

Amending a Certified Interim Medical Certificate of Death (MCD)

Role(s): Coroner – Provincial, Full Time, and Community

Objective

This job aid provides the necessary steps to amend an Interim MCD to a Standard MCD, including:

- Changing a submitted Interim MCD to a Standard MCD.
- Reviewing and completing mandatory fields of a Standard MCD based on autopsy findings.
- Recertification of the newly updated Standard MCD.

Scenario

An autopsy has been completed for a decedent, determining that decedent died of natural causes, cardiac arrest. The certified Interim MCD needs to be amended from "Interim" to "Standard" and recertified.

NOTE:	: CORONER RIGHTS BY ROLE:					
	The Provincial Coroner can see, assign, certify, and amend any coroner case.					
	Full Time Coroners (FTC) can see all cases in their region and work on cases assigned to them.					
	Community Coroners can only see and work on cases assigned to them (including starting and certifying cases).					
	*All coroners can assign an MCD to a Medical Informant (MI). MIs cannot assign an MCD to a coroner.					

Precondition

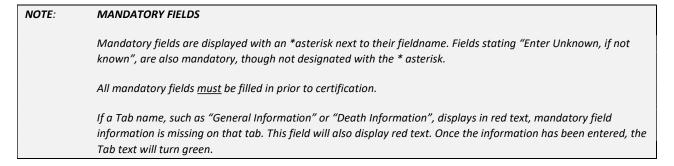
The user must be logged in to EDRN and the Interim MCD must be open to perform the functionality discussed in this job aid. (See: Searching for a Case job aid for procedural details on how to open a case.)

NOTE:	A certified Interim MCD displays on the Submitted Cases tab of the assigned user's Dashboard for a period of three months.
	At every three-month timeframe, the EDRN system notifies the assigned coroner that a certified Interim MCD exists that has not yet been recertified as a Standard MCD.
	To find the Interim MCD after the three-month period, the Search function must be used, searching by case number or decedent name. See "Searching for a Case" job aid for these steps.

EDRN Page 1 of 7

Procedural Steps: Amending an Interim MCD to a Standard MCD

The user has already searched for and opened the certified Interim MCD. To edit the case, the user will "Amend Case" from the Case Admin tab. Once the MCD is editable, the type of MCD is changed to "Standard", prompting the system to display all mandatory fields that must be updated prior to recertification.



Case Admin Tab

Case Admin

Medical Certif	ficate of Death - GERA	LD W THO	DMAS	FTC TRAINING Full Time Coroner South Coroner's Office
General Information	Death Information Certification	Case Admin		
Case Admin				
Case number	Record status		MCD certification status	
EDR127	SUBMITTED		CERTIFIED	Amend Case
Assigned To Facility	/			
Medical facility				
		0		
Funeral home				
		0		
Assigned To Users				
Hospital clerk				
		0		
Medical informant				
		0		
Coroner				
FTC TRAINING				

Page 2 of 7 EDRN

- 1. Click Case Admin tab.
- 2. Click the Amend Case button.
- 3. Click the *General Information Tab.*

General Information Tab

Type of Medical Certificate of Death



4. Click the Standard radio button.

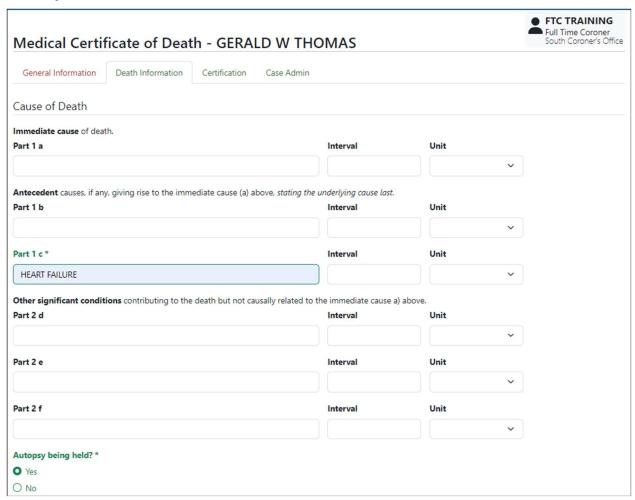
NOTE: Changing the type of certificate from "Interim" to "Standard" activates the mandatory fields within the case that must be filled in prior to certification.

- 5. Check that all mandatory fields on this tab are completed.
- Click the **Death Information** Tab.

EDRN Page 3 of 7

Death Information Tab

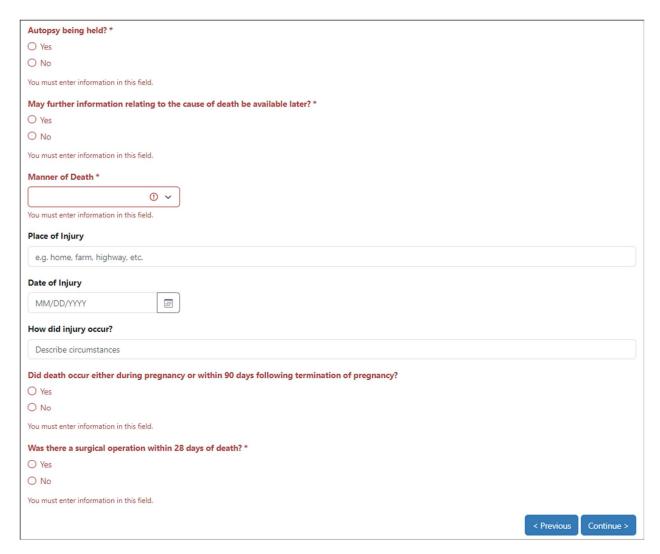
Cause of Death



- 7. Antecedent causes, if any, giving rise to the immediate cause (a) above:
 - a. Part 1c:* Type cause of death.
 - b. Interval: Type or select interval value.
 - c. Unit: Click drop-down arrow to select unit.

NOTE: Part 1c is a mandatory field for a Standard MCD.

Page 4 of 7 EDRN



8. Autopsy being held*: Click Yes radio button.

NOTE: The next two questions will display when you choose "Yes" to an autopsy being held.

- 9. **Does the cause of death take into account the autopsy findings?*** Click **Yes** radio button for this scenario.
- 10. May further information relating to the cause of death be available later?*: Click *No* radio button for this scenario.
- 11. Manner of Death*: Click the drop-down menu and select manner of death.
- 12. Place of Injury: Enter place of injury if relevant.
- 13. Date of Injury: Enter date of injury if relevant.
- 14. How did Injury occur? Enter how injury occurred if relevant.
- 15. Was there surgical operation within 28 days of death*: Click No radio button for this scenario.

NOTE: The "Date of Surgical Operation" and "Operative Findings" questions will display if you choose "Yes" to a surgical operation within the past 28 days.

EDRN Page 5 of 7

16. Click *Continue* to advance to the Certification tab.

OR

Click Certification tab.

Certification Tab



NOTE:

As in the example above, if "Certify Amendment" is greyed out, mandatory information has been missed. The "General Information" or "Death Information" tab's text color and corresponding mandatory field name(s) within the tab will display in red text pointing to the missing mandatory information. Complete the mandatory fields of information to certify.

- 17. **Certifier type *:** Click *drop-down arrow* to select *Coroner* for this scenario.
- 18. I hereby affirm that the information being submitted is accurate and correct to the best of my knowledge.: Click *Certify Amendment* button.
- 19. Click I Confirm.

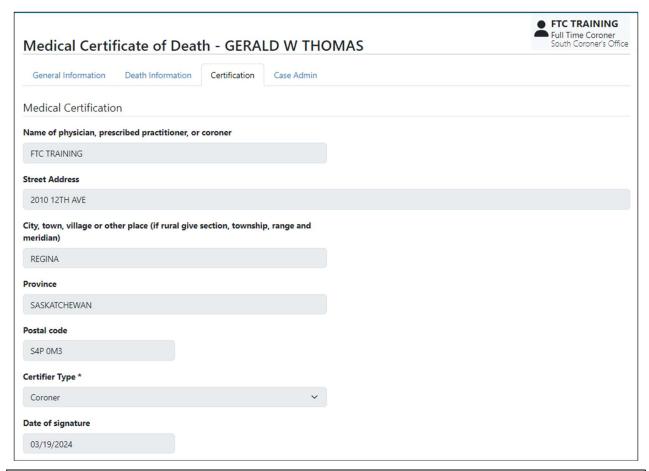
NOTE: The certification process is a digital signature for this document.

20. **Case Amended:** Click **Ok.** The Certification tab has been updated with the Medical Certification of Death information. (*See below*).

NOTE: The "Certifier Type*" and "Date of signature" have been updated on the "Certification" tab.

This MCD will display on the "Submitted Cases" tab of the user's Dashboard.

Page 6 of 7 EDRN



NOTE: The "Case Admin" tab has been updated to reflect the re-submitted and re-certified MCD. The Case number remains the same, a unique number specific to this MCD. The "MCD certification status" now displays "Amended". This MCD will display on the "Submitted Cases" tab of the user's Dashboard.



End of Procedure.

EDRN Page 7 of 7