

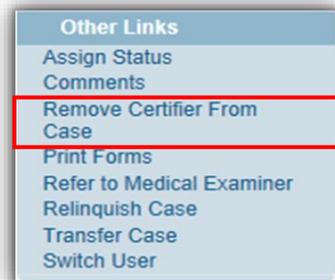
Removing Certifier From Case

NOTES:

- This Quick Reference Sheet is for the role of a Medical Certifier only. This functionality is not for use by staff in a medical office or facility. Use of another user's login credentials to perform this functionality is strictly prohibited and a violation of the User Agreement and Confidentiality Policy.
- This feature allows a medical certifier to remove themselves as the assigned medical certifier of a case while still keeping the case within the same facility. This action allows another medical certifier from the same facility to assume responsibility for medical certification of the case. Removing a certifier can only be performed by the certifier who is currently assigned the responsibility for medical certification.

1

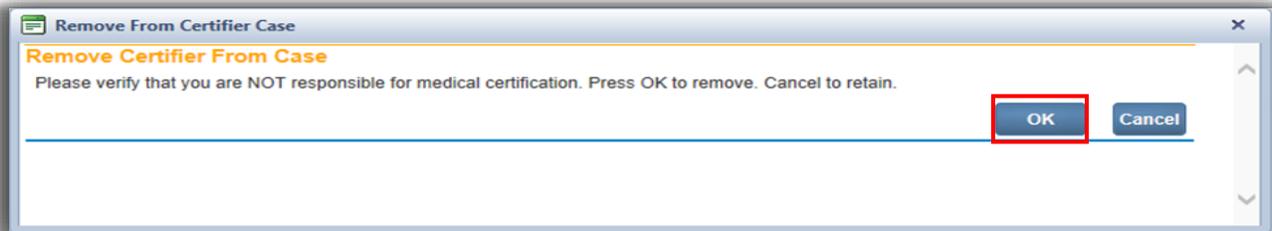
From the death case, click the **Remove Certifier From Case** link on the *Other Links* section of the Death Registration Menu.



2

The Remove Certifier From Case dialog box displays with a message for you to verify that you are not responsible for medical certification.

Click the **OK** button to remove yourself from the case.



After clicking the **OK** button, you are returned to the Home page.

NOTE: If you need to certify the case, use one of these methods:

- If medical certification has not been requested of another medical certifier, use the **Locate Case** search to locate the case. Open the case to certify it.
- If you are to certify the case but it is currently assigned to a different medical certifier, ask that person to perform the **Remove Certifier From Case** process, then use the **Locate Case** search to locate the case and it.