

2/17/2023

## Quick Guide to Viewing and Printing Documentation of Medical Certification Using the Vermont Electronic Death Registration System (EDRS)

1. Go to the EDRS web page (<https://www.healthvermont.gov/health-statistics-vital-records/vital-records-population-data/vital-records-reporting-edrs>) and select “HEALTH CARE PROVIDER & FUNERAL DIRECTOR LOGIN”.
2. Enter your Username and Password. If you do not see a login box, check to see if it has opened in the background. If you are taken directly to a page that says “Access Denied,” please ensure you have pop-ups enabled for this website (see below)
3. Select the “View Record” option in the blue bar on the left of the screen.

Vital Records Electronic Death Registration System

User: tim.berry Facility: Office of the Chief Medical Examiner

VERMONT DEPARTMENT OF HEALTH Logout

View Record

Vital Records

Welcome to the Electronic Death Registration System

4. Enter the last name of the deceased and then select “Find”.

Vital Records Electronic Death Registration System

User: tim.berry Facility: Office of the Chief Medical Examiner

VERMONT DEPARTMENT OF HEALTH Logout

View Record

Search for a Record

First Name:

Last Name:

Date of Death:

Death Cert. #:

M.E. Case #:  -

Find New Search Cancel

Vermont Department of Health, EDRS Version 5.0.0.2010.09.02  
Please forward questions or concerns to: [EDRS@ahs.state.vt.us](mailto:EDRS@ahs.state.vt.us) 1-800-439-5008

5. Select the appropriate record. If the record you are looking for does not appear, double check the spelling. The EDRS View function searches on exact matches of the name. It is possible, for example that a physician has entered the record with the name “Smith” whereas the funeral director knows the name to be “Smyth”. If you still do not find the record, it is possible that one has not been started.

Select	Last Name	First Name	Date of Death	Record Status	Death Certificate Number	ME Case Number
Select	Flintstone	Fredrick	5/7/2009	REG	1442009200179	
Select	Flintstone	Fred	12/1/2009	REG	1442009200191	
Select	Flintstone	Fredrick	3/20/2010	INCOMPLETE		

6. **The record will open.** At the top of the page in the Blue Bar you will see the Decedent's Name, the Record Status and the status of the Demographic Information. If the funeral director has not entered any information yet, the Demographic section will be blank and the Demographic Information status will be "Not Started".

Click on "View Medical" on the right side of the screen and this will take you to the medical information section of the record.

The screenshot shows the Vital Records Electronic Death Registration System interface. At the top, there is a header with the logo for Vital Records, the text "Electronic Death Registration System", and the Vermont Department of Health logo with a "Logout" link. Below the header, the user information is displayed: "User: tim.berry" and "Facility: Office of the Chief Medical Examiner". The main content area is divided into sections. The top section is a blue bar containing the name "Fredrick Rocky Flintstone", the status "Record Status: Incomplete", and "Demographic Information: Incomplete". There is a "View Record" link on the left and a "View Medical" link on the right. Below this is a green bar labeled "Identifying Information" which contains the following details: Date of Death: 3 /20/2010, First Name: Fredrick, Middle Name: Rocky, Last Name: Flintstone, Suffix: JR, Date of Birth: 2 /2 /1921, Sex: (blank), Last Name same as Birth Name: Yes, Last Name at Birth: Flintstone, Age at last Birthday: 89 Years, Age if under 1 year: (blank), and Age if under 1 day: (blank). Below this is another green bar labeled "Addresses" which contains the text "Birthplace".

7. **Check the status of the Medical Information section.** It should say either "Certified" or "Certify with Exceptions" next to the words Medical Information in the blue bar at the top of the Medical Information section. If it says "Incomplete" or "Not Started" this means that the physician has not officially certified the information contained in the record.

**Fredrick Rocky Flintstone**  
**Record Status: Incomplete** [View Demographic](#)  
**Medical Information: Certify with Exceptions**

**Name Known To Physician**

First Name: Fredrick  
Middle Name: Rocky  
Last Name: Flintstone  
Suffix: JR  
Approximate Age Known to Physician:  
Date of Death: 3 /20/2010

**Place of Death**

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

Place of Death: Hospital: Inpatient  
If Other, Specify:

Facility Name: Fletcher Allen Health Care /Medical Ctr Campus  
If Other, Specify:

Location:

City/Town: Burlington  
State/Province: VT  
Country: United States

**Manner and Cause of Death**

Manner of Death: Natural

CAUSE OF DEATH PART 1	Approx. Interval:
<i>Immediate Cause: (Final disease or condition resulting in death.)</i>	ONSET TO DEATH
a: pneumonia	days
<i>Due to (or as a consequence of):</i>	
b: lung cancer	months
<i>Due to (or as a consequence of):</i>	
c:	

8. **If you need to review the medical information**, you can do so by scrolling down to see all information. If you need to see any information on the Demographic side either scroll up to the top of the screen or select the link “View Demographic” on the right-hand side of the blue bar at the top of the Medical Information section.
  
9. **If you need to print a hard copy of the medical information** you may do so by scrolling down to the bottom of the page and selecting the print option that is available. The option will either be a “PROD” (Preliminary Report of Death) if the demographic side has not been completed or an “Administrative Copy” of the certificate (if the demographic information has been finalized by the funeral director). If the record has not been certified by the physician, you will not have a print option even if it appears that all the fields on the record have been completed. Also note, the Administrative Copy of a certificate is only available for up to 30 days from the day it is registered. This is because the document is intended for processes related to registering a death and disposition of the body. After 30 days a record can be viewed, but copies of the certificate cannot be printed.

Name of attending physician if other than Certifier

First Name:  
Middle Name:  
Last Name:  
Suffix:

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## Troubleshooting EDRS Log On Issues

### Choice of Browser

The EDRS is supported with the use of **Firefox version 8 or higher and EDGE**. Use of other browsers is not advised and may prevent access to the EDRS.

### Allowing Pop-ups

In order to use the **EDRS**, you must allow **Pop-ups** from the VDH website.

If **Pop-ups** are not set properly, you will not be able to log on to the EDRS. You may see a screen that remains loading...with a message displaying in the tan-colored bar near the top of the page: "Pop-up blocked. To see this pop-up or additional options click here..." or you may be directed to a page that says Access Denied.

Consult with your local IT and have your web browser set to Always Allow Pop-ups from this Site.

## For Additional Help

If you are experiencing problems accessing the system, please contact the VT Vital Records Office via email at [EDRS@vermont.gov](mailto:EDRS@vermont.gov) with a *detailed* description of the issue you are encountering, including a screen shot of any error message you are receiving, if possible.