

Navigating Tab 11—Case Actions screen

Case Actions Tab. Enter comments if needed. Hit the TAB key. Case History box will populate on the lower right side of the screen.

Declined by Certifier

Decline to certify

Check this box to return a case to a funeral home when you are not the certifier who handled the case. A comment may be added in the comment box if desired. Click on Finish and Save as Pending to complete the action to decline a case.

Medical Certification Information

Medical information ready to be certified

Certify medical information

Once you have entered the information on Tab 7-10, you will do a **Finish, Save as Pending and Return to Record**. Once you are back in the record, select Tab 11 and hit the tab key. If you are the assigned certifier and you are satisfied that the medical information is complete and accurate, you can complete the certification process by selecting the Medical Information ready to be certified and the Certify medical information boxes. Both boxes must be checked before the record is released back to the funeral home

Assign/Transfer to Funeral Home

Select funeral home

Funeral home not in list

Person acting as such

Case access

Click when assignment or transfer is complete

The only time this box will be used is if you as a certifier **start** a case and need to assign it to a funeral home. You do not need to assign a funeral home in order to return a case to the funeral home. After a case is medically certified and a **Finish and Save as Pending** is completed, the record will automatically route back to the funeral home that started the record. The case will no longer be in your Pending MI queue.

The following conditions must be met before a case can be released back to the funeral home:

All information on Tabs 7-10 must be completed.

Medical information has been marked ready for approval and marked certified.

Case Status Information

Personal information status: Approved	PI exceptions exist: N
Medical information status: Pending	MI exceptions exist: N
Registration status: Not submitted	Facility unlisted: N
Group that started case: FH	Delayed release: N

This section provides information about where the case is in the release process. In this example the case was assigned to a certifier with electronic access and is waiting for the certifier to certify. The **Medical Information status** will change to **Certified** when the Medical information ready to be certified and Certify medical information boxes are checked.

Envelope number

Case History

07/19/2011 User ID: 508 Case Started -- 07/19/2011 15:32:22
 User ID: 508 assigned case to MARGHOOB ABBAS
 M2005000470 -- 07/19/2011 User ID: 508 assigned case to unlisted physician -- 07/19/2011 User ID: 502 released case

Transax Cause of Death Fields

Manual Underlying Cause

Case History records all significant actions and the date of occurrence. In this example, User ID 508 started the case, assigned the case to physician, and then reassigned case to a physician not in the list before User ID 502 released case to state.

MoEVR Technical Requirements

To run the MoEVR application and print your documents, you need to have downloaded/installed the following:

- Internet Explorer version 6.026 or higher (current issues with Internet Explorer version 9 have caused problems with MoEVR)
- Adobe Acrobat version 8.0 or higher (needed for printing documents)

The system does not support Macintosh computers, Google Chrome or Firefox. However, some users have had success using a combination of this hardware/software. You must use Adobe Acrobat to print. Internet Explorer is the recommended internet browser.

Troubleshooting Tips

- *Use the TAB key on your computer's keyboard to navigate the system. Do not use the Backspace or Enter key as this may close the program. If this occurs, you may use the F5 function key on your keyboard to take you back into the system. You have only one opportunity to use the F5 key.*
- *Before approving a record, click on Finish and Save As Pending so the system can check for any missing or inconsistent items and save the record. Select Return to Record to access Tab 11 and continue with certifying the record.*
- *Fields do not capitalize or dates cannot be entered in the mmddyyyy format:*

These issues seem to be generally associated with the browser you are using. Internet Explorer is the recommended internet browser.