

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

Other Links

Comments

Request Funeral Home

Print Forms

Refer to Medical Examiner

Relinquish Case

- 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

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/Personal Invalid/Medical Valid/Not Registered/Dropped To Paper Medical/Certified, Print Forms

Working Copy

Drop to Paper Medical Already dropped to paper.



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.

	_
Other Links	
Assign Status	
Attachments	
Comments	
Correspondence	
Event and Issuance History	
Geo Codes	
Decedent's MRE	
Issue this Record	
Cancel Drop to Paper	
Nosology	
Print Forms	

- 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

	/Personal Invalid/Medical Valid/Not Registered/Unsigned/Certified,
Decedent	Print Forms
Medical Certification	Working Copy
Pronouncement	Drop to Paper Medical
Place of Death	
Cause of Death	
Other Factors	
njury	
Certifier	
Other Links	
Comments	
Request Funeral Home	
Print Forms	
Validate Registration	

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.