

STATE REGISTRAR NOTICE

Subject: <i>Guidance for Coroners and Medical Examiners:</i> Establishing an EDRS Account	Type: <input checked="" type="checkbox"/> Regular <input type="checkbox"/> Transitory	Number: <p style="text-align: center;">2020-06</p>
Date Issued: <p style="text-align: center;">March 18, 2020</p> Date Effective: <p style="text-align: center;">March 18, 2020</p>	Audience: Coroners and Medical Examiners	By Direction of:  Audrey Marrocco State Registrar

This notice provides coroners and medical examiners with important information on requesting accounts in Pennsylvania’s Electronic Death Registration System (EDRS). As required under [SRN 2020-02](#), coroners and medical examiners must report through EDRS all deaths that occur in Pennsylvania that are attributed to COVID-19.

Coroners and medical examiners are encouraged to take time now to sign up for an EDRS account. It takes only a few minutes to complete the user account request form.

Types of EDRS User Accounts:

EDRS user accounts are available to all staff that work for a coroner or medical examiner, and who are responsible for reporting deaths to the Pennsylvania Department of Health. Through EDRS, you can access death records that your office submitted through EDRS.

EDRS allows administrative and office support staff to do most of the data entry for the coroner or medical examiner. Once the data is entered into EDRS, the coroner or medical examiner can to review and certify the case electronically. Coroners and medical examiners are also authorized to enter the entire medical portion of the report of death if preferred.

View our [Quick Reference Sheets](#) to obtain insight into the functions available to support staff and those functions reserved specifically for the coroner or medical examiner that certifies the case.

Please complete the following the steps below to register for an account:

1. Review the [EDRS User Agreement and Confidentiality Policy](#)
2. Complete the [Medical Professionals User Account Request for PA’s Electronic Death Registration System \(HD01591C/ME\)](#).
3. Submit the completed form as follows:
 - By fax – 717-265-8383
 - By email – RA-DHEDRSUserAcct@pa.gov

4. Watch your email to receive your login credentials.
5. Take training
 - Attend a one-hour webinar. Visit www.doh.pa.gov/edrs for a listing of upcoming training dates.
 - Take training at your own pace by using the [Quick Reference Sheets](#).
 - Review the [Frequently Asked Questions](#).

EDRS Bridge Update:

The Bureau of Health Statistics and Registries is working with third-party vendors to electronically integrate their coroner case management systems with EDRS. All coroner and medical examiner offices will be required to register for an EDRS account prior to receiving credentials to transmit a report of death from the case management software to EDRS.

As such, all coroners and medical examiner offices are encouraged to register for an EDRS account now so that they have the necessary access to report COVID-19 deaths directly into EDRS and to prepare for the upcoming system integration through the EDRS bridge.

Benefits of EDRS:

1. Near-time reporting of deaths to the PA Department of Health, which is critical for public health purposes.
2. Improved quality control measures to support the accurate reporting of deaths that occur at your facility.
3. Online case referrals to funeral directors using EDRS.
4. Online access to death records that you registered through EDRS.
5. Online work queue for all deaths pending investigation, which is a great tool to keep track of those death reports that need to be submitted for final reporting to the Department of Health.
6. Online and simplified request to amend death records that you certified.

Contact Information for EDRS User Support and the Death Registry Unit:

By Phone: Vital Events Stakeholder Hotline at 800-323-9613

By Email: EDRS User Account Creation: RA-DHEDRSUSERACCT@pa.gov
EDRS Support: RA-DHEDRS@pa.gov

Hours of Operation:

Standard Business Hours: 7 am to 5 pm, Monday through Friday

Extend Hours During the COVID-19 Pandemic: 7 am to 7 pm, Sunday through Saturday