



Bingham County Coroner's Office
James "Jimmy" Roberts, Coroner
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Death Certificate Process

- Decedent information collected by the coroner's office is shared with funeral home to assist with contacting with next of kin.
- Funeral home meets with families to collect further demographic information required for the Death Certificate.
- Death Certificate information is entered by the funeral home into the Idaho Dept. of Health & Welfare Bureau of Vital records and Statistics online program and assigned to the coroner or chief deputy.
- In cases of natural death where cause of death (COD) has been determined via investigation and medical records review the Death Certificate is completed online and usually available through the funeral home with in 10-14 days of signing. Collection and review of the investigation, witness statements, medical records and social/work history can often take time.
- In cases where the COD is not readily apparent toxicology and or autopsy may be ordered. In those cases:
 - Death Certificate is signed as "Pending" and remains so until medical records, toxicology, and autopsy reports are completed and received.
 - Once a case is determined "Pending" in the online system the Idaho Dept. of Health & Welfare Bureau of Vital records and Statistics then will mail a hard copy of the "Supplemental Death Certificate" to the coroner's office to be completed when all information is available.
 - Once all reports are received a COD of death is determined along with the Manner of Death, the Death Certificate is completed.
 - The "Supplemental" Death Certificate is scanned and recorded in the coroner's software system and then mailed to Idaho Dept. of Health & Welfare Bureau of Vital records and Statistics.
 - Usually, a final Death Certificate is available to funeral homes with 10-14 days after Idaho Dept. of Health & Welfare Bureau of Vital records and Statistics finalizes the Death Certificate.

In cases where medical records take time to collect or it is difficult to identify a decedent's healthcare provider the timeline is extended.

Another situation is when an unknow substance is detected in toxicology testing and further testing is required to determine COD.