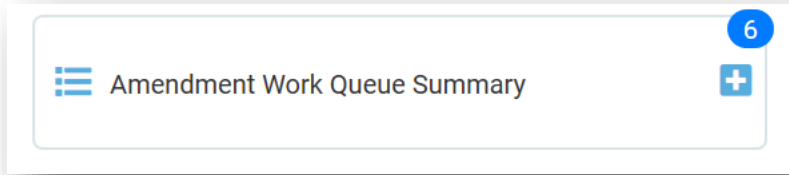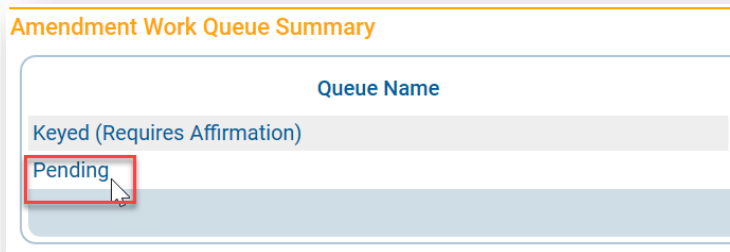# Approving and Rejecting an Amendment

1. Navigate to the **Amendment Work Queue**.

An amendment can be requested by a funeral home, medical certifier, or medical examiner. Once this amendment has been keyed in and requested, the local registrar can approve or reject the amendment

2. Choose the **Pending** Work Queue.

The Keyed (Requires Affirmation) queue indicates the user has keyed in the amendment, but still needs to affirm it. The Pending queue indicates the amendment has been keyed and affirmed and is ready to be approved by the local regis-

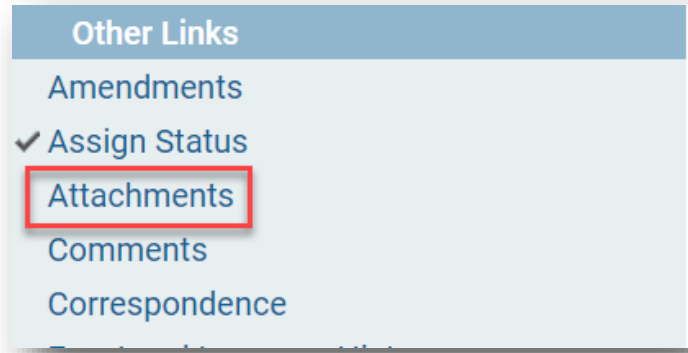3. Select the **Amendment Number** on the desired amendment that will be worked.
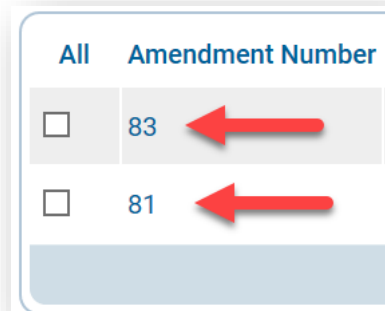
4. Review the changes made, and select **Validate Amendment.** If approved, select **Approve Amendment.**
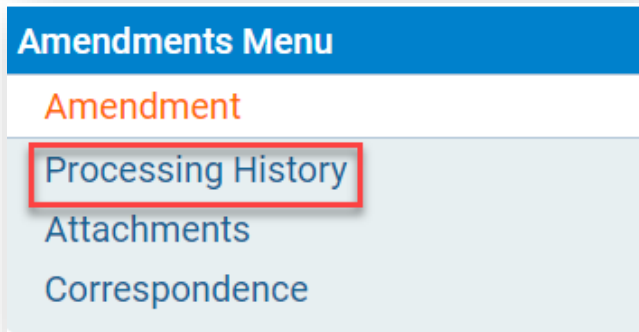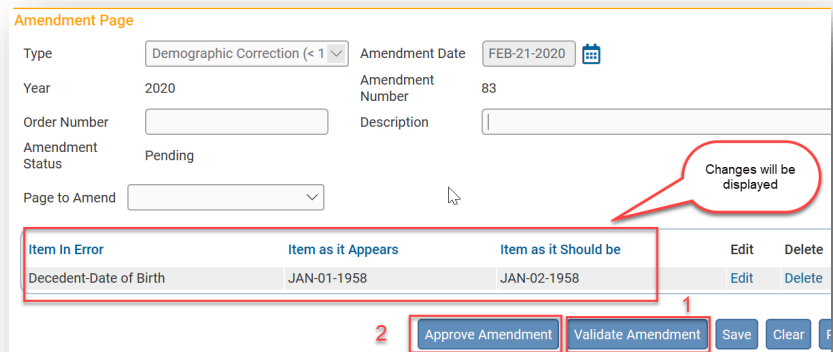
Approving and Rejecting an Amendment

5. The required documentation for changes can be located in the **Attachment** page under Other Links.

Other Links
Amendments
✔ Assign Status
Attachments
Comments
Correspondence
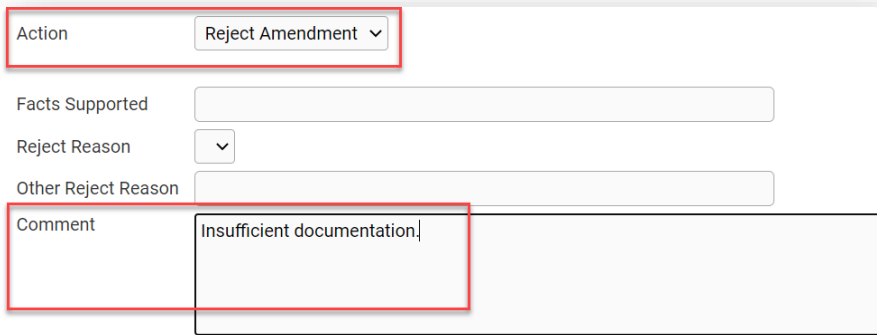
6. To **Reject** an amendment request, go to **Processing History**.

Amendments Menu
Amendment
Processing History
Attachments
Correspondence

7. Utilize the dropdown to select **Reject Amendment** as the **Action**, and input a **Comment** detailing the rejection reason.
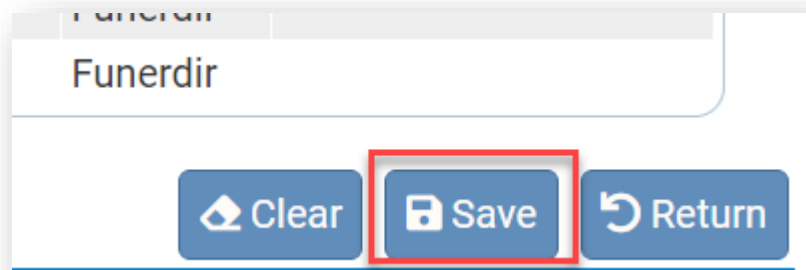
Action	Reject Amendment ⌄
Facts Supported	
Reject Reason	⌄
Other Reject Reason	
Comment	Insufficient documentation.

8. Select **Save.**

Funerdir

Funerdir

◇ Clear   🖫 Save   ↩ Return