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](https://commerce.health.state.ny.us).
2. 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).

3. 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.
4. 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.

5. Return to the HCS Home page, and click **EDRS** in My Applications.

6. **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.
7. When the page refreshes you will see a link to Create My Independent Medical Certifier Office.

Click the link.

8. 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’.
9. 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.
EDRS Procedure
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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**.

![Image](image.png)

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.

![Image](image.png)

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.