

Abandoning a Death Case

Notes: Electronic death cases cannot be removed or deleted, but abandoning a case will disable it. Therefore, all **unregistered** electronic case that cannot be completed should be assigned the status of "Abandoned." Registered cases cannot be abandoned and must be voided by the Division of Statistical Registries.

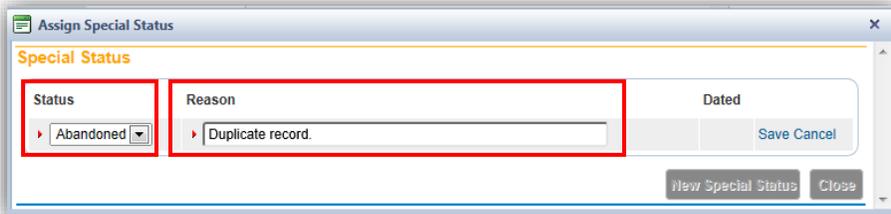
1 From the death case, click the **Assign Status** link.



2 Select the **New Special Status** button from the *Assign Special Status* dialog box.



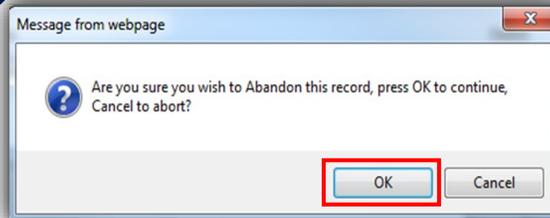
3 Select **Abandoned** from the **Status** drop-down list and enter a **Reason**.



4 Click the **Save** link.



5 Click the **OK** button to confirm the status change.



6 Click the **Close** button.



7 The status bar now includes the word *Abandoned* and a checkmark now displays to the left of the **Assign Status** link on the Death Registration Menu.

27247256 :Twinkle Toes Apr-01-2016
/Personal Invalid/Medical Invalid **Abandoned** Unsigned/Uncertified/NA



Note: For detailed information on removing an abandoned status from a death case, reference **QRS-2018, Removing an Abandoned Case Status**.