Log In and Launch EDRS

1. Log in to HCS at [https://commerce.health.state.ny.us/public/hcs_login.html](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 will not be able to fully 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](https://commerce.health.state.ny.us/public/hcs_login.html), to import any new assignment from HCS.

Search for a Case You Do Not Yet Own – Start/Edit New Case

1. Select Life Events > Death > Start/Edit New 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 name of the Start New Case button is [If case does not appear above, start new case](https://commerce.health.state.ny.us/public/hcs_login.html)
      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 will 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.
**Validation Symbols and Rules**

Validate each page after entering the requested information. The system will check 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 will still be 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.

**Place of Death Page Tips**

- 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.
- 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.

**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.

- **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 will be 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.

**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.

**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 will ask 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 will fill in automatically when you select them from the lookup tool.
Things to Remember

If you are affiliated with more than one facility, make 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 have to 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.

You can override some data error messages, but it is not suggested. To override an error message, click in the Override box to select it, click Save Overrides, then Validate Page again. The validation indicator on the Death Registration Menu will remain yellow to indicate that the page has passed validation with overrides.

If you change data on a page after saving an override, you may need to:
1) uncheck the overrides,
2) save overrides with them unchecked (to clear the override from the database),
3) validate the page again, and then
4) re-select any remaining errors that need override, re-save the overrides, and then 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 just try to print out your draft copy of the death certificate, choose Print Working Copy.

Avoid typing text in fields that have the Lookup Tool (magnifying glass) available. Search using the Lookup 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 will use Request Non-Affiliated Certification to request your participation on the case.

You will 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. You will be able to view case information, but cannot yet edit the case.

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 will be entered in the Message field. You may click in the Message field and add your own comments/explanation to the existing message.

6. Click Save; then click any case page link in the Death Registration Menu, such as the Decedent page. (Clicking Return will return you to Messages screen.) Upon Save, your message with selected action is sent to the case owner.

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 will have two certifiers: the Coroner and the Medical Certifier.
Making Corrections After Certifying, Before 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 will now be listed in My Applications.