

## FINDING A CASE

1. After logging in, click **Find Case** on the left sidebar.
2. You can search for a case by entering one of several case details, such as Case# or Last Name. However, entering more than one detail will narrow your search results.
3. After entering the case detail(s), click the **Find Case** button.
4. A list of cases that meet the search criteria appear. Select the appropriate Case ID number.




## PRINTING A CASE

1. If the case is not open, click the **Welcome** option on the left sidebar, and then select the Case ID number from the list.
2. Click **View Case** (not **Edit Case**) from the **Actions Menu** on the RIGHT sidebar.
3. The **DC Form** tab should be displayed (if not click it now).
4. Edit your Printer Settings:
  - a. Click **File** on the top menu bar.
  - b. Click **Page Setup**.
  - c. Change the paper size to **Legal**.
  - d. Delete any text in the **Header/Footer** fields.
  - e. Change all **Margin** settings to **0.166**
  - f. Click **OK** on the Page Setup screen.
5. Click **Printer Friendly Version** button.
6. Select your printer from the Print screen and load Legal size paper into your printer.
7. Click **Print** button in the Print window. The Death Certificate Abstract form will print.

## ONLINE HELP AND SUPPORT


Online help and support is available for users of the NJ-EDRS system. Online help is designed to walk you through a step-by-step process for the help you request.

### General Information:

1. Click **Welcome** on the left sidebar.
2. Click **Help** located at the bottom of the screen to the right.
3. Select a topic with a **Page**  icon on the left sidebar for specific instructions.
4. Items with a **Book**  icon contain additional  pages related to the topic.

### 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**  (the last book listed) on the left.
2. Click the Tutorial sub-topic you wish to view
3. On the right-hand portion of the screen click the **View Tutorial** link for this topic.
4. You can rewind, fast forward, etc by using the controls located at the bottom of the tutorial window.
5. Click the **X** in the upper right hand corner of the tutorial window to close the tutorial.
6. You can view another tutorial by clicking it or click the **X** in the upper right hand corner of the Help window to close Help.

## 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 email: [helpdesk@doh.state.nj.us](mailto:helpdesk@doh.state.nj.us)



## State of New Jersey Electronic Death Registration System

### *Quick Reference Guide for Medical Certifier*

Updated November 1, 2007



<https://edrs.nj.gov>

## EDRS SIGN-IN

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

## THE WELCOME SCREEN

### EDRS Menu:

Select a menu option from the EDRS Welcome Menu on the left sidebar. The Menu options that are available depend on the type of User ID.

### To Do:

Active Cases in EDRS will list in the To Do section at the top of the Welcome screen and display a Status and Action to be taken. Click on the Case ID number to open the Case.

### Recently Accessed Cases:

Cases that were recently worked on, but do not have a To Do item appear in Recently Accessed Cases list.

## SELF-REGISTRATION

Licensed medical certifiers may elect to register in the EDRS, and utilize the system prior to receiving training if they are familiar with computer applications. To do so, follow these instructions:

1. Open your Internet Web Browser.
2. Type the EDRS web address, <https://edrs.nj.gov> into the Address field and press **Enter**.
3. Under **Getting Started**, click on Register as a new user.
4. Select **I am a Physician** from the list presented, and then complete the required information to be issued a valid login and password to the EDRS.

## CERTIFYING A CASE

1. Open the case to be certified, by selecting the **Welcome** menu, and click on the **Case ID** number from the list OR click **Find Case** and enter the Case ID and/or other primary case information.
2. Select **Certify Case** from the **Actions** menu on the RIGHT sidebar, and follow the instructions below.
  - **Cause of Death** tab: Review the information entered on the cause of death tab or if the information was not entered, please do so.
    - i. Confirm the accuracy of **Lines A-D**:
      1. **Line A** should contain the final disease or condition resulting in death and the appropriate **Interval** between onset and death.
      2. **Lines B-D** should contain, if applicable, conditions that lead to the cause of death listed in Line A as well as the appropriate **Interval**. Enter the UNDERLYING CAUSE (disease or injury that initiated the events resulting in death) LAST.
    - ii. The Medical Certifier shall confirm or edit:
      1. **Other Significant Conditions** related to the death.
      2. Indicate if there was an **Autopsy Performed**, and if **Findings Used**.
      3. **Manner of Death**. Confirm selections for Manner of Death, whether decedent had Diabetes, if Tobacco contributed to death, and State of Pregnancy, if applicable.
      4. Click **Save**.
  - **Certify** tab:
    - i. Confirm that the **Name, License**, and **Address of Certifier** are correct.
    - ii. When ready to certify the case, check the **Certifier** checkbox, and click the **Certify** button.
    - iii. The confirmation statement is displayed: “You have successfully certified this case.”
  - **Create** a case that has not already been started. Please refer to the **Quick Reference Guide for Medical Facilities, Long Term Care, Hospice and Nursing Homes**.

## ACTIONS MENU

The **Actions Menu** appears on the RIGHT sidebar when a case is open. Available actions appear in bold, blue text. Disabled actions appear in plain black text.

### View Case

Use the **View Case** function to review and/or print the details of a case that is already certified. Use **View Case** instead of the Edit Case function. If you use the Edit Case function, you may have to recertify the case.

### Edit Case

Use the Edit Case function to revise or add information to the death certificate.

### Change Case Information

Allows the user to edit the **Medical Records Number** and **Organ Donor Network Notified** fields.

### Certify Case

Use the **Certify Case** function to review the completed medical information and electronically sign the death certificate.

### Drop to Paper

This option should not be used unless the medical entity has verified with or been advised by the funeral home that they are not registered in the EDRS.

### Manage Involvement

This option allows the user to designate another physician to the case as well as assign it to a funeral home.

### Abandon Case

This function is useful in situations where a duplicate case was entered into the EDRS or a case was started in error. Abandoning the case will permanently lock the case, preventing it from future access. A user can **View** an abandoned case but no other Actions can be performed.