



Electronic Death Registration System

How to Use the VT EDRS

Welcome to the EDRS



- The Electronic Death Registration System (EDRS) is a web based application with which physicians and funeral directors can submit all information required for the filing of a death certificate. It was launched July 1, 2008. Its users include Vermont funeral directors, physicians, town clerks, the Office of the Chief Medical Examiner and the Vermont Department of Health Vital Records office.
- Registering a death using the EDRS involves completing two sections. Medical information is entered and “certified” by a physician. Demographic information is entered by a funeral director. Once both portions of a record are complete the record becomes a death certificate.
- EDRS users may print final versions of the information they have provided either in the form of a Preliminary Report of Death (PROD) or an “Informational Copy” of the death certificate. The form available to you depends upon whether one or both sides of the record are complete. Both report formats may be used by those caring for the body for obtaining necessary permits.
- Once both parts of the record are complete it automatically becomes registered and certified copies of the death certificate are available from the Town Clerk in the town of death or town of residence or from the Vital Records Office. All data is also immediately available to the Vermont Department of Health.

Key Terms used in this training and Death Reporting



PROD – Preliminary Report of Death (PROD) is the term for a death record before both the medical and demographic portions have been completed. This includes records for which the physician has certified the medical portion, but a funeral director has not yet completed the demographic information.

Certify – This is the term used for when a physician “signs” the medical portion of a record as complete. Once a record is “certified” it is considered official and the medical information can only be changed by requesting a correction from the Vermont Department of Health Vital Records Office.

Certificate – When both the medical and demographic portions of a death record have been completed a record is officially registered with the State and at that point is a Death Certificate. If a record you are working on has previously been signed by a funeral director in the EDRS it will become a Certificate immediately after you certify the medical portion.

Accessing the EDRS



- To access the EDRS you will need to use Microsoft Internet Explorer version 6 or higher.
- Start by going to the Vermont Department of Health's EDRS site:
<http://www.healthvermont.gov/hc/EDRS>
- You may wish to save this site as a “favorite” in Internet Explorer.
- You can also create a link to this page on your desk top by right clicking on the page and selecting “Create Shortcut”.

The screenshot shows the Vermont Department of Health's Electronic Death Registration System (EDRS) website. The header includes the Vermont Department of Health logo and navigation links like Home, Contents A to Z, Site Map, Contact Us, and About Us. The main content area is titled "Vermont Electronic Death Registration System (EDRS)" and contains a welcome message, a "Please Note" section, a "Log on to EDRS" link, and a "Project Update & Timelines" section. A sidebar on the left lists various services like "QUICK LINKS" and "Data & Records". A sidebar on the right lists "RELATED INFORMATION" such as "About EDRS" and "Funeral Directors".

VERMONT Department of Health
Agency of Human Services

Home Contents A to Z Site Map Contact Us About Us Search Our Site

Vermont Electronic Death Registration System (EDRS)

Welcome to the VT Electronic Death Registration System (EDRS) web site. Enrolled EDRS users may access the application by clicking on the link below.

Please Note: You must use Internet Explorer version 6.0 or higher when accessing the EDRS. You will not be allowed into the application if you are using another browser (Firefox, Safari, etc.)

[Log on to EDRS \(via VDR\)](#)

If you have forgotten your password or experience any difficulty accessing the EDRS during normal State business hours, please contact Dawn Anderson at (802) 652-2070 or EDRS@vth.state.vt.us.

If you are experiencing difficulty and can not wait for normal business hours to proceed, you may report the death using the reporting process for non-EDRS users.

Project Update & Timelines

On July 1, 2008, the Vermont Department of Health introduced an Electronic Death Registration System (EDRS). This web-based application allows funeral directors and physicians to register death certification at any time and from any location where web access via Internet Explorer is available. Town Clerks can print a registered death certificate as soon as it has been completed by the funeral director and physician.

This more timely and efficient process benefits those awaiting the final document and its data, including survivors and public health planners. The EDRS has also been designed to assist in improving the accuracy and consistency of information about deaths in Vermont. For more information regarding the background and benefits of the EDRS, please select [About EDRS](#).

QUICK LINKS
Hotlines
Advance Directives
Forms
Health Care Coverage
Physician Profiles
Restaurant Scores
Rules & Regulations
Town Health Officers
Vital Records

Children & Families

Data & Records

Diseases & Prevention

Emergency Response

Health Professionals

Healthy Environment

Local Health

Mental Health (via VDR)

Substance Abuse

RELATED INFORMATION
About EDRS
Funeral Directors
Physicians
Town Clerks
Non-EDRS Users
Forms
Training Materials

Logging On

1. Once you are on the EDRS project web site
(<http://healthvermont.gov/hc/EDRS>)

Click on this link:

[Log on to EDRS](#) (exit VDH)

2. Enter your Vermont Department of Health-issued **Username** and **Password** at the prompt. If you do not yet have a Username and Password, directions for obtaining one are provided at the end of this tutorial.

3. If you receive a notice that the web page you are viewing is attempting to close the window, select “Yes” and allow this.



Connect to webmail.vdh.state.vt.us

The server webmail.vdh.state.vt.us at webmail.vdh.state.vt.us requires a username and password.

User name:

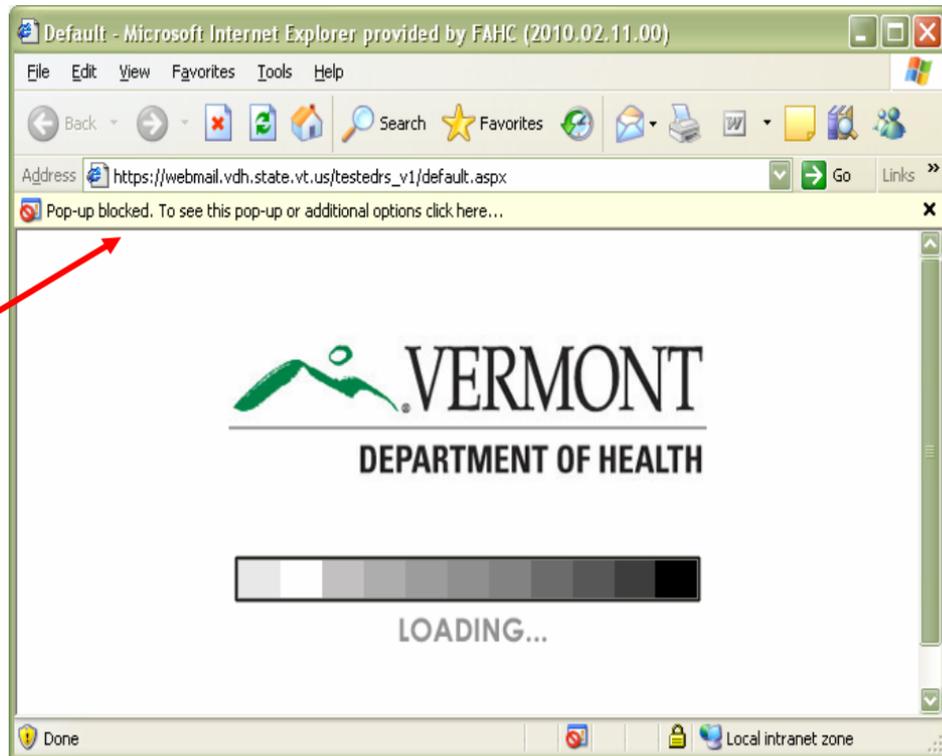
Password:

Remember my password

OK Cancel

Allow for Pop-Ups

- Pop ups must be allowed from the EDRS site. If they are not it may seem that the page is loading but is “stuck”. If this is the case, you should see a yellow bar at the top of the page indicating that Pop-Ups are being blocked. To proceed, do the following:
 - Click on the pop-up announcement at the top of the page.
 - Select "Always allow pop-ups from this site" from the menu that appears.
- You should only have to do this once, but **if you work on multiple computers it will need to be done on each computer** the first time you use it to access the site.



Getting Started



Once you have successfully logged on to the EDRS, you will be on the main page of the application.

Your **User** name and **Facility** will be displayed in the upper left corner of the page.

Beneath that you will see a blue column which displays the three functions available to you.

Access the desired function by clicking on it.

The screenshot shows the main interface of the Vital Records Electronic Death Registration System. At the top left, the logo for 'Vital Records' is displayed. To its right, the text 'Electronic Death Registration System' is shown. In the top right corner, the Vermont Department of Health logo is present, along with a 'Logout' link. Below the top navigation, the user's identity is shown as 'User: tberry Facility: Tim's Hospital'. A light blue sidebar on the left contains three menu items: 'Create/Update Medical Record', 'View Record', and 'Print Informational Copy'. The main content area features the 'Vital Records' logo and a welcome message: 'Welcome to the Electronic Death Registration System'. At the bottom, a footer contains the version information 'Vermont Department of Health, EDRS Version 4.0.0.2010.03.08' and contact details: 'Please forward questions or concerns to: EDRS@vdh.state.vt.us 1-800-439-5008'.

Creating/Updating a Record



Clicking on Create/Update Medical Record will take you to a **list of all unregistered death records**. These are records which have been started in the EDRS, but are not yet complete. You **must** review this list prior to starting a record to avoid creating a duplicate record.

Search for a Record						
Started EDRS Records						
<i>Please review this list and select the record you wish to update or complete. If no record has been started for the decedent select "Add New" from the bottom of the page.</i>						
Select	Last Name	First Name	Middle Name	Date of Birth	Date of Death	Demogr Assigne
Select	[blurred]	[blurred]	[blurred]	1/4/1969	11/7/2007	<input checked="" type="checkbox"/>
Select	[blurred]	[blurred]	[blurred]	11/7/2007	11/7/2007	<input checked="" type="checkbox"/>
Select	[blurred]	[blurred]	[blurred]	4/3/1960	11/8/2007	<input checked="" type="checkbox"/>
Select	[blurred]	[blurred]	[blurred]		4/6/1978	<input checked="" type="checkbox"/>
Select	[blurred]	[blurred]	[blurred]	3/6/1971	11/8/2007	<input checked="" type="checkbox"/>
Select	[blurred]	[blurred]	[blurred]	3/8/1974	11/12/2007	<input checked="" type="checkbox"/>
Select	[blurred]	[blurred]	[blurred]	3/8/1974	11/12/2007	<input checked="" type="checkbox"/>

Creating/Updating a Record



If the record you are looking for appears on the list, this means it has been started and you should click the **Select** button on the left. This will open the Medical section and you may enter the decedent's information.

Note: If the record has been started and has a check in the box under **Medical Assigned**, this means the medical portion has been started. If it was started by you or another physician within your organization, you may open this record. If it was started by a physician not associated with your practice/organization, this record is not accessible to you. If the **Demographic Assigned** box is checked, this means a funeral director has started the demographic side of the record.

If the record does not appear on the list, this means it has not yet been started. In this case, you will need to click **Add New** on the bottom of the page.

Select			10/10/2007 12/
Select			5/1/1920 4/2/

Add New **Cancel**

Vermont Department of Health, EDRS Version 4.0.0.2009.11.30

Name Known to Physician



- If you selected an existing record, the decedent's Name and Date of Death will display on this screen. You will not be able to make changes to the name, because these fields are "owned" by the person who entered the demographic information (funeral director). However, you will be able to change the date of death because this is "owned" by you, the medical certifier.
- If you opened the record by selecting Add New, you will be starting a new record. Thus, you will need to provide the name and date of death.

Vital Records **Electronic Death Registration System** VERMONT DEPARTMENT OF HEALTH Logout

User: tberry Facility: Tim's Hospital

Name Known To Physician

Create/Update Medical Record
View Record
Print Informational Copy

First Name:
Middle Name:
*Last Name:
Suffix:
*Date of Death: / /

To certify a death you must complete information on each of the following pages:

- Name Known to Physician
- Place of Death
- Manner and Cause of Death
- Other Factors
- Certification

To proceed, save this page and then select the next page from the list found in the green column on the left of this page. When you have completed information on all pages select "Certify" from the Certification page.
NOTE: You may complete pages in any order, but you must save before leaving a page or any new data will be lost.

Vermont Department of Health, EDRS Version 4.0.0.2010.03.08
Please forward questions or concerns to: EDRS@vdh.state.vt.us 1-800-439-5008

Tip: Directions for data entry are included on many of the EDRS pages.

Name Known to Physician (continued)



- Enter the Name as you know it, and the Date of Death. The Last Name and the Date of Death are required in order to start a record.
- **IMPORTANT**: Click Save when entry has been completed. In the EDRS you must Save every page before continuing, or you will lose the data on that page.
- When you select Save the following message will display confirming that the save has occurred. Click OK to continue.



- Selecting Cancel on any page will return you to the main page of the application. An accompanying message will alert you to the fact that you will lose any data entered since the last Save on that page.

Moving Between Pages in a Record



Create/Update Medical Record

View Record

Print Informational Copy

Alice Acorn

Medical Certification Pages:

Name Known to Physician

Place of Death

Manner and COD

Other Factors

Certification

Medical Reports:

View Demographic Information

Print DRAFT PROD

- After the Name Known to Physician page has been saved, a green box will appear in the left hand navigation column displaying the decedent's name, links to the pages you must complete, and reports you can view or print.
- Pages can be completed in any order, by clicking on the page link (title of the page).
- **IMPORTANT:** You must Save on every page to avoid losing data.
- The Print DRAFT PROD function available under Medical Reports will display a draft document with all of the Medical information that has been entered and saved.
- The View Demographic Information function available under Medical Reports allows you to view such information as age, disposition of body, etc. If a funeral director has not yet started the demographic section, you will be notified that there is no information to view.

Place of Death



- This page may already be populated if the record has already been created. If any pre-existing information does not match the information that you have available to you, contact the Funeral Director to verify the correct information to have on the certification.
- **If you indicate that the Place of Death is a facility** (i.e. hospital, hospice facility, nursing home/long term care facility) select the Facility Name from the drop down list. The appropriate city or town is associated with each facility and will auto-populate once the facility has been selected.
- **If you select “Decedent’s home” or “Other” as the Place of Death** the Facility Name field will change to Location. Enter the actual address or location where the death occurred.

Vital Records Electronic Death Registration System 

User: tberry Facility: Tim's Hospital

Create/Update Medical Record
View Record
Print Informational Copy

Place of Death

Did decedent receive hospice care in the past 30 days?
 Yes No Unknown

Place of Death:

Hospital: Inpatient Hospice Facility
 Hospital: Emergency room/Outpatient Nursing home/Long term care facility
 Hospital: Intensive Care Unit Other
 Hospital: Dead on arrival Unknown
 Decedent's home

If Other, Specify:

(If not institution, give street and number)

Facility Name:

If Other, Specify:

City/Town:

State/Province:

Country:

Vermont Department of Health, EDRS Version 4.0.0.2010.03.08
Please forward questions or concerns to: EDRS@vdh.state.vt.us 1-800-439-5008

Manner and Cause of Death



- Unless you are a Medical Examiner, the only Manner of Death you should be reporting is “Natural”. As noted in the instructions displayed on the page, if the manner of death is anything other than natural, you should contact the Office of the Chief Medical Examiner, (1-888-552-2952), before proceeding.
- Instructions have been included on the page to assist you in providing an appropriate and complete statement. More detailed information on properly completing a cause of death is included in an online tutorial prepared by Vermont’s Chief Medical Examiner available at http://healthvermont.gov/hc/death_certificate/index.aspx.
- Remember to include the Approximate Interval from onset of cause to death. “Unknown” is an acceptable value for the interval.
- Click the Save this Page button before continuing.

Create/Update Medical Record View Record Print Informational Copy	Manner and Cause of Death																										
Fred Flintstone	Manner of Death: <i>If this death occurred in a manner that is anything but "Natural" please call 1-888-552-2952 to refer this death to the Office of the Chief Medical Examiner.</i>																										
Medical Certification Pages: Name Known to Physician Place of Death Manner and COD Other Factors Certification	<input checked="" type="radio"/> Natural <input type="radio"/> Suicide <input type="radio"/> Pending Investigation <input type="radio"/> Accident <input type="radio"/> Homicide <input type="radio"/> Could not be determined																										
Medical Reports: View Demographic Information Print DRAFT PROD	Cause of Death Part 1: <i>Enter the chain of events - diseases, injuries, or complications - that directly caused the death. Begin with the immediate (final) cause on line a and sequentially list on lines b-f the conditions, if any, leading to the immediate cause. Enter the UNDERLYING CAUSE (etiologically specific disease or injury that initiated the events resulting in death) LAST. DO NOT enter terminal events such as cardiac arrest, respiratory arrest, or ventricular fibrillation without listing an underlying cause below it. DO NOT ABBREVIATE. Enter only one condition/cause on a line.</i>																										
	<table border="1"><thead><tr><th>CAUSE OF DEATH:</th><th>Approx. Interval:</th></tr></thead><tbody><tr><td>Immediate Cause: (Final disease or condition resulting in death.)</td><td>ONSET TO DEATH</td></tr><tr><td>a: Renal Failure</td><td>Weeks</td></tr><tr><td>Due to (or as a consequence of):</td><td></td></tr><tr><td>b: Hypertensive and atherosclerotic cardiovascular disease</td><td>Years</td></tr><tr><td>Due to (or as a consequence of):</td><td></td></tr><tr><td>c:</td><td></td></tr><tr><td>Due to (or as a consequence of):</td><td></td></tr><tr><td>d:</td><td></td></tr><tr><td>Due to (or as a consequence of):</td><td></td></tr><tr><td>e:</td><td></td></tr><tr><td>Due to (or as a consequence of):</td><td></td></tr><tr><td>f:</td><td></td></tr></tbody></table>	CAUSE OF DEATH:	Approx. Interval:	Immediate Cause: (Final disease or condition resulting in death.)	ONSET TO DEATH	a: Renal Failure	Weeks	Due to (or as a consequence of):		b: Hypertensive and atherosclerotic cardiovascular disease	Years	Due to (or as a consequence of):		c:		Due to (or as a consequence of):		d:		Due to (or as a consequence of):		e:		Due to (or as a consequence of):		f:	
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d:																											
Due to (or as a consequence of):																											
e:																											
Due to (or as a consequence of):																											
f:																											
	Part 2: <i>Enter other significant conditions contributing to death that did not result in the underlying cause given in Part 1.</i> Diabetes Mellitus, type II																										
	Save this Page Return to Edit																										

Other Factors



- Each of these questions requires a response. You should provide the information to the best of your knowledge or indicate “Unknown” if that is the most appropriate answer.
- When indicating the decedent’s pregnancy status, the value “Not applicable” should only be used if the decedent is male, or a female under age 5 or over age 75.
- The M.E. case number may be entered only by a Medical Examiner. Unless you are a Medical Examiner, skip this field.

Vital Records **Electronic Death Registration System**  VERMONT
DEPARTMENT OF HEALTH
Logout

User: tberry Facility: Tim's Hospital

Create/Update Medical Record **Other Factors**

View Record

Print Informational Copy

Fred Flintstone

Medical Certification Pages:

Name Known to Physician

Place of Death

Manner and COD

Other Factors

Certification

Medical Reports:

View Demographic Information

Print DRAFT PROD

Did tobacco use contribute to death?

Yes No Unknown Probably

If Female:

Not applicable

Not pregnant within the past year

Not pregnant, but pregnant 43 days-1 yr. before

Not pregnant, but pregnant within 42 days of death

Pregnant at the time of death

Unknown, if pregnant within the past year

Was Medical Examiner contacted?

Yes No Unknown

M.E. case number: -

Was an autopsy performed?

Yes No Unknown

Were findings of autopsy available to complete the cause of death?

Yes No Unknown Not Applicable

Save this Page Return to Edits

Cancel

Certification



- The Actual or Presumed Date of Death will already be filled in when you get to this page but you have the ability to change this if necessary.
- Enter the Actual or Presumed Time of Death in military format:
 - 00:00 = Midnight
 - 12:00 = Noon
 - 23:59 = 11:59 PM
 - 99:99 = Unknown
- If you do not know the exact time of death, you may check Approximate Time to indicate that the time is not precise.

Create/Update Medical Record View Record Print Informational Copy	Certification
Fred Flintstone	Actual or Presumed Date of Death: 12 / 1 / 2009
Medical Certification Pages:	<i>Enter the time of death and time pronounced dead in military format. Separate the hours and minutes with a colon. Example: 09:00 for 9:00AM, 21:00 for 9:00PM</i>
Name Known to Physician	Actual or Presumed Time of Death: 21:00 <input type="checkbox"/> Approximate Time
Place of Death	Date pronounced dead: 12 / 1 / 2009
Manner and COD	Time Pronounced Dead: 21:00
Other Factors	To the best of my knowledge, on the basis of case history, examination, and/or investigation, death occurred at the time, date, and place and due to the cause(s) and manner stated.
Certification	Date Certified: 12 / 1 / 2009
Medical Reports:	Name of Certifier: <input type="text"/>
View Demographic Information	First Name: Tim
Print DRAFT PROC	Middle Name:
	Last Name: Physician
	Suffix:
	Title: M.D.
	License Number: 0420001234
	Address of Certifying Physician:
	Street 1: 123 Public Doctor Street
	Street 2:
	City/Town: Irasburg
	State: VT Zip: 05845
	Contact Phone Number: (802)123-4343

Certification



- You should always enter a Date and Time Pronounced Dead. This is the time that the patient was determined to be deceased.
- Pronouncing does not need to be done by a physician, but the event needs to be recorded.
- In the case of a home death, the Date Pronounced Dead and the Time Pronounced Dead represent the date and time the body was found.
- Your Name, License Number, Address and Contact Phone Number will be automatically populated.
- You must select Title of Certifier from the list.
- When all information is complete, select Certify (at the bottom of the page). You will either see a list of items that need attention (Edits) or you be taken directly to a confirmation screen.

Date Certified:	<input type="text" value="12"/>	<input type="text" value="/"/>	<input type="text" value="1"/>	<input type="text" value="/"/>	<input type="text" value="2009"/>
Name of Certifier:	<input type="text" value="Tim"/>				
First Name:	Tim				
Middle Name:					
Last Name:	Physician				
Suffix:					
Title:	M.D.				
License Number:	0420001234				
Address of Certifying Physician:					
Street 1:	123 Public Doctor Street				
Street 2:					
City/Town:	Irasburg				
State:	VT	Zip:	05845		
Contact Phone Number:	(802)123-4343				
Title of Certifier:					
<input type="radio"/> Medical Examiner					
<input type="radio"/> Pathologist					
<input checked="" type="radio"/> Physician					
<input type="radio"/> Unknown					
Name of attending physician if other than Certifier:					
First Name:	<input type="text" value="Slyvester"/>				
Middle Name:	<input type="text"/>				
Last Name:	<input type="text" value="Slate"/>				
Suffix:	<input type="text" value="III"/>				
Save this Page			Certify		
Ready to Certify			Cancel		

Vermont Department of Health, EDRS Version 4.0.0.2010.03.08
Please forward questions or concerns to: EDRS@vdh.state.vt.us 1-800-439-5008

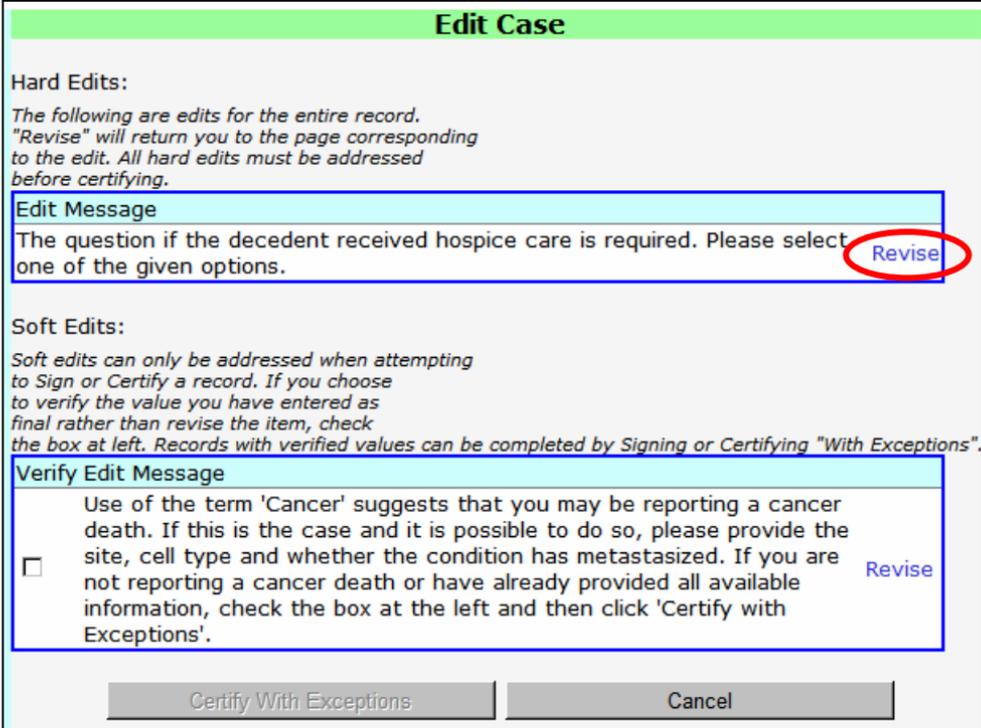
Edits



- The EDRS reviews your submission prior to certification and reports back to you any areas that need correction. These are called “edits”. If you have provided appropriate data in all fields you will not receive notification of any edits that you will need to correct.
- There are two types of edits you may encounter:
 - “Hard” edits alert the user when required fields have been left blank or when data provided is not appropriate. All hard edits must be addressed before the certification of the record can be completed.
 - A “Soft” edit occurs when you have provided data that appears to be out-of-range, inconsistent, or incomplete. You may revise your entry or “verify” that the information provided is accurate and complete to the best of your knowledge.
- In both cases, clicking on Revise to the right of the edit message will bring you to the page containing the data that has triggered the edit.

Edits Example

- In this example there is a Hard Edit which requires revision and a Soft Edit which may not.
- Clicking on Revise next to the Hard Edit will bring you to the Place of Death page where the question “Did decedent receive hospice care in the past 30 days?” is located.



Edit Case

Hard Edits:

The following are edits for the entire record. "Revise" will return you to the page corresponding to the edit. All hard edits must be addressed before certifying.

Edit Message

The question if the decedent received hospice care is required. Please select one of the given options. [Revise](#)

Soft Edits:

Soft edits can only be addressed when attempting to Sign or Certify a record. If you choose to verify the value you have entered as final rather than revise the item, check the box at left. Records with verified values can be completed by Signing or Certifying "With Exceptions".

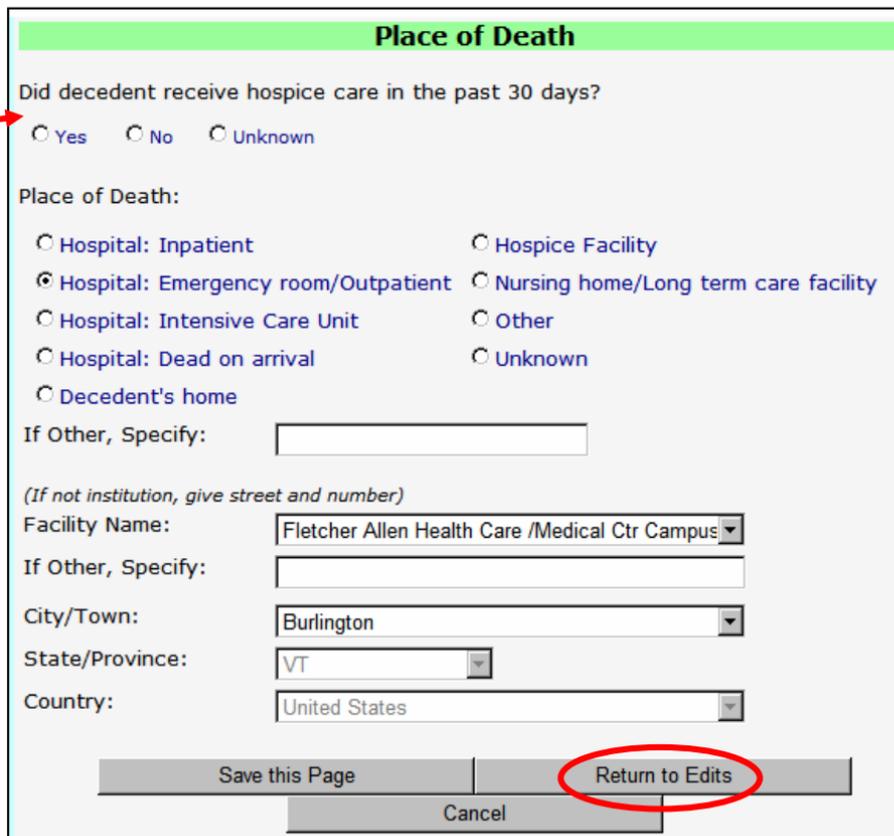
Verify Edit Message

Use of the term 'Cancer' suggests that you may be reporting a cancer death. If this is the case and it is possible to do so, please provide the site, cell type and whether the condition has metastasized. If you are not reporting a cancer death or have already provided all available information, check the box at the left and then click 'Certify with Exceptions'. [Revise](#)

[Certify With Exceptions](#) [Cancel](#)

Edits - Example

- Make the appropriate selection, even if you select “Unknown”.
- Once all necessary changes have been made, selecting the Return to Edits button will return you to the certification page to complete the process.



Place of Death

Did decedent receive hospice care in the past 30 days?

Yes No Unknown

Place of Death:

Hospital: Inpatient Hospice Facility

Hospital: Emergency room/Outpatient Nursing home/Long term care facility

Hospital: Intensive Care Unit Other

Hospital: Dead on arrival Unknown

Decedent's home

If Other, Specify:

(If not institution, give street and number)

Facility Name:

If Other, Specify:

City/Town:

State/Province:

Country:

Save this Page

Edits - Example

- The Soft Edit in this case is simply a reminder to provide detailed information when reporting cancer deaths. So, this may only require verification rather than a revision of the data.
- As noted in the message, you can verify your data by checking the box to the left of the message and then selecting “Certify With Exceptions”.
- Verification of soft edits can only be saved when all hard edits have been addressed and you are ready to complete certification of the record.

Edit Case

Hard Edits:
The following are edits for the entire record. "Revise" will return you to the page corresponding to the edit. All hard edits must be addressed before certifying.

Edit Message

Soft Edits:
Soft edits can only be addressed when attempting to Sign or Certify a record. If you choose to verify the value you have entered as final rather than revise the item, check the box at left. Records with verified values can be completed by Signing or Certifying "With Exceptions".

Verify Edit Message

Use of the term 'Cancer' suggests that you may be reporting a cancer death. If this is the case and it is possible to do so, please provide the site, cell type and whether the condition has metastasized. If you are not reporting a cancer death or have already provided all available information, check the box at the left and then click 'Certify with Exceptions'.

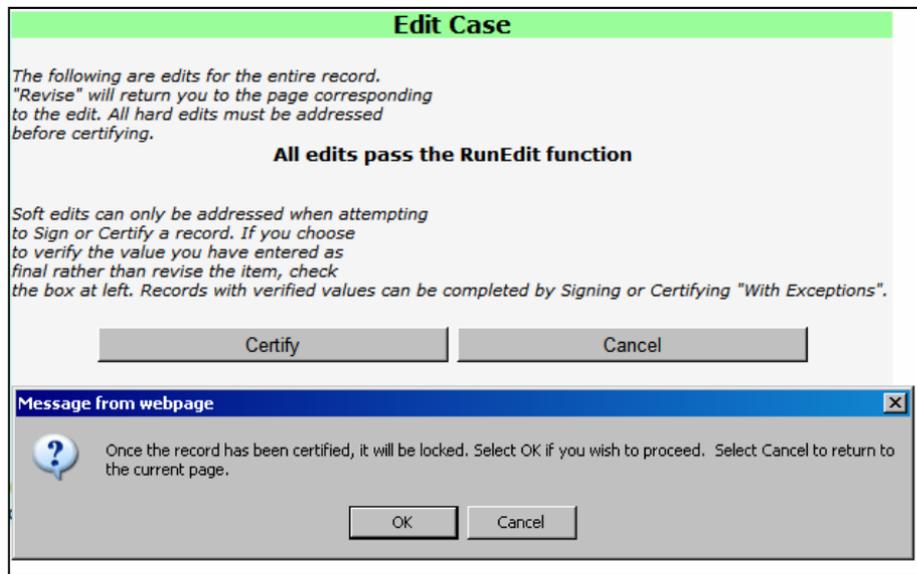
Revise

Certify With Exceptions Cancel

Completing Edits and Certifying



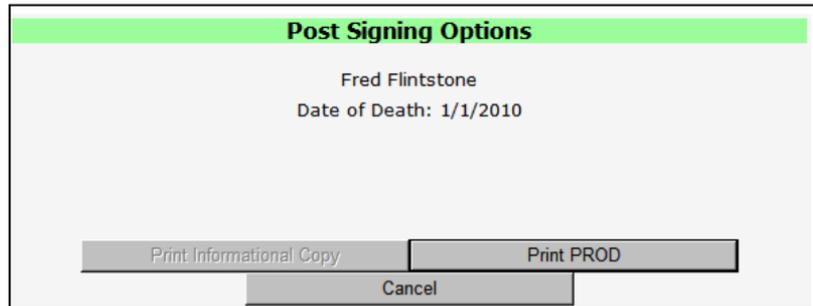
- Once you have either cleared all edits and selected “Certify” or verified remaining soft edits and selected “Certify with Exceptions”, a message will notify you that the record will be locked once it’s been certified, preventing further data entry in the medical side of the record.
- This is the final confirmation of your intent to certify and gives you an opportunity to Cancel and return to the current page.



Printing Official Copy for Records



- After you certify a record, the EDRS will display the Post Signing Options.
- If the demographic information has not yet been signed in the EDRS by a funeral director the record will be “certified” for the medical portion but still “unregistered”
- In these cases, the Print PROD printing option will be the only one available.
- Select the Print PROD button to print. The Adobe Reader program will open to create the printable view. Select the print option in the Adobe program and verify the printer that you would like to print the document.
- If the demographic side has been completed the record will be “registered” and your print option will be to Print Informational Copy (of the death certificate)
- In either case, the document you are permitted to print should accompany the body of the decedent.



Accessing a Record After Certification



- Once you have successfully certified a record it is considered final and will not be accessible through the Create/Update function.
- If you need to access the record to review or print it you may do so using the **View Record** function available on the main page of the EDRS.
- From the **View Record** function, the record can be printed for up to 30 days from certification.
- Changes can only be made to a certified record by requesting a correction from the Department of Health Vital Records Office.

Vital Records **Electronic Death Registration System**

User: tberry Facility: Tim's Hospital

Create/Update Medical Record

View Record

Print Informational Copy

Vital Records

Welcome to the Electronic Death Register

Vermont Department of Health, EDRS Version 4.0.0.2010.03
Please forward questions or concerns to: EDRS@vdh.state.vt.us 1-800-845-3453

Print Informational Copy Function



- The final function available to you is the Print Informational Copy Function. This will produce a copy of a certificate for you to print provided that it is a record you completed and the record has been registered within 30 days.
- **Since you may not know whether a record has been registered,** physicians are advised to always use the **View Record** function to find records which have been certified instead of the Print Informational Copy feature.
- If you need an “informational copy” of the certificate, this can be obtained from within the **View Record** function.

The screenshot shows the user interface of the Vital Records Electronic Death Registration System. At the top left, the logo 'Vital Records' is displayed with a green heartbeat line. To its right, the title 'Electronic Death Registration System' is shown. Below the logo, the user information 'User: tberry Facility: Tim's Hospital' is visible. A light blue sidebar on the left contains three menu items: 'Create/Update Medical Record', 'View Record', and 'Print Informational Copy'. The 'Print Informational Copy' item is circled in red. On the right side of the page, the 'Vital Records' logo is repeated, followed by the text 'Welcome to the Electronic Death Regist'. At the bottom right, the footer text reads 'Vermont Department of Health, EDRS Version 4.0.0.2010.03' and 'Please forward questions or concerns to: EDRS@vdh.state.vt.us 1-800-848-8889'.

Becoming an EDRS User



- In order to become enrolled as an EDRS user you must sign and return an EDRS User Agreement. If you have not already completed an agreement these may be printed from the EDRS web site at: <http://www.healthvermont.gov/hc/EDRS/Forms.aspx>

User Agreements may be faxed to (802) 651-1787 or mailed to:

Vital Records
Vermont Department of Health
P.O. Box 70
Burlington, VT 05402

- After your signed user agreement has been received, you will be issued a User Name and Password.
- If you have any questions or would like additional support in using the EDRS please contact Dawn Anderson, EDRS Outreach and Training Coordinator at EDRS@ahs.state.vt.us or (802) 652-2070.