3b above.
    e. If not, the decedent's record will be removed from your work queue and placed in the newly assigned medical certifier's work queue.