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DEPARTMENT OF HEALTH

Electronic Death Registration System (EDRS)

User Guide:

Medical Facilities

12/19/2019

EDRS Quick Reference Sheets for Medical Facilities

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.

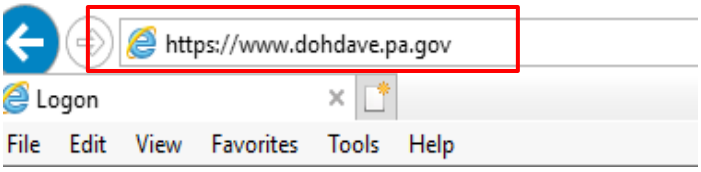
QRS Number	QRS Name	User Type	
		Medical Certifier	Medical Facility Staff
QRS-1000-MC	Login to EDRS	✓	✓
QRS-1001	Resetting Your Password	✓	✓
QRS-2000	Finding a Death Case Someone Else Started	✓	✓
QRS-2004-MC	Creating a New Death Case: Medical Information	✓	✓
QRS-2005	Entering *Other* as Place of Death	✓	✓
QRS-2006-MC	Certifying a Death Case	✓	
QRS-2007	Entering Pronouncement Information	✓	✓
QRS-2009	Validating a Death Case	✓	✓
QRS-2010	Requesting Medical Certification		✓
QRS-2015	Printing a Working Copy (Noncertified)	✓	✓
QRS-2016	Dropping a Death Case to Paper	✓	✓
QRS-2017	Abandoning a Death Case	✓	✓
QRS-2018	Removing an Abandoned Case Status	✓	✓
QRS-2021-MC	Amending a Death Case: Replacement Medical	✓	
QRS-2022-MC	Amending a Death Case: Medical	✓	
QRS-2024	Editing an Amendment Request	✓	
QRS-2032	Referring a Death Case to the Coroner/Medical Examiner	✓	✓
QRS-2034	Viewing the Processing History of an Amendment	✓	
QRS-2046	Uncertifying a Death Case	✓	
QRS-2047	Relinquishing a Case	✓	✓
QRS-2048	Removing Certifier from Case	✓	
QRS-2052	Adding Comments	✓	✓
QRS-2056-MC	Using Fast Links and Queues	✓	✓

Login to EDRS

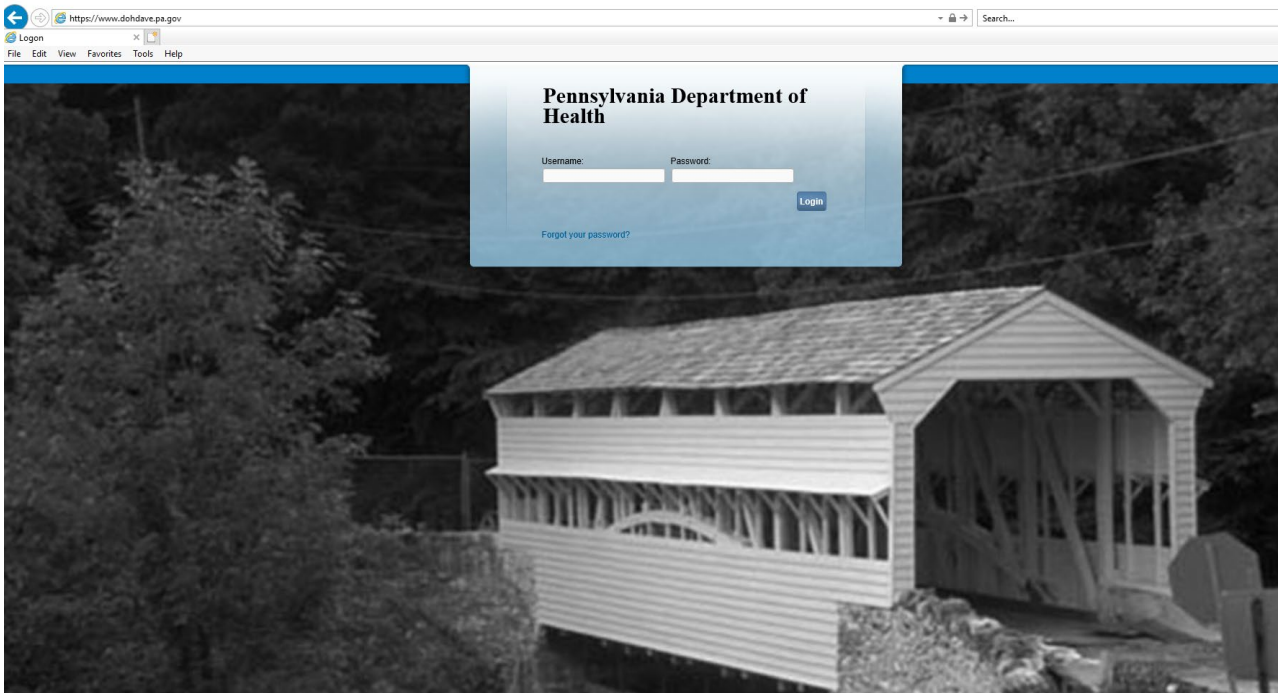
Note:

- 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 Open your internet web browser and enter the web address https://www.dohdave.pa.gov.

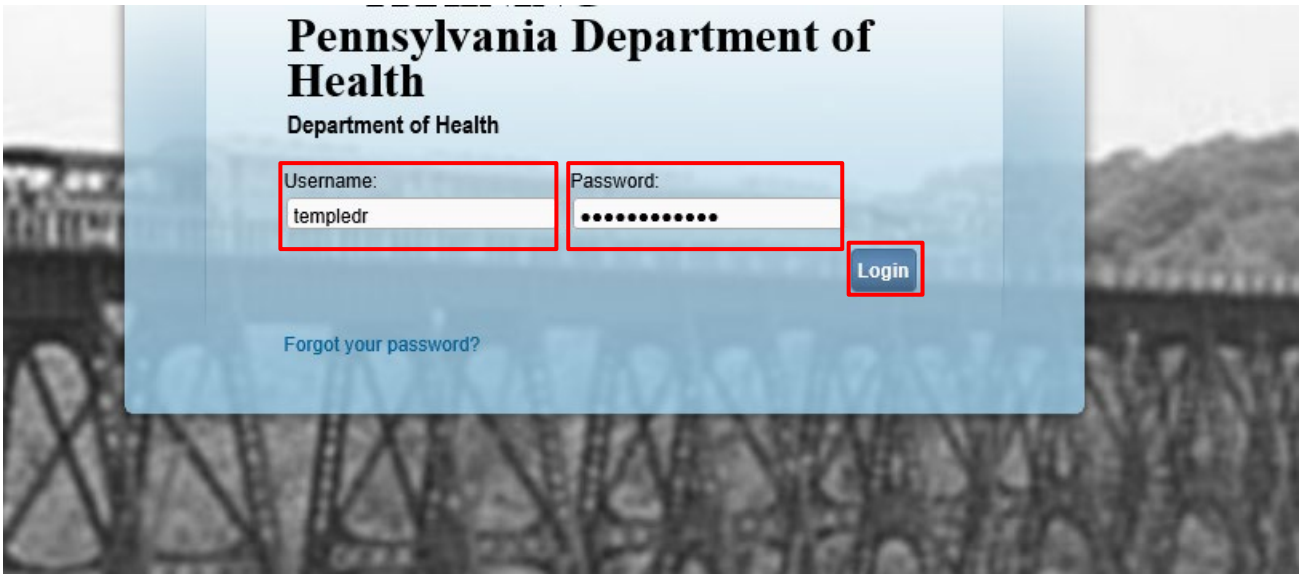


2 You will see the EDRS Login Screen.



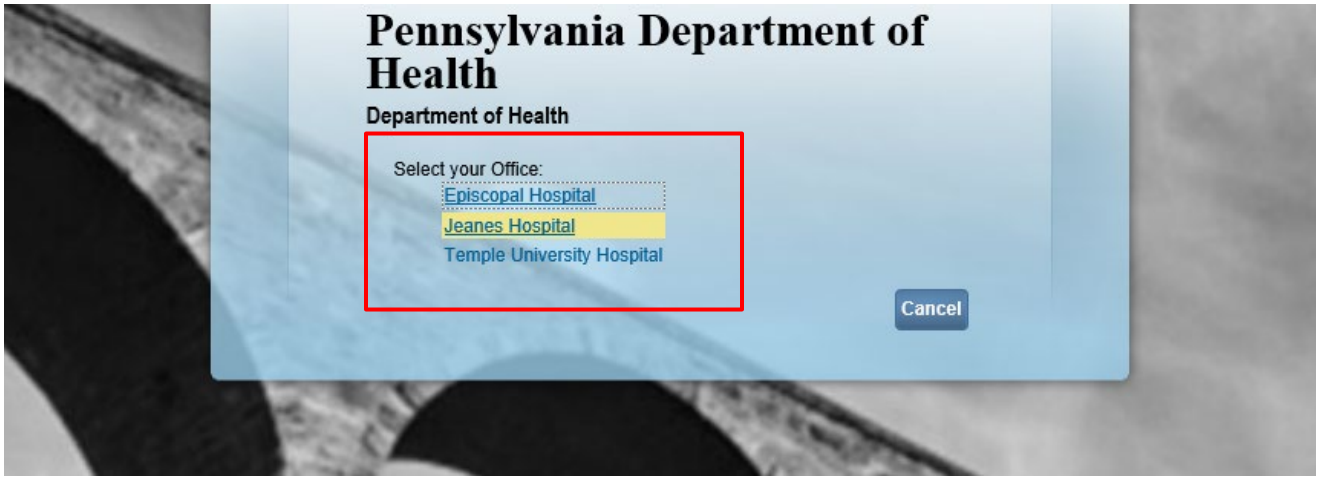
3

Enter **Username** and **Password** and click **Login**. (If this is your first time logging in, enter username and temporary password, and click *Login*. Follow instructions to create a new password.)



4

If you have more than one location, select the location for the case by clicking on the appropriate location name.



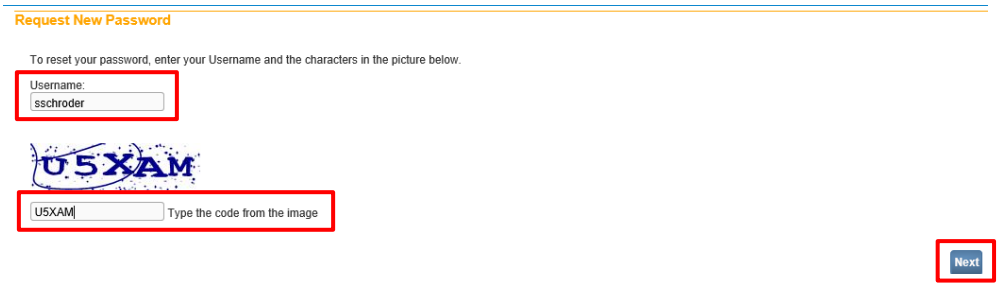
5 The Home Screen appears. The Facility/Location Name and the User Name appear on the Blue Ribbon at the top of the screen.

Resetting Your Password

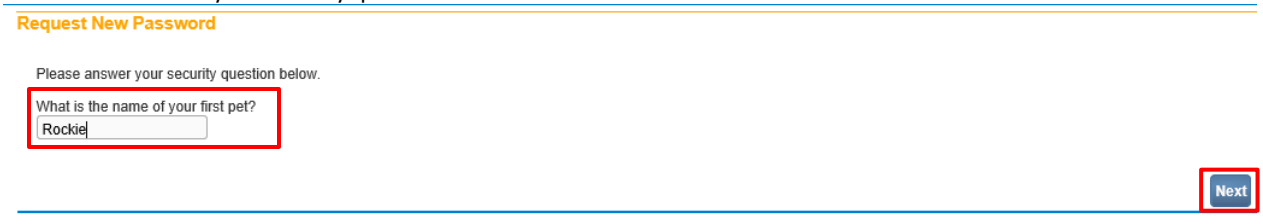
1 From the Login page, click the **Forgot your password?** button.

2 Enter your **Username** and the **Characters** below, then click **Next**.

Note: To choose a different Captcha Image, enter your Username and click Next.

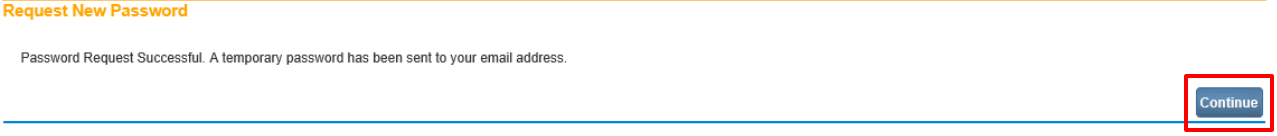


3 Enter the answer to your security question and click **Next**.



4

A temporary password has been sent to the email address provided on your User Account Request Form, click **Continue**.



5

An example of the email that you will receive is below.

6

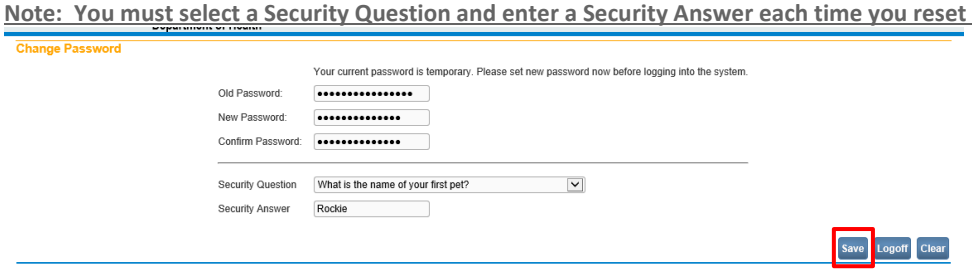
Enter your **Username** and the **Temporary Password** provided and then click **Login**.

7

Enter the Temporary Password provided to you in the **Old Password** field and set your new password by entering it in the **New Password** and **Confirm Password** fields. Then select a **Security Question** and enter a **Security Answer** and click **Save**.

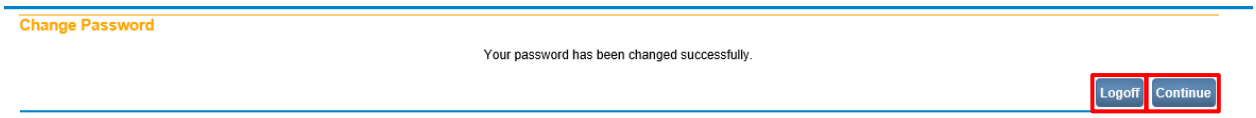
Note: Password must be between 12 and 20 characters and consist of alpha-numeric characters to include at least one uppercase letter, one lowercase letter, and one number. Special characters are permitted except for the following () [] {} <>.

Note: You must select a Security Question and enter a Security Answer each time you reset your password.



8

After clicking **Save**, you will get a message that your password has been changed successfully. Click **Logoff** to log out or **Continue** to access EDRS.



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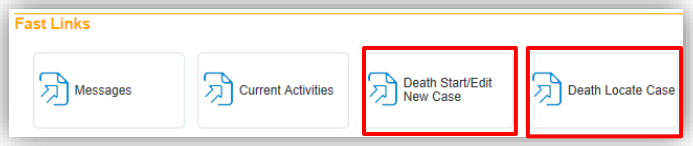
Finding a Death Case Someone Else Started

1. Determine which search method you need to use.

   If the case was started by another facility, you must use the **Death Start/Edit New Case** search because this case is new (not associated) to you and your facility.

   If the case was started by (associated with) your facility, use the **Death Locate Case** search.

2. Begin your search by clicking the **Death Start/Edit New Case** link or the **Locate Case** link on your Home page.

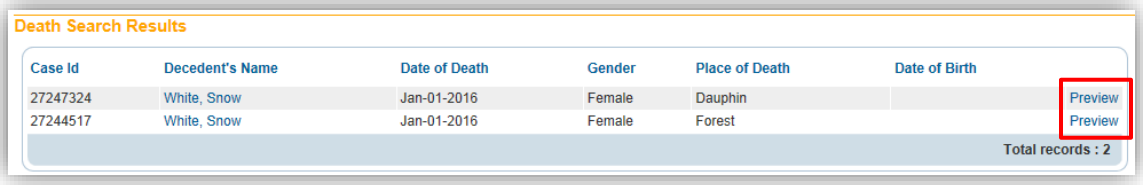


3. Enter the required data and click the **Search** button.

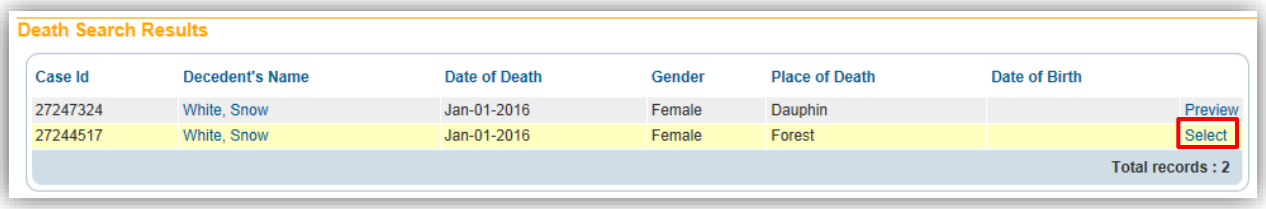
   Start/Edit New Case search: You must enter the **Decedent's Name**, **Date of Death** and **Gender** EXACTLY as the other facility entered it because it is looking for an exact match. If you cannot find the case, try the search again using a different spelling or contact the other facility to confirm how the data was entered.

   Locate Case search: If you cannot locate the case, your facility might not have ownership yet. Try using the **Start/Edit New Case** search.

4. If one or more results display, you can click the **Preview** link to view additional case information to help you determine if this is the case you are looking for.



5. If you find the case you need, click the **Decedent Name** link or the **Select** link to open the case.



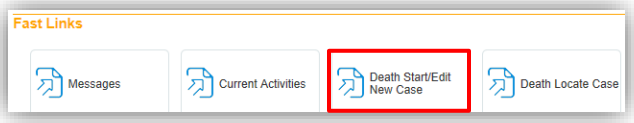
   If you do not find the case you need, contact the person/facility who started the case to confirm how the name, date of death and gender was entered. Then search again using that confirmed information. For further assistance, please contact the Vital Events Stakeholder Hotline via phone at 800-323-9613 or email at RA-DHDeathSupport@pa.gov.

Creating A New Death Case: Medical Information

(Physician/Certified Registered Nurse Practitioner/Physician Assistant*)

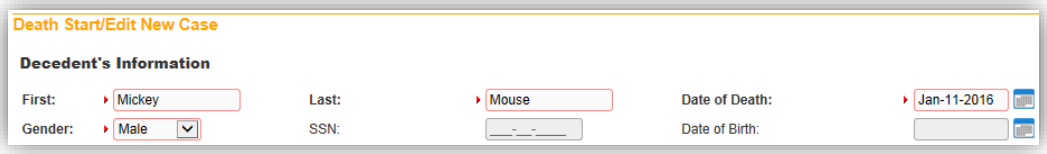
Note: To avoid duplication of cases, before you create a new case you must perform a **Death Start/Edit New Case** search to determine if the case was already started by another party.

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.



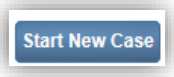
Note: The **Death Locate Case** search is only used to locate cases you have already started.

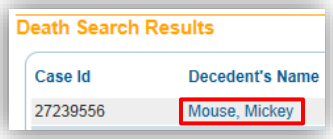
2. Enter the required data and click the **Search** button.



3. <u>If you find a matching case</u>, click the **Decedent's Name** link to open the case.

   <u>If you cannot not find any matching cases</u> click the **Start New Case** button.

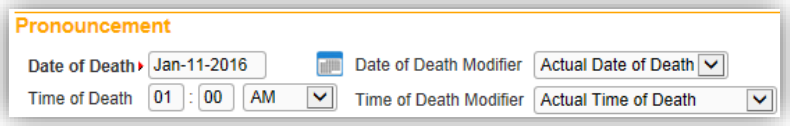




Note: If you know the case was started but cannot find it, ask exactly how this data was entered and search again.

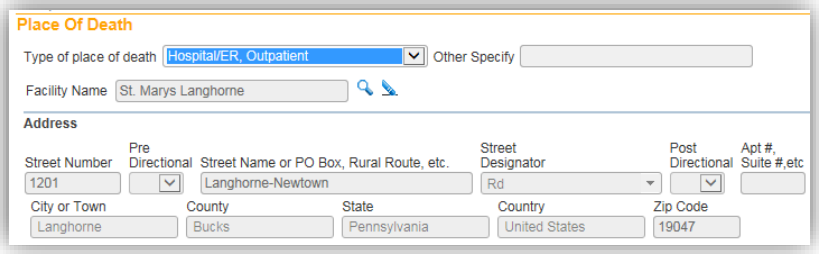
4. Click the **Pronouncement** link on the *Medical Certification* section of the Death Registration Menu.

5. Pronouncement screen:
   - Enter required data (**Date, Time of Death,** and **Modifier** 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.

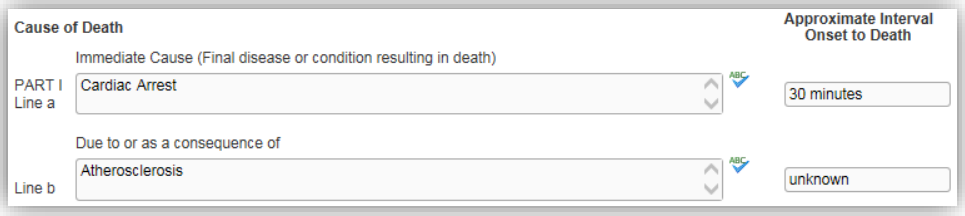
6. Place of Death screen:
   - The facility name and address will pre-populate based on your login credentials.
   - Select the **Type of place of death**
   - Click the **Next** button



7

Cause of Death screen:

- Enter the required data in **Part I** including the **Immediate Cause**, **Due to or as a Consequence of**, and **Approximate Interval Onset to Death**
- Enter the required data in **Part II** for **Other significant conditions**
- Click the **Next** button

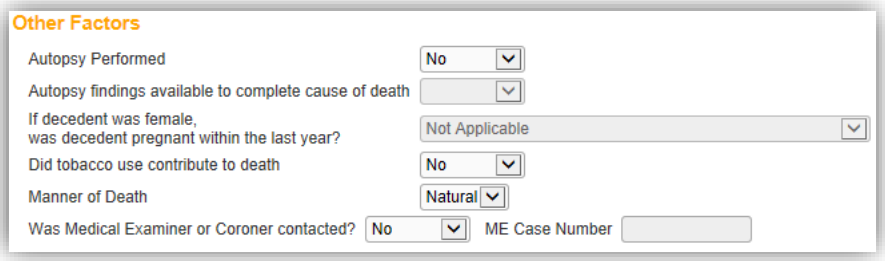


8

Other Factors screen:

- Enter the required data
- Click the **Next** button

Note: You can only select an answer to the pregnancy question when the decedent was a female between the ages of 10 and 65.



9

Certifier screen:

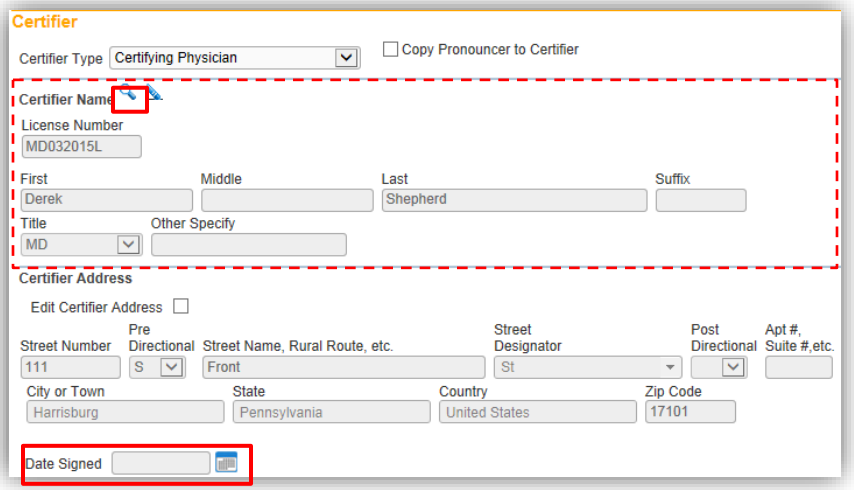
- Enter the required data
- Click the **Save** button

IMPORTANT:

If you are not the medical certifier, 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.

If you are the medical certifier, your identifying information will pre-populate based on your login credentials.

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



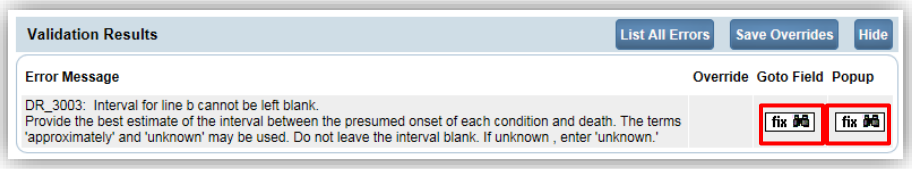
10

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

11

If any errors display, correct the error by selecting one of the **fix** buttons and entering the correct information in the field.

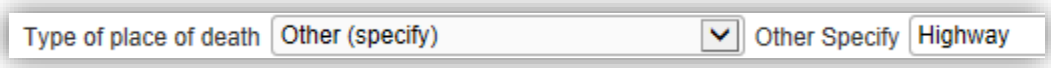
Then click the **Validate Page** button to re-validate.



*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.

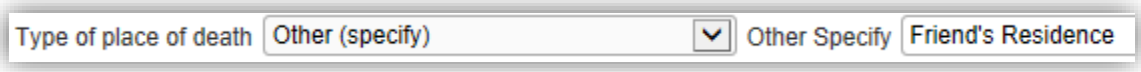
Entering *Other* as Place of Death

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:



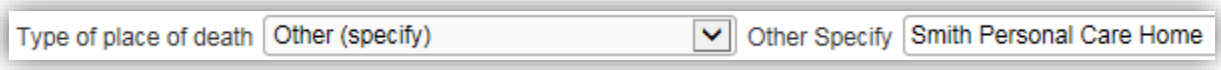
If the death occurred on a highway, select **Other (specify)**.

- 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."



If the death occurred in a residence other than the decedent's home, select **Other (specify)**.

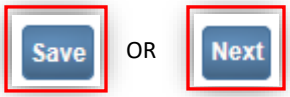
- Enter a description of the residence in the **Other Specify** field, such as **Friend's Residence**.
- Enter the full address including **Street Address**, **City**, **County**, **State**, **Country** and **Zip Code**.



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.



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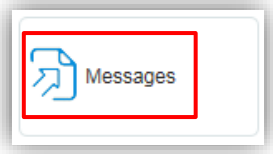
Certifying A Death Case

Notes:

- This Quick Reference Sheet is for the role of a Medical Certifier only. This functionality is not for use by staff in a medical office or facility. Use of another user's login credentials to perform this functionality is strictly prohibited and a violation of the User Agreement and Confidentiality Policy.

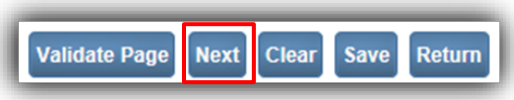
1. From the Home screen, a row of Fast Links will display. Click on the Fast Link for **Messages**.



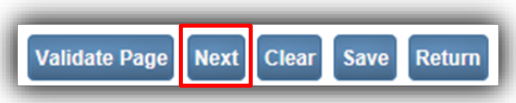
2. The Messages screen will display. Each row is a message. In each row under the Message Text column, there is a link (shown as decedent's name) to the case of a decedent. Click the name of the decedent for the death case to be certified.

3. 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.

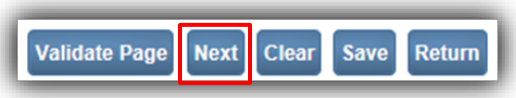
4. Click the **Next** button to review and verify the Place of Death information.



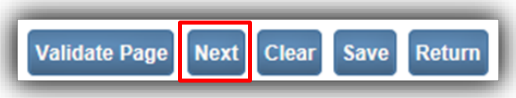
5. Click the **Next** button to enter or verify the Cause of Death information.



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

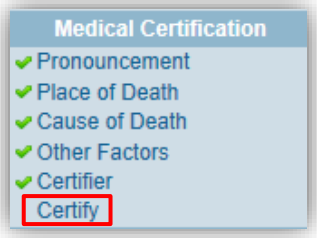


7 Click the **Next** button to review and verify the Certifier information.

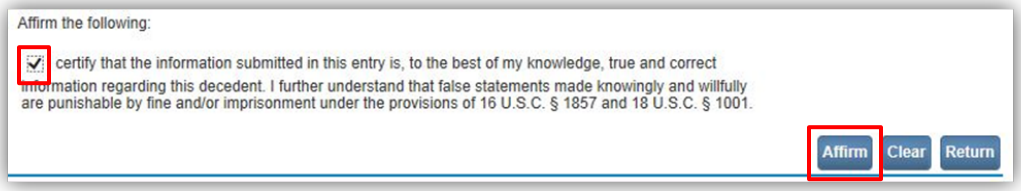


8 Click the **Certify** link on the Death Registration Menu to review the Affirmations screen.

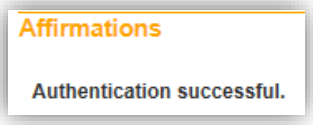
IMPORTANT: The **Certify** link only displays for medical certifiers, and only when all of the medical information has been validated. If you are a medical certifier and the **Certify** link is not displaying, click the **Validate Page** button to validate the case.

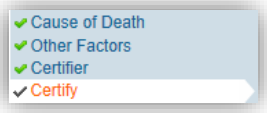


9 Select the **Affirm** checkbox and click the **Affirm** button to certify the case.



10 When the case is affirmed, a confirmation message displays and the **Certify** link has a checkmark next to it.





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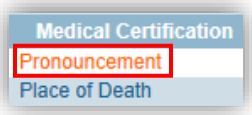
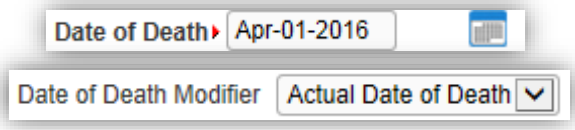
Entering Pronouncement Information

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.

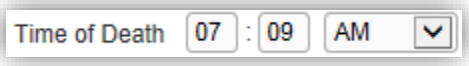
1. From the death case, click the **Pronouncement** link on tl *Medical Certification* section of the Death Registration Menu.



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

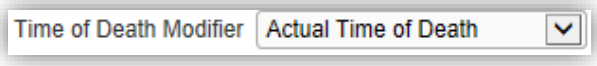


3. Enter the **Time of Death** and select **AM**, **PM**, or **Military** from the drop-down list.

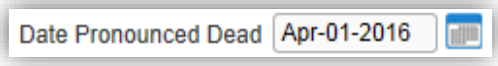


Note: Enter single digit times as two digits.
Example: **7:09** is entered as **07:09**

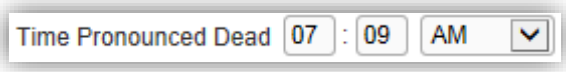
4. Select the **Time of Death Modifier**.



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



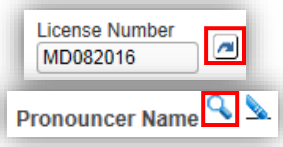
6. **Optional:** Enter the **Time Pronounced Dead** and select **AM**, **PM**, or **Military** from the drop-down list.



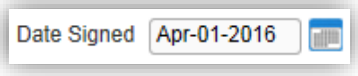
7. **Optional:**
If you are a coroner/medical examiner, physician, certified registered nurse practitioner or physician assistant*, enter the **Pronouncer Name** information using one of the following methods (both of these methods will auto-populate all of the Pronouncer Name fields):

- 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.

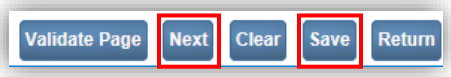


8. Enter the **Date Signed** for the pronouncement.



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.



*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.

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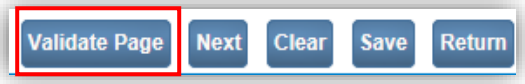
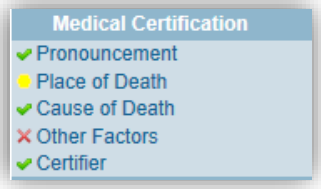
Validating a Death Case

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.



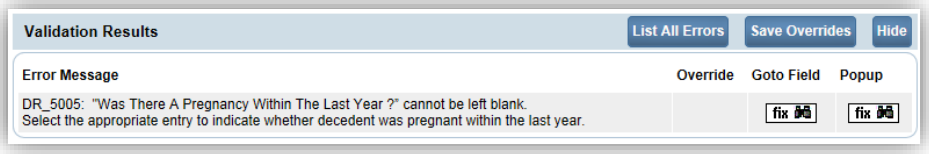
2 The Death Registration Menu indicates the status of each screen by displaying red, yellow, or green symbols.

- **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.

.



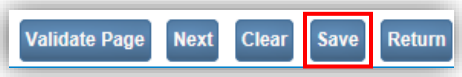
3 If an error can be overridden, determine if the data is correct.

- If it is **not** correct, correct the data and click the **Save** button.

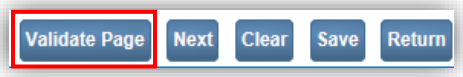
- If it **is** correct, select the **Override** checkbox for that error message and click the **Save Overrides** button.

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.

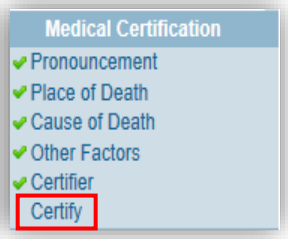


5 When all changes are complete, click the **Validate Page** button to run the system validation rules again.



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.

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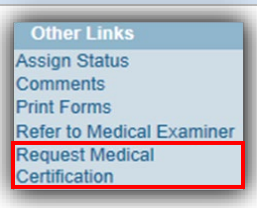
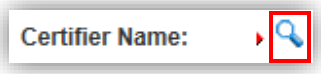
Requesting Medical Certification

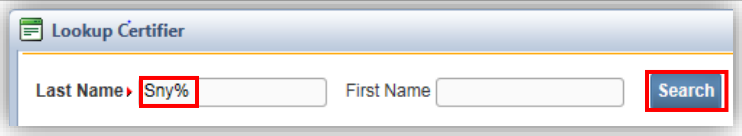
1. From the death case, click the **Request Medical Certification** link on the *Other Links* section of the Death Registration Menu.



2. Click the **Lookup** icon to search for the **Certifier's Name**.

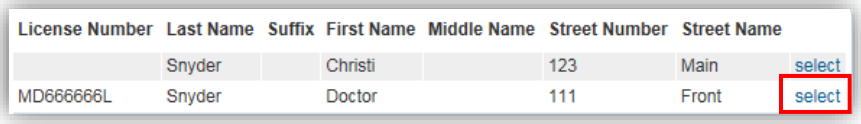


3. Search for the **Certifier's Name**.



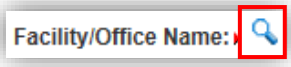
Tip: If you are having difficulty finding the certifier you need, enter a few letters of the certifier's **Last Name** followed by the Wildcard symbol (**%**). **Example:** Sny%

4. Select the **Certifier's Name**.

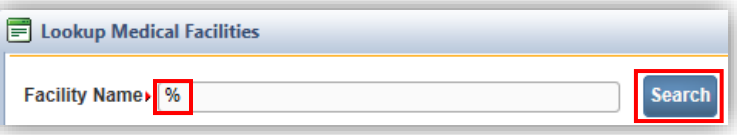


License Number	Last Name	Suffix	First Name	Middle Name	Street Number	Street Name	
	Snyder		Christi		123	Main	select
MD666666L	Snyder		Doctor		111	Front	select

5. Click the **Lookup** icon to search and select the **Facility/Office Name**.

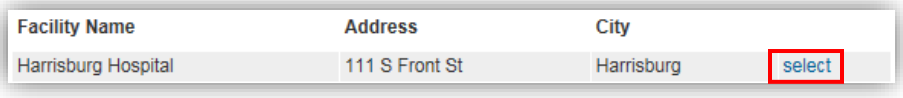


6. Search for the **Facility/Office Name**.



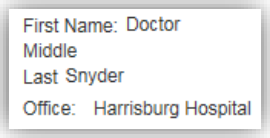
Tip: Entering just the Wildcard symbol (**%**) will display all facilities that the selected certifier is associated with.

7. Select the **Certifier's Name**.



Facility Name	Address	City	
Harrisburg Hospital	111 S Front St	Harrisburg	select

8. The selected certifier and facility display below the **Lookup** icons.



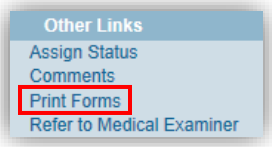
Click the **Save** button to send the request.

9. The status bar displays *Medical Certification Requested*.

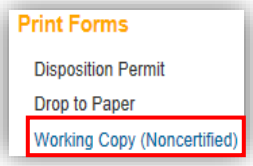
Printing a Working Copy (Noncertified)

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

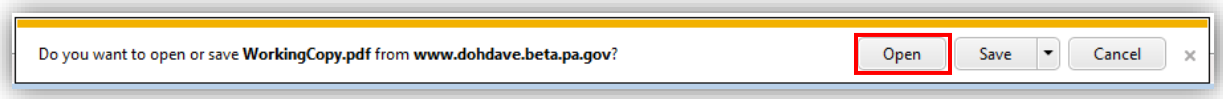
1. From the death case, click the **Print Forms** link in the *Other Links* section of the Death Registration Menu.



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.

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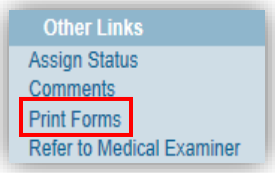
Dropping a Death Case to Paper

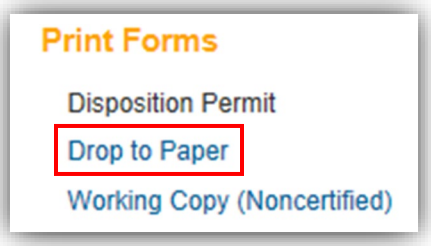
Note: An electronic death case can only be dropped to paper when it is signed **or** certified.

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.

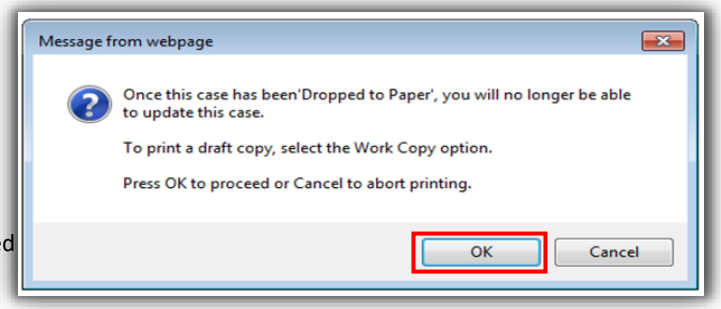
Note: The **Drop to Paper** link will be disabled if the case does not have a *Signed* or *Certified* status.



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

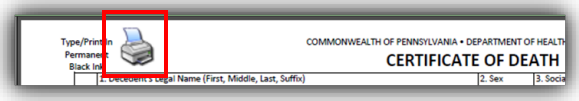
IMPORTANT: When a case is dropped to paper:

- 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.

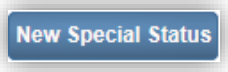
6. Click the **Print** button to print the certificate, then close the document window.

Abandoning a Death Case

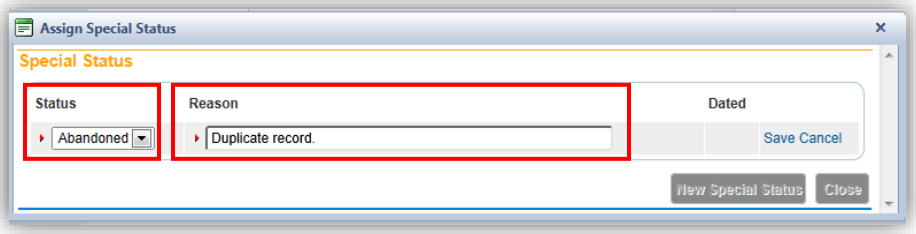
Notes: Electronic death cases cannot be removed or deleted, but abandoning a case will disable it. Therefore, all **unregistered** electronic case that cannot be completed should be assigned the status of "Abandoned." Registered cases cannot be abandoned and must be voided by the Division of Statistical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

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

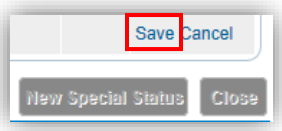
2. Select the **New Special Status** button from the *Assign Special Status* dialog box.



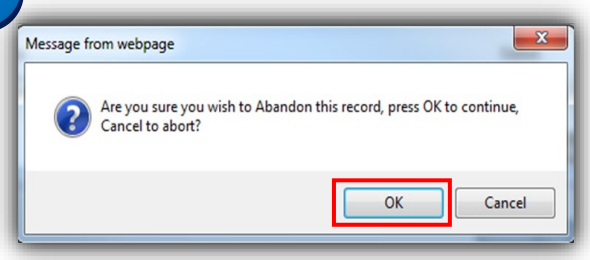
3. Select **Abandoned** from the **Status** drop-down list and enter a **Reason**.



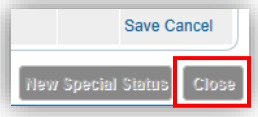
4. Click the **Save** link.



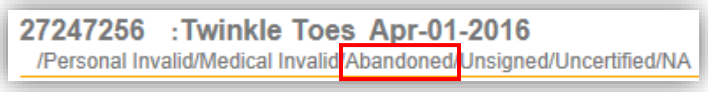
5. Click the **OK** button to confirm the status change.



6. Click the **Close** button.



7. 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**.

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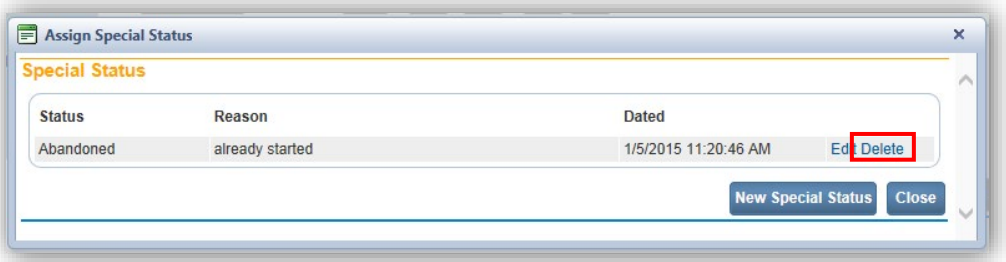
Removing an Abandoned Case Status

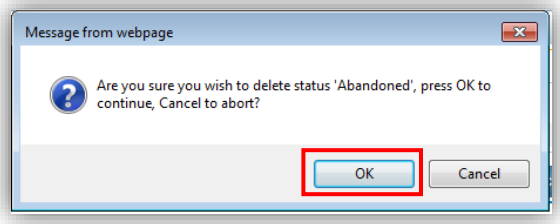
Note: Abandoned cases have the word *Abandoned* in the status bar, a checkmark next to the **Assign Status** link, and the case is read-only.

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

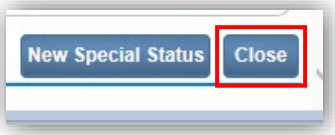
2. From the *Assign Special Status* dialog box, click the **Delete** link.



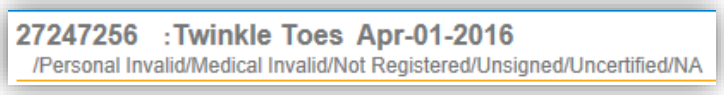
3. Click the **OK** button to confirm that you want to delete the status of *Abandoned*.



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.



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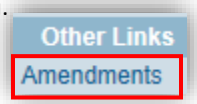
Amending a Death Case: Replacement Medical

Notes:

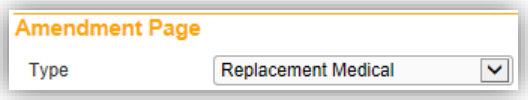
- This Quick Reference Sheet is for the role of a Medical Certifier only. This functionality is not for use by staff in a medical office or facility. Use of another user's login credentials to perform this functionality is strictly prohibited and a violation of the User Agreement and Confidentiality 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 uncertify the case and make your change. For detailed information on uncertifying 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.



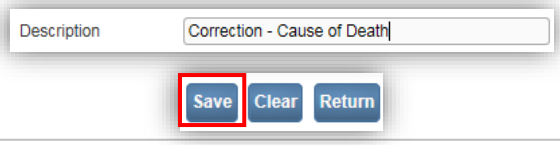
2. Select **Replacement Medical** from the **Amendment Page Type** drop-down list.



3. Enter an **Amendment Description** and click the **Save** button.

   Use the following format: **Correction – Field Name(s)**

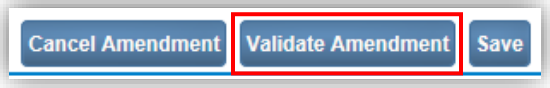
   Example: *Correction - Cause of Death*



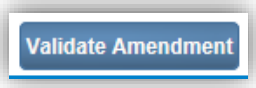
4. All of the medical information displays below the amendment request fields. Scroll down the screen and make all of the necessary changes.

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

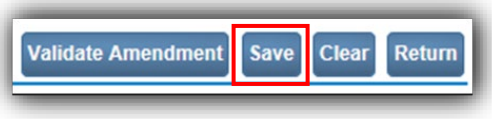
5. Click the **Validate Amendment** button.



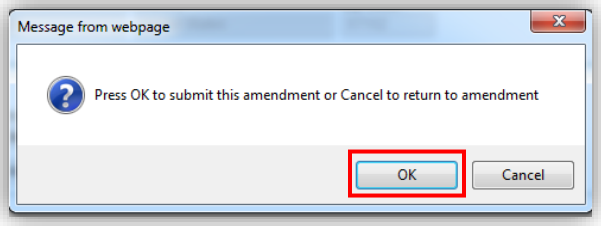
6. If there are any validation error messages, correct or override the message(s) and click the **Validate Amendment** button again.



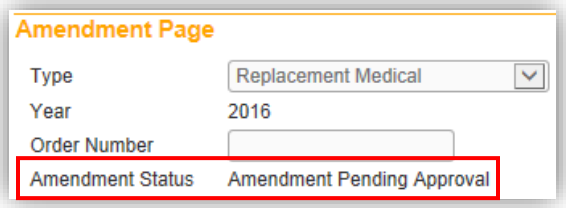
7. Click the **Save** button to save the amendment request.



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



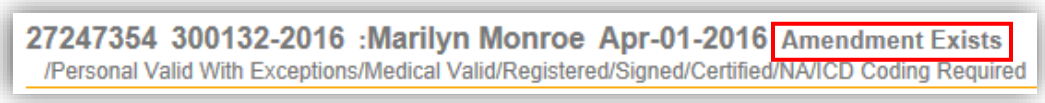
9 The **Amendment Status** now displays as *Amendment Pending Approval*.



10 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.



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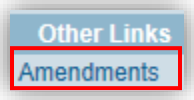
DEPARTMENT OF HEALTH

Amending a Death Case: Medical

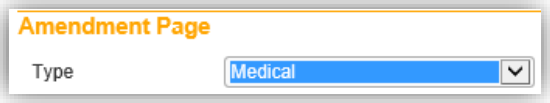
Notes:

- 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.



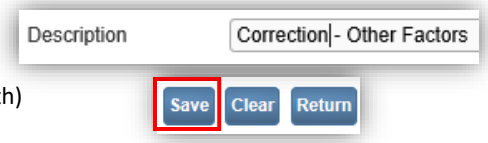
2 Select **Medical** from the **Amendment Page Type** drop-down list.



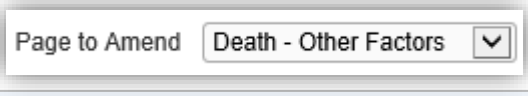
3 Enter an **Amendment Description** and click the **Save** button.

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.

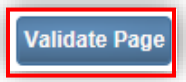
IMPORTANT: DO NOT CLICK SAVE UNTIL YOU HAVE COMPLETED ALL CHANGES.

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

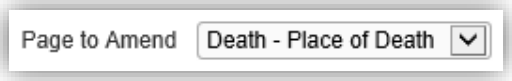
Review and confirm the changes.

Item In Error	Item as it Appears	Item as it Should be
Other Factors-Tobacco Use	No	Yes

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



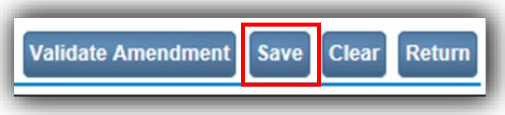
8 If additional information needs to be amended, select a new page from the **Page to Amend** drop-down list and repeat **Step #5** and **#6**.



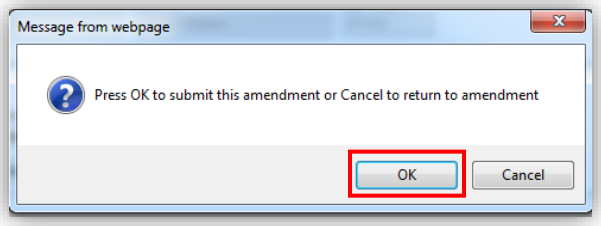
9 The **Item in Error** table updates to include the additional changes. Review and confirm the changes.

Item In Error	Item as it Appears	Item as it Should be
Place of Death-Place of Death Type	Hospital-Inpatient	Hospital/ER, Outpatient

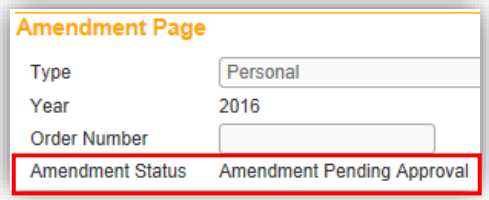
10 When all changes have been completed, click the **Save** button to save the amendment request.



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



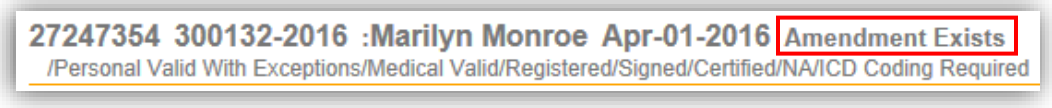
12 The **Amendment Status** now displays as *Amendment Pending Approval*. This status remains until the amendment is reviewed by the Division of Statistical Registries (allow one full business day for review).



13 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.



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DEPARTMENT OF HEALTH

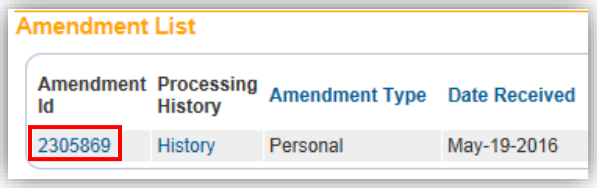
Editing an Amendment Request

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.

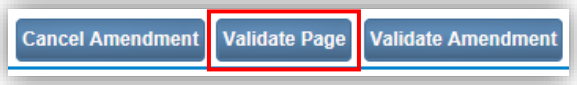


3. The Amendment Page displays. The data in the amendment request can be edited if the amendment status is *Amendment Pending Approval* and the **Item in Error** table displays with **Edit** links.

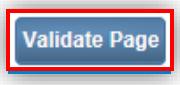
To edit the amendment request, click an **Edit** link to display the page that you need, or select a page from the **Page to Amend** drop-down list.

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

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



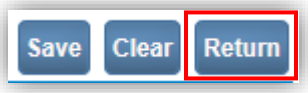
5. If there are any validation error messages, correct or override the message(s) and click the **Validate Page** button again.



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

   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.



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DEPARTMENT OF HEALTH

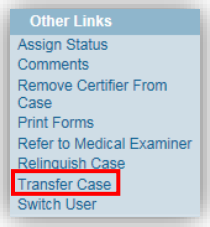
EDRS Quick Reference Sheet
QRS-2032

Referring a Death Case to the Coroner/Medical Examiner

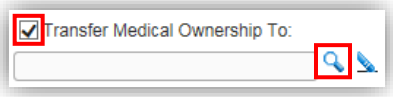
Notes:

- Before using DAVE™ to refer a case, ensure that the coroner/medical examiner's office is trained in the use of DAVE™ and actively using it.
- When a case is referred to the coroner/medical examiner's office, all end users in that office will receive a message in DAVE™ notifying them that ownership of the case has been transferred to that office.

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

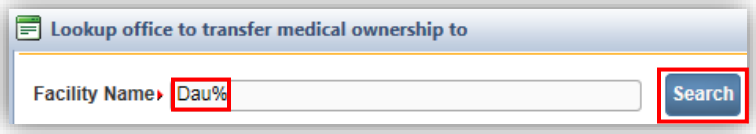


2 The Transfer Case screen displays. In the **Transfer Medical Ownership To** field, first click the **checkbox** to insert a checkmark. Then click the **Lookup** ( ) icon.

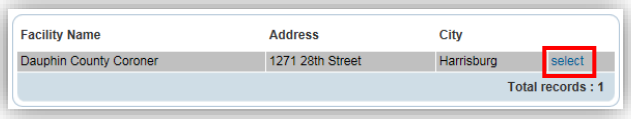


3 The *Lookup office to transfer medical ownership to* dialog box displays.

Search for the coroner/medical examiner's office by entering all or part of the **County Name** followed by the Wildcard symbol (**%**) in the **Facility Name** field and click the **Search** button.

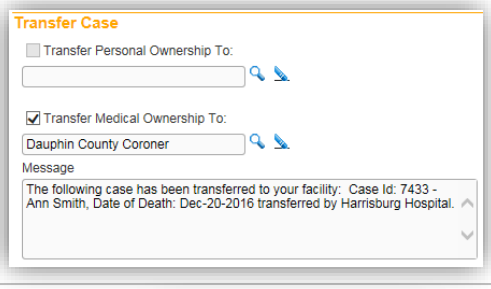


4 Click the **select** link beside the name of the coroner/medical examiner's office to whom the case is to be referred.

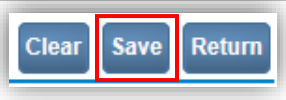


5 The Transfer Case screen will display again. Review your selections and the auto-generated text in the **Message** field.

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



6 Click the **Save** button to transfer the case to the selected coroner/medical examiner's office.



Note: Clicking the **Save** button immediately transfers ownership to the coroner/medical examiner's office, which means that your facility will no longer be able to access the case. Before you click the **Save** button, make sure you are transferring the case to the correct office.

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DEPARTMENT OF HEALTH

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.

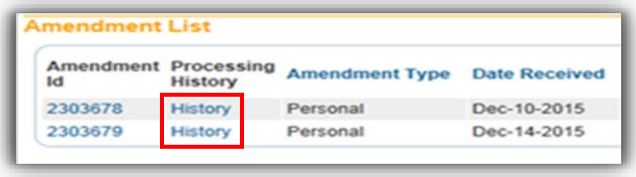
From the death case, click the **Amendment List** link to view all amendment requests and completed amendments that you have submitted for this case.

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.

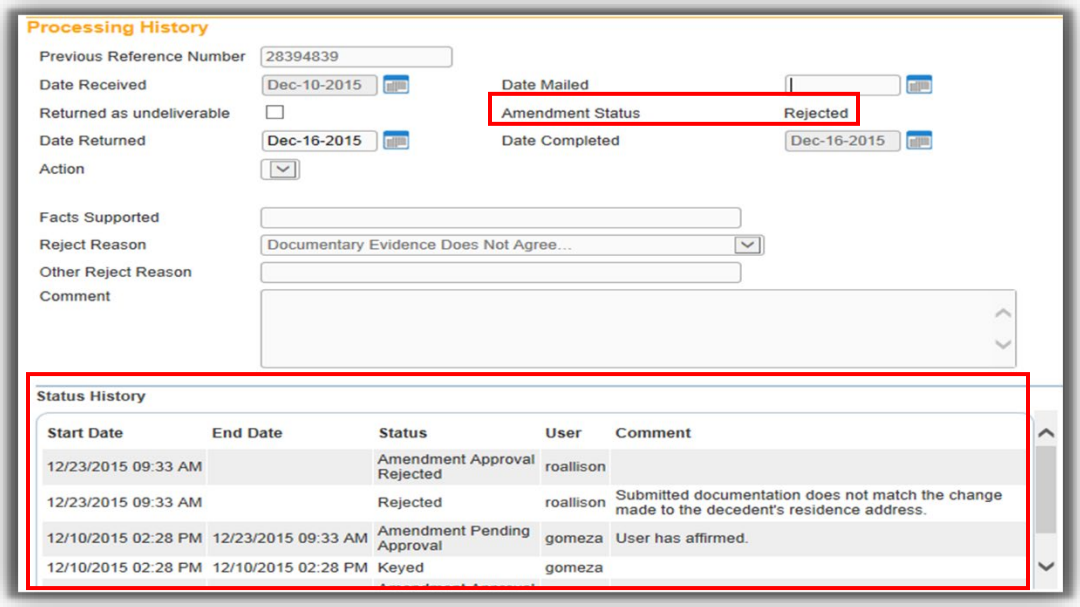
To view the history of an amendment, click the **History** link.



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.

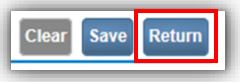
The **Status History** table displays every action related to the amendment along with the date, the status and the login of the user who took the action.



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*.

4 Click the **Return** button to return to the **Amendment List**.



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DEPARTMENT OF HEALTH

Uncertifying a Death Case

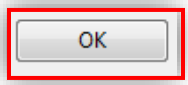
Notes:

- 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.

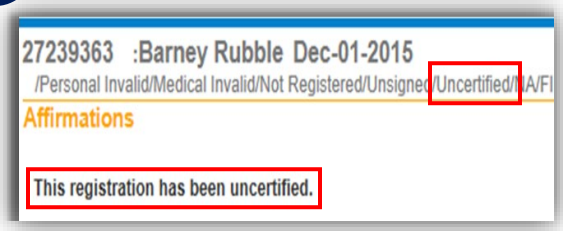
1. From the death case, click the **Certify** link in the *Medical Certification* section of the Death Registration Menu.

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.



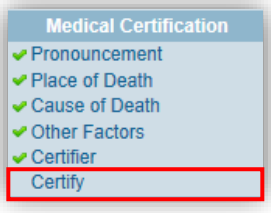
4. The case is now uncertified and the **Certify** link no longer appears in the Death Registration Menu.



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

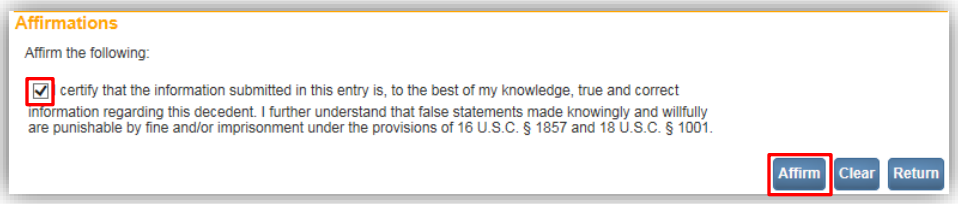
6. When all revisions are complete, click the **Validate Page** button to revalidate the death case and verify that all updates are accurate.

7. When validation is successful, you must re-certify the death case. Click the **Certify** link.



8

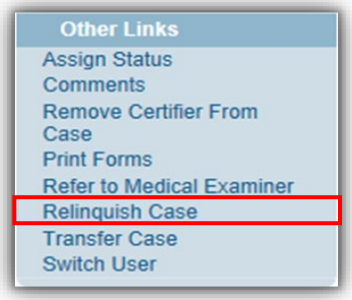
Click the check box (☐) to affirm, and click the **Affirm** button.



Relinquishing a Case

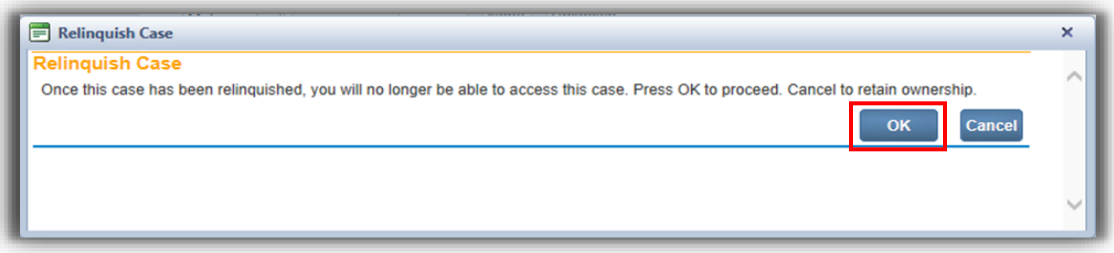
Note: This feature is used to remove ownership of a case from the entire facility. Relinquishing ownership can be performed by any end user from the facility that currently owns the unregistered death case. After the case has been relinquished, another facility can take ownership.

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.

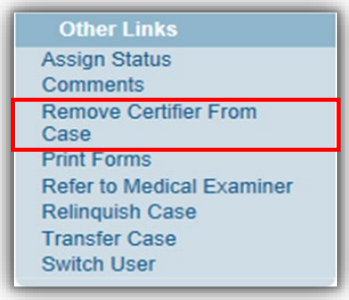
NOTE: If no other facility has claimed ownership of the case, ownership can be reclaimed by using the **Start/Edit New Case** search to locate and open the case.

Removing Certifier From Case

NOTES:

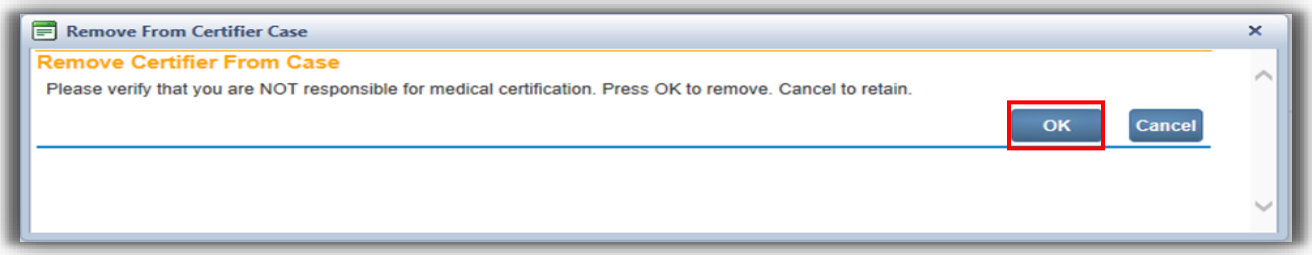
- This Quick Reference Sheet is for the role of a Medical Certifier only. This functionality is not for use by staff in a medical office or facility. Use of another user's login credentials to perform this functionality is strictly prohibited and a violation of the User Agreement and Confidentiality Policy.
- This feature allows a medical certifier to remove themselves as the assigned medical certifier of a case while still keeping the case within the same facility. This action allows another medical certifier from the same facility to assume responsibility for medical certification of the case. Removing a certifier can only be performed by the certifier who is currently assigned the responsibility for medical certification.

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



2. The Remove Certifier From Case dialog box displays with a message for you to verify that you are not responsible for medical certification.

   Click the **OK** button to remove yourself from the case.



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

NOTE: If you need to certify the case, use one of these methods:

- If medical certification has not been requested of another medical certifier, use the **Locate Case** search to locate the case. Open the case to certify it.
- If you are to certify the case but it is currently assigned to a different medical certifier, ask that person to perform the **Remove Certifier From Case** process, then use the **Locate Case** search to locate the case and it.

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Adding Comments

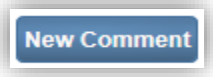
Notes:

- 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.

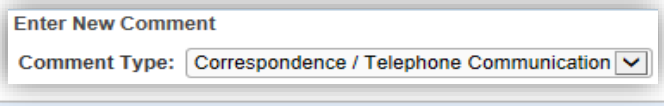
2 The **Comments** dialog box displays.

Click the **New Comment** button to enter a new comment.

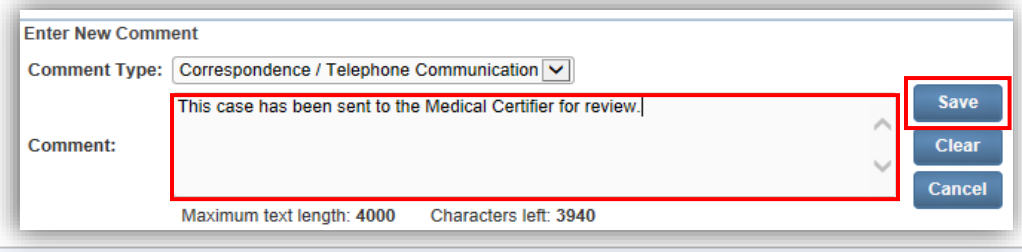


3 The *Edit New Comment* section displays.

Select a **Comment Type**.



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



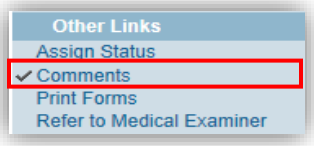
5 The **Comments** dialog box displays the newly added comment.

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.



pennsylvania
DEPARTMENT OF HEALTH

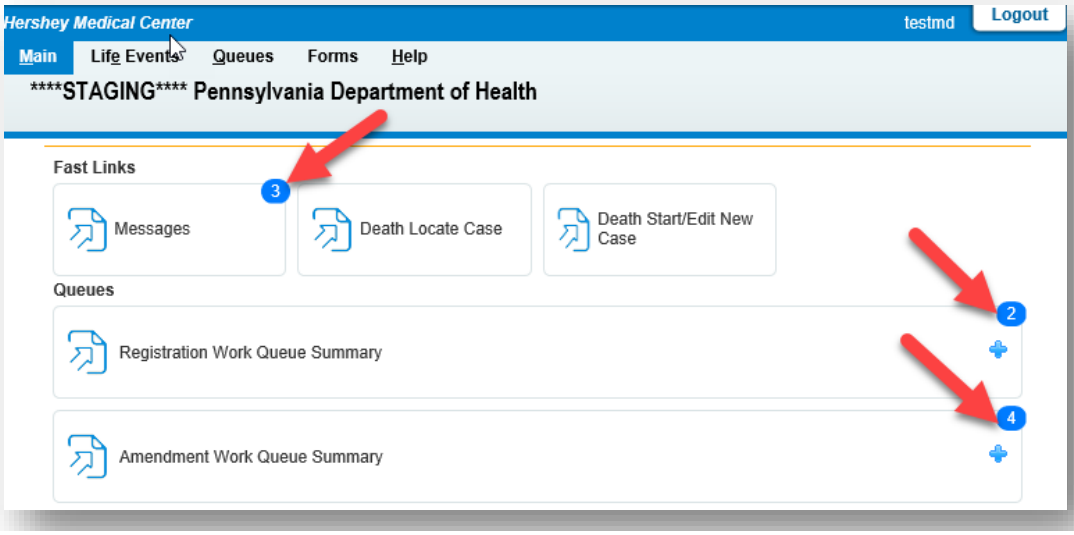
Utilizing Messages and Queues from the Home Screen

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.

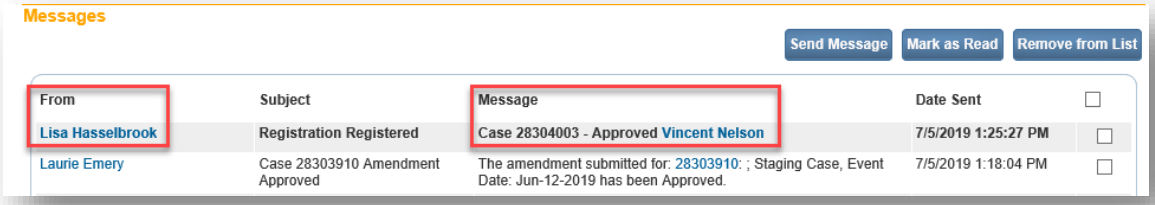
1

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.



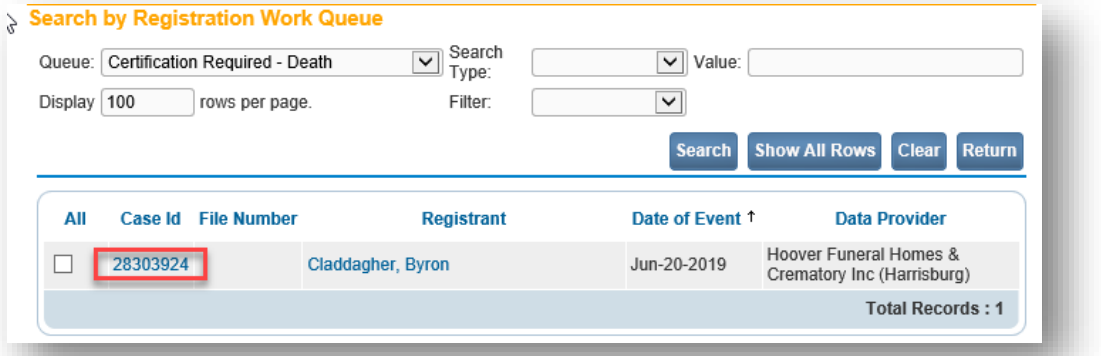
Click the **name** link in the From column to open the message in a popup window or click on the hyperlinked **decedent name** or Case Id in the Message column to access the case.

3

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.

4

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



5

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.

6

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