
EDRS



New York State Electronic Death Registration System (EDRS)

15.1 Release Notes

June 2016

This document was produced by the New York State Department of Health, Bureau of Vital Records



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15.1 Release Notes

Introduction

The New York State Electronic Death Registration System (EDRS) is being piloted using version 15.1. Pilot areas include Albany, Monroe, Montgomery, Onondaga and Schenectady counties. The pilot window began in November 2015 and is anticipated to continue through July 2016.

The Release Notes include known system bugs and acceptable work-arounds to electronically process death certificates.

For questions regarding project status, pilot participants, up-to-date self-paced training, or a schedule of upcoming webinar trainings, click [here](#) to go to the EDRS public webpage or contact the EDRS Implementation Team via email edrs@health.ny.gov or by telephone (518) 402-8289.

Product Description

The New York State Electronic Death Registration System (EDRS) is a secure, web-based application used to electronically register death certificates across New York State (excluding the 5 boroughs of New York City). Access to EDRS is granted through the New York State Health Commerce System (HCS) with accounts for HCS maintained through the Commerce Account Management Unit (CAMU). The database vendor is VitalChek.

The primary purpose of an EDRS is to enable death registration users - funeral firms, hospitals, nursing homes, physicians, and medical examiners and coroners - to file death records electronically with local registration districts and New York State, within the required 72 hour window after a death occurs. All parties involved require access to EDRS with profile configurations carried over from HCS accounts.

An EDRS provides on-line access for all parties involved to work on the same case to complete decedent fact-of-death and cause-of-death information without the need for a physical paper trail.

System Requirements

The following are the minimum requirements for accessing EDRS through the New York State Department of Health's Health Commerce System (HCS) and processing electronic death certificates in the EDRS. Work with your technical support team to ensure at least the minimum requirements are met at your facility.

Recommended software is in bold text below.

- **4 GB** memory
- **Windows** Vista, Windows 7, Windows 8, or Windows **10** Operating System
- Internet Browsers
 - **Microsoft Internet Explorer (version 11.0 or higher)**
 - Firefox (current stable release, but limited HCS support)
 - Google Chrome (current stable release; Windows platform)

- Safari 9 (Mac Operating System)
- **Adobe Acrobat Reader** (9.0 or higher - to view/print forms and reports)
Note: A browser should *not* be used as the default viewer for printing burial permits or death certificates.
- **Printer**
- **High-speed internet connection**

Note: As of January 2016 the EDRS is *not* compatible with mobile devices.

What's New for 15.1

Release 15.1 is the initial version of the EDRS for users outside of the NYS Department of Health. Everything included in these release notes is the rollout functionality including known bugs with work-arounds.

Enhancements

No new enhancements, due to 15.1 being the initial version of the software.

Fixes

No new fixes, due to 15.1 being the initial version of the software.

Known Issues and Problems

The table below identifies all known system bugs with acceptable work arounds.

Role	Screen	Known Bug/Issue	Work-Around	Anticipated Resolution
All	Working Copy and Vault Copy of Death Certificate	Decedent 'AKA' not displaying on DC	Registrar can write AKA in Field 1 (Name) when official copies are printed	Fixed in Release 16.1
	Working Copy and Vault Copy of Death Certificate	If <i>City or Village Outside of city or village limits</i> (16F) value is 'no'; No ability to enter town name if outside of city or village limits	Approved query exemption for pilot by DOH; registrar can register with blank field	Field will be left blank
	Working Copy	Working copy shows Funeral Director signature prior to signing case	Only use Working Copy for case review	Fixed in Release 16.1
	Working Copy and Vault Copy of Death Certificate	Medical Certifier title not populating in Field 25A (Certification; Certifier Name)	(no current workaround)	Fixed in Release 16.1
	Working Copy and Vault Copy of Death Certificate	No check for Nurse Practitioner in <i>Certifier Title</i> checkbox area under Field 25A	Select "Physician Acting on Behalf of Attending Physician" in EDRS instead of "Nurse Practitioner" in Certifier field on <i>Certifier</i> page	Fixed in Release 16.1
	Working Copy and Vault Copy of Death Certificate	No value checked in Field 32, <i>Was Decedent Hospitalized in last 2 months?</i> Field is currently on the <i>Injury</i> page in EDRS, which does not display unless Manner of Death is not equal to natural.	Approved query exemption for pilot by DOH; registrar can register with blank field OR Medical user can make Manner of Death anything other than 'natural,' complete the field on the <i>Injury</i> page and save, then change the Manner of Death back to 'natural.'	Field moved to <i>Place of Death</i> page in Release 16.1



Role	Screen	Known Bug/Issue	Work-Around	Anticipated Resolution
	Working Copy and Vault Copy of Death Certificate	Field 24B (Burial or Removal Permit Date Issued) is changing from the actual date it was issued to when it was printed by the Funeral Director	<i>(no current workaround)</i>	Fixed in Release 16.1 to keep date static to register date.
	Drop to Paper	Drop to Paper option unavailable once the case is signed and certified	Unsign or Uncertify to drop to paper	Drop to Paper will be available after signed and certified in Release 16.1
	Death Registration Menu	Carets appearing after validation may not be clear if user is colorblind	Review each page for error messages	Carets changed to checkmarks, x's, and circles in Release 16.1
	Comments	No Late Reason option for Comment selection	Use a comment, but add "late reason" to the comment details	Fixed in Release 16.1
	Refer to ME	Can only select a ME/Coroner office within your own county	N/A; piloting natural deaths only	New enhancement in Release 16.1 to allow selection of any ME/Coroner in EDRS
	Request Medical Certification	Can only select a medical certifier affiliated with 'owner' facility	N/A; piloting natural deaths only	New enhancement in Release 16.1 to allow selection of non-affiliated certifier
Funeral Firm Staff and Funeral Directors	Informant	Need to type in full address	Start by entering in State, then type in City, Town, or Borough to reduce the list of values returned. Select the appropriate city, town, village, etc. for the locality where taxes are paid (not necessarily the mailing address).	New York State will default in for address in Release 16.1

Role	Screen	Known Bug/Issue	Work-Around	Anticipated Resolution
	Place of Death/Disposition	Filing Registrar Office may not be properly mapped to place of death especially in Private Residence cases	Verify <i>Filing Registrar Office</i> on <i>Disposition</i> page once the Place of Death is completed	DOH continually reviewing mapping
Medical Facility Staff or Medical Certifier	Certifier	Can only select a certifier who is affiliated with your medical facility	<i>(no current workaround)</i>	New enhancement in Release 16.1 to allow selection of non-affiliated certifier
	Place of Death	Death occurring in hospital are really patients overseen by contracted hospice organization	Select 'Hospice Facility' from drop-down list then type in Hospice organization name and appropriate facility address (erase facility name and address (pencil eraser icon) if necessary before typing)	"Hospital, Hospice" added to Place of Death drop-down options in Release 16.1
	Place of Death	Locality field under Place of Death Address not staying after selected and validated	If field is blank after validating the first time, reselect appropriate value and click validate again	Fixed in Release 16.1
	Cause of Death	Some trauma terms trigger error messages, prompting certification by an ME/Coroner	Override error messages	Trauma terms list
	Other Factors	System default overrides selection in the If decedent was female, was decedent pregnant within the last year? If decedent is younger than 10 years old or older than 65". If 'Not applicable' defaults in, it does not populate any checkbox in field 33a on the death certificate.	Approved query exemption for pilot by DOH; registrar can register with blank field	Fixed in Release 16.1



Role	Screen	Known Bug/Issue	Work-Around	Anticipated Resolution
	Certifier	Spelling error in Intern/Resident (if not licensed) field label	N/A	Fixed in Release 16.1
Registrar, Deputy Registrar, and Sub-registrars	Identifiers	Register Number not staying after typed and validated	Print Vault Copy after registering and write local register number on hard-copy for filing	Fixed in Release 16.1

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Documentation

There are multiple documentation and training options available for Release 15.1, the initial pilot version of EDRS. Review materials and documentation located on the [EDRS public webpage](#).

For detailed information on using any EDRS features, please refer to the comprehensive *EDRS User Manual*.

Troubleshooting and Getting Help

Not every scenario can be documented in this manual. Use the table below if you have questions accessing the EDRS or while processing an electronic death certificate.

For Help With	Contact	At
Getting an HCS Account	DOH HCS website	https://commerce.health.state.ny.us/public/hcs_login.html (Use the sign up for an account feature at the bottom of the login window.)
Your HCS User ID	DOH HCS website	https://commerce.health.state.ny.us/public/hcs_login.html (Use the Forgot Your User ID feature at the bottom of the login window.)
Your HCS Password	DOH HCS website	https://commerce.health.state.ny.us/public/hcs_login.html (Use the Forgot Password feature at the bottom of the login window.)
An Inactive HCS Account	Commerce Account Management Unit	1-866-529-1890
Assigning you and your staff's EDRS roles with a facility or office	Your facility's HCS Coordinator	If you do not know who your HCS Coordinator is, contact the Commerce Accounts Management Unit at 1-866-529-1890 for assistance.
Adding EDRS to your list of applications in HCS	(self)	First try clicking the Refresh My Applications List at the bottom of the list. Next, try the steps below

For Help With	Contact	At
		<ol style="list-style-type: none"> 1. Select My Content > All Applications from the menu bar. 2. In the <i>Browse by</i> section, click on the letter 'E.' 3. Locate <i>Electronic Death Registration System</i> in the list and click on the '+' symbol in the last column for that row. A confirmation message will display. 4. Select Home > Home from the menu bar.
Getting access to EDRS	Your facility's HCS Coordinator or The NYS Department of Health EDRS team	edrs@health.ny.gov
A question on a specific electronic death certificate	The NYS Department of Health EDRS team	edrs@health.ny.gov

Broadcast message about the EDRS, such as maintenance outages, system updates, etc. will be posted on the *HCS Home Page*.