

The EDRS Fetal Death module is for reporting of spontaneous fetal death.

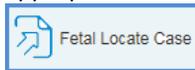
### Access the Fetal Death Module

1. Log in to HCS at [https://commerce.health.state.ny.us/public/hcs\\_login.html](https://commerce.health.state.ny.us/public/hcs_login.html)
2. Enter your **User ID** and **Password**, then click **Sign In**.
3. In your application list, click on **EDRS** to launch the Electronic Death Registration System.
4. Click on your office for the case you are entering.  
**Note:** If you are associated with more than one office, be sure to select the office the case is affiliated with, or you will not be able to fully access the case.
5. In the **Life Events** menu, click **Fetal Death** and select either **Locate Case** or **Start/Edit New Case**, as appropriate.



or

On the EDRS home page, click the **Fetal Locate Case** or the **Fetal Start/Edit New Case Fast Link** button, as appropriate.



**Note:** *Fast links* are automatically added to the home page after you have been using that function often.

### Locate a Fetal Death Case You Already Own – Fetal Locate Case

Use this feature to find cases in which your firm has already taken ownership.

1. Click the **Fetal Locate Case Fast Link** button on the EDRS home page or use the menu bar to select **Life Events > Fetal Death > Locate Case**
2. Enter a small amount of case information and click **Search**. (For most search fields only one field is needed, such as Case ID or Date of Delivery.)
3. (Optional) Click the **Preview** link to review case information to determine if it is the correct case.
4. In the search results, click the **Mother's Birth Last Name First Two Letters**, which is a hyperlink directly into the case. Alternately, if you previewed the case, click the **Select** link to the far right of the row for that case.

### Search for a Fetal Death Case You Do Not Yet Own – Fetal Start/Edit New Case

Fetal Death cases are **always** created by the **medical facility**, never the funeral firm. Therefore, you will search to take ownership of or resume work on an existing case.

To take ownership of a case, begin by searching for the case.

1. Click the **Fetal Start/Edit New Case Fast Link** button on the EDRS home page or use the menu bar to select **Life Events > Fetal Death > Start/Edit New Case**.
2. You will need to get the following specific case information from the medical provider, exactly as it was entered in the case:
  - a. **First two** letters of the mother's **Last Name** as it appears on the mother's birth certificate
  - b. **Last two** letters of the mother's **Last Name** as it appears on the mother's birth certificate
  - c. **First two** letters of the mother's **First Name** as it appears on the mother's birth certificate
  - d. **Date of Delivery** of the fetus
3. Click **Search**.
4. On the search results page:
  - a. If you find the case in the search results, to open the case click the **Mother's Birth Last Name First Two Letters**, which is a hyperlink directly into the case.
  - b. If you find the case in the search results, but the first two letters of the mother's last name are not hyperlinked, that may mean the case is already owned by a different funeral firm or the case was dropped to paper by the medical provider.
  - c. If you do not find the case in the search results, check with the medical provider to confirm how the information was entered in the Fetal Death module, and then try searching again.

## Complete the Case

Funeral firms will only complete the **Disposition** page in Fetal Death cases requiring disposition.

1. Enter the **Disposition** page information. Verify that the **Filing Registrar Information** has been filled in and is accurate.
2. Click **Validate Page**. Examine any error messages in the Validation Results section.

3. When the page has passed validation, the status bar at the top of the screen will indicate either **Disposition Valid** or **Disposition Valid with Exceptions**. The **Sign** link will appear on the *Fetal Death Registration Menu* for the Funeral Director to affirm/sign the case.



**Review the status line** at the top of the page.

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 /Medical Valid with exceptions/Disposition Invalid/Uncertified/Unsigned/Not Registered

**Note:** You should **not** sign the case until after the Medical Certifier has **Certified (signed)** the case. If certification is delayed, you may need to change the disposition date before signing.

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 /Medical Valid with exceptions/Disposition Valid/Certified/Unsigned/Not Registered/Signature Required

4. When the case has been **Certified** and **Disposition is Valid** or **Valid with Exceptions**, click the **Sign** link. The *Affirmations* page displays.
5. Read the **Affirmation** statement, click in the affirmation checkbox, and then click **Affirm**. The case is now electronically signed. When the case has been signed by both the medical certifier and the funeral director, it automatically registers.
6. After signing, verify that the case status line now says the case is Signed, Certified, and Registered.
7. On the **Print Forms** page, print out the **Report of Fetal Death** to deliver to the Local Registrar to obtain the Burial Permit.

**Note:** If the mother wants a copy of the *Certificate of Fetal Death*, visit the **NYS Fetal Death and Still Birth** web page for instructions:

[https://www.health.ny.gov/vital\\_records/fetal.htm](https://www.health.ny.gov/vital_records/fetal.htm).

## Validation Status

Validate the **Disposition** page after completing the information. The system will check for errors. A validation icon appears to the left of the page in the *Fetal Death Registration Menu*. The validation icon must be either **green** or **yellow** to sign the certificate.

✗ **Red X:** Information is still needed on this page; it is incomplete.

● **Yellow dot:** Information is complete on this page however some field errors were overridden. This may happen if information entered conflicts with system rules. After saving overrides and re-validating, the page will still be marked with the yellow dot on the **Fetal Death Registration Menu**, and the overridden error messages will remain on the page.

✔ **Green check:** Information is complete and acceptable for this page.

## Change Case Ownership to a Different Funeral Firm – Relinquish Case

If a case is already owned by a funeral firm but needs to permanently change ownership to a different firm, follow the steps below.

**Funeral director who currently owns the case:**

1. Sign into EDRS and *select the Office that currently owns the case*.
2. Use **Fetal Death > Locate Case** to search for and open the case.
3. Click **Relinquish Case** in the *Other Links* section of the left navigation bar.
4. In the pop-up box click **OK**.

**Funeral director becoming the new owner of the case:**

1. Sign into EDRS and *select the Office taking ownership of the case*.
2. Use **Fetal Death > Start/Edit New Case** to search for the case.
3. On the **Search Results** page, click the hyperlinked **Mother's Birth Last Name First Two Letters** to open the case.
4. In the pop-up box, confirm you want to take ownership of the case by clicking **OK**.
5. On the **Disposition** page, verify the funeral director, funeral firm name, and location are correct. If changes are needed, use the eraser icon to remove the current information, and then use the Look up tool  (magnifying glass icon) to select the correct person/firm.

## Things to Remember

*Medical facility creates the case* – Fetal Death cases in New York State are created by the medical facility. **Funeral firms should not create a new case.**

*Disposition Required or Requested* – Funeral directors should only take ownership of Fetal Death cases for which **disposition is required** by state law based on gestational age of the fetus at time of delivery (20 weeks and older), or **disposition is requested** by the mother (any gestational age).

*Select the right office* – If you are affiliated with more than one Funeral Firm, be sure you select the appropriate office when signing into EDRS.

*If you are having trouble finding a case* –

- Make sure you are searching in the Fetal Death module, not the Death module.
- Verify with the medical facility that the case was created electronically, not on paper.
- Be sure you are searching on the criteria exactly as the medical practitioner entered it into the case.

*Don't type; look it up* – Avoid typing text in fields that have the Lookup tool  available. Search using the Look up tool and add a wildcard character (%) before and/or after your search text to find more possible results.

*Validation results* – If an error message displays but the data is valid, click on the **Override** checkbox, click **Save Overrides**, then **Validate Page** again. The validation indicator on the *Fetal Death Registration Menu* **will remain yellow** to indicate that the page has passed validation with overrides, and your overridden error message(s) will remain.

*Changes after error Override* – If you change information after overriding errors, you may need to uncheck the **Override** checkbox(es) and click **Save Overrides** again. Click **Validate Page** again, and then recheck and save any remaining errors that still need to be overridden. Re-validate the page.

*Registration is automatic* – When the case has been electronically certified by the medical certifier and signed by the funeral director, it registers automatically in the Fetal Death module. When funeral firm disposition is not required or requested, the case registers automatically upon medical certification only.

## View Your Work Queue Summary

You can monitor your workload of the cases you own through your work queue. The work queue provides direct links in categorized cases that require action.

1. In the top menu bar, select **Queues > Registration Work Queue Summary**, or click the **Registration Work Queue Summary Fast Link** button on the EDRS home page.
2. On the **Registration Work Queue Summary** page, the **Type** column indicates which work queues pertain to your workload for Death and Fetal Death cases. Click on the type of work queue that would like to view.
3. Click on the hyperlinked **Case Id** number to open the case.

## Print Forms

**NOTE:** When printing, NYS recommends setting printer properties to *Fit to Page/Shrink to Fit* (actual option may vary), to ensure forms print out on letter sized paper.

- **Report of Fetal Death:** After the case has been certified, signed, and automatically registered, print the *Report of Fetal Death* and deliver the printed copy to the Local Registrar to obtain the Burial Permit.
- The medical owner has the option to drop the case to paper prior to a funeral home taking ownership of a case. For Drop to Paper to be available to the medical owner, the case must have just one owner (no Funeral Home) and be Certified. Dropping to paper *stops all electronic processing of this case for all users*, converting the case to paper print-out. **The Drop to Paper print-out becomes the official Certificate of Fetal Death.** This feature should only be used when the funeral home responsible for disposition is not able to electronically complete and sign the case in EDRS. If unintentionally dropped to paper, work with the medical provider to request reinstatement of the electronic case.
  - **If the selected Funeral Director is not an EDRS user or cannot access the case electronically:**
    1. After the medical facility has printed both the **Drop to Paper** copy and the *Report of Fetal Death*, the Funeral Director completes the **Disposition** sections and signs both forms.
    2. Take the *Report of Fetal Death* to the Local Registrar to obtain the Burial Permit.
    3. Return to the facility to collect the remains and proceed with disposition.

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- **If no Funeral Director has been engaged by the family or medical facility within 72 hours after the event:**
  1. The medical facility will:
    - a. Print the **Drop to Paper** copy and the *Report of Fetal Death* with fields 12A through 12D of the **Disposition** section on both forms completed. Field 12A must be completed by checking the **Other, specify** box and manually writing HOLD in the available space.
    - b. Send the *Report of Fetal Death* to the Local Registrar.
    - c. Send the signed original Drop to Paper copy to the NYS Bureau of Vital Records.
  2. After registration (the record was filed within the 72 hour window), and a Funeral Director is engaged, the medical facility will:
    - a. Print a new *Report of Fetal Death* for the Funeral Director.
    - b. Send a correction form to the NYS Bureau of Vital Records. (This can be done by either the Funeral Director or medical facility; confer with the other party to determine who will complete this step.)
  3. The Funeral Director will
    - a. Complete the **Disposition** section and sign the *Report of Fetal Death* .
    - b. Take the *Report of Fetal Death* to the Local Registrar to obtain the *Burial - Transit Permit*.
    - c. Inform the Local Registrar that this is a correction to the original event, not another fetal death.
    - d. Return to the facility to collect the remains and proceed with disposition.

**NOTE:** Regardless of if the case is registered electronically or on paper, the Local Registrar will issue the *Burial - Transit Permit* for Fetal Death **on paper**, not electronically.

## Amendments and Corrections

For amendments and corrections, complete the below and send to NYS EDRS Unit.

1. Complete correction form **DOH-5296, Application for Correction of Certificate of Fetal Death**, which is available in EDRS in the **Help menu**.
2. Create a fax (or mail) **cover sheet** to accompany the correction form; include the following on the cover sheet:
  - Funeral Firm Name**
  - Funeral Firm Registration Number**
  - Funeral Firm Address**
  - Funeral Firm Phone Number**
  - Funeral Director Name**
  - Funeral Director Registration (License) Number**
  - Case ID Number**
  - Applicant Name**
3. Fax or mail the cover sheet, correction form, and supporting documentary evidence to:  
Fax Number: 518-474-2785 (Attn: EDRS Unit)

Mail:  
NYS Department of Health  
Bureau of Vital Records  
800 North Pearl Street, Rm 210  
Albany, NY 12204