

Removing Certifier From Case

NOTES:

- This Quick Reference Sheet is for the role of a <u>Medical Certifier only</u>. This functionality is <u>not for use by staff in a medical</u> <u>office or facility</u>. Use of another user's login credentials to perform this functionality is strictly prohibited and a violation of the User Agreement and Confidentiality Policy.
- This feature allows a medical certifier to remove themselves as the assigned medical certifier of a case while still keeping the case within the same facility. This action allows another medical certifier from the same facility to assume responsibility for medical certification of the case. Removing a certifier can only be performed by the certifier who is currently assigned the responsibility for medical certification.

¹ From the death case, click the Remove Certifier From Case link on the <i>Other Links</i> 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
The Remove Certifier From Case dialog box displays with a message for you to verify that you are not responsible for medical certification. Click the OK button to remove yourself from the case.	
Remove From Certifier Case Remove Certifier From Case Please verify that you are NOT responsible for medical certification. Press OK to remove. Cancel to retain	in. OK Cancel
After clicking the OK button, you are returned to the Home page.	

NOTE: If you need to certify the case, use one of these methods:

- If medical certification has not been requested of another medical certifier, use the **Locate Case** search to locate the case. Open the case to certify it.
- If you are to certify the case but it is currently assigned to a different medical certifier, ask that person to perform the **Remove Certifier From Case** process, then use the **Locate Case** search to locate the case and it.

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