

D.A.V.E. Death Queues

There are two ways to view Queue Information:

1. **By selecting a specific work queue** (Registration Work Queue or Amendments Work Queue)
2. **By using the Queue summary page** (Registration Work Queue Summary)

Registration Work Queue Definitions

NAME OF QUEUE	REASON WHY A RECORD IS IN THE QUEUE	HOW TO REMOVE A RECORD FROM THE QUEUE	OTHER QUEUES RECORD MAY BE IN
Medical Pending – (Death & Fetal Death)	Medical Certification section is incomplete and invalid	Complete the Medical Certification information and have the Doctor sign	Medical Certification Required, Personal Pending, Cremation Clearance Required,
Personal Pending – (Death & Fetal Death)	Personal Information is incomplete and invalid	Complete the Personal Information section and have the Funeral Director sign	Medical Pending, Cremation Clearance Required,
Ready for Signature – (Death & Fetal Death)	Medical information is Valid and the Doctor needs to Certify	The Certifier must electronically sign the record	
Death Potential Duplicate (Death & Fetal Death)	A record with matching name, date of birth, date of death, gender, and social security number is already in the system	One of the records needs to be removed, altered or an override needs to occur.	All Queues
Hold	ME or County/State office has placed record on <i>Hold</i> to stop registration or issuance until case can be reviewed	Hold status must be removed from record	All Queues
Affirmation Required – Fetal Death	Personal information is valid and ready to be affirmed.	Funeral Director must electronically sign the record	Medical Pending, Certification required,

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Amendment Work Queues

NAME OF QUEUE	REASON WHY A RECORD IS IN THE QUEUE	HOW TO REMOVE A RECORD FROM THE QUEUE	OTHER QUEUES RECORD MAY BE IN
Keyed (Requires Affirmation)	Amendment/Correction by external partner where data entry has begun but has not been reviewed by Director or Certifier	The Director or Certifier affirms the amendment on the Affirm Amendment page	N/A
Pending	Amendment/Correction where data entry and review is complete but approval/rejection has not yet occurred	County/State office approves/rejects the amendment/correction	N/A
Rejected	Amendment/Correction that was rejected by the County/State office	Process a new amendment	N/A