

## Quick Guide to Certifying a Death Using the Vermont Electronic Death Registration System (EDRS)

1. **Select “Log on to EDRS”** from the EDRS web page (<https://www.healthvermont.gov/health-statistics-vital-records/vital-records-population-data/vital-records-reporting-edrs>).
2. **Enter Username and Password.** If you are asked to close the window, select “Yes”. If the screen says “loading”, but does not progress, click on the yellow bar at the top of the screen and then select “Always allow pop-ups from this site.” If you do not see the login box, make sure you are allowing popup windows for this website (*for more see “Troubleshooting...” on page 2 of these tips*).
3. **Select the “Create/Update Medical Record”** option in the blue bar on the left of the screen.
4. **Review the list of started records.** If you see the name of the deceased, select that record to complete. If you do not see the name of the deceased, click on “Show all unregistered death cases” and review the list. If you still do not see name of the deceased, select “Add New” from the bottom of the page.
5. **Enter the name of the deceased and date of death** on the Name Known to Physician page. (Note: if the name was previously entered by a funeral director, you will not be able to change it.)
6. **Save the page** (Note: you will need to save every page of the EDRS record before leaving the page or your data will be lost).
7. **Click on the next item listed under “Medical Certification Pages”** in the green box on the left side of the page. Enter appropriate data, **save the page** and then select the next page from the list.
8. Select **Print Draft PROD** from the lower left of the page to review your data entry.
9. **When you have completed all the Medical Certification Pages** select “**Certify**” on the “Certification” page.
10. **Completing certification**
  - a. **Address any hard edits** by selecting the “Revise” to the right of the edit message. This will take you to the field that needs to be completed or edited. Selecting “Return to Edits” will save the revisions and bring you back to the “Edits Case” page.
  - b. **Address any soft edits** by revising appropriate data or selecting the box to the left of the edit message to verify the information you have provided is correct.
  - c. **When all edits have been addressed**, select “Certify” or “Certify with Exceptions” (if you have verified soft edits) on the “Edits Case” page to finish the record.
11. **Print Copies** of the record including one to go with the body to the morgue or funeral director. You can do this from the last page, entitled “Post Signing Options”. Your option will be

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a “PROD” if only the medical side has been completed or an “Informational Copy” if the funeral director has completed the demographic information as well.

12. **Logout** of the EDRS by selecting the “Logout” option in the upper right of the screen.

### **If you need to review a record or print documentation after the medical certification is complete and the record has been closed....**

1. Log on to the EDRS and **Select “View Record”** from the blue bar on the top left of the screen.
2. **Enter the decedent’s Last Name** and other information as known in the Search Criteria and select “Find”. (Note: only last name is required; the search uses an exact match).
3. The system will return a list of all decedents matching the criteria you have entered.
4. **Select the record** of the decedent you wish to view.
5. Review the data to assure this is the correct record (Note: “Medical Information” is at the bottom of the page so you will need to scroll down past the “Demographic Information” to view this or click on the link in the header to jump to this).
6. **Select the print option** from the bottom of the page. The option will either be a “PROD” (if the demographic side has not been completed) or an “Administrative Copy” of the certificate (if the demographic information has been finalized by the funeral director). If you have not certified the record, you will not have a print option in the View function. In this case, you may print a Draft PROD from within the Create/Update Record function.

## **Troubleshooting EDRS Log On Issues**

### **Choice of Browser**

The EDRS is supported for use with **Firefox** version 8 or Higher or **EDGE**. Use of other browsers is not advised and may prevent access to the EDRS.

### **Allowing Pop-ups**

In order to use the **EDRS**, you must allow **Pop-ups** from the VDH website.

If **Pop-ups** are not set properly, you will not be able to log on to the EDRS. You may see a screen that remains loading...with a message displaying in the tan-colored bar near the top of the page: “Pop-up blocked. To see this pop-up or additional options click here...” or you may be directed to a page that says Access Denied.

Consult with your local IT and have your web browser set to Always Allow Pop-ups from this Site.

## **For Additional Help**

If you are experiencing problems accessing the EDRS, please contact the EDRS project staff by emailing [EDRS@vermont.gov](mailto:EDRS@vermont.gov) with a *detailed* description of the issue you are encountering and a screen shot of any error message you may be receiving.

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Additional information regarding the content of medical certification, including how to construct an appropriate cause of death statement, identifying causes that require referral to a Medical Examiner, and common mistakes in reporting can be found in the ***Office of the Chief Medical Examiner: Death Certificate Tutorial*** available on the Vermont EDRS project web page at: <https://www.healthvermont.gov/health-statistics-vital-records/vital-records-population-data/vital-records-reporting-edrs>