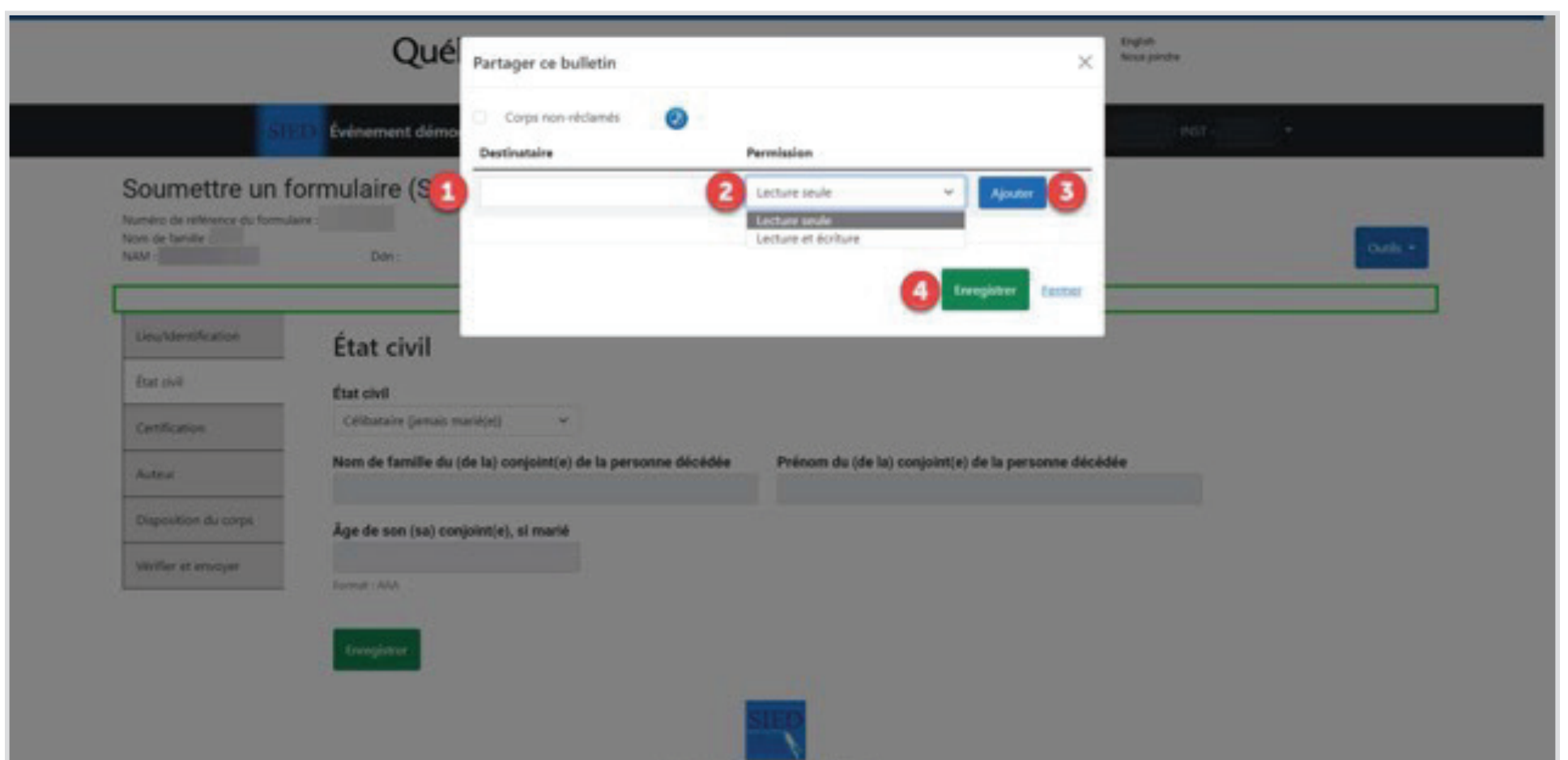


Héma-Québec’s coordinator can support you at this stage if needed to share the death certificate (SP-3) through SIED at 1-888-366-7338, option 2 (6:00 a.m. to midnight, 7 days a week).

## 6.1 – SHARING A CERTIFICATE WITH A FACILITY



To share a certificate with another facility, click on the “Outils” button in the header of the form (number 1 in this image) and select “Partager ce bulletin” (2).

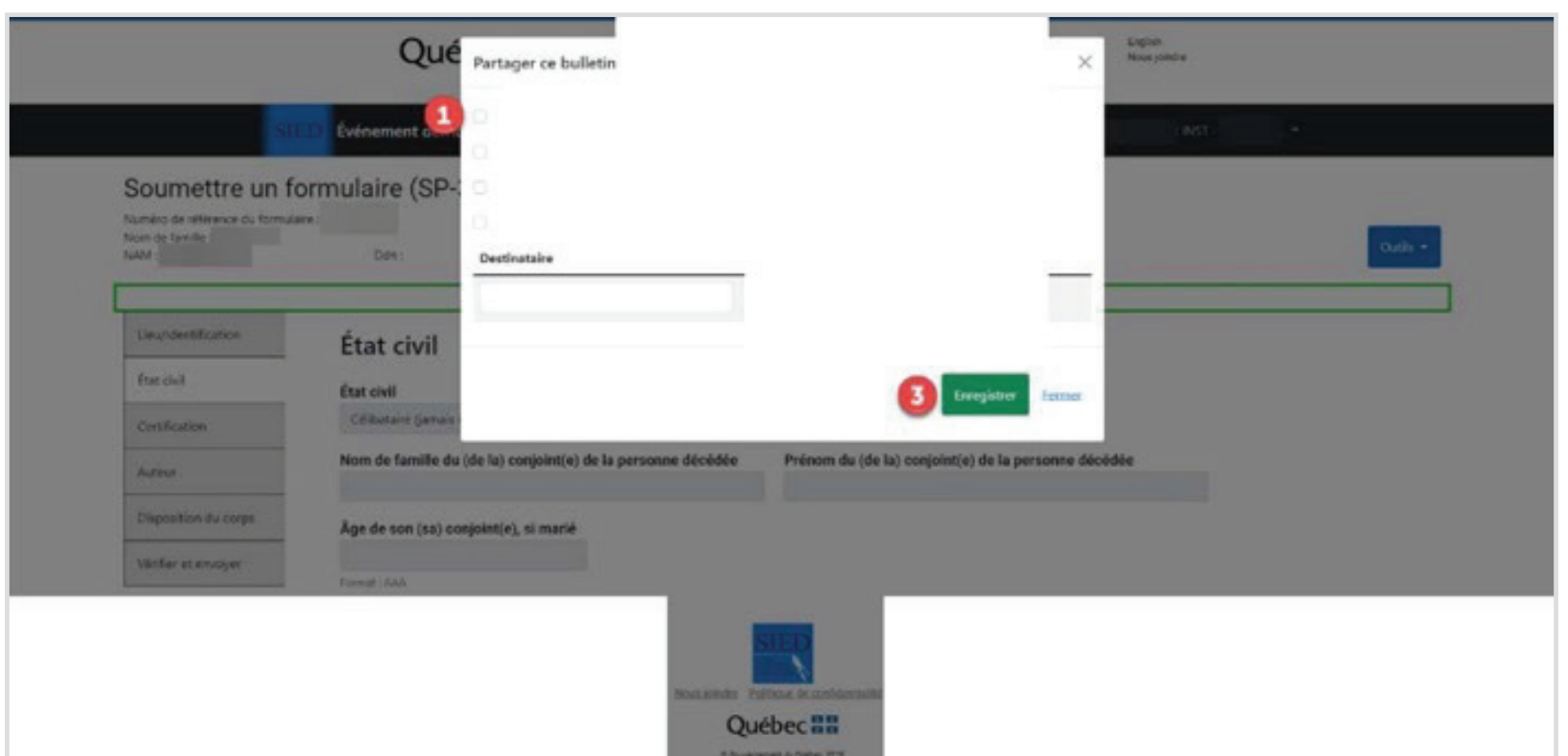


A pop-up window will appear. In this window, search for the facility you want to share the certificate with by typing the first three letters of one of the words in the facility’s name into the “Destinataire” field (1). Select the facility from the list that appears. Next, select the permission level you want to grant the recipient facility from the drop down list (2) and click on “Ajouter” (3). Once the recipient facility has been added, click on “Enregistrer” (4).

### 6.2 – SHARING A CERTIFICATE WITH A PARTNER



Depending on your authorizations, you may be able to share a certificate with one or more partners from the pop up window in the previous section. Any health care institution can share a certificate with the MSSS branch responsible for unclaimed bodies. However, only public institutions that have signed an agreement with the MSSS can share certificate information with Héma-Québec, the Curateur public and the Douglas Institute. To share a certificate with a partner, click on the "Outils" button in the header of the form (number 1 in this image) and select "Partager ce bulletin" (2).



A pop up window will appear. In this window, check the box beside each partner you want to share the form with (1). Note that the length of the list will vary depending on the agreements you have signed. Click on the phone icon (2) to see a partner's contact information. Once you have selected all the partners you want, click on "Enregistrer" (3).