Funeral Director has signed a drop to paper record and an error is discovered.

Please note the director will have to be the user logged in to un-sign

Click on DEATH. Click on UPDATE CASE. Enter the Decedent’s Last Name and click the large SEARCH button at the bottom. Locate your case and follow the name line across to the right and click on DETAILS.

You will be on the Record Details page. Go all the way to the bottom and click on CONTINUE.

You will be on Tab 1 of the record. – Click on Tab 10 Case Actions.

When you click on Tab 10, you will see…..

At this edit, click OK – then click on Tab 10 again.

CHECK Un-Sign,

Click FINISH.

(Continued on next page)
Un-sign a record (continued)

<table>
<thead>
<tr>
<th>Personal Information Section</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Field Group Description</strong>: Must be signed or dropped to paper</td>
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</tbody>
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<table>
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<th>Medical Information Section</th>
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<tr>
<td><strong>Field Group Description</strong>: Must be certified or dropped to paper</td>
</tr>
</tbody>
</table>

**click on Personal Information Section**

You will not see all the tabs - **NO WORRIES**. Click on **Tab 1 Decedent**.

See no need to worry; the other tabs appeared when you clicked on Tab 1.

Now the change can be made and the record can be resigned.

Print a new certificate to send to the physician.