




STATE REGISTRAR NOTICE

Subject: EDRS Tip of the Month Upcoming Holiday Office Closings	Number: 2018-09
Date Issued: November 9, 2018	By Direction of:  Audrey Marrocco State Registrar

EDRS Tip of the Month

Processing Medical Certification Data

These instructions are for Electronic Death Registration System's (EDRS's) fax attestations (which are drop-to-paper cases where the medical certifier is certifying the case on paper and not directly in EDRS). Medical information regarding your fax attestation case can be sent by email to RA-DHEDRSFAX@pa.gov or by fax to 717-525-5190.

When sending a fax attestation, please send only a Medical Certification Worksheet (HD02036F Rev. 7/18) or a Certificate of Death (H105.143 Rev. 11/17). Please do not send disposition permits, police reports, working copies or any other documents that do not pertain to the decedent's medical certification. All required fields must be completed on the Medical Certification Worksheet or Certificate of Death which must be signed by the medical certifier. Please make sure all required files are completed and the medical certifier has signed the Medical Certificate Worksheet or Certificate of Death before faxing it to us.

The Department of Health is committed to processing fax attestations **within 48 business hours**. While we strive to process these requests within one business day, this timeline is not always possible. Please allow 48 business hours before inquiring on the status of your case. Fax attestations are processed in the order that they are received. Faxing the same case multiple times causes delays as each fax needs reviewed by our staff. Please send each case under a separate fax to ensure that we do not overlook a case in your submittal.

If we contact you regarding issues with your fax attestation such as missing information, **please note that the medical certifier must complete the missing item on the Medical Certification Worksheet or Certificate of Death**. The updated Medical Certifier Worksheet or Certificate of Death should then be faxed or emailed to us.

Please do not include questions with your fax attestation. Instead, send all EDRS support questions to RA-DHDeathSupport@pa.gov or call the EDRS Hotline at 1-800-323-9613. The EDRS Hotline is available from 8 am to 4:30 pm, Monday through Friday (excluding holidays).

Upcoming Holiday Office Closings

Our offices will be closed on the following holidays:

- Monday, November 12, 2018
- Thursday, November 22, 2018
- Friday, November 23, 2018 (limited staff will be available to process fax attestations)
- Tuesday, December 25, 2018
- Tuesday, January 1, 2019

Limited staff will also be available on Saturday, November 10th and Saturday, November 24th to process fax attestations.