

Assigning a Medical Certificate of Death (MCD)

Role(s): Provincial Coroner

Objective

This job aid provides the necessary steps for re-assigning an MCD to another coroner for review, including:

- Reassigning the case to another coroner.
- Reviewing the changes to the Case Admin tab.

NOTE: *The Provincial Coroner is the only role that has the right to reassign an Interim or Standard MCD from one coroner to another.*

Scenario

The coroner who previously completed an interim MCD has retired. Autopsy findings require an update to the MCD, amending the Interim MCD to a Standard MCD for recertification. The Provincial Coroner will view and reassign the case to the coroner handling the updates.

NOTE: **CORONER RIGHTS BY ROLE:**

The Provincial Coroner can see, assign, certify, and amend any coroner case.

Full Time Coroners (FTC) can see any cases in their region and work on cases assigned to them.

Community Coroners can only see and work on cases assigned to them (including starting and certifying cases).

**All coroners can assign an MCD to a Medical Informant (MI). MIs cannot assign an MCD to a coroner.*

Preconditions

The Provincial Coroner must be logged in to EDRN and the Interim MCD must be open to perform the functionality discussed in this job aid. (See: *Searching for a Case* job aid for procedural details on how to open a case.)

NOTE: *A certified Interim MCD displays on the Submitted Cases tab of the assigned user's Dashboard for a period of three months.*

At the three-month timeframe, the EDRN system notifies the assigned coroner that a certified Interim MCD exists that has not yet been recertified as a Standard MCD.

To find the Interim MCD after the three-month period, the Search function must be used, searching by case number or decedent name. See "Searching for a Case" job aid for these steps.

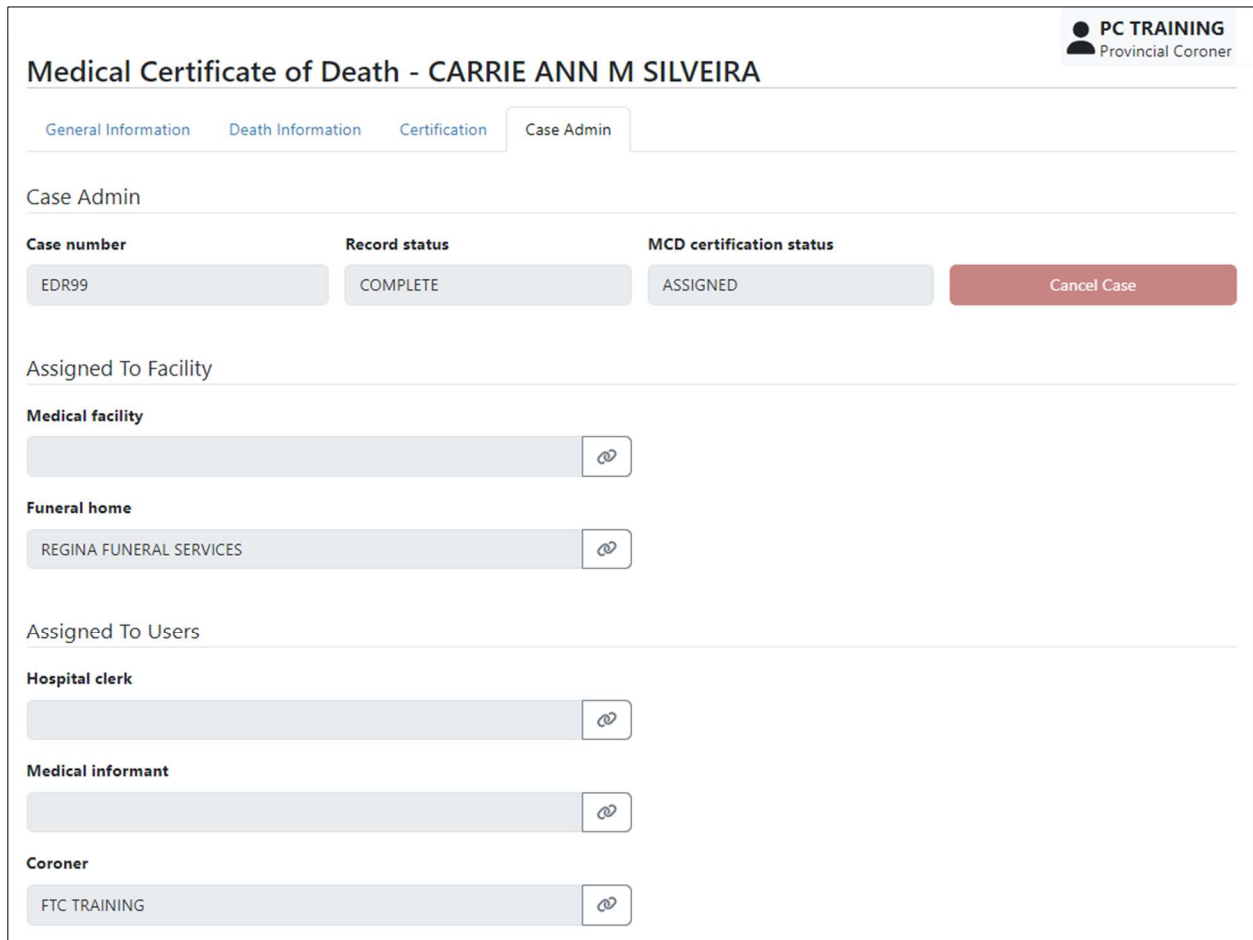
The Provincial Coroner will see all submitted cases on the Dashboard, regardless of who certified the case.

Procedural Steps: Assigning a Medical Certificate of Death to an FTC

Once the Interim MCD is open, the user will navigate to the Case Admin tab to change the coroner name within the “Coroner” field from the “Assigned to Users” section. Once completed, the assignment date will change and the Interim MCD will appear on the assigned coroner’s Open Cases tab of the EDRN Dashboard.

Case Admin Tab

1. Click the **Case Admin** tab.



Medical Certificate of Death - CARRIE ANN M SILVEIRA

PC TRAINING
Provincial Coroner

General Information Death Information Certification **Case Admin**

Case Admin

Case number	Record status	MCD certification status	
EDR99	COMPLETE	ASSIGNED	Cancel Case

Assigned To Facility

Medical facility

Funeral home

REGINA FUNERAL SERVICES

Assigned To Users

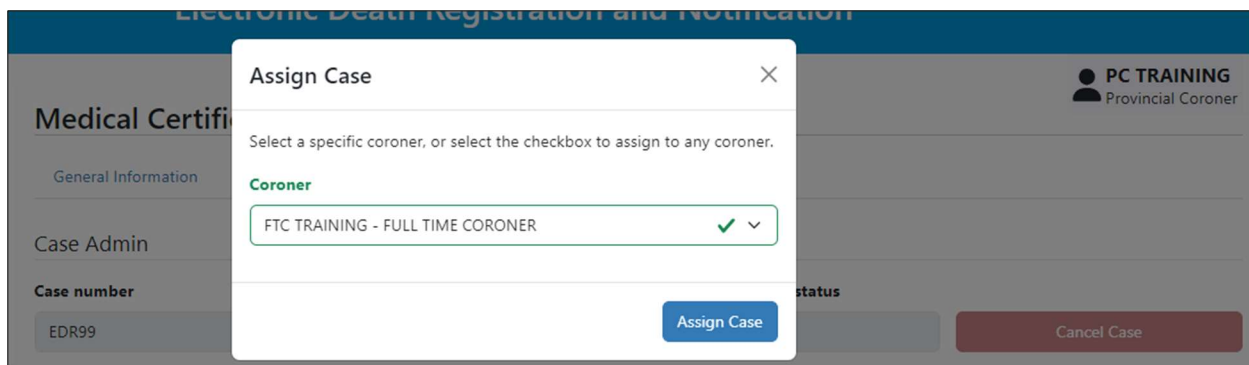
Hospital clerk

Medical informant

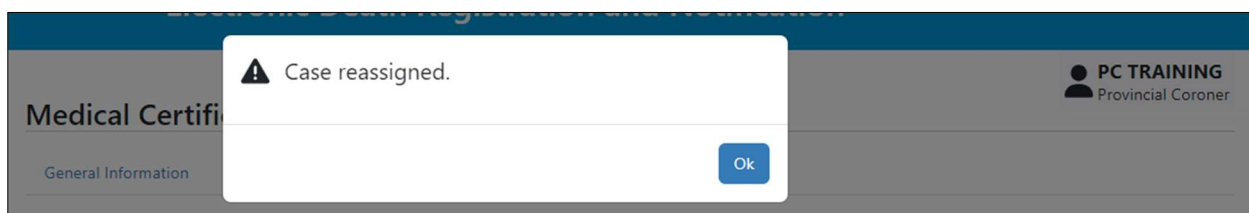
Coroner

FTC TRAINING

2. Press the **Edit button**  at the end of the **Coroner** field within the **Assigned to Users** section.



3. Click on the **Coroner** the drop-down list to select the correct coroner from the list.
4. Click **Assign Case**.



5. Click **OK** to acknowledge the reassignment.
6. The **Case Admin tab** will be updated to reflect the assignment change.

NOTE:	UPDATES TO THE CASE ADMIN TAB UPON REASSIGNMENT:
	- The "MCD certification status" displays "Assigned".
	- "Assigned to Users" section displays the updated Coroner assignment. For this scenario, "FTC TRAINING".
	- "Assigned By" section displays who the assigner and assignee are with the associated date.

End of Procedure.