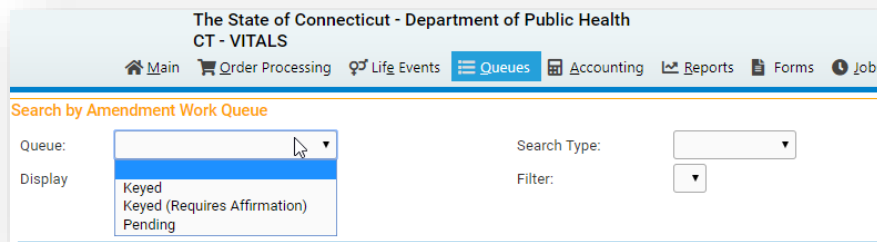


Approving an Amendment

- 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.
 - Go into your **Amendment 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 registrar
 - The **Keyed** queue indicates the user has started to key in the amendment but has not finished
 - Select the **Pending** queue



The State of Connecticut - Department of Public Health
 CT - VITALS

Main Order Processing Life Events Queues Accounting Reports Forms Jobs

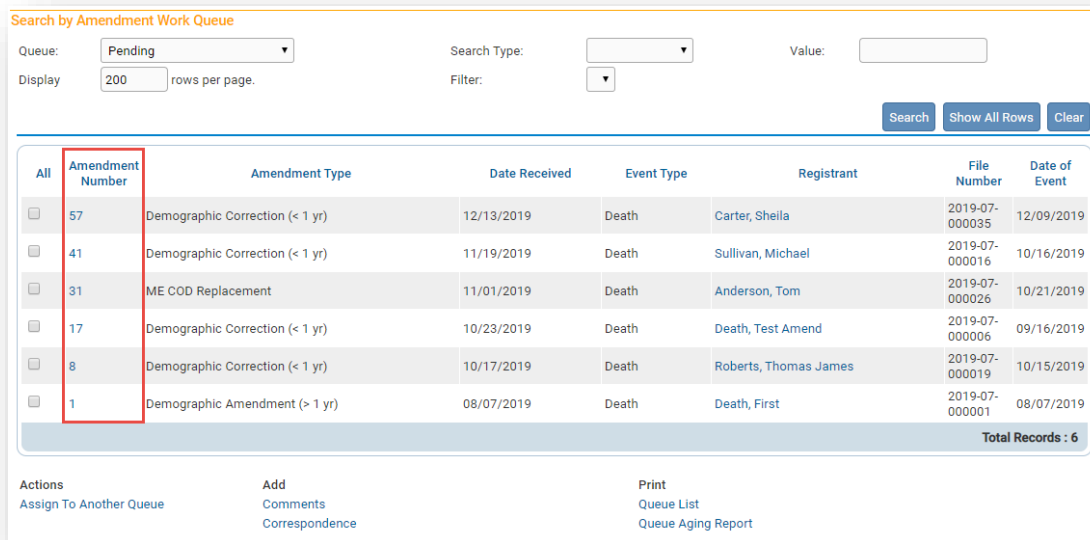
Search by Amendment Work Queue

Queue: **Pending** Search Type: [] Filter: []

Display: Keyed, Keyed (Requires Affirmation), Pending

2. Pending amendment queue:

- Select the **Amendment Number** on the amendment you will be approving or rejecting to go straight to the amendment



Search by Amendment Work Queue

Queue: Pending Search Type: [] Value: []

Display: 200 rows per page. Filter: []

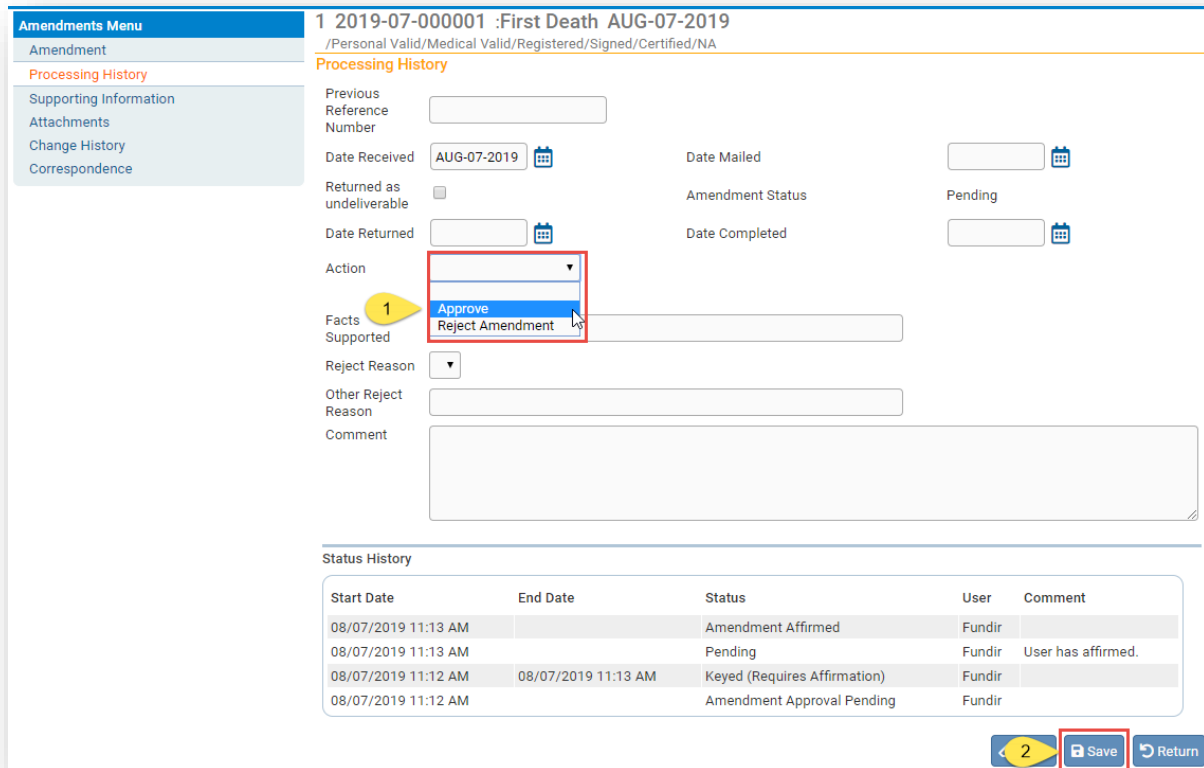
Search Show All Rows Clear

All	Amendment Number	Amendment Type	Date Received	Event Type	Registrant	File Number	Date of Event
<input type="checkbox"/>	57	Demographic Correction (< 1 yr)	12/13/2019	Death	Carter, Sheila	2019-07-000035	12/09/2019
<input type="checkbox"/>	41	Demographic Correction (< 1 yr)	11/19/2019	Death	Sullivan, Michael	2019-07-000016	10/16/2019
<input type="checkbox"/>	31	ME COD Replacement	11/01/2019	Death	Anderson, Tom	2019-07-000026	10/21/2019
<input type="checkbox"/>	17	Demographic Correction (< 1 yr)	10/23/2019	Death	Death, Test Amend	2019-07-000006	09/16/2019
<input type="checkbox"/>	8	Demographic Correction (< 1 yr)	10/17/2019	Death	Roberts, Thomas James	2019-07-000019	10/15/2019
<input type="checkbox"/>	1	Demographic Amendment (> 1 yr)	08/07/2019	Death	Death, First	2019-07-000001	08/07/2019

Total Records : 6

Actions: Assign To Another Queue Add Comments Correspondence Print Queue List Queue Aging Report

3. Select **Amendment List** under the **Registrar** section. Select the amendment you wish to approve or reject. Select **Processing History** in the **Amendments Menu**.
 - Go to the drop down **Action** menu
 - Select either **Approve** or **Reject Amendment**



Amendments Menu

- Amendment
- Processing History
- Supporting Information
- Attachments
- Change History
- Correspondence

1 2019-07-000001 :First Death AUG-07-2019
 /Personal Valid/Medical Valid/Registered/Signed/Certified/NA

Processing History

Previous Reference Number:

Date Received:

Date Mailed:

Returned as undeliverable:

Amendment Status: Pending

Date Returned:

Date Completed:

Action:

Facts Supported:

Reject Reason:

Other Reject Reason:

Comment:

Status History

Start Date	End Date	Status	User	Comment
08/07/2019 11:13 AM		Amendment Affirmed	Fundir	
08/07/2019 11:13 AM		Pending	Fundir	User has affirmed.
08/07/2019 11:12 AM	08/07/2019 11:13 AM	Keyed (Requires Affirmation)	Fundir	
08/07/2019 11:12 AM		Amendment Approval Pending	Fundir	

2