Amending Medical Information on a Death Certificate
- o A completed VS24A (Physician/Coroner's Amendment).

Completing the VS24A Physician/Coroner's Amendment
- o A copy of the current Death Certificate (DC) will be necessary to complete the amendment form.

  In Part I - INFORMATION TO LOCATE RECORD: Enter the information exactly as it currently appears on DC. If the decedent did not have a middle name, enter a signal dash (-) in box 1B. Box 3, enter date of event from Item 7 of the DC. City of Event can be found in Item 106 of the DC and County of Event Item 104.

  In Part II – STATEMENT OF CORRECTIONS: Column 6 is to indicate the item number from the DC to be amended. Enter the information as it currently appears in Column 7 for each item being amended. Do not include special characters or verbiage not entered on record. Column 8 is to show information as it should now appear. Items requiring more space can use multiple lines, although the Item number in column 6 only needs to be entered one time.

- • Amending Causes of Death (COD):
  - o Causes are to be listed in order of occurrence, with most recent first. If submitting an amendment to add a cause that occurred more recent that what is currently stated in 107A on the DC, causes previously reported may need to be repositioned to the next item. Conditions listed in 107B, 107C and 107D must have been present before the cause listed in Field 107A. **NOTE: Physician shall indicate the order of Causes of Death.**

  - o Only one COD is to be entered in fields 107A and 107D. Fields 107B and 107C can include two or more causes, as necessary. When two or more COD are entered in Fields 107B or 107C, use the terms "AND" or "DUE TO" (as appropriate) to separate the COD; if the separator "AND" is used, place the most recently occurring COD first, followed by the next most recently occurring COD.

- • Each Cause of Death entered requires a time interval (107AT, 107BT, 107CT and 107DT).
  - o Time intervals include: Day(s), Week(s), Month(s), Year(s), and can be proceeded with a numerical value.
  - o If two or more causes have been entered into Field 107B and/or 107C, in 107BT and/or 107CT enter the time interval for the last cause listed.

- • List items for amendment in chronological order. 107A, 107AT, 107B, 107BT, etc.

Submitting the VS24A Physician/Coroner's Amendment
- o If the DC was attested by a physician, the VS24A form will need to be completed, signed by the attesting physician and mailed to our office for processing.
  - Mail to:
    - California Department of Public Health
    - Vital Records – MS 5103
    - PO Box 997410
    - Sacramento, CA 95899-7410
- o If the DC was attested by the Coroner, the Coroner with the county jurisdiction can submit the VS24A via the Electronic Death Registration System (EDRS).

Required Signature on the VS24A Physician/Coroner's Amendment
- o Medical information includes the date of death, hour of death and Items 101-125 (Fields 119-125 are Coroner(s) Use Only). The completed VS24A must be signed by the certifying physician or coroner who originally attested to the death certificate. Name of attesting physician can be found in Box 115 of the Death Certificate. If the name of attending physician entered in Box 118 is different from attesting physician in Box 115, either can sign the amendment form.

Timeframe
- o If submitted electronically by the Coroner via EDRS, the amendment can be reviewed and accepted for registration within one business day.
- o Processing time for paper amendments mailed to our office is 6-8 weeks.

Processing Fee
- o There is no cost for processing a Physician/Coroner's Amendment.

Obtaining a Copy of the Amended Record
- o Once the amendment is processed, it will be filed with and become part of the record in which it pertains. Making the certificate a multiple page document.
- o To obtain a copy of the amended DC, an application for certified copy and a sworn statement (VS112) is required.
- o The Fee for a copy of the amended record is $24.00 each. Please do not send cash by mail. Check or money order are accepted.