

<b>Use this form to:</b>	<ul style="list-style-type: none"> <li>▪ Add medical examiners/assistant medical examiners, coroners/deputy coroners (ME/Cs) to your office</li> <li>▪ Remove ME/Cs from your office</li> <li>▪ Add a county or counties to your ME/C service area</li> <li>▪ Remove a county or counties from your ME/C service area</li> </ul>
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OVR keeps a table of ME/Cs by county in MR&C. This table allows MR&C to show morticians and funeral directors only the ME/Cs for the county where the death occurred. Morticians and funeral directors can then request cremation authorizations and make ME referrals to the correct jurisdiction.

<b>Assistant ME, Coroner, Deputy Coroner, ME</b>	<input type="checkbox"/> Add	<input type="checkbox"/> Remove	<input type="checkbox"/> Edit (role, name, address)
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First name	MI	Last name	License number	NPI number (individual)	
Office name		Email address for Asst ME, Coroner, Dep Coroner, ME		Office phone number (10-digit)	
Office street address			City	State	ZIP Code™

<b>Role</b>	<input type="checkbox"/> Coroner	<input type="checkbox"/> Deputy coroner	<input type="checkbox"/> Assistant medical examiner	<input type="checkbox"/> Medical examiner
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<b>Add/remove counties from medical examiner office service area</b>
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<b>IMPORTANT</b>	<input type="checkbox"/> Check this box if your office is <b>adding a county to your service area</b> <i>MR&amp;C users in your office will see referred death records and cremation authorizations after we link the county to your office. Staff <b>new</b> to your office must complete the <a href="#">Medical Certifier / Designated Staff User Agreement</a>.</i>
	Note: OVR will <b>remove the former ME/Cs</b> from the county you have added to your service area.
	<input type="checkbox"/> Check this box if your office is <b>removing a county from your service area</b> OVR will remove the county from the ME/Cs listed for your office in the MR&C ME county table.

<b>Effective date for addition or removal of county</b>	MM/DD/YYYY
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List the names of the counties to add to or remove from your office's service area:

<b>Medical Examiner / Coroner Name and signature</b>
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The chief medical examiner must sign to authorize service area changes, and add, or remove, assistants. A coroner must sign to add or remove deputy coroners.

Printed name of medical examiner or coroner	Date MM/DD/YYYY
Signature of medical examiner or coroner	Phone number (10-digit)

<b>Submit form</b>
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Scan and email completed form to [Health.MRCAdmin@state.mn.us](mailto:Health.MRCAdmin@state.mn.us)

<b>Questions</b>
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Contact the Office of Vital Records Help Desk, at 651-201-5970, Monday – Friday, from 8:00 a.m. to 4:30 p.m., or email [health.MRCAdmin@state.mn.us](mailto:health.MRCAdmin@state.mn.us) anytime.