

Assume a Referred Death Record

MR&C USER GUIDE FOR MEDICAL EXAMINERS AND CORONERS

Review record

After logging in to MR&C:

1. Select *Work Queue* from the **Tasks** menu.
2. Select the *Death record referral* queue.
3. Select the decedent's name to view the record.
4. Review the information on the *Cause of Death I* and *Cause of Death II* screens.
5. On the *Finalize Filing* screen, click the **Assume** button.

MR&C will replace the original certifier with your information and change the record status to *Pending cause of death*.

Complete cause of death

1. Select *Work Queue* from the **Tasks** menu on the left.
2. Select the *Pending cause of death – Medical certifiers* work queue.
3. Select the decedent's name to view the record.
4. Make any needed changes on the *Cause of Death I* and *Cause of Death II* screens.
5. On the *Finalize Filing* screen, resolve invalid or mandatory edit messages. Check the box to acknowledge other edit messages.
6. Click the **File cause of death** button in the lower right.

Record status will change to *Filed*.

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To obtain this information in a different format, call: 651-201-4426.