
EDRS



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

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

Version 2.0

Table of Contents

GETTING STARTED	5
INTRODUCTION	5
USING THIS MANUAL	5
SYSTEM REQUIREMENTS	5
PASSWORDS, ACCOUNTS, AND EDRS ACCESS	6
GETTING HELP	7
ACCESS THE EDRS	8
CASE OWNERSHIP	12
<i>Audit Trails</i>	12
TIMEOUTS AND LOGOUT	12
THE EDRS SYSTEM	13
EDRS PROCESS OVERVIEW	13
BASIC NAVIGATION AND COMMON FUNCTIONS IN THE EDRS	14
<i>Home Page Components</i>	14
<i>Case Page Components</i>	14
<i>Basic Navigation</i>	17
Validation Function	18
<i>Review Workload (Queues and Messages)</i>	20
Queue Summary	21
Messages	22
Search by Queue	23
<i>Locate a Case You Own</i>	23
<i>Start/Edit New Case</i>	25
<i>Other Links Options</i>	30
Changes and Amendments (Corrections)	30
Print Forms (Drop to Paper and Other Copies)	30
Comments	31
Request Medical Certification	33
Refer to Medical Examiner (future functionality)	34
Relinquish Case	36
Transfer Case	36
CASES IN THE EDRS: MEDICAL PROFESSIONAL ROLE.....	38
CREATING AND MAINTAINING CASES: MEDICAL PROFESSIONAL ROLES	38
<i>Edit/Complete a Case</i>	38
<i>Identify the Medical Certifier</i>	45
<i>Electronically Certify a Death Certificate</i>	46
<i>Other Links Options</i>	47
ADDITIONAL TASKS FOR MEDICAL EXAMINERS/CORONERS (<i>FUTURE FUNCTIONALITY</i>)	48
<i>Other Links</i>	48

ME Review Case	48
Approve or Reject a Cremation Clearance Request	50
CASES IN THE EDRS: FUNERAL PROFESSIONAL ROLE	53
CREATING AND MAINTAINING CASES: FUNERAL PROFESSIONAL ROLES	53
<i>Edit/Complete a Case</i>	53
<i>Electronically Sign a Death Certificate</i>	60
<i>Other Links Options</i>	61
Cremation Clearance (limited functionality)	62
Trade Calls	65
CASES IN THE EDRS: REGISTRAR ROLE.....	66
REGISTERING A CASE	66
<i>Register a Case</i>	66
<i>Case Modifications After Registration</i>	70
Reset Allowable Print Quantity	70
Backdate the Local File Date	70
Modify the Burial Permit Issued By Name	71
<i>Other Links</i>	73
Event and Issuance History	74
Validate Registration.....	75
APPENDIX A: ROLES MATRIX	77
APPENDIX B: QUEUE NAME DESCRIPTIONS.....	79
APPENDIX C: CASE STATUS BAR DESCRIPTIONS.....	80
APPENDIX D: EDRS DEATH CERTIFICATE LAYOUT	81

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 7, 8, or 10** Operating System
- Internet Browsers
 - **Microsoft Internet Explorer (version 11.0 or higher)**
 - Firefox (current stable release, but limited HCS support)
 - Google Chrome (current stable release; Windows platform)
 - Safari 9 (Mac Operating System)
- **Adobe Acrobat Reader** (9.0 or higher - to view/print forms and reports)
Note: A browser should *not* be used as the default viewer for printing burial permits or death certificates.
- **Printer**
- **High-speed internet connection**

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

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.

For Help With	Contact	At
Getting an HCS Account	NYSDOH HCS website	<p>https://commerce.health.state.ny.us/public/hcs_login.html (Non-licensed users and licensed medical professionals can use the sign up for an account options at the bottom of the login window.)</p> <p>To establish an HCS account, Funeral Directors and Local Registrars should contact the EDRS Call Center at 1-844-866-3377, or email edrs@health.ny.gov.</p>
Your HCS User ID	NYSDOH HCS website	<p>https://commerce.health.state.ny.us/public/hcs_login.html (Use the Forgot Your User ID feature at the bottom of the login window.)</p>
Your HCS Password	NYSDOH HCS website	<p>https://commerce.health.state.ny.us/public/hcs_login.html (Use the Forgot Password feature at the bottom of the login window.)</p>
An Inactive HCS Account	Commerce Account Management Unit (CAMU)	1-866-529-1890
Assigning an EDRS role in HCS	Your facility's HCS Coordinator	If you do not know who your HCS Coordinator is, contact the Commerce Accounts Management Unit (CAMU) at 1-866-529-1890 for assistance.
Getting an EDRS account	The NYSDOH EDRS team	EDRS Call Center: 1-844-866-3377 Email: edrs@health.ny.gov
Accessing EDRS if unavailable from the <i>My Applications</i> list	(self)	<p>First try clicking the Refresh My Applications List at the bottom of the list.</p> <p>Next, try the steps below</p> <ol style="list-style-type: none"> 1. Select My Content > All Applications from the menu bar.

For Help With	Contact	At
		<ol style="list-style-type: none"> 2. In the <i>Browse by</i> section, click on the letter 'E.' 3. Click on <i>Electronic Death Registration System</i> in the list.
A question on a specific electronic death certificate	The NYSDOH EDRS team	EDRS Call Center: 1-844-866-3377 Email: edrs@health.ny.gov
A question on a specific field in EDRS	(self)	From the EDRS <i>Help</i> menu, click the checkbox for Show Tooltips . Checking this box will prompt a pop-up box with details when you hover your mouse over an EDRS field.

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.

Step	Comments/Prompts
1. On your computer, open Internet Explorer or other compatible browser.	See the <i>System Requirements</i> section in this manual for compatible browsers and other application information.
2. In the address field, type: https://commerce.health.state.ny.us/public/hcs_login.html	The <i>Log in</i> page displays.

Step**Comments/Prompts**

NEW YORK STATE

Services News Government Local

PLEASE LOGIN TO BEGIN USING THE HEALTH COMMERCE SYSTEM (HCS)

NEW YORK STATE Health Commerce System

HCS Login

User ID

User ID

Password

Password

The sharing of user accounts is strictly forbidden. Repeat offenses may result in the permanent removal of your account.

Sign In

Forgot your password? Forgot your user ID?

Or sign up for an account:
Lic. Med. Prof. All Others

Site Policies/Terms of Use Important Site Notices

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.

Step

Comments/Prompts

The screenshot shows the HCS homepage with the following sections:

- Navigation Bar:** EVAL, Home, My Content, Print, Search, Help.
- Welcome Eric Edrsh:** Search box and My Applications link.
- My Applications:** A list of links including Acronyms & Abbreviations, Application Access, Coord Account Tools - HCS, Coordinator's Update Tool, **EDRS** (highlighted with a red arrow), Emergency Contacts, and ServNY. A Refresh My Applications List link is at the bottom.
- Important Health Events:** A section with a visualization portal and an Ebola Response 2014 banner.
- Important Health Notifications:** A table of notifications with columns: Posted, Priority, Keyword, Source, Audience, Description, and Recipients.

Posted	Priority	Keyword	Source	Audience	Description	Recipients
09/10/2015	Advisory	Training	NYS DOH		Subject test	Recipients
09/10/2015	Update to Advisory	Test	NYS DOH		This is a test	Recipients
09/10/2015	Advisory	Training	NYS DOH		Test subject line	Recipients
09/10/2015	Drill	Training	NYS DOH		Email subject line; report topic; HAN posting	Recipients
- Newsroom Highlights...:** Sections for New Items, Newsletters, Events/Calendar, and Press Releases.
- Footer:** NEW YORK STATE OF HEALTH logo and text: The Health Commerce System version 4.0.

- 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.

Step

Comments/Prompts



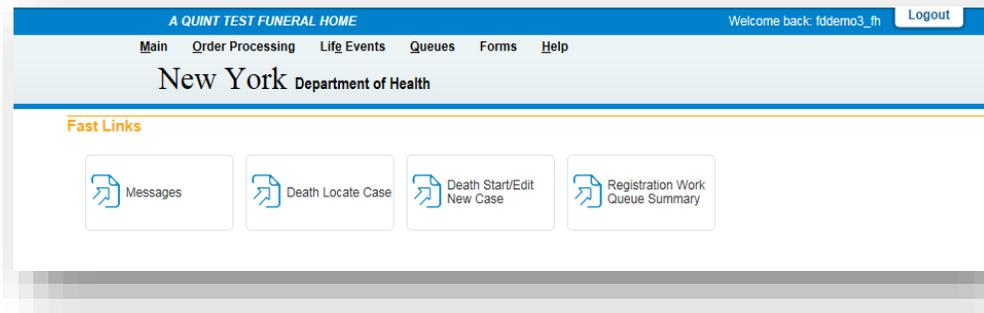
5. Click on your office name, or the appropriate office with which a specific case is affiliated if you are connected to multiple offices.

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.

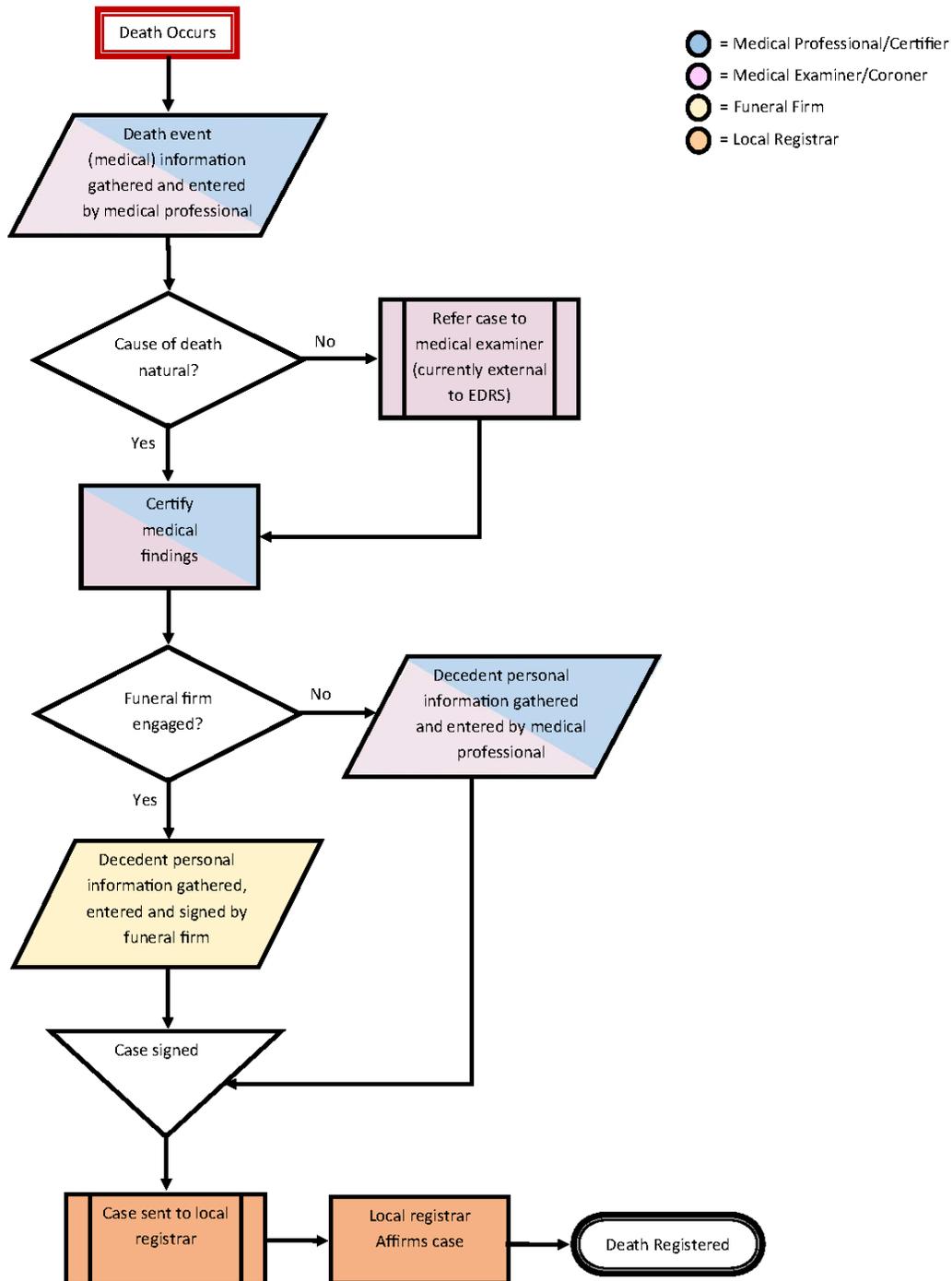
In addition, use caution if multiple EDRS users are accessing the system from the same computer or device. Your log in information may be cached (saved) through the internet browser, keeping you logged in even if another user attempts to log in or access the EDRS on another tab.

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.



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.



1.	Affiliated Office	The affiliated office for which you are logged into to start or edit cases, review messages, or check your work queue. If affiliated with more than one office, you can change offices without having to log out by using the Change Office option on the <i>Main</i> menu.
2.	Menu bar	The menu bar provides access to all functions in the EDRS connected to your user role.
3.	Fast Links	Icons to quickly access certain functions based on your user role. Some icons only appear after accessing the feature a few times through the menu path first.
4.	Username	Username for which you are logged into the EDRS. This may be handy if you need to get help when using the application.

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.

The screenshot shows the 'New York Department of Health' interface for a death registration. The top navigation bar includes 'Main', 'Order Processing', 'Life Events', 'Queues', 'Forms', and 'Help'. The user is logged in as 'demo3_th'. The main content area is titled '14831 :Donald Smith Sep-17-2015' and includes a status bar with the text '/New Event/New Event/Not Registered/Unsigned/Uncertified/NA'. The left sidebar contains a 'Death Registration Menu' with options like 'Personal Information', 'Decedent', 'Resident Address', etc. The main form area includes fields for 'Decedent's Legal Name' (First: Donald, Last: Smith), 'Date of Birth' (with a calendar icon), 'Decedent's Birth Place' (City/Town, State, Country), and 'Served in US Armed Forces?'. At the bottom right, there are navigation buttons: 'Validate Page', 'Next', 'Clear', 'Save', and 'Return'. Callouts 1-4 are placed over the menu, status bar, date fields, and navigation buttons respectively.

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 <i>Death Registration Menu</i> . See <i>Appendix B: Roles Matrix</i> for status bar descriptions.
3.	Date fields/ Calendar Function	<p>Enter dates in the appropriate fields. If the Date of Death is unknown, enter the same date as the Date Pronounced.</p> <ul style="list-style-type: none"> Type the date into the field using format, <i>MM/DD/YYYY</i>, or <i>MMDDYYYY</i>. If unknown, you can enter <i>999-99-9999</i> in certain fields. Click on the calendar icon and use the calendar features to select the appropriate day, month, and year. To enter the <i>current</i> date, simply click F12 on your keyboard. <p>Note: The arrow icon by Date of Birth, when clicked, will calculate the decedent's age and populate the Years field.</p>
4.	Case page navigation buttons	<p>Buttons used to navigate through a case.</p>  <ul style="list-style-type: none"> 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.

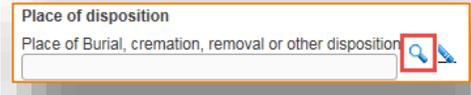
Funeral Director or staff	Physician or medical staff	Medical Examiner/ Coroner or staff	Registrar, Deputy Registrar or Sub-Registrar
<p>Death Registration Menu</p> <p>Personal Information</p> <p>Decedent</p> <p>Resident Address</p> <p>Family Members</p> <p>Informant</p> <p>Disposition</p> <p>Decedent Attributes</p> <p>Medical Certification</p> <p>Place of Death</p> <p>Other Links</p> <p>Assign Status</p> <p>Comments</p> <p>Print Forms</p> <p>Refer to Medical Examiner</p> <p>Relinquish Case</p> <p>Request Medical Certification</p> <p>Transfer Case</p> <p>Trade Calls</p>	<p>Death Registration Menu</p> <p>Personal Information</p> <p>Decedent</p> <p>Medical Certification</p> <p>Pronouncement</p> <p>Place of Death</p> <p>Cause of Death</p> <p>Other Factors</p> <p>Injury</p> <p>Certifier</p> <p>Other Links</p> <p>Assign Status</p> <p>Comments</p> <p>Print Forms</p> <p>Refer to Medical Examiner</p> <p>Relinquish Case</p> <p>Request Medical Certification</p> <p>Transfer Case</p>	<p>Death Registration Menu</p> <p>Personal Information</p> <p>Decedent</p> <p>Medical Certification</p> <p>Pronouncement</p> <p>Place of Death</p> <p>Cause of Death</p> <p>Other Factors</p> <p>Injury</p> <p>Certifier</p> <p>✓ Certify</p> <p>Other Links</p> <p>Assign Status</p> <p>Comments</p> <p>ME Review Case</p> <p>Print Forms</p> <p>Relinquish Case</p> <p>Transfer Case</p> <p>Validate Registration</p>	<p>Death Registration Menu</p> <p>Personal Information</p> <p>Decedent</p> <p>Resident Address</p> <p>Family Members</p> <p>Informant</p> <p>Disposition</p> <p>Decedent Attributes</p> <p>Medical Certification</p> <p>Pronouncement</p> <p>Place of Death</p> <p>Cause of Death</p> <p>Other Factors</p> <p>Certifier</p> <p>Registrar</p> <p>Identifiers</p> <p>Amendment List</p> <p>Other Links</p> <p>Amendments</p> <p>Assign Status</p> <p>Attachments</p> <p>Comments</p> <p>Correspondence</p> <p>Event and Issuance History</p> <p>Issue this Record</p> <p>Print Forms</p> <p>Validate Registration</p>

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.

Type of Navigation	What You Do
To move from page to page within a case	<ul style="list-style-type: none"> Click the Next button at the bottom right of the main window, OR Click on the page name in the <i>Death Registration Menu</i> of the left navigation bar.
To move field to field	Press the Tab key on your keyboard or move your cursor <i>to</i> , and click <i>on</i> , the desired field.
To enter values in a field with a drop-down box	<ul style="list-style-type: none"> Click on the downward pointing arrow and click on the desired option from the list (this may require scrolling through the options), OR 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. 
Autofill fields	<p>A number of fields are automatically filled by the application when a selection is made in one field. For example, entering a Facility name from a list of values will, in turn, populate all of the address fields for that facility.</p> <p>Similarly, typing in a License number and clicking the arrow icon to the right of that field will populate the facility or user details such as address.</p>

Type of Navigation	What You Do						
<p>Search for values on fields followed by a magnifying glass icon.</p>	<p>Click on the magnifying glass to access a search window.</p>  <p>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.</p> <table border="1" data-bbox="630 640 1404 821"> <tbody> <tr> <td>%Smi</td> <td>Searches for anything ending with 'smi'</td> </tr> <tr> <td>Smi%</td> <td>Searches for anything starting with 'Smi'</td> </tr> <tr> <td>%Smi%</td> <td>Searches for anything with 'smi' anywhere in the name</td> </tr> </tbody> </table> <p>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.</p>	%Smi	Searches for anything ending with 'smi'	Smi%	Searches for anything starting with 'Smi'	%Smi%	Searches for anything with 'smi' anywhere in the name
%Smi	Searches for anything ending with 'smi'						
Smi%	Searches for anything starting with 'Smi'						
%Smi%	Searches for anything with 'smi' anywhere in the name						

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.

Error Message	Override	Goto Field	Popup
DR_0073: Decedent's Birthplace city is not valid for birthplace state. Please verify the entry for birthplace city.	<input type="checkbox"/>	fix	fix
DR_0077: Decedent Birthplace State and/or country is invalid. Verify entries for birth place state and country . The state is not valid for the country entered.	<input type="checkbox"/>	fix	fix
DR_0080: Decedent in Armed Forces is inconsistent with decedent age. Verify entries for decedent age and armed forces. Decedent age should be 18 or greater for armed forces = yes	<input type="checkbox"/>	fix	fix
DR_0096: Decedent Birthplace State and/or country is invalid. Verify entries for birth place state and country . The state is not valid for the country entered.	<input type="checkbox"/>	fix	fix

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.

Social Security Number

Last

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.

The screenshot shows the EDRS system interface for a case titled "17740 -Geena Smith Dec-19-2016". A "Validation Results" window is open, displaying the following error messages:

Error Message	Override	Goto Field	Popup
DR_0840: Marital Status cannot be left blank. Enter a valid value for Decedent's Marital Status.	<input type="checkbox"/>	fix	fix
DR_0870: Father's last name is invalid. Enter a valid last name for the Father. The Father's last name cannot be blank. If unknown, enter "Unknown".	<input type="checkbox"/>	fix	fix
DR_0880: Mother's last name prior to first marriage is invalid. Enter a valid maiden last name for the Mother. The Mother's last name prior to first marriage cannot be blank. If unknown, enter "Unknown".	<input type="checkbox"/>	fix	fix
DR_8190: First name of father cannot be left blank. Enter a first name for the father. If unknown, enter unknown.	<input type="checkbox"/>	fix	fix
DR_8192: First name of mother cannot be left blank. Enter a first name for the mother. If unknown, enter unknown.	<input type="checkbox"/>	fix	fix

The interface also shows a "Family Members" section with fields for "Surviving Spouse's Name", "Birth Name of Father/Parent", and "Birth Name of Mother/Parent". The "Social Security Number" field is highlighted in red, and the "Last" name field is highlighted in yellow.

1.	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.
2.	Stoplight Validation Icons	Red, yellow, and green icons denote the level of completeness for a given page within the case. <ul style="list-style-type: none"> • 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.
3.	Validation Results	Listing of fields requiring attention <i>on this page</i> , as determined by system checks.
4.	Actions available to fix Error Messages	<p>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:</p> <ul style="list-style-type: none"> • 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. <p>You must revalidate the case after acting on any error messages.</p>



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.

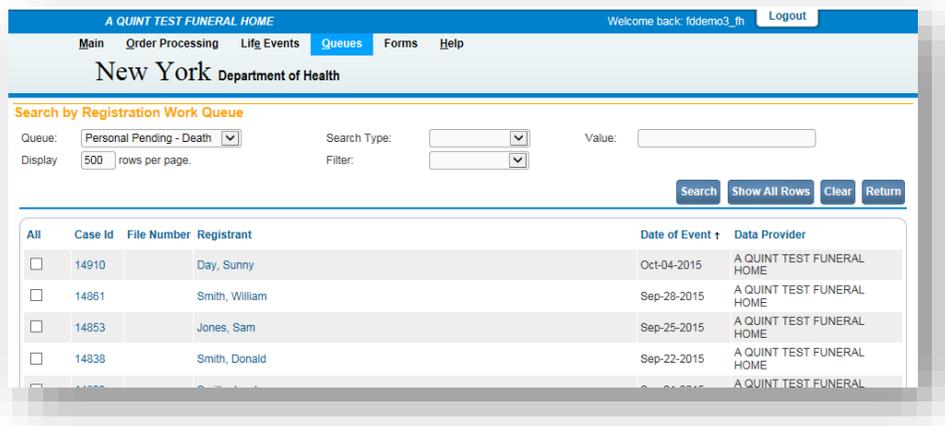


Queue Summary

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.

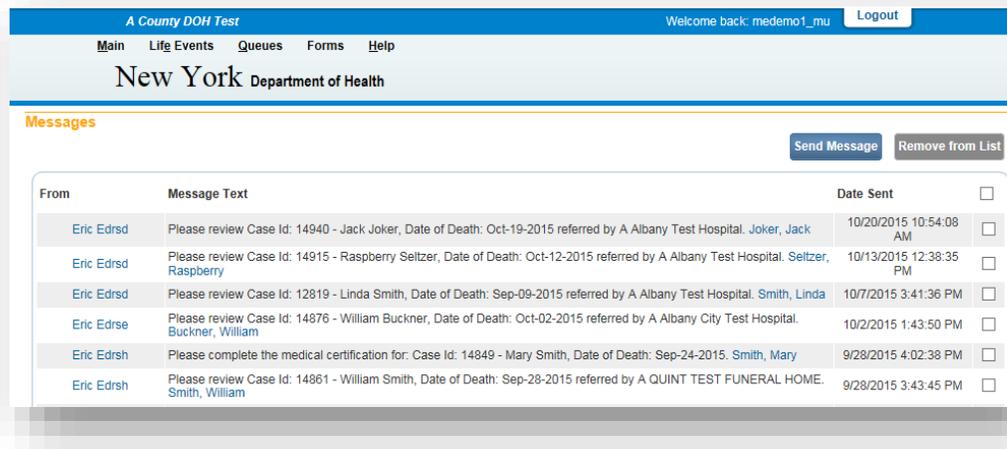
Queue Name	Type ↓	Count	Age of Oldest in Days
Late Reason	Death	1	1
Personal Pending	Death	10	25
Signature Required	Death	1	7
			Total Queues : 3

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

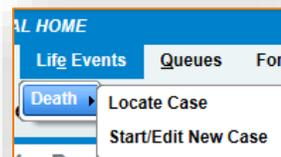
An option to search for a case is the **Life Events > Death > Locate Case** (or **Search**, for Registrars) function. **You should *always* search for a case before creating a new one.**

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

- From the **Life Events** menu option, select **Death > Locate Case**
OR
Select **Death > Search** (for Registrars)



Step

Comments/Prompts

Search page for Registrars below. Locate page, above, for all other roles.

2. Enter data in at least one field.

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

3. Click **Search**.

Step**Comments/Prompts**

Case Id	Decedent's Name	Date of Death	Sex	Place of Death	Date of Birth	
12767	Smith, Brenda	Aug-27-2015	Female	Albany	Aug-08-2001	Preview
14838	Smith, Donald	Sep-22-2015	Male		Aug-01-1969	Preview
14831	Smith, Donald	Sep-17-2015	Male			Preview
14835	Smith, Hannah	Sep-21-2015	Female			Preview
12819	Smith, Linda	Sep-09-2015	Female	Albany	Sep-02-1970	Preview
14849	Smith, Mary	Sep-24-2015	Female		Feb-01-1957	Preview
14861	Smith, William	Sep-28-2015	Male	Albany		Preview

Total records : 7

New Search

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.

 A screenshot of the 'Death Start/Edit New Case' form page. The page title is 'New York Department of Health'. The form is titled 'Death Start/Edit New Case' and is under the heading 'Decedent's Information'. The form contains several input fields: 'First', 'Last', 'Date of Death', 'Sex', 'SSN', 'Date of Birth', 'Case Id', 'ME Case Number', 'Medical Record Number', and 'Place of Death'. The 'Place of Death' field includes a dropdown for 'County' and a text input for 'Place of Death'. There are 'Search' and 'Clear' buttons at the bottom right of the form.

Step**Comments/Prompts**

2. Enter the required decedent information.

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
 - (numeric) MM/DD/YYYY or MMDDYYYY
09/02/1954 or 09021954
 - (alphanumeric) MMMDDYYYY or MMM-DD-YYYY
Sep021954 or Sep-02-1954

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.

The screenshot shows the 'Decedent's Information' form in the EDRS system. The form is titled 'New York Department of Health' and includes a navigation bar with 'Main', 'Life Events', 'Queues', 'Forms', and 'Help'. The user is logged in as 'docdemo1_mu'. The form fields are as follows:

Decedent's Information			
First:	<input type="text" value="William"/>	Last:	<input type="text" value="Smith"/>
Sex:	<input type="text" value="Male"/>	SSN:	<input type="text"/>
Case Id:	<input type="text"/>	ME Case Number:	<input type="text"/>
Date of Death:	<input type="text" value="Sep-28-2015"/>	Date of Birth:	<input type="text"/>
Place of Death Location Type:	<input type="text" value="County"/>	Medical Record Number:	<input type="text"/>
Place of Death:	<input type="text"/>		

Buttons for 'Search' and 'Clear' are located at the bottom right of the form.

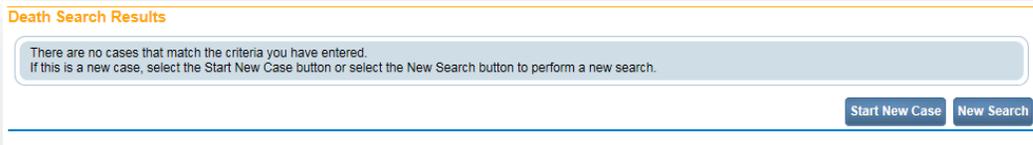
Step**Comments/Prompts**

3. Click **Search**.

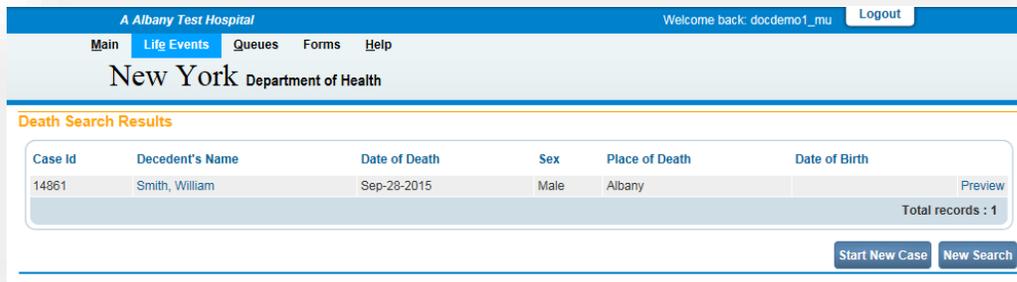
The *Death Search Results* page displays.

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.



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.



4. Perform **one** of the following if a duplicate case displays:
- Click on the **Preview** link to the right of the case to review case information,
OR
 - 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**Comments/Prompts**

If...	Then you...
this is your case, and you clicked on the Decedent's name	are taken to the case record.
you previewed the case and it is the case you own and are working on	can select it from that page by clicking on either the Decedent's Name or the Select option in the far right column. Then you are taken to the case record.
the case is the one you are looking for, but you do not 'own' the case	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.
you are, in fact, working on a case with the same criteria, but a different person	go to step 5.

5. Click **Start New Case**.

The case record displays on the *Decedent* page.

A QUINT TEST FUNERAL HOME Welcome back: fddemo3_fh Logout

Main Order Processing Life Events Queues Forms Help

New York Department of Health

Death Registration Menu 14861 :William Smith Sep-28-2015
/New Event/New Event/Not Registered/Unsigned/Uncertified/NA

Decedent

Will Medical Examiner be responsible for Personal information?

Decedent's Legal Name

First Middle Last Suffix

Aliases

Add/Edit Alias Names

Sex Social Security Number None Unknown

Date of Birth Age Years Months Days Hours Minutes SSN Verification Status Verify SSN

Decedent's Birth Place

City or Town State Country

Served in US Armed Forces? Specify Years

Validate Page Next Clear Save Return

<i>Step</i>	<i>Comments/Prompts</i>
6. Complete all of the pages pertaining to your role.	<p>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.</p> <p>To learn more, go to the section <i>Completing Cases</i> for your role in this document.</p>

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 <i>Death Registration Menu</i> when viewing a case.	A <i>Comments</i> popup window displays.

Step**Comments/Prompts**

The screenshot shows a window titled "Comments" with a close button (X) in the top right corner. Below the title bar, the word "Comments" is written in orange. The window contains the following text:

State File Number:	001216
Registrant Name:	Brenda Smith
Event Type:	Death
Event Date:	Aug-27-2015

Below this information is a light blue rounded rectangle containing the text "No data found." At the bottom right of the window are two buttons: "New Comment" and "Close".

2. Click **New Comment**.

The window expands with data entry fields for the **Comment Type** and **Comment** text fields.

This screenshot shows the same "Comments" window, but the "Enter New Comment" section is expanded and highlighted with a red border. This section includes:

- A label "Enter New Comment" above a drop-down menu for "Comment Type".
- A large text area for "Comment:" with a vertical scrollbar on the right.
- Text below the text area: "Maximum text length: 4000 Characters left: 4000".
- Three buttons stacked vertically: "Save", "Clear", and "Cancel".

The "New Comment" and "Close" buttons from the previous screenshot are still visible at the bottom right of the window.

3. Select the **Comment Type** from the drop-down list and add text in the **Comment** field.

Step**Comments/Prompts**

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.

The screenshot shows a web application interface for 'A QUINT TEST FUNERAL HOME'. The user is logged in as 'fddemo3_fm'. The page title is 'New York Department of Health'. The main content area is titled 'Request Medical Certification' for case 14849, Mary Smith, dated Sep-24-2015. The status is '/New Event/New Event/Not Registered/Unsigned/Uncertified/NA/Medical Certification Requested'. The 'Certifier Information' section includes fields for 'Certifier Name' and 'Facility/Office Name'. The 'First Name' field is populated with 'Eric', 'Middle' is empty, 'Last' is 'Edrsa', and 'Office' is 'A County DOH Test'. A message box at the bottom contains the text: 'Please complete the medical certification for: Case Id: 14849 - Mary Smith, Date of Death: Sep-24-2015.' There are 'Clear', 'Save', and 'Return' buttons at the bottom right.

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:

Step

Comments/Prompts

- From any page within a case, click **Refer to Medical Examiner** in the left navigation bar. The **County** defaults from the *Place of Death* address.

Step

Comments/Prompts

A QUINT TEST FUNERAL HOME
Welcome back: fddemo3_fn Logout

Main Order Processing Life Events Queues Forms Help

New York Department of Health

Death Registration Menu
14861 :William Smith Sep-28-2015
/Personal Invalid/Medical Invalid/Not Registered/Unsigned/Uncertified/NA/Medical Pending/FIPS Coding Required/Fact of Death Pending

Refer To Medical Examiner

County Albany
Office
Medical Examiner

Message
Please review Case Id: 14861 - William Smith, Date of Death: Sep-28-2015 referred by A QUINT TEST FUNERAL HOME.

Clear Save Return

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.

Lookup Office

Facility Name: A% Search

Facility Name	Address	City
A County DOH Test	1 Main Street	Albany select
Albany Medical Examiner	100 E Albany Street	Albany select

Total records : 2

Note: The **Medical Examiner** must be affiliated with the **Office** selected in the previous field.

3. Add any additional comments to the system-generated message, as desired.
4. Click **Save**.

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.

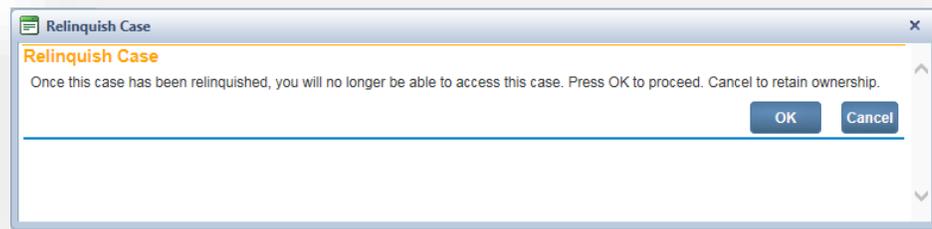
The page refreshes and the fields become read-only. The case is officially now "owned" by the Medical Examiner. You can leave the case.

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.



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.

Step	Comments/Prompts
1. From any page within a case, click Transfer Case in the left navigation bar.	You can only transfer full ownership to another funeral firm.

Step**Comments/Prompts**

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 privy to EDRS accounts.*

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.

The screenshot shows the 'New York Department of Health' interface. The main header includes 'A Albany Test Hospital' and 'Welcome back: docdemo1_mu Logout'. The navigation menu on the left includes 'Main', 'Life Events', 'Queues', 'Forms', and 'Help'. The 'Death Registration Menu' is expanded, showing options like 'Personal Information', 'Decedent', 'Medical Certification', 'Pronouncement', 'Place of Death', 'Cause of Death', 'Other Factors', 'Injury', 'Certifier', and 'Other Links'. The 'Pronouncement' section is active, displaying the case details for '14861 :William Smith Sep-28-2015'. The 'Date of Death' is set to 'Sep-28-2015'. The 'Time of Death' and 'Date Pronounced Dead' fields are empty. The 'Time Pronounced Dead' field is empty. The 'Manner of Death' dropdown menu is open, showing options like 'Natural', 'Injury', 'Drowning', 'Hanging', 'Fire', 'Poisoning', 'Suicide', 'Execution', 'Other'. The page includes buttons for 'Validate Page', 'Next', 'Clear', 'Save', and 'Return' at the bottom right.

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** drop-down options.

The **pronounced** date and time must be exact. Unknown entries are not acceptable.

Step

Comments/Prompts

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.

The screenshot shows the EDRS web application interface for Albany Test Hospital. The page title is "New York Department of Health". The user is logged in as "docdemo1_mu". The main content area displays the "Pronouncement" section for case 14861, William Smith, dated Sep-28-2015. The status is "Personal Valid/Medical Invalid/Not Registered/Unsigned/Uncertified/Referred to ME/Medical Pending/Signature Required". The "Pronouncement" section includes fields for "Date of Death" (Sep-28-2015), "Time of Death" (06:42 PM), "Time of Death Modifier", "Date Pronounced Dead" (Sep-28-2015), "Time Pronounced Dead" (06:57 PM), and "Manner of Death" (Natural). A "Validate Page" button is located at the bottom right of the form area.

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.

Step

Comments/Prompts

The screenshot shows a web application interface for the New York Department of Health. The user is logged in as 'docdemo1_mu'. The page title is 'New York Department of Health'. The main content area is titled '14861 :William Smith Sep-28-2015'. Below this, there is a 'Place Of Death' section. The 'Type of place of death' is set to a dropdown menu. The 'Facility Name' is 'A Albany Test Hospital' and the 'Date Admitted' is empty. The 'Address' section includes fields for 'Street Number' (4), 'Directional' (Main), 'Street Designator' (Street), 'Post Directional', 'Apt #, Suite #, etc.', 'City of Town' (Albany), 'County' (Albany), 'State' (New York), 'Country' (United States), and 'Zip Code' (12206). There are also fields for 'Medical Record Number', 'Was Decedent Transferred from Another Institution?', and 'If infant under 1 year' with a 'Birth Facility' field. At the bottom right, there are buttons for 'Validate Page', 'Next', 'Clear', 'Save', and 'Return'.

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.

Step**Comments/Prompts**

The **Medical Record Number** needs to be manually entered.

If you select ‘Yes’ for the **Was Decedent Transferred from Another Institution?** field, the page will refresh and expand for you to enter the previous facility’s information.

If information is unknown make the appropriate selection or enter “Unknown” or “Pending” in the text field.

6. Click **Next** to go to the *Cause of Death* page.

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.

The screenshot shows the 'Cause of Death' section of the death registration form. It includes instructions for entering the chain of events and a table for listing causes of death. The table has four rows (Line a to Line d) with text input fields and 'Approximate Interval Onset to Death' columns. A 'PART II' text field is also present for other significant conditions. At the bottom, there are buttons for 'Check Spelling', 'Validate Page', 'Next', 'Clear', 'Save', and 'Return'.

Line	Text Input	Approximate Interval Onset to Death
PART I Line a	Immediate Cause (Final disease or condition resulting in death)	
Line b	Due to or as a consequence of	
Line c	Due to or as a consequence of	
Line d	Due to or as a consequence of	

PART II
Other significant conditions

Buttons: Check Spelling, Validate Page, Next, Clear, Save, Return

Step

Comments/Prompts

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**.

The screenshot displays the 'Cause of Death' entry form in the EDRS system. The header shows 'A Albany Test Hospital' and 'New York Department of Health'. The patient information is '14861 :William Smith Sep-28-2015'. The form is divided into 'PART I' and 'PART II'. 'PART I' is titled 'Cause of Death' and contains four lines (a, b, c, d) for entering causes of death. Line a is 'Cardiac Arrest' with an 'Immediate' interval. Line b is 'Congestive Heart Disease' with a '2 years' interval. Lines c and d are currently blank. 'PART II' is titled 'Other significant conditions' and has 'Obesity' entered. The form includes a 'Check Spelling' button and a 'Validate Page' button at the bottom.

Step**Comments/Prompts**

9. Click **Next** to go to the *Other Factors* screen.

Additional information related to the decedent and his/her death is entered on this screen.

10. Complete the remaining information.

Additional information related to the decedent and his/her death is entered on this page.

Note: ME Case Number could be filled in here. If the case was *referred* 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.

11. Click **Validate Page**.

Data entry for the death event is complete at this point.

Identification for the specific medical certifier is required next.

Note: 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.

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 screenshot displays the 'Certifier' page in the EDRS system. The page header includes 'A Albany Test Hospital' and 'New York Department of Health'. The patient information is '14861 :William Smith Sep-28-2015'. The 'Certifier' section contains the following fields and options:

- Certifier Type:** A dropdown menu.
- Certifier Name:** A section containing:
 - License Number:** 888888
 - Intern/Resident (If Not Licensed):**
 - First Name:** Eric
 - Middle Name:** Edrds
 - Last Name:** Edrds
 - Suffix:** (empty)
 - Title:** Other, Specify
- Certifier Address:** A section containing:
 - Street Number:** 4
 - Pre Directional:** Main
 - Street Name, Rural Route, etc.:** Street
 - Street Designator:** Street
 - Post Directional:** (empty)
 - Apt #, Suite #, etc.:** (empty)
 - City or Town:** Albany
 - State:** New York
 - Country:** United States
 - Zip Code:** 12206
- Date Signed:** A date field with a calendar icon.
- Checkboxes:**
 - Coroner is not a physician
 - Certifier is not attending physician
- Additional Fields:**
 - Deceased last seen alive by attending physician: (empty)
 - Attending physician attended deceased- Start Date: (empty)
 - End Date: (empty)

Buttons at the bottom include 'Validate Page', 'Clear', 'Save', and 'Return'.

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.

Step

Comments/Prompts

1. From any page within a case, with completed and validated *Medical Certification* data entry, click **Certify** in the left navigation bar.

The **Certifier** page must be completed within the case prior to the **Certify** page appearing as an option in the left navigation bar.

All *Medical Certification* pages must have been validated and approved, as noted by green and/or green and yellow icons.

The screenshot displays the EDRS web application interface. At the top, it shows 'A Albany Test Hospital' and 'Welcome back: docdemo1_mu' with a 'Logout' button. The main header is 'New York Department of Health'. The left navigation menu is titled 'Death Registration Menu' and includes sections for 'Personal Information', 'Medical Certification', and 'Other Links'. Under 'Medical Certification', 'Certify' is highlighted in red. The main content area shows the case details: '14861 :William Smith Sep-28-2015' and a status bar with various icons. Below this, the 'Affirmations' section contains the text 'Affirm the following:' followed by two checkboxes:

- I am submitting herewith a confidential report of the cause of death.
- By submitting this information, I affirm under the penalty of perjury that I am the authorized certifier whose name will appear on this certificate.

 At the bottom right of the main content area, there are three buttons: 'Affirm', 'Clear', and 'Return'.

2. 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.

Step	Comments/Prompts
3. Click Affirm .	<p>A system-generated message displays indicating successful authentication.</p> <p>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.</p> <p>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.</p> <p>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.</p>

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 privy to EDRS accounts.*

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.

The screenshot shows the 'ME Review Case' page for case 12819, Linda Smith, dated Sep-09-2015. The page is part of the 'New York Department of Health' system. On the left is a 'Death Registration Menu' with options like 'Personal Information', 'Medical Certification', and 'Other Links'. The 'ME Review Case' option is highlighted. The main content area includes a 'Referral Action' dropdown menu, an 'ME Case Number' field containing '22', and a 'Message' text area. At the bottom right are 'Clear', 'Save', and 'Return' buttons.

2. Select the appropriate **Referral Action** from the drop-down list.

This close-up shows the 'Referral Action' dropdown menu with four options: 'Accept Referral', 'Decline Referral', 'Pending', and 'Take Control of Case'. The 'Referral Action' label is on the left, and the dropdown list is on the right.

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 <i>Medical Certification</i> data.
4. Depending on the Referral Action selected, proceed to the <i>Medical Certification</i> 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
1. After accessing a case where a Cremation Clearance is requested, click Cremation Clearance in the left navigation bar.	The <i>Cremation Clearance</i> page displays.

Step

Comments/Prompts

Montgomery County DOH | Welcome back: tedrs95_mu | Logout

Main | Life Events | Queues | Forms | Help

New York Department of Health

Death Registration Menu

- Personal Information
- Decedent
- Medical Certification
- Pronouncement
- Place of Death
- Cause of Death
- Other Factors
- Injury
- Certifier
- Other Links
- Assign Status
- Comments
- Cremation Clearance**
- ME Review Case
- Print Forms
- Relinquish Case
- Transfer Case
- Validate Registration

20146 :Jessica Brown Mar-11-2016
 /Personal Invalid/Medical Invalid/Not Registered/Unsigned/Uncertified/NA/Personal Pending/Medical Pending/Cremation Clearance
 Required/FPS Coding Required/Fact of Death Pending

Cremation Clearance

Authorizing Individual Name

First: [] Last: []
 William Brown
 Relationship to Decedent: [Cousin] Other Specify: []

Authorizing Individual Address

Street Number: [5] Pre Directional: [] Street Name or PO Box, Rural Route, etc.: [Main] Street Designator: [Street] Post Directional: [] Apt #: []
 City or Town: [Batavia] State: [New York] Country: [United States] Zip Code: [14383]
 Phone Number: [585-784-7846]

Notify ME/Coroner

Office Name: [Montgomery County DOH]
 First: [Smithgall] Middle: [] Last: [Edrsv]
 Cremation Clearance Status: [Requested]
 ME case number: []
 Cremation Clearance Authorized By: []
 Cremation Reject Reason: []

[Clear] [Save] [Return]

- Select the appropriate **Cremation Clearance Status** from the drop-down list.

Cremation Clearance Status: [Requested] (dropdown menu open showing: Requested, Approved, Pending, Not Approved)
 ME case number: []
 Cremation Clearance Authorized By: []
 Cremation Reject Reason: []

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.

Step**Comments/Prompts**

3. Click **Save**.

EDRS sends a notification to the requester identifying your action on the request.

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.

Step	Comments/Prompts
1. From the <i>Decedent</i> page, enter the remaining information about the person.	<p>Note: If the <i>Will Medical Examiner be responsible for Personal Information?</i> drop-down is 'Yes,' pages and fields are only accessible by that medical professional.</p> <p>Clicking the link Add/Edit Alias Names opens a pop-up window to add additional names.</p> <p>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.</p> <p>If information is unknown make the appropriate selection or enter "Unknown" or "Pending" in the text field.</p> <p>EDRS internally validates the Social Security Number for possible duplicates.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>A future enhancement will connect EDRS to the Social Security Administration to verify the number in the SSA database.</p> </div>

Step

Comments/Prompts

The **Home** (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 **City or Town** name for the *Decedent's Birth Place* 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.

The screenshot shows a web application interface for the New York Department of Health. The page title is "New York Department of Health" and the user is logged in as "Welcome back: fddemo3_fh". The main navigation menu includes "Main", "Order Processing", "Life Events", "Queues", "Forms", and "Help". The "Death Registration Menu" is active, showing a "Personal Information" section for a decedent named William Smith, born on Sep-28-2015. The form includes fields for "Decedent's Legal Name" (First: William, Last: Smith), "Date of Birth" (May-23-1952), "Age" (63), "Sex" (Male), "Social Security Number" (654-32-1098), and "Decedent's Birth Place" (City or Town: Oneida, State: New York, Country: United States). A "Home" icon is present next to the City or Town field. The form also includes a "Validate Page" button and other navigation options like "Next", "Clear", "Save", and "Return".

2. 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.

Step

Comments/Prompts

- 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.

The screenshot shows a web application interface for the New York Department of Health. The top navigation bar includes 'Main', 'Order Processing', 'Life Events', 'Queues', 'Forms', and 'Help'. The user is logged in as 'fddemo3_th'. The main content area displays the 'Death Registration Menu' for '14861 :William Smith Sep-28-2015'. The 'Resident Address' section is highlighted in orange. The form includes fields for Street Number (3), Directional (Washington), Street Name, Street Designator (Avenue), Post Directional, and Apt #. Below these are fields for City (Oneida), County (Madison), State (New York), Country (United States), and Zip Code. A 'Validate Page' button is visible at the bottom right.

- 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.

- Click **Next** to go to the *Family Members* page.

Step

Comments/Prompts

The screenshot shows a web application interface for the New York Department of Health. The page title is "New York Department of Health". The main heading is "Death Registration Menu" for "14861 :William Smith Sep-28-2015". The status is "Personal Invalid/Medical Invalid/Not Registered/Unsigned/Uncertified/NA/Personal Pending/Medical Pending/FIPS Coding Required/Fact of Death Pending".

The "Family Members" section includes:

- Marital Status:** Married (dropdown menu)
- Surviving Spouse's Name:**
 - First: Margaret
 - Middle: (empty)
 - Last (Enter birth name of spouse if married or separated): Smith
 - Suffix: (empty)
- Birth Name of Father/Parent:**
 - First: Emmett
 - Middle: (empty)
 - Last: Hanna
 - Suffix: (empty)
- Birth Name of Mother/Parent:**
 - First: Estelle
 - Middle: (empty)
 - Last: Van Schiack
 - Suffix: (empty)

At the bottom right, there are buttons: "Validate Page", "Next", "Clear", "Save", and "Return".

- 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.

- 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.

Step

Comments/Prompts

A screenshot of a web application interface for the New York Department of Health. The page title is "New York Department of Health" and the user is logged in as "Welcome back: fddemo3_fm". The main menu includes "Main", "Order Processing", "Life Events", "Queues", "Forms", and "Help". The "Life Events" menu is expanded to show "Death Registration Menu". The "Death Registration Menu" includes sections for "Personal Information", "Medical Certification", and "Other Links". The "Informant" section is currently active, showing the following information:

14861 :William Smith Sep-28-2015
 /Personal Invalid/Medical Invalid/Not Registered/Unsigned/Uncertified/NA/Personal Pending/Medical Pending/FIPS Coding Required/Fact of Death Pending

Informant

Informant Name
 First Middle Last Suffix
 Margaret Smith

Relationship to Decedent Spouse Other specify

Address

Street Number Pre Directional Street Name or PO Box, Rural Route, etc Street Designator Post Directional Apt # Suite #, etc.
 3 Washington Avenue 13421

City or Town State Country Zip Code
 Oneida New York United States 13421

Buttons: Validate Page, Next, Clear, Save, Return

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.

Step

Comments/Prompts

A QUINT TEST FUNERAL HOME
Welcome back: fddemo3_fh [Logout](#)

[Main](#) [Order Processing](#) [Life Events](#) [Queues](#) [Forms](#) [Help](#)

New York Department of Health

Death Registration Menu

- Personal Information
- ✔ Decedent
- ✔ Resident Address
- ✔ Family Members
- ✔ Informant
- ✘ Disposition
- ✘ Decedent Attributes
- Medical Certification
- ✘ Place of Death
- Other Links
- Assign Status
- Comments
- Print Forms
- Refer to Medical Examiner
- Relinquish Case
- Transfer Case
- Trade Calls

14861 :William Smith Sep-28-2015
/Personal Invalid/Medical Invalid/Not Registered/Unsigned/Uncertified/NA/Personal Pending/Medical Pending/FIPS Coding Required/Fact of Death Pending

Disposition

Method of disposition Other Specify

Cremation Clearance NA Date of Disposition

Place of disposition

Place of Burial, cremation, removal or other disposition

City or Town State Country

Funeral Director

License Number

First Middle Last Suffix

Funeral Home

License Number Name

Street Number Pre Directional Street Name or PO Box, Rural Route, etc. Street Designator Post Directional Apt #, Suite #, etc

City or Town State Country Zip Code

Filing Registrar Information

Filing Registrar Office Recorded District

Filing Registrar

First Middle Last

Step**Comments/Prompts**

10. Enter known information and **validate** the page.

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.

The screenshot displays the 'New York Department of Health' interface for a death registration. The main header includes 'A QUINT TEST FUNERAL HOME' and 'Welcome back: fddemo3_fn Logout'. The navigation menu shows 'Main', 'Order Processing', 'Life Events', 'Queues', 'Forms', and 'Help'. The 'Life Events' tab is active, showing a 'Death Registration Menu' for '14861 :William Smith Sep-28-2015'. The menu includes 'Personal Information', 'Medical Certification', and 'Other Links'. The 'Decedent Attributes' section is expanded, showing fields for 'Decedent's Usual Occupation' (Casino Table Dealer), 'Kind of Business or Industry' (Casino/Gaming), 'Name and Locality of Company or Firm' (Turning Stone Casino), and 'Decedent's Education' (High School graduate or GED completed). The 'Ancestry' section asks 'Decedent of Hispanic Origin?' with checkboxes for 'No, not Spanish/Hispanic/Latino' (checked), 'Yes, Puerto Rican', 'Yes, other Spanish/Hispanic/Latino', 'Yes, Mexican, Mexican American, Chicano', and 'Yes, Cuban'. The 'Race' section asks 'Check one or more races to indicate what the decedent considered himself or herself to be.' with checkboxes for 'White', 'Black or African American' (checked), 'Asian Indian', 'Asian Indian', 'Chinese', 'Filipino', 'Japanese', 'Korean', 'Vietnamese', 'Other Asian', 'Native Hawaiian', 'Guamanian or Chamorro', 'Samoan', and 'Other(Pacific Islander)'. At the bottom right, there are buttons for 'Validate Page', 'Next', 'Clear', 'Save', and 'Return'.

Step	Comments/Prompts
12. Enter the decedent's attributes.	<p>In the Usual Occupation and Kind of Business or Industry fields, indicate the below for each decedent, as applicable:</p> <ul style="list-style-type: none"> • 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.
13. Click Validate Page to verify all of the information entered to-date is accurate and complete.	<p>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.</p> <p>Note: A case cannot be signed if there are red icons in the <i>Personal Information</i> section of the <i>Death Registration Menu</i>. If any pages validated red, navigate to those pages and make the necessary corrections and revalidate.</p> <p>Optionally, you can add information to the <i>Place of Death</i> page if known, however, this page is primarily the responsibility of the attending medical professional.</p> <p>You can now sign the certificate.</p>

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.

Step	Comments/Prompts
1. From any page within a case with completed and validated <i>Personal Information</i> , click Sign in the left navigation bar.	The Sign page will only appear as an option after all <i>Personal Information</i> pages have been validated and approved, as noted by green or green and yellow icons.

Step**Comments/Prompts**

The screenshot shows a web application interface for the New York Department of Health. At the top, there is a navigation bar with links for Main, Order Processing, Life Events, Queues, Forms, and Help. The page title is "New York Department of Health". On the left, there is a "Death Registration Menu" with sub-sections: Personal Information (with checkmarks for Decedent, Resident Address, Family Members, Informant, Disposition, and Decedent Attributes), Medical Certification (with a red X for Place of Death), and Other Links (with links for Assign Status, Comments, Print Forms, Refer to Medical Examiner, Relinquish Case, Transfer Case, and Trade Calls). The main content area displays case information: "14861 - William Smith Sep-28-2015" and a status message: "/Personal Valid/Medical Invalid/Not Registered/Unsigned/Uncertified/NA/Medical Pending/Signature Required/FIPS Coding Required/Fact of Death Pending". Below this is the "Affirmations" section, which includes a checkbox and the text: "I affirm under penalty of perjury the following: 1) I am the authorized, licensed funeral director listed above. Acting reasonably and in good faith at the direction of the person who has represented and asserted that he/she is legally entitled to control the disposition of the remains of the decedent in accordance with Subdivision 2 of Section 4201 of the NYS Public Health Law." At the bottom right of the main content area, there are three buttons: "Affirm", "Clear", and "Return".

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)

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.

NOTE: *At the time of this manual's posting, cremation clearance, where required, must be completed outside of EDRS using the process in place prior to EDRS implementation. Override error message until notified functionality has been implemented.*

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.

Step	Comments/Prompts
1. After selecting <i>Cremation</i> as the Method of Disposition on the <i>Disposition</i> page, click Cremation Clearance in the <i>Death Registration Menu</i> .	The <i>Cremation Clearance</i> page displays. By default the Cremation Clearance Status field value is 'Requested.'

Step

Comments/Prompts

The screenshot shows a web-based form for Cremation Clearance. The header includes 'A QUINT TEST FUNERAL HOME' and 'New York Department of Health'. The main content area is titled '14833 -Jacob Smith Sep-21-2015'. The form is divided into several sections: 'Personal Information', 'Medical Certification', 'Place of Death', 'Other Links', 'Authorizing Individual Name', 'Authorizing Individual Address', and 'Notify ME/Coroner'. The 'Notify ME/Coroner' section includes a search icon (magnifying glass) next to the 'Office Name' field.

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.

The 'Lookup Examiner' dialog box is a small window with a title bar. It contains two text input fields labeled 'Last Name' and 'First Name'. To the right of the 'First Name' field is a blue 'Search' button. Below the input fields is a large empty text area. At the bottom right of the dialog is a blue 'Cancel' button.

Step**Comments/Prompts**

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.

The screenshot shows the 'Trade Calls' page in the EDRS system. The page title is 'New York Department of Health' and the case number is '14849 :Mary Smith Sep-24-2015'. The page is divided into several sections:

- Personal Information:** Includes fields for Decedent, Resident Address, Family Members, Informant, Disposition, and Decedent Attributes.
- Medical Certification:** Includes fields for Place of Death, Other Links, Assign Status, Comments, Print Forms, Refer to Medical Examiner, Relinquish Case, and Transfer Case.
- Funeral Home:** Includes a 'Business Registration Number Lookup' field with a magnifying glass icon. Below this are fields for Street Number, Pre Directional, Street Name or PO Box, Rural Route, etc., Street Designator, Post Directional, Apt #, Suite #, etc., City or Town, State, Country (pre-filled with 'United States'), and Zip Code.
- Funeral Director:** Includes a 'License Number Lookup' field with a magnifying glass icon. Below this are fields for First, Middle, Last, and Suffix.

At the bottom right of the form, there are three buttons: 'Clear', 'Save', and 'Return'.

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.

Step	Comments/Prompts
1. 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 <i>Death Registration Menu</i> , or left navigation bar.

Step

Comments/Prompts

The screenshot shows the EDRS (Electronic Death Registration System) interface for New York. The user is logged in as 'regdemo1_lr'. The main record is for '14835 : Hannah Smith Sep-21-2015'. The 'Identifiers' section is active, and the 'Register Number' field is highlighted with a red box. The left navigation bar includes sections like 'Personal Information', 'Medical Certification', and 'Other Links'. The bottom right has buttons for 'Validate Page', 'Clear', 'Save', and 'Return'.

5. 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.
6. Click **Local Registrar Affirm** in the left navigation bar.

Step**Comments/Prompts**

The screenshot shows the EDRS interface for a death registration. The header includes 'A CITY OF ALBANY TEST', 'Welcome back: regdemo1_fr', and a 'Logout' button. The navigation menu contains 'Main', 'Order Processing', 'Life Events', 'Queues', 'Accounting', 'Reports', 'Forms', and 'Help'. The main title is 'New York Department of Health'. The left sidebar is the 'Death Registration Menu' with categories: Personal Information (Decedent, Resident Address, Family Members, Informant, Disposition, Decedent Attributes), Medical Certification (Pronouncement, Place of Death, Cause of Death, Other Factors, Certifier), Registrar (Identifiers, Local Registrar Affirm), and Other Links (Assign Status, Attachments, Comments, Correspondence, Event and Issuance History, Issue this Record, Print Forms, Validate Registration). The main content area shows the case details: '14835 :Hannah Smith Sep-21-2015' and a status bar: '/Personal Valid/Medical Valid With Exceptions/Not Registered/Signed/Certified/NA/ICD Coding Required/Local Affirmation Required'. The 'Affirmations' section is highlighted, containing the text 'Affirm the following:' and a checkbox with the text 'I affirm I am authorized to approve this record for filing.' Below this are three buttons: 'Affirm', 'Clear', and 'Return'.

7. After reading the affirmation statement(s), click the checkbox(s) in front of the text.

8. 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**.

The screenshot shows the EDRS interface for the City of Albany, New York Department of Health. The page title is "10 : Steve Smith Apr-07-2015 Amendment Exists". The "Identifiers" section is active, showing various fields for record source, dates, and permit information. The "Number of Permits Printed" field is highlighted with a red box and contains the value "3".

Field	Value
Record Source	Electronic
File Date	Apr-08-2015
Out of State Death	<input type="checkbox"/>
Out-of-State File Number	
NCHS Extract Date	
SSA Extract Date	May-19-2015
Interstate Exchange Extract Date	
Interstate Exchange Roster Date	
Interstate Exchange Print Date	
Super-MICAR Extract Date	
STEVE Extract Date	May-19-2015
Refresh Report Extract Date	Jul-03-2015
Re-enable Drop to Paper	<input type="checkbox"/>
Local Registrar	
Local File Date	Apr-08-2015
Register Number	45
Disposition permit	
Date Disposition Permit Printed	Nov-03-2015
Number of Permits Printed	3
Disposition Permit Number	
Burial or Removal Permit Issued By	
First	Denise
Middle	C
Last	Kelley
Birth Linkage	
State File Number	
Out-of-State File Number	
Date of Birth	
Birth State	
Birth Country	

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.

The screenshot shows a web form titled "Local Registrar". It contains two input fields: "Local File Date" with the value "Apr-08-2015" and a calendar icon to its right, and "Register Number" with an empty text box.

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.

Step	Comments/Prompts
1. On the <i>Identifiers</i> page, in the <i>Disposition</i> permit section, click the eraser icon to clear the Burial or Removal Permit Issued By name.	Note: If you have not registered the case yet, these fields will be blank.

Step

Comments/Prompts

Registrar

Identifiers

Other Links

Assign Status

Attachments

Comments

Correspondence

Event and Issuance History

Issue this Record

Print Forms

Validate Registration

Refresh Report Extract Date Re-enable Drop to Paper

Local Registrar

Local File Date

Register Number

Disposition permit

Date Disposition Permit Printed Number of Permits Printed

Disposition Permit Number

Burial or Removal Permit Issued By

First Middle Last

Birth Linkage

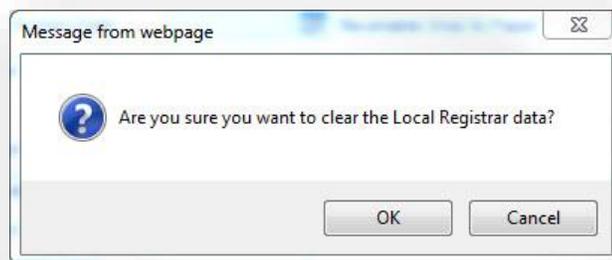
State File Number Out-of-State File Number Date of Birth

Birth State Birth Country

Validate Page Clear Save Return

<https://uatcommerce.health.state.ny.us/doh4/applinks/edrs/ul/pages/LifeEvents/Death/MedicalInfo...>

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.

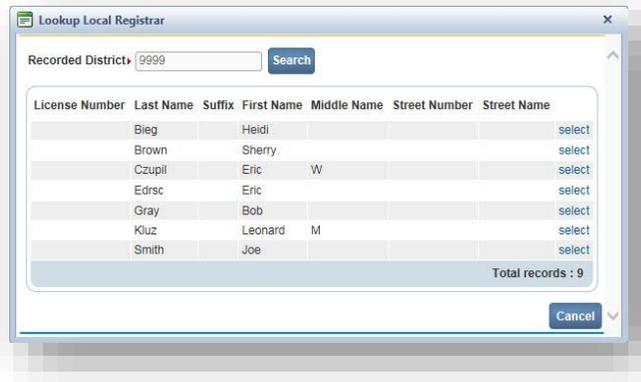
Step**Comments/Prompts**

4. If you manually typed in a non-EDRS sub-registrar, go to step 6.

Otherwise, in the *Lookup Local Registrar* pop-up window, click the **Search** button.



5. Click the **Select** link to the right of the EDRS user who issued the burial permit.



6. On the *Identifiers* page, click **Save**. You can confirm the name change by viewing the *Working Copy* of the death certificate from the **Print Forms** option.

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.

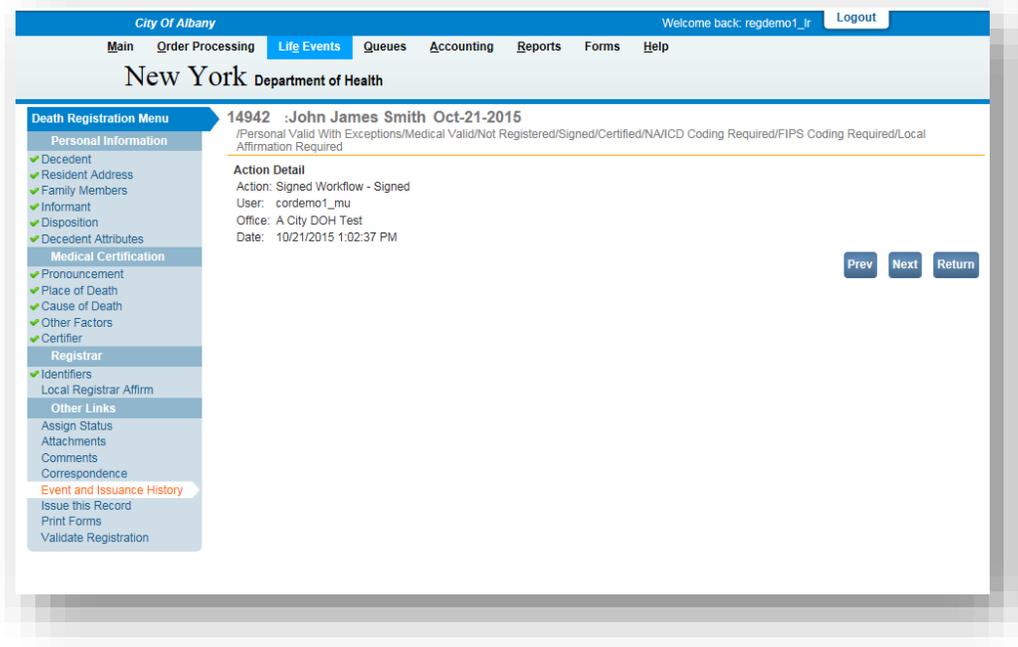
Event and Issuance History

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

The screenshot displays the 'Event & Issuance History' page for case 14942: John James Smith, dated Oct-21-2015. The page includes a navigation menu on the left with categories like Personal Information, Medical Certification, Registrar, and Other Links. The main content area shows a table of transactions with the following columns: Type, User ID, Office, Date, and Details. A filter bar at the top of the table allows selecting various transaction types: Actions, Issuances, Amendments, Audit Logs, Change Logs, Extracts/Loads, and Orders. The table lists 15 transactions, each with a 'Detail' link. At the bottom of the table, there are pagination controls (First, 1, 2, 3, 4, Last) and a 'Total records : 48' indicator. A 'Return' button is located at the bottom right of the page.

Type	User ID	Office	Date	Details
Action 69273	cordemo1_mu	A City DOH Test	Oct-21-2015 01:02 PM	Detail
Action 69275	cordemo1_mu	A City DOH Test	Oct-21-2015 01:02 PM	Detail
Change Log 118074	cordemo1_mu	A City DOH Test	Oct-21-2015 01:02 PM	Detail
Action 69276	cordemo1_mu	A City DOH Test	Oct-21-2015 01:02 PM	Detail
Action 69274	cordemo1_mu	A City DOH Test	Oct-21-2015 01:02 PM	Detail
Action 69270	cordemo1_mu	A City DOH Test	Oct-21-2015 12:58 PM	Detail
Action 69272	cordemo1_mu	A City DOH Test	Oct-21-2015 12:58 PM	Detail
Action 69271	cordemo1_mu	A City DOH Test	Oct-21-2015 12:58 PM	Detail
Change Log 118072	cordemo1_mu	A City DOH Test	Oct-21-2015 12:58 PM	Detail
Action 69268	cordemo1_mu	A City DOH Test	Oct-21-2015 12:57 PM	Detail
Action 69267	cordemo1_mu	A City DOH Test	Oct-21-2015 12:57 PM	Detail
Change Log 118069	cordemo1_mu	A City DOH Test	Oct-21-2015 12:57 PM	Detail
Action 69269	cordemo1_mu	A City DOH Test	Oct-21-2015 12:57 PM	Detail
Action 69266	cordemo1_mu	A City DOH Test	Oct-21-2015 12:56 PM	Detail
Action 9299	cordemo1_mu	A City DOH Test	Oct-21-2015 12:56 PM	Detail

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.

A CITY OF ALBANY TEST Welcome back: regdemo1_jr [Logout](#)

Main [Order Processing](#) [Life Events](#) [Queues](#) [Accounting](#) [Reports](#) [Forms](#) [Help](#)

New York Department of Health

Death Registration Menu

Personal Information

- Decedent
- Resident Address
- Family Members
- Informant
- Disposition
- Decedent Attributes

Medical Certification

- Pronouncement
- Place of Death
- Cause of Death
- Other Factors
- Injury
- Certifier

Registrar

- Identifiers

Other Links

- [Assign Status](#)
- [Attachments](#)
- [Comments](#)
- [Correspondence](#)
- [Event and Issuance History](#)
- [Issue this Record](#)
- [Print Forms](#)
- [Validate Registration](#)

14849 :Mary Smith Sep-24-2015

/Personal Invalid/Medical Invalid/Not Registered/Unsigned/Uncertified/NANA/Personal Pending/Medical Pending/Medical Certification Requested/Death Potential Duplicate/ICD Coding Required/FIPS Coding Required/Fact of Death Pending/Late Reason

[Save Overrides](#)

Validation Results

Error Message	Override	Goto Field	Popup
DR_0840: Marital Status cannot be left blank. Enter a valid value for Decedent's Marital Status.	<input type="checkbox"/>	fix	fix
DR_0670: Father's last name is invalid. Enter a valid last name for the Father. The Father's last name cannot be blank. If unknown, enter "Unknown"	<input type="checkbox"/>	fix	fix
DR_0006: Mother's last name prior to first marriage is invalid. Enter a valid maiden last name for the Mother. The Mother's last name prior to first marriage cannot be blank. If unknown, enter "Unknown".	<input type="checkbox"/>	fix	fix
DR_1006: Informant's last name is invalid. Enter a valid last name for the Informant. The Informant's last name cannot be blank.	<input type="checkbox"/>	fix	fix
DR_1019: Informant's city cannot be left blank. Enter the informant's city.	<input type="checkbox"/>	fix	fix
DR_1024: Informant's address street name cannot be left blank. A valid street name for the informant's address is required. Enter the street name of the informant's address. Do not record a rural route number or PO Box number. If the name is unknown, enter "Unknown".	<input type="checkbox"/>	fix	fix
DR_1025: Informant's address street number cannot be left blank. A valid street number for the informant's address is required. Enter the building number assigned to the informant's address. Do not record a rural route number or PO Box number. If the number is unknown, enter "Unknown".	<input type="checkbox"/>	fix	fix
DR_1026: Informant Residential ZIP code cannot be left blank. Enter a valid ZIP code for the informant Residential Address.	<input type="checkbox"/>	fix	fix
DR_1040: Informant State and/or country is invalid. Verify entries for informant state and country. If Country is "United States", a state must be entered.	<input type="checkbox"/>	fix	fix
DR_1553: If decedent resides in United States, decedent residence county cannot be left blank. Enter the decedent's county of residence. If decedent is not a resident of the United States or its territories, leave this item blank.	<input type="checkbox"/>	fix	fix
DR_1555: Decedent Residence city cannot be left blank. Enter the decedent's city of residence.	<input type="checkbox"/>	fix	fix
DR_1567: Decedent's residence address street name cannot be left blank. A valid street name for the decedent's residence address is required. Enter the street name of the decedent's residence. Do not record a rural route number or PO Box number. If the name is unknown, enter "Unknown".	<input type="checkbox"/>	fix	fix
DR_1568: Decedent's residence address street number cannot be left blank. A valid street number for the decedent's residence address is required. Enter the building number assigned to the decedent's residence. Do not record a rural route number or PO Box number. If the number is unknown, enter "Unknown".	<input type="checkbox"/>	fix	fix
DR_1559: Decedent's Residence ZIP code cannot be left blank. Enter a valid ZIP code for the Decedent Residence.	<input type="checkbox"/>	fix	fix
DR_2034: Place of disposition State and/or country is invalid. Verify entries for Place of disposition state and country. If Country is "United States", a state must be entered.	<input type="checkbox"/>	fix	fix
DR_2039: Method of Disposition cannot be left blank.	<input type="checkbox"/>	fix	fix

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.

EDRS Activity	Funeral Director	Funeral Firm Staff	Physician	Medical staff	Medical Examiner	Coroner/ Coroner's Physician	Registrar	Deputy/ Sub-Registrar
General Functions								
Read Messages	X	X	X	X	X	X	X	X
View Queue/Queue Summary	X	X	X	X	X	X	X	X
Start/Edit New Case	X	X	X	X	X	X		
Death Search (Locate) Case	X	X	X	X	X	X	X	X
Personal Information section								
Enter Decedent Information	X	X	X	X	X	X		
View Decedent	X	X	X	X	X	X	X	X
Enter Resident Address	X	X			X*	X*		
View Resident Address	X	X			X*	X*	X	X
Enter Family Members	X	X			X*	X*		
View Family Members	X	X			X*	X*	X	X
Enter Informant Information	X	X			X*	X*		
View Informant Information	X	X			X*	X*	X	X
Enter Disposition Information	X	X			X*	X*		
View Disposition Information	X	X			X*	X*	X	X
Enter Decedent Attributes	X	X			X*	X*		
View Decedent Attributes	X	X			X*	X*	X	X
Medical Certification section								
Enter Pronouncement Information			X		X	X		
View Pronouncement Information			X		X	X	X	X
Enter Place of Death Information	X	X	X	X	X	X		
View Place of Death Information	X	X	X	X	X	X	X	X
Enter Cause of Death Information			X	X	X	X		
View Cause of Death Information			X	X	X	X	X	X
Enter Other Factors Information			X	X	X	X		
Enter Injury Information			X	X	X	X		
View Injury Information			X	X	X	X	X	X
Enter Certifier Information			X	X	X	X		
View Certifier Information			X	X	X	X	X	X
Certify Case			X		X	X		

EDRS Activity	Funeral Director	Funeral Firm Staff	Physician	Medical staff	Medical Examiner	Coroner/ Coroner's Physician	Registrar	Deputy/ Sub-Registrar
Registrar section								
Enter Identifiers							X	X
Local Registrar Affirm								
Other Links section								
Add Comments	X	X	X	X	X	X	X	X
Enter ME Review Case					X			
Print Forms	X	X	X	X	X	X	X	X
Refer to Medical Examiner	X	X	X	X	X	X		
Relinquish Case	X	X	X	X	X	X		
Request Medical Certification	X	X						
Transfer Case	X	X	X	X	X	X		
Trade Call	X	X						
Cremation Clearance	X	X			X	X	X	X
View Event and Issuance History							X	X
Validate Registration					X		X	X
Generate Burial Permit	X	X					X	X
Processing History							X	X

Appendix B: Queue Name Descriptions

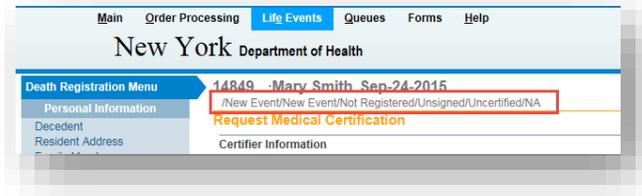
EDRS cases are categorized in work queues to help breakdown an individual user's workload.

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

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

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:

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

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.'

The image shows a standard New York State Department of Health Certificate of Death form. The form is divided into several sections: Personal Information (1-10), Disposition (11-14), Cause of Death (15-18), and Other Information (19-20). It includes fields for name, sex, race, date of birth, date and place of death, medical history, and a section for the certifying physician. The form is marked with a large 'CONFIDENTIAL' watermark.

Death Certificate Item #	EDRS Page	Item Description	Who can Complete EDRS Field*
1	Decedent	Decedent's Legal Name/Aliases	Funeral Firms, Medical Examiner/Coroner
2		Sex	Funeral Firms, Medical Examiner/Coroner
5		Date of Birth	Funeral Firms, Medical Examiner/Coroner
6 A		Age	Funeral Firms, Medical Examiner/Coroner
7 A		Decedent's Birth Place	Funeral Firms, Medical Examiner/Coroner
8		Served in US Armed Forces	Funeral Firms, Medical Examiner/Coroner
12		Social Security Number	Funeral Firms, Medical Examiner/Coroner
16 A-F	Resident Address	Resident Address	Funeral Firms, Medical Examiner/Coroner
13	Family Members	Marital Status	Funeral Firms, Medical Examiner/Coroner
14		Surviving Spouse	Funeral Firms, Medical Examiner/Coroner
17		Birth Name of Father/Parent	Funeral Firms, Medical Examiner/Coroner
18		Birth Name of Mother/Parent	Funeral Firms, Medical Examiner/Coroner
19 A-B	Informant	Informant	Funeral Firms, Medical Examiner/Coroner
20 A	Disposition	Method/Date/Place of Disposition	Funeral Firms, Medical Examiner/Coroner
22 A,C		Funeral Director	Funeral Firms, Medical Examiner/Coroner
21 A-B		Funeral Firm	Funeral Firms, Medical Examiner/Coroner
Recorded District/23 A		Filing Registrar/Registrar Name	Funeral Firms, Medical Examiner/Coroner
9	Decedent Attributes	Hispanic Origin, Decedent of	Funeral Firms, Medical Examiner/Coroner
10		Race	Funeral Firms, Medical Examiner/Coroner
11		Decedent's Education	Funeral Firms, Medical Examiner/Coroner
15 A-C		Occupation/Industry/Locality	Funeral Firms, Medical Examiner/Coroner
3 A,B	Pronouncement	Date/Time of Death	Medical Certifier and staff, Medical Examiner/Coroner
26 C		Date/Time Pronounced Dead	Medical Certifier and staff, Medical Examiner/Coroner
27		Manner of Death	Medical Certifier and staff, Medical Examiner/Coroner
4 A	Place of Death	Type of Place of Death	Funeral Firms, Medical Certifier and staff, Medical Examiner/Coroner

Death Certificate Item #	EDRS Page	Item Description	Who can Complete EDRS Field*
4 B		Date Admitted	Funeral Firms, Medical Certifier and staff, Medical Examiner/Coroner
4 C,D		Facility Name/Address	Funeral Firms, Medical Certifier and staff, Medical Examiner/Coroner
4 F		Medical Record Number	Funeral Firms, Medical Certifier and staff, Medical Examiner/Coroner
4 G		Was Decedent Transferred	Funeral Firms, Medical Certifier and staff, Medical Examiner/Coroner
7 B		Infant Under 1 Year	Funeral Firms, Medical Certifier and staff, Medical Examiner/Coroner
30	Cause of Death	Cause of Death	Medical Certifier and staff, Medical Examiner/Coroner
28	Other Factors	Case Referred to ME	Medical Certifier and staff, Medical Examiner/Coroner
29 A,B		Autopsy	Medical Certifier and staff, Medical Examiner/Coroner
30		Cause of Death	Medical Certifier and staff, Medical Examiner/Coroner
Part II		Tobacco	Medical Certifier and staff, Medical Examiner/Coroner
33 A,B		If Female, Pregnancy	Medical Certifier and staff, Medical Examiner/Coroner
31 A-F	Injury	Injury Details	Medical Certifier and staff, Medical Examiner/Coroner
32		Hospitalized in last 2 Months	Medical Certifier and staff, Medical Examiner/Coroner
25A	Certifier	Certifier Type/Name/Address	Medical Certifier and staff, Medical Examiner/Coroner
25 B		Coroner not a Physician	Medical Certifier and staff, Medical Examiner/Coroner
25 C		Certifier not Attending	Medical Certifier and staff, Medical Examiner/Coroner
26 A		Attending Physician Attended Deceased	Medical Certifier and staff, Medical Examiner/Coroner
26 B		Deceased last seen alive by Attending	Medical Certifier and staff, Medical Examiner/Coroner
23 B	Identifiers	Local File Date	Auto-completed
Register Number		Register Number	Registrar
24 A,B		Burial or Removal Permit Issued By/Date	Auto-completed