

Iowa Department of Public Health
Vital Records
Electronic Death Registration System

Medical Certifier User Manual



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What is the Iowa Electronic Death Registration System?

The Iowa Electronic Death Registration System (EDRS) is an automated, secure web-based software application designed to process death records from point of initial entry and certification through registration and assignment of the State File Number. EDRS will expedite correction requests and communication on issues between funeral directors, medical certifiers and Vital Records. This will make records more readily available to family, the Social Security Administration, County Recorders, and other appropriate parties. How death records flow in EDRS

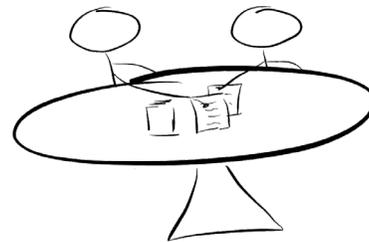
The images below represent the basic flow of entering a death record in EDRS. Note: Funeral Directors usually initiates the record; however, if the death is non-natural, the record may be initiated by the Medical Examiner.



Funeral Director Initiates Death Record In EDRS by entering personal information

Reviews information with family

Funeral director makes any necessary changes to the death record



Funeral Director selects the Medical Certifier or ME and saves the record.

Death Record is routed to the Work Queue of the Medical Certifier



Medical Certifier Locates death record in their work queue

Reviews the Death Record and Enters Cause of Death Information

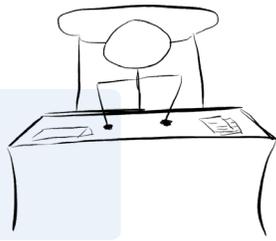
The death record is routed to the Funeral Director's work queue



Funeral director reviews record and electronically signs

Death record is automatically numbered

Certified copies are available



User Roles in EDRS

What is a user role?

A user role controls what a user can see and do in EDRS. Roles regulate what records a user can access, search, and print. Each EDRS user will have a user role, in some cases more than one.

Participants in EDRS are distinguished by their User Roles. When users register to use the system they are assigned roles which define what they can see and do in the system. EDRS contains an electronic audit trail by user role of who is accessing death records which improves accountability.

All EDRS users should be aware of what role has been assigned to them and have a clear understanding of how their role is defined in both access and functionality in EDRS.

Medical Certifier's offices have one user role available

- **Medical Certifier** – The medical certifier role can create new death records, enter cause of death information and search for records that they have certified.
- **Medical Certifier Staff** – The medical certifier staff role can create new death records, enter cause of death information and search for records that are assigned to their facility.

Medical Examiner offices have user roles available:

- **Medical Examiner – State** The state medical examiner can create new death records, enter cause of death information, sign cremation permits and search all death records in the state of Iowa.
- **Medical Examiner – State Staff** The state medical examiner staff role can create new death records, enter cause of death information and search all death records in the state of Iowa.
- **Medical Examiner – County** The county medical examiner can create new death records, enter cause of death information, sign cremation permits and search all death records in their jurisdiction.
- **Medical Examiner Investigator** The county medical examiner investigator role can create new death records, enter cause of death information in the Electronic Medical Examiner Report (EMER) and search all death records in their jurisdiction.
- **Medical Examiner – County Staff** The county medical examiner staff role can create new death records, enter cause of death information search all death records in their jurisdiction.
- **Medical Examiner – Cremation Permit** The cremation permit role can sign cremation permits.

Becoming an EDRS User

Requesting Access

You will need to set up your EDRS User Account in order to work with EDRS. An EDRS User account must be requested by each person who will be using EDRS. **Accounts must not be shared.**

To request EDRS access email IVESHelpDesk@idph.iowa.gov or call (866) 309-0831.

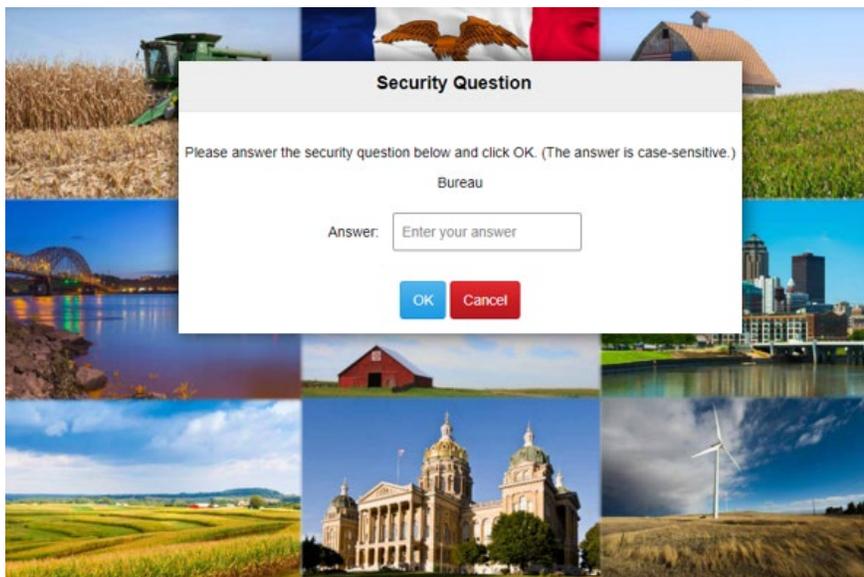
Logging into EDRS

Go to the EDRS website <https://idphvrs.netsmartcloud.com/NXPROD>

Enter your user ID and password and click the Login button.



Enter the answer to the security question and click the OK button.



Select your location. Note: If you only have one role/location this page will not populate. The next screen you see will be the home page.

Id	Name	Location	Function Group	GUI Group
26716	Lyles, Sandra	Poik	Medical Examiner - Crem Permit (FunctionGrp)	Death Medical Examiner - Permit (GUIGroup)
26962	Lyles, Sandra	Beautiful Baby Hospital	Death Medical Certifier (FunctionGroup)	Death Medical Certifier (GUIGroup)
27013	Lyles, Sandra	Mercy Medical Center-Des Moines	Death Medical Certifier (FunctionGroup)	Death Medical Certifier (GUIGroup)
27016	Lyles, Sandra	Poik	Medical Examiner - County (FunctionGroup)	Death Medical Examiner - County (GUIGroup)
27517	Lyles, Sandra	Broadlains Medical Center-Des Moines	Death Medical Certifier (FunctionGroup)	Death Medical Certifier (GUIGroup)

EDRS home screen:

Home File Search Tools Batch Help

Iowa Vital Events System

IDPH
IOWA Department of PUBLIC HEALTH

Work Queues

- D Certifier - Medical Pending
- D Certifier - Ready to Sign
- D Facility - Medical Pending
- D Facility - Ready to Sign
- Messages

ATTENTION ALL USERS!

Using someone else's user name to log in is a violation of security provisions for electronic filing. You MUST use your own user name to log in. Email IVESHelpDesk@dph.iowa.gov to request additional user names, or call (866) 309-0831.

Messages

From	Subject	Message	Received	Event	Local File Number
No messages to show.					

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Using EDRS work queues

What are work queues

EDRS work queues contain records waiting for action. When you update a record in your queue, it will automatically be routed to the next appropriate authority in the workflow. The funeral director typically initiates the death record and marks it complete. The record will then be routed to the queue of the physician or Medical Examiner (ME) selected in order for cause of death and signature to be entered. The ME or physician will select the record from his or her work queue, enter the cause of death and electronically sign the record. The record is then electronically routed back to the funeral director's queue to be completed and signed. Once the funeral director signs the record, it will be assigned a state file number.

Locating the work queues

The Work Queues are located on your EDRS home screen. This is a list of the various queues assigned to your role in the system.



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Queue Name	Count
Assigned Crem Permit - Pending	1
Cremation Permit - Complete	9
Cremation Permit - Pending	21
D Certifier - Medical Pending	6
D Certifier - Ready to Sign	1
ME Investigation - Pending	112
Messages	0

The Medical Certifier has the following work queues available:

Certifier Medical Pending

Death records assigned to the Medical Certifier that have not been completed.

Certifier Ready to Sign

Death records where the cause of death information has been entered and the records are ready to be electronically signed by the Medical Certifier.

The Medical Examiner will also have the following work queues:

Cremation Permit - Complete

Cremation permits that have been signed by the medical examiner.

Cremation Permit - Pending

Cremation permits that have been requested but not signed by the medical examiner.

ME Investigation - Pending

Electric Medical Examiner Reports (EMER) that have not been signed.

Searching for death records

EDRS has full function searching capabilities. Select the Search menu and click on the type of records to be searched, e.g., Death. Once the type of record is selected the following search screen will appear:

The screenshot shows the EDRS home page. At the top, there is a navigation bar with 'Home', 'File', 'Search', 'Tools', and 'Help'. The 'Search' menu is highlighted with a red box, and a sub-menu item 'Death' is also highlighted with a red box. Below the navigation bar is a banner for the 'Iowa Vital Events System' and 'IDPH IOWA Department of PUBLIC HEALTH'. To the right, there is a 'Work Queues' section with a list of items: 'Assigned Crem Permit - Pending' (1), 'Cremation Permit - Complete' (9), 'Cremation Permit - Pending' (21), 'D Certifier - Medical Pending' (6), 'D Certifier - Ready to Sign' (1), 'ME Investigation - Pending' (112), and 'Messages' (0).

ATTENTION ALL USERS!

Using someone else's user name to log in is a violation of security provisions for electronic filing. You MUST use your own user name to log in. Email IVESHelpDesk@idph.iowa.gov to request additional user names, or call (866) 309-0831.

Messages

From	Subject	Message	Received	Event	Local File Number
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On the Search screen, note that there are two tabs –Search and Results.

Search (Death)

Search Criteria Search Result

The Search tab, shown below, is where search criteria are entered.

The screenshot shows the 'Search (Death)' form. The 'Search Criteria' tab is selected and highlighted with a red box. The form contains various input fields and dropdown menus for search criteria. At the top right, there are 'Clear' and 'Search' buttons. The form is organized into three columns of fields:

- Column 1:** State File Number, Middle Name, Place of Death County, Record Status, Fact of Death Info Complete?, Medical Info Complete?, ME Cremation Cert Signed?, Disposition Code, Event Year, FH Signed?, Reg Type.
- Column 2:** Last Name, Date of Death, Date of Birth, Record Status for Filing, FH Complete Date, Social Security Number, Date Modified, Date Created, Alert Count, Method of Disposition.
- Column 3:** First Name, Date Filed, Facility Name, Place Where Death Was PRONOUNCED, Record Status for Medical Info, Assigned Certifier, Certifier Date Signed, Cemetery Name, Funeral Home, Cremation Permit Signed Date, Create UserName, Certifier Signed?, Autopsy Performed?, Death ID.

Any combination of the fields may be searched. To search by name for example, you can enter any combination of first name and last name. Once the criteria are entered, click the Search button at the top right of the screen. The results tab will appear with all records that meet the criteria entered. The number of records found will appear at the bottom of the screen.

Search (Death)

The screenshot shows the 'Search (Death)' interface. At the top, there are two tabs: 'Search Criteria' and 'Search Result'. The 'Search Criteria' tab is selected. Below the tabs, there is a 'Flat View' button and a 'Display' button. A 'Group By:' dropdown menu is visible. Below the dropdown, there are several search criteria fields: 'State File Number', 'Last Name', 'First Name', 'Middle Name', 'Date of Death', 'Date Filed', 'Place of Death County', 'Date of Birth', and 'Facilit'. A red box highlights the '0' in the search criteria fields, and another red box highlights the 'No items to display' message in the results area.

If the search does not produce the record desired, try entering less information in the search criteria to expand the search. For example, instead of John Doe, enter Doe to retrieve all records with the last name of Doe. NOTE: The system will only return the first 500 entries of a search. Should more than 100 records meet the search criteria, it is best to refine the criteria to get fewer records returned. One way to refine the search results is to enter more information. For example, enter John Doe with date of birth 09/01/2020.

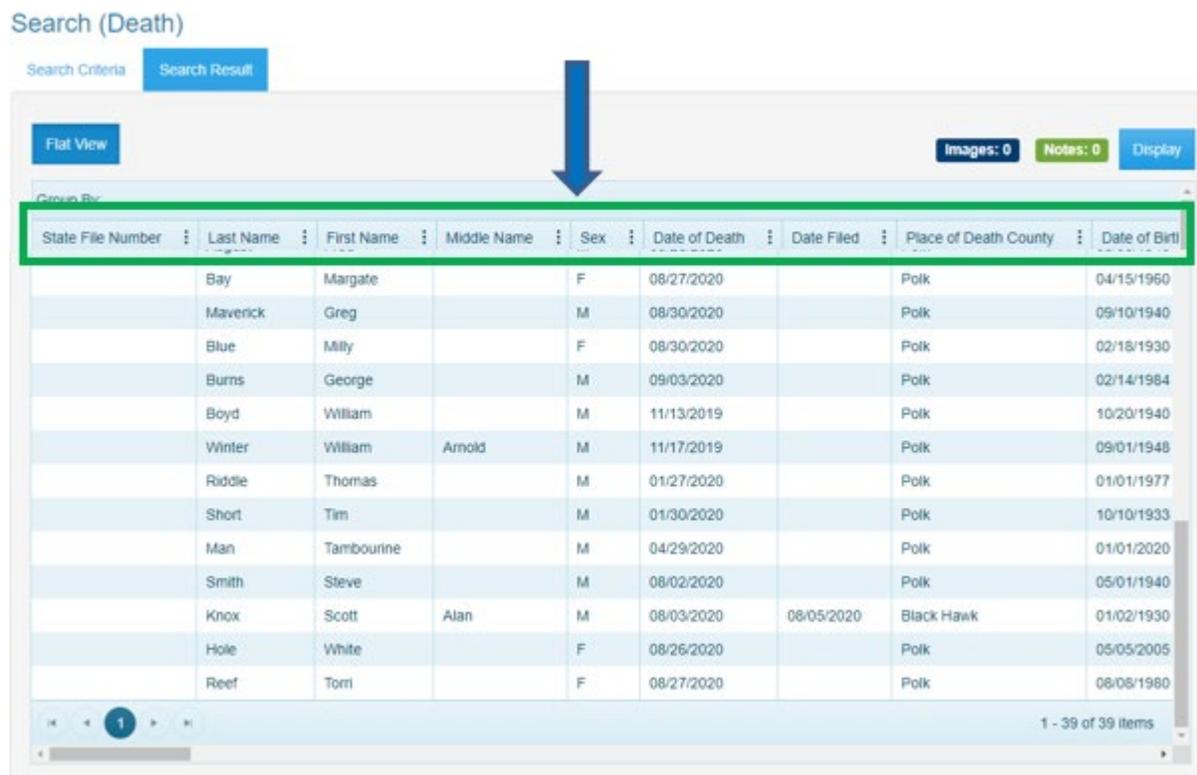
Search (Death)

The screenshot shows the 'Search (Death)' interface with the 'Search Result' tab selected. The 'Search Criteria' tab is circled in red. The results area shows a table with the following data:

State File Number	Last Name	First Name	Middle Name	Date of Death	Date Filed	Place of Death County	Date of Birth	Facilit
	Patient	Notmy		01/13/2020		Polk	08/24/1975	Me
	January	Jim		01/14/2020	02/10/2020	Polk	10/10/1936	Me
	Gold	Ann		01/14/2020	02/18/2020	Polk	01/16/1925	Me
	Moore	Millie		01/14/2020		Polk	08/10/1975	700
	Short	Tim		01/30/2020		Polk	10/10/1933	32'
	Brown	Bob		02/20/2020		Polk	01/01/1985	Me
	Smith	Ellen		03/12/2020		Polk	07/20/1980	Me
	Star	Shooting		03/01/2020		Polk	02/01/1920	Me

To search again, click on the search criteria tab to go back to the search criteria screen and enter additional information. To begin a new search, click Clear button at the top right of the results window and enter new criteria.

The results window may be sorted by any of the fields. Click once on the field name at the top of the column you wish to sort by. Only one field may be sorted at a time. Click on the field name again to sort in the field in descending order.



Using Wildcards in a search

Wildcards are characters that expand your searching capabilities. These may be used to search many of the fields in EDRS. One of the most common wildcards is the % sign. For example, to find all last names that begin with S enter S% in the last name field. Entering MC% in the last name and J% in the first name field will give you all records with a last name beginning with the characters MC and first names that begin with J.

Using Parameters in a search

Parameter searches will find records that meet comparison criteria. The characters in the following table may be used. NULL can also be entered directly in a field.

>	Greater than
<	Less than
=	Equal can be combined with the greater than, less than (>= or <=)
NULL	Empty – nothing entered in the field.
(X=Z)	Between X and Z including X and Z.

Death Record Layout

Electronic death records are organized using tabs, paragraphs and fields. Tabs are the major sections of a record and appear at the top of the window. Tabs are subdivided into Paragraphs, which are recognizable by the blue lines surrounding each paragraph. Each Paragraph contains individual fields.

In the example below, the first tab is the Decedent pg. 1 Tab. This tab contains paragraphs relating to the decedent – Deceased, and Place of Death. Some of the fields in the Decedent information paragraph are first name, middle name, last name.

The screenshot shows a web application interface for a death record system. At the top is a dark blue navigation bar with a menu containing: Home, File, Search, Documents, Requests, Action, Linking, Tools, Batch, Help, and an 'Im' icon. To the right of the menu are indicators for 'count: 0', 'Alerts: 0', and a 'Save' button. Below the navigation bar, the record ID 'Death: 1685336' is displayed. A horizontal tab bar contains several tabs: 'Decedent pg 1' (selected), 'Decedent pg 2', 'Decedent pg 3', 'Disposition', 'Certifier', 'Manner/Cause', 'Injury', 'Signatures', 'Cert Request', and 'Flags'. The main content area is divided into paragraphs by blue horizontal lines. The first paragraph is 'Duplicate Check' with fields for First Name, Last Name, Suffix, Date Of Death, County Of Death, and a 'Check For Duplicate' button. The second paragraph is 'System' with fields for State File Number, Fact Of Death Number, Date Created, Record Status, Record Status For Filing, Record Status For Medical Info, Fact Of Death Cert Status, Filed Date, Create UserName, Create User Location, Lyles, Sandra, and Bacon-Bacon Funeral Homes-Marvel. The third paragraph is 'Decedent' with fields for First Name (Am), Middle Name, Last Name (Gold), Last Name Prior To Any Marriage (Silver), Suffix, Alias On This Record?, Alias First Name, Alias Middle Name, Alias Last Name, Sex (F), Social Security Number (999-99-9999), SSN Missing Reason (Unknown), and Date Of Death (01/14/2020). The fourth paragraph is 'Place of Death' with fields for Place Where Death Was PRONOUNCED (Inpatient), Hospital Or Other Institution - If Not A Facility Enter Street Address (Mercy Medical Center-Des Moines), City, Town Or Location of Death (Des Moines), County Of Death (Polk), Zip Code (50314), and Inside City Limits? (Y). Red annotations include a box labeled 'Menu' pointing to the navigation bar, a box labeled 'Tabs' pointing to the tab bar, a box labeled 'Paragraphs (Blue Lines)' pointing to the blue lines separating the paragraphs, and a box labeled 'Field' pointing to the 'Last Name' field in the Decedent paragraph.

Entering Cause of Death Information

In most cases, the funeral home will initiate a death record, enter the decedent's demographic information and select the medical certifier to enter cause of death information. In the event of an accident, suicide or homicide, the certifier will be the medical examiner and they will start the record.

The process to enter cause of death information for the certifier:

- Certifier logs into EDRS
- Certifier checks the Certifier Medical Pending work queue for record(s) that need the cause of death information completed.
 - ✓ Click on the Work Queue menu
 - ✓ Select Certifier Medical Pending
- Identify and select the record to complete the cause of death
 - ✓ In the Work Queue window, highlight the name of the appropriate record
 - ✓ Click on Display or double click the highlighted record to open the record the record will open on the Cause of Death tab, the decedent's name appears at the top of the tab.
- Certifier reviews decedent information
- Certifier enters the cause of death information
 - ✓ Enter the required cause of death information
 - ✓ If a medical examiner is the certifier and accident, homicide or suicide is reported in the manner of death the Injury Data tab will open for entry.
- Complete and sign the record
 - ✓ Click on the Signatures Tab
 - ✓ Verify the Date of Death – Click check box
 - ✓ Enter Y in the Medical Information Complete field
 - ✓ Select the applicable Certifier Statement
 - ✓ Enter Y in the Sign field
- Save the record.  This will route it back to the Funeral Director for completion.
- Complete and sign the record
 - ✓ Click on the Signatures Tab
 - ✓ Enter Y in the Medical Information Complete field
 - ✓ Select the Certifier Statement
 - ✓ Enter Y in the Sign field
- Save the record.  This will route it back to the Funeral Director for completion.

Manner/Cause Tab

The first paragraph on the Cause of Death tab contains the decedent's name. Fields open for the medical certifier's entry are highlighted below.

The screenshot displays a web application interface for a death record. The top navigation bar includes 'Home', 'File', 'Search', 'Documents', 'Action', 'Linking', 'Tools', 'Batch', and 'Help'. The main header shows 'Death: 1686009' and counts for 'Image count: 0', 'Notes count: 0', and 'Alerts: 0'. Below this are tabs for 'Decedent pg 1', 'Decedent pg 2', 'Decedent pg 3', 'Disposition', 'Certifier', 'Manner/Cause', 'Signatures', and 'Flags'. The 'Manner/Cause' tab is active and contains several sections:

- Decedent:** Fields for First Name (August), Middle Name, Last Name (Heat), and Suffix.
- Date/Time of Death:** Date Of Death (09/04/2020), Date Of Death Indicator (Actual), Time Of Death (04:00), and Time Of Death Indicator (A).
- Manner of Death:** Did Death Result From TRAUMA/External Cause (Y), Manner Of Death (Accident), ME Contacted? (Y), ME Deferred? (N), Deferred County, Deferred Date, Deferred By, and ME Case Number (5675).
- Cause of Death:** Underlying Cause should identify the disease that initiated the sequence of events that resulted in death. The initiating disease is the underlying cause of death and should be entered on the lowest line used.
 - Immediate Cause - Disease/Condition Resulting in Death; May Include Underlying Cause: Several Mini Strokes. Approximate Interval: 6. Onset To Death & Units: Hours.
 - Due To Or As A Consequence Of: Approximate Interval: Onset To Death & Units: Hours.
 - Underlying Cause - Click Query & Verify On Pop-Up if Included in Immediate Cause Above: Fat. Approximate Interval: 7. Onset To Death & Units: Weeks.
- Cause of Death Part II:** Other Significant Conditions Contributing To Death, If Any: flat feet, big head, cross eye's, shortness of breath.
- Other Information:** Autopsy Performed? (Y), Were Autopsy Findings Available To Complete The Cause Of Death? (Y), Did Tobacco Use Contribute To Death? (N), Female Pregnant Status (S. Not Applicable), Pregnancy Gestation, and Weight Of Fetus In Grams.

At the bottom, there is a 'VIEWS Web Service' section with an 'Invoke Call To VIEWS' button.

Date of Death Indicator	Select from the dropdown list.
Time of Death	Indicate the time of death in military format.
Time of Death Indicator	Select from the dropdown list.
Was Medical Examiner Contacted	Enter Y for yes, N for no or U for unknown
Manner of Death	Natural is the only option available for certifiers. Medical Examiners will have the additional options of Accident, Suicide or Homicide.
Immediate Cause	Final disease or condition resulting in Death
Approximate Interval	Enter approximate interval number
Onset to Death & Units	Select from the dropdown list
Due to or as a Consequence of	
Approximate Interval	Enter approximate interval number
Onset to Death & Units	Select from the dropdown list
Due to or as a Consequence of	
Approximate Interval	Enter approximate interval number
Onset to Death & Units	Select from the dropdown list
Underlying Cause if any	
Approximate Interval	Enter approximate interval number
Onset to Death & Units	Select from the dropdown list
Other Significant Conditions Contributing to Death	
Autopsy Performed	Enter Y for yes, N for no or U for unknown
Were Autopsy Findings Available to Complete the Cause of Death	Enter Y for yes, N for no or U for unknown
Did Tobacco use Contribute to Death?	Enter Y for yes, N for no or U for unknown
Female Pregnant Status	This field will only be available if decedent is female and of child bearing age. If available, select from the dropdown list.
Initiate Call to VIEWS	Click the button to initiate. VIEWS will send cause of death information to CDC for validation and recommendations for correctness.



Initiating a death record

The medical certifier can initiate a death record in EDRS, either with a Funeral Home involved with the record or no funeral home involvement and someone else will be acting as the Funeral Home.

Certifier Initiates Death Record, then assigns the case to a Funeral Home

The certifier can initiate the death record and assign it to a funeral home. In these situations the certifier enters initial, basic information about the decedent and medical information before assigning the death record to the funeral home for final entries and disposition.

- Initiate a new death record in EDRS
 - ✓ Click on File menu – New Event → Death
- Enter data into appropriate fields of death record on the following tabs
 - ✓ Decedent pg. 1
 - ✓ Decedent pg. 2
 - ✓ Decedent pg. 3
- Designate a Funeral Home
 - ✓ Go to Disposition Tab
 - ✓ Select Funeral Home from the drop down list. If no Funeral Home will be involved select OTHER from the dropdown list and enter the appropriate information.
- Designate a Medical Certifier
 - ✓ Go to the Certifier Tab
 - ✓ Select Certifier Type from dropdown
 - ✓ Select the certifier name from the dropdown list.
- Enter Cause of Death information
 - ✓ Click on the Manner/Cause of Death Tab
 - ✓ Enter the required Date/Time
 - ✓ Enter the Manner of Death
 - ✓ Enter the ME Contacted information
- **Medical Examiner Defers Record to another physician**
 - ✓ The ME can decline to certify a death record and defer it to a physician.
 - ✓ Select Physician
 - ✓ Click on the Certifier Tab
 - ✓ Select Physician from the Certifier Type
 - ✓ Select Physician's name from the Assign to Medical Certifier dropdown list
 - ✓ Save the record. This will route it to the Physician's work queue.

- **Certifier continues the process of completing the cause of death**
 - ✓ Enter the Cause of Death information
 - ✓ Enter Other Information
 - ✓ If an accident, homicide or suicide is reported in the manner of death the Injury Data tab will open for entry.
- Run Views
 - ✓ Click on Run views at the bottom of the Manner/Cause tab. Running views will send cause of death information to CDC for validation and recommendations for correctness. Click OK to see the results window with recommendations.
- Sign the Record
 - ✓ Go to Signatures Tab
 - ✓ Verify the Date of Death – click check box
 - ✓ Enter Y in the Medical Information Complete field.
 - ✓ Select the Certifier statement.
 - ✓ Enter Y Sign Field
 - ✓ Enter Y in Demographic Information Complete if all the demographic information is complete.
- Save the record. This will route the record to the work queue of the selected funeral home.

Medical Examiner Section

Injury Tab

If the certifier is a Medical Examiner and the manner of death is Accident, Suicide or Homicide the Injury fields will be open for entry.

The screenshot shows the 'Injury' tab selected in the application. The form contains the following fields:

- Decedent:** First Name (Howard), Middle Name, Last Name (James), Suffix.
- Injury:**
 - Date Of Injury (calendar icon)
 - Is DATE approximate? (checkbox)
 - Injury Time (text field)
 - Is TIME Approximate? (checkbox)
 - Place Of Injury (dropdown)
 - Country (United States)
 - Address (text field)
 - Apt, Suite Or Other Additional Address (text field)
 - State (dropdown)
 - City (dropdown)
 - County (dropdown)
 - Zipcode (text field)
 - Injury At work? (checkbox)
 - Transportation Injury? (checkbox)
 - Specify Transportation Injury (dropdown)
 - Describe How The Injury Occurred (text area)

Date of Injury	Enter the date of injury
Is DATE approximate	Enter Y for Yes or N for No
Injury Time	Enter the time in military format
Is TIME approximate	Enter Y for Yes or N for No
Place of Injury	Select the place of injury from the dropdown list. If not listed, select OTHER and enter in the field to the right.
Address	Enter the injury address
Apt Suite or other additional addresses	Enter if applicable
Country	United States is selected by default. Select the country if not the united states.
State	Select the state from the dropdown list
City	Select the city from the dropdown list. If not listed, select OTHER and enter in the field to the right.
Zip code	Select the zip code. If not listed select OTHER and enter in the field to the right. If unknown select 99999.
Injury at work	Enter Y for Yes, N for NO or U for Unknown
Transportation Injury	Enter Y for Yes, N for NO or U for Unknown. If Y is entered, specify transportation injury will open for entry.
Specify Transportation Injury	Select from the dropdown list. If not listed select OTHER and enter in the field to the right.
Describe how the injury Occurred	Describe how the injury occurred.

Cremation Permits

When a funeral home chooses cremation as the disposition, a cremation permit request will be sent to either the state or county Medical Examiner based on the funeral director's selection.

To approve a cremation permit

- ME checks the Cremation Permit – Pending work queue
 - ✓ Click on the work queue menu
 - ✓ Select Cremation Permit – Pending
 - ✓ Open and review the record
 - ✓ Enter Y for Yes in Body Viewed?
 - ✓ Date of Examination/Investigation will auto populate to current date. This can be changed by typing over it.
 - ✓ Enter any cremation notes if the COD has not been completed. The notes will print on the cremation permit if COD is not completed.
 - ✓ Enter Y in ME Sign
 - ✓ Save the Record
- The record will be routed back to the Funeral Director's Cremation Permit –Completed work queue.

The cremation permit is now available for printing.

Cremation Permit

I made personal inquiry into the cause and manner of the decedent named on this record and am of opinion that no further examination or judicial inquiry concerning the same is necessary.

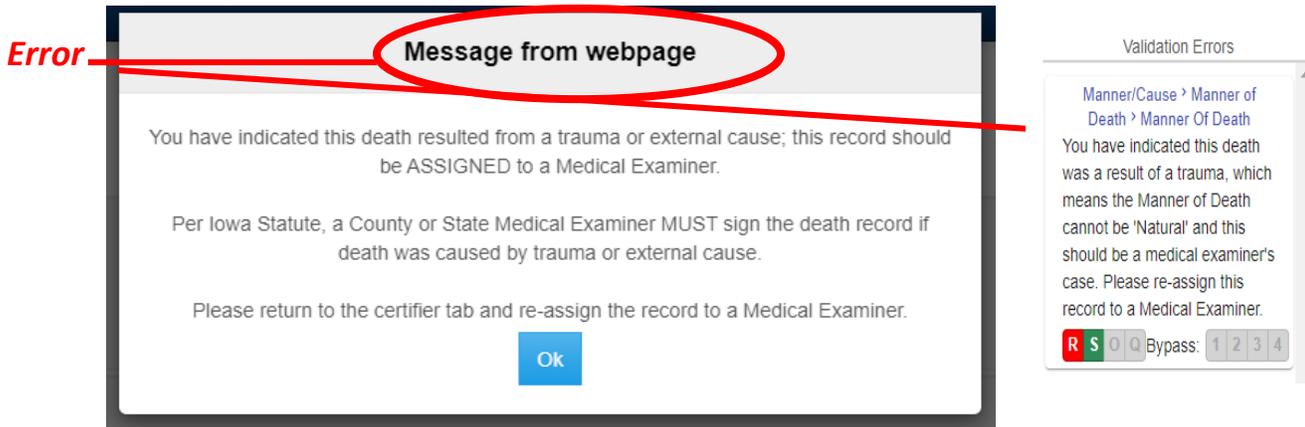
Medical Examiner Currently Assigned
[Redacted]

Body Viewed? [Redacted]	Date Of Examination/Investigation [Redacted]	
ME Sign? [Redacted]	Date Signed [Redacted]	Completed By [Redacted]
Cremation Notes [Redacted]		

Printed Date [Redacted]	Re-print Needed? N
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Data Entry Exception Messages

EDRS contains edits that will automatically display error messages on the screen when an incorrect, questionable or erroneous entry is made. The error message will let you know what field or fields are in error.



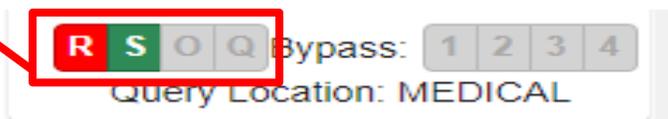
There are three types of messages with varying degrees of importance. The action buttons available will vary with the different types of messages.

The first type of message **must** be fixed, for example, leaving a required field blank.

The only options available are:

- **Re-key the field** – Returns the user to the field for re-entry. On Re-key of date fields, hit delete to clear the field before re-entering.
- **Skip for Now** – will take the cursor to the next field for entry leaving this field blank. The system will not allow you to complete a record with skipped fields. The background color of the skipped field will change to dark green.

Action Button



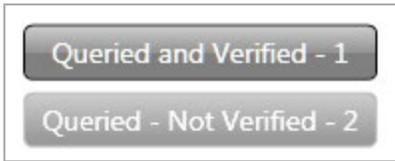
The other types of messages are warnings of an outlying value. For example, the condition failure to thrive usually develops as a complication of another more specific condition. EDRS will edit this condition when reported as the underlying cause of death. This edit checks to ensure the proper underlying cause of death is entered. If the certifier determines this underlying cause is correct, select 'Queried and Verified'.

In addition to Re-Key and Skip, the other option available is:

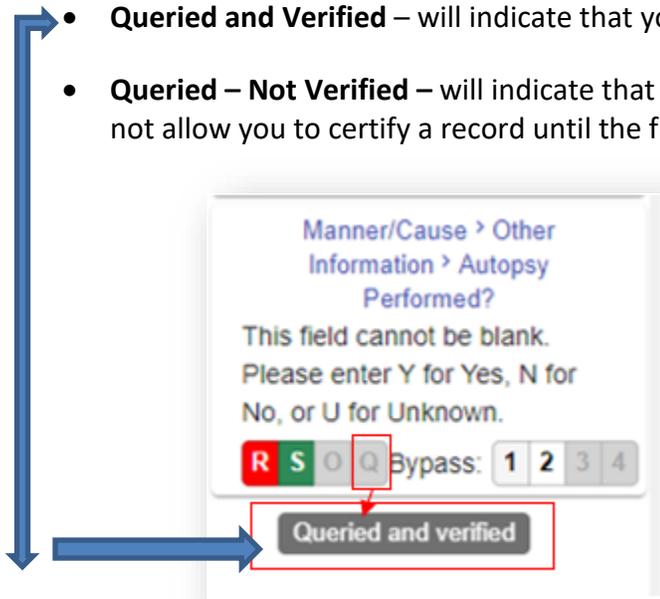
- **Queried and Verified** – will indicate that the information you entered was correct, e.g., the decedent is 15 years old with a high school diploma.

The option for 'Override and Query Field' is not available in EDRS.

Some of the warnings will also have the bypass buttons available:



- **Queried and Verified** – will indicate that you have verified the value.
- **Queried – Not Verified** – will indicate that you did not verify the field in error. The system will not allow you to certify a record until the field in error has either been verified or corrected.

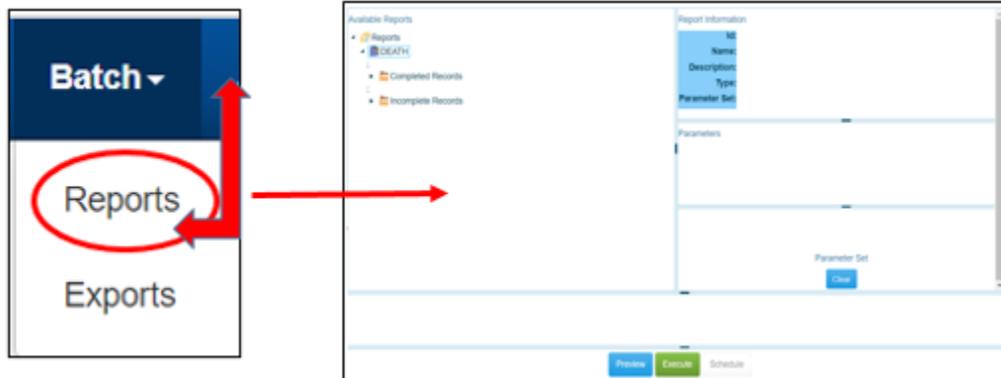


Death reports

Accessing Reports

Reports are stored in the Report Center for easy access by all authorized users. The Report Center contains a variety of reports. To access the Report Center:

- Click on the Batch menu
- Select Reports



Running Reports

Select the desired report from the available reports list on the left side of the window. The parameters for the report will appear on the right side of the window. Some of the parameters will have default values and can be changed. Some parameters cannot be changed; these will display “the field is protected” in the select parameters box.

Selecting parameters is not required, is recommended. Using parameters will speed up running the report and give better results.

In the above example, the Completed Records report is selected. The parameters are Funeral Home Name and Date of Death between 01/01/2020 and 11/30/2020.

Parameters can be typed or selected, to select parameters click on the lookup button. To preview the report, click the Preview / Test Run button at the bottom of the report center. To send the report directly to a printer, click the Print / Update button. It is **STRONGLY** recommended to Preview the report before printing. Some of the reports can be hundreds of pages long. Printing the report sends it directly to the printer with no preview.

If there are several pages in the report, use the page navigation arrows at the bottom of the window seen below to advance the page.

Available Reports

- Reports
 - DEATH
 - Completed Records
 - Incomplete Records

Report Information

Id: Incomplete Records
Name: Death Incomplete Records
Description:
Type: ReportBuilder
Parameter Set:

Parameters

DATE_OF_DEATH: 01/01/2020,11/30/2020
FUNER_NAME: @USERLOCATION_DESC

DATE_OF_DEATH: 01/01/2020,11/30/2020
Enter a date range separated by a comma, like: 07/01/2014,07/15/2014

Select / Enter Parameters Parameter Set
Clear

Export to a file **File Format:** Excel File

Preview and Print buttons

Preview Execute Schedule

Security

Changing Password

The first time you login to EDRS you will be asked to change your password. Enter the temporary password received from IDPH as the old password and enter the desired new password in the New Password and Confirm fields.

To change the password at any time:

- Administration → Change Password
- Enter the current password in the old password field
- Enter the new Password
- Enter the new password again in the confirm new password field
- Click the change button



The screenshot shows a 'Change Password' form with three input fields: 'Old Password:' (placeholder: Enter old password), 'New Password:' (placeholder: Enter new password), and 'Confirm New Password:' (placeholder: Reenter new password). At the bottom right, there are two buttons: 'Change Password' (blue) and 'Cancel' (red).

The next login you will use the new password.

Forgotten Password

To reset a forgotten password

- Click Reset My Password link below the Login button
- Enter your User ID
- Click Reset Password

A password reset link will be sent to the email address configured with your account.

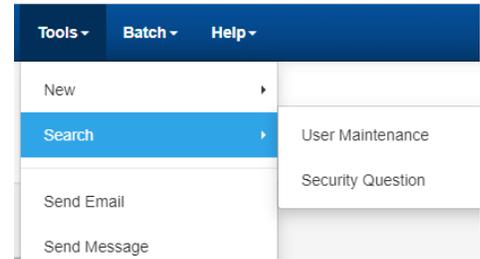


Security Questions

A security question will appear after entering the password each time you login to EDRS. The first time you login, a question will appear that was created by IDPH for you. The answer to the question was contained with your temporary password. You will need to change this security question/answer as well as create 2 new questions and answers.

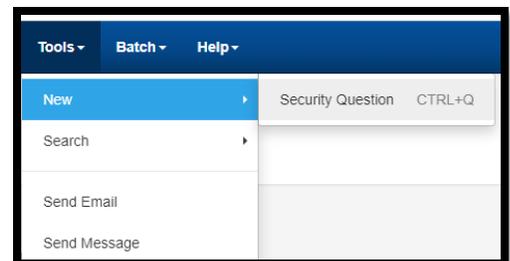
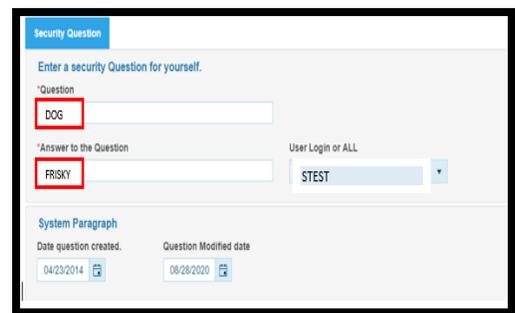
To change security questions:

- Search for existing security questions
 - ✓ Click on Tools> Search>Security question
 - ✓ Select Security Question
 - ✓ Enter either the question, your login name or ALL
 - ✓ Click Search
- Open the desired question from the results
 - ✓ Select the question from the results
 - ✓ Click on Display or double click to open the question
- Change the question and the answer to the question
 - ✓ Delete the text in the question field
 - ✓ Enter a new question
 - ✓ Delete the answer to the question
 - ✓ Enter the answer to the new question

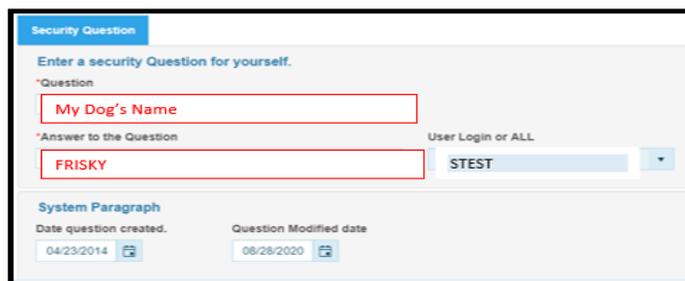


To create a new security question and answer

- Create a new question
 - ✓ Click on the File Menu
 - ✓ Select New → Security Question
 - ✓ Enter the new question in the Question Field
 - ✓ Enter the answer in the Answer to Question field.
 - ✓ Save the question
 - ✓ Close the window



In the example below, “My Dog’s Name?” was entered in the Question field. “Frisky” was entered in the Answer to the Question field. Each time this question pops up “Frisky” will have to be entered.



Keyboard Shortcuts for Vital Records System

New Record	Death	Ctrl – D
Move to next field	Tab key	
Move to next Tab	Ctrl - Tab Key	
Move to previous field	Shift - Tab Key	
Move to previous Tab	Shift - Ctrl - Tab Key	
Move to first field of next section	Ctrl - P	
Clear a field – clears field where cursor is	Ctrl - Z	
Enter today's date in a date field	T	
Select a checkbox <input checked="" type="checkbox"/>	Hit spacebar or click – this places a checkmark OR clears a checkmark	
Close Window	Alt - F4	
Save	Ctrl – S	