

## How to Transfer a Record to a New Medical Facility

**Step 1:** Select the record you would like to transfer.

**Step 2:** Once in the record underneath the *Other Links* section you will see the *Transfer Case* page. Click the *Transfer Case* page.

**Step 3:** The *Transfer Case* page will appear. Select the *Transfer Medical Ownership To* check box.

☒ Transfer Medical Ownership To:

| Other Links                                   |
|-----------------------------------------------|
| <a href="#">Assign Status</a>                 |
| <a href="#">Attachments</a>                   |
| <a href="#">Comments</a>                      |
| <a href="#">Correspondence</a>                |
| <a href="#">Event and Issuance History</a>    |
| <a href="#">Print Forms</a>                   |
| <a href="#">Refer to Medical Examiner</a>     |
| <a href="#">Request Medical Certification</a> |
| <a href="#">Transfer Case</a>                 |
| <a href="#">Validate Registration</a>         |

**Step 4:** Use the magnify glass icon to search for the new facility.



**Step 5:** Once the new facility is selected you will be taken back to the *Transfer Case* page, on the *Message* box you can add any additional information.

**Transfer Case**

☐ Transfer Personal Ownership To:  

☒ Transfer Medical Ownership To:  

ACP - Associates in Family Practice

Message

The following case has been transferred to your facility: Case Id: 2167397 - Testing Transfer, Date of Death: JAN-10-2018 transferred by Pinal County Vital Records Office.

Add additional comments if needed.

Clear Save Return

Do not transfer personal ownership; this will take personal ownership away from funeral home.

**Step 6:** Click *Save* to transfer the record. (You will be taken out of the record)

The doctor will be able to locate the record if he/she is logged into the facility you transferred the record to. The Doctor will be able to locate the record via his messages or by using the *Locate Case* option.

Pinal County The following case has been transferred to your facility: Case Id: 2167397 - Testing Transfer, Date of Death: JAN-10-2018 transferred by Pinal County Vital Records Office. Add additional comments if needed. [Transfer, Testing](#) 1/11/2018 9:38:39 AM 