

**MINNESOTA REGISTRATION & CERTIFICATION (MR&C)****APPROVE REFERRED DEATH RECORD - ME/CORONER**

1. From the Home tab, click Work Queue on the Tasks menu.
2. Click Death record referral with cremation or Death record referral without cremation to view the list of records pending action.
3. Click a decedent's name; the decedent's death record opens to the *Decedent I* node.
4. Review the medical certifier's cause and manner of death entries by clicking on *Cause of Death I* and *Cause of Death II*.
5. Click ME Processing.
6. Click **Approve**. The record status will change from Referred to M.E. to Filed and **Death record approved successfully** will be displayed on the screen.

NOTE: If cremation authorization was requested, continue with #7, otherwise stop here.

7. Return to the bottom of the page and click **Approve cremation authorization**.
8. "You selected approve cremation authorization, do you want to continue?" will appear. Click **OK**.
9. The page will refresh and display the message **Cremation authorization successfully approved**. MR&C then generates cremation approved email notifications to the funeral home and the medical certifier and removes the item from the MEs work queue.