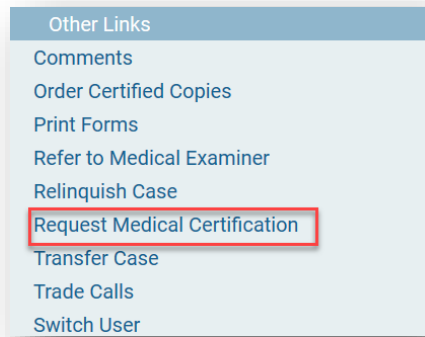


Medical Certification Request

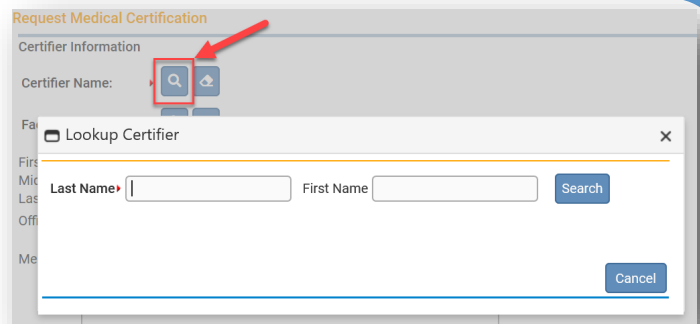
1. Navigate to the **Request Medical Certification** link in the Death Registration Menu.



2. Select the **magnifying glass** to search for the Certifier.

- Enter the first three letters of the last name followed by the % wildcard.

Example: **Las%**

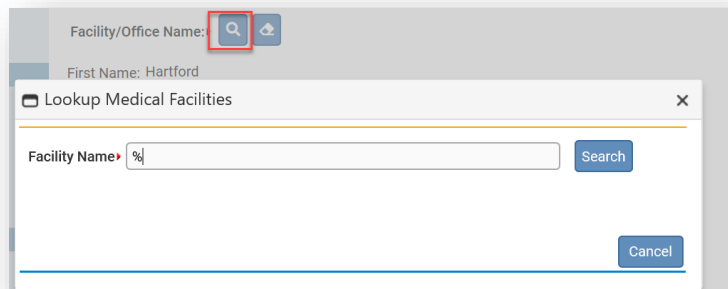


3. Click Select to choose the desired certifier.

998855	Doctor	Hartford	100	Main	select
MD 11223	Doctor	Nursinghome	1	Slater	select
12555888	Doctor	Train	1	Vermont	select

4. Select the **magnifying glass** associated with the **Facility/Office Name**, and input %.

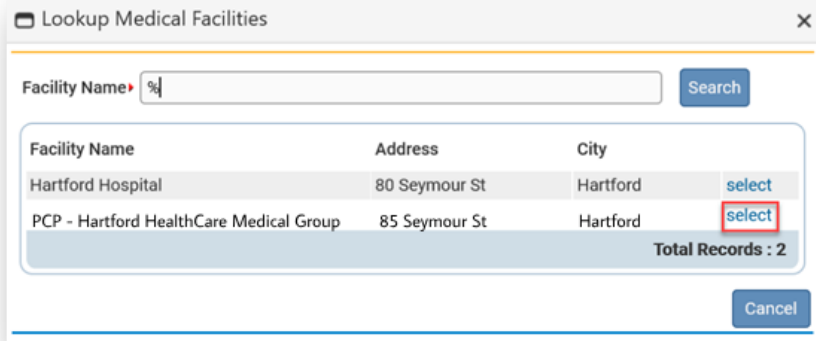
Only the facilities associated with the certifier will display when the % is inputted.



Medical Certification Request

5. **Select** the appropriate facility location.

Note: All Primary Care Provider groups should have the “PCP” prefix.
Example: PCP - Hartford HealthCare Medi-



Lookup Medical Facilities

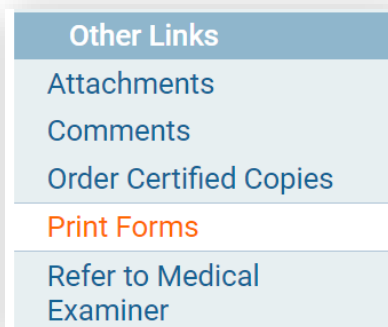
Facility Name: %
Search

Facility Name	Address	City	
Hartford Hospital	80 Seymour St	Hartford	select
PCP - Hartford HealthCare Medical Group	85 Seymour St	Hartford	select

Total Records : 2
Cancel

Note: If the **appropriate** PCP facility is found, go to **Step 9** to complete the process. If the appropriate PCP facility is **not found**, the case will have to be **Dropped to Paper**.

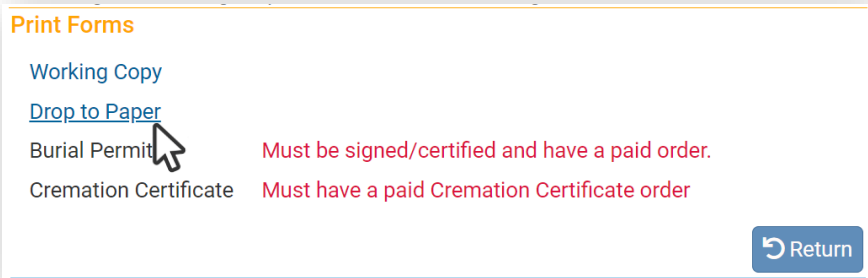
6. To Drop the case to paper select **Print Forms** under the **Other Links** section.



Other Links

- Attachments
- Comments
- Order Certified Copies
- Print Forms**
- Refer to Medical Examiner

7. Select **Drop to Paper**



Print Forms

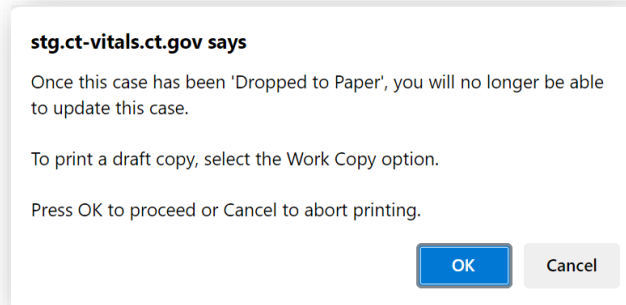
- Working Copy
- Drop to Paper**
- Burial Permit Must be signed/certified and have a paid order.
- Cremation Certificate Must have a paid Cremation Certificate order

Return

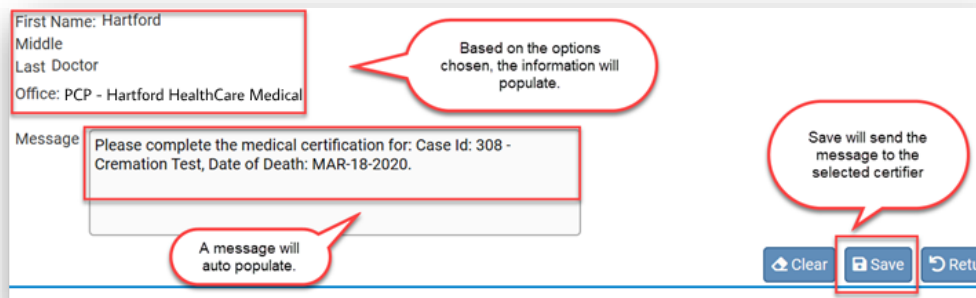
Medical Certification Request

8. Click **OK** on the message asking if you are sure you would like to drop to paper. **Print** the document that downloads.

- The case will now revert to a **paper-based** process. The **death certificate** should be **printed and brought to the certifier**.



9. If the PCP was found in Step 5, choose **Save** to send the message*, requesting the certifier.



*Note: The message box shown, contains automated Certifier Name and Facility not displayed. The message can also be modified to add funeral director name, phone number or any other pertinent information.