

Guide to Using the EDRS Print Cremation Permit Function For Funeral Homes and Other EDRS Users with Demographic Permissions

Background

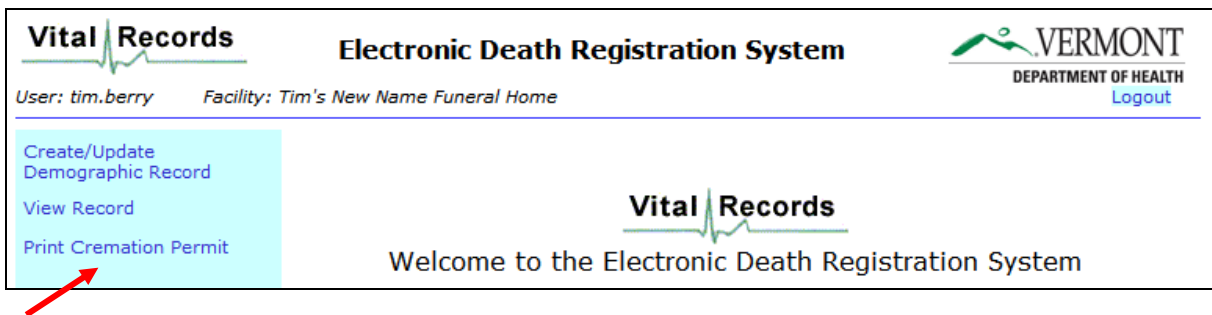
A cremation permit is required prior to any cremation in Vermont. Cremation permits are granted under the authority of the Office of the Chief Medical Examiner (OCME). EDRS users who are authorized to enter information into the demographic section of a record may generate a permit from within the application at any point after the medical section of a record has passed review by the OCME. This includes both users with permissions to sign a death record and users with clerk permissions.

Only one permit will be created for a decedent; however, this permit may be printed multiple times. Hard copies of the permit will reflect the information on the EDRS record *at the time it is printed*, but all copies of a permit for a given decedent will bear the same permit number and the date issued.

There is a one time charge of \$25.00 for a cremation permit. This cost is the same regardless of how many copies are printed and must be paid within 30 days of the date the permit is first generated. An invoice will be printed with the permit every time a copy is produced. This invoice will not reflect payments received.

To Generate a Cremation Permit within the EDRS

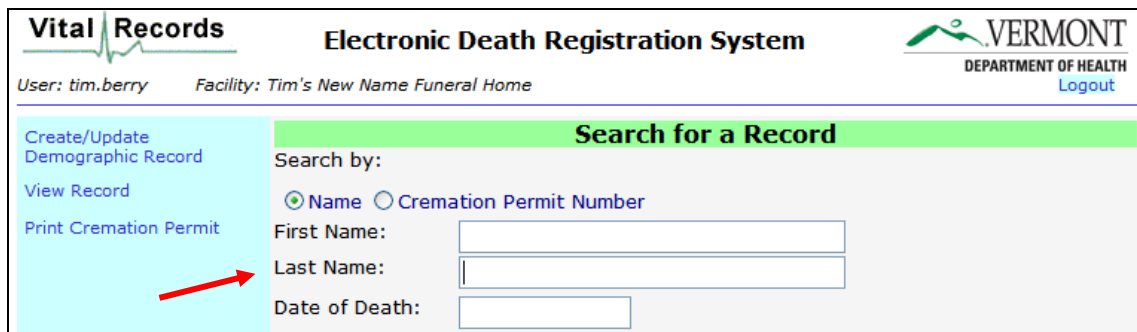
1. Select **“Print Cremation Permit”** from the menu in the blue bar on the left of the screen. This can be selected any time you are in the application. If selected while you have another function open you will be closed out of that function.



The screenshot shows the Vital Records Electronic Death Registration System interface. At the top, it displays the user 'tim.berry' and facility 'Tim's New Name Funeral Home'. The main menu on the left includes 'Create/Update Demographic Record', 'View Record', and 'Print Cremation Permit', with the latter highlighted in a light blue bar. A red arrow points to the 'Print Cremation Permit' option. The main content area shows the 'Vital Records' logo and a welcome message: 'Welcome to the Electronic Death Registration System'. The Vermont Department of Health logo and a 'Logout' link are in the top right corner.

2. **Search for the record of the decedent** for which you wish to produce a Cremation Permit.

To search for a record by name you must provide the Last Name. If you include the First Name or Date of Death, this will narrow the search. However, additional information may also cause you to miss a record if you do not know exactly how this was saved on the record.



The screenshot shows the 'Search for a Record' form in the Vital Records Electronic Death Registration System. The form is titled 'Search for a Record' and has a green header. It includes a 'Search by:' section with radio buttons for 'Name' (selected) and 'Cremation Permit Number'. Below this are input fields for 'First Name:', 'Last Name:', and 'Date of Death:'. A red arrow points to the 'Print Cremation Permit' option in the left-hand menu, which is highlighted in a light blue bar. The user 'tim.berry' and facility 'Tim's New Name Funeral Home' are displayed at the top. The Vermont Department of Health logo and a 'Logout' link are in the top right corner.

If you have previously produced a cremation permit and are returning to print another copy (including copies with updated information), you have the option to search for the record by entering the Cremation Permit Number. To do so, you must first change the search option by selecting “Cremation Permit Number”.

Vital Records **Electronic Death Registration System** VERMONT DEPARTMENT OF HEALTH

User: tim.berry Facility: Tim's New Name Funeral Home Logout

Search for a Record

Search by:

Name Cremation Permit Number

Cremation Permit Number: 2011c - 0014

Find New Search Cancel

3. Select the **EDRS** record from the search results.

You will only be able to select a record if:

- 1) The demographic side of the record has been started by someone associated with your funeral home or organization;
- 2) The medical side of the record has been certified; and
- 3) The record has passed review by the OCME (medical certification is required prior to review).

If a record is eligible, the select button will be enabled. If it is not, the select button will be disabled.

Electronic Death Registration System VERMONT DEPARTMENT OF HEALTH

Tim's New Name Funeral Home Logout

Search for a Record

Search by:

Name Cremation Permit Number

First Name:

Last Name: duck

Date of Death:

Select	Last Name	First Name	Middle Name	Date of Birth	Date of Death	OCME Review Status	Cremation Permit Number
<input type="button" value="Select"/>	Duck	Scrooge			4/10/2011	Under Review	
<input type="button" value="Select"/>	Duck	Ronald	D.		4/99/2011	Passed OCME Review	2011c - 0018
<input type="button" value="Select"/>	Duck	Daffy	L.	2/11/1934	4/10/2011		
<input type="button" value="Select"/>	Duck	Daisy	D.	1/11/1929	4/12/2011		
<input type="button" value="Select"/>	Duck	Donald	P.	1/21/1922	4/11/2011	Passed OCME Review	

The **OCME Review Status** column in the search results allows you to monitor whether a record has been approved for printing a cremation permit.

Passed OCME Review – Indicates that the record is eligible for a cremation permit.

Blank – Indicates the record has not yet been reviewed. This includes records not yet certified by the physician as well as records that have been certified but not yet reviewed by the OCME.

Under Review – Medical certification is currently under review by OCME Staff.

OCME Takes Case – A medical examiner has taken over the case from the original certifier and is in the process of completing a new medical certification. The record will have a “Passed OCME Review” status as soon as this new certification is complete.

OCME review can not start until the record has been certified by the physician. If you are not certain whether the record has been certified by the physician, open the record using the **View Record** function. Within **View Record**, check the status at the top of the Medical Information section. Records completed by the physician will have a status of “Certified” or “Certified with Exceptions”.

OCME staff review records throughout the day, including weekends, with the goal of reviewing all records in a timely manner. You do not need to call the OCME to request review of a record. If a record you know to be certified has not passed review, please check the EDRS again later in the day. If after several hours the record has not passed review AND this is an **emergency** situation, you may contact the local assistant medical examiner (1-888-552-2952) who can investigate the death and issue a paper permit. **The Vital Records Office will not be able to provide updates regarding the status of OCME review.**

4. Print the Permit and Invoice

When you select a record the EDRS will generate a cremation permit in PDF format. This will be a two page document. The second page is an invoice. Payment for permits is due within 30 days of the date the permit is originally generated

5. Send Payment of \$25.00 to the Office of the Chief Medical Examiner.

Checks should be made payable to the State of Vermont.

Special Scenarios

Incorrect or Missing Information

The minimum requirement for approval of a Cremation Permit is review of the medical certification. Therefore, it is possible to produce a permit in the EDRS prior to signing the demographic information as final. While this provides some flexibility in the process, be aware that the information on the Cremation Permit comes from the demographic side of the EDRS record at the time it is printed. If information is blank or incorrect on the EDRS record, it will be blank or incorrect on the permit.

The following fields come from the information you have entered on the EDRS record:

Full name of decedent:

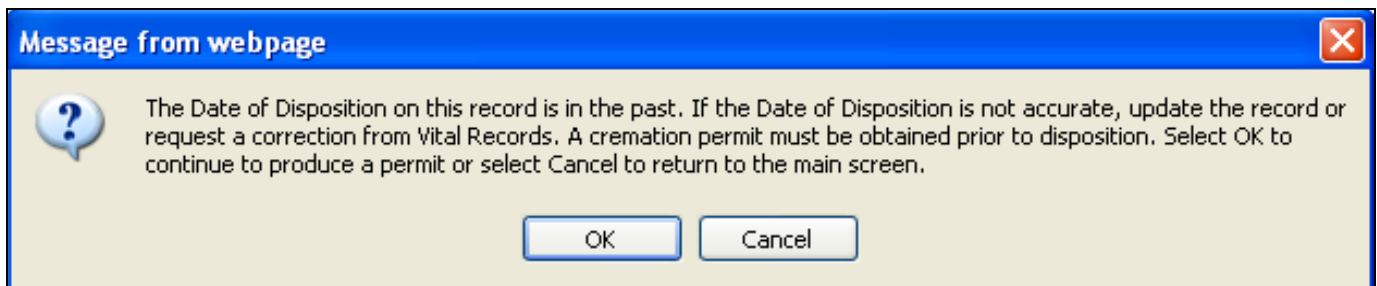
Decedent's Address: (residence address)
Permission to cremate the body of this decedent at: (place of disposition facility name)
Has been requested by: (name of signer)
Vermont Funeral Director License Number:

If any of this information is incorrect, please make the appropriate changes on the EDRS record. You can then print another copy of the permit and it will contain the updated information. However, the permit number and date issued will always remain the same.

If the demographic side of the record has not yet been signed, then changes may be made to the EDRS record by any user associated with your organization (funeral home). However, **if the record has been signed, a correction must be requested from Vital Records.**

Date of Disposition on the EDRS Record is in the Past

If the Date of Disposition on the EDRS record is in the past you will receive the following reminder from the application prior to printing a permit.

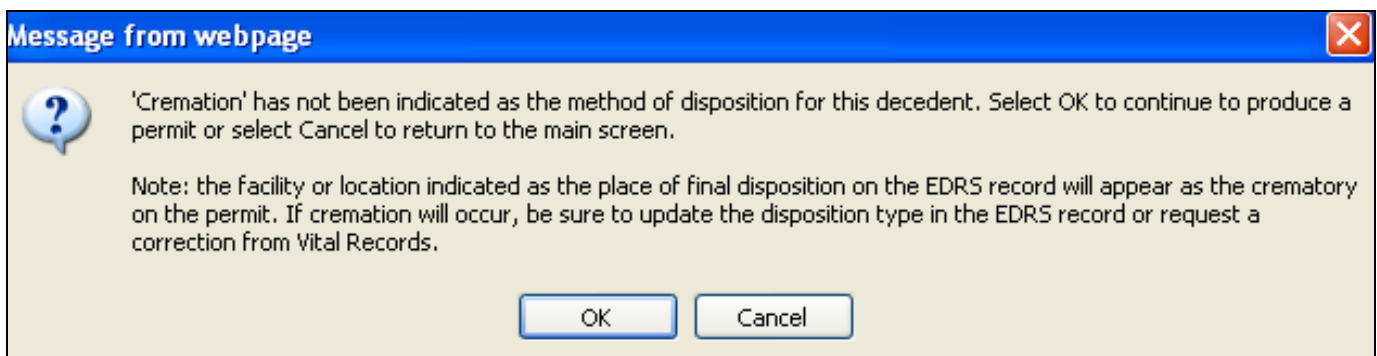


The date of disposition does not appear on the permit, however, it is considered by the application whenever a permit is printed. This message will appear even if you are printing a copy of the permit for your records after cremation has occurred.

If the date of disposition on the record is incorrect, you should either change the date on the EDRS record or, if it has been signed, submit a correction request to Vital Records. You are allowed to print a permit even when the date of disposition on the record is in the past to ensure you will not be "stuck" due to a clerical error. However, you must always obtain a permit prior to cremation.

Method of Disposition on the EDRS Record is Not "Cremation"

If the Method of Disposition indicated on the EDRS record is not "Cremation" you will receive the following message:



If you decide to proceed with printing a permit:

- 1) **You WILL be charged and must pay for a cremation permit even if cremation does not occur.**
- 2) The information that appears on the permit will reflect the information on the demographic record. So, for example, if “Burial” is indicated as the method of disposition and a cemetery has been listed as the place of final disposition, the name of the cemetery will appear on the permit in the field “Permission to cremate the body of this decedent at:”

The one scenario in which you may find it necessary to print a permit even though the disposition is not correct is when the EDRS record has been signed and cremation can not wait until Vital Records has corrected the record. In these cases, it is acceptable to cross out the incorrect information and enter the name of the crematory by hand. **However, you must also request a correction from Vital Records so that the death certificate correctly reflects the method and place of disposition.**

Medical Certification Completed on Paper

If the physician certifies the death using a paper PROD form, and waiting for this to be entered into the EDRS by Vital Records then reviewed by the OCME is not feasible, you may contact the local assistant medical examiner (1-888-552-2952) who can investigate the death and issue a paper permit.

EDRS Downtime

If the EDRS is not accessible due to planned down time, please wait until the EDRS is scheduled to be available and print the permit at that time. Typically planned down times are for a few hours on a Saturday morning and you will be given advanced notice. In the rare instance that a cremation permit must be printed before the EDRS is scheduled to be back on line, call the Office of the Chief Medical Examiner 1-888-552-2952.

If you are not able to access the EDRS and it is not a scheduled down time, first notify the Vital Records Office by e-mail at EDRS@vermont.gov or by phone 802-652-2070 or 800-439-5008, with a detailed description of what you are experiencing. If you are experiencing this issue during non-business hours and you can not wait until the next business day for a cremation permit, then contact the Office of the Chief Medical Examiner at 1-888-552-2952. Be sure to also notify Vital Records so that the issue can be addressed.

Questions

If you have any questions related to the Cremation Permit process or a specific case, contact the Office of the Chief Medical Examiner 1-888-552-2952. Before calling, be sure you have checked the status of the record in question. If a record has not been certified by the physician, it will not be eligible for review and the OCME will not have additional information. Also, please remember you do not need to call to request a review. OCME review of certified records will occur throughout the day. If a record has not been reviewed, check again the EDRS later in the day.

If you are having difficulty accessing the EDRS or navigating the Cremation Permit function, please contact the Vital Records Office either by e-mail (EDRS@vermont.gov) or by phone 802-652-2070 or 800-439-5008.