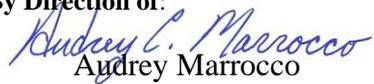


STATE REGISTRAR NOTICE

Subject: <i>Additional Guidance for Local Registrars: Reporting of Deaths During COVID-19 Disaster Declaration</i>	Type: <input checked="" type="checkbox"/> Regular <input type="checkbox"/> Transitory	Number: <p style="text-align: center;">2020-12</p>
Date Issued: <p style="text-align: center;">April 8, 2020</p> Date Effective: <p style="text-align: center;">October 8, 2020</p>	Audience: <p style="text-align: center;">Local Registrars</p>	By Direction of:  Audrey Marrocco State Registrar

This notice is supplemental information for local registrars¹ on the reporting of deaths during the COVID-19 disaster declaration.

Text shown in a red font indicates updated information since the date issued.

Local Registrars on Temporary Stays

The option for local registrars to take a temporary stay from duties is still in effect and is available to you at any time during the COVID-19 disaster declaration. When considering a temporary stay in your duties, please make that decision based on *what is best for you*. Refer to [SRN 2020-08](#) for details on requesting a temporary stay. We will work with you and the funeral directors you support to ensure that they are receiving registration and death certificate issuance services while you are on a temporary stay.

It is mandatory that a temporary stay be activated if the local registrar is in quarantine or isolation due to COVID-19. This requirement includes hospitalization due to COVID-19 or suspected COVID-19. In the event that the local registrar is unable to complete the Temporary Stay of Local Registrar Duties form, the Bureau of Health Statistics and Registries (BHSR) will activate the temporary stay on behalf of the local registrar. Duties may not be delegated to a deputy registrar when a temporary stay is in effect.

If a local registrar is unexpectedly placed on temporary stay, BHSR will work with the deputy registrar to complete any outstanding reporting requirements outlined in [SRN 2020-08](#), unless the deputy registrar is unable or unwilling to complete these tasks.

Please note that BHSR is also inactivating local registrar offices in EDRS while a local registrar is on temporary stay. By inactivating the local registrar office in EDRS, funeral directors will not inadvertently submit registration requests to that office. Once the local registrar returns to duty, that office will be reactivated in EDRS.

¹ Local registrars are defined as individuals that have been appointed as a local registrar or an assistant registrar, and deputy registrars that are appointed by a local registrar.

Local Registrar Services

During the duration of the COVID-19 disaster declaration, it is mandatory that local registrars work in a manner that **limits** person-to-person interaction. See [SRN 2020-08 for full details](#).

During this period, local registrars should continue to accept the following paper reports:

- Reports of Fetal Death (H105.024) – Since there is no electronic registration process for fetal deaths, the Report of Fetal Death must be submitted in paper to a local registrar’s office. Funeral directors should not be directed to submit these cases in EDRS since the case will be voided by BHSR.
- Disposition/Transit Permit (HD01232F) for all fetal death and for funeral directors that have been waived from the mandatory EDRS reporting requirements.
- Certificates of Death (H105.143)
 - New deaths reported on H105.143 that are submitted by funeral directors who have obtained an approved waiver from mandatory EDRS reporting. If a local registrar is uncertain if a funeral director has obtained an approved waiver, email BHSR at ra-DHVitalStatistics@pa.gov.
 - Cases originally registered as “pending investigations”. These reports are considered amendments to the death record on file. Therefore, if the original report of death was completed on the H105.143 form, all amendments to that death record need to remain on paper. Please write the letter “F” (for final) in the upper left corner of the H105.143 form if the funeral director has not done so.
- Death Correction Statements H105.135 submitted for a death record originally filed on paper using H105.143.
- Disintern/Reintern Permits (HD01189F)

Requests for Waiver from Mandatory EDRS Reporting

Paper reporting of deaths is available only to funeral directors who have received an approved “Request for Waiver from Mandatory EDRS Reporting” as outlined in [SRN 2020-09](#). Funeral homes are notified by fax or mail of the status of their waiver once a determination has been made. In addition, BHSR also notifies the LR’s that have done business with the funeral home since 2019 of waiver approvals. Local registrars may email RA-DHVITALSTATISTICS@pa.gov to verify the waiver status for a funeral director.

EDRS Refresher Training

Local registrars that need retrained on how to use EDRS should contact the Local Registrar Support Unit. See the EDRS website at www.doh.pa.gov/EDRS. [Quick reference guides](#) are also available to support local registrar training needs.

Contact Information for the Local Registrar Support Unit:

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

By Email: RA-DHDVRLRSUPPORT@pa.gov