

Creating & Certifying an Interim Medical Certificate of Death

Role(s): Medical Informant (MI)

Objective

This job aid provides the necessary steps to creating and certifying an Interim Medical Certificate of Death (MCD) when mandatory information is missing to complete a Standard MCD. Steps include:

- Creating a new mcd from the home screen and listing it as an interim MCD.
- Entering the mandatory information as known.
- Certifying the MCD.

NOTE: INTERIM MCD

An "Interim" MCD is used when mandatory information is missing but a funeral home requires an MCD for disposition/ burial. In the case of an autopsy, the interim MCD must be created by the coroner receiving the body.

"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.

If the Interim MCD is due to an autopsy being performed, the coroner will create the MCD. MI's do not have EDRN rights to reassigning a case to a coroner.

An Interim MCD will be amended and recertified once missing mandatory information has been confirmed. (See Amending an Interim MCD to Standard MCD job aid).

A certified Interim MCD displays on the "Submitted Cases" tab of the assigned user's Dashboard for a period of three months.

At the three-month timeframe, the EDRN system notifies the assigned user 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.

Scenario

A decedent needs to be released to funeral home for burial, but mandatory information is missing to complete a Standard MCD.

An Interim MCD is created so that the funeral home can receive the body, with the intent that the Interim MCD will be updated to a standard MCD as soon as possible.

The Medical Informant 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.

It is important to note that an Interim or Standard MCD can be amended after certification. If amended, the MCD must be recertified.

(To update the Interim MCD to a Standard MCD, see Amending an Interim MCD job aid.)

Precondition(s)

To follow this lesson to completion the user must be logged in to the EDRN and at the Home screen.

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.

NOTE: MANDATORY FIELDS

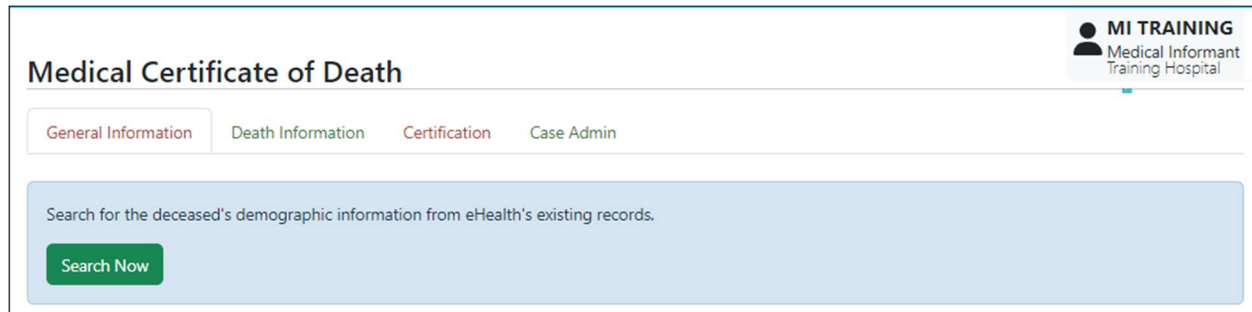
Mandatory fields are displayed with an *asterisk next to their fieldname. All mandatory fields must be filled in prior to certification.

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.

Fields stating "Enter Unknown, if not known" are also mandatory, though not designated with the *mandatory asterisk.

General Information Tab

Search for Decedent Demographic Information



The screenshot shows the 'Medical Certificate of Death' interface. At the top right, there is a logo for 'MI TRAINING Medical Informant Training Hospital'. Below the title, there are four tabs: 'General Information' (highlighted in red), 'Death Information', 'Certification', and 'Case Admin'. A large light blue box contains the text 'Search for the deceased's demographic information from eHealth's existing records.' and a green 'Search Now' button.

1. Click **+Death** Death icon from the left Navigation Toolbar.
2. **Is this a Standard or Interim Medical Certificate of Death?***: Click **Interim** radio button.
3. Click the **Search Now** button to find the decedent's demographic information from eHealth's existing records.

Decedent Search

Use this form to search for the deceased's demographic information from eHealth's existing records.

Search by

☒ Health Card Number

☐ Name / Date of Birth

Province *

SASKATCHEWAN

Health Card Number *

110134893

Search

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.

4. **Search by:** Click the **Health Card Number** radio button.
5. **Province*:** Click the drop-down menu and select **Saskatchewan**.
6. **Health Card Number*:** Type the decedent's **Health Card Number**.
7. Click the **Search** button.

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.

Decedent Search

HSN	Surname	Given names	Sex	Date of birth
110134893	WILSON	JOYCE	FEMALE	09/24/1955

Select

Return

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

NOTE: Demographic information of the decedent will auto-populate the MCD.

Type of Medical Certificate of Death

<p>Type of Medical Certificate of Death</p> <p>Is this a Standard or Interim Medical Certificate of Death? *</p> <p><input type="radio"/> Standard</p> <p><input checked="" type="radio"/> Interim (only to be used when not all mandatory information is known)</p> <p>Interim MCD</p> <p>Reason for interim MCD?</p> <p><input checked="" type="radio"/> Release of body for disposition</p> <p><input type="radio"/> Other</p>

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

Interim MCD

10. **Reason for Interim MCD?** Select **Release of body for disposition**.

General Information

<p>General Information</p> <p>Is the identity of the decedent known? *</p> <p><input checked="" type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p>Surname *</p> <p>WILSON ✓</p> <p>Given Names *</p> <p>JOYCE ✓</p> <p>Date of Death</p> <p>MM/DD/YYYY </p> <p>Date of Birth</p> <p>09/24/1955 ✓ </p> <p>Sex *</p> <p><input type="radio"/> Male</p> <p><input checked="" type="radio"/> Female</p> <p><input type="radio"/> Unknown</p> <p>Province of Residence</p> <p>SASKATCHEWAN ✓ ▾</p> <p>Health Card Number</p> <p>110134893 ✓</p>
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11. **Is the identity of the Decedent known?***: This will default to **Yes** after a demographic search is used.


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

NOTE: SAVING THE MCD-CHECKING FOR DUPLICATES

At this point, it is best practice to Save the MCD, forcing the system to check for potential MCD duplicates.

For example:


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.

JOYCE WILSON

Health card number:	110134893	Case number:	EDR130
Date of birth:	09/24/1955	Case assigned to:	MI TRAINING
Date of death:	03/26/2024	Email:	BEV.FAIR@EHEALTHSASK.CA
Sex:	FEMALE	Facility:	TRAINING HOSPITAL
		MCD certification status:	AMENDED

Save Case

Close

If a duplicate is found during the Save process, use one of the following options:

- "Save Case" (after verifying it is not a duplicate),
- "Close" and "Cancel" the death registration from the EDRN toolbar button, if the case is a duplicate.
- Request a transfer of the MCD to your facility by contacting the assigned party via email/phone, OR
- Assign the case to yourself, if the assigned party is a user at your facility, using the Admin tab.

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.

Place of Death

Place of Death

Location of Death *

HOSPITAL

Hospital *

TRAINING HOSPITAL

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

REGINA

20. **Location of Death*:** Click **drop-down arrow** to select **hospital** for this scenario.

21. **Hospital*:** Click **drop-down arrow** to select the **Regina Public Hospital** for this scenario.

NOTE: "Location of Death*" and "Hospital*" will pre-populate to the system user's hospital or care home. This can be modified. These two fields will not pre-populate for Coroners.

22. **City, Town, Village or other place:** Type **Regina** to correspond with the hospital chosen.

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

Handling of the Remains

Handling of the Remains

Funeral home *

Training Funeral Home ✓

Unknown

Continue >

23. **Funeral home*:** Click the drop-down menu and select the funeral home from the list.

NOTE: If a funeral home has been identified during the MCD process, that funeral home will see a view only summary to know the case is coming. Once certified, a funeral home can immediately start the SOD.

If "Funeral home*" is set to "Unknown", all funeral homes are able to see the certified case from the "Unassigned Cases" tab on their Dashboard.

24. 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. All mandatory fields must be completed to certify the MCD.

Completing the Death Information Tab

Cause of Death



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General Information
Death Information
Certification
Case Admin

Cause of Death

Immediate cause of death.

Part 1 a	Interval	Unit
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<div style="border: 1px solid #ccc; padding: 2px; text-align: center;">▼</div>

Antecedent causes, if any, giving rise to the immediate cause (a) above, stating the underlying cause last.

Part 1 b	Interval	Unit
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<div style="border: 1px solid #ccc; padding: 2px; text-align: center;">▼</div>

Part 1 c	Interval	Unit
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<div style="border: 1px solid #ccc; padding: 2px; text-align: center;">▼</div>

Other significant conditions contributing to the death but not causally related to the immediate cause a) above.

Part 2 d	Interval	Unit
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<div style="border: 1px solid #ccc; padding: 2px; text-align: center;">▼</div>

Part 2 e	Interval	Unit
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<div style="border: 1px solid #ccc; padding: 2px; text-align: center;">▼</div>

Part 2 f	Interval	Unit
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<div style="border: 1px solid #ccc; padding: 2px; text-align: center;">▼</div>

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

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

<p>Autopsy being held?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p>May further information relating to the cause of death be available later?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p>Manner of Death</p> <div style="border: 1px solid #ccc; padding: 2px; width: 150px;"> <div style="background-color: #f0f0f0; padding: 2px;">▼</div> </div> <p>Place of Injury</p> <div style="border: 1px solid #ccc; padding: 2px;"> e.g. home, farm, highway, etc. </div> <p>Date of Injury</p> <div style="display: flex; align-items: center;"> <div style="border: 1px solid #ccc; padding: 2px; flex: 1;"> MM/DD/YYYY </div> <div style="border: 1px solid #ccc; padding: 2px; margin-left: 5px;"> </div> </div> <p>How did injury occur?</p> <div style="border: 1px solid #ccc; padding: 2px; min-height: 20px;"> Describe circumstances </div> <p>Did death occur either during pregnancy or within 90 days following termination of pregnancy?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p>Was there a surgical operation within 28 days of death?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <div style="text-align: right; margin-top: 20px;"> <div style="background-color: #007bff; color: white; padding: 5px 10px; border-radius: 3px; display: inline-block;">< Previous</div> <div style="background-color: #007bff; color: white; padding: 5px 10px; border-radius: 3px; display: inline-block; margin-left: 10px;">Continue ></div> </div>
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25. **Autopsy being held?:** Click **No** radio button for this scenario.

NOTE: The next two questions will display if you choose “Yes” to “Autopsy being held*”.

26. **Manner of Death:** Click **drop-down arrow** to select **Undetermined** for this scenario.

27. **Place of Injury:** Type in the **place of injury** if known.

28. **Date of Injury:** Type in the **date of injury** if known.

29. **How did Injury occur?:** Type in the details of **how did injury occur**.

NOTE: If the decedent is a female, pregnancy-related questions will appear in this section.

30. **Was there surgical operation within 28 days of death:** Click **Yes** or **No** radio button.

NOTE: “Date of Surgical Operation*” and “Operative Findings” questions will display when you choose “Yes” to “Was there a surgical operation within the past 28 days of death?*”.

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

OR

Click **Certification tab**.

Certification Tab

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General Information

Death Information

Certification

Case Admin

Medical Certification

Certifier Type *

Attending physician ✓ ▾

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

Certify Case

32. **Certifier Type*:** Click drop-down arrow to select **Attending Physician** for this scenario.
33. **I hereby affirm that the information being submitted is accurate and correct to the best of my knowledge.:** Click **Certify Case** button.

NOTE: If "Certify Case" 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.

34. Click **I Confirm**.
35. **Case certified:** Click **Ok**. The Certification tab is now updated with Medical Certificate of Death information.



Medical Certificate of Death - JOYCE WILSON

[General Information](#) [Death Information](#) [Certification](#) [Case Admin](#)

Medical Certification

Name of physician, prescribed practitioner, or coroner

MI TRAINING

Street Address

123 TRAINING HOSPITAL

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

REGINA

Province

SASKATCHEWAN

Postal code

S4S 3T1

Certifier Type *

Attending physician

Date of signature

03/26/2024

NOTE: The "Case Admin" tab has updated to reflect the "Submitted" Record Status and "Certified" MCD Certification Status. When a case has not been certified, yet all mandatory fields have been completed, the "Record Status" displays as "Complete".

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

End of Procedure.