**pennsylvania**
DEPARTMENT OF HEALTH

Referring a Death Case to the Coroner/Medical Examiner

Notes:
- Before using DAVE™ to refer a case, ensure that the coroner/medical examiner's office is trained in the use of DAVE™ and actively using it.
- When a case is referred to the coroner/medical examiner's office, all end users in that office will receive a message in DAVE™ notifying them that ownership of the case has been transferred to that office.

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
> Remove Certifier From Case
> Print Forms
> Refer to Medical Examiner
> Relinquish Case
> 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:
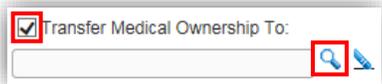
3 The *Lookup office to transfer medical ownership to* dialog box displays.

Search for the coroner/medical examiner's office by entering all or part of the **County 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 ▸ Dau%   Search

4 Click the **select** link beside the name of the coroner/medical examiner's office to whom the case is to be referred.

> | 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.

> **Transfer Case**
> ☐ Transfer Personal Ownership To:
>
> ☑ Transfer Medical Ownership To:
> Dauphin County Coroner
> Message
> The following case has been transferred to your facility: Case Id: 7433 - Ann Smith, Date of Death: Dec-20-2016 transferred by Harrisburg Hospital.
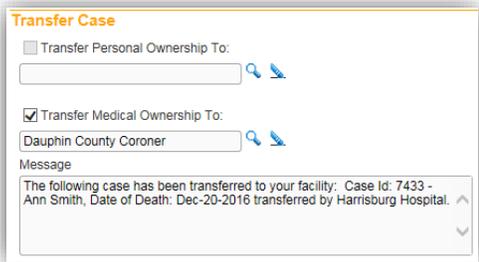
6 Click the **Save** button to transfer the case to the selected coroner/medical examiner's office.

> Clear   Save   Return

Note: Clicking the **Save** button immediately transfers ownership to the coroner/medical examiner's office, 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 office.