Quick Reference Sheet – Relinquishing a Death Case (Funeral Homes)
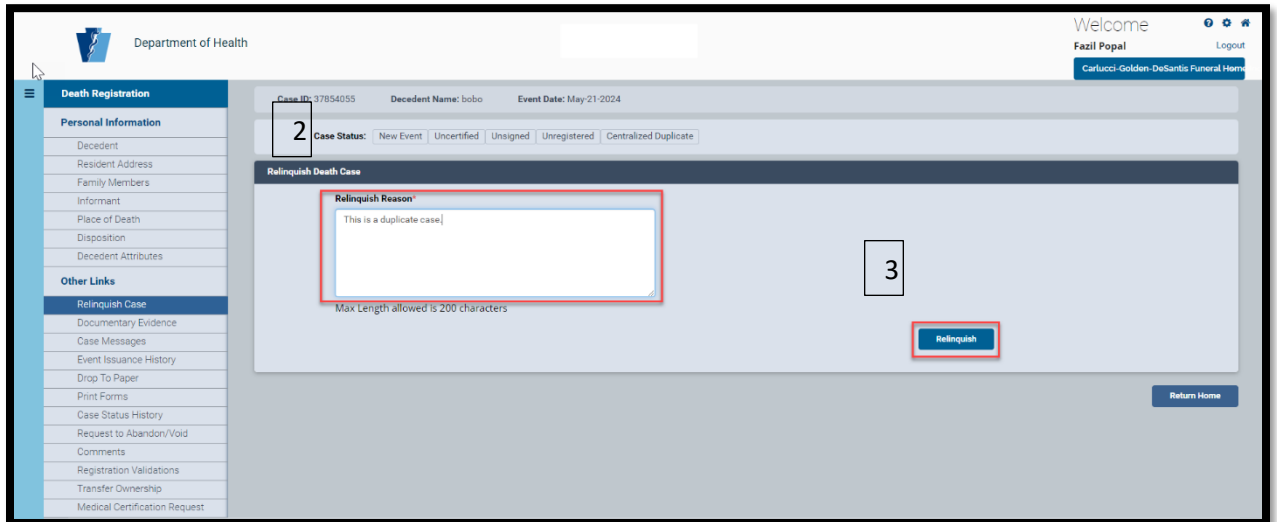
Note:

- This function is used to remove ownership of a death case from the entire facility.
- Relinquishing of a death case can be performed by any end user from the facility that currently owns the unregistered death case.
- Once the death case is relinquished from the facility. Another facility can take ownership.

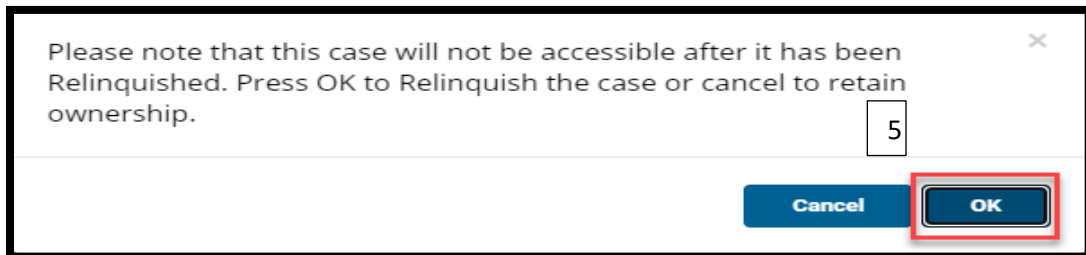1. From the death case, Click the **Relinquish Case** tab on the *Other Links* section of the *Navigation Menu (☰)*

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2. On the *Relinquish Death Case* Page, Enter in the reasoning on why the death case must be relinquished in the **Relinquish Reason** text box.

3. Click the **Relinquish** button to continue.
4. A pop-up window will display with a warning: "Please note that this case will not be accessible after it has been Relinquished. Press OK to Relinquish the case or cancel to retain ownership."

5. After clicking the **OK,** the end user will return to the *Home Page.*

Note:

- Once the end users relinquish the death case, the facility will no longer have access to that death case.
- If no other facility has claimed ownership of the death case, ownership can be reclaimed by using the **Start New Case** tab on the *Navigation Menu (≡).*