



NYS EDRS Newsletter

Special Issue—EDRS Tech Tips

Funeral Directors & Local Registrars – Verify the Registration District

Before completing a case in EDRS, please verify that the case has been assigned to the appropriate registration district based on the Place of Death. The assigned registration office name and district number are entered on the **Disposition** page in EDRS.

Proper assigning of the registration district could become a concern as New York State moves forward with implementing EDRS Phase 2, which includes electronic processing of deaths occurring outside of a medical facility. For deaths occurring at a medical facility, the registration district is defined in the facility's profile in the system. Therefore in EDRS Phase 1 cases, EDRS automatically filled in the Registration Office and District Number based on the medical office that owns the case (which is the office the medical user selected when signing into EDRS).

However, for EDRS cases in which the death occurred at a location different from the office which owns the case (such as a private residence, roadside, or a rural area), the system relies on the place of death locality – the name of the city, town, or village – to determine which registration district to assign the case to. Some localities are split into more than one registration district, and some registration districts span multiple municipalities. In these cases the system may not always know which registration district is appropriate.

Review the Working Copy

As always it is recommended that you generate a *Working Copy* of the Death Certificate to review all case information, including the Place of Death and Registration District. You can also review all of this information in the EDRS case information pages. However, the Working Copy may give you snapshot view of the case where errors and omissions may be more visible to you.

Funeral Director – Edit the Filing Registrar Office before Signing

If the case has not yet been Signed by the Funeral Director and a change is needed, the Funeral Director should edit the **Filing Registrar Office** on the **Disposition** page to assign the case to

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Key Dates

Completed Spring/Summer 2018

- EDRS enhancements for Phase 2 installed on live site
- EDRS Phase 2 Region 1, go-live was 6/28/2018
- Fetal Death Module 1st pilot site NYU Winthrop Hospital, Go-live was 4/2/2018



Ongoing—Summer 2018

- Region 2 onboarding for EDRS Phase 2; Go-live for Region 2 is 8/23/2018
- Fetal Death Module 2nd pilot site St. Peter's Hospital, Albany. Go-live 8/21/2018
- Fetal Death Module 3rd and 4th pilot sites onboarding and training

Upcoming—Fall/Winter 2018

- Regions 3, 4, and 5 onboarding for EDRS Phase 2
- Live webinar training for EDRS Phase 2; see EDRS website for training schedule: http://www.health.ny.gov/vital_records/edrs

Fast Facts as of August 9

31,615 cases filed fully electronically so far this year

60% of all NYS Death Certificates currently being filed electronically in EDRS

35% increase in fully electronic Registrations since December 2017

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the appropriate registration office and district. Be sure to **Validate Page** after making corrections.

Local Registrar/Sub-registrar – Review and Edit the Filing Registrar Office before Affirming/Registering

If the case has already been Signed by the Funeral Director but not yet Registered, then the currently assigned local registration office should edit the **Filing Registrar Office** on the **Disposition** page to re-assign the case to the appropriate registration office and district. After you **Validate Page**, the newly assigned registration office will be able to access the case in their **Work Queue** to complete the registration.

Please Also Notify the EDRS Team

Please also notify the EDRS Team if you notice the registration district being incorrectly assigned by the system so that we can examine the profile of the two registration offices involved to be sure the applicable municipality is mapped to the correct jurisdiction. You may notify the EDRS Team by email at edrs@health.ny.gov, or by telephone at the EDRS Call Center: 1-844-866-EDRS (3377).

Local Registrars – Send Printed Vault Copy to NYS Department of Health

Local Registrars using EDRS, please be sure to send New York State Department of Health a printed copy of each registered Death Certificate just as you did when using the triplicate paper form of the Death Certificate.

In an audit of electronically registered cases in 2017, the New York State Bureau of Vital Records found more than

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2500 cases for which the Local Registrar did *not* send in a printed copy of the Death Certificate. The printed copy is still needed by New York State for continuity with the State's prior electronic filing system. If New York State changes this policy in the future, all registration offices will be notified accordingly.

The copy of the Death Certificate that you should print out and send to New York State is the *Vault Copy*, which is accessed on the EDRS **Print Forms** page after the case has been electronically Affirmed/Registered.

Note: When printing the **Vault Copy**, but sure to select the **Shrink to Fit** (or **Scale to Fit**) option in your **Printer Properties** so the entire Death Certificate prints correctly.

Local Registrars—You Can Edit the Filing Registrar's Name

The **Filing Registrar** named on the **Disposition** page in a case is the only person in the Local Registration Office who can Affirm and Register the case. The Filing Registrar's name is automatically filled in when the Local Registrar or a Sub-registrar first accesses the case, based on their user profile in EDRS.

If a different person needs to Affirm and Register the case, then you can edit the name after the case has been Signed by the Funeral Director and not yet Registered. Here is how:

1. Click in the **Filing Registrar** field on the **Disposition** page, and press the **Delete** or **Backspace** key on your keyboard to delete the existing name.
2. While the **Filing Registrar** field is blank, click **Validate Page**. As the logged-in user, your information will now automatically fill in as **Filing Registrar**.

Additional Guidance:

- The person named as **Filing Registrar** in the EDRS case is the person who Affirms and Registers the case.
- Line 23A on the printed *Death Certificate* will print the electronic signature of the **Local Registrar**, even if the case was reviewed, affirmed, and registered by a Deputy or Sub-registrar in the office.

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- Line 24A on the printed *Death Certificate* will print the name of the person specified on the **Identifiers** page in the **Burial or Removal Permit Issued By** field.

EDRS automatically fills in the **Burial or Removal Permit Issued By** name as the person who Affirmed and Registered the case electronically. This is the same person named as **Filing Registrar** on the **Disposition** page.

- If the case registration and Burial Permit were actually issued on paper while EDRS was not able to be accessed for any reason, then on the next business day electronic processing of the case should be completed by Affirming and Registering the case electronically in EDRS. Under this scenario, after electronic registration the **Local File Date** and the **Burial or Removal Permit Issued By** (both located on the **Identifiers** page) should be edited to accurately reflect the registration that occurred off-line.

Medical Certifiers – Medical License Needed to Certify a Death Certificate

Death Certificates must be medically certified by a licensed physician, physician assistant, or nurse practitioner. The certifier’s medical **License Number** must be entered on the **Certifier** page in EDRS.

A Resident may also certify a *Death Certificate* as long as the licensed physician they work under is identified on the **Certifier** page along with the physician’s medical **License Number**.

When a Resident is certifying a *Death Certificate* in EDRS, complete the **Certifier** page as follows.

- In the **Certifier Type** field, select **Physician Acting on behalf of Attending Physician**.

- Leave the **License Number** field blank.
- Select the checkbox for **Intern/Resident (If Not Licensed)**.

Certifier Name, Title, and Address should automatically fill in when the Resident accesses the

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case. If it is not already filled in or needs to be changed, use the Look-up tool to browse and select the Resident’s information.

- Select the checkbox for **Certifier is not attending physician**.

This will open up an entire section below for you to enter the **Attending Physician’s** information. Complete all of the fields.

Medical Certifiers—Cause of Death, Line D Does Not Currently Print

Reminder: The **Cause of Death** Line (D) does not print out on the New York State *Death Certificate*, because New York’s form does not include that line. However, CDC-NCHS requests the information on Line D for statistical tracking when applicable.

Change is Coming

The printing format for the EDRS-generated *Death Certificate* will be changed next year to automatically print any Line (D) information on Line (C), directly after the Line (C) information. This change will not affect how you enter the information on the **Cause of Death** page in EDRS; the system change will only affect how the information you have entered in EDRS prints out on the *Death Certificate*.

The change is expected to be implemented in early 2019.

Interim Work-Around

If you want Line (D) information to print out on the *Death Certificate* now, before the system has been upgraded, you may consider adding the Line (D) information to Line (C) on the **Cause of Death** page. After the system is upgraded in 2019, you will no longer use this work-around process.

Funeral Directors – How to Enter Homemaker as Decedent’s Occupation

The top of the **Decedent Attributes** page asks you to enter the **Decedent’s Usual Occupation** and **Kind of Business or Industry**. When the decedent was a *homemaker in their own home* or a *homemaker/domestic worker for hire in another person’s home*, it might be a bit tricky to get the information to pass Validation. Below is a suggested way to enter *Homemaker* or *Domestic Worker* information.

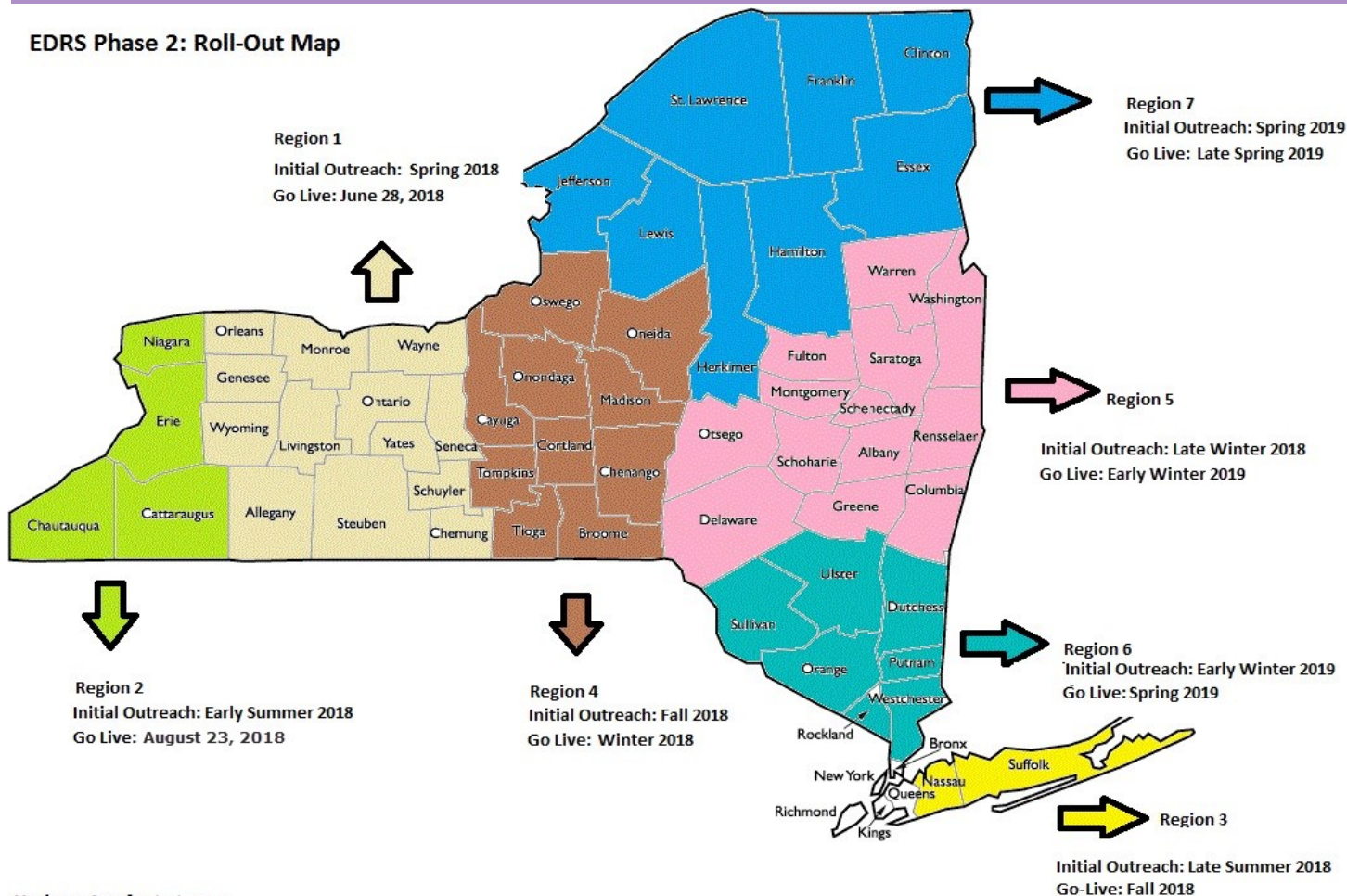
1. In the **Decedent’s Usual Occupation** field, enter **Homemaker** (or if they worked for hire in another person’s home, you may enter **Domestic worker**).
2. In the **Kind of Business or Industry** field, enter **Own home** (or if they worked for hire in another person’s home, enter **Someone else’s home**).
3. In the **Name and Locality of Company or Firm** field, if they worked as homemaker in their own home, you may leave the field blank. If they worked in the home of a single employer, you may enter the employer’s home address, or leave the field blank. If they worked in the home of more than one employer, then you may enter **Various**, or you may leave the field blank.

All EDRS Users – Shrink to Fit When Printing from the Print Forms page

Whenever you are printing a Working Copy of the Certificate, Burial Permit, Vault Copy, or a Drop to Paper print-out, remember to set your printer properties to Shrink to Fit or Scale to Fit, so that the entire form will print correctly on an 8 1/2 by 11 inch sheet of printer paper. If you see that any information has been cut off, around the margins compared with the view you see on your computer, then you need to reset your printer properties and print the document again.

Note: If you use the *Drop to Paper* option, please understand that this is much more than a current print-out of the *Death Certificate*. *Drop to Paper* stops all further electronic processing of the case for all users, including the medical provider, the funeral firm, and the local registrar’s office. If you need to use *Drop to Paper* to allow a non-EDRS user to complete their work on paper, then you only get the one print-out that you then need to deliver to the next person working on the case for them to enter their information by hand on your *Drop to Paper* print-out. If that print-out is cut-off at the margins, please contact the EDRS team to ask us to reset the case so you can print it again, this time setting your printer properties to **Shrink to Fit** or **Scale to Fit**. EDRS Call Center: 1-844-866-EDRS (3377)

EDRS Phase 2: Roll-Out Map



Update: As of 8/9/2018