



NYS EDRS Newsletter

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Spring has Sprung

Spring Burials from Hold Cases

It's that time again. The birds are chirping, the flower buds are popping, and families will be celebrating lives of those lost over the long dark winter months. So, in the age of EDRS for filing and now for electronic amendments, how is a the final disposition processed?

If the initial case was:

- **Filed on paper or Dropped to Paper:** The Funeral Firm performing final disposition services completes and submits the DOH-1999 Correction Form to the Local Filing Office where the original permit was filed. That Local Registrar issues a new permit to the Funeral Director and sends a copy of the Correction Form to the State.
- **Filed electronically by the same firm** performing the spring burial or other final disposition: The Funeral Director completes an electronic Amendment in the EDRS for the new **Method, Date, and Place of Disposition**. Once the amendment is approved by the State, the new *Burial-Transit Permit* can be printed from the *Print Forms* page.
- **Filed electronically by a different firm** than that performing the spring burial or other final disposition: The new Funeral Director follows the process for paper/Dropped to Paper filings or sends a completed DOH-1999 Correction Form to the State (fax or Secure File Transfer (SFT)) with Firm, Director, and disposition information. Once the State enters and approves the amendment in EDRS the new Burial-Transit Permit can be faxed or sent via SFT.

Contact AmendCorrect@health.ny.gov for assistance.

“Pending” Cases

Annual Clean-up Still Needed

All medical certifiers are required to amend death certificates originally filed with a “Pending” Manner of Death or any pending Cause of Death entered in the etiology. Ever effort must be made to update this information in a timely fashion. We understand that an autopsy diagnosis may be “pended” to allow for various additional tests, including but not limited to toxicology testing, microscopic examination, and microbiological testing. Medical certifiers should resolve these cases immediately after the investigation.

NYS transmits thousands of pending records and subsequent updates throughout the year. However, at the time of the state and national mortality file closure, at the end of the first quarter of the following year, NYS still reports hundreds and sometimes thousands of cases in pending status. Timely and quality data is paramount to how NYS monitors statewide mortality and makes decisions to combat novel and existing diseases.

As of May 2021, NYS still has over 700 death certificates from 2020 pending medical status. Outreach to all medical certifiers with reported death records in “pending” status has been in process since the beginning of 2021. We have made significant strides starting the year with 1300 outstanding cases, but there is still work to do.

NYS has been able to secure an extension in order for those still investigating cases or who have yet to amend the pending 2019 and 2020 death records in the Electronic Death Registration System (EDRS).

As of April 26, all medical certifiers are able to amend records, originally filed electronically, via the EDRS, eliminating the need to mail or walk in Correction Forms to local filing office.

Submit all Amendments to resolve outstanding “Pending” cases with Manner of Death or Cause of Death by May 15, 2021 via EDRS

June 2: All Users Submit Electronic Amendments via EDRS

As of June 2, 2021, every medical or personal EDRS user is expected to create electronic amendments in the EDRS for any case originally registered electronically.

All medical providers, offices, and facilities, and non-medically licensed coroners, who certify death records, are required to use the EDRS to submit medical changes through EDRS for *electronically registered* death cases. Staff with assigned EDRS role can key electronic amendments; certifiers affiliated with the case complete the affirmation.

Acceptance of medical death corrections to local filing offices after June 2, 2021, for any cases that were filed electronically, will be limited.

The EDRS Unit is offering training to all medical providers, practices, facilities, and their applicable staff who create, certify, or correct death records in New York State, on how to submit electronic death amendments through the EDRS. There are multiple virtual, instructor-led trainings or an optional self-paced course through the NYSDOH BVR Learning Management System (LMS).

To access the self-paced course, use Google Chrome or Mozilla Firefox *on mobile and laptop/desktop devices*:

1. Click this link to go to our [Learning Management System \(LMS\)](#)
2. Click on **Create New User Account** and fill out all fields, using **your email address as your username**. Select your role in the **Job/Field** dropdown as either *Coroner*, *Medical Certifier* or *Facility Staff*, and select your **County** from the drop down selection.
3. Click **Register**.
4. Sign in using your email address and the password you created
5. If prompted, enter the organization code = EDRS
6. Once logged into the LMS, click on Training Activities on the left-hand part of the screen, then Open Activity to the right of the course name in the results list.
7. **In the pop-up course window, click Open** to launch the **Amendments for Medical Certifiers using the NYS EDRS course**.

To register for one of the virtual, instructor-led sessions, either individually or as a group, refer to the email broadcast (April 22) received by all HCS users with facility-assigned EDRS medical roles. That email 'blast' included an attachment with registration links to each of the WebEx sessions offered between late April and early June.

- For training inquiries, contact Laurie Kropkowski, Sr. Implementation and Training Specialist, laurie.kropkowski@health.ny.gov
- For questions on Amendment functionality, or if you are blocked from accessing a case to which you feel you should have access, contact AmendCorrect@health.ny.gov

NOTE: This is for the EDRS only. This is not training on the NYC eVitals application.

Did you know...

Anatomical Gift programs and Teaching Colleges are not exempt from filing deaths within the 72 hour Public Health Law BEFORE the body is moved. Make sure the death is registered before transporting the body.

Out of state Burial-Transit Permits are given the same force and effect as a permit issued in New York State as long as it contains all of the same data as the NYS permit. If the out of state permit does not contain all of the same data as the NYS permit, or the final disposition location (cemetery or crematory) will not accept the out of state permit, you need to submit a Correction Form (for tracking purposes only) to that (final disposition municipality) Local Registrar. The NYS local filing office will issue a NYS *Burial-Transit Permit* to replace the other state's permit and destroy the out of state *Burial Transit-Permit* to avoid confusion.

The EDRS team is in place to support you—the EDRS Users. Please do *not* give out EDRS contact information to families of the deceased for questions on records, requesting copies of certificates, or to make changes to a certificate. Direct family inquiries to https://www.health.ny.gov/vital_records/death.htm

Call to Action

Local Registrars — *Death Certificate Copies to Local Health Departments and NYSDOH*

Prior to EDRS, Local Registrars were required to send copies of originally filed and amended Death Certificates to both the State and their local Health Department. With the inception of EDRS, please follow the below procedures:

- Send copies of all (original or amended) Death Certificates to the Local Health Department. These copies must have a notation or stamp “For statistical Use Only” or another statement of that nature.
- Send copies of paper-filed or Dropped to Paper filed records to NYS for original filings or amended records. Paper records will be scanned for State filing upon receipt. Because paper records are never entered into EDRS and Dropped to Paper (*Hybrid Record Source* on the EDRS *Identifiers* page) record processing is halted in the EDRS, the State has no knowledge of the death occurring.

NYSDOH BVR Assistant Director Retires

The EDRS Team would like to send congratulation to the NYSDOH, Bureau of Vital Records Assistant Director, Lenny Kluz on his retirement from the Bureau after double-digit years in service. Lenny was integral to the planning and implementation of the Electronic Death Registration System (EDRS), and numerous other projects within the Bureau. His infectious laugh and good nature will be missed by the team, tangent agencies, and our external stakeholders across the state.

All EDRS Users — *Downloading Printable Forms from EDRS*

All EDRS Users have access to downloadable forms from EDRS. This might be from the Forms menu at the top of the EDRS webpage under the blue banner, or from the Print Forms menu within an EDRS case. Keep in mind the following as you download forms:

- Every time you click on the form, permit or certificate link a copy of that document is saved to the Downloads folder on that computer. Be sure to clear the Downloads folder before you step away from a shared machine or on a regular basis on personal devices.
- Burial-Transit Permits have a set maximum of five (5) downloading the document. This is specifically to mitigate risk. EDRS does not know when you click on the document link if that document is actually printed, but the click is calculated in the count. This counter can be reset by either the Local Registrar or the State.
- If an EDRS user downloads one of the NYS Correction Forms, this should be for a one-time use. NYS forms are updated and although notifications are sent out about form revisions, if you reuse a downloaded form, you risk submission of an outdated version. Always use a freshly downloaded form to ensure current version.

EDRS Upgrade Coming in 2021

After more than two years, the Bureau of Vital Records is embarking on an EDRS upgrade! The upgrade will include system defect fixes, NYS-specific requested enhancements and vendor initiated improvements. As we work with our vendor, VitalChek, the NYS Office of Information Technology Services, and the NYSDOH Health Commerce System teams, the goal is to make the transition for our external users as seamless as possible while minimizing system downtime.

The final timeline is still being developed. Rest assured, you will received ample notice of any planned system outages and what this all means to you. All training, documentation, and release notes will be updated and provided to all of our EDRS users. Watch for email broadcasts, web updates, and other communications coming over the summer!

EDRS NEWSLETTER IS A PUBLICATION OF THE NEW YORK STATE DEPARTMENT OF HEALTH, BUREAU OF VITAL RECORDS

NEW YORK STATE REGISTRAR AND DIRECTOR OF VITAL RECORDS: DIANA YANG