

FAX TRANSMISSION

DATE:

TO:

FROM:

RE: EDRS Quick Reference Guide (2 pages)



State of New Jersey Electronic Death Registration System

Quick Reference Guide for Completing the Electronic Death Certificate

Updated February 2009

EDRS LOGIN SCREEN

1. Open your Internet Web Browser.
2. Type the EDRS web address, <https://edrs.nj.gov> into the Address field and press **Enter**.
3. Type your **User ID** in the **User Name** field.
4. Move to **Password** and type in your Password.
5. Click the **Login** button.
6. The EDRS **WELCOME** screen will appear.

THE WELCOME SCREEN

EDRS Menu

Select an option from the EDRS **Welcome Menu** on the left. Available Menu options depend on the type of User logged into the EDRS.

Notifications

This section displays information regarding system updates.

To Do

The **To Do** section will display if there are pending Cases for this facility/user.

To Do Cases display a Status and Action to be taken.

Recently Accessed Cases

Cases recently completed will display under the Recently Accessed Cases section. These Cases have no outstanding items for this user to complete.

TO OPEN AN EXISTING CASE

- Click the **Case ID** number to open the Case
- To edit the Case, select **Edit Case** from the **Actions** Menu.

USER INFORMATION

- User Name and Facility information display in the top right-hand corner.

Located at the bottom of the screen:

- **About EDRS**—Mission Statement and notices.
- **Contact Us**—Helpline and Training contacts.
- **Forms**—Instructions and DC Forms.
- **Help**—See the Help section in this guide.

FINDING A CASE

You can find a Case that has already been started by another user. You can find a Case by the Case ID number, Decedent Name or other criteria.

1. Click **Find Case** on the **Welcome** Menu.
2. Enter an identifier, such as **Case ID** or **Last Name**.
3. Click the **Find Case** button.
 - a) A list of Cases that meet the search criteria will display.
4. Click the appropriate **Case ID** number.
 - a) The **Case Summary** will display.
 - i) Click Edit Case on the Actions Menu to complete the Medical Information; **OR**
 - i) **CERTIFIERS ONLY**—if the Medical Information/ Cause of Death is complete, click Certify Case on the Actions Menu to review and certify the Case.

CREATING A CASE

Note: Cases can be started by any authorized user of EDRS, including medical staff, pronouncers, medical certifiers, or funeral homes.

1. Click **Create Case** on the **Welcome** Menu.
2. Type the Decedent's first name in the **First Name** field.
3. Tab to **Middle Name** and Last **Name** and complete accordingly.
4. Click the down arrow next to **Suffix** to select a Suffix, if applicable.
5. Click the down arrow next to **Sex**, and complete.
6. Tab to **Date of Death** and type the *four-digit* year in which the death occurred.
7. Click the down arrow next to **Month** and **Day** to select the correct month and day of death.
8. Click the down arrow next to **Place of Death**, and select the appropriate choice (hospital, inpatient, decedent's home, etc.)

SELECTING THE PLACE OF DEATH FACILITY

1. If the Place of Death Facility Name does not display, click **Select the Facility**.
 - a) Click the down arrow next to **County** and select county.
 - b) Select the appropriate facility from the list.
 - i) **ONLY** select **Enter an Unlisted** facility if you cannot find the facility name.
 - c) You will return to the previous screen and the facility information will be listed.
 - i) Correct the facility by clicking on **Change the Place of Death Facility**
2. If Place of Death occurred in the **Decedent's Home**, enter the home address, and select the appropriate **County** and **Municipality**.
3. If Place of Death is not listed, select **Other**.
 - a) Enter the **Location Type**, and the location **Address**
 - b) Select the appropriate **County** and **Municipality**
4. Click **Submit** on the **Create Case** screen to start the Case.

DUPLICATE/MATCHING RECORDS FOUND

After creating a Case, the system will search for any Cases that are similar to the data entered. This feature helps to avoid duplicate Case generation.

If a **Case exists** that closely matches the data entered, a list of possible matches will display.

1. If **no name on the list matches** the decedent's information, click **Ignore Matches**.
2. If **name matches** the decedent's information, review the Municipality of death and facility information.
 - a) If the record is a duplicate of the Case you started, click the round button in front of the decedent's name.
 - b) Click **Choose Case**.
 - i) The **Case Summary** will display.
 - ii) Click **Edit Case** on the **Actions** Menu.

ENTERING MEDICAL INFORMATION

The **Medical Info** Screen displays after completing the **Create Case** functions.

MEDICAL INFO TAB

1. Enter the **Name** from the medical records only if it is different from the name entered.
2. Confirm the **Sex** and **Date of Death**.
3. Select the correct **Modifier** for the **Date of Death**.
4. Enter the **Time of Death**. Select **AM** or **PM**, and the appropriate **Modifier**.
5. Select whether the **ME was contacted**.
6. **Place of Death**. If necessary, click **Change the Place of Death Facility** to update the facility name, address, and municipality.
7. **Additional Information**. These fields are not required by EDRS. You can enter the **Medical Records Number**, and/or select appropriate **Organ Donor** response.
8. Click **Save**.

PRONOUNCEMENT TAB

Note: Based on N.J.A.C. 13:35-6.2 in the Case where the pronouncement has been relayed to the medical certifier, the pronouncement information does not need to be recorded in the EDRS.

1. If pronouncement information is available, enter the **Date and Time Pronounced**.
 - a) Otherwise, select the checkbox, **Pronouncement information not available**.
2. To enter or change the name of the pronouncer, enter the **Last Name of the Pronouncer** and click the **Look Up** button.
 - a) A list of all pronouncers will display. Click **Select** next to the correct name.
 - b) If pronouncer name is unknown, select the checkbox, **Pronouncer information not provided or incomplete**.
3. Enter or change the **Date Signed**, if necessary.
4. Click **Save**.

ENTERING CAUSE OF DEATH INFORMATION

CAUSE OF DEATH TAB

1. **Line A**. Enter final disease or condition resulting in death and the appropriate **Interval** between onset and death.
2. **Lines B-D**. List conditions that led to the Cause of Death listed in Line A as well as the appropriate Interval. Enter the UNDERLYING CAUSE LAST (disease or injury that initiated the events resulting in death).
3. If applicable, enter any **Other Significant Conditions** related to the death.
4. Indicate if there was an **Autopsy Performed**, and if **Findings Used**.
5. **Manner of Death**. Select **Manner of Death** (Natural, etc.), whether decedent had **Diabetes**, if **Tobacco** contributed to death, and **State of Pregnancy**, if applicable.
6. Click **Save**.

CERTIFYING A CASE

Note: Only a licensed medical certifier can login to certify a Case on the EDRS. **Certify Case** is only available after all Medical and Cause of Death Information is complete.

1. Confirm that the **Name**, **License** and **Address of the Certifier** are correct.
2. Scroll down through the DC on the screen to proofread/confirm the Medical Information entered.
 - a) If you need to edit the Medical or Cause of Death Information, click the appropriate tab and follow instructions in this guide for the specific tab.
 - b) Click the **Save** button on each tab to save any edits.
3. When ready to certify the Case, click the box next to **Certifying Physician**.
 - a) The **Certify** button will be enabled.
4. Click the **Certify** button.

5. The message "*You have successfully certified this Case*" will display on the **Case Summary**.

SETTING UP YOUR PRINTER

If you edit your Printer Settings, you will be able to print an Abstract of the Death Certificate for your file with appropriate margin settings and form layout:

1. Click on **File** on the Explorer Menu bar.
2. Click **Page Setup**.
 - a) Change the paper size to **Legal**.
 - b) Delete any text in the **Header/Footer** fields.
 - c) Change all **Margin** settings to **0.166**.
 - d) Accept the minimums set by the System.
3. Click **OK** on the Page Setup screen.
 - a) You can now print the Death Certificate.
 - b) You will only need to change these settings once, unless your office changes the settings back to their defaults.

PRINTING A FILE COPY OF THE DEATH CERTIFICATE

1. If the Case is not open, click the **Welcome** link and select the **Case ID** number from the list.
2. Click **View Case** (not Edit Case) from the **Actions Menu** on the right.
 - a) The **DC Form** will display
3. Click the **Printer Friendly Version** button.
 - a) Select your printer from the Print screen.
 - b) Make sure Legal Paper is selected on your Printer properties/Preferences screen.
4. Click **Print** on the Print Screen.
5. The Death Certificate Abstract form will print.
 - a) This form cannot be used for signatures, estate matters and/or filing with a local registrar.
 - b) The form can only be used as a file copy.

TO CLOSE A CASE

1. Click **Welcome** on the **Welcome** Menu to close a Case.

ONLINE HELP AND SUPPORT

1. Click **Help** located at the bottom right-hand side of the screen.
2. Click any item with a **Book**  icon in the left panel to see additional topics related to the subject.
3. Click a Topic name with a **Page**  icon to view the specific instructions.
 - a) The instructions will display in the right panel.

TUTORIALS:

NJ-EDRS has several visual tutorials to provide a step-by-step visual and audio guide for EDRS help. Ensure your speakers are on:

1. With the **Help** screen open, double click the **Tutorials Book**  icon.
 - a) **Topics** will display below the opened book icon.
2. Click the Tutorial **Topic** you wish to view
3. Click the **View Tutorial** link that displays in the right panel.
 - a) You can rewind, fast forward, etc. by using the controls located at the bottom of the tutorial window.
 - b) Click the **X** in the upper right hand corner of the tutorial window to close the tutorial.
4. You can view another tutorial by clicking the Tutorial **Topic** under the Tutorials book.

24 HOUR EDRS HELP DESK

Users of EDRS should direct all questions to the 24 hour-a-day help desk operated by the NJ Department of Health and Senior Services: By phone: 866-668-3788 or by e-mail: helpdesk@doh.state.nj.us