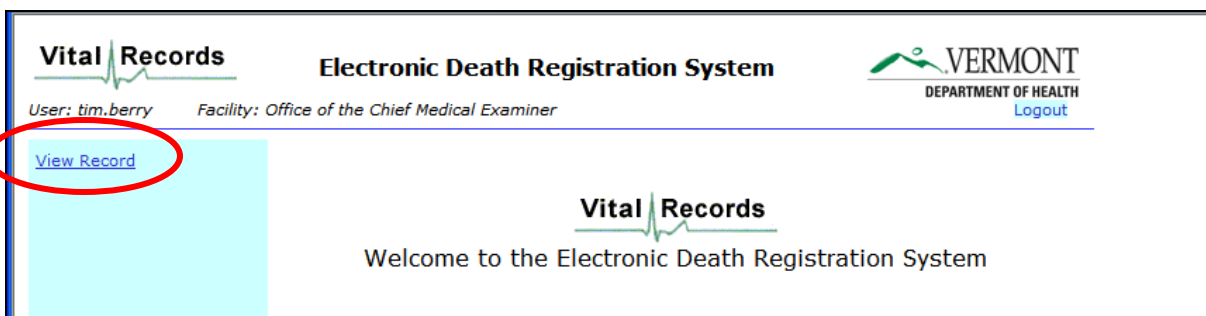


Assistant Medical Examiner Guide to Using the Vermont Electronic Death Registration System (EDRS)

1. Go to the EDRS web page (<http://healthvermont.gov/hc/EDRS/index.aspx>) and select “Log On”.

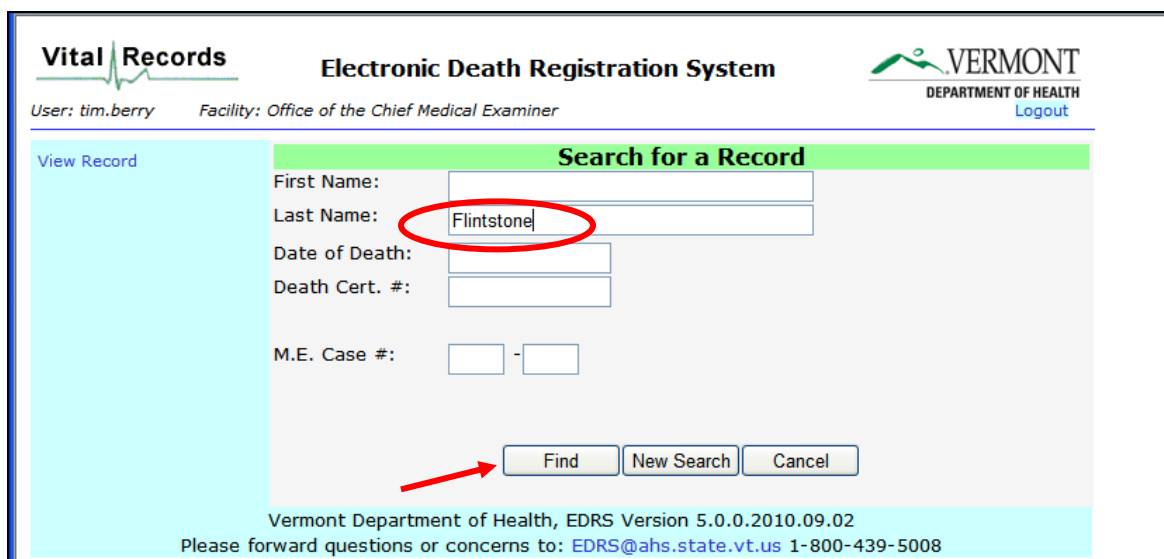
Note: The first time you go to the EDRS web page you may wish to “bookmark” this or right click on the page to put a shortcut on your desktop.

2. Enter your 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 3 of these tips).
3. Select the “View Record” option in the blue bar on the left of the screen.



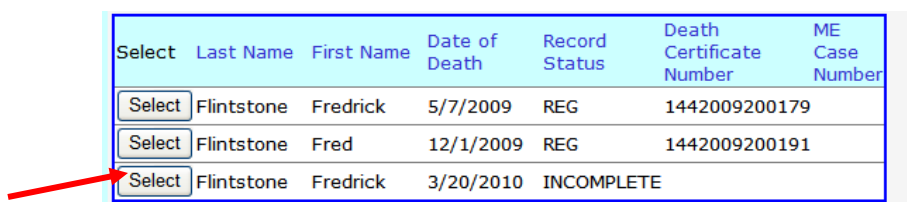
The screenshot shows the EDRS login page. At the top, it says "Vital Records Electronic Death Registration System" and "VERMONT DEPARTMENT OF HEALTH". The user is logged in as "tim.berry" from the "Office of the Chief Medical Examiner". On the left sidebar, the "View Record" link is circled in red. The main content area says "Welcome to the Electronic Death Registration System".

4. Enter the last name of the deceased and then select “Find”.



The screenshot shows the EDRS search page. The user is logged in as "tim.berry" from the "Office of the Chief Medical Examiner". The "View Record" link is visible in the left sidebar. The "Search for a Record" section has the following fields: "First Name:", "Last Name:" (containing "Flintstone", circled in red), "Date of Death:", "Death Cert. #:", and "M.E. Case #:". Below the fields are "Find", "New Search", and "Cancel" buttons. A red arrow points to the "Find" button. At the bottom, it says "Vermont Department of Health, EDRS Version 5.0.0.2010.09.02" and "Please forward questions or concerns to: EDRS@ahs.state.vt.us 1-800-439-5008".

5. Select the appropriate record. If the record you are looking for does not appear, double check the spelling. The EDRS View function searches on exact matches of the name. It is possible, for example that a physician has entered the record with the name “Smith” whereas the funeral director knows the name to be “Smyth”. If you still do not find the record, it is possible that one has not been started.



Select	Last Name	First Name	Date of Death	Record Status	Death Certificate Number	ME Case Number
Select	Flintstone	Fredrick	5/7/2009	REG	1442009200179	
Select	Flintstone	Fred	12/1/2009	REG	1442009200191	
Select	Flintstone	Fredrick	3/20/2010	INCOMPLETE		

6. **The record will open.** At the top of the page in the Blue Bar you will see the Decedent's Name, the Record Status and the status of the Demographic Information. **Click on "View Medical" on the right side of the screen and this will take you to the medical information section of the record.**

7. **Check the status of the Medical Information section.** It should say either "Certified" or "Certify with Exceptions" next to the words Medical Information in the blue bar at the top of the Medical Information section. If it says "Incomplete" or "Not Started" this means that the physician has not officially signed the information contained in the record.

8. **Review the Medical Information.** You will need to scroll down to see all information. If you need to see any information on the Demographic side either scroll up to the top of the screen or select the link “View Demographic” on the right hand side of the blue bar at the top of the Medical Information section
9. **If you need to print a hard copy of the medical information** you may do so by selecting 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 “Informational Copy” of the certificate (if the demographic information has been finalized by the funeral director). If the record has not been certified by the physician, you will not have a print option.

Name of attending physician if other than Certifier

First Name:

Middle Name:

Last Name:

Suffix:

Vermont Department of Health EDRS Version 5.0.0.2010.09.02
Please forward questions or concerns to: EDRS@ahs.state.vt.us 1-800-439-5008

Troubleshooting EDRS Log On Issues

Choice of Browser

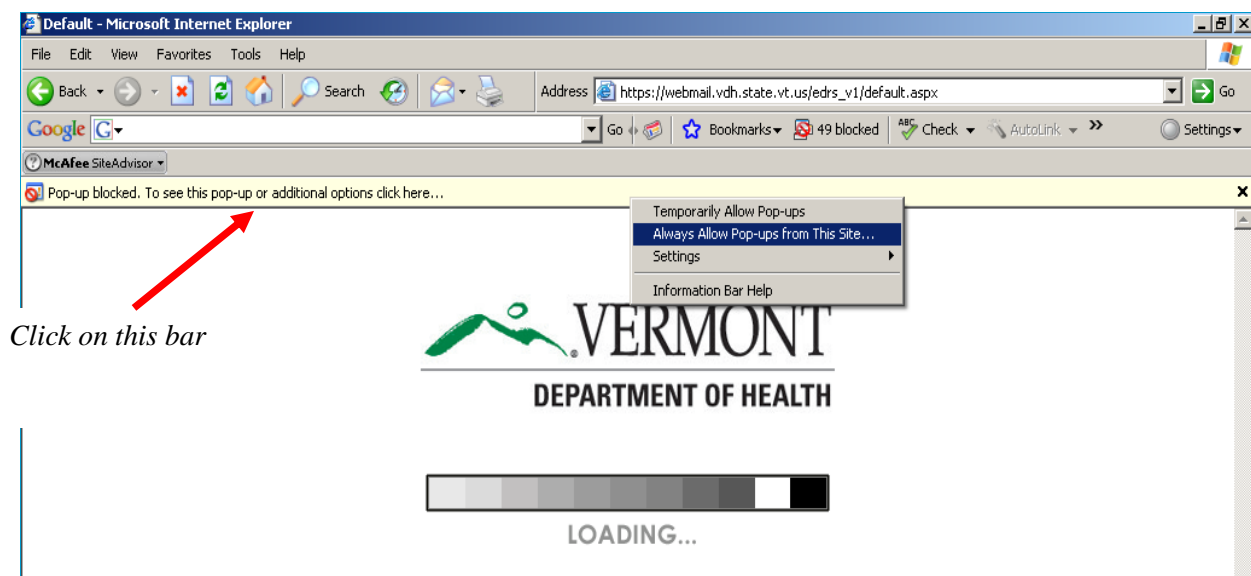
The EDRS is designed to be accessed using **Internet Explorer version 6.0 or higher**. Use of other browsers is not advised and may prevent access to the EDRS.

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

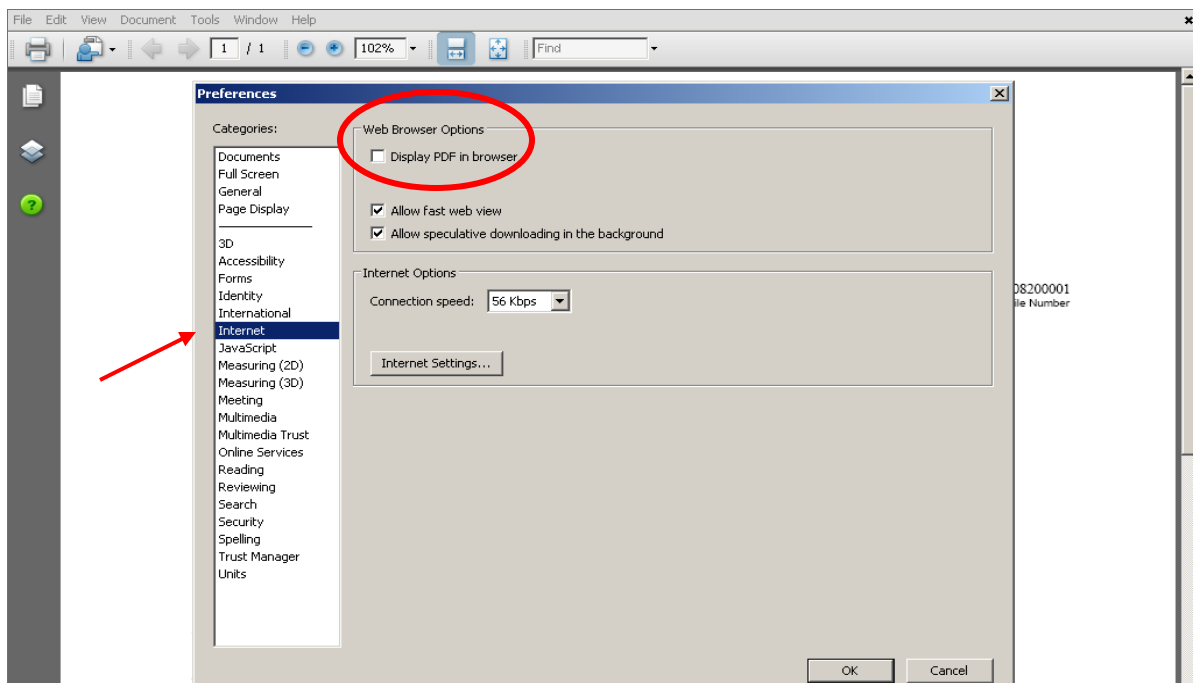
Set Adobe to Open in a Separate Window

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.