



Electronic Death Registration System (EDRS)

EDRS User Manual for Medical Examiners and Coroners

New York State Department of Health
Bureau of Vital Records

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This document was produced by
New York State Department of Health, Bureau of Vital Records
for training and reference purposes.

All death and decedent information represented in this document are fictitious.
Examples do not reflect all possible scenarios that may occur
while processing an electronic *Death Certificate*.
Page images may vary compared with the live application.

Table of Contents

1. GETTING STARTED WITH EDRS.....	7
OVERVIEW OF EDRS.....	7
<i>Who Uses EDRS?</i>	7
<i>EDRS Is Accessed Through the NYS Health Commerce System (HCS)</i>	7
<i>Case Access Is By Office/Facility</i>	7
Your Office is Your County DOH.....	7
Medical and Personal/Disposition Owners.....	8
<i>Case Data Are Validated on System Rules</i>	8
<i>EDRS Has an Audit Trail</i>	8
SYSTEM REQUIREMENTS.....	8
2. GETTING HELP.....	10
3. GLOSSARY OF TERMS AND CASE STATUS BAR.....	12
GLOSSARY OF TERMS AND ABBREVIATIONS.....	12
CASE STATUS BAR DEFINITIONS.....	15
4. ACCESS EDRS.....	17
HCS USER ID AND PASSWORD.....	18
<i>Request an HCS User Account</i>	18
<i>Activate a New HCS Account</i>	19
<i>Reset Your Password / Recover Forgotten User ID</i>	19
EDRS ROLE ASSIGNMENT.....	21
<i>One EDRS Role Per Office</i>	21
SIGN INTO EDRS.....	22
EDRS CASE OWNERSHIP IS BY OFFICE/FACILITY.....	25
LOGOUT AND TIMEOUT.....	26
5. EDRS CASE PROCESS FOR MEDICAL EXAMINERS/CORONERS.....	27
FIVE WAYS TO RECEIVE A CASE IN EDRS.....	27
DIAGRAMS OF WORK FLOW PROCESSES FOR ME/CORONERS.....	28
<i>EDRS Overall Process for ME/Coroners and Coroner-Designated Physicians</i>	29
<i>Case Scenario 1 – Medical Facility Creates the Case; Transfers Case Ownership to ME/Coroner Office</i>	30
<i>Case Scenario 2 – Non-Medically Licensed Coroner Creates the Case; Adds Non-Affiliated Medical Certifier</i>	31
<i>Case Scenario 3 – Medical Facility Creates the Case; ME/Coroner Takes Ownership</i>	32
6. EDRS HOME PAGE AND TOP MENU BAR.....	33
EDRS HOME PAGE.....	33
Office Name.....	33

Top Menu Bar	33
Fast Links.....	33
User ID	34
Logout Button	34
TOP MENU BAR.....	34
<i>Main Menu</i>	34
Home	35
Change Office.....	35
Messages	36
Logout.....	36
<i>Life Events Menu</i>	37
Death > Locate Case.....	37
Death > Start/Edit New Case.....	38
The Case Opens on the Decedent Page	41
<i>Queues Menu</i>	42
Registration Work Queue Summary	42
Select a Work Queue from the Registration Work Queue Summary	43
Search for a Case in the Work Queues.....	44
<i>Forms Menu</i>	45
Print Forms.....	45
<i>Help Menu</i>	45
Show Tooltips.....	45
7. HOW TO USE EDRS CASE PAGES.....	46
THE DEATH REGISTRATION MENU	46
ELEMENTS ON A CASE PAGE	47
Office Name	47
Case Header	47
Status Bar	48
Page Currently Being Viewed.....	48
Data Entry Fields	48
Drop-down lists	48
Entering a Date – Calendar tool or Type it in	48
Auto-fill tool	49
Places look-up tool	49
Look-up tool	50
Eraser tool	50
Navigation Buttons	51
Validation Results	52
Error Buttons (in Validation Results).....	52
VALIDATION RESULTS	52
<i>Error Messages</i>	53
Override an Error Message	53
Fix Errors	56
<i>Validation Errors Noted with Colored Shading on Data Fields</i>	56
<i>Validation Symbols on the Death Registration Menu</i>	57

Common Errors and How to Avoid Them 58

 Places – Address and Locality Validation 58

 Required Field Left Blank – Data Unknown..... 58

 Cause of Death Statements..... 58

 Possible Duplicate Case..... 59

 Name of Street is Entered in Unexpected Case – Upper/Lower Case..... 59

 Cremation Clearance Required 59

 Navigation Error Using Browser Back Button 60

 Cannot Find a Case I Own, Using the Locate Case Feature 60

8. ACCESS A CASE..... 62

 ACCESS AN EXISTING CASE 62

Search for an Existing Case – Start/Edit New Case..... 62

Locate Case – Resume Work on a Case You Already Own..... 66

 Preview the Case..... 69

 Access the Case 70

 View the Decedent Page 70

Messages – Access a Case Referred to or Shared with You..... 71

Work Queues – Resume Work on a Case 73

 How to Use Work Queues..... 75

 CREATE A NEW CASE – START/EDIT NEW CASE..... 78

9. PERSONAL INFORMATION PAGES IN THE DEATH REGISTRATION MENU 83

 DECEDENT 84

 RESIDENT ADDRESS..... 90

 FAMILY MEMBERS 94

 INFORMANT 97

 DISPOSITION..... 100

 DECEDENT ATTRIBUTES 108

10. MEDICAL CERTIFICATION PAGES IN THE DEATH REGISTRATION MENU..... 111

 PRONOUNCEMENT..... 113

 PLACE OF DEATH 116

 CAUSE OF DEATH 123

 OTHER FACTORS 126

 INJURY 129

 CERTIFIER 134

 CERTIFY 151

Making Changes After Certifying – Uncertify the Case 153

 CORONER CERTIFY 155

Making Changes After Coroner Certifying – Coroner Uncertify the Case..... 158

11. OTHER LINKS PAGES IN THE DEATH REGISTRATION MENU 161

 COMMENTS..... 162

ME REVIEW CASE	164
<i>ME Review Case: Accept or Decline a Referral to ME/Coroner</i>	165
<i>ME Review Case: Take Control of a Case Owned by a Medical Facility</i>	168
NON-AFFILIATED CERTIFICATION REQUEST REVIEW – ACCEPT OR DECLINE A REQUEST	172
REMOVE NON-AFFILIATED REQUEST	176
PRINT FORMS	178
Working Copy of Certificate	179
Burial Permit	179
Vault Copy.....	179
Drop to Paper.....	179
RELINQUISH CASE.....	182
REQUEST NON-AFFILIATED CERTIFICATION	184

1. Getting Started with EDRS

Overview of EDRS

The New York State (NYS) Electronic Death Registration System (EDRS) is a secure, web-based application used to electronically register *Death Certificates* across NYS (excluding the five boroughs of New York City). EDRS enables those involved in reporting deaths in New York State to file death records electronically with local registrars in New York State within the required 72 hour window after a death occurs. Electronic processing of *Death Certificates* is required by [New York State Public Health Law §4148](#).

Who Uses EDRS?

EDRS users include:

- Medical Examiners (MEs), Coroners, and their staff
- Physicians, physician assistants and nurse practitioners
- Medical facility staff such as nurses and aides, patient intake personnel, and medical records personnel
- Funeral directors and funeral firm staff
- Local registrars, deputy registrars, and sub-registrars

EDRS Is Accessed Through the NYS Health Commerce System (HCS)

EDRS is accessed through the NYS Health Commerce System (HCS). Therefore all MEs/Coroners and their staff are required to have an HCS user account, be assigned to an office, and have an appropriate EDRS role assignment for that office.

Case Access Is By Office/Facility

EDRS provides on-line access for all parties involved to work on the same case electronically without the need for a physical paper trail. Case access is controlled at the office/facility level in EDRS. This means that all EDRS users at the office/facility that 'owns' the case may access and enter data in the case.

Your Office is Your County DOH

ME/Coroner offices throughout New York State are set up as an office within their **County Department of Health** in HCS and EDRS. Only certain individuals in that office have access to certify and electronically sign cases based on their EDRS role assignment and professional credentials.

Medical and Personal/Disposition Owners

Each case must have a medical owner and a personal/disposition information owner. When a funeral firm is involved in a case, they are the personal/disposition owner. However, ME/Coroners have the ability in EDRS to serve as both the medical and personal owner, which is appropriate for cases in which a funeral firm has not (or not yet) been involved and final disposition is delayed.

Case Data Are Validated on System Rules

EDRS includes data validation to verify that the data entered adheres to expected and acceptable content and format for that field. The fields and data validation rules in EDRS are based on the requirements and recommendations of the U.S. Centers for Disease Control and Prevention's National Center for Health Statistics (NCHS) and New York State Public Health Law.

Validation results are shown directly on the page where validation was performed. For any fields that did not pass validation, field-specific validation messages display at the bottom of the page providing information and recommendations on which data should be reviewed and/or changed in the corresponding field. If no validation error messages appear, then all required fields have passed validation.

Any fields on the page that have not passed validation will be highlighted in yellow or red.

- Yellow highlighting in a field indicates that you should review the data to verify that it is correct. Consider the recommendations given in the validation message. If the data in the field is correct as is, then you may 'override' the validation message.
- Red highlighting in a field indicates that the field is incomplete or contains data that is not acceptable based on system validation rules. The data must be changed and the page revalidated. You do not have the ability to override these error messages, and you will not be able to medically certify or coroner certify the case until these errors have been corrected.

Detailed instructions for data validation are provided later in this document.

EDRS Has an Audit Trail

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

System Requirements

System requirements for accessing EDRS through the NYSDOH's Health Commerce System (HCS) and processing electronic *Death Certificates* in EDRS can be found on the [EDRS website](#) in the [EDRS System Requirements](#).

REQUIRED PRINTER SETTING:

When printing forms from EDRS to your local or network printer, set your printer properties to *Fit*, *Fit to Page*, *Shrink to Fit*, or *Shrink Oversized Pages* so that the entire form will print. Otherwise the top, bottom, and side of the Death Certificate will be cut off.

The exact name of this printer setting may vary depending on your printer and version of Adobe Acrobat Reader.

Verify format in Print Preview before printing.

2. Getting Help

If you have questions accessing EDRS or while processing an electronic *Death Certificate*, the following table lists the points of contact for information and resolving problems.

Note that system outages for maintenance or upgrade will be posted on the HCS home page as a broadcast messages system notice. Scheduled maintenance and specific page changes may also be announced in a pop-up notice on the EDRS home page.

<i>For Help With:</i>	<i>Contact:</i>	<i>How:</i>
Getting an HCS Account	NYSDOH HCS website	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.) To establish an HCS account, Funeral Directors and Local Registrars should contact EDRS Call Center at 1-844-866-EDRS (3377), or email edrs@health.ny.gov .
Your HCS User ID	NYSDOH HCS website	https://commerce.health.state.ny.us/public/hcs_login.html Scroll to the bottom of the HCS login page, and click the link ' Forgot your User ID? ' link.
Your HCS Password	NYSDOH HCS website	https://commerce.health.state.ny.us/public/hcs_login.html Scroll to the bottom of the HCS login page, and click the link ' Forgot your password? ' link.
An Inactive HCS Account	CAMU - Commerce Account Management Unit	Call CAMU: 1-866-529-1890
Assigning 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 user account	The NYSDOH EDRS team	EDRS Call Center: 1-844-866-EDRS (3377) Email: edrs@health.ny.gov

For Help With:	Contact:	How:
Accessing EDRS if it is not listed in your My Applications list on the HCS home page	You can do this yourself	<p>After logging into HCS, on the HCS home page click the Refresh My Applications List at the bottom of the My Applications panel.</p> <p>If the link to EDRS still does not display in your My Applications panel, then:</p> <ol style="list-style-type: none"> 1. In the top menu bar, click <i>My Content > All Applications</i>. 2. In the <i>Browse by</i> section, click on the letter 'E.' 3. Click on Electronic Death Registration System in the list. <div style="border: 2px solid black; padding: 5px; margin-top: 10px;"> <p>Note that to the right of Electronic Death Registration System, if you have not used EDRS before, then you may see a green circled plus sign (+). You may click the green circled plus sign (+) to permanently add EDRS to My Applications.</p> </div>
EDRS training, video tutorials, procedures and reference documents	You can do this yourself	<p>EDRS website: http://health.ny.gov/vital_records/edrs/</p> <p>Be sure to visit the Medical Examiner/Coroner page of the EDRS website for information and materials specifically related to the ME/Coroner work flow in EDRS.</p> <p><i>Bookmark/Save to Favorites</i> the EDRS website in your internet browser, and regularly check there for new and updated materials.</p>
A question on a specific electronic death certificate	The NYSDOH EDRS team	<p>EDRS Call Center: 1-844-866-EDRS (3377)</p> <p>Email: edrs@health.ny.gov</p>
A question on a specific field in EDRS	You can do this yourself	<p>In the EDRS <i>Help</i> menu (inside EDRS), click the checkbox to Show Tooltips. Tooltips are field-level help that will now pop up when you hover your mouse over an EDRS field.</p>

3. Glossary of Terms and Case Status Bar

Glossary of Terms and Abbreviations

Term or Acronym	Definition
Affirm / affirmation statement	Electronically attesting that the EDRS case information you are responsible for is true and accurate. Affirmation statements in EDRS are located on the Certify, Coroner Certify, Sign, and Affirm pages in EDRS, which are accessible based on your assigned role and credentials. Affirming and then clicking the associated Certify, Sign, or Affirm button electronically certifies, signs, or registers the case, depending on your assigned role.
Browser	Application used for accessing the internet and internet-based applications, such as the New York State Health Commerce System (HCS) and EDRS. The preferred internet browser for EDRS is the most current version of Internet Explorer. A good alternative browser is the current version of Google Chrome, with Chrome's <i>Auto-Fill setting turned off</i> .
CAMU	NYSDOH Commerce Account Management Unit
CDC	The U.S. Department of Health and Human Services Centers for Disease Control and Prevention (CDC). EDRS statistical data are reported to the CDC's National Center for Health Statistics (NCHS).
Certify (a case)	In EDRS, the act of affirming and entering your electronic signature in a case as Medical Certifier
DOH	Department of Health
Drop to Paper	<p>The <i>Drop to Paper</i> option in EDRS allows a case to be started electronically, and then converted to a non-electronic, paper-based case after it is partially completed. The Drop to Paper print-out becomes the one official Death Certificate that must be provided to all other parties who need to work on the case.</p> <p>Dropping a case to paper is <i>not</i> simply a print-out of the <i>Death Certificate</i>. This option locks the electronic case so that it cannot be completed electronically.</p> <p>Drop to Paper should rarely be used. Drop to Paper should only be used when the next person who needs to work on the case is not able to do electronic processing in EDRS. For example, if the Registrar or the Funeral Director is not currently able to use EDRS for any reason.</p> <p>For more information see the Print Forms section in Chapter 11. Other Links Pages in the Death Registration Menu.</p>
EDRS	New York State's Electronic Death Registration System

Term or Acronym	Definition
EDRS website	http://health.ny.gov/vital_records/edrs/
HCS	Health Commerce System, New York State Department of Health's secure portal/dashboard for access to numerous NYSDOH applications and resources. EDRS is accessed via HCS. HCS website address: https://commerce.health.state.ny.us/public/hcs_login.html
HCS Coordinator	The person(s) in your organization/facility who manages user access to EDRS from within the New York State Health Commerce System portal/dashboard. The HCS Coordinator assigns EDRS user roles to the office/facility, enabling those users to access cases in EDRS.
ME	Medical Examiner
ME/Coroner	Medical Examiner or Coroner
Medical Certifier	A medically licensed professional authorized by New York State Public Health Law to certify to cause of death. Medical Certifiers include physicians (MD or DO), physician assistants (PA), nurse practitioners (NP).
Medically licensed Coroner	A Coroner who has a NYS medical license and can therefore serve as Medical Certifier of a Death Certificate
NCHS	The National Center for Health Statistics (NCHS), a branch of the U.S. Department of Health and Human Services Centers for Disease Control and Prevention (CDC). EDRS statistical data are reported to CDC-NCHS.
Non-medically licensed Coroner	A Coroner who does not have a medical license, and therefore may not medically certify a Death Certificate. A non-medically licensed coroner will Coroner Certify the case, and will need to refer the case to a medical certifier for medical certification. In EDRS the referral for medical certification is processed electronically using Request Non-Affiliated Certification, which gives the medical certifier access to the case even though they are not directly affiliated with the coroner's office.
NYS	New York State
NYSDOH	New York State Department of Health
Register a case	In EDRS, the case Registers with New York State when the Local Registrar or authorized designee (deputy or sub-registrar) assigns the case a local file number and electronically "Affirms" the case. Affirming the case enters the Local Registrar's electronic signature onto the Death Certificate and assigns a New York State File Number.
Sign (a case)	To electronically "sign" a case in EDRS as Funeral Director
Working Copy	A draft copy of the case formatted in the <i>Death Certificate</i> form. The <i>Working Copy</i> of the Certificate is used for internal review of the case.

Term or Acronym	Definition
	<p>A Working Copy may be generated from the Print Forms page within an EDRS case. The Working Copy may be generated at any time by any EDRS user who can access the case.</p> <p>At the time that a Working Copy is generated, if the case has already been certified by the medical owner of the case and/or signed by the Funeral Director, then those signers' electronic signatures will be included in the Working Copy. However, a Registrar's electronic signature is never included in a Working Copy.</p> <p>The Working Copy contains a "watermark" message in the left margin of the Certificate indicating that it is not the official <i>Death Certificate</i> unless signed by the Registrar.</p> <p>The Working Copy generates as an Adobe® Acrobat® PDF file that requires you have Adobe Acrobat installed on your computer to view and print the Certificate. When generating a Working Copy, your internet browser application will probably prompt you to Open or Save the file. Choose Open to view the Working Copy Certificate on your computer screen, and then you may use Acrobat's print option to print out the draft Certificate on your local computer printer.</p>

Case Status Bar Definitions

Case Status	Description and Guidance
Case Status bar	<p>The case status bar is located in the case header at the top of every case page in EDRS, directly below the case ID number, decedent's name, and date of death. The case status bar also displays in the case Preview panel, which is accessed from search results.</p> <p>The case status bar gives essential information about the status of data completion and validation, in addition to indicating where the case is in the overall EDRS work flow. Three example status bars are shown below:</p> <p><u>/Personal Invalid/Medical Invalid/Not Registered/Unsigned/Uncertified/Coroner Uncertified/</u></p> <p>In the example above, the case requires data to be completed on Personal and Medical pages before it can be Signed by the person responsible for the Personal information, medically Certified, Coroner Certified, and then Registered.</p> <p><u>/Personal Valid with Exceptions/Medical Valid/Not Registered/Unsigned/Certified/Coroner Certified/</u></p> <p>In the example above, the case is almost complete. Case data are complete and valid with at least one Personal page containing an error override. The case has been medically Certified and Coroner Certified. The Funeral Director needs to Sign the case before the case goes to the Local Registrar for Registration.</p> <p><u>/Personal Valid with Exceptions/Medical Valid with Exceptions/Registered/Signed/Certified/</u></p> <p>In the example above, the case is complete and Registered. Case data are valid with error overrides on at least one Personal page and at least one Medical page. The case was Certified by the Medical Examiner or medically licensed Coroner, so it did not require Coroner Certification. If the ME/Coroner was responsible for Personal information, then upon Certifying the case the Personal status changed to Signed without the need for a separate Funeral Director electronic signature. If a Funeral Director had been handling the Personal information, then the case status bar would be the same as this example after the Funeral Director Signed.</p>
Certified	<p>Case certification status indicating that medical information is complete and the case has been medically Certified. If the case is owned by a non-medically licensed Coroner, then the case is ready to be Coroner Certified when it has a medical certification status of Certified.</p> <p>If the ME/Coroner is responsible for entering Personal information, then when the case is Certified, the case Personal data status also changes to Signed, even though a separate signing is not required to achieve the Signed status.</p>
Coroner Certified	<p>Case certification status for a case owned by a non-medically licensed Coroner, indicating that the case is complete and has been Certified by the Coroner.</p> <p>If the Coroner is responsible for entering Personal information, then when the case is Coroner Certified, the case Personal data status also changes to Signed, even though a separate signing is not required to achieve the Signed status.</p>
Medical Valid	<p>Case Medical data completion and validation status, which displays in the status bar at the top of every page in the case. The case is ready to be Certified when case data status becomes Medical Valid or Medical Valid with Exceptions.</p>

Case Status	Description and Guidance
Medical Valid with Exceptions	<p>Case Medical data completion and validation status, which displays in the status bar at the top of every page in the case. The case is ready to be Certified when case data status becomes Medical Valid or Medical Valid with Exceptions.</p>
Personal Valid	<p>Case Personal data completion and validation status, which displays in the status bar at the top of every page in the case.</p> <p>If the ME/Coroner is responsible for entering Personal information, then the case is ready to be Certified when case personal data status becomes Personal Valid or Personal Valid with Exceptions and case medical data status becomes Medical Valid or Medical Valid with Exceptions.</p> <p>If a Funeral Director is responsible for entering Personal information, then the case is ready to be Signed when the case personal data status becomes Personal Valid or Personal Valid with Exceptions.</p>
Personal Valid with Exceptions	<p>Case Personal data completion and validation status, which displays in the status bar at the top of every page in the case.</p> <p>If the ME/Coroner is responsible for entering Personal information, then the case is ready to be Certified when case personal data status becomes Personal Valid or Personal Valid with Exceptions and case medical data status becomes Medical Valid or Medical Valid with Exceptions.</p> <p>If a Funeral Director is responsible for entering Personal information, then the case is ready to be Signed when the case personal data status becomes Personal Valid or Personal Valid with Exceptions.</p>
Registered	<p>Case registration status. When the case has achieved status of Signed, Certified, and, as applicable, Coroner Certified, then the case automatically goes to the Local Registrar's office for review and Registration. The Local Registrar or their designee affirms the case to electronically enter their signature, and the case then automatically Registers in New York State.</p>
Signed	<p>Case signing status of Personal/Disposition information.</p> <p>If a Funeral Director is responsible for entering Personal information, then the case achieves Signed status when the Funeral Director electronically affirms and Signs the case.</p> <p>If the ME/Coroner is responsible for entering Personal information, then when the case is Certified and Coroner Certified, as applicable, then the case status bar also indicates the case is Signed, even though a separate signing is not required to achieve the Signed status.</p>

4. Access EDRS

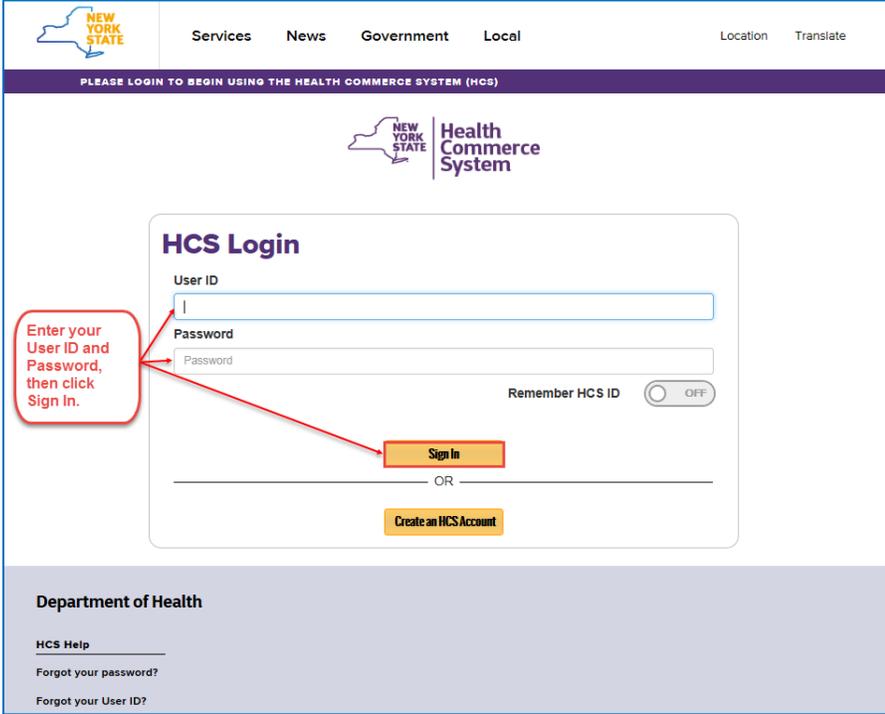
EDRS is accessed through the New York State Health Commerce System (HCS) using an internet browser application. HCS serves as the security portal for numerous NYSDOH applications and resources. To access EDRS, all users need to have an active HCS account.

NOTE: The preferred internet browser for HCS and EDRS is **Microsoft Internet Explorer 11 (IE11)**.

Google Chrome is a good alternative browser. If using Chrome you must turn off Chrome's *Autofill* setting. See [Procedure to Turn Off Autofill in Chrome](#) on the EDRS website.

A couple of other internet browser applications are also acceptable, but may not be as compatible as IE11 and Google Chrome.

For additional set-up information, see [EDRS System Requirements](#) on the [EDRS website](http://health.ny.gov/vital_records/edrs/) (http://health.ny.gov/vital_records/edrs/)

Action	Description and Guidance
<p>Log into HCS</p>	<ol style="list-style-type: none"> <li data-bbox="467 989 1411 1050">Go to the following internet address using your internet browser application: https://commerce.health.state.ny.us  <ol style="list-style-type: none"> <li data-bbox="467 1812 993 1843">Enter your HCS User ID and Password. <li data-bbox="467 1858 802 1890">Click the Sign In button.

Action	Description and Guidance
	<div style="border: 2px solid black; padding: 5px;"> <p>NOTE: See the <i>HCS User ID and Password</i> section below for information on how to request and set up your HCS user account.</p> </div>

HCS User ID and Password

Every individual accessing EDRS must have their own HCS user ID and password. When establishing an account you are required to read the HCS security agreement and abide by all of its provisions.

HCS provides single sign-on functionality, so you will have just one User ID to access both HCS and EDRS.

Your HCS User ID is assigned in HCS when you activate your account. (See **Activate a New HCS User Account** below.) You will define your own password upon initial account activation. After that you will be prompted to **change your password every 90 days** for security reasons.

NOTE: Do NOT share your user ID and password. If you breach the security agreement by sharing log-in credentials (especially your password), your HCS permission can be terminated by the NYSDOH.

Request an HCS User Account

If you *do not* already have an HCS user account, here is how you can request your account:

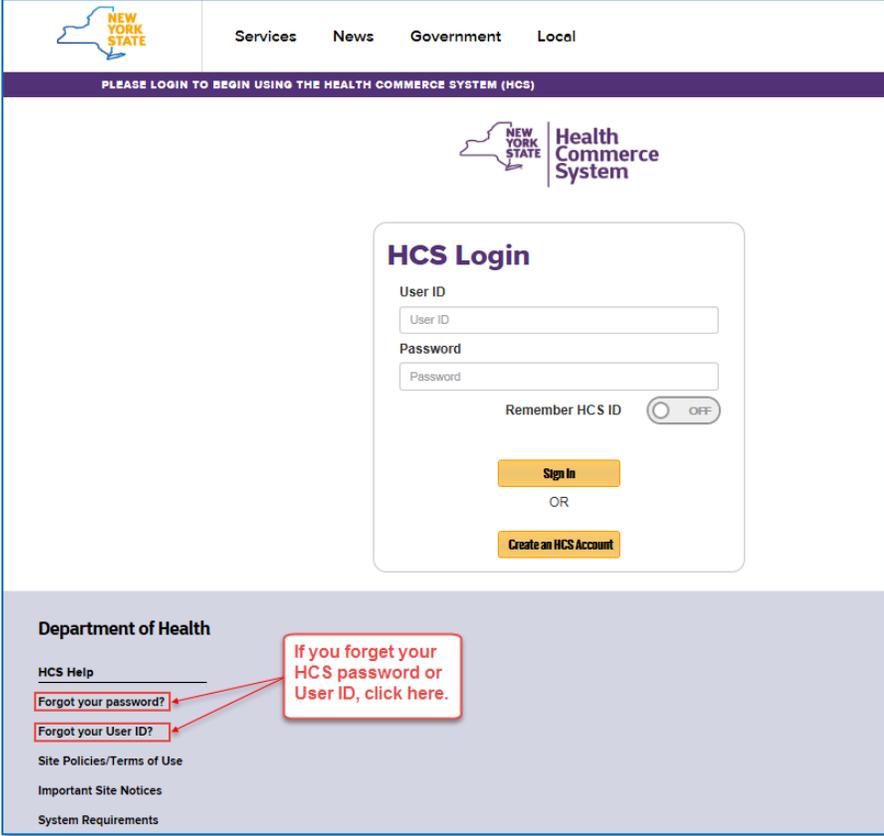
Action	Description and Guidance
<p>Request an HCS User Account</p>	<p>The starting point for requesting your account depends on your professional credentials:</p> <ul style="list-style-type: none"> • MEs and medically licensed Coroners who do not yet have an HCS account: To request an HCS account, refer to HCS Medical Professions Account instructions (PDF). • Non-medically licensed Coroners and other staff in the ME/Coroner's office: To request an HCS user account, refer to HCS User Account instructions (PDF). • MEs and Coroners who are medically licensed should already have an HCS user account. However, if you have not used your HCS account, your account may not yet be activated. See Activate a New HCS User Account below.

Activate a New HCS Account

Action	Description and Guidance
Activate a New Account	<p>To Activate a new HCS account, refer to HCS/EDRS Procedure: Activating Your HCS Account (PDF).</p> <p>Use that procedure if you received your HCS account in the last 90 days but have not yet activated the account and logged into HCS.</p> <p>The activation process includes setting up six (6) security questions that will be used in the future to verify your identity when you change your password.</p>
Reactivate an Inactive Account	<p>If you have not used your HCS account in more than two (2) years, then your account may be inactive and need to be reactivated by the NYSDOH Commerce Account Management Unit (CAMU).</p> <p>Contact CAMU by telephone to request that your inactive HCS account be reactivated: 1-866-529-1890</p>
Expired Password	<p>If your previously activated HCS account has not used for several months, but it was used within the last 2 years, then your password may have expired.</p> <p>See Reset Your Password / Recover Your User ID below.</p>
Forgotten Password	<p>If you forgot your HCS Password, you can reset/change your password.</p> <p>You will need to be able to answer three (3) of your HCS user account security questions that you set up when you Activated your account.</p> <p>See Reset Your Password / Recover Your User ID below.</p>
Forgotten User ID	<p>If you forgot your HCS User ID, you can request that your User ID be recovered and emailed to you.</p> <p>Your name and email address in your user profile must match those in you enter in the request, and you need to still have access to that email account for you to receive the recovered User ID.</p>

Reset Your Password / Recover Forgotten User ID

HCS Account management is self-service. Your HCS password has to be changed every 90 days for security reasons. You can also change your password at other times as needed, such as if you forget your password. You can also recover a forgotten User ID from the HCS login page.

Action	Description and Guidance
<p>HCS Login Page > Forgot your password</p>	<ol style="list-style-type: none"> Go to the HCS login page. Scroll down to the bottom of the login page, and click Forgot your password.  <ol style="list-style-type: none"> Follow the instructions on the screen to create a new password. <p>NOTE: You will need to answer some of your account security questions to verify your identity.</p>

Action	Description and Guidance
<p>HCS Login Page > Forgot your User ID</p>	<ol style="list-style-type: none"> Go to the HCS login page. Scroll down to the bottom of the HCS login page, and click Forgot your User ID. On the Forgot User ID screen, enter the requested information. Click in the I'm not a robot checkbox, and then click the Email me my User ID button. <div data-bbox="527 457 1412 1010" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>Forgot User ID</p> <p>Enter all the fields below, check the "I'm not a robot" checkbox, and click the "Email me the User ID" button. First name, Last Name and email must match what we have on file.</p> <p>First Name</p> <input type="text" value="First Name"/> <p>Last Name</p> <input type="text" value="Last Name"/> <p>Email</p> <input type="text" value="Email"/> <p style="text-align: center;"> <input type="checkbox"/> I'm not a robot  reCAPTCHA Privacy - Terms </p> <p style="text-align: center;">Email me my User ID</p> </div> Check your email for a message from CAMU containing your User ID. Then go back to the HCS Login page to log in.

For other questions or help regarding your HCS and EDRS access, refer to the contacts listed in **Chapter 2. Getting Help**.

EDRS Role Assignment

Each office/facility has at least one person assigned the HCS role of **HCS Coordinator**. The HCS Coordinator(s) for the ME/Coroner's office is in the **County Department of Health**. They are responsible for setting up and maintaining all EDRS role assignments for the county's MEs/Coroners and their staff.

Your EDRS role assignment adds you to the office and gives you access to EDRS. Your EDRS role is based on your job duties and professional credentials. EDRS roles determine what information you can enter and your authorization permissions for certifying a case.

Your HCS account must have been activated before the HCS Coordinator can assign you an EDRS role.

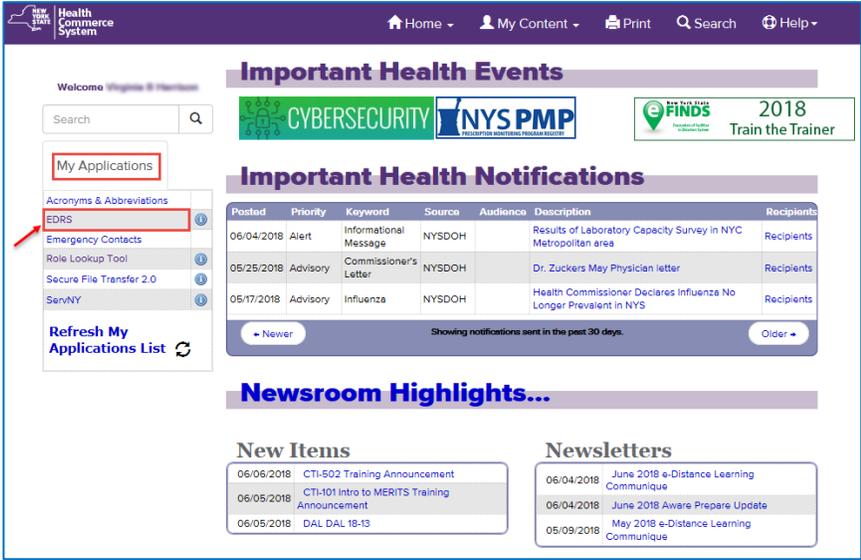
One EDRS Role Per Office

Only one EDRS role is assigned per user within an office. If you are affiliated with more than one office, then you will need to have an EDRS role assigned by the HCS Coordinator at each of those offices.

If you perform multiple roles in the death registration process – such as being Coroner in the county, and also a Funeral Director at a funeral firm – then you will need to have those different roles assigned within each organization. You still only need the one HCS account, and you will be able to change offices within a single logged in session without having to log out between offices.

Sign Into EDRS

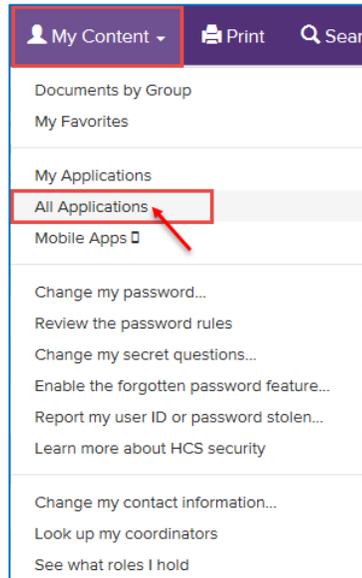
After your HCS Coordinator has assigned you an EDRS role, you may sign into EDRS.

Action	Description and Guidance
<p>HCS Home Page > My Applications > EDRS</p>	<p>1. On the HCS Home page, click the link to EDRS in the <i>My Applications</i> panel.</p>  <p>NOTE: Click right on the letters EDRS, not on the blue circled 'i', which only gives information about the application.</p> <p>2. The EDRS <i>Select your Office</i> page should display for you to sign into your County Department of Health ME/Coroner office.</p>
<p>HCS Home Page > Refresh My Applications List</p>	<p>If EDRS is not listed in <i>My Applications</i> click Refresh My Applications List to update the list of applications which you are authorized to use based on any new HCS role assignment.</p> <p>Check to see if EDRS is now listed in <i>My Applications</i>.</p>

**HCS Home Page >
My Content > All
Applications**

If **EDRS** still is not listed in *My Applications*, then you can add it:

1. Click **My Content** in the top menu bar, and then click **All Applications**.



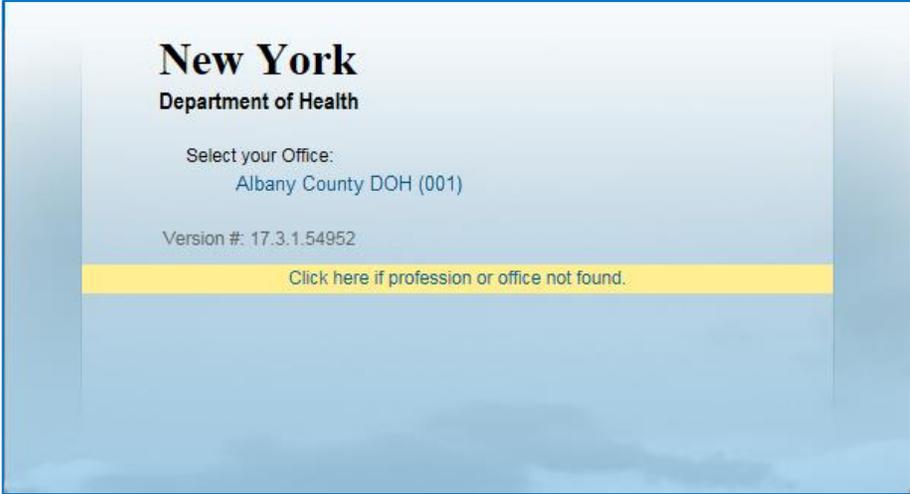
2. In the **Browse by** line, click **E** to view applications beginning with the letter E.

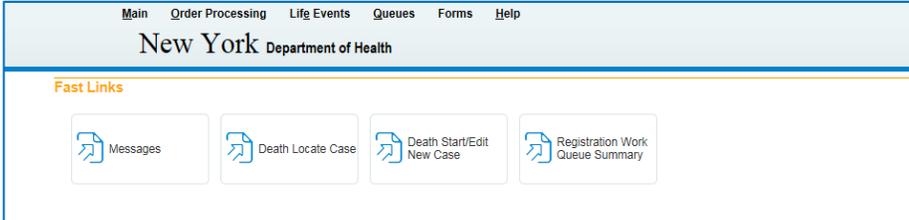
 A screenshot of the 'Health Commerce System Applications' page. At the top, there's a 'Browse by' line with letters A through Z. The letter 'E' is highlighted with a red box and a red arrow. Below this is a table of applications. The table has columns for 'Application Name', 'Acronyms', 'Profile', 'Restricted', and 'Add/Remove'. The row for 'Electronic Death Registration System' is highlighted in yellow, and its 'Add/Remove' column contains a green plus sign in a circle, which is also pointed to by a red arrow.

Application Name	Acronyms	Profile	Restricted	Add/Remove
Eat Well Play Hard	EWPCCS	(i)		(+)
ECLRS Lab Live Reporting		(i)	Yes	
ECLRS Lab Survey 2016		(i)		(+)
ECLRS Lab Trial Reporting		(i)	Yes	
EI Provider Approval & Due Process Upload	SFT 2.0	(i)		(+)
EIFS Claims and Adjustment Data Upload	SFT 2.0	(i)		(+)
Electronic Clinical Laboratory Reporting System	ECLRS	(i)	Yes	
Electronic Death Registration System	EDRS	(i)	Yes	(+)
Electronic Plan Of Correction System	EPOC	(i)		(+)
Electronic Prescribing Waivers		(i)		(+)
Electronic Proficiency Testing Reporting System	EPTRS	(i)	Yes	
Electronic Syndromic Surveillance System	ESSS	(i)	Yes	
Empire Clinical Research Investigator Program (ECRIP) Project Abstract Form	ECRIP	(i)	Yes	
EMT Certification Search Screen		(i)		(+)
Environmental Health Reporting (WebFocus)	WebFocus	(i)		(+)
Environmental Laboratory Approval Program	ELAP	(i)	Yes	
EPI Problem Alerts		(i)	Yes	
Erectile Dysfunction Verification System	EDVS	(i)	Yes	
Evacuation of Facilities in Disasters System	eFINDS	(i)	Yes	
Expanded Syringe Access Program		(i)	Yes	

3. Then locate **Electronic Death Registration System** in the list.
4. In the right column, click the green circled plus sign (+) to add EDRS to *My Applications* list.

If you do not see the green circled plus sign for EDRS, that means the application has already been added to your account, or that your HCS Coordinator has not yet assigned you an EDRS role.

Action	Description and Guidance
	<p>NOTE: On the My Content > All Applications page, you can click directly on Electronic Death Registration System to launch the application.</p>
<p>EDRS > Select your Office</p>	<p>After launching EDRS, the Select your Office page should display listing all offices where you have an EDRS role assignment.</p> <p>Click on your County Department of Health office name to sign in under your ME/Coroner office.</p> <p>NOTE: Your County Department of Health office might be named as <i>County DOH</i>, or <i>County Health Dept</i>.</p>  <p>NOTE: Non-medically licensed Coroners and ME/Coroner Staff, if you do not yet have an EDRS role assignment, then instead of seeing the Select your Office page, you may see an error message indicating you do not have permission to access EDRS. Contact your HCS Coordinator to complete your EDRS role assignment.</p>

Action	Description and Guidance
<p>Select your Office > Click here if profession or office not found</p>	<p>If the Select your Office page displays, but your County Department of Health office is not listed:</p> <ol style="list-style-type: none"> 1. Click the link Click here if profession or office not found. EDRS will re-sync with HCS to pick up any new office assignments your HCS Coordinator has made. The page will refresh. 2. If your County Department of Health office is still not listed, then contact your HCS Coordinator to assign you an EDRS role. After the EDRS role has been assigned, you should log into HCS and sign into EDRS. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>NOTE: MEs and medically licensed Coroners, because you have medical credentials, after clicking Click here if profession or office not found, you may see a link to Create My Independent Medical Certifier Office. <i>That feature is not intended for ME/Coroners; it is mainly for primary care physicians.</i></p> </div>
<p>EDRS Home Page</p>	<p>After selecting your office, the EDRS home page displays for you to begin working in a case.</p> <div data-bbox="500 888 1409 1108" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;">  </div> <ul style="list-style-type: none"> • <i>Fast Links</i> are available on the EDRS home page to allow you quick access to the features you use most often. All features are also available through the <i>top menu bar</i>. • As you use a feature frequently, a <i>Fast Link</i> button to that feature will be added. Then if you do not use certain <i>Fast Links</i> for a while, their <i>Fast Link</i> button will be removed from your EDRS home page, but the <i>Fast Link</i> button to returns after you have been using the feature again.

EDRS Case Ownership is By Office/Facility

A case in 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.

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 EDRS. If you cannot find a case, you may need to change offices in EDRS. Do this by clicking **Main > Change Office** on *EDRS Home Page*.

Case ownership can be transferred to a different office/facility. If a case is owned by a different office than the office you selected at EDRS sign-in, then you will not find that case when you search for it, and that case will not appear in your work queue.

There are situations where you can work on a case even though it is owned by a different office.

Examples:

- A case owner requests medical certification from a non-affiliated Certifier. This means that the Medical Certifier is not directly affiliated with the office that owns the case. The case is shared with the Certifier using the **Request Non-Affiliated Certification** feature. Case sharing of this type is typically done by a non-medically licensed Coroner or by a medical facility.
- A funeral firm engages an external Funeral Director as a Trade Call.

Logout and Timeout

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

Use caution if multiple EDRS users are accessing HCS and EDRS from the same computer or device. Do not share your user account with another EDRS user.

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.

5. EDRS Case Process for Medical Examiners/Coroners

The work flow process for the ME/Coroner may vary depending on the preferred practices within the jurisdiction, the specific details of the case, and/or the credentials of the Certifier.

Five Ways To Receive a Case in EDRS

The ME/Coroner can receive a case in EDRS five (5) ways:

1. The ME/Coroner or staff member creates the case.
 - a. Use the **Start/Edit New Case** feature to create the case.
2. The ME/Coroner forces ownership transfer of an existing case that was created and still owned by a medical facility.
 - a. Use the **Start/Edit New Case** feature to find and access the existing case.
 - b. Then use **ME Review Case > Take control of case** to transfer case ownership to your office.
3. The ME/Coroner receives a referral to an existing case that was created by a medical facility. The referral was made using the **Refer to Medical Examiner** feature.
 - a. Use **Messages** to access the referred case.
 - b. Then use **ME Review Case** to **Accept** the referred case. Case ownership transfers to the ME/Coroner's office when you accept the referred case.
4. The ME or medically licensed Coroner receives a **Request for Non-Affiliated Certification** from a non-medically licensed Coroner. *Non-affiliated* means the requested medical certifier is not directly affiliated with the office/facility that owns the case.
 - a. The ME/medically licensed Coroner uses **Messages** to access the case.
 - b. Use **Non-Affiliated Request Review** to **Accept** the request to serve as medical certifier on the case. Case ownership is retained by the office/facility that issued the request for non-affiliated medical certification.
5. The ME/Coroner or staff member may take ownership of an existing case that was already created either by medical office or facility who has **Relinquished** medical ownership of the case. Relinquishing the case has left the case with no medical owner..
 - a. Use the **Start/Edit New Case** feature to find the existing case.
 - b. Click on the decedent's name in the search results to retrieve the case.
 - c. A message pops up asking you to confirm that you are taking responsibility for medical certification of the case. Click **OK** to take ownership of the case.

Note: This same process (5) can occur for the ME/Coroner if a funeral firm created the case and the case does not yet have a medical owner. However, NYS recommends that the medical owner create the case in EDRS.

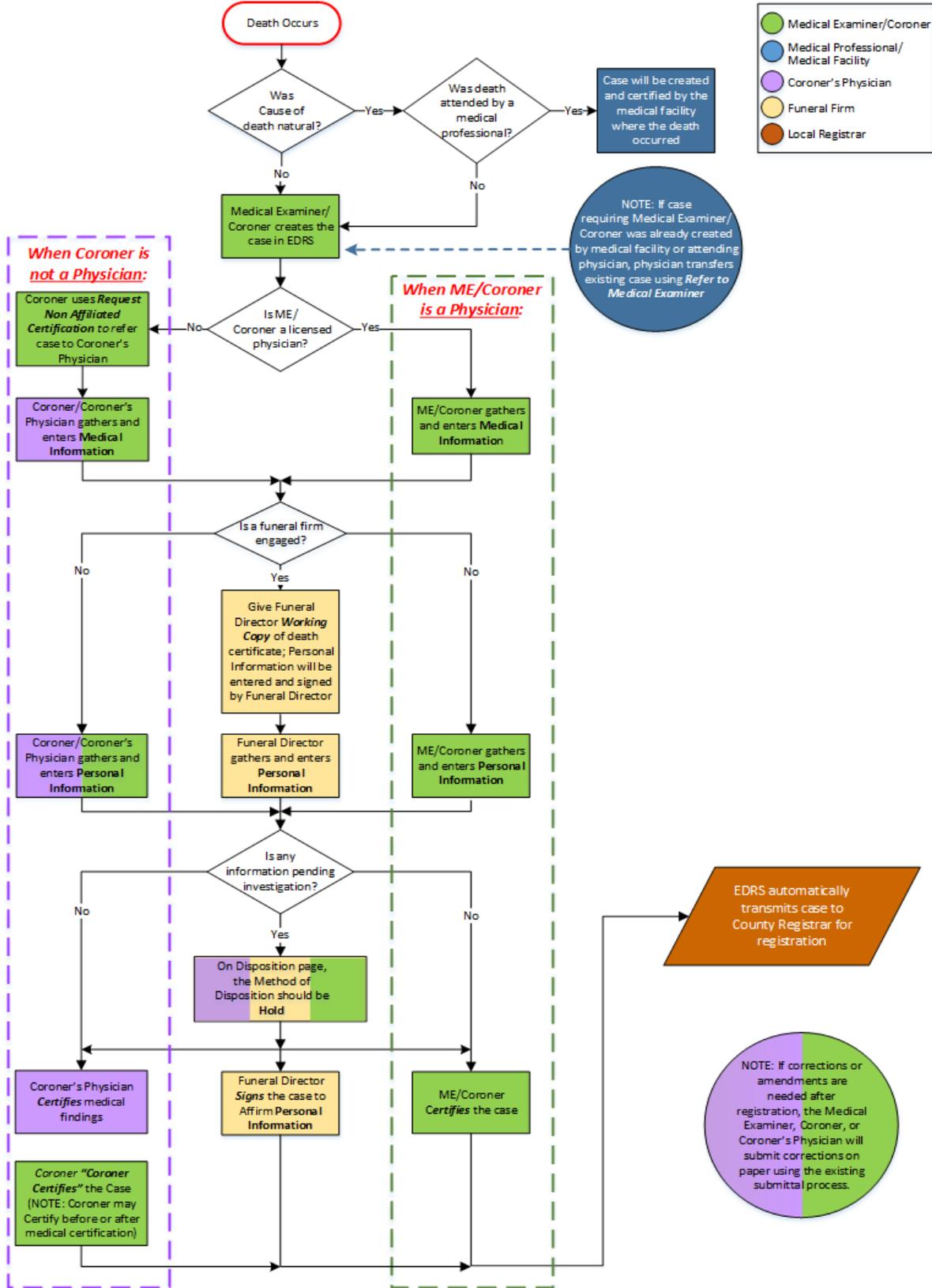
Diagrams of Work Flow Processes for ME/Coroners

This section contains four diagrams that depict the EDRS work flow process for ME/Coroners and Coroner-designated physicians. The first diagram shows the overall electronic process, outlining differences in process based on the credentials of the Certifier. The other diagrams show the work flow process under three different case scenarios, depending on who creates the case and how the ME/Coroner initially accesses it.

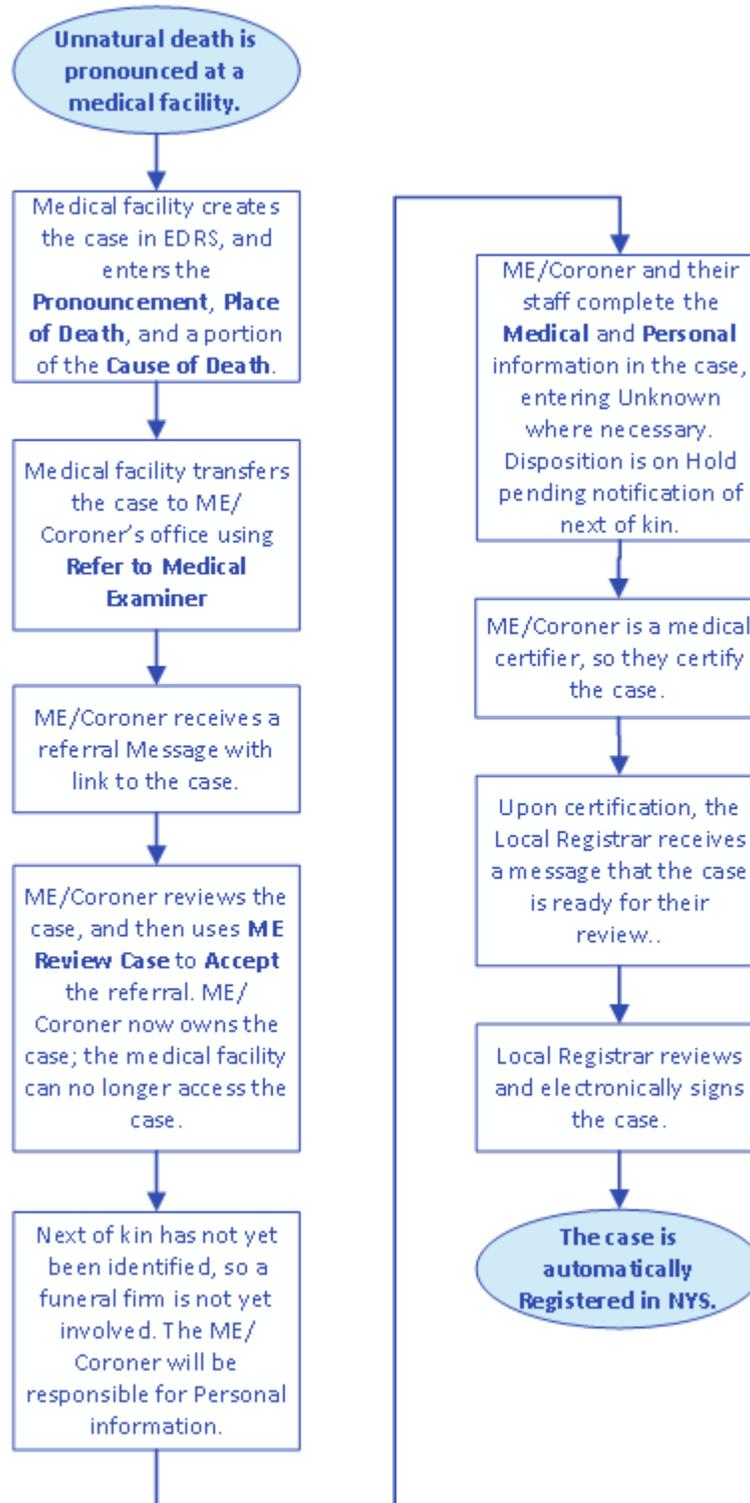
Notes:

- MEs and medically licensed Coroners serve as *Medical Certifier* on their own cases.
- Coroners who do not have a medical license will be able to *Coroner Certify* the case, but they must share the case electronically with a licensed Medical Certifier for Medical Certification. In the diagram of the EDRS Overall Process, this Medical Certifier is referred to as *Coroner's Physician*.
- The non-medically licensed Coroner will use the **Request Non-Affiliated Certification** feature to share the case with a Medical Certifier (Coroner's Physician) who is not directly affiliated with the Coroner's office. After the case has been *Medically Certified*, the Coroner will *Coroner Certify*.

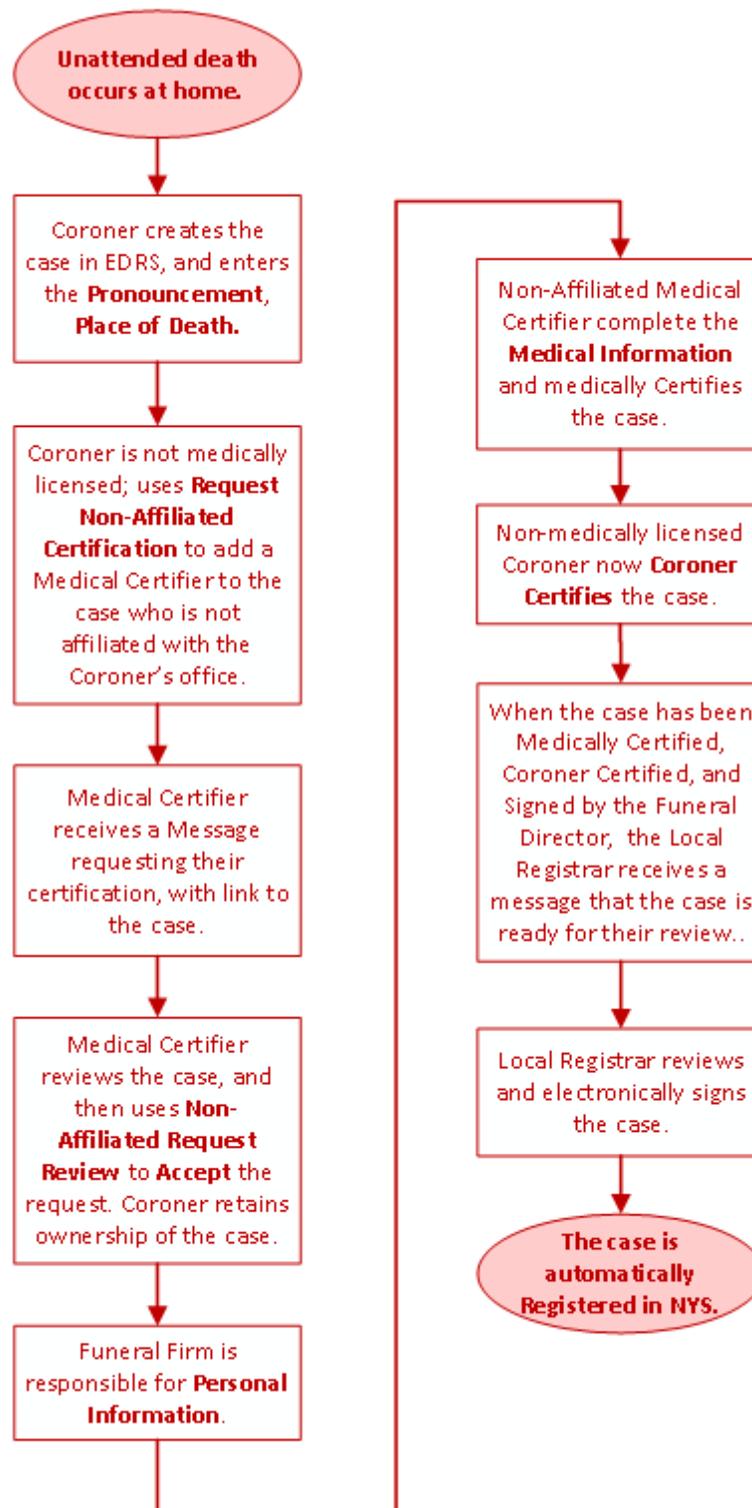
EDRS Overall Process for ME/Coroners and Coroner-Designated Physicians



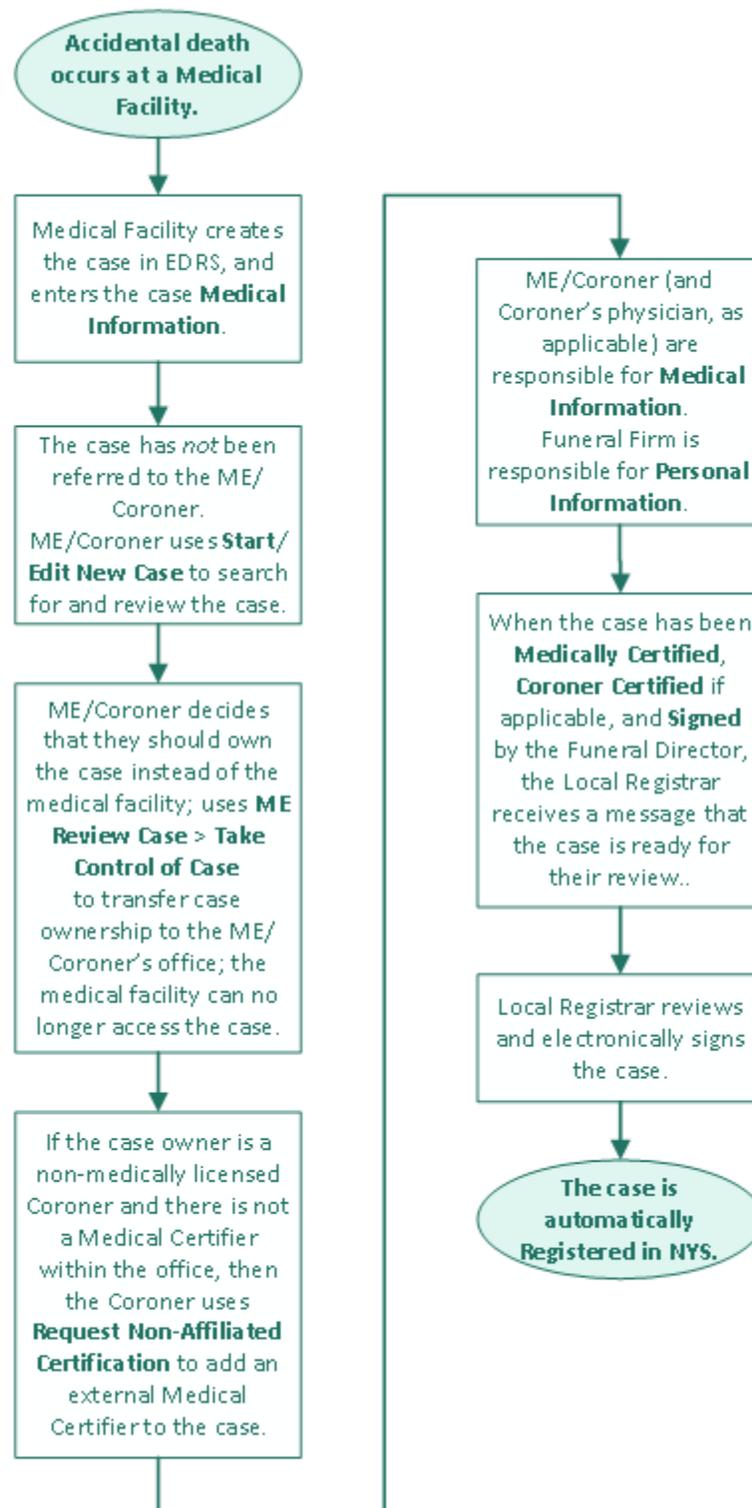
Case Scenario 1 – Medical Facility Creates the Case; Transfers Case Ownership to ME/Coroner Office



Case Scenario 2 – Non-Medically Licensed Coroner Creates the Case; Adds Non-Affiliated Medical Certifier



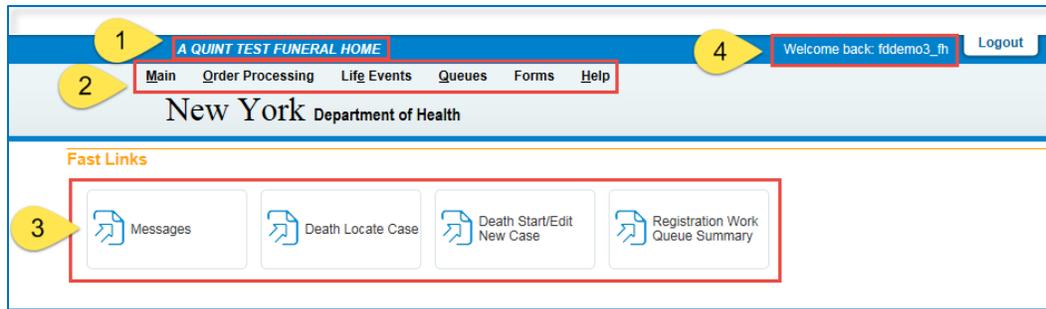
Case Scenario 3 – Medical Facility Creates the Case; ME/Coroner Takes Ownership



6. EDRS Home Page and Top Menu Bar

EDRS Home Page

The EDRS home page is the main page that displays upon signing into EDRS. You will return to this page often to begin or resume work on a case. The elements on the EDRS home page are explained below.



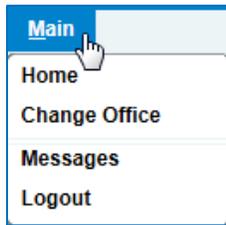
	Home Page Element	Description and Guidance
1	Office Name	The name of the office you signed into at the start of your EDRS session. You can only fully access cases owned by the office you are signed into; this includes reviewing messages and your work queue associated with the designated office. If you have an EDRS role assignment at more than one office, you can change offices without having to log out by using the Main menu's Change Office feature.
2	Top Menu Bar	The menu bar across the top of the page provides access to all functions in EDRS connected to your user role. The top menu bar displays at all times, on every page in EDRS, allowing you to jump Menu bar functions at any time without having to first back out of a case. See also the Top Menu Bar section later in this chapter.
3	Fast Links	<i>Fast Links</i> buttons give you a shortcut to easily access the EDRS functions you use most frequently. Messages and Registration Work Queue Summary <i>Fast Link</i> buttons are always visible on the EDRS home page, while other <i>Fast Links</i> buttons are added to the home page after repeated use of those functions from the top menu bar. If you do not use a <i>Fast Link</i> for a while, its button will be removed from your EDRS home page, but the <i>Fast Link</i> button returns after you have been using the feature again frequently.

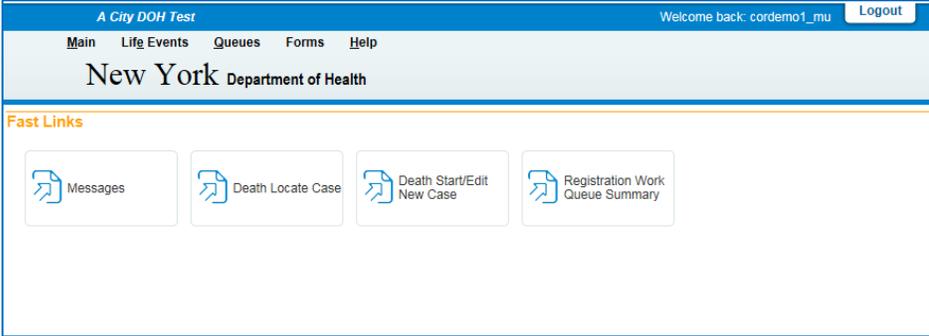
	<i>Home Page Element</i>	<i>Description and Guidance</i>
4	User ID	Your User ID displays at the top of the EDRS window. This can be handy if you need to get help when using the application.
5	Logout Button	The Logout button signs you out of EDRS and returns you to the HCS home page. To log out completely you also need to log out of HCS by clicking <i>Home > Logout</i> in the HCS menu.

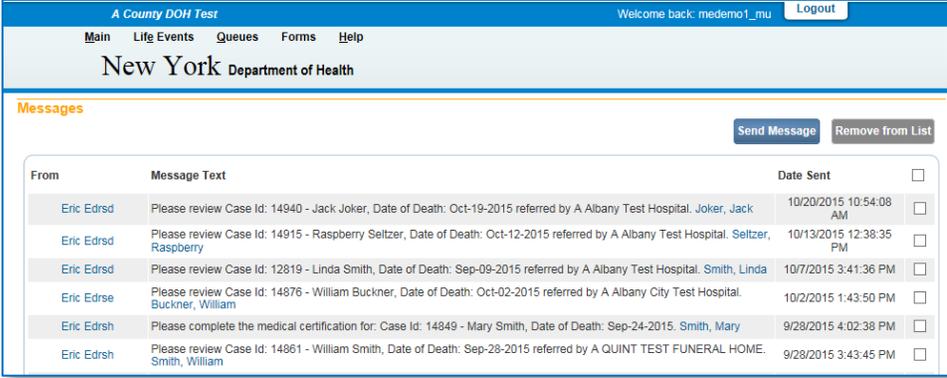
Top Menu Bar

Main Menu

The Main menu includes four options: **Home**, **Change Office**, **Messages**, and **Logout**.



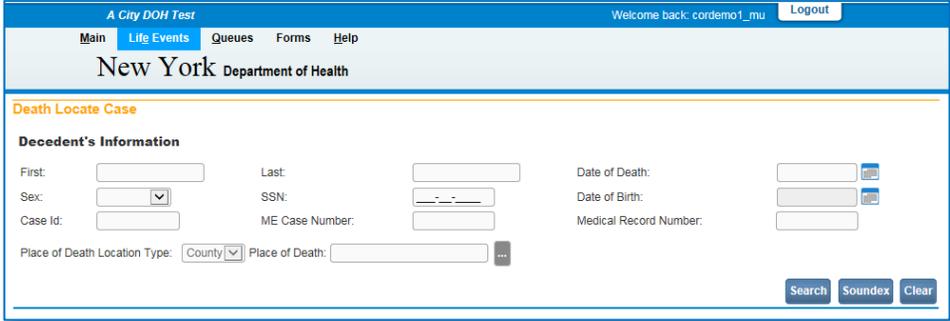
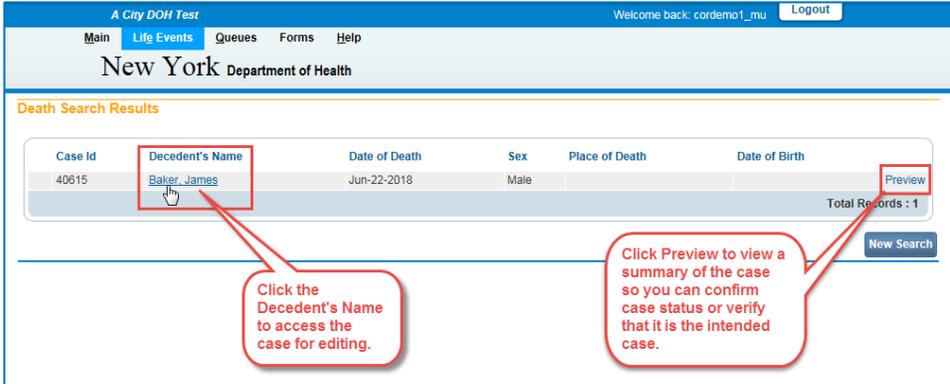
Menu Option	Description and Guidance
Home	<p>Selecting Home on the Main menu returns you to the EDRS home screen.</p> 
Change Office	<p>If you are affiliated with more than one office/facility (that is, if you have an EDRS role assignment at multiple offices), then you can use Change Office to sign into one of your other offices, without having to log out and log back in. Change Office takes you back to the Select your Office page.</p> <div data-bbox="480 844 1417 957" style="border: 1px solid black; padding: 5px;"> <p>NOTE: You will only be able to fully access the cases that are owned by the office you selected on the Select your Office page.</p> </div> <div data-bbox="480 1033 1417 1331" style="border: 1px solid black; padding: 5px;"> <p>NOTE: If you are not able to access an existing case that you or a colleague previously worked on, you may not be signed into the same office they were in when they created or took ownership of the case.</p> <p>If the case is owned by the incorrect office, there is no need to create a new case in the correct office. The case can be transferred to the correct office using Relinquish Case, and then Change Office to the correct office, search for the case, and take ownership of it.</p> </div>

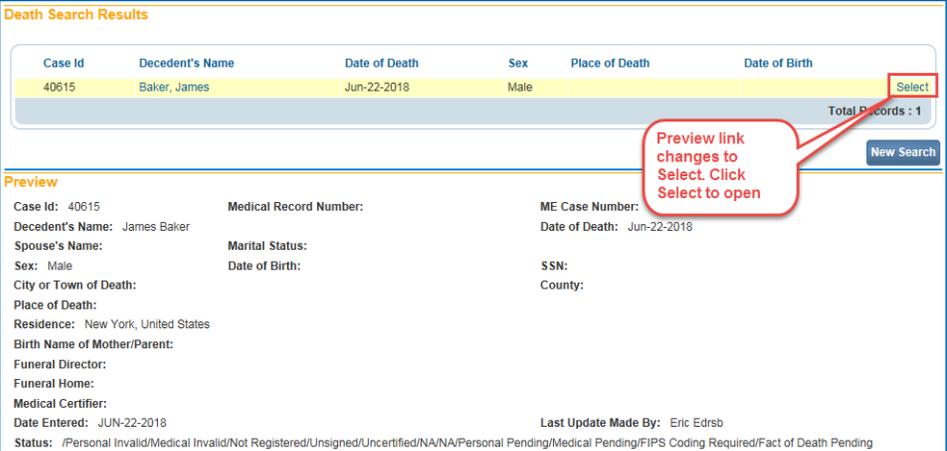
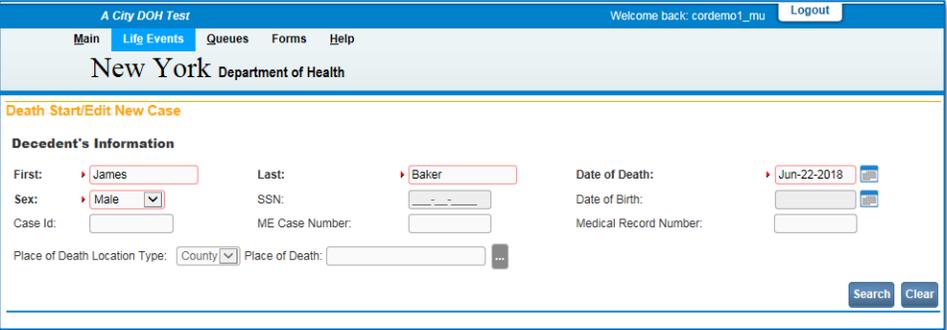
Menu Option	Description and Guidance
<p>Messages</p>	<p>Case-related notifications will arrive in your EDRS Messages. These system-generated Messages inform you of action needed or taken on a case. Most system-generated Messages are also sent to your email account as an additional alert.</p> <p>In addition to being available in the Main menu, Messages are also a <i>Fast Link</i> button on the EDRS Home page.</p>  <p><i>View the Entire Message:</i></p> <p>Some messages may be longer than just the text that displays on the Messages page. To view the entire message, click on the sender's name in the From column.</p> <p><i>Access the Case:</i></p> <p>To access the case the message pertains to, click on the linked decedent's name at the end of the Message Text. The case will open.</p> <p><i>Clean up Your Messages:</i></p> <p>Some messages will automatically be removed from your message list as they age, but you can clean up your Messages list by deleting messages you no longer need, such as those you have already completed. To delete a message, click in the checkbox in the far right column, and click Remove from List.</p>
<p>Logout</p>	<p>Logout signs you out of EDRS and returns you to the HCS Home page. To also log out of HCS click Log out on the HCS Home page.</p> 

Life Events Menu

The **Life Events** menu is where you will search for existing cases and create new cases.



Menu Option	Description and Guidance
Death > Locate Case	<p>Select Death > Locate Case in the Life Events menu to <i>continue work on a case that you already own</i>.</p> <p>Locate Case allows you to enter minimal information as your search criteria, such as just the Date of Death, or part of the decedent's First or Last Name.</p> <p><i>Locate Case Page – Enter Search Criteria:</i></p>  <p><i>Search Results for Locate Case:</i></p>  <p><i>Decedent's Name Opens the Case:</i></p> <p>If you have located the desired case in the search results, click the Decedent's name to view the case. The case will open on the first page of the case, the Decedent page.</p>

Menu Option	Description and Guidance
	<p><i>Preview First:</i></p> <p>You may also click Preview in the right column of the search results to see a summary of the case to confirm the case status or determine if that's the intended case. The Preview panel displays below the Search Results. When Previewing a case, the Preview link in Search Results changes to Select. When you have confirmed it is the correct case, click Select or click the Decedent's Name to access the case.</p> 
<p>Death > Start/Edit New Case</p>	<p>Select Death > Start/Edit New Case in the Life Events menu to:</p> <ul style="list-style-type: none"> • Search and take ownership of an existing case not yet owned by your office • Examine a case owned by a medical facility • Create a new case in EDRS. <p>Start/Edit New Case requires specific information for searching: First and Last names, Date of Death, and Sex.</p>  <p>The Search Results page gives tips and instructions on what action to take next. Review the tips and instructions given on the Search Results page.</p>

Cases Found Matching Your Search Criteria:

The screenshot shows the EDRS interface for the New York Department of Health. At the top, there is a navigation bar with 'Main', 'Life Events', 'Queues', 'Forms', and 'Help'. Below this is the 'New York Department of Health' logo. The main content area is titled 'Death Search Results' and contains a message: 'The cases listed below match the criteria you entered. Instructions'. The instructions list three points: 1. If you see the desired case in the search results, click the hyperlink to open the case (or click Preview and then click Select). If there is no hyperlink, then the case may have been 'Dropped to Paper', 'Abandoned', or is owned by a different office/facility than the one you selected at EDRS sign-in. 2. Do NOT start a case unless you are CERTAIN the desired case does NOT already exist in EDRS. Starting a new case will create an ENTIRELY NEW CASE, possibly a duplicate of an existing case for the same decedent. If you are CERTAIN the case was NOT already created in EDRS, then you may click Start New Case. 3. If the desired case is NOT listed in search results and you believe the case was already created in EDRS, then click New Search, and change your search criteria. Get more information about exactly how the person who started the case entered the name and other criteria into EDRS.

Case Id	Decedent's Name	Date of Death	Sex	Place of Death	Date of Birth	
40615	Baker, James	Jun-22-2018	Male			Preview

Total Records : 1

Buttons: 'If case does not appear above, start new case' and 'New Search'

If your search criteria resulted in one or more cases listed on the Search Results page, then if you see the desired case, **click the Decedent's Name** to access the case.

Alternatively, you may click the **Preview** link on the right to view a summary of the case so you can verify if it is the desired case and check the status of case completion.

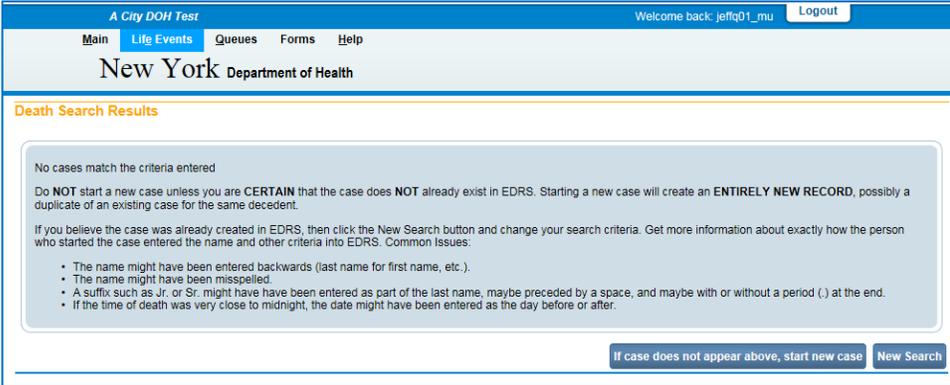
Previously Unowned Case:

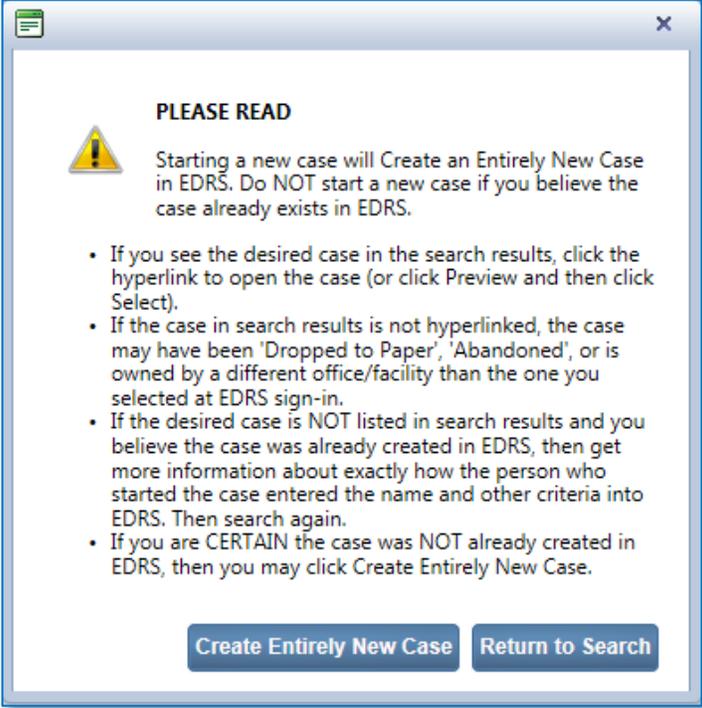
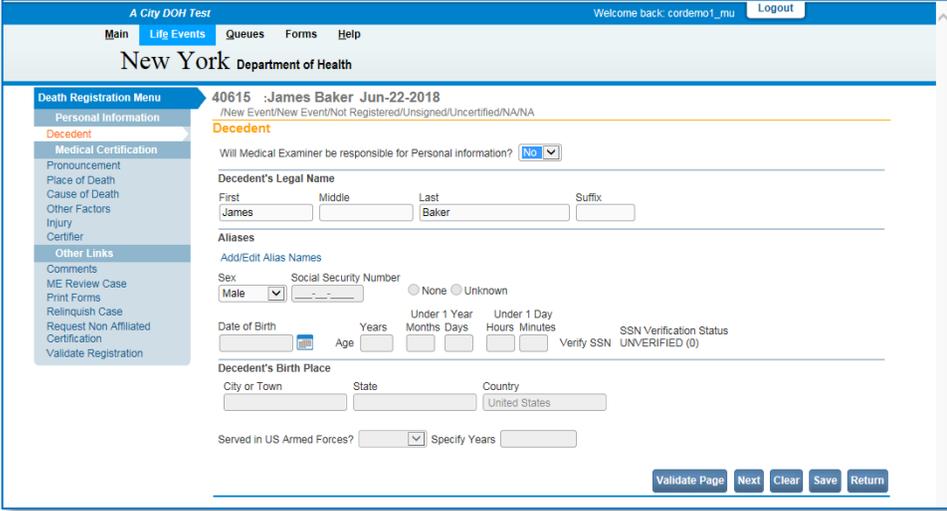
If the case you found is not currently owned by any office, then you will see a pop-up message about that, asking if you want to become the owner of the case.



Click **OK** to take ownership. Your office now owns the case; all EDRS users in your office can access and edit to the case.

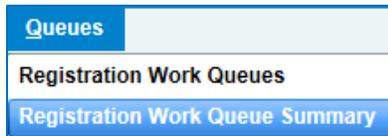
NOTE: For the case to be unowned, the previous owner of the case released their ownership of the case by using **Relinquish Case**, located on the *Death Registration Menu* under *Other Links*. **Relinquish Case** makes the case available to be picked up by a different owner/office.

Menu Option	Description and Guidance
	<p data-bbox="451 247 1073 279"><i>No Cases are Found Based on Your Search Criteria:</i></p>  <p data-bbox="451 716 1377 804">If no cases are found and you are certain the case was not already created in EDRS, then you may click the “start new case” button, which is labeled If case does not appear above, start new case.</p> <p data-bbox="464 814 987 856">If case does not appear above, start new case</p> <p data-bbox="464 905 1414 1052">NOTE: If cases were found in your search results, but not the desired case, and you are certain the case was not already created in EDRS, then you may click the “start new case” button.</p> <p data-bbox="451 1073 1409 1192">Upon clicking the “start new case” button, a pop-up message displays asking you to confirm that you intend to create an entirely new case. Please read the message to be sure you are not creating a duplicate case for the same decedent. Duplicate cases cannot be deleted in the database.</p>

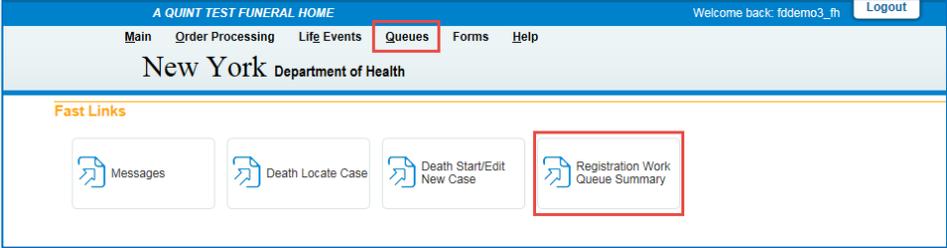
Menu Option	Description and Guidance
	
<p>The Case Opens on the Decedent Page</p>	<p>When you access an existing case or create an entirely new case, the case always opens to the Decedent page.</p> <p>If you have created a new case, your search criteria are automatically transferred to the new case.</p> 

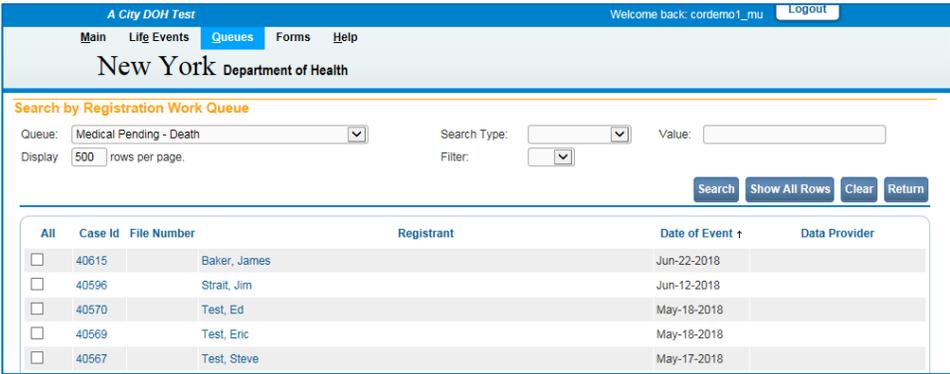
Queues Menu

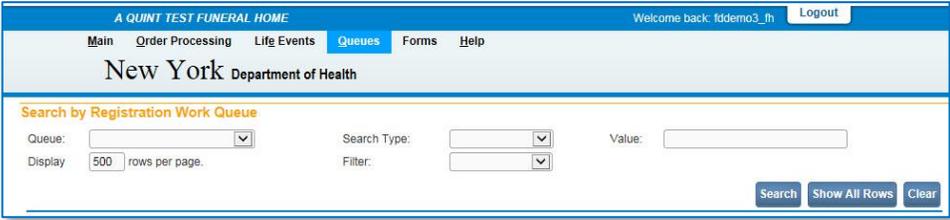
The **Queues** menu pertains to the Registration Work Queue, giving you the ability to monitor and access EDRS cases that require action. Which work queues are available depends on the individual's EDRS role. Use the **Registration Work Queue Summary** to access all available work queues for your role.



NOTE: Queues display for the office you selected when signing into EDRS. To view work queues for a different office, you will need to select **Change Office** in the **Main** menu.

Menu Option	Description and Guidance																																												
<p>Registration Work Queue Summary</p>	<p>Select Registration Work Queue Summary in the Queues menu to review status of cases that require action.</p> <p>After you use the Registration Work Queue Summary frequently, a Fast Link button for this menu option appears on your EDRS home page.</p>  <p>The Registration Work Queue Summary shows you work flow categories, allowing you to access the cases by where they are in the ME/Coroner's registration work flow process.</p>  <table border="1" data-bbox="483 1514 1390 1759"> <thead> <tr> <th>Queue Name</th> <th>Type ↓</th> <th>Count</th> <th>Age of Oldest in Days</th> </tr> </thead> <tbody> <tr> <td>Certification Required</td> <td>Death</td> <td>28</td> <td>991</td> </tr> <tr> <td>Coroner Certification Required</td> <td>Death</td> <td>9</td> <td>348</td> </tr> <tr> <td>ME Review Required</td> <td>Death</td> <td>1</td> <td>47</td> </tr> <tr> <td>Medical Certification Requested</td> <td>Death</td> <td>1</td> <td>598</td> </tr> <tr> <td>Medical Pending</td> <td>Death</td> <td>56</td> <td>1027</td> </tr> <tr> <td>Non Affiliated Medical Certification Requested</td> <td>Death</td> <td>23</td> <td>600</td> </tr> <tr> <td>Referred to ME</td> <td>Death</td> <td>1</td> <td>47</td> </tr> <tr> <td>Signature Required</td> <td>Death</td> <td>2</td> <td>352</td> </tr> <tr> <td>Under ME review</td> <td>Death</td> <td>1</td> <td>347</td> </tr> <tr> <td colspan="3"></td> <td>Total Queues : 9</td> </tr> </tbody> </table>	Queue Name	Type ↓	Count	Age of Oldest in Days	Certification Required	Death	28	991	Coroner Certification Required	Death	9	348	ME Review Required	Death	1	47	Medical Certification Requested	Death	1	598	Medical Pending	Death	56	1027	Non Affiliated Medical Certification Requested	Death	23	600	Referred to ME	Death	1	47	Signature Required	Death	2	352	Under ME review	Death	1	347				Total Queues : 9
Queue Name	Type ↓	Count	Age of Oldest in Days																																										
Certification Required	Death	28	991																																										
Coroner Certification Required	Death	9	348																																										
ME Review Required	Death	1	47																																										
Medical Certification Requested	Death	1	598																																										
Medical Pending	Death	56	1027																																										
Non Affiliated Medical Certification Requested	Death	23	600																																										
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Signature Required	Death	2	352																																										
Under ME review	Death	1	347																																										
			Total Queues : 9																																										

Menu Option	Description and Guidance
	<p><i>Description of the Registration Work Queue Summary table:</i></p> <ul style="list-style-type: none"> • Queue Name – the work flow category • Type – the EDRS module the Queue pertains to; for ME/Coroners, all work queues will be in the Death module. • Count – number of cases you currently have awaiting action in the corresponding work queue • Age of Oldest in Days – how long the oldest case has been sitting in this work queue awaiting completion <p><i>Sort the Listed Cases:</i></p> <p>You can reorder the list of cases in the Registration Work Queue Summary or in any specific Work Queue by clicking a column heading. Cases will be resorted in ascending or descending order by the information contained in the selected column (alphabetic or numeric order, depending on the content).</p> <p><i>Transitioning a Case Through The Work Queues:</i></p> <p>When all actions required for a work flow stage are completed, the case automatically moves to the next applicable Work Queue.</p> <p>For example, while medical information is incomplete, the case will appear in the Medical Pending Work Queue. When all medical information has been entered and passed Validation, the case is removed from the Medical Pending Work Queue, and added to the Certification Required Work Queue.</p>
<p>Select a Work Queue from the Registration Work Queue Summary</p>	<p>In the Registration Work Queue Summary, click the name of a Work Queue to see a list of cases awaiting action in the selected phase of completion. Shown below is an example of the Medical Pending work queue listing cases in which the decedent’s medical data needs to be completed.</p>  <p><i>Description of the Work Queue Table:</i></p> <ul style="list-style-type: none"> • Registrant – decedent’s name • Date of Event – date of death • Data Provider – additional data owner on the case, if applicable, such as a funeral firm entering the decedent’s personal information

Menu Option	Description and Guidance
	<p><i>Access a Case from the Work Queue:</i></p> <p>To access a case from the Work Queue, click the Registrant name or the Case ID number. The case opens to the <i>Decedent</i> page.</p>
<p>Search for a Case in the Work Queues</p>	<p>If you are looking for a specific case or group of cases in your Work Queues, rather than browsing through all cases in the associated Work Queue to try to find it, you can search for the case(s) by a number of search criteria.</p> <p>The search fields are at the top of the Registration Work Queues page. To get there, select Registration Work Queues on the Queues menu. Alternatively, you can select Registration Work Queue Summary, and then click on a Work Queue.</p>  <p><i>Description of Search Fields:</i></p> <p>You may specify search criteria in one or more of the search fields, and then click Search.</p> <ul style="list-style-type: none"> • Queue – you must select a specific Work Queue to search in. • Search Type – you may select Case ID number, name of a person who previously worked on the case (employee name), Funeral Home associated with the case, Local Registrar's name if they previously accessed the case, State File Number (SFN) if the case was already registered. • Value – if you selected a Search Type, then enter here the specific information you are looking for of the selected type. <p>You may enter the full name or number, or partial information with the wildcard percent (%) symbol. You will find more matches if you enter partial information plus the wildcard %. For example, if you select the following:</p> <ul style="list-style-type: none"> ○ Queue: Under ME review - Death ○ Search Type: Funeral Home ○ Value: grady% <p>then all cases that the J.S. Grady Funeral Home is working on that are also in your Under ME review Work Queue will be listed in your search results.</p> <ul style="list-style-type: none"> • Filter – you may specify the Age of the cases, which means how long the case has been in the specified Work Queue. <p>When you specify the Age Filter, an associated Value field will appear for you to select the age range.</p>

<i>Menu Option</i>	<i>Description and Guidance</i>
	NOTE: To see all cases in the selected Work Queue, click Show All Rows .

Forms Menu

<i>Menu Option</i>	<i>Description and Guidance</i>
Print Forms	<p>This page gives certain user roles access to blank forms for printing (no case data) when a portion of case process is to be completed on paper. For example, Local Registrars can access a blank Burial Transit Permit here.</p> <p>No blank forms are currently available to the ME/Coroner's office.</p>

Help Menu

The **Help** menu currently includes only the **Show Tooltips** option. For a full range of EDRS learning resources, visit the EDRS website, located at http://www.health.ny.gov/vital_records/edrs.

<i>Menu Option</i>	<i>Description and Guidance</i>
Show Tooltips	<p>Tooltips provide online help for most data-entry fields in EDRS. When Tooltips are turned on, when you mouse over a field (hover your mouse on the field), the Tooltip pops up to give you information about the field. When you move your mouse away from the field the pop-up Tooltip closes automatically.</p> <p>The NYS EDRS team recommends you turn on Tooltips for the first several weeks that you are using EDRS. The content in the Tooltip content is updated tool tips periodically, so it's a good idea to occasionally turn them back on even if you have been using EDRS for several months.</p> <p>To turn on Tooltips, click Help, and then click in the checkbox next to Show Tooltips.</p>  <p>To turn off Tooltips, click in the checkbox to remove your check.</p>

7. How to Use EDRS Case Pages

The Death Registration Menu

The *Death Registration Menu* always displays in the left panel while you are viewing a case.

ME/Coroners will see three (3) sections in the *Death Registration Menu*: **Personal Information**, **Medical Certification**, and **Other Links**.

All items listed in the *Death Registration Menu* are links that take you to that page or feature when you click the link. Each item listed in the *Personal Information* and *Medical Certification* sections is a 'page' in the case where you will enter data to complete the case, thereby completing the Death Certificate. The *Other Links* section includes special features for managing the case.

The *Personal Information* section will only include the *Decedent* page when you first create or retrieve the case. The other data pages in that section become available to the ME/Coroner if you indicate on the *Decedent* page that you will be responsible for the *Personal Information*.

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	
Certify	
Coroner Certify	
Other Links	
Comments	
ME Review Case	
Non-Affiliated Certification	
Request Review	
Remove Non-Affiliated Request	
Print Forms	
Relinquish Case	
Request Non Affiliated Certification	

Elements on a Case Page

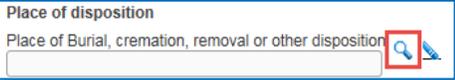
Let's look at how a case page is organized. The numbered elements are described in the table that follows.

The screenshot shows the EDRS Case Page for James Baker, Jun-22-2018. The page is titled "New York Department of Health" and includes a "Death Registration Menu" on the left. The main content area is titled "Decedent" and contains fields for "Decedent's Legal Name", "Aliases", "Sex", "Social Security Number", "Date of Birth", and "Decedent's Birth Place". A "Validation Results" section at the bottom shows error messages for missing SSN and age. Numbered callouts (1-8) highlight specific elements: 1 (Office Name), 2 (Case Header), 3 (Case ID), 4 (Decedent), 5 (Menu), 6 (Buttons), 7 (Validation Results), and 8 (Error Messages).

	Element	Description and Guidance
1.	Office Name	This is the office you selected upon signing into EDRS on the Select your Office page. Remember that case ownership is by office/facility, so if you are affiliated with more than one office, you will need to be sure you are in the appropriate office associated with the case. If you create or take ownership of a case while signed in under a different office, you and your colleagues will not be able to fully access the case when signed in under a different office.
2.	Case Header	Includes the Case ID Number, the name of the decedent, and the date of death as pronounced in the case. The case header is displayed on all pages of the case.

	Element	Description and Guidance				
3.	Status Bar	<p>Although the Status Bar might look somewhat cryptic, it is very helpful for you to get accustomed to reading it. It tells you where the case is in the work flow process, which sections of data are complete and valid, and what actions are needed on the case to complete registration. Certain features in EDRS are only available at specific parts of the process, so reading the status bar frequently can help you to manage the case.</p> <p>The status bar tells you the status of Personal and Medical data validation, Registration status, Personal data affirmation/signing, Medical Certification, Coroner Certification as applicable, and any outstanding referrals or changes in case ownership.</p> <p>See Chapter 3. Glossary of Terms and Case Status Bar for a full definition of each of the various statuses indicated in the Status Bar.</p>				
4.	Page Currently Being Viewed	<p>As you view a page, its corresponding link on the <i>Death Registration Menu</i> changes from a dark blue link on a light blue background to red letters on a white background. The title of the page is also shown on the page itself, just below the Case Header.</p>				
5.	Data Entry Fields	<p>The main part of each case page contains the data fields where you will enter the information for the Death Certificate. To navigate around the page from field to field, click in the desired field with your computer mouse, or use the Tab key to advance through the page.</p> <p>Many of the fields include special tools to help you enter the information from the EDRS database instead of typing it in freehand.</p> <p>Data Entry Tools:</p> <table border="1" data-bbox="505 1171 1419 1761"> <tbody> <tr> <td data-bbox="505 1171 678 1266">  </td> <td data-bbox="678 1171 1419 1266"> <p>Drop-down lists – Click the down-arrow on the right side of the field to select your answer from a list.</p> </td> </tr> <tr> <td data-bbox="505 1266 678 1761">  </td> <td data-bbox="678 1266 1419 1761"> <p>Entering a Date – Calendar tool or Type it in</p> <p><i>Selecting a date in the Calendar tool:</i></p> <ol style="list-style-type: none"> 1. First select the year in the drop-down list. 2. Next select the month in the drop-down list. 3. Then select the day by clicking on it in the Calendar. <p><i>Typing in a Date:</i></p> <ul style="list-style-type: none"> • You may also enter a date by typing in the date field rather than using the Calendar tool. Dates may be entered using any of the formats listed below. <p>MMDDYYYY Enter date in all numbers, no punctuation. <i>Example: 09021954</i></p> </td> </tr> </tbody> </table>		<p>Drop-down lists – Click the down-arrow on the right side of the field to select your answer from a list.</p>		<p>Entering a Date – Calendar tool or Type it in</p> <p><i>Selecting a date in the Calendar tool:</i></p> <ol style="list-style-type: none"> 1. First select the year in the drop-down list. 2. Next select the month in the drop-down list. 3. Then select the day by clicking on it in the Calendar. <p><i>Typing in a Date:</i></p> <ul style="list-style-type: none"> • You may also enter a date by typing in the date field rather than using the Calendar tool. Dates may be entered using any of the formats listed below. <p>MMDDYYYY Enter date in all numbers, no punctuation. <i>Example: 09021954</i></p>
	<p>Drop-down lists – Click the down-arrow on the right side of the field to select your answer from a list.</p>					
	<p>Entering a Date – Calendar tool or Type it in</p> <p><i>Selecting a date in the Calendar tool:</i></p> <ol style="list-style-type: none"> 1. First select the year in the drop-down list. 2. Next select the month in the drop-down list. 3. Then select the day by clicking on it in the Calendar. <p><i>Typing in a Date:</i></p> <ul style="list-style-type: none"> • You may also enter a date by typing in the date field rather than using the Calendar tool. Dates may be entered using any of the formats listed below. <p>MMDDYYYY Enter date in all numbers, no punctuation. <i>Example: 09021954</i></p>					

	Element	Description and Guidance	
			<div data-bbox="927 275 1409 428" style="border: 2px solid black; padding: 5px;"> <p>NOTE: That is the easiest format to enter because it requires the least typing.</p> </div> <p>MM/DD/YYYY Enter date in all numbers, separated by slashes. <i>Example: 09/02/1954</i></p> <p>MMMDDYYYY Enter date in letters (for month) and numbers, no punctuation. <i>Example: Sep021954</i></p> <p>MMM-DD-YYYY Enter date in letters (for month) and numbers, separated by hyphens (dashes). <i>Example: Sep-02-1954</i></p>
			<p>Auto-fill tool for automatically calculating or filling in the next set of fields based on information you selected in the preceding field. For example, on the Decedent page the auto-fill tool automatically calculates the decedent's age at their death based on their Date of Birth and Date of Death.</p>
			<p>Places look-up tool for selecting city or town, county, state, and country. The Places tool automatically pre-filters counties by the selected state, and cities/towns/villages by the selected county. Using the Places look-up tool reduces validation errors by ensuring the city is valid for the county, etc.</p>

	Element	Description and Guidance
		 <p>Look-up tool for selecting a person, office/facility, cemetery, etc. from the EDRS database. Using the Look-up tool automatically fills in all other corresponding information for the item selected, such as a facility name, registration number, and complete address. The Look-up tool reduces validation errors and ensures that the location/address is correctly geographically coded for statistical reporting and tracking.</p> <p>To use the Look-up tool, click on the magnifying glass.</p>  <p>In that pop-up look-up window, you can type in partial or complete words or phrases. Add the wildcard % character in your look-up criteria to increase the results of your look-up. Type in the wildcard % character before or after your word(s), or you may include % both before and after. The system looks for exact entries matching the text you entered, except for where the % character is placed.</p> <p>Examples of how to use the wildcard %:</p> <p>%Smi Searches for anything ending with 'smi'</p> <p>Smi% Searches for anything starting with 'Smi'</p> <p>%Smi% Searches for anything with 'smi' anywhere in the name</p>
		 <p>Eraser tool for clearing/deleting data from a set of associated fields, such as a name and address that were auto-filled from a user profile in EDRS.</p>

	Element	Description and Guidance
		<p>Predictive Text</p> <p>Many data entry fields throughout EDRS are coded with a Predictive Text feature that offers you a list of possible answers from the EDRS database. You can use this instead of the Places look-up tool, for example.</p> <p>How Predictive Text Works:</p> <ul style="list-style-type: none"> • In a State field, for instance, start typing in the full name of the State (not the abbreviation). After typing the first few letters, a list of all States that start with those same letters pops up below the field for you to select from by clicking on the desired State name. The more letters you type, the closer the match. Let's keep going. • After entering the State name, click in the corresponding County field, and begin typing the name of the County. A list of Counties that start with the same letters will pop up, but this time it will only be the Counties that are in the State you already entered. • After selecting the desired County, do the same in the City/Town field. This time only the matching Cities/Towns/Villages that are located within the specified County will pop up for you to select from. <p>The take full advantage of the <i>Predictive Text</i> feature, you should enter the largest corresponding element first (such as State before County), and then work your way down to the smallest corresponding element in that group of fields, so that the <i>Predictive Text</i> pre-filters your list of results according to the other elements you already entered.</p> <div style="border: 1px solid black; padding: 5px;"> <p>NOTE: If you are using Google Chrome as your internet browser, be sure to turn off Google Chrome's autofill feature, which conflicts with EDRS <i>Predictive Text</i>. Chrome's autofill feature will pull in information from your own personal web browsing history and your previous online transactions, such as online purchases you may have made. It may be difficult for you to tell the difference. Detailed instructions: Procedure to Turn Off Autofill in Chrome.</p> </div>
6.	Navigation Buttons	<p>Use the page Navigation Buttons to navigate through a case.</p> <div style="border: 1px solid gray; padding: 5px; display: inline-block;"> Validate Page Next Clear Save Return </div> <p>Validate Page: Checks your data entries against system requirements to make sure all required fields are completed and contain expected, valid data. Validate Page <i>also saves the data</i>. You must Validate every page in the case. It is best to Validate each page as you complete the page.</p>

	Element	Description and Guidance
		<p>Next: Moves you to the next page in the process. You may also navigate to the next page or to any desired page by clicking the corresponding page link on the <i>Death Registration Menu</i>.</p> <p>Clear: Removes data you just entered on this page.</p> <p>Save: Saves the data you entered on this page, but does not validate your entries against system rules. You may want to use Save while in the middle of entering data on a page, while you know you have more data to complete and are not yet ready to Validate the page. Remember, though, that Validate Page also saves your data.</p> <p>Return: Returns you to the last completed, saved page. On some of the <i>Other Links</i> pages, the Return button sends you back to the page where you accessed the case, such as <i>Search Results</i> or <i>Messages</i>.</p>
7.	Validation Results	<p>When you Validate Page, the results of your Validation displays in this Validation Results panel at the bottom of the page. Validation Results include and error messages your data has received based on system requirements or recommendations. Each error message pertain to a specific field on the page. Some errors may also pertain to related data from another page in the case.</p> <p>See also the Validation Results section below.</p>
8.	Error Buttons (in Validation Results)	<p>Error buttons allow you to show or hide the error messages for now, and, most importantly, to Override an error message when you have confirmed that the information in the field is correct as entered, even though it might not exactly match system expectations.</p> <div data-bbox="513 1163 1414 1373" style="border: 1px solid black; padding: 5px;"> <p>The screenshot shows a 'Validation Results' panel with a title bar containing 'List All Errors', 'Save Overrides', and 'Hide' buttons. Below the title bar is a table of error messages. The first error is 'DR_0073: Decedent's Birthplace city is not valid for birthplace state. Please verify the entry for birthplace city.' The second is '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.' The third is '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.' To the right of each error message is an 'Override' checkbox and two 'fix' buttons. A red box highlights the 'Override' checkboxes and 'fix' buttons for the second and third errors.</p> </div> <p>For more information about working with Validation Results, see the Validation Results section below.</p>

Validation Results

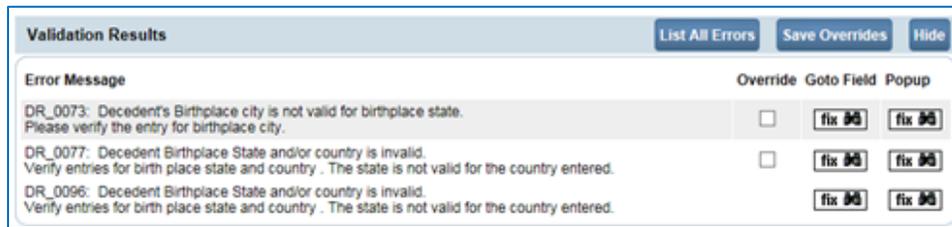
The validation feature in EDRS checks that all required fields have data entered, and that the data in those fields match system expectations.

You will see Validation Results indicated in three (3) places:

- In **error messages** in the Validation Results panel at the bottom of the page
- As **colored shading** in the actual data field(s) on the page where the error was detected
- As a **validation symbol** on the *Death Registration Menu*

Error Messages

After you Validate a page, the **Validation Results** panel appears at the bottom of the page, listing any error messages and guidance.



Each error message is field-based, referring to a specific field, or in some cases a pair of related fields, where the data are in question. The message contains guidance on how to resolve the error. Be sure to read the error message(s) and follow its guidance.

NOTE: The field noted in an error message may not contain an actual error. The system simply recognizes the data as either incomplete or different from what the system is expecting.

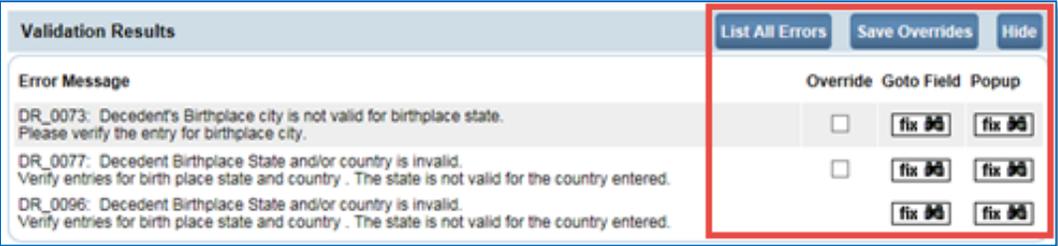
Some error messages give you the ability to **Override** the error, accepting the data in the field as it is. Error messages that include a checkbox in the Override column to the right of the message have the ability to be Overridden, and the corresponding field(s) on the page will become shaded yellow after Validation. See **Override an Error Message** below for more information.

Override is not available for all error messages. If an error message does *not* have a checkbox in the Override column, then you are required to fix the error in the data, and the corresponding field(s) on the page will become shaded red after Validation.

Override an Error Message

Some errors allow you to **Override** the error message and keep your data as it is. Error messages that allow an include an **Override checkbox** to the right of the error message. Overriding the error message

indicates that you are attesting the data to be correct as is – no changes needed - even though the data may not match what the system is expecting.



NOTE: Be careful with Overriding error messages. Your goal should be accurate and complete data. Read the error messages and their guidance, and review your data. Then only Override an error message after you have confirmed that your data are accurate and complete as is.

Where it is appropriate you should fix the data instead of Overriding the error message. See **Common Causes of Error Messages** below for tips on how to avoid or respond to some common errors

To Override an error message:

Action	Description and Guidance
<p>Validation Results > Error Message</p>	<p>Before Overriding any error messages, read the error messages and review your data to confirm accuracy. After you have verified that the data the error message pertains to is complete and accurate as is, then you may Override the error message.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>NOTE: For error messages on locality fields, be sure you have selected the locality from the EDRS database rather than typed in manually. To select from the EDRS database, use the Places look-up tool or the <i>Predictive Text</i> feature. If using <i>Predictive Text</i> on locality fields, start with the largest entity, and work your way leftward to the smallest entity.</p> </div> <p>1. Click in the Override checkbox to the right of the associated error message.</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid gray; padding: 5px; text-align: center;"> <p>Override</p> <input type="checkbox"/> </div> <div style="border: 1px solid gray; padding: 5px; text-align: center;"> <p>Override</p> <input checked="" type="checkbox"/> </div> </div>
<p>Save Overrides button</p>	<p>2. Click the Save Overrides button.</p> <div style="text-align: center; margin-top: 10px;"> </div>

Action	Description and Guidance
	<p>NOTE: You may process multiple Override checkboxes together, and click Save Overrides to save as many Overrides as you have selected.</p>
<p>Validate Page button</p>	<p>3. Click Validate Page again to associate your data with the corresponding error Override.</p> 

After Validation, the field(s) in the content area of the page which are eligible for Override will be shaded yellow to highlight where the error occurred. See the **Validation Errors Noted with Colored Shading on Data Fields** section below for more information.

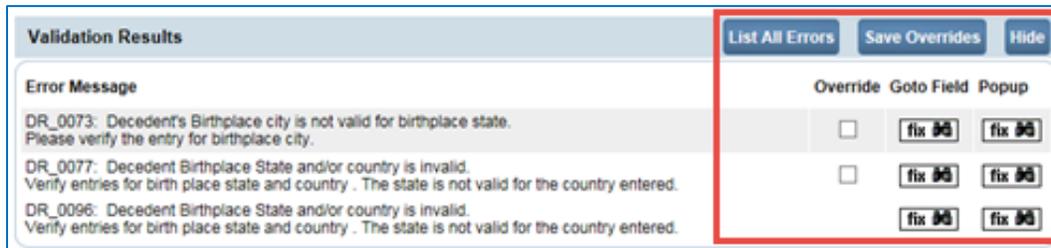
NOTE: Even after you Override an error message, the associated field(s) *will remain shaded yellow* to indicate that your data contains an exception to system rules. The Overridden error message *will also remain* in the Validation Results, with your Override checkbox checked. The Validation symbol on that page in the Death Registration Menu *will always have a yellow dot symbol* to indicate that it contains an error message.

NOTE: If you **change related data** on the page **after Overriding error messages**, you should always clear the previous Overrides that may no longer be relevant to your current data. Clearing prior Overrides is a multi-step process because Overrides in the database are stored separately from the actual data.

1. **Uncheck** the Override checkboxes by clicking in the boxes to remove your checkmarks.
2. Then click **Save Overrides** to save your removal of the Override, and click **Validate Page** to save everything as is and re-validate based on the current data on the page.
3. Now you may click in any remaining Override checkboxes (add a checkmark), and click **Save Overrides** to save your new Overrides.
4. Finally, **Validate Page** one last time to save everything as is.

Fix Errors

To examine and fix errors, you can click the **fix** button  to the right of the error message (or you can click in the associated field right on the page).



Notice that there are two **fix** buttons, one in the **Goto Field** column, and one in the **Popup** column.

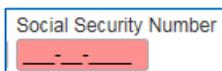
- Clicking the **Goto Field fix** button takes you directly to the field on the page to make changes.
- Clicking the **Popup fix** button opens a pop-up window in front of the page for you to make changes. This may be especially handy if the error message resulted from comparing related or associated data from different pages. The popup fix window often lists multiple associated fields, allowing you to examine and adjust the associated data in one place.

You must **Validate Page** again after taking action on any error messages

Validation Errors Noted with Colored Shading on Data Fields

Fields having errors change color on the page after Validation.

- **Red shaded fields** are required fields, hard-coded for specific data or a specific criteria for the data. NYS sometimes refers to these as "hard edit" validation rules.



- **Yellow shaded fields** are also required fields, but the error messages are soft-coded so that the Certifier (or other EDRS user in the office) can **Override** the error message if the data is appropriate and correct as is. NYS sometimes refers to these as "soft edit" validation rules.



This same error color coding is used in the **Validation Symbols on the Death Registration Menu**. See that section below for more information.

Validation Symbols on the Death Registration Menu

When you validate a page in a case by clicking the **Validate Page** button, the *Death Registration Menu* displays a **validation symbol** beside the link to every content page indicating its validation outcome. The validation symbols on the *Death Registration Menu* appear even for pages you have not yet accessed.

The validation symbols are Red, Green and Yellow, like stoplight colors, denoting the completeness of each page in the case.



Validation Symbol	Description and Guidance
	Red X - Information is still needed on this page; it is incomplete or contains errors that must be corrected.
	Yellow dot - Information is complete on this page; however some field error messages may be overridden. This may happen if information entered conflicts with system rules. After saving overrides and re-validating, the page will still be marked with the yellow dot on the <i>Death Registration Menu</i> , the overridden error messages will remain on the page, and the affected field(s) will remain shaded yellow.
	Green check mark - At this time information is complete and acceptable for this page.

NOTE: Validation symbols must be either **green** or **yellow** to certify the *Death Certificate*.

Common Errors and How to Avoid Them

Error Related To	How to Prevent or Resolve Error
Places – Address and Locality Validation	<p>Address fields should mostly be entered by selecting to entry from the EDRS database so that the system’s geographic coding is accurate for statistical reporting. This pertains to Country, State, County, City/Town/Village, Street Designators (Avenue, Boulevard, etc.) and street Directional indicators (East, West, etc.). Error messages on address fields are often triggered because the information was entered manually by typing it in, rather than by selecting it from the drop-down list, <i>Predictive Text</i> selection, or using the Places tool to look it up.</p> <p>Most locality/municipality errors can be avoided by selecting the largest entity first – for example, enter Country, then State, then County, then City or Town – because that process pre-filters the next field to only those localities that are valid for the larger entity already selected. This is what the Places look-up tool does, but you can also use the <i>Predictive Text</i> feature to pre-filter your list of possible entries by entering the data in larger-to-smaller order.</p>
Required Field Left Blank – Data Unknown	<p>If the information requested in the text field is unknown, many fields will accept <i>Unknown</i> as your answer. Note that <i>Unknown</i> should be typed with an upper case <i>U</i> to avoid an error message on the use of proper case, because proper name fields are always expecting that a name will begin with an upper case letter.</p> <p>If the information requested in a date field is unknown, then EDRS validation rules for most date fields accept 99-99-9999 to mean Unknown Date. The date format can also be entered as all numbers, no hyphens: 99999999 to represent MMDDYYYY format. EDRS will convert both of those formats to the EDRS standard date format of MMM-DD-YYYY.</p> <div data-bbox="464 1146 1419 1293" style="border: 2px solid black; padding: 5px;"> <p>NOTE: If the date entered were an actual date, such as 01012018 to represent January 1, 2018, then EDRS would convert 01012018 to the standard EDRS date format or Jan-01-2018.</p> </div>
Cause of Death Statements	<p>The Cause of Death page system validation rules are checking for the following:</p> <ol style="list-style-type: none"> 1. The wording correlates to standard terminology for disease or injury coding (per ICD standards). 2. The immediate cause given in Part I Line (A) is supported by underlying cause(s) (disease, injury, or condition) in Lines (B), (C), and (D), as applicable. 3. If cause of death is from trauma or injury, then an ME/Coroner is a certifier on the case. 4. Death related to opioid use is reported in such a manner to ensure accurate reporting, coding, and statistical tracking. <p>Guidance for how to complete the <i>Cause of Death</i> statements is provided on the page in EDRS:</p> <ul style="list-style-type: none"> • In the instructions at the top of the page

Error Related To	How to Prevent or Resolve Error
	<ul style="list-style-type: none"> In the linked NCHS Recommendations for Entry of Cause of Death at the top of the page <div data-bbox="513 363 1380 506" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Cause of Death</p> <p>NCHS Recommendations for Entry of Cause of Death</p> <p>Enter the chain of events- diseases, injuries, or complications- that directly caused the death. DO NOT enter terminal events such as cardiac arrest, respiratory arrest or ventricular fibrillation without showing the etiology. DO NOT ABBREVIATE. DO NOT ENTER OLD AGE. Enter only one cause on a line. Add additional lines if necessary.</p> <p>Sequentially list conditions, if any, leading to the cause listed on line a. Enter the UNDERLYING CAUSE (disease or injury that initiated the events resulting in death) LAST.</p> <p style="text-align: right;">Click this link for detailed guidance</p> </div> In the Validation Results at the bottom of the page – After you click Validate Page, be sure to read any error messages for guidance and considerations
Possible Duplicate Case	<p>EDRS Validation checks for possible duplicate cases based on the decedent's name, date of death, sex, date of birth, and, if entered, the Social Security Number. A duplicate case may have been created because a user could not find or did not know how to access the existing case.</p> <p>Once a case has been created in EDRS, <i>it cannot be deleted</i>. It can only be marked by the EDRS team as Abandoned/no longer in use.</p> <p>To avoid creating a duplicate case, follow the instructions and guidance provided on the Start/Edit New Case > Search Results page.</p> <p>If EDRS Validation finds a duplicate case, you should <i>contact the EDRS team</i> for help determining which of the duplicate cases should be Abandoned and which case should proceed toward Registration. EDRS Call Center: 844-866-EDRS (3377).</p> <p>After the EDRS team member marks a duplicate case as Abandoned, you will still get an error message about a possible duplicate case. To proceed with certifying the case you will need to Override the error message by clicking in the override checkbox next to the error message, click Save Overrides, and then Validate Page again.</p>
Name of Street is Entered in Unexpected Case – Upper/Lower Case	<p>EDRS Validation rules expect street names to be entered in proper case, beginning with a capital letter and normally followed by lower case letters. Other acceptable characters in street names include spaces, hyphens, upper case letters in the middle of the street name, and numbers. Even if a street name is unknown, you should still enter that information in proper case to avoid getting an error message. Examples of how to enter street names:</p> <ul style="list-style-type: none"> Main Martin Luther King McLean First 1st Unknown
Cremation Clearance Required	<p>Cremation Clearance is required in certain counties. NYS is not currently processing Cremation Clearance electronically in EDRS. However, EDRS still prompts for this process on the Disposition page when Method of Disposition is Cremation as a reminder to case participants. Validate Page results in two error</p>

Error Related To	How to Prevent or Resolve Error
	<p>messages pertaining to Cremation Clearance – one for request for approval the ME/Coroner, and the other for the ME/Coroner’s response.</p> <p>In all counties of NYS, the two Cremation Clearance error messages should be overridden. In counties where Cremation Clearance is required, the request and approval are still being handled offline/on paper. In those counties a Comment should be added in the case indicating if Cremation Clearance has been obtained, and referencing the ME/Coroner’s clearance number. See the Comments section in Chapter 11. Other Links Pages in the Death Registration Menu.</p>
<p>Navigation Error Using Browser Back Button</p>	<p>When working within a case in EDRS, avoid using the browser Back button  which can disrupt communication with the database and could cause loss of entered data.</p> <p>Instead, you should always use EDRS navigation links, such as on the <i>Death Registration Menu</i>, and navigation buttons, such as the Next and Return buttons on case content pages, to advance through your case.</p> <div style="border: 2px solid black; padding: 5px; margin-top: 10px;"> <p>NOTE: To access the Certify page, and Coroner Certify page, you must click those page links on the <i>Death Registration Menu</i>. Those are Affirmation pages, so they are not accessible from a Next button the way case content pages are.</p> </div>
<p>Cannot Find a Case I Own, Using the Locate Case Feature</p>	<p>Locate Case gives you easy access to your cases that are owned by the office you selected at EDRS sign-in. If you are affiliated with more than one office, be sure to select the correct office at sign-in. If you are signed into a different office than the one that owns the case, you will not find the case using Locate Case to search for it. Using Start/Edit New Case to search for it, you will be able to access the case (because your ME/Coroner role gives you that privilege), but you will not be able to edit the case while still signed in under a different office than the office that owns the case.</p> <p><i>Case is in Wrong Office – Transfer Ownership:</i></p> <p>If you discover that your incorrect office owns the case – e.g., it was created while signed into the wrong office, or you took ownership of the case while signed into the wrong office – then you can transfer the case ownership to the ME/Coroner’s office.</p> <p>EDRS offers ME/Coroners and their staff three ways to transfer ownership of a case. The easiest way is as follows:</p> <ol style="list-style-type: none"> 1. Sign into EDRS in the County DOH office. 2. Use Start/Edit New Case to access the case.

Error Related To	How to Prevent or Resolve Error
	<ol style="list-style-type: none"><li data-bbox="451 296 1412 352">3. With the case open on the screen, click ME Review Case, under <i>Other Links</i> in the <i>Death Registration Menu</i>.<li data-bbox="451 369 1412 457">4. Choose the action Take Control of Case. Click Save. Click on a page in the <i>Death Registration Menu</i> to exit the ME Review Case page and remain in the case. <p data-bbox="451 474 980 501">The ME/Coroner's office now owns the case.</p>

8. Access a Case

This chapter explains how to access a case in EDRS. As an ME/Coroner you have several methods available for accessing a case. Which method you use depends on if the case was already created in EDRS, if your office currently owns the case, or if the case is being transferred/referred or shared with you.

- Use **Start/Edit New Case** to search for and begin reviewing/working on the case your office does not currently own
- Use **Locate Case** to search for and resume work a case in progress which your office already owns
- Use **Messages** to access a direct link to cases transferred/referred or shared with you
- Use **Work Queues** to access a direct link to cases in progress that require action from you
- Use **Start/Edit New Case** to create a new case that your ME/Coroner office will own

Access an Existing Case

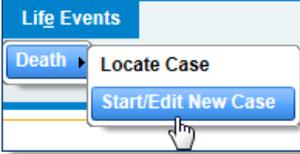
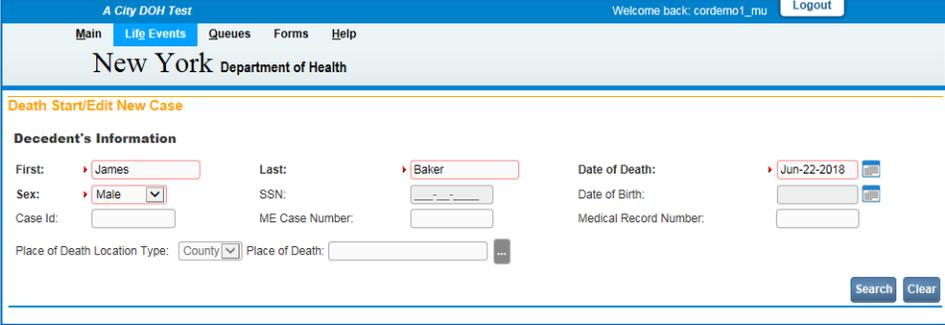
ME/Coroners and their staff may access all existing EDRS cases, even those currently owned by a different office/facility. Other EDRS users do not have this privilege.

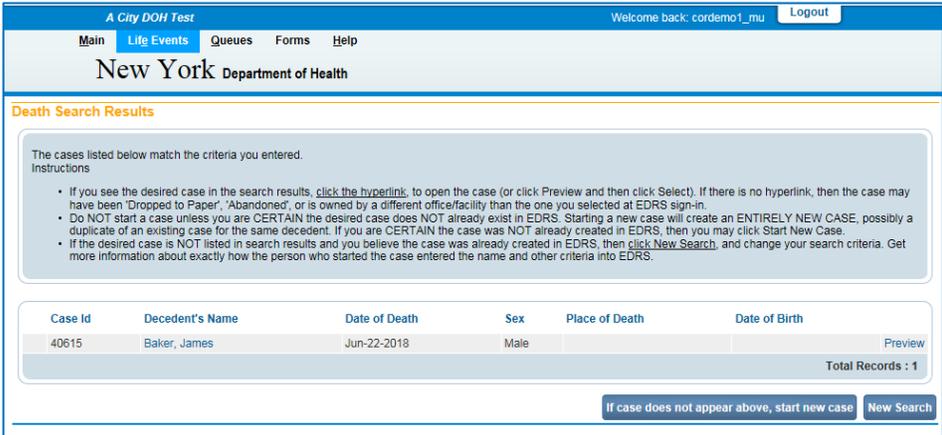
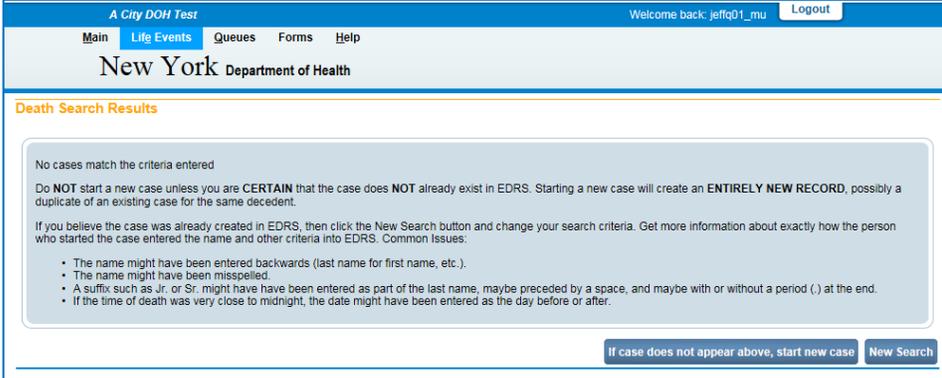
To access existing cases in EDRS, you will use **Start/Edit New Case**, **Locate Case**, **Messages**, and/or **Work Queue**, depending on whether your office currently owns the case or if the case was referred or shared with you by a different case owner.

Search for an Existing Case – Start/Edit New Case

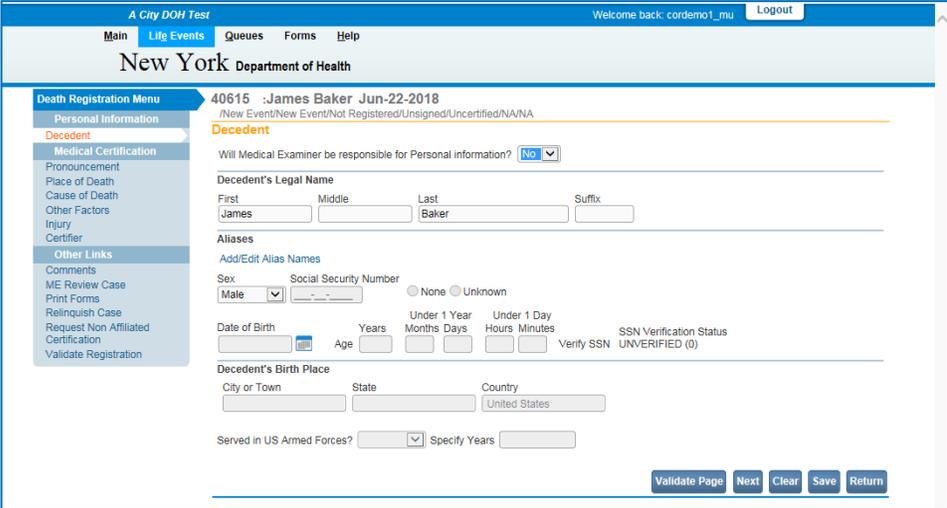
Start/Edit New Case allows you to search for a case you/your office does not own. Specific search criteria are required by the **Start/Edit New Case** page.

NOTE: You may also use **Start/Edit New Case** for cases already owned by your ME/Coroner office; however, you will probably find it easier to use **Locate Case** or **Work Queues** to resume work on cases already in progress by your or others in your office.

Action	Description and Guidance
<p>Death > Start/Edit New Case</p>	<p>To begin working on an existing case, use Start/Edit New Case, which may be accessed two ways:</p> <ul style="list-style-type: none"> Click Life Events in the top menu bar, then click Death, and then click Start/Edit New Case.  <p>or</p> <ul style="list-style-type: none"> In the <i>Fast Links</i> on the EDRS home page, click Death Start/Edit New Case. 
<p>Enter Search Criteria</p>	<p>Enter your search criteria on the Start/Edit New Case page. This page requires specific information for searching. The <i>required fields</i> are outlined in red: First and Last names, Date of Death, and Sex.</p>  <p>Click the Search button to process the search.</p> <p><i>Search Tips:</i></p> <ul style="list-style-type: none"> It is recommended that you enter only the required search criteria for best chances of finding the desired case. If you find that your search results include too many cases to conveniently find the desired case in the list, then go back to the Start/Edit New Case page and enter additional criteria, which will narrow the results. Names should be entered in proper name case, with capitalized (upper case) first letter followed by lower case letters for the rest of the name. Names may include special characters such as apostrophe (') and hyphen (-). Dates may be entered in any of the following formats: <ul style="list-style-type: none"> MMDDYYYY (using numbers for the date) <i>Example: 09021954</i> MM/DD/YYYY (using numbers for the date) <i>Example: 09/02/1954</i>

Action	Description and Guidance
	<ul style="list-style-type: none"> ○ MMMDDYYYY (using a letters and numbers for the date) <i>Example: Sep021954</i> ○ MMM-DD-YYYY (using a letters and numbers for the date) <i>Example: Sep-02-1954</i> • If unsure about the required information: <ul style="list-style-type: none"> ○ Name - Enter “Unknown” ○ Date of Death - Enter the date the body was found ○ Sex - Select “unknown” <p>All fields may be edited later after information becomes known, or amended if case is registered with Unknown information.</p> <div style="border: 2px solid black; padding: 5px; margin-top: 10px;"> <p>NOTE: An unidentified decedent’s name is to be entered as Unknown, not John Doe/Jane Doe. This guidance is provided by CDC-NCHS.</p> </div>
<p>View Search Results</p>	<p>The Search Results page provides instructions and lists any cases that match your search criteria. <i>Read the instructions to be sure you understand your options.</i></p> <p><i>Case(s) are found matching your search criteria.</i></p>  <p><i>No Cases are found based on your search criteria:</i></p> 

Action	Description and Guidance																																							
	<div style="border: 2px solid black; padding: 5px;"> <p>NOTE: If the desired case is <i>not</i> listed in your search results, click New Search. You may need to get more information about exactly how the case was entered into EDRS, such as spelling of decedent's name, the use of special characters or spaces, or if the decedent's first and last names were reversed.</p> </div>																																							
<p>Access the Case</p>	<p>Find the desired case in the search results.</p> <p>Click the Decedent's Name to access the case.</p> <p><i>Preview a case summary:</i></p> <ul style="list-style-type: none"> To view a summary of the case so you can verify if it is the desired case, click the Preview link on the right. The Search Results page expands to display the Preview panel at the bottom of the page. Preview also shows current case completion status. <div data-bbox="511 783 1414 1094" style="border: 1px solid black; padding: 5px;"> <p>Preview</p> <table border="0"> <tr> <td>Case Id: 40615</td> <td>Medical Record Number:</td> <td>ME Case Number:</td> </tr> <tr> <td>Decedent's Name: James Baker</td> <td></td> <td>Date of Death: Jun-22-2018</td> </tr> <tr> <td>Spouse's Name:</td> <td>Marital Status:</td> <td></td> </tr> <tr> <td>Sex: Male</td> <td>Date of Birth:</td> <td>SSN:</td> </tr> <tr> <td>City or Town of Death:</td> <td></td> <td>County:</td> </tr> <tr> <td>Place of Death:</td> <td></td> <td></td> </tr> <tr> <td>Residence: New York, United States</td> <td></td> <td></td> </tr> <tr> <td>Birth Name of Mother/Parent:</td> <td></td> <td></td> </tr> <tr> <td>Funeral Director:</td> <td></td> <td></td> </tr> <tr> <td>Funeral Home:</td> <td></td> <td></td> </tr> <tr> <td>Medical Certifier: Eric Edrbs</td> <td></td> <td></td> </tr> <tr> <td>Date Entered: JUN-22-2018</td> <td></td> <td>Last Update Made By: Eric Edrbs</td> </tr> <tr> <td colspan="3">Status: /Personal Invalid/Medical Invalid/Not Registered/Unsigned/Uncertified/NANA/Personal Pending/Medical Pending/FIPS Coding Required/Fact of Death Pending</td> </tr> </table> </div> <ul style="list-style-type: none"> Click the Select link on the right in the Search Results list to access the full case. 	Case Id: 40615	Medical Record Number:	ME Case Number:	Decedent's Name: James Baker		Date of Death: Jun-22-2018	Spouse's Name:	Marital Status:		Sex: Male	Date of Birth:	SSN:	City or Town of Death:		County:	Place of Death:			Residence: New York, United States			Birth Name of Mother/Parent:			Funeral Director:			Funeral Home:			Medical Certifier: Eric Edrbs			Date Entered: JUN-22-2018		Last Update Made By: Eric Edrbs	Status: /Personal Invalid/Medical Invalid/Not Registered/Unsigned/Uncertified/NANA/Personal Pending/Medical Pending/FIPS Coding Required/Fact of Death Pending		
Case Id: 40615	Medical Record Number:	ME Case Number:																																						
Decedent's Name: James Baker		Date of Death: Jun-22-2018																																						
Spouse's Name:	Marital Status:																																							
Sex: Male	Date of Birth:	SSN:																																						
City or Town of Death:		County:																																						
Place of Death:																																								
Residence: New York, United States																																								
Birth Name of Mother/Parent:																																								
Funeral Director:																																								
Funeral Home:																																								
Medical Certifier: Eric Edrbs																																								
Date Entered: JUN-22-2018		Last Update Made By: Eric Edrbs																																						
Status: /Personal Invalid/Medical Invalid/Not Registered/Unsigned/Uncertified/NANA/Personal Pending/Medical Pending/FIPS Coding Required/Fact of Death Pending																																								
<p>Take Ownership of an Unowned Case</p>	<p>If the case is not currently owned by any office, then you will see a pop-up message asking if you want to become the owner of the case.</p> <div data-bbox="462 1297 1187 1570" style="border: 1px solid black; padding: 5px;"> <p>Message from webpage</p> <p> The Case you have selected has not been certified. Press Ok to assume responsibility for the medical certification of this case or Cancel to return to the list.</p> <p style="text-align: right;"> <input type="button" value="OK"/> <input type="button" value="Cancel"/> </p> </div> <p>Click OK to take ownership.</p> <p>Your office now owns the case; all EDRS users in your office can access and edit to the case.</p>																																							

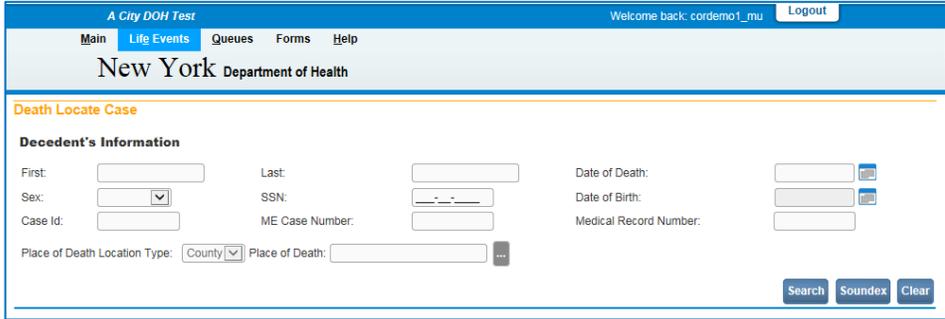
Action	Description and Guidance
	<p>NOTE: For the case to have been unowned, the previous owner of the case released their ownership of the case using Relinquish Case (located on the <i>Death Registration Menu</i> under <i>Other Links</i>). Relinquish Case makes the case available to for a different office to become the owner of the case.</p>
<p>View the Decedent Page</p>	<p>The case opens on the Decedent page.</p> 

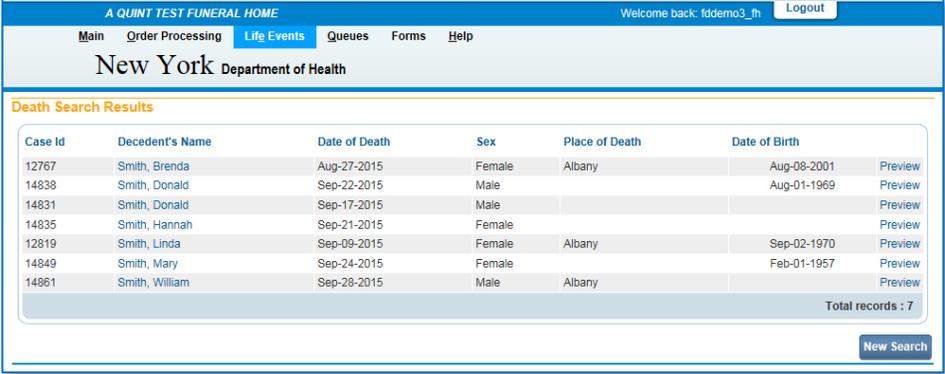
Locate Case – Resume Work on a Case You Already Own

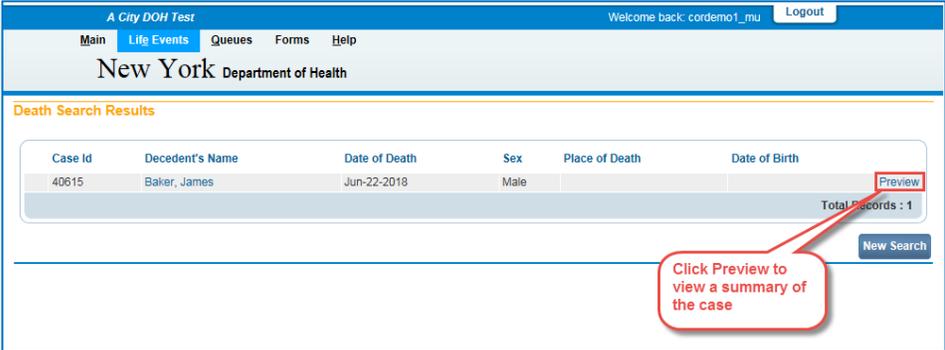
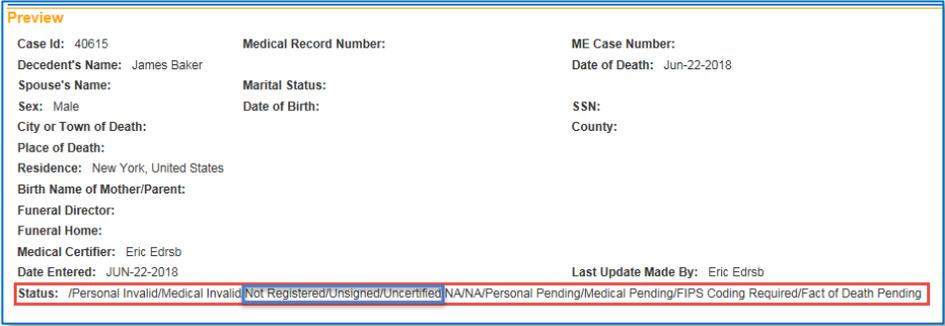
The **Locate Case** search feature is used to access cases that *your office already owns*. **Locate Case** allows you to enter fewer search criteria than **Start/Edit New Case**. It also allows you to enter much less precise search criteria, because it accepts wildcard searches (using the % character), and it includes the **Soundex** search button which allows you to broaden a name search to sound-alike and similarly spelled names.

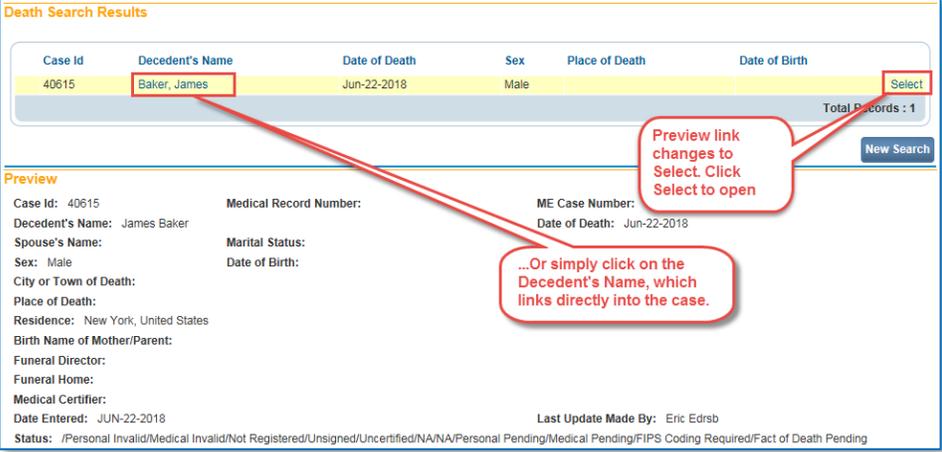
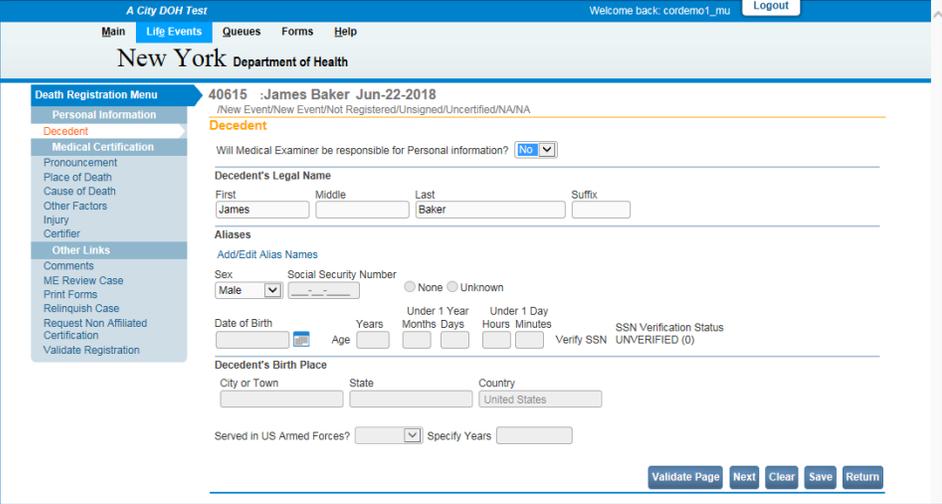
Locate Case only displays cases owned by the office you selected at EDRS sign-in. If you are affiliated with multiple offices, be sure you are signed into the correct office.

NOTE: Cases shared with you as a Non-Affiliated Certifier cannot be accessed using Locate Case, because you do not own the case; the case remains owned by the office that issued the **Request Non-Affiliated Certification**. This can pertain to MEs and medically licensed Coroners whose medical credentials allow you to serve as a Non-Affiliated Certifier on a case. Non-Affiliated Medical Certifiers need to access cases through **Messages**, **Work Queue**, or **Start/Edit New Case**.

Action	Description and Guidance
<p>Death > Locate Case</p>	<p>To continue work on a case that your office already owns, use Locate Case: Click Life Events in the top menu bar, then click Death, then Locate Case.</p>  <p>Or in the <i>Fast Links</i> on the EDRS home page, click Death Locate Case.</p> 
<p>Enter Search Criteria</p>	<p>Locate Case allows you to enter minimal information as your search criteria, such as just the Date of Death, Case ID number, or part of the decedent's First or Last Name. The fewer criteria you enter, the more cases your search will find.</p>  <p>Click Search to process your search, or you may click Soundex (see explanation of Soundex in the Search Tips below).</p> <p><i>Search Tips:</i></p> <ul style="list-style-type: none"> • Wildcard % - To increase your search results and make searching even easier, you can enter a portion of the information along with the wildcard % character. <p>Example: You are looking for the case of a decedent named Mary Ann. Mary Ann may have also been spelled Maryanne, Maryann, Marianne, etc. You can search for the case by first name <i>mar%</i> to find all cases in which the decedent's first name begins with the letters <i>Mar</i>. Search results will find Mary Ann, Maryann, Marian, Marion, Marvin, etc.</p> <p>Wildcard % works for numbers, too.</p> <ul style="list-style-type: none"> • Soundex - If searching on all or a portion of the decedent's name, you may click the Soundex button instead of Search to broaden your search to cases that are not an exact match but contain some of the same letters and sounds. Soundex is helpful if you aren't sure of the exact spelling of the name.

Action	Description and Guidance
	<ul style="list-style-type: none"> • No specific fields are required on the Locate Case page, so you can choose which criteria to enter for searching. However, if you enter Sex, you will be prompted to also enter another field. • Dates may be entered in any of the formats listed below, or you may use the Calendar tool to browse to and select the date: <ul style="list-style-type: none"> ○ MMDDYYYY (using numbers for the date) <i>Example: 09021954</i> ○ MM/DD/YYYY (using numbers for the date) <i>Example: 09/02/1954</i> ○ MMMDDYYYY (using a letters and numbers for the date) <i>Example: Sep021954</i> ○ MMM-DD-YYYY (using a letters and numbers for the date) <i>Example: Sep-02-1954</i>
<p>View Search Results</p>	<p>The Search Results page lists any cases that match your search criteria.</p>  <p>NOTE: If the desired case is <i>not</i> listed in your search results, click New Search. You may need to get more information about exactly how the case was entered into EDRS, such as spelling of decedent's name, the use of special characters or spaces, or if the decedent's first and last names were reversed.</p>

Action	Description and Guidance
<p>Preview the Case</p>	<p>On the Search Results page, you have the option to <i>Preview</i> a summary of the case to quickly check case status or to confirm you have located the desired case.</p> <p>Click Preview in the right column of the search results to see a summary of the case to confirm the case status or determine if that's the intended case.</p>  <p>The Preview panel displays below the search results. In the <i>Preview</i> panel, case status is shown at the bottom of the Preview, showing the status of data completion, as well as the signing and registration status.</p> 

Action	Description and Guidance
<p>Access the Case</p>	<p>When Previewing a case, the Preview link in Search Results changes to Select. Click Select to access the case, or simply click the Decedent's Name in the Search Results list.</p> 
<p>View the Decedent Page</p>	<p>The case opens to the Decedent page.</p> 

NOTE:

If you are sure you own a case but cannot find it using Locate Case, it could be that you or a colleague was signed into EDRS under a different office when they created or took ownership of the case, and therefore the case would be currently owned by that other office. If your ME/Coroner's office needs to own the case, EDRS offers ME/Coroners and their staff three ways to transfer ownership of a case. Perhaps the easiest way is to use **ME Review Case**, and then **Take Control of Case**.

For instructions, see the **ME Review Case** section in **Chapter 11. Other Links Pages in the Death Registration Menu**.

Messages – Access a Case Referred to or Shared with You

Use **Messages** to initially access a case that has been *referred* to you (**Refer to Medical Examiner**) or *shared* with you (**Request Non-affiliated Certification**).

Refer to Medical Examiner – This feature is used by medical facilities or practitioners who started the case in EDRS and now need to fully transfer case ownership to an ME or Coroner. When you **Accept** a referral, you become either the Coroner Certifier on the case if you are a non-medically licensed Coroner, or you become the Medical Certifier on the case if you are a medically licensed Coroner or ME. After using **Refer to Medical Examiner** the office/medical facility that previously owned the case will no longer be able to access the case.

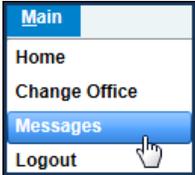
Request Non-affiliated Certification – This feature is used by non-medically licensed Coroners and by medical facilities such as nursing homes and hospital emergency departments to *share* a case with a medical certifier who is not directly affiliated with their office/medical facility (meaning they do not have an EDRS role assignment within that office/facility). After the requested Medical Certifier Accepts the request, they become the Medical Certifier on the case. If the case is owned by a non-medically licensed Coroner, then the Coroner retains ownership of the case and will still be required to Coroner Certify.

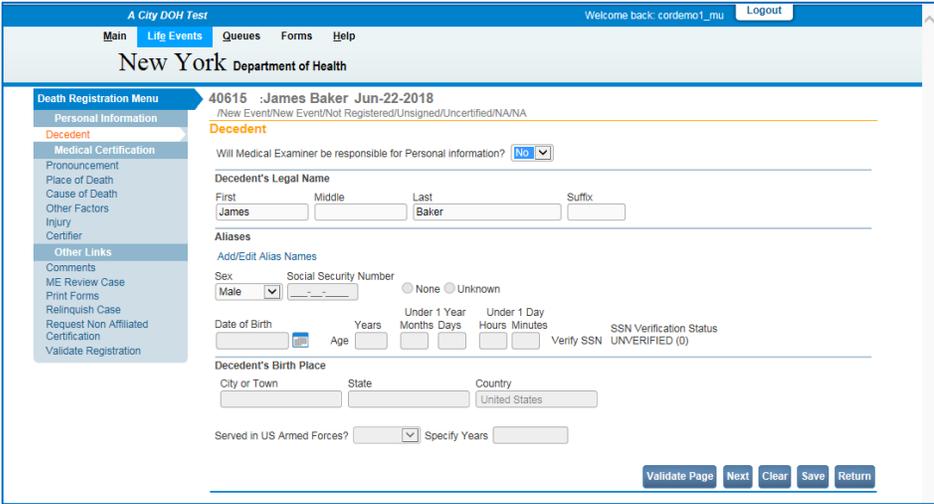
NOTES:

A Coroner seeking medical certification on a case they own *should never use Refer to Medical Examiner* to simply request certification from an ME. Using **Refer to Medical Examiner** will remove that Coroner from the case, no longer allowing them to Coroner Certify.

Instead, do this: If the Coroner's desired Medical Certifier is not directly affiliated with your Coroner's office, then you should use **Request Non-affiliated Certification** to share the case with a Medical Certifier such as an ME, Coroner-designated physician, decedent's physician, or other desired Medical Certifier.

If the desired Medical Certifier has an EDRS role assignment within your Coroner's office, then the case is already shared with them and they can currently access the case to Medically Certify it – no additional request/sharing is needed.

Action	Description and Guidance
<p>Main > Messages</p>	<p>To initially access a case that has been <i>referred</i> or <i>shared</i> with you, use Messages:</p> <ul style="list-style-type: none"> Click Main in the top menu bar, then click Messages.  <ul style="list-style-type: none"> Or in the <i>Fast Links</i> on the EDRS home page, click Messages.  <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>NOTES:</p> <p>If the case has been shared with you using Request Non-affiliated Certification, then after you Accept the request you can access the case through Messages, your Work Queues, or by using Start/Edit New Case to search for the case.</p> <p>If a case has been referred to you using Refer to Medical Examiner, then after you Accept the referral you can access the case using Death > Locate Case, or through your Work Queues, or through Messages. You may also access the case using <i>Start/Edit New Case</i> to search for the case, but you will find it is easier to use <i>Locate Case</i> because it requires fewer search criteria.</p> </div>
<p>Messages Page</p>	<p>The Messages page lists all messages received within EDRS, sorted by the date the message was sent to you, newest to oldest.</p>  <p><i>Columns on the Messages page:</i></p> <ul style="list-style-type: none"> From – Which EDRS user sent you the message. Typically the system creates and sends the message based on an action taken by the person named in the this column. Click on the sender’s name to view the entire message. Message Text – Includes the Case ID, abbreviated version of the message text, and a link directly into the case. <ul style="list-style-type: none"> The message may contain more information than displays here. To view the entire message, click on the sender’s name in the From column.

Action	Description and Guidance
	<ul style="list-style-type: none"> ○ To access the case, click on the decedent's name at the end of the Message. ● Date Sent – Date and time the message was generated and sent in EDRS. ● Checkbox – You can use the checkbox to clear out old messages you no longer need. Click in the checkbox next to messages you wish to delete, and then click the Remove From List button at the top of the page.
View Entire Message	A message may contain more information than displays in the Message Text field on the Messages page. To view the entire message, click on the sender's name in the From column.
Access the Case	To access the case from a Message, click on the decedent's name at the end of the Message Text. The decedent's name links directly into the case.
View the Decedent Page	<p>The case opens on the Decedent page.</p> 

Work Queues – Resume Work on a Case

EDRS cases are categorized in work queues based on action or tasks that require your attention. Work Queues can help you keep track your EDRS workload. You can also access cases directly from the Work Queue.

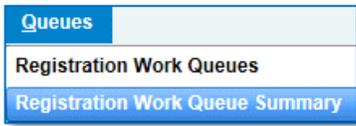
As a case progresses through completion and the registration process, the case moves from one Queue to the next Queue in the progression.

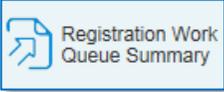
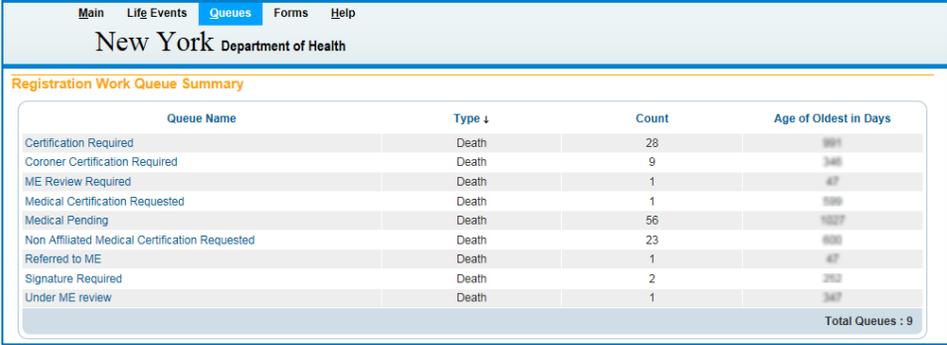
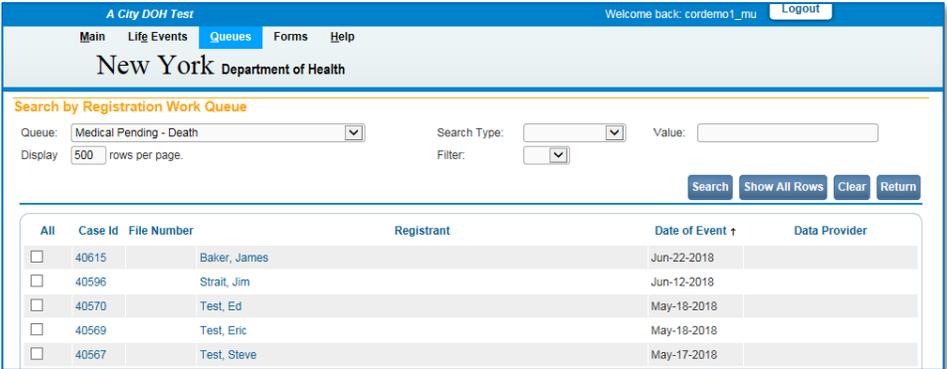
Which Work Queues you may have access to depends on your EDRS role. Below is a sample list of Work Queues that ME/Coroners and their staff will see listed on the Queue Summary screen.

Queue Name	Queue Description	Available to Which Roles
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 ME/Coroner Staff Medical Certifier
Certification Required	Decedent's medical information is complete; Medical Certification signature is still required	ME/Coroner ME/Coroner Staff Medical Certifier Medical Facility User
Coroner Certification Required	Coroner certification is required (this certification is in addition to Medical Certification by a Coroner-designated physician or other medical certifier)	Coroner (non-medically licensed) ME/Coroner Staff
Cremation Clearance Requested	Funeral Director has electronically requested Cremation Clearance from ME, and is awaiting ME response	Funeral Director Funeral Firm Staff
Cremation Clearance Required	ME has received electronic request for Cremation Clearance from Funeral Director; awaiting ME approval	ME/Coroner ME/Coroner Staff
Late Reason	Date of death has exceeded allowable duration for filing Registration	Funeral Director Funeral Firm Staff
Local Affirmation Required	Cases Signed and Certified, but not yet Registered	Local Registrar Deputy Registrar Sub-registrar
ME Review Required	Case was referred to ME/Coroner and is awaiting response to Accept or Decline referral	ME/Coroner ME/Coroner Staff
Medical Certification Requested	Medical information is incomplete on a case specifically sent to the Medical Certifier.	ME/Coroner ME/Coroner Staff Medical Certifier
Medical Pending	Medical information is incomplete	ME/Coroner ME/Coroner Staff Medical Certifier Medical Facility User

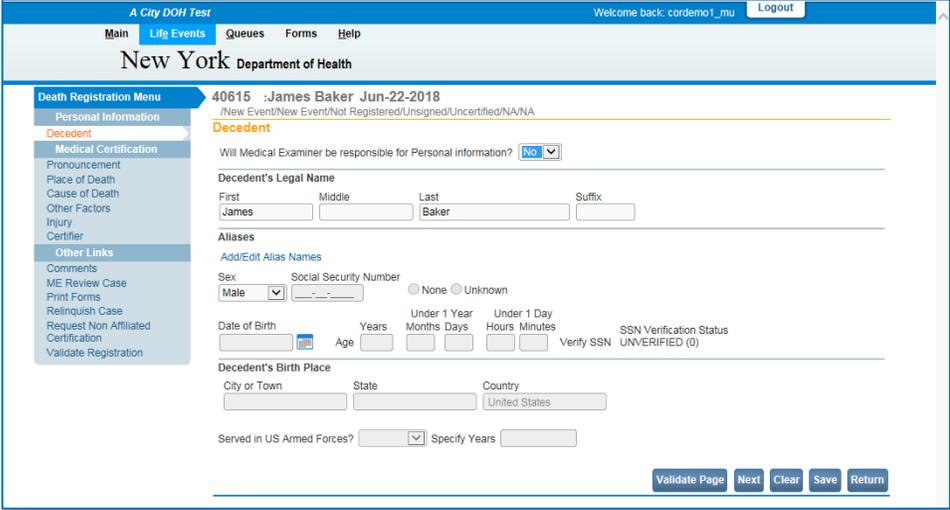
Queue Name	Queue Description	Available to Which Roles
Non-Affiliated Medical Certification Requested	Medical Certification is requested by non-medically licensed Coroner or medical facility. Medical Certifier is not directly affiliated with the office/facility which owns the case	Coroner-designated physician/Medical Certifier ME/Coroner ME/Coroner Staff
Personal Pending	Decedent's personal information is incomplete	ME/Coroner (if responsible for personal information) ME/Coroner Staff (if ME/Coroner responsible for personal information) Funeral Director Funeral Firm Staff
Referred to ME	Case was referred to the ME/Coroner using Refer to Medical Examiner , but the referral has not yet been Accepted or Declined	ME/Coroner ME/Coroner Staff
Signature Required	Decedent's personal information is complete; Funeral Director's Signature is required	Funeral Director Funeral Firm Staff ME/Coroner ME/Coroner Staff
Under ME Review	Cases referred to ME and Accepted by the ME, not yet completed	ME/Coroner ME/Coroner Staff

How to Use Work Queues

Action	Description and Guidance
Queues > Registration Work Queue Summary	<p>The Registration Work Queue Summary allows you to easily review and access cases according to their stage of completion. The Registration Work Queue Summary lists all Work Queues that are available to your EDRS role. Then within each Work Queue you can access the cases that are in the corresponding stage of completion.</p> <p>To access your Work Queues:</p> <ul style="list-style-type: none"> Click Queues on the top menu bar, and then click Registration Work Queue Summary. 

Action	Description and Guidance
	<ul style="list-style-type: none"> Or in the <i>Fast Links</i> on the EDRS home page, click Registration Work Queue Summary. 
<p>Select a Work Queue</p>	<p>The Registration Work Queue Summary lists the Work Queues available to your EDRS role.</p>  <p><i>Columns in the Registration Work Queue Summary:</i></p> <ul style="list-style-type: none"> Queue Name – Name of the Work Queue. Type – The EDRS module that the Work Queue relates to. ME/Coroners and their staff have access to the EDRS Death module. Count – The number of cases currently in that Work Queue requiring action. Age of Oldest in Days – How many days the oldest of these cases has been assigned to the corresponding Work Queue. <p>Click a Queue Name to view a list of cases currently assigned to that Work Queue.</p>
<p>View a List of Cases in the Work Queue</p>	<p>The selected Work Queue lists the cases currently assigned to that Work Queue, as well as providing additional search and filter options at the top of the page.</p>  <p><i>Columns on the Work Queue page:</i></p>

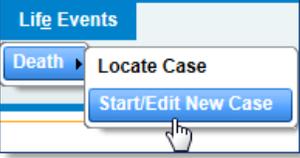
Action	Description and Guidance
	<ul style="list-style-type: none"> • Case ID – The EDRS Case ID number of the case. You may re-sort the list in numerical order by Case ID number, by clicking the Case ID column heading. • File Number – If the case were already Registered, this column would display the State File Number for that case. This column will be blank for cases the ME/Coroner can access through Work Queues. • Registrant – The name of the decedent in “last name, first name” format. You may re-sort the list alphabetically by clicking the Registrant column heading. • Date of Event – The decedent’s Date of Death (or date found, as applicable). You may re-sort the list oldest to newest by clicking the Date of Event column heading. • Data Provider – Name of any additional owner of the case. For ME/Coroner cases, this column will identify if a funeral firm has taken ownership of the Personal information in the case. This column will be blank if the ME/Coroner is responsible for entering Personal information in the case instead of a Funeral Director, or if a funeral firm has not yet taken ownership of the case. <p><i>Search panel at the top of the Work Queue page:</i></p> <ul style="list-style-type: none"> • Queue – Allows you to select a Work Queue to view/search. If you are going to run this Search/Filter section to narrow your search results to specified cases, then you must select a Work Queue in this field. • Search Type – Allows you to narrow search results to a defined Case ID number, or to cases that have been worked on by a certain individual/employee. In the Search Type field select the type of narrowing criteria to use, and then in the corresponding Value field enter the specific information to search on, such as the Case ID number or the specific name of the individual. • Display [500] rows per page – Maximum number of matching cases to list in your Search results. You can edit the number. • Filter – Age range filter that specifies how old of a case you are seeking, based on the Date of Death. The Age Filter allows you to select a range for cases to view, based on how long ago the Date of Death occurred. Select Age in the Filter field, and then select the age range in the corresponding Value field. • Search button – Click the Search button to process the Search specified in the criteria above. The Work Queue case list refreshes, now displaying only the cases that match all criteria you entered in the Search fields. • Show All Rows button – Removes the Display [] rows per page field from the page. Then when you conduct the Search, all matching cases will be listed instead of being limited by the number previously specified in that field. • Clear button – deletes all Search criteria you may have entered, making the Search fields blank again. • Return button – Returns you to the Registration Work Queue Summary page. (If you did not start on the Summary page, then the Search panel will not include a Return button.)

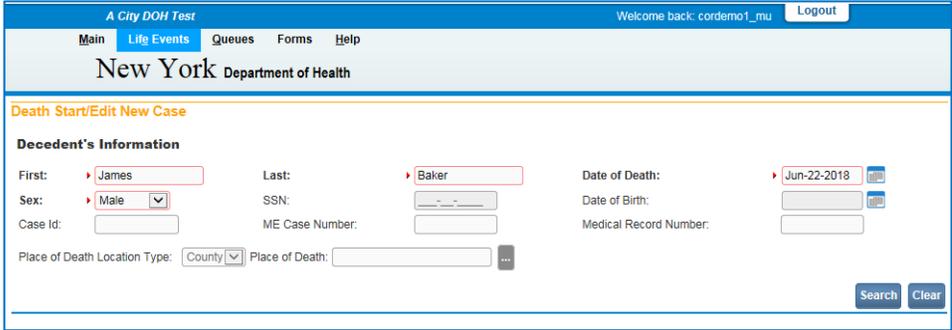
Action	Description and Guidance
<p>Access a Case</p>	<p>In the case list click on the desired Case ID number or the decedent's name (Registrant column) to access the case.</p>
<p>View the Decedent Page</p>	<p>The case opens on the Decedent page.</p> 

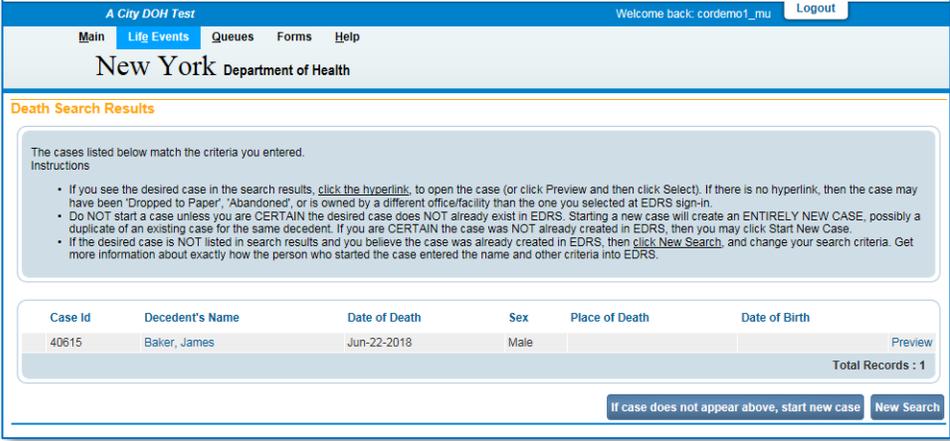
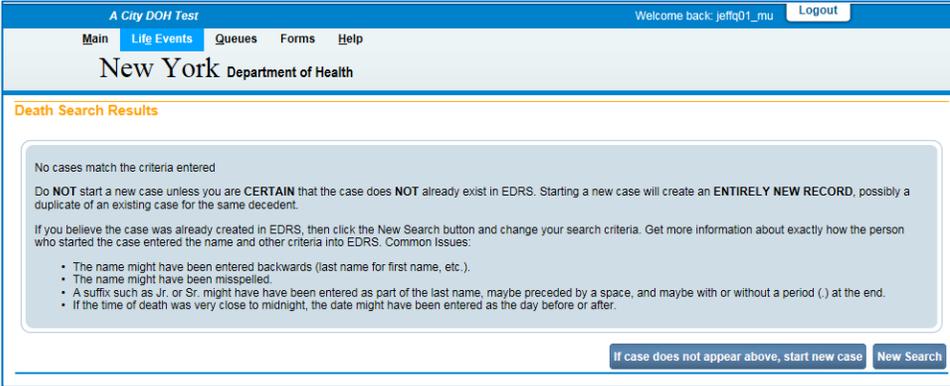
Create a New Case – Start/Edit New Case

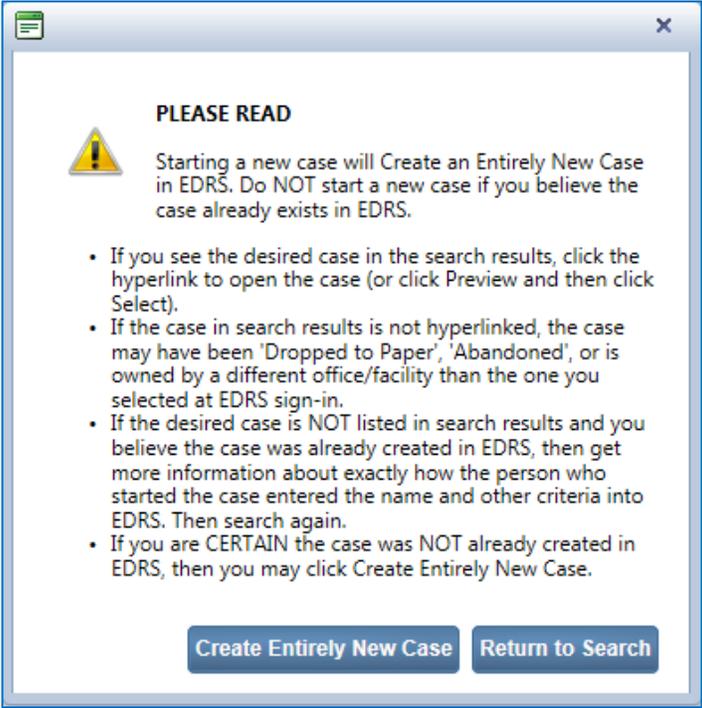
Use **Start/Edit New Case** to create an entirely new case. **Start/Edit New Case** always begins with searching for the case to prevent duplication. If you are certain the case was not already created in EDRS, then you may create a new case.

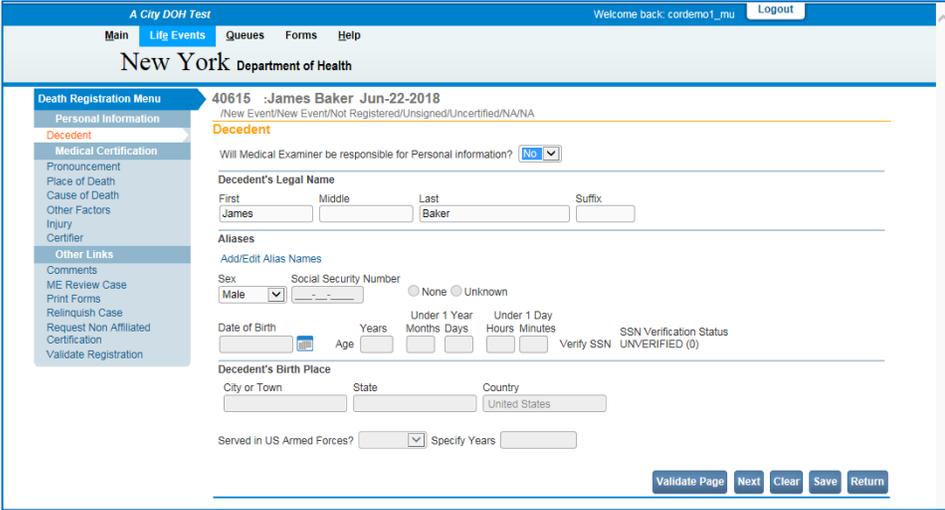
NOTE: If cases were found in your search results, but not the desired case, and you are certain the case was not already created in EDRS, then you may click the “start new case” button.

Action	Description and Guidance
<p>Death > Start/Edit New Case</p>	<p>To create a new case use Start/Edit New Case, which may be accessed two ways:</p> <p>Click Life Events in the top menu bar, then click Death, and then click Start/Edit New Case.</p> 

Action	Description and Guidance
	<p>or in the <i>Fast Links</i> on the EDRS home page, click Death Start/Edit New Case.</p> 
<p>Enter Search Criteria</p>	<p>Enter your search criteria on the Start/Edit New Case page. This page requires specific information for searching. The required fields are outlined in red: First and Last names, Date of Death, and Sex.</p>  <p>Click the Search button to process the search.</p> <p><i>Search Tips:</i></p> <ul style="list-style-type: none"> • It is recommended that you enter <i>only the required</i> search criteria for best chances of finding the desired case. If you find that your search results include too many cases to conveniently find the desired case in the list, then go back to the Start/Edit New Case page and enter additional criteria, which will narrow the results. • Names should be entered in proper name case, with capitalized (upper case) first letter followed by lower case letters for the rest of the name. Names may include special characters such as apostrophe (') and hyphen (-). • Dates may be entered in any of the following formats: <ul style="list-style-type: none"> ○ MMDDYYYY (using numbers for the date) <i>Example: 09021954</i> ○ MM/DD/YYYY (using numbers for the date) <i>Example: 09/02/1954</i> ○ MMMDDYYYY (using a letters and numbers for the date) <i>Example: Sep021954</i> ○ MMM-DD-YYYY (using a letters and numbers for the date) <i>Example: Sep-02-1954</i> • If unsure about the required information: <ul style="list-style-type: none"> ○ Name - Enter "Unknown" ○ Date of Death - Enter the date the body was found ○ Sex - Select "unknown" <p>All fields may be edited later after information is known, or amended if case is registered with unknown information.</p>

Action	Description and Guidance
<p>View Search Results</p>	<p>The Search Results page provides instructions and lists any cases that match your search criteria. Read the instructions to be sure you understand your options.</p> <p><i>Case(s) are found matching your search criteria.</i></p>  <p><i>No Cases are found based on your search criteria:</i></p> 
<p>Create a New Case</p>	<p>If the desired case does not already exist in EDRS, you may click the “start new case” button, which is labeled If case does not appear above, start new case.</p> <p>If case does not appear above, start new case</p> <p>A confirmation message pops up asking you to confirm that you intend to create an entirely new case. Please read the message to be sure you are not creating a duplicate case for the same decedent. Duplicate cases cannot be deleted from</p>

Action	Description and Guidance
	<p>the database.</p>  <p>Read the confirmation message to be certain you understand what actions should be taken.</p> <ul style="list-style-type: none"> • Click Return to Search to cancel and start again, following the guidance given in the confirmation message. <p>Click Create Entirely New Case to proceed with creating the new case.</p>

Action	Description and Guidance
<p>View the Decedent Page</p>	<p>When accessing an existing case or creating an entirely new case, the case always opens to the Decedent page.</p> <p>When creating a new case the search criteria you entered on the Start/Edit New Case page automatically transfers to the new case. The information may later be edited if needed.</p> 

9. Personal Information Pages in the Death Registration Menu

The *Personal Information* section is located at the top of the Death Registration Menu. *Personal Information* pages are typically completed by a Funeral Director. However, an ME/Coroner may complete the *Personal Information* when disposition will be delayed and a Funeral Director is not involved with the case. When limited *Personal Information* is known about the decedent, you will be able to enter **Unknown**.

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	
Certify	
Other Links	
Comments	
ME Review Case	
Non-Affiliated Certification Request Review	
Remove Non-Affiliated Request	
Print Forms	
Relinquish Case	
Request Non Affiliated Certification	

Menu Section	Includes These Case Pages
Personal Information	<ul style="list-style-type: none"> • Decedent Visible to all. • Resident Address Visible if ME/Coroner indicates that they will be responsible for entering Personal Information. Otherwise this page is only visible to the Funeral Director. • Family Members Visible if ME/Coroner indicates that they will be responsible for entering Personal Information. Otherwise this page is only visible to the Funeral Director. • Informant Visible if ME/Coroner indicates that they will be responsible for entering Personal Information. Otherwise this page is only visible to the Funeral Director. • Disposition Visible if ME/Coroner indicates that they will be responsible for entering Personal Information. Otherwise this page is only visible to the Funeral Director. • Decedent Attributes Visible if ME/Coroner indicates that they will be responsible for entering Personal Information. Otherwise this page is only visible to the Funeral Director.

NOTE: Remember to **Validate Page** after completing each page in EDRS. **Validate Page** both saves your data and checks it against EDRS rules for expected data.

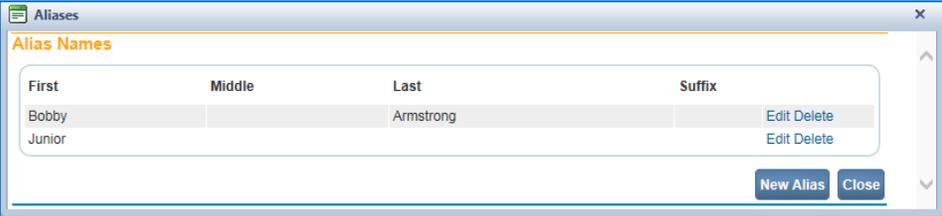
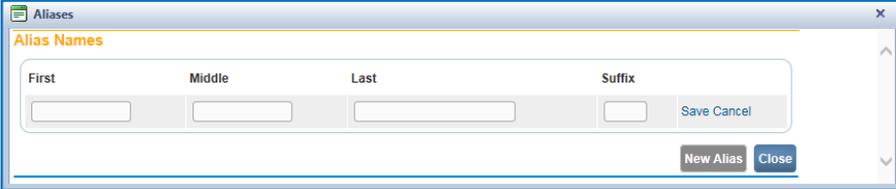
To avoid error messages, wherever available use the Look-up tool  and Places look-up tool  to select people, facilities, and places from the EDRS database rather than typing in the information manually.

For additional instructions and guidance, see the **Validation Results** section in **Chapter 7. How to Use EDRS Case Pages**.

Decedent

The **Decedent** page displays to all users when they access a case. It contains essential information about the identity of the decedent. The Decedent page information prints out on the *Death Certificate* on the following items: 1, 2, 5, 6A, 6B, 6C, 7A, 8, 12.

Field Name	Description and Guidance
	<ul style="list-style-type: none"> • Enter Yes if a Funeral Director is <i>not</i> involved in the case at this time and you intend to proceed with electronic Registration. <ul style="list-style-type: none"> ○ When you enter Yes, five (5) more <i>Personal Information</i> pages become available for you to complete. ○ Where the requested information on the <i>Personal Information</i> pages is not known, enter Unknown. <p><i>Alternative:</i></p> <ul style="list-style-type: none"> • If Disposition is on Hold pending investigation, <i>and</i> a Funeral Director has <i>not</i> been engaged at this time for disposition or transport, then you have the option to answer No to this question, complete the <i>Medical Certification</i> pages, Certify the case, and then Drop to Paper to complete the Registration process on paper. • See explanation of Drop to Paper in Chapter 3. Glossary of Terms and Case Status Bar. • See also the Print Forms section in Chapter 11. Other Links Pages in the Death Registration Menu.
Decedent's Legal Name	<p>Fields:</p> <ul style="list-style-type: none"> • First • Middle • Last • Suffix <p>Enter all name fields in proper noun case: first letter of each name field should be upper case; other letters should be lower case unless those letters are upper case in the legal name.</p> <p>Name fields allow for special characters such as apostrophe, hyphen, space, and accent marks.</p> <p>Although the Middle name field is optional, it is preferable to enter the full middle name if known. EDRS also allows you to enter just middle initial. If only entering a middle initial, you do not need to enter a period after the initial.</p> <p>If the First or Last name are unknown, enter Unknown. These fields will need to be Amended/Corrected at a later date when the decedent's name becomes known.</p> <p>The printed <i>Death Certificate</i> will print the name as entered in these fields, along with any Aliases you enter below.</p> <div style="border: 2px solid black; padding: 5px; margin-top: 10px;"> <p>NOTE: When creating a new case the First and Last name fields will be automatically filled in from the Search information entered on the Start/Edit New Case page. The name fields may be edited on the Decedent page if needed.</p> </div>

Field Name	Description and Guidance
<p>Aliases</p>	<p>If the decedent was also known by another name (or names), click Add/Edit Alias Names to open a pop-up window for entering and/or editing additional names.</p> <p>If one or more Alias names were previously entered and saved, then those names will be listed on the Aliases pop-up window.</p>  <ul style="list-style-type: none"> • Click Edit to the right of an Alias name to make changes to the name. • Click Delete to the right of an Alias name to remove that Alias name. • Click the New Alias button to add a name. The window provides fields for you to enter the new Alias name.  <p>Fields:</p> <ul style="list-style-type: none"> • First • Middle • Last • Suffix <p>Click Save, and then click Close to return to the Decedent page.</p> <p>The printed Death Certificate will include Alias names on Line 1, noted as AKA (also known as). If more than one Alias name was entered, then on the printed certificate the additional names will be separated by a comma.</p>
<p>Sex</p>	<p>Options: Female, Male, Unknown</p>
<p>Social Security Number</p>	<p>Enter the decedent's Social Security Number (SSN).</p> <p>If the decedent did not have an SSN, then select None. The SSN fields will automatically fill in with all zeros (0).</p> <p>If SSN is not known, select Unknown. The SSN fields will automatically fill in with all nines (9).</p>

Field Name	Description and Guidance
	<p>NOTE: If the ME/Coroner is not going to be responsible for <i>Personal Information</i> based on the answer to the first question at the top of the Decedent page, then this field will not be editable by the ME/Coroner.</p>
<p>Date of Birth</p>	<p>You may enter the decedent's Date of Birth as all numerals, no punctuation, or you may select the date from the Calendar tool  .</p> <p><i>Guidance:</i></p> <ul style="list-style-type: none"> • If entering Date of Birth as numbers, enter 03221940. This number will automatically convert to Mar-22-1940. • If using the Calendar tool, click the Calendar icon  . Select the Year first. Then select the Month. Then select the Day by clicking on the date in the calendar image. When you select the day, the selected date enters in the Date of Birth field and the Calendar tool closes. <p>NOTE: If the ME/Coroner is not going to be responsible for <i>Personal Information</i> based on the answer to the first question at the top of the Decedent page, then this field will not be editable by the ME/Coroner.</p>
<p>Age</p>	<p>Fill in Date of Birth first, and then click the Autofill icon  to automatically calculate and enter the decedent's Age.</p> <p>Fields:</p> <ul style="list-style-type: none"> • Years • If Under 1 Year: <ul style="list-style-type: none"> ○ Months ○ Days • If Under 1 Day: <ul style="list-style-type: none"> ○ Hours ○ Minutes <p>If Age is less than one (1) day, then you will need to enter the Hours and Minutes manually in those fields.</p>

Field Name	Description and Guidance
	<p>NOTES:</p> <p>When reporting an infant death, both a Birth Certificate and a Death Certificate need to be Registered with New York State.</p> <p>If there was no sign of life following birth, then it is a fetal death rather than an infant death. ME/Coroners in New York State are to report Spontaneous Fetal Deaths on paper form DOH-3547.</p> <p>If a pregnant mother and fetus both die and no expulsion of the fetus occurs, then only the mother's death certificate is needed, not a separate Death Certificate for the fetus.</p> <p>NOTE: If the ME/Coroner is not going to be responsible for <i>Personal Information</i> based on the answer to the first question at the top of the Decedent page, then this field will not be editable by the ME/Coroner.</p>
Verify SSN	<p>When a Social Security Number has been entered in the field above, then the Verify SSN link becomes active as a required action. If the verification is successful (status of PASSED), then the Verify SSN feature reports the decedent's death to the Social Security Administration.</p> <p>Required fields for SSN verification:</p> <ul style="list-style-type: none"> • First name • Middle name or initial (optional) • Last name • Sex • Social Security Number • Date of Birth <p>The SSN Verification Status message to the right of the Verify SSN link will advise you on the success or failure of the verification.</p> <p>EDRS gives you up to five (5) attempts. If you cannot achieve a status of PASSED, then it paper form SSA-721 must be submitted to the Social Security Administration.</p> <p>If Social Security Number field is entered as None or Unknown, then the Verify SSN link remains inactive and does not result in an error message when you Validate Page.</p>
Decedent's Birth Place	<p>Fields:</p> <ul style="list-style-type: none"> • City or Town • State • Country (defaults to United States)

Field Name	Description and Guidance
	<p>Click the Places tool  to browse and select the place from the EDRS database.</p> <p>Alternatively, you use the <i>Predictive Text</i> feature to help you find and select the location. To use the <i>Predictive Text</i> feature, begin typing the location in the fields provided. As you type, matching locations from the EDRS database will pop up in a short list right at the field for you to select.</p> <p><i>Guidance for using Predictive Text:</i></p> <ul style="list-style-type: none"> • Enter the larger entity first, such as State, rather than beginning with the smaller entity of City or Town. After you have already selected the State then when you begin entering the City or Town name, the <i>Predictive Text</i> pop-up list will only include valid matches that are within the selected State. • If you enter the smaller entity first, then you might select a City name that is located in a different state. Now when you enter the State, no matches will be found if the selected City does not exist in that State. You will end up typing in the State name entirely by hand rather than selecting from the database, which will result in a Validation Error. <div data-bbox="464 846 1417 993" style="border: 1px solid black; padding: 5px;"> <p>NOTE: If the ME/Coroner is not going to be responsible for <i>Personal Information</i> based on the answer to the first question at the top of the Decedent page, then this field will not be editable by the ME/Coroner.</p> </div>
<p>Served in US Armed Forces?</p>	<p>Options: Yes, No, Unknown</p> <p>Associated Field: Specify Years</p> <p>If you enter Yes, then enter the specific years that the decedent served in the military, using a hyphen (-) to indicate a time span.</p> <p>Example: 1990-1998</p> <div data-bbox="464 1255 1417 1402" style="border: 1px solid black; padding: 5px;"> <p>NOTE: If the ME/Coroner is not going to be responsible for <i>Personal Information</i> based on the answer to the first question at the top of the Decedent page, then this field will not be editable by the ME/Coroner.</p> </div>

Resident Address

The **Resident Address** page is where the decedent's home address is entered. This information prints out on the Death Certificate on the following items: 16A, 16B, 16C, 16D, 16E, 16F.

A County DOH Test Welcome back: medemo1_mu Logout

Main Life Events Queues Forms Help

New York Department of Health

Death Registration Menu 19334 :Firstname Lastname Aug-20-2018
/New Event/New Event/Not Registered/Unsigned/Uncertified/NA/NA

Personal Information
Decedent
Resident Address
Family Members
Informant
Disposition
Decedent Attributes
Medical Certification
Pronouncement
Place of Death
Cause of Death
Other Factors
Injury
Certifier
Other Links
Comments
ME Review Case
Print Forms
Relinquish Case

Resident Address

Address

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

City, Township or Borough County State Country Zip Code

City, Township or Borough of mailing address if different than above

Validate Page Next Clear Save Return

Who is Responsible for this Page:

- Funeral Director, if handling disposition, or
- ME/Coroner if Funeral Director is not involved with the case

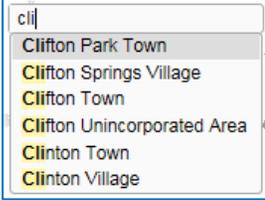
Data Contained on this Page:

NOTE: This page contains locality fields of **City, County, State, and Country**, which are geographically coded (geo-coded) in the EDRS database for statistical reporting to CDC-NCHS. It is important that you select the locality entries from the database rather than typing them in manually. If you manually type them in, you will receive **error messages** when you **Validate Page**.

Follow the guidance below to select your City, County, State, and Country locality entries from the EDRS database.

Field Name	Description and Guidance
Address	Section heading. Enter the complete <i>physical</i> address where the decedent resides (where they live or sleep most of the time). For the City and County, the <i>physical</i> location may not match the mailing address, because mailing addresses can pertain to the location of the U.S. Post Office that serves that property, which could be in a different municipality and even a different County than the <i>physical</i> location.
Street Number	Enter the number associated with the property where the decedent resides.

Field Name	Description and Guidance
Pre Directional	<p>If applicable, select from the drop-down list.</p> <p>Options: E, N, NE, NW, S, SE, SW, W</p> <p>If not applicable, leave blank.</p>
Street Name, Rural Route, etc.	<p>Enter the name of the street or route.</p> <p>If the street is rural route or highway, you may include letters and numbers, as applicable.</p> <p>All words in the Street Name should begin with an upper case letter.</p> <p>Designators such as Avenue, Road, etc., should be entered in the Street Designator field, not here. The exception is rural routes in which the designator is part of the name. Examples: County Road 158, Rural Route 9J, US Highway 20.</p>
Street Designator	<p>Select from the drop-down list.</p> <p>Examples of Options: Avenue, Boulevard, Court, Parkway, Road, Street, etc.</p> <p>The list of options is quite long. Rather than scrolling through the entire list, you can begin typing the street designator, such as <i>turn</i>, and the list will jump to Turnpike, highlighting it in the drop-down list.</p> <p>To select the highlighted option, press Enter on your keyboard, or click on the desired option.</p>
Post Directional	<p>If applicable, select from the drop-down list.</p> <p>Options: E, N, NE, NW, S, SE, SW, W</p> <p>If not applicable, leave blank.</p>
Apt #, Suite #, etc.	<p>If applicable, enter the unit numbers and/or letters.</p> <p>If not applicable, leave blank.</p>
City, Township, or Borough	<p>The City, Township or Borough should be the <i>physical</i> location of the property where the decedent resides (where they live or sleep most of the time). This may not necessarily be the property's mailing address.</p> <p>General guidance for selecting the Resident Address City, Township, or Borough is that it should be the municipality <i>where the property taxes are paid</i>.</p> <div style="border: 2px solid black; padding: 5px;"> <p>NOTE: Municipality names in the EDRS database include the designator of Town, Village, or Borough after the name of the municipality. This helps you to select the correct one, because many municipalities in the State have the same or very similar names in different locations.</p> <p>Because the municipality name includes this designator, you will see on the printed <i>Death Certificate</i> that the associated item's locality checkbox for City, Village, Town is not checked when the case is printed from EDRS. The checkbox is now only used when completing the Death Certificate on paper triplicate form instead of entering the case in EDRS.</p> </div>

Field Name	Description and Guidance
	<p>To enter the City, Township or Borough:</p> <ul style="list-style-type: none"> Use the Places look-up tool  to browse and select the locality. <p>Or</p> <ul style="list-style-type: none"> Use the <i>Predictive Text</i> feature to select the municipality. To use the <i>Predictive Text</i> feature, begin typing in the name of the municipality in the City, Township or Borough field. A list of matches will pop-up for you to select the correct one by clicking on it.  <p>The <i>Predictive Text</i> feature is available in all locality fields – City, Township or Borough, County, State, and Country.</p> <div style="border: 2px solid purple; padding: 5px;"> <p>NOTE: In the <i>Predictive Text</i> example shown above we see multiple matches from different regions. To help you avoid selecting an entry from the wrong region, it is highly recommended that you enter locality fields in the order of largest entity to smallest (right to left) – Country, then State, then County, then City.</p> <p>This process will pre-filter each <i>Predictive Text</i> list to include just those entries that are within the locality already selected.</p> <p>Otherwise, if you select the smallest entity first (City), you might choose one from the wrong region. Then when you try to enter the larger entity the <i>Predictive Text</i> feature will not be able to give you a database entry to select, and you will get errors when you Validate Page.</p> </div>
County	<ul style="list-style-type: none"> Use the Places look-up tool  to browse and select. <p>Or</p> <ul style="list-style-type: none"> Use the <i>Predictive Text</i> feature to select the County by beginning to type in the name in the County field. A list of matches will pop-up for you to select the correct one by clicking on it. <div style="border: 2px solid purple; padding: 5px;"> <p>NOTE: If using the <i>Predictive Text</i> feature, enter locality fields in order of largest entity to smallest (right to left). This process prefilters each field's entries to just those that are within the locality already selected.</p> </div>
State	<p>Spell out the name of the State, no abbreviations.</p> <p>The default State is New York. This can be edited if the decedent lives outside of New York State.</p>

Field Name	Description and Guidance
	<p>If changing the State:</p> <ul style="list-style-type: none"> Use the Places look-up tool  to browse and select. <p>Or</p> <ul style="list-style-type: none"> Use the <i>Predictive Text</i> feature to select the State by beginning to type in the State field. A list of matches will pop-up for you to select the correct one by clicking on it. <div style="border: 2px solid black; padding: 5px; margin-top: 10px;"> <p>NOTE: If using the <i>Predictive Text</i> feature, enter locality fields in order of largest entity to smallest (right to left). This process prefilters each field's entries to just those that are within the locality already selected.</p> </div>
Country	<p>Spell out the name of the Country, no abbreviations.</p> <p>The default Country is United States. This can be edited if the decedent lives outside of the Country.</p> <p>If changing the Country:</p> <ul style="list-style-type: none"> Use the Places look-up tool  to browse and select. <p>Or</p> <ul style="list-style-type: none"> Use the <i>Predictive Text</i> feature to select the Country by beginning to type in the Country field. A list of matches will pop-up for you to select the correct one by clicking on it. <div style="border: 2px solid black; padding: 5px; margin-top: 10px;"> <p>NOTE: If using the <i>Predictive Text</i> feature, enter locality fields in order of largest entity to smallest (right to left). This process prefilters each field's entries to just those that are within the locality already selected.</p> </div>
Zip Code	<p>Enter the five-digit zip code of the decedent's mailing address.</p>
City, Township or Borough if mailing address is different than above	<p>If the mailing address of the decedent is a different municipality than the physical location you entered above, then in this field you may enter the city, town, village, hamlet, or borough named in the decedent's mailing address.</p> <p>A municipality entered in this field will print in item 16D on the <i>Death Certificate</i>, after the street address.</p> <p>If not applicable or not desired, you may leave blank.</p>

Family Members

The **Family Members** page identifies the decedent's spouse and parents are entered, as applicable. This information prints out on the *Death Certificate* on the following items: 13, 14, 17, 18.

A County DOH Test Welcome back: medemo1_mu [Logout](#)

[Main](#) [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
- Pronouncement
- Place of Death
- Cause of Death
- Other Factors
- Injury
- Certifier
- Other Links
- Comments
- ME Review Case
- Print Forms
- Relinquish Case

42634 :Firstname Lastname Aug-20-2018
/Personal Invalid/Medical Invalid/Not Registered/Unsigned/Uncertified/NA/NA/Personal Pending/Medical Pending/FIPS Coding Required/Fact of Death Pending

Family Members

Marital Status Other Specify

Surviving Spouse's Name

First Middle Last (Enter birth name of spouse if married or separated) Suffix

Birth Name of Father/Parent

First Middle Last Suffix

Birth Name of Mother/Parent

First Middle Last Suffix

Who is Responsible for this Page:

- Funeral Director, if handling disposition, or
- ME/Coroner if Funeral Director is not involved at this time

Data Contained on this Page:

Field Name	Description and Guidance
Marital Status	Select from the drop-down list. Options: Married, Widowed, Divorced, Never Married, Separated, Unknown
Other Specify	This field is not currently used.

Field Name	Description and Guidance
Surviving Spouse's Name	<p>If applicable, enter the decedent's spouse's name, even if separated but still legally married.</p> <p>Fields:</p> <ul style="list-style-type: none"> • First • Middle • Last • Suffix <p>For Last name enter the name given on the spouse's birth certificate.</p> <p>Name extension such as Jr., Sr., III, etc. may be entered in the Suffix field, if applicable.</p> <p>If Surviving Spouse's Name is not known, enter Unknown for First and Last names.</p>
Birth Name of Father/Parent	<p>Fields:</p> <ul style="list-style-type: none"> • First • Middle • Last • Suffix <p>"Birth Name" refers to the name as given on the individual's birth certificate.</p> <p>Name extension such as Jr., Sr., III, etc. may be entered in the Suffix field, if applicable.</p> <p>If Father/Parent is not known, enter Unknown for First and Last names.</p>
Birth Name of Mother/Parent	<p>Fields:</p> <ul style="list-style-type: none"> • First • Middle • Last • Suffix <p>"Birth Name" refers to the name as given on the individual's birth certificate.</p> <p>Name extension such as Jr., Sr., III, etc. may be entered in the Suffix field, if applicable.</p> <p>If Mother/Parent is not known, enter Unknown for First and Last names.</p>

Informant

The **Informant** page identifies the person who supplied the personal facts about the decedent and their family. The Informant does not need to have been present at the death. This information prints out on the *Death Certificate* on the following items: 19A, 19B.

The screenshot shows the 'Informant' page in the New York Department of Health's Death Registration Menu. The page title is '19334 :Firstname Lastname Aug-20-2018'. The left navigation menu includes: Personal Information, Decedent, Resident Address, Family Members, Informant (selected), Disposition, Decedent Attributes, Medical Certification, Pronouncement, Place of Death, Cause of Death, Other Factors, Injury, Certifier, Other Links, Comments, ME Review Case, Print Forms, and Relinquish Case. The main form area contains the following fields:

- Informant Name:** First, Middle, Last, Suffix (text input fields)
- Relationship to Decedent:** A dropdown menu and an 'Other specify' text input field.
- Address:** Street Number, Pre Directional (dropdown), Street Name or PO Box, Rural Route, etc., Street Designator (dropdown), Post Directional (dropdown), Apt #, Suite #, etc., City or Town, State (dropdown), Country (dropdown), Zip Code.

Buttons at the bottom right include: Validate Page, Next, Clear, Save, and Return.

Who is Responsible for this Page:

- Funeral Director, if handling disposition, or
- ME/Coroner if Funeral Director is not involved at this time

Data Contained on this Page:

Field Name	Description and Guidance
Informant Name	<p>Fields:</p> <ul style="list-style-type: none"> • First • Middle • Last • Suffix <p>Name extension such as Jr., Sr., III, etc. may be entered in the Suffix field, if applicable.</p> <p>If an Informant has not yet been identified, enter Unknown for the First and Last name. This should be corrected/amended later if/when an Informant is located.</p>

Field Name	Description and Guidance
Relationship to Decedent	<p>Select from the drop-down list.</p> <p>Examples of Options: Aunt, Brother, Domestic Partner, Mother, Other Specify, etc.</p> <p>If the relationship is not known, select Not available.</p> <p>If the Informant is a police detective or other investigative authority, select Other, Specify, and then enter their title or role in the Other specify field.</p> <p>If an Informant has not yet been identified, leave the Relationship to Decedent field blank. This should be corrected/amended later if/when an Informant is located.</p>
Other specify	<p>If Other, Specify was selected in the Relationship to Decedent field, then enter here a brief description of the person's relationship to the decedent or their title or role.</p>
Address	<p>Section heading.</p> <p>Enter the complete <i>mailing</i> address of the Informant.</p>
Street Number	<p>Enter the number associated with the property where the Informant resides.</p>
Pre Directional	<p>If applicable, select from the drop-down list.</p> <p>Options: E, N, NE, NW, S, SE, SW, W</p> <p>If not applicable, leave blank.</p>
Street Name, Rural Route, etc.	<p>Enter the name of the street or route.</p> <p>If the street is rural route or highway, you may include letters and numbers, as applicable.</p> <p>All words in the Street Name should begin with an upper case letter.</p> <p>Designators such as Avenue, Road, etc., should be entered in the Street Designator field, not here. The exception is rural routes in which the designator is part of the name. Examples: County Road 158, Rural Route 9J, US Highway 20.</p>
Street Designator	<p>Select from the drop-down list.</p> <p>Examples of Options: Avenue, Boulevard, Court, Parkway, Road, Street, etc.</p> <p>The list of options is quite long. Rather than scrolling through the entire list, you can begin typing the street designator, such as <i>turn</i>, and the list will jump to Turnpike, highlighting it in the drop-down list.</p> <p>To select the highlighted option, press Enter on your keyboard, or click on the desired option.</p>
Post Directional	<p>If applicable, select from the drop-down list.</p> <p>Options: E, N, NE, NW, S, SE, SW, W</p> <p>If not applicable, leave blank.</p>

Field Name	Description and Guidance
Apt #, Suite #, etc.	If applicable, enter the unit numbers and/or letters. If not applicable, leave blank.
City or Town	<p data-bbox="483 407 1382 541">NOTE: Municipality names in the EDRS database include the designator of Town, Village, or Borough after the name of the municipality. This helps you to select the correct one, because many municipalities in the State have the same or very similar names in different locations.</p> <p data-bbox="483 562 1377 659">The Town/Village designator will be included in item 19B on the <i>Death Certificate</i>. This is accepted in New York State even though that information may not be part of the official mailing address.</p> <p data-bbox="467 705 789 735">To enter the City or Town:</p> <ul data-bbox="467 764 1284 798" style="list-style-type: none"> • Use the Places look-up tool  to browse and select the locality. <p data-bbox="467 814 500 844">Or</p> <ul data-bbox="467 865 1406 982" style="list-style-type: none"> • Use the <i>Predictive Text</i> feature to select the municipality. To use the <i>Predictive Text</i> feature, begin typing in the name of the municipality in the City or Town field. A list of matches will pop-up for you to select the correct one by clicking on it. <div data-bbox="527 995 792 1197" style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p>cli </p> <ul style="list-style-type: none"> Clifton Park Town Clifton Springs Village Clifton Town Clifton Unincorporated Area Clinton Town Clinton Village </div> <p data-bbox="516 1222 1382 1276">The <i>Predictive Text</i> feature is available in all locality fields – City or Town, State, and Country.</p> <p data-bbox="483 1327 1382 1491">NOTE: In the <i>Predictive Text</i> example shown above we see multiple matches from different regions. To help you avoid selecting an entry from the wrong region, it is highly recommended that you enter locality fields in the order of largest entity to smallest (right to left) – Country, then State, then City or Town.</p> <p data-bbox="483 1516 1317 1579">This process will pre-filter each <i>Predictive Text</i> list to include just those entries that are within the locality already selected.</p> <p data-bbox="483 1600 1341 1734">Otherwise, if you select the smallest entity first (City or Town), you might choose one from the wrong region. Then when you try to enter the larger entity, the <i>Predictive Text</i> feature will not be able to give you a database entry to select, and you will get errors when you Validate Page.</p>

Field Name	Description and Guidance
State	<p>Spell out the name of the State, no abbreviations.</p> <p>The default State is New York. This can be edited if the Informant lives outside of New York State.</p> <p>If changing the State:</p> <ul style="list-style-type: none"> Use the Places look-up tool  to browse and select. <p>Or</p> <ul style="list-style-type: none"> Use the <i>Predictive Text</i> feature to select the State by beginning to type in the State field. A list of matches will pop-up for you to select the correct one by clicking on it. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>NOTE: If using the <i>Predictive Text</i> feature, enter locality fields in order of largest entity to smallest (right to left). This process prefilters each field's entries to just those that are within the locality already selected.</p> </div>
Country	<p>Spell out the name of the Country, no abbreviations.</p> <p>The default Country is United States. This can be edited if the Informant lives outside of the Country.</p> <p>If changing the Country:</p> <ul style="list-style-type: none"> Use the Places look-up tool  to browse and select. <p>Or</p> <ul style="list-style-type: none"> Use the <i>Predictive Text</i> feature to select the Country by beginning to type in the Country field. A list of matches will pop-up for you to select the correct one by clicking on it. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>NOTE: If using the <i>Predictive Text</i> feature, enter locality fields in order of largest entity to smallest (right to left). This process prefilters each field's entries to just those that are within the locality already selected.</p> </div>
Zip Code	Enter the five-digit zip code of the Informant's mailing address.

Disposition

The **Disposition** page identifies how, where, and under whose authority the decedent's body will be disposed or transferred. The **Disposition** page also identifies the Filing Registrar responsible for the case. This information prints out on the *Death Certificate* on the following items: 20A, 20B, 20C, 21A, 21B, 22A, 22C, Recorded District (top of *Certificate*).

A County DOH Test Welcome back: medemo1_mu [Logout](#)

[Main](#) [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
- Pronouncement
- Place of Death
- Cause of Death
- Other Factors
- Injury
- Certifier
- Other Links
- Comments
- ME Review Case
- Print Forms
- Relinquish Case

19334 :Firstname Lastname Aug-20-2018
/Personal Invalid/Medical Invalid/Not Registered/Unsigned/Uncertified/NA/NA/Personal Pending/Medical Pending/FIPS Coding Required/Fact of Death Pending

Disposition

Method of disposition

Cremation Clearance N/A 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 Firm

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

Who is Responsible for this Page:

- Funeral Director, if handling disposition, or
- ME/Coroner if Funeral Director is not involved at this time

Data Contained on this Page:

Field Name	Description and Guidance
Method of Disposition	<p>Select from the drop-down list.</p> <p>Options: Burial, Cremation, Donation, Entombment, Hold, Removal From State.</p> <p><i>Guidance:</i></p> <ul style="list-style-type: none"> • If disposition is on Hold pending investigation, enter Hold as the Method of disposition, and for the Date of Disposition enter the date placed on Hold. For Place of disposition enter the location where the body is being held,

Field Name	Description and Guidance
	<p>such as the ME's office. Then proceed with registering the case. When the body is ready for final disposition the case will need to be amended/corrected.</p> <ul style="list-style-type: none"> • If the body is being donated for research or education, enter Donation as the Method of disposition, enter the date donated as the Date of Disposition, and enter the recipient's location as the Place of disposition. If a Funeral Director has not been engaged, enter Unknown in the Funeral Director and Funeral Home fields. Proceed with registering the case. • If organs and/or tissue are being harvested for anatomical gift, and then final disposition of the body will occur, the Method of disposition entered should be the <i>final disposition method</i>, such as Cremation or Burial, and the Date of Disposition should be the planned date of final disposition. Proceed with registering the case. (Anatomical gifts are not reported on the <i>Death Certificate</i>.) • If the body is being transferred out of the state or out of the country for final disposition, enter Removal From State as the Method of disposition, and for the Date of Disposition enter the date the body is being transported out of the state. For Place of disposition you will enter the location where the final disposition will occur. Proceed with registering the case.
Cremation Clearance	<p>Cremation Clearance is required in a few southern counties in New York State, based on the Place of Death.</p> <p>This process is currently being handled external to EDRS using the established process in the local registration district. The Cremation Clearance field is disabled. However, when Cremation is selected as the Method of Disposition, two error messages will appear in Validation Results to remind you that you may still need to apply and receive approval for cremation.</p> <p>In districts where Cremation Clearance is required, document the Cremation Clearance in a Comment within the case (see the Comments section in Chapter 11. Other Links Pages in the Death Registration Menu.)</p> <p>In all registration districts, including those where Cremation Clearance is required and where it is not required, you will need to Override the two Cremation Clearance error messages in Validation Results. For instructions on how to Override error messages, see the Override an Error Message section in Chapter 7. How to User EDRS Case Pages.</p>
Date of Disposition	<p>Enter the planned date of disposition by selecting the date in the Calendar tool , or by typing the date in the field.</p> <p>See instructions for entering dates in in the Elements on a Case Page table, topic 5. Data Entry Fields, in Chapter 7. How to Use EDRS Case Pages.</p> <p><i>Guidance:</i></p> <ul style="list-style-type: none"> • If method of disposition is on Hold, enter the date placed on Hold as the Date of Disposition. • If the body is being donated for research or education, enter the date donated as the Date of Disposition. • If organs and/or tissue are being harvested for anatomical gift and then final disposition will occur, enter the planned date of final disposition as the Date of Disposition.

Field Name	Description and Guidance
Place of Disposition	Section heading.
Place of Burial, cremation, removal, or other disposition	<p>Enter the name of the place where disposition will occur.</p> <p>Use the Look-up tool  to search for and select the place.</p> <p><i>Guidance:</i></p> <ul style="list-style-type: none"> • If method of disposition is Burial or Entombment, enter the name of the cemetery (or name of the mausoleum or other location where entombment is occurring). • If method of disposition is Cremation, enter the name of the crematory where cremation will occur. • If method of disposition is Donation, enter the name of the institution where the body is being donated. • If method of disposition is on Hold, enter the place where the body is being held. • If method of disposition is Removal From State, enter the name of the place where disposition will be occurring (for example, the name of the out-of-state/country cemetery).
City or Town	<p>Enter the City or Town where disposition will occur (the location of the Place of Burial, cremation, removal, or other disposition specified above).</p> <p>If you were able to select the Place using the Look-up tool , then this field will already be filled in.</p> <p><i>Guidance:</i></p> <ul style="list-style-type: none"> • If method of disposition is Cremation, enter the City or Town where the crematory is located. • If method of disposition is Donation, enter the City or Town where the institution receiving the body is located. • If method of disposition is on Hold, enter the City or Town where the body is being held. • If method of disposition is Removal From State, enter the City or Town where disposition will be occurring.
State	<p>Enter the State where the disposition will occur (the location of the Place of Burial, cremation, removal, or other disposition specified above).</p> <p>If you were able to select the Place using the Look-up tool , then this field will already be filled in.</p> <p><i>Guidance:</i></p> <ul style="list-style-type: none"> • If method of disposition is Cremation, enter the State where the crematory is located. • If method of disposition is Donation, enter the State where the institution receiving the body is located.

Field Name	Description and Guidance
	<ul style="list-style-type: none"> • If method of disposition is on Hold, enter the State where the body is being held. • If method of disposition is Removal From State, enter the State or Province where disposition will be occurring.
Country	<p>Enter the Country where the disposition will occur (the location of the Place of Burial, cremation, removal, or other disposition specified above).</p> <p>If you were able to select the Place using the Look-up tool , then this field will already be filled in.</p> <p><i>Guidance:</i></p> <ul style="list-style-type: none"> • If method of disposition is Cremation, enter the Country where the crematory is located. • If method of disposition is Donation, enter the Country where the institution receiving the body is located. • If method of disposition is on Hold, enter the Country where the body is being held. • If method of disposition is Removal From State, enter the Country where disposition will be occurring.
Funeral Director	<p>Section heading.</p> <p>If a Funeral Director has taken ownership of the case, then that Funeral Director's information will already be filled in within this section based on their user profile.</p> <p>If a funeral firm staff user took ownership of the case, but not a Funeral Director, then the Funeral Director fields may still be blank until a Funeral Director at that funeral firm accesses the case, and then their information will automatically fill in.</p> <p>You may also use the Look-up tool  to browse to and select the name of the Funeral Director who is engaged to handle disposition. For the largest number of search results, enter part of their name followed by the wildcard % character. You may also enter the wildcard % character at the start of the name to further increase search results.</p> <p>If needed, use the Eraser tool  to remove a currently filled-in Funeral Director name and information from this section.</p> <p><i>Guidance:</i></p> <ul style="list-style-type: none"> • Do not manually type in the Funeral Director's name in the Name fields. The information must be selected from the Look-up tool or automatically filled in by EDRS, or else the Funeral Director may not be allowed to electronically Sign the case. • If a Funeral Director is not yet engaged for disposition, then enter Unknown in required Funeral Director fields. • If method of disposition is Removal From State, enter the information of the New York State Funeral Director handling the transfer.
License Number	<p>This field is the New York State registration number of the Funeral Director engaged to handle disposition (or transport).</p>

Field Name	Description and Guidance
	<p>The License Number will automatically fill in when the Funeral Director access the case for the first time, or when the Funeral Director is selected using the Look-up tool .</p> <p><i>Auto-fill Option:</i> Instead of using the Look-up tool to search for the Funeral Director, you can type in their License Number and then click the Auto-fill tool  to automatically fill in the rest of their information from the EDRS database.</p>
First	<p>This field will automatically fill in when the Funeral Director's information is selected or auto-filled from the EDRS database.</p> <p>Names should be entered in proper name case: The first letter should be upper case followed by lower case letters for the rest of the name. The name may include special characters such as apostrophe ('), hyphen (-), and space.</p>
Middle	<p>If applicable, this field will automatically fill in when the Funeral Director's information is selected or auto-filled from the EDRS database.</p> <p><i>Options:</i> The Middle name may be spelled out, or include just the middle initial, or the field may be left blank.</p>
Last	<p>This field will automatically fill in when the Funeral Director's information is selected or auto-filled from the EDRS database.</p> <p>Names should be entered in proper name case: The first letter should be upper case followed by lower case letters for the rest of the name. The name may include special characters such as apostrophe ('), hyphen (-), and space.</p>
Suffix	<p>If applicable, this field will be automatically filled in when the Funeral Director's information is selected or auto-filled from the EDRS database.</p> <p>Names should be entered in proper name case: The first letter should be upper case followed by lower case letters for the rest of the name. The name may include special characters such as apostrophe ('), hyphen (-), and space.</p>
Funeral Firm	<p>When a funeral firm has taken ownership of the case, their funeral firm information will automatically fill in on the Disposition page based on the office/facility the Funeral Director or funeral firm staff user selected upon EDRS sign-in.</p> <p>The ME/Coroner will find that most fields in this section of the page cannot be accessed for editing, including the Funeral Firm Look-up tool  and Eraser tool .</p> <div style="border: 2px solid black; padding: 5px; margin-top: 10px;"> <p>NOTE: If a Funeral Director is not yet engaged for disposition, then enter Unknown for all Funeral Director fields.</p> </div>
License Number	<p>This field is the New York State registration number of the funeral firm engaged to handle disposition.</p> <p>This field will automatically fill in when the funeral firm takes ownership of the case, based on their selected office/facility upon sign-in.</p>

Field Name	Description and Guidance
	<p>NOTE: If the Funeral Director is performing a Trade Call for another funeral firm, then the printed Death Certificate may name a different funeral firm than the one displayed on the Disposition page.</p>
Name	<p>The Name field is the only editable field in the Funeral Firm section of the page. If a Funeral Director is not involved with the case, the ME/Coroner should enter Unknown for the Name of the funeral firm.</p> <p>Otherwise, this field will automatically fill in from the Funeral Director's selected office upon EDRS sign-in.</p>
Street Number	<p>This field will automatically fill in from the Funeral Director's selected office upon EDRS sign-in.</p> <p>If a Funeral Director is not involved with the case, this field will remain blank.</p>
Pre Directional	<p>If applicable, this field will automatically fill in from the Funeral Director's selected office upon EDRS sign-in.</p> <p>If a Funeral Director is not involved with the case, this field will remain blank and may not be manually edited by the ME/Coroner.</p>
Street Name or PO Box, Rural Route, etc.	<p>This field will automatically fill in from the Funeral Director's selected office upon EDRS sign-in.</p> <p>If a Funeral Director is not involved with the case, this field will remain blank and may not be manually edited by the ME/Coroner.</p>
Street Designator	<p>This field will automatically fill in from the Funeral Director's selected office upon EDRS sign-in.</p> <p>If a Funeral Director is not involved with the case, this field will remain blank and may not be manually edited by the ME/Coroner.</p>
Post Directional	<p>If applicable, this field will automatically fill in from the Funeral Director's selected office upon EDRS sign-in.</p> <p>If a Funeral Director is not involved with the case, this field will remain blank and may not be manually edited by the ME/Coroner.</p>
Apt #, Suite #, etc.	<p>If applicable, this field will automatically fill in from the Funeral Director's selected office upon EDRS sign-in.</p> <p>If a Funeral Director is not involved with the case, this field will remain blank and may not be manually edited by the ME/Coroner.</p>
City or Town	<p>This field will automatically fill in from the Funeral Director's selected office upon EDRS sign-in.</p> <p>If a Funeral Director is not involved with the case, this field will remain blank and may not be manually edited by the ME/Coroner.</p>
State	<p>This field will automatically fill in from the Funeral Director's selected office upon EDRS sign-in.</p>

Field Name	Description and Guidance
	If a Funeral Director is not involved with the case, this field will remain blank and may not be manually edited by the ME/Coroner.
Country	This field will automatically fill in from the Funeral Director's selected office upon EDRS sign-in. If a Funeral Director is not involved with the case, this field will remain blank and may not be manually edited by the ME/Coroner.
Zip Code	This field will automatically fill in from the Funeral Director's selected office upon EDRS sign-in. If a Funeral Director is not involved with the case, this field will remain blank and may not be manually edited by the ME/Coroner.
Filing Registrar Information	Section heading. <div style="border: 2px solid black; padding: 5px;">NOTE: Please review the field naming the Filing Registrar Office. If the field is not already filled in, or if it specifies the wrong Filing Registrar Office for the Place of Death, then as the person responsible for the Disposition page, you are responsible for ensuring the case gets assigned to the correct Registration Office.</div>
Filing Registrar Office	The Filing Registrar Office should automatically fill in based on the Place of Death . The registration office named in this field will be able to access the case. If this field is not correctly filled in, the correct Registrar will not be able to access the case. Automatic assigning of the Filing Registrar Office is based on the City or Town where the death occurred. EDRS may not always be able to reconcile that jurisdiction automatically. As the person responsible for entering the decedent's <i>Personal Information</i> in the case, you need to <i>verify that the Filing Registrar Office field is filled in correctly based on the Place of Death.</i> <i>Review the Filing Registrar Office</i> 1. After the Place of Death page has been completed and Validated, review the Filing Registrar Office on the Disposition page. 2. If the currently assigned registration office is not correct, first delete the existing information in the Filing Registrar Office field. 3. Next, click in the <i>blank</i> Filing Registrar Office field, and begin typing in the name of the correct registration office. 4. A list of possible matches will pop up. Select the correct Filing Registrar Office in the pop-up list.

Field Name	Description and Guidance
	<div style="border: 2px solid black; padding: 5px;"> <p>NOTE: Be sure the Filing Registrar Office field is blank (cleared of all data) before you start typing. If not, you may not get a pop-up list of registration offices to select, and then the case may not get assigned to the correct registration office.</p> </div>
Recorded District	This field will automatically fill in when the Filing Registrar Office is filled in. See detailed guidance above for Filing Registrar Office field.
Filing Registrar	<p>This field will automatically fill in when the Local Registrar or Sub-registrar access the case and view the Disposition page.</p> <p>Associated fields:</p> <ul style="list-style-type: none"> • First • Middle • Last

Decedent Attributes

The **Decedent Attributes** page includes demographic information about the decedent, such as occupation, ethnicity, and race. This information prints out on the *Death Certificate* on the following items: 9, 10, 11, 15A, 15B, 15C.

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 content area is titled '42634 :Firstname Lastname Aug-20-2018'. Below this, there is a 'Decedent Attributes' section. The form includes fields for 'Decedent's Usual Occupation (Do not enter retired)', 'Kind of Business or Industry', 'Name and Locality of Company or Firm', and 'Decedent's Education'. There are also sections for 'Ancestry' (Decedent of Hispanic Origin?) and 'Race' (Check one or more races to indicate what the decedent considered himself or herself to be: White, Black or African American, American Indian or Alaska Native, Asian Indian, Chinese, Filipino, Japanese, Korean, Vietnamese, Other Asian (Specify), Unknown, Native Hawaiian, Guamanian or Chamorro, Samoan, Other Pacific Islander (Specify), Other (Specify)). At the bottom right, there are buttons for 'Validate Page', 'Next', 'Clear', 'Save', and 'Return'.

Who is Responsible for this Page:

- Funeral Director, if handling disposition, or
- ME/Coroner if Funeral Director is not involved at this time

Data Contained on this Page:

Field Name	Description and Guidance
Decedent's Usual Occupation (Do not enter retired)	<p>Enter the decedent's usual occupation/type of work.</p> <p><i>Guidance:</i></p> <ul style="list-style-type: none"> • If the decedent was <i>retired</i> at the time of death, still enter their usual type of work they did before retiring. Then in the Kind of Business or Industry field enter the type of industry they formerly worked in. Leave the Name and Locality of Company or Firm field blank. (Per CDC-NCHS guidance, do <i>not</i> enter the name of the former employer if they were retired at the time of death, and do <i>not</i> enter retired.) • If the decedent was a <i>homemaker</i> in their own home, enter Homemaker. Then in the Kind of Business or Industry field enter Own home. You may leave the Name and Locality of Company or Firm field blank.

Field Name	Description and Guidance
	<ul style="list-style-type: none"> • If the decedent was a <i>homemaker/domestic help</i> in another person's home, enter Homemaker or enter Domestic help. Then in the Kind of Business or Industry field enter Another person's home. • If the decedent was a <i>minor</i>: <ul style="list-style-type: none"> ○ If the minor is under age 14, leave all three of the following fields blank: Decedent's Usual Occupation, Kind of Business or Industry, and Name and Locality of Company or Firm. ○ If the minor is age 14 through 17 and was <i>not</i> attending school and not working (if, for example, they were disabled or institutionalized), then leave all three of the following fields blank: Decedent's Usual Occupation, Kind of Business or Industry, and Name and Locality of Company or Firm. ○ If the minor is age 14 through 17 and was attending school, then in the Decedent's Usual Occupation field enter Student. In the Kind of Business or Industry field enter their level in school (for example, middle school, high school, or college). In the Name and Locality of Company or Firm field enter the name and location of the school they were attending. • If the decedent was an <i>adult full-time student</i> age 18 or older, then in the Decedent's Usual Occupation field enter Student. In the Kind of Business or Industry field enter the type of school they were attending (for example, college, trade school, business school, graduate school). In the Name and Locality of Company or Firm field enter the name and location of the school they were attending.
Kind of Business or Industry	Enter a description of the type of business or industry the decedent worked in. See <i>Guidance</i> above for what to enter here if the decedent was retired, a homemaker, a minor, or an adult full-time student.
Name and Locality of Company or Firm	Enter the name of the employer and the City and State where the decedent worked. See <i>Guidance</i> above for what to enter here if the decedent was retired, a homemaker, a minor, or an adult full-time student.
Decedent's Education	Select the level of education completed. If level of education is unknown, select Unknown .
Ancestry	Section heading.
Decedent of Hispanic Origin? (check all that apply)	Click in one checkbox to indicate if the decedent was – or was not – of Hispanic origin. If they were of Hispanic origin, select which group/country.
Race	Click in one or more checkboxes to select the race(s) the decedent considered themselves to be. Check as many checkboxes as apply. If checking Other (Specify) to indicate a different race than those available in the list, type in the other race in the space provided.

10. Medical Certification Pages in the Death Registration Menu

The *Medical Certification* section is located in the middle of the *Death Registration Menu*. If you are an ME or medically licensed Coroner, you are responsible for completing the *Medical Certification* pages.

If you are a Coroner who does not have a medical license, then although you still own the *Medical Certification* pages, you share the responsibility for completing this section with a Medical Certifier whom you will designate or assign to the case. You may use features in the *Other Links* section of the *Death Registration Menu* to share the case with a Medical Certifier who is not directly affiliated with your Coroner office. That Medical Certifier will serve as Coroner's physician.



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	
Certify	
Coroner Certify	
Other Links	
Comments	
ME Review Case	
Non-Affiliated Certification	
Request Review	
Remove Non-Affiliated	
Request	
Print Forms	
Relinquish Case	
Request Non Affiliated	
Certification	

Menu Section	Includes These Case Pages
Medical Certification	<ul style="list-style-type: none"> • Pronouncement Visible to the ME/Coroner and their staff, and to the Coroner-designated physician (Medical Certifier), as applicable. • Place of Death Visible to the ME/Coroner and their staff, and to the Coroner-designated physician (Medical Certifier), as applicable. • Cause of Death Visible to the ME/Coroner and their staff, and to the Coroner-designated physician (Medical Certifier), as applicable. • Other Factors Visible to the ME/Coroner and their staff, and to the Coroner-designated physician (Medical Certifier), as applicable. • Injury When the Manner of Death is not Natural, this page is visible to the ME/Coroner and their staff, and to the Coroner-designated physician (Medical Certifier), as applicable. • Certifier Visible to the ME/Coroner and their staff, and to the Coroner-designated physician (Medical Certifier), as applicable. • Certify Visible to MEs, medically licensed Coroners, or other Medical Certifier (Coroner-designated physician) associated with the case. The Certify page becomes visible after the case has a status of <i>Medical Valid</i> or <i>Medical Valid with Exceptions</i>. If the ME/Coroner is also responsible for the <i>Personal Information</i> (as indicated on the Decedent page), then the case must have a status of <i>Personal Valid</i> or <i>Personal Valid with Exceptions</i> before the case can be Certified. • Coroner Certify Visible to non-medically licensed Coroners after the case has a status of <i>Medical Valid</i> or <i>Medical Valid with Exceptions</i>. If the Coroner is also responsible for the <i>Personal Information</i> (as indicated on the Decedent page), then the case must have a status of <i>Personal Valid</i> or <i>Personal Valid with Exceptions</i> before <i>Coroner Certifying</i>. The Coroner should Coroner Certify after the case has been medically Certified.

NOTE: Remember to **Validate Page** after completing each page in EDRS. **Validate Page** both saves your data and checks it against EDRS rules for expected data.

To avoid error messages, wherever available use the Look-up tool  and Places look-up tool  to select people, facilities, and places from the EDRS database rather than typing in the information manually.

For additional instructions and guidance, see the **Validation Results** section in **Chapter 7. How to Use EDRS Case Pages**.

Pronouncement

The **Pronouncement** page identifies when the death event occurred and the Manner of Death. This information prints out on the *Death Certificate* on the following items: 3A, 3B, 27.

The screenshot displays the 'New York Department of Health' web interface. At the top, there is a navigation bar with 'Main', 'Life Events', 'Queues', 'Forms', and 'Help'. Below this is the 'Death Registration Menu' for a specific case: '42634 :Firstname Lastname Aug-20-2018'. The menu is divided into 'Personal Information' and 'Medical Certification'. Under 'Medical Certification', the 'Pronouncement' section is highlighted. The form fields include:

- Date of Death: [text input] [calendar icon] Time of Death: [hour input] : [minute input] [dropdown] Time of Death Modifier: [dropdown]
- Date Pronounced Dead: [text input] [calendar icon] Time Pronounced Dead: [hour input] : [minute input] [dropdown]
- Manner of Death: [dropdown]

 At the bottom right of the form, there are buttons for 'Validate Page', 'Next', 'Clear', 'Save', and 'Return'.

Who is Responsible for this Page:

- ME/Coroner
- ME/Coroner's staff
- Medical Certifiers
- Medical Facility Users (patient intake, medical records, nurses, etc.)

Data Contained on this Page:

Field Name	Description and Guidance
Date of Death	<p>Enter the date that the death occurred.</p> <p>You may enter the Date of Death as all numerals, no punctuation, or you may select the date from the Calendar tool .</p> <p><i>Guidance:</i></p> <ul style="list-style-type: none"> • If entering date as numbers, enter in the following format: 08202018. This number will automatically convert to Aug-20-2018. • If using the Calendar tool, click the Calendar icon . The Calendar tool displays the current Year and Month. If these need to be changed, select the Year first. Then select the Month. Then select the Day by clicking on the date in the calendar image. When you select the day, the selected date enters in the Date of Death field and the Calendar tool closes. • If the Date of Death is unknown, according to CDC guidelines you should enter the best approximation. • If the Date of Death cannot be determined by approximating, then enter the date found or the date pronounced. Do not enter 99-99-9999 or 999-99-9999 to represent unknown.
Time of Death	<p>Enter the time that the death occurred.</p> <p>Enter the hour in the first field, enter the minutes in the second field, and select AM or PM from the drop-down list.</p> <p><i>Guidance:</i></p> <ul style="list-style-type: none"> • Hours and minutes will each be saved in the EDRS database as two-digit numbers, but you can enter the smaller numbers as a single digit, and then when you Validate Page, EDRS will convert them to two-digit format. <p style="padding-left: 40px;">Example: 1:6 Converts to: 01:06</p> <ul style="list-style-type: none"> • If Time of Death is unknown, according to CDC guidelines you should enter the best approximation. Then supply qualifying information in the Time of Death Modifier field.
Time of Death Modifier	<p>Select from the drop-down list.</p> <p>If left blank, the Time of Death is presumed to be the Actual Time of Death.</p> <p><i>Options:</i></p> <ul style="list-style-type: none"> • Actual Time of Death • Approximate Time of Death • Court Determined Time of Death • Presumed Time of Death • Unknown Time of Death

Field Name	Description and Guidance
<p>Date Pronounced Dead</p>	<p>Enter the exact date that the decedent was legally pronounced dead.</p> <p>You may enter the date as all numerals, no punctuation, or you may select the date from the Calendar tool .</p> <p><i>Guidance:</i></p> <ul style="list-style-type: none"> • If entering date as numbers, enter in the following format: 08202018. This number will automatically convert to Aug-20-2018. • If using the Calendar tool, click the Calendar icon . The Calendar tool displays the current Year and Month. If these need to be changed, select the Year first. Then select the Month. Then select the Day by clicking on the date in the calendar image. When you select the day, the selected date enters in the Date Pronounced Dead field and the Calendar tool closes. • You must enter the actual date pronounced. <i>An entry of all 9s for unknown is not acceptable.</i>
<p>Time Pronounced Dead</p>	<p>Enter the exact time that the decedent was pronounced dead.</p> <p></p> <p>Enter the hour in the first field, enter the minutes in the second field, and select AM or PM from the drop-down list.</p> <p><i>Guidance:</i></p> <ul style="list-style-type: none"> • Hours and minutes will each be saved in the EDRS database as two-digit numbers, but you can enter the smaller numbers as a single digit, and then when you Validate Page, EDRS will convert them to two-digit format. <p style="padding-left: 40px;">Example: 1:6 Converts to: 01:06</p> <ul style="list-style-type: none"> • Although the system allows you to enter all 9s to indicate an unknown time pronounced, <i>an entry of unknown is not acceptable.</i>
<p>Manner of Death</p>	<p>Select the Manner of Death from the drop-down list.</p> <p>Options:</p> <ul style="list-style-type: none"> • Natural • Accident • Suicide • Homicide • Pending Investigation • Undetermined Circumstances <div style="border: 2px solid black; padding: 5px; margin-top: 10px;"> <p>NOTE: If the Manner of Death is anything other than 'Natural,' the case must be <i>owned</i> by an ME or Coroner. If a medical facility owns the case, then it will not pass Validation.</p> </div>

Place of Death

The **Place of Death** page identifies specifically where the death event occurred, as well as providing some additional information about medical events leading up to the death event. This information prints out on the *Death Certificate* on the following items: 4A, 4B, 4C, 4D, 4E, 4F, 4G, 7B.

On the **Place of Death** page the **Facility Name** and **Address** automatically fill in as the office/facility selected upon EDRS sign-in when the case was created – the office that owns the case. For deaths occurring outside of a medical facility and for cases owned by an office not directly affiliated with the **Place of Death**, you will need to edit the **Facility Name** and **Address**.

Who is Responsible for this Page:

- ME/Coroner
- ME/Coroner's staff
- Medical Certifiers
- Medical Facility Users (patient intake, medical records, nurses, etc.)

Data Contained on this Page:

Field Name	Description and Guidance
Type of place of death	Select the Type of place of death from the drop-down list. This information is required by the CDC. The Type of place of death is an important field. It filters the list of Facilities that are available to select in the Facility Name field, and it controls the functionality

Field Name	Description and Guidance
	<p>of several fields on the Place of Death page. You should select the Type of place of death before entering other Place of Death information.</p> <p>Options:</p> <ul style="list-style-type: none"> • Hospital DOA • Hospital ER • Hospital Hospice • Hospital Outpatient • Hospital Inpatient • Nursing Home • Private Residence • Hospice Facility • Other, Specify • Unknown <p>Guidance:</p> <ul style="list-style-type: none"> • Select Hospital Hospice if decedent died in a hospital and was under the care of a Hospice provider. • Select Hospice Facility if the decedent died in an inpatient medical facility operated by a Hospice organization in which the inpatient facility meets New York State Article 40 criteria to be categorized as a Hospice Facility. <ul style="list-style-type: none"> ○ If the Place of Death was a <i>residential facility operated by a Hospice organization</i> but does not qualify as an Article 40 Hospice Facility, then the Type of place of death should be entered as Other, Specify, and then described in the Other Specify field. • Select Private Residence if the decedent died at <i>their own home</i> (their usual place of residence). Private Residence means the decedent's <i>residence</i>. <ul style="list-style-type: none"> ○ This includes Assisted Living residences and other residential facilities that are not classified by New York State as a medical facility or hospice facility. ○ It also includes deaths occurring at the decedent's place of residence while under the care of a visiting Hospice organization. When you select Private Residence, the Address fields automatically fill in with the address from the Resident Address page (the decedent's home address). ○ If the decedent died while visiting another person's home, then select Other, Specify. • Select Other, Specify if the decedent died any location not listed, including, for example, <i>another person's home</i>, a place of business, in a moving vehicle or vessel, by the roadside or in a rural area. Then enter a description in the Other Specify field.

Field Name	Description and Guidance
Other Specify	<p>When you select Other, Specify as the Type of place of death, this field becomes available for you to enter a description of the place.</p> <p><i>Guidance:</i></p> <ul style="list-style-type: none"> • Use Other Specify when the decedent died in a place not included in the drop-down list for Type of place of death. Select Other, Specify as the Type of place of death if the decedent died in another person's home (not their own home), as well as at a place of business, in a moving vehicle or vessel, by the roadside or in a rural area. Then enter a description of the place in the Other Specify field.
Facility Name	<p>If the death occurred in a medical facility (hospital or nursing home), then after selecting the Type of place of death, the Look-up tool  will appear for you to search and select the medical facility from the EDRS database.</p> <p>If the Type of place of death is Hospital Hospice or Hospice Facility, then type in the name of the facility.</p> <p><i>Guidance:</i></p> <ul style="list-style-type: none"> • If the Facility Name field is filled in, then the Facility Name prints out in item 4C on the <i>Death Certificate</i>, even though the street address is still captured as required data. If Facility Name is <i>not</i> filled in, then the street address prints out in item 4C on the <i>Death Certificate</i>. • You do <i>not</i> need to enter a Facility Name if the death occurred at a residential facility that is <i>not</i> categorized by New York State Article 40 as a Hospice Facility. Instead, enter select Other, Specify as the Type of place of death, describe the place in the Other Specify field, and leave Facility Name blank. • You should not enter a Facility Name if the death occurred at the decedent's Private Residence while under the care of a visiting Hospice organization. (Facility Name field is grayed out/not editable when Private Residence has been selected as the Type of place of death.)
Date Admitted	<p>If the death occurred in a medical facility (hospital or nursing home) or in a Hospice Facility (as defined by New York State Article 40), then enter the date admitted to the facility.</p> <p>If not applicable, leave blank.</p>
Address	<p>Section heading.</p> <p>If the Place of Death is a medical facility selected using the Look-up tool  or automatically filled in based on the case owner's office/facility selected upon EDRS sign-in, then the full address will be filled in automatically and the individual Address fields will not be editable. To edit the information you will need to use the Look-up tool  to select a different facility.</p>

Field Name	Description and Guidance
	<p>NOTE: All Address fields will be editable if the Type of place of death is a Hospital Hospice, Hospice Facility, Private Residence, or Other, Specify.</p> <p>If the Type of place of death is Unknown, then only the locality fields will be editable: City or Town, County, State, and Country, and the other fields will be left blank.</p> <p>NOTE: If the Facility Name field is filled in, then the Facility Name will print in item 4C on the <i>Death Certificate</i> in lieu of the street address, even though the street address is still required by EDRS.</p> <p>If the Facility Name field is <i>not</i> filled in, then the street address will print in item 4C on the <i>Death Certificate</i>.</p>
Street Number	Enter the number associated with the property where the death event occurred. If death occurred in a rural area, this might be a mile marker.
Pre Directional	If applicable, select from the drop-down list. Options: E, N, NE, NW, S, SE, SW, W If not applicable, leave blank.
Street Name of PO Box, Rural Route, etc.	Enter the name of the street or route. If the street is rural route or highway, you may include letters and numbers, as applicable. All words in the Street Name should begin with an upper case letter. Designators such as Avenue, Road, etc., should be entered in the Street Designator field, not here. The exception is rural routes in which the designator is part of the name. Examples: County Road 158, Rural Route 9J, US Highway 20. <i>Guidance:</i> <ul style="list-style-type: none"> If the place of death (or place found) is in a rural area not near a road, then enter the address at the nearest road and describe the location in the Other Specify field above.
Street Designator	Select from the drop-down list. Examples of Options: Avenue, Boulevard, Court, Parkway, Road, Street, etc. The list of options is quite long. Rather than scrolling through the entire list, you can begin typing the street designator, such as <i>turn</i> , and the list will jump to Turnpike, highlighting it in the drop-down list. To select the highlighted option, press Enter on your keyboard, or click on the desired option .

Field Name	Description and Guidance
Post Directional	<p>If applicable, select from the drop-down list.</p> <p>Options: E, N, NE, NW, S, SE, SW, W</p> <p>If not applicable, leave blank.</p>
Apt #, Suite #, etc.	<p>If applicable, enter the unit numbers and/or letters.</p> <p>If not applicable, leave blank.</p>
City or Town	<div data-bbox="464 541 1419 842" style="border: 2px solid black; padding: 5px;"> <p>NOTE: Municipality names in the EDRS database include the designator of Town, Village, or Borough after the name of the municipality. This helps you to select the correct one, because many municipalities in the State have the same or similar names in different locations.</p> <p>The Town/Village designator will be included in item 4D on the <i>Death Certificate</i> as part of the locality name, and the checkboxes for City, Village, Town will remain blank. This is accepted by New York State.</p> </div> <p>For Place of Death City or Town it is preferred that you select the City or Town from the EDRS database so that EDRS can automatically assign the case to the local Filing Registration Office:</p> <ul style="list-style-type: none"> • Use the Places look-up tool  to browse and select the locality. <p>Or</p> <ul style="list-style-type: none"> • Use the <i>Predictive Text</i> feature to select the municipality. To use <i>Predictive Text</i>, begin typing in the name of the municipality in the City or Town field. A list of matches will pop-up from the EDRS database for you to select the correct one by clicking on it. <div data-bbox="513 1257 777 1459" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>cli </p> <ul style="list-style-type: none"> Clifton Park Town Clifton Springs Village Clifton Town Clifton Unincorporated Area Clinton Town Clinton Village </div> <p>The <i>Predictive Text</i> feature is available in all locality fields – City or Town, County, State, and Country.</p> <div data-bbox="464 1566 1419 1835" style="border: 2px solid black; padding: 5px;"> <p>NOTE: In the <i>Predictive Text</i> example shown above we see multiple matches from different regions. To help you avoid selecting an entry from the wrong region, enter locality fields in the order of largest entity to smallest (right to left): Country, then State, then County, then City or Town.</p> <p>This process will pre-filter each <i>Predictive Text</i> list to include just those entries that are within the locality already selected.</p> </div>

Field Name	Description and Guidance
	<p>Otherwise, if you select the smallest entity first (City or Town), you might choose one from the wrong region. Then when you try to enter the larger entity, the <i>Predictive Text</i> feature will not be able to give you a database entry to select, and then you will get errors when you Validate Page.</p> <div style="border: 1px solid black; padding: 5px;"> <p>NOTE: If the death occurred within the five boroughs of New York City, then the case must be entered and registered using the New York City death registration system instead of New York State EDRS.</p> </div>
<p>County</p>	<p>Enter the County within New York State where the death event occurred.</p> <p>Use the Places look-up tool  or <i>Predictive Text</i> feature to select the location from the EDRS database.</p> <div style="border: 1px solid black; padding: 5px;"> <p>NOTE: If using the <i>Predictive Text</i> feature, enter locality fields in order of largest entity to smallest (right to left). This process prefilters each field's entries to just those that are within the locality already selected.</p> </div>
<p>State</p>	<p>State must be New York (spelled out).</p>
<p>Country</p>	<p>Country must be United States (spelled out).</p>
<p>Zip Code</p>	<p>Enter the five-digit zip code.</p>
<p>Medical Record Number</p>	<p>This field is optional. It is not queried by New York State.</p>
<p>Was Decedent Transferred from Another Institution?</p>	<p>This question pertains to transfer from another medical facility either in relation to the death event, or shortly before their death.</p> <p>Select from the drop-down list.</p> <p>Options: No, Yes</p> <p>If Yes, the page will refresh to display the Transfer Facility field and associated Address fields.</p>
<p>Transfer Facility</p>	<p>Visible when the selected answer is Yes to Was Decedent Transferred from Another Institution.</p> <p>Use the Look-up tool  to search and select the medical facility from which the decedent was transferred. When you select a facility, the Address fields will automatically fill in.</p> <div style="border: 1px solid black; padding: 5px;"> <p>NOTE: To expand your search in the Look-up tool , enter a portion of the name of the facility, followed by the wildcard % character. You may also enter the wildcard % character before the name.</p> </div> <p>If the medical facility cannot be found using the Look-up tool , you may type it in.</p>

Field Name	Description and Guidance
Address	<p>Section heading. Visible when the selected answer is Yes to Was Decedent Transferred from Another Institution.</p> <p>The Address fields automatically fill in when the Transfer Facility is selected using the Look-up tool .</p>
City or Town	<p>If not already filled in:</p> <ul style="list-style-type: none"> You may use the Places look-up tool  to select the State, County, and City or Town where the medical facility that the decedent was transferred from is located. <p>Or</p> <ul style="list-style-type: none"> You may use <i>Predictive Text</i> feature to select the State, then County, then City or Town.
County	<p>If not already filled in:</p> <ul style="list-style-type: none"> You may use the Places look-up tool  to select the State, County, and City or Town where the medical facility that the decedent was transferred from is located. <p>Or</p> <ul style="list-style-type: none"> You may use <i>Predictive Text</i> feature to select the State, then County, then City or Town.
State	<p>If not already filled in:</p> <ul style="list-style-type: none"> You may use the Places look-up tool  to select the State, County, and City or Town where the medical facility that the decedent was transferred from is located. <p>Or</p> <ul style="list-style-type: none"> You may use <i>Predictive Text</i> feature to select the State, then County, then City or Town.
Was Decedent Hospitalized in Last 2 months?	<p>Select from the drop-down list.</p> <p>Options: No, Yes</p>
If Infant under 1 year	<p>Section heading.</p>
Birth Facility	<p>If the decedent was less than 1 year old, use the Look-up tool  to search for and select the Birth Facility.</p> <p>If the facility of birth cannot be located using Look-up tool, you may type it in.</p> <p>If the infant decedent was not born in a medical facility, then type in a description of where the delivery occurred.</p>

Cause of Death

The **Cause of Death** page identifies the immediate cause of death and the sequence of events, conditions, illnesses, or injuries that led up to and contributed to the immediate cause.

The page consists of two parts:

- **Part I** is for reporting the sequence of events that resulted in death.
 - To accurately depict the sequence of events, each condition reported in **Part I** should cause the condition reported in the line above it.
 - All **Part I** entries must include the interval of onset for that condition – how long before death the condition began. Onset refers to when the condition/disease likely began, which may not necessarily be when it was diagnosed.
 - Not all Lines are required for all cases.
 - The lowest Line entered in **Part I** should include the underlying disease, injury, or circumstances that set off the chain of events that led directly or inevitably to death.
- **Part II** is for reporting all other important diseases or conditions that were present at the time of death and which may have contributed to the death, but did not directly lead to the underlying cause of death listed in **Part I**.

This information prints out on the *Death Certificate* on the following items: 30 Lines (A), (B), (C) and PART II.

NOTE: Part I Line d on the **Cause of Death** page does not have a corresponding space to print out on the New York State *Death Certificate*. However, CDC-NCHS requests that **Line d** be filled in when it is applicable so that the complete data are reported to CDC.

Solution:

Beginning spring 2019, any **Line d** content present in the EDRS case will be added to **Line (C)** on the printed *Death Certificate*. Before that system change is implemented, if you want **Line d** information to print out, you may add the **Line d** information to **Line c** in the EDRS case.

Validation Criteria for Cause of Death

For statistical reporting to CDC-NCHS and New York State, **Validate Page** on the **Cause of Death** page looks for specific terminology and a particular hierarchy of data reported in **Parts I** and **II**. For example, validation criteria looks for the following:

- If **Manner of Death** (on the **Pronouncement** page) is *Natural*, then the immediate and leading causes of death should not contain *trauma-related* terms. If the death was **not** from trauma but you are getting an error message about a possible trauma term, please refer to the following guidance:
 - Validation Results will question **Cause of Death** terminology that can commonly accompany a **trauma** event, even if the **Manner of Death** specified is *Natural* and no trauma occurred in this case. If you get an error message for using a possible trauma term for a non-traumatic **Cause of Death**, add "*non traumatic*" to the **Cause of Death** statement, and **Validate Page** again. Then **Override** the error message and proceed with completing the case. The error message will

remain on the page, the field will remain shaded yellow, and the page Validation indicator on the Death Registration Menu will appear as a yellow dot. This will **not** prevent you from Certifying the case as long as the error has been Overridden.

- Remember also that if the **Manner of Death** is *not Natural*, then the case must be owned by an ME/Coroner and the ME/Coroner will need to be a Certifier on the case.
- **Cause of Death Part I** statements should reflect the standard descriptions of International Classification of Diseases (ICD) to aid in statistical reporting and classification. Enter descriptions in English; avoid entering abbreviations or numeric ICD codes.
- If **Cause of Death Parts I or II** include statements indicating possible *drug-related overdose or use of opioids*, **Validation Results** provides advice on how to enter the information for improved statistical reporting and tracking. **Validation Results** will suggest certain terminology to use and where to place those terms.

Be sure to also review the guidance given on the **Cause of Death** page in EDRS, and in the **NCHS Recommendations for Entry of Cause of Death** (see link on the **Cause of Death** page).

NOTE: You may also want to use the **Check Spelling** button located at the bottom of the page to help you in preparing this portion of the *Death Certificate*.

A County DOH Test
Welcome back: medemo1_mu
Logout

Main
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

Pronouncement

Place of Death

Cause of Death

Other Factors

Injury

Certifier

Other Links

Comments

ME Review Case

Print Forms

Relinquish Case

42634 :Firstname Lastname Aug-20-2018

/Personal Invalid/Medical Invalid/Not Registered/Unsigned/Uncertified/NA/NA/Personal Pending/Medical Pending/FIPS Coding Required/Fact of Death Pending

Cause of Death

[NCHS Recommendations for Entry of Cause of Death](#)

Enter the chain of events- diseases, injuries, or complications- that directly caused the death. DO NOT enter terminal events such as cardiac arrest, respiratory arrest or ventricular fibrillation without showing the etiology. DO NOT ABBREVIATE. DO NOT ENTER OLD AGE. Enter only one cause on a line. Add additional lines if necessary.

Sequentially list conditions, if any, leading to the cause listed on line a. Enter the UNDERLYING CAUSE (disease or injury that initiated the events resulting in death) LAST.

Cause of Death	Approximate Interval Onset to Death
Immediate Cause (Final disease or condition resulting in death) PART I Line a <input type="text"/>	<input type="text"/>
Due to or as a consequence of Line b <input type="text"/>	<input type="text"/>
Due to or as a consequence of Line c <input type="text"/>	<input type="text"/>
Due to or as a consequence of (NOTE: LINE D WILL NOT PRINT ON DEATH CERTIFICATE) Line d <input type="text"/>	<input type="text"/>
PART II Other significant conditions <input style="width: 100%;" type="text"/>	

Check Spelling Validate Page Next Clear Save Return

Who is Responsible for this Page:

- ME/Coroner
- Medical Certifier, if Coroner is not medically licensed

Data Contained on this Page:

Field Name	Description and Guidance
PART I	<p>Section heading.</p> <p><i>General Guidance for Part I:</i></p> <ul style="list-style-type: none"> • Each Line in Part I includes a column to the right to enter the Approximate Interval Onset to Death. This information is required for each Cause of Death entered. <ul style="list-style-type: none"> ○ The Approximate Interval Onset to Death may be entered in any applicable unit of time: seconds, minutes, hours, days, months, years. ○ Give your best estimate for how long the condition or disease was present. ○ If you are not able to estimate how long the condition was present, then you may enter <i>Unknown</i>. • If Cause of Death is under investigation and cannot yet be determined, you may enter <i>Pending investigation</i> in Part I on the Cause of Death page, and select <i>Pending Investigation</i> as the Manner of Death on the Pronouncement page. After the investigation is completed you will need to submit a correction/amendment to the <i>Death Certificate</i> to incorporate the Cause of Death determination. • If after a thorough investigation Cause of Death cannot be determined, then per the guidance provided by the CDC the ME/Coroner may enter <i>Cause of death not determined at autopsy and toxicological examination</i> in Part I on the Cause of Death page, and select <i>Undetermined Circumstances</i> as the Manner of Death on the Pronouncement page. • When entering the Cause of Death, use descriptive language; avoid entering abbreviations or numeric ICD codes.
Line a Immediate Cause (Final disease or condition resulting in death)	<p>Enter the final disease, injury, or complication that resulted in death.</p> <p>Approximate Interval Onset to Death: In the field to the right on Line a, enter the approximate interval of onset leading up to death for the Cause of Death entered on this line. Indicate how many seconds, minutes, hours, days, months, or years the condition or disease was present. Give your best estimate.</p>
Line b Due to or as a consequence of	<p>Enter the condition/disease/injury that directly caused or contributed to the final condition or disease which was entered in Line a.</p> <p>Approximate Interval Onset to Death: In the field to the right on Line b, enter the approximate interval of onset leading up to death for the Cause of Death entered on this line. Indicate how many seconds, minutes, hours, days, months, or years the condition or disease was present. Give your best estimate.</p>

Field Name	Description and Guidance
Line c Due to or as a consequence of	<p>If applicable, enter the underlying condition/disease/injury or circumstances that led to the condition or disease which was entered in Line b.</p> <p>Approximate Interval Onset to Death: In the field to the right on Line c, enter the approximate interval of onset leading up to death for the Cause of Death entered on this line. Indicate how many seconds, minutes, hours, days, months, or years the condition or disease was present. Give your best estimate.</p>
Line d Due to or as a consequence of	<p>If applicable, enter the condition/disease/injury or circumstances that led to the condition or disease which was entered in Line c.</p> <p>Approximate Interval Onset to Death: In the field to the right on Line d, enter the approximate interval of onset leading up to death for the Cause of Death entered on this line. Indicate how many seconds, minutes, hours, days, months, or years the condition or disease was present. Give your best estimate.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>NOTE: This line does not have a corresponding item on the <i>Death Certificate</i>. Beginning spring 2019 any information entered in EDRS on Lines c and d will both print out in item 30 (C) on the printed <i>Death Certificate</i>.</p> </div>
PART II	Section heading.
Other significant conditions	Enter any other diseases or conditions that were present at the time of death and which may have contributed to the death, but did not directly lead to the underlying cause of death listed in Part I . Significant chronic diseases may be included here if relevant.

Other Factors

The **Other Factors** page identifies additional information related to the decedent and the reporting of the death. This information prints out on the *Death Certificate* on the following items: 28, 29A, 29B, 30 PART II DID TOBACCO USE CONTRIBUTE TO DEATH, 33A, 33B.

A County DOH Test Welcome back: medemo1_mu [Logout](#)

[Main](#) [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

Pronouncement
Place of Death
Cause of Death
Other Factors

Injury
Certifier

Other Links

Comments
ME Review Case
Print Forms
Relinquish Case

42634 :Firstname Lastname Aug-20-2018

/Personal Invalid/Medical Invalid/Not Registered/Unsigned/Uncertified/NA/NA/Personal Pending/Medical Pending/FIPS Coding Required/Fact of Death Pending

Other Factors

Autopsy Performed

If Yes, were findings used to determine cause of death?

If decedent was female, was decedent pregnant within the last year?

Date of Delivery

Did tobacco use contribute to death

Was Case Referred to Coroner or Medical Examiner? ME Case Number

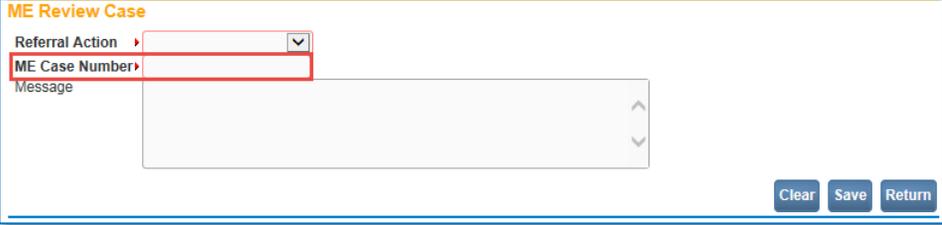
Who is Responsible for this Page:

- ME/Coroner
- Medical Certifier, if Coroner is not medically licensed

Data Contained on this Page:

Field Name	Description and Guidance
Autopsy Performed	Select from the drop-down list. Options: No, Yes, Refused, Unknown
If Yes, were findings used to determine cause of death?	This field is available only when the answer to Autopsy Performed is Yes. Select from the drop-down list. Options: No, Yes, Unknown <i>Guidance:</i> <ul style="list-style-type: none"> • If autopsy results are not yet available and are therefore pending, you may enter <i>No</i>, and then later submit a correction/amendment to the <i>Death Certificate</i> if final autopsy results warrant changing the Cause of Death.

Field Name	Description and Guidance
If decedent was female, was decedent pregnant within the last year?	<p>If decedent is female and of childbearing age (between the ages of 10 and 65), select from the drop-down list.</p> <p>Options:</p> <ul style="list-style-type: none"> • Not pregnant within past year • Pregnant at time of death • Not pregnant, but pregnant within 42 days of death • Not pregnant, but pregnant 43 days to 1 year before death • Not Applicable • Unknown if pregnant within the past year <p>If decedent is male as defined on the Decedent page, then this field will automatically be filled in as Not Applicable, and the field will not be editable.</p> <p>If decedent is female but not of childbearing age (younger than 10 or older than 65), then this field will automatically be filled in as Not Applicable, and the field will not be editable.</p>
Date of Delivery	<p>This field becomes available when the answer to the preceding question is:</p> <ul style="list-style-type: none"> • Pregnant at time of death • Not pregnant, but pregnant within 42 days of death • Not pregnant, but pregnant 43 days to 1 year before death <p>You may enter the date as all numerals with no punctuation, or you may select the date from the Calendar tool .</p> <p><i>Guidance:</i></p> <ul style="list-style-type: none"> • If entering date as numbers, enter in the following format: 08202018. This number will automatically convert to Aug-20-2018. • If using the Calendar tool, click the Calendar icon . The Calendar tool displays the current Year and Month. If these need to be changed, select the Year first. Then select the Month. Then select the Day by clicking on the date in the calendar image. When you select the day, the selected date enters in the Date of Delivery field and the Calendar tool closes.
Did tobacco use contribute to death	<p>Select from the drop-down list.</p> <p>Options: No, Yes, Probably, Unknown</p>

Field Name	Description and Guidance
<p>Was Case Referred to Coroner or Medical Examiner?</p>	<p>Select from the drop-down list.</p> <p>Options: No, Yes, Unknown</p> <p>If the case is owned by an ME/Coroner, then this field automatically fills in as Yes, and the field cannot be edited.</p> <p>If case is owned by a medical facility who referred it to an ME/Coroner for review using the Refer to Medical Examiner feature, then this field automatically fills in as Yes, even though the medical facility still owns the case, and even if the ME/Coroner Declined the referral – the referral still occurred and is documented in this field. When the system automatically fills this field in with Yes, the field cannot be edited.</p>
<p>ME Case Number</p>	<p>Enter the ME/Coroner's case number.</p> <p>If the ME/Coroner used the ME Review Case feature to take ownership of the case or Accept or Decline a referral, then the ME Case Number that was already entered on the ME Review Case page automatically fills in on the Other Factors page.</p>  <p>The screenshot shows a form titled "ME Review Case" with the following fields: "Referral Action" (a dropdown menu), "ME Case Number" (a text input field highlighted with a red border), and "Message" (a text area). At the bottom right of the form are three buttons: "Clear", "Save", and "Return".</p>

Injury

The **Injury** page identifies the circumstances, timing, and location where an injury occurred that caused or contributed to the death. The **Injury** page is visible only when **Manner of Death** on the **Pronouncement** page is not *Natural*. The information on the **Injury** page prints out on the *Death Certificate* on the following items: 31A, 31B, 31C, 31D, 31E, 31F.

NOTE: If the **Injury** page is available, and thus the **Manner of Death** is not *Natural*, then an ME/Coroner must own that case and will Certify on the case.

Who is Responsible for this Page:

- ME/Coroner
- Medical Certifier, if Coroner is not medically licensed

Data Contained on this Page:

Field Name	Description and Guidance
Date of Injury	<p>Enter the date the injury occurred.</p> <p>You may enter the date as all numerals with no punctuation, or you may select the date from the Calendar tool .</p> <p><i>Guidance:</i></p> <ul style="list-style-type: none"> • If entering date as numbers, enter in the following format: 08202018. This number will automatically convert to Aug-20-2018. • If using the Calendar tool, click the Calendar icon . The Calendar tool displays the current Year and Month. If these need to be changed, select the Year first. Then select the Month. Then select the Day by clicking on the date in the calendar image. When you select the day, the selected date enters in the Date of Injury field and the Calendar tool closes. • If Date of Injury is <i>unknown</i>, you may enter all 9s in the Date of Injury field in the date format as MMDDYYYY (99999999). When you move to the next field, this number will automatically convert to 999-99-9999 (representing Mon-DD-YYYY format).

Field Name	Description and Guidance
Time of Injury	<p>Enter the time when the injury occurred.</p> <p>Enter the hour in the first field, enter the minutes in the second field, and select AM or PM from the drop-down list.</p> <p><i>Guidance:</i></p> <ul style="list-style-type: none"> Hours and minutes will each be saved in the EDRS database as two-digit numbers, but you can enter the smaller numbers as a single digit, and then when you Validate Page, EDRS will convert them to two-digit format. <p style="padding-left: 40px;">Example: 1:6 Converts to: 01:06</p> <ul style="list-style-type: none"> If Time of Death is <i>unknown</i>, you may enter 99:99 for the time. The AM/PM drop-down field will automatically be filled in with <i>Unknown</i>.
Injury at Work	<p>Indicate if the injury occurred at the decedent's place of work. Select from the drop-down list.</p> <p>Options: Yes, No, Unknown</p>
Place of injury Description	<p>Enter a general description of the type of place where the injury occurred.</p> <p>Examples: restaurant, vacant lot, construction site, office building, decedent's home.</p> <p>Do <i>not</i> enter specific names of buildings, businesses or people.</p>
Injury Location	<p>Section heading.</p> <p>In the following fields enter the complete address where the injury occurred.</p> <div style="border: 2px solid black; padding: 5px; margin-top: 10px;"> <p>NOTE: If using the <i>Predictive Text</i> feature in the locality fields, enter the largest entity first, and then move to the smaller entity fields to the left (enter Country, then State, then County, then City or Town).</p> </div>
Street Number	<p>Enter the number associated with the property where the injury occurred.</p> <p>If injury occurred on a highway, or in rural area, this might be a mile marker.</p>
Pre Directional	<p>If applicable, select from the drop-down list.</p> <p>Options: E, N, NE, NW, S, SE, SW, W</p> <p>If not applicable, leave blank.</p>
Street Name or PO Box, Rural Route, etc.	<p>Enter the name of the street or route.</p> <p>If the street is rural route or highway, you may include letters and numbers, as applicable.</p> <p>All words in the Street Name should begin with an upper case letter.</p> <p>Designators such as Avenue, Road, etc., should be entered in the Street Designator field, not here. The exception is rural routes in which the designator is part of the name. Examples: County Road 158, Rural Route 9J, US Highway 20.</p>

Field Name	Description and Guidance
Street Designator	<p>Select from the drop-down list.</p> <p>Examples of Options: Avenue, Boulevard, Court, Parkway, Road, Street, etc.</p> <p>The list of options is quite long. Rather than scrolling through the entire list, you can begin typing the street designator, such as <i>turn</i>, and the list will jump to Turnpike, highlighting it in the drop-down list.</p> <p>To select the highlighted option, press Enter on your keyboard, or click on the desired option.</p>
Post Directional	<p>If applicable, select from the drop-down list.</p> <p>Options: E, N, NE, NW, S, SE, SW, W</p> <p>If not applicable, leave blank.</p>
Apt #, Suite #, etc.	<p>If applicable, enter the unit numbers and/or letters.</p> <p>If not applicable, leave blank.</p>
City or Town	<div data-bbox="464 835 1417 1016" style="border: 2px solid black; padding: 5px;"> <p>NOTE: Municipality names in the EDRS database include the designator of Town, Village, or Borough after the name of the municipality. This helps you to select the correct one, because many municipalities in the State have the same or very similar names in different locations.</p> </div> <p>To enter the City or Town:</p> <ul style="list-style-type: none"> Use the Places look-up tool  to browse and select the locality. <p>Or</p> <ul style="list-style-type: none"> Use the <i>Predictive Text</i> feature to select the municipality. To use the <i>Predictive Text</i> feature, begin typing in the name of the municipality in the City or Town field. A list of matches will pop-up for you to select the correct one by clicking on it. <div data-bbox="513 1325 781 1528" style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p>cli </p> <ul style="list-style-type: none"> Clifton Park Town Clifton Springs Village Clifton Town Clifton Unincorporated Area Clinton Town Clinton Village </div> <p>The <i>Predictive Text</i> feature is available in all locality fields – City or Town, County, State, and Country.</p>

Field Name	Description and Guidance
	<p>NOTE: In the <i>Predictive Text</i> example shown above we see multiple matches from different regions. To help you avoid selecting an entry from the wrong region, it is highly recommended that you enter locality fields in the order of largest entity to smallest (right to left) – Country, then State, then County, then City or Town.</p> <p>This process will pre-filter each <i>Predictive Text</i> list to include just those entries that are within the locality already selected.</p> <p>Otherwise, if you select the smallest entity first (City or Town), you might choose one from the wrong region. Then when you try to enter the larger entity, the <i>Predictive Text</i> feature will not be able to give you a database entry to select, and then you will get errors when you Validate Page.</p> <p>NOTE: If injury occurred outside of the United States, use the Places look-up tool  or <i>Predictive Text</i> feature to select the Country from the EDRS database. For Mexico and Canada, the States/Provinces and some Cities are available to select. For other Countries, after selecting the Country from the list, type in the other locality information.</p>
County	<p>Enter the name of the County where the injury occurred.</p> <p>Use the Places look-up tool  or <i>Predictive Text</i> feature to select the location from the EDRS database.</p> <p>NOTE: If using the <i>Predictive Text</i> feature, enter locality fields in order of largest entity to smallest (right to left). This process prefilters each field's entries to just those that are within the locality already selected.</p>
State	<p>Enter the full name of the State (or Province) where the injury occurred.</p> <p>Example: New York (spelled out)</p> <p>Use the Places look-up tool  or <i>Predictive Text</i> feature to select the location from the EDRS database.</p> <p>NOTE: If using the <i>Predictive Text</i> feature, enter locality fields in order of largest entity to smallest (right to left). This process prefilters each field's entries to just those that are within the locality already selected.</p>

Field Name	Description and Guidance
	<p>NOTE: If injury occurred outside of the United States, use the Places look-up tool  or <i>Predictive Text</i> feature to select the Country from the EDRS database. For Mexico and Canada, the States/Provinces and some Cities are available to select. For other Countries, after selecting the Country from the list, type in the other locality information.</p>
Country	<p>Enter the name of the Country where the injury occurred.</p> <p>The default Country already filled in is United States (spelled out). You may change the Country if injury leading to death occurred in another Country.</p> <p>NOTE: If injury occurred outside of the United States, use the Places look-up tool  or <i>Predictive Text</i> feature to select the Country from the EDRS database.</p> <p>For Mexico and Canada, the States/Provinces and some Cities are available to select.</p> <p>For other Countries, after selecting the Country from the list, type in the other locality information.</p>
Zip Code	Enter the five-digit zip code.
Describe how injury occurred	Enter a brief but specific description of how the injury occurred. Explain the circumstances or cause of the injury and, if known, the type of activity the decedent was engage in when the injury occurred.
If transportation injury Specify	<p>If the injury involved a transportation vehicle or vessel, select the decedent's role from the drop-down list.</p> <p>Options: Driver/Operator, Passenger, Pedestrian, Other Specify</p>
Other Specify	<p>If you entered Other Specify to the previous question, then enter in this field a description of the decedent's role.</p> <p>If you entered a different answer to the previous question, then this field will remain blank and will not be editable.</p>

Certifier

The **Certifier** page identifies the signing (Certifying) individual(s) who will affirm that the death event occurred as described in the case. The **Certifier** page lists their name, title, credentials, and address. This information prints out on the *Death Certificate* on the following items: 25A, 25B, 25C, 26A.

Some section of the **Certifier** page only become visible when needed based on other information entered on the page.

Much of the information on this page fills in automatically based on user profiles in EDRS as the Certifier(s) access the case. If Certifier information needs to be changed, click the Eraser tool  to clear out (delete) the existing information from the corresponding fields, and then click **Validate Page** to clear the data that may have previously been saved in the case. Then click the Look-up tool  to search and select the correct certifier.

NOTE: Only the individuals listed on the **Certifier** page will be allowed to medically *Certify* and *Coroner Certify* the case.

A County DOH Test
Welcome back: cordemo1_mu [Logout](#)

Main
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

Pronouncement

Place of Death

Cause of Death

Other Factors

Injury

Certifier

Other Links

Comments

ME Review Case

Print Forms

Relinquish Case

Request Non Affiliated Certification

19334 :Firstname Lastname Aug-20-2018

/Personal Invalid/Medical Invalid/Not Registered/Unsigned/Uncertified/NA/NA/Personal Pending/Medical Pending/FIPS Coding Required/Fact of Death Pending

Certifier

Certifier Type

Certifier Name 

License Number  Intern/Resident (If Not Licensed)

First Middle Last Suffix

Title Other Specify

Certifier Address

Edit Certifier Address

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

City or Town State Country Zip Code

Date Signed 

Coroner is not a physician

Certifier is not attending physician

Deceased last seen alive by attending physician 

Attending physician attended deceased- Start Date  End Date 

Coroner's Physician Section on the Certifier Page:

Coroner is not a physician

Coroner's Physician Name  

License Number 

First Middle Last Suffix

Title Other Specify

Date Signed 

Attending Physician Section on the Certifier Page:

Certifier is not attending physician

Attending Physician Name  

License Number 

First Middle Last Suffix

Title Other Specify

Attending Physician Address

Edit Address

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

Deceased last seen alive by attending physician 

Attending physician attended deceased- Start Date  End Date 

Who is Responsible for this Page:

- ME/Coroner
- Medical Certifier (Coroner-designated physician) if Coroner is not medically licensed

Data Contained on this Page:

Field Name	Description and Guidance
Certifier Type	<p>Select the Certifier Type from the drop-down list.</p> <p>Options:</p> <ul style="list-style-type: none"> • Attending Physician • Physician Acting on behalf of Attending Physician • Medical Examiner/Deputy Medical Examiner • Nurse Practitioner • Physician Assistant • Coroner <p>This is an important field that affects the availability of some other fields and functionality in the case.</p> <p>This field pertains to the Certifier who “owns” the case, and that person’s name and address will be filled in directly below the Certifier Type field.</p> <p><i>Guidance:</i></p> <ul style="list-style-type: none"> • If the case is owned by a <i>non-medically licensed Coroner</i>, then the case will need to have two (2) Certifiers – the Coroner as Coroner Certifier, and the Coroner-designated physician as Medical Certifier. In that case this field pertains to the Coroner Certifier. <ul style="list-style-type: none"> ○ In the Certifier Type field, select Coroner. ○ Below the Certifier Address fields, click in the checkbox Coroner is not a physician. • If the case is owned by an <i>ME, medically licensed Coroner</i>, then the ME or medically licensed Coroner is the only Certifier on the case – the Medical Certifier. <ul style="list-style-type: none"> ○ If the Medical Certifier is an ME, then in the Certifier Type field, select Medical Examiner/Deputy Medical Examiner. ○ If the Medical Certifier is a medically licensed Coroner, then in the Certifier Type field, select Coroner. • If the case is owned by a medical facility (<i>Natural death only</i>), then the case has only one Certifier – the Medical Certifier. <ul style="list-style-type: none"> ○ If the Medical Certifier is an <i>Intern or Resident</i>, then in the Certifier Type field, select Physician Acting on behalf of Attending Physician. <ul style="list-style-type: none"> ○ The License Number field will remain blank. ○ Click in the checkbox Intern/Resident (If Not Licensed). ○ Click in the checkbox Certifier is not attending physician. ○ Enter the Attending Physician’s information. See detailed instructions below for completing that section of the Certifier page. ○ If the Medical Certifier is the Attending Physician, a Nurse Practitioner, or a Physician Assistant, then in the Certifier Type field, select their corresponding title/role.

Field Name	Description and Guidance
Certifier Name	<p>Section heading.</p> <p>The certifier's information should automatically fill in from their user profile when they access the case.</p> <p>If needed, use the corresponding Look-up tool  to search and select the Certifier from the EDRS database, or use the Eraser tool  to clear the previously entered information.</p>
License Number	Automatically fills in from the selected Certifier's user profile.
Intern/Resident (If Not Licensed)	<p>Click in this checkbox if the Certifier is an Intern or Resident.</p> <p>If the Certifier is an Intern or Resident, then also be sure of the following:</p> <ul style="list-style-type: none"> • The Certifier Type selected is Physician Acting on behalf of Attending Physician. • Check in the checkbox Certifier is not attending physician.
First	First name of Certifier, automatically filled in from their user profile.
Middle	Middle name or middle initial of Certifier, automatically filled in from their user profile.
Last	Last name of Certifier, automatically filled in from their user profile.
Suffix	<p>If applicable, name suffix of Certifier, automatically filled in from their user profile.</p> <p>Examples: Jr, Sr, 3rd.</p> <p>Some Medical Certifiers have included their professional credential in this field, such as MD, DO.</p>
Title	<p>The Certifier's Title automatically fills in from the Certifier's user profile.</p> <p>Associated field:</p> <ul style="list-style-type: none"> • Other Specify <p>Any other Title automatically entered in the Other Specify field also comes from the Certifier's user profile. If this field is not used in the user's profile, then it remains blank here and is not editable.</p>
Certifier Address	<p>Section heading.</p> <div style="border: 2px solid black; padding: 5px;"> <p>NOTE: The Certifier Address fills in automatically from their user profile. You may edit the address if a different address is desired on the <i>Death Certificate</i> by checking the Edit Certifier Address checkbox.</p> </div>

Field Name	Description and Guidance
Edit Certifier Address	<p>Checkbox that allows you to change the Certifier Address fields. Click in the checkbox to allow the corresponding address fields to become editable.</p> <p><i>Guidance:</i></p> <ul style="list-style-type: none"> • Use this checkbox if the Certifier Address that automatically fills in from the user profile is not the address the Certifier wants to have printed on this <i>Death Certificate</i>. • Be sure to Validate Page after making edits to save your changes. • There is no need to uncheck the checkbox after saving your changes. If you uncheck the box and then check it again, the address changes you made will be deleted.
Street Number	Enter the house or property number portion of the street address.
Pre Directional	<p>If applicable, select from the drop-down list.</p> <p>Options: E, N, NE, NW, S, SE, SW, W</p> <p>If not applicable, leave blank.</p>
Street Name, Rural Route, etc.	<p>Enter the name of the street or route. You may include letters and numbers, as applicable.</p> <p>All words in the Street Name should begin with an upper case letter.</p> <p>Designators such as Avenue, Road, etc., should be entered in the Street Designator field, not here. The exception is rural routes in which the designator is part of the name. Examples: County Road 158, Rural Route 9J, US Highway 20.</p>
Street Designator	<p>Select from the drop-down list.</p> <p>Examples of Options: Avenue, Boulevard, Court, Parkway, Road, Street, etc.</p> <p>The list of options is quite long. Rather than scrolling through the entire list, you can begin typing the street designator, such as <i>turn</i>, and the list will jump to Turnpike, highlighting it in the drop-down list.</p> <p>To select the highlighted option, press Enter on your keyboard, or click on the desired option.</p>
Post Directional	<p>If applicable, select from the drop-down list.</p> <p>Options: E, N, NE, NW, S, SE, SW, W</p> <p>If not applicable, leave blank.</p>
Apt #, Suite #, etc.	<p>If applicable, enter the unit numbers and/or letters.</p> <p>If not applicable, leave blank.</p>

Field Name	Description and Guidance
<p>City or Town</p>	<p>Enter the City or Town.</p> <div data-bbox="464 317 1419 501" style="border: 2px solid black; padding: 5px;"> <p>NOTE: Municipality names in the EDRS database include the designator of Town, Village, or Borough after the name of the municipality. This helps you to select the correct one, because many municipalities in the State have the same or very similar names in different locations.</p> </div> <p>To enter the City or Town:</p> <ul style="list-style-type: none"> • Use the Places look-up tool  to browse and select the locality. <p>Or</p> <ul style="list-style-type: none"> • Use the <i>Predictive Text</i> feature to select the municipality. To use the <i>Predictive Text</i> feature, begin typing in the name of the municipality in the City or Town field. A list of matches will pop-up for you to select the correct one by clicking on it. <div data-bbox="513 810 779 1012" style="border: 1px solid gray; padding: 5px;"> <p>cli </p> <ul style="list-style-type: none"> Clifton Park Town Clifton Springs Village Clifton Town Clifton Unincorporated Area Clinton Town Clinton Village </div> <p>The <i>Predictive Text</i> feature is available in all locality fields – City or Town, State, and Country.</p> <div data-bbox="464 1121 1419 1507" style="border: 2px solid black; padding: 5px;"> <p>NOTE: In the <i>Predictive Text</i> example shown above we see multiple matches from different regions. To help you avoid selecting an entry from the wrong region, it is recommended that you enter locality fields in the order of largest entity to smallest (right to left) – Country, then State, then City.</p> <p>This process will pre-filter each <i>Predictive Text</i> list to include just those entries that are within the locality already selected.</p> <p>If you only type in the City or Town manually without selecting the item in the list from the database, then when you Validate Page you will likely get an error message that the City or Town is not valid for the State entered.</p> </div>

Field Name	Description and Guidance
State	<p>Spell out the name of the State, no abbreviations.</p> <p>The default State is New York. This can be edited if the decedent lives outside of New York State.</p> <p>If changing the State:</p> <ul style="list-style-type: none"> • Use the Places look-up tool  to browse and select. <p>Or</p> <ul style="list-style-type: none"> • Use the <i>Predictive Text</i> feature to select the State by beginning to type in the State field. A list of matches will pop-up for you to select the correct one by clicking on it. <div data-bbox="464 663 1417 810" style="border: 1px solid black; padding: 5px;"> <p>NOTE: If using the <i>Predictive Text</i> feature, enter locality fields in order of largest entity to smallest (right to left). This process prefilters each field's entries to just those that are within the locality already selected.</p> </div>
Country	<p>Spell out the name of the Country, no abbreviations.</p> <p>The default Country is United States. This can be edited if the Certifier's address is outside of the Country (such as in Canada).</p> <p>If changing the Country:</p> <ul style="list-style-type: none"> • Use the Places look-up tool  to browse and select. <p>Or</p> <ul style="list-style-type: none"> • Use the <i>Predictive Text</i> feature to select the Country by beginning to type in the Country field. A list of matches will pop-up for you to select the correct one by clicking on it. <div data-bbox="464 1241 1417 1388" style="border: 1px solid black; padding: 5px;"> <p>NOTE: If using the <i>Predictive Text</i> feature, enter locality fields in order of largest entity to smallest (right to left). This process prefilters each field's entries to just those that are within the locality already selected.</p> </div>
Zip Code	Enter the five-digit zip code of the Certifier's address.
Date Signed	You may leave this field blank. The signing date for the Certifier will automatically fill in when the case is Affirmed (electronically Certified) by the Certifier.

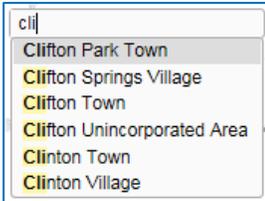
Field Name	Description and Guidance
<p>Coroner is not a physician</p>	<p>This checkbox will need to be selected for all cases owned by a <i>non-medically licensed Coroner</i>. However, it is not necessary to manually click in the checkbox, because the checkbox automatically becomes checked when the non-medically licensed Coroner Requests Non-affiliated Certification from a Medical Certifier.</p> <p>When this checkbox is selected, a new Coroner's Physician section appears below the checkbox:</p> <div data-bbox="464 474 1409 751" style="border: 1px solid black; padding: 5px;"> <p><input checked="" type="checkbox"/> Coroner is not a physician</p> <p>Coroner's Physician Name  </p> <p>License Number </p> <p>First <input type="text"/> Middle <input type="text"/> Last <input type="text"/> Suffix <input type="text"/></p> <p>Title <input type="text"/> Other Specify <input type="text"/></p> <p>Date Signed <input type="text"/> </p> </div> <p>When the non-affiliated medical certifier Accepts the request, their information automatically fills into the fields in the Coroner's Physician section of the page.</p> <div data-bbox="464 873 1419 1024" style="border: 2px solid black; padding: 5px;"> <p>NOTE: This checkbox should <i>never be checked</i> when the case is owned by an ME, medically licensed Coroner, or a medical facility or private practice physician.</p> </div>
<p>Coroner's Physician Name</p>	<p>Section heading. This heading includes the Look-up tool  for searching/selecting the Medical Certifier and the Eraser tool  for clearing (deleting) an existing entry before making changes.</p> <ul style="list-style-type: none"> • This section is automatically filled in when the non-medically licensed Coroner shares the case with a Medical Certifier using the Request Non-Affiliated Certification feature. <ul style="list-style-type: none"> ○ A non-medically licensed Coroner may use Request Non-Affiliated Certification to share the case with any licensed Medical Certifier who is not directly affiliated with the Coroner's office – a primary care physician, an ME or medically licensed Coroner's affiliated with a different office, or other Coroner-designated physician, etc. • If the Medical Certifier/Coroner-designated physician for the non-medically licensed Coroner is already <i>directly affiliated with the Coroner's office</i>, then this field will not fill in automatically and will have to be filled in by the Coroner or the Medical Certifier. <ul style="list-style-type: none"> ○ Being directly affiliated means the Medical Certifier has an EDRS role assignment in the Coroner's County DOH office, in which case they can access the case directly when they select the County DOH office upon EDRS sign-in. ○ If the Medical Certifier/Coroner's Physician information needs to be filled in or changed, you can either use the Look-up tool  to select them by Name, or you can type in their License Number in the field below.

Field Name	Description and Guidance
<p>License Number</p>	<p>If you used the Look-up tool  to select the Medical Certifier/Coroner-designated physician, then the License Number field will have been automatically filled in.</p> <p>Alternatively, you can type in the Medical Certifier's New York State medical license number and then click the Autofill tool  to automatically fill in the Name and Title of the Medical Certifier/Coroner-designated physician from their user profile in the EDRS database.</p>
<p>First</p>	<p>First name is automatically filled in from the Medical Certifier/Coroner-designated physician's user profile.</p>
<p>Middle</p>	<p>If applicable, Middle name is automatically filled in from the Medical Certifier/Coroner-designated physician's user profile.</p>
<p>Last</p>	<p>Last name is automatically filled in from the Medical Certifier/Coroner-designated physician user profile.</p>
<p>Suffix</p>	<p>If applicable, Suffix is automatically filled in from the Medical Certifier/Coroner-designated physician's user profile.</p>
<p>Title</p>	<p>Title is automatically filled in from the Medical Certifier/Coroner-designated physician's user profile.</p> <p>Associated field:</p> <ul style="list-style-type: none"> • Other Specify <p>If Other Specify is filled in on the user profile, then it is automatically filled in here and cannot be edited.</p>
<p>Date Signed</p>	<p>You may leave this field blank. The signing date for the Medical Certifier/Coroner's Physician will automatically fill in when the case is Affirmed (electronically Certified) by the Medical Certifier/Coroner-designated physician.</p>
<p>Certifier is not attending physician</p>	<p>When this checkbox is selected, a new Attending Physician section appears below the checkbox:</p> <div data-bbox="464 1339 1406 1822" style="border: 1px solid black; padding: 5px;"> <p><input checked="" type="checkbox"/> Certifier is not attending physician</p> <hr/> <p>Attending Physician Name  </p> <p>License Number </p> <p>First <input type="text"/> Middle <input type="text"/> Last <input type="text"/> Suffix <input type="text"/></p> <p>Title <input type="text"/> Other Specify <input type="text"/></p> <hr/> <p>Attending Physician Address</p> <p>Edit Address <input type="checkbox"/></p> <p>Street Number <input type="text"/> Pre Directional <input type="text"/> Street Name, Rural Route, etc. <input type="text"/> Street Designator <input type="text"/> Post Directional <input type="text"/> Apt #, Suite #, etc. <input type="text"/></p> <p>City or Town <input type="text"/> State <input type="text"/> Country <input type="text"/> Zip Code <input type="text"/></p> <p>Deceased last seen alive by attending physician <input type="text"/> </p> <p>Attending physician attended deceased- Start Date <input type="text"/>  End Date <input type="text"/> </p> </div>

Field Name	Description and Guidance
	<p><i>Guidance:</i></p> <p>This checkbox should be checked under the following situations:</p> <ul style="list-style-type: none"> • The Medical Certifier is not a licensed physician (for example, PA or NP), or • The Medical Certifier for the case is an ME/medically licensed Coroner who was not present at the death event and is not familiar with the decedent's medical history.
Attending Physician Name	<p>Section heading, with Look-up tool  and Eraser tool  for entering and deleting the information.</p> <ul style="list-style-type: none"> • You can either use the Look-up tool  to select the Attending Physician by Name, or you can type in their License Number in the field below. • If the Attending Physician is not found in the EDRS database using the Look-up tool  or the License Number, then you will be able to type in all of the Attending Physician's information. <p><i>Guidance:</i></p> <ul style="list-style-type: none"> • Supply the Attending Physician's information if the death was attended and pronounced by a different physician other than the Medical Certifier (for example, a hospital emergency department physician), or if the decedent's personal physician is known and they or their staff are providing information for the case. • If the Attending Physician is unknown, then you may leave this section blank, but still check the box above indication that the Medical Certifier is not the Attending Physician.
License Number	<p>New York State medical License Number of the Attending Physician.</p> <p>This field can be used to automatically fill in all of the Attending Physician's information from the EDRS database user profile.</p> <p>Type in the License Number, and then click Auto-fill tool  to automatically fill in all fields from the EDRS database.</p> <p>Use either this option with Auto-fill , or use the Look-up tool . If the Attending Physician is not found in the EDRS database by either of these methods, then you may type in all of the Attending Physician's information.</p>
First	<p>Attending Physician's First name.</p> <p>This field automatically fills in from the EDRS database user profile when the Attending Physician is selected using the Look-up tool , or after entering the License Number and clicking the Auto-fill tool .</p> <p>If the physician was not found in the EDRS database, then you may type in all of the Attending Physician's information.</p>

Field Name	Description and Guidance
Middle	<p>Attending Physician's Middle name or middle initial.</p> <p>When applicable, this field automatically fills in from the EDRS database user profile when the Attending Physician is selected using the Look-up tool , or after entering the License Number and clicking the Auto-fill tool .</p> <p>If the physician was not found in the EDRS database, then you may type in all of the Attending Physician's information.</p>
Last	<p>Attending Physician's Last name.</p> <p>This field automatically fills in from the EDRS database user profile when the Attending Physician is selected using the Look-up tool , or after entering the License Number and clicking the Auto-fill tool .</p> <p>If the physician was not found in the EDRS database, then you may type in all of the Attending Physician's information.</p>
Suffix	<p>Attending Physician's name Suffix.</p> <p>As applicable, this field automatically fills in from the EDRS database user profile when the Attending Physician is selected using the Look-up tool , or after entering the License Number and clicking the Auto-fill tool .</p> <p>If the physician was not found in the EDRS database, then you may type in all of the Attending Physician's information.</p>
Title	<p>Attending Physician's Title.</p> <p>This field automatically fills in from the EDRS database user profile when the Attending Physician is selected using the Look-up tool , or after entering the License Number and clicking the Auto-fill tool .</p> <p>If the physician was not found in the EDRS database, then you may manually enter all of the Attending Physician's information. If manually entering the information, select the Title from the drop-down list</p> <p>Options:</p> <ul style="list-style-type: none"> • Doctor of Medicine • Doctor of Osteopathy • Medical Examiner • Other Specify <p>Associated Field:</p> <ul style="list-style-type: none"> • Other Specify

Field Name	Description and Guidance
Attending Physician Address	<p>Section heading.</p> <div style="border: 2px solid black; padding: 5px;"> <p>NOTE: The Attending Physician Address fills in automatically from the EDRS database user profile if you selected them using the Look-up tool  or by using the Auto-fill tool  after typing in their medical License Number. You may edit the address if a different address is desired on the <i>Death Certificate</i> by checking the Edit Address checkbox.</p> </div>
Edit Address	<p>Checkbox that allows you to change the Attending Physician's Address fields. If you auto-filled the Attending Physician's information from the EDRS database using the Look-up tool  or by using Auto-fill tool  after typing in their Medical License Number.</p> <p>Click in the checkbox to allow the corresponding address fields to become editable.</p> <p><i>Guidance:</i></p> <ul style="list-style-type: none"> • Use this checkbox if the Attending Physician Address that automatically fills in from the user profile is not the address that individual wants to have printed on this <i>Death Certificate</i>. • Be sure to Validate Page after making edits to save your changes. • There is no need to uncheck the checkbox after saving your changes. If you uncheck the box and then check it again, the address changes you made will be deleted.
Street Number	Enter the house or property number portion of the street address.
Pre Directional	<p>If applicable, select from the drop-down list.</p> <p>Options: E, N, NE, NW, S, SE, SW, W</p> <p>If not applicable, leave blank.</p>
Street Name, Rural Route, etc.	<p>Enter the name of the street or route. You may include letters and numbers, as applicable.</p> <p>All words in the Street Name should begin with an upper case letter.</p> <p>Designators such as Avenue, Road, etc., should be entered in the Street Designator field, not here. The exception is rural routes in which the designator is part of the name. Examples: County Road 158, Rural Route 9J, US Highway 20.</p>
Street Designator	<p>Select from the drop-down list.</p> <p>Examples of options: Avenue, Boulevard, Court, Parkway, Road, Street, etc.</p> <p>The list of options is quite long. Rather than scrolling through the entire list, you can begin typing the street designator, such as <i>turn</i>, and the list will jump to Turnpike, highlighting it in the drop-down list.</p> <p>To select the highlighted option, press Enter on your keyboard, or click on the desired option.</p>

Field Name	Description and Guidance
Post Directional	If applicable, select from the drop-down list. Options: E, N, NE, NW, S, SE, SW, W If not applicable, leave blank.
Apt #, Suite #, etc.	If applicable, enter the unit numbers and/or letters. If not applicable, leave blank.
City or Town	<p>Enter the City or Town.</p> <div style="border: 2px solid purple; padding: 5px; margin: 10px 0;"> <p>NOTE: Municipality names in the EDRS database include the designator of Town, Village, or Borough after the name of the municipality. This helps you to select the correct one, because many municipalities in the State have the same or very similar names in different locations.</p> </div> <p>To enter the City or Town:</p> <ul style="list-style-type: none"> Use the Places look-up tool  to browse and select the locality. <p>Or</p> <ul style="list-style-type: none"> Use the <i>Predictive Text</i> feature to select the municipality. To use the <i>Predictive Text</i> feature, begin typing in the name of the municipality in the City or Town field. A list of matches will pop-up for you to select the correct one by clicking on it. <div style="border: 1px solid gray; padding: 5px; margin: 10px 0;">  </div> <p>The <i>Predictive Text</i> feature is available in all locality fields – City or Town, State, and Country.</p> <div style="border: 2px solid purple; padding: 5px; margin: 10px 0;"> <p>NOTE: In the <i>Predictive Text</i> example shown above we see multiple matches from different regions. To help you avoid selecting an entry from the wrong region, it is recommended that you enter locality fields in the order of largest entity to smallest (right to left) – Country, then State, then City.</p> <p>This process will pre-filter each <i>Predictive Text</i> list to include just those entries that are within the locality already selected.</p> </div> <p>If you only type in the City or Town manually without selecting the item in the list from the database, then when you Validate Page you will likely get an error message that the City or Town is not valid for the State entered.</p>

Field Name	Description and Guidance
<p>State</p>	<p>Spell out the name of the State, no abbreviations, such as New York.</p> <p>If changing the State:</p> <ul style="list-style-type: none"> • Use the Places look-up tool  to browse and select. <p>Or</p> <ul style="list-style-type: none"> • Use the <i>Predictive Text</i> feature to select the State by beginning to type in the State field. A list of matches will pop-up for you to select the correct one by clicking on it. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>NOTE: If using the <i>Predictive Text</i> feature, enter locality fields in order of largest entity to smallest (right to left). This process prefilters each field's entries to just those that are within the locality already selected.</p> </div>
<p>Country</p>	<p>Spell out the name of the Country, no abbreviations.</p> <p>The default Country is United States. This can be edited if the Attending Physician's address is outside of the Country.</p> <p>If changing the Country:</p> <ul style="list-style-type: none"> • Use the Places look-up tool  to browse and select. <p>Or</p> <ul style="list-style-type: none"> • Use the <i>Predictive Text</i> feature to select the Country by beginning to type in the Country field. A list of matches will pop-up for you to select the correct one by clicking on it. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>NOTE: If using the <i>Predictive Text</i> feature, enter locality fields in order of largest entity to smallest (right to left). This process prefilters each field's entries to just those that are within the locality already selected.</p> </div>
<p>Zip Code</p>	<p>Enter the five-digit zip code of the Attending Physician's address.</p>
<p><i>Deceased last seen alive by attending physician</i></p>	<p>Enter the date the decedent was last seen alive by the Attending Physician. You may enter the date as all numerals with no punctuation, or you may select the date from the Calendar tool .</p> <p><i>Guidance:</i></p> <ul style="list-style-type: none"> • If entering date as numbers, enter in the following format: 08202018. This number will automatically convert to Aug-20-2018. • If using the Calendar tool, click the Calendar icon . The Calendar tool displays the current Year and Month. If these need to be changed, select the Year first. Then select the Month. Then select the Day by clicking on the date in the calendar image. When you select the day, the selected date enters in the corresponding Date field and the Calendar tool closes.

Field Name	Description and Guidance
	<ul style="list-style-type: none"> If the date Deceased last seen alive by attending physician is <i>unknown</i>, you may leave the Date field blank. If left blank, you will then need to Override the error message that says the date last seen by attending physician should not be left blank.
Attending physician attended deceased - Start Date / End Date	<p>Enter the date range when the decedent was under the care of the Attending Physician.</p> <p>You may enter the Start and End Dates as all numerals with no punctuation, or you may select the Start and End Dates from the Calendar tool .</p> <p><i>Guidance:</i></p> <ul style="list-style-type: none"> If entering date as numbers, enter in the following format: 08202018. This number will automatically convert to Aug-20-2018. If using the Calendar tool, click the Calendar icon . The Calendar tool displays the current Year and Month. If these need to be changed, select the Year first. Then select the Month. Then select the Day by clicking on the date in the calendar image. When you select the day, the selected date enters in the corresponding Date field and the Calendar tool closes. If a dates Attending physician attended deceased is <i>unknown</i>, you may leave the Start and End Dates blank. If left blank, you will then need to Override the error message that says the Start and End Dates should not be left blank.

NOTE: Review a **Working Copy** of the *Death Certificate* to confirm case accuracy and completeness.

NOTE: After case information is complete and the case status bar indicates **Medical Valid** or **Medical Valid with Exceptions**, you will need to **Certify** (or **Coroner Certify**) the case.

The **Certify** or **Coroner Certify** page(s) are only available in the *Death Registration Menu* when case status is **Medical Valid** or **Medical Valid with Exceptions**.

To access the **Certify** or **Coroner Certify** page to Certify the case, click the **Certify** (or **Coroner Certify**) link in the *Death Registration Menu*. See the **Certify** and **Coroner Certify** sections later in this chapter.

Users who are not Certifiers may not be able to see these links because they do not have the necessary credentials or role to Certify the case.

Certify

After case information is complete and the case status bar indicates **Medical Valid** or **Medical Valid with Exceptions**, the Medical Certifier must **Certify** the case.

NOTE: Before Certifying the case, review a **Working Copy** of the *Death Certificate* to confirm case accuracy and completeness. Working Copy is available on the **Print Forms** page

The **Certify** feature in EDRS includes Affirmation statements in which the Medical Certifier attests to the accuracy and truthfulness of the information entered in the case and attests to the Certifier's authority to Certify the case. Affirming these statements represents Certifying the case. Upon Affirming these statements, EDRS inserts an electronic signature onto the *Death Certificate*. For the ME and medically licensed Coroner, this information prints out on the *Death Certificate* on the following items: 25A Signature and date blocks. For Coroner's Physician (including ME serving as Coroner's Physician), this information prints out on the *Death Certificate* on the following items: 25B Signature and date blocks.

The **Certify** page is only available in the *Death Registration Menu* when case status is **Medical Valid** or **Medical Valid with Exceptions**. If the ME/Coroner is also responsible for entering *Personal Information*, as indicated on the **Decedent** page, then the case data status must also be *Personal Valid* or *Personal Valid with Exceptions* before you can **Certify** the case.

The screenshot shows the EDRS interface for a death registration case. At the top, it says "A County DOH Test" and "Welcome back: medemo1_mu" with a "Logout" button. The main header is "New York Department of Health". The "Death Registration Menu" is on the left, with "Certify" highlighted in red. The case ID is "42635 :Firstname Lastname Aug-20-2018". The status bar shows "/Personal Invalid/Medical Valid With Exceptions/Not Registered/Unsigned/Uncertified/NA/NA/Personal Pending/Certification Required/Death Potential Duplicate/ICD Coding Required". Under "Affirmations", there are two checkboxes: "On the basis of examination and/or investigation, in my opinion, this death occurred at the time, date, and place, and due to the cause(s) and manner as stated." and "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, there are "Affirm", "Clear", and "Return" buttons.

NOTE: Users who are not Certifiers will not see the **Certify** link because they do not have the necessary credentials or role to Certify the case.

Who is Responsible for this Page:

- ME or medically licensed Coroner
- Medical Certifier, if Coroner is not medically licensed

Data Contained on this Page:

Field Name	Description and Guidance
Certify Link (on Death Registration Menu)	<p>1. Click the Certify page link on the <i>Death Registration Menu</i>.</p>  <p>The screenshot shows a vertical menu titled "Death Registration Menu". It is divided into four sections: "Personal Information" (with sub-items: Decedent, Resident Address, Family Members, Informant, Disposition, Decedent Attributes), "Medical Certification" (with sub-items: Pronouncement, Place of Death, Cause of Death, Other Factors, Injury, Certifier, and Certify), and "Other Links" (with sub-items: Comments, ME Review Case, Non-Affiliated Certification Request Review, Remove Non-Affiliated Request, Print Forms, Relinquish Case, Request Non Affiliated Certification). The "Certify" link is highlighted with a red border.</p> <div style="border: 2px solid black; padding: 5px; margin-top: 10px;"> <p>NOTE: The Certify page cannot be accessed from a Next button on the prior page, because only case content pages can be accessed from a Next button. You must click the Certify link on the <i>Death Registration Menu</i> to access the Certify page.</p> </div>

Field Name	Description and Guidance
Affirmation Statements	<p>2. Read the affirmation statement(s).</p> <div data-bbox="513 306 1414 512" style="border: 1px solid black; padding: 5px;"> <p>Affirmations</p> <p>Affirm the following:</p> <p><input checked="" type="checkbox"/> On the basis of examination and/or investigation, in my opinion, this death occurred at the time, date, and place, and due to the cause(s) and manner as stated.</p> <p><input checked="" type="checkbox"/> By submitting this information, I affirm under the penalty of perjury that I am the authorized certifier whose name will appear on this certificate.</p> <p style="text-align: right;"> <input type="button" value="Affirm"/> <input type="button" value="Clear"/> <input type="button" value="Return"/> </p> </div> <p>3. Click in the checkboxes to the left of the affirmation statement(s) to attest to the accuracy of the case and your authority to Certify.</p>
Affirm button	<p>4. Click the Affirm button at the bottom of the page to Certify the case.</p> <p>5. Click Return, or click on a desired page in the <i>Death Registration Menu</i>.</p>

Certifying of the case on this Affirmations page inserts your electronic signature onto the *Death Certificate*, which you can review as a *Working Copy* on the **Print Forms** page.

After a case has been **Certified** you cannot edit the case, but you may still view all of the case pages and you may still view and print a *Working Copy* of the *Death Certificate*.

If you need to make any changes to the case after you have Certified it, you will need to “Uncertify” the case to make your changes. See **Making Changes After Certifying – Uncertify the Case**.

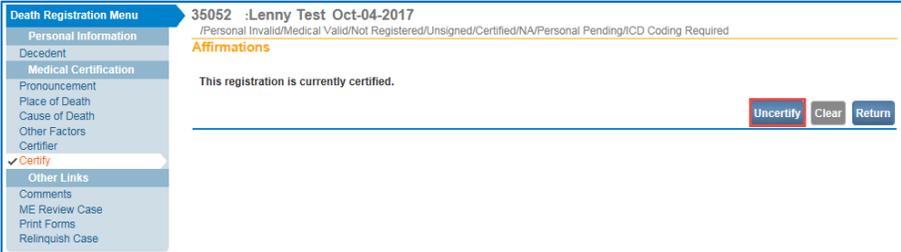
Making Changes After Certifying – Uncertify the Case

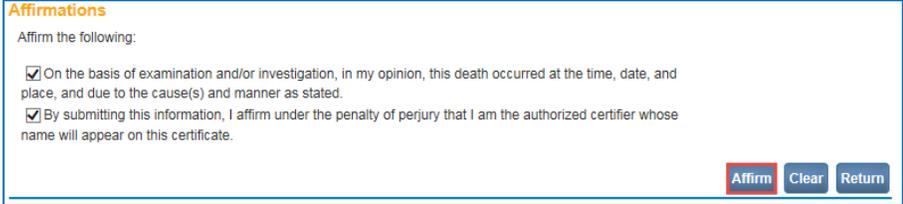
If you need to make changes to the case after the case has been Certified, and thus locked from further editing, you may be able to **Uncertify** the case to restore your editing ability. However, **Uncertify** is only available if the case has **not yet been Registered**.

Check the case status bar to determine if the case has been **Registered**.

The diagram shows two examples of case status bars. The top bar is: "/Personal Valid with Exceptions/Medical Valid **Not Registered** Unsigned/Certified/Coroner Certified/". A red callout box points to "Not Registered" with the text "Can be Uncertified". The bottom bar is: "/Personal Valid with Exceptions/Medical Valid with Exceptions **Registered** Signed/Certified/". A red callout box points to "Registered" with the text "Cannot be Uncertified".

NOTE: If the case is owned by a non-medically licensed Coroner, then if changes are needed after it has been both Medically Certified and Coroner Certified, both Certifiers will need to **Uncertify** for editing to be enabled in the case. After the changes have been made and Validated, both Certifiers will need to Certify again.

Field Name	Description and Guidance
<p>Certify Link (on Death Registration Menu)</p>	<p>1. Click the Certify page link on the <i>Death Registration Menu</i> to access the Affirmations page.</p>  <p>The screenshot shows a 'Death Registration Menu' with several sections: 'Personal Information' (Decedent, Resident Address, Family Members, Informant, Disposition, Decedent Attributes), 'Medical Certification' (Pronouncement, Place of Death, Cause of Death, Other Factors, Injury, Certifier, Certify), and 'Other Links' (Comments, ME Review Case, Non-Affiliated Certification Request Review, Remove Non-Affiliated Request, Print Forms, Relinquish Case, Request Non Affiliated Certification). The 'Certify' link is highlighted with a red border.</p>
<p>Uncertify button (on the Affirmations page)</p>	<p>2. On the Affirmations page, click the Uncertify button.</p>  <p>The screenshot shows the 'Affirmations' page for case 35052 :Lenny Test Oct-04-2017. The page displays the message 'This registration is currently certified.' and three buttons: 'Uncertify' (highlighted in red), 'Clear', and 'Return'.</p> <p>3. A message pops up asking you to confirm that you want to Uncertify the case. Click OK.</p> <p>4. Click Return, or click on the desired page in the <i>Death Registration Menu</i>.</p> <div style="border: 2px solid black; padding: 5px; margin-top: 10px;"> <p>NOTE: Uncertifying removes your electronic signature from the Working Copy of the Death Certificate, until you re-Certify the case.</p> </div>
<p>Edit Desired Fields, Validate Page</p>	<p>5. Make your desired changes in the case, and click Validate Page on each page that you edit.</p> <p>6. Review and address any Error Messages you may receive in Validation Results.</p>

Field Name	Description and Guidance
Certify Link (on Death Registration Menu)	7. When your editing is complete and all updated pages have passed Validation, click the Certify page link on the <i>Death Registration Menu</i> .
Affirmation Statements	8. Read the affirmation statement(s) and click in the adjacent checkbox(es) to attest to the accuracy of the case and your authority to Certify. 
Affirm button	9. Click the Affirm button at the bottom of the page to re-Certify the case. 10. Click Return , or click a desired page in the <i>Death Registration Menu</i> .

Coroner Certify

After case information is complete and the case status bar indicates **Medical Valid** or **Medical Valid with Exceptions**, the non-medically licensed Coroner must **Coroner Certify** the case.

NOTE: Before Coroner Certifying the case, review a **Working Copy** of the *Death Certificate* to confirm case accuracy and completeness. *Working Copy* is available on the **Print Forms** page

The **Coroner Certify** feature in EDRS includes an Affirmation statement in which the non-medically licensed Coroner attests to the accuracy and truthfulness of the information entered in the case. Affirming this statement represents Coroner Certifying the case. Upon Affirming this statements, EDRS inserts an electronic signature onto the *Death Certificate*. This information prints out on the *Death Certificate* on the following items: 25A Signature and date blocks.

The **Coroner Certify** page is only available in the *Death Registration Menu* when case status is **Medical Valid** or **Medical Valid with Exceptions**. If the non-medically licensed Coroner is also responsible for entering *Personal Information*, as indicated on the **Decedent** page, then the case data status must also be *Personal Valid* or *Personal Valid with Exceptions* before you can **Coroner Certify** the case.

A City DOH Test Welcome back: cordemo1_mu [Logout](#)

[Main](#) [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

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

Other Links

- Comments
- ME Review Case
- Print Forms
- Relinquish Case

40591 : Test Sign Jun-01-2018

/Personal Valid With Exceptions/Medical Valid With Exceptions/Not Registered/Unsigned/Certified/Coroner Uncertified/NA/Signature Required/ICD Coding Required/FIPS Coding Required/Coroner Certification Required

Affirmations

Affirm the following:

I affirm that the information entered is true and correct to the best of my knowledge.

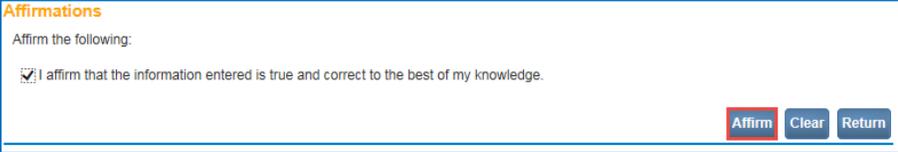
[Affirm](#) [Clear](#) [Return](#)

NOTE: Users who are not Coroner Certifiers may not be able to see the **Coroner Certify** link because they do not have the necessary credentials or role to Coroner Certify the case.

Who is Responsible for this Page:

- Non-medically licensed Coroner

Data Contained on this Page:

Field Name	Description and Guidance
<p>Coroner Certify Link (on Death Registration Menu)</p>	<p>1. Click the Coroner Certify page link on the <i>Death Registration Menu</i> to access the Affirmations page.</p>  <p>Death Registration Menu</p> <ul style="list-style-type: none"> Personal Information <ul style="list-style-type: none"> Decedent Resident Address Family Members Informant Disposition Decedent Attributes Medical Certification <ul style="list-style-type: none"> Pronouncement Place of Death Cause of Death Other Factors Injury Certifier Certify Coroner Certify Other Links <ul style="list-style-type: none"> Comments ME Review Case Non-Affiliated Certification Request Review Remove Non-Affiliated Request Print Forms Relinquish Case Request Non Affiliated Certification <p>NOTE: The Coroner Certify page cannot be accessed from a Next button on the prior page, because only case content pages can be accessed that way. You must click the Coroner Certify link on the <i>Death Registration Menu</i> to access the page.</p>
<p>Affirmation Statement</p>	<p>2. Read the affirmation statement, and click in the adjacent checkbox to attest to the accuracy of the case.</p>  <p>Affirmations</p> <p>Affirm the following:</p> <p><input checked="" type="checkbox"/> I affirm that the information entered is true and correct to the best of my knowledge.</p> <p>Affirm Clear Return</p>
<p>Affirm Button</p>	<p>3. Click the Affirm button at the bottom of the page.</p> <p>4. Click Return, or click on a desired page in the Death Registration Menu.</p>

Coroner Certifying of the case on this Affirmations page inserts your electronic signature onto the *Death Certificate*, which you can review as a *Working Copy* on the **Print Forms** page.

After a case has been **Coroner Certified** you cannot edit the case, but you may still view the case pages and view and print a *Working Copy* of the *Death Certificate*.

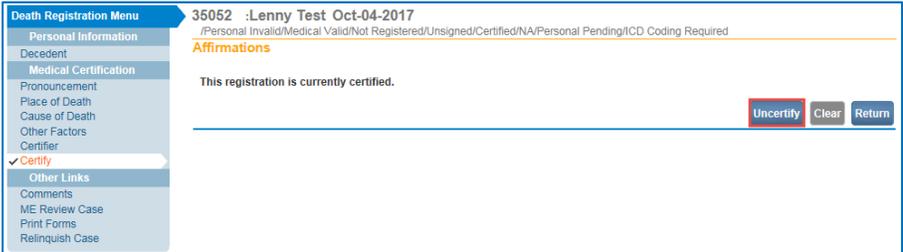
Making Changes After Coroner Certifying – Coroner Uncertify the Case

If you need to make changes to the case after the case has been **Coroner Certified**, and thus locked from further editing, you may be able to **Coroner Uncertify** the case to restore your editing ability. However, **Coroner Uncertify** is only available if the case has **not yet been Registered**.

Check the case status bar to determine if the case has been **Registered**.



NOTE: If the case has been both **Medically Certified** and **Coroner Certified**, both of these Certifiers will need to **Uncertify** for editing to be enabled in the case. After the changes have been made and Validated, both Certifiers will need to Certify again.

Item/Field Name	Description and Guidance
<p>Coroner Certify Link (on Death Registration Menu)</p>	<p>1. Click the Coroner Certify page link on the <i>Death Registration Menu</i> to access the Affirmations page.</p>  <p>The screenshot shows a vertical menu titled "Death Registration Menu". It is divided into sections: "Personal Information" (Decedent, Resident Address, Family Members, Informant, Disposition, Decedent Attributes), "Medical Certification" (Pronouncement, Place of Death, Cause of Death, Other Factors, Injury, Certifier, Certify), "Coroner Certify" (highlighted with a red border), and "Other Links" (Comments, ME Review Case, Non-Affiliated Certification, Request Review, Remove Non-Affiliated Request, Print Forms, Relinquish Case, Request Non Affiliated Certification).</p>
<p>Uncertify button (on the Affirmations page)</p>	<p>2. On the Affirmations page, click the Coroner Uncertify button.</p>  <p>The screenshot shows the "Affirmations" page for case 35052. The left sidebar shows the "Death Registration Menu" with "Certify" checked. The main content area displays "35052 :Lenny Test Oct-04-2017" and "Affirmations". Below this, it says "This registration is currently certified." and has three buttons: "Uncertify" (highlighted in red), "Clear", and "Return".</p> <p>3. A message pops up asking you to confirm that you want to Uncertify the case. Click OK.</p> <p>4. Click Return, or click on the desired page in the <i>Death Registration Menu</i>.</p> <div style="border: 2px solid black; padding: 5px; margin-top: 10px;"> <p>NOTE: Uncertifying removes your electronic signature from the Working Copy of the Death Certificate, until you re-Certify the case.</p> </div>
<p>Edit Desired Fields, Validate Page</p>	<p>5. Make your desired changes in the case, and click Validate Page on each page that you edit.</p> <p>6. Review and address any Error Messages you may receive in Validation Results.</p>

Item/Field Name	Description and Guidance
Certify Link (on Death Registration Menu)	7. When your editing is complete and all updated pages have passed Validation, click the Certify page link on the <i>Death Registration Menu</i> .
Affirmation Statements	<p>8. Read the affirmation statement(s) and click in the adjacent checkbox(es) to attest to the accuracy of the case and your authority to Certify.</p> <div data-bbox="511 512 1414 720" style="border: 1px solid #0070C0; padding: 5px;"> <p>Affirmations</p> <p>Affirm the following:</p> <p><input checked="" type="checkbox"/> On the basis of examination and/or investigation, in my opinion, this death occurred at the time, date, and place, and due to the cause(s) and manner as stated.</p> <p><input checked="" type="checkbox"/> By submitting this information, I affirm under the penalty of perjury that I am the authorized certifier whose name will appear on this certificate.</p> <p style="text-align: right;"> <input type="button" value="Affirm"/> <input type="button" value="Clear"/> <input type="button" value="Return"/> </p> </div>
Affirm button	<p>9. Click the Affirm button at the bottom of the page to re-Certify the case.</p> <p>10. Click Return, or click a desired page in the <i>Death Registration Menu</i>.</p>

11. Other Links Pages in the Death Registration Menu

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.

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
Certify
Other Links
Comments
ME Review Case
Non-Affiliated Certification
Request Review
Remove Non-Affiliated
Request
Print Forms
Relinquish Case
Request Non Affiliated
Certification

Menu Section	Description and Guidance
Other Links	<ul style="list-style-type: none"> • Comments • ME Review Case • Non-Affiliated Certification Request Review Available to Medical Certifiers, MEs and medically licensed Coroners when a case owner has issued a <i>Request for Non-Affiliated Medical Certification</i>. A <i>Request for Non-Affiliated Certification</i> may be issued by a non-medically licensed Coroner or by a medical facility. • Remove Non-Affiliated Request Available after a Request for Non-Affiliated Certification has been issued by a non-medically licensed Coroner, ME/Coroner Staff member, or medical facility, and the Request has not been accepted or declined by the non-affiliated Medical Certifier. • Print Forms • Relinquish Case • Request Non-Affiliated Certification Available to non-medically licensed Coroners and all ME/Coroner Staff.

Comments

The **Comments** feature is available in the *Other Links* section of the *Death Registration Menu*.



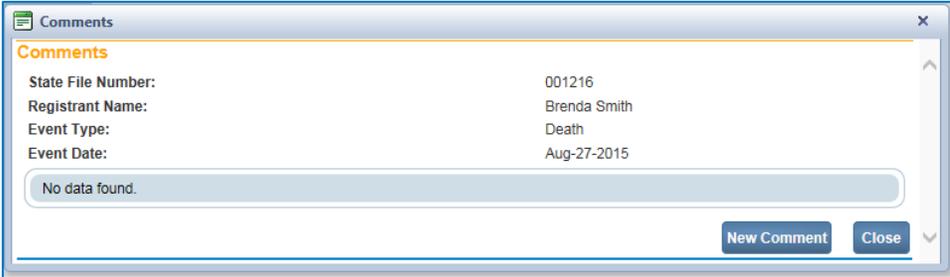
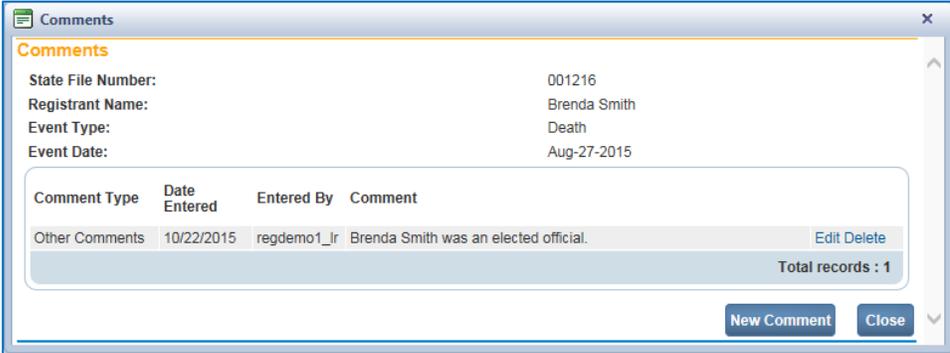
Use **Comments** to enter special information or actions about the case. Comments may be used to provide extra information about the case. For example, a Comment is typically added to document Cremation Clearance in jurisdictions that require it. Comments do not print out on the *Death Certificate* or *Burial Transit Permit*. They are intended for case communications and historical purposes.

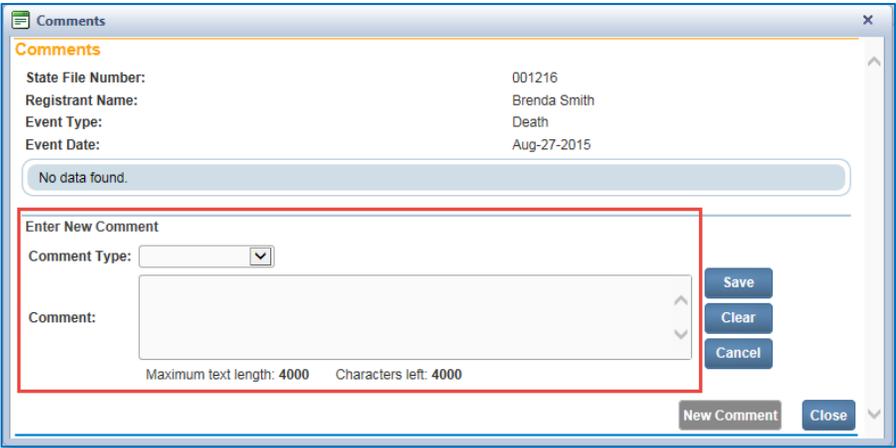
All users who have access to the case can view Comments that have been added to the case. When a comment has been added and saved in a case, a black checkmark symbol ✓ appears at Comments on the *Death Registration Menu*.

Who Can Access This Feature:

- ME/Coroners and ME/Coroner staff
- Medical Certifiers and medical facility users
- Funeral Directors and funeral firm users
- Local Registrars, Deputy Registrars, and Sub-registrars

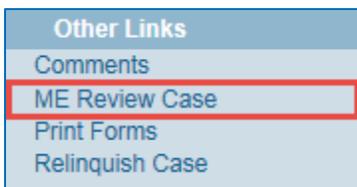
How to Use This Feature:

Action	Description and Guidance
<p>Other Links > Comments</p>	<p>The Comments page lists any existing Comments that have been saved in the case, along with some case information.</p> <p>Example: No Comments exist:</p>  <p>Example: One prior Comment exists:</p>  <ul style="list-style-type: none"> • Edit link - The page expands to display the existing Comment, allowing you to edit/update its contents. • Delete link - Removes the existing Comment from the case.

Action	Description and Guidance
<p>New Comment button</p>	<p>1. Click the New Comment button to add a new Comment to the case. The window expands to display data entry fields.</p>  <p>2. In the Comment Type field, use the drop-down arrow to select Other Comments. (The types of Comments available to you is determined by your EDRS Role.)</p> <p>3. Click in the Comment field, and enter your comment text.</p>
<p>Save button</p>	<p>4. After entering a new Comment or editing an existing Comment, click the Save button to save your new or edited comment.</p>
<p>Close button</p>	<p>5. Click the Close button to close the Comments page and return to the case.</p> 

ME Review Case

The **ME Review Case** feature is available in the *Other Links* section of the *Death Registration Menu*.



The **ME Review Case** feature used for two purposes:

- To **Accept** or **Decline** ownership of a case that has been transferred to the ME/Coroner by a medical facility using the **Refer to Medical Examiner** feature
- To **Take Control** (take ownership) of a case currently owned by a different office, such as a medical facility which has *not referred* the case to the ME/Coroner. This may be used if a medical facility created and currently owns a case that should be an ME/Coroner-owned case.

NOTE: ME Review Case should not be confused with **Non-Affiliated Certification Request Review**.

- **ME Review Case** *transfers case ownership* to you. Once you Accept ownership, the original owner can no longer edit the case and will not be able to Certify the case.
- **Non-Affiliated Certification Request Review** allows you to serve as Medical Certifier on the case, but not own the case. The original case owner remains as owner. If the owner is a non-medically licensed Coroner, then the Coroner remains as Coroner Certifier on the case while the ME or medically licensed Coroner who Accepted the **Request for Non-Affiliated Certification** becomes the Medical Certifier on the case.

The **Non-Affiliated Certification Request Review** page link is only available when a **Request Non-Affiliated Certification** has been issued to you.

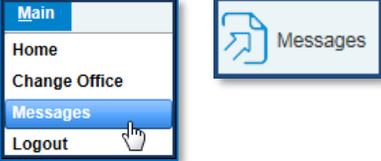
ME Review Case: Accept or Decline a Referral to ME/Coroner

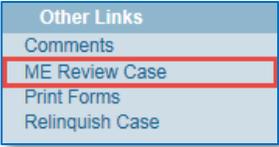
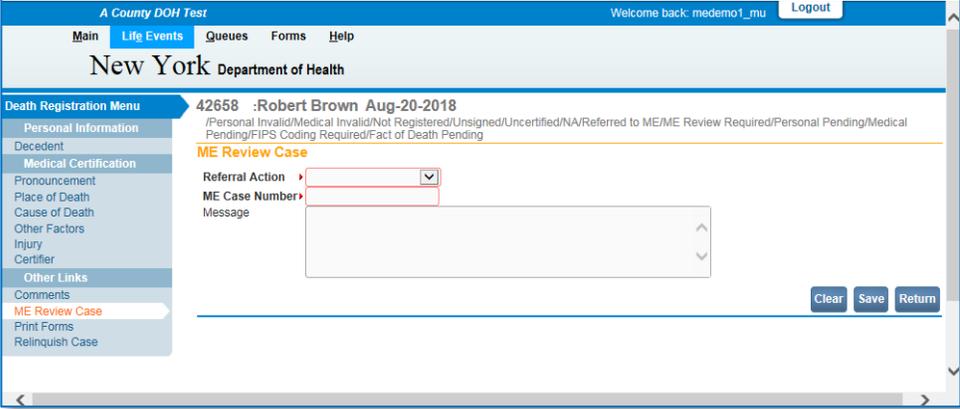
Use this procedure when an existing case is being transferred to your office via the **Refer to Medical Examiner** feature. When **Refer to Medical Examiner** has been issued to you, you will receive a Message in EDRS requesting your review of the referred case.

Who Can Access This Feature:

- ME/Coroners
- ME/Coroner staff

How to Use This Feature:

Action	Description and Guidance
<p>Main > Messages</p>	<p>When case ownership is being transferred to the ME/Coroner's office via the Refer to Medical Examiner feature, the ME/Coroner will receive a Message about the referral. The message includes a direct link into the case.</p> <ol style="list-style-type: none"> From the EDRS home page, go to your Messages page.  <ol style="list-style-type: none"> On the Messages page locate a case inviting you to please review the case that was referred to you. <p>The message text gives the Case ID number, the decedent's name, Date of Death, and the name of the office/facility that referred the case to you.</p> 
<p>Access the Case</p>	<ol style="list-style-type: none"> In the message text, click the decedent's name link at the end of the message. The link takes you directly into the case. <p>You cannot yet edit the case, but you can review all pages.</p>
<p>View the Case Data to Determine if You Should Own the Case</p>	<ol style="list-style-type: none"> Use the page links in the <i>Death Registration Menu</i> to view the information already entered on the <i>Medical Certification</i> pages to determine if you should Accept or Decline the referral. <div style="border: 2px solid black; padding: 5px; margin: 10px 0;"> <p>NOTE: Accepting the referred case transfers case ownership to you. The original owner will no longer have access to the case.</p> </div> <p><i>Guidance:</i></p> <ul style="list-style-type: none"> As ME/Coroner you would Accept if you should own the case and become the Certifier on the <i>Death Certificate</i> based on the circumstances of the death. You would Decline if you find it not necessary for you to become the Certifier on the <i>Death Certificate</i>.

Action	Description and Guidance
<p>Other Links > ME Review Case</p>	<p>5. Click ME Review Case in the <i>Other Links</i> section of the <i>Death Registration Menu</i>.</p> 
<p>Accept or Decline the Case</p>	 <p>6. In the Referral Action field, use the drop-down list to select:</p> <ul style="list-style-type: none"> ○ Accept Referral, or ○ Decline Referral <p>7. In the ME Case Number field, assign a reference number for this case according to the established case tracking process in your office.</p> <p>8. In the Message field, an automatic message has filled in indicating your selected Referral Action – Accept or Decline. You may customize/add to the message by clicking in the message field at the end of the system-generated message, and typing in any additional message text you want to include.</p>

Action	Description and Guidance
Save button	<p>9. Click the Save button to save the action and send a message back to the originator.</p>  <p><i>Guidance:</i></p> <p><i>If you Accepted the referral:</i></p> <ul style="list-style-type: none"> • The case has now been transferred to you, and you now have full editing rights in the case. • Click on the Decedent page link in the <i>Death Registration Menu</i> to begin working in the case now. • For future access to this case you may use Death > Locate Case and your Work Queue. <p><i>If you Declined the referral:</i></p> <ul style="list-style-type: none"> • The original case owner still owns the case. You can view the case, but you cannot edit it. • Click the Return button to go back to your Messages, or click Main > Home in the top menu bar to go to the EDRS home page. • For future viewing of this case, use Death > Start/Edit New Case.

ME Review Case: Take Control of a Case Owned by a Medical Facility

Use this procedure on an existing case to take case ownership away from the current owner. A typical use for this is when a medical facility has created a case and currently owns the case. They may have made the pronouncement of death, but you feel the case needs to be owned and Certified by the ME/Coroner instead of a Medical Certifier at the hospital or nursing home.

Another use for this may be when a death occurs at home. The decedent's physician or other visiting health care provider may have created the case and provided some of the medical information, but because it was an unattended death you may need to Certify the *Death Certificate*. In that situation, if the current case owner has not yet transferred the case to you using the **Refer to Medical Examiner** feature, you can simply **Take Control of Case**.

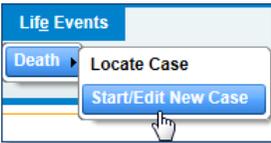
Take Control of Case requires that you Search for the case using **Start/Edit New Case**. To conduct the search you will need to know the following:

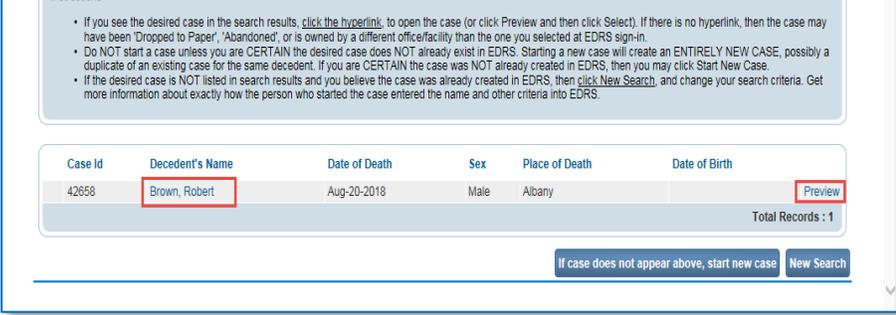
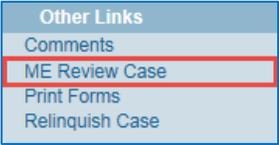
- Decedent's first and last names as entered into the case
- Date of Death (for unattended deaths, they case may have an estimated Date of Death at this time)
- Sex

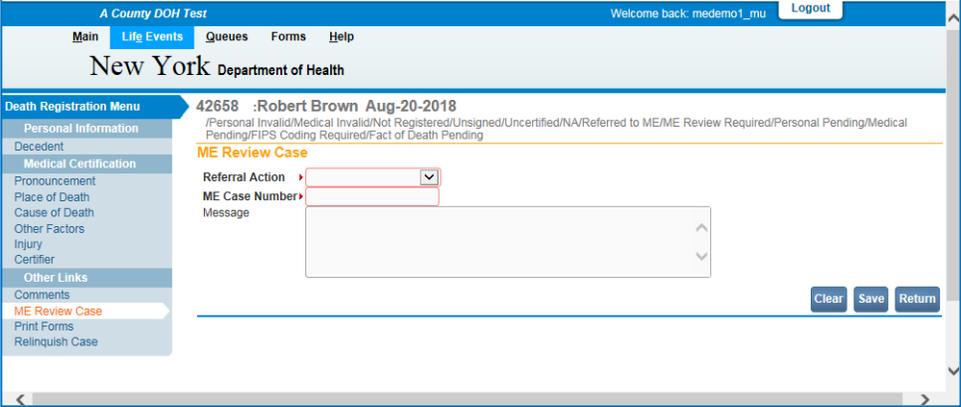
Who Can Access This Feature:

- ME/Coroners
- ME/Coroner staff

How to Use This Feature:

Action	Description and Guidance
<p>Death > Start/Edit New Case</p>	<p>1. To search for an existing case, use Start/Edit New Case:</p> <ul style="list-style-type: none"> ○ Click Life Events in the top menu bar, then click Death, and then click Start/Edit New Case.  <ul style="list-style-type: none"> ○ Or in the <i>Fast Links</i> on the EDRS home page, click Death Start/Edit New Case. 
<p>Enter Search Criteria</p>	<ul style="list-style-type: none"> • Enter your search criteria. Enter just the required fields for best search results. The <i>required fields</i> are outlined in red: First and Last names, Date of Death, and Sex.  <p>2. Click the Search button.</p>

Action	Description and Guidance
<p>Access the Case</p>	<p>3. In the Search Results, click the Decedent's Name access the case. You cannot yet edit the case, but you can review all pages.</p>  <p>Guidance:</p> <ul style="list-style-type: none"> If you are not sure if a case in Search Results is the desired case, you can click Preview on the right side of the page to view a summary of the case.
<p>View the Case Data to Determine if You Should Own the Case</p>	<p>4. When viewing the case, use the page links in the <i>Death Registration Menu</i> to view the information already entered on the <i>Medical Certification</i> pages to determine if you should Take Control of Case.</p> <div style="border: 2px solid black; padding: 5px; margin: 10px 0;"> <p>NOTE: Taking control of the case takes ownership away from the current owner, transferring ownership to you. The original owner will no longer have access to the case.</p> </div> <p>Guidance:</p> <p>As ME/Coroner you would Take Control of Case if you should own the case and become the Certifier on the <i>Death Certificate</i> based on the circumstances of the death.</p>
<p>Other Links > ME Review Case</p>	<p>5. To proceed with taking ownership of the case, click ME Review Case in the <i>Other Links</i> section of the <i>Death Registration Menu</i>.</p> 

Action	Description and Guidance
<p>Take Control of the Case</p>	 <p>6. In the Referral Action field, use the drop-down list to select Take Control of Case.</p> <p>7. In the ME Case Number field, assign a reference number for this case according to the established case tracking process in your office.</p> <p>8. In the Message field, an automatic message has filled in indicating that you have reviewed the case and are taking control of it. You may customize/add to the message by clicking in the message field at the end of the system-generated message, and typing in any additional message text you want to include.</p>
<p>Save button</p>	<p>9. Click the Save button to save the action and send a message back to the original owner of the case.</p>  <p><i>Guidance:</i></p> <ul style="list-style-type: none"> • The case has now been transferred to you, and you now have full editing rights in the case. • Click on the Decedent page link in the <i>Death Registration Menu</i> to begin working in the case now. • For future access to this case you may use Death > Locate Case and your Work Queue.

Non-Affiliated Certification Request Review – Accept or Decline a Request

The **Non-Affiliated Certification Request Review** feature is available under specific circumstances in the *Other Links* section of the *Death Registration Menu*.



The purpose of **Non-Affiliated Certification Request Review** is for a Medical Certifier (including ME/medically licensed Coroner) to **Accept** or **Decline** a **Request for Non-Affiliated Certification**. The **Non-Affiliated Certification Request Review** feature is only available to an ME, medically licensed Coroner, Coroner-designated physician, or other licensed Medical Certifier after a **Request Non-Affiliated Certification** has been issued to that individual.

A non-medically licensed Coroner uses **Request Non-Affiliated Certification** to share a case with a Medical Certifier or ME who is not directly affiliated with the Coroner's office. *Non-affiliated* means the Medical Certifier does not have an EDRS role assigned at that office.

NOTE: An ME or medically licensed Coroner should only receive this type of Request from a non-medically licensed Coroner.

A medical facility where a death occurred can also issue a **Request Non-Affiliated Certification** to a Medical Certifier who is not directly affiliated with their facility. However, they should not use that feature to involve an ME/Coroner in a case that they own.

Guidance:

- As ME/medically licensed Coroner, if you receive a **Request Non-Affiliated Certification** from a medical facility or health care practitioner, you should first **Decline** that request. Then after Declining, if it is appropriate for you to be Certifier on the case, you should own the case. Use **ME Review Case to Take Control of Case**, thereby transferring ownership to you.

ME Review Case vs. Non-Affiliated Certification Request Review

The key difference between this feature and the **ME Review Case** feature is:

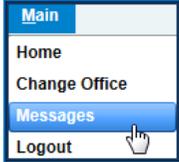
- **Non-Affiliated Certification Request Review** adds a Medical Certifier to the case while the case remains owned and fully accessible by the original owner. When the Request Non-Affiliated Certification is issued by a non-medically licensed Coroner, the case has two Certifiers: the Coroner and the Medical Certifier (or ME).

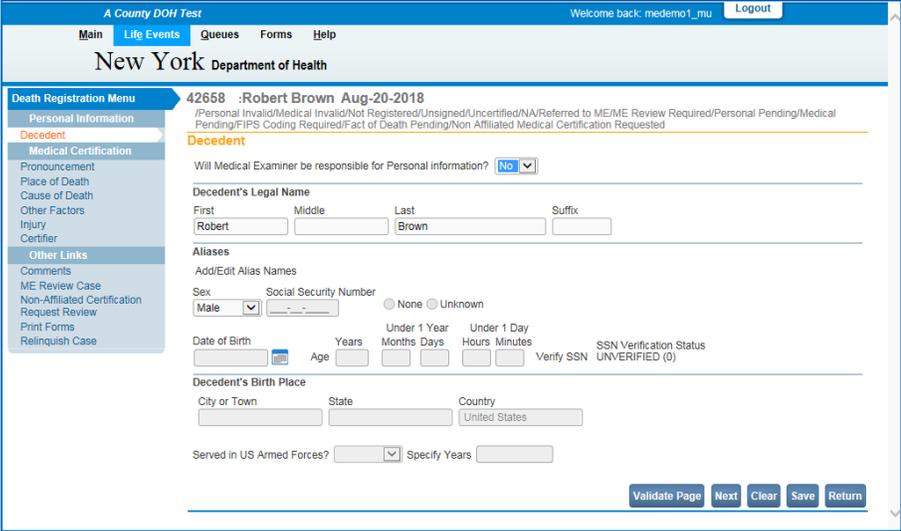
- **ME Review Case** transfers case ownership to the ME/Coroner, removing the original owner’s access to the case.

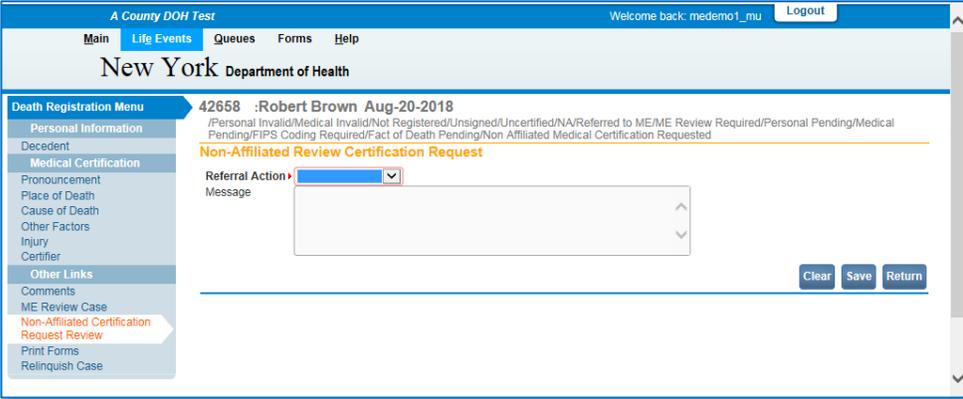
Who Can Access This Feature:

- MEs and medically licensed Coroners who receive a **Request for Non-Affiliated Certification**
- Medical Certifiers

How to Use This Feature:

Action	Description and Guidance								
<p>Main > Messages</p>	<p>When a Request Non-Affiliated Certification has been issued by a non-medically licensed Coroner or a medical facility that owns the case, the recipient of the Request will receive a Message about the Request. The message includes a direct link into the case.</p> <ol style="list-style-type: none"> 1. From the EDRS home page, go to your Messages page. <div style="display: flex; justify-content: space-around; align-items: center; margin: 10px 0;">   </div> 2. On the Messages page, locate the case inviting you to complete the medical certification. The message text gives the Case ID number, the decedent’s name, and the Date of Death. <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p style="margin: 0;">Messages Send Message Remove from List</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">From</th> <th style="width: 60%;">Message Text</th> <th style="width: 15%;">Date Sent</th> <th style="width: 10%;"></th> </tr> </thead> <tbody> <tr> <td>Eric Edrsb</td> <td>Please complete the medical certification for: Case Id: 42658 - Robert Brown, Date of Death: Aug-20-2018 Brown, Robert</td> <td>9/7/2018 7:47:26 PM</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table> </div> 	From	Message Text	Date Sent		Eric Edrsb	Please complete the medical certification for: Case Id: 42658 - Robert Brown, Date of Death: Aug-20-2018 Brown, Robert	9/7/2018 7:47:26 PM	<input type="checkbox"/>
From	Message Text	Date Sent							
Eric Edrsb	Please complete the medical certification for: Case Id: 42658 - Robert Brown, Date of Death: Aug-20-2018 Brown, Robert	9/7/2018 7:47:26 PM	<input type="checkbox"/>						

Action	Description and Guidance
<p>Access the Case</p>	<p>3. In the message text, click the decedent's name link at the end of the message. The link takes you directly into the case.</p> <p>You cannot yet edit the case, but you can review all <i>Medical Certification</i> pages.</p> 
<p>View the Case Data to Determine if You Should Become the Medical Certifier</p>	<p>4. Use the page links in the <i>Death Registration Menu</i> to view the information already entered on the <i>Medical Certification</i> pages to determine if you should Accept or Decline the Request.</p> <p><i>Guidance:</i></p> <ul style="list-style-type: none"> • If the Request was issued by a non-medically licensed Coroner, then as ME, medically licensed Coroner, or Medical Certifier, when you Accept you become the Coroner's Physician named in the lower portion of the Certifier page, and the Coroner who owns the case will be the Certifier named at the top of the Certifier page. • You would Decline the Request if you feel you are not the appropriate Certifier for the case. • You would also Decline the Request if it was issued by a medical facility or health care practitioner to an ME or medically licensed Coroner. As ME/Coroner, if your Certification is necessary on a case currently owned by a medical facility or health care practitioner, then you need to take ownership of the case instead of being an adjunct Certifier on the case. Under this scenario, after Declining the Request you would Take Control of Case using ME Review Case.

Action	Description and Guidance
<p>Other Links > Non-Affiliated Certification Request Review</p>	<p>5. Click Non-Affiliated Certification Request Review in the <i>Other Links</i> section of the <i>Death Registration Menu</i>.</p> 
<p>Accept or Decline the Request</p>	 <p>6. In the Referral Action field, use the drop-down list to select:</p> <ul style="list-style-type: none"> ○ Accept Request, or ○ Decline Request <p>7. In the Message field, an automatic message has filled in indicating your selected Referral Action – Accept or Decline. You may customize/add to the message by clicking in the message field at the end of the system-generated message, and typing in any additional message text you want to include.</p> <p><i>Guidance:</i></p> <ul style="list-style-type: none"> • If you are Declining a Request, you should customize the Message to inform the requester of your reasons for Declining.
<p>Save button</p>	<p>8. Click the Save button to save the action and send a message back to the requester.</p>  <p><i>Guidance:</i></p> <p><i>If you Accepted the referral:</i></p> <ul style="list-style-type: none"> • You are now the Medical Certifier on the case, designated as Coroner's Physician. You now have full editing rights in the case.

Action	Description and Guidance
	<ul style="list-style-type: none"> Click on the Decedent page link in the <i>Death Registration Menu</i> to begin working in the case now. For future access to this case you may use your Work Queues, or Messages, or Death > Start/Edit New Case. Because you do not own the case, you <i>cannot</i> use Locate Case to access it. Your information has automatically been filled in on the Coroner's Physician section of the Certifier page. <p><i>If you Declined the referral:</i></p> <ul style="list-style-type: none"> Click the Return button to go back to your Messages, or click Main > Home in the top menu bar to go to the EDRS home page.

Remove Non-Affiliated Request

The **Remove Non-Affiliated Request** feature is available under specific circumstances in the *Other Links* section of the *Death Registration Menu*.



The purpose of **Remove Non-Affiliated Request** is to enable a previously issued **Request Non-Affiliated Certification** to be withdrawn (canceled). This link becomes available to **non-medically licensed Coroners** and **medical facilities** only after they have issued a **Request for Non-Affiliated Certification** while the request *has not yet been Accepted or Declined*. (MEs and medically licensed Coroners do not have this link on their *Death Registration Menu*.)

Examples of When This Feature Might be Used:

- A non-medically licensed Coroner has issued a **Request Non-Affiliated Certification** to a physician whom is not available to complete the requested Medical Certification. The Coroner should use **Remove Non-Affiliated Request** to withdraw the original Request so that a Request can be issued to a different Medical Certifier.
- A nursing home or hospital has issued a **Request Non-Affiliated Certification** to a Medical Certifier believed to be the decedent's primary care physician. The Requester then discovers that the Request was issued to the incorrect physician. Rather than waiting for the Requested physician to Decline the Request, the nursing home or hospital can use **Remove Non-Affiliated Request** to withdraw the original Request so they can issue a new Request to the correct primary care physician.

- A hospital issues a **Request Non-Affiliated Certification** to an ME/Coroner for a non-natural death. Instead of just sharing the case with the ME/Coroner, the hospital should have used the **Refer to Medical Examiner** feature to transfer case ownership to the ME/Coroner. The hospital can use **Remove Non-Affiliated Request** to withdraw the original Request, and then use **Refer to Medical Examiner** to transfer the case to the appropriate ME/Coroner.

Who Can Access This Feature:

- Non-medically licensed Coroners
- ME/Coroner staff
- Medical Certifiers and medical facility users

How to Use This Feature:

Action	Description and Guidance
<p>Other Links > Remove Non-Affiliated Request</p>	<p>The Remove Non-Affiliated Request feature is only available after a Request Non-Affiliated Certification has been issued to a Medical Certifier who has not yet Accepted or Declined the Request.</p> <p>Verify in the case status bar that the Request has been issued and is still pending (not yet Accepted or Declined). Status will include: <i>Non Affiliated Medical Certification Requested</i>.</p> <div data-bbox="467 978 1414 1052" style="border: 1px solid black; padding: 5px;"> <p>42661 :Robert Brown Sep-10-2018 /Personal Invalid/Medical Invalid/Not Registered/Unsigned/Uncertified/Coroner Uncertified/NA/Personal Pending/Medical Pending/Cause of Death Pending/FIPS Coding Required Non Affiliated Medical Certification Requested</p> </div> <p><i>To Withdraw/Cancel the Request:</i></p> <ol style="list-style-type: none"> 1. Access the case in EDRS, and click Remove Non-Affiliated Request. <div data-bbox="513 1171 781 1404" style="border: 1px solid black; padding: 5px;"> <p>Other Links</p> <ul style="list-style-type: none"> Comments ME Review Case <li style="border: 2px solid red;">Remove Non-Affiliated Request Print Forms Relinquish Case Request Non Affiliated Certification </div> <ol style="list-style-type: none"> 2. A confirmation message appears for you to verify you want to withdraw the existing request for non-affiliated certification. The message includes the name and title of the Medical Certifier who received the Request for Non-Affiliated Certification. <div data-bbox="513 1572 1414 1780" style="border: 1px solid black; padding: 5px;"> <p>Remove From Certifier Case</p> <p>Remove Non Affiliated Request</p> <p>Please verify that you wish to withdraw the following request for certification from the case. Bieg MD as Org Doctor of Medicine 898989 Select OK to remove the request for certification. Select Cancel to retain the request.</p> <p style="text-align: right;">OK Cancel</p> </div>

Action	Description and Guidance
OK button	<p>Click OK to proceed with withdrawing the existing Request Non-Affiliated Certification.</p> <p>Case status of Non Affiliated Medical Certification Requested is now removed from the case status bar. The case is available to be Medically Certified by a different Certifier, affiliated or non-affiliated with the office that owns the case.</p>

Print Forms

The **Print Forms** feature is available in the *Other Links* section of the *Death Registration Menu*.



Who Can Access This Feature:

- ME/Coroners and ME/Coroner staff
- Medical Certifiers and medical facility users
- Funeral Directors and funeral firm users
- Local Registrars, Deputy Registrars, and Sub-registrars

How to Use This Feature:

The following printable forms are available within a case in EDRS.

Option	Description and Guidance
Working Copy of Certificate	<p>Generates a current draft copy of the case, formatted in <i>Death Certificate</i> form. The Working Copy is used for internal review of the case to help easily spot omissions and errors.</p> <p>All Signers/Certifiers should review a Working Copy of the <i>Death Certificate</i> before Signing/Certifying the case to verify that all information is complete and accurate.</p> <p>The Working Copy generates as an Adobe® Acrobat® PDF file that requires you have Adobe Acrobat installed on your computer to view and print the <i>Certificate</i>. Upon clicking the link to Working Copy, your internet browser application may prompt you to Open or Save the file. Choose Open to view the Working Copy Certificate on your computer screen, and then you may use Acrobat's print option to print out the draft <i>Certificate</i> on your local computer printer.</p> <p>A Working Copy of a <i>Death Certificate</i> may be generated at any time by any EDRS user who can access the case. Depending on current case status, the Working Copy will include electronic signatures of the Medical Certifier and Funeral Director, if they have already Certified/Signed the case. A Registrar's electronic signature is never included on a Working Copy.</p> <p>The Working Copy contains a "watermark" message in the left margin of the Certificate indicating that it is not the official <i>Death Certificate</i> unless signed by the Registrar.</p>
Burial Permit	<p>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 <i>Death Certificate</i> is registered. Contact the Registrar if the permit needs to be reprinted.</p>
Vault Copy	<p>Displays for the <u>Registrar only</u> after the case has been Registered, and represents the official <i>Death Certificate</i>. This is the version used to generate copies for electronically filed cases if requested. The vault copy should also be printed and filed by the Local Registrar's office to be a source for corrections.</p>
Drop to Paper	<p>The <i>Drop to Paper</i> option in EDRS allows a case to be started electronically, and then converted to a non-electronic case after it is partially completed. Dropping a case to paper is <i>not</i> simply a print-out of the <i>Death Certificate</i>; this option locks the electronic case so that it cannot be completed electronically.</p> <p>The Drop to Paper option should rarely be used. It is only appropriate to use the Drop to Paper option when another party who needs to work on the case is not able to use EDRS to complete their portion of the <i>Death Certificate</i> electronically. Drop to Paper is only available when the case is owned by one office/facility, and the case has been Certified or Signed.</p> <p><i>Examples of Appropriate Use of the Drop to Paper Option:</i></p> <ol style="list-style-type: none"> 1. A medical facility where a death occurred has completed and certified their portion of the case. A <i>Funeral Firm</i> has not been engaged to handle disposition or transport of the body. <ol style="list-style-type: none"> a. The body will be held at the medical facility for now. b. The medical facility may Drop to Paper, and provide the Drop to Paper print-out to the Local Registrar to Register the case on paper, external to EDRS. The Drop to Paper print-out becomes the official <i>Death Certificate</i>.

Option	Description and Guidance
	<p>c. On the Drop to Paper print-out the Method of Disposition will be manually entered as Hold.</p> <p>d. The Local Registrar will issue a Hold permit to the medical facility.</p> <p>e. When a Funeral Firm as available to pick up the body and proceed with disposition, they will submit a Correction/Amendment on paper using the established paper process for submitting corrections.</p> <p>2. A Medical Examiner/Coroner (ME/Coroner) has possession of a body in which the circumstances of the death or the identity of the decedent are under investigation. Disposition is delayed while the investigation is pending. <i>A Funeral Firm has not been engaged to handle disposition or transport of the body.</i></p> <p>In this scenario the ME/Coroner may choose Drop to Paper, or they may choose to continue the case electronically. See Note below for the fully electronic option.</p> <p><i>If choosing Drop to Paper:</i></p> <p>a. The body will be held at the Medical Examiner's facility/lab while under investigation.</p> <p>b. The ME/Coroner may choose to Drop to Paper, and provide the Drop to Paper print-out to the Local Registrar in the district where the death occurred. The Local Registrar will Register the case on paper, external to EDRS. The Drop to Paper print-out becomes the official <i>Death Certificate</i>.</p> <p>c. On the Drop to Paper print-out the Method of Disposition will be manually entered as Hold.</p> <p>d. The Local Registrar will issue a <i>Burial Permit</i> to the ME/Coroner that specifies <i>Hold</i>. (Some offices/facilities may refer to this as a <i>Hold Permit</i>.)</p> <p>e. When the investigation is complete and a Funeral Firm has been engaged to handle disposition or transport, the Funeral Director will submit a Correction/Amendment on paper using the established paper process for submitting corrections.</p> <div style="border: 2px solid black; padding: 5px; margin: 10px 0;"> <p>NOTE: An ME/Coroner does not need to Drop to Paper under this scenario. Instead, they may keep the case entirely electronic by taking responsibility for the <i>Personal Information</i> (on the Decedent page), and then completing the known personal information while entering Unknown for information that is not yet known. In the electronic case you will enter Hold as the Method of Disposition. The Local Registrar will be able to Register the case electronically. When Method of Disposition is Hold, you will need to obtain a Hold permit (<i>Burial Transit Permit</i>) from the Local Registrar.</p> </div> <p>3. A Medical Facility or ME/Coroner completes a case electronically. <i>Disposition will be handled by a Funeral Director/Funeral Firm that is not set up in EDRS.</i></p> <p>a. The Funeral Director transports the body to the Funeral Firm to prepare for Disposition.</p>

Option	Description and Guidance
	<ul style="list-style-type: none"> b. Because the Funeral Director and Funeral Firm are not yet set up in EDRS, the medical owner of the case Drops to Paper after they Certify the case, and they deliver the Drop to Paper print-out to the Funeral Director. c. The Funeral Director manually completes the personal and disposition information of the Death Certificate on the Drop to Paper print-out. d. The Funeral Director delivers the completed and signed Drop to Paper print-out to the Local Registrar in the district where the death occurred. e. The Local Registrar manually signs the Drop to Paper print-out, and manually issues a Burial Transit Permit on paper to the Funeral Director. f. The Local Registrar delivers the manually completed and signed Drop to Paper print-out to NYS. <p>The Drop to Paper option is located on the Print Forms page within an EDRS case. For Drop to Paper to be available, the case must have been Certified or Signed, and the case can currently have only one owner – either a medical owner (medical facility or ME/Coroner), or a personal owner (funeral firm), but not both. The Drop to Paper link is <i>not available</i> when these conditions have not been met.</p> <p>Remember: <i>after a case has been Dropped to Paper, EDRS users can no longer edit or add information to the case.</i></p>

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.

Relinquish Case

The **Relinquish Case** feature is available in the *Other Links* section of the *Death Registration Menu*.



The **Relinquish Case** feature is used to *release data ownership* on a case so that a different office/facility can take ownership of it. Relinquish Case does not directly transfer the ownership to a different office/facility. The other office needs to search for the case and then take ownership.

Two Types of Information Relinquished:

Relinquish Case releases ownership of the *Medical Certification* pages, or the *Personal Information* pages, depending on which type of information is owned by the office doing the Relinquishing. If a case currently has two owners – one for *Medical Certification*, and another for *Personal Information* – then when the medical owner Relinquishes the case, only the *Medical Certification* pages are released; the other ownership is not affected.

Owners of *Medical Certification* can be a medical facility, medical practitioner, or ME/Coroner. *Personal Information* is owned by a funeral firm, or it could be owned by the ME/Coroner who also owns the *Medical Certification* pages in the case. If an ME/Coroner owns both the *Medical Certification* pages and *Personal Information* in a case, as indicated on the **Decedent** page, then when the ME/Coroner Relinquishes the case, they release ownership of both the *Medical Certification* pages and the *Personal Information*, making the case available to be picked up by a medical facility and a funeral firm.

Uses of Relinquish Case:

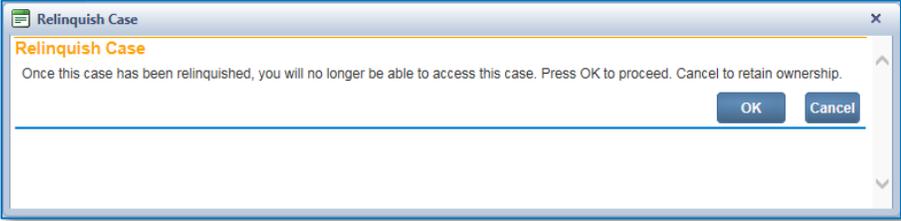
- An ME/Coroner's office might need to use **Relinquish Case** if they currently have ownership of a case and then later determine that the *Death Certificate* should be prepared by a medical facility because of the circumstances surrounding the death. The ME/Coroner will use **Relinquish Case** to release their ownership of the case, and will notify the medical facility that the case is available for them to search, take ownership, and complete the case.
- A medical facility creates a case while signed in under the wrong office. This can occur when a medical practitioner has an EDRS role at multiple facilities. To transfer the case to the correct medical facility they will use **Relinquish Case** to release the first facility's ownership of the *Medical Certification* pages in the case, then sign in under the correct office/facility, search for the case, and take ownership. The case is now owned by the correct medical facility.

- A Funeral Director takes ownership of a case while signed in under the wrong office. This can occur when a Funeral Director has an EDRS role at multiple funeral firms. To transfer the case to the correct funeral firm they can use **Relinquish Case** to release their ownership of the *Personal Information* in the case, then sign in under the correct office/facility, search for the case, and take ownership. The case is now owned by the correct funeral firm.
- A funeral firm takes ownership of a case. The decedent's family decides to work with a different funeral firm. The funeral firm that owns the case uses **Relinquish Case** to release their ownership of the *Personal Information* in the case. The other funeral firm can now search for and take ownership of the case.

Who Can Access This Feature:

- ME/Coroners and ME/Coroner staff
- Medical Certifiers and medical facility users
- Funeral Directors and funeral firm staff

How to Use This Feature:

Action	Description and Guidance
<p>Other Links > Relinquish Case</p>	<p>Relinquish Case releases data ownership of a case so that a different office/facility can own the case. After Relinquishing the case, you will no longer be able to access or edit the case.</p> <div data-bbox="464 1066 1414 1182" style="border: 2px solid black; padding: 5px;"> <p>NOTE: ME/Coroners will still be able to access any case, but if they don't own it, they cannot edit the case.</p> </div> <ol style="list-style-type: none"> 1. When signing into EDRS, select the office that currently owns the case, and use Death > Locate Case to access the case for editing. 2. Click Relinquish Case under <i>Other Links</i> on the <i>Death Registration Menu</i>. A message appears asking you to confirm that you want to Relinquish ownership of the case. <div data-bbox="513 1381 1414 1602" style="border: 1px solid gray; padding: 10px;">  </div>
<p>OK button</p>	<ol style="list-style-type: none"> 3. Click the OK button to Relinquish the case. The case will close and you will be returned to the EDRS home page.

NOTE: After you Relinquish a case, you no longer own the case, can no longer edit the case, and will no longer be able to access the case using **Locate Case** (unless you take ownership of the case again). As an ME/Coroner or ME/Coroner staff, you will still be able to access the case from **Start/Edit New Case**.

Request Non-Affiliated Certification

The **Request Non-Affiliated Certification** feature is available in the *Other Links* section of the *Death Registration Menu*.



The purpose of **Request Non-Affiliated Certification** is to enable unlicensed Coroners and medical facilities (such as nursing homes and hospital emergency departments) to obtain medical certification on a *Death Certificate* from a physician or other Medical Certifier who is not directly affiliated with the office/facility that owns the case.

“Non-affiliated” means that the medical certifier does not have an EDRS role assigned in the office/facility that owns the case. It also implies that they should remain non-affiliated and not be assigned an EDRS role within that office, which would then give them full access to all EDRS cases owned by that office.

This feature is predominantly used by Coroners who do not have a medical license and therefore must obtain Medical Certification from a Coroner-designated physician, primary care physician, or ME. After the case has been Medical Certified by the non-affiliated Medical Certifier, the non-medically licensed Coroner will need to Coroner Certify the case. Thus, these *Death Certificates* have two Certifiers.

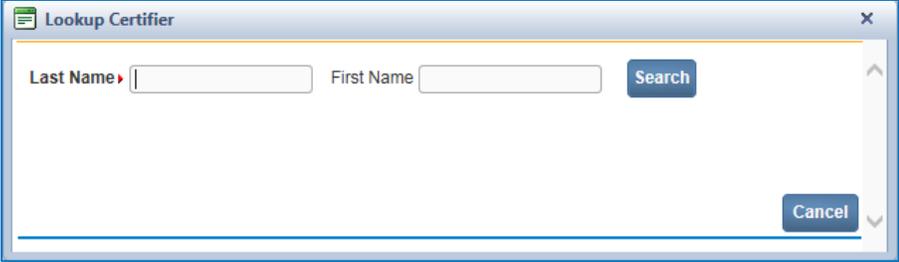
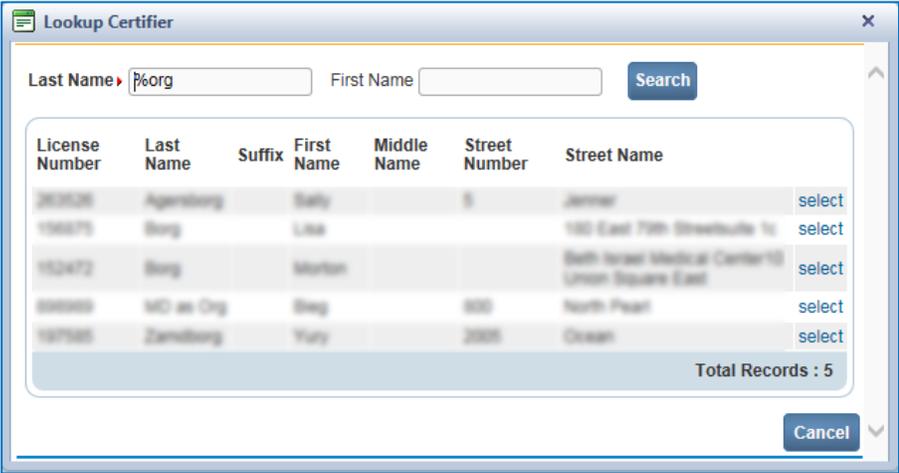
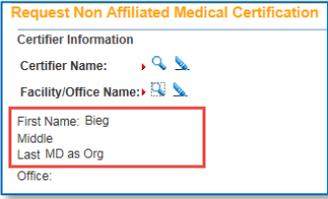
This feature is also used by medical facilities where a death occurred requesting Medical Certification by the decedent’s primary care physician or medical specialist who does not have an EDRS role assigned at that facility where the death occurred. In this scenario. The non-affiliated Medical Certifier is the only Certifier on the *Death Certificate*.

Who Can Access This Feature:

- Non-medically licensed Coroners
- ME/Coroner staff
- Medical Certifiers at a health care offices/facilities
- Medical facility staff users

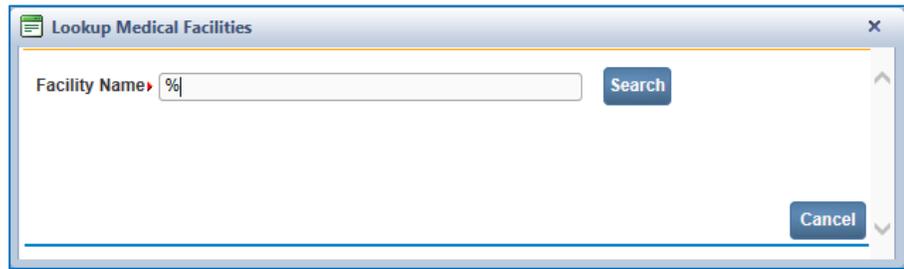
How to Use This Feature:

Action	Description and Guidance
<p>Other Links > Request Non Affiliated Certification</p>	<p>Use the Request Non-Affiliated Certification feature to share a case with a Medical Certifier who is not directly affiliated with the office/facility that owns the case.</p> <ol style="list-style-type: none"> 1. Create/access the case in EDRS. Complete as much of the information as is readily known. <div data-bbox="464 548 1419 730" style="border: 2px solid black; padding: 5px; margin: 10px 0;"> <p>NOTE: To avoid confusion or error, it is recommended that the office/facility that owns the case complete the Pronouncement and Place of Death pages before using Request Non-Affiliated Certification. This is because the case owner is typically who has first-hand knowledge of this information.</p> </div> <ol style="list-style-type: none"> 2. Click Request Non Affiliated Certification in the <i>Other Links</i> section of the <i>Death Registration Menu</i>. <div data-bbox="513 821 808 1016" style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p style="text-align: center;">Other Links</p> <p>Comments</p> <p>ME Review Case</p> <p>Print Forms</p> <p>Relinquish Case</p> <p style="border: 2px solid red; padding: 2px;">Request Non Affiliated Certification</p> </div> <p>The Request Non Affiliated Medical Certifier page appears for you to specify the Medical Certifier to whom you want to send the Request.</p> <div data-bbox="513 1108 1409 1520" style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> </div>

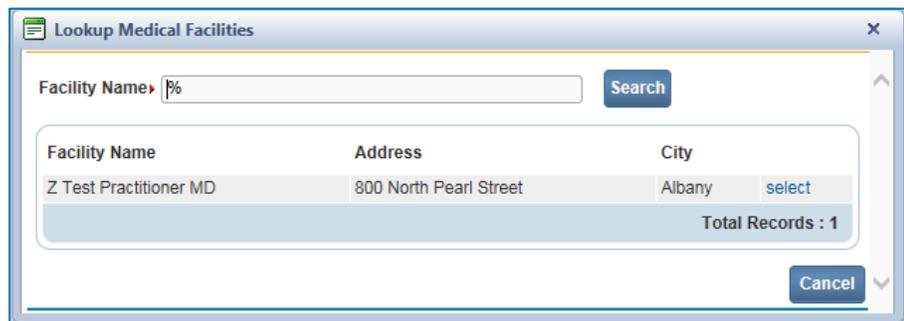
Action	Description and Guidance
<p>Look-up the Certifier Name</p>	<p>3. In the Certifier Name field click the Look-up tool . The Lookup Certifier page appears.</p>  <p>4. In the Last Name and/or First Name field, enter a portion of the desired Medical Certifier's name. Use the wildcard % symbol before and/or after the information to increase search results. Click Search, or press the Enter key.</p>  <p>5. In the search results list, click select on the desired individual, or simply click on their name.</p> <p>The Lookup Certifier page closes, and the selected Certifier name now appears lower on the Request Non Affiliated Medical Certification page, in the First Name, Middle, and Last fields.</p> 

Look-up the Certifier's Facility/Office

6. In the **Facility/Office Name** field click the Look-up tool . The **Lookup Medical Facilities** page appears.



7. For best results, in the **Facility Name** field *just enter the wildcard % symbol*. Click **Search**, or press the Enter key. Search results will list every office/facility the selected Medical Certifier is affiliated with in EDRS.



Facility Name	Address	City
Z Test Practitioner MD	800 North Pearl Street	Albany select

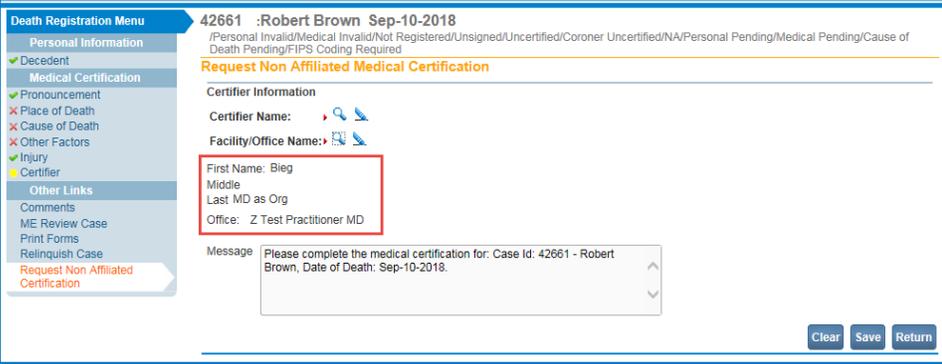
Total Records : 1

8. In the search results list, select the office *most closely associated with the decedent's medical information/records* by clicking **select**, or by clicking on the facility name. *Please see Guidance below.*

Guidance:

- If multiple health care offices/facilities are listed for the Medical Certifier, you should *not* select an office where the decedent never received health care.
- For example, if a decedent resided at Nursing Home A, was transferred to Hospital B where they died, then when selecting the non-affiliated Medical Certifier's office, you should select Nursing Home A or you should select the Medical Certifier's private practice. You should not select a different medical facility where it would not be appropriate to share this decedent's personal and medical information.
- If the desired Medical Certifier does not currently have an office/facility listed that is appropriate for this case, then you might suggest to the Medical Certifier that they request an EDRS role be assigned at an appropriate office, or that they create an *Independent Medical Certifier Office* in EDRS.

The **Lookup Medical Facilities** page closes, and the selected Facility Name now appears lower on the **Request Non Affiliated Medical Certification** page, in the

Action	Description and Guidance
	<p>Office field, below the selected Medical Certifier's name.</p> 
<p>Review Message</p>	<p>In the Message field, an automatic message has filled in requesting Medical Certification. The automatic message includes the Case ID number, the name of the decedent, and the Date of Death.</p> <p>9. You may customize the message by clicking in the message field and typing in additional information you want to include in the message that will be sent to the non-affiliated Medical Certifier.</p> <p><i>Guidance:</i></p> <ul style="list-style-type: none"> Do not include medical information in the message text. When the non-affiliated Medical Certifier receives the message, it will include a direct link into the case. The message and link to the case will be sent to the Medical Certifier at their office/facility which you selected. If the Medical Certifier is affiliated with multiple offices, then when signing into EDRS they must sign into the office that you selected for them to access your Request message and access the case. Therefore, when issuing a Request for Non-Affiliated Certification, you should also notify the Medical Certifier directly that you have issued the Request to them in EDRS, and inform them which of their offices you issued the request to.
<p>Save button</p>	<p>10. Click the Save button to save your Request and send a message and case link to the selected non-affiliated Medical Certifier.</p>  <p>11. To continue working in the case, click on a page link in the <i>Medical Certification</i> or <i>Personal Information</i> section of <i>Death Registration Menu</i>. Alternatively, you may click the Return button to exit the case.</p>