Creating an SOD from a Paper MCD

Role(s): Funeral Home Director

Objective

This job aid provides the necessary steps to creating and signing a Statement of Death (SOD) from a paper Medical Certificate of Death (MCD), including:

- Creation of SOD based on paper MCD.
- Entering of general and death information.
- Certification of SOD.
- Printing of Burial Permit.

Scenario

A male decedent is declared deceased at scene with a cause of death listed as cardiac arrest. A Paper MCD is created for transport to funeral home. Informant information must be entered in lieu of parent information.

Precondition(s)

To follow this lesson to completion, the user must be logged in to the EDRN system and have a paper copy of the MCD.

Procedural Steps: Creating a Statement of Death from a Paper Medical Certificate of Death

The SOD will be started from the +Death button on the EDRN toolbar. The funeral home will fill in the pertinent MCD information as part of the SOD creation, obtained from the paper MCD, making sure all mandatory fields have been entered.

The Death Information tab will be blank and not editable because a paper MCD was used to complete this SOD. The same is true for the Certification tab which normally holds the MCD certification information.

The funeral director will sign the SOD and generate a burial permit for printing.

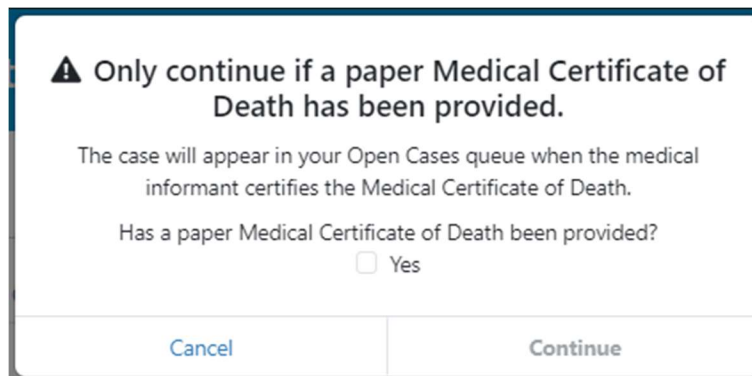|	
NOTE:	***MANDATORY FIELDS***
	Mandatory fields are displayed with an *asterisk next to their fieldname. All mandatory fields <u>must</u> be filled in prior to certification.
	If a Tab name, such as "General Information" or "Death Information", displays in red text, mandatory field information is missing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

Home Screen

Create a Statement of Death

1. Click the +***Death*** button from the EDRN toolbar on the left-hand side of the screen.

⚠ Only continue if a paper Medical Certificate of Death has been provided.

The case will appear in your Open Cases queue when the medical informant certifies the Medical Certificate of Death.

Has a paper Medical Certificate of Death been provided?

☐ Yes

| Cancel | Continue |

2. **Has a paper Medical Certificate of Death been provided?:** Click the ***Yes*** check box.

3. Click the ***Continue*** button*.*

Deceased Information Tab

Deceased Information

4. **Deceased Last Name AT DEATH*:** Type the *last name*.

5. **Deceased Last Name AT BIRTH*:** Type the *last name at birth*.

6. **Given Name(s)*:** Type the *given names.*

7. **Date of Death*:** Click the *calendar* button and click on the *date of death*.

8. **Sex*:** Click the *Male* radio button*.*

9. **Province of Residence:** Click the drop-down menu button and select the *province.*

10. **Health Card Number:** Type the *health card number* or *UNKNOWN*.

NOTE:	The *"Health Care Number"* field is displayed if *"SK"* is entered for *"Residence"*. Otherwise, *"Other Province"* and *"Other Province HSN"* fields are displayed. If SK resident's health care card is unknown, the value *"UNKNOWN"* can be entered into the *"Health Card Number"* mandatory field.

11. **Social Insurance Number*:** Type the *social insurance number* or *UNKNOWN*.

12. **Date of birth*:** Click the *calendar* button and click on the *date of birth*.

13. **Age:** This field auto-calculates from the entered date of birth.

Place of Death

14. **Location of Death*:** Click the drop-down menu button and select the *location of death*.

15. **City, town, village or other place*:** Type in the *place of death*.

16. Click *Save* icon from the left-hand toolbar.

Place of Birth

NOTE:	*"Place of Birth"* fields are mandatory and must be completed before signing SOD.

17. **Country *:** Click the drop-down arrow and select the *country.*

NOTE:	*"Country"* defaults to *"Canada"* but can be overwritten.

18. **Province*:** Click the drop-down arrow and select the *province*.

NOTE:	*"Province of Residence"* defaults to *"Saskatchewan"* but can be overwritten.

19. **City, town, village or other place**: Type in the *birth location*.

Usual Residence

| NOTE: | "Usual Residence" fields are mandatory. Use "UNKNOWN" if required. |

20. **Country*:** Click the drop-down arrow and select the *country* or *UNKNOWN.*

21. **Province*:** Click the drop-down arrow and select the *province* or *UNKNOWN*.

22. **City, town, village or other place*:** Type in the *city* or *UNKNOWN*.

23. **Street Address:** Type the *street address* if known.

24. **Postal Code:** Type in the *postal code* if known.

Marital Status

25. **Marital status:** Click the drop-down menu button and select the *marital status*.

| NOTE: | When "Marital Status" is confirmed, spousal name fields display. |

26. **Surname of Spouse at Birth:** Type the *surname at birth.*

27. **Surname of Spouse:** Type the *surname.*

28. **Given Name(s) of Spouse:** Type the *given name.*

Common Law Status

Common Law Status

Common law status

UNKNOWN   ✓ ⌄

29. **Common law status:** Click the drop-down menu button and select correct *status*.

NOTE: *Additional spousal or common-law fields display depending on marital or common law status entered.*

Occupation Information

Occupation Information

Occupation held during majority of life

Type of business or industry in which worked

30. **Occupation held during majority of life:** Type the *occupation* if known.

31. **Type of business or industry in which worked:** Type the *industry* if known.

Aboriginal Status

Aboriginal Status

Status of the Deceased

⌄

Continue >

32. **Aboriginal status:** Click the drop-down menu button and select the *aboriginal status*.

NOTE: *If status selected, additional fields pertaining to "Band" and "Registration Number" will display.*

33. Click *Continue* button to advance to the *Parent Information* tab*.*
    OR
    Click *Parent Information* tab*.*

NOTE: *The "General Information" tab's text color should be displayed in green to acknowledge that all mandatory fields have been completed in this section.*

          If a mandatory field has been missed, the tab's text color and the corresponding mandatory field name will display in red. All mandatory fields must be completed to certify the Standard MCD.

Parent Information Tab

NOTE:	"Father" fields are mandatory though they do not have an asterisk. Enter" UNKNOWN" if required.

Father

34. **Father's last name at birth:** Type in the *father's last name at birth* or *UNKNOWN*.

35. **Father's given name(s):** Type the *father's given names* or *UNKNOWN*.

Father's Place of Birth

36. **Country:** Click the drop-down arrow and select the *country* if known

37. **Province:** Click the drop-down arrow and select the *province* if known*.

38. **City, town, village or other place:** Type in the *city* if known*.

Mother

NOTE:	"Mother" fields are mandatory though they do not have an asterisk. Enter" UNKNOWN" if required.

39. **Mother's last name at birth:** Type in the *mother's last name at birth* or *UNKNOWN*.

40. **Mother's given name(s):** Type the *mother's given names* or *UNKNOWN*.

Mother's Place of Birth

41. **Country:** Click the drop-down arrow and select the *country* if known.

42. **Province:** Click the drop-down arrow and select the *province* if known*.*

43. **City, town, village or other place:** Type in the *city* if known*.*

44. Click *Continue* button to advance to the *Informant Information* tab*.*
    OR
    Click *Informant Information* tab*.*

Informant Information Tab

Informant

NOTE:	"Informant Information" is mandatory.

45. **Informant's Last Name*:** Type the informant's *last name*.

46. **Given Name(s)*:** Type the informant's *given name*.

47. **Relationship to the Deceased*:** Click the drop-down arrow and select the *relationship*.

48. **Date of Signature*:** Click the *calendar* button and select the *date*.

Informant Address

49. **Country:** Click the drop-down arrow and select the *country*.

50. **Province:** Click the drop-down arrow and select the *province*.

51. **City, town, village or other place:** Type in the *city* or *UNKNOWN.*

52. **Street Address:** Type the *street address* or *UNKNOWN*.

53. **Postal Code:** Type the *postal code* if known.

54. Click *Continue* button to advance to the *Disposition Information* tab*.*
    OR
    Click *Disposition Information* tab*.*

Disposition Information Tab

Disposition

NOTE:	Disposition fields are mandatory.

55. **Method of Disposition*:** Click the drop-down arrow button and select the *Method of Disposition*.

56. **Date of Disposition*:** Click the *calendar* button and select the *date*.

57. **Name of Location or Details*:** type any *location details*.

58. **Country*:** Click the drop-down arrow and select *Canada* for this scenario.

59. **Province*:** Click the drop-down arrow and select *Saskatchewan* for this scenario.

NOTE:	"UNKNOWN" can be entered into the next two fields if not known.

60. **City, town, village or other place*:** Type *city* or *UNKNOWN.*

61. **Street Address*:** Type the *street address* or *UNKNOWN*.

Funeral Home

Funeral Home

Individual Responsible for the Remains

Funeral Home Name

TRAINING FUNERAL HOME

Street Address

321 TRAINING STREET

City, town, village or other place (if rural give section, township, range and meridian)

REGINA

Province

SASKATCHEWAN

Country

CANADA

Postal Code

S4S 6T1

Notes

Notes

I hereby affirm that the information being submitted is accurate and correct to the best of my knowledge.

Sign Case

< Previous   Continue >

NOTE:	"Funeral Home" data is prepopulated based on user logon and the facility they are assigned to.

62. Click **Sign Case.**

NOTE:	If "Sign Case" is greyed out, mandatory information has been missed. Look for tab with red text to determine where mandatory information is missing from. Complete entry of information and then "Sign Case".

Street Address

321 TRAINING STREET

⚠ As FD TRAINING I confirm I am signing the Statement of Death of JASON SMITH.

City, town, village or othe...
meridian)

Cancel   I Confirm

REGINA

⚠ Case signed.

[Ok]

63. Click **I Confirm. OK.**

NOTE:	The Death Information tab is blank because a paper MCD was used to complete this SOD signing. The same is true of the Certification tab which normally holds the Medical Certificate of Death certification information.

NOTE:	The Case Admin tab records pertinent SOD information, such as the "Record status", a unique "Case number", the "Date of signature" and who signed the SOD.

The MCD information remains blank because a paper MCD was used to complete the SOD. |

● **FD TRAINING**
Funeral Director
Training Funeral Home

Statement of Death - JASON SMITH

| Deceased Information | Parent Information | Informant Information | Disposition Information | Death Information | Certification | Case Admin |

Case Admin

Case number
EDR106

Record status
SIGNED

[Amend Case]

Assigned To Facility

Funeral home
TRAINING FUNERAL HOME   🔗

Assigned By

Funeral Home assigned by
FD TRAINING

TRAINING FUNERAL HOME

Date assigned
01/10/2024

Medical Certificate of Death

Name of Medical Informant

Date of signature

Statement of Death

Name of Funeral Director
FD TRAINING

Date of signature
04/15/2024

End of Procedure.