

Iowa Department of Public Health
Vital Records
Electronic Death Registration System

Funeral Home User Manual



What is the Iowa Electronic Death Registration System?	4
How death records flow in EDRS	5
User Roles in EDRS	6
What is a user role?	6
Funeral Home user roles	6
Becoming an EDRS User	7
Requesting Access	7
Logging into EDRS	7
EDRS work queues	9
What are work queues	9
Locating the work queues	9
Death Record Layout	10
Creating a Death Record	11
Decedent pg 1Tab	12
Decedent pg 2 Tab	14
Decedent pg 3 Tab	17
Disposition Tab	20
Certifier Tab	21
Cause of Death Tab	22
Signatures Tab	22
Cert Request Tab	24
Searching for death records	24
Using Wildcards in a search	24
Forms/Documents	28
Blank forms	28
Populated documents	28
Printing Permits	29
Cremation Permits	29
Amending a death record	30
Requesting an amendment	30
Rejected amendments	32


Death reports	33
Accessing Reports	33
Running Reports	33
Data Entry Exception Messages.....	35
Security	37
Changing Password.....	37
Forgotten Password.....	37
Security Questions.....	38
Keyboard Shortcuts for Vital Records System.....	40

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

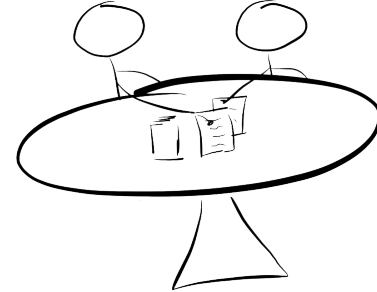
The diagram below shows the basic flow of entering a death record in EDRS. Note: Funeral Directors usually initiates the record; however, if the death is non-natural, the record may be initiated by the Medical Examiner.



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 Certifier 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

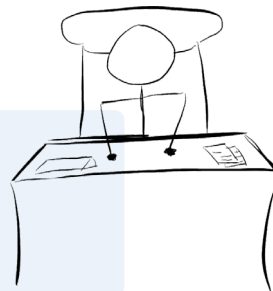
The death record is routed to the Funeral Director's work queue



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.

Funeral Directors will have access to all records in their funeral home(s). Personal and demographic information will be entered electronically. Funeral Directors will have the ability to initiate a death record, assign a medical certifier, request amendments and print permits. Reports can be run on demand with real time data.

Funeral Home user roles

Funeral homes user roles available:

- **Funeral Director** – The Funeral Director role can create new death records; enter personal, demographic information, request amendments and run reports, and register records.
- **Funeral Home Staff** – The Funeral Home role can create new death records; enter personal, demographic information, request amendments and run reports.

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.

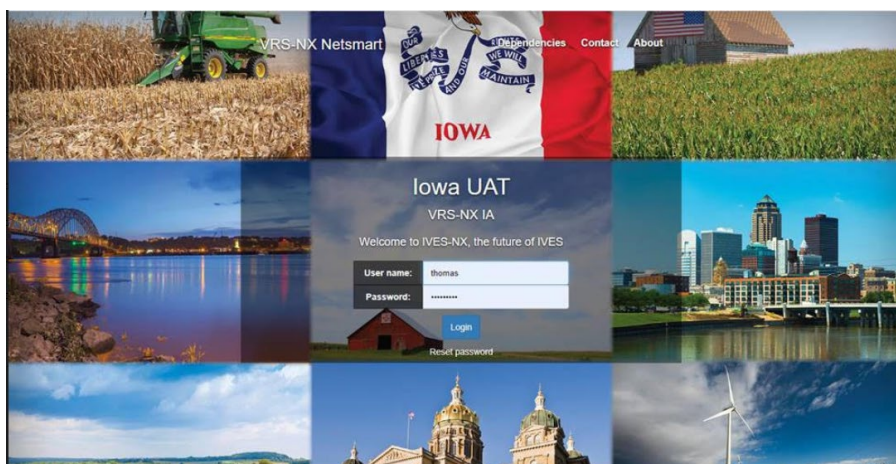
Do not share your account information. All users must access the system with their own credentials. Accounts should not be shared.

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

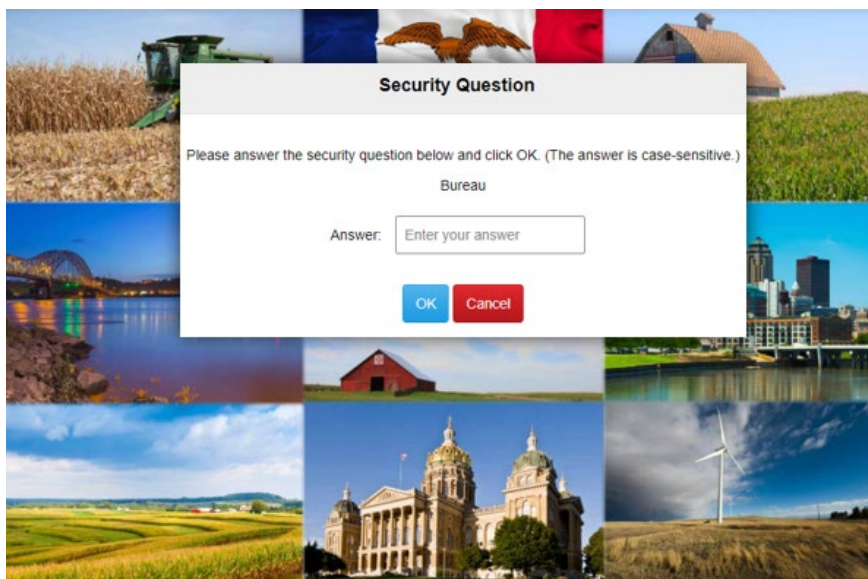
Logging into EDRS

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

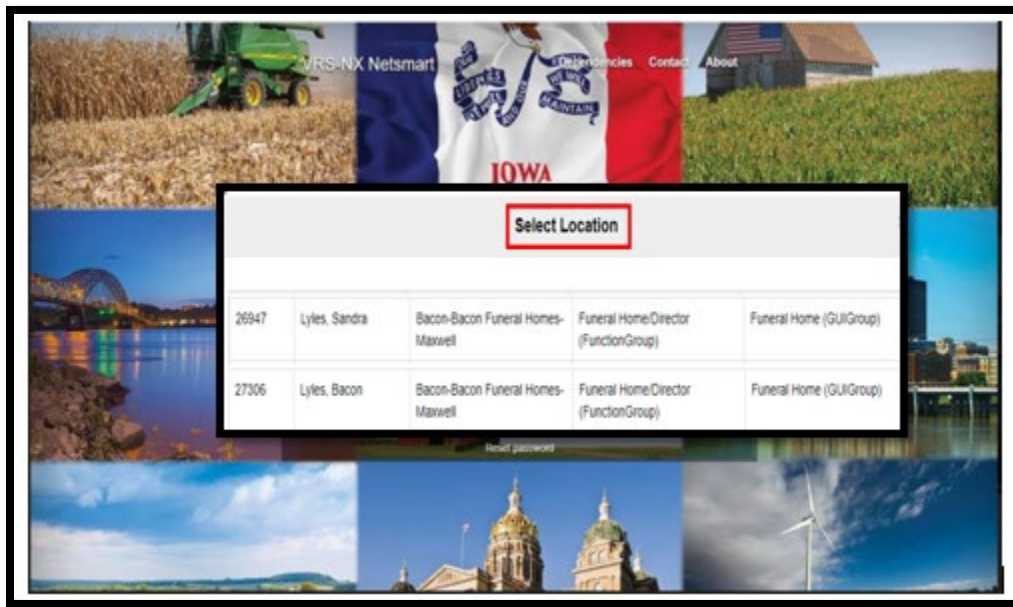
Enter your user ID and password and click the Login button.



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.



EDRS Home Page

Iowa UAT
VRS-NX IA

IDPH
IOWA Department of PUBLIC HEALTH

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
No messages to show.					

Work Queues

Cremation Permit - Complete	2
Cremation Permit - Pending	3
FD Change Request - Pending	0
FD Change Request - Rejected	0
FD Demographic - Pending	27
FD Ready to Sign	7

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 certifier 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, if there are no overridden fields it will be assigned a state file number.

Locating the work queues

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

The Funeral Director has the following work queues available:

Cremation Permit - Complete

Cremation permits that have been signed by the ME.

Cremation Permit – Pending

Cremation permits waiting to be signed by the ME.

FD Change Request – Pending

Change requests that have not been approved.

FD Change Request – Rejected

Change requests that have been rejected by vital records.

FH Demographic Pending

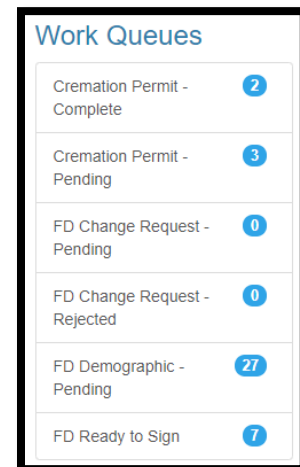
Death records that have not been marked personal information complete by the funeral home.

FD Ready to Sign

Death records that the personal information has been completed and the certifier has not signed.

Messages

Internal EDRS messages received from another EDRS user.



Work Queues	
Cremation Permit - Complete	2
Cremation Permit - Pending	3
FD Change Request - Pending	0
FD Change Request - Rejected	0
FD Demographic - Pending	21
FD Ready to Sign	7

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 death records. At the top is a dark blue navigation bar with menus: Home, File, Search, Documents, Requests, Action, Linking, Tools, Batch, Help, and a 'Menus' dropdown. To the right are 'Im' (with a red box labeled 'Menus'), 'count: 0', 'Alerts: 0', and a 'Save' button. Below the navigation bar is the title 'Death: 1685336'. A row of tabs is visible: 'Decedent pg 1' (selected), 'Decedent pg 2', 'Decedent pg 3', 'Disposition', 'Certifier', 'Manner/Cause', 'Injury', 'Signatures', 'Cert Request', and 'Flags'. A red box labeled 'Tabs' points to this row. 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, and Create User Location. The third paragraph is 'Decedent' with fields for First Name, Middle Name, Last Name, Last Name Prior To Any Marriage, Suffix, Alias On This Record?, Alias First Name, Alias Middle Name, Alias Last Name, Sex, Social Security Number, SSN Missing Reason, and Date Of Death. A red box labeled 'Paragraphs (Blue Lines)' points to the blue lines separating these paragraphs. A red box labeled 'Field' points to the 'Last Name' field. The fourth paragraph is 'Place of Death' with fields for Place Where Death Was PRONOUNCED, Hospital Or Other Institution - if Not A Facility Enter Street Address, City, Town Or Location of Death, County Of Death, Zip Code, and Inside City Limits?.

Creating a Death Record

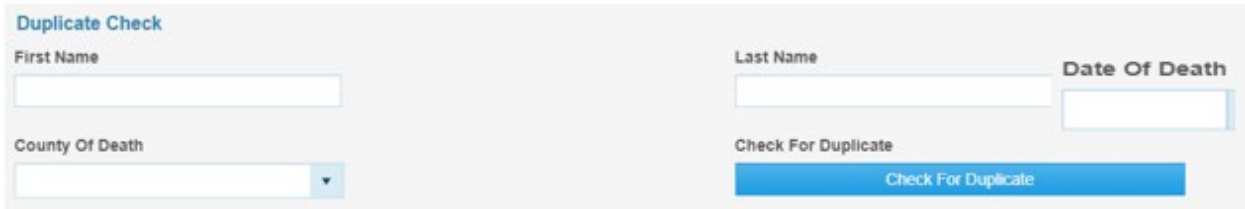
Creating a death record using the Electronic Death Registration System begins with the completion of a Death Worksheet during the informant interview. The Death Worksheet is available for printing in EDRS under the Blank Forms menu.

The funeral home will login to EDRS and follow the steps below to begin a new death record.

- 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
 - ✓ Disposition Tab
- Designate a Medical Certifier (certifier is online)
 - ✓ Go to the Certifier Tab
 - ✓ Select Physician or Medical Examiner from the dropdown list
 - ✓ Select the medical certifier's name from the dropdown list.
- The partially completed record can be saved using Save Without Edits
 - ✓ Click on the File menu → Save Without Edits
- Print a worksheet for family review
 - ✓ Click on the Requests menu → Hover over Documents → click on Funeral Home File Copy.
The worksheet will open in a print preview window. Print the worksheet by clicking on the printer icon at the top left of the print preview window.
- Mark demographic information complete.
 - ✓ Go to Signatures Tab
 - ✓ Enter Y in the demographic Information Complete field.
- Save the record. This will route the record to the work queue of the selected medical certifier.

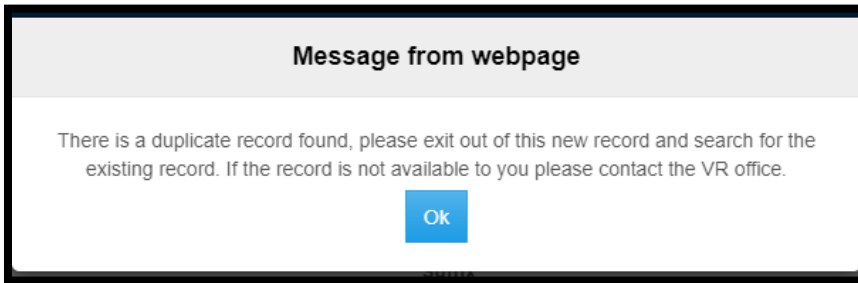
Decedent pg 1Tab

The decedent pg 1 tab contains a duplicate check, identifying information on the decedent and place of death.



The screenshot shows a form titled "Duplicate Check". It includes input fields for "First Name", "Last Name", and "Date Of Death". There is a dropdown menu for "County Of Death" and a blue button labeled "Check For Duplicate".

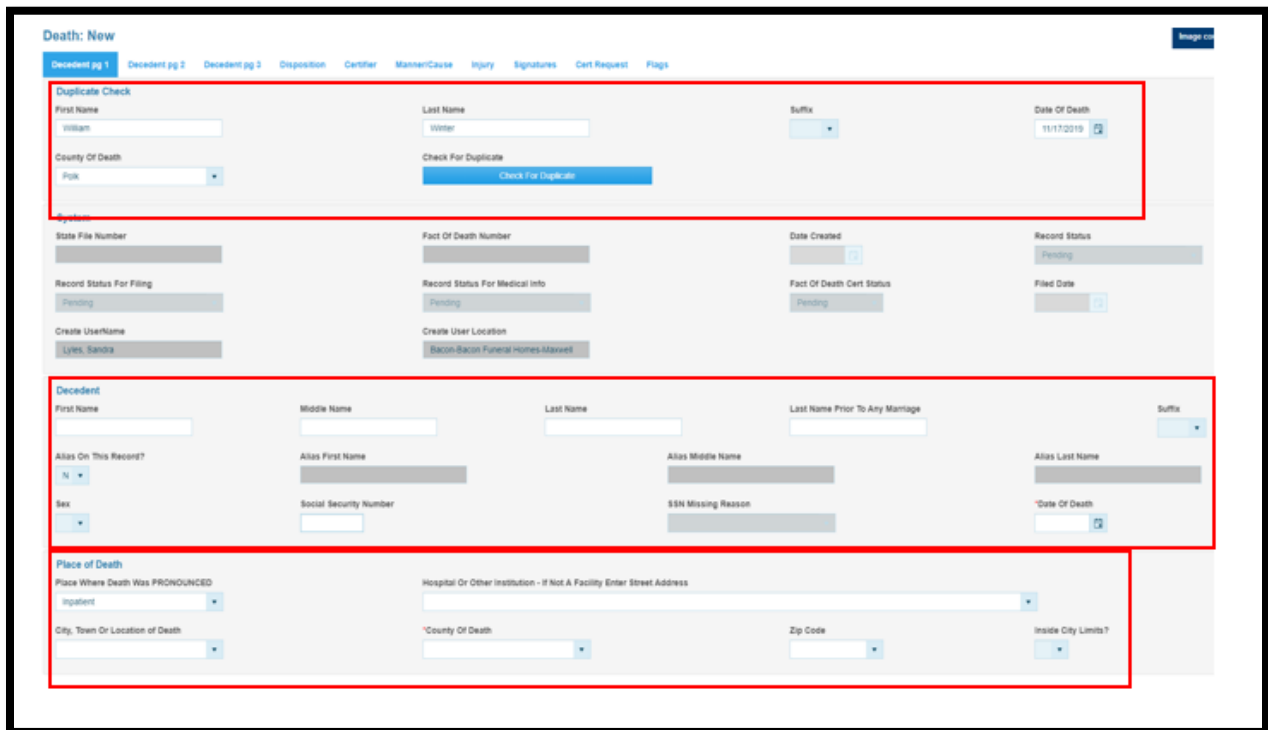
The first paragraph in the record is Duplicate Check. This will check for duplicate records in EDRS. Enter the information and click Check for Duplicates . If EDRS does not find a duplicate record, the information will copied down into the death record. If there is a duplicate record, the message below will appear.



Message from webpage

There is a duplicate record found, please exit out of this new record and search for the existing record. If the record is not available to you please contact the VR office.

Fields that are open for Funeral Director entry are highlighted with a red box.



The screenshot shows the "Death: New" form with several sections highlighted in red. The "Duplicate Check" section at the top is highlighted. Below it is the "System" section 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", and "Filed Date". The "Decedent" section is also highlighted, containing fields for "First Name", "Middle Name", "Last Name", "Last Name Prior To Any Marriage", "Suffix", "Alias On This Record?", "Alias First Name", "Alias Middle Name", "Alias Last Name", "Sex", "Social Security Number", "SSN Missing Reason", and "Date Of Death". The "Place of Death" section at the bottom is highlighted, including fields for "Place Where Death Was PRONOUNCED", "Hospital Or Other Institution - If Not A Facility Enter Street Address", "City, Town Or Location of Death", "County Of Death", "Zip Code", and "Inside City Limits?".

First Name	Enter the decedent's first name in this field. Acceptable punctuation includes the hyphen, and/or an apostrophe. If there are two or more first names, it is acceptable to put a space or a hyphen between names.
Middle Name	Enter the decedent's middle name in this field Acceptable punctuation includes the hyphen, and/or an apostrophe. If there are two or more middle names, it is acceptable to put a space or a hyphen between names.
Last Name	Enter the decedent's last name (prior to any marriage) in this field. Acceptable punctuation includes the hyphen, and/or an apostrophe. If there are two or more last names, it is acceptable to put a space or a hyphen between names.
Suffix	Select the decedent's name suffix in this field if one has been given.
Alias names Exist on the record?	A Value of Y indicates at least one Alias Name event exists for the record.
Alias First Name	Enter the decedent's alias first name in this field.
Alias Middle Name	Enter the decedent's alias middle name in this field.
Alias Last Name	Enter the decedent's alias last name in this field.
Sex	Enter the decedent's sex. Enter M for Male, F for Female, or U for Unknown.
SSN	Enter the decedent's SSN. Do not enter letters, special characters or punctuation; only numeric values can be entered in this field. If the SSN is unknown, enter '999999999'.
SSN Missing Reason	Select the reason the SSN is missing from the drop down list.
Date of Death	Enter the decedent's pronounced death date in MM/DD/YYYY format. Where MM is the month (01-12), DD is the day of the month (01-31), and YYYY is the year including the century.
Place of Death	Select place of death where decedent died. If not listed, enter the place of death in the field to the right. The field turns orange.
Hospital or Other Institution	Select the facility name where the death occurred from this dropdown. If the facility is not listed, enter the facility name in the next field. The field turns orange. If decedent's home, enter the street address in the field to the right. The field turns orange.
City, Town or Location of Death	Select from the dropdown list. If not listed select other and enter the location in the field to the right. The field turns orange.
County of Death	Select from the dropdown list. If not listed select other and enter the location in the field to the right. The field turns orange.
Zip Code	Select the zip code of the place of death from the dropdown list. If not listed enter the zip code in the field to the right. The field turns orange. If unknown, select 99999.
Inside City Limits?	Enter Y for Yes, N for No or U for Unknown

Decedent pg 2 Tab

Decedent pg 1 **Decedent pg 2** Decedent pg 3 Deposition Certifier Manner/Cause Injury Signatures Cert Request Flags

Decedent Birth Info

US Citizen? Citizenship Country

Born in US? Country Of Birth State Of Birth

Date Of Birth Age Age Unit

Residence

Country Street Address State

City County Zip Code In City Limits?

Marital

Marital Status

Surviving Spouse's First Name Middle Name Last Name - Prior To Any Marriage Suffix

Parents

Parental Label Designation For Printing

Parent 1 First Name Middle Name Last Name - Prior To Any Marriage Suffix

Parental Label Designation For Printing

Parent 2 First Name Middle Name Last Name - Prior To Any Marriage Suffix

Informant

First Name Middle Name Last Name Suffix

Relationship To Decedent

Country

State

Informant's Address Same As Decedent's Informant's Address Same As Decedent's

Mailing Address

City Zip Code

US Citizen	Enter Y for yes, N for no or U for unknown.
Citizenship Country	Select from the dropdown list.
Born in US?	Enter Y for yes, N for no or U for unknown.
Country of Birth	Select the geographic location of the decedent's country of birth from the dropdown list. Complete this field only if the decedent was born outside of the United States of America or its territories.
State of Birth	Select the U.S. State or U.S. Territory of birth from the dropdown list. If the decedent was born in Canada, select the Canadian province from the dropdown list.
Date of Birth	Enter the decedent's date of birth in MM/DD/YYYY format. Where MM the month (01-12), DD is the day of the month (01-31), and YYYY is the year including the century. If unknown, enter 99/99/9999. If a portion of the date is unknown, enter 9s for unknown portion.
Street Address	Enter the street address of the decedent's residence.
State	Select the decedent's state of residence from the dropdown list.

City	Select the decedent's city of residence from the dropdown list. If not listed select enter the city in the field to the right. The field will turn orange. If unknown select unknown.
County	Select the decedent's county of residence from the dropdown list. If not listed select OTHER and enter the county in the field to the right. If unknown select unknown.
Country	Select the decedent's country of residence from the dropdown list.
Zip Code	Select the decedent's residence zip code from the dropdown list. If unknown enter 99999. If not listed select OTHER and enter the zip code in the field to the right.
In City Limits?	Enter Y for yes, N for no or U for unknown.
Marital Status	Select the decedent's marital status from the dropdown list.
Surviving Spouse's First Name	Enter the decedent's spouse's first name in this field. Hyphen, apostrophe and spaces are allowed.
Middle Name	Enter the decedent's spouse's middle name in this field. Hyphen, apostrophe and spaces are allowed.
Last Name	Enter the decedent's spouse's last name prior to first marriage in this field. Hyphen, apostrophe and spaces are allowed. If two or more last names, it is acceptable to put a space or hyphen between names.
Suffix	Select the decedent's spouse's legal name suffix in this field only if one has been given.
Parental Label Designation for Printing	Select from the dropdown list. The options listed will change the labeling of parentage on the death certificate.
Parent 1 First Name	Enter the decedent's Parent 1's first name in the first name field. Acceptable punctuation includes the hyphen and/or an apostrophe.
Middle Name	Enter the decedent's parent 1's middle name in the middle name field. Acceptable punctuation includes the hyphen and/or an apostrophe.
Last Name	Enter the decedent's parent 1's last name prior to any marriage in the last name field. Acceptable punctuation includes the hyphen and/or an apostrophe.
Suffix	Select the decedent's parent 1's legal name suffix in this field only if one has been given.
Parental Label Designation for Printing	Select from the dropdown list. The options listed will change the labeling of parentage on the death certificate.
Parent 2 First Name	Enter the decedent's Parent 2's first name in the first name field. Acceptable punctuation includes the hyphen and/or an apostrophe.
Middle Name	Enter the decedent's parent 2's middle name in the middle name field. Acceptable punctuation includes the hyphen and/or an apostrophe.
Last Name	Enter the decedent's parent 2's last name prior to any marriage in the last name field. Acceptable punctuation includes the hyphen and/or an apostrophe.
Suffix	Select the decedent's parent 2's legal name suffix in this field only if one has been given.

Informant First Name	Enter the first name of the person who supplied the personal facts about the decedent and his/her family.
Middle Name	Enter the middle name of the person who supplied the personal facts about the decedent and his/her family. If the middle name is not known, leave it blank.
Last Name	Enter the last name of the person who supplied the personal facts about the decedent and his/her family
Relationship to Decedent	Select the relationship of the informant to the decedent. This is the individual who is providing information to the Funeral Director. If the informant's relationship to the decedent is not listed, select OTHER and enter the relationship in the field to the right.
Informant Address Same as Decedent Residence Address	Click this button if the informant's mailing address is the same as the decedent's residence address above. This will copy the decedent's residence address to the informant address.
Mailing Address	Enter the primary address line of the informant's mailing address.
State	Select the informant's mailing address state.
City	Select the informant's city.
Zip Code	Select the informant's mailing address zip code from the dropdown list. If unknown select 99999, if not listed select OTHER and enter the zip code in the field to the right.
Country	Select the informant's mailing address country from the dropdown list.

Decedent pg 3 Tab

Fields that are open for Funeral Director entry are highlighted with a red box.

The screenshot shows the 'Decedent pg 3' tab in a software interface. The following fields are highlighted with red boxes:

- Military:** 'US Armed Forces?' dropdown.
- Education:** 'Education' dropdown.
- Hispanic Origin:** 'Is Spanish/Hispanic/Latino(a)?' dropdown, 'Ethnic Missing/Unknown Reason' dropdown, and checkboxes for 'Mexican, Mexican American/Chicano(a)', 'Puerto Rican', 'Cuban', and 'Other'.
- Race:** 'Is Race Unobtainable?' dropdown, 'Race Missing/Unknown Reason' dropdown, and checkboxes for 'White', 'Black/African American', 'American Indian/Alaskan Native', 'Asian Indian', 'Chinese', 'Filipino', 'Japanese', 'Korean', 'Vietnamese', 'Other Asian', 'Native Hawaiian', 'Guamanian/Chamorro(a)', 'Samoan', and 'Other Pacific Islander'.
- Occupation:** 'Usual Occupation' dropdown and 'Kind Of Business Or Industry' dropdown.

US Armed Forces?	Enter Y for yes, N for no or U for unknown.
Education	Select the decedent’s education level from the dropdown list.
Hispanic Origin?	Enter Y for yes, N for no or U for unknown. Multiple Hispanic origins may be indicated. Hispanic Origin is not considered a race for the purposes of the death certificate data collection. Race must be reported separately. All Hispanic Origin fields will be disabled if No is indicated.
Mexican, Mexican American, Chicano (a)?	Enter Y for yes, N for no or U for unknown. Multiple Hispanic origins may be indicated.
Puerto Rican?	Enter Y for yes, N for no or U for unknown. Multiple Hispanic origins may be indicated.
Cuban?	Enter Y for yes, N for no or U for unknown. Multiple Hispanic origins may be indicated.
Other?	Enter Y for yes, N for no or U for unknown. If yes, the decedent was of a Hispanic origin that is not previously listed.
Other Specify	Enter the Hispanic Origin indicated by the informant that was not previously listed. This item must be completed if Other Spanish/Hispanic/Latina (o) is indicated.
Ethnic Missing/Unknown Reason	If U for unknown was entered in Hispanic Origin. This field will open for entry. Make a selection from the dropdown list.
White	Check this box if informant indicated the decedent was white. Multiple races may be indicated. At least one race or unknown must be selected.

Black or African American	Check this box if informant indicated the decedent was African American/black. Multiple races may be indicated.
American Indian or Alaskan Native	Check this box if informant indicated the decedent was American Indian or Alaska Native. Multiple races may be indicated.
Specify:	Enter the decedent's American Indian or Alaska Native tribe.
Asian Indian	Check this box if informant indicated the decedent was Asian Indian. Multiple races may be indicated.
Chinese	Check this box if informant indicated the decedent was Chinese. Multiple races may be indicated.
Filipino	Check this box if decedent was Filipino. Multiple races may be indicated.
Japanese	Check this box if decedent was Japanese. Multiple races may be indicated.
Korean	Check this box if the informant indicated the decedent was Korean. Multiple races may be indicated.
Vietnamese	Check this box if informant indicated the decedent was Vietnamese.
Other Asian	Check this box if the informant indicated the decedent was an Asian race not listed previously. Multiple races may be indicated.
Specify:	Enter decedent's other Asian race.
Native Hawaiian	Check this box if decedent was Native Hawaiian. Multiple races may be indicated.
Guamanian or Chamorro	Check this box if decedent was Guamanian or Chamorro. Multiple races may be indicated.
Samoan	Check this box if informant indicated the decedent was Samoan. Multiple races may be indicated.
Other Pacific Islander	Check this box if the informant indicated that the decedent was Other Pacific Islander. Multiple races may be indicated.
Specify:	Enter decedent's other Pacific Islander race
Other	Check this box if informant indicated the decedent was another race. Multiple races may be indicated.
Specify:	Enter decedent's other race.
Sought, but Unknown	Check this box if informant does not know the decedent's race. If Decedent's Race Unknown check box is indicated, all other race fields will be unavailable
Not Obtainable	Check this box if the decedent's race is not obtainable.

Refused	Check this box if informant refused to supply decedent's race.
Usual Occupation	Enter the decedent's usual occupation. This is not necessarily the decedent's last occupation. "Usual occupation" is the kind of work the decedent did during most of his or her working life, such as claims adjuster, farmhand, coal miner, janitor, store manager, college professor, or civil engineer. DO NOT ENTER "RETIRED." Do not use acronyms (e.g., C. P. A., R. N.) If the decedent was a homemaker at the time of death but had worked outside the household during most of his/her working life, enter that occupation. If the decedent was a homemaker during most of his/her working life, and never worked outside the household, enter "Homemaker." Enter "Student" if the decedent was a student at the time of death and was never regularly employed or employed full time during his/her working life. If unemployable due to physical or mental condition, enter "Never worked."
Kind of Business or Industry	Enter the kind of business or industry that the occupation listed is related to, such as insurance, farming, coal mining, hardware store, retail clothing, university, or state government. DO NOT ENTER FIRM OR ORGANIZATIONAL NAMES. Do not use acronyms (e.g., H. M. O.). If the decedent was a homemaker during his/her working life, and "Homemaker" is entered as the decedent's usual occupation in item 32, enter "Own home" or "someone else's home," whichever is appropriate. If the decedent was a student at the time of death and "Student" is entered as the decedent's occupation, enter the type of school, such as high school or college, for the kind of business or industry. If unemployable due to physical or mental condition, enter: "Never Worked."

Disposition Tab

Fields that are open for Funeral Director entry are highlighted with a red box.

Method of Disposition	Select method of disposition of the decedent's body. If the method is not listed select OTHER and enter in the field to the right. Based on the disposition selected, other fields in the record will be required and open for entry. If Cremation is selected, a REMINDER message will appear stating the date of death indicator and the time indicator must be entered on the cause of death tab for the permit to be issued. Click OK to close the message.
Medical Examiner Assigned	If a cremation, select the Medical Examiner from the dropdown list.
Email	Enter the Medical Examiner's email.
Crematory	If a cremation, select the Crematory from the dropdown list, if not listed enter the name in the field to the right. The field will turn orange. The state and city fields will also open for entry
Cemetery, or Final Disposition	Select location from the dropdown list. If not listed, enter in the field to the right. The field will turn orange.
For Burial Permit – Name of Person Taking the Body	These fields will only be open if Donation, Private Burial or Removal from State are selected as Method of Disposition.
Funeral Home Name	Funeral Home handling the disposition.

Address	Enter the address of the disposition location.
State	Select the funeral home state.
City	Select the funeral home city.
Zip Code	Select the zip code from the dropdown list. If not listed, enter the zip code in the field to the right. The field will turn orange.
Funeral Director Name	Select the funeral director's name from the dropdown list. If not listed, enter the name in the field to the right. The field will turn orange.
License Number	Enter the Funeral Director's License Number if not already populated.
Phone Number	Enter the funeral director's Phone Number.
Email	Enter the funeral director's email address.

Certifier Tab

Fields that are open for Funeral Director entry are highlighted with a red box.

Certifier Type	Select the certifier type from the dropdown.
Assign to Medical Certifier	Select the medical certifier's name from the dropdown.

Cause of Death Tab

The only fields open on the Cause of Death tab are Date/Time of Death fields when cremation is selected.

Decedent pg 1 Decedent pg 2 Decedent pg 3 Disposition Certifier **Manner/Cause** Injury Signatures Cert Request Flags

Decedent
 First Name: [] Middle Name: [] Last Name: []

Date/Time of Death
 If Date of Death requires updating, go to the Decedent pg 1 tab to update.

Date Of Death: []

Date Of Death Indicator: []

Time Of Death: []

Time Of Death Indicator: []

Date of Death Indicator	Select from the dropdown list.
Time of Death	Enter the time of death in military format. For example, enter 13:00 for 1:00 pm
Time of Death Indicator	Select from the dropdown list.

Signatures Tab

Fields that are open for Funeral Director entry are highlighted with a red box.

Decedent pg 1 Decedent pg 2 Decedent pg 3 Disposition Certifier Manner/Cause Injury **Signatures** Cert Request Flags

Sign? [] **Date Signed** [] **Completed By** []

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
 []

Body Viewed? [] **Date Of Examination/Investigation** []

ME Sign? [] **Date Signed** [] **Completed By** [] **Cremation Notes** []

Printed Date [] **Re-print Needed?** [N]

Demographics

Fact Of Death Info Complete? [] **Complete Date** [] **Completed By** []

Funeral Director

Signed? [] **Date Signed** [] **Completed By** []

State Use Only
 State Use Only

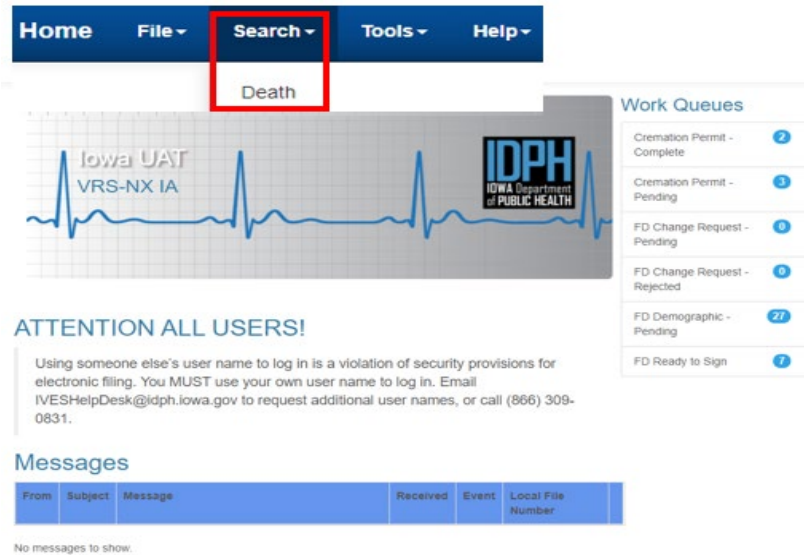
State Registrar
 Registrar Name: [Bird, Melissa R.] **Sign?** [] **Date Signed** [] **Signed By** []

Demographic Information Complete?	If you have entered all demographic information in this decedent's record, enter Y in this box indicating that the Personal Information is now Complete.
FD Signed?	Enter a Y to indicate that the death record is certified as complete and accurate by the Funeral Director or the person acting as such. <i>A Y may not be entered here until the medical information has been completed and signed.</i>

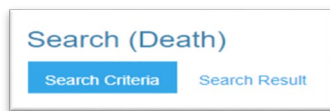
Demographics		
Fact Of Death Info Complete?	Complete Date	Completed By
<input type="text" value="Y"/>	<input type="text" value="10/28/2020"/>	<input type="text" value="Lyles, Bacon"/>
Funeral Director		
Signed?	Date Signed	Completed By
<input type="text" value="Y"/>	<input type="text" value="10/28/2020"/>	<input type="text" value="Lyles, Sandra"/>

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:



On the Search screen, note that there are two tabs –Search Criteria and Search Results.



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

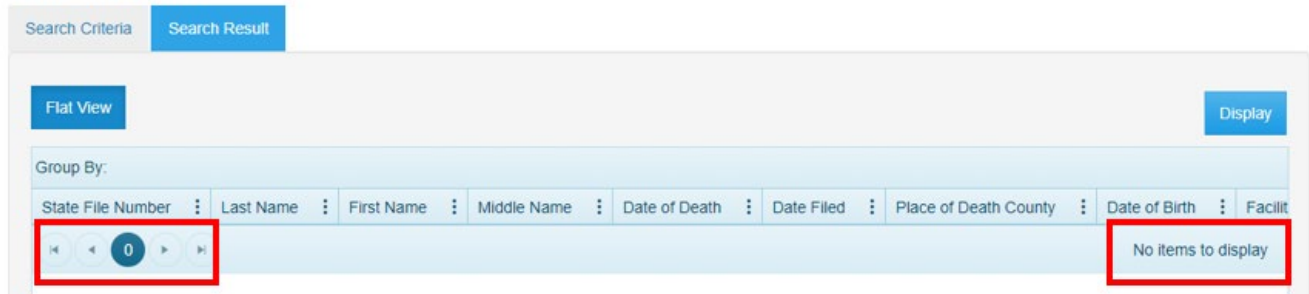
The screenshot shows the 'Search (Death)' Search Criteria tab. The 'Search Criteria' tab is highlighted with a red box. The form contains the following fields:

- 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
- 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
- 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

At the top right of the form, there are 'Clear' and 'Search' buttons.

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. If there are no records found, a message will appear at the bottom of the screen.

Search (Death)

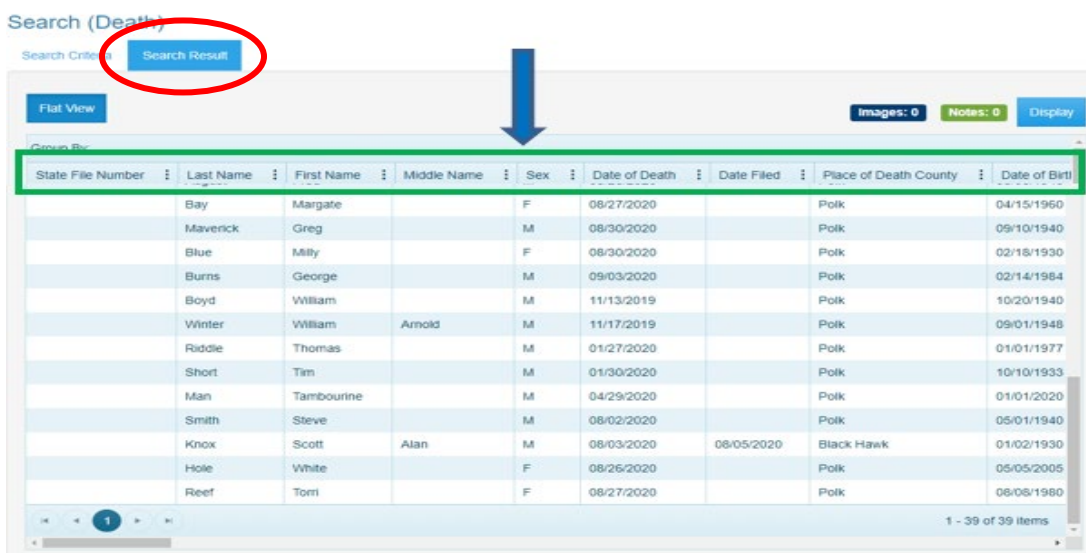


If the search does not produce the record desired, try entering less information in the search criteria to expand the search. For example, instead of John Doe, enter Doe to retrieve all records with the last name of Doe. NOTE: The system will only return the first 500 entries of a search. Should more 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.

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.

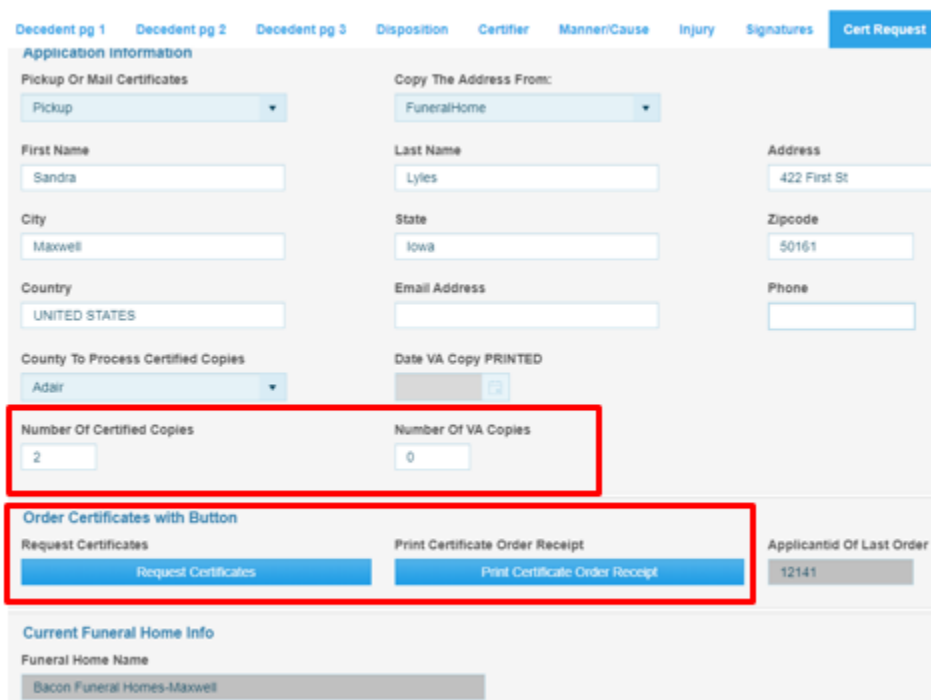
Cert Request Tab

The cert request tab will allow the funeral home to electronically request certified copies from the county registrar.

Pickup or Mail Certificates	Select how the funeral home would like to receive the certified copies from the dropdown list.
Copy the address from:	Select from the dropdown list, which address should be used on the application created for the country register.
Email Address	Enter the email address
Phone Number	Enter the phone number
County to process certified copies	Select the county to request the certified copies from
	Click the button to create the application for certified copies. The window below will appear to select the type of copies requested and the fees.

Select the fee type and enter the number of copies desired. Click [Request Certificates](#) to send order the county recorder.

Print your Order Receipt. This receipt provides you with the Application number.



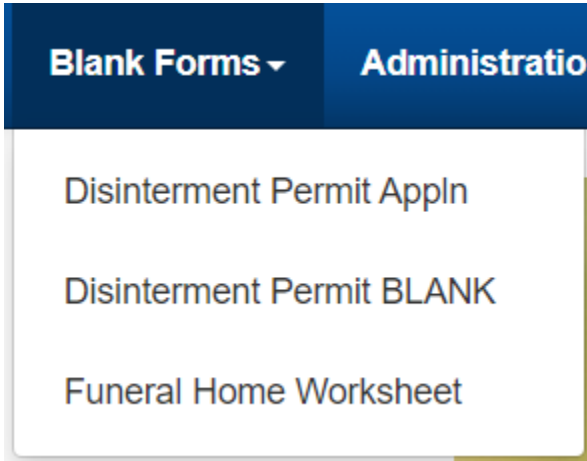
The screenshot shows the 'Cert Request' tab with the following details:

- Application Information:** Pickup Or Mail Certificates (Pickup), Copy The Address From: (FuneralHome)
- Personal Information:** First Name (Sandra), Last Name (Lyles), Address (422 First St), City (Maxwell), State (Iowa), Zipcode (50161), Country (UNITED STATES), Email Address, Phone
- Processing:** County To Process Certified Copies (Adair), Date VA Copy PRINTED
- Copies:** Number Of Certified Copies (2), Number Of VA Copies (0)
- Buttons:** Request Certificates, Print Certificate Order Receipt
- Applicant ID:** 12141
- Current Funeral Home Info:** Funeral Home Name (Bacon Funeral Homes-Maxwell)

Forms/Documents

Blank forms

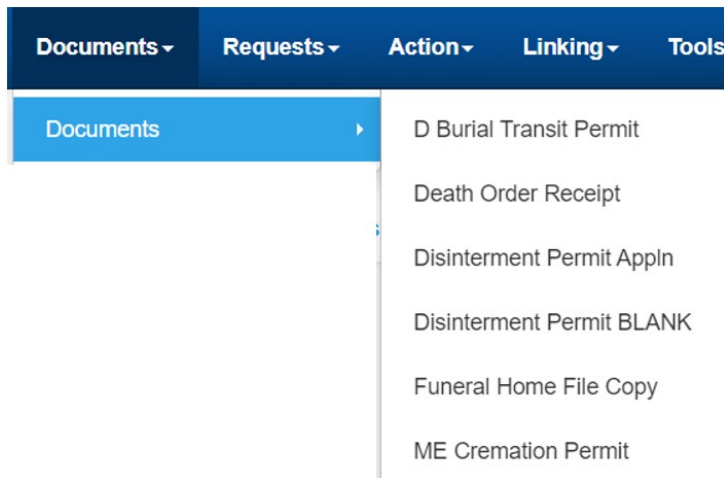
EDRS provides blank forms to assist the user in performing their work. Blank forms are available in the Blank Forms menu of the EDRS home screen seen below. To print a blank form, select it from the list. The following blank forms are available for printing:



Populated documents

Completed or partially completed documents are available for printing in EDRS. Completed or partially completed documents can be printed from the Requests menu, when a death record is open in EDRS.

In the example below, a death record was searched and displayed. Once the record is displayed, click on the Requests menu and choose the appropriate documents to print.



After selecting the desired document, it will open in a print preview window. To print the document use the printer icon at the top left of the window.

Printing Permits

Cremation Permits

Cremation permits must be signed by the medical examiner's office. Funeral homes will be able to track the permits using their work queues. The Cremation Permits pending work queue will show death records with cremation permits requested from the ME. After the ME signs the permit, it will be moved automatically to the Cremation Permits complete work queue. This is where the funeral home can access the death record and print the Cremation Permit.

- ✓ Open the Cremation Permit Completed work queue
- ✓ Open the desired record
- ✓ Select → Documents → Cremation Permit

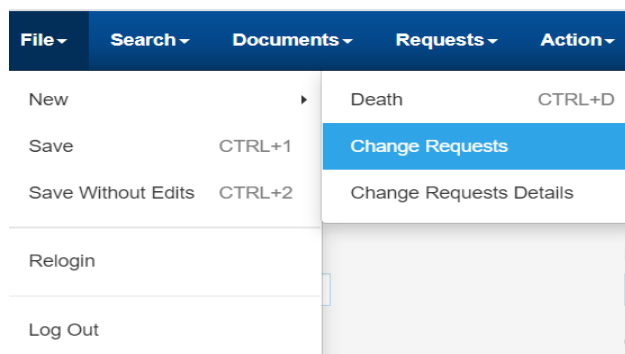
IMAGE WILL BE ADDED

Amending a death record

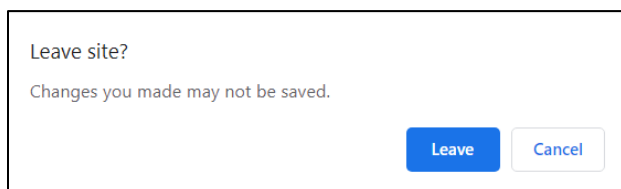
Funeral Homes can request an amendment to a registered death record. The Funeral Home will complete an amendment request and submit it to Vital Records approval.

Requesting an amendment

- Search for the record
- Open the record
 - ✓ Click on the File Menu
 - ✓ Select New Event – Change Request



New pop-up asking if you want to leave the site – Select **Leave**



- Change Request Window Opens
 - ✓ Select the type of Modification the dropdown list
 - ✓ Select the Documentation used from the dropdown list. The only selection available is Error – Typo.
 - ✓ Save the change request
- Enter the item to be corrected
 - ✓ Click the Add Item for Correction button
 - ✓ Select the item to be corrected from the dropdown list
 - ✓ Enter the Corrected Value
 - ✓ Click the Save Item to be Corrected button
 - ✓ If more than one item needs to be corrected, click the Add Item for Correction button again to correct another item.
The grid at the bottom of the window will display all fields with corrections requested.

In the example below, two corrections are requested – Middle Name and Zip code.

Correction Code	Original Entry	Corrected Entry	Approved	Print to Card	Working Certificate	Date	Student Trust	Settings	Rate	Particulars	CD/Qual	Part 2
Assembly of Students - Middle Name			Y	N		12/09/2020	Y			Middle Name	4000	None
Assembly of Students - Zip Code			Y	N		12/09/2020	Y			Address By Code	4000	None

- Submit the change request to Vital Records
 - ✓ Click on Approval Tab – located at the top of the screen.


On the Approval Tab enter Y in Initial Entry Completed and Ready to Approve

- ✓ Enter any optional notes if needed
- ✓ Save the record. Save This will route the request to Vital Records for approval. The record will appear in the FD Change Request Pending work queue.

Rejected amendments

If the amendment request is rejected by Vital Records, it will appear in the FD Change Request Rejected work queue.

To review the rejected amendment request:

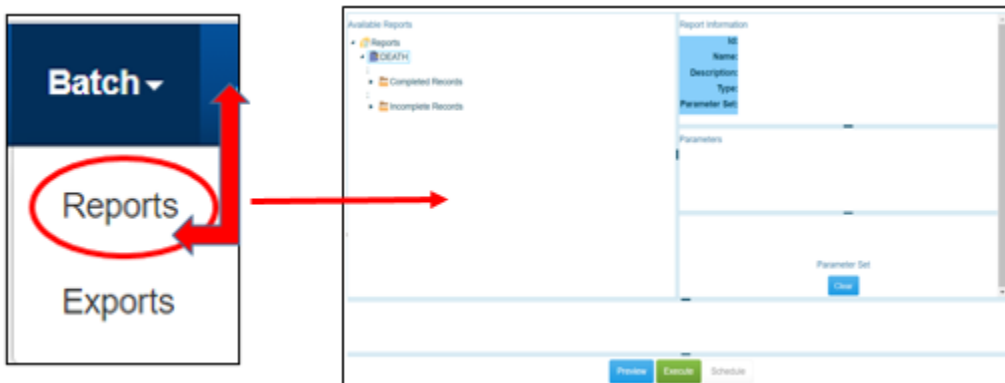
- Check the Work Queue for record(s) that have been rejected by Vital Records
 - ✓ Click on the Work Queue menu
 - ✓ Select FD Change Request Rejected
 - ✓ Identify and select a record to review
 - ✓ In the Work Queue window, highlight the name of the appropriate record
 - ✓ Click on Display or double click to open the record
- Review Notes for reason rejected
 - ✓ On the Approval tab review Reason/Notes for Rejection
 - ✓ Make needed changes to the request
- Resubmit the request
 - ✓ On the Approval Tab enter Y in Initial Entry Completed and Ready to Approve
 - ✓ Enter any optional notes if needed
 - ✓ Save the record.  This will route the request back to Vital Records for approval. The record will appear in the FD Change Request Pending work queue.

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.

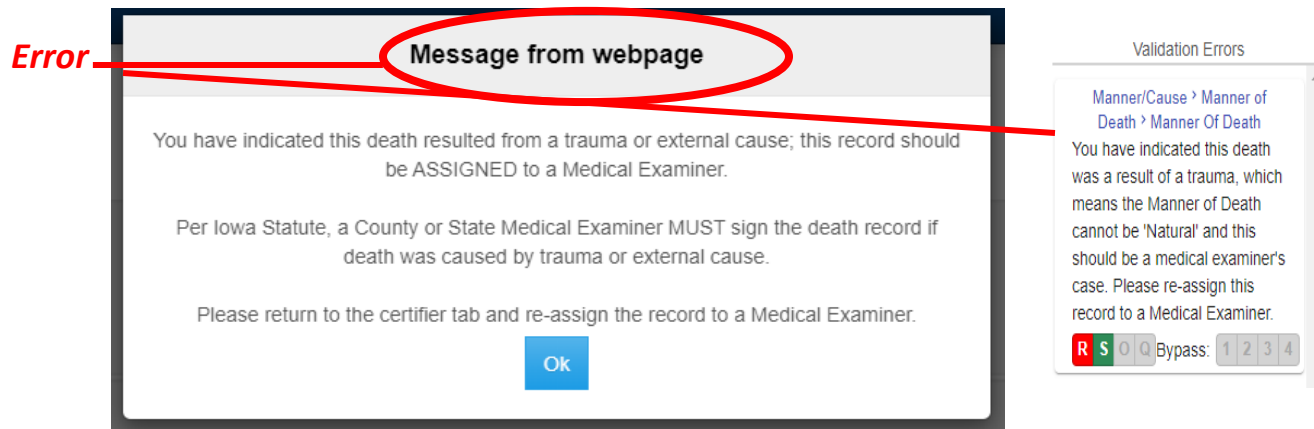
Parameters can be typed or selected, to select parameters click on the lookup button. To preview the report, click the Preview / Test Run button at the bottom of the report center. To send the report directly to a printer, click the Print / Update button. It is **STRONGLY** recommended to Preview the 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.

The screenshot shows a web-based report builder interface. On the left, a tree view under 'Available Reports' shows 'DEATH' expanded to 'Incomplete Records'. A red box labeled 'List of Available Reports' points to this tree. The main area displays report details for 'Death Incomplete Records', including its ID, name, description, and type. A red box labeled 'Report Information' highlights this section. Below, the 'Parameters' section shows input fields for 'DATE_OF_DEATH' and 'FUNER_NAME'. A red box labeled 'Parameters' highlights these fields. A 'Select / Enter Parameters' button is also highlighted with a red box. At the bottom, there is an 'Export to a file' section with a 'File Format' dropdown set to 'Excel File'. A red box labeled 'Preview and Print buttons' points to the 'Preview' and 'Execute' buttons at the bottom of the interface.

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.



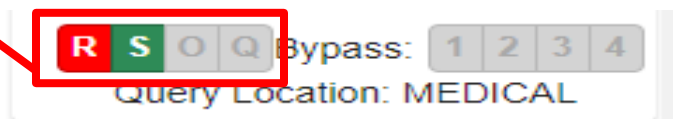
There are three types of messages with varying degrees of importance. The action buttons available will vary with the different types of messages.

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



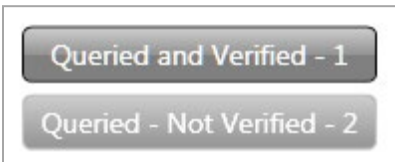
The other types of messages are warnings of an outlying value. For example, the condition failure to thrive usually develops as a complication of another more specific condition. EDRS will edit this condition when reported as the underlying cause of death. This edit checks to ensure the proper underlying 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:

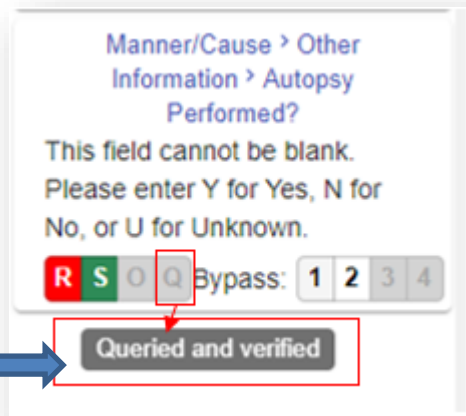
- **Queried and Verified** – will indicate that the information you entered was correct, e.g., the decedent is 15 years old with a high school diploma.

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.



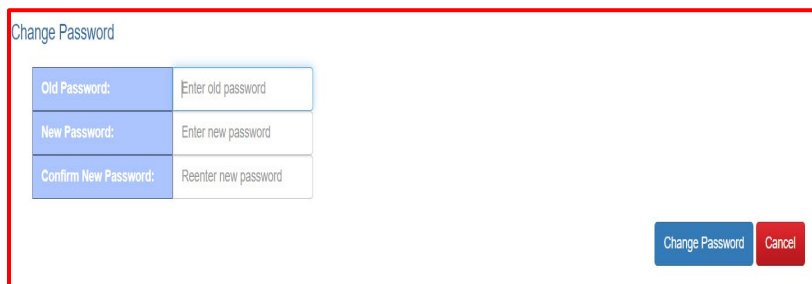
Security

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 and two buttons. The fields are labeled 'Old Password:', 'New Password:', and 'Confirm New Password:'. The buttons are 'Change Password' and 'Cancel'.

Field Label	Placeholder Text
Old Password:	Enter old password
New Password:	Enter new password
Confirm New Password:	Reenter new password

Buttons: Change Password, Cancel

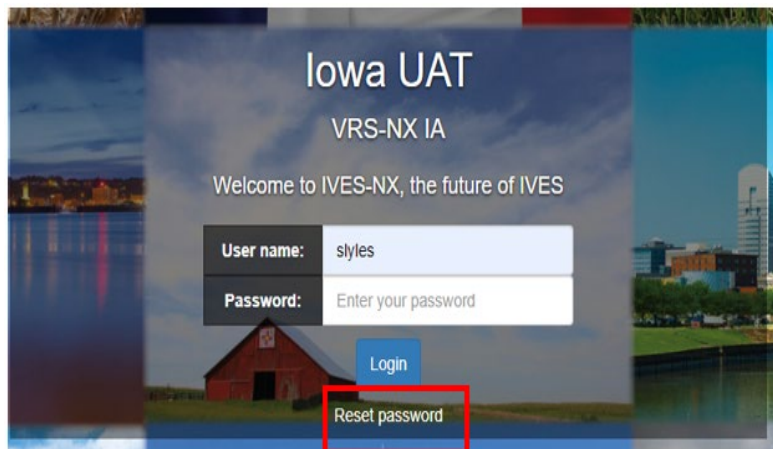
The next login you will use the new password.

Forgotten Password

To reset a forgotten password

- Click Forgot 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.



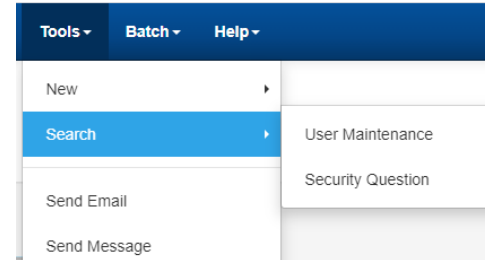
The screenshot shows the Iowa UAT login page. The page title is 'Iowa UAT' and the subtitle is 'VRS-NX IA'. Below the subtitle is the text 'Welcome to IVES-NX, the future of IVES'. There are two input fields: 'User name:' with the value 'syles' and 'Password:' with the placeholder 'Enter your password'. Below the input fields are two buttons: 'Login' and 'Reset password'. The 'Reset password' button is highlighted with a red box.

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




Search (Security Question)

 A screenshot of the search interface. It has two tabs: 'Search Criteria' (active) and 'Search Result'. Below the tabs are two input fields: 'THE_QUESTION' and 'User Login 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

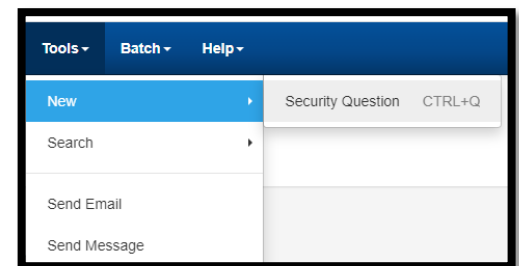
- ✓ Save the question 

- ✓ Close the window

 A screenshot of the 'Security Question' edit form. It has a title 'Security Question' and a subtitle 'Enter a security Question for yourself.'. There are two input fields: '*Question' with the value 'DOG' and '*Answer to the Question' with the value 'FRISKY'. A dropdown menu for 'User Login or ALL' is set to 'STEST'. At the bottom, there is a 'System Paragraph' section with 'Date question created.' (04/23/2014) and 'Question Modified date' (08/28/2020).

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.

The screenshot shows a web form titled "Security Question" with a blue header. Below the header, the instruction "Enter a security Question for yourself." is displayed. The form contains three main sections: 1) A "Question" field with a red border containing the text "My Dog's Name". 2) An "Answer to the Question" field with a red border containing the text "FRISKY". To the right of this field is a dropdown menu labeled "User Login or ALL" with "STEST" selected. 3) A "System Paragraph" section with two date fields: "Date question created." showing "04/23/2014" and "Question Modified date" showing "08/28/2020". Each date field has a small calendar icon to its right.

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 	Hit spacebar or click – this places a checkmark OR clears a checkmark	
Close Window	Alt - F4	
Save	Ctrl – S	