

Assigning a Medical Certificate of Death (MCD)

Role(s): Medical Informant (MI)

Objective

This job aid provides the necessary steps to assigning an MCD to another Medical Informant (MI) for completion and certification, including:

- Assigning the case to a Medical Informant (MI).
- Review assignment changes made on the Case Admin tab.

Scenario

An MCD was started by a hospital clerk and needs to be assigned to a Medical Informant for review and certification.

Precondition(s)

The user must be logged in to EDRN and the Interim MCD must be open to perform the functionality discussed in this job aid.

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 user 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.

Procedural Steps: Assigning an MCD

Once a case is open, the Case Admin tab is used to assign the MCD to a Medical Informant or to another facility. An assignment may occur when a clerk has started the MCD for an MI or when another MI must take over for the attending MI.

NOTE: A Medical Informant cannot assign an MCD to a Coroner.

The user will navigate to the Case Admin tab within the case and edit the Medical Informant field. The case will now appear on the assigned MI's Open Cases of the EDRN Dashboard.

If the case is assigned to the facility but not a specific MI, all MIs will see the case on the Unassigned Cases tab of the Dashboard.

Case Admin Tab

HEALTH EDRNTEST1
 Medical Informant
 Regina Public Hospital

Medical Certificate of Death - TERRY TREWS

[General Information](#)
[Death Information](#)
[Certification](#)
[Case Admin](#)

Case Admin

Case number

Record status

MCD certification status

Cancel Case

EDR12

DRAFT

ASSIGNED

Assigned To Facility

Medical facility

REGINA PUBLIC HOSPITAL

Funeral home

REGINA FUNERAL HOME AND CEMETERY

Assigned To Users

Hospital clerk

Medical informant

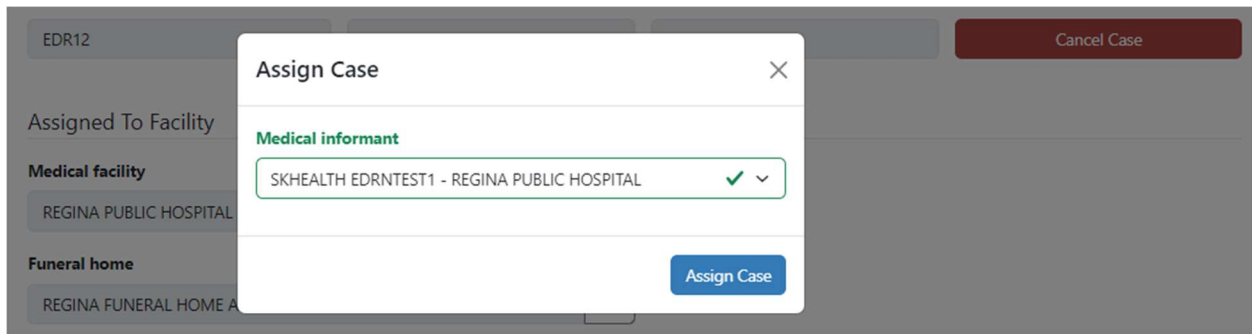
Coroner

HEALTH EDRNTEST1

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

Assigned to Users

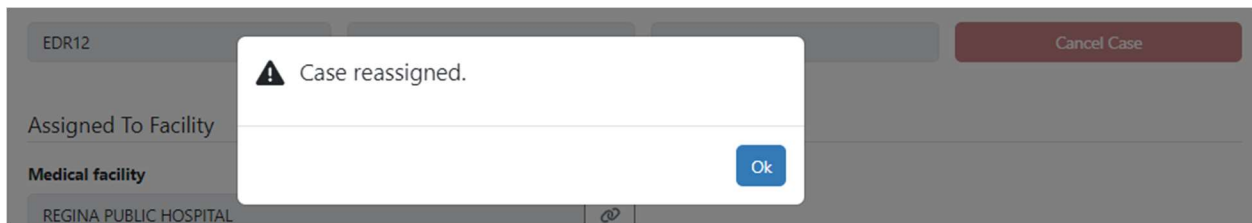
2. **Medical Informant:** Click the **Edit** button on the right side of the **Medical Informant** field.



3. **Assign Case:** Click the **Medical Informant** drop-down arrow and click on the **Medical Informant** required.

NOTE: A Medical Informant cannot reassign a case to a Coroner. For Coroner cases, the Coroner will create the MCD.

4. Click **Assign Case** button.



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

Case Admin

Case number

EDR12

Record status

DRAFT

MCD certification status

ASSIGNED

Cancel Case

Assigned To Facility

Medical facility

REGINA PUBLIC HOSPITAL

Funeral home

REGINA FUNERAL HOME AND CEMETERY

Assigned To Users

Hospital clerk

Medical informant

SKHEALTH EDRNTEST1

Coroner

Assigned By

MCD certification assigned by

HEALTH EDRNTEST1

REGINA PUBLIC HOSPITAL

Date assigned

01/08/2024

Funeral Home assigned by

HEALTH EDRNTEST1

REGINA PUBLIC HOSPITAL

Date assigned

08/21/2023

NOTE: The "MCD certification status" displays "Assigned".

"Assigned to Users" section displays the updated MI assignment. For this scenario, "SKHEALTH EDRNTEST1".

"Assigned By" section displays who the assigner and assignee are.

End of Procedure.