

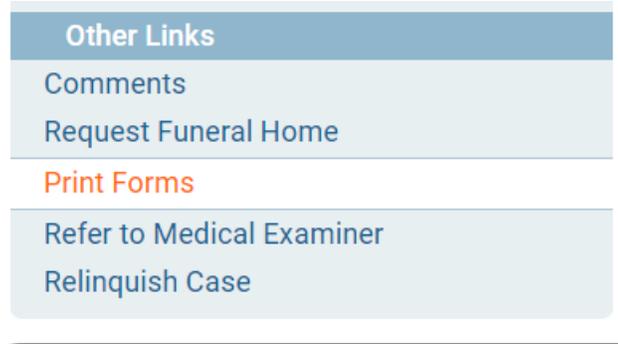
Drop to Paper Medical (Cancel Drop to Paper)

When to Drop to Paper Medical:

- If the funeral home *is not* in the system.

Note: Some “Facility” roles have the ability to cancel the Drop to Paper action

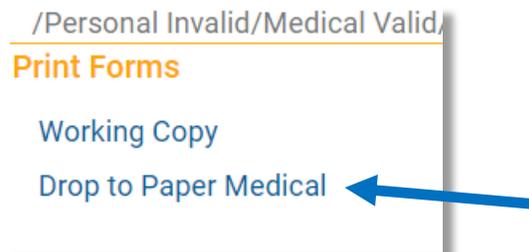
1. Once a case is Certified, the case can be dropped to paper.
 - Go into the certified case and select **Print Forms** under the **Other Links** section



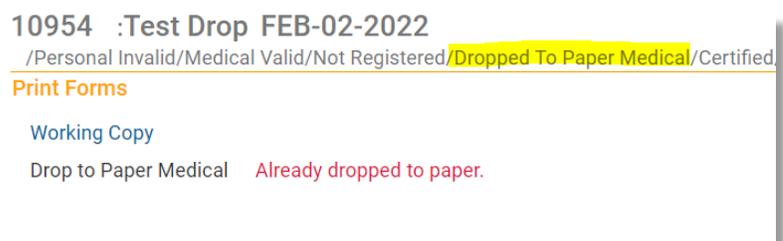
2. Select **Drop to Paper Medical**

- Click **OK** in the message asking if you are sure you would like to drop to paper

Note: Once you drop a case to paper, you will no longer be able to make online corrections. To cancel the drop to paper, you must contact the CT-Vitals helpdesk or contact someone in your facility with the privileges to cancel.



3. Once the case has been dropped to paper, **Dropped to Paper Medical** will appear in the status bar and a copy of the dropped to paper death certificate will be available for you to print



Drop to Paper Medical (Cancel Drop to Paper)

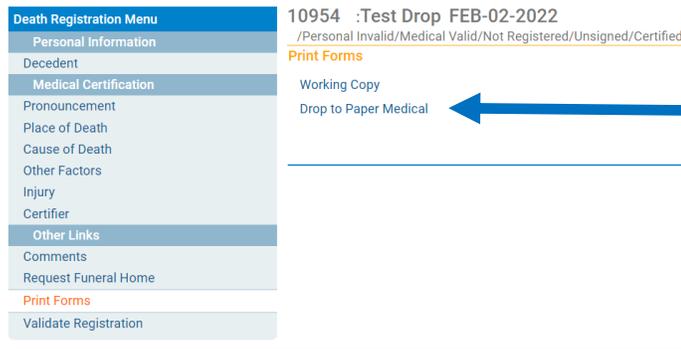
4. To **cancel** the Drop to Paper:
(only available to certain users)

- Go into the certified case and in the **Other Links** section there will be a **Cancel Drop to Paper** option.



5. After the Drop to Paper has been canceled, the **Drop to Paper Medical** will again be available in the **Print Forms** menu under the **Other Links** section

- Please refer to steps 1-3 above



When to Use Cancel Drop to Paper: Canceling the Drop to Paper will give the facility a second chance at printing the Drop to Paper death certificate.