

5.8 Requesting a Cremation Authorization

Once the Medical Section is certified, a Cremation Authorization may be requested from the Medical Examiner by the responsible Funeral Home. Opening the Death Record following the completion of medical certification will display the **Cremation Approval** button at the bottom of the Death Record screen.

41d. Injury at Work (Yes or No)	41e. Place Of Injury - at home, farm, street, construction site, wooded area, etc. (Specify)	41f. If Transportation Injury - Driver/operator, Passenger, Pedestrian, etc. (Specify)	41g. Location - (Street or RFD No., City, Village or Twp. State, Zip Code)
<input type="button" value="Edit"/> <input type="button" value="VR Request"/> <input type="button" value="Cremation Approval"/> <input type="button" value="Print"/> <input type="button" value="Export"/> <input type="button" value="Drop To Paper"/> <input type="button" value="Relinquish Case"/> <input type="button" value="Close"/>			

5.8.1 Completing the Request for Cremation Approval

Selection of the **Cremation Approval** button will display the death record **Messages** tab. The **Send Message** pane will be blank with the exception of a pre-selected, Cremation **Approval** message type.

The cremation approval is requested using a Cremation Approval message to the responsible Medical Examiner (located using the message **Address Book**). An appropriate **Subject** line and **Message*** (required) pertaining to the death case must also be provided. The **Send Request** button is then used to send the message to the Medical Examiner for review.

Home > Death Case > Messages

Home Help Exit Application

Certificate Of Death Activity History Comments Messages Images Info RFI Corrections Run Error Checks

Send Message

To * Address Book Clear

CC Address Book Clear

Subject Cremation Approval for Jackson Jon

Type Cremation Approval

Priority Normal Urgent

Message *
Please review and approve cremation for J. Jon at your earliest opportunity.

Send Request Cancel

The successful transmission of the request will be acknowledged by a message on the Death Case View screen.

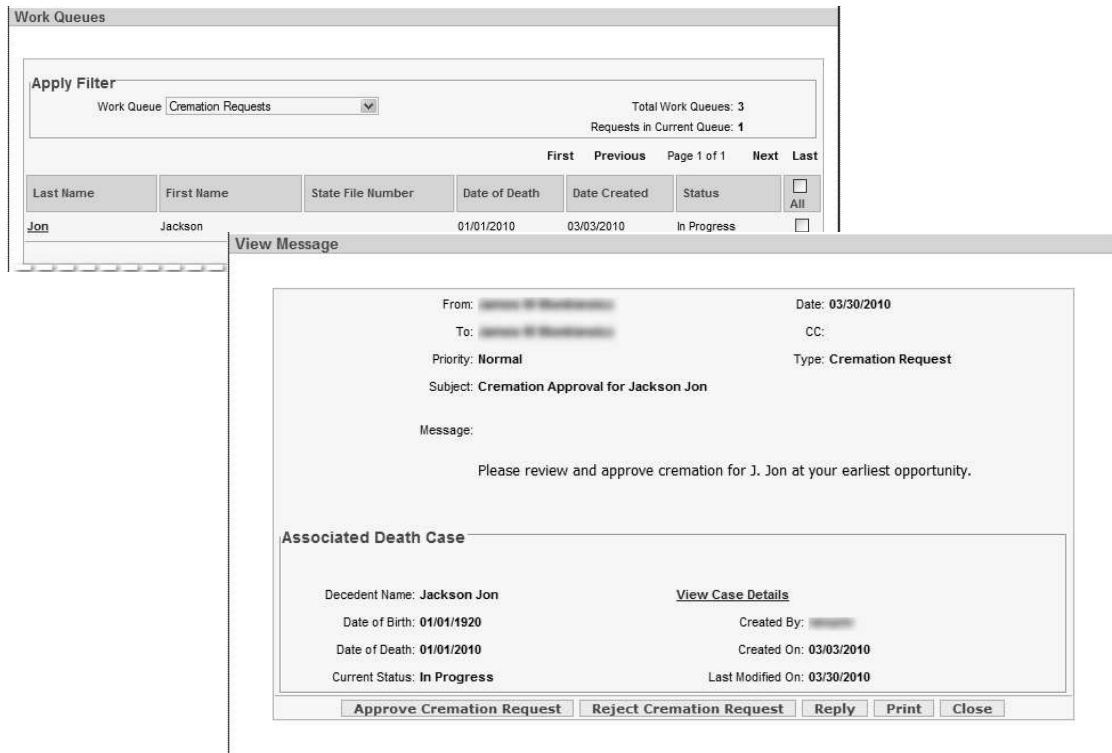
Home > Death Case > View

Home Help Exit Application

Message:
• Cremation request successfully sent

5.8.2 Medical Examiner Review and Approval

The Medical Examiner will receive the message request through their message Inbox, or, as illustrated below, in a queue developed for handling Cremation Requests. Selection of the Last Name link displays the **View Message** pane with a death record link to “**View Case Details**”.



Once the case review is complete, the Medical Examiner can select the **Approve Cremation Request** button. This will automatically generate the cremation request acceptance message to the original requestor and a **CC:** to the Medical Certifier.



5.8.3 Printing the Cremation Permit

Selecting the “**View Case Details**” will display the death record and the Death Certificate tab. Selecting the **Print** button will display the Death Case Print screen providing the ability to **View** or **Print** copies of the Cremation Permit.

5.9 Request Corrections of Case

The Funeral Director may request a correction to be made to the Death Case within 30 days after local filing. You will need to click on the **Request Correction** button located at the bottom of the **Certificate of Death** screen.

5.9.1 Applicant Information

Once a Correction is requested, a series of four steps will be displayed as tabs to fully

document the submitter and the requested change(s). The first step is to fully identify yourself and provide contact information as the **Applicant** for the change.

5.9.2 Notes

The **Notes** tab identifies the decedent and provides a text input area to describe any required changes to the record.