

Medical Certification Upload Process

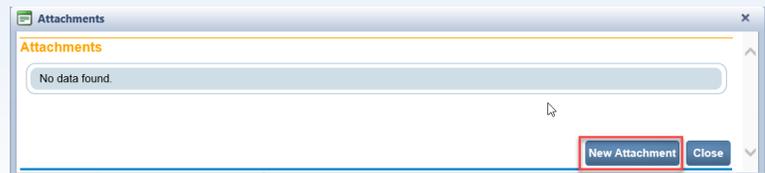
Quick Reference Guide for Funeral Homes: Referring a Death Case in EDRS for Medical Certification Data Entry

This process may be used when the funeral home obtains medical certification on either the Medical Certification Worksheet or on a paper Report of Death form. To use this process, the medical certification must be scanned and saved to your computer as a PDF or image file (JPG, PNG, or TIF). *This process is an alternative option to faxing the medical information to BHSR.*

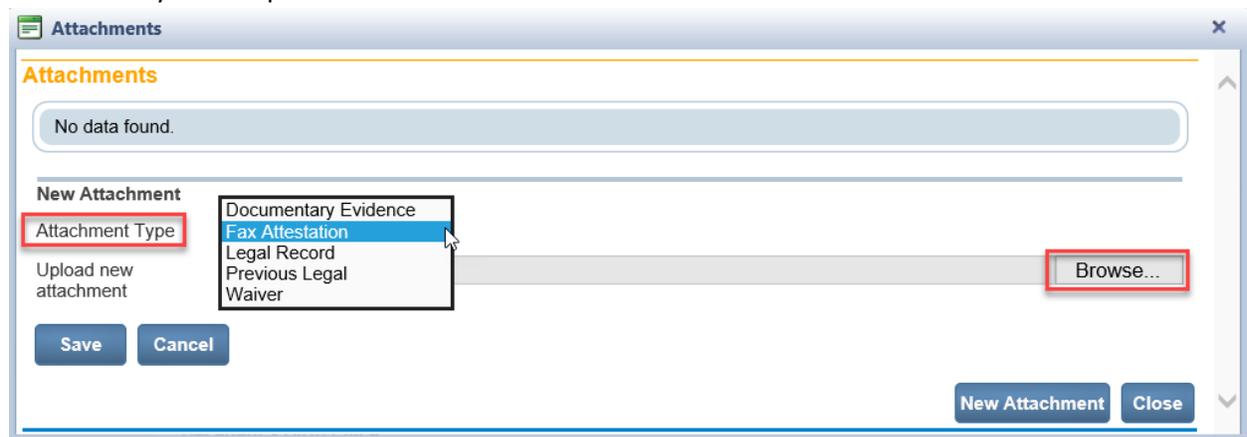
1. Start your death case and proceed with data entry in EDRS as normal.



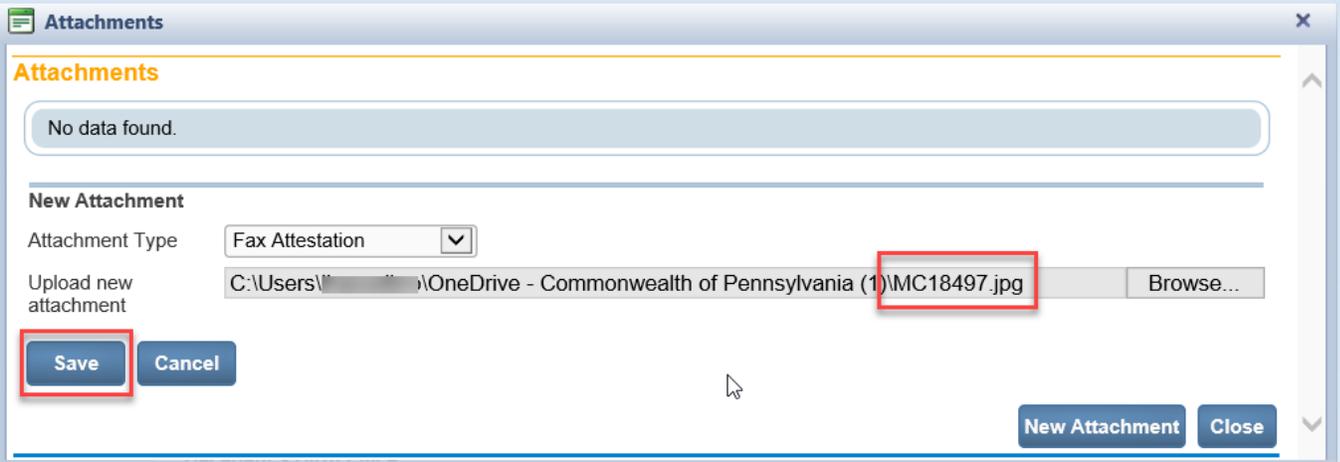
2. When you receive the medical certification from the certifier, scan the document and save it to your computer. Name the file with the prefix "MC" for medical certification, followed by the 8-digit Case ID number. Acceptable file formats are PDF, JPG, PNG, and TIF.  MC28533609.pdf
3. Access the death case in EDRS, then click the "Attachments" tab in the Other Links section. This will pop up a dialog window. Click "New Attachment."



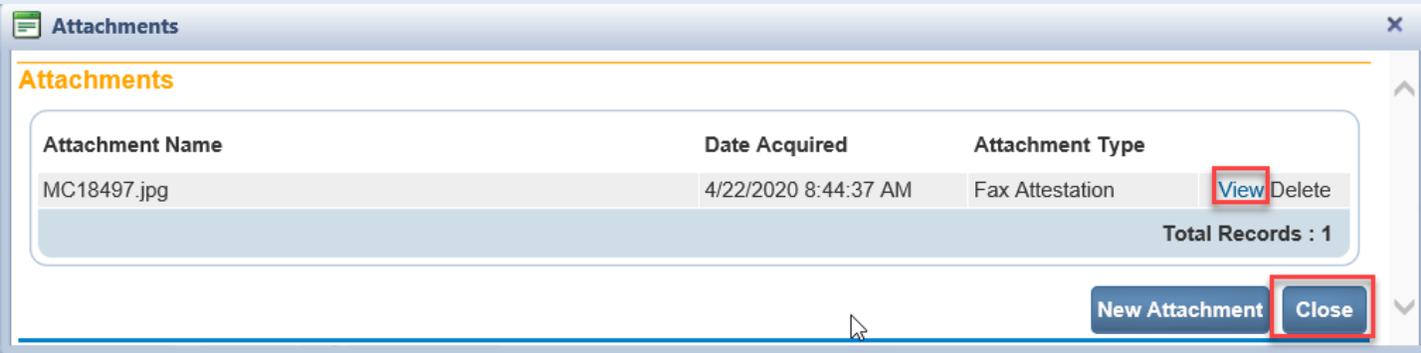
4. Select the attachment type of "Fax Attestation." Then click the Browse button to select the file from your computer.



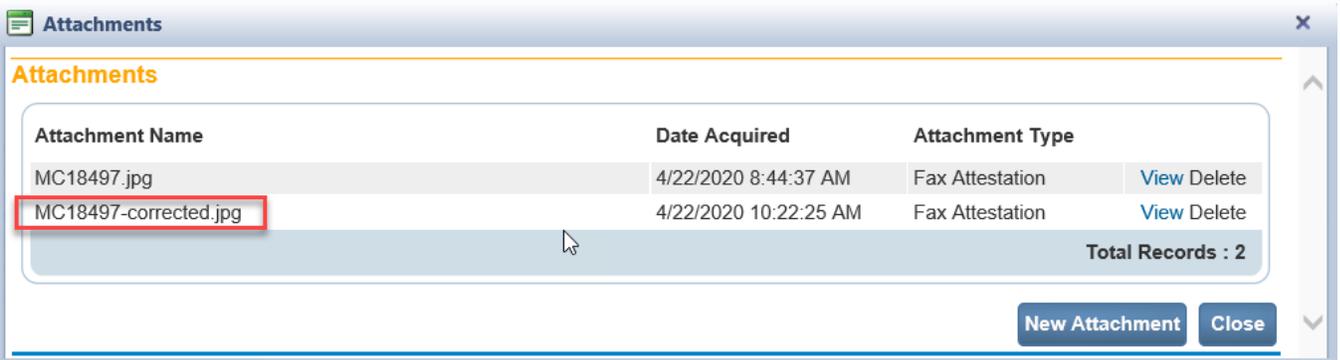
5. The selected file will show in the grey box next to Browse. Click “Save.”



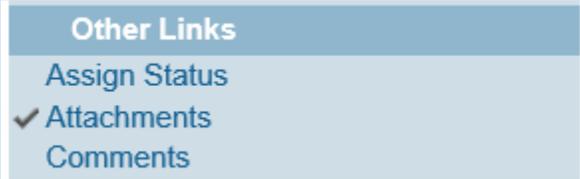
6. The file is now attached to the death case. To review the attachment, click the “View” link and open the file. If you needed to attach more than one file, you can browse for additional items and Save after each. When you are finished click “Close.”



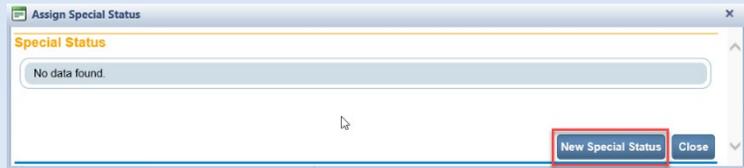
Note: The Delete option will always be greyed out. If you attach a file in error, attach the correct file also. Indicate the correct file with a suffix of “corrected” following the MC and Case ID.



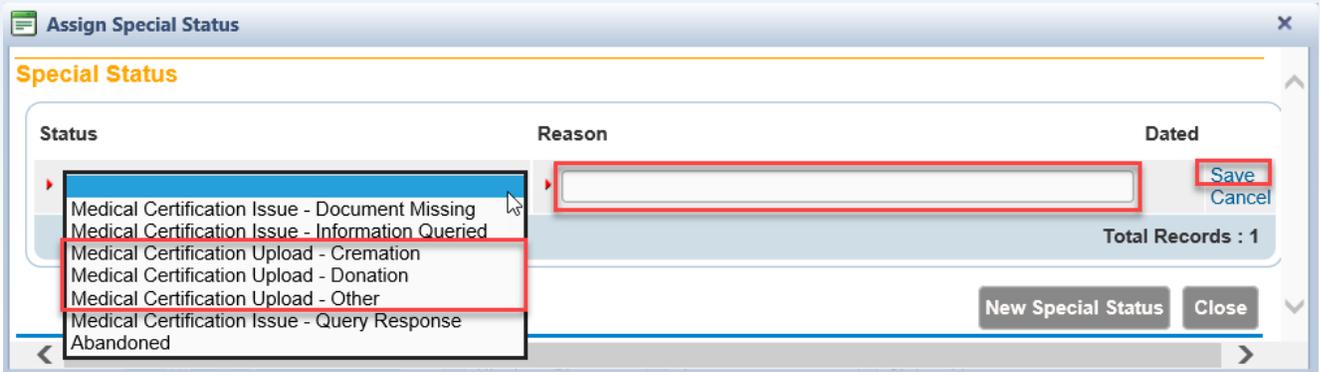
7. A checkmark will show next to the "Attachments" tab indicating that an attachment exists.



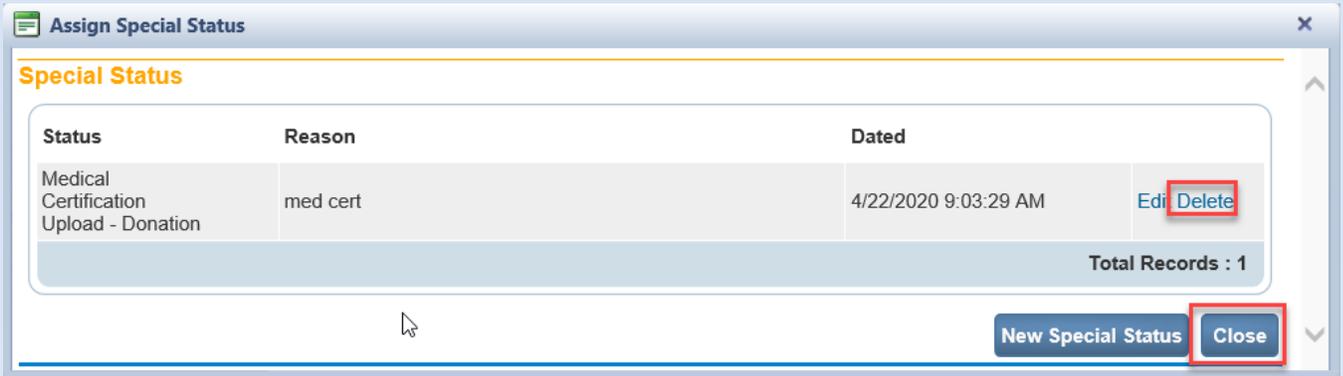
8. To inform BHSR that the medical information (fax attestation process) is available for entry, assign a status to the case. Click "Assign Status" which is located in the Other Links section of the toolbar. Click the "New Special Status" Button from the Assign Special Status popup window.



9. The status is based upon the method of disposition and will facilitate priority processing for Donation and Cremation cases. To save the status, you must enter a reason. A generic reason like "med cert" is acceptable. Then click "Save."
- If the method of disposition is a donation, select "Medical Certification Upload – Donation"
 - If the method of disposition is a cremation, select "Medical Certification Upload – Cremation"
 - For any other method of disposition, select "Medical Certification Upload – Other"



If you selected the wrong status, click “Delete” and repeat the process to assign the correct one. “Edit” will only allow you to modify the Reason field. When you are done, click “Close.”



10. A checkmark will show next to the “Assign Status” tab indicating that a status has been assigned. The status bar will also show the selected status.

Other Links

- ✓ Assign Status
- ✓ Attachments
- Comments

18497 :Harold White Apr-20-2020
 /New Event/New Event/Not Registered/Unsigned/Uncertified/NA/**Medical Certification Upload - Donation**

11. The case is placed in a work queue to notify BHSR of your request. BHSR will complete data entry of medical information. As with other fax attestations, the case cannot be registered until the funeral director has signed the case and it is dropped to paper.

Managing Medical Certification Upload Requests and Completing Medical Certification on a Death Case in EDRS

You are able to monitor your Medical Certification Upload requests through the Death Registration Work Queues. From the Queues menu, choose “Registration Work Queue Summary.”



The Registration Work Queue Summary categorizes the cases your facility is working on based on their progress. The Count column shows how many cases are in that status, and the Age of Oldest in Days shows the maximum duration a case has been in that status.

Registration Work Queue Summary

Queue Name	Type ↓	Count	Age of Oldest in Days
Cause of Death Pending	Death	4	216
Funeral Home Requested	Death	1	22
Medical Certification Issue - Document Missing	Death	2	1
Medical Certification Upload - Cremation	Death	2	3
Medical Certification Upload - Donation	Death	2	3
Medical Certification Upload - Other	Death	1	3
Personal Pending	Death	13	1011
Signature Required	Death	2	3
Total Queues : 8			

The table on the follow page lists the queues you may see and their usage. If you do not see a queue in your Registration Work Queue Summary, it means you do not have any cases in this status.

When BHSR assigns a status of “Medical Certification Issue – Document Missing” or “Medical Certification Issue – Information Queried,” an in-system Message will also be sent. All users at your facility will receive an email and DAVE Message to inform you that there is a case requiring your attention. To easily access the case, go to the Registration Work Queue Summary and then click on the appropriate queue.

If you need to submit a new file for queried information, name it with the “corrected” suffix as described in Step 6 above. Example: for Case ID 28264512 the file would be **MC28264512-corrected.pdf**

Queue Name	Assigned By	Purpose	Action Required by Funeral Home
Medical Certification Upload – Cremation; Donation; or Other	Funeral home	Refer case to BHSR for medical data entry from attached file.	Use to monitor the requests you have placed.
Medical Certification Issue – Document Missing	BHSR	Case was referred for medical data entry but file was not attached.	Save the medical certification file (PDF or image) as an attachment to the case.
Medical Certification Issue – Information Queried	BHSR	Medical Certification is incomplete or illegible.	Save the updated medical certification file as an attachment to the case.
Medical Certification Issue – Query Response	Funeral home	Refer case back to BHSR after attaching updated file.	Use to monitor the queries to which you have responded.
Medical Valid Awaiting Drop to Paper	BHSR	Final status after BHSR completes medical data entry.	Sign and drop to paper

Process for Medical Certification Issue – Document Missing

1. Click on the “Medical Certification Issue – Document Missing” queue from your Registration Work Queue Summary page.

Hoover Funeral Homes & Crematory Inc (Hershey) testfdir Logout

Main Order Processing Life Events **Queues** Forms Help

TRAINING Pennsylvania Department of Health
Department of Health

Registration Work Queue Summary

Queue Name	Type ↓	Count	Age of Oldest in Days
Cause of Death Pending	Death	4	216
Funeral Home Requested	Death	1	22
Medical Certification Issue - Document Missing	Death	2	1
Medical Certification Upload - Cremation	Death	2	3

2. Select the Case ID or decedent name link to access the case.

Search by Registration Work Queue

Queue: Medical Certification Issue - Document Missing - Death ▼ Search Type: [] Value: []

Display 100 rows per page. Filter: []

Search Show All Rows Clear Return

All	Case Id	File Number	Registrant	Date of Event ↑	Data Provider
<input type="checkbox"/>	18515	Gold, Simon		Apr-20-2020	Hoover Funeral Homes & Crematory Inc (Hershey)
<input type="checkbox"/>	18497	White, Harold		Apr-20-2020	Hoover Funeral Homes & Crematory Inc (Hershey)

Total Records : 2

3. Follow steps 2 – 6 to attach the medical certification worksheet file.
4. The original status to refer the case to BHSR for medical data entry will still be on the case, so no further action is needed.

Process for Medical Certification Issue – Information Queried

1. Click on the “Medical Certification Issue – Information Queried” queue from your Registration Work Queue Summary page.

Registration Work Queue Summary

Queue Name	Type ↓	Count	Age of Oldest in Days
Cause of Death Pending	Death	4	216
Funeral Home Requested	Death	1	22
Medical Certification Issue - Document Missing	Death	1	1
Medical Certification Issue - Information Queried	Death	1	0
Medical Certification Upload - Cremation	Death	1	3

2. Select the Case ID or decedent name link to access the case.

Search by Registration Work Queue

Queue: Search Type: Value:

Display rows per page. Filter:

All	Case Id	File Number	Registrant	Date of Event ↑	Data Provider
<input type="checkbox"/>	18515	Gold, Simon		Apr-20-2020	Hoover Funeral Homes & Crematory Inc (Hershey)

Total Records : 1

3. Review the query attachment and comments left on the case per the established querying process.
4. Click the “Assign Status” tab to view the status(es) on the case and the Reason provided for the status. Note that the original status to refer the case to BHSR will have been removed from the case.

Assign Special Status

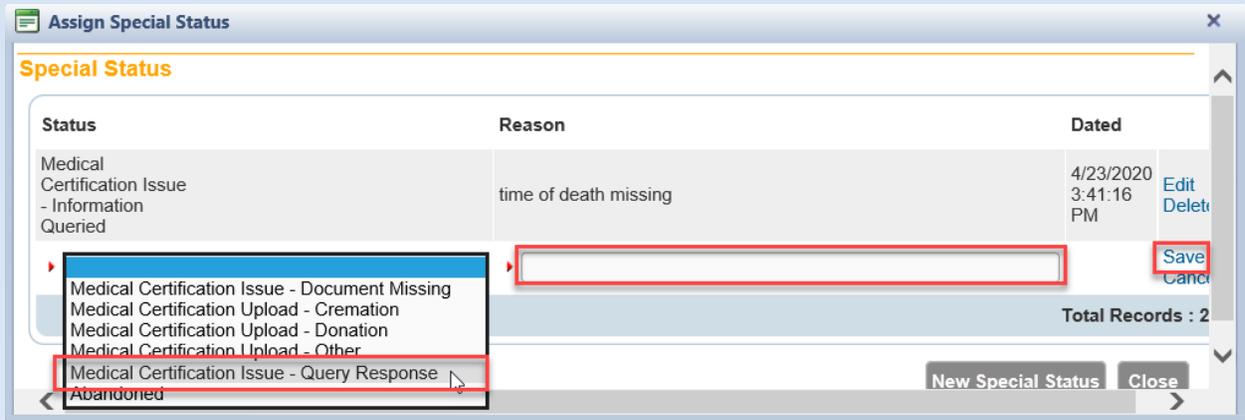
Special Status

Status	Reason	Dated
Medical Certification Issue - Information Queried	time of death missing	4/23/2020 3:41:16 PM Edit Delete

Total Records : 1

5. Obtain the updated medical certification worksheet and save the new file with a “-corrected” suffix. Example: for Case ID 28264512 you would name this new file **MC28264512-corrected.pdf**
6. Follow steps 2 – 6 to attach the new medical certification worksheet file.

- To refer the case with updated medical information for data entry back to BHSR, follow steps 8 – 10 to assign the status of “Medical Certification Issue – Query Response.” This will prompt BHSR staff to resume working on your request. *You do not have to remove the “Medical Certification Issue – Information Queried” status.*



Process for Medical Valid Awaiting Drop to Paper

- Click on the “Medical Valid Awaiting Drop to Paper” queue from your Registration Work Queue Summary page.

Registration Work Queue Summary

Queue Name	Type ↓	Count	Age of Oldest in Days
Cause of Death Pending	Death	4	216
Funeral Home Requested	Death	1	22
Medical Certification Issue - Document Missing	Death	1	1
Medical Certification Issue - Information Queried	Death	1	0
Medical Certification Issue - Query Response	Death	1	0
Medical Certification Upload - Cremation	Death	1	3
Medical Certification Upload - Donation	Death	2	3
Medical Valid Awaiting Drop to Paper	Death	1	0
Personal Pending	Death	13	1011
Signature Required	Death	1	1

Total Queues : 10

- Select the Case ID or decedent name link to access the case.

Search by Registration Work Queue

Queue: Search Type: Value:

Display rows per page. Filter:

All	Case Id	File Number	Registrant	Date of Event ↑	Data Provider
<input type="checkbox"/>	18484	Otherfax, Gary		Apr-17-2020	Hoover Funeral Homes & Crematory Inc (Hershey)

Total Records : 1

- Once all decedent personal information has been completed, the funeral director will sign the report of death and drop to paper so that registration may occur.