

Creating and Certifying an Interim Medical Certificate of Death

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

Objective

This job aid provides the necessary steps to creating and certifying an Interim MCD. The steps include:

- Searching for decedent from eHealth records.
- Creating an interim MCD due to pending autopsy.
- Certifying the Interim MCD.

NOTE: INTERIM MCD

An "Interim" MCD is used when a coroner will be performing an autopsy and does not have the mandatory information required for a Standard MCD, such as cause of death.

Decedent surname, given names, and sex are mandatory fields within an Interim MCD. However, "Unknown" can be entered into these fields to complete the Interim MCD.

An Interim MCD will be amended and recertified once autopsy has been performed.

Medical Informants (MI) do not have EDRN rights to reassigning a partially completed MCD to a coroner. Therefore, a coroner will be responsible for creation of the MCD when an autopsy is performed.

Scenario

A sudden death occurs in a private home. The cause of death is unknown and an autopsy will be performed. The funeral home is unknown at time of Interim MCD certification.

The coroner will complete the Interim MCD with tombstone information based on demographic search from eHealth records. The case will be certified, producing a digital signature on the document.

Once certified, the Interim MCD will appear under Submitted Cases on the EDRN dashboard. To updated the Interim MCD to a Standard MCD based on autopsy findings, see Amending an Interim MCD job aid.

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

EDRN Page 1 of 10

Precondition(s)

To follow this lesson to completion:

• Begin the procedural steps from the Home Screen upon login.

Procedural Steps: Creating and Certifying an Interim MCD

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

To complete the Interim MCD, all mandatory fields, displayed in red text, will be filled in on the General Information and Death Information tabs.

The Interim MCD will be certified on the Certification tab, creating a digital signature for the document.

The Case Admin tab will track the certification timing, who is assigned to the case, and other pertinent administrative information to the document.

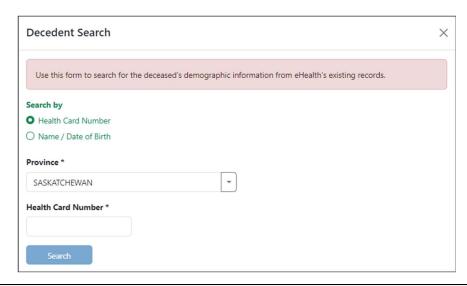
General Information Tab

Search for Decedent Demographic Information



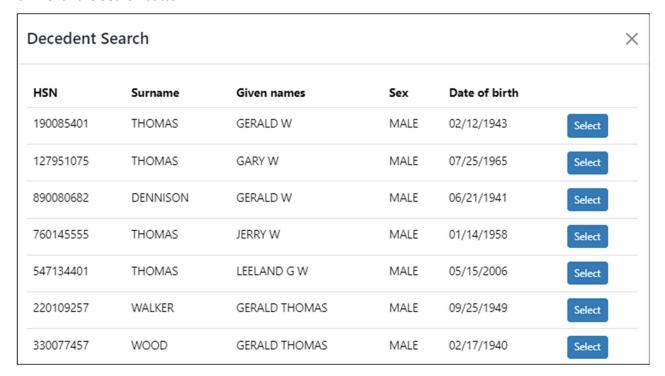
- 1. Click +Death Death icon from the left Navigation Toolbar.
- 2. Click the **Search Now** button to find the decedent's demographic information from existing eHealth records.

Page 2 of 10 EDRN



NOTE: Though a decedent's Health Card Number may be the most common search criteria used, EDRN 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.

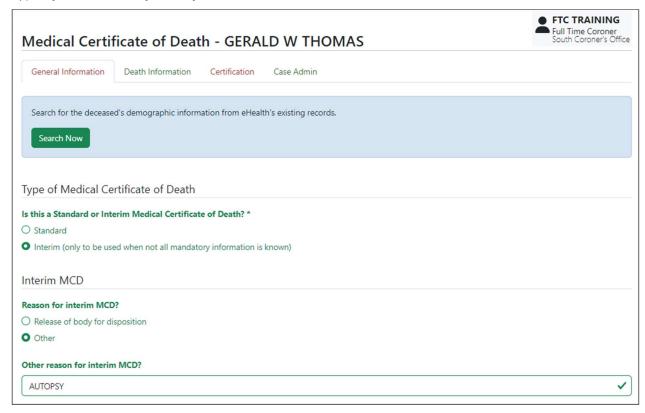


7. Click **Select** of the correct decedent from the list.

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.

EDRN Page 3 of 10

Type of Medical Certificate of Death



NOTE: MANDATORY FIELDS Mandatory fields are displayed with an *asterisk next to their fieldname. Fields stating "Enter Unknown, if not known" are also mandatory, though not designated with the *mandatory asterisk. All mandatory fields must be filled in prior to certification. If a Tab name, such as "General Information" or "Death Information", displays in red text, mandatory field information is missing on that tab. Once the information has been entered, the Tab text will turn green.

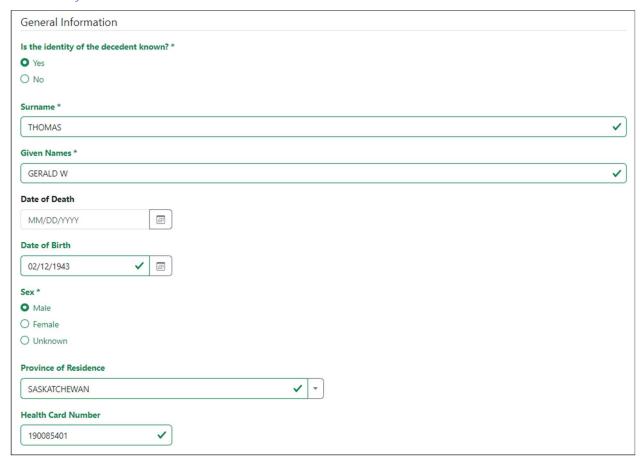
8. **Is this a Standard or Interim Medical Certificate of Death?:** Click *Interim* radio button for this scenario.

Interim MCD

- 9. **Reason for Interim MCD?** Select *Other* due to required autopsy.
- 10. Other reason for Interim MCD? Enter the reason for Interim MCD.

Page 4 of 10 EDRN

General Information



11. **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.

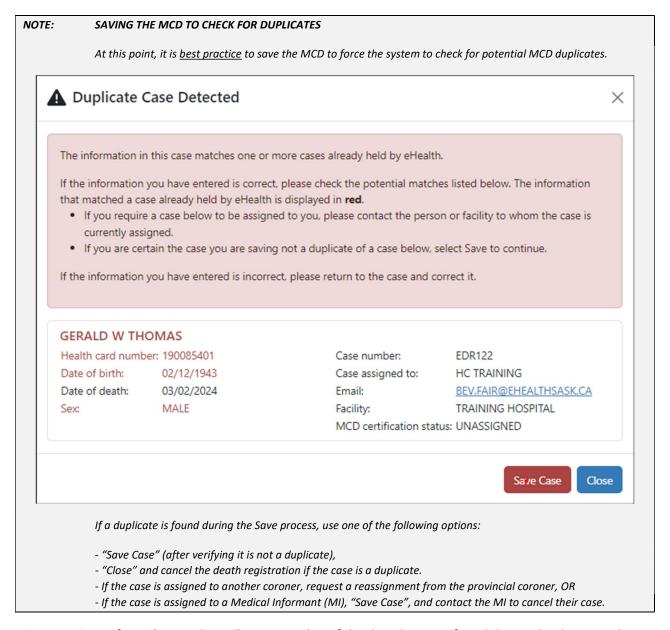
NOTE: Select "No" when decedent is unknown and not found during the demographic search. The Surname and Given Names will auto-populate with a value of "Unknown".

- 12. **Surname*:** This will be auto-populated if the decedent is found during the demographic search.
- 13. **Given Names*:** This will be auto-populated if the decedent is found during the demographic search.
- 14. Date of Death: Enter Date of Death if known, though not required for Interim MCD.
- 15. 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, they should be filled in if known.

- 16. **Sex*:** This will be auto-populated if decedent is found during demographic search.
- 17. Click Save icon from the EDRN toolbar found on the left-hand side of your screen.

EDRN Page 5 of 10



18. **Province of Residence:** This will auto-populate if the decedent was found during the demographic search.

NOTE: Province of Residence will default to "Saskatchewan" regardless of whether demographic search was used.

19. **Health Card Number:** This will auto-populate if the decedent was found during the demographic search.

Page 6 of 10 EDRN

Place of Death



20. Location of Death*: Click the drop-down arrow and select Other, Hospital, or Special Care Home.

NOTE: Location of death will <u>not</u> auto-populate for Coroners.

21. **City, Town, Village or other place:** Type the *City, town, village or other place.* If rural, give section, township, range and meridian or as close to the location as possible.

NOTE: If entering a rural address, provide section, township, range, and meridian OR as close to the location as possible.

22. **Funeral Home***: Click the drop-down arrow to select the correct *funeral home*. Otherwise, check *Unknown*.

NOTE: When "Unknown" is selected, all funeral homes will be able to see the case. Once MCD is certified, a funeral home can assign the case to their facility.

When a funeral home has been selected in the MCD, that funeral home will see a view only summary to know the case is coming. Once certified, the funeral home can select the case to complete the Statement of Death (SOD).

23. Click **Continue** button to advance to the Death Information tab. *OR*

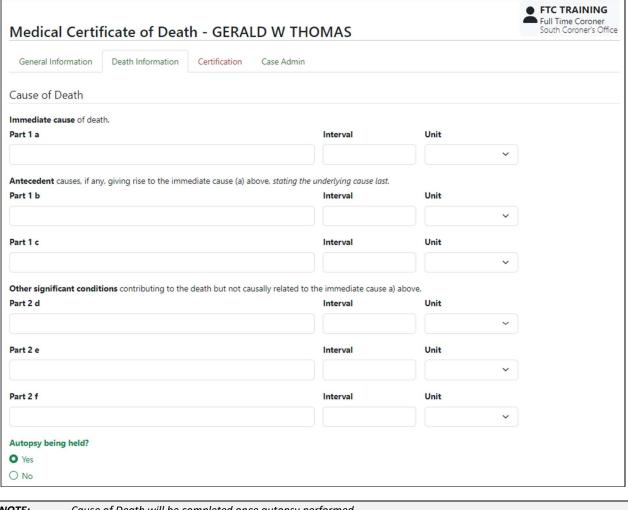
Click **Death Information** tab.

NOTE: The "General Information" tab's text color should now be green signifying that all mandatory fields have been completed on the tab. If a mandatory field has been missed, the tab's text color and the corresponding mandatory field name will display in red.

EDRN Page 7 of 10

Death Information Tab

Cause of Death



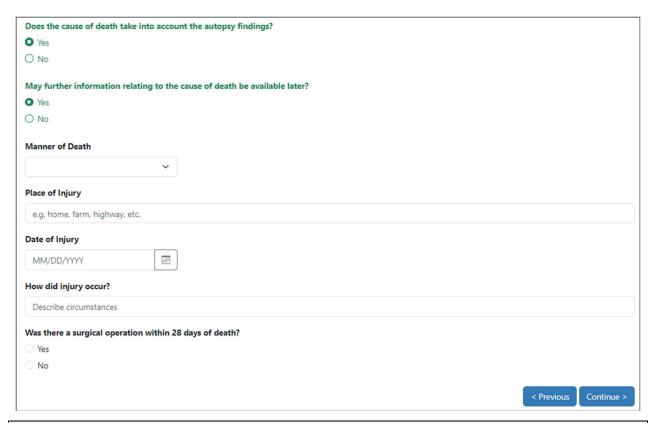
NOTE: Cause of Death will be completed once autopsy performed.

From the General Information tab, if "Other" has been selected as the "Reason for Interim MCD", Cause of Death section is editable.

From the General Information tab, if "Release of body for disposition" has been selected as the Reason for Interim MCD on the General Tab, this section will be disabled.

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

Page 8 of 10 EDRN



NOTE: If you choose "Yes" to an autopsy being held, two further autopsy questions will appear that must be answered.

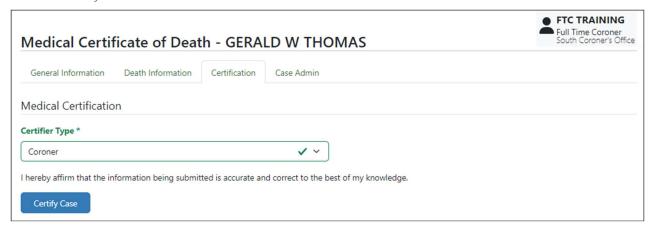
- 25. Does the cause of death take into account the autopsy findings?* Click No until autopsy complete.
- 26. May further information relating to the cause of death be available later?*: Click Yes.
- 27. Manner of Death*: Click drop-down arrow to select *Undetermined* until autopsy performed.
- 28. Place of Injury: Type in the place of injury if known.
- 29. **Date of Injury:** Type in the *date of injury* if known.
- 30. How did Injury occur?: Type in the details of how did injury occur.
- 31. **Was there a surgical operation within 28 days of death:** If *Yes*, additional questions will be asked pertaining to the surgery.
- 32. Click **Continue** to advance to the Certification tab.

Click Certification tab.

EDRN Page 9 of 10

Certification Tab

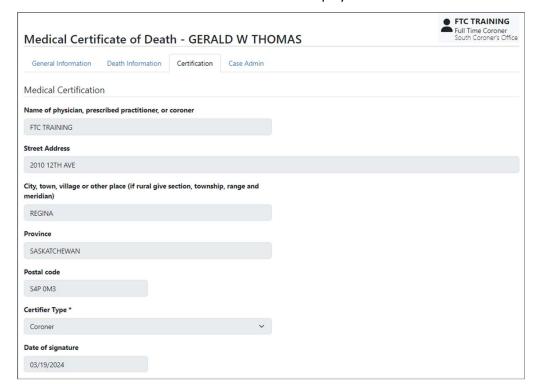
Medical Certification



NOTE:

If "Certify Case" is greyed out, this means that 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. Complete the mandatory fields of information to certify.

- 33. Certifier type *: Click drop-down arrow to select Coroner.
- 34. Click Certify Case.
- 35. Click I Confirm.
- 36. Click **Ok**. The Medical Certificate of Death screen will display.



End of Procedure

Page 10 of 10 EDRN