

Dealing with a Duplicate Medical Certificate of Death

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

Objective

This job aid provides the necessary steps when a Duplicate Case Detected error message appears during a routine Save while creating a new MCD. The steps include:

- Saving a new MCD after demographic information has been entered.
- Reviewing the contents of the Duplicate Case Detected message.
- Determining next steps.

Scenario

During a routine “Save” of your MCD, a message has appeared on your screen, indicating that a duplicate MCD has been found in the EDRN system.

The Decedent death occurred in hospital. It is possible that the Medical Informant may have created the MCD prior to your arrival.

You review the Duplicate Case Detected message and determine that the duplicate case appears to be for the same Decedent whose MCD you are working on.

After verifying the information, you call the Medical Informant to ask that the duplicate case be canceled. You continue on with the MCD creation.

NOTE:	CORONER RIGHTS BY ROLE
	<i>The Provincial Coroner can see, assign, and certify any coroner case.</i>
	<i>Full Time Coroners (FTC) can see and work on cases assigned to them. An FTC can amend any cases they can view.</i>
	<i>Community Coroners can see and work on cases assigned to them, including starting and certifying cases.</i>

Precondition(s)

To follow this lesson to completion, review the documented steps with associated screen captures.

Procedural Steps: Creating and Certifying an Interim MCD

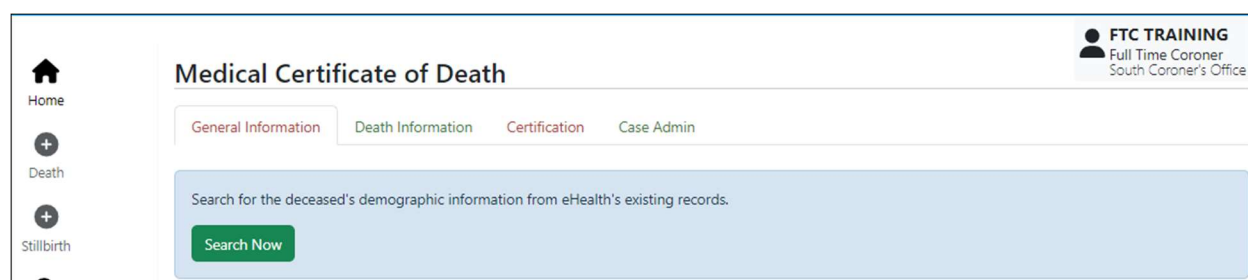
To start a new MCD and speed up entry time, the decedent's demographic information will be searched for from eHealth records.

The decedent's general information is entered and the MCD is saved to check for duplicate cases.

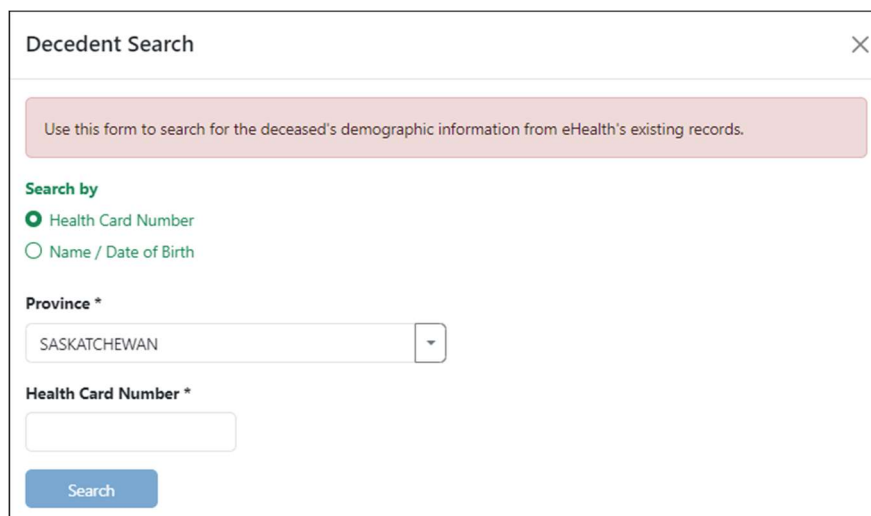
A duplicate case is found, requiring the verification of information to determine next steps.

General Information Tab

Search for Decedent Demographic Information



1. Click **+Death** icon from the left Navigation Toolbar.
2. Click the **Search Now** button to find the decedent's demographic information from existing eHealth records.



NOTE: Though a decedent's Health Card Number may be the most common search criteria used, EDNR provides other search options, such as Name and/or Date of Birth.

3. **Search by:** Click the **Health Card Number** radio button.
4. **Province*:** Click the drop-down menu and select **Saskatchewan**.

5. **Health Card Number*:** Type the decedent's **Health Card Number**.
6. Click the **Search** button.

Decedent Search ✕

HSN	Surname	Given names	Sex	Date of birth	
190085401	THOMAS	GERALD W	MALE	02/12/1943	Select
127951075	THOMAS	GARY W	MALE	07/25/1965	Select
890080682	DENNISON	GERALD W	MALE	06/21/1941	Select
760145555	THOMAS	JERRY W	MALE	01/14/1958	Select
547134401	THOMAS	LEELAND G W	MALE	05/15/2006	Select
220109257	WALKER	GERALD THOMAS	MALE	09/25/1949	Select
330077457	WOOD	GERALD THOMAS	MALE	02/17/1940	Select

7. Click **Select** of the correct decedent from the list.

NOTE: *If the decedent cannot be found based on Health Card Number, remove the Health Card Number and broaden search using Last Name, Given Name, or Date of Birth.*

Type of Medical Certificate of Death

Medical Certificate of Death - GERALD W THOMAS

General Information
Death Information
Certification
Case Admin

FTC TRAINING
Full Time Coroner
South Coroner's Office

Search for the deceased's demographic information from eHealth's existing records.

Search Now

Type of Medical Certificate of Death

Is this a Standard or Interim Medical Certificate of Death? *

☐ Standard

☒ Interim (only to be used when not all mandatory information is known)

8. **Is this a Standard or Interim Medical Certificate of Death?:** Click **Standard** or **Interim** radio button based on your scenario.

General Information

General Information

Is the identity of the decedent known? *
☒ Yes
☐ No

Surname *
THOMAS ✓

Given Names *
GERALD W ✓

Date of Death
MM/DD/YYYY

Date of Birth
02/12/1943 ✓

Sex *
☒ Male
☐ Female
☐ Unknown

Province of Residence
SASKATCHEWAN ✓

Health Card Number
190085401 ✓

9. **Is the identity of the Decedent known?***: This will default to **Yes** when decedent is found from demographic search, otherwise, it will need to be manually entered.


NOTE: Select "No" when decedent is unknown and not found during the demographic search. The Surname and Given Names will auto-populate with a value of "Unknown".

10. **Surname***: This will be auto-populated if the decedent is found during the demographic search.
11. **Given Names***: This will be auto-populated if the decedent is found during the demographic search.
12. **Date of Death**: Enter **Date of Death** if known, though not required for Interim MCD.
13. **Date of Birth**: This will be auto-populated if decedent is found during the search.

NOTE: Though "Date of Birth" (DOB) and "Date of Death" are not mandatory fields within an Interim MCD, they should be filled in if known.

14. **Sex***: This will be auto-populated if decedent is found during demographic search.
15. Click **Save** icon from the EDRN toolbar, not only to save what has been entered, but to check for duplicate MCD creations for this decedent.

Duplicate Case Detected

 **Duplicate Case Detected**
✕

The information in this case matches one or more cases already held by eHealth.

If the information you have entered is correct, please check the potential matches listed below. The information that matched a case already held by eHealth is displayed in **red**.

- If you require a case below to be assigned to you, please contact the person or facility to whom the case is currently assigned.
- If you are certain the case you are saving not a duplicate of a case below, select Save to continue.

If the information you have entered is incorrect, please return to the case and correct it.

GERALD W THOMAS	
Health card number: 190085401	Case number: EDR122
Date of birth: 02/12/1943	Case assigned to: HC TRAINING
Date of death: 03/02/2024	Email: BEV.FAIR@EHEALTHSASK.CA
Sex: MALE	Facility: TRAINING HOSPITAL
	MCD certification status: UNASSIGNED

Save Case
Close

16. Review the decedent's health card number, date of birth and date of death.

Case is Not a Duplicate

17. If the case is not a duplicate:

- Click **Save Case** and continue with your MCD to completion.

Duplicate Confirmed

18. If the duplicate case is assigned to another coroner and amendments are required, you can request that the Provincial Coroner reassign the case to you:

- Record the **Case Number**, the **Email**, and the **Location** of the duplicate case.
- Click **Close** to remove the message from your screen.
- Click **Cancel** from the EDRN toolbar, ignoring the warning that data will be lost.
- Contact the Provincial Coroner to have the case reassigned to you.

NOTE: See *Searching for a Case, Assigning an MCD, and Amending an Interim MCD to Standard MCD* job aids for the necessary steps to finding, opening, or amending a certified case.

19. If the duplicate case is assigned to a Medical Informant, you can request that the duplicate case be canceled to complete your MCD through to certification:

- a. Record the **Case Number**, the **Email**, and the **Facility** of the duplicate case.
- b. Click **Save Case** to continue working on your MCD to completion.
- c. Contact the Medical Informant to request that their version of the MCD be canceled.

NOTE: <i>A Medical Informant cannot reassign a case to a Coroner.</i>
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End of Procedure.