Add an External Medical Certifier to a Case: Request Non-Affiliated Certification

This procedure is intended for the following roles using the Electronic Death Registration System (EDRS):

- Non-medically licensed Coroners
- Medical facility staff

Overview of the Request Non-Affiliated Certification Feature

The purpose of Request Non-Affiliated Certification is to enable unlicensed Coroners and medical facilities (such as nursing homes and hospital emergency departments) to obtain medical certification on a Death Certificate from a physician or other Medical Certifier who is not directly affiliated with the office/facility that owns the case.

“Non-affiliated” means that the medical certifier does not have an EDRS role assigned in the office/facility that owns the case. It also implies that they should remain non-affiliated and not be assigned an EDRS role within that office, which would then give them full access to all EDRS cases owned by that office.

The medical owner pronouncing a death will typically create the case in EDRS and enter when and where the death occurred, and some information about directly related injury, if applicable. If the designated Medical Certifier of the Death Certificate is not affiliated with the office or facility that owns the case, then the medical owner may use the Request Non-Affiliated Certification feature to share the case with an external, non-affiliated Certifier. Both the owner of the case and the non-affiliated medical certifier will be able to access the case at any time.

Coroner Cases – Two Certifiers

Coroners who do not have a medical license must obtain Medical Certification from a Coroner-designated physician, primary care physician or medical specialist, or a Medical Examiner. After the case has been Medically Certified by the non-affiliated Medical Certifier, the non-medically licensed Coroner will need to Coroner Certify the case. Thus, these Death Certificates have two Certifiers.

Medical Facility Cases – One Certifier

This feature may be used by medical facilities where a death occurred. The medical facility will create the case, enter when and where the death occurred, and any other known information about the cause of death. Then they can request Medical Certification by the decedent’s primary care physician or medical specialist who is familiar with the decedent’s medical history but does not have an EDRS role assigned at that medical facility. In this scenario. The non-affiliated Medical Certifier will enter the remaining medical information and Certify the case. The non-affiliated Medical Certifier is the only certifier on the Death Certificate.
**How to Use the Request Non-Affiliated Certification Feature**

The **Request Non-Affiliated Certification** feature is available in the *Other Links* section of the *Death Registration Menu*.

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<tr>
<th>Action</th>
<th>Description and Guidance</th>
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| **Other Links > Request Non Affiliated Certification** | Use the **Request Non-Affiliated Certification** feature to share a case with a Medical Certifier who is not directly affiliated with the office/facility that owns the case.  
1. Create/access the case in EDRS. Complete as much of the information as is readily known.  
   **NOTE:** To avoid confusion or error, it is recommended that the office/facility that owns the case complete the **Pronouncement** and **Place of Death** pages before using **Request Non-Affiliated Certification**. This is because the case owner is typically who has first-hand knowledge of this information.  
2. Click **Request Non Affiliated Certification** in the *Other Links* section of the *Death Registration Menu*. |

Who Can Access This Feature:

- Non-medically licensed Coroners
- ME/Coroner staff
- Medical Certifiers at a health care offices/facilities
- Medical facility staff at health care offices/facilities
# EDRS Procedure

## Add an External Medical Certifier to a Case: Request Non-Affiliated Certification

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<td></td>
<td>The Request Non Affiliated Medical Certifier page appears for you to specify the Medical Certifier to whom you want to send the Request.</td>
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### Look-up the Certifier Name

3. At the **Certifier Name** field click the Look-up tool 🔍. The Lookup Certifier page appears.

4. In the **Last Name** and/or **First Name** field, enter a portion of the desired Medical Certifier’s name. Use the wildcard % symbol before and/or after the information to increase search results.

[Last Name] % [First Name]
## EDRS Procedure

**Add an External Medical Certifier to a Case:**

**Request Non-Affiliated Certification**

### Action

**Description and Guidance**

Click **Search**, or press the Enter key.

5. In the search results list, click **select** on the desired individual, or simply click on their name.

The **Lookup Certifier** page closes, and the selected Certifier name now appears lower on the **Request Non Affiliated Medical Certification** page, in the **First Name**, **Middle**, and **Last** fields.

### Look-up the Certifier’s Facility/Office

6. In the **Facility/Office Name** field click the Look-up tool 📚. The **Lookup Medical Facilities** page appears.
EDRS Procedure
Add an External Medical Certifier to a Case:
Request Non-Affiliated Certification

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<td>7.</td>
<td>For best results, in the <strong>Facility Name</strong> field just enter the wildcard <code>%</code> symbol. Click <strong>Search</strong>, or press the Enter key. Search results will list every office/facility the selected Medical Certifier is affiliated with in EDRS.</td>
</tr>
<tr>
<td>8.</td>
<td>In the search results list, select the office <strong>most closely associated with the decedent’s medical information/records</strong> by clicking <strong>select</strong>, or by clicking on the facility name. <em>Please see Guidance below.</em></td>
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**Guidance:**

- If multiple health care offices/facilities are listed for the Medical Certifier, you should **not** select an office where the decedent never received health care.
- For example, if a decedent resided at Nursing Home A, was transferred to Hospital B where they died, then when selecting the non-affiliated Medical Certifier’s office, you should select Nursing Home A or you should select the Medical Certifier’s private practice. You should not select a different medical facility where it would not be appropriate to share this decedent’s personal and medical information.
- If the desired Medical Certifier does not currently have an office/facility listed that is appropriate for this case, then you may suggest to the Medical Certifier that they request an EDRS role be assigned at an appropriate office, or that they create an **Independent Medical Certifier Office** in EDRS.

The **Lookup Medical Facilities** page closes, and the selected Facility Name now appears lower on the **Request Non Affiliated Medical Certification** page, in the **Office** field, below the selected Medical Certifier’s name.
## EDRS Procedure

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| **Review Message** | In the Message field, an automatic message has filled in requesting Medical Certification. The automatic message includes the Case ID number, the name of the decedent, and the Date of Death.  
9. You may customize the message by clicking in the message field and typing in additional information you want to include in the message that will be sent to the non-affiliated Medical Certifier.  
**Guidance:**  
- Do not include medical information in the message text.  
- When the non-affiliated Medical Certifier receives the message, it will include a direct link into the case.  
- The message and link to the case will be sent to the Medical Certifier at their office/facility which you selected. If the Medical Certifier is affiliated with multiple offices, then when signing into EDRS they must sign into the office that you selected for them to access your Request message and access the case. Therefore, when issuing a Request for Non-Affiliated Certification, you should also notify the Medical Certifier directly that you have issued the Request to them in EDRS, and inform them which of their offices you issued the request to. |
| **Save button** | 10. Click the Save button to save your Request and send a message and case link to the selected non-affiliated Medical Certifier.  
11. To continue working in the case, click on a page link in the Death Registration Menu. Alternatively, you may click the Return button to exit the case. |