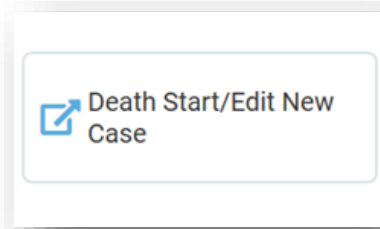


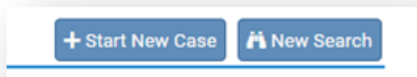
Medical Certifiers: Creating a New Death Case

1. Select **Death Start/Edit New Case** from the home page or select
 - **Life Events > Death > Start/Edit New Case.**



2. Enter the four required data elements for the Decedent's Information and click **Search**. (Required fields are marked with a red arrow and red boxes.)

3. If there is a case matching the data you entered, click on the link to open the case. If not, select **Start New Case**.



Selecting **Start New Case** will save a new case to the system that cannot be deleted. If a duplicate case is created, contact the DPH CT-Vitals team to have the case 'abandoned'.

4. Decedent page:

- Data will populate based on what you entered in the Start/Edit New Case page
- Click **Next** to move to the **Pronouncement** Page

⚠ DO NOT validate the Decedent page. This page is primarily for Funeral Directors to complete. Selecting **Next** saves the data entered so far, and navigates to the next page for data entry.

Medical Certifiers: Creating a New Death Case

5. Pronouncement page:

- Enter the pronouncement information
- **Pronouncer Name** may populate based on the user's log in. If the Pronouncer's information does not populate automatically, enter the appropriate information.
- Click **Validate Page** to check for errors
- Click **Next**

6. Place of Death page:

- Enter the detailed information for place of death
- Click **Validate Page** to check for errors
- Click **Next**

7. Cause of Death page:

- Enter specific Cause of Death
- Use **Check Spelling** for possible spelling errors
- Select **Validate Page** to check for errors
- Click **Next**

Due to specific federal regulations, accurate and detailed information is required and monitored.

8. Other Factors page:

- Enter the required data
- If you select a **Manner of Death** other than Natural, you will receive an error message that this case must be reviewed by the Medical Examiner
- Click **Validate Page** to check for errors
- Select **Next**

Medical Certifiers: Creating a New Death Case

9. Injury page:

- This page will only be completed by the Medical Examiner if they are reviewing the case
- Click **Next**

- ✓ Place of Death
- ✓ Cause of Death
- ✓ Other Factors
- ✓ Injury

10. Certifier page:

- Enter the required data
- The certifier name and address will prepopulate based on the user log in
- Click **Validate Page** to check for errors

11. Certify page:

- When the Medical Certification data is complete and there are no errors, the **Certify** page will be visible in the Death Registration Menu

Affirmations

Affirm the following:



I certify, to the best of my knowledge, death occurred at the time, date, and place, and due to the cause(s) and manner stated. (60)

Affirm **Clear**