

STATE REGISTRAR NOTICE

Subject: <p style="text-align: center;">EDRS Tip of the Month Abandoning versus Relinquishing</p>	Number: <p style="text-align: center;">2019-06</p>
Date Issued: <p style="text-align: center;">March 18, 2018</p>	By Direction of:  <p style="text-align: center;">Audrey Marrocco State Registrar</p>

EDRS contains features to abandon and relinquish cases. Although these features appear similar, they perform distinct functions within EDRS.

Abandoning a Case:

Abandoning a case is used to cease activity on a case when a case was created in error. By abandoning a case you signify to other EDRS users which case is still active and which case should not be used to report information on the death event.

The abandon feature is only available while the case is unregistered. Once a case is started in EDRS, it cannot be deleted or remove. Abandoning the case is an available option to any end user from the facility that currently owns the case. Once a case has been registered, it must be voided by the Department of Health if it was entered in error.

The steps to abandon a case are as follows:

- Under the “Other Links” section of the “Death Registration Menu”, click “Assign Status”.
- An “Assign Special Status” window should now appear. From this window, click on the “New Special Status” button.
- Select “Abandoned” from the “Status” dropdown list. Then enter the reason for abandoning the case into the “Reason” field.
- Click on the “Save” hyperlink. Next click “OK” to confirm that you want to add the special status to the case. Then click on the “Close” button to complete the process to assign the special status.

Relinquishing a Case:

Relinquishing a case is used to remove ownership of a case from the facility. A case can be relinquished by any end user from the facility that currently owns the unregistered case. Funeral Homes can only relinquish the Personal Information section and Medical Facilities can only relinquish the Medical Certification section of a case. After the case has been relinquished, another facility can take ownership.

The steps to relinquish a case are as follows:

- Under the “Other Links” section of the “Death Registration Menu”, click “Relinquish Case”.
- Then click on the “Ok” button to complete the process.

Additional resources are available via the Help tab within EDRS or by accessing an EDRS User Guide found on the EDRS website: <https://www.health.pa.gov/topics/Reporting-Registries/Pages/EDRS.aspx>

See the following Quick Reference Sheets in the User Guide for more information:

- *QRS-2017, Abandoning a Death Case*
- *QRS-2047, Relinquishing a Case*