Coroners/Medical Examiners

This User Guide is comprised of the following Quick Reference Sheets (QRSs). A checkmark is displayed in the User Type columns for each QRS applicable to your role. Your functionality within EDRS is limited to actions for those QRSs checked. Use of another user’s login credentials to access other functionality is strictly prohibited and a violation of the User Agreement and Confidentiality Policy.

<table>
<thead>
<tr>
<th>QRS Number</th>
<th>QRS Name</th>
<th>User Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>QRS-2000</td>
<td>Finding a Death Case Someone Else Started</td>
<td>✓</td>
</tr>
<tr>
<td>QRS-2001</td>
<td>Creating a New Death Case: Personal Information</td>
<td>✓</td>
</tr>
<tr>
<td>QRS-2002</td>
<td>Verifying the Social Security Number</td>
<td>✓</td>
</tr>
<tr>
<td>QRS-2004-CME</td>
<td>Creating a New Death Case: Medical Information</td>
<td>✓</td>
</tr>
<tr>
<td>QRS-2005</td>
<td>Entering Other as Place of Death</td>
<td>✓</td>
</tr>
<tr>
<td>QRS-2006-CME</td>
<td>Certifying a Death Case</td>
<td>✓</td>
</tr>
<tr>
<td>QRS-2007</td>
<td>Entering Pronouncement Information</td>
<td>✓</td>
</tr>
<tr>
<td>QRS-2008</td>
<td>Creating a Pending Death Case</td>
<td>✓</td>
</tr>
<tr>
<td>QRS-2009</td>
<td>Validating a Death Case</td>
<td>✓</td>
</tr>
<tr>
<td>QRS-2011</td>
<td>Declining a Referral</td>
<td>✓</td>
</tr>
<tr>
<td>QRS-2015</td>
<td>Printing a Working Copy (Noncertified)</td>
<td>✓</td>
</tr>
<tr>
<td>QRS-2016</td>
<td>Dropping a Death Case to Paper</td>
<td>✓</td>
</tr>
<tr>
<td>QRS-2017</td>
<td>Abandoning a Death Case</td>
<td>✓</td>
</tr>
<tr>
<td>QRS-2018</td>
<td>Removing an Abandoned Case Status</td>
<td>✓</td>
</tr>
<tr>
<td>QRS-2021-CME</td>
<td>Amending a Death Case: Replacement Medical (Pending to Final)</td>
<td>✓</td>
</tr>
<tr>
<td>QRS-2022-FH</td>
<td>Amending a Death Case: Personal</td>
<td>✓</td>
</tr>
<tr>
<td>QRS-2022-MC</td>
<td>Amending a Death Case: Medical</td>
<td>✓</td>
</tr>
<tr>
<td>QRS-2024</td>
<td>Editing an Amendment Request</td>
<td>✓</td>
</tr>
<tr>
<td>QRS-2034</td>
<td>Viewing the Processing History of an Amendment</td>
<td>✓</td>
</tr>
<tr>
<td>QRS-2046</td>
<td>Uncertifying a Death Case</td>
<td>✓</td>
</tr>
<tr>
<td>QRS-2047</td>
<td>Relinquishing a Case</td>
<td>✓</td>
</tr>
<tr>
<td>QRS-2049</td>
<td>Selecting a Local Registrar</td>
<td>✓</td>
</tr>
<tr>
<td>QRS-2052</td>
<td>Adding Comments</td>
<td>✓</td>
</tr>
<tr>
<td>QRS-2056-CME</td>
<td>Using Fast Links and Queues</td>
<td>✓</td>
</tr>
<tr>
<td>QRS-2057</td>
<td>Entering an Alias</td>
<td>✓</td>
</tr>
</tbody>
</table>
Creating A New Death Case: Personal Information

Note: To avoid duplication of cases, before you create a new case you must perform a Death Start/Edit New Case search to determine if the case was already started by another party.

1. Click the Death Start/Edit New Case link on your Home page to search for existing cases that match the one on which you are working.

Note: The Death Locate Case search is only used to locate cases you have already started.

2. Enter the required data and click the Search button.

3. If you find a matching case, click the Decedent’s Name link to open the case.
   If you cannot not find any matching cases, click the Start New Case button.
   Note: If you know the case was started but cannot find it, ask exactly how this data was entered and search again.

4. Decedent screen:
   - Enter the required data
   - Click \( \Rightarrow \) to calculate the Age
   - Verify the SSN
   - Click the Next button

Note: For detailed information on the SSN validation process, reference QRS-2002, Verifying the Social Security Number.

5. Resident Address screen:
   - Enter the required data
   - Click the Next button

6. Family Member’s screen:
   - Enter the required data
   - Click the Next button
Disposition screen:
- Enter the required data
- Use the ▲ to select the FD (if not displaying)
- Use the ▼ to select the Filing Registrar Office
- Click the Next button

**IMPORTANT:** You must use the Lookup search (🔍) to locate/select the funeral director information. Manually entering this information will generate an error that will prevent the funeral director from signing the case.

**Note:** For detailed information on entering the local registrar information, reference QRS-2049, Selecting a Local Registrar.

Decedent Attributes screen:
- Enter the required data
- Click the Save button
Place of Death screen:
- Select the **Type of Place of Death**
- Use the **to select the Facility Name**
- Click the **Save** button
- If the facility does not appear in the lookup, email the facility name and address to RA-DHDeathSupport@pa.gov

If needed, correct or override validation errors and re-validate.
Verifying the Social Security Number

The following information must be completed before attempting to verify the SSN:

- First and Last Name
- Gender
- Social Security Number
- Date of Birth
- Click to calculate the Age

Click the Verify SSN link.

The SSN Verification Status is set to Pending.

Click the Save button to update the SSN Verification Status.

If the information does not match, the SSN Verification Status displays the reason for the failure and the number of attempts.

In this example, the verification failed because it could not find a match for the name, and this was the first verification attempt.

You have up to five attempts to verify the SSN, and these are possible failure codes:

- FAILSSN
- FAILNAME
- FAILDOB
- FAILGENDER

If the verification failed, review the SSN, Name, Date of Birth and Gender fields to determine if this data was entered correctly in DAVE™. If the data was entered correctly, you may need to contact the informant or decedent’s family to determine which piece of data is incorrect.

If the verification passed, skip to Step #6.

The Verify SSN link becomes disabled after each verification attempt. To activate the Verify SSN link again, you must change data in one or more of the required fields (SSN, Name, Date of Birth or Gender).

Change SSN, Name, Date of Birth or Gender and click the Verify SSN link.

When the information matches, the SSN Verification Status changes to Passed and the number of attempts is displayed. You have completed the SSN verification process.
Creating a New Death Case: Medical Information
( Coroner/Medical Examiner )

**Note:** To avoid duplication of cases, before you create a new case you must perform a Death Start/Edit New Case search to determine if the case was already started by another party.

1. Click the Death Start/Edit New Case link on your Home page to search for existing cases that match the one on which you are working.

   **Note:** The Death Locate Case search is only used to locate cases you have already started.

2. Enter the required data and click the Search button.

3. If you find a matching case, click the Decedent’s Name link to open the case.
   
   If you cannot find any matching cases, click the Start New Case button.

   **Note:** If you know the case was started but cannot find it, ask exactly how this data was entered and search again.

4. Click the Pronouncement link on the Medical Certification section of the Death Registration Menu.

5. Pronouncement screen:
   - Enter the required data (Date and Time of Death fields)
   - Enter the pronouncer data, if appropriate (Optional)
   - Click the Next button

   **IMPORTANT:** If the Pronouncer and Certifier are the same person, you must use the Lookup search (    ) to locate/select the Pronouncer. Manually entering data in these fields will generate an error during the certification process.

6. Place of Death screen:
   - Select the Type of place of death
   - Confirm or enter address data
   - Click the Next button
Certifier screen:
- Enter the required data
- Click the Save button

**IMPORTANT:** You must use the Lookup search ( ) to locate/select the certifier. Manually entering data in these fields will generate an error that prevents the certifier from certifying the case.

**Note:** Do not enter a date in the Date Signed field. This information will automatically be generated when the case is certified.
Click the **Validate Page** button to validate all of the data entered.

If needed, correct or override validation errors and re-validate.

![Validation Results Table](image)

- **DR_5029**: Place of Death ZIP code cannot be left blank. Enter a valid ZIP code for the Place of Death.

<table>
<thead>
<tr>
<th>Error Message</th>
<th>Override</th>
<th>Goto Field</th>
<th>Popup</th>
</tr>
</thead>
<tbody>
<tr>
<td>DR_5029</td>
<td>✔️</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[Click to validate page]
Entering Other as Place of Death

1. From the Place of Death screen select Other (specify) from the Type of place of death drop-down list, then complete the rest of the fields as follows:

- Type of place of death: Other (specify)
- Other Specify: Highway

If the death occurred on a highway, select Other (specify).
- Enter Highway in the Other Specify field.
- Enter as much of the Street Address as is available.
- The City, County, State, Country and Zip Code must be entered.
- Do not enter “scene.”

- Type of place of death: Other (specify)
- Other Specify: Friend’s Residence

If the death occurred in a residence other than the decedent’s home, select Other (specify).
- Enter a description of the residence in the Other Specify field, such as Friend’s Residence.
- Enter the full address including Street Address, City, County, State, Country and Zip Code.

- Type of place of death: Other (specify)
- Other Specify: Smith Personal Care Home

If the death occurred in a personal care home, select Other (specify).
- Enter the name of the personal care home such as Smith Personal Care Home in the Other Specify field.
- Enter the full address including Street Address, City, County, State, Country and Zip Code.

2. Click the Save or Next button to continue.
Certifying A Death Case

Notes:
- This Quick Reference Sheet is for the role of a Coroner/Medical Examiner only. This functionality is not for use by staff in a coroner/medical examiner office. Use of another user’s login credentials to perform this functionality is strictly prohibited and a violation of the User Agreement and Confidentiality Policy.

1. From the decedent’s death case, click the **Pronouncement** link on the **Medical Certification** section of the Death Registration Menu to review and verify the information.

2. Click the **Next** button to review and verify the Place of Death information.

3. Click the **Next** button to enter or verify the Cause of Death information.

4. Click the **Next** button to review and verify the Other Factors information.

5. Click the **Next** button to review and verify the Injury information.

6. Click the **Next** button to review and verify the Certifier information.

7. Click the **Certify** link on the Death Registration Menu to review the Affirmations screen.

   **IMPORTANT:** The **Certify** link only displays for medical certifiers, and only when all of the medical information has been validated. If you are a medical certifier and the **Certify** link is not displaying, click the **Validate Page** button to validate the case.

8. Select the **Affirm** checkbox and click the **Affirm** button to certify the case.
When the case is affirmed, a confirmation message displays and the **Certify** link has a checkmark next to it.
Entering Pronouncement Information

**Notes:** Date and time of death information must be entered at the top of the Pronouncement screen. However, the rest of the fields on the Pronouncement screen are optional because pronouncement of death is not required in Pennsylvania.

1. **From the death case, click the Pronouncement link on the** Medical Certification section of the Death Registration Menu.

2. **Review, and if necessary, edit the Date of Death and select the Date of Death Modifier from the drop-down list.**

3. **Enter the Time of Death and select AM, PM, or Military from the drop-down list.**

   **Note:** Enter single digit times as two digits. Example: 7:09 is entered as 07:09

4. **Select the Time of Death Modifier.**

5. **Optional:** Enter the Date Pronounced Dead.

6. **Optional:** Enter the Time Pronounced Dead and select AM, PM, or Military from the drop-down list.

7. **Optional:** If you are a coroner/medical examiner, physician, certified registered nurse practitioner or physician assistant*, enter the Pronouncer Name information using one of the following methods (both of these methods will auto-populate all of the Pronouncer Name fields):
   - Enter the License Number and click the Auto-Populate icon, or
   - Click the Lookup icon to search for the name.

   **Note:** If you are a professional nurse, enter the information manually.

8. **Enter the Date Signed for the pronouncement.**

   **Note:** The Date Signed is only required when the Pronouncer Name information is entered.

9. **Click the Save or Next button to save this data.**

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*An amendment to the Vital Statistics Law of 1953 will permit physician assistants to act as medical certifiers for death cases beginning September 5, 2017.
Creating A Pending Death Case

**Note:** To avoid duplication of cases, before you create a new case you must perform a Death Start/Edit New Case search to determine if the case was already started by another party.

1. Click the Death Start/Edit New Case link on your Home page to search for existing cases that match the case on which you are working.

   **Note:** The Death Locate Case search is only used to locate cases you have already started.

2. Enter the required data and click the Search button.

3. If you find a matching case, click the Decedent’s Name link to open the case.

   If you are unable to find any matching cases, click the Start New Case button.

   **Note:** If you know the case was started but you cannot find it, ask exactly how this data was entered and search again.

4. Click the Pronouncement link on the Medical Certification section of the Death Registration Menu.

5. Pronouncement screen:
   - Enter the required data (Date and Time of Death fields)
   - Enter the pronouncer data, if appropriate (Optional)
   - Click the Next button

   **IMPORTANT:** If you enter the Pronouncer information, you must use the Lookup search ( ) to locate/select the pronouncer. Manually entering data in these fields will generate an error during the certification process.

6. Place of Death screen:
   - Select the Type of place of death
   - Confirm or enter address data
   - Click the Next button

   **Note:** If selecting Other as the Type of Place of death, please reference QRS-2005, Entering Other as Place of Death.
10. Certify screen:
   - Enter the required data
   - Click the Save button

**IMPORTANT:** You must use the Lookup search to locate/select the certifier. Manually entering data in these fields will generate an error that prevents the certifier from certifying the case.

**Note:** Do not enter a date in the Date Signed field. This information will automatically be generated when the case is certified.

11. Click the Validate Page button to validate all of the data entered.

12. If needed, correct or override validation errors and re-validate.
Validating a Death Case

1. When all of the data has been entered for your section of the death case, click the Validate Page button to initiate the validation process.

   ![Validate Page Button]

2. The Death Registration Menu indicates the status of each screen by displaying red, yellow, or green symbols.
   - **Red X** indicates validation errors that must be corrected.
   - **Yellow circle** indicates validation errors that must be overridden or corrected.
   - **Green checkmark** indicates no validation errors.

   View the error message(s) at the bottom of each screen with a red or yellow symbol for instructions to correct or override each issue.

   ![Validation Results Table]

3. If an error can be overridden, determine if the data is correct.
   - If it is **not** correct, correct the data and click the Save button.
   - If it is **correct**, select the Override checkbox for that error message and click the Save Overrides button.

   **Note:** After a yellow error is overridden, the validation symbol will always remain yellow. But as long as the override was successful, it will not prevent the case from being signed or certified.

4. When corrections are made, click the Save button to save your change(s) before navigating to any other screen.

   ![Save Button]

5. When all changes are complete, click the Validate Page button to run the system validation rules again.

   ![Validate Page Button]

6. When all information is valid and/or overridden, the menu will display all green (or green and yellow) symbols indicating that the case is ready to be signed or certified.

   If you are a funeral director or medical certifier, the Sign or Certify link will appear on the Death Registration Menu.

   **IMPORTANT:** Support staff will never see the Sign or Certify links, even when a case is completely validated.
Declining a Referral

Notes:
- If a death case was referred to a coroner/medical examiner’s office in error, it can be returned to the referring medical facility using the functionality described below.
- Before a referral is declined, communication with the medical facility outside of EDRS is essential to ensure appropriate handling of the case.
- When a referral is declined, all end users in the medical facility will receive a message in DAVE™ notifying them that ownership of the case has been transferred back to that facility.

1. From the death case, click the Transfer Case link in the Other Links section of the Death Registration Menu.

2. The Transfer Case screen displays. In the Transfer Medical Ownership To field, first click the checkbox to insert a checkmark. Then click the Lookup icon.

3. The Lookup office to transfer medical ownership to dialog box displays. Search for the medical facility name by entering all or part of the Facility Name followed by the Wildcard symbol (%) in the Facility Name field and click the Search button.

4. Click the select link beside the name of the facility to whom the case is to be returned.

5. The Transfer Case screen will display again. Review your selections and the auto-generated text in the Message field.

   Optional: You may enter additional message text, but it is not required.

6. Click the Save button to return the case to the medical facility.

Note: Clicking the Save button immediately transfers ownership back to the medical facility, which means that your office will no longer be able to access the case. Before you click the Save button, make sure you are returning the case to the correct facility.
**Printing a Working Copy (Noncertified)**

**Note:** A working copy (noncertified) can be printed at any time, even after the case has been registered.

1. From the death case, click the **Print Forms** link in the **Other Links** section of the Death Registration Menu.

2. From the Print Forms screen, click the **Working Copy (Noncertified)** link.

3. At the bottom of the screen, click the **Open** button to display a working copy (noncertified) in a new window.

   **Note:** The working copy (noncertified) will print ALL information that has been entered in the death case.

4. To print a working copy (noncertified), click the **Printer** icon located in the top left corner of the document.

   **Note:** Clicking the **Printer** icon automatically sets the printer to the recommended settings for printing the working copy (noncertified).

5. Click the **Print** button to print the working copy (noncertified) and close the document window.
Dropping a Death Case to Paper

Note: An electronic death case can only be dropped to paper when it is signed or certified.

1. From the death case, click the Print Forms link on the Other Links section of the Death Registration Menu.

2. From the Print Forms screen, click the Drop to Paper link.

   Note: The Drop to Paper link will be disabled if the case does not have a Signed or Certified status.

3. A confirmation box displays with important information. Click the OK button to proceed.

   IMPORTANT: When a case is dropped to paper:
   - The electronic case is locked, so no changes can be made.
   - The drop to paper process cannot be reversed.
   - Drop to paper certificates only print the data entered in your section of the death case.

4. At the bottom of the screen, click the Open button to display the drop to paper certificate in a new window.

5. Click the Printer icon located in the top left corner of the document.

   IMPORTANT: When a case is dropped to paper:
   - You only have ONE opportunity to print the paper certificate.
   - Clicking the Printer icon automatically sets the printer to the recommended settings for printing.
   - If you need to print this document again, contact the EDRS Hotline for assistance.

6. Click the Print button to print the certificate, then close the document window.
Abandoning a Death Case

Notes: Electronic death cases cannot be removed or deleted, but abandoning a case will disable it. Therefore, all unregistered electronic case that cannot be completed should be assigned the status of “Abandoned.” Registered cases cannot be abandoned and must be voided by the Division of Statistical Registries.

From the death case, click the Assign Status link.

Select the New Special Status button from the Assign Special Status dialog box.

Select Abandoned from the Status drop-down list and enter a Reason.

Click the Save link.

Click the OK button to confirm the status change.

Click the Close button.

The status bar now includes the word Abandoned and a checkmark now displays to the left of the Assign Status link on the Death Registration Menu.

Note: For detailed information on removing an abandoned status from a death case, reference QRS-2018, Removing an Abandoned Case Status.
Removing an Abandoned Case Status

**Note:** Abandoned cases have the word *Abandoned* in the status bar, a checkmark next to the Assign Status link, and the case is read-only.

1. From the death case, click the Assign Status link.

2. From the Assign Special Status dialog box, click the Delete link.

3. Click the OK button to confirm that you want to delete the status of Abandoned.

4. Click the Close button.

5. The checkmark no longer displays beside the Assign Status link, the case status returned to the status prior to abandonment, and the ability to enter or modify data has been restored.
Amending a Death Case: Replacement Medical

Notes:
- This Quick Reference Sheet is for the role of a Coroner/Medical Examiner only. This functionality is not for use by staff in a coroner/medical examiner office. Use of another user’s login credentials to perform this functionality is strictly prohibited and a violation of the User Agreement and Confidentiality Policy.
- Replacement Medical amendments must be used when you need to change/update the cause of death, change the medical certifier, or when all of the medical information is being replaced.
- If the cause of death changes, determine whether the manner of death should also be changed. If so, make that change as well.
- Each time a Replacement Medical amendment is done, the certifier’s “date signed” must be updated to the date of the Replacement Medical amendment.
- To electronically amend a death case after the case has been registered, the case must have been electronically certified by your facility.
- If the case does not have a status of Registered, wait until it becomes electronically registered to submit the amendment request electronically. If the case has not yet been dropped to paper or registered, you can un uncertify the case and make your change. For detailed information on un-certifying a death case, reference QRS-2046, Uncertifying a Death Case.

IMPORTANT: If you certified the death on paper, you must submit the amendment on paper.

1. From the registered death case, click the Amendments link in the Other Links section of the Death Registration Menu.

2. Select Replacement Medical from the Amendment Page Type drop-down list.

3. Enter an Amendment Description and click the Save button. Use the following format: Correction – Field Name(s).

   Example: Correction – Pending to Final Cause of Death

4. All of the medical information displays below the amendment request fields. Scroll down the screen and make all of the necessary changes.

   You must amend one or more of the following:
   - Cause of Death
   - Certifier

5. Click the Validate Amendment button.

6. If there are any validation error messages, correct or override the message(s) and click the Validate Amendment button again.

7. Click the Save button to save the amendment request.
Click the **OK** button to submit the amendment request.

The **Amendment Status** now displays as **Amendment Pending Approval**.

Click the **Return** button to return to the Decedent screen.

**Notes:**
- The person who submitted the request is the only one who is notified when the amendment request is approved or rejected.
- Amendment requests and approved amendments can only be seen by users from the same facility. So the funeral home will not be able to view the replacement medical amendment request.
- When an amendment request is approved, the status of the request changes to **Complete** and the words **Amendment Exists** display to the right of the decedent’s name at the top of the screen.

27247354 300132-2016 :Marilyn Monroe Apr-01-2016 Amendment Exists
(Personal Valid With Exceptions/Medical Valid/Registered/Signed/Certified/NA/ICD Coding Required)
Amending a Death Case: Personal

Notes:
- This Quick Reference Sheet is for the role of a Funeral Director or Coroner/Medical Examiner only. This functionality is not for use by staff in a funeral home or coroner/medical examiner office. Use of another user’s login credentials to perform this functionality is strictly prohibited and a violation of the User Agreement and Confidentiality Policy.
- Each amendment is reviewed for approval by the Division of Statistical Registries. Allow one full business day for this process to be completed.

1. From the registered death case, click the Amendments link in the Other Links section of the Death Registration Menu.
2. Select Personal from the Amendment Page Type drop-down list.
3. Enter an Amendment Description and click the Save button. Enter an Amendment Description and click the Save button. Use the following format: Correction – Field Name(s) (Examples: Correction – Informant Address, Correction – Education)
4. Select the Page to Amend from the drop-down list.
5. The fields from the selected page display below the amendment request. Make the necessary change(s) and click the Validate Page button. IMPORTANT: DO NOT CLICK SAVE UNTIL YOU HAVE COMPLETED ALL CHANGES.
6. An Item in Error table displays in the middle of the Amendment Page with all of the changes you have made. Review and confirm the changes.
7. If there are any validation error messages, correct or override the message(s) and click the Validate Page button again.
8. If additional information needs to be amended, select a new page from the Page to Amend drop-down list and repeat Step #5 and #6.

Note:
- This Quick Reference Sheet is for the role of a Funeral Director or Coroner/Medical Examiner only. This functionality is not for use by staff in a funeral home or coroner/medical examiner office. Use of another user’s login credentials to perform this functionality is strictly prohibited and a violation of the User Agreement and Confidentiality Policy.
- Each amendment is reviewed for approval by the Division of Statistical Registries. Allow one full business day for this process to be completed.
The Item in Error table updates to include the additional changes. Review and confirm the changes.

<table>
<thead>
<tr>
<th>Item In Error</th>
<th>Item as it Appears</th>
<th>Item as it Should be</th>
</tr>
</thead>
<tbody>
<tr>
<td>Informant-Address Street Number</td>
<td>32</td>
<td>320</td>
</tr>
<tr>
<td>Informant-Address Zip Code</td>
<td>17112</td>
<td>17111</td>
</tr>
<tr>
<td>Decedent Attributes-Education Level</td>
<td>No diploma, 9th-12th grade</td>
<td>High School graduate or GED completed</td>
</tr>
</tbody>
</table>

When all changes have been completed, click the **Save** button to save the amendment request.

Click the **OK** button to submit the amendment request.

The Amendment Status now displays as Amendment Pending Approval. This status remains until the amendment is reviewed by the Division of Statistical Registries (allow one full business day for review).

Click the **Return** button to return to the Decedent screen.

Notes:
- The person who submitted the request is the only one who is notified when the amendment request is approved or rejected.
- Amendment requests and approved amendments can only be seen by users from the same facility. So if the funeral director submits an amendment request, the medical certifier will not be able to view the request or the submitted amendment.
- When an amendment request is approved, the status of the request changes to Complete and the words Amendment Exists display to the right of the decedent's name at the top of the screen.
Amending a Death Case: Medical

Notes:

- This Quick Reference Sheet is for the role of a Medical Certifier or Coroner/Medical Examiner only. This functionality is not for use by staff in a medical office or facility or a coroner/medical examiner office. Use of another user’s login credentials to perform this functionality is strictly prohibited and a violation of the User Agreement and Confidentiality Policy.
- This process cannot be used to change the certifier, or make any updates to the cause of death page. To change certifier or cause of death information, you must submit a Replacement Medical amendment.
- Each amendment is reviewed for approval by the Division of Statistical Registries. Allow one full business day for this process to be completed.

1. From the registered death case, click the Amendments link in the Other Links section of the Death Registration Menu.

2. Select Medical from the Amendment Page Type drop-down list.

3. Enter an Amendment Description and click the Save button.
   Use the following format: Correction – Field Name(s)
   (Examples: Correction – Other Factors, Correction – Type of Place of Death)

4. Select the Page to Amend from the drop-down list.

5. The fields from the selected page display below the amendment request.
   Make the necessary change(s) and click the Validate Page button.
   IMPORTANT: DO NOT CLICK SAVE UNTIL YOU HAVE COMPLETED ALL CHANGES.

6. An Item in Error table displays in the middle of the Amendment Page with all of the changes you have made.
   Review and confirm the changes.

7. If there are any validation error messages, correct or override the message(s) and click the Validate Page button again.

8. If additional information needs to be amended, select a new page from the Page to Amend drop-down list and repeat Step #5 and #6.
The Item in Error table updates to include the additional changes. Review and confirm the changes.

<table>
<thead>
<tr>
<th>Item In Error</th>
<th>Item as it Appears</th>
<th>Item as it Should be</th>
</tr>
</thead>
<tbody>
<tr>
<td>Place of Death-Place of Death Type</td>
<td>Hospital-Inpatient</td>
<td>Hospital/ER, Outpatient</td>
</tr>
</tbody>
</table>

When all changes have been completed, click the Save button to save the amendment request.

Click the OK button to submit the amendment request.

The Amendment Status now displays as Amendment Pending Approval. This status remains until the amendment is reviewed by the Division of Statistical Registries (allow one full business day for review).

Click the Return button to return to the Decedent screen.

Notes:
- The person who submitted the request is the only one who is notified when the amendment request is approved or rejected.
- Amendment requests and approved amendments can only be seen by users from the same facility. So if the funeral director submits an amendment request, the medical certifier will not be able to view the request or the submitted amendment.
- When an amendment request is approved, the status of the request changes to Complete and the words Amendment Exists display to the right of the decedent’s name at the top of the screen.

Date: 08/02/2019
Version 2.6
Editing an Amendment Request

Notes:
- This Quick Reference Sheet is for the role of a Funeral Director, Medical Certifier or Coroner/Medical Examiner only. This functionality is not for use by staff in a funeral home, medical office or facility, or a coroner/medical examiner office. Use of another user’s login credentials to perform this functionality is strictly prohibited and a violation of the User Agreement and Confidentiality Policy.
- This is used when the Division of Statistical Registries has not yet approved the amendment. If it has been approved by the Division of Statistical Registries, then another amendment must be entered instead.

1. From the registered case, click the Amendment List link in the Registrar section of the Death Registration Menu.

2. Click the Amendment ID link to view the details of the amendment to be edited.

The Amendment Page displays. The data in the amendment request can be edited if the amendment status is Amendment Pending Approval and the Item in Error table displays with Edit links.

To edit the amendment request, click an Edit link to display the page that you need, or select a page from the Page to Amend drop-down list.

Note: To remove an item from the amendment request, click the Delete link for that item.

3. The selected screen displays. Make the necessary change(s) and click the Validate Page button.

4. If there are any validation error messages, correct or override the message(s) and click the Validate Page button again.

5. The Item to Amend table updates to reflect all changes that were made.

6. If additional changes need to be made, select the appropriate Edit link or select a new page from the Page to Amend drop-down list and repeat Steps #4 and #5.

7. When finished, click the Return button to return to the Amendment List.
Viewing the Processing History of an Amendment

Notes:
- This Quick Reference Sheet is for the role of a Funeral Director, Medical Certifier or Coroner/Medical Examiner only. This functionality is not for use by staff in a funeral home, medical office or facility, or a coroner/medical examiner office. Use of another user’s login credentials to perform this functionality is strictly prohibited and a violation of the User Agreement and Confidentiality Policy.

1. After an amendment is submitted, the Amendment List link displays in the Registrar section of the Death Registration Menu.

   From the death case, click the Amendment List link to view all amendment requests and completed amendments that you have submitted for this case.

   Note: You will not be able to view amendment information submitted by other users.

2. The Amendment List displays. Any notes or actions taken on the amendment can be viewed on the Processing History screen.

   To view the history of an amendment, click the History link.

3. The Processing History screen displays. When an amendment request has been processed, information will be entered in the Processing History fields by the Division of Statistical Registries.

   The Status History table displays every action related to the amendment along with the date, the status and the login of the user who took the action.

Amendment Statuses
- When an amendment is entered but has not been submitted for approval, the status displays as Keyed and Amendment Approval Pending.
- When an amendment has been submitted for review, the status changes to Amendment Pending Approval.
- If an amendment is approved, rejected, or cancelled the status changes to Complete, Rejected, or Cancelled.
Click the Return button to return to the Amendment List.
Uncertifying a Death Case

Notes:
- This Quick Reference Sheet is for the role of a Medical Certifier or Coroner/Medical Examiner only. This functionality is not for use by staff in a medical office or facility or a coroner/medical examiner office. Use of another user’s login credentials to perform this functionality is strictly prohibited and a violation of the User Agreement and Confidentiality Policy.
- If updated information is obtained on a case that has already been certified, but not yet registered, the certifier can uncertify the case to make the necessary updates.

1. From the death case, click the Certify link in the Medical Certification section of the Death Registration Menu.

2. Click the Uncertify button to uncertify the death case.

3. A Confirmation dialog box displays. Click the OK button to confirm that you want to uncertify the death case.

4. The case is now uncertified and the Certify link no longer appears in the Death Registration Menu.

5. Make the necessary updates to the Medical Information section.

6. When all revisions are complete, click the Validate Page button to revalidate the death case and verify that all updates are accurate.

7. When validation is successful, you must re-certify the death case. Click the Certify link.
Click the check box (☐) to affirm, and click the Affirm button.
Relinquishing a Case

**Note:** This feature is used to remove ownership of a case from the entire facility. Relinquishing ownership can be performed by any end user from the facility that currently owns the unregistered death case. After the case has been relinquished, another facility can take ownership.

1. From the death case, click the Relinquish Case link on the Other Links section of the Death Registration Menu.

2. The Relinquish Case dialog box displays with a reminder that you will no longer have ownership of, or access to, the case once it is relinquished.

   Click the OK button to relinquish the case.

   After clicking the OK button, you are returned to the Home page.

**NOTE:** If no other facility has claimed ownership of the case, ownership can be reclaimed by using the Start/Edit New Case search to locate and open the case.
Selecting a Local Registrar

**Notes:**
- The **Lookup ( )** icon **MUST** be used when selecting the Local Registrar.
- The coroner/medical examiner will only select a local registrar if he/she is responsible for final disposition and no funeral director is involved (meaning that the coroner/medical examiner selected “yes” to the question on the Decedent screen which asks “Will Coroner/Medical Examiner be responsible for final disposition?”)

1. From the death case, click the **Disposition** link on the **Personal Information** section of the Death Registration Menu.
2. Click the **Lookup icon to search for the Filing Registrar’s Office.**
3. To locate the Filing Registrar Office, enter the first few letters of the **Registrar’s Last Name** followed by the Wildcard symbol (%), then click the **Search button.**
4. Click the **Select link to select the Filing Registrar Office.**
5. The selected **Filing Registrar Office and Registrar Name** now display in the **Registrar Section.**
6. Click either **Next to move to the next screen or Save to retain the information.**

**IMPORTANT:** If you do not use the Wildcard symbol (%) when searching for the Filing Registrar Office, you will not be
Adding Comments

Notes:
- Comments should be pertinent to the overall death registration process.
- Comments should not be used to respond to data entry queries from the Department of Health.
- Anyone that accesses the case will be able to view the comments.

1. From the death case, click the Comments link in the Other Links section of the Death Registration Menu.

2. The Comments dialog box displays. Click the New Comment button to enter a new comment.

3. The Edit New Comment section displays. Select a Comment Type.

4. Enter your comment in the Comment field and click the Save button.

5. The Comments dialog box displays the newly added comment. When finished with the comments, click the Close button.

Notes:
- You can edit or delete comments by using the Edit or Delete links.
- You can only edit or delete comment(s) that you created.
- To add another comment, click the New Comment button.

6. The death case displays with a checkmark to the left of the Comments link to indicate that one or more comments are associated with this case.
Utilizing Messages and Queues from the Home Screen

Notes:
- This Quick Reference Sheet provides guidance on the Messages and Queues quick links found on the Home Screen. These Fast Links create a dashboard to help you manage your work at a glance.
  - Messages may be system-generated, such as an alert that a case has been transferred to your facility, or that an amendment has been approved. Or, they may be sent to you by another EDRS user.
  - Queues are separated into Registration Work Queues and Amendment Work Queues. The former contains cases owned by your facility that require further action by your office to complete. The latter contains amendments in progress, but not completed.

1. On the Home screen, there are Messages and Queues, each with an indicator number in the upper right corner. The number for Messages indicates how many new messages you have, and the number for each of the Queues is the quantity of items that require attention for registration or amendment activity.

2. Clicking on the Messages box on the Home screen will take you to the Messages inbox. Unread messages show in bold text. Messages regarding a case you own will contain a hyperlink, either to the decedent name or the Case ID.

   Click the name link in the From column to open the message in a popup window or click on the hyperlinked decedent name or Case Id in the Message column to access the case.
Clicking on the + icon for a **Queue Summary** box on the Home screen will expand the box to provide additional details and links to the queues. Clicking the name of the queue will take you to a listing of cases having that status.

From the queue listing, you can easily access the case by clicking the **Case ID** or **decedent name**.

Monitor the status of your pending amendments through the **Amendment Work Queue Summary**. Remember, if an amendment shows the **Keyed** status it has not yet been submitted for approval. Click on the **Keyed** queue link to easily access the amendment and send it for approval.

From the queue listing, you can easily access the amendment by clicking the **Amendment Number** link.
Entering an Alias

Notes: The alias should be listed if it is substantially different from the decedent’s legal name (e.g. Samuel Langhorne Clemens AKA Mark Twain or Elizabeth Lawrence AKA Sister Mary Lawrence). An alias does not include:

- Nicknames, unless used for legal purposes or at the family’s request.
- Spelling variations of the first name.
- Presence or absence of middle initial.
- Presence or absence of punctuation marks or spaces.

1. From the Decedent screen, click the Add/Edit Alias Names link.

2. In the Alias Names popup box, click the New Alias button.

3. Enter the alias name and click Save.
If the decedent had multiple aliases, click the **New Alias** button to add another alias, otherwise click **Close**.

If adding an additional alias, enter the alias name and then click **Save**.

Click **Close** to complete the alias process and return to the Decedent screen.