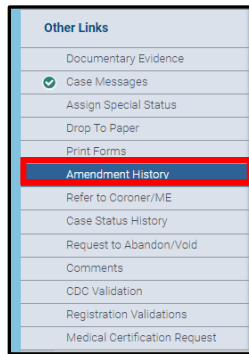


Quick Reference Sheet – Editing an Amendment Request

Notes:

- This Quick Reference Sheet is for the role of a **Funeral Director, Medical Certifier or Coroner/Medical Examiner only**. This functionality is **not for use by staff in a funeral home, medical office or facility, or a coroner/medical examiner office**. Use of another user’s login credentials to perform this functionality is strictly prohibited and a violation of the User Agreement and Confidentiality Policy.
- This is used when the Division of Statistical Registries has not yet approved the amendment. If it has been approved by the Division of Statistical Registries, then a new amendment must be entered instead.

From the registered death case, click the **Amendments History** tab under the **Other Links** section of the **Death Registration Menu**.

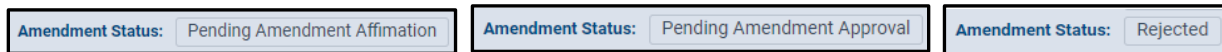


Click the **Amendment ID** link to view the details of the amendment to be edited.

Amendment ID	Processing History	Amendment Type	Date Received	Date Completed /Rejected /Cancelled	Amendment Status
31650720	History	Medical	Mar 25, 2024		New Amendment

+ Create Amendment

The **Amendment Summary** page displays. The data in the amendment request can be edited if the amendment status is **Pending Amendment Affirmation**, **Pending Amendment Approval**, or **Rejected**.



To edit the amendment request, click the **Edit Amendment** button and make all of the necessary changes on the appropriate forms as required by clicking on the page. As you update information on a page, click **Save** to record your changes.



Quick Reference Sheet – Editing an Amendment Request

Note: To remove an item from the amendment request, click the **Undo** button for that item listed on the **Amendment Summary** page under the **Amendment Information Report** section.

Amendment Information Report		
Delta Report		
Field	Old Value	New Value
Pronouncement		
Date and Time of Death		
Time of Death	12:45	11:25 Undo

The system updates the Amendment status to **Pending Amendment Affirmation**.

Case Status:

Amendment Status:

Pending Amendment Affirmation

On the resulting **Affirm Amendment** form, you are required to enter comments before checking the **Affirm** checkbox. Then, click the **Affirm Now** button.

Affirm Amendment

The case is not ready for affirmation due to certifier/authorized user is not same as logged in user. Please enter reason why original certifier is not submitting amendment.

I certify that this change is being requested due to error or newly received information.

Comment

The Comment field is required.
Max Length allowed is 200 characters

Affirm

Notes:

- Amendment requests and approved amendments can only be seen by users from the same facility. So the funeral home will not be able to view the medical amendment request.
- The amendment status on the amendment summary page will appear as either approved or rejected.