Fetal Death module in the electronic death registration system is for reporting of spontaneous fetal death.

Access the Fetal Death Module
1. Log in to HCS at https://commerce.health.state.ny.us/public/hcs_login.html
2. Enter your User ID and Password, then click Sign In.
3. In your application list, click on EDRS to launch the Electronic Death Registration System.
4. Click on your office for the case you are entering.
   Note: If you are associated with more than one office, be sure to select the office the case is affiliated with, or you will not be able to fully access the case.
5. In the Life Events menu, click Fetal Death. From there you will select either Locate Case or Start/Edit New Case:

   ![Fetal Locate Case Fast Link]
   ![Fetal Start/Edit New Case Fast Link]

   Note: Fast links are automatically added to the home page after you have been using that function often.

Search for a Fetal Death Case You Do Not Yet Own – Fetal Start/Edit New Case
Fetal Death cases are always created by the medical facility, never the funeral firm. Therefore, you will search to take ownership of or resume work on an existing case.

To take ownership of a case, begin by searching for the case.
1. Click the Fetal Start/Edit New Case Fast Link button on the EDRS home page:

   ![Fetal Start/Edit New Case]

   or use the menu bar to select Life Events > Fetal Death > Start/Edit New Case.

   ![Fetal Locate Case]
   ![Fetal Start/Edit New Case]

2. You will need to get the following specific case information from the medical provider, exactly as it was entered in the case:
   a. First two letters of the mother’s Last Name as it appears on the mother’s birth certificate
   b. Last two letters of the mother’s Last Name as it appears on the mother’s birth certificate
   c. First two letters of the mother’s First Name as it appears on the mother’s birth certificate
   d. Date of Delivery of the fetus
3. Click Search.
4. On the search results page:
   a. If you find the case in the search results, to open the case click the Mother’s Birth Last Name First Two Letters, which is a hyperlink directly into the case.
   b. If you find the case in the search results, but the first two letters of the mother’s last name are not hyperlinked, that may mean the case is already owned by a different funeral firm.
   c. If you do not find the case in the search results, check with the medical provider to confirm how the information was entered in the Fetal Death module, and then try searching again.

Locate a Fetal Death Case You Already Own – Fetal Locate Case
Use this feature to find cases in which your firm has already taken ownership.

1. Click the Fetal Locate Case Fast Link button on the EDRS home page:

   ![Fetal Locate Case]

   or use the menu bar to select Life Events > Fetal Death > Locate Case:

   ![Fetal Locate Case]

2. Enter a small amount of case information, and click Search.
3. In the search results, click the Mother’s Birth Last Name First Two Letters, which is a hyperlink directly into the case.
Complete the Case

Funeral firms will only complete the **Disposition** page in Fetal Death cases requiring disposition.

1. Enter the Disposition page information. Verify that the **Filing Registrar Information** has been filled in and is accurate.
2. Click **Validate Page**. Examine any error messages in Validation Results.
3. When the page has passed Validation, the status line at the top of the screen will indicate either **Disposition Valid** or **Disposition Valid with Exceptions**. The **Sign** link will appear on the **Fetal Death Registration Menu** for the Funeral Director to affirm/sign the case.

**Review the status line** at the top of the page.

![Fetal Death Registration Menu](image)

**Note:** You should **not** sign the case until after the Medical Certifier has **Certified** (signed) the case. If certification is delayed you may need to change the disposition date before signing.

![Status Line](image)

4. When the case has been **Certified** and **Disposition is Valid** or **Valid with Exceptions**, click the link to **Sign**. The **Affirmations** page displays.
5. Read the **Affirmation** statement, click in the Affirmation checkbox, and then click **Affirm**. The case is now electronically signed. When the case has been signed by both the medical certifier and the funeral director, it automatically registers.
6. After signing, verify that the case status line now says the case is Signed, Certified, and Registered.
7. On the **Print Forms** page, print out the **Report of Fetal Death** to deliver to the Local Registrar.

**Note:** If the mother wants a copy of the **Certificate of Fetal Death**, visit the NYS Fetal Death and Still Birth web page for instructions:

https://www.health.ny.gov/vital_records/fetal.htm

Print Forms

- **Report of Fetal Death**: After the case has been certified, signed, and automatically registered, print the **Report of Fetal Death** and deliver the printed copy to the Local Registrar.
- The Local Registrar will issue the **Burial - Transit Permit** for Fetal Death on paper, not electronically.

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**Validation Status**

Validate the Disposition page after completing the information. The system will check for errors. A validation icon appears to the left of the page in the **Fetal Death Registration Menu**. The validation icon must be either **green** or **yellow** to sign the certificate.

- **Red X**: Information is still needed on this page; it is incomplete.
- **Yellow dot**: Information is complete on this page, however some field errors were 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 Fetal Death Registration Menu, and the overridden error messages will remain on the page.
- **Green check**: Information is complete and acceptable for this page.

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**Change Case Ownership to a Different Funeral Firm – Relinquish Case**

If a case is already owned by a funeral firm, but needs to permanently change ownership to a different firm, follow the steps below.

**Funeral director who currently owns the case:**

1. Sign into EDRS and select the **Office that currently owns the case**.
2. Use **Fetal Death > Locate Case** to search for and open the case.
3. Click **Relinquish Case** in the **Other Links** section of the left navigation bar. In the pop-up box click **OK**.

**Funeral director becoming the new owner of the case:**

1. Sign into EDRS and select the **Office taking ownership of the case**.
2. Use **Fetal Death > Start/Edit New Case** to search for the case.
3. In the Search Results, click the hyperlinked **Mother's Birth Last Name First Two Letters** to open the case.
4. A pop-up message will ask you to confirm that you want to take ownership of the case. Click **OK**.
5. On the Disposition page, verify that the funeral director and funeral firm name and location are correct. If changes are needed, use the eraser icon to remove the current information, and then use the lookup tool to select the correct person/firm.

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Updated March 2018 2

EDRS Website: [www.health.ny.gov/vital_records/edrs](http://www.health.ny.gov/vital_records/edrs)

For assistance, contact the EDRS Call Center at 1-844-866-EDRS (3377) or email Fetal Death questions to [efdr@health.ny.gov](mailto:efdr@health.ny.gov)
**Things to Remember**

*Medical facility creates the case* – Fetal Death cases in New York State are created by the medical facility. Funeral firms should not create a new case.

*Disposition Required or Requested* – Funeral directors should only take ownership of Fetal Death cases for which disposition is required by state law based on gestational age of the fetus at time of delivery (20 weeks and older), or disposition is requested by the mother (any gestational age).

*Select the right office* – If you are affiliated with more than one Funeral Firm, be sure you select the appropriate office when signing into EDRS.

*If you are having trouble finding a case* –

- Make sure you are searching in the Fetal Death module, not the Death module.
- Verify with the medical facility that the case was created electronically, not on paper.
- Be sure you are searching on the criteria exactly as the medical practitioner entered it into the case.

*Don’t type; look it up* – Avoid typing text in fields that have the Lookup Tool (magnifying glass) or Places tool available. Search using the Lookup Tool, and add a wildcard character (%) before and/or after your search text to find more possible results.

*Validation results* – To override an error message, click in the Override box to select it, click Save Overrides, then Validate Page again. The validation indicator on the Fetal Death Registration Menu will remain yellow to indicate that the page has passed validation with overrides, and your overridden error message(s) will remain.

*Changes after error Override* – If you change information on the Disposition page after saving error overrides, you may need to:

1. uncheck the overrides,
2. save overrides with them unchecked,
3. validate the page again, and then
4. re-check any remaining errors that need override, re-save the overrides, and then re-validate the page.

*Registration is automatic* – When the case has been electronically certified by the medical certifier and signed by the funeral director, it registers automatically in the Fetal Death module. When funeral firm disposition is not required or requested, the case registers automatically upon medical certification only.

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**View Your Work Queue Summary**

You can monitor your workload of the cases you own through your work queue. The work queue provides direct links into cases that require action.

1. In the top menu bar, select Queues > Registration Work Queue Summary, or click the Registration Work Queue Summary Fast Link button on the EDRS home page.
2. On the Registration Work Queue Summary page, the Type column indicates which work queues pertain to Fetal Death cases. Click on the type of work queue that would like to view.
3. Click on the hyperlinked Case Id number to open the case.