



New Jersey Electronic Death Registration System (EDRS) Training Guide

For the Medical Certifier and Medical Facility

The EDRS is a customized Electronic Death Registration System developed, supported and copyrighted by the NJ Department of Health and Senior Services (NJ-DHSS).

References and display of the EDRS screens and Help Documentation in this Guide are included with the permission of the NJ-DHSS.

The EDRS is mandatory under New Jersey state law.

NJ Statute 26:8-24.1 New Jersey Electronic Death Registration System (NJ-EDRS) states that “...All participants in the death registration process, including but not limited to, the State Registrar, local registrars, deputy registrars, alternate deputy registrars, sub-registrars, the State Medical Examiner, county medical examiners, funeral directors, attending physicians and resident physicians, licensed health care facilities, and other public or private institutions providing medical care, treatment or confinement to persons, **shall be required** to utilize the NJ-EDRS to provide the information that is required of them by statute or regulation.”

Table of Contents

The EDRS Overview	1
The EDRS Mission Statement	1
Self-Registration for the Medical Certifier	2
Registration for the Medical Facility.....	4
Logging into the EDRS	5
The Login Screen.....	5
The EDRS Welcome Screen	6
The EDRS Main Menu	6
Getting Started	7
Finding a Case in the EDRS	7
Case Summary Screen	8
The Actions Menu.....	8
Creating a Case in the EDRS.....	9
Place of Death - Facility Lookup Function	10
Duplicate Case/Matches Found Feature	11
The Electronic Death Certificate	12
Medical Information Screen	12
Pronouncement Screen	13
Cause of Death Screen.....	14
Certifying a Case	15
Appendix.....	17
The EDRS Main Menu	17
Manage User	18
The Actions Menu.....	19
Manage Involvement.....	20
Printing a DC Form for your file.....	21
How to Get Help With The EDRS	23
Facility Administrator Application	24
Completing Items on the Certificate of Death	25

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The EDRS Overview

The EDRS is a secure web-based system that provides an efficient method for electronically registering deaths.

- The EDRS provides Medical Certifiers, medical facilities, and their staff the ability to electronically create, update and finalize their required portion of the NJ Reg 18 Death Certificate.
- The EDRS is designed to allow medical staff to enter information after which the licensed Medical Certifier can review and certify the record.
- The EDRS Case can be started by any authorized user of the EDRS. The EDRS checks for the creation of duplicate records.
- The EDRS provides Medical Certifiers and medical facilities with reports on the deaths finalized in the EDRS.
- The EDRS is accessible 24 hours a day – 7 days a week.
- The EDRS can easily be accessed from any location/device with an Internet connection at:

<https://edrs.nj.gov>

24 hour EDRS Help Desk – Phone: 1-866-668-3788 or

Email: helpdesk@doh.state.nj.us

The EDRS Mission Statement

The mission of the EDRS is to provide a seamless state-of-the-art, web-based electronic registration of death records within New Jersey. The benefits include:

- More efficient and timely processing of death records. As a web application, the EDRS is available to anyone with Internet access.
- Higher data accuracy and reporting of required data items. System edits will reduce errors and rejections.
- Immediate access to revisions in Death Certificate form. Information on the certificate can be changed at any time prior to the local registrar's acceptance of the form.
- Expedited access to certified copies and data reporting.
- Ease in correcting errors. The user can key over errors eliminating white-outs and cross-outs.
- Data exchange/integration with government agencies, e.g. Social Security Administration (SSA). The EDRS interfaces with SSA to validate SSNs and sends a file of the fact of death to SSA.

Self-Registration for the Medical Certifier

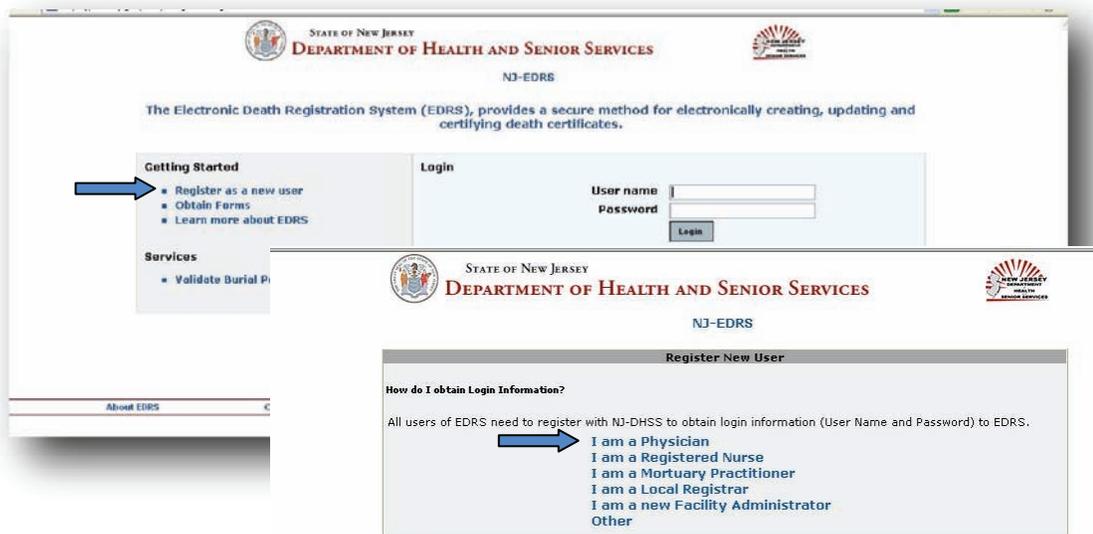
A licensed Medical Certifier can register with the EDRS from any Internet connection and immediately activate a User Name and Password for access into the system. Once logged in, the Medical Certifier will be able to electronically complete a Death Certificate on the EDRS.

To start the Self-Registration process, you will need:

- Your complete License number (ex: 25MA00123400).
- The complete address registered on your License (where your license is mailed).
- A current, valid email address.

STEPS to Self-Register with the EDRS

1. Access the Internet from your computer system.
2. Type the EDRS website <https://edrs.nj.gov> into the Address Bar of your Internet Web Browser .
 - a. Press the **Enter** key.
 - b. The **NJ-EDRS Login Screen** will display.
3. Click the link **Register as a New User**.



- a. The **Register New User** screen will display.
4. Click the link **I am a Physician**.
 - a. The **Physician Registration Form** will display.



NJ-EDRS

All fields marked (*) are required.
A valid active Email Address is required to Self-register.

Registration	
Personal Information	
* First Name <input type="text"/>	Middle Name <input type="text"/>
* Last Name <input type="text"/>	Suffix <input type="text"/>
* License Number <input type="text"/>	* Issuing State <input type="text" value="New Jersey"/>
* Address as on license <input type="text"/>	
* State <input type="text" value="New Jersey"/>	* City <input type="text"/> * Zip <input type="text"/>
The contact information provided below will be used only within EDRS to contact you and will not be shared among any other systems.	
* Telephone Number 1 <input type="text"/> Ext: <input type="text"/>	
Telephone Number 2 <input type="text"/> Ext: <input type="text"/>	
Telephone Number 3 <input type="text"/> Ext: <input type="text"/>	
* Email Address <input type="text"/>	Fax # <input type="text"/>
User Access Information	
* Desired User name <input type="text"/>	
* Password <input type="text"/>	* Re-type Password <input type="text"/>
* Secret Question <input type="text"/>	
* Secret Answer <input type="text"/>	
Before proceeding to next screen, please make a note of your user name and password for future reference. They will be required to access NJ-EDRS at all times.	
<input type="button" value="Continue"/>	

- b. Complete the required fields on the form (noted by the red asterisk).
 - i. The **User Name** must contain at least 6 alphanumeric characters.
 - ii. The **Password** must contain at least 6 alphanumeric characters and must contain at least one number.
5. Click **Continue**.
 - a. An immediate email will be sent to the address you specified. The email will contain a **Confirmation Code**. Check your email account before moving to the next step.
 - b. The next screen will require you to enter the **Confirmation Code** that you received in the email.
 - c. After entering the **Confirmation Code**, click the box to check the Statement that you “Agree to adhere....”
 - d. Click **Continue**.
 - i. The EDRS Login screen will display.
 - ii. The **User Name** and **Password** you entered on the Registration form will be activated.
 - iii. You can now log into the EDRS to begin processing Death Certificates.

Note: The Medical Certifier will be able to use the EDRS to certify Death Certificates for any death that occurs in a medical facility, nursing home, hospice care, etc. or the decedent’s home.

Registration for the Medical Facility

All Medical Facility Administrators will be given a **User Name** and **Password**. Medical Facility Administrators must complete the **Facility Administrator Application** and submit it to NJ-DHSS to obtain a **User Name** and **Password**. A copy of the **Facility Administrator Application** is included in the Appendix of this Training Guide.

If the organization has multiple facilities that work independently from each other, a Facility Administrator should be assigned to each facility. The Facility Administrator Application should be completed for each independent facility under the one organization.

STEPS to Register a Facility Administrator

1. Copy the **Facility Administrator Application** included in the Appendix of this Training Guide or
 - a. Click **Register as new User** on the EDRS Login screen.
 - b. Click **I am a New Facility Administrator**.
 - c. Open the **Facility Administrator Application**.
 - d. Print the Application.
2. Complete all required fields on the **Facility Administrator Application**.
3. Sign the **Facility Administrator Application** in the designated area.
4. Fax the **Facility Administrator Application** to the NJ-DHSS at 609-599-8626.
 - a. If you have any questions you can call the Help Desk at 866-668-3788.
 - b. Once the information is verified, you will be contacted through email with the login information.

Note: Medical Certifiers and Facility Administrators should review the **Manage Users** function listed in the Appendix of this Training Guide. The **Manage Users** function enables the Medical Certifier or Medical Facility Administrator to:

- Associate licensed nurses/pronouncers to the EDRS facility account.
- Disassociate users (licensed nurses/pronouncers) from the EDRS facility account.
- Create user accounts for non-licensed staff members of the facility who will require access to the EDRS.

Logging into the EDRS

The Login Screen

Logging into the EDRS will enable the Medical Certifier or Medical Facility staff to:

- Complete the **Medical** and **Cause of Death** sections of the Electronic Death Certificate.
- Certify the Electronic Death Certificate (licensed Medical Certifier only).
- View and Print reports on all Death Certificates completed by the Medical Certifier or Facility.

STEPS to Login to the EDRS

1. Connect to the Internet and access your Internet Web Browser .
2. Type the EDRS website <https://edrs.nj.gov> into the Address Bar and press the **Enter** key.
 - a. The **NJ-EDRS Login** screen will display.

3. Complete the **User Name** field.
4. Complete the **Password** field.
5. Click **Login**.
 - a. The system will verify your **User Name** and **Password**.
 - b. If everything is correct, you will now access your account in the EDRS.
 - c. If an active Case is pending, the screen will display the decedent's Case.
 - i. You have a choice to click **Edit** or **Certify Case** on the **Actions Menu** to continue working on the decedent's death certificate;
or
 - ii. Click **Welcome** on the left menu to access the EDRS Welcome Screen.

The EDRS Welcome Screen

The **Welcome** screen is the homepage in the EDRS. The **Welcome** screen contains three sections.

NEW JERSEY DEPARTMENT OF HEALTH SENIOR SERVICES

NJ-EDRS Training

Welcome

Create Case

Find Case

Reports

Update Profile

Manage User

Logout

Logged in as: (Roger Physician)
Facility: St Theresa Medical Center

Welcome

To Do:

Case ID	Decedent Name	Date of Death	Sex	Age	Facility	State File #	Status	Action
1000784	Mary Jane Joa	11/12/2007	Female				Medical Ready to Certify,	Certify
1000995	Elvis John Smith Jr.	07/12/2008	Male				Medical Pending, Personal	Edit
1000957	Mary S Smith	06/01/2008	Female				Medical Pending, Personal	Edit
1000956	Jane Doe	06/01/2008	Female				Medical Pending, Personal	Edit
1000942	MARY ROOSE	03/01/2008	Female				Medical Pending, Personal	Edit

Recently accessed cases:

Case ID	Decedent Name	Date of Death	Sex	Age	Facility	State File #	Status	Date of Action	Action
1000809	Elvis F Krump	01/10/2008	Male	84	Training Funeral Home 5		Submitted	06/18/2008	Order Certified Copy
1000688	John Pieter Smithson	03/23/2007	Male	107	Hanna Funeral Home		Submitted	06/14/2008	Issue Burial Permit
1000828	Ned Burlington	02/22/2008	Male	100	Maxwell Funeral Home		Medical Certified, 06/09/2008		End Review by ME
1000841	Robert Bunny Jr.	03/01/2008	Male				Medical Certified, 03/01/2008		Certify Medical
1000773	John Q Smith	10/29/2007	Male	84	Training Funeral Home		Submitted	10/30/2007	Issue Burial Permit
1000721	Harold Robbins	06/06/2007	Male				Medical Certified, 06/06/2007		Certify Medical
1000686	John Pieter Smithson	03/23/2007	Male	107	Hanna Funeral Home	20070000204	Filed	05/29/2007	Print Burial Permit
1000710	Mary Alice Jacobs	05/10/2007	Female				Medical Certified, 05/17/2007		Certify Medical
1000709	John Q Smith IV	05/15/2007	Male				Medical Certified, 05/17/2007		Release Case
1000679	John Pieter Smithson	03/22/2007	Male	107	Hanna Funeral Home	20070000202	Filed	03/28/2007	Filed Case
1000683	John Pieter Smithson	03/22/2007	Male	97	Hanna Funeral Home	20070000203	Filed	03/28/2007	Filed Case

About EDRS Contact Us Disclaimer Statement Forms Help

This system is restricted to authorized users. Random audits are routinely performed.
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The EDRS Main Menu

- You will use the **EDRS Main Menu** (located on the left side of the screen) to access different functions of the system. Each function listed on the **EDRS Main Menu** is described in the Appendix of this Training Guide.
- If you do not see the **To Do** section and **Recently Accessed Cases** section, click on the blue **Welcome** link on the **EDRS Main Menu**.
- To access a function on the **EDRS Menu**, click the specific function.

To Do List

- The To Do section will display if there are pending Cases for this facility/user.
- The **Action** column displays the function that needs to be completed on the Case.
- To open a Case, click the **Case ID** number.

Recently Accessed Cases

- Cases recently completed display on the **Recently Accessed Cases** list for future reference and monitoring of Case progress.
- The **Action** column displays the last function performed on the Case.
- To open a Case, click the **Case ID** number.

Getting Started

There are two ways to access Cases in the EDRS.

- Use the **Find Case** function to locate a Case that has already been created by another user.
- Use the **Create Case** function to start a new Case in the EDRS.

Finding a Case in the EDRS

It is very easy to locate a Case that has already been created in the EDRS. The **Find Case** function will locate a Case based on the information entered in any one of the criteria fields.

- The easiest way to locate a Case that was already created in the EDRS is by the **Case ID** number.
 - Obtain the **Case ID** number from the medical staff or the funeral director who started the Case.
- You can also locate a Case by the decedent's last name or any of the other fields listed on the screen.

The screenshot shows the 'Find Case' web application interface. The page title is 'Find Case'. The user is logged in as 'mc (Roger Physician)' at 'St. Theresa Medical Center'. The interface includes a search bar, a 'Find' button, and several input fields for search criteria. The 'Case Identifiers' section contains fields for Case ID, State File Number Range, First Name, Last Name, Suffix, Sex, Date of Birth (Year, Month, Day), Social Security #, Medical File #, and Medical Examiner File #. The 'Death Info' section contains fields for Date of Death (Year, Month, Day), County of Death, Municipality of Death, and Status. At the bottom, there are 'Find Case' and 'Reset' buttons. The footer contains links for 'About EDRS', 'Contact Us', 'Disclaimer Statement', 'Forms', and 'Help'.

STEPS to Find a Case

1. Click the **Find Case** function from the **EDRS Main Menu**.
 - a. The **Find Case** screen will display.
2. Enter the **Case ID** number or the **Last Name** of the decedent.
 - a. You can obtain the **Case ID** number from the Funeral Home or the Medical Staff that started the Case.
 - b. You can search for a Case by entering data in only one field.
 - c. Entering data in more than one field will narrow your search results.
3. A list of Cases that meet the search criteria will display.
 - a. Click the **Case ID** number to open the appropriate Case.

Case Summary Screen

When you open a Case, the **Case Summary** screen will display. The **Case Summary** screen provides an overview of the **Case Details**, the **Case Status** and a list of **Events** that have occurred on the Case. An **Actions Menu** displays on the right side of the screen.

The screenshot shows the NJ-EDRS Case Summary screen. At the top, it displays 'Edit Case' with fields for Case ID (1000995), Decedent Name (Elvis John Smith Jr.), Date of Death (07/12/2008), Logged in as (Roger Physician), and Facility (St Theresa Medical Center). Below this is a navigation bar with tabs: Summary (highlighted with a blue circle), Form, Medical Info, Pronouncement, Cause of Death, Notes, and Events. The main content area is divided into sections: 'Case Details' with fields for Case #, State File No., Date of Death, Decedent Name, Place of Death, Residence Info, Funeral Director, Medical Certifier, Medical Facility, and County, Municipality; 'Case Status' showing 'Medical Pending, Personal Pending'; and 'Significant Events' with a table listing events like 'Create Case' on 07/12/2008. On the right side, an 'Actions' menu is highlighted with a blue circle, listing options: View Case, Edit Case, Change Case Information, Certify Case, Manage Involvement, and 'Other Actions' (Refer to ME, Drop to Paper, Abandon Case). A left sidebar contains navigation links like 'Welcome', 'Create Case', 'Find Case', etc. The footer includes 'About EDRS', 'Contact Us', 'Disclaimer Statement', 'Forms', and 'Help'.

The Actions Menu

The **Actions Menu** displays specific functions that can be performed on an opened Case. The **Actions Menu** is only accessible from the **Case Summary** screen.

Each function listed on the **Actions Menu** is described in the Appendix section of this Training Guide. Three of the most commonly used **Action** functions are:

- **View Case** – The **View Case** function displays the Reg. 18 Death Certificate. This form can be viewed to proofread and/or print a **file copy** of the Death Certificate.
- **Edit Case** – The **Edit Case** function enables the user to complete and or edit the details of a Death Certificate. If the **Edit Case** function is selected and changes are made after a Death Certificate has been certified, the Death Certificate must be certified again by the licensed Medical Certifier.
- **Certify Case** – The **Certify Case** function enables the licensed Medical Certifier to verify the **Medical Information** and certify the **Cause of Death** on the Case. Only licensed Medical Certifier’s can certify a Case on the EDRS.

Note: Click on one of the **Actions Menu** functions and proceed to the **Electronic Death Certificate** section of this training guide to continue working on a Case that was already created in the EDRS.

Creating a Case in the EDRS

The **Create Case** function is used to start a **new** Case in the EDRS.

The **Create Case** function will use the name of the decedent you enter to search for any matching Case that may have already been started in the EDRS.

- Cases can be started by authorized users of EDRS, including medical staff, pronouncers, medical certifiers or funeral homes.
- The system automatically checks to make sure that duplicate Death Certificates are not being created for the decedent. This function avoids duplication in the system. A funeral home, pronouncer or medical facility may have already started a Case in the EDRS for the decedent.
- All information entered on the **Create Case** screen will automatically be transferred to the appropriate fields on the Death Certificate screens.

STEPS to Create a Case:

1. Click the **Create Case** function from the EDRS Main Menu.
 - a. The **Create Case** screen will display.

2. Complete the required fields on the **Create Case** screen.
 - a. Use the **Tab** key or **Mouse** to move from field to field.
 - b. A warning message will display if you enter a **Date of Death** that is more than 7 days prior to the current date. This is only a warning to make sure it was not entered in error. You can still proceed with the Case.
 - i. Click **OK** to continue if the date is correct.
 - ii. Click **Cancel** to correct the date if you made a mistake.
3. Complete the **Place of Death** information.
 - a. Click the drop down menu to display a list.
 - b. Click the appropriate item (Hospital:Inpatient; Decedent's Home; Hospice Facility; etc.)
4. If the appropriate Facility Name and Facility Address does not display:
 - a. Click the **Select Facility** link to search for the specific facility.
(See detailed instructions on the next page for using the **Select Facility** link)
5. Click **Submit** to complete the **Create Case** function and proceed with the EDRS.

Place of Death - Facility Lookup Function

The **Facility Lookup** function is a valuable tool to accurately identify the **Place of Death** facility.

Using this tool will avoid entering the incorrect spelling of a facility name, the incorrect county, or the incorrect municipality for the facility. It is imperative that the facility information is correct when completing a Death Certificate due to filing and reporting requirements of the State of New Jersey.

Note: The EDRS will use the **Place of Death Type** initially selected on the **Create Case** screen when searching for facility names. For example, if Hospital: Inpatient was selected as the **Place of Death Type**, only a list of hospitals will display when searching for the Facility Name.



Displaying 1 - 3 of 3 total facilities found.

Facility Name	Facility Address	Municipality	County
1. Capital Health System at Mercer	446 BELLEVUE AVENUE TRENTON, NJ 60939	Trenton City	Mercer
2. Somerset Medical Center	110 REHILL AVENUE SOMERVILLE, NJ 90868	Somerville Boro	Somerset
3. South Jersey Hospital - Elmer	WEST FRONT STREET ELMER, NJ 85636	Carneys Point Twp.	Salem

STEPS to Select a Facility:

1. Click the **Select Facility** link from the **Create Case** screen.
 - a. A **Facility Lookup** screen will display.
2. You can search for a facility by:
 - a. Entering part of the **Facility Name**; the complete **City**; or the selecting the **County**.
 - b. It is not necessary to enter information into all three fields.
3. The EDRS will search for any facility that matches the criteria you entered.
4. When the list of possible facilities displays, click the **Facility Name** that is correct.
 - a. The complete facility name, address, county and municipality will display on the EDRS Case.
 - b. If the appropriate facility does not display on the **Facility Lookup** screen, and you have tried other search criteria, click the link **Enter an Unlisted Facility**.
 - c. This function allows the manual entry of a facility name, address, county and municipality.
5. Click **Submit** to complete the **Create Case** function and continue to the Death Certificate form.

Duplicate Case/Matches Found Feature

After creating a Case, the system will begin to search for any records that match the data you entered. This feature is a great tool that helps to avoid duplicate Case generation in the EDRS.

If no matching records exist, the Electronic Death Certificate will display. You can begin to complete the Death Certificate.

1. A **Case ID** number is generated for each Case. The **Case ID** number will display at the top of the **Case Summary** screen and on the list of Cases on the EDRS **Welcome** screen.
2. Write the **Case ID** number in the decedent's file.
3. You can provide this number to the Medical Certifier or funeral home to ensure that they have the correct Case created.

STEPS to Use the Matches Found List:

If a record does exist that closely matches the data you entered, a screen will display listing the matches that have been found.

Case ID	Decedent Name	Date of Death	Sex	Age	Municipality of Death	Facility	Status	%
<input checked="" type="radio"/> 1001364	Elvis Melvin Smith	02/04/2009	Male		Middle Twp., Cape May	Training Funeral Home 3	New	50
<input type="radio"/> 1001365	James Smith	02/03/2009	Male		Galloway Twp., Atlantic	Dr. Ralph Brownbook	Active	50
<input type="radio"/> 1001368	James Smith Jr.	02/10/2009	Male		Secaucus Town, Hudson	Dr. Ralph Brownbook	Dropped to	50
<input type="radio"/> 1001357	John Smith	02/04/2009	Male		Rahway City, Union	Dr. Ralph Brownbook	Active	50

1. If no name on the list matches the decedent's information, click **Ignore Matches**.
 - a. The Electronic Death Certificate will display. You can begin to complete the Death Certificate.
 - b. Write the **Case ID** number in the decedent's file.
2. If a 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 name to select that Case.
 - b. Click **Choose Case**.
 - i. The Electronic Death Certificate will display. You can begin to complete the Death Certificate.
 - ii. Write the **Case ID** number in the decedent's file.

The Electronic Death Certificate

Medical Information Screen

The **Medical Information** screen is completed by the Medical Certifier, Pronouncer or Medical Facility staff. Funeral Homes do not have access to the **Medical Information** screen and, therefore, cannot create or edit this information.

The screenshot shows the NJ-EDRS Medical Information screen. At the top, it displays 'Certify Case' with Case ID 1000704, Decedent Name Mary Jane Doe, Date of Death 07/16/2009, and Facility St. Theresa Medical Center. The user is logged in as RUGER, P11310111. The screen has a navigation menu with tabs: Welcome, Summary, DC Form, Medical Info (selected), Pronouncement, Cause of Death, Certify, Notes, and Events. The 'Medical Information' section includes: 1. Name of Decedent as Known by Physician (Only enter if different) with fields for First Name (Mary), Middle Name (Jane), Last Name (Doe), and Suffix. 2. Sex (Female). 31. Date of Death (Year: 2008, Month: July, Day: 18, Modifier: Approximate date of death). 32. Time of Death (08:00 AM, Modifier: Approximate time of death, 33. Was ME contacted? Yes). The 'Place of Death' section includes: 34. Place of death (Hospital: Inpatient) and a link to change the facility. Facility information: 35a. Facility Name: Somerset Medical Center, 35b. Address: 110 REHILL AVENUE, 35c. Municipality: Somerville Boro, 35c. County: Somerset. The 'Additional Information' section includes: Medical Records Number and Organ Donor Network Notified. The footer contains links for About EDRS, Contact Us, Disclaimer Statement, Forms, and Help, and a copyright notice for NJDHSS.

STEPS to complete the Medical Information Screen:

Note: Some of the fields will contain data carried over from the **Create Case** screen as completed by you or another EDRS user. Review the information and make corrections, if necessary.

1. Confirm that the **Decedent's Name** and **Sex** is correct.
2. Confirm the **Date of Death**.
3. Confirm or select the correct **Modifier** for the **Date of Death**.
 - a. The modifiers for the **Date of Death** are Actual, Approximate, Court Appointed or Date Found.
4. Confirm or enter the **Time of Death**, select **AM** or **PM**, and select the appropriate **Modifier** for the **Time of Death**.
 - a. The modifiers for the **Time of Death** are Actual, Approximate, Court Appointed or Unknown.
5. Confirm whether the **ME was contacted** by selecting either Yes or No.
6. The **Place of Death** information carries over from the **Create Case** screen.
 - a. Confirm that the information is correct and edit, if necessary.
7. The **Additional Information** section is not required by the EDRS, but may be helpful to a medical facility.
 - a. The **Medical Records Number** and **Organ Donor** fields have been added for those facilities that either require the information, or would like to keep track of the information on the file.
8. Click **Save** to save the data on the screen and continue with the EDRS Death Certificate.

Pronouncement Screen

The **Pronouncement** screen is completed by the Pronouncer, Medical Certifier or Medical Facility staff. Funeral Homes do not have access to the **Pronouncement** screen and, therefore, cannot create or edit this information.

- A Pronouncer's complete name and license number can easily be looked up in the EDRS.

The screenshot shows the NJ-EDRS Pronouncement screen. The interface includes a navigation menu on the left with options like 'Welcome', 'Create Case', 'Find Case', 'Reports', 'Update Profile', 'Manage User', and 'Logout'. The main content area is titled 'Pronouncement' and contains several sections. At the top, it displays 'Certify Case' with fields for Case ID (1000794), Decedent Name (Mary Jane Doe), Date of Death (07/18/2008), and Facility (St. Theresa Medical Center). Below this, there are tabs for 'Welcome', 'Summary', 'DC Form', 'Medical Info', 'Pronouncement', 'Cause of Death', 'Certify', 'Notes', and 'Events'. The 'Pronouncement' section has a checkbox for 'Pronouncement information not provided.' and fields for '26. Date Pronounced Dead' and '27. Time Pronounced Dead' (with AM/PM radio buttons). Below that is a section for 'Pronouncer information' with a checkbox for 'Pronouncer information not provided or incomplete.' and fields for '28. Pronouncer First Name', 'Last Name', 'Suffin', and 'Credentials'. There is also a '29. License Number of Pronouncer' field with a 'Look Up' button and a '30. Date Signed' field. A footer contains links for 'About EDRS', 'Contact Us', 'Disclaimer Statement', 'Forms', and 'Help', along with a copyright notice for NJDHSS.

STEPS to complete the Pronouncement Screen:

1. Enter the **Pronounced Date of Death** and the **Pronounced Time of Death**.
 - a. If the **Pronouncement Information** is not available, select the checkbox, **Pronouncement information not provided** and proceed to Step 3 below.
2. Lookup the **Pronouncer's Information**.
 - a. If the **Pronouncer's information** is not available, select the checkbox **Pronouncer information not provided or incomplete**, and continue to Step 3.
 - b. Enter the Pronouncer's last name in the **Last Name** field (you do not have to enter the first name or license number).
 - c. Click the **Look up** button.
 - i. A listing of all names matching the last name entered will display.
 - ii. Click the **Select** link next to the correct name.
 - iii. The complete name and license number of the Pronouncer will display on the screen.
 - iv. Enter the **Date Signed** by the Pronouncer.
3. Click **Save** to save the data on the screen and continue with the EDRS Death Certificate.

Note: Based on the statute below, 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**.

N.J.A.C. 13:35-6.2

(d) Where the apparent death has occurred outside a licensed hospital and the attending or covering physician has been notified but is unable to go to the location to make the determination and pronouncement, said physician may specify another physician or may arrange with a professional nurse (R.N.) or a paramedic in accordance with N.J.A.C. 8:41-7.5, which requires the relay of findings, including telemetered electrocardiograms, if feasible to attend the presumed decedent and make the determination and pronouncement. In every such instance a written record, which may be contained within a police record, shall be prepared describing the circumstance and identifying the physician and any other person designated as above to perform the death pronouncement responsibility. Such report shall be promptly communicated orally to the attending physician for use in preparation of the death certificate. A copy of the report shall be provided to the physician as soon as practicable

Cause of Death Screen

The **Cause of Death** screen is completed by the Medical Certifier or Medical Facility staff. Funeral Homes do not have access to the **Cause of Death** screen and, therefore, cannot create or edit this information.

Note: The immediate cause of death is reported on **Line a** of the Death Certificate. This is the final disease, injury or complication directly causing the death. An immediate cause of death must always be reported on **Line a**. It can be the sole entry in the **Cause of Death** section if that condition is the only condition causing the death.

The screenshot shows the 'Cause of Death' screen in the NJ-EDRS system. The top navigation bar includes 'Welcome', 'Summary', 'DC Form', 'Medical Info', 'Pronouncement', 'Cause of Death', 'Notes', and 'Events'. The main content area is titled 'Cause Of Death' and contains the following sections:

- 36a. PART I IMMEDIATE CAUSE:** final disease or condition resulting in death. Subsequently list conditions, if any, leading to the cause listed on Line a. Enter the UNDERLYING CAUSE (disease or injury that initiated the events resulting in death) LAST. This section includes a text area for 'Enter chain of events (diseases, injuries, or complications) that directly caused death. DO NOT enter terminal events such as cardiac arrest, or ventricular fibrillation without showing etiology. DO NOT ABBREVIATE. Enter only one cause per line. Add additional lines if necessary.' and four lines (a-d) for 'Due to (or as a consequence of):'. To the right are dropdown menus for 'Approximate Interval between onset and death'.
- 36b. Other Significant Conditions:** A text area for additional conditions.
- 37. Autopsy Performed:** A dropdown menu with options 'No' and 'Not Applicable'.
- 38. Findings Used?:** A dropdown menu with options 'No' and 'Not Applicable'.
- Manner of Death:** A section with four dropdown menus: '46. Manner of death', '47. Did Decedent have diabetes?', '48. Did Tobacco Contribute to Death?', and '49. State of Pregnancy (if female)'.

The footer contains links for 'About EDRS', 'Contact Us', 'Disclaimer Statement', 'Forms', and 'Help'. A copyright notice at the bottom reads: 'This system is restricted to authorized users. Random audits are routinely performed. Copyright © 2004 - 2008 NJDHSS. All Rights Reserved.'

STEPS to complete the Cause of Death Screen:

1. Enter the final disease or condition resulting in death on **Line a**, and complete the **Approximate Interval between onset and death**.
2. Enter conditions on **Lines b-d** that led to the cause of death listed in **Line a**, and complete the **Approximate Interval** for each line.
 - a. Enter the Underlying Cause last (the disease or injury that initiated the events resulting in death).
3. If applicable, enter any **Other Significant Conditions** related to the death in field 36b.
4. Select the appropriate response for the fields **Autopsy Performed**, and **Findings Used**.
5. Complete the fields under the **Manner of Death** section.
 - a. Select the **Manner of Death** (Natural, Accident, etc.).
 - b. Select whether the decedent had **Diabetes**, if **Tobacco** contributed to the death, and note the **State of Pregnancy**, if applicable.
6. Click **Save** to save the data on this screen and continue with the EDRS Death Certificate.
 - a. The **Certify Screen** will display only if the licensed Medical Certifier is logged into the EDRS.
 - b. If the **Death Certificate** was completed by the Medical Facility staff, they can complete the Designate Physician screen and notify the Certifier that the EDRS Death Certificate is ready.

Certifying a Case

The **Certify Case** function is only available after the **Medical Info** and **Pronouncements** screens are completed and saved. The **Certify Case** function can only be completed by a licensed Medical Certifier. A licensed Medical Certifier must log into the EDRS to access the **Certify Case** function.

The screenshot shows the NJ-EDRS interface. The top navigation bar includes 'Welcome', 'Summary', 'DC Form', 'Medical Info', 'Pronouncement', 'Cause of Death', 'Certify', 'Notes', and 'Events'. The 'Cause of Death' section is highlighted, showing a 'PART IMMEDIATE CAUSE' of 'Human immunodeficiency virus'. Below this, the 'Certify Medical Information' section is visible, with fields for '52. Name of Certifier' (Roger Physician), '53. License' (25MA0999999), '51. Address of Certifier' (123 Main Street), 'City' (Trenton), 'State' (New Jersey), and 'Zip' (08690). A checkbox for '50. Certifier' is present, with the text 'Certifying physician - To the best of my knowledge, death occurred due to the cause(s) and manner stated.' Below this, the 'DC Form' section shows 'ABSTRACT OF DEATH CERTIFICATE INFORMATION' with fields for 'Medical Record No.' and 'State File Number: NOTSIGN'.

STEPS to complete the Certify Screen:

1. If the Case is not open:
 - a. Click the **Case ID** number on the **Welcome** screen to open the Case to be certified, or
 - b. Use the **Find Case** function if the Case does not display on the **Welcome** screen.
2. Click **Certify Case** from the **Actions** menu.
3. Confirm that the **Name**, **License**, and **Address of Certifier** are correct on the **Certify** screen.
4. Scroll down to review all information entered on the medical portion of the **Death Certificate**.
 - a. If any data needs to be corrected, click on the appropriate tab and refer to detailed instructions in this Training Guide for completing the **Medical Info** and **Cause of Death** sections.
 - b. Click **Save** on each screen edited and proceed to the **Certify** screen.
5. After confirming that the Death Certificate is correct, check the **Certifier** checkbox next to the statement *To the best of my knowledge, death occurred at the time, date, and place, and due to the cause(s) and manner stated.*
6. Click the **Certify** button.
 - a. A confirmation statement will display stating **You have successfully certified this Case.**
 - b. Confirm with the Funeral Home that the Case has been completed by your office.

Note: A **Designate Physician** screen will display instead of the **Certify** screen if you are not a Medical Certifier. Complete the **Designate Physician** screen to designate a Medical Certifier to a Case. See the Appendix of this Training Guide for more information on this topic.

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Appendix

The EDRS Main Menu

The EDRS Main Menu is available as soon as the User logs into the EDRS. The Main Menu displays on the left side of the screen. It provides functions to Create and/or Find death records. In addition it provides functions to manage the user's EDRS account and view or print facility reports.

Welcome

The **Welcome** link displays the **Welcome** screen in the EDRS. The **Welcome** screen is the homepage of the EDRS. The **Welcome** screen displays the **To Do** Cases and the **Recently Accessed Cases** for the user/facility.

Create Case

Create Case starts a new Case in the EDRS. This function checks for matching Cases to ensure that no duplicate Cases are created in the system.

Find Case

The **Find Case** function will assist the user in locating a Case that has already been created by another user.

Reports (Facility Administrator and Certifier Accounts only)

The **Reports** function will display a list of reports that are available for the specific user. The **Report** will display on the screen in a PDF format. The report can be printed and/or saved. The user needs to enter a "From Date" and a "To Date" in order to view the report for a specific range.

Update Profile

The **Update Profile** function provides screens for the user to review and/or edit the user's Name and Address information. The user can also change the **User ID** and/or **Password** for their account.

Manage User (Facility Administrator and Certifier Accounts only)

See the next page for steps on using the **Manage User** function to add users to your facility account.

Logout

This function exits the user from the EDRS. All users should **Logout** of the EDRS to ensure that all files are closed and to ensure that an unauthorized party does not gain access to the Cases in the EDRS.

Manage User

The **Manage User** function is available to Medical Certifiers and Medical Facility Administrators. This function provides screens for the Certifier or Administrator to associate licensed RN's/ Pronouncers to their facility.

The screenshot shows the 'Manage User' interface. It features a navigation menu on the left with options: Welcome, Create Case, Find Case, Reports, Update Profile, Manage User, and Logout. The main content area has two tabs: 'Associate User' and 'Create User'. Below the tabs, there is a section titled 'Find User to Associate' with the instruction: 'To locate a licensed user, supply some criteria below:'. This section contains three input fields: 'First Name', 'Last Name', and 'License Number' (with an example 'e.g. 264R00123400'). A 'Find User' button is located below these fields. Below the search section is a table titled 'Current Users' with columns for 'Name (Last, First, MI)', 'Role', and 'License #'. One user is listed: 'Doe, Mary' with the role 'Medical Clerk' and 'Unassigned' license. There are 'Disassociate User' and 'Edit User' buttons for this entry. At the bottom of the page, there are links for 'About EDRS', 'Contact Us', 'Disclaimer Statement', 'Forms', and 'Help', along with a copyright notice for NJ-EDRS.

The **Manage User** function also enables the Medical Certifier and/or Facility Administrator to **Create Accounts** for non-licensed staff. An email with a **User ID** and **Password** will be sent to the new user, once the user is Associated or the account is created by the Certifier or Administrator.

STEPS to Associate Licensed RNs/Pronouncers to the Facility

1. Click **Manage User** on the EDRS **Welcome** Menu.
2. While on the **Associate User** tab, enter the last name of the licensed RN/Pronouncer in the Last Name field.
3. Click **Find User** to have the system search for the individual.
 - a. A list of possible names will display.
4. Click the radial button next to the individual's name that you want to associate to the facility.
5. Click **Associate User**.
 - a. A **User Details** screen will display.
6. Select **Email** as the **Preferred Method To Be Contacted**.
7. If the Email is blank, enter the individual's email and confirm the email address a second time.
8. Click the **Save** button.
 - a. The individual selected will be added to the facility.
 - b. The individual will receive an email with their **User ID** and **Password** to access the EDRS.

STEPS to Create Non-Licensed Accounts

1. Click **Manage User** on the EDRS **Welcome** Menu.
2. Click the **Create User** tab.
3. Complete the **Create User** screen.
 - a. You must enter an E-mail account for the user.
4. Click the **Submit** button.
 - a. The individual will be added to the facility.
 - b. The individual will receive an email with their **User ID** and **Password** to access the EDRS.

The Actions Menu

The **Actions Menu** appears on the right side of the screen when a Case is open and the **Case Summary** screen is displayed. Available action items appear in bold, blue text. Disabled action items appear in plain black text. Disabled items become activated or available based on the screens that have been completed on the EDRS Case and/or based on the user that is signed into the EDRS.

View Case

Use the **View Case** function to review and/or print the details of a Case that is already certified. Use the **View Case** instead of the **Edit Case** function. If you use the **Edit Case** function, and make any changes to the Case, the Medical Certifier will have to re-certify the Case.

Take Case

The **Take Case** function is used to obtain ownership as a party to the Case. Once the facility has ownership of a Case, the Death Certificate can be reviewed. In addition, the Case will be included on the reports generated for the Facility.

Edit Case

The **Edit Case** function enables the user to complete and or edit the details of a Death Certificate. If the **Edit Case** function is selected and changes are made after a Death Certificate has been certified, the Death Certificate must be certified again by the licensed Medical Certifier.

Change Case Information

This function allows the user to edit the **Medical Records Number** and **Organ Donor** fields.

Certify Case (licensed Medical Certifiers only)

The **Certify Case** function enables the licensed Medical Certifier to verify the **Medical Information** and certify the **Cause of Death** recorded on a Death Certificate. Only a licensed Medical Certifier can log in to certify a Case on the EDRS. Certify Case is only available after the **Medical Information** and **Cause of Death** has been completed and saved in the EDRS.

Manage Involvement

See the next page for steps on using the **Manage Involvement** function.

Refer to ME

If there are any questions relating to the circumstances surrounding a death, the Case can be referred to the Medical Examiner's Office. On the EDRS, the **Refer to ME** function should be used in this situation. The Medical Examiner will be notified and the Case will be locked until it is reviewed by the Medical examiner.

Drop to Paper

This function should not be used unless the Medical Facility has verified with, or has been advised by, the Funeral Home that they are not registered in the EDRS. The **Drop to Paper** function locks the Case in the EDRS and prints the DC form for filing by the 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 abandoned Case, preventing it from future access. A user can **View** an abandoned Case but no other action can be performed.

Manage Involvement

This function allows the user to designate a physician to the Case as well as assign the Case to a specific funeral home. When this function is used, an email will be sent to the physician when the Case is ready to be certified, and the funeral home when the certification is complete.

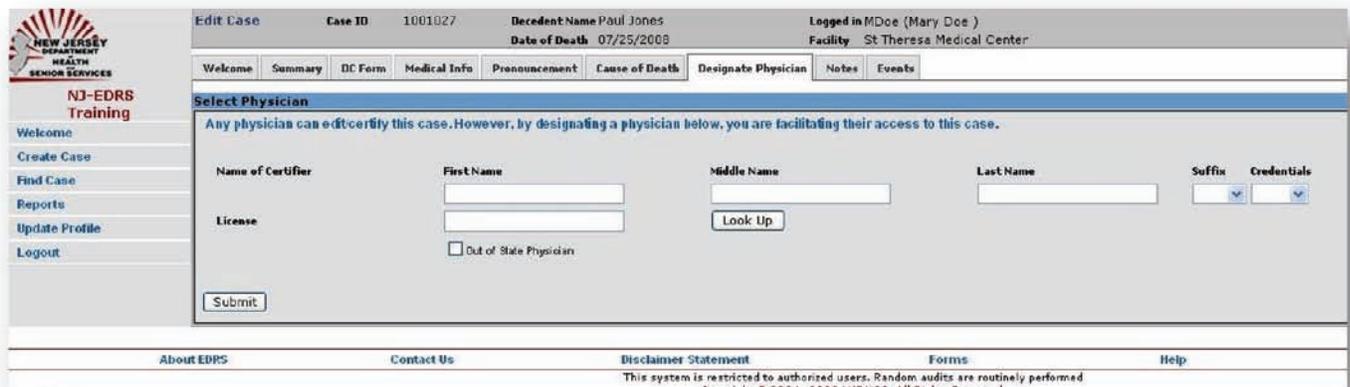
Designate a Physician to a Case

You can use the **Designate Physician** screen to assign a Medical Certifier to a Case on the EDRS.

- If the Medical Certifier is registered in the EDRS, an email will be sent notifying the Medical Certifier that the Case is ready to be certified.
- The Medical Certifier will have full access to the Case.

STEPS to Use the Designate Physician Screen:

1. Type the Medical Certifier's last name in the **Last Name** field.
2. Click **Look Up** to have the system search for the Medical Certifier.
 - a. A list of Physicians will display.
3. Click the **Select** link next to the appropriate Medical Certifier's name.
4. Click **Submit**.



NEW JERSEY DEPARTMENT OF HEALTH SENIOR SERVICES

NJ-EDRS Training

Welcome | Create Case | Find Case | Reports | Update Profile | Logout

Designate Physician

Case ID: 1001027 | Decedent Name: Paul Jones | Date of Death: 07/25/2008 | Logged in MDoe (Mary Doe) | Facility: St Theresa Medical Center

Welcome | Summary | DC Form | Medical Info | Pronouncement | Cause of Death | **Designate Physician** | Notes | Events

Select Physician

Any physician can edit/certify this case. However, by designating a physician below, you are facilitating their access to this case.

Name of Certifier: First Name, Middle Name, Last Name, Suffix, Credentials

License: Look Up

Out of State Physician

Submit

About EDRS | Contact Us | Disclaimer Statement | Forms | Help

This system is restricted to authorized users. Random audits are routinely performed. Copyright © 2004- 2008 NJDHSS. All Rights Reserved.

Printing a DC Form for your file

You can print a file copy of the Death Certificate for your Case. This copy cannot be used for signatures, estate matters and/or filing with a local registrar. The word “Abstract” will print as a watermark on the copy to ensure that it is not used as a legal document.

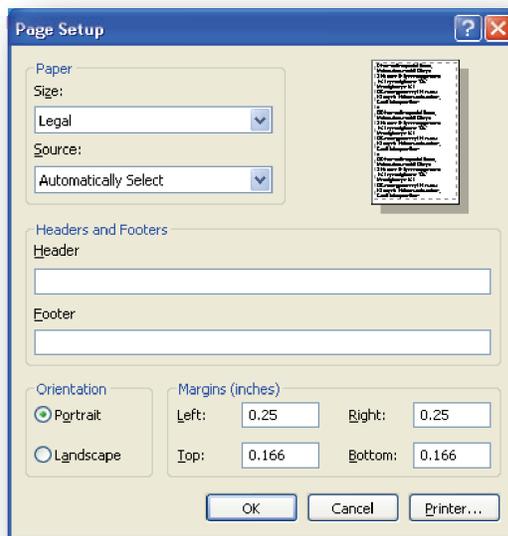
Preparing Your Printer

The file copy of the Death Certificate must be printed on legal size paper. The printer settings are controlled by your Internet Browser since you are printing from the Internet.

The steps below will walk you through changing your printer settings for your Internet Browser. The paper size, margins and header/footer codes must be changed in order to properly print the Death Certificate.

STEPS to Prepare Your Printer to print a file copy of the Death Certificate

1. Click **File** on the Explorer Menu Bar.
 - a. A **File Menu** will display.
2. Click **Page Setup** from the File Menu.
 - a. The **Page Setup** screen will display.



- b. Write down the text that presently appears in the following fields:
 - i. Paper Size; Header; Footer; Margins (top, bottom, left, right)
 - ii. Keep this information in case you need to change back to these settings.
3. Click the down arrow on **Paper Size** to display a list of paper sizes.
 - a. Click the option Legal.
 4. Move to **Header** and **Footer** and **Delete** the contents of the **Header** and **Footer** boxes.
 - a. This will remove the page number and name of the website from printing at the top and bottom of the DC form.
 5. Move to the **Margin** fields and change all four margin values (top, bottom, left, right) to 0.166.
 - a. Accept any minimum margins changed by the system.
 6. Click **OK** to proceed.

STEPS to Print a File Copy of the Death Certificate

1. Open the Case and click **View Case** on the **Actions Menu**.
 - a. The Case will open to the **DC Form** tab.
 - b. If the Case is already open, you can click the **DC Form** tab to view the form.
 - c. Make sure you changed your printer settings as explained in the previous section.

The screenshot shows the NJ-EDRS Training interface. At the top, it displays 'View Case' with Case ID 1000784, Decedent Name Mary Jane Doe, Date of Death 07/18/2008, Logged in Roger Physician, and Facility St Theresa Medical Center. Below this is a navigation bar with tabs for Welcome, Summary, DC Form, Notes, and Events. A 'Printer Friendly Version' button is located above the form. The form itself is titled 'ABSTRACT OF DEATH CERTIFICATE INFORMATION' and contains the following fields:

Medical Record No.:		State File Number: NOTSIGN
1a. Legal Name of Decedent (First, Middle, Last, Suffix) Mary Jane Doe		LMB ONLY
1b. Also Known As (AKA), If Any (First, Middle, Last, Suffix)		<input type="checkbox"/>

2. Click **Printer Friendly Version** located at the top of the Form to display the **Print Screen**.
 - a. Make sure the correct printer name appears in the **Name** field.
 - b. Make sure you have loaded legal-size paper in your printer.
3. Click the **Print** button.
 - a. The Death Certificate abstract form will now print.
 - b. This copy is for the file only.

How to Get Help With The EDRS

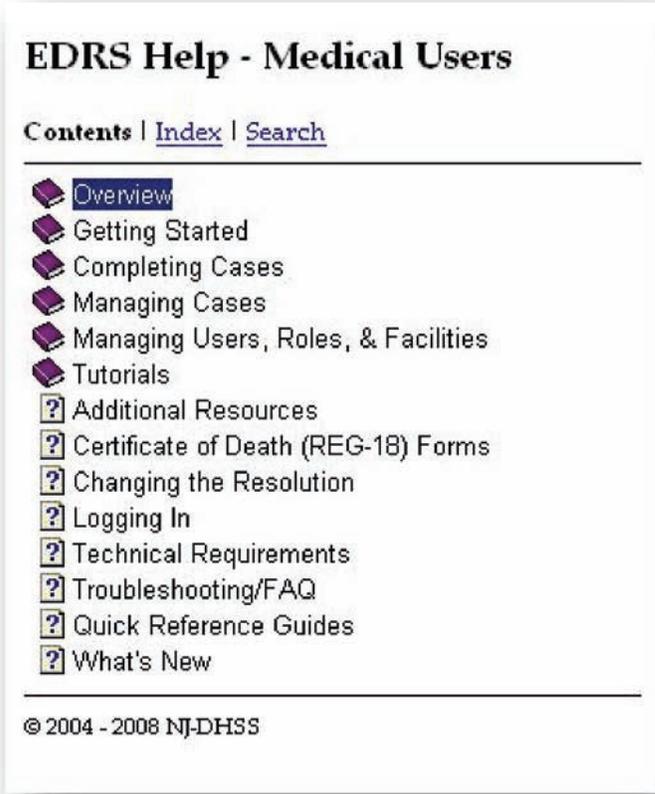
Help Desk Support

The EDRS has a 24-hour Help Desk. You can reach the Help Desk by:

phone at: **1-866-668-3788**
or
email at: helpdesk@doh.state.nj.us

Online Help and Tutorials

The EDRS has an online Help Utility that can be accessed anytime while using the system. Click on the **Help** link located at the bottom of the EDRS screen. A **Help Menu** will display. Click on any of the menu items to display detailed information and other links about the menu topic.



The screenshot shows a web page titled "EDRS Help - Medical Users". At the top, there are links for "Contents", "Index", and "Search". Below this is a list of menu items, each preceded by a small icon: a book icon for "Overview", "Getting Started", "Completing Cases", "Managing Cases", "Managing Users, Roles, & Facilities", and "Tutorials"; a question mark icon for "Additional Resources", "Certificate of Death (REG-18) Forms", "Changing the Resolution", "Logging In", "Technical Requirements", "Troubleshooting/FAQ", "Quick Reference Guides", and "What's New". The "Overview" item is highlighted with a blue background. At the bottom of the page, there is a copyright notice: "© 2004 - 2008 NJ-DHSS".

The Tutorials link displays a list of video tutorials that illustrate step-by-step instructions on performing common tasks in the EDRS. Each tutorial contains both audio and video, and in some cases the tutorial allows the user to participate in the demo.

Facility Administrator Application



State of New Jersey

DEPARTMENT OF HEALTH AND SENIOR SERVICES
VITAL STATISTICS REGISTRATION
PO BOX 370
TRENTON, N.J. 08625-0370

JON S. CORZINE
Governor

www.nj.gov/health

HEATHER HOWARD, J.D.
Commissioner

Electronic Death Registration System (EDRS) Request for Facility Administrator's User Name and Password

Date: _____

For EDRS Administrators:

Please provide the EDRS team at the Department of Health and Senior Services with an email address to which we will send your User Name and Password. If you do not have a working email address at this time, please provide us with a fax number.

Instructions detailing how to complete these Facility Administration tasks can be found by:

- (1) Logging into EDRS as the Facility Administrator
- (2) Clicking on the **Help** link found at the bottom right of the Welcome screen
- (3) And clicking on the chapter entitled **Managing Users, Roles, & Facilities**

Please print your email address, print and sign your name and then fax this form to 609-599-8626 so that we can begin the process. If you have any questions, please call the Help Desk at 866-668-3788.

Facility License Number: _____

Facility Name: _____

Address: _____

City: _____ Zip Code: _____ - _____

Municipality: _____ County: _____

Your Email Address: _____

Telephone #: _____ Fax #: _____

I certify that I am the Administrator (or owner) of the facility listed above.

Print Name

Signature

Completing Items on the Certificate of Death

These instructions pertain to the 2007 version of the Certificate of Death produced from the New Jersey Electronic Death Registration System (NJ-EDRS). Under certain circumstances a document may not be able to be completed in the NJ-EDRS application. When this happens the partially completed document should be printed out and completed manually using these instructions.

The following instructions will explain what information is expected in each field and where applicable, show a list of valid responses that can be entered in a particular field. All fields should be considered "REQUIRED INFORMATION" except where noted in the instructions.

TO BE COMPLETED BY THE PRONOUNCER OR MEDICAL CERTIFIER	
FIELD NAME	INSTRUCTIONS
26. Date Pronounced Dead (Mo/Day/Yr)	Enter the exact month, day and four-digit year that the decedent was pronounced dead. Enter the full name of the month – January, February, March, etc. Do not use a number or abbreviation to designate the month.
27. Time Pronounced Dead	Enter the exact time (hour and minute using a 24-hour clock) the decedent was pronounced dead according to local time. Be sure to indicate the time using a 24 hour clock. (Examples: for 12:15AM enter 0015, for Noon enter 1200, for 3:00PM enter 1500, for midnight enter 2400).
28. Signature of Person Pronouncing Death	Obtain the signature of the Physician or Registered Nurse who pronounced the death in black ink.
29. License Number	Enter the State License number of the Physician or Registered Nurse who pronounced the death.
30. Date Signed (Mo, Day, Yr)	Enter the exact month, day and year that the pronouncing Physician or Registered Nurse signs the certificate. Do not use a number to designate the month.

TO BE COMPLETED BY THE MEDICAL CERTIFIER	
FIELD NAME	INSTRUCTIONS
Name of Decedent as known by Physician	If the decedent's name on his/her medical records are different then the decedent's legal name, enter the name on the medical records. IF THE MEDICAL RECORDS NAME IS THE SAME AS THE DECEDENT'S LEGAL NAME, LEAVE THIS FIELD BLANK.
31. Date of Death	Enter the exact month, day and four-digit year that the decedent died. Enter the full name of the month – January, February, March, etc. Do not use a number or abbreviation to designate the month. If an estimate is made, enter date as "APPROX-date". If no estimate can be made, use the date found and enter "FOUND-date". If date of death was determined by court order, enter "Court Determined-date" this does not apply to individual that are declared dead by the courts, only to those cases where the court determines the date of death.
32. Time of Death	Enter the exact time (hour and minute using a 24-hour clock) the decedent was pronounced dead according to local time. Be sure to indicate the time using a 24 hour clock. (Examples: for 12:15AM enter 0015, for Noon enter 1200, for 3:00PM enter 1500, for midnight enter 2400). If an estimate is made, enter time as "APPROX-time". If no estimate can be made, enter "Unknown". If time of death was determined by court order, enter "Court Determined-time".

TO BE COMPLETED BY THE MEDICAL CERTIFIER

FIELD NAME	INSTRUCTIONS
33. Was Medical Examiner Contacted?	If the Medical Examiner was contacted concerning this case, enter "Yes". Otherwise enter "No".
34. Place of Death	If death occurred in a Hospital, enter one of the following valid entries: "Hospital: Inpatient", "Hospital: Emergency or Outpatient" or "Hospital: Dead on Arrival". If death DID NOT occur in a Hospital, enter one of the following valid entries: "Hospice Facility", "Nursing Home / Long Term Care Facility", "Decedent's Home" or "Other: **" ** Specify location.
35a. Facility name (If not institution, give street and number)	If the death occurred in a Hospital, on the way to a Hospital or in any medical or Health care facility, enter the full name of the institution. If the death occurred at home, enter the house number and street name. If the death occurred at some place other than those described above, enter the number and street name of the place or building where the decedent died.
35b. Municipality	Enter the municipality where the death took place. Note: Municipality can be different from the mailing address.
35c. County	Enter the county where the death took place.
36a. Cause of Death, Part I, Immediate Cause: Line A	The immediate cause of death is reported on Line A. This is the final disease, injury or complication directly causing the death. An immediate cause of death must always be reported on Line A. It can be the sole entry in the cause-of-death section if that condition is the only condition causing the death. NOTE: The mechanism of death (for example, cardiac or respiratory arrest) should not be reported as the immediate cause of death as it is a statement not specifically related to the disease process, and it merely attests to the fact of death.
Line A: Interval between Onset and death	Enter the interval between the presumed onset of the condition listed on Line A (not the diagnosis of the condition) and the date of death (for example, 10 minutes, 3 months, 10 years). These intervals are established based on available information. If the time of onset is entirely unknown, enter "Unknown". Do not leave this field blank.
36a. Cause of Death, Part I, Immediate Cause: Lines B, C, D due to (or as a consequence of)	On line B, enter the disease, injury or complication, if any, that gave rise to the immediate cause of death reported on Line A. If this in turn resulted from a further condition, enter that condition in Line C. If this in turn resulted from a further condition, enter that condition in Line D. Write the full sequence, one condition per line, with the most recent condition on top.
Line B, C, D: Interval between Onset and death	Enter the interval between the presumed onset of the condition listed on Lines B, C and D (not the diagnosis of the condition) and the date of death (for example, 10 minutes, 3 months, 10 years). These intervals are established based on available information. If the time of onset is entirely unknown, enter "Unknown". Do not leave these fields blank if a condition is entered on the line.
36b PART II – Enter other significant conditions contributing to death but not resulting in underlying cause given in PART I.	Enter all other important diseases or conditions that were present at the time of death and that may have contributed to the death, but did not lead to the underlying cause of death listed in PART I or were not reported in the chain of events in PART I. More than one condition can be reported per line in PART II.
37. Was an Autopsy Performed?	Enter "Yes" if a partial or complete autopsy was performed. Other valid entries are "No", "No-Religious Objection", "No-Refused" or "Unknown"
38. Were Autopsy Findings Available to complete cause of death?	If a partial or complete autopsy was performed, valid answers are "Yes", "No" or "Unknown". If an autopsy was not performed this should be left blank.

TO BE COMPLETED BY THE MEDICAL CERTIFIER

FIELD NAME	INSTRUCTIONS
	NOTE: FIELDS 39 THROUGH 45 SHOULD ONLY BE USED WHEN THE DECEDENT'S MANNER OF DEATH IS "ACCIDENT", "HOMICIDE" OR "SUICIDE".
39. Date of Injury (Mo/Day/Yr)	Enter the exact month, day and four-digit year that the injury occurred. Enter the full name of the month – January, February, March, etc. Do not use a number or abbreviation to designate the month. The date of the injury may not be the same as the date of death. If the exact date cannot be determined, enter "Undetermined".
40. Time of Injury	Enter the exact time (hour and minute using a 24-hour clock) the injury occurred according to local time. Be sure to indicate the time using a 24 hour clock. (Examples: for 12:15AM enter 0015, for Noon enter 1200, for 3:00PM enter 1500, for midnight enter 2400). If the exact time cannot be determined, enter "Undetermined".
41. Place of Injury	Enter the general type of place (such as restaurant, vacant lot, baseball field, construction site, office building or decedent's home) where the injury occurred.
42. Injury at work?	Enter "Yes" if the injury occurred at work. Other valid entries would be "No" or "Unknown".
43a. Location of Injury (Number and Street, Zip Code)	Enter the street address where the injury took place. Include zip code if known.
43b. Municipality	If the injury took place in New Jersey, enter the municipality where the injury occurred. Otherwise enter the city where the injury occurred. Note: Municipality can be different from the mailing address.
43c. County	If the injury took place in New Jersey, enter the county where the injury occurred. Otherwise leave blank.
43d. State	Enter state where injury occurred.
44. Describe how the injury occurred.	Enter a brief narrative describing how the injury occurred. Explain the circumstances or cause of the injury, such as "fell off ladder while painting house", "driver of car ran off roadway" or "passenger in car in car-truck collision".
45. If Transportation Injury:	Enter the role of the decedent in the transportation accident. Valid entries are "Driver/Operator", "Passenger", "Pedestrian", "Unknown", "Not Applicable" and "Other: ** ". "Other" applies to watercraft, aircraft, animal or people attached to outside of vehicles (e.g., "Surfers") but are not bonafide passengers or drivers. ** Specify Role.
46. Manner of Death	Enter the Manner of Death. Valid entries are "Natural", "Accident", "Suicide", "Homicide", "Pending Investigation" and "Undetermined". Deaths not due to external causes should be identified as "Natural". Indicate "Pending Investigation" if the manner of death cannot be determined within the statutory time limit for filing the Death Certificate. This should be changed later to one of the other terms. Indicate "Undetermined" ONLY when it is impossible to determine the manner of death.
47. Did decedent have Diabetes?	If the decedent had been diagnosed with diabetes, enter "Yes". Other valid entries are "No" or "Unknown".
48. Did Tobacco use contribute to Death?	If, in the physician's opinion, any use of tobacco or tobacco exposure contributed to death, enter "Yes". Other valid entries "No", "Probably" or "Unknown".
49. If Female, Pregnancy state	If the decedent is female, enter one of the following entries: "Not pregnant within past year", "Pregnant at time of death", "Not pregnant, but pregnant within 42 days of death", "Not pregnant, but pregnant 43 days to 1 year before death" or "Unknown if pregnant within the past year".
50. Certifier Type	The Certifying Physician is the person who determines the cause of death. If Medical Examiner, enter "Medical Examiner". If performing Pronouncement and Certifying death, enter "Pronouncing and Certifying Physician". If only certifying death, enter "Certifying Physician".

TO BE COMPLETED BY THE MEDICAL CERTIFIER

FIELD NAME	INSTRUCTIONS
51. Name, Address and zip code of certifier	Print the full name and address of the person whose signature or authentication appears in item 52.
52. Signature of Certifier	The Certifying Physician's signature is entered here.
53. License Number	Enter the State license number of the physician who signs or authenticates the certificate in item 52.
54. Date Certified	Enter the exact month, day and four-digit year that the certifier signed the certificate. Enter the full name of the month – January, February, March, etc. Do not use a number or abbreviation to designate the month.