

Transferring a Death Case from a Medical Facility to a Coroner/Medical Examiner

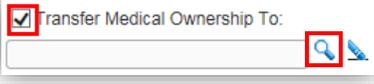
Notes:

- Before using DAVE™ to transfer a case, ensure that the coroner/ME is trained in the use of DAVE™ and actively using it.
- When you transfer a case to the coroner/ME’s office, all end users in that office will receive a message in DAVE™ notifying them of the transfer.
- When transferring a case, the coroner/ME’s office will not have the opportunity to accept or decline it. If you want them to accept or decline the case, it must be referred to a specific end user in that office. To accomplish that, use **QRS-2032, Referring a Death Case to the Coroner/Medical Examiner** instead of this.

1 From the death case, click the **Transfer Case** link in the *Other Links* section of the Death Registration Menu.



2 The Transfer Case screen displays. In the **Transfer Medical Ownership To** field, first click the **checkbox** to insert a checkmark. Then click the **Lookup (Q)** icon.



3 The *Lookup office to transfer medical ownership to* dialog box displays. Search for the coroner/medical examiner by entering all or part of the **County Name** followed by the Wildcard symbol (%) in the **Facility Name** field and click the **Search** button.



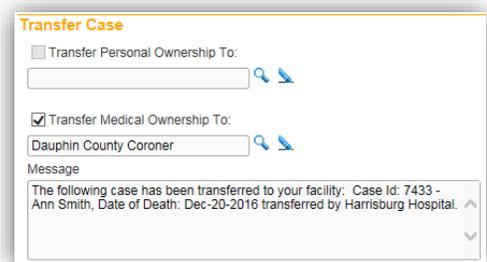
4 Click the **Select** link beside the name of the coroner/medical examiner’s office to whom the case is to be transferred.

Facility Name	Address	City	
Dauphin County Coroner	1271 28th Street	Harrisburg	select

Total records : 1

5 The Transfer Case screen will display again. Review your selections and the auto-generated text in the **Message** field.

Optional: You may enter additional message text, but it is not required.



6 Click the **Save** button to transfer the case to the selected facility.



Note: Clicking the **Save** button immediately transfers ownership to the other facility, which means that your facility will no longer be able to access the case. Before you click the **Save** button, make sure you are transferring the case to the correct facility.