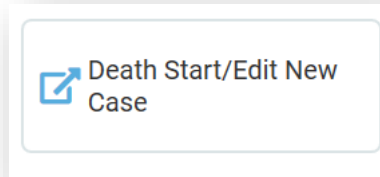


# Creating a Case and Searching for an Existing Case

1. On the homepage, select **Death Start/Edit New Case**.



2. Enter the required data elements (**First Name, Last Name, Date of Death, Sex, and Place of Death**) and **Search**.

**Death Start/Edit New Case**

**Decedent's Information**

First:  Last:  Date of Death:

Sex:  SSN:  Date of Birth:

Case Id:  ME Case Number:  Medical Record Number:

Place of Death Location Type:  Place of Death:

3. Select **Start New Case**.

The system will attempt to search for existing cases. If one exists, it will populate as a link that can be chosen.

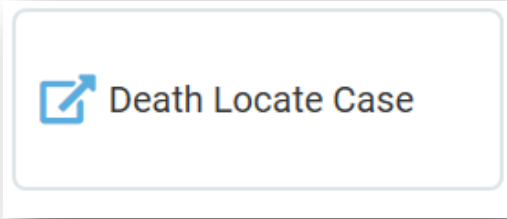
**Death Search Results**

There are no cases that match the criteria you have entered. If this is a new case, select the Start New Case button or select the New Search button to perform a new search.

# Creating a Case and Searching for an Existing Case

1. Select **Death Locate Case** on the homepage.

This Search option is for cases that are **owned** by the user.



Death Locate Case

2. Input the data elements to search for the case and select **Search**.

### Death Locate Case

#### Decedent's Information

First:  Last:  Date of Death:    
Sex:   SSN:  Date of Birth:    
Case Id:  ME Case Number:  Medical Record Number:   
Place of Death Location Type:   Place of Death:

Enter at least 3 data elements to search for the accurate case.

 Search


3. Cases will populate. Select the desired case.

### Death Search Results

Case Id	Decedent's Name 	Date of Death	Sex	Place of Death	Date of Birth	
223	Testing, Test	FEB-20-2020	Male	Hartford	JAN-01-1925	<a href="#">Preview</a>

Total Records : 1

If the desired case did not populate, select **New Search**

 New Search