pennsylvania
DEPARTMENT OF HEALTH

Creating A New Death Case: Personal Information

Note: To avoid duplication of cases, before you create a new case you must perform a **Death Start/Edit New Case** search to determine if the case was already started by another party.

1 Click the **Death Start/Edit New Case** link on your Home page to search for existing cases that match the one on which you are working.
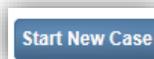
Note: The **Death Locate Case** search is only used to locate cases you have already started.

**2** Enter the required data and click the **Search** button.
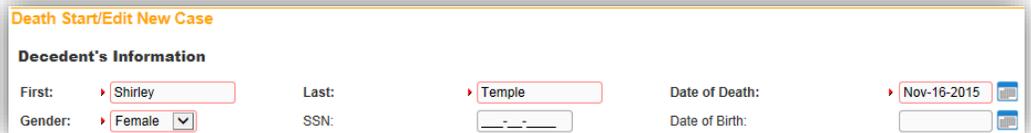
3 If you find a matching case, click the **Decedent's Name** link to open the case.

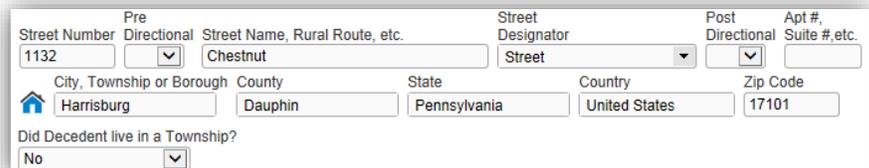If you cannot not find any matching cases click the **Start New Case** button.

Note: If you know the case was started but cannot find it, ask exactly how this data was entered and search again.

4 Decedent screen:
- Enter the required data
- Click ⬀ to calculate the **Age**
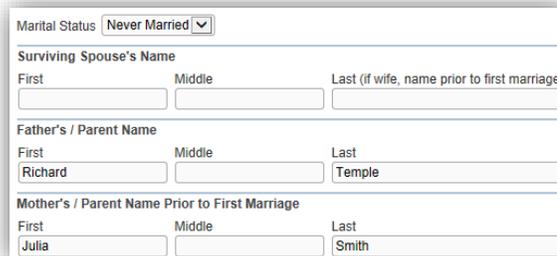- Verify the SSN
- Click the **Next** button

Note: For detailed information on the SSN validation process, reference **QRS-2002, Verifying the Social Security Number**.
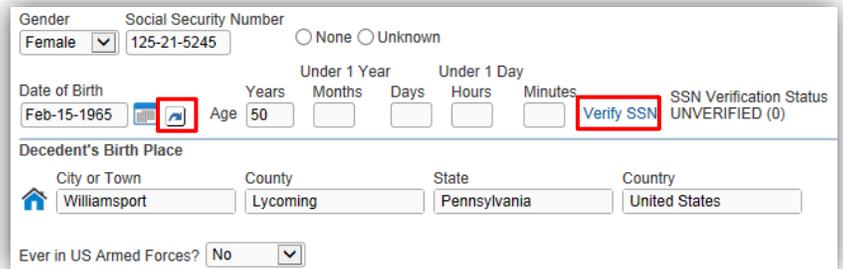
5 Resident Address screen:
- Enter the required data
- Click the **Next** button

6 Family Member's screen:
- Enter the required data
- Click the **Next** button

Commonwealth of PA-Department of Health
Bureau of Health Statistics and Registries

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7 Informant screen:
- Enter the required data
- Click the **Next** button

8 Disposition screen:
- Enter the required data
- Use the 🔍 to select the FD (if not displaying)
- Use the 🔍 to select the Filing Registrar Office
- Click the **Next** button

IMPORTANT: You must use the **Lookup** search (🔍) to locate/select the funeral director information. Manually entering this information will generate an error that will prevent the funeral director from signing the case.

Note: For detailed information on entering the local registrar information, reference **QRS-2049, Selecting a Local Registrar**.

9 Decedent Attributes screen:
- Enter the required data
- Click the **Save** button

10 Place of Death screen:
- Select the **Type of Place of Death**
- Use the 🔍 to select the **Facility Name**
- Click the **Save** button
- If the facility does not appear in the lookup, email the facility name and address to RA-DHDeathSupport@pa.gov

11 Click the **Validate Page** button to validate all of the data entered.

12 If needed, correct or override validation errors and re-validate.