

Fulfill electronic death certificate requests

MR&C USER GUIDE FOR COUNTY VITAL RECORDS STAFF

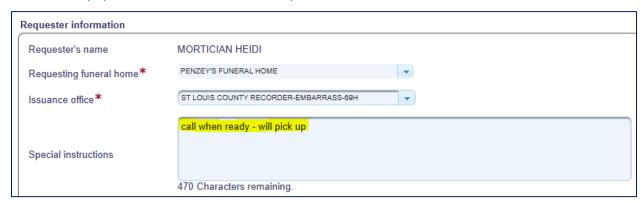
After logging in to MR&C:

- 1. Select Work queue from the Tasks menu.
- 2. Select the Pending electronic request for death certificate from funeral director queue.

Note: If "No" appears in the last column, this indicates the medical certifier has not filed cause of death.

Pending electronic request for death certificate from funeral director (26)						
State file number ▼	Decedent's name	Establishment name \$	Funeral director name \$	Date of request	Issuance office	Can be fulfilled \$
2019-MN- 000109	PLANE, ASTRAL	PENZEY'S FUNERAL HOME	HEIDIF1	09/13/2019	ST. LOUIS COUNTY RECORDER- VITAL RECORDS	Yes
2019-MN- 000101	BOLT, THUNDER	PENZEY'S FUNERAL HOME	HEIDIM2	08/14/2019	ST LOUIS COUNTY RECORDER- EMBARRASS	Yes
2019-MN- 000100	ROD, LIGHTNING	PENZEY'S FUNERAL HOME	HEIDIM2	08/14/2019	ST LOUIS COUNTY RECORDER- EMBARRASS	Yes
2019-MN- 000098	NEWTON, NIKO	PENZEY'S FUNERAL HOME	HEIDIM2	08/14/2019	ST LOUIS COUNTY RECORDER- EMBARRASS	Yes
2019-MN- 000080	PEALE, POTATO	PENZEY'S FUNERAL HOME	HEIDIF1	06/24/2019	ST. LOUIS COUNTY RECORDER- VITAL RECORDS	No

- 3. Click on the state file number of the record you want to issue.
- 4. Note any special instructions entered by the funeral home.



- 5. Optional: If mailing certificates, click the **Print Envelope** button to print the mailing address on a large envelope.
- 6. Click Fulfill.
- 7. Click Generate issuance document(s).

FULFILL ELECTRONIC DEATH CERTIFICATE REQUESTS

- 8. Follow the screen prompts to open and print the pdf.
- 9. Click Assign DCN.
- 10. Type or scan the DCN for the first certificate.
- 11. If you printed multiple certificates, use the **Calculate** button to populate the additional DCN fields in numerical order.
- 12. If all certificates printed correctly, click Save & close request item.

Available actions when reviewing electronic requests

MR&C provides the following options to both county vital records and funeral home users when viewing an electronic request for certificates:

• Fulfill: Allows you to fulfill request

Proceed: Brings you to an order summary page

• Cancel: Brings you back to the work queue

Void: Deletes the request

Minnesota Department of Health Office of Vital Records PO Box 64499 St. Paul, MN 55164-0499 651-201-5970 health.MRCAdmin@state.mn.us www.health.state.mn.us

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To obtain this information in a different format, call 651-201-5970.