
EDRS



New York State Electronic Death Registration System (EDRS)

16.2 Release Notes

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Table of Contents

16.2 RELEASE NOTES	4
INTRODUCTION	4
PRODUCT DESCRIPTION	4
SYSTEM REQUIREMENTS	4
WHAT'S NEW FOR 16.2	5
<i>Fixes</i>	7
<i>Known Issues and Problems</i>	9
DOCUMENTATION	12
TROUBLESHOOTING AND GETTING HELP	12

16.2 Release Notes

Introduction

The New York State Electronic Death Registration System (EDRS) is being implemented using version 16.2. Pilot areas included Albany, Monroe, Montgomery, Onondaga and Schenectady counties. The pilot window, only included 'natural' deaths occurring in medical facilities, began in November 2015 and continued through November 2016.

EDRS will be phased in across New York State in 2016 and 2017. **The initial implementation will continue to be limited to 'natural' deaths occurring in medical facilities. Any case involving a Medical Examiner or Coroner must be processed outside of EDRS using the manually completed triplicate form.**

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

For questions regarding implementation status, 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 through the Call Center at 1-844-866-3377 (EDRS).

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. Full detail of HCS technical requirements are posted on the [HCS Browser Requirements](#) web page.

- **4 GB memory**
- **Windows 7, 8, or 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: HCS/EDRS compatible with mobile devices is not guaranteed.

What's New for 16.2

Release 16.2 is the first fully-functional 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.

NOTE: Initial implementation is only for 'natural' deaths occurring at medical facilities. Further investigation is needed to establish Medical Examiner and Coroner HCS accounts and EDRS roles, therefore any case involving a ME/Coroner will have to be processed on the paper triplicate form outside of EDRS.

Enhancements

New enhancements to be aware of, especially for pilot users include.

Role	Screen	New Feature
General (All Users)		
	Working Copy and Vault Copy of Death Certificate	Added spacing between names in Field 1 (Name: First, Middle, Last)
	Working Copy and Vault Copy of Death Certificate	Suspended use of <i>Locality</i> field (4D and 16C) checkboxes. Cities will list just the city name. Towns, villages and hamlets will have the appropriate designation in the text.

Role	Screen	New Feature
	Working Copy and Vault Copy of Death Certificate	Suspended use of <i>If City or Village, is Residence Within City or Village Limits? (16F)</i> field. Appropriate designations in text of fields 4D, 16C, or 16D as appropriate for case.
	Death Registration Menu	Validation carets changed to colored symbols: green checks, red x's, and yellow dots
	Home Page system notifications	Mass notifications will be displayed on home page, such as notice of system maintenance, etc.
Funeral Firm Staff and Funeral Directors		
	Decedent	New field for "If mailing address is different than Resident Address above, enter here" to add a mailing address that will appear in 16D after street and number if residence.
	Resident Address	Removal of the Locality and If City or Village, is Residence within City or Village Limits? Fields. The checkboxes in the subsequent fields on the forms will no longer be checked because the type of locality (town, village) will be in the actual name populating the field. Cities have no locality designation in the typed name.
	Informant	'New York' and 'United States' default for the address on the <i>Informant</i> page.
	Decedent Attributes	New validation rules for Decedent's Usual Occupation if occupation entered is 'Student,' 'Homemaker,' or 'Retired.' Validation rules match NCHS guidelines.
	Place of Death	Type of Place of Death: New option 'Hospital, Hospice'. A new dropdown option for the Type of Place of Death to delineate a hospice organization contracted bed/wing within a hospital. *This page is really owned by the Medical Certifier.
	Cremation Clearance	The Method of Disposition can be 'cremation' however, the cremation clearance cannot be recorded in EDRS. Override the error messages appearing on the <i>Disposition</i> page. Complete your cremation clearance through the usual manual process performed prior to EDRS implementation until such time that the Medical Examiners are brought onboard.
Medical Facility Staff or Medical Certifier (also applies to Medical Examiner (ME)/Coroner role		
	Select Medical Profession	<i>Select Medical Profession</i> page displays to let a user select the appropriate medical profession if no profession carries over from HCS to his/her EDRS user profile.

Role	Screen	New Feature
	Pronouncement	Time of Death Modifier field with dropdown options to specify disclaimer for reported Time of Death (such as approximate, court defined, etc.)
	Place of Death	Type of Place of Death: New option 'Hospital, Hospice.' A new dropdown option for the Type of Place of Death to delineate a hospice organization contracted bed/wing within a hospital.
	Place of Death	Locality field removed
	Certifier	Spelling error in Intern/Resident (if not licensed) field label
	New Edit Rules	New edit rules for the following fields and corresponding pages: <ul style="list-style-type: none"> • Date Admitted (Place of Death) • Deceased last seen alive by attending physician (Certifier) • Attending physician attended deceased – Start and End dates (Certifier)
Registrar, Deputy Registrar, and Sub-registrars		
	Identifiers	Burial Permit Issued by will default user, but after registration can be updated with another sub-registrar's name either by dropdown option or open text (for non-EDRS user, such as police officer)
	Identifiers	Local File Date is editable field after registering case; changed to previous date for burial permit issuance outside of business hours by a sub-registrar that was not processed through EDRS for the burial permit issuance.

Fixes

Below are the fixes since the last release.

Role	Screen	New Feature
General (All Users)		
	Working Copy and Vault Copy of Death Certificate	Decedent ' AKA ' now displaying on death certificate in Field 1. There is a character limit for printing, so check the Working Copy before signing, certifying, or registering.
	Working Copy and Vault Copy of Death Certificate	Country other than US printing in field 7A (City and State of Birth: If not USA, Country and Region/Province) for decedent's Place of Birth.

Role	Screen	New Feature
	Working Copy	Working copy no longer displays signatures prior to signing, certifying, or registering a case
	Working Copy and Vault Copy of Death Certificate	Medical Certifier title now populating in Field 25A (Certification; Certifier Name) for most medical professions.
	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.
	Working Copy and Vault Copy of Death Certificate	Field 32, Was Decedent Hospitalized in Last 2 Months? will be checked appropriately if completed in the corresponding field in EDRS, which was moved from the <i>Injury</i> page to the <i>Place of Death</i> page.
	Working Copy and Vault Copy of Death Certificate	If decedent's age on the Decedent page is younger than 10 years old or older than 65 and the If decedent was female, was decedent pregnant within the last year? option 'Not pregnant within the last year' is selected, the same checkbox is selected in field 33a on the death certificate.
Funeral Firm Staff and Funeral Directors		
		<i>– no fixes specifically for this role; refer to the Enhancements table above for role specific new functionality</i>
Medical Facility Staff or Medical Certifier		
	Place of Death	Locality field under Place of Death Address not staying after selected and validated. <i>(This field was removed as part of a new enhancement, so is a non-issue.)</i>
	Place of Death	Was Decedent Hospitalized in the Last 2 Months? field now appears on page.
	Cause of Death	Some trauma terms triggering error messages, prompting certification by an ME/Coroner, have been removed from the trauma word list.
	Other Factors	System no longer overrides 'Not pregnant in the last year' selection in the If decedent was female, was decedent pregnant within the last year? when decedent is female and younger than 10yo or older than 65yo.
	Certifier	Spelling error in Intern/Resident (if not licensed) field label
	Certifier	Ability to enter attending physician's license number in License Number field now enabling if Intern/Resident (If not licensed) box is checked.
Registrar, Deputy Registrar, and Sub-registrars		
	Identifiers	Register Number saving after typed and validated.

Known Issues and Problems

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

Note: Statewide implementation is starting without involvement of Medical Examiner or Coroner offices. Cases requiring certification from a ME/Coroner will continue to be processed via the triplicate paper form until a future release.

Role	Screen	Known Bug/Issue	Work-Around	Anticipated Resolution
All	Multiple	Fields accept future dates beyond date of death.	Users should be diligent to not enter future dates for past events, such as date last seen by attending physician.	Potential new validation rules
	N/A	If case is owned by both funeral firm and medical facility AND case status is Personal Valid and Medical Valid when a case is Dropped to Paper, the case automatically registers without registrar interaction.	Avoid dropping to paper, if possible. If a case must be dropped to paper that is owned in EDRS by both the funeral firm and medical facility, have the funeral firm unsign (if signed) and remove at least one data element to change status to Personal Invalid before the medical facility drops to paper.	Potential reprogramming in future release
Funeral User	Decedent	If the combination of decedent name and Alias(es) exceed the allowable number of characters, field 1 on the death certificate will be blank	Be cautious of entering AKAs, limiting entry to those needed for legal reasons.	If this becomes an issue, potential increase in character limit for a future release.

Role	Screen	Known Bug/Issue	Work-Around	Anticipated Resolution
	Transfer Case or Trade Call	Funeral firms will not appear in search results if the locality (city, township or borough) is not valid in the Places table (database).	<p>Instead of transferring the case, you can relinquish the case and the new funeral firm can pick it up using the Start/Edit New Case functionality.</p> <p>If attempting to enter a firm for a trade call, contact the EDRS Team for assistance to correct the firm information.</p>	Firm addresses will be fixed as identified.
	Decedent Pages/Burial Permit	No notation in EDRS to enter transportation information if the body is being shipped.	Print burial permit and hand-write the transportation information on the burial permit after conferring with the local registrar.	EDRS Team will research for system change in future release
	Decedent Pages/Burial Permit	No notation on the Burial Permit if the disposition is a donation/anatomical gift.	Manually check the appropriate box on the printed burial permit after conferring with the local registrar.	Future release will check the Removal/Hold checkbox on the burial permit
Medical User	Certifier	<p>If editing the certifier address and the user mistakenly enters a county in the country field, the county name prints on the death certificate instead of the state.</p> <p>For example, if 'Monroe' is entered in the Country field instead of 'United States' the death certificate will show "Rochester, Monroe" instead of "Rochester, NY."</p>	Verify data entry in the certifier address.	n/a
Registrars	Identifiers	If a Local File Date is entered prior to affirming, the case will automatically	Affirm case first, then enter the Local File Date and save the change.	n/a



Role	Screen	Known Bug/Issue	Work-Around	Anticipated Resolution
		register and affirmation will be disabled, so no registrar signature will populate the certificates.		

Documentation

There are multiple documentation and training options available for Release 16.2, 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*.