

## **QUICK REFERENCE GUIDE TO COMPLETE CAUSE OF DEATH**

1. Log into the system with YOUR user name, password and domain.
2. Click on the icon that says “Vital Records Production.”
3. Click OK on the screen entitled “THIS IS A GOVERNMENT COMPUTER SYSTEM.”
4. Click on the “Work Queue” tab on the tool bar at the top.
5. Click on the tab titled “Coroner / CntyAttny in Progress.” If a record is rejected back to you, you will click on the tab titled “Coroner / CntyAttny Reject.”
6. Double click on the line of the record you want to work on. You can also highlight the record and click on the “Display” tab at the bottom of the screen.
7. Start completing the record under the “Cause of Death” tab.
8. Navigate through the system by using the TAB key.
9. On the “Complete” tab enter Y for Medical Complete and Y for Physician Sign the “Save”
10. If you wish to print a copy for your files, go to the Request Tab at the top, scroll down to and click on “Print: D Office Copy Letter (or Legal)”. Click on the printer icon in the upper left corner. Click the OK button on the print screen.
11. Notify the Funeral Home that you have electronically signed the record.

## **QUICK REFERENCE GUIDE TO COMPLETE CREMATION**

1. Log into the system with YOUR user name, password and domain.
2. Click on the icon that says “Vital Records Production.”
3. Click OK on the screen entitled “THIS IS A GOVERNMENT COMPUTER SYSTEM.”
4. Click on the “Search” tab on the tool bar at the top.
5. Enter enough information on the search screen to identify the record.  
Example: enter the last name or enter the first and last name, etc.
6. Double click on the line of the record you want to work on. You can also highlight the record and click on the “Display” tab at the bottom of the screen.
7. After you have reviewed the completed information from the physician, go to the “Complete” tab and mark Y or N in the box that says “Signed OK to Cremate”. Save the record.
8. Notify the Funeral Home that you have electronically signed the cremation permit.
9. If you wish to print a copy for your files, go to the Request Tab at the top, scroll down to and click on “Print: D Permit Transit / Cremation”. Click on the printer icon in the upper left corner. Click the OK button on the print screen.