

## MINNESOTA REGISTRATION & CERTIFICATION (MR&C)

### ASSUME 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 the *Decedent I* node.
4. Review the medical certifier's cause and manner of death entries by clicking on the *Cause of Death I* and *Cause of Death II*.
5. Click ME Processing.
6. At the bottom of the page, click **Assume** to edit the cause and manner of death information entered by the medical certifier.
7. Click **OK** in response to "Are you sure you want to assume?"
8. MR&C will refresh to the *Medical Certifier* page.
9. Enter the medical examiner/coroner last name. Click **Search**.
10. Select the ME/Coroner in the field to the right of **License number\***.
11. Click **Continue with cause of death**.
12. Edit previously entered information as necessary; click **Continue** at the bottom of the page.
13. On Cause of Death II, edit as necessary; click **Continue**.
14. Click Finalize Filing; scroll to the bottom of the page and click **File cause of death**. **Cause of death filed successfully** will display.
15. Click **Approve cremation authorization** at the bottom of the page if the referral was 'with cremation'.
16. "You selected approve cremation authorization, do you want to continue?" will appear. Click **OK**.
17. The page will refresh and display the message **Cremation authorization successfully approved**.