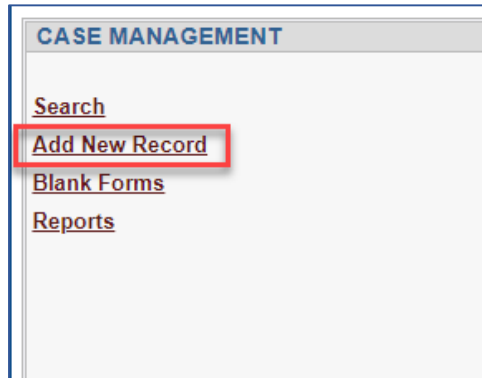


# How-to Locate a Record Started By Medical Facility

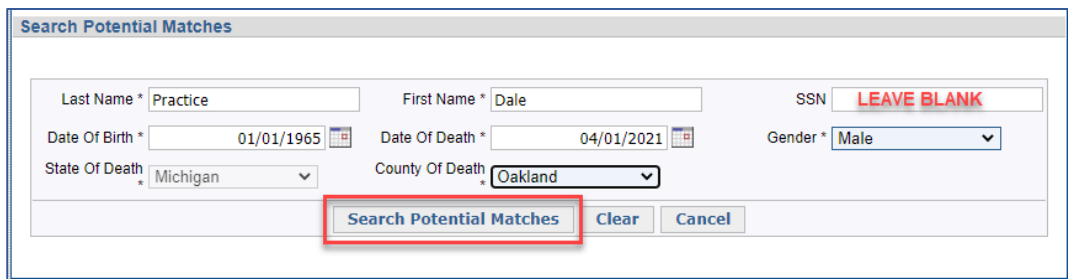
When a medical facility starts a record, the funeral home can locate the record in EDRS by searching potential matches.



**Step one:** From the home page, click **Add New Record** in the Case Management section.

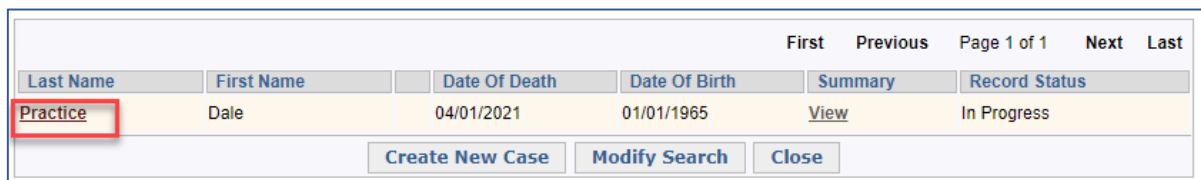
**Step two:** Enter search criteria in the required fields marked with an asterisk (\*). This must match exactly how the information was entered at the medical facility.

**NOTE:** SSN is NOT a required field and **MUST** be left blank. This field may or may not show depending on your user role.



The screenshot shows a form titled "Search Potential Matches" with the following fields: Last Name \* (Practice), First Name \* (Dale), SSN (LEAVE BLANK), Date Of Birth \* (01/01/1965), Date Of Death \* (04/01/2021), Gender \* (Male), State Of Death \* (Michigan), and County Of Death \* (Oakland). The "Search Potential Matches" button is highlighted with a red box.

**Step three:** Click on last name. A message will pop-up indicating that the case is un-owned. Click OK to accept ownership.



Last Name	First Name	Date Of Death	Date Of Birth	Summary	Record Status
Practice	Dale	04/01/2021	01/01/1965	<a href="#">View</a>	In Progress

Buttons: Create New Case, Modify Search, Close

