

MINNESOTA REGISTRATION & CERTIFICATION (MR&C)**REASSIGN REFERRED DEATH RECORD - ME/CORONER**

1. From the Home tab, click Work Queue on the Tasks menu.
2. Click Death record referral with cremation or Death record referral without cremation to view the list of records pending action.
3. Click a decedent's name; the decedent's death record opens to *Decedent I*.
4. Review the medical certifier's cause and manner of death entries by clicking on Cause of Death I and Cause of Death II.
5. Click ME Processing to view ME processing options.
6. To return the death record to the original physician click **Reassign**. Click **Save** when the *Medical Certifier* page is displayed.
7. To assign the record to a different physician, click **Reassign** and follow steps '7a' through '7d':
 - a. When the Medical Certifier page is displayed, type the last name of the physician to whom the death record is being assigned.
 - b. Click **Search**.
 - c. Select the physician's name from the **License number*** field to populate the fields with the physician's information.
 - d. Click **Save**.
8. MR&C will generate email notifications that a Work queue item has been removed from or added to both the former and the current owner of the death record; the notification will include the Work queue type, decedent's name and decedent's date of death.