Log In and Launch EDRS

1. Log in to HCS at https://commerce.health.state.ny.us/public/hcs_login.html
2. Enter your User ID and Password, then click Sign In.
3. Click on EDRS from your My Applications list.
   Note: If EDRS is not listed in My Applications, see Add EDRS to HCS My Applications, later in this document.
4. On the Select your Office page, click on name of the office associated with the case you are entering. If you are associated with more than one office, be sure to select the office that the case is ‘owned’ by, or you cannot access the case.

   Note: If a new EDRS role assignment or office is not listed on the Select your Office page, click the link at the bottom of the page, Click here if profession or office not found, to import any new assignment from HCS.

Access a Case You Already Own – Locate Case

Use Locate Case to find cases your office/facility already owns in EDRS.
1. Select Life Events > Death > Locate Case in the menu bar, or click the Fast Links Death Start/Edit New Case button.
2. Enter the required information for First name, Last name, Date of Death, and Sex.
   (These required fields are outlined in red on the page.)
3. Click Search.
4. On the search results page:
   a. If you find the case in search results, click on the decedent’s name to open the existing case. The decedent’s name links directly into the case.
   b. If you do not find the case in search results, and you are certain the case was not already created in EDRS, then click the Start New Case button.
      The full text of the Start New Case button is
      If case does not appear above, start new case
      Review the pop-up message to confirm you intend to create a new case, and then click the Create Entirely New Case button.

Enter Death Certificate Information

1. Complete and Validate each page in the Medical Certification section of the Death Registration Menu.
2. After all information is entered and has passed Validation, click the Certify link now appearing on the Death Registration Menu.
3. Read the Affirmation statement and then click in the checkbox.
4. Click Affirm.

Notes:
- If Manner of Death is not ‘Natural’ the case must be owned by a Coroner or Medical Examiner.
- If the case was created at your office, but now needs to be transferred to a Coroner or Medical Examiner, click Refer to Medical Examiner under Other Links in the Death Registration Menu to transfer ownership of the case to the ME/Coroner’s office.
- If an unnatural or unattended death case is owned by a Coroner who is not medically licensed, the Coroner must request medical certification from a medical certifier not affiliated with the Coroner’s office. (See Receive a Non-Affiliated Certification Request from Another Office, later in this document.)

For assistance, contact the EDRS Call Center at 1-844-866-EDRS (3377) or email edrs@health.ny.gov
**Place of Death Page Tips**

EDRS automatically assigns the case to a local Filing Registrar Office based on the Place of Death locality (city, town, village). Keep this in mind when entering the locality to help ensure the case gets assigned to the correct registration office. Select the locality, if not defaulted from a facility address, using the Places Look-up tool to avoid issues.

Some Local Registrars require the following information:

- Decedent’s Medical Record Number. If unknown, enter Unknown.
- Was Decedent Transferred from Another Institution? Specifically pertains to transfers leading up to the death event. If the decedent was transferred from another facility, you should also enter (look up and select) the name of that facility.

**View Your Work Queue Summary**

You can only monitor your workload of the cases you own through your queue.

1. Click the Registration Work Queue Summary button or select Queues > Registration Work Queue Summary from the menu bar.
2. From this summary page, click on the Queue Name (category) for which you would like to see your cases.
3. Click on the Decedent Name on which you are working. Alternately, you can check the box to the left of the desired case and select an action below the list, such as Add Comments.

**Validation Symbols and Rules**

Validate each page after entering the requested information. The system checks for errors. A validation symbol appears to the left of each page in the Death Registration Menu. The validation symbol must be either green or yellow to medically certify the certificate.

- **Red X:** This page is incomplete; information is still needed.
- **Yellow dot:** Information is complete on this page, however some field errors were overridden. This may happen if information entered conflicts with system rules. After saving overrides and re-validating, the page is still marked with the yellow dot on the Death Registration Menu, the overridden error messages remain on the page, and the affected field(s) remain shaded yellow.
- **Green check:** Information is complete and acceptable for this page.

**Print Forms**

- **Print Working Copy of Certificate:** Should be used to review or print out a draft copy of the Death Certificate for review and communication with the Funeral Director. The Working Copy contains a side-margin ‘watermark’ noting that it is not the official death certificate unless it has been signed by the Registrar of Vital Statistics. Set your printer properties to Fit to Page/Shrink to Fit, so that the entire form prints out on letter-sized paper.

- **Drop to Paper:** Stops all electronic processing of this Death Certificate for all users, converting the case to paper print-out. The Drop to Paper print-out becomes the official death certificate. A case that has been Dropped to Paper can no longer be accessed electronically; all users are locked out of the case. This feature should only be used when the next person who needs to work on the case is not able to work in EDRS. For Drop to Paper to be available the case must have just one owner and be either Certified or Signed. Set your printer properties to Fit to Page/Shrink to Fit, so that the entire form prints out on letter-sized paper.

**Change Case Ownership to a Different Facility – Relinquish Case**

If a case is owned by a medical facility, but needs to permanently change ownership to a different facility, follow the steps below.

Medical professional who currently owns the case:

1. Sign into EDRS and select the Office that currently owns the case.
2. Use Death > Locate Case to search for and open the case.
3. Click Relinquish Case in the Other Links section of the left navigation bar. In the pop-up box click OK.

Medical professional/facility becoming the new owner of the case:

1. Sign into EDRS and select the Office taking ownership of the case.
2. Use Death > Start/Edit New Case to search for the case.
3. In the Search Results, click the hyperlinked decedent name to open the case.
4. A pop-up message asks you to confirm that you want to take ownership of the case. Click OK.
5. On both the Place of Death page and the Certifier page, verify that all names and addresses are correct. If changes are needed, use the eraser icon to remove the current information, and use the lookup tool to select the correct facility and certifier. Addresses for both fill in automatically when you select them from the lookup tool.
Things to Remember

Select the right office – If you are affiliated with more than one medical facility, be sure you select the appropriate office when signing into EDRS.

It is very important to fully complete the Cause of Death section of the death certificate.

You cannot make changes to a case if you have already certified the case. You must Uncertify the case first, then make the changes, then Certify the case again.

Once you start a case, it cannot be deleted. If the case was already created, even if it was created at the incorrect facility, it is better to transfer the case to the correct facility rather than creating a duplicate case.

Validation results – If an error message displays but the data is valid, click on the Override checkbox, click Save Overrides, then Validate Page again. The validation indicator on the Fetal Death Registration Menu remains yellow to indicate that the page has passed validation with overrides, and your overridden error message(s) remain visible.

Changes after error Override – If you change information after overriding errors, you may need to uncheck the Override checkbox(es) and click Save Overrides again. Click Validate Page again, and then recheck and save any remaining errors that still need to be overridden. Re-validate the page.

Drop to Paper is only to be used if the next person needing to work on the case is not set up in EDRS. Drop to Paper stops all further electronic processing of the case for all users. If you are just trying to print out your draft copy of the death certificate, choose Print Working Copy.

Don’t type; look it up – Avoid typing text in fields that have the Look-up tool or the Places Look-up icon available. Search using the Look up tool and add a wildcard character (%) before and/or after your search text to find more possible results.

Receive a Non-Affiliated Certification Request from Another Office

A medical certifier could receive a request to certify a case that is owned by a non-medically licensed Coroner or by another medical facility. The case owner uses Request Non-Affiliated Certification to request your participation on the case.

Use the Non-Affiliated Certification Request Review feature to Accept or Decline the request.

1. On the EDRS home page, click the Fast Links Messages button, or in the top menu bar select Main > Messages.

2. The message text requests that you participate on the specified case as Non-Affiliated Certifier. Click the link in the message text to view the case. The case information is ‘read-only.’

Accept or Decline the Request for Non-Affiliated Certification:

3. Click Non-Affiliated Certification Request Review under Other Links in the Death Registration Menu.

4. On the Non-Affiliated Certification Request Review page, select your Referral Action. Accept Request adds you to the case as the medical certifier. Decline Request returns the request to the case owner without adding you to the case.

5. An automatic message populates the Message field. You may click in the Message field and add your own comments/explanation to the existing message.

6. Click Save to send a message to the requester of your acceptance.

7. Click any Medical Certification page in the Death Registration Menu to begin editing the case. You are now the medical certifier on the case.

After Accepting the request, you are now the medical certifier on the case and can access the case the following ways:

- Work Queue > Medical Pending or Certification Required, depending on where it is in the workflow
- Messages
- Start/Edit New Case

Note that if the case owner is a non-medically licensed Coroner, then the case has two certifiers; the Coroner and the medical certifier.
Make Corrections Before the Case Is Registered

Corrections can be made before a case is registered and if you have not been dropped to paper.

If the case is already medically certified, then the medical certifier of the case must Uncertify before changes can be made.

1. Access the case in EDRS.
2. Go to the Certify page and click Uncertify.
3. Click OK in the confirmation message pop-up box.
4. Make necessary changes and click Validate Page.
5. Go to the Certify page, then read the Affirmation statement and click on the checkbox.
6. Click Affirm.

Note: Corrections needed after the certificate is registered are to be submitted on paper to the Local Registrar.

Add EDRS to HCS My Applications

If EDRS is not listed in My Applications on the HCS Home page, then you can add it to your list.

1. In the top menu bar in HCS, click My Content, and then click All Applications.
2. On the Health Commerce System Applications page, click E in the Browse by line above the application list. Then find Electronic Death Registration System in the list.
3. In the far right column click the green circled plus sign to add the application to HCS Home page.

Return to the HCS Home page. EDRS is now be listed in My Applications.