



Message from the
Office of the Chief Coroner

Chief Coroner for Ontario
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***Electronic Transfer of
Medical Certificates of Death
and
Warrants to Bury a Body of a Deceased Person***

An overview of electronic transfer of *Medical Certificates of Death (MCOD)*
and *Warrants to Bury a Body of a Deceased Person (WtoB)*
from Ontario coroners, to Ontario funeral directors
and the Office of the Registrar General (ORG).



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Digital Forms

- ❖ **Medical Certificates of Death (MCOD)**
- ❖ **Warrants to Bury a Body of a Deceased Person (WtoB)**

Purpose

The purpose of this **nine-page document** is to provide an overview of electronic transfer of *Medical Certificates of Death (MCOD)* and *Warrants to Bury a Body of a Deceased Person (WtoB)* from Ontario coroners, to Ontario funeral directors and the Office of the Registrar General (ORG).

Principles of electronic transfer:

1. Enables a coroner to electronically input the required form data, and attest/certify (no printing/scanning)
2. Enables secure transfer of data from a coroner to a funeral director or ORG

On April 6, 2020, the Deputy Registrar General sent notification of the ability for electronic transmission of death registration documents via fax or secure electronic method. An amendment was made to Regulation 1094 of the Vital Statistics Act adding section 49.1 to permit coroners, funeral directors and division registrars (municipal clerks) to copy the medical certificate of death in order to enable electronic transmission of medical certificates of death by coroners to funeral directors and the Office of the Registrar General.

Transmission of paper based MCOB and/or WtoB must only occur through a secure electronic method, such as an encrypted email of a scanned copy of the MCOB or WtoB, or by fax to the funeral director. The original paper MCOB or WtoB must be directly provided to the funeral director in a timely manner, e.g., by mail, courier or personally.

When sending by secure electronic method, this must be done in accordance with relevant IT and encryption policies, following requirements under privacy legislation to maintain the security and integrity of the transmitted information. Any breach of the integrity of the electronic transmission must be reported to the Regional Supervising Coroner and will be managed in accordance with the information privacy policies of the Office of the Chief Coroner.

The Ministry of Government and Consumer Services worked with the Office of the Chief Coroner to design digital versions of the MCOB and WtoB which can be completed from AdobeReader (or Acrobat), a desktop application.



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Coroners are able to electronically input and certify required death data into an eform and submit both electronic MCODs (eMCOD) and electronic WtoBs (eWtoB) directly to the funeral home or the ORG directly from Adobe Reader (or Acrobat). As part of the eform preparation, a unique password key is generated. After submitting the eform, the coroner will share the unique password key via a separate communication with the funeral director to unlock the password protected PDF. If sending it to the ORG, a password key will not be required to unlock the PDF as the authorised ORG staff member will log into the secure network through other means. The coroner will not be required to submit a copy of the electronically generated eform with an ink signature to the funeral director.

The funeral director will utilize the unique password key to open the eform and print the document. This will be the official document which must be submitted by the funeral director in printed paper form together with the Statement of Death (SOD) (Form 15) to the division registrar for submission to the ORG.

The interactive, fillable PDF forms that will allow coroners to electronically prepare, certify and submit digital versions of the MCOD and WtoB will be incrementally released to coroners across the province. To ensure effectiveness of the electronic transmission process release will be initially limited to a small group of coroners who are specifically supporting the **Office of the Chief Coroner** plan to respond to a potential surge in deaths during the COVID-19 outbreak.

Should you have any questions related to this process, please contact me:

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Digital Forms - Detailed Steps

- A) Digital Medical Certificate of Death or Warrant to Bury Process - **Role of the Coroner**
- B) Digital Medical Certificate of Death or Warrant to Bury Process - **Role of the Funeral Director**
- C) Submitting the Medical Certificate of Death to the Ontario Office of the Registrar General as a Follow Up to a Warrant to Bury – **Role of the Coroner**
- D) Submitting the MCOD to the Ontario Office of the Registrar General– **Roles of the Funeral Director and the municipal Division Registrar**

A) Digital Medical Certificate of Death Process – Role of the Coroner

1. Coroner involvement required
2. Coroner will have two choices:
 - Warrant to Bury the Body of a Deceased Person (WtoB) or
 - Medical Certificate of Death (MCOD)
3. When the coroner cannot provide the information related to the cause of death necessary for the MCOD, the coroner may issue a warrant to bury if the body has been examined as provided in the *Coroners Act*
 - The coroner shall subsequently complete and deliver a MCOD within the time and deliver to the Office of the Registrar General (ORG) as prescribed by the regulations.
 - This will permit timely provision of burial or cremation
4. Coroner contacts family to determine which funeral home they have selected
5. Coroner contacts funeral home to
 - Confirm name of the funeral director
 - Confirm email address
 - Provide the contact information for the coroner
6. Coroner informs funeral home that a digital MCOD or WtoB will be sent to their email address– if it does not arrive, funeral home MUST contact the coroner
 - The coroner must determine if the document was successfully sent and if not re-send
7. If the document was not sent to the intended funeral director, this may represent a breach of the integrity of the electronic transmission which must be reported to the Regional Supervising Coroner to be managed in accordance with the information privacy policies of the Office of the Chief Coroner. Coroner accesses digital MCOD or WtoB template on password protected and encrypted computer.



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Recipient:
 Funeral home ORG
Funeral home email address Confirm funeral home email address
Password
x3iB5U2ea5

8. Coroner completes the digital form (eform), i.e. MCOB or WtoB
9. Coroner completes attestation statement - once completed, this is recognized as the legal signature of the coroner
10. Coroner clicks on funeral home box in the lower portion of the eform, triggering a unique password to appear
11. Coroner highlights and copies unique password that appears at bottom of e-form (Ctrl C)
12. Coroner saves a copy of the eform electronically – a copy must be saved in either an encrypted electronic form or paper form
 - Note: document should be maintained with the other investigation documentation, both meeting and in compliance with the required Office of the Chief Coroner record storage procedures and retention period
13. Coroner clicks Submit – eform is sent as a password protected pdf document directly to the funeral home
14. Coroner prepares second email for funeral home:
 - I. Subject line – **for your attention**
 - II. Message – **MCOB/ W2B key**
 - III. Paste the password key – **Ctrl V**
15. Coroner sends email #2 to funeral home utilizing the same email address
16. After ensuring that a copy of the eform was saved (see step 12 above) the coroner clicks Clear Form

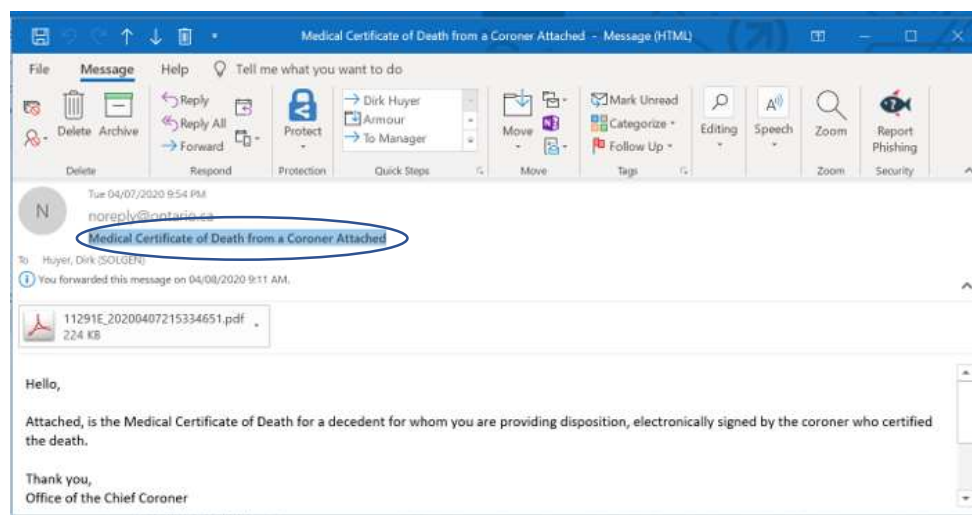


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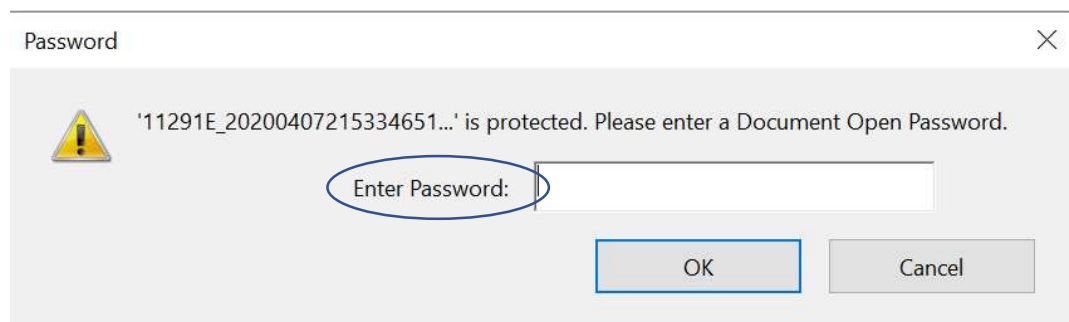
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B) Digital Medical Certificate of Death Process – Role of the Funeral Director

1. Funeral Director receives auto-generated email #1 from the coroner with a subject line that states: **Medical Certificate of Death from a Coroner**



2. Funeral Director clicks on attachment (a password protected pdf document)– when prompted click on “open” and a password prompt will appear (**enter password**)



3. Funeral Director receives email #2 from the coroner which includes the password key
4. Funeral Director enters the password key into the password prompt box of the attachment from email #1, allowing access to the eform
5. Funeral Director prints a copy of the eform – the document is the official document that will be submitted for registration purposes



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- A hand-signed document will not be provided
 - The MCOD must not be shared with the family or others
6. Funeral Director compares the MCOD to the information provided by the informant on the Statement of Death (Form 15) for accuracy between both forms and rectifies any inconsistencies. If any inconsistency is the result of an error on the MCOD (e.g., age or sex of the deceased), the error will need to be addressed by the coroner who certified the form.
 7. Funeral Director sends a copy of the Statement of Death (Form 15) and MCOD or WtoB to the municipality to obtain a burial permit and acknowledgment of death, through the process agreed to by the municipality and funeral homes within the municipality (e.g., secure email or fax)
 8. Funeral Director sends or delivers the original death registration documents to the municipality weekly, on a best effort basis, for processing
 9. Funeral Director deletes the email containing the eform, MCOD or WtoB after printing



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C) Submitting the Medical Certificate of Death to the Ontario Registrar General (ORG) as a Follow Up to a Warrant to Bury – Role of the Coroner

When the coroner cannot provide the information related to the cause of death necessary for the Medical Certificate of Death, the coroner may issue a warrant to bury if the body has been examined as provided in the *Coroners Act*

When the coroner has the necessary information, e.g., cause of death following receipt of the Report of the Post Mortem Examination, the coroner shall complete and deliver a Medical Certificate of Death within the time and deliver to the ORG as prescribed by the regulations.

1. Coroner accesses digital MCOD template on password protected and encrypted computer
2. Coroner completes the digital MCOD
3. Coroner completes attestation statement - once completed, this is recognized as a legal signature of the coroner
4. Coroner clicks ORG box (instead of funeral home box) – no password key will be generated

Recipient:

Funeral home ORG

[Save Form](#)

[Submit](#)

[Print Form](#)

[Clear Form](#)

5. Coroner saves a copy of the eform electronically – a copy must be saved in either an encrypted electronic form or paper form
 - o Note: document should be maintained with the other investigation documentation, both meeting and in compliance with the required Office of the Chief Coroner record storage procedures and retention period
6. Coroner clicks submit and the MCOD is sent directly to the ORG
7. After ensuring that a copy of the eform was saved (see step 5 above) the coroner clicks Clear Form.



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D) Submitting the MCOB to the Ontario Registrar General (ORG) – Roles of the Funeral Director and Municipality Division Registrar

1. Funeral Director sends a copy of the Statement of Death (Form 15) and MCOB to the municipality to obtain a burial permit, through the process agreed to by the municipality and funeral homes within the municipality (e.g., secure email or fax)
2. Municipality sends the burial permit and acknowledgement of death through the same process agreed upon above to the Funeral home
3. Funeral Director sends or delivers the original death registration documents to the municipality weekly, on a best effort basis, for processing
4. Municipality batches and sends the original documents to the ORG weekly, on a best effort basis, to complete the death registration process
5. ORG receives the forms and registers the deaths