

## Entering Resident Address and Facility Address

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

- Funeral Directors
- Funeral Firm Staff
- Local Registration Office Staff (to be used in their review of Resident Address)

### How to Enter the Decedent’s Resident Address

Funeral firms should use the following procedure for entering the decedent’s address information on the *Resident Address* page in EDRS. This guidance applies to all EDRS cases.

1. In the field **City, Township or Borough**, enter the appropriate municipality where the decedent paid taxes for their residence. In the example shown in the screen image below, the decedent’s residence was on the tax roll for the Town of Colonie.
2. If the Decedent’s residence mailing address is a different city, township or borough from the municipality entered in the **City, Township or Borough** field, then enter the **City, Township or Borough of mailing address** in the space provided. In the example shown in the screen image below, the decedent’s township for mailing purposes is Latham. Latham is a hamlet within the town of Colonie.

Example Resident Address:

The screenshot shows the 'Resident Address' form in EDRS. The form is divided into two main sections: 'Address' and 'City, Township or Borough of mailing address if different than above'. The 'Address' section includes fields for Street Number (1), Directional (a dropdown), Street Name (Main), Street Designator (Street), Post Directional (a dropdown), and Apt #, Suite #, etc. Below these are fields for City, Township or Borough (Colonie Town), County (Albany), State (New York), Country (United States), and Zip Code (12204). A callout box points to the 'Colonie Town' field with the text 'Municipality pertaining to taxes'. The 'City, Township or Borough of mailing address if different than above' section contains the text 'Latham'. A callout box points to this field with the text 'Mailing address municipality, if different'. At the bottom right of the form are buttons for 'Validate Page', 'Next', 'Clear', 'Save', and 'Return'.

### Fields Removed from the Resident Address Page

Two fields were recently removed from the Resident Address page, affecting items 16C and 16F on the Death Certificate.

- The drop-down boxes for “Locality” (City, Village, Town) have been removed from the *Resident Address* page. Where applicable, the information is included as text in the name of the village or



town. As a result, their corresponding check boxes in item 16C on the Death Certificate will not be checked and will not be queried by New York State Department of Health. See item 16C in the example print-out below.

- Drop-down boxes for “If City or Village, is Residence within City or Village Limits” have been removed. As a result, no information will be entered into item 16F on the Death Certificate, and this item will not be queried by New York State Department of Health. See item 16F in the example print-out below.

### How the Resident Address Prints on the Death Certificate

The example print-out below shows how the *Resident Address* information will print on the Death Certificate. Please note the following:

- Item 16C, the check boxes “City, Village, Town” are not checked. Instead, the township designation prints as part of the name of the town, next to the check boxes in item 16C.
- Item 16D, the decedent’s mailing street address, includes *Latham*, which is the local municipality (city, town, or village) for mailing purposes, as entered in our example case. This occurs when the field, **City, Township or Borough of mailing address is different than above**, is filled in.
- Item 16F regarding city limits is left blank and will not be queried by New York State Department of Health.

Example Print-out, Items 16C, 16D, and 16F:

16A. RESIDENCE: (State or Country if not USA) NY	16B. Country or Region/Province if not USA: Albany	16C. LOCALITY: (Check one and specify) CITY    VILLAGE    TOWN <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <b>Colonie Town</b>	16F. IF CITY OR VILLAGE, IS RESIDENCE WITHIN CITY OR VILLAGE LIMITS? <input type="checkbox"/> YES <input type="checkbox"/> NO    IF NO, SPECIFY TOWN:
16D. STREET AND NUMBER OF RESIDENCE: 1 Main Street, Latham		16E. ZIP CODE: 12204	

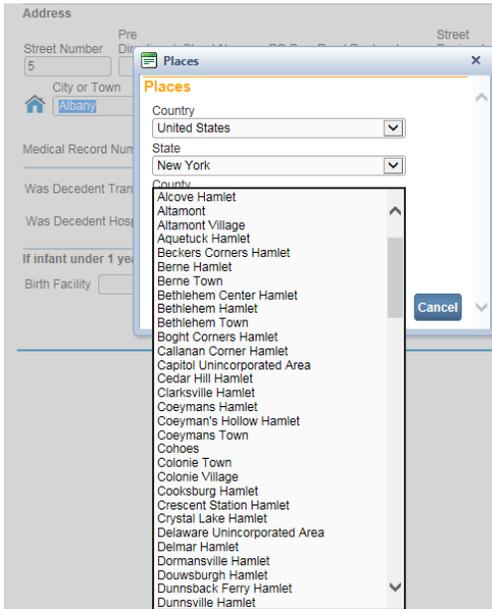
### How to Enter the Place of Death: Facility Address

On the *Place of Death* page, the *Address* section’s **City or Town** field can be entered in two ways:

1. **Predictive Text** – Start typing the name of the city, town, or village in the field. After entering a few letters, the EDRS will pop up a list of matches from the database. The more letters you type the closer the matches are in the pop-up list. Select the correct municipality from the pop-up list to populate the field.
2. **Places Tool (house icon)** – Click the house icon to look-up and select the applicable municipality/locality by county, city, or zip code. Select the correct municipality from the pop-up list to populate the field. (See an example of the *Places Tool* below.)

**NOTE:** With either of these two methods, the designation of town, village, hamlet, or borough will be included in the name of the municipality, so be sure to select the appropriate one. Cities do not include such a designation.

Example of *Places* Tool:



In the example shown below, the facility address of the place of death is in the city of Albany.

Example Place of Death: Facility Address:

**Place Of Death**

Type of place of death: Hospital ER (selected) | Other Specify: \_\_\_\_\_

Facility Name: A Albany Test Hospital | Date Admitted: Jan-31-2017

**Address**

Street Number: 4 | Directional: [v] | Street Name or PO Box, Rural Route, etc.: Main | Street Designator: Street | Post Directional: [v] | Apt #, Suite #, etc: \_\_\_\_\_

City or Town: Albany | County: Albany | State: New York | Country: United States | Zip Code: 12206

**How the Facility Address Prints on the Death Certificate**

On the Death Certificate, item 4D Locality contains check boxes for the designation of City, Village, Town. However, because we include that type of designation within the name of the village, hamlet, or town, these check boxes on the Death Certificate will not be checked and will not be queried by New York State Department of Health. The name of the Locality will print in the space next to the check boxes, and if it is a village, town, etc., that designation will be spelled out as part of the name of the municipality.

The example print-out below shows how this information will appear on the Death Certificate.

Example Print-out, Item 4D:

4A. PLACE OF DEATH: (Check one)								4B. IF FACILITY, DATE ADMITTED:		
HOSPITAL DOA	ER	HOSPITAL OUTPATIENT	HOSPITAL INPATIENT	NURSING HOME	PRIVATE RESIDENCE	HOSPICE FACILITY	OTHER (Specify):	MONTH	DAY	YEAR
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	01	31	2017				
4C. NAME OF FACILITY: (If not facility, give address)						4D. LOCALITY: (Check one and specify)			4E. COUNTY OF DEATH:	
A Albany Test Hospital						CITY	VILLAGE	TOWN	Albany	
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Albany	