## **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* (=)

	Department of Heal	*6				Welcome	004
	Department of Healt	ui				Fazil Popal	Logout tis Funeral Home
≡	Death Registration						
	Personal Information					< Return Home Sa	ave
	Decedent						
	Resident Address	Case ID: 37854055 Decedent Name: bobo Event Date: N	Nay-21-2024				
	Family Members	Case Status: New Event Uncertified Unsigned Unregis	tered Centralized Dunlicate				
	Informant						
1	Place of Death	Decedent					
-	Disposition						
	Decedent Attributes	Decedent					
	Other Links	First Name	Middle Name				
	Relinquish Case	bobo					
	Documentary Evidence	Last Nama	Suffix				
	Case Messages		Calast ana				
	Event Issuance History		Select one	~			
	Drop To Paper	Sex					
	Case Status History	Male	× ~				
	Request to Abandon/Void	Gender Designation (if different than sex)					
	Comments	Select one	~				
	Registration Validations						
	Transfer Ownership	Aliases					
	Medical Certification Request						
		Date of Birth Month Select one Age at Last Birthday (Years)	Day Select one	× ]	Year		-
		Is SSN Available? Available	x ~	SSN			
		Decedent BirthPlace		Unverified Verify			
		United States					
				County			
		City or Iown		county			
		Birthplace State/U.S. Territory/Province					
		Select one					
		Ever in US Armed Forces?					
		Select one	~				
		No validation error found on this page				Sho	IIA we
						< Return Home Si	ave



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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.

Department of He	alth	Welcome Fazil Popal Carlucci-Golden-DeSan	O O M Logout tis Funeral Home
Death Registration	Case ID: 37854055 Decedent Name: bobo Event Date: May-21-2024		
Personal Information	2		_
Decedent	Case Status: New Event Uncertified Unsigned Unregistered Centralized Duplicate		
Resident Address			
Family Members	Reinquish Death Case		_
Informant	Relinquish Reason*		
Place of Death	This is a duplicate case.		
Disposition			
Decedent Attributes			
Other Links	3		
Relinquish Case	Max Length allowed is 200 characters		
Documentary Evidence			
Case Messages	Relinquish		
Event Issuance History			
Drop To Paper			
Print Forms		Re	eturn Home
Case Status History			
Request to Abandon/Void			
Comments			
Registration Validations			
Transfer Ownership			
Medical Certification Request			

- 3. Click the **Relinquish** button to continue.
- 4. A pop-up window will display with a warning: <u>"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."</u>

Please note that this case will not be accessible afte Relinquished. Press OK to Relinquish the case or ca	er it has been × ncel to retain
ownersnip.	5
	Cancel OK

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* (=).