EDRS

New York State
Electronic Death Registration System (EDRS)
User Manual

Version 2.1
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This document was produced by the New York State Department of Health, Bureau of Vital Records

All death and decedent details represented in images within this manual are fictitious

Version 2.1
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Getting Started

Introduction

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).

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 registrars and New York State, within the required 72 hour window after a death occurs.

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.

Note: At the time of manual posting, New York State Department of Health (NYSDOH) has opted to implement EDRS for ‘natural’ deaths in medical facilities only. Placeholders exist in this document for future Medical Examiner or Coroner functionality.

Using this Manual

This manual is designed to document the major EDRS functions pertaining to death registration, applicable to the New York State Department of Health (NYSDOH) and the National Center for Health Statistics (NCHS) requirements as well as New York State Public Health Law. After initial orientation and training, users can refer to this manual for learning and reference. It deliberately represents all user functions. For quicker and more specific role-based tasks, refer to the Quick Reference material posted to the EDRS subpages (by role) using the left navigation bar on the EDRS main webpage.

Note: All examples referenced or shown in screenshots in this document contain fictional death report information. Examples do not reflect all possible scenarios that may occur while processing an electronic death certificate. Page images may vary compared to the live application.

For specific questions, you may request help from the appropriate contact in the Getting Help section of this manual.

System Requirements

The following are the minimum requirements for accessing EDRS through the NYSDOH’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 Vista, Windows 7, Windows 8, or Windows 10 Operating System**
- **Internet Browsers**
  - Microsoft Internet Explorer (version 11.0 or higher)
  - Google Chrome (current stable release; Windows platform)
  - Firefox (current stable release, but limited HCS support)
  - Safari 9 (Mac Operating System)
- **High-speed internet connection**
- **Adobe Acrobat Reader** (9.0 or higher - to view/print forms and reports)
  - A browser should *not* be used as the default viewer for printing burial permits or death certificates.
- **Printer**
  - When printing forms from EDRS, set printer to Shrink to Fit or Shrink to Page so that the entire form will print. Verify format in Print Preview before printing.

**Note:** At this time the EDRS is *not* compatible with mobile devices.

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**Passwords, Accounts, and EDRS Access**

EDRS access is through the New York State Health Commerce System (HCS). Each facility’s HCS Coordinator with which you are affiliated, grants you access to the EDRS after you have requested an HCS account. Go to the Getting Help section of this manual for links and contact information to request an HCS account.

**Note:** Every individual accessing EDRS must have a separate user name and password. DO NOT share IDs and passwords. If you breach the security agreement by sharing IDs, your HCS permission can be terminated by the NYSDOH.

To access the EDRS, your HCS Coordinator assigns you **one** EDRS role based on job duties within your organization. **Only one EDRS role is assigned per user within an organization.** EDRS roles determine what information you can enter and your authorization permissions for signing, certifying, or registering a case. *If you are an HCS Coordinator, refer to the Coordinator Help Documents in HCS for instructions on how to assign a role.*

Once set up in HCS and EDRS, you will only need to remember one password. If you perform multiple roles in the death registration process, such as a Funeral Director and a Coroner, you will need to have the role assigned within each organization, but will still only need one HCS account.

Your HCS password provides single sign-on functionality; your profile and permissions carry over to the EDRS.

- **Be aware that HCS passwords must be reset every 90 days.** If you do not access the HCS for 90 days, you are prompted to change your password the next time you log in. *It is highly recommended to give yourself a reminder 60-89 days out from a scheduled expiration to reset your password on your own to ensure uninterrupted access.*
- **Your HCS account is active for up to two (2) years without logging in.** If you do not access the HCS over two years, your account becomes inactive, and you will not be able to access the EDRS. You will need to contact the Commerce Account Management Unit (CAMU) to reactive your account. Refer to the Getting Help section of this manual for contact information.
## 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.

<table>
<thead>
<tr>
<th>For Help With</th>
<th>Contact</th>
<th>At</th>
</tr>
</thead>
<tbody>
<tr>
<td>Getting an HCS Account</td>
<td>NYSDOH HCS website</td>
<td><a href="https://commerce.health.state.ny.us/public/hcs_login.html">https://commerce.health.state.ny.us/public/hcs_login.html</a> (Non-licensed users and licensed medical professionals can use the sign up for an account options at the bottom of the login window.)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>To establish an HCS account, Funeral Directors and Local Registrars should contact the EDRS Call Center at 1-844-866-3377, or email <a href="mailto:edrs@health.ny.gov">edrs@health.ny.gov</a>.</td>
</tr>
<tr>
<td>Your HCS User ID</td>
<td>NYSDOH HCS website</td>
<td><a href="https://commerce.health.state.ny.us/public/hcs_login.html">https://commerce.health.state.ny.us/public/hcs_login.html</a> (Use the Forgot Your User ID feature at the bottom of the login window.)</td>
</tr>
<tr>
<td>Your HCS Password</td>
<td>NYSDOH HCS website</td>
<td><a href="https://commerce.health.state.ny.us/public/hcs_login.html">https://commerce.health.state.ny.us/public/hcs_login.html</a> (Use the Forgot Password feature at the bottom of the login window.)</td>
</tr>
<tr>
<td>An Inactive HCS Account</td>
<td>Commerce Account Management Unit (CAMU)</td>
<td>1-866-529-1890</td>
</tr>
<tr>
<td>Assigning an EDRS role in HCS</td>
<td>Your facility’s HCS Coordinator</td>
<td>If you do not know who your HCS Coordinator is, contact the Commerce Accounts Management Unit (CAMU) at 1-866-529-1890 for assistance.</td>
</tr>
<tr>
<td>Getting an EDRS account</td>
<td>The NYSDOH EDRS team</td>
<td>EDRS Call Center: 1-844-866-3377 Email: <a href="mailto:edrs@health.ny.gov">edrs@health.ny.gov</a></td>
</tr>
<tr>
<td>Accessing EDRS if unavailable from the My Applications list</td>
<td>(self)</td>
<td>First try clicking the Refresh My Applications List at the bottom of the list. Next, try the steps below</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1. Select <em>My Content &gt; All Applications</em> from the menu bar.</td>
</tr>
<tr>
<td>For Help With</td>
<td>Contact</td>
<td>At</td>
</tr>
<tr>
<td>---------------------------------------------------</td>
<td>--------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>A question on a specific electronic death certificate</td>
<td>The NYSDOH EDRS team</td>
<td>2. In the <em>Browse by</em> section, click on the letter ‘E.’ 3. Click on <em>Electronic Death Registration System</em> in the list.</td>
</tr>
<tr>
<td>A question on a specific field in EDRS</td>
<td>(self)</td>
<td>EDRS Call Center: 1-844-866-3377 Email: <a href="mailto:edrs@health.ny.gov">edrs@health.ny.gov</a>  From the EDRS <em>Help</em> menu, click the checkbox for <em>Show Tooltips</em>. Checking this box will prompt a pop-up box with details when you hover your mouse over an EDRS field.</td>
</tr>
</tbody>
</table>

Broadcast messages about the EDRS, such as maintenance outages, system updates, etc. will be posted on the HCS Home Page, and/or on the EDRS Home Page.

### Access the EDRS

The first step to access the EDRS is to log into the NYSDOH’s Health Commerce System (HCS). Perform the following to access HCS:

Have your **HCS User ID** and **Password** ready to access the system. If you do not have an HCS account, refer to the *[Getting Help]* section of this manual for instructions.

<table>
<thead>
<tr>
<th>Step</th>
<th>Comments/Prompts</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. On your computer, open Internet Explorer or other compatible browser.</td>
<td>See the <em>System Requirements</em> section in this manual for compatible browsers and other application information.</td>
</tr>
<tr>
<td>2. In the address field, type: <a href="https://commerce.health.state.ny.us/public/hcs_login.html">https://commerce.health.state.ny.us/public/hcs_login.html</a></td>
<td>The <em>Log in</em> page displays.</td>
</tr>
</tbody>
</table>
3. Type your **User ID** and **Password**. Press the Tab key or use your mouse to advance from the **Username** to **Password** fields.

Your personalized **HCS Homepage** displays.
4. From your HCS Homepage, click the EDRS link in the My Applications navigation bar to the left of the window.

If you do not see EDRS, try clicking the Refresh My Applications List option at the bottom of that left navigation bar.

If EDRS still does not appear, refer to the Getting Help section of this manual.

Note: If you have a medical role and your medical professions is not established when your EDRS user profile is created at initial log in, you will be prompted to select a medical profession prior to seeing the next screen.

The EDRS Office selection page displays.
5. Click on your office name, or the appropriate office with which a specific case is affiliated if you are connected to multiple offices.

All offices with which you are affiliated appear on this page. If you see multiple offices by the same name, for instance in the case of a funeral firm with more than one location, the offices will be listed in alphabetical order by location.

**Note:** If your office is not listed, click the link in the yellow bar, *Click here if profession or office not found*. The HCS and the EDRS will re-sync and all of your affiliated offices will appear.

The *EDRS homepage* displays.

**Note:** Menu options and *Fast Links* vary depending on your user role.
Case Ownership

A case in the EDRS must be “owned” in order to complete the death information. Essentially, the facility responsible for the deceased body at a given point in time “owns” the case in EDRS. If a medical staff person creates a case, it is available for a funeral firm to take ownership and vice versa.

Cases are linked to one office. If you are affiliated with multiple offices, make sure you select the correct office when working on a case in the EDRS. If you cannot find a case, you may need to change offices in the EDRS. Do this by clicking Main > Change Office on the EDRS Home Page.

Ownership can be transferred to another role, such as to a medical examiner or another funeral firm. If a case is owned by another facility, you will not find it when searched for nor will it appear in your queue. There are situations where you can work on a case even though it is owned by another user, such as for trade calls between funeral homes, coroner cases where the coroner is not a physician, or requesting medical certification from a non-affiliated certifier.

**Note:** A case must be owned to use the Death Locate Case functionality, as explained in a later section of this manual.

Audit Trails

Every transaction in the EDRS is tracked and auditable. Any changes to a case are identifiable by a date/time stamp and user ID. The Registrar and/or NYSDOH EDRS Administrators can view the audit trail through the Events and Issuance History page within a case.

Timeouts and Logout

To comply with NYS Account Management and Access Control Standards, the HCS has a timeout feature. You will be logged out of the application after 15 minutes of inactivity. Be sure to save your work frequently.

In addition, use caution if multiple EDRS users are accessing the system from the same computer or device. Your log in information may be cached (saved) through the internet browser, keeping you logged in even if another user attempts to log in or access the EDRS on another tab.

For confidentiality and security reasons, you should always log out of the EDRS and close the browser window if you are leaving your work area.
The EDRS System

EDRS Process Overview

The flow diagram below shows an overview of the typical flow of information and responsibilities within the EDRS.

- **Death Occurs**
  - Death event (medical) information gathered and entered by medical professional
  - Cause of death natural?
    - Yes: Certify medical findings
    - No: Refer case to medical examiner (currently external to EDRS)
      - Funeral firm engaged?
        - Yes: Decedent personal information gathered, entered and signed by funeral firm
          - Case signed: Case sent to local registrar, Local registrar affirms case
        - No: Decedent personal information gathered and entered by medical professional
  - Case signed

= Medical Professional/Certifier
= Medical Examiner/Coroner
= Funeral Firm
= Local Registrar

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Basic Navigation and Common Functions in the EDRS

Home Page Components

The following sections identify system functions and features available to all EDRS users. Role-based functionality is documented in the remaining chapters of this manual.

The EDRS homepage is the main page before searching for, or starting, a case. Below is an example homepage with an explanation of the page components. The Menus and Fast Links that are available will vary based on role.

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>Affiliated Office</strong></td>
</tr>
<tr>
<td>2</td>
<td><strong>Menu bar</strong></td>
</tr>
<tr>
<td>3</td>
<td><strong>Fast Links</strong></td>
</tr>
<tr>
<td>4</td>
<td><strong>Username</strong></td>
</tr>
</tbody>
</table>

Case Page Components

The following are page components displayed after a case is started or accessed for editing.

See Appendix A: Roles Matrix of this manual for a table of functions accessible by role.
1. **Death Registration Menu**
   The list of pages available for you to enter data. These pages vary depending on role – funeral firm or director, medical personnel or doctor, medical examiner or coroner, and Registrar, deputy Registrar or sub-Registrar. See images below for sample menus by role.

2. **Status Bar**
   Listing showing status for each section of the Death Registration Menu. See Appendix B: Roles Matrix for status bar descriptions.

3. **Date fields/Calendar Function**
   Enter dates in the appropriate fields. If the Date of Death is unknown, enter the same date as the Date Pronounced.
   - Type the date into the field using format, MM/DD/YYYY, or MMDDYYYY. If unknown, you can enter 999-99-9999 in certain fields.
   - Click on the calendar icon and use the calendar features to select the appropriate day, month, and year.
   - To enter the current date, simply click F12 on your keyboard.
   **Note:** The arrow icon by Date of Birth, when clicked, will calculate the decedent’s age and populate the Years field.

4. **Case page navigation buttons**
   Buttons used to navigate through a case.
   - **Validate Page:** Checks your entries against system requirements to make sure all required fields are completed and saves the data. This function will also validate open text fields to ensure complete and accurate information.
   - **Next:** Moves you to the next page in the process.
   - **Clear:** Removes data you just entered on this page.
   - **Save:** Saves the data you entered on this page, but does not validate your entries against system rules nor move you to another page.
   - **Return:** Returns you to the last completed, saved page.
The pages listed in the Death Registration Menu align with your fact-of-death or cause-of-death role for data you complete on the paper death certificate.

See the images below to see standard pages available by role. Additional pages appear based on case situations, such as cremation as the disposition type or manner of death other than ‘natural.’

- Go to Appendix B: Roles Matrix to view access to pages and functions by role
- Go to Appendix C: EDRS Death Certificate Layout for a listing of the Death Certificate fields in correlation to EDRS fields and access.

Note: Funeral firm and medical office staff do not have access to sign or certify a death record, therefore these page options will not display. Sub-Registrars are not authorized to generate copies of death certificates.
Basic Navigation

This section outlines the basic EDRS navigation features *once you access a case*. These features are available for all roles.

**NOTE:** When working within a case in the EDRS, **avoid** using the browser Back button. Use of this button can disrupt communication with the database and could cause loss of entered data.

<table>
<thead>
<tr>
<th>Type of Navigation</th>
<th>What You Do</th>
</tr>
</thead>
<tbody>
<tr>
<td>To move from page to page within a case</td>
<td>• Click the <strong>Next</strong> button at the bottom right of the main window, OR</td>
</tr>
<tr>
<td></td>
<td>• Click on the page name in the <em>Death Registration Menu</em> of the left navigation bar.</td>
</tr>
<tr>
<td>To move field to field</td>
<td>Press the <strong>Tab</strong> key on your keyboard or move your cursor to, and click on, the desired field.</td>
</tr>
<tr>
<td>To enter values in a field with a drop-down box</td>
<td>• Click on the downward pointing arrow and click on the desired option from the list (this may require scrolling through the options), OR</td>
</tr>
<tr>
<td></td>
<td>• Start typing the value you would want to select. A list of available options appears below the field that begin with the letter(s) you type. If/when you see the value you want, move your cursor to it and click on the value.</td>
</tr>
<tr>
<td>Autofill fields</td>
<td>A number of fields are automatically filled by the application when a selection is made in one field. For example, entering a <strong>Facility</strong> name from a list of values will, in turn, populate all of the address fields for that facility. Similarly, typing in a <strong>License</strong> number and clicking the arrow icon to the right of that field will populate the facility or user details such as address.</td>
</tr>
</tbody>
</table>
**Type of Navigation**

Search for values on fields followed by a **magnifying glass icon**.

<table>
<thead>
<tr>
<th>What You Do</th>
</tr>
</thead>
<tbody>
<tr>
<td>Click on the magnifying glass to access a search window. In that window, you can type in full or partial words or phrases. The system looks for exact entries matching your text unless a wildcard (%) is used. For partial entries, you will need to use a wildcard before, after, or before and after.</td>
</tr>
</tbody>
</table>

| %Smi | Searches for anything ending with ‘smi’ |
| Smi% | Searches for anything starting with ‘Smi’ |
| %Smi% | Searches for anything with ‘smi’ anywhere in the name |

The **Eraser** icon clears any values already in the given field and any field auto-populated by the previous data, such as a facility and its address.

---

**Validation Function**

By validating a page, you are asking the system to review your data entries and omissions against pre-set rules and to save the data entered. This will check that all required fields have data entered and that the data is complete and accurate. Once you validate one page, all pages are validated, as indicated by the stoplight colored icons to the left of the pages in the Death Registration Menu, even if you have not accessed those pages yet.

**Note:** You can validate the pages at any time while data entering, however, remember to click **Save** if you prefer to wait to validate after entering all case information.

Entries are checked against system rules to make sure all required fields are complete. This function also validates open text fields to ensure complete and accurate information.

By clicking **Validate Page**, the data is saved to the EDRS.
All messages appearing after validating a page are not necessarily error messages. The system simply recognizes the data as incomplete or inaccurate for system checks.

Fields with errors also change colors when validated:

- **Red/Pink fields** are required fields, hard-coded for specific data.
- **Yellow fields** are required fields, soft-coded so data entered can override system rules.

To override a ‘soft edit’ message, click on the **Override** checkbox for the message(s), then click the **Save Override** button. You must revalidate the case after saving for the override(s) to apply to the case. The fields and page will retain the yellow color to indicate exceptions to the system rules after being overridden.

**Note:** If you leave the case or log out of EDRS without signing or certifying a case, the next time you access the case, you will need to validate the case pages again. Validation errors are not stored in the database.
## Validate Page

**button**

Checks your entries against system requirements to make sure all required fields are complete. This function also validates open text fields to ensure complete and accurate information.

## Stoplight Validation Icons

- **Red ‘x’**: Edits are still needed on this page; it is incomplete.
- **Yellow dot**: Edits are complete on this page, however some field entries were overridden. This may happen if information is not known at the time of data entry or the data entered is accurate but conflicts with EDRS system rules.
- **Green ‘check’**: All edits were completed and acceptable for this page.

## Validation Results

Listing of fields requiring attention on this page, as determined by system checks.

## Actions available to fix Error Messages

Error messages correlate to a specific field on the page. The fields having validation errors change to red or yellow shading. Depending on the message, you have the option to perform one of the following for each:

- **Override**: If a checkbox displays, you have the option to override the system rule. Be cautious using this feature.
- **GoTo Field Fix**: Clicking this button moves your cursor to the field on the page to make changes.
- **PopUp Fix**: Clicking this button opens a pop-up window in front of the page for you to make changes. This is handy if you are looking at a page with many fields or are just having difficulty seeing the field to which your cursor moved.

You must Validate the case again after acting on any error messages.

**Note**: When you override an error, after revalidating the page you will still see the error message listed in the Validation Results with the Override box checked. The page will be marked with a yellow dot icon in left navigation menu. You may continue to the next page.

---

## Review Workload (Queues and Messages)

The Queues menu option, or Fast Links icon, is another way to quickly check your cases and workload. Again, the queue options vary depending on your role. It is highly recommended to check your queue frequently.

The Registration Work Queue Summary Fast Link only appears after you have accessed the feature a few times through the menu bar first.

**Note**: Messages and Queues display for the office affiliation selected when logging into the EDRS. To view messages and work queues for another office, select Change Office from the Main menu.
Queue Summary

The Summary option is the most useful, showing you cases by category, such as Personal or Medical Pending status, Signature Required, or Registration, depending on your role.

Once you select a queue list category, you can access a case by clicking the Case ID or Registrant (Decedent) name. You can also reorder the column to be in ascending or descending numerical or alphabetical order, by clicking the column header.
Messages

Alternatively, you will receive system-generated messages or messages manually sent from other EDRS users. Access messages from the EDRS Home Page by selecting Main > Messages or clicking on the Messages Fast Links icon.

Click on the decedent’s name in the Message Text to access the specific case.

Note: Depending on the message trigger, some messages will automatically be removed from your message list. Other messages should be manually deleted when the case is accessed and action performed. Not every function in EDRS will generate a message; the majority of messages in EDRS are sent to all users within a facility, therefore a number have been turned off for confidentiality reasons and to not overload individual’s inboxes.
**Search by Queue**

To search for cases by queue, select the appropriate queues option from the **Queues** menu. This option shows you a list of cases for a specific queue and search criteria you enter.

For example, select the appropriate **Queue** from the drop-down list, such as **Signature Required – Death**. Next, select the **Search Type**, such as **Funeral Home**. Finally enter the value matching the **Search Type**, such as the full name, or partial name with wildcard, of the **Funeral Home**. Click **Search** to view the search results.

**Locate a Case You Own**

An option to search for a case is the **Life Events > Death > Locate Case** (or **Search**, for Registrars) function. **You should always search for a case before creating a new one.**

**Note:** The Locate Case function will only display cases you own. If you are affiliated with multiple offices, make sure you are logged into the correct office.

### Step | Comments/Prompts
---|---
1. From the **Life Events** menu option, select **Death > Locate Case**  
OR  
Select **Death > Search** (for Registrars)
### Step 2. Enter data in at least one field.

The more data entered, the more refined the search results.

### Step 3. Click Search.

Search page for Registrars below. Locate page, above, for all other roles.
4. From the list, click on the **Decedent’s Name** for the case you were looking to edit. If unsure, click the **Preview** option in the last column for the desired case.  

**Note**: Only cases owned by the office you selected when logging in to the EDRS display in the results list.  

If you previewed the case and it is the case you are working on, select it from that page by clicking on either the **Decedent’s Name** or the **Select** option in the far right column.  

If no results are returned, there is no case in EDRS owned by that office matching the criteria you entered.  

- If you know the case has been started,  
  - First, confirm you are in the correct office  
  - Next, contact the originating facility to confirm the decedent information.  
- If you are, in fact, the first to start the case, back out of the **Locate Case** screens and use the **Start/Edit New Case** functionality.  

---  

**Start/Edit New Case**  

The **Start/Edit New Case** page is used by all roles except the Registrar to start entering a new, or update an existing, case. Use this menu option before creating any new case to prevent duplication.
Note: A new case is saved in the EDRS once you click the Start New Case button, even if you do not enter any additional decedent death information or click the Save button! Be cautious starting a new case in the EDRS. Once you start a new case, it cannot be deleted from system. If you started a duplicate case, contact the NYSDOH EDRS team to ‘abandon’ the case.

**Step** | **Comments/Prompts**
---|---
1. From your EDRS homepage, either,  
   a. Click on the Death Start/Edit New Case icon  
   OR  
   b. Select Life Events > Death > Start/Edit New Case from the menu bar.

The Death Start/Edit New Case page displays.
Step 2. Enter the required decedent information.

Comments/Prompts

Note:

- Required fields are denoted with red boxes and carets pointing at the fields.
- Names should be entered with capitalized (upper case) first letters followed by letters in lower case. The EDRS will not allow you to type in all CAPS.
- Date format should be
  o (numeric) MM/DD/YYYY or MMDDYYYY
  o (alphanumeric) MMMDDYYYY or MMM-DD-YYYY

If unsure about the required information,

- Enter “Unknown” for the name, enter the date the body was found and “unknown” for the gender.
- All fields can be edited once information is found or amended if case is registered with the unknown information.
### Step 3

3. Click **Search**.

<table>
<thead>
<tr>
<th>Comments/Prompts</th>
</tr>
</thead>
<tbody>
<tr>
<td>The <em>Death Search Results</em> page displays. If there are no cases matching the criteria you entered, a message displays on the page. Skip to step 5. If there is at least one case matching your criteria entered, go to the next step.</td>
</tr>
</tbody>
</table>

If no cases match the information you entered, the message above displays. If there are possible duplicate cases, the search results display like the page below.

---

### Step 4

4. Perform **one** of the following if a duplicate case displays:
   a. Click on the **Preview** link to the right of the case to review case information,
      OR
   b. Click on the **Decedent’s Name** if this is definitely the case you want.

See the table below to determine the best next step.
### Step 4: \( \text{Comments/Prompts} \)

<table>
<thead>
<tr>
<th>If…</th>
<th>Then you…</th>
</tr>
</thead>
<tbody>
<tr>
<td>this is your case, and you clicked on the Decedent’s name</td>
<td>are taken to the case record.</td>
</tr>
<tr>
<td>you previewed the case and it is the case you own and are working on</td>
<td>can select it from that page by clicking on either the <strong>Decedent’s Name</strong> or the <strong>Select</strong> option in the far right column. Then you are taken to the case record.</td>
</tr>
<tr>
<td>the case is the one you are looking for, but you do not ‘own’ the case</td>
<td>accept ‘ownership’ of this case in the pop-up box indicating it is an ‘un-owned case’ and you are taken to the case record.</td>
</tr>
<tr>
<td>you are, in fact, working on a case with the same criteria, but a different person</td>
<td>go to step 5.</td>
</tr>
</tbody>
</table>

5. **Click Start New Case.** The case record displays on the **Decedent** page.
Step | Comments/Prompts
---|---
6. Complete all of the pages pertaining to your role. | It is recommended to validate each page before moving to the next page to ensure accurate and complete data. You can, however, save each page and validate once all case information has been entered. To learn more, go to the section *Completing Cases* for your role in this document.

**Other Links Options**

Additional functions display under the *Other Links* section of the *Death Registration Menu*. The below functions are available for all roles. Options that are *role-specific* are covered in those respective sections of this manual.

**Changes and Amendments (Corrections)**

Changes can be made to a case in EDRS any time *before* it’s registered by the local Registrar. Just remember that a case is automatically sent to the Registrar once signed and certified. If signed/certified and not registered, simply unsign/uncertify the record on the appropriate page for your role, then proceed to make the necessary changes. You then reaffirm to sign/certify the case again when changes are complete.

Once registered, an amendment (correction) request must be submitted to the local Registrar in hard-copy, using the same paper-based process in place before the implementation of EDRS.

**Print Forms (Drop to Paper and Other Copies)**

There are various forms available within the EDRS.

- **Burial Permit**: Issued to the Funeral Director to commence disposition of the body. The permit is printable (viewable) up to five times from the system after the death certificate is registered. Contact the Registrar if the permit needs to be reprinted.
• **Drop to Paper**: Transitions the case to a hard-copy paper format after being signed or certified. **Use caution with Drop to Paper.** The case is no longer electronically accessible for editing after being dropped to paper.

• **Working Copy**: Provides a view of the electronically entered data in a death certificate format. The Working Copy is available for all roles, and should be reviewed prior to signing/certifying to verify all information is complete and accurate. The Working Copy can also be used for validation when filing with a sub-registrar outside of regular business hours.

• **Vault Copy**: Displays for the **Registrar only** and represents the official death certificate. This is the version used to generate copies for electronically filed cases if requested. The vault copy can also be printed and filed in hard-copy as the source for corrections.

**Note:** If the body is being transported out of the country, additional documentation is generally required outside of EDRS. The documentation required is usually defined by the foreign government receiving the body. The Funeral Director must consult with

- The County Health Department or other authorized medical entity for appropriate health certifications,
- The local registrar, NYS Department of State, and/or Federal Department of State for appropriate seal or stamping, and
- The foreign government (embassy/consulate) to ensure compliance with all transport and receipt of the body.

**Comments**

You can post comments to a case in the EDRS. These are comments or information not required on the death certificate, but may be useful for historical purposes.

**Step** | **Comments/Prompts**
--- | ---
1. Click **Comments** in the **Death Registration Menu** when viewing a case. | A **Comments** popup window displays.
2. Click **New Comment**. The window expands with data entry fields for the **Comment Type** and **Comment** text fields.

3. Select the **Comment Type** from the drop-down list and add text in the **Comment** field.
4. Click **Save**. The window refreshes with the comment just entered. You can edit or delete the comment, or leave the case.

**Request Medical Certification**

In the event that the medical certification has not been completed by a certifier, you can request a specific medical certifier to do so. By using this function, a system-generated message is sent to the recipient you select.
The **Certifier** and affiliated **Facility/Office Name** must be selected from the database and will populate the area above the message box. When you click **Save**, a system-generated message is sent to that selected recipient.

**Refer to Medical Examiner (future functionality)**

You need to refer the case to a medical examiner if the **Manner of Death** on the **Pronouncement** page is anything other than ‘natural.’

**NOTE:** The initial implementation of EDRS focuses on ‘natural’ deaths only, therefore Medical Examiners are not privy to EDRS accounts.

Perform the following:

<table>
<thead>
<tr>
<th>Step</th>
<th>Comments/Prompts</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>From any page within a case, click <strong>Refer to Medical Examiner</strong> in the left navigation bar. The <strong>County</strong> defaults from the <strong>Place of Death</strong> address.</td>
</tr>
</tbody>
</table>
2. **Use the Lookup Tool** (magnifying glass) to select the **Office** and **Medical Examiner**. Don’t forget, you can use the wildcard (%) feature to avoid misspellings.

3. **Add any additional comments** to the system-generated message, as desired. **Note**: The **Medical Examiner** must be affiliated with the **Office** selected in the previous field.

4. **Click Save**. The page refreshes and the fields become read-only. The case is officially now “owned” by the Medical Examiner. You can leave the case.
**Relinquish Case**

If, for some reason, you are no longer responsible for a case, you can relinquish ownership in the EDRS. This may happen if you took ownership of the case in error or another funeral firm has been requested by the decedent’s family.

Once in the case, select **Relinquish Case** in the *Death Registration Menu* (left navigation bar).

**Note:** Once a case is transferred or relinquished, you will no longer have access to the case.

![Relinquish Case dialog box]

A system generated message pops up to confirm you want to relinquish ownership. Click **OK** to proceed or **Cancel** to retain ownership.

**Transfer Case**

There may be a time when you need to transfer ownership of a case to another funeral firm.

**Note:** Once a case is transferred or relinquished, you will no longer have access to the case.

<table>
<thead>
<tr>
<th>Step</th>
<th>Comments/Prompts</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. From any page within a case, click <strong>Transfer Case</strong> in the left navigation bar.</td>
<td>You can only transfer full ownership to another funeral firm.</td>
</tr>
</tbody>
</table>
2. Check the box for **Transfer Personal Ownership To**: 

3. Use the **Lookup Tool** (magnifying glass) to the right of the selected ownership type to locate the new owner. Remember the wildcard function (%) is available in the search windows if you are unsure about spelling or spacing in the new owner’s name within the database.

4. Click **Select** to the right of the name in the results list.

5. Add any comments to the message window, if desired. **Note:** Do not delete any text from the system-generated message. This is case identifying criteria for the new owner to use to locate the case, if necessary.

6. Click **Save**. A system-generated message is sent to the new owner of the case.
Cases in the EDRS: Medical Professional Role

Creating and Maintaining Cases: Medical Professional Roles

**NOTE:** The initial implementation of EDRS focuses on ‘natural’ deaths only, therefore Medical Examiners are not yet using EDRS.

A medical professional creates the case in EDRS for natural cause deaths. The medical professional is responsible for entering the decedent’s identity and medical information. The funeral firm is responsible for entering the decedent’s other personal information and disposition information, unless a funeral firm is not engaged per the decedent’s will, executor, or family.

Edit/Complete a Case

After you have searched on or started a new case, you need to enter all pertinent medical information for the decedent. If a funeral firm is not engaged according to the decedent’s will, executor, or family, then a medical examiner can complete the decedent personal information.

The steps below pick up from the Start/Edit New Case access. If you need to review how to get to this point, refer to the Basic Navigation: Start/Edit New Case section of this manual.

Medical Certification pages are the same for all medical certifier roles. Additional Medical Examiner functionality is covered in the Additional Tasks for Medical Examiners/Coroners section of this manual.

**Note:** There are variations to access based on medical professional role.

- Medical staff, in addition to the medical certifier, can perform all of the following data entry. Staff, however, are not authorized to certify a case.
- Medical Examiners can complete the Personal Information section if the Will Medical Examiner be responsible for Personal Information? drop-down selection is ‘Yes.’
- Medical Examiners can certify a case without a requested case review by taking control through the ME Review Case page.
- Interns/Residents can certify a case without a medical license; there is a checkbox for Intern/Resident to check and the Certifier information entered is that of the Attending Physician.

**Note:** It is the discretion of the medical facility to define the business process workflow for completing the Medical Certification pages within EDRS, regardless of page access for staff versus certifiers.
Step | Comments/Prompts
--- | ---
1. From the **Decedent** page, click on **Pronouncement** in the **Medical Certification** section of the **Death Registration Menu** (left navigation bar). | The Decedent page is the default page when accessing a case, however, medical professionals are not responsible to update this page unless taking full responsibility for the case.

The date, time, and manner of death are entered here.

![Screenshot of the Decedent page](image)

2. Enter the required pronouncement information. | **Note:** Any manner of death other than ‘Natural’ requires certification by a Medical Examiner or Coroner.

You can enter 9's for the Date and Time of death if unknown, however, it is better to enter the best approximation until specific details are found through examination or testing, as per CDC guidelines. If the date and time are unknown, use the **Time Modifier** dropdown options.

The **pronounced** date and time must be exact. Unknown entries are not acceptable.
3. **Click Validate Page.**

The page will refresh, displaying error messages for any omitted information or field entries not matching system rules. Make corrections and/or override and revalidate, as necessary.

If you do not click Validate Page, you must click Save or your entries will be removed when you navigate away from this page.

**Note:** If the Manner of Death is anything other than 'Natural,' and you are not a Medical Examiner or Coroner, you will receive an error message and will not be able to certify the case in the EDRS.

4. **Click Next** to go to the *Place of Death* page.

Optionally, you could also move around the case using the page links in the left navigation bar.

Notice the green, yellow, and/or red icons to the right of the page names in the left navigation bar. These appear for all pages once the initial page is validated.
5. On the **Place of Death** page, enter the necessary information not defaulted in from your affiliated facility and **validate** the page.

Facility details for which you are affiliated and logged into default into the fields on this page.

If the death occurred at another location, the **Address** information must be updated. For example, if

- the **Type of Place of Death** selected is ‘private residence,’ the decedent’s home address populates the **Address** section.

- a patient was under hospice care, but in a hospital at the time of death, select ‘Hospice, Hospital’ from the **Type of Place of Death** and leave the defaulted text or retype the hospital address on the case.

- you are affiliated with more than one facility and started the case under the wrong location, you can transfer the case to the correct facility. Refer to the **Transfer Case** steps in the **Other Links** section of the **Basic Navigation: Start/Edit New Case** section of this manual.
<table>
<thead>
<tr>
<th><strong>Step</strong></th>
<th><strong>Comments/Prompts</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>42.1</td>
<td>The <strong>Medical Record Number</strong> needs to be manually entered.</td>
</tr>
<tr>
<td></td>
<td>If you select “Yes” for the <strong>Was Decedent Transferred from Another Institution?</strong> field, the page will refresh and expand for you to enter the previous facility’s information.</td>
</tr>
<tr>
<td></td>
<td>If information is unknown make the appropriate selection or enter “Unknown” or “Pending” in the text field.</td>
</tr>
<tr>
<td>6.</td>
<td><strong>Click Next</strong> to go to the <strong>Cause of Death</strong> page.</td>
</tr>
<tr>
<td></td>
<td>For state and federal statistics, it is very important to completely and accurately fill out the cause of death including all intervals and underlying conditions.</td>
</tr>
</tbody>
</table>
7. Complete the *Cause of Death* entries for all known conditions related to etiology associated with the death and the decedent’s prior health situation.

EDRS system checks make sure this information is accurate and complete. There is a table of ‘trauma’ terms cross-checked with the *Manner of Death* on the *Pronouncement* page for consistency. These ‘trauma’ terms may prompt EDRS to recommend that a Medical Examiner or Coroner certify a case.

- Line A in Part I of this page is the immediate cause of the death event.
- Lines B-D are the chain of events leading to the cause of death.

Do not abbreviate.

To assist with these checks and balances, use the **Check Spelling** feature for your entries.

Time intervals are required for each line in Part I.

Part II identifies underlying or other chronic conditions suffered by the decedent. Entries in Part II may or may not have had an impact on the cause of death etiology.

8. Click **Validate Page**.
<table>
<thead>
<tr>
<th>Step</th>
<th>Comments/Prompts</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.</td>
<td>Click <strong>Next</strong> to go to the <em>Other Factors</em> screen. Additional information related to the decedent and his/her death is entered on this screen.</td>
</tr>
<tr>
<td>10.</td>
<td>Complete the remaining information. Additional information related to the decedent and his/her death is entered on this page. <strong>Note:</strong> ME Case Number could be filled in here. If the case was <em>referred</em> to a Medical Examiner, the ME Case Number can be entered if known, or will auto-populate when he or she completes the ME Review Case page. Depending on the Manner of Death, an Injury page may display. You must complete this page if it appears.</td>
</tr>
<tr>
<td>11.</td>
<td>Click <strong>Validate Page</strong>. Data entry for the death event is complete at this point. Identification for the specific medical certifier is required next. <strong>Note:</strong> If the Manner of Death was anything other than ‘Natural’ and you are not a Medical Examiner or Coroner, you will not be able to certify the case.</td>
</tr>
</tbody>
</table>
Identify the Medical Certifier

The Certifier page in the EDRS identifies the attending physician or medical examiner/Coroner who is certifying the death certificate. This page can be filled out by medical staff along with the other Medical Certification pages, however, certain information on the Certifier page may only be known to the actual certifier.

The Certifier Name and Address information defaults in if the person logged into the EDRS is authorized. If the certifier is a coroner who is not a physician or was not the attending physician, check the appropriate box for Coroner is not a physician or Certifier is not attending physician for additional fields to display. The page expands to allow entry of Coroner’s Physician or Certifier details.

If the Certifier section is blank or needs to be changed, use the Lookup Tool (magnifying glass) to locate the certifier from the EDRS database. All Certifier information will auto-populate when the person is selected.

Note: Avoid manually typing in Certifier information, as EDRS will not validate text entries against the database tables, which could result in ‘invalid user’ errors when attempting to certify a case. If information is inaccurate for the certifier, effort should be made to update the user profile in HCS as well as EDRS.
**Electronically Certify a Death Certificate**

After all *Medical Certification* pages have been completed and validated, the EDRS allows authorized medical certifiers to electronically certify a death certificate.

<table>
<thead>
<tr>
<th>Step</th>
<th>Comments/Prompts</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>From any page within a case, with completed and validated <em>Medical Certification</em> data entry, click <strong>Certify</strong> in the left navigation bar. The <strong>Certifier</strong> page must be completed within the case prior to the <strong>Certify</strong> page appearing as an option in the left navigation bar. All <em>Medical Certification</em> pages must have been validated and approved, as noted by green and/or green and yellow icons.</td>
</tr>
<tr>
<td>2.</td>
<td>After reading the affirmation statement(s), click the checkbox(s) in front of the text. Affirmation statements varies slightly, based on the certifier’s medical profession.</td>
</tr>
</tbody>
</table>
### Step

3. Click **Affirm**.

### Comments/Prompts

A system-generated message displays indicating successful authentication.

At this point – if the case was started by a Funeral Director – the EDRS sends a system-generated notification to the Funeral Director that the medical certification is complete.

If a Funeral Director becomes involved after you started the case, share the EDRS case information with the funeral firm via telephone or email, so they can locate and complete the case information. Confirm and share the decedent’s **name**, as entered in EDRS, the **Date of Death**, and the **Sex**.

If no funeral director is involved in a case, the decedent information must be completed by a Medical Examiner/Coroner. Therefore, the **Will Medical Examiner be responsible for Personal Information?** drop-down selection must be ‘Yes.’ In this case, once decedent information is complete, the case is automatically signed and sent to the Registrar for filing.

---

### Other Links Options

Additional functions display under the **Other Links** section of the **Death Registration Menu**. Those functions, available for multiple roles, are described in the **Basic Navigation: Other Links Options** section of this manual. There are no functions limited to medical certifiers and staff in the Other Links section.
**Additional Tasks for Medical Examiners/Coroners (future functionality)**

**NOTE:** The initial implementation of EDRS focuses on ‘natural’ deaths only, therefore Medical Examiners are not yet using EDRS.

Most EDRS functionality is the same for Medical Examiners and Coroners as for other medical certifiers. When referencing this manual, first review the Creating and Maintaining Cases in the EDRS: Medical Professional Roles chapter in this manual.

A Medical Examiner/Coroner may be completing the decedent’s Personal Information in lieu of, or prior to, a funeral director’s involvement with the case. Refer to the Creating and Maintaining Cases in the EDRS: Funeral Professional Roles: Edit/Complete a Case section in this manual for instruction on completing the Personal Information pages.

**Note:** A Medical Examiner may start a case anytime in the EDRS. However, the Medical Examiner must be engaged whenever the Manner of Death on the Pronouncement page is other than ‘natural’ regardless of which role starts a case.

Role specific variations and additional tasks are noted below.

**Other Links**

Additional functions display under the Other Links section of the Death Registration Menu. Those functions available for all roles are described in the Basic Navigation: Other Links Options section of this manual. The remaining functions available to Medical Examiners/Coroners are below.

**ME Review Case**

Medical Examiners may start a case in the EDRS, have a case assigned, or be requested to review a case. In certain situations, the Medical Examiner may want to take ownership of a case.
Step | Comments/Prompts
--- | ---
1. After accessing and reviewing a case, click **ME Review Case** in the left navigation bar. | The **ME Review Case** page displays.

![ME Review Case screenshot]

2. Select the appropriate **Referral Action** from the drop-down list. | ![Referral Action screenshot]

**Accept Referral**: You accept responsibility to review and certify the case.

**Decline Referral**: You decline the referral and the current medical certifier will certify the case. When declining, type “DEC” in ME Case Number field, if no case number is recorded in your office. A best practice is also to include a reason for refusal.

**Pending**: You acknowledge the request, however, need to do additional research before accepting responsibility for medical certification.

**Take Control of Case**: You are aware of the case and take ownership of the case even if it was not referred to you.
### Step Comments/Prompts

3. **Click Save.**  
   You now have the ability to update *Medical Certification* data.

4. **Depending on the Referral Action selected,** proceed to the *Medical Certification* pages to verify previously entered data and make any necessary changes.  
   If necessary, refer to the previous sections in this chapter for assistance.  
   If declined, no further action is required.

---

**Approve or Reject a Cremation Clearance Request**

In certain New York State counties, the Medical Examiner must approve clearance for cremation of the decedent’s remains. This is requested by the owner of the personal information of a case in EDRS. EDRS sends a notification to the appropriate ME/Coroner, by which the ME/Coroner can access the case.

The ME/Coroner can access the case through the *Messages* list or the *Registration Work Queue Summary*.

### Step Comments/Prompts

<table>
<thead>
<tr>
<th>Step</th>
<th>Comments/Prompts</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. After accessing a case where a Cremation Clearance is requested, click <strong>Cremation Clearance</strong> in the left navigation bar.</td>
<td>The <em>Cremation Clearance</em> page displays.</td>
</tr>
</tbody>
</table>
2. Select the appropriate **Cremation Clearance Status** from the drop-down list.

**Requested:** The default status when a cremation clearance is requested. (If you are also the *Personal Information* owner, this option will not display in the drop-down list.)

**Approved:** You acknowledge and approve the request.

**Pending:** You acknowledge the request, however, need to do additional research before accepting responsibility for medical certification.

**Not Approved:** You reject the request. If not approving the request, you must then complete the **Cremation Reject Reason** field.
<table>
<thead>
<tr>
<th>Step</th>
<th>Comments/Prompts</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.</td>
<td>Click <strong>Save</strong>.</td>
</tr>
</tbody>
</table>
Cases in the EDRS: Funeral Professional Role

Creating and Maintaining Cases: Funeral Professional Roles

For *natural cause* deaths, the case should be created in the EDRS by a medical professional. The medical professional enters the decedent’s medical information. The funeral firm is responsible for entering the decedent’s personal information and disposition information.

Edit/Complete a Case

After you searched on and opened a case for editing, you need to enter all personal information for the decedent. Cause-of-death information is certified by the attending physician or medical examiner/coroner, but can be data entered by any authorized medical staff.

The steps below pick up from the Start/Edit New Case access. If you need to review how to get to this point, refer to the Basic Navigation: Start/Edit New Case section of this manual.

<table>
<thead>
<tr>
<th>Step</th>
<th>Comments/Prompts</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. From the Decedent page, enter the remaining information about the person.</td>
<td><img src="https://example.com/note.png" alt="Note" /> If the Will Medical Examiner be responsible for Personal Information? drop-down is ‘Yes,’ pages and fields are only accessible by that medical professional. Clicking the link Add/Edit Alias Names opens a pop-up window to add additional names. <img src="https://example.com/note.png" alt="Note" /> The system allows for decedents up to 110 years of age. If the decedent is older than 110 years, you can override the error message that appears when you validate the page. If information is unknown make the appropriate selection or enter “Unknown” or “Pending” in the text field. EDRS internally validates the Social Security Number for possible duplicates. A future enhancement will connect EDRS to the Social Security Administration to verify the number in the SSA database.</td>
</tr>
<tr>
<td>Step</td>
<td>Comments/Prompts</td>
</tr>
<tr>
<td>------</td>
<td>------------------</td>
</tr>
<tr>
<td>The <strong>Home</strong> (house) icon opens a pop-up window to add address information from database lists rather than type in the fields. Optionally, you can begin typing in the <strong>City or Town</strong> name for the <strong>Decedent’s Birth Place</strong> and then select from the list of values. Be sure to verify your address entries, as there are many localities with similar names, such as the city of Rochester (“Rochester”), the town of Rochester (Rochester Town), and Rochester Junction (“Rochester Junction Hamlet”) in the list of values.</td>
<td></td>
</tr>
<tr>
<td>2. <strong>Click Validate Page.</strong></td>
<td>The page will refresh, displaying error messages for any omitted information or field entries not matching system rules. Make corrections and/or override and revalidate, as necessary. If you do not click <strong>Validate Page</strong>, you must click <strong>Save</strong> or your entries will be removed when you navigate away from this page.</td>
</tr>
</tbody>
</table>
3. Click **Next** to go to the *Resident Address* page.  

   Optionally, you could also move around the case using the page links in the left navigation bar.  

   Notice the green and red icons to the right of the page names in the left navigation bar. These appear for all pages once the initial page is validated.

4. Complete the address information for the decedent and **validate** the page.  

   A recommended best practice is to enter an address from the largest locality to the smallest (Country, State, County and then City) to filter the list of localities available.  

   The **City, Township or Borough** field should be the jurisdiction where the property resides (pays taxes). If the mailing address is different, enter the city, township, or borough of the mailing address in the designated field. This will then appear in 16D on the death certificate.

5. Click **Next** to go to the *Family Members* page.
6. Complete known information for the decedent’s family and **validate** the page.

   **EDRS will prompt you to verify the Birth Name of Mother/Parent Last name if the value entered is the same as the decedent or birth father. This message can be overridden if the name is, in fact, the same as the mother’s married name.**

7. Click **Next** to go to the **Informant** page.

   **This page identifies the person who is providing the decedent information for the death certificate. This person does not have to have been present at the death.**
8. Complete the informant information and **validate** the page.

9. Click **Next** to go to the **Disposition** page. This information identifies how, where, and under whose authority the decedent’s body will be disposed.

   If you are logged in as a Funeral Director, your license and Funeral Home information for which you are logged should default into the fields on this page.
10. Enter known information and validate the page.

If disposition is by cremation, when you validate the page you will receive error messages at the bottom of the page related to cremation clearance.

- If cremation clearance is **not** required in your location, simply override those errors.
- If cremation clearance **is required** in your location, then for now you should override the errors, and use your existing process for obtaining cremation clearance external to EDRS. Depending on your local process, you may need to print and retain a Working Copy of the certificate for purposes of obtaining cremation clearance.

**Note:** In the future you will be able to request cremation clearance electronically through EDRS using the Cremation Clearance page, but we do not currently use that feature in EDRS.

The **Funeral Director** and **Funeral Firm** information can be selected - or updated by first erasing the data - to locate the appropriate **Director** or **Firm** using the **Lookup Tool** (magnifying glass).

**Note:** If the disposition is on **Hold**, enter the filing date for the **Date of Disposition** and the **Place of Disposition** where the body is being held, such as the Medical Examiner’s office, hospital or funeral home.

*If completing this information through a Medical Examiner role and no Funeral Home is engaged for the disposition, enter “Unknown” for all of the funeral director and funeral home fields.*

The **Filing Registrar Information** section data will default in when the local Registrar receives and registers a signed and certified case through EDRS. **You should not enter any information in this section unless instructed to do so by a registrar or NYS.**

11. Click **Next** to go to the **Decedent Attributes** page.

This page allows for decedent demographic information for occupation, ethnicity and race.
12. Enter the decedent’s attributes. In the **Usual Occupation** and **Kind of Business or Industry** fields, indicate the below for each decedent, as applicable:

- a minor and a full time student, specify the level of education.
- a minor and not a student, enter 'n/a.'
- a homemaker, specify if in own home or another person’s home.
- retired, enter the occupation and industry performed for the majority of his/her adult years.
<table>
<thead>
<tr>
<th>Step</th>
<th>Comments/Prompts</th>
</tr>
</thead>
</table>
| 13. Click **Validate Page** to verify all of the information entered to-date is accurate and complete. | Any pages not validated prior to this will now be validated. You should see all green icons or a combination of green and yellow (overrides) icons to the left of the page names in the left navigation bar.  
**Note:** A case cannot be signed if there are red icons in the Personal Information section of the Death Registration Menu. If any pages validated red, navigate to those pages and make the necessary corrections and revalidate.  
Optionally, you can add information to the Place of Death page if known, however, this page is primarily the responsibility of the attending medical professional.  
You can now sign the certificate. |

**Electronically Sign a Death Certificate**

After all Personal Information pages have been completed and validated, the EDRS allows you to electronically sign a death certificate. This is the recommended format to complete a certificate within the database, provide electronic burial transit permits, and efficiently generate official copies in the future.

<table>
<thead>
<tr>
<th>Step</th>
<th>Comments/Prompts</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. From any page within a case with completed and validated <strong>Personal Information</strong>, click <strong>Sign</strong> in the left navigation bar.</td>
<td>The <strong>Sign</strong> page will only appear as an option after all Personal Information pages have been validated and approved, as noted by green or green and yellow icons.</td>
</tr>
</tbody>
</table>
2. After reading the affirmation statement, click the checkbox in front of the text.
   You are attesting to all of the entered information for this case.

3. Click **Affirm**.
   Clicking this box is the equivalent to signing a paper death certificate. A system-generated message displays indicating successful authentication.

   At this point, the medical information may still need completing. You can notify the certifier through EDRS messaging or contact him/her through traditional ways (i.e., phone call). See the **Other Links** section below for medical referrals.

   If medical information is also complete, the system automatically sends a notification to the local Registrar that the case is pending registration.

---

**Other Links Options**

Additional functions display under the **Other Links** section of the **Death Registration Menu**. Those functions available for multiple roles are described in the **Basic Navigation: Other Links Options** section of this manual. The remaining functions for Funeral Firm Directors and staff are below.
Cremation Clearance (limited functionality)

NOTE: At this time, where cremation clearance is required you must request and obtain that clearance outside of EDRS using your current local procedure. For now, funeral firms should override error messages on the Disposition page related to cremation clearance. Depending on your current local procedure, you may need to print and retain a Working Copy of the certificate for purposes of obtaining cremation clearance.

In the future cremation clearance will be able to be requested electronically in EDRS when Medical Examiners/Coroners are added to EDRS.

If the decedent will be cremated, a Cremation Clearance page displays in the Other Links section of the Death Registration Menu. Not all localities in New York State require cremation clearance from a Medical Examiner or Coroner. However, this functionality is available for all personal information owners (Funeral Firm, Funeral Director, or Medical Examiner) once Cremation is selected for the Method of Disposition and the page is saved or validated.

Request Cremation Clearance

Perform one of the following as the Funeral Director or funeral firm staff. If a cremation clearance is

- Required by your county, follow the steps below to complete and save the required information to request authorization from the ME/Coroner.
  
  OR

- Not required by your county, simply override the error messages that display on the Disposition page after you validate the case and then revalidate.

NOTE: The following steps describe future functionality, when Medical Examiners/Coroners are using EDRS. You cannot currently request cremation clearance electronically in EDRS.

<table>
<thead>
<tr>
<th>Step</th>
<th>Comments/Prompts</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. After selecting Cremation as the Method of Disposition on the Disposition page, click Cremation Clearance in the Death Registration Menu.</td>
<td>The Cremation Clearance page displays. By default the Cremation Clearance Status field value is ‘Requested.’</td>
</tr>
</tbody>
</table>
2. Complete all of the fields in the **Authorizing Individual Name** and **Authorizing Individual Address** sections.

3. Click on the **Lookup Tool** (magnifying glass icon) to the right of the **Office Name** field in the **Notify ME/Coroner** section of the page.

You are actually searching for an individual Medical Examiner by name.

Remember the wildcard function (%) is available in the search window if you are unsure about spelling or spacing in the user's name within the database.
4. After entering the full or partial (with wildcard) last name, click the **Search** button.  
   A list of matching names appears.

5. Click **Select** to the right of the desired name.  
   The ME/Coroner name auto-populates the name fields on the **Cremation Clearance** page.

6. Click **Save**.  
   EDRS sends a notification to the ME/Coroner selected, requesting cremation clearance approval and number.
   
   Once the ME/Coroner approves or rejects the request, EDRS will send you, the requestor, a notification.
Cancel a Cremation Clearance Request

If you requested cremation clearance, and need to cancel the request, return to the Cremation Clearance page and click the Cancel Cremation Clearance Request link now appearing to the right of the Cremation Clearance Status field. Once that link is clicked, a confirmation box pops up. Selecting OK will cancel the request.

Trade Calls

At times, you may be requested to work with another funeral director. In this case, you still retain ownership of the case, but can allow the secondary firm to electronically update the case in the EDRS.

On the Trade Calls page, selected from the left navigation bar within a case, use the Lookup Tool (magnifying glass) to locate the appropriate Funeral Home in the system. Optionally, you can also select a Funeral Director affiliated with that firm in the lower section of the page. Then, click Save.

In most situations, the secondary funeral firm is outside of New York, therefore the funeral firm is not in the EDRS database. You can type in the funeral home and/or director information into the appropriate fields. To clear any pre-populated fields, click the eraser icon in each section as necessary, then type in the information.

The funeral director designated on the Disposition page retains ownership and signatory authority of the death certificate. Communication with the secondary funeral firm is external from the EDRS, although the trade call funeral firm can access and update the record.
# Cases in the EDRS: Registrar Role

## Registering a Case

The local Registrar is responsible to verify all the Personal Information and Medical Certification are complete and accurate for a case. Once the case has been signed by a Funeral Director and certified by an authorized medical professional, the EDRS auto-generates messages and notifications to the filing Registrar, and moves the case into the registrar’s work queue.

Registration of a death is required within 72 hours of the death event in New York State. Registration is also required to generate a burial permit to dispose of the body.

**Note:** Review the Basic Navigation: Review Workload (Queues and Messages) section of this manual for the best ways to access your workload or specific cases.

If the case information is incomplete or inaccurate, you should reject the case. The EDRS does not have functionality to reject a case. Therefore, you must notify the submitter via telephone or email that changes are required before you will register the case.

## Register a Case

The local Registrar is responsible to verify all data is accurate and complete before registering a death certificate. Follow the steps to review the information and register a case.

<table>
<thead>
<tr>
<th>Step</th>
<th>Comments/Prompts</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Once a case is accessed, begin by clicking the Validate Page button. Expedite case review by validating the case pages first. Pages with missing data or data contradicting system rules will be flagged by the stoplight icons in the Death Registration Menu, or left navigation bar.</td>
</tr>
</tbody>
</table>
2. Review the pages for accurate and complete information. If there is data which could invalidate the death registration, contact the Funeral Firm or Medical Certifier to update the case.

3. Click on Disposition in the left navigation bar. The EDRS requires you to review the Disposition information for accuracy.

4. Click on Identifiers in the left navigation bar. The Identifiers page displays.
5. Leave the **Local File Date** blank. The Local File Date will automatically be filled in when you Affirm the case on the Local Registrar Affirm page. After Affirming, you will be able to edit the Local File Date if necessary.

   If you enter the Local File Date manually before Affirming it, that will cause the case to automatically register too soon.

6. Type the **Registration Number** and validate the page. This is an open-text field. You will need to maintain your local register numbers externally from the EDRS.

7. Click **Local Registrar Affirm** in the left navigation bar.
8. After reading the affirmation statement(s), click the checkbox(s) in front of the text.

9. Click **Affirm**. A system-generated message displays indicating successful authentication.

   At this point, the death certificate is registered. EDRS generates messages that the case was approved. The Funeral Firm can print out the Burial Permit at this time.

   No changes can be made on the case in the EDRS once registered.
Case Modifications After Registration

The below options are available to registrars after electronically filing a case.

**Reset Allowable Print Quantity**

By default, a maximum of five (5) copies of the *Burial Permit* can be viewed/printed from the EDRS. However, the Registrar can override this default by resetting the print count. On the Identifiers page, change the **Number of Permits Printed** value back to zero (0) and click **Save**.

![Screenshot of EDRS interface](image)

**Backdate the Local File Date**

The Registrar has the ability to backdate and save the **Local File Date** to identify cases electronically filed with the state, but actually filed locally outside of work hours by a sub-registrar whom does not have access to EDRS.
For instance, if there was a death on a Saturday, a sub-registrar could issue a burial permit based on a signed Working Copy provided by the Funeral Firm. The following business day, the registrar could access the electronic case, complete the registration and then backdate the Local File Date to reflect that past Saturday’s date.

**Note:** It is at the local registrar’s discretion to implement and monitor any off-hours policy and procedure. Contact the EDRS Team for guidance.

### Modify the Burial Permit Issued By Name

If the burial permit was issued by either another EDRS user or an external sub-registrar without access to EDRS, the Registrar has the ability to enter or modify the Burial or Removal Permit Issued By field to accurately reflect the issuer.

**Note:** This change can be made prior to state filing or after filing. However, the change should be made before official copies of the death certificate are issued.

<table>
<thead>
<tr>
<th><strong>Step</strong></th>
<th><strong>Comments/Prompts</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. On the <strong>Identifiers</strong> page, in the <strong>Disposition</strong> permit section, click the eraser icon to clear the <strong>Burial or Removal Permit Issued By</strong> name.</td>
<td>Note: If you have not registered the case yet, these fields will be blank.</td>
</tr>
</tbody>
</table>
2. Click **OK** in the pop-up message to confirm you want to clear the local registrar data.

3. Perform **one** of the following:
   a. Manually type the name of the external (non-EDRS user) sub-registrar who issued the burial permit.
   OR
   b. Click the **Lookup tool** (magnifying glass icon) to select the sub-registrar who issued the burial permit from the list of users.
<table>
<thead>
<tr>
<th>Step</th>
<th>Comments/Prompts</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.</td>
<td>If you manually typed in a non-EDRS sub-registrar, go to step 6. Otherwise, in the <em>Lookup Local Registrar</em> pop-up window, click the <strong>Search</strong> button.</td>
</tr>
<tr>
<td>5.</td>
<td>Click the <strong>Select</strong> link to the right of the EDRS user who issued the burial permit.</td>
</tr>
<tr>
<td>6.</td>
<td>On the <strong>Identifiers</strong> page, click <strong>Save</strong>. You can confirm the name change by viewing the Working Copy of the death certificate from the <strong>Print Forms</strong> option.</td>
</tr>
</tbody>
</table>

**Other Links**

Additional functions display under the *Other Links* section of the *Death Registration Menu*. Those functions available for all roles are described in the *Basic Navigation: Other Links Options* section of this manual. The remaining functions available to Registrars are below.
Event and Issuance History

The Event and Issuance History page displays a list of all transactions taken place since the inception of the case.

You can filter the list by deselecting any of the checkboxes at the top of the main window. To review the details of a transaction, click the Detail link in the right column for a specific action.
To view more transactions, either click the **Prev** or **Next** buttons. Alternatively, click the **Return** button to go back to the full list.

**Validate Registration**

The **Validate Registration** page is a summary of all validation errors on the case. Errors can be reviewed, overridden, or fixed from this page, regardless of the page where the actual error exists. Use of this page is recommended after the majority of case data has been entered to better pinpoint errors impinging on certification.
### Appendix A: Roles Matrix

The table below identifies the EDRS tasks and which role or roles can perform that task.

* Function available only if you own the case.

<table>
<thead>
<tr>
<th>EDRS Activity</th>
<th>Funeral Director</th>
<th>Funeral Firm Staff</th>
<th>Physician</th>
<th>Medical staff</th>
<th>Medical Examiner</th>
<th>Coroner/Coroner’s Physician</th>
<th>Registrar</th>
<th>Deputy/Sub-Registrar</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General Functions</strong></td>
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<tr>
<td>Read Messages</td>
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<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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</tr>
<tr>
<td>View Queue/Queue Summary</td>
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<td>X</td>
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<td>X</td>
<td>X</td>
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</tr>
<tr>
<td>Start/Edit New Case</td>
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<td>X</td>
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<tr>
<td>Death Search (Locate) Case</td>
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<td>X</td>
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<td>X</td>
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<tr>
<td><strong>Personal Information section</strong></td>
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<tr>
<td>Enter Decedent Information</td>
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<tr>
<td>View Decedent</td>
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<td>X</td>
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<tr>
<td>Enter Resident Address</td>
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<td>X*</td>
<td>X*</td>
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<tr>
<td>View Resident Address</td>
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<td>X*</td>
<td>X*</td>
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<td>X</td>
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</tr>
<tr>
<td>Enter Family Members</td>
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<td>X*</td>
<td>X*</td>
<td>X</td>
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<tr>
<td>View Family Members</td>
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<td>X*</td>
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<tr>
<td>Enter Informant Information</td>
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<td>Enter Disposition Information</td>
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<td>Enter Decedent Attributes</td>
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<td>X*</td>
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<td><strong>Medical Certification section</strong></td>
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<td>Enter Certifier Information</td>
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<td>Certify Case</td>
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</tr>
<tr>
<td>EDRS Activity</td>
<td>Funeral Director</td>
<td>Funeral Firm Staff</td>
<td>Physician</td>
<td>Medical Staff</td>
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<td>Coroner/Coroner’s Physician</td>
<td>Registrar</td>
<td>Deputy/Sub-Registrar</td>
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<tr>
<td>Enter Identifiers</td>
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<td>Local Registrar Affirm</td>
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<td><strong>Other Links section</strong></td>
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<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Refer to Medical Examiner</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Relinquish Case</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Request Medical Certification</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transfer Case</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trade Call</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cremation Clearance</td>
<td>X</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>View Event and Issuance History</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Validate Registration</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Generate Burial Permit</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Processing History</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>
# Appendix B: Queue Name Descriptions

EDRS cases are categorized in work queues to help breakdown an individual user’s workload.

Below is a sample list of queue names you may see through the Queue Summary screens.

<table>
<thead>
<tr>
<th>Queue Description</th>
<th>Queue Name</th>
<th>Applies to which Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Pending</td>
<td>Decedent's personal information is incomplete</td>
<td>Funeral Director or Funeral Firm staff</td>
</tr>
<tr>
<td>Signature Required</td>
<td>Decedent’s personal information is complete, signature is still required</td>
<td>FF, ME/Coroner, MD</td>
</tr>
<tr>
<td>Medical Pending</td>
<td>Medical information is incomplete</td>
<td>ME, MD/Coroner and staff</td>
</tr>
<tr>
<td>Cause of Death Pending</td>
<td>Pending or Pending Investigation was entered on Cause of Death page; needs to be completed with actual death event information</td>
<td>ME/Coroner, MD</td>
</tr>
<tr>
<td>Certification Required</td>
<td>Decedent's medical information is complete, signature is still required for certification</td>
<td>ME/Coroner, MD</td>
</tr>
<tr>
<td>Medical Certification Requested</td>
<td>Medical information is incomplete on a case specifically sent to the medical certifier</td>
<td>ME/Coroner, MD</td>
</tr>
<tr>
<td>Non-Affiliated Medical Certification Requested</td>
<td>Medical certification is requested by a specific medical certifier that is not affiliated with the place of death facility</td>
<td>ME/Coroner, MD</td>
</tr>
<tr>
<td>Late Reason</td>
<td>Date of death has exceeded allowable duration for filing registration</td>
<td>FF</td>
</tr>
<tr>
<td>Referred to ME</td>
<td>Case was referred to the ME, but has not yet been accepted or rejected by the ME.</td>
<td>ME</td>
</tr>
<tr>
<td>Under ME Review</td>
<td>Cases referred to ME and accepted by the ME, not yet completed</td>
<td>ME</td>
</tr>
<tr>
<td>Local Affirmation Required</td>
<td>Cases signed and certified but not yet registered</td>
<td>Registrar</td>
</tr>
<tr>
<td>Coroner Certification Required</td>
<td>Coroner certification is required in addition to a secondary physician</td>
<td>Coroner</td>
</tr>
</tbody>
</table>
Appendix C: Case Status Bar Descriptions

A status bar appears below the decedent’s name in the case header (banner). An example displays below.

Below is a sample list of the status bar options:

<table>
<thead>
<tr>
<th>Term</th>
<th>What it Means</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Event</td>
<td>Appears on a newly created record</td>
</tr>
<tr>
<td>Personal Valid (with Exceptions)</td>
<td><em>Personal Information</em> section is validated and complete (with overrides)</td>
</tr>
<tr>
<td>Personal Invalid</td>
<td><em>Personal Information</em> section started, but not validated</td>
</tr>
<tr>
<td>Personal Pending</td>
<td><em>Personal Information</em> section started, but not signed</td>
</tr>
<tr>
<td>Unsigned</td>
<td>Has not yet been signed by the Funeral Director or Medical Examiner</td>
</tr>
<tr>
<td>Signed</td>
<td>Has been signed by the authorized Funeral Director or Medical Examiner</td>
</tr>
<tr>
<td>Medical Valid (with Exceptions)</td>
<td><em>Medical Certification</em> section is validated and complete (with overrides)</td>
</tr>
<tr>
<td>Medical Invalid</td>
<td><em>Medical Certification</em> section started, but not validated</td>
</tr>
<tr>
<td>Medical Pending</td>
<td><em>Medical Certification</em> section started, but not certified</td>
</tr>
<tr>
<td>Cause of Death Pending</td>
<td>The <em>Cause of Death</em> page is not yet complete</td>
</tr>
<tr>
<td>Uncertified</td>
<td>Has not yet been signed by the authorized medical certifier</td>
</tr>
<tr>
<td>Certified</td>
<td>Has been signed by the authorized medical certifier</td>
</tr>
<tr>
<td>Coroner Certification (Required)</td>
<td>Dual signature designation when coroner is not a physician</td>
</tr>
<tr>
<td>Not Registered</td>
<td>Has not yet been registered</td>
</tr>
<tr>
<td>Registered</td>
<td>Has been registered at the State and assigned a State File Number (SFN)</td>
</tr>
<tr>
<td>Local Affirmation Required</td>
<td>Has not yet been registered by the local Registrar</td>
</tr>
<tr>
<td>Referred to ME</td>
<td>Has been referred to Medical Examiner; ME now owns the case</td>
</tr>
<tr>
<td>ICD Coding Required</td>
<td>International Classification of Diseases as defined by the World Health</td>
</tr>
<tr>
<td></td>
<td>Organization for statistical data</td>
</tr>
<tr>
<td>FIPS Coding Required</td>
<td>Federal Information Processing Standards geographic codes used by NCHS</td>
</tr>
<tr>
<td></td>
<td>for statistical data</td>
</tr>
</tbody>
</table>
Appendix D: EDRS Death Certificate Layout

Below is a sample of the standard Death Certificate issued from NYSDOH. The table translates the certificate fields to their EDRS location by page and field, along with the role who can complete that field.

*Note: Medical Examiners/Coroners can complete the Personal Information if the Will Medical Examiner be responsible for Personal Information? drop-down selection is ‘Yes.’
<table>
<thead>
<tr>
<th>Death Certificate Item #</th>
<th>EDRS Page</th>
<th>Item Description</th>
<th>Who can Complete EDRS Field*</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Decedent</td>
<td>Decedent’s Legal Name/Aliases</td>
<td>Funeral Firms, Medical Examiner/Coroner</td>
</tr>
<tr>
<td>2</td>
<td>Sex</td>
<td></td>
<td>Funeral Firms, Medical Examiner/Coroner</td>
</tr>
<tr>
<td>5</td>
<td>Date of Birth</td>
<td></td>
<td>Funeral Firms, Medical Examiner/Coroner</td>
</tr>
<tr>
<td>6 A</td>
<td>Age</td>
<td></td>
<td>Funeral Firms, Medical Examiner/Coroner</td>
</tr>
<tr>
<td>7 A</td>
<td>Decedent’s Birth Place</td>
<td></td>
<td>Funeral Firms, Medical Examiner/Coroner</td>
</tr>
<tr>
<td>8</td>
<td>Served in US Armed Forces</td>
<td></td>
<td>Funeral Firms, Medical Examiner/Coroner</td>
</tr>
<tr>
<td>12</td>
<td>Social Security Number</td>
<td></td>
<td>Funeral Firms, Medical Examiner/Coroner</td>
</tr>
<tr>
<td>16 A-F</td>
<td>Resident Address</td>
<td></td>
<td>Funeral Firms, Medical Examiner/Coroner</td>
</tr>
<tr>
<td>13</td>
<td>Family Members</td>
<td>Marital Status</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Surviving Spouse</td>
<td></td>
<td>Funeral Firms, Medical Examiner/Coroner</td>
</tr>
<tr>
<td>17</td>
<td>Birth Name of Father/Parent</td>
<td></td>
<td>Funeral Firms, Medical Examiner/Coroner</td>
</tr>
<tr>
<td>18</td>
<td>Birth Name of Mother/Parent</td>
<td></td>
<td>Funeral Firms, Medical Examiner/Coroner</td>
</tr>
<tr>
<td>19 A-B</td>
<td>Informant</td>
<td>Informant</td>
<td></td>
</tr>
<tr>
<td>20 A</td>
<td>Disposition</td>
<td>Method/Date/Place of Disposition</td>
<td></td>
</tr>
<tr>
<td>22 A,C</td>
<td>Funeral Director</td>
<td></td>
<td>Funeral Firms, Medical Examiner/Coroner</td>
</tr>
<tr>
<td>21 A-B</td>
<td>Funeral Firm</td>
<td></td>
<td>Funeral Firms, Medical Examiner/Coroner</td>
</tr>
<tr>
<td>Recorded District/23 A</td>
<td>Filing Registrar/Registrar Name</td>
<td></td>
<td>Funeral Firms, Medical Examiner/Coroner</td>
</tr>
<tr>
<td>9</td>
<td>Decedent Attributes</td>
<td>Hispanic Origin, Decedent of</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Race</td>
<td></td>
<td>Funeral Firms, Medical Examiner/Coroner</td>
</tr>
<tr>
<td>11</td>
<td>Decedent’s Education</td>
<td></td>
<td>Funeral Firms, Medical Examiner/Coroner</td>
</tr>
<tr>
<td>15 A-C</td>
<td>Occupation/Industry/Locality</td>
<td></td>
<td>Funeral Firms, Medical Examiner/Coroner</td>
</tr>
<tr>
<td>3 A,B</td>
<td>Pronouncement</td>
<td>Date/Time of Death</td>
<td></td>
</tr>
<tr>
<td>26 C</td>
<td>Date/Time Pronounced Dead</td>
<td></td>
<td>Medical Certifier and staff, Medical Examiner/Coroner</td>
</tr>
<tr>
<td>27</td>
<td>Manner of Death</td>
<td></td>
<td>Medical Certifier and staff, Medical Examiner/Coroner</td>
</tr>
<tr>
<td>4 A</td>
<td>Place of Death</td>
<td>Type of Place of Death</td>
<td></td>
</tr>
<tr>
<td>Death Certificate Item #</td>
<td>EDRS Page</td>
<td>Item Description</td>
<td>Who can Complete EDRS Field*</td>
</tr>
<tr>
<td>--------------------------</td>
<td>-----------</td>
<td>------------------</td>
<td>-----------------------------</td>
</tr>
<tr>
<td>4 B</td>
<td></td>
<td>Date Admitted</td>
<td>Funeral Firms, Medical Certifier and staff, Medical Examiner/Coroner</td>
</tr>
<tr>
<td>4 C,D</td>
<td></td>
<td>Facility Name/Address</td>
<td>Funeral Firms, Medical Certifier and staff, Medical Examiner/Coroner</td>
</tr>
<tr>
<td>4 F</td>
<td></td>
<td>Medical Record Number</td>
<td>Funeral Firms, Medical Certifier and staff, Medical Examiner/Coroner</td>
</tr>
<tr>
<td>4 G</td>
<td></td>
<td>Was Decedent Transferred</td>
<td>Funeral Firms, Medical Certifier and staff, Medical Examiner/Coroner</td>
</tr>
<tr>
<td>7 B</td>
<td></td>
<td>Infant Under 1 Year</td>
<td>Funeral Firms, Medical Certifier and staff, Medical Examiner/Coroner</td>
</tr>
<tr>
<td>30</td>
<td>Cause of Death</td>
<td>Cause of Death</td>
<td>Medical Certifier and staff, Medical Examiner/Coroner</td>
</tr>
<tr>
<td>28</td>
<td>Other Factors</td>
<td>Case Referred to ME</td>
<td>Medical Certifier and staff, Medical Examiner/Coroner</td>
</tr>
<tr>
<td>29 A,B</td>
<td></td>
<td>Autopsy</td>
<td>Medical Certifier and staff, Medical Examiner/Coroner</td>
</tr>
<tr>
<td>30</td>
<td></td>
<td>Cause of Death</td>
<td>Medical Certifier and staff, Medical Examiner/Coroner</td>
</tr>
<tr>
<td>Part II</td>
<td></td>
<td>Tobacco</td>
<td>Medical Certifier and staff, Medical Examiner/Coroner</td>
</tr>
<tr>
<td>33 A,B</td>
<td></td>
<td>If Female, Pregnancy</td>
<td>Medical Certifier and staff, Medical Examiner/Coroner</td>
</tr>
<tr>
<td>31 A-F</td>
<td>Injury</td>
<td>Injury Details</td>
<td>Medical Certifier and staff, Medical Examiner/Coroner</td>
</tr>
<tr>
<td>32</td>
<td></td>
<td>Hospitalized in last 2 Months</td>
<td>Medical Certifier and staff, Medical Examiner/Coroner</td>
</tr>
<tr>
<td>25 A</td>
<td>Certifier</td>
<td>Certifier Type/Name/Address</td>
<td>Medical Certifier and staff, Medical Examiner/Coroner</td>
</tr>
<tr>
<td>25 B</td>
<td></td>
<td>Coroner not a Physician</td>
<td>Medical Certifier and staff, Medical Examiner/Coroner</td>
</tr>
<tr>
<td>25 C</td>
<td></td>
<td>Certifier not Attending</td>
<td>Medical Certifier and staff, Medical Examiner/Coroner</td>
</tr>
<tr>
<td>26 A</td>
<td></td>
<td>Attending Physician Attended Deceased</td>
<td>Medical Certifier and staff, Medical Examiner/Coroner</td>
</tr>
<tr>
<td>26 B</td>
<td></td>
<td>Deceased last seen alive by Attending</td>
<td>Medical Certifier and staff, Medical Examiner/Coroner</td>
</tr>
<tr>
<td>23 B</td>
<td>Identifiers</td>
<td>Local File Date</td>
<td>Auto-completed</td>
</tr>
<tr>
<td>Register Number</td>
<td></td>
<td>Register Number</td>
<td>Registrar</td>
</tr>
<tr>
<td>24 A,B</td>
<td></td>
<td>Burial or Removal Permit Issued By/Date</td>
<td>Auto-completed</td>
</tr>
</tbody>
</table>