STATE REGISTRAR NOTICE

Subject: EDRS Tip of the Month Cancel Drop to Paper Function	**Number**: 2019-09
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Drop to paper is a process used to support the reporting of a hybrid report of death. A hybrid report of death is a case where one reporting entity submits information on the death through EDRS and the second reporting entity reports their information on paper.

This tip of the month outlines how to cancel drop to paper (DTP) on a case when it is discovered that both reporting entities are reporting through EDRS after the case has been DTP.

When is Drop to Paper Used?

Drop to Paper is used to support the following workflows:

a. By funeral directors when the medical certification is completed through the fax attestation process. DTP is the last step in the process for the funeral director while waiting for the medical certification to be entered by the Bureau of Health Statistics and Registries (BHSR) after the medical certification is faxed to us.

b. By medical certifiers who are using EDRS to certify deaths but where the funeral home is not yet using EDRS and is, therefore, reporting the death on paper.

DTP is not available once both the personal and medical information is entered since the report is then a fully electronic case.

When Happens to the Case Once it is Dropped to Paper?

Once the case is DTP, it will prevent the other reporting entity from accessing and taking ownership of the case within EDRS. While BHSR can access the case to enter the remaining information, no other reporting entity is able to take ownership of the case. Therefore, DTP prevents a case from being fully reported through EDRS.

How to Cancel Drop to Paper?

The EDRS support team can cancel a DTP when a case has been dropped to paper in error. If you have DTP a case in error or are seeking to claim ownership of a case which has been DTP in error, contact the EDRS Hotline at 800-323-9613, option #2. If a representative is not promptly available, please leave a detailed message including your name, phone number, case ID and a brief description of the problem. Once we have cancelled the DTP, we will notify you so that you can complete reporting the death directly in EDRS. Please allow one business day from time of request for the cancellation of the DTP to occur.