EDRS Quick Reference Sheets for
Local Registrars

This User Guide is comprised of the following Quick Reference Sheets:

- QRS-2013A, Printing a Vault Copy for a Case with a Disposition Permit Generated by EDRS
- QRS-2013B, Printing a Vault Copy for a Case with a Pre-Signed Disposition Permit
- QRS-2014, Printing Additional Vault Copies
- QRS-2015, Printing a Working Copy (Noncertified)
- QRS-2019, Using Messages to Communicate with a Funeral Home (to Refer a Case to a Coroner/Medical Examiner)
- QRS-2020, Changing the Filing Registrar (from a Local Registrar to a Deputy) Within the Local Registration District
- QRS-2052, Adding Comments
- QRS-2054, Affirming a Death Case
Printing a Vault Copy for a Case with a Disposition Permit Generated by EDRS

Notes:
- This Quick Reference Sheet is only to be used when:
  - the funeral director will use the disposition permit generated by EDRS; and
  - the case is newly affirmed by the local registrar (for detailed information on affirming a case, reference QRS-2054, Affirming a Death Case).
- When the Disposition Permit is opened, it automatically transfers the permit number to the vault copy. Therefore, opening the Disposition Permit is part of the process for printing a new vault copy.

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 Disposition Permit link.

3. At the very bottom of the screen an action box displays asking if you want to open or save the document.

   ![Action Box]

   Click the Open button to open the Disposition Permit and generate a permit number.

4. The Disposition Permit opens in another window.

   ![Disposition Permit]

   Verify that a permit number was generated, then click the Close (x) button to close the permit.

5. Click the Vault Copy link on the Print Forms screen to open the vault copy.

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Commonwealth of PA-Department of Health  
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At the very bottom of the screen an action box displays asking if you want to open or save the document.

![Vault Copy](doh.vault.do email)

Click the **Open** button to open the vault copy of the death certificate.

The vault copy opens in another window. Review the certificate to verify that the information displays correctly, then 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 death certificate.

Click the **Print** button to print the vault copy, then click the **Close (x)**.
Printing a Vault Copy for a Case with a Pre-Signed Disposition Permit

Notes:

- This Quick Reference Sheet is only to be used when the funeral director has used a pre-signed disposition permit.
- If the case is fully electronic, the local registrar must replace the automatically generated disposition permit number in EDRS with the number on the pre-signed permit.
- If the case is fax attestation, the local registrar must check to see whether a disposition permit number was generated in EDRS. If it was, it must be replaced with the pre-signed disposition permit number. If it was not, the pre-signed disposition permit number must be entered.

1. If the death was reported as fax attestation, go to step 2.
2. If the death was reported as fully electronic, first affirm the case, then go to step 3. For detailed information on affirming a case, reference QRS-2054, Affirming a Death Case.

A Vault Copy may only be printed when there are no amendments pending.

From the death case, click the Event and Issuance History link on the Other Links section of the Death Registration Menu. The only checkbox selected in the Include in List field is the Amendments checkbox.

In no amendments exist, a No data found message displays, proceed to step 3.

If there is an amendment(s), check the status of each by clicking on the Detail link.

If all amendments have a status of Complete, proceed to step 3. For all other statuses, the Vault Copy cannot be printed – the amendment(s) must be complete before proceeding to step 3.
From the death case, click the **Identifiers** link on the **Registrar** section of the Death Registration Menu.

The Identifiers page will display. Look at the **Disposition permit** section of the page.

If a disposition permit number was automatically generated (as shown in the example below preceded by an "E"), delete that number and replace it with the pre-signed disposition permit number. Click the **Save** button. Then proceed with printing the Vault Copy or click **Return** to exit.

If the correct number from the pre-signed disposition permit is displayed, proceed with printing the Vault Copy or click **Return** to exit.

Do not enter any information outside of the **Disposition permit** section.

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

Click the **Vault Copy** link on the Print Forms screen to open the vault copy.
At the very bottom of the screen an action box displays asking if you want to open or save the document.

Click the **Open** button to open the vault copy of the death certificate.

The vault copy opens in another window. Review the certificate to verify that the information displays correctly, then 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 death certificate.

Click the **Print** button to print the vault copy, then click the **Close (x)**.
Printing Additional Vault Copies

**Note:** Always check for pending amendments before printing additional vault copies.

1. From the registered death case, click the **Event and Issuance History** link on the **Other Links** section of the Death Registration Menu.

2. The **Amendments** checkbox should be the only checkbox selected in the **Include in List** section.

    - If there are no amendments, you may print the vault copy.

    - If an amendment displays, click the **Detail** link to view the status of each amendment.

3. If all amendments have a status of **Complete**, **Cancelled**, or **Rejected**, you may print additional vault copies.

4. If any amendment displays a status of **Keyed** or **Pending Approval**:
   - Do NOT print any copies.
   - Notify the requestor that copies cannot be printed because there are pending amendment requests.
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.

   ![Open button dialog](image)

   **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.
Using Messages to Communicate with a Funeral Home (to Refer a Case to a Coroner/Medical Examiner)

**Note:** In this example, the cause of death was not natural and the case had not been referred to the coroner/medical examiner. Another reason to use this process could be if the addresses for place of death and residence did not match when the death occurred at the decedent’s home.

1. From your Home page, click the **Messages** fast link.

2. From the Messages screen, click the **Send Message** button.

3. Click the **Recipients** link to search for the funeral director’s name.

4. The Choose Recipients search box displays. Enter the **Last** name and click the **Find** button.

5. Select the checkbox next to the intended recipient(s) **Name** and click the **Add** button.
The selected recipients display at the bottom of the Choose Recipients box.

**Note:** If you need to select additional people for this message, repeat Steps #4 and #5.

When finished selecting the recipients, click the **Save** button to add them to your message.

The Send Message screen displays with the added recipient(s).

Click in the **Subject** field, enter Refer to ME – *Decedent Name* and *Date of Death*.

In the **Message** field, enter the **Subject** field information again and then reason the case is being referred back to the funeral director.

**Example:**
Refer to ME – Marilyn Monroe 04-01-2016
The cause of death indicated a fall and should be reviewed by the coroner.

When finished, click the **Send** button.

A confirmation box displays to indicate that the message was sent. Click the **OK** button to close the confirmation box.

**Note:** When the funeral director receives the message, it will look like this.
Changing the Filing Registrar  
(from a Local Registrar to a Deputy)  
Within the Local Registration District

1. From the death case, click the Disposition link on the Personal Information section of the Death Registration Menu.

2. Click the Registrar Lookup icon to search for the Deputy.

3. Enter the first few letters of the Deputy’s Last Name followed by the Wildcard symbol (%), then click the Search button.

   IMPORTANT: If you do not use the Wildcard symbol (%) when searching for the Deputy, you will not be able to find the name you need unless you enter the full last name.

4. Click the select link for the Deputy.

5. The newly selected Deputy now displays in the Registrar field.

6. Click Save to retain this change.
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.
Affirming a Death Case

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

2. The Cause of Death screen displays. Review all of the **Cause of Death** information listed in *Parts I and II*.

3. From the death case, click the **Other Factors** link in the *Medical Certification* section of the Death Registration Menu.

4. The Other Factors screen displays. Review the **Manner of Death** and **Was Medical Examiner or Coroner contacted?** information.

   If the **Manner of Death** is **Natural**, and the **Cause of Death** reflects a death due to natural causes, proceed to register the case with **Step #5**.

   If the **Manner of Death** is **Natural**, but the **Cause of Death** reflects a death due to suspicious or other than natural causes, the case must be referred to the coroner/ME. If the Other Factors screen shows that the case was not referred to the coroner/ME, do not proceed to register the case. Instead, contact the funeral director to let them know that the case requires referral to the coroner/ME based on the information in the *Medical Certification* section.

   **Note:** If the **Manner of Death** is **Natural** and a coroner/ME was contacted, even if the **Cause of Death** is consistent with suspicious or non-natural circumstances, proceed to register the case with **Step #5** if the coroner/ME has certified the case.
5 Click the **Local Registrar Affirm** link in the **Registrar** section of the Death Registration Menu.

6 The Affirmations screen displays.

Check the box next to the statement “I affirm am authorized to approve this record for filing.”

Click the **Affirm** button.