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 (http://healthvermont.gov/hc/EDRS/index.aspx).

2. **Enter User Name 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" (*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, 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 of 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 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. Copies do not need to be printed for FAHC hospital deaths certified from off site.

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 and 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 (you will need to scroll down to do this). The option will either be a "PROD" (if the demographic side has not been completed) or an "Informational 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. If 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 designed to be accessed using **Internet Explorer version 6.0 or higher**. 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. The screen shown below will remain **LOADING...** and a message will display in the tan-colored bar near the top of the page that says:
   "Pop-up blocked. To see this pop-up or additional options click here…"

To set **Pop-ups**, click on the tan-colored bar and select **Always Allow Pop-ups from this Site**. The screen should then load properly.
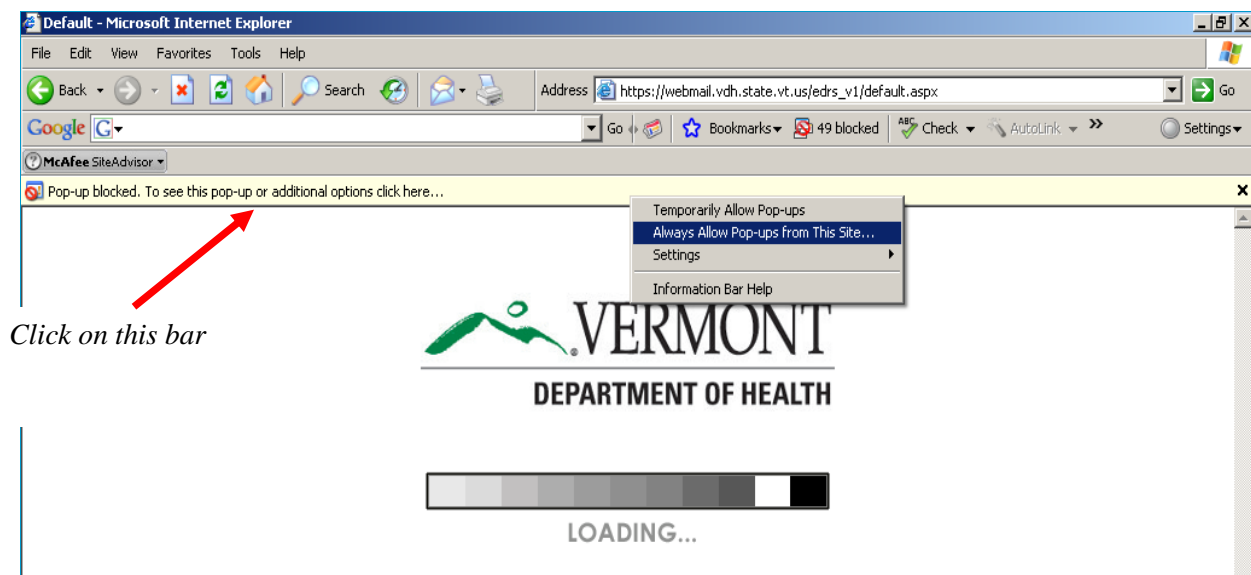
Note: If the steps above do not appear to address the log in problem, it is also possible that you have more than one tool bar open in Internet Explorer (in the example above there is a Google tool bar in addition to the IE one). If this is the case the pop-up blocker on each tool bar will need to be turned off or set to allow pop-ups from this site. You do so by right clicking on the pop-up blocker icon on the toolbar and then selecting Always Allow Pop-Ups from this Site.

Troubleshooting EDRS Printing Issues

Set Adobe to Open in a Separate Window
In order to properly view and print reports or documents within EDRS, you must have **Adobe Reader**. You may download **Adobe Reader** for free at **http://get.adobe.com/reader/**

Closing out of a document you have printed (PROD, Info Copy of Certificate) should not result in closing the EDRS application. If you experience this issue it means that your Adobe preferences need to be set to open documents in a separate window. These preferences may need to be reset on occasion if updates are made to your computer, but not every time you use the EDRS. When your preferences are properly set, closing documents should return you to the page within the EDRS where you were working when you generated the document.

To set your Adobe preferences do the following:
1. Open the **Adobe Reader** application.
2. From the **Adobe** menu, go to **Edit**, then **Preferences**. This will bring you to a screen like the one below.
3. On the **Preferences** screen, make sure **Internet** is selected in the **Categories** box on the left side of the screen.
4. Next, under **Web Browser Options**, make sure that **Display PDF in browser** is **not** checked.
5. Your final settings will appear as shown below (click **OK** when finished):
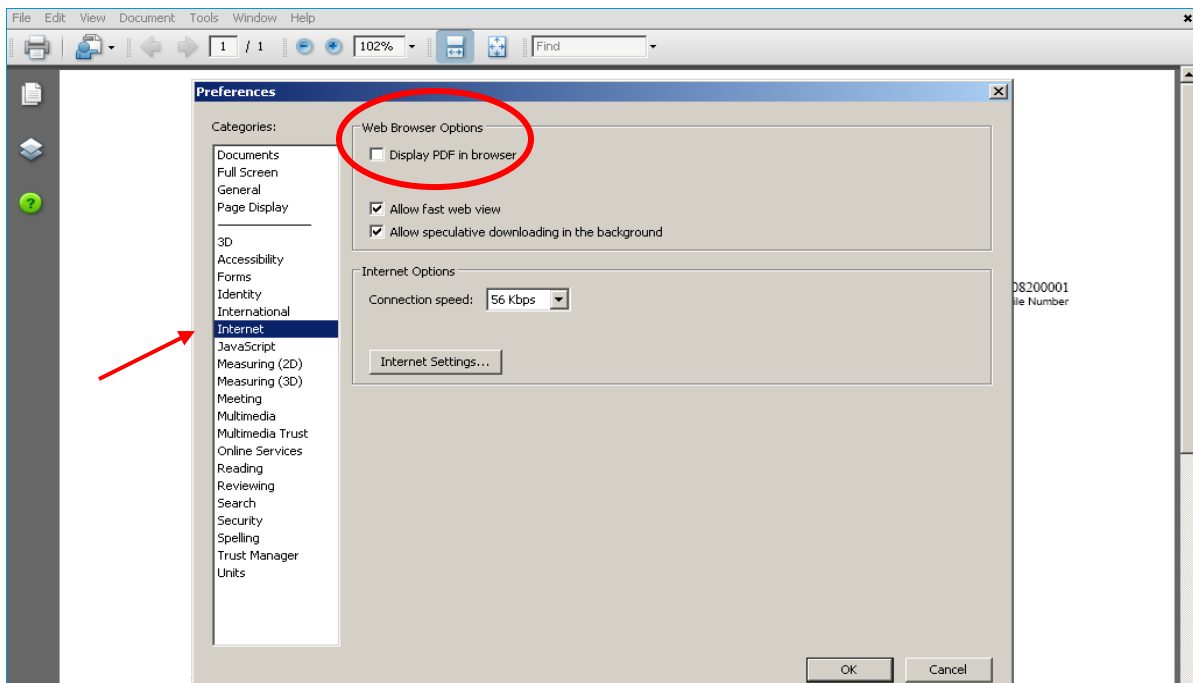
For Additional Help

Making the set up changes discussed above should address most technical issues. If you have tried these steps and are still experiencing problems please contact the EDRS project staff at **EDRS@vermont.gov** or (800) 439-5008 with a *detailed* description of the issue you are encountering.

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 tutorial **Certifying a Death in Vermont** available on the Vermont EDRS project web page at: **http://www.healthvermont.gov/hc/EDRS/TrainingMaterials.aspx**.