

## County Laptop Use

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### Policy:

The Skagit County Coroner's Office has a designated laptop specifically for medicolegal death investigators to use when the investigator is covering a shift remotely. This would include working on-call from home after business hours or during holidays in which the office is closed.

The medicolegal death investigator will notify the office when laptop will be used.

The medicolegal death investigator will return the laptop at the end of the shift or if unable, arrange with Coroner a date in which the laptop will be returned.

For any technical or logging in problems, the on-call deputy must reach out to the IS help desk at 360-416-1111.

### Uses:

The on-call investigator will use the laptop for the following purposes:

1. Check county email (both individual and coroner email accounts)
2. Enter cases into MDI log
3. Search for medical information or emergency contacts using EPIC
4. Utilizing the death certificate system, WHALES, in order to complete or review a death certificate.
5. Upload pictures (scene or autopsy) to *coroner shared file* and into MDI log.
6. Use internet to search for information related to a death investigation.
7. Check incoming received faxes.
8. Access documents related to death investigation work.
9. Access EMS requested records.