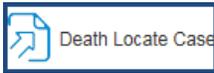


### Locate Case to Find a Case You Own

1. Select **Life Events > Death > Locate Case** from the menu bar,



or click the **Fast Links Death Locate Case** button.



2. Enter some of the decedent's information, such as **First** or **Last** name, **Date of Death**, or a portion of the name along with the **wildcard (%)**.
3. Click **Search**.
4. Click the **Decedent's Name**, which links directly into the existing case.

### View Your Amendment Work Queue Summary

You can use your **Amendment Work Queue** to monitor amendments requiring action on your part.

The *Amendment Work Queue Summary* gives you easy access to all your active cases with in-process amendments not yet submitted to NYS.

1. Click the **Amendment Work Queue Summary** Fast Links button or select **Queues > Amendment Work Queue Summary** from the menu bar.
2. On the *Amendment Work Queue Summary* page, click on the desired **Queue Name** (amendment workflow category).



3. Click on the **Amendment Number** or **Registrant** (decedent name) to access the case.

#### Amendment Statuses

**Keyed:** Data entered and saved

**Keyed (Requires Affirmation):** Data entered: but not yet affirmed

**Amendment Pending Approval:** Amendment affirmed and submitted to NYS for approval

**Completed:** Amendment approved by NYS

**Cancelled:** Amendment cancelled

**Rejected:** Amendment rejected by NYS

### Enter an Amendment

1. Access the registered case to be amended.
2. Perform one of the following:
  - a. Click **Amendments** in the *Other Links Information* section.
  - b. Click **Amendment List** in the *Registrar* section, then click **New Amendment**.\*
3. On the *Amendment Page*, select an **Amendment Type**.
4. Type a **Description**.
5. Click **Save**.
6. After the *Amendments Page* refreshes, select the **Page to Amend**. The page refreshes again, expanding to include all amendable fields for the selected page.
7. Complete all changes for the selected page.



#### NOTE:

- a. If changing the **Filing Registrar Office** on the *Disposition* page due to a change to the **Place of Death**, you must click **Save**, then **Validate Amendment** for the requested amendment item to be saved.
  - b. Follow documentation guidelines for amending demographic information.
8. Click **Validate Amendment**. Edit results as needed.
  9. Review the items in the data grid for accuracy.

Item In Error	Item as it Appears	Item as it Should be	Edit	Delete
Pronouncement-Manner of Death	Pending Investigation	Accident	Edit	Delete
Cause of Death - Line b		Unintended Strangulation	Edit	Delete
Cause of Death -		Immediate	Edit	Delete

10. Repeat steps 6-9 as needed for amendments on additional case pages.
11. On the *Amendments Menu*, click **Amendment Affirmation**.
12. Read the affirmation statement, then click the checkbox to the left of the statement to select it.
13. Click **Affirm**.  
The amendment has now been submitted to NYS for approval.
14. Click either the **Return** button or click **Amendment** in the *Amendments Menu*, then click **Amendment List**.
15. On the *Amendment List* page, confirm all amendments you are submitting are in **Amendment Pending Approval** status. If status is **Keyed** or **Keyed (Requires Affirmation)** the amendment is incomplete and will not be reviewed by NYS.

## Modify/Unaffirm an Amendment

If you find an inaccuracy or need to add additional information to a keyed and affirmed amendment, you can unaffirm and/or edit the amendment any time prior to NYS approval.

### NOTE:

If not immediately after first affirming the amendment, communicate with NYS that you need to make changes, as NYS may already be reviewing the originally submitted amendment.

If changes are made to an amendment, supporting documentation for existing and new changes is still required.

1. From the *Amendment List* page, click on the **Amendment ID**.
2. If the amendment was affirmed, perform the following:
  - a. On the **Amendments Menu**, click on **Amendment Affirmation**.
  - b. On the *Affirmations* page, click **Unaffirm Amendment**.
  - c. Click **Return**.
  - d. From the *Amendment List* page, click on the **Amendment ID**.
3. Perform **one** of the following:
  - a. If editing an amended item, click **Edit** to the right of the item in the data grid. The page will refresh where you can make appropriate changes and save/validate again.
  - b. If deleting an amended item, click **Delete** to the right of the item in the data grid. The page will refresh with the item removed.
  - c. If adding a new item, select the **Page to Amend**, and change data, then save/validate.
4. Review the items in the data grid for accuracy.
5. On the *Amendments Menu*, click **Amendment Affirmation**.
6. Read the affirmation statement, then click the checkbox to the left of the statement to select it.
7. Click **Affirm**.
8. Go to the *Amendments List* and confirm all amendments you are submitting are in **Amendment Pending Approval** status. If status is **Keyed** or **Keyed (Requires Affirmation)** the amendment is incomplete and will not be reviewed by NYS.

## Print Forms After Amendment Approval

Once an amendment is approved by NYS, corrected certificates with change history appearing in the left margin or lower portion of the certificate, can be printed or obtained from the Local Registrar.

- To print a copy for your files, click on **Print Forms** in the *Other Links* section of the *Death Registration Menu* and select **Print Working Copy – For Draft Review**.
- To obtain a Certified Copy, contact the **Filing Registration Office** corresponding with the **Place of Death**.

### Things to Remember

Medical Examiners, Coroners and staff, with appropriate permissions, have access to amend all *Personal Information* pages and all *Medical Certification* pages, even if not the personal owner of the case.

Once a case is approved, the *Amendment Status* changes to **Completed** and *Amendment Exists* displays in the case header on the EDRS page.

**51094 :Maria Smith May-03-2019 Amendment Exists**

Confirm the **Amendment Status** is *Completed* to ensure the amendment has been approved before printing or requesting copies.

*Don't type; look it up* – Avoid typing text in fields that have the **Look-up** tool  or the **Places Look-up** icon . Search using the **Look up** tool and add a wildcard character (%) before and/or after your search text to find more possible results.

**Supporting documentation is still required**, as defined by DOH-299 and DOH-299i guidelines, and must be received by NYS before approval is processed.

Only amendments *requested by your office* appear on the *Amendments List* page for review.

## \*Amendment Types

The types of Amendments and corresponding fields available based on user roles and permissions are listed in the table below.

**NOTE:** All fields print on *electronically filed*, amended death certificates unless otherwise noted.

		Who can submit this type of Amendment?			
		Medical Professionals and facility staff	Funeral Directors and Firm staff	Medical Examiners/ Coroners and staff	Medical Professionals, Funeral Directors and facility/firm staff
		Amendment Type			
Page	All fields amendable EXCEPT	Medical – Death	Personal – Death	Medical and Personal	Place of Death – Registration District
Cause of Death		X		X	
Certifier		X		X	
Decedent	Alias		X	X	
Decedent Attributes			X	X	
Disposition			X	X	X
Family Members			X	X	
Identifiers	Death State File Number File Date Death State File Number	<i>Select fields editable after registration by the Local Registrar without requiring an amendment</i>			
Informant			X	X	
Injury		X		X	
Other Factors		X		X	
Place of Death		X		X	X
Pronouncement		X		X	
Resident Address		X	X	X	