

Creating Your *Independent Medical Certifier 'Office'* in EDRS

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

- Medical Certifiers who are Primary Care Physicians or Specialists in a Medical Practice.

What is an *Independent Medical Certifier 'Office'*?

EDRS case access is controlled at the Office level. To access EDRS cases you must have an EDRS user role at an office. Most offices (medical practices) and user roles are set up in the NYS Health Commerce System (HCS) by the office's HCS Coordinator. The HCS office set-up process allows colleagues and staff in the same medical practice to access and collaborate on EDRS cases.

As a licensed Medical Certifier you now have a feature available to allow you to set up yourself as an *Independent Medical Certifier Office* directly in EDRS for purposes of certifying Death Certificates.

The *Independent Medical Certifier Office* is a simple profile that **cannot have other users assigned to it the way an HCS office set-up can**. You manage your *Independent Medical Certifier Office* profile yourself without an HCS Coordinator.

Should I Create an *Independent Medical Certifier 'Office'*?

The *Independent Medical Certifier Office* is for licensed Medical Certifiers who will not need their full medical practice created in HCS. **Cases owned by your *Independent Medical Certifier Office* can never be accessed by your colleagues or staff.**

If colleagues and staff within your medical practice need access to the same EDRS cases, then you will need to **set up a medical practice in HCS** instead, and you will need to designate someone from your medical practice to be your **HCS Coordinator**. See [add link to paperless HCS Medical Practice Account] to request that your medical practice be set up in HCS.

The *Independent Medical Certifier Office* is intended to be used by Certifiers who are not affiliated with the place where death occurred. For example, if your patient dies in a hospital emergency department and you do not have an EDRS role at that hospital, then the emergency department may electronically refer the case to you to provide medical history and Medically Certification of the death certificate. If your patient dies outside of a medical facility, a Coroner may refer the case to you electronically. Those electronic referrals need to be issued to you in EDRS either at an *Independent Medical Certifier Office* or at a medical practice that is set up in HCS.

If your medical practice is not set up in HCS, then setting up yourself as an *Independent Medical Certifier Office* is a quick way for you to get into EDRS. For some primary care physicians and medical specialists this may be the only EDRS office you will ever need.

Although it is technically acceptable for you to have both an *Independent Medical Certifier Office* set up in EDRS and your full medical practice set up through HCS, it could be confusing for you to keep track of which of those offices an EDRS case is assigned to. Therefore, NYS recommends that you use the HCS

set-up process if you will ever need to collaborate on EDRS cases with colleagues and staff in your medical practice.

How to Create *My Independent Medical Certifier 'Office'*

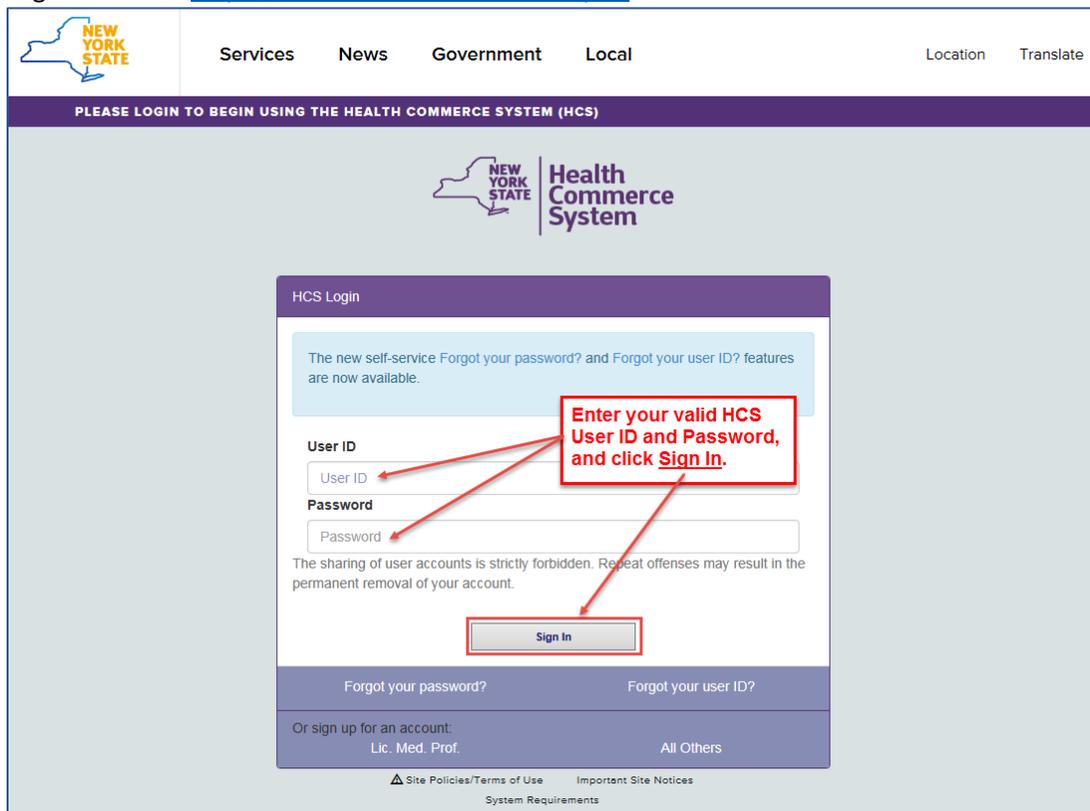
To create your *Independent Medical Certifier Office* you must have a **valid HCS user ID and password**, and in your HCS account profile you must be one of the following types of licensed medical practitioners:

- Physician (MD or DO)
- Nurse Practitioner (NP)
- Registered Physician Assistant (PA)

Note: NPs and PAs will probably not need to set up themselves as an *Independent Medical Certifier Office*. However, they are technically authorized to use this feature because they are authorized Medical Certifiers in NYS.

Perform the following steps to set up your *Independent Medical Certifier Office*.

1. Log into HCS at <https://commerce.health.state.ny.us>.



The screenshot shows the HCS Login page. At the top, there is a navigation bar with 'Services', 'News', 'Government', and 'Local'. Below this is a purple banner that says 'PLEASE LOGIN TO BEGIN USING THE HEALTH COMMERCE SYSTEM (HCS)'. The main content area features the 'Health Commerce System' logo and a 'HCS Login' form. The form includes a message about self-service features, input fields for 'User ID' and 'Password', a 'Sign In' button, and links for 'Forgot your password?' and 'Forgot your user ID?'. A red box with the text 'Enter your valid HCS User ID and Password, and click Sign In.' has red arrows pointing to the 'User ID' and 'Password' fields and the 'Sign In' button.

- On the HCS home page you will see the **My Applications** panel on the left. If **EDRS** is listed there, click it to sign into EDRS (clicking right on the letters **EDRS**).

Welcome Eric Edrds

Search

My Applications

- Acronyms & Abbreviations
- EDRS**
- Emergency Contacts
- HIV/AIDS Provider Portal
- Secure File Transfer 2.0
- ServNY

Refresh My Applications List

Important Health Events

CYBERSECURITY
NYS PMP
ZIKA VIRUS RESPONSE

2018 Train the Trainer

Important Health Notifications

Posted	Priority	Keyword	Source	Audience	Description	Recipients
04/12/2018	D		Julie		G 30502-3	Recipients
04/12/2018	D				G 30502-4	Recipients
04/12/2018	U				S	Recipients
04/12/2018	A					Recipients
04/12/2018	A				t of 30190	Recipients
04/12/2018	D					Recipients
04/12/2018	D	Drill	Drill	June	testing hup 30190	Recipients

In the My Applications panel, click EDRS.

If EDRS is not available in your My Applications panel, then let's add it (see next step).

- If **EDRS** is not listed in **My Applications**, then let's add it to your list by clicking **My Content** at the top of the page, and then click **All Applications**.

Welcome Eric Edrds

Search

My Applications

Refresh My Applications List

Important Health

CYBERSECURITY
ZIKA VIRUS RESPONSE

2018 Train the Trainer

Important Health

Priority	Keyword	Source
18	Drill	Evac Update
18	Drill	HPN
04/12/2018	Update to Alert	HCS
04/12/2018	Alert	HCS
04/12/2018	Advisory	Drill
04/12/2018	Drill	H1N1
04/12/2018	Drill	Drill

My Content

- Documents by Group
- My Favorites
- My Applications
- All Applications**
- Mobile Apps
- All Applications
- Change my password...
- Review the password rules
- Change my secret questions...
- Enable the forgotten password feature...
- Report my user ID or password stolen...
- Learn more about HCS security
- Change my contact information...
- Look up my coordinators
- See what roles I hold
- Look up my PIN
- See what organizations I am affiliated with
- See the IHANS notification lists I am on

If EDRS is not listed in My Applications, then click the My Content menu, and then select All Applications.



- On the Health Commerce System Applications page, click **E** in the **Browse by** line above the application list. Then locate **Electronic Death Registration System** in the list. In the far right column, click the green circled plus + sign to add the application to HCS Home page.

Health Commerce System Applications [View Help](#)

Browse by **A B C D E F G H I J K L M N O P Q R S T U V W X Y Z** [View All](#)

Application Name	Acronym	Profile	Restricted	Add/Remove
Eat Well Play Hard	EWP	PHCCS		+
ECLRS Lab Live Reporting	ECLRS		Yes	+
ECLRS Lab Survey 2016	ECLRS			+
ECLRS Lab Trial Reporting	ECLRS		Yes	+
EI Provider Approval & Due Process Upload	EI			+
EIFS Claims and Adjustment Data Upload	EIFS			+
Electronic Clinical Laboratory Reporting System	ECLRS		Yes	+
Electronic Death Registration System	EDRS		Yes	+
Electronic Plan Of Correction System	EPOC			+
Electronic Prescribing Waivers	EI			+
Electronic Proficiency Testing Reporting System	EPTRS		Yes	+

- Return to the HCS Home page, and click **EDRS** in My Applications.
- EDRS will launch, and the **Select your user** or **Select your Office** page will display, depending on your existing user profile. Click on the link at the bottom of the page, **Click here if profession of office not found**. That link will pull in any updated office assignments from HCS.

New York
Department of Health

Select your Office:

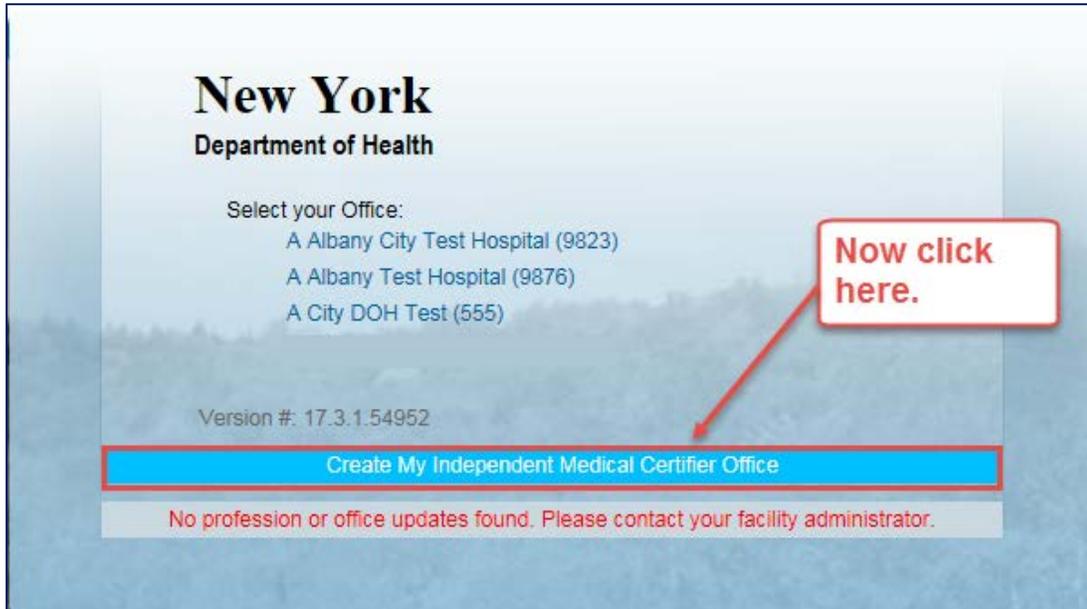
- A Albany City Test Hospital (9823)
- A Albany Test Hospital (9876)
- A City DOH Test (555)

Version #: 17.3.1.54725

[Click here if profession or office not found.](#)

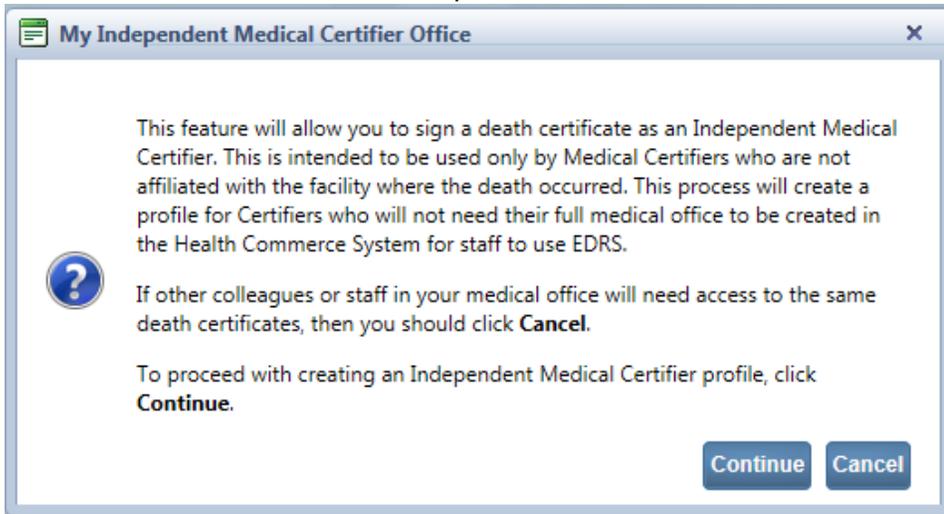


- When the page refreshes you will see a link to **Create My Independent Medical Certifier Office**.



Click the link.

- A pop-up message will explain how the *Independent Medical Certifier Office* profile is intended to be used. Click **Continue** to confirm you want to create the 'Office'.



- A short form will pop up for you to define the name and address of your *Independent Medical Certifier Office*.

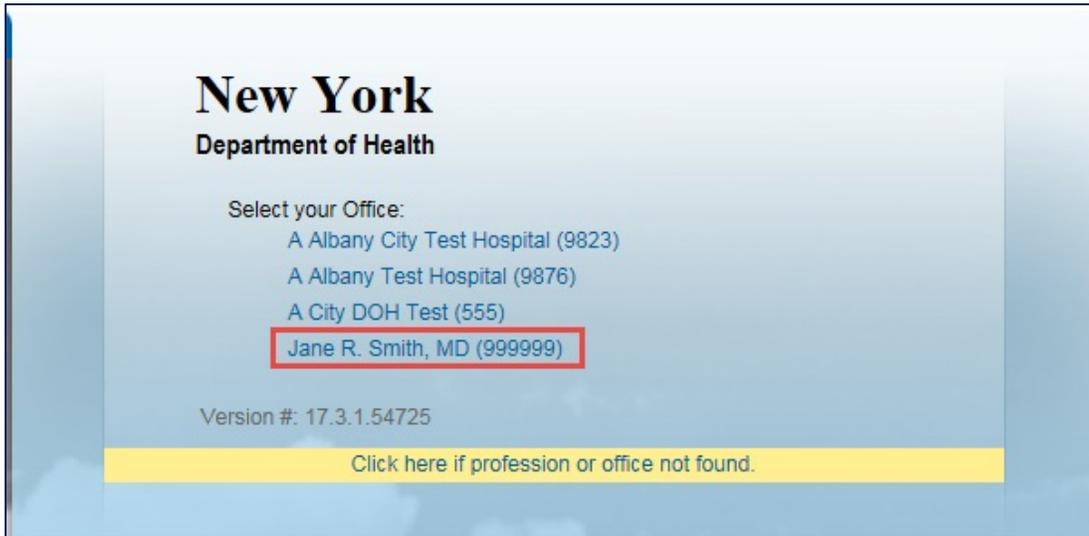
TIPS:

- Your medical license number is automatically entered as your 'Office' Primary ID Number.
- It is suggested that the **Office Name** be **your name and medical credential**.
- The City or Town, County, and State fields offer a **predictive text** feature that **pops up a list of matching places** from the EDRS database as you enter the name. **Select the correct location from the pop-up list.**
- In the City or Town field, the application is looking for your office's **physical location**, which is not necessarily its proper mailing address. A locality type designator is included in the name such as Village, Town, or Borough, but not City. This assists the EDRS application with geographic coding.
- Notice how in the example shown above when we typed Latham, EDRS offered four (4) possible matches to select from. These four municipalities are in different parts of the State. To be sure you are selecting the intended municipality, **1)** first enter/select State (New York, spelled out), then **2)** enter/select your County, and then **3)** enter your City or Town. That will pre-filter each subsequent list to just those that are in the specified location.

- Be sure to also enter your office **Zip Code**.



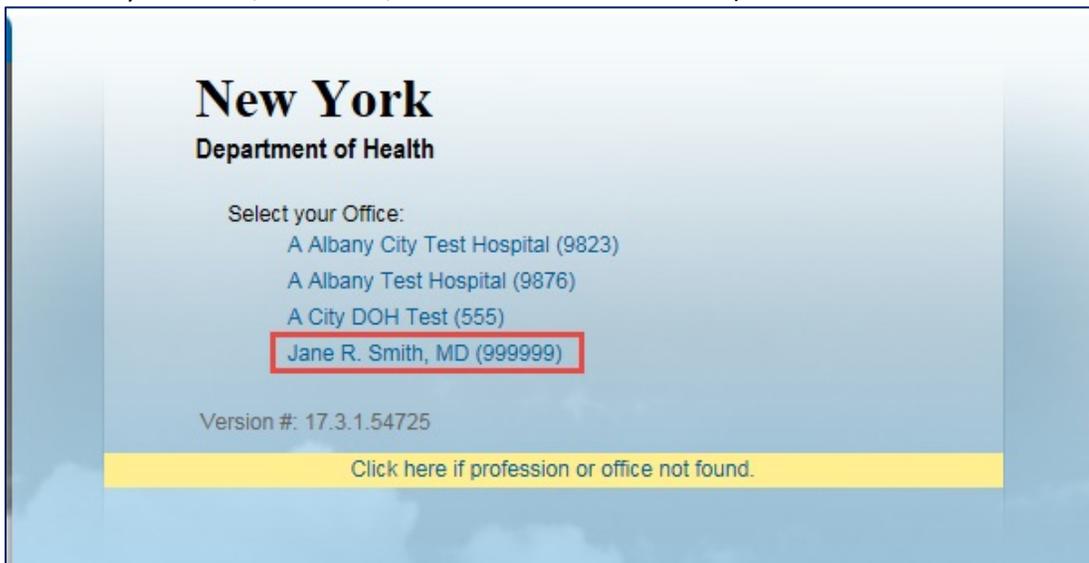
10. When done entering your *Independent Medical Certifier Office* profile information, click **Save**. Your new 'Office' profile will now be listed on the **Select your Office** page in EDRS.



How to Edit *My Independent Medical Certifier 'Office'*

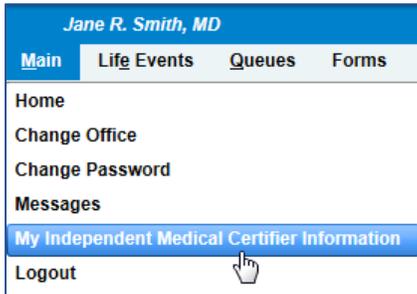
If you need to make changes to your *Independent Medical Certifier Office* name or address, follow the steps outlined below.

1. Log into HCS, and launch EDRS by clicking the **EDRS** link in the **My Applications** panel.
2. On the **Select your Office** page, click the name of your *Independent Medical Certifier Office* (it should be your name, credential, and medical license number).





- 3. On the EDRS home page top menu bar, click **Main**, and then click **My Independent Medical Certifier Information**.



- 4. On the **My Independent Medical Certifier Information** page, you may edit your name and address by clicking in the field and entering your changes.

- 5. When finished editing, click **Save**. Then select an option from the **top menu bar** to continue working in EDRS.

Note: At this time, changes made to your **Office Name** may not be reflected on the EDRS **Select your Office** page. However, you will see the change reflected in your name in the banner bar at the top of the EDRS window.

In a future release of EDRS, **Office Name** changes made when editing your **Independent Medical Certifier Information** will also be visible on the **Select your Office** page.