

# Reassign 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.

### Reassign death record

1. On the *Finalize Filing* screen, click the **Reassign** button.

### Reassign to original medical certifier

1. Scroll down to confirm the original medical certifier's information.
2. Click **Save**.

The record will revert to *Pending Cause of Death* status and appear in the original certifier's work queue.

Communicate with the medical certifier about what you want changed to avoid re-referral of the record with the same cause and manner of death information.

### Reassign to a new medical certifier

1. Scroll down to view the original medical certifier's information.
2. Enter a new certifier's last and first name and/or license number.
3. Click **Search**.
4. If you receive multiple results, select the certifier from the dropdown options.
5. Click **Save**.

The record will revert to *Pending Cause of Death* status. The new medical certifier will get notification to complete cause of death and the record will appear in their work queue.

REASSIGN A REFERRED DEATH RECORD

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