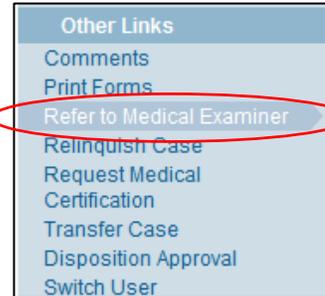# Oregon Vital Events Registration System

REFER TO MEDICAL EXAMINER

The **Refer to Medical Examiner** screen allows a Funeral Director to electronically refer a death certificate to a Medical Examiner for review.

Step 1: Select the **Refer to Medical Examiner** link under the **Death Registration Menu, Other Links**.

The **Refer to Medical Examiner** search tool is shown below. Note: the **County** will populate based on the "Place of Death" entered in the search to start the case.

Figure 1: The Refer to Medical Examiner search tool

Step 2: Select a Medical Examiner's Office

Click on the **looking glass icon (🔍)** next to the office dialogue box .
Type *the first two letters of the facility name and then a % sign* in the **Facility Name** field.
Click **Search**.
Next to the correct office name in the search window, click the **select** link.

Figure 2: Medical Examiner Office/Facility Search

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Step 3: Select a Medical Examiner Name

Click on the **looking glass icon (🔍)** associated with the **Medical Examiner** field.
Type *the first two letters of the medical certifier's last name and then a % sign* in the
Last Name field.
Click **Search**.
A list of Medical Examiners associated with the selected Office will appear.
Next to the correct recipient listed in the search window, click the **select** link.

Figure 3: Medical Examiner name search

Step 4 (optional): If needed, edit the Message if needed. Only add text to the end of
the pre-filled message text.

Do not edit the pre-filled message text.

Editing it will prevent the Medical Examiner from accessing the record.

If you need to share information with the medical examiner, add
text at the **end** of the pre-filled message.

Step 5: Click the **Save** button.
This sends the Request to the Medical Examiner.