

Transferring a Death Case from a Medical Facility to a Coroner/Medical Examiner

Notes:

- Before using DAVE[™] to transfer a case, ensure that the coroner/ME is trained in the use of DAVE[™] and actively using it.
- When you transfer a case to the coroner/ME's office, all end users in that office will receive a message in DAVE[™] notifying them of the transfer.
- When transferring a case, the coroner/ME's office will not have the opportunity to accept or decline it. If you want them to accept or decline the case, it must be referred to a specific end user in that office. To accomplish that, use QRS-2032, Referring a Death Case to the Coroner/Medical Examiner instead of this.

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.
---	--	--	---	--

3	The Lookup office to transfer medical ownership to dialog b Search for the coroner/medical examiner by entering all or part of the County Name followed by the Wildcard symbol (%) in the Facility Name field and click the Search button.	ox displays. up office to transfer medical ownership to Name> Dau%		
4	Click the Select link beside the name of the coroner/medical examiner's office to whom the case is to be transferred.	Facility Name Address City Dauphin County Coroner 1271 28th Street Harrisburg select Total records : 1 Total records : 1 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 required.	d. 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 facility.			
Note longe facili	e: Clicking the Save button immediately transfers ownership the save button immediately transfers ownership the save button to be able to access the case. Before you click the Save button ty.	to the other facility, which means that your facility will no n, make sure you are transferring the case to the correct		

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

Date: 07/17/2017 Version 1.0

Page 1 of 1