

STATE REGISTRAR NOTICE

<p>Subject:</p> <p style="text-align: center;">EDRS Workflow for Referrals to Coroners/Medical Examiners</p>	<p>Number:</p> <p style="text-align: center;">2017-03</p>
<p>Date Issued: October 23, 2017</p> <p>Date Effective: November 1, 2017</p>	<p>By Direction of:</p> <p style="text-align: center;"><i>Audrey C. Marrocco</i> Audrey Marrocco State Registrar</p>

Section 503 of the [Pennsylvania Vital Statistics Law of 1953](#) cites specific instances when a death should be referred to a coroner/medical examiner. In EDRS (Electronic Death Registration System), the functionality for making those referrals has been limited because the referral had to be to an individual, rather than all authorized EDRS users in a coroner/medical examiner’s office. Timely death reporting has been impacted if that individual was not available to receive the message about the referral.

To address this issue, referrals to coroners/medical examiners will now be handled using the “transfer case” functionality in EDRS. This feature ensures that when a death case is referred, all authorized EDRS users in the coroner/medical examiner’s office receive immediate notice and access to the case.

Medical Facilities

Before using EDRS to refer a case, ensure that the coroner/medical examiner’s office is trained in the use of EDRS and actively using it. Communication with the coroner/medical examiner’s office outside of EDRS regarding the referral is essential to ensure appropriate handling of the case.

[Quick Reference Sheet \(QRS-2032\), Referring a Death Case to the Coroner/Medical Examiner](#), has been updated to reflect use of the transfer case functionality. This Quick Reference Sheet is located in the EDRS Medical Facility Users Guide found on the [EDRS webpage](#). In addition, the [Medical Facility Frequently Asked Questions](#) has been updated on the EDRS web page to reflect this change.

Coroners/Medical Examiners

When a case is referred by a medical facility to the coroner/medical examiner’s office using the transfer case functionality, all authorized EDRS users in the coroner/medical examiner’s office will receive a message in EDRS notifying them that ownership of the case has been transferred to that office. As stated above, they will also all have access to the case.

There will be no need to accept the referral, as ownership of the case is immediately transferred. If the case was referred in error, the coroner/medical examiner’s office will have the ability to

decline the referral by transferring ownership of the case back to the medical facility. Before doing so, communication with the medical facility outside of EDRS regarding the declined referral is essential to ensure appropriate handling of the case.

[Quick Reference Sheet \(QRS-2011\), Declining a Referral](#), has been updated to reflect use of the transfer case functionality. This Quick Reference Sheet is located in the EDRS Coroner/Medical Examiner User Guide found on the [EDRS webpage](#). In addition, the [Coroner/Medical Examiner Frequently Asked Questions](#) has been updated on the EDRS webpage to reflect this change.

Contact Information: EDRS Hotline

Phone: 800-323-9613

Email: RA-DHDeathSupport@pa.gov

Reference: EDRS Webpage

www.doh.pa.gov/EDRS