pennsylvania
DEPARTMENT OF HEALTH

Declining a Referral

Notes:
- If a death case was referred to a coroner/medical examiner's office in error, it can be returned to the referring medical facility using the functionality described below.
- Before a referral is declined, communication with the medical facility outside of EDRS is essential to ensure appropriate handling of the case.
- When a referral is declined, all end users in the medical facility will receive a message in DAVE™ notifying them that ownership of the case has been transferred back to that facility.

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

Other Links
Assign Status
Comments
ME Review Case
Print Forms
Relinquish Case
Request Medical Certification
Transfer Case
Switch User

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** (🔍) icon.
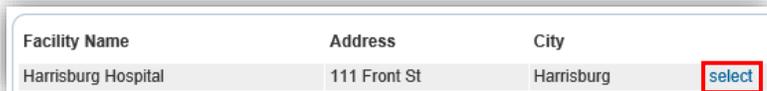
☑ Transfer Medical Ownership To:

3 The *Lookup office to transfer medical ownership to* dialog box displays.

Search for the medical facility name by entering all or part of the **Facility Name** followed by the Wildcard symbol (**%**) in the **Facility Name** field and click the **Search** button.
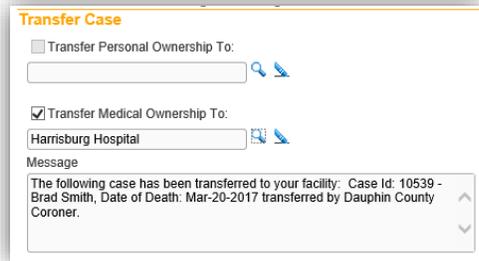
Lookup office to transfer medical ownership to

Facility Name ▸ Har%   Search

4 Click the **select** link beside the name of the facility to whom the case is to be returned.

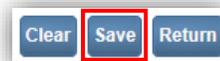| Facility Name	Address	City	
Harrisburg Hospital	111 Front St	Harrisburg	select

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.

Transfer Case
☐ Transfer Personal Ownership To:

☑ Transfer Medical Ownership To:
Harrisburg Hospital
Message
The following case has been transferred to your facility: Case Id: 10539 - Brad Smith, Date of Death: Mar-20-2017 transferred by Dauphin County Coroner.

6 Click the **Save** button to return the case to the medical facility.

Clear Save Return

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