

For Internal DOH Use Only

**APPLICATION OF INTENT  
TO PARTICIPATE  
IN THE REPORTING OF  
PENNSYLVANIA DEATH EVENTS**

Pennsylvania Department of Health  
Bureau of Health Statistics and Registries  
555 Walnut Street, 6<sup>th</sup> Floor  
Harrisburg PA 17101-1934

April 4, 2019  
*Version 2.1*

**PURPOSE** - Organizations interested in providing services to end users responsible for completing Pennsylvania death reports will need to complete this application for the following activities.

- Digital printing of death reports
- Electronic signing of death reports by physicians or coroner/medical examiners
- Submitting electronic data to the Department of Health via Pennsylvania's Electronic Death Registration System (PA EDRS) Bridge

### **Section I – The Pennsylvania Department of Health's Requirements for Participating in Reporting Pennsylvania Death Events**

The Pennsylvania Department of Health (DOH) is accepting applications from organizations (including, but not limited to, for profit corporations, sole proprietorships, limited liability corporations, partnerships, non-profit entities and government agencies) to participate in the reporting of Pennsylvania death events. As part of this application process, the following requirements apply:

#### **A. General Requirements:**

1. All reporting of deaths shall be filed in accordance with the Vital Statistics Law of 1953 (35 PS §450.501) or its successor, which requires that deaths be filed within 96 hours and in accordance with the format as prescribed by the State Registrar. Any product implemented by the Applicant must be designed to support the timely submittal of data to support this 96-hour requirement and in the format prescribed by the State Registrar. Support for the timely submittal of data must include a paper-based alternative workflow in the event that electronic submittal is temporarily disabled. See Part B, Item 2.
2. Prior to sending materials to any potential users of the Applicant's product, the Applicant shall provide said materials (including, but not limited to, an initial introductory contact letter, information packet and printing requirements for the Certificate of Death, Form H105.143) to DOH for review and approval. The Applicant shall not provide said materials to any potential users until DOH has provided written approval.
3. The Applicant shall not communicate any form of product endorsement by the Commonwealth without the explicit written approval of DOH.

#### **B. Certificate of Death (Form H105.143) Requirements:**

1. Applicants interested in incorporating the Certificate of Death (Form H105.143) into their product shall indicate their intent under Section III of this application.
2. Any product implemented by the Applicant for the electronic submittal of data must also support an alternative paper-based workflow that generates the current version of Form H105.143.
3. If an Applicant incorporates Form H105.143 into their product, the form shall replicate the current version authorized by DOH. This form is subject to change at the discretion of the DOH. As new versions of this form are issued, DOH will provide the applicant with a PDF version of the form.
4. The Applicant shall incorporate all revisions to the form, format or content made by DOH into the product within timeframes established by DOH. The Applicant must notify DOH when their system has been updated to include the new version of Form H105.143. Outdated versions of the form used past the designated timeframe will not be accepted by DOH for the purpose of registering the death.

5. During the onboarding process, the Applicant shall inform DOH of any validation that is programmed into the Applicant's product. DOH reserves the right to terminate the Applicant's Application of Intent if DOH determines that the validation rules inhibit the accurate reporting of Pennsylvania death events.
6. Applicants shall educate their end-users on the following requirements if using a printed copy of Form H105.143 to report the death. Failure to meet these requirements may result in DOH rejecting the report of death.
  - a. Ink must be in black only and must be heat resistant (non-wax based).
  - b. Paper must be white, legal-size (8.5" x 14"), and 20# bond or greater.
  - c. Once printed, the form must retain ¼" margin of white space above the top line of print. The printer margin shall not be modified to reduce this necessary white space.
  - d. End-users uncertain of their ability to meet the printing requirements may submit an accompanying letter and 10 printed copies of Form H105.143 for testing purposes to the following address:

PA Department of Health  
Bureau of Health Statistics and Registries  
555 Walnut Street, 6<sup>th</sup> Floor  
Harrisburg PA 17101-1934

C. Signature Requirements:

1. Applicants interested in implementing electronic signatures within their product for death reporting shall indicate their intent under Section III of this application. Applicants who intend to integrate their product with the PA EDRS Bridge do not need to apply for this requirement unless they are planning to use electronic signatures as part of the paper-based death reporting workflow.
2. Applicants shall submit for DOH review and written approval any electronic signature authentication method to be used, including written documentation. Furthermore, Applicants shall submit for DOH review and written approval any changes made to the electronic signature authentication method (including, but not limited to, the verification methods used to authenticate the electronic signature and/or changing an Applicant's subcontractor) prior to the implementation of any such changes.
3. Applicants shall submit, for DOH review and written approval prior to implementation, documentation that details the methods used to retain the appropriate electronic signature information. For auditing purposes, all transactions shall include the user ID entered to electronically sign a death report.
4. In accordance with DOH standards and under the supervision of DOH, a successful test of the Applicant's proposed electronic signature system shall be conducted prior to implementation.
5. Medical Certifiers (which include physicians, certified registered nurse practitioners, physician's assistants, and coroner/medical examiners) may use electronic signatures once DOH has approved the Applicant's electronic signature authentication method and documentation as outlined in paragraphs C.2 and C3.
6. Funeral Directors (or individuals responsible for final disposition) must meet the following signature requirements:
  - a. If the Applicant's product is successfully integrated via the PA EDRS Bridge, the funeral director may sign the death report electronically.
  - b. If the Applicant's product is not integrated via the PA EDRS Bridge, then the funeral director shall print Form 105.143 in accordance with paragraph B.5. and shall sign the form in black ink.

D. PA EDRS Bridge Requirements:

1. Applicants interested in integrating their product via the PA EDRS Bridge shall indicate their intent under Section III of this application.
2. The PA EDRS Bridge is the only DOH-approved data transfer solution used for the electronic reporting of Pennsylvania death events.
3. To use the PA EDRS Bridge, the Applicant's product shall support the specifications outlined in the PA EDRS Bridge Technical Documentation.
4. DOH will review and determine approval status of an Application of Intent within fifteen (15) business days of receipt. Applicants approved to integrate through the PA EDRS Bridge will receive the following information along with the approval letter from DOH:
  - a. PA EDRS Bridge Onboarding Procedures.
  - b. PA EDRS Technical Documentation.
5. Within 30 days of receipt of the PA EDRS Bridge Technical Documentation and Onboarding Procedures, the Applicant shall inform DOH in writing if they are no longer interested in pursuing integration of their product via the PA EDRS Bridge.
6. All documentation related to the PA EDRS Bridge is considered confidential, and the Applicant shall only share it with individuals responsible for developing and integrating the PA EDRS Bridge solution for the Applicant. This documentation shall not be shared with customers of the Applicant.
7. Technical support will be facilitated by DOH between the Applicant and DOH's application service provider while the Applicant is building their integration to the PAEDRS Bridget.
8. Regular status meetings will be held between DOH and the Applicant to resolve issues until the Applicant's product is successfully integrated via the PA EDRS Bridge. The meetings shall be held at least monthly between DOH and the Applicant. However, the parties may meet more frequently if mutually agreed upon.
9. If the Applicant determines that they are no longer interested in pursuing the PAEDRS Bridge, the Applicant shall inform DOH of their decision at the next meeting. The Application of Intent will immediately cease if an Applicant fails to meet the monthly status meeting requirement as listed in #8 above. To re-engage, the Applicant will be required to re-submit an updated Application of Intent.
10. Meetings may be held in person or by phone, as mutually agreed upon by DOH and the Applicant. The Applicant's failure to attend any scheduled meeting may result in termination of any DOH approvals.
11. Quarterly meetings shall be held between DOH and the Applicant once the PA EDRS Bridge is successfully integrated.

**Section II - Terms and Conditions**

The undersigned hereby agrees to the terms and conditions listed below regarding the reporting of Pennsylvania death events.

- A. All applicable requirements listed in Section I shall be met.
- B. All technical support calls related to the Applicant's information system shall be handled by the Applicant. DOH staff will refer any calls received for such technical support from end users to a telephone number or e-mail address which the Applicant shall provide.

- C. The Applicant's information system shall have the ability to immediately suspend the account of any end user in the event of any issues concerning the integrity of the user's account.
- D. Approvals will be effective for two (2) years. Renewal applications including a biennial report shall be submitted at least thirty (30) days prior to date of expiration. DOH will prescribe the format and requirements for the biennial report.
- E. DOH reserves the right to immediately terminate any DOH approvals issued against this Application of Intent if the Applicant no longer meets the requirements and/or the stated terms and conditions, as determined by DOH.
- F. DOH further reserves the right to terminate at its discretion the acceptance of electronic signatures or the transfer of data using the PA EDRS Bridge with thirty (30) days' notice to the Applicant.

**Section III - Application of Intent**

To indicate your level of intent in participating in the reporting of Pennsylvania death events, please check all boxes that apply.

MANDATORY REQUIREMENTS:

- I understand that all Applicants shall meet the General Requirements in Section I.A.
- I am applying for participation under the Certificate of Death (Form H105.143) Requirements in Section I.B.

OPTIONAL REQUIREMENTS:

- I am applying for participation under the Signature Requirements in Section I.C
- I am applying for participation under the PA EDRS Bridge Requirements in Section I.D.

**Section IV - Assurance Statement and Signature**

An authorized representative of the Applicant must sign the Assurance Statement listed below stating that the Applicant agrees to the conditions set forth in this Application of Intent.

*I have thoroughly reviewed the requirements which are incorporated herein and I shall adhere to the requirements, terms and conditions set forth therein.*

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Name of Applicant's Organization, Company or Corporation

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Street Address

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City, State, Zip Code

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Name of Authorized Representative

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Title of Authorized Representative

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Signature of Authorized Representative

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Date