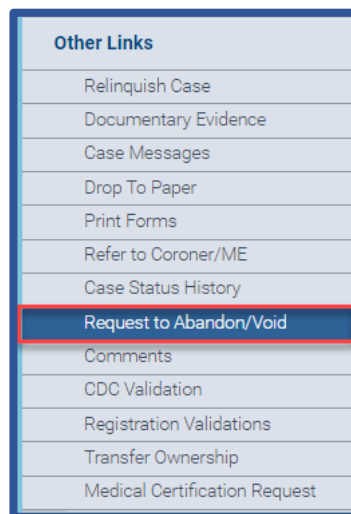


# Request to Abandon a Death Case

## Notes:

- Electronic death cases cannot be removed or deleted, but abandoning a case will disable it. Therefore, all unregistered electronic case that cannot be completed should be assigned the status of “Abandoned.”
- Registered cases cannot be abandoned and must be voided by the Division of Statistical Registries.
- This function can be performed by medical facilities/ Coroner /ME offices.

1. In the Death Registration Menu, go to the Other Links section and click on the Request to Abandon/Void Tab.



2. The Abandon/Void page will display.

The screenshot shows the "Request to Abandon/Void" form. At the top, it displays case information: Case ID: 37854059, Decedent Name: Iya mercy, and Event Date: May-23-2024. Below this, there are tabs for Case Status: New Event, Uncertified, Unsigned, and Unregistered. The main form area has a "Request Type" dropdown menu with "select one" below it, and a "Reason" text area with a "Max Length allowed is 200 characters" note. A "Save" button is located at the bottom right of the form.

# Request to Abandon a Death Case

- From the dropdown menu, select External Request to Abandon.

The screenshot shows a web form titled "Request to Abandon/Void". Under the heading "Request Type\*", there is a dropdown menu. The menu is open, showing "Select one" at the top and "External Request to Abandon" selected below it. A red box highlights the dropdown menu area.

- Enter the reason for Requesting to abandon this case and click the Save button.

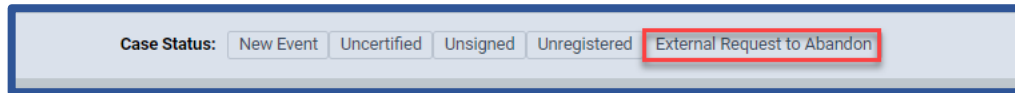
The screenshot shows a text input field labeled "Reason" containing the text "DUPLICATE RECORD". Below the field, it says "Max Length allowed is 200 characters". To the right of the field is a blue "Save" button. A red box highlights the text field.

- The Abandon Case dialog box appears, asking you if you are sure, you want request to abandon the case. Click the OK button to proceed with abandoning the case.

The screenshot shows a dialog box titled "Pennsylvania Department of Health eVitals". The main text asks: "Are you sure you want to submit a Request to Abandon for this case? Press OK to continue or Cancel to abort." Below the text are two buttons: "Cancel" and "OK". The "OK" button is highlighted with a red box. In the background, there is a form with "Decedent Name: liya mercy" and tabs for "Event", "Uncertified", "Unsigned", and "Unregistered".

# Request to Abandon a Death Case

- 6. In the case status bar, the status will update to reflect that an external request to abandon has been made.



- 7. At any time, you can select Cancel Void/Abandon Requests from the dropdown menu if you mistakenly request to abandon the case and type the reason why you must cancel Void/Abandon.

