pennsylvania
DEPARTMENT OF HEALTH
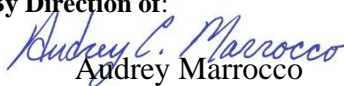
STATE REGISTRAR NOTICE

Subject: *Guidance for Medical Professionals:* Establishing an EDRS Account	Type: ☒ Regular ☐ Transitory	Number: **2020-05**

Date Issued:
    March 18, 2020
Date Effective:
    March 18, 2020
	Audience:
	
	Medical
	Professionals
		By Direction of:
		Audrey C. Marrocco
		Audrey Marrocco
		State Registrar

This notice provides licensed healthcare facilities and independent physicians with important information on requesting accounts in Pennsylvania's Electronic Death Registration System (EDRS). As required under SRN 2020-01, medical professionals[1] must report through EDRS all deaths that occur in Pennsylvania that are attributed to COVID-19.

Licensed healthcare facilities and independent physicians 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 medical staff that work for a licensed healthcare facility or independent physician in Pennsylvania who are responsible for reporting deaths to the Pennsylvania Department of Health. Through EDRS, you can access death records that your facility(ies) submitted through EDRS. While each employee needs their own account to access EDRS, your staff can navigate to each of your facilities once logged into EDRS.

EDRS allows administrative and office support staff to do most of the data entry for the medical professional that certifies the case. Once the data is entered into EDRS, the medical certifier is able to review and certify the case electronically. Medical certifiers 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 medical professional that certifies the case.

If you are an independent physician who has less than ten staff that need EDRS accounts or if immediate access is needed to report a COVID-19 death, please complete the following the steps below to register for an account:

1. Review the EDRS User Agreement and Confidentiality Policy

---

[1] A medical professional is defined as a physician, certified registered nurse practitioner, physician assistant, or dentist.

2. Complete the [Medical Professionals User Account Request for PA's Electronic Death Registration System (HD01591MP).](#)
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.](#)
   - Take EDRS training provided by your facility.
   - Review the [Frequently Asked Questions.](#)

Licensed healthcare facilities are requested to designate EDRS facility account manager(s) if your facility will have more than ten users. Based on best business practices, we recommend that you designate at least one EDRS facility account manager per shift. EDRS facility account managers are provided with additional system access to manage your facility's user accounts across your various facility locations.

EDRS facility account managers should follow the same steps as outlined above to obtain an EDRS account. However, we strongly recommend that facility account managers participate in our one-hour webinar to receive comprehensive training.

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 director using EDRS.
4. Online access to death records that you registered through EDRS.
5. 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