Important Information for Mortuaries

Tips to Avoid Delays with Medical Information Review and Registration

We provide these tips that assure we follow State protocol and we can serve our customers in a timely and accurate manner. We appreciate your attention to these matters:

- ALL records must be submitted for Medical Review, including Coroner Cases and those Pending Investigation.
- Always print a working copy, review spelling and all information before submitting to Local Registration District.
- If causes listed on a Death Certificate are on list to be queried, do not send to LRD, contact the physician for additional information. (If you need list contact our office and we will fax one to you.
- Check last day seen – EDRS does not calculate days.
- Disposition Date (field 39) – make sure disposition date is consistent with the date filed.
- Physician’s Fax Attestation – Always view and assure the signature is inside the provided area (field 115) and does NOT extend on to other fields. None of the information should be blurred, obstructed or cut off. If a date is written in, it should be clear and completely legible. Absolutely no alterations are allowed.
- Voice Attestation – must be clearly spoken and read as instructed. No changes in wording are allowed. The license number must also be read as printed and numbers should be referred to with numerical characters only.
- Permits – Review and make sure Funeral establishment name, address and license number are complete. Confirm the authorized type of disposition box 11 is filled out along with appropriate matching information in 12a – 16a. If district of disposition (10E) is taking place in a different County in California, make sure the information is entered accordingly.
- Records created prior to two week of filing - If you submit a record that was created more than two weeks from date you wish to file, a fax alert must be completed and faxed in order to alert us.
- Fax Alerts – A fax alert must be sent every time a record requires any of the listed actions. The only exemption is when a record is rejected for invalid voice or fax attestation, in this case you can call to have record unlocked.