



TIP SHEET

User: Funeral Director, Coroner, Physician, Local Registrar

Action: Correcting Mistakes on a Death Certificate

Facts:

- To correct mistakes in the personal information on a record which is **NOT** in FILED or REGISTERED status the funeral director or the coroner can use the *Completed* tab “Y” or “N” feature to unlock the record for changes.
- To correct mistakes in personal information after the record is in FILED or REGISTERED status the funeral director will use the **Affidavit** online.
- To correct mistakes in the medical information on a record which is **NOT** in FILED or REGISTERED status the coroner or physician can use the *Completed* tab “Y” or “N” feature to unlock the record for changes.
- To correct mistakes to the cause of death or medical information, after the record is in FILED OR REGISTERED status, the physician or coroner will use the **Medical Supplement**.

Affidavits

The Affidavit should be used by the funeral director or coroner to correct mistakes on the personal information for the deceased. The death record must be in FILED or REGISTERED status to create an Affidavit. The death record must be open, and the “File” – “New” – “Affidavit” menu option selected.

Supplementals

The Medical Supplement will be used to correct “cause of death” or medical information by the physician or coroner’s office.

CORONER CASE: The death record must be in filed or registered status to create a Supplemental. The death record must be open and the “File” – “New” – “Supplemental” menu option selected.

PHYSICIAN CASE: The death record must be in FILED or REGISTERED status to create a Supplemental. The funeral director can print a blank supplemental from EDRS for making cause of death or medical information corrections. The death record must be open and the “Requests” – “Print: Supplemental-Blank” menu option selected.

Required by ODH/VS:

1. The death certificate shall not be folded.
2. The death certificate shall not contain white outs, cross outs, or corrections.
3. Cause of death and medical information must be LEGIBLE - printed or typed in blue or black ink. Cursive writing is not acceptable.
4. Unnatural causes must be referred to a coroner.
5. The permit must be approved and printed before disposition.