

# Quick Guide to Certifying a Death Using the Vermont Electronic Death Registration System (EDRS)

1. **Log on** by going to the EDRS web page (<http://healthvermont.gov/hc/EDRS/index.aspx>) and selecting the link that says “**Log on to EDRS**”.
2. **Enter User Name and Password** when prompted. If you are asked to close the window, select “Yes”. If the screen says “loading”, but does not progress, look for a yellow bar at the top of the screen indicating pop-ups must be allowed. Click on the bar and select “Always allow pop-ups from this site”.
3. **Select the “Create/Update Medical Record”** option in the blue bar on the left of the screen.
4. **Review the list of started records.** If you see the name of the deceased, select that record to complete. If you do not see the name of the deceased, select “Add New” from the bottom of the page.
5. **Enter the name of the deceased and date of death** on the Name Known to Physician page. (Note: if you have opened a started record this information will already be populated. If the name was entered by a funeral director you will not be able to change it. You will always be able to change the date of death.)
6. **Save the page** (Note: you will need to save every page of the EDRS record before leaving the page or your data will be lost).
7. **Click on the next item** listed under “Medical Certification Pages” in the green box on the left side of the page. Enter appropriate data, **save the page** and then select the next page from the list.
8. Select **Print Draft PROD** from the lower left page to review your data entry.
9. **When you have completed all of the Medical Certification Pages select “Certify”** on the “Certification” page.
10. **Address any hard edits** by selecting the “Revise” button to the right of the edit message. This will take you to the field that needs to be completed or edited.
11. **Address any soft edits** by revising appropriate data or selecting the button to the left of the edit message to verify the information you have provided is correct.
12. **Complete certification** by selecting “Certify” or “Certify with Exceptions” on the edits screen.
13. **Print Copies** of the record including one to go with the body to the morgue or funeral director and one for your own records. You can do this from the last page “Post Signing Options”. Your option will be a “PROD” if only the medical side has been completed or an “Informational Copy” if the funeral director has completed the demographic information as well.

14. **Logout** of the EDRS by selecting the “Logout” option in the upper right hand of the screen.

*Note:* if closing the PROD or Informational Copy closes the EDRS application, your Adobe preferences need to be adjusted so that documents do not display in the browser. Directions for doing this are in the EDRS Handbook (see below).

## **If you need to review a record or print documentation after the medical certification is complete and the record has been closed....**

1. Log on to the EDRS and **Select “View Record”** from the blue bar on the top left of the screen.
2. **Enter the Last Name** and other information as know in the Search Criteria. (Note: only last name is required and the search uses an exact match).
3. The system will return a list of all decedents matching the criteria you have entered.
4. You may **select the record** of the decedent.
5. Review the data to assure this is the correct record (Note: “Medical Information” is at the bottom of the page so you will need to scroll down past the “Demographic Information” to view this).
6. **Select the print option** from the bottom of the page (you will need to scroll down to do this). The option will either be a PROD (if the demographic side has not been completed) or an Informational Copy of the certificate (if the demographic information has been finalized by the funeral director). If you have not certified the record, you will not have a print option in the View function. Drafts can only be printed within the Create/Update Record function.

## **Additional Resources**

More complete information regarding using the EDRS including appropriate set up of your computer and use of the View Record function can be found in the **EDRS Handbook for Medical Certifiers**.

Additional information regarding the content of medical certification including constructing an appropriate cause of death statement, identifying causes that require referral to a Medical Examiner, and common mistakes in reporting is provided in the Office of the Chief Medical Examiner’s **Death Certification Tutorial**.

**Both these are available on the Vermont EDRS project web page at:**

<http://healthvermont.gov/hc/EDRS/TrainingMaterials.aspx>

**EDRS Test / Practice Site** – if you would like to get to know the EDRS better by entering a few “test” records, you may do so by logging on to this site: [https://webmail.vdh.state.vt.us/testedrs\\_v1/default.aspx](https://webmail.vdh.state.vt.us/testedrs_v1/default.aspx)

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