**How to use the Transplant Case CRN Transfer Form**

The form is to accompany a Reinsurance Action Request requesting transfer of CRNs on transplant cases.

* Enter the CRNs you want to be transferred in the rows provided.
* Enter the Form type.
* Enter what case number, stage number and sequence number the CRN is being transferred from and which case number, stage number sequence number the CRN is being transferred to.
* More rows can be inserted into the spreadsheet if needed by clicking on the number of a row on the right and then right click will bring up a format menu and select ‘Insert’ and a line will automatically be inserted.