mn DEPARTMENT OF HEALTH

Manage records and certificate requests

MR&C USER GUIDE FOR FUNERAL DIRECTORS AND STAFF

This user guide provides information on:

Work queues

Notification emails

Reports

Work queues

Work queues allow you to track unfinished or pending death records and certificate requests. Access these queues by clicking *Work queue* under the **Tasks** menu.

- *Death certificate request* allows you to view, modify, or void pending certificate requests submitted to your county vital records office.

- *Pending cause of death – Funeral home staff* shows records waiting for a medical certifier to complete cause and manner of death. It also shows records referred to a medical examiner or coroner.

- *Unfinished death record* provides an easy way to access and complete records not yet legally filed.

> **Note**: If you need an unfinished record deleted, email the record details and the reason to delete to health.dataquality@state.mn.us. Office of Vital Records staff will delete the record.

Notification emails

MR&C keeps you informed about the status of cause of death and cremation authorization requests with the following notification emails.

- *Subject: Provide cause of death*
  - Sent when you file fact of death
  - To: Medical certifier and the certifier's designated staff (if any)
  - Courtesy copies to: All users associated with the funeral home
- *Subject: Cause of death completed*
  - Sent when the medical certifier files cause of death
  - To: Funeral director on record
  - Courtesy copies to: All users associated with the funeral home

- *Subject: Medical certifier has not completed cause of death*

    - Sent if medical certifier does not file cause of death within three full days after the funeral home filed fact of death

    - To: Funeral director on record

    - Courtesy copies to: Users associated with the funeral home, the medical certifier, and the certifier's designated staff (if any)

- *Subject: Referred to M.E.*

    - Sent when medical certifier enters a cause and manner of death that requires review by a medical examiner or coroner

    - To: Funeral director on record

    - Courtesy copies to: All users associated with the funeral home

Note: MR&C sends a separate email directly to the medical examiner(s) or coroner(s) with jurisdiction in the county of death.

- *Subject: Cremation authorized*

    - Sent when the medical examiner or coroner authorizes the cremation, donation, or alkaline hydrolysis method of disposition

    - To: Funeral director on record

    - Courtesy copies to: All users associated with the funeral home

Note: When the medical certifier files cause of death, MR&C sends an email directly to the medical examiner or coroner selected as the "cremation authorizer." The medical examiner or coroner can choose to approve or disapprove the request.

Reports

MR&C provides two reports to track legally filed death records.

- The *Chronological Death Log Report – for Funeral Homes* shows records legally filed for a specific funeral home and date range. To generate the report:

    1. Select the **Death** tab.
    2. Select *Reports* from the **Tasks** menu.
    3. Select *Chronological Death Log Report – for Funeral Homes*.
    4. Enter a date range for decedent's date of death.
    5. Select a funeral home.
    6. Click **Generate report**.
    7. Follow the screen prompts to open and print the PDF.

- The *Time Elapsed Between Date of Death and Date of Filing Report* provides filing timeliness statistics for a particular funeral home or medical certifier. To generate the report:

    1. Select the **Death** tab.

    2. Select *Reports* from the **Tasks** menu.

    3. Select *Time Elapsed Between Date of Death and Date of Filing Report*.

    4. Choose to run the report for the decedent's date of death range or legal file date range.

    5. Enter a date range.

    6. Select the funeral home or medical certifier report type.

    7. Search for and select the funeral home or medical certifier you want.

    8. Click **Generate report**.

    9. Follow the screen prompts to open and print the PDF.

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