ELECTRONIC DEATH REGISTRATION SYSTEM (EDRS) USER MANUAL FOR OFFICE OF DECEDEDNT AFFAIRS
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1. GETTING INTO THE EDRS

STEP 1.

Once you have launched the EDRS using the URL provided to you, you will see a pop-up box to enter your user name and password to log in to the application. (See illustration below)

Enter your username and password and click OK.

STEP 2.

You may view your messages in the inbox displayed on the resulting screen. Click on Continue to navigate to the next screen. In order to delete the messages from your inbox, simply check the box next to the message that you wish to delete and click on Continue.
STEP 3.
The next screen is the Virginia Vital Events and Screenings Tracking System Screen Menu with all the modules. Based on your role, you will only have access to the EDRS. Click on the EDRS module to continue.

The resulting screen is the EDRS Home screen.
2. THE BASICS

2.1. THE NAVIGATION BAR -
To the left of the screen is the Navigation Bar which houses various links allowing you to move around in the system. This Navigation Bar is very dynamic in nature and will change from user to user based on what roles a user has.
2.2. SETTING USER PREFERENCES –
Click on the user preferences link in the navigation bar. On the resulting screen, you may enter up to three e-mail addresses to receive notifications pertaining to cases in your facility. You may also choose the type of notifications you wish to receive.

3. HOW TO CREATE A CASE?

3.1. BEGIN CREATION
- A Natural Death or Non-ME (green border) case may be created by the Office of Decedent Affairs. To begin creating a case, click on the “Create Case” link in the left navigation bar.
All case creations must begin with a search for the decedent in the system. In order to search, enter all information known about the decedent. Click on Query.

If no case was found matching your search criteria, click on the New Case button at the bottom of the page.

3.2. DECEDE NT DEMOGRAPHICS
3.2.1. DECEDE NT INFORMATION

The decedent’s demographic information is the responsibility of the Funeral Homes. Enter as much of the decedent’s demographic information as you can, at a minimum you must enter the decedent’s First Name, Last Name, Gender, and the Date of Death. Enter this information and click on the save button at the bottom of the page.
Once saved, by using the link in the left navigation bar click on Medical Certification, then click on Determination of Death.
3.3. MEDICAL INFORMATION
The medical information may be entered by a user of the Decedent Affairs group or by a Physicians’ staff member. The medical information may also be entered by the physician during the completion of the medical certification.

3.3.1. DETERMINATION OF DEATH
Enter all information in the Determination of Death Screen. This screen will allow you to enter the date and time of death, as well as, choose whether the date and time of death were - actual, approximate, presumed, or found on. (See illustrations below)

Save the information and navigate to the next screen. This will take you to the CAUSE OF DEATH screen.
3.3.2. **CAUSE OF DEATH**

Below is an illustration of the Cause of Death screen.

- For pending cause of death, check the pending checkbox. This will populate Line(a) with the word “PENDING” unchecking the checkbox will remove the word PENDING.
3.3.2.1. VIEWS (CDC) CAUSE OF DEATH VALIDATION

- Misspelling a cause of death (medical term) will give you a warning in sync with the web service provided by the Center for Disease Control (CDC). *(See illustration below, TUBERCULOSIS has been misspelled as T.U.B.E.R.C.L.O.S.I.S)*

- Place your mouse over the misspelled word to get a recommendation from this CDC web service and click on the appropriate recommendation to rectify the mistake.
3.3.3. **OTHER FACTORS**

- The next screen would be the Other Factors screen where you may enter the following information about the decedent – Autopsy information, tobacco usage, pregnancy status, external factors to cause of death and manner of death.

- If an autopsy was not performed, the question relating to autopsy findings will be disabled (denoted by a light gray arrow for the dropdown list).

**Was an autopsy performed?**

**Were autopsy findings available prior to completion of the cause of death?**

- If the decedent was a male, the pregnancy question will be disabled (denoted by a light gray arrow for the dropdown list).

**If decedent was FEMALE, enter the pregnancy status**

- One of the following manners of death must be selected.

- If you are a user from the Office of the Decedent Affairs creating the case or are creating the case as a Physicians’ staff member, the NEXT Button will be disabled. If you are the Physician entering medical information for the case on the OTHER FACTORS screen, the NEXT button will be enabled.

This completes the process of **creating** a case in the System.
4. REQUESTING MEDICAL CERTIFICATION

- Once a user has created a case in the EDRS, you must, as Decedent Affairs User or a Physicians Staff member request Medical Certification from the physician.

- Begin by clicking on the REQUEST MC link in the left navigation bar. You may need to expand the demographics grouping in case you cannot see the REQUEST MC Link.

- The following screen will appear for you to select whether you are transferring the case to a Physicians’ pool or to one specific physician.

- Make the appropriate/desired selection. Click on the SUBMIT Button to continue requesting medical certification.
5. **ASSIGNING A CASE TO A FUNERAL HOME**

- In order to associate a funeral home with a case, begin by clicking on the ASSIGN TO FUNERAL HOME link in the left navigation bar. This link will only be activated once you have selected the case from your ACTIVE CASES list.
- The ASSIGN TO FUNERAL HOME link is grouped under the Medical Certification link in the left navigation bar.

<table>
<thead>
<tr>
<th>Death Registration Menu</th>
<th>Case Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>▼ Demographics</td>
<td></td>
</tr>
<tr>
<td>▲ Medical Certification</td>
<td></td>
</tr>
<tr>
<td>▪ Place of Death</td>
<td></td>
</tr>
<tr>
<td>▪ Determination of Death</td>
<td></td>
</tr>
<tr>
<td>▪ Cause of Death</td>
<td></td>
</tr>
<tr>
<td>▪ Other Factors</td>
<td></td>
</tr>
<tr>
<td>▪ Certification</td>
<td></td>
</tr>
<tr>
<td>▪ Assign to Funeral Home</td>
<td></td>
</tr>
</tbody>
</table>

- Perform a simple search for the desired funeral home on the screen resulting from the prior step.
• Select the desired funeral home by clicking on the SELECT button corresponding to the funeral home in the list.

<table>
<thead>
<tr>
<th>Funeral Home</th>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>County</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. L. Bennett &amp; Son Funeral Home, Inc.</td>
<td>200 Butternut Drive</td>
<td>Fredericksburg</td>
<td>VA</td>
<td>VA</td>
</tr>
<tr>
<td>Abraham Arledge and Sons Funeral Home</td>
<td>640 East Constance Road</td>
<td>Suffolk</td>
<td>VA</td>
<td>VA</td>
</tr>
<tr>
<td>Access Transportation Corporation</td>
<td>Access Transportation Corporation</td>
<td>Hampton</td>
<td>VA</td>
<td>VA</td>
</tr>
<tr>
<td>Adams-O'Driscoll Funeral Home, LLC</td>
<td>721 Eldon Street</td>
<td>Herndon</td>
<td>VA</td>
<td>VA</td>
</tr>
<tr>
<td>Aden Muslim Funeral Services</td>
<td>1242 Easy Street</td>
<td>Woodbridge</td>
<td>VA</td>
<td>VA</td>
</tr>
<tr>
<td>Advent Funeral and Cremation Services</td>
<td>7211 Lee Highway</td>
<td>Falls Church</td>
<td>VA</td>
<td>VA</td>
</tr>
<tr>
<td>Alford Funeral Service, Inc.</td>
<td>7000 Hill Road, #1</td>
<td>Leesburg</td>
<td>VA</td>
<td>VA</td>
</tr>
<tr>
<td>All Blessed Services, LLC</td>
<td>1200 Holly Street</td>
<td>Fairfax</td>
<td>VA</td>
<td>VA</td>
</tr>
<tr>
<td>All Nations Transportation and Removal</td>
<td>6670 Clapboard Meadow Drive</td>
<td>Bealeton</td>
<td>VA</td>
<td>VA</td>
</tr>
</tbody>
</table>

• Confirm this association on the next page by clicking on the ASSIGN FUNERAL HOME button.
6. RELEASE DECEDEENT

- This process ensures that the Death Certificate is not released to a funeral home prior to them having taken possession of the decedent’s body.

- To begin, click on the RELEASE DECEDEENT link in the left navigation bar.

- The Resulting screen would be a searchable list of cases where the death certificates are awaiting release to a funeral home.

- Select your case by clicking on the CASE ID hyperlink.
• Click on the TRANSFER CASE button to transfer the case to the Funeral home
• The name and address of the Funeral Home will be pre-populated based on the Assign to Funeral Home step performed earlier. You may select a different facility by clicking on the blue “L”.

A confirmation message will indicate successful transfer to the funeral home.
7. DROP TO PAPER

Once a case has been certified by the physician and needs to be transferred to the funeral home, you may realize that the funeral home is not a participant in the EDRS. The DROP to PAPER function will enable you to print a copy of the electronically created Death Certificate and provide the certificate to the funeral home.

- To begin, navigate to the desired record’s CASE SUMMARY by clicking on the link in the left navigation bar.

- **STEP 2** - Click on the DROP to PAPER link at the top of the page to print the Death Certificate. The EDRS will guide you through two more pages where you would be required to SUBMIT.