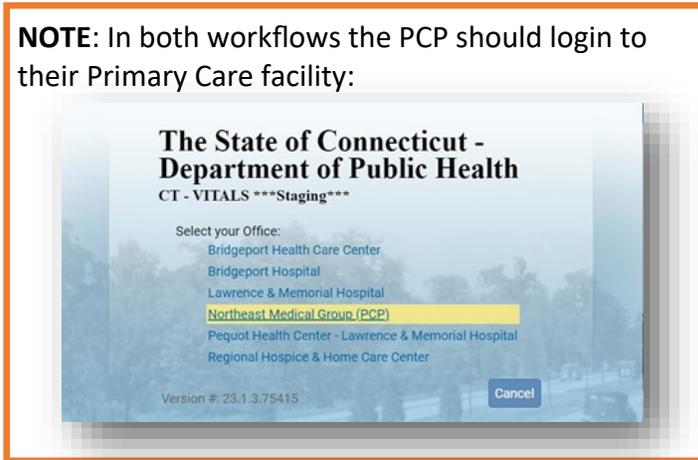


# Primary Care Providers: Completing a Death Case

There are two primary workflows for Primary Care Providers:

**NOTE:** In both workflows the PCP should login to their Primary Care facility:

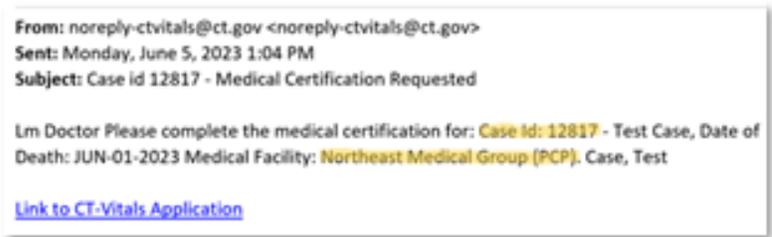


**Workflow 1:** Where a PCP is starting a death case for a home death.

- For this Workflow, after logging in to the proper Office/Facility the PCP should continue with **Step 1** on the next page.

**Workflow 2:** Where a PCP has received an alert that a medical certification request has been sent to them. The PCP will receive both an **email** and an **internal message** indicating the request:

**Email Example**



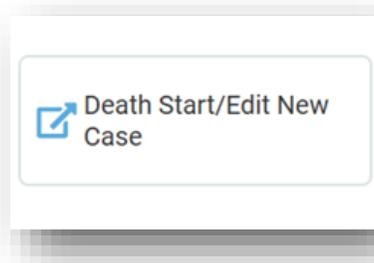
**Internal Message Example**

From	Subject	Message
Back Doctor	Case id 12817 - Medical Certification Requested	Please complete the medical certification for: Case id: 12817 - Test Case, Date of Death: JUN-01-2023 Medical Facility: Northeast Medical Group (PCP). Case, Test

- After logging in to the proper Office/Facility the PCP should open the case by either **selecting** the decedent's name in the Internal message or by selecting **Death Locate Case** and entering the Case ID from the message.

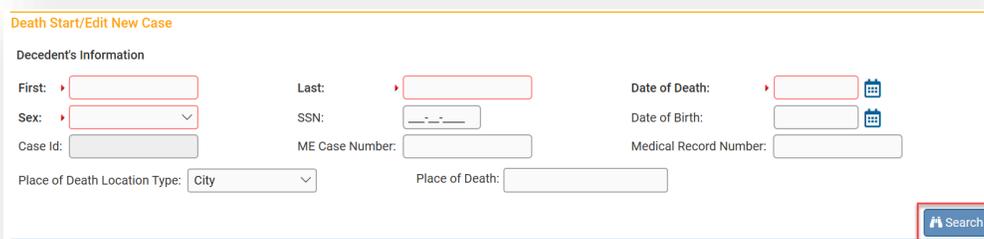
# Primary Care Providers: Completing a Death Case

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



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.)



Death Start/Edit New Case

Decedent's Information

First:  Last:  Date of Death:

Sex:  SSN:  Date of Birth:

Case Id:  ME Case Number:  Medical Record Number:

Place of Death Location Type:  City  Place of Death:

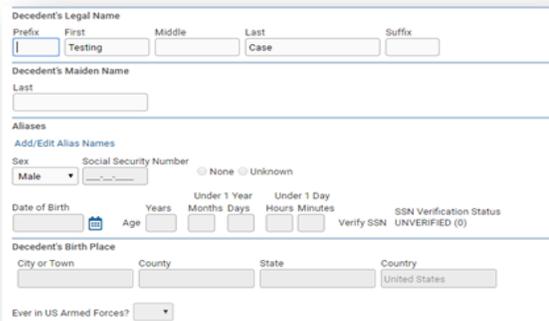
3. If there is a case matching the data you entered, click on the decedent's name link to open the case. If not, select **Start New Case**.



Selecting **Start New Case** will save a new case to the system that cannot be deleted. If a duplicate case is created, contact the Helpdesk (the number is at the top of each page) 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**
  - Click **Validate Page** to check for errors
- Click **Next**



Decedent's Legal Name

Prefix  First  Middle  Last  Suffix

Decedent's Maiden Name

Last

Aliases

Add/Edit Alias Names

Sex:  Social Security Number:   None  Unknown

Date of Birth:  Age:  Years:  Under 1 Year:  Under 1 Day:  Months:  Days:  Hours:  Minutes:  SSN Verification Status:  UNVERIFIED (0) Verify SSN

Decedent's Birth Place

City or Town:  County:  State:  Country:  United States

Ever in US Armed Forces?:

 **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.

# Primary Care Providers: Completing a 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**

# Primary Care Providers: Completing a Death Case



## 9. Injury page:

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



## 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

**⚠ Do Not attempt to enter the Date Signed. This is auto populated when the case is certified.**

A screenshot of the 'Certifier' form. It includes a dropdown for 'Certifier Type' (set to 'Pronouncing & Certifying Physician'), a search icon, and a 'Certifier Name' field. Below are fields for 'License Number' (999555), 'First', 'Middle', 'Last', and 'Suffix' names, a 'Title' dropdown (set to 'Doctor'), and a 'Certifier Phone Number' field. The 'Certifier Address' section has an 'Edit' icon and fields for 'Street Number', 'Pre Directional', 'Street Name, Rural Route, etc.', 'Street Designator', 'Post Directional', 'Apt #', 'Zip Code', 'City or Town', 'State', and 'Country'. A 'Date Signed' field is at the bottom with a calendar icon.

## 11. Certify page:

- When the Medical Certification data is complete and all errors have been addressed, the **Certify** option will appear in the Death Registration Menu.
- Select **Certify** from the Medical Certification menu



- Check the affirmation statement and select **Affirm**.

### Affirmations

Affirm the following:

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)

A screenshot of the bottom of the affirmation section, showing two buttons: 'Affirm' and 'Clear'. The 'Affirm' button is highlighted with a red rectangular box and has a mouse cursor over it.