


STATE REGISTRAR NOTICE

Subject: Delineation of Roles in the Electronic Death Registration System (EDRS)	Type: <input checked="" type="checkbox"/> Regular <input type="checkbox"/> Transitory	Number: 2019-16
Date Issued: December 2, 2019 Date Effective: December 2, 2019	Audience: Death Registry Stakeholders	By Direction of:  Audrey Marrocco State Registrar

The Electronic Death Registration System (EDRS) is the web-based application used to register death cases. Roles have been established in EDRS for specific types of users. Those roles align with the mandates of the Vital Statistics Law regarding who may certify and file death cases. Each EDRS user's access and functionality is based on their assigned role. For example, medical certifiers have access to certain links in the Death Registration Menu of EDRS to certify and amend cases. Their staff have the functionality to start cases and enter other information, but they do not have access to the same links as medical certifiers.

The attached User Guides for Funeral Homes, Medical Facilities, and Coroners/Medical Examiners have been updated to clarify the access and functionality of each role. Following the cover sheet in each User Guide is a grid that clearly delineates the Quick Reference Sheet functionality that is accessible to each role. Further, each Quick Reference Sheet that is related to signing, certifying, or amending a death case contains a note that specifies the allowable role for that functionality. The use of another user's login credentials to access functionality outside a user's role is strictly prohibited and a violation of the [User Agreement and Confidentiality Policy](#). Any user needing credentials should submit a [User Account Request Form \(HD01591F\)](#).

User Guides can be found on the [EDRS webpage](#) and in the Help menu of DAVE™ (the application used for EDRS).

Contact Information:

PA Death Registry @
Vital Events Stakeholder Hotline
Phone: 800-323-9613
Email: ra-dhDeathSupport@pa.gov

Reference:

EDRS Webpage: www.doh.pa.gov/EDRS

User Agreement and Confidentiality Policy:

[https://www.health.pa.gov/topics/Documents/Reporting-Registries/DAVE Confidentiality Policy and User Agreement-DOH BHSR.pdf](https://www.health.pa.gov/topics/Documents/Reporting-Registries/DAVE%20Confidentiality%20Policy%20and%20User%20Agreement-DOH%20BHSR.pdf)

User Account Request Form (HD01591F)

[https://www.health.pa.gov/topics/Documents/Reporting-Registries/DAVE User Account Request Form HD01591F.pdf](https://www.health.pa.gov/topics/Documents/Reporting-Registries/DAVE%20User%20Account%20Request%20Form%20HD01591F.pdf)

Attachments:

Coroner/Medical Examiner User Guide:

[https://www.health.pa.gov/topics/Documents/Reporting-Registries/EDRS User Guide-CME.pdf](https://www.health.pa.gov/topics/Documents/Reporting-Registries/EDRS%20User%20Guide-CME.pdf)

Funeral Home User Guide: [https://www.health.pa.gov/topics/Documents/Reporting-Registries/EDRS User Guide-FH.pdf](https://www.health.pa.gov/topics/Documents/Reporting-Registries/EDRS%20User%20Guide-FH.pdf)

Medical Facility User Guide: [https://www.health.pa.gov/topics/Documents/Reporting-Registries/EDRS User Guide-MC.pdf](https://www.health.pa.gov/topics/Documents/Reporting-Registries/EDRS%20User%20Guide-MC.pdf)