![pennsylvania DEPARTMENT OF HEALTH]

STATE REGISTRAR NOTICE

| Subject:

Guidance for Funeral Directors: Establishing an EDRS Account | Type:

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☐ Transitory | Number:

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| Date Issued:
    March 18, 2020
Date Effective:
    March 18, 2020 | Audience:

Funeral Directors | By Direction of:
Audrey C. Marrocco
Audrey Marrocco
State Registrar |

This notice provides funeral directors with important information on requesting accounts in Pennsylvania's Electronic Death Registration System (EDRS). As required under SRN 2020-03, funeral homes must report through EDRS all deaths that occur in Pennsylvania that are attributed to COVID-19.

Staff at funeral homes 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 funeral home staff that work for a funeral home licensed in Pennsylvania and 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 facility's death records once logged into EDRS.

EDRS allows administrative and office support staff to do most of the data entry for the funeral director. Once the data is entered into EDRS, the funeral director can log in to review and sign the case electronically. Funeral directors are also authorized to enter the entire personal 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 licensed funeral director.

If you plan to have less than ten EDRS users for your business or if you need immediate access 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
2. Complete the Funeral Home User Account Request for PA's Electronic Death Registration System (HD01591F).

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.

If you plan to have 10 or more EDRS users for your business, we request that you designate an EDRS facility account manager. The EDRS facility account manager is provided with additional system access to manage your facility's user accounts.

EDRS facility account managers 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. Immediate download of a Disposition/Transit Permit once the funeral director electronically signs the report of death in EDRS.
2. Less office visits to medical certifiers to track down paper Reports of Death.
   a. If the medical certifier is using EDRS, you simply find the case in EDRS.
   b. If the medical certifier has not yet adopted EDRS, fax us the paper Report of Death or Medical Certification Worksheet. Please allow 48 hours for BHSR staff to enter the medical portion of the record.
3. Online notification of the decedent's death to the Social Security Administration.
4. Online access to death records that you registered through EDRS, and a simplified request to amend death records that you signed.
5. Online access to cases reported initially as "pending investigation". Periodically look up the case to see if the record has been amended to show the final cause of death. Then submit your order for death certificates.
6. Near-time reporting of deaths to the PA Department of Health, which is critical for public health purposes.

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